



Regular Meeting of the School Board

Virtual/Eisenhower Community Center Boardroom

March 2, 2021 — 7:00 p.m.

ORDER OF BUSINESS

I. CALL TO ORDER

II. OPEN AGENDA

On March 20, 2020, the Board voted to hold meetings in a teleconference format for the duration of the peacetime state of emergency as a result of COVID-19. As a result of this shift in meeting format, the Board has adapted the Open Agenda public comment process until further notice.

We believe that community input is crucial for implementing Vision 2031, and we welcome public comments. If you wish to record a public comment to be played at the beginning of our next School Board meeting, please call 952-988-4191 to hear a message with instructions from Chair Bouchard and to leave your public comment as a voicemail. Please leave your message before 5:00pm on March 2nd, 2021, in order to have it played during the Open Agenda portion of the meeting that begins at 7:00pm.

Board members will not respond to comments during the meeting. However, a District representative will follow up with you after the meeting. If you would like to submit a comment to the Board but not have it played publicly, please use the “Contact the Board” email form on the District website.

III. REPORTS

A. Student Board Representatives Report

Student Board representatives will highlight what is happening at Hopkins High School.

B. Superintendent Reports

Dr. Mhiripiri-Reed will share pertinent items with the Board.

IV. APPROVAL OF AGENDA

V. CONSENT CALENDAR

(Board Information & Action — No Discussion)

Purpose:

These items provide the Board with information considered to be more “routine” in nature (e.g., personnel activity, contracts, bids, policies in second reading, etc.). If the Board deems an item to be necessary of additional discussion, a motion will be made to move the item to New Business.

Recommendation:

That the Board approves the Consent Calendar.

Note: The agenda is subject to change until formally approved.



- A. Approval of Minutes — Regular Meeting Conducted on February 16, 2021 and Special Meeting Conducted on February 16, 2021**
- B. Human Resources — Personnel Updates**
- C. Policies in Second Reading: [204, 410]**
- D. Tentative Agreement with Service Employees International Union Local 284 — Maintenance Employees**
- E. Hopkins High School Athletic Track Complex Synthetic Surface Rehabilitation**

VI. TREASURER’S REPORT

Steve Adams, School Board Treasurer, met with Tariro Chapinduka, Director of Business Services, to review District bills. Adams will update the Board on financial disbursements in the amount of \$2,127,230.91 for the period of February 9, 2021 through February 22, 2021.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Summary of Superintendent Review on February 16, 2021** **J. Bouchard**
(Board Information — No Action)

- B. Vision 2031 Update** **R. Mhiripiri-Reed**
(Board Information & Discussion — No Action)

Background:

Hopkins Vision 2031 is a vision of innovation created with the core belief that every student deserves a brilliant future. It is the result of multiple avenues of feedback designed to find out what our community, staff, and students think a world-class education should look like and what traits each student in the graduating class of 2031 should have.

- C. Policies in First Reading:** **N. Lightfoot/S. Andreson**
(Board Information, Discussion & Action)

Policy 801: Equal Access to Facilities by Secondary Students
Policy 806*: Crisis Management Plan

Background:



New policies and/or revisions to existing policies are presented to the Board throughout the school year. These policies reflect changes to ensure alignment with: 1) the District Vision 2031; 2) “The Equity Lens,” as part of our commitment to overcome racism; 3) Minnesota School Board Association (MSBA) model policies; 4) 2021 Legislative session; and 5) recommendations from legal counsel.

These policies were discussed by the Monitoring Committee and are presented in First Reading.

**Required to be reviewed annually by the Board.*

Recommendation:

That the Board approves Policies 801 and 806 in First Reading; further, the Board directs the Administration to prepare the policies (with suggested revisions) for approval in Second Reading at the next meeting (as part of Consent).

D. Partnership Plan for Full Funding Resolution
(Board Information, Discussion & Action)

S. Adams

Background:

As part of the organizing efforts between Education Minnesota and local unions, Hopkins Education Association (HEA) has requested that the Board pass this resolution to signal the Board’s partnership as HEA members approach legislators about fully funding our schools.

Recommendation:

The Board approves the Partnership Plan for Full Funding Resolution.

**E. Resolution Calling Executive Session —
Hopkins Education Association (HEA) Negotiations**
(Board Action)

N. Lightfoot

Background:

It is proposed that an Executive Session be called — pursuant to Minnesota Open Meeting Law, Minn. Stat. § 13D.03 — to discuss negotiations strategy related to the HEA (Hopkins Education Association) contract for the 2021-22 & 2022-23 school years.

Recommendation:

That the Board approves the following resolution:

It is hereby resolved that the School Board of Independent School District 270, Hopkins, Minnesota, meet in Executive Session to discuss negotiations strategy related to the HEA contract for the 2021-22 & 2022-23 school years; that the meeting be held virtually, and commence immediately following adjournment of this Regular Meeting; further, that it be noted that all Board Members, Superintendent, and Clerk were duly notified of intention to call this Executive Session.

IX. BOARD MEMBER REPORTS



Board members will report on recent educational activities/events in which they have participated.

X. INCIDENTAL REPORTS

XI. NOTICES, REPORTS, AND COMMUNICATIONS

XII. ADJOURNMENT



Official School Board Minutes

Regular Meeting of the School Board February 16, 2021

The regular meeting of the Board of Education of Independent School District 270 was conducted virtually on Tuesday, February 16, 2021. The meeting was called to order at 7:01 p.m.

School Board members present online: Treasurer Steve Adams, Director Fartun Ahmed, Vice Chair Shannon Andreson, Chair Jennifer Bouchard, Director Tanya Khan, Director John Kuhl, and Clerk Katie Pederson. School Board members absent: None.

Student Board reps present: Aidan Law (10) and Raines Lucas (12). Student Board reps absent: None.

Staff members present: Superintendent Rhoda Mhiripiri-Reed. Staff members absent: None.

Open Agenda:

Bouchard explained that Open Agenda is facilitated through a designated voicemail box for recorded messages to be played at the meeting. Bouchard noted that no Open Agenda comments were submitted.

Reports:

Student Board Representatives: Raines and Law updated Board members on events/activities taking place at Hopkins High School, sharing comments focused on the secondary scholar's return to in person learning and the adjustments both teachers and students faced.

Superintendent: Mhiripiri-Reed also updated Board members on scholar's return to school, stating that K-6th grade students are in-person learning four days a week and 7-12th grade students attending in-person one day per week. The launch of the 2021 Spring



Reimagining Task Forces will occur on Wednesday February 17th. She highlighted the number of staff, students and scholars that signed up to participate on these task forces that will leverage learnings from COVID-19 and 2018 Task Forces to reimagine and progress toward Vision 2031.

Approval of Agenda:

Khan moved, Adams seconded, to approve the agenda as presented. Those voting in favor thereof: Adams, Ahmed, Andreson, Khan, Kuhl, Pederson, and Bouchard. Those opposed: None. Carried.

Consent Calendar:

Adams moved, Kuhl seconded, to approve the Consent Calendar as presented: A) Approval of Minutes — Regular Meeting Conducted on February 2, 2021; B) Human Resources — Personnel Updates; C) Resolution Directing the Administration to Make Staffing Recommendations; D) HEA Seniority List, 2020-21; E) Updated Board Committees List. Those voting in favor thereof: Adams, Ahmed, Andreson, Khan, Kuhl, Pederson, and Bouchard. Those opposed: None. Carried. Exhibit “A”.

Treasurer’s Report:

Treasurer Adams highlighted expenses of interest. Adams moved, Andreson seconded, to approve financial disbursements in the amount of \$2,375,591.17 for the period of January 26, 2021 through February 8, 2021. Those voting in favor thereof: Adams, Ahmed, Andreson, Khan, Kuhl, Pederson, and Bouchard. Those opposed: None. Carried. Exhibit “B”.

Policies in First Reading:

Policy 204*: *School Board Meeting Minutes*

Policy 410*: *Family and Medical Leave*

(*require annual review by the Board)

Vice Chair Andreson noted that she, Clerk Pederson, and Director Kuhl met for the first time as the 2021 Board Monitoring Committee to re-implement the policy work for the district. Assistant Superintendent



Lightfoot introduced and reviewed each of the policies noting no revisions were being recommended for the annual review.

Andreson moved, Adams seconded to approve these policies (as noted above) in First Reading; further, the Board directs the Administration to prepare the policies for approval in Second Reading at the next meeting (as part of the Consent Calendar). Those voting in favor thereof: Adams, Ahmed, Andreson, Khan, Kuhl, Pederson, and Bouchard. Those opposed: None. Carried.

Predictable Staffing Model Presentation with Cost Modeling:

Director Chapinduka presented Hopkins' Predictable Staffing Model developed, with guidance from Cabinet members, CFAC and district leaders. He provided three examples of this model noting that the model is fluid and the numbers presented are preliminary and subject to change. Factors that are included in evolving the Predictable Staffing Model include: discretionary funding, site supplies and materials, site operational allocations and state and federal grants. Chapinduka also highlighted that enrollment is the main driver in the allocations at each site.

Through his examples, Chapinduka provided insight into specific positions, department specific costing breakdowns and resources our district buildings could receive based on the Predictable Staffing Base Allocation formulas.

Board members shared comments and questions surrounding a consistent and equitable experience at each school, how it compares to the current models in place, involvement of Principals and staff in the development and the progression of the long-term focus the Predictable Model provides.

Resolution Calling Executive Session - Superintendent Mid-Year Review:

Chair Bouchard proposed that an Executive Session be called — pursuant to Minnesota Open Meeting Law, Minn. Stat. § 13D.05, Subd.3(a) — to conduct the Superintendent's mid-year review for the 2020-21 school year.



Khan moved, Pederson seconded, to approve the following resolution:

It is hereby resolved that the School Board of Independent School District 270, Hopkins, Minnesota, meet in Executive Session to conduct the Superintendent's mid-year review for the 2020-21 school year; that the meeting be held virtually, and commence immediately following adjournment of this Regular Meeting; further, that it be noted that all Board Members, Superintendent, and Clerk were duly notified of intention to call this Executive Session. Those voting in favor thereof: Adams, Ahmed, Andreson, Khan, Kuhl, Pederson, and Bouchard. Those opposed: None. Carried.

Board Member Reports:

Board members reported on recent educational activities/events in which they have participated.

Andreson moved, Adams seconded, to adjourn the meeting 8:35 p.m. Those voting in favor thereof: Adams, Ahmed, Andreson, Khan, Kuhl, Pederson, and Bouchard. Those opposed: None. Carried.

Kathrine Pederson, School Board Clerk



Official School Board Minutes

Special Meeting of the School Board February 16, 2021

An executive meeting of the Board of Education of Independent School District 270 was conducted virtually on February 16, 2021, commencing at 8:47 p.m.

School Board members present: Chair Jen Bouchard, Vice Chair Shannon Andreson, Treasurer Steve Adams, Clerk Katie Pederson, Directors Fartun Ahmed, Tanya Khan, and John Kuhl.

School Board members absent: None

Staff present: Superintendent Rhoda Mhiripiri-Reed

Staff absent: None

The purpose of the meeting was pursuant to Minnesota Open Meeting Law, Minn. Stat. § 13D.05, Subd. 3(a) to conduct the Superintendent's mid-year review for the 2020-21 school year. No action was taken at this time.

The executive session was called in accordance with Minnesota laws and the entire meeting was recorded.

The Executive Session adjourned at 9:50 p.m.

Kathrine Pederson, School Board Clerk



Report to the School Board

Human Resources – Personnel Updates

March 2nd, 2021

Report Prepared by

Nik Lightfoot, Assistant Superintendent

Brady Flies, Supervisor of Human Resources

Abbey Aldrich, Human Resources Generalist

Sathya Jaganathan, Human Resources Assistant

Overview

Human Resources oversees numerous changes to District personnel on a daily basis, all of which require approval by the School Board. As is the common practice in the District, these changes have been *preliminarily* approved by the supervisor, pending *final* approval by the School Board. Upon approval, all personnel changes are reflected in the minutes and included as exhibits for future reference.

Supporting Documents

- √ Appointments – Temporary
- √ Appointments – Classified
- √ Appointments – Extra Curricular
- √ Reinstatement from Leave of Absence
- √ Resignations
- √ Retirement



Appointment — Temporary

Renee Mauroy – Social Worker – Long Term Sub – TG .5FTE– 2/16/2021

Appointments – Classified

Laurie Volkert – Food Preparation Worker – Substitute – 3/1/2021

Emma Lincoln – Food Preparation Worker – Substitute – 3/1/2021

Appointments – Extra Curricular

Ryan Hunwardsen – Nordic Ski Assistant Coach – HHS – 1/4/2021

Trevor Tolly – Football Head Coach – HHS – 8/16/2021

Reinstatement from Leave of Absence

Dione Des Lauriers – Speech Patholog (Speech Imp) – IKE 1.0FTE – 3/1/2021

Sue Bergquist – ECFE Teacher – HH Substitute – 2/2/2021

Resignations

Roxanne Higgitt – Receptionist – HHS – 1/29/2021

Olufunke Okuyemi – ESL – IKE 1.0FTE – 6/9/2020

Daniel Roden – Industrial Tech – HHS .333FTE– 6/12/2018

Alexander Townsend – 4th Grade – GW 1.0FTE– 6/5/2017

Shannon Sinkel – Nurse – AS 1.0FTE– 2/25/2021

Ryan Lantz – Stepping Stones Assistant – HH – 2/5/2021

Dane Christiansen – Paraprofessional Substitute – ESC – 2/11/2021

Kristi Brown – Special Ed Paraprofessional – AS – 3/5/2021

Renee Bennett – Food Preparation Worker – Substitute – 9/1/2020

Tayech Letybelu – School Keeper – HHS – 2/15/2021

Alfred Rivera – School Keeper – ECC – 2/15/2021

Michael Poquette – School Keeper – ECC – 2/15/2021

Abriham Kassa – School Keeper – ECC – 2/15/2021

Retirement

Sara Speicher – Digital Literacy Coach – ESC .5FTE– 6/9/2020



Report to the School Board

Policy Revisions In Second Read

March 2, 2021

Nik Lightfoot, Ed. D., J.D., Assistant Superintendent

Overview

The Monitoring Committee completed its review of Policies 204 and 410. The School Board approved the proposed changes in First Reading on February 16, 2021. Policies are being presented in Second Reading for final approval.

Primary Issues to Consider

Policy Approval in second reading

Supporting Documents

Policies 204 and 410



Hopkins Public School Policies

District Code: 204

SCHOOL BOARD MEETING MINUTES

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the School Board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the School District to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the School Board, including records of the minutes of School Board meetings and other required records of the School Board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the School District shall be available for inspection by members of the public during the regular business hours of the School District. Minutes of meetings shall be available for inspection at the administrative offices of the School District after they have been prepared. Minutes of a School Board meeting shall be approved or modified by the School Board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the



expense of the School District. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

2. Recordings of closed meetings shall be preserved by the School District for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the School District for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the School District's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the School District as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the School District for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the School District has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.



4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the School District, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The School Board shall cause its official proceedings to be published once in the official newspaper of the School District within thirty (30) days of the meeting at which the proceedings occurred; however, if the School Board conducts regular meetings not more than once every thirty (30) days, the School Board need not publish the minutes until ten (10) days after they have been approved by the School Board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the School Board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and



permanent records of the School Board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the School Board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the School Board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the School District and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the School District or by means of standard or electronic mail.

Cross References:

Adopted: October 22, 2009

Revised: October 18, 2011

Reviewed: September 26, 2013, September 18, 2014, September 3, 2015, May 5, 2016, September 22, 2016, September 19, 2017, September 25, 2018, September 3, 2019, February 5, 2021



Hopkins Public School Policies

District Code: 410

FAMILY AND MEDICAL LEAVE

Policy reflects Minnesota statute and aligns with other District 270 policies.

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to School District employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is



otherwise on the temporary disability retired list, for a serious injury or illness; or

2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.
- C. “Eligible employee” means an employee who has been employed by the School District for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the School District’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members



shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and



9. to address other events related to a covered military member that both the employee and School District agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
 1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
 1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;



- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
- 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
 - 3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
 - 4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
 - 5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed



Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the School District are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the School District does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the School District or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the School District



may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the School District has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the School District's expense. If the opinions of the first and second health care providers differ, the School District may require certification from a third health care provider at the School District's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the School District. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the School District of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the School District, subject to and in coordination with the health care provider.
11. The School District may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the School District may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.



12. During the period of a leave permitted under this policy, the School District will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the School District for the cost of the health plan premiums paid by it.
13. The School District may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the School Board for annual review.
The School District shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the School District for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.



This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the School District are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.



5. The School District may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will



last at least three weeks, the School District may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the School District may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, School District may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The School District will continue to fulfill the School District's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the School District regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each School District building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.



Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M”
(Statutory Provisions Which Grant Leaves to Licensed as well as
Non-Licensed School District Employees – Family and Medical
Leave Act Summary)

Adopted:

Revised: September 22, 2016

Reviewed: September 26, 2013, September 18, 2014, September 19, 2017, September
3, 2019, February 5, 2021



Report to the School Board

Tentative Agreement with Service Employees International Union Local 284 – Maintenance Employees

March 2nd, 2021

Report prepared by Nik Lightfoot, Ed.D., J.D. and Brady Flies, Supervisor of Human Resources

Overview

We have been in contract negotiations with the Service Employees International Union Local 284 representing Maintenance employees and have reached a tentative agreement. This tentative agreement is effective from July 1, 2020-June 30, 2022. It covers approximately 65 employees. The agreement is for two years and includes a 1.5% increase to all wage classifications both years of the contract. There will also be a \$0.30 increase to longevity in the second year of the contract. The cost of the agreement is 5.97%. This cost includes total salary and benefits increases.

Primary Issues to Consider

The employer monthly contribution for medical insurance will be equal to the amount of the single premium for employees electing either the HOOP or Low Deductible Single Plans and the monthly contribution will be equal to 55% of the family premium for employees electing the Low Deductible Family Plan and 65% of the family premium for employees electing the HOOP plan.

The employer monthly contribution for dental insurance will be equal to the amount of the single dental premium cost.

The annual VEBA contribution will be \$600 for employees electing Low Deductible Single or Family coverage and \$1,800 for employees electing HOOP Single or Family coverage.



The Night Shift Premium will increase \$0.25 per hour. The Weekend Shift Premium will increase \$0.15 per hour. The Afternoon Shift Premium will increase \$0.10 per hour. The shift premium for employees working in multiple buildings will increase \$0.15 per hour.

We would like to acknowledge the SEIU Local 284 – Maintenance leadership who worked on this agreement: Aaron Janson, Ryan Ward, Kevin Johnson, Yordanos Muhur, and Lew Vandenberg. Additionally, we would like to thank the Business Office for its costing assistance and the Classified Negotiation Committee School Board Members for their leadership and support.

Supporting Documents

Maintenance Employee Contract 2020-2022

Maintenance Agreement Cost Summary 2020-2022



Excellence.
Every School.
Every Student.
Every Day.

LABOR AGREEMENT

between

**INDEPENDENT SCHOOL DISTRICT
No. 270**

and

**SERVICE EMPLOYEES
INTERNATIONAL UNION
LOCAL 284
(Maintenance)**

**Effective dates:
July 1, 2020 – June 30, 2022**

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ARTICLE 1 PURPOSE

The UNION and the EMPLOYER agree that the purpose for entering into the AGREEMENT is to:

- 1.1 establish the foundation for a harmonious and effective labor management relationship;
- 1.2 provide for a means to peacefully resolve disputes concerning the application or interpretation of this AGREEMENT;
- 1.3 specify the full and complete understanding of the parties; and
- 1.4 place in written form the agreed upon terms and conditions of employment for the duration of this AGREEMENT.

ARTICLE 2 RECOGNITION

- 2.1 Recognition of Union. The EMPLOYER recognizes the UNION as the exclusive representative for the purpose of collective bargaining for all personnel as specified in ARTICLE 2.2 who are employed by Independent School District No. 270, Hopkins, Minnesota, who are employed for more than the lesser of 14 hours per week or 35 percent of the normal work week, and more than 67 work days per year, excluding supervisory, confidential, and other employees.
- 2.2 Job Classifications. Job classifications which are within the bargaining unit and covered by this AGREEMENT are as follows:

Building Maintenance Technician
Building Technician Foreperson
Carpenter
Carpenter Foreperson
Eisenhower Community Center Headperson
Eisenhower Community Center Night Leadperson
Electrical/Utility Specialist
Electrician
Elementary Headperson
Elementary Night Leadperson
Grounds Foreperson
Groundsperson
Harley Community Center Headperson
Harley Community Center Night Leadperson
Junior High Headperson
Junior High Night Leadperson
Maintenance Floater
Meadowbrook Elementary Headperson
Painter
Painter Foreperson
Part-time School Keeper
Plumbing and Heating Generalist
Plumbing and Heating Specialist
Plumbing and Heating Foreperson
School Keeper

School Keeper Floater
Senior High Headperson
Senior High Night Leadperson

2.3 Employment Status.

2.31 Full-time shall be defined as employees scheduled to a work week of thirty (30) hours or more.

2.32 Part-time shall be defined as employees scheduled to a work week of less than thirty (30) and more than fourteen (14) hours per week.

ARTICLE 3 SCOPE OF AGREEMENT

It is the intention of the UNION and the EMPLOYER that the coverage of this AGREEMENT is limited to the "terms and conditions of employment, "defined as:

"the hours of employment, the compensation therefore including fringe benefits,"

that are specifically established herein and are not in conflict with any statute of the State of Minnesota or rule or regulation promulgated thereunder.

ARTICLE 4 EMPLOYER RIGHTS

- 4.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; and to perform any inherent managerial function not specifically limited by this AGREEMENT.
- 4.2 Any "term or condition of employment" not explicitly established by this AGREEMENT shall remain with the EMPLOYER to establish, modify, or eliminate as it sees fit by work rules.

ARTICLE 5 UNION RIGHTS

- 5.1 Each employee shall have the right to request and be allowed dues check-off for the Union. The employee request shall be in the form of a written authorization, online sign-up, or audio recorded phone authorization for dues/premier member dues deductions. The School District shall implement all the terms of dues check-off authorizations submitted by the Union and agreed to by the employee.
- 5.2 The UNION may designate employees from the bargaining unit to act as Stewards and shall inform the EMPLOYER in writing of the names of such Stewards and of successors when so named. Employees so designated shall have the duties and responsibilities established by ARTICLE 26, (GRIEVANCE PROCEDURE).
- 5.3 The Business Representative of the UNION shall be permitted to enter the facilities of the EMPLOYER where employees covered by this AGREEMENT are working upon notification to the Building and Grounds Supervisor.

- 5.4 The EMPLOYER shall not enter into any agreement with employees which conflicts with the terms and conditions of this AGREEMENT.
- 5.5 It is in the interest of the employer and the union that all newly hired employees are informed of their rights, obligations and the benefits of their employment with the District. Accordingly the district shall inform the union representative and steward(s) of all new hires immediately upon hire, and the union representative or steward shall be afforded an opportunity to meet with the employee.
- 5.6 Long-Term Leave
The employer shall grant time off to members of the bargaining unit that are appointed or elected to a position of leadership in the Union for the purpose of conducting the business of the Union that will be more than two (2) weeks in duration. The Union shall give the employer reasonable notice of at least four (4) weeks prior to utilization of such leave. The Union shall reimburse the employer at the employee's regular rate of pay, including FICA and PERA benefits for the time missed. The employer's contribution towards any insurance benefits shall also be reimbursed by the Union. The employee shall continue to accumulate leave and vacation, and shall have access to leave time should a qualifying event occur.
- 5.61 Return from Leave
Employees returning from leave as above that is six (6) months or less shall be returned to the assignment held at the start of the leave. The assignment an employee returns to for leaves in excess of six (6) months shall be mutually agreed to by the employer and the union prior to the end of the first six months. In the event that the employer and the union are unable to agree to the assignment on return the employee shall have the option to terminate the leave and return to the assignment held at the start of the leave.
- 5.7 The Business Representative and Stewards of the UNION shall be afforded the opportunity to conduct a 30-minute, members-only meeting during the unpaid 30-minute lunch break of the Building and Grounds Department's Annual Safety Meeting ("Right to Know" Meeting) each year.

ARTICLE 6 PROBATIONARY PERIOD

- 6.1 All individuals who are new hires to the School District shall serve a one hundred and eighty (180) calendar day probationary period from the date of employment.
- 6.11 The probationary period shall serve as a period of time during which the employee shall demonstrate fitness and ability to perform the job classification's duties and responsibilities.
- 6.12 At any time during the probationary period an employee may be terminated at the discretion of the EMPLOYER. Employees terminated during the probationary period shall receive a written notice of such termination.
- 6.13 An additional thirty (30) continuous working day extension of the probationary period may be required upon the mutual agreement of the EMPLOYER and the UNION.

- 6.2 Employees promoted to a higher job classification shall serve a ninety (90) continuous working day probationary period.
- 6.21 The probationary period shall serve as a period of time during which the employee's fitness and ability to perform the job classification's duties and responsibilities shall be evaluated.
- 6.22 At any time during the probationary period an employee may be reassigned at the discretion of the EMPLOYER. Employees reassigned during the probationary period shall receive written notice of and reasons for such reassignment.
- 6.23 An additional thirty (30) continuous working day extension of the probationary period may be required upon the mutual agreement of the EMPLOYER and the UNION.
- 6.24 Employees promoted to a higher classification shall be compensated at their old classification rate plus 60% of the difference between their old classification rate and the new higher classification pay rate. Upon completion of the probationary period, employees shall be compensated at the higher job classification pay rate.

ARTICLE 7 HOURS OF WORK

- 7.1 The normal workday shall be eight (8) consecutive hours, excluding a one-half (1/2) hour unpaid lunch period for employees scheduled to a day shift and eight (8) consecutive hours, including a one-half (1/2) hour lunch period for employees scheduled to an afternoon or night shift. Any employee required and authorized to work during the unpaid lunch period will receive overtime pay.
- 7.11 Day shifts are defined as any shift starting at 6 A.M. or after and ending on or before 6 P.M.
- 7.12 Afternoon shifts are defined as any shift starting at 12 P.M. or after and ending on or before 12 A.M.
- 7.13 Night shifts are defined as any shift starting at 9 P.M. or after and ending on or before 8 A.M.
- 7.14 Weekend shifts are defined as any regularly scheduled five day work week which includes a Saturday or Sunday.
- 7.2 The normal workweek shall be five (5) consecutive normal workdays Monday through Sunday.
- 7.3 The normal work year shall begin July 1 and end June 30.
- 7.4 Employees will be granted a ten (10) minute rest period during each one-half (1/2) of their work shift to be taken at a time consistent with efficient operation and with the approval of their immediate supervisor.
- 7.5 Nothing in this AGREEMENT shall be construed as and is not a guarantee of any hours of work per normal workday or per normal workweek.

7.6 School Closing

- 7.61 Student Only Closing: In the event that schools are closed for students but not staff due to inclement weather or other unforeseeable circumstances, custodial bargaining unit employees will report to work as soon as practical unless they are instructed not to report to work. Employees who are unable to report to work may draw personal leave or vacation, if available, or may take the day off without pay.
- 7.62 Student and Non-Custodial Staff Closing: In the event that schools are closed for students and non-custodial staff, custodial bargaining unit employees who are unable to report shall suffer no loss in pay. Custodial employees who do report to work shall be paid at a time and a half rate for all hours worked in addition to their regular day's pay.

ARTICLE 8 PREMIUM COMPENSATION

8.1 Overtime:

- 8.11 The EMPLOYER reserves the right to schedule overtime for employees to meet the needs of the District.
- 8.12 All work performed in excess of forty (40) hours in a normal workweek shall be compensated at the rate of time and one-half (1-1/2) an employee's basic hourly rate.
- 8.13 Overtime shall be distributed among employees as equitably as practicable, subject to the building or work area where the overtime is necessary, the ability of employees to perform the overtime work, and the availability of employees. Opportunities for overtime shall be posted in all buildings in order to insure that employees are aware of overtime opportunities.
- Building Head Custodians will be responsible for filling overtime shift(s) in their building. If they are not able to fill overtime shift(s), Building Head will contact Buildings & Grounds office. The Buildings and Grounds office will email all staff with overtime posting. Employees will be assigned based on seniority.
- 8.14 Employees who have sick leave usage less than four (4) days in the previous contract year (July 1 through June 30), may choose to accumulate forty (40) compensatory time off in lieu of authorized overtime pay. All compensatory time should be taken during the contract year of when it was earned upon request of the employee and authorized by the Director of Buildings and Grounds. Any compensatory time not used by the end of the contract year (June 30) will be paid to the employee.

- 8.2 Building Inspection. Employees assigned to a pre-scheduled building inspection outside their normal workday or normal workweek shall be compensated for such inspections at the rate of time and one-half (1-1/2) times their basic hourly rate. Employees shall be compensated for a minimum of two (2) hours or the actual time worked for such assignment.

- 8.3 Call-Back.

8.31 The EMPLOYER reserves the right to call-back employees to meet the needs of the District.

8.32 Employees called back following the completion of a normal workday or normal workweek for work that was not scheduled in advance shall be compensated for a minimum of two (2) hours at time and three quarter (1-3/4) rate of pay. For calls approved by the building principal, program supervisor (community education), or Buildings and Grounds management, that do not require an employee to come in, a minimum of one (1) hour at time and three quarter (1-3/4) rate of pay shall be paid.

8.33 All snow removal outside of normal workday or normal workweek shall be compensated at time and three quarter (1-3/4) rate of pay.

8.4 Holidays. Employees scheduled or called back to work on their scheduled holiday shall be compensated at the rate of time and three-quarters (1-3/4) their basic hourly rate for all hours worked with a minimum of (two) hours paid.

8.5 Shift Premium. Employees scheduled to work a night shift, as defined by 7.13, shall receive a seventy-five cent (\$.75) per hour shift premium.

Employees scheduled for a weekend shift, as defined by Article 7.14, shall receive a sixty-five cent (\$.65) per hour shift premium.

Employees scheduled to work an afternoon shift, as defined by Article 7.12, shall receive a forty cent (\$.40) per hour shift premium.

8.6 Split Building Differential: Employees regularly scheduled to work a shift which is split between two buildings will receive a split building differential of \$.65 per hour. This applies to team cleaners who clean multiple buildings.

ARTICLE 9 JOB CLASSIFICATION COMPENSATION

9.1 Maintenance. Maintenance employees shall be compensated in accordance with the following pay classes:

2020-2021

1. School Keeper
2. School Keeper - Floater
3. Night Leadperson - Elementary & Harley
4. 3rd Shift - Lead Sr. High
5. Night Leadperson - Jr. High
6. Maintenance Floater
7. Groundsperson, Painter, Carpenter, Building Maintenance Technician
8. Plumbing & Heating Generalist, Building Technician Foreperson
9. Night Leadperson - Sr. High & Ike
10. Electrician, Elementary Headperson, Grounds Foreperson, Painter Foreperson, Carpenter Foreperson, Harley Community Center Headperson
11. Meadowbrook Elementary Headperson
12. Junior High Headperson
13. Electrical/Utility Specialist
14. Eisenhower Community Center Headperson

- 15. Senior High Head Custodian
- 16. Plumbing & Heating Specialist
- 17. Plumbing & Heating Foreperson

2021-2022

- 1. School Keeper
- 2. School Keeper- Floater
- 3. Night Leadperson – Elementary & Harley
- 4. 3rd Shift – Lead Sr. High
- 5. Night Leadperson – Jr. High
- 6. Maintenance Floater
- 7. Painter, Carpenter, Building Maintenance Technician, Courier Driver
- 8. Plumbing & Heating Generalist, Building Technician Foreperson, Groundsperson
- 9. Night Leadperson – Sr. High & Ike
- 10. Electrician, Elementary Headperson, Painter Foreperson, Carpenter Foreperson, Harley Community Center Headperson
- 11. No Positions
- 12. Ground Foreperson
- 13. Electrical/Utility Specialist
- 14. Eisenhower Community Center Headperson, Meadowbrook Elementary Headperson, Junior High Headperson
- 15. Senior High Head Custodian
- 16. Plumbing & Heating Specialist
- 17. Plumbing & Heating Foreperson

9.2 Part-time School Keepers. The School District shall have the right to employ part-time School Keepers. Part-time School Keepers shall be defined as employees who work at least 14 hours but not more than 30 hours per week on a regular basis. This shall not include temporary, casual, seasonal or student employees. Part-time School Keepers shall not be eligible for fringe benefits unless otherwise stated.

9.3 Compensation and Hourly Rate. All employees shall be paid based on the actual hours worked per year.

9.4 Salary Schedules

2020-2021 (1.5% increase)

Description	Step					
	1	2	3	4	5	6
1. School Keeper	18.39	18.72	18.99	19.46	19.46	19.46
2. School Keeper - Floater	19.50	19.82	20.08	20.55	20.55	20.55
3. Night Leadperson - Elementary & Harley	20.06	20.45	20.85	21.23	21.69	22.17

4. 3rd Shift - Lead Sr. High	20.78	21.19	21.63	22.06	22.55	23.07
5. Night Leadperson - Jr. High	22.16	22.61	23.08	23.55	24.09	24.63
6. Maintenance Floater	20.34	21.38	23.03	24.29	24.92	25.56
7. Groundsperson, Painter, Carpenter, Building Maintenance Technician, Courier Driver	20.46	21.52	23.20	24.47	25.08	25.76
8. Plumbing & Heating Generalist, Building Technician Foreperson	21.17	22.27	23.45	24.72	25.36	26.02
9. Night Leadperson - Sr. High & Ike	23.10	23.66	24.18	24.73	25.38	26.03
10. Electrician, Elementary Headperson, Grounds Foreperson, Painter Foreperson, Carpenter Foreperson, Harley Community Center Headperson	21.48	22.55	23.77	25.08	25.76	26.43
11. Meadowbrook Elementary Headperson	21.76	22.88	24.13	25.45	26.12	26.81
12. Junior High Headperson	21.90	23.03	24.30	25.63	26.31	27.00
13. Electrical/Utility Specialist	22.04	23.18	24.46	25.81	26.50	27.19
14. Eisenhower Community Center Headperson	22.66	23.81	25.10	26.44	27.12	27.81
15. Senior High Head Custodian	23.92	25.07	26.37	27.70	28.35	29.05
16. Plumbing & Heating Specialist	25.43	26.76	28.25	29.83	30.61	31.44
17. Plumbing & Heating Foreperson	27.74	29.30	30.98	32.83	34.77	35.77

2021-2022 (1.5% increase)

Description	Step					
	1	2	3	4	5	6
1. School Keeper	18.67	19.00	19.28	19.75	19.75	19.75
2. School Keeper - Floater	19.79	20.12	20.38	20.86	20.86	20.86
3. Night Leadperson - Elementary & Harley	20.36	20.76	21.16	21.55	22.02	22.50
4. 3rd Shift - Lead Sr. High	21.09	21.51	21.95	22.39	22.89	23.42
5. Night Leadperson - Jr. High	22.49	22.95	23.43	23.90	24.45	25.00
6. Maintenance Floater	20.65	21.70	23.38	24.65	25.29	25.94
7. Painter, Carpenter, Building Maintenance Technician, Courier Driver	20.77	21.84	23.55	24.84	25.46	26.15
8. Plumbing & Heating Generalist, Building Technician Foreperson, Groundsperson	21.49	22.60	23.80	25.09	25.75	26.41
9. Night Leadperson - Sr. High & Ike	23.45	24.01	24.54	25.10	25.76	26.43
10. Electrician, Elementary Headperson, Painter Foreperson, Carpenter Foreperson, Harley Community Center Headperson	21.80	22.89	24.13	25.46	26.15	26.83
11. No Positions	22.09	23.22	24.49	25.83	26.51	27.21
12. Grounds Foreperson	22.23	23.38	24.66	26.01	26.70	27.40
13. Electrical/Utility Specialist	22.37	23.53	24.83	26.20	26.90	27.60

14. Eisenhower Community Center Headperson, Meadowbrook Elementary Headperson, Junior High Headperson	23.00	24.17	25.48	26.84	27.53	28.23
15. Senior High Head Custodian	24.28	25.45	26.77	28.11	28.77	29.49
16. Plumbing & Heating Specialist	25.81	27.16	28.67	30.28	31.07	31.92
17. Plumbing & Heating Foreperson	28.16	29.74	31.44	33.32	35.30	36.31

2020-2021 Longevity Schedule

All employees with seniority date of July 1, 2010, (after 10 years of service) or earlier shall receive \$1.95 per hour above the basic rate.

All employees with seniority date of July 1, 2005, (after 15 years of service) or earlier shall receive \$2.05 per hour above the basic rate.

All employees with seniority date of July 1, 2000, (after 20 years of service) or earlier shall receive \$2.15 per hour above the basic rate.

2021-2022 Longevity Schedule

All employees with seniority date of July 1, 2011, (after 10 years of service) or earlier shall receive \$2.25 per hour above the basic rate.

All employees with seniority date of July 1, 2006, (after 15 years of service) or earlier shall receive \$2.35 per hour above the basic rate.

All employees with seniority date of July 1, 2001, (after 20 years of service) or earlier shall receive \$2.45 per hour above the basic rate.

LICENSES: Payable is a Stipend

\$400.00/yr Chief Boiler's License

\$300.00/yr 1st Class Boiler's License

\$250.00/yr Unlicensed Registered Electrician Certification – Payable in a stipend to those members in the following job classifications who hold the license:

Building Maintenance Technician,

Plumbing and Heating Specialist

Electrical/Utility Specialist

Plumbing and Heating Foreperson

Eisenhower Headperson

Meadowbrook Headperson

North Junior High Headperson

West Junior High Headperson

\$200.00/yr 2nd Class Boiler's License

\$100.00/yr Special Boiler's License

\$100.00/yr Certified Pool License-Payable in a stipend to those members in the following job classifications who hold the license:

Junior High Headperson

Junior High Night Lead

Eisenhower Community Center Headperson

Eisenhower Night Lead
Plumbing & Heating Specialist
Plumbing & Heating Foreperson

- 9.6 Paydays. Paydays shall be the fifteenth (15th) and thirtieth (30th) of each month. When the fifteenth (15th) and the thirtieth (30th) do not fall on a workday, payment shall be made on the workday prior. A calendar of paydays with corresponding cut-off dates for purposes of payroll periods will be prepared by the EMPLOYER.
- 9.7 Payroll Anniversary Date. Employees employed before January 1st shall be assigned the preceding July 1st as their anniversary date. Employees employed after January 1st shall be assigned the succeeding July 1st as their anniversary date.
- 9.8 Salary Schedule Progression. Employees shall be hired at step one of the job classification hired into and shall thereafter progress to the top as established by their anniversary date of hire. Employees shall be hired at step one of the job classification hired into but may be hired above the minimum by mutual agreement with the UNION.
- 9.9 Additional Responsibilities.
- 9.91 Employees assigned to the duties and responsibilities of a higher paid classification period of five (5) or more consecutive normal workdays or more than 9 workdays in a given calendar month shall be paid at the higher rate for all hours worked retroactive to the first day of assignment. The higher rate of pay will be defined as Step 1 of the higher pay class unless Step 1 of the higher pay class does not exceed the employee's hourly rate in their regular position, in which case the employee will be paid at the lowest step in the higher pay class that exceeds the hourly rate for their regular position. An employee who receives such an assignment shall remain in the assignment until the reason for the change has ended, unless the employee's performance is below standards.
- 9.92 Employees classified as Painter, and who are assigned the responsibility of four (4) or more employees, shall be paid at the rate of Class V during the period that four (4) or more employees are assigned.
- 9.93 In the event a job classification's duties and responsibilities are changed the employer will meet with the union to negotiate an appropriate rate of pay.
- 9.94 In terms of what qualifies an employee to be considered a "Floater", if an employee is typically moved between buildings at least three (3) times per week, said individual shall be considered a "Floater" and shall be eligible for the wage that corresponds with that job classification for each week that pertains.

ARTICLE 10 JOB REQUIREMENTS

- 10.1 Employees must hold state-mandated Engineer licenses as required for their position and must obtain such licensure within a reasonable period of time upon hire into the position.
- 10.2 The Building and Grounds Department shall conduct 6-month qualification reviews upon hiring employees into positions which are subject to licensure requirements with the

purpose of providing support/coaching with regard to obtaining Engineer licensure within a reasonable timeframe.

ARTICLE 11 SICK LEAVE

11.1 Full-time employees scheduled for a twelve (12) month work year shall be granted twelve (12) sick days at the beginning of the first year of employment. Effective year two of employment, full-time employees scheduled for a twelve (12) month work year shall earn one (1) day per month of annual sick leave allowance for a total of twelve (12) days.

11.11 Full-time employees who are originally employed at a time other than July 1 shall be granted a prorated sick leave allowance during the first year of employment.

11.12 Full-time employees who are scheduled for a work year of less than twelve (12) months shall be granted an annual sick leave allowance based on one (1) day for each one (1) month of work.

11.2 Earned sick leave may be accumulated to an unlimited amount.

11.3 Use of Sick Leave.

11.31 Accumulated sick leave may be used for absences from a scheduled normal workday necessitated by illness or injury. When the use of accumulated sick leave is approved, employees for compensation purposes will be considered to have worked their normal workday. Employees who are eligible for Workers' Compensation benefits shall have the right to use accumulated sick leave in an amount necessary to equal their normal daily compensation.

11.32 The use of accumulated sick leave in excess of three (3) consecutive normal workdays or the repeated and systematic use of sick leave may require the verification of illness or injury at the discretion of the Building and Grounds Supervisor.

11.33 Employees who are ill or injured for a period of time which exceeds their accumulated sick leave and earned vacation may request an unpaid leave of absence in accordance with the provisions of ARTICLE 21, (UNPAID LEAVE OF ABSENCE).

11.34 Misuse of sick leave benefit shall be just cause for disciplinary action as provided by the provisions of ARTICLE 23, (DISCIPLINE AND DISCHARGE).

11.4 Notification. Employees unable to report for their normal workday or upon returning from a short illness, three (3) days or less, shall notify the Building and Grounds Department at least two (2) hours prior to their scheduled starting time. Employees unable to report to work for the second or third shift will give a four hour notice when possible.

Employees returning to work from a long-term illness, more than three (3) days, shall notify the Building and Grounds Department one (1) calendar day prior to their scheduled starting time. If the Building and Grounds office is not open, the employee shall notify the head building custodian or specialist foreperson. Employees failing to give such notice may be subject to discipline as provided by ARTICLE 23 (DISCIPLINE AND DISCHARGE).

11.5 Wellness Incentive. If an employee has 3 or less sick day occurrences in a fiscal year and has not utilized FMLA or other medical leave during said fiscal year (July 1 – June 30), the employee will be eligible to receive an additional fifteen cents (\$0.15) pay per regular hour worked (not to exceed 2080 hours). The additional \$0.15 per hour will be paid into a VEBA account on July 15 of each contract year.

An occurrence is defined as one (1) work day or multiple, consecutive work days related to the same reason for absence.

ARTICLE 12 FAMILY ILLNESS LEAVE

12.1 Employees may use accumulated sick leave to provide care because of a serious illness to a member of the employee's immediate family in accordance with MN Statute 181.9413.

12.2 In unusual circumstances two (2) additional days of accumulated sick leave may be approved as determined by the Human Resources Employment Specialist.

12.3 For compensation purposes, when family illness is approved, employees will be considered to have worked their normal workday.

ARTICLE 13 FUNERAL LEAVE

13.1 Full-time employees may use up to a maximum of three (3) days of accumulated sick leave, if necessary, to attend a funeral in the employee's immediate family. Immediate family shall be defined as spouse, children, parent, brother, sister, grandparent, grandchild, uncle, aunt, and all corresponding in-laws. Also included is a guardian of the employee or any other person living in the employee's household for whom the employee is the sole source of support.

13.2 In unusual circumstances two (2) additional days of accumulated sick leave may be approved as determined by the Human Resources Employment Specialist.

13.3 For compensation purposes, when funeral leave is approved, employees will be considered to have worked their normal workday.

ARTICLE 14 PERSONAL LEAVE

14.1 Full-time employees may use up to a maximum of two (2) days, if necessary, to conduct personal business or to be absent for an event which is important to the employee which can only be conducted during the normal workday. Requests for personal leave shall be made in advance of its use and shall be subject to the approval of the Human Resources Employment Specialist.

14.2 For compensation purposes, when personal leave is approved, employees will be considered to have worked their normal workday.

ARTICLE 15 UNPAID LEAVES OF ABSENCE

15.1 Short Term Unpaid Leave of Absence: An employee may be approved for an absence without pay for a period not to exceed twenty (20) normal work-days, subject to the sole approval of the Director of Buildings and Grounds, with no loss of benefits.

- 15.2 Long Term Leave of Absence: In the event it is necessary for a full-time employee to be absent from work for reasons other than those provided by ARTICLES 11, 12, 13, 14, 15 and 16 (SICK LEAVE, FAMILY ILLNESS, FUNERAL LEAVE, PERSONAL LEAVE, VACATION or JURY DUTY) or for the birth or adoption of a child, a written request for an unpaid leave of absence must be made at least fourteen (14) calendar days prior to the effective date of the leave of absence. Such leaves shall be unpaid with the exception of leave for the birth or adoption of a child for which an employee may use earned sick leave in accordance with the Family Medical Leave Act.
- 15.3 Requested leaves of absence for the birth or adoption of a child will be granted in accordance with the Family Medical Leave Act. Requested unpaid leaves of absence for reasons other than the birth or adoption of a child will be granted only when such leave would not affect the operation of the maintenance program of the EMPLOYER, is recommended by the Human Resources Employment Specialist, and is approved by the School Board. The approval of such requests is discretionary with the School Board.
- 15.4 During an unpaid leave of absence employees will earn no compensation or benefits, except as may be specifically established by this AGREEMENT.
- 15.5 Employees who are absent from work without an approved leave of absence, will be subject to the provisions of ARTICLE 23 (DISCIPLINE AND DISCHARGE).
- 15.6 Return to Work: An employee returning to work shall be placed in an open position or the position the employee left. The employee will remain in the open position until a comparable position to the one that the employee originally left becomes available. The employee will not suffer a loss in pay while waiting for a comparable position to open.

ARTICLE 16 CHILD CARE LEAVE

- 16.1 In the event of an employee's pregnancy, such employee may continue to work until such time that she is determined disabled by her physician. During the period of time that she is certified disabled, such employee may utilize disability/sick leave benefits for which she is eligible in accordance with applicable law. Thereafter, an employee may request an unpaid child care leave. However, if an employee requests a child care leave prior to the time that her physician certifies her disability, such child care leave shall be in effect from the date of commencement through the period of childbirth and recovery. An employee on child care leave shall not be entitled to receive any compensation or sick leave pay from the school district.

The school district may grant, upon the request of an employee, an unpaid child care leave of absence for the care of a natural or adopted child. A pregnant employee shall notify, in writing, the Human Resources Employment Specialist and the supervisor, not later than the sixth month of pregnancy, of the intention to take child care leave. Such notice shall include the proposed time period for such leave, a physician's statement indicating the estimated date of delivery, and the employee's intention to work up until her certified disability date. An employee requesting a child care leave for the care of an adopted child shall give notice at least 3 months prior to the estimated placement date, if possible.

ARTICLE 17 VACATION

- 17.1 Full-time employees shall earn vacation in accordance with the following schedule based on years of continuous service. For the purpose of determining years of continuous service, an employee's payroll anniversary date as established by ARTICLE 9 (JOB CLASSIFICATION AND COMPENSATION) Section 9.8 will be used. Employees working less than a full year will earn prorated vacation.
- 17.11 During the first (1st) year through the fifth (5th) year of continuous employment ten (10) days of vacation per year shall be earned provided the employee has completed the probationary period
- 17.12 During the sixth (sixth) year through the twelfth (12th) year of continuous employment fifteen (15) days of vacation per year shall be earned.
- 17.13 During the thirteenth (13th) through the fifteenth (15th) year of continuous employment seventeen (17) days of vacation per year shall be earned.
- 17.14 Employees with more than fifteen (15) years of continuous employment shall earn twenty (20) days of vacation per year.
- 17.15 Employees with more than 20 years of continuous employment shall earn twenty-three (23) days of vacation per year.
- 17.16 Employees with more than 25 years of continuous employment shall earn twenty-five (25) days of vacation per year.
- 17.2 For the purpose of scheduling vacations a "vacation choice schedule" and a seniority list will be posted in each building between April 1 and May 1. Requests for vacation will be based on seniority by building. All vacation requests shall be subject to the approval of the Director of Building and Grounds and subject to the work needs of the EMPLOYER. At least one week notice is necessary prior to taking a vacation.
- 17.3 An employee may carry over unused vacation days into the first six (6) months of the next year, and no more than half of the unused vacation days into the second six (6) months before vacation days are forfeited.

Example:

July 1, 2020 – Employee is allocated 10 days of vacation.

July 1, 2021 – No vacation was used in the previous fiscal year and employee receives new allocation of 10 days of vacation bringing their total vacation balance to 20 days.

January 1, 2022 – No vacation was used since July 1, 2021 so the previous year's (2017-2018) allocation of 10 vacation days is reduced by 5 days bringing the balance to 15 vacation days.

June 30, 2022 – No vacation was used since January 1, 2022 so remaining 5 vacation days that were carried over on January 1, 2022 are lost bringing the balance to 10 days of vacation.

July 1, 2022 – Employee receives new allocation of 10 days bringing total balance to 20 days of vacation.

ARTICLE 18 JURY DUTY

- 18.1 Full-time employees called for jury duty shall be compensated for the difference between the jury per diem and the employee's basic hourly rate times eight (8) not to exceed thirty (30) normal workdays. Employees not selected for a jury or discharged from a jury shall report to work if directed by the Building and Grounds Supervisor.

ARTICLE 19 INSURANCE

- 19.1 Eligibility. The insurance benefits established by this ARTICLE shall be provided to full-time employees.
- 19.2 Hospital-Medical-Dental Insurance. The EMPLOYER will provide preventative insurance programs for medical and dental for all full-time employees.

- 19.21 The EMPLOYER will contribute an amount equal to the cost of the monthly single premium for employees electing either the HOOP and Low Deductible single plans. Employees electing HOOP family coverage will receive a monthly contribution equal to 65% of the HOOP family premium cost and employees electing Low Deductible family coverage will receive a monthly contribution equal to 55% of the Low Deductible family premium cost.

The EMPLOYER will contribute an amount equal to the cost of the monthly single premium amount for employees electing either single or family dental coverage.

Employees electing HOOP single or family coverage will receive an annual VEBA contribution of \$1,800 and employees electing Low Deductible single or family coverage will receive an annual VEBA contribution of \$600.

- 19.22 In the event that it is determined by a court of competent jurisdiction that the payment of dependent coverage for eligible employees is discriminatory toward single employees, the cost of dependent coverage remaining prior to the expiration of this AGREEMENT will be distributed equally among all employees in the form of a cash payment.
- 19.23 Any reduction in the benefit specifications of the hospital- medical benefits between the insurance carrier and the EMPLOYER executed as of July 1, 1980 shall be subject to bargaining between the UNION and the EMPLOYER, except those required by law or agreed to between the Employer and the Hopkins Education Association.
- 19.24 Employees retiring after age fifty-five (55) shall have the right to continue to participate in the group hospital/ medical insurance program established by this article until age sixty-five (65). Employees participating shall pay the full premium cost of the single and dependent monthly premium.

- 19.3 The Life Insurance Program will provide insurance for eligible full-time employees subject to conditions as agreed upon between the EMPLOYER and the insurance carrier.
- 19.31 Eligible employees with twelve (12) or less continuous years of employment will be provided insurance in an amount to the nearest \$1,000 of the employee's estimated annual income as of September 1 of each year, however, each employee shall be provided with a minimum of \$50,000 in coverage.
- 19.32 Eligible employees with more than twelve (12) years of continuous employment will be provided insurance in an amount which doubles, to the nearest \$1,000 of the employee's estimated annual income as of September 1 of each year. Effective January 1, 1995, such employees will have the discretion to limit their life insurance coverage at \$50,000.
- 19.33 The EMPLOYER shall pay the full premium cost of the Life Insurance Program for all eligible and enrolled employees.
- 19.4 The Long Term Disability Insurance Program will provide disability insurance for eligible full-time employees subject to the conditions agreed upon between the EMPLOYER and the insurance carrier.
- 19.41 The EMPLOYER will contribute the full monthly premium cost of the L.T.D. Program for eligible and enrolled full-time employees.
- 19.42 Income for the purpose of L.T.D. benefits is defined as the monthly income of an employee as of September 1 as established by 9.6 of this AGREEMENT.
- 19.43 An income benefit of 66-2/3% of an employee's monthly income will commence following a sixty (60) working day waiting period.
- 19.44 Employees may elect to use accumulated sick leave or earned vacation in a prorated amount to supplement the L.T.D. benefit until accumulated sick leave or earned vacation is exhausted.
- 19.5 Employee Acceptance. Acceptance of any insurance benefit established by this ARTICLE is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept it.
- 19.6 Any future increase in the employer's contribution towards an approved insurance program will coincide with the effective date of the insurance contract between the employer and designated insurance carrier.
- 19.7 Reimbursement for Personal Property Damage. The School Board shall reimburse Employees up to a maximum of \$50 per incident, for the depreciated value of personal property damaged or destroyed as a consequent of carrying out assigned custodial duties. Such losses shall be certified by the Employee and approved by the Director of Business Services. Employees submitting such loss claims under their personal insurance programs shall receive reimbursement equal to their personal insurance program deductible or \$50, whichever is less.

19.8 Flexible Benefit Plan. The Employer will offer a flexible benefit plan to employees covered by this master agreement pursuant to the provisions of Section 125 of the Internal Revenue Code. This plan provides a system whereby Employees may elect to allocate monies from their salary to be used for the purchase of medical, dental, vision and dependent care expenses.

ARTICLE 20 HOLIDAYS

20.1 The following nine (9) days during the work year shall be considered paid holidays for full-time employees scheduled to a twelve (12) month work year:

- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Memorial Day

19.11 Floating Holiday. Two additional floating holidays shall be observed on a day or days requested by the Employee and shall be approved by the Employer unless no substitute or other employee is available to maintain required staff levels for minimum building maintenance needs.

20.2 The following five (5) days during the work year shall be considered paid holidays for full-time employees scheduled to a nine (9) month work year:

- Labor Day
- Memorial Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Presidents' Day

20.3 The actual calendar day on which a holiday will be observed shall be established by the EMPLOYER for employees working a normal work week Monday through Friday. Employees scheduled to a normal work week other than Monday through Friday shall receive ten (10) holidays scheduled at a time mutually convenient to the EMPLOYER and the employee.

20.4 To qualify for a paid holiday employees must work the last normal workday before the holiday and the first normal workday following the holiday. For the purpose of this Section employees who are absent from work based on the provisions of ARTICLES 11, 12, 13, 14, 15 and 16 will be considered to have worked the normal workday before or following a holiday.

ARTICLE 21 UNIFORMS

21.1 Full-time custodial and maintenance employees shall wear an approved uniform provided by the EMPLOYER. Employees shall be responsible for laundering and

maintaining such uniform. The District shall provide a uniform allowance for custodians of forty-five dollars (\$45) per pair of pants, per year, payable on the first pay date of each school year in accordance with the department uniform policy. All employees will receive a maximum of two (2) pairs of pants per year with the exception of the Plumbing and Heating Specialist, Plumbing and Heating Foreperson, the Electrical/Utility Specialist, Grounds Foreperson, and Groundperson which will receive a maximum of four (4) pairs of pants per year.

21.2 Footwear

Employees shall wear and be reimbursed for appropriate footwear according to the following schedule:

Steel toed, puncture resistant footwear shall be worn by: night leads and building leads working in buildings where there is construction; specialists; employees doing grounds keeping work for building and grounds or community education. Employees shall be reimbursed up to \$180.00 annually for the purchase of these boots.

ARTICLE 22 SEPARATION

22.1 Employees shall be considered separated from employment with the EMPLOYER based on the following actions:

22.11 Resignation. Employees resigning from employment shall submit written notice at least fourteen (14) calendar days prior to the effective date of their resignation. Failure to give such notice will result in the forfeiture of all earned vacation.

22.12 Severance Pay. Severance Inducement Benefit. Employees who terminate employment will be eligible for a severance inducement benefit provided the employee has 20 years of full-time continuous service with the employer. An employee terminated "for cause" shall not be eligible for the Severance Inducement benefit.

Severance Trust Participation

The School District and the Union are committed to establishing a Voluntary Employee Beneficiary Association (VEBA), as authorized under Section 501 (c)(9) of the Internal Revenue Code, to provide health and welfare benefits to eligible Union members.

Under the terms of the parties' Collective Bargaining Agreement, eligible Employees have earned a severance benefit (the "Benefit"). The District shall fulfill the Benefit obligation to the eligible employee (the "Member") by making payments in contribution to a VEBA account of an amount equal to 100% of the Benefit.

In order to participate in the VEBA, Members must sign the "Participation Agreement." The Agreement will require the member to verify that only eligible expenses will be submitted for reimbursements.

22.122

<u>Years of Employment</u>	<u>Number of Days Pay</u>
20 years	90 days

EMPLOYER'S maximum benefit obligation for members of the bargaining unit shall not exceed \$60,000 in any fiscal year covered by this AGREEMENT.

For purposes of this section, a "day's pay" will be defined as the mean average of the regularly assigned hours per day during the employee's years of employment multiplied by the employee's highest hourly wage. The mean average of regularly assigned hours will be determined by the highest total hours worked for 20 years of district employment.

Employees terminated "for cause" shall not be eligible for the severance benefit. The severance payment will be made within 60 days of severance or in January of the year following the severance date, and will be paid to the employee's estate in case of death.

Notwithstanding any other provisions of this ARTICLE, the EMPLOYER'S maximum severance benefit obligation for members of the bargaining unit shall not exceed \$60,000 in any fiscal year covered by the AGREEMENT. In the event applications of eligible employees constitute a liability in excess of the limitations as contained in this section, the amount each employee would be eligible to receive shall be reduced to a proportionate share of the school district's annual liability with the remainder to be paid in the following fiscal year subject to the aggregate maximum.

Beneficiary. In the event of the death of an eligible employee prior to the full payment of the severance inducement benefit, the remaining benefit shall be made to the beneficiary designated by the employee.

Health-Medical Insurance.

The Employer will contribute \$4,800.00 each year of this agreement to the post-severance medical fund.

Eligible employees will be able to use this fund to pay \$100.00/month toward the District Medical Insurance Program Until eligible for Medicare.

When the set aside amount is exhausted, it is gone. Any dollars not used would roll to the next fiscal year. The annual contribution amount is not an ongoing District commitment, but will be negotiated with each master agreement.

22.13 Discharge. Employees may be discharged from employment as provided by ARTICLE 23 (DISCIPLINE AND DISCHARGE).

22.14 Absence from Work. Employees absent from work without an approved absence as provided by ARTICLES 11, 12, 13, 14, 15, 16 and 21 (SICK LEAVE, FAMILY ILLNESS, FUNERAL LEAVE, PERSONAL LEAVE, VACATION, JURY DUTY, or

UNPAID LEAVE OF ABSENCE) may be discharged as provided by ARTICLE 23 (DISCIPLINE AND DISCHARGE).

22.15 Inability to Perform Job Duties and Responsibilities. Employees may be separated for the inability to perform job duties and responsibilities as provided by ARTICLE 6 (PROBATIONARY PERIOD).

22.2 Employees re-employed by the EMPLOYER following separation shall be considered an original hire.

ARTICLE 23 JOB POSTING

23.1 The EMPLOYER AND THE UNION agree that job openings should be filled based on the concept of promotion from within, provided that applicants

22.11 have the necessary qualifications to meet the standards of the job and

22.12 have the ability to perform the duties and responsibilities of the job.

23.2 A job opening shall be posted on custodial office bulletin boards and on the district's intranet for a period of (10) working days. The EMPLOYER shall make every reasonable effort to fill posted job openings within thirty (30) calendar days following the expiration of the posting. If a job opening cannot be filled within 30 days, the District will notify the Union, in writing, of the reasons why.

23.3 Job openings which occur in the job classification of Custodian/ School keeper shall be filled by the senior Custodian/School keeper applicant, subject to the provision of 22.11 and 22.12 of this ARTICLE.

23.4 Openings which occur in the job classification of Headperson, Lead-person, or Specialist shall be filled based on qualifications, ability to perform the duties and responsibilities of the position, work performance, and seniority. The senior applicant will be selected after being interviewed if qualifications, ability and performance are equal.

To the extent that is possible, the following individuals will participate in internal and external supervisory position interviews: Building Principal, Supervisor of Buildings and Grounds, Human Resources Employment Specialist, and a building head from another site.

23.5 Employees filling a higher job classification based on the provisions of this ARTICLE shall serve a ninety (90) working day probationary period and are subject to the conditions of ARTICLE 6 (PROBATIONARY PERIOD).

23.6 Employees who post for and are selected for a temporary position shall retain the right to return to the employee's previously held position at the conclusion of the temporary vacancy.

23.7 The EMPLOYER has the right of final decision in the selection of the employees to fill posted jobs.

23.8 Employees filling a vacancy are required to remain in the newly accepted position for a minimum of sixty (60) days before they are eligible to be hired into a position in the same pay class (lateral move).

ARTICLE 24 DISCIPLINE AND DISCHARGE

24.1 The EMPLOYER shall have the right to impose disciplinary actions on employees for just cause.

24.2 Disciplinary actions by the EMPLOYER may include any of the following actions based on the severity of the cause:

Oral reprimand	Demotion
Written reprimand	Discharge
Suspension	

24.3 The suspension, demotion, or discharge of an employee may be processed through the procedures of ARTICLE 26 (GRIEVANCE PROCEDURE) provided that if no appeal is made of such disciplinary action within seven (7) normal workdays of its occurrence, this right of appeal is waived.

24.4 Employees who are demoted for just cause shall have their job position posted and shall be demoted to the last position made vacant by the job posting procedure established by ARTICLE 22. An employee demoted shall lose all job posting rights established by ARTICLE 22 for a period of one (1) year.

24.5 Upon the written request of the employee to the Human Resources Employment Specialist or designee, records of disciplinary action will be reviewed and considered for removal if there have been no further disciplinary actions, letters of memoranda relating to the same or similar issues for a period of two years. The employee shall receive the written request and documents back.

ARTICLE 25 SENIORITY

25.1 Seniority shall be defined as the length of continuous SERVICE WITH THE EMPLOYER as a full-time employee.

25.2 The EMPLOYER shall maintain a seniority list of all employees covered by this AGREEMENT.

25.3 Seniority shall terminate when an employee is separated from employment as provided by ARTICLE 21 (SEPARATION).

25.4 Seniority shall not accrue under the following conditions:

25.41 During a period of suspension as provided by ARTICLE 23 (DISCIPLINE AND DISCHARGE).

25.42 During a period of lay-off as provided by ARTICLE 25 (LAY-OFF).

25.43 During a period of an unpaid leave of absence as provided by ARTICLE

21 (UNPAID LEAVE OF ABSENCE), excluding a leave granted for a long-term injury or illness during which seniority shall accrue.

25.5 Seniority shall have application to the following terms and conditions of employment:

25.51 The accumulation of vacation and the selection of a vacation period as provided by ARTICLE 15 (VACATION).

25.52 Progression on the salary schedule as provided by ARTICLE 9 (JOB CLASSIFICATION AND COMPENSATION).

25.53 Order of lay-off as provided by ARTICLE 25 (LAY-OFF).

25.54 As one criteria in considering applicants for promotion as provided by ARTICLE 22 (JOB POSTING).

ARTICLE 26 LAY-OFF

26.1 Employees may be laid off by the EMPLOYER to meet the needs of the School District.

26.2 Seniority shall prevail in the event of a lay-off or job elimination in accordance with the following procedure:

26.21 The employee affected by the original notice of lay-off or job elimination shall have the right, provided, the employee has more seniority, to displace any of the least three senior employee in the job classification in which the original lay-off takes place. The displaced employee shall have the right to displace any of the least senior three employees in any job classification, provided, the employee:

26.211 Has more seniority.

26.212 Has successfully completed a probationary period in the specific job within the job classification or has filled in for the position at least ninety (90) cumulative days.

26.213 Has the qualifications and ability to perform the job classifications' current duties and responsibilities.

26.214 Employees impacted by layoff or job elimination, shall have five (5) workdays to decide whom they will displace.

26.22 The displacement procedure established by Section 25.21 shall be repeated until an employee elects to displace within the Custodian/School Keeper job classification. Within the Custodian/ School Keeper job classification employees shall have the right to displace any employee with lesser seniority until the employee with the least seniority is laid off.

26.3 Exception. No employee shall have the right to displace an employee in a job classification from which the employee voluntarily demoted.

26.4 Recall. Following the filling of a job opening in accordance with ARTICLE 22 (JOB POSTING) a resulting vacancy shall be filled by recalling employees who are on lay-off. Employees shall be recalled in the inverse order of lay-off, provided, the employee has the qualifications and ability to perform the job classifications' current duties and responsibilities. In the event a job is eliminated, the displaced employee shall not have his or her pay reduced.

26.41 Notice of recall shall be made by certified mail, at least fourteen (14) calendar days prior to the date the employee is to return to work.

26.42 Following receipt of the notice of recall the employee shall, within five (5) calendar days, notify the Human Resources Employment Specialist by certified mail of their intention to return to work.

26.43 Employees who fail to return to work as notified or who fail to give written intention of their intent to return to work shall be considered to have resigned and shall lose all rights to recall as established by this Section (25.4).

ARTICLE 27 GRIEVANCE PROCEDURE

27.1 A grievance for the purpose of this ARTICLE is defined as a dispute or disagreement as to the interpretation or application of the terms and conditions of this AGREEMENT. The following procedure is established for the purpose of resolving such grievance with equity and dispatch.

27.2 It is recognized and accepted by the EMPLOYER and the UNION that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during working hours only when consistent with such employee duties and responsibilities. The Steward involved and a grieving employee shall suffer no loss in pay when a grievance is processed during working hours, provided the Steward and the employee have notified and received the approval of their supervisor to be absent to process a grievance and that such absence would not be detrimental to the work programs of the EMPLOYER.

27.3 Grievances shall be resolved in conformance with the following procedure:

Step 1. Upon the occurrence of any alleged violation of the AGREEMENT, the employee involved shall attempt to resolve the matter on an informal basis with the employee's immediate supervisor. If the matter is not resolved to the employee's satisfaction by the informal discussion it may be reduced to writing and referred to Step 2 by the UNION. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the alleged section(s) of the AGREEMENT violated, and the relief requested. Any alleged violation of the AGREEMENT not reduced to writing by the UNION within seven (7) calendar days of the first occurrence of the event giving rise to the grievance or within seven (7) calendar days after the employee, through the use of reasonable diligence should have knowledge of the first occurrence of the event giving rise to the grievance, shall be considered waived.

Step 2. Alleged violations of the AGREEMENT referred in writing provided by Step 1 shall be considered a grievance. Within seven (7) calendar days after receiving the

written grievance the Building and Grounds Supervisor and the appropriate UNION Steward shall meet and attempt to resolve the grievance. If, as a result of this meeting the grievance remains unresolved, the Building and Grounds Supervisor shall reply in writing to the UNION Steward within three (3) calendar days following this meeting.

The UNION may refer the grievance in writing to Step 3 within seven (7) calendar days after receipt of the Building and Grounds Supervisor's written answer. Any grievance not referred in writing by the UNION within seven (7) calendar days following the receipt of the Building and Grounds Supervisor's answer shall be considered waived.

Step 3. Within seven (7) calendar days following receipt of a grievance referred from Step 2 the Human Resources Employment Specialist, or designee, shall meet with the UNION Business Agent and attempt to resolve the grievance. Within seven (7) calendar days following this meeting the Human Resources Employment Specialist, or designee, shall reply in writing to the UNION Business Agent stating the EMPLOYER'S answer concerning the grievance. If, as a result of the written response the grievance remains unresolved, the UNION may refer the grievance to Step 4. Any grievance not referred in writing to Step 4 within seven (7) calendar days following receipt of the Human Resources Employment Specialist's answer will be considered waived.

Step 4. If the grievance remains unresolved, the UNION may within seven (7) calendar days after receipt of the Human Resources Employment Specialist's Step 3 answer, by written notice to the EMPLOYER, request arbitration of the grievance. The arbitration proceedings shall be conducted by an arbitrator to be selected by mutual agreement of the EMPLOYER and the UNION within seven (7) calendar days after notice has been given. If the parties fail to mutually agree upon an arbitrator within the said seven (7) day period, either party may request the Public Employment Relations Board to submit a panel of five (5) arbitrators. Both the EMPLOYER and the UNION shall have the right to strike the first (1st) name; the EMPLOYER shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

27.4 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within ten (10) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension.

The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the EMPLOYER, the UNION and the employees.

27.5 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

27.6 If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION in each step.

ARTICLE 28 HEALTH REQUIREMENTS

28.1 All employees will be required to furnish evidence of good health as may be required by Minnesota Statutes.

28.2 All employees will be required to show evidence of a mantoux or chest X-ray as required by law.

ARTICLE 29 SEVERABILITY

29.1 In the event that any provision(s) of this AGREEMENT is declared by proper legislative, administrative, or judicial authority from whose findings, determination, or decree no appeal is taken, such provision(s) shall be voided. All other provisions shall continue in full force and effect.

29.2 The parties agree to, upon written notice, enter into negotiations to place the voided provisions of the AGREEMENT in compliance with the legislative, administrative, or judicial determination.

ARTICLE 30 WAIVER

30.1 The EMPLOYER and the UNION acknowledge that during the meeting and negotiating which resulted in this AGREEMENT, each had the right and opportunity to make proposals with respect to any subject concerning the terms and conditions of employment. The agreements and understandings reached by the parties after the exercise of this right are fully and completely set forth in this AGREEMENT.

30.2 Therefore, the EMPLOYER and the UNION for the duration of this AGREEMENT agree that the other party shall not be obligated to meet and negotiate over any term or condition of employment whether specifically covered or not specifically covered by this AGREEMENT.

30.3 Any and all prior agreements, resolutions, practices, policies, and rules or regulations regarding the terms and conditions of employment, to the extent they are inconsistent with this AGREEMENT, are hereby superseded.

ARTICLE 31 DURATION AND PLEDGE

31.1 This AGREEMENT shall become effective on July 1, 2020, unless specifically provided otherwise herein, and shall remain in effect through the 30th day of June, 2022, and continue in effect from year to year thereafter unless changed or terminated in the manner herein provided.

31.2 Either party desiring to change this AGREEMENT must notify the other in writing at least sixty (60) calendar days prior to the expiration date specified in 30.1 of this ARTICLE. Until a conclusion is reached regarding such changes, the original provisions shall remain in full force and effect. Notice by either party of a desire to terminate this AGREEMENT shall follow the same procedures as a proposed change.

31.3 In consideration of the terms and conditions of employment established by this AGREEMENT and the recognition that the GRIEVANCE PROCEDURE herein established is the means by which grievances concerning its application or interpretation may be peacefully resolved, the parties hereby pledge that during the term of the AGREEMENT:

31.31 The UNION and the employees will not engage in, instigate, or condone any concerted action in which employees fail to report for duty, willfully absent themselves from work, stop work, slow down their work, or absent themselves in whole or in part from the full, faithful, or proper performance of their duties of employment.

31.32 The EMPLOYER will not engage in, instigate, or condone any lock-out of employees.

ARTICLE 32 NONDISCRIMINATION

The provisions of the Agreement shall be applied to all employees under this Agreement equally without favor or against any employee because of race, color, creed, national origin, sex, marital status, age, or because of membership or non-membership in the Union. The Union and the employees covered by this Agreement shall conduct their professional duties and responsibilities in a nondiscriminatory manner as it affects students, other employees of the Employer, and the general public.

AGREED to upon Board approval, this 2nd day of March, 2021, and attested to as the full and complete understanding of the parties for the period of time herein specified by the signatures of the following representatives of the EMPLOYER and the UNION:

FOR THE EMPLOYER:

FOR THE UNION:

Chair of the School Board

Business Representative, Local 284

Superintendent of Schools

Steward

Assistant Superintendent

Committee Member

Director of Business Services

Committee Member

Human Resources Administrator

Committee Member

Supervisor of Buildings and Grounds

Committee Member

Memorandum of Understanding
Hopkins ISD 270 and SEIU Local 284 Hopkins Maintenance Employees

This Memorandum of Understanding is entered between Hopkins Public Schools 270 (hereinafter referred to as the "School District") and the Service Employees International Union Local 284 representing Maintenance Employees (hereinafter referred to as "Employees").

It is agreed by the School District and Employees that employees hired prior to July 1, 2003 will receive one (1) year seniority credit added to their base seniority years for vacation day purposes.

Memorandum of Understanding
Hopkins ISD 270 and SEIU Local 284 Hopkins Maintenance Employees

This Memorandum of Understanding is entered between Hopkins Public Schools 270 (hereinafter referred to as the "School District") and the Service Employees International Union Local 284 representing Maintenance Employees (hereinafter referred to as "Employees").

It is the intent of this Memorandum of Understanding that, (1) given the unpredictable nature of the present use of facilities and job responsibilities due to the COVID Pandemic, and (2) the uncertain nature of the level of compensation for specific job classifications with negotiations for a successor agreement pending, the Employees and the School District desire to construct language that enables Employees to make an informed decision about their job placement and compensation structure.

To that end, the School District and the Employees agree that for the time period from July 1, 2020 to the date of final Collective Bargaining Agreement (covering the period from July 1, 2020-June 30, 2022) ratification by the Employees and the School District that for those internal, currently-employed Employees who are granted and accept a transfer or promotion to a new position that there shall be placement in the new position with full rights to return to the position that the employee vacated.

Employees who request to return to their previously-held position must provide written notice of the request within a two (2) week period following the final ratification of the new Collective Bargaining Agreement (covering the period from July 1, 2020-June 30, 2022).

The employee(s) who may be displaced due to another employee returning to a previously-held position shall have the option of (1) accepting the position of the individual who is displacing them, (2) being placed, at the discretion of the School District, in another vacancy for which the displaced individual is fully qualified and receives the same or similar level of compensation as that the individual would have received had the individual accepted the position of the individual who displaced them, (3) applying for any other vacancies within the bargaining unit, or (4) resigning or requesting a leave of absence.

Displaced employees must provide written notice of their preferred option to Human Resources one (1) week following formal notification of the individual's displacement.

Custodian Costing Model

Model Designed by: Pamela Carman / Carman Consulting, LLC

Cost Summary

Custodial	Base Year 2019-20	Year 1 (2020-21)			Year 2 (2021-22)				
		Total	Change from Base Year		Total	Change from Yr. 1 to Yr. 2		Change from Base Yr.	
			Dollar	%		Dollar	%	Dollar	%
Custodial Compensation:									
Base Rate	2,598,442	2,649,257	50,815	1.96%	2,706,960	57,703	2.18%	108,518	4.18%
Longevity	99,872	117,253	17,381	17.40%	148,464	31,211	26.62%	48,592	48.65%
Shift Premium	25,931	34,690	8,758	33.78%	-	-	0.00%	8,758	33.78%
Split Building Differential	2,088	2,714	626	30.00%	2,714	-	0.00%	626	30.00%
Wellness Incentive	8,155	8,155	-	0.00%	8,155	-	0.00%	-	0.00%
Stipends	9,250	9,250	-	0.00%	9,250	-	0.00%	-	0.00%
Subtotal A - Custodial Compensation	2,743,738	2,821,318	77,581	2.83%	2,910,233	88,914	3.15%	166,495	6.07%
Substitutes	128,020	128,020	-	0.00%	128,020	-	0.00%	-	0.00%
Over-time Pay	124,447	127,966	3,519	2.83%	131,999	4,033	3.15%	7,552	6.07%
Subtotal B - Custodial Comp with Subs and OT	2,996,205	3,077,304	81,100	2.71%	3,170,252	92,947	103.02%	174,047	5.81%
Number of FTEs	58	58			58				
Average Salary / FTE: Subtotal B	51,512.38	52,906.69	1,394	2.71%	54,504.69	1,598	3.02%	2,992	5.81%
Average Salary / FTE: Subtotal A	47,171.83	48,505.64	1,334	2.83%	50,034.30	1,529	3.15%	2,862	6.07%
Average Hourly Rate: Subtotal A	22.59	23.23	0.64	2.83%	23.96	0.73	3.15%	1.37	6.07%
Custodial Fringe Benefits:									
Uniform Allowance	10,995	10,995	-	0.00%	10,995	-	0.00%	-	0.00%
Medical	475,286	513,535	38,249	8.05%	523,957	10,422	2.03%	48,671	10.24%
Dental	30,096	30,096	-	0.00%	30,780	684	2.27%	684	2.27%
VEBA	63,600	63,600	-	0.00%	63,600	-	0.00%	-	0.00%
Long-Term Disability	6,816	7,010	194	2.85%	7,232	222	3.17%	416	6.11%
Term Life Insurance	7,335	7,476	142	1.93%	7,476	-	0.00%	142	1.93%
FICA	229,210	235,414	6,204	2.71%	242,524	7,110	3.02%	13,315	5.81%
PERA	224,715	230,798	6,082	2.71%	237,769	6,971	3.02%	13,054	5.81%
Workman's Compensation	166,289	154,788	(11,501)	-6.92%	167,437	12,648	8.17%	1,147	0.69%
Subtotal C - Total Fringe Benefits	1,214,342	1,253,712	39,370	3.24%	1,291,771	38,058	3.04%	77,428	6.38%
Total Compensation & Benefits with Bonus	4,210,547	4,331,017	120,469	2.86%	4,462,022	131,005	3.02%	251,475	5.97%

Custodian Costing Model

Model Designed by: Pamela Carman / Carman Consulting, LLC

Cost Summary

Custodial	Base Year 2019-20	Year 3 (2022-23)				
		Total	Change from Yr. 2 to Yr. 3		Change from Base Yr.	
			Dollar	%	Dollar	%
Custodial Compensation:						
Base Rate	2,598,442	2,716,455	9,495	0.35%	118,013	4.54%
Longevity	99,872	183,761	35,297	23.77%	83,889	84.00%
Shift Premium	25,931	34,690	-	0.00%	8,758	33.78%
Split Building Differential	2,088	2,714	-	0.00%	626	30.00%
Wellness Incentive	8,155	8,155	-	0.00%	-	0.00%
Stipends	9,250	9,250	-	0.00%	-	0.00%
Subtotal A - Custodial Compensation	2,743,738	2,955,025	44,792	1.54%	211,287	7.70%
Substitutes	128,020	128,020	-	0.00%	-	0.00%
Over-time Pay	124,447	134,030	2,032	1.54%	9,583	7.70%
Subtotal B - Custodial Comp with Subs and OT	2,996,205	3,217,075	46,824	1.48%	220,871	7.37%
Number of FTEs	58	58				
Average Salary / FTE: Subtotal B	51,512.38	55,309.71	805	1.48%	3,797	7.37%
Average Salary / FTE: Subtotal A	47,171.83	50,804.40	770	1.54%	3,633	7.70%
Average Hourly Rate: Subtotal A	22.59	24.33	0.37	1.54%	1.74	7.70%
Custodial Fringe Benefits:						
Uniform Allowance	10,995	10,995	-	0.00%	-	0.00%
Medical	475,286	534,410	10,453	2.00%	59,124	12.44%
Dental	30,096	31,464	684	2.22%	1,368	4.55%
VEBA	63,600	63,600	-	0.00%	-	0.00%
Long-Term Disability	6,816	7,344	112	1.55%	528	7.75%
Term Life Insurance	7,335	7,476	-	0.00%	142	1.93%
FICA	229,210	246,106	3,582	1.48%	16,897	7.37%
PERA	224,715	241,281	3,512	1.48%	16,565	7.37%
Workman's Compensation	166,289	178,405	10,968	6.55%	12,116	7.29%
Subtotal C - Total Fringe Benefits	1,214,342	1,321,082	29,311	2.27%	106,740	8.79%
Total Compensation & Benefits with Bonus	4,210,547	4,538,157	76,135	1.71%	327,610	7.78%



Report to the School Board

Hopkins High School Athletic Track Complex Synthetic Surface Rehabilitation

March 2, 2021

Report Prepared by

Tariro Chapinduka, Director of Business Services

Kevin Neuman, Supervisor of Buildings and Grounds

Overview

A call for bids was published in the Sun Sailor newspaper on February 4 and February 11, 2021. The call for bids was also posted under legal notices on the District website. Sealed bids were opened on February 18, 2021.

Primary Issues to Consider

All the companies are comfortable with their bids and represent qualified bids.

Supporting Documents

SAF Engineering recommendation
Bid results for the Hopkins High School Athletic Track Complex
Synthetic Surface Rehabilitation

February 18, 2021

Mr. Kevin Neuman
Supervisor of Buildings and Grounds
Hopkins ISD #270
1001 Highway 7
Hopkins, MN 55305

RE: ISD #270 – Hopkins HS – Athletic Track Complex Synthetic Surface Rehabilitation

Dear Kevin:

In accordance with the bid results for the above referenced project, we are providing this letter of recommendation.

BID INFORMATION

There were two bids for the above referenced project. Please refer to the attached bid tabulation spreadsheet. The bids were competitive with Beynon Sports having the lowest bid at \$291,150.00 for the BSS1000 synthetic surface system in Royal Blue. Beynon Sports has worked on previous projects ISD #270 in the past and the existing track synthetic surface is Red BSS 1000 system.

CONTRACTOR INFORMATION

I contacted Beynon Sports and they have verified their bid is acceptable. Beynon Sports is a well-established company and have performed work of this size and scope as well as substantially larger projects.

SUMMARY

We recommend awarding a contract to Beynon Sports in the amount of \$291,150.00. The contract amount is under the Engineer's estimate of \$330,000.00.

Neil Tessier, P.E.
CEO

SAFEngineering
Site and Athletic Facility Engineering, PLLC
3200 122nd Avenue NE
Blaine, MN 55449

**Total All Check Runs Fund Summary
FEB 9 - FEB 22, 2021**

Fund	Description	Totals
1	General	\$ 1,415,025.15
2	Food Service	\$ 96,275.57
3	Transportation	\$ 164,318.87
4	Community Education	\$ 100,578.90
5	Capital Expenditures	\$ 42,641.24
6	Building Construction	\$ 204,218.99
7	Debt Redemption	\$ 3,800.00
8	Trust Fund	\$ -
9	Agency Fund	\$ -
11	Special Ed Programs	\$ 2,190.55
14	Adult Options	\$ 10,394.23
16	Capital Lease Levy	\$ -
19	Local Grants & Misc	\$ 9,006.14
20	Internal Service Fund	\$ 849.96
21	Severance Fund	\$ -
41	Professional Development	\$ 8,310.01
51	Lindbergh Center	\$ 2,848.95
60	Student Activity	\$ 1,973.94
71	Desegregation	\$ 13,795.64
81	Special Projects/Grants	\$ 51,002.77
91	Pilots & One Time Expenses	\$ -
GRAND TOTAL		\$ 2,127,230.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
244917	METLIFE - C/O FASCORE LLC	02/05/2021	20210129ADAML	Payroll accrual	0	22,117.00	22,117.00
01 L	215 50			GENERAL FUND/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		16,883.56	
02 L	215 50			FOOD SERVICE FUND/PAY DED & EMP CONTRB/SHELTERED ANNUIT		2,550.00	
04 L	215 50			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/SHELTERED ANNU		2,076.94	
51 L	215 50			LINDBERGH CENTER/PAY DED & EMP CONTRB/SHELTERED ANNUITI		30.00	
71 L	215 50			DESEGREGATION/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		296.50	
81 L	215 50			FED GRANTS/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		280.00	
				1 Computer	Check(s) For a Total of		22,117.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
244732	METLIFE - C/O FASCORE LLC	02/05/2021	20210129ADAML	Payroll accrual	0	22,117.00	22,117.00
01 L	215 50			GENERAL FUND/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		16,883.56	
02 L	215 50			FOOD SERVICE FUND/PAY DED & EMP CONTRB/SHELTERED ANNUIT		2,550.00	
04 L	215 50			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/SHELTERED ANNU		2,076.94	
51 L	215 50			LINDBERGH CENTER/PAY DED & EMP CONTRB/SHELTERED ANNUITI		30.00	
71 L	215 50			DESEGREGATION/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		296.50	
81 L	215 50			FED GRANTS/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		280.00	
				1 Void	Check(s) For a Total of		22,117.00

	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
	1	Computer	Checks For a Total of	22,117.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	22,117.00
Less	1	Voided	Checks For a Total of	22,117.00
			Net Amount	0.00

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	0.00	0.00
02	FOOD SERVICE FUND	0.00	0.00	0.00	0.00
04	COMMUNITY EDUCATION	0.00	0.00	0.00	0.00
51	LINDBERGH CENTER	0.00	0.00	0.00	0.00
71	DESEGREGATION	0.00	0.00	0.00	0.00
81	FED GRANTS	0.00	0.00	0.00	0.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
244918	ALABAMA CHILD SUPPORT PAYMENT	02/12/2021	20210212ADCSAL1	Payroll accrual	0	282.50	282.50
01 L	215 97			GENERAL FUND/PAY DED & EMP CONTRB/COUNTY PAYMENTS		207.11	
04 L	215 97			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/COUNTY PAYMENT		75.39	
244919	HOPKINS CLERICAL ASSOCIATION	02/12/2021	20210212ADHCF	Payroll accrual	0	412.97	412.97
01 L	215 22			GENERAL FUND/PAY DED & EMP CONTRB/HOPKINS CLERICAL ASSO		272.85	
03 L	215 22			TRANSPORTATION FUND/PAY DED & EMP CONTRB/HOPKINS CLERIC		13.10	
04 L	215 22			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/HOPKINS CLERIC		44.60	
81 L	215 22			FED GRANTS/PAY DED & EMP CONTRB/HOPKINS CLERICAL ASSOCI		51.75	
02 L	215 22			FOOD SERVICE FUND/PAY DED & EMP CONTRB/HOPKINS CLERICAL		16.28	
14 L	215 22			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/HOPKINS CLER		14.39	
244920	METLIFE - C/O FASCORE LLC	02/12/2021	20210212ADAML	Payroll accrual	0	22,570.80	22,570.80
01 L	215 50			GENERAL FUND/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		17,330.13	
02 L	215 50			FOOD SERVICE FUND/PAY DED & EMP CONTRB/SHELTERED ANNUIT		2,550.00	
04 L	215 50			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/SHELTERED ANNU		2,084.17	
51 L	215 50			LINDBERGH CENTER/PAY DED & EMP CONTRB/SHELTERED ANNUITI		30.00	
71 L	215 50			DESEGREGATION/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		296.50	
81 L	215 50			FED GRANTS/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		280.00	
244921	MINNESOTA CHILD SUPPORT PAYMEN	02/12/2021	20210212ADCOU	Payroll accrual	0	2,281.40	2,281.40
01 L	215 97			GENERAL FUND/PAY DED & EMP CONTRB/COUNTY PAYMENTS		1,844.60	
02 L	215 97			FOOD SERVICE FUND/PAY DED & EMP CONTRB/COUNTY PAYMENTS		88.80	
03 L	215 97			TRANSPORTATION FUND/PAY DED & EMP CONTRB/COUNTY PAYMENT		348.00	
244922	Vendor Continued Void	02/12/2021					0.00
244923	P E R A	02/12/2021	20210212ADRP\$	Payroll accrual	0	0.00	110,060.42
01 L	215 14			GENERAL FUND/PAY DED & EMP CONTRB/PERA		0.00	
04 L	215 14			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/PERA		0.00	
			20210212ADRPC	Payroll accrual	0	51,099.50	
01 L	215 14			GENERAL FUND/PAY DED & EMP CONTRB/PERA		33,247.40	
02 L	215 14			FOOD SERVICE FUND/PAY DED & EMP CONTRB/PERA		4,299.93	
03 L	215 14			TRANSPORTATION FUND/PAY DED & EMP CONTRB/PERA		1,399.30	
04 L	215 14			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/PERA		8,548.96	
05 L	215 14			CAPITAL EXP FUND/PAY DED & EMP CONTRB/PERA		271.23	
06 L	215 14			BLDG CONST FUND/PAY DED & EMP CONTRB/PERA		345.86	
14 L	215 14			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/PERA		494.45	
41 L	215 14			PROF DEVELOPMENT/PAY DED & EMP CONTRB/PERA		1.62	
51 L	215 14			LINDBERGH CENTER/PAY DED & EMP CONTRB/PERA		409.77	
71 L	215 14			DESEGREGATION/PAY DED & EMP CONTRB/PERA		697.60	
81 L	215 14			FED GRANTS/PAY DED & EMP CONTRB/PERA		1,203.58	
19 L	215 14			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/PERA		179.80	
			20210212AFRP\$	Payroll accrual	0	0.00	
01 L	215 14			GENERAL FUND/PAY DED & EMP CONTRB/PERA		0.00	
04 L	215 14			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/PERA		0.00	
			20210212AFRPC	Payroll accrual	0	58,960.92	
01 L	215 14			GENERAL FUND/PAY DED & EMP CONTRB/PERA		38,362.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 L	215 14			FOOD SERVICE FUND/PAY DED & EMP CONTRB/PERA		4,961.43	
03 L	215 14			TRANSPORTATION FUND/PAY DED & EMP CONTRB/PERA		1,614.57	
04 L	215 14			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/PERA		9,864.15	
05 L	215 14			CAPITAL EXP FUND/PAY DED & EMP CONTRB/PERA		312.96	
06 L	215 14			BLDG CONST FUND/PAY DED & EMP CONTRB/PERA		399.06	
14 L	215 14			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/PERA		570.51	
41 L	215 14			PROF DEVELOPMENT/PAY DED & EMP CONTRB/PERA		1.87	
51 L	215 14			LINDBERGH CENTER/PAY DED & EMP CONTRB/PERA		472.82	
71 L	215 14			DESEGREGATION/PAY DED & EMP CONTRB/PERA		804.92	
81 L	215 14			FED GRANTS/PAY DED & EMP CONTRB/PERA		1,388.72	
19 L	215 14			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/PERA		207.45	
244924	Vendor Continued Void	02/12/2021					0.00
244925	SUBURBAN SCHOOLS LOCAL #284	02/12/2021	20210212ADCOPE	Payroll accrual	0	125.00	7,130.29
01 L	215 25			GENERAL FUND/PAY DED & EMP CONTRB/LOCAL 287 DUES		99.00	
04 L	215 25			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/LOCAL 287 DUES		21.00	
81 L	215 25			FED GRANTS/PAY DED & EMP CONTRB/LOCAL 287 DUES		5.00	
			20210212ADUDK	Payroll accrual	0	436.20	
04 L	215 25			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/LOCAL 287 DUES		436.20	
			20210212ADUDK\$	Payroll accrual	0	492.94	
04 L	215 25			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/LOCAL 287 DUES		492.94	
			20210212ADUDP	Payroll accrual	0	2,351.58	
01 L	215 25			GENERAL FUND/PAY DED & EMP CONTRB/LOCAL 287 DUES		2,275.81	
03 L	215 25			TRANSPORTATION FUND/PAY DED & EMP CONTRB/LOCAL 287 DUES		15.13	
04 L	215 25			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/LOCAL 287 DUES		20.16	
71 L	215 25			DESEGREGATION/PAY DED & EMP CONTRB/LOCAL 287 DUES		9.45	
81 L	215 25			FED GRANTS/PAY DED & EMP CONTRB/LOCAL 287 DUES		31.03	
			20210212ADUDP\$	Payroll accrual	0	79.21	
01 L	215 25			GENERAL FUND/PAY DED & EMP CONTRB/LOCAL 287 DUES		24.56	
71 L	215 25			DESEGREGATION/PAY DED & EMP CONTRB/LOCAL 287 DUES		54.65	
			20210212ADUND	Payroll accrual	0	3,645.36	
01 L	215 25			GENERAL FUND/PAY DED & EMP CONTRB/LOCAL 287 DUES		3,645.36	
			8	Computer	Check(s) For a Total of		142,738.38

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202001217	FIDELITY INVEST TAX EXEMPT SER	02/12/2021	20210212ADAFI	Payroll accrual	0	80,443.17	80,443.17
01 L	215 50			GENERAL FUND/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		66,957.75	
02 L	215 50			FOOD SERVICE FUND/PAY DED & EMP CONTRB/SHELTERED ANNUIT		836.84	
03 L	215 50			TRANSPORTATION FUND/PAY DED & EMP CONTRB/SHELTERED ANNU		212.50	
04 L	215 50			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/SHELTERED ANNU		6,246.70	
14 L	215 50			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/SHELTERED AN		1,075.00	
41 L	215 50			PROF DEVELOPMENT/PAY DED & EMP CONTRB/SHELTERED ANNUITI		285.89	
71 L	215 50			DESEGREGATION/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		1,039.27	
81 L	215 50			FED GRANTS/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		3,089.22	
19 L	215 50			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/SHELTERED ANNU		700.00	
202001218	HOPKINS EDUCATION ASSOCIATION	02/12/2021	20210212ADHEA	Payroll accrual	0	31,673.01	31,673.01
01 L	215 95			GENERAL FUND/PAY DED & EMP CONTRB/PAY DED & EMP CONTRB		29,616.67	
04 L	215 95			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/PAY DED & EMP		206.94	
11 L	215 95			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/PAY DED & E		58.08	
14 L	215 95			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/PAY DED & EM		289.87	
41 L	215 95			PROF DEVELOPMENT/PAY DED & EMP CONTRB/PAY DED & EMP CON		197.94	
71 L	215 95			DESEGREGATION/PAY DED & EMP CONTRB/PAY DED & EMP CONTRB		222.57	
81 L	215 95			FED GRANTS/PAY DED & EMP CONTRB/PAY DED & EMP CONTRB		1,072.94	
19 L	215 95			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/PAY DED & EMP		8.00	
202001219	WEST METRO SCHOOLS CREDIT UNIO	02/12/2021	20210212ADCR1	Payroll accrual	0	6,832.00	61,956.00
01 L	215 96			GENERAL FUND/PAY DED & EMP CONTRB/CREDIT UNION		4,811.00	
02 L	215 96			FOOD SERVICE FUND/PAY DED & EMP CONTRB/CREDIT UNION		614.00	
04 L	215 96			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/CREDIT UNION		907.00	
81 L	215 96			FED GRANTS/PAY DED & EMP CONTRB/CREDIT UNION		500.00	
			20210212ADCRU	Payroll accrual	0	55,124.00	
01 L	215 96			GENERAL FUND/PAY DED & EMP CONTRB/CREDIT UNION		47,572.66	
02 L	215 96			FOOD SERVICE FUND/PAY DED & EMP CONTRB/CREDIT UNION		1,390.00	
03 L	215 96			TRANSPORTATION FUND/PAY DED & EMP CONTRB/CREDIT UNION		686.32	
04 L	215 96			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/CREDIT UNION		3,001.39	
14 L	215 96			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/CREDIT UNION		130.00	
41 L	215 96			PROF DEVELOPMENT/PAY DED & EMP CONTRB/CREDIT UNION		193.87	
71 L	215 96			DESEGREGATION/PAY DED & EMP CONTRB/CREDIT UNION		869.85	
81 L	215 96			FED GRANTS/PAY DED & EMP CONTRB/CREDIT UNION		1,129.91	
19 L	215 96			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/CREDIT UNION		150.00	
202001221	TEACHERS RETIREMENT ASSOC	02/12/2021	20210212ADRT\$	Payroll accrual	0	0.00	324,214.63
01 L	215 18			GENERAL FUND/PAY DED & EMP CONTRB/TRA		0.00	
04 L	215 18			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/TRA		0.00	
81 L	215 18			FED GRANTS/PAY DED & EMP CONTRB/TRA		0.00	
			20210212ADRTC	Payroll accrual	0	155,224.77	
01 L	215 18			GENERAL FUND/PAY DED & EMP CONTRB/TRA		141,572.08	
04 L	215 18			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/TRA		5,334.47	
11 L	215 18			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/TRA		309.61	
14 L	215 18			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/TRA		1,091.98	
41 L	215 18			PROF DEVELOPMENT/PAY DED & EMP CONTRB/TRA		973.40	
71 L	215 18			DESEGREGATION/PAY DED & EMP CONTRB/TRA		1,267.74	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
81 L	215 18			FED GRANTS/PAY DED & EMP CONTRB/TRA		4,675.49	
			20210212ADRTD	Payroll accrual	0	348.76	
01 L	215 18			GENERAL FUND/PAY DED & EMP CONTRB/TRA		251.88	
81 L	215 18			FED GRANTS/PAY DED & EMP CONTRB/TRA		96.88	
			20210212ADRTE	Payroll accrual	0	378.06	
01 L	215 18			GENERAL FUND/PAY DED & EMP CONTRB/TRA		273.04	
81 L	215 18			FED GRANTS/PAY DED & EMP CONTRB/TRA		105.02	
			20210212AFRT\$	Payroll accrual	0	0.00	
01 L	215 18			GENERAL FUND/PAY DED & EMP CONTRB/TRA		0.00	
04 L	215 18			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/TRA		0.00	
81 L	215 18			FED GRANTS/PAY DED & EMP CONTRB/TRA		0.00	
			20210212AFRTC	Payroll accrual	0	168,263.04	
01 L	215 18			GENERAL FUND/PAY DED & EMP CONTRB/TRA		153,463.59	
04 L	215 18			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/TRA		5,782.52	
11 L	215 18			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/TRA		335.62	
14 L	215 18			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/TRA		1,183.73	
41 L	215 18			PROF DEVELOPMENT/PAY DED & EMP CONTRB/TRA		1,055.18	
71 L	215 18			DESEGREGATION/PAY DED & EMP CONTRB/TRA		1,374.21	
81 L	215 18			FED GRANTS/PAY DED & EMP CONTRB/TRA		5,068.19	
202001222	AMERICA'S VEBA SOLUTION	02/12/2021	20210212AFVH\$	Payroll accrual	0	0.00	51,245.78
01 L	215 51			GENERAL FUND/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
03 L	215 51			TRANSPORTATION FUND/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
04 L	215 51			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
41 L	215 51			PROF DEVELOPMENT/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
81 L	215 51			FED GRANTS/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
			20210212AFVHA	Payroll accrual	0	0.00	
01 L	215 51			GENERAL FUND/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
14 L	215 51			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
81 L	215 51			FED GRANTS/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
			20210212AFVHD	Payroll accrual	0	49,330.61	
01 L	215 51			GENERAL FUND/PAY DED & EMP CONTRB/VEBA/401(A)		41,911.64	
02 L	215 51			FOOD SERVICE FUND/PAY DED & EMP CONTRB/VEBA/401(A)		1,978.78	
03 L	215 51			TRANSPORTATION FUND/PAY DED & EMP CONTRB/VEBA/401(A)		393.44	
04 L	215 51			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/VEBA/401(A)		2,857.34	
05 L	215 51			CAPITAL EXP FUND/PAY DED & EMP CONTRB/VEBA/401(A)		32.50	
06 L	215 51			BLDG CONST FUND/PAY DED & EMP CONTRB/VEBA/401(A)		61.25	
11 L	215 51			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/VEBA/401(A)		100.00	
14 L	215 51			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/VEBA/401(A)		350.00	
41 L	215 51			PROF DEVELOPMENT/PAY DED & EMP CONTRB/VEBA/401(A)		160.41	
51 L	215 51			LINDBERGH CENTER/PAY DED & EMP CONTRB/VEBA/401(A)		150.00	
81 L	215 51			FED GRANTS/PAY DED & EMP CONTRB/VEBA/401(A)		920.41	
71 L	215 51			DESEGREGATION/PAY DED & EMP CONTRB/VEBA/401(A)		398.18	
19 L	215 51			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/VEBA/401(A)		16.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20210212AFVIT	Payroll accrual	0	0.00	
01 L	215 51			GENERAL FUND/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
03 L	215 51			TRANSPORTATION FUND/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
04 L	215 51			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
81 L	215 51			FED GRANTS/PAY DED & EMP CONTRB/VEBA/401(A)		0.00	
			20210212AFVRP	Payroll accrual	0	1,915.17	
01 L	215 51			GENERAL FUND/PAY DED & EMP CONTRB/VEBA/401(A)		1,613.44	
02 L	215 51			FOOD SERVICE FUND/PAY DED & EMP CONTRB/VEBA/401(A)		145.83	
03 L	215 51			TRANSPORTATION FUND/PAY DED & EMP CONTRB/VEBA/401(A)		145.83	
71 L	215 51			DESEGREGATION/PAY DED & EMP CONTRB/VEBA/401(A)		10.07	
202001224	EMPOWER RETIREMENT	02/12/2021	20210212ADDN	Payroll accrual	0	2,025.00	2,025.00
01 L	215 50			GENERAL FUND/PAY DED & EMP CONTRB/SHELTERED ANNUITIES		2,025.00	

6 Wire Transfer Check(s) For a Total of 551,557.59

	0	Manual	Checks For a Total of	0.00
	6	Wire Transfer	Checks For a Total of	551,557.59
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	142,738.38
Total For	14	Manual, Wire Tran, ACH & Computer Checks		694,295.97
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	694,295.97

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	587,378.03	0.00	0.00	587,378.03
02	FOOD SERVICE FUND	16,881.89	0.00	0.00	16,881.89
03	TRANSPORTATION FUND	4,828.19	0.00	0.00	4,828.19
04	COMMUNITY EDUCATION	45,923.93	0.00	0.00	45,923.93
05	CAPITAL EXP FUND	616.69	0.00	0.00	616.69
06	BLDG CONST FUND	806.17	0.00	0.00	806.17
11	SP ED TUITION PROGRAMS	803.31	0.00	0.00	803.31
14	ADULT BASIC EDUCATION	5,199.93	0.00	0.00	5,199.93
19	LOCAL GRANTS & MISC	1,261.91	0.00	0.00	1,261.91
41	PROF DEVELOPMENT	2,870.18	0.00	0.00	2,870.18
51	LINDBERGH CENTER	1,062.59	0.00	0.00	1,062.59
71	DESEGREGATION	7,045.01	0.00	0.00	7,045.01
81	FED GRANTS	19,618.14	0.00	0.00	19,618.14

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202001220	MINNESOTA REVENUE	02/12/2021	20210212ADXSA	Payroll accrual	0	735.00	106,790.27
01 L	215 02			GENERAL FUND/PAY DED & EMP CONTRB/STATE TAX		653.40	
02 L	215 02			FOOD SERVICE FUND/PAY DED & EMP CONTRB/STATE TAX		30.00	
04 L	215 02			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/STATE TAX		20.00	
71 L	215 02			DESEGREGATION/PAY DED & EMP CONTRB/STATE TAX		6.60	
19 L	215 02			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/STATE TAX		25.00	
			20210212ADXSP	Payroll accrual	0	350.06	
01 L	215 02			GENERAL FUND/PAY DED & EMP CONTRB/STATE TAX		350.06	
			20210212ADXST	Payroll accrual	0	105,705.21	
01 L	215 02			GENERAL FUND/PAY DED & EMP CONTRB/STATE TAX		91,088.96	
02 L	215 02			FOOD SERVICE FUND/PAY DED & EMP CONTRB/STATE TAX		1,602.55	
03 L	215 02			TRANSPORTATION FUND/PAY DED & EMP CONTRB/STATE TAX		714.36	
04 L	215 02			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/STATE TAX		6,743.07	
05 L	215 02			CAPITAL EXP FUND/PAY DED & EMP CONTRB/STATE TAX		144.51	
06 L	215 02			BLDG CONST FUND/PAY DED & EMP CONTRB/STATE TAX		221.56	
11 L	215 02			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/STATE TAX		207.72	
14 L	215 02			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/STATE TAX		595.55	
41 L	215 02			PROF DEVELOPMENT/PAY DED & EMP CONTRB/STATE TAX		479.09	
51 L	215 02			LINDBERGH CENTER/PAY DED & EMP CONTRB/STATE TAX		226.49	
71 L	215 02			DESEGREGATION/PAY DED & EMP CONTRB/STATE TAX		823.83	
81 L	215 02			FED GRANTS/PAY DED & EMP CONTRB/STATE TAX		2,771.45	
19 L	215 02			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/STATE TAX		86.07	
202001223	INTERNAL REVENUE SERVICE	02/12/2021	20210212ADXFSA	Payroll accrual	0	7,589.50	655,090.34
01 L	215 01			GENERAL FUND/PAY DED & EMP CONTRB/FEDERAL TAX		6,711.59	
02 L	215 01			FOOD SERVICE FUND/PAY DED & EMP CONTRB/FEDERAL TAX		150.00	
03 L	215 01			TRANSPORTATION FUND/PAY DED & EMP CONTRB/FEDERAL TAX		215.00	
04 L	215 01			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/FEDERAL TAX		140.00	
41 L	215 01			PROF DEVELOPMENT/PAY DED & EMP CONTRB/FEDERAL TAX		1.58	
71 L	215 01			DESEGREGATION/PAY DED & EMP CONTRB/FEDERAL TAX		34.15	
81 L	215 01			FED GRANTS/PAY DED & EMP CONTRB/FEDERAL TAX		322.18	
19 L	215 01			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/FEDERAL TAX		15.00	
			20210212ADXFD	Payroll accrual	0	224,843.66	
01 L	215 01			GENERAL FUND/PAY DED & EMP CONTRB/FEDERAL TAX		195,092.84	
02 L	215 01			FOOD SERVICE FUND/PAY DED & EMP CONTRB/FEDERAL TAX		3,107.88	
03 L	215 01			TRANSPORTATION FUND/PAY DED & EMP CONTRB/FEDERAL TAX		1,305.54	
04 L	215 01			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/FEDERAL TAX		13,553.97	
05 L	215 01			CAPITAL EXP FUND/PAY DED & EMP CONTRB/FEDERAL TAX		291.27	
06 L	215 01			BLDG CONST FUND/PAY DED & EMP CONTRB/FEDERAL TAX		443.43	
11 L	215 01			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/FEDERAL TAX		547.90	
14 L	215 01			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/FEDERAL TAX		1,168.53	
41 L	215 01			PROF DEVELOPMENT/PAY DED & EMP CONTRB/FEDERAL TAX		1,075.88	
51 L	215 01			LINDBERGH CENTER/PAY DED & EMP CONTRB/FEDERAL TAX		408.88	
71 L	215 01			DESEGREGATION/PAY DED & EMP CONTRB/FEDERAL TAX		1,855.49	
81 L	215 01			FED GRANTS/PAY DED & EMP CONTRB/FEDERAL TAX		5,792.59	
19 L	215 01			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/FEDERAL TAX		199.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 L	215 01		20210212ADXFP	Payroll accrual	0	700.12	
				GENERAL FUND/PAY DED & EMP CONTRB/FEDERAL TAX		700.12	
01 L	215 10		20210212ADXMC	Payroll accrual	0	39,989.43	
02 L	215 10			GENERAL FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		33,512.24	
03 L	215 10			FOOD SERVICE FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		937.45	
04 L	215 10			TRANSPORTATION FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		308.81	
05 L	215 10			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEACH		2,886.94	
06 L	215 10			CAPITAL EXP FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		53.34	
11 L	215 10			BLDG CONST FUND/PAY DED & EMP CONTRB/FICA NON TEACH		72.64	
14 L	215 10			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/FICA NON-TE		59.86	
41 L	215 10			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEA		303.42	
51 L	215 10			PROF DEVELOPMENT/PAY DED & EMP CONTRB/FICA NON-TEACH		178.46	
71 L	215 10			LINDBERGH CENTER/PAY DED & EMP CONTRB/FICA NON-TEACH		90.07	
81 L	215 10			DESEGREGATION/PAY DED & EMP CONTRB/FICA NON-TEACH		381.97	
19 L	215 10			FED GRANTS/PAY DED & EMP CONTRB/FICA NON-TEACH		1,164.54	
				LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/FICA NON-TEACH		39.69	
01 L	215 10		20210212ADXSS	Payroll accrual	0	170,989.10	
02 L	215 10			GENERAL FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		143,293.45	
03 L	215 10			FOOD SERVICE FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		4,008.49	
04 L	215 10			TRANSPORTATION FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		1,320.42	
05 L	215 10			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEACH		12,344.04	
06 L	215 10			CAPITAL EXP FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		228.06	
11 L	215 10			BLDG CONST FUND/PAY DED & EMP CONTRB/FICA NON TEACH		310.61	
14 L	215 10			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/FICA NON-TE		255.95	
41 L	215 10			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEA		1,297.41	
51 L	215 10			PROF DEVELOPMENT/PAY DED & EMP CONTRB/FICA NON-TEACH		763.18	
71 L	215 10			LINDBERGH CENTER/PAY DED & EMP CONTRB/FICA NON-TEACH		385.18	
81 L	215 10			DESEGREGATION/PAY DED & EMP CONTRB/FICA NON-TEACH		1,633.31	
19 L	215 10			FED GRANTS/PAY DED & EMP CONTRB/FICA NON-TEACH		4,979.34	
				LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/FICA NON-TEACH		169.66	
01 L	215 10		20210212AFXMC	Payroll accrual	0	39,989.43	
02 L	215 10			GENERAL FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		33,512.24	
03 L	215 10			FOOD SERVICE FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		937.45	
04 L	215 10			TRANSPORTATION FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		308.81	
05 L	215 10			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEACH		2,886.94	
06 L	215 10			CAPITAL EXP FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		53.34	
11 L	215 10			BLDG CONST FUND/PAY DED & EMP CONTRB/FICA NON TEACH		72.64	
14 L	215 10			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/FICA NON-TE		59.86	
41 L	215 10			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEA		303.42	
51 L	215 10			PROF DEVELOPMENT/PAY DED & EMP CONTRB/FICA NON-TEACH		178.46	
71 L	215 10			LINDBERGH CENTER/PAY DED & EMP CONTRB/FICA NON-TEACH		90.07	
81 L	215 10			DESEGREGATION/PAY DED & EMP CONTRB/FICA NON-TEACH		381.97	
19 L	215 10			FED GRANTS/PAY DED & EMP CONTRB/FICA NON-TEACH		1,164.54	
				LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/FICA NON-TEACH		39.69	
01 L	215 10		20210212AFXSS	Payroll accrual	0	170,989.10	
				GENERAL FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		143,293.45	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 L	215 10			FOOD SERVICE FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		4,008.49	
03 L	215 10			TRANSPORTATION FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		1,320.42	
04 L	215 10			COMMUNITY EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEACH		12,344.04	
05 L	215 10			CAPITAL EXP FUND/PAY DED & EMP CONTRB/FICA NON-TEACH		228.06	
06 L	215 10			BLDG CONST FUND/PAY DED & EMP CONTRB/FICA NON TEACH		310.61	
11 L	215 10			SP ED TUITION PROGRAMS/PAY DED & EMP CONTRB/FICA NON-TE		255.95	
14 L	215 10			ADULT BASIC EDUCATION/PAY DED & EMP CONTRB/FICA NON-TEA		1,297.41	
41 L	215 10			PROF DEVELOPMENT/PAY DED & EMP CONTRB/FICA NON-TEACH		763.18	
51 L	215 10			LINDBERGH CENTER/PAY DED & EMP CONTRB/FICA NON-TEACH		385.18	
71 L	215 10			DESEGREGATION/PAY DED & EMP CONTRB/FICA NON-TEACH		1,633.31	
81 L	215 10			FED GRANTS/PAY DED & EMP CONTRB/FICA NON-TEACH		4,979.34	
19 L	215 10			LOCAL GRANTS & MISC/PAY DED & EMP CONTRB/FICA NON-TEACH		169.66	

2 Wire Transfer Check(s) For a Total of 761,880.61

	0	Manual	Checks For a Total of	0.00
	2	Wire Transfer	Checks For a Total of	761,880.61
	0	ACH	Checks For a Total of	0.00
	0	Computer	Checks For a Total of	0.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		761,880.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	761,880.61

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	648,208.35	0.00	0.00	648,208.35
02	FOOD SERVICE FUND	14,782.31	0.00	0.00	14,782.31
03	TRANSPORTATION FUND	5,493.36	0.00	0.00	5,493.36
04	COMMUNITY EDUCATION	50,919.00	0.00	0.00	50,919.00
05	CAPITAL EXP FUND	998.58	0.00	0.00	998.58
06	BLDG CONST FUND	1,431.49	0.00	0.00	1,431.49
11	SP ED TUITION PROGRAMS	1,387.24	0.00	0.00	1,387.24
14	ADULT BASIC EDUCATION	4,965.74	0.00	0.00	4,965.74
19	LOCAL GRANTS & MISC	744.23	0.00	0.00	744.23
41	PROF DEVELOPMENT	3,439.83	0.00	0.00	3,439.83
51	LINDBERGH CENTER	1,585.87	0.00	0.00	1,585.87
71	DESEGREGATION	6,750.63	0.00	0.00	6,750.63
81	FED GRANTS	21,173.98	0.00	0.00	21,173.98

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
244926	AMOAKO, OHENE	02/11/2021	02092021	02/09/2021 2019-20 Music Trip Covid Cancellation. Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244927	ANDERSON, JOSEPH	02/11/2021	1.26.21	GIRLS BBALL OFFICIAL	0	98.00	98.00
01 E 282 296 903 000 305				GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		98.00	
244928	Vendor Continued Void	02/11/2021					0.00
244929	Vendor Continued Void	02/11/2021					0.00
244930	APPLE COMPUTER INC	02/11/2021	AE22157284	5 - USB-C VGA Multiport adapters, staff	0	317.45	2,399.40
06 E 005 108 000 795 555				ADMIN TECH SERV/DOWN PAYMENT LEVY/CAPT NON INSTR TECH H		317.45	
			AE22310589	20 - USB-C Digital AVE multiport adapters, staff	0	1,242.00	
06 E 005 108 000 795 555				ADMIN TECH SERV/DOWN PAYMENT LEVY/CAPT NON INSTR TECH H		1,242.00	
			AE22910060	iPad 6th gen repair, ticket 113671	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE22910061	iPad 6th gen repair, ticket 113441	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE22910062	iPad 6th gen repair, ticket 113664	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE22910063	iPad 6th gen repair, ticket 113581	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE22975729	iPad 6th gen repair, ticket 113681	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE23373369	iPad 6th gen	0	49.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 108 000 000 350				repair, ticket 114255		49.00	
			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI			49.00	
			AE23373370	iPad 6th gen	0	49.00	
				repair, ticket 114310			
01 E 005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI			49.00	
			AE23373371	iPad 6th gen	0	49.00	
				repair, ticket 114331			
01 E 005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI			49.00	
			AE23397149	MacBook Air	0	447.95	
				repair, staff ticket 114093			
01 E 005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI			447.95	
244931	ARVIG	02/11/2021	1/28-2/27/2021	Internet service for Hopkins Public Schools and bus garage, 2 monts 12/28/2020-1/27/20 21 & 1/28-2/27/2021	0	7,825.90	7,825.90
01 E 005 108 000 311 465			ADMINISTRATIVE TECH SERVICES/TELECOM ACCESS REVENUE/NON			7,825.90	
244932	ASPEN EQUIPMENT CO	02/11/2021	10225483	battery repair	0	1,043.09	1,043.09
01 E 282 810 000 000 350			OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE			1,043.09	
244933	BABULA, ANDREW	02/11/2021	020921AB	02/09/2021 2019-20 Music Trip Covid Cancellation. Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
244934	BALZARINI-LEONHART, ANTHONY	02/11/2021	02092021AB	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
244935	BARBER, JACOB	02/11/2021	02092021JB	02/09/2021 2019-20 Music Trip Covid Cancellation	0	42.91	42.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Reimbursement			
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244936 BARHAM, JERRY		02/11/2021	020921	lunch refund	0	22.35	22.35
02 R 005 770 000 701 601				FOOD SERVICE/TYPE A LUNCH/SALES TO PUPILS-LUNCH		22.35	
244937 BARNES, CYNTHIA		02/11/2021	2821j1k1	partial refund of canceled Chicago trip from May 2020	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244938 BARRETT, THOMAS		02/11/2021	21021j1k50	Chicago refund	0	42.91	42.91
01 E 380 259 000 000 369				VOCAL MUSIC/GENERAL/ENTRY FEES STUDENT TRAVEL ALLO		42.91	
244939 BAUERS CUSTOM HITCHES		02/11/2021	3509	gas	0	59.56	385.50
01 E 005 811 000 000 440				GRDS OPER AND MAINT/GENERAL/FUELS		59.56	
			3512	gas	0	65.02	
01 E 005 811 000 000 440				GRDS OPER AND MAINT/GENERAL/FUELS		65.02	
			3520	gas	0	191.33	
01 E 005 811 000 000 440				GRDS OPER AND MAINT/GENERAL/FUELS		191.33	
			3522	gas	0	69.59	
01 E 005 810 000 000 440				OPERATIONS/MAINTENANCE/GENERAL/FUELS		69.59	
244940 BAYFIELD FRUIT COMPANY		02/11/2021	945641	food covid fy21	0	315.00	980.00
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		315.00	
			945647	food covid fy21	0	280.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		280.00	
			945648	food covid fy21	0	140.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		140.00	
			945649	food covid fy21	0	245.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		245.00	
244941 BEAUPRE, JENNIFER		02/11/2021	2.5.21	Camp Couture: Beginning Sewing YW21-1750 (2 students); Camp Couture: Fashion Drawing YW21-1753 (1 student)	0	255.00	255.00
04 E 500 585 000 928 305				YOUTH PROGRAMS/YOUTH ACTIVITIES/CONSULT FEES-FEES FOR S		255.00	
244942 BECCHETTI, LAURA		02/11/2021	2821j1k2	partial refund of canceled Chicago	0	42.91	42.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				trip from May 2020			
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244943	BELL, ANDREW	02/11/2021	020921AB2	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244944	BENSHOOF, BETH	02/11/2021	02092021BB	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244945	BENSON, BETH	02/11/2021	02092021BB	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	11.44	11.44
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		11.44	
244946	BERGAMASCO, ROBERT	02/11/2021	1.26.21	BOYS HOCKEY OFFICIAL	0	169.00	169.00
01 E 282 294 904 000 305				BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		169.00	
244947	BIENAPFL, HEATHER	02/11/2021	2821j1k3	partial refund of canceled Chicago trip from May 2020	0	57.21	57.21
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		57.21	
244948	BIG FROG CUSTOM T-SHIRTS & MOR	02/11/2021	19,936	LMPM CUSTOM ORDER ORDER RECEIVED UP ON 1/14/2021	0	510.00	921.95
81 A 130 00				FED GRANTS/INVENTORY		510.00	
81 A 130 00			20024	LMPM CUSTOM MASKS	0	411.95	
				FED GRANTS/INVENTORY		411.95	
244949	Vendor Continued Void	02/11/2021					0.00
244950	Vendor Continued Void	02/11/2021					0.00
244951	Vendor Continued Void	02/11/2021					0.00
244952	BIX PRODUCE COMPANY	02/11/2021	04899685	food covid fy21	0	166.08	7,600.32
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		166.08	
			04899859	food covid fy21	0	224.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		224.70	
			04970203	food covid fy21 ffvp	0	96.90	
02 E 569 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		96.90	
			04972487	food covid fy21 ffvp	0	73.51	
02 E 569 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		73.51	
			04975278	food covid fy21 ffvp	0	353.15	
02 E 569 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		353.15	
			04976086	food covid fy21	0	260.91	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		260.91	
			04976781	food covid fy21 ffvp	0	1,311.57	
02 E 569 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		1,311.57	
			04977749	food covid fy21	0	160.09	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		160.09	
			04978245	food covid fy21 ffvp	0	154.70	
02 E 569 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		154.70	
			04980776	food covid fy21 ffvp	0	683.46	
02 E 566 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		473.60	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		209.86	
			04982153	food covid fy21 (milk)	0	158.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		158.00	
			04982545	food covid fy21	0	218.57	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		218.57	
			04983730	food covid fy21	0	811.26	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		811.26	
			04983832	food covid fy21	0	158.66	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		158.66	
			04985103	food covid fy21	0	350.90	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		350.90	
			04985830	food covid fy21	0	273.06	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		273.06	
			04986437	food covid fy21	0	203.06	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		203.06	
			04986573	food covid fy21	0	69.88	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		69.88	
			04986592	food covid fy21	0	351.31	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		351.31	
			04987290	food covid fy21 ffvp	0	140.30	
02 E 569 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		140.30	
			04989661	food covid fy21	0	645.32	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		645.32	
			04989676	food covid fy21	0	146.38	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		146.38	
			04990446	food covid fy21	0	42.30	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		42.30	
			04990482	food covid fy21	0	244.12	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		244.12	
			04992955	food covid fy21	0	264.13	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		264.13	
			04995340	food covid fy21	0	38.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		38.00	
244953	BLINDMAN-FRANK, DEBBY	02/11/2021	2921j1k14	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244954	BRAGG, KATY	02/11/2021	2821j1k4	partial refund of canceled Chicago trip from May 2020	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244955	BRATSCH, SUZANNE	02/11/2021	02092021SB	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244956	BREMER, ANN	02/11/2021	2921j1k5	partial refund of	0	42.91	42.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				cancelled Chicago trip from May 2020			
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244957	BSN SPORTS	02/11/2021	911423821	OUTDOOR LOGOS/MURALS	0	2,992.55	2,992.55
05 E 005 294 000 302 590				BOYS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDIT		1,496.27	
05 E 005 296 000 302 590				GIRLS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDI		1,496.28	
244958	BUCKEYE CLEANING CENTERS	02/11/2021	90300963	COVID Related Supplies	0	2,914.39	3,306.55
01 E 005 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		2,914.39	
			90302333	COVID Related Supplies	0	392.16	
01 E 005 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		392.16	
244959	BUECHLER, LEISL	02/11/2021	2921j1k22	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244960	BURFEIND, JOEL	02/11/2021	1.22.21	BOYS BBALL OFFICIAL	0	98.00	98.00
01 E 282 294 903 000 305				BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		98.00	
244961	CAOUTTE, JULIE	02/11/2021	21021ajr8	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244962	CARROLL, JIM	02/11/2021	1.26.21	BOYS HOCKEY OFFICIAL	0	169.00	169.00
01 E 282 294 904 000 305				BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		169.00	
244963	CENGAGE LEARNING	02/11/2021	73352278	Geneology Basics, January, Pribula	0	65.00	65.00
04 E 500 510 000 000 305				ADULTS W/DISABILITIES/GENERAL/CONSULT FEES-FEES FOR SER		65.00	
244964	CEP	02/11/2021	5279	Fee for Hopkins Public Schools' participation in YouthTruth's Student Survey, May 2021, SY20-21, Part 2 of 3 Staff Survey	0	1,200.00	1,200.00
01 E 005 020 320 000 305				OFFICE OF SUPT/GENERAL/CONSULT FEES-FEES FOR SERVICES		1,200.00	
244965	CERVENKA, TEREZA	02/11/2021	02092021TC	02/09/2021 2019-20 Music Trip Covid Cancellation	0	42.91	42.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Reimbursement			
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244966	CHAMPION CUSTOM PRODUCTS	02/11/2021	52314989	MENS PB FLEECE JOGGER BLACK	0	961.85	2,206.43
81 A 130 00				FED GRANTS/INVENTORY		961.85	
			52314990	WOMENS S MESH SHORT	0	638.60	
81 A 130 00				FED GRANTS/INVENTORY		638.60	
			52315060	WOMENS ROCHESTER FLEECE JOGGER	0	605.98	
81 A 130 00				FED GRANTS/INVENTORY		605.98	
244967	CINTAS	02/11/2021	5050737390	first aid supplies	0	18.85	98.81
01 E 570 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		18.85	
			5050983807	first aid supplies	0	4.82	
01 E 282 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		4.82	
			5050983808	first aid supplies	0	22.98	
01 E 567 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		22.98	
			5050983862	first aid supplies	0	38.18	
01 E 564 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		38.18	
			5050983880	first aid supplies	0	13.98	
01 E 378 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		13.98	
244968	CITI-CARGO & STORAGE CO.,INC	02/11/2021	429871A	STORAGE BIN REMOVAL	0	140.00	140.00
01 E 282 292 000 000 305				BOYS AND GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR		140.00	
244969	COMMERCIAL INFRASTRUCTURE CABL	02/11/2021	I10051	Reroute, Terminate and Test Cables in Media Center, Meadowbrook	0	1,292.13	1,292.13
06 E 570 867 021 379 520				LTFM 2,000,000+/INTERIOR SURFACES/BLDG IMPROVEMENTS		1,292.13	
244970	COMPUTER EXPLORERS	02/11/2021	3964	Jr Engineering YS20-CR2065	0	1,782.00	1,782.00
04 E 500 540 000 000 305				SUMMER SCH COMM SERV/GENERAL/CONSULT FEES-FEES FOR SERV		1,782.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
244971	COOPER, ANNE	02/11/2021	020821	lunch refund	0	52.40	52.40
	02 R 005 770 000 701 601			FOOD SERVICE/TYPE A LUNCH/SALES TO PUPILS-LUNCH		52.40	
244972	CORDS, PAUL	02/11/2021	2921j1k9	Chicago refund	0	42.91	42.91
	01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
244973	COYER, JESSE	02/11/2021	02092021JC	02/09/2021	0	42.91	42.91
				2019-20 Music			
				Trip Covid			
				Cancellation			
				Reimbursement			
	01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
244974	DAHL, KRISTINE	02/11/2021	02092021KD	02/09/2021	0	42.91	42.91
				2019-20 Music			
				Trip Covid			
				Cancellation			
				Reimbursement			
	01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
244975	DAKOTA TRUCK UNDERWRITERS	02/11/2021	3623384	Installment #8 -	0	31,916.00	31,916.00
				20-21 Workers			
				Compensation			
				Policy			
	01 E 282 211 000 000 270			SECONDARY ED GENERAL/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 378 211 000 000 270			SECONDARY ED GENERAL/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 380 211 000 000 270			SECONDARY ED GENERAL/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 561 203 000 000 270			ELEM ED FIRST-SIXTH/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 563 203 000 000 270			ELEM ED FIRST-SIXTH/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 566 203 000 000 270			ELEM ED FIRST-SIXTH/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 567 203 000 000 270			ELEM ED FIRST-SIXTH/GENERAL/WORKERS COMPENSATION		3,546.22	
	01 E 569 203 000 000 270			ELEM ED FIRST-SIXTH/GENERAL/WORKERS COMPENSATION		3,546.23	
	01 E 570 203 000 000 270			ELEM ED FIRST-SIXTH/GENERAL/WORKERS COMPENSATION		3,546.23	
244976	Vendor Continued Void	02/11/2021					0.00
244977	DALCO	02/11/2021	3736009	supplies	0	92.88	2,745.92
	01 E 282 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		92.88	
			3736376	supplies	0	5.40	
	01 E 566 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		5.40	
			3736396	supplie	0	4.80	
	01 E 566 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		4.80	
			3736638	supplies	0	31.60	
	01 E 282 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		31.60	
			3736646	supplies	0	1,371.50	
	01 E 567 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		1,371.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 564 810 000 000 401			3736659	supplies	0	288.82	
			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			288.82	
01 E 569 810 000 000 401			3736721	supplies	0	950.92	
			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			950.92	
244978	DARK KNIGHT SOLUTIONS	02/11/2021	160	January 2021 Monthly security advisor service to include monthly meeting, advisor access, and a common security framework.	0	350.00	350.00
06 E 005 108 000 795 305			ADMIN TECH SERV/DOWN PAYMENT LEVY/CONSULT FEES-FEES FOR			350.00	
244979	DAVIS, ANGELA	02/11/2021	2921j1k39	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
244980	DEGIULIO, STEPHANIE	02/11/2021	2921j1k11	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
244981	DEJVONGSA, BROOKE	02/11/2021	2921j1k7	partial refund of canceled Chicago trip from May 2020	0	40.70	40.70
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			40.70	
244982	DENNY, ROGER	02/11/2021	1.29.21	GIRLS BBALL OFFICIAL	0	98.00	98.00
01 E 282 296 903 000 305			GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			98.00	
244983	DIRKSWAGER, PAUL	02/11/2021	02092021PD	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
244984	DUFFY, KATIE	02/11/2021	02092021KD	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
244985	DYSART, ANN	02/11/2021	2921j1k10	Chicago refund	0	40.70	40.70
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			40.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
244986	ECHEGARAY, ROSALIA	02/11/2021	02092021RE	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	14.30	14.30
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		14.30	
244987	EDINA HIGH SCHOOL	02/11/2021	1.25.21	DANCE TEAM ENTRY FEE *ATTENTION EDINA DANCE TEAM*	0	300.00	300.00
01 E	282 296 937 000 369			GIRLS ATHLETICS/GENERAL/ENTRY FEES STUDENT TRAVEL ALLO		300.00	
244988	ELKINS, TAMMY	02/11/2021	02092021TE	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
244989	ELVERUM, KERSTEN	02/11/2021	2921j1k12	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
244990	ENZLER, PEIGI	02/11/2021	2921j1k13	Chicago refund	0	40.70	40.70
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		40.70	
244991	ERICKSON, ANTHONY	02/11/2021	02092021AE	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
244992	FAVORITE SERVICES	02/11/2021	2710	Snow event 2/4	0	6,150.00	6,150.00
01 E	005 811 000 000 350			GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		6,150.00	
244993	FIELD ENVIRONMENTAL CONSULTING	02/11/2021	I-7170	HS restroom ASB	0	420.00	420.00
05 E	282 865 000 358 305			LTFM <100,000/ASBESTOS HANDLING/CONSULT FEES-FEES FOR S		420.00	
244994	FLEX COMM SECURITY	02/11/2021	58156	Monthly monitoring	0	586.00	3,078.75
01 E	005 810 000 000 305			OPERATIONS/MAINTENANCE/GENERAL/CONSULT FEES-FEES FOR SE		586.00	
01 E	569 810 000 000 350		58216	gw WIRE REPAIR	0	740.00	
				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		740.00	
01 E	561 810 000 000 350		58217	AS connected outside speaker	0	373.50	
				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		373.50	
			58218	WJH Checked SMOke	0	323.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				on AHU7			
01 E 380 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		323.75	
			58219	HHS Added power supply cameras	0	584.50	
01 E 282 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		584.50	
			58220	HHS replaced bad module	0	471.00	
01 E 282 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		471.00	
244995	FORM PLASTICS	02/11/2021	IV-115353		0	-14.00	465.55
02 E 005 770 000 709 497				FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		-14.00	
			IV-115644	paper covid fy21	0	1,537.65	
02 E 005 770 000 709 497				FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		1,537.65	
			IV-115893		0	-1,058.10	
02 E 005 770 000 709 497				FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		-1,058.10	
244996	FRANKE, CRAIG	02/11/2021	2921j1k15	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244997	FREEBURG, HEATHER	02/11/2021	2921j1k16	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244998	GARCIA, CARLOS	02/11/2021	02092021CG1	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	85.82
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
			02092021CG2	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
244999	GAULT, SARAH	02/11/2021	1.22.21	GYMNASTICS OFFICIAL	0	94.00	94.00
01 E 282 296 907 000 305				GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		94.00	
245000	GEORGAKOPOULOS, TESS	02/11/2021	2.6.21	Instant Pot Make Ahead Freezer Meals!- ONLINE AW213006	0	20.00	20.00
04 E 500 510 000 000 305				ADULTS W/DISABILITIES/GENERAL/CONSULT FEES-FEES FOR SER		20.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245001	GILMORE, KAYLEY	02/11/2021	02092021KG	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245002	GOLDSTEIN, RONA	02/11/2021	02092021RG	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245003	GOLDY, JEFFREY GLEN	02/11/2021	1/1 - 1/31/21	mileage	0	23.87	23.87
01 E	005 810 000 000 366		OPERATIONS/MAINTENANCE/GENERAL/TRAVEL & CONFERENCES			23.87	
245004	GONSIOR, KAREN	02/11/2021	2921j1k19	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245005	GRAVES, RANDI SUE	02/11/2021	1.26.21	BOYS SWIM AND DIVE OFFICIAL	0	131.00	131.00
01 E	282 294 908 000 305		BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			131.00	
245006	GROTENHUIS, VAN	02/11/2021	020921	lunch refund	0	163.45	163.45
02 R	005 770 000 701 601		FOOD SERVICE/TYPE A LUNCH/SALES TO PUPILS-LUNCH			163.45	
245007	H2I GROUP	02/11/2021	206714	Alice Smith Locker Project	0	65,668.19	65,668.19
06 E	561 867 021 369 520		LTFM 2,000,000+/BLDG HARDWARE & EQUIPMENT/BLDG IMPROVEM			65,668.19	
245008	HANGSAFE HOOKS	02/11/2021	310002	Tanglen Coat Rack Project	0	6,597.92	6,597.92
06 E	567 867 021 379 520		LTFM 2,000,000+/INTERIOR SURFACES/BLDG IMPROVEMENTS			6,597.92	
245009	HANSEN, BRIAN	02/11/2021	1.22.21	BOYS BBALL OFFICIAL	0	79.00	79.00
01 E	282 294 903 000 305		BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			79.00	
245010	HARRIS, MIKE	02/11/2021	2921j1k18	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245011	HERNKE, KAY	02/11/2021	02092021KH	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	31.47	31.47
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			31.47	
245012	HIDALGO-HOLMES, LOURDES	02/11/2021	2921j1k25	Chicago refund	0	42.91	42.91

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245013	HILL, GAYLE JEAN	02/11/2021	2921j1k21	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245014	HOFFMAN, HELI IRENE MONIKA	02/11/2021	2921j1k23	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245015	HOISKA, JENNIFER	02/11/2021	2921j1k24	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245016	HOLASEK, KYLENE	02/11/2021	2921j1k26	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245017	HOLLIE, AL	02/11/2021	1.29.21	GIRLS BBALL OFFICIAL	0	61.00	61.00
01 E 282 296 903 000 305				GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		61.00	
245018	HOM, JESSICA	02/11/2021	2921j1k27	partial refund of canceled Chicago trip from May 2020	0	40.70	40.70
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		40.70	
245019	HOPKINS CITY OF	02/11/2021	020920 mro1	utiltiies	0	3,111.84	3,111.84
01 E 005 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		83.67	
01 E 277 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		1,658.01	
01 E 561 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		382.77	
01 E 565 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		295.63	
01 E 564 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		275.03	
01 E 566 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		416.73	
245020	HOPKINS PAVILION	02/11/2021	573	BOYS HOCKEY ICE TIME JAN GAMES	0	1,625.00	13,052.50
05 E 005 850 000 302 370				CAPITAL FACILITIES/OPERATING CAPITAL/RENTALS AND LEASES		1,625.00	
			574	BOYS HOCKEY ICE TIME JAN PRACTICE	0	11,427.50	
05 E 005 850 000 302 370				CAPITAL FACILITIES/OPERATING CAPITAL/RENTALS AND LEASES		11,427.50	
245021	IKI INC	02/11/2021	5004	Instant Piano for Hopelessly Busy People AW217005	0	44.00	88.00
04 E 500 510 000 000 305				ADULTS W/DISABILITIES/GENERAL/CONSULT FEES-FEES FOR SER		44.00	
			5005	Instant Guitar for Hopelessly Busy People AW217001	0	44.00	
04 E 500 510 000 000 305				ADULTS W/DISABILITIES/GENERAL/CONSULT FEES-FEES FOR SER		44.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245022	JENSON, PAUL	02/11/2021	2921j1k29	Chicago refund	0	40.70	40.70
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			40.70	
245023	JH LARSON ELECTRICAL CO	02/11/2021	S102412163.001	supplies	0	211.74	211.74
01 E 282 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			211.74	
245024	JOHANNING, KAREN	02/11/2021	2921j1k32	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245025	JOHNSON, NANCY	02/11/2021	2.7.21	Open Pottery	0	54.00	54.00
			Studio				
			(AW2111023c Wheel				
			& Handbuilding)				
04 E 500 510 000 000 305			ADULTS W/DISABILITIES/GENERAL/CONSULT FEES-FEES FOR SER			54.00	
245026	JONSSON, AMY	02/11/2021	2921j1k30	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245027	JVL INSULATION LLC	02/11/2021	697	District HVAC	0	3,905.00	3,905.00
			Insulation				
			Project				
06 E 005 867 021 380 520			LTFM 2,000,000+/MECHANICAL SYSTEMS/BLDG IMPROVEMENTS			3,905.00	
245028	KANITZ, VAL	02/11/2021	2921j1k31	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245029	KAPLAN, MARCI	02/11/2021	2921j1k33	chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245030	KELM, ANTHONY	02/11/2021	1.22.21	BOYS BBALL	0	98.00	98.00
			OFFICIAL				
01 E 282 294 903 000 305			BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			98.00	
245031	KIVENS, WENDY	02/11/2021	02092021WK	02/09/2021	0	32.90	32.90
			2019-20 Music				
			Trip Covid				
			Cancellation				
			Reimbursement				
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			32.90	
245032	KLASS, LISA	02/11/2021	02092021LK	02/09/2021	0	42.91	42.91
			2019-20 Music				
			Trip Covid				
			Cancellation				
			Reimbursement				
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245033	KOEHN, BRAD	02/11/2021	2921j1k34	chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245034	KRATTLEY, KRISTINE	02/11/2021	02092021KK	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245035	KRUSE, MARY	02/11/2021	02092021MK	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245036	KUYPER, PAUL	02/11/2021	2921j1k35	chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245037	LANG, JOE	02/11/2021	02092021JL	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245038	LEERVIG, STEPHANIE	02/11/2021	2921j1k36	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245039	LITFIN, NICHOLAS	02/11/2021	1.26.21	GIRLS BBALL OFFICIAL	0	79.00	79.00
01 E	282 296 903 000 305		GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			79.00	
245040	LITFIN, TIM	02/11/2021	1.26.21	GIRLS BBALL OFFICIAL	0	79.00	79.00
01 E	282 296 903 000 305		GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			79.00	
245041	LITVACK, NANCY	02/11/2021	2921j1k37	chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245042	LORINSER, PAUL	02/11/2021	2921j1k38	chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245043	MACNAUGHTON, JENNI	02/11/2021	2921j1k6	Chicago refund #2	0	18.88	18.88
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			18.88	
245044	MARCY, NANCY	02/11/2021	1.4.21 - 2.9.21	Iyengar Yoga (AW214021a); Morning Yoga (AW214019a); Chair Yoga (AW214030a)	0	540.00	540.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 510 000 000 305				ADULTS W/DISABILITIES/GENERAL/CONSULT FEES-FEES FOR SER		540.00	
245045	MARTIN, DAN	02/11/2021	02092021DM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245046	MARTIN, ELIZABETH	02/11/2021	2921j1k40	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245047	MCBRIDE, DEBRA	02/11/2021	21021j1k43	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245048	MCNEAL, TOMMY	02/11/2021	02092021TM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245049	MCNEIL, LAURIE	02/11/2021	21021j1k44	Chicago refund (for McNeill)	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245050	MEDELLIN, SANDRA	02/11/2021	21021j1k42	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245051	MEENAN, ELLEN	02/11/2021	02092021EM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245052	MELNIK, TAYNA	02/11/2021	21021j1k45	Chicago refund	0	21.45	21.45
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		21.45	
245053	MENARDS - EDEN PRAIRIE	02/11/2021	32992	supplies	0	99.96	475.78
01 E 566 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		99.96	
			33121	supplies	0	92.70	
01 E 563 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		92.70	
			33137	supplies	0	283.12	
01 E 569 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		283.12	
245054	MENARDS-GLDN VLY	02/11/2021	38495	WHITE DUCK TAPE FOR GYMNASTICS	0	32.40	205.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
05 E 005 296 000 302 590				GIRLS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDI		32.40	
			38930	supplies	0	28.27	
01 E 378 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		28.27	
			39147	supplies	0	144.87	
01 E 282 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		144.87	
245055	MERRY, VANESSA	02/11/2021	0422	Parent & Child Valentine Painting Class- YW21-1000	0	120.00	120.00
04 E 500 585 000 928 305				YOUTH PROGRAMS/YOUTH ACTIVITIES/CONSULT FEES-FEES FOR S		120.00	
245056	MISCHKE, JENNIFER	02/11/2021	02092021JM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245057	MITCHELL, ANDREW	02/11/2021	02092021AM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245058	MORENO, ALEXANDRA	02/11/2021	21021jlk46	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245059	MOROCHO, JENNIFER	02/11/2021	02092021JM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245060	MOSER, SCOTT	02/11/2021	02092021SM	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245061	MRMB HOUSE LLC	02/11/2021	2060	COVID Related supplies	0	1,476.68	1,476.68
01 E 005 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		1,476.68	
245062	MINNETONKA CITY OF	02/11/2021	020921 mro2	utilities	0	4,707.52	4,707.52

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 563 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		388.17	
01 E 380 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		1,002.89	
01 E 569 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		371.26	
01 E 378 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		953.69	
01 E 567 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		698.00	
01 E 282 810 000 000 330				OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE		1,093.02	
51 E 290 810 000 962 330				OPERATIONS/MAINTENANCE/LINDBERGH CENTER/WATER/SEWER SER		200.49	
245063	MINNETONKA ICE ARENA	02/11/2021	352	GIRLS HOCKEY ICE JAN MIA	0	9,980.00	9,980.00
05 E 005 850 000 302 370				CAPITAL FACILITIES/OPERATING CAPITAL/RENTALS AND LEASES		9,980.00	
245064	MURPHY, THOMAS FRANCIS	02/11/2021	02092021TM2	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245065	NEHRING, ANNE	02/11/2021	1.26.21	GIRLS BBALL OFFICIAL	0	79.00	79.00
01 E 282 296 903 000 305				GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		79.00	
245066	NORTHLAND MECHANICAL CONTRACTO	02/11/2021	89738	Alice Smith Boiler Project	0	2,752.88	3,385.38
06 E 561 867 021 380 520				LTFM 2,000,000+/MECHANICAL SYSTEMS/BLDG IMPROVEMENTS		2,752.88	
			89749	Boiler repair	0	632.50	
01 E 378 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		632.50	
245067	O'GORMAN, KATHRYN	02/11/2021	1/3-1/29/21	consulting hours for January 2021	0	4,655.81	4,655.81
06 E 005 610 000 795 305				CURRICULUM DEVELOPMENT/DOWN PAYMENT LEVY/CONSULT FEES-F		4,655.81	
245068	OTTMAR, SHAWN	02/11/2021	21021j1k47	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245069	PENNOCK, SHARON	02/11/2021	02092021SP	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	
245070	PETERSON, EMILY	02/11/2021	02092021EP	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050				BAND/GENERAL/FEE FROM PATRON		42.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245071	PIEPKORN, ANN	02/11/2021	21021j1k48	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245072	PIONEER MIDWEST LLC	02/11/2021	1228	NORDIC WAX	0	383.72	383.72
05 E 005 294 000 302 590			BOYS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDIT			191.86	
05 E 005 296 000 302 590			GIRLS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDI			191.86	
245073	PLAINVIEW MILK PRODUCTS COOP	02/11/2021	010121-013121	food (milk) covid	0	12,210.63	12,210.63
02 E 005 770 000 709 490			fy21 FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			12,210.63	
245074	PRESIDIO NETWORKED SOLUTIONS G	02/11/2021	6013521001685	Office 365	0	2,100.00	2,100.00
06 E 005 108 000 795 305			Advanced Threat Protection (Plan 1) for faculty 12/8/20-1/7/21 ADMIN TECH SERV/DOWN PAYMENT LEVY/CONSULT FEES-FEES FOR			2,100.00	
245075	RAYLE, ANDREW	02/11/2021	21021j1k49	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245076	ROBERTS, AMY	02/11/2021	02092021ARO	02/09/2021	0	42.91	42.91
01 R 380 258 000 000 050			2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON			42.91	
245077	ROESLER, AMY	02/11/2021	02092021AR	02/09/2021	0	20.02	20.02
01 R 380 258 000 000 050			2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON			20.02	
245078	ROMERO NAVA, MIRIAM	02/11/2021	21021j1k41	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245079	ROSENKOETTER, JENNIFER	02/11/2021	02092021JR	02/09/2021	0	42.91	42.91
01 R 380 258 000 000 050			2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON			42.91	
245080	ROTHMAN, MICHAEL	02/11/2021	21021j1k51	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245081	RUBIN, BETH	02/11/2021	2921j1k17	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245082	SACHS, RYAN 01 R 380 258 000 000 050	02/11/2021	21021j1k61	Chicago refund BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245083	SANCHEZ, KRISTIANE 01 R 380 258 000 000 050	02/11/2021	02092021KS	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245084	SCHEI, TAMANTHA 01 R 380 258 000 000 050	02/11/2021	21021j1k52	Chicago refund BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245085	SCHWAB-VOLLHABER-LUBRATT COR 06 E 076 867 021 380 520	02/11/2021	218366	District Ionization Project LTFM 2,000,000+/MECHANICAL SYSTEMS/BLDG IMPROVEMENTS	0	1,000.00 1,000.00	1,000.00
245086	SES TECH 81 E 005 108 011 151 303	02/11/2021	Jan2021	January 2021 teacher support, DLC support & planning ADMINISTRATIVE TECH SERVICES/ESSER 90% ALLOCATION/FED S	0	1,632.00 1,632.00	1,632.00
245087	SHAW, CHAD 01 R 380 258 000 000 050	02/11/2021	21021j1k53	Chicago refund BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245088	SHEARER, KEVIN 01 R 380 258 000 000 050	02/11/2021	02092021KSH	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245089	SHELTON, HOLLY 01 R 380 258 000 000 050	02/11/2021	02092021HS	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245090	SHERMAN, CHRIS 01 R 380 258 000 000 050	02/11/2021	02092021CS	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement BAND/GENERAL/FEE FROM PATRON	0	42.91 42.91	42.91
245091	SITELOGIQ	02/11/2021	3119	Professional Labor Projects	0	88,513.00	88,513.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
06 E	005 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		8,873.00	
06 E	561 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		212.00	
06 E	076 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		4,890.00	
06 E	566 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		678.00	
06 E	569 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		162.00	
06 E	563 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		13,341.00	
06 E	564 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		8,543.00	
06 E	282 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		22,330.00	
06 E	565 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		560.00	
06 E	570 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		10,615.00	
06 E	378 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		10,609.00	
06 E	567 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		161.00	
06 E	380 867 021 382 520		LTFM 2,000,000+/PROF	SERVICES & SALARY/BLDG IMPROVEMENT		7,539.00	
245092	SKOGERBOE, TANYA	02/11/2021	2921j1k28	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245093	SMITH, JOSEPH	02/11/2021	21021j1k55	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245094	SMITH, TRACY	02/11/2021	21021j1k54	Chicago refund	0	40.70	40.70
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			40.70	
245095	SOMARE, TINA	02/11/2021	020421	student lunch refund	0	20.55	20.55
02 R	005 770 000 701 601		FOOD SERVICE/TYPE A LUNCH/SALES TO PUPILS-LUNCH			20.55	
245096	SOUTH TOWN REFRIGERATION	02/11/2021	W40162	replaced front paneling	0	1,067.39	1,067.39
01 E	282 810 000 000 350		OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE			1,067.39	
245097	SPS COMPANIES	02/11/2021	S4090299.001	supplies	0	70.78	70.78
01 E	282 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			70.78	
245098	ST LOUIS PARK RECREATION DEPT	02/11/2021	1459	GIRLS HOCKEY GAMES ICE TIME JAN	0	1,970.00	1,970.00
05 E	005 850 000 302 370		CAPITAL FACILITIES/OPERATING CAPITAL/RENTALS AND LEASES			1,970.00	
245099	ST JOHN, KARLA	02/11/2021	02092021KSJ	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245100	ST PETER, WILLIAM JAMES	02/11/2021	1.22.21	BOYS BBALL OFFICIAL	0	61.00	61.00
01 E	282 294 903 000 305		BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			61.00	

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245101	STAHL, DAVID	02/11/2021	21021j1k56	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245102	STARCZNSKI, KENNETH	02/11/2021	1.26.21	BOYS SWIM AND DIVE OFFICIAL	0	75.00	75.00
01 E 282 294 908 000 305			BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			75.00	
245103	STEINKE, MARIE	02/11/2021	02092021MS	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245104	STERNER, HEATHER	02/11/2021	21021j1k57	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245105	STUESSI, DAVID	02/11/2021	21021j1k58	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245106	SWIGGUM, ALISON KAY	02/11/2021	02092021AS1	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245107	Vendor Continued Void	02/11/2021					0.00
245108	Vendor Continued Void	02/11/2021					0.00
245109	Vendor Continued Void	02/11/2021					0.00
245110	Vendor Continued Void	02/11/2021					0.00
245111	SYSCO WESTERN MN	02/11/2021	153855261	food covid fy21	0	500.84	18,947.89
02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			500.84	
			153855262	food covid fy21	0	12.40	
02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			12.40	
			153858814	food covid fy21	0	1,112.55	
02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			1,112.55	
			153858815	food covid fy21	0	9.30	
02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			9.30	
			153860388	food covid fy21	0	93.12	
02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			93.12	
			153860391	food covid fy21	0	93.12	
02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES			93.12	
			153860392	food covid fy21	0	155.20	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		155.20	
			153860393	food covid fy21	0	93.12	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		93.12	
			153862533	food covid fy21	0	2,540.27	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		2,540.27	
			153862535	food covid fy21	0	1,100.23	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,100.23	
			153862536	food covid fy21	0	1,397.57	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,397.57	
			153867402	food covid fy21	0	1,712.44	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,712.44	
			153867403	food covid fy21	0	24.80	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		24.80	
			153867405	food covid fy21	0	15.50	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		15.50	
			153867406	Food covid fy21	0	25.70	
02 E 005 770 000 702 490				FOOD SERVICE/AFTER SCHOOL SNACK PRG/FOOD PURCHASES		25.70	
			153867409	food covid fy21	0	1,598.22	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,598.22	
			153867410	food covid fy21	0	31.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		31.00	
			153867411	food covid fy21	0	1,309.88	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,309.88	
			153867413	food covid fy21	0	15.50	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		15.50	
			153867414	food covid fy21	0	808.55	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		808.55	
			153867415	food covid fy21	0	9.30	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		9.30	
			153867416	food covid fy21	0	2,179.43	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		2,179.43	
			153867417	food covid fy21	0	31.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		31.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			153867418	food covid fy21	0	1,055.94	
02 E	005 770 000 709 490		FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,055.94	
			153867419	food covid fy21	0	21.70	
02 E	005 770 000 709 490		FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		21.70	
			153867420	food covid fy21	0	1,458.74	
02 E	005 770 000 709 490		FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,458.74	
			153867421	food covid fy21	0	21.70	
02 E	005 770 000 709 490		FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		21.70	
			153871177	food covid fy21	0	1,520.77	
02 E	005 770 000 709 490		FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,520.77	
245112	THERON, BRANDES ANNETTE	02/11/2021	21021ajr1	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245113	THOMPSON-BURKE, PENNY	02/11/2021	2921jlk8	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245114	TRU INDUSTRIES	02/11/2021	20789	GFI Project @ HHS Kitchen	0	1,050.00	1,175.00
06 E	282 867 021 370 520		LTFM 2,000,000+/ELECTRICAL/BLDG IMPROVEMENTS			1,050.00	
			20790	AS repair plug in kitchen	0	125.00	
01 E	561 810 000 000 350		OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE			125.00	
245115	TRUGREEN LIMITED PARTNERSHIP	02/11/2021	133620945 -TAX	ice melt	0	488.53	488.53
01 E	569 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			488.53	
245116	TRUJILLO, RODOLFO	02/11/2021	21021ajr3	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050		BAND/GENERAL/FEE FROM PATRON			42.91	
245117	TRYGGESTAD, MATTHEW	02/11/2021	1.22.21	BOYS HOCKEY OFFICIAL	0	76.00	152.00
01 E	282 294 904 000 305		BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			76.00	
			1.26.21	BOYS HOCKEY OFFICIAL	0	76.00	
01 E	282 294 904 000 305		BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			76.00	
245118	TWIN CITIES BOILER REPAIR, INC	02/11/2021	34844	boiler repair	0	560.00	560.00
01 E	282 810 000 000 350		OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE			560.00	
245119	TYLER TECHNOLOGIES	02/11/2021	045-327944	Versatrans Elink Software Maintenance & Support Start	0	1,840.57	1,840.57

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				01/Mar/2021, End 28/Feb/2022			
03 E	005 760 000 718 555			PUPIL TRANSPORTATION/SAFETY/CAPT NON INSTR TECH HARDWAR		1,840.57	
245120	VAGLE, MARK	02/11/2021	21021ajr4	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245121	VANG, CHONG KOU	02/11/2021	02092021CV	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245122	VEGA, LEAH	02/11/2021	21021ajr5	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245123	VOLK, JOSEPHINE	02/11/2021	02092021JV	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245124	WAISSANEN, JENNIFER	02/11/2021	02092021JW	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245125	WALTERS, KATHERINE	02/11/2021	21021j1k59	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245126	WALTON, AARON	02/11/2021	1.26.21	GIRLS BBALL OFFICIAL	0	61.00	61.00
01 E	282 296 903 000 305			GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		61.00	
245127	WATER SPECIALTY OF MN	02/11/2021	12314	pool chem	0	1,107.69	1,392.69
01 E	277 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		1,107.69	
01 E	277 810 000 000 350		12315	filter repair	0	285.00	
				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		285.00	
245128	WENDT, ELIZABETH	02/11/2021	21021j1k60	Chicago refund	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	
245129	WICKLIFFE, SHANA	02/11/2021	2921j1k20	Chicago Refund	0	42.91	42.91
01 R	380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON		42.91	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245130	WILLET, KATHY	02/11/2021	02092021KW	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245131	WILLIAMS, GREGG	02/11/2021	1.22.21	BOYS HOCKEY OFFICIAL	0	76.00	76.00
01 E 282 294 904 000 305			BOYS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			76.00	
245132	WITTELEDER, STEPHANIE	02/11/2021	21021ajr6	Chicago refund	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
245133	WNS	02/11/2021	21377	Inspector + program	0	599.90	599.90
01 E 005 810 000 000 405			OPERATIONS/MAINTENANCE/GENERAL/NON INSTR SOFTWARE AGREE			599.90	
245134	WOGSTAD, NIKOLAS	02/11/2021	21021ajr7	Chicago refund	0	42.58	42.58
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.58	
245135	WOLCOTT, THOMAS	02/11/2021	1.26.21	GIRLS BBALL OFFICIAL	0	98.00	98.00
01 E 282 296 903 000 305			GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES			98.00	
245136	XCEL ENERGY	02/11/2021	717910643	utilities	0	4,893.53	4,893.53
01 E 380 810 000 000 332			OPERATIONS/MAINTENANCE/GENERAL/ELECTRICITY			4,893.53	
245137	ZIMMERMAN, BETSY	02/11/2021	02092021BZ	02/09/2021 2019-20 Music Trip Covid Cancellation Reimbursement	0	42.91	42.91
01 R 380 258 000 000 050			BAND/GENERAL/FEE FROM PATRON			42.91	
			212 Computer	Check(s) For a Total of			344,117.09

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202001225	CINTAS CORPORATION	02/09/2021	4074705096	laundry covid fy21	0	41.00	41.00
	02 E 005 770 000 709 305			FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR		41.00	
202001226	PAN-O-GOLD BAKING CO	02/09/2021	10008021032007	food covid fy21	0	70.08	70.08
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		70.08	
202001227	PAN-O-GOLD BAKING CO	02/09/2021	10008021033009	food covid fy21	0	22.80	22.80
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		22.80	
202001228	TRIO SUPPLY CO	02/03/2021	653739	paper covid fy21	0	196.53	196.53
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		196.53	
202001229	TRIO SUPPLY CO	02/08/2021	656478	paper covid fy21	0	432.72	432.72
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		432.72	
202001230	TRIO SUPPLY CO	02/08/2021	657856	paper covid fy21	0	303.15	303.15
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		303.15	
202001231	TRIO SUPPLY CO	02/08/2021	657897	paper covid fy21	0	417.24	417.24
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		417.24	
202001232	PAN-O-GOLD BAKING CO	02/10/2021	10008021032008	food covid fy21	0	56.06	56.06
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		56.06	
202001233	PAN-O-GOLD BAKING CO	02/10/2021	10008021033008	food covid fy21	0	22.80	22.80
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		22.80	
202001234	CINTAS CORPORATION	02/10/2021	4075135913	laundry covid fy21	0	145.39	145.39
	02 E 005 770 000 709 305			FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR		145.39	
202001235	PAN-O-GOLD BAKING CO	02/10/2021	10005921022007	food covid fy21	0	98.26	98.26
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		98.26	
202001236	PAN-O-GOLD BAKING CO	02/10/2021	10005921032006	food covid fy21	0	75.66	75.66
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		75.66	
202001237	PAN-O-GOLD BAKING CO	02/10/2021	10008021012008	food covid fy21	0	62.86	62.86
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		62.86	
202001238	TRIO SUPPLY CO	02/10/2021	657858	paper covid fy21	0	465.20	465.20
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		465.20	
202001239	TRIO SUPPLY CO	02/10/2021	657860	paper covid fy21	0	703.98	703.98
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		703.98	
202001240	GENESIS EMPLOYEE BENEFITS INC	02/10/2021	02-10-21	VEBA - A PRICE	0	14,221.00	14,221.00
	01 E 005 211 000 000 191			SECONDARY ED GENERAL/GENERAL/SEVERANCE PAY		14,221.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
202001241	PAN-O-GOLD BAKING CO 02 E 005 770 000 709 490	02/10/2021	10005921039006	food covid fy21 FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES	0	81.40 81.40	81.40	
202001242	PAN-O-GOLD BAKING CO 02 E 005 770 000 709 490	02/10/2021	10006421039005	food covid fy21 FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES	0	71.42 71.42	71.42	
202001243	PAN-O-GOLD BAKING CO 02 E 005 770 000 709 490	02/10/2021	10018521032007	food covid fy21 FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES	0	30.80 30.80	30.80	
202001244	TRIO SUPPLY CO 02 E 005 770 000 709 497	02/10/2021	657695	paper covid fy21 FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES	0	338.30 338.30	338.30	
202001245	GRAINGER 01 E 566 810 000 000 401	02/10/2021	9791647762	supplies OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES	0	32.08 32.08	32.08	
202001246	JOHNSON CONTROLS 01 E 277 810 000 000 401	02/10/2021	1-101208681312	supplies OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES	0	439.37 439.37	439.37	
202001247	MINVALCO INC 01 E 566 810 000 000 401	02/10/2021	216277	supplies OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES	0	2,883.50 2,883.50	2,883.50	
						23	Wire Transfer Check(s) For a Total of	21,211.60

	0	Manual	Checks For a Total of	0.00
	23	Wire Transfer	Checks For a Total of	21,211.60
	0	ACH	Checks For a Total of	0.00
	212	Computer	Checks For a Total of	344,117.09
Total For	235	Manual, Wire Tran, ACH & Computer Checks		365,328.69
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	365,328.69

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	4,914.18	98,314.73	103,228.91
02	FOOD SERVICE FUND	0.00	258.75	43,840.04	44,098.79
03	TRANSPORTATION FUND	0.00	0.00	1,840.57	1,840.57
04	COMMUNITY EDUCATION	0.00	0.00	2,924.00	2,924.00
05	CAPITAL EXP FUND	0.00	0.00	28,831.17	28,831.17
06	BLDG CONST FUND	0.00	0.00	179,444.38	179,444.38
51	LINDBERGH CENTER	0.00	0.00	200.49	200.49
81	FED GRANTS	3,128.38	0.00	1,632.00	4,760.38

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
13014	DISTRICT VI DECA	02/11/2021	191-26	DISTRICT DECA REG.	0	1,120.00	1,120.00
60 E 282 298 017 301 369				EXTRA CURRICULAR ACTIVITIES/EXTRA CURRICULAR ACTIVITIES		1,120.00	
13015	Vendor Continued Void	02/11/2021					0.00
13016	ISD 270 HOPKINS	02/11/2021	0000010107	Homecoming event on 11/6/20; student snacks. Please deposit dollars into 02-R-282-770-000-7 07-608.	0	36.64	87.84
60 E 282 298 058 301 490				EXTRA CURRICULAR ACTIVITIES/EXTRA CURRICULAR ACTIVITIES		36.64	
			01052021	Color Copies for HHS Student Counsel Credit Account # 01 R 005 170 000 000 622	0	27.00	
60 E 282 298 058 301 401				EXTRA CURRICULAR ACTIVITIES/EXTRA CURRICULAR ACTIVITIES		27.00	
			02022021	Color Copies and Astrobright paper for Student Involvement Credit Account #01 R 005 170 000 000 622	0	24.20	
60 R 282 298 058 301 050				EXTRA CURRICULAR ACTIVITIES/EXTRA CURRICULAR ACTIVITIES		24.20	
13017	LITTLE PEPPER PROMOTIONS	02/11/2021	9757	HOPKINS SUMMER RUNNING SHIRTS - SA	0	766.10	766.10
60 E 282 292 095 301 899				BOYS AND GIRLS ATHLETICS/EXTRA CURRICULAR ACTIVITIES/MI		766.10	
			4	Computer		Check(s) For a Total of	1,973.94

	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
	4	Computer	Checks For a Total of	1,973.94
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	1,973.94
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,973.94

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
60	STUDENT ACTIVITY FUND	0.00	24.20	1,949.74	1,973.94

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
245138	ADVANCED IMAGING SOLUTIONS	02/18/2021	INV242722	January 2021 Printer Counts	0	134.44	134.44
01 E	005 110 000 000 401			BUSINESS SERVICES/GENERAL/GENERAL SUPPLIES		16.44	
01 E	282 211 000 000 430			SECONDARY ED GENERAL/GENERAL/INSTRUCTIONAL SUPPLIES		0.02	
01 E	282 212 000 000 430			VISUAL ART/GENERAL/INSTRUCTIONAL SUPPLIES		0.16	
01 E	282 270 000 000 430			SOCIAL SCIENCES/STUDIES/GENERAL/INSTRUCTIONAL SUPPLIES		12.03	
01 E	378 620 000 000 430			EDUCATIONAL MEDIA/GENERAL/INSTRUCTIONAL SUPPLIES		3.39	
01 E	380 620 000 000 430			EDUCATIONAL MEDIA/GENERAL/INSTRUCTIONAL SUPPLIES		1.89	
01 E	561 203 000 000 430			ELEM ED FIRST-SIXTH/GENERAL/INSTRUCTIONAL SUPPLIES		7.57	
01 E	563 203 000 000 430			ELEM ED FIRST-SIXTH/GENERAL/INSTRUCTIONAL SUPPLIES		10.95	
01 E	566 203 000 000 430			ELEM ED FIRST-SIXTH/GENERAL/INSTRUCTIONAL SUPPLIES		8.89	
01 E	566 620 000 000 430			EDUCATIONAL MEDIA/GENERAL/INSTRUCTIONAL SUPPLIES		11.18	
01 E	567 203 000 000 430			ELEM ED FIRST-SIXTH/GENERAL/INSTRUCTIONAL SUPPLIES		12.12	
01 E	570 203 000 000 430			ELEM ED FIRST-SIXTH/GENERAL/INSTRUCTIONAL SUPPLIES		8.30	
02 E	282 770 000 701 401			FOOD SERVICE/TYPE A LUNCH/GENERAL SUPPLIES		10.08	
02 E	380 770 000 701 401			FOOD SERVICE/TYPE A LUNCH/GENERAL SUPPLIES		3.19	
04 E	500 030 000 000 401			INSTRUCTIONAL ADMINISTRATION/GENERAL/GENERAL SUPPLIES		5.82	
81 E	563 420 000 419 401			SPECIAL ED AGGREGATE/PL94-142 SP FLO-THRU/GENERAL SUPPL		2.88	
81 E	564 412 000 420 401			DEVELOPMENTALLY DELAYED/PRE-SCHOOL INCENTIVE/GENERAL SU		18.71	
81 E	569 420 000 419 401			SPECIAL ED AGGREGATE/PL94-142 SP FLO-THRU/GENERAL SUPPL		0.82	
245139	ADVANCED IMAGING SOLUTIONS	02/18/2021	5013701818	1/29/21-2/27/21 Copier Lease	0	9,554.55	9,554.55
02 E	005 770 000 701 370			FOOD SERVICE/TYPE A LUNCH/OPERATING LEASES OR RENTALS		86.07	
03 E	005 760 000 720 370			PUPIL TRANSPORTATION/REGULAR TO & FROM/OPERATING LEASES		57.51	
03 E	005 760 000 723 370			PUPIL TRANSPORTATION/HANDICAPPED/OPERATING LEASES OR RE		57.51	
04 E	005 130 000 000 370			COMMUNITY RELATIONS/GENERAL/OPERATING LEASES OR RENTALS		227.13	
04 E	277 030 000 020 370			INSTRUCTIONAL ADMINISTRATION/SITE MANAGEMENT/OPERATING		127.51	
04 E	564 580 000 325 535			EARLY CHILDHOOD FAMILY EDUC/EARLY CHILDHOOD & FAMILY ED		142.02	
04 E	570 580 000 325 370			EARLY CHILDHOOD FAMILY EDUC/EARLY CHILDHOOD & FAMILY ED		92.49	
05 E	005 110 000 302 370			BUSINESS SERVICES/OPERATING CAPITAL/RENTALS AND LEASES		133.66	
05 E	005 140 000 302 370			DATA PROCESSING/OPERATING CAPITAL/RENTALS AND LEASES		183.68	
05 E	005 420 000 302 370			SPECIAL ED AGGREGATE/OPERATING CAPITAL/RENTALS AND LEAS		263.36	
05 E	005 810 000 302 370			OPERATIONS/MAINTENANCE/OPERATING CAPITAL/RENTALS AND LE		108.48	
05 E	093 420 000 302 370			SPECIAL ED AGGREGATE/OPERATING CAPITAL/RENTALS AND LEAS		142.31	
05 E	282 211 000 302 370			SECONDARY ED GENERAL/OPERATING CAPITAL/RENTALS AND LEAS		2,026.97	
05 E	378 211 000 302 370			SECONDARY ED GENERAL/OPERATING CAPITAL/RENTALS AND LEAS		849.18	
05 E	380 211 000 302 370			SECONDARY ED GENERAL/OPERATING CAPITAL/RENTALS AND LEAS		611.94	
05 E	561 203 000 302 370			ELEM ED FIRST-SIXTH/OPERATING CAPITAL/RENTALS AND LEASE		580.37	
05 E	563 203 000 302 370			ELEM ED FIRST-SIXTH/OPERATING CAPITAL/RENTALS AND LEASE		455.32	
05 E	566 203 000 302 370			ELEM ED FIRST-SIXTH/OPERATING CAPITAL/RENTALS AND LEASE		756.65	
05 E	567 203 000 302 370			ELEM ED FIRST-SIXTH/OPERATING CAPITAL/RENTALS AND LEASE		532.49	
05 E	569 203 000 302 370			ELEM ED FIRST-SIXTH/OPERATING CAPITAL/RENTALS AND LEASE		540.19	
05 E	570 203 000 302 370			ELEM ED FIRST-SIXTH/OPERATING CAPITAL/RENTALS AND LEASE		1,065.15	
06 E	005 108 000 795 555			ADMIN TECH SERV/DOWN PAYMENT LEVY/CAPT NON INSTR TECH H		286.00	
14 E	500 520 000 000 370			ADULT BASIC EDUCATION/ADULT BASIC ED/OPERATING LEASES O		78.55	
14 E	500 520 000 322 370			ADULT BASIC EDUCATION/ADULT BASIC EDUCATION/OPERATING L		150.01	
245140	ANGELL, HANNAH	02/18/2021	1.29.21	GIRLS BBALL OFFICIAL	0	79.00	79.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 282 296 903 000 305				GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		79.00	
245141	Vendor Continued Void	02/18/2021					0.00
245142	Vendor Continued Void	02/18/2021					0.00
245143	Vendor Continued Void	02/18/2021					0.00
245144	Vendor Continued Void	02/18/2021					0.00
245145	Vendor Continued Void	02/18/2021					0.00
245146	Vendor Continued Void	02/18/2021					0.00
245147	APPLE COMPUTER INC	02/18/2021	AE23610771	2 - 25 packs 12W power supplies for iPads, Scott V/TIS	0	766.95	2,138.95
06 E 005 108 000 795 555				ADMIN TECH SERV/DOWN PAYMENT LEVY/CAPT NON INSTR TECH H		766.95	
			AE25391056	iPad 6th gen repair, ticket 114313	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391058	iPad 6th gen repair, ticket 114978	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391059	iPad 6th gen repair, ticket 115041	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391060	iPad 6th gen repair, ticket 114985	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391061	iPad 6th gen repair, ticket 115023	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391062	iPad 6th gen repair, ticket 115202	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391063	iPad 6th gen repair, ticket 115130	0	49.00	
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391064	iPad 6th gen	0	49.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				repair, ticket 115233			
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391065	iPad 6th gen repair, ticket 115369	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25391066	iPad 6th gen repair, ticket 115370	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461512	iPad 6th gen repair, ticket 114696	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461513	iPad 6th gen repair, ticket 114070	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461514	iPad 6th gen repair, ticket 114753	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461515	iPad 6th gen repair, ticket 114312	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461516	iPad 6th gen repair, ticket 114616	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461518	iPad 6th gen repair, ticket 115047	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25461519	iPad 6th gen repair, ticket 114984	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25657688	iPad 6th gen	0	49.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				repair, ticket 114980			
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25666945	iPad 6th gen repair, ticket 114601	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25666946	iPad 6th gen repair, ticket 114379	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25724806	iPad 6th gen repair. Ticket 114388	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25724807	iPad 6th gen repair. Ticket 114736	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25724808	iPad 6th gen repair, ticket 114977	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE25724809	iPad 6th gen repair, ticket 115241	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE27100386	iPad 6th gen repair, ticket 114225	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE27100387	iPad 6th gen repair, ticket 114324	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			AE27100388	iPad 6th gen repair, ticket 114291	0	49.00	
01 E	005 108 000 000 350			ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
			GG7WPPDQJF8J	iPad 6th gen	0	49.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				repair, ticket 115038			
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		49.00	
245148	ASSETGENIE INC	02/18/2021	1533377	Staff MacBook Air 2019 repair (water spill)	0	698.00	698.00
01 E 005 108 000 000 350				ADMINISTRATIVE TECH SERVICES/GENERAL/REPAIR/MAINT SERVI		698.00	
245149	BARNES & NOBLE	02/18/2021	4065538		0	-12.58	35.26
01 E 566 620 000 795 470				EDUCATIONAL MEDIA/DOWN PAYMENT LEVY/LIBRARY BOOKS		-12.58	
			4078144	Four black history books	5630000065	47.84	
01 E 563 620 000 795 470				EDUCATIONAL MEDIA/DOWN PAYMENT LEVY/LIBRARY BOOKS		47.84	
245150	Vendor Continued Void	02/18/2021					0.00
245151	BAUERS CUSTOM HITCHES	02/18/2021	1010759	gas	0	70.62	517.49
01 E 005 811 000 000 440				GRDS OPER AND MAINT/GENERAL/FUELS		70.62	
			1011065	gas	0	61.35	
01 E 005 811 000 000 440				GRDS OPER AND MAINT/GENERAL/FUELS		61.35	
			1011068	gas	0	186.12	
01 E 005 811 000 000 440				GRDS OPER AND MAINT/GENERAL/FUELS		186.12	
			3515	Inv 3515 Fuel T plus Bus	0	26.48	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		26.48	
			3518	Fuel Bus 1803 T plus	0	37.52	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		37.52	
			3519	Fuel Bus 1802 T plus	0	44.42	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		44.42	
			3524	Fuel Bus 1203 T plus	0	34.35	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		34.35	
			3526	Fuel T plus bus	0	33.16	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		33.16	
			3527	Fuel T plus Bus 1803	0	23.47	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		23.47	
245152	BAYFIELD FRUIT COMPANY	02/18/2021	145602	food covid fy21	0	350.00	735.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		350.00	
			145603	food covid fy21	0	280.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		280.00	
			145604	food covid fy21	0	105.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		105.00	
245153	Vendor Continued Void	02/18/2021					0.00
245154	BIX PRODUCE COMPANY	02/18/2021	04987286	food covid fy21	0	460.80	3,870.40
				ffvp			
02 E 566 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		460.80	
			04987781	food covid fy21	0	718.25	
				ffvp			
02 E 566 770 000 706 490				FOOD SERVICE/FRESH FRUIT & VEGGIE GRANT/FOOD PURCHASES		718.25	
			04991130	food covid fy21	0	678.03	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		678.03	
			04992917	food covid fy21	0	476.78	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		476.78	
			04993020	food covid fy21	0	406.37	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		406.37	
			04994400	food covid fy21	0	273.38	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		273.38	
			04995344	food covid fy21	0	152.00	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		152.00	
			04996323	food covid fy21	0	378.03	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		378.03	
			04998064	food covid fy21	0	326.76	
02 E 005 770 000 709 490				FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		326.76	
245155	BLANCK, DAWSON	02/18/2021	1.29.21	GIRLS BBALL	0	79.00	79.00
				OFFICIAL			
01 E 282 296 903 000 305				GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		79.00	
245156	CBIZ HCM	02/18/2021	2610728	COBRA Admin Fees	0	849.96	849.96
				- February 2021			
20 E 005 963 000 000 892				COBRA CONTRIBUTION/GENERAL/ADMINISTRATIVE FEES		849.96	
245157	CENTERPOINT ENERGY	02/18/2021	021621 mro2	utilities	0	2,029.59	2,029.59
01 E 077 810 000 000 333				OPERATIONS/MAINTENANCE/GENERAL/NATURAL GAS		2,029.59	
245158	CHAMPION CUSTOM PRODUCTS	02/18/2021	52316341	YOUTH POWERBLEND	0	833.73	833.73

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
81 A	130 00		FED GRANTS/INVENTORY	PULLOVER HOODIE		833.73	
245159	CINTAS	02/18/2021	5051158405	first aid supplies	0	46.11	97.54
01 E	561 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			46.11	
01 E	569 810 000 000 401		5051613176	first aid supplies	0	8.06	
01 E	563 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			8.06	
01 E	563 810 000 000 401		5051801853	first aid supplies	0	43.37	
01 E	563 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			43.37	
245160	CST MN - BIN# 170065	02/18/2021	2894	Transportation Services Jan 2021	0	29,847.19	29,847.19
03 E	005 760 000 723 360		PUPIL TRANSPORTATION/HANDICAPPED/TRANS	CONTR/PUB & PRIV		29,847.19	
245161	Vendor Continued Void	02/18/2021					0.00
245162	DALCO	02/18/2021	3737740	supplies	0	48.04	1,164.89
01 E	567 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			48.04	
01 E	282 810 000 000 401		3737748	supplies	0	108.00	
01 E	282 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			108.00	
01 E	563 810 000 000 401		3737796	supplies	0	132.40	
01 E	563 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			132.40	
01 E	282 810 000 000 401		3739561	supplies	0	4.90	
01 E	282 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			4.90	
01 E	282 810 000 000 401		3739675	supplies	0	330.00	
01 E	282 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			330.00	
01 E	567 810 000 000 401		3740135	supplies	0	158.00	
01 E	567 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			158.00	
01 E	563 810 000 000 401		3740460	supplies	0	469.35	
01 E	563 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			469.35	
01 E	005 810 000 000 401		CM3736009		0	-85.80	
01 E	005 810 000 000 401		OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			-85.80	
245163	DISCOVERY EXPLORERS LLC	02/18/2021	5035	STEM Kit 1 (Duffy), Preschool Chemistry (Elliott), Crazy Chemistry	0	118.00	118.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				(Elliott)			
04 E 500 585 000 000 305				YOUTH PROGRAMS/GENERAL/CONSULT FEES-FEES FOR SERVICES		118.00	
245164	EAGAN HIGH SCHOOL FORENSICS BO	02/18/2021	368866	DEBATE ENTRY FEE	0	15.00	15.00
01 E 282 298 922 000 369				EXTRA CURRICULAR ACTIVITES/GENERAL/ENTRY FEES STUDENT T		15.00	
245165	EGAN COMPANIES INC	02/18/2021	SVC0000108960	repiped piping on drain	0	343.00	1,174.00
01 E 563 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		343.00	
			SVC0000109025	replaced belimo	0	343.00	
01 E 566 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		343.00	
			SVC0000109036	replaced bad fan motor	0	488.00	
01 E 565 810 000 000 350				OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE		488.00	
245166	EHLERS & ASSOCIATES, INC.	02/18/2021	86042	Continuing Disclosure Fee	0	3,800.00	3,800.00
07 E 005 910 000 000 790				DEBT REDEMP BOND DBT/GENERAL/OTHER DEBT EXPENSE		3,800.00	
245167	ELSMORE SWIM SHOP	02/18/2021	49290	B/G SWIM CAPS	0	688.50	688.50
05 E 005 294 000 302 590				BOYS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDIT		344.25	
05 E 005 296 000 302 590				GIRLS ATHLETICS/OPERATING CAPITAL/OTHER CAPITAL EXPENDI		344.25	
245168	FIELD ENVIRONMENTAL CONSULTING	02/18/2021	I-7227	HHS Mechanical upgrade	0	1,366.75	1,366.75
05 E 282 865 000 358 305				LTFM <100,000/ASBESTOS HANDLING/CONSULT FEES-FEES FOR S		1,366.75	
245169	FUNK, RENEE C	02/18/2021	1/19-1/28/21	Funk - January Mileage	0	21.74	21.74
01 E 569 050 000 000 366				SCHOOL ADMINISTRATION/GENERAL/TRAVEL & CONFERENCES		10.87	
01 E 567 050 000 000 366				SCHOOL ADMINISTRATION/GENERAL/TRAVEL & CONFERENCES		10.87	
245170	GIRL'S TAKING ACTION	02/18/2021	110619	HHS Girls Taking Action Program - 2019-2020 Weekly small group mentoring sessions with girls on Wednesdays during WIN. HEF Grant #19-35. (Invoice dated 2/24/20 inadvertently sent directly to HEF to process payment in spring of 2020).	0	7,000.00	7,000.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19 E 282 211 699 000 305				SECONDARY ED GENERAL/GENERAL/CONSULT FEES-FEES FOR SERV		7,000.00	
245171	ISD 283 ST LOUIS PARK	02/18/2021	020421rem1	18 PSAT exams @ \$17.00/ea. for Hopkins High School students. Attn: Becky Flikeid	0	306.00	306.00
01 E 005 190 000 000 461				RESEARCH AND EVAL/GENERAL/STANDARDIZED TESTS		306.00	
245172	LILLY, LORI	02/18/2021	010621-012921 LL	Mileage: Lori Lilly-January 6, 2021, to January 29, 2021	0	29.08	29.08
81 E 564 412 000 420 366				DEVELOPMENTALLY DELAYED/PRE-SCHOOL INCENTIVE/TRAVEL & C		29.08	
245173	MACKIN LIBRARY MEDIA	02/18/2021	663012	eBooks -- MN Book Award Books (MYRA)	5630000064	328.69	328.69
01 E 563 620 000 795 470				EDUCATIONAL MEDIA/DOWN PAYMENT LEVY/LIBRARY BOOKS		328.69	
245174	MAINLINE TRANSPORTATION INC	02/18/2021	9896	Charters Jan 2021	0	5,228.32	125,990.54
01 E 282 294 903 733 360				BOYS ATHLETICS/TRANSPORTATION ACTIVITIES/TRANS CONTR/PU		143.94	
01 E 282 294 908 733 360				BOYS ATHLETICS/TRANSPORTATION ACTIVITIES/TRANS CONTR/PU		676.52	
01 E 282 294 911 733 360				BOYS ATHLETICS/TRANSPORTATION ACTIVITIES/TRANS CONTR/PU		200.56	
01 E 282 296 903 733 360				GIRLS ATHLETICS/TRANSPORTATION ACTIVITIES/TRANS CONTR/P		590.15	
01 E 282 296 904 733 360				GIRLS ATHLETICS/TRANSPORTATION ACTIVITIES/TRANS CONTR/P		1,970.18	
01 E 282 294 904 733 360				BOYS ATHLETICS/TRANSPORTATION ACTIVITIES/TRANS CONTR/PU		1,646.97	
			9897	Spec Ed Jan 2021	0	119,888.89	
03 E 005 760 000 723 360				PUPIL TRANSPORTATION/HANDICAPPED/TRANS CONTR/PUB & PRIV		107,302.52	
03 E 005 760 000 723 305				PUPIL TRANSPORTATION/HANDICAPPED/CONSULT FEES-FEES FOR		12,586.37	
			9901	Fuel 3/2020	0	731.26	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		731.26	
			9907	Fuel Oct 2020	0	142.07	
03 E 093 760 000 723 440				PUPIL TRANSPORTATION/HANDICAPPED/FUELS		142.07	
245175	MILLER, RANDY LANE	02/18/2021	021621NL	DOT Exam reimbursement	0	80.00	80.00
03 E 093 760 000 723 305				PUPIL TRANSPORTATION/HANDICAPPED/CONSULT FEES-FEES FOR		80.00	
245176	MN DEPT OF LABOR & INDUSTRY	02/18/2021	ALR0116103X	elevator annual	0	100.00	300.00
05 E 563 865 000 347 305				LTFM <100,000/PHYSICAL HAZARD/CONSULT FEES-FEES FOR SER		100.00	
			ALR0116220X	elevator annual	0	100.00	
05 E 282 865 000 347 305				LTFM <100,000/PHYSICAL HAZARD/CONSULT FEES-FEES FOR SER		100.00	
			ALR0116296X	elevator annual	0	100.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
05 E 380 865 000 347 305				LTFM <100,000/PHYSICAL HAZARD/CONSULT FEES-FEES FOR SER		100.00	
245177 MN EQUIPMENT		02/18/2021	P13077	supplies	0	14.04	30.12
01 E 567 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		14.04	
			P13186	supplies	0	16.08	
01 E 567 810 000 000 401				OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		16.08	
245178 MYBUDGET FILE INC		02/18/2021	238	ANNUAL LICENSE	0	6,500.00	6,500.00
				1/1/21-6/30/21			
01 E 005 110 000 000 305				BUSINESS SERVICES/GENERAL/CONSULT FEES-FEES FOR SERVICE		6,500.00	
245179 NAPA AUTO PARTS		02/18/2021	5429-336050	supplies	0	44.57	44.57
01 E 005 811 000 000 401				GRDS OPER AND MAINT/GENERAL/GENERAL SUPPLIES		44.57	
245180 NATIONAL WINDOW ASSOCIATES, IN		02/18/2021	3005	window replacement project shot out	0	9,334.00	9,334.00
06 E 565 867 021 368 520				LTFM 2,000,000+/BLDG ENVELOPE (NOT ROOF)/BLDG IMPROVEME		9,334.00	
245181 NEIL'S OUTDOOR SERVICES		02/18/2021	11379	snow removal/salt	0	5,455.00	9,633.00
01 E 005 811 000 000 350				GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		5,455.00	
			11380	snow removal	0	4,178.00	
01 E 005 811 000 000 350				GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		4,178.00	
245182 PROMOTIONAL ALLIANCE		02/18/2021	39583	GAITER HOOD BLACK	0	1,493.15	1,493.15
81 A 130 00				FED GRANTS/INVENTORY		1,493.15	
245183 SAMARITAN TIRE CO		02/18/2021	265922	brake repair	0	1,559.00	1,587.74
01 E 005 811 000 000 350				GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		1,559.00	
			266241	tire repair	0	28.74	
01 E 005 811 000 000 350				GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		28.74	
245184 SANDERS, RICK		02/18/2021	RickSanders	Payroll Check #308490 cancellation fees reimbursement (\$12.00) for Wells Fargo	0	12.00	12.00
01 E 005 110 000 000 312				BUSINESS SERVICES/GENERAL/BANK SERVICE CHARGES		12.00	
245185 SOCIAL CENTRIC		02/18/2021	021922	Social Justice staff development	0	2,000.00	2,000.00
41 E 380 640 000 306 305				STAFF DEVELOPMENT/ST DEV 50% SITE ALLOCATION/CONSULT FE		2,000.00	
245186 SOLIANT HEALTH		02/18/2021	20085636	Psychologist to assist with backlog of	0	1,955.00	1,955.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				evaluations. Week ending 1/31/21			
01 E	005 400 000 000 306			GENERAL SPECIAL EDUCATION/GENERAL/LITIGATION COST		1,955.00	
245187	SOUTHERN MINNESOTA INSPECTION	02/18/2021	17069	Lift inspections	0	1,057.30	1,057.30
05 E	076 865 000 347 305			LTFM <100,000/PHYSICAL HAZARD/CONSULT FEES-FEES FOR SER		641.15	
05 E	282 865 000 347 305			LTFM <100,000/PHYSICAL HAZARD/CONSULT FEES-FEES FOR SER		416.15	
245188	SOUTHWEST METRO ED COOP	02/18/2021	2776	Student in Care & Treatment-October and November 2020	0	3,961.40	16,329.16
01 E	998 400 000 000 390			GENERAL SPECIAL EDUCATION/GENERAL/PAY ED MN SCH DIST		3,961.40	
			2798	Students in Care & Treatment-October and January	0	12,367.76	
01 E	998 400 000 000 390			GENERAL SPECIAL EDUCATION/GENERAL/PAY ED MN SCH DIST		12,367.76	
245189	SPENCER, RICKY	02/18/2021	1.29.21	GIRLS BBALL OFFICIAL	0	79.00	79.00
01 E	282 296 903 000 305			GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		79.00	
245190	SPIELMANS STANDARD SERVICE	02/18/2021	0061618	oil change, truck work	0	924.38	1,374.38
01 E	005 811 000 000 350			GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		924.38	
			34133	truck repair	0	450.00	
01 E	005 811 000 000 350			GRDS OPER AND MAINT/GENERAL/REPAIR/MAINT SERVICE		450.00	
245191	STAHL, DALE	02/18/2021	EDLD891	Tuition Reimbursement - EDLD 891	0	1,800.00	1,800.00
01 E	282 270 000 000 299			SOCIAL SCIENCES/STUDIES/GENERAL/OTHER EMPLOYEE BENEFITS		1,800.00	
245192	SUGGS II, DANIEL	02/18/2021	1.29.21	GIRLS BBALL OFFICIAL	0	98.00	98.00
01 E	282 296 903 000 305			GIRLS ATHLETICS/GENERAL/CONSULT FEES-FEES FOR SERVICES		98.00	
245193	SUMMIT COMPANIES	02/18/2021	130006175	GL inspection	0	523.00	523.00
05 E	563 865 000 363 305			LTFM <100,000/FIRE SAFETY/CONSULT FEES-FEES FOR SERVICE		523.00	
245194	Vendor Continued Void	02/18/2021					0.00
245195	Vendor Continued Void	02/18/2021					0.00
245196	SYSCO WESTERN MN	02/18/2021	153867404	food covid fy21	0	1,262.54	12,393.00
02 E	005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,262.54	
			153871181	food covid fy21	0	1,966.79	
02 E	005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		1,966.79	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 702 490			153871182	food covid fy21	0	14.28	
			FOOD SERVICE/AFTER SCHOOL	SNACK PRG/FOOD PURCHASES		14.28	
02 E 005 770 000 709 490			153871183	food covid fy21	0	46.50	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		46.50	
02 E 005 770 000 709 490			153871184	food covid fy21	0	1,738.01	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,738.01	
02 E 005 770 000 707 490			153871185	food covid fy21	0	64.45	
			FOOD SERVICE/A LA CARTE/	FOOD PURCHASES		64.45	
02 E 005 770 000 709 490			153871186	food covid fy21	0	27.90	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		27.90	
02 E 005 770 000 709 490			153871187	food covid fy21	0	1,313.95	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,313.95	
02 E 005 770 000 709 490			153871189	food covid fy21	0	1,795.92	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,795.92	
02 E 005 770 000 709 490			153871190	food covid fy21	0	12.40	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		12.40	
02 E 005 770 000 709 490			153871191	food covid fy21	0	2,186.29	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		2,186.29	
02 E 005 770 000 709 490			153871192	food covid fy21	0	31.00	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		31.00	
02 E 005 770 000 709 490			153874970	food covid fy21	0	754.95	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		754.95	
02 E 005 770 000 709 490			153874973	food covid fy21	0	1,178.02	
			FOOD SERVICE/SUMMER FOOD	SERVICE/FOOD PURCHASES		1,178.02	
245197	TIME FOR KIDS	02/18/2021	ACCT#4098526819	Transition Plus order for instructional use Time for Kids print and digital subscription	0	35.60	35.60
01 E 093 420 000 740 433			SPECIAL ED AGGREGATE/STATE	SPEC ED GENERAL 3-21/INDIV I		35.60	
245198	TOP 20 TRAINING	02/18/2021	4915	staff inservice seminar fee - 1/15/21	0	2,400.00	2,400.00
81 E 815 204 011 414 366			TITLE II-A	TEACHER TRAINING/TITLE II-A TEACHER TRAININ		2,400.00	
245199	TRU INDUSTRIES	02/18/2021	20791	meadowbrook media	0	12,150.00	12,150.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
06 E 570 867 021 370 520			LTFM 2,000,000+/ELECTRICAL/BLDG IMPROVEMENTS	center project		12,150.00			
245200	VITAMINK 12 LLC	02/18/2021	777	Educate Minnesota Professional Educator Job Fair 2021 - Basic Employer Booth	0	400.00	400.00		
01 E 005 160 000 000 825			PERSONNEL/GENERAL/RECRUITMENT EXP			400.00			
245201	WATER SPECIALTY OF MN	02/18/2021	12325	pool supplies	0	1,051.37	1,362.13		
01 E 378 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			1,051.37			
01 E 277 810 000 000 350			12326 OPERATIONS/MAINTENANCE/GENERAL/REPAIR/MAINT SERVICE	pool repair	0	310.76	310.76		
245202	XCEL ENERGY	02/18/2021	718266755	utilities	0	4,923.33	4,923.33		
01 E 570 810 000 000 332			OPERATIONS/MAINTENANCE/GENERAL/ELECTRICITY			4,923.33			
						65	Computer	Check(s) For a Total of	281,397.77

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202001248	TEACHERS RETIREMENT ASSOC	02/15/2021	TRA#225876		0	13,258.45	13,258.45
01 E 005 020 000 000 218			OFFICE OF SUPT/GENERAL/TRA			13,258.45	
202001249	CULLIGAN - METRO	02/15/2021	101X34702400	2020-2021 Deionization Rental Service.	2820001971	9.50	9.50
05 E 282 050 000 302 350			SCHOOL ADMINISTRATION/OPERATING CAPITAL/REPAIR/MAINT SE			9.50	
202001250	SCHOOL SPECIALTY INC	02/15/2021	208126920179		8970003475	99.00	99.00
04 E 706 590 000 351 460			OTHER COMMUNITY SERVICES/NON-PUBL INSTR MATLS/TEXTBOOKS			99.00	
202001254	CINTAS CORPORATION	02/15/2021	4075135866	laundry covid fy21	0	58.26	58.26
02 E 005 770 000 709 305			FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR			58.26	
202001255	CINTAS CORPORATION	02/17/2021	4075805771	laundry covid fy21	0	31.02	31.02
02 E 005 770 000 709 305			FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR			31.02	
202001256	FOLLETT SCHOOL SOLUTIONS	02/15/2021	2544316B	misc titles for Collaborative Classroom curriculum	0	854.04	854.04
01 E 005 203 220 795 460			ELEM ED FIRST-SIXTH/DOWN PAYMENT LEVY/TEXTBOOKS/WORKBOO			854.04	
202001257	FOLLETT SCHOOL SOLUTIONS	02/15/2021	2544316C	misc titles for Collaborative Classroom curriculum	0	440.44	440.44
01 E 005 203 220 795 460			ELEM ED FIRST-SIXTH/DOWN PAYMENT LEVY/TEXTBOOKS/WORKBOO			440.44	
202001258	FOLLETT SCHOOL SOLUTIONS	02/15/2021	2545960B	LGBTQ book read	0	455.90	455.90
81 E 005 610 211 499 460			CURRICULUM DEVELOPMENT/MISC FED REV FROM MDE/TEXTBOOKS/			455.90	
202001259	FOLLETT SCHOOL SOLUTIONS	02/15/2021	2545960C	LGBTQ book read	0	216.00	216.00
81 E 005 610 211 499 460			CURRICULUM DEVELOPMENT/MISC FED REV FROM MDE/TEXTBOOKS/			216.00	
202001260	FREDRIKSON & BYRON PA	02/16/2021	1634665	Immigration matters	0	97.00	97.00
01 E 005 150 160 000 305			LEGAL SERVICES/GENERAL/CONSULT FEES-FEES FOR SERVICES			97.00	
202001261	GOLDEN VALLEY, CITY OF	02/17/2021	021621 mro1	utilities	0	2,398.63	2,398.63
03 E 076 760 000 720 330			PUPIL TRANSPORTATION/REGULAR TO & FROM/WATER/SEWER SERV			576.46	
03 E 076 760 000 723 330			PUPIL TRANSPORTATION/HANDICAPPED/WATER/SEWER SERVICE			576.46	
01 E 570 810 000 000 330			OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE			1,033.24	
01 E 077 810 000 000 330			OPERATIONS/MAINTENANCE/GENERAL/WATER/SEWER SERVICE			212.47	
202001262	GRAINGER	02/17/2021	9800039100	supplies	0	104.54	104.54
01 E 567 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES			104.54	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202001263	GRAINGER	02/17/2021	9800039118	supplies	0	159.72	159.72
	01 E 277 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		159.72	
202001264	GRAINGER	02/17/2021	9802306879	supplies	0	69.44	69.44
	01 E 564 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		69.44	
202001265	GRAINGER	02/17/2021	9806811999	supplies	0	19.18	19.18
	01 E 378 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		19.18	
202001266	GRAINGER	02/17/2021	9806911724	supplies	0	57.54	57.54
	01 E 378 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		57.54	
202001267	GRAINGER	02/17/2021	9806911732	supplies	0	11.78	11.78
	01 E 564 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		11.78	
202001268	PAN-O-GOLD BAKING CO	02/15/2021	10005921039005	food covid fy21	0	86.66	86.66
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		86.66	
202001269	PAN-O-GOLD BAKING CO	02/15/2021	10005921039007	food covid fy21	0	141.50	141.50
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		141.50	
202001270	PAN-O-GOLD BAKING CO	02/17/2021	10005921046016	food covid fy21	0	232.64	232.64
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		232.64	
202001271	PAN-O-GOLD BAKING CO	02/15/2021	10018521039008	food covid fy21	0	90.72	90.72
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		90.72	
202001272	PAN-O-GOLD BAKING CO	02/17/2021	10018521046011	food covid fy21	0	93.26	93.26
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		93.26	
202001273	TRIO SUPPLY CO	02/15/2021	658262	paper covid fy21	0	787.32	787.32
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		787.32	
202001274	TRIO SUPPLY CO	02/15/2021	659289	paper covid fy21	0	402.50	402.50
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		402.50	
202001275	TRIO SUPPLY CO	02/15/2021	659292	paper covid fy21	0	225.67	225.67
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		225.67	
202001276	TRUGREEN LIMITED PARTNERSHIP	02/17/2021	133736590	ice melt	0	687.93	687.93
	01 E 565 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		199.40	
	01 E 378 810 000 000 401			OPERATIONS/MAINTENANCE/GENERAL/GENERAL SUPPLIES		488.53	
202001277	CINTAS CORPORATION	02/17/2021	4075135922	laundry covid	0	56.74	56.74
	02 E 005 770 000 709 305			fy21 FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR		56.74	
202001278	CINTAS CORPORATION	02/17/2021	4075135982	laundry covid	0	63.73	63.73
	02 E 005 770 000 709 305			fy21 FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR		63.73	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
202001279	CINTAS CORPORATION	02/17/2021	4076046892	laundry covid fy21	0	45.80	45.80
	02 E 005 770 000 709 305			FOOD SERVICE/SUMMER FOOD SERVICE/CONSULT FEES-FEES FOR		45.80	
202001280	PAN-O-GOLD BAKING CO	02/17/2021	10006421047006	food covid fy21	0	91.80	91.80
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		91.80	
202001281	PAN-O-GOLD BAKING CO	02/17/2021	10018521039007	food covid fy21	0	13.20	13.20
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		13.20	
202001282	PAN-O-GOLD BAKING CO	02/17/2021	10018521043004	food covid fy21	0	28.50	28.50
	02 E 005 770 000 709 490			FOOD SERVICE/SUMMER FOOD SERVICE/FOOD PURCHASES		28.50	
202001283	TRIO SUPPLY CO	02/17/2021	659665	paper covid fy21	0	129.12	129.12
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		129.12	
202001284	TRIO SUPPLY CO	02/17/2021	659672	paper covid fy21	0	466.41	466.41
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		466.41	
202001285	TRIO SUPPLY CO	02/18/2021	659666	paper covid fy21	0	369.99	369.99
	02 E 005 770 000 709 497			FOOD SERVICE/SUMMER FOOD SERVICE/CAFETERIA SUPPLIES		369.99	
				35 Wire Transfer Check(s) For a Total of			22,353.93

	0	Manual	Checks For a Total of	0.00
	35	Wire Transfer	Checks For a Total of	22,353.93
	0	ACH	Checks For a Total of	0.00
	65	Computer	Checks For a Total of	281,397.77
Total For	100	Manual, Wire Tran, ACH & Computer Checks		303,751.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	303,751.70

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	76,209.86	76,209.86
02	FOOD SERVICE FUND	0.00	0.00	20,512.58	20,512.58
03	TRANSPORTATION FUND	0.00	0.00	152,156.75	152,156.75
04	COMMUNITY EDUCATION	0.00	0.00	811.97	811.97
05	CAPITAL EXP FUND	0.00	0.00	12,194.80	12,194.80
06	BLDG CONST FUND	0.00	0.00	22,536.95	22,536.95
07	DEBT REDEMPTION FUND	0.00	0.00	3,800.00	3,800.00
14	ADULT BASIC EDUCATION	0.00	0.00	228.56	228.56
19	LOCAL GRANTS & MISC	0.00	0.00	7,000.00	7,000.00
20	INTERNAL SERVICE FUND	0.00	0.00	849.96	849.96
41	PROF DEVELOPMENT	0.00	0.00	2,000.00	2,000.00
81	FED GRANTS	2,326.88	0.00	3,123.39	5,450.27



Report to the School Board

Policy Revisions in First Read

March 2, 2021

Report Prepared by: **Nik Lightfoot, Ed., J.D., Assistant
Superintendent**

Overview

The Monitoring Committee completed its review of Policies 801 and 806. Proposed changes are italicized if there is new language and "struck through" if the Committee recommended deleting the text.

Primary Issues to Consider

Policy Approval in first reading.

Supporting Documents

Policies 801 and 806



Hopkins Public School Policies

Reviewed 2/18-No Changes

District Code: 801

EQUAL ACCESS TO FACILITIES BY SECONDARY STUDENTS

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this School District not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The School Board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time. This forum is expressly limited to residents currently attending a Hopkins District 270 public school.
- C. Student use of facilities under this Policy does not imply School District sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The School District retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the School District will NOT:



1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.



IV. FAIR OPPORTUNITY CRITERIA

Schools in this district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the School District name, or any name that might imply school



or District sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
 4. Improper behavior during meetings or damage to property may result in denial of future access and charges for repair or replacement.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute School District sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The School District shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The School District will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in or otherwise sponsor meetings or activities held pursuant to this Policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.



Cross References:

Adopted: March 28, 1985

Revised: March 5, 2015, April 17, 2018

Reviewed: October 4, 2007, February 18, 2021



Hopkins Public School Policies
District Code: 801
Equal Access to Facilities by Secondary Students

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

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- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

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- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
 MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Independent School District No. ____
Application for Use of Facilities Form
Equal Access Act Meeting

Statement of Policy

It is the policy of this school district to grant equal access to ~~secondary~~ school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during noninstructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute school district sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.

Name of student initiating request: _____

School: _____

Grade: _____

Home Room: _____

Date of Meeting: _____

Time: _____

Estimated number to attend : _____

Special Equipment needs: _____

(School District Use Only)

Room assigned: _____

Condition of Facilities: _____

Staff (if any) assigned to supervise: _____

Notes: _____



Hopkins Public School Policies

Reviewed 2/18-No Changes

District Code: 806

CRISIS MANAGEMENT PLAN

Policy reflects Minnesota statute and aligns with other District 270 policies.

I. PURPOSE

The School District will develop and maintain a Crisis Management Plan to act as a guide for School District Board members, administration, staff, students, parents and community members to address potential crises in the School District. The District will consult with local emergency response agencies. The plan will address all phases of a crisis -- prevention/mitigation, preparedness, response and recovery. The objectives of the Crisis Management Plan will be to:

1. Establish procedures to identify potential threats and minimize risks;
2. Establish crisis response duties using the National Incident Management System (NIMS) and the Incident Command System (ICS);
3. Establish procedures for training employees on emergency response actions; and
4. Establish procedures for conducting required drills.

II. GENERAL STATEMENT OF POLICY

The Crisis Management Plan will provide guidance for the School District and for each site and will be used prior to, during, or after any emergency situation. The superintendent or a designee will be responsible for directing the development of a comprehensive Crisis Management Plan. This plan will be shared with representatives of local municipalities and appropriate emergency personnel. The Crisis Management Plan will be reviewed annually by the District Health and Safety coordinator who will report any recommended changes to the Superintendent for Board review.

Each principal and site manager will receive a copy of the Crisis Management Plan. The District Crisis Management Plan serves as the foundation for the development, training and implementation of individual site / program plans.



The District and each individual site will have a Crisis Management Team led by site administration and comprised of appropriate staff volunteers. Each crisis management team will maintain a roster describing roles on the team and a contact list including at least one way to contact team leaders other than through District means. Each crisis management team will review and update their team roster and contact list at least once a year.

In compliance with state law, each individual site will conduct at least five fire drills, five lock down drills and one tornado drill a year. To meet State Fire Marshal requirements, each site will conduct its first fire drill within the first 10 school days of each fall session and conduct two additional drills during the summer in facilities hosting summer sessions or activity. Schools hosting summer sessions or activity will also complete one tornado drill during the summer.

While each site may conduct fire drills and lock down drills together in pairs, a clear separation in time of at least five minutes must occur. Sites should not conduct more than two fire drills or more than two lockdown drills in a month. Each year, sites will conduct at least one fire drill in which they simulate very cold conditions outside and must then move evacuated people back indoors into a safe portion of the building. To simulate a building intrusion, each year, sites will conduct at least one lock down drill in which all school staff will lock down and no staff will check the building for drill compliance.

As part of conducting the required drills, each individual site will conduct a planned enhanced drill each year to include more realism and enhanced response. In compliance with this policy, the District Crisis Management Team will participate in and support at least one enhanced drill per year.

The superintendent or a designee will develop and maintain a plan and guidance governing unexpected school start delays or school closures and early school closures. The superintendent and the cabinet will review and update the plan annually.

Cross References:



Adopted: May 18, 2000

Revised: September 26, 2013, October 3, 2017

Reviewed: November 6, 2014, September 17, 2015, September 22, 2016, September 25, 2018, February 18, 2021

Adopted: _____

MSBA/MASA Model Policy 806

Orig. 1999

Revised: _____

Rev. 2014

806 CRISIS MANAGEMENT POLICY

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in

the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

- 2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant

building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first

responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early

in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage

- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The No Child Left Behind Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

FOR ASSISTANCE IN DRAFTING A CRISIS MANAGEMENT PLAN

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the organizations listed below for assistance:

A. Minnesota Department of Education

Division of Compliance and Assistance
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8705 FAX: 651-582-8725
www.education.state.mn.us

Division of Safe and Healthy Learners
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8309 FAX: 651-582-8725
www.education.state.mn.us/mde/Learning_Support/Safe_and_Healthy_Learners/index.html

B. Minnesota Department of Public Safety

Division of Homeland Security and Emergency Management
444 Cedar Street, Suite 223
St. Paul, MN 55101-6223
651-296-2233 FAX: 651-296-0459
www.hsem.state.mn.us

C. Minnesota Department of Public Safety

State Fire Marshall Division
444 Cedar Street, Suite 145
St. Paul, MN 55101-5145
651-282-6555 FAX: 651-215-0525

D. Minnesota School Boards Association

1900 West Jefferson Avenue
St. Peter, MN 56082-3015
800-324-4459 FAX: 507-931-1515
507-934-2450
www.mnmsba.org

E. Knutson, Flynn & Deans

MSBA/MASA Policy Services Legal Counsel
1155 Centre Pointe Drive, Suite 10
St. Paul, MN 55120-1268
651-222-2811 FAX: 651-225-0600
www.kfdmn.com

OTHER RESOURCES/PUBLICATIONS:

U.S. Department of Education
www2.ed.gov/emergencyplan

The site includes crisis planning resources, including Practical Information on Crisis Planning – A Guide for Schools and Communities, January 2007; and A Bomb Threat Assessment Guide which is available on CD-Rom.

Information on school security equipment and technology, including a link to The Appropriate and Effective Use of Security Technologies in U.S. Schools, September 1999, National Institute of Justice.

www.schoolsecurity.org/resources/security-equipment.html

Threat Assessment in Schools: A Guide to Managing Threatening Situations and To Creating Safe School Climates (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/threatassessmentguide.doc

The Final Report and Findings of the Safe School Initiative: Implications for the Prevention of School Attacks in the United States (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/preventingattacksreport.doc

For support, advice, and assistance for coordination of outside mental health resources, consult with the Minnesota Department of Education, Division of Safe and Healthy Learners. Phone: 651-582-8352

www.education.state.mn.us

A school safety guide is available through the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

www.hsem.state.mn.us

Additional Web Sites:

www.ready.gov

www.fema.gov/kids

www.redcross.org/services/disaster

www.nasponline.org

Your local emergency response agencies (law enforcement, fire, emergency management) can also assess your building and situation, suggest changes, and assist in drafting building-specific crisis management/emergency plans.

FIRE

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull fire alarm and notify building occupants by means of

 - Evacuate students and staff to the designated areas.
 - These areas should be a safe distance away from emergency personnel.
 - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located

(or included in this manual on next page)
 - Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located

- (or included in this manual on next page)
- Teachers take class roster.
 - Teachers take attendance after evacuation.
 - Teachers report missing students to building administrator immediately.
- If trapped by fire, go to **Shelter-in-Place Procedures**.

Building administrator:

- Building administrator notifies fire department (call **911**) and superintendent.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at _____ if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the school day.
Practice both primary and alternate routes.*

Extra staffing is necessary for students with special medical or physical needs.

HAZARDOUS MATERIALS

Incident occurs in school:

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.

SEVERE WEATHER TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/severe thunderstorm WATCH has been issued in an area near school:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.

Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.

- Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

Flooding:

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

Refer to Severe Weather Awareness Week postings at www.hsem.state.mn.us for further information on severe weather safety.

MEDICAL EMERGENCY

Life-threatening injury or illness, or death:

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
 - Applying pressure on wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, call the office/nurse.

Administrator:

- In case of traumatic medical emergency or death at school:
 - Notify superintendent.
 - Notify victim's parents, guardians, or family.
 - Activate post-crisis procedures, if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

FIGHT/DISTURBANCE

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

INTRUDER

Intruder – an unauthorized person who enters school property:

Minn. Stat. § 609.605, Subd. 4, gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

- Politely greet intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

If intruder refuses to leave:

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at school, use the "I CAN" rule.

*Intercept
Contact
Ask
Notify*

WEAPONS

Staff or students who are aware of a weapon brought to school:

- Immediately notify building administrator, teacher or law enforcement.
 - Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: STAY CALM.
 - Do not call attention to the weapon.
 - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
 - Teacher should not leave the classroom.

Building administrator:

- Call law enforcement to report that a weapon is suspected in school.
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
 - Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.
- Separate student/staff member from weapon, if possible.
- If the suspect threatens you with the weapon, DO NOT try to disarm him/her. Back away with your hands up. STAY CALM.
- Follow district procedures if you need to conduct a weapons search.
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

SHOOTING

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- Call **911**.

If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
 - If outside, stay as low to the ground as possible, and find any kind of cover.
 - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building administrator/school resource officer/security/law enforcement:

- Building administrator may order lockdown procedures.
- Assess the situation as to:
 - The shooter's location.
 - Injuries.
 - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.

HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

BOMB THREAT

Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property – inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders.
Do not touch.
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

*Bomb squads generally will **not** search a building unless a suspicious package has been located.*

CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content.
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat by no suspicious substance:

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post-crisis procedures as necessary.

Consider having gloves and zip-lock bags available at mail sorting areas.

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephone threat (bomb/chemical/other):

- **Remain calm**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____
 If voice is familiar, who did it sound like? _____

Caller ID information:

male	female	adult	juvenile	age
------	--------	-------	----------	-----

Call origin:

local	long distance	internal	cell phone
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Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: _____

Person receiving call: _____ Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

DEMONSTRATION

If demonstrators are near but not on school property:

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on school property:

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
 - *If demonstrators leave*, continue to monitor the situation.
 - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate "lockdown with warning." (**See Lockdown Procedures**)

SUICIDE

Suicide threat:

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist, or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Suicide attempt in school:

- Notify building administrator, school nurse, or other appropriate professional staff.
- Call **911** if the person needs medical attention, has a weapon, needs to be restrained, or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Building administrator:

- Call parent(s) or guardian(s) if the suicidal person is a student.
- Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) **Lockdown with intruder** – The threat/intruder is inside the building.

Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e., cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency:

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

EVACUATION/RELOCATION

Evacuation:

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Teachers take class rosters.
- Do not lock classroom doors when leaving.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation:

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
- Use student release forms for students who are picked up from a relocation center.
- Notify superintendent's office and district public information office of relocation center address.

Relocation centers:

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center: _____ Secondary Relocation Center: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: _____
Name Contact number(s)

Alternate spokesperson: _____
Name Contact number(s)

Consider pre-designating site spokespersons.

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: _____
Name Contact number

Alternate PI: _____
Name Contact number

Media checklist:

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
 - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
 - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
 - Determine the message you want to convey. Create key messages for target audiences: parents, students, and the community.
 - Emphasize the safety of students and staff.
 - Engage media to help distribute important public information. Explain how the emergency is being handled.
 - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.
Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
 - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student’s development level. **CISD should only be conducted by trained professionals.**
 - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

SCHOOL EMERGENCY RESPONSE TEAM

Build the school’s emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

See next page for descriptions of emergency response team functions.

Function	Staff Assigned	Backup Staff
Incident Commander (person in charge)		
Safety		
Public Information		
Liaison		
Operations Chief		
Medical		
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check		
Student Release Coordinator		
Logistics Chief		
Communications		
Transportation		
Planning Chief		
Financial/ Recordkeeping		

These functions mirror the National Incident Management System (NIMS) used by emergency responders.

SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency-911

Dispatch Center:
(for local police, fire and emergency medical services)

Public Utilities

Electricity: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Gas: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Water: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Emergency Management Agencies

Local emergency management director:

 Name _____
 Telephone _____

County emergency management director:

 Name _____
 Telephone _____

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer
24-hour numbers Statewide (800) 422-0798 Metro area (651) 649-5451

Poison Control Center _____

Crime Victim Services _____

Post-Crisis Intervention/Mental Health Hotline _____

[Note: These procedures are provided as a sample and a starting place for your schools to begin planning for a situation like a pandemic. A pandemic policy is not legally required.]

HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See *Emergency Phone Numbers* and *Media Procedures*.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See *Early School Closure Procedures, Part III.F.*, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.

PARTNERSHIP PLAN FOR FULL FUNDING

Whereas, most Minnesotans want similar things for our children, including safe and supportive public schools where all students – no matter what they look like or where they come from -- can thrive and succeed; and

Whereas, in 2003, the state made significant changes in how Minnesota funds schools so that total **real** per-pupil state aid is \$503 less per student now than it was in 2003, costing the Hopkins School District nearly \$3.4 million in the 2020-21 school year; and

Whereas, public schools in Minnesota have faced decades of chronic underfunding; and

Whereas, unfunded legislation is negatively impacting funds available for students, staff, and programs, and

Whereas, all Minnesota students are in desperate need of more school social workers, nurses, counselors, psychologists, and other support staff; and

Whereas, too many students are trying to learn in overcrowded, outdated, and under-resourced classrooms and buildings; and

Whereas, we need enriched opportunities for professional development for teachers to be able to have culturally responsible schools and meet the needs of all students; and

Whereas, all educators and support personnel working with our students deserve more respect for the contribution to the care and education of our children including better pay, affordable health care, and safe working conditions;

Now, therefore, be it resolved that the Hopkins School Board, in partnership with Hopkins Education Association, calls on the governor and Minnesota's legislature to either remove or fund any and all unfunded mandates and find the courage and the political will to raise taxes on the wealthiest 1 percent and largest corporations and fully fund all aspects of Minnesota's public schools so all students can receive the opportunities and supports they deserve.