



**School Board Regular Meeting**  
**Monday, November 16, 2020; 7:00 PM**  
**Virtual and in-Person at**  
**ECC 306, 5701 Normandale Road, Edina**

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action**
- IV. **Hearing from Members of the Public**
- V. **Consent Agenda**
  - A. Minutes
    - October 12, 2020 work session
    - October 12, 2020 regular meeting
    - October 22, 2020 special meeting
    - October 27, 2020 work session
    - November 10, 2020 special meeting
  - B. Personnel Recommendations
  - C. CES Hourly Employees Guidebook (walked in)
  - D. Non-Affiliated Employees Guidebook (walked in)
  - E. Expenditures Payable, October, 2020
  - F. Agreement with City of Edina – Braemar Facilities
  - G. Agreement with HumanEdge – Staffing Services
  - H. Agreement with West Metro – Educational Services
  - I. Commendation – National Merit Program Students
- VI. **Reports / Discussion**
  - A. Technology Levy Update

**Description:** The 2020-21 school year marks the end of the ten-year technology levy. The funds from this levy allowed the district to upgrade technology and infuse technology into our instructional practices.

**Presenter(s):** John Toop, Director of Business Services; Steve Buettner, Director of District Media and Technology Services
  - B. Policy Review - Rapid (424)

**Description:** This policy was reviewed with an eye toward clarity and alignment with District practice and state and federal statutes and has minimal suggested edits.

**Presenter(s):** Board Policy Committee
  - C. Policy Review (406, 423)

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

**Presenter(s):** Board Policy Committee

## **VII. Action**

### **A. Science Curriculum Adoption**

**Description:** This report includes information about the new Science standards the Minnesota Department of Education has passed into statute and the recommended adjustments for implementation that MDE has created. It also includes a summary of the Middle Level Science Design Team process, including the experience of piloting Science curriculum materials at the middle level and the decision-making process that has led to the recommendation to adopt the Amplify Science curriculum for use in Edina in grades 6-8.

**Presenter:** Jody De St. Hubert, Director of Teaching and Learning

**Recommendation:** Approve the adoption of the Amplify Science Curriculum in grades 6 to 8.

### **B. Policy Review (411, 412, 418, 419, 421, 622, 808)**

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

**Presenters:** Board Policy Committee

**Recommendation:** Accept the revised policies as presented.

## **VIII. Leadership and Committee Updates**

### **IX. Information**

- A. Enrollment Report – Mobility 110120
- B. Enrollment Report – November 2020
- C. Budget in Progress Report
- D. Community Education Enrichment Report

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL AND IN PERSON  
WORK SESSION OF OCTOBER 12, 2020

HYBRID WORK SESSION  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Room 306 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM – 6.50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE HYBRID WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
OCTOBER 12, 2020

5:00 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner. Guest: Nick Kelley, Assistant Public Health Administrator, City of Bloomington.

DISCUSSION

- A. Learning Models Review
- B. Technology Initiatives and the Strategic Plan

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

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
OCTOBER 12, 2020 WORK SESSION

5:00 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner. Guest: Nick Kelley, Assistant Public Health Administrator, City of Bloomington.

DISCUSSION

Learning Models Review: Superintendent Schultz and Assistant Superintendent Smasal were joined by Chair Allenburg in providing an overview of the framework for collecting data to use to make the decision to turn to a different learning model. Mr. Kelley provided additional information regarding data collection.

Technology Initiatives and the Strategic Plan: Director Buettner provided an overview of the action work being conducted around the Strategic Plan's Strategy C, Foster Positive Learning Environments and Whole Student Support.

At 6:50 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE HYBRID REGULAR MEETING OF OCTOBER 12, 2020

HYBRID REGULAR MEETING  
7:00 PM

Edina Community Center  
5701 Normandale Road  
District Office Conference Room and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

7:07 PM – 9:45 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Valerie Burke, Director of Community Education Services (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
Jeff Jorgensen, Director of Student Support Services (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)  
Leah Byrd, Co-Coordinator for Early Learning Center (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA OCTOBER 12, 2020

7:07 PM Chair Allenburg called to order the regular meeting of the School Board. All Members and staff participated remotely unless otherwise indicated. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Byrd. Guest: Jodie Zesbaugh, Ehlers & Associates.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION – Valley View Middle School WEB Program

HEARING FROM MEMBERS OF THE PUBLIC - Reading Community Input

AGENDA MODIFICATION

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Minutes: 9/14/20 Special Meeting; ~~9/14/20 Regular Meeting~~; 9/22/20 Special Meeting
- B. Personnel Recommendations
- C. SAC Guidebook
- D. Expenditures Payable – September 2020
- E. ERC Program Transfer
- F. CVP Program Transfer
- G. Student Support Services Agreements: Accra Consumer Choice; Bayada Home Health Care; ~~Panorama Education~~

ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

- A. Student Support Services Agreement: Panorama Education
- B. Minutes: 9/14/20 Regular Meeting

REPORTS AND DISCUSSION ITEMS

- A. Learning Models Review
- B. Early Learning Program Report, 2020-21
- C. Policy Review - Rapid – 418, 622
- D. Policy Review – 411, 412, 419, 421, 808

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Ratifying General Obligation Alt Facility Refunding Bonds
- B. Policy Review - Rapid – 407, 408

The meeting adjourned at 9:45 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
OCTOBER 12, 2020 REGULAR MEETING

7:07 PM Chair Allenburg called to order the regular meeting of the School Board. All Members and staff participated remotely unless otherwise indicated. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Byrd. Guest: Jodie Zesbaugh, Ehlers & Associates.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Fox seconded to approve the meeting agenda. All Members voted Aye by roll call vote.

EXCELLENCE IN ACTION

Valley View Middle School advisors Katie Higgins and Gretchen Brandt were joined by students Indra Khariwala and Ruhi Kurdikar, in providing an overview of the District middle schools' WEB (Where Everybody Belongs) program. The program is simultaneously an orientation and transition program for 6<sup>th</sup> graders, and leadership program for 8<sup>th</sup> graders.

READING OF COMMUNITY INPUT

Director Toop read three representative emails from community parents regarding the District's learning model for first graders.

AGENDA MODIFICATION

Member Wallen-Friedman requested removal of the Panorama Education agreement from the consent agenda. Member Jones requested removal of the September 14, 2020 regular meeting minutes from the consent agenda.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Shaw seconded to approve the modified consent agenda. All Members voted Aye by roll call vote. The resolutions were:

- A. Minutes: 9/14/20 Special Meeting; ~~9/14/20 Regular Meeting~~; 9/22/20 Special Meeting
- B. Personnel Recommendations
- C. SAC Guidebook
- D. Expenditures Payable – September 2020
- E. ERC Program Transfer
- F. CVP Program Transfer
- G. Student Support Services Agreements: Accra Consumer Choice; Bayada Home Health Care; ~~Panorama Education~~

## ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

Student Support Services Agreement: Panorama Education: Member Shaw moved and Member Fox seconded to approve the motion. Members Allenburg, Fox, Greene, Jones, Michaelson and Shaw voted Aye by roll call vote. Member Wallen-Friedman abstained. Motion passed.

Comments: Director Jorgensen provided additional details on the nature of the data collection to be done by Panorama Education.

Minutes: 9/14/20 Regular Meeting: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion. Members Allenburg, Fox, Greene, Shaw and Wallen-Friedman voted Aye by roll call vote. Members Jones and Michaelson voted Nay by roll call vote. Motion passed.

Comments: Member Jones asked to amend the minutes to include the full description of her walked-in motion from the September 14, 2020 meeting. As noted by Member Wallen-Friedman at the end of this meeting, the walked-in language was added directly to the agenda at the conclusion of the September 14 meeting. The minutes were approved as presented.

## REPORTS AND DISCUSSION ITEMS

Learning Models Review: Superintendent Schultz led a review of the District's data and information framework to be used in considering a change to a different learning model (Face to Face, Hybrid, EVA), a topic discussed in depth at the work session immediately prior to this meeting. The plan consists of gathering data on the four key elements of safety, teaching and learning, social/emotional support and sustainability, and balancing the needs of all stakeholders while focusing on the learning needs of all students. Board discussion touched on timelines; ventilation; community transmission data; MDH-required community notice; clear and consistent communication expectations, protocols and delivery; and the distinction between data being used to make the decision and all other data being collected.

Early Learning Program Report, 2020-21: Director Burke and Coordinator Byrd presented an overview of the history, current state, and future of the Early Learning program. Ms. Byrd noted that the program is and has always been registration based, in that what can be offered is dictated by the number of people who sign up. Board discussion touched on integrating EL programs into school sites; interventions and ECSE; cross-training; what is currently offered; outreach and partnerships; and maximizing available space.

Policy Review – Rapid: Member Michaelson presented minimally-revised policies 418 - Alcohol-Drug-Free Environment; and 622 - Copyright Policy. No changes were recommended, and all will move forward for action at the next regular meeting.

Policy Review: Member Michaelson presented policies 411 – Hiring Procedures; 412 – Resignation, Layoff, Termination or Nonrenewal of an Employee; 419 – Tobacco-Free Environment; 421 – Gifts to Employees; and 808 – Naming Facilities and Educational Programs. A few language edits were suggested for 808, and all will move forward for action at the next regular meeting.

## ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Ratifying General Obligation Alternative Facility Refunding Bonds: Member Wallen-Friedman moved and Member Fox seconded to approve the motion. All members voted Aye by roll call vote.

Comments: Director Toop and Jodie Zesbaugh of Ehlers & Associates noted that Moody's reaffirmed the District's AAA rating; and that the six bids resulted in excellent results, with approximately \$750,000 in direct savings to District taxpayers. Member Fox acknowledged the high caliber work of the financial team. Member Wallen-Friedman amended the motion to include the following language supplied by Ehlers: "Resolution relating to \$9,085,000 general obligation alternative facilities refunding bonds, series 2020A; ratifying the award of sale, prescribing the form and details and providing for the payment thereof. Be it resolved by the School Board of Independent School District No. 273 (Edina, Minnesota), as follows."

Policy Review - Rapid: Member Wallen-Friedman moved and Member Shaw seconded to approve the committee-suggested revisions to Policies 407 – Employee Right to Know - Exposure to Hazardous Substances; and 408 – Litigation Involving or Subpoena of a School District Employee. All members voted Aye by roll call vote.

Member Wallen-Friedman noted that the complete wording of Member Jones' walked-in motion is included with the September 14, 2020 agenda.

Chair Allenburg noted the Board is making plans for a work session in February to discuss lowering the achievement gap with other districts who have had success in this area. The Board Teaching & Learning Committee will begin the search for peer districts to work with.

Member Michaelson asked about the annual hearing on the World's Best Workforce. Information and direction is still needed from the State before the District can proceed.

The Board plans to discuss enrollment at their October 27 work session, and schedule an additional work session on October 22.

At 9:45 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL SPECIAL MEETING OF OCTOBER 22, 2020

SPECIAL MEETING  
5:30 PM

Edina Community Center  
5701 Normandale Road  
Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox (attended remotely)  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:30 PM – 7:48 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
Jeff Jorgensen, Director of Student Support Services (attended remotely)  
Donna Roper, Director of Research and Development (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE VIRTUAL SPECIAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
OCTOBER 22, 2020

5:30 PM Chair Allenburg called to order the special meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox, Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, De St. Hubert, Jorgensen, Roper, Toop, Tuescher, Woitte; Mary Heiman, Health Services Coordinator; Dr. Bonnie Houck, Instructional Supervisor for Literacy.

AGENDA MODIFICATION

CONSENT ITEM

- A. Employee Health Insurance Renewal
- B. ~~Panorama Education Contract Amendment~~

ACTION ITEM

- A. Panorama Education Contract Amendment

REPORTS / DISCUSSION ITEMS

- A. Learning Models Monitoring
- B. Literacy Plan Development

The meeting was adjourned at 7:48 PM. The minutes are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
OCTOBER 22, 2020 VIRTUAL SPECIAL MEETING

5:30 PM Chair Allenburg called to order the special meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox, Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, De St. Hubert, Jorgensen, Roper, Toop, Tuescher, Woitte; Mary Heiman, Health Services Coordinator; Dr. Bonnie Houck, Instructional Supervisor for Literacy.

AGENDA MODIFICATION

Member Wallen-Friedman requested that Panorama Education Contract Amendment be removed from the Consent Agenda.

CONSENT ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

Employee Health Insurance Renewal: Member Wallen-Friedman moved and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

ACTION ITEM APPROVED BY MAJORITY ROLL CALL VOTE

Panorama Education Contract Amendment: Member Fox moved and Member Greene seconded to approve the motion. Members Allenburg, Fox, Greene, Jones, Michaelson and Shaw voted Aye by roll call vote. Member Wallen-Friedman abstained. Motion carried.

REPORT / DISCUSSION ITEMS

Learning Models Monitoring: Superintendent Schultz and Assistant Superintendent Smasal presented the results of an October check-in with stakeholders regarding Safety/Protocols, Teaching and Learning, Social Emotional and Well Being, Operations/Sustainability and Equity.

Literacy Plan Development: Director De St. Hubert and Dr. Houck presented the process that will be taken in order to complete the Edina PreK-12 Comprehensive Literacy Plan.

At 7:48 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL AND IN PERSON  
WORK SESSION OF OCTOBER 27, 2020

WORK SESSION  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Room 306 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:05 PM – 6:26 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE HYBRID WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
OCTOBER 27, 2020

5:05 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, De St. Hubert; Greg Guswiler, Student Information Systems Coordinator.

REPORTS / DISCUSSION

- A. Board Meeting Protocols
- B. Enrollment
- C. Middle School Science Curriculum

The meeting was adjourned at 6:26 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
OCTOBER 27, 2020 WORK SESSION

5:05 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg (in person), Fox (in person), Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, De St. Hubert; Greg Guswiler, Student Information Systems Coordinator.

REPORTS / DISCUSSION

Board Meeting Protocols: Chair Allenburg discussed the use of cell phones, email protocol, and recording of Board work sessions. The Board did not change their current practice around recording work sessions.

Enrollment: Superintendent Schultz and Assistant Superintendent Smasal shared current year enrollment dynamics and recommendations for work to be completed.

Middle School Science Curriculum: Director De St. Hubert provided background on the new science standards and related MDE implementation adjustments, and an overview of the process the Middle Level Science Design Team followed to arrive at their recommendation to adopt the Amplify science curriculum for grades 6-8.

Chair Allenburg discussed creation of and provided a description for an ad hoc committee for COVID-19 testing.

At 6:26 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF SPECIAL EMERGENCY MEETING OF NOVEMBER 10, 2020

SPECIAL MEETING  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (attended remotely)  
Mr. Matthew Fox (attended remotely)  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM – 8:09 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Valerie Burke, Director of Community Education Services (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
Jeff Jorgensen, Director of Student Support Services (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)  
Dr. Timothy Anderson, Principal, South View Middle School (attended remotely)  
Andrew Beaton, Principal, Edina High School (attended remotely)  
Karen Bergman, Principal, Countryside Elementary School (attended remotely)  
Shawn Dudley, Principal, Valley View Middle School (attended remotely)  
Katherine Mahoney, Principal, Highlands Elementary School (attended remotely)  
Lisa Masica, Principal, Cornelia Elementary School (attended remotely)  
Troy Stein, Assistant Principal/Athletics Director, Edina High School (attended remotely)  
Leah Byrd, ELC Coordinator (attended remotely)  
Lisa Hawthorne, ECSE Coordinator (attended remotely)  
Mary Heiman, Health Services Coordinator (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL EMERGENCY MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
NOVEMBER 10, 2020

5:00 PM Chair Allenburg called to order the special emergency meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Anderson, Beaton, Bergman, Dudley, Mahoney, Masica, Stein, Byrd, Hawthorne, Heiman. Guest: Nicholas Kelley, Ph.D. (Bloomington Public Health, Epidemiologist).

REPORT / DISCUSSION ITEM

A. Learning Models Update

The meeting was adjourned at 8:09 PM. The minutes are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
NOVEMBER 10, 2020 SPECIAL EMERGENCY MEETING

5:00 PM Chair Allenburg called to order the special emergency meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw (in person), Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Anderson, Beaton, Bergman, Dudley, Mahoney, Masica, Stein, Byrd, Hawthorne, Heiman. Guest: Nicholas Kelley, Ph.D. (Bloomington Public Health, Epidemiologist).

REPORT / DISCUSSION ITEM

Learning Models Update: Superintendent Schultz was joined by administrators in presenting their recommendations for district learning models going forward. Board members asked questions about staffing and COVID mitigation in schools. The Board requested the administration to further review K-2 programming. The Board decided to have an additional meeting on Thursday, November 12, to continue the discussion.

At 8:09 PM, there being no objection, Chair Allenburg adjourned the meeting.



**Board Meeting Date:** November 16, 2020

**TITLE:** Personnel Recommendations

**TYPE:** Consent

**PRESENTER(S):** Nicole Tuescher

**BACKGROUND:** Personnel recommendations are made monthly. Conditional offers of employment are subject to successful completion of a criminal background check.

**RECOMMENDATION:** Approve the attached personnel recommendations.

**PRIMARY ISSUE(S) TO CONSIDER:**

**ATTACHMENTS:**

1. Report (next page)

## LICENSED STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
Levinska, Tony	School Psychologist District Wide	\$71,305	11/02/2020
Rose, Jessica	Gifted Education Concord	\$60,019	11/02/2020

*These conditional offers of employment are subject to successful completion of a criminal background check.*

## NON-LICENSED STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
ABUKAR, SHUKRI	Special Education Paraprofessional, Edina High School	Step 3, \$17.87/hour	10/07/2020
BERGSTROM, MEGAN	Classroom Paraprofessional, Cornelia	Step 4, \$17.76/hour	10/05/2020
BYUN, NINA	Classroom Paraprofessional, Creek Valley	Step 3, \$16.92/hour	11/06/2020
CHIODI, MELANIE	Special Education Paraprofessional, Cornelia	Step 3, \$17.87/hour	11/02/2020
CONOVER, KATELYNN	Classroom Paraprofessional Long Term Sub, Countryside K	Step 3, \$16.92/hour	10/28/2020
HENTGES, ALYSSA	Health Services Associate, South View	Step 5, \$27.75/hour	10/27/2020
HOOBER, RACHEL	Classroom Paraprofessional, Creek Valley	Step 2, \$16.02/hour	10/28/2020
JARVEY, SPENCER	Classroom Paraprofessional, Edina High School	Step 2, \$16.79/hour	10/21/2020
JONES, SAMM	Classroom Paraprofessional, Creek Valley	Step 4, \$17.76/hour	11/09/2020
KHAN, LILA	Special Education Paraprofessional, Edina High School	Step 2, \$16.79/hour	10/21/2020
KNIGHT, CORWIN	Special Education Paraprofessional, South View	Step 2, \$16.79/hour	11/09/2020
KREOFISKY, PETER	Classroom Paraprofessional, Valley View	Step 2, \$16.02/hour	10/05/2020
OSMAN, FARHIA	Special Education Paraprofessional, ECC	Step 2, \$16.79/hour	10/21/2020

POFERL, ADAM	Hourly Custodian, Districtwide	Step 3, \$17.35/hour	11/02/2020
POKORNOWSKI, BRIENT	Special Education Paraprofessional, Creek Valley	Step 3, \$17.87/hour	11/04/2020
RANHEIM, TONYA	Special Education Paraprofessional, Creek Valley	Step 5, \$20.00/hour	10/05/2020
SARR, YAYE	Special Education Paraprofessional, Normandale Elementary	Step 3, \$17.87/hour	10/08/2020
SANAVONGSAY, WILLY	Technology Paraprofessional, ECC	Step 4, \$18.93/hour	11/09/2020
STERN, JUSTINA	Special Education Paraprofessional, Creek Valley	Step 3, \$17.87/hour	10/26/2020
WATTS., DARRYL	Hourly Custodian - Edina High School	Step 3, \$17.35/hour	10/12/2020

*These conditional offers of employment are subject to successful completion of a criminal background check.*

**B. CHANGE IN ASSIGNMENT**

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
PEERY, ANDREW	From: Hourly Custodian, Districtwide To: Hourly Custodian, Countryside	\$16.74/hour	10/30/2020

**C. RESIGNATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
BOTTEM, JUSTIN	Special Education Paraprofessional, Edina High School	Personal	11/13/2020
CONLEY, DYONYCA	Classroom Paraprofessional, Highlands	Personal	10/29/2020
HANS, KELSEY	Department Specialist A, Edina High School	Personal	10/30/2020
JOHNSON, KATHRYN	Classroom Paraprofessional, Creek Valley	Personal	10/19/2020
KETTER, STEVE	Hourly Custodian, Countryside	Personal	10/30/2020
RANHEIM, TONYA	Special Education Paraprofessional, Creek Valley	Personal	10/19/2020
VETSCH, ERIC	Security Paraprofessional, Valley View	Personal	10/30/2020

**D. TERMINATION**

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
SIBOMANA, PAUL	Technology Paraprofessional, ECC	Probationary	11/03/2020

## COMMUNITY EDUCATION SERVICES STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
LAFRENZ, OLIVIA	Student Recreation Leader Highlands Elementary	\$11.00/Hr.	10/26/2020
MUSIL, JASPER	Student Recreation Leader Concord Elementary	\$11.00/Hr.	10/21/2020
SMITH, CARLEY	Student Recreation Leader Creek Valley Elementary	\$11.00/Hr.	10/21/2020
TIERNEY, SAMUEL	Student Recreation Leader Community Center	\$11.00/Hr.	11/02/2020
VENGALIL, SREEDEVI	Childcare Assistant Early Learning Center	\$13.37/Hr.	10/26/2020

*These conditional offers of employment are subject to successful completion of a criminal background check.*

### B. CHANGE IN ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
MEYERS, DARIUS	Add- Recreation Leader Highlands	\$15.74/Hr.	10/13/2020
OSMAN, FARHIA	Add - Recreation Leader Early Learning Center	\$13.65/Hr.	11/02/2020
RINGGENBERG, CHRISTINE	Add - CES Program Manager 10 month temporary position District Wide	\$56,343	11/16/2020

### C. TERMINATION

<u>Name</u>	<u>Assignment</u>		<u>Date</u>
AGRAWAL, ANAMIKA	Recreation Leader Concord	Personal	09/01/2020
BECKER, BRITTANY	Recreation Leader Countryside	Personal	09/01/2020
CONLEY, DYONYCA	Recreation Leader Highlands	Personal	09/01/2020
DIAZ-CRUZ, CRYSTAL	Recreation Leader Creek Valley	Personal	09/01/2020
HARPER, DEBRA	Recreation Leader Countryside	Personal	09/01/2020
JOHNSON, DAREN	Recreation Leader Highlands	Personal	09/01/2020
LEMIEUX, ANASTASIA	Recreation Leader Countryside	Personal	09/01/2020
LEVOIR, ASHLEN	Recreation Leader Highlands	Personal	09/01/2020
MADSON, BETSY	Recreation Leader Countryside	Personal	9/01/2020

MANDERFELD, ASHLEY	Recreation Leader Countryside	Personal	09/01/2020
MCLINN, MARIA	Recreation Leader Cornelia	Personal	09/01/2020
MUHAMUD, BUKHARI	Recreation Leader Cornelia Elementary	Probationary	11/05/2020
TEMPLETON, EBONY	Recreation Leader Concord	Personal	09/01/2020

AD = Adult Enrichment FC = Family Center KC = Edina KIDS Club YTH = Youth Services/Youth Development



DEFINING EXCELLENCE

Board Meeting Date: 11/16/2020

**TITLE: Employee Guidebook and Appendix for the Community Education Services Hourly Employees of Edina Public Schools**

**TYPE: Consent**

**PRESENTER(S): Nicole Tuescher, Director of Human Resources and Administration; Val Burke, Director of Community Education**

**BACKGROUND:** The revised guidebook and appendix includes the following: the hourly compensation schedules, in general, will remain the same for 2020-2021. The district's contribution to district's health insurance varies between a 2%-6% increase to the previous district health insurance contribution. Changes to the compensation schedules include but are not limited to the (1) elimination of non-competitive steps for the recreation leader positions; (2) elimination of defunct positions; and (3) increases to the CES childcare teacher hourly rate to make it more comparable to other positions within the district.

Moving forward, the School Board will need to approve the appendix yearly as it contains the terms and conditions of employment that change most frequently. This recommendation is within the parameters determined by the School Board and community education budget. The Superintendent supports the recommendation.

**RECOMMENDATION:** Adopt the guidebook and its appendix for the employees under the guidebook.

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the hourly compensation rates for employees under the terms and conditions of the Community Education Services Hourly Employees guidebook.

**ATTACHMENTS:**

1. Guidebook of Professional Employment for the Community Education Services Hourly Employees of Edina Public Schools (contains appendix)
2. Redline of the Guidebook (contains appendix)



**Edina** **Public**  
**Schools**

**DEFINING EXCELLENCE**

**Guidebook**

**for**

**Community Education Services Hourly Employees**

**of**

**Edina Public Schools**

Approved:

## **INTRODUCTION**

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. The following guidebook for Community Education Services Hourly Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. The School Board has approved this guidebook.

No provision of this guidebook is intended to create a contract between the Employer and employee, or to limit the rights of the Employer and its employees to terminate the employment relationship at any time, with or without cause. This guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

## **ARTICLE I EMPLOYMENT**

### **1.1 - Employment Information**

An employee will be provided with employment information including the position title, the employee’s regular assignment, the employee’s start date, the hourly rate; and if the employee’s eligibility for benefits. This guidebook is available on the district’s website.

### **1.2 – Preliminary Evaluation Period**

The first year of an employee’s initial employment with the Employer or the first year of a new assignment will be a preliminary evaluation period during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the position’s requirements and responsibilities. The Employer retains the discretion to terminate an employment relationship with the employee for any reason during this first-year evaluation period.

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

## **ARTICLE II SALARIES AND BENEFITS**

### **2.1 - Compensation**

The employee’s hourly compensation rate is based upon the schedules set forth in the appendix.

### **2.2 - Step Movement**

At the beginning of the fiscal year (July 1), an employee may be eligible for step movement on the schedule when the employee was hired prior to January 1 of the fiscal year. Step movement is contingent on the employee’s satisfactory performance. An employee may only advance one step per fiscal year.

Student recreation leaders will be eligible for step movement in consultation with supervisor.

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### **2.3 – Holiday Pay for Full-Year Employees**

An employee with a full-time assignment (i.e. 25 hours a week or more) for the school year is eligible to receive holiday pay in accordance to the school board approved calendar (usually 11-12 holidays). Any holiday pay is for the employee's assigned daily hours as a CES hourly employee. Placement of any holidays is determined by the Employer. To be eligible for holiday pay, the employee needs to be an active employee before and after the district holiday.

### **2.4 – Vacation Days**

An employee with a full-time assignment (25 hours a week or more) for the school year is eligible to receive vacation days as allocated in this paragraph. A full-time employee will accrue one vacation day per month for each month actively working, based on the assigned number of daily hours. Daily vacation pay is based on the employee's assigned daily hours as CES hourly employee.

This allocation may be distributed as a lump sum yearly distribution. If the employee terminates employment prior to the end of the school year or assignment, the Employer may recover through payroll deduction any unearned but taken vacation days.

An eligible employee may schedule vacation subject to supervisor approval. Requests for vacation must be approved by the supervisor in advance and will be granted at the supervisor's discretion.

A vacation-eligible employee may carry up to 10 vacation days from one fiscal year to next fiscal year.

Provided that an employee notifies the Employer in writing a minimum of ten days in advance of intent to resign, the employee may be paid for earned, accrued vacation. The maximum number of vacation days accumulated at the time employment is severed will be up to ten carry over days plus prorated vacation days earned but not taken in the current fiscal year.

If an employee's assignment(s) changes such that the employee is no longer eligible for vacation days, accumulated vacation hours will be paid out in a lump sum.

### **2.5 – Summer Employment**

In addition to any school-term assignment, an employee is eligible to apply for summer assignments. If selected for the summer assignment, the rate of pay remains the same as the rate for the school-term assignment. If eligible for holiday pay in the school-term assignment, the employee will be eligible for any applicable holiday pay, in accordance with Section 2.3.

### **2.6 - Group Insurance Policies**

For purposes of this section, an eligible employee is an employee who is assigned to work for 25 hours or more per week during either the school year or fiscal year. The Employer will provide an eligible employee the group insurance coverage described in Section 2.6.

It is understood and agreed that the insurance provisions of this Section are merely descriptive of  
Approved:

the coverage provided, and that the eligibility of an employee for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

### **2.6.1 - Life Insurance**

An eligible employee is eligible to participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The Employer pays the entire premium for this coverage for an active employee.

An eligible employee may apply for supplemental group term life insurance coverage in \$1,000 increments, up to the amount of the employee's base salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

### **2.6.2 - Long-Term Disability Insurance**

An eligible employee is provided coverage in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

### **2.6.3 - Accidental Death and Dismemberment Insurance**

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one of the employee's basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

### **2.6.4 - Hospitalization-Medical Insurance**

An eligible employee may enroll for Single, Single Plus One, or Family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee.

An employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation insurance carrier or the long-term disability insurance carrier is eligible for the Employer contribution for health and hospitalization-medical insurance.

### **2.6.5 - Dental Insurance**

Each eligible employee may enroll in the Employer's dental insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee.

An eligible employee enrolled in the program will contribute, through payroll deduction,

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any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

## **2.7 – Retirement Contribution Plans**

An employee may contribute a portion of the employee's base salary to an employee's retirement contribution plan or plans, either tax-deferred or not tax-deferred, subject to the following subsections.

### **2.7.1 - Approved Plans**

The employee's contribution plan must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.

### **2.7.2 - Employee Contribution**

The employee contribution will be made to a district-approved company of the employee's choice, subject to Subsection 2.7.1. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

### **2.7.3 - Matching Salary Deduction for Tax-Deferred 403(b) Matching Contribution Plan**

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount he or she is eligible to receive under Subsection 2.7.4

### **2.7.4 - Employer Contribution for Tax-Deferred 403(b) Matching Contribution Plan**

The amount of the Employer contribution will be up to two percent of the employee's annual base salary with a maximum Employer contribution of \$2,000 per year.

### **2.7.5 - Employer Contribution for Plans**

Contributions will be made to a district-approved company of the employee's choice, subject to the previous subsections. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

## **2.8 - Flexible Benefits Plan**

An eligible employee may participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

Approved:

## **ARTICLE III LEAVES OF ABSENCE**

### **3.1 - Basic Leave Allowance**

An employee is granted a basic leave allowance of one day per month for absence without deduction from pay. This allowance is calculated based on the employee's assignment. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions enumerated below. Unused basic leave may accumulate without limit. An employee is not paid for accumulated basic leave allowance upon termination of employment, except as specifically provided otherwise in this guidebook.

A substitute employee or seasonal employee (e.g. summer) does not earn basic leave.

### **3.2 - Sick Leave**

One day of basic leave allowance may be used by an employee for each day of absence due to illness or injury of themselves and for family members in accordance with state and federal law.

#### **3.2.1 - Certification**

An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five consecutive working days must present this certification. If certification is required for an absence less than six days, the Employer will designate the physician and assume the cost of the examination. Charges for certification of absences greater than five consecutive working days will be the employee's responsibility unless the Employer requires examination by a specified physician, in which instance the Employer will assume the cost of the examination.

#### **3.2.2 - Family Illness or Bereavement Leave**

An employee may use basic leave allowance provided for absences due to an illness or injury to the employee's dependent child ("child") for reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave allowance for the employee's own illness or injury.

For absence because of illness in the family, the employee may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required per state law.

For absence because of death in the family, the employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

For absence because of the death of friends or relatives outside the family, the employee may deduct a reasonable number of days from accumulated basic leave at no salary deduction.

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### **3.2.3 – Coordination with Other Benefits**

Sick leave benefits will be coordinated with any other benefits received by an employee from any Employer insurer, including but not limited to long-term disability and workers compensation. This coordination will ensure that total pay received from all sources does not exceed the employee's regular daily rate of pay. Deductions from the employee's basic leave balance will be made according to the pro rata portion of basic sick leave used.

### **3.3 - Sick Leave Pool**

A sick leave pool for employees who have exhausted their basic leave has been established. To access this pool, contact human resources for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

### **3.4 - Family, Medical and Parental Leaves**

The Employer complies with all applicable laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to an employee's eligibility and situations are determined in accordance with these laws and policies.

### **3.5 - Parenting Leave**

An employee is eligible for a parenting leave of absence without pay for a period of up to 12 months, including any period of related family medical or parental leave, for child care. The employee must apply for parenting leave at least 60 calendar days before this leave is to begin. The 60-day requirement may be waived when an emergency makes this notice impossible. Parenting leave begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave results in termination of employment.

### **3.6 - Personal Business Leave**

Up to four days of available basic leave allowance during any one school year may be used by employees for absence required for the transaction of personal business that cannot be completed outside regularly assigned hours. This allowance will be calculated based on assigned average number of hours. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three days in advance, except in cases of extreme emergency.

### **3.7 - Judicial Leave**

An employee who is absent because of required jury duty or a subpoena for any court duty will

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be granted leave and paid the difference between the employee's regular salary and the payments received for such jury or court duty, unless the employee is a party in the case.

### **3.8 - Superintendent's Discretionary Leave**

Other types of absence not stated in this Article are subject to the Superintendent's discretion.

## **ARTICLE IV RETIREMENT**

### **4.1 - Hospitalization-Medical Insurance**

An employee who retires as defined by Minn. Stat. § 471.61, subd. 2b while health insurance eligible may elect to continue participation, at the employee's own expense, in the Employer's group medical hospitalization insurance plan if permitted by the terms of the policy with the insurance carrier. The employee must pay the entire first month's premium for insurance commencing on the date of retirement. The employee must arrange with the Employer's insurance administrator to pay subsequent monthly premium amounts in advance in a timely manner. The failure to make a timely payment will result in the Employer not making a premium payment for the retiree. The retiree risks forfeiture of insurance coverage without redress against the Employer.

The Employer may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the Employer, Medicare eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere due to other employment or due to eligibility in a spouse's employer-paid group medical plan are ineligible to continue in the Employer plan.

Approved:

**APPENDIX A**

**Salary Schedules**

		<b>2020-21</b>
<b>Hourly</b>		
<b>G</b>		
<b>Positions:</b>		
Hourly Program Supervisor (e.g. Aquatics)	3	18.39
	4	18.96
	5	20.12
	6	20.71
	7	22.00
<b>H</b>	1	12.36
<b>Positions:</b>	2	13.65
Building Aide	3	14.47
Intern	4	15.35
Van Driver	5	17.23
<b>I</b>		
<b>Positions:</b>	1	15.13
Recreation Leader	2	15.74
Classroom Assistant	3	16.90
	4	18.18
	5	19.60
<b>J</b>		
Lead Recreation Leader	1	17.13
Aquatics Instructor	2	18.39
	3	19.68
	4	20.89
	5	22.45
<b>K</b>	1	22.96
CES Children's Teacher	2	24.34
	3	25.77
	4	27.25
	5	28.50
	6	30.00
<b>L</b>	Coach	3000.29/stipend
	Asst	2700.47/stipend
	Event Worker	16.06/per hour
	Student Rec Leader	\$13/per hour

Approved:

**Employer's Contribution towards Employer's Health Insurance Plan:**

<b>Type of Coverage</b>	<b>Effective 1/1/20</b>	<b>Effective 1/1/21</b>
<b>Single</b>	\$447.33	\$475.00
<b>Single + One</b>	\$745.90	\$775.00
<b>Family</b>	\$1038.22	\$1075.00

**Employer's Contribution towards Employer's Dental Insurance Plan:**

<b>Type of Coverage</b>	<b>Effective 1/1/20</b>	<b>Effective 1/1/21</b>
<b>Single</b>	\$35.20	\$35.20
<b>Single + One</b>	\$41.63	\$41.63
<b>Family</b>	\$62.24	\$62.24

Approved:



**Edina Public  
Schools**

**DEFINING EXCELLENCE**

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~~2018 – 2020~~

**Guidebook of Professional Employment**

**for**

**Community Education Services Hourly Employees**

**of**

**Edina Public Schools**

~~July 1, 2018 through June 30, 2020~~

Approved:

## INTRODUCTION

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. The following gGuidebook for Community Education Services Hourly Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. The School Board has approved this guidebook.

No provision of this gGuidebook is intended to create a contract between the Employer and employee, or to limit the rights of the Employer and its employees to terminate the employment relationship at any time, with or without cause. This gGuidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

## ARTICLE I EMPLOYMENT

### 1.1 - Employment Information

An employee will be provided with employment information a statement including, at a minimum, the position title; the employee’s regular assignment, the normal work week and work year with any contingencies or variables; the employee’s start date; the hourly ratesalary; and if the employee’s eligibility for benefits. A copy of the position’s job description and a copy This of this gGuidebook will accompany this employment information is available on the district’s website.

### 1.2 – Credit for Outside Experience

Experience credit may be granted by the Employer for appropriate outside experience at the time of employment.

### 1.23 – Preliminary Evaluation Period

The first year of following an employee’s initial employment with the Employer or the first year following proof motion a new assignment will be a special preliminary evaluation period during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the position’s requirements and responsibilities of the position. The Employer retains the discretion to terminate an employment relationship with when the employee does not appear to be a good fit with the job for any reason during this first-year evaluation period.

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

## ARTICLE II SALARIES AND BENEFITS

### 2.1 - Compensation

The employee’s hourly rate for employees is based upon the salary schedules set forth in Appendix A the appendix.

Approved:

~~While the Employer reserves the right to set salaries, it will seek and receive input from employees and their supervisors regarding the salary structure. The input may be in the form of written or oral communication.~~

## 2.2 - Salary Progression Step Movement

~~At the beginning of the fiscal year (July 1), A an employee may be eligible for step movement on the schedule when the employee was hired prior to January 1 of the fiscal year. 12-month employee must work 1300 hours to earn one year of experience credit for purposes of salary step increases. If step advancement does not occur, hours worked below 1300 hours prior to July 1 will be carried over into the next fiscal year(s). A 9-month employee must work 975 hours to earn one year of credit for purposes of salary step increases. If step advancement does not occur, hours worked below 975 hours prior to July 1 will be carried over into the next fiscal year(s). Step advancement occurs at the beginning of the fiscal year, July. Step advancement movement is contingent on the employee's satisfactory performance. An employee may only advance one step per fiscal year.~~

~~Student recreation leaders will be eligible for step movement in consultation with supervisor.~~

## 2.3 - Step Placement

~~A new employee will be placed at the lowest of the appropriate schedule except where experience warrants placement at a higher step. Any placement above the lowest step must be approved by the Director of Community Education Services.~~

## 2.34 – Holiday Pay for Full-Year Employees s

~~A 12-month employee who is assigned to work a minimum of 1820 hours will receive 11 holidays with pay per year, calculated based on assigned number of hours. Placement of these days is determined by the District.~~

~~An employee with a full-time assignment (i.e. 25 hours a week or more) for the school year is eligible to receive holiday pay in accordance to the school board approved calendar (usually 11-12 holidays). Any holiday pay is for the employee's assigned daily hours as a CES hourly employee. Placement of any holidays is determined by the Employer. To be eligible for holiday pay, the employee needs to be an active employee before and after the district holiday.~~

## 2.45 – Vacation Days

~~An employee with a full-time assignment (25 hours a week or more) for the school year is eligible to receive vacation days as allocated in this paragraph. A full-timen employee assigned to work a minimum of 1300 hours per year will will accrue one vacation day per month for each month actively working, based on the assigned average number of daily hours. Daily vacation pay is based on the employee's assigned daily hours as CES hourly employee.~~

~~This allocation may be distributed as a lump sum yearly distribution. If the employee terminates employment prior to the end of the school year or assignment, the Employer may recover through payroll deduction any unearned but taken vacation days.~~

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An eligible employee may schedule vacation subject to supervisor approval. Requests for vacation must be approved by the supervisor in advance and will be granted at the supervisor's discretion.

A ~~vacation-eligible~~ employee may carry up to ~~10~~ <sup>ten</sup> vacation days from one fiscal employment year to next fiscal year ~~another~~.

The maximum number of vacation days accumulated at the time employment is severed will be ~~ten~~ carry over days plus prorated vacation days earned in the current fiscal year. **Provided that an employee notifies the Employer in writing a minimum of ten days in advance of intent to resign, the employee may be paid for earned, accrued vacation.** The maximum number of vacation days accumulated at the time employment is severed will be up to ten carry over days plus prorated vacation days earned but not taken in the current fiscal year.

~~An eligible employee may schedule vacation subject to supervisor approval. Requests for vacation must be approved by the supervisor in advance and will be granted on a first come first serve basis with the following exception. An employee in the KIDS Club program may be required to take up to five days of vacation during the first week of School Year KIDS Club when it is closed at the end of August.~~

~~Any scheduled holiday which falls within an employee's vacation period shall not be counted as a vacation day. Sick leave may only be used for severe illness or injury during a vacation or other unpaid leave period with the coordinator's approval. **If an employee's assignment(s) changes such that the employee is no longer eligible for vacation days** is discontinued, accumulated vacation hours will be paid out in a lump sum.~~

## 2.5 – Summer Employment

In addition to any school-term assignment, an employee is eligible to apply for summer assignments. If selected for the summer assignment, the rate of pay remains the same as the rate for the school-term assignment. If eligible for holiday pay in the school-term assignment, the employee will be eligible for any applicable holiday pay, in accordance with Section 2.3.

## **2.6 - Group Insurance Policies**

For purposes of this section, an eligible employee is an employee who is assigned to work for 25 hours or more per week during either the school year or fiscal year. **The Employer will provide an eligible employee** who is assigned to work a minimum of 1,300 hours per year in a 12-month period or 975 hours per year in a 9-month period, **the program of group insurance coverage described in Section 2.6.**

It is understood and agreed that the insurance provisions of this Section are merely descriptive of the coverage provided, and that the eligibility of an employee for benefits shall be governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

### **2.6.1 - Life Insurance**

An eligible employee is eligible to participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of

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thousands in annual base salary. The Employer pays the entire premium for this coverage for an active employee.

An eligible employee may apply for supplemental group term life insurance coverage in \$10,000 increments, up to the amount of the employee's base salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

**2.6.2 - Long-Term Disability Insurance**

An eligible employee is provided coverage in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

**2.6.3 - Accidental Death and Dismemberment Insurance Coverage**

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one of the employee's his or her basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

**2.6.4 - Hospitalization-Medical Insurance**

An eligible employee may enroll for Single, Single Plus One, or Family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. ~~The maximum monthly Employer contribution towards the premium will be as follows:~~ The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee.

Type of Coverage	Effective 7/1/18	Effective 1/1/19	Effective 1/1/20
Single	\$442.90	\$447.33	\$447.33
Single + One	\$738.51	\$745.90	\$745.90
Family	\$1027.94	\$1038.22	\$1038.22

An employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation insurance carrier or the long-term disability insurance carrier is eligible for the Employer contribution for health and hospitalization-medical insurance.

**2.6.5 - Dental Insurance**

Each eligible employee may enroll in the Employer's dental insurance program. Participation in this program is voluntary. The Employer will contribute the amount designated in the appendix toward the monthly premium for each eligible enrolled employee.

~~The maximum monthly Employer contribution toward the premium will be as follows:~~

Type of Coverage	Effective 7/1/18	Effective 1/1/19	Effective 1/1/20
------------------	------------------	------------------	------------------

Approved:

Single	\$35.20	\$35.20	\$35.20
Single + One	\$41.63	\$41.63	\$41.63
Family	\$62.24	\$62.24	\$62.24

An eligible employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

**2.7 –Retirement Contribution Plans**

An employee may contribute a portion of ~~the employee's his or her~~ base salary to an employee's retirement contribution plan or plans, either tax-deferred or not tax-deferred, subject to the following subsections.

**2.7.1 - Approved Plans**

The employee's contribution plan must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.

**2.7.2 - Employee Contribution**

The employee contribution will be made to a district-approved company of the employee's choice, subject to Subsection 2.7.1. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

**2.7.3 - Matching Salary Deduction for Tax-Deferred 403(b) Matching Contribution Plan**

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount he or she is eligible to receive under Subsection 2.7.4

**2.7.4 - Employer Contribution for Tax-Deferred 403(b) Matching Contribution Plan**

The amount of the Employer contribution will be up to two percent of the employee's annual base salary with a maximum Employer contribution of \$2,000 per year.

**2.7.5 - Employer Contribution for Plans**

Contributions will be made to a district-approved company of the employee's choice, subject to the previous subsections. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

**2.8 - Flexible Benefits Plan**

An eligible employee ~~may~~ ~~is eligible to~~ participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

Approved:

## **ARTICLE III LEAVES OF ABSENCE**

### **3.1 - Basic Leave Allowance**

An employee ~~is will be~~ granted a basic leave allowance of one day per month for absence without deduction from pay. This allowance ~~will be is~~ calculated based on ~~the employee's assignment assigned average number of hours. This leave will be deducted from the employee's basic accumulated leave allowance.~~ The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions set forth in this Article ~~enumerated~~ below. ~~Leave not used during any school year will accumulate without limit. Unused basic leave may accumulate without limit.~~ An employee is not paid for accumulated basic leave allowance upon termination of employment, except as specifically provided otherwise in this ~~g~~ Guidebook.

A substitute employee or seasonal employee (e.g. summer) ~~does is~~ not eligible to earn basic leave.

### **3.2 - Sick Leave**

One day of basic leave allowance may be used by an employee for each day of absence due to illness or injury of themselves and for family members in accordance with state and federal law ~~or their dependent child. For purposes of Section 3.2, a dependent child is defined as an individual under 18 years of age or an individual under age 21 who is still attending secondary school.~~

#### **3.2.1 - Certification**

An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five consecutive working days must present this certification. If certification is required for an absence less than six days, the Employer will designate the physician and assume the cost of the examination. Charges for certification of absences greater than five consecutive working days will be the employee's responsibility unless the Employer requires examination by a specified physician, in which instance the Employer will assume the cost of the examination.

#### **3.2.2 - Family Illness or Bereavement Leave**

~~An employee may use basic leave allowance provided for absences due to an illness or injury to the employee's dependent child ("child") for reasonable periods as the employee's attendance with the child may be necessary. on the same terms the employee is able to use accumulated basic leave allowance for the employee's own illness or injury.~~

~~For absence because of illness in the family, the employee may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required per state law.~~

Approved:

For absence because of death in the family, the employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

For absence because of the death of friends or relatives outside the family, the employee may deduct a reasonable number of days from accumulated basic leave at no salary deduction.

### 3.2.2 Coordination with Other Benefits

~~Sick leave benefits will be coordinated with any other benefits received by an employee from any Employer insurer, including but not limited to long-term disability and workers compensation. This coordination will ensure that total pay received from all sources does not exceed the employee's regular daily rate of pay. Deductions from the employee's basic leave balance will be made according to the pro-rata portion of basic sick leave used.~~

### 3.2.3 Family Member Illness

~~For illness in the immediate family, up to a total of five days of leave allowance may be used per fiscal year. Immediate family includes spouse, children, parents, brothers, sisters, grandparents, and in-laws of a same degree of relationship.~~

### 3.2.3 - Coordination with Other Benefits

Sick leave benefits will be coordinated with any other benefits received by an employee from any Employer insurer, including but not limited to long-term disability and workers compensation. This coordination will ensure that total pay received from all sources does not exceed the employee's regular daily rate of pay. Deductions from the employee's basic leave balance will be made according to the pro-rata portion of basic sick leave used.

## 3.3 - Disaster Leave/Sick Leave Pool

A sick leave pool for employees who have exhausted their basic leave has been established. To access this pool, contact human resources for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

~~For the duration of the contract refer to the Sick Leave Pool Memorandum of Understanding which supersedes this section upon the establishment of the Sick Leave Pool.~~

~~The Employer will provide disaster leave coverage for employees who have exhausted accumulated sick leave days prior to the commencement of long-term disability insurance~~

Approved:

benefits:

### 3.3.1 Eligibility

~~Disaster leave is available to an employee who has worked for the Employer for greater than one calendar year and after the employee has been certified as continuously fully disabled and unable to work for 15 consecutive duty days. An employee who has received disaster leave is ineligible to receive it again until one calendar year after the last payment.~~

### 3.3.2 Allowance

~~Disaster leave payments commence (1) as of the 16<sup>th</sup> duty day that the employee is continuously fully disabled and unable to work; or (2) after the last day of paid sick leave, whichever occurs last. Disaster leave payments cease after the 65th duty day of absence.~~

### 3.3.3 Payments

~~Disaster leave payments are 75% of an employee's daily rate of pay. If an employee's work hours vary, an average of the previous six weeks of pay will be used to determine the daily rate.~~

## **3.4 - Family, Medical and Parental Leaves**

The Employer complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to an employee's eligibility and individual situations will be determined in accordance with these laws and policies on a case-by-case basis. For more information on the Family Leave Act, follow this link: <https://www.dol.gov/whd/fmla/>

## **3.5 - Critical Illness and Bereavement Leave**

~~For death or critical illness in the immediate family, up to five days of leave allowance may be used per occurrence. For death or critical illness in other than the immediate family, up to three days of leave allowance may be used per occurrence upon approval of the human resources department. Immediate family includes spouse, children, parents, brothers, sisters, grandparents, and in-laws of a same degree of relationship.~~

## **3.5 - Parenting Leave**

~~An employee is eligible for a parenting leave of absence without pay for a period of up to 12 months, including any period of related family medical or parental leave, for child care. The employee must apply for parenting leave at least 60 calendar days before this leave is to begin. The 60-day requirement may be waived when an emergency makes this notice impossible. Parenting leave begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave results in termination of employment.~~

## **3.6 - Personal Business Leave**

Up to four days of available basic leave allowance during any one school year may be used by

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employees for ~~necessary~~ absence required for the transaction of personal business that cannot be completed outside regularly assigned hours. This allowance will be calculated based on assigned average number of hours. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three days in advance, except in cases of extreme emergency.

~~An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that the supervisor, human resources department, or Superintendent has denied the request.~~

### **3.7 - Judicial Leave**

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular salary and the payments received for such jury or court duty, unless the employee is a party in the case.

~~The procedure for jury duty leave and payment is as follows: Judicial Leave is selected as the absence reason. Initially, the employee is paid their regular wage. The employee should cash the check received from the courts. A copy of the court check stub needs to be forwarded to Payroll. A deduction from wages will be made on the following paycheck for the daily reimbursement amount. The employee is entitled to keep the mileage reimbursement. Employees may also receive parking reimbursement from the district, if they submit the original receipts along with Form 7027 Employee Expense Reimbursement. This expense check is paid by accounts payable.~~

### **3.8 - Parental Leave**

~~An employee is eligible for a parental leave of absence without pay for a period of up to 12 months, including any period of related family medical or parental leave for child care. The employee must submit an application for parental leave at least 60 calendar days before this leave is to begin. The 60-day requirement may be waived when an emergency makes this notice impossible. Parental leave begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave results in termination of employment. The employee will be reinstated to the employee's original job or to the most similar position available and retain leave benefits accrued prior to taking the leave of absence.~~

### **3.89 - Superintendent's Discretionary Leave**

Other types of absence not stated in this Article are subject to the Superintendent's discretion.

## **ARTICLE IV RETIREMENT**

### **4.1 - Retirement Eligibility**

~~For the purpose of Article 4 only, a full-time employee is an employee (1) working 2080 (8 hours for 260 days) hours in the fiscal year prior to the proposed retirement and (2) working eight hour days. To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for~~

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~~termination or actually terminated for cause by the school board will not be eligible for the benefits of this Article. In addition to the above qualifications, a full-time employee must also have:~~

- ~~1. Completed at least 20 years of continuous service with the Employer; and~~
- ~~2. Reached 55 years of age.~~

#### 4.2—Retirement Payment and Procedures

~~A full-time employee meeting the eligibility qualifications in Section 4.1 may receive a retirement payment calculated by multiplying  $\frac{1}{2}$  of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.~~

~~Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased's estate.~~

#### **4.13 - Hospitalization-Medical Insurance**

~~An employee who retires as defined by Minn. Stat. § 471.61, subd. 2b under the provisions of this article while health insurance eligible may elect is eligible to continue participation, at his or her the employee's own expense, in the Employer's group medical hospitalization insurance plan if permitted by the terms of the policy with the insurance carrier. The employee must pay the entire first month's premium for insurance commencing on the date of retirement. The employee must make arrangements arrange with the Employer's insurance administrator to pay subsequent monthly premium amounts in advance in a timely manner. The failure to make a timely payment will result in the Employer not making a premium payment for the retiree. The retiree risks forfeiture of insurance coverage without redress against the Employer.~~

The Employer may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the Employer, Medicare eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere due to other employment or due to eligibility in a spouse's employer-paid group medical plan are ineligible to continue in the Employer plan.

Approved:

**APPENDIX A**

**Salary Schedules**

<u>Schedule</u>	<u>Position</u>
<u>G</u>	Hourly Program Supervisor Aquatics Supervisor
<u>H</u>	Building Aide Childcare Assistant Classroom Assistant Communications Intern School Readiness Van Driver
<u>I</u> 12 Months	Recreation Leader
<u>J</u>	Aquatics Instructor Specialist
<u>K</u>	CES Children's Teacher
<u>L</u>	Coach Assistant Coach Event Worker
<u>M</u> 9 Months/3 Months	Recreation Leader Lifeguard Childcare Teacher

Approved:

**APPENDIX A (cont.)**

		2020-21
<b>Hourly</b>		
<b>G</b>	1	17.26
<b>Positions:</b>	2	17.81
Hourly Program Supervisor (e.g. Aquatics)	3	18.39
	4	18.96
	5	20.12
	6	20.71
	7	22.004.16
<b>H</b>	1	12.36
<b>Positions:</b>	2	13.65
Building Aide	3	14.47
Intern	4	15.35
Van Driver	5	17.23
<b>I</b>	1	13.37
12 Months	2	13.91
<b>Positions:</b>	13	15.13
Recreation Leader	24	15.74
Classroom Assistant	35	16.90
	46	18.18
	57	19.60
<b>J</b>	1	15.96
	12	17.13
	23	18.39
Aquatics Instructor	34	19.68
Lead Recreation Leader	45	20.89
	5	22.45
	6	24.04
<b>*K</b>	1	22,9619.75
CES Children's Teacher	2	24,3420.94
	3	25,7722.19
	4	27,2523.53
	5	28,5024.95
	6	30,0026.41
<b>L</b>	Coach	3000.29/stipend
	Asst	2700.47/stipend

Approved:

	Event Worker	16.06/per hour
	Student Rec Leader	\$13/per hour
M	4	13.37
9 Months/3 Months	2	13.91
	3	15.13
	4	15.74
	5	16.90
	6	18.18
	7	19.60

\*A shift differential will be added to the hourly schedules of \$1.00/hour for assigned duties after 6:30 p.m. or on Saturdays. This shift differential does not apply to training or in-service.

**Employer's Contribution towards Employer's Health Insurance Plan:**

Type of Coverage	Effective 1/1/20	Effective 1/1/21
Single	\$447.33	\$475.00
Single + One	\$745.90	\$775.00
Family	\$1038.22	\$1075.00

**Employer's Contribution towards Employer's Dental Insurance Plan:**

Type of Coverage	Effective 1/1/20	Effective 1/1/21
Single	\$35.20	\$35.20
Single + One	\$41.63	\$41.63
Family	\$62.24	\$62.24

Approved:



DEFINING EXCELLENCE

Board Meeting Date: 11/16/2020

**TITLE: Employee Guidebook and Appendix for Non-affiliated Employees**

**TYPE: Consent**

**PRESENTER(S): Nicole Tuescher, Director of Human Resources and Administration**

**BACKGROUND:** The revised guidebook and appendices cover previously two separate employment groups: (1) "the islanders" guidebook containing the Director of Buildings and Grounds and Controller positions and (2) the community education coordinators guidebook. More district non-affiliated groups, as additional appendices to this guidebook, will come before the School Board in December.

The revised guidebook and appendices includes the following: salaries will remain the same for 2020-2021 and performance incentives will remain the same. The district's contribution for the district's health insurance in both appendices will increase. Employees in the Appendix A group will see an increase to the district contribution towards health insurance that varies between a 1-2% increase to the previous district contribution. Employees in the Appendix B group will see an increase to the district contribution towards health insurance that varies between 6-11% increase to the previous insurance contribution. This suggested increase varies due to initial district contribution disparities between the two employee groups.

Moving forward, the School Board will need to approve yearly the appendices as they contain the terms and conditions of employment that change most frequently. This recommendation is within the parameters determined by the School Board and the community education budget. The Superintendent supports the recommendation.

**RECOMMENDATION:** Adopt the guidebook and its appendices for the employees under the non-affiliated guidebook.

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the compensation packages for employees under the terms and conditions of the non-affiliated guidebook.

**ATTACHMENTS:**

1. Guidebook of Employment for the Non-affiliated Employees of Edina Public Schools (contains appendices)
2. Redline of the Guidebook (contains appendices)

**Guidebook of  
Employment**

**for Non-affiliated Employees of**

**Edina Public Schools**



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## **1. INTRODUCTION**

Edina Public Schools believes that its employees are one of its most important assets. The following guidebook for its non-affiliated employees has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. This guidebook has been approved by the Board of Education of Independent School Employer No. 23, Edina Public Schools (“Employer”).

No provision of this guidebook is intended to create a contract between the Employer and employee, or to limit the rights of the Employer and its employees to terminate the employment relationship at any time, with or without cause. This guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

### **1.1 Employment Information**

An employee will be provided with employment information including the position title, the employee’s regular work assignment, the employee’s start date, salary information, and if the employee is eligible for benefits. This guidebook is available on the district’s website.

### **1.2 – Preliminary Evaluation Period**

The first year of an employee’s initial employment with the Employer or the first year following a new assignment will be a preliminary evaluation period during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the position’s requirements and responsibilities. The Employer retains the discretion to terminate an employment relationship when the employee for any reason during this first-year evaluation period.

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

## **2. WORK YEAR**

### **2.1 - Duty Days**

In general, an employee works all calendar days, except those designated as holidays by the District. The appendices to the guidebook contain any exceptions to this general statement.

### **2.2 - Holidays**

During the employee’s duty year, an employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee’s salary.

### **2.3 - Vacation**

In general, a full-time, full-year employee receives 25 vacation days annually. This provision may be prorated based upon an employee's work year or an employee's assignment. The appendices to the guidebook contain any exceptions to this general statement. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

A full-time, full-year employee may carry forward up to 25 vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee who provides proper notice, as determined by the Employer, when leaving employment or has the employee's yearly contract non-renewed will received remaining unused vacation days, based upon an accrual at the time of employment termination.

### **2.4 - Attendance at Conference on Weekends**

When attending conventions or other professional meetings as requested by the Employer, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur.

## **3. CALCULATION OF DAILY RATE OF PAY**

To determine an employee's daily rate of pay, the employee's annual base salary is divided by 229 days, unless otherwise noted in applicable appendix.

## **4. HEALTH AND WELFARE BENEFITS**

The Employer will provide a full-time employee with health and welfare benefits as described below and in the appendices to these guidebooks. It is understood that the provisions described are general statements of the coverages provided and that the eligibility of an employer for benefits is governed by the terms of the master insurance contracts between the Employer and the insurers providing coverage.

### **4.1 - Life Insurance Benefit**

An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's basic annual salary. The Employer pays the entire premium for this coverage.

An employee may apply for supplemental coverage in \$10,000 increments up to the employee's basic annual salary. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take the maximum supplemental coverage will receive an additional employer-paid supplemental coverage in an amount equal to the employee's basic annual salary rounded up to the next whole thousand.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction.

#### **4.2 - Accidental Death and Dismemberment Insurance Benefit**

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the employee's basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for this coverage.

#### **4.3 - Long-Term Disability Insurance Benefit**

An employee is covered by long-term disability insurance in the amount of two thirds (2/3) of the employee's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2) if the disabling event occurs after 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the administrator has not received 12 months in benefits, payments will occur for 12 months. Long-term disability benefits are available after age 65 according to a schedule set forth in a revised insurance certificate, and the amount of the benefit is coordinated with any Social security benefit. The Employer pays the entire premium.

An employee receiving long-term disability insurance benefits also remains eligible for the Employer contributions for hospital-medical insurance.

#### **4.4 - Hospitalization-Medical Insurance**

Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the applicable appendix toward the monthly premium of each full-time employee enrolled in the coverages available.

An employee will contribute through payroll deduction, any excess monthly premium over the Employer contribution toward the type of coverage for which the employee is enrolled. If the Employer contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

#### **4.5 - Dental Insurance**

The Employer will provide a dental insurance program for full-time employees. Participation in this program is voluntary. The Employer will contribute up to the amount designated in the applicable appendices toward the monthly premium for each employee enrolled in the coverages available.

An employee enrolled in the program will contribute through payroll deduction, any excess of monthly premium over the Employer contribution toward the type of coverage for which the employee is enrolled.

#### **4.6 - Flexible Benefits Plan**

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however that an employee meets all other requirements for eligibility set forth in the Plan.

### **5. PROFESSIONAL EXPENSES**

#### **5.1 - Automobile Travel Reimbursement**

Approved mileage for travel outside the district is reimbursed at the current IRS mileage rate established by the Employer. When an employee is requested to represent the Employer at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

#### **5.2 - Meetings in Pursuit of Employer Interests**

The Employer will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the district.

#### **5.3 - Professional Meetings**

The Employer will reimburse an employee for necessary expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars and institutes.

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or designee.

#### **5.4 - Membership in Professional Organizations**

Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the Employer. When the Employer requests an employee to belong to a professional organization, either for a specific fiscal year or on a continuing basis, the Employer will reimburse the employees for fees paid by the Employer.

The Employer may pay the membership dues for one approved national organization and one approved state organization for each administrator.

### **5.5 - Technology Allowance**

An employee will be eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400 or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carry over this allowance, up to \$2000.

Use of funds may include but are not limited to hardware/software for professional use that will mutually benefit the district and employee.

The technology allowance will not be distributed in salary or payout to an employee.

## **6. LEAVES OF ABSENCE**

### **6.1 - Basic Leave**

A full-time, full-year employee receives 18 days of basic leave allowance annually on July 1. An employee who is hired or whose employment is terminated will have the basic leave allowance prorated for partial fiscal years of service. Unused basic leave may accumulate without limit.

#### **6.1.1 - Employee Illness**

An employee may use one day of accumulated basic leave for each day of personal illness. An employee who has been absent may be required to present a statement to the human resources department from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to the employee's normal duties. An employee absent more than five consecutive working days may be required to present this certification. If the Employer requires a certification for an absence of less than six days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five consecutive working days, an administrator will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

#### **6.1.2 - Family Illness or Bereavement Leave**

An employee may use accumulated basic leave provided for absences due to an illness or injury to the employee's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave for the employee's own illness or injury.

For absence because of illness in the family, an employee may deduct a reasonable amount of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required by state law. When a physician certifies that in-home care is essential because of

illness or injury of an employee's spouse, the employee may deduct up to 15 days from accumulated basic leave with no salary deduction.

For absence because of death in the family or friends, an employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction. per incident from accumulated basic leave at no salary deduction. The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.

### 6.1.3 - Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside normal work hours, up to four days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency.

### 6.1.4 - Religious Observance Leave

Up to three days leave are available to an employee for required religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an employee's accumulated basic leave. Notification must be submitted to the Superintendent, in writing, at least three days prior to such absence.

### 6.1.5 - Basic Leave Coordination with Workers Compensation Benefits

Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by an employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to regular daily rate of pay.

If the employee exhausts the employee's accumulated basic leave, the employee is entitled only to the workers compensation benefits.

### 6.2 - Sick Leave Pool

A sick leave pool for employees who exhausted their basic leave has been established. To access this pool, contact the human resources department for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

### **6.3 - Parenting Leave**

An employee may be granted a full-time leave of absence without pay for a period of up to 12 months for the purpose of providing care for a newborn or newly-adopted child or children. Whenever possible, written application for such leave will be submitted to the human resources department at least four months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified. Following return to work, the employee will be credited with the amount of the employee's unused basic leave.

An employee on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the selected insurance coverage. Premium payments must be received by the district's insurance administrator at least one month in advance.

Any period of parenting leave taken under this provision is used simultaneously with any applicable period of leave for which the employee is eligible under state and federal leave acts.

### **6.4 - Superintendent's Discretionary Leave**

Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

### **6.5 - Judicial Leave**

An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

## **7. RETIREMENT AND RETIREMENT PLANNING**

### **7.1 - Benefits Continuations**

#### **7.1.1 - Eligibility**

In order to be eligible to continue the benefits defined in this Section 7.1.1, an employee must: (1) have a minimum of 10 full years of service; (2) be employed full-time at the time of separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.

#### **7.1.2 - Benefit Continuation**

An employee who meets the eligibility in Section 7.1.1 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the employee's expense until the employee reaches Medicare eligibility.

### **7.2 - Tax-Deferred Matching Contribution Plan**

An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections.

#### **7.2.1 - Matching Salary Deduction**

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount the employee is eligible to receive under Subsection 7.2.2.

#### **7.2.2 - Employer Contribution**

The Employer contribution will be up to percentage designated in the applicable appendix of the administrator's annual base salary with a maximum Employer contribution defined in the appendix.

#### **7.2.3 - Employee and Employer Contribution**

The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to this section. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

**APPENDIX A – Controller and Director of Buildings and Grounds**

**Controller**

Steps	2020-21 Salary
1	\$ 91,121
2	\$ 96,815
3	\$ 102,510
4	\$ 108,206
5	\$ 113,900

**Director of Buildings and Grounds**

Steps	2020-21 Salary
1	\$ 99,515
2	\$105,735
3	\$111,955
4	\$118,175
5	\$124,395

**Health Insurance Contribution towards Employer’s Insurance:**

Type of Coverage	Effective 07/01/20	Effective 01/01/21
Single	\$617	\$625.92
Single + One	\$1314	\$1342.88
Family	\$1735	\$1764.06

**Dental Insurance Contribution towards Employer’s Insurance:**

Type of Coverage	Effective 07/01/20
Single	\$40
Single + One	\$75
Family	\$121

**New Hire, Basic Leave Allotment:** A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to any amount provided for a given fiscal year.

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee’s goals set with the supervisor will receive up to \$2,150.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

## RETIREMENT BENEFITS

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

**Employer's match towards tax-deferred matching contribution: 3%**

**HRA Contribution, For Employees hired after August 1, 2013:**

The Employer will make annual contributions into an HRA for 10 years in accordance with Schedule A for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30<sup>th</sup> of the completed year of service. If the employee was employed prior to June 30, 2016, The Employer's first payment into the HRA was June 30, 2016.

<b>Schedule A (Employees hired after 8/1/2013)</b>	
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8	\$11,500
Year 9	\$15,500
Year 10	\$19,500

**HRA Contribution, For Employees hired before August 1, 2013:**

The Employer will make annual contributions into an HRA for 8 years in accordance with Schedule B for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the fifth consecutive year of contribution. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30th of the completed year of service. The Employer's first payment into the HRA was June 30, 2016.

<b>Schedule B (Employees hired before August 1, 2013)</b>		
Year 1 - June 30, 2016	\$1,000	
Year 2 - June 30, 2017	\$2,000	
Year 3 - June 30, 2018	\$3,000	
Year 4 - June 30, 2019	\$4,000	
Year 5 - June 30, 2020	\$5,000	Vested
Year 6 - June 30, 2021	\$10,000	
Year 7 - June 30, 2022	\$15,000	
Year 8 - June 30, 2023	\$25,000	

**Retirement Payments Benefit:**

Eligibility: To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

Distribution of Retirement Payments (Payment 1 and Payment 2): An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds (2/3) of the retirement incentive payment amount. The remaining one-third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

Calculation of Early Retirement Incentive Payment (Payment 1): A full-time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full-time service.

Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full-time service.

Employer Contribution to the Health Care Savings Plan: A full-time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan must not exceed the employee's last full year salary.

**APPENDIX B – Community Educator Coordinators**

<b>Coordinator</b>	
Steps	2020-21 Salary
1	83,504
2	86,782
3	90,061
4	93,339
5	96,619
6	99,898

**Health Insurance Contribution towards Employer’s Insurance:**

Type of Coverage	Effective 07/01/20	Effective 01/01/21
<b>Single</b>	\$504.99	\$560.00
<b>Single + One</b>	\$881.61	\$930.00
<b>Family</b>	\$1130.92	\$1200.00

**Dental Insurance Contribution towards Employer’s Insurance:**

Type of Coverage	Effective 07/01/20
<b>Single</b>	\$37.67
<b>Single + One</b>	\$44.56
<b>Family</b>	\$65.78

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee’s goals set with the supervisor may receive up to \$1,200.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

**RETIREMENT BENEFITS**

**Employer’s maximum contribution towards tax-deferred matching contribution: \$2000**

**Employer’s match towards tax-deferred matching contribution: 2%**

~~2018—2020~~

**Guidebook of  
~~Professional Employment~~**

**for the**

~~Controller, Director of Buildings and  
Grounds, Human Resources Manager,  
Strategic Planner & Analyst~~

~~of Non-affiliated Employees of~~

**Edina Public Schools**

~~July 1, 2018—June 30, 2020~~

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# 1. INTRODUCTION

Edina Public Schools ("~~District~~") believes that its employees are one of its most important assets. The following ~~g~~Guidebook for its non-affiliated employees Controller, Director of Buildings and Grounds, Human Resources Manager, and Strategic Planner Analyst ("~~Employee~~"(s)) hasve been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. This ~~guidebook~~ has been approved by the Board of Education of Independent School Employer No. 23, Edina Public Schools ("~~Employer~~").

No provision of this ~~g~~Guidebook is intended to create a contract between the ~~Employer~~~~District~~ and employee, or to limit the rights of the ~~Employer~~~~District~~ and its employees to terminate the employment relationship at any time, with or without cause. This ~~g~~Guidebook is a general statement of policy, to be modified and applied by the ~~Employer~~~~District~~ at its discretion.

## ARTICLE I EMPLOYMENT

### **Section 1.1 – Employment Information**

~~An e~~Employees will be provided with employment information including a statement including ~~at a minimum, the position title, the employee's regular work assignment, the employee's start date, salary information, and if the employee is eligible for benefits, the normal work week and work year, any contingencies or variables, the start date, the monthly or annual salary, and the employee benefits eligibility. A copy of the position job description and a copy of~~ This ~~g~~Guidebook is available on the district's website, will accompany this employment information.

### **Section 1.2 – Credit for Outside Experience**

~~Experience credit may be granted by the Human Resources Department for appropriate outside experience at the time of employment.~~

### **Section 1.23 – Preliminary Evaluation Period**

The first year ~~of an~~ following an employee's initial employment with the ~~District~~~~Employer~~ or the first year following a new assignment, promotion will be a ~~preliminary~~~~special~~ evaluation period during which the ~~District~~~~Employer~~ will evaluate whether the employee's skills and abilities are a good match with ~~the requirements and responsibilities of the position's~~ requirements and responsibilities. The ~~District~~~~Employer~~ retains the discretion to terminate an employment relationship when the employee does not appear to be a good fit with the job for any reason during this first-year evaluation period.

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the ~~District~~~~Employer~~.

~~1.4.1~~ Rights of Council Members

~~Nothing in this Agreement denies or restricts any rights the administrator may have under state or federal law.~~

~~1.4.2~~ Rights of the Employer

~~State law has vested in the Employer the authority to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules and regulations for the district. All such authority of the Employer continues unimpaired, except as limited by a specific provision of this Agreement.~~

## **2. WORK YEAR**

### **2.1 - Duty Weeks and Vacation Days**

~~In general, an employee works all calendar days, except those designated as holidays by the District. The appendices to the guidebook contain exceptions to this general statement. administrator will work the number of assigned duty weeks each fiscal year. The maximum number of duty weeks is 48 weeks.~~

~~An administrator assigned to 48 weeks will receive 25 days of vacation annually. An administrator assigned less than 48 weeks will receive a prorated allotment. The scheduling of vacation days is by mutual agreement between the supervisor and administrator.~~

~~When attending conventions or other professional meetings, it may be necessary for administrators to attend meetings or travel to or from the meeting site on weekends. Days used for this purpose will be considered duty days and an appropriate modification of the work year should be made by mutual agreement between the administrator and supervisor.~~

~~Administrators may carry forward up to 25 vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the school year. At the time of separation from the district, the administrator will be paid for any remaining unused vacation days, based upon an accrual at the time of separation. In unusual circumstances, additional carryover may be approved by the Superintendent.~~

### **2.2 - Holidays**

~~During the employee's duty year, an employee is entitled to paid holidays each calendar year as designator by the Employer. Administrators have 11 holidays each fiscal year as designated by the Employer.~~

### **2.3 - Compensatory Time**

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~~Administrators may request, or be requested to exchange days worked outside the contracted weeks for vacation days during the contracted weeks. This exchange requires the approval of the supervisor and the administrator.~~

### 2.3 Vacation

In general, a full-time, full-year employee receives 25 vacation days annually. This provision may be prorated based upon an employee's work year. The appendices to the guidebook contain exceptions to this general statement. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

A full-time, full-year employee may carry forward up to 25 vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee who provides proper notice, as determined by the Employer, when leaving employment or has the employee's yearly contract non-renewed will received remaining unused vacation days, based upon an accrual at the time of employment termination.

### 2.4 Attendance at Conference on Weekends

When attending conventions or other professional meetings as requested by the Employer, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur.

### ~~2.4 — Strikes and Emergency Closings~~

~~If the school year is extended due to a strike or work stoppage by other employees, administrators who are required by the Employer to perform duties beyond their contracted number of days will receive compensation on a per diem basis for the performance of these duties.~~

### ~~3.2.5 — **CALCULATION OF DAILY RATE OF PAY**~~

~~To determine an employee administrator's daily rate of pay, the employee's annual base salary is divided by 2294 days.~~

### ~~3. — **TAX-DEFERRED MATCHING CONTRIBUTION PLAN**~~

~~An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections:~~

#### ~~3.1 — Matching Salary Deduction~~

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~~The Employer contribution is not payable unless the administrator authorizes a matching salary reduction up to the amount he or she is eligible to receive under Subsection 3.3.3.~~

### ~~3.2 — Employer Contribution~~

~~The amount of the Employer contribution will be up to two percent of the administrator's annual base salary with a maximum Employer contribution of \$3,000 per year. If a change in training for the administrator is approved after the school year begins, the two percent will be adjusted to include the additional salary, up to the maximum allowed. If subsequent agreements are settled after the school year begins, the two percent will be adjusted to include any additional raise in the administrator's salary, up to the maximum allowed.~~

### ~~3.3 — Administrator and Employer Contribution~~

~~The Employer contribution and matching administrator contribution will be made to a district approved company of the administrator's choice, subject to Subsection 3.3.1. The administrator is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.~~

### ~~3.4 — Special Situations~~

~~Administrators on sabbatical leave are eligible to participate in the tax-deferred matching contribution plan. Administrators on other types of leave are not eligible to participate in the tax-deferred matching contribution plan.~~

## **4. HEALTH AND WELFARE BENEFITS**

The Employer will provide a full-time employee with administrators the health and welfare benefits as described below and in the appendices to these guidebooks follows. It is understood that the provisions described are general statements of the coverages provided and that the administrator's eligibility of an employer for benefits is governed by the terms of the master insurance contracts ~~in force~~ between the Employer and the insurers providing coverage.

### **4.1 — Life Insurance Benefit**

#### ~~4.1.1 — Basic Group Life Insurance~~

An employee administrator is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's ~~wice~~ his or her basic annual salary rounded up to the next whole thousand. If insurance coverage exceeds \$250,000, the insurance provider may require proof of insurability. The Employer pays the entire premium for this coverage.

#### ~~4.1.2 — Supplemental Coverage~~

An employee administrator may also apply for supplemental coverage in \$10,000 increments up to the employee administrator's basic annual salary. Premiums for this coverage will be paid by the employee administrator through payroll deduction.

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~~An employee~~Administrators who elects electing to take the maximum supplemental coverage will receive an additional ~~of~~ employer-paid supplemental coverage in an amount equal to the ~~employee~~administrator's basic annual salary rounded up to the next whole thousand.

An ~~employee~~administrator may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction.

#### ~~4.24.3~~ Accidental Death and Dismemberment Coverage Insurance Benefit

An ~~employee~~administrator is eligible for accidental death and dismemberment- insurance coverage in an amount equal to four times ~~the employee's~~his or her basic annual salary rounded up to the next whole thousand. - The Employer pays the entire premium for ~~this~~such coverage.

#### ~~4.32~~ Long-Term Disability Insurance Benefit—— Income Protection Insurance

An ~~employee~~ administrator is covered by ~~income protection~~long-term disability insurance in the amount of two thirds (2/3) of the ~~employee~~administrator's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2) if the disabling event occurs after 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the administrator has not received 12 months in benefits, payments ~~will occur~~will occur for 12 months. Long-term disability benefits are available after age 65 according to a schedule set forth in a revised insurance certificate, and the amount of the benefit is coordinated with any Social security benefit. -The Employer pays the entire premium.

An administrator receiving ~~long-term disability~~income protection insurance benefits also remains eligible for the Employer contributions for ~~hospital-medical~~medical insurance.

#### ~~4.43~~ Hospitalization--Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the ~~following amount~~ designated in the applicable appendix s toward the monthly premium of each ~~administrator-full-time employee~~ enrolled in the coverages available.

<b>Type of Coverage</b>	<b>Current 07/01/18</b>	<b>Effective 01/01/19</b>
<b>Single</b>	\$617	\$617
<b>Single + One</b>	\$1314	\$1314
<b>Family</b>	\$1735	\$1735

~~An employee will contribute through payroll deduction, any excess monthly premium over the Employer contribution toward the type of coverage for which the employee is enrolled. In the event an administrator selects a medical insurance plan for which the monthly premium is less than the Employer contribution, the Employer will deposit, into an administrator's health savings plan, the difference between the Employer contribution and the amount of the monthly premium.~~

~~An administrator will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the~~

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~~administrator is enrolled. If the Employer contribution exceeds the insurance premium, any excess will be paid in salary to the employee.~~

#### 4.54 —Dental Insurance

The Employer will provide a dental insurance program for full-time ~~administrators~~employees. Participation in this program is voluntary. The Employer will contribute up to the ~~following amounts~~amount designated in the applicable appendices toward the monthly premium for each ~~administrator-employee~~ enrolled in the coverages available.

<b>Type of Coverage</b>	<b>Effective 07/01/18</b>
<b>Single</b>	\$40
<b>Single + One</b>	\$75
<b>Family</b>	\$124

An ~~employee~~administrator enrolled in the program will contribute through payroll deduction, any excess of monthly premium over the Employer contribution toward the type of coverage for which the ~~administrator-employee~~ is enrolled.

#### 4.6 Flexible Benefits Plan

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however that an employee meets all other requirements for eligibility set forth in the Plan.

## **5. PROFESSIONAL EXPENSES**

### 5.1 —Automobile Travel Reimbursement

Approved mileage for travel outside the district is reimbursed at the current IRS mileage rate established by the Employer. When an employee is requested to represent the ~~district~~Employer at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

### 5.2 Meetings in Pursuit of ~~District~~Employer Interests

The Employer will reimburse an ~~administrator-employee~~ for necessary expenses incurred while attending authorized meetings representing the interests of the district.

### 5.3 Professional Meetings

The Employer will reimburse an ~~administrator-employee~~ for necessary expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars and institutes. See also Section 6.6, Policy on Reimbursable Convention Expenses, and School Board policies. 6.6 Professional Leave

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Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. -This professional leave must be approved in advance by the Superintendent or his/her authorized representative designee. See also Section 5.3.

#### 5.4 Membership in Professional Organizations

An administrator's membership in professional organizations may enhance his or her the employee's ability to exercise educational leadership within the districtEmployer. When the Employer requests an administrator-employee to belong to a professional organization, either for a specific school-fiscal year or on a continuing basis, the Employer will reimburse the administrator-employees for fees associated with the membership paid by the Employer. The Superintendent will notify an administrator in writing of eligibility for reimbursement.

The Employer will may pay the membership dues for one approved national organization and one approved state organization for each administrator. An approved list of professional organizations will be jointly determined by the administrative committee on policies and procedures.

#### 5.5 Technology Allowance

An employee will be eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400 or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carry over this allowance, up to \$2000.

Use of funds may include but are not limited to hardware/software for professional use that will mutually benefit the district and employee.

The technology allowance will not be distributed in salary or payout to an employee.

#### 5.5 Tuition Reimbursement

If the Employer requests that an administrator takes a specific course or courses from an academic institution, the Employer will reimburse the administrator for tuition costs. The Superintendent will notify the administrator in writing of the specific course or courses requested by the Employer for which the administrator will be reimbursed. A request may be initiated by the administrator.

### 6. BASIC LEAVES OF ABSENCE ALLOWANCE

#### 6.1 Basic Leave

An administrator receives a one-time basic leave allowance of 35 days in addition to the amount granted below annually. An employee receives Basic leave allowance in the amount of 18 days of basic leave allowance annually on July 1. An employee who is hired or whose employment is terminated will have the basic leave allowance prorated for partial fiscal years of service. Unused basic leave may accumulate without limit. is granted each fiscal year according to the

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following schedule, provided that an administrator has served for a minimum of 20 business days within the fiscal year. Leave not used during the fiscal year may accumulate without limit.

#### 6.1 Basic Leave

6.1.1 Employee Illness  
An administrator-employee may use one day of accumulated basic leave for each day of personal illness.

An administrator-employee who has been absent may be required to present a statement to the Director of Human Resources-human resources department from a physician verifying an illness and certifying that the administrator-employee has recovered sufficiently to return to his or her to the employee's normal duties. -An administrator-employee absent more than five consecutive working days may be required to present this certification. If the Employer requires a certification for an absence of less than six days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five consecutive working days, an administrator will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

#### 6.1.2 Family Illness or Bereavement Leave

#### 6.3 Family Illness or Bereavement Leave

An administrator-employee may use accumulated basic leave provided for absences due to an illness or injury to the administrator-employee's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use accumulated basic leave for the administrator-employee's own illness or injury. A "dependent child" means a child under 18 years of age or a child under age 20 who is still attending secondary school.

For necessary absence because of illness or death in the immediate family, an administrator-employee may deduct up to five days per incident a reasonable amount of days per incident from accumulated basic leave at no salary deduction. The immediate family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or any relative or non-relative living in the household of the administrator others required by state law. When a physician certifies that in-home care is essential because of illness or injury of an administrator-employee's spouse, the administrator-employee may deduct up to 15 days from accumulated basic leave with no salary deduction.

For necessary absence because of illness or death in the close family or friends, an administrator-employee may deduct up to three days a reasonable number of days per incident from accumulated leave at no salary deduction. per incident from accumulated basic leave at no salary deduction. The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.

For necessary absence because of the death of friends or relatives outside the immediate or close family, an administrator may deduct up to two days from accumulated basic leave at no salary deduction. An administrator may, without deduction from pay or sick leave, attend local funerals when the absence involves approximately two hours.

#### 6.1.34 Personal Business Leave

Approved:

For necessary absence required for the transaction of personal business that cannot be completed outside business hours outside normal work hours, up to four days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the administrator employee's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or his/her authorized representative.

#### 6.1.45 Religious Observance Leave

Up to three days leave are available to an administrator employee for required religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an employee administrator's accumulated basic leave. Notification must be submitted to the Superintendent, in writing, at least three days prior to such absence.

#### 6.1.5 Basic Leave Coordination with Workers Compensation Benefits

Basic leave benefits are coordinated with any other received workers compensation benefits, received by an administrator from Workers' Compensation or other sources paid for, in whole or in part, by the Employer, so that **the total pay received by an employee administrator from all sources does not exceed the administrator employee's regular daily rate of pay.** The employee administrator's basic leave will be deducted the amount necessary to bring the administrator employee to his or her regular daily rate of pay.

If the administrator has exhausted employee exhausts the employee's his or her **accumulated basic leave, the administrator employee is entitled only to the workers compensation benefits** available from sources other than basic leave.

#### 6.2 Disaster Leave Sick Leave Pool

A sick leave pool for employees who exhausted their basic leave has been established. To access this pool, contact the human resources department for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier. For the duration of the contract, refer to the Sick Leave Pool Memorandum of Understanding which supersedes this section upon the establishment of the Sick Leave pool. The Employer will provide disaster leave coverage for an administrator who has exhausted accumulated basic leave days prior to the commencement of income protection insurance benefits. An administrator becomes eligible for disaster leave coverage after the administrator has been continuously disabled and unable to work for 15 consecutive business days, as certified by a physician. Disaster leave payments begin on the first business day following the last day of basic leave payment, and continues only for the period during which the administrator remains continuously disabled and unable to work.

#### 6.3 Parenting Leave

Approved:

Disaster leave payments will cease in any event after the 65<sup>th</sup> duty day of absence. An employee may be granted a full-time leave of absence without pay for a period of up to 12 months for the purpose of providing care for a newborn or newly-adopted child or children. Whenever possible, written application for such leave will be submitted to the human resources department at least four months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified. Following return to work, the employee will be credited with the amount of the employee's unused basic leave.

An employee on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the selected insurance coverage. Premium payments must be received by the district's insurance administrator at least one month in advance.

Any period of parenting leave taken under this provision is used simultaneously with any applicable period of leave for which the employee is eligible under state and federal leave acts.

### 6.3 Family Illness or Bereavement Leave

~~An administrator may use accumulated basic leave for absences due to an illness or injury to the administrator's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use accumulated basic leave for the administrator's own illness or injury. A "dependent child" means a child under 18 years of age or a child under age 20 who is still attending secondary school.~~

~~For necessary absence because of illness or death in the immediate family, an administrator may deduct up to five days per incident from accumulated basic leave at no salary deduction. The immediate family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or any relative or non-relative living in the household of the administrator. When a physician certifies that home care is essential because of illness or injury of an administrator's spouse, the administrator may deduct up to 15 days from accumulated basic leave with no salary deduction.~~

~~For necessary absence because of illness or death in the close family, an administrator may deduct up to three days per incident from accumulated basic leave at no salary deduction. The~~

Approved:

~~close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.~~

~~For necessary absence because of the death of friends or relatives outside the immediate or close family, an administrator may deduct up to two days from accumulated basic leave at no salary deduction. An administrator may, without deduction from pay or sick leave, attend local funerals when the absence involves approximately two hours.~~

#### 6.4 Personal Business Leave

~~For necessary absence required for the transaction of personal business that cannot be completed outside business hours, up to four days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the administrator's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or his/her authorized representative.~~

#### 6.5 Religious Observance Leave

~~Up to three days leave are available to an administrator for required religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an administrator's accumulated basic leave. Notification must be submitted to the Superintendent, in writing, at least three days prior to such absence.~~

#### 6.6 Professional Leave

~~Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or his/her authorized representative. See also Section 5.3.~~

#### 6.47 Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an employee administrator not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or his/her authorized representative designee.

#### 6.8 Incentive Leave

The Employer will grant one unrestricted incentive leave day with pay to an administrator who completed the full prior school year without using any basic leave allowance for personal sick leave or family leave or personal business leave, as provided for in Sections 6.1, 6.2, 6.3, and 6.4 of this Agreement. This incentive leave day may be used upon three days of written notice to the Superintendent. This incentive leave day may not be accumulated from one year to the next.

#### 6.59 Judicial Leave

Approved:

An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

## ~~7. LONG TERM LEAVES~~

### 7.1 Sabbatical Leave

~~Sabbatical leave for study or professional improvement may be approved for an administrator who has been continuously employed in the district for six or more full school years, of which at least three years must be in an administrative position. Applicants with a Master's Degree or training beyond the Master's Degree must submit for prior approval a detailed summary of plans for study, research, and/or travel. Applications must be submitted between September 15 and December 15 for a sabbatical leave for the next fiscal year.~~

~~The Employer may post a request for sabbatical applications relating to school district initiatives. The Employer will seek qualified applicants with an interest in the topic to consider applying for the sabbatical opportunity. This interest may coincide with an administrator's graduate course work and/or final projects.~~

#### 7.1.1 Full Time Sabbatical Leave

~~A full-time sabbatical leave will be for one contract year and compensated for in the following manner:~~

<del>Years of Service in the District*</del>	<del>Percentage of Base Salary Paid by the Employer</del>
<del>7th year</del>	<del>50%</del>
<del>8th year</del>	<del>60%</del>
<del>9th year</del>	<del>65%</del>
<del>10th year</del>	<del>70%</del>
<del>11th year</del>	<del>75%</del>

~~\* Years of service or the number of years since the expiration of an administrator's last sabbatical leave.~~

~~The percent of base salary paid by the Employer is based on the full-time salary the administrator would receive if not on sabbatical leave. An administrator's compensation from grants, aids, and Employer payment while on sabbatical is limited to the administrator's base salary but for the sabbatical.~~

~~If an administrator's compensation from grants, aids, G.I. Bill and Employer payment while on sabbatical is in excess of the administrator's base salary but for the sabbatical, then the Employer's payment will be reduced by the amount in excess of the administrator's base annual salary. Salary received by the administrator for services performed while on sabbatical leave, such as assistantships, is not included under an administrator's compensation as described above.~~

~~An administrator on sabbatical leave remains eligible, upon request, for participation in all insurance programs available under this~~

Approved:

~~Agreement. The Employer contribution toward insurance coverage is prorated by the same percentage as the percentage of the administrator's base salary paid by the Employer while on sabbatical, as noted in the above table. An administrator electing to continue insurance coverage while on sabbatical leave will contribute, through payroll deduction, any excess premium over the Employer's contribution.~~

#### 7.1.2 Half-Time Sabbatical Leave

~~Full-time administrators may apply for a half-time sabbatical leave. This type of leave is granted on a half-time basis at full pay for the contract year. Half-time service is defined as equivalent to half the number of weeks in the regular contract. The minimum length of service in the school district to qualify is the same as that for a full-time sabbatical.~~

#### 7.1.3 Sabbatical Leave Candidate Selection

~~The following factors should be considered in determining which qualified applicants should receive sabbatical leave if there are more applicants than leaves available:~~

~~The primary objective should be to improve an administrator's competence in his or her present positions or to achieve proficiency in an area where the district has determined a need exists for a specific competency.~~

~~An administrator who is subject to reassignment due to reduction or discontinuation of positions may benefit from a sabbatical leave to retrain himself or herself to better serve the district in subsequent years.~~

~~It should be reasonably possible to provide a replacement for the year that the administrator is on sabbatical leave.~~

~~An administrator who has previously been granted a sabbatical as an administrator, or is applying for a travel leave without a plan of graduate study, will not be considered for selection unless there are no other qualified applicants.~~

~~After the above factors have been considered, if two or more candidates are considered equal, leave will be granted on the basis of seniority in the district.~~

~~Selection for sabbatical leave is on the condition that the administrator returns to the school district for a period of at least one school year following the sabbatical leave. The final recommendation for approval of sabbatical leave is made by the Superintendent.~~

#### 7.1.4 Number of Leaves

~~One sabbatical leave for administrators may be approved each contract year.~~

~~An approved sabbatical leave may be rescheduled for good cause to another mutually agreeable time period.~~

#### 7.2 Long-Term Leaves of Absence Without Pay

Approved:

~~A long-term leave of absence without pay may be requested. The granting or denial of such requests is at the discretion of the Employer. In order to be eligible for such leave, an administrator must have completed three fiscal years of service with the Employer.~~

~~All long-term leaves of absence, except for health reasons, must be requested prior to March 1, and if approved by the Employer, will be for a period of one fiscal year, except that a leave of absence for health reasons will be for an initial period of the remainder of the fiscal year in which the leave begins. An administrator on a long-term leave must notify the Superintendent by March 1 of each fiscal year that (1) he or she intends to return at the beginning of the next fiscal year, or (2) request a renewal of the long-term leave without pay. Failure of the administrator on long-term leave of absence without pay to notify of the intent to return or renew is considered a resignation by the administrator. Each renewal of a long-term leave of absence will be for a period of one year. No long-term leave may be renewed more than twice.~~

~~An administrator granted a long-term leave of absence will be returned to employment at the end of the leave of absence to a position for which the administrator is licensed. In the event the administrator's leave is renewed, the administrator will be returned to employment at the end of the leave provided there is a vacant position for which the administrator is licensed and qualified. Failure to return upon expiration of leave of absence will result in termination of employment.~~

~~An administrator on a long-term leave of absence remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the Employer's insurance administrator at least one month in advance.~~

~~No administrator will be granted experience credit while on a long-term leave of absence.~~

### 7.3 Parent Leave

~~An administrator is granted a leave of absence without pay for a period of up to 12 months for the purpose of providing full-time care for a newborn or newly adopted child or children. Whenever possible, written application for the leave will be submitted to the Director of Human Resources at least four months prior to the expected commencement of the leave.~~

~~Parent leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an administrator, parent leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parent leave without pay has started, accumulated basic leave pay is no longer available for the remainder of the leave without pay.~~

~~Additionally, in the case of adoptions, by mutual agreement between the Employer and the administrator, an administrator may use up to and including 25 days of accumulated basic leave prior to the adoption to fulfill requirements of the adoption. These days may include, but are not limited to, pre-adoption consultation, legal counsel, legal proceedings and naturalization proceedings. These days need not be consecutive.~~

~~An administrator may use up to and including five days of accumulated basic leave after the birth of a child or after an adoption.~~

Approved:

~~In approving a parent leave of absence, the Employer will confirm to the administrator approval of the leave, including the date on which the parent leave will end. An administrator may return to work prior to the date designated in the approved parent leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.~~

~~An administrator returning from parent leave will be returned to the position held when placed on leave, or if not available, to any other position for which such administrator is licensed and qualified, subject to approval of physician certifying the return and to the discontinuance of position provisions incorporated in this Agreement. Following return to duty, the administrator will be credited with the amount of his or her unused basic leave.~~

~~An administrator on parent leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the district's insurance administrator at least one month in advance.~~

~~All administrative applicants must complete and return the Family Medical Leave application forms. Any period of parent leave taken under this provision must be used simultaneously with any period of leave for which the administrator is eligible under the Family Medical Leave Act.~~

## **7%. RETIREMENT AND RETIREMENT PLANNING**

### **78.1 — Benefits Continuations Insurance**

#### **8.1.1**

A. Eligibility. In order to be eligible to continue the benefits defined in this Section 7.1.1, an employee must: (1) have a minimum of 10 full years of service; (2) be employed full-time at the time of separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.

B. Benefit Continuation. An employee who meets the eligibility in Section 7.1.1 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the employee's expense until the employee reaches Medicare eligibility.

~~A full-time administrator resigning after age 50 with a minimum of 10 full years of service is eligible to continue, at the administrator's own expense, participation in the Employer's group insurance programs for life, dental, and medical insurance until the administrator's full retirement age as defined by the U.S. Department of Health and Human Services or the administrator's death whichever occurs first. Continued participation by an administrator, at the administrator's own expense, between the full retirement age and age 70, may be available from some carriers. Conversion to an individual medical insurance policy is available at full retirement age.~~

Approved:

~~Between the Controller, Human Resource Manager, Director of Buildings and Grounds, and Strategic Planner and Analyst, and Independent School District 273, Edina Public Schools~~

~~This Memorandum of Understanding ("MOU") is entered into by and between the Controller, Human Resource Manager, Director of Buildings and Grounds, and Strategic Planner and Analyst and Independent School District 273, Edina Public Schools (the "District"). The purpose of this MOU is to establish the amount the District will contribute to the Health Reimbursement Account ("HRA") for administrators ("Employees"). The effective date of this MOU is July 1, 2015.~~

~~Controller, Human Resource Manager, Director of Buildings and Grounds,  
Strategic Planner and Analyst~~

~~For Employees hired after August 1, 2013:~~

- ~~1. The District shall make an annual contribution into an HRA in accordance with Schedule A for the first ten (10) years of an Employee's tenure with the District, with a possible total District contribution of up to \$65,000 throughout an Employee's career.~~
- ~~2. The funds contributed by the District and placed in an HRA for Employees hired after August 1, 2013, shall not vest with the Employee until they have served seven (7) consecutive years With the District. Upon an Employee's departure from the District, any funds that have not vested shall revert back to the District.~~
- ~~3. The District shall retain control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The District shall remain responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which~~
- ~~4. The District shall deposit the appropriate amount of money into the HRA by June 30 of the completed year of service. The District's first payment into the HRA shall be by June 30, 2016.~~

<del>Schedule A (Employees hired after 8/1/2013)</del>	
<del>Year 1</del>	<del>\$1,000</del>
<del>Year 2</del>	<del>\$1,000</del>
<del>Year 3</del>	<del>\$1,000</del>
<del>Year 4</del>	<del>\$1,000</del>
<del>Year 5</del>	<del>\$3,500</del>
<del>Year 6</del>	<del>\$3,500</del>
<del>Year 7</del>	<del>\$7,500</del>
<del>Year 8</del>	<del>\$11,500</del>
<del>Year 9</del>	<del>\$15,500</del>
<del>Year 10</del>	<del>\$19,500</del>

Approved:

~~For employees hired after July 1, 2010 and on or before August 1, 2013:~~

- ~~1. The District shall make an annual contribution into an HRA in accordance with Schedule B for the next eight (8) years of an Employee's employment with the District, with a possible total District contribution of up to \$65,000 throughout an Employee's career.~~
- ~~2. The funds contributed by the District and placed in an HRA for the Employees hired after July 1, 2010 and on or before August 1, 2013, shall not vest with the employee until the fifth (5<sup>th</sup>) consecutive year of contribution. Upon an Employee's departure from the District, any funds that have not vested shall revert back to the District.~~
- ~~3. The District shall retain control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The District shall remain responsible to invest any funds and pay any associated fees until the funds vest with the \_\_\_\_\_ Employee, at which point these responsibilities shall be transferred to the Employee.~~
- ~~4. The District shall deposit the appropriate amount of money into the HRA by June 30 of the completed year of service. The District's first payment into the HRA shall be June 30, 2016.~~

<del>Schedule B (Employees hired after 7/1/2010 and before 8/1/2013)</del>		
<del>Year 1</del>	<del>\$1,000</del>	
<del>Year 2</del>	<del>\$2,000</del>	
<del>Year 3</del>	<del>\$3,000</del>	
<del>Year 4</del>	<del>\$4,000</del>	
<del>Year 5</del>	<del>\$5,000</del>	<del>Vested</del>
<del>Year 6</del>	<del>\$10,000</del>	
<del>Year 7</del>	<del>\$15,000</del>	
<del>Year 8</del>	<del>\$25,000</del>	

~~8.1.3 Retiree Life Insurance~~

~~An administrator who retires after age 55, qualifies for the early retirement payments under Section 8.2.1, and has worked at least 20 years as an employee in an accredited institution of education, or for other governmental employers, may select one of the following life insurance continuation options:~~

~~Option 1: \$50,000 of paid life insurance. To qualify for \$50,000 of coverage through age 89, an administrator must have \$50,000 or more in basic life insurance immediately prior to retirement and maintain at least \$50,000 of coverage during retirement until age 65. When the retiree reaches age 65, \$50,000 of coverage will remain in force with no further premiums payable through age 89.~~

~~Option 2: The employee may continue any coverage in force until age 70 by continuing to pay the full premium.~~

~~8.2 Early Retirement Payments~~

Approved:

### ~~8.2.1 Eligibility~~

~~To be eligible for the early retirement payments described below, an employee must be retiring after age 50 and have been a full-time employee of Edina Public Schools for a minimum of ten full years.~~

### ~~8.2.2 Deadline for Application~~

~~Application for the early retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer, in its sole discretion, may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.~~

### ~~8.2.3 Distribution of Early Retirement Payments~~

~~An administrator eligible for the early retirement payments will receive payment in two installments. The first payment will be on the last day of the month the administrator retires in an amount equal to two thirds (2/3) of the early retirement incentive payment amount. The remaining one third (1/3) will be paid the following January 15.~~

~~If an administrator applied for mid-year retirement, as defined above, the amount of early retirement payments are based on the last full fiscal year of employment.~~

~~The early retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the administrator's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the administrator's account with Minnesota State Retirement System's Health Care Savings Plan.~~

### ~~8.2.4 Calculation of Early Retirement Incentive Payment~~

~~An eligible administrator will receive an early retirement incentive payment based on 48 weeks and 120 days. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.~~

### ~~8.2.5 Calculation of Basic Leave Conversion Payment~~

~~In addition to the Early Retirement Incentive Payment, an eligible administrator will receive a basic leave conversion for unused basic leave days at a maximum of 83 days. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days in the table below, multiplied by the daily rate of pay for the administrator. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.~~

### ~~8.3 Employer Contribution to the Health Care Savings Plan~~

Approved:

~~A full-time administrator retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator's accumulated unused basic leave days in excess of 140 days as of the date of retirement. A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan must not exceed the administrator's last full-year salary.~~

## 7.2 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections.

7.2.1 Matching Salary Deduction: The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount the employee is eligible to receive under Subsection 7.2.2.

7.2.2 Employer Contribution: The amount of the Employer contribution will be up to percentage designated in the applicable appendix of the administrator's annual base salary with a maximum Employer contribution defined in the appendix.

7.2.3 Employee and Employer Contribution: The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to this section. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

## ~~9. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE~~

~~Administrators will be eligible for up to \$250 per administrator for professional development/technology allowance per year. In order to receive the allowance of \$250 or a portion thereof, the employee must apply and receive prior approval from his or her supervisor. The administrator may carry over this allowance, up to \$2000.~~

~~Use of funds may include:~~

- ~~1. Conventions, seminars, workshops (registration, travel, meals and accommodations);~~
- ~~2. Tuition and materials for training or graduate courses;~~
- ~~3. Hardware/software for professional use that will mutually benefit the district and administrator; or~~
- ~~4. Dues for professional education organizations not presently paid by the district.~~

~~The allowance will not be distributed in salary or payout to any current or past administrator.~~

## ~~10. DURATION AND RENEGOTIATION OF AGREEMENT~~

Approved:

~~10.1 — Duration~~

~~———— This Guidebook will become effective July 1, 2018, and will continue in full force and effect to and including June 30, 2020.~~

~~10.2 — Effect of Agreement~~

~~———— Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.~~

~~11. — DOCUMENT AUTHORIZATION~~

~~IN WITNESS WHEREOF, the parties have signed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2018.~~

~~FOR \_\_\_\_\_ FOR  
THE GUIDEBOOK OF PROFESSIONAL EMPLOYMENT INDEPENDENT SCHOOL DISTRICT 273~~

~~\_\_\_\_\_  
Controller Director of Human Resources~~

~~\_\_\_\_\_  
Director of Buildings and Grounds Director of Business Services~~

~~\_\_\_\_\_  
Human Resources Manager~~

~~\_\_\_\_\_  
Strategic Planner & Analyst~~

Approved:

ADMINISTRATIVE SALARY STRUCTURE

Year in Position Effective July 1, 2016, a year in the position is defined as commencement of position duties prior to January 1.

Longevity Differential An administrator who has worked in the Edina Public Schools for more than ten years will receive an increase of \$1,000 to his or her annual salary each year.

Performance Based Pay Incentive An administrator who has successfully achieved his or her goals and has met the criteria established by the joint Council and Employer performance pay incentive committee will receive up to \$2,150.00 added to his or her annual salary.

Stipend An administrator, who has a doctorate degree, will receive \$2000 annually which will be added to his or her annual salary.

Health Insurance Contribution towards Employer's Insurance:

<u>Type of Coverage</u>	<u>Effective 07/01/20</u>	<u>Effective 01/01/21</u>
Single	\$617	\$625.92
Single + One	\$1314	\$1342.88
Family	\$1735	\$1764.06

Dental Insurance Contribution towards Employer's Insurance:

<u>Type of Coverage</u>	<u>Effective 07/01/20</u>
Single	\$40
Single + One	\$75
Family	\$121

New Hire, Basic Leave Allotment: A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to any amount provided for a given fiscal year.

Performance Based Pay Incentive: An administrator employee who has successfully achieved his or her the employee's goals set with the supervisor and has met the criteria established by the joint Council and Employer performance pay incentive committee will receive up to \$2,150.00 added to his or her annual salary.

~~2018-2020 Salary Schedule~~

**Controller — 48 weeks**

<u>Steps</u>	<u>2018-19 Salary</u>	<u>2019-20 2020-21 Salary</u>
1	\$ 89,334	\$ 91,121
2	\$ 94,917	\$ 96,815
3	\$ 100,500	\$ 102,510
4	\$ 106,084	\$ 108,206
5	\$ 111,667	\$ 113,900

**Human Resources Manager — 48 weeks**

<u>Steps</u>	<u>2018-19 Salary</u>	<u>2019-20 Salary</u>
1	\$ 88,380	\$ 90,148
2	\$ 93,904	\$ 95,782
3	\$ 99,429	\$ 101,418
4	\$ 104,952	\$ 107,051
5	\$ 110,475	\$ 112,685

Approved:

**Director of Buildings and Grounds —48 weeks**

Steps	2018-19 Salary	2019-20 Salary
1	\$97,564	\$ 99,515
2	\$103,662	\$105,735
3	\$109,760	\$111,955
4	\$115,858	\$118,175
5	\$121,956	\$124,395

**Strategic Planner and Analyst —48 weeks**

Steps	2018-19 Salary	2019-20 Salary
-	-	-
1	\$125,772	\$128,287
2	\$126,842	\$129,379
3	\$127,913	\$130,471
4	\$128,983	\$131,563
5	\$130,054	\$132,655
6	\$131,122	\$133,744
7	\$133,264	\$135,929

**RETIREMENT BENEFITS**

Employer's maximum contribution towards tax-deferred matching contribution: \$4250

Employer's match towards tax-deferred matching contribution: 3%

HRA Contribution, For Employees hired after August 1, 2013:

The Employer will make annual contributions into an HRA for 10 years in accordance with Schedule A for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remained responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30<sup>th</sup> of the completed year of service. If the employee was employed prior to June30, 2016. The Employer's first payment into the HRA was June 30, 2016.

<u>Schedule A (Employees hired after 8/1/2013)</u>	
<u>Year 1</u>	<u>\$1,000</u>
<u>Year 2</u>	<u>\$1,000</u>
<u>Year 3</u>	<u>\$1,000</u>
<u>Year 4</u>	<u>\$1,000</u>
<u>Year 5</u>	<u>\$3,500</u>
<u>Year 6</u>	<u>\$3,500</u>

Approved:

Year 7	\$7,500
Year 8	\$11,500
Year 9	\$15,500
Year 10	\$19,500

**HRA Contribution, For Employees hired before August 1, 2013:**

The Employer will make annual contributions into an HRA for 8 years in accordance with Schedule B for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the fifth consecutive year of contribution. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remained responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30th of the completed year of service. The Employer's first payment into the HRA was June 30, 2016.

<u>Schedule B (Employees hired before August 1, 2013)</u>		
Year 1 - June 30, 2016	\$1,000	
Year 2 - June 30, 2017	\$2,000	
Year 3 - June 30, 2018	\$3,000	
Year 4 - June 30, 2019	\$4,000	
Year 5 - June 30, 2020	\$5,000	Vested
Year 6 - June 30, 2021	\$10,000	
Year 7 - June 30, 2022	\$15,000	
Year 8 - June 30, 2023	\$25,000	

**Retirement Payments Benefit: s**

Eligibility: To be eligible for the early-retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

Distribution of Retirement Payments (Payment 1 and Payment 2): -An administrator employee eligible for the early-retirement payments will receive payment in two installments. -The first payment will be on the last day of the month the administrator employee retires in an amount equal to two-thirds (2/3) of the early-retirement incentive payment amount. The remaining one-third (1/3) will be distributed paid the following January 15.

If an employee administrator applied for mid-year retirement, as defined above, the amount of early-retirement payments are based on the last full fiscal year of employment.

The early-retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the administrator employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited

Approved:

into the administrator employee's account with Minnesota State Retirement System's Health Care Savings Plan.

—Calculation of Early Retirement Incentive Payment (Payment 1): An full-time eligible administrator employee will receive an early retirement incentive payment of based on 48 weeks and 120 days. The number of duty weeks and the daily rate of pay is are calculated from the last year of full-time service.

—8.2.5 Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible administrator employee will receive a basic leave conversion for unused basic leave days to at a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed the maximum 83 number of days in the table below, multiplied by the employee's daily rate of pay for the administrator. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.

Employer Contribution to the Health Care Savings Plan: A full-time administrator employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan must not exceed the administrator employee's last full year salary.

Approved:

APPENDIX B – Community Educator Coordinators

<u>Coordinator</u>	
<u>Steps</u>	<u>2020-21 Salary</u>
<u>1</u>	<u>83,504</u>
<u>2</u>	<u>86,782</u>
<u>3</u>	<u>90,061</u>
<u>4</u>	<u>93,339</u>
<u>5</u>	<u>96,619</u>
<u>6</u>	<u>99,898</u>

Health Insurance Contribution towards Employer's Insurance:

<u>Type of Coverage</u>	<u>Effective 07/01/20</u>	<u>Effective 01/01/21</u>
<u>Single</u>	<u>\$504.99</u>	<u>\$560.00</u>
<u>Single + One</u>	<u>\$881.61</u>	<u>\$930.00</u>
<u>Family</u>	<u>\$1130.92</u>	<u>\$1200.00</u>

Dental Insurance Contribution towards Employer's Insurance:

<u>Type of Coverage</u>	<u>Effective 07/01/20</u>
<u>Single</u>	<u>\$37.67</u>
<u>Single + One</u>	<u>\$44.56</u>
<u>Family</u>	<u>\$65.78</u>

Performance Based Pay Incentive: An employee who has successfully achieved the employee's goals set with the supervisor may receive up to \$1,200.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

RETIREMENT BENEFITS

Employer's maximum contribution towards tax-deferred matching contribution: \$2000

Employer's match towards tax-deferred matching contribution: 2%

Approved:



DEFINING EXCELLENCE

Board Meeting Date: 11/9/2020

**TITLE: Expenditures Payable 10-01-20**

**TYPE: Consent**

**PRESENTER(S):** John Toop, Director of Business Services

**BACKGROUND:**

01	General Fund	\$2,596,529.82
02	Food Service Fund	\$67,732.10
04	Community Service Fund	\$28,290.15
06	Construction	\$2,581,781.60
	Long Term Facility Maintenance	
	Technology	
07	Debt Redemption Fund	\$0.00
12	Construction -2015 Building Bond	\$0.00
20	Internal Service - Dental Self Insurance	\$0.00
50	Student Activities	\$0.00
	Total Expenditures	\$5,274,333.67

**RECOMMENDATION:** It is recommended that the Board approve the payment of expenditures as appended.

**PRIMARY ISSUE(S) TO CONSIDER:** None

**ATTACHMENTS:**

1. October Check Register

SELECTION CRITERIA: transact.yr='21' and transact.period='4'  
 ACCOUNTING PERIOD: 5/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	375659	V 03/11/20	26064	BAYADA HOME HEALTH	01005416723000	394	NURSING ON BUS	0.00	-140.00
A101.00	375659	V 03/11/20	26064	BAYADA HOME HEALTH	01005416723000	394	NURSING ON BUS	0.00	-240.00
A101.00	375659	V 03/11/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING DURING DAY	0.00	-480.00
A101.00	375659	V 03/11/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING DURING DAY	0.00	-1,815.00
A101.00	375659	V 03/11/20	26064	BAYADA HOME HEALTH	01005416723000	394	NURSE ON BUS	0.00	-540.00
A101.00	375659	V 03/11/20	26064	BAYADA HOME HEALTH	01005416723000	394	NURSE ON BUS	0.00	-1,487.50
TOTAL CHECK									-4,702.50
A101.00	378459	V 09/23/20	00488	AMSD	01020211000000	820	MEMBERSHIP	0.00	-40.00
A101.00	378654	10/07/20	23145	AFFINITECH INC.	01005630154000	530	DOWN PMT-CC/CS/HL	0.00	200,000.00
A101.00	378655	10/07/20	21968	ALL STRINGS ATTACHE	01005258000250	350	NEW STRINGS FOR BAS	0.00	130.50
A101.00	378656	10/07/20	14659	ALLEGRA	01533203000000	430	OUTSOURCED BOUND PR	0.00	7,205.40
A101.00	378658	10/07/20	05628	AUTO PLUS/UNI-SELEC	010099760720000	402	LED TEST 7 BLADE	0.00	12.22
A101.00	378658	10/07/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	4 FLAT UNIVERSAL	0.00	19.54
A101.00	378658	10/07/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	4 FLAT UNIVERSAL	0.00	19.54
A101.00	378658	10/07/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	POWER TAILLIGHT	0.00	35.05
TOTAL CHECK									86.35
A101.00	378660	10/07/20	12067	BARNES & NOBLE INC	01005211302000	460	PRE AP HISTORY BOOK	0.00	1,159.20
A101.00	378661	10/07/20	24971	BATTERIES R US	01005865363000	401	BATTERIES-F/SEC PAN	0.00	59.98
A101.00	378661	10/07/20	24971	BATTERIES R US	01005865363000	401	FIRE PANEL BATTERIE	0.00	139.98
A101.00	378661	10/07/20	24971	BATTERIES R US	01005865363000	401	FIRE/SEC PANEL BATTE	0.00	179.94
A101.00	378661	10/07/20	24971	BATTERIES R US	01021810000820	401	TOOL CAT (HS) BATTE	0.00	197.99
A101.00	378661	10/07/20	24971	BATTERIES R US	01005865363000	401	FIRE/SEC PANELS BAT	0.00	179.94
A101.00	378661	10/07/20	24971	BATTERIES R US	01009760720000	350	SEALED LEAD SCID 12	0.00	179.86
A101.00	378661	10/07/20	24971	BATTERIES R US	01005865363000	401	BATTERIES-F/SEC PAN	0.00	283.94
A101.00	378661	10/07/20	24971	BATTERIES R US	01009760720000	350	SEALED LEAD ACID AG	0.00	149.98
A101.00	378661	10/07/20	24971	BATTERIES R US	01009760720000	350	SEALED LEAD ACID 12	0.00	479.84
A101.00	378661	10/07/20	24971	BATTERIES R US	01021810000810	401	A/C WALKING TRACK G	0.00	879.96
TOTAL CHECK									3,262.41
A101.00	378662	10/07/20	11462	BLAKE SCHOOL	01021291000254	369	DEBATE ENTRY FEE	0.00	1,760.00
A101.00	378664	10/07/20	01012	BSN SPORTS, LLC	01021292000000	401	BOYS SOCCER UNIFORM	0.00	1,668.00
A101.00	378664	10/07/20	01012	BSN SPORTS, LLC	01021292000000	401	BOYS SOCCER UNIFORM	0.00	65.50
TOTAL CHECK									1,733.50
A101.00	378667	10/07/20	31947	CARNEGIE LEARNING,	01005211302000	460	LIT-TOM SAWYER AE N	0.00	466.00
A101.00	378668	10/07/20	27717	CATALYST SOURCING S	01005110000000	305	PURCH SUPPORT SERVI	0.00	165.00
A101.00	378668	10/07/20	27717	CATALYST SOURCING S	01005110000000	305	SUPP TRACK MON SUBS	0.00	209.99
A101.00	378668	10/07/20	27717	CATALYST SOURCING S	01005110000000	305	ON DEMAND/LOCKER RM	0.00	240.00
TOTAL CHECK									614.99
A101.00	378670	10/07/20	18771	CDW GOVERNMENT	01005630154000	530	QUOTE LPKV181	0.00	19,400.00
A101.00	378671	10/07/20	15058	CENGAGE LEARNING	01005205417000	433	BOOKS FROM CENGAGE	0.00	990.00



SELECTION CRITERIA: transact.yr='21' and transact.period='4'  
 ACCOUNTING PERIOD: 5/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378699	10/07/20	26941	INNOVATIONAL WATER	01021810000000	350	AC COOLING TOWER CH	0.00	586.90
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01021810000810	401	OFFICE SUPPLIES	0.00	75.29
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01009760720000	401	BNDR-WL1385148	0.00	116.55
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01009760720000	401	COPY PAPER-UNV21200	0.00	134.56
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01533050000000	401	CLEAR PLASTIC HOLDE	0.00	110.56
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01005110000000	401	BLANK #10 ENVELOPES	0.00	11.67
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01005110000000	401	PIL31025 G2 PREMIUM	0.00	10.17
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01005110000000	401	PIL31021 G2 PREMIUM	0.00	10.17
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01533030302000	530	FURNITURE FOR NEW K	0.00	4,887.09
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01533030302000	530	ESTIMATED SHIPPING/	0.00	515.17
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01009760720000	401	LEGAL PADS-UNV30630	0.00	15.88
A101.00	378700	10/07/20	20605	INNOVATIVE OFFICE S	01009760720000	401	LEGAL PADS-UNV30630	0.00	5,897.28
A101.00	378702	10/07/20	03488	INSPEC INC	01019865383000	305	SV 2020 REROOF	0.00	1,300.00
A101.00	378702	10/07/20	03488	INSPEC INC	01008865383000	305	DW 2020 REROOF	0.00	4,300.00
A101.00	378702	10/07/20	03488	INSPEC INC	01005865383000	350	DW 2019 REROOF	0.00	350.00
A101.00	378704	10/07/20	30236	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	6,150.00
A101.00	378705	10/07/20	03720	JERRY'S HARDWARE	01526810000000	350	SINK DRAIN REPAIR P	0.00	8.08
A101.00	378705	10/07/20	03720	JERRY'S HARDWARE	01008810000820	401	ND GROUNDS-RETURN	0.00	-252.77
A101.00	378705	10/07/20	03720	JERRY'S HARDWARE	01527810000820	401	CN GROUNDS-FASTENER	0.00	6.29
A101.00	378705	10/07/20	03720	JERRY'S HARDWARE	01008810000820	401	ND GROUNDS-OIL ABSO	0.00	9.89
A101.00	378705	10/07/20	03720	JERRY'S HARDWARE	01021810000000	401	HARDWARE	0.00	21.69
A101.00	378705	10/07/20	03720	JERRY'S HARDWARE	01008810000820	401	ND GROUNDS-OIL ABSO	0.00	247.25
A101.00	378706	10/07/20	12665	JESSEN PRESS INC	01005211151000	401	BLEACHER BARRIERS	0.00	4,020.00
A101.00	378706	10/07/20	12665	JESSEN PRESS INC	01005400000000	401	BUSINESS CARDS	0.00	47.00
A101.00	378706	10/07/20	12665	JESSEN PRESS INC	01021211000000	401	BUSINESS CARDS	0.00	47.00
A101.00	378707	10/07/20	09728	JW PEPPER & SON INC	01021291000250	430	BAND MUSIC	0.00	4,114.00
A101.00	378708	10/07/20	31829	K12 MANAGEMENT INC	01005211154000	530	STD LICENSE-ADD-ON	0.00	169.98
A101.00	378708	10/07/20	31829	K12 MANAGEMENT INC	01005211154000	530	ONLINE MS/HS CRS EN	0.00	1,000.00
A101.00	378709	10/07/20	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	495.00
A101.00	378712	10/07/20	16127	KULLY SUPPLY INC	01527810000000	350	SLOANS SENSOR	0.00	1,495.00
A101.00	378714	10/07/20	27386	LAUER AMY OR PAT	01021211000401	R099	REFUND GR10 PSAT SP	0.00	825.43
A101.00	378715	10/07/20	32741	LAURA KRAJEWSKI	01021211000401	R099	GRADE 10 PSAT SP202	0.00	91.04
A101.00	378716	10/07/20	10090	MACKIN EDUCATIONAL	01005640316000	430	BOOKS FOR HEATHER P	0.00	25.00
A101.00	378716	10/07/20	10090	MACKIN EDUCATIONAL	01005640316000	430	BOOKS FOR HEATHER P	0.00	25.00
A101.00	378716	10/07/20	10090	MACKIN EDUCATIONAL	01005640316000	430	BOOKS FOR HEATHER P	0.00	407.14

SOURCEWELL TECHNOLOGY  
 DATE: 11/02/2020  
 TIME: 14:47:50

EDINA - LIVE  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 4  
 ACTP21

SELECTION CRITERIA: transact.yr='21' and transact.period='4'  
 ACCOUNTING PERIOD: 5/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378720	10/07/20	30024	MENARDS - EDEN PRAI	01021292000000	401	TSCHIDA SUPPLIES	0.00	184.52
A101.00	378720	10/07/20	30024	MENARDS - EDEN PRAI	01009760720000	350	SUPPLIES	0.00	191.71
A101.00	378720	10/07/20	30024	MENARDS - EDEN PRAI	01009760720000	350	CONDUIT	0.00	10.47
TOTAL CHECK									386.70
A101.00	378721	10/07/20	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES	0.00	23.45
A101.00	378722	10/07/20	24523	MESSERLI & KRAMER P 01		L215.13	HW - KN	0.00	199.57
A101.00	378723	10/07/20	20037	METRO ELEVATOR INC	01008810000000	350	SERVICE CALL	0.00	226.00
A101.00	378723	10/07/20	20037	METRO ELEVATOR INC	01008810000000	350	SER CALL: ELEVATOR	0.00	339.00
TOTAL CHECK									565.00
A101.00	378724	10/07/20	22660	MIDWEST BUS PARTS I	01009760720000	402	LENS, DOME LIGHT	0.00	38.27
A101.00	378724	10/07/20	22660	MIDWEST BUS PARTS I	01009760720000	402	AIR SPRING INT. UNI	0.00	18.04
A101.00	378724	10/07/20	22660	MIDWEST BUS PARTS I	01009760720000	402	AIR SPRING INT. UNI	0.00	27.06
A101.00	378724	10/07/20	22660	MIDWEST BUS PARTS I	01009760720000	402	PARTS	0.00	755.02
A101.00	378724	10/07/20	22660	MIDWEST BUS PARTS I	01009760720000	402	WASTEBASKET W/BRACKE	0.00	85.50
TOTAL CHECK									923.89
A101.00	378726	10/07/20	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLD	0.00	1,500.11
A101.00	378727	10/07/20	26048	MN STATE HIGH SCHOO	01021291000291	369	MATH LEAGUE MBRSH	0.00	600.00
A101.00	378729	10/07/20	18489	NCPERS GROUP LIFE I 01		L215.40	EMP W/HOLD: OCT2020	0.00	32.00
A101.00	378730	10/07/20	04661	OFFICE DEPOT INC	01528203000000	401	OFFICE SUPPLIES	0.00	19.90
A101.00	378730	10/07/20	04661	OFFICE DEPOT INC	01528203000000	401	OFFICE SUPPLIES	0.00	40.78
A101.00	378730	10/07/20	04661	OFFICE DEPOT INC	01527203000000	430	TEACHER GENERAL INS	0.00	78.99
A101.00	378730	10/07/20	04661	OFFICE DEPOT INC	01532203000000	430	ON LINE ORDER	0.00	17.86
A101.00	378730	10/07/20	04661	OFFICE DEPOT INC	01532203000000	430	ON LINE ORDER	0.00	35.38
TOTAL CHECK									192.91
A101.00	378731	10/07/20	26001	OLYMPIC COMMUNICATI	01021810000000	401	CLASSROOM CLOCKS	0.00	833.00
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC VISITOR SIDE	0.00	509.85
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC VISITOR SIDE	0.00	510.84
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021296000653	401	XC RACE	0.00	590.00
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	CV ADDITIONAL UNIT	0.00	45.00
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC HOME SIDE	0.00	134.62
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	CV UNIT	0.00	150.12
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC HOME SIDE	0.00	1,252.29
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC HOME SIDE	0.00	1,311.78
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC HOME SIDE	0.00	-82.76
A101.00	378732	10/07/20	20111	ON SITE SANITATION	01021292000000	305	ECC HOME SIDE	0.00	-16.65
TOTAL CHECK									4,405.09
A101.00	378733	10/07/20	05544	OUR LADY OF GRACE	01005204414000	366	ASD101-TITLE PD FUN	0.00	300.00
A101.00	378734	10/07/20	22297	PARALLEL TECHNOLOGI	01532810000000	350	ELEC REPAIR-DOOR 4	0.00	1,090.56
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	19.56

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A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	6,648.96
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	-49.04
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	4.48
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	13.92
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	152.28
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	187.90
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	198.14
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	538.26
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	77.47
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	90.38
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	34.81
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	52.50
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	55.84
A101.00	378736	10/07/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	59.26
TOTAL CHECK									8,084.72
A101.00	378737	10/07/20	32743	PETER J WAREHAM	01021296000653	305	XC TIMING	0.00	250.00
A101.00	378738	10/07/20	22617	PETERSON COMPANIES	01021865384000	520	EHS FIELD TURF IMPR	0.00	19,210.05
A101.00	378740	10/07/20	15331	PRAIRIE ELECTRIC CO	01021810000000	350	LIGHTING REPAIR	0.00	140.00
A101.00	378742	10/07/20	10684	ROBERT B HILL CO	01021810000000	401	WATER SOFTENER SALT	0.00	1,208.70
A101.00	378744	10/07/20	26674	RUSSELL SECURITY RE	01021810000810	401	KEYS	0.00	120.00
A101.00	378745	10/07/20	06400	SCHMITT MUSIC	01021291000250	430	BAND SUPPLIES	0.00	167.39
A101.00	378746	10/07/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/HOLDIN	0.00	3,279.27
A101.00	378747	10/07/20	09066	SCHOOL SPECIALTY IN	01532212000000	430	ONLINE ORDER ACCOUN	0.00	38.80
A101.00	378747	10/07/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	PENTEL ARTS OIL PAS	0.00	76.30
TOTAL CHECK									115.10
A101.00	378748	10/07/20	23880	SCHOOL STATIONERS C	01529212000000	430	PAPER, WATERCOLOR,	0.00	1,586.49
A101.00	378748	10/07/20	23880	SCHOOL STATIONERS C	01529212000000	430	PAPER, WATERCOLOR,	0.00	-1,586.49
TOTAL CHECK									0.00
A101.00	378749	10/07/20	21881	SHAMROCK GROUP	01021292000000	370	ICE MACHINE-KUHLMAN	0.00	211.05
A101.00	378751	10/07/20	14570	SOURCEWELL TECHNOL	01005110795000	405	SER 07/01/20-06/30/	0.00	173,122.50
A101.00	378752	10/07/20	24936	SOUTHWEST BINDING &	01532203000000	430	25 X 250' 3 MIL I"	0.00	117.48
A101.00	378753	10/07/20	30096	SUMMIT COMPANIES	01005865363000	305	SPRINKLER HEADS (4)	0.00	2,113.00
A101.00	378753	10/07/20	30096	SUMMIT COMPANIES	01005865363000	305	CHECK VALVE REPLACE	0.00	909.00
TOTAL CHECK									3,022.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015322401740000	433	R ARTICULATION FOR	0.00	6.50
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015322401740000	433	ARTICULATION SQUARE	0.00	10.10
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015322401740000	433	SPEECH THERAPY ACTI	0.00	58.80
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015322401740000	433	NO PREP LANGUAGE BU	0.00	28.00

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A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015532401740000	433	NO PRINT LANGUAGE K	0.00	25.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015532401740000	433	WH-QUESTIONS AND CO	0.00	20.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015332401740000	433	NO PREP ARTICULATIO	0.00	50.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015332401740000	433	NO PRINT ARTICULATI	0.00	16.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015332401740000	433	ARTICULATION CARRYO	0.00	26.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015332401740000	433	DRILLS FOR SKILLS A	0.00	25.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015332401740000	433	SPEECH SLIDES AND L	0.00	5.00
A101.00	378755	10/07/20	31301	TEACHERS PAY TEACHE	015332401740000	433	PROCESSING FEE	0.00	2.99
TOTAL CHECK									273.39
A101.00	378758	10/07/20	27819	T-MOBILE	015278100000000	320	CN MAINT-AUG 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	010218100000000	320	EHS MAINT-AUG 2020	0.00	35.73
A101.00	378758	10/07/20	27819	T-MOBILE	010054204190000	320	SPECIAL SER-AUG 202	0.00	35.73
A101.00	378758	10/07/20	27819	T-MOBILE	010054204190000	320	EHS MAINT-SEP 2020	0.00	35.73
A101.00	378758	10/07/20	27819	T-MOBILE	010056300000000	320	SPECIAL SER-SEP 202	0.00	35.73
A101.00	378758	10/07/20	27819	T-MOBILE	010056300000000	320	DMTS-SEP 2020	0.00	150.63
A101.00	378758	10/07/20	27819	T-MOBILE	010208100000000	320	DMTS-AUG 2020	0.00	150.63
A101.00	378758	10/07/20	27819	T-MOBILE	010208100000000	320	VVMS MAINT-SEP 2020	0.00	198.54
A101.00	378758	10/07/20	27819	T-MOBILE	015260500000000	320	VVMS MAINT-AUG 2020	0.00	18.54
A101.00	378758	10/07/20	27819	T-MOBILE	015270500000000	320	CC-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015260500000000	320	CN-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015260500000000	320	CC-SEP 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015270500000000	320	CN-SEP 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015280500000000	320	CS-SEP 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015280500000000	320	VVMS-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015280500000000	320	CS-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015298100000000	320	HL MAINT-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015298100000000	320	ND-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015330500000000	320	ND-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	010190500000000	320	SVMS-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015298100000000	320	HL MAINT-SEP 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	010190500000000	320	ND-SEP 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	010200500000000	320	SVMS-SEP 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015320500000000	320	CV-AUG 2020	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	015320500000000	320	CV-AUG 2020	0.00	23.43
A101.00	378758	10/07/20	27819	T-MOBILE	010097607200000	320	TRANSPORT-AUG 2020	0.00	23.43
A101.00	378758	10/07/20	27819	T-MOBILE	010097607200000	320	TRANSPORT-SEP 2020	0.00	31.86
A101.00	378758	10/07/20	27819	T-MOBILE	010097607200000	320	EHS-SEP 2020	0.00	31.86
A101.00	378758	10/07/20	27819	T-MOBILE	010210500000000	320	EHS-SEP 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015290500000000	320	HL-SEP 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015290500000000	320	HL-AUG 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015281000000000	320	CV MAINT-SEP 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015281000000000	320	CS MAINT-2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015278100000000	320	CN MAINT-SEP 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015278100000000	320	CV MAINT-AUG 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015288100000000	320	CS MAINT-AUG 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	015288100000000	320	EHS-AUG 2020	0.00	34.71
A101.00	378758	10/07/20	27819	T-MOBILE	010054204190000	320	ECS-SEP 2020	0.00	62.62
A101.00	378758	10/07/20	27819	T-MOBILE	010058100000000	320	B&G-SEP 2020	0.00	81.39
A101.00	378758	10/07/20	27819	T-MOBILE	010058100000000	320	B&G-AUG 2020	0.00	81.39
A101.00	378758	10/07/20	27819	T-MOBILE	010058100000000	320	ECC MAINT-AUG 2020	0.00	110.88
A101.00	378758	10/07/20	27819	T-MOBILE	010058100000000	320	ECC MAINT-SEP 2020	0.00	110.88
A101.00	378758	10/07/20	27819	T-MOBILE	015268100000000	320	CC MAINT-SEP 2020	0.00	51.90

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378758	10/07/20	27819	T-MOBILE	01019810000000	320	SWMS MAINT-AUG 2020	0.00	51.90
A101.00	378758	10/07/20	27819	T-MOBILE	01526810000000	320	CC MAINT-AUG 2020	0.00	51.90
A101.00	378758	10/07/20	27819	T-MOBILE	01019810000000	320	SWMS MAINT-SEP 2020	0.00	51.90
A101.00	378758	10/07/20	27819	T-MOBILE	01005420419000	320	ECS-E-AUG 2020	0.00	62.62
TOTAL CHECK									2,150.06
A101.00	378759	10/07/20	28897	TONEMWORKS MUSIC THE	01005420740000	394	MUSIC THERAPY	0.00	2,913.77
A101.00	378760	10/07/20	32737	TONY'S APPLIANCE IN	01528810000000	350	NEW GASKET FOR WASH	0.00	272.00
A101.00	378761	10/07/20	22926	FRIENDS OF VALLEY D	01021291000254	369	DEBATE ENTRY FEE	0.00	920.00
A101.00	378762	10/07/20	30354	WEVIDEO, INC	01005630154000	530	WEVIDEO- 20-21	0.00	17,746.50
A101.00	378763	10/07/20	24966	WEX BANK	01009760720000	441	FUEL	0.00	298.17
A101.00	378764	10/07/20	25308	WOLD ARCHITECTS & E	01021865384000	305	EHS STEAM HX REPLAC	0.00	189.10
A101.00	378764	10/07/20	25308	WOLD ARCHITECTS & E	01019865384000	305	SV SAFETY UPGRADES	0.00	1,245.66
A101.00	378764	10/07/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOVATION	0.00	21,104.31
A101.00	378764	10/07/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV 2020 RENOVATION	0.00	41,414.72
A101.00	378764	10/07/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOVATION	0.00	643.78
A101.00	378764	10/07/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV CTYARD-PHASE 1	0.00	114.84
TOTAL CHECK									64,712.41
A101.00	378766	10/07/20	05410	XCEL ENERGY	01009760720000	330	BG: 8/20-20-9/21/20	0.00	2,042.26
A101.00	378767	10/07/20	30173	YALE DEBATE ASSOCIA	01021291000254	369	DEBATE ENTRY FEE	0.00	160.00
A101.00	378770	10/14/20	31372	ACME TOOLS PLYMOUTH	01005810302000	530	L.E.D. BULB FOR TOO	0.00	29.99
A101.00	378771	10/14/20	28508	ADAPTIVE TECHNOLOGY	01005420419000	406	#35-0001- VIZZLE CL	0.00	1,197.00
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01009850302000	370	USAGE SEP20 BUS	0.00	63.39
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01526203000000	401	STAPLES	0.00	68.00
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01020850302000	370	USAGE SEP20 VMMS	0.00	310.47
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01529850302000	370	USAGE SEP20 HL	0.00	347.42
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01532850302000	370	USAGE SEP20 CV	0.00	422.95
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01019850302000	370	USAGE SEP20 SVMS	0.00	554.62
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01528850302000	370	USAGE SEP20 CS	0.00	576.62
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01533850302000	370	USAGE SEP20 ND	0.00	576.93
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01527850302000	370	USAGE SEP20 CN	0.00	652.50
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01005850302000	370	USAGE SEP20 ECC/DD	0.00	828.33
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01021850302000	370	USAGE SEP20 EHS	0.00	873.16
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01526850302000	370	USAGE SEP20 CC	0.00	1,007.21
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01005850302000	370	LEASE CREDIT	0.00	-7,502.28
A101.00	378772	10/14/20	32610	ADVANCED IMAGING SO	01005850302000	370	LEASE PAYMENTS	0.00	-4,748.34
TOTAL CHECK									3,983.23
A101.00	378773	10/14/20	30778	ADVANCED POWER SERV	01005865363000	305	GENERATORS INSPECTI	0.00	1,875.00
A101.00	378775	10/14/20	00500	ASTLEFORD INTERNATI	01009760720000	402	LIGHT CABLE, KIT	0.00	157.48
A101.00	378775	10/14/20	00500	ASTLEFORD INTERNATI	01009760720000	402		0.00	322.95

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
TOTAL CHECK								0.00	480.43
A101.00	378776	10/14/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	31 SERIES KWIKCO	0.00	12.36
A101.00	378776	10/14/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	FUSES	0.00	14.40
A101.00	378776	10/14/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	STANDARD CAPSULE	0.00	19.02
TOTAL CHECK								0.00	45.78
A101.00	378777	10/14/20	30804	R&D ASSOCIATES, INC	01019865380000	520	SWMS SECURITY	0.00	1,837.00
A101.00	378778	10/14/20	24971	BATTERIES R US	01005865363000	401	4 DEEP CYCLE BATTER	0.00	399.96
A101.00	378778	10/14/20	24971	BATTERIES R US	01005865363000	401	LIFE SAFETY	0.00	403.92
A101.00	378778	10/14/20	24971	BATTERIES R US	01005865363000	401	BATTERIES - F&S PAN	0.00	1,019.65
TOTAL CHECK								0.00	1,823.53
A101.00	378779	10/14/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SERVICE	0.00	537.50
A101.00	378779	10/14/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	675.00
A101.00	378779	10/14/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	710.00
A101.00	378779	10/14/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSING SERVICE	0.00	735.00
A101.00	378779	10/14/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	975.00
TOTAL CHECK								0.00	3,632.50
A101.00	378780	10/14/20	01012	BSN SPORTS, LLC	01021291000262	401	EDINA SHIRTS-COURT	0.00	362.25
A101.00	378781	10/14/20	18771	CDW GOVERNMENT	01005630154000	530	GOOGLE CHROME MANA	0.00	45,600.00
A101.00	378781	10/14/20	18771	CDW GOVERNMENT	01005630154000	530	LENOVO L14 LAPTOPS-	0.00	41,520.00
TOTAL CHECK								0.00	87,120.00
A101.00	378782	10/14/20	26790	THE CENTER FOR CULT	01005204414000	303	CLR/REMOTE WKSP-CC	0.00	2,250.00
A101.00	378783	10/14/20	24945	CENTURYLINK	01005620000000	320	DO OCT2020	0.00	540.00
A101.00	378783	10/14/20	24945	CENTURYLINK	01529810000000	320	HL OCT2020	0.00	215.60
A101.00	378783	10/14/20	24945	CENTURYLINK	01008810000000	320	ECC OCT2020	0.00	252.69
A101.00	378783	10/14/20	24945	CENTURYLINK	01005620000000	320	DO OCT2020	0.00	260.00
A101.00	378783	10/14/20	24945	CENTURYLINK	01019810000000	320	SWMS OCT2020	0.00	273.84
A101.00	378783	10/14/20	24945	CENTURYLINK	01005620000000	320	DO OCT 2020	0.00	89.00
A101.00	378783	10/14/20	24945	CENTURYLINK	01005620000000	320	DO OCT2020	0.00	96.65
A101.00	378783	10/14/20	24945	CENTURYLINK	01020810000000	320	VWMS OCT2020	0.00	116.18
A101.00	378783	10/14/20	24945	CENTURYLINK	01009760720000	320	TRANSPORT OCT2020	0.00	128.32
A101.00	378783	10/14/20	24945	CENTURYLINK	01526810000000	320	CC OCT2020	0.00	156.48
A101.00	378783	10/14/20	24945	CENTURYLINK	01527810000000	320	CN OCT2020	0.00	156.48
A101.00	378783	10/14/20	24945	CENTURYLINK	01528810000000	320	CS OCT2020	0.00	156.48
TOTAL CHECK								0.00	2,441.72
A101.00	378785	10/14/20	26111	COLLABORATIVE LEARN	015282203000000	430	NM2/BWZE GR. 5 PKGS	0.00	1,620.00
A101.00	378786	10/14/20	31393	COMMERCIAL ROOFING	01019810000000	350	SWMS ROOF REPAIR	0.00	1,014.00
A101.00	378788	10/14/20	26399	CUSTOM HOSE TECH	01009760720000	401	STRAIGHT THREAD CON	0.00	12.00
A101.00	378790	10/14/20	21013	SHRED RIGHT	01527203000000	401	3 SHRED BINS	0.00	31.50
A101.00	378791	10/14/20	12171	ECKROTH MUSIC	01021258000250	350	BAND REPAIR	0.00	129.00

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 ACCTPA21

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378791	10/14/20	12171	ECKROTH MUSIC	01021258000250	350	BAND REPAIR	0.00	129.00
A101.00	378791	10/14/20	12171	ECKROTH MUSIC	01021258000250	350	BAND REPAIR	0.00	129.00
A101.00	378791	10/14/20	12171	ECKROTH MUSIC	01021258000250	350	BAND REPAIR	0.00	133.00
A101.00	378791	10/14/20	12171	ECKROTH MUSIC	01021258000250	350	BAND REPAIR	0.00	169.00
TOTAL CHECK						350		0.00	709.00
A101.00	378792	10/14/20	13063	ECM PUBLISHERS INC	01005010000000	305	8/24 EMERGENCY	0.00	53.55
A101.00	378792	10/14/20	13063	ECM PUBLISHERS INC	01005010000000	305	8/20 SPECIAL	0.00	65.45
A101.00	378792	10/14/20	13063	ECM PUBLISHERS INC	01005010000000	305	8/10 REGULAR	0.00	124.95
A101.00	378792	10/14/20	13063	ECM PUBLISHERS INC	01005010000000	305	8/10 SPECIAL	0.00	41.65
A101.00	378792	10/14/20	13063	ECM PUBLISHERS INC	01005010000000	305	8/6 SPECIAL	0.00	47.60
TOTAL CHECK						305		0.00	333.20
A101.00	378794	10/14/20	20505	EDUCATION LOGISTICS	01009760720000	405	SOFTWARE	0.00	1,378.62
A101.00	378794	10/14/20	20505	EDUCATION LOGISTICS	01009760720000	405	SOFTWARE	0.00	1,386.02
TOTAL CHECK						405		0.00	2,764.64
A101.00	378795	10/14/20	28966	FACTORY MOTOR PARTS	01009760720000	402	PART DEL5GHR160	0.00	113.64
A101.00	378796	10/14/20	30545	FLICEK WELDING	01020810302000	530	VV ROOFTOP STAIRCAS	0.00	16,900.00
A101.00	378797	10/14/20	02490	FOLLETT SCHOOL SOLU	01021211000000	460	CREDIT - PMT 367268	0.00	-32.05
A101.00	378797	10/14/20	02490	FOLLETT SCHOOL SOLU	01021211000000	460	HARP 2017 HATE U GI	0.00	114.00
A101.00	378797	10/14/20	02490	FOLLETT SCHOOL SOLU	01533203000000	430	KINDERGARTEN MATH B	0.00	115.20
A101.00	378797	10/14/20	02490	FOLLETT SCHOOL SOLU	01533203000000	430	KINDERGARTEN MATH B	0.00	151.20
A101.00	378797	10/14/20	02490	FOLLETT SCHOOL SOLU	01533203000000	430	KINDERGARTEN MATH B	0.00	3,091.40
TOTAL CHECK						430		0.00	3,439.75
A101.00	378798	10/14/20	18200	GENERAL SECURITY SE	01005810000000	305	DW INTR MONITOR-OCT	0.00	338.59
A101.00	378798	10/14/20	18200	GENERAL SECURITY SE	01005810000000	305	EHS PATROL RESPONSE	0.00	35.00
A101.00	378798	10/14/20	18200	GENERAL SECURITY SE	01005810000000	305	TRANSPORT PATROL RE	0.00	70.00
TOTAL CHECK						305		0.00	443.59
A101.00	378800	10/14/20	02825	GOPHER/PLAY WITH A	01532203302000	530	VINYL SPOTS SET OF	0.00	57.90
A101.00	378800	10/14/20	02825	GOPHER/PLAY WITH A	01532203302000	530	VINYL SPOTS SET OF	0.00	57.90
A101.00	378800	10/14/20	02825	GOPHER/PLAY WITH A	01532203302000	530	VINYL SPOTS SET OF	0.00	57.90
A101.00	378800	10/14/20	02825	GOPHER/PLAY WITH A	01532203302000	530	ESTIMATED SHIPPING/	0.00	29.52
TOTAL CHECK						530		0.00	203.22
A101.00	378801	10/14/20	31085	GRACENOTE LLC	01005258000250	430	EDUCATOR AND STUDEN	0.00	6,155.78
A101.00	378802	10/14/20	09346	GRATNGER	01009760720000	350	ABSORB PAD	0.00	37.94
A101.00	378803	10/14/20	27788	GREATAMERICA FINANC	01021211000000	329	POSTAGE OCT20 STMT	0.00	149.95
A101.00	378804	10/14/20	00296	GROTH MUSIC COMPANY	01020258000250	350	REPAIR-FRENCH HORN	0.00	36.00
A101.00	378804	10/14/20	00296	GROTH MUSIC COMPANY	01020258000250	350	MI MIST 32 OZ	0.00	39.90
A101.00	378804	10/14/20	00296	GROTH MUSIC COMPANY	01005211154000	401	INSTRUMENT COVERS	0.00	209.00
A101.00	378804	10/14/20	00296	GROTH MUSIC COMPANY	01005211154000	401	INSTRUMENT COVERS	0.00	2,779.50
A101.00	378804	10/14/20	00296	GROTH MUSIC COMPANY	01020258000250	430	STD EXC BK2 BASSOON	0.00	5.56
A101.00	378804	10/14/20	00296	GROTH MUSIC COMPANY	01020258000250	430	STD EXC BK1 BARTITON	0.00	6.36
TOTAL CHECK						430		0.00	3,076.32

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378805	10/14/20	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	2,013.65
A101.00	378805	10/14/20	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	5,236.96
TOTAL CHECK									7,250.61
A101.00	378806	10/14/20	26941	INNOVATIONAL WATER	01005810000000	305	SEP20 WATER MGMT PG	0.00	3,322.42
A101.00	378807	10/14/20	20605	INNOVATIVE OFFICE S	01529050000000	401	OFFICE SUPPLIES	0.00	43.26
A101.00	378807	10/14/20	20605	INNOVATIVE OFFICE S	01529050000000	401	OFFICE SUPPLIES	0.00	389.99
TOTAL CHECK									433.25
A101.00	378808	10/14/20	22560	INTELLIGERE INC	01005420419000	358	INTERPRETER-SP ED	0.00	175.00
A101.00	378808	10/14/20	22560	INTELLIGERE INC	01005219317000	358	INTERPRETER-EL	0.00	210.00
TOTAL CHECK									385.00
A101.00	378809	10/14/20	22302	INTEREUM INC	01005010302000	530	ECC INSTALLATION SE	0.00	1,510.32
A101.00	378809	10/14/20	22302	INTEREUM INC	01005010302000	530	ECC FURNITURE	0.00	4,168.92
TOTAL CHECK									5,679.24
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01008810000000	350	PLUMBING	0.00	7.53
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01008810000000	350	SAW BLADE	0.00	16.72
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	7.49
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01529810000810	401	SUPPLIES	0.00	15.81
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01005810000820	401	DW GROUNDS	0.00	17.86
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01529810000820	401	SUPPLIES	0.00	23.20
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01008810000820	401	OIL DRY ABSORBENT	0.00	25.30
A101.00	378810	10/14/20	03720	JERRY'S HARDWARE	01008810000820	401	MAINT. SUPPLIES	0.00	43.31
TOTAL CHECK									157.22
A101.00	378811	10/14/20	32095	JT EGNR CONSTRUCT	01019865380000	520	SWMS SECURITY	0.00	56,442.61
A101.00	378812	10/14/20	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	1,723.90
A101.00	378812	10/14/20	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL FUEL	0.00	10,305.61
TOTAL CHECK									12,029.51
A101.00	378813	10/14/20	E14975	HANNAH R KRUEGER	01005630000000	366	MILEAGE	0.00	22.43
A101.00	378814	10/14/20	24127	LEARNING A-Z	01005420419000	406	RAZ KIDS ADD-ON LIC	0.00	69.96
A101.00	378815	10/14/20	10090	MACKIN EDUCATIONAL	01005620795000	470	MACKIN BOOKS-ND	0.00	600.64
A101.00	378817	10/14/20	20005	MASP- MN ASSO. OF S	01021050000000	820	MEMBERSHIP FEES-PB	0.00	40.00
A101.00	378818	10/14/20	16463	MASSP-MN ASSOC OF S	01020211000000	820	MASSP MEMBERSHIP	0.00	40.00
A101.00	378818	10/14/20	16463	MASSP-MN ASSOC OF S	01005105000000	820	MASSP MEMBERSHIP	0.00	865.00
A101.00	378818	10/14/20	16463	MASSP-MN ASSOC OF S	01005610000000	820	REGISTER-J. JOHNSON	0.00	865.00
A101.00	378818	10/14/20	16463	MASSP-MN ASSOC OF S	01005610000000	820	REGISTER-M. PRETAK	0.00	865.00
A101.00	378818	10/14/20	16463	MASSP-MN ASSOC OF S	01005610000000	820	REGISTER-J. CARTER	0.00	865.00
A101.00	378818	10/14/20	16463	MASSP-MN ASSOC OF S	01005610000000	820	REGISTER-J. MARSHAL	0.00	865.00
TOTAL CHECK									4,365.00
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	01529810302000	530	RUNNERS/CAPITAL	0.00	768.60

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	01528810000000	350	LEAKY TOILET PART 2	0.00	-17.98
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	010208100000810	401	CUSTODIAL SUPPLIES	0.00	22.64
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	015298100000810	401	SUPPLIES	0.00	32.33
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	015288100000000	350	LEAKY TOILET PART 2	0.00	41.55
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	010058100000820	401	DW GROUNDS	0.00	102.12
A101.00	378821	10/14/20	30024	MENARDS - EDEN PRAI	010208100000000	401	GORUNDS SUPPLIES	0.00	117.96
	TOTAL CHECK								1,067.22
A101.00	378822	10/14/20	30025	MENARDS - RICHFIELD	010198100000810	401	PAINT SUPPLIES	0.00	182.20
A101.00	378822	10/14/20	30025	MENARDS - RICHFIELD	010198100000810	401	CREDIT	0.00	-39.96
A101.00	378822	10/14/20	30025	MENARDS - RICHFIELD	010198100000810	401	GROUT SUPPLIES	0.00	50.68
A101.00	378822	10/14/20	30025	MENARDS - RICHFIELD	010198100000810	401	GROUT SUPPLIES	0.00	56.24
	TOTAL CHECK								249.16
A101.00	378823	10/14/20	30147	MENARDS- BURNSVILLE	010208100000810	401	CUSTODIAL SUPPLIES	0.00	71.84
A101.00	378824	10/14/20	22660	MIDWEST BUS PARTS I	01009760720000	402	STROBE KIT, IC HI B	0.00	742.63
A101.00	378824	10/14/20	22660	MIDWEST BUS PARTS I	01009760720000	402	FILTER	0.00	50.00
	TOTAL CHECK								792.63
A101.00	378825	10/14/20	26125	MN PEIP	01005203797000	291	RETIRES/COBRA	0.00	52,068.98
A101.00	378825	10/14/20	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	716,770.42
	TOTAL CHECK								768,839.40
A101.00	378827	10/14/20	21732	MULTILINGUAL WORD I	01005420419000	358	INTERPRETER-SP ED	0.00	140.00
A101.00	378828	10/14/20	18615	NAC	010198100000000	350	REPAIR HEAT-WGHT RM	0.00	1,430.16
A101.00	378830	10/14/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT BAJARI, JEFF	0.00	70.00
A101.00	378830	10/14/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT BALFANZ, BRUCE	0.00	70.00
	TOTAL CHECK								140.00
A101.00	378831	10/14/20	04661	OFFICE DEPOT INC	015282030000000	401	OFFICE SUPPLIES	0.00	18.37
A101.00	378831	10/14/20	04661	OFFICE DEPOT INC	015282030000000	401	OFFICE SUPPLIES	0.00	48.99
	TOTAL CHECK								67.36
A101.00	378833	10/14/20	32742	PANORAMA EDUCATION	01005108154000	405	PLATFORM LICENSE FE	0.00	34,650.00
A101.00	378834	10/14/20	22297	PARALLEL TECHNOLOGI	01021865384000	305	EHS ANTENNA INSTALL	0.00	990.15
A101.00	378835	10/14/20	13475	PARK ADAM TRANSPORT	01009760723000	360	STD TRANSPORT-AIDES	0.00	6,199.72
A101.00	378835	10/14/20	13475	PARK ADAM TRANSPORT	01009760723000	360	STD TRANSPORT-SEP20	0.00	8,232.30
	TOTAL CHECK								14,432.02
A101.00	378836	10/14/20	30930	PLANSOURCE	010051050000000	305	SERVICES-OCT20	0.00	8,391.50
A101.00	378837	10/14/20	15331	PRAIRIE ELECTRIC CO	01019865380000	520	SWMS SECURITY	0.00	7,303.96
A101.00	378838	10/14/20	06953	PREMIUM WATERS INC	010081050000000	401	HOT/COLD CNTR OCT20	0.00	29.95
A101.00	378839	10/14/20	27566	RAINBOW RESOURCE CE	01526420740000	433	#062492 - EXPLODE T	0.00	20.55
A101.00	378839	10/14/20	27566	RAINBOW RESOURCE CE	01526420740000	433	#062494 - EXPLODE T	0.00	34.25

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378839	10/14/20	27566	RAINBOW RESOURCE CE	01526420740000	433	#062496 - EXPLODE T	0.00	13.70
A101.00	378839	10/14/20	27566	RAINBOW RESOURCE CE	01526420740000	433	#062500 - EXPLODE T	0.00	20.55
A101.00	378839	10/14/20	27566	RAINBOW RESOURCE CE	01526420740000	433	ESTIMATED SHIPPING/	0.00	13.36
TOTAL CHECK								0.00	102.41
A101.00	378840	10/14/20	31129	RELATE COUNSELING C	01005400000000	394	CHEM HEALTH SER-1/1	0.00	2,880.00
A101.00	378841	10/14/20	32744	RICK STANDISH	01021211000000	460	CHEMISTRY BOOK REFU	0.00	100.00
A101.00	378842	10/14/20	22711	ROBBINSDALE AREA SC	01005211000000	390	ED SERVICES-C&T	0.00	115.74
A101.00	378842	10/14/20	22711	ROBBINSDALE AREA SC	01005211000000	390	ED SERVICES-C&T	0.00	385.80
A101.00	378842	10/14/20	22711	ROBBINSDALE AREA SC	01005211000000	390	ED SERVICES-C&T	0.00	501.54
A101.00	378842	10/14/20	22711	ROBBINSDALE AREA SC	01005211000000	390	ED SERVICES-C&T	0.00	1,273.14
A101.00	378842	10/14/20	22711	ROBBINSDALE AREA SC	01005211000000	390	ED SERVICES-C&T	0.00	694.44
TOTAL CHECK								0.00	2,970.66
A101.00	378843	10/14/20	10684	ROBERT B HILL CO	01527810000810	401	BLDG SOFTNER SALT	0.00	204.20
A101.00	378843	10/14/20	10684	ROBERT B HILL CO	01527810000810	401	BLDG SOFTNER SALT	0.00	99.50
TOTAL CHECK								0.00	303.70
A101.00	378844	10/14/20	15238	ROTARY CLUB OF EDIN	01005105000000	820	OCT-DEC20 FEES	0.00	195.00
A101.00	378845	10/14/20	26495	RUPP ANDERSON SQUIR	01005110000000	305	GEN DISTRICT ISSUES	0.00	1,856.50
A101.00	378845	10/14/20	26495	RUPP ANDERSON SQUIR	01005400000000	306	SP ED RELATED ISSUE	0.00	2,767.00
TOTAL CHECK								0.00	4,623.50
A101.00	378846	10/14/20	14517	SAGE PUBLICATIONS I	01005211302000	460	KEEPING THE REPUBLI	0.00	12,250.00
A101.00	378847	10/14/20	13425	SAM'S CLUB/SYNCHRON	01020211000000	490	OFFICE TREATS	0.00	98.88
A101.00	378848	10/14/20	06400	SCHMITT MUSIC	01021258000250	430	GEM SWAB ALTO SAX	0.00	112.00
A101.00	378848	10/14/20	06400	SCHMITT MUSIC	01021258000250	430	BAND SUPPLIES	0.00	23.88
A101.00	378848	10/14/20	06400	SCHMITT MUSIC	01021258000250	350	SOUSAPHONE REPAIR	0.00	78.50
TOTAL CHECK								0.00	214.38
A101.00	378849	10/14/20	14679	SCHOLASTIC INC	01532203000000	430	SCHOL NEWS GRADE 4	0.00	392.70
A101.00	378849	10/14/20	14679	SCHOLASTIC INC	01019407740000	433	SCHOLASTIC ACTION.	0.00	189.80
A101.00	378849	10/14/20	14679	SCHOLASTIC INC	01019407740000	433	DYNA-MATH PROMOTT	0.00	69.90
A101.00	378849	10/14/20	14679	SCHOLASTIC INC	01019407740000	433	ESTIMATED SHIPPING/	0.00	25.97
TOTAL CHECK								0.00	678.37
A101.00	378850	10/14/20	09066	SCHOOL SPECIALTY IN	0153332030000000	430	HEADPHONES GRADE 1	0.00	368.40
A101.00	378850	10/14/20	09066	SCHOOL SPECIALTY IN	0153332030000000	430	FOLDERS GRADE 1	0.00	33.24
TOTAL CHECK								0.00	401.64
A101.00	378851	10/14/20	23880	SCHOOL STATIONERS C	01529212000000	430	PAPER, WATERCOLOR,	0.00	171.16
A101.00	378851	10/14/20	23880	SCHOOL STATIONERS C	01529212000000	430	PAPER, WATERCOLOR,	0.00	-171.16
TOTAL CHECK								0.00	0.00
A101.00	378852	10/14/20	17725	SIGNUM SIGNS AND GR	01019865380000	520	SVMS SECURITY	0.00	190.00
A101.00	378855	10/14/20	20444	TEAMWORKS INTERNATI	0100501000000000	366	MILEAGE	0.00	86.83

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378855	10/14/20	204444	TEAMWORKS INTERNATI	01005010000000	305	PLANNING SESSION	0.00	1,250.00
TOTAL CHECK								0.00	1,336.83
A101.00	378856	10/14/20	22892	TERMINAL SUPPLY CO	01009760720000	402	PARTS	0.00	301.24
A101.00	378857	10/14/20	32747	TIFFANCY CHURILLA	01021211000000	460	US GOV BK RETURNED	0.00	55.00
A101.00	378858	10/14/20	22468	TRI-STATE BOBCAT IN	01005850302000	530	BACK PACK BLOWER	0.00	509.00
A101.00	378858	10/14/20	22468	TRI-STATE BOBCAT IN	01526810302000	530	SNOW BLOWER	0.00	709.00
TOTAL CHECK								0.00	1,218.00
A101.00	378859	10/14/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SP ED	0.00	82.50
A101.00	378860	10/14/20	12073	VORT CORPORATION	01005420419000	401	#158-P - HELP STRAN	0.00	275.00
A101.00	378860	10/14/20	12073	VORT CORPORATION	01005420419000	401	ESTIMATED SHIPPING/	0.00	27.50
TOTAL CHECK								0.00	302.50
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01533810000000	332	ECC 9/1/20-9/30/20	0.00	195.51
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01527810000000	332	CN 9/1/20-9/30/20	0.00	237.65
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01528810000000	332	CS 9/1/20-9/30/20	0.00	313.96
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01019810000000	332	SWMS 9/1/20-9/30/20	0.00	417.02
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01526810000000	332	CC 9/1/20-9/30/20	0.00	177.70
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01008810000000	332	ECC 9/1/20-9/30/20	0.00	693.19
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01528810000000	440	HL 9/1/20-9/30/20	0.00	817.08
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01020810000000	440	VVMS 9/1/20-9/30/20	0.00	1,292.60
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01021810000000	332	EHS 9/1/20-9/30/20	0.00	2,678.15
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01533810000000	332	CV 9/1/20-9/30/20	0.00	-191.97
A101.00	378861	10/14/20	14932	WASTE MANAGEMENT OF	01009760720000	332	BUS 9/1/20-9/30/20	0.00	77.07
TOTAL CHECK								0.00	6,707.96
A101.00	378862	10/14/20	24336	WINSOR LEARNING INC	01005407740000	433	SONDAY SYSTEM 2, DU	0.00	18,135.00
A101.00	378862	10/14/20	24336	WINSOR LEARNING INC	01005407740000	433	ESTIMATED SHIPPING/	0.00	1,813.50
TOTAL CHECK								0.00	19,948.50
A101.00	378863	10/21/20	31372	ACME TOOLS PLYMOUTH	01020865384000	530	VV-IND AIR COMPRESS	0.00	658.99
A101.00	378865	10/21/20	30234	AMY PETERSON	01021294000663	302	SOCCER - BOYS & GIR	0.00	137.00
A101.00	378868	10/21/20	24971	BATTERIES R US	01526810000810	401	BATTERIES FOR S2	0.00	173.94
A101.00	378869	10/21/20	26064	BAVADA HOME HEALTH	01005416723000	394	NURSING ON BUS	0.00	140.00
A101.00	378869	10/21/20	26064	BAVADA HOME HEALTH	01005416723000	394	NURSING ON BUS	0.00	240.00
A101.00	378869	10/21/20	26064	BAVADA HOME HEALTH	01005416740000	394	NURSING DURING DAY	0.00	480.00
A101.00	378869	10/21/20	26064	BAVADA HOME HEALTH	01005416723000	394	NURSE ON BUS	0.00	540.00
A101.00	378869	10/21/20	26064	BAVADA HOME HEALTH	01005416723000	394	NURSE ON BUS	0.00	487.50
A101.00	378869	10/21/20	26064	BAVADA HOME HEALTH	01005416740000	394	NURSING DURING DAY	0.00	1,815.00
TOTAL CHECK								0.00	4,702.50
A101.00	378871	10/21/20	12444	BLICK ART MATERIALS	01020212000000	430	ART PAPER	0.00	52.51
A101.00	378872	10/21/20	18771	CDW GOVERNMENT	01005850000830	320	QUOTE LQVD691	0.00	221.47
A101.00	378872	10/21/20	18771	CDW GOVERNMENT	01005630154000	530	IPAD CASES FOR SPEC	0.00	1,497.50

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TOTAL CHECK								0.00	1,718.97
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01533810000000	440	ND 9/14/20-10/12/20	0.00	132.31
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01533810000000	440	ND 8/31/20-9/30/20	0.00	192.27
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01098810000000	440	SWMS 9/14/20-10/12/20	0.00	371.44
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC 9/14/20-10/12/20	0.00	469.09
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC 8/31/20-9/30/20	0.00	681.69
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01021810000000	440	EHS 8/31/20-9/30/20	0.00	855.05
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01576810000000	440	CC 9/14/20-10/12/20	0.00	1,271.03
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01020810000000	440	VWMS 8/31/20-9/30/20	0.00	1,890.53
A101.00	378873	10/21/20	15056	CENTERPOINT ENERGY	01019810000000	440	SWMS 8/31/20-9/30/20	0.00	1,978.98
TOTAL CHECK								0.00	7,842.39
A101.00	378874	10/21/20	01321	CITY OF EDINA	01533810000000	331	ECC: 6/24-9/28	0.00	774.28
A101.00	378874	10/21/20	01321	CITY OF EDINA	01008810000000	331	ECC: 6/24-9/28	0.00	2,745.16
A101.00	378874	10/21/20	01321	CITY OF EDINA	01019810000000	331	SWMS: 6/24-10/10	0.00	7,194.54
TOTAL CHECK								0.00	10,713.98
A101.00	378876	10/21/20	32749	DCARBERRY EDUCATION	01005605335000	366	REGISTRATION-R. TAL	0.00	1,000.00
A101.00	378878	10/21/20	24575	EDUCATORS BENEFIT C	01005110000000	305	ACT BASE FEE	0.00	102.00
A101.00	378878	10/21/20	24575	EDUCATORS BENEFIT C	01005110000000	305	ACT PARTICIPANT FEE	0.00	385.88
TOTAL CHECK								0.00	487.88
A101.00	378879	10/21/20	32736	EXPLORE LEARNING LL	01005203154000	530	GIZMOS LICENSES	0.00	3,930.00
A101.00	378880	10/21/20	23497	FUNDCRAFT PUBLISHIN	01528203000096	401	INTEREST	0.00	7.50
A101.00	378880	10/21/20	23497	FUNDCRAFT PUBLISHIN	01528203000096	401	SHIPPING/HANDLING	0.00	159.00
A101.00	378880	10/21/20	23497	FUNDCRAFT PUBLISHIN	01528203000096	401	ELEMENTARY PLANNERS	0.00	834.75
TOTAL CHECK								0.00	1,001.25
A101.00	378881	10/21/20	02825	GOPHER/PLAY WITH A	01528240000000	430	PE EQUIPMENT	0.00	147.30
A101.00	378881	10/21/20	02825	GOPHER/PLAY WITH A	01528240000000	430	PE EQUIPMENT	0.00	1,157.65
A101.00	378881	10/21/20	02825	GOPHER/PLAY WITH A	01528240000000	430	PE EQUIPMENT	0.00	16.73
TOTAL CHECK								0.00	1,321.68
A101.00	378882	10/21/20	27788	GREATAMERICA FINANC	01008105000000	329	PSTGE MTR NOV20 ECC	0.00	159.00
A101.00	378882	10/21/20	27788	GREATAMERICA FINANC	01008105000000	329	PSTGE MTR OCT/NOV D	0.00	486.85
TOTAL CHECK								0.00	645.85
A101.00	378883	10/21/20	03318	HOUSE OF NOTE	01020258000252	350	ORCH BOW REPAIRS	0.00	154.00
A101.00	378884	10/21/20	28122	IMAGINE LEARNING, I	01005203154000	530	100 LICENSES	0.00	10,000.00
A101.00	378885	10/21/20	20605	INNOVATIVE OFFICE S	01533203302000	530	FILE CABINET FOR ML	0.00	210.57
A101.00	378885	10/21/20	20605	INNOVATIVE OFFICE S	01005110000000	401	ADJUSTABLE CUBICLE	0.00	24.60
TOTAL CHECK								0.00	235.17
A101.00	378887	10/21/20	03720	JERRY'S HARDWARE	01532810000810	401	MISC BLDG SUPPLIES	0.00	82.96
A101.00	378887	10/21/20	03720	JERRY'S HARDWARE	01532810000810	401	MISC BLDG SUPPLIES	0.00	88.13
TOTAL CHECK								0.00	171.09

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A101.00	378888	10/21/20	31119	JOSTENS, INC	01021211000450	401	432 CHENILLE LTR/CO	0.00	2,774.75
A101.00	378890	10/21/20	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR CONCORD	0.00	482.42
A101.00	378891	10/21/20	17682	MALLOY MONTAGUE KAR	01005110000000	305	PROGRESS BILLING 9/	0.00	2,500.00
A101.00	378893	10/21/20	14980	MASBO	01005110000000	820	MEMBERSHIP-AH	0.00	110.00
A101.00	378894	10/21/20	11079	MASPA/STATE NEGOTIA	01005105000000	820	(4) RENEWALS 20-21	0.00	910.00
A101.00	378894	10/21/20	11079	MASPA/STATE NEGOTIA	01005105000000	820	PRORATION	0.00	-40.00
A101.00	378894	10/21/20	11079	MASPA/STATE NEGOTIA	01005105000000	820	(1) NEW MBRSHIP 20-	0.00	120.00
TOTAL CHECK								0.00	990.00
A101.00	378895	10/21/20	16463	MASSP-MN ASSOC OF S	01020050000000	820	MEMBERSHIP-E. LOWE	0.00	865.00
A101.00	378897	10/21/20	30024	MENARDS - EDEN PRAI	01533281000000	350	CREDIT	0.00	-10.99
A101.00	378897	10/21/20	30024	MENARDS - EDEN PRAI	01533281000000	350	SHED REPAIR SUPPLIE	0.00	25.77
A101.00	378897	10/21/20	30024	MENARDS - EDEN PRAI	01533281000000	350	SHED REPAIR SUPPLIE	0.00	65.11
TOTAL CHECK								0.00	79.89
A101.00	378898	10/21/20	31024	MINUTEMAN PRESS	01005109000000	401	POSTER CALENDARS	0.00	421.00
A101.00	378899	10/21/20	10755	MN DEPT OF LABOR AN	01005810000000	305	ANNUAL ELEV OP-EHS	0.00	100.00
A101.00	378900	10/21/20	15692	MSBA -- MINNESOTA S	01005105000000	820	2020 SUMMER EVENT R	0.00	35.00
A101.00	378900	10/21/20	15692	MSBA -- MINNESOTA S	01005105000000	820	COSA-MN MEMBER FEE	0.00	90.00
TOTAL CHECK								0.00	185.00
A101.00	378901	10/21/20	18615	NAC	01020810000000	350	CHILLER REPAIR SENS	0.00	1,607.42
A101.00	378902	10/21/20	27482	NATIONAL INSURANCE	01005105000000	305	CONSULT FEE OCT/DEC	0.00	10,000.00
A101.00	378903	10/21/20	15623	NORMANDALE COMMUNIT	01021211000000	394	PSEO SPRING 2020	0.00	105,525.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	VV SERVICE - SEPT20	0.00	80.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	EHS SERVICE - SEPT2	0.00	95.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	TRANSPORT - SEPT20	0.00	120.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	ECC SERVICE - SEPT2	0.00	55.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	EHS BUNKER - SEPT20	0.00	60.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	HL SERVICE - SEPT20	0.00	65.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	ND SERVICE - SEPT20	0.00	65.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CC SERVICE - SEPT20	0.00	65.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CN SERVICE - SEPT20	0.00	65.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CS SERVICE - SEPT20	0.00	65.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CV SERVICE - SEPT20	0.00	65.00
A101.00	378906	10/21/20	28451	ORKIN, 546-ST. PAUL	01005810000000	305	SVMS SERVICE - SEPT	0.00	80.00
TOTAL CHECK								0.00	880.00
A101.00	378907	10/21/20	30930	PLANSOURCE	01005105000000	305	SERVICES FOR APR 20	0.00	2,412.55
A101.00	378910	10/21/20	15238	ROTARY CLUB OF EDIN	01005020000000	820	S&B 2NDQTR JUL-SEPT	0.00	240.00

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A101.00	378911	10/21/20	26568	S & J GLASS INC	01019865380000	520	SV SEC-WINDOW WORK	0.00	65,891.97
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	FRENCH HORN REPAIR	0.00	87.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	FRENCH HORN REPAIR	0.00	90.40
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	TUBA REPAIR	0.00	95.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	FRENCH HORN REPAIR	0.00	107.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000252	430	VIOLA FIDDLERS PHIL	0.00	6.36
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	FRENCH HORN REPAIR	0.00	27.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	TUBA REPAIR	0.00	50.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	FRENCH HORN REPAIR	0.00	52.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	EUPHONIUM REPAIR	0.00	60.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01020258000250	350	BARITONE REPAIR	0.00	75.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01019258000250	350	EUP REPAIR-YAMAHA	0.00	15.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01019258000250	350	OBOE REPAIR-JUPITER	0.00	25.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01019258000250	350	TUBA REPAIR-JUPITER	0.00	59.60
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01019258000250	350	TROMBONE REPAIR-YAM	0.00	92.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01005258000250	430	BAND MUSIC	0.00	409.80
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01005258000250	430	BAND MUSIC	0.00	1,084.00
A101.00	378912	10/21/20	06400	SCHMITT MUSIC	01005258000250	430	BAND MUSIC	0.00	2,335.16
A101.00	378913	10/21/20	09066	SCHOOL SPECIALTY IN	01529212000000	430	PAPER, WATERCOLOR,	0.00	1,586.49
A101.00	378913	10/21/20	09066	SCHOOL SPECIALTY IN	01532212000000	430	ONLINE ORDER ACCOUN	0.00	116.16
A101.00	378913	10/21/20	09066	SCHOOL SPECIALTY IN	01019212000000	430	2039323 X-ACTO ELEC	0.00	67.58
A101.00	378913	10/21/20	09066	SCHOOL SPECIALTY IN	01019212000000	430	020754 ERASER CAPS	0.00	4.35
A101.00	378913	10/21/20	09066	SCHOOL SPECIALTY IN	01019212000000	430		0.00	1,774.58
A101.00	378914	10/21/20	19808	SEW EASY DESIGNS	01020250000000	430	SEWING KITS - 7&8 F	0.00	1,457.00
A101.00	378914	10/21/20	19808	SEW EASY DESIGNS	01020250000000	430	FABRIC 7&8 FACS	0.00	75.00
A101.00	378915	10/21/20	24740	SOCIAL THINKING PUB	01532408740000	433	WE THINKERS! VOLUME	0.00	54.99
A101.00	378915	10/21/20	24740	SOCIAL THINKING PUB	01532408740000	433	ESTIMATED SHIPPING/	0.00	13.00
A101.00	378916	10/21/20	06805	STAPLES ADVANTAGE	01533203154000	430	5TH GRADE SUPPLIES	0.00	6.56
A101.00	378916	10/21/20	06805	STAPLES ADVANTAGE	01533203154000	430	5TH GRADE SUPPLIES	0.00	11.48
A101.00	378916	10/21/20	06805	STAPLES ADVANTAGE	01533203154000	430	5TH GRADE SUPPLIES	0.00	31.16
A101.00	378916	10/21/20	06805	STAPLES ADVANTAGE	01533203154000	430	5TH GRADE SUPPLIES	0.00	159.61
A101.00	378916	10/21/20	06805	STAPLES ADVANTAGE	01533203154000	430	5TH GRADE SUPPLIES	0.00	208.81
A101.00	378917	10/21/20	30096	SUMMIT COMPANIES	01005865363000	305	SUPPRESSION INSPECTI	0.00	249.50
A101.00	378919	10/21/20	26581	THE MCDOWELL AGENCY	01005105000000	L215.03	BKGD CHECKS-EPS EMP	0.00	1,490.10
A101.00	378919	10/21/20	26581	THE MCDOWELL AGENCY	01005105000000	305	BKGD CHECKS-STU TEA	0.00	207.70
A101.00	378919	10/21/20	26581	THE MCDOWELL AGENCY	01005810000000	305	BKGD CHECKS-CONSTRU	0.00	259.20
A101.00	378921	10/21/20	31371	TOSHIBA FINANCIAL S	01005605302000	370	COPIER LEASE 8/1-11	0.00	1,545.07
A101.00	378922	10/21/20	22468	TRI-STATE BOBCAT IN	015288100000820	401	CS GROUNDS-PUSH MOW	0.00	875.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378923	10/21/20	22731	TRUGREEN PROCESSING	01005810000000	305	DW FALL SERVICE	0.00	6,044.84
A101.00	378925	10/21/20	22607	UNIVERSITY OF MINNE	01021230000271	394	FALL 2020 TUITION	0.00	1,450.00
A101.00	378927	10/21/20	00917	BRAUN INTERTEC CORP	01008865384000	305	ECC-INSPECT/TESTING	0.00	2,649.50
A101.00	378928	10/21/20	14932	WASTE MANAGEMENT OF	01532810000000	332	CV: 10/01/20-10/31/ ND: 10/01/20-10/31/ HL: 10/01/20-10/31/ CN: 10/01/20-10/31/ CC: 10/01/20-10/31/ ECC: 10/1/20-10/31/ VV: 10/01/20-10/31/ CS: 10/01/20-10/31/ SV: 10/01/20-10/31/ EHS: 10/1/20-10/31/	0.00	-10.56 177.32 177.32 358.91 386.67 520.09 628.69 1,005.80 1,281.33 1,397.07 2,735.48 8,480.80
A101.00	378928	10/21/20	14932	WASTE MANAGEMENT OF	01533810000000	332		0.00	108.15
A101.00	378928	10/21/20	14932	WASTE MANAGEMENT OF	01529810000000	440		0.00	108.15
A101.00	378928	10/21/20	14932	WASTE MANAGEMENT OF	01527810000000	332		0.00	288.40
A101.00	378928	10/21/20	14932	WASTE MANAGEMENT OF	01005105000000	401	GREEN 8 1/2 X 11	0.00	216.30
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01005105000000	401	PINK 8 1/2 X 11	0.00	700.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01008105000000	401	WHITE 8 1/2 X 11	0.00	252.35
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01008105000000	401	BLUE 8 1/2 X 11	0.00	108.15
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01008105000000	401	MEDOW GREEN 8 1/2 X	0.00	125.85
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01008105000000	401	WHITE 8 1/2 X 14	0.00	32.35
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01008105000000	401	WHITE 11 X 17	0.00	3.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01533050000000	401	WHITE 8 1/2 X 11	0.00	3,080.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01533050000000	401	CANARY 8 1/2 X 11	0.00	144.20
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01533050000000	401	BLUE 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01533050000000	401	GREEN 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01533050000000	401	GOLDEN ROD 8 1/2 X	0.00	36.05
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01533050000000	401	WHITE 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01532050000000	401	PINK 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01532050000000	401	WHITE 8 1/2 X 11	0.00	3,108.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	CANARY 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	WHITE 8 1/2 X 11	0.00	252.35
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	WHITE 8 1/2 X 11	0.00	2,520.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	CANARY 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	BLUE 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	GREEN 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	PINK 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	WHITE 8.5X14L 208	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01528050000000	401	WHITE 11X17L 208	0.00	83.90
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01527050000000	401	WHITE 8 1/2 X 11	0.00	64.70
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01527050000000	401	CANARY 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01527050000000	401	BLUE 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01527050000000	401	GREEN 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	GOLDEN ROD 8 1/2 X	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	WHITE 8 1/2 X 11	0.00	72.10
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	CANARY 8 1/2 X 11	0.00	3,920.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	BLUE 8 1/2 X 11	0.00	540.75
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	BLUE 8 1/2 X 11	0.00	540.75
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	GREEN 8 1/2 X 11	0.00	540.75

TOTAL CHECK

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	GOLDEN ROD 8 1/2 X	0.00	360.50
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01526050000000	401	PINK 8 1/2 X 11	0.00	540.75
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01019050000000	401	WHITE 8 1/2 X 11	0.00	2,240.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01019050000000	401	GREEN 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01019050000000	401	CANARY 8 1/2 X 11	0.00	1,442.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01019050000000	401	BLUE 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01019050000000	401	PINK 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01019050000000	401	STARLIGHT BLUE 8 1/	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	WHITE 8 1/2 X 11	0.00	3,360.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	STARLIGHT BLUE 8 1/	0.00	36.05
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	CANARY 8 1/2 X 11	0.00	1,442.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	GREEN 8 1/2 X 11	0.00	360.50
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	PINK 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	GOLDEN ROD 8 1/2 X1	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	BLUE 8 1/2 X 11	0.00	721.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	SALMON 8 1/2 X 11	0.00	36.05
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	WHITE 8 1/2 X 11	0.00	11,200.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	WHITE 11X17	0.00	258.80
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	STARLIGHT BLUE 8 1/	0.00	1,153.60
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	CANARY 8 1/2 X 11	0.00	1,586.20
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	MEDOW GREEN 8 1/2 X	0.00	1,730.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	FIESTA PINK 8 1/2 X	0.00	1,442.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	GOLDEN ROD 8 1/2 X1	0.00	576.80
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	LIT-OFF LEMON CARD	0.00	55.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	WHITE CARD STOCK 8	0.00	139.20
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	SUNBURST YELLOW CAR	0.00	110.80
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	MARTIAN GREEN CARD	0.00	55.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	SUNBURST YELLOW CAR	0.00	55.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	PULSAR PINK CARD ST	0.00	55.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	VULCAN GREEN CARD S	0.00	55.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	LUNAR BLUE CARD STO	0.00	103.64
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	VENUS VIOLET CARD S	0.00	55.70
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01021050000000	401	LIGHT BLUE CARD STO	0.00	55.40
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	WHITE 8 1/2 X 11	0.00	2,240.00
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	CANARY 8 1/2 X 11	0.00	144.20
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	BLUE 8 1/2 X 11	0.00	108.15
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	SALMON 8 1/2 X 11	0.00	180.25
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	GREEN 8 1/2 X 11	0.00	144.20
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	PINK 8 1/2 X 11	0.00	36.05
A101.00	378930	10/21/20	13516	LINDENMEYR MUNROE	01529050000000	401	WHITE 11 X 17	0.00	32.35
TOTAL CHECK						401			67,099.44
A101.00	378931	10/21/20	05410	XCEL ENERGY	01526810000000	330	CC: 8/20/20-9/21/20	0.00	8,517.67
A101.00	378931	10/21/20	05410	XCEL ENERGY	01019810000000	330	SV: 8/20/20-9/21/20	0.00	13,421.09
A101.00	378931	10/21/20	05410	XCEL ENERGY	01020810000000	330	VV: 8/20/20-9/21/20	0.00	15,739.03
A101.00	378931	10/21/20	05410	XCEL ENERGY	01021810000000	330	EH: 8/20/20-9/22/2	0.00	36,022.85
A101.00	378931	10/21/20	05410	XCEL ENERGY	01533810000000	330	ND: 6/22/20-9/23/20	0.00	6,937.23
A101.00	378931	10/21/20	05410	XCEL ENERGY	01019810000000	330	SW: 9/13/20-10/12/	0.00	7,222.79
A101.00	378931	10/21/20	05410	XCEL ENERGY	01008810000000	330	ECC: 6/22/20-9/23/20	0.00	24,595.65
A101.00	378931	10/21/20	05410	XCEL ENERGY	01533810000000	330	ND: 8/20/20-9/21/20	0.00	2,045.28
A101.00	378931	10/21/20	05410	XCEL ENERGY	01532810000000	330	CV: 8/20/20-9/21/20	0.00	5,726.58
A101.00	378931	10/21/20	05410	XCEL ENERGY	01528810000000	330	CS: 8/20/20-9/21/20	0.00	6,175.88

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378931	10/21/20	05410	XCEL ENERGY	01008810000000	330	ECC: 8/20/20-9/21/20	0.00	7,251.45
A101.00	378931	10/21/20	05410	XCEL ENERGY	01529810000000	330	HL: 8/23/20-9/22/20	0.00	8,080.78
TOTAL CHECK								0.00	141,736.28
A101.00	378932	10/21/20	22297	PARALLEL TECHNOLOGI	01019865380000	520	SWMS SAFETY GRANT	0.00	10,320.88
A101.00	378933	10/28/20	32071	93 SKIP LLC	01009760720000	330	SEP20 SOLAR: TRANSP	0.00	229.07
A101.00	378933	10/28/20	32071	93 SKIP LLC	01009760720000	330	AUG20 SOLAR: TRANSP	0.00	307.69
A101.00	378933	10/28/20	32071	93 SKIP LLC	01009760720000	330	MAY20 SOLAR: TRANSP	0.00	333.40
A101.00	378933	10/28/20	32071	93 SKIP LLC	01009760720000	330	JUL20 SOLAR: TRANSP	0.00	351.34
A101.00	378933	10/28/20	32071	93 SKIP LLC	01009760720000	330	JUN20 SOLAR: TRANSP	0.00	372.71
TOTAL CHECK								0.00	1,594.21
A101.00	378934	10/28/20	32610	ADVANCED IMAGING SO	01005850302000	370	LEASE PAYMENTS-11/0	0.00	4,230.75
A101.00	378935	10/28/20	32752	AMY KELLEY	01021291000254	302	PUBLIC FORUM DEBATE	0.00	70.00
A101.00	378935	10/28/20	32752	AMY KELLEY	01021291000254	302	POLICY DEBATES (2)	0.00	140.00
TOTAL CHECK								0.00	210.00
A101.00	378936	10/28/20	00402	APPLE INC	010005630154000	530	50 IPAD GEN 7 FOR S	0.00	14,700.00
A101.00	378938	10/28/20	00500	ASTLEFORD INTERNATI	01009760720000	402	KT WINDOW	0.00	118.80
A101.00	378938	10/28/20	00500	ASTLEFORD INTERNATI	01009760720000	402	SWITCH PRK BRK	0.00	130.64
TOTAL CHECK								0.00	249.44
A101.00	378939	10/28/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	STANDARD MINIATU	0.00	12.00
A101.00	378940	10/28/20	91715	BAKER MATT	01021294000663	R050	BYS SOCCER REG REFU	0.00	245.00
A101.00	378941	10/28/20	32766	BLAKE A SCHROEPFER	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	378942	10/28/20	91323	BORK GARY	01021296000664	302	GIRLS SWIM&DIVE	0.00	75.00
A101.00	378942	10/28/20	91323	BORK GARY	01021296000664	302	GIRLS SWIM&DIVE	0.00	75.00
TOTAL CHECK								0.00	150.00
A101.00	378943	10/28/20	92585	BOSE THOMAS N	01021296000664	302	GIRLS SWIM&DIVE	0.00	75.00
A101.00	378944	10/28/20	28080	BRAITTON DONALD	01021294000654	302	JV FOOTBALL	0.00	79.00
A101.00	378945	10/28/20	31224	BRIAN KOEHLER	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378945	10/28/20	31224	BRIAN KOEHLER	01021296000663	302	VARSITY GIRLS SOCCE	0.00	68.50
TOTAL CHECK								0.00	137.00
A101.00	378946	10/28/20	10501	BOILER SERVICES INC	01526810000000	350	BOILER TUNE UP X3	0.00	2,530.45
A101.00	378947	10/28/20	01012	BSN SPORTS, LLC	01005211154000	401	SV STICKERS	0.00	2,014.81
A101.00	378947	10/28/20	01012	BSN SPORTS, LLC	01005211154000	401	SOCIAL DISTANCE STI	0.00	17,432.85
A101.00	378947	10/28/20	01012	BSN SPORTS, LLC	01005211154000	401	1" STICKERS	0.00	163.50
TOTAL CHECK								0.00	19,611.16
A101.00	378948	10/28/20	92668	BUSBY TREVOR	01021294000654	302	9TH GRD FOOTBALL	0.00	79.00

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A101.00	378949	10/28/20	18771	CDW GOVERNMENT	01005630154000	530	QUOTE LPM110	0.00	41,520.00
A101.00	378949	10/28/20	18771	CDW GOVERNMENT	01005630154000	530	LENOVO L14 LAPTOPS-	0.00	70,930.00
TOTAL CHECK								0.00	112,450.00
A101.00	378950	10/28/20	15056	CENTERPOINT ENERGY	01020810000000	440	VV: 9/15/20-10/14/2	0.00	135.18
A101.00	378950	10/28/20	15056	CENTERPOINT ENERGY	01009760720000	440	BG: 9/15/20-10/14/2	0.00	213.65
A101.00	378950	10/28/20	15056	CENTERPOINT ENERGY	01021810000000	440	EHS: 9/15/20-10/14/2	0.00	572.00
A101.00	378950	10/28/20	15056	CENTERPOINT ENERGY	01527810000000	440	CN: 9/15/20-10/14/2	0.00	800.42
A101.00	378950	10/28/20	15056	CENTERPOINT ENERGY	01528810000000	440	CS: 9/15/20-10/14/2	0.00	1,170.95
TOTAL CHECK								0.00	2,892.20
A101.00	378951	10/28/20	24945	CENTURYLINK	01020810000000	320	VV: 10/10/20-11/09/	0.00	307.14
A101.00	378951	10/28/20	24945	CENTURYLINK	01021810000000	320	EHS: 10/10/20-11/9/	0.00	394.90
A101.00	378951	10/28/20	24945	CENTURYLINK	01005620000000	320	DO: 09/12/20-10/11/	0.00	86.98
A101.00	378951	10/28/20	24945	CENTURYLINK	01532810000000	320	CV: 10/10/20-11/09/	0.00	136.39
TOTAL CHECK								0.00	925.41
A101.00	378952	10/28/20	30135	CHAD BOVEE	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	378953	10/28/20	26773	COMBINED INSURANCE	01	L215.25	EMPLOYEE WITHHOLDIN	0.00	3,222.35
A101.00	378953	10/28/20	26773	COMBINED INSURANCE	01	L215.25	EMPLOYEE WITHHOLDIN	0.00	3,584.22
TOTAL CHECK								0.00	6,806.57
A101.00	378954	10/28/20	26286	DAKOTA TRUCK UNDERW	01	L215.70	INSTALLMENT #5	0.00	26,585.00
A101.00	378955	10/28/20	32763	DANIEL AARON FRANK-	01021291000254	302	DEBATE DAY 1	0.00	70.00
A101.00	378955	10/28/20	32763	DANIEL AARON FRANK-	01021291000254	302	DEBATE DAY 2	0.00	70.00
A101.00	378955	10/28/20	32763	DANIEL AARON FRANK-	01021291000254	302	DEBATES (5)	0.00	70.00
TOTAL CHECK								0.00	210.00
A101.00	378956	10/28/20	32753	DAVID ALLEN STEPHEN	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	378957	10/28/20	32760	DAVID OLEYAR	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	378958	10/28/20	21013	SHRED RIGHT	01009760720000	401	SHREDING-BUS GARAGE	0.00	15.00
A101.00	378959	10/28/20	30636	ESCREEN, INC.	01009760720000	305	TESTING	0.00	431.25
A101.00	378960	10/28/20	93345	FERN NATHAN R	01021294000654	302	VARSIITY FOOTBALL	0.00	89.00
A101.00	378961	10/28/20	01190	FLEETPRIDE	01009760720000	402	STARTER, STR 12V	0.00	660.63
A101.00	378962	10/28/20	32764	GEORGE SONNY LOGAN	01021291000254	302	BOYS DEBATE (2)	0.00	140.00
A101.00	378963	10/28/20	31789	GILBERTO NIECO-BARR	01021294000663	302	JV BOYS SOCCER	0.00	60.00
A101.00	378963	10/28/20	31789	GILBERTO NIECO-BARR	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	378963	10/28/20	31789	GILBERTO NIECO-BARR	01021294000663	302	JV GLRS SOCCER	0.00	60.00
A101.00	378963	10/28/20	31789	GILBERTO NIECO-BARR	01021294000663	302	JV GLRS SOCCER	0.00	60.00
TOTAL CHECK								0.00	240.00
A101.00	378964	10/28/20	02825	GOPHER/PLAY WITH A	01528240000000	430	ADDTL PE ROPE ORDER	0.00	33.58

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378965	10/28/20	09346	GRAINGER	01009760720000	402	ABRASIVE RUB COMPOU	0.00	59.00
A101.00	378966	10/28/20	30209	GRAINGER	01008810000000	350	EYE SENSOR-WASH STA	0.00	186.94
A101.00	378967	10/28/20	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	38.40
A101.00	378968	10/28/20	92578	HAASE JASON D	01021294000654	302	9TH GRD FOOTBALL	0.00	79.00
A101.00	378969	10/28/20	99321	HARTWELL JOSHUA	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378969	10/28/20	99321	HARTWELL JOSHUA	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
TOTAL CHECK									137.00
A101.00	378970	10/28/20	03263	HOGlund BUS AND TRU	01009760720000	402	HBP ASSE/CORE DEPOS	0.00	3,991.93
A101.00	378970	10/28/20	03263	HOGlund BUS AND TRU	01009760720000	402	BRAKE KIT	0.00	233.34
A101.00	378970	10/28/20	03263	HOGlund BUS AND TRU	01009760720000	402	PART WAB4008518817	0.00	1,302.43
A101.00	378970	10/28/20	03263	HOGlund BUS AND TRU	01009760720000	402	CABLE HOOD	0.00	153.08
A101.00	378970	10/28/20	03263	HOGlund BUS AND TRU	01009760720000	402	REFUND: BLMGNTN ISD2	0.00	-439.56
TOTAL CHECK									5,241.22
A101.00	378971	10/28/20	21315	HORIZON COMMERCIAL	01020810000815	401	POOL SUPPLIES	0.00	638.56
A101.00	378972	10/28/20	03318	HOUSE OF NOTE	01019258000252	350	ORCH INST REPAIR	0.00	125.00
A101.00	378973	10/28/20	20605	INNOVATIVE OFFICE S	01005110000000	401	REDROPE EXPANDING F	0.00	48.16
A101.00	378974	10/28/20	16513	INSTITUTE FOR ENVIR	01005865352000	305	EHS MGMT SERVICES	0.00	683.67
A101.00	378974	10/28/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	VV SITE INVESTIGATI	0.00	2,485.30
A101.00	378974	10/28/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	2020 VV COMMISSIONI	0.00	9,080.00
A101.00	378974	10/28/20	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC ASBESTOS REM/MO	0.00	23,417.64
TOTAL CHECK									35,666.61
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	604.03
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,295.82
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01021399830000	390	CAREER & TECH	0.00	1,330.67
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	3,031.30
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION FE	0.00	3,644.28
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01005865382000	390	LONG TERM FACILITIE	0.00	4,419.27
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,255.96
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01005400342000	391	SAFE SCHOOL	0.00	10,932.84
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,969.28
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01005400000000	390	TTINERANT	0.00	17,460.13
A101.00	378975	10/28/20	16322	INTERMEDIATE DISTRI	01005850302287	370	LEASE LEVY	0.00	23,895.99
TOTAL CHECK									87,839.57
A101.00	378976	10/28/20	91760	JACKSON KIP	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378976	10/28/20	91760	JACKSON KIP	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
TOTAL CHECK									137.00
A101.00	378977	10/28/20	31792	JACOB HOLM	01021294000663	302	JV BOYS SOCCER	0.00	60.00
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	01020250000000	430	FOOD	0.00	97.60
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	01020250000000	430	FOOD	0.00	41.44

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	010202550000000	430	FOOD	0.00	56.09
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	010192550000000	430	FACS SUPPLIES	0.00	65.84
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	010192550000000	430	FACS SUPPLIES	0.00	21.01
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	010202550000000	430	FOOD	0.00	25.14
A101.00	378978	10/28/20	32707	JERRY'S FOODS-4100	010202550000000	430	FOOD	0.00	26.26
TOTAL CHECK								0.00	333.38
A101.00	378979	10/28/20	03720	JERRY'S HARDWARE	01009760720000	401	GROUPS SUPPLIES	0.00	4.49
A101.00	378979	10/28/20	03720	JERRY'S HARDWARE	01009760720000	402	PARTS	0.00	10.60
A101.00	378979	10/28/20	03720	JERRY'S HARDWARE	010088100000820	401	ECC GROUNDS-SUPPLIE	0.00	16.02
TOTAL CHECK								0.00	31.11
A101.00	378980	10/28/20	03708	JERRY'S PRINTING	010192110000000	401	NOTE CARDS/ENVELOPE	0.00	467.00
A101.00	378981	10/28/20	13917	JH LARSON COMPANY	015278100000810	401	FLUORESCENT LAMP	0.00	223.27
A101.00	378981	10/28/20	13917	JH LARSON COMPANY	010208100000810	401	CUSTODIAL SUPPLIES	0.00	133.80
A101.00	378981	10/28/20	13917	JH LARSON COMPANY	010208100000810	401	CUSTODIAL SUPPLIES	0.00	33.88
A101.00	378981	10/28/20	13917	JH LARSON COMPANY	010208100000810	401	CUSTODIAL SUPPLIES	0.00	19.05
TOTAL CHECK								0.00	410.00
A101.00	378982	10/28/20	99408	JOHNSON ZACHARY	010212940000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378982	10/28/20	99408	JOHNSON ZACHARY	010212960000663	302	VARSITY GLRS SOCCER	0.00	68.50
TOTAL CHECK								0.00	137.00
A101.00	378983	10/28/20	30279	JON KUBES	010212940000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	378984	10/28/20	32709	JOSHUA DANIEL MAHON	010212940000663	302	JV BOYS SOCCER	0.00	60.00
A101.00	378984	10/28/20	32709	JOSHUA DANIEL MAHON	010212960000663	302	JV GIRLS SOCCER	0.00	60.00
TOTAL CHECK								0.00	120.00
A101.00	378985	10/28/20	31477	JULIA SOCCZYNSKI	010212910000254	302	GIRLS DEBATE	0.00	70.00
A101.00	378986	10/28/20	09728	JW PEPPER & SON INC	010212580000250	430	BAND SUPPLIES	0.00	50.00
A101.00	378986	10/28/20	09728	JW PEPPER & SON INC	010212580000250	430	BAND SUPPLIES	0.00	64.99
A101.00	378986	10/28/20	09728	JW PEPPER & SON INC	010212580000250	430	BAND SUPPLIES	0.00	85.92
A101.00	378986	10/28/20	09728	JW PEPPER & SON INC	010212580000250	430	BAND SUPPLIES	0.00	21.86
TOTAL CHECK								0.00	222.77
A101.00	378987	10/28/20	30161	KARNAS LUCAS	010212940000654	302	JV FOOTBALL	0.00	79.00
A101.00	378987	10/28/20	30161	KARNAS LUCAS	010212940000654	302	VARSITY FOOTBALL	0.00	89.00
TOTAL CHECK								0.00	168.00
A101.00	378988	10/28/20	20559	KATH FUEL OIL SERVI	010097607200000	441	UNLEADED FUEL	0.00	860.45
A101.00	378989	10/28/20	30518	KENNETH STARCZNSKI	010212960000664	302	GIRLS SWIM&DIVE	0.00	133.00
A101.00	378990	10/28/20	30116	KOCH W. JOSEPH III	010212940000663	302	VARSITY BOYS SOCCER	0.00	137.00
A101.00	378991	10/28/20	32761	KYRA BOORSMA BERGER	010212910000254	302	POLICY DEBATES (2)	0.00	70.00
A101.00	378992	10/28/20	32759	LILLIAN ALBRECHT	010212910000254	302	DEBATE TOURNAMENT	0.00	70.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378993	10/28/20	32754	LORI A WEBB	01021291000254	302	DEBATE	0.00	70.00
A101.00	378995	10/28/20	31088	MATSON HOLDING, INC	01009760720000	402	GLOVES	0.00	78.50
A101.00	378996	10/28/20	32765	MATTHEW T EDGAR	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378996	10/28/20	32765	MATTHEW T EDGAR	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
A101.00	378996	10/28/20	32765	MATTHEW T EDGAR	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378996	10/28/20	32765	MATTHEW T EDGAR	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
TOTAL CHECK									274.00
A101.00	378997	10/28/20	31239	MATTHEW TIANO	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	378997	10/28/20	31239	MATTHEW TIANO	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
TOTAL CHECK									137.00
A101.00	378998	10/28/20	30024	MENARDS - EDEN PRAI	01529810000810	401	SUPPLIES	0.00	41.27
A101.00	378998	10/28/20	30024	MENARDS - EDEN PRAI	01020810000810	401	CUSTODIAL SUPPLIES	0.00	7.34
A101.00	378998	10/28/20	30024	MENARDS - EDEN PRAI	01020810000810	401	CUSTODIAL SUPPLIES	0.00	12.69
TOTAL CHECK									61.30
A101.00	378999	10/28/20	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES-SVMS	0.00	29.82
A101.00	378999	10/28/20	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES-SVMS	0.00	33.07
A101.00	378999	10/28/20	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES-SVMS	0.00	58.97
A101.00	378999	10/28/20	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES-SVMS	0.00	101.12
A101.00	378999	10/28/20	30025	MENARDS - RICHFIELD	01019810000810	401	SUPPLIES-SVMS	0.00	203.09
TOTAL CHECK									426.07
A101.00	379000	10/28/20	24523	MESSERLI & KRAMER P 01		L215.13	TW - KATTINA WILSON	0.00	354.71
A101.00	379001	10/28/20	04564	METRO ECSU-REGION 1	01005810000000	366	REG ELECTRIC TRAINI	0.00	130.00
A101.00	379002	10/28/20	20037	METRO ELEVATOR INC	01005810000000	305	ECC REG SERVICE NOV	0.00	1,130.00
A101.00	379003	10/28/20	31230	MICHAEL JOHNSON	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	379003	10/28/20	31230	MICHAEL JOHNSON	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
A101.00	379003	10/28/20	31230	MICHAEL JOHNSON	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	379003	10/28/20	31230	MICHAEL JOHNSON	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
TOTAL CHECK									274.00
A101.00	379004	10/28/20	32554	MICHELLE THOMAS	01021291000254	302	DEBATE UK TOURNAMEN	0.00	210.00
A101.00	379005	10/28/20	22660	MIDWEST BUS PARTS I	01009760720000	402	LIGHTS, BRAKE ROTOR	0.00	456.22
A101.00	379006	10/28/20	12079	MINNESOTA DEPARTMEN 01		A122.00	OVERDRAW 19-20 FT40	0.00	1,903.54
A101.00	379007	10/28/20	32007	MINNESOTA EQUIPMENT	01532810000820	401	CV GROUNDS	0.00	31.99
A101.00	379007	10/28/20	32007	MINNESOTA EQUIPMENT	01005810000820	401	DW GROUNDS	0.00	31.98
A101.00	379007	10/28/20	32007	MINNESOTA EQUIPMENT	01021810000820	401	EHS GROUNDS	0.00	31.99
A101.00	379007	10/28/20	32007	MINNESOTA EQUIPMENT	01020810000820	401	VV GROUNDS	0.00	31.99
TOTAL CHECK									127.95
A101.00	379008	10/28/20	30328	MINNESOTA HISTORICA	01019211000000	820	MEMBERSHIP RENEWAL-	0.00	35.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	379010	10/28/20	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES WITHHOLD	0.00	1,485.67
A101.00	379011	10/28/20	28660	MOHER CHARLES D	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379011	10/28/20	28660	MOHER CHARLES D	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379011	10/28/20	28660	MOHER CHARLES D	01021296000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379011	10/28/20	28660	MOHER CHARLES D	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379011	10/28/20	28660	MOHER CHARLES D	01021296000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379011	10/28/20	28660	MOHER CHARLES D	01021296000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379012	10/28/20	32755	NATHAN PAUL ENGMAN	01021294000663	302	9TH GRD BOYS SOCCER	0.00	60.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#30866 - BASC-3 Q-G	0.00	1,550.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#30868 - BASC-3 BES	0.00	19.50
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#30812 - BASC-3 BES	0.00	27.40
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#30815 - BASC-3 PAR	0.00	45.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#30815 - BASC-3 PAR	0.00	45.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#25041 - NEW KABC-T	0.00	80.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#0158174593 - CTONTI	0.00	63.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#0158984994 - WPPST	0.00	125.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#0158984994 - WPPST	0.00	95.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#0158985095 - WPPST	0.00	95.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#015898501X - WPPST	0.00	55.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#A102001600093 - BA	0.00	145.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#A102001600047 - BA	0.00	110.00
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#0150039328 - SSIS-	0.00	87.50
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	#31353 - VINELAND-3	0.00	152.50
A101.00	379013	10/28/20	23177	NCS PEARSON INC	01005420419000	433	Q-INTERACTIVE CUSTO	0.00	18.60
A101.00	379014	10/28/20	32756	NINA BAKER	01021291000254	302	DEBATE JAMBOREE	0.00	70.00
A101.00	379015	10/28/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT CROSS	0.00	70.00
A101.00	379015	10/28/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT MATTSON	0.00	70.00
A101.00	379016	10/28/20	26001	OLYMPIC COMMUNICATI	01019211302000	530	OFFICE WIRING	0.00	726.50
A101.00	379017	10/28/20	16979	OSI ENVIRONMENTAL I	01009760720000	442	PADS & RAGS	0.00	100.00
A101.00	379018	10/28/20	22297	PARALLEL TECHNOLOGI	01019865380000	520	SWMS SECURITY GRANT	0.00	2,140.10
A101.00	379018	10/28/20	22297	PARALLEL TECHNOLOGI	01019865380000	520	SWMS SECURITY GRANT	0.00	930.00
A101.00	379020	10/28/20	28985	PETERSON SHEET META	01020810000000	350	BUILDING REPAIR	0.00	3,070.10
A101.00	379021	10/28/20	15331	PRAIRIE ELECTRIC CO	01529810000000	350	REPAIR	0.00	1,032.00
A101.00	379022	10/28/20	15873	REALLY GOOD STUFF I	01527203000051	430	GRADE 1 INSTRUCTION	0.00	1,549.24
A101.00	379023	10/28/20	30299	RICHELLE LIES	01021291000254	302	DEBATE JAMBOREE	0.00	876.31
A101.00	379023	10/28/20	30299	RICHELLE LIES	01021291000254	302	DEBATE JAMBOREE	0.00	70.00
A101.00	379023	10/28/20	30299	RICHELLE LIES	01021291000254	302	DEBATE	0.00	70.00

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TOTAL CHECK									140.00
A101.00	379024	10/28/20	32757	SAUMYA G MANGALICK	01021291000254	302	DEBATE TOURNAMENT	0.00	70.00
A101.00	379024	10/28/20	32757	SAUMYA G MANGALICK	01021291000254	302	DEBATE TOURNAMENT	0.00	70.00
A101.00	379024	10/28/20	32757	SAUMYA G MANGALICK	01021291000254	302	DEBATE TOURNAMENT	0.00	70.00
A101.00	379024	10/28/20	32757	SAUMYA G MANGALICK	01021291000254	302	DEBATE JAMBOREE	0.00	70.00
TOTAL CHECK									280.00
A101.00	379025	10/28/20	06400	SCHMITT MUSIC	01021258000250	350	BAND REPAIR	0.00	83.00
A101.00	379025	10/28/20	06400	SCHMITT MUSIC	01021258000250	350	BARITONE REPAIR	0.00	35.00
A101.00	379025	10/28/20	06400	SCHMITT MUSIC	01021258000250	350	BAND REPAIR	0.00	56.00
TOTAL CHECK									174.00
A101.00	379026	10/28/20	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES WITHHOLD	0.00	3,299.67
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01528203000000	430	CLIPBOARDS-ALL STDT	0.00	498.00
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01528212000000	430	ART ROOM: CONST PAP	0.00	320.61
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01529212000000	430	PAPER, WATERCOLOR,	0.00	171.16
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01528201000000	430	K ART ORDER: PAINT	0.00	36.52
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01528201000000	430	K ART ORDER: PAINT	0.00	54.78
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01533212000000	430	ART SUPPLIES 557204	0.00	7.20
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01528212000000	430	ART ROOM SUPPLIES	0.00	12.00
A101.00	379027	10/28/20	09066	SCHOOL SPECIALTY IN	01527201000050	430	KINDERGARTEN INSTRU	0.00	14.03
TOTAL CHECK									1,114.30
A101.00	379028	10/28/20	22930	SIGN PRO	01009760720000	404	WIDE FORMAT PRINTS	0.00	568.47
A101.00	379028	10/28/20	22930	SIGN PRO	01009760720000	404	CUT VINYL	0.00	585.00
TOTAL CHECK									1,153.47
A101.00	379029	10/28/20	31620	ST. PAUL UTILITIES	01019865383000	520	SV STORM SEWER INST	0.00	7,400.00
A101.00	379030	10/28/20	06875	STATE SUPPLY COMPAN	01008810000000	350	MAKE UP TANK VALUE	0.00	345.30
A101.00	379030	10/28/20	06875	STATE SUPPLY COMPAN	01020810000000	350	BUILDING REPAIR	0.00	349.14
TOTAL CHECK									694.44
A101.00	379031	10/28/20	30016	SWEDBERG	01526810302000	520	FLOOR COATING:STWY/	0.00	2,850.00
A101.00	379032	10/28/20	31285	SYN-TECH SYSTEMS	01009760720000	350	SERVICE CALL	0.00	42.00
A101.00	379033	10/28/20	32767	TASSLE DEPOT	01021211000305	430	GRADUATION CORDS	0.00	1,640.00
A101.00	379034	10/28/20	32768	TATIANA SAMPSON	01005407740000	394	TUITION REIMB-GROVE	0.00	2,150.00
A101.00	379034	10/28/20	32768	TATIANA SAMPSON	01005407740000	394	TUITION REIMB-GROVE	0.00	2,250.00
TOTAL CHECK									4,400.00
A101.00	379035	10/28/20	91325	TERRY L BUMGARDNER	01021296000664	302	GIRLS SWIM&DIVE	0.00	75.00
A101.00	379036	10/28/20	17019	THE TESSMAN COMPANY	01528810000820	401	CS GROUNDS-SALT	0.00	800.00
A101.00	379036	10/28/20	17019	THE TESSMAN COMPANY	01008810000820	401	ECC GROUNDS-SALT	0.00	1,585.00
A101.00	379036	10/28/20	17019	THE TESSMAN COMPANY	01021810000820	401	EHS GROUNDS-SALT	0.00	1,585.00
A101.00	379036	10/28/20	17019	THE TESSMAN COMPANY	01020810000820	401	VV GROUNDS-SALT	0.00	403.00
A101.00	379036	10/28/20	17019	THE TESSMAN COMPANY	01532810000820	401	CV GROUNDS-SALT	0.00	403.00



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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	V15801	10/07/20	E13111	KENDAL C MASTICA	01529203000000	430	SCHOOL SUPPLIES	0.00	328.70
A101.00	V15802	10/07/20	E14463	ROXANNE ANDREE MAY	01528203000000	430	MATCH STDNT MATERIA	0.00	44.98
A101.00	V15803	10/07/20	E14119	MARY K O'KEEFE	01527260000000	430	SCIENCE KIT SUPPLIE	0.00	35.92
A101.00	V15804	10/07/20	E20748	EMILY E ONKEN	01021640316000	366	WORKSHOP/CONF	0.00	325.00
A101.00	V15805	10/07/20	E14504	EMILY KRISTINE WAAG	01005203154000	530	EVA MATERIALS	0.00	143.23
A101.00	V15806	10/14/20	E14110	NADJUA S BAKER	01005203154000	401	SUPPLIES	0.00	199.52
A101.00	V15807	10/14/20	E20029	PETER M BLACKWELL	01005630000000	366	MILEAGE	0.00	11.27
A101.00	V15808	10/14/20	E6495	ALFRED L BLISS	01005203797000	291	MEDICARE RETMB	0.00	433.80
A101.00	V15808	10/14/20	E6495	ALFRED L BLISS	01005203797000	291	SUPPLEMENT REIMB	0.00	742.20
	TOTAL CHECK								1,176.00
A101.00	V15809	10/14/20	E13322	KYRSTEN N DARBY	01528203000096	430	PTO GRANT-SHEET MUS	0.00	45.00
A101.00	V15810	10/14/20	E11263	SHAWN P DUDLEY	01020211000000	401	SUPPLIES	0.00	169.90
A101.00	V15810	10/14/20	E11263	SHAWN P DUDLEY	01020050000000	320	CELL PHONE APR-JUL2	0.00	260.00
	TOTAL CHECK								429.90
A101.00	V15811	10/14/20	E11637	ADAM P DUFFY	01005630000000	320	CELL PHONE-SEP 2020	0.00	65.00
A101.00	V15812	10/14/20	E4324	DONNA M ERSTAD	01528203000000	430	CLASSROOM JOURNALS	0.00	200.00
A101.00	V15813	10/14/20	E13721	BENJAMIN J FLEMING	010212940000653	366	XC MEET LAKE CONF-B	0.00	14.95
A101.00	V15813	10/14/20	E13721	BENJAMIN J FLEMING	010212960000653	366	XC MEET LAKE CONF-G	0.00	14.95
	TOTAL CHECK								29.90
A101.00	V15814	10/14/20	E12245	MATTHEW E GABRIELSO	01529203000000	430	CLASSROOM SUPPLIES	0.00	208.20
A101.00	V15815	10/14/20	E12665	MEGAN E GALLENBERGE	01005203154000	401	SUPPLIES	0.00	90.95
A101.00	V15816	10/14/20	E9316	VICKIE GEIER	01005630000000	366	MILEAGE TO SCHOOLS	0.00	36.69
A101.00	V15817	10/14/20	E14419	MARY B HEIMAN	01005420419000	401	PADLOCK (2 KEYS)	0.00	7.99
A101.00	V15817	10/14/20	E14419	MARY B HEIMAN	01005420740000	366	SNOW ANNUAL CONF	0.00	50.00
A101.00	V15817	10/14/20	E14419	MARY B HEIMAN	01005420419000	820	NASN MEMBERSHIP	0.00	150.00
	TOTAL CHECK								207.99
A101.00	V15818	10/14/20	E20548	JOEL ROBERT JOHNSON	01005630000000	366	MILEAGE	0.00	9.66
A101.00	V15819	10/14/20	E14116	THOMAS J JOHNSTON	01005630000000	320	CELL PHONE AUG-SEP2	0.00	130.00
A101.00	V15820	10/14/20	E20549	ANDREW R LEE	010212940000673	366	IMLCA COACHES CONF	0.00	155.50
A101.00	V15821	10/14/20	E21237	MASON DANIEL LINDLE	01005630000000	366	MILEAGE	0.00	26.16
A101.00	V15822	10/14/20	E5777	MARY B MANDERFELD	01005203313000	320	CELL PHONE-SEP 2020	0.00	65.00



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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V15849	10/28/20	E15399	ZACH R HORN	01005630000000	366	MILEAGE 07/01-10/19	0.00	124.89
A101.00	V15850	10/28/20	E14239	CURT E JOHANSON	01005810000000	320	AUG20 CELL PHONE	0.00	65.00
A101.00	V15852	10/28/20	E20537	LING MA	01005610000000	401	WB WALKER-CHN LVLI	0.00	156.08
A101.00	V15853	10/28/20	E12185	SUSAN K NIELSEN	01019291000263	430	WEVIDEO SUBSCRIPTIO	0.00	199.00
A101.00	V15854	10/28/20	E15447	GREGORY J PAFKO	01005810000000	320	JUL-SEP20 CELL PHON	0.00	75.85
A101.00	V15855	10/28/20	E13797	SHAUN P PAKENHAM	01005605335000	401	BOOKS FOR STAFF	0.00	162.31
A101.00	V15856	10/28/20	E13852	JOSEPH W PASTOOR	01020250000000	430	FOOD FOR CLASSROOM	0.00	97.20
A101.00	V15857	10/28/20	E9152	JENNIFER L RAUEN	01532203000000	430	RAZ KIDS MEMBERSHIP	0.00	104.97
TOTAL CASH ACCOUNT									2,596,529.82
TOTAL FUND									2,596,529.82



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FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378698	10/07/20	14639	HOUGHTON MIFFLIN HA	04001590351000	460	WRITE SOURCE STUDEN ESTIMATED SHIPPING/	0.00	52.75
A101.00	378698	10/07/20	14639	HOUGHTON MIFFLIN HA	04001590351000	460	ESTIMATED SHIPPING/	0.00	10.00
TOTAL CHECK								0.00	62.75
A101.00	378703	10/07/20	20880	IXL LEARNING	04001590351000	460	IXL SITE LICENSE (G	0.00	450.00
A101.00	378703	10/07/20	20880	IXL LEARNING	04001590351000	460	IXL SITE LICENSE (A	0.00	338.00
TOTAL CHECK								0.00	788.00
A101.00	378718	10/07/20	32587	MATH ADVANTAGE TUT	04005585332000	305	F09-01	0.00	3,650.00
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	READING WONDERS STU	0.00	138.12
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	READING WONDERS COM	0.00	237.42
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	READING WONDERS STU	0.00	49.56
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	READING WONDERS COM	0.00	354.84
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	READING WONDERS CLO	0.00	17.94
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	READING WONDERS YOU	0.00	19.92
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	ESTIMATED SHIPPING/	0.00	90.10
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	MY MATH 2018	0.00	115.80
A101.00	378719	10/07/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	ESTIMATED SHIPPING/	0.00	20.19
TOTAL CHECK								0.00	1,043.89
A101.00	378725	10/07/20	30174	MIKKONEN MUSIC LLC	04005585332000	305	SEPT MUSIC LESSONS	0.00	2,227.50
A101.00	378725	10/07/20	30174	MIKKONEN MUSIC LLC	04005585332000	305	SEPT MUSIC LESSONS	0.00	-2,227.50
TOTAL CHECK								0.00	0.00
A101.00	378735	10/07/20	05897	PEARSON EDUCATION I	04001590351000	460	7TH GRADE MY PERSPE	0.00	50.91
A101.00	378747	10/07/20	09066	SCHOOL SPECIALTY IN	04001590351000	460	HANDWRITING PROGRAM ESTIMATED SHIPPING/	0.00	121.00
A101.00	378747	10/07/20	09066	SCHOOL SPECIALTY IN	04001590351000	460	ESTIMATED SHIPPING/	0.00	14.52
TOTAL CHECK								0.00	135.52
A101.00	378758	10/07/20	27819	T-MOBILE	04526570154000	320	KIDS CLUB CC-SEP 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04527570154000	320	KIDS CLUB CN-SEP 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04528570154000	320	KIDS CLUB CS-SEP 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04005585362502	320	COMM ED-AUG 2020	0.00	6.24
A101.00	378758	10/07/20	27819	T-MOBILE	04005585362502	320	COMM ED-SEP 2020	0.00	6.24
A101.00	378758	10/07/20	27819	T-MOBILE	04526570154000	320	KIDS CLUB CC-AUG 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04527570154000	320	KIDS CLUB CS-AUG 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04528570154000	320	KIDS CLUB CV-AUG 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04533570154000	320	KIDS CLUB HL-AUG 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04532570154000	320	KIDS CLUB ND-AUG 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04532570154000	320	KIDS CLUB CV-AUG 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04529570154000	320	KIDS CLUB HL-SEP 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04533570154000	320	KIDS CLUB CV-SEP 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04532570154000	320	KIDS CLUB ND-SEP 20	0.00	22.41
A101.00	378758	10/07/20	27819	T-MOBILE	04005582344000	401	FAM CTR2-AUG 2020	0.00	40.62
A101.00	378758	10/07/20	27819	T-MOBILE	04005582344000	401	FAM CTR2-SEP 2020	0.00	40.62
TOTAL CHECK								0.00	362.64
A101.00	378769	10/09/20	30174	MIKKONEN MUSIC LLC	04005585332000	305	SEPT MUSIC LESSONS	0.00	2,227.50
A101.00	378793	10/14/20	22631	EDINBOROUGH PARK	04008505321503	370	AUGUST POOL	0.00	1,500.00

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FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378819	10/14/20	23467	MAYER ARTS INC	04005585332000	305	DANCE/THEATER CAMP	0.00	5,748.00
A101.00	378820	10/14/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	MY MATH STUDENT 1 Y	0.00	92.64
A101.00	378820	10/14/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	MY MATH STUDENT 1 Y	0.00	46.32
A101.00	378820	10/14/20	04485	MCGRAW-HILL SCHOOL	04001590351000	460	MY MATH STUDENT 1 Y	0.00	162.12
TOTAL CHECK								0.00	301.08
A101.00	378826	10/14/20	31043	MORRISON & ASSOCIATE	04005505321000	305	HR CONSULT	0.00	822.00
A101.00	378853	10/14/20	26627	SUMMER HILLS-BONCZY	04008505321503	305	206-1, 206-2, 221-1	0.00	1,050.00
A101.00	378854	10/14/20	28900	SUSAN HARDMAN-CONKL	04008505321503	305	214-9/211-1	0.00	436.00
A101.00	378866	10/21/20	23347	ART SPARK LLC	04005585362503	305	SUM-338	0.00	497.00
A101.00	378877	10/21/20	27150	DEBERG WILLIAM M	04005585332000	305	DEBERG BBALL MEA	0.00	3,087.00
A101.00	378886	10/21/20	32105	JACKIE ANN MART	04005585332000	305	GIRL POWER	0.00	1,008.00
A101.00	378896	10/21/20	23467	MAYER ARTS INC	04005585332000	305	EDINA'S GOT TALENTM	0.00	385.00
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	641.89
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	641.89
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	641.95
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04532570321000	490	KC SNACKS	0.00	1,378.99
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04529570321000	490	KC SNACKS	0.00	60.12
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	60.12
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	60.12
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	585.29
A101.00	378926	10/21/20	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	610.72
TOTAL CHECK								0.00	4,681.09
A101.00	V15798	10/07/20	E12824	DAWNA R FINNERN	04005590321000	401	CLASS/ART SUPPLIES	0.00	94.81
A101.00	V15826	10/14/20	E14631	CARYNN R ROHRICK	04005590321501	320	CELL PHONE-SEP 2020	0.00	65.00
A101.00	V15826	10/14/20	E14631	CARYNN R ROHRICK	04005590321501	366	CELL PHONE-SEP 2020	0.00	80.50
TOTAL CHECK								0.00	145.50
A101.00	V15838	10/21/20	E6248	CAROLYN PROCTOR	04005570321000	320	AUG CELL PHONE	0.00	65.00
A101.00	V15851	10/28/20	E14167	JOANNA T KRUPECKA-T	04005590321000	401	CLASSROOM SUPPLIES	0.00	148.46
TOTAL CASH ACCOUNT								0.00	28,290.15
TOTAL FUND								0.00	28,290.15

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FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378652	10/07/20	10880	ACOUSTICS ASSOCIATE	06020867380000	520	VV 2020 RENO WS 09-	0.00	5,894.75
A101.00	378653	10/07/20	31989	ADMIRAL COATINGS, I	06008867380000	520	ECC RENO 2020 WS 09	0.00	19,804.52
A101.00	378653	10/07/20	31989	ADMIRAL COATINGS, I	06020867380000	520	VV 2020 RENO WS 09-	0.00	28,491.26
	TOTAL CHECK							0.00	48,295.78
A101.00	378659	10/07/20	30804	B&D ASSOCIATES, INC	06008867380000	520	ECC RENO 2020 WS 04	0.00	7,125.00
A101.00	378663	10/07/20	14025	BRIN NORTHWESTERN G	06020867380000	520	VV 2020 RENO WS 08-	0.00	57,475.00
A101.00	378665	10/07/20	28625	CAPITAL CITY GLASS,	06008867380000	305	ECC RENO 2020 WS 08	0.00	59,990.41
A101.00	378666	10/07/20	23684	CARCIOFINI COMPANY	06020867380000	520	VV 2020 RENO WS 07-	0.00	4,791.48
A101.00	378668	10/07/20	27717	CATALYST SOURCING S	06005870795000	305	ON DMEAND/CHROMBK	0.00	1,800.00
A101.00	378669	10/07/20	22896	CD TILE & STONE INC	06008867380000	305	ECC RENO 2020 WS 09	0.00	28,677.76
A101.00	378674	10/07/20	10363	CENTRAL ROOFING COM	06020867380000	520	VV 2020 RENO WS 07-	0.00	8,046.50
A101.00	378674	10/07/20	10363	CENTRAL ROOFING COM	06008867380000	520	ECC RENO 2020 WS 07	0.00	18,248.30
	TOTAL CHECK							0.00	26,294.80
A101.00	378676	10/07/20	32205	CHOICE IT GLOBAL LL	06005870795754	515	SALES PROPOSAL 1114	0.00	52.99
A101.00	378677	10/07/20	32077	COMMERCIAL DRYWALL	06008867380000	520	ECC 2020 RENO WS 09	0.00	70,281.00
A101.00	378679	10/07/20	29089	CONSTRUCTION SYSTEM	06020867380000	520	VV 2020 RENO WS 05-	0.00	6,227.15
A101.00	378686	10/07/20	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 03-	0.00	10,906.03
A101.00	378686	10/07/20	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 13-	0.00	43,521.87
A101.00	378686	10/07/20	22552	EBERT CONSTRUCTION	06008867380000	520	ECC RENO 2020 WS 06	0.00	197,490.75
	TOTAL CHECK							0.00	251,918.65
A101.00	378690	10/07/20	02490	FOLLETT SCHOOL SOLU	06005870795000	406	BOOKS FOR HIGHLAND	0.00	93.30
A101.00	378694	10/07/20	32562	GRAZZINI BROTHERS &	06020867380000	520	VV 2020 RENO WS 09-	0.00	5,225.00
A101.00	378701	10/07/20	30201	INSIGHT PUBLIC SECT	06005870795000	405	AZURE OVER:MAY-JUL2	0.00	2,597.97
A101.00	378710	10/07/20	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	16,056.03
A101.00	378711	10/07/20	22894	KENDELL DOORS & HAR	06008867380000	305	ECC 2020 RENO WS 08	0.00	5,540.61
A101.00	378713	10/07/20	28894	LAKETOWN ELECTRIC C	06020867380000	520	VV 2020 RENO WS 26-	0.00	120,270.00
A101.00	378717	10/07/20	31991	MANOR ELECTRIC INC,	06008867380000	520	ECC RENO 2020 WS 26	0.00	152,442.45
A101.00	378728	10/07/20	18615	NAC	06008867380000	520	ECC RENO 2020 WS 23	0.00	430,705.37
A101.00	378739	10/07/20	28985	PETERSON SHEET META	06020867380000	520	VV 2020 RENO WS 23-	0.00	418,045.24
A101.00	378741	10/07/20	14195	RIGHT-WAY CAULKING	06008867380000	520	ECC 2020 RENO WS 07	0.00	12,749.00

SOURCEWELL TECHNOLOGY  
 DATE: 11/02/2020  
 TIME: 14:47:50

EDINA - LIVE  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 34  
 ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='4'  
 ACCOUNTING PERIOD: 5/21

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378743	10/07/20	28970	RTL CONSTRUCTION, IN	06020867380000	520	VV 2020 RENO WS 09-	0.00	97,669.50
A101.00	378750	10/07/20	32099	SONUS INTERIORS INC	06008867380000	520	ECC 2020 RENO WS 09	0.00	60,881.70
A101.00	378754	10/07/20	22773	SUMMIT FIRE PROTECT	06020867380000	520	VV 2020 RENO WS 21-	0.00	53,032.80
A101.00	378754	10/07/20	22773	SUMMIT FIRE PROTECT	06008867380000	520	ECC 2020 RENO WS 21	0.00	107,735.79
TOTAL CHECK								0.00	160,768.59
A101.00	378765	10/07/20	32561	WOODSIDE INDUSTRIES	06020867380000	520	VV 2020 RENO WS 12-	0.00	13,685.79
A101.00	378765	10/07/20	32561	WOODSIDE INDUSTRIES	06008867380000	520	ECC 2020 RENO WS 12	0.00	27,242.20
TOTAL CHECK								0.00	40,927.99
A101.00	378768	10/07/20	32171	YAMRY CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 06-	0.00	17,968.39
A101.00	378774	10/14/20	27918	ARVIG	06005870795754	555	INTERNET SER-OCT 20	0.00	2,704.75
A101.00	378787	10/14/20	22056	CONSORTIUM FOR SCHO	060058707955000	305	COSN PEER REV-EPS T	0.00	4,200.00
A101.00	378789	10/14/20	30917	DARK KNIGHT Solutio	060058707955000	305	SEC ADV SER-OCT2020	0.00	350.00
A101.00	378799	10/14/20	28037	GOPHER STATE ONE-CA	06005870795754	555	TICKETS-SERP20	0.00	145.80
A101.00	378815	10/14/20	10090	MACKIN EDUCATIONAL	060058707955000	406	BOOKS FOR EHS	0.00	597.58
A101.00	378816	10/14/20	31826	MAGERS & QUINN BOOK	060058707955000	406	HISTORICALLY INACCU	0.00	263.70
A101.00	378829	10/14/20	30247	NATIONWIDE	06005867382000	340	POLICY CIM8602BG	0.00	544.80
A101.00	378831	10/14/20	04661	OFFICE DEPOT INC	06005870795742	556	AVERY LABELS FOR VV	0.00	15.19
A101.00	378832	10/14/20	31228	OPENTEXT INC	060058707955000	320	FEES-SEP2020	0.00	178.23
A101.00	378838	10/14/20	06953	PREMIUM WATERS INC	060058707955000	305	WATER FOR DMTS	0.00	36.00
A101.00	378864	10/21/20	27197	AERCOR WIRELESS INC	060058707955000	405	QUOTE DRH2004664	0.00	6,099.82
A101.00	378867	10/21/20	26629	ASSETGENIE, INC	06005870795734	555	QUOTE 269761	0.00	79.00
A101.00	378870	10/21/20	00649	BEST BUY BUSINESS A	06005870795712	556	150- EDINA BYOD LEN	0.00	53,012.32
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06020870380000	520	VV-GENERAL CONDITIO	0.00	16,458.85
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-CONSTRUCTION MGM	0.00	16,500.00
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-CONSTRUCTION MG	0.00	20,100.00
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06008867380000	520	ECC-GENERAL CONDITIO	0.00	33,300.65
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-SITE SERVICES	0.00	56,300.00
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-SITE SERVICES	0.00	93,400.00
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-CONST MGMT SER	0.00	5,500.00
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06008867380000	520	ECC-GEN CONDITIONS	0.00	17,318.33
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06020870380000	520	VV-GEN CONDITIONS	0.00	17,602.83
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-CONST MGMT SER	0.00	20,100.00
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-SITE SERVICES	0.00	30,300.00

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EDINA - LIVE  
 CHECK REGISTER - BY FUND

PAGE NUMBER: 35  
 ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='4'  
 ACCOUNTING PERIOD: 5/21

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	378889	10/21/20	22320	KRAUS-ANDERSON CONS	06005867380000	305	ECC-SITE SERVICES	0.00	56,200.00
TOTAL CHECK								0.00	383,080.66
A101.00	378890	10/21/20	10090	MACKIN EDUCATIONAL	06005870795000	406	BOOKS FOR EHS	0.00	874.52
A101.00	378904	10/21/20	22439	OFFICE OF MN IT SER	06005870795754	556	NETWORK SER-SEP20	0.00	1,641.85
A101.00	378905	10/21/20	26001	OLYMPIC COMMUNICATI	06005870795754	555	LABOR-CAT 6 INSTALL	0.00	625.00
A101.00	378908	10/21/20	06953	PREMIUM WATERS INC	06005870795000	305	WATER FOR DMTS	0.00	30.00
A101.00	378918	10/21/20	28713	TECHNOLOGY RESOURCE	06005870795711	556	QUOTE 15792	0.00	9,666.00
TOTAL CHECK								0.00	100.00
A101.00	378924	10/21/20	24010	TUMBLEWEED PRESS IN	06005870795000	406	DEDUCTIBLE-BKN LCD-	0.00	9,766.00
A101.00	378937	10/28/20	26629	ASSETGENIE, INC	06005870795734	555	TUMBLEBKS RENEW 20-	0.00	3,675.00
TOTAL CHECK								0.00	79.00
A101.00	379009	10/28/20	26228	MINNESOTA MEMORY IN	06005870795731	556	QUOTE: 250463	0.00	39.90
A101.00	379019	10/28/20	30446	PAUL MCCULLOUGH AND	06005870795000	305	QUOTE: 1458233	0.00	118.90
TOTAL CASH ACCOUNT								0.00	29.52
TOTAL FUND								0.00	2,581,781.60
TOTAL REPORT								0.00	2,581,781.60



**Board Meeting Date:** 11/16/2020

**TITLE:** Facility Use Agreement with City of Edina

**TYPE:** Consent

**PRESENTER(S):** Troy Stein, Assistant Principal & Activities Director, Edina High School;  
John Toop, Director of Business Services

**BACKGROUND:** This is a renewal of a 2012 agreement between Edina Public Schools (EPS) and the City of Edina over the use of the Braemar Ice Arena and locker rooms by EPS. That agreement had an 8-year term that expired in 2020. This renewal agreement is for 4 years.

**RECOMMENDATION:** Approve the Agreement with the City of Edina

**PRIMARY ISSUE(S) TO CONSIDER:** Use of Braemar Sports Facility by Edina Public Schools

**ATTACHMENTS:**

1. Agreement (next page)

**FACILITY USE AGREEMENT  
BRAEMAR SPORTS FACILITY**

**between**

**CITY OF EDINA, MINNESOTA**

**INDEPENDENT SCHOOL DISTRICT NO. 273  
(EDINA), MINNESOTA**

**Dated October 7, 2020**

## FACILITY USE AGREEMENT

**THIS FACILITY USE AGREEMENT** (the "Agreement") made this 7<sup>th</sup> day of October, 2020 by and between the **CITY OF EDINA**, a Minnesota municipal corporation (the "City"), and **INDEPENDENT SCHOOL DISTRICT NO. 273 (EDINA), MINNESOTA**, an independent school district created and existing under the laws of the State of Minnesota (the "District") in regards to the use of the City's Braemar Arena "Facility" as well as the Locker Room "Locker Room" in the Facility.

**WITNESSETH THAT**, in consideration of the mutual covenants herein contained, the parties hereto recite and agree as follows:

### ARTICLE I Terms and Conditions

- 1.01. Term. This Agreement shall be for a term of four (4) years commencing on the date of signature, subject to the District's right to terminate this Agreement as set forth in Section 1.06.
- 1.02. Indemnification. Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law. Minnesota Statutes Chapter 466 and other applicable law govern the parties' liability. Each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. In addition to the foregoing, nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.
- 1.03. Dispute Resolution. City and District agree to resolve any disputes through the processes described in Section 1.031 and, if required, the process described in Section 1.03.2.
- 1.03.1. Negotiation. The District Superintendent and the City Manager, or their designees, must promptly meet and attempt in good faith to negotiate a resolution in the event of any dispute between the parties arising under this Agreement.
- 1.03.2. Mediation and Arbitration. If the City and the District have not negotiated a resolution of the dispute within 30 days after this meeting, the parties may jointly select a mediator to facilitate further discussion. If a mediator is not used or if the parties are unable to resolve the dispute within 30 days after first meeting with the selected mediator, all disputes arising under this Agreement will be submitted to binding arbitration before a panel of one (1) arbitrator in accordance with the commercial arbitration rules of the American Arbitration Association. The parties will equally share the costs of conducting any mediation or arbitration, excluding each party's cost for preparation of its own case.
- 1.04. Relationship of Parties. The City and the District agree that it is their intention hereby to create only the relationships of licensor and licensee, and no provision hereof, or act of either party hereunder, shall ever be construed as creating the relationship of lessor and lessee, principal and agent, or a partnership, joint venture or enterprise between the parties hereto.
- 1.05. Rights Cumulative. The rights and remedies of the City and the District under this Agreement, whether provided by law or by this Agreement, shall be cumulative, and the exercise by either party of any one or more of such remedies shall not preclude the exercise by such party, at the same or different times, of any other remedy for the same default or breach or of any of its remedies for any other default or breach of the party. The waiver by either party of any default by the other party under this Agreement, or the failure of either party to insist upon strict performance of any of the terms of this Agreement, will not be deemed to be a waiver by such party of any future default or of such party's right to insist upon strict performance by the other Party in the future.

- 1.06. Mutual Right to Terminate Agreement. The City and District shall both have the right to terminate this agreement with 30 days' notice.
- 1.07. Notices. All notices, certificates or other communications required to be given to the City and the District hereunder shall be sufficiently given and shall be deemed given when delivered or deposited in the United States mail in registered or certified form with postage fully prepaid and addressed as follows:

If to the City:                   City of Edina  
   4801 W. 50th Street  
   Edina, Minnesota 55424-1330  
   Attn: City Manager

If to the District: Independent School District No. 273  
   5701 Normandale Road  
   Edina, MN 55424  
   Attn: Superintendent

The City and the District, by notice given hereunder, may designate different addresses to which subsequent notices; certificates or other communications should be sent.

- 1.08. Amendments, Changes and Modifications. This Agreement may be amended or any of its terms modified only by written amendment as mutually agreed upon and executed by the City and the District.
- 1.09. Assignment. The City and the District may not assign their rights or obligations under this Agreement without the prior written consent of the other party.
- 1.10. Binding Effect. All the covenants, conditions and agreements herein contained shall extend to, be binding upon, and inure to the benefit of the parties hereto and their respective permitted successors and assigns.
- 1.11. Severability. If any provisions of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect,
- 1.12. Execution Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
- 1.13. Governing Law. This Agreement shall in all respects be governed by and interpreted under the laws of the State of Minnesota.
- 1.14. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope of intent of any provisions or sections of this Agreement.
- 1.15. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the parties relative to the subject matter hereof. The parties have not relied upon any promises, representations, warranties, agreements, covenants or undertakings, other than those expressly set forth or referred to herein. This Agreement replaces and supersedes any and all prior oral or written agreements, representations and discussions relating to such subject matter.
- 1.16. Equal Drafting. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement will be construed as if drafted jointly by the parties and no presumption or burden of proof will arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

**ARTICLE II**  
**Facility Ownership, Operation, and Maintenance**

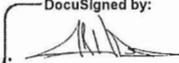
- 2.01. Ownership. The City is the owner of the Facility and Locker Rooms, subject to the right and obligations of the parties set forth in this Agreement and in the Joint Powers Agreement.
- 2.02. Insurance. The City will be responsible to insure the Facility, including fixtures, and furnishings therein against loss or damage by fire and loss or damage by such other risks and in such amounts, with such deductible provisions, in accordance with prevailing community standards and the City shall carry and maintain, and pay timely the premiums for direct damage insurance covering all risks of loss on a replacement cost basis in an amount equivalent to the full insurable value thereof. Each party will obtain and maintain during the term of this Agreement a comprehensive liability insurance policy in at least the amounts specified as to the extent of liability under Minnesota Statutes, Section 466.04. The District will be named as an additional insured on the City's policy and the City will be named an additional insured on the District's policy. Each party shall furnish to the other party a certificate of insurance documenting the required coverage.
- 2.03. Operating and Utilities Costs. The City will provide for all electric, heat, phone, water, sewer, trash removal and other utilities, janitorial and other services (collectively "Operating and Utilities Costs"). As provided in Section 2.052, the District shall reimburse the City for all Operating and Utilities Costs incurred for the Locker Rooms areas included during the District's Exclusive Use Period. The City will maintain reasonable temperatures in the Locker Rooms during the District's use time; provided, the City is not required to provide air conditioning.
- 2.04. Maintenance and Upkeep. The City will be responsible for all maintenance, repairs, and upkeep of the Facility and Locker Rooms necessary to keep the Facility in good repair and clean condition. The City, at its sole expense, shall also maintain the internal roadway systems, parking areas, associated common areas and HVAC system used in connection with the Locker Rooms, including snow plowing, to the same standards as provided by the City to other City buildings.
- 2.05. Exclusive Use of Locker Rooms. The District shall have exclusive use of the Locker Rooms from October 15 through March 31 ("District's Exclusive Use Period"). The City shall have exclusive use of the Locker Rooms at all other times.
- 2.05.1 Locker Room Exclusivity Exception. The City and the District agree that the other party may schedule use of the Locker Rooms during the other party's exclusive use period, with the other party's consent. Such consent may not be unreasonably withheld.
- 2.05.2 Locker Room Expense Reimbursement Provision. – The District will reimburse the City for expenses related to maintenance, repairs, and upkeep of the Locker Rooms during the District's Exclusive Use period as provided in Section 2.05. Annual Locker Room expenses will be in arrears by the City. These costs will then be divided equally by the total ice time and invoiced as a single hourly ice time fee as described in Section 3.02.
- 2.06. Damage or Destruction of Locker Rooms. Upon any damage or destruction of any of the Locker Rooms by fire or other casualty, the City shall within one hundred twenty (120) days after such damage or destruction, commence the process required to repair, reconstruct and restore the damaged Locker Rooms to substantially the same condition or utility value as existed prior to the event causing such damage or destruction and shall diligently pursue such repair, reconstruction and restoration.
- 2.07. Set-up and Access. The City will ensure the Facility, including Locker Rooms are unlocked and accessible for all scheduled uses. The City will issue key fobs to coaches and participants each season. The School district shall return them by March 31 each season. Head coaches will be issued keys for the locker rooms. With the intent to minimize maintenance, and access expenses, whenever possible, the District may, with the consent of the City, assume the responsibilities of minimal maintenance and access on Saturdays, Sundays, and holidays, and not rely on City staff for those job functions. The City, however, agrees to provide those functions on Saturdays, Sundays and holidays when the District does not assume those responsibilities.

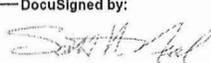
**ARTICLE III**  
**Fees for Facility Usage and Locker Room Exclusivity**

- 3.01. User Fees. The City will charge the District ice time user fees. The hourly rate for District-sponsored activity ice time uses shall be the same rate charged by the City to other users ("Fixed rate"). IN addition, as outlined in Section 2.052, the City will adjust its fixed rate to reflect the District's financial responsibilities outlined in Sections 2.03 and 2.052.
- 3.02. Ice time per council approved rate plus:
  - 2020-21 = \$17/hour
  - 2021-22 = \$17.50/hour
  - 2022-23 = \$18.50/ hour
  - 2023-24 = \$19/hour
- 3.03. Payments by City to District. The City will invoice the District monthly for the charges in Section 3.01. The District will pay the invoice within 35 days of receipt of the invoice.
- 3.04. Ticket Sales. The District will pay the City fifty (50) percent of the adjusted net income from ticket sales revenue obtained from District hockey games hosted at the Braemar arena. The revenue due the City shall be paid to the City twice per year. The first invoice will include October – December events and the second January – March events.
- 3.04.1 Adjusted Net Income is determined by the equation Ticket Sales Revenue – (District Costs - \$250.00). \$250.00 deduction denotes adjustment for additional gameday costs to City.

IN WITNESS WHEREOF the City and the District have subscribed their names as of the day and year first above written.

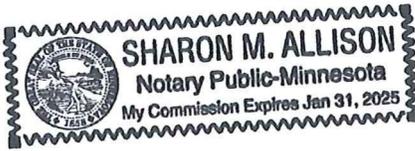
**CITY OF EDINA**

DocuSigned by:  
  
By: \_\_\_\_\_  
19709407ED9E4C2...  
James Hovland  
Its Mayor

DocuSigned by:  
  
And: \_\_\_\_\_  
659BD7941C264A6...  
Scott Neal  
Its City Manager

STATE OF MINNESOTA            )  
  ) ss.

COUNTY OF HENNEPIN The foregoing instrument was acknowledged before me this 7<sup>th</sup> day of October, 2020 by James Hovland and Scott Neal, respectively, the Mayor and City Manager of the City of Edina, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.



*[Handwritten signature in green ink]*

Notary Public

IN WITNESS WHEREOF the City and the District have subscribed their names as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT  
NO. 273 (EDINA), MINNESOTA

By: \_\_\_\_\_  
Its School Board Chairperson

And \_\_\_\_\_  
Its Clerk

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF HENNEPIN    )

The foregoing instrument was acknowledged before me this 7th day of October, 2020 by Erica Allenburg and Ellen Jones, respectively, the Chair of the School Board and the Clerk of the School Board of Independent School District No. 273, a Minnesota independent school district, on behalf of the school district and pursuant to the authority granted by its School Board.

\_\_\_\_\_  
Notary Public



**Board Meeting Date:** 11/16/2020

**TITLE:** Contract for Staffing Services Agreement with HumanEdge, Inc.

**TYPE:** Consent

**PRESENTERS:** Jeff Jorgensen, Director of Student Support Services

**BACKGROUND:** The contract with HumanEdge Inc, will provide direct special education services on a temporary assignments, until a permanent teacher can be found to fill the position. As needed, this will allow a continuation services to special education students as determine by their IEPs to ensure a free and appropriate public education.

**RECOMMENDATION:** Approve the attached contract with HumanEdge, Inc

**PRIMARY ISSUE(S) TO CONSIDER:** Need for additional special education teacher support while working through the process of finding permanent staff for Edina Public Schools.

**ATTACHMENTS:**

1. Contract (next page)

## STAFFING SERVICES AGREEMENT

### Educational Facility

This **Staffing Services Agreement** (“Agreement”) is effective as of September 28, 2020 (“Effective Date”) by and between **HumanEdge, Inc.**, a New York corporation with an address at One North Broadway, Suite 704, White Plains, NY 10601 (“HumanEdge”) and Edina Public Schools with an address at 5701 Normandale Road Edina, MN 55424-1599(“Client”).

### RECITALS

HumanEdge is engaged in the business of recruiting, employing, and providing on a supplemental staffing basis; and recruiting and placing on a direct hire basis, physical therapists, physical therapy assistants, occupational therapists, certified occupational therapy assistants, speech language pathologists, specialists in school psychology and rehab managers (collectively “Healthcare Professionals”) to provide supplemental staffing services for its clients (the “Services”);

Client operates school systems that from time to time require Healthcare Professionals on a supplemental staffing basis for temporary assignments (each an “Assignment”) or on a direct hire basis for employment by the Client (“Direct Hire”). Assignments and Direct Hire employment are collectively referred to as “Placements.” HumanEdge is willing to provide the Services to the Client in accordance with the terms and conditions of this Agreement.

In consideration of the foregoing and the promises set forth in this Agreement and for other good and valuable consideration the receipt and sufficiency of which is acknowledged, the parties, agree as follows:

**1. Services.** During the term of this Agreement from time to time Client may request Services to fill openings for Assignments or Direct Hire positions. All such openings will be filled in accordance with the fee schedule and Client requirements attached hereto and made a part hereof as Attachment A. Attachment A may be amended from time to time by HumanEdge upon 30 day’s prior written notice to Client. If Client continues to request and accept Placements from HumanEdge after the notice period, the new terms of the amended Attachment A shall apply to such Placements and shall be deemed incorporated into the Agreement and made a part hereof.

**2. HumanEdge Obligations.**

A. At the request of Client, HumanEdge shall recruit qualified Healthcare Professional applicants (“Candidates”) to identify to Client for consideration for a Placement with the Client. HumanEdge shall provide the Client with information regarding each Candidate, which may include, the Candidate’s resume, employment application, applicable skills checklists, and employment evaluations.

C. Once a Candidate is selected by the Client for Direct Hire, HumanEdge will provide Client with such assistance as Client may reasonably request to facilitate the Candidate’s start date as a Client employee.

D. Once a Candidate has been selected by the Client for an Assignment, a Candidate Confirmation Form (“Confirmation Form”) in the form of Attachment B hereto will be prepared and once signed by the Client, such form will be deemed attached hereto and made a part hereof as an Attachment B subject to the terms and conditions of this Agreement.

E. Once there is a signed Confirmation Form for an Assignment HumanEdge will:

- (1) Provide the Client with the below information regarding the Healthcare Professional assigned:
  - a. Verification of current professional state license & state teaching certificate if applicable ;
  - b. Following & completing District Fingerprinting/background check requirements before start of the assignment;
  - c. Any other specific medical screening requirements as requested by the District before start of the assignment;

(2) Maintain professional liability insurance coverage for the assigned Healthcare Professional while on Assignment in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate and provide Client with a current Certificate of Insurance that such coverage is in full force and effect.

(3) Serve as the employer of all Healthcare Professionals while on Assignment and assume responsibility for the payment of wages, federal and state income tax withholding, social security tax withholdings, unemployment insurance, and workers' compensation, ensure that Healthcare Professionals complete a Form I9 prior to starting an Assignment, and for travel assignments, facilitate housing and utilities for each Healthcare Professional on such an Assignment.

(4) Provide benefits as required under the Affordable Care Act and otherwise as imposed by federal, state and local law to eligible Healthcare Professionals.

(5) Provide each Healthcare Professional with information regarding reporting of workers' compensation and other incidents and precautions for every patient receiving care, and with training regarding signs, labels and color coding using to identify bio hazardous material.

F. HumanEdge will endeavor to provide Healthcare Professionals to Client for Assignments or on a Direct Hire basis each time the Client requests a Placement; however, nothing shall require HumanEdge to fill all Placement requests, nor does anything prevent HumanEdge from providing the same or similar services to other clients in the same business as Client.

### 3. Client Obligations.

A. Client shall notify HumanEdge about any and all staffing needs and/or changes regarding particular Placement requirements. In the event that Client desires to reassign a Healthcare Professional on an Assignment to a unit or location to which the Healthcare Professional was not originally assigned, Client will advise HumanEdge prior to any reassignment and ensure that such reassignment is made within the scope of the Healthcare Professional's clinical expertise and to which the Healthcare Professional has been fully oriented.

B. With respect to each Healthcare Professional placed on an Assignment at Client pursuant to a signed Confirmation Form, Client will:

(1) Validate the identity of such Healthcare Professional prior to the commencement of that Healthcare Professional's first scheduled shift on an Assignment.

(2) Provide such Healthcare Professional with general and unit specific orientation as is reasonable for each Assignment, including relevant policies and procedures and any site-specific Occupational Safety and Health Administration ("OSHA") training as required per OSHA policy and any facility specific orientation to safety and emergency response protocols, including those related to blood borne pathogens. Orientation will be considered as hours worked by the Healthcare Professional. Comply with all OSHA and other applicable federal, state and local safety and other laws, rules, and regulations including as they relate to any Healthcare Professional while on Assignment to Client.

(3) Provide Healthcare Professional with specific information about Client's exposure control plan, work practices, and Client procedures to follow should an exposure to blood borne pathogens occur while at Client including information regarding where the Personal Protective Equipment used to protect against blood borne pathogens is located; and provide such equipment free of charge to the Healthcare Professional.

(4) Assume supervision as well as professional and administrative direction and control on a daily basis for all services rendered by Healthcare Professional and responsibility for training, patient quality control and on-site supervision of Healthcare Professionals.

(5) Work with HumanEdge to provide ongoing observation of job competence and periodic review of performance of the Healthcare Professional while on Assignment to Client. Client acknowledges and agrees to conduct direct observation of the competency

for Healthcare Professional while on Assignment to Client; and Client agrees to immediately notify HumanEdge of any and all deficiencies noted by Client during such observation.

(6) Make available to any Healthcare Professional on Assignment at Client any on-going educational programs and/or training which it offers or provides to its own staff.

(7) Immediately notify HumanEdge and provide written documentation of any unsatisfactory performance, unexpected incidents, including errors, unexpected deaths, and other events, injuries (staff or patient), safety hazards, related to the care or services provided by any Healthcare Professional during his/her Assignment with Client. Provide HumanEdge with a copy of all documentation about incidents in which a Healthcare Professional is involved.

(8) Identify an authorized representative of Client to approve and transmit Healthcare Professional's hours worked on the Assignment each week to HumanEdge in the agreed method and timeframe as the hours transmitted are the basis for the payment by HumanEdge to the Healthcare Professional. Client will not request or permit Healthcare Professional to work off the clock hours.

(9) Upon receipt of an invoice, Client shall promptly pay HumanEdge for all Services reflected thereon.

(10) Refrain from, except through HumanEdge, directly or indirectly, recruiting, hiring or otherwise engaging, employing or using any Healthcare Professional who is assigned to Client or whom the Client became acquainted with due to an introduction by HumanEdge or as a result of the information provided by HumanEdge about the Healthcare Professional.

(11) To the extent permitted by law, exclude Healthcare Professionals from its benefit plans, policies, and practices, and not make any offer or promise relating to any Healthcare Professional's compensation, benefits, or employment status.

C. With respect to Healthcare Professionals referred to Client for Direct Hire, Client is responsible for all credentialing, orientation, and other employment requirements once the Candidate is selected by Client for an employment offer and Client will promptly remit payment for Direct Hire services rendered by HumanEdge in accordance with Section 6 hereof.

#### 4. **Term and Termination:**

A. The term of this Agreement shall be one (1) year, commencing on the Effective Date, and will automatically renew each year on the anniversary date, unless terminated by either party in writing at least sixty (60) days prior to the anniversary date, or unless or until otherwise terminated as provided herein.

B. Either party may terminate this Agreement upon sixty (60) days prior written notice to the other.

C. Notwithstanding the foregoing, a party may immediately terminate or suspend performance under this Agreement in whole or in part, or any Assignment under this Agreement, at any time in the event of a material breach of this Agreement by the other party (including non-payment by the Client) or a violation of any federal, state, county or local law, statute or ordinance by the breaching party, its employees, agents, or subcontractors. If terminated, or suspended, such action shall be effective immediately upon receipt of written notice by the breaching party given in accordance with this Agreement from the non-breaching party stating the nature of the breach or the violation and the action taken.

D. Except as otherwise specifically provided in this Agreement, neither party shall be entitled to any compensation or claim for goodwill or other loss, cost or expense, which either of them may suffer, or claim to have suffered, by reason of termination of this Agreement, an Assignment; or suspension of services regardless of the reason for such action.

E. Upon expiration, termination, or suspension of any Assignment or this Agreement for any reason by either party, Client shall immediately pay upon receipt of the applicable invoice all monies due to HumanEdge for services rendered by HumanEdge and the Healthcare Professional and related approved expenses incurred through the effective date of expiration, termination, or suspension. Further, to the extent that Healthcare Professional(s) continue to work at the Client to complete an Assignment after termination, expiration or suspension of the Agreement, the Client shall be obligated to continue to make payment for all such work and expenses in accordance with the provisions of this Agreement.

F. Notwithstanding anything contained herein to the contrary, Client agrees to provide HumanEdge in writing at least thirty (30) days prior notice if it intends to terminate an Assignment at any time before its originally scheduled end date. If Client terminates an Assignment prior to the original completion date without providing at least thirty (30) days written notice, Client will pay for all unbilled and/or pre-paid services including, but not limited to, housing expenses, all insurances, travel reimbursements to the Healthcare Professional, license reimbursements to the Healthcare Professional, per-diem pay, car allowance and costs associated with car rentals for the employee, and all out of pocket expenses incurred by HumanEdge or the Healthcare Professional including the fees that would have been due from the Client during the thirty (30) day period based upon eight hours (8) per day and a forty hour (40) work week. If the Client provides thirty (30) days prior written notice it will only be billed for the hours worked and no additional fees or charges will be charged.

G. Client, in its sole discretion, may terminate or suspend an Assignment immediately for "Cause" and require the Healthcare Professional to leave the premises without prior notice. However, Client will notify HumanEdge in writing within 24 hours of any such dismissal. "Cause" is defined as any material violation of Client policies, documented incompetence, failure of Healthcare Professional to maintain proper licensure or any violation of the drug abuse policy or any act of omission by the Healthcare Professional which has a material adverse impact on the Client. Notwithstanding the foregoing, prior to the termination of a Healthcare Professional Assignment, if the basis for the Cause termination is not for patient care, theft or fraud, Client will provide HumanEdge the opportunity to counsel the Healthcare Professional, and if within 24 hours the applicable event of Cause is remedied or cured, there will be no termination.

5. **Indemnification.**

A. HumanEdge agrees to indemnify, defend and hold harmless Client, its directors, officers, employees, and agents from and against any and all claims, suits, damages, fines, judgments, penalties, liabilities, costs and expenses (including reasonable attorney fees, and court costs) incurred, paid or suffered by Client, to the extent they result from any claim by a third party for an act or omission committed solely by HumanEdge or any of its directors, officers, employees or agents in providing the Services under this Agreement. Provided however, Client is not entitled to indemnification for its own acts or omissions or that of its agents, servants, or employees unless such act or omission was taken as a result of the direct instructions of HumanEdge.

B. Client agrees to indemnify, defend and hold harmless HumanEdge its current and former directors, officers, employees, and agents from and against any and all claims, suits, damages, fines, judgments, penalties, liabilities, costs and expenses (including reasonable attorney fees, court costs and advancements of counsel) incurred, paid or suffered by HumanEdge, to the extent they result or arise out of any claim, act or omission by Client or any of its directors, officers, employees, or agents including other vendors pertaining to services under this Agreement. Provided however, HumanEdge is not entitled to indemnification for its own acts or omissions or that of its agents, servants, or employees unless such act or omission was taken because of the direct or indirect instructions of the Client.

C. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER, INCLUDING FOR INDEMNIFICATION FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES OR EXPENSES OR LOST PROFITS (REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) UNDER OR IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, EXCEPT FOR FEES RELATED TO THE TERMINATION OF AN ASSIGNMENT WITHOUT THE REQUIRED NOTICE.

6. **Fees**

A. Fees will be billed in accordance with Attachment A and the applicable Confirmation Form.

B. Client will not be required to make payment for meal breaks, sick time off unless agreed on the Candidate Confirmation Form. Overtime will be billed 1.5 (x) multiplied by the regular bill rate & require approval from supervisor before working/billing. The total hours per week will be guaranteed in the individual Healthcare Professional's Candidate Confirmation.

C. Invoices are generated from weekly timesheets, signed and approved by the Client supervisor, and mailed weekly with the Invoice. Client shall pay each invoice within 30 days from date of the invoice. Client further agrees to pay a 1½% per month (or the maximum rate permitted by applicable law) service charge on any invoice balances over 30 days old. In the event any invoice is submitted to collection, whether or not litigation becomes necessary, Client shall be responsible for all invoices, service charges, collection and other fees, interest, court costs, reasonable attorneys' fees paid to any third party by HumanEdge for collection. In the event of breach by Client of the 30 day payment terms HumanEdge reserves the right to remove the Healthcare Professional from the Assignment to the Client and Client will pay HumanEdge for the remaining unfilled term of the Assignment. The amount due will be based on the Assignment's original end date multiplied by 8 hour work days times the agreed hourly bill rate.

7. **Conversion and Non-Solicitation.**

A. Client agrees that Healthcare Professionals are unique and valuable assets of HumanEdge and HumanEdge expends significant time and money in recruiting, screening, testing, training, reference checking, marketing and other business activities to locate and maintain qualified Healthcare Professionals for assignment to its clients.

B. If a Client Entity uses the services of any Healthcare Professional, directly or "Indirectly" as its direct employee, as an independent contractor, or through any person or firm other than HumanEdge during the 2 years following the end of any Assignment of that Healthcare Professional to Client, Client must notify HumanEdge and pay HumanEdge a fee for its loss of services of the Healthcare Professional of 20% of the Healthcare Professional's annualized base salary ("Conversion Fee"). If the Healthcare Professional becomes a direct employee of a Client Entity after the Client has paid HumanEdge for at least 3000 consecutive hours worked by such Healthcare Professional as a HumanEdge employee on Assignment to Client, no Conversion fee is due. The Conversion Fee applies separately to each Healthcare Professional and one Healthcare Professional's hours are not transferable or combinable with another Healthcare Professional.

C. For purposes of this Agreement, "Client Entity" includes the Client and its parent, subsidiaries, affiliates, successors and permitted assigns. "Indirectly", for purposes of this Agreement, means acting through an intermediary or series of intermediaries such as the use of or contract with third parties (for example, other staffing firms, affiliates, etc.) to accomplish a task which Client Entity is prohibited from doing directly.

D. (1) If a Client Entity directly or Indirectly uses the services of a Candidate referred for an Assignment or Direct Hire (other than through HumanEdge) within 2 years after the individual was referred or introduced to Client or a Client Entity by HumanEdge, Client shall pay HumanEdge a placement fee of 20% of the Candidate's annualized base compensation.

(2) HumanEdge guarantees all Direct Hire Candidates for a period of 30 days from their start date with the Client. Should any individual placed as a Direct Hire resign or be terminated for any reason other than a low census, corporate layoff, bankruptcy, downsizing or lack of work during the first 30 days of employment by the Client, then, at Client's option, a free search will be conducted by HumanEdge to replace that Candidate or a pro-rated refund will be issued to the Client based on what percentage of the guarantee period remains following termination.

E. Fees due HumanEdge under this Paragraph are due and payable immediately on the date that a Client Entity directly or Indirectly first uses the services of a Healthcare Professional or Candidate referred by HumanEdge.

8. **Relationship.**

A. HumanEdge and Client are independent contractors with respect to each other and nothing contained in this Agreement shall be construed to create the relationship of partners, joint ventures, agents or representatives of each other and neither shall have any authority to bind the other in any contractual arrangement.

B. Healthcare Professionals are not employees or agents of Client. Client is solely responsible for meeting its goals for profits, costs, production, and scheduling. Healthcare Professionals have no authority to legally bind HumanEdge. Neither party shall be deemed to be the legal representative of the other. Each party agrees to assume complete responsibility for its own employees regarding federal and state withholding tax, workers' compensation, social security, unemployment insurance, and compliance with

other federal, state and local laws. Notwithstanding the foregoing, the Client shall be responsible for compliance with state, federal and local occupational safety and health requirements including OSHA as it relates to any Healthcare Professional and the Assignment. Client shall, at its sole cost and expense, ensure prompt remediation of any noncompliance with state, federal and local occupational safety and health requirements including OSHA if required and shall hold HumanEdge harmless from all claims, penalties and assessments related to any such violations.

C. Both parties agree to comply with all federal, state and local rules and regulations regarding employment and neither party shall discriminate against any Healthcare Professional or Candidate on the basis of race, religion, color, national origin, sex, age, disability, veteran status, or any other class or characteristic protected under applicable law.

D. Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of Client's confidential information will be imputed to HumanEdge as a result of Healthcare Professionals' access to such information.

## 9. Miscellaneous.

A. Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to any conflicts of law principles. For purposes of any dispute between them, the parties consent to the exclusive jurisdiction of the state and federal courts located in Hennepin County, Minnesota.

B. Survival. Provisions of this Agreement, which by their terms extend beyond the termination, expiration or suspension of this Agreement, including, but not limited to, Sections 5, 7 and 8, will survive and remain effective in accordance with their terms.

C. Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules, and regulations of the jurisdiction in which the parties do business. If any provision of this Agreement or the application thereof to any person or circumstances shall, for any reason or to any extent, be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

D. Entire Agreement. This Agreement, together with all Attachments, contains the entire understanding between the parties and supersedes all prior agreements and understandings relating to the subject matter of this Agreement. In the event of any conflict between the terms of an Attachment and this Agreement, the terms of this Agreement shall govern. No provision of this Agreement may be amended or waived unless agreed to in a writing signed by the parties, except as specifically set forth herein with respect to Attachment A.

E. Assignment/Successors. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and permitted assigns. Neither party may assign, transfer its interest herein, or delegate its duties hereunder without the prior written consent of the other party. However, HumanEdge may assign its rights and delegate its duties hereunder without the consent of Client to any of its subsidiaries, affiliates or divisions, and any successor to HumanEdge's business. Further, HumanEdge may without the written consent of the Client utilize the services of subcontractors to perform Assignments and/or provide all or some of the Services hereunder.

H. Notices. Notice shall be effective when delivered by hand, by recognized overnight courier or by certified mail return receipt requested to the addresses set forth above or such other address provided by one party to the other.

I. Force Majeure. Neither party is responsible for failure or delay in performance of this Agreement (except for payment failures) if the failure or delay is due to labor disputes, strikes, fire, riot, declared or undeclared war, terrorism, acts of God, or any other causes beyond the control of the nonperforming party.

J. Construction, Execution, Recitals. This Agreement may be executed in multiple counterparts each of which shall constitute an original instrument. The rule of construction that provides that agreements shall be construed against the drafter shall not be applied or considered in any action or proceeding to enforce this Agreement. This Agreement may be executed electronically, including by email or facsimile. The Recitals to this Agreement are incorporated herein by this reference.

K. No Third-Party Beneficiary. This Agreement is made solely for the benefit of the parties hereto, and their respective permitted successors and assigns subject to the express provisions hereof relating to successors and assigns, and no other person shall have any rights, interest or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

L. Legal Action. If any legal action or other proceeding is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and all other related expenses incurred in that action or proceeding, in addition to any other relief to which the prevailing party may be entitled.

M. Change of Law Compliance. If any change of law, prohibits, restricts, limits or otherwise adversely affects either party's rights or obligations herein in a manner material to this Agreement or would result in foreseeable exposure to legal noncompliance or material financial adverse consequences, the parties agree to use reasonable commercial efforts to negotiate in good faith reasonable revisions to this Agreement to avoid or mitigate such consequences. If the parties fail to agree to such revisions within 30 days of the request by one party, then the requesting party may terminate this Agreement upon an additional 14 days' written notice to the other party and this Agreement will terminate on the same grounds as if it reached the end of its final term without additional liability to either party except for services rendered prior to the termination and as otherwise provided herein. Client agrees to pay to HumanEdge the amount of all new or increased labor costs associated with Healthcare Professionals that HumanEdge is legally required to pay at any time —such as wages, benefits, payroll taxes, social program contributions, or charges linked to benefit levels.

**IN WITNESS WHEREOF**, the parties have executed this Staffing Services Agreement as of the Effective Date.

CLIENT

HUMANEDGE, INC.

By:   
Name: Jeff L. Jorgensen  
Title: Director of Student Support Ser.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: 10-8-2020

Date: \_\_\_\_\_

**Attachment A: Contract Assignment Rate Sheet**

<b>Position</b>	<b>Hourly Rate</b>
Physical Therapist	\$65-\$75
Physical Therapy Assistant	\$55-\$62
Occupational Therapist	\$65-\$72
Certified Occupational Therapy Assistant	\$55-\$62
Speech Language Pathologist	\$65-\$75
Speech Language Pathologist – Clinical Fellowship	\$54-\$64
Speech Language Pathology Assistant	\$55-\$62
Specialist in School Psychology	\$65-\$75
School Nurse	\$60-\$65
School Vocational Nurse/Licensed Practical Nurse	\$55-\$60
Special Education Teachers	\$60-\$70
Board Certified Behavior Analyst	\$65-\$72
School Social Worker	\$60-\$70

**Travel Contract:** All final rates will be agreed upon and will require authorized signature on the Candidate Confirmation sheet.

**Conversion Clause:** If a “Client Entity” directly or Indirectly engages the services of any Healthcare Professional as its direct employee, as an independent contractor, or through any person or firm other than HumanEdge during or within 2 years after the end of any Assignment of that Healthcare Professional to Client, Client must pay HumanEdge a fee for its loss of services of the Healthcare Professional (“Conversion Fee”) equal to 20% of the Healthcare Professional’s annualized salary for the Client Assignment. If the Healthcare Professional becomes a direct employee of a Client Entity after Client has paid HumanEdge for at least 3000 consecutive hours as an HumanEdge employee on Assignment to Client, no Conversion fee is due. The Conversion Fee applies separately to each Healthcare Professional placed on Assignment to Client.

**Confidentiality:** Any and all documents shared between HumanEdge and Client relating to this Agreement or information relating to business that takes place between the parties, including Candidate Confirmation, Certificate of Insurance and anything else that may contain private information, shall be deemed confidential and shall not be disclosed to any person or entity, other than a party’s professional representatives.

**Payment Terms:** Invoices are generated from weekly timesheets, signed and approved by the Client supervisor, and sent weekly with the Invoice. Client shall pay each invoice within 30 days from date of the invoice.

**Termination:**  
**With Cause** - Client, in its sole discretion, may terminate an Assignment immediately for Cause, as defined in Section 4G, and require the Healthcare Professional to leave the premises without prior notice. However, Client will notify HumanEdge in writing within twenty-four (24) business hours of any such dismissal.

**Without Cause** - Client agrees to provide HumanEdge, at least 30 days prior notice in writing, if it intends to terminate an Assignment at any time without Cause before its originally scheduled end date.

**\*\*If candidate is floating between facilities or doing home health, facility will be billed mileage at the current IRS rate\*\***

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written below.

[ Client ]  
 By: 

HumanEdge, Inc.  
 By: \_\_\_\_\_

Its: Director of Student Support Ser.

Its: \_\_\_\_\_

Date: 10-08-2020

Date: \_\_\_\_\_



**Board Meeting Date:** 11/16/2020

**TITLE:** Contract for Student Placement with West Metro Learning Connections, Inc.

**TYPE:** Consent

**PRESENTERS:** Jeff L. Jorgensen, Director of Student Support Services

**BACKGROUND:** The contract with West Metro Learning Connections, Inc. will provide direct special education services to an identified special education student for in eight week increments of service. The contract will be renewed or cancelled in accordance with the terms set forth in the supplemental Educational Services Agreement. This agreement will allow the identified student access to programming to ensure a free and appropriate public education.

**RECOMMENDATION:** Approve the attached contract with West Metro Learning Connections, Inc.

**PRIMARY ISSUE(S) TO CONSIDER:** Need for highly specific programming to meet the educational needs of an identified special education student.

**ATTACHMENTS:**

1. Contract with West Metro Learning Connections, Inc
2. Supplemental Educational Services Agreement



Special Education Professionals  
A Division of West Metro Learning Connections, Inc.

**Public School District: Edina**

**Special Education Service Proposal**

by Debra Schipper, M.Ed., ASD & EBD Licenses • Nancy Olson, ASD & SLD Licenses • Deborah Shortreed, ASD & DD Licenses  
If specialist named above is unavailable, another qualified individual will provide the necessary services.

**For the 2019-2020 Academic Year**

This contract, effective October 27th, 2020 by and between District # 273 (hereinafter referred to as the **SCHOOL**) and West Metro Learning Connections, Inc. (hereinafter referred to as the **AGENCY**) witness that:

Whereas, the **SCHOOL** has determined that it is necessary to obtain services of an **AGENCY** to provide the unique needed IEP services described below for the students with a disability of the **SCHOOL**, and whereas the above named **AGENCY** is duly qualified to perform the necessary services, the parties agree to the terms of this contract and the **AGENCY** agrees to provide the services below as the responsibility of the **AGENCY**.

Maximum threshold of expenditure (ceiling) is \$35,200.00.

If expenditures reach the ceiling, the **AGENCY** will work with the **SCHOOL** to amend this contract.

**Student Name(s):** \_\_\_\_\_ **et al.**

**Proposed Temporary Alternative Setting at AGENCY and/or Support at SCHOOL**

**Goals**

- Provide a temporary placement at **AGENCY** for student where he can build skills to enhance his successful programming and inclusion at **SCHOOL** or support student at **SCHOOL**
- To collaborate with **SCHOOL** Administration, Licensed and Classified Staff to develop and implement environmental supports to enhance student's social, emotional, and behavioral development in his programming at **SCHOOL**
- Develop strategies, supports, recommended techniques, and replacement behaviors for student to use for stress-reduction to enhance and facilitate successful: transitions, transitions from preferred to non-preferred activities, sustained work on academic tasks, wait times, environmental and peer tolerance, etc.
- Develop "Student's Dictionary of Words, Terms, Gestures, and Signs" and a record of possible strategies and techniques that have shown to be successful with student

**Components/Fees**

- Observation, Meetings, Collaboration, and Consultation with **SCHOOL** Staff and Parents as Needed—Debra Schipper or WMLC Staff  
-- 2 staff \$ 110/hour  
\$ 170/hr.
- Initial Program Preparation: One Time Fee For New Students \$ 550 Minimum  
If Applicable Hourly up to \$2200
  - IEP Team Meetings before Program Begins
  - Customized Visuals and Other Supports
  - Environmental Preparation
  - Program and Lesson Planning\* (\*District is Encouraged to Provide Curriculum)
  - Customized Monitoring Sheets
- Weekly Preparation and Feedback (See first table on next page to determine this amt.) \$1100
  - Ongoing Planning and Preparation (5+ hours per week)
  - Feedback Sheets and other Data and Record Keeping (5+ hours per week)



**CONTRACT FOR SERVICES**

Page 2

Scheduled Attendance Hours Per Day	\$110 x Total Prep. & Feedback Hours Per Day-- For 1 Day/Week	\$110 x Total Prep. & Feedback Hours Per Week-- For 2 Days/Week	\$110 x Total Prep. & Feedback Hours Per Week-- For 3 Days/Week	\$110 x Total Prep. & Feedback Hours Per Week For 4 Days/Week	\$110 x Total Prep. & Feedback Hours Per Week 5 Days/Week
5+	Same as 5				
5	2	4	6	8	10
4.5	1.8	3.6	5.4	7.2	9
4	1.6	3.2	4.8	6.4	8
3.5	1.4	2.8	4.2	5.6	7
3	1.2	2.4	3.6	4.8	6
2.5	1	2	3	4	5
2	.8	1.6	2.4	3.2	4
1.5	.6	1.2	1.8	2.4	3
1	.40	.8	1.2	1.6	2

- Weekly Individualized Direct Programming and Instruction with student \$110/hr. for 1:1  
 Estimated starting schedule for \_\_\_ is Monday-Friday from 8:30 a.m. -- 2:30 p.m. \$170/hr. for 2:1  
 Schedule may adjust to meet student needs as determined by IEP Team.

Hrs./Day	1 Day/Week	2 Days/Week	3 Days/Week	4 Days/Week	5 Days/Week
2 Hrs.	\$220	\$440	\$660	\$880	\$1100
3 Hrs.	\$330	\$660	\$990	\$1320	\$1650
4 Hrs.	\$440	\$880	\$1320	\$1760	\$2200
4.5 Hrs.	\$495	\$900	\$1485	\$1980	\$2475
5 Hrs.	\$550	\$1100	\$1650	\$3400	\$2750
6 Hrs.	\$660	\$1320	\$1980	\$2640	\$3300

- Ongoing Weekly Total: Preparation and Feedback \$ plus Direct Programming \$ = \$4400
  - o Absences scheduled with advance notice shall be deducted at the daily rate
- Round Trip Travel Time and Mileage Set at \$1/MapQuest Mile = Approx. \$60/hr. \$ Varies/trip location
- Final Report/Documents for SCHOOL Staff (Included)

The SCHOOL will make payments to the AGENCY for the services rendered at the rates listed above. Payment shall occur upon receipt of an invoice from the AGENCY at least monthly.

The AGENCY shall utilize the attendance calendar of the SCHOOL for provision of services.

To the extent the agreed upon services require that data on individuals be made available to the AGENCY, those data shall be administered in accordance with the Minnesota Government Data Practices Act, (Minnesota Statutes, Chapter 13).

Either party may terminate this agreement as follows: Either party may provide fourteen days written notice of such intent to the other party. If the program comes to a sudden end, there may be a compensatory fee for the missed time. The contract may be amended by mutual consent, in writing, at any time. If SCHOOL allows services to commence, acceptance of proposal is implied-in-fact.

By: [Signature] Date: 10-28-2020  
 Name: Jeff L. Jorgensen Title: Director of Student Support Services  
 Address: 5701 Normandale Rd  
Edina, MN 55424

By: [Signature] Date: 10-28-2020  
 Debra Schipper, CEO  
 West Metro Learning Connections, Inc.

West Metro Learning Connections, Inc. • Debra Schipper, M.Ed.  
 355 2<sup>nd</sup> St., Excelsior, MN 55331 • p (952) 474-0227 • f (952) 474-0249  
 www.wmlc.biz

"Helping Kids Fit In & Shine!"



## EDUCATIONAL SERVICES AGREEMENT

This Educational Services Agreement ("Agreement") is entered into by and between Independent School District No. 273, Edina ("District") and West Metro Learning Connections, Inc. ("WMLC").

WHEREAS, \_\_\_\_\_ and \_\_\_\_\_ ("Parents") are the parents of \_\_\_\_\_ ("Student") and have the legal right to make educational decisions on behalf of Student;

WHEREAS, Student is a child with a disability who receives special education and related services under an Individual Education Plan ("IEP");

WHEREAS, Parents have asked the District to place Student at Lotus Special Education Professionals ("Lotus"), which is a division of WMLC; and

WHEREAS, the District and WMLC are entering into this Agreement to clarify their respective obligations regarding Student during the time he is placed at Lotus;

NOW, THEREFORE, IN CONSIDERATION OF the promises stated in this Agreement and other valuable consideration, the sufficiency of which is hereby acknowledged, the District and WMLC agree as follows:

1. **Term.** This Agreement will take effect on October 27, 2020, and will automatically end at 5:00 p.m. on December 31, 2020, unless the parties mutually agree, in writing, to extend the Agreement. This Agreement will not automatically renew.
2. **Implementation of IEP.** In consultation with WMLC, the District and Parents have developed an IEP that outlines Student's program of education during the time he is placed at Lotus. WMLC agrees that the staff at Lotus will fully implement the portion of the IEP that applies to Student's placement at Lotus.
3. **Licensure.** WMLC guarantees that all services that are delivered to Student will be delivered by individuals who hold an appropriate license to provide such services in accordance with all applicable criteria established by the Minnesota Department of Education. WMLC recognizes that this is essential for the District to obtain any reimbursement for such services.
4. **Payment.** The District will pay WMLC for services that are provided based on the rates specified in the Special Education Service Proposal, which is attached as Exhibit A and is incorporated into this Agreement.
5. **Termination of Placement at Lotus.** Student's placement at Lotus will end automatically and immediately if any of the following occurs:
  - a. The two-month placement period ends and Parents and the District do not mutually agree, in writing, to continue Student's placement at Lotus;



- b. Lotus dismisses Student from its program for any reason;
  - c. Lotus determines that it is not an appropriate placement for Student and notifies Parents or District in writing;
  - d. Lotus is unable to make services available to Student for more than ten consecutive school days for any reason other than an Emergency Executive Order from the federal government, the State of Minnesota, or the Governor closing schools temporarily;
  - e. Student fails to attend Lotus for fifteen consecutive school days without medical documentation showing Student's absence was due to illness or injury;
  - f. Student is placed in a residential or day treatment facility by a person or organization other than the District;
  - g. Lotus refuses to provide monthly progress data on Student to the District;
  - h. Lotus refuses the District's request for any data Lotus maintains on Student;
  - i. Lotus knows that a teacher or related service provider at Lotus who is working with Student is not properly licensed, has a criminal background that would disqualify the person from working with students in the District, or has been charged with a gross misdemeanor or felony, and Lotus does not immediately act to replace the teacher or service provider; or
  - j. Parents request that the District terminate the placement at Lotus.
6. **Notification to District.** Within the timelines stated below, WMLC must provide written notice to the District whenever any of the following events occur:
- a. WMLC must notify the District in writing within one (1) school day if WMLC or Lotus dismisses Student from Lotus for any reason.
  - b. WMLC must notify the District in writing within two (2) school days if WMLC or Lotus determines that Lotus is not an appropriate placement for the student or that it cannot provide appropriate special education and related services to the Student.
  - c. WMLC must notify the District in writing within two (2) school days if either or both Parents inform WMLC or Lotus of any complaint regarding the student's program of education or the educational services provided at Lotus.
  - d. WMLC must notify the District in writing within one (1) school day if any WMLC employee at Lotus is found to have engaged or is alleged to have engaged in any form of misconduct related to Student or is charged with or convicted of a gross misdemeanor or a felony.



7. **Notices.** WMLC must provide all notices by email to the District's Director of Student Support Services, Jeff Jorgensen, at [Jeff.Jorgensen@edinaschools.org](mailto:Jeff.Jorgensen@edinaschools.org) The District must provide all notices by email to WMLC's CEO, Debra Schipper, at [dschipper@wmlc.biz](mailto:dschipper@wmlc.biz)
8. **Data Privacy and Retention.** The Minnesota Government Data Practices ("MGDPA") and the Family Educational Rights Privacy Act ("FERPA") govern all educational records and data that WMLC or Lotus collects, receives, or maintains in connection with educational services the District provides under this Agreement. Accordingly, WMLC and Lotus must comply with the MGDPA and FERPA in their collection, maintenance, and dissemination of educational records and educational data. Upon request, WMLC and Lotus must provide the District with access to any data it collects on Student. This provision survives expiration or termination of this Agreement.
9. **Background Checks.** WMLC must conduct criminal background checks on all WMLC employees, agents, and representatives who will have any contact with or provide any service to Student. The background check must be completed before the individual begins providing services to the student.
10. **Indemnification for Lotus Acts or Omissions.** WMLC agrees to defend and indemnify the District, its board members, employees, agents, representatives, insurers, and attorneys against any and all claims, demands, suits, costs, judgments, or other forms of liability, actual or claimed, including attorneys' fees, for any claimed injury to property or person that arises out of or relates to any alleged actions or omissions by WMLC or WMLC's employees, officers, directors, agents, or independent contractors other than the District. WMLC's duty to defend and indemnify the District survives the expiration or termination of this Agreement.
11. **Insurance.** At its own expense, WMLC must maintain liability insurance for its business throughout the term of this Agreement. Such insurance must be in an amount not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. The District must be named as an additional insured on this policy of liability insurance.
12. **Equal Employment Opportunity.** WMLC agrees to provide equal opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity on the grounds of race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed, or national origin.
13. **Relationship.** Nothing in this Agreement may be construed to create a partnership or joint venture between the parties. The parties have no authority or power to take any action that could legally bind the other party. Each party is considered to be an independent contractor relative to the other party, and the relationship of the parties is governed exclusively by this Agreement. The parties recognize that WMLC maintains full control over all WMLC



employees, agents, and representatives (including those at Lotus), and such individuals must not be considered to be employees, agents, or representatives of the District for any reason. Similarly, the parties recognize that the District maintains full control over all District employees, agents, and representatives, and such individuals must not be considered employees, agents, or representatives of WMLC for any reason.

14. **Entire Agreement.** The terms of this Agreement, which include the Special Education Service Proposal in Exhibit A, reflect the entire agreement between the parties. Except as stated in this Agreement and Exhibit A, no party has relied on any statement, promise, inducement, or representation. This Agreement supersedes any and all prior statements and agreements between WMLC and the District. No modification or waiver of any provision of this Agreement will be valid unless both parties agree to the change in writing, as evidenced by a duly signed addendum to this Agreement. A copy of this Agreement will have the same legal effect as the original.

**WEST METRO LEARNING CONNECTIONS, INC.**

Date: 29 October 2020

Debra Schipper  
Debra Schipper, CEO

**INDEPENDENT SCHOOL DISTRICT NO. 273**

Date: 10-29-2020

John W. Schultz  
John Schultz, Superintendent

Date: 10-29-2020

Jeff Jorgensen  
Jeff Jorgensen, Director of Student Supp. Services

RASW: 172580





**Board Meeting Date:** 11/16/2020

**TITLE:** Commendation of National Merit Scholarship Program Honorees

**TYPE:** Consent

**BACKGROUND:** The National Merit program honors individual students who show exceptional academic ability and potential for success in rigorous college studies. These students took the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) as juniors in 2019-20. The twenty-five Edina Semifinalists – who represent 3.8% of last year's junior class – are among approximately 16,000 Semifinalists, representing the top half of one percent of the nation's most academically-talented young people. During the years the National Merit Foundation has been in existence, Edina High School has had National Merit Finalists and Semifinalists each year. Since 1971, the number of Semifinalists has ranged from 8-25 students.

In addition, there are twenty-two Edina Commended Students who, though they will not continue in the competition for the 2020 National Merit Scholarship awards, are among the highest scorers, and in the top five percent, of students who enter the competition by completing the PSAT/NMSQT. These students are being recognized for their exceptional academic promise.

Semifinalists and Commended students are announced in the fall when test takers are seniors. Finalists are announced in the spring before their graduation. Some Semifinalists do not proceed to the Finalist stage if their high school academic records are not high enough, if students decline in the additional testing, or if students move to another community.

**RECOMMENDATION:** Congratulate these Edina seniors as National Merit Scholarship Program honorees.

**ATTACHMENTS:**

1. List of Honorees (next page)

### **National Merit Scholar Semifinalists**

Avantika Adhikari	Allison Koester	Henry Rose
Claire Anderson McElligott	Shreya Konkimalla	Sara Schrag
Nihar Atri	Ryan Koo	Richik Sinha Choudhury
Claudia Chang	Nicolas Landon	Chloe Swanson
Nicholas Fu	Katherine Lin	Elise Wallen-Friedman
Leo Hickey	Arjun Maheshwari	Isaac Wu
Megan Huang	Yash Mangalick	Alexis Yi
Evan Jiang	Thomas Ouyang	
Owen Kareken	Gavin Richards	

### **National Merit Scholar Commended Students**

Patrick Bennett	Abdikarim Mohamed	Benjamin Tietjen
Rory Conway	Edgar O'Brien	Katherine Wetmore
Sara DeFor	Eric Ouyang	Ellen Whalen
Zachary Djanin	Margaret Randall	Jamie Yuan
Emma Hudson	Eric Seng	Sophia Zak
Sasha Lessin-Burris	Cole Statz	Bowen Zheng
Maria Linder	Luke Swain	
Ellen Mi	Evan Tessmer-Tuck	

### Historic Record of Edina National Merit Semifinalists and Commended Students

School Year	Semifinalists	Commended	Junior Class Size	Semifinalist % of Junior Class	Commended % of Junior Class	Total % National Merit of Jr. Class*	Number Of Finalists
<b>2020-21</b>	<b>25</b>	<b>22</b>	<b>660</b>	<b>3.8%</b>	<b>3.3%</b>	<b>7.1%</b>	<i>Announced in 2020</i>
<b>2019-20</b>	<b>19</b>	<b>20</b>	<b>654</b>	<b>2.9%</b>	<b>3.0%</b>	<b>6.0%</b>	<b>16</b>
2018-19	17	30	700	2.4%	4.3%	6.7%	17
2017-18	16	31	665	2.4%	4.7%	7.5%	15
2016-17	14	35	677	2.1%	5.2%	7.2%	14
2015-16	20	21	643	3.1%	3.3%	6.4%	20
2014-15	16	21	674	2.4%	3.1%	5.5%	15
2013-14	17	22	628	2.7%	3.5%	6.2%	10
2012-13	12	29	654	1.8%	4.4%	6.2%	12
2011-12	14	33	630	2.2%	5.2%	7.4%	13
2010-11	15	19	620	2.4%	3.0%	5.4%	13

### Male/Female Comparison of National Merit Recipients

School Year	Total Scholars	Number of Males	Male % of Total	Number of Females	Female % of Total
2020-21	47	26	55%	21	45%
2019-20	39	16	41%	23	59%
2018-19	47	31	66%	16	34%
2017-18	50	28	56%	22	44%
2016-17	49	24	49%	25	51%
2015-16	41	21	51%	20	49%
2014-15	37	15	41%	22	59%
2013-14	39	22	56%	17	44%
2012-13	42	14	33%	28	66%
2011-12	47	22	47%	25	53%
2010-11	34	14	41%	20	59%



**Board Meeting Date:** 11/16/2020

**TITLE:** 2021 Technology Levy Update

**TYPE:** Discussion

**PRESENTER(S):** Steve Buettner, Director of Media & Technology Services; John Toop, Director of Business Services

**BACKGROUND:** The 2020-21 school year marks the end of the ten-year technology levy. The funds from this levy allowed the district to upgrade technology and infuse technology into our instructional practices.

**RECOMMENDATION:** Discuss the renewal of the technology levy with vote to occur May 11, 2021.

**PRIMARY ISSUE(S) TO CONSIDER:** The use of technology is pervasive in all aspects of our educational system. From managing our heating, keeping us safe, paying our employees and of course guiding, enhancing and directing our instruction, technology is key. Though the current technology levy has served the district to incorporate technology into these areas, we will need to continue our investment in technology as well as explore other areas of technology use. In order to ensure continuity of service and support, the administration is proposing a May 11, 2021 day for potential vote on this levy. If there are no other items on the ballot, the district may incur costs for conducting a levy vote.

**ATTACHMENTS:**

1. Presentation

# Technology Levy Update

November 16, 2020



# Technology Levy: Current Reality

- Expires 2021
- Currently at \$6,500,000 per year
- Supports all aspects of the school system



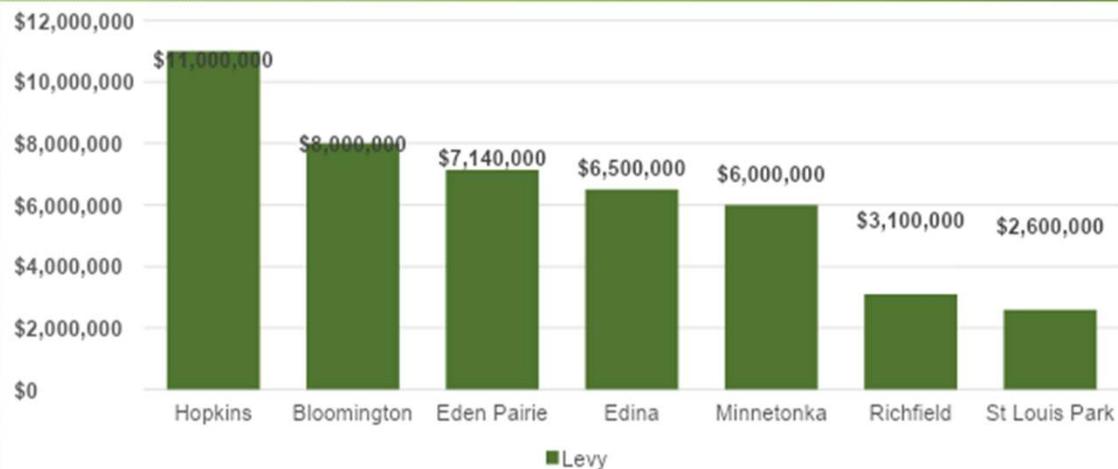
## Annual Spending by Category \$6,455,150



## Technology Levy: Future Needs

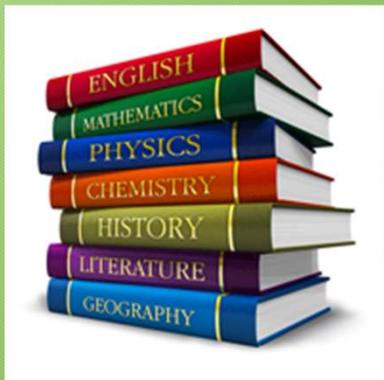
- Continue our excellence by ensuring that we leverage technology when it is the best tool and supporting our investment by maintaining and replacing our current technology.
- Technology encompasses staff, software, hardware, network and increasingly
- Curricular materials

## Current Technology Levy (Capital) spending per pupil

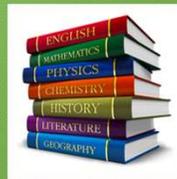


## Transformation of our Textbooks

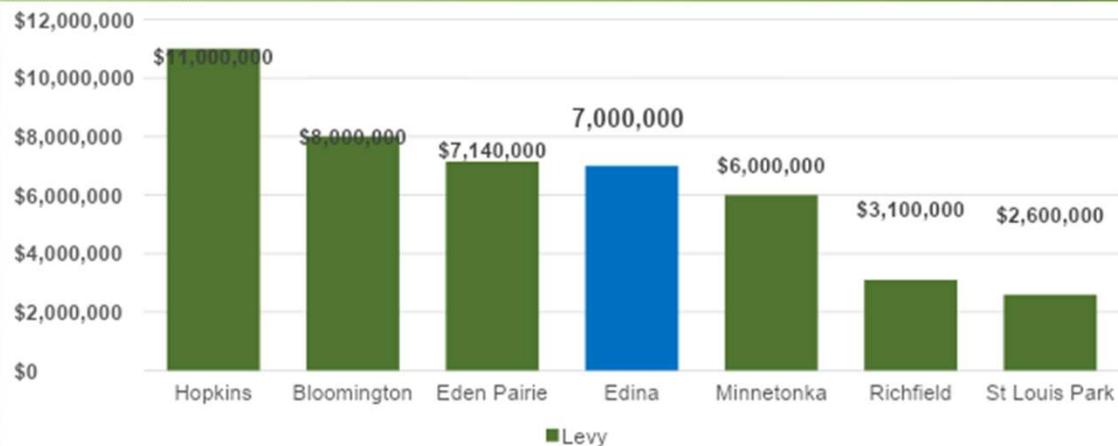
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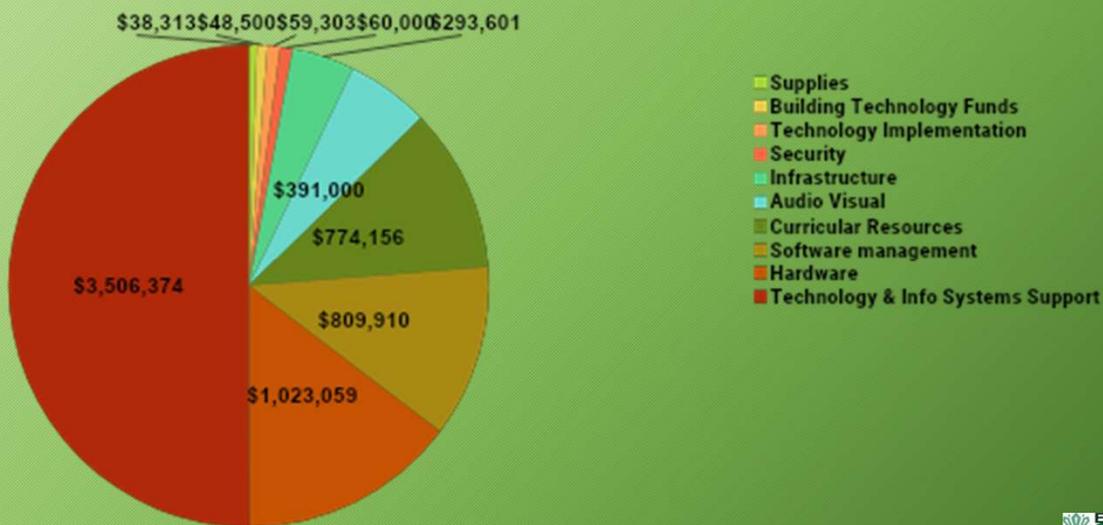
Now



## Proposed Technology Levy (Capital) spending per pupil



## Proposed Annual Spending by Category 7,004,215



## Proposed Annual spending by Category

Area	AMT
Supplies	\$ 38,313
Building Technology Funds	\$ 48,500
Technology Implementation	\$ 59,303
Security	\$ 60,000
Infrastructure	\$ 293,601
Audio Visual	\$ 391,000
Curricular Resources	\$ 774,156
Software management	\$ 809,910
Hardware	\$ 1,023,059
Technology & Info Systems Support	\$ 3,506,374
<b>Grand Total</b>	<b>\$7,004,215</b>



## Annual impact

House Value	Estimated Taxes Payable 2021 for Increase in Capital Project Levy*		
	\$500,000	\$750,000	\$1,000,000
\$300,000	\$12	\$18	\$25
\$600,000	\$26	\$40	\$53
\$900,000	\$42	\$64	\$85



## Key Dates



## Potential voting dates

- February 9\*
- May 11\*
- November 2

\*District incurs all associated costs when it is the only item on the ballot.



## Preferred Option B

- Fall 2020: Referendum Planning
- January: Board Discussion
- February 8: Last day to adopt resolution
- May 11\*: Election day

\*District incurs all associated costs when it is the only item on the ballot.



## Questions?





**Board Meeting Date:** 11/16/2020

**TITLE:** Policy Review (Rapid)

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policy has been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes. It has minimal changes.

- Policy 424 - License Status

**RECOMMENDATION:** Review the suggested policy modifications.

**ATTACHMENTS:**

1. Policy 424 - License Status

## Personnel

### License Status

#### I. Purpose

This policy ensures that the school district employs qualified teachers and fulfills its duty to ascertain the licensure status of its teachers. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

#### II. General Statement of Policy

- A. Teachers must hold a valid teaching license ~~or permission~~ from ~~the Minnesota Department of Education~~ Professional Educator Licensing and Standards Board ("PELSB") to perform the particular teaching service for which the teacher is employed by the school district.
- B. The ~~school~~ district has the duty to ascertain the teacher's licensure status ~~of its teachers~~ and ensure that the district's teacher license files are current. The district annually reviews its teacher license files to verify that ~~each~~ every teacher's license is current and appropriate to the particular service for which the teacher is employed by the district.

#### III. Procedure

- A. The school district ~~has~~ established a schedule for the annual review of teacher licenses.
- ~~B. When the district conducts its review, the district will provide written notification of the upcoming expiration to teachers whose licenses expire within one year from the date of review. However, the district's failure to provide this notice to teachers does not relieve teachers' responsibility to ensure that their teaching license is valid and appropriate to their teaching assignment.~~

#### BC.

If the district discovers that a teacher's license has expired or that the teacher is not appropriately licensed, the district will immediately investigate the circumstances surrounding the lack of license and will take appropriate action, as determined by the superintendent/designee based on recommendations from ~~the Minnesota Department of Education~~ PELSB.

- C. A teacher's failure to have an appropriate ~~the~~ license reinstated constitutes

gross insubordination, inefficiency and willful neglect of duty, which may ~~be~~ grounds for immediate discharge from employment.

D.D

The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy remains with the teacher. ~~A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.~~

Legal References:

Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

~~*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)~~

~~*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)~~

~~*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, affirmed, 1993 WL 129639 (Minn. App. 1993)~~

Policy  
adopted: 1/26/09  
Revised: 8/19/13  
Reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



**Board Meeting Date:** 11/16/2020

**TITLE:** Policy Review

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes. Policies 411 and 412 are being recommended for rescission as unnecessary and confusing. Both a tracked changes version and accepted revisions version of Policy 808 are included for easier review.

- Policy 406 – Public and Private Personnel Data
- Policy 423 – Employee-Student Relationships

**RECOMMENDATION:** Review the suggested policy recommendations.

**ATTACHMENTS:**

1. Policy 406 – Public and Private Personnel Data
2. Policy 423 – Employee-Student Relationships

## Personnel

### Public and Private Personnel Data

#### I. Purpose

This policy provides guidance to school district employees as to the treatment of data the district collects and maintains regarding its employeespersonnel.

#### II. General Statement of Policy

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, is accessible to the public pursuant to the procedures established by the district.

B. All other data on individuals is private or confidential.

C. Employees may release private data about themselves through the use of the Employee Authorization to Release Private Personnel Data.

#### III. Definitions

A. "Public" data means the data is available to anyone who requests it.

B. "Private" data means the data is available to the subject of the data and to district employees who need it to conduct district ~~the business of the district~~.

C. "Confidential" data means the data is not available to the subject of the data.

D. "Personnel data" means government data on individuals maintained because they are or were district employees ~~employees of the district~~, applicants for employment or district advisory board/committees, or district volunteers or independent contractors ~~for the district, or members of or applicants for an advisory board or commission~~.

~~E. "Finalist" means an individual who is selected to be interviewed by the district for a position.~~

~~F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.~~

~~G. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in~~

~~administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.~~

#### IV. Public Personnel Data

- A. ~~In general, t~~The following information on employees, including volunteers and independent contractors, is public: (1) personal information (i.e. name, education and training background, previous work experience); (2) compensation information (e.g. actual gross salary, salary range, terms and condition of employment, payroll time sheets); and (3) work and performance information (e.g. job title, job description, work location, work phone number, existence and status of any complaints against the employees).

~~1. Personal Information~~

- ~~a. Name~~
- ~~b. Education and training background~~
- ~~c. Previous work experience~~

~~2. Compensation-related information~~

- ~~a. Actual gross salary~~
- ~~b. Salary range~~
- ~~c. Terms and conditions of employment relationship~~
- ~~d. Contract fees~~
- ~~e. Actual gross pension~~
- ~~f. Value and nature of employer-paid fringe benefits~~
- ~~g. Basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary~~
- ~~h. Payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data~~

~~3. Work and performance information~~

- ~~a. Job title~~
- ~~b. Employee identification number, which may not be the employee's social security number~~
- ~~c. Bargaining unit~~
- ~~d. Job description~~
- ~~e. Date of first and last employment~~
- ~~f. Work location~~
- ~~g. Work telephone number~~
- ~~h. Work email address(es)~~
- ~~i. Badge number~~
- ~~j. Work-related continuing education~~
- ~~k. Honors and awards received~~
- ~~0. Existence and status of any complaints or charges against the employee, regardless of whether the~~

~~complaint or charge resulted in a disciplinary action. The final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district regardless of whether there has been a final disposition, upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.~~

- ~~1. data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.~~

~~The complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data~~

## B. Applicants for employment

With respect to employment applicants, the following information is public information: (1) finalist's names; (2) veteran status; (3) relevant test scores; (4) rank on eligible list; (5) job history; (6) education and training; and (7) work availability.

- ~~m. The names of "finalists" are public. (Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.)~~
- n. Veterans status
- o. Relevant test scores
- p. Rank on eligible list
- q. Job history
- r. Education and training
- s. Work availability

## V. Private Personnel Data

- A. ~~If not specifically noted as public data in Section IV above, all other~~ Except as provided in state law, all other personnel data are private data and will only be shared with district employees who has a legitimate business interest in the

~~information. se work requires access. -Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.~~

~~B. Data pertaining to an employee's dependents are private data on individuals.~~

~~C. Data created, collected or maintained by the school district to administer employee assistance programs are private.~~

~~D. An individual's checking account number is private when submitted to a government entity.~~

BE. Personnel data may be provided disseminated to labor organizations to the extent the district determines it is necessary for the labor organization to conduct its business or when authorized by the commissioner of the bureau of mediation services.

~~F. The district may display a photograph of a current or former employee to prospective witnesses as part of the district's investigation of any complaint or charge against the employee.~~

~~G. The district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:~~

~~1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;~~

~~2. A prepetition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or~~

~~3. A court, law enforcement agency, or prosecuting authority.~~

~~H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.~~

~~I. A complainant has access to a statement provided by the complainant to the district in connection with a complaint or charge against an employee.~~

~~J. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the district determines that the employee's access to that data would:~~

~~1. threaten the personal safety of the complainant or a witness; or~~

~~2. subject the complainant or witness to harassment.~~

~~If a disciplinary proceeding is initiated against the employee, data on the complainant or witness is available to the employee as may be necessary for the employee to prepare for the proceeding.~~

~~K. The district will make any report to the Minnesota Department of Education (MDE) as required by Minn. Stat. § 122A.20, Subd. 2, and will, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.~~

~~L. Private personnel data will be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.~~

~~M. When a report of alleged maltreatment of a student in a school is made to the commissioner of education, data relevant to and collected by the district about the person alleged to have committed maltreatment must be provided to the commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

~~N. The district must release to a requesting district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.~~

~~O. The identity of an employee making a suggestion, as part of an organized self-evaluation effort by the district to cut costs, make the district more efficient, or to improve district operations, is private.~~

~~P. Health information on employees is private unless otherwise provided by law. To the extent that the district transmits protected health information, the district will comply with all privacy requirements.~~

~~Q. Personal home contact information for employees may be used by the district and shared with other governmental entities in the case of an emergency event~~

~~or other disruption to ensure the operational continuity for the district or governmental entity.~~

~~R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.~~

~~S. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the commissioner of the MDE makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting district seeks the information because the subject of the data has applied for employment with the requesting district.~~

#### ~~VI. Multiple Classifications~~

~~If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.~~

#### ~~VII. Change in Classifications~~

~~The district will change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.~~

#### ~~VIII. Responsible Authority~~

~~The district has designated the director of human resources as the authority~~

responsible for personnel data.

~~VIII~~.

Employee Authorization/Release Form

An employee authorization form is included as an ~~a~~Appendix to this policy.

Legal References:

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

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, Subds 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

~~P.L. 104-191 (HIPPA)~~

~~45 C.F.R. Parts 160 and 164 (HIPPA Regulations)~~

Cross References:

Policy 206 (Public Hearings and Public Participation in School Board Meetings, Data  
Privacy Considerations)

Policy 515 (Protection and Privacy of Student Records)

Policy

adopted: 9/22/08

revised: 5/28/13

revised: 6/13/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix I to Policy 406

**CONSENT TO RELEASE DATA, INFORMED CONSENT**

Request from an Individual Employee to release private employment data

By completing this form, the employee requests that the school district releases the employee's private personnel data to ~~An individual asks the government entity to release his/her private data to~~ an outside entity or person. In general, the school district ~~Because the entity~~ does not have statutory authority to release the data, unless it must get the employee/sindividual's written informed consent.

If you have any questions about the information on or purpose of this form, or would like more explanation, please contact the Human Resources Department Director of Human Resources (952-848-4909) before you sign it.

I, \_\_\_\_\_, give my permission for Edina Public  
*[employee's name of individual data subject]*

Schools to release data about me to \_\_\_\_\_ as  
*[name of other entity or person]*  
described on this form.

Private Data Requested to be Released: \_\_\_\_\_  
\_\_\_\_\_

Private Data Not to be Released: \_\_\_\_\_  
\_\_\_\_\_

Specific purpose for which the entity or person can use the provided data:  
\_\_\_\_\_  
\_\_\_\_\_

Date of expiration of this consent: \_\_\_\_\_

By my signature below, I recognize that although the data are classified as private for Edina Public Schools, the classification/treatment of the data may not be considered private to the entity or person to which the information is being released. I understand that this consent will expire one year from the date of the signature below, although I can revoke this consent at any time. This release is full and sufficient authorization pursuant to Minn. Stat. § 13.05 and Minn. R. 1205.1400.

Employee's Individual data subject's signature \_\_\_\_\_  
Date \_\_\_\_\_

Parent/guardian's signature *[if needed]* \_\_\_\_\_ Date \_\_\_\_\_

Established: 9/22/08; Revised: 5/28/13;  
Revised 9/9/20

## Personnel

### Employee–Student Relationships

#### I. Purpose

This policy commits the school district to an educational environment in which all students are treated with respect and dignity. ~~Every-Each~~ school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

#### II. General Statement of Policy

- A. This policy applies to ~~all~~ school district employees, including for purposes of this policy, any district volunteers, at all times and regardless of location, whether on or off duty and on or off of school district locations.
- B. Students will be treated by ~~teachers and other~~ district employees with respect, courtesy and consideration and in a professional manner. A district employee is expected to exercise good judgment and professionalism in interpersonal relationships with students. Relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other district employees also may hold positions of authority over students and must be mindful of their authority and influence over students.
- D. Sexual and other inappropriate relationships between district employees and students, without regard to the age of the student, are strictly forbidden, could result in employee discipline, and ~~could~~may subject the employee to criminal liability at the discretion of the prosecuting authority.
- ~~F.~~ E. District employees must employ safeguards against the appearance of improper relationships with students.
- ~~H.~~ F. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.
- ~~E.~~ G. Other actions that violate this policy include, but are not limited to, the following:
  1. Dating or having inappropriate relationships with students;

2. Having any interaction/activity of a sexual nature with a student;
3. Committing or attempting to induce students or others to commit an illegal act, an act of immoral conduct, an act that may be harmful to others, or an act that may bring discredit to the district or student; ~~and~~
4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring; and

5. Excessive informal and social involvement with individual students.

~~F. District employees must employ safeguards against the appearance of improper relationships with students.~~

~~G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.~~

~~H. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.~~

### III. Reporting and Investigation

- A. Complaints and/or concerns regarding alleged violations of this policy are handled in accordance with Policy 104 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within another district policy.
- B. ~~All e~~Employees will cooperate with any investigation of alleged acts, conduct or communications in violation of this policy.

### IV. School District Action

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or termination ~~or discharge~~. ~~It also may~~The district may include reporting violations of this policy to appropriate state or federal authorities, including but not limited to the Minnesota Department of Education, other appropriate licensing authority, and agencies involved in maltreatment of minors and/or vulnerable adults. ~~School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.~~

### V. Scope of Liability

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in any district-related litigation.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to ~~Minnesota Board of Teaching~~PELSB)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (~~Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~Employment Termination)

Minn. Stat. § 609.341-609.352 (~~Defining “intimate parts” and “position of authority” as well as detailing various sex offenses~~Definitions, Criminal Offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

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

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 306 (Administrator Code of Ethics)

Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

Policy 413 (Harassment and Violence)

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 421 (Gifts to Employees)

Policy 507 (Corporal Punishment)

Policy 634 (Electronic Technologies Acceptable Use)

Policy  
adopted: 10/20/08  
Revised: 8/19/13  
Reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



**Board Meeting Date:** November 16, 2020

**TITLE:** Science Curriculum Adoption Recommendation

**TYPE:** Action

**PRESENTERS:** Jody De St. Hubert, Director of Teaching and Learning

**BACKGROUND:** This report includes information about the new Science standards the Minnesota Department of Education has passed into statute and the recommended adjustments for implementation that MDE has created. It also includes a summary of the Middle Level Science Design Team process, including the experience of piloting Science curriculum materials at the middle level and the decision-making process that has led to the recommendation to adopt the Amplify Science curriculum for use in Edina in grades 6-8.

**RECOMMENDATION:** Approve the adoption of the Amplify Science Curriculum in grades 6 to 8.

**PRIMARY ISSUE(S) TO CONSIDER:** Science Curriculum in grades 6 to 8.

**ATTACHMENTS:**

1. Report
2. Appendix items I
3. Appendix items II

## Science Standards Information and Summary:

### Resources:

[MDE Science Page \(https://education.mn.gov/MDE/dse/stds/sci/\)](https://education.mn.gov/MDE/dse/stds/sci/) (including timeline)

### Information and Summary:

The Legislative requirements of the new Science standards include:

1. Standards that are general goals or summary descriptions of student learning.
2. K-8 Benchmarks specific to grade level.
3. Alignment with graduation requirements.
4. Career and college readiness goals.
5. The contributions of MN American Indians in connection to International Society for Technology in Education (ISTE).
6. A grounding in current research and national trends, including the Next Generation Science Standards (NGSS).

Currently 20 states have adopted the NGSS standards and 19 have adapted. Minnesota has adapted the NGSS standards in order to create MN Science Standards. Within the NGSS, there are three dimensions to learning science. The dimensions are combined to form each standard and the dimensions work together to help students build a cohesive understanding of science over time. The three dimensions are:

- cross cutting concepts (framework for scientific thinking across disciplines)
- science and engineering practices (standard behaviors that scientists and engineers use to explain the world or solve problems)
- disciplinary core ideas (fundamental scientific knowledge)

More information about these dimensions and NGSS can be found at

<https://www.nextgenscience.org/>

An important goal of three-dimensional science teaching is for students to engage in the process of solving a phenomena that provides pathways for students to engage in inquiry and problem solving.

The organization of the MN standards reflect the interconnectedness of science with an integration of the three dimensions. The standards are organized around the following 8 practices:

1. Asking questions and defining practices. (strong in past MN Science standards)
2. Developing and using models. (new approaches for MN)
3. Planning and carrying out investigations. (strong in past MN Science standards)
4. Analyzing and interpreting data. (strong in past MN Science standards)
5. Using mathematics and computational thinking. (new approaches for MN)
6. Developing explanations and designing solutions. (strong in past MN Science standards)
7. Engaging in argument from evidence. (in MN ELA standards)
8. Obtaining, evaluating, and communicating information. (in MN ELA standards)

### Science Curriculum Review Process Update:

Since the 2018-2019 school year the Science Design team has been engaged in the [Edina Curriculum Review Process](#) in order to prepare for the changes in MN Science standards. Using a [Guiding Change Document](#) the teams determined the expected results that would be accomplished through the decision making curriculum review process.

During the 2019-2020 school year the team created [Edina Science Guiding Principles](#) in addition to a [Science Materials Selection Rubric](#). The Middle Level Science Design Team used these documents as guides to move forward with curriculum evaluation. In addition they engaged in discussions with surrounding districts and curriculum review sources. The two curriculums they chose to pilot were STEMScopes and Amplify.

### Middle Level Science Curriculum Pilot Information Gathering:

After the completion of each pilot period, pilot teachers engaged in conversations about their experiences. The information shared was captured in a table organized as pros and cons.

#### Internal Science Materials Discussion: STEMScopes

Pros	Cons
<ul style="list-style-type: none"> <li>● There is a large bank of resources organized very well.</li> <li>● The resources are adaptable and flexible.</li> <li>● There are a lot of hands-on labs and experiences for students.</li> <li>● Pat (our sales rep) offered great customer support and help.</li> </ul>	<ul style="list-style-type: none"> <li>● The phenomena are not very engaging for students and in our opinion do not capture the true heart of a scientific phenomena.</li> <li>● Each of the lessons we interacted with or explored needed work and a decent amount of support. We felt that with a lot of time or energy, we would have the capacity to put together similar lessons/experiences for students.</li> <li>● The curriculum resources did not feel different enough than traditional science instruction. We felt a little bit like many of the labs and learning were labs that were classic science labs repackaged and reframed. As we learn about NGSS and the spirit of 3 dimensional learning, the lessons really should look and feel different.</li> <li>● Small example, but a detail worth noting as it was a symptom of a bigger concern, some of the suggested Enrichments/extensions did not seem to actually help students go deeper.</li> </ul>

**Internal Science Materials Discussion: Amplify**

Pros	Cons
<ul style="list-style-type: none"> <li>● Having a structure to build off of</li> <li>● Online tools are helpful (very positive right now with online teaching)</li> <li>● Storylines are overarching and complex. Lessons align with storyline</li> <li>● Text allows us to teach reading strategies</li> <li>● Text has many features (audio, note-taking) and using articles that are current as opposed to traditional texts</li> <li>● The materials that we have been given is stuff that we can't create on our own (many teachers feel they can insert a lab using their own prior experience)</li> <li>● The SIMS are incredible.</li> <li>● The level of customer service is amazing.</li> <li>● Slides for teachers to build off of is super helpful.</li> <li>● Suggested labs/flexions for each unit</li> </ul>	<ul style="list-style-type: none"> <li>● Not a lot of labs (act of science missing)</li> <li>● Information dated from 6th grade launch unit (Mars rover)</li> <li>● Equipment is not of high quality.</li> </ul>

**Internal Science Materials Selection Rubric: STEMScopes and Amplify**

In completing the [Science Materials Selection Rubric](#) teachers objectively and individually reflected on the pilot experience with each curriculum. The average score in almost every category reflected Amplify as more closely aligned to the desired criteria. The total score for STEMScopes was 38 out of 56 and the total score for Amplify was 50/56.

**Rate each criteria from 1 (= weak) to 4 (= strongest)**

Criteria (& Importance 1-3) 1 (=weak) & 3 (=strong)	STEM-Scopes Rating	STEMScopes Evidence	Amplify Rating	Amplify Evidence
<p><b>Standards based (3)</b> NGSS Aligned:</p> <ul style="list-style-type: none"> <li>○ Storyline of phenomena that build upon each other.</li> <li>○ Materials ask students to make connections with not only the practices but also the cross-cutting concepts and the core ideas.</li> <li>○ Materials elicit direct, observable evidence of student progress in the three-dimensions, not just content knowledge.</li> <li>○ Open-ended opportunities for students to discover</li> </ul>	2.5	<p>Storyline was not clearly present</p> <p>Labs and activities were similar to what we have done in the past</p> <p>Phenomena were not phenomenal</p>	4	<p>NGSS aligned</p> <p>New creation based on NGSS (not retrofitted)</p> <p>Compelling phenomena and storylines that drive each unit</p> <p>Clear use of cross-cutting concepts</p> <p>Clear use of practices of science</p> <p>Teacher support for implementing 3D standards</p>

<p>rather than do Campbell soup science. It looks different from what we have done for 15 years!</p>				
<p><b>MN Aligned (2)</b></p> <ul style="list-style-type: none"> <li>Includes the MN-specific benchmarks OR the content and structure to easily add those pieces.</li> </ul>	3.5	Standards based Three dimensions were isolated and not connected	3	NGSS aligned, but not specifically MN-aligned. Will require adjustments to become fully aligned. Easy to identify areas of focus to become MN aligned.
<p><b>Phenomena focused challenges/inquiries (3)</b></p> <ul style="list-style-type: none"> <li>Phenomena drives the learning</li> <li>Phenomena are connected to grade/grade-band core ideas</li> <li>Materials embed phenomena/problems across multiple lessons for students to build knowledge in the three dimensions</li> <li>Materials leverage students' prior knowledge/experiences related to the phenomena</li> </ul>	2	Phenomena were not engaging, disjointed without a clear storyline, not compelling (ex. Ice melting, sugar falling)	4	Phenomena drive the learning. Phenomena are engaging, interesting, and compelling. Each activity drives the learner back to the anchor phenomenon for the unit. Ex: Engineering a solution for rescue workers when the power is out and they need energy for their batteries. 7th grade: Students learned about a person cured with a fecal transplant to convince a fictional senator to fund fecal transplant research.
<p><b>Interdisciplinary (2)</b></p> <ul style="list-style-type: none"> <li>Overt, meaningful connections to ELA &amp; Math standards.</li> </ul>	3	Readings and resources that could be tied to ELA and math, but relied on the teacher to make the connections	4	Strong ELA connections Ex: Active reading with annotations, scientific writing Math connections are present as extended activities for each lesson
<p><b>Teacher materials (3)</b></p> <ul style="list-style-type: none"> <li>Editable</li> <li>User-friendly for teachers who are not comfortable teaching science (K-5)</li> <li>Supports the use of student science notebooks (but not a workbook)</li> <li>Teacher overview of unit             <ul style="list-style-type: none"> <li>List of equipment needs by unit/topic</li> <li>Big picture view includes scientific</li> </ul> </li> </ul>	3.5	Left things open to the teacher to decide what to use of the materials provided - would not lead to great alignment from this perspective  Materials were easy to edit and use - though would prefer Google Docs to Google Slides which were favored by STEMScopes	4	Comprehensive teacher guide for full implementation (Ex. explanation of science pedagogy, specific questions to ask with teacher maneuvers based on student responses)

<p>background information and research (K-5)</p> <ul style="list-style-type: none"> <li>○ General organized pacing guide/scope and sequence</li> <li>● Coherent/clear articulation of pacing/concepts</li> <li>● Allows for vertical and horizontal alignment</li> </ul>				
<p><b>Differentiation/ Personalization (2)</b></p> <ul style="list-style-type: none"> <li>● Suggestions for extensions/enrichments, pursuing student-driven questions</li> <li>● Simplified big ideas/essential questions for each unit</li> </ul>	3	<p>Provided materials for teachers to draw from, but extensions and enrichments were not rigorous or deepen students understanding of concepts (ex. Make a poster, build a candle-holder)</p>	3	<p>Includes critical-juncture assessments where students take a mid-unit assessment, which will differentiate their experience based on student performance.</p> <p>Ability for students to pace faster.</p> <p>Includes flexextensions, which are enrichments/extensions for students within the unit</p> <p>Many articles available for further learning.</p>
<p><b>Student materials (3 MS; 0 K-5)</b></p> <ul style="list-style-type: none"> <li>● Ready to go handouts/materials for students</li> </ul>	2.5	<p>Provided easy to edit materials, but all materials needed to be adjusted for clarity and comprehension.</p>	4	<p>All materials provided in an easily-accessible online platform</p>
<p><b>Student thinking (3)</b></p> <ul style="list-style-type: none"> <li>● CER embedded into the materials</li> <li>● Has students acting as scientists, not just learning about science. Students have opportunities to collect and analyze data through experiments and simulations.</li> </ul>	3	<p>Lots of embedded CERs and language around scientific argumentation.</p>	4	<p>Strong use of scientific argumentation on formative and summative work within each unit.</p>
<p><b>Equipment/Materials (3)</b></p> <ul style="list-style-type: none"> <li>● Non-consumables auxiliary resources provided with implementation</li> <li>● Reasonable consumable materials (supplies, student notebooks, etc) cost that is budgeted for</li> </ul>	3	<p>Materials were easily accessible and provided in kits</p> <p>Required many consumables</p> <p>Lots of hands-on experiments</p>	3.5	<p>All materials were provided within the kit provided for each unit.</p> <p>Each unit did not contain many hands-on experiments so few consumables were required.</p>

<p>the entire length of the adoption (i.e. a budget that rolls over from year to year to purchase con-sumables for 10 years)</p>				
<p><b>Assessments (2 MS; 1 K-5)</b></p> <ul style="list-style-type: none"> <li>• Ideally offers formative/summatives</li> <li>• Assessment format mirrors the teaching</li> </ul>	<p>2.5</p>	<p>Included formative and summative assessments, but needed modifications for clarity and comprehension. Assessments were not well-rounded.</p>	<p>3</p>	<p>Assessment mirrors the progression of teaching. Many formatives embedded throughout with a critical juncture formative as an indicator of student progress. Also includes suggested instructional maneuvers based on student data. Some teachers reported summative assessments as lacking.</p>
<p><b>Assessment reporting (not rated)</b></p> <ul style="list-style-type: none"> <li>• Assessments track achievement of individual benchmarks or standards</li> <li>• Assessments can easily be integrated within Schoology/Seesaw</li> <li>• Grade pass-back to Schoology and Infinite Campus</li> </ul>	<p>2.5</p>	<p>Assessments could be given in Schoology, but did not easily communicate with the gradebook in our limited experience.</p>	<p>2.5</p>	<p>Amplify can be embedded in Schoology Assessment questions are connected to standards but there is not currently an easy way to track achievement toward standards</p>
<p><b>Digital components (2)</b></p> <ul style="list-style-type: none"> <li>• Access to online textbook/resources</li> <li>• Simulations</li> <li>• Video content</li> </ul>	<p>3</p>	<p>Digital resources were included, but reminded teachers of what they could find on their own without having publisher access.</p>	<p>4</p>	<p>Strong in all areas Video lessons - available in English and Spanish Fantastic simulations - much better than what is available online The Amplify library is robust and full of science-specific resources for students to access content. These resources are available in multiple languages.</p>
<p><b>MLs/SPED Considerations (not rated)</b></p> <ul style="list-style-type: none"> <li>• Embed resources for students to build schema (MLs)</li> <li>• Key vocabulary to pre-teach is highlighted, modifications strategies provided</li> <li>• Text is provide at different reading levels</li> </ul>	<p>3</p>	<p>Provided leveled readings and translations.</p>	<p>4</p>	<p>Includes many tools and visuals to support exceptional learners.</p> <p>Scaffolding and next steps are listed in teacher overviews.</p> <p>Text is not provided at different levels, but can be translated, includes ability to have the text read to the student, key vocabulary is defined.</p>

<ul style="list-style-type: none"> <li>Print materials available for students who need them</li> </ul>				Includes Spanish, and 11 other translations within the Amplify library (ex. Glossary and science articles). Unfortunately does not include Somali (yet).
<b>Equity (3)</b> <ul style="list-style-type: none"> <li>Authentic representation of race and gender diversity</li> <li>CLRT teaching strategies embedded in instruction</li> </ul>	1	No overt use of CLRT, but also did not have a chance to really delve into this aspect of STEMScopes	3	A variety of cultures and race are represented in the resources. CLRT strategies appear evident as they increase students iterating with the content, but it is not explicitly labeled as CLRT.
<b>Total Points</b>	<b>38/56</b>		<b>50/56</b>	

In addition to our internal review, the Middle Level Science Design Team explored outside input and external reviews.

**External Science Materials Discussion: Amplify**

The summary provided below is from five school districts and outlines their middle school experience with Amplify curriculum. The information shared was gathered in conversation with teachers and curriculum leaders in each district. The schools, their size, and their respective Niche ratings are:

School	Size	Niche Rating
Big Lake, MN	3,091	Above average
West Bend, WI	6,582	Above average
Madison Metropolitan, WI	27,000	Above average
Oshkosh, WI	9,876	Average
Waupun, WI	1,947	Average

The majority of the school districts are in Wisconsin. Wisconsin adopted the NGSS Science Standards in 2017 so the timeline for instructional shifts is different in our two states. Our closest neighbors in Minnesota such as Wayzata, Hopkins, and Minnetonka are still in the review and piloting process.

*Summary from schools that are using Amplify:*

1. Amplify provides a rigorous framework. Many teachers shared they have never seen students taking and writing science at such a high level.
2. The storyline and phenomena are engaging for students and it truly is NGSS aligned. Every lesson ties back to the phenomena and has felt authentic.
3. There is a lot of reading. Though, this isn't necessarily bad. The reading is strategically placed and given with different research based purposes, deepening student understanding.
4. Needs to be more hands on (some units in particular). However, the depth of science understanding students gain by taking part in the simulations would be nearly impossible in doing a traditional lab. Teachers who are experiencing this are able to add in their own hands on labs or use the flexextensions.
5. Amplify has been very responsive to feedback. Many districts have shared feedback with Amplify and they have responded by fixing it.
6. Some districts reported that since adopting Amplify, they have never had such alignment across grades and schools. This has been a huge positive shift in their PLC collaboration.

*Key Insights:*

1. Coming up with the storylines and phenomena on our own would be extremely challenging on our own. Therefore, adopting a curriculum like Amplify would help shift teaching towards NGSS alignment much faster.
2. Adopting Amplify will ensure alignments across grades and district.
3. Perceived lack of hands on can be supplemented to round it out.
4. If we end up needing to have a virtual classroom next fall/year, using Amplify would be extremely helpful in continued learning and rigor for students.

**External Science Materials Selection Rubric: Amplify and STEMScopes**

EdReports show Amplify meeting expectations in all three gateway categories:

Alignment (to NGSS)	25 out of 26
Coherence & Scope	49 out of 56
Usability	46 out of 54

<https://www.edreports.org/reports/overview/amplify-science-2018>

EdReports show STEMScopes not meeting expectations. Due to the fact that it scored 4 out of 26 on alignment it did not receive a score for the additional gateways because it must first meet expectations for alignment.

<https://www.edreports.org/reports/detail/ahJzfmVkcMvwb3J0cy0yMDY2MThyKQsSCVB1Ymxc2h1chhVDAsSBNlcmllcxi7AQwLEgZSZXBvcnQYkQYM>

## 6-8 Science Curriculum Adoption Recommendation: Amplify

### General Overview:

We find ourselves in an unprecedented time. Schools are not what they were a few months ago. Science is a dynamic content area where standards and curriculum are currently both changing as we navigate new ways to interact with and engage students. In learning to do both at the same time, Amplify science has provided teachers with a solid outline of content as well as tools to engage students with vibrant text, hands on demonstrations, and a platform to record their observations, claims, and reasoning as they pursue new knowledge.

Amplify science provides well established storylines to guide student learning. The storylines start with a phenomenon to inspire curiosity in students. As per the Next Generation Science Standards, units are based on a 3-dimensional framework of science content, cross-cutting concepts and science practices. Amplify incorporates all three of these in each unit and cohesively builds on itself. Students regularly revisit the phenomenon while building their knowledge until students can produce their own Claim, Evidence, and Reasoning to explain the phenomenon.

Particular highlights of the program include captivating simulations for students to manipulate variables in a system that can't be recreated in a lab setting. Amplify also incorporates articles within each unit allowing for teachers to explicitly teach reading strategies while students learn about current scientific research. The articles are age-appropriate and accessible to students in multiple languages in addition to having the ability to be read-aloud for students who need these language accommodations.

Amplify science is primarily a digital based platform that allows it to be easily incorporated into many aspects of student learning. Teachers have benefited from a great support staff at Amplify science that is ready at a moment's notice to answer specific questions teachers may have. Amplify science is compatible with Schoology which allows for streamlined integration into daily lessons. Teachers can easily post materials from Amplify science for students to access, while also having the additional bonus of having a program that can communicate directly with our gradebook huge time saving process.

For a short Amplify overview visit:

[https://www.youtube.com/watch?v=7VM5H-MRauE&ab\\_channel=Amplify](https://www.youtube.com/watch?v=7VM5H-MRauE&ab_channel=Amplify)

For more specific information visit:

<https://amplify.com/programs/amplify-science/>

### Talent Development Alignment:

Amplify Science fosters **critical and creative thinking for all learners** by having students make connections across concepts and make their own discoveries. In addition it is designed to give students an engaging, authentic experience that mirrors how scientists and engineers

actually work. Edina Middle School teachers, as well as teachers who have been using Amplify as their core curriculum in other districts note that the core concepts (phenomena) connected to simulations, the reading content, and the engagement of writing scientific arguments provides a rigorous well rounded experience that they have not been able to engage kids as deeply in until this point. The program also offers flexstensions in the form of videos, images, and additional digital simulations to deepen the understanding of science concepts and to **extend learning** for students who are interested and/or ready. Finally, Amplify can also be used in the compacted science courses to **accelerate learning**.

### **Next Steps:**

In acknowledging the many positive data points that support the adoption of Amplify, there are additional steps to take to ensure an implementation that defines excellence. These steps include:

1. Continued Professional Development and support on implementation of the instructional shifts that Amplify and the new MN State Standards bring.
2. Targeted Professional Development on Amplify and the many components of the curriculum that will benefit all Edina students if understood and supported.
3. Creation of additional hands on lab experiences for students.
4. Ensure alignment of instruction and pathways at the elementary and high school level as they continue their review and implementation process.

We are currently positioned to move forward with each of these steps and our Edina Middle School Science teams are 100% ready to move forward with the Amplify adoption at this time. Amplify has proven to meet the standards, as well as the needs of our Edina learners.

## **6-8 Science Curriculum Implementation in Context of PreK-12 Science Review:**

During the 2019-2020 school year the implementation of the compacted Science Pathway was first offered to our middle level students. It was determined that all middle level Science students would learn the same content and be assessed on the same standards, however, depending on the pathway learn at different rates. This implementation prompted the need for teachers to build Pathway 2 in a compacted method. Being a forward thinking team the Science team decided to build new courses to not only match Pathway 2 but also match new standards that would soon be adopted. This has created an immediate need for a curriculum resource to align with and deepen their beginning efforts.

The timeline presented for the Science Curriculum Review process in March 2020 was the following:

### **Elementary:**

- K-5 Design Team is reviewing materials & field testing units this spring.
- Recommendation for materials purchase forthcoming in June.
- 2020-21: Elementary Implementation with "early adopters" only; District-wide training on pedagogical shift (Feb. 2021).
- 2021-22: Full K-5 implementation and ongoing PD.  
3rd graders will take the MCA-IV in 2024.

**Middle School:**

- 6-8 Design Team is reviewing materials & field testing units this spring.
- Recommendation for materials purchase forthcoming in June.
- 2020-21: Implementation in grades 6-8, including compacted science courses in grades 6 & 7.
- 2021-22: Implementation of grade 8 high school course (compacted science strand).

**High School:**

- 9-12 Design Team gathered stakeholder feedback on various course sequence models.
- 2020-21: Review materials for new course sequence, field test units, and make purchase recommendations.

Each timeline was created prior to COVID-19. The elementary team did not have the opportunity to decide on pilot materials or begin piloting, while the secondary teams have stayed close to their proposed timeline. The High School Science Design team will be meeting over the next month with Middle School 8th grade teachers in order to determine the 8th grade class offering for Pathway 2, as well as discuss the sequence of secondary course offerings. After gathering input and reviewing the process the Secondary team will determine an adjusted timeline for full implementation of standards. In addition the Elementary Science Design team will begin meeting to review the process and determine an adjusted timeline for implementation of standards as well.

Currently MDE has created [Science Standards Transition Timeline Alternatives](#) that will be taken into consideration to allow for more time for professional development, curriculum planning, staffing changes, and building collaboration. Even as adjustments are made, Edina will be prepared to implement the new MN State Science Standards as required in 2023-2024. With a solid foundation of understanding the organization of the MN standards centered around the previously listed 8 practices, each instructional level will incorporate alignment based on the skills and knowledge that students must obtain within the standards.

**Appendix I  
Amplify Adoption Preliminary Budget**

<b>Product</b>	<b>Price</b>
Earth Science 6 year license	\$58,996.00
Earth Science kits	\$8,220.00
Life Science 6 year license	\$61,060.00
Life Science kits	\$7,610.00
Physical Science 6 year license	\$55,126.00
Physical Science kits	\$14,160

Professional Development	\$0
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\* Amplify is offering complimentary PD that is worth \$3,200.

Shipping & Handling	\$3,598.80
<b>Total Cost</b>	<b>\$208,770.80</b>

\*This budget is based on initial quotes and may need to be adjusted accordingly.

**Appendix II  
Science Curriculum Review Resources:**

[Edina Curriculum Review Process](#)

[Guiding Change Document](#)

[Edina Science Guiding Principles](#)

[Science Materials Selection Rubric](#)



**Board Meeting Date:** 11/16/2020

**TITLE:** Policy Review

**TYPE:** Action

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes, and have only minimal or no changes:

- Policy 411 – Hiring Procedures (RESCIND)
- Policy 412 – Resignation, Layoff, Termination or Nonrenewal of Employee (RESCIND)
- Policy 418 – Alcohol- and Drug-Free Environment (*name change*)
- Policy 419 – Tobacco-Free Environment
- Policy 421 – Gifts to Employees and School Board Members (*name change*)
- Policy 622 – Copyright Policy
- Policy 808 – Naming Facilities and Educational Programs

**RECOMMENDATION:** Accept the policies as revised.

**ATTACHMENTS:**

1. Policy 411 – Hiring Procedures (RESCIND)
2. Policy 412 – Resignation, Layoff, Termination or Nonrenewal of Employee (RESCIND)
3. Policy 418 – Alcohol- and Drug-Free Environment (*name change*)
4. Policy 419 – Tobacco-Free Environment
5. Policy 421 – Gifts to Employees and School Board Members (*name change*)
6. Policy 622 – Copyright Policy
7. Policy 808 – Naming Facilities and Educational Programs

## Personnel

### Hiring Procedures

#### ~~I. Purpose~~

~~This policy outlines the school district's employment procedures including recruiting, posting, selecting, and hiring of employees.~~

#### ~~II. General Statement of Policy~~

~~The school district recognizes the ultimate quality of the educational program of the district is the result of the quality of employees who provide these services. The district is committed to attracting, employing, and retaining quality individuals to serve the community and implement the district's mission~~

#### ~~III. Job Posting and Recruitment~~

~~A. Employment inquiries will be handled by the human resources department.~~

~~B. Job postings for new positions must receive the approval of the human resources department. Building administrators or department supervisors must submit requests to post vacant positions to the human resources department.~~

~~C. All job postings will state that the school district is an equal opportunity employer.~~

~~D. Notification of all job openings will be posted for at least five days on the district's website unless specified differently in a negotiated labor agreement.~~

~~E. Notification for position vacancies may be forwarded to employment agencies, colleges, universities, employment service providers, newspapers, internet web sites and other media as appropriate for the position. The human resources department may also participate in employment fairs. The depth of recruitment will depend on the specific job posting and the identification of a strong candidate pool.~~

~~F. All applications will be kept by the human resources department for one year.~~

#### ~~IV. Job Interviewing and Hiring Process~~

~~A. The human resources department will coordinate with building administrators or department supervisors to determine the qualifications required for a position.~~

~~The qualifications may include licensure, experience, education, training and the district's needs.~~

- ~~B. The human resources department will process applications of all candidates for employment.~~
- ~~C. The building administrators or department supervisors will coordinate the review and identification of candidates to be interviewed.~~
- ~~D. The building administrators or department supervisors will coordinate the candidate interview process and timeline. This coordination includes adherence to the Veterans' Preference Act for selecting candidates to interview for applicable positions. This coordination also includes determining the membership of the interview team. The interviewing team may include board members, administrators, employees, parents, students, and/or community members. The interviewing team is advisory to the building administrators or department supervisors.~~
- ~~E. The building administrators or department supervisors will be responsible for checking a candidate's references and verifying employment experience.~~
- ~~F. The building administrators or department supervisors will collaborate with the human resources department in recommending a candidate for employment. The building administrators or department supervisors will complete the Authorization to Hire and Supervisor's Verification forms and submit these forms to the human resources department. The Authorization to Hire will also be approved by the director of business services for transportation and custodial candidates, by the director of special services for special services' candidates, by the building principal for activities' candidates, and by the director of community education services for community education candidates.~~
- ~~G. The human resources department will complete necessary background checks, and verify the candidate's licensure. Licensed candidates must provide their license to the human resources department.~~
- ~~H. After receiving the building administrator's or department supervisor's recommendation, the human resources department will contact the candidate to set up an appointment to process the necessary employment forms. The human resources department will prepare the candidate's recommendation for employment to be presented to the school board for approval.~~
- ~~I. The human resources department will coordinate arrangements seeking acceptance of the selected candidate that may include salary, benefits, a signed agreement between the candidate and employer, and an employment start date.~~
- ~~J. The building administrators or department supervisors will inform all non-selected, interviewed candidates of the status of the employment search.~~

~~K. The school board will approve employment for all regular full-time and part-time employees.~~

~~V. New Employees~~

~~A. The human resources department will notify the business office of all new employees and their status.~~

~~B. The human resources department will provide new employees with necessary personnel information.~~

~~VI. Substitute Employees~~

~~A. Substitute employees are employees who complete job responsibilities on a short-term basis. The district administration will approve employment of substitute employees.~~

~~B. The school district will advertise as needed for substitute employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.~~

~~C. The human resources department will maintain a current substitute candidate pool. The district reserves the right to determine the selection process for hiring a candidate for a substitute position.~~

~~VII. Seasonal and Casual Employees~~

~~A. A seasonal employee is an employee who is not employed over 67 days in a calendar year or 100 days in a calendar year if a full-time student. A seasonal employee may include employees teaching community education class offerings and coaches. The district administration will approve employment of seasonal employees.~~

~~B. A casual employee is a part-time employee who either is not assigned more than (1) 14 hours per week or (2) 35 percent of the normal work week of an employee within the associated bargaining unit. A casual employee may include employees teaching community education class offerings and coaches. The district administration will approve employment of casual employees.~~

~~C. Building administrators or department supervisors and the human resources department will collaborate on the interview and hiring process for seasonal and casual employees. All candidates must meet any applicable licensure requirements, and complete the required application process, including a background check.~~

## ~~VIII. Lead Activity Positions~~

~~The activities director and building principal will collaborate on the interview and hiring process. All candidates must complete the required application process, including required background checks, and must meet any licensure requirements.~~

## ~~IX. Non-lead Activity Positions~~

~~The activities director and appropriate district staff will collaborate on the interview and hiring process. The activities director will recommend selected candidates to the human resources department. These non-lead activity positions are appointed on a yearly basis. All candidates must complete the required application process, including required background checks, and must meet any licensure requirements.~~

## ~~X. Training of New Employees~~

~~The school district recognizes the success of a new employee's performance is based on a combination of previous experience and training, on the job experience, and training and support from the district. The district is committed to providing training for new employees as well as identifying employee support networks and mentorship opportunities. This training will continue in the employee's early years in the district.~~

## ~~XI. Terms and Conditions of Employment~~

~~The school district negotiates labor agreements and policies for various employee groups and bargaining units. In accordance with the Public Employment Labor Relations Act of 1971, copies of all agreements and policies are maintained in the district human resources office.~~

### ~~Cross References:~~

~~Policy 401 (Equal Employment Opportunity)  
Policy 402 (Disability Nondiscrimination)  
Policy 404 (Employment Background Checks)  
Policy 405 (Veterans Preference Act)  
Policy 424 (License Status)  
Policy 425 (Staff Development)~~

~~Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: 10/20/08 \_\_\_\_\_ Edina, Minnesota  
amended: 2/23/09  
Revised: 6/24/13  
Revised: 7/18/16~~

## Personnel

### ~~Resignation, Layoff, Termination or Nonrenewal of Employee~~

#### ~~I. Purpose~~

~~This policy defines the process for addressing resignation, termination or nonrenewal of a school district employee.~~

#### ~~II. General Statement of Policy~~

~~The school district follows the procedures outlined in district policy and in the terms of work agreements in employee resignations, terminations or non-renewals.~~

#### ~~III. Resignation Procedures~~

~~A. All employees who desire to resign from a position must send written notification of their decision to the human resources department, directed to the attention of the human resources director.~~

~~B. A licensed employee is required to complete his or her yearly obligation prior to resigning from a position unless a suitable replacement can be found or other arrangements have been approved by the school board.~~

~~—A licensed employee who resigns after August 1, but prior to the start of the school year, may have his or her resignation delayed by the school district until a suitable replacement can be found.~~

~~C. A non-licensed employee is required to give a 10 working-day notice of resignation.~~

~~D. The district reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation during the school year.~~

#### ~~IV. Layoff Procedures~~

~~A. The school district will follow layoff procedures outlined in the terms of applicable work agreements for non-probationary employees.~~

~~B. Nothing in this policy requires the district to engage in layoff procedures in lieu of termination procedures for employees not covered by layoff procedures in work agreements.~~

~~V. Termination or Nonrenewal of Employee~~

- ~~A. The school district will abide by Minnesota law and employee work agreements when a decision is made to terminate or non-renew an employee.~~
- ~~B. The superintendent or designee will make the termination or nonrenewal recommendation to the school board for board action.~~
- ~~C. The district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements if applicable.~~

~~Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: 1/26/09 \_\_\_\_\_ Edina, Minnesota  
amended: 7/20/09  
Revised: 7/15/13  
Reviewed: 7/18/16~~

## Personnel

### Alcohol- and Drug-Free Environment~~Workplace/School~~

#### I. Purpose

Recognizing that the health and well-being of employees and students ~~are vitally important~~are important, the school district strives to provide an environment free from the use of alcohol, toxic substances, medical cannabis, and controlled substances ~~without a physician's prescription~~.

#### II. General Statement of Policy

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, ~~at school or in any other school location~~on district property, is prohibited as general policy. Paraphernalia associated with controlled substances ~~are~~is prohibited.
- B. A violation of this policy occurs when ~~any~~ student, ~~employee teacher, administrator, other school district personnel~~, or member of the public uses or possesses alcohol, toxic substances, controlled substances, or medical cannabis ~~in any school location~~on district property.
- C. The district ~~takes will act to enforce this policy and to discipline or take appropriate action~~ against any student, ~~teacher, administrator, school personnel~~employee, or member of the public who violates this policy.

#### III. Definitions

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the state ~~e~~commissioner of health.
- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "~~District property~~School location" includes any ~~district school~~-building or on any ~~school-district~~ premises; in any ~~school-district~~-owned vehicle or in any other ~~district-school~~-approved vehicle used to transport students to and from school or ~~district-school~~ activities; off-~~district-school~~ property at any ~~district-school~~-sponsored or ~~district-school~~-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time ~~such an~~ employee is supervising students on behalf of the school district or otherwise engaged in ~~school~~-district business.

#### IV. Exceptions

- A. A violation of this policy does not occur when a person brings onto a ~~district property~~school location, for ~~that such~~ person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a ~~physician's health care provider's~~ prescription for the substance. The person will comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a ~~school location~~district property when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (~~i.e.~~ experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. Employees

- A. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant will abide by the terms of this policy and will notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than ~~five (5)~~ calendar days after such conviction. Conviction means a finding of guilt, ~~(including a plea of nolo contendere,)~~ or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- B. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the ~~school board~~district.

- C. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the ~~school~~ district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by ~~the the~~ district school board.
- D. Sanctions against employees, including nonrenewal, suspension, termination, or discharge will be pursuant to and in accordance with applicable statutory authority, any applicable collective bargaining agreements, and school district policies.
- E. Employees who have a prescription from a health care provider physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- F. Employees are subject to the ~~school~~ district's drug and alcohol testing policies and procedures.
- G. Each employee will be provided ~~with written~~ notice of this policy Drug-Free Workplace/Drug-Free School policy ~~and will be required to acknowledge that he or she has received the policy~~.

## VI. Transportation Employees

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

In addition, all persons who apply for a position where job duties include operating a commercial motor vehicle will be required to submit to a drug and alcohol test if a job offer is made by the school district.

### B. Refusal to Submit to Testing

A commercial driver or driver applicant may refuse to submit to controlled substances and alcohol testing. Refusal to submit to such test subjects the commercial driver or applicant to the consequences specified in OTETA and

other applicable federal law. In addition, a refusal to submit to testing establishes a presumption that the commercial driver or applicant would test positive if a test were conducted. This positive assumption makes the commercial driver or applicant subject to discipline or disqualification under this policy.

### C. Consequences

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

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

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

## VII. Student

- A. Students who have a prescription from a physician health care provider for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. A student who violates ~~the terms of~~ this policy will be subject to discipline in accordance with the ~~school~~ district's discipline policy. ~~Such D~~discipline may include suspension or expulsion from school.
- C. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

## VIII. Community Responsibilities

- A. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- B. ~~MA members~~ of the public who violates this policy will be informed of the policy and asked to leave district property. If necessary, law enforcement officials will be notified and asked to provide an escort.
- C. No person is permitted to possess or use medical cannabis on- district property school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.

- D. Possession of alcohol on ~~school grounds~~district property pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, will be by written permission of ~~the the superintendent only, school board only. The applicant will apply for permission in writing and will follow the school board procedures for placing an item on the agenda.~~

Legal References:

- 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
- 21 U.S.C. § 812 (Schedules of Controlled Substances)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
- 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)
- 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
- 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
- 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
- Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
- Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
- Minn. Stat. § 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
- Minn. Stat. § 221.031, subd. 10 (Motor Carrier Rules)
- ~~Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)~~
- ~~Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)~~
- Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
- Minn. Stat. § 624.701 (Alcohol Liquor in Certain Buildings or Grounds)
- Belde v. Ferguson Enterprises, Inc., 460 F.3d 976 (8th Cir. 2006)

Cross Reference:

- Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
- Policy 632 (Chemical Use and Abuse)
- Policy 506 (Student Discipline)
- Policy 516 (Student Medication)

Policy

- adopted: 10/20/08
- amended: 02/23/09
- Revised: 07/15/13
- Revised: 10/24/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## Personnel

### Tobacco-Free Environment

#### I. Purpose

Recognizing that the health and well-being of employees and students are vitally important, the school district strives to provide a tobacco-free environment.

#### II. General Statement of Policy

- A. The school district will be free from tobacco, ~~non-prescribed controlled substance and alcohol~~ use. ~~No staff member, student or member of the community will use tobacco or use, possess or be under the influence of alcohol or a non-prescribed controlled substance while on district property. The district will act to enforce this policy against those members of the staff, students and community who are in violation of this policy.~~
- B. A violation of this policy occurs when any student, ~~teacher, administrator, other school personnel~~ district employee of the school district, or ~~community member~~ person smokes ~~or~~ uses tobacco, tobacco-related devices, or electronic cigarettes ~~in on district property~~ a public school. ~~This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all district property and all off-campus events sponsored by the district.~~
- C. A violation of this policy occurs when any ~~district elementary school, middle school, or secondary school~~ student possesses any type of tobacco, tobacco-related device, or electronic cigarette ~~in a public school~~ on district property. ~~This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.~~
- D. The ~~school~~ district will ~~act to~~ enforce this policy ~~and to discipline or take by~~ taking appropriate action against any student, ~~employee~~ teacher, administrator, school personnel, or person who is found to have violated this policy.
- E. The ~~school~~ district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The ~~school~~ district will not promote or allow promotion of tobacco products or e-

cigarettes on school property or at school-sponsored events.

### III. ~~Tobacco and Tobacco-Related Devices~~ Definitions

A. A. "District property" includes any district building or on any district premises; in any district-owned vehicle or in any other district-approved vehicle; at district activities; off-district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time an employee is supervising students on behalf of the school district or otherwise engaged in district business.

#### ~~A.B.~~

Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term will include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

D. "Tobacco-related devices" ~~means~~ includes but is not limited to items like cigarette papers or pipes for smoking.

E. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### IV. Exception

A. This policy does not prohibit the lighting of tobacco by an adult smoking by ~~awho is a member of an~~ Indian tribe ~~Native American~~ as part of a traditional ~~Native American~~ Indian spiritual or cultural ceremony. For purposes of this section, a ~~Native American~~ member of an Indian tribe is ~~a person who is a member of an Indian tribe as~~ defined in Minnesota law, Minn. Stat. § 260.755.

B. A violation of this policy does not occur when an adult non-student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale-use as a tobacco cessation product, as a

tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### V. Enforcement

- A. All ~~persons~~individuals on ~~district property~~school premises will adhere to this policy.
- B. Students who violate this tobacco-free policy will be subject to school district discipline procedures.
- C. ~~School district administrators and other school personnel~~Employees who violate this tobacco-free policy will be subject to ~~school~~ district discipline procedures.
- ~~D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.~~
- E. ~~D.~~ Persons who violate this tobacco-free policy may be referred to the building administration ~~or other school district supervisory personnel responsible for the area or program at which the violation occurred.~~
- F. ~~E.~~ School District administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the ~~Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007~~ state law and is a petty misdemeanor. ~~A court injunction may be instituted against a repeated violator.~~
- G. No persons will be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by ~~the Freedom to Breathe Act of 2007 or other~~state law.

#### VI. Dissemination of Policy

- ~~A.~~ This policy will ~~appear~~be summarized in the student handbook.
- ~~B.~~ ~~The school district will develop a method of discussing this policy with students and employees.~~

#### Legal Reference:

Minn. Stat. §§ 144.411-144.412 (Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)

~~2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)~~

Cross Reference:

~~Policy 403 (Discipline, Suspension and Dismissal of School District Employees)~~

Policy 506 (Student Discipline)

Policy

adopted: 10/20/08

amended: 08/23/10

Revised: 07/15/13

Revised: 11/18/13

Revised: 10/24/16

Revised: 1/30/17

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## Personnel

### Gifts to Employees and School Board Members

#### I. Purpose

This policy provides guidance with respect to gifts given to school district employees to avoid the appearance of impropriety or conflict of interest.

#### II. General Statement of Policy

- A. The school district recognizes that students, parents and others may wish to show appreciation to school district employees. The district, however, discourages gift giving to employees, and encourages appreciation letters and notes or small tokens of gratitude.
- B. An employee may not solicit, accept or receive, either by direct or indirect means, a gift from a student, parent or other individual or organization of greater than limited value.
- C. An employee may not solicit, accept or receive a gift from a person or entity doing business with or seeking to do business with the school district. An employee may accept an item of limited value of a promotional or public relations nature. The superintendent has discretion to determine what value is "limited."
- D. Teachers may accept free samples of textbooks and related teaching materials from publishers.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees or others unconnected to the employee's employment with the district.
- F. An interested person may not give a gift, or request another to give a gift, to a local official, and a local official may not accept a gift from an interested person, unless permitted by Minnesota Statutes §10A.071 or §471.895 subd.3.

#### III. Definitions

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or representative of a person or association who has a direct financial interest in a decision that a local official is authorized to make.

C. "Local official" means an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any independent school district.

D. "Financial interest" means any ownership in or control of an asset that has the potential to produce a monetary return.

#### IV. Violations

A local official or district employee who violates the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination.

#### Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)

Minn. Stat. § 10A.071 (Prohibition of Gifts)

Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

#### Cross References:

Policy 209 (Code of Ethics)

Policy 210 (Conflict of Interest – School Board Members)

Policy 306 (Administrator Code of Ethics)

#### Policy

adopted: 10/20/08

amended: 7/19/10

revised: 8/19/13

revised: 12/15/14

reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

## Education Programs

### Copyright Policy

#### I. Purpose

This policy ~~sets forth~~describes the responsibilities of employees and students with respect to the use of copyrighted material.

#### II. General Statement of Policy

The school district ~~and its employee will operate in full compliance~~comply with the provisions of ~~current~~ copyright laws ~~and congressional guidelines~~. Employees ~~are to~~must adhere to all provisions ~~of Title 17 of the United States Code, entitled "Copyrights," and other relevant federal legislation and guidelines~~copyright law related to the duplication, retention and use of copyrighted materials.

#### III. Responsibilities

- A. Guidelines for the use of copyrighted materials will be readily available from media specialists and/or from the district media and technology services department, as well as maintained on the district website.
- B. All district school employees will have access to the policy ~~and be educated about its implementation~~. The copyright law in its entirety is available for reference through the district media and technology services department.
- C. Unlawful copies of copyrighted materials may not be produced on district-owned equipment.
- D. Unlawful copies of copyrighted materials may not be used with district-owned equipment, ~~within on~~ district property-owned facilities, or at district-sponsored functions.
- E. The district's legal and insurance protection ~~of the district~~ will not be extended to employees who unlawfully ~~copy and~~ use copyrighted materials.
- F. Employees who ~~make copies and/or~~ use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use, public display and computer technological use guidelines. Employees may contact the district media and technology department with questions. Employees are ~~further~~ expected to be able to provide their supervisor, upon request, the justification based on fair use, public display or technological use ~~computer~~ guidelines, as specified in copyright law.

G. Employees who use copyrighted materials that do not fall within fair use, public display or computer-technological use guidelines, must be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor by the employee or the district and a record of the purchase exists.
2. The materials are copies covered by a licensing agreement between the copyright owner and the employee or the district.
3. The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.

Questions regarding the application of the test should be directed to the district's media and technology department.

Policy  
adopted: 8/17/09  
revised: 7/20/15

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## Buildings and Sites

### Naming Facilities and Educational Programs

#### I. Purpose

This policy establishes the criteria and procedures for naming school district facilities and educational programs.

#### II. General Statement of Policy

The school district recognizes the importance and significance of naming school district facilities and educational programs. The district will follow policy procedures when reviewing and acting upon all nominations. ~~Facilities are district-owned buildings and properties and include spaces within buildings as well as outdoor fields, streets and areas. Educational programs are district-approved learning opportunities that support a specific need or learning goal identified by the district. The school board may elect (1) to name facilities or educational programs in recognition of individuals who have attained achievements of extraordinary and lasting distinction or (2) to enter into contracts to lease naming rights with a sponsoring agent in order to generate alternative sources of revenue for the district.~~

#### III. Definitions

- ~~A. "Facilities" are school district-owned buildings, properties and structures, including but not limited to spaces within buildings, outdoor fields, streets, and other areas.~~
- ~~B. "Educational programs" are district-approved learning opportunities that support a specific need or learning goal.~~
- ~~C. "Naming in recognition" is naming a facility or education program in recognition of individuals who have attained achievements of extraordinary and lasting distinction.~~
- ~~D. "Specific naming agreement" is a contract entered into to lease naming rights with a sponsoring agent in order to generate alternative source of revenue for the district.~~

~~A.—~~

#### IV. Authority

~~The school board exercises approval authority for naming all facilities.~~

#### ~~III. New or Existing Facility Names~~

## V. Procedures for Naming District Property

- A. The superintendent will forward to the school board, a facility for which a name is sought to be established.
- B. At the direction of the school board, the board may request that the superintendent convene a committee to study the potential names and make a recommendation. In the circumstance of a newly constructed facility, the school board will direct the superintendent or designee to establish such committee.
- C. If a committee is established, the superintendent or designee will be charged with the responsibility of determining a process for soliciting and evaluating names. The superintendent will make the final recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.
- D. If a committee is not established, the superintendent may make a recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and rationale to support recommendation.

### A. New Names

~~When a new facility is acquired or constructed, or when an existing space is named for the first time, the school board will appoint a committee consisting of community members, students and employees to recommend appropriate names for the new facility. Following the procedures outlined in this policy, the committee will provide two or three possible names to the superintendent who will make a recommendation to the school board for consideration. The possible names will be included in the minutes. The school board will make the final decision on the name of any district facility in accordance with the guidelines in this policy.~~

### B. Name Changes

~~Once a facility or space is named, that name will remain with the facility or space unless changed or removed by the school board. Names will be changed using the same process outlined above. Names may be changed when the specific program or theme for which the facility was named changes, when the current name no longer supports the objective of the facility, or due to additions or renovations to an existing facility. Names may be removed at the discretion of the school board.~~

## †VI. Naming of Facilities Processes and Criteria

### A. Naming in Recognition

The school district may name a facility or educational program space to recognize outstanding contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a facility or educational program or space after an individual, consideration will be given to persons who have significance to students, employees and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition ~~under this paragraph~~:

1. Recognition of outstanding service to the district while serving in an academic or administrative employment capacity or outstanding service to the Edina community; or
2. Recognition of the achievements of distinguished alumni; or
3. Recognition of a generous financial or other contribution from a donor through a ~~(be it by way of~~ donation, bequest, or sponsorship, ~~etc.)~~ that was not made in exchange for naming a facility or space.

#### B. Specific Naming Agreement

1. The ~~school~~ district recognizes that circumstances exist when the district may enter into an agreement for the specific naming of a facility ~~or space~~ in exchange for a ~~specific~~ financial or other contribution to the district. Specific naming rights will not be granted to educational programs. Specific naming agreements All such agreements must be in writing.

2. D. The superintendent will decide the monetary valuation prior to entering into a specific naming agreement of each naming right after receiving a recommendation from in consultation with the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account consider market comparisons for naming rights for which professional advice may be sought.

#### 3. Transferability and Renewability

If a name is granted by a written specific naming agreement, those rights may be transferred or renewed if and as permitted by the written agreement. ~~Other naming rights are not transferable or renewable.~~

#### 43. Limit of Specific Naming Agreement Rights

##### a. On the Part of the District

The district's right to use the name and other brand elements of the named party is permitted by the express agreement with the named

party.

b. On the Part of the Named Party

The party after whom a facility or space is named has no decision-making rights as to the facility's purpose ~~of the facility or space~~ unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the school board's local authority ~~of the school board~~. ~~In turn, t~~The named party has no liability with respect to that facility or space unless provided for in a ~~specific~~ contract between the parties. ~~Any such limits must be included in any naming rights' agreement.~~

54. Termination of Specific Naming Rights Agreements

In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a specific naming rights agreement in advance of the scheduled termination date under the following conditions:

a. Termination by the District

The district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute, as determined by the district.

b. Termination by the Named Party

The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the district directly brings the named party into disrepute.

C. Specific Naming Agreements and Naming in Recognition

~~V. Naming of Educational Programs~~

~~A. Naming in Recognition~~

~~The district may name an educational program to recognize outstanding contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a specific program after an individual, organization or company, the following criteria must be met for naming in recognition under this paragraph:~~

- ~~1. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.) that was made to support a specific educational program.~~
- ~~2. Commitment of the donor to support the financial commitment of the specific educational program for the term of the program's operation in the district. The district may extend the donor's name beyond the contribution if noted in the agreement.~~

## ~~B. Specific Naming Agreements~~

- ~~1. The school district will enter into an agreement for the specific naming of an educational program in exchange for a specific financial or other contribution to the district. All such agreements must be in writing.~~

### ~~2. Transferability and Renewability~~

~~If a name is granted by a written agreement, those rights may be transferred or renewed as permitted by the written agreement. Other naming rights are not transferable or renewable.~~

### ~~3. Limit of Naming Rights~~

#### ~~a. On the Part of the District~~

~~The district's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.~~

#### ~~b. On the Part of the Named Party~~

~~The party after whom an educational program is named has no decision-making rights as to the function or implementation of the educational program, unless specifically provided for in the written agreement between the parties. The district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligation, or the local authority of the school board. In turn, the named party has no liability with respect to the educational program unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.~~

### ~~4. Termination of Naming Rights~~

~~In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:~~

#### ~~a. Termination by the District~~

~~The district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.~~

~~b. Termination by the Named Party~~

~~The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date in the event that the district directly brings the named party into disrepute.~~

VI. Procedures for Naming

1. ~~\_\_\_\_\_~~ A. In naming all facilities, spaces, or specific educational programs, due regard will be taken to maintain an appropriate balance between commercial considerations and the role that names of facilities, spaces and educational programs contribute to the school district's mission.

~~3.2. \_\_\_\_\_~~ Also recognized is ~~t~~he role played by the name of a facility, space or education program in assisting employees, students and visitors to orient themselves is recognized.

3. ~~\_\_\_\_\_~~ B. Names must always be consistent with the district's mission and vision.

4. ~~\_\_\_\_\_~~ The long-term effects of the name must be considered.

4.5. ~~\_\_\_\_\_~~ The department/school affected by the name to be granted must be consulted before any decision is made.

FG. The district will not name a facility, space or educational program without the informed consent of the named party or their representative.

G. The district retains all rights to discontinue any name to avoid the district being brought into disrepute, as determined by the district.

~~D. The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.~~

~~E. The duration of a name for a facility, space or educational program is decided or negotiated on a case-by-case basis.~~

~~F. Whether there is a physical display of the name is decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the name will take into account the identification of the school district and opportunities offered by that building for the district. Plaques memorializing the name may be installed with the approval of the superintendent and informed consent of the named party in buildings.~~

Policy  
adopted: 4/12/10  
Revised: 11/18/13  
~~Revised: 7/21/14~~  
~~Revised: 5/15/17~~

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



Board Meeting Date: 11/16/2020

**TITLE: October Mobility**

**TYPE: Information**

**PRESENTER(S): Greg Guswiler, Coordinator Student Information Systems**

**ATTACHMENT:**

1. Mobility Report (next page)

**Note:** Information for November 1, 2019 was not created and is therefore not available, so October 1<sup>st</sup> data was used for comparison.

**Report Section Descriptions and Assumptions:**

- **School Level Enrollment Information**
  - This section is broken up by School / Grade
  - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
  - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
  - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
  - This section of the report uses the same reporting period as the other sections of the report.
  - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
  - This section of the report displays the reason students withdrew during the reporting period.
  - This section of the report is broken out by the Minnesota Department of Education's approved End Status Codes. These codes are:
    - 03: Transferred to an approved nonpublic school
    - 04: Student moved outside of the district, transferred to another MN District
    - 05: Student moved to another state and enrolled in school, student moved out of the country
    - 20: Student transferred to another district/state but did not move
  - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month

# Edina Public Schools Enrollment Summary



## Enrollment as of the end of October, 2020

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord		110	109	121	120	123	121	<b>704</b>
Cornelia		84	99	89	88	96	95	<b>551</b>
Countryside		92	97	91	97	106	95	<b>578</b>
Creek Valley		93	90	97	94	99	105	<b>578</b>
Highlands		87	87	87	86	95	85	<b>527</b>
Normandale		127	107	106	105	103	103	<b>651</b>
<b>Totals</b>		<b>593</b>	<b>589</b>	<b>591</b>	<b>590</b>	<b>622</b>	<b>604</b>	<b>3589</b>

Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View	332	333	300	0	0	0	0	<b>965</b>
Valley View	331	350	330	0	0	0	0	<b>1011</b>
Edina High School	0	0	0	663	692	662	658	<b>2675</b>
Options at EHS	0	0	0	0	0	0	0	<b>0</b>
<b>Totals</b>	<b>663</b>	<b>683</b>	<b>630</b>	<b>663</b>	<b>692</b>	<b>662</b>	<b>658</b>	<b>4651</b>

## Enrollment Comparisons

	October First 2019	October 2020
K-5	3659	3589
6-8	1982	1976
9-12	2696	2675
<b>Totals K-12</b>	<b>8337</b>	<b>8240</b>
PS	300	153
ECSE	132	120

## October Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	1	4	1	4	1	2	5	0	2	3	1	4	0	28
Enrolled Students	3	2	4	3	5	2	2	1	1	1	0	0	0	24
	2	-2	3	-1	4	1	-3	1	-1	-2	-1	-4	0	

## Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
03: Transferred to a Non-Public School	1	1	0	1	0	1	1	0	0	0	0	0	0	5
04: Moved Outside of the District	0	1	1	2	1	1	1	0	1	0	0	0	0	8
05: Moved Outside of the State	0	0	0	1	0	0	1	0	0	0	1	3	0	6
20: Transferred to Another MN District, did not move	0	2	0	0	0	0	2	0	1	3	0	1	0	9
<b>Total</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>	



**Board Meeting Date:** 11/16/2020

**TITLE:** November 2020 District Enrollment Report

**TYPE:** Information

**PRESENTER(S):** John Toop, Director of Business Services

**ATTACHMENTS:**

1. Enrollment Report

Student Enrollment Count by Month																
District Name		(Data Entry is in Yellow Cells Only)														
Edina		#		273		2020-21 School Year										
Number of Days in Period		19.4444	19.444	19.44444	19.44444	19.44444	19.44444	19.44444	19.44444	19.44444	19.4444	19.444	175	175		
Days Remaining in School Year		175	155.5556	136.1111	116.6667	97.22222	77.77778	58.33333	38.8889	19.4444						
% of School Yr. @ Beginning of Mo.		100.00%	88.89%	77.78%	66.67%	55.56%	44.44%	33.33%	22.22%	11.11%						
Cumulative Days in School Year		19.4444	38.889	58.33333	77.77778	97.22222	116.667	136.111	155.556	175						
Percent of School Yr. Completed		11.11%	22.22%	33.33%	44.44%	55.56%	66.67%	77.78%	88.89%	100.00%						
Grade Level	EOY ADM Original Budget	EOY ADM Revised Budget	Fall Seat Count Budget	October	November	December	January	February	March	April	May	June	EOY ADM	Diff. vs. Revised	% Actual to Revised	
ECSE	-	-	0	-	0	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
HK	-	-											0			
K	585.00	-	585	591	593	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
1	610.43	-	611	591	589	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
2	605.41	-	605	587	591	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
3	624.53	-	625	590	590	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
4	649.18	-	649	618	622	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
5	628.09	-	628	603	604	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
6	677.37	-	688	667	663	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
7	669.27	-	660	682	683	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
8	647.06	-	656	631	630	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
9	660.28	-	680	666	663	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
10	697.95	-	693	692	692	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
11	652.71	-	648	666	662	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
12	680.71	-	661	654	658	0	0	0	0	0	0	0	0	0.00	#DIV/0!	
TUITION	-	-		-	-	-	-	-	-	-	-	-	0	0.00	#DIV/0!	
Enrollment EC-12 including ALC	8,387.99	0.00	8,389	8,238	8,240	0	0	0	0	0.00	0	0	0.00	0.00	#DIV/0!	
Weighted ADM - WADM in Current Year	9,189.59	0.00	9,188.60	9,036.20	9,037.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
Estimated APU	9,189.59	0.00	9,188.60	9,036.20	9,037.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Estimated EOY APU's	9,189.59	0.00	9,188.60	9,036.20	9,037.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

**Edina Public Schools**  
**General Fund Monthly Report by Object Code Series**  
**(excludes Operating Capital, and LTFM expenses)**

For Period Ending: **October 31, 2020** % into Fiscal Year: **33%**

OBJECT Series	OBJECT SERIES DESCRIPTION	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %	2020-21 Revised Budget	2020-21 FYTD Activity	2020-21 FYTD %
100	SALARIES AND WAGES	70,904,446	8,378,156 *	12%	72,375,074	14,415,374	20%	72,368,635	14,381,490	20%
200	EMPLOYEE BENEFITS	23,477,084	2,739,321 *	12%	23,990,016	4,715,666	20%	24,964,218	4,729,336	19%
	<b>Subtotal Salaries and Benefits</b>	<b>94,381,530</b>	<b>11,117,477</b>	<b>11.78%</b>	<b>96,365,089</b>	<b>19,131,040</b>	<b>19.85%</b>	<b>97,332,852</b>	<b>19,110,826</b>	<b>19.63%</b>
300	PURCHASED SERVICES	6,680,293	2,299,939	34%	8,316,139	2,031,598	24%	9,448,564	1,832,318	19%
400	SUPPLIES & MATERIALS	3,870,158	1,037,552	27%	3,877,644	950,584	25%	4,080,142	885,289	22%
500	EQUIPMENT	128,600	293,956	229%	85,300	292,801	343%	115,500	520,266	450% **
800	OTHER EXPENSES	444,660	60,441	14%	474,763	59,113	12%	165,440	93,258	56%
900	OTHER FINANCING USES	0	0		0	0	0	0	0	
	<b>Subtotal All Other Costs</b>	<b>11,123,711</b>	<b>3,691,888</b>	<b>33%</b>	<b>12,753,846</b>	<b>3,334,096</b>	<b>26%</b>	<b>13,809,646</b>	<b>3,331,131</b>	<b>24%</b>
	Less Other Financing Uses/Equipment	128,600	293,956		85,300	292,801		115,500	520,266	
	<b>Revised Subtotal All Other</b>	<b>10,995,111</b>	<b>3,397,931</b>	<b>31%</b>	<b>12,668,546</b>	<b>3,041,295</b>	<b>24%</b>	<b>13,694,146</b>	<b>2,810,865</b>	<b>21%</b>
	<b>Grand Total General Fund</b>	<b>105,505,241</b>	<b>14,809,365</b>	<b>14%</b>	<b>109,118,935</b>	<b>22,465,136</b>	<b>21%</b>	<b>111,142,499</b>	<b>22,441,957</b>	<b>20%</b>
	<b>Less Other Financing Uses/Equipment</b>	<b>128,600</b>	<b>293,956</b>	<b>229%</b>	<b>85,300</b>	<b>292,801</b>	<b>343%</b>	<b>115,500</b>	<b>520,266</b>	<b>450%</b>
	<b>Revised Grand Total</b>	<b>105,376,641</b>	<b>14,515,408</b>	<b>13.77%</b>	<b>109,033,635</b>	<b>22,172,335</b>	<b>20.34%</b>	<b>111,026,999</b>	<b>21,921,691</b>	<b>19.74%</b>

\* Salaries and Benefits for October 2018 in the 2018-19 FYTD Activity column were not posted until November 2018.

\*\* Equipment in the 2021 FYTD Activity column is substantially higher due to FIN 154 COVID related expenses.

Notes: This report shows General Fund expenses excluding Operating Capital and Long-Term Facilities Maintenance expenses. Those expenses are excluded due to their volatile nature and restricted funding purposes. Excluding these expenses gives a truer picture of where General Fund expenses are at the end of a given month in relation to the fiscal year-end. The District should always have a gap in the amount it is into the fiscal year versus the current month fiscal to-date expenses. For example, when the report is for the end of October 31, 2020 the District is 33% into the fiscal year. District expenses should be less than the amount the District is into the fiscal year, by anywhere from 8-13%, due primarily to teaching staff not being paid their first paycheck until 9/15. Also, the majority of teaching staff spread their paychecks out over 24 pay periods, resulting in a large expense in June when we "pay off" or expense all of the remaining paychecks at the end of the fiscal year. Expenses at the same point in time for the previous two fiscal year's are also provided for comparison purposes.

24 Pay Contracts	574
19 Pay Contracts	48



**Board Meeting Date:** November 16, 2020

**TITLE:** Community Education Student Enrichment Program Update

**HMD9:** ~~4zfa Ujcb~~

**BACKGROUND:** During the COVID-19 pandemic, Community Education Enrichment programs have played an important role in meeting the needs of Edina students and their families. Our classes, camps and programs provide opportunities for learning, growth, and connection in carefully-planned, safe and predictable environments that support social-emotional wellness.

**RECOMMENDATION:** For School Board information

**PRIMARY ISSUES TO CONSIDER:** Understand student participation in Community Education Enrichment programs from June-October, 2020.

**ATTACHMENTS:**

Report

## **EDINA COMMUNITY EDUCATION ENRICHMENT PROGRAMS OVERVIEW, JUNE-OCTOBER 2020**

### **Meeting community need.**

During the COVID-19 pandemic, Community Education Enrichment programs have played an important role in meeting the needs of Edina students and their families. Our classes, camps and programs provide opportunities for learning, growth, and connection in carefully-planned, safe and predictable environments that support social-emotional wellness.

Since June 2020, we have logged over 4065 enrollments in over 359 enrichment classes and camps.

### Family Testimonials:

*My child was very engaged and enjoyed these classes - it was the perfect bridge for after school time so that I could wrap up my work day.*

*I appreciate the option to get my kids outside during the pandemic. My kids are EVA students and need options for socialization.*

*I'm grateful that you provide something for the kids to do on work days with no school. Both my boys absolutely loved it. They also got to try a lot of sports they had not done before.*

*Very organized, kept kids active, felt safe, great exercise. My child loved it.*

### **Mitigating the spread of COVID-19.**

Number of Enrichment classes, camps or programs closed or cancelled due to COVID-19 spread/transmission: 0.

Community Ed has developed a deep expertise in MDE/MDH guidance designed to mitigate the spread of COVID-19. Because of our unique position in the district, a bridge between schools and community, our team must understand *all* current guidance: not only the guidance related to Schools, but also separate, additional and sometimes competing requirements, including guidance for: Youth and Student Programs, Childcare Programs, Playgrounds, Gyms and Fitness Centers for Youth and Adults, Community Gatherings, Sports for Youth and Adults, Aquatic Facilities, Music Activities and Performances, and Cleaning and Disinfecting Guidance for Schools and Childcare Programs.

In all of our programming, we have followed MDE/MDH guidance faithfully. We have worked hard to be clear and consistent in our communications and practices in order to instill confidence and build trust in Edina Community Ed and by extension, Edina Public Schools.

## Program Details: June-October, 2020

### Number of enrollments: 4065

- 1% pre-K
- 61% elementary
- 23% middle school
- 15% high school

We have balanced participation from all schools. Enrollment numbers for elementary and middle schools are proportional to school size.

### Classes offered: 359

- 253 (70%) in person
- 106 (30%) online

Classes cancelled due to low interest/low enrollments:

- 19% of in-person classes
- 27% of online classes.

Based on registration and participation numbers, in-person classes have been strongly preferred by our community.

### Participant Satisfaction

80% of participant families rate our programs 8, 9 or 10/10.

**On a scale of 1-10, how likely are you to recommend this class or camp?**

