



School Board Regular Meeting
Monday, December 14, 2020; 7:00 PM
Virtual

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action: National Board Certified Teachers; Special Recognition of Mary Manderfeld - Naming Facilities**

Meeting Recessed

- **World's Best Workforce Public Hearing**
Presenter: Donna Roper, Director of Research and Evaluation
- **Taxes Payable in 2021 Public Hearing**
Presenter: John Toop, Director of Business Services

Meeting Resumed

- IV. **Reading of Community Input Regarding Agenda Items**
- V. **Consent Agenda**
 - A. Minutes
 - November 12, 2020 special meeting
 - November 16, 2020 work session
 - November 16, 2020 regular meeting
 - December 1, 2020 work session
 - B. Personnel Recommendations
 - C. Expenditures Payable, November 2020
 - D. CES Lease Agreements
 - West Metro Credit Union
 - Yamaha
 - E. Facility Fee Increases
 - F. MSHSL Fee Increase
 - G. Purchase of Website Content Management System from Finalsite
 - H. Communications Survey down payment
 - I. Designation of Polling Places
 - J. Special Recognition, Naming Facilities
 - K. Letter to Governor Walz
- VI. **Discussion/Reports**
 - A. New Course Proposals
Description: As part of our continuous improvement efforts, each year the Teaching and Learning department brings forth proposals for new courses and recommendations for course changes for School Board review. These proposals and recommendations are generated by district and building staff, reviewed and refined through a committee process, and presented to the School Board for consideration.

Presenters: Jody De St. Hubert, Director of Teaching and Learning; Gavin Mclean, Secondary Science Lead; and Katrina Stern, Secondary Science Professional Development & Course Design Support

B. Policy Review (410, 414-415, 430, 434, 435)

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

Presenters: Board Policy Committee

C. Secondary Grade Reporting Recommendations, 20-21 School Year (*walked in*)

Description: Due to the COVID-19 Pandemic, a few grading adjustments are recommended for 2020-2021 Grading Process. This report provides background and recommendations for grading at the middle and high schools.

Presenters: Dr. Randy Smasal, Andrew Beaton Shawn Dudley, Dr. Timothy Anderson

D. Update from Board ad hoc Committee on COVID Testing (*moved from Information*)

Description: An update on the work of the Board ad hoc Committee on COVID Testing

Presenters: Members Fox, Greene and Michaelson

VII. Action

A. Technology Levy Referendum Vote Date

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.

Presenters: Steve Buettner, Director of District Media and Technology Services; John Toop, Director of Business Services

Recommendation: Set the date for the vote on the technology levy to occur May 11, 2021.

B. Final Tax Levy for 2020 Payable 2021

Description: The final tax levy for 2020 payable 2021 represents a 2.73% increase from the previous year.

Presenter: John Toop, Director of Business Services

Recommendation: Approve the final levy as presented.

C. Guiding Principles for the PreK-12 Comprehensive Literacy Plan

Description: At the November 24, 2020, School Board work session, an update was discussed on the process that is being taken in order to complete the Edina PreK-12 Comprehensive Literacy Plan. A draft of the Initial Guiding Change Document was included in that discussion, approval of which will allow the District to move forward with next steps in the planning process.

Presenters: Jody De St. Hubert, Director of Teaching and Learning; Dr. Bonnie Houck, Instructional Supervisor for Literacy

Recommendation: Approve the PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document.

D. EAC Agreement

Description: Negotiations have resulted in a tentative agreement between the District and the Edina Administrative Council, who represent our building principals and assistant principals. The terms and conditions are for a two-year agreement, to be effective July 1, 2020 through June 30, 2022. Members of the bargaining unit have approved the new contract terms and conditions.

Presenter: Nicole Tuescher, Director Human Resources and Administrative Services

Recommendation: Approve the collective bargaining agreement with the Edina Administrative Council for the 2020-2022 contract years.

E. CES Salaried Employees Guidebook

Description: The revised guidebook and appendix include the following: the salaried compensation schedules, in general, will remain the same for 2020-2021; and the district's increase in contribution towards district's health insurance varies from the previous district health insurance contribution as noted.

Presenter: Nicole Tuescher, Director Human Resources and Administrative Services

Recommendation: Adopt the guidebook and its appendix for the employees under the guidebook.

F. Superintendent's Advisory Council (SAC) Guidebook Appendix

Description: At its October 12, 2020 school board meeting, the district noted it did not recommend any increase in the district health insurance contribution, but also noted the administration may bring forth a small increase towards the District's health insurance contribution once the board approves the District's health insurance plan and contributions thereto. The suggest revised appendix adjusts (1) health insurance contribution in light of the approved rates, and also creates alignment between District employees (i.e. EAC - principals); and (2) corrects previously erroneous compensation amounts for two employees under this guidebook.

Presenter: Nicole Tuescher, Director Human Resources and Administrative Services

Recommendation: Adopt the revised appendix for the employees under the Superintendent's Advisory Council guidebook.

G. Additional Appendices for Non-affiliated Employees

Description: These additional appendices cover positions previously affiliated with other groups: (1) student support services supervisors affiliated with the teachers' terms and conditions of employment (app. c); (2) health services coordinator affiliated with the teachers' terms and conditions of employment (app. d); (3) equity and inclusion specialist; cultural liaisons affiliated with the community education salaried employees (app. e); and (4) literacy supervisor affiliated with the principals (app. f).

Presenter: Nicole Tuescher, Director Human Resources and Administrative Services

Recommendation: Adopt the additional appendices for the employees under the non-affiliated guidebook.

H. Policy Review (406, 423, 424)

Description: These policies were reviewed with an eye toward clarity, and alignment with District practice and state and federal statutes. There have been no changes since they were last seen by the Board.

Presenters: Board Policy Committee

Recommendation: Accept the revised policies as presented.

VIII. Leadership and Committee Updates

IX. Information

A. Enrollment

- Mobility Report
- Enrollment Report
- Budget in Progress Report

B. Fine Arts Update

C. WBWF Summary Report

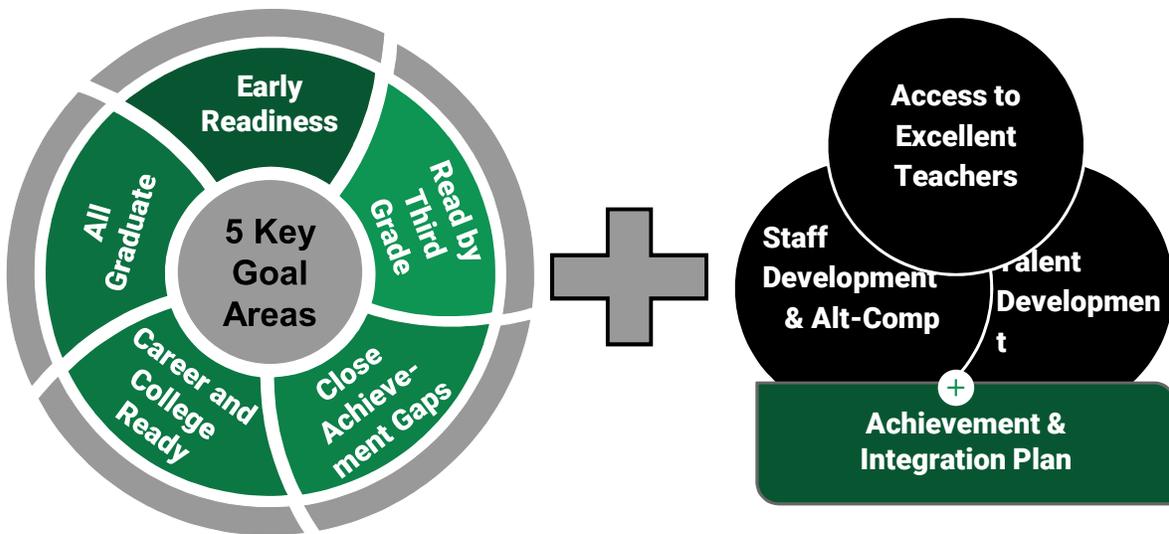
Edina Public Schools Summary of World's Best Workforce / Achievement & Integration Report

December 14, 2020

A Presentation to the Community



World's Best Workforce



Under Minnesota Statutes, section 120B.11, school boards are to adopt a long-term, comprehensive strategic plan to support and improve teaching and learning.

World's Best Workforce

Achievement & Integration Plan

Profile of a Graduate

STRATEGY A
Advance Academic Excellence, Growth and Readiness
Edina Public Schools provides our students with access to a comprehensive curriculum that focuses on critical thinking skills and problem-solving, and ensures students are ready for their next level and the challenges and opportunities in the next phase of life.

STRATEGY B
Ensure an Equitable and Inclusive School Culture
Edina Public Schools equitably, respectfully, supports and values learning so students can learn effectively, identify or deeper understanding of complex issues and become empowered to contribute to the school community.

STRATEGY C
Foster Positive Learning Environments and Whole Student Support
Edina Public Schools fosters a positive school environment where students feel safe, physically and emotionally, in order to be fully engaged in their academic, personal and social growth.

STRATEGY D
Develop Leadership Throughout the District
Edina Public Schools continuously develops innovative, collaborative, and exemplary leadership at all levels and from all constituencies, student and adult.

STRATEGY E
Engage Parents, Schools and Community
Edina Public Schools works in partnership with parents, students, staff, alumni and community to serve as a reflection of Edina's strong commitment to education.

Edina Public Schools

Who is Responsible for WBWF?

Minnesota Department of Education's Role

- Offer support to districts to help implement their WBWF plan in compliance with MN Stat., sect. 120B.11

School District's Role

- Create a WBWF plan to align curriculum and instruction so that students are college and career ready

School Board's Role

- Adopt a long-term, comprehensive strategic plan to support and improve teaching and learning
- Hold annual public meetings to report progress

WBWF Advisory Committee's Role

- Give recommendations on rigorous academic standards and student achievement goals and measures
- Help communicate and engage stakeholders around the plan components

Community's Role

- Partner with District
- Provide input on the plan
- Support the community strategies

Summary of WBWF Goals for 2019-20

| Goal Area | Summary of 2019-20 Goals | Goal Met |
|---|--|------------------|
| All students are ready for school | Screen all incoming kindergartners Increase % of teachers trained on the Pyramid Model Baseline data on 4-year olds reaching developmental milestones | Met Some |
| All third-graders can read at grade level. | Increase proficiency on MCA by 3.0 pts (unable to report) 50 percent or more of third grade students will meet or exceed projected growth targets on MAP in reading | Met Some |
| All racial and economic achievement gaps are closed | Reduce a the difference in performance between FRL and Non FRL student groups by 5.0 points going from 35.7 to 30.7. | Unable to Report |
| All students are ready for career and college | Increase % of students meeting all four ACT benchmarks by 2.0 pts Increase % of students meeting STEM benchmark by 2.0 pts | Met Some |
| All students graduate from high school. | Multilingual learner 4-year grad rates increase by 2.0 pts Grad rates for all special population student groups at 85% or better | Not Yet |

Impacts of COVID on World's Best Workforce

Normal in-person learning disrupted March 17, 2020

- Governor's Executive Order: Minnesota's Safe Learning Plan
 - Spring accountability measures suspended or partially completed
 - Participation delays for juniors on statewide ACT
 - Format changes to college-level AP course exams
 - Loss of instructional days to accommodate preparation for new delivery models
 - Committee meeting postponed while district prioritized needed supports to pivot to new learning models

All Children Ready for School

| Goals | Result | Goal Met |
|--|--------|----------|
| 100% of Students Screened by Kindergarten | 100% | Yes |
| Increase staff trained in Pyramid from 58% to 75% by EOY | 95% | Yes |

4 year olds assessed in the winter 2020 [n=107]

| Developmental Milestones by Domain | % Met |
|------------------------------------|-------|
| Social Emotional | 69% |
| Physical | 89% |
| Language | 72% |
| Cognitive | 68% |
| Literacy | 89% |
| Mathematics | 84% |

Strategies:

- ❖ Continue to ensure MN Safe Learning Plan
- ❖ Increase strategic partnerships
- ❖ Supporting professional learning
- ❖ Align systems and processes
- ❖ Maximize play-based learning to increase social emotional skills

- ❖ Roughly 25% of Kindergarten students by the time they enroll, will have participated in Edina’s Early Learning programming.

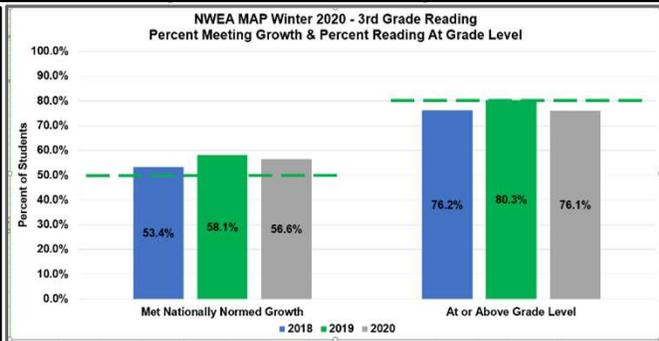
Source: Teaching Strategies GOLD assessments are developmentally appropriate standardized milestone measures aimed at informing continuous improvement efforts of early learning administrators and teaching staff.

All Third Graders Reading at Grade Level

| Goals | Results | Goal Met |
|---|-----------------|------------------|
| Increase MCA Proficiency by 3 percentage points | 2018-19 (75.5%) | Unable to Report |
| Third grade baseline growth above 50% | 56.6% | Yes |

Strategies:

- ❖ Implement a Comprehensive Literacy Plan
 - ❖ Identify and support students who may have dyslexia or reading difficulties
 - ❖ Partner with students and families
 - ❖ Implement Tier II and Tier III scientific and evidenced based reading interventions
 - ❖ Develop a support system for Multilingual English Language Learners
 - ❖ Ensure a continuum of resources, including instructional materials, interventions and high quality assessments



Note: (L) Cohorts meeting nationally normed growth targets for the first time at third grade. (R) Research suggests when 80% of the population is at or above grade level, core instruction is high and an effective Multi-Tiered System of Support can occur.

Source: Northwest Evaluation Association Measures of Academic Progress (MAP) Comprehensive Data Files

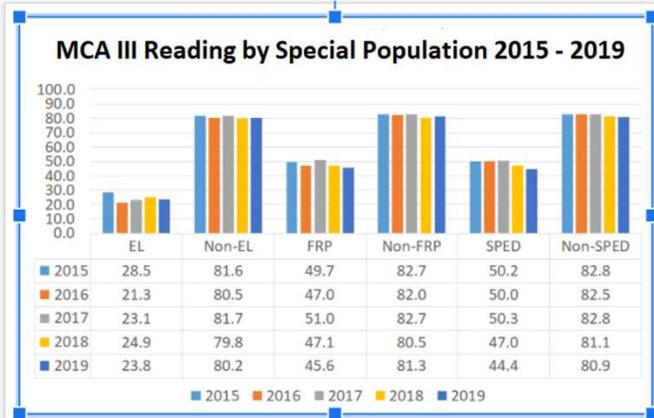


Racial and Socioeconomic Achievement Gaps Closed

| Goal | Results | Goal Met |
|---|-------------------|------------------|
| Reduce the Gap in FRL vs Non FRL by 5.0 points on MCA | from 35.7 to 30.7 | Unable to Report |

Strategies:

- ❖ Promote highly effective Professional Learning Communities (PLC's)
- ❖ Use best evidence to understand student strengths and opportunities and match these with high quality instruction
- ❖ Organize timely resources to accelerate and grow the success of every student
- ❖ Engage and develop the collective expertise of learners, their families and the community at large.

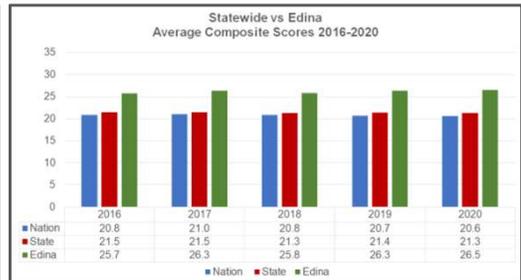
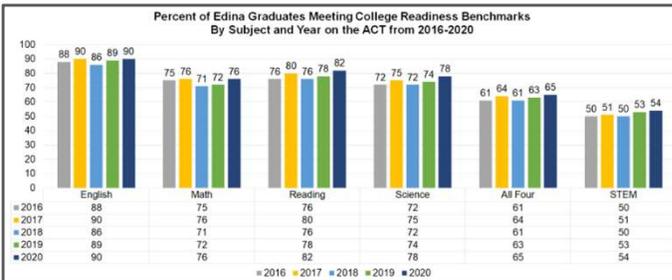


Source: DSR Minnesota Comprehensive Assessment Datafiles

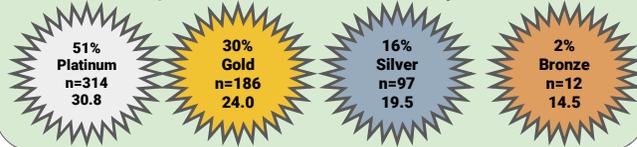


All Students Career and College Ready

| Goals | Results | Goal Met |
|---|---------------|-------------|
| Increase % of students meeting all four ACT benchmarks by 2.0 pts | from 63 to 65 | Yes |
| Increase % of students meeting STEM benchmark by 2.0 pts | from 53 to 54 | Not Yet Met |



609 of 612 Seniors earned certificates to meet job skill requirements as determined by ACT.



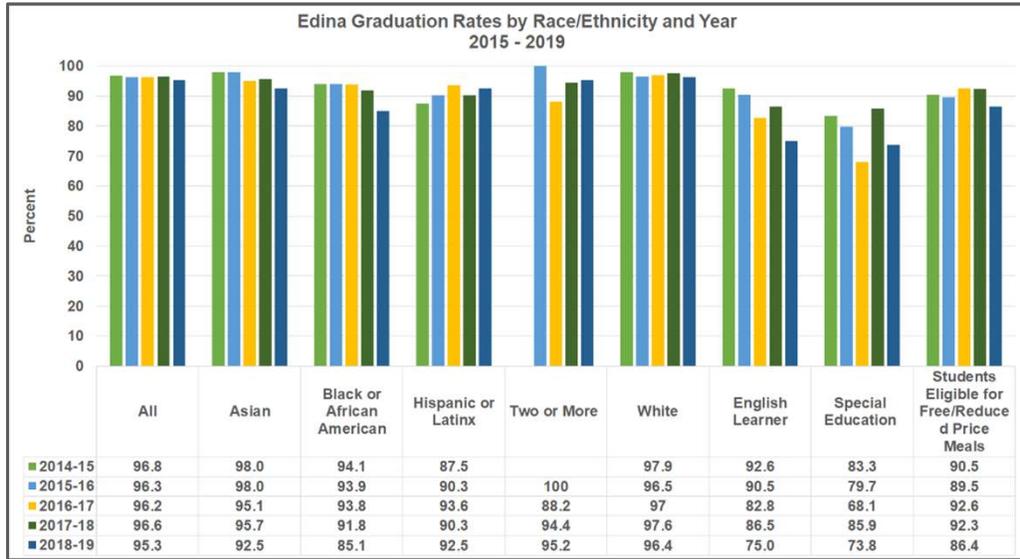
Average composite score increased by .2 from 26.3 in 2019 to 26.5 in 2020.

Career Readiness Certificates: [ACT Job Pro Database](#)

- Platinum:** skills required for roughly 99% of jobs
- Gold:** skills required for at least 93% of jobs
- Silver:** skills required for at least 69% of jobs
- Bronze:** skills required for at least 17% of jobs

Source: ACT Profile Report - Graduating Class 2020

All Students in Edina will Graduate



Source: MDE MN Report Card
 Note: Graduation Rates are reported one year in arrears.



2020 Goal:
 Increase percent of Multilingual English Learners graduating by 3.0 points
 Result: [Not Met].

2017-2020 Achievement and Integration Plan

Definition: The purpose of the Achievement and Integration (A&I) for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

Goal Statements:

- Increase racial and economic integration
- Reduce achievement disparities
- Increase access to effective and diverse teachers

Achievement and Integration Goals - Year 3

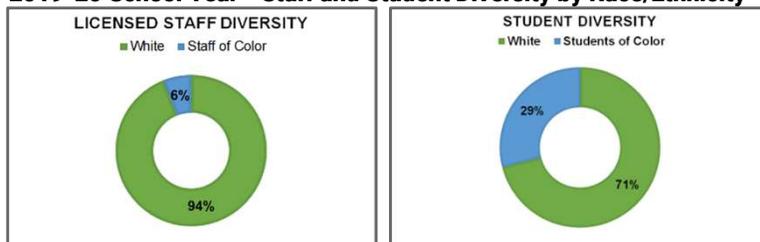
| Goals | Three Year Target | 2019-20 |
|--|--|------------------|
| Third Grade - All Students Reading at Grade Level expectations | Increase Third Grade Proficiency on MCA by 8.0 points, increasing from 78.5 in 2017 to 87.0 in 2020. | Unable to Report |
| All students are ready for career and/or postsecondary education | The percentage of Grade 12 students who meet all four college readiness benchmarks on the ACT will increase from 61% in 2016 to 70% in 2020. | Not Met (65.0%) |

Achievement and Integration Plan 2020 - 2023 has been developed and was approved by the School Board last February.

Equitable Access to Excellent Teachers

Strategic Plan: Review employee diversity and create goals to ensure that student diversity is reflective in employee diversity.

2019-20 School Year - Staff and Student Diversity by Race/Ethnicity



Source: MDE MN Report Card 11-19-20

Improvement Strategy requires partnering with the State of Minnesota

- ❖ Edina Public Schools will continue to attract, recruit and retain the best teachers.
- ❖ A collaborative plan and process will be developed in the 2021 school year.

In 2019-20 Edina retains:

- ❖ 17 National Board Certified Teachers (fewer than 450 in the entire State)
- ❖ 36 Licensed Non classroom staff with National Accreditations

Questions?

Email: schoolboard@edinaschools.org



Thank You





Edina Public Schools, ISD 273

Public Hearing for Taxes Payable in 2021

DECEMBER 14, 2020

PRESENTED BY:

JOHN TOOP, DIRECTOR OF
BUSINESS SERVICES

Minnesota State Law Requires:

A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Edina Public Schools, ISD 273

District Revenues and Expenditures

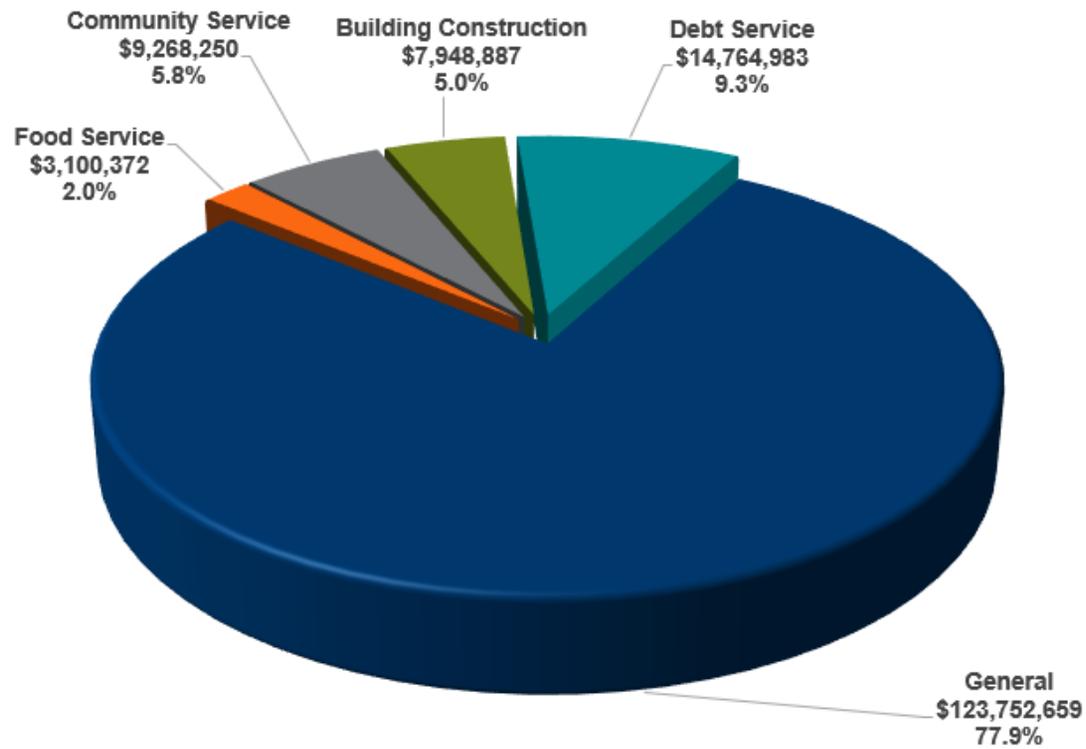
Actual for FY 2020, Budget for FY 2021

| FUND | FISCAL 2020 BEGINNING FUND BALANCES | 2019-20 ACTUAL REVENUES & TRANSFERS IN | 2019-20 ACTUAL EXPENDITURES & TRANSERS | JUNE 30, 2020 ACTUAL FUND BALANCES | 2020-21 BUDGET REVENUES & TRANSERS IN | 2020-21 BUDGET EXPENDITURES & TRANSFERS | JUNE 30, 2021 PROJECTED FUND BALANCES |
|------------------------------|--|---|---|---|--|--|--|
| General/Restricted | \$2,649,783 | \$18,867,779 | \$20,058,329 | \$1,459,232 | \$18,645,884 | \$18,688,311 | \$1,416,805 |
| General/Other | 11,557,731 | 99,486,301 | 97,609,171 | 13,434,861 | 105,106,775 | 104,560,522 | 13,981,114 |
| Food Service | 1,100,255 | 2,475,919 | 2,649,049 | 927,125 | 3,100,372 | 3,082,555 | 944,942 |
| Community Service | 932,204 | 7,453,883 | 7,858,032 | 528,055 | 9,268,250 | 8,984,503 | 811,802 |
| Building Construction | 25,077,215 | 7,208,234 | 19,192,474 | 13,092,975 | 7,948,887 | 22,463,704 | (1,421,842) |
| Debt Service | 2,596,972 | 38,060,549 | 37,630,560 | 3,026,960 | 14,764,983 | 14,630,538 | 3,161,405 |
| Internal Service | 489,605 | | | 601,205 | | | 601,205 |
| Total All Funds | \$44,403,764 | \$173,552,665 | \$184,997,616 | \$33,070,414 | \$158,835,151 | \$172,410,133 | \$19,495,432 |

Edina Public Schools, ISD 273

Revenue - All Funds

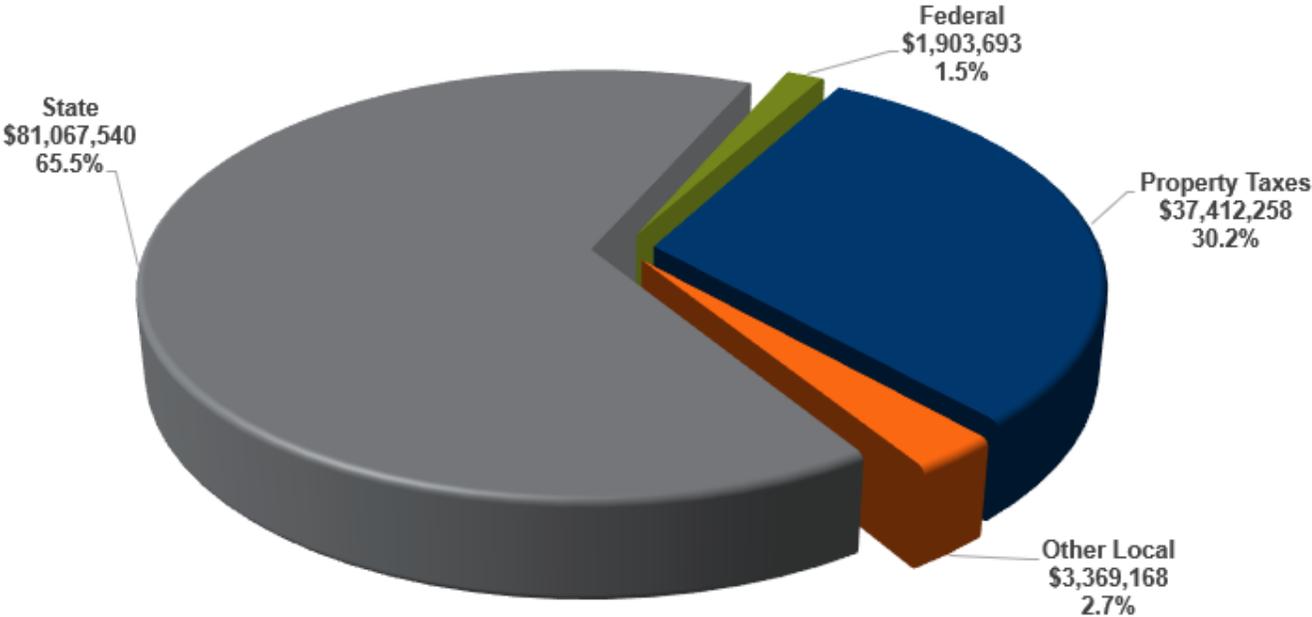
2020-21 Budget \$158,835,151



Edina Public Schools, ISD 273

General Fund Revenue

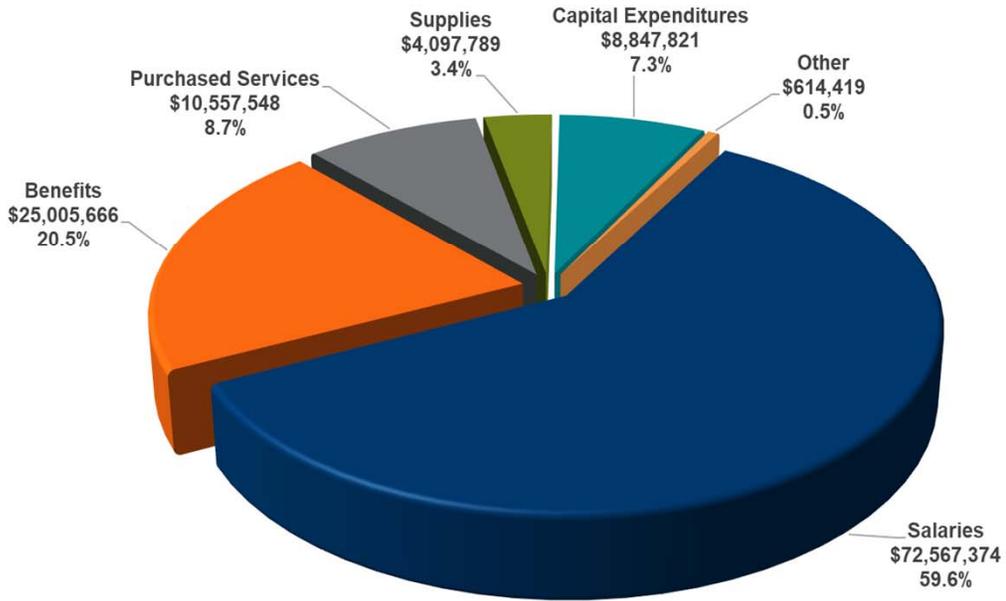
2020-21 Budget \$123,752,659



Edina Public Schools, ISD 273

General Fund Expenditures by Object

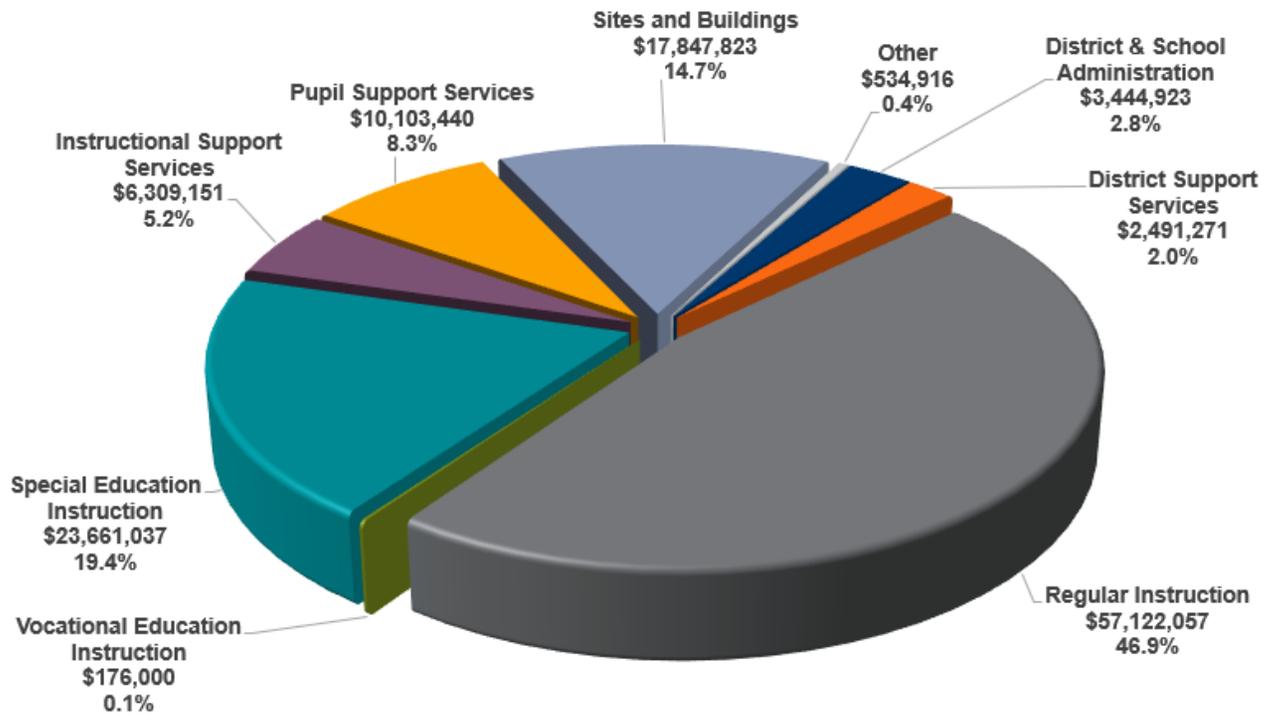
2020-21 Budget \$121,690,618



Edina Public Schools, ISD 273

General Fund Expenditures by Program

2020-21 Budget \$121,690,618



Overview of Proposed Levy Payable in 2021

- Proposed property tax levy for 2021 increases from 2020 by \$1,617,428 or 2.7%
 - Includes decrease of \$168,852 from proposed levy approved by School Board in September, because District refinanced some of its existing bonds
 - Total savings from refinancing was approximately \$750,000, with reduction in debt service levies for taxes payable in 2021 through 2025
- Reasons for major increases and decreases in levy are included on following slides

Edina Public School District, ISD 273

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

| Fund Levy Category | Actual Levy Payable in 2020 | Proposed Levy Payable in 2021 | \$ Change | % Change |
|--|--------------------------------|----------------------------------|--------------------|-------------|
| General | | | | |
| Voter Approved Operating Referendum | \$16,342,359 | \$16,736,234 | \$393,874 | |
| Local Optional Revenue (LOR) | 6,661,106 | 6,642,282 | (18,824) | |
| Equity | 654,129 | 638,625 | (15,503) | |
| Capital Project - Technology Referendum | 6,277,203 | 6,477,669 | 200,466 | |
| Operating Capital | 1,132,953 | 1,177,300 | 44,347 | |
| Alternate Teacher Compensation | 818,224 | 815,447 | (2,777) | |
| Achievement and Integration | 343,565 | 363,902 | 20,337 | |
| Safe Schools | 469,537 | 468,211 | (1,326) | |
| Other Post-Employment Benefits (OPEB) | 752,088 | 915,708 | 163,620 | |
| Long Term Facilities Maintenance | 8,954,454 | 9,932,766 | 978,312 | |
| Instructional Lease | 774,080 | 784,218 | 10,138 | |
| Other | 181,842 | 261,842 | 80,000 | |
| Prior Year Adjustments | 121,390 | (485,851) | (607,241) | |
| Total, General Fund | \$43,482,931 | \$44,728,354 | \$1,245,423 | 2.9% |
| Community Service | | | | |
| Basic Community Education | \$306,969 | \$306,969 | \$0 | |
| Early Childhood Family Education | 324,815 | 316,967 | (7,848) | |
| School-Age Child Care | 482,902 | 443,959 | (38,943) | |
| Other | 11,706 | 12,110 | 404 | |
| Prior Year Adjustments | (26,289) | 37,747 | 64,036 | |
| Total, Community Service Fund | \$1,100,103 | \$1,117,752 | \$17,649 | 1.6% |
| Debt Service | | | | |
| Voter Approved | \$12,963,570 | \$13,225,119 | \$261,549 | |
| Long-Term Facility Maintenance | 2,385,574 | 2,263,060 | (122,514) | |
| Reduction for Debt Excess | (772,133) | (460,685) | 311,448 | |
| Prior Year Adjustments | 147,972 | 51,846 | (96,126) | |
| Total, Debt Service Fund | \$14,724,983 | \$15,079,339 | \$354,357 | 2.4% |
| Total Levy, All Funds | \$59,308,017 | \$60,925,445 | \$1,617,428 | 2.7% |
| Subtotal by Truth in Taxation Categories: | | | | |
| Voter Approved | 35,080,756 | 35,641,797 | 561,041 | |
| Other | 24,227,260 | 25,283,648 | 1,056,387 | |
| Total | \$59,308,017 | \$60,925,445 | \$1,617,428 | 2.7% |

Explanation of Levy Changes

Category: General Fund – Voter Approved Operating Referendum

Change: +\$393,874

Use of Funds: General Operating Expenses

Reason for Change:

- Voter approved operating referendum authority includes an annual inflationary increase
- Inflation factor is determined by the State, as set in statute

Explanation of Levy Changes

Category: General Fund – Long Term Facility Maintenance (LTFM)

Change: +\$978,312

Use of Funds: Facilities Maintenance

Reason for Change:

- District is eligible for LTFM revenue based on state-approved project costs
- Projects are financed through a combination of annual General Fund levies and bond issues
- Levies are coordinated with other capital and debt levies to maintain a level tax rate for the levies

Explanation of Levy Changes

Category: General Fund – Prior Year Adjustments

Change: -\$607,241

Use of Funds: General Operating Expenses

Reason for Change:

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted
- Adjustments in a few categories for taxes payable in 2021 are larger negative amounts as compared to the adjustments for taxes payable in 2020

Explanation of Levy Changes

Category: Debt Service Fund – Reduction for Debt Excess

Change: +\$311,448

Use of Funds: Payments on bonds

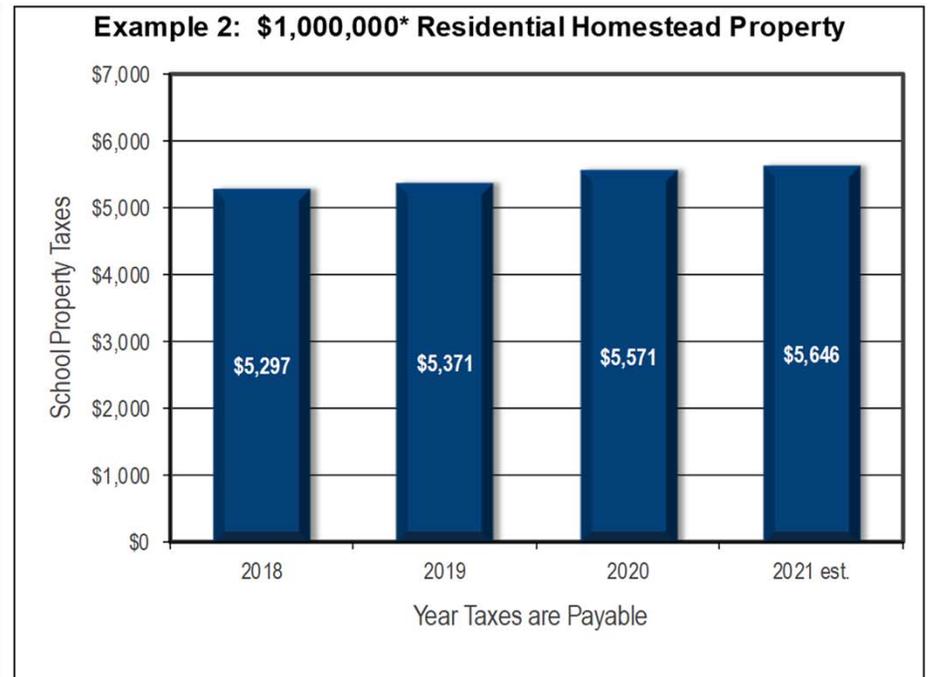
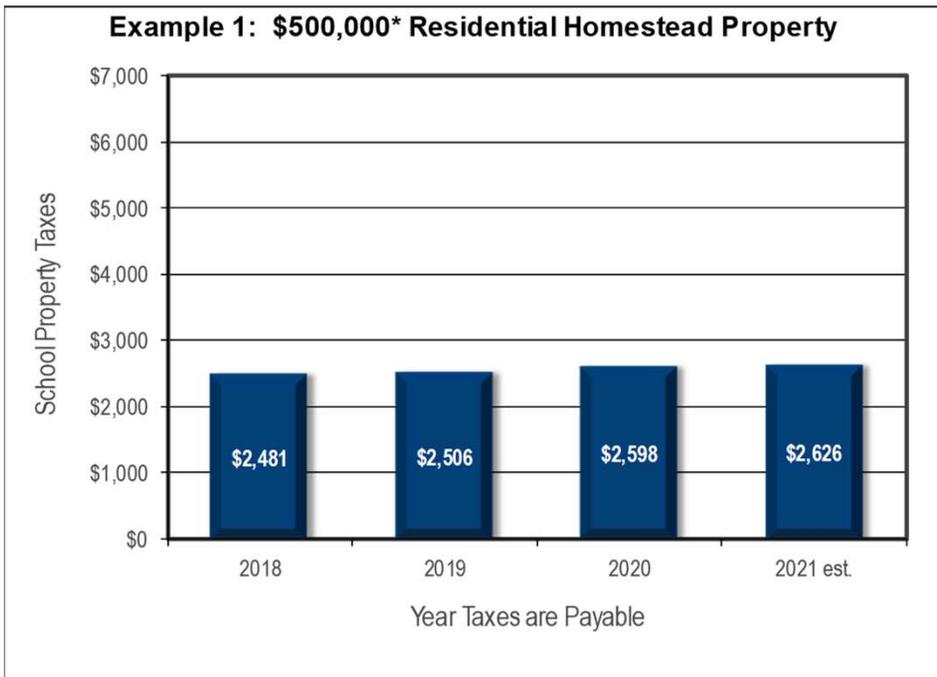
Reason for Change:

- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Since delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balance

Edina Public Schools, ISD 273

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

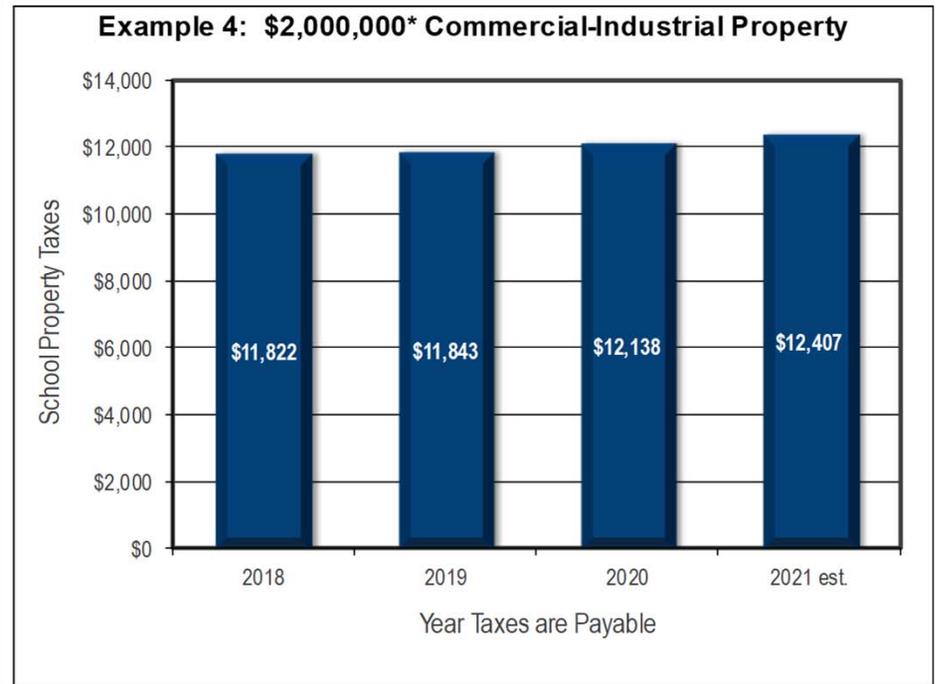
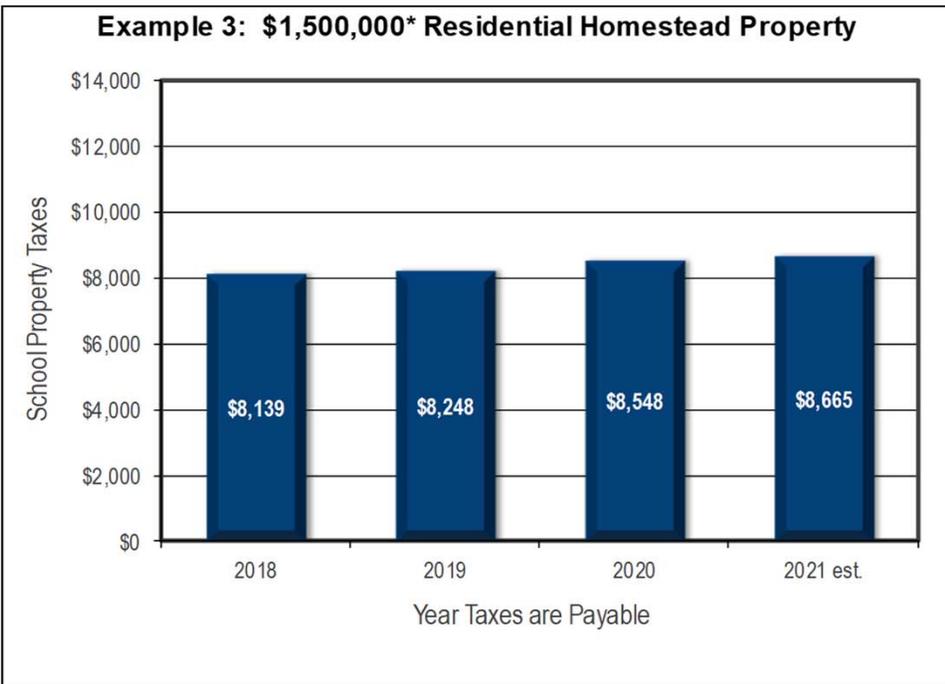


* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

Edina Public Schools, ISD 273

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes



* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

Next Steps

1

Board will accept public comments on proposed levy

2

Board will certify 2021 property tax levy



PUBLIC COMMENTS

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF SPECIAL EMERGENCY MEETING OF NOVEMBER 12, 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

5:02 PM – 6:31 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent
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)
Dr. Randy Smasal, Assistant Superintendent (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)
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)
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:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SPECIAL EMERGENCY MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA
NOVEMBER 12, 2020

5:02 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, Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Beaton, Bergman, Dudley, 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 6:31 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 12, 2020 SPECIAL EMERGENCY MEETING

5:02 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, Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Beaton, Bergman, Dudley, 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. The Board discussed the recommendation to shift K-12 to distance learning. After discussion, the Board requested the administration to explore a plan to bring K-3 students in during this shift. The Board also requested a meeting with athletics, high school administration, and Superintendent be held to review scheduling athletics during distance learning.

At 6:41 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 NOVEMBER 16, 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 (attended remotely)
Mr. Matthew Fox (attended remotely)
Ms. Julie Greene
Ms. Ellen Jones (attended remotely)
Mr. Owen Michaelson
Ms. Janie Shaw (attended remotely)
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:08 PM – 6.39 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)
John Toop, Director of Business Services (attended remotely)
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE HYBRID WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
NOVEMBER 16, 2020

5:08 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, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator. Guests: Adela Dickey, Robert Duke and Louis McDonald of CoSN.

DISCUSSION

- A. CoSN Peer Review Initial Results
- B. Budget, 2021-2022

The meeting was adjourned at 6:39 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
NOVEMBER 16, 2020 WORK SESSION

5:08 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, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator. Guests: Adela Dickey, Robert Duke and Louis McDonald of CoSN.

DISCUSSION

CoSN Peer Review Initial Results: Director Buettner introduced representatives from CoSN, who recently performed a Peer Review of the District's technology systems. Messrs. Duke and McDonald and Ms. Dickey provided an overview of the initial results of that review. COSN presented commendations and recommendations for technology planning.

Budget, 2021-2022: Director Toop provided a broad overview of the District's 2021-21 budget. Director Toop proposed enrollment and budget parameters to be reviewed by the Finance and Facilities Committee. This is in preparation for the 2020-2021 budget development.

At 6:39 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE HYBRID REGULAR MEETING OF NOVEMBER 16, 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 (attended remotely)
Mr. Matthew Fox (attended remotely)
Ms. Julie Greene
Ms. Ellen Jones (attended remotely)
Mr. Owen Michaelson
Ms. Janie Shaw (attended remotely)
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

7:01 PM – 8:46 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)
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:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA NOVEMBER 16, 2020

7:01 PM Chair Allenburg called to order the regular 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, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator.

MODIFICATION OF AGENDA

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION – National Merit Program Students

HEARING FROM MEMBERS OF THE PUBLIC - Reading Community Input

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Minutes: 10/12/20 work session; 10/12/20 regular meeting; 10/22 special meeting; 10/27/20 work session; 11/10/20 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

REPORTS AND DISCUSSION ITEMS

- A. Technology Levy Update
- B. Policy Review - Rapid – 424
- C. Policy Review – 406, 423

ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

- A. Science Curriculum Adoption

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- B. Policy Review – 411, 412, 418, 419, 421, 622, 808
- C. CES Hourly Employees Guidebook - *walked in*
- D. Non-Affiliated Employees Guidebook - *walked in*

The meeting adjourned at 8:46 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
NOVEMBER 16, 2020 REGULAR MEETING

7:01 PM Chair Allenburg called to order the regular 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, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator.

Chair Allenburg noted the Board will return to fully remote meetings after tonight. She also moved the two walked-in Consent items to the Action portion of the agenda.

APPROVAL OF MODIFIED AGENDA BY UNANIMOUS ROLL CALL VOTE

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

EXCELLENCE IN ACTION

Chair Allenburg noted that November has traditionally been the time when the School Board hosts a reception in honor of our students recognized by the National Merit program. Those students, in turn, honor an educator influential to their academic success. This year, recognition is offered in a Flipgrid format, with opening remarks by EHS Principal Andy Beaton. These accomplished students talk about the ways Edina teachers have supported, influenced and inspired them. A link to the Flipgrid is on the District website's newsfeed.

READING OF COMMUNITY INPUT

Director Toop read seven representative emails out of the over 200 received by the Board from the EPS community regarding the District's learning model. Becky Peterson requested that K2 students be kept in school; Tara Young requested that all students be moved to distance learning as soon as possible. Anna Jankowski asked that all secondary schools be moved to distance learning, and Patricia Schofield wondered why it is unsafe for certain staff and students to be in person, but not others. Some teachers, who were uncomfortable having their emails read at the meeting, wrote in favor of in-school learning. Rebecca Swartz said special needs students are not getting their promised free and fair education through distance learning. Bryan Joy asked for more consideration of the implications and risks associated with athletics and activities; Monica and Phil Mero wrote in support of continuing student athletics and activities. Additional email topics included concerns for teachers' health, non-readers, EVA students, days off, and the language immersion program. Writers also asked for data from, and provided data to, the Board.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

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

- A. Minutes: 10/12/20 work session; 10/12/20 regular meeting; 10/22 special meeting; 10/27/20 work session; 11/10/20 special meeting

- B. Personnel Recommendations
- 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

REPORTS AND DISCUSSION ITEMS

Technology Levy Update: Director Buettner described the funds from this levy as allowing the District to upgrade our current technology and infuse technology into our instructional practices. The Board heard a recommendation to conduct the referendum in May. The Board will vote on this recommendation in December, 2020.

Policy Review – Rapid: Member Michaelson presented minimally-revised policy 424 – License Status. There were no Board questions or comments, and it will move forward for action at the next regular meeting.

Policy Review: Member Michaelson presented policies 406 - Public and Private Personnel Data; and 423 - Employee-Student Relationships. There were no Board questions or comments, and both will move forward for action at the next regular meeting.

ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

Science Curriculum Adoption: Member Shaw moved and Member Wallen-Friedman seconded to approve the motion. Members Allenburg, Fox, Greene, Jones, Shaw and Wallen-Friedman voted Aye by roll call vote. Member Michaelson voted Nay by roll call vote. Motion passed.

Comments: Director De St. Hubert confirmed that portions of the curriculum are dictated by State statute.

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Policy Review: Member Wallen-Friedman moved and Member Green seconded to approve the motion. All members voted Aye by roll call vote. The policies were:

- 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

Comments: Member Jones requested a change to Policy 808 regarding termination of agreements. The Board agreed to approve the policy as written, with the committee reviewing that portion at their next meeting.

CES Hourly Employees Guidebook (*walked in*): Member Wallen-Friedman moved and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

Comment: Superintendent Schultz apologized for the late provision of the guidebooks.

Non-Affiliated Employees Guidebook (walked in): Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All members voted Aye by roll call vote.

Member Fox provided an update on the work of the COVID testing ad hoc subcommittee.

Chair Allenburg reminded everyone all Board meetings going forward will be fully remote.

Chair Allenburg noted the Board is scheduling a special meeting for 5:00 PM on Monday, November 23, to discuss athletics, fine arts and facilities.

Member Michaelson voiced interest in hearing from teachers on a regular basis. Superintendent Schultz noted there are currently two groups with regularly scheduled meetings in which the union president participates: a weekly COVID meeting with District administrators and program directors; and per State dictate, an ICT, concerned specifically with District learning models, which brings recommendations to the Board.

Member Greene noted the Edina Education Fund kickoff is this week, with details on the website about its drive to sell bakery items and sweets to raise funds in support of student and staff mental health.

At 8:46 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL WORK SESSION
December 1, 2020

WORK SESSION
5:00 PM

Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM – 7:00 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)
Mr. Steve Buettner, Director of Media and Technology Services (attended remotely)
Ms. Jody De St. Hubert, Director of Teaching and Learning (attended remotely)
Ms. Donna Roper, Director of Research and Evaluation (attended remotely)
Dr. Randy Smasal, Assistant Superintendent (attended remotely)
Ms. Nicole Tuescher, Director of Human Resources & Admin Services (attended remotely)
Dr. Bonnie Houck, Instructional Supervisor for Literacy (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE VIRTUAL WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
DECEMBER 1, 2020

5:00 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Buettner, De St. Hubert; Hauck; Roper; Smasal; Tuescher.

REPORTS / DISCUSSION

- A. Comprehensive Literacy Plan
- B. Board Offices and Committees

The meeting was adjourned at 7:00 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
DECEMBER 1, 2020 WORK SESSION

5:00 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Buettner, De St. Hubert; Hauck; Roper; Smasal; Tuescher.

REPORTS / DISCUSSION

Comprehensive Literacy Plan: Director De St. Hubert and Dr. Hauck provided an overview of the comprehensive literacy plan. The Board discussed the proposed process for developing the Literacy Plan, as well as the guiding principles. The Board gave feedback into the process for gaining feedback from different groups within the district. The Board also directed administration to place the Guiding Principles for the Literacy Plan on the December 14, 2020 Board agenda for approval.

Board Offices and Committees: Chair Allenburg led a discussion of the Board offices and committees commencing January, 2021. The assignment spreadsheet was reviewed and updated. The proposed assignments, recorded in the spreadsheet, will be approved at the Organizational Meeting on January 4.

At 7:00 PM, there being no objection, Chair Allenburg adjourned the meeting.



Board Meeting Date: December 14, 2020

TITLE: Personnel Recommendations

TYPE: Consent

PRESENTER(S): Nicole Tuescher, Director of Human Resources, Admin Services

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.

ATTACHMENTS:

1. Report (next page)

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

| <u>Name</u> | <u>Assignment</u> | <u>Salary</u> | <u>Date</u> |
|------------------|---|------------------------|-------------|
| ANDERSON, JOSHUA | Security Paraprofessional - Valley View | Step 4 \$18.93/hour | 11/11/20 |
| BROWN, NICHOLAS | Paraprofessional - Edina High School | Step 2 \$16.79/hour | 11/16/20 |
| RAY, EMMA | Paraprofessional - Edina High School | Step 2 \$16.79/hour | 12/08/20 |
| TATE, COLIN | Paraprofessional - Highlands | Step 2 \$16.79/hour | 11/30/20 |

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> |
|---------------------|--|----------------------|-------------|
| O'DONNELL, SAMANTHA | From: Department Specialist D, 10 month - Edina High School To: Department Specialist A, 12 month - Edina High School | Step 5 \$4,206/mo | 11/23/20 |
| SORHEIM, JEFFREY | From: Hourly Bus Driver - Transportation To: Route Programmer - Transportation | Step L \$4,017/mo | 12/01/20 |

C. RESIGNATIONS

| <u>Name</u> | <u>Assignment</u> | <u>Reason</u> | <u>Date</u> |
|-------------------|---|---------------|-------------|
| BRIDGES, GARY | TOA Info and Identity Systems - District Office | Personal | 12/15/20 |
| HEINLE, KARA | Paraprofessional - Countryside | Personal | 01/07/20 |
| KHAN, LILA | Paraprofessional - Edina High School | Personal | 12/04/20 |
| STEVENSON, BIKIRA | HR Manager - District Office | Personal | 12/30/20 |

D. TERMINATION

| <u>Name</u> | <u>Assignment</u> | | <u>Date</u> |
|-------------|-------------------|--|-------------|
| | | | |

COMMUNITY EDUCATION SERVICES STAFF

A. RESIGNATIONS

| <u>Name</u> | <u>Assignment</u> | <u>Reason</u> | <u>Date</u> |
|---------------|--|---------------|-------------|
| LAUER, SAMIRA | Classroom Assistant Early Learning Center | Personal | 12/18/2020 |



DEFINING EXCELLENCE

Board Meeting Date: 12/14/2020

TITLE: Expenditures Payable 11-01-20

TYPE: Consent

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

BACKGROUND:

| | | |
|----|--|----------------|
| 01 | General Fund | \$1,927,743.48 |
| 02 | Food Service Fund | \$108,125.49 |
| 04 | Community Service Fund | \$77,199.97 |
| 06 | Construction | \$2,707,512.17 |
| | 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 | \$4,820,581.11 |

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

PRIMARY ISSUE(S) TO CONSIDER: None

ATTACHMENTS:

1. November Check Register

SOURCEWELL TECHNOLOGY
 DATE: 12/01/2020
 TIME: 06:54:35

EDINA - LIVE
 CHECK REGISTER - BY FUND

PAGE NUMBER: 1
 ACCTPA21

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

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|---------------------|-----------|----------|
| A101.00 | 375908 v | 03/25/20 | 31310 | ANN SUITS | 01021296000656 | 302 | GIRLS GYMNASTICS | 0.00 | -212.00 |
| A101.00 | 379046 | 11/04/20 | 25650 | SPORTS PRO LLC | 01021292000000 | 350 | WELLNESS CENTER MAI | 0.00 | 1,669.25 |
| A101.00 | 379047 | 11/04/20 | 31216 | ALEX MALMGREN | 01021296000657 | 302 | VARSITY GRLS HOCKEY | 0.00 | 90.00 |
| A101.00 | 379048 | 11/04/20 | 21968 | ALL STRINGS ATTACHE | 01005258302000 | 530 | MUSIC INSTRUMENTS | 0.00 | 1,755.00 |
| A101.00 | 379048 | 11/04/20 | 21968 | ALL STRINGS ATTACHE | 01005610000000 | 430 | MUSICAL INSTRUMENTS | 0.00 | 6,795.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 8,550.00 |
| A101.00 | 379049 | 11/04/20 | 00500 | ASTLEFORD INTERNATI | 01009760720000 | 402 | KIT | 0.00 | 46.00 |
| A101.00 | 379049 | 11/04/20 | 00500 | ASTLEFORD INTERNATI | 01009760720000 | 402 | GASKET, CLAMPS | 0.00 | 62.74 |
| TOTAL CHECK | | | | | | | | 0.00 | 108.74 |
| A101.00 | 379050 | 11/04/20 | 20697 | BAYCOM INC | 01527203000000 | 530 | EQUIP. RADIO REPAIR | 0.00 | 152.00 |
| A101.00 | 379051 | 11/04/20 | 10270 | BOYER TRUCKS | 01009760720000 | 402 | HYD FILTER | 0.00 | 59.40 |
| A101.00 | 379053 | 11/04/20 | 14025 | BRIN NORTHWESTERN G | 01021810000000 | 350 | GLASS REPLCD EXTERI | 0.00 | 2,129.00 |
| A101.00 | 379054 | 11/04/20 | 27717 | CATALYST SOURCING S | 01005110000000 | 305 | SUPP TRACK MON SUBS | 0.00 | 209.99 |
| A101.00 | 379054 | 11/04/20 | 27717 | CATALYST SOURCING S | 01005810000000 | 305 | ONDEMAND/HVAC CHILL | 0.00 | 960.00 |
| A101.00 | 379054 | 11/04/20 | 27717 | CATALYST SOURCING S | 01009760723000 | 305 | ONDEMAND/SPED/DISPL | 0.00 | 1,780.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,949.99 |
| A101.00 | 379056 | 11/04/20 | 15056 | CENTERPOINT ENERGY | 01532810000000 | 440 | CV: 09/17/20-10/19/ | 0.00 | 953.75 |
| A101.00 | 379056 | 11/04/20 | 15056 | CENTERPOINT ENERGY | 01529810000000 | 440 | HL: 09/18/20-10/20/ | 0.00 | 1,784.14 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,737.89 |
| A101.00 | 379057 | 11/04/20 | 30187 | AUTO RENTAL LLC | 01021292000672 | 360 | ADAPTED RENTAL CAR | 0.00 | 1,550.32 |
| A101.00 | 379058 | 11/04/20 | 32590 | CID:CENTRAL INSTITU | 01005405740000 | 433 | CID SPICE 2ND ED. M | 0.00 | 425.00 |
| A101.00 | 379059 | 11/04/20 | 00911 | CITY OF EDINA - BRA | 01021850302292 | 370 | FIELD RENTAL | 0.00 | 1,720.00 |
| A101.00 | 379060 | 11/04/20 | 26773 | COMBINED INSURANCE | 01 | L215.25 | EMPLOYEE WITHHOLDIN | 0.00 | 3,705.76 |
| A101.00 | 379063 | 11/04/20 | 92969 | CUNDY BRODIE J | 01021294000657 | 302 | HOCKEY-HILL MURRAY | 0.00 | 90.00 |
| A101.00 | 379064 | 11/04/20 | 26819 | DAVEY TREE EXPERT C | 01528810000820 | 305 | TREE REMOVAL-CS | 0.00 | 700.00 |
| A101.00 | 379065 | 11/04/20 | 31974 | DEBRA STORTZ | 01005400000000 | 305 | ADSIS CONSULTING | 0.00 | 450.00 |
| A101.00 | 379066 | 11/04/20 | 32771 | DENFELD DEBATE | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 334.00 |
| A101.00 | 379067 | 11/04/20 | 30481 | DRIVEN COFFEE | 01021211000096 | 401 | SMAKA FUNDRAISER | 0.00 | 691.20 |
| A101.00 | 379068 | 11/04/20 | 29007 | DUNHAM ASSOCIATES I | 01008865380000 | 305 | ECC RENO COMMISSION | 0.00 | 6,016.75 |
| A101.00 | 379069 | 11/04/20 | 20505 | EDUCATION LOGISTICS | 01009760720000 | 320 | GPS | 0.00 | 1,386.02 |
| A101.00 | 379070 | 11/04/20 | 27680 | EXPANDING EXPRESSIO | 01020401740000 | 433 | COMBO DEAL: EXPANDI | 0.00 | 259.00 |

SOURCEWELL TECHNOLOGY
 DATE: 12/01/2020
 TIME: 06:54:35

EDINA - LIVE
 CHECK REGISTER - BY FUND

PAGE NUMBER: 2
 ACCTPA21

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

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|----------|
| A101.00 | 379070 | 11/04/20 | 27680 | EXPANDING EXPRESSIO | 01020401740000 | 433 | ESTIMATED SHIPPING/ | 0.00 | 35.00 |
| TOTAL CHECK | | | | | | | | | 294.00 |
| A101.00 | 379071 | 11/04/20 | 28966 | FACTORY MOTOR PARTS | 01009760720000 | 402 | AIR FILTERS | 0.00 | 70.06 |
| A101.00 | 379073 | 11/04/20 | 02490 | FOLLETT SCHOOL SOLU | 01533203000000 | 430 | KINDERGARTEN MATH B | 0.00 | 302.40 |
| A101.00 | 379075 | 11/04/20 | 32779 | GARGI MANSINGH | 01021291000254 | 302 | DEBATE TOURNAMENT-3 | 0.00 | 210.00 |
| A101.00 | 379076 | 11/04/20 | 32775 | GARY MILLS | 01021291000256 | 305 | THEATER CLASS VISIT | 0.00 | 125.00 |
| A101.00 | 379077 | 11/04/20 | 16197 | GEMINI ATHLETIC WEA | 01021294000654 | 401 | FOOTBALL PANTS | 0.00 | 869.40 |
| A101.00 | 379078 | 11/04/20 | 13854 | GILBERT MECHANICAL | 01021810000000 | 350 | TROUBLE SHOOT FAILE | 0.00 | 330.50 |
| A101.00 | 379078 | 11/04/20 | 13854 | GILBERT MECHANICAL | 01020810000000 | 350 | BUILDING REPAIR | 0.00 | 1,485.00 |
| TOTAL CHECK | | | | | | | | | 1,815.50 |
| A101.00 | 379079 | 11/04/20 | 28917 | GINA SPOO | 01005640316174 | 366 | NEW STAFF FDTL TRAI | 0.00 | 540.00 |
| A101.00 | 379080 | 11/04/20 | 11348 | GOPHER STAGE LIGHTI | 01021291000256 | 350 | THEATER LIGHT REPAI | 0.00 | 1,950.00 |
| A101.00 | 379081 | 11/04/20 | 09346 | GRAINGER | 01021292000000 | 401 | LARGE CHEST-TSCHIDA | 0.00 | 1,207.62 |
| A101.00 | 379081 | 11/04/20 | 09346 | GRAINGER | 01009760720000 | 350 | TIE DOWN STRAP | 0.00 | 35.08 |
| A101.00 | 379081 | 11/04/20 | 09346 | GRAINGER | 01529810000000 | 350 | REPAIR | 0.00 | 42.96 |
| TOTAL CHECK | | | | | | | | | 1,285.66 |
| A101.00 | 379082 | 11/04/20 | 32781 | GREGORY WRIGHT | 01009760720000 | 350 | BUS-MAILBOX REPAIR | 0.00 | 517.28 |
| A101.00 | 379083 | 11/04/20 | 18005 | GUITAR CENTER | 01005258302000 | 530 | ELEMENTARY MUSIC | 0.00 | 185.00 |
| A101.00 | 379083 | 11/04/20 | 18005 | GUITAR CENTER | 01005258302000 | 530 | ELEMENTARY MUSIC | 0.00 | 1,053.45 |
| TOTAL CHECK | | | | | | | | | 1,238.45 |
| A101.00 | 379084 | 11/04/20 | 15367 | H&B SPECIALIZED PRO | 01020810000000 | 350 | BUILDING REPAIR-VV | 0.00 | 690.00 |
| A101.00 | 379085 | 11/04/20 | 31788 | HAMMER SPORTS LLC | 01021296000669 | 302 | 9GRD VOLLEYBALL OFF | 0.00 | 77.00 |
| A101.00 | 379086 | 11/04/20 | 31659 | HEGGERTY PHONEMIC A | 01527203000000 | 430 | GENERAL INSTRUCTION | 0.00 | 259.16 |
| A101.00 | 379087 | 11/04/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | SWITCH | 0.00 | 145.15 |
| A101.00 | 379087 | 11/04/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | PUMP ASSY, CORE | 0.00 | 833.44 |
| TOTAL CHECK | | | | | | | | | 978.59 |
| A101.00 | 379088 | 11/04/20 | 32728 | IDENTISYS INC | 01005105000000 | 401 | BADGE CARDS | 0.00 | 353.04 |
| A101.00 | 379089 | 11/04/20 | 26941 | INNOVATIONAL WATER | 01021810000000 | 350 | HYDRONIC HEAT LP FI | 0.00 | 143.52 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01021810000810 | 401 | OFFICE SUPPLIES | 0.00 | 59.33 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01005110000000 | 401 | ALELF4267CC FIVE-DR | 0.00 | 810.71 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | UNV10210VP MEDIUM B | 0.00 | 21.36 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | UNV35662 STICKY NOT | 0.00 | 12.24 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | SAN80001 DRY ERASE | 0.00 | 120.72 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | SAN86003 FINE TIP D | 0.00 | 20.74 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|----------|
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | BICWOFQD12WE WITE O | 0.00 | 14.76 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | SAN1884739 FINE TIP | 0.00 | 32.23 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | MMM1426 PACKAGING T | 0.00 | 13.04 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | TSA501240000400 MAS | 0.00 | 6.24 |
| A101.00 | 379090 | 11/04/20 | 20605 | INNOVATIVE OFFICE S | 01019050000000 | 401 | MAS00967 MAGNETIC D | 0.00 | 6.93 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,118.30 |
| A101.00 | 379091 | 11/04/20 | 22560 | INTELLIGERE INC | 01005219317000 | 358 | INTERPRETER-EL | 0.00 | 76.25 |
| A101.00 | 379091 | 11/04/20 | 22560 | INTELLIGERE INC | 01005420419000 | 358 | INTERPRETER-SP ED | 0.00 | 395.50 |
| A101.00 | 379091 | 11/04/20 | 22560 | INTELLIGERE INC | 01005790000000 | 358 | INTERPRETER-GEN ED | 0.00 | 26.25 |
| TOTAL CHECK | | | | | | | | 0.00 | 498.00 |
| A101.00 | 379093 | 11/04/20 | 32776 | JAY OWEN EISENBERG | 01021291000256 | 305 | THEATER CLASS VISIT | 0.00 | 250.00 |
| A101.00 | 379094 | 11/04/20 | 03720 | JERRY'S HARDWARE | 01020810000810 | 401 | CUSTODIAL SUPPLIES | 0.00 | 39.06 |
| A101.00 | 379094 | 11/04/20 | 03720 | JERRY'S HARDWARE | 01021810000000 | 350 | REPAIR PARTS | 0.00 | 46.77 |
| A101.00 | 379094 | 11/04/20 | 03720 | JERRY'S HARDWARE | 01021810000000 | 350 | REPAIR PARTS | 0.00 | 27.24 |
| A101.00 | 379094 | 11/04/20 | 03720 | JERRY'S HARDWARE | 01021810000810 | 401 | TOOL POUCH | 0.00 | 15.74 |
| TOTAL CHECK | | | | | | | | 0.00 | 128.81 |
| A101.00 | 379095 | 11/04/20 | 12665 | JESSEN PRESS INC | 01021292000000 | 401 | FOOTBALL TICKETS 10 | 0.00 | 310.00 |
| A101.00 | 379095 | 11/04/20 | 12665 | JESSEN PRESS INC | 01021296000664 | 401 | GRLS SWIM AWARDS | 0.00 | 135.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 445.00 |
| A101.00 | 379097 | 11/04/20 | 20559 | KATH FUEL OIL SERVI | 01009760720000 | 441 | UNLEADED | 0.00 | 831.45 |
| A101.00 | 379100 | 11/04/20 | 32777 | KEVIN KRITZ | 01021296000657 | 302 | JV GRLS HOCKEY | 0.00 | 57.00 |
| A101.00 | 379101 | 11/04/20 | 21327 | LANGUAGE LINE SERVI | 01005790000000 | 358 | INTERPRETER-SEP 202 | 0.00 | 8,660.13 |
| A101.00 | 379102 | 11/04/20 | 32774 | LIV REDPATH | 01021291000256 | 305 | THEATER CLASS VISIT | 0.00 | 250.00 |
| A101.00 | 379104 | 11/04/20 | 27949 | MADSEN JOHN | 01021294000654 | 302 | FOOTBALL-MAPLE GROV | 0.00 | 89.00 |
| A101.00 | 379105 | 11/04/20 | 11079 | MASPA/STATE NEGOTIA | 01005105000000 | 366 | EVENT REGISTRATION- | 0.00 | 35.00 |
| A101.00 | 379106 | 11/04/20 | 16463 | MASSP-MN ASSOC OF S | 01021605000000 | 820 | TROY PRINCIPAL MEMS | 0.00 | 865.00 |
| A101.00 | 379107 | 11/04/20 | 09167 | MENARDS - GOLDEN VA | 01009760720000 | 350 | MORTON CLEAN&PROTEC | 0.00 | 23.84 |
| A101.00 | 379108 | 11/04/20 | 30024 | MENARDS - EDEN PRAI | 01009760720000 | 350 | SUPPLIES | 0.00 | 23.01 |
| A101.00 | 379108 | 11/04/20 | 30024 | MENARDS - EDEN PRAI | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 146.72 |
| A101.00 | 379108 | 11/04/20 | 30024 | MENARDS - EDEN PRAI | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 199.98 |
| A101.00 | 379108 | 11/04/20 | 30024 | MENARDS - EDEN PRAI | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 65.75 |
| TOTAL CHECK | | | | | | | | 0.00 | 435.46 |
| A101.00 | 379109 | 11/04/20 | 18737 | METRO SALES INC | 01021292000000 | 370 | QTR PRINTER CONTRAC | 0.00 | 424.60 |
| A101.00 | 379109 | 11/04/20 | 18737 | METRO SALES INC | 01021292000000 | 370 | MONTHLY PRINTER CON | 0.00 | 98.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 522.60 |
| A101.00 | 379110 | 11/04/20 | 32778 | METRO VOLLEYBALL OF | 01021296000669 | 302 | VOLLEYBALL OFFICIAL | 0.00 | 1,638.00 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT | |
|-------------|----------|----------|--------|---------------------|----------------|---------|---------------------|-----------|-----------|------------|
| A101.00 | 379112 | 11/04/20 | 22660 | MIDWEST BUS PARTS I | 01009760720000 | 402 | AIR SPRING INTEGRAT | 0.00 | 45.05 | |
| A101.00 | 379112 | 11/04/20 | 22660 | MIDWEST BUS PARTS I | 01009760720000 | 402 | OPTI-LUXX 120 SERIE | 0.00 | 66.42 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 111.47 |
| A101.00 | 379113 | 11/04/20 | 28969 | MIDWEST LIFT WORKS | 01009760720000 | 351 | ANNUAL INSPECTIONS | 0.00 | 1,300.00 | |
| A101.00 | 379115 | 11/04/20 | 21406 | MINNESOTA SCHOOL EM | 01 | L215.08 | UNION DUES W/HOLDIN | 0.00 | 1,521.09 | |
| A101.00 | 379116 | 11/04/20 | 31452 | MN DEBATE TEACHERS | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 157.50 | |
| A101.00 | 379117 | 11/04/20 | 15692 | MSBA -- MINNESOTA S | 01005105000000 | 820 | COSA-MN MEMBER FEE | 0.00 | 90.00 | |
| A101.00 | 379117 | 11/04/20 | 15692 | MSBA -- MINNESOTA S | 01005105000000 | 820 | COSA-NATIONAL AFFIL | 0.00 | 185.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 275.00 |
| A101.00 | 379118 | 11/04/20 | 21732 | MULTILINGUAL WORD I | 01005219317000 | 358 | INTERPRETER-EL | 0.00 | 105.25 | |
| A101.00 | 379119 | 11/04/20 | 18615 | NAC | 01528810000000 | 350 | CHILLER REPAIR-CS | 0.00 | 2,704.66 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | PRIOR MONTH ADJUSTM | 0.00 | 837.14 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | PRIOR MONTH ADJUSTM | 0.00 | 2,074.34 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.40 | VOL AD&D EMP W/H | 0.00 | 2,944.93 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.40 | VOL AD&D EMP W/H | 0.00 | 3,024.12 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.40 | VOL AD&D EMP W/H | 0.00 | 3,097.09 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01005203797000 | 291 | COBRA/RETIREE | 0.00 | 3,995.04 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01005203797000 | 291 | COBRA/RETIREE | 0.00 | 4,087.80 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01005203797000 | 291 | COBRA/RETIREE | 0.00 | 4,409.97 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | CURRENT EMP LIFE/AD | 0.00 | 14,961.48 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | CURRENT EMP LIFE/AD | 0.00 | 15,298.95 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | CURRENT EMP LIFE/AD | 0.00 | 15,390.17 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | LTD DISTRICT W/H | 0.00 | 15,888.52 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | LTD DISTRICT W/H | 0.00 | 16,112.00 | |
| A101.00 | 379120 | 11/04/20 | 27482 | NATIONAL INSURANCE | 01 | L215.30 | LTD DISTRICT W/H | 0.00 | 16,680.34 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 118,801.89 |
| A101.00 | 379121 | 11/04/20 | 18489 | NCPERS GROUP LIFE I | 01 | L215.40 | EMPLOYEE WITHHOLDIN | 0.00 | 32.00 | |
| A101.00 | 379122 | 11/04/20 | 28217 | NEW TRIER TOWNSHIP | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 200.00 | |
| A101.00 | 379123 | 11/04/20 | 17215 | OCCUPATIONAL MEDICI | 01009760720000 | 305 | DOT C.S. | 0.00 | 70.00 | |
| A101.00 | 379123 | 11/04/20 | 17215 | OCCUPATIONAL MEDICI | 01009760720000 | 305 | DOT A. | 0.00 | 70.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 140.00 |
| A101.00 | 379124 | 11/04/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | TENNIS COURTS-CV | 0.00 | 150.12 | |
| A101.00 | 379124 | 11/04/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | EHS TURF FIELD UNIT | 0.00 | 351.60 | |
| A101.00 | 379124 | 11/04/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | VISITOR SIDE | 0.00 | 510.84 | |
| A101.00 | 379124 | 11/04/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | HOME SIDE | 0.00 | 1,311.78 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 2,324.34 |
| A101.00 | 379125 | 11/04/20 | 13475 | PARK ADAM TRANSPORT | 01009760714000 | 360 | BUS ROUTES | 0.00 | 34,114.56 | |
| A101.00 | 379126 | 11/04/20 | 23021 | PERFORMANCE HEALTH | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 31.32 | |
| A101.00 | 379126 | 11/04/20 | 23021 | PERFORMANCE HEALTH | 01021294000654 | 401 | TSCHIDA SUPPLIES | 0.00 | 82.96 | |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|-----------------------|-----------|-----------|
| A101.00 | 379126 | 11/04/20 | 23021 | PERFORMANCE HEALTH | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 150.00 |
| A101.00 | 379126 | 11/04/20 | 23021 | PERFORMANCE HEALTH | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 7.12 |
| A101.00 | 379126 | 11/04/20 | 23021 | PERFORMANCE HEALTH | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 13.26 |
| TOTAL CHECK | | | | | | | | 0.00 | 284.66 |
| A101.00 | 379127 | 11/04/20 | 28352 | PINNACLE ENGINEERIN | 01021865382000 | 305 | EHS WETLAND MONITOR | 0.00 | 1,178.75 |
| A101.00 | 379128 | 11/04/20 | 15331 | PRAIRIE ELECTRIC CO | 01021810000000 | 350 | RESOTRE A/C POWER | 0.00 | 140.00 |
| A101.00 | 379128 | 11/04/20 | 15331 | PRAIRIE ELECTRIC CO | 01021810000000 | 350 | REPAIR FAULTY FIRE | 0.00 | 180.00 |
| A101.00 | 379128 | 11/04/20 | 15331 | PRAIRIE ELECTRIC CO | 01020810000000 | 350 | BUILDING REPAIR | 0.00 | 49.21 |
| A101.00 | 379128 | 11/04/20 | 15331 | PRAIRIE ELECTRIC CO | 01528810302000 | 530 | POWER/WIFI CABLE--SH | 0.00 | 3,465.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 3,834.21 |
| A101.00 | 379129 | 11/04/20 | 15672 | RIDDELL / ALL AMERI | 01021292302000 | 530 | FOOTBALL HELMET CER | 0.00 | 8,763.05 |
| A101.00 | 379130 | 11/04/20 | 26418 | ROSAMARIA CAMPBELL | 01005420419000 | 358 | INTERPRETER-SP ED M | 0.00 | 40.00 |
| A101.00 | 379130 | 11/04/20 | 26418 | ROSAMARIA CAMPBELL | 01005420419000 | 358 | INTERPRETER-SP ED M | 0.00 | 40.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 80.00 |
| A101.00 | 379131 | 11/04/20 | 30275 | ROSEMOUNT HIGH SCHO | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 465.00 |
| A101.00 | 379133 | 11/04/20 | 06400 | SCHMITT MUSIC | 01005258000250 | 350 | INSTRUMENT REPAIR | 0.00 | 23.16 |
| A101.00 | 379134 | 11/04/20 | 06922 | SCHOOL SERVICE EMPL | 01 | L215.08 | UNION DUES W/HOLDIN | 0.00 | 3,130.80 |
| A101.00 | 379135 | 11/04/20 | 09066 | SCHOOL SPECIALTY IN | 01528201000000 | 430 | K ART ORDER | 0.00 | 18.26 |
| A101.00 | 379135 | 11/04/20 | 09066 | SCHOOL SPECIALTY IN | 01532212000000 | 430 | ONLINE ORDER ACCOUN | 0.00 | 39.20 |
| TOTAL CHECK | | | | | | | | 0.00 | 57.46 |
| A101.00 | 379136 | 11/04/20 | 21881 | SHAMROCK GROUP | 01021292000000 | 305 | KUHLMAN ICE MACHINE | 0.00 | 211.05 |
| A101.00 | 379136 | 11/04/20 | 21881 | SHAMROCK GROUP | 01021292000000 | 305 | KUHLMAN ICE CNTR MA | 0.00 | 565.82 |
| TOTAL CHECK | | | | | | | | 0.00 | 776.87 |
| A101.00 | 379138 | 11/04/20 | 16427 | SOUTHPAW ENTERPRISE | 01005420740000 | 433 | #121802 - PLATFORM | 0.00 | 140.00 |
| A101.00 | 379138 | 11/04/20 | 16427 | SOUTHPAW ENTERPRISE | 01005420740000 | 433 | ESTIMATED SHIPPING/ | 0.00 | 19.60 |
| TOTAL CHECK | | | | | | | | 0.00 | 159.60 |
| A101.00 | 379139 | 11/04/20 | 32772 | STACI KROSCHEL | 01021291000254 | 302 | DEBATE JAMBOREE 2DA | 0.00 | 140.00 |
| A101.00 | 379140 | 11/04/20 | 06805 | STAPLES ADVANTAGE | 01533203302000 | 530 | BLOX SEATING CYLIND | 0.00 | 1,082.24 |
| A101.00 | 379140 | 11/04/20 | 06805 | STAPLES ADVANTAGE | 01533203302000 | 530 | ESTIMATED SHIPPING/ | 0.00 | 49.38 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,131.62 |
| A101.00 | 379141 | 11/04/20 | 06875 | STATE SUPPLY COMPAN | 01526810000000 | 350 | B&G VOLUTE GASKET | 0.00 | 16.89 |
| A101.00 | 379142 | 11/04/20 | 30273 | LAKEVILLE DEBATE BO | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 470.00 |
| A101.00 | 379143 | 11/04/20 | 17231 | TIERNEY BROTHERS IN | 01005630154000 | 530 | QUOTE 188827 | 0.00 | 15,735.00 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01020810000000 | 320 | VALLEY VIEW MAINT | 0.00 | 18.54 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01529810000000 | 320 | HIGHLANDS MAINT | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01533050000000 | 320 | NORMANDALE | 0.00 | 22.41 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01019050000000 | 320 | SOUTH VIEW | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01020050000000 | 320 | VALLEY VIEW | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01526050000000 | 320 | CONCORD | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01527050000000 | 320 | CORNELIA | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01528050000000 | 320 | COUNTRYSIDE | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01005810000000 | 320 | BUILDINGS & GROUNDS | 0.00 | 81.39 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01005810000000 | 320 | ECC MAINT | 0.00 | 110.88 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01005630000000 | 320 | DMTS | 0.00 | 150.66 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01526810000000 | 320 | CONCORD MAINT | 0.00 | 51.90 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01019810000000 | 320 | SOUTH VIEW MAINT | 0.00 | 51.90 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01005420419000 | 320 | ECSE | 0.00 | 62.62 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01532050000000 | 320 | CREEK VALLEY | 0.00 | 23.43 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01009760720000 | 320 | TRANSPORTATION | 0.00 | 31.86 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01021050000000 | 320 | HIGH SCHOOL | 0.00 | 34.71 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01529050000000 | 320 | HIGHLANDS | 0.00 | 34.71 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01532810000000 | 320 | CREEK VALLEY MAINT | 0.00 | 34.71 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01528810000000 | 320 | COUNTRYSIDE MAINT | 0.00 | 34.71 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01527810000000 | 320 | CORNELIA MAINT | 0.00 | 34.71 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01005420419000 | 320 | SPECIAL SERVICES | 0.00 | 35.73 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 01021810000000 | 320 | HIGH SCHOOL MAINT | 0.00 | 35.73 |
| TOTAL CHECK | | | | | | | | 0.00 | 985.06 |
| A101.00 | 379146 | 11/04/20 | 25724 | ULINE | 01005810154000 | 401 | SPRAY BOTTLES/TRIGG | 0.00 | 30.98 |
| A101.00 | 379146 | 11/04/20 | 25724 | ULINE | 01005810154000 | 401 | SPRAY BOTTLES/TRIGG | 0.00 | 41.78 |
| TOTAL CHECK | | | | | | | | 0.00 | 72.76 |
| A101.00 | 379147 | 11/04/20 | 26510 | UNIVERSAL ATHLETIC | 01021294000654 | 401 | FACE GUARD FOOTBALL | 0.00 | 96.88 |
| A101.00 | 379147 | 11/04/20 | 26510 | UNIVERSAL ATHLETIC | 01021296000669 | 401 | VOLLEYBALL BALLS | 0.00 | 1,389.70 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,486.58 |
| A101.00 | 379148 | 11/04/20 | 00917 | BRAUN INTERTEC CORP | 01008865384000 | 305 | ECC-INSPECT/TESTING | 0.00 | 3,240.00 |
| A101.00 | 379149 | 11/04/20 | 21596 | VIKING ELECTRIC SUP | 01529810000000 | 350 | REPAIR | 0.00 | 138.11 |
| A101.00 | 379151 | 11/04/20 | 14932 | WASTE MANAGEMENT OF | 01021292000000 | 401 | BIN FOR ECC MOVE | 0.00 | 302.99 |
| A101.00 | 379151 | 11/04/20 | 14932 | WASTE MANAGEMENT OF | 01021292000000 | 305 | ECC: 10/1/20-10/15/ | 0.00 | 573.23 |
| TOTAL CHECK | | | | | | | | 0.00 | 876.22 |
| A101.00 | 379152 | 11/04/20 | 24818 | WAYZATA RESULTS | 01021294000653 | 305 | TIMING JV MEET-XC | 0.00 | 550.00 |
| A101.00 | 379153 | 11/04/20 | 24966 | WEX BANK | 01009760720000 | 441 | FUEL | 0.00 | 125.10 |
| A101.00 | 379154 | 11/04/20 | 32773 | WILL LIDKE | 01021291000256 | 305 | THEATER CLASS VISIT | 0.00 | 250.00 |
| A101.00 | 379155 | 11/04/20 | 30914 | WINDOWS PLUS OF MPL | 01008810000000 | 350 | WINDOW FILM-B&G/BSE | 0.00 | 285.00 |
| A101.00 | 379156 | 11/04/20 | 25308 | WOLD ARCHITECTS & E | 01021865384000 | 305 | EHS STEAM HX REPLAC | 0.00 | 63.05 |
| A101.00 | 379156 | 11/04/20 | 25308 | WOLD ARCHITECTS & E | 01020865384000 | 305 | VV CTYARD RECONST P | 0.00 | 229.68 |
| A101.00 | 379156 | 11/04/20 | 25308 | WOLD ARCHITECTS & E | 01019865384000 | 305 | SV SAFETY UPGRADES | 0.00 | 155.71 |
| A101.00 | 379156 | 11/04/20 | 25308 | WOLD ARCHITECTS & E | 01008865384000 | 305 | ECC 2020 RENO | 0.00 | 20,349.55 |
| A101.00 | 379156 | 11/04/20 | 25308 | WOLD ARCHITECTS & E | 01020865384000 | 305 | VV 2020 RENO | 0.00 | 51,458.68 |
| A101.00 | 379156 | 11/04/20 | 25308 | WOLD ARCHITECTS & E | 01008865384000 | 305 | ECC RENOVATIONS | 0.00 | 643.78 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| TOTAL CHECK | | | | | | | | 0.00 | 72,900.45 |
| A101.00 | 379157 | 11/04/20 | 05410 | XCEL ENERGY | 01009760720000 | 330 | BUS: 09/21/2-10/20/ | 0.00 | 1,647.73 |
| A101.00 | 379158 | 11/04/20 | 32780 | YIRA-YALE INTERNATI | 01021291000293 | 305 | MODEL UN ENTRY FEE | 0.00 | 1,375.00 |
| A101.00 | 379159 | 11/06/20 | 23117 | UNITED REFRIGERATIO | 01021810000000 | 350 | CAPACITOR | 0.00 | 4.86 |
| A101.00 | 379159 | 11/06/20 | 23117 | UNITED REFRIGERATIO | 01020810000000 | 350 | TEMP STAT | 0.00 | 64.81 |
| A101.00 | 379159 | 11/06/20 | 23117 | UNITED REFRIGERATIO | 01527810000000 | 350 | 1/20 HP MOTOR | 0.00 | 114.40 |
| TOTAL CHECK | | | | | | | | 0.00 | 184.07 |
| A101.00 | 379160 | 11/11/20 | 32071 | 93 SKIP LLC | 01009760720000 | 330 | TRANS SOLAR PROD-OC | 0.00 | 142.88 |
| A101.00 | 379160 | 11/11/20 | 32071 | 93 SKIP LLC | 01527760720000 | 330 | CN SOLAR PROD-SEPT2 | 0.00 | 1,787.60 |
| A101.00 | 379160 | 11/11/20 | 32071 | 93 SKIP LLC | 01527760720000 | 330 | CN SOLAR PROD-OCT20 | 0.00 | 2,207.86 |
| TOTAL CHECK | | | | | | | | 0.00 | 4,138.34 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01009850302000 | 370 | BUS GARAGE OCT20 | 0.00 | 3.43 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01020850302000 | 370 | VVMS OCT20 | 0.00 | 330.71 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01533850302000 | 370 | ND OCT20 | 0.00 | 484.41 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01529850302000 | 370 | HL OCT20 | 0.00 | 485.37 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01528850302000 | 370 | CS OCT20 | 0.00 | 566.37 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01532850302000 | 370 | CV OCT20 | 0.00 | 566.74 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01527850302000 | 370 | CN OCT20 | 0.00 | 593.98 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01526850302000 | 370 | CC OCT20 | 0.00 | 893.07 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01005850302000 | 370 | ECC/DO OCT20 | 0.00 | 895.06 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01021850302000 | 370 | EHS OCT20 | 0.00 | 961.61 |
| A101.00 | 379162 | 11/11/20 | 32610 | ADVANCED IMAGING SO | 01019850302000 | 370 | SVMS OCT20 | 0.00 | 1,951.89 |
| TOTAL CHECK | | | | | | | | 0.00 | 7,732.64 |
| A101.00 | 379163 | 11/11/20 | 32752 | AMY KELLEY | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379163 | 11/11/20 | 32752 | AMY KELLEY | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 140.00 |
| A101.00 | 379164 | 11/11/20 | 32782 | ANOKA-HENNEPIN ISD | 01005605335000 | 366 | REGISTRATION-CW | 0.00 | 1,000.00 |
| A101.00 | 379165 | 11/11/20 | 05628 | AUTO PLUS/UNI-SELEC | 01009760720000 | 402 | HEATER HOSE | 0.00 | 39.17 |
| A101.00 | 379167 | 11/11/20 | 32785 | BETH ZHAO | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379168 | 11/11/20 | 32618 | BOLTON & MENK INC | 01526865384000 | 305 | CC PLAYGROUND DESIG | 0.00 | 5,787.55 |
| A101.00 | 379168 | 11/11/20 | 32618 | BOLTON & MENK INC | 01021865384000 | 305 | EHS TURF CONST ADMI | 0.00 | 930.00 |
| A101.00 | 379168 | 11/11/20 | 32618 | BOLTON & MENK INC | 01019865384000 | 305 | SVMS STORM CONST DO | 0.00 | 165.60 |
| TOTAL CHECK | | | | | | | | 0.00 | 6,883.15 |
| A101.00 | 379169 | 11/11/20 | 10270 | BOYER TRUCKS | 01009760720000 | 402 | FW SEPRTR | 0.00 | 8.85 |
| A101.00 | 379169 | 11/11/20 | 10270 | BOYER TRUCKS | 01009760720000 | 402 | HYD FILTER | 0.00 | 39.60 |
| TOTAL CHECK | | | | | | | | 0.00 | 48.45 |
| A101.00 | 379170 | 11/11/20 | 30301 | BRANDON TAYLOR | 01021294000654 | 302 | 9TH GRD FOOTBALL | 0.00 | 79.00 |
| A101.00 | 379171 | 11/11/20 | 28080 | BRATTON DONALD | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|-----------|
| A101.00 | 379175 | 11/11/20 | 24945 | CENTURYLINK | 01005620000000 | 320 | DO: 10/25/20-11/24/ | 0.00 | 105.58 |
| A101.00 | 379175 | 11/11/20 | 24945 | CENTURYLINK | 01020810000000 | 320 | VV: 10/28/20-11/27/ | 0.00 | 117.42 |
| A101.00 | 379175 | 11/11/20 | 24945 | CENTURYLINK | 01005620000000 | 320 | DO: 10/19/20-11/18/ | 0.00 | 628.89 |
| A101.00 | 379175 | 11/11/20 | 24945 | CENTURYLINK | 01526810000000 | 320 | CC: 10/19/20-11/18/ | 0.00 | 58.61 |
| TOTAL CHECK | | | | | | | | | 910.50 |
| A101.00 | 379177 | 11/11/20 | 32091 | COMMERCIAL KITCHEN | 01020810000000 | 350 | MAIN DRAIN REPAIR D | 0.00 | 3,000.00 |
| A101.00 | 379180 | 11/11/20 | 01743 | DEMCO INC | 01528203000000 | 430 | QUOTE #W0265101 | 0.00 | 50.45 |
| A101.00 | 379181 | 11/11/20 | 31026 | DENNIS COMPANIES IN | 01019865349000 | 305 | WINDOW CAULK REMOVA | 0.00 | 3,617.70 |
| A101.00 | 379181 | 11/11/20 | 31026 | DENNIS COMPANIES IN | 01020865358000 | 305 | 2020 ASBESTOS REMOV | 0.00 | 5,729.90 |
| TOTAL CHECK | | | | | | | | | 9,347.60 |
| A101.00 | 379182 | 11/11/20 | 30145 | DISPLAY SALES | 01527810000810 | 401 | UNITED STATES FLAG | 0.00 | 130.00 |
| A101.00 | 379182 | 11/11/20 | 30145 | DISPLAY SALES | 01528810000810 | 401 | UNITED STATES FLAG | 0.00 | 130.00 |
| TOTAL CHECK | | | | | | | | | 260.00 |
| A101.00 | 379183 | 11/11/20 | 18132 | DRAMATIC PUBLISHING | 01019211000000 | 430 | PLAY LICENSE | 0.00 | 152.61 |
| A101.00 | 379185 | 11/11/20 | 21360 | EDEN PRAIRIE HIGH S | 01021294000654 | R060 | FOOTBALL TICKETS-AW | 0.00 | 875.00 |
| A101.00 | 379187 | 11/11/20 | 20505 | EDUCATION LOGISTICS | 01009760720000 | 405 | ROUTE MGMT SOFTWARE | 0.00 | 4,233.42 |
| A101.00 | 379188 | 11/11/20 | 24575 | EDUCATORS BENEFIT C | 01005105000000 | 305 | 403B ADMIN COMP SER | 0.00 | 577.04 |
| A101.00 | 379189 | 11/11/20 | 30636 | ESCREEN, INC. | 01009760720000 | 305 | TESTING | 0.00 | 505.00 |
| A101.00 | 379190 | 11/11/20 | 28966 | FACTORY MOTOR PARTS | 01009760720000 | 402 | BATTERIES | 0.00 | 378.81 |
| A101.00 | 379191 | 11/11/20 | 25849 | SHRED-IT USA | 01020211000000 | 305 | SHREDDING | 0.00 | 57.28 |
| A101.00 | 379191 | 11/11/20 | 25849 | SHRED-IT USA | 01020211000000 | 305 | SHREDDING | 0.00 | 57.28 |
| A101.00 | 379191 | 11/11/20 | 25849 | SHRED-IT USA | 01526203000000 | 401 | SHREDDING | 0.00 | 249.85 |
| TOTAL CHECK | | | | | | | | | 364.41 |
| A101.00 | 379192 | 11/11/20 | 30545 | FLICEK WELDING | 01020865383000 | 520 | ROOFTOP POOL/CATWAL | 0.00 | 24,800.00 |
| A101.00 | 379193 | 11/11/20 | 30242 | FRASER CHILD AND FA | 01005400000000 | 393 | PSYCHOTHERAPY CONSU | 0.00 | 4,620.00 |
| A101.00 | 379194 | 11/11/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | TRANS PATROL RESPON | 0.00 | 70.00 |
| A101.00 | 379194 | 11/11/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | ECC PATROL RESPONSE | 0.00 | 160.00 |
| TOTAL CHECK | | | | | | | | | 230.00 |
| A101.00 | 379195 | 11/11/20 | 32764 | GEORGE SONNY LOGAN | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379196 | 11/11/20 | 09346 | GRAINGER | 01009760720000 | 402 | GLOVES | 0.00 | 17.27 |
| A101.00 | 379196 | 11/11/20 | 09346 | GRAINGER | 01009760720000 | 402 | BATTERY | 0.00 | 21.00 |
| TOTAL CHECK | | | | | | | | | 38.27 |
| A101.00 | 379197 | 11/11/20 | 30209 | GRAINGER | 01019810000000 | 350 | SUPPLIES-SV | 0.00 | 20.66 |
| A101.00 | 379197 | 11/11/20 | 30209 | GRAINGER | 01019810000000 | 350 | SUPPLIES-SV | 0.00 | 56.58 |
| A101.00 | 379197 | 11/11/20 | 30209 | GRAINGER | 01529810000000 | 350 | REPAIR-HL | 0.00 | 85.92 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|----------------------|-----------|-----------|
| TOTAL CHECK | | | | | | | | 0.00 | 163.16 |
| A101.00 | 379198 | 11/11/20 | 27788 | GREATAMERICA FINANC | 01008105000000 | 329 | POSTAGE MTR DEC20 E | 0.00 | 149.95 |
| A101.00 | 379198 | 11/11/20 | 27788 | GREATAMERICA FINANC | 01008105000000 | 329 | POSTAGE MTR DEC20 D | 0.00 | 184.95 |
| TOTAL CHECK | | | | | | | | 0.00 | 334.90 |
| A101.00 | 379199 | 11/11/20 | 00296 | GROTH MUSIC COMPANY | 01020258000250 | 350 | BARITONE REPAIR | 0.00 | 130.00 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | PARTS | 0.00 | 180.84 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | PARTS | 0.00 | 188.70 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | PARTS & LABOR BUS 7 | 0.00 | 2,174.32 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | HBP ASSE/CORE DEPOS | 0.00 | 3,991.93 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | CORE RETURN | 0.00 | -312.50 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | CORE CREDIT | 0.00 | -1,250.00 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | CORE CREDIT | 0.00 | -1,250.00 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | CORE RETURN | 0.00 | -1,250.00 |
| A101.00 | 379201 | 11/11/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | SENSOR CREDIT | 0.00 | -487.20 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,986.09 |
| A101.00 | 379202 | 11/11/20 | 21315 | HORIZON COMMERCIAL | 01019810000815 | 401 | CHK 377988-OVER | 0.00 | -1,049.00 |
| A101.00 | 379202 | 11/11/20 | 21315 | HORIZON COMMERCIAL | 01019810000815 | 401 | POOL SUPPLIES | 0.00 | 1,616.80 |
| A101.00 | 379202 | 11/11/20 | 21315 | HORIZON COMMERCIAL | 01019810000815 | 401 | POOL SUPPLIES | 0.00 | 1,941.70 |
| A101.00 | 379202 | 11/11/20 | 21315 | HORIZON COMMERCIAL | 01019810000815 | 350 | POOL REPAIR | 0.00 | 325.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,834.50 |
| A101.00 | 379204 | 11/11/20 | 26941 | INNOVATIONAL WATER | 01005810000000 | 305 | WATER MANAGEMENT | 0.00 | 2,895.42 |
| A101.00 | 379206 | 11/11/20 | 22302 | INTEREUM INC | 01005010302000 | 520 | DMTS AND T&L | 0.00 | 1,011.99 |
| A101.00 | 379207 | 11/11/20 | 32617 | IPEVO INC | 01005630154000 | 530 | QUOTE E20QFX7 | 0.00 | 36,167.98 |
| A101.00 | 379209 | 11/11/20 | 31112 | JASON BOIE | 01021294000654 | 302 | JV FOOTBALL | 0.00 | 79.00 |
| A101.00 | 379210 | 11/11/20 | 32790 | JERRY'S FOODS-3500 | 01020250000000 | 430 | GROCERY FACS | 0.00 | 286.81 |
| A101.00 | 379211 | 11/11/20 | 32718 | JERRY'S FOODS-3700 | 01019250000000 | 430 | JERRYS CREDIT | 0.00 | -57.28 |
| A101.00 | 379211 | 11/11/20 | 32718 | JERRY'S FOODS-3700 | 01019250000000 | 430 | FACS SUPPLIES | 0.00 | 21.01 |
| A101.00 | 379211 | 11/11/20 | 32718 | JERRY'S FOODS-3700 | 01019250000000 | 430 | FACS SUPPLIES | 0.00 | 27.15 |
| A101.00 | 379211 | 11/11/20 | 32718 | JERRY'S FOODS-3700 | 01019250000000 | 430 | FACS SUPPLIES | 0.00 | 65.84 |
| TOTAL CHECK | | | | | | | | 0.00 | 56.72 |
| A101.00 | 379212 | 11/11/20 | 32707 | JERRY'S FOODS-4100 | 01533640316000 | 401 | GLUTEN FREE MUFFINS | 0.00 | 11.98 |
| A101.00 | 379213 | 11/11/20 | 03720 | JERRY'S HARDWARE | 01532810000810 | 401 | ROOF TRACTION SLIPP | 0.00 | 20.69 |
| A101.00 | 379213 | 11/11/20 | 03720 | JERRY'S HARDWARE | 01008810000000 | 401 | BUILDING SUPPLIES | 0.00 | 42.78 |
| TOTAL CHECK | | | | | | | | 0.00 | 63.47 |
| A101.00 | 379214 | 11/11/20 | 12665 | JESSEN PRESS INC | 01005020000000 | 401 | LETTERHEAD | 0.00 | 136.75 |
| A101.00 | 379215 | 11/11/20 | 20559 | KATH FUEL OIL SERVI | 01009760720000 | 441 | UNLEADED | 0.00 | 1,323.00 |
| A101.00 | 379215 | 11/11/20 | 20559 | KATH FUEL OIL SERVI | 01009760720000 | 441 | FUEL | 0.00 | 12,890.05 |
| TOTAL CHECK | | | | | | | | 0.00 | 14,213.05 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|---------------------|-----------|------------|
| A101.00 | 379216 | 11/11/20 | 32786 | KATHLEEN M SCOGGIN | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379220 | 11/11/20 | 32761 | KYRA BOORSMA BERGER | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379222 | 11/11/20 | 24127 | LEARNING A-Z | 01005205417000 | 505 | RAZ LICENSES & ELL | 0.00 | 1,212.50 |
| A101.00 | 379222 | 11/11/20 | 24127 | LEARNING A-Z | 01005205417000 | 505 | LICENSES FOR CLASSR | 0.00 | 1,637.70 |
| TOTAL CHECK | | | | | | | | | 2,850.20 |
| A101.00 | 379223 | 11/11/20 | 32787 | LINDSAY R CHRISTENS | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379224 | 11/11/20 | 32754 | LORI A WEBB | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379225 | 11/11/20 | 10090 | MACKIN EDUCATIONAL | 01005620795000 | 470 | BOOKS FOR CONCORD | 0.00 | 374.47 |
| A101.00 | 379227 | 11/11/20 | 14980 | MASBO | 01005110000000 | 366 | 2020 FALL CONFERENC | 0.00 | 440.00 |
| A101.00 | 379228 | 11/11/20 | 31088 | MATSON HOLDING, INC | 01009760720000 | 402 | TOOLS | 0.00 | 105.00 |
| A101.00 | 379229 | 11/11/20 | 31239 | MATTHEW TIANO | 01021294000663 | 302 | VARSITY BOYS SOCCER | 0.00 | 68.50 |
| A101.00 | 379229 | 11/11/20 | 31239 | MATTHEW TIANO | 01021296000663 | 302 | VARSITY GRLS SOCCER | 0.00 | 68.50 |
| TOTAL CHECK | | | | | | | | | 137.00 |
| A101.00 | 379230 | 11/11/20 | 30024 | MENARDS - EDEN PRAI | 01532810000810 | 401 | BUILDING SUPPLIES | 0.00 | 138.14 |
| A101.00 | 379231 | 11/11/20 | 22660 | MIDWEST BUS PARTS I | 01009760720000 | 402 | HEATER MOTOR | 0.00 | 410.00 |
| A101.00 | 379231 | 11/11/20 | 22660 | MIDWEST BUS PARTS I | 01009760720000 | 402 | PARTS | 0.00 | 826.76 |
| TOTAL CHECK | | | | | | | | | 1,236.76 |
| A101.00 | 379232 | 11/11/20 | 26125 | MN PEIP | 01005203797000 | 291 | REITREES/COBRA DEC2 | 0.00 | 50,780.16 |
| A101.00 | 379232 | 11/11/20 | 26125 | MN PEIP | 01 | L215.20 | CURRENT TEACHER DEC | 0.00 | 689,261.32 |
| TOTAL CHECK | | | | | | | | | 740,041.48 |
| A101.00 | 379233 | 11/11/20 | 32784 | MNIAAA | 01021292000000 | 820 | TROY ANNUAL MBRSHIP | 0.00 | 130.00 |
| A101.00 | 379236 | 11/11/20 | 30329 | NORTHLINE TRANSPORT | 01009760723000 | 360 | TRANS DEC 2019 | 0.00 | 7,200.00 |
| A101.00 | 379236 | 11/11/20 | 30329 | NORTHLINE TRANSPORT | 01009760723000 | 360 | TRANS NOV 2019 | 0.00 | 8,160.00 |
| A101.00 | 379236 | 11/11/20 | 30329 | NORTHLINE TRANSPORT | 01009760723000 | 360 | TRANS JAN 2020 | 0.00 | 8,520.00 |
| TOTAL CHECK | | | | | | | | | 23,880.00 |
| A101.00 | 379237 | 11/11/20 | 17215 | OCCUPATIONAL MEDICI | 01009760720000 | 305 | DOT FS. | 0.00 | 70.00 |
| A101.00 | 379237 | 11/11/20 | 17215 | OCCUPATIONAL MEDICI | 01009760720000 | 305 | DOT K. | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | | 140.00 |
| A101.00 | 379238 | 11/11/20 | 32788 | PATRICIA A NELSON | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379238 | 11/11/20 | 32788 | PATRICIA A NELSON | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | | 140.00 |
| A101.00 | 379239 | 11/11/20 | 22617 | PETERSON COMPANIES | 01021865384000 | 520 | FIELD TURF IMPROVEM | 0.00 | 30,168.75 |
| A101.00 | 379242 | 11/11/20 | 32161 | PRIME SOLUTIONS, LL | 01008865380000 | 520 | ECC 2020 RENOVATION | 0.00 | 11,501.76 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|----------|
| A101.00 | 379243 | 11/11/20 | 13882 | PRIOR LAKE HIGH SCH | 01021294000654 | R060 | FOOTBALL TICKETS-AW | 0.00 | 875.00 |
| A101.00 | 379244 | 11/11/20 | 31430 | READING & MATH, INC | 01528203000096 | 305 | SITE FEE-MATH CORPS | 0.00 | 1,000.00 |
| A101.00 | 379244 | 11/11/20 | 31430 | READING & MATH, INC | 01019050000000 | 305 | FALL 2020 MATH CORP | 0.00 | 2,000.00 |
| A101.00 | 379244 | 11/11/20 | 31430 | READING & MATH, INC | 01532203000096 | 305 | FALL20 MN MATH CORP | 0.00 | 2,000.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 5,000.00 |
| A101.00 | 379245 | 11/11/20 | 31129 | RELATE COUNSELING C | 01005400000000 | 394 | CHEM HEALTH SUP SER | 0.00 | 2,880.00 |
| A101.00 | 379246 | 11/11/20 | 22996 | RJ MECHANICAL INC | 01009865384000 | 305 | TRANS GENERATOR PIP | 0.00 | 4,500.00 |
| A101.00 | 379247 | 11/11/20 | 26418 | ROSAMARIA CAMPBELL | 01005420419000 | 358 | INTERPRETER: SPED M | 0.00 | 40.00 |
| A101.00 | 379249 | 11/11/20 | 32757 | SAUMYA G MANGALICK | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379250 | 11/11/20 | 09066 | SCHOOL SPECIALTY IN | 01526203000000 | 401 | CONSTRUCTION PAPER | 0.00 | 65.00 |
| A101.00 | 379251 | 11/11/20 | 19808 | SEW EASY DESIGNS | 01020250000000 | 430 | SEWING KIT-8THGR FA | 0.00 | 15.00 |
| A101.00 | 379253 | 11/11/20 | 32772 | STACI KROSCHER | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379254 | 11/11/20 | 30302 | STEVEN THIELEN | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |
| A101.00 | 379255 | 11/11/20 | 21983 | STIRAS ELIZABETH M | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379255 | 11/11/20 | 21983 | STIRAS ELIZABETH M | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 140.00 |
| A101.00 | 379257 | 11/11/20 | 32553 | TANNER HAWTHORNE JO | 01021291000254 | 302 | HS DEBATE (2 DAYS) | 0.00 | 140.00 |
| A101.00 | 379257 | 11/11/20 | 32553 | TANNER HAWTHORNE JO | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 210.00 |
| A101.00 | 379258 | 11/11/20 | 90986 | THOMAS M SCHILLER | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |
| A101.00 | 379259 | 11/11/20 | 31001 | TIMECLOCK PLUS DATA | 01005105795000 | 405 | ADDL EMPL OVRAGE | 0.00 | 363.00 |
| A101.00 | 379260 | 11/11/20 | 23172 | TOLL GAS & WELDING | 01009760720000 | 350 | SPECTRUM 625 X-TREM | 0.00 | 2,000.00 |
| A101.00 | 379261 | 11/11/20 | 91403 | TOM E GILLUND | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |
| A101.00 | 379262 | 11/11/20 | 30140 | TYLER DOWNS | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |
| A101.00 | 379263 | 11/11/20 | 30095 | UNITED RENTALS (NOR | 01020810000000 | 350 | CUSTODIAL SUPPLIES | 0.00 | 368.70 |
| A101.00 | 379264 | 11/11/20 | 23013 | UNIVERSITY LANGUAGE | 01005790000000 | 358 | GEN ED INTERPRETER | 0.00 | 90.75 |
| A101.00 | 379264 | 11/11/20 | 23013 | UNIVERSITY LANGUAGE | 01005420740000 | 358 | SP ED INTERPRETER | 0.00 | 110.55 |
| TOTAL CHECK | | | | | | | | 0.00 | 201.30 |
| A101.00 | 379266 | 11/11/20 | 00917 | BRAUN INTERTEC CORP | 01008865384000 | 305 | ECC-INSPECT/TESTING | 0.00 | 2,108.50 |
| A101.00 | 379267 | 11/11/20 | 32022 | VER-TECH LABORATORI | 01009760720000 | 350 | WATER CONDITIONER | 0.00 | 363.63 |
| A101.00 | 379268 | 11/11/20 | 32789 | VIRGINIA L TEMPLETO | 01021291000254 | 302 | HS DEBATE (1 DAY) | 0.00 | 70.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT | |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|-----------|
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01009760720000 | 332 | BUS GARAGE: OCT20 | 0.00 | 77.07 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01021810000000 | 332 | EHS 11/1-11/30/20 | 0.00 | 2,878.32 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01532810000000 | 332 | CV 11/1-11/30/20 | 0.00 | 453.51 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01526810000000 | 332 | CC 11/1-11/30/20 | 0.00 | 520.09 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01528810000000 | 332 | CS 11/1-11/30/20 | 0.00 | 565.49 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01008810000000 | 332 | ECC 11/1-11/30/20 | 0.00 | 628.69 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01019810000000 | 332 | SVMS 11/1-11/30/20 | 0.00 | 802.65 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01020810000000 | 440 | VVMS 11/1-11/30/20 | 0.00 | 1,005.80 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01009760720000 | 332 | TRANS 11/1-11/30/20 | 0.00 | 82.07 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01533810000000 | 332 | ND 11/1-11/30/20 | 0.00 | 177.32 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01527810000000 | 332 | CN 11/1-11/30/20 | 0.00 | 331.10 | |
| A101.00 | 379269 | 11/11/20 | 14932 | WASTE MANAGEMENT OF | 01529810000000 | 440 | HL 11/1-11/30/20 | 0.00 | 360.40 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 7,882.51 |
| A101.00 | 379270 | 11/11/20 | 15967 | WEST MUSIC COMPANY | 01533203000000 | 430 | MUSIC MATERIALS FOR | 0.00 | 7.96 | |
| A101.00 | 379270 | 11/11/20 | 15967 | WEST MUSIC COMPANY | 01533203000000 | 430 | MUSIC MATERIALS FOR | 0.00 | 48.60 | |
| A101.00 | 379270 | 11/11/20 | 15967 | WEST MUSIC COMPANY | 01533203000000 | 430 | MUSIC MATERIALS FOR | 0.00 | 59.26 | |
| A101.00 | 379270 | 11/11/20 | 15967 | WEST MUSIC COMPANY | 01533203000000 | 430 | MUSIC MATERIALS FOR | 0.00 | 102.55 | |
| A101.00 | 379270 | 11/11/20 | 15967 | WEST MUSIC COMPANY | 01533203000000 | 430 | MUSIC MATERIALS FOR | 0.00 | 54.00 | |
| A101.00 | 379270 | 11/11/20 | 15967 | WEST MUSIC COMPANY | 01533203000000 | 430 | ESTIMATED SHIPPING/ | 0.00 | 16.34 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 288.71 |
| A101.00 | 379271 | 11/11/20 | 14146 | WILLIAM V MACGILL & | 01005720154000 | 401 | #13131 - MEDIUM ECO | 0.00 | 50.30 | |
| A101.00 | 379271 | 11/11/20 | 14146 | WILLIAM V MACGILL & | 01005720154000 | 401 | #13132 - LARGE ECON | 0.00 | 50.30 | |
| A101.00 | 379271 | 11/11/20 | 14146 | WILLIAM V MACGILL & | 01005720154000 | 401 | #20716 - STRONG MFG | 0.00 | 72.70 | |
| A101.00 | 379271 | 11/11/20 | 14146 | WILLIAM V MACGILL & | 01005720154000 | 401 | #20717 - STRONG MFG | 0.00 | 72.70 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 246.00 |
| A101.00 | 379273 | 11/11/20 | 07655 | WPS - WESTERN PSYCH | 01005420419000 | 401 | #W-688A - ARIZONA A | 0.00 | 90.00 | |
| A101.00 | 379273 | 11/11/20 | 07655 | WPS - WESTERN PSYCH | 01005420419000 | 401 | #W-688B - ARIZONA-4 | 0.00 | 45.00 | |
| A101.00 | 379273 | 11/11/20 | 07655 | WPS - WESTERN PSYCH | 01005420419000 | 401 | ESTIMATED SHIPPING/ | 0.00 | 13.50 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 148.50 |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01527810000000 | 330 | CN OCT20 | 0.00 | 2,077.06 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01533810000000 | 330 | ND OCT20 | 0.00 | 3,888.93 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01528810000000 | 330 | CS OCT20 | 0.00 | 5,264.48 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01532810000000 | 330 | CV OCT20 | 0.00 | 5,424.63 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01529810000000 | 330 | HL OCT20 | 0.00 | 6,512.10 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01526810000000 | 330 | CC OCT20 | 0.00 | 6,547.46 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01527810000000 | 330 | CN 8/19/20-9/21/20 | 0.00 | 6,827.00 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01008810000000 | 330 | ECC OCT20 | 0.00 | 13,788.04 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01019810000000 | 330 | SVMS OCT20 | 0.00 | 14,199.39 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01020810000000 | 330 | VVMS OCT20 | 0.00 | 14,610.12 | |
| A101.00 | 379274 | 11/11/20 | 05410 | XCEL ENERGY | 01021810000000 | 330 | EHS OCT20 | 0.00 | 17,762.41 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 96,901.62 |
| A101.00 | 379276 | 11/18/20 | 23145 | AFFINITECH INC. | 01005630154000 | 530 | BALANCE DUE:CN/CV/N | 0.00 | 17,927.85 | |
| A101.00 | 379279 | 11/18/20 | 00500 | ASTLEFORD INTERNATI | 01009760720000 | 402 | KIT | 0.00 | 162.86 | |
| A101.00 | 379280 | 11/18/20 | 05628 | AUTO PLUS/UNI-SELEC | 01009760720000 | 402 | BATTERY MAINTAIN | 0.00 | 31.99 | |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT | |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|----------|-----------|
| A101.00 | 379280 | 11/18/20 | 05628 | AUTO PLUS/UNI-SELEC | 01009760720000 | 402 | ALI 2 DISC 24 GRT | 0.00 | 34.92 | |
| A101.00 | 379280 | 11/18/20 | 05628 | AUTO PLUS/UNI-SELEC | 01009760720000 | 402 | STANDARD MINIATU | 0.00 | 5.20 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 72.11 |
| A101.00 | 379281 | 11/18/20 | 12067 | BARNES & NOBLE INC | 01527203000052 | 430 | 2ND GRADE BOOKS | 0.00 | 449.36 | |
| A101.00 | 379281 | 11/18/20 | 12067 | BARNES & NOBLE INC | 01021620795000 | 470 | BOOKS FOR EHS-NIGHT | 0.00 | 176.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 625.36 |
| A101.00 | 379282 | 11/18/20 | 28022 | BAUSCHELT PAT | 01021294000654 | 302 | 9TH GRD FOOTBALL | 0.00 | 79.00 | |
| A101.00 | 379283 | 11/18/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | RN SERVICE FOR SCHO | 0.00 | 75.00 | |
| A101.00 | 379283 | 11/18/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | RN SERVICE FOR SCHO | 0.00 | 585.00 | |
| A101.00 | 379283 | 11/18/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | RN SERVICE FOR SCHO | 0.00 | 762.50 | |
| A101.00 | 379283 | 11/18/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | RN SERVICE FOR SCHO | 0.00 | 887.50 | |
| A101.00 | 379283 | 11/18/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | RN SERVICE FOR SCHO | 0.00 | 1,000.00 | |
| A101.00 | 379283 | 11/18/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | RN SERVICE FOR SCHO | 0.00 | 1,110.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 4,420.00 |
| A101.00 | 379285 | 11/18/20 | 12444 | BLICK ART MATERIALS | 01020212000000 | 430 | ART SUPPLY | 0.00 | 67.90 | |
| A101.00 | 379286 | 11/18/20 | 10270 | BOYER TRUCKS | 01009760720000 | 402 | ROD ASSY | 0.00 | 190.61 | |
| A101.00 | 379286 | 11/18/20 | 10270 | BOYER TRUCKS | 01009760720000 | 402 | CHAMBER T2 | 0.00 | 32.13 | |
| A101.00 | 379286 | 11/18/20 | 10270 | BOYER TRUCKS | 01009760720000 | 402 | HYD FILTER | 0.00 | 19.80 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 242.54 |
| A101.00 | 379287 | 11/18/20 | 14025 | BRIN NORTHWESTERN G | 01019810000000 | 350 | WINDOW REPAIR-SVMS | 0.00 | 356.00 | |
| A101.00 | 379288 | 11/18/20 | 27241 | CAROLE A. GUPTON PH | 01005211313000 | 305 | PD PLANNING-DEANS/A | 0.00 | 1,800.00 | |
| A101.00 | 379290 | 11/18/20 | 15058 | CENGAGE LEARNING | 01005205417000 | 433 | BOOKS FOR ML TEACHE | 0.00 | 2,332.17 | |
| A101.00 | 379290 | 11/18/20 | 15058 | CENGAGE LEARNING | 01005205417000 | 433 | BOOKS FROM CENGAGE | 0.00 | 2,810.23 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 5,142.40 |
| A101.00 | 379291 | 11/18/20 | 15056 | CENTERPOINT ENERGY | 01533810000000 | 440 | ND OCT20 | 0.00 | 1,122.95 | |
| A101.00 | 379291 | 11/18/20 | 15056 | CENTERPOINT ENERGY | 01019810000000 | 440 | SV OCT20 | 0.00 | 3,913.72 | |
| A101.00 | 379291 | 11/18/20 | 15056 | CENTERPOINT ENERGY | 01008810000000 | 440 | ECC OCT20 | 0.00 | 3,981.39 | |
| A101.00 | 379291 | 11/18/20 | 15056 | CENTERPOINT ENERGY | 01020810000000 | 440 | VV OCT20 | 0.00 | 4,109.78 | |
| A101.00 | 379291 | 11/18/20 | 15056 | CENTERPOINT ENERGY | 01021810000000 | 440 | EHS OCT20 | 0.00 | 7,401.92 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 20,529.76 |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01021810000000 | 320 | EHS 11/10/20-12/09/ | 0.00 | 400.93 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01005620000000 | 320 | DO 11/01/20-11/30/2 | 0.00 | 540.00 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01005620000000 | 320 | DO 11/01/20-11/30/2 | 0.00 | 89.00 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01009760720000 | 320 | TRANS 11/04/20-12/0 | 0.00 | 129.68 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01532810000000 | 320 | CV 11/10/20-12/09/2 | 0.00 | 138.40 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01528810000000 | 320 | CS 11/01/20-11/30/2 | 0.00 | 158.80 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01527810000000 | 320 | CN 11/01/20-11/30/2 | 0.00 | 158.80 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01526810000000 | 320 | CC 11/10/20-11/30/2 | 0.00 | 158.80 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01529810000000 | 320 | HL 11/01/20-11/30/2 | 0.00 | 218.80 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01008810000000 | 320 | ECC 11/10/20-11/30/ | 0.00 | 255.59 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01005620000000 | 320 | DO 11/01/20-11/30/2 | 0.00 | 260.00 | |
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01019810000000 | 320 | SV 11/10/20-11/30/2 | 0.00 | 277.90 | |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|---------------------|-----------|-------------------|
| A101.00 | 379292 | 11/18/20 | 24945 | CENTURYLINK | 01020810000000 | 320 | VV 11/10/20-12/09/2 | 0.00 | 311.83 |
| TOTAL CHECK | | | | | | | | | 0.00 3,098.53 |
| A101.00 | 379294 | 11/18/20 | 01321 | CITY OF EDINA | 01528810000000 | 331 | CS 07/30/20-11/03/2 | 0.00 | 2,074.82 |
| A101.00 | 379294 | 11/18/20 | 01321 | CITY OF EDINA | 01529810000000 | 331 | HL 07/30/20-11/03/2 | 0.00 | 2,245.47 |
| A101.00 | 379294 | 11/18/20 | 01321 | CITY OF EDINA | 01527810000000 | 331 | CN 07/31/20-11/03/2 | 0.00 | 2,727.30 |
| A101.00 | 379294 | 11/18/20 | 01321 | CITY OF EDINA | 01009760720000 | 331 | TRANS 07/30/20-11/0 | 0.00 | 4,755.54 |
| TOTAL CHECK | | | | | | | | | 0.00 11,803.13 |
| A101.00 | 379295 | 11/18/20 | 26286 | DAKOTA TRUCK UNDERW | 01 | L215.70 | INSTALLMENT #6 | 0.00 | 26,585.00 |
| A101.00 | 379298 | 11/18/20 | 21013 | SHRED RIGHT | 01005105000000 | 401 | WO-197455-H.R. | 0.00 | 50.00 |
| A101.00 | 379298 | 11/18/20 | 21013 | SHRED RIGHT | 01005400000000 | 401 | WO-197455-SP. ED. | 0.00 | 50.00 |
| A101.00 | 379298 | 11/18/20 | 21013 | SHRED RIGHT | 01005110000000 | 401 | WO-197455-B.S. | 0.00 | 50.00 |
| TOTAL CHECK | | | | | | | | | 0.00 150.00 |
| A101.00 | 379299 | 11/18/20 | 12171 | ECKROTH MUSIC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 66.00 |
| A101.00 | 379299 | 11/18/20 | 12171 | ECKROTH MUSIC | 01020258000250 | 430 | REEDS | 0.00 | 114.36 |
| TOTAL CHECK | | | | | | | | | 0.00 180.36 |
| A101.00 | 379300 | 11/18/20 | 32555 | ERDI PARTNERS INC | 01005870795000 | 405 | CROWDLOOP NOV-JAN20 | 0.00 | 4,000.00 |
| A101.00 | 379301 | 11/18/20 | 28966 | FACTORY MOTOR PARTS | 01009760720000 | 402 | BRITELITE CAPSULES | 0.00 | 90.40 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | CC INTRUSION MONITO | 0.00 | 40.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | VV INTRUSION MONITO | 0.00 | 40.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | CS INTRUSION MONITO | 0.00 | 53.95 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | TRANS INTRUSION MON | 0.00 | 72.00 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | CV INTRUSION MONITO | 0.00 | 76.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | ECC INTRUSION MONIT | 0.00 | 76.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | EHS INTRUSION MONIT | 0.00 | 76.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | SV INTRUSION MONITO | 0.00 | 76.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | CN INTRUSION MONITO | 0.00 | 76.08 |
| A101.00 | 379302 | 11/18/20 | 18200 | GENERAL SECURITY SE | 01005810000000 | 305 | HL INTRUSION MONITO | 0.00 | 76.08 |
| TOTAL CHECK | | | | | | | | | 0.00 662.59 |
| A101.00 | 379303 | 11/18/20 | 32764 | GEORGE SONNY LOGAN | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379303 | 11/18/20 | 32764 | GEORGE SONNY LOGAN | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | | 0.00 140.00 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01009760720000 | 350 | DUPLICATE PAYMENT | 0.00 | -51.96 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01009760720000 | 350 | HOLE SAW | 0.00 | 88.07 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01009760720000 | 350 | AEROSOL DUST REMOVE | 0.00 | 103.80 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01528810000000 | 350 | DUPLICATE PAYMENT | 0.00 | -25.18 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01528810000000 | 350 | DUPLICATE PAYMENT | 0.00 | -25.18 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01009760720000 | 350 | CABLE TIE | 0.00 | 9.64 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01009760720000 | 350 | STRETCH WRAP | 0.00 | 27.96 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 01009760720000 | 350 | CLAMP | 0.00 | 31.82 |
| TOTAL CHECK | | | | | | | | | 0.00 158.97 |
| A101.00 | 379307 | 11/18/20 | 27788 | GREATAMERICA FINANC | 01019211000000 | 370 | POSTAGE METER RENTA | 0.00 | 149.95 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|-----------|
| A101.00 | 379308 | 11/18/20 | 00296 | GROTH MUSIC COMPANY | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 153.00 |
| A101.00 | 379308 | 11/18/20 | 00296 | GROTH MUSIC COMPANY | 01020258000251 | 430 | RHYTHM STICKS | 0.00 | 16.00 |
| A101.00 | 379308 | 11/18/20 | 00296 | GROTH MUSIC COMPANY | 01019258000250 | 350 | TRUMPET REPAIR | 0.00 | 30.00 |
| A101.00 | 379308 | 11/18/20 | 00296 | GROTH MUSIC COMPANY | 01019258000250 | 430 | HQ RF12D REALFEEL P | 0.00 | 36.99 |
| A101.00 | 379308 | 11/18/20 | 00296 | GROTH MUSIC COMPANY | 01019258000250 | 430 | 2949344 OVERPAID | 0.00 | -24.95 |
| TOTAL CHECK | | | | | | | | | 211.04 |
| A101.00 | 379309 | 11/18/20 | 15924 | GROUP HEALTH INC-WO | 01005930000000 | 299 | OCT-DEC20 MGD CARE | 0.00 | 2,495.00 |
| A101.00 | 379310 | 11/18/20 | 18005 | GUITAR CENTER | 01005258302000 | 530 | ELEMENTARY MUSIC | 0.00 | 40.00 |
| A101.00 | 379311 | 11/18/20 | 03263 | HOGLUND BUS AND TRU | 01009760720000 | 402 | SENSOR, DRIVE FAN | 0.00 | 707.42 |
| A101.00 | 379312 | 11/18/20 | 20605 | INNOVATIVE OFFICE S | 01533203000000 | 430 | 4 PACK CASTER HHABC | 0.00 | 66.00 |
| A101.00 | 379312 | 11/18/20 | 20605 | INNOVATIVE OFFICE S | 01529050000000 | 401 | ONLINE ORDER - SUPP | 0.00 | 8.72 |
| A101.00 | 379312 | 11/18/20 | 20605 | INNOVATIVE OFFICE S | 01529050000000 | 401 | ONLINE ORDER - SUPP | 0.00 | 113.21 |
| TOTAL CHECK | | | | | | | | | 187.93 |
| A101.00 | 379313 | 11/18/20 | 32021 | INSIGHT PUBLIC SECT | 01005870795000 | 405 | AZURE OVERAGES-APR2 | 0.00 | 1,897.35 |
| A101.00 | 379314 | 11/18/20 | 16513 | INSTITUTE FOR ENVIR | 01020865352000 | 305 | VV SITE INVESTIGATI | 0.00 | 250.92 |
| A101.00 | 379314 | 11/18/20 | 16513 | INSTITUTE FOR ENVIR | 01020865352000 | 305 | VV COMMISSIONING 20 | 0.00 | 2,270.00 |
| A101.00 | 379314 | 11/18/20 | 16513 | INSTITUTE FOR ENVIR | 01005865352000 | 305 | EHS MGMT SERVICES | 0.00 | 2,679.81 |
| A101.00 | 379314 | 11/18/20 | 16513 | INSTITUTE FOR ENVIR | 01008865358000 | 305 | ECC ASBESTOS REM/MO | 0.00 | 20,648.46 |
| TOTAL CHECK | | | | | | | | | 25,849.19 |
| A101.00 | 379315 | 11/18/20 | 22560 | INTELLIGERE INC | 01005420740000 | 358 | INTERPRETER-SP ED M | 0.00 | 397.25 |
| A101.00 | 379316 | 11/18/20 | 22302 | INTEREUM INC | 01005010302000 | 530 | ECC FURNITURE SUPER | 0.00 | 649.76 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01021380835000 | 390 | TRANSITION DISABLED | 0.00 | 3,031.30 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01021211303000 | 390 | ALC-STABILIZATION F | 0.00 | 3,644.28 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01005865382000 | 390 | LONG TERM FACILITIE | 0.00 | 4,419.27 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01021399830000 | 390 | HTP-GEN ED | 0.00 | 10,255.96 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01021211303000 | 390 | CONTRACTED NSO | 0.00 | 10,856.30 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01005400342000 | 391 | SAFE SCHOOL | 0.00 | 10,932.84 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01005400000000 | 390 | CORE FEE | 0.00 | 10,969.28 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01005400000000 | 390 | ITTNERANT | 0.00 | 17,460.13 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01005850302287 | 370 | LEASE LEVY | 0.00 | 23,895.99 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01021211303000 | 390 | ALC | 0.00 | 1,295.82 |
| A101.00 | 379317 | 11/18/20 | 16322 | INTERMEDIATE DISTRI | 01021399830000 | 390 | CAREER & TECH | 0.00 | 1,330.67 |
| TOTAL CHECK | | | | | | | | | 98,091.84 |
| A101.00 | 379318 | 11/18/20 | 03720 | JERRY'S HARDWARE | 01020810000810 | 401 | CUSTODIAL SUPPLIES | 0.00 | 5.40 |
| A101.00 | 379320 | 11/18/20 | 32795 | JOSEPH MARKERT | 01021294000654 | 302 | JV FOOTBALL | 0.00 | 79.00 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 238.99 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01020258000250 | 430 | MUSIC | 0.00 | 5.25 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 78.74 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 125.00 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 128.98 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|------------------------|----------------|---------|-------------------------|-----------|----------|
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 15.00 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 38.94 |
| A101.00 | 379321 | 11/18/20 | 09728 | JW PEPPER & SON INC | 01021258000250 | 430 | BAND SUPPLIES | 0.00 | 60.99 |
| TOTAL CHECK | | | | | | | | 0.00 | 691.89 |
| A101.00 | 379322 | 11/18/20 | 20559 | KATH FUEL OIL SERVI | 01009760720000 | 442 | OIL | 0.00 | 611.50 |
| A101.00 | 379322 | 11/18/20 | 20559 | KATH FUEL OIL SERVI | 01009760720000 | 441 | UNLEADED | 0.00 | 1,220.05 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,831.55 |
| A101.00 | 379323 | 11/18/20 | 32761 | KYRA BOORSMA BERGER | 01021291000254 | 302 | DEBATE (2 DAYS) | 0.00 | 140.00 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #DD925 - ALL ABOUT | 0.00 | 49.99 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #PP949 - POSITIONAL | 0.00 | 29.99 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #LM520 - ALL PURPOS | 0.00 | 429.00 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #NF9765 - RAINBOW S | 0.00 | 11.98 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #LK522BU - HEAVY DU | 0.00 | 37.98 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #VR455 - MAGNETIC H | 0.00 | 19.98 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | #LC926 - CLASSROOM | 0.00 | 49.99 |
| A101.00 | 379324 | 11/18/20 | 04024 | LAKESHORE LEARNING | 01532411740000 | 433 | ESTIMATED SHIPPING/ | 0.00 | 94.34 |
| TOTAL CHECK | | | | | | | | 0.00 | 723.25 |
| A101.00 | 379325 | 11/18/20 | 25101 | LAMINATOR.COM INC | 01527203000000 | 430 | GENERAL OFFICE SUPP | 0.00 | 52.48 |
| A101.00 | 379326 | 11/18/20 | 21327 | LANGUAGE LINE SERVI | 01005790000000 | 358 | TRANSLATION SER-OCT | 0.00 | 3,749.82 |
| A101.00 | 379327 | 11/18/20 | 32787 | LINDSAY R CHRISTENS | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379327 | 11/18/20 | 32787 | LINDSAY R CHRISTENS | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 140.00 |
| A101.00 | 379328 | 11/18/20 | 26511 | LITTLE FALLS MACHIN | 01009760720000 | 402 | SPINNERS | 0.00 | 821.26 |
| A101.00 | 379331 | 11/18/20 | 14980 | MASBO | 01005110000000 | 366 | GENERAL EDUCATION F | 0.00 | 40.00 |
| A101.00 | 379331 | 11/18/20 | 14980 | MASBO | 01005110000000 | 366 | BUDGETING II, PART | 0.00 | 40.00 |
| A101.00 | 379331 | 11/18/20 | 14980 | MASBO | 01005110000000 | 366 | GENERAL EDUCATION F | 0.00 | 80.00 |
| A101.00 | 379331 | 11/18/20 | 14980 | MASBO | 01005110000000 | 366 | BUDGETING II, PART | 0.00 | 80.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 240.00 |
| A101.00 | 379332 | 11/18/20 | 31088 | MATSON HOLDING, INC | 01009760720000 | 402 | LED 6/12V AW | 0.00 | 6.50 |
| A101.00 | 379333 | 11/18/20 | 30024 | MENARDS - EDEN PRAI | 01009760720000 | 401 | MASKS | 0.00 | 74.92 |
| A101.00 | 379334 | 11/18/20 | 24523 | MESSERLI & KRAMER P 01 | | L215.13 | IW - K. WILSON | 0.00 | 361.67 |
| A101.00 | 379335 | 11/18/20 | 92438 | MICHAEL KALLAS | 01021294000654 | 302 | JV FOOTBALL | 0.00 | 79.00 |
| A101.00 | 379335 | 11/18/20 | 92438 | MICHAEL KALLAS | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 168.00 |
| A101.00 | 379336 | 11/18/20 | 22660 | MIDWEST BUS PARTS I | 01009760720000 | 402 | HEADLIGHT BULB, BEL | 0.00 | 155.64 |
| A101.00 | 379337 | 11/18/20 | 90341 | MIKE KARNAS | 01021294000654 | 302 | JV FOOTBALL | 0.00 | 79.00 |
| A101.00 | 379339 | 11/18/20 | 21406 | MINNESOTA SCHOOL EM 01 | | L215.08 | UNION DUES W/HOLDIN | 0.00 | 1,489.29 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|------------------------|----------------|---------|---------------------|-----------|----------|
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 305 | VV ELEVATOR OP ANNU | 0.00 | 100.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - VVMS | 0.00 | 40.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - CN | 0.00 | 40.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - CC | 0.00 | 50.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - ECC | 0.00 | 70.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - EHS | 0.00 | 90.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 305 | 2020 ELEVATOR OP-EC | 0.00 | 100.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - CV | 0.00 | 30.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - HL | 0.00 | 30.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 820 | BOILER - CS | 0.00 | 30.00 |
| A101.00 | 379340 | 11/18/20 | 10755 | MN DEPT OF LABOR AN | 01005810000000 | 305 | ANNUAL ELEVATOR OP- | 0.00 | 200.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 780.00 |
| A101.00 | 379341 | 11/18/20 | 18615 | NAC | 01527810000000 | 350 | SER CALL AND REPAIR | 0.00 | 845.00 |
| A101.00 | 379341 | 11/18/20 | 18615 | NAC | 01527865380000 | 530 | CN WATER HEATER REP | 0.00 | 6,500.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 7,345.00 |
| A101.00 | 379342 | 11/18/20 | 23177 | NCS PEARSON INC | 01005420419000 | 401 | #A103000185747 - CE | 0.00 | 75.00 |
| A101.00 | 379342 | 11/18/20 | 23177 | NCS PEARSON INC | 01005420419000 | 401 | ESTIMATED SHIPPING/ | 0.00 | 4.50 |
| TOTAL CHECK | | | | | | | | 0.00 | 79.50 |
| A101.00 | 379343 | 11/18/20 | 17215 | OCCUPATIONAL MEDICI | 01009760720000 | 305 | DOT L. | 0.00 | 70.00 |
| A101.00 | 379344 | 11/18/20 | 04661 | OFFICE DEPOT INC | 01532203000000 | 430 | ONLINE ORDER | 0.00 | 43.91 |
| A101.00 | 379344 | 11/18/20 | 04661 | OFFICE DEPOT INC | 01532203000000 | 430 | ONLINE ORDER | 0.00 | 25.99 |
| TOTAL CHECK | | | | | | | | 0.00 | 69.90 |
| A101.00 | 379347 | 11/18/20 | 05557 | OWENS COMPANIES INC | 01005810000000 | 305 | SEMI-YRLY SERVICE C | 0.00 | 2,743.00 |
| A101.00 | 379348 | 11/18/20 | 32788 | PATRICIA A NELSON | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379349 | 11/18/20 | 30930 | PLANSOURCE | 01005105000000 | 305 | SERVICES FOR NOV20 | 0.00 | 8,433.40 |
| A101.00 | 379350 | 11/18/20 | 06953 | PREMIUM WATERS INC | 01005108795000 | 305 | COOLER RENT-NOV20 | 0.00 | 10.00 |
| A101.00 | 379350 | 11/18/20 | 06953 | PREMIUM WATERS INC | 01005108795000 | 305 | LATE FEE FOR SEP20 | 0.00 | 10.00 |
| A101.00 | 379350 | 11/18/20 | 06953 | PREMIUM WATERS INC | 01005108795000 | 305 | WATER FOR DMTS | 0.00 | 24.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 44.00 |
| A101.00 | 379352 | 11/18/20 | 12269 | RED BALLOON BOOKSHO | 01005620795000 | 470 | BOOKS FOR COUNTRYSI | 0.00 | 314.00 |
| A101.00 | 379353 | 11/18/20 | 30299 | RICHELLE LIES | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379354 | 11/18/20 | 15238 | ROTARY CLUB OF EDIN | 01005630000000 | 820 | JUL-SEP20 FEE-SMAKA | 0.00 | 165.00 |
| A101.00 | 379354 | 11/18/20 | 15238 | ROTARY CLUB OF EDIN | 01005630000000 | 820 | Q2 DUES/MEALS-SMAKA | 0.00 | 205.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 370.00 |
| A101.00 | 379355 | 11/18/20 | 06922 | SCHOOL SERVICE EMPL 01 | | L215.08 | UNION DUES W/HOLDIN | 0.00 | 3,212.92 |
| A101.00 | 379356 | 11/18/20 | 09066 | SCHOOL SPECIALTY IN | 01021212000000 | 430 | NATURE PRINT PRINTI | 0.00 | 24.04 |
| A101.00 | 379356 | 11/18/20 | 09066 | SCHOOL SPECIALTY IN | 01532212000000 | 430 | ONLINE ORDER ACCOUN | 0.00 | 52.50 |
| TOTAL CHECK | | | | | | | | 0.00 | 76.54 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|----------|
| A101.00 | 379357 | 11/18/20 | 92462 | SCHRANK JAMES | 01021294000654 | 302 | VARSITY FOOTBALL | 0.00 | 89.00 |
| A101.00 | 379358 | 11/18/20 | 31137 | SECURITY CONTROL SY | 01019810000000 | 350 | SERVICE CALL-SVMS | 0.00 | 329.00 |
| A101.00 | 379360 | 11/18/20 | 08656 | SPS COMPANIES INC | 01526810000000 | 350 | FAUCET REPAIR | 0.00 | 320.22 |
| A101.00 | 379361 | 11/18/20 | 21983 | STIRAS ELIZABETH M | 01021291000254 | 302 | DEBATE (2 DAYS) | 0.00 | 140.00 |
| A101.00 | 379362 | 11/18/20 | 32202 | SUN CONTROL OF MINN | 01533203302000 | 530 | WINDOW FILM-LOBBY/O | 0.00 | 3,378.00 |
| A101.00 | 379363 | 11/18/20 | 27819 | T-MOBILE | 01005630000000 | 320 | HOTSPOTS-EMPOWERED | 0.00 | 3,572.66 |
| A101.00 | 379364 | 11/18/20 | 93460 | TOWNZEN RYAN K | 01021294000654 | 302 | JV FOOTBALL | 0.00 | 79.00 |
| A101.00 | 379365 | 11/18/20 | 22468 | TRI-STATE BOBCAT IN | 01009760720000 | 402 | PIPE, GASKET, FLANG | 0.00 | 64.63 |
| A101.00 | 379366 | 11/18/20 | 23013 | UNIVERSITY LANGUAGE | 01005420740000 | 358 | INTERPRETER-SP ED | 0.00 | 82.50 |
| A101.00 | 379369 | 11/18/20 | 28655 | WIDMER RITA | 01021291000254 | 302 | DEBATE (1 DAY) | 0.00 | 70.00 |
| A101.00 | 379370 | 11/18/20 | 15501 | WILD RUMPUS BOOK ST | 01005620795000 | 470 | BOOKS FOR VVMS | 0.00 | 116.74 |
| A101.00 | 379370 | 11/18/20 | 15501 | WILD RUMPUS BOOK ST | 01005620795000 | 470 | BOOKS FOR CV | 0.00 | 179.01 |
| TOTAL CHECK | | | | | | | | 0.00 | 295.75 |
| A101.00 | 379371 | 11/18/20 | 05410 | XCEL ENERGY | 01019810000000 | 330 | SV 10/12/20-11/10/2 | 0.00 | 1,399.77 |
| A101.00 | 379372 | 11/24/20 | 32610 | ADVANCED IMAGING SO | 01005850302000 | 370 | LEASE PAYMENTS 12/0 | 0.00 | 4,230.75 |
| A101.00 | 379373 | 11/24/20 | 27350 | ASLIS- INTERPRETER | 01005790000000 | 358 | INTERPRETER-GEN ED | 0.00 | 128.00 |
| A101.00 | 379375 | 11/24/20 | 24971 | BATTERIES R US | 01008810000000 | 350 | BIG LIFT BATTERY | 0.00 | 799.96 |
| A101.00 | 379375 | 11/24/20 | 24971 | BATTERIES R US | 01021810000810 | 401 | A/C REPLACED BATTER | 0.00 | 1,319.96 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,119.92 |
| A101.00 | 379376 | 11/24/20 | 26064 | BAYADA HOME HEALTH | 01005416723000 | 394 | NURSING ON BUS | 0.00 | 82.50 |
| A101.00 | 379376 | 11/24/20 | 26064 | BAYADA HOME HEALTH | 01005416723000 | 394 | NURSING ON BUS | 0.00 | 150.00 |
| A101.00 | 379376 | 11/24/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | NURSE DURING SCHOOL | 0.00 | 447.50 |
| A101.00 | 379376 | 11/24/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | NURSE DURING SCHOOL | 0.00 | 562.50 |
| A101.00 | 379376 | 11/24/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | NURSE DURING SCHOOL | 0.00 | 1,010.00 |
| A101.00 | 379376 | 11/24/20 | 26064 | BAYADA HOME HEALTH | 01005416740000 | 394 | NURSE DURING SCHOOL | 0.00 | 1,100.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 3,352.50 |
| A101.00 | 379377 | 11/24/20 | 32796 | BRONX SCIENCE SPEEC | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 30.00 |
| A101.00 | 379378 | 11/24/20 | 01012 | BSN SPORTS, LLC | 01021292000000 | 401 | WRESTLING UNIFORMS | 0.00 | 2,277.33 |
| A101.00 | 379378 | 11/24/20 | 01012 | BSN SPORTS, LLC | 01021292000000 | 401 | GRLS SOCCER UNIFORM | 0.00 | 344.40 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,621.73 |
| A101.00 | 379379 | 11/24/20 | 15056 | CENTERPOINT ENERGY | 01533810000000 | 440 | ND 10/12/20-11/11/2 | 0.00 | 218.95 |
| A101.00 | 379379 | 11/24/20 | 15056 | CENTERPOINT ENERGY | 01019810000000 | 440 | SV 10/12/20-11/11/2 | 0.00 | 400.29 |
| A101.00 | 379379 | 11/24/20 | 15056 | CENTERPOINT ENERGY | 01008810000000 | 440 | ECC 10/12/20-11/11/ | 0.00 | 776.28 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-----------|-------------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 379379 | 11/24/20 | 15056 | CENTERPOINT ENERGY | 01526810000000 | 440 | CC 10/12/20-11/11/2 | 0.00 | 2,369.56 |
| | TOTAL CHECK | | | | | | | 0.00 | 3,765.08 |
| A101.00 | 379380 | 11/24/20 | 10363 | CENTRAL ROOFING COM | 01008865383000 | 520 | VV/ECC REROOF 2019 | 0.00 | 61,360.92 |
| A101.00 | 379381 | 11/24/20 | 00911 | CITY OF EDINA - BRA | 01021850302655 | 370 | FOOTBALL FIELD RENT | 0.00 | 240.00 |
| A101.00 | 379382 | 11/24/20 | 30143 | CITY OF EDINA - POL | 01021294000654 | 305 | OFFICER SECURITY-FT | 0.00 | 2,954.00 |
| A101.00 | 379383 | 11/24/20 | 31398 | CORPORATE MECHANICA | 01021810000000 | 350 | STEAM BOILER REPAIR | 0.00 | 1,379.00 |
| A101.00 | 379383 | 11/24/20 | 31398 | CORPORATE MECHANICA | 01021810000000 | 350 | FAILED FLOAT CONTRO | 0.00 | 3,242.30 |
| | TOTAL CHECK | | | | | | | 0.00 | 4,621.30 |
| A101.00 | 379384 | 11/24/20 | 11744 | CULLIGAN BOTTLED WA | 01021292000670 | 401 | WATER-ACTIVITIES | 0.00 | 110.57 |
| A101.00 | 379386 | 11/24/20 | 20644 | DECA | 01021291000265 | 820 | DECA MEMBERSHIP DUE | 0.00 | 26.00 |
| A101.00 | 379386 | 11/24/20 | 20644 | DECA | 01021291000265 | 820 | DECA MEMBERSHIP DUE | 0.00 | 26.00 |
| A101.00 | 379386 | 11/24/20 | 20644 | DECA | 01021291000265 | 820 | DECA MEMBERSHIP DUE | 0.00 | 1,144.00 |
| | TOTAL CHECK | | | | | | | 0.00 | 1,196.00 |
| A101.00 | 379387 | 11/24/20 | 17950 | DELEGARD TOOL COMPA | 01005865352000 | 401 | GLOVES-DW GROUNDS | 0.00 | 29.38 |
| A101.00 | 379387 | 11/24/20 | 17950 | DELEGARD TOOL COMPA | 01005810000820 | 401 | COMPRESSION KIT-DW | 0.00 | 59.81 |
| | TOTAL CHECK | | | | | | | 0.00 | 89.19 |
| A101.00 | 379388 | 11/24/20 | 01740 | SCHOOL SPECIALTY IN | 01529212000000 | 430 | ITEM 207192 MARKERS | 0.00 | 55.44 |
| A101.00 | 379388 | 11/24/20 | 01740 | SCHOOL SPECIALTY IN | 01529212000000 | 430 | ITEM 001233 WTRCOLO | 0.00 | 1,002.00 |
| | TOTAL CHECK | | | | | | | 0.00 | 1,057.44 |
| A101.00 | 379389 | 11/24/20 | 21013 | SHRED RIGHT | 01529050000000 | 401 | PAPER SHREDDING 2 B | 0.00 | 15.00 |
| A101.00 | 379390 | 11/24/20 | 13063 | ECM PUBLISHERS INC | 01005110000000 | 305 | TRUTH/TAXATION NOTI | 0.00 | 23.80 |
| A101.00 | 379392 | 11/24/20 | 30436 | EKIN LLC | 01021296000663 | 401 | GRLS SOCCER SUPPLIE | 0.00 | 946.00 |
| A101.00 | 379392 | 11/24/20 | 30436 | EKIN LLC | 01021294000663 | 401 | BOYS SOCCER SUPPLIE | 0.00 | 1,947.00 |
| | TOTAL CHECK | | | | | | | 0.00 | 2,893.00 |
| A101.00 | 379393 | 11/24/20 | 02155 | ELSMORE SWIM SHOP | 01021294000664 | 401 | BOYS SWIM CAPS | 0.00 | 275.50 |
| A101.00 | 379394 | 11/24/20 | 31863 | EMPOWER U, LLC | 01021211000091 | 430 | EMPOWERU AT EHS (20 | 0.00 | 5,000.00 |
| A101.00 | 379395 | 11/24/20 | 02490 | FOLLETT SCHOOL SOLU | 01005218388000 | 430 | MATH IN FOCUS BOOKS | 0.00 | 1,379.85 |
| A101.00 | 379396 | 11/24/20 | 30242 | FRASER CHILD AND FA | 01005400000000 | 393 | CONSULTANT-PSYCHOTH | 0.00 | 616.00 |
| A101.00 | 379396 | 11/24/20 | 30242 | FRASER CHILD AND FA | 01005400000000 | 393 | CONSULTANT-PSYCHOTH | 0.00 | 5,236.00 |
| | TOTAL CHECK | | | | | | | 0.00 | 5,852.00 |
| A101.00 | 379397 | 11/24/20 | 09346 | GRAINGER | 01005810000820 | 401 | VOLTAGE DETECTOR-DW | 0.00 | 37.75 |
| A101.00 | 379398 | 11/24/20 | 30209 | GRAINGER | 01020865384000 | 530 | SHELVING NEW SHED | 0.00 | 974.80 |
| A101.00 | 379399 | 11/24/20 | 27788 | GREATAMERICA FINANC | 01008105000000 | 329 | POSTAGE MTR DEC20 E | 0.00 | 159.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|----------|
| A101.00 | 379400 | 11/24/20 | 31788 | HAMMER SPORTS LLC | 01021296000669 | 302 | 9TH GRD VOLLEYBALL | 0.00 | 128.00 |
| A101.00 | 379401 | 11/24/20 | 02356 | HAWKINS INC | 01020810000815 | 401 | POOL SUPPLIES | 0.00 | 210.00 |
| A101.00 | 379402 | 11/24/20 | 18392 | HEALY AWARDS INC | 01021296000657 | 401 | GRLS HOCKEY DECALS | 0.00 | 250.94 |
| A101.00 | 379403 | 11/24/20 | 25220 | HENNEPIN COUNTY TRE | 01005110000000 | 305 | TRUTH IN TAXATION | 0.00 | 3,165.98 |
| A101.00 | 379405 | 11/24/20 | 20807 | HP SPEECH & DEBATE | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 100.00 |
| A101.00 | 379406 | 11/24/20 | 90281 | JAH SCHEDULING LLC | 01021294000663 | 302 | VARSIITY ASSIGNING F | 0.00 | 158.00 |
| A101.00 | 379406 | 11/24/20 | 90281 | JAH SCHEDULING LLC | 01021296000663 | 302 | VARSIITY ASSIGNING F | 0.00 | 158.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 316.00 |
| A101.00 | 379408 | 11/24/20 | 26941 | INNOVATIONAL WATER | 01021810000000 | 350 | A/C COOLING TOWER L | 0.00 | 165.00 |
| A101.00 | 379409 | 11/24/20 | 22560 | INTELLIGERE INC | 01005219317000 | 358 | INTERPRETER-EL | 0.00 | 1,921.00 |
| A101.00 | 379409 | 11/24/20 | 22560 | INTELLIGERE INC | 01005420419000 | 358 | INTERPRETER-SP ED S | 0.00 | 313.25 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,234.25 |
| A101.00 | 379410 | 11/24/20 | 16322 | INTERMEDIATE DISTRI | 01005416740000 | 394 | SERVICES REQ IN IEP | 0.00 | 1,482.52 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01008810000000 | 350 | BUILDING SUPPLIES | 0.00 | 71.94 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01021292000000 | 401 | TSCHIDA SUPPLIES | 0.00 | 152.14 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01005810000820 | 401 | DW GROUNDS-CARB CIT | 0.00 | 36.57 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01021810000820 | 401 | EHS GROUNDS-CARB CI | 0.00 | 36.57 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01021810000000 | 350 | MISC REPAIR PARTS | 0.00 | 37.46 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01021292000000 | 401 | KEROSENE | 0.00 | 43.16 |
| A101.00 | 379411 | 11/24/20 | 03720 | JERRY'S HARDWARE | 01021292000000 | 401 | FASTENERS | 0.00 | 9.72 |
| TOTAL CHECK | | | | | | | | 0.00 | 387.56 |
| A101.00 | 379412 | 11/24/20 | 31829 | K12 MANAGEMENT INC | 01005211154000 | 430 | MIDDLEBURY MS/HS LI | 0.00 | 99.00 |
| A101.00 | 379412 | 11/24/20 | 31829 | K12 MANAGEMENT INC | 01005211154000 | 430 | MIDDLEBURY INT ST L | 0.00 | 200.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 299.00 |
| A101.00 | 379413 | 11/24/20 | 31089 | KAMI | 01020407740000 | 433 | KAMI TEACHER PLAN - | 0.00 | 49.50 |
| A101.00 | 379413 | 11/24/20 | 31089 | KAMI | 01020410740000 | 433 | KAMI TEACHER PLAN - | 0.00 | 49.50 |
| TOTAL CHECK | | | | | | | | 0.00 | 99.00 |
| A101.00 | 379414 | 11/24/20 | 16127 | KULLY SUPPLY INC | 01008810000000 | 350 | PLUMBING REPAIR PAR | 0.00 | 76.08 |
| A101.00 | 379414 | 11/24/20 | 16127 | KULLY SUPPLY INC | 01008810000000 | 350 | PLUMBING REPAIR | 0.00 | 76.08 |
| TOTAL CHECK | | | | | | | | 0.00 | 152.16 |
| A101.00 | 379415 | 11/24/20 | 17682 | MALLOY MONTAGUE KAR | 01005110000000 | 305 | PROF SER THRU 10/31 | 0.00 | 7,600.00 |
| A101.00 | 379417 | 11/24/20 | 09167 | MENARDS - GOLDEN VA | 01008810000810 | 401 | TOOLS | 0.00 | 29.58 |
| A101.00 | 379418 | 11/24/20 | 30024 | MENARDS - EDEN PRAI | 01020810000820 | 401 | STEEL END FRAME-VV | 0.00 | 145.77 |
| A101.00 | 379418 | 11/24/20 | 30024 | MENARDS - EDEN PRAI | 01008810000820 | 401 | SAFETY REFLECTOR-DW | 0.00 | 35.99 |
| A101.00 | 379418 | 11/24/20 | 30024 | MENARDS - EDEN PRAI | 01008810000820 | 401 | REBAR/SILT SOCK ND/ | 0.00 | 73.92 |
| TOTAL CHECK | | | | | | | | 0.00 | 255.68 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|-----------|
| A101.00 | 379419 | 11/24/20 | 18737 | METRO SALES INC | 01021292000000 | 370 | MONTHLY COPIER RENT | 0.00 | 98.00 |
| A101.00 | 379421 | 11/24/20 | 11567 | MPS-SPECIAL SCHOOL | 01005211000000 | 390 | ER GENERAL ED SERVI | 0.00 | 1,569.90 |
| A101.00 | 379421 | 11/24/20 | 11567 | MPS-SPECIAL SCHOOL | 01005211000000 | 390 | MM GENERAL ED SERVI | 0.00 | 8,896.10 |
| A101.00 | 379421 | 11/24/20 | 11567 | MPS-SPECIAL SCHOOL | 01005211000000 | 390 | ER GENERAL ED SERVI | 0.00 | 10,727.65 |
| TOTAL CHECK | | | | | | | | 0.00 | 21,193.65 |
| A101.00 | 379422 | 11/24/20 | 27460 | NBS CALIBRATIONS | 01021294000670 | 305 | WRESTLING SCALE CAL | 0.00 | 286.00 |
| A101.00 | 379423 | 11/24/20 | 23177 | NCS PEARSON INC | 01005420419000 | 401 | #A103000185042 - CE | 0.00 | 399.00 |
| A101.00 | 379423 | 11/24/20 | 23177 | NCS PEARSON INC | 01005420419000 | 401 | ESTIMATED SHIPPING/ | 0.00 | 23.94 |
| TOTAL CHECK | | | | | | | | 0.00 | 422.94 |
| A101.00 | 379424 | 11/24/20 | 22535 | NEW DOMINION SCHOOL | 01005211000000 | 390 | CARE&TREATMT TUITIO | 0.00 | 496.37 |
| A101.00 | 379424 | 11/24/20 | 22535 | NEW DOMINION SCHOOL | 01005408740000 | 393 | SPECIAL ED TUITION | 0.00 | 1,237.46 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,733.83 |
| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 01528050000000 | 401 | OFFICE SUPPLIES | 0.00 | 48.99 |
| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 01528620000000 | 401 | RUBBER BDS-MEDIA CE | 0.00 | 59.94 |
| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 01532203000000 | 430 | ON LINE ORDER | 0.00 | 81.64 |
| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 01532203000000 | 430 | ON LINE ORDER | 0.00 | 67.20 |
| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 01527203000055 | 430 | 5TH GRADE STUDENT S | 0.00 | 16.12 |
| TOTAL CHECK | | | | | | | | 0.00 | 273.89 |
| A101.00 | 379426 | 11/24/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | EHS UNITS | 0.00 | 234.60 |
| A101.00 | 379426 | 11/24/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | KUHLMAN UNITS | 0.00 | 582.84 |
| A101.00 | 379426 | 11/24/20 | 20111 | ON SITE SANITATION | 01021292000000 | 305 | KUHLMAN UNITS | 0.00 | 1,479.78 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,297.22 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | ECC OCT20 SERVICE | 0.00 | 55.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | EHS BUNKER OCT20 SE | 0.00 | 60.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | HL OCT20 SERVICE | 0.00 | 65.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | ND OCT20 SERVICE | 0.00 | 65.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | CC OCT20 SERVICE | 0.00 | 65.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | CN OCT20 SERVICE | 0.00 | 65.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | CS OCT20 SERVICE | 0.00 | 65.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | CV OCT20 SERVICE | 0.00 | 65.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | SV OCT20 SERVICE | 0.00 | 80.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | VV OCT20 SERVICE | 0.00 | 80.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | EHS OCT20 SERVICE | 0.00 | 95.00 |
| A101.00 | 379427 | 11/24/20 | 28451 | ORKIN, 546-ST.PAUL | 01005810000000 | 305 | TRANS OCT20 SERVICE | 0.00 | 120.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 880.00 |
| A101.00 | 379429 | 11/24/20 | 13475 | PARK ADAM TRANSPORT | 01009760723000 | 360 | SEP-OCT20 TRANSPORT | 0.00 | 5,148.92 |
| A101.00 | 379429 | 11/24/20 | 13475 | PARK ADAM TRANSPORT | 01009760723000 | 360 | SEP/OCT20 TRANSPORT | 0.00 | 15,978.10 |
| TOTAL CHECK | | | | | | | | 0.00 | 21,127.02 |
| A101.00 | 379430 | 11/24/20 | 14069 | PITSCO INC/SYNERGIS | 01020255000000 | 430 | SKU: w50818 CHIPB | 0.00 | 16.94 |
| A101.00 | 379430 | 11/24/20 | 14069 | PITSCO INC/SYNERGIS | 01020255000000 | 430 | PRECISION STRAWS | 0.00 | 53.85 |
| TOTAL CHECK | | | | | | | | 0.00 | 70.79 |
| A101.00 | 379431 | 11/24/20 | 15331 | PRAIRIE ELECTRIC CO | 01532810000000 | 350 | OUTSIDE LIGHTS L.E. | 0.00 | 1,248.63 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|----------------------|----------------|---------|---------------------|-----------|-----------|
| A101.00 | 379433 | 11/24/20 | 25364 | RAINDROP IRRIGATION | 01526810000820 | 401 | CC-BLOWOUT SPRINKLE | 0.00 | 406.25 |
| A101.00 | 379433 | 11/24/20 | 25364 | RAINDROP IRRIGATION | 01019810000820 | 401 | SV-BLOWOUT SPRINKLE | 0.00 | 406.25 |
| A101.00 | 379433 | 11/24/20 | 25364 | RAINDROP IRRIGATION | 01021810000810 | 401 | EHS-BLOWOUT SPRINKL | 0.00 | 725.00 |
| A101.00 | 379433 | 11/24/20 | 25364 | RAINDROP IRRIGATION | 01020810000820 | 401 | VV-BLOWOUT SPRINKLE | 0.00 | 725.00 |
| A101.00 | 379433 | 11/24/20 | 25364 | RAINDROP IRRIGATION | 01008810000820 | 401 | ECC/ND-BLOWOUT SPRI | 0.00 | 812.50 |
| TOTAL CHECK | | | | | | | | 0.00 | 3,075.00 |
| A101.00 | 379434 | 11/24/20 | 22996 | RJ MECHANICAL INC | 01021810000000 | 350 | COND RETURN TANK RE | 0.00 | 882.00 |
| A101.00 | 379434 | 11/24/20 | 22996 | RJ MECHANICAL INC | 01021810302000 | 530 | INSTALL STEAM BOILE | 0.00 | 4,950.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 5,832.00 |
| A101.00 | 379436 | 11/24/20 | 32585 | SAVVAS LEARNING COM | 01005211302000 | 460 | MATERIALS FOR SOUTH | 0.00 | 4,530.33 |
| A101.00 | 379436 | 11/24/20 | 32585 | SAVVAS LEARNING COM | 01005211302000 | 460 | MATERIALS FOR SOUTH | 0.00 | 18,910.45 |
| A101.00 | 379436 | 11/24/20 | 32585 | SAVVAS LEARNING COM | 01005211302000 | 460 | MATERIALS FOR SOUTH | 0.00 | 4,530.33 |
| TOTAL CHECK | | | | | | | | 0.00 | 27,971.11 |
| A101.00 | 379437 | 11/24/20 | 14679 | SCHOLASTIC INC | 01529203000000 | 460 | SUPERSCIENCE MAGAZI | 0.00 | 148.30 |
| A101.00 | 379438 | 11/24/20 | 09066 | SCHOOL SPECIALTY IN | 01528203000000 | 401 | GRID NOTEBOOKS-GRD3 | 0.00 | 301.50 |
| A101.00 | 379438 | 11/24/20 | 09066 | SCHOOL SPECIALTY IN | 01529212000000 | 430 | ART SUPPLIES:YW 22X | 0.00 | 20.66 |
| A101.00 | 379438 | 11/24/20 | 09066 | SCHOOL SPECIALTY IN | 01527212000000 | 430 | ART SUPPLIES- STEVE | 0.00 | 564.31 |
| TOTAL CHECK | | | | | | | | 0.00 | 886.47 |
| A101.00 | 379439 | 11/24/20 | 24080 | SHAKOPEE HIGH SCHOO | 01021294000654 | R060 | AWAY FOOTBALL TICKE | 0.00 | 875.00 |
| A101.00 | 379440 | 11/24/20 | 30603 | SICO AMERICA INC. | 01021810000810 | 401 | CAFETERIA TABLE PAR | 0.00 | 461.00 |
| A101.00 | 379442 | 11/24/20 | 20378 | ST PAUL PUBLIC SCHO | 01005211000000 | 390 | FY2020 C&T (MK) | 0.00 | 11,669.04 |
| A101.00 | 379443 | 11/24/20 | 28713 | TECHNOLOGY RESOURCE | 01005870795000 | 405 | QUOTE 16020 | 0.00 | 230.00 |
| A101.00 | 379444 | 11/24/20 | 26581 | THE MCDOWELL AGENCY | 01 | L215.03 | EPS EMPLOYEES | 0.00 | 670.70 |
| A101.00 | 379444 | 11/24/20 | 26581 | THE MCDOWELL AGENCY | 01005105000000 | 305 | STUDENT TEACHER (T& | 0.00 | 15.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 685.70 |
| A101.00 | 379445 | 11/24/20 | 10603 | THREE RIVERS PARK D | 01529203000240 | 369 | ONSITE STUDENT CLAS | 0.00 | 2,433.60 |
| A101.00 | 379446 | 11/24/20 | 28897 | TONENWORKS MUSIC THE | 01005420740000 | 394 | MUSIC THERAPY | 0.00 | 5,456.25 |
| A101.00 | 379447 | 11/24/20 | 22468 | TRI-STATE BOBCAT IN | 01021810000820 | 401 | EHS-ADAPTER/FITTING | 0.00 | 13.38 |
| A101.00 | 379447 | 11/24/20 | 22468 | TRI-STATE BOBCAT IN | 01020810000820 | 401 | VV-ADAPTER/FITTING | 0.00 | 13.38 |
| TOTAL CHECK | | | | | | | | 0.00 | 26.76 |
| A101.00 | 379448 | 11/24/20 | 23013 | UNIVERSITY LANGUAGE | 01005219317000 | 358 | INTERPRETER FOR EL | 0.00 | 82.50 |
| A101.00 | 379448 | 11/24/20 | 23013 | UNIVERSITY LANGUAGE | 01005219317000 | 358 | INTERPRETER FOR EL | 0.00 | 102.30 |
| A101.00 | 379448 | 11/24/20 | 23013 | UNIVERSITY LANGUAGE | 01005219317000 | 358 | INTERPRETER FOR EL | 0.00 | 165.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 349.80 |
| A101.00 | 379450 | 11/24/20 | 22926 | FRIENDS OF VALLEY D | 01021291000254 | 305 | DEBATE ENTRY FEE | 0.00 | 125.00 |
| A101.00 | 379451 | 11/24/20 | 14932 | WASTE MANAGEMENT OF | 01021292000000 | 305 | BIN FOR ECC MOVE | 0.00 | 883.79 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|----------|
| A101.00 | 379452 | 11/24/20 | 17571 | WHOBODIES LLC | 01021291000262 | 401 | LONG SLEEVE TSHIRTS | 0.00 | 672.00 |
| A101.00 | 379452 | 11/24/20 | 17571 | WHOBODIES LLC | 01021291000262 | 401 | SHIPPING | 0.00 | 11.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 683.00 |
| A101.00 | 379453 | 11/24/20 | 30914 | WINDOWS PLUS OF MPL | 01008865384000 | 520 | FROSTED WINDOW FILM | 0.00 | 625.00 |
| A101.00 | 379454 | 11/24/20 | 07655 | WPS - WESTERN PSYCH | 01005420419000 | 401 | SKU: W-703P DP-4 | 0.00 | 399.00 |
| A101.00 | V15858 | 11/04/20 | E13409 | KOURTNEE A. BAUKOL | 01005211320000 | 366 | MILEAGE | 0.00 | 17.25 |
| A101.00 | V15858 | 11/04/20 | E13409 | KOURTNEE A. BAUKOL | 01005211320000 | 401 | SUPPLIES | 0.00 | 388.20 |
| TOTAL CHECK | | | | | | | | 0.00 | 405.45 |
| A101.00 | V15860 | 11/04/20 | E21076 | BRITTA COLVIN | 01528203000096 | 490 | CLASSROOM SUPPLIES | 0.00 | 37.89 |
| A101.00 | V15861 | 11/04/20 | E7011 | MARK A DEYOUNG | 01526050000000 | 320 | SEP20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15862 | 11/04/20 | E11348 | HEATHER A EDAM | 01527260000000 | 430 | GRD5 PETSMAST SCI | 0.00 | 153.24 |
| A101.00 | V15863 | 11/04/20 | E15164 | MICHELLE R SANGER | 01526212000000 | 430 | ART SUPPLIES | 0.00 | 567.27 |
| A101.00 | V15864 | 11/04/20 | E4324 | DONNA M ERSTAD | 01528203000000 | 430 | PRIMARY JOURNALS | 0.00 | 71.52 |
| A101.00 | V15865 | 11/04/20 | E10415 | TAMARA K FORBY | 01005630000000 | 320 | JUL-SEP20 CELL PHON | 0.00 | 195.00 |
| A101.00 | V15866 | 11/04/20 | E6252 | PATRICIA A FRIER | 01529203000000 | 430 | MICHAELS | 0.00 | 79.99 |
| A101.00 | V15866 | 11/04/20 | E6252 | PATRICIA A FRIER | 01529203000000 | 430 | AMAZON SUPPLIES | 0.00 | 196.04 |
| TOTAL CHECK | | | | | | | | 0.00 | 276.03 |
| A101.00 | V15867 | 11/04/20 | E13049 | AMY J GILBERTSON-DO | 01019291000263 | 401 | DONUTS-UNITY CELEBR | 0.00 | 11.94 |
| A101.00 | V15868 | 11/04/20 | E9945 | CURT GILES | 01021292000000 | 820 | STATE COACHES: 20-2 | 0.00 | 63.50 |
| A101.00 | V15869 | 11/04/20 | E8678 | KAREN GROEN | 01005203154000 | 401 | 1ST GRD JOURNALS | 0.00 | 75.25 |
| A101.00 | V15870 | 11/04/20 | E12503 | GWENDOLYN PEYTON | 01005211313000 | 305 | EQUITY PLAN/IDI MTG | 0.00 | 2,137.50 |
| A101.00 | V15871 | 11/04/20 | E6627 | JENNIFER A JOHNSON | 01021050000000 | 320 | JUL-SEP20 CELL PHON | 0.00 | 195.00 |
| A101.00 | V15872 | 11/04/20 | E15345 | KRISTY MILLER | 01528203000096 | 433 | PTO GRANT FUNDS | 0.00 | 169.94 |
| A101.00 | V15873 | 11/04/20 | E5777 | MARY B MANDERFELD | 01005203313000 | 320 | OCT20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15873 | 11/04/20 | E5777 | MARY B MANDERFELD | 01005030000901 | 299 | TECH ALLOWANCE | 0.00 | 250.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 315.00 |
| A101.00 | V15875 | 11/04/20 | E9152 | JENNIFER L RAUEN | 01532203000000 | 430 | RAZ SUBSCRIPTION | 0.00 | 115.45 |
| A101.00 | V15876 | 11/04/20 | E13819 | JEFFREY P SORHEIM | 01009760720000 | 350 | LICENSE PLATE TABS | 0.00 | 26.00 |
| A101.00 | V15877 | 11/04/20 | E7878 | LESLIE STAGEBERG | 01529203000000 | 460 | RAZ KIDS-DIGITAL BK | 0.00 | 115.45 |
| A101.00 | V15879 | 11/04/20 | E21092 | LISA KAY PARADISE | 01005110000000 | 820 | MASBO MEMBERSHIP | 0.00 | 110.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|--------|
| A101.00 | V15880 | 11/11/20 | E20029 | PETER M BLACKWELL | 01005630000000 | 366 | MILEAGE | 0.00 | 6.90 |
| A101.00 | V15881 | 11/11/20 | E9122 | JUDY BOLIN | 01526203000000 | 401 | ENVELOPES | 0.00 | 12.16 |
| A101.00 | V15881 | 11/11/20 | E9122 | JUDY BOLIN | 01526203000000 | 329 | POSTAGE | 0.00 | 56.01 |
| TOTAL CHECK | | | | | | | | | 68.17 |
| A101.00 | V15883 | 11/11/20 | E20937 | DANIEL W DEGENAAR | 01005110000000 | 305 | TAX RETURNS | 0.00 | 34.00 |
| A101.00 | V15884 | 11/11/20 | E21237 | MASON DANIEL LINDLE | 01005630000000 | 366 | MILEAGE | 0.00 | 41.40 |
| A101.00 | V15885 | 11/11/20 | E11688 | KATHRYN H MASTERMAN | 01005630000000 | 366 | MILEAGE: CC TO CN | 0.00 | 25.30 |
| A101.00 | V15886 | 11/11/20 | E15086 | RODNEY M NERDAHL | 01005630000000 | 366 | MILEAGE | 0.00 | 44.39 |
| A101.00 | V15887 | 11/11/20 | E12494 | DANA M ROTH | 01019250000000 | 430 | CUB/JOANN FABRICS | 0.00 | 42.98 |
| A101.00 | V15888 | 11/18/20 | E8731 | KRISTY L ARDINGER | 01528203000096 | 433 | SUPPLIES | 0.00 | 106.00 |
| A101.00 | V15889 | 11/18/20 | E9122 | JUDY BOLIN | 01526203000000 | 329 | POSTAGE | 0.00 | 11.75 |
| A101.00 | V15890 | 11/18/20 | E14056 | GARY D BRIDGES | 01005630000000 | 320 | AUG-NOV20 CELL PHON | 0.00 | 260.00 |
| A101.00 | V15891 | 11/18/20 | E15202 | STACY ANN HARRIS | 01005630000000 | 366 | MILEAGE | 0.00 | 34.50 |
| A101.00 | V15892 | 11/18/20 | E6698 | JAMES J HAWTHORNE | 01005605335000 | 366 | AUG20-NOV20 MILEAGE | 0.00 | 60.37 |
| A101.00 | V15892 | 11/18/20 | E6698 | JAMES J HAWTHORNE | 01005605335000 | 366 | AUG19-MAR20 MILEAGE | 0.00 | 157.72 |
| TOTAL CHECK | | | | | | | | | 218.09 |
| A101.00 | V15893 | 11/18/20 | E5185 | RONALD G MICHALETZ | 01532810000000 | 320 | OCT20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15894 | 11/18/20 | E10520 | MATTHEW K MOSBY | 01529810000000 | 320 | OCT20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15895 | 11/18/20 | E20387 | FEHINTOLA BOSEDE OL | 01005109000000 | 366 | MILEAGE | 0.00 | 19.44 |
| A101.00 | V15895 | 11/18/20 | E20387 | FEHINTOLA BOSEDE OL | 01005109000000 | 320 | JUN-OCT20 CELL PHON | 0.00 | 207.31 |
| TOTAL CHECK | | | | | | | | | 226.75 |
| A101.00 | V15898 | 11/24/20 | E11196 | KRISTIN R BENNETT | 01527203000053 | 430 | GRADE LEVEL BOOKS | 0.00 | 160.00 |
| A101.00 | V15899 | 11/24/20 | E14952 | ANN M CARLSON | 01005105000000 | 820 | LICENSE APPLICATION | 0.00 | 91.95 |
| A101.00 | V15900 | 11/24/20 | E15078 | RA CHHOTH | 01005110000000 | 320 | NOV20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15901 | 11/24/20 | E9407 | BRETT COPE | 01005810000000 | 320 | OCT20 CELL PHONE | 0.00 | 52.81 |
| A101.00 | V15902 | 11/24/20 | E13763 | JULIE M GABRIELSON | 01005850000830 | 320 | NOV20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15903 | 11/24/20 | E10825 | JOLYNN S GAMBLE | 01532203000000 | 430 | NOVELS FOR 3RD GRD | 0.00 | 137.80 |
| A101.00 | V15904 | 11/24/20 | E15524 | GRETCHEN L GOSH | 01021640316000 | 366 | SCHOOL NURSES MN CO | 0.00 | 50.00 |
| A101.00 | V15906 | 11/24/20 | E21153 | STEPHANIE JANASKO | 01021640316000 | 366 | SCHOOL NURSE MN CON | 0.00 | 50.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|--------------------|----------|----------|--------|---------------------|----------------|-------|---------------------|-----------|--------------|
| A101.00 | V15907 | 11/24/20 | E14116 | THOMAS J JOHNSTON | 01005630000000 | 320 | OCT20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15908 | 11/24/20 | E14463 | ROXANNE ANDREE MAY | 01005203154000 | 401 | SUPPLIES | 0.00 | 200.00 |
| A101.00 | V15909 | 11/24/20 | E14815 | ALYSSA C MEANS | 01529203000000 | 460 | RAZ KIDS SUBSCRIPTI | 0.00 | 115.45 |
| A101.00 | V15910 | 11/24/20 | E21115 | CARA RIECKENBERG | 01529203000000 | 460 | TFK SUBSCRIPTIONS | 0.00 | 124.60 |
| A101.00 | V15911 | 11/24/20 | E13325 | ROBERT L SCHWARTZ | 01005105000000 | 820 | LICENSE APPLICATION | 0.00 | 91.95 |
| A101.00 | V15912 | 11/24/20 | E21096 | LINNEA SHAW | 01529203000000 | 460 | BOOKS: RAZKIDS | 0.00 | 115.45 |
| A101.00 | V15913 | 11/24/20 | E5184 | NORMAN F VANDERLIND | 01005810000000 | 320 | JUL-SEP20 CELL PHON | 0.00 | 157.71 |
| TOTAL CASH ACCOUNT | | | | | | | | 0.00 | 1,927,743.48 |
| TOTAL FUND | | | | | | | | 0.00 | 1,927,743.48 |

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FUND - 02 - FOOD SERVICES

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|--------------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|------------|
| A101.00 | 379052 | 11/04/20 | 32770 | BRIDGET DEVOGEL | 02005770701000 | R601 | LUNCH ACCT REFUND | 0.00 | 89.85 |
| A101.00 | 379061 | 11/04/20 | 32091 | COMMERCIAL KITCHEN | 02005770701000 | 350 | SER: BOOSTER HEATER | 0.00 | 295.00 |
| A101.00 | 379177 | 11/11/20 | 32091 | COMMERCIAL KITCHEN | 02005770701000 | 350 | PIPE REPLACEMENT DW | 0.00 | 3,978.38 |
| A101.00 | 379277 | 11/18/20 | 32793 | ANN KADUE | 02005770701000 | R601 | LUNCH ACCT REFUND | 0.00 | 146.70 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770705000 | 299 | MGMT FRINGE-OCT20 B | 0.00 | 1,852.24 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 299 | MGMT FRINGE-OCT20 L | 0.00 | 3,760.62 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770705000 | 305 | MGMT LABOR-OCT20 BK | 0.00 | 5,495.71 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 305 | OCT20 ADULT A LA CA | 0.00 | 7,061.98 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 305 | MGMT LABOR-OCT20 LU | 0.00 | 10,668.13 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770705000 | 305 | OCT20 SUMMER BKF | 0.00 | 26,214.40 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 305 | OCT20 SUMMER LUN | 0.00 | 55,237.58 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 305 | OCT20 ADULT A LA CA | 0.00 | 143.59 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 305 | EPS CR DOD | 0.00 | -7,043.17 |
| A101.00 | 379293 | 11/18/20 | 27269 | CHARTWELLS DINING S | 02005770701000 | 305 | CR 093020 K29150065 | 0.00 | -3,000.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 100,391.08 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 02005770701000 | 350 | DUPLICATE PAYMENT | 0.00 | -93.86 |
| A101.00 | 379305 | 11/18/20 | 09346 | GRAINGER | 02005770701000 | 350 | DUPLICATE PAYMENT | 0.00 | -36.60 |
| TOTAL CHECK | | | | | | | | 0.00 | -130.46 |
| A101.00 | 379306 | 11/18/20 | 02900 | GRAYBAR ELECTRIC CO | 02005770701000 | 350 | KITCHEN REPAIR | 0.00 | 909.80 |
| A101.00 | 379319 | 11/18/20 | 32794 | JILL HEEBNER | 02005770701000 | R601 | LUNCH ACCT REFUND | 0.00 | 60.20 |
| A101.00 | 379391 | 11/24/20 | 16244 | EDINA EDUCATION FUN | 02005770707000 | 401 | MEALFUND COVID BOXE | 0.00 | 2,384.94 |
| TOTAL CASH ACCOUNT | | | | | | | | 0.00 | 108,125.49 |
| TOTAL FUND | | | | | | | | 0.00 | 108,125.49 |

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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 | 379062 | 11/04/20 | 31583 | CRAIG CHRISTIAN CRO | 04005585362501 | 305 | F09-116, F09-117 | 0.00 | 944.20 |
| A101.00 | 379072 | 11/04/20 | 30811 | FITNESS BOOMERS | 04005585332000 | 305 | FALL 2020 | 0.00 | 1,032.50 |
| A101.00 | 379074 | 11/04/20 | 25535 | FUTURA LANGUAGE PRO | 04005585332000 | 305 | FALL SPANISH | 0.00 | 1,800.00 |
| A101.00 | 379096 | 11/04/20 | 31778 | KAETHE BIRKNER | 04008505321503 | 305 | 202-1 | 0.00 | 263.34 |
| A101.00 | 379098 | 11/04/20 | 31402 | KATHERINE ANN ZUCCA | 04008505321503 | 305 | 206-1, 215-1, 215-2 | 0.00 | 987.00 |
| A101.00 | 379099 | 11/04/20 | 30919 | KATHLEEN POVOLNY | 04008505321502 | 305 | PHOTO ORG | 0.00 | 20.00 |
| A101.00 | 379103 | 11/04/20 | 32349 | LYNNAE GUDMUNDSON | 04005585332000 | 305 | F09-132 | 0.00 | 225.00 |
| A101.00 | 379111 | 11/04/20 | 31879 | MEYER INK SCREEN PR | 04005585332000 | 305 | TSHIRT PRINTING CHE | 0.00 | 760.70 |
| A101.00 | 379114 | 11/04/20 | 30174 | MIKKONEN MUSIC LLC | 04005585332000 | 305 | OCT MUSIC LESSONS | 0.00 | 6,502.50 |
| A101.00 | 379132 | 11/04/20 | 93174 | SAFEWAY DRIVING SCH | 04005585332000 | 305 | F10-01 | 0.00 | 5,525.00 |
| A101.00 | 379137 | 11/04/20 | 31815 | HOPKINS SPORTS CAMP | 04005585332000 | 305 | F10-114, F10-116 | 0.00 | 944.00 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04005582344000 | 401 | FAMILY CENTER 2 | 0.00 | 40.62 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04526570154000 | 320 | KIDS CLUB CONCORD | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04005585362502 | 320 | COMMUNITY ED | 0.00 | 6.24 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04527570154000 | 320 | KIDS CLUB CORNELIA | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04528570154000 | 320 | KIDS CLUB COUNTRYSI | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04529570154000 | 320 | KIDS CLUB HIGHLANDS | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04533570154000 | 320 | KIDS CLUB NORMANDAL | 0.00 | 22.41 |
| A101.00 | 379145 | 11/04/20 | 27819 | T-MOBILE | 04532570154000 | 320 | KIDS CLUB CREEK VAL | 0.00 | 22.41 |
| TOTAL CHECK | | | | | | | | 0.00 | 181.32 |
| A101.00 | 379150 | 11/04/20 | 26346 | VON FELDEN TERRI | 04005585362501 | 305 | F09-114, F09-115 | 0.00 | 814.45 |
| A101.00 | 379179 | 11/11/20 | 11744 | CULLIGAN BOTTLED WA | 04005505321000 | 305 | REMOVALCREDIT NOV-J | 0.00 | -378.12 |
| A101.00 | 379179 | 11/11/20 | 11744 | CULLIGAN BOTTLED WA | 04005505321000 | 305 | COOLER RENTAL AUG-J | 0.00 | 504.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 125.88 |
| A101.00 | 379186 | 11/11/20 | 22631 | EDINBOROUGH PARK | 04008505321503 | 305 | OCT POOL | 0.00 | 840.00 |
| A101.00 | 379203 | 11/11/20 | 32075 | HUDSON MAGIC LLC | 04005585332000 | 305 | F10-05 | 0.00 | 165.00 |
| A101.00 | 379205 | 11/11/20 | 20605 | INNOVATIVE OFFICE S | 04005505321000 | 530 | MONITOR STAND - EDG | 0.00 | 752.00 |
| A101.00 | 379205 | 11/11/20 | 20605 | INNOVATIVE OFFICE S | 04005505321000 | 401 | OFFICE SUPPLIES | 0.00 | 29.71 |
| A101.00 | 379205 | 11/11/20 | 20605 | INNOVATIVE OFFICE S | 04005505321000 | 401 | NAME PLATES | 0.00 | 47.22 |
| A101.00 | 379205 | 11/11/20 | 20605 | INNOVATIVE OFFICE S | 04005505321000 | 401 | SUPPLIES | 0.00 | 181.99 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,010.92 |
| A101.00 | 379218 | 11/11/20 | 24592 | KIDCREATE STUDIO | 04005585332000 | 305 | ART KITS | 0.00 | 96.00 |
| A101.00 | 379241 | 11/11/20 | 28601 | PHOENIX SCHOOL COUN | 04001590353000 | 305 | SVC GR7/8 AVAIL Q2 | 0.00 | 2,444.40 |
| A101.00 | 379241 | 11/11/20 | 28601 | PHOENIX SCHOOL COUN | 04007590353000 | 305 | SVC GR7/8 OLG Q2 | 0.00 | 9,009.36 |

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FUND - 04 - COMMUNITY SERVICE FUND

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|--------------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| TOTAL CHECK | | | | | | | | 0.00 | 11,453.76 |
| A101.00 | 379265 | 11/11/20 | 20097 | UPPER LAKES FOODS I | 04527570321000 | 490 | KC SNACKS | 0.00 | 882.84 |
| A101.00 | 379278 | 11/18/20 | 30511 | ARTEDUTC LLC | 04005585332000 | 305 | F09-110/1,F10-113/8 | 0.00 | 547.00 |
| A101.00 | 379297 | 11/18/20 | 27150 | DEBERG WILLIAM M | 04005585332000 | 305 | F11-129 | 0.00 | 787.50 |
| A101.00 | 379312 | 11/18/20 | 20605 | INNOVATIVE OFFICE S | 04005505321000 | 530 | 11 MOUNTS = EDGE2SL | 0.00 | 4,136.00 |
| A101.00 | 379359 | 11/18/20 | 31815 | HOPKINS SPORTS CAMP | 04005585332000 | 305 | SEPT/OCT SPORTS | 0.00 | 7,720.00 |
| A101.00 | 379367 | 11/18/20 | 20097 | UPPER LAKES FOODS I | 04527570321000 | 490 | KC SNACKS | 0.00 | 50.00 |
| A101.00 | 379367 | 11/18/20 | 20097 | UPPER LAKES FOODS I | 04526570321000 | 490 | KC SNACKS | 0.00 | 50.00 |
| A101.00 | 379367 | 11/18/20 | 20097 | UPPER LAKES FOODS I | 04533570321000 | 490 | KC SNACKS | 0.00 | 674.30 |
| A101.00 | 379367 | 11/18/20 | 20097 | UPPER LAKES FOODS I | 04529570321000 | 490 | KC SNACKS | 0.00 | 949.95 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,724.25 |
| A101.00 | 379385 | 11/24/20 | 27150 | DEBERG WILLIAM M | 04005585332000 | 305 | F11-117 | 0.00 | 2,041.90 |
| A101.00 | 379407 | 11/24/20 | 27194 | INGINA LLC | 04005585332000 | 305 | IN PERSON STEAM | 0.00 | 464.00 |
| A101.00 | 379407 | 11/24/20 | 27194 | INGINA LLC | 04005585332000 | 305 | ONLINE CODING CLUB | 0.00 | 1,050.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,514.00 |
| A101.00 | 379416 | 11/24/20 | 23467 | MAYER ARTS INC | 04005585332000 | 305 | F11-152/122/170 | 0.00 | 895.20 |
| A101.00 | 379435 | 11/24/20 | 93174 | SAFEWAY DRIVING SCH | 04005585362503 | 305 | F11-02 | 0.00 | 6,500.00 |
| A101.00 | 379441 | 11/24/20 | 32791 | SPYGLASS CREATIVE I | 04005590321502 | 305 | POSITIONING OPS | 0.00 | 15,000.00 |
| A101.00 | 379449 | 11/24/20 | 20097 | UPPER LAKES FOODS I | 04526570321000 | 490 | KC SNACKS | 0.00 | 55.99 |
| A101.00 | 379449 | 11/24/20 | 20097 | UPPER LAKES FOODS I | 04528570321000 | 490 | KC SNACKS | 0.00 | 1,038.49 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,094.48 |
| A101.00 | V15859 | 11/04/20 | E20806 | MARCY A BECKMAN | 04527570321000 | 401 | CLASSROOM SUPPLIES | 0.00 | 23.00 |
| A101.00 | V15874 | 11/04/20 | E12312 | MARA A MARINOVICH | 04527570321000 | 401 | SUPPLIES-CANDY/POPC | 0.00 | 13.16 |
| A101.00 | V15878 | 11/04/20 | E20534 | OWEN THOMPSON | 04527570321000 | 401 | SUPPLIES-CANDY/GAME | 0.00 | 44.07 |
| A101.00 | V15882 | 11/11/20 | E10461 | VALERIE E BURKE | 04005505321000 | 320 | SEP-OCT20 CELL PHON | 0.00 | 130.00 |
| A101.00 | V15896 | 11/18/20 | E6248 | CAROLYN PROCTOR | 04005570321000 | 320 | SEP20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15897 | 11/18/20 | E14631 | CARYNN R ROEHRICK | 04005590321501 | 320 | OCT20 CELL PHONE | 0.00 | 65.00 |
| A101.00 | V15905 | 11/24/20 | E20647 | RACHEL M HICKS | 04005570321000 | 320 | JUL-NOV20 CELL PHON | 0.00 | 325.00 |
| TOTAL CASH ACCOUNT | | | | | | | | 0.00 | 77,199.97 |
| TOTAL FUND | | | | | | | | 0.00 | 77,199.97 |

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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 | 379055 | 11/04/20 | 18771 | CDW GOVERNMENT | 06005870795711 | 556 | QUOTE LRRP172 | 0.00 | 299.50 |
| A101.00 | 379055 | 11/04/20 | 18771 | CDW GOVERNMENT | 06005870795724 | 556 | QUOTE LSCP595 | 0.00 | 200.19 |
| TOTAL CHECK | | | | | | | | 0.00 | 499.69 |
| A101.00 | 379092 | 11/04/20 | 20880 | IXL LEARNING | 06005870795000 | 406 | IXL UPGRADE- | 0.00 | 5,693.00 |
| A101.00 | 379143 | 11/04/20 | 17231 | TIERNEY BROTHERS IN | 06005870795754 | 555 | QUOTE 191213 | 0.00 | 402.00 |
| A101.00 | 379143 | 11/04/20 | 17231 | TIERNEY BROTHERS IN | 06005870795722 | 556 | QUOTE 187507 | 0.00 | 38,813.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 39,215.00 |
| A101.00 | 379161 | 11/11/20 | 31989 | ADMIRAL COATINGS, I | 06008867380000 | 520 | ECC RENO 2020 WS 09 | 0.00 | 33,007.86 |
| A101.00 | 379166 | 11/11/20 | 30804 | B&D ASSOCIATES, INC | 06008867380000 | 520 | ECC RENO 2020 WS 04 | 0.00 | 9,500.00 |
| A101.00 | 379172 | 11/11/20 | 28625 | CAPITAL CITY GLASS, | 06008867380000 | 305 | ECC RENO 2020 WS 08 | 0.00 | 23,996.05 |
| A101.00 | 379173 | 11/11/20 | 22896 | CD TILE & STONE INC | 06008867380000 | 305 | ECC RENO 2020 WS 09 | 0.00 | 71,060.00 |
| A101.00 | 379174 | 11/11/20 | 10363 | CENTRAL ROOFING COM | 06008867380000 | 520 | ECC RENO 2020 WS 07 | 0.00 | 56,851.46 |
| A101.00 | 379176 | 11/11/20 | 32077 | COMMERCIAL DRYWALL | 06008867380000 | 520 | ECC 2020 RENO WS 09 | 0.00 | 95,791.58 |
| A101.00 | 379178 | 11/11/20 | 29089 | CONSTRUCTION SYSTEM | 06020867380000 | 520 | VV 2020 RENO WS 05- | 0.00 | 9,234.63 |
| A101.00 | 379184 | 11/11/20 | 22552 | EBERT CONSTRUCTION | 06020867380000 | 520 | VV 2020 RENO WS 13- | 0.00 | 23,555.25 |
| A101.00 | 379184 | 11/11/20 | 22552 | EBERT CONSTRUCTION | 06008867380000 | 520 | ECC RENO 2020 WS 06 | 0.00 | 34,744.67 |
| TOTAL CHECK | | | | | | | | 0.00 | 58,299.92 |
| A101.00 | 379200 | 11/11/20 | 28972 | HIGH FIVE ERECTORS | 06008867380000 | 520 | ECC 2020 RENO WS 05 | 0.00 | 97,492.80 |
| A101.00 | 379208 | 11/11/20 | 20880 | IXL LEARNING | 06005870795000 | 406 | UPGRADE QUOTE- 9320 | 0.00 | 2,250.00 |
| A101.00 | 379217 | 11/11/20 | 32078 | KELLINGTON CONSTRUC | 06008867380000 | 520 | ECC RENO 2020 WS 02 | 0.00 | 26,837.50 |
| A101.00 | 379217 | 11/11/20 | 32078 | KELLINGTON CONSTRUC | 06008867380000 | 520 | ECC RENO 2020 WS 02 | 0.00 | 53,598.76 |
| TOTAL CHECK | | | | | | | | 0.00 | 80,436.26 |
| A101.00 | 379219 | 11/11/20 | 22320 | KRAUS-ANDERSON CONS | 06020870380000 | 305 | VV-SITE SERVICES | 0.00 | 31,600.00 |
| A101.00 | 379219 | 11/11/20 | 22320 | KRAUS-ANDERSON CONS | 06008867380000 | 305 | ECC-SITE SERVICES | 0.00 | 56,100.00 |
| A101.00 | 379219 | 11/11/20 | 22320 | KRAUS-ANDERSON CONS | 06020870380000 | 305 | VV-CONST MGMT SER | 0.00 | 5,500.00 |
| A101.00 | 379219 | 11/11/20 | 22320 | KRAUS-ANDERSON CONS | 06020870380000 | 520 | VV-GEN CONDITIONS | 0.00 | 7,135.81 |
| A101.00 | 379219 | 11/11/20 | 22320 | KRAUS-ANDERSON CONS | 06008867380000 | 305 | ECC-CONST MGMT SER | 0.00 | 20,100.00 |
| A101.00 | 379219 | 11/11/20 | 22320 | KRAUS-ANDERSON CONS | 06008867380000 | 520 | ECC-GEN CONDITIONS | 0.00 | 20,126.73 |
| TOTAL CHECK | | | | | | | | 0.00 | 140,562.54 |
| A101.00 | 379221 | 11/11/20 | 28894 | LAKETOWN ELECTRIC C | 06020867380000 | 520 | VV 2020 RENO WS 26- | 0.00 | 70,680.00 |
| A101.00 | 379225 | 11/11/20 | 10090 | MACKIN EDUCATIONAL | 06005870795731 | 556 | PLAYAWAY REPAIR | 0.00 | 19.99 |
| A101.00 | 379226 | 11/11/20 | 31991 | MANOR ELECTRIC INC. | 06008867380000 | 520 | ECC RENO 2020 WS 26 | 0.00 | 261,300.72 |
| A101.00 | 379234 | 11/11/20 | 18615 | NAC | 06008867380000 | 520 | ECC RENO 2020 WS 23 | 0.00 | 959,964.08 |

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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 | 379235 | 11/11/20 | 29011 | NEW LOOK CONTRACTIN | 06020867380000 | 520 | VV 2020 RENO WS 31- | 0.00 | 257,490.85 |
| A101.00 | 379240 | 11/11/20 | 28985 | PETERSON SHEET META | 06020867380000 | 520 | VV 2020 RENO WS 23- | 0.00 | 240,186.79 |
| A101.00 | 379248 | 11/11/20 | 28970 | RTL CONSTRUCTION,IN | 06020867380000 | 520 | VV 2020 RENO WS 09- | 0.00 | 70,951.00 |
| A101.00 | 379252 | 11/11/20 | 32099 | SONUS INTERIORS INC | 06008867380000 | 520 | ECC 2020 RENO WS 09 | 0.00 | 23,750.00 |
| A101.00 | 379256 | 11/11/20 | 22773 | SUMMIT FIRE PROTECT | 06008867380000 | 520 | ECC RENO WS 21-A | 0.00 | 10,935.92 |
| A101.00 | 379272 | 11/11/20 | 32561 | WOODSIDE INDUSTRIES | 06020867380000 | 520 | VV 2020 RENO WS 12- | 0.00 | 875.43 |
| A101.00 | 379272 | 11/11/20 | 32561 | WOODSIDE INDUSTRIES | 06008867380000 | 520 | ECC 2020 RENO WS 12 | 0.00 | 6,876.12 |
| TOTAL CHECK | | | | | | | | 0.00 | 7,751.55 |
| A101.00 | 379275 | 11/11/20 | 32171 | YAMRY CONSTRUCTION | 06020867380000 | 520 | VV 2020 RENO WS 06- | 0.00 | 1,828.75 |
| A101.00 | 379284 | 11/18/20 | 00649 | BEST BUY BUSINESS A | 06005850795711 | 556 | 14 DEVICES-WEB PURC | 0.00 | 1,400.00 |
| A101.00 | 379284 | 11/18/20 | 00649 | BEST BUY BUSINESS A | 06005850795711 | 556 | 15 DEVICES-WEB PURC | 0.00 | 2,250.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 3,650.00 |
| A101.00 | 379289 | 11/18/20 | 18771 | CDW GOVERNMENT | 06005870795000 | 305 | CUBE CONFIGURATION | 0.00 | 1,440.00 |
| A101.00 | 379296 | 11/18/20 | 30917 | DARK KNIGHT SOLUTIO | 06005870795000 | 305 | SEC ADVISOR SER-NOV | 0.00 | 350.00 |
| A101.00 | 379304 | 11/18/20 | 28037 | GOPHER STATE ONE-CA | 06005870795754 | 555 | OCT20 BILLED TICKET | 0.00 | 106.65 |
| A101.00 | 379329 | 11/18/20 | 10090 | MACKIN EDUCATIONAL | 06005870795000 | 406 | WHAT DOES THE PRESI | 0.00 | 77.60 |
| A101.00 | 379330 | 11/18/20 | 31991 | MANOR ELECTRIC INC. | 06005870795754 | 555 | WIREMOLD SLEEVES | 0.00 | 965.03 |
| A101.00 | 379338 | 11/18/20 | 26228 | MINNESOTA MEMORY IN | 06005870795731 | 556 | LENOVO 500 E SCREEN | 0.00 | 535.90 |
| A101.00 | 379345 | 11/18/20 | 22439 | OFFICE OF MN IT SER | 06005870795754 | 556 | WIDE AREA NETWORK S | 0.00 | 1,641.85 |
| A101.00 | 379346 | 11/18/20 | 31228 | OPENTEXT INC | 06005870795000 | 305 | FEEES FOR OCT20 | 0.00 | 156.11 |
| A101.00 | 379350 | 11/18/20 | 06953 | PREMIUM WATERS INC | 06005870795000 | 305 | WATER FOR DMTS | 0.00 | 12.00 |
| A101.00 | 379351 | 11/18/20 | 32161 | PRIME SOLUTIONS, LL | 06020870380000 | 520 | ADDITIONAL CLEANING | 0.00 | 2,056.42 |
| A101.00 | 379351 | 11/18/20 | 32161 | PRIME SOLUTIONS, LL | 06020870380000 | 520 | ADDITIONAL CLEANING | 0.00 | 3,749.93 |
| A101.00 | 379351 | 11/18/20 | 32161 | PRIME SOLUTIONS, LL | 06020870380000 | 520 | ADDITIONAL CLEANING | 0.00 | 967.73 |
| TOTAL CHECK | | | | | | | | 0.00 | 6,774.08 |
| A101.00 | 379368 | 11/18/20 | 31934 | VOCABULARYSPELLINGC | 06005870795000 | 406 | QUOTE 00017757 | 0.00 | 841.50 |
| A101.00 | 379374 | 11/24/20 | 26629 | ASSETGENIE, INC | 06005870795731 | 556 | QUOTE 274108 | 0.00 | 149.00 |
| A101.00 | 379374 | 11/24/20 | 26629 | ASSETGENIE, INC | 06005870795731 | 556 | QUOTE 273498 | 0.00 | 129.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 278.00 |
| A101.00 | 379404 | 11/24/20 | 30662 | HIGH POINT NETWORKS | 06005870795754 | 555 | ALL ITEMS OUTLINED | 0.00 | 24,521.00 |
| A101.00 | 379420 | 11/24/20 | 15817 | MINITEX - UNIVERSIT | 06005870795742 | 555 | SYMBOLGY LABELS/SH | 0.00 | 143.00 |

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FUND - 06 - CONSTRUCTION FUND

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
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| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 06005870795000 | 556 | DYNAMO LW ADDRESS L | 0.00 | 57.64 |
| A101.00 | 379425 | 11/24/20 | 04661 | OFFICE DEPOT INC | 06005870795000 | 556 | BIC WITE-OUT CORREC | 0.00 | 11.80 |
| TOTAL CHECK | | | | | | | | 0.00 | 69.44 |
| A101.00 | 379428 | 11/24/20 | 22297 | PARALLEL TECHNOLOGI | 06008867380000 | 305 | ECC SEC-QU13898 | 0.00 | 11,160.12 |
| A101.00 | 379431 | 11/24/20 | 15331 | PRAIRIE ELECTRIC CO | 06005870795754 | 555 | CS-DUPLEX RECEPACL | 0.00 | 268.88 |
| A101.00 | 379432 | 11/24/20 | 32161 | PRIME SOLUTIONS, LL | 06020870380000 | 520 | 2020 CLEANING-VV | 0.00 | 25,650.17 |
| A101.00 | 379444 | 11/24/20 | 26581 | THE MCDOWELL AGENCY | 06008867380000 | 520 | CONTRUCTION (F&G) | 0.00 | 120.40 |
| TOTAL CASH ACCOUNT | | | | | | | | 0.00 | 2,707,512.17 |
| TOTAL FUND | | | | | | | | 0.00 | 2,707,512.17 |
| TOTAL REPORT | | | | | | | | 0.00 | 4,820,581.11 |



Board Meeting Date: 12/14/2020

TITLE: Lease Agreement with West Metro Credit Union

TYPE: Consent

PRESENTER(S): Valerie Burke, Director of Edina Community Education Services

BACKGROUND: The term of the lease is January 1, 2021 through June 30, 2021. The rent will total \$4,458.

RECOMMENDATION: Approve the leasing of premises on the 3rd floor of the Edina Community Center to the West Metro Credit Union, and authorize Board Chair to sign the lease agreement.

ATTACHMENTS:

1. Lease Agreement

BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT (“Lease”) is made as of the 1st day of December, 2020, by and between Independent School District No. 273, Edina Public Schools (“Landlord”) and West Metro Credit Union, (“Tenant”).

WHEREAS, the Landlord owns the building located at 5701 Normandale Road, Edina, MN 55424;

WHEREAS, the Tenant seeks space to conduct its operations; and

WHEREAS, the parties desire to provide for the ongoing use of said building.

NOW THEREFORE, the parties agree to the following:

1. **Leased Premises.**

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map)(“Leased Premises”) in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 (“Building”). The Leased Premises is approximately 770 square feet on the 3rd floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

1.2 The Tenant is taking the Leased Premises in “AS IS” condition and the Landlord is under no obligation to make any alterations, additions, improvements, or decoration in or to the Leased Premises, except as provided in the Lease.

2. **Term.**

2.1 The term of this Lease (“Term”) will be 6 months, beginning January 1, 2021, and termination on June 30, 2021.

3. **Use.**

3.1 The Tenant may use and occupy the Leased Premises solely for its operations described herein: organizational offices, including any and all activities that are reasonably related to these described operations. The Tenant will not use or permit the Premises to be used for any other purpose(s) without the prior written consent of the Landlord.

3.2 The Tenant must familiarize itself with and adhere to the Landlord’s policies, including but not limited to its policies on non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord’s website or upon the written request of the Tenant.



DEFINING EXCELLENCE

3.3 The Tenant agrees to be responsible for the costs of any repair and all damage caused by the Tenant's use of the Leased Premises.

3.4 The Landlord closes the Building and its premises, including the Leased Premises, on holidays. The Landlord will inform the Tenant of these holidays.

4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing January 1, 2021 and continuing through June 30, 2021, the 6 month base rent is \$4,458. The Tenant will pay Monthly Base Rent equal to \$743.

4.2 The Monthly Base Rent is due and payable by the Tenant in advance on the first day of each calendar month during the Term of this Lease, or any extension or renewal thereof, at the office of Landlord at 5701 Normandale Road, Edina, Minnesota 55424, or at such other place as the Landlord may designate, with written notice of designation to the Tenant.

4.3 In the event of any fractional calendar month at the beginning or termination of the Term, the Tenant will pay for each day in such partial month a rental equal to 1/30 of the Monthly Base Rent. All Base Rent and all additional rent or other charges payable by the Tenant pursuant to the terms of this Lease that are not paid within five days after the amounts are due will bear interest from the date due at the rate of (18%) per annum or the highest rate permitted by law, whichever is lower.

5. Common Areas.

5.1 The Tenant agrees that the use of the Common Areas, including but not limited to all halls, passageways, elevators, restrooms, parking areas and landscaped areas in the Building or its premises ("Common Areas"), by the Tenant or the Tenant's volunteers, employees, patients, guests or invitees, are subject to the applicable policies, rules, and regulations as may from time to time be made by the Landlord for the safety, comfort and convenience of the owners, occupants, tenants and business invitees of the Building. Use of the roof of the Building is reserved exclusively for the Landlord. The Tenant agrees that no awnings or shades will be used upon the Leased Premises except such as may be approved by the Landlord and that the exterior appearance of all window coverings will conform to Building standard as established by the Landlord.

5.2 In addition to the Leased Premises, the Tenant has the right of non-exclusive use, in common with others, of (1) certain automobile parking areas (as identified in Exhibit B), so long as such areas are available for and designated by the Landlord for parking, driveways and footways, and (2) loading facilities, freight elevators and other facilities as may be constructed and designated, from time to time, by the Landlord. All usage is subject to the terms and conditions of this Lease and to reasonable rules and regulations including, but not limited to, rules and regulations with respect to employee parking for the use thereof as prescribed from time to time by the Landlord. The Landlord reserves the right to charge the Tenant and its volunteers, employees, patients, guests or invitees for use of reserved parking areas, to relocate such parking areas and to terminate the use of any portion of the Land for parking.

5.3 The Landlord will not be responsible for any loss, theft or damage to vehicles or contents thereof, parked or left in the parking areas of the Building.



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5.4 The Tenant agrees not to use or permit its volunteers, employees, patients, guests or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

5.5. The Tenant will give the Landlord notice within 48 hours of becoming aware of any defect in the Common Areas.

6. Utilities and Service.

6.1 The Landlord provides normal heating and air conditioning for the Leased Premises during the hours of 7:00 a.m. through 10:00 p.m. on Mondays through Fridays, and 8:00 a.m. through 3:00 p.m. on Saturdays and Sundays (“Normal Operating Hours”) as required for normal comfort and in accordance with Minnesota energy use guidelines (holidays excepted).

6.2 The Landlord provides electricity as necessary for normal office use.

6.3 The Tenant will not install any type of air conditioning equipment or units without the prior written consent of Landlord, which consent will be within Landlord's sole discretion.

6.4 The Landlord will provide hot and cold water for normal restroom use and for limited employee coffee/tea services installed in accordance with Landlord's rules and regulations from time to time established. Landlord shall provide normal janitorial service on Mondays through Fridays (holidays excepted).

6.5 The Landlord agrees to furnish, at its sole cost and expense, all lamps, bulbs, tubes, starters and ballasts in connection with the lighting of the Leased Premises.

6.6 No temporary interruption or failure of utility or other services incidental to the making of repairs, alterations or improvements or due to accidents or strike or conditions or events not under the Landlord's reasonable control will be deemed as an eviction of the Tenant or relieve the Tenant from any of its obligations hereunder.

6.7 If the Landlord reasonably determines that the use by the Tenant of any utility or other service in the Leased Premises is disproportionate to the use of other tenants, the Landlord may charge the Tenant its share for the cost thereof from a date reasonably determined by the Landlord to take equitable account of the disproportionate use.

6.8 Any use of the Building by the Tenant, its employees, agents, students, or invitees not within the Normal Operating Hours as set forth above, or as a result of any extracurricular activity sponsored by or associated with the Tenant, may result in additional rent and charges for the cost of such additional utilities and service required as described herein. In addition to the foregoing, these additional charges may include any cost incurred by the Landlord as a result of labor, security, or other precautions necessary by the Landlord to protect the Landlord's and other tenants' property prior to or during any of the foregoing uses by the Tenant. These additional rents will be in an amount as reasonably determined by the Landlord. These additional rents will be due and payable by the Tenant upon receipt from the Landlord of such amount and upon the same terms and conditions as Monthly Base Rent pursuant to Paragraph 4. The Tenant will contact the Landlord prior to any use outside of the Normal Operating Hours of use to establish the terms of such use.



DEFINING EXCELLENCE

7. Non-Liability of Landlord.

7.1 Except in the event of negligence of the Landlord, its agents, employees or contractors, the Landlord is not liable for any loss or damage resulting from or caused by any failure to furnish heat, electricity, water, gas, air conditioning or sprinkler system, nor for any other reason for any consequential damage arising from interruption of any utility or services, nor is the Landlord liable for personal injury, death or any damage from any cause about the Leased Premises or the Building.

8. Care of Premises.

8.1 The Tenant agrees to keep the Leased Premises in as good condition and repair as they were in at the time the Tenant took possession of same, reasonable wear and tear and damage from fire and other casualty for which insurance is procured excepted.

8.2 The Tenant agrees to keep the Leased Premises in a clean and sanitary condition.

8.3 The Tenant agrees not to commit any nuisance or waste on the Leased Premises, overload the structural elements of the Leased Premises or facilities, throw foreign substances in plumbing facilities, or waste any of the utilities furnished by the Landlord.

8.4 The Tenant agrees to adhere to the Landlord's policies, rules, and regulations, as promulgated and amended from time to time, including but not limited to its: non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

8.5 The Tenant agrees not to overload the electrical, water and/or plumbing facilities installed by the Landlord.

8.6 The Tenant agrees to provide the necessary security, including labor, necessary to protect the Landlord and other tenants' premises and property prior to and during any extracurricular activity either associated with or sponsored by the Tenant.

8.7 If the Tenant fails to keep and preserve the Leased Premises in the state of condition required by the provisions of this Lease, the Landlord may at its option put or cause the same to be put into the condition and state of repair agreed upon, and in such case the Tenant, on demand, will pay the Landlord the cost thereof plus 18% for Landlord's overhead.

9. Non-permitted Usage.

9.1 The Tenant agrees to use the Leased Premises and Common Areas only for those purposes set forth by the Lease.

9.2 The Tenant agrees to ensure that neither it nor any person whose presence on the Leased Premises or in the Common Areas is related to the Tenant's use of the Premises or Common Areas will commit or permit any act to be performed on the Premises or in Common Areas that (1) violates law; (2) violates the Landlord's policy; (3) may cause an increase in Landlord's insurance rates for the Building; and/or (4) is in violation of any provision of any Landlord's insurance policies for the Building.

9.3 In many cases possession of a firearm on school property, even by a person authorized by permit to carry such a firearm, is illegal. By signing this lease, the Tenant agrees to familiarize itself with the statutory restrictions on possession such a weapon on school property and enforcing those provisions.

9.4 The Tenant agrees to ensure that neither it nor any person whose present on the Leased Premises or in the Common Areas is related to Tenant's use of the Leased Premises or Common Areas disturbs other occupants of the Building or permits the occurrence of any act in the Building or commons areas that causes or threatens injury to persons or property.

10. Assignment.

10.1 The Tenant will not assign this Lease without the prior written consent of the Landlord, which consent is entirely in the Landlord's discretion. The prior written consent of the Landlord in one instance does not constitute a waiver of the Landlord's rights under this paragraph to any subsequent assignment, subletting, or licensing.

10.2 The Landlord's right to assign this Lease is unqualified. Upon any sale or transfer of the Landlord's interest in the Building and provided the purchaser assumes all obligations under this Lease, the Landlord will thereupon be entirely freed of all obligations of the Landlord hereunder and will not be subject to any liability resulting from any act or omission or event occurring after such conveyance.

11. Loss by Casualty.

11.1 If all or a part of the Leased Premises and/or the Building are damaged or destroyed by fire or other casualty, the Landlord has the right to terminate this Lease, provided, the Landlord gives written notice thereof to the Tenant within 180 days after such damage or destruction.

11.2 If the Lease is not terminated by the Landlord as provided, then the Landlord, will, at its own expense, restore the Leased Premises and the Building to as near the condition that existed immediately prior to such damage or destruction as is reasonably possible; provided, however, the Landlord is not responsible for the restoration, repair and replacement of the Tenant's fixtures, personal property, equipment or improvements made by the Tenant to the Leased Premises.

11.3 When the Leased Premises are tenantable, the Tenant will properly restore, repair or replace the Tenant's work and other improvements made by Tenant in order to restore the Leased Premises to their original condition immediately preceding the damage.

11.4 Whether or not the Landlord elects to restore the Leased Premises and/or the Building, the Tenant's Monthly Base Rent will abate during such period of time as the Leased Premises are untenable in the proportion that the untenable portion of the Leased Premises bears to the entire premises.

12. Right of Entry.

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.



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12.2 During the six month period prior to the end of the Term of this Lease, the Landlord has the right to show the Leased Premises to potential future lessees at reasonable times and upon reasonable notice. The Landlord also has the right to erect a suitable sign indicating that the Leased Premises is available for lease.

13. Alterations to Leased Premises.

13.1 Except as otherwise provided in the Lease, the Tenant will not make any alterations, repairs, additions or improvements in or to the Leased Premises without the prior written consent of the Landlord in each instance. The Tenant agrees to indemnify and save the Landlord free and harmless from any liability, loss, cost, damage or expense including reasonable attorney's fees incurred by reasons of any said alteration, repairs, additions or improvements.

13.2 The Landlord has the right to make changes or revisions to the premises so as to provide additional leasing area. The Landlord also has the right to (1) construct additional buildings on the premises, including all or a portion of the then existing parking areas, for purposes the Landlord may deem appropriate, (2) relocate the parking areas, and (3) enter the Leased Premises for the purpose of constructing and installing utility lines in the floor and above the ceiling of the Leased Premises.

14. Signage.

14.1 The Tenant agrees that no signage will be installed, erected, attached or affixed to any portion of the interior or exterior of the Leased Premises, Building, or its premises without the express prior written consent of Landlord.

15. Security Deposit and Interest.

15.1 The Tenant has deposited with the Landlord the sum of zero dollars and zero cents (\$0) as security for the faithful performance and observance by the Tenant of the terms of this Lease. If the Tenant defaults in any of the terms of this Lease, the Landlord may apply the whole or any part of the security deposit for the payment of any rent or additional rent or any other sum as to which the Tenant is in default, including but not limited to, any damages or deficiency in the reletting of the Leased Premises.

15.2 If any portion of the security deposit is so applied, the Tenant will, within 10 days after written demand therefore, deposit cash with the Landlord in an amount sufficient to restore the security deposit to its original amount. The Tenant's failure to do so results in a default under this Lease.

15.3 The Tenant grants to the Landlord, in the sole event that the Tenant becomes delinquent in the rent required to be paid by the Tenant, the chattels, fixtures and personal property belonging to Tenant, which now are or may hereafter be placed in the Leased Premise, to secure all rents due under the terms and conditions of this Lease. In the event there exists any security interest in this property that security interest is paramount and superior to the security interest herein created, the Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owed to the Landlord by the Tenant hereunder.

15.4 The Landlord, in the event of a default by the Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.

16. Default, Non-Payment of Rent.

16.1 Any one or more of the following events is an Event of Default: (1) a payment of Monthly Base Rent or any other payment due from the Tenant to the Landlord remaining unpaid in whole or in part for more than five days after same is due and payable; (2) the Tenant violates or defaults on any of the other covenants, agreements, stipulations or conditions herein, and such violation or default continues for a period of 10 days after written notice from the Landlord of the violation or default; (3) the Tenant vacates or abandons the Leased Premises; or (4) the Tenant commences or has commenced proceedings under a bankruptcy, receivership, insolvency or similar type act.

16.2 If an Event of Default occurs, the Landlord may terminate this Lease, but without waiver of the rights thereafter and to re-enter the Leased Premises, with or without process of law, using such force as may be necessary to remove all persons or chattels therefrom. The Landlord is not be liable for damages by reason of any such re-entry. Notwithstanding re-entry by the Landlord, the Tenant is liable to Landlord for the Monthly Base Rent and all other sums provided for balance of the Term of this Lease. The Tenant will pay, in addition to the Monthly Base Rent and other sums agreed to be paid hereunder, such additional sums as a Court may adjudicate as reasonable attorney's fees in any suit or action instituted by the Landlord to enforce the provisions of this Lease, or the collection of the Monthly Base Rent or other sums due to Landlord hereunder.

16.3 The Landlord may relet all or any part of the Leased Premises for such portion of the remaining Term of this Lease and upon such terms and conditions as it deems reasonable. If the Landlord chooses to relet all or any part of the Leased Premises, the Landlord will deduct from the Tenant's obligations for Monthly Base Rent and other sums due the Landlord under this Lease, all rent received from a subsequent tenant, and the Tenant will pay monthly to Landlord any balance due in addition to the reasonable expenses which Landlord incurs relating to such reentry, reletting and necessary remodeling.

16.4 If an Event of Default occurs, the Landlord may at any time declare this Lease terminated and forfeited. The Tenant will pay to Landlord as damages for its breach of this Lease an amount equal to the balance due Landlord for the remaining Term of this Lease, less the reasonable rental value of the Leased Premises during such remaining term. The Tenant shall also be liable to the Landlord for the payment of interest on all rentals and other sums due the Landlord hereunder that are not paid within five days from the date same become due and payable. The amount of interest owed to Landlord is calculated at the highest permissible rate of interest allowed under the usury statutes of the State or at the rate of 18 percent per annum, whichever is less. For the purposes of this paragraph, interest is calculated beginning on the date rentals and other sums become due.

17. Surrender.

17.1 On the last day of the Term of this Lease or on the sooner termination thereof in accordance with the term hereof, the Tenant will peaceably surrender the Leased Premises in good condition and repair consistent with the Tenant's duty to make repairs as provided in this Lease. On or before said last day, the Tenant, at its expense, will remove all of its equipment from the Leased Premises, repairing any damage caused thereby.

17.2 Any property not removed by the Tenant on or before said last day is considered abandoned property. All alterations, additions and fixtures other than the Tenant's equipment, which have been made or installed by either the Landlord or the Tenant upon the Leased Premises will remain as the Landlord's property and be surrendered with the Leased Premises as a part thereof, or will be removed by the Tenant,



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at the option of the Landlord, in which event the Tenant will at its expense repair any damage caused thereby.

17.3 If the Leased Premises are not surrendered at the end of the Term or the sooner termination thereof, the Tenant will indemnify the Landlord against loss or liability resulting from delay by the Tenant in so surrendering the Leased Premises, including, but not limited to, claims made by any succeeding tenant founded on such delay.

17.4 The Tenant will promptly surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of rent and will inform the Landlord of combinations of any locks and safes on the Leased Premises.

18. Holding Over.

18.1 In the event the Tenant remains in possession of the Leased Premises after the expiration of the Term of this Lease and without the execution of a new lease, the Tenant is considered to be occupying the Leased Premises as a tenant from month-to-month only, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable to a month-to-month tenancy.

18.2 The Monthly Base Rent during this month-to-month tenancy is twice the amount immediately prior to the expiration of this Lease.

19. Subordination.

19.1 The Tenant agrees that this Lease is subordinate to any mortgages or trust deeds that are now or may hereafter be placed upon the Leased Premises and/or any part hereof of the Building and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof.

19.2 In confirmation of this subordination, the Tenant shall promptly execute and deliver any instrument reasonably requested by Landlord in recordable form, as required. In the event of any mortgagee or trustee electing to have the Lease a prior encumbrance to its mortgage or deed of trust, then and in such event upon such mortgagee or trustee notifying the Tenant to that effect, this Lease shall be deemed prior in encumbrance to the said mortgage or trust deed, irrespective of whether this Lease is dated prior to or subsequent to the date of said mortgage or trust deed.

20. Insurance and Indemnity.

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or



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Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.3 Within 15 days of a Landlord written request, the Tenant will provide the Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence, that such insurance is in effect. The Tenant must notify the Landlord in writing 30 days prior to cancellation of, material change in or failure to renew the insurance.

20.4 If the Tenant does not comply with its covenants made in Paragraph 20, the Landlord may, at its option, cause insurance as foresaid to be issued, and in such event the Tenant agrees to pay as additional rent the premium for such insurance promptly upon the Landlord's demand.

20.5 The Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against any and all claims, actions, liability and damages of every kind and nature, and from against all costs and expenses, including reasonable attorneys' fees, arising out of any occurrence on or about the Leased Premises, or occasioned wholly or in part by the use and occupancy of the Premises, or from any breach or default by the Tenant under this Lease, or from any act or omission or negligence of the Tenant, its agents, employees, sublessees, concessionaires, licensees, students, or invitees, in or about the Leased Premises or the Building or any Common Areas. The Tenant acknowledges this provision applies to all acts committed by any of the foregoing individuals during any extracurricular activity sponsored by or associated with the Tenant, whether implied or expressly consented to by the Tenant. In case of any action or proceeding brought against the Landlord by reason of any such claim, upon notice from the Landlord, the Tenant covenants to defend such acting or proceeding by counsel satisfactory to the Landlord.

21. Notices.

21.1 Any notice that one party wishes or is required to give to the other party will be regarded as effective if in writing and either delivered personally to such party or to an officer of the party or sent certified or registered mail, return receipt requested and postage prepaid and addressed to the Landlord at the place then designated for the payment of rent, or to the Tenant at the Leased Premises, unless either party designates a different address for itself by written notice to the other party.

21.2 All notices by mail required to be provided on a specific date or day shall be considered timely if postmarked on or before that date or day.

22. Subrogation Waiver.

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each

party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

23. Estoppel Certificates.

23.1 Within 10 days after written request from the Landlord, the Tenant must provide an estoppel certificate to the Landlord and such other party as is directed by the Landlord certifying: (1) the Lease is in full force and effect and that has not been assigned, modified, supplemented or amended in any way (or identifying any assignment, modification, supplement or amendment); (2) the date of commencement and expiration of the Term; (3) the Lease is in full force and effect and that there are no defenses and/or offsets thereto (or stating those claimed by the Tenant); (4) the amount of Monthly Base Rent or additional rent that has been paid in advance and the amount of security that has been deposited with Landlord; (5) the date/dates on which Monthly Base Rent or additional rents have been paid under this Lease; and (6) such other information as Landlord may reasonably request.

23.2 The Tenant hereby irrevocably appoints the Landlord as its attorney in fact to execute such a certificate in the event that the Tenant fails to do so within 10 days of the Landlord's notice.

24. Early Termination.

24.1 Upon not less than three months written notice, and provided that the Landlord acts in good faith, the Landlord may terminate this Lease at the end of any Lease Year ("Early Termination Date") for any reason including, but not limited to, the need to reopen the Building as a public facility, the need for additional space for school district programs, or a decision to demolish the Building.

24.2 Notwithstanding anything contained in this Paragraph 24 to the contrary, in the event that anytime during any Lease Year of the Term, the Tenant is in default under any term or condition of this Lease, and fails to cure such default within the time provided in this Lease, in addition to any other remedy available to the Landlord under this Lease, the Landlord may terminate this Lease at the end of the Lease Year during that the default occurred (the "Default Termination Date") by providing the Tenant notice within 45 days after the occurrence of such default of its intent to terminate this Lease on the Default Termination Date. In the event that the Tenant defaults during either of the last two months of any Lease Year, the Landlord may terminate the Lease on the Default Termination Date by providing the Tenant notice anytime prior to the Default Termination Date. No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. In the event that the Landlord terminates the Lease pursuant to this provision, the terms and conditions of this Lease remain in effective through the Default Termination Date.

25. Other Provisions.

25.1 This Lease does not create the relationship of principal and agent of partnership or of joint venture or of any association between the Landlord and the Tenant, the sole relationship between the Landlord and the Tenant being that of landlord and tenant.

25.2 No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated. No express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.

25.3 Each term and each provision of this Lease performable by the Tenant is construed to be both a covenant and a condition.

25.4 This Lease is construed under the laws of the State of Minnesota. The parties agree that the general rule of law construing provisions against the drafter does not apply to either party in the interpretation of this Lease.

25.5 The word “Tenant” wherever used in this Lease means Tenants in all cases where there is more than one Tenant. Each sub-tenant is jointly and severally liable under this Lease.

25.6 The topical headings of the paragraphs are for convenience only and do not define, limit or construe the contents of such paragraphs.

25.7 All preliminary negotiations are merged into and incorporated in this Lease.

25.8 This Lease contains the entire agreement of the parties hereto with respect to the letting and hiring of the Leased Premises. This Lease can only be modified or amended by an agreement in writing signed by the parties. Except as expressly stated in this Lease, no party has relied on any statement, promise, inducement or representation of the other.

25.9 All provisions of this Lease are binding upon the heirs, successors and assigns of each party.

25.10 The Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto on the day and year indicated below.

Landlord: Independent School District No. 273, Edina Public Schools

Date: _____ By _____

Its _____

Tenant: West Metro Credit Union

Date: _____ By _____

Its _____



Board Meeting Date: 12/14/2020

TITLE: Lease Agreement with Children's Yamaha Music Schools

TYPE: Consent

PRESENTER(S): Valerie Burke, Director of Edina Community Education Services

BACKGROUND: The term of the lease is January 1, 2021 through June 30, 2021. The rent will total \$7,372.

RECOMMENDATION: Approve the leasing of premises on the 3rd floor of the Edina Community Center to the Children's Yamaha Music Schools, and authorize Board Chair to sign the lease agreement.

ATTACHMENTS:

1. Lease Agreement

BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT (“Lease”) is made as of the 1st day of December, 2020, by and between Independent School District No. 273, Edina Public Schools (“Landlord”) and Children’s Yamaha Music Schools of Minnesota, Inc., (“Tenant”).

WHEREAS, the Landlord owns the building located at 5701 Normandale Road, Edina, MN 55424;

WHEREAS, the Tenant seeks space to conduct its operations; and

WHEREAS, the parties desire to provide for the ongoing use of said building.

NOW THEREFORE, the parties agree to the following:

1. **Leased Premises.**

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map)(“Leased Premises”) in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 (“Building”). The Leased Premises is approximately 1,910 square feet on the 3rd floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

1.2 The Tenant is taking the Leased Premises in “AS IS” condition and the Landlord is under no obligation to make any alterations, additions, improvements, or decoration in or to the Leased Premises, except as provided in the Lease.

2. **Term.**

2.1 The term of this Lease (“Term”) will be 6 months, beginning January 1, 2021, and termination on June 30, 2021.

3. **Use.**

3.1 The Tenant may use and occupy the Leased Premises solely for its operations described herein: organizational offices, including any and all activities that are reasonably related to these described operations. The Tenant will not use or permit the Premises to be used for any other purpose(s) without the prior written consent of the Landlord.

3.2 The Tenant must familiarize itself with and adhere to the Landlord’s policies, including but not limited to its policies on non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord’s website or upon the written request of the Tenant.



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3.3 The Tenant agrees to be responsible for the costs of any repair and all damage caused by the Tenant's use of the Leased Premises.

3.4 The Landlord closes the Building and its premises, including the Leased Premises, on holidays. The Landlord will inform the Tenant of these holidays.

4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing January 1, 2021 and continuing through June 30, 2021, the 6 month base rent is \$7,372. The Tenant will pay Monthly Base Rent equal to \$1,229.

4.2 The Monthly Base Rent is due and payable by the Tenant in advance on the first day of each calendar month during the Term of this Lease, or any extension or renewal thereof, at the office of Landlord at 5701 Normandale Road, Edina, Minnesota 55424, or at such other place as the Landlord may designate, with written notice of designation to the Tenant.

4.3 In the event of any fractional calendar month at the beginning or termination of the Term, the Tenant will pay for each day in such partial month a rental equal to 1/30 of the Monthly Base Rent. All Base Rent and all additional rent or other charges payable by the Tenant pursuant to the terms of this Lease that are not paid within five days after the amounts are due will bear interest from the date due at the rate of (18%) per annum or the highest rate permitted by law, whichever is lower.

5. Common Areas.

5.1 The Tenant agrees that the use of the Common Areas, including but not limited to all halls, passageways, elevators, restrooms, parking areas and landscaped areas in the Building or its premises ("Common Areas"), by the Tenant or the Tenant's volunteers, employees, patients, guests or invitees, are subject to the applicable policies, rules, and regulations as may from time to time be made by the Landlord for the safety, comfort and convenience of the owners, occupants, tenants and business invitees of the Building. Use of the roof of the Building is reserved exclusively for the Landlord. The Tenant agrees that no awnings or shades will be used upon the Leased Premises except such as may be approved by the Landlord and that the exterior appearance of all window coverings will conform to Building standard as established by the Landlord.

5.2 In addition to the Leased Premises, the Tenant has the right of non-exclusive use, in common with others, of (1) certain automobile parking areas (as identified in Exhibit B), so long as such areas are available for and designated by the Landlord for parking, driveways and footways, and (2) loading facilities, freight elevators and other facilities as may be constructed and designated, from time to time, by the Landlord. All usage is subject to the terms and conditions of this Lease and to reasonable rules and regulations including, but not limited to, rules and regulations with respect to employee parking for the use thereof as prescribed from time to time by the Landlord. The Landlord reserves the right to charge the Tenant and its volunteers, employees, patients, guests or invitees for use of reserved parking areas, to relocate such parking areas and to terminate the use of any portion of the Land for parking.

5.3 The Landlord will not be responsible for any loss, theft or damage to vehicles or contents thereof, parked or left in the parking areas of the Building.



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5.4 The Tenant agrees not to use or permit its volunteers, employees, patients, guests or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

5.5. The Tenant will give the Landlord notice within 48 hours of becoming aware of any defect in the Common Areas.

6. Utilities and Service.

6.1 The Landlord provides normal heating and air conditioning for the Leased Premises during the hours of 7:00 a.m. through 10:00 p.m. on Mondays through Fridays, and 8:00 a.m. through 3:00 p.m. on Saturdays and Sundays ("Normal Operating Hours") as required for normal comfort and in accordance with Minnesota energy use guidelines (holidays excepted).

6.2 The Landlord provides electricity as necessary for normal office use.

6.3 The Tenant will not install any type of air conditioning equipment or units without the prior written consent of Landlord, which consent will be within Landlord's sole discretion.

6.4 The Landlord will provide hot and cold water for normal restroom use and for limited employee coffee/tea services installed in accordance with Landlord's rules and regulations from time to time established. Landlord shall provide normal janitorial service on Mondays through Fridays (holidays excepted).

6.5 The Landlord agrees to furnish, at its sole cost and expense, all lamps, bulbs, tubes, starters and ballasts in connection with the lighting of the Leased Premises.

6.6 No temporary interruption or failure of utility or other services incidental to the making of repairs, alterations or improvements or due to accidents or strike or conditions or events not under the Landlord's reasonable control will be deemed as an eviction of the Tenant or relieve the Tenant from any of its obligations hereunder.

6.7 If the Landlord reasonably determines that the use by the Tenant of any utility or other service in the Leased Premises is disproportionate to the use of other tenants, the Landlord may charge the Tenant its share for the cost thereof from a date reasonably determined by the Landlord to take equitable account of the disproportionate use.

6.8 Any use of the Building by the Tenant, its employees, agents, students, or invitees not within the Normal Operating Hours as set forth above, or as a result of any extracurricular activity sponsored by or associated with the Tenant, may result in additional rent and charges for the cost of such additional utilities and service required as described herein. In addition to the foregoing, these additional charges may include any cost incurred by the Landlord as a result of labor, security, or other precautions necessary by the Landlord to protect the Landlord's and other tenants' property prior to or during any of the foregoing uses by the Tenant. These additional rents will be in an amount as reasonably determined by the Landlord. These additional rents will be due and payable by the Tenant upon receipt from the Landlord of such amount and upon the same terms and conditions as Monthly Base Rent pursuant to Paragraph 4. The Tenant will contact the Landlord prior to any use outside of the Normal Operating Hours of use to establish the terms of such use.



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7. Non-Liability of Landlord.

7.1 Except in the event of negligence of the Landlord, its agents, employees or contractors, the Landlord is not liable for any loss or damage resulting from or caused by any failure to furnish heat, electricity, water, gas, air conditioning or sprinkler system, nor for any other reason for any consequential damage arising from interruption of any utility or services, nor is the Landlord liable for personal injury, death or any damage from any cause about the Leased Premises or the Building.

8. Care of Premises.

8.1 The Tenant agrees to keep the Leased Premises in as good condition and repair as they were in at the time the Tenant took possession of same, reasonable wear and tear and damage from fire and other casualty for which insurance is procured excepted.

8.2 The Tenant agrees to keep the Leased Premises in a clean and sanitary condition.

8.3 The Tenant agrees not to commit any nuisance or waste on the Leased Premises, overload the structural elements of the Leased Premises or facilities, throw foreign substances in plumbing facilities, or waste any of the utilities furnished by the Landlord.

8.4 The Tenant agrees to adhere to the Landlord's policies, rules, and regulations, as promulgated and amended from time to time, including but not limited to its: non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

8.5 The Tenant agrees not to overload the electrical, water and/or plumbing facilities installed by the Landlord.

8.6 The Tenant agrees to provide the necessary security, including labor, necessary to protect the Landlord and other tenants' premises and property prior to and during any extracurricular activity either associated with or sponsored by the Tenant.

8.7 If the Tenant fails to keep and preserve the Leased Premises in the state of condition required by the provisions of this Lease, the Landlord may at its option put or cause the same to be put into the condition and state of repair agreed upon, and in such case the Tenant, on demand, will pay the Landlord the cost thereof plus 18% for Landlord's overhead.

9. Non-permitted Usage.

9.1 The Tenant agrees to use the Leased Premises and Common Areas only for those purposes set forth by the Lease.

9.2 The Tenant agrees to ensure that neither it nor any person whose presence on the Leased Premises or in the Common Areas is related to the Tenant's use of the Premises or Common Areas will commit or permit any act to be performed on the Premises or in Common Areas that (1) violates law; (2) violates the Landlord's policy; (3) may cause an increase in Landlord's insurance rates for the Building; and/or (4) is in violation of any provision of any Landlord's insurance policies for the Building.

9.3 In many cases possession of a firearm on school property, even by a person authorized by permit to carry such a firearm, is illegal. By signing this lease, the Tenant agrees to familiarize itself with the statutory restrictions on possession such a weapon on school property and enforcing those provisions.

9.4 The Tenant agrees to ensure that neither it nor any person whose present on the Leased Premises or in the Common Areas is related to Tenant's use of the Leased Premises or Common Areas disturbs other occupants of the Building or permits the occurrence of any act in the Building or commons areas that causes or threatens injury to persons or property.

10. Assignment.

10.1 The Tenant will not assign this Lease without the prior written consent of the Landlord, which consent is entirely in the Landlord's discretion. The prior written consent of the Landlord in one instance does not constitute a waiver of the Landlord's rights under this paragraph to any subsequent assignment, subletting, or licensing.

10.2 The Landlord's right to assign this Lease is unqualified. Upon any sale or transfer of the Landlord's interest in the Building and provided the purchaser assumes all obligations under this Lease, the Landlord will thereupon be entirely freed of all obligations of the Landlord hereunder and will not be subject to any liability resulting from any act or omission or event occurring after such conveyance.

11. Loss by Casualty.

11.1 If all or a part of the Leased Premises and/or the Building are damaged or destroyed by fire or other casualty, the Landlord has the right to terminate this Lease, provided, the Landlord gives written notice thereof to the Tenant within 180 days after such damage or destruction.

11.2 If the Lease is not terminated by the Landlord as provided, then the Landlord, will, at its own expense, restore the Leased Premises and the Building to as near the condition that existed immediately prior to such damage or destruction as is reasonably possible; provided, however, the Landlord is not responsible for the restoration, repair and replacement of the Tenant's fixtures, personal property, equipment or improvements made by the Tenant to the Leased Premises.

11.3 When the Leased Premises are tenantable, the Tenant will properly restore, repair or replace the Tenant's work and other improvements made by Tenant in order to restore the Leased Premises to their original condition immediately preceding the damage.

11.4 Whether or not the Landlord elects to restore the Leased Premises and/or the Building, the Tenant's Monthly Base Rent will abate during such period of time as the Leased Premises are untenable in the proportion that the untenable portion of the Leased Premises bears to the entire premises.

12. Right of Entry.

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.



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12.2 During the six month period prior to the end of the Term of this Lease, the Landlord has the right to show the Leased Premises to potential future lessees at reasonable times and upon reasonable notice. The Landlord also has the right to erect a suitable sign indicating that the Leased Premises is available for lease.

13. Alterations to Leased Premises.

13.1 Except as otherwise provided in the Lease, the Tenant will not make any alterations, repairs, additions or improvements in or to the Leased Premises without the prior written consent of the Landlord in each instance. The Tenant agrees to indemnify and save the Landlord free and harmless from any liability, loss, cost, damage or expense including reasonable attorney's fees incurred by reasons of any said alteration, repairs, additions or improvements.

13.2 The Landlord has the right to make changes or revisions to the premises so as to provide additional leasing area. The Landlord also has the right to (1) construct additional buildings on the premises, including all or a portion of the then existing parking areas, for purposes the Landlord may deem appropriate, (2) relocate the parking areas, and (3) enter the Leased Premises for the purpose of constructing and installing utility lines in the floor and above the ceiling of the Leased Premises.

14. Signage.

14.1 The Tenant agrees that no signage will be installed, erected, attached or affixed to any portion of the interior or exterior of the Leased Premises, Building, or its premises without the express prior written consent of Landlord.

15. Security Deposit and Interest.

15.1 The Tenant has deposited with the Landlord the sum of zero dollars and zero cents (\$0) as security for the faithful performance and observance by the Tenant of the terms of this Lease. If the Tenant defaults in any of the terms of this Lease, the Landlord may apply the whole or any part of the security deposit for the payment of any rent or additional rent or any other sum as to which the Tenant is in default, including but not limited to, any damages or deficiency in the reletting of the Leased Premises.

15.2 If any portion of the security deposit is so applied, the Tenant will, within 10 days after written demand therefore, deposit cash with the Landlord in an amount sufficient to restore the security deposit to its original amount. The Tenant's failure to do so results in a default under this Lease.

15.3 The Tenant grants to the Landlord, in the sole event that the Tenant becomes delinquent in the rent required to be paid by the Tenant, the chattels, fixtures and personal property belonging to Tenant, which now are or may hereafter be placed in the Leased Premise, to secure all rents due under the terms and conditions of this Lease. In the event there exists any security interest in this property that security interest is paramount and superior to the security interest herein created, the Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owed to the Landlord by the Tenant hereunder.

15.4 The Landlord, in the event of a default by the Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.

16. Default, Non-Payment of Rent.

16.1 Any one or more of the following events is an Event of Default: (1) a payment of Monthly Base Rent or any other payment due from the Tenant to the Landlord remaining unpaid in whole or in part for more than five days after same is due and payable; (2) the Tenant violates or defaults on any of the other covenants, agreements, stipulations or conditions herein, and such violation or default continues for a period of 10 days after written notice from the Landlord of the violation or default; (3) the Tenant vacates or abandons the Leased Premises; or (4) the Tenant commences or has commenced proceedings under a bankruptcy, receivership, insolvency or similar type act.

16.2 If an Event of Default occurs, the Landlord may terminate this Lease, but without waiver of the rights thereafter and to re-enter the Leased Premises, with or without process of law, using such force as may be necessary to remove all persons or chattels therefrom. The Landlord is not be liable for damages by reason of any such re-entry. Notwithstanding re-entry by the Landlord, the Tenant is liable to Landlord for the Monthly Base Rent and all other sums provided for balance of the Term of this Lease. The Tenant will pay, in addition to the Monthly Base Rent and other sums agreed to be paid hereunder, such additional sums as a Court may adjudicate as reasonable attorney's fees in any suit or action instituted by the Landlord to enforce the provisions of this Lease, or the collection of the Monthly Base Rent or other sums due to Landlord hereunder.

16.3 The Landlord may relet all or any part of the Leased Premises for such portion of the remaining Term of this Lease and upon such terms and conditions as it deems reasonable. If the Landlord chooses to relet all or any part of the Leased Premises, the Landlord will deduct from the Tenant's obligations for Monthly Base Rent and other sums due the Landlord under this Lease, all rent received from a subsequent tenant, and the Tenant will pay monthly to Landlord any balance due in addition to the reasonable expenses which Landlord incurs relating to such reentry, reletting and necessary remodeling.

16.4 If an Event of Default occurs, the Landlord may at any time declare this Lease terminated and forfeited. The Tenant will pay to Landlord as damages for its breach of this Lease an amount equal to the balance due Landlord for the remaining Term of this Lease, less the reasonable rental value of the Leased Premises during such remaining term. The Tenant shall also be liable to the Landlord for the payment of interest on all rentals and other sums due the Landlord hereunder that are not paid within five days from the date same become due and payable. The amount of interest owed to Landlord is calculated at the highest permissible rate of interest allowed under the usury statutes of the State or at the rate of 18 percent per annum, whichever is less. For the purposes of this paragraph, interest is calculated beginning on the date rentals and other sums become due.

17. Surrender.

17.1 On the last day of the Term of this Lease or on the sooner termination thereof in accordance with the term hereof, the Tenant will peaceably surrender the Leased Premises in good condition and repair consistent with the Tenant's duty to make repairs as provided in this Lease. On or before said last day, the Tenant, at its expense, will remove all of its equipment from the Leased Premises, repairing any damage caused thereby.

17.2 Any property not removed by the Tenant on or before said last day is considered abandoned property. All alterations, additions and fixtures other than the Tenant's equipment, which have been made or installed by either the Landlord or the Tenant upon the Leased Premises will remain as the Landlord's property and be surrendered with the Leased Premises as a part thereof, or will be removed by the Tenant,



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at the option of the Landlord, in which event the Tenant will at its expense repair any damage caused thereby.

17.3 If the Leased Premises are not surrendered at the end of the Term or the sooner termination thereof, the Tenant will indemnify the Landlord against loss or liability resulting from delay by the Tenant in so surrendering the Leased Premises, including, but not limited to, claims made by any succeeding tenant founded on such delay.

17.4 The Tenant will promptly surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of rent and will inform the Landlord of combinations of any locks and safes on the Leased Premises.

18. Holding Over.

18.1 In the event the Tenant remains in possession of the Leased Premises after the expiration of the Term of this Lease and without the execution of a new lease, the Tenant is considered to be occupying the Leased Premises as a tenant from month-to-month only, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable to a month-to-month tenancy.

18.2 The Monthly Base Rent during this month-to-month tenancy is twice the amount immediately prior to the expiration of this Lease.

19. Subordination.

19.1 The Tenant agrees that this Lease is subordinate to any mortgages or trust deeds that are now or may hereafter be placed upon the Leased Premises and/or any part hereof of the Building and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof.

19.2 In confirmation of this subordination, the Tenant shall promptly execute and deliver any instrument reasonably requested by Landlord in recordable form, as required. In the event of any mortgagee or trustee electing to have the Lease a prior encumbrance to its mortgage or deed of trust, then and in such event upon such mortgagee or trustee notifying the Tenant to that effect, this Lease shall be deemed prior in encumbrance to the said mortgage or trust deed, irrespective of whether this Lease is dated prior to or subsequent to the date of said mortgage or trust deed.

20. Insurance and Indemnity.

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or



DEFINING EXCELLENCE

Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.3 Within 15 days of a Landlord written request, the Tenant will provide the Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence, that such insurance is in effect. The Tenant must notify the Landlord in writing 30 days prior to cancellation of, material change in or failure to renew the insurance.

20.4 If the Tenant does not comply with its covenants made in Paragraph 20, the Landlord may, at its option, cause insurance as foresaid to be issued, and in such event the Tenant agrees to pay as additional rent the premium for such insurance promptly upon the Landlord's demand.

20.5 The Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against any and all claims, actions, liability and damages of every kind and nature, and from against all costs and expenses, including reasonable attorneys' fees, arising out of any occurrence on or about the Leased Premises, or occasioned wholly or in part by the use and occupancy of the Premises, or from any breach or default by the Tenant under this Lease, or from any act or omission or negligence of the Tenant, its agents, employees, sublessees, concessionaires, licensees, students, or invitees, in or about the Leased Premises or the Building or any Common Areas. The Tenant acknowledges this provision applies to all acts committed by any of the foregoing individuals during any extracurricular activity sponsored by or associated with the Tenant, whether implied or expressly consented to by the Tenant. In case of any action or proceeding brought against the Landlord by reason of any such claim, upon notice from the Landlord, the Tenant covenants to defend such acting or proceeding by counsel satisfactory to the Landlord.

21. Notices.

21.1 Any notice that one party wishes or is required to give to the other party will be regarded as effective if in writing and either delivered personally to such party or to an officer of the party or sent certified or registered mail, return receipt requested and postage prepaid and addressed to the Landlord at the place then designated for the payment of rent, or to the Tenant at the Leased Premises, unless either party designates a different address for itself by written notice to the other party.

21.2 All notices by mail required to be provided on a specific date or day shall be considered timely if postmarked on or before that date or day.

22. Subrogation Waiver.

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each



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party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

23. Estoppel Certificates.

23.1 Within 10 days after written request from the Landlord, the Tenant must provide an estoppel certificate to the Landlord and such other party as is directed by the Landlord certifying: (1) the Lease is in full force and effect and that has not been assigned, modified, supplemented or amended in any way (or identifying any assignment, modification, supplement or amendment); (2) the date of commencement and expiration of the Term; (3) the Lease is in full force and effect and that there are no defenses and/or offsets thereto (or stating those claimed by the Tenant); (4) the amount of Monthly Base Rent or additional rent that has been paid in advance and the amount of security that has been deposited with Landlord; (5) the date/dates on which Monthly Base Rent or additional rents have been paid under this Lease; and (6) such other information as Landlord may reasonably request.

23.2 The Tenant hereby irrevocably appoints the Landlord as its attorney in fact to execute such a certificate in the event that the Tenant fails to do so within 10 days of the Landlord's notice.

24. Early Termination.

24.1 Upon not less than three months written notice, and provided that the Landlord acts in good faith, the Landlord may terminate this Lease at the end of any Lease Year ("Early Termination Date") for any reason including, but not limited to, the need to reopen the Building as a public facility, the need for additional space for school district programs, or a decision to demolish the Building.

24.2 Notwithstanding anything contained in this Paragraph 24 to the contrary, in the event that anytime during any Lease Year of the Term, the Tenant is in default under any term or condition of this Lease, and fails to cure such default within the time provided in this Lease, in addition to any other remedy available to the Landlord under this Lease, the Landlord may terminate this Lease at the end of the Lease Year during that the default occurred (the "Default Termination Date") by providing the Tenant notice within 45 days after the occurrence of such default of its intent to terminate this Lease on the Default Termination Date. In the event that the Tenant defaults during either of the last two months of any Lease Year, the Landlord may terminate the Lease on the Default Termination Date by providing the Tenant notice anytime prior to the Default Termination Date. No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. In the event that the Landlord terminates the Lease pursuant to this provision, the terms and conditions of this Lease remain in effective through the Default Termination Date.

25. Other Provisions.

25.1 This Lease does not create the relationship of principal and agent of partnership or of joint venture or of any association between the Landlord and the Tenant, the sole relationship between the Landlord and the Tenant being that of landlord and tenant.

25.2 No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated. No express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.

25.3 Each term and each provision of this Lease performable by the Tenant is construed to be both a covenant and a condition.

25.4 This Lease is construed under the laws of the State of Minnesota. The parties agree that the general rule of law construing provisions against the drafter does not apply to either party in the interpretation of this Lease.

25.5 The word “Tenant” wherever used in this Lease means Tenants in all cases where there is more than one Tenant. Each sub-tenant is jointly and severally liable under this Lease.

25.6 The topical headings of the paragraphs are for convenience only and do not define, limit or construe the contents of such paragraphs.

25.7 All preliminary negotiations are merged into and incorporated in this Lease.

25.8 This Lease contains the entire agreement of the parties hereto with respect to the letting and hiring of the Leased Premises. This Lease can only be modified or amended by an agreement in writing signed by the parties. Except as expressly stated in this Lease, no party has relied on any statement, promise, inducement or representation of the other.

25.9 All provisions of this Lease are binding upon the heirs, successors and assigns of each party.

25.10 The Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto on the day and year indicated below.

Landlord: Independent School District No. 273, Edina Public Schools

Date: _____ By _____

Its _____

Tenant: Children’s Yamaha Music Schools of Minnesota, Inc.

Date: _____ By _____

Its _____



Board Meeting Date: 12/14/2020

TITLE: Facility Fee Increases

TYPE: Consent

PRESENTER(S): Valerie Burke, Director of Community Education Services

BACKGROUND: Bringing forward our annual Facility Fee increases of adjustments. This year's increases will begin on July 1, 2021. It averages a 2% increase.

RECOMMENDATION: Administration and the Board Finance and Facilities Committee recommend approval of these increases

PRIMARY ISSUE(S) TO CONSIDER: Facility fees

ATTACHMENTS:

1. Facility Fee Appendix that includes increases

Appendix II to Policy 902
Facility Rental Fee Schedule
 Rates starting July 1, 2021

| | |
|----------------------|--|
| Class E No Charge | Edina Public Schools Pre-k thru grade 12 sponsored activities; including all Community Education, athletic and extracurricular activities. Edina Public School support organizations meetings; Including (PTA/PTO meetings, site councils meetings & booster organizations meetings) |
| Class A | Events sponsored by the City of Edina and Athletic Associations under the umbrella of the City of Edina, Edina-based service organization, charitable and not for profit organizations that are not charging fees |
| Class B | Edina-based non-profits organizations charging fees. |
| Class C | Private groups and individuals non-charging admission. Non-Edina-based youth, civic, service, political, charitable, and educational organizations. This includes colleges, universities, and groups that benefit mostly district 273 residents. |
| Class D | Individuals, private agencies, companies and vendors using district facilities for commercial purposes or profit. |

| | Class A <i>Hourly Rate</i> | Class B <i>Hourly Rate</i> | Class C <i>Hourly Rate</i> | Class D <i>Hourly Rate</i> |
|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Auditoriums | | | | |
| EHS EPAC/Fick, SVMS | | | | |
| No spectators | \$46 | \$102 | \$149 | \$242 |
| Events | \$86 | \$143 | \$211 | \$270 |
| VVMS, ECC | | | | |
| No spectators | \$31 | \$46 | \$99 | \$145 |
| Events | \$40 | \$86 | \$141 | \$229 |
| Gymnasiums/Field House | | | | |
| ECC/EHS/SVMS Large | \$18 | \$39 | \$62 | \$107.50 |
| ECC/SVMS/VVMS Small | \$14.25 | \$33 | \$55 | \$92 |
| Elementary | \$14.25 | \$27.50 | \$42 | \$75 |
| EHS Activity Center – per court | \$14.25 | \$32.50 | \$53 | \$86 |
| Cafeterias/Kitchens | | | | |
| Secondary | \$26.50 | \$51 | \$74.50 | \$108 |
| Elementary | \$19.50 | \$38 | \$57 | \$75 |
| Classrooms | | | | |
| Secondary & Elementary | \$7 | \$15 | \$21 | \$36 |
| Professional Development Center | | | | |
| EHS Community Rm, ECC Rooms 170/317/348/349/350/351 (each) | \$11.25 | \$18.50 | \$26.50 | \$44 |
| Swimming Pools | | | | |
| SVMS | \$70 | \$103 | \$132 | \$241 |
| VVMS | \$38.50 | \$52 | \$75 | \$145 |
| Timing/Sound Equipment | \$14.25 | \$14.25 | \$14.25 | \$14.25 |
| Fields | | | | |
| Kuhlman Stadium | \$15.50 | \$63 | \$99 | \$143 |
| ECC Multi-Purpose Fields (each) | \$15.50 | \$53 | \$98 | \$140 |
| EHS Turf | \$15.50 | \$53 | \$98 | \$140 |
| EHS Multi-Purpose Fields (each) | \$15.50 | \$53 | \$98 | \$140 |
| Grass Field | \$8 | \$15.50 | \$34 | \$48 |
| Tennis Courts | \$8 | \$15.50 | \$21 | \$38 |
| Stadium Lights | \$85 | \$85 | \$85 | \$85 |
| Locker Rooms (daily rate) | \$7 | \$7 | \$7 | \$7 |

Fees do not include equipment use charges such as technical equipment, or any applicable sales tax.

Kitchen equipment use must be arranged through the manager of food services. Fees to use the kitchen are per day, and fees to use the cafeteria are per hour.

Additional Fees/Charges

| | |
|---|---|
| Application fee per permit | \$15 |
| Large group process fee (75+ people) | \$75 |
| Building supervision | \$20/hour (2 hour minimum) |
| Custodial time (setup, cleanup, and assistance) | \$45/hour (\$55/hour on Sundays and holidays) |
| Kuhlman Stadium Press Box | \$35/hour |
| District technician* | \$35/hour (student technician, \$20/hour) |

*Required for auditorium use and pool timing/sound equipment use.



Board Meeting Date: 12/14/2020

TITLE: Membership Fee increase from the Minnesota State High School League (MSHSL), 2020-21

TYPE: Consent

BACKGROUND: The initial fee for the 2020-21 school year (set in the spring of 2020) was based on a \$160 fee for each registered activity (43), and \$1 for each EHS student (per the MSHSL enrollment count, which is 2,628). This total came to \$9,188. Due to the COVID19 pandemic, the MSHSL has lost over 75% of its revenue due to the loss of state tournaments. The MSHSL assessed a Covid19 fee to all member schools based on enrollment in a 4-class system. Edina's increased fees are an addition \$11,000.

RECOMMENDATION: Approve the 2020-21 Covid19 fee from the MSHSL.

PRIMARY ISSUE(S) TO CONSIDER: Membership in the Minnesota State High School League for 2020-21.

ATTACHMENTS:

1. 2020-21 Fees



2020-2021 MINNESOTA STATE HIGH SCHOOL LEAGUE

2020-2021 Membership Fee Summary for *Edina High School*

This is not an invoice – please do not pay.
Schools will receive separate invoices on October 15, 2020 and January 15, 2021

*Edina High School MSHSL Enrollment: **2628**

August Invoice Summary – sent July/August 2020, due 10/1/2020

| Description | Fee |
|--|-----------|
| Annual Membership Fee | \$160.00 |
| \$1 Per Student Fee | \$2628.00 |
| Activity Fee Registration Total (\$160 per activity) | \$6400.00 |

August Invoice TOTAL: **\$9188.00**

November Membership Fee – to be sent 10/15/2020, due 11/30/2020

| Description | Fee |
|------------------------|-----------|
| COVID-19 Installment 1 | \$5500.00 |

February Membership Fee – to be sent 1/15/2021, due 2/28/2021

| Description | Fee |
|------------------------|-----------|
| COVID-19 Installment 2 | \$5500.00 |

2020-2021 Membership Fee Total \$20,188.00

*MSHSL Enrollments are determined in even-numbered years by the Board of Directors using the most current MARSS Report to the MDE for grades 9, 10, 11 and 12. From those enrollment numbers, the Board of Directors subtracts 40% of the free/reduced lunch count reported.



Board Meeting Date: 12/14/2020

TITLE: Purchase of Website Content Management System from Finalsite

TYPE: Consent

PRESENTER(S): Steve Buettner, Director of Media and Technology and Mary Woitte, Director of Communications

BACKGROUND: As part of a response to Strategy E.1 (*Develop marketing materials to promote the value of an Edina education*) and Strategy E.3 (*Ensure all students and their families are engaged and well-served by the communications and all other interactions with EPS*), the Communications Department, in partnership with DMTS, reviewed the current website and related technology. Following an RFP process, we make the following recommendation:

RECOMMENDATION: Approve the purchase of a website content management system from Finalsite for \$27,300 setup and \$12,240 annually for five years.

PRIMARY ISSUE(S) TO CONSIDER: As we position the website as a key communications and marketing tool for the district, it became apparent that we needed to review the current tool and the underlying technology, to ensure it provides the capabilities we need for the improvements we are planning. This review resulted in a request for proposals for a new website content management system (CMS). The RFP focused on areas of design features, content management, technology, vendor support, conversion process, and cost. Six proposals were received and reviewed, followed by demonstrations by three vendors. An evaluation rubric provided the following results:

| Vendor | Points |
|------------|--------|
| Apptegy | 27 |
| Juicebox | 36 |
| Blackboard | 39 |
| Edlio | 70 |
| Intrado | 91 |
| Finalsite | 96 |

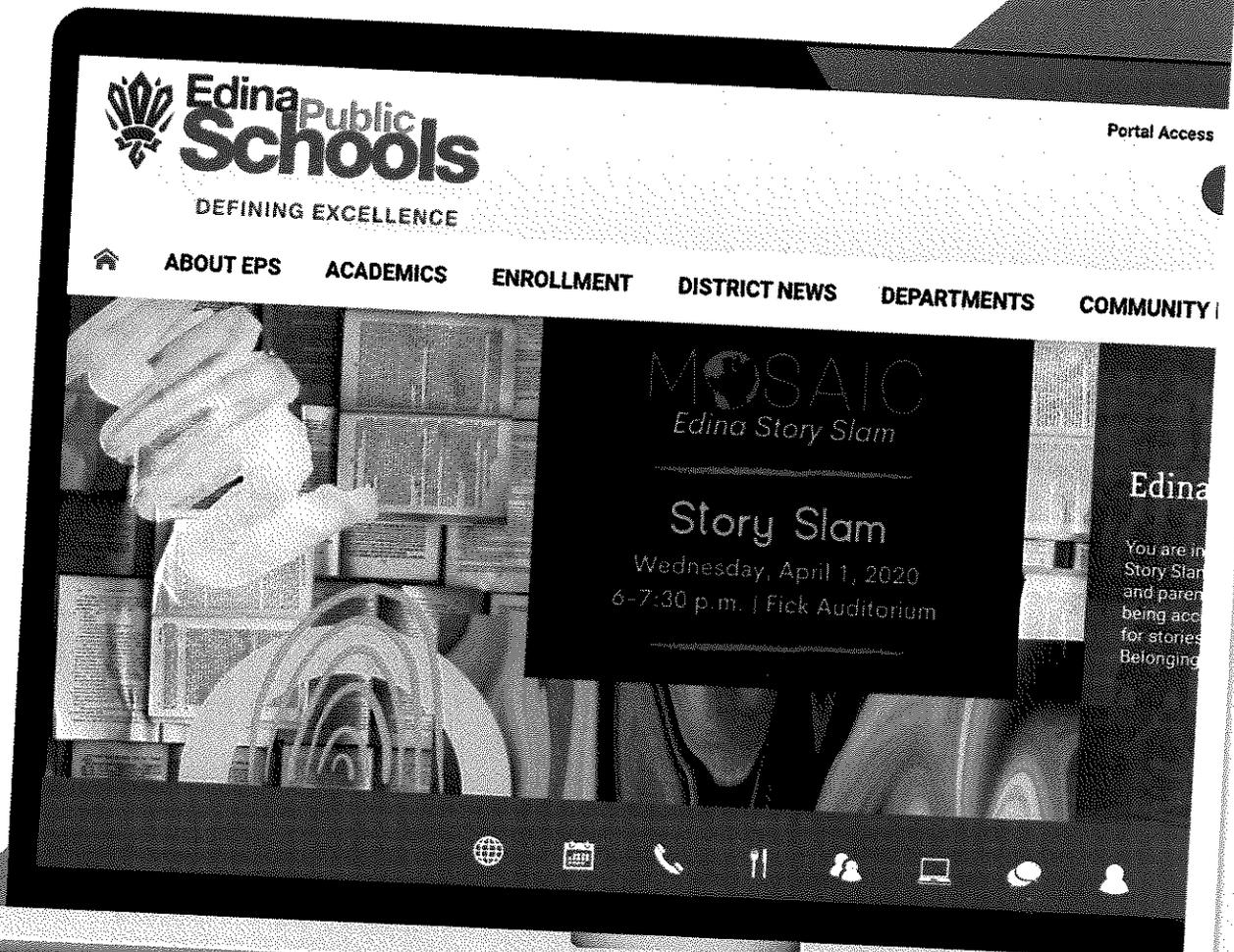
Attachments:

1. Finalsite Proposal

Proposal For Edina Public Schools

Response To: Website RFP

Proposal Submitted By: John Clarkin



March 4, 2020

Steve Buettner, Director of Media and Technology
Edina Public Schools
5701 Normandale Rd Suite 317
Edina, MN 55424

Dear Steve,

Thank you and Edina Public Schools for your interest in Finalsite software and services. We look forward to collaborating with your web communications team on this important project, and appreciate your serious consideration of us as a partner.

We have a foundation that's built on:

- Our robust platform and award-winning designs that are built for mobile, and designed for an incredible user experience and a streamlined workflow.
- Extensive training and reliable support that includes both in-person and online training, webinars, a community message board, and our annual user conference.
- Our company culture, which is thanks to 200 talented people worldwide, many of whom have been in your shoes at public schools as teachers, advancement professionals, and IT staff.

Finalsite is uniquely qualified to provide fully hosted, professional, and feature-rich website solution for Edina Public Schools. Districts like yours choose Finalsite for our award-winning, ADA-compliant web designs, robust and secure hosting, 24/7 support, and innovative software. We look forward to sharing how we can provide new opportunities for your district using our innovative software, hosting, support, and design.

Please contact me with any additional questions or clarifications. I can be reached at 860-289-3507 and john.clarkin@finalsite.com. We look forward to partnering with you and your team on this project!

Sincerely,

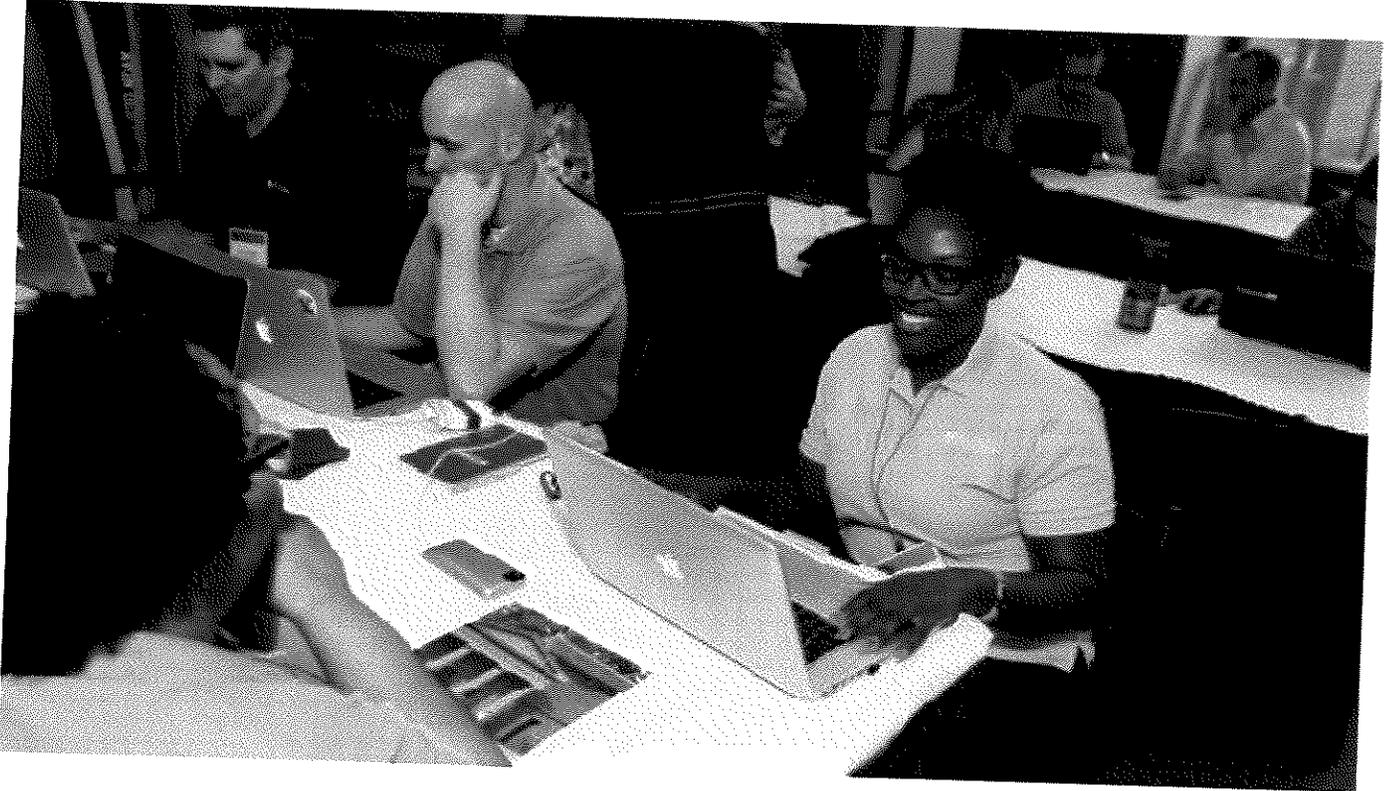
John Clarkin

John Clarkin
Education Sales Consultant

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1. Executive Summary



The Finalsite Difference

Districts choose Finalsite for its **industry-standard website platform**, award-winning design, and secure data integration with third-party systems. Finalsite is the **leading provider** for over 2,200 international and independent schools, districts and colleges in more than 70 countries with a team of professionals who care deeply about their work and who value a lasting partnership.

We empower districts to improve engagement, maintain **ADA-compliant websites** and engage parents with the latest communication tools, including an emergency notification system. Finalsite achieves **96% client retention** through its commitment to support, product innovation, and its focus on driving industry trends.

Why Finalsite

Districts choose Finalsite for our award-winning designs, and web software and support that empower them to improve school-to-home communications, enhance their brand, and maintain ADA-compliant websites. Districts who work with Finalsite call us a **“true and valued partner,”** as well as a **“professional, friendly thought-leader”** in the marketplace.

Our robust and secure website and communications platform powers more than 300 district websites, informing a community of more than 1.75 million students across the country. With products and services designed just for districts, we have new pricing and scalable packages to fit every budget.



Award-Winning Design

Our talented design team has earned more than 100 awards our work with schools and districts around the world.



Improve School-to-Home Communications

With tools for calendars, news, blog, alerts, and more, your community can easily stay informed.



Seamless Integration

Integration with LDAP, Active Directory and Google, as well as strong partnerships with AudioEye and SwiftK12 Notifications, simplifies data and processes.



Easy-to-Use CMS

Composer enables anyone to design and update beautiful website pages with no coding knowledge required.



Accessible Web Designs

All websites are built to be accessible from the ground-up, with help from Q&A specialists and certified, in-house accessibility experts. Native tools in Composer and integration with AudioEye help maintain compliance post-launch.

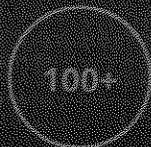


Affordable and Scalable

Starting at \$6,500/yr, you can join the best schools in the country on a platform that is stable, incredibly flexible and well-developed. Add functionality over time as your needs change.



Client Retention Rate



Design Awards



District Clients

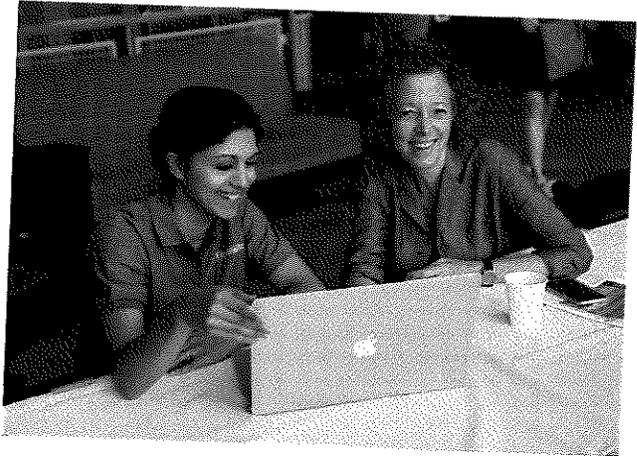
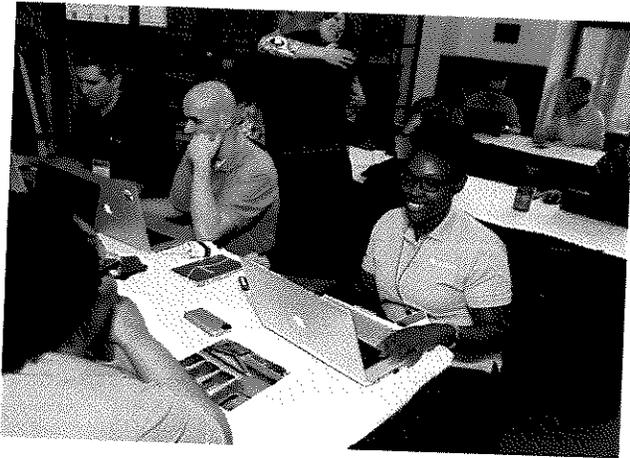


Hosting Uptime

About Our Company

We are a group of nearly 200 — a team of talented marketing experts, award-winning web designers, meticulous project managers, attentive support staff, code-savvy front-end developers, and “school people” with years of experience serving the best schools in the world. We view the size of our company as large enough to handle your district's needs in an instant, but small enough to remember your first name.

Since 1998, Finalsité has grown to be the leader in the public, K-12 independent and international school space, serving more than 2,200 schools and educational institutions. Our web software, award-winning design, time-saving integrations and expert consulting services provide schools with a complete platform for telling their story online.

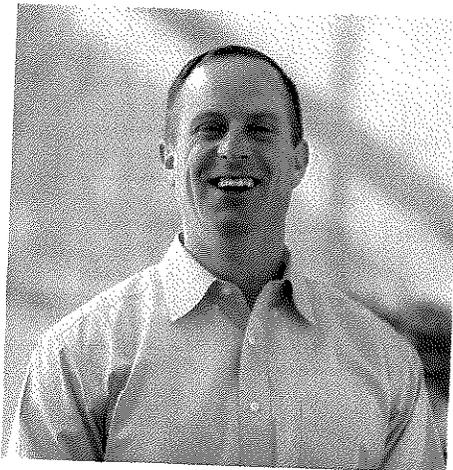


About Our CEO

As founder and CEO of Finalsité, Jon is passionate about web trends and strategies that impact education. For more than 20 years, Jon and Finalsité have been committed to providing cutting-edge web technology for clients.

He is a frequent advisor, keynoter, blogger and presenter on all things web related.

When he isn't at Finalsité headquarters, Jon can be found on his farm raising chickens and selling free-range eggs or spending time with his lovely wife and five children.



Award-Winning, ADA Compliant Design

You have just seven seconds to make an impression on a visitor to your website, and at Finalsité, we accept and conquer that challenge. We're proud of our ability to build sites that creatively tell your district's unique story online, while also adhering to evolving WCAG 2.0 guidelines.

We've won more than 100 prestigious design awards for our work with schools and districts, and all of our sites stand out for their amazing user experiences and beautiful layouts that cannot be created elsewhere.

WE DESIGN FOR ACCESSIBILITY

Our team is dedicated to building websites and a website platform that are ADA compliant and accessible for all. With an in-house accessibility committee, a formal accessibility QA process, trained accessibility experts, and a design process that outputs an ADA-compliant design, we'll help your district achieve accessible design, without sacrificing stunning design.

“Finalsite has been a supportive partner helping us to identify accessibility problems and work on corrections.”

CHERYL LOOKE, WEBMASTER | EAST HARTFORD PUBLIC SCHOOLS

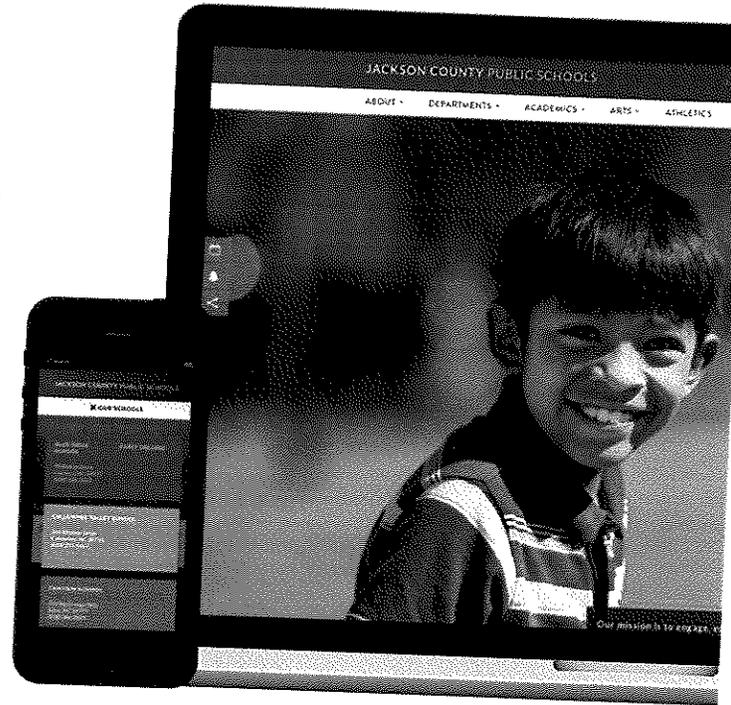
WE HELP DISTRICTS ACHIEVE AND MAINTAIN AN ACCESSIBLE WEBSITE BY:

- Teaming you up with one of our trained designers to ensure your site's design, navigation and site structure is compliant and accessible by assistive technology
- Training your team on ADA compliance during the redesign process and throughout your lifetime as a client
- Helping to mitigate any OCR complaints or investigations
- Providing the option for ALT text on all other images and captions on videos
- Offering an exclusive partnership and integration with AudioEye, the leader in web accessibility, to ensure your website maintains accessibility conformance post-launch.

Leaders in Design

When Finalsite launched its first responsive school website in 2012, mobile web strategy was still in its infancy — and had yet to be adopted by big web names like BuzzFeed and Amazon. Since 2012, Finalsite continues to be the market leader in not only responsive design, but **mobile-first design**.

While responsive websites are mobile-friendly, our design process is mobile-first. Statistics show that between 50-70% of users accessing your website are coming from some sort of a mobile device (be it a smartphone or tablet), therefore our designers are considering the user experience on mobile as much as they are desktop design.



A MOBILE-FIRST DESIGN ENSURES:

- Faster website load times on all devices
- An interactive and simple user experience and user interface on all devices
- A seamless experience from smartphone, to tablet, to desktop
- Compliance with all major browsers on Windows, Apple, IOS, Chrome OS, and Android devices

OUR PROCESS ENSURES:

- Design mock-ups of smartphone, tablet, laptop, and desktop UI and UX
- Expert guidance on content, structure, and navigation from your designer and project manager
- Training in Composer, including how to use the Device Preview tool, which allows you to see how the pages you build look in different devices

A CMS Built With Districts in Mind

Built using the well-adopted programming language Ruby on Rails — used by Twitter, Airbnb, Hulu among many others — our software platform is designed to be mobile-first, and reflects our knowledge of how your community uses your website.

Composer, our Content Management System, brings tools like drag-and-drop placement, WYSIWYG editing, a device preview tool, and so much more so that anyone can maintain and update your new site.

WITH THE FINALSITE PLATFORM YOU'LL HAVE:

- A drag-and-drop WYSIWYG content management system that is easy enough for anyone to use
- Social media integration and moderation capabilities
- Simple tools for calendaring, blogging, sharing news, sending targeted emails, building online forms, and creating teacher pages
- Total control over admin rights, granting different levels of access to different users at different schools
- Complete access to Google Analytics to monitor website performance
- A completely web-based, browser and device compatible CMS

“ We have been using Finalsité since 2007 for our 71 websites. The granularity of the system allows to us to assign access privileges in a variety of ways such as by school, by level and by individual. Our campus webmasters are staff volunteers, often with little technical background. They are easily able to learn the software so they can focus on providing relevant content to our parents and community. ”

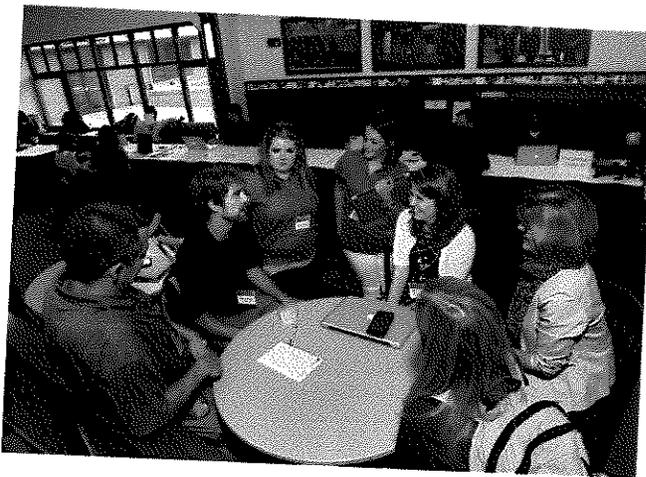
JASMINE PRESTON, COORDINATOR OF WEB SERVICES | GARLAND ISD

Never Feel Alone with Friendly, 24-7 Support

One of our largest investment areas is support, and our nearly-perfect rating for support tickets in the last 12 months shows that our clients are thrilled with how we help them succeed. With team members in Connecticut and around the world to assist in every time zone, we never outsource our support, so you can always be sure you're talking to someone who understands your situation.

WITH FINALSITE SUPPORT YOU WILL HAVE:

- Friendly, in-house support eager to answer your questions
- 24 hour emergency support
- Email and phone support
- Online knowledgebase for crowdsourcing answers



“ We've had such a positive experience with Finalsité! From the overall project to design crew, to support, the experience has been incredible. ”

GARY MATTEI, DIRECTOR OF TECHNOLOGY | AVON GROVE PUBLIC SCHOOLS

We're an Extension of Your District

Our staff is made up of people like you who have faced your challenges in the classroom and in a variety of roles in communications, athletics and district leadership. Having “school people” on our team means we understand your goals and needs, and collaborate with you effectively.

AS A FINALSITE PUBLIC SCHOOL CLIENT, YOU'LL AUTOMATICALLY HAVE:

- A dedicated Client Success Manager who exclusively works with districts
- Complete access to our Knowledge Base and online training
- A subscription to our industry-leading best practice blog

MEET GERARD GUSTAFSON

Gerard joined the Finalsité team as our Public School Client Success Manager with the sole purpose of helping our districts exceed in web design, communications, marketing, technology and accessibility using the Finalsité Platform.



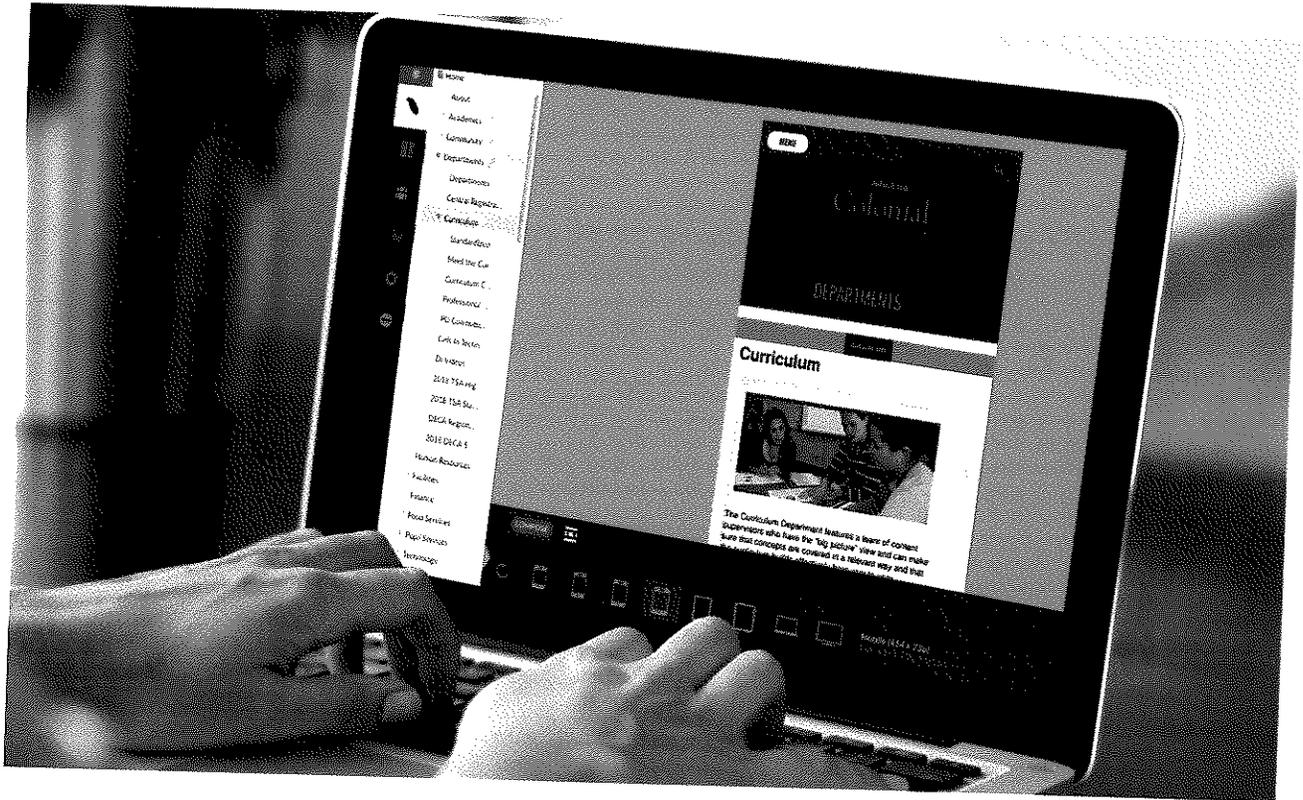
IN ADDITION TO OUR SOFTWARE AND SERVICES, YOU CAN ADD THE FOLLOWING TO YOUR PROJECT:

- Strategic consulting services
- Search engine marketing (SEO and PPC) consulting and management
- Social media marketing consulting and management
- An ADA Compliance Managed Service to ensure content is always accessible

“*Finalsite was selected from a list of very qualified and professional companies for numerous reasons. The following reasons summarize our day-to-day interactions with the Finalsite team: professionalism, excellent communication, customer service, amazing web design, and excellent project management. I highly recommend Finalsite without reservation.*”

OZZY CORTEZ, CHIEF TECHNOLOGY OFFICER | SADDLEBACK VALLEY USD

2. Requirements



Response to RFP Requirements

On the following pages Finalsite has addressed each of the items requested in your RFP. Finalsite has also included more details about our Product and Services in the Attachments section of this proposal.

“Composer is very easy to use. The elements provide us the opportunity to make our pages more engaging. It gives us a lot more flexibility in terms of layout, which helps with making more engaging content.”

KIMBERLEY EVES, DIRECTOR OF COMMUNICATIONS | GREENWICH PUBLIC SCHOOLS

| Requirement | Response |
|--|--|
| DESIGN OR FUNCTIONALITY REQUIREMENTS | |
| The new website should include the following design or functionality capabilities: | |
| <ul style="list-style-type: none"> • Enforce district branding guidelines | <p>Finalsite designers will ensure that all pages of your technology center's website present a consistent, branded experience for stakeholders. You will determine which branding elements to continue throughout all sites. Branding elements and design templates will be controlled at the district level to provide a more consistent experience. These cannot be overridden by individual editors, but your webmaster can make changes to the design should they desire. The brand standards are built into the site, so they are consistent and always applied at some level, and content added into the Composer CMS will maintain stylesheet format.</p> <p>Primary and secondary pages can have all of the same features and functionality, though they can be managed independently as well. The platform has the capability of allowing you completely independent designs for any of your sites but more commonly districts build variations of the district template for department and schools sites that carry forward the district brand and design elements.</p> |
| <ul style="list-style-type: none"> • Guardrails to ensure WCAG.2 compliance | <p>Composer includes functionality (also known as Accessibility Guardrails) to help editors limit Accessibility errors to help admins enforce WC3 guidelines and make it easy for content contributors to meet them. Finalsite's accessibility guardrails include assistance for content hierarchy and ALT text, to ensure that content is compliant as it gets added. To learn more about Finalsite's accessibility guard rails, read this blog post: https://www.finalsite.com/blog/p/~board/b/post/simplify-web-accessibility-composer.</p> |
| <ul style="list-style-type: none"> • Provide a standard theme, including colors and fonts | <p>Finalsite will deliver a website design solution for the main District site and create sites for each of your schools. A standard theme can be applied to all your pages can have the same aesthetic features, including fonts, colors, logos, menus, images, etc.</p> |

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| <ul style="list-style-type: none"> • Provide at least two theme variations on standard layout templates | <p>Your school and department pages, nested under the District site, will have all of the same features and functionality, though they can be managed independently as well. The platform has the capability of allowing you completely independent designs for any of your sites, but more commonly Districts build variations of the district template for department and schools sites that carry forward the District's brand and design elements.</p> |
| <ul style="list-style-type: none"> • User friendly navigation allowing access to content with in 2-3 clicks | <p>Your District website editors will be able to use the District template as well as a school template to create new pages for your website. The school CSS will allow your schools (or departments) within the District to have individualized sites using their logo, colors, fonts, imagery and content. Schools within your district can customize their webpages to include elements that are specific to their students, parents, and staff. Templates and individual pages can be customized to any level desired by the school, department, or interest area. The site pages can include whichever elements you choose, including calendars, menus, blogs, image galleries, contact forms, online payments, registration forms, and more!</p> <p>Beyond this, Finalsite's CMS Composer includes a number of pre-built page layouts that editors can apply to any page as needed, as well as the ability for editors to build their own page layouts. Your District's design and branding features will be applied automatically. Your District editors will also have the ability to build their own page layouts and templates.</p> <p>The Finalsite platform is built with simplicity in mind, and it is easy to navigate and user-friendly for editors and visitors alike. Your website design will have a consistent, user-friendly navigation framework that will allow all stakeholders easy access to exactly what they want to navigate to. Your project team will help you craft a logical and helpful sitemap where all information can be found in as little as two clicks.</p> |

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| <ul style="list-style-type: none"> • A visual-oriented design offering increased options for communication via photos and videos | <p>Modern, elegant, user-friendly designs are a signature feature of Finalsite. We will bring together the most talented designers in the industry to bring your District's brand to life online using whatever design treatments work for your District, including photos, videos, and much more. With more than 100 design awards under our belt, our team boasts some of the most creative and innovative minds in the education industry. We invite you to browse through a portfolio of K-12 designs on our website: https://www.finalsite.com/design/portfolio/public-school-District.</p> |
| <ul style="list-style-type: none"> • Ability for main menus at the top of the page, as well as a footer menu | <p>With Finalsite's Composer CMS, content editors can add menus anywhere on your site. The menus are designed to be dynamically generated to negate the need for manual updating. Menus can be formatted to be horizontal or vertical and can be "locked" into your design (accessed only by those staff who have permission) to maintain consistency.</p> |
| <ul style="list-style-type: none"> • The site will integrate with other district web based tools such as | <p>One of Finalsite core competencies is integration with systems, and our platform can with many commonly used tools, solutions, and Student Information Systems. For more information, please visit https://www.finalsite.com/software/integrations.</p> |
| <ul style="list-style-type: none"> o SAML Single Sign-on Portal | <p>Finalsite offers Single Sign On authentication capabilities for your website via ADFS, SAML 2.0, Azure SSO, Google authentication, and more.</p> |
| <ul style="list-style-type: none"> o EdinaApps (Schoology, Google, Infinite Campus) | <p>Finalsite CMS platform integrates with Schoology, Google, and Infinite Campus SIS. Finalsite is one of only five education companies (and the only CMS company) to have signed a partnership agreement with Google.</p> |
| <ul style="list-style-type: none"> o BoardBook | <p>Finalsite CMS platform integrates with many commonly used tools and solutions, and where integration or an SSO is not available we can provide links (incorporated into the design or navigation) out to these applications.</p> |
| <ul style="list-style-type: none"> o Eleyo | <p>Finalsite CMS platform integrates with many commonly used tools and solutions. Where integration or an SSO is not available we can provide links out to these applications. We can discuss BoardBook and Eleyo integration prior to contract.</p> |

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| <ul style="list-style-type: none"> • Ability to password protect sections and/or provide an intranet option | <p>Your website can include individual password-protected pages that provides an intranet option. Using Finalsite password-protected community portals, you can create and post content specifically for District staff in a "one-stop shop" format, combining calendars, resources, news, classroom content, directory information, job support resources, and so much more into a single view for secure, quick access. Portals can be password protected on a user and/or page level. For a video on Portals, visit https://finalsite.wistia.com/medias/vo0et5jel6.</p> <p>Since Portals integrate with dozens on Single Sign-On partners and Student Information Systems, you can save your staff time by providing a centralized, secure gateway to the systems they need to access without having to manage multiple usernames and passwords.</p> |
| <ul style="list-style-type: none"> • Cookie trail for site navigation | <p>Composer allows for complete flexibility in terms of structure, including the cookie trail, or breadcrumbs, navigation style. When you move or update a page, your on-page breadcrumbs will update automatically.</p> |
| <ul style="list-style-type: none"> • System wide search that can be integrated with a Google Appliance | <p>Site search is included with your Finalsite website, and it can be customized to suit the needs of your District. The search tool can be built into the design and can function in several different ways to provide the best user experience and optimal search results. Site search has two different package levels, Basic and Advanced. With the Advanced Search option, you will have the ability to view instant results, set search rules to display specific search results, and specify exact match phrases and exclusion phrases in results. There is a "Search Tools" option on the Composer menu, which gives District editors direct access to this feature. For a video on Advanced Site Search, please visit: https://www.finalsite.com/software/content-management-system/advanced-site-search.</p> <p>Google Search Appliance was discontinued in 2019, but if your District is still using this, we can work with you to integrate or transfer the functionality to Finalsite's Site Search.</p> |

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| <ul style="list-style-type: none">• Ability to leverage social media technologies such as: RSS, Facebook Twitter, Instagram, podcasts, videos | <p>Finalsite's platform has the power to strengthen the relationship between your District websites and social media profiles. The Feeds module allows for consolidation and filtering of all of the district's social media feeds. In addition, Finalsite's web pages come equipped with "Social sharing buttons" that make it easy for website visitors and admins to share content from your website to social media in just one click. In addition, the Finalsite Feeds module comes equipped with data and analytics to monitor your social media performance.</p> |
| <ul style="list-style-type: none">• Mobile responsive design | <p>Because we know how important a mobile-friendly site is to your success, every Finalsite website is automatically responsive — no extra cost, effort or implementation required. Every website built on Finalsite CMS, Composer, is 100% responsive, not just for three sizes - for every size, meaning your District sites are optimized for all devices. Also, with a built-in device preview, you can be confident your site visitors have the same great experience, on any screen size. Your website can incorporate responsive interfaces, push notifications, and many other features that enhance how users experience the site via their mobile devices.</p> |

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| <ul style="list-style-type: none"> • Capability to search CMS for documents/pages, view edit history, lock templates and design, limit editor access to individual pages | <p>Site Search functionality is included in all Finalsite websites.</p> <p>The Finalsite platform support supports versioning at the page and element level, and likewise the associated archiving needed to support this. You can restore content from a previous version, and activity logs are available to track edits.</p> <p>With Finalsite, it is easy to control who in your District can edit templates and limit access to individual pages. The platform offers full permissioning capabilities, regardless of how many users and user roles you need to accommodate. District webmasters will control the workflow structure using tiered administrative access to establish website publishing rights for who can edit, delete, and publish content on the website. In this way, it is simple to maintain permission settings as personnel changes occur. It is easy to assign different levels of admin access and set permissions on a modular level and page level, giving truly granular control over who can change information on the website. A single user can have permissions to view, edit, publish, and delete, and these permissions can be specific to a page or section of the website.</p> |
| <ul style="list-style-type: none"> • Ability to embed code or write code for unique formatting | <p>Code can be embedded into your site. Within Finalsite's Composer CMS, it is usually not necessary to write code, but users will have the ability to view and edit the HTML code for any content element on the site.</p> |

CONTENT REQUIREMENTS

The new website should employ a distributed content management philosophy that allows content owners to create and manage their own content. In addition the site will need to give staff the ability to create and manage the following general content types:

Composer is Finalsite's enterprise-ready Content Management System that will allow your district great flexibility and maximum utility. Built with simplicity in mind, Composer CMS empowers everyone in your community to compose beautiful, professional looking pages. The platform provides the simplicity and security website managers require, without sacrificing design quality, functionality and performance. The system is focused on administrators who work in education and uses a WYSIWYG drag-and-drop interface, meaning you can restructure the main district site, school pages, and their subpages by simply dragging and dropping the pages where you'd like them to go. Using more than 40 drag-and-drop elements, you can easily add content, news, announcements, calendars, social media, photos, videos, blogs — and virtually anything you can imagine — to your website in just a couple of clicks. To see how easy Composer is to use, view the following video: <https://finalsite.wistia.com/medias/f6kv39nbrv>.

- Calendar or event content that follow the ICS calendar format

Calendars on your Finalsite website will be managed using the Calendar Manager module, which integrates with any other calendaring system that includes a live iCal feed, such as Office 365 and Google Calendars. Calendar Manager employs Create Once, Publish Everywhere (COPE) functionality, and it fully supports separate school, department, and district calendars. When adding calendars to your website using the Calendar Element, you'll have the ability to customize numerous options, including which calendars are displayed, the date range, and even how the Calendar will look. If you choose to display multiple (layered) calendars, you can easily add icons or colors to make them easy to differentiate for your website visitors. This is also true for the app in terms of tailoring and saving customized settings. For a video on Calendar Manager, please visit <https://finalsite.wistia.com/medias/56pt7ud4af>.

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| <ul style="list-style-type: none"> • Alerts/Announcements | <p>Finalsite offers multiple options for time-sensitive communications, including Page Pops for emergency alert notifications on the website (through a banner or pop-up) and Alerts for opt-in notifications via email or text.</p> <p>Page Pops are used for emergency alert notifications through banners or pop-ups on the website. Page Pops functionality provides for easily visible and changeable emergency alert notifications that link to critical on-site information. Page Pops can be shared on any page on your public site and in password-protected portals, meaning you can get as specific or broad with your messaging as you wish. Page Pops provide virtually endless opportunities for marketing, communications, and emergency notifications.</p> <p>Finalsite Alerts are real-time, opt-in notifications that can be sent via email or through SMS text messages. Alerts are integrated into our modules Posts (news, blogs, and more), Calendars, and Athletics Manager, so you can instantly communicate with parents, volunteers, students, and faculty.</p> |
| <ul style="list-style-type: none"> • Blog postings | <p>Blogs and news are managed via the Posts module. When creating a new post, editors can assign it to one or more categories and can also assign one or more tags to that post. Using the Posts module, content can be created, published automatically, scheduled to post, approved by others, and then set to expire and be removed automatically after a certain date. Content can be scheduled to post later, backdated to make it appear in a different order, or set up with a workflow where certain people can write posts but cannot publish them. For a video on Posts, please visit https://finalsite.wistia.com/medias/z14ohoh3i0.</p> |
| <ul style="list-style-type: none"> • FAQ, Accordion feature | <p>The Finalsite platform is a highly flexible solution, and your website can be designed with whichever elements, functionality, and aesthetics you prefer. A FAQ page is just one example of the types of information you can easily display and edit with Composer CMS. To see a recent example of a Finalsite website FAQ page, please visit https://www.lfanet.org/admissions/faqs. You can also utilize any number of tabs and accordion content areas on any page.</p> |

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| <ul style="list-style-type: none"> • Surveys • Forms | <p>Finalsite's Forms Manager module provides the capability to create custom, responsive, and Accessible web surveys, tests, and forms using a drag-and-drop interface and can be added to any page of your site in two clicks. When a visitor fills out a form, the information is submitted to whomever your District has selected to receive the form results. Workflow is controlled by your webmaster, and you can require approval before a form goes live on the website. For a video on how Forms Manager works, visit https://finalsite.wistia.com/medias/2d1rdpveof.</p> |
| <ul style="list-style-type: none"> • Ability to attach and / or embed the following content <ul style="list-style-type: none"> a. Videos or multimedia b. Other websites c. Images d. Image Slideshow e. Office documents f. PDFs g. Podcasts | <p>Finalsite Resource Manager module allows for easy upload, preview, and linking of any media to your site, including the ability to play media within multiple video and audio platforms via Embeds and without plugins. Your District editors will be able to share and create video (and other content) from and on Facebook, Twitter, YouTube, Vimeo and other popular sites using drag and drop functionality. You can embed them on your website or in a private portal to provide an inside look to life in your District via your social networks. You will also have the ability to embed live streams from most providers and display them on the website.</p> <p>Resource Manager provides central management for all your digital assets and includes a built-in image and video editor. With automatic optimization to improve load time and website performance across devices and the ability to tag, crop, resize, search for, and manage images, your district will have no problems keeping your libraries organized and Accessible. To see a video of our Resources module, please visit https://finalsite.wistia.com/medias/f186g3g75f.</p> |
| <ul style="list-style-type: none"> • Link to other websites | <p>Links to other websites can be placed anywhere on your Finalsite website.</p> |

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| <ul style="list-style-type: none"> • Integrate with social media tools such as RSS, Facebook , Twitter, Instagram | <p>Finalsite's social media aggregation and moderation software is an industry-leader, as it allows you to aggregate the content from multiple accounts into a single, streamlined interface. Additionally, you can use the moderation console to filter and/or prevent off-brand content from making its way onto your website. This tool, Finalsite Feeds, also comes equipped with data and analytics to monitor your social media performance. Finalsite Feeds has options for design customization, but also looks great as is on your site! View a demo here: https://www.finalsite.com/software/marketing-communications/social-media-integration.</p> |
| <ul style="list-style-type: none"> • The current content housed in Blackboard will need to migrate to new site | <p>Finalsite will facilitate and guide your District's content migration from Blackboard. Our most successful clients use the website redesign process as an opportunity to evaluate their content and sitemap and determine what should be moved over to the new site, rather than moving everything over as is. For best practices, please see our Content Migration: A Best Practice Guide on When to Migrate, Delete, or Create Content During a Redesign https://drive.google.com/file/d/1j9O-K8e9Dw4yiGLMLoT9I12xVdzpuss4/view?ts=5beb3053.</p> |
| <p>TIMELINE</p> | |
| <p>Project kick off 7.1.2020, The District's goal is to release a new website as early as Tent 2.1.2021</p> | <p>Finalsite will adhere to the District's timeline. We are proposing a Theme Design, which has a project plan duration of as little as 35 days. Your website will launch by your goal date of February 1, 2021.</p> |

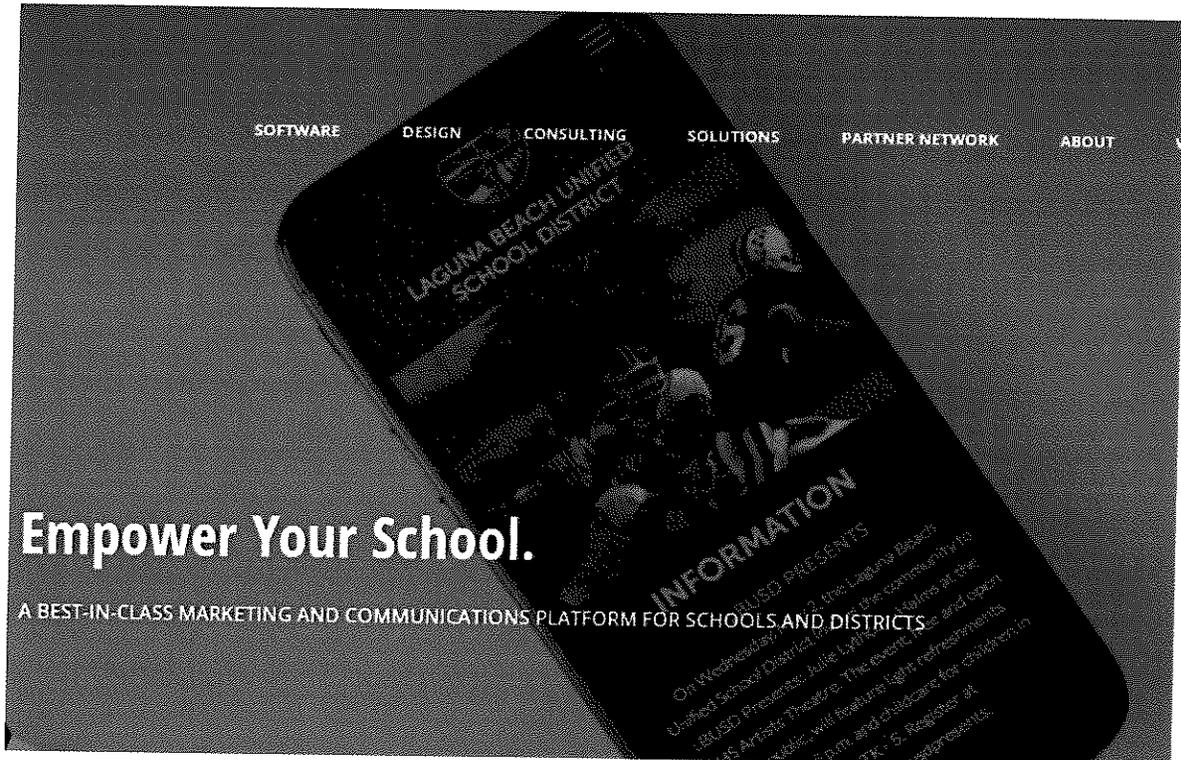
TECHNOLOGY REQUIREMENTS

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|---|---|
| <p>The site will employ an open source or ideally no annual cost for the software license outside the subscription services for a content management system. The system can be run on district hardware or outsourced for hosting services.</p> | <p>Your Finalsite Composer subscription includes all phases of design, development, implementation, comprehensive training, ongoing technical support, system maintenance, secure hosting, backup, and disaster recovery services.</p> |
| <ul style="list-style-type: none"> Proposed site should comply with current 504 /ADA usability requirements | <p>Finalsite will provide an ADA compliant site upon launch that will comply with Section 508 of the Rehabilitation Act, Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and WAI-ARIA 1.0 standards. We also provide training opportunities to aid in maintaining ADA compliance.</p> <p>From a careful design process and in-house accessibility experts and free blogs and resources focusing on accessibility, our goal is to help your District build a web presence that is accessible to all. When you work with Finalsite, you'll have a dedicated, certified Accessibility Specialist to ensure your project is successful from start to finish. Our Accessibility Team is headed by a member of the International Accessibility Professionals, and members of our completely in-house support team stay up-to-date with WCAG 2.0 requirements so that your site does, too.</p> |
| <ul style="list-style-type: none"> Be responsive in design | <p>Your District website by Finalsite will be 100% responsive, not just for three sizes - for every size, meaning your District sites are optimized for all devices. To test our mobile first designs please view any of our client sites on a browser and adjust the browser dimensions to see how the site automatically adjust to appropriately fit any screen.</p> |

| | |
|---|---|
| <ul style="list-style-type: none"> • Have a native IOS and Android app | <p>Your Finalsite website solution can include a Mobile App, which is designed to reflect content from existing live pages on the District site, allowing you to share key information with your community wherever they are. There are options within the App to display specific pages and link to social sites, as well as being able to access a secure area via password. The app is also centrally fed so that changing data on your website will also be reflected in your App without you having to do anything. Settings within the App allow users to set specific locations/departments from which they receive news. If they have a child in the elementary school, for example, they can ensure that the information displaying on the App is specific to that school without a lot of extra information from other locations</p> <p>Finalsite's Mobile App is responsive on Apple and Android operating systems, and future compatibility upgrades will be provided at no cost to the District or the user. Please visit https://www.finalsite.com/software/mobile-app-notifications/ios-android-app for a video on the Mobile App.</p> |
| <ul style="list-style-type: none"> • Ability to leverage other social media technologies such as | <p>The Finalsite platform can leverage social media technologies to expand communication between your District and its stakeholders.</p> |
| <ul style="list-style-type: none"> o RSS | <p>RSS feeds can be placed anywhere on your website. Using RSS feeds in the Posts module, you can automatically push news and blog content to social media sites like Facebook and Twitter to save you time.</p> |
| <ul style="list-style-type: none"> o Facebook , Twitter , Instagram and other social media | <p>The Finalsite platform can integrate with Facebook, Twitter, Instagram, and any other popular social media sites. Content can be created, embedded, and shared.</p> |
| <ul style="list-style-type: none"> o Podcast episode creation | <p>Podcasts can be posted to your District's Finalsite website within the Resource Manager module.</p> |
| <ul style="list-style-type: none"> o Embed H.264 and HTML5 content | <p>Composer and its modules allow for customized embeds, with or without iFrames. Using the Resource Manager module, your District may easily embed code and content many popular sites using drag and drop functionality. You will also have the ability to embed live streams from most providers and display them on the website.</p> |

| | |
|---|--|
| <ul style="list-style-type: none"> • Employ the latest web technologies and architecture so that future technological enhancements can be integrated | <p>Finalsite serves thousands of education agencies, and we keep the platform up to date with emerging trends. Software upgrades are included in the Composer CMS subscription. Finalsite utilizes Agile Development Methodology for updates, and we are always looking for ways to improve the software (including client requests). Changes in the product are often minor and are always non-disruptive.</p> <p>Our latest investment of \$2.5 million in moving to Google Cloud hosting is an indicator of how serious we are about technology. This move to Cloudflare and Google will allow us to provide websites over the new HTTP3 protocol, allowing faster and more secure browsing experiences</p> |
| <ul style="list-style-type: none"> • Ideally the site will utilize our Directory Store for content creator's user credentials | <p>With the Finalsite Platform, constituents can log in with existing credentials from other systems.</p> |
| <ul style="list-style-type: none"> • Integrate with our other web - based systems: <ul style="list-style-type: none"> o Our SAML Single Sign on tool o Google Sites o EdinaApps (Google, Schoology, Infinite Campus) o Eleyo registration and payment system; BoardBook | <p>One of Finalsite core competencies is integration with other systems. Edina and Eleyo integration options can be discussed prior to contract.</p> |
| <p>ANALYTICS</p> | |
| <p>We desire robust website analytics capabilities. Any proposed solution will need to be able to be read by Google Analytics for reporting needs and/or offer built-in analytics.</p> | <p>All Finalsite websites come equipped with full access to a Google Analytics dashboard, which will provide comprehensive statistics regarding the visitors to your website. Data available through this service consists of site visits, page views, bounce rate, average time on site, pages per visit and percentage of new visits. Google Analytics can also track referral traffic including search engine, direct visits, website referrals and marketing campaigns (Pay-Per-Click, Banner advertising, email marketing etc.).</p> |

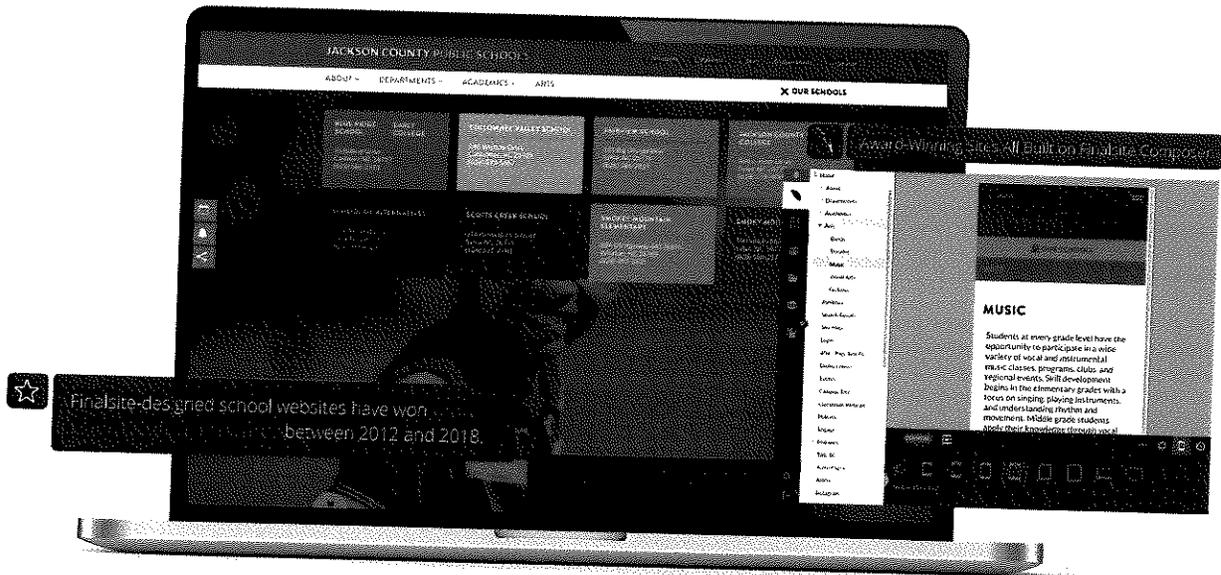
3. Technical Volume



A. Design

Modern, elegant, user-friendly designs are a signature feature of Finalsite. We will bring together the most talented designers in the industry to bring your District's brand to life online using whatever design treatments work for your District. With more than 100 design awards under our belt, our team boasts some of the most creative and innovative minds in the education industry. We invite you to browse through a portfolio of K-12 designs on our website: <https://www.finalsite.com/design/portfolio/public-school-District>.

Finalsite Design



Don't Just Reach the Bar.
Set the Bar.

Our design team is the most decorated in the industry, with more than 100 design awards for our work with independent, public, and international schools around the world. We are innovative, pragmatic, daring, bold – and our work is anything but cookie-cutter.

With design packages to fit every budget and a refined website deployment process twenty years in the making, our talented team won't just help you reach today's standards, but be the one that sets them.

Online Portfolio

Custom Designs

Theme Designs

Award-Winning Designs

ADA-Compliant Designs

Secure Hosting

Quality Assurance Testing

Simple WYSIWYG editing

Experienced Design Team

On-time Deployment Process

100+

Design Awards
Since 2012

10

Average Years
Experience of Our
Design Team

300+

New Sites Launched
Annually

16

Website Designers



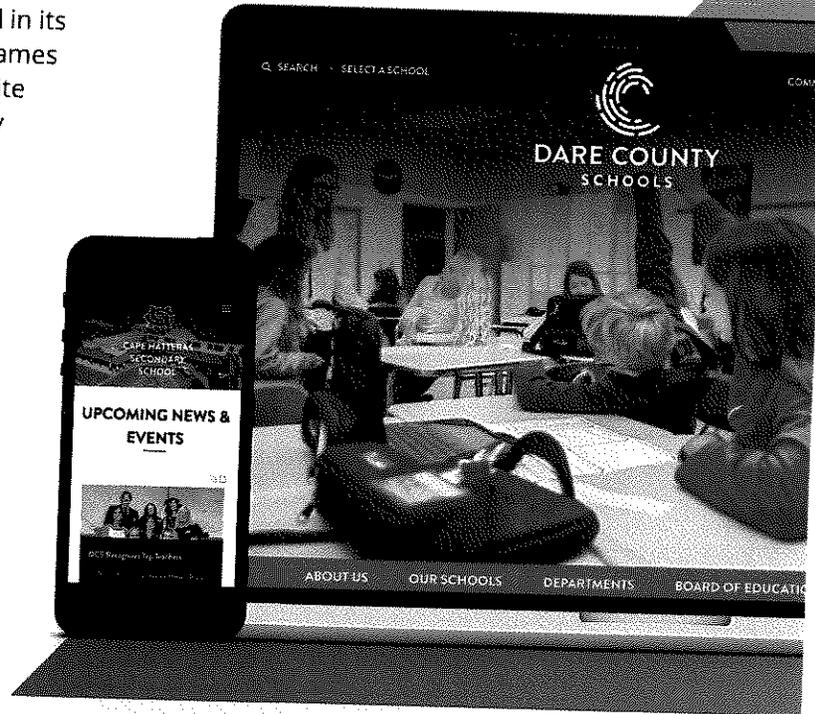
Leaders in Design

A BEST-IN-CLASS APPROACH TO KEEP ON THE CUTTING EDGE.

When Finalsite launched its first responsive school website in 2012, mobile web strategy was still in its infancy – and yet to be adopted by big web names like BuzzFeed and Amazon. Since 2012, Finalsite has grown to be the market leader in not only responsive design, but mobile-first design.

While responsive websites are mobile-friendly, our design process is mobile-first, meaning we consider how the design will respond to different devices during the entire design process. Statistics show that between 50-70% of users accessing your website are coming from some sort of a mobile device (be it a smartphone or tablet), therefore our designers are considering the user experience on mobile as much as they are desktop design.

Dare County Schools | [#20190022](#)



A MOBILE-FIRST DESIGN ENSURES:

An interactive and simple user experience and user interface on all devices

A seamless experience from smartphone, to tablet, to desktop

Compatibility with major browsers on Windows, Apple, iOS, Chrome OS, and Android devices

Faster website load times on all devices

OUR MOBILE-FIRST DESIGN PROCESS INCLUDES:



Design Mockups

Of mobile UI and UX. The Device Preview tool will allow you to see how the pages you build look in different devices.



Expert Guidance

On content, structure, and navigation from your designer and project manager.



Training in Composer

Including guided tours of how to use Composer and up-to-the-minute updates on feature releases.

Designing for Accessibility

INCLUSIVE DESIGN FOR A PROGRESSIVE WORLD.

Accessibility is a company-wide initiative because to us, it isn't about laws, regulations and scare tactics, but about doing the right thing for everyone. From a careful design process and in-house accessibility experts, to our partnership with AudioEye and free blogs and resources focusing on accessibility, our goal is to help your school build a web presence that is accessible to all.

During the deployment process, you'll meet with your Project Manager and Designer to build a great website while adhering to Web Content Accessibility Guidelines (WCAG) 2.0 standards*. Throughout the design process, we'll take the time to walk you through which design elements help and hurt accessibility, and advise your team on best practices for adhering to ADA compliance guidelines. This includes photo ALT text and setting up permissions to ensure non-compliant content isn't published. It's important to note that although our team and platform work to adhere to WCAG 2.0 standards, some aspects of full ADA compliance depend on content updates performed by site admins and site users.

FINALSITE'S WEBSITE ACCESSIBILITY SERVICES

| | |
|---|---|
| Experienced Designers | Free Training and Resources |
| Accessibility-Friendly Functionality | Ongoing, Knowledgeable Support |
| Website Accessibility Committee | Help Desk Functionality |
| Dedicated Accessibility Specialist | Accessibility Certification |
| Managed Service to Remediate Accessibility Errors | Ally Toolbar Providing Tools Like Screen Reading Technology to Optimize User Experience |
| Scan, Report and Fix Functionality | OCR Mitigation |

Building an Accessible Website on the Finalsite Platform

When we design a website, we take into consideration the following website features to make websites accessible:

- Basic organization
- Images and videos
- Titles and menus
- Text size and contrast
- Forms

**The standards for ensuring content is accessible to all users are known as the Web Content Accessibility Guidelines. They are put out by the World Wide Web Consortium, and can be found [here](#) for your review.*

***Finalsite CMS includes both static and dynamic content elements. Because content changes take place frequently on our platform, we cannot guarantee that all content and the sites containing them will be 100% compliant at all times. Content and Web Editors should recognize that automatically-generated content must be proofed and, if necessary, manually edited in order to ensure that the public-facing website adheres to strict compliant formatting. This includes photo alt text and video transcriptions.*



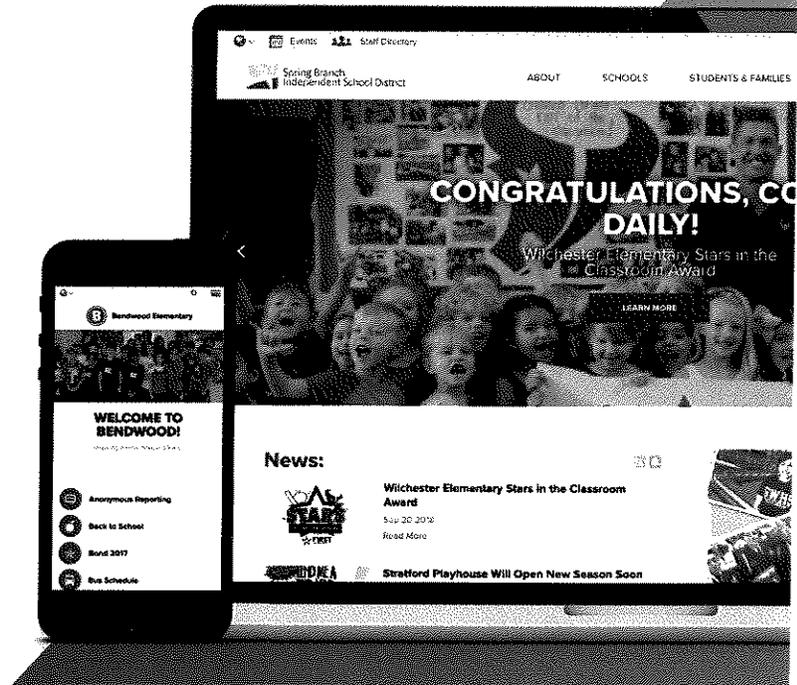
Custom District Website Designs

AWARD-WINNING WEBSITES AS UNIQUE AND INNOVATIVE AS YOUR DISTRICT.

Spring Branch ISD | [Homepage](#)

With a team of 15 full-time designers, including a design studio in London, our 90+ design awards, best-in-class creative packages, interactive design and onsite deployments make us your partner for creating an amazing site that showcases your story online.

Along with a custom design experience guided by our award-winning team, Finalsite has a deep bench of experts to help boost your brand, market your district, tell your district's story and much more!



CUSTOM DESIGN ENHANCEMENTS

Custom Social Media Feeds

Background Videos

Custom Timelines

Infographics

Custom Search Element

Subtle Animations

Campus Tours

Interactive Elements

*The Sky is the Limit!

** Listing all of our custom design enhancements puts us in a box — and that's the last place we want to be! Our designers think outside the box, and can come up with a custom design enhancement unique to your district's brand and mission.*



[Burlington Public Schools](#) | MA



[Happening in District 27](#)

[Northbrook Public Schools](#) | WA



[Courageous, reflective, and contributing citizens](#)

[Ellington Public Schools](#) | CT



Theme Designs

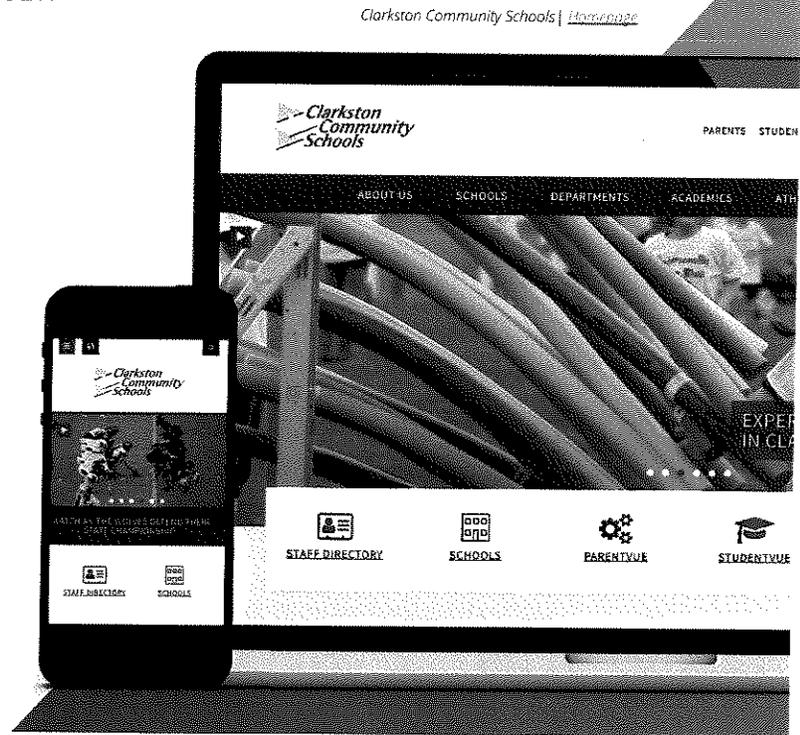
REDESIGN ON ANY TIMELINE OR BUDGET.

Finalsite theme designs are perfect for districts working on a tight budget and/or tight timeline (or both!). With a library of more than 30 themes crafted by our award-winning design team, themes are the optimum way for your district to launch a new, top-notch site in under 60 days.

How It Works

Theme websites are anything but cookie-cutter. Crafted by our award-winning design team, you get the option of harnessing the best practices of an award-winning design on a smaller budget and/or shorter timeline.

The theme customization process ensures the site truly resembles your district's brand!



THEME DESIGN PROCESS

Step 1: Select a Theme

Work with your Project Manager to understand the criteria that should drive your theme selection and discuss how your district logo, fonts, and colors can best be applied.

Step 2: Configure Theme

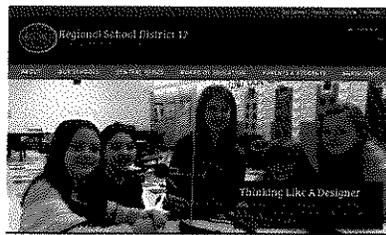
We'll plug your logo, colors, and web fonts into the predefined areas. If you feel a color or font isn't quite right, we can swap them again.

Step 3: Complete Setup

We'll perform a thorough 80-point QA for functionality, accessibility, and responsiveness, and then you'll be ready to launch whenever you have completed adding your site content!



Carrollton City Schools | GA



Regional School District #12 | CT



Lower Merion School District | PA



Great Designers. Exceptional Designs.

OUR PROCESS TO LAUNCHING YOUR SCHOOL'S DREAM WEBSITE ON TIME.

At Finalsite, we believe that when you put *good* in, you get *good* out – which is why we treat our website deployment process like an art and a science, and we treat *you* like family. From the first day you join Finalsite until after the proud moment when your site goes live, your dedicated Finalsite Team is here for you. You'll have a designer, coder, project manager, client success manager and our all-star technical support team ready to answer any questions you may have, and help you along for a smooth deployment.

Our website deployment process has been refined over the past 20 years, and we help more than 300 schools and districts launch a new website, on time, annually.



1

DISCOVERY

Goals, dreams, expectations and requirements – let's discuss it all. Our discovery process is one of the most important parts of the deployment process as it is where we get to know you, your school and your brand, and begin to plan how to build a pixel-perfect digital representation of it. We treat this stage of deployment like a science. You'll provide our Project Manager (PM) with some key brand assets, and after an in-depth kickoff call, we'll begin analyzing each component to build a site that is uniquely yours.



2

TRAINING

Training is ongoing throughout the entire deployment process with hundreds of free resources available at your fingertips. Our online library of resources includes short videos on virtually every piece of Composer and its related modules, text articles detailing how-to's and best practices, live weekly webinars, and hundreds of blog articles, eBooks and other valuable resources.



3

DESIGN

Now here's the fun part! During the design phase you'll begin to see your vision come to life and exceed every expectation. You'll have the opportunity to make suggestions and revisions to your homepage and interior style guide.



4

BUILD & QA

Once your design has been approved, your Front End Developer (FED) will begin coding and building your website to work seamlessly across every browser and device. Your site will endure an **80+ point QA process**, which includes testing for web accessibility, mobile-friendliness, cross-browser compatibility, and more.



5

LAUNCH

The big day is here! Finalsite software ensures you'll hit the ground running after launch. With a Finalsite Project Manager to guide you and online help at your fingertips, you'll be on your way to expert status in no time.

Multilingual Websites

REACH YOUR ONLINE AUDIENCE, NO MATTER WHAT LANGUAGE THEY SPEAK.

There are two options for handling translated websites. The simplest is Google Translate, which can easily translate website content into the website visitor's language of choice. The second is the ability to create custom pages in the native language, which is also supported by Finalsite Composer.



École Des Roches
Main Website | Multilingual Site



3. Technical Volume

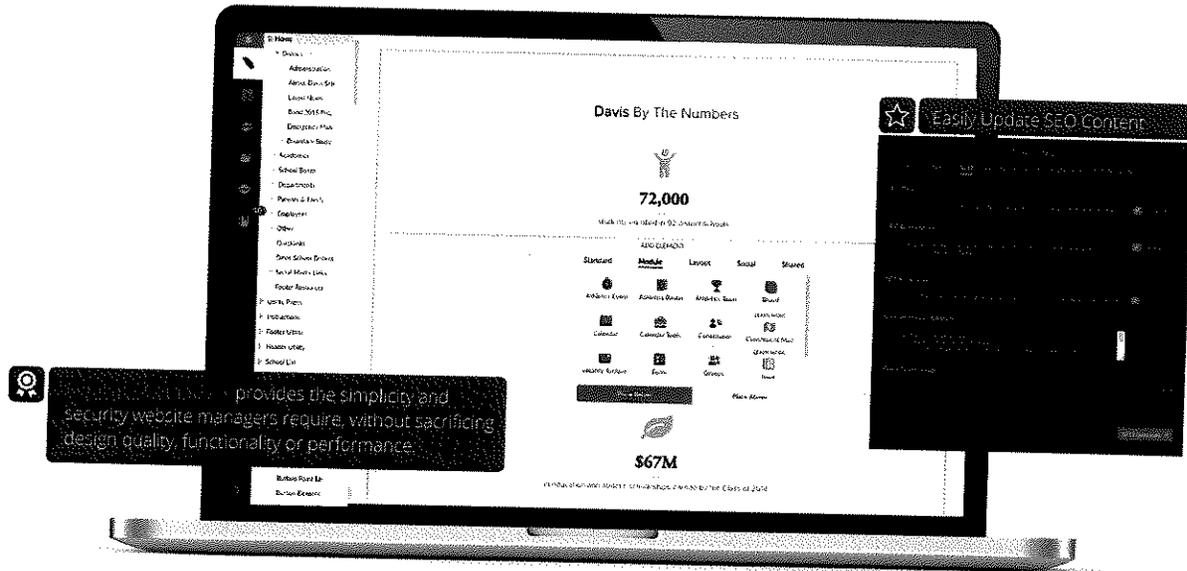


B. Usability and Testing

“ I know whenever I see a Finalsite website, I know its quality. And I know there’s not going to be any one who can match what you do. You have the most innovative, best modules and software for everything districts need. There’s no comparison. ”

VALARIE HULL, DIRECTOR OF COMMUNICATIONS | BARBERS HILL UNIFIED SCHOOL DISTRICT

Finalsite Composer



A Drag-and-Drop WYSIWYG CMS for All Skill Levels.

Built with simplicity and schools in mind, Finalsite Composer empowers everyone in your community to create beautiful, professional looking pages. Composer provides the simplicity and security website managers require, without sacrificing design quality, functionality or performance.

With an intuitive editing experience, drag-and-drop navigation restructuring, impressive photo editor, built-in search engine optimization tools, a device preview tool, integration with Google Analytics and more, you'll have everything you need to drag, drop, edit and *compose your way*.

- Built-in SEO Tools
- Security & Compliance
- Friendly URLs
- Roles & Permissions
- Asset Management
- Device Preview Tool
- Versioning
- Reusable Site Content
- Website Accessibility
- Dynamic School Modules
- Multiple Site Authors

17

Dynamic Page-Building Elements

24/7

Emergency Support

12+

Pre-Built Layout Options

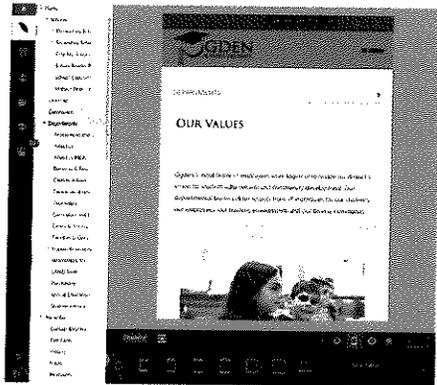
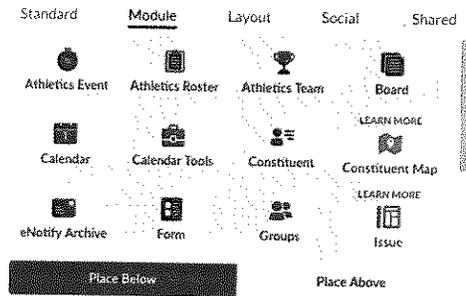
100%

Responsive Websites

FINALSITE COMPOSER | SCALABLE AND FLEXIBLE FEATURES

Combine Dynamic Elements with Our CMS to Bring Your School to Life Online.

Composer simplifies digital storytelling with more than 15 drag-and-drop, dynamic elements. Simply select the elements you want to include in your page, then customize their appearance, and Composer's intuitive user interface will handle the rest. Whether you want to embed social media feeds and videos from Vimeo, or content from modules like Posts and Calendar Manager, elements will always have the most up-to-date, accurate content with no extra effort. Complete with social media sharing buttons, visitors can share what they've seen and generate more qualified website traffic at no extra cost to you.



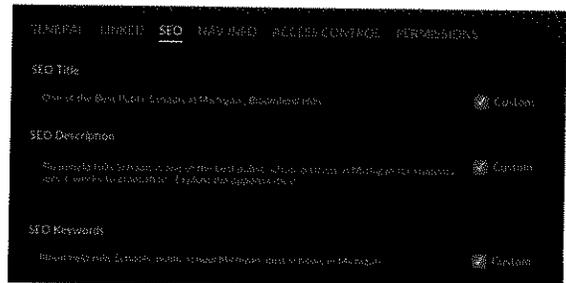
Build Webpages You're Proud of, Every Time.

No HTML experience? No problem. Composer's WYSIWYG drag-and-drop interface makes it easy for even non-techies to edit and build custom web pages that reflect your school's brand while protecting the consistency of your site's design.

With features like inline editing, a photo editor, a device preview tool that allows you to see what your website is going to look like on any device, and custom themes and styling to maintain your school's brand and unique design on every page, Composer provides an improved editing experience for every ability level.

Improve Performance in Search.

Automatically improve performance in search with built-in SEO tools that make it easy for even a beginner to optimize each page on your site. As you build each page, you can customize the page title, meta-description, and vanity URL to include the keywords prospective and current families search for when they're looking for information about your school.





Built-In Accessibility Checker

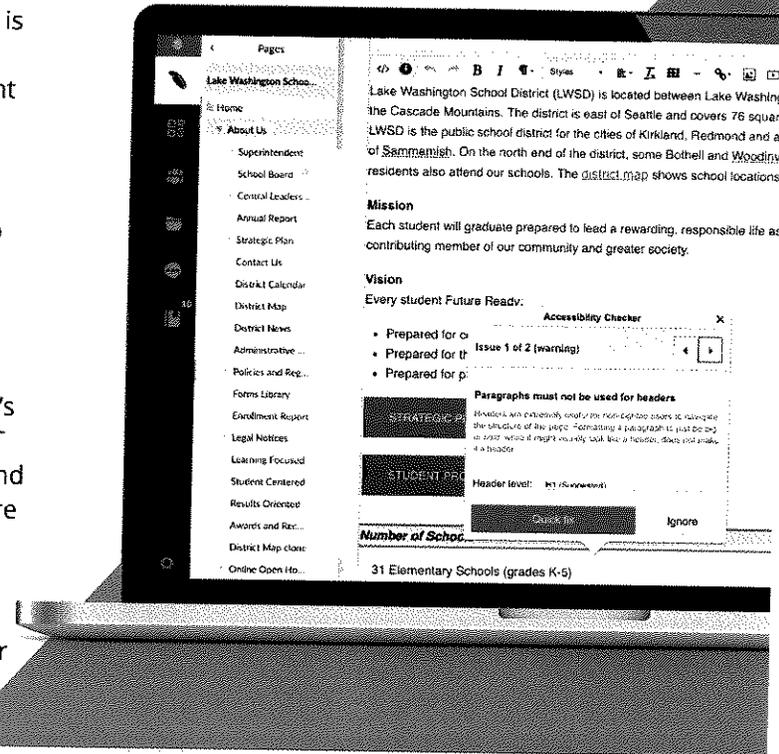
SIMPLIFY CONTENT MANAGEMENT WITH BUILT-IN ACCESSIBILITY TOOLS

Accessibility is important to us at Finalsite, which is why we continue to develop our products that empower your community to add website content that is accessible.

Finalsite built-in accessibility checker identifies accessibility errors in **content elements** added to website pages, as well as **content in the Posts module**, and offers suggestions on how to fix the errors.

The accessibility checker also works with Finalsite's **Resources module** to identify images without ALT text. Within Resources, you can also easily filter and hide any image without ALT text sitewide to ensure all images are accessible, too.

Because Composer contains a trackable admin history, you'll also be able to see who is fixing their accessibility errors, and who is not.



FEATURES AND BENEFITS

Built-in accessibility checker automatically identifies content errors and provides suggestions in modules and Composer

Resources Module identifies images without ALT text, and allows you to hide images without ALT text sitewide

Page history identifies the last admin to edit or update a page

Thumbnails in the Posts module are required to have ALT text, and ALT text is automatically added

Only display Resource images with alt text

There are currently 90 Image Resources set to display in Composer that do not have alt text set.

Activate this control to help enforce ADA compliance on your website. Once enabled, only images from the Resources module that have alt text set will be displayed in Composer to visitors of the website. Images that do not have alt text will not be displayed to visitors, which may result in empty content in locations where these images are set to display.

To find these images, and set proper alt text, use the 'No Alt Text' filter in the All Resources view in the Resources Module.

Require alt text for images added to content in the rich-text editor



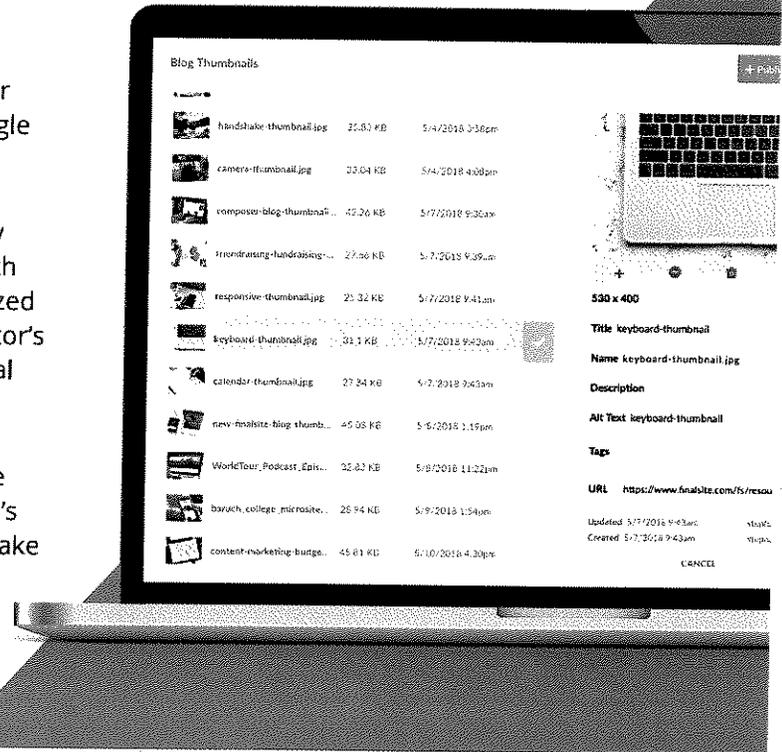
Resources: Digital Asset Management

MANAGE ALL YOUR FILES AND MEDIA WITHIN A ROBUST DIGITAL LIBRARY.

Organize and display all of your website's digital content using Finalsite Resources. With a simple interface, you can drag and drop media from your computer or upload directly from Facebook, Google Photos, and Instagram.

Once your files are in the module, you can display them anywhere on your site using Composer. Each photo and video resource is automatically optimized for visual quality and site speed based on the visitor's device and space on the page, ensuring an optimal user experience.

Empower members of your community to provide authentic media content that conveys your school's culture with confidence. Individual permissions make controlling constituent access easy, while intuitive search, tagging, and collections ensure you can organize and find all the great things your community creates.



FEATURES AND BENEFITS

Create compelling media galleries with flexible Resource, Image, and Video elements

Browse your Resources using list and grid views with thumbnails

Rename and move Resources without affecting existing links

Assign caption files to videos and default ALT text for images to ensure accessibility and ADA compliance

View detailed information about each Resource in the module, including when and who uploaded the Resource, the original file size, and media dimensions

Supported with best-in-class Cloudinary

Fully integrated with Finalsite Posts to ensure that every image and video uploaded through Posts is automatically optimized for the web

Search for resources within the module by keywords and tags, and sort them by type, date uploaded file size, and more

Nest Collections and link Resource elements together to create robust galleries and folders

Organize a variety of file types within the same Collection, including photos, videos, and PDFs

Reuse Resources without multiplying disk space usage

Quality Assurance

ALLOWING YOU TO LAUNCH YOUR NEW SITE WITH CONFIDENCE.

The QA process takes place during the deployment phase to ensure your new site is error-free before launch. Our in-house team undertakes a rigorous review of your site, going through an extensive checklist to test multiple functions and features, including:

TOP BANNER

Logo (Header) - School Name

Linked to homepage, alignment

Quicklinks

Hyperlinks pointing to corresponding pages

Site Search

Expands/collapses (if applicable)

Search text removed when clicking into field

Search results display within client site page

Dropdown Menu

Hover states on links display and function correctly

Moving horizontally between main nav items

Drop-down speed/animation

User experience does not conflict with main nav

Hero Image (Interior)

Animation functions as intended

Production Placeholders: Image size

Image is responsive

Main Slider

Alternative media included for mobile support and page loading

NAVIGATION

Main Navigation

Items linked to corresponding pages

Meganav Dropdown

Text

Styling displays as intended

Page links align correctly

Photos align correctly

Interior Sub-Navigation

Hierarchy style of navigation displays as intended

Styled and functions to 5th level (when relevant)

A left banner is present starting at 3rd level (when relevant)

Flyout Menu: Mobile

Text

Styling displays as intended

Main nav and subnav are functional

POST LAUNCH

Expanding Lists

Hover states

Expands/collapses

Forms

Alignment

Spacing

Padding

Margins

Hyperlinks

Check for all broken links

Hover states on links display and function as intended

Images

Broken image links

Image quality and download time

Alignment of images

Layouts

Content alignment and spacing

Content renders properly with the page layouts

Media

Broken links / embed media, plays, responsive

Tabs

Styling / Hover states

Tables

Renders properly within the page boundaries

Text

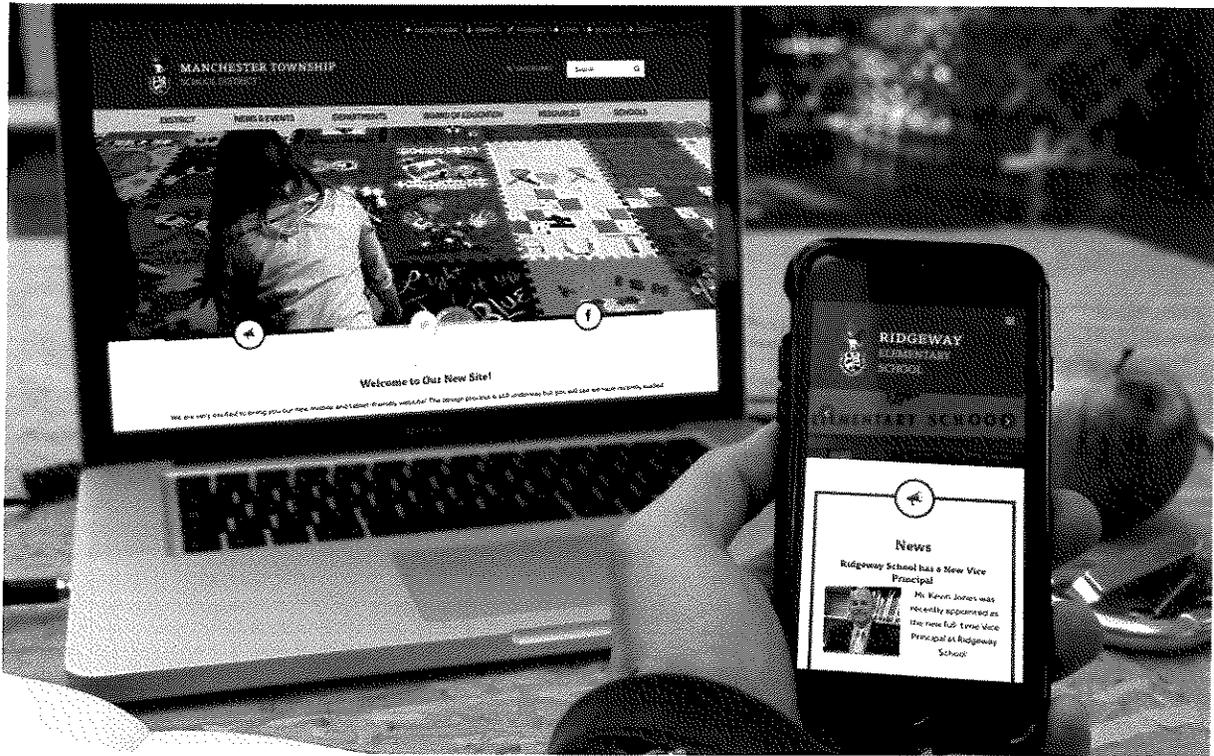
Body text alignment

Padding

Margins

Line spacing

3. Technical Volume



C. Technology Information

Based on the platform requirements described in the RFP, we have selected sections from our official Product and Service Guide that may be of interest to your district. The Guide can also be accessed online at https://drive.google.com/file/d/1oxBixV9_ZyRM-drEp-ra4xCOFIY8aTK3/view.



GDPR Compliant Website Hosting

FAST, COMPLIANT, SECURE. FINALSITE SERVES 2.5 MILLION PAGE VISITS PER DAY.

Our secure data center keeps your site safe while our modern hardware, proactive DDoS mitigation solution and lightning fast network ensure reliable uptime, quicker site loading on every device and robust intrusion protection. Worry-free website hosting keeps your site secure and performing at its best anywhere in the world.

HOSTING FACILITY AND PHYSICAL ENVIRONMENT

- Employee Badges
- Man Traps
- Video Surveillance / 90-Day Retention
- Ultrasonic Humidification
- Multiple Power Feeds
- N+1 Diesel Generator and UPS
- Biometrics
- 24hr x 365 Days Network Operations Center
- Concrete Masonry Walls and Raised Floors
- Double, Pre-Action Dry Fire Suppression System
- Multiple 10G INternet Uplinks in BGP4 Mesh
- Redundant Fiber Feeds

HOSTING FACILITY COMPLIANCE

- SSAE 16, SOCI, AND SOC2
- HIPPA / HITECH
- ITAR
- GLBA
- PCI DSS v3.2
- NIST 800 Based Framework

HIGH-PERFORMANCE

- Extensive caching at all layers
- Akamai Accelerator *Platform available to speed up delivery of entire website, including all dynamic content*
- Dedicated Storage Network
- Integration with Cloudinary *for direct upload and download file transfer. On-demand scaling of video and image files optimized for display size and resolution*
- Integration with Akamai content delivery network (CDN) *Provides enhanced performance for static assets*

BACKUP AND BUSINESS CONTINUITY

- Hourly backups for databases (incremental, stored onsite)
- Server images – Offsite
- Configuration data
- Nightly database backup
- File data – Nightly
- Continuous uptime / Performance monitoring

NETWORKING AND HIGH AVAILABILITY

- Standby generators with UPS
- Redundant networking configured in high availability mode
- Shared databases configured for high availability
- Redundant internet connection
- Redundant / Pooled shared application servers
- 100% virtualization infrastructure; allows servers to be “relocated” from failing or busy resources

NETWORK AND APPLICATION SECURITY

- HW Based DDOS Protection
- Network IPS and IDS
- Automated Log Monitoring / Analysis (SIEM) with multiple threat intelligence feeds
- 24 x 365 staffed Security Operations Center (SOC)
- Automated Network Inventory with Alerting
- Modern Firewalls
- Continuous Vulnerability Scanning
- TLS Encryption by default and Encryption of Data at Rest
- Web Application Firewall with Continuous threat intelligence updates
- Secure Software Development Process *Including static source code analysis, dynamic application scanning, manual code review, and specialized security testing for select features*



Calendar Manager

SIMPLIFIED CALENDAR MANAGEMENT.

With so many events and last minute changes happening in your district every day, Finalsite Calendar Manager enables you to organize, update and notify your constituents with ease while eliminating duplication of effort. You won't ever have to worry about your constituents missing an important event since community members can subscribe for email and text event reminders, or use dynamic iCal feeds to automatically update their own calendars with your school's events.

Constituents can also customize their calendar view with display options such as slideshows, lists, and responsive grids for mobile viewing.

The Greenwich Country Day School | [GCDS School Calendar](#)



FEATURES AND BENEFITS

Group calendars and assign permissions

Easily add calendars to any page or your website

Create unlimited calendars

Integrate iCal and Google Calendars to automatically pull in upcoming events from external sources

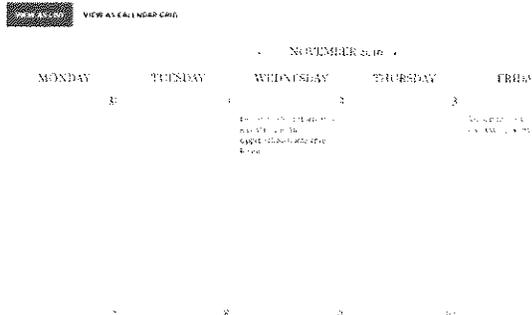
Make site-wide updates from a single location

Enable subscriptions and alerts so constituents are always in-the-know

Set event reminders and create recurring events

Customize the front-end display

GCDS School Calendar



Upcoming Events

NOV 14 Upper School Early Dismissal 2:45 PM

NOV 15 Parents Association Meeting 8:15 AM Upper School Conference Room

[FULL CALENDAR](#)



Directories

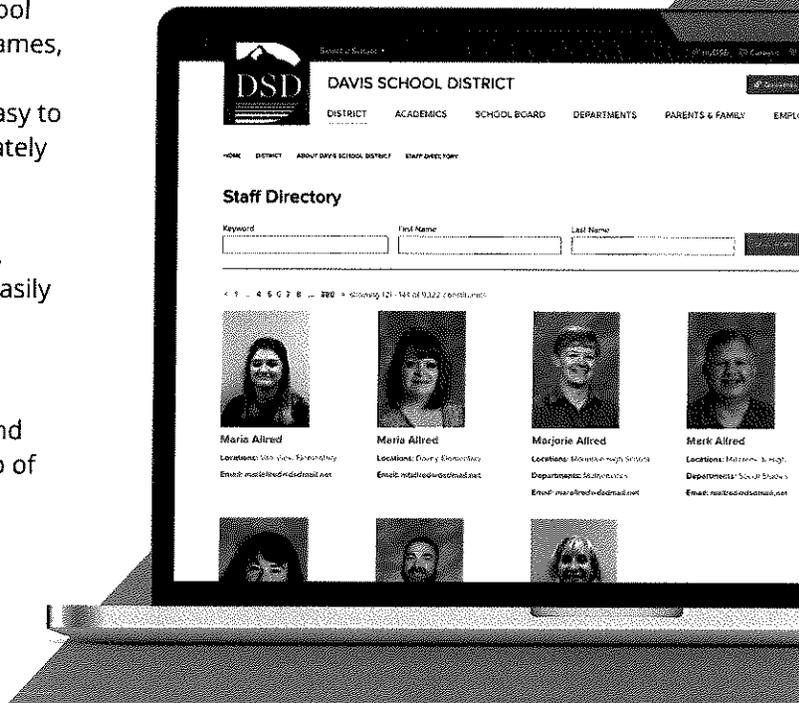
CONSTITUENT DATA MANAGEMENT MADE EASY.

When parents need to contact teachers or school administrators, the first place they'll look for names, phone numbers, and email addresses is your website. Finalsite custom directories make it easy to share contact information publicly and/or privately with your site visitors.

Directories can be accessed from your website, Portals, our LMS or the Finalsite App, and are easily added to any page of your website using the Directories Element in Composer.

Finalsite offers custom directories for faculty and staff, students, alumni – and virtually any group of constituents you wish to create.

Lakeside School | Faculty & Staff Directory



FEATURES AND BENEFITS

Promote your school's faculty and staff in an engaging interface

Customize directory output to ensure the security of your constituents' data

Make information public or private using password-protected portals

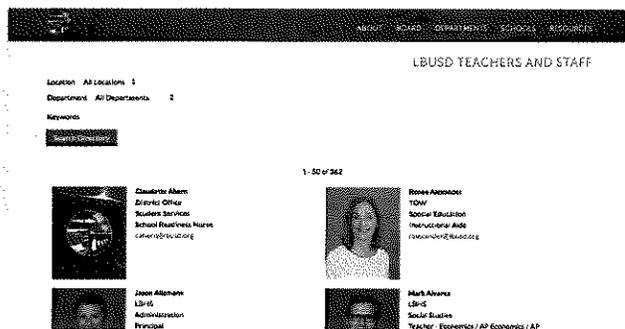
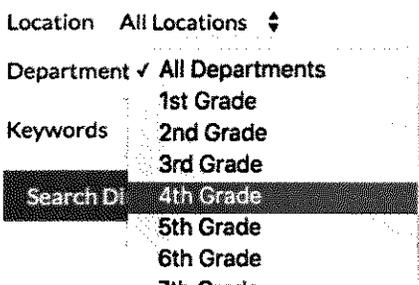
Integrate with Finalsite API and SIS

Display headshots, contact info, bios, and whichever information you wish

Enable a search element to make finding constituents easy

Create directories for any constituent group to improve school-to-home communications

Publish in a fully responsive, mobile-friendly format



Forms Manager

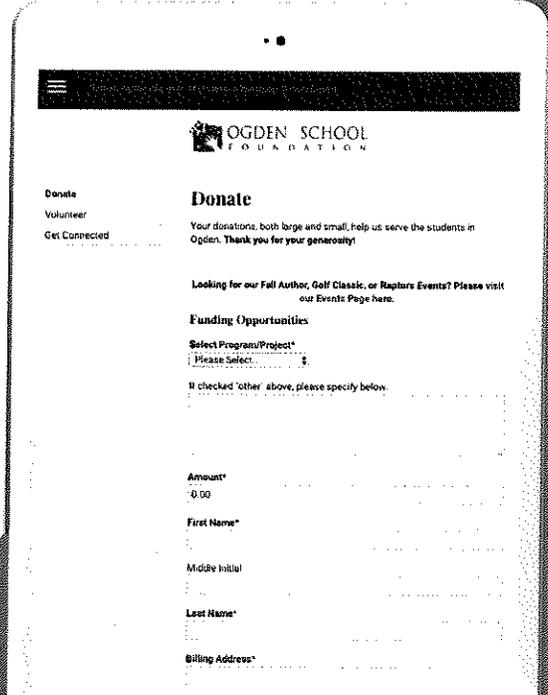
AN ONLINE FORMS MANAGEMENT TOOL FOR SCHOOLS.

With Finalsite Forms Manager you can create responsive, online forms for virtually any need, including online donations, volunteer forms, lunch menu order forms, job applications, event RSVPs, and more.

Forms are easy to build with drag-and-drop functionality, template creation, conditional fields, cloning, and the ability to save commonly used elements. Form customization options are virtually endless, including the form button, custom fields, required fields, and conditional fields.

Forms Manager simplifies your communications efforts with built-in tools enabling you to customize the email sender, send notifications to select admins, send a follow-up email, display an inline thank you, and send users to another page on your website. You can view a full list of who has completed your form and can export that data.

Ogden School Foundation | [Donation Page](#)



FEATURES AND BENEFITS

Easily collect inquiries, open house registrations, and more

Integrates with Finalsite Payments for collecting donations, event tickets, and more

Create custom templates for quick form creation

Create "thank you" pages and automated emails for form submissions

Export form submission data for targeted marketing efforts

Increase form traffic with simple embed code and sharing URLs

Assign specific user rights on the admin side

Set internal notifications for each submission

GENERAL

Type:

Field Label Name

Results View / Reporting Label Name

This field is required

Use a default value

Tooltip Text

Description Text

SIZE OPTIONS

Hidden Field

Radio Buttons

Yes No

Checkbox

Checkbox

Select List Item One





Posts for Blogs and News

ENABLE ALL MEMBERS OF YOUR COMMUNITY TO SHARE YOUR DISTRICT'S AUTHENTIC STORY ONLINE.

Pace Academy | Homepage News Masthead

Finalsite Posts is an extremely flexible content module that enables contributors of all skill levels to share public content without logging in as a site administrator. Posts adds a dynamic view into the day-to-day life of students, volunteers, teachers, and parents at your school. Content sharing opportunities are endless, from Student and Superintendent Blogs, to daily news and Teacher Pages.

Posts features Create Once, Publish Everywhere (C.O.P.E.) functionality to seamlessly share content from school-to-school and school-to-district.

Since Posts is an extension of your district's website, they are already branded with your site's fonts and colors, and any updates will be fully integrated into the design.



FEATURES AND BENEFITS

Enable contributors to add content without logging into your admin site

Allow website visitors to add comments without logging in

Approve or deny comments on blogs and news posts

Bulk create or add Boards individually

Filter your content library while providing an interactive user experience with Tags and Categories

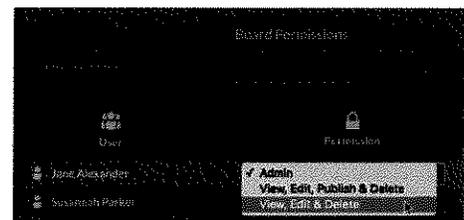
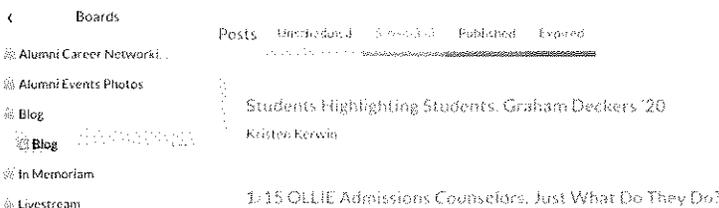
Publish multimedia content to create engaging blogs and news stories

Use Collections to display a custom selection of your best content

Drag-and-drop Posts to manually order lists within the Collections feature

Notify subscribers of a new post with email notifications or through RSS feeds

Limit editing and publishing rights for specific Boards based on constituent role

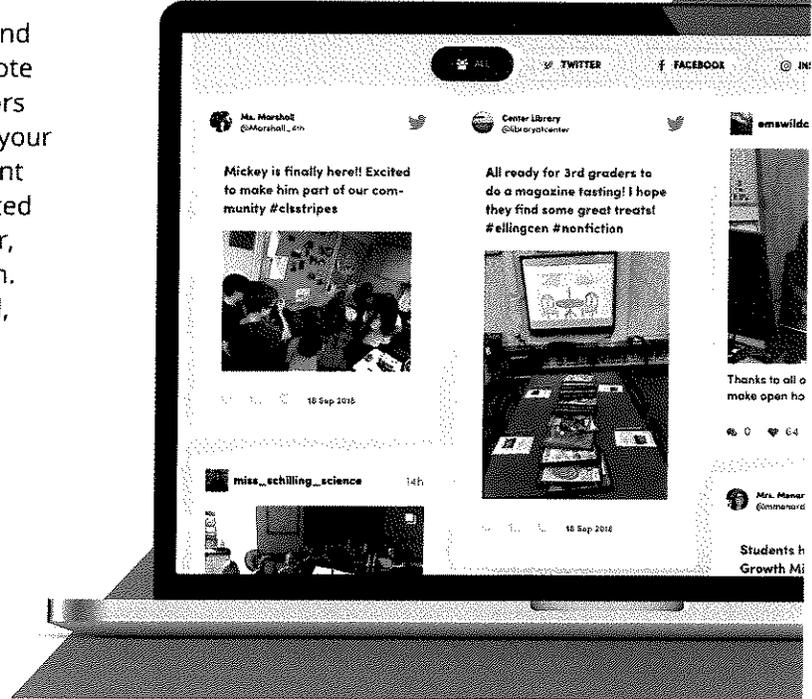
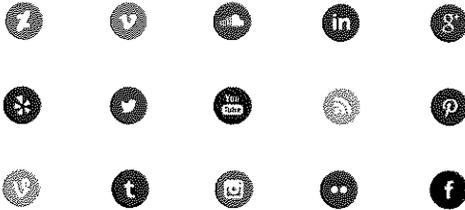


Social Media Feeds

CURATE, MODERATE, AND ANALYZE SOCIAL MEDIA CONTENT ON YOUR WEBSITE.

Choate Rosemary Hall | [Custom Feeds](#)

Finalsite Feeds, our social media aggregation and moderation tool, gives you the power to promote your social presence and engage website visitors with recent, authentic content that is totally in your control. Using Feeds, you can streamline content and conversations from 15 social networks (listed below) – including Instagram, Facebook, Twitter, Vimeo, and Flickr – into a single, modern design. Easily control your social stream’s look and feel, and moderate posts to exclude certain words, phrases, hashtags, or accounts.



FEATURES AND BENEFITS

Automatically or manually moderate social media content in your Feed

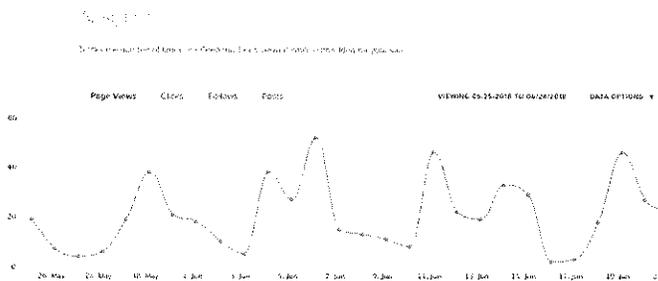
Track analytics to improve your social media marketing

Refresh social content on your website as frequently as every 5 minutes

Display a mash-up of your favorite sources, or choose one source to display at a time

Use consistent styling for posts coming in from all types of sources

Automatically aggregate social posts, and group by hashtag



Word and Hashtag Moderation

These work the same way as the moderation and filtering for your whole feed, but just apply to the one source post. Want more about it here

Disallow posts with these words:

all words, case sensitive, in photos to help help or like with a certain. Blank for no moderation.

Only allow posts with these words:

all words, case sensitive, in photos to help help or like with a certain. Blank for no moderation.

Send all posts to moderation queue

[SAVE MODERATION SETTINGS](#)



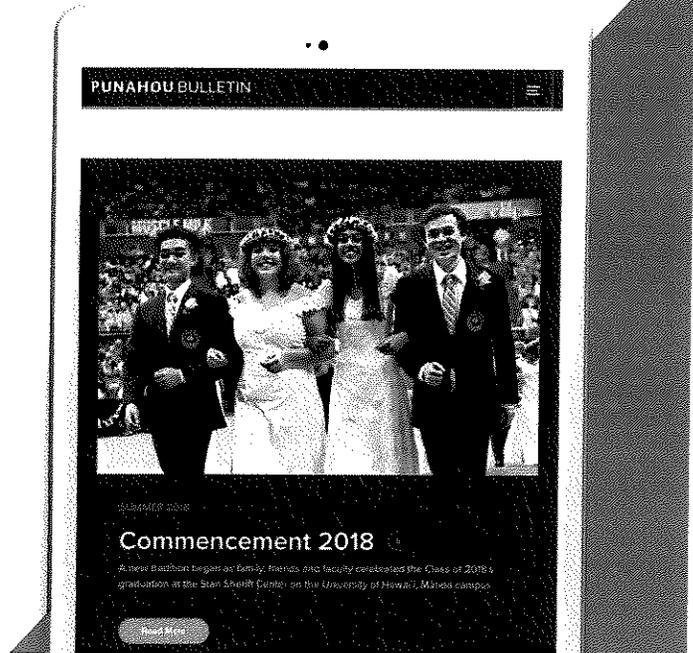
Digital Publications

EASILY CREATE AND MANAGE BEAUTIFUL ONLINE PUBLICATIONS.

Publish online content like your school newspaper, literary magazine, or the weekly parent update with Finalsite Publications. Organize your online content into volumes, a series of issues within a publication that are typically grouped by year, and into issues, the smallest component of a publication grouped by a date range that you specify.

This content can then be pulled into a dynamic page that lets visitors easily find the content they want to read.

Punahou | [Finalsite](#)



FEATURES AND BENEFITS

Organize publications in volumes and issues and create archives automatically

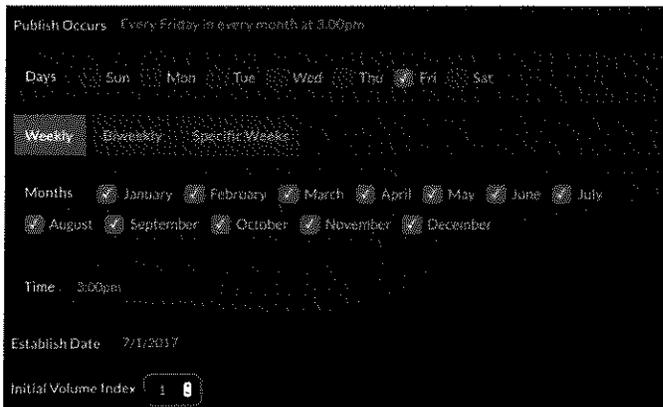
Display content on a page from Posts, or an archive of past publications

Repeat publications daily, weekly, monthly, or yearly

Create custom names for each publication and issue

Automatically publish publications at a specific date and time

Include a thumbnail image for each publication and issue





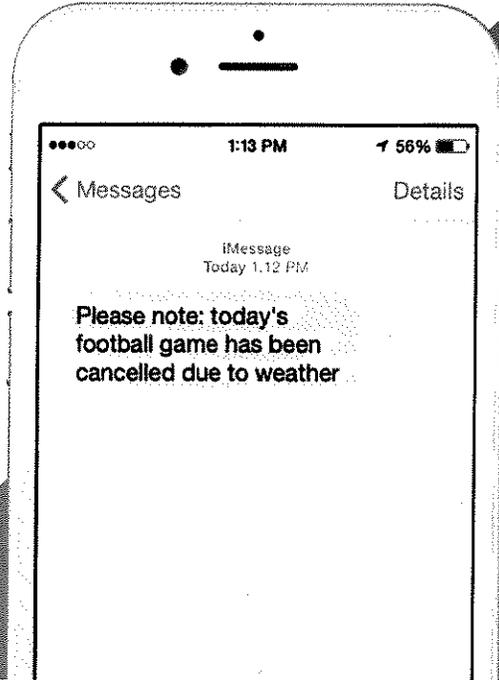
Opt-In Notifications

REAL-TIME ALERTS TO KEEP YOUR CONSTITUENTS INFORMED.

Finalsite Alerts are real-time, opt-in notifications that can be sent via email or through SMS text messages. Alerts are integrated into our modules Posts (news, blogs, and more), Calendars, and Athletics Manager so you can instantly communicate with parents, volunteers, students and faculty.

Alert Your Constituents When:

- An event has been postponed, changed, or canceled
- Inclement weather has closed school for the day
- A new blog post has been published
- A homepage announcement has been posted
- And more!



FEATURES AND BENEFITS

Send real-time notifications

Trigger an alert on change

Communicate with email or SMS messages

Keep constituents updated and informed

Tie into many Finalsite modules including Posts, Calendar Manager, and Athletics

Manage subscriptions

Site Alerts

In order to sign up for Alert Notifications please log in. If you are a new user please register below:

Login Or Register to Receive:

- Newsletter Subscriptions
- News Updates
- Athletics Results, Postponements, Cancellations
- Calendar & Athletic Event Reminders

Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All Public calendars on this page.

All School Calendar

LS Parent Calendar

MS Baseball

MS Boys Basketball

MS Boys Soccer



Mobile App for iOS & Android Phones

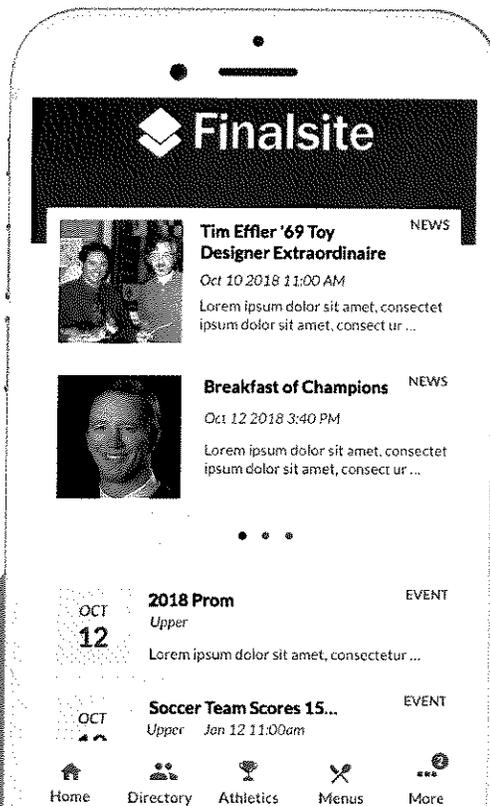
CONNECT WITH YOUR COMMUNITY ON-THE-GO.

Mobile users spent more than 75% of their time on smartphones and native apps, which means offering your community a mobile app could mean higher engagement and a more informed community.

Available for both iPhones and Android phones, Finalsite mobile app provides on-the-go access to calendar events, athletic scores and schedules, faculty and family directories, the latest school photos, videos and news.

The app will be branded in your district's colors and logos.

New Versions Launching Early 2019!



FEATURES AND BENEFITS

- Brand the app with your district's colors and logo
- School admins centrally manage calendars, athletics, news, and media for use on the website and in the app
- COPE functionality means you only need to make an edit once, to have it pushed to your app and website
- Searchable in Apple and Android App Stores
- Send push notifications for important announcements, targeted to the district and/or individual schools
- Users can filter content by school to personalize the app experience for the content that matters to them
- Users can access searchable faculty directories, and filter by school to make teacher and coach contact info easy to find on-the-go



Oakridge
Finalsite

Description

The Oakridge app for iPhones, iPads and iPads allows your students, faculty and parent constituents to take full advantage of the ever-growing mobile phenomenon by delivering content from your website directly to their iOS-based devices.

The app's intuitive navigation is divided into:

- Athletics
- Calendar Events
- School Directory
- Media
- Messages
- Home
- Contact

Ratings and Reviews

Best app ever!
★★★★★

Go CSN!

Feb 6, 2018
Sami Dedic

Great
★★★★★

Have been waiting for one for awhile. Very nice application. Comes in handy!

Apr 28, 2012
Jenna rot

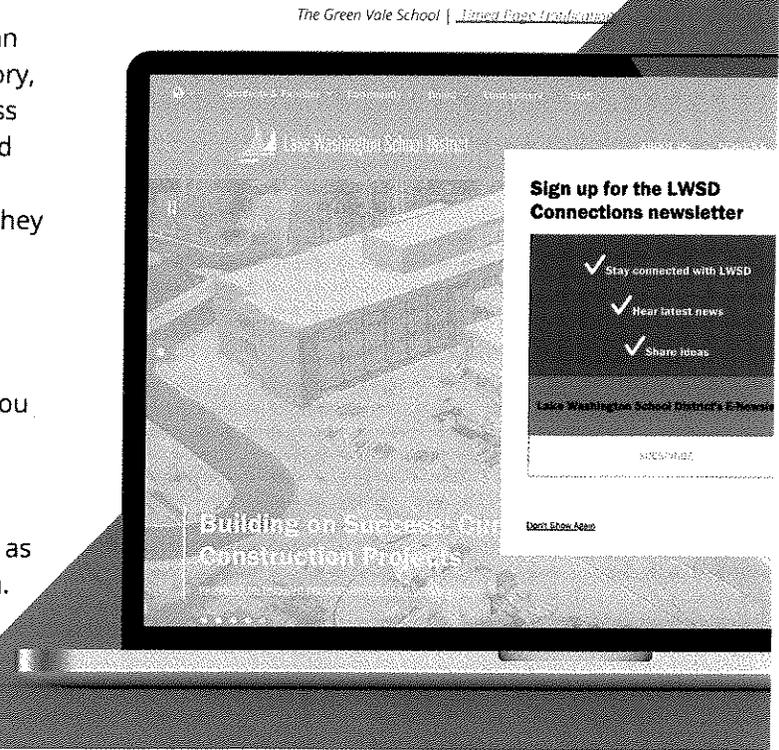


Timed Page Notifications

MAKE IMPORTANT MESSAGES STAND OUT.

Whether it's announcing a snow day, promoting an upcoming event, or featuring an exciting news story, Finalsite Timed Page Pops provide virtually endless opportunities for marketing, communications, and notifications. Make your Timed Page Pops as relevant as possible by taking control over when they "pop" at visitors to your site pages with options to delay the notification by 7 - 60 seconds, or until a visitor scrolls halfway down the page.

Managed using Composer's WYSIWYG interface, you can use the rich text editor to easily add photos, videos and links to your Timed Page Pops. Share them on any page on your public site and in password-protected portals, meaning you can get as broad or specific with your messaging as you wish.



FEATURES AND BENEFITS

Increase engagement and direct site traffic to areas you choose

Filter and organize by name and/or status: Active, Scheduled, Unscheduled or Expired

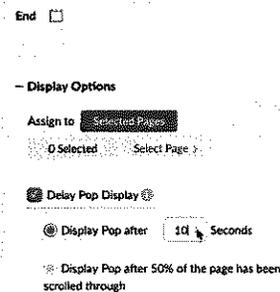
Share and view updates instantly after posting

Add photos, videos, or links to specific pages

Delay notifications by 7 - 60 seconds, or until a visitor scrolls halfway down a page

Create specific start and end times/dates for each Timed Page Pop

Add Timed Page Pops to a specific page, a select group of pages, or all pages on your website



Finalsite Portals



Declutter your website and get connected to your community.

Portals provide a safe and secure place for parents, students, staff and other district roles to access information that's just for them at home or on-the-go, such as permissions slips, event dates, directories, lunch menus and more.

Portals are built and managed using Finalsite Composer, meaning your internal website will have the same branding, colors, fonts and layout as your external website – and the editing is just as easy too!

Flexible and packed with features, Portals make it simple to share district communications safely.

- Personalized Content**
- Password-Protected Communities**
- Single Sign-On Point of Entry**
- Dynamic Social Feeds**
- Personal Website Views**
- Store Secure Files and Content**
- Paperless Communications**
- Integrate Your SIS**
- LDAP Authentication and SSO**

6+

Types of Portals with a Secure, Online Homebase

60

SIS Integrations and SSOs

1,200

Finalsite Clients use Portals

99.99%

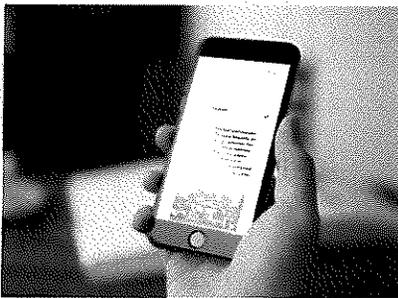
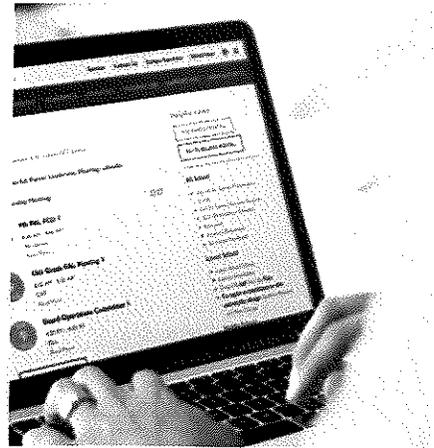
Hosting Uptime, Guaranteed

FINALSITE PORTALS | SECURE AND FLEXIBLE FEATURES FOR BETTER COMMUNICATIONS

Personalized and Organized Content

Share information to target specific constituent groups to focus your marketing and communication efforts. Promote events, annual fund appeals, important announcements, news and much more!

Individual users can manage their personal profile, subscriptions, and any other details about themselves, providing maximum flexibility around what information they'd like to share and receive.



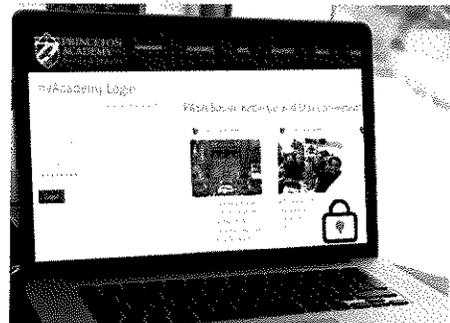
Dynamic Social Feeds.

Since Portals allow for personalized content, you'll be able to pull in specific social feeds you want your constituents to see – like an alumnae Twitter account for the alumni portal or the Parent Association's Facebook account for the parent portal.

SSO Integrations, Hosting, and Security.

Ironclad and secure, Portals seamlessly connect the systems you already use while keeping your constituents' data safe.

Finalsite has dozens of single sign-on partners, meaning you can access any of those accounts automatically from your Finalsite Portal without a need for another username or password. Best of all, the data stored in your Portals is backed by Finalsite ironclad hosting and security, and can be automatically integrated with your Student Information (SIS), meaning you don't have to manage data in two places.



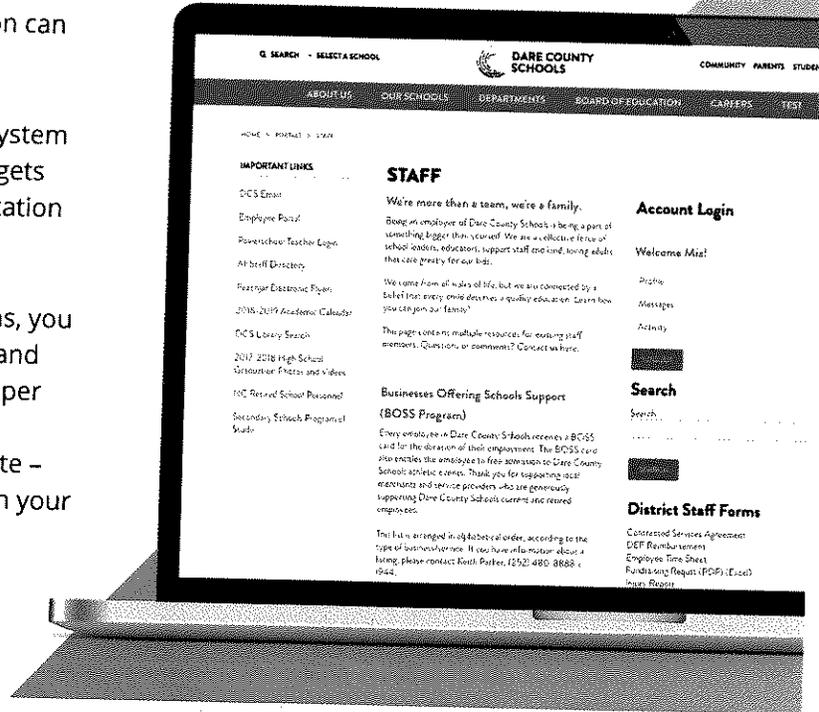
Faculty and Staff Portals

GIVE FACULTY AND STAFF A SECURE PLACE FOR COMMUNICATION AND COLLABORATION.

We understand – keeping faculty and academic departments connected and in communication can be a challenge.

With a portal just for them, you can create a system that not only connects departments, but also gets them sharing and collaborating in a secure location that's designed just for what they need.

Plus, by going digital with your communications, you can say goodbye to stacks of permission slips and expensive handbooks. Portals gives all your paper communications and resources a safe, easily accessed home that's not on your public website – and you'll eliminate clutter on your desk and on your website, too.



FEATURES AND BENEFITS

Promote interdepartmental and district-wide communication

Provide a location to login to a human resources platform, faculty and staff directory, student information, and more

Post photos and event information to build camaraderie

Create a platform for faculty and staff to buy and sell items

"Finalsite Portal capabilities were the perfect solution for cleaning up our internal communications, cleaning up the public website, and protecting the privacy of our community."

VANESSA SPIER, DIRECTOR OF STRATEGIC COMMUNICATIONS | SINGAPORE AMERICAN SCHOOL



Parent Portals

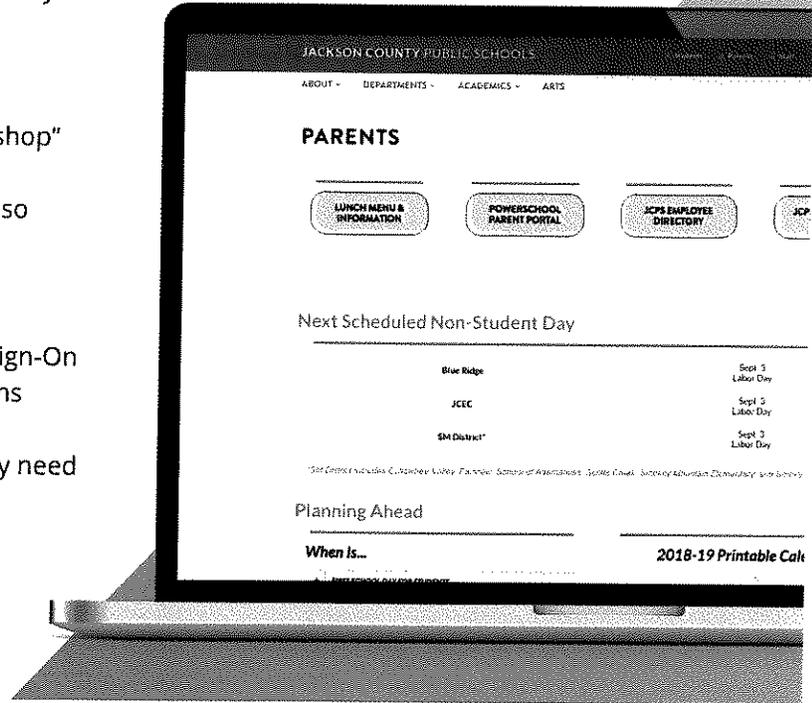
SIMPLE SCHOOL-TO-HOME COMMUNICATION TO KEEP PARENTS IN THE LOOP.

Make it easy for parents to access the content they need most with a Finalsite Parent Portal.

Using Parent Portals, you can create and post content specifically for parents in a "one-stop shop" format. Combine calendars, resources, news, classroom content, directory information, and so much more into a single view for secure, quick access.

Since Portals integrate with dozens on Single Sign-On (SSO) partners and Student Information Systems (SIS), you can save parents time by providing a centralized, secure gateway to the systems they need to access without having to manage multiple usernames and passwords.

Jackson County Public Schools | [Private Parent Portal](#)



FEATURES AND BENEFITS

Share calendars, lunch menus, and athletics schedules in one place

Provide a login to an SIS, dozens of web services, or access to pay tuition online without the need for a separate login

Promote special events and enable signups

Easily access parent manuals, student handbooks, crisis plans and more

Allow parents to individually set which fields are available to share

Tailor a searchable student/parent directory

"Using the Finalsite Portals, we were able to centralize all of our parent communication and provide a single point of reference for families."

SARA GRIFFITH, DIRECTOR OF ADMISSIONS & ADVANCEMENT | AMERICAN SCHOOL OF MILAN

Student & Alumni Portals

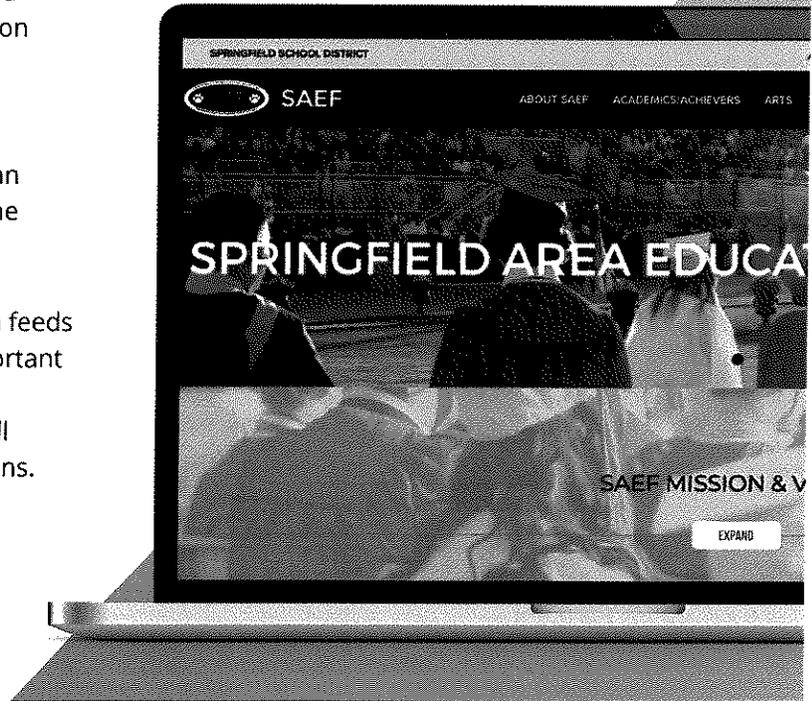
ENABLE ANY CONSTITUENT ROLE TO COLLABORATE AND COMMUNICATE WITH EASE.

Create portal pages for any constituent role and enable secure, password-protected collaboration and access to important information.

Declutter your homepage and provide alumni, accepted students, and current students with an awesome, branded site experience that puts the information they care about front and center.

From giving forms for alumni, to a social media feeds showcasing event for current students, to important forms and paperwork for applicants and new families, a targeted Student & Alumni Portal will streamline your home-to-school communications.

Springfield School District | [Public Agency Portal](#)



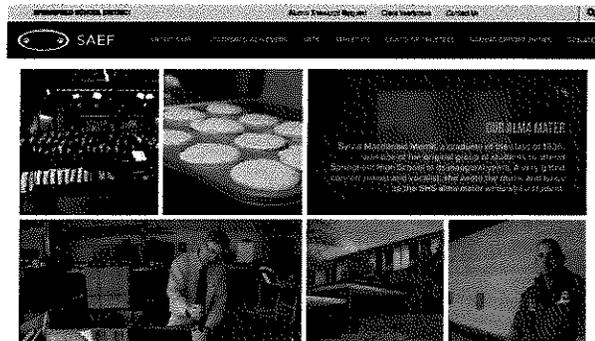
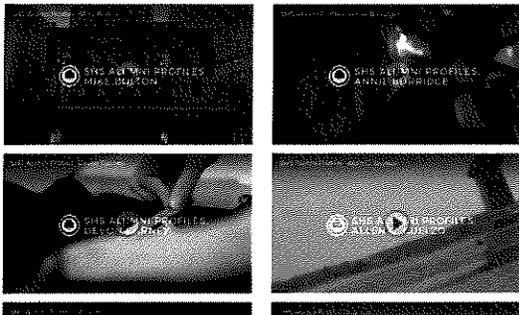
FEATURES AND BENEFITS

Give alumni access to a microsite just for them, with access to register for events, make a donation, update their information, view an alumni directory and view social media feeds

Post school-wide notices and provide access to files students and alumni need while maintaining privacy and security

Make accepted students and their families feel welcome with important events, dates, and forms in one organized, branded place

SHS ALUMNI PROFILE SERIES





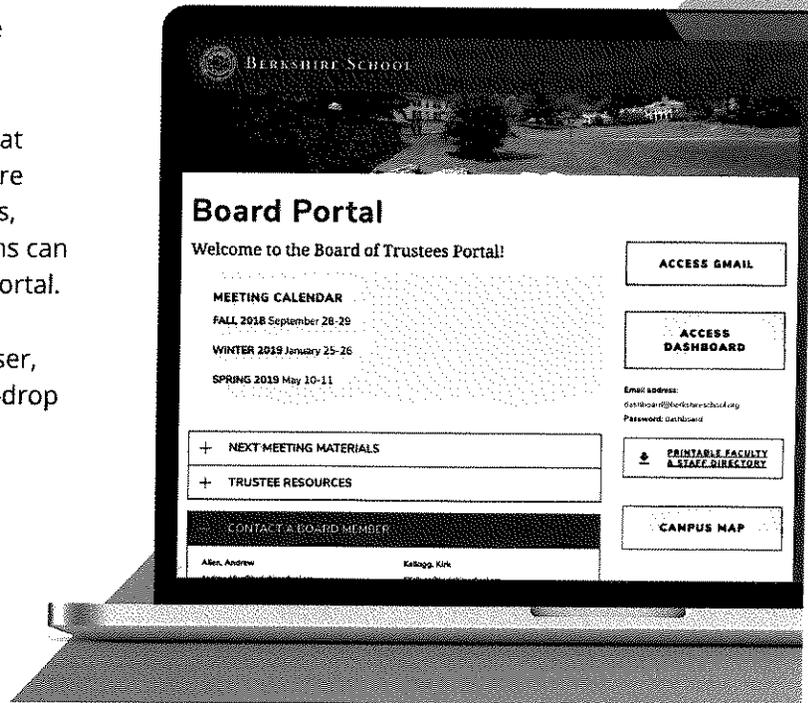
Portals for Board Members

KEEP LEADERSHIP INFORMED ABOUT EVERYTHING HAPPENING ON YOUR CAMPUS.

Go beyond meetings, phone calls, emails, and memos by creating a multipurpose and secure online boardroom.

Showcase how the technology you implement at your district can make you and your Board more efficient with Finalsite Portals. Resources, notes, meeting minutes or committee communications can all be managed online through your district's Portal.

Since Portals are managed by Finalsite Composer, updates are simple with a WYSIWYG, drag-and-drop interface.



FEATURES AND BENEFITS

Share Board Member bios and contact information

Have a central, secure place for meeting materials, minutes, files, and presentations

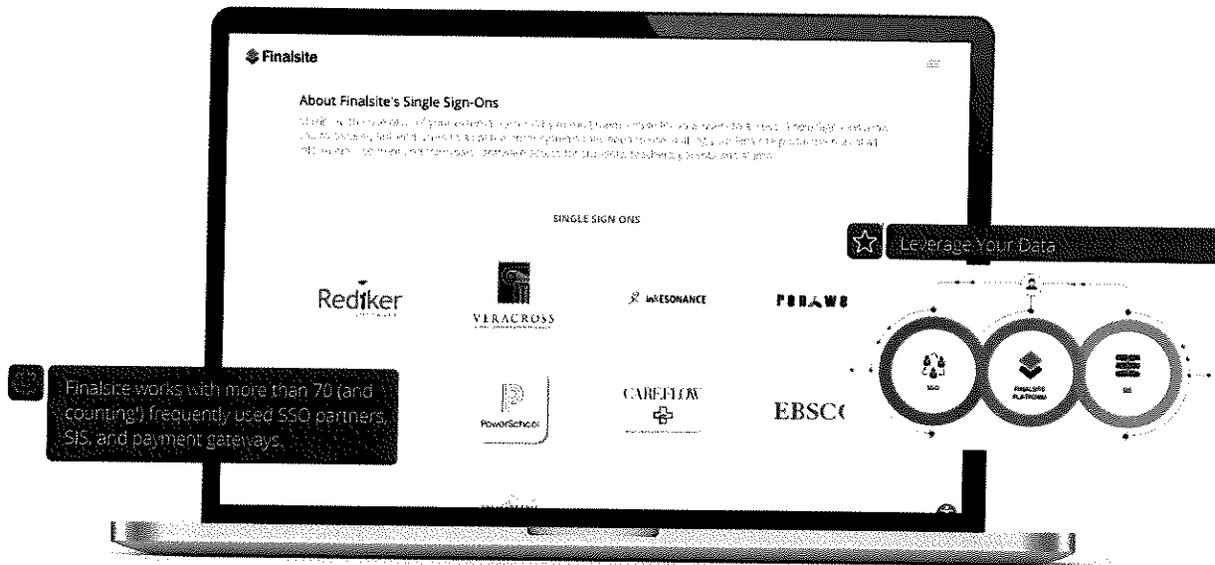
Ironclad hosting and security means that your data is integrated and protected. Finalsite is GDPR compliant.

Easily access strategic plans, annual reports, crisis plans, and more

Make it simple to login to Finalsite Dashboard to view benchmarking data

Organize committees and by-laws

Finalsite Integrations



Build a Stronger, More Powerful All-in-One.

Every day, we're working to make the Finalsite Platform bigger, better and stronger than ever by expanding the number of systems that we can successfully integrate with.

With over 70 frequently used Single Sign-On (SSO) partners, Student Information Systems (SIS), and payment gateways, our platform helps you leverage your existing investments, streamline logins for your parents, students and staff, and rest assured that your district is using the best tools for the job.

Student Information Systems

Single Sign-Ons

The Finalsite API

Finalsite Open

Active Directory / LDAP

Payment Gateways

Finalsite Partners

70+

Data Integration Partners

1000+

Reams of Paper Saved Every Year

0

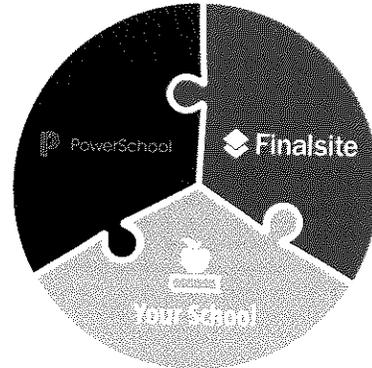
Hours You Need to Spend Uploading & Importing

Powerschool

INTEGRATE YOUR FINALSITE SOLUTION WITH POWERSCHOOL.

PowerSchool's robust student information system allows teachers to take and track attendance and grade assignments online. It also lets parents and students view and track grades and assignments in a secure, password-protected place from all devices.

Supporting more than 13 million students worldwide, PowerSchool enhances school-to-home communications, makes administrative reporting easier, and simplifies tasks for teachers.



INTEGRATING FINALSITE AND POWERSCHOOL

The integration between PowerSchool and Finalsité replaces manual datasheet uploads, saving you time and greatly enhancing the accuracy and timeliness of your data in Finalsité. Data flows one way from PowerSchool into Finalsité. This data is used for contact lists, online directories, class pages and rosters, and is scheduled to sync automatically in Finalsité.

HOW IT WORKS

-  Automatic data transfers run hourly to refresh constituent information from PowerSchool in Finalsité, with a full data refresh each night.
-  All connections take place over a secure SSL connection, while an Intrusion Protection System continually scans incoming traffic for malicious activity, keeping constituent and class data safe.
-  Due to the varying ways in which data can be stored in PowerSchool, a Finalsité Integration Deployment specialist will work with you to create the appropriate queries to get the data you need into Finalsité. This allows us to pull data for use in creating and updating constituents, setting relationships between constituents, and creating and updating classes and rosters.



Single Sign-Ons (SSOs)

INTEGRATE YOUR FINALSITE SOLUTION WITH OUR SSO INTEGRATION PARTNERS.

Maximize the use of your external systems by making them simple for your users to access. SSOs allow you to securely link end users to all of the other systems they need to use, making your Finals site Portal the hub of all information, content and third-party software access for students, teachers, parents and alumni.

For the most current list of SSOs, please visit finalsite.com.



SUPPORTED SSO PARTNERS

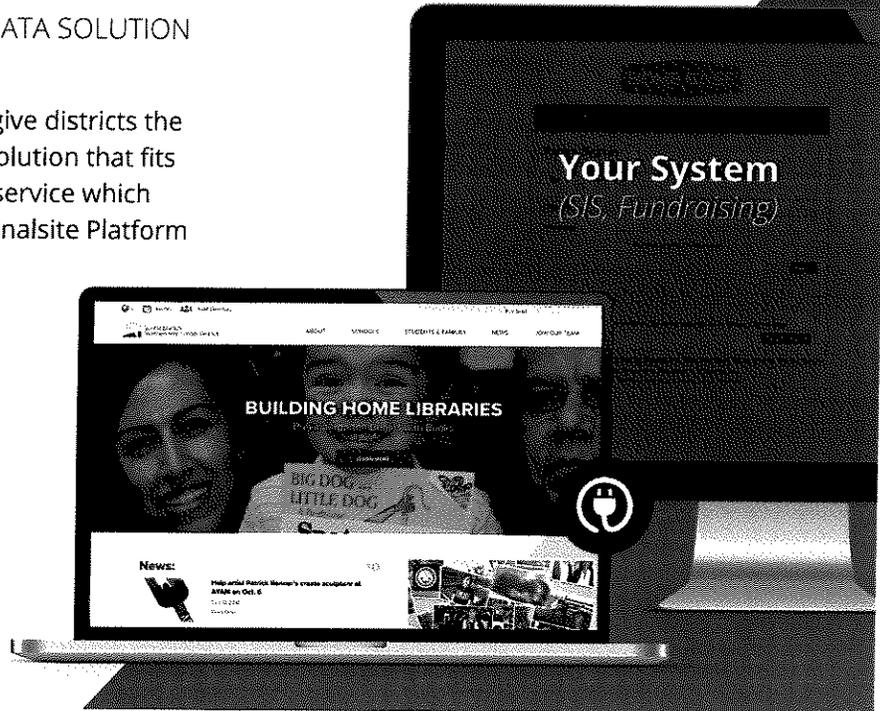
| | | |
|-------------------------|---------------------------|----------------------|
| Achieve | Google Apps for Education | Rediker |
| Blackboard | inResonance | RenWeb |
| Blackbaud NetCommunity | Magnus Health | Rjenda |
| Canvas | Moodle | Smart Tuition |
| CHQ | My School | Senior Systems |
| Catertrax | Naviance | Schoology |
| Careflow | PTC Wizard | The School Volunteer |
| Encyclopedia Britannica | PeopleGrove | Vidigami |
| EBSCO | PCR | Veracross |
| eFollett | pickAtime | World Book |
| FACTS Management | Proof Group | Zendesk |

The Finalsite API

PROGRAM A SOFTWARE AND DATA SOLUTION TO FIT YOUR NEEDS.

Finalsite API is an interface designed to give districts the ability to program a software and data solution that fits their needs. Our API is REST-based web service which provides access to specific data on the Finalsite Platform (listed below).

In addition, the API provides a secure mechanism for authenticating users and can be used to support Create, Read, Update, and Delete functions.



DATA PROCESSED

| | | | |
|--------------------|---------------------|-----------------|------------------------|
| Athletic Events | Calendar Categories | News Posts | Relationships |
| Athletic Locations | Calendar Events | News Categories | Groups and Memberships |
| Athletic Opponents | Constituents | Households | Integration Services |
| Athletic Teams | | | |

Full documentation of the API is available directly via the admin area of the Finalsite platform, including all methods and fields used for each area noted above.

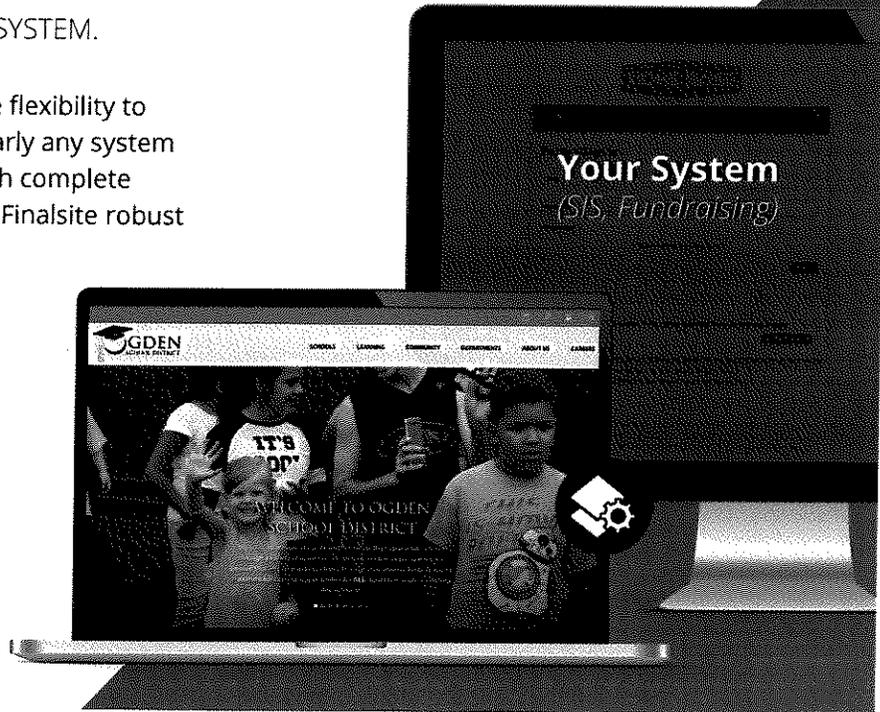




Finalsite Open

INTEGRATE WITH NEARLY ANY SYSTEM.

Finalsite Open provides districts with the flexibility to integrate their Finalsite solution with nearly any system for hourly data transfer efficiency, all with complete control over the data and the backing of Finalsite robust security. This custom aspect of Finalsite Open means that districts can create a complete software solution that truly fits their needs.



INTEGRATING YOUR TWO SYSTEMS

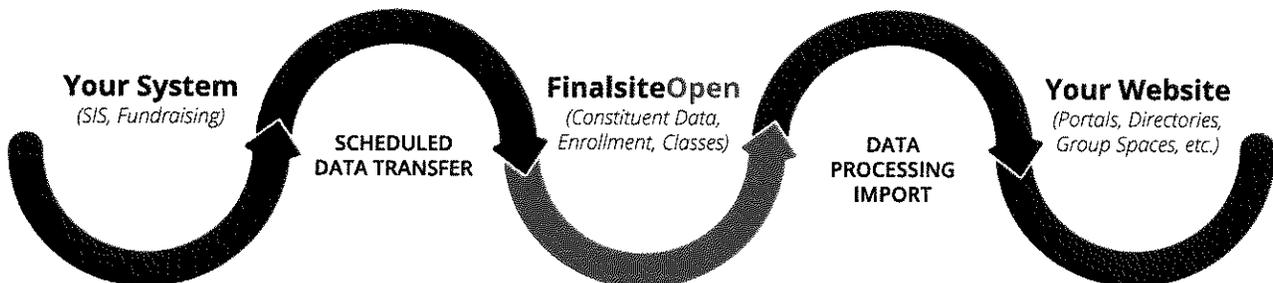
The integration between your Student Information System (SIS) and Finalsite solution replaces manual datasheet uploads, saving you time and greatly enhancing the accuracy and timeliness of your data. Your constituent (student, parents, faculty/staff, alumni) and academic (classes, rosters) data flows one way from your SIS into your Finalsite solution, and is scheduled to sync automatically with Finalsite.



Automatic data transfers run hourly to refresh constituent information from your SIS into Finalsite, with a full data refresh each night.



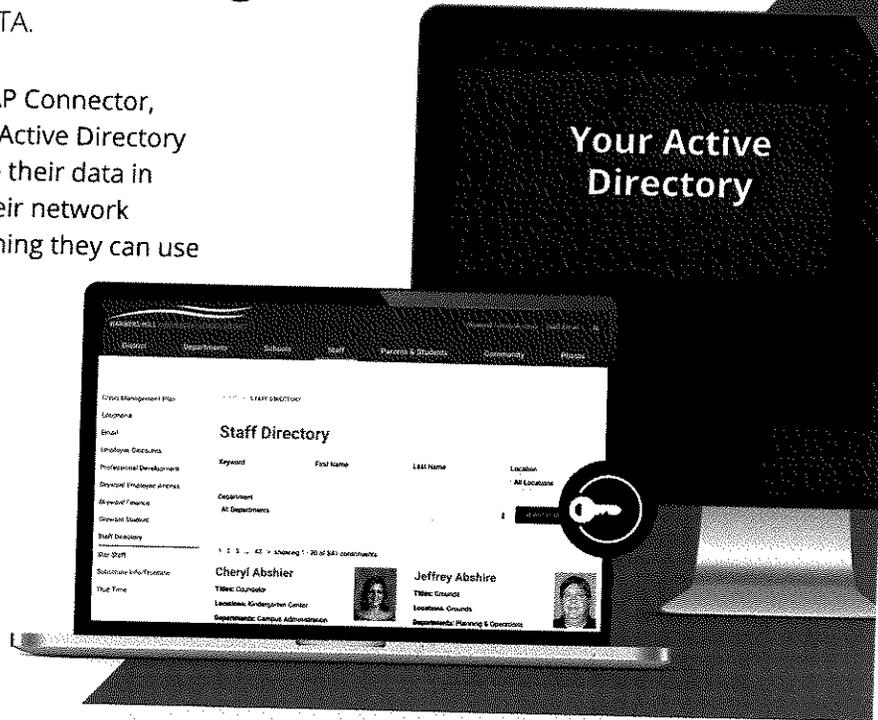
All connections take place over a secure SSL connection, while an Intrusion Protection System continually scans incoming traffic for malicious activity, keeping constituent data safe.



Active Directory / LDAP Integration

ONE LOGIN, SECURE USER DATA.

Save time and energy with Finalsite LDAP Connector, which authenticates users against your Active Directory (AD). This service allows users who have their data in Finalsite Constituent Manager to use their network credentials to log into the website, meaning they can use the same login at home as they would on campus. This makes life simpler for students and faculty and staff, as well as for network administrators who don't have to keep passwords in sync. The integration with AD goes one step further and can be used to create user and administrator accounts in Finalsite.



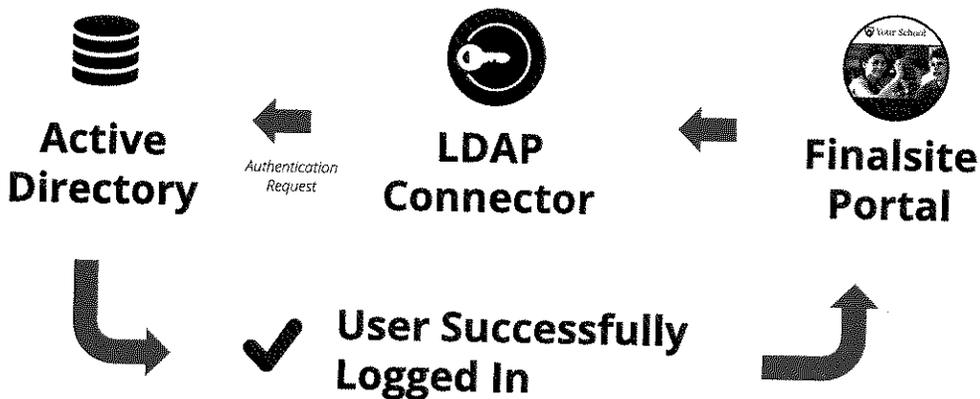
FEATURES AND BENEFITS

The LDAP Connector uses secure and encrypted communication with your server, so user data remains protected

Site administration can be configured however you like while retaining a single set of credentials

Automatically sync users by AD groups into Finalsite to eliminate manual datasheet uploads for students, faculty and staff

All students, faculty, staff, and any other constituents in your Active Directory receive only one username and password





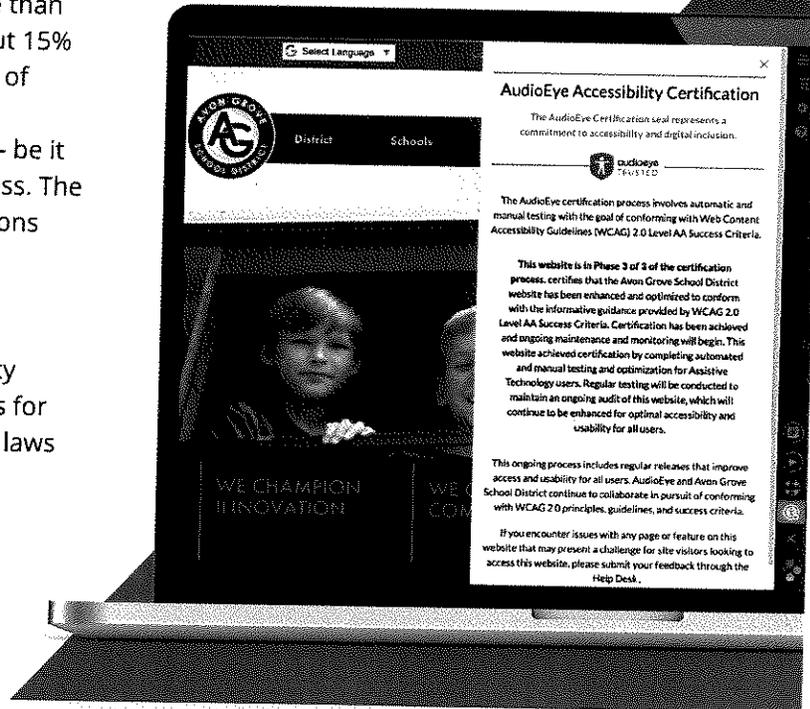
Finalsite +  **audioeye**

COMPLY WITH SECTION 504 AND TITLE II OF THE ADA.

Providing an accessible website is about more than just compliance, it's the right thing to do. About 15% of the world's population lives with some kind of disability that could prevent them from fully engaging with your district's website content – be it deafness, blindNess, dyslexia, or color-blindness. The ADA mandates that businesses and organizations make digital content fully accessible to these individuals.

AudioEye provides industry-leading Accessibility Compliance Technology to ensure equal access for individuals with disabilities and to comply with laws enforced by the Office of Civil Rights.

**Compliance services not included with Ally, but sold separately: PDF Training, Manual PDF / Document Remediation, Video Transcription and Captioning, Audio Description Authoring & Integration, Alternative Description Authoring, OCR Corrective Action Plan, International Language Support (Ally Only).*



ALLY MANAGED SERVICE

Ally is an inclusive web accessibility solution that goes beyond simply identifying issues that inhibit access to information and services by actually fixing issues and also providing site visitors with free access to cloud-based assistive web personalization tools. Please see details below.

Digital Accessibility Platform

The most advanced automated testing suite, WCAG 2.0 Level AA Best-Practice & Knowledge Base, JavaScript Remediation Technology.

Compliance Accelerator

Begin making progress on day one. AudioEye JavaScript automatically fixes certain common WCAG 2.0 issues and applies them to your website.

Help Desk

A reliable and trusted tool for reporting Accessibility and usability related issues. Dedicated Accessibility Engineers remediate issues and notify end-users. Scheduled Help Desk reporting.

Certification

The *Trusted by AudioEye* Badge represents a commitment to Digital Inclusion and details the level of conformance with WCAG 2.0 Level AA.

Ally Toolbar

Go beyond compliance with cloud-based tools for a customizable experience. The AudioEye Web Personalization Tools allow organizations to provide their site visitors with a fully customizable user experience that is tailored to their individual needs, regardless of their device type, language preference, or preferred method of access.

Finalsite + SwiftK12

SWIFTK12 SCHOOL NOTIFICATION SYSTEM.

SwiftK12 is the next generation of Alert Solutions' award-winning school notification system.

Compatible with your Student Information System (SIS), SwiftK12 helps school administrators communicate more effectively with parents, students and staff members.



VOICE



EMAIL



TEXT



RSS



FACEBOOK



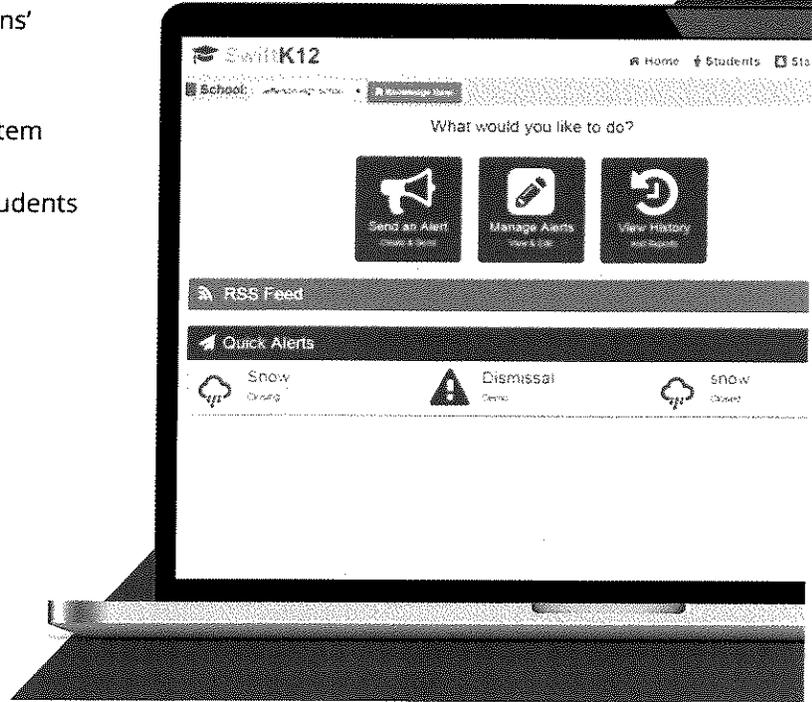
HOTLINE



TWITTER



MOBILE APP



FEATURES AND BENEFITS

Social Media Integration

Enables admins to automatically post alerts to school Facebook and Twitter accounts.

Detail Message Delivery Reporting

Real-time access to message delivery details at individual school and/or district level – available in graphical and statistical formats.

Multi-Language Translation

Automatically translate text-to-speech voice and text-to-text email messages into the recipient's preferred language.

Parent Call-Back Hotline

Never inundate your front office with parent call backs again by allowing parents to listen to previously sent alerts on the hotline.

Multi-Channel Messaging

Reach hundreds and thousands of individuals quickly and reliably.

Parent Portal

Allows student families to review past messages, view and edit contact information, as well as set communication preferences.

SIS Integration

Create a seamless sync between your Student Information System and SwiftK12 to ensure access to up-to-date contact info.

Emergency Quick Alert Tool

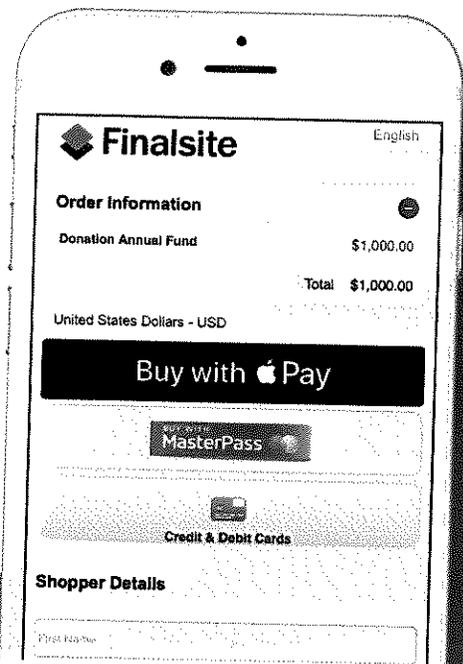
Ideal for sending urgent school alerts to all recipients at once.



Finalsite Payments
Powered by BlueSnap

Rethink online payments in a mobile world where convenience is key and transactions occur on-the-go with Finalsite Payments.

Finalsite has partnered with BlueSnap, a global payments company providing all-in-one payment solutions worldwide, to process Credit, Debit, ACH and mobile wallet payments through your Finalsite website. Single Sign-On (SSO) directly into the Finalsite Payments console from within the Compower content management system to make managing your payments just as easy to accept.



A MOBILE, WORLDWIDE PAYMENT SOLUTION

Donors and customers pay when, where, and how they want with Finalsite Payments. Using our mobile-optimized checkout page, customers can use over 110 of the world's favorite payment methods, including ApplePay, Paypal, credit/debit cards, and eCheck/ACH to ensure they will always find their preferred payment type when they check out.

"In addition to more payment options for customers, my favorite part of Payments is that I can more easily access the back end, and I can now run my own reports and look into specific purchases without going through our business office."

Rachel Balsley | Assistant Director of Communications | St. Anne's-Belfield School

Provide a local checkout experience for international donors and customers who can pay in their local currency without any foreign exchange or transaction fees.

Accept over 110 payment methods, including over 20 international and local credit and debit cards.

Merge gateways into one using the consolidated reporting engine while routing payouts to multiple accounts.

Customize the checkout page with your district's branding.

Use throughout the Finalsite platform: collect both one-time and recurring payments in Forms Manager while still having the flexibility to take one-time payments in Event Registration.

Responsive checkout page with an optimized user experience that automatically renders in 29 languages.

Support for customers and donors in over 180 countries, in 29 languages and payment acceptance in over 100 currencies.

**Additional supported gateways are available.*



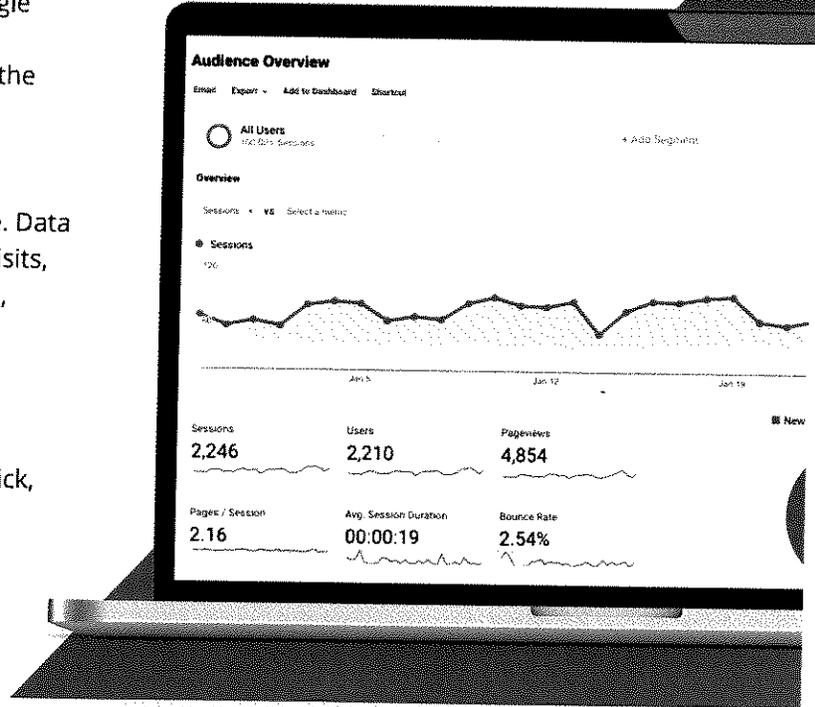
Finalsite + Google Analytics

MEASURE YOUR WEBSITE'S PERFORMANCE.

Every Finalsite website is configured with Google Analytics, the free, gold-standard site tracking platform used by millions of websites around the world.

Google Analytics will provide comprehensive statistics regarding the visitors to your website. Data available through this service consists of site visits, page views, bounce rates, average time on site, pages per visit and percentage of new visits.

Google Analytics can also track referral traffic including search engine, direct visits, website referrals and marketing campaigns (Pay-Per-Click, Banner Advertising, Email Marketing, etc.)



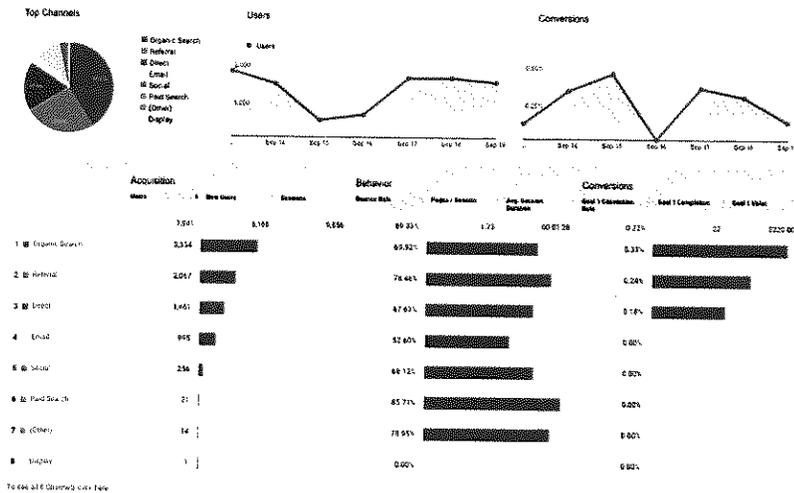
FEATURES AND BENEFITS

Automatically added to your district's website

Custom event tracking

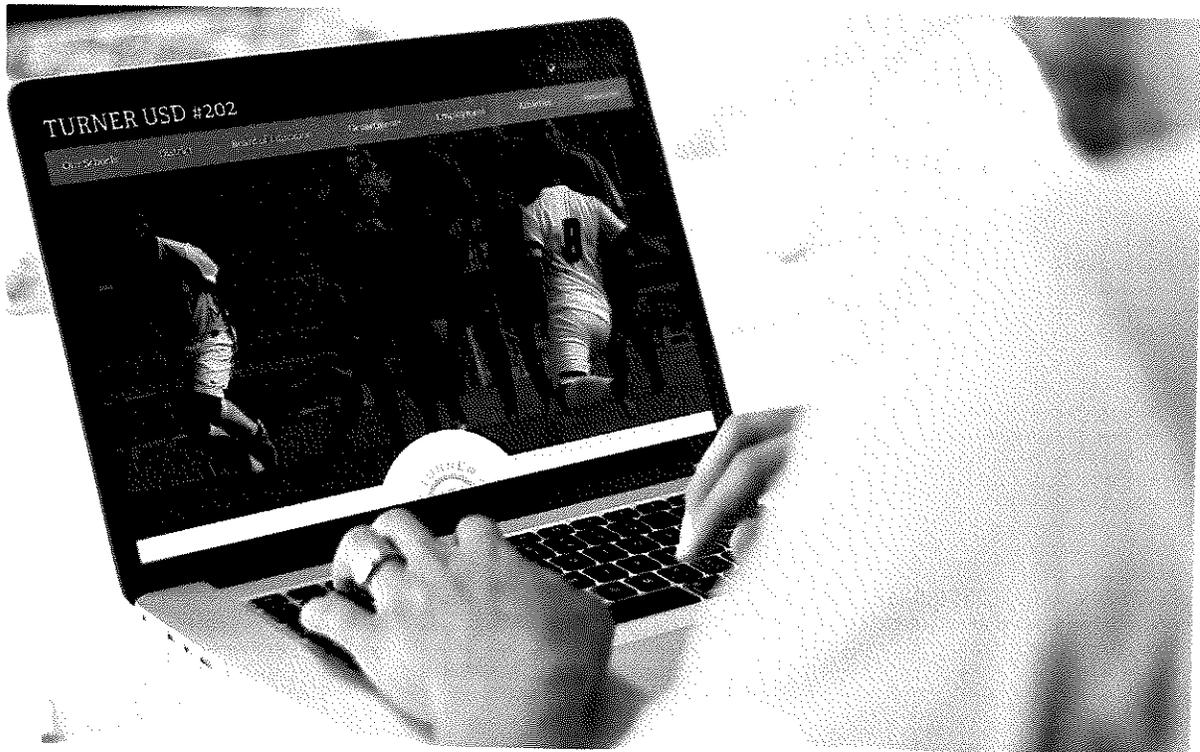
Insights into website traffic and page performance

Free of charge to Finalsite clients



Does data analysis overwhelm you?
 Finalsite has a team of consulting experts at your service to help you understand your data and to strategize with you to maximize your website's marketing potential. Talk to your Educational Consultant to learn more!

4. Management Volume



A. Project Deployment Process

From the first day you join Finalsite until after the proud moment when your new site goes live, your dedicated Finalsite Team is here for you. You'll have a designer, coder, project manager, client success manager and our all-star technical support team ready to answer any questions you may have, and help you along for an easy and on-time deployment.

“We wanted a platform that could easily be used by end users, but wouldn't turn into a disastrous mess — and was very stylized. Finalsite was the only provider that met those two requirements, and since then, has exceeded those expectations.”

DOUG ORR, DIRECTOR OF TECHNOLOGY | SUMMIT PUBLIC SCHOOLS

Project Deployment Overview

DEPLOYMENT TEAM ROLES

Based on your project, we hand-pick the best-suited people for the job. Your project will get assigned to a designated deployment team, which is made up of a project manager, designer, and front-end developer (and potentially some additional specialists, depending on the scope of your project).

Project Manager: The Project Manager serves as your main point of contact. They align tasks with due dates, who's responsible with doing what and when. Taking you through best practices on the Finals site product and ensure we meet your expectations with the Finals site Deployment experience.

Web Designer: The Web Designer listens, shares ideas and creates the look and feel of the website design. During this very collaborative phase, the designer works with you to understand your needs and vision, they also collaborate internally with their teammates to come up with solutions on what will best serve your needs and the needs of your community.

Front-End Web Developer: The Front-End Developer brings the design to life, building out the design into a functioning and interactive website.

ONLINE PROJECT MANAGEMENT

Finalsite provides software and services for advanced project management, task collaboration, resource allocation, work management and professional services automation. We use Mavenlink to handle all project communications, ensuring all relevant team members have the same access to details, tasks, assignments, and calendar deadlines. Project Managers typically schedule at least one weekly check-in call and provide regular written status reports.

AVERAGE TIMELINES

Our website deployment process has been refined over the past 20 years, and we help more than 300 schools launch a new website, on time, annually.

- Theme-based designs: 1 month
- Package 2 designs: 3 months
- Package 3 designs: 4 months
- Best in Class designs: 5+ months

Project Deployment & ADA Compliance

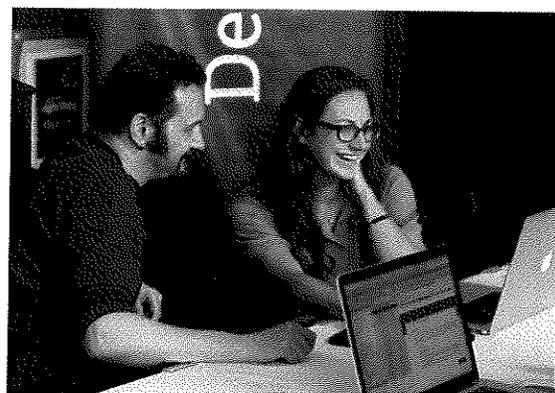
ADA COMPLIANCE AND WEB ACCESSIBILITY DURING DEPLOYMENT

Our in-house accessibility specialists, accessibility committee, and trained support and QA teams are here for you every step of the way. Our website deployment team is trained in web accessibility to ensure we build you a compliant site in terms of functionality and design, and we even have a certified accessibility specialist on our Support Team.

We provide live training on how to achieve ADA compliance during the redesign process for you and your team, in addition to numerous blogs, articles and resources on our website.

Additionally, our QA and accessibility specialists will check for accessibility issues throughout the process — including font size, color contrast, page structure, broken links, navigation access, etc.

Finalsite will deliver a site is designed to be AA WCAG 2.0 compliant and ensure content on our platform is available to all users, regardless of how they interact with our sites. Note that some aspects of full ADA compliance depend on content updates performed by site admins and site users. Finalsite provides accessibility training, specifically for Composer, and will share best practices for ALT text, video captions, color contrast, and page hierarchy. We recommend the installation of AudioEye remediation technology and managed service to automatically fix any issues after launch.



Deployment Organizational Chart

Finalsite's deployment team has an award-winning structure and process that ensures your district is teamed up with the ideal team for the scope of your project. Below is Finalsite's organizational chart for the deployment department. This chart can also be used in circumstances of escalation.



CEO - Jon Moser



COO - John Dowd



RISTIA LAFOND
Director of Deployment - US



CRAIG EDMOND
Director of Production - US

MICHAEL HARTZLER
Sr. Project Manager
Team Lead



LINDSEY NOBLE
Director of Deployment - US
Team Lead



7 PROJECT MANAGERS

11 DEVELOPERS & 10 DESIGNERS

Our Deployment Process

Details and Expectations for Edina Public Schools' Website Redesign Project With Finalsite.

PART 1 | PROJECT SET-UP & KICK-OFF CALL

You'll be paired up with a deployment team best suited to tackle your project. At the helm is a Project Manager, along with a Web Designer and a Front-End Web Developer. Days after signing your contract, your Project Manager will email you to schedule your first call and kick off your project. At this time your Finalsite software is enabled and you'll have access to Finalsite's Project Management tool.

PART 2 | DISCOVERY PHASE

Ultimately this phase sets us up to have deeper conversations as we progress through the deployment process. Completing the Discovery phase is the first key milestone in the project. During the discovery phase we'll spend time getting to know you district and your team, your goals, your brand and your mission.

To get the Finalsite team ready to work to your project, we'll first need a few things from you:

- 1. A Sitemap:** Our team will help you draft a sitemap and outline of the navigation structure for the new website. If you have a sitemap you would like to use, your project manager will provide suggestions and feedback for your consideration if desired.
- 2. Finalsite's Design & Marketing Survey:** Finalsite's Design & Marketing Survey is an online questionnaire that includes a series of questions tailored to learn more about your district, what makes you unique and your website goals.
- 3. Graphic Assets:** You'll be asked to submit brand guidelines, logo files and photography to help launch the design process.

PART 3 | TRAINING, CONTENT MIGRATION AND DATA INTEGRATION BEGIN

Training is a critical factor in the Finalsite experience and training resources are included as part of the ongoing annual subscription. Training your team begins early and is a continuous process.

We provide unlimited access to regular **live group training webinars**, a **comprehensive video library** of essential website management tasks, and a **searchable online Knowledge Base**. A Best Practices **Blog** is available for ongoing tips, how-to and case studies.

NOTE: *All virtual training mentioned here is available for the life of your Contract.*

OUR CONTENT METHODOLOGY

Entering content begins early and is a continuous activity completed by the district. Our process allows you to access the backend of your Finals site website almost immediately. It is important to begin assembling content as soon as possible.

Creating and entering content early in the project will also help uncover questions and best practices that your Project Manager can guide you with. It also keeps the project moving forward and ensures an on-time. Additionally, having your content in place allows Finals site to QA and test the website more effectively.

CONTENT MIGRATION METHODS

When we work with a district who wants to launch a new website, we look at this as a unique opportunity to review what you are saying to the outside world, and how they are presenting it. In other words, you shouldn't just want to "move the website over." Rather, you should use this as the prime opportunity to re-organize, re-write, and re-structure content from the old site. Nonetheless, some districts choose to migrate all content. In any case, we're happy to help.

During this process, Finals site and Edina Public Schools will share the responsibility of moving content to the new website. Finals site will advise a strategy based on best practices and experience, and assist in the text-only or text and layout migration from your previous site to Composer.

DATA IMPORTS & INTEGRATION

Depending on the contractual agreements you have with Finals site, we may be manually or automatically bringing in data. Clients will have an opportunity to discuss datasheets with a Finals site Data Specialist. It's best to have this discussion early in the project to plan ahead and determine who may need to be involved from the Client's team to assist with preparing the datasheets.

For Clients who have purchased data integration services for automated data feeds and authentication, you will be partnered with a Data Integration Project Manager to assist in implementing the data component of your website project.

PART 4 | DESIGN PHASE

A collaborative process at the core, the design phase involves both of our teams working together to create a unique experience that tells your story through well thought-out design components and content placement.

DESIGN CONVERSATION

We begin the Design phase with a design conversation. We plan for a minimum of one hour to determine your color scheme, your overall concept, and any specific desires you have for design. We recommend you have 2-3 people join you in these meetings, including any key stakeholders or individuals with decision-making power.

DESIGN APPROVALS

During the Design phase, key milestones occur on sign-off of each of the creative deliverables, which can include the Homepage, Interior Page, Landing Page and other Site Enhancements. Finalsité requires design approvals to ensure our work is up to your expectations and vision. It keeps both parties on the same page as to what the finished project will look like and how it will function.

SITE FEATURES AND ENHANCEMENTS

Each Creative Services package includes some level of site features and enhancements which are used throughout the design to elevate the aesthetics or function of the website. Throughout the Design phase your Web Designer and Project Manager will keep these in mind as they collaborate with you on design features or elements.



HOMEPAGE DESIGN

After the design conversation, your Web Designer will submit a homepage design concept. After the Homepage design has been signed off, your Web Designer will submit the Interior page design to you. During this point of the Design phase, any additional interior pages included in the scope will be presented to you for review and feedback. This may include a Landing page and other custom layouts.

DESIGN REVISIONS

Depending on the creative package in your contract, the number of revisions the Homepage will go through can be anywhere from 2–4 rounds of revisions.

PART 5 | BUILD & PRODUCTION

The project team completes a final walkthrough of the approved design concepts and project goals to verify features and requirements.

Once the design phase is completed, the Front-End Web Developer will begin the build-out of your approved website design. All sites are built using a responsive framework to provide all users with a great site experience, regardless of the device they're using. The length of this initial coding phase can depend on the creative package and complexity of the design.

PART 6 | QA AND TESTING

Your Finals site project team along with our QA Specialist will complete a review of the website. The Web Designer will also spent time on the website to ensure it matches the approved design comp and satisfies the features and requirements discussed at the start of the phase.

The QA Specialist tests the website against a 80+ point checklist that follows WCAG 2.0 guidelines, design accuracy, responsiveness to viewport, responsiveness to content, components behavior and performance.

PART 7 | WARRANTY

Warranty means Finals site has delivered a working website built to the specifications set from discovery and design. We have completed QA and Testing and have now turned the site over to you, including any other components defined in your contract or SOW. At this point, you are reviewing the site to determine if there are any defects our team needs to address. It's important to set time aside when your Project Manager notifies you of this milestone.

PART 8 | TRANSITION TO SUPPORT & CLIENT SUCCESS

Once the Finalsite team has completed the contracted deliverables, the Project Manager will begin the transition to Support and introduce you to your Client Success Manager.

Our Support team can now address any questions that you may have in regards to product functionality, or difficulties you may encounter. A support specialist will schedule the Support Portal Orientation with you so that you can learn how to submit online support tickets for technical assistance and use of other Support Portal features.

In addition into meeting with the Support team, you will also be introduced to your Client Success Manager. Your Client Success Manager is a dedicated district expert, whose responsibility is to help you make the most out of your experience with Finalsite. You can contact them for best practices, when you want to upgrade your software, or you want some general advice.

PART 9 | LAUNCHING YOUR WEBSITE

To launch your website your IT team will need to contact the domain name provider to initiate and complete the DNS Instruction given to you from Support. Once the DNS changes have been made, your Finalsite website is now live!

After completing the Support Orientation, a Support Specialist will provide DNS Information that instructs you on what changes need to be made to launch your new site. Launching the website is the last milestone of your project!

“Finalsite's deployment process was very organized and professional. We had regular meetings and they used an online project management system to track requests and meetings.”

CANDACE SALMON-HOSEY, CHIEF TECHNOLOGY OFFICER | ROWAN-SALISBURY SCHOOLS

4. Management Volume



B. Timeline and Deliverables

The following is a high-level timeline and milestones chart for the design package we think will work best for Edina Public Schools.

“The Finalsite Platform has helped make the website manageable for our technology department without the need for a full time technical position. The toolset promotes communication and collaboration with our community by empowering our staff with the ability to contribute and manage much of the content themselves.”

JON LAMBERT, DIRECTOR OF TECHNOLOGY | GRANBY PUBLIC SCHOOLS

TIMELINE: DISTRICT THEME

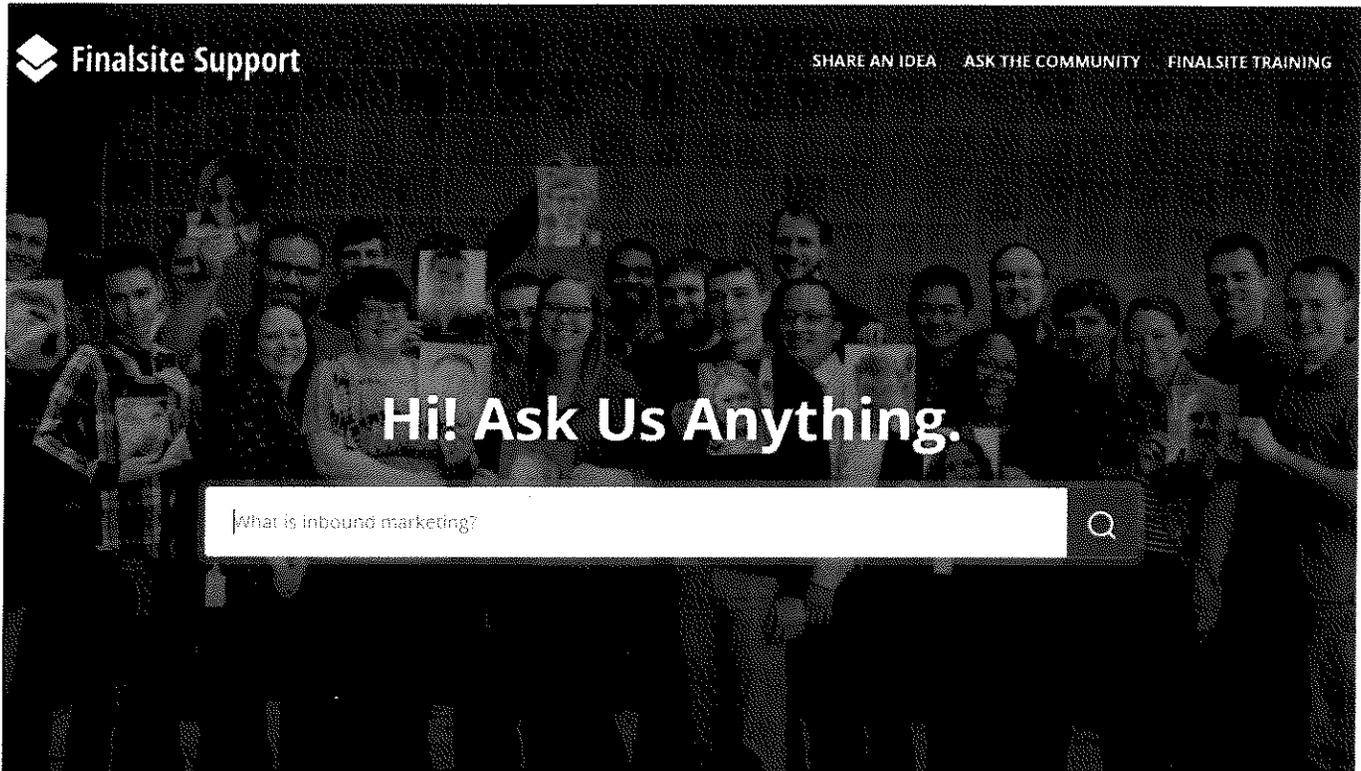
This is a sample and is not a guarantee of any exact project duration. All project timelines are built by a Finalsite Project Manager after contract signature date and take into account Client availability and Finalsite resource availability, among other factors. The size of the District can impact the sample timeline.

-  Finalsite Time Contribution
-  Client Time Contribution
-  Finalsite/Client Time Contribution
-  Critical Milestone/Approval

| WEEK: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--|---|---|---|---|---|---|---|---|---|---|---|---|
| INTAKE & PROJECT MANAGEMENT | | | | | | | | | | | | |
| Project Kickoff |  | | | | | | | | | | | |
| Project Plan Developed |  |  | | | | | | | | | | |
| Submit District/School Branding Assets |  |  | | | | | | | | | | |
| Theme Selection | |  | | | | | | | | | | |
| Complete District/School Sitemaps | |  | | | | | | | | | | |
| Sitemap Entered into CMS | | |  | | | | | | | | | |
| CONTENT & TRAINING | | | | | | | | | | | | |
| Content Entry & Migration | | | |  |  |  |  |  |  | | | |
| Product Training | | | |  |  |  |  |  |  | | | |
| INTEGRATION * | | | | | | | | | | | | |
| Data Requirements Review | | |  | | | | | | | | | |
| Integration Setup | | | |  |  |  |  |  | | | | |
| DATA-SHEET | | | | | | | | | | | | |
| Data-Sheet Completion | | | |  |  |  |  |  | | | | |
| Initial Data Import | | | | | | |  | | | | | |
| Final Data Review | | | | | | | |  | | | | |
| PRODUCTION | | | | | | | | | | | | |
| District & One School Design Build-Out | | |  | | | | | | | | | |
| QA & Review | | | |  |  |  |  | | | | | |
| Remaining Schools Design Build-Out | | | | | | |  | | | | | |
| School QA Testing | | | | | | | |  | | | | |
| LAUNCH | | | | | | | | |  | | | |
| Warranty | | | | | | | | |  |  |  |  |
| Pre-Launch Review/Site Launch | | | | | | | | |  |  |  |  |

* Integration is an option if included in contract

4. Management Volume



C. Training and Support

We Treat Our Clients Like Family! At Finalsite, training and support means providing design, technical, and even moral support when you need it. While we have an entire Support Team dedicated to your success, "support" is something you'll get from everyone you encounter at Finalsite. From your dedicated Client Success Manager to our in-house marketing experts, we are determined to help you make the most of your website...or you know, restore a page when you accidentally delete it.

Real People. Real-Time Responses! Finalsite support team is one of our key differentiators. With more than 25 smart and talented staffers, we're well-equipped to handle your smallest and biggest requests.



Finalsite Support

REAL PEOPLE, REAL-TIME RESPONSES.

Response Times

When a ticket is submitted, clients can select an urgency level of Critical, High, or Normal. Each ticket is reviewed by a Triage Engineer and given a priority rating based upon criteria of a) time sensitivity of the issue b) type of impact on the user(s) and c) severity of impact on the user(s). We aim for a response time of one business day or less on all high priority issues, and no more than two to three business days during peak times. Critical issues are responded to twenty-four hours a day, seven days a week with a goal of a fifteen-minute response time. Keep in mind that response times can vary with seasonal volume.



"Finalsite support continues to bat a thousand! I'm so happy that we have a partner that is so quick to respond and so effective at protecting us from our own mistakes!"

JER BATES, DIRECTOR OF COMMUNICATIONS | OGDEN SCHOOL DISTRICT

Resolution Times

Resolution times average fewer than two days, but due to the great variance in the types and complexity of issues, we are not able to guarantee resolution times. Our top priority is providing a quality solution to a problem, so while Support staff can offer solutions, only clients are able to permanently close a ticket and say that it has been satisfactorily resolved.

Service Level Agreement (SLA)

On average, tickets from clients with higher SLAs will have faster response times than tickets from clients with lower SLAs. SLA impacts a ticket's position in the queue by placing higher SLA tickets above lower SLA tickets of equivalent urgency and/or priority ratings.

Escalation

We handle a diverse set of requests and have a diverse team to match, all available to help any client. We find that having multiple specialists available ensures the quickest possible response/resolution time. The Support team works very closely, so no matter who responds to a ticket or what additional issues may be uncovered in the ticket, the expertise needed to resolve the issue is readily accessible. If a submitted issue turns out to have more significant impact than originally thought, or if impending deadlines increase the time sensitivity of an issue, requesting escalation of the urgency of the ticket only requires posting the request to the ticket.



Finalsite Support and Training

WE TREAT OUR CLIENTS LIKE FAMILY (BECAUSE THEY ARE.)

Whether you accidentally deleted an entire page of your site, or you need help figuring out how to incorporate your social media on your pages, our Support team will respond to your crises, concerns and questions as quickly as possible — and will do so with a smile! Our Support team staff and help resources are accessible through a variety of methods: 24-hour response to critical issues, online support, online knowledge base, video tutorials, training guides, and our tips blog.

With members at our HQ in Glastonbury, CT, and throughout the world, we're here for you 24/7. (If working on the weekend is your thing.)



TRAINING EVENTS

If in-person learning better suits your learning style, we host one and two-day training events throughout the year to keep you up-to-speed. We've partnered with Educational Collaborators to provide schools around the world with the opportunity to receive on-site training from skilled experts. With experience in strategic planning, technology integration and professional development, Educational Collaborators is highly sought-after as a trusted partner for more than 600 schools around the world.

98%

Client Satisfaction Rate

Helpful, timely responses make for very happy clients!

1000+

Knowledge-Base Articles

A list that keeps growing every day as we add new tips, tricks, and trainings for our platform.

83,000

Minutes of Support Talk Time

Which doesn't include the thousands of emails sent each year.

5. Budget



Pricing

Note that Finalsite's proposal has been constructed based on our understanding of which modules, integrations, and transition services were required by the RFP. We highly recommend a detailed review of the list of recommendations during the proposal review to ensure nothing necessary has been left out or something unnecessary has been added.

Finalsite understands some of the challenges with budgeting and has a number of options to structure payments. Please feel free to start a discussion with us.

Scope of Software and Services Included in Pricing

| | |
|--|-------------------------------------|
| CREATIVE AND DEPLOYMENT SERVICES PACKAGE | |
| <p>Theme Design Start with one of pre-packaged designs from the Theme Library and then customize with your own imagery, logo, school colors and fonts to individualize the theme for your school. The Statement of Work for this Creative Services Package can be reviewed here https://www.finalsite.com/sowpt</p> | |
| CMS | |
| Composer - Up to 8 Editors per School | Ambassador Program |
| NETWORKING & HOSTING | |
| Disk Space - 50 GB per School | |
| DATA INTEGRATION | |
| LDAP/Active Directory/ADFS Authentication | LDAP/Active Directory Integration |
| MODULES | |
| Alerts | Calendar Manager |
| Faculty and Staff Directory | Feeds for Districts - Standard |
| Finalsite Payments | Forms Manager - 10 Forms per School |
| Page Pops | Posts - 8 Boards per School |
| Resources | |
| PORTALS & DIRECTORIES | |
| Faculty & Staff Role / Portal - Unlimited Users | |
| TRAINING & SUPPORT | |
| On Demand Videos / Knowledge Base | Group Webinar Training |
| Support Plan - Standard | |

Design, Implementation, and Annual Software Subscriptions Costs

| TOTAL SETUP COST (USD) |
|------------------------|
| \$9,000 |

| SCHEDULE | AMOUNT |
|----------|----------|
| Year 1 | \$12,600 |
| Year 2 | \$12,600 |
| Year 3 | \$12,600 |
| Year 4 | \$12,600 |
| Year 5 | \$12,600 |

Pricing for Alternative Design (if you choose a different design)

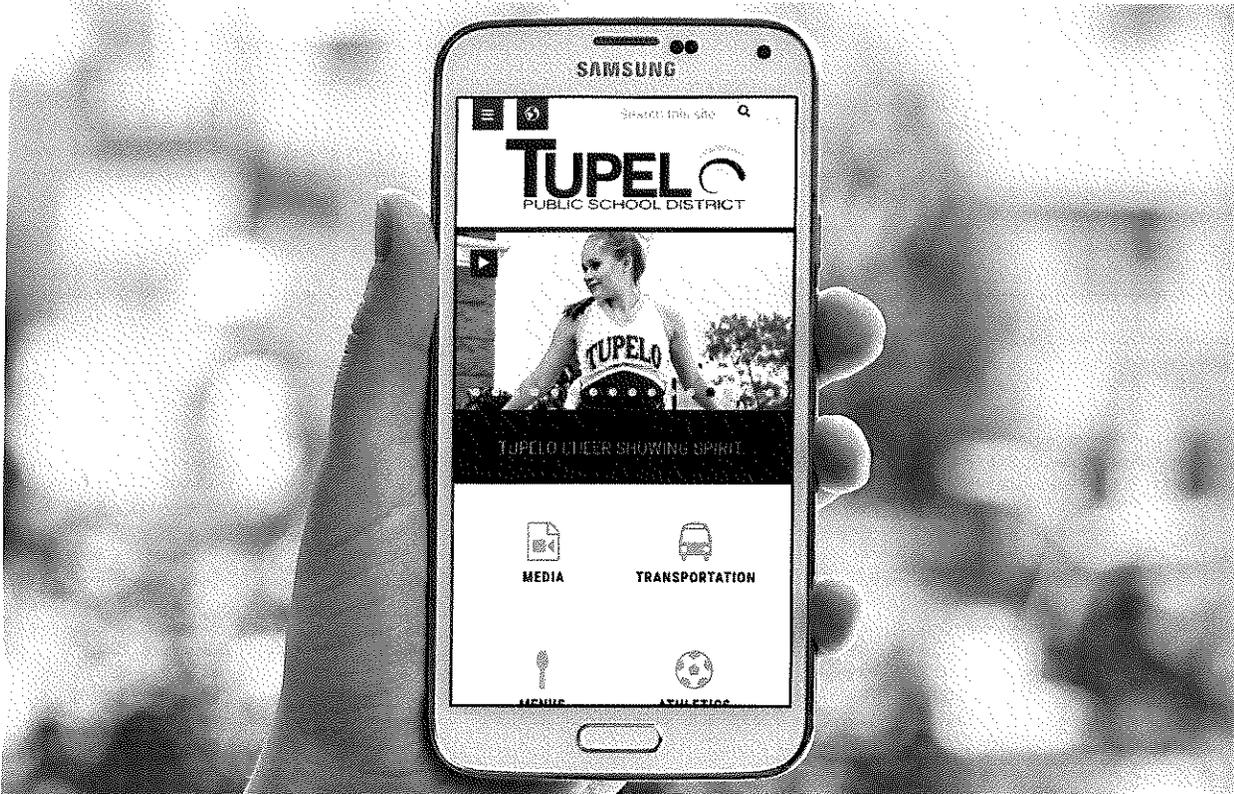
| SETUP AND DESIGN PACKAGE | TOTAL SETUP COST |
|---|------------------|
| Theme Plus Design - Begin with one of our 28 Theme Designs and use up to 30 hours of design time to make modifications. See the Theme Plus Design Scope of Work at www.finalsite.com/sowptp . | \$15,000 |

Optional Add-on Functionality

The following can be added to Edina Public Schools' Finalsite pricing package at the annual subscription rate listed below.

| OTHER MODULES/FUNCTIONALITY/SERVICES | ANNUAL SUBSCRIPTION COST |
|--|--------------------------|
| Mobile App - For more information, visit https://www.finalsite.com/software/mobile-app-notifications/ios-android-app | \$3,500 |

6. Attachments



A. Experience: Website Examples

On average, we launch 300 websites per year — ranging from a small district in New Jersey, to a large district in Washington. With a client retention rate of 96% and a 98% satisfaction rating, it is safe to say that Finalsite clients are happy clients!

In this section, you will find examples of similar work to what we are proposing for Edina Public Schools.

“ Finalsite met all of our expectations and delivered a custom website and excellent management solution. We could not be happier with the professionalism, expertise, and service they continue to provide us. ”

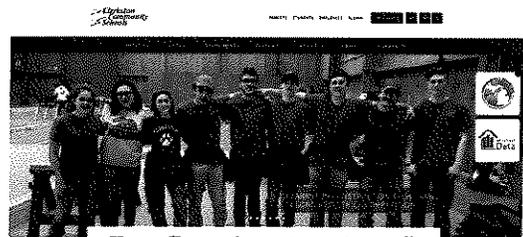
MICHAEL MOLAR, EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES |
AMHERST EXEMPTED SCHOOL DISTRICT

Examples of Theme Designs

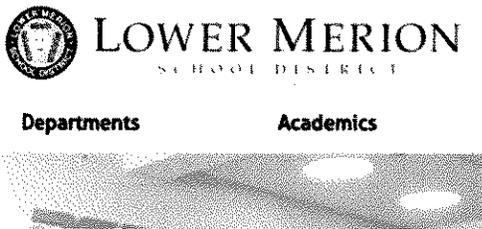
The Theme Site Package is included in the pricing proposal for Edina Public Schools. It has a project plan duration of 35 days. The theme design is a simplified way to generate a responsive website that is built to adapt to mobile devices. You select the design of your website from our collection of pre-packaged designs from the Theme Library. With the structure already built, customization options include imagery, logo, school colors and fonts to individualize the theme for your school. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



GREENWICH PUBLIC SCHOOLS
www.greenwickschools.org



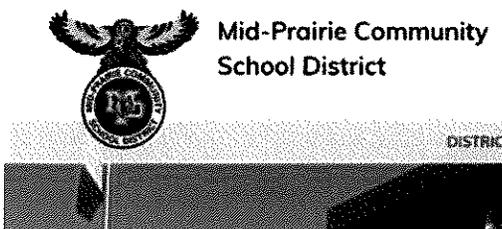
CLARKSTON COMMUNITY SCHOOLS
www.clarkston.k12.mi.us



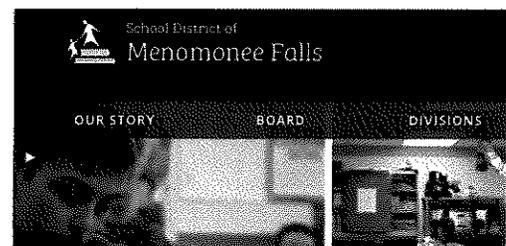
LOWER MERION SCHOOL DISTRICT
www.lmsd.org



HAWTHORNE CEDAR KNOLLS UFSD
www.hcks.org



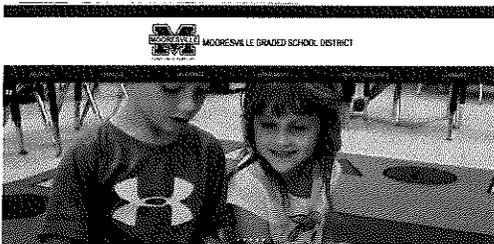
MID-PRAIRIE COMMUNITY SCHOOL DISTRICT
www.mphawks.org



SCHOOL DISTRICTS OF MENOMONEE FALLS
www.fallschools.org

Examples of Theme Plus Designs

The Theme Plus Site Package has a project plan duration of 50 days. You select the design of your website from our collection of pre-packaged designs from the Theme Library and included customizations affords you the ability to enhance the theme with additional design elements. Customization options include: imagery, logo, school colors, fonts and 30 hours of 1 custom project time to individualize the theme for your District/School. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



MOORESVILLE GRADED SCHOOL DISTRICT
www.mgsd.k12.nc.us



DALTON PUBLIC SCHOOLS
www.daltonpublicschools.com



PELHAM PUBLIC SCHOOLS
www.pelhamschools.org



NORTHERN LEBANON SCHOOL DISTRICT
www.norleb.org



HOWARD-WINNESHIK SCHOOL DISTRICT
www.howard-winn.k12.ia.us

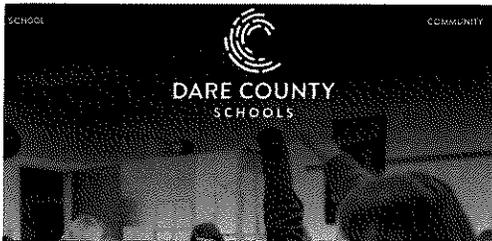


BETHANY PUBLIC SCHOOLS
www.bethany-ed.org

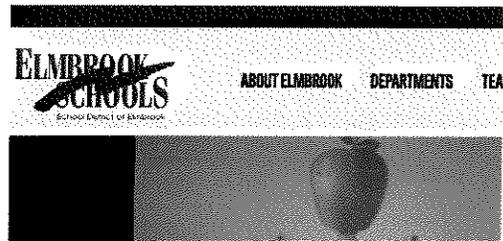
Distinctly Bethany

Examples of Package 2 Designs

The Design Package 2 is an enhanced custom designed website solution for Districts and includes a School template that allows for Schools within the district to have individualized sites using their logo, colors, fonts, imagery and content. This package has a default project plan duration of 75-90 days. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



DARE COUNTY SCHOOLS
www.daretolearn.org



ELMBROOK PUBLIC SCHOOLS
www.elmbrookschoools.org



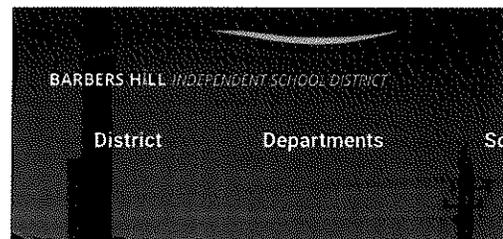
LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT
www.lz95.org



RANKIN COUNTY SCHOOL DISTRICT
www.rcsd.ms



EANES ISD
www.eanesisd.net



BARBERS HILL ISD
www.bhisd.net

Examples of Package 3 Designs

The Design Package 3 is an enhanced custom designed website solution for Districts and includes a School template that allows for Schools within the district to have individualized sites using their logo, colors, fonts, imagery and content. This package has a default project plan duration of 90-120 days. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



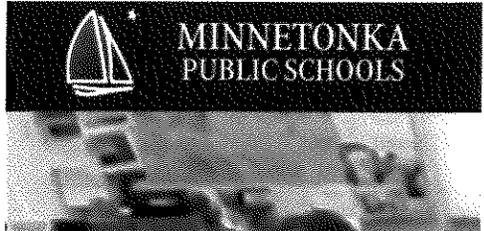
WYANDOTTE PUBLIC SCHOOLS
www.wyandotte.org



HIGHLINE PUBLIC SCHOOLS
www.highlineschools.org



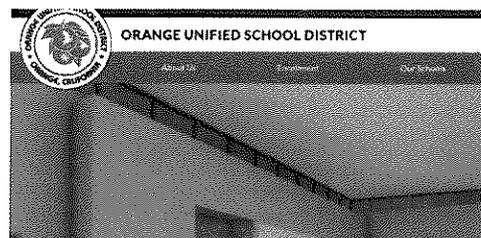
OGDEN SCHOOL DISTRICT
www.ogdensd.org



MINNETONKA PUBLIC SCHOOLS
www.minnetonkaschools.org



DAVIS SCHOOL DISTRICT
www.davis.k12.ut.us



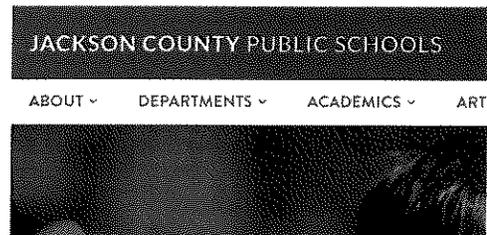
ORANGE UNIFIED SCHOOL DISTRICT
www.orangeusd.org

Examples of Best-in-Class Designs

A Best-in-Class website is an advanced custom designed website solution for Districts and includes a School template that allows for Schools within the district to have individualized sites using their logo, colors, fonts, imagery and content. This package has a default project plan duration of 100-150 days. A formal project plan will be created with your project team. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



TULSA PUBLIC SCHOOLS
www.tulsaschools.org



JACKSON COUNTY PUBLIC SCHOOLS
www.jcpsnc.org



ROWAN-SALISBURY SCHOOL SYSTEM
www.rssed.org



LAKE WASHINGTON SCHOOL DISTRICT
www.lwsd.org



SUN PRAIRIE AREA SCHOOLS
www.sunprairieschools.org



SPRING BRANCH ISD
www.springbranchisd.com

6. Attachments



B. Your Finalsite Project Team

Responsive. Knowledgeable. Funny. Helpful. Kind. Those are just a few of the words used to describe our incredible team over the past 20 years. Our deep bench of talented staff boasts award-winning designers, pragmatic developers, published writers, and numerous "school people" who've played important roles themselves in the classroom and in communications, admissions, institutional advancement, and academic departments of schools just like yours. We have former Directors of Admission, Technology, Head of Academics, Communication and External Relations Directors, Coaches, and Teachers — on staff, all working for you.

Finalsite is well-known in the industry for launching amazing projects, on-time and fully supported. We have been providing education-related websites for over 20 years, which has positioned us to have unparalleled experience in education websites and communication hosting. Our 96% client retention rate speaks to our commitment to our clients.

Schools choose Finalsite in part because of our track record of launching websites on time and on budget. Finalsite will assign staff to your project who will work with your school's team for the duration. These include a Project Manager, Client Success Manager, Web Designer, and Front-end Developer. Additional team members will be appointed to implement project components, depending on the final scope of work. This usually includes staff such as Software Trainers, an Accessibility Coach, Integration Specialists, and Software Implementation Specialists. Beyond this, our all-star technical support team ready to answer any questions you may have and help you along for an easy and on-time deployment.

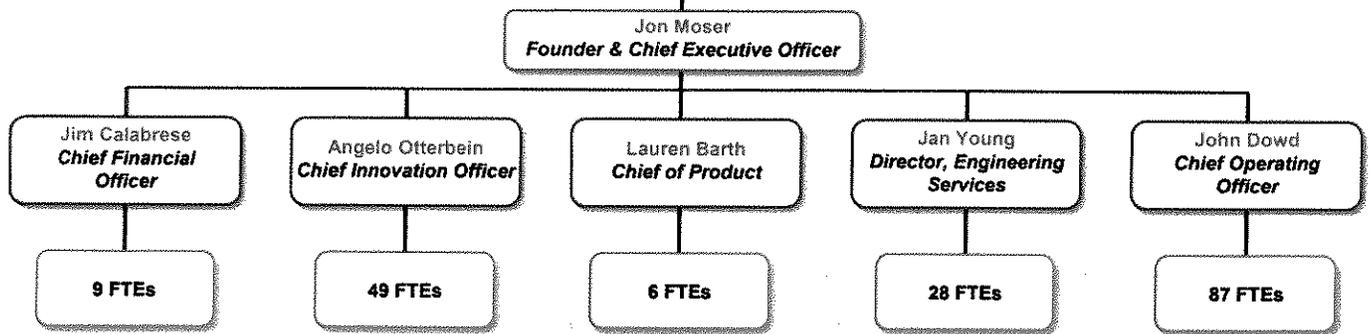
Please visit <https://www.finalsite.com/about-finalsite/our-team> to read about Finalsite's all-star team of leaders, designers, deployment, client support, and technical experts.

“

Finalsite growth to a global market leader from small, humble beginnings, is all due to the people that work here, and work with us. We're a team of innovators, doers, go-getters, and genuine individuals who care deeply about the success of our clients. That last part is important - and is our key differentiator in the market. As the COE, my goal is to keep clients, employees, and investors on an equal playing field. Everyone is on the same winning team and are treated that way. ”

JON MOSER, FINALSITE FOUNDER AND CEO

Organizational Chart



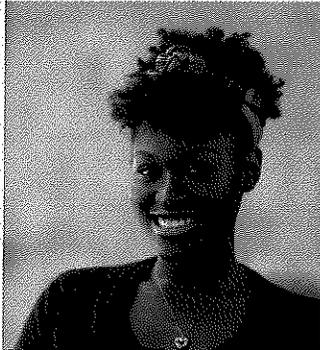
Sample Project Management and Design Team

Our team is equipped with knowledgeable and skilled project managers, designers, and front-end developers. Here is an example of a team you may have the opportunity to work with.



CONNIE CAVALLO, PROJECT MANAGER

Connie has over 10+ years experience in the field of Interactive Project Management, and 15+ in the field of digital marketing. Her background allows her to act as a strategic resource for her clients through all phases of the project lifecycle. She works closely with clients to keep the project on track and is quick to respond to client inquiries. Connie has worked on several Best in Class and District websites. **Connie was the PM for Carroll School in Wayland, MA, Eatonville School District in Eatonville, WA, and Lisle Community District 202 in Lisle, IL. Her resume can be found here: <https://www.linkedin.com/in/crcavallo>**



KEISHA CROXTON, DESIGNER & FRONT-END DEVELOPER

Keisha is an award winning web designer and front end developer Finalsite, and a graduate from Central Connecticut State University. She has a passion for helping others achieve their goals and loves to be involved in projects that help motivate others. Design is a major part of her life. Aside from working at Finalsite, Keisha is on the board of directors for the Connecticut chapter of AIGA. **Keisha designed the Minnetonka Public Schools site.**



JULIANNE HAMILTON, SENIOR DESIGNER

Senior Designer, Julianne Hamilton partners with clients to create beautiful, user-centered websites. Vibrant storytelling is at the heart of her work. She has been designing sites for over ten years and has won numerous awards for her work. Julianne graduated Cum Laude from the University of Delaware with a B.F.A in Visual Communications in 2009. **Julianne designed the Saddleback Valley Unified School District Site and Jackson County School District site. Her resume can be found here: <https://www.linkedin.com/in/julianne-hamilton-09206813/>**

Sample Project and Support Team

Our team is equipped with knowledgeable and skilled project managers, designers, and front-end developers. Here is an example of a team you may have the opportunity to work with.

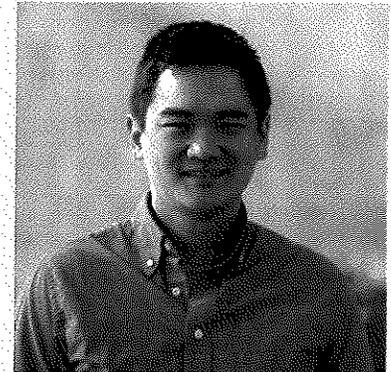
LORRIE JACKSON, SENIOR CLIENT SUCCESS MANAGER

Lorrie is a nine-year Finalsite veteran and previously served as a teacher and school marketing director. **Her resume can be found here:**
<https://www.linkedin.com/in/lorriejackson/>



JOSH FULTON, MANAGER OF PRODUCT SUPPORT

Josh manages Finalsite product support team. He is committed to ensuring an excellent customer support experience across all service channels. **His resume can be found here:**
<https://www.linkedin.com/in/josiah-fulton-6a694224/>



GREG MACDONALD, ASSISTANT MANAGER OF PRODUCT SUPPORT

Greg joined Finalsite in 2016 and moved from Web Solutions Analyst to Assistant Manager in 2018. **His resume can be found here:**
<https://www.linkedin.com/in/gregorymacdonald1/>



6. Attachments



C. References

We hope you feel confident knowing that Finalsite works with hundreds of happy districts across the country. In this section, we've provided a few references for you to contact to hear about the Finalsite difference.

“When we were looking for a new vendor, we wanted to go with a company that was going to be able to design us something current and modern. Finalsite stood out to us because of the design savviness and the features specific to districts. While the price was slightly more than our other options, the end result was worth the extra expense.”

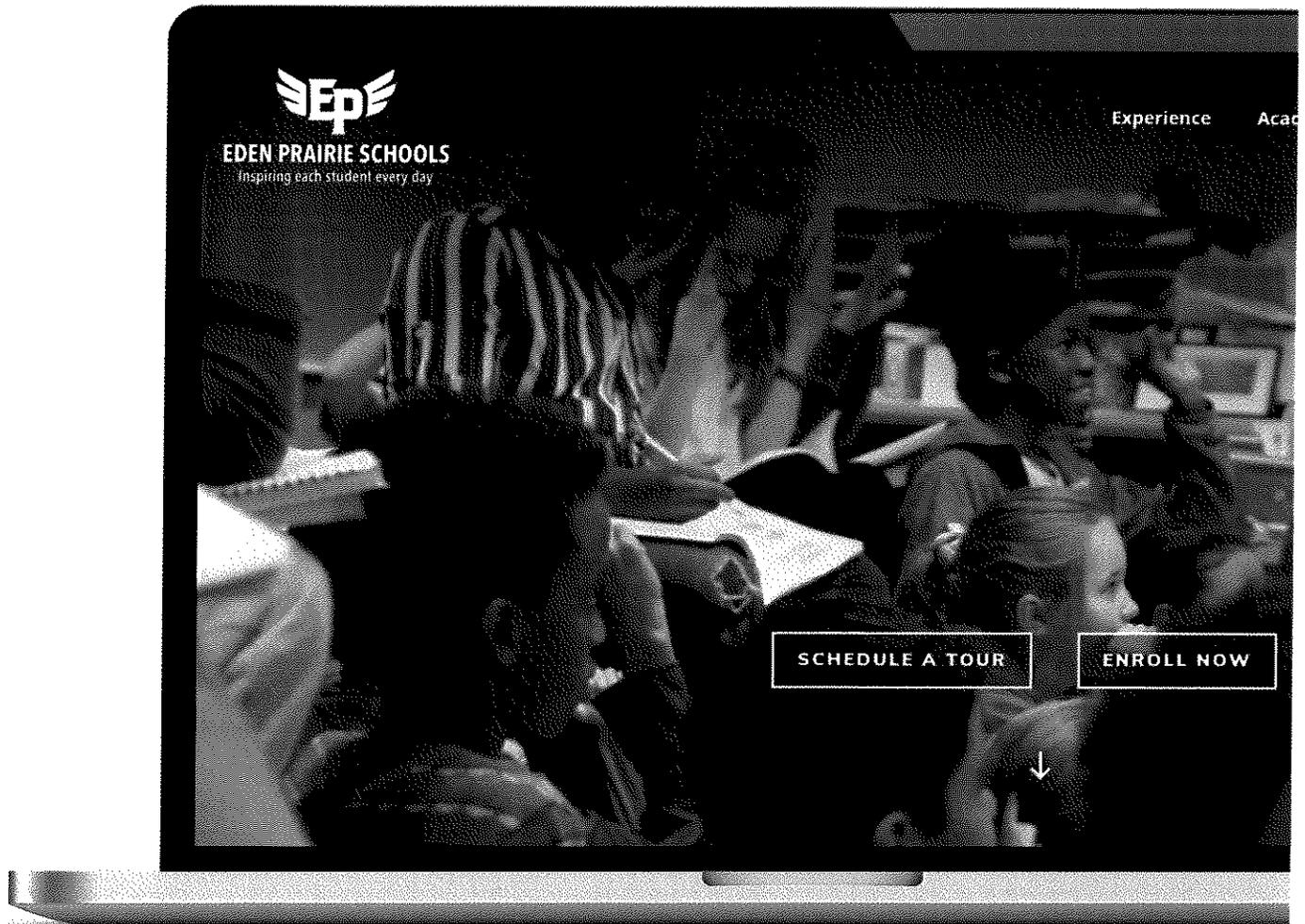
ANDY CRISP, WEB AND MEDIA SPECIALIST | LAGUNA BEACH UNIFIED SCHOOL DISTRICT

EDEN PRAIRIE INDEPENDENT SCHOOL DISTRICT 272 | MN

URL: www.edenpr.org

Contact Person: Kelly Kison, Marketing, Communications Coordinator

Contact Information: (952) 975-7000 | kelly_kison@edenpr.k12.mn.us

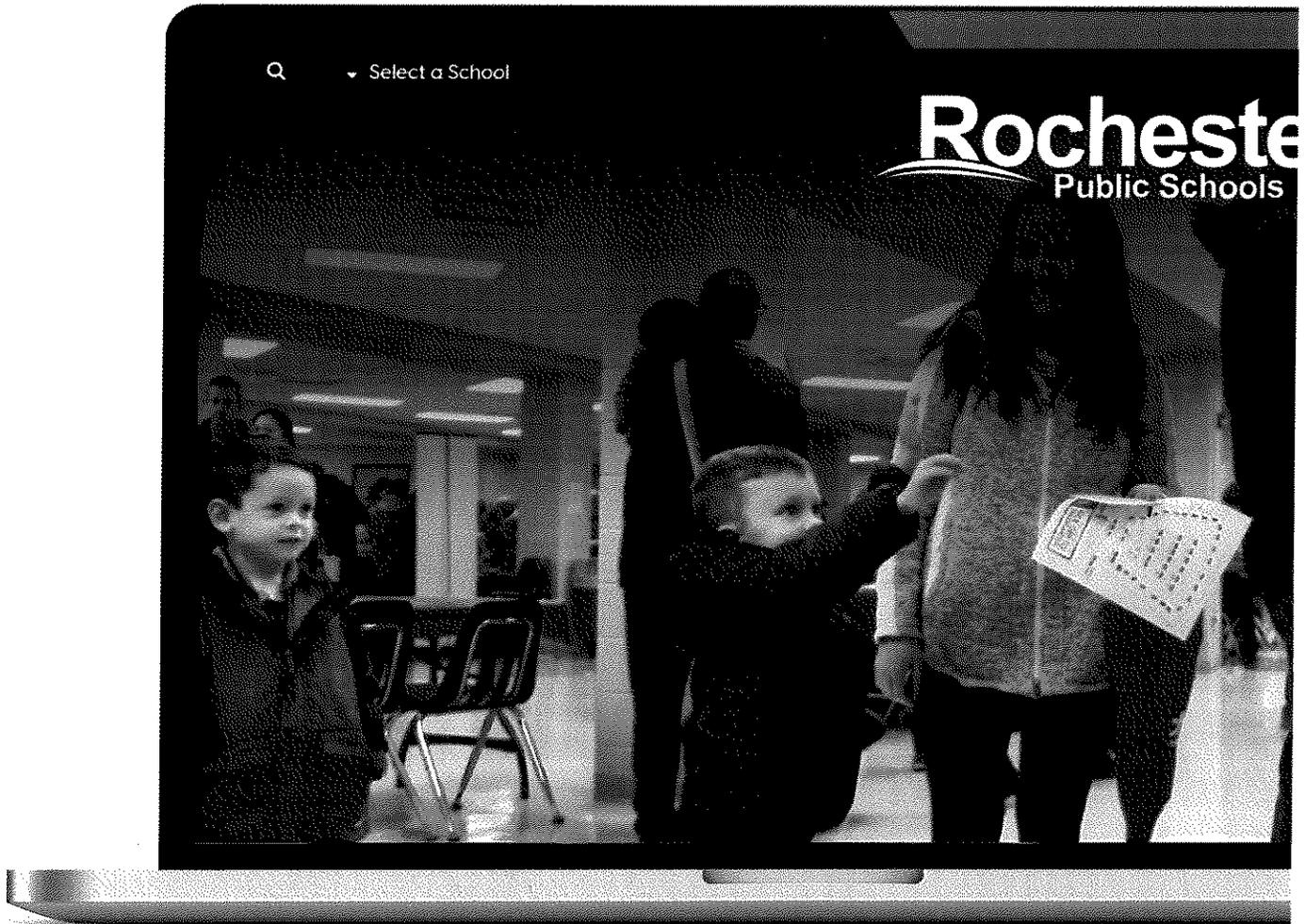


ROCHESTER SCHOOL DISTRICT 535 | MN

URL: www.rochesterschools.org

Contact Person: Cassandra Gehling, Webmaster

Contact Information: (507) 328-3000 | cagehling@rochester.k12.mn.us

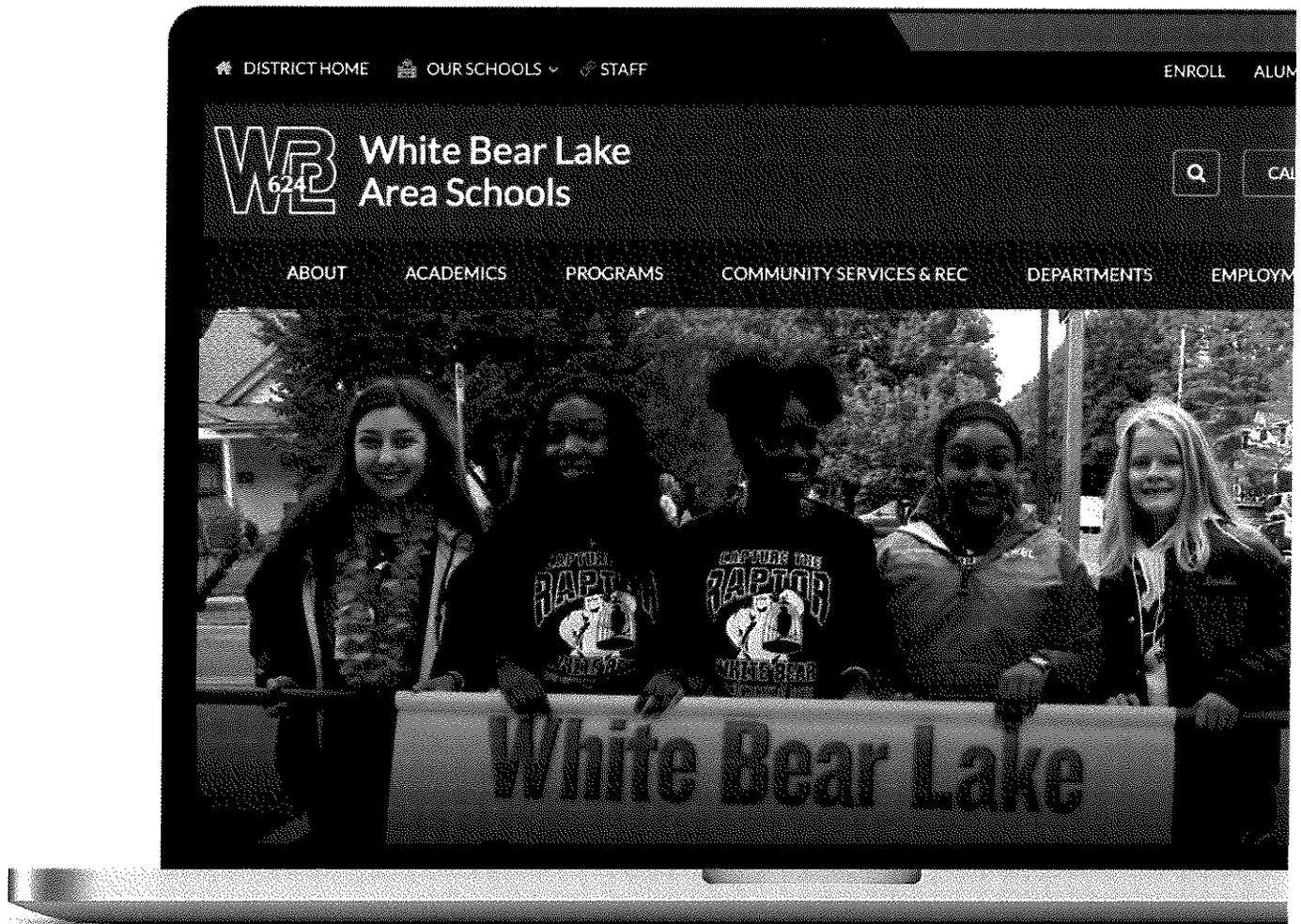


WHITE BEAR LAKE AREA SCHOOLS | MN

URL: www.isd624.org

Contact Person: Marisa Vette, Public Relations

Contact Information: (651) 407-7500 | marisa.vette@isd624.org

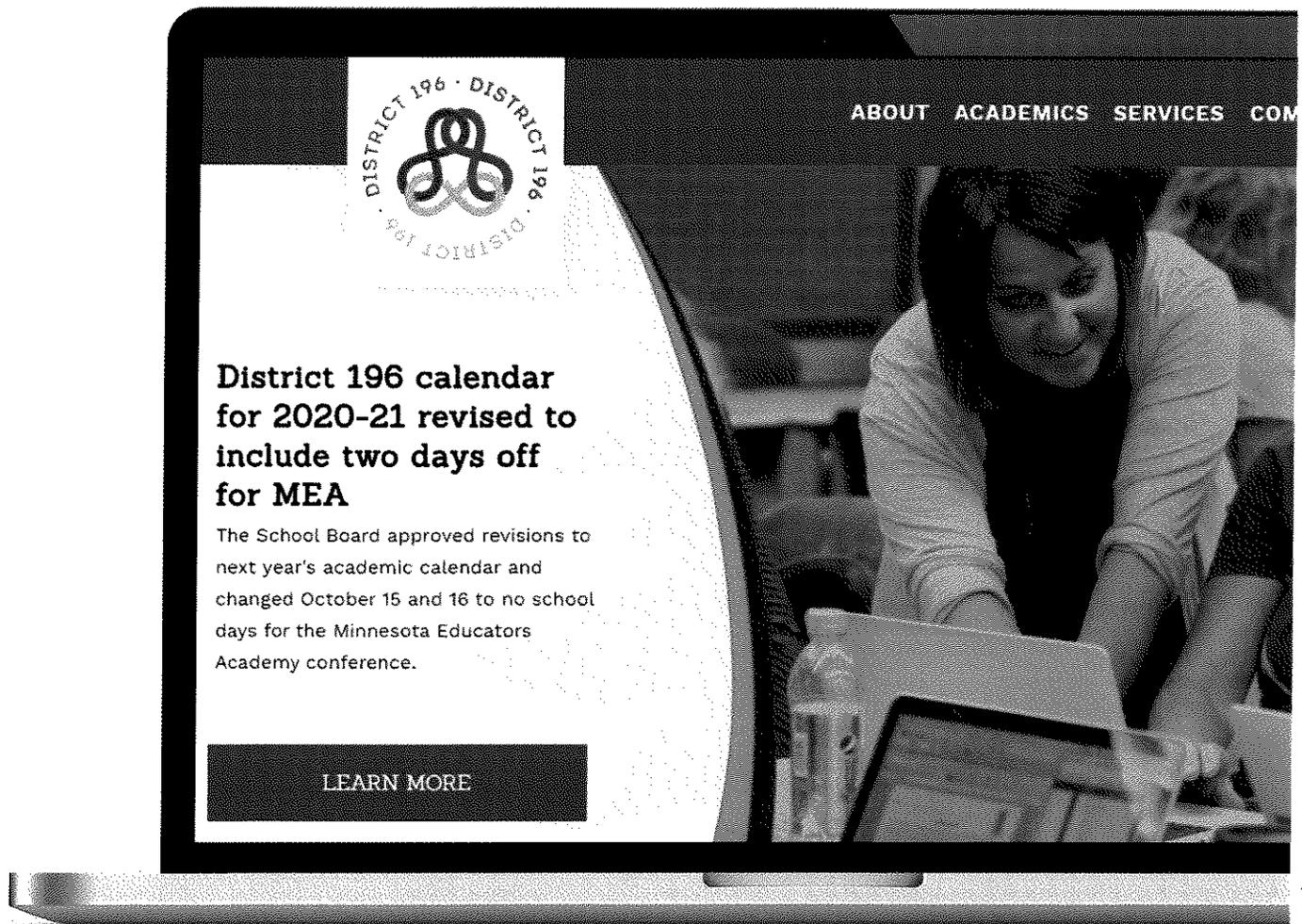


ROSEMOUNT-APPLE VALLEY-EGAN INDEPENDENT SCHOOL DISTRICT | MN

URL: www.district196.org

Contact Person: Tony Taschner

Contact Information: (651) 423-7775 | tony.taschner@district196.org





Board Meeting Date: 1/4/2021

TITLE: Communications Survey Down Payment

TYPE: Consent

PRESENTER(S): Dr. John Schultz, Superintendent

BACKGROUND: Morris Leatherman will conduct an annual survey of residents to inform school leaders on perceptions related to education and Edina School District communications.

RECOMMENDATION: Provide Morris Leatherman with a down payment on a community communications survey.

PRIMARY ISSUE(S) TO CONSIDER: Community survey on district communications

ATTACHMENT:

1. Invoice



Board Meeting Date: 12/14/2020

TITLE: Designation of Polling Places

TYPE: Consent

BACKGROUND: Legislation passed in 2018 changed the deadline for the resolution to approve school district polling places, and also required a resolution be passed even if there are no polling place changes and even if there is not a scheduled election. As a result, the school district must pass a resolution naming all their polling places for 2021.

RECOMMENDATION: Approve the polling places as attached.

PRIMARY ISSUE(S) TO CONSIDER: Designated polling places.

ATTACHMENTS:

1. Resolution language establishing polling places
2. Exhibit A - list of all district polling places
3. Precinct Map

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.273, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities. (Exhibit A)

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election: No changes. (Exhibit A)

Note: See Section 2.3.2 of the Election Manual regarding changing polling places in the case of an emergency or if the polling place is no longer available.

*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7 o'clock a.m. and 8:00 o'clock p.m.

Note: See Section 3.6 of the Election Manual regarding certain restrictions on voting hours.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.) This date is November 15, 2020, for an election on February 9, 2021.

Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.

Exhibit A

The polling places and combined polling places and the precincts served by those polling places shall be as follows:

| | |
|-----------------------------------|--|
| <u>Polling Place Precinct 1A:</u> | Shepherd of the Hills Church 500 Blake Road Hopkins, Minnesota |
| <u>Polling Place Precinct 1B:</u> | Chapel Hills Church 6512 Vernon Avenue Edina, Minnesota |
| <u>Polling Place Precinct 2:</u> | Edina Senior Center 5280 Grandview Square Edina, Minnesota |
| <u>Polling Place Precinct 3:</u> | Mercy Commons Covenant Church 4201 West 50 th Street Edina, Minnesota |
| <u>Polling Place Precinct 4:</u> | Weber Park Building 4115 Grimes Avenue Edina, Minnesota |
| <u>Polling Place Precinct 5:</u> | Good Samaritan Church 5730 Grove Street Edina, Minnesota |
| <u>Polling Place Precinct 6:</u> | Countryside Elementary School 5701 Benton Avenue Edina, Minnesota |
| <u>Polling Place Precinct 7:</u> | Normandale Lutheran Church 6100 Normandale Road Edina, Minnesota |

Exhibit A

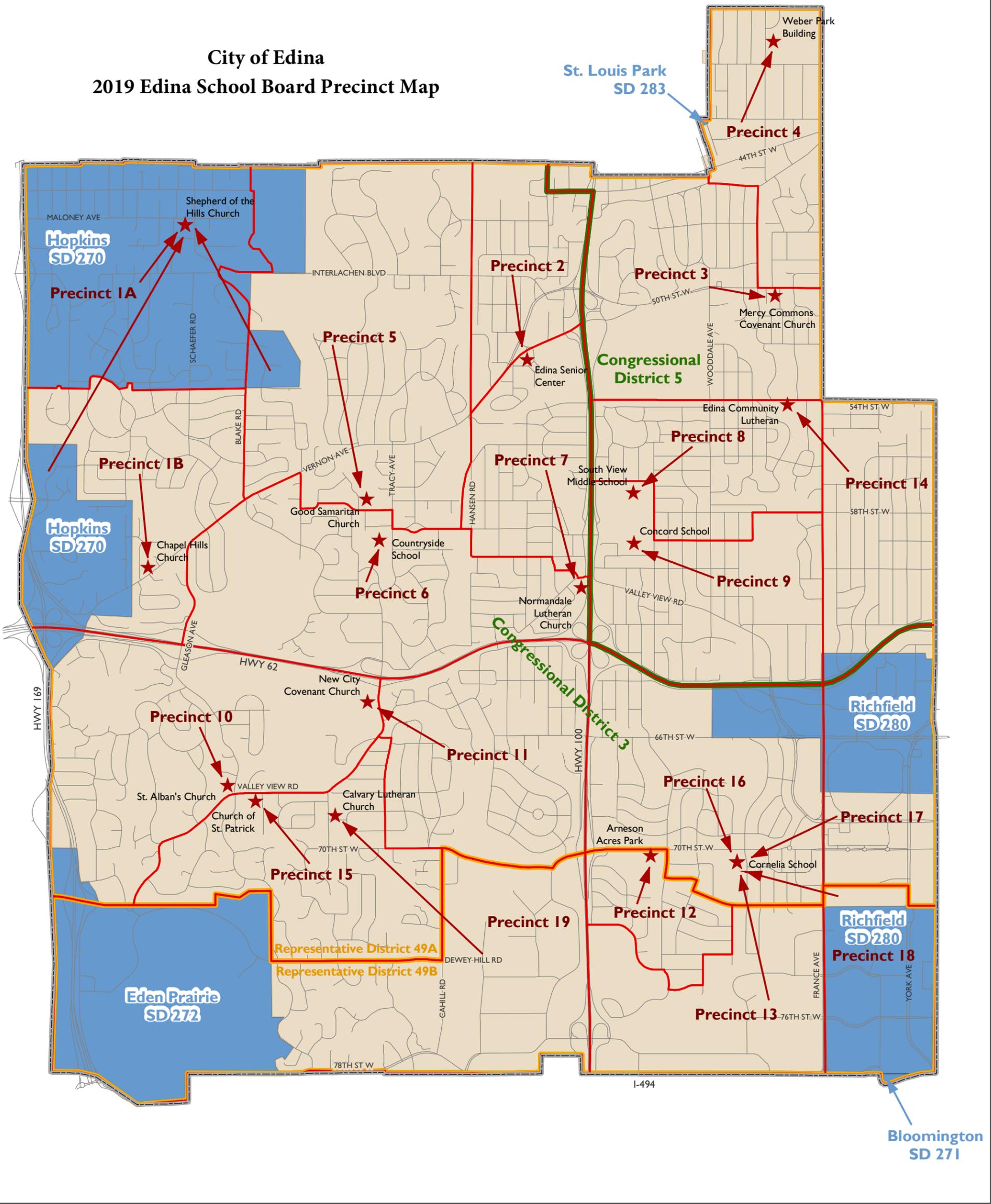
| | |
|---|--|
| <u>Polling Place Precinct 8:</u> | South View Middle School 4725 South View Lane Edina, Minnesota |
| <u>Polling Place Precinct 9:</u> | Concord Elementary School 5900 Concord Avenue Edina, Minnesota |
| <u>Polling Place Precinct 10:</u> | St. Alban's Church 6716 Gleason Road Edina, Minnesota |
| <u>Polling Place Precinct 11:</u> | New City Covenant Church 6400 Tracy Avenue Edina, Minnesota |
| <u>Polling Place Precinct 12:</u> | Arneson Acres Park 4711 West 70 th Street Edina, Minnesota |
| <u>Polling Place Precinct 13, 16, 17, & 18:</u> | Cornelia Elementary School 7000 Cornelia Drive Edina, Minnesota |
| <u>Polling Place Precinct 14:</u> | Edina Community Lutheran Church 4113 West 54 th Street Edina, Minnesota |
| <u>Polling Place Precinct 15:</u> | Church of St. Patrick 6820 St. Patrick's Lane Edina, Minnesota |
| <u>Polling Place Precinct 19:</u> | Calvary Lutheran Church 6817 Antrim Road Edina, Minnesota |

Exhibit A

CITY OF BLOOMINGTON VOTERS. Those School District voters residing in the City of Bloomington in Precinct 17 will vote at Westwood Community Church, 6301 Cecilia Circle, Bloomington, Minnesota. Those School District voters residing in the City of Bloomington in Precinct 18 will vote at the Church of St. Edwards, 9401 Nesbitt Avenue South, Bloomington, Minnesota.

CITY OF ST. LOUIS PARK VOTERS. Those School District voters residing in the City of St. Louis Park will vote at Vista Lutheran Church, 4003 Wooddale Avenue, St. Louis Park, Minnesota.

City of Edina 2019 Edina School Board Precinct Map



Legend

- ★ Polling Location
- Municipal Boundary
- ▭ Precinct Boundary
- ▭ Representative District
- ▭ Congressional District

School Districts

- Edina (273)
- Other School Districts

* SD 280 voting held at
Sheridan Hills Elementary School
6400 Sheridan Ave, Richfield

Precinct 1A
Congressional District 3
Representative District 49A
Shepherd of the Hills Church
500 Blake Road

Precinct 1B
Congressional District 3
Representative District 49A
Chapel Hills Church
6512 Vernon Avenue

Precinct 2
Congressional District 3
Representative District 49A
Edina Senior Center
5280 Grandview Square

Precinct 3
Congressional District 5
Representative District 49A
Mercy Commons Covenant Church
4201 W 50th Street

Precinct 4
Congressional District 5
Representative District 49A
Weber Park Building
4115 Grimes Avenue

Precinct 5
Congressional District 3
Representative District 49A
Good Samaritan Church
5730 Grove Street

Precinct 6
Congressional District 3
Representative District 49A
Countryside School
5701 Benton Avenue

Precinct 7
Congressional District 3
Representative District 49A
Normandale Lutheran Church
6100 Normandale Road

Precinct 8
Congressional District 5
Representative District 49A
South View Middle School
4725 South View Lane

Precinct 9
Congressional District 5
Representative District 49A
Concord School
5900 Concord Avenue

Precinct 10
Congressional District 3
Representative District 49A
St. Alban's Church
6716 Gleason Road

Precinct 11
Congressional District 3
Representative District 49A
New City Covenant Church
6400 Tracy Avenue

Precinct 12
Congressional District 3
Representative District 49B
Arneson Acres Park
4711 W 70th Street

Precinct 13, 16, 17, & 18
Congressional District 3
Representative District 49B
Cornelia School
7000 Cornelia Drive

Precinct 14
Congressional District 5
Representative District 49A
Edina Community Lutheran Church
4113 W 54th Street

Precinct 15
Congressional District 3
Representative District 49A
Church of St. Patricks
6820 St. Patricks Ln

Precinct 19
Congressional District 3
Representative District 49B
Calvary Lutheran Church
6817 Antrim Road



September 2019

0 Feet 1,600



Board Meeting Date: 12/14/2020

TITLE: Naming of Valley View South Gym

TYPE: Consent

PRESENTER(S): Dr. John Schultz, Superintendent, and Mr. Steve Cullison, Social Studies Teacher at Edina High School

BACKGROUND: In October, the Superintendent was approached by a community member about naming the Valley View South Gym after Mary Manderfeld, who will retire from the district on December 31, 2020. This report contains background and information for recognizing Mary.

RECOMMENDATION: That the Board recognize Mary Manderfeld, and name the Valley View South Gym after Mary Manderfeld.

PRIMARY ISSUE(S) TO CONSIDER: Naming Valley View South Gym

ATTACHMENTS:

1. Report (next page)

In October, the Superintendent was approached by a community member and teacher with a nomination to name the Valley View South Gym after Mary Manderfeld, who will retire from the district on December 31, 2020. This report contains the policy related to and background for recognizing Mary.

Policy 808: Naming Facilities

Policy 808 - Naming Facilities, states that 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. 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. The policy further allows as follows:

VI. Naming Processes and Criteria

A. Naming in Recognition.

The school district may name a facility or 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 facility or educational program 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:

1. Recognition of outstanding service to the district while serving in an employment capacity outstanding service to the Edina community;

A committee, made up of High School Administration, the Athletic Director, Valley View Administration, the community member making the request, the Assistant Superintendent and the Superintendent, was brought together and unanimously supported naming the gym for Mary Manderfeld. It is emphasized that this request was brought to the Board by an Edina alum, outside of Edina's administration.

The administration supports this nomination to name the Valley View South Gym the Mary Manderfeld Gym. Following are a few of the reasons why.

Mary's Career Accomplishments

- 33 years with Edina Public Schools
- Physical Education Teacher; Assistant Athletic Director; Assistant Principal/Interim Principal of Edina High School; Assistant Director of Administrative Services; Director of Enrollment, School Improvement, and Equity.
- Member of the New Ulm Area Catholic Schools Distinguished Alum Award (1989)
- Member of the Minnesota Women's Basketball Hall of Fame
- Member of the Minnesota Fillies professional basketball team

Mary's Unique Contributions to Edina Schools and the Edina Community

- Leads racial equity training team for new and returning instructors
- Advocates for participation in girls' athletics
- Head coach, Edina Girls Basketball
- She has parented two wonderful daughters who have attended Edina schools and engaged in so many activities. - Eric Nelson
- Co-Lead, providing meals to Edina families during the COVID-19 Pandemic

Mary Makes a Difference for Individuals and Groups

- Board Member, Edina Give and Go
- Principal Officer, Minneapolis Athena Awards, which honors outstanding female athletes
- Mary has always advocated for students that were in difficult situations. She is a champion for underserved populations, for students with fewer financial means, for students struggling with their mental health, and for the students who can fall between the cracks. - Eric Nelson
- Mary has mentored so many teachers and administrators. She is a wonderful colleague who goes out of her way to help everyone succeed - Eric Nelson

Mary's Athletic Recognition

- Member, 1980, 1981 AIAW All-Region 6 Women's Basketball team
- Inductee, 2007 Minnesota Gopher Women's Basketball Hall of Fame
- Sits at #5 in all-time career blocks (129) in only two seasons of women's basketball at the University of Minnesota
- Sits at #6 all-time career rebound average at the University of Minnesota

Anecdotes about / Messages for Mary

- As my gym teacher in middle school, Mary made me feel safe and seen. Her empathy meant a tremendous deal to me. - Steven Cullison
- When my student teaching position in Minneapolis fell through after the year had started, and after I'd quit my job in order to complete the practicum, I reached out to my old high school. Mary was the one who found me a placement at Edina High School, helping me to stay on track to become a teacher. - Steven Cullison
- The reason I applied, a decade into my teaching career, for a position in Edina Schools was the reputation Edina had gained for its equity work. That's how I knew it was a place I wanted to work. - Steven Cullison
- Mary has been a role model and mentor to me since my senior year in high school. The reason I'm at Edina in the first place is all due to Mary's influence and advice. - Jenny Johnson
- Mary has pushed me to think about, and re-think about, my work with equity. She has driven me to grow in my thinking and my leadership, and I am forever grateful! - Mike Pretasky
- I love that Mary just says what needs to be said. She is fearless. - Mike Pretasky
- Many times, I have been honest and vulnerable with Mary. She is always understanding, while also pushing me to consider other perspectives. - Mike Pretasky
- Mary is one of the funniest colleagues I have ever had. - Mike Pretasky
- Mary has always held a special place in her heart for the Cornelia community, and I always enjoyed working with her on advocacy of our students, and her thoughtfulness as a colleague. - Lisa Masica
- Mary is a tremendous leader and advocate for children. She inspires me every day and has impacted the way in which I think and lead in education. She is extremely learner-focused in all she does. Mary is an amazing and deeply caring educator! Mary's sense of humor is the best!! - Randy Smasal

Testimonials to Mary

I am pleased to learn of the school district's recognition for Mary Manderfeld's service to the entire Edina community with the gymnasium recognition. Throughout her career, she has had a wide variety of responsibilities and she successfully completed them with determination, drive, grace and humor. She has stayed true to her leadership passion for providing all learners - students, staff and families - the opportunity to pursue their hopes and dreams. Further, she has worked endlessly to assist in reaching these goals, through collaboration and creativity.

Her name will be remembered with the gymnasium naming, and her service to the community will live on through her successful leadership efforts.

- Dr. Ric Dressen, Former Superintendent Edina Public Schools

I have had the great pleasure of working with Mary Manderfeld for the past 13 years. During that time, I have appreciated her willingness and passion to work closely with numerous families throughout the district. Mary also goes above and beyond the efforts to ensure all students have an equitable educational experience during their time in Edina Public Schools.

She will be greatly missed by families, staff and colleagues. I wish her the very best as she begins a new chapter in her life

- Dr. Gwen Jackson, Former Director of Administrative Services and Human Resources, Edina Public Schools

It was my great fortune to work with Mary Manderfeld during the 16 years when I worked with the Edina Public Schools. I first came to know Mary when I assumed the role of assistant principal at Valley View Middle School in 1992. At that time, Mary was a physical education teacher at Valley View. As we came to know each other, we learned that she and my wife were both from New Ulm, and that her parents and my wife's family were friends. It was a small world connection that has been among the many things that has kept us connected over the years.

Soon after my start in Edina, Mary moved from the Valley View Middle School physical education department to become an assistant principal at Edina High School. While I recall being sad that she was leaving Valley View, I was happy for her to be able to pursue her career aspirations by assuming this administrative role. And, little did I know at the time, down the road I would become the Edina High School principal and gain the benefit of having Mary there as one of my assistants! We enjoyed five great years together at Edina High School; to this day what I consider to be among my most rewarding of professional experiences. Much of the joy I found in my work at EHS can be attributed to the professionalism and the fun that Mary brought to work every day.

There are many things that I recall being appreciative of regarding Mary's work at EHS. She was of great assistance to me in that she had been in the school for several years by the time that I arrived. She was well-versed on all of the operations in the building and knew the students, their families and the staff very well. This helped me tremendously in my transition into this new role. Mary has always been a strong student advocate, and was a solution-finder when it came to any challenge students were facing. She worked closely with the student services department to develop academic and social-emotional learning strategies that were personalized to the uniqueness of each and every student. She also engaged teachers in seeking ways to accommodate individual students, no matter what their needs were.

During our time together, we enjoyed many successes, and weathered through several challenges, crises and tragedies, and to this day we can still laugh about a few absurdities that even the best fiction writers in the world could not have dreamed up! The team we had at EHS at the time was second to none and we had a lot of fun together. At the core of all of this was Mary Manderfeld. To this day, I consider Mary to be among the best professional advisors that I have had in my career. She met the ultimate test of a treasured advisor - she was comfortable telling me what I needed to hear, rather than only what I wanted to hear. She helped equip me with complete and accurate information from which I could make the best possible decision given what was known about the situation.

Mary consistently and predictably brought her great sense of humor to school each day. I have always felt, given that we all spend so much time at work, that it is important to have fun. Even when dealing with extremely challenging or frustrating circumstances, Mary would always try to find some humor in the moment, which served as a great coping mechanism for all of us. Mary kept a steady hand on the wheel and was with me for the entire five years I served in the role of EHS principal. Her work was invaluable to me and, more importantly, to the success of students at Edina High School.

I wish Mary well in her retirement. She has worked hard, served her students and community well, and has helped many find success, all while never seeking any personal accolades or fanfare. Students, their families and the staff all gained the benefit of her approach to work and life. Hers was a career that was well done! I wish you the very best, Mary. And, thanks for everything...

- Chace B. Anderson, Superintendent, Wayzata Public Schools

Edina Public Schools
5701 Normandale Road
Edina, MN 55424

December 15, 2020

Governor Tim Walz
130 State Capital
75 Rev Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Dear Governor Walz:

As Edina Public School leaders, we are seeking additional support from you in getting students back into our schools. School districts throughout the State are struggling to stay open and provide consistent in-person education to our students. It is imperative that the State focus on guidance, funding and policies that prioritize getting students back in school.

First of all, we want to express our appreciation for the tireless efforts by you and your team in working to strike a careful balance between student and staff health and safety, and allowing in-person schooling. However, we continue to be concerned by the growing education gap created when students are out of school as well as adverse impacts on all learners. In our district we see distance learning disproportionately impacting our Special Education students, our Multilingual Learners and our Students of Color. We are also seeing many students for whom distance learning simply does not work and many additional students being negatively affected from a social and emotional well-being perspective.

Rather than focus on problems, we would like to work with you on solutions. Below are areas the State can address that we believe will help us safely return students to school as soon as possible.

Revisit the Safe Learning Plan from July 30. Many districts, including ours, have, at times, successfully been able to have students in school with proper mitigation techniques. As time goes on, we are learning more about the virus itself and how it spreads. This natural evolution of learning has led to a change in quarantine time guidance from the CDC, which the Minnesota Department of Health has adopted. As what we learn increases, science evolves and recommendations change, we believe this is the right time to revisit and potentially revise guidance for school districts.

It is important for the state to re-emphasize that the number of cases per ten thousand is not the only factor pertaining to school opening decisions. While it may be a useful number to determine whether schools should re-open in their entirety, it may not be useful in determining whether schools should open for those students most in need, particularly for districts where identified

students represent less than half the student population. It is critical at this time for us to receive additional specific guidance from the State regarding partial re-openings for those in greatest need.

Utilize COVID-19 testing to confidently bring some students and teachers back to school.

Edina schools has already convened a cross-functional team that includes medical professionals, leaders from the district, and individuals from the Minnesota Department of Health. We believe with State support this can be a critical component to safely returning students and teachers back into the school system. Please see the attached report from our team.

Prioritize educators for vaccination. We want to ensure every district in the State receives needed and transparent guidance and timing information about vaccines to ensure boards and leaders are ready to answer and plan in the context of getting students back to in-person learning and keeping our educators and support staff healthy.

Find alternative solutions for childcare for first responders. School districts have been providing free childcare for qualified individuals per Executive Order 20-19. While providing childcare is an extremely important function, and we are proud Minnesota is doing this, the requirement has effectively reduced funding to school districts by requiring us to cover costs without offsetting revenue. It has also occupied school space that we could otherwise use for providing educational services to our students. In the Edina School District alone, close to 25 classrooms in our elementary schools alone are currently being taken up by childcare. Shifting that responsibility to the cities or counties would free up school finances and, more important, physical space for us to provide additional educational services.

Additional financial support for our schools. Districts throughout the state have incurred significant increased costs as a result of COVID-19. We estimate that our additional costs for this year have exceeded \$5,000,000 and that does not cover costs we may incur if we could have a partial re-opening for those most in need or for additional programming to help students meet additional academic and social emotional needs in an unusual year of learning. We understand that there is great fiscal uncertainty, however, we ask that the State increase its funding to districts to support district initiatives to properly educate all our students during this crisis.

Planning for learning loss. Despite all of our best efforts, learning loss is an unacceptable consequence of this pandemic. We would like to work with you now on creating short and long term strategies to reverse any learning loss students in our district and other districts have faced. Many potential solutions cannot be resolved only at the district level, but require both state funding and legislative action. We propose the creation of a coalition of educators and other professionals to work on this issue now.

To the extent the data shows that community spread of COVID-19 continues to be a main driver of school closure, we appreciate any efforts that can be used to slow community spread. We know we are all in this together and we look forward to partnering with you to maintain the outstanding educational experience here in Edina and across the state of Minnesota.

Sincerely,

John Schultz
Superintendent
Edina Public Schools

Erica Allenburg
Board Chair
Edina Public Schools

CC:

Jan Malcolm, Commissioner, Minnesota Department of Health
Melisa Franzen, State Senator, Edina and Bloomington
Mary Cathryn Riker, Commissioner, Minnesota Department of Education
Steve Elkins, State Representative, Edina
Heather Edelson, State Representative, Edina
Tom Connell, President, Education Minnesota - Edina



Board Meeting Date: December 14, 2020

TITLE: 2020-21 Secondary New Course and Course Change Proposals

TYPE: Discussion

PRESENTERS: Jody De St. Hubert, Director of Teaching and Learning; Gavin Mclean, Secondary Science Lead; and Katrina Stern, Secondary Science Professional Development & Course Design Support

BACKGROUND: As part of our continuous improvement efforts, each year the Teaching and Learning department brings forth proposals for new courses and recommendations for course changes for School Board review. These proposals and recommendations are generated by district and building staff, reviewed and refined through a committee process and presented to the school board for consideration.

RECOMMENDATION: Discuss the recommended new course proposals and changes as recommended by administration.

PRIMARY ISSUE(S) TO CONSIDER: Consider the alignment of new courses and recommended course changes to the vision for learning in Edina Public Schools

ATTACHMENTS:

1. Report

New Course Proposals:

- ***Physical Earth Science***

The purpose of this new course is to ensure Alignment with new MN State Science Standards. The course will be offered in 2021-22 at Middle School and in 2022-23 at the High School.

Course Title - **Physical Earth (Or Earth Science)**

Prerequisites - Completion of 8th grade Science standards
Grade - 9th grade (Or Compacted 8th grade, implemented 2021/2)
Length - Full-year, S1 and S2
Meets Requirements for - Earth Science
Out of class work - Frequently
Fee - None

Course Description: This year-long course focuses on Earth Science standards. Students will engage in science practices as they learn about mechanisms and phenomena on Earth and in space. Space science topics include solar systems, laws of gravitation and planetary motion, the Big Bang Theory, and the composition of stars. The course explores Earth's atmosphere and water, including air compositions and circulations, the carbon cycle, the greenhouse effect, oceans, and wetlands. Students will also learn about geology topics, including rock formation, volcanic and tectonic activity, and wave propagation (earthquakes).

- ***Unified ACE & Creative Foods (Club Buzz)***

The purpose of this class is to align it with the Creative Foods class and Peers Insights group from South View which promotes inclusion. The goal is to streamline Peer Insights districtwide and to connect to the concept that has been implemented and that has successfully evolved.

Course Title - **Unified ACE & Creative Food (Club Buzz)**

Prerequisites - None
Grade - 9, 10, 11, 12
Length - Semester, S1 and S2
Meets Requirements for - Elective
Out of class work - Minimal
Fee - None

Course Description: This course is designed to increase the student's skills in basic food preparation. Emphasis is on practical experiences of cooking and nutrition. Labs include breads, main dishes, side dishes, cakes, desserts and snacks

This is specifically an inclusive/unified class that promotes two evidence-based teaching methods of peer modeling and community-based instruction (skills correlate to Creative foods units), both needed to function as an independent adult in the community that surrounds us. This class will include connecting peer models with students with developmental and cognitive disabilities in community-based instruction activities. The class will provide opportunities for social interactions, meaningful connections, and inclusion while teaching students important life skills such as cooking, budgeting, shopping, and healthy lifestyle choices.

Course Changes Summary:

Course Drops Edina High School:

- Theater Production

This drop is due to lack of enrollment in the course over last three years.

Course Title Changes Edina High School:

- Change DECA 1 TO Marketing with DECA
- Change DECA 2 TO Advanced Marketing with DECA
- Change DECA 3 TO Entrepreneurship with DECA

The purpose of these changes are to more accurately reflect the entrepreneurship concept of the class, specifically recognizing the marketing component.

Financial Summary for 2021-2022:

| Course Name | School | Length | EHS Credit | Credit Type | Grade Level | Approx. Development Costs |
|--|---|----------|------------|------------------|--|---------------------------|
| Physical Earth Science | VV & SV (for 2021-22) & EHS (for 2022-23) | Year | 2 | Science Required | 8 (for 2021-22) 8 & 9 (for 2022-23) | To be determined |
| Unified ACE & Creative Foods (Club Buzz) | EHS | Semester | 1 | Elective | 9-12 | \$1,200 |



Board Meeting Date: 12/14/2020

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 414 and 415 have been consolidated into one policy, 415. Policies 430 and 434 are being recommended for rescission as unnecessary.

- 410 Leaves, Family and Medical Leave
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (*merged with policy 415 – remove from canon*)
- 415 Reporting Suspected Maltreatment of a Minor or Vulnerable Adult (*merged with policy 414 - new title*)
- 430 Student Teacher and Teacher Intern Supervision (*rescind*)
- 434 Substitute Teachers (*rescind*)
- 435 Employee Evaluation and Improvement

RECOMMENDATION: Review the suggested policy recommendations.

ATTACHMENTS:

1. 410 Leaves, Family and Medical Leave
2. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (*merged with policy 415 – remove from canon*)
3. 415 Reporting Suspected Maltreatment of a Minor or Vulnerable Adult (*merged with policy 414 - new title*)
4. 430 Student Teacher and Teacher Intern Supervision (*rescind*)
5. 434 Substitute Teachers (*rescind*)
6. 435 Employee Evaluation and Improvement

Personnel

Leaves, Family and Medical Leave

I. Purpose

This policy provides guidance regarding leaves to district employees in accordance with the Family and Medical Leave Act, parenting leave under state and federal law, master agreements and guidebooks, and district policy.

II. General Statement of Policy

The following procedures and policies regarding family and medical leave are adopted by the district, pursuant to the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and consistent with parenting leave under state law. This policy also provides a definition of district-provided leaves.

III. Definitions

A. ~~"Covered active duty" means:~~

~~1.—in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and~~

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

B. ~~"Covered service member" means:~~

~~1.—a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or~~

~~2.—a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

A. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for

at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. ~~An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service obligation will be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service.— In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee’s fulfillment of their USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.~~

- ~~G. “Military caregiver leave” means leave taken to care for a covered service member with a serious injury or illness.~~

- ~~D. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members will be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual will be deemed to be the covered service member’s only next of kin.~~

- ~~E. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - ~~1.— a military medical treatment facility as an outpatient; or~~

 - ~~2.— a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.~~~~

- ~~F. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:~~

- ~~1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;~~
- ~~2. to attend military events and related activities of a covered military member;~~
- ~~3. to address issues related to childcare and school activities of a covered military member's child;~~
- ~~4. to address financial and legal arrangements for a covered military member;~~
- ~~5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or their child;~~
- ~~6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;~~
- ~~7. to attend post-deployment activities related to a covered military member;~~
- ~~8. to address parental care needs; and~~
- ~~9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.~~

~~G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:~~

- ~~1. inpatient care in a hospital, hospice, or residential medical care facility; or~~
- ~~2. continuing treatment by a health care provider.~~

~~H. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.~~

~~I. "Veteran" has the meaning given in 38 U.S.C. § 101.~~

B. "Year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

J.C.

~~"Disaster leave" or "short-term disability"~~ is a district-provided leave used for a period of disability when an employee has exhausted their basic leave allotment.

IV. Leave Entitlements ~~under Federal and State Law~~

A. Twelve-week Leave ~~under Federal Law~~ FMLA

1. Eligible employees are entitled to a total of 12 ~~work~~-weeks of unpaid family ~~and/or~~ medical leave during the applicable 12-month period as defined below, plus any additional leave ~~, as~~ required by law. -Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
- e. any qualifying exigency ~~(as defined by the FMLA)~~ arising from the employee's spouse, son, daughter, or parent being on covered active duty ~~(as defined by the FMLA)~~, or notified of an impending call or order to covered active duty in the Armed Forces.

~~2. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.~~

~~3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.~~

~~4. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:~~

- ~~a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank,~~

or rating; and

~~b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:~~

~~(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or~~

~~(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~

~~(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~

~~(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~

6. Spouses: In general, eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth, care of or adoption of a child; the placement of a child for foster care; or to care for a parent. ~~This limitation for spouses employed by the district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition; or pursuant to Paragraph IV. A. 1.e. above.~~

7. Intermittent Leave: Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary. ~~Part-time employees are eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the~~

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

8. Serious Health Condition: If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. ~~In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.~~
9. ~~If the district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the district's expense. If the opinions of the first and second health care providers differ, the district may require certification from a third health care provider at the district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.~~
10. ~~Requests for leave must be made to the district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty in accordance with section IV.A.1.e above, and such leave is foreseeable, the employee must provide reasonable and practical notice to the district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the district, subject to and in coordination with the health care provider.~~
11. ~~The district may require that a request for leave for military-related reasons under section IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.~~
12. Health Insurance: During the period of designated a FMLA leave, permitted under this policy, which does not exceed a total of 12 work weeks in the applicable 12-month period, the district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. -The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. -An employee's failure to make necessary and timely contributions may result in termination of coverage.

An employee who does not return to work after FMLA leave may ~~in some situations~~, be required to reimburse the district for the cost of health insurance premiums paid by the district.

13. Paid Leave: The district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. -Employees may be allowed to substitute paid leave for unpaid leave.

~~14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent, or designee, will be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines will be submitted to the school board for annual review.~~

~~—The school district will comply with written notice requirements as set forth in federal regulations.~~

B. Twelve-Week Leave under State Law – Minnesota Parental Leave

An employee who does not qualify for parenting leave under the FMLA leave provisions Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave, which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave will be determined by the employee but must not exceed 12 weeks unless agreed by the employer/district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section will begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave will commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin~~

~~within 12 months after the child leaves the hospital.~~

C. Twenty-Six Week Leave ~~to Care for Covered~~ Military Service ~~Member~~ - FMLA

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. -The leave described in this paragraph is only available during a single 12-month period. -For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee will be entitled to a combined total of 26 work weeks of leave under sections IV.A and IV.C above.
- ~~3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.~~
- ~~4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.~~
- ~~5. The district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.~~
- ~~6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.~~
- ~~7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above will apply to leaves under this section.~~

~~V. Special Rules for Instructional Employees for FMLA leaves~~

- ~~A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.~~

~~B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:~~

- ~~1. take leave for the entire period or periods of the planned medical treatment;
or~~
- ~~2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.~~

~~C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.~~

- ~~1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the district may require that the leave be continued until the end of the semester.~~
- ~~2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.~~
- ~~3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, district may require the employee to continue taking leave until the end of the semester.~~

~~D. The entire period of leave taken under the special rules for instructional employees will be counted as leave. The district will continue to fulfill the district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

~~VI. Other Provisions under FMLA~~

~~A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.~~

~~B. Any requirements stated in the collective bargaining agreement between employees in collective bargaining units and the district regarding family and medical leaves will be followed.~~

~~C. The school district complies with written notice requirements as set forth in any applicable state or federal law.~~

VII. School District ~~Provided Short-term Disability (Disaster)~~ Leaves

When a qualified employee, as determined by the applicable master agreement or guidebook, has exhausted the employee's # basic leave allotment, the school district may provide that employee the opportunity to use disaster leave, any applicable sick-leave bank, or short-term disability leave ("disaster leave"), in accordance with any applicable master agreement or guidebook, in the following circumstances:

1. The qualified employee has a medically-certified disabling condition that qualifies the employee ~~will qualify him/her~~ for long-term disability benefits after the 65th day of employee absence; or
2. If provided for in ~~by~~ the employee's master agreement or guidebook, the qualified employee has an immediate family member with a medically-certified disabling condition that is anticipated to continue for 65 days of longer.

An employee is eligible for disaster leave once per 12-month period. The period of eligibility begins one year following the last day of disaster leave if disaster leave was previously taken.

VIII. Dissemination of Policy

~~A. This policy~~ An FMLA notification will be conspicuously posted in each district building in areas accessible to employees.

~~B. This policy will be reviewed at least annually for compliance with state and federal law.~~

Legal References:

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

Policy

adopted: 9/22/08
~~A~~amended: 9/29/09
Revised: 6/24/13
Revised: 7/18/16
Revised: 8/14/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Reviewed: 8/13/18
~~Updated~~Revised: 4/20/20

Personnel

~~Mandated Reporting of Child Neglect or Physical or Sexual Abuse~~

~~I. Purpose~~

~~This policy provides district employees' statutory requirements to report suspected child neglect or physical or sexual abuse.~~

~~II. General Statement of Policy~~

~~A. The school district complies with state laws requiring a district employee to report suspected child neglect or physical or sexual abuse.~~

~~B. A violation of this policy occurs when a district employee fails to immediately report instances of child neglect, or physical or sexual abuse when the employee knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.~~

~~III. Definitions~~

~~A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:~~

~~1. is not likely to occur and could not have been prevented by exercise of due care; and~~

~~2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.~~

~~B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes a person under 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).~~

~~C. "Immediately" means as soon as possible but in no event longer than 24 hours.~~

~~D. "Mandated reporter" means a district employee who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.~~

~~E. "Neglect" means:~~

~~1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for~~

~~the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~

- ~~2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;~~
- ~~3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;~~
- ~~4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;~~
- ~~5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;~~
- ~~6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);~~
- ~~7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or~~
- ~~8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child that may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.~~

~~— Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

~~F. "Non-maltreatment mistake" means:~~

- ~~1. at the time of the incident, the person was performing duties identified in the center's childcare program plan required under Minn. Rules Part 9503.0045;~~
- ~~2. the person has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years;~~
- ~~3. the person has not been determined to have committed a similar non-~~

~~maltreatment mistake under this paragraph for at least four years;~~

- ~~4. any injury to a child resulting from the incident, when if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and~~
- ~~5. except for the period when the incident occurred, the facility and the person providing services were both in compliance with all licensing requirements relevant to the incident.~~

~~—This definition applies only to childcare centers licensed under Minn. Rules Ch. 9503.~~

~~G. “Physical abuse” means a physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or a physical or mental injury that cannot reasonably be explained by the child’s history of injuries or aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §121A.67 or §245.825.~~

~~—Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or district employee as allowed by Minn. Stat. § 121A.582.~~

~~—Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.~~

~~H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.~~

~~I. “District employee” means a professional employee or his or her delegate who~~

provides health, educational, social, psychological, law enforcement or childcare services.

J. ~~“Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).~~

K. ~~“Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.~~

L. ~~“Person responsible for the child’s care” means (1) a person functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) a person functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other district employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

M. ~~“Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

~~IV. Reporting Procedures~~

A. ~~A mandated reporter, as defined by this policy, will immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.~~

B. ~~If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local~~

~~welfare agency, or agency responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.~~

- ~~C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- ~~D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child must report the information to the local police department or the county sheriff.~~
- ~~E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other healthcare services, a mandated reporter will immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during pregnancy in any way that is habitual or excessive.~~
- ~~F. A person mandated by state law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.~~
- ~~G. Submission of a good faith report under state law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- ~~H. A person who knowingly or recklessly makes a false report under the provisions of applicable state law or this policy will be liable in a civil suit for actual damages suffered by the person or persons so reported and for punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.~~

~~V. Investigation~~

- ~~A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a district employee. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the~~

~~parent, guardian or person responsible for the child's care. A district employee may not disclose to the parent, legal custodian, or guardian the contents of the notification or other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.~~

~~B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by a district administrator or designee prior to the interview. The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on district property.~~

~~C. Except where the alleged perpetrator is believed to be a district employee, the time and place, and manner of the interview on district property is within the discretion of a district administrator or designee, but the local welfare or law enforcement agency has the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the district administrator or designee must be reasonable and the interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the district administrator or designee and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or district employees when an interview is conducted on district property.~~

~~D. Where the alleged perpetrator is believed to be a district employee, the school district will conduct its own investigation independent of the state education agency and, if involved, the local welfare or law enforcement agency.~~

~~E. Upon request by the state education agency, the district must provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The district must provide the requested data in accordance with the requirements of state and federal law.~~

~~VI. Maintenance of School Records Concerning Abuse or Potential Abuse~~

~~A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on district property, written notification of the agency's intent to interview on district property must be received by the district administrator or designee prior to the interview. The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification is private data. District employees may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.~~

~~B. All records regarding a report of maltreatment, including any notification of intent to interview that was received by the district as described above in paragraph A., will be destroyed by the district only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.~~

~~VII. Physical or Sexual Abuse as Sexual Harassment or Violence~~

~~Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under state law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.~~

~~VIII. Dissemination of Policy and Training~~

~~A. This policy is included in district employee handbooks.~~

~~B. The school district will discuss this policy with district employees.~~

~~C. This policy is reviewed annually for compliance with state law.~~

~~Legal References:~~

~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~

~~Minn. Stat. § 121A.58 (Corporal Punishment)~~

~~Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)~~

~~Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)~~

~~Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)~~

~~Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)~~

~~Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)~~

~~Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)~~

~~Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)~~

~~Minn. Stat. § 609.02, Subd. 6 (Definitions — Dangerous Weapon)~~

~~Minn. Stat. § 609.341, Subd. 10 (Definitions — Position of Authority)~~

~~Minn. Stat. § 609.341, Subd. 15 (Definitions — Significant Relationship)~~

~~Minn. Stat. § 609.379 (Reasonable Force)~~

~~Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)~~

~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~

~~20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~

~~Cross Reference:~~

~~Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)~~

Policy _____ INDEPENDENT SCHOOL DISTRICT 273

adopted: 10/20/08 _____ Edina, Minnesota

amended: 09/26/11

Revised: 07/15/13

Revised: 8/14/17

Reviewed: 8/13/18

Reviewed: 8/12/19



Appendix I to Policy 414
**Confidential Student Maltreatment
Reporting Form**

Date submitted: _____

MDE File # _____ (MDE staff use only)

REPORTER (name of person completing form) Reporter is confidential under Minnesota Statutes, section 626.556. Name: _____

Title: _____ Phone: _____ Mandated Reporter: Yes No

Address: _____ City: _____ State: _____ Zip: _____

SCHOOL INFORMATION

ISD#: _____ School District: _____ Program Name: _____

School Name: _____ Address: _____ City: _____ Zip: _____

Principal/Director: _____ Phone: _____ (Ext): _____

Transportation Company (if necessary): Contact: _____ Phone: _____

ALLEGED VICTIM (Complete one reporting form for each alleged victim)

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian: _____ Phone: _____ Alternate Phone: _____

Gender: Male Female ___ DOB: _____ Grade: _____ Ethnicity: _____

Special Education: Yes No Disability Description: _____ State Student ID: _____

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Gender: Male ___ Female

Address: _____ City: _____ State: _____ Zip: _____

Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: Yes ___ No ___ If Licensed, name of licensing board: _____ Folder #

INCIDENT

Date: _____ Time: _____ Location (i.e. - bus, classroom): _____

Address (if different than school): _____ County: _____

Witness _____ Contact _____ Information: _____

Police Notified: Yes _____ No _____ Police Department: _____

Police Contact: _____ Phone: _____ Case No.: _____

Alleged Maltreatment: Physical Abuse ___ Sexual Abuse ___ Neglect ___ Unknown ___ **Injury:** Yes ___ No ___ Unknown ___

Description of Incident and Injury: (please attach additional page if needed).

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546 Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

June 2016

Personnel

~~Mandated Reporting~~ Suspected of Maltreatment of a Minor or Vulnerable Adults

I. Purpose

This policy makes clear the district employees' ~~statutory~~ requirements to report suspected maltreatment of a minor or a vulnerable adults.

II. General State of Policy

A. ~~The school district complies with state laws requiring a district employee to report suspected child neglect, physical abuse, or sexual abuse.~~

B. The ~~school~~ district ~~fully~~ complies with state laws Minn. Stat. § 626.557 requiring a district employee to report suspected maltreatment of vulnerable adults.

B. A district employee violates this policy if ~~he or she~~ the employee fails to report suspected maltreatment ~~of vulnerable adults~~ when the employee has reason to believe that a minor or vulnerable adult is being or has been maltreated, ~~or has knowledge that a vulnerable adult has sustained a physical injury that is not reasonably explained.~~

III. Definitions

A. "Mandated reporter" means a district employee who has reason to believe that a minor or vulnerable adult is being or has been maltreated within the past three years.

B. "Maltreatment of a vulnerable adult" means the neglect, abuse, or financial exploitation of a vulnerable adult.

~~C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.~~

~~D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation~~

~~of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes an action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of an aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.~~

~~E. "Financial exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.~~

~~FC.~~

~~"Vulnerable aAdult" includes but is not limited to means any person 18 years of age or older who : (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the~~

individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

~~G. "Caregiver" means a person or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.~~

~~DH.~~

~~"District employee" means a professional employee or ~~his or her~~the employee's delegate engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.~~

~~EI. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.~~

~~F. "Child" or "minor" means a person under age 18.~~

~~G. "Maltreatment of a minor" includes but is not limited to neglect, physical abuse, or sexual abuse of a minor.~~

IV. Reporting Procedures for Maltreatment of a Minor

A. A mandated reporter will immediately report the neglect, physical abuse or sexual abuse, which the employee knows or has reason to believe is happening or has happened within the preceding three years to the local county welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.

a. Local county welfare agency – allegations of maltreatment in home, child foster care, family child care

b. Department of Education – allegations of maltreatment in school

c. Department of Human Services – allegations of maltreatment in licensed child care facilities

d. Law Enforcement – allegations of violation of criminal statutes

B. If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate entity responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the

conduct that may constitute maltreatment.

D. A person mandated to report suspected maltreatment of a minor who negligently or intentionally fails to report may be liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline, including possible termination of employment.

E. The district will not retaliate against a person who makes a good faith maltreatment of a vulnerable minor report under Minnesota law or this policy

V. Reporting Procedures for Maltreatment of a Vulnerable Adult

A. A mandated reporter ~~as defined herein~~ must immediately report suspected maltreatment of a vulnerable adult to the common entry point responsible for receiving reports, which is the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574 (this is a toll free number available for the public).

~~B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that a person made an error in the provision of therapeutic conduct to a vulnerable adult that results in injury or harm, which reasonably requires the care of a physician, such information must be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.~~

~~C. The reporter will to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.~~

BD.

A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report may be liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline, including possible termination of employment. ~~A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.~~

CE.

The district will not Retaliation-retaliate against a person who makes a good faith maltreatment of a vulnerable adult report under Minnesota law or, this policy ~~or~~ against a vulnerable adult who is named in a report is prohibited.

~~F. A person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for actual damages suffered~~

~~by the person or persons so reported and for punitive damages set by the court or jury. The intentional making of a false report may result in discipline.~~

VI. Investigation

The responsibility for investigating reports of suspected maltreatment ~~of a vulnerable adult~~ rests with the entity designated by the ~~county~~ state for receiving reports.

VII. Dissemination of Policy and Training

~~A. This policy is included in district employee handbooks where appropriate.~~

~~B. The school district will discuss this policy with district employees when re appropriate.~~

~~C. This policy is reviewed annually for compliance with state law.~~

Legal References:

Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

~~Minn. Stat. § 121A.58 (Corporal Punishment)~~

~~Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)~~

~~Minn. Stat. § 260E.01 et. seq. (Maltreatment of Minors Act)~~

~~Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)~~

~~Minn. Stat. §§ 609.221-609.224 (Assault)~~

~~Minn. Stat. § 609.234 (Crimes Against the Person)~~

~~Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)~~

~~Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)~~

~~Minn. Stat. § 609.341 (Definitions)~~

~~Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)~~

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

~~In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)~~

Cross References:

Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)

Policy 406 (Public and Private Personnel Data)

~~Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~

amended: 9/26/11
Revised: 7/15/13
Revised: 7/18/16
Revised: 8/14/17
Reviewed: 8/13/18
Reviewed: 8/12/19

Personnel

~~Student Teacher and Teacher Intern Supervision~~

~~I. Purpose~~

~~This policy defines and supports the student teacher and teacher intern programs in Edina Public Schools.~~

~~II. General Statement of Policy~~

~~The school district is committed to advancing the future of educators by participating in student teaching and teacher internship programs with cooperating colleges, universities and technical schools. The district's teachers are encouraged to serve in a supervisory role for future educators. District teachers will remain accountable for the learning, assessment and grading that occurs in the classroom when a student teacher or teacher intern is present.~~

~~III. Definitions~~

~~"Student teacher" is defined as a teacher trainee, an observer or an intern. Student teachers are those who have completed at least two years of an approved teacher preparation program. The director of teaching and learning, principal, and teachers involved will determine the number of trainees to be placed in the schools at any one time.~~

~~IV. Cooperative Agreements~~

~~A. Colleges, universities and technical schools are required to regularly renew their district cooperative agreement (Appendix II) for student teaching and teacher internship supervision with Edina Public Schools. The director of teaching and learning will bring such agreements to the school board for action.~~

~~B. The director of teaching and learning will ensure the agreement requirements are met and give district approval for the mutual agreements with the college, university or technical school.~~

~~C. For the school district to participate in a cooperative agreement, the postsecondary institution's teacher preparation program must meet the standards established by the State of Minnesota. Exceptions to this requirement maybe considered based on the recommendation of the Minnesota Department of Education.~~

~~D. Requests from postsecondary institutions are processed through the department of teaching and learning. The district will follow all terms of the cooperative's agreement that do not conflict with district policies.~~

~~V. Other Teacher Preparation Experiences in the Schools~~

~~A. Approval of Other Experiences~~

~~The building administrator may approve other classroom experiences with postsecondary institutions' teacher education programs for other teacher preparation opportunities in the classroom. These experiences may include, but are not limited to:~~

- ~~● Classroom observation;~~
- ~~● Instructional support;~~
- ~~● Field experiences; or~~
- ~~● Supervision support~~

~~B. Teacher Supervision~~

~~The district supervising teacher who is participating in other classroom experiences is responsible at all times for the supervision of the classroom and has the responsibility to advise and guide the student from the postsecondary institution. The student from the postsecondary institution should not be left alone to supervise students. The district teacher is responsible for all learning, assessment and grading that occurs in the classroom.~~

~~Legal Reference:~~

~~Minn. Stat. § 122A.40 (Practice or Student Teachers)~~

~~Minn. Stat. § 122A.69 (Practice or Student Teachers)~~

Policy _____ INDEPENDENT SCHOOL DISTRICT 273
adopted: 3/16/09 _____ Edina, Minnesota
revised: 11/18/13 _____
revised: 11/14/16 _____
revised: 3/20/17 _____

Appendix I to Policy 430
Student Teacher and Teacher Intern Supervision Procedures

~~I. Roles & Responsibilities~~

- ~~A. Building administrator approval is required for all placements. Teachers may supervise student teachers or teacher interns only once each year.~~
 - ~~B. Teachers are responsible at all times for supervision of the classroom and have responsibility to advise and guide student teachers and teacher interns in their work. The teachers are also responsible for learning, assessment and grading that occurs in the classroom.~~
 - ~~C. The sponsoring postsecondary institution must have a supervisor who will remain in regular contact with the student teacher or teacher intern and supervising teacher throughout the student teaching or teacher intern experience.~~
 - ~~D. Criminal background checks must be completed on all student teachers at the expense of the student teacher/intern or the postsecondary institution. The criminal background check must be completed no more than six months prior to the student teaching or internship assignment. All student teaching and intern candidates must submit their background information at least two weeks prior to their teaching experience in the school setting.~~
- ~~— In addition, a pre-experience visit with the supervising teacher is strongly encouraged. These expectations must appear in each cooperative agreement.~~

~~II. Teacher Stipend~~

- ~~A. Teachers may accept a stipend directly from a postsecondary institution for the extra effort in supervising student teachers, as set forth in the cooperative agreement.~~
- ~~B. This stipend and any requirements to receive the stipend are set by each institution and teachers must be able to document the additional time beyond the regular workday for receiving this stipend.~~

~~III. Placement~~

- ~~A. Student teacher and teacher intern placement will be done by the postsecondary institution, the department of teaching and learning and the building administrator/designee, following agreement by the supervising teacher.~~
- ~~B. Placement requests are not to be completed by the supervising teacher. A practice or student teacher must be placed with a cooperating licensed teacher~~

~~who has at least three years of teaching experience and is not in the improvement process under section 122A.40, subdivision 8.~~

~~C. Placement Procedure~~

~~Except in a team teaching situation, the following conditions control the placement of student teachers during the course of the year:~~

- ~~1. No class should have more than one student teacher during the course of a semester.~~
- ~~2. Probationary teachers will not be assigned student teachers.~~

~~D. Length of Placement~~

~~Student teachers or teacher interns will be placed with a supervising teacher for a period of time to be determined by the cooperating agreement.~~

MUTUAL AGREEMENT FOR STUDENT TEACHING

BETWEEN

**COLLEGE/UNIVERSITY
EDUCATION DEPARTMENT
CITY, STATE**

AND

**EDINA PUBLIC SCHOOLS
20XX-20XX**

This agreement is entered into between Edina Public Schools, Edina, Minnesota (the "District") and COLLEGE/UNIVERSITY, CITY, STATE (the "College/University"). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

(College/University) agrees to:

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of teaching and learning.
2. Inform its faculty and students of the District's policies and regulations that relate to the placement at the District.
3. Pay to the cooperating teacher of the District an amount not to exceed \$250.00 for each student teacher placed.
4. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
5. Cooperate with the District in the development and implementation of the District's Student Teaching Program.
6. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher, prior to the student teacher beginning at the District, a copy of which must be given to the District for its records.
7. Inform its faculty and students who will be participating in the learning experience program that they are encouraged to carry their own health insurance.
8. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University's program.

The District agrees that:

- ~~1.—It will supply to the student teacher so placed by College/University an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.~~
- ~~2.—It will cooperate with College/University in the development and implementation of the District's Student Teaching Program.~~
- ~~3.—It will provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.~~
- ~~4.—It will immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.~~
- ~~5.—It will not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.~~
- ~~6.—It will provide the College/University with copies of all policies and regulations applicable to student teachers.~~
- ~~7.—It will provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.~~
- ~~8.—It will reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other reason.~~
- ~~9.—It recognizes that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.~~

Liability:

~~Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The College/University's liability will be governed by the Minnesota Tort Claims Act, Minnesota Statutes 3.736, and by this Agreement or any other laws applicable to the College/University.~~

Term of Agreement:

~~This agreement will commence on July 1, 20XX and end on June 30, 20XX. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to students then participating in the learning experience program, and said students may be allowed to continue at the sole option of the District.~~

General Provisions:

- ~~1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.~~
- ~~2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.~~
- ~~3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.~~
- ~~4. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA")) that classify the College/University's written and electronic information as public, private, or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement.~~
- ~~5. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.~~

Approved:

Signed For (Insert College/University)

 Date: _____
 Name: _____
 Title: _____

Signed For Edina Public Schools

 Date: _____
 Name: _____
 Title: _____

Personnel

Substitute Teachers

~~I. Purpose~~

~~This policy ensures that appropriate instruction occurs with students when an assigned teacher is absent from his or her instructional duties.~~

~~II. General Statement of Policy~~

~~The school district uses the services of substitute teachers in its schools. While performing their duties as substitute teachers, substitute teachers are considered employees of the district, and assist in ensuring that the instructional program continues for all students.~~

~~III. Definitions~~

~~A. "Casual Substitute" - A casual substitute is a substitute teacher employed by the school district for less than 30 consecutive days for any individual teacher.~~

~~B. "Long-Term Substitute" - A long-term substitute is a substitute teacher employed by the district for 30 or more consecutive days for any individual teacher.~~

~~IV. Procedures~~

~~A. Substitute teachers must apply with the human resources department to become a substitute teacher, and complete a criminal background check successfully, prior to being eligible as a substitute teacher.~~

~~B. The school district will contact substitute teachers when services are required. This contact will give the specifics of the assignment.~~

~~C. The teacher requesting the substitute teacher will have the necessary lessons prepared in the event of his/her absence.~~

~~D. The building administrator or designee will coordinate the use of substitute teachers.~~

~~E. Substitute teachers are paid on a regular basis as per business office procedures.~~

~~F. All substitute teachers employed must be licensed to instruct in the district.~~

~~G. The district provides orientation for substitute teachers.~~

~~H. Retired teachers may be employed as substitutes without jeopardizing their retirement salary, to the extent permitted by law.~~

~~V. Payment~~

~~A. Casual substitutes will be paid at a daily rate set by the school board. Casual substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between the school district and Education Minnesota/Edina ("Master Agreement"), unless otherwise mandated by state or federal law.~~

~~B. Long-term substitutes are placed on the first step of the BA training level, and compensated on a pro-rata basis of the first step of the BA training level divided by 184 days times the number of days worked as a long-term substitute. Eligibility for long-term substitute status will begin after a substitute teacher has subbed for 30 consecutive student-contact days in the same position. Prior to meeting the 30-day requirement, a long-term substitute will be paid the established daily substitute rate. When the 30-day requirement has been met, the difference in payment will be made to the long-term substitute retroactive to the first day of the long-term assignment and the long-term substitute will continue at the BA rate through the duration of the assignment.~~

~~— Long-term substitutes are not eligible for insurance plans, benefits or leave of absence provisions with the exception of leave or other benefits specified for long-term substitute teachers in the Master Agreement.~~

Legal Reference:

Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)

Policy _____ INDEPENDENT SCHOOL DISTRICT 273
adopted: 3/16/09 _____ Edina, Minnesota
revised: 11/18/13 _____
revised: 9/26/16 _____

Personnel

Employee Evaluation and Improvement

I. Purpose

This policy provides guidelines regarding evaluation and improvement of school district employees' performance.

II. General Statement of Policy

The school district's primary function is to achieve its mission. Qualified, professional employees who are constantly learning are needed to achieve the district's mission. Effective ongoing evaluation programs and goal setting programs are intended to maximize employees' ability to assist in the achievement of the district's mission.

III. Definitions

- A. "Evaluation" ~~is an~~ appraisal of an employee's performance completed by the employee's supervisor(s). An evaluation includes but is not limited to ~~The appraisal may include~~ observations, information, and data collected both formally and informally.
- B. "Goal ~~s~~Setting" ~~is a~~ collaborative discussion between the supervisor(s) and employee to identify opportunities for the employee's continued performance growth ~~of an employee~~.
- C. "Employee ~~g~~Growth ~~p~~Plan" ~~is a~~ document containing goals and activities meant to improve an employee's support of the district mission ~~performance~~.

IV. Evaluation and Growth of Employees

An employee's supervisor is responsible for ensuring that employees receive evaluations and goal setting opportunities. The district may use an employee growth plan to improve employee performance ~~or deficiencies~~.

V. Related Programs

~~Programs~~ Employee evaluation and improvement with specified durations that relate directly to the supervision, evaluation and performance of the improvement process will be approved by the superintendent or district administration ~~the school board~~. ~~The school board must approve any~~ is includes performance pay programs prior to the program's inception.

Legal References:

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 123A.19 (Teaching Positions)

Policy

adopted: 6/22/09

revised: 5/19/14

revised: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



Board Meeting Date: December 14, 2020

TITLE: Secondary Grade Reporting Recommendations, 2020-2021 School Year

TYPE: Discussion

PRESENTER(S): Dr. Randy Smasal, Andrew Beaton (Edina High School Principal), Shawn Dudley (Valley View Middle School Principal) and Tim Anderson (South View Middle School Principal).

BACKGROUND: Due to the COVID-19 Pandemic, a few grading adjustments are recommended for 2020-2021 Grading Process. This report provides background and recommendations for grading at the middle and high schools. This appears on December 14 for discussion and will be up for approval on January 11 after the Board hears discussion on the elementary grading recommendation on January 4. Both elementary and secondary grading recommendations will be up for approval on January 11.

RECOMMENDATION: Approve the recommended grading adjustments for the 2020-2021 school year.

PRIMARY ISSUE(S) TO CONSIDER: Please consider the impact of the Covid-19 Pandemic on the recommended grading adjustments for 2020-2021 school year at the Secondary Schools.

ATTACHMENTS:

1. Report (next page)

Grading Adjustments for Distance Learning, 2020-2021

As the district moves through the different models during the COVID crisis, Edina school leaders are making recommendations to the grading of students at the secondary level.

An important consideration is how any pandemic related grade adjustments will be viewed by Colleges and Universities. Post-secondary institutions are aware of the extenuating circumstances K-12 schools are facing during this pandemic, and they have made a commitment to factor in distance learning challenges as they review academic marks earned this school year. Our district's grading guidance for the current school year reflects the need to balance two important factors:

1. Ensuring students are encouraged and motivated to achieve excellence;
2. Holding harmless students who faced significant distance learning-related obstacles that were beyond their control.

All students, all grades

Grades that are documented during first semester 2020-2021 reflect a hybrid and a distance learning period resulting from the COVID-19 pandemic. Future use of these grades for academic placement, admission, and/or acceleration, should be used with great caution after balancing the information against student performance in other grading periods.

Note: This message will appear on HS transcripts.

Middle School students

As we make the shift to full remote/distance learning, we are taking the opportunity to adjust our grade reporting to be more reflective of the learning process and to address some of the challenges that we have seen with our new learning models this year.

Moving forward if a student's grade is below 70%, rather than seeing the grade as a D or F, they will now see the grade being reported as "NY". This stands for "Not Yet" and is intended to inform the learner, parents/guardians and teacher that the student has not yet achieved the required standards that are expected in any given class. As a result, the student should inquire and work with their teacher to show evidence of the learning that they have not yet shown. Once this has happened, the grade will then shift from "NY" to the appropriate grade to reflect new learning. Upon completion of the semester, any remaining "NY" term grades will then make a final shift to "I" (Incomplete)

High School students

At the end of this semester, all final grades will be submitted using A, B, C, D, I or NG (No Grade)

- An Incomplete (I) should be entered for students who have incomplete work but are working with their assigned teacher to complete assigned work.

- No Grade (NG) will be entered for a student who did not complete enough acceptable work throughout the semester to receive a grade at this time; a grade of NG earns no credit. An NG will not impact a student's GPA.
- In addition, High school students will have the opportunity to turn one or more of their *passing* letter grades this semester to a "P" or Pass. This option will be available AFTER grades are posted. Students applying to change a grade to a "P" should fill out [this form](#) after grades are posted at the end of the semester. A P will not impact a student's GPA.
- Students who are currently seniors and who earned a final grade of NG in a course required for graduation will need to enroll in credit recovery at the high school to graduate in 2021; please connect with your school counselor to enroll in credit recovery.

Credits earned during this distance learning timeframe will count toward graduation.



Board Meeting Date: 12/14/2020

TITLE: Screening COVID-19 Testing Pilot

TYPE: Discussion

PRESENTER(S): Matthew Fox, Julie Green, Owen Michaelson

BACKGROUND: This ad-hoc committee was charged in early November with researching and discussing the opportunities, practicality, challenges and feasibility associated with COVID-19 testing of employees and students in the Edina Public Schools.

Even with a quickly evolving landscape of this pandemic, this committee has continued to meet, research and problem-solve potential paths for a COVID-19 testing program. It's important to note changes from the start of the committee work (early November) to the current timeframe (mid-December), and how these shifting variables have impacted the committee's thought process, discussion and ultimately, a recommended framework for moving this effort forward.

ATTACHMENT:

1. Report (next page)

Ad-Hoc Committee: Screening COVID-19 Testing Pilot

Committee Background

This ad-hoc committee was charged, in early November, with researching and discussing the opportunities, practicality, challenges and feasibility associated with COVID-19 testing of employees and students in the Edina Public Schools.

Even with a quickly evolving landscape of this pandemic, this committee has continued to meet, research and problem-solve potential paths for a COVID-19 testing program. It's important to note changes from the start of the committee work (early November) to the current timeframe (mid-December) and how these shifting variables have impacted the committee's thought process, discussion and ultimately, a recommended framework for moving this effort forward.

Where We Started (Early NOV 2020) What Has Changed (Mid-DEC 2020)

| | | |
|--|---|---|
| COVID-19 positive case rates/less than 20/10,000 | → | Increase in COVID-19 positive case rates/more than 100/10,000 |
| Limited public testing sites/availability | → | Additional state-wide public testing sites open |
| Vaccine approval and distribution unknown | → | Vaccine approval/distribution on horizon |
| EPS students in Hybrid or EVA learning model | → | All EPS students pre-K-12 in Distance Learning |
| All EPS facilities and activities open | → | All EPS facilities open and most activities closed |
| State-mandate Tier 1 Essential Care offered | → | State-mandate Tier 1 Essential Care offered (model change) |

Committee Process

The committee considered questions and sought information to determine the potential feasibility of an EPS COVID-19 Testing Pilot program based on the following considerations:

→ Funding

- ◆ Cost analysis of program and potential funding streams
- ◆ Advocacy and partnership opportunities

→ Logistics & Operations

- ◆ Implementation of testing process/district health services
- ◆ Participation parameters, accessibility and consent
- ◆ Legalities/potential risk assessment
- ◆ Staffing and facilities support needs
- ◆ Communication

→ COVID-19 Testing Resources

- ◆ Effective and reliable testing partnership
- ◆ Availability of tests
- ◆ Lab results/timeliness/process
- ◆ Focus at state/federal level starting transition to vaccine delivery

What We Learned

There is no silver bullet on funding (EPS is facing another round of budget reductions), logistics (there is no ideal in/out centralized facility that addresses all ten sites), and testing resources (we had business development calls with three providers and no clear partner).

That said, there are paths to explore; however, we should realign our mandate to be narrower and deeper in its application.

Why We Should Do This

Research has shown that around 40-50% of people infected with COVID-19 do not develop symptoms.* These asymptomatic individuals, through “silent transmission,” are significant contributors to the spread of this virus.

By offering an ongoing robust COVID-19 testing process for individuals in the EPS school community, we can 1) quickly identify positive cases 2) be able to isolate and contact trace those cases and 3) retain open classrooms to provide more in-person learning.

Data are showing that this proactive approach, in concert with other MDH preventive protocols, could effectively work to reduce the risk of asymptomatic spread by those screened. This would potentially impact school operations by finding cases faster and minimizing the amount of people needing to quarantine.

What We Recommend

Based on our initial findings, we recommend continuing the work of the ad-hoc committee in the following two-pronged capacity:

- 1) **Narrow** the scope of the committee work to the planning and implementation of a COVID-10 testing regimen for EPS.

Having not yet found a silver-bullet, and knowing that attention is starting to transition from testing to vaccines at the state and federal levels, we still see a very important and viable path for rapid testing in a pilot phase within our district. This thinking is in alignment with the most recent CDC Guidance for Expanded Screening Testing as a Reducer of the Silent Spread**.

Our position is to gain feedback from the Board as to which populations (students and staff) would be prioritized in phase one of a potential roll-out so that the committee can narrow its focus and make a targeted push toward a level of testing, funding, and logistical setup.

- 2) **Broaden** the committee needs flexibility and empowerment to seek alignment and support from city, state, and federal government resources. The committee would benefit from direction around what level of funding we can and should seek outside the currently available revenue streams. The committee would also benefit from direction around how much we can represent ourselves as an advisory body when engaging with elected officials in collaboration of this COVID-19 testing effort.

*<https://www.health.state.mn.us/diseases/coronavirus/basics.html>

**<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/expanded-screening-testing.html>



Board Meeting Date: 12/14/2020

TITLE: 2021 Technology Levy Vote Date

TYPE: Action

PRESENTER(S): Steve Buettner, Director of Media and 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: Set the date for vote on 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 recommends May 11, 2021 as the day for voting on this levy.

ATTACHMENTS:

1. Presentation

Technology Levy Update

December 14, 2020



Technology Levy: Current Reality

- Expires 2021
- Currently at \$6,500,000 per year
- Supports all aspects of the school system



Current Annual Spending by Category \$6,455,150



Technology Levy: Vital for our organization

- Maintains Edina excellence by ensuring that we leverage technology when it is the best tool and supports our investment by maintaining and replacing current technology.
- Technology encompasses staff, software, hardware, network and security.
- Supports curricular needs through digital tools.

District Impact if Levy fails to pass:

- Support for technology use with teachers, students and parents would be severely impacted.
- Devices for staff and students would become outdated and need more repair.
- Support to maintain the network, phone systems and security would be limited.
- Access to many of our digital tools would be eliminated.
- Reduction in staffing all all levels.



May 2021 vote key dates:

- Winter: Referendum Planning
- January: Board Discussion
- February 8: Last day to adopt resolution
- May 11: Election day





Board Meeting Date: 12/14/2020

TITLE: Final Tax Levy for 2020 Payable 2021 (Taxes for the 2021-2022 school year)

TYPE: Action

BACKGROUND: The final tax levy for 2020 payable 2021 represents a 2.73% increase from the previous year. The proposed tax levy for the 2020 payable 2021 is as follows:

| | |
|-------------------------|----------------------|
| General Fund | \$44,728,353.60 |
| Community Services Fund | 1,117,751.80 |
| Debt Services Fund | <u>15,079,339.86</u> |
| Total | \$60,925,444.86 |

Changes in the district's proposed levy from the previous year include:

- Property value increases
- Legislative formula changes
- Enrollment changes
- Prior year adjustments
- Long Term Facilities Maintenance (current 10 year plan)

RECOMMENDATION: It is the recommendation of the administration and Finance and Facilities Committee to approve the final levy as presented.

ATTACHMENTS:

1. Report
2. Presentation

Overview of Proposed Levy Payable in 2021

- Proposed property tax levy for 2021 increases from 2020 by \$1,617,428 or 2.7%
 - Includes decrease of \$168,852 from proposed levy approved by School Board in September, because District refinanced some of its existing bonds
 - Total savings from refinancing was approximately \$750,000, with reduction in debt service levies for taxes payable in 2021 through 2025
- Reasons for major increases and decreases in levy are included on following slides

Edina Public School District, ISD 273

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

| Fund Levy Category | Actual Levy Payable in 2020 | Proposed Levy Payable in 2021 | \$ Change | % Change |
|--|--------------------------------|----------------------------------|--------------------|-------------|
| General | | | | |
| Voter Approved Operating Referendum | \$16,342,359 | \$16,736,234 | \$393,874 | |
| Local Optional Revenue (LOR) | 6,661,106 | 6,642,282 | (18,824) | |
| Equity | 654,129 | 638,625 | (15,503) | |
| Capital Project - Technology Referendum | 6,277,203 | 6,477,669 | 200,466 | |
| Operating Capital | 1,132,953 | 1,177,300 | 44,347 | |
| Alternate Teacher Compensation | 818,224 | 815,447 | (2,777) | |
| Achievement and Integration | 343,565 | 363,902 | 20,337 | |
| Safe Schools | 469,537 | 468,211 | (1,326) | |
| Other Post-Employment Benefits (OPEB) | 752,088 | 915,708 | 163,620 | |
| Long Term Facilities Maintenance | 8,954,454 | 9,932,766 | 978,312 | |
| Instructional Lease | 774,080 | 784,218 | 10,138 | |
| Other | 181,842 | 261,842 | 80,000 | |
| Prior Year Adjustments | 121,390 | (485,851) | (607,241) | |
| Total, General Fund | \$43,482,931 | \$44,728,354 | \$1,245,423 | 2.9% |
| Community Service | | | | |
| Basic Community Education | \$306,969 | \$306,969 | \$0 | |
| Early Childhood Family Education | 324,815 | 316,967 | (7,848) | |
| School-Age Child Care | 482,902 | 443,959 | (38,943) | |
| Other | 11,706 | 12,110 | 404 | |
| Prior Year Adjustments | (26,289) | 37,747 | 64,036 | |
| Total, Community Service Fund | \$1,100,103 | \$1,117,752 | \$17,649 | 1.6% |
| Debt Service | | | | |
| Voter Approved | \$12,963,570 | \$13,225,119 | \$261,549 | |
| Long-Term Facility Maintenance | 2,385,574 | 2,263,060 | (122,514) | |
| Reduction for Debt Excess | (772,133) | (460,685) | 311,448 | |
| Prior Year Adjustments | 147,972 | 51,846 | (96,126) | |
| Total, Debt Service Fund | \$14,724,983 | \$15,079,339 | \$354,357 | 2.4% |
| Total Levy, All Funds | \$59,308,017 | \$60,925,445 | \$1,617,428 | 2.7% |
| Subtotal by Truth in Taxation Categories: | | | | |
| Voter Approved | 35,080,756 | 35,641,797 | 561,041 | |
| Other | 24,227,260 | 25,283,648 | 1,056,387 | |
| Total | \$59,308,017 | \$60,925,445 | \$1,617,428 | 2.7% |

Explanation of Levy Changes

Category: General Fund – Voter Approved Operating Referendum

Change: +\$393,874

Use of Funds: General Operating Expenses

Reason for Change:

- Voter approved operating referendum authority includes an annual inflationary increase
- Inflation factor is determined by the State, as set in statute

Explanation of Levy Changes

Category: General Fund – Long Term Facility Maintenance (LTFM)

Change: +\$978,312

Use of Funds: Facilities Maintenance

Reason for Change:

- District is eligible for LTFM revenue based on state-approved project costs
- Projects are financed through a combination of annual General Fund levies and bond issues
- Levies are coordinated with other capital and debt levies to maintain a level tax rate for the levies

Explanation of Levy Changes

Category: General Fund – Prior Year Adjustments

Change: -\$607,241

Use of Funds: General Operating Expenses

Reason for Change:

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted
- Adjustments in a few categories for taxes payable in 2021 are larger negative amounts as compared to the adjustments for taxes payable in 2020

Explanation of Levy Changes

Category: Debt Service Fund – Reduction for Debt Excess

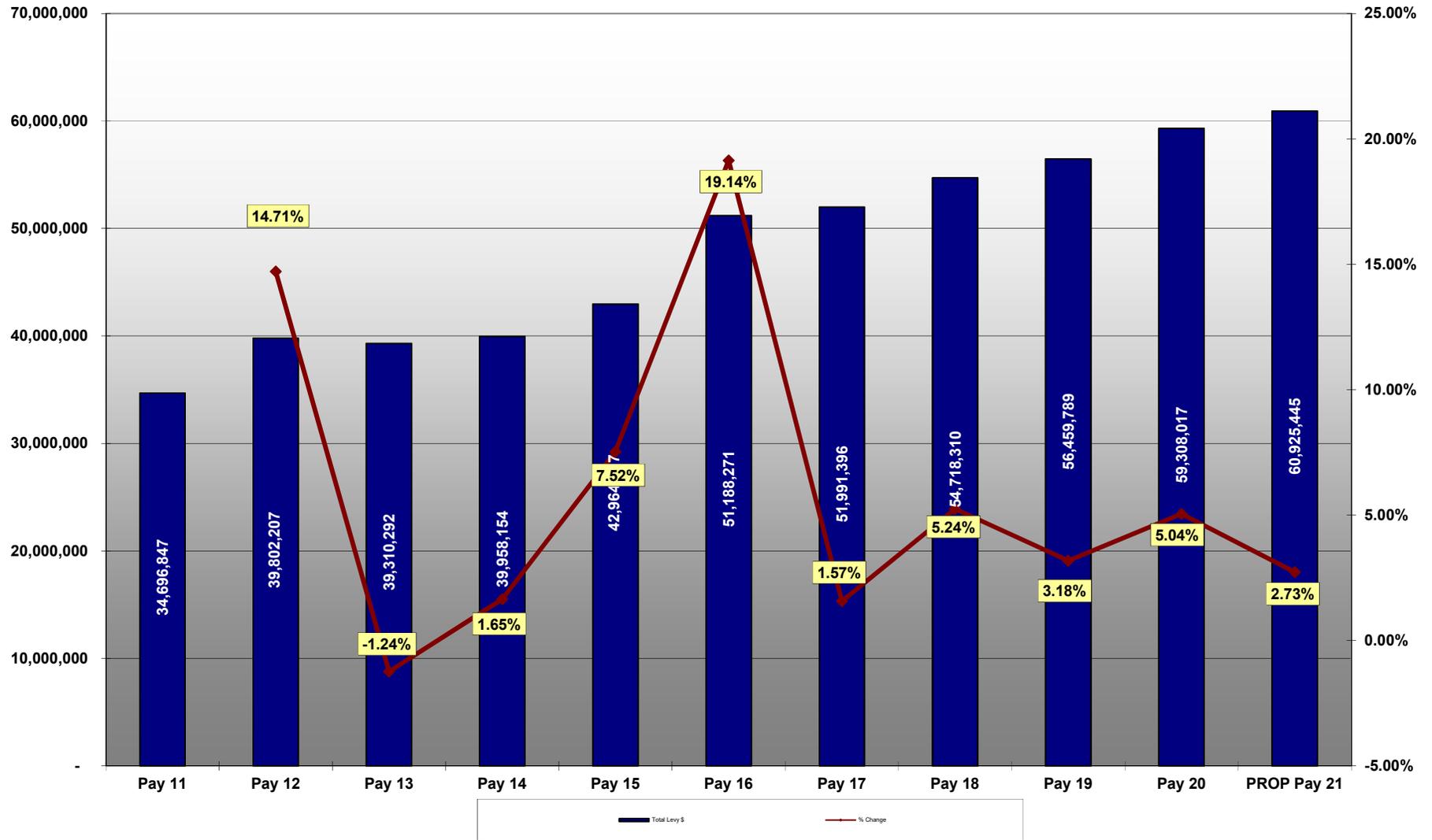
Change: +\$311,448

Use of Funds: Payments on bonds

Reason for Change:

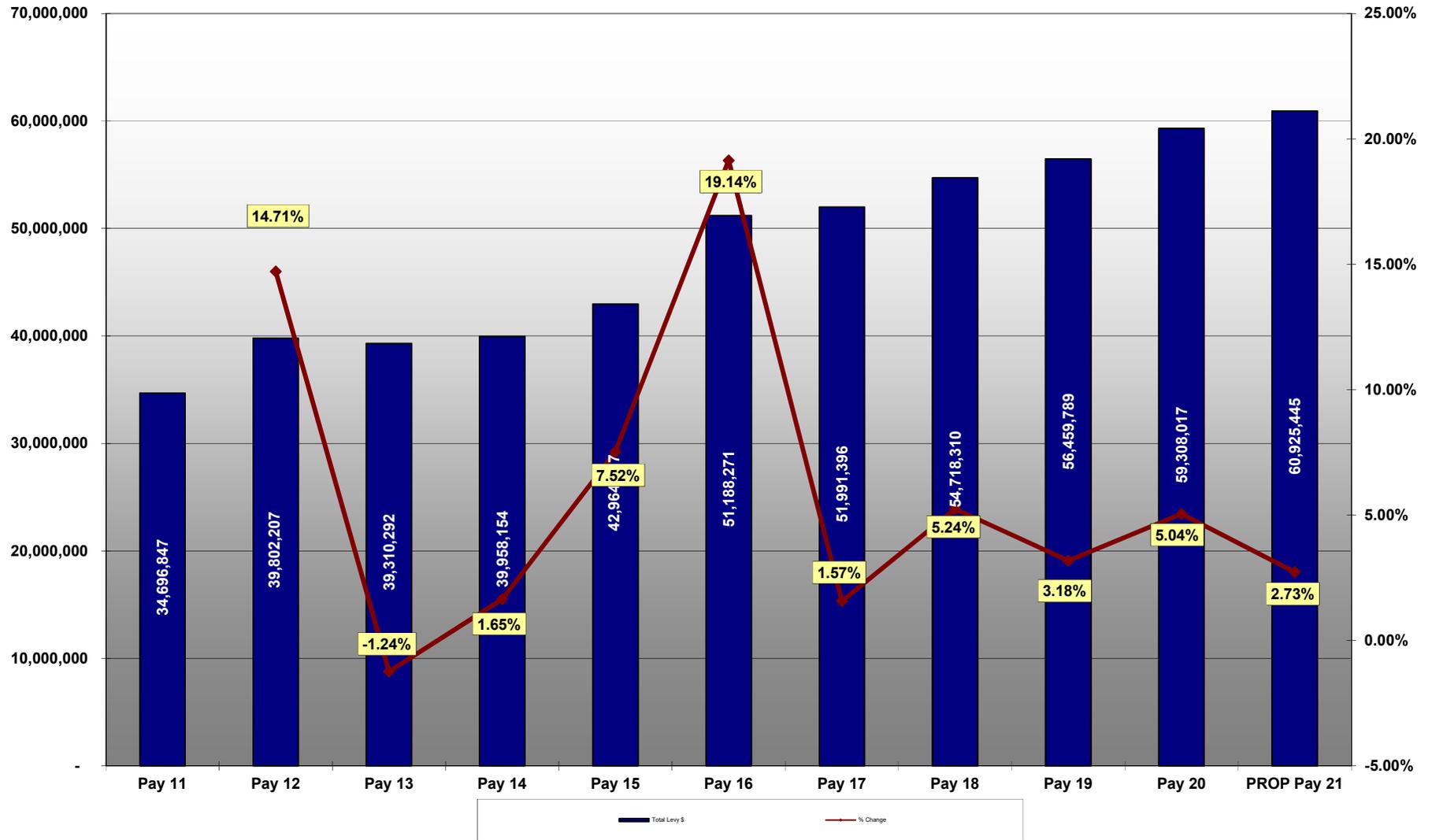
- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Since delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balance

Edina School District #273
History of Property Tax Levy in Total Dollars and Annual % Change



| | Pay 11 | Pay 12 | Pay 13 | Pay 14 | Pay 15 | Pay 16 | Pay 17 | Pay 18 | Pay 19 | Pay 20 | PROP Pay 21 |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Total Levy \$ | 34,696,847 | 39,802,207 | 39,310,292 | 39,958,154 | 42,964,717 | 51,188,271 | 51,991,396 | 54,718,310 | 56,459,789 | 59,308,017 | 60,925,445 |
| % Change | | 14.71% | -1.24% | 1.65% | 7.52% | 19.14% | 1.57% | 5.24% | 3.18% | 5.04% | 2.73% |

Edina School District #273
History of Property Tax Levy in Total Dollars and Annual % Change



| | Pay 11 | Pay 12 | Pay 13 | Pay 14 | Pay 15 | Pay 16 | Pay 17 | Pay 18 | Pay 19 | Pay 20 | PROP Pay 21 |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Total Levy \$ | 34,696,847 | 39,802,207 | 39,310,292 | 39,958,154 | 42,964,717 | 51,188,271 | 51,991,396 | 54,718,310 | 56,459,789 | 59,308,017 | 60,925,445 |
| % Change | | 14.71% | -1.24% | 1.65% | 7.52% | 19.14% | 1.57% | 5.24% | 3.18% | 5.04% | 2.73% |

| | A | I | J | K | P | R | S |
|----|--|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------|
| 1 | EDINA SCHOOLS #273 | | | | | | |
| 2 | COMPARISON OF PROPERTY TAX LEVY BY LINE ITEM | | | | Run #5 | Run #8 | |
| 3 | | FINAL | FINAL | FINAL | PROPOSED | PROPOSED | PROP |
| 4 | | FY18 | FY19 | FY20 | FY21 | FY22 | PAY 21 less PAY 20 |
| 5 | LEVY CATEGORY | PAY17 | PAY18 | PAY19 | PAY20 | PAY21 | DIFFERENCE |
| 6 | GENERAL FUND | | | | | | |
| 7 | | | | | | | |
| 8 | VOTER APPROVED | | | | | | |
| 9 | | | | | | | |
| 10 | MARKET VALUE REFERENDUM | 12,505,695 | 17,047,556 | 17,327,578 | 16,344,139 | 16,266,908 | (77,231) |
| 11 | LOCATION EQUITY/LOCAL OPTIONAL | 3,957,781 | 3,955,017 | 3,864,662 | 6,642,289 | 6,533,582 | (108,708) |
| 12 | CAPITAL PROJECT REFERENDUM (Tech Levy) | 5,344,774 | 5,300,000 | 5,914,554 | 6,277,203 | 6,490,673 | 213,471 |
| 13 | | | | | | | |
| 14 | TOTAL GENERAL VOTER APPROVED | 21,808,251 | 26,302,573 | 27,106,795 | 29,263,631 | 29,291,163 | 27,531 |
| 15 | | | | | | | |
| 16 | GENERAL EDUCATION | 147,222 | 0 | 0 | 0 | 0 | 0 |
| 17 | OPERATING CAPITAL | 1,132,504 | 997,510 | 1,123,200 | 1,067,898 | 1,172,834 | 104,937 |
| 18 | INTEGRATION | 304,806 | 325,487 | 358,200 | 335,446 | 372,025 | 36,578 |
| 19 | CRIME/SAFE SCHOOLS LEVY | 503,417 | 475,242 | 465,312 | 464,682 | 459,389 | (5,293) |
| 20 | CAREER TECHNICAL (SEC VOC) | 62,309 | 120,561 | 106,364 | 111,842 | 95,228 | (16,614) |
| 21 | HEALTH & SAFETY | (39,846) | (3,994) | 0 | 0 | 0 | 0 |
| 22 | BUILDING/LAND LEASE | 609,048 | 615,825 | 808,557 | 751,993 | 770,697 | 18,703 |
| 23 | ALTERNATIVE FACILITIES/LONG TERM FACILITIES MAINT. | 8,765,577 | 7,085,198 | 6,857,801 | 8,989,194 | 9,948,594 | 959,400 |
| 24 | REEMPLOYMENT INSURANCE | 22,237 | 36,636 | 18,331 | 89,626 | 151,193 | 61,567 |
| 25 | EQUITY | 867,320 | 772,090 | 724,252 | 630,611 | 603,636 | (26,975) |
| 26 | ALT TEACHER COMPENSATION | 784,264 | 787,700 | 805,853 | 824,823 | 801,445 | (23,379) |
| 27 | LCTS PAYBACK | | | | | | 0 |
| 28 | ANNUAL OTHER POST EMPLOYMENT BENEFITS (OPEB) | 796,107 | 767,660 | 912,079 | 623,494 | 915,708 | 292,214 |
| 29 | ABATEMENT ADJUSTMENT | 169,749 | 263,990 | 259,099 | 185,433 | 286,987 | 101,554 |
| 30 | ADVANCE ABATEMENT ADJUSTMENT | (13,882) | 47,120 | (54,556) | 144,256 | (140,545) | (284,801) |
| 31 | OTHER GENERAL ADJUSTMENTS | (444,057) | (38,383) | (42,658) | 0 | 0 | 0 |
| 32 | | | | | | | |
| 33 | TOTAL GENERAL OTHER | 13,666,775.73 | 12,252,643.26 | 12,341,831.66 | 14,219,299.55 | 15,437,190.72 | 1,217,891 |
| 34 | | | | | | | |
| 35 | TOTAL GENERAL | 35,475,026.97 | 38,555,215.87 | 39,448,626.16 | 43,482,930.97 | 44,728,353.60 | 1,245,423 |
| 36 | | -1.01% | 8.68% | 2.32% | 10.23% | 2.86% | |
| 37 | COMMUNITY SERVICE | | | | | | |
| 38 | | | | | | | |
| 39 | BASIC COMMUNITY ED | 282,939 | 294,969 | 306,969 | 306,969 | 306,969 | 0 |
| 40 | EARLY CHILDHOOD FAMILY EDUCATION | 344,505 | 331,928 | 330,171 | 327,219 | 316,849 | (10,370) |
| 41 | HOME VISITING LEVY | 5,559 | 5,778 | 6,273 | 6,602 | 6,976 | 375 |
| 42 | ADULTS W/ DISABILITIES | 5,202 | 5,202 | 5,202 | 5,202 | 5,202 | 0 |
| 43 | SCHOOL-AGE CARE | 477,366 | 428,178 | 462,280 | 445,372 | 480,702 | 35,330 |
| 44 | ABATEMENT ADJUSTMENT | 4,525 | 6,510 | 6,961 | 4,275 | 5,706 | 1,431 |
| 45 | ADVANCE ABATEMENT ADJUSTMENT | (440) | 1,249 | (1,672) | 4,464 | (4,653) | (9,117) |
| 46 | | | | | | | |
| 47 | TOTAL COMMUNITY SERVICE | 1,119,656.28 | 1,073,814.38 | 1,116,183.86 | 1,100,103.03 | 1,117,751.80 | 17,649 |
| 48 | | -5.87% | -4.09% | 3.95% | -1.44% | 1.60% | |
| 49 | | | | | | | |

| | A | I | J | K | P | R | S |
|----|--|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
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| 4 | | FY18 | FY19 | FY20 | FY21 | FY22 | PAY 21 less PAY 20 |
| 5 | LEVY CATEGORY | PAY17 | PAY18 | PAY19 | PAY20 | PAY21 | DIFFERENCE |
| 50 | DEBT SERVICE | | | | | | |
| 51 | | | | | | | |
| 52 | VOTER APPROVED | | | | | | |
| 53 | | | | | | | |
| 54 | INITIAL G.O. BOND DEBT SERVICE | 13,931,190 | 13,801,253 | 14,122,291 | 12,942,622 | 13,204,171 | 261,549 |
| 55 | REDUCTION FOR DEBT EXCESS | 0 | 0 | 0 | (652,127) | (392,749) | 259,379 |
| 56 | DEBT SERVICE AID INELIGIBLE | | | | 0 | 0 | 0 |
| 57 | ABATEMENT ADJUSTMENT | 39,580 | 50,180 | 105,959 | 83,232 | 115,344 | 32,113 |
| 58 | ADVANCE ABATEMENT ADJUSTMENT | (3,733) | 6,149 | 1,612 | 64,740 | (63,499) | (128,239) |
| 59 | | | | | | | |
| 60 | TOTAL DEBT SERVICE VOTER APPROVED | 13,967,037 | 13,857,582 | 14,229,862 | 12,438,467 | 12,863,268 | 424,801 |
| 61 | | 6.43% | -0.78% | 2.69% | -12.59% | 3.42% | |
| 62 | | | | | | | |
| 63 | ALT FACILITIES/LONG TERM FACILITIES MAINT. DEBT SERVICE | 1,429,676 | 1,210,750 | 1,644,169 | 2,385,574 | 2,263,060 | (122,514) |
| 64 | REDUCTION FOR DEBT EXCESS | 0 | 0 | 0 | (120,005) | (67,936) | 52,069 |
| 65 | DEBT SERVICE AID INELIGIBLE | 0 | 20,948 | 20,948 | 20,948 | 20,948 | 1 |
| 66 | | | | | | | |
| 67 | TOTAL DEBT SERVICE NON-VOTER APPROVED | 1,429,675.99 | 1,231,697.75 | 1,665,116.75 | 2,286,515.94 | 2,216,071.65 | (70,444) |
| 68 | | 37.51% | -13.85% | 35.19% | 37.32% | -3.08% | |
| 69 | TOTAL DEBT SERVICE | 15,396,713.18 | 15,089,279.76 | 15,894,978.52 | 14,724,982.64 | 15,079,339.46 | 354,357 |
| 70 | | 8.71% | -2.00% | 5.34% | -7.36% | 2.41% | |
| 71 | | | | | | | |
| 72 | NET LEVY GRAND TOTAL | 51,991,396.43 | 54,718,310.01 | 56,459,788.54 | 59,308,016.64 | 60,925,444.86 | 1,617,428 |
| 73 | YEARLY % INCREASE | 1.57% | 5.24% | 3.18% | 5.04% | 2.73% | |
| 74 | 3 YEAR MOVING AVERAGE | 10.04% | 9.12% | 3.43% | 4.69% | 3.78% | |
| 75 | 5 YEAR MOVING AVERAGE | 6.12% | 7.84% | 8.26% | 7.61% | 3.80% | |
| 76 | POSSIBLE NEW REFERENDUM/BOND REFUNDING | | | | 0 | | 0 |
| 77 | | | | | | | |
| 78 | NET LEVY GRAND TOTAL | 51,991,396.43 | 54,718,310.01 | 56,459,788.54 | 59,308,016.64 | 60,925,444.86 | 1,617,428.22 |
| 79 | | 1.57% | 5.24% | 3.18% | 5.04% | 2.73% | |

| PUPIL DATA (CONT) | | GENERAL EDUCATION REVENUE | COMPENSATORY REVENUE |
|---|--|--|--|
| VOLUNTARY PRE-K ADJUSTED ADM | | BASIC REVENUE | 114 FY 2021 COMPENSATORY REVENUE (FROM FY 2021 GEN ED REV REPORT, LINES 60 AND 61) |
| 60 2017-18 ADJ VPK ADM | | 101 FY 2022 FORMULA ALLOW 6,567.00 | |
| 61 2018-19 ADJ VPK ADM | | 59 2021-22 ADJ PU (EST) 9,180.60 | 296,252.16 |
| 62 2019-20 ADJ VPK ADM | | | |
| 63 2020-21 ADJ VPK ADM | | 102 BASIC REVENUE | 115 EST FY 2022 COMPENSATORY REVENUE = (114) |
| 64 2021-22 ADJ VPK ADM | | = (59) X (101) = 60,289,000.20 | X (6,567-839)/(6567-839) |
| VOLUNTARY PRE-K ADJUSTED PUPIL UNITS | | | X [(52)/(51)] = 296,842.23 |
| | | DECLINING ENROLLMENT REV | 116 COMPENSATORY PILOT |
| 65 2017-18 ADJ VPK PU | | 58 2020-21 ADJ PU (EST) 9,166.20 | |
| 66 2018-19 ADJ VPK PU | | 59 2021-22 ADJ PU (EST) 9,180.60 | 117 TOTAL COMPENSATORY REV = (115)+(116) = 296,842.23 |
| 67 2019-20 ADJ VPK PU | | | |
| 68 2020-21 ADJ VPK PU | | 103 DECLINING PUPIL UNITS = GREATER OF ZERO OR = (58) - (59) | ENGLISH LEARNER (EL) |
| 69 2021-22 ADJ VPK PU | | | |
| SCHOOL READINESS PLUS ADJUSTED ADM | | | |
| 70 2017-18 ADJ SRP ADM | | 104 DECLINING ENROLL ALLOW = 0.28 X (101) = 1,838.76 | 118 2021-22 ELIGIBLE EL ADM (EST) (7 YEAR LIMIT) 389.00 |
| 71 2018-19 ADJ SRP ADM | | | |
| 72 2019-20 ADJ SRP ADM | | 105 DECLINING ENROLL REV = (103) X (104) = | 119 IF(118)=0, ZERO; ELSE GTR OF 20, (118) = 389.00 |
| 73 2020-21 ADJ SRP ADM | | | |
| 74 2021-22 ADJ SRP ADM | | | |
| SCHOOL READINESS PLUS PUPIL UNITS | | PENSION ADJUSTMENT REVENUE | 120 EL REVENUE = (119) X \$704 = 273,856.00 |
| 75 2017-18 ADJ SRP PU | | 106 PENSION ADJUST ALLOWANCE (FY 2021 GEN ED REV REPORT, LINE 50) 2.86 | 121 2021-22 ADM SRV (EST) 8,344.98 |
| 76 2018-19 ADJ SRP PU | | | |
| 77 2019-20 ADJ SRP PU | | 107 INITIAL PENSION ADJ REV = (59) X (106) = 26,256.52 | 122 EL CONCENTRATION RATIO = (118)/(121) = .04661485 |
| 78 2020-21 ADJ SRP PU | | 108 FY21 RETIRE SALARIES 56,364,795.84 | 123 EL CONCENTRATION FACTOR = LSR OF 1 OR (122)/.115 = .40534652 |
| 79 2021-22 ADJ SRP PU | | 109 PENSION ADJUST RATE .0084 | 124 EL PUPIL UNITS = (118) X (123) = 157.68 |
| (NOTE: VPK & SRP ADM AND PUPIL UNITS INCLUDED IN LINES (38-43), (44-48) (49-54), AND (55-59)) | | 110 RETIRE PENSION ADJUST = (108) X (109) = 473,464.28 | 125 EL CONCENTRATION REV = (124) X \$250 = 39,420.00 |
| EXTENDED TIME ADM ADM >1.0 CAPPED AT 0.2 | | 111 TOTAL PENSION ADJ REV = (107) + (110) = 499,720.80 | 126 DISTRICT EL REV + EL CONCENTRATION REV = (120)+(125) = 313,276.00 |
| 80 2017-18 EXT ADM (ACT) 27.41 | | | 127 BASIC SKILLS REVENUE = (117)+(126) = 610,118.23 |
| 81 2018-19 EXT ADM (ACT) 31.28 | | | |
| 82 2019-20 EXT ADM (PREL) 21.68 | | | |
| 83 2020-21 EXT ADM (EST) 38.00 | | | |
| 84 2021-22 EXT ADM (EST) 37.00 | | | |
| 85 2022-23 EXT ADM (EST) 35.00 | | | |
| EXTENDED TIME PU | | GIFTED & TALENTED REVENUE | SPARSITY REVENUE |
| 86 2017-18 EXT TIME PU 27.76 | | 112 GIFTED & TALENTED REV = (59) X \$13.00 = 119,347.80 | 128 ATTENDANCE AREA FOR SPARSITY 13.20 |
| 87 2018-19 EXT TIME PU 32.24 | | | 129 DIST TO NEAREST HS 7.5 |
| 88 2019-20 EXT TIME PU 22.38 | | | |
| 89 2020-21 EXT TIME PU 40.60 | | | |
| 90 2021-22 EXT TIME PU 39.80 | | 90 2021-22 EXT PU (EST) 39.80 | |
| | | 113 EXTENDED TIME REVENUE = (90) X \$5,117 = 203,656.60 | |

| SPARSITY REVENUE (CONT) | | TRANSPORTATION SPARSITY | TRANSPORTATION SPARSITY (CONT) |
|---|----------|--|-------------------------------------|
| 130 ISOLATION INDEX = [SQ RT (.55 X (128))] + (129) = | 10.2 | 143 ATTENDANCE AREA 144 SQUARE MILES PER RES PU = (143)/(48) = | 13.20 13.20 .0016 |
| 131 ISOLATION INDEX RATIO = [(130)-23]/10, WITH MIN=0 AND MAX=1.5 | | 145 SPARSITY INDEX = GTR OF (144) OR 0.2 = | .2000 |
| 132 2021-22 ADM SRV, 7-12 | 3,880.08 | 146 DENSITY INDEX = LSR OF (144) OR 0.2 BUT AT LEAST .005 = | .0050 |
| 133 SECONDARY SPARSITY ADM RATIO = GREATER OF ZERO OR [400-(132)] /[400+(132)] = | | 147 PRELIMINARY TOTAL TRANSPORT ALLOWANCE = [(145) RAISED TO .26 POWER] X [(146) RAISED TO .13 POWER] X .141 X (101) = | 306.00 |
| 134 SECONDARY SPARSITY REVENUE = [(101) - \$530] X (131)X(132)X(133) OR MEMO: | | 148 TRANSPORTATION SPARSITY ALLOWANCE = GTR OF ZERO OR (147) - [.0466 X (101)] = | |
| 135 ELEM SPARSITY REVENUE (SEE WEBSITE) | | 149 INITIAL TRANSPORTATION SPARSITY REVENUE (59) X (148) = | |
| 136 PRELIM SPARSITY REVENUE = (134)+(135) = | | 150 FY 2021 EST REG AND EXCESS TRANSP COST (FIN 720 + DEP) (FROM FEB20 FORECAST) 3,053,761.53 | |
| 137 FY 2021 SPARSITY REV (FY 2021 GEN ED REV REPORT, LINE 93) | | 151 FY 2020 EST REG AND EXCESS TRANSP COST (FIN 720 + DEP) (FROM FEB20 FORECAST) 2,958,928.15 | |
| 138 ELIGIBLE FOR CLOSED BUILDING ADJUSTMENT? | NO | 152 FY 2020 REG AND EXCESS TRANSP COST TIMES 105% = (151) X 1.05 = | 3,106,874.56 |
| 139 SPARSITY REVENUE IF (138)=YES, (139) = GTR OF (136) OR (137); ELSE (139) = (136) | | 153 ADJUSTED TRANSP COST = LSR OF (150) OR (152) = | 3,053,761.53 |
| SMALL SCHOOLS REVENUE | | 154 FY 2021 BASIC REVENUE (2020-21 GEN ED REV REPORT LINE 46) | 59,912,054.40 |
| 59 2021-22 ADJ PU (EST) | 9,180.60 | 155 TRANSPORTATION PORTION OF FY 2021 BASIC REVENUE = (154) X .0466 = | 2,791,901.74 |
| 140 SMALL SCHOOLS RATIO = GTR OF ZERO OR [960-(59)]/960 = | | 156 FY 2021 TRANSP SPARSITY REV(2020-21 GEN ED REV REPORT, LINE 112) | 33,623.53 |
| 141 SMALL SCHOOLS ALLOWANCE = (140) X \$544 = | | 157 FY 2021 CHARTER TRANSP ADJ REV(2020-21 GEN ED REV REPORT, LINE 288) | |
| 142 SMALL SCHOOLS REVENUE = (59) X (141) = | | | |
| | | | INITIAL GENERAL ED REVENUE |
| | | | 102 BASIC 60,289,000.20 |
| | | | 105 DECLINING ENROLL |
| | | | 111 PENSION ADJUSTMENT 499,720.80 |
| | | | 112 GIFTED & TALENTED 119,347.80 |
| | | | 113 EXTENDED TIME 203,656.60 |
| | | | 127 BASIC SKILLS 610,118.23 |
| | | | 139 SPARSITY |
| | | | 142 SMALL SCHOOLS |
| | | | 162 TRANSPORT SPARSITY 41,539.00 |
| | | | 163 INITIAL GENERAL ED REV |
| | | | = (102)+(105)+(111) |
| | | | + (112)+(113)+(127) |
| | | | + (139)+(142)+(162) = 61,763,382.63 |
| | | | OPERATING CAPITAL |
| | | | 164 AVE BUILDING AGE (EST) |
| | | | (NOT > 50 YEARS) 37.98 |
| | | | 165 FACILITIES AGE INDEX = |
| | | | 1 + [.01 X (164)] = 1.3798 |
| | | | 166 OPERATING CAPITAL |
| | | | ALLOWANCE = \$79 |
| | | | + [\$109 X (165)] = 229.40 |
| | | | 167 YEAR ROUND PU SERVED |
| | | | 168 OPERATING CAP REVENUE |
| | | | = (59) X (166) |
| | | | + (167) X \$31 = 2,106,029.64 |

| LOCAL OPTIONAL REVENUE | REFERENDUM ALLOWANCES (CONT) | REFERENDUM ALLOWANCES (CONT) |
|--|--|---|
| 169 MAXIMUM LOCAL OPTIONAL ALLOWANCE \$724 | 183 PHASEOUT OF LINE (182) | 196 FY 2022 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (191)-(192)+(193) - (194)+(195) = 1,823.00 |
| 170 FY 2022 ACTUAL LOCAL OPTIONAL ALLOWANCE 724.00 | 184 FY 2022 RESULT BEFORE INFLATION ADJUSTMENT = (182)-(183) = 1,775.07 | REFERENDUM CAPS |
| 59 2021-22 ADJ PU (EST) 9,180.60 | 185 FY 2022 INFLATION FACTOR 1.0231 | 197 INFLATION FACTOR AS SET IN STATUTE 1.0231 |
| 171 LOCAL OPTIONAL REVENUE = (170) X (59) = 6,646,754.40 | 186 FY 2022 RESULT AFTER INFLATION ADJUSTMENT = (184) X (185) = 1,816.07 | 198 STANDARD CAP =[2079.50X(197)]-300= 1,827.54 |
| 172 TIER 1 LOR CAP/APU \$300 | 187 PERMANENT SUBTRACTION AMOUNT SUBJECT TO CPI 300.00 | 199 FY22 ALTERNATE CAP 1,569.38 |
| 173 TIER 2 LOR CAP/APU \$724 | 188 CPI APPLIED TO PERMANENT SUBTRACTION = (187) X [(185)-1] = 6.93 | 200 CAP ON AUTHORITY PER APU: IF (139)>0 THERE IS NO CAP; ELSE (200) = GTR OF (198) OR (199) 1,827.54 |
| 174 TIER 1 LOR = LSR OF = (170) OR (172) 300.00 | 189 ADDED BY ELECTIONS HELD IN CY 2019 WITH DELAY | 201 FY 2022 \$/ADJ PU, CAPPED TOTAL = LSR OF (196) OR (200) = 1,823.00 |
| 175 TIER 2 LOR = [LSR OF (170) OR (173)]-(174) 424.00 | 190 FY 2022 WITH INFLATION RESULTS BEFORE ELECTIONS = (186)+(188)+(189) = 1,823.00 | 59 2021-22 ADJ PU (EST) 9,180.60 |
| 176 TOTAL, TIER 1 = (59) X (174) = 2,754,180.00 | 191 FY 2022 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (181)+(190) = 1,823.00 | 202 FY 2022 REFER REVENUE = (59) X (201) = 16,736,233.80 |
| 177 TOTAL, TIER 2 = (59) X (175) = 3,892,574.40 | NEW ELECTIONS WITHOUT INFLATION | TRANSITION REVENUE |
| REFERENDUM ALLOWANCES | 192 FY 2022 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2020 | 203 TRANSITION ALLOWANCE (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 174) |
| EXIST AUTHORITY AFTER REFERENDUM SIMPLIFICATION | 193 FY 2022 \$/APU ADDED BY ELECTIONS HELD IN CY 2020 | 204 TRANSITION REVENUE = (59) X (203) = |
| REF AUTH W/O INFLATION | NEW ELECTIONS WITH INFLATION | |
| 178 FY 2021 AUTHORITY (FY 2021 GEN ED REV REPORT, LINE 129) | 194 FY 2022 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2020 | |
| 179 PHASEOUT OF LINE (178) | 195 FY 2022 \$/APU ADDED BY ELECTIONS HELD IN CY 2020 | |
| 180 ADDED BY ELECTIONS HELD IN CY 2019 WITH DELAY | | |
| 181 FY 2022 W/O INFLATION RESULTS BEFORE ELECTIONS = (178)-(179)+(180) = | | |
| REF AUTH WITH INFLATION | | |
| 182 FY 2021 AUTHORITY (FY 2021 GEN ED REV REPORT, LINE 132+133) 1,775.07 | | |

| EQUITY REVENUE | | EQUITY REVENUE (CONT) | | LOCAL OPT AIDS & LEVIES (CONT) | |
|----------------------------|------------|---------------------------------|----------------|--------------------------------|--------------|
| 205 METRO 5TH PERCENTILE | 6,877.96 | 224 = (219)+(223) = | 143,676.39 | 235 TIER 1 LOR LEVY | |
| 206 METRO 95TH PERCENTILE | 8,728.26 | | | = (176) X (233) = | 2,754,180.00 |
| 207 METRO GAP | | 225 BOTH RUR AND MET = | | 236 TIER 2 LOR LEVY | |
| =(206)-(205) = | 1,850.30 | = 0.25 X (224) | 35,919.09 | = (177) X (234) = | 3,892,574.40 |
| 208 RURAL 5TH PERCENTILE | 6,867.00 | 59 2021-22 ADJ PU (EST) | 9,180.60 | 237 TIER 1 LOR AID | |
| 209 RURAL 95TH PERCENTILE | 8,687.61 | 226 = \$50.00 X (59) = | 459,030.00 | = (176) - (235) = | |
| 210 RURAL GAP | | 227 EQUITY REVENUE | | 238 TIER 2 LOR AID | |
| =(209)-(208) = | 1,820.61 | = (224)+(225)+(226) = | 638,625.48 | = (177) - (236) = | |
| 211 DISTRICT'S REGION: | | OPERATING CAPITAL AIDS & LEVIES | | | |
| METRO=MET; RURAL=RUR | MET | 168 OPERATING CAP REVENUE | 2,106,029.64 | EQUITY AIDS & LEVIES | |
| 212 DIST'S REGION'S EQUITY | | 30 2019 ANTC | 122,579,794 | 227 EQUITY REVENUE | 638,625.48 |
| GAP = (207) OR (210)= | 1,850.30 | 59 2021-22 ADJ PU (EST) | 9,180.60 | 239 EQUITY LIMIT | |
| 213 DIST'S REGION'S 95TH | | 228 FY 2022 ANTC/ADJ PU | | = (227) X (234) = | 638,625.48 |
| PCT = (206) OR (209)= | 8,728.26 | = (30)/(59) = | 13,352.05 | 240 EQUITY AID | |
| 214 DISTRICT'S REVENUE/PU | | 229 LEVY RATIO FOR OPER CAP | | = (227)-(239) = | |
| FOR EQUITY PURPOSES | | = LESSER OF 1 OR | | TRANSITION AIDS & LEVIES | |
| =[(102)+(202)+(204)+ | | (228)/\$23,885 = | .55901403 | 204 TRANSITION REVENUE | |
| ((172)*(59))]/(59) = | 8,690.00 | 230 OPERATING CAP LIMIT | | 241 TRANSITION LIMIT | |
| 215 DISTRICT'S EQUITY GAP | | = (168) X (229) = | 1,177,300.12 | = (204) X (234) = | |
| = GREATER OF ZERO | | 231 OPERATING CAP AID | | 242 TRANSITION AID | |
| OR (213)-(214) = | 38.26 | = (168)-(230) = | 928,729.52 | = (204)-(241) = | |
| 216 EQUITY INDEX | | LOCAL OPTIONAL AIDS & LEVIES | | | |
| = (215)/(212) = | .02067773 | 176 TOTAL, TIER 1 | | REFERENDUM AIDS & LEVIES | |
| 217 = \$80 X (216) = | 1.65 | = (59) X (174) = | 2,754,180.00 | 201 REFER \$/APU | |
| 218 INITIAL EQUITY ALLOW | | 177 TOTAL, TIER 2 | | ALL AUTHORITIES | 1,823.00 |
| IF (215)=0 THEN (218)=0 | | = (59) X (175) = | 3,892,574.40 | 243 TIER 1 CAP/APU | 460.00 |
| ELSE (218)=\$14+(217) | 15.65 | 10 2019 RMV | 10,497,611,000 | 244 TIER 2 CAP/APU | |
| 59 2021-22 ADJ PU (EST) | 9,180.60 | 48 2021-22 RES PU (EST) | 8,015.00 | = 0.25 X (101)-\$300 = | 1,341.75 |
| 219 = (59) X (218) = | 143,676.39 | 232 FY 2022 RMV/RES PU | | 139 SPARSITY REVENUE | |
| 220 FY 2022 STATE AVERAGE | | = (10)/(48) = | 1,309,745.60 | 245 TIER 2 CAP/APU | |
| REF REV & TIER 1 LOR | 1,159.39 | 233 LEVY RATIO FOR | | IF (139) > ZERO | |
| 221 =.10 X[(220)] = | 115.94 | LOCAL OPTIONAL TIER 1 | | THEN (245) = 9,999.99 | |
| 201 FY 2022 DISTRICT | | = LESSER OF 1 OR | | ELSE (245) = (244) | 1,341.75 |
| REFERENDUM REV/ADJ PU | 1,823.00 | (232)/\$880,000 = | 1.00000000 | | |
| 172 TIER 1 LOR CAP/APU | \$300 | 234 LEVY RATIO FOR | | | |
| 222 = GTR OF ZERO OR | | LOCAL OPTIONAL TIER 2, | | | |
| [(221)-(201)-(172)] = | | EQUITY, TRANSITION | | | |
| 59 2021-22 ADJ PU (EST) | 9,180.60 | = LESSER OF 1 OR | | | |
| 223 = LSR OF | | (232)/\$510,000 = | 1.00000000 | | |
| \$100,000 OR | | | | | |
| [(59) X (222)] = | | | | | |

| REFERENDUM AIDS & LEVIES (CONT) | EQUALIZATION AID LIMIT | TAX BASE REPLACEMENT AID (CONT) |
|---|--|--|
| BREAKDOWN OF \$/APU BY TIER, ALL AUTHORITIES | 101 FY 2022 FORMULA ALLOW 6,567.00 59 ADJ PU (EST) 9,180.60 | INITIAL REVENUES ARE REDUCED TO MAKE TAX BASE REPLACEMENT AID REVENUE-NEUTRAL. REVENUE COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER: |
| 246 TIER 1 = LSR OF (201) OR (243) = 460.00 | 260 REFERENDUM EQUALIZATION AID LIMIT = $[0.25 \times (101)]$ -\$300]X(59) 12,318,070.05 | 272 TIER 2 REF AID 273 TIER 1 REF AID 274 TIER 1 LOR AID 275 TIER 1 LOR LEVY 4,471.97 276 TIER 1 REF LEVY 277 TIER 2 REF LEVY 278 UNEQL REF LEVY |
| 247 TIER 2 = [LSR OF (201) OR (245)]-(246) = 881.75 | 261 REFERENDUM EQUALIZATION AID CAP = GRT OF (259)-(260) OR 0 = | |
| 248 UNEQUALIZED = (201)-(246) - (247) = 481.25 | REFERENDUM LEVY WITH AID LIMIT | |
| BREAKDOWN OF REFERENDUM REVENUES | 262 TIER 1 LEVY = (254) + (261) = 4,223,076.00 | APPLYING THESE REDUCTIONS: |
| 202 REFERENDUM REVENUE ALL AUTHORITIES 16,736,233.80 | 255 TIER 2 LEVY = (255) = 8,094,994.05 | 271 TAX BASE REPLACE AID 4,471.97 279 TIER 1 REF AID = (264)-(273) = |
| 249 TOTAL, TIER 1 = (59) X (246) = 4,223,076.00 | 251 UNEQUALIZED LEVY 4,418,163.75 | 280 TIER 2 REF AID = (258)-(272) = |
| 250 TOTAL, TIER 2 = (59) X (247) = 8,094,994.05 | 263 TOTAL = (262) + (255)+(251) = 16,736,233.80 | 281 TIER 1 LOR AID = (237) - (274) |
| 251 TOTAL, UNEQUALIZED = (202)-(249) - (250) = 4,418,163.75 | REFERENDUM AID WITH AID LIMIT | 282 TIER 1 LOR LEVY = (235) - (275) 2,749,708.03 |
| REFERENDUM LEVY PORTIONS | 264 TIER 1 AID = (257)-(261) = | 283 TIER 1 REF LEVY = (262)-(276) = 4,223,076.00 |
| 232 FY 2022 RMV/RES PU 1,309,745.60 | 258 TIER 2 AID = (258) = | 284 TIER 2 REF LEVY = (255)-(277) = 8,094,994.05 |
| 252 TIER 1 = LSR OF 1 OR (232)/\$567,000 = 1.00000000 | 265 TOTAL AID = (264)+(258) = | 285 UNEQL REF LEVY = (251)-(278) = 4,418,163.75 |
| 253 TIER 2 = LSR OF 1 OR (232)/\$290,000 = 1.00000000 | TAX BASE REPLACEMENT AID (TBRA) | 286 REFER AND LOR TIER 1 EQUALIZATION AID BEFORE AID GUARANTEE = (271)+(279) + (280)+(281) = 4,471.97 |
| INITIAL REFERENDUM LEVY | 266 ADJ INITIAL TBRA (FROM TBRA PHASEOUT REPORT, LINE 11) 4,471.97 | 287 REFERENDUM AND LOR LEVY BEFORE AID GUARANTEE = (282) + (283) + (284) + (285) = 19,485,941.83 |
| 254 TIER 1 LEVY = (249) X (252) = 4,223,076.00 | 267 CONVERTED ADJ FY 2002 REF AUTHORITY (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 254) 957.63 | REFERENDUM AID GUARANTEE |
| 255 TIER 2 LEVY = (250) X (253) = 8,094,994.05 | 268 UNCAPPED REF AND LOR ALLOWANCE = (174) + (196) = 2,123.00 | 288 FY 2015 REFERENDUM AID INCREASE FROM GUARANTEE (FY 2015 GEN ED REV REPORT, LINE 276) |
| 251 UNEQUALIZED LEVY 4,418,163.75 | 269 PRORATED TBRA = LSR OF (266) OR $[(266) \times (268) / (267)] = 4,471.97$ | 289 FY 2015 REFERENDUM REV (FY 2015 GEN ED REV REPORT, LINE 289) 12,438,945.19 |
| 256 TOTAL = (254) + (255)+(251) = 16,736,233.80 | 270 REF AND LOR REV = (176) + (202) = 19,490,413.80 | 290 FY 2015 LOCATION EQUITY REVENUE (FY 2015 GEN ED REV REPORT LINE 198) 3,927,083.76 |
| INITIAL REFERENDUM AID | 271 CAPPED TBRA = LSR OF (269) OR (270) = 4,471.97 | |
| 257 TIER 1 AID = (249)-(254) = | | |
| 258 TIER 2 AID = (250)-(255) = | | |
| 259 TOTAL AID = (257)+(258) = | | |

| REFERENDUM AID GUARANTEE (CONT) | LOCAL OPTIONAL AID & LEVY SUMMARY AFTER REF AID GUARANTEE | GENERAL EDUCATION REVENUE SUMMARY |
|--|--|--|
| 291 FY 2015 COMBINED REVENUE = (289)+(290) = 16,366,028.95 | 306 TIER 1 LOR LEVY = (282) - (302) = 2,749,708.03 | 102 BASIC 60,289,000.20 105 DECLINING ENROLL |
| 292 FY 2015 REFERENDUM EQUALIZATION PLUS HOLD HARMLESS AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINES 276 & 287) | 236 TIER 2 LOR LEVY = (236) 3,892,574.40 | 111 PENSION ADJUSTMENT 499,720.80 112 GIFTED & TALENTED 119,347.80 113 EXTENDED TIME 203,656.60 127 BASIC SKILLS 610,118.23 139 SPARSITY |
| 293 FY 2015 LOCATION EQUITY AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 197) | 307 LOCAL OPTIONAL LEVY LIMIT = (306) + (236) = 6,642,282.43 | 142 SMALL SCHOOLS |
| 294 FY 2015 COMBINED AID FOR GUARANTEE = (292)+(293) = | 308 LOCAL OPTIONAL AID =(281)+ (238)+ (302)= =(274)+ (275)= 4,471.97 | 162 TRANSPORT SPARSITY 41,539.00 168 OPERATING CAPITAL 2,106,029.64 171 LOCAL OPTIONAL 6,646,754.40 202 REFERENDUM 16,736,233.80 204 TRANSITION |
| 295 FY 2022 COMBINED REVENUE = (171)+(202) = 23,382,988.20 | 309 TIER 1 REF LEVY = (283) - (303) = 4,223,076.00 | 227 EQUITY REVENUE 638,625.48 319 ALT ATTENDANCE ADJ 7,814.73- |
| 296 FY 2022 COMBINED INITIAL AID = (286)+(238) = 4,471.97 | 310 TIER 2 REF LEVY = (284) - (304) = 8,094,994.05 | 320 TOTAL GENERAL REVENUE = (102)+(105)+(111) + (112)+(113)+(127) + (139)+(142)+(162) + (168)+(171)+(202) + (204)+(227)+(319) = 87,883,211.22 |
| 297 REVENUE RATIO = LESSER OF 1 OR [(295)/(291)] = 1.00000000 | 311 UNEQL LEVY = (285) - (305) = 4,418,163.75 | GENERAL AIDS & LEVIES |
| 298 2012 RMV 7,435,007,626 10 2019 RMV 10,497,611,000 | 312 TOTAL REFERENDUM LEVY =(309)+ (310) +(311)= 16,736,233.80 | 230 OPERATING CAP LEVY 1,177,300.12 239 EQUITY LEVY 638,625.48 241 TRANSITION LEVY |
| 299 RMV RATIO = LESSER OF 1 OR [(298) /(10)] = .70825711 | 313 TOTAL REFERENDUM EQUALIZATION AID =(271) + (279) + (280) + (303)+ (304)+ (305) - (274) - (275) = | 307 LOCAL OPTIONAL 6,642,282.43 312 TOTAL REFERENDUM LEVY 16,736,233.80 |
| 300 FY 2022 MINIMUM COMBINED AID = (294)X(297)X(299) = | ALTERNATIVE ATTENDANCE ADJUSTMENT (CHARTER TRANSPORT AND MN STATE ACAD ADJ'S ONLY) | 321 TOTAL GENERAL ED LEVY = (230)+(239)+(241) +(307)+(312) = 25,194,441.83 |
| 301 FY 2022 REFERENDUM HOLD HARMLESS AID INCREASE IF (288)=0 THEN 0, ELSE GREATER OF 0 OR [(300)-(296)] = | 147 TRANSPORT ALLOWANCE 306.00 | 322 TOTAL GENERAL ED AID = (320)-(321)= 62,688,769.39 |
| INITIAL LEVIES ARE REDUCED TO MAKE THE REFER AID GUARANTEE REVENUE-NEUTRAL. LEVY COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER: | 314 ADJ PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT | ALTERNATIVE TEACHER COMPENSATION REV |
| 302 TIER 1 LOR LEVY | 315 EXT TME PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT | 323 ENROLLMENT AS OF OCT 1, 2019 AT PARTICIPATING SITES (FY 2021 GENERAL EDUC RPT, LINE 304) 8,444.00 |
| 303 TIER 1 REF LEVY | 316 CHARTER ALT ATTENDANCE ADJUST = (147) X (314) + \$223 X (315) = | 324 EST ENROLLMENT AS OF OCTOBER 1, 2020 AT PARTICIPATING SITES = (323)X[(52)/(51)] = 8,460.81 |
| 304 TIER 2 REF LEVY | 317 2021-22 RES PU ATTENDING MN STATE ACADEMIES 1.19 | 325 ALTERNATIVE TEACHER COMPENSATION REVENUE = \$260.00 X (324) = 2,199,810.60 |
| 305 UNEQL REF LEVY | 318 MN STATE ACADEMIES ALT ATTENDANCE ADJ = - (101) X (317) = 7,814.73- | |
| | 319 ALT ATTEND ADJUST TO AID = (316)+(318) = 7,814.73- | |

| ALT TEACHER COMP AIDS & LEVIES | | ACHIEVE AND INTEGRATION AID (CONT) | | REEMPLOYMENT INSURANCE LEVY | | | | |
|--------------------------------|-------------------------------------|------------------------------------|-----|-----------------------------|--------------|-----------------------|--------------------------------|------------|
| 325 | ALT COMP REVENUE | 2,199,810.60 | 341 | FY 2022 EST | 356 | EST FY 2021 EXPEND | 150,000.00 | |
| | | | | INCENTIVE BUDGET | | | | |
| 326 | ALT COMP BASIC AID | | 342 | FY 2022 ADJ | 357 | INITIAL REEMPLOYMENT | | |
| | = 0.65 X (325) = | 1,429,876.89 | | INITIAL BUDGET | | LEVY = 100% OF (356)= | 150,000.00 | |
| | | | | = (340) X 1.003 = | | | | |
| 327 | BASIC AID PRORATION | .96816971 | | | | | | |
| | | | 343 | OCT 1, 2019 ENROLL OF | | SAFE SCHOOLS LEVY | | |
| 328 | PRORATED BASIC AID | | | PROTECTED STUDENTS | 2,388.00 | | | |
| | = (326)X(327) = | 1,384,363.49 | | | | 358 | SAFE SCH Lvy REQUEST? | YES |
| | | | 344 | EST OCT 1, 2020 ENROLL | | 59 | 2021-22 ADJ PU (EST) | 9,180.60 |
| 329 | PRO BASIC AID TO LEVY | 45,513.40 | | OF PROTECTED STUDENTS | | | | |
| | = (326) - (328) = | | | = (343) = | 2,388.00 | 359 | SAFE SCH LEVY LIMIT | |
| | | | | | | | = \$36 X (59) = | 330,501.60 |
| 330 | ALT COMP LEVY REVENUE | | 345 | OCT 1, 2019 | | | | |
| | =(325)-(326) + (329)= | 815,447.11 | | TOTAL ENROLLMENT | 8,445.00 | | SAFE SCHOOLS INTERMEDIATE LEVY | |
| 228 | FY 2022 ANTC/ADJ PU | 13,352.05 | 346 | EST OCT 1, 2020 | | | | |
| 331 | ALT COMP LEVY RATIO | | | TOTAL ENROLLMENT | | 360 | SAFE SCH INTERMEDIATE | |
| | = LESSER OF 1 OR | | | = (345) = | 8,445.00 | | LEVY REQUEST? | YES |
| | [(228)/\$6,100] = | 1.00000000 | 347 | PROTECTED ENROLLMENT | | | | |
| | | | | RATIO =(344)/(346)= | .28277087 | 361 | INTERMEDIATE LEVY | |
| 332 | ALT TEACHER COMP LEVY | | 348 | INITIAL ACHIEVE & | | | ALLOWANCE <= \$15 | 15.00 |
| | = (330) X (331) = | 815,447.11 | | INTEG REVENUE FORMULA | | | | |
| | | | | IF (340) > 0 | | 362 | SAFE SCH INTERMEDIATE | |
| 333 | ALT COMP EQUALIZATION AID | | | = \$350 X (59)X(347) = | 908,602.19 | | LIMIT | |
| | = (325)-(328)-(332) = | | | | | | = (59) X (361) = | 137,709.00 |
| | | | 349 | INTEG HOLD HARMLESS | | | | |
| | | | | (FROM FY 2021 INTEG | | | JUDGMENT LEVY | |
| | SPECIAL EDUCATION AID | | | REV RPT, LINE 11) | 212,598.12 | | | |
| | ESTIMATES OF FY 2022 SPECIAL EDUC | | 350 | INITIAL ACHIEVE & INTEG | | 363 | DISTRICT JUDGMENTS | |
| | AID SHOWN BELOW ARE BASED ON END OF | | | REVENUE = LSR OF (342) | | 364 | INTERMED JUDGMENTS | |
| | SESSION 2020 ESTIMATES. PLEASE NOTE | | | OR [(348)+(349)] = | 1,121,200.31 | 365 | JUDGMENT LIMIT | |
| | THAT THESE ARE ROUGH ESTIMATES AND | | | | | | = (363)+(364) = | |
| | MAY CHANGE SIGNIFICANTLY WHEN | | 351 | INCENTIVE REV | | | | |
| | UPDATED DATA BECOME AVAILABLE. | | | =LSR OF (341) OR | | | ICE ARENA LEVY | |
| | | | | [(59) X \$10] = | 91,806.00 | | | |
| 334 | SPEC ED REGULAR | | 352 | ACHIEVE & INTEG REVENUE | | 366 | FY 2020 NET OPR COSTS | |
| | BEFORE TUITION ADJ | 11,209,789.36 | | = (350) + (351) = | 1,213,006.31 | 367 | ICE ARENA LEVY LIMIT | |
| 335 | NET TUITION ADJUST | 1,228,286.20- | | | | | = 100% OF (366) = | |
| 336 | EXCESS COST AID | 3,429,447.60 | 353 | ACHIEVE & INTEG LEVY | | | | |
| 337 | HOLD HARM/GROWTH LMT | | | = (352) X .30 | 363,901.89 | | | |
| 338 | CROSS SUB REDUC AID | 547,779.73 | | | | | FY 2021 CAREER & TECHNICAL | |
| | | | 354 | TRANSFER TO MDE | | 368 | SHARE OF FY 2021 EST | |
| 339 | TOTAL SPECIAL EDUC AID | | | IF (350)=(342) | | | COOPERATIVE BUDGET | 48,024.34 |
| | = (334) TO (338) = | 13,958,730.49 | | THEN (354)=(342)-(340) | | 369 | FY 2021 ESTIMATED | |
| | | | | ELSE (354)=(350)X.003 | 3,363.60 | | DISTRICT BUDGET | 231,589.00 |
| | ACHIEVEMENT AND | | 355 | ACHIEVE & INTEG AID | | 370 | FY 2021 EST BUDGET | |
| | INTEGRATION REVENUE | | | =(352)-(353)-(354)= | 845,740.82 | | = (368) + (369) = | 279,613.34 |
| 59 | 2021-22 ADJ PU (EST) | 9,180.60 | | | | 371 | PRELIMINARY REVENUE | |
| | | | | | | | = .35 X (370) = | 97,864.67 |
| 340 | FY 2022 EST | | | | | | | |
| | INITIAL BUDGET | 1,121,721.00 | | | | | | |

| OLD LAW ALTERNATIVE FACILITIES (ALT FAC OR AF/H&S) (CONT) | LTFM TOTAL AIDS & LEVIES | DEBT SERVICE PORTION OF LTFM REV (CO |
|---|--|--|
| 767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K | 59 2021-22 ADJ PU (EST) 9,180.60 | 769 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS 1,300,382.30 |
| 463 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS FOR ALT FAC 1A, IF (465)=NO THEN (769), ELSE 0 1,300,382.30 | 473 LTFM EQUALIZED REVENUE = LSR OF (468)/(470) OR \$380 X (59) = 3,488,628.00 | 770 TOTAL DEBT SERVICE LTFM REVENUE = (765)+(766)+(767) +(768)+(769) = 2,195,746.78 |
| 768 NET LTFM REQ DEBT SERVICE FOR VPK | 35 2019 AG MODIFIED ANTC FOR LTFM REVENUE 122,579,794 | 486 LTFM DEBT SERV EQUAL REVENUE = LESSER OF (473) OR (770) = 2,195,746.78 |
| 457 NEW PAYGO LTFM LEVY FOR VPK | 56 2018-19 ADJ PU (ACT) 9,218.03 | 478 LTFM AID RATIO |
| 464 TOTAL OLD LAW ALT FAC AND AF/H&S REVENUE = (462)+(765)+(766) + (767)+ (463)+(768) + (457) = 11,683,343.78 | 474 FY 2019 ANTC PER APU = (35) / (56) = 13,297.83 | 487 LTFM DEBT INITIAL EQUAL AID = (486)X(478) = |
| OLD LAW DEFERRED MAINTENANCE | 475 STATEWIDE ANTC/APU 9,105.95 | 488 LTFM DEBT EQUAL AID = GREATER OF (481) OR (487) BUT NOT MORE THAN (770) = |
| 465 ELIGIBLE FOR OLD LAW DEF MAINT REVENUE? NO | 476 LTFM EQUAL FACTOR = 123% OF (475) = 11,200.32 | 489 LTFM DEBT EQUAL LEVY = GTR OF ZERO OR (486) - (488) = 2,195,746.78 |
| 466 OLD LAW DEFERRED MAINTENANCE REVENUE = (453) X \$64/\$380 = | 477 LTFM LEVY RATIO = LSR OF 1 OR (474)/(476) = 1.00000000 | 490 LTFM DEBT UNEQUAL LEVY = GTR OF ZERO OR (770)-(488)-(489) = |
| 467 TOTAL OLD LAW FORMULA REVENUE FOR HOLD HARMLESS = (459)+(464)+(466) = 12,074,873.78 | 478 LTFM AID RATIO = = 1 - (477) = | GENERAL FUND PORTION OF LTFM REV |
| LTFM REVENUE | 479 LTFM INITIAL EQUAL AID = (473) X (478) = | 472 TOTAL LTFM REVENUE 12,128,512.86 |
| 468 LTFM REVENUE FOR SCHOOL DISTRICT PROJECTS = GREATER OF (458) OR (467) = 12,074,873.78 | 480 LTFM INITIAL EQUALIZED LEVY = (473) - (479) = 3,488,628.00 | 491 TOTAL GENERAL FUND LTFM REVENUE = (472) - (770) = 9,932,766.08 |
| 469 DISTRICT REQUESTED REDUCTION FROM MAXIMUM (FROM LIS SYSTEM) | 481 2015 TOTAL ALT FAC GRANDFATHER AID | 492 LTFM GEN FUND EQUAL REV = (473) - (486) = 1,292,881.22 |
| 470 DISTRICT LTFM REVENUE = (468) - (469) = 12,074,873.78 | 482 TOTAL LTFM EQUAL AID = GREATER OF (479) OR (481) = | 493 LTFM GEN FUND EQUAL AID = (482) - (488) = |
| 471 DISTRICT SHARE OF ELIGIBLE COOP/INTERMED LTFM PROJECTS 53,639.08 | 483 TOTAL LTFM EQUAL LEVY = GTR OF ZERO OR (473) - (482) = 3,488,628.00 | 494 GEN FUND LTFM EQUAL LIMIT = GTR OF ZERO OR (492) - (493) = 1,292,881.22 |
| 472 TOTAL LTFM REVENUE = (470) + (471) = 12,128,512.86 | 484 TOTAL LTFM UNEQUAL LEVY = GTR OF ZERO OR (472)-(482)-(483) = 8,639,884.86 | 495 GEN FUND LTFM UNEQUAL LIMIT = GTR OF ZERO OR (491)-(493)-(494) = 8,639,884.86 |
| | 485 TOTAL LTFM LEVY = (483) + (484) = 12,128,512.86 | 496 TOTAL GEN FUND LTFM LEVY = (494) + (495) = 9,932,766.08 |
| | DEBT SERVICE PORTION OF LTFM REV | |
| | 765 NET ALT FAC REG DEBT 895,364.48 | |
| | 766 NET ALT FAC/H&S DEBT | |
| | 767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K | |
| | 768 NET LTFM REQ DEBT SERVICE FOR VPK | |

| DISABLED ACCESS LIMIT | | APPROV INTERMED CAPITALIZED (CONT) | APPROVED REGULAR CAPITALIZED LEASES |
|-----------------------|--|------------------------------------|--|
| 497 | FY 1992-FY 2022 | 517 | TOT INTERMED CAPITALIZED |
| | APPROV DIS ACC COSTS 300,000.00 | | = SUM[(511) TO (514)] |
| 498 | MAXIMUM = GTR OF (JUNE 1991 COMPONENT DISTX X 150,000) OR 300,000 = 300,000.00 | | - (515) - (516) = 275,956.38 |
| 499 | LSR OF (497) OR (498) 300,000.00 | 518 | TOT INTERMED LEASE COSTS = (510) + (517) = 301,844.12 |
| 500 | FIRST YEAR DISABLED ACCESS LEVY CERTIFIED 1992 | 59 | 2021-22 ADJ PU (EST) 9,180.60 |
| 501 | LAST YEAR TO CERTIFY = (500) + 7 YEARS = 1999 | 519 | INTERMED PUPIL UNIT MAX LIMIT = \$65 X (59) = 596,739.00 |
| 502 | TOTAL CUM CERT LEVY (PAY 93 TO PAY 19) 300,000.00 | 520 | INTERMED LEASE LIMIT =LSR (518) OR (519) = 301,844.12 |
| 503 | CERT LEVY PAY 2020 | 521 | INTERMED CARRYOVER (INCL IN REGULAR LEASE LIMIT) = (518) - (520) = |
| 504 | TOTAL CERTIFIED LEVY = (502)+(503) = 300,000.00 | | |
| 505 | DISABLED ACCESS LIMIT = GREATER OF ZERO OR (499)-(504)= | | |
| | | | APPROVED REGULAR OPERATING LEASES |
| | | | ADMINISTRATIVE SPACE |
| | LEASE LEVY LIMITATION | 522 | FY 2021 NONJOINT |
| | DIST'S SHARE OF JOINT LEASE FOR INTERMED DISTX 287, 288, 916 AND 917 | 523 | FY 2022 NONJOINT |
| | | 524 | FY 2021 JOINT |
| | | 525 | FY 2022 JOINT |
| | | | INSTRUCTIONAL/STORAGE |
| | APPROV INTERMED OPERATING | 526 | FY 2021 NONJOINT 115,040.47 |
| | ADMINISTRATIVE SPACE | 527 | FY 2022 NONJOINT |
| 506 | FY 2021 JOINT | 528 | FY 2021 JOINT 39,656.00 |
| 507 | FY 2022 JOINT | 529 | FY 2022 JOINT |
| | INSTRUCTIONAL/STORAGE | 530 | REG OPERATING LEASES = (522) TO (529) = 154,696.47 |
| 508 | FY 2021 JOINT 25,887.74 | | |
| 509 | FY 2022 JOINT | | |
| 510 | TOT INTERMED OPERATING = (506) TO (509) = 25,887.74 | | |
| | | | APPROVED REGULAR CAPITALIZED LEASES |
| | | | ADMINISTRATIVE SPACE |
| | APPROV INTERMED CAPITALIZED | 531 | FY 2021 NONJOINT |
| | ADMINISTRATIVE SPACE | 532 | FY 2022 NONJOINT |
| 511 | FY 2021 JOINT | 533 | FY 2021 JOINT |
| 512 | FY 2022 JOINT | 534 | FY 2022 JOINT |
| | INSTRUCTIONAL/STORAGE | | |
| 513 | FY 2021 JOINT 275,956.38 | | |
| 514 | FY 2022 JOINT | | |
| | EXCESS FUNDS CAP LEASE | | |
| 515 | FY 2021 JOINT | 535 | FY 2021 NONJOINT 327,677.30 |
| 516 | FY 2022 JOINT | 536 | FY 2022 NONJOINT |
| | | 537 | FY 2021 JOINT |
| | | 538 | FY 2022 JOINT |
| | | | APPROVED REGULAR CAPITALIZED LEASES |
| | | | EXCESS FUNDS CAP LEASE |
| | | 539 | FY 2021 NONJOINT |
| | | 540 | FY 2022 NONJOINT |
| | | 541 | FY 2021 JOINT |
| | | 542 | FY 2022 JOINT |
| | | | REG CAPITALIZED LEASES = (531) TO (538) - (539) TO (542) = 327,677.30 |
| | | 544 | TOTAL APPROVED REGULAR LEASE COST & CARRYOVER = (521)+(530)+(543)= 482,373.77 |
| | | 59 | 2021-22 ADJ PU (EST) 9,180.60 |
| | | 545 | REG PUPIL UNIT MAXIMUM LIMIT = \$212 X (59) = 1,946,287.20 |
| | | 546 | COMM APPROVED LIMIT |
| | | 547 | REGULAR MAX LIMIT =GTR (545) OR (546)= 1,946,287.20 |
| | | 548 | REGULAR LEASE LIMIT =LSR (544) OR (547)= 482,373.77 |
| | | 549 | TOTAL LEASE LEVY LIMIT = (520) + (548) = 784,217.89 |
| | | | INITIAL CAPITAL RELATED LEVIES |
| | | 230 | OPERATING CAPITAL 1,177,300.12 |
| | | 496 | LT FAC MAINTENANCE 9,932,766.08 |
| | | 505 | DISABLED ACCESS |
| | | 549 | LEASE LEVY 784,217.89 |
| | | 550 | COOP BLDG REPAIR |
| | | 551 | OTHER CAPITAL (MEMO) |
| | | 552 | CAP PROJECTS REFER 6,477,668.94 |
| | | 553 | CAPITAL RELATED LIMITS = (230)+(496)+(505) + (549)+(550)+(551) + (552) = 18,371,953.03 |

| OTHER INITIAL GENERAL LEVIES | COMMUNITY SERVICE | EARLY CHILD FAMILY EDUCATION (CONT) |
|--|--|---|
| 554 CONSOLIDATION/ TRANSITION | BASIC COMMUNITY EDUCATION | 617 FY 2022 EARLY CHILD FAMILY REVENUE |
| 555 REORGANIZATION OPERATING DEBT | 601 POPULATION (YR 2016) 42,740 | IF (612) = YES |
| 556 HEALTH BENEFITS | 602 GTR OF (601) OR 1,335 42,740 | = (615) X (616), |
| 557 ADDL RETIREMENT (MPLS AND STP) | 603 YOUTH SERVICE PROG? YES | IF ANNUAL REPT = YES 449,344.00 |
| 558 SEVERANCE | 604 AFTER SCHOOL ENRICHMENT? YES | 30 2019 ANTC 122,579,794 |
| 559 ADMIN DISTRICT | 605 FY 2022 GENERAL REVENUE = \$5.42 X (602) = 231,650.80 | 618 ECFE TAX RATE .00258580 |
| 560 SWIMMING POOL | 606 FY 2022 YOUTH SERVICE REV = \$1.00 X (602) = 42,740.00 | 619 = (618) X (30) = 316,966.83 |
| 561 TREE GROWTH | 607 FY 2022 AFTER SCHOOL REVENUE = \$1.85 X (602) NOT TO EXCEED 10,000 AND \$0.43 X POPULATION IN EXCESS OF 10,000 32,578.20 | 620 EARLY CHILD LEVY LIMIT = LESSER OF (617) OR (619) = 316,966.83 |
| 562 CONSOLIDATION/ RETIREMENT | 608 FY 2022 COMMUNITY EDUCATION REVENUE = (605)+(606)+(607) = 306,969.00 | 621 EST FY 2022 EARLY CHILD AID = (617)-(620) = 132,377.17 |
| 563 ECON DEVELOP ABATE | 30 2019 ANTC 122,579,794 | HOME VISITING LIMIT |
| 564 OTHER GENERAL (MEMO) | 609 STANDARD COMM ED LEVY = .00940 X (30) = 1,152,250.06 | 622 DIST PLANS TO LEVY FOR FY 2022 HOME VISIT? YES |
| 565 SUBTOTAL--OTHER INITIAL GENERAL LEVIES = (554) TO (564) = INITIAL GENERAL FUND LEVY | 610 COMM ED LEVY LIMIT LSR (608) OR (609) = 306,969.00 | 623 HOME VISITING REVENUE IF (622) = YES AND (619) > \$0, = \$3.00 X (614), ELSE = \$0 8,925.00 |
| 566 GENERAL RMV VOTER APPROVED JOBZ EXEMPT =(312) = 16,736,233.80 | 611 FY 2022 EST GROSS COMM ED AID = (608)-(610) = | 228 FY 2022 ANTC/ADJ PU 13,352.05 |
| 567 GENERAL RMV OTHER JOBZ EXEMPT = (307)+(239) + (241) = 7,280,907.91 | 612 DIST PLANS TO LEVY FOR FY 2022 ECFE REVENUE? YES | 624 HOME VISIT LEVY RATIO = LESSER OF 1 OR (228) / \$17,250 = .77403188 |
| 568 GENERAL NTC VOTER APPROVED JOBZ EXEMPT = (552) 6,477,668.94 | 613 ECFE ANNUAL REPORT SUBMITTED? YES | 625 FY 2022 HOME VISIT LIMIT =(623) * (624) 6,908.23 |
| 569 GENERAL NTC OTHER GENED JOBZ EXEMPT PHASED OUT IN 2018 | 614 POPULATION UNDER FIVE YEARS OF AGE 2,975 | 626 FY 2022 EST HOME VISIT AID =(623)-(625) 2,016.77 |
| 570 GENERAL NTC OTHER JOBZ =(332)+(353)+(357) +(359)+(362)+(365) +(367)+(379)+(383) +(553)-(552)+(565) = 14,719,393.82 | 615 GTR OF 150 OR (614) = 2,975 | DISABLED ADULTS |
| 571 TOTAL INITIAL GENERAL LEVY LIMITATION =(566)+(567)+(568) + (569)+(570) = 45,214,204.47 | 616 ECFE ALLOWANCE 0.023 X (101) = 151.04 | 627 DISABLED ADULTS LIMIT LSR \$30,000 OR 50% OF APPROVED EXPENDITURES 5,202.00 |
| | | SCHOOL-AGE CARE |
| | | 628 FY 2022 SCH-AGE CARE REV (FY 2022 EST COST) 443,959.00 |
| | | 30 2019 ANTC 122,579,794 |
| | | 48 2021-22 RES PU (EST) 8,015.00 |

| SCHOOL-AGE CARE (CONT) | REQUIRED DEBT ELIGIBLE FOR NATURAL DISASTER EQUAL AID (MS 123B.535) | OTHER REQUIRED DEBT FOR BONDS INELIGIBLE FOR DEBT EQUAL AID |
|--|--|--|
| 629 ANTC/RES PU = (30)/(48) = 15,293.80 | 707 NATURAL DISASTER REQ DEBT SERV LEVY | 719 VOTER APPR BONDS INELG FOR DEBT EQUAL AID |
| 630 LEVY RATIO = LSR OF 1 OR (629)/\$2,318 = 1.00000000 | REQUIRED DEBT ELIGIBLE FOR DEBT EQUALIZATION AID (MS 123B.53) | NON-VOTER APPR INELIG BONDS |
| 631 FY 2022 SCH-AGE CARE LIM = (628) X (630) = 443,959.00 | 708 TACONITE BONDS REQ DEBT SERV LEVY | 720 FACIL BOND-MS 123B.62 721 EQUIP BOND-MS 123B.61 722 REORG OPER DEBT 723 ECON DEV ABATEMENT 724 JUDGMENT 725 OTHER NON-VOTER 20,948.00 726 INELG LEASE PURCHASE |
| 632 FY 2022 EST GROSS SCHOOL-AGE CARE AID = (628)-(631) = | 709 TAC FUNDING FOR BONDS (NOT IRRRB) | 727 SUBTOTAL, REQ DEBT FOR NON-VOTER INELIG BONDS =(720) THRU (726)= 20,948.00 |
| COMMUNITY SERVICE SUMMARY | 710 TAC ADJ TO REQ = (709) OR [(709) X 1.05] = | 728 REQ DEBT SERVICE LEVY FOR BONDS INELGIBLE FOR DEBT EQUAL AID = (718)+(719)+(727) = 20,948.00 |
| 633 OTHER COMM ED (MEMO) | 711 NET REQ DEBT SERV LEVY TACONITE=(708)-(710)= | 729 GDS REQ DEBT SERV LEVY =(706)+(707)+(715) +(718)+(719)+(728) = 15,488,178.89 |
| 634 TOTAL INITIAL COMMUNITY SERVICE LEVY LIMIT = (610)+(620)+(625) + (627)+(631)+(633) = 1,080,005.06 | 712 VOTER APPR ELIG BONDS SOLD BY JULY 1, 2020 13,204,171.00 | 730 GDS REQ DEBT SERV LEVY VOTER APPR = (711)+(712) +(714)+(716)+(719) = 13,204,171.00 |
| GENERAL DEBT SERVICE (FUND 7) | 713 NON-VOTER ELIG BONDS SOLD BY JULY 1, 2020 | 37 2019 ANTC INCLUDING JOBZ VALUATION 122,579,794 |
| REQUIRED DEBT SERVICE LEVY (EQUAL TO 105% OF THE FY 2022 PRINCIPAL AND INTEREST PAYMENTS) | 714 VOTER APPR IRRRB BONDS SOLD BY JULY 1, 2020 | 731 MAXIMUM EFFORT DEBT SERVICE TAX RATE % |
| REQUIRED DEBT ELIGIBLE FOR LONG TERM FACILITIES MAINTENANCE (LTFM) REV | 715 TOTAL REQUIRED DEBT LEVY ELIG FOR DEBT EQUAL AID =(711)+(712) +(713)+(714)= 13,204,171.00 | 732 MAX EFFORT DEBT SERV LEVY = (37) X (731) = |
| 701 ALT FAC REGULAR REQ DEBT SERV LEVY 922,812.89 | REQUIRED DEBT FOR BONDS ELIG FOR FUTURE DEBT EQUALIZATION AID | 733 DS LOAN RECEIVABLE |
| 702 ALT FAC/H&S REQ DEBT SERV LEVY | 716 VOTER APPR BONDS SOLD AFTER JULY 1, 2020 ELIG FOR FUTURE AID | 734 DEBT EQUAL REVENUE BASE GTR OF (732) OR [(715) - (733)] = 13,204,171.00 |
| 703 NEW LTFM REQ DEBT FOR ELIG H&S>\$100K | 717 NON-VOTER BONDS SOLD AFTER JULY 1, 2020 ELIG FOR FUTURE AID | 735 BOARD AUTHORIZED TRANSFER TO FUND 7 REDUCING REQUIRED DEBT SERVICE LEVY |
| 704 NEW LTFM REQ DEBT SERVICE FOR VPK | 718 SUBTOTAL,FUTURE DEBT AID ELIGIBLE = (716) + (717) = | 736 FEDERAL FUNDS REDUCING REQUIRED DEBT SERVICE LEVY |
| 705 NEW LTFM REQ DEBT FOR ALL OTHER PROJECTS 1,340,247.00 | | |
| 706 TOTAL REQ DEBT SERV LEVY FOR LTFM REVENUE = (701)+(702)+(703) + (704)+(705) = 2,263,059.89 | | |

| FUND 7 DEBT BALANCE | BREAKDOWN OF NET DEBT EXCESS | LONG TERM FACILITIES MAINTENANCE AID |
|---|---|--|
| 737 JUNE 2019 FUND 7-425 BAL FOR BOND REFUND | 752 BASE FOR NET DEBT EXCESS DISTRIBUTION = IF (732)>0, THEN 0 ELSE (729)-(718)= 15,488,178.89 | 765 NET ALT FAC REG DEBT = (701)-(755) = 895,364.48 |
| 738 JUNE 2019 FUND 7-451 BAL FOR QZAB & QSCB | | 766 NET ALT FAC/H&S DEBT = (702)-(756) = |
| 739 JUNE 2019 FUND 7-460 BALANCE NONSPENDABLE | 753 DEBT EXCESS RATIO = LSR 1 OR (751)/(752)= .02974429 | 767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K = (703)-(757) = |
| 740 JUNE 2019 FUND 7-463 BALANCE UNASSIGN NEG | 754 NET DEBT EXCESS FOR ELG REQ DEBT SERVICE = (715) X (753) = 392,748.69 | 768 NET LTFM REQ DEBT FOR ELIG VPK = (704)-(758) = |
| 741 JUNE 2019 FUND 7-464 BALANCE RESTRICTED (FOR DEBT EXCESS) 2,596,971.66 | 755 EXCESS FOR ELIGIBLE ALT FAC REGULAR BONDS = (701) X (753) = 27,448.41 | 769 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS = (705)-(759) = 1,300,382.30 |
| 742 PAY 19 DEBT EXCESS LEVY REDUCTION | 756 EXCESS FOR ELIGIBLE ALT FAC/H&S BONDS = (702) X (753) = | 770 NET DEBT LEVY FOR LT FAC MAINT = (765)+(766)+(767) + (768)+(769) = 2,195,746.78 |
| 743 PAY 20 DEBT EXCESS LEVY REDUCTION 772,132.65 | 757 EXCESS FOR ELIGIBLE LTFM IAQFAA BONDS = (703) X (753) = | 486 LTFM DEBT EQUAL REV 2,195,746.78 |
| 744 5% OF PAY 21 REQ DEBT SERV LEVY=(729) X 5%= 774,408.94 | 758 EXCESS FOR ELIGIBLE LTFM VPK BONDS = (704) X (753) = | 488 LTFM DEBT EQUAL AID |
| 745 FUND 7 AVAIL BALANCE GTR OF ZERO OR [(741) -(742)-(743)-(744)] = 1,050,430.07 | 759 EXCESS FOR ELIGIBLE LTFM OTHER BONDS = (705) X (753) = 39,864.70 | 489 LTFM DEBT EQUAL LEVY 2,195,746.78 |
| 746 RETAIN FOR CAPITAL LOAN REPAYMENT | 760 GENERAL FUND LEVY ADJ FOR FACILITY & EQUIP BONDS = -(720)-(721)-(750) = | 490 LTFM DEBT UNEQUAL LVY |
| 747 APPROVED DEBT EXCESS TO BE RETAINED 589,745.14 | 761 UNALLOCATED DEBT EXCESS = GTR OF ZERO OR [(751)-(752)] = | 771 LTFM DEBT LEVY LIMIT = (489) + (490) + (755) + (756) + (757)+(758)+(759) = 2,263,059.89 |
| 748 DISTRICT REQUESTED ADDITIONAL EXCESS | NET DEBT EXCESS SUMMARY | NATURAL DISASTER DEBT EQUALIZATION |
| 749 CERTIFIED DEBT EXCESS = GTR OF 0 OR [(745) -(746)-(747)+(748)] = 460,684.93 | 762 DEBT EXCESS FOR VOTER APPROVED BONDED DEBT = [(730)-(716)]X(753) = 392,748.69 | 37 2019 ANTC INCLUDING JOBZ VALUATION 122,579,794 |
| 750 EXCESS USED TO RETIRE FAC & EQUIP BONDS | 763 DEBT EXCESS FOR NON- VOTER APPROVED DEBT = (751)-(761)-(762) = 67,936.24 | 772 TEN PERCENT ANTC = 0.10 * (37) = 12,257,979 |
| 751 ADJUSTED DEBT EXCESS = (749)-(750) = 460,684.93 | 764 NET DEBT EXCESS FOR DEBT SERV LEVY REDUCT = (762)+(763) = 460,684.93 | 707 REQ DEBT LEVY FOR NATURAL DISASTER DEBT |
| | | 773 FY 2022 DISASTER DEBT EQ REV = GTR OF ZERO OR [(707) - (772)] = |
| | | 56 2018-19 ADJ PU (ACT) 9,218.03 |
| | | 774 FY 2019 ANTC PER APU = (37) / (56) = 13,297.83 |
| | | 775 STATEWIDE AVE ANTC INCL JOBZ PER APU 9,698.65 |
| | | 776 DISASTER EQUAL FACTOR = 300% OF (775) = 29,095.95 |

| NATURAL DISASTER DEBT EQUALIZATION (CONT) | DEBT EQUALIZATION AID (CONT) | MAXIMIUM EFFORT (CONT) |
|--|--|--|
| 777 NATURAL DISASTER LEVY RATIO = LSR OF 1 OR (774)/(776) = .45703371 | 790 TIER 1 EQUAL REV = (785)-(789) = | 804 AID ELIG GDS LEVY LIMIT FOR MAX EFF DISTRICTS = (803) - (716) - (719) = |
| 778 DISASTER AID RATIO = = 1 - (777) = .54296629 | 56 2018-19 ADJ PU (ACT) 9,218.03 791 2019 ANTC INCL JOBZ / ADJ PU = (37)/(56) = 13,297.83 | |
| 779 DISASTER DEBT EQUAL AID = (773) X (778) = | 792 TIER 1 DEBT EQUAL LEVY RATIO = LSR OF 1 OR (791)/[GTR OF \$4,430 OR 55.33% OF (775)] = 1.00000000 | MINIMUM EST MAX EFFORT PAYMENT 732 MAX EFFORT DEBT LEVY |
| 780 DISASTER LEVY LIMIT = (707) - (779) = | 793 TIER 2 DEBT EQUAL LEVY RATIO = LSR OF 1 OR (791)/[GTR OF \$8,000 OR 100% OF (775)] = 1.00000000 | 805 MAX EFFORT REQ LEVY = GTR OF ZERO OR [(729)+(926)+(927)-(706) -(719)-(720)-(721)] = |
| DEBT EQUALIZATION AID | | 806 MINIMUM EST MAX EFFORT PAYMENT = GTR OF 0 OR (732)-(805) = |
| 734 DEBT EQUAL BASE 13,204,171.00 | 794 TIER 1 DEBT EQU AID RATIO = 1-(792) = | |
| 754 DEBT EXCESS FOR ELIG REQUIRED DEBT 392,748.69 | 795 TIER 2 DEBT EQU AID RATIO = 1-(793) = | ADJUSTMENT TO GDS LIMIT FOR IRRRB ALLOCATION |
| 781 FY 2022 NET REV ADJ TO DEBT EQUALIZATION REVENUE (MEMO) | 796 TIER 1 DEBT AID = (790) X (794) = | 807 FY 2022 IRRRB FUNDING FOR VOTER-APPR BONDS |
| 782 FY 2022 GROSS DEBT EQUALIZATION REVENUE =(734)-(754)+(781) = 12,811,422.31 | 797 TIER 2 DEBT AID = (789) X (795) = | 808 PAY 21 IRRRB ADJUSTMENT FOR VOTER-APPROV BONDS = - ((807) X 1.05) = |
| 37 2019 ANTC INCLUDING JOBZ VALUATION 122,579,794 | 798 TOTAL DEBT EQ AID = (796)+(797) = | 809 FY 2022 IRRRB FUNDING FOR NON-VOTER BONDS |
| 783 = .1050 X (37) = 12,870,878.37 | 799 NON VOTER DEBT AID = (798)X(713)/(715) = | 810 PAY 21 IRRRB ADJUSTMENT FOR NON-VOTER BONDS = - ((809) X 1.05) = |
| 784 MAX UNEQ LOCAL EFFORT = .1574 X (37) = 19,294,059.58 | 800 VOTER APPR DEBT AID = (798)-(799) = | |
| 785 FY 2022 NET DEBT EQ REV = GTR OF 0 OR [(782) - (784)] = | ADJUSTMENT TO GDS LIMIT FOR MAXIMUM EFFORT DISTRICTS | GENERAL DEBT SERVICE LEVY SUMMARY |
| 786 PRELIM TIER 1 EQU REV =LSR (785) OR (783)= | 801 NET ADJ DEBT SERV LEVY DO IF (732)>0, = GTR OF [(729)-(706) -(719)-(720)-(721)-(798)] OR [(732)-(926)-(927) -(798)], ELSE 0 | 811 DEBT EQUAL AID ELIG, VOTER APPROVED IF (732)>0 THEN (804) ELSE = (711)+(712)+(714) -(800)-(808)OR ZERO = 13,204,171.00 |
| 787 PRELIM TIER 2 EQU REV = (785)-(786) = | 802 ADDL MAX EFF GDS LEVY = GTR OF 0 OR [(732) -(926)-(927)-(801)] = | 812 DEBT EQUAL AID ELIG, NON VOTER APPROVED = GREATER OF [(713)-(799)-(810)] OR ZERO = |
| 732 MAXIMUM EFFORT DEBT SERVICE LEVY | 803 TOTAL VTR APPR GDS LEVY LIMIT FOR MAX EFF DISTRICTS = (801)+(802) = | 813 DEBT EQUAL AID INELIG, VOTER APPROVED = (716) + (719) = |
| 788 MIN TIER 2 REV FOR MAX EFF = GTR OF ZERO OR [(732)-(783)-(784)] = | | |
| 789 TIER 2 EQUAL REV = GTR OF (787) OR (788) = | | |

| GEN DEBT SERVICE LEVY SUMMARY (CONT) | FUND 47 DEBT BALANCE (CONT) | FUND 47 DEBT BALANCE (CONT) |
|--|--|---|
| 814 DEBT EQUAL AID INELIG, NON VOTER APPROVED = (717) + (727) = 20,948.00 | 909 JUNE 2019 FUND 47-425 BAL FOR BOND REFUND | 926 NET DEBT SERVICE LEVY FOR VOTER APPROVED |
| 771 LTFM DEBT LEVY LIMIT NON VOTER APPROVED 2,263,059.89 | 910 JUNE 2019 FUND 47-460 BALANCE NONSPENDABLE | OPEB/PENSION BONDS =(903)-(921)-(924) = |
| 780 DISASTER LEVY LIMIT VOTER APPROVED | 911 JUNE 2019 FUND 47-463 BALANCE UNASSIGN NEG | 927 NET DEBT SERVICE LEVY FOR OPEB/PENSION BONDS NON-VOTER APPROVED =(908)-(922)-(925) = |
| 815 INITIAL GDS LEVY LIM VOTER APPROVED =(811)+(813)+(780) = 13,204,171.00 | 912 JUNE 2019 FUND 47-464 BALANCE RESTRICTED | |
| 816 INITIAL GDS LEVY LIM NON VOTER APPROVED = (812)+(814)+(771) = 2,284,007.89 | 913 JUNE 2019 FUND 47-464 BALANCE VOTER APPROV | LEVY LIMITATION ADJUSTMENTS |
| 817 TOTAL INITIAL GDS LEVY LIMIT = (815)+(816) = 15,488,178.89 | 914 JUNE 2019 FUND 47-464 BAL NON-VOTER APPROV = (912) - (913) = | IN GENERAL, IF WE HAVE: A FINAL LEVY AUTHORITY B PREVIOUSLY CALCULATED AUTHORITY C CERTIFIED LEVY BASED ON (B) D LEVY ADJUSTMENT, THEN: IF A>B, D=A-B IF A<C, D=A-C OTHERWISE D=ZERO |
| OTHER POSTEMPLOYMENT BENEFITS (OPEB) & PENSION DEBT SERVICE (FUND 47) | 915 PAY 19 OPEB DEBT EXC REDUCTION NON-VOTER | GENERAL FUND ADJUSTMENTS |
| 901 LEVY BONDS IRREV TRUST VOTER APPROVED | 916 PAY 20 OPEB DEBT EXC REDUCTION NON-VOTER | FY 2021 OPERATING CAPITAL LEVY ADJUSTMENT |
| 902 LEVY BONDS REVOC TRUST VOTER APPROVED | 917 5% OF REQUIRED OPEB DEBT SERV LEVY VOTER = (903) X 5% = | 1001 FY 2021 OPER CAP LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 174) 1,126,378.64 |
| 903 REQ DEBT SERV LEVY OPEB BONDS VOTER APPROVED = (901) + (902) = | 918 5% OF REQUIRED OPEB DEBT SERV LEVY NONVOT = (908) X 5% = | 1002 19 PAY 20 LIMIT 1,132,953.12 1003 19 PAY 20 LEVY 1,132,953.12 |
| 904 LEVY BONDS IRREV TRUST NON-VOTER APPROVED | 919 RETAIN FOR CAP LOAN REPAYMENT NON-VOTER | 1004 FY 2021 OPER CAPITAL LEVY ADJUSTMENT = ((1001)-(1003)) = 6,574.48- |
| 905 LEVY BONDS REVOC TRUST NON-VOTER APPROVED | 920 APPROV DEBT EXCESS TO BE RETAINED NON-VOTER | |
| 906 REQUIRED DEBT SERVICE LEVY FOR OPEB BONDS NON-VOTER APPROVED = (904) + (905)= | 921 FUND 47 AVAILABLE BALANCE VOTER APPROVED = GREATER OF ZERO OR [(913)-(917)] = | FY 2021 LOR TIER 1 LEVY ADJUSTMENT |
| FUND 47 DEBT BALANCE | 922 FUND 47 AVAILABLE BALANCE NON-VOTER = GTR ZERO OR [(914)- SUM (915) TO (920)] = | 1005 FY 2021 LOC TIER 1 (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 189) 2,761,980.00 |
| 907 REQ DEBT SERV LEVY FOR PENSION BONDS (MPLS) | 923 CLOSING FUND 47 TO FUND 7 TRANSFER IF (922) GTR ZERO AND (908) = ZERO, ELSE 0 | 1006 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 285) 4,471.97 |
| 908 REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS NON-VOTER APPROVED = (906) + (907) = | 924 ADDITIONAL DEBT EXCESS REQUESTED OPEB/PENSION BONDS VOTER APPROVED | |
| | 925 ADDITIONAL DEBT EXCESS REQUESTED OPEB/PENSION NON-VOTER APPROVED | |

| LOR TIER 1 ADJUSTMENT (CONT) | | FY 2021 TRANSITION LEVY ADJUSTMENT | REFERENDUM ADJUST (CONT) |
|------------------------------|---|--|---|
| 1007 | ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 312) | 1021 FY 2021 TRANSITION LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 204) | 1035 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 314) |
| 1008 | 19 PAY 20 LIMIT 2,757,508.03 | | 1036 19 PAY 20 LIMIT 8,117,919.55 |
| 1009 | 19 PAY 20 LEVY 2,757,508.03 | 1022 19 PAY 20 LIMIT | 1037 19 PAY 20 LEVY 8,117,919.55 |
| | | 1023 19 PAY 20 LEVY | |
| 1010 | PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1006)+(1007)+(1008) 2,761,980.00 | 1024 FY 2021 TRANSITION LEVY ADJUSTMENT | 1038 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1034)+(1035)+(1036) 8,117,919.55 |
| 1011 | PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1006)+(1007)+(1009) 2,761,980.00 | FY 2021 1ST TIER REFERENDUM LEVY ADJUSTMENT | 1039 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1034)+(1035)+(1037) 8,117,919.55 |
| 1012 | FY 2021 LOCAL OPTIONAL LEVY ADJUSTMENT | 1025 FY 2021 1ST TIER REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 229) 4,196,672.00 | 1040 FY 2021 2ND TIER REF LEVY ADJUSTMENT = ((1033)-(1039)) = 73,537.95- |
| | FY 2021 LOR TIER 2 LEVY ADJUSTMENT | 1026 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 286) | FY 2021 UNEQUAL REF LEVY ADJUST |
| 1013 | FY 2021 LOC TIER 2 (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 191) 3,868,236.80 | 1027 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 313) | 1041 FY 2021 UNEQUAL REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 233) 3,953,265.02 |
| 1014 | 19 PAY 20 LIMIT 3,903,598.40 | 1028 19 PAY 20 LIMIT 4,235,036.00 | 1042 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 288) |
| 1015 | 19 PAY 20 LEVY 3,903,598.40 | 1029 19 PAY 20 LEVY 4,235,036.00 | |
| 1016 | FY 2021 LOCAL OPTIONAL LEVY ADJUSTMENT = ((1013) - (1015)) 35,361.60- | 1030 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1026)+(1027)+(1028) 4,235,036.00 | 1043 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 315) |
| | FY 2021 EQUITY LEVY ADJUSTMENT | 1031 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1026)+(1027)+(1029) 4,235,036.00 | 1044 19 PAY 20 LEVY 3,989,403.91 1045 19 PAY 20 LEVY 3,989,403.91 |
| 1017 | FY 2021 EQUITY LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 197) 635,088.76 | 1032 FY 2021 1ST TIER VTR REF LEVY ADJUSTMENT = ((1025)-(1031)) = 38,364.00- | 1046 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1042)+(1043)+(1044) 3,989,403.91 |
| 1018 | 19 PAY 20 LIMIT 654,128.92 | FY 2021 2ND TIER REF LEVY ADJUST | 1047 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1042)+(1043)+(1045) 3,989,403.91 |
| 1019 | 19 PAY 20 LEVY 654,128.92 | | |
| 1020 | FY 2021 EQUITY LEVY ADJUSTMENT = ((1017)-(1019)) = 19,040.16- | 1033 FY 2021 2ND TIER REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 231) 8,044,381.60 | 1048 FY 2021 UNEQUALIZED REF LEVY ADJUSTMENT = ((1049)-(1055)) = 36,138.89- |
| | | 1034 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 287) | |

| FY 2021 TBRA ALLOCATION ADJUSTMENT TO VOTER-APPROVED LEVIES | REFERENDUM HOLD HARM ADJUST (CONT) | FY 2019 LOC EQUITY LEVY ADJUST |
|---|--|---|
| | 1061 TOTAL HOLD HARM ALLOC TO REF LEVY CATEGORIES = (1058) TO (1060) = | 1073 FY 2019 LOC EQT LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 203) 3,908,444.72 |
| FY 2021 ALLOCATION OF TBRA TO REF LEVY CATEGORIES (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINES 244 TO 246) | 1062 TOTAL FY 2021 HOLD HARM ALLOC TO REF LEVY CATEGORIES FROM PAY 20 LEVY =(1027)+(1035)+(1043) | 1074 17 PAY 18 LIMIT 3,981,784.00 1075 17 PAY 18 LEVY 3,981,784.00 |
| 1049 TIER 1 LEVY 1050 TIER 2 LEVY 1051 UNEQL LEVY | 1063 FY 2021 HOLD HARM ALLOC VTR-APPR ADJUSTMENT = (1062)-(1061) = | 1076 TOTAL ADJUST TO PAY 18 LOC EQUITY LEVY AUTH = ((1073)-(1075)) = 73,339.28- |
| 1052 TOTAL FY 2021 TBRA ALLOC TO REF LEVY CATEGORIES = (1049) TO (1051) = | FY 2021 REFERENDUM HOLD HARMLESS ADJUSTMENT TO LOR TIER 1 LEVIES | 1077 18 PAY 19 ADJ LIMIT 1078 18 PAY 19 ADJ LEVY 1079 FY 2019 LOC EQUITY LEVY ADJUSTMENT = ((1076)-(1078)) = 73,339.28- |
| 1053 TOTAL FY 2021 TBRA ALLOC TO REF LEVY CATEGORIES FROM PAY 20 LEVY =(1026)+(1034)+(1042) | 1064 FY 2021 ALLOC OF HOLD HARM TO LOR TIER 1 LEVY (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 271) | FY 2019 EQUITY LEVY ADJUSTMENT |
| 1054 FY 2021 TBRA ALLOCATION VTR-APPR ADJUSTMENT = (1053)-(1052) = | 1007 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 312) | 1080 FY 2019 EQUITY LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 210) 687,319.36 |
| FY 2021 LOR TBRA ALLOCATION ADJUSTMENT | | 1081 17 PAY 18 LIMIT 696,225.26 1082 17 PAY 18 LEVY 696,225.26 |
| 1055 FY 2021 ALLOCATION OF TBRA TO LOR TIER 1 LEVY (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 243) 4,471.97 | 1065 FY 2021 HOLD HARM ALLOC TIER 1 LEVY ADJUSTMENT = (1007)-(1064) = | 1083 TOTAL ADJUST TO PAY 18 EQUITY LEVY AUTH = ((1080)-(1082)) = 8,905.90- |
| 1006 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 285) 4,471.97 | FY 2019 OPERATING CAPITAL LEVY ADJ | 1084 18 PAY 19 ADJ LIMIT 7,043.25 1085 18 PAY 19 ADJ LEVY 7,043.25 |
| 1056 FY 2021 TBRA ALLOCATION LOR LEVY TIER 1 ADJUSTMENT = (1006)-(1055) = | 1066 FY 2019 OPER CAP LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 193) 1,011,558.98 | 1086 FY 2019 EQUITY LEVY ADJUSTMENT = ((1083)-(1085)) = 15,949.15- |
| FY 2021 REFERENDUM HOLD HARMLESS ADJUSTMENT TO VOTER-APPROVED LEVIES | 1067 17 PAY 18 LIMIT 1,026,801.59 1068 17 PAY 18 LEVY 1,026,801.59 1069 TOTAL ADJUST TO PAY 18 OPER CAP LEVY AUTH = ((1066)-(1068)) = 15,242.61- | FY 2019 TRANSITION LEVY ADJUSTMENT |
| 1057 FY 2021 ALLOC OF HOLD HARM TO REF LEVY CATEGORIES (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINES 272 TO 274) | 1070 18 PAY 19 ADJ LIMIT 17,351.30- 1071 18 PAY 19 ADJ LEVY 17,351.30- 1072 FY 2019 OPER CAPITAL LEVY ADJUSTMENT = ((1069)-(1070)) = 2,108.69 | 1087 FY 2019 TRANSITION LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 217) |
| 1058 TIER 1 LEVY 1059 TIER 2 LEVY 1060 UNEQL LEVY | | 1088 17 PAY 18 LIMIT 1089 17 PAY 18 LEVY 1090 TOTAL ADJUST TO PAY 18 TRANSITION LEVY AUTH |
| | | 1091 18 PAY 19 ADJ LIMIT 1092 18 PAY 19 ADJ LEVY 1093 FY 2019 TRANSITION LEVY ADJUSTMENT |

| FY 2019 1ST TIER VOTER-APPROVED REFER LEVY ADJUST | FY 2019 2ND TIER REF LEVY ADJUST | FY 2019 UNEQUALIZED REF LEVY ADJUST |
|---|---|---|
| 1094 FY 2019 1ST TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 243) 2,765,409.00 | 1108 FY 2019 2ND TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 238) 4,240,293.80 | 1122 FY 2019 UNEQUAL REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 241) 2,576,070.66 |
| 1095 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1022) 2,817,300.00 | 1109 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1038) 4,319,860.00 | 1123 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1054) 2,624,408.86 |
| 1096 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1023) 2,817,300.00 | 1110 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1039) 4,319,860.00 | 1124 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1055) 2,624,408.86 |
| FY 2019 1ST TIER VOTER-APPROVED REFER LEVY ADJUST | 1111 TOTAL ADJUST TO PAY 18 2ND TIER REF LEVY AUTH = ((1108)-(1110)) = 79,566.20- | 1125 TOTAL ADJUST TO PAY 18 UNEQUAL REF LEVY AUTH = ((1122)-(1124)) = 48,338.20- |
| 1097 TOTAL ADJUST TO PAY 18 1ST TIER REF LEVY AUTH = ((1094)-(1096)) = 51,891.00- | 1112 18 PAY 19 ADJ LIMIT 291,121.00 1113 18 PAY 19 ADJ LEVY 291,121.00 1114 FY 2019 2ND TIER REF LEVY ADJUSTMENT = ((1111)-(1113)) = 79,566.20- | 1126 18 PAY 19 ADJ LIMIT 291,121.00 1127 18 PAY 19 ADJ LEVY 291,121.00 1128 FY 2019 UNEQUAL REF LEVY ADJUSTMENT = ((1125)-(1127)) = 339,459.20- |
| 1098 18 PAY 19 ADJ LIMIT 1099 18 PAY 19 ADJ LEVY 1100 FY 2019 1ST TIER REF LEVY ADJUSTMENT = ((1097)-(1099)) = 51,891.00- | FY 2019 3RD TIER REF LEVY ADJUST | FY 2019 TBRA ALLOCATION ADJUSTMENT TO VOTER-APPROVED LEVIES |
| FY 2019 1ST TIER BOARD-APPR ADJUST | 1115 FY 2019 3RD TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 240) 7,540,348.54 | 1129 FY 2019 ALLOC OF TBRA TO VTR-APPR REF LEVIES (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINES 272 TO 275) 4,471.97 |
| 1101 FY 2019 BRD-APPR REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 242) | 1116 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1046) 7,681,838.00 | 1130 PAY 18 ALLOC OF TBRA TO VOTER-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINES 280 TO 283) 4,471.97 |
| 1102 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1030) | 1117 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1047) 7,681,838.00 | 1131 FY 2019 TBRA ALLOCATION TOTAL ADJUSTMENT = (1130)-(1129) = |
| 1103 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1031) | 1118 TOTAL ADJUST TO PAY 18 3RD TIER REF LEVY AUTH = ((1115)-(1117)) = 141,489.46- | 1132 18 PAY 19 ADJ LIMIT 1133 18 PAY 19 ADJ LEVY |
| 1104 TOTAL ADJUST TO PAY 18 BRD-APPR REF LEVY AUTH | 1119 18 PAY 19 ADJ LIMIT 291,121.00- 1120 18 PAY 19 ADJ LEVY 291,121.00- 1121 FY 2019 3RD TIER REF LEVY ADJUSTMENT = ((1118)-(1119)) = 149,631.54 | 1134 FY 2019 TBRA ALLOC LEVY ADJUSTMENT |
| 1105 18 PAY 19 ADJ LIMIT 1106 18 PAY 19 ADJ LEVY 1107 FY 2019 BRD-APPR REF LEVY ADJUSTMENT | | |

| FY 2019 TBRA ALLOCATION ADJUSTMENT TO BOARD-APPROVED LEVIES | FY 2019 REFERENDUM HOLD HARMLESS ADJUSTMENT TO BOARD-APPROVED LEVIES | FY 2021 INTEGRATION ADJUSTMENT |
|---|---|---|
| 1135 FY 2019 ALLOC OF TBRA TO BRD-APPR REF LEVIES (FROM FY 2019 GENERAL REVENUE REPORT, LINE 271) | 1147 FY 2019 ALLOC OF HOLD HARM TO BRD-APPR REF LEVY (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 299) | 1164 FY 2021 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20) 363,431.14 |
| 1136 PAY 18 ALLOC OF TBRA TO BRD-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINE 281) | 1148 PAY 18 HOLD HARM ALLOC TO BOARD-APPR REF LEVY (FROM PAY 18 LEVY RPT, REPORT, LINE 311) | 1165 19 PAY 20 LIMIT 343,564.80 1166 19 PAY 20 LEVY 343,564.80 |
| 1137 FY 2019 TBRA ALLOCATION TOTAL ADJUSTMENT = (1136)-(1135) = | 1149 FY 2019 HOLD HARM TOTAL BRD-APPR ADJUSTMENT = (1148)-(1147) = | 1167 FY 2021 INTEGRATION ADJUSTMENT LIMIT = (1174)-(1175) = 19,866.34 |
| FY 2019 TBRA ALLOCATION ADJUSTMENT TO BOARD-APPROVED LEVIES (CONT) | 1150 18 PAY 19 ADJ LIMIT | FY 2019 INTEGRATION ADJUSTMENT |
| 1138 18 PAY 19 ADJ LIMIT | 1151 18 PAY 19 ADJ LEVY | 1168 FY 2019 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20) 316,159.37 |
| 1139 18 PAY 19 ADJ LEVY | 1152 FY 2019 HOLD HARM ALLOC | 1169 17 PAY 18 LIMIT 323,957.17 1170 17 PAY 18 LEVY 323,957.17 1171 TOTAL ADJUSTMENT = (1178)-(1180) = 7,797.80- |
| 1140 FY 2019 TBRA ALLOC LEVY ADJUSTMENT | FY 2021 ALT TEACHER COMP LEVY ADJUST | 1172 18 PAY 19 ADJ LIMIT 3,945.78 1173 18 PAY 19 ADJ LEVY 3,945.78 1174 FY 2019 INTEGRATION ADJUSTMENT LIMIT = (1181)-(1183) = 11,743.58- |
| FY 2019 REFERENDUM HOLD HARMLESS ADJUSTMENT TO VOTER-APPROVED LEVIES | 1153 FY 2021 ALT COMP LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 317) 804,221.99 | FY 2019 REEMPLOYMENT ADJUSTMENT |
| 1141 FY 2019 ALLOC OF HOLD HARM TO VTR-APPR REF LEVIES (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINES 300 TO 303) | 1154 19 PAY 20 LIMIT 818,224.38 1155 19 PAY 20 LEVY 818,224.38 1156 FY 2021 ALT TEACH COMP LEVY ADJUSTMENT = ((1153)-(1155)) = 14,002.39- | 1175 FY 2019 EXPEND ACTUAL 61,192.60 1176 REEMPLOY LEVY AUTH = 100% OF (1175) = 61,192.60 |
| 1142 PAY 18 HOLD HARM ALLOC TO VOTER-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINES 305 TO 308) | FY 2019 ALT TEACHER COMP LEVY ADJUST | 1177 18 PAY 19 LIMIT 60,000.00 1178 18 PAY 19 LEVY 60,000.00 |
| 1143 FY 2019 HOLD HARM TOTAL VTR-APPR ADJUSTMENT = (1142)-(1141) = | 1157 FY 2019 ALT COMP LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 340) 799,113.84 | 1179 FY 2019 REEMPLOY ADJUST = ((1186)-(1187)) = 1,192.60 |
| 1144 18 PAY 19 ADJ LIMIT | 1158 17 PAY 18 LIMIT 786,539.39 1159 17 PAY 18 LEVY 786,539.39 | FY 2019 SAFE SCHOOLS ADJUST |
| 1145 18 PAY 19 ADJ LEVY | 1160 TOTAL ADJUST TO PAY 18 ALT COMP LEVY AUTH = ((1157)-(1158)) = 12,574.45 | 1180 SAFE SCH Lvy REQUEST? YES 56 2018-19 ADJ PU (ACT) 9,218.03 1181 FY 2019 SAFE SCHOOLS AUTH \$36 X (56) = 331,849.08 |
| 1146 FY 2019 HOLD HARM ALLOC VTR-APPR ADJUSTMENT | 1161 18 PAY 19 ADJ LIMIT 12,574.45 1162 18 PAY 19 ADJ LEVY 12,574.45 | 1182 17 PAY 18 LIMIT 338,076.00 1183 17 PAY 18 LEVY 338,076.00 |
| | 1163 FY 2019 ALT TEACH COMP LEVY ADJUSTMENT | 1184 FY 2019 SAFE SCH ADJUST = ((1191)-(1193)) = 6,226.92- |

| FY 2019 SAFE SCHOOLS INTERMEDIATE ADJUST | | OPEB LEVY ADJUST (CONT) | | LTFM EQUALIZED LEVY ADJUST (CONT) | |
|--|---|------------------------------------|--|---|--|
| 1185 | SAFE SCH INTERMEDIATE LEVY ALLOW | 1200 | PRORATED ANNUAL OPEB LEVY AUTH | 1215 | TOTAL ADJUSTMENT = (1212)-(1214) = |
| | 15.00 | | 752,088.17 | | 2,964.00- |
| 56 | 2018-19 ADJ PU (ACT) | 1201 | 19 PAY 20 LIMIT | 1216 | 19 PAY 20 ADJ LIMIT |
| | 9,218.03 | | 752,088.17 | | 15,124.00 |
| 1186 | FY 2019 SAFE SCHOOLS INTERMEDIATE AUTHORITY = (1185) X (56) = | 1202 | 19 PAY 20 LEVY | 1217 | 19 PAY 20 ADJ LEVY |
| | 138,270.45 | | 752,088.17 | | 15,124.00 |
| 1187 | 17 PAY 18 LIMIT | 1203 | FY 2019 ANNUAL OPEB ADJUSTMENT (NO ADJUSTMENT) | 1218 | FY 2020 LTFM EQUALIZED LEVY ADJUST = (1215)-(1217) = |
| | 140,865.00 | | | | 18,088.00- |
| 1188 | 17 PAY 18 LEVY | | | | |
| | 140,865.00 | | | | |
| 1189 | FY 2019 SAFE SCHOOLS INTERMEDIATE ADJUST = ((1201)-(1203)) = | CAPITAL RELATED ADJUSTMENTS | | FY 2020 LTFM UNEQUALIZED LEVY ADJUST | |
| | 2,594.55- | FY 2021 LTFM EQUALIZED LEVY ADJUST | | 1219 FY 2020 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY 2020 WEBSITE REPORT, LINE 64) | |
| | | 1204 | FY 2021 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2021 WEBSITE REPORT, LINE 63) | | 5,111,864.18 |
| 1190 | FY 2019 CAREER TECH LEVY AUTHORITY (FY 2019 CTE AID REPORT LINE 21) | | 1,217,587.59 | 1220 | 18 PAY 19 LIMIT |
| | 94,550.69 | 1205 | 19 PAY 20 LIMIT | | 5,027,008.00 |
| | | 1206 | 19 PAY 20 LEVY | 1221 | 18 PAY 19 LEVY |
| | | | 1,232,939.59 | | 5,027,008.00 |
| 1191 | 18 PAY 19 LIMIT | | | 1222 | TOTAL ADJUSTMENT = (1219)-(1220) = |
| | 111,164.48 | 1207 | FY 2021 LTFM EQUALIZED LEVY ADJUST = (1204)-(1206) = | | 84,856.18 |
| 1192 | 18 PAY 19 LEVY | | 15,352.00- | 1223 | 19 PAY 20 ADJ LIMIT |
| | 111,164.48 | | | | 16,480.00- |
| 1193 | FY 2019 CAREER TECH ADJUSTMENT = ((1200)-(1202)) = | | | 1224 | 19 PAY 20 ADJ LEVY |
| | 16,613.79- | | | | 16,480.00- |
| | | | | 1225 | FY 2020 LTFM UNEQUALIZED LEVY ADJUST = (1222)-(1223) = |
| | | | | | 101,336.18 |
| | | 1208 | FY 2021 EST LTFM UNEQUALIZED LEVY AUTHORITY (FROM FY 2021 WEBSITE REPORT, LINE 64) | FY 2019 LTFM EQUALIZED LEVY ADJUST | |
| | | | 7,669,445.92 | 1226 FY 2019 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2019 WEBSITE REPORT, LINE 63) | |
| 1194 | FY 2019 ACTUAL COST (LIMITED TO \$600,000) | | | | 1,928,276.65 |
| 1195 | 18 PAY 19 LIMIT | 1209 | 19 PAY 20 LIMIT | 1227 | 17 PAY 18 LIMIT |
| | | | 7,721,514.48 | | 1,994,004.00 |
| 1196 | 18 PAY 19 LEVY | 1210 | 19 PAY 20 LEVY | 1228 | 17 PAY 18 LEVY |
| | | | 7,721,514.48 | | 1,994,004.00 |
| 1197 | FY 2019 HEALTH BENEFITS ADJUST | 1211 | FY 2021 LTFM UNEQUALIZED LEVY ADJUST = (1208)-(1210) = | 1229 | TOTAL ADJUSTMENT = (1226)-(1228) = |
| | | | 52,068.56- | | 65,727.35- |
| | | | | 1230 | 18 PAY 19 ADJ LIMIT |
| | | | | | 1.25 |
| | | | | 1231 | 18 PAY 19 ADJ LEVY |
| | | | | | 1.25 |
| | | 1212 | FY 2020 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2020 WEBSITE REPORT, LINE 63) | 1232 | 19 PAY 20 ADJ LIMIT |
| 1198 | FY 2019 ACTUAL COST (FIN 797 + OBJ 291) | | 1,830,018.00 | | 17,404.00- |
| | 752,088.17 | | | 1233 | 19 PAY 20 ADJ LEVY |
| 1199 | PRORATION FACTOR TO REFLECT STATEWIDE CAP | | 1,832,982.00 | | 17,404.00- |
| | 1.00000000 | 1213 | 18 PAY 19 LIMIT | 1234 | FY 2019 EQUAL LIMIT ADJUST = (1230)+(1232) = |
| | | | 1,832,982.00 | | 17,402.75- |
| | | 1214 | 18 PAY 19 LEVY | 1235 | FY 2019 EQUAL LEVY ADJUST = (1231)+(1233) = |
| | | | 1,832,982.00 | | 17,402.75- |

| LTFM EQUALIZED LEVY ADJUST (CONT) | | NET LEASE COSTS (CONT) | | NET LEASE COSTS (CONT) | |
|-----------------------------------|--|------------------------|---|------------------------|--|
| 1236 | FY 2019 LTFM EQUALIZED LEVY ADJUST = (1229)-(1235) = 48,324.60- | 1258 | PAY 18 OPER INTERMED 14,462.90 | 1290 | PAY 18 OPER NON-J LEASE COST LIMITED BY FY 2018 UFARS = LSR [(1261) + (1262)] OR (1289)= 118,147.50 |
| | | 1259 | PAY 18 CAP INTERMED 242,967.72 | | |
| | | 1260 | PAY 18 OPER JOINT 26,578.00 | | |
| | | 1261 | PAY 18 OPER NON-J ADM | | |
| | | 1262 | PAY 18 OPER NON-J OTH 118,147.50 | | |
| | | 1263 | PAY 18 CAPITAL JOINT | | |
| | | 1264 | PAY 18 CAP NON-J ADM | | |
| | | 1265 | PAY 18 CAP NON-J OTH 330,272.80 | 1291 | FY 2018 ADJUSTED COSTS (PAY 18) = (1266) - (1261)-(1262)+(1290)= 732,428.92 |
| 1237 | FY 2019 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY 2019 WEBSITE REPORT, LINE 64) 5,123,176.60 | 1266 | FY 2018 COSTS (PAY 18) SUM (1258) TO (1265)= 732,428.92 | 1292 | TOTAL FY 2019 OPER NON-J NET LEASE COSTS FOR (PAY 18) = (1271) + (1272) = |
| 1238 | 17 PAY 18 LIMIT 5,091,194.47 | | | 1293 | ACTUAL FY 2019 UFARS LEASE COSTS (FUND 1, OBJECT 370) 577,408.41 |
| 1239 | 17 PAY 18 LEVY 5,091,194.47 | | | 1294 | PAY 18 OPER NON-J LEASE COST LIMITED BY FY 2019 UFARS =LSR(1292)OR(1293)= |
| 1240 | TOTAL ADJUSTMENT = (1237)-(1238) = 31,982.13 | | | 1295 | FY 2019 ADJUSTED COSTS (PAY 18) = (1276) - (1271)-(1272)+(1294)= 15,618.09 |
| | | 1267 | PAY 18 OPER INTERMED | | |
| | | 1268 | PAY 18 CAP INTERMED | | |
| 1241 | 18 PAY 19 ADJ LIMIT 1.25- | 1269 | PAY 18 TIES CAPITAL 15,618.09 | | |
| 1242 | 18 PAY 19 ADJ LEVY 1.25- | 1270 | PAY 18 OPER JOINT | | |
| | | 1271 | PAY 18 OPER NON-J ADM | | |
| 1243 | 19 PAY 20 ADJ LIMIT 16,341.22- | 1272 | PAY 18 OPER NON-J OTH | | |
| 1244 | 19 PAY 20 ADJ LEVY 16,341.22- | 1273 | PAY 18 CAPITAL JOINT | | |
| | | 1274 | PAY 18 CAP NON-J ADM | | |
| 1245 | FY 2019 UNEQUAL LIMIT ADJUST = (1241)+(1243) = 16,342.47- | 1275 | PAY 18 CAP NON-J OTH | | |
| | | 1276 | FY 2019 COSTS (PAY 18) SUM (1267) TO (1275)= 15,618.09 | | |
| 1246 | FY 2019 UNEQUAL LEVY ADJUST = (1242)+(1244) = 16,342.47- | 1277 | PAY 19 OPER INTERMED 23,693.99 | 1296 | PAY 18 ADJUSTED NET LEASE COSTS = (1291) + (1295) = 748,047.01 |
| | | 1278 | PAY 19 CAP INTERMED 260,904.84 | | |
| 1247 | FY 2019 LTFM UNEQUALIZED LEVY ADJUST = (1240)-(1245) = 48,324.60 | 1279 | PAY 19 OPER JOINT 30,677.00 | 1297 | DIST'S SHARE OF PAY 18 LEASE COSTS FOR THE INTERMEDIATE DISTRICTS = (1258) + (1259) + (1267) + (1268) = 257,430.62 |
| | | 1280 | PAY 19 OPER NON-J ADM | | |
| | | 1281 | PAY 19 OPER NON-J OTH 105,136.90 | 56 | 2018-19 ADJ PU (ACT) 9,218.03 |
| | | 1282 | PAY 19 CAPITAL JOINT | 1298 | INTERM PUPIL UNIT AUTH = \$65 X (56) = 599,171.95 |
| | | 1283 | PAY 19 CAP NON-J ADM | | |
| | | 1284 | PAY 19 CAP NON-J OTH 332,277.30 | 1299 | INTERMEDIATE LEASE AUTHORITY = LSR OF (1297) OR (1298) = 257,430.62 |
| | | 1285 | FY 2019 COSTS (PAY 19) SUM (1277) TO (1284)= 752,690.03 | 1300 | INTERM DIST CARRYOVER TO REGULAR LEASE AUTH = (1297) - (1299) = |
| | | 1286 | TOTAL FY 2018 OPER NON-J NET LEASE COSTS =(1253)+(1261)+(1262) 118,147.50 | | |
| | | 1287 | ACTUAL FY 2018 UFARS LEASE COSTS (FUND 1, OBJECT 370) 638,348.22 | | |
| | | 1288 | PAY 17 OPER NON-J LEASE COST LIMITED BY FY 2018 UFARS LSR (1253) OR (1287)= | | |
| 1248 | PAY 17 OPER INTERMED | 1289 | REMAIN FY 2018 UFARS = GREATER OF ZERO OR [(1287) - (1288)] = 638,348.22 | | |
| 1249 | PAY 17 CAP INTERMED | | | | |
| 1250 | PAY 17 TIES CAPITAL 15,732.92 | | | | |
| 1251 | PAY 17 OPER JOINT | | | | |
| 1252 | PAY 17 OPER NON-J ADM | | | | |
| 1253 | PAY 17 OPER NON-J | | | | |
| 1254 | PAY 17 CAPITAL JOINT | | | | |
| 1255 | PAY 17 CAP NON-J ADM | | | | |
| 1256 | PAY 17 CAPITAL NON-J | | | | |
| 1257 | FY 2018 COSTS (PAY 17) SUM (1248) TO (1256)= 15,732.92 | | | | |

| NET LEASE COSTS (CONT) | | OTHER GENERAL LIMITATION ADJUSTMENTS | OTHER GENERAL LIMITATION ADJUSTMENTS |
|-------------------------------------|--|--|---|
| 1301 | PAY 18 LEASE COST UNDER REGULAR AUTH = (1296) - (1299) = 490,616.39 | 760 GENERAL FUND LEVY ADJ FOR FAC & EQUIP BONDS | 1327 FY 2018 CAREER TECH ADJUST (SEE WEBSITE) |
| 56 | 2018-19 ADJ PU (ACT) 9,218.03 | 1313 ECON DEV ABATE ADJUST (MEMO) | 1328 OTHER ADJUST, GEN NTC OTHER JOBZ EXEMPT (MEMO) |
| 1302 | PAY 18 PUPIL UNIT MAX AUTH = \$212 X (56) = 1,954,222.36 | 1314 DEBT SURPLUS TRANSFER (MEMO) | 1329 TOTAL OTHER ADJUST, GEN NTC OTHER JOBZ EXEMPT=(1325)+(1326) + (1327)+(1328) = |
| 1303 | PAY 18 COMMISSIONER APPROVED LIMIT | 1315 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 9) | |
| 1304 | REGULAR MAX AUTHORITY = GTR OF (1302) OR (1303) = 1,954,222.36 | 1316 OTHER ADJUST, GEN RMV VOTER APPROVED JOBZ EXEMPT (MEMO) | GENERAL FUND ADJUSTMENT SUMMARY |
| 1305 | TOTAL PAY 18 REGULAR LEASE LEVY AUTHORITY = LSR OF (1301) OR (1304) = 490,616.39 | 1317 TOTAL OTHER ADJUST GEN RMV VOTER APPR JOBZ EXEMPT = (1315)+(1316)= | 1330 GENERAL RMV VOTER APPROVED JOBZ EXEMPT =(1032)+(1040)+ (1048)+(1054)+(1063) +(1100)+(1114)+(1121) +(1128)+(1134)+(1317) 469,325.70- |
| 1306 | TOTAL PAY 18 REGULAR & INTERM LEASE LEVY AUTH = (1299) + (1305) = 748,047.01 | 1318 MAINT PU VAR (MEMO) | 1331 GENERAL RMV OTHER JOBZ EXEMPT =(1012)+ (1016)+(1020)+(1024) +(1056)+(1065)+(1079) +(1086)+(1093)+(1107) +(1140)+(1152)+(1321) 143,690.19- |
| 1307 | 17 PAY 18 LIMIT 761,568.33 | 1319 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 14) | 1332 GENERAL NTC VOTER APPROVED JOBZ EXEMPT =(1324) = 13,004.29 |
| 1308 | 17 PAY 18 LEVY 761,568.33 | 1320 OTHER ADJUST, GEN RMV OTHER JOBZ EXEMPT (MEMO) | 1333 GENERAL NTC OTHER JOBZ EXEMPT = (760)+(1156)+(1163) +(1167)+(1174)+(1179) +(1184)+(1189)+(1193) +(1197)+(1203)+(1312) +(1313)+(1314)+(1329) 32,281.78- |
| 1309 | PAY 18 LEASE LEVY LIMITATION ADJUSTMENT = (1316)-(1318) = 13,521.32- | 1321 TOTAL OTHER ADJUST GEN RMV OTHER JOBZ EXEMPT= =(1318)+(1319)+(1320) | 1334 TOTAL GENERAL LEVY LIMITATION ADJUSTMENT = (1330)+(1331) + (1332)+(1333) = 632,293.38- |
| CAPITAL RELATED ADJUSTMENTS SUMMARY | | 1322 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 23) | |
| 1004 | FY 2021 OPER CAP ADJ 6,574.48- | 1323 OTHER ADJUST, GEN NTC VOTER APPROVED JOBZ EXEMPT (MEMO) 13,004.29 | |
| 1072 | FY 2019 OPER CAP ADJ 2,108.69 | 1324 TOTAL OTHER ADJUST GEN NTC VOTER APPR JOBZ EXEMPT =(1322)+(1323)= 13,004.29 | |
| 1207 | FY 2021 LTFM EQ ADJ 15,352.00- | 1325 TIF ADJUST (MEMO) | |
| 1211 | FY 2021 LTFM UNEQ ADJ 52,068.56- | 1326 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 28) | |
| 1218 | FY 2020 LTFM EQ ADJ 18,088.00- | | |
| 1225 | FY 2020 LTFM UNEQ ADJ 101,336.18 | | |
| 1236 | FY 2019 LTFM EQ ADJ 48,324.60- | | |
| 1247 | FY 2019 LTFM UNEQ ADJ 48,324.60 | | |
| 1309 | PAY 18 LEASE LEVY ADJ 13,521.32- | | |
| 1310 | LEASE LEVY ADJ (MEMO) | | |
| 1311 | OTHER CEX ADJ (MEMO) | | |
| 1312 | TOTAL CAPITAL RELATED LEVY LIMIT ADJUSTMENT =(1004)+(1072)+(1207) +(1211)+(1218)+(1225) +(1236)+(1247)+(1309) +(1310)+(1311) = 2,159.49- | | |

| COMMUNITY SERV FUND ADJUSTMENTS | GENERAL DEBT SERVICE ADJUSTMENTS | FY 2019 LTFM DEBT LEVY ADJUST |
|---|---|---|
| FY 2021 EARLY CHILD FAMILY ADJUST | 1701 REDUCTION DEBT SERVICE EXCESS, VOTER APPROVED = (762) X -1 = 392,748.69- | 1718 FY 2019 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 19 RPT, LINE 59) 1,574,574.75 |
| 1401 FY 2021 REVISED ECFE LEVY AUTH (FROM FY 2021 ECFE AID REPORT, LINE 1.7) 324,697.79 | 1702 OTHER ADJUST (MEMO) VOTER APPROVED | 1719 17 PAY 18 LIMIT 1,574,576.00 1720 17 PAY 18 LEVY 1,574,576.00 |
| 1402 19 PAY 20 LIMIT 324,815.26 | 1703 TOTAL DEBT SERV ADJUST VOTER APPROVED = (1701)+(1702) = 392,748.69- | 1721 TOTAL ADJUSTMENT ADJ =(1718)-(1719)= 1.25- |
| 1403 19 PAY 20 LEVY 324,815.26 | 1704 REDUCTION DEBT SERVICE EXCESS, NON-VOTER APPROV = (763) X -1 = 67,936.24- | 1722 18 PAY 19 ADJ LIMIT 1.25- 1723 18 PAY 19 ADJ LEVY 1.25- |
| 1404 FY 2021 EARLY CHILD FAMILY ADJUST = ((1401)-(1403)) = 117.47- | 1705 OTHER ADJUST (MEMO) NON-VOTER APPROVED | 1724 19 PAY 20 ADJ LIMIT 1725 19 PAY 20 ADJ LEVY |
| 1405 FY 2019 HOME VISITING FINAL ADJUSTMENT (FROM FY 2019 HOME VISITING AID REPORT, LINE 8) 5,846.18 | 1706 TOTAL DEBT SERV ADJUST NON-VOTER APPROVED = (1704)+(1705) + (1710)+(1717)+(1728)= 67,936.24- | 1726 FY 2019 DEBT LIMIT ADJUST = (1722)+(1724) = 1.25- 1727 FY 2019 DEBT LEVY ADJUST = (1723)+(1725) = 1.25- |
| 1406 17 PAY 18 LIMIT 5,777.94 | | 1728 FY 2019 LTFM DEBT LEVY ADJ =(1721)-(1726)= |
| 1407 17 PAY 18 LEVY 5,777.94 | | |
| 1408 FY 2019 HOME VISIT ADJUSTMENT = ((1405)-(1406)) = 68.24 | | |
| FY 2019 SCHOOL-AGE CARE | FY 2021 LTFM DEBT LEVY ADJUST | |
| 1409 FY 2019 AUTHORITY (FROM UFARS EXPENDITURES) 506,743.25 | 1707 FY 2021 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 21 RPT, LINE 59) 2,385,573.76 | OTHER POSTEMPLOYMENT BENEFITS (OPEB) & PENSION DEBT SERVICE ADJUSTMENTS |
| 1410 17 PAY 18 LIMIT 470,000.00 | 1708 19 PAY 20 LIMIT 2,385,573.76 | 1901 REDUCTION DEBT EXCESS, VOTER APPROV = GTR OF [(921)OR(924)] X -1 = |
| 1411 17 PAY 18 LEVY 470,000.00 | 1709 19 PAY 20 LEVY 2,385,573.76 | 1902 OTHER OPEB DS ADJUST (MEMO) VOTER APPROVED |
| 1412 FY 2019 SCH-AGE CARE ADJUSTMENT = ((1409)-(1410)) = 36,743.25 | 1710 FY 2021 LTFM DEBT LEVY ADJ =(1707)-(1708)= | 1903 TOTAL OPEB DEBT SERV ADJ VOTER APPROVED = (1901)+(1902) = |
| 1413 ADULTS W/DISABILITIES ADJUST | | 1904 REDUCTION DEBT EXCESS, NON-VOTER = GTR OF [(922)OR(925)] X -1 = |
| 1414 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 33) | FY 2020 LTFM DEBT LEVY ADJUST | 1905 OTHER OPEB DS ADJUST (MEMO)NON-VOTER APPR |
| 1415 OTHER ADJUST (MEMO) | 1711 FY 2020 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 20 RPT, LINE 59) 1,644,170.00 | 1906 TOTAL ADJUSTMENT NON-VOTER APPROVED = (1904)+(1905) = |
| 1416 TOTAL OTHER ADJUST =(1414)+(1415)= | 1712 18 PAY 19 LIMIT 1,644,170.00 1713 18 PAY 19 LEVY 1,644,170.00 | |
| 1417 TOTAL COMMUNITY SERVICE LIMITATION ADJUSTMENT = (1404)+(1405)+(1412) + (1413)+(1416) = 36,694.02 | 1714 TOTAL ADJUSTMENT ADJ =(1711)-(1712)= 1715 19 PAY 20 ADJ LIMIT 1716 19 PAY 20 ADJ LEVY | |
| | 1717 FY 2020 LTFM DEBT LEVY ADJ =(1714)-(1715)= | |

| ABATEMENT ADJUSTMENTS | | INITIAL ABATE LEVY ADJUST BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND) | CARRY-OVER ABATEMENT LEVY AUTHORITY |
|-----------------------------------|--|--|--|
| INITIAL ABATEMENT LEVY ADJUSTMENT | | | PAY 20 REGULAR ABATEMENT LIMIT |
| 2001 | SCHOOL TAXES ABATED IN 2019 | 412,101.06- | 2025 GENERAL=(2004)-(2024)- (2026)-(2027)-(2028)= 282,638.47 |
| 2002 | SCHOOL TAXES ADDED IN 2019 | | 2026 COM SER [(2004)X (2012)]-(2022) = 5,584.96 |
| 2003 | NET CHANGE IN SCHOOL TAXES = (2001)+(2002) = | 412,101.06- | 2027 GDS DBT [(2004)X (2013)]-(2023) = 113,642.18 |
| 2004 | ABATEMENT RECOVERY REVENUE [GTR OF ZERO OR -1 X (2003)] | 412,101.06 | 2028 OPEB DBT [(2004)X (2014)] = |
| 2024 | FY 2021 ABATEMENT AID | 10,235.45 | 2005 TOTAL = (2004)-(2024) 401,865.61 |
| 2005 | INITIAL ABATEMENT LEVY ADJUSTMENT = (2004)-(2024) = | 401,865.61 | ABATEMENT INTEREST ADJUSTMENT |
| | PAY 18 CERTIFIED LEVY PLUS AUDITOR ADJUSTMENT BY FUND | | 2029 ABATEMENT INTEREST DEDUCTED FROM TAX SETTLEMENTS IN 2019 6,172.05 |
| 2006 | GENERAL | 38,555,215.87 | ABATEMENT INTEREST ADJUST BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND) |
| 2007 | COMMUNITY SERVICE | 1,073,814.38 | 2030 GENERAL = (2029) -(2031) -(2032)-(2033) = 4,348.91 |
| 2008 | GENERAL DEBT SERVICE | 15,089,279.76 | 2031 COM SER (2029)X(2012) 121.12 |
| 2009 | OPEB DEBT SERVICE | | 2032 GEN DBT (2029)X(2013) 1,702.02 |
| 2010 | TOTAL | 54,718,310.01 | 2033 OPEB DBT (2029)X(2014) 2029 TOTAL 6,172.05 |
| | CERTIFIED LEVY RATIO BY FUND | | FY 2019 ABATEMENT AID ADJUSTMENT (ZERO IF NO LEVY AUTHORITY IN FUND) |
| 2011 | GENERAL (2006)/(2010) | .70461269 | 2034 GENERAL |
| 2012 | COM SER (2007)/(2010) | .01962441 | 2035 COMMUNITY SERVICE |
| 2013 | GEN DBT (2008)/(2010) | .27576290 | 2036 GEN DEBT |
| 2014 | OPEB DBT (2009)/(2010) | | 2037 OPEB DEBT |
| 2015 | TOTAL | 1.00000000 | 2038 TOTAL |
| | ABATEMENT AID BY FUND (FROM PART III OF FY 2021 ABATEMENT AID REPORT) | | TOTAL REGULAR ABATEMENT LEVY ADJUST |
| 2016 | GENERAL | 7,733.17 | 2039 GENERAL = (2025)+(2030)+(2034)= 286,987.38 |
| 2017 | COMMUNITY SERVICE | 2,502.28 | 2040 COMMUNITY SERVICE = (2026)+(2031)+(2035)= 5,706.08 |
| 2018 | GENERAL DEBT SERVICE | | 2041 GEN DEBT SERVICE = (2027)+(2032)+(2036)= 115,344.20 |
| 2019 | TOTAL | 10,235.45 | 2042 OPEB DEBT SERVICE = (2028)+(2033)+(2037)= |
| 2020 | EST FY 2021 ABATEMENT AID PRORATION FACTOR | 1.00000000 | 2043 TOTAL 408,037.66 |
| | PRORATED ABATEMENT AID BY FUND | | |
| 2021 | GENERAL (2020)X(2016) | 7,733.17 | |
| 2022 | COM SER (2020)X(2017) | 2,502.28 | |
| 2023 | GEN DBT (2020)X(2018) | | |
| 2024 | TOTAL | 10,235.45 | |

| PREVIOUS ADVANCE ABATE LEVY (PAY 19 PREVIOUS ADVANCE PLUS PAY 19 ADVANCE LEVY) | GEN DEBT SERV INITIAL LEVY SUMMARY | POSITIVE OFFSETTING ADJUSTMENTS IN GENERAL AND COM SERV FUNDS |
|---|---|---|
| 2065 GENERAL 199,165.98 | 3007 GEN DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (815)+(1703)+(2041) | 3016 GEN RMV VOTER JOBZ EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3001)] |
| 2066 COMMUNITY SERVICE 6,286.04 | + (2054)+(2072) = 12,863,267.81 | |
| 2067 GENERAL DEBT SERVICE 86,441.13 | 3008 GEN DEBT SERVICE OTHER JOBZ NONEXEMPT = (816)+(1706)+(2041) | 3017 GEN RMV OTHER JOBZ EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3002)] |
| 2068 OPEB DEBT SERVICE | + (2054)+(2072) = 2,216,071.65 | |
| 2069 TOTAL 291,893.15 | 3009 TOTAL DEBT SERVICE FUND INITIAL LEVY LIMITATION = (3007)+(3008) = 15,079,339.46 | 3018 GEN NTC VOTER JOB EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3003)] |
| ADVANCE ABATEMENT ADJUSTMENT BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND) | OPEB/PENSION DEBT SERVICE INITIAL LEVY SUMMARY | 3019 GEN NTC OTHER JOBZ EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3004)] |
| 2070 GENERAL=(2060)-(2069)- (2071)-(2072)-(2073)= 140,544.87- | 3010 OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (903)+(1901)+(2042) | 3020 COM SERV POSITIVE OFFSET GTR 0 OR [0-(3006)] |
| 2071 COM SER (2062)-(2066) 4,653.36- | + (2055)+(2073) = | |
| 2072 GEN DBT (2063)-(2067) 63,498.70- | 3011 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT =(908)+(1904)+(2042) | COLLECT NEGATIVE ADJUSTMENTS IN GENERAL AND COMM ED FUNDS |
| 2073 OPEB DBT (2064)-(2068) | + (2055)+(2073) = | 3021 GEN RMV VOTER JOBZ EXEMPT NEGATIVE OFFSET |
| 2074 TOTAL 208,696.93- | 3012 TOTAL OPEB/PENSION DEBT SERVICE FUND INITIAL LEVY LIMITATION = (3010)+(3011) = | 3022 GEN RMV OTHER JOBZ EXEMPT NEGATIVE OFFSET |
| TOTAL INITIAL LEVY LIMITATION SUMMARY BEFORE OFFSETTING ADJUST | OFFSETTING ADJUSTMENTS (COUNTY AUDITORS CANNOT SPREAD LEVIES BASED ON A NEGATIVE TAX RATE. TOTAL LEVY LIMITATIONS BY TRUTH IN TAXATION LEVY/FUND CATEGORY SHOWN ON PAGE 31 MUST BE ZERO OR GREATER). | 3023 GEN NTC VOTER JOB EXEMPT NEGATIVE OFFSET |
| GENERAL FUND INITIAL LEVY SUMMARY | OFFSET CARRIED FORWARD | 3024 GEN NTC OTHER JOBZ EXEMPT NEGATIVE OFFSET |
| 3001 GENERAL RMV VOTER APPROVED JOBZ EXEMPT = (566)+(1330) = 16,266,908.10 | 3013 GENERAL | 3025 COM SERV NEGATIVE OFFSET |
| 3002 GENERAL RMV OTHER JOBZ EXEMPT = (567)+(1331) = 7,137,217.72 | 3014 GENERAL DEBT SERVICE | NET OFFSETTING ADJUSTMENTS IN GEN AND COM SERV |
| 3003 GENERAL NTC VOTER APPROVED JOBZ EXEMPT = (568)+(1332) = 6,490,673.23 | 3015 OPEB/PENSION DEBT SERVICE | |
| 3004 GENERAL NTC OTHER JOBZ EXEMPT +(570)+(1333)+(2039) +(2052)+(2070) = 14,833,554.55 | | 3026 GEN RMV VOTER JOBZ EXEMPT NET OFFSET ADJ = (3016)+(3021) = |
| 3005 TOTAL GENERAL FUND INITIAL LEVY LIMITATION = (569)+(3001)+(3002) + (3003)+(3004) = 44,728,353.60 | | |
| COMMUNITY SERV INITIAL LEVY SUMMARY | | |
| 3006 TOTAL COMMUNITY SERVICE FUND INITIAL LEVY LIMITATION = (634)+(1417)+(2040) + (2053)+(2071) = 1,117,751.80 | | |

| NET OFFSETTING ADJUS (CONT) | POSITIVE OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FND (CONT) | NET NEGATIVE ADJUSTMENT (CONT) |
|--|--|---|
| 3027 GEN RMV OTHER JOBZ EXEMPT NET OFFSET ADJ = (3017)+(3022) = | 3036 GDS OTH JOBZ NONEXEMPT NET OFFSET ADJ = (3032)+(3034) = | 3044 GENERAL DEBT SERVICE ADJUST BALANCE FORWARD =(3014)-(3035) -(3036)= |
| 3028 GEN NTC VOTER JOB EXEMPT NET OFFSET ADJ = (3018)+(3023) = | 3037 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3010)] | 3045 OPEB/PENSION DEBT SERVICE ADJUST BALANCE FORWARD =(3041)-(3042)= |
| 3029 GEN NTC OTHER JOBZ EXEMPT NET OFFSET ADJ = (3019)+(3024) = | | 3046 TOTAL ADJUST BALANCE FORWARD =(3043) +(3044)+(3045)= |
| 3030 COM SERV NET OFFSET ADJ = (3020)+(3025) = | | |
| | POSITIVE OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND | LEVY AFTER OFFSETS STARTING POINT FOR MAX EFFORT ADJUSTMENTS |
| | | 3500 GEN DEBT VOTER APPR 12,863,267.81 |
| | | 3501 GEN DEBT OTHER 2,216,071.65 |
| | | 3502 OPEB DEBT VOTER APPR |
| | | 3503 OPEB DEBT OTHER |
| | | 3504 GENERAL NTC VOTER 6,490,673.23 |
| | | 3505 GENERAL NTC OTHER 14,833,554.55 |
| | | 3506 COMMUNITY SERVICE 1,117,751.80 |
| | | |
| | POSITIVE OFFSETTING ADJUSTMENTS IN GENERAL DEBT SERV FUND | MAXIMUM EFFORT LOAN AID |
| 3031 GDS VOTER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3007)] | 3039 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT NEGATIVE OFFSET | 3507 ACT MAX EFF LOAN AID FOR FY 2018 (FUND 7) |
| 3032 GDS OTHER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3008)] | 3040 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT NEGATIVE OFFSET | 3508 ACT MAX EFF LOAN AID FOR FY 19 (ALL FUNDS) |
| | | 3509 ACT MAX EFF LOAN AID FOR FY 20 (ALL FUNDS) |
| | NET OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND | 3510 ACT MAX EFF LOAN AID FOR FY 21 (ALL FUNDS) |
| 3033 GDS VOTER JOBZ NONEXEMPT NEGATIVE OFFSET | 3041 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT NET OFFSET ADJ = (3037)+(3039) = | 3511 EST/ACT MAX EFF LOAN AID FY 22 (LAST YEAR) |
| 3034 GDS OTH JOBZ NONEXEMPT NEGATIVE OFFSET | 3042 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT NET OFFSET ADJ = (3038)+(3040) = | 3512 PAY 18 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = |
| | | 3513 PAY 19 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = |
| | NET OFFSETTING ADJUSTMENTS IN GENERAL DEBT SERV FUND | 3514 PAY 20 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = |
| 3035 GDS VOTER JOBZ NONEXEMPT NET OFFSET ADJ = (3031)+(3033) = | 3043 GENERAL ADJUST BALANCE FORWARD = (3013)-(3026) -(3027)-(3028)-(3029) -(3030) = | 3515 REQUESTED DEBT DEFEASANCE AMOUNT BY END OF FY 2022 |
| | | 3516 BAL AVAIL END FY 2022 =(3507)+(3508)+(3509) +(3510)+(3511)-(3512) -(3513)-(3514)-(3515) |

| MAXIMUM EFFORT LOAN AID (CONT) | FY 2022 TAC ADD REF REV | TACONITE RECEIPTS (CONT) |
|--|--|--|
| 3517 PLANNED LEVY REDUCTION ALL FUNDS FOR PAY 21 NOT GTR THAN BAL AVAI | 4008 FY 13 REF REV ALLOW 4009 TAC REF ADD ALLOWANCE = (4008) + \$415 = 4010 ADD FRONT END FORMULA = (4002) X (4009) = | 4026 TOTAL PAY 19 TAC LEVY LIMIT ADJUST ON LEVY LIMIT & CERTIFICATION |
| LEVY LIMITS ARE REDUCED IN THE FOLLOWING ORDER | 4011 TAC ADD BASE = GTR 0 OR [(4010)-(4005)] = | 4027 FY 2020 ELIG DIST TAC REPL AMT PLUS PAY 19 TAC LEVY ADJUSTMENT =(4024)+(4026)-(4019) |
| 3518 GEN DEBT VOTER = 3519 GEN DEBT OTHER = 3520 OPEB DEBT VOTER = 3521 OPEB DEBT OTHER = 3522 GENERAL NTC VOTER = 3523 GENERAL NTC OTHER = 3524 COMMUNITY SERVICE = | 4012 TAC ADD REF REVENUE = (4011) X 22.5% = | 4028 TAC POT ALLOCATED FROM OTHER TAC SCH DIST FOR PAY 19 LEVY REPLACEMENT [NOT INCL IN (4024)] |
| 3525 MAX EFF LEVY LIMIT ADJ = SUM (3518) TO (3524)= | FY 2022 TAC TOTAL REF REV (JULY 2021 PAYMENT) | 4029 TAC PROP TAX RELIEF ACCOUNT TRANSFER FOR PAY 19 LEVY REPLACEMENT [NOT INCL IN (4024)] |
| 3526 MAX EFFORT LOAN EST AID THRU FY 2022 RETAINED FOR FUTURE USE =(3516) - (3525) = | 4013 TAC TOTAL REF REV = (4007) + (4012) = 4014 MAXIMUM EC RESERVE = (59) X \$25 = 4015 RSVD EARLY CHILDHOOD = LSR(4013)OR(4014)= | 4030 FY 2020 ADDITIONAL TAC POT 11 CENTS/TON [NOT INCL IN (4024)] 4031 FY 2020 TAC BLDG MAINT & REPAIR 4 CENTS/TON [NOT INCL IN (4024)] |
| TACONITE REFERENDUM DATA INFORMATION ONLY | FY 2020 TACONITE RECEIPTS (FEB 2020 & AUG 2020 PYMT) USED TO CALCULATE PAY 21 LEVY LIMITATION REDUCTION | LEVY LIMIT SUBJECT TO TACONITE ADJUSTMENT |
| 4001 1983-84 RESIDENT PU 4002 2011-12 RESIDENT PU 46 2019-20 RES PU (PRE) 7,987.82 59 2021-22 ADJ PU (EST) 9,180.60 | 4016 TAC POT 13.72 CENTS PER TON (INITIAL AMT) 4017 CITY/TWP REPLACEMENT NOT USED THIS YEAR | 4032 COMMUNITY SERVICE 4033 OTHER GENERAL NTC |
| 4003 TACONITE REG REF PU =GTR (4001) OR (46)= | 4018 TAC POT ALLOCATED TO OTHER TAC SCHOOL DIST TO FUND LINE (4028) | 4034 REDUCED OTHER NTC FOR LIMITED LTFM LEVY |
| 4004 2011 NET TAX CAPACITY 4005 TAC REF REV REDUCT FOR BOTH REG AND ADD REF = (4004) X 1.8% = | 4019 TAC POT ALLOCATED TO CITIES AND TOWNSHIPS (SEE SPREADSHEET) AUG 2020 PYMTS MADE | 4035 OTHER GENERAL RMV 4036 OP REFERENDUM (VOTER) 4037 = 50% OF (4036) = |
| FY 2022 TAC REG REF REV (PAY 01 REF LEVY REQ) | 4020 TAC POT RECEIPTS BASE = (4016) - (4017) - (4018) - (4019) = | 4038 CAP PROJ LIMIT(VOTER) 4039 = 50% OF (4038) = |
| 4006 REG FRONT END FORMULA = (4003) X \$175 = | 4021 MINING 3.43 CENTS/TON | 4040 NET OPEB DEBT SERV LEVY NON-VOTER APPR BONDS |
| 4007 TAC REG REF REV = GTR 0 OR [(4006)-(4005)]= | 4022 TAC RAILR GRANDFATHER 4023 DEER RVR GRANDFATHER | 4041 NET OPEB DEBT SERV LEVY FOR VOTER APPR BONDS 4042 = 50% OF (4041) = |
| | 4024 FY 2020 ELIGIBLE TAC RECEIPTS BASE AMOUNT =SUM(4020) TO (4023)= | 4043 NET GEN DEBT SERV LEVY NON-VOTER APPR BONDS |
| | 4025 MAX TAC REDUCT = 95% OF [(4024) + (4019)] | 4044 NET GEN DEBT SERV LEVY FOR VOTER APPR BONDS 4045 = 50% OF (4044) = |

LEVY TACONTE ADJUST (CONT)

FY 2022 LEVY, AID & REVENUE SUMMARY
BY FUND CONTINUES ON PAGE 30

4046 COM SERV = -1 X (LSR
OF (4025) OR (4032))=
4047 REMAINING REDUCTION
= (4025)+(4046) =

4048 GEN OTH NTC = -1 X (LSR
OF (4034) OR (4047))=
4049 REMAINING REDUCTION
= (4047)+(4048) =

4050 OPEB TACONITE ADJUST
NON-VOTER = -1 X (LSR
OF (4040) OR (4049))=
4051 REMAINING REDUCTION
= (4049)+(4050) =

4052 GDS TACONITE ADJUST
NON-VOTER = -1 X (LSR
OF (4043) OR (4051))=
4053 REMAINING REDUCTION
= (4049)+(4052) =

4054 GEN OTH RMV = -1 X (LSR
OF (4035) OR (4053))=
4055 REMAINING REDUCTION
= (4053)+(4054) =

4056 OPER REF = -1 X (LSR
OF (4037) OR (4055))=
4057 REMAINING REDUCTION
= (4055)+(4056) =

4058 CAP PROJ = -1 X (LSR
OF (4039) OR (4057))=
4059 REMAINING REDUCTION
= (4057)+(4058) =

4060 OPEB DEBT TAC ADJUST
VOTER APPR= -1 X (LSR
OF (4042) OR (4059))=
4061 REMAINING REDUCTION
= (4059)+(4060) =

4062 GDS TACONITE ADJUST
VOTER APPR= -1 X (LSR
OF (4045) OR (4061))=

4063 TOTAL TACONITE LEVY
LIMITATION ADJUST =
(4046)+(4048)+(4050)+
(4052)+(4054)+(4056)+
(4058)+(4060)+(4062)=

4064 CITY/TOWNSHIP DISTRIBUTION
= (4025)+(4063) =

| FY 2022 LEVY, AID & REVENUE SUMMARY BY FUND (ESTIMATE AT TIME OF PROPOSED LEVY CERTIFICATION) | | COMMUNITY SERVICE FUND | OPEB/PENSION DEBT SERVICE FUND (CONT |
|--|----------------|--|--|
| GENERAL FUND | | 5013 MAX EFFORT LOAN AID USED = -(3524) = | 5025 TOTAL OPEB/PENSION DEBT SERVICE FUND LEVY LIMITATION = (5023)+(5024) = |
| 5001 GEN RMV VOTER APPROVED JOBZ EXEMPT = (3001) +(3026)+(4056) = | 16,266,908.10 | 5014 TACONITE RECEIPTS = -(4046) = | 5026 MAX EFFORT LOAN AID USED = -(3520)-(3521) = |
| 5002 GENERAL RMV OTHER JOBZ EXEMPT = (3002) +(3027)+(4054) = | 7,137,217.72 | 5015 TOTAL COMM SERV FUND REVENUE = (5011) +(5012)+(5013)+(5014) 1,254,648.02 | 5027 TACONITE RECEIPTS = -(4050)-(4060) = |
| 5003 GEN NTC VOTER APPROVED JOBZ EXEMPT = (3003)+ (3028)+(3522)+(4058)= | 6,490,673.23 | GENERAL DEBT SERVICE FUND | 5028 TOTAL OPEB/PENSION DEBT SERVICE FUND REVENUE =(5025)+(5026)+(5027) |
| 5004 GENERAL NTC OTHER PHASED OUT IN FY18 | | 5016 GEN DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (3007)+ (3035)+(3518)+(4062)= | 12,863,267.81 |
| 5005 GENERAL NTC OTHER JOBZ EXEMPT = (3004)+ (3029)+(3523)+(4048)= | 14,833,554.55 | 5017 GEN DEBT SERV OTHER JOBZ NONEXEMPT = (3008) (3036)+(3519)+(4052)= | 2,216,071.65 |
| 5006 TOTAL GENERAL FUND LEVY LIMITATION = (5001)+(5002)+(5003) + (5004)+(5005) = | 44,728,353.60 | 5018 TOTAL DEBT SERVICE FUND LEVY LIMITATION = (5016)+(5017) = | 15,079,339.46 |
| 5007 TOTAL GENERAL FUND AID = (322)+(328)+(333) + (339)+(355)+(380) +(408)+(493)+(2021)= | 79,302,990.85 | 5019 TOTAL DEBT SERVICE FUND AID = (488)+ (779)+(798)+(2023) = | |
| 5008 MAX EFFORT LOAN AID USED = -(3522)-(3523) = | | 5020 MAX EFFORT LOAN AID USED =(3515)-(3518)-(3519) | |
| 5009 TACONITE RECEIPTS = - (4048)-(4054) - (4056)-(4058) = | | 5021 TACONITE RECEIPTS = -(4052)-(4062) = | |
| 5010 TOTAL GENERAL FUND REVENUE = (5006)+ (5007)+(5008)+(5009)= | 124,031,344.45 | 5022 TOTAL DEBT SERVICE FUND REVENUE = (5018) +(5019)+(5020)+(5021) | 15,079,339.46 |
| COMMUNITY SERVICE FUND | | OPEB/PENSION DEBT SERVICE FUND | |
| 5011 TOTAL COMMUNITY SERVICE FUND LEVY LIMITATION = (3006)+ (3030)+(3524)+(4046)= | 1,117,751.80 | 5023 OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT =(3010)+ (3041)+(3520)+(4060)= | |
| 5012 TOTAL COMMUNITY SERVICE FUND AID = (611)+(621)+(626) + (632)+(2022) = | 136,896.22 | 5024 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT=(3011)+ (3042)+(3521)+(4050)= | |
| | | TOTAL, ALL FUNDS | |
| | | 5029 TOTAL LEVY LIMIT = (5006)+(5011) + (5018)+(5025) = | 60,925,444.86 |
| | | 5030 TOTAL AID = (5007)+(5012) + (5019) = | 79,439,887.07 |
| | | 5031 TOTAL MAX EFFORT AID USED = (5008)+(5013) + (5020)+(5026) = | |
| | | 5032 TOTAL TACONITE RECEIPTS = (5009)+(5014) + (5021)+(5027) = | |
| | | 5033 TOTAL REVENUE = (5010)+(5015) + (5022)+(5028) = | 140,365,331.93 |

I. COMPUTATION OF 2020 PAYABLE 2021 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

| FUND | INITIAL LEVY LIMITATION | LIMITATION ADJUSTMENTS | ABATEMENT ADJUSTMENTS | OFFSET ADJUSTMENTS | TAC/MAX EFF ADJUSTMENT | MAXIMUM LEVY LIMITATION |
|---------------------|-------------------------|------------------------|-----------------------|--------------------|------------------------|-------------------------|
| GEN-RMV VOTER-EXEMP | 16,736,233.80 | 469,325.70- | N/A | | | 16,266,908.10 |
| GEN-RMV OTHER-EXEMP | 7,280,907.91 | 143,690.19- | N/A | | | 7,137,217.72 |
| GEN-NTC VOTER-EXEMP | 6,477,668.94 | | N/A | | | 6,490,673.23 |
| GEN-NTC OTHER-GENED | N/A | N/A | N/A | N/A | N/A | N/A |
| GEN-NTC OTHER-EXEMP | 14,719,393.82 | 32,281.78- | 146,442.51 | | | 14,833,554.55 |
| TOTAL GENERAL | 45,214,204.47 | 632,293.38- | 146,442.51 | | | 44,728,353.60 |
| COM SERV-EXEMP | 1,080,005.06 | 36,694.02 | 1,052.72 | | | 1,117,751.80 |
| DEBT-VOTER-NONEXEMP | 13,204,171.00 | 392,748.69- | 51,845.50 | | | 12,863,267.81 |
| DEBT-OTHER-NONEXEMP | 2,284,007.89 | 67,936.24- | | | | 2,216,071.65 |
| TOTAL DEBT SERV | 15,488,178.89 | 460,684.93- | 51,845.50 | | | 15,079,339.46 |
| OPEB-VOTER-NONEXEMP | | | | | | |
| OPEB-OTHER-NONEXEMP | | | | | | |
| TOTAL OPEB/PENSION | | | | | | |
| TOTAL | 61,782,388.42 | 1,056,284.29- | 199,340.73 | | | 60,925,444.86 |

II. COMPARISON OF 2019 PAYABLE 2020 LEVY LIMITATION WITH 2020 PAYABLE 2021 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

| FUND | 2019 PAY 2020 LIMITATION | 2020 PAY 2021 LIMITATION | INCREASE (DECREASE) | PERCENT CHANGE |
|----------------------|--------------------------|--------------------------|---------------------|----------------|
| GENERAL | 43,482,930.97 | 44,728,353.60 | 1,245,422.63 | 2.86 |
| COMMUNITY SERVICE | 1,100,103.03 | 1,117,751.80 | 17,648.77 | 1.60 |
| GENERAL DEBT SERVICE | 14,724,982.64 | 15,079,339.46 | 354,356.82 | 2.41 |
| OPEB DEBT SERVICE | | | | |
| TOTAL | 59,308,016.64 | 60,925,444.86 | 1,617,428.22 | 2.73 |

III. COMPARISON OF 2019 PAYABLE 2020 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2020 PAYABLE 2021 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

| FUND | 2019 PAY 2020 CERTIFIED LEVY + ADJUSTMENTS | 2020 PAY 2021 CERTIFIED LEVY + ADJUSTMENTS | INCREASE (DECREASE) | PERCENT CHANGE |
|-------------------------|--|--|---------------------|----------------|
| GENERAL | 43,482,930.97 | | | |
| COMMUNITY SERVICE | 1,100,103.03 | | | |
| GENERAL DEBT SERVICE | 14,724,982.64 | | | |
| OPEB DEBT SERVICE | | | | |
| TOTAL AFTER ADJUSTMENTS | 59,308,016.64 | | | |

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|---|----------------------------------|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| SUBTOTALS BY LEVY CATEGORY | | | | | | |
| (5001) | GENERAL-RMV VOTER-JOBZ EXEMPT | 16,344,139.49 | 16,344,139.49 | 16,266,908.10 | 16,266,908.10 | |
| (5002) | GENERAL-RMV OTHER-JOBZ EXEMPT | 7,272,900.47 | 7,272,900.47 | 7,137,217.72 | 7,137,217.72 | |
| (5003) | GENERAL-NTC VOTER-JOBZ EXEMPT | 6,277,202.62 | 6,277,202.62 | 6,490,673.23 | 6,490,673.23 | |
| (5004) | GENERAL-NTC OTHER-GENED-EXEMPT | N/A | N/A | N/A | N/A | N/A *1 |
| (5005) | GENERAL-NTC OTHER-JOBZ EXEMPT | 13,588,688.39 | 13,588,688.39 | 14,833,554.55 | 14,833,554.55 | |
| (5011) | COMMUNITY SERV-NTC OTHER-EXEMPT | 1,100,103.03 | 1,100,103.03 | 1,117,751.80 | 1,117,751.80 | |
| (5016) | GENL DEBT-NTC VOTER-NONEXEMPT | 12,459,414.20 | 12,459,414.20 | 12,863,267.81 | 12,874,090.08 | *2 |
| (5017) | GENL DEBT-NTC OTHER-NONEXEMPT | 2,265,568.44 | 2,265,568.44 | 2,216,071.65 | 2,374,131.50 | *2 |
| (5023) | OPEB DEBT-NTC VOTER-NONEXEMPT | | | | | |
| (5024) | OPEB DEBT-NTC OTHER-NONEXEMPT | | | | | |
| SUBTOTALS BY FUND | | | | | | |
| (5006) | GENERAL FUND | 43,482,930.97 | 43,482,930.97 | 44,728,353.60 | 44,728,353.60 | |
| (5011) | COMMUNITY SERVICES FUND | 1,100,103.03 | 1,100,103.03 | 1,117,751.80 | 1,117,751.80 | |
| (5018) | GENERAL DEBT SERVICE FUND | 14,724,982.64 | 14,724,982.64 | 15,079,339.46 | 15,248,221.58 | |
| (5025) | OPEB/PENSION DEBT SERVICE FUND | | | | | |
| SUBTOTALS BY TAX BASE | | | | | | |
| | REFERENDUM MARKET VALUE | 23,617,039.96 | 23,617,039.96 | 23,404,125.82 | 23,404,125.82 | |
| | NET TAX CAPACITY | 35,690,976.68 | 35,690,976.68 | 37,521,319.04 | 37,690,201.16 | |
| SUBTOTALS BY TRUTH IN TAXATION CATEGORY | | | | | | |
| | VOTER APPROVED | 35,080,756.31 | 35,080,756.31 | 35,620,849.14 | 35,631,671.41 | |
| | OTHER | 24,227,260.33 | 24,227,260.33 | 25,304,595.72 | 25,462,655.57 | |
| TOTAL LEVY | | | | | | |
| | TOTAL LEVY | 59,308,016.64 | 59,308,016.64 | 60,925,444.86 | 61,094,326.98 | |
| ALLOWABLE INCREASE | | | | | | |
| | ALLOWABLE INCREASE AMOUNT | | | | 168,882.12- | |
| | MAXIMUM ALLOWABLE CERTIFIED LEVY | | | | 60,925,444.86 | |

FOOTNOTES:

*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

*2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES

NOTE TO SCHOOL DISTRICTS: MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, [HTTP://EDUCATION.STATE.MN.US](http://EDUCATION.STATE.MN.US).

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|--|---|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| GENERAL REFER MARKET VALUE VOTER APPROVED JOBZ EXEMPT: | | | | | | |
| (309) | 1ST TIER RMV REFER | 4,235,036.00 | 4,235,036.00 | 4,223,076.00 | 4,223,076.00 | *3 |
| (310) | 2ND TIER RMV REFER | 8,117,919.55 | 8,117,919.55 | 8,094,994.05 | 8,094,994.05 | *3 |
| (311) | UNEQUALIZED RMV REFER | 3,989,403.91 | 3,989,403.91 | 4,418,163.75 | 4,418,163.75 | |
| (1032) | FY 2021 1ST TIER REF ADJUST | 11,940.00 | 11,940.00 | 38,364.00- | 38,364.00- | *3 |
| (1040) | FY 2021 2ND TIER REF ADJUST | 18,308.00 | 18,308.00 | 73,537.95- | 73,537.95- | *3 |
| (1121) | FY 2021 3RD TIER REF ADJUST | 322,047.70 | 322,047.70 | N/A | N/A | N/A |
| (1048) | FY 2021 UNEQUAL REF ADJUST | 273,404.24- | 273,404.24- | 36,138.89- | 36,138.89- | |
| (1054) | FY 2021 TBRA ALLOC ADJUST | | | | | *3 |
| (1063) | FY 2021 REF HOLD HARMLESS ADJ | | | | | |
| (1100) | FY 2019 1ST TIER REF ADJUST | 25,254.00- | 25,254.00- | 51,891.00- | 51,891.00- | |
| (1114) | FY 2019 2ND TIER REF ADJUST | 38,722.80- | 38,722.80- | 79,566.20- | 79,566.20- | |
| (1121) | FY 2019 3RD TIER REF ADJUST | 13,134.63- | 13,134.63- | 149,631.54 | 149,631.54 | |
| (1128) | FY 2019 UNEQUAL REF ADJUST | | | 339,459.20- | 339,459.20- | |
| (1134) | FY 2019 TBRA ALLOC ADJUST | | | | | |
| (1146) | FY 2019 REF HOLD HARMLESS ADJ | | | | | |
| (1317) | OTHER RMV REF ADJUST (MEMO) | | | | | |
| (3026) | RMV REF NET OFFSET ADJUST | | | | | |
| (4056) | REFERENDUM TACONITE ADJUST | | | | | |
| (5001) | TOTAL GENERAL - RMV VOTER APPROVED JOBZ EXEMPT | 16,344,139.49 | 16,344,139.49 | 16,266,908.10 | 16,266,908.10 | |
| GENERAL REFER MARKET VALUE OTHER JOBZ EXEMPT: | | | | | | |
| (306) | 1ST TIER LOCAL OPTIONAL | 2,757,508.03 | 2,757,508.03 | 2,749,708.03 | 2,749,708.03 | *4 |
| (236) | 2ND TIER LOCAL OPTIONAL | 3,903,598.40 | 3,903,598.40 | 3,892,574.40 | 3,892,574.40 | *4 |
| (239) | EQUITY | 654,128.92 | 654,128.92 | 638,625.48 | 638,625.48 | *4 |
| (241) | TRANSITION | | | | | *4 |
| (1012) | FY 2021 LOR TIER 1 ADJUST | 16,875.20 | 16,875.20 | | | *4 |
| (1016) | FY 2021 LOR TIER 2 ADJUST | N/A | N/A | 35,361.60- | 35,361.60- | *4 |
| (1020) | FY 2021 EQUITY ADJUST | 14,901.51- | 14,901.51- | 19,040.16- | 19,040.16- | *4 |
| (1024) | FY 2021 TRANSITION ADJUST | | | | | *4 |
| | FY 2021 1ST TR BRD-APPR REF ADJ | | | N/A | N/A | N/A |
| | FY 2021 TBRA ALLOC ADJUST | | | N/A | N/A | N/A |
| | FY 2021 REF HOLD HARMLESS ADJ | | | N/A | N/A | N/A |
| (1056) | FY 2021 LOR TIER 1 TBRA ADJUST | N/A | N/A | | | *3 |
| (1065) | FY 2021 LOR TIER 1 HOLD HARM AD | N/A | N/A | | | |
| (1079) | FY 2019 LOCATION EQUITY ADJ | 35,692.32- | 35,692.32- | 73,339.28- | 73,339.28- | |
| (1086) | FY 2019 EQUITY ADJUST | 8,616.25- | 8,616.25- | 15,949.15- | 15,949.15- | |
| (1093) | FY 2019 TRANSITION ADJUST | | | | | |
| (1107) | FY 2019 1ST TR BRD-APPR REF ADJ | | | | | |
| (1140) | FY 2019 TBRA ALLOC ADJUST | | | | | |
| (1152) | FY 2019 REF HOLD HARMLESS ADJ | | | | | |
| (1321) | OTHER ADJ, GEN OTHER RMV | | | | | |
| (3027) | GENERAL OTH RMV NET OFFSET ADJ | | | | | |
| (4054) | GENERAL OTH RMV TACONITE ADJUST | | | | | |
| (5002) | TOTAL GENERAL - RMV OTHER JOBZ EXEMPT | 7,272,900.47 | 7,272,900.47 | 7,137,217.72 | 7,137,217.72 | |

FOOTNOTES:

- *3 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING REFERENDUM EQUALIZATION AID (PRIOR TO TAX BASE REPLACEMENT AID AND REFERENDUM HOLD HARMLESS).
- *4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|--|---|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| GENERAL NET TAX CAPACITY VOTER APPROVED JOBZ EXEMPT: | | | | | | |
| (552) | CAPITAL PROJECT REFERENDUM | 6,277,202.62 | 6,277,202.62 | 6,477,668.94 | 6,477,668.94 | |
| (1324) | OTHER NTC VOTER ADJ (MEMO) | | | 13,004.29 | 13,004.29 | |
| (3028) | NTC VOTER NET OFFSET ADJ | | | | | |
| (3522) | NTC VOTER MAX EFFORT ADJ | | | | | |
| (4058) | CAPITAL PROJ TACONITE ADJ | | | | | |
| (5003) | TOTAL GENERAL - NTC VOTER APPROVED JOBZ EXEMPT | 6,277,202.62 | 6,277,202.62 | 6,490,673.23 | 6,490,673.23 | |
| GENERAL NET TAX CAPACITY OTHER GENED JOBZ EXEMPT: | | | | | | |
| | STUDENT ACHIEVEMENT (GENED) | N/A | N/A | N/A | N/A | N/A *1 |
| (5004) | TOTAL GENERAL-NTC OTHER GENED JOBZ EXEMPT | N/A | N/A | N/A | N/A | N/A |

FOOTNOTES:

*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|---|--|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT: | | | | | | |
| INITIAL LEVIES: | | | | | | |
| (230) | OPERATING CAPITAL | 1,132,953.12 | 1,132,953.12 | 1,177,300.12 | 1,177,300.12 | *4 |
| (332) | ALT TEACHER COMP (Q COMP) | 818,224.38 | 818,224.38 | 815,447.11 | 815,447.11 | *5 |
| (353) | ACHIEVEMENT & INTEGRATION | 343,564.80 | 343,564.80 | 363,901.89 | 363,901.89 | *6 |
| (357) | FY 2021 REEMPLOYMENT INS | 70,000.00 | 70,000.00 | 150,000.00 | 150,000.00 | |
| (359) | SAFE SCHOOLS | 331,437.60 | 331,437.60 | 330,501.60 | 330,501.60 | |
| (362) | SAFE SCHOOLS INTERMEDIATE | 138,099.00 | 138,099.00 | 137,709.00 | 137,709.00 | |
| (365) | JUDGMENT | | | | | *7 |
| (367) | ICE ARENA | | | | | |
| (379) | FY 2021 CAREER TECHNICAL | 111,842.15 | 111,842.15 | 111,842.15 | 111,842.15 | |
| (383) | FY 2020 ANNUAL OTHER POST- EMPLOYMENT BENEFITS (OPEB) | 752,088.17 | 752,088.17 | 915,707.98 | 915,707.98 | |
| (494) | LT FACILITIES EQUAL | 1,232,939.59 | 1,232,939.59 | 1,292,881.22 | 1,134,838.54 | *5 |
| (495) | LT FACILITIES UNEQUAL | 7,721,514.48 | 7,721,514.48 | 8,639,884.86 | 8,797,927.54 | |
| (505) | DISABLED ACCESS | | | | | |
| (549) | BUILDING/LAND LEASE | 774,080.36 | 774,080.36 | 784,217.89 | 784,217.89 | |
| (550) | COOP BUILDING REPAIR | | | | | |
| (551) | OTHER CAPITAL (MEMO) | | | | | |
| (554) | CONSOL/TRANSITION | | | | | |
| (555) | REORG OPERATING DEBT | | | | | |
| (556) | FY 2021 HEALTH BENEFITS | | | | | |
| (557) | ADDITIONAL RETIREMENT | | | | | |
| (558) | SEVERANCE | | | | | |
| (559) | ADMINISTRATIVE DISTRICT | | | | | |
| (560) | SWIMMING POOL | | | | | |
| (561) | TREE GROWTH | | | | | |
| (562) | CONSOL/RETIREMENT | | | | | |
| (563) | ECON DEV ABATEMENT | | | | | |
| (564) | OTHER GENERAL (MEMO) | | | | | |
| (5005A) | SUBTOTAL - INITIAL LEVIES - GENERAL NTC OTHER JOBZ EXEMPT | 13,426,743.65 | 13,426,743.65 | 14,719,393.82 | 14,719,393.82 | |

FOOTNOTES:

- *4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- *5 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN EQUALIZATION AID.
- *6 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- *7 WITH COMMISSIONER APPROVAL, DISTRICTS MAY SPREAD THIS LEVY OVER UP TO THREE YEARS.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|---|----------------------------------|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T): | | | | | | |
| LEVY ADJUSTMENTS: | | | | | | |
| (1004) | FY 2021 OPER CAPITAL ADJUST | 44,841.03- | 44,841.03- | 6,574.48- | 6,574.48- | *4 |
| (1072) | FY 2019 OPER CAPITAL ADJUST | 20,214.58- | 20,214.58- | 2,108.69 | 2,108.69 | |
| (1156) | FY 2021 ALT TEACHER COMP ADJUST | 6,598.99 | 6,598.99 | 14,002.39- | 14,002.39- | *8 |
| (1163) | FY 2019 ALT TEACHER COMP ADJUST | | | | | |
| (1167) | FY 2021 ACHIEVE & INTEG ADJUST | | | 19,866.34 | 19,866.34 | *6 |
| (1174) | FY 2019 ACHIEVE & INTEG ADJUST | 8,118.37- | 8,118.37- | 11,743.58- | 11,743.58- | *6 |
| (1179) | FY 2019 REEMPLOYMENT ADJUST | 19,625.78 | 19,625.78 | 1,192.60 | 1,192.60 | |
| (1184) | FY 2019 SAFE SCHOOLS ADJUST | 3,426.48- | 3,426.48- | 6,226.92- | 6,226.92- | |
| (1189) | FY 2019 SAFE SCHOOLS INTERM ADJ | 1,427.70- | 1,427.70- | 2,594.55- | 2,594.55- | |
| (1193) | FY 2019 CAREER TECHNICAL ADJUST | | | 16,613.79- | 16,613.79- | |
| (1197) | FY 2019 HEALTH BENEFITS ADJUST | | | | | |
| (1203) | FY 2019 ANNUAL OPEB ADJUST | 128,594.07- | 128,594.07- | | | |
| (1207) | FY 2021 LTFM EQUAL ADJUST | 15,124.00 | 15,124.00 | 15,352.00- | 15,352.00- | |
| (1211) | FY 2021 LTFM UNEQUAL ADJUST | 16,480.00- | 16,480.00- | 52,068.56- | 52,068.56- | |
| (1218) | FY 2020 LTFM EQUAL ADJUST | 17,404.00- | 17,404.00- | 18,088.00- | 18,088.00- | |
| (1225) | FY 2020 LTFM UNEQUAL ADJUST | 16,341.22- | 16,341.22- | 101,336.18 | 101,336.18 | |
| (1236) | FY 2019 LTFM EQUAL ADJUST | 3,121.48 | 3,121.48 | 48,324.60- | 48,324.60- | |
| (1247) | FY 2019 LTFM UNEQUAL ADJUST | 66,719.79 | 66,719.79 | 48,324.60 | 48,324.60 | |
| (5005B) | SUBTOTAL - ADJUSTMENTS-THIS PAGE | | | | | |
| | GENERAL NTC OTHER JOBZ EXEMPT | 145,657.41- | 145,657.41- | 18,760.46- | 18,760.46- | |

FOOTNOTES:

- *4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- *6 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- *8 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN ALTERNATIVE COMPENSATION EQUALIZATION

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|---|---|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T): | | | | | | |
| LEVY ADJUSTMENTS: | | | | | | |
| (1309) | PAY 18 LEASE ADJUST | 22,087.25- | 22,087.25- | 13,521.32- | 13,521.32- | |
| (1310) | LEASE LEVY ADJ (MEMO) | | | | | |
| (1311) | OTHER CAPITAL ADJUST (MEMO) | | | | | |
| (760) | FY 2022 FAC & EQUIP BOND ADJUST | | | | | |
| (1313) | ECON DEV ABATE ADJUST | | | | | |
| (1314) | DEBT SURPLUS ADJUST | | | | | |
| (1329) | OTHER GENERAL ADJUST | | | | | |
| (2039) | ABATEMENT ADJUSTMENT | 185,433.02 | 185,433.02 | 286,987.38 | 286,987.38 | *11 |
| (2052) | CARRY-OVER ABATEMENT ADJUST | | | | | *12 |
| (2070) | ADVANCE ABATEMENT ADJUST | 144,256.38 | 144,256.38 | 140,544.87- | 140,544.87- | *13 |
| (3029) | GENERAL OTH NTC NET OFFSET ADJ | | | | | |
| (3523) | GEN OTH NTC MAX EFFORT ADJ | | | | | |
| (4048) | GENERAL OTH NTC TACONITE ADJUST | | | | | |
| (5005C) | SUBTOTAL - ADJUSTMENTS- THIS PAGE GENERAL NTC OTHER JOBZ EXEMPT | 307,602.15 | 307,602.15 | 132,921.19 | 132,921.19 | |
| (5005A) | SUBTOTAL - INITIAL LEVIES- PAGE 35 GENERAL NTC OTHER JOBZ EXEMPT | 13,426,743.65 | 13,426,743.65 | 14,719,393.82 | 14,719,393.82 | |
| (5005B) | SUBTOTAL - ADJUSTMENTS- PAGE 36 GENERAL NTC OTHER JOBZ EXEMPT | 145,657.41- | 145,657.41- | 18,760.46- | 18,760.46- | |
| (5005) | TOTAL GENERAL - NTC OTHER JOBZ EXEMPT | 13,588,688.39 | 13,588,688.39 | 14,833,554.55 | 14,833,554.55 | |

FOOTNOTES:

- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
 - *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
 - *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|--------------------------------|--|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| COMMUNITY SERVICE JOBZ EXEMPT: | | | | | | |
| (610) | BASIC COMMUNITY EDUC | 306,969.00 | 306,969.00 | 306,969.00 | 306,969.00 | *14 |
| (620) | EARLY CHILD FAMILY | 324,815.26 | 324,815.26 | 316,966.83 | 316,966.83 | *15 |
| (625) | HOME VISITING | 6,504.01 | 6,504.01 | 6,908.23 | 6,908.23 | |
| (627) | ADULTS W/ DISABILITIES | 5,202.00 | 5,202.00 | 5,202.00 | 5,202.00 | |
| (631) | SCHOOL-AGE CARE | 482,902.00 | 482,902.00 | 443,959.00 | 443,959.00 | *15 |
| (633) | OTHER COMM ED (MEMO) | | | | | |
| (1404) | FY 2021 EARLY CHILD FAMILY ADJ | 2,404.04 | 2,404.04 | 117.47- | 117.47- | |
| (1405) | FY 2019 HOME VISITING ADJUST | 97.69 | 97.69 | 68.24 | 68.24 | |
| (1412) | FY 2019 SCHOOL-AGE CARE ADJUST | 37,529.55- | 37,529.55- | 36,743.25 | 36,743.25 | |
| (1413) | ADULTS W/ DISABILITIES ADJUST | | | | | |
| (1416) | OTHER ADJUST (MEMO) | | | | | |
| (2040) | ABATEMENT ADJUSTMENT | 4,275.07 | 4,275.07 | 5,706.08 | 5,706.08 | *11 |
| (2053) | CARRY-OVER ABATEMENT ADJUST | | | | | *12 |
| (2071) | ADVANCE ABATEMENT ADJUST | 4,463.51 | 4,463.51 | 4,653.36- | 4,653.36- | *13 |
| (3030) | COM SERV NET OFFSET ADJUST | | | | | |
| (3524) | COM SERV MAX EFFORT ADJUST | | | | | |
| (4046) | COM SERV TACONITE ADJUST | | | | | |
| (5011) | TOTAL COMMUNITY SERVICE JOBZ EXEMPT | 1,100,103.03 | 1,100,103.03 | 1,117,751.80 | 1,117,751.80 | |

FOOTNOTES:

- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *14 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- *15 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE A COMMUNITY EDUCATION PROGRAM TO QUALIFY FOR THIS LEVY.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|---|---|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT: | | | | | | |
| (811) | DEBT SERVICE-AID ELIG | 12,942,622.47 | 12,942,622.47 | 13,204,171.00 | 13,204,171.00 | *16 |
| (813) | DEBT SERVICE-AID INELIG | 20,947.50 | 20,947.50 | | | *16 |
| (780) | NATURAL DISASTER DEBT | | | | | *16 |
| (1701) | REDUCTION FOR DEBT EXCESS | 652,127.33- | 652,127.33- | 392,748.69- | 381,926.42- | |
| (1702) | OTHER ADJUST (MEMO) | | | | | |
| (2041) | ABATEMENT ADJUSTMENT | 83,231.59 | 83,231.59 | 115,344.20 | 115,344.20 | *11,17 |
| (2054) | CARRY OVER ABATEMENT | | | | | *12,17 |
| (2072) | ADVANCE ABATE ADJUST | 64,739.97 | 64,739.97 | 63,498.70- | 63,498.70- | *13,17 |
| (3035) | GDS VTR NET OFFSET ADJUST | | | | | |
| (3518) | GDS VTR MAX EFFORT ADJ | | | | | |
| (4062) | GDS VTR TACONITE ADJUST | | | | | |
| (5016) | TOTAL DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT | 12,459,414.20 | 12,459,414.20 | 12,863,267.81 | 12,874,090.08 | *2 |
| DEBT SERVICE OTHER JOBZ NONEXEMPT: | | | | | | |
| (812) | DEBT SERVICE-AID ELIG | | | | | *16 |
| (814) | DEBT SERVICE-AID INELIG | | | 20,948.00 | 20,948.00 | *16 |
| (771) | LT FACILITIES DEBT SERVICE | 2,385,573.76 | 2,385,573.76 | 2,263,059.89 | 2,423,900.00 | *16 |
| (1710) | FY 2021 LTFM DEBT SERV ADJ | | | | | |
| (1717) | FY 2020 LTFM DEBT SERV ADJ | | | | | |
| (1728) | FY 2019 LTFM DEBT SERV ADJ | | | | | |
| (1704) | REDUCTION FOR DEBT EXCESS | 120,005.32- | 120,005.32- | 67,936.24- | 70,716.50- | |
| (1705) | OTHER ADJUST (MEMO) | | | | | |
| (2041) | ABATEMENT ADJUSTMENT | | | | | *11,17 |
| (2054) | CARRY OVER ABATEMENT | | | | | *12,17 |
| (2072) | ADVANCE ABATE ADJUST | | | | | *13,17 |
| (3036) | GDS OTH NET OFFSET ADJUST | | | | | |
| (3519) | GDS OTH MAX EFFORT ADJ | | | | | |
| (4052) | GDS OTH TACONITE ADJUST | | | | | |
| (5017) | TOTAL DEBT SERVICE OTHER JOBZ NONEXEMPT | 2,265,568.44 | 2,265,568.44 | 2,216,071.65 | 2,374,131.50 | *2 |

FOOTNOTES:

- *2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES
- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *16 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- *17 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2041, 2054 AND 2072 APPEAR AS VOTER APPROVED DEBT SERVICE IF VOTER APPROVED INITIAL DEBT SERVICE LEVY ON LINE 815 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

| LINE # | LIMITATION COMPONENTS | 2019 PAY 2020 LIMITATION | 2019 PAY 2020 CERTIFIED LEVY | 2020 PAY 2021 LIMITATION | 2020 PAY 2021 PROPOSED LEVY | 2020 PAY 2021 CERTIFIED LEVY NOTES |
|--|---|-----------------------------|---------------------------------|-----------------------------|--------------------------------|---------------------------------------|
| OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT: | | | | | | |
| (903) | REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS | | | | | *16 |
| (1901) | REDUCTION FOR DEBT EXCESS | | | | | |
| (1902) | OTHER ADJUST (MEMO) | | | | | |
| (2042) | ABATEMENT ADJUSTMENT | | | | | *11,18 |
| (2055) | CARRY OVER ABATEMENT | | | | | *12,18 |
| (2073) | ADVANCE ABATE ADJUST | | | | | *13,18 |
| (3041) | OPEB DEBT VTR NET OFFSET ADJUST | | | | | |
| (3520) | OPEB VTR MAX EFFORT ADJ | | | | | |
| (4060) | OPEB/PENSION DEBT TACONITE ADJUST | | | | | |
| (5023) | TOTAL OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT | | | | | |
| OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT: | | | | | | |
| (908) | REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS | | | | | *16 |
| (1904) | REDUCTION FOR DEBT EXCESS | | | | | |
| (1905) | OTHER ADJUST (MEMO) | | | | | |
| (2042) | ABATEMENT ADJUSTMENT | | | | | *11,18 |
| (2055) | CARRY OVER ABATEMENT | | | | | *12,18 |
| (2073) | ADVANCE ABATE ADJUST | | | | | *13,18 |
| (3042) | OPEB DEBT OTH NET OFFSET ADJUST | | | | | |
| (3521) | OPEB OTH MAX EFFORT ADJ | | | | | |
| (4050) | OPEB/PENSION DEBT TACONITE ADJUST | | | | | |
| (5024) | TOTAL OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT | | | | | |

FOOTNOTES:

- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *16 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- *18 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2042, 2055 AND 2073 APPEAR AS VOTER APPROVED OPEB DEBT SERVICE IF VOTER APPROVED INITIAL OPEB DEBT SERVICE LEVY ON LINE 903 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.



Edina Public Schools, ISD 273

Public Hearing for Taxes Payable in 2021

DECEMBER 14, 2020

PRESENTED BY:

JOHN TOOP, DIRECTOR OF
BUSINESS SERVICES

Minnesota State Law Requires:

A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Edina Public Schools, ISD 273

District Revenues and Expenditures

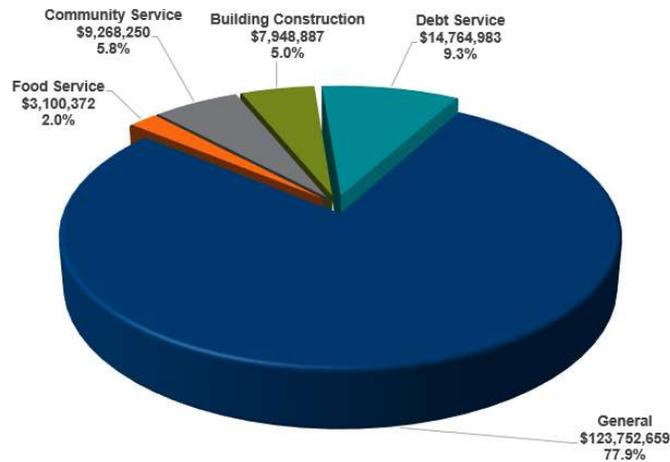
Actual for FY 2020, Budget for FY 2021

| FUND | FISCAL 2020 BEGINNING FUND BALANCES | 2019-20 ACTUAL REVENUES & TRANSFERS IN | 2019-20 ACTUAL EXPENDITURES & TRANSERS | JUNE 30, 2020 ACTUAL FUND BALANCES | 2020-21 BUDGET REVENUES & TRANSERS IN | 2020-21 BUDGET EXPENDITURES & TRANSFERS | JUNE 30, 2021 PROJECTED FUND BALANCES |
|------------------------|--|---|---|---|--|--|--|
| General/Restricted | \$2,649,783 | \$18,867,779 | \$20,058,329 | \$1,459,232 | \$18,645,884 | \$18,688,311 | \$1,416,805 |
| General/Other | 11,557,731 | 99,486,301 | 97,609,171 | 13,434,861 | 105,106,775 | 104,560,522 | 13,981,114 |
| Food Service | 1,100,255 | 2,475,919 | 2,649,049 | 927,125 | 3,100,372 | 3,082,555 | 944,942 |
| Community Service | 932,204 | 7,453,883 | 7,858,032 | 528,055 | 9,268,250 | 8,984,503 | 811,802 |
| Building Construction | 25,077,215 | 7,208,234 | 19,192,474 | 13,092,975 | 7,948,887 | 22,463,704 | (1,421,842) |
| Debt Service | 2,596,972 | 38,060,549 | 37,630,560 | 3,026,960 | 14,764,983 | 14,630,538 | 3,161,405 |
| Internal Service | 489,605 | | | 601,205 | | | 601,205 |
| Total All Funds | \$44,403,764 | \$173,552,665 | \$184,997,616 | \$33,070,414 | \$158,835,151 | \$172,410,133 | \$19,495,432 |

Edina Public Schools, ISD 273

Revenue - All Funds

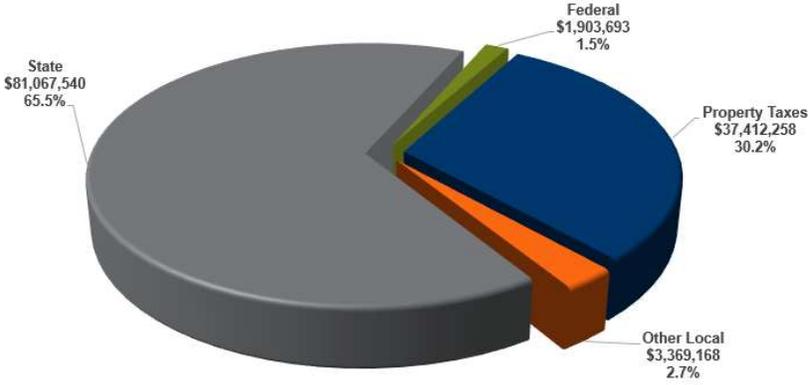
2020-21 Budget \$158,835,151



Edina Public Schools, ISD 273

General Fund Revenue

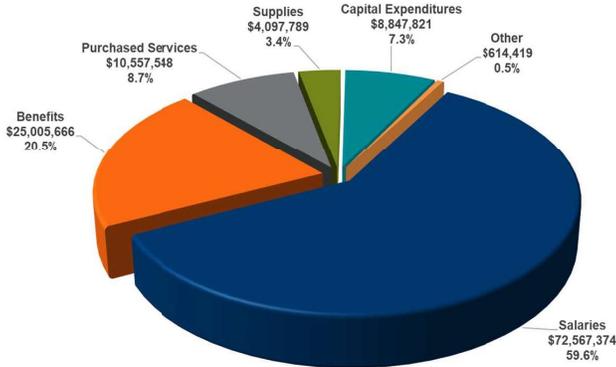
2020-21 Budget \$123,752,659



Edina Public Schools, ISD 273

General Fund Expenditures by Object

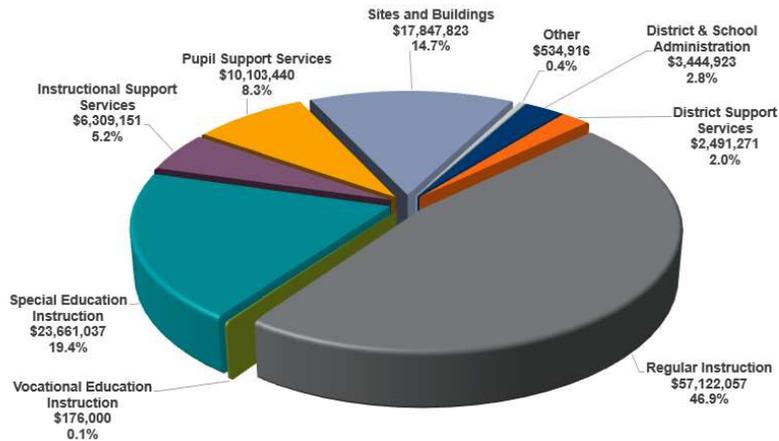
2020-21 Budget \$121,690,618



Edina Public Schools, ISD 273

General Fund Expenditures by Program

2020-21 Budget \$121,690,618



Overview of Proposed Levy Payable in 2021

- Proposed property tax levy for 2021 increases from 2020 by \$1,617,428 or 2.7%
 - Includes decrease of \$168,852 from proposed levy approved by School Board in September, because District refinanced some of its existing bonds
 - Total savings from refinancing was approximately \$750,000, with reduction in debt service levies for taxes payable in 2021 through 2025
- Reasons for major increases and decreases in levy are included on following slides

Edina Public School District, ISD 273

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

| Fund Levy Category | Actual Levy Payable in 2020 | Proposed Levy Payable in 2021 | \$ Change | % Change |
|--|-----------------------------|-------------------------------|--------------------|-------------|
| General | | | | |
| Voter Approved Operating Referendum | \$16,342,359 | \$16,736,234 | \$393,874 | |
| Local Optional Revenue (LOR) | 6,681,106 | 6,642,282 | (18,824) | |
| Equity | 654,129 | 638,625 | (15,503) | |
| Capital Project - Technology Referendum | 6,277,203 | 6,477,669 | 200,466 | |
| Operating Capital | 1,132,953 | 1,177,300 | 44,347 | |
| Alternate Teacher Compensation | 818,224 | 815,447 | (2,777) | |
| Achievement and Integration | 343,565 | 363,902 | 20,337 | |
| Safe Schools | 469,537 | 468,211 | (1,326) | |
| Other Post-Employment Benefits (OPEB) | 752,088 | 915,708 | 163,620 | |
| Long Term Facilities Maintenance | 8,954,454 | 9,932,766 | 978,312 | |
| Instructional Lease | 774,080 | 784,218 | 10,138 | |
| Other | 181,842 | 261,842 | 80,000 | |
| Prior Year Adjustments | 121,390 | (485,851) | (607,241) | |
| Total, General Fund | \$43,482,931 | \$44,728,354 | \$1,245,423 | 2.9% |
| Community Service | | | | |
| Basic Community Education | \$306,969 | \$306,969 | \$0 | |
| Early Childhood Family Education | 324,815 | 316,967 | (7,848) | |
| School-Age Child Care | 482,902 | 443,959 | (38,943) | |
| Other | 11,706 | 12,110 | 404 | |
| Prior Year Adjustments | (26,289) | 37,747 | 64,036 | |
| Total, Community Service Fund | \$1,100,103 | \$1,117,752 | \$17,649 | 1.6% |
| Debt Service | | | | |
| Voter Approved | \$12,963,570 | \$13,225,119 | \$261,549 | |
| Long-Term Facility Maintenance | 2,385,574 | 2,263,060 | (122,514) | |
| Reduction for Debt Excess | (772,133) | (460,685) | 311,448 | |
| Prior Year Adjustments | 147,972 | 51,846 | (96,126) | |
| Total, Debt Service Fund | \$14,724,983 | \$15,079,339 | \$354,357 | 2.4% |
| Total Levy, All Funds | \$59,308,017 | \$60,925,445 | \$1,617,428 | 2.7% |
| Subtotal by Truth in Taxation Categories: | | | | |
| Voter Approved | 35,080,756 | 35,641,797 | 561,041 | |
| Other | 24,227,260 | 25,283,648 | 1,056,387 | |
| Total | \$59,308,017 | \$60,925,445 | \$1,617,428 | 2.7% |

Explanation of Levy Changes

Category: General Fund – Voter Approved Operating Referendum

Change: +\$393,874

Use of Funds: General Operating Expenses

Reason for Change:

- Voter approved operating referendum authority includes an annual inflationary increase
- Inflation factor is determined by the State, as set in statute

Explanation of Levy Changes

Category: General Fund – Long Term Facility Maintenance (LTFM)

Change: +\$978,312

Use of Funds: Facilities Maintenance

Reason for Change:

- District is eligible for LTFM revenue based on state-approved project costs
 - Projects are financed through a combination of annual General Fund levies and bond issues
 - Levies are coordinated with other capital and debt levies to maintain a level tax rate for the levies
- 

Explanation of Levy Changes

Category: General Fund – Prior Year Adjustments

Change: -\$607,241

Use of Funds: General Operating Expenses

Reason for Change:

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
 - In later years, estimates are updated, and levies are retroactively adjusted
 - Adjustments in a few categories for taxes payable in 2021 are larger negative amounts as compared to the adjustments for taxes payable in 2020
- 

Explanation of Levy Changes

Category: Debt Service Fund – Reduction for Debt Excess

Change: +\$311,448

Use of Funds: Payments on bonds

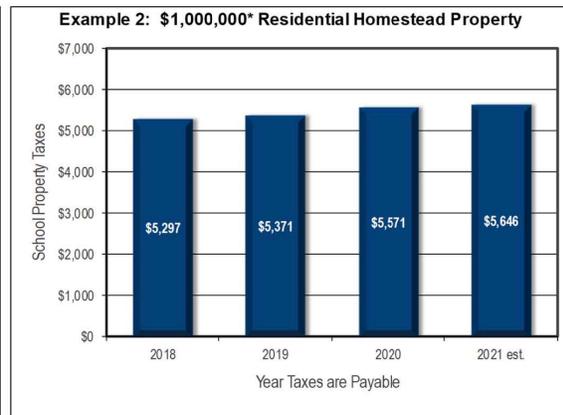
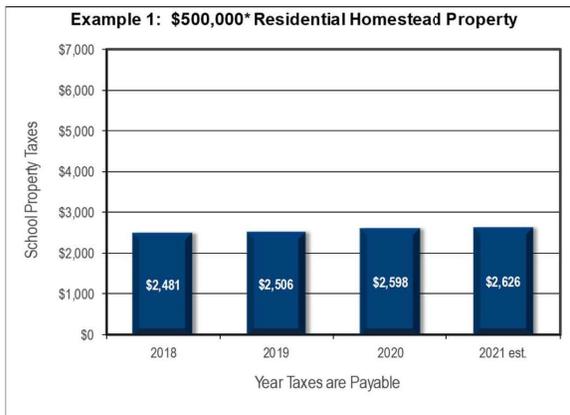
Reason for Change:

- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Since delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balance

Edina Public Schools, ISD 273

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

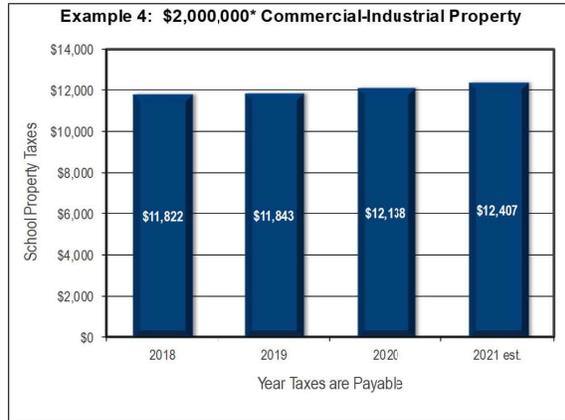
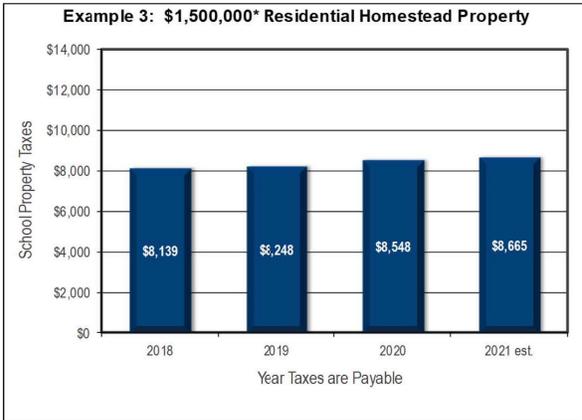


* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

Edina Public Schools, ISD 273

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes



* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

Next Steps

1

Board will accept public comments on proposed levy

2

Board will certify 2021 property tax levy



PUBLIC COMMENTS





December 14, 2020

TITLE: Edina PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document

TYPE: Action

PRESENTER(S): Jody De St. Hubert, Director of Teaching and Learning; Dr. Bonnie Houck, Instructional Supervisor for Literacy

BACKGROUND: At the November 24th School Board Workshop an update on the process that is being taken in order to complete the Edina PreK-12 Comprehensive Literacy Plan was discussed. A draft of the Initial Guiding Change Document was included in this discussion. In order to move forward with the next steps of the planning process, we are seeking board approval of the Initial Guiding Change Document.

RECOMMENDATION: Approve the PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document.

PRIMARY ISSUE(S) TO CONSIDER: PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document.

ATTACHMENTS:

1. Report (next page)

Initial Guiding Change Documents Draft:

A *Guiding Change Document* outlines a comprehensive and integrated change movement by articulating organizational outcomes and strategies, helping people understand ‘WHY’ the change is critical and what the future of student growth/proficiency can look and feel like. A well defined *Guiding Change Document* (GCD) equips organizations to handle varying degrees of complex change and navigate the changing landscape. Components of the GCD facilitate systematic, intentional, and incremental change incorporated into a system as part of the intentional flow, creating a sense of urgency, building coalition, and providing strategic vision of long and short term goals. When a team uses systems thinking and clear communication to organize change, a great deal of processes can change effectively, with minimal disruption (Kotter, 2012; Muhammed, 2017). It is our recommendation that this document is an ongoing, living document that will change as we conduct our Literacy Study, review analytics, and build consensus in the development of a final PreK-12 Comprehensive Literacy Plan. We commit to sharing updates with the Edina Public Schools School Board Members when changes occur to ensure transparency, as well as gather feedback and input so it can continue to guide our collaborative efforts.

Comprehensive Literacy Plan: Initial Guiding Change Document

CLP Leadership Team

Developing Our Vision Statement: *What will literacy and learning look like in our district when an effective PK-12 Comprehensive Literacy Plan is successfully implemented?*

| Context and Reality (NEED) “The Why” | Unacceptable Means “The Not-How” | Desired Results “The What” |
|---|--|---|
| <ul style="list-style-type: none"> Every student has the right to read and write, but not all students are meeting their meeting proficiency goals in reading. Achievement gap is known and judged to be unacceptable. | <ul style="list-style-type: none"> Our multilingual English learners, underserved populations, students with learning differences, and economically challenged students will experience achievement gaps. | <ul style="list-style-type: none"> Data collected will inform specific professional learning opportunities that have proven to support literacy development of multilingual English learners, underserved populations, students with learning differences, and economically challenged students Literacy Coaches will support coaching opportunities to strengthen core instruction Educators will commit to integrating new instructional practices Develop guidelines to monitor student literacy development as they move into kindergarten to provide early intervention. |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> Literacy instruction must include a clear, aligned Multi-Tiered System of Service (MTSS) that ensures each learner meets grade level expectations and develops, at minimum, one year every year. | <ul style="list-style-type: none"> Each school team uses an assessment system or intervention instruments that have not been reviewed and aligned into a district system. Students are included in MTSS programs without using a district developed process. | <ul style="list-style-type: none"> Our Rtl system needs clear metrics and access/exit points Assessment and data are used to identify and align interventions based on lowest level of need and adjusted using the district identified progress monitoring system Students identified for intervention require acceleration to grade level expectations as quickly, and effectively, as possible Assessment and data are used to identify students in need of enrichment or acceleration and monitored using the district identified process |
| <ul style="list-style-type: none"> Classroom instruction must align current standards and viable, scientific research supported best practices to ensure all students have access to a clear and viable curriculum and relevant learning experiences. | <ul style="list-style-type: none"> Assuming that using curriculum resources can successfully provide a clear and viable curriculum. | <ul style="list-style-type: none"> A system of identifying research based practices for instructional delivery Ensuring that all instruction is aligned to the standards that support literacy development including: MN ELA Standards; MN ITEM Standards, and the CCSS 6-12 reading standards |
| <ul style="list-style-type: none"> Literacy assessment and data collection includes measures to assess ongoing growth and need, as well as a system of data analysis and discussion to inform the quality of instruction and intervention across PK-12. | <ul style="list-style-type: none"> District wide assessment is reviewed without triangulation or across time spans and used to make limited decisions District wide data is not reviewed and analyzed regularly while doing a comparative analysis with observation, lesson analysis, student work and other data. | <ul style="list-style-type: none"> District wide assessment is triangulated to include criterion-based, norm referenced, and screening measures to make programmatic, instructional, and intervention decisions Ongoing, regular data analysis, reflection, and discussion among teams of educators to evaluate instruction, as well as student development. |
| <ul style="list-style-type: none"> Curriculum resources must be seated in research and aligned to current standards to support instructional opportunities to ensure | <ul style="list-style-type: none"> Curriculum resources related to literacy development PreK-12 are purchased and utilized without following a district process | <ul style="list-style-type: none"> Curriculum resources are purchased based on a research supported process, including data collection related to current practices and student achievement |

| | | |
|---|--|---|
| <p>students' independent application of learning.</p> <ul style="list-style-type: none"> • All students, regardless of academic readiness, learning styles, cultural and linguistic diversity have access and opportunity to instruction and resources that will cultivate, accelerate, enrich, and expand their literacy development. | <ul style="list-style-type: none"> • Curriculum resources must be aligned to the standards for literacy development, i.e. MN ELA Standards, CCSS 6-12 reading standards, MLT Standards, etc. Curriculum resources are purchased and utilized without following a district process • Curriculum resources are considered the "curriculum" | <ul style="list-style-type: none"> • Curriculum resources must be aligned to the standards for that are of literacy development, i.e. <i>Early Learning Indicators of Progress, MN ELA Standards, CCSS 6-12 reading standards, MLT Standards, etc.</i> • Curriculum resource adoption and purchases are supported by professional learning using implementation science to ensure integration into instructional practices • Curriculum is defined as the knowledge of standard, pedagogical experience and expertise of our educators, knowledge of students strengths and needs working together to utilize curriculum resources to scaffold and support student growth and mastery. • Curriculum resources need stay within a sustainable budget |
| <ul style="list-style-type: none"> • Learning is a collaborative, community responsibility. | <ul style="list-style-type: none"> • Communication processes are in need of ongoing systems of feedback, offering opportunities to inform and exchange research and current practice information | <ul style="list-style-type: none"> • Parents, caregivers, and community members provide feedback and support and are valued participants in the CLP |
| <ul style="list-style-type: none"> • Educators need ongoing, aligned, job embedded training, in current research supported practices and instructional materials, implemented over time with coaching and support. | <ul style="list-style-type: none"> • Professional development is offered in small, incremental sessions based on interest, without ongoing, job embedded, reflective practices that can lead to continuous growth | <ul style="list-style-type: none"> • Professional learning will be aligned to growth and need identified by data collection through observation, survey, assessment data, student work, and other sources • Professional learning experiences are supported by research and evidence to ensure instructional growth and change, with a direct affect on student development and achievement. • Provide professional learning on the science of how the brain learns, developmentally appropriate teaching, etc. in order to deepen staff |

| | | |
|--|--|--|
| | | <p>understanding of effective lesson designs.</p> <ul style="list-style-type: none"> ● Ensure that early learning and grade level teams meet horizontally and vertically to discuss the trajectory of teaching. Ensure periodic time for collaboration at the beginning and end of the year to discuss students as they move from one grade to the next.. |
|--|--|--|

Research statements:

- The ability to read, write, and communicate connects people to one another and empowers them to achieve and interact with the world (ILA, 2020).
- Reading proficiency requires interrelated skills and knowledge that are taught and cultivated over time: development of oral language skills, an expanding vocabulary, the ability to comprehend what is read, and a rich understanding of real-world concepts and subject matter (NGA, 2013).
- Parents, primary caregivers, and teachers have the most influence on children’s language and literacy development (NGA, 2013).
- 21st Century literacy includes traditional literacy skills, such as reading, writing, listening, and spelling, but also includes new literacy skills, such as critical thinking, scientific reasoning, multicultural awareness and the ability to solve real world problems (Fish, 2011; NCTE, 2008).
- Literacy is the ability to identify, understand, interpret, create, compute, and communicate using visual, audible, and digital materials across disciplines and in context (ILA, 2020).
- The ability to read, write, and communicate connects people to one another and empowers them to achieve and interact with the world (ILA, 2020).
- Reading proficiency requires interrelated skills and knowledge that are taught and cultivated over time: development of oral language skills, an expanding vocabulary, the ability to comprehend what is read, and a rich understanding of real-world concepts and subject matter (NGA, 2013).
- Parents, primary caregivers, and teachers have the most influence on children’s language and literacy development (NGA, 2013).
- The ability to read not only makes us better learners and communicators, but also arms us against oppression and benefits us financially (Gallagher, 2003)
- Development as a reader requires a rich program of reading, reflection, discussion, and writing about a wide range of accessible texts written for a range of purposes, audiences and genres, including digital and multimodal texts (Bråten & Braasch, 2017).
- All children require some measure of explicit, intensive, and individualized support and direction depending on their needs as readers. This includes explicit attention to the sound system of language where necessary. No child, however, requires unique instruction based on an educational label (Dudley-Marling & Paugh, 2004).
- 21st Century literacy includes traditional literacy skills, such as reading, writing, listening, and spelling, but also includes new literacy skills, such as critical thinking, scientific reasoning, and multicultural awareness (NCTE, 2008).

National Governors’ Association (NGA). (2013). A Governor’s Guide To Early Literacy: Getting all Students Reading By Third Grade. <https://www.nga.org/wp-content/uploads/2019/02/NGA-Governors-Guide-to-Early-Literacy-Oct-20132.pdf>

National Council of Teachers of English (NCTE). (2008, Nov 19). The NCTE definition of 21st century literacies. Retrieved Dec. 3, 2012, from <http://www.ncte.org/positions/statements/21stcentframework>.



DEFINING EXCELLENCE

Board Meeting Date: 12/14/2020

TITLE: Agreement between Independent School District 273 and Edina Administrative Council 2020-2022

TYPE: Action

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

BACKGROUND: Negotiations have resulted in a tentative agreement between the Edina Administrative Council, who represent our building principals and assistant principals, and the district. The terms and conditions are for a two-year agreement to be effective July 1, 2020 through June 30, 2022. Members of the bargaining unit have approved the new contract terms and conditions.

Collective bargaining agreement modifications include the following changes:

- a. No increase to salary structure
- b. Eliminated concept of duty weeks and non-duty weeks
- c. Additional vacation days for principals – 5 days
- d. Increase to district's health insurance contribution
 1. \$8.92 for single coverage
 2. \$28.88 for single + one coverage
 3. \$29.06 for family coverage
- e. Small increases in pay for performance for principals and technology stipends

The total compensation packet is approximately 2.2% or \$71,763 over the term of the contract. This recommendation is within the parameters determined by the School Board. The Superintendent supports the recommendation.

RECOMMENDATION: Approve the collective bargaining agreement with the Edina Administrative Council for the 2020-2022 contract years.

ATTACHMENTS:

1. Edina Administrative Council Agreement 2020-22 Redlined Version
2. Proposed Edina Administrative Council Agreement 2020-2022

MASTER AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 273
EDINA PUBLIC SCHOOLS
AND THE
EDINA ADMINISTRATIVE COUNCIL
JULY 1, 2018 THROUGH JUNE 30, 2020



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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer") and the Edina Administrative Council ("EAC").

1.2 Definitions

The following definitions are applicable to terms used in this Agreement:

Administrator. Any person who holds a position in the unit for which EAC is the certified exclusive representative and who works more than 14 hours per week and 100 work days per year.

Duty Day. Any work day that an administrator is required to perform duties as established by the Employer.

Terms and Conditions of Employment. The hours of employment, compensation including fringe benefits, except retirement contributions or benefits, and the Employer's personnel policies affecting the working conditions of the administrator. This definition does not include the educational policies of a school district. This definition is subject to Minn. Stat. § 179A.07.

Other Terms. Other terms not specifically defined have the definitions given them under PELRA.

1.3 Recognition

The Employer recognizes EAC as the exclusive representative of all administrators in the positions of Principal, Assistant Principal, Assistant Director, Director of Student Enrollment & School Improvement, and Activities Director for the purpose of negotiating terms and conditions of employment.

1.4 Vacancy Notification

Administrative vacancies are posted on the District's website. Applications for vacancies must be ~~made in writing to the Human Resources Department~~ submitted via the internal application to the online application process. Each administrator applying for and who is appropriately licensed and qualified will be granted an interview prior to filling the position.

1.5 Rights and Obligations

1.5.1 Rights of ~~Council Member~~Administrators

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

1.5.2 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

An administrator will work ~~the number of assigned 52~~ duty weeks each fiscal year. ~~The maximum number of duty weeks is 48 weeks.~~

~~An administrator-principal assigned to 5248 weeks will receive 3025 days of vacation annually. An assistant principal assigned to 52 weeks will received 35 days of vacation annually. Any administrator assigned less than 5248 weeks will receive a prorated vacation allotment (e.g. employee whose assignment is ½ of the fiscal year would receive 15 days, employee whose work assignment is .5 FTE would receive 30 ½ days). The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than 30 hours per week.~~

~~If an administrator's assignment is less than 48 weeks, the scheduling of non duty weeks will be completed annually by mutual agreement between the supervisor and administrator. Non duty weeks must be taken in weekly increments.~~

2018-2020

| Weeks Assigned | Non-Duty Days | Vacation Days | Holidays |
|---------------------------|--------------------------|--------------------------|---------------------|
| 48 | 0 | 25 | 11 |
| 47 | 5.5 | 24.5 | 11 |
| 46 | 11 | 24 | 11 |
| 45 | 16.5 | 23.5 | 11 |

~~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. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur.~~

~~Administrators—In June 2021, administrators may elect to may carry forward up to 325 vacation days into the next fiscal year or up to 10 days of paid vacation days at the end of the fiscal year.~~

~~For subsequent fiscal years, administrators may carry forward up to 30 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

Administrators have 11 holidays each fiscal year as designated by the Employer.

~~2.3 Compensatory Time~~

~~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.~~

2.34 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.

2.45 Calculation of Daily Rate of Pay

To determine an administrator's daily rate of pay, the annual base salary is divided by the number days listed below:

~~2018-2020~~

| <u>Position</u> | <u>Days</u> |
|---|------------------------|
| Principal | 219 24 days |
| Director of Equity and Enrollment | 219 24 days |
| Assistant Principal | 214 days |
| Assistant Director of Special Services | 209 days |
| Activities Director | |

3. SALARIES

3.1 Basic Compensation

Administrative ~~salaries for 2016-17 and 2017-18,~~ contained in Appendix ~~A~~ AB have been established according to the procedures identified in said Appendix ~~A~~.

3.2 Extra Duty Assignment

The Employer may create extra duty administrative assignments and will offer assignment of such positions to administrators. No administrator is required to accept an offer for an extra duty assignment. Contracts for extra duty assignments must include the specific assignment, the duration of the assignment, all required and special provisions pertaining to the assignment, the compensation for the assignment. Compensation is based on the administrator's prorated weekly salary multiplied by the number of weeks agreed to by the Employer and the administrator.

3.3 Tax-Deferred Matching Contribution Plan

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

3.3.1 Matching Salary Deduction

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

3.3.2 Employer Contribution

The amount of the Employer contribution will be up to ~~two-three~~ percent of the administrator's annual base salary with a maximum Employer contribution of ~~\$42503,000~~ 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 ~~three~~ percent will be adjusted to include any additional raise in the administrator's salary, up to the maximum allowed.

3.3.3 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.

3.3.4 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 administrators the health and welfare benefits as follows. It is understood that the provisions described are general statements of the coverages provided and that the administrator's eligibility 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

4.1.1 Basic Group Life Insurance

An administrator is eligible for basic group term life insurance coverage in an amount equal to twice ~~his or her~~ the employee's 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 administrator may also apply for supplemental coverage in \$10,000 increments up to the administrator's basic annual salary. Premiums for this coverage will be paid by the administrator through payroll deduction. Administrators electing to take the maximum supplemental coverage will receive an additional Employer-paid supplemental coverage in an amount equal to the administrator's base salary rounded up to the next whole thousand.

An 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.

4.1.3 Accidental Death and Dismemberment Coverage

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

4.2 Income Protection Insurance

An administrator is covered by income protection insurance in the amount of two thirds (2/3) of the 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 for 12 months. The Employer pays the entire premium. An administrator receiving income protection insurance benefits also remains eligible for the Employer contributions for medical insurance.

4.3 Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the following amounts toward the monthly premium of each administrator enrolled in the coverages available.

| Type of Coverage | Current 07/01/2018 | Effective 01/01/2119 |
|------------------|----------------------------------|--------------------------------|
| Single | \$617 | \$617 \$625.92 |
| Single + One | \$1314 | \$1314 \$1342.88 |
| Family | \$1735 | \$1735 \$1764.06 |

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 administrator is enrolled.

4.4 Dental Insurance

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

| Type of Coverage | Effective 07/01/2018 |
|------------------|-------------------------|
| Single | \$40 |
| Single + One | \$75 |
| Family | \$121 |

An 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 is enrolled.

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 administrator or supervisor is requested to represent the district 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 Interests

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

5.3 Professional Meetings

The Employer will reimburse an administrator 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.

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 district. When the Employer requests an administrator to belong to a professional organization, either for a specific school year or on a continuing basis, the Employer will reimburse the administrator for fees associated with the membership. The Superintendent will notify an administrator in writing of eligibility for reimbursement.

The Employer will 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 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 LEAVE ALLOWANCE

An administrator receives a one-time basic leave allowance of 35 days in addition to the amount granted below annually. Basic leave allowance is granted each fiscal year according to the following schedule, provided that an administrator has served for a minimum of 20 business days within the fiscal year. If an administrator is hired mid-year or leaves mid-

year, the basic leave allowance will be prorated. Leave not used during the fiscal year may accumulate without limit.

| Weeks Assigned | Annual Days |
|-----------------------|--------------------|
| 43-46 | 17 |
| 47-48 52 | 18 |

6.1 Basic Leave

An administrator may use one day of accumulated basic leave for each day of personal illness. An administrator who has been absent may be required to present a statement to the Director of Human Resources from a physician verifying an illness and certifying that the administrator has recovered sufficiently to return to ~~his or her~~the employee's normal duties. An administrator absent more than five consecutive working days must 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.

Basic leave benefits are coordinated with any other 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 administrator from all sources does not exceed the administrator's regular daily rate of pay. The administrator's basic leave will be deducted the amount necessary to bring the administrator to ~~his or her~~the employee's regular daily rate of pay.

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

6.2 Disaster Leave

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.

Disaster leave payments will cease in any event after the 65th duty day of absence.

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 ~~in the family or death in the immediate family~~, an administrator may deduct ~~up to five days~~ 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, or others as required by state law.~~ When a physician certifies that ~~in-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 or of friends~~, an administrator may deduct ~~a reasonable number of days per incident from accumulated leave at no salary deduction. up to three days 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.~~

6.4 Personal Business Leave

For ~~necessary~~ absence required for the transaction of personal business that cannot be completed outside business hours, up to two days during any fiscal year may be deducted from accumulated basic leave at no salary deduction.

~~Other activities of a social or avocational nature do not qualify.~~ 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.

6.7 Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an 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~~ the employee's authorized representative.

~~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.~~

~~6.89~~ 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. 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:

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

* 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 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~~ the employee's 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

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) ~~the employee 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 Parenting 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 the h~~uman ~~r~~esources ~~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 administrator, 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 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.

~~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~~ing~~ 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~~ ~~the employee's~~ unused basic leave.

An administrator on parent~~ing~~ 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~~ing~~ leave taken under this provision ~~must be~~ used simultaneously with any period of leave for which the administrator is eligible under state and federal leave laws~~the Family Medical Leave Act~~.

8. RETIREMENT

8.1 Insurance

8.1.1 Option 1

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.

8.1.2 Option 2

A full-time administrator hired on or after July 1, 2010 is not eligible for the benefits described in this Section 8.1.2, unless the newly hired administrator was a district employee prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and had no break in employment with the Employer.

A full-time administrator retiring after age 55 with a minimum of 10 full years of service is eligible for the Employer premium contributions toward group medical and dental insurance coverage at the same rate as active administrators. However, the Employer premium contribution for a retired administrator will be limited to the contribution rate for single coverage unless the retired administrator participated in single plus one or family coverage immediately preceding retirement. The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired administrator's spouse, unless the retired administrator participated in family coverage immediately preceding retirement. Single and family coverage will continue despite the death of a retired administrator's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the retired administrator, or (2) the expiration of eight years from the effective date of the administrator's retirement.

If the retired administrator becomes eligible for Medicare benefits and the expiration of eight years from the effective date of the administrator's retirement has not occurred, then the Employer will reimburse the retired administrator for Medicare insurance and a Medicare supplement for both the retired administrator and spouse not to exceed the single, single plus one, or family contribution rate for an active administrator as eligibility for these contributions is defined in the above paragraph. When the retired administrator or spouse is eligible for Medicare benefits, the non-eligible retired administrator or spouse may remain on the Employer health insurance plan until ~~he or she~~ the employee becomes eligible for Medicare benefits. At no time can the Employer contribution exceed the single, single plus one, or family contribution rate for an active administrator with respect to the retired administrator's election on the effective date of retirement.

8.1.3 Option 3

Only a full-time administrator hired on or after July 1, 2010 is eligible for the benefits provided in this Section 8.1.3. ~~-A new administrator, who is eligible to qualify for benefits under Section 8.1.2, does not receive the contribution in Section 8.1.3.~~

The Employer will contribute ~~\$1000-\$2000~~ per year to a Minnesota State Retirement System Health Care Savings Plan after an administrator has received non-probationary continuing contract status as an administrator covered by the Master Agreement between EAC and the Employer.

| <u>Year</u> | <u>Contribution</u> |
|-------------|---------------------|
| 2020-21 | \$2000 |
| 2021-22 | \$2000 |

If the administrator leaves employment with the Employer, this administrator's Health Care Savings Plan remains the property of the administrator.

8.1.4 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 paid coverage, 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 for the rest of the retiree's life.

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

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 in an amount described below. ~~The number of duty weeks and an administrator's~~ the daily rate of pay ~~is~~ are calculated from the last year of full-time service.

| Number of Assigned Weeks | Number of Days |
|--|---------------------|
| All administrators 45 Weeks | 120 days |
| 46 Weeks | 120 days |
| 47 Weeks | 120 days |
| 48 Weeks | 120 days |

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, in an amount described below. 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.

| Number of Assigned Weeks | Maximum Number of Days |
|--|------------------------|
| 45 Weeks All administrators | 83 days |
| 46 Weeks | 83 days |
| 47 Weeks | 83 days |
| 48 Weeks | 83 days |

8.3 Employer Contribution to the Health Care Savings Plan

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.

9. REDUCTION OR DISCONTINUANCE OF POSITIONS

Any reduction in force will be made on the basis of the least total administrative experience in this district. For administrators with identical total administrative experience in this district, reductions will be made on the basis of the least total licensed experience in this district. In every case, however, an impacted administrator's licensure and qualifications as determined by the Employer must be acceptable to perform the responsibilities of the remaining positions. Reductions will be made among elementary administrative positions as a group, and among secondary administrative positions as a group, with no cross-over or bumping between elementary and secondary administrators.

If an administrator is reassigned under the terms of reduction or discontinuance of positions, the administrator will be assigned to a position (administrative or teaching) at no reduction of weekly salary or the Employer's monthly medical contribution. Seniority as a teacher will be as provided by law.

10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE

Administrators will be eligible for up to ~~\$240050~~ per administrator for professional development/technology allowance per year. In order to receive the allowance of ~~\$400250~~ or a portion thereof, the employee must apply and receive prior approval from ~~his or her~~ the employee's 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.

11. GRIEVANCE PROCEDURE

11.1 Definition

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

11.2 Procedure

Step I

The parties to this agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Director of Human Resources within 20 days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five working days of the submission of the grievance. The Director of Human Resources shall issue a written decision on the grievance within 5 working days of the meeting.

Step II

Administrator may appeal the decision of the Director of Human Resources to the Superintendent. This appeal shall be made in writing to the Superintendent within ten days of the decision of the Director of Human Resources. The Superintendent shall issue a decision on the appeal within 5 working days of receipt of the appeal and shall forward the decision to the administrator and the President of the EAC.

Step III

A Principal and the EAC may submit the matter to arbitration within ten working days of receipt of the Superintendent's decision issued in step II.

Step IV - Arbitration

The Employer and EAC will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Employer and EAC are unable to agree on an arbitrator, they will request from the Bureau of Mediation Services, State of Minnesota, a list of five names of qualified arbitrators. The parties will alternately strike names from the list of five arbitrators until only one name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name, the question will be decided by a flip of the coin.

Each party will be responsible for equally compensating the arbitrator for his/her fee and necessary expenses. The arbitrator does not have the power to add, to subtract from, or to modify in any way the terms of the existing Agreement.

The decision of the arbitrator will be final and binding upon the parties. The decision will be issued to the parties by the arbitrator and a copy will be filed with the Bureau of Mediation Services, State of Minnesota.

The processing of all grievances will be during the regularly scheduled working hours and an administrator will not lose wages due to necessary participation.

11.3 Other Provisions

The parties by mutual written agreement may waive any step and extend any time limits in the grievance procedures; however, failure by an administrator or EAC to adhere to the timelines without mutual agreement to waive the timelines will result in a forfeit of the grievance. Failure of the Employer to act within the timelines specified without mutual agreement to waive such limits will constitute a denial of the grievance and will permit the grievant to proceed to the next step.

11.3.2 "All notices, appeals and other documents may be submitted electronically by the parties."

11.3.3 "Unless otherwise designated, days shall be defined as calendar days."

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement will become effective July 1, 2020~~18~~, and will continue in full force and effect to and including June 30, 2022~~4~~, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2022~~4~~, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

12.2 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.

13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this _____ day of _____, 2020~~18~~.

FOR
EDINA ADMINISTRATIVE COUNCIL

FOR
INDEPENDENT SCHOOL DISTRICT 273

President

Chairperson

Edina Administrative
Council Representative

Clerk

Edina Administrative
Council Representative

APPENDIX A

ADMINISTRATIVE SALARY STRUCTURE

Classification of Positions

Salaries should reflect the relative responsibilities of various administrative positions to each other as well as to that of a teacher.

~~Instead of a matrix of responsibilities, which in reality reflects experience in a position as well as the responsibility associated with the position, a single factor applies to all positions at a given responsibility level. Experience in the position is treated as a separate factor.~~

**CLASSIFICATION OF
ADMINISTRATIVE POSITIONS
2018-20**

| <u>Responsibility Level</u> | <u>Responsibility Factor</u> | <u>Position(s)</u> |
|------------------------------------|-------------------------------------|---|
| 8 | 1.050 | Senior High Principal |
| 7 | .959 | Middle School Principal |
| 6 | .933 | Elementary Principal |
| 5 | .921 | Director of Equity and Enrollment Senior High Assistant Principal Assistant Dir. of Special Services |
| 4 | .899 | Middle School Asst. Principal |
| 3 | .876 | No positions |
| 2 | .846 | No positions |
| 1 | .787 | No positions |

Annual review of position classification and length of the work year is authorized on request. ~~These requests by the administrator or administrators holding the position must be submitted in writing to the Superintendent and to the president of EAC prior~~human resources department by ~~to~~ April 1. The Superintendent or designee may also initiate a review at any time by giving written notice to the president of EAC and the persons holding the proposed reviewed positions.

The Superintendent, in consultation with EAC president, will establish a review committee composed of two members of EAC and two members of the Lead Team to assist in evaluating such requests.

APPENDIX A, cont.

Year in Position: 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 Edin~~reached the top step on the salary schedule and served one year on said step, will receive ~~Public Schools for more than ten years will receive~~ an increase of \$1,000 to ~~his or her annual~~the employee's salary each year thereafter.

Performance Based Pay Incentive: An administrator who has successfully achieved ~~his or her~~the employee's 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~~the employee's annual salary.

Beginning in the 2021-22 school year, a lead principal is eligible for additional compensation in strategic action pay. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The total of all action goals paid to a lead principal will not be less than \$1000.

Stipend: An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to ~~his or her~~the employee's annual salary.

APPENDIX AB

~~2019-2020~~ EAC Salary Schedule

| Senior High Principal | | |
|------------------------------|-------|-----------|
| Weeks | Steps | Salary |
| 5248 | | |
| | 1 | \$146,547 |
| | 2 | \$149,057 |
| | 3 | \$151,679 |
| | 4 | \$154,301 |
| | 5 | \$156,811 |
| | 6 | \$159,433 |
| | 7 | \$163,063 |

| Middle School Principal | | |
|--------------------------------|-------|-----------|
| Weeks | Steps | Salary |
| 5248 | | |
| | 1 | \$133,171 |
| | 2 | \$135,644 |
| | 3 | \$138,116 |
| | 4 | \$140,476 |
| | 5 | \$142,947 |
| | 6 | \$145,419 |
| | 7 | \$148,899 |

| Elementary School Principal, Director of Equity and Enrollment | | |
|---|-------|-----------|
| Weeks | Steps | Salary |
| 5248 | | |
| | 1 | \$130,188 |
| | 2 | \$132,377 |
| | 3 | \$134,454 |
| | 4 | \$136,641 |
| | 5 | \$138,830 |
| | 6 | \$140,907 |
| | 7 | \$144,223 |

| Director of Equity and Enrollment | | | | |
|--|-------|-----------|---|---|
| Weeks | Steps | Salary | - | - |
| 48 | - | - | - | - |
| - | 1 | \$121,232 | - | - |
| - | 2 | \$122,789 | - | - |
| - | 3 | \$124,240 | - | - |
| - | 4 | \$125,795 | - | - |
| - | 5 | \$127,352 | - | - |
| - | 6 | \$128,803 | - | - |
| - | 7 | \$131,414 | - | - |

APPENDIX AB, Cont.

~~2019-2020~~ EAC Salary Schedule

| Senior High Assistant Principal | | |
|--|-------|-----------|
| Weeks | Steps | Salary |
| 52 46 | | |
| | 1 | \$121,431 |
| | 2 | \$123,916 |
| | 3 | \$126,401 |
| | 4 | \$128,996 |
| | 5 | \$131,482 |
| | 6 | \$133,967 |
| | 7 | \$137,564 |

| Middle School Assistant Principal, Elementary School Assistant Principal | | |
|---|-------|-----------|
| Weeks | Steps | Salary |
| 52 46 | | |
| | 1 | \$118,286 |
| | 2 | \$120,623 |
| | 3 | \$122,958 |
| | 4 | \$125,407 |
| | 5 | \$127,743 |
| | 6 | \$130,080 |
| | 7 | \$133,525 |

| Asst. Director of Special Services | | | | |
|---|-------|-----------|---|---|
| Weeks | Steps | Salary | - | - |
| 45 | - | - | - | - |
| - | 1 | \$118,824 | - | - |
| - | 2 | \$121,276 | - | - |
| - | 3 | \$123,730 | - | - |
| - | 4 | \$126,182 | - | - |
| - | 5 | \$128,636 | - | - |
| - | 6 | \$131,088 | - | - |
| - | 7 | \$134,540 | - | - |

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APPENDIX BC

Policy on Reimbursable Convention Expenses

When an administrator is approved to attend a national convention of an appropriate professional organization, the Employer will reimburse the administrator attending for expenses incurred, which include the following:

1. Registration fees for the administrator.
2. Round trip coach class airfare from Minneapolis-St. Paul to and from the convention site.
3. Ground transportation expenses (airport, bus, airport limousine or taxi) from the airport to the convention hotel and return upon conclusion of the convention.
4. Hotel room charges commensurate with the rate for one person.
5. Daily meal costs not to exceed limits set by Board Policy. Reimbursable expenses do not include any costs for alcoholic beverages.
6. Expenses associated with the purchase of books or other materials at the convention of a professional benefit to the district. The books or other materials become district property.
7. Expenses associated with rental of an automobile used for a school, college or institution visit as an adjunct to the convention. If possible, such plans should receive prior approval.
8. An administrator attending an out-of-town national convention may choose to drive ~~his or her~~ the employee's private automobile from Minneapolis-St. Paul to the convention city. Under this circumstance, the reimbursement for travel expense will not exceed the cost of roundtrip airfare as quoted by an airline or travel agency.

The district will also reimburse the person for hotel garage or parking lot fees for those days the convention is in progress. This reimbursement is in lieu of other ground transportation.

9. Other reimbursable expenses include, but are not limited to, baggage handling, service gratuities, and tolls for roads.
10. Prior to the date of the convention, the administrator may request payment for the airline ticket, registration, and hotel, to be paid directly to the vendor, and may request an advance to cover estimated meals and ground transportation expenses. The amount of this advance is an estimate. Upon return from the convention, the administrator must complete an expense report for actual costs for the airline ticket, hotel, meals, ground transportation, registration, and any district advance payments are recorded. These expenses are to be documented with receipts to the extent possible. It is recommended that the costs for the hotel and meals be charged to a private credit card so that receipts are easy to obtain. The administrator should submit receipts in a timely manner to receive prompt payment.

MASTER AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 273
EDINA PUBLIC SCHOOLS
AND THE
EDINA ADMINISTRATIVE COUNCIL
JULY 1, 2020 THROUGH JUNE 30, 2022



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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer") and the Edina Administrative Council ("EAC").

1.2 Definitions

The following definitions are applicable to terms used in this Agreement:

Administrator. Any person who holds a position in the unit for which EAC is the certified exclusive representative and who works more than 14 hours per week and 100 work days per year.

Duty Day. Any work day that an administrator is required to perform duties as established by the Employer.

Terms and Conditions of Employment. The hours of employment, compensation including fringe benefits, except retirement contributions or benefits, and the Employer's personnel policies affecting the working conditions of the administrator. This definition does not include the educational policies of a school district. This definition is subject to Minn. Stat. § 179A.07.

Other Terms. Other terms not specifically defined have the definitions given them under PELRA.

1.3 Recognition

The Employer recognizes EAC as the exclusive representative of all administrators in the positions of Principal, Assistant Principal, Assistant Director, Director of Student Enrollment & School Improvement, and Activities Director for the purpose of negotiating terms and conditions of employment.

1.4 Vacancy Notification

Administrative vacancies are posted on the District's website. Applications for vacancies must be submitted via the internal application to the online application process. Each administrator applying for and who is appropriately licensed and qualified will be granted an interview prior to filling the position.

1.5 Rights and Obligations

1.5.1 Rights of Administrators

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

1.5.2 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

An administrator will work 52 duty weeks each fiscal year.

A principal assigned to 52 weeks will receive 30 days of vacation annually. An assistant principal assigned to 52 weeks will receive 35 days of vacation annually. Any administrator assigned less than 52 weeks will receive a prorated vacation allotment (e.g. employee whose assignment is $\frac{1}{2}$ of the fiscal year would receive 15 days, employee whose work assignment is .5 FTE would receive 30 $\frac{1}{2}$ days). The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than 30 hours per week.

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. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur.

In June 2021, administrators may elect to carry forward up to 35 vacation days into the next fiscal year or up to 10 days of paid vacation days at the end of the fiscal year.

For subsequent fiscal years, administrators may carry forward up to 30 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.

2.2 Holidays

Administrators have 11 holidays each fiscal year as designated by the Employer.

2.3 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.

2.4 Calculation of Daily Rate of Pay

To determine an administrator's daily rate of pay, the annual base salary is divided by the number days listed below:

| <u>Position</u> | <u>Days</u> |
|-----------------------------------|-------------|
| Principal | 219 days |
| Director of Equity and Enrollment | 219 days |
| Assistant Principal | 214 days |

3. SALARIES

3.1 Basic Compensation

Administrative contained in Appendix A have been established according to the procedures identified in said Appendix.

3.2 Extra Duty Assignment

The Employer may create extra duty administrative assignments and will offer assignment of such positions to administrators. No administrator is required to accept an offer for an extra duty assignment. Contracts for extra duty assignments must include the specific assignment, the duration of the assignment, all required and special provisions pertaining to the assignment, the compensation for the assignment. Compensation is based on the administrator's prorated weekly salary multiplied by the number of weeks agreed to by the Employer and the administrator.

3.3 Tax-Deferred Matching Contribution Plan

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

3.3.1 Matching Salary Deduction

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

3.3.2 Employer Contribution

The amount of the Employer contribution will be up to three percent of the administrator's annual base salary with a maximum Employer contribution of \$4250 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 three percent will be adjusted to include

any additional raise in the administrator's salary, up to the maximum allowed.

3.3.3 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.

3.3.4 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 administrators the health and welfare benefits as follows. It is understood that the provisions described are general statements of the coverages provided and that the administrator's eligibility 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

4.1.1 Basic Group Life Insurance

An administrator is eligible for basic group term life insurance coverage in an amount equal to twice the employee's 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 administrator may also apply for supplemental coverage in \$10,000 increments up to the administrator's basic annual salary. Premiums for this coverage will be paid by the administrator through payroll deduction. Administrators electing to take the maximum supplemental coverage will receive an additional Employer-paid supplemental coverage in an amount equal to the administrator's base salary rounded up to the next whole thousand.

An 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.

4.1.3 Accidental Death and Dismemberment Coverage

An administrator 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 such coverage.

4.2 Income Protection Insurance

An administrator is covered by income protection insurance in the amount of two thirds (2/3) of the 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 for 12 months. The Employer pays the entire premium. An administrator receiving income protection insurance benefits also remains eligible for the Employer contributions for medical insurance.

4.3 Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the following amounts toward the monthly premium of each administrator enrolled in the coverages available.

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

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 administrator is enrolled.

4.4 Dental Insurance

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

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

An 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 is enrolled.

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 administrator or supervisor is requested to represent the district 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 Interests

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

5.3 Professional Meetings

The Employer will reimburse an administrator 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.

5.4 Membership in Professional Organizations

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

The Employer will 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 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 LEAVE ALLOWANCE

An administrator receives a one-time basic leave allowance of 35 days in addition to the amount granted below annually. Basic leave allowance is granted each fiscal year according to the following schedule, provided that an administrator has served for a minimum of 20 business days within the fiscal year. If an administrator is hired mid-year or leaves mid-year, the basic leave allowance will be prorated. Leave not used during the fiscal year may accumulate without limit.

| Weeks Assigned | Annual Days |
|-----------------------|--------------------|
| 52 | 18 |

6.1 Basic Leave

An administrator may use one day of accumulated basic leave for each day of personal illness. An administrator who has been absent may be required to present a statement to the Director of Human Resources from a physician verifying an illness and certifying that the administrator has recovered sufficiently to return to the employee's normal duties. An administrator absent more than five consecutive working days must 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.

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

If the administrator has exhausted the employee's accumulated basic leave, the administrator is entitled only to the benefits available from sources other than basic leave.

6.2 Disaster Leave

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.

Disaster leave payments will cease in any event after the 65th duty day of absence.

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.

For absence because of illness in the family, an administrator 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, any relative or non-relative living in the household of the administrator, or others as required by state law. When a physician certifies that in-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 absence because of death in the family or of friends, an administrator may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

6.4 Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside business hours, up to two 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 authorized representative.

6.5 Religious Observance Leave

Up to three days leave are available to an administrator for 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.

6.7 Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an 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 the employee's authorized representative.

6.8 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. 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:

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

* 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 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 the employee's 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

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) the employee 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 Parenting 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 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 administrator, 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 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.

An administrator 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 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 the employee's unused basic leave.

An administrator 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 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 period of leave for which the administrator is eligible under state and federal leave laws.

8. RETIREMENT

8.1 Insurance

8.1.1 Option 1

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.

8.1.2 Option 2

A full-time administrator hired on or after July 1, 2010 is not eligible for the benefits described in this Section 8.1.2, unless the newly hired administrator was a district employee prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and had no break in employment with the Employer.

A full-time administrator retiring after age 55 with a minimum of 10 full years of service is eligible for the Employer premium contributions toward group medical and dental insurance coverage at the same rate as active administrators. However, the Employer premium contribution for a retired administrator will be limited to the contribution rate for single coverage unless the retired administrator participated in single plus one or family coverage immediately preceding retirement. The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired administrator's spouse, unless the retired administrator participated in family coverage immediately preceding retirement. Single and family coverage will continue despite the death of a retired administrator's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the retired administrator, or (2) the expiration of eight years from the effective date of the administrator's retirement.

If the retired administrator becomes eligible for Medicare benefits and the expiration of eight years from the effective date of the administrator's retirement has not occurred, then the Employer will reimburse the retired administrator for Medicare insurance and a

Medicare supplement for both the retired administrator and spouse not to exceed the single, single plus one, or family contribution rate for an active administrator as eligibility for these contributions is defined in the above paragraph. When the retired administrator or spouse is eligible for Medicare benefits, the non-eligible retired administrator or spouse may remain on the Employer health insurance plan until the employee becomes eligible for Medicare benefits. At no time can the Employer contribution exceed the single, single plus one, or family contribution rate for an active administrator with respect to the retired administrator's election on the effective date of retirement.

8.1.3 Option 3

Only a full-time administrator hired on or after July 1, 2010 is eligible for the benefits provided in this Section 8.1.3. A new administrator, who is eligible to qualify for benefits under Section 8.1.2, does not receive the contribution in Section 8.1.3.

The Employer will contribute \$2000 per year to a Minnesota State Retirement System Health Care Savings Plan after an administrator has received non-probationary continuing contract status as an administrator covered by the Master Agreement between EAC and the Employer.

| Year | Contribution |
|---------|--------------|
| 2020-21 | \$2000 |
| 2021-22 | \$2000 |

If the administrator leaves employment with the Employer, this administrator's Health Care Savings Plan remains the property of the administrator.

8.1.4 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 paid coverage, 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 for the rest of the retiree's life.

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

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 in an amount described below. An administrator's daily rate of pay is calculated from the last year of full-time service.

| Number of Assigned Weeks | Number of Days |
|---------------------------------|-----------------------|
| All administrators | 120 days |

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, in an amount described below. 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.

| Number of Assigned Weeks | Maximum Number of Days |
|---------------------------------|-------------------------------|
| All administrators | 83 days |

8.3 Employer Contribution to the Health Care Savings Plan

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.

9. REDUCTION OR DISCONTINUANCE OF POSITIONS

Any reduction in force will be made on the basis of the least total administrative experience in this district. For administrators with identical total administrative experience in this district, reductions will be made on the basis of the least total licensed experience in this district. In every case, however, an impacted administrator's licensure and qualifications as determined by the Employer must be acceptable to perform the responsibilities of the remaining positions. Reductions will be made among elementary administrative positions as a group, and among secondary administrative positions as a group, with no cross-over or bumping between elementary and secondary administrators.

If an administrator is reassigned under the terms of reduction or discontinuance of positions, the administrator will be assigned to a position (administrative or teaching) at no reduction of weekly salary or the Employer's monthly medical contribution. Seniority as a teacher will be as provided by law.

10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE

Administrators will be eligible for up to \$400 per administrator for professional development/technology allowance per year. In order to receive the allowance of \$400 or a portion thereof, the employee must apply and receive prior approval from the employee's 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.

11. GRIEVANCE PROCEDURE

11.1 Definition

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

11.2 Procedure

Step I

The parties to this agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Director of Human Resources within 20 days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five working days of the submission of the grievance. The Director of Human Resources shall issue a written decision on the grievance within 5 working days of the meeting.

Step II

Administrator may appeal the decision of the Director of Human Resources to the Superintendent. This appeal shall be made in writing to the Superintendent within ten days of the decision of the Director of Human Resources. The Superintendent shall issue a decision on the appeal within 5 working days of receipt of the appeal and shall forward the decision to the administrator and the President of the EAC.

Step III

A Principal and the EAC may submit the matter to arbitration within ten working days of receipt of the Superintendent's decision issued in step II.

Step IV - Arbitration

The Employer and EAC will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Employer and EAC are unable to agree on an arbitrator, they will request from the Bureau of Mediation Services, State of Minnesota, a list of five names of qualified arbitrators. The parties will alternately strike names from the list of five arbitrators until only one name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name, the question will be decided by a flip of the coin.

Each party will be responsible for equally compensating the arbitrator for his/her fee and necessary expenses. The arbitrator does not have the power to add, to subtract from, or to modify in any way the terms of the existing Agreement.

The decision of the arbitrator will be final and binding upon the parties. The decision will be issued to the parties by the arbitrator and a copy will be filed with the Bureau of Mediation Services, State of Minnesota.

The processing of all grievances will be during the regularly scheduled working hours and an administrator will not lose wages due to necessary participation.

11.3 Other Provisions

The parties by mutual written agreement may waive any step and extend any time limits in the grievance procedures; however, failure by an administrator or EAC to adhere to the timelines without mutual agreement to waive the timelines will result in a forfeit of the grievance. Failure of the Employer to act within the timelines specified without mutual agreement to waive such limits will constitute a denial of the grievance and will permit the grievant to proceed to the next step.

11.3.2 "All notices, appeals and other documents may be submitted electronically by the parties."

11.3.3 "Unless otherwise designated, days shall be defined as calendar days."

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement will become effective July 1, 2020, and will continue in full force and effect to and including June 30, 2022, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2022, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

12.2 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.

13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this _____ day of _____, 2020.

FOR
EDINA ADMINISTRATIVE COUNCIL

FOR
INDEPENDENT SCHOOL DISTRICT 273

President

Chairperson

Edina Administrative
Council Representative

Clerk

Edina Administrative
Council Representative

APPENDIX A

ADMINISTRATIVE SALARY STRUCTURE

Classification of Positions

Salaries should reflect the relative responsibilities of various administrative positions to each other as well as to that of a teacher.

Annual review of position classification and length of the work year is authorized on request. These requests by the administrator or administrators holding the position must be submitted in writing to the human resources department by April 1. The Superintendent or designee may also initiate a review at any time by giving written notice to the president of EAC and the persons holding the proposed reviewed positions.

The Superintendent, in consultation with EAC president, will establish a review committee composed of two members of EAC and two members of the Lead Team to assist in evaluating such requests.

Year in Position: A year in the position is defined as commencement of position duties prior to January 1.

Longevity Differential: An administrator who has reached the top step on the salary schedule and served one year on said step, will receive an increase of \$1,000 to the employee's salary each year thereafter.

Performance Based Pay Incentive: An administrator who has successfully achieved the employee's goals and has met the criteria established by the joint Council and Employer performance pay incentive committee will receive up to \$2,150 added to the employee's annual salary.

Beginning in the 2021-22 school year, a lead principal is eligible for additional compensation in strategic action pay. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The total of all action goals paid to a lead principal will not be less than \$1000.

Stipend: An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to the employee's annual salary.

APPENDIX A

EAC Salary Schedule

| Senior High Principal | | |
|------------------------------|-------|-----------|
| Weeks | Steps | Salary |
| 52 | | |
| | 1 | \$146,547 |
| | 2 | \$149,057 |
| | 3 | \$151,679 |
| | 4 | \$154,301 |
| | 5 | \$156,811 |
| | 6 | \$159,433 |
| | 7 | \$163,063 |

| Middle School Principal | | |
|--------------------------------|-------|-----------|
| Weeks | Steps | Salary |
| 52 | | |
| | 1 | \$133,171 |
| | 2 | \$135,644 |
| | 3 | \$138,116 |
| | 4 | \$140,476 |
| | 5 | \$142,947 |
| | 6 | \$145,419 |
| | 7 | \$148,899 |

| Elementary School Principal, Director of Equity and Enrollment | | |
|---|-------|-----------|
| Weeks | Steps | Salary |
| 52 | | |
| | 1 | \$130,188 |
| | 2 | \$132,377 |
| | 3 | \$134,454 |
| | 4 | \$136,641 |
| | 5 | \$138,830 |
| | 6 | \$140,907 |
| | 7 | \$144,223 |

| Senior High Assistant Principal | | |
|--|-------|-----------|
| Weeks | Steps | Salary |
| 52 | | |
| | 1 | \$121,431 |
| | 2 | \$123,916 |
| | 3 | \$126,401 |
| | 4 | \$128,996 |
| | 5 | \$131,482 |
| | 6 | \$133,967 |
| | 7 | \$137,564 |

Middle School Assistant Principal, Elementary School Assistant Principal

| Weeks | Steps | Salary |
|-------|-------|-----------|
| 52 | | |
| | 1 | \$118,286 |
| | 2 | \$120,623 |
| | 3 | \$122,958 |
| | 4 | \$125,407 |
| | 5 | \$127,743 |
| | 6 | \$130,080 |
| | 7 | \$133,525 |

APPENDIX B

Policy on Reimbursable Convention Expenses

When an administrator is approved to attend a national convention of an appropriate professional organization, the Employer will reimburse the administrator attending for expenses incurred, which include the following:

1. Registration fees for the administrator.
2. Round trip coach class airfare from Minneapolis-St. Paul to and from the convention site.
3. Ground transportation expenses (airport, bus, airport limousine or taxi) from the airport to the convention hotel and return upon conclusion of the convention.
4. Hotel room charges commensurate with the rate for one person.
5. Daily meal costs not to exceed limits set by Board Policy. Reimbursable expenses do not include any costs for alcoholic beverages.
6. Expenses associated with the purchase of books or other materials at the convention of a professional benefit to the district. The books or other materials become district property.
7. Expenses associated with rental of an automobile used for a school, college or institution visit as an adjunct to the convention. If possible, such plans should receive prior approval.
8. An administrator attending an out-of-town national convention may choose to drive the employee's private automobile from Minneapolis-St. Paul to the convention city. Under this circumstance, the reimbursement for travel expense will not exceed the cost of roundtrip airfare as quoted by an airline or travel agency.

The district will also reimburse the person for hotel garage or parking lot fees for those days the convention is in progress. This reimbursement is in lieu of other ground transportation.

9. Other reimbursable expenses include, but are not limited to, baggage handling, service gratuities, and tolls for roads.
10. Prior to the date of the convention, the administrator may request payment for the airline ticket, registration, and hotel, to be paid directly to the vendor, and may request an advance to cover estimated meals and ground transportation expenses. The amount of this advance is an estimate. Upon return from the convention, the administrator must complete an expense report for actual costs for the airline ticket, hotel, meals, ground transportation, registration, and any district advance payments are recorded. These expenses are to be documented with receipts to the extent possible. It is recommended that the costs for the hotel and meals be charged to a private credit card so that receipts are easy to obtain. The administrator should submit receipts in a timely manner to receive prompt payment.



DEFINING EXCELLENCE

Board Meeting Date: 12/14/2020

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

TYPE: Action

PRESENTERS: Nicole Tuescher, Director of Human Resources and Administration; Valerie Burke, Director of Community Education Services

BACKGROUND: The revised guidebook and appendix include the following: the salaried compensation schedules, in general, will remain the same for 2020-2021; and the district's increase in contribution towards district's health insurance varies as noted in parentheses to the previous district health insurance contribution (\$23.24 increase for single coverage, \$37.72 increase for single + one coverage, and \$61.50 increase for family coverage).

The total compensation package for this guidebook is less than 1%. 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 appendix for the employees under the guidebook.

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

ATTACHMENTS:

1. Guidebook of Employment for the Community Education Services Salaried Employees of Edina Public Schools (contains appendix) - Redlined Version
2. Proposed Guidebook of Employment for the Community Education Services Salaried Employees of Edina Public Schools (contains appendix)

~~2018 – 2020~~

**Guidebook of ~~Professional~~ Employment
For
Community Education Services Salaried Employees
of
Edina Public Schools**



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

1. INTRODUCTION

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. -The following ~~g~~Guidebook for Community Education Services Salaried Employees (“employee”) 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 Schools No. 273, Edina Public Schools

No provision of this ~~g~~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 ~~g~~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 a statement including, at a minimum, the position title; title, the employee’s regular work assignment the normal work week and work year with any contingencies or variables; the employee’s start date,; annual salary, salary information,; and if the employee’s eligibility for benefits. A copy of the position’s job description and a copy of this Guidebook will accompany this employment information.~~ This guidebook 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 ~~following of~~ an employee’s initial employment with the Employer or the first year following ~~promotion a new assignment~~ will be a ~~preliminary special~~ evaluation during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the requirements and responsibilities of the position. -The Employer retains the discretion to terminate an employment relationship when the employee for any reason during this first-year evaluation period does not appear to be a good fit with the job.

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

ARTICLE II SALARIES AND BENEFITS

2. WORK YEAR

2.1 – Compensation

~~The annual salary for employees is based upon the salary schedules set forth in Appendix A.~~

~~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

~~An employee who is employed before January 1st, and is still employed by the Employer on the following June 30th, will earn one year of experience credit for purposes of salary step increases on July 1st. Step advancement is contingent on satisfactory performance.~~

2.3 – Step Placement

~~A new employee will be placed at the lowest step 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.~~

2.1 - 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.

2.42 – Holidays

During the employee’s duty year, a full-time employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee’s salary.
~~A full-time employee will receive 11 holidays with pay per year. A part-time employee who is assigned to work a minimum of 1300 hours 30 hours per week year on Schedule B will receive prorated holidays with pay per year. Placement of these days is determined by the District.~~

2.35 – Vacation Days

A full-time employee assigned to work 12 months per fiscal year will receive vacation days as set forth in the following schedule:

| <u>Years of Service</u> | <u>Number of Vacation Days</u> |
|-------------------------|--------------------------------|
| 1-4 | 17 |
| 5-14 | 20 |
| 15+ | 21 |

~~A part-time salaried employee on Schedule B who is assigned to work a minimum of 1300 per year will earn a prorated number of days of vacation each year equivalent to his or her assigned average number of hours.~~

The determination of years of service is determined on July 1st of each year. The vacation anniversary date upon which any vacation benefit is considered earned will be June 30th. Individuals hired after June 30th will receive prorated vacation.

An eligible employee may carry up to ten vacation days from one employment year to 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.

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 an injury during a vacation or other unpaid leave period with the coordinator's approval.~~

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 the applicable appendix.

4. HEALTH AND WELFARE BENEFITS

2.6 - Group Insurance Policies

The Employer will provide a full-time ~~n~~ employee, who is assigned to work a minimum of ~~1300~~ 30 hours per week year, the health and benefits as described below and in the appendix to this guidebook. ~~the program of group insurance coverage described in Section 2.6.~~ It is understood ~~and agreed~~ that the insurance provisions described of this Section are ~~merely descriptive of the general statements of the~~ coverages 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.

42.6.1 - Life Insurance

An eligible employee is able 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 \$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.

42.6.2 - Long-Term Disability Insurance

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

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

42.6.3 - Accidental Death and Dismemberment Coverage

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

42.6.4 - 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 district 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.

~~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:~~

| Type of Coverage | Effective 7/1/18 | Effective 1/1/19 | Effective 1/1/20 |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Single | \$442.90 | \$451.76 | \$451.76 |
| Single + One | \$738.51 | \$753.28 | \$753.28 |
| Family | \$1027.94 | \$1048.50 | \$1048.50 |

~~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.~~

42.6.5 – 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.

~~Each eligible employee may enroll in the Employer's dental insurance program. Participation in this program is voluntary. 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 |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Single | \$35.20 | \$35.20 | \$35.20 |
| Single + One | \$41.63 | \$41.63 | \$41.63 |
| Family | \$62.24 | \$62.24 | \$62.24 |

~~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.

~~2.7 Retirement Contribution Plans~~

~~An employee may contribute a portion of 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.~~

24.6.8 - 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.

ARTICLE III
5. LEAVES OF ABSENCE

35.1 - Basic Leave Allowance

~~A full-time, full-year employee receives 12 days of basic leave allowance annually on July 1. An employee will be granted a basic leave allowance of one day per month for absence without deduction from pay. If an employee is less than full-time, full-year, the employee's basic leave allowance is prorated (e.g. 10-month employee will receive 10 days of basic leave allowance). This allowance will be calculated based on assigned average number of hours. -Any leave taken~~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~~below. Leave not used during any school year will 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 is not eligible to earn leave.~~

53.1.12 -- Employee Illness/Sick Leave

5.1.1 - 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.

5.1.2 - 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.

5.1.3 - 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.

5.1.4 - 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.

5.1.5 - 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.

5.2 - 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.

One day of basic leave allowance may be used by an employee for each day of absence due to illness or injury of themselves 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 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.~~

~~3.3 Disaster Leave~~

~~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.~~

~~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 sixteenth 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 individual situations will be determined 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.

3.6 – Personal Business Leave

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

53.38 - 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.

~~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.~~

53.49 - Superintendent's Discretionary Leave

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

53.57 - 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

ARTICLE IV

6. RETIREMENT

6.1 - Benefits Continuations

6.1.1 - 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.

6.1.2 - Benefit Continuation

An employee who meets the eligibility in Section 6.1.1 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.

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 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 ½ 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 person's estate.~~

4.3 – Hospitalization-Medical Insurance

~~An employee who retires under the provisions of this article is eligible to continue participation, at his or her 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 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.~~

6.2.7 – Retirement Contribution Plans

~~An Employer contribution is payable to an employee may contribute a portion of 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.~~

6.2.1 - 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.~~

6.2.2 - 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 6.2.2.~~

6.2.3 - Employer Contribution

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

6.2.4 - 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.~~

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.

APPENDIX A

Salary Schedules

| <u>Schedule</u> | <u>Position</u> |
|------------------------|--|
| | |
| <u>A</u> | Program Manager |
| | |
| <u>B</u> | Program Supervisor |
| | |
| <u>D</u> | Communications Manager Adult & Community Involvement CRP/CVP KIDS Club Youth Development |
| | Early Childhood Targeted Services Manager |
| | |
| <u>F</u> | Communications Specialist |
| | CES Communications Specialist |
| | Digital Communications Specialist |

APPENDIX A (cont.)

| SCHEDULE | STEP | 2018-19 | 202019-210 |
|---|------|--------------|----------------------|
| Salaried | | | |
| A | | | |
| 12--month position | 1 | -\$41,134.00 | \$41,957.00 |
| position | 2 | -\$43,579.00 | \$44,451.00 |
| | 3 | -\$45,411.00 | \$46,319.00 |
| | 4 | -\$48,240.00 | \$49,205.00 |
| <u>Auditorium Manager</u> | 5 | -\$51,744.00 | \$52,779.00 |
| | 6 | -\$54,802.00 | \$55,897.00 |
| | 7 | -\$58,040.00 | \$59,201.00 |
| | 8 | -\$61,159.00 | \$62,383.00 |
| | | - | |
| B | | | |
| 12--month position | 1 | -\$35,142.00 | \$35,844.00 |
| position | 2 | -\$36,309.00 | \$37,035.00 |
| | 3 | -\$37,479.00 | \$38,228.00 |
| <u>Program Supervisors</u> | 4 | -\$38,652.00 | \$39,425.00 |
| <u>(e.g. Early Learning, Enrichment, Kids Club)</u> | 5 | -\$40,990.00 | \$41,810.00 \$42,925 |
| | 6 | -\$42,168.00 | \$46425.003,012.00 |
| | 7 | -\$49,209.00 | \$50,194.00 |
| | | - | |
| D | | | |
| 12--month position | 1 | -\$48,935.00 | \$49,914.00 |
| position | 2 | -\$52,850.00 | \$53,907.00 |
| <u>Managers</u> | 3 | -\$57,081.00 | \$58,223.00 |
| <u>(e.g. Kids Club, CRP/CVP)</u> | 4 | -\$61,640.00 | \$62,872.00 |
| | 5 | -\$66,438.00 | \$67,767.00 |
| | 6 | -\$70,867.00 | \$72,285.00 |
| | | | |
| F | | | |
| | 1 | -\$39,105.00 | -\$39,887.00 |
| | 2 | -\$41,406.00 | -\$42,235.00 |
| | 3 | -\$43,706.00 | -\$44,580.00 |
| | 4 | -\$46,006.00 | -\$46,926.00 |
| | 5 | -\$48,306.00 | -\$49,271.00 |
| | 6 | -\$50,724.00 | -\$51,738.00 |

Health Insurance Contribution towards Employer's Insurance:

| Type of Coverage | Effective 1/1/20 | Effective 1/1/21 |
|---------------------|------------------|------------------|
| <u>Single</u> | \$451.76 | \$475.00 |
| <u>Single + One</u> | \$753.28 | \$791.00 |
| <u>Family</u> | \$1048.50 | \$1110.00 |

Dental Insurance Contribution towards Employer's Insurance:

| Type of Coverage | Effective 7/1/18 | Effective 1/1/19 | Effective 7/1/20 |
|---------------------|------------------|------------------|------------------|
| <u>Single</u> | \$35.20 | \$35.20 | \$35.20 |
| <u>Single + One</u> | \$41.63 | \$41.63 | \$41.63 |

| | | | |
|--------|---------|---------|---------|
| Family | \$62.24 | \$62.24 | \$62.24 |
|--------|---------|---------|---------|

RETIREMENT BENEFITS

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

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

Retirement Payments Benefit:

Eligibility - For the purpose of this provision, an eligible employee is an employee who has an full-time, full-year assignment (i.e. 8 hours for 260 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 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 10 years of continuous service with the Employer; and (2) reached 55 years of age.

Payment and Procedures - A full-time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying ½ 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 the same, to the deceased person’s estate.

Guidebook of Employment
For
Community Education Services Salaried Employees
of
Edina Public Schools



1. INTRODUCTION

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. The following guidebook for Community Education Services Salaried Employees (“employee”) 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 Schools No. 273, Edina Public Schools

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, salary information, 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 following a new assignment will be a preliminary evaluation during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the requirements and responsibilities of the position. 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, a full-time employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee’s salary. A part-time employee who is assigned to work 30 hours per week will receive prorated holidays with pay per year. Placement of these days is determined by the District.

2.3 – Vacation Days

A full-time employee assigned to work 12 months per fiscal year will receive vacation days as set forth in the following schedule:

| <u>Years of Service</u> | <u>Number of Vacation Days</u> |
|-------------------------|--------------------------------|
| 1-4 | 17 |
| 5-14 | 20 |
| 15+ | 21 |

The determination of years of service is determined on July 1st of each year. Individuals hired after June 30th will receive prorated vacation.

An eligible employee may carry up to ten vacation days from one employment year to 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.

An eligible employee may schedule vacation subject to supervisor approval.

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 the applicable appendix.

4. HEALTH AND WELFARE BENEFITS

The Employer will provide a full-time employee, who is assigned to work a minimum of 30 hours per week, the health and benefits as described below and in the appendix to this guidebook. It is understood that the insurance provisions described are general statements of the coverages provided, and that the eligibility of an employee for benefits shall be governed by the terms of the master insurance contracts between the Employer and the insurers providing coverage.

4.1 - Life Insurance

An eligible employee is able 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.

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.

4.2 - 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.

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

4.3 - Accidental Death and Dismemberment Coverage

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

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 district 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.

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.

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.

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. LEAVES OF ABSENCE

5.1 - Basic Leave Allowance

A full-time, full-year employee receives 12 days of basic leave allowance annually on July 1. . If an employee is less than full-time, full-year, the employee's basic leave allowance is prorated (e.g. 10-month employee will receive 10 days of basic leave allowance). This allowance will be calculated based on the assigned average number of hours. Any leave taken 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 below. Leave not used during any school year will 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.

5.1.1 - 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.

5.1.2 - 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.

5.1.3 - 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.

5.1.4 - 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.

5.1.5 - 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.

5.2 - 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.

5.3 - 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.

5.4 - Superintendent's Discretionary Leave

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

5.5 - 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

6. RETIREMENT

6.1 - Benefits Continuations

6.1.1 - 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.

6.1.2 - Benefit Continuation

An employee who meets the eligibility in Section 6.1.1 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.

6.2 - Retirement Contribution Plans

An Employer contribution is payable to an employee's retirement contribution plan or plans,

either tax-deferred or not tax-deferred, subject to the following subsections.

6.2.1 - 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.

6.2.2 - 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 6.2.2.

6.2.3 - Employer Contribution

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

6.2.4 - 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

Salary Schedules

APPENDIX A (cont.)

| SCHEDULE | STEP | 2020-21 |
|--|------|-------------|
| Salaried | | |
| <u>A</u> | | |
| | 1 | \$41,957.00 |
| 12-month position | 2 | \$44,451.00 |
| | 3 | \$46,319.00 |
| Auditorium Manager | 4 | \$49,205.00 |
| | 5 | \$52,779.00 |
| | 6 | \$55,897.00 |
| | 7 | \$59,201.00 |
| | 8 | \$62,383.00 |
| <u>B</u> | | |
| | 1 | \$35,844.00 |
| 12-month position | 2 | \$37,035.00 |
| | 3 | \$38,228.00 |
| Program Supervisors | 4 | \$39,425.00 |
| (e.g. Early Learning, Enrichment, Kids Club) | 5 | \$42,925.00 |
| | 6 | \$46,425.00 |
| | 7 | \$50,194.00 |
| <u>D</u> | | |
| | 1 | \$49,914.00 |
| 12-month position | 2 | \$53,907.00 |
| | 3 | \$58,223.00 |
| Managers | 4 | \$62,872.00 |
| (e.g. Kids Club, CRP/CVP) | 5 | \$67,767.00 |
| | 6 | \$72,285.00 |
| <u>F</u> | | |
| | 1 | \$39,887.00 |
| 12-month position | 2 | \$42,235.00 |
| | 3 | \$44,580.00 |
| Communication Specialists | 4 | \$46,926.00 |
| | 5 | \$49,271.00 |
| | 6 | \$51,738.00 |

Health Insurance Contribution towards Employer's Insurance:

| Type of Coverage | Effective 1/1/20 | Effective 1/1/21 |
|------------------|------------------|------------------|
| Single | \$451.76 | \$475.00 |
| Single + One | \$753.28 | \$791.00 |
| Family | \$1048.50 | \$1110.00 |

Dental Insurance Contribution towards Employer's Insurance:

| Type of Coverage | Effective 7/1/20 |
|-------------------------|-------------------------|
| Single | \$35.20 |
| Single + One | \$41.63 |
| Family | \$62.24 |

RETIREMENT BENEFITS

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

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

Retirement Payments Benefit:

Eligibility - For the purpose of this provision, an eligible employee is an employee who has an full-time, full-year assignment (i.e. 8 hours for 260 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 termination or actually terminated for cause by the school board will not be eligible for this benefit. In addition to the above qualifications, a full-time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

Payment and Procedures - A full-time employee meeting the eligibility qualifications above 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 the same, to the deceased person's estate.



Board Meeting Date: 12/14/2020

TITLE: Revised Appendix for the Superintendent's Advisory Council

TYPE: Action

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

BACKGROUND: At its October 12, 2020 school board meeting, the district noted that it did not recommend any increase in the district health insurance contribution, but noted that the administration may bring forth a small increase towards the district's health insurance contribution once the school board approves the district's health insurance plan and contributions thereto. The suggest revised appendix adjusts (1) health insurance contribution in light of the approved rates, and also creates alignment between district employees (i.e. EAC - principals); and (2) corrects previously erroneous compensation amounts for two employees under this guidebook. This recommendation is within the parameters determined by the School Board. The Superintendent supports the recommendation.

RECOMMENDATION: Adopt the revised appendix for the employees under the Superintendent's Advisory Council guidebook.

PRIMARY ISSUE(S) TO CONSIDER: Approve the revised insurance contribution for employees under the terms and conditions of the SAC guidebook.

ATTACHMENTS:

1. Redline of the appendix to the Superintendent's Advisory Council of Edina Public Schools
2. Appendix to the Superintendent's Advisory Council of Edina Public Schools

Appendix

Health Insurance Contribution towards Employer's Insurance:

| Type of Coverage | Effective 07/01/20 | <u>Effective 01/01/21</u> |
|------------------|--------------------|---------------------------|
| Single | \$593 | <u>\$625.92</u> |
| Single + One | \$1263 | <u>\$1342.88</u> |
| Family | \$1664 | <u>\$1764.06</u> |

Dental Insurance Contribution towards Employer's Insurance:

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

Strategic Action Pay Incentive:

The total of strategic action pay incentives paid to an employee achieving their strategic actions or goals will usually not be less than \$2,160. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The performance base incentive program has \$2,250 set aside per employee for implementation of this program through meeting department goals and shared administrative team goals.

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

Employee's Annual Salaries:

Assistant Superintendent: \$178,500
Director of Business Services: ~~\$173,948~~ \$176,992
Director of Community Education Services: \$142,092
Director of Communications: ~~\$106,919~~ \$126,993
Director of Human Resources and Administrative Services: \$173,000
Director of Media and Technology Services: \$133,555
Director of Research and Evaluation: \$133,216
Director of Student Support Services: \$147,042
Director of Teaching and Learning: \$155,000

Appendix

Health Insurance Contribution towards Employer's Insurance:

| Type of Coverage | Effective 07/01/20 | Effective 01/01/21 |
|-------------------------|---------------------------|---------------------------|
| Single | \$593 | \$625.92 |
| Single + One | \$1263 | \$1342.88 |
| Family | \$1664 | \$1764.06 |

Dental Insurance Contribution towards Employer's Insurance:

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

Strategic Action Pay Incentive:

The total of strategic action pay incentives paid to an employee achieving their strategic actions or goals will usually not be less than \$2,160. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The performance base incentive program has \$2,250 set aside per employee for implementation of this program through meeting department goals and shared administrative team goals.

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

Employee's Annual Salaries:

Assistant Superintendent: \$178,500
Director of Business Services: 176,992
Director of Community Education Services: \$142,092
Director of Communications: \$126,993
Director of Human Resources and Administrative Services: \$173,000
Director of Media and Technology Services: \$133,555
Director of Research and Evaluation: \$133,216
Director of Student Support Services: \$147,042
Director of Teaching and Learning: \$155,000



Board Meeting Date: 12/14/2020

TITLE: Additional Appendices for Non-affiliated Employees

TYPE: Action

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

BACKGROUND: These additional appendices cover positions previously affiliated with other groups: (1) student support services supervisors affiliated with the teachers' terms and conditions of employment (appendix c); (2) health services coordinator affiliated with the teachers' terms and conditions of employment (appendix d); (3) equity and inclusion specialist; cultural liaisons affiliated with the community education salaried employees (appendix e); and (4) literacy supervisor affiliated with the principals (appendix f). The appendices include eight district employees. Please note that there is no redlined version of the appendices due to these previous affiliations and not have notation of their own terms and conditions of employment.

Annual compensation or salary schedule for employees in these appendices will remain the same for 2020-2021. Eligibility towards performance incentives will remain the same. In general, any changes in contribution towards health insurance mirror the changes in the previously affiliated group, with the exception of the student support services supervisors and health services coordinator, now receiving the same contribution as the non-affiliated employees in appendix a, previously approved by the School Board.

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. The Superintendent supports the recommendation.

RECOMMENDATION: Adopt the additional appendices for the employees under the non-affiliated guidebook.

PRIMARY ISSUE(S) TO CONSIDER: Approve the compensation packages for employees under the new appendices of the non-affiliated guidebook.

ATTACHMENT:

1. Appendices C-F to Non-Affiliated Guidebook

APPENDIX C – Student Support Services Supervisors

Employee Annual Salary: \$107,172

Assigned Work Days: 199 days

Basic Leave Allotment: 12 days

Health Insurance Contribution towards Employer’s Insurance:

| Type of Coverage | Effective 07/01/20 | Effective 01/01/21 |
|------------------|--------------------|--------------------|
| Single | \$655.00 | \$625.92 |
| Single + One | \$1076.00 | \$1342.88 |
| Family | \$1423.00 | \$1764.06 |

Dental Insurance Contribution towards Employer’s Insurance:

| Type of Coverage | Effective 07/01/20 | Effective 01/01/21 |
|------------------|--------------------|--------------------|
| Single | \$61 | \$40 |
| Single + One | \$61 | \$75 |
| Family | \$61 | \$121 |

Performance Based Pay Incentive: The employees will participate, set goals, and be eligible for remuneration in accordance with the Alt Compensation requirements.

Holidays, Vacation Days: No additional compensation for holidays or employee vacation allotment.

RETIREMENT BENEFITS

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

Early Retirement Incentive Payment: An employee who has reached age 50 and who has worked a minimum of 15 full years and who elects to voluntarily retire at the end of any academic year is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan (25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee’s account with the Minnesota State Retirement System’s Health Care Savings Plan.

| Payment Date | HCSP Amount |
|---|---|
| Prior to June 30 th of Retirement Year | 25% of early retirement incentive payment |

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

| Payment Date | 403(b)/457 Amount |
|---------------------|--------------------------|
| July 20th 1st yr | 1/3 of 403(b) payment |
| July 20th 2nd yr | 1/3 of 403(b) payment |
| July 20th 3rd yr | 1/3 of 403(b) payment |

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Employer Contribution Toward Hospitalization-Medical Insurance for Employees Employed Prior to July 1, 2011: A full-time employee who (1) was employed as an employee by the District before July 1, 2011 and (2) is eligible for and receives an early retirement incentive payment is also eligible for an Employer contribution toward the Employer's hospitalization-medical insurance plan equal to the Employer's contribution for single coverage at the time of retirement. The Employer's contribution will increase each year by the same amount as the Employer's contribution to single coverage for active employees during the period of eligibility.

The Employer premium contribution identified above will cease as of (1) the employee becomes eligible for Medicare; (2) nine years from the date of employee's retirement; or (3) the employee's death, whichever is earliest.

Caveat: In no event will a combined total of early retirement incentive pay and additional employer premium contributions exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or After July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

APPENDIX D – Health Services Coordinator

Employee’s Annual Salary: \$93,544

Assigned Work Days: 199 days

Basic Leave Allotment: 12 days

Health Insurance Contribution towards Employer’s Insurance:

| Type of Coverage | Effective 07/01/20 | Effective 01/01/21 |
|------------------|--------------------|--------------------|
| Single | \$655.00 | \$662.00 |
| Single + One | \$1076.00 | \$1342.88 |
| Family | \$1423.00 | \$1764.06 |

Dental Insurance Contribution towards Employer’s Insurance:

| Type of Coverage | Effective 07/01/20 | Effective 07/01/20 |
|------------------|--------------------|--------------------|
| Single | \$61.00 | \$40.00 |
| Single + One | \$61.00 | \$75.00 |
| Family | \$61.00 | \$121.00 |

Holidays, Vacation Days: No additional compensation for holidays or employee vacation allotment.

RETIREMENT BENEFITS

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

Early Retirement Incentive Payment: An employee who has reached age 50 and who has worked a minimum of 15 full years and who elects to voluntarily retire at the end of any academic year is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan (25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee’s account with the Minnesota State Retirement System’s Health Care Savings Plan.

| Payment Date | HCSP Amount |
|---|---|
| Prior to June 30 th of Retirement Year | 25% of early retirement incentive payment |

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

| Payment Date | 403(b)/457 Amount |
|---------------------|--------------------------|
| July 20th of 1st yr | 1/3 of 403(b) payment |
| July 20th of 2nd yr | 1/3 of 403(b) payment |
| July 20th of 3rd yr | 1/3 of 403(b) payment |

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Caveat: In no event will the total of early retirement incentive pay exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or after July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

APPENDIX E – Equity and Inclusion Specialist; Cultural Liaisons

| | |
|---|-------------|
| 1 | \$41,957.00 |
| 2 | \$44,451.00 |
| 3 | \$46,319.00 |
| 4 | \$49,205.00 |
| 5 | \$52,779.00 |
| 6 | \$55,897.00 |
| 7 | \$59,201.00 |
| 8 | \$62,383.00 |

Assigned Work Days: 210 days

Health Insurance Contribution towards Employer’s Insurance:

| Type of Coverage | Effective 07/01/20 | Effective 01/01/21 |
|-------------------------|---------------------------|---------------------------|
| Single | \$451.76 | \$475.00 |
| Single + One | \$753.28 | \$791.00 |
| Family | \$1048.58 | \$1110.00 |

Dental Insurance Contribution towards Employer’s Insurance:

| Type of Coverage | Effective 07/01/20 |
|-------------------------|---------------------------|
| Single | \$35.20 |
| Single + One | \$41.63 |
| Family | \$62.24 |

RETIREMENT BENEFITS

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

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

Retirement Payments Benefit:

Eligibility - For the purpose of this provision, an eligible employee is an employee who has a full-time, full-year assignment (i.e. 8 hours for 260 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 termination or actually terminated for cause by the school board will not be eligible for this benefit. In addition to the above qualifications, a full-time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

Payment and Procedures - A full-time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying ½ 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 the same, to the deceased person's estate.

APPENDIX F – Literacy Supervisor

Employee’s Annual Salary: \$123,730

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 |

RETIREMENT BENEFITS

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

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

Early Retirement Payments: 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. Application for the early retirement payments for retirement at the end of the school year must be submitted to the human resources department by February 1. An 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 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 paid the following January 15. If an employee applied for mid-year retirement, as defined above, the amount of early retirement payments is 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 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.

An eligible employee will receive an early retirement incentive payment equivalent to 120 days. An administrator’s daily rate of pay is calculated from the last year of full-time service.

In addition to the Early Retirement Incentive Payment, an eligible employee will receive a basic leave conversion for unused basic leave days, up to a maximum of 83 days. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days multiplied by the employee’s daily rate of pay.

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. 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 employee's last full year salary.

After three years of full-time employment with the district, the Employer will contribute \$2000 in year 4 towards a Minnesota State Retirement System Health Care Savings Plan.

| Years of Employment | Contribution |
|---------------------|--------------|
| 4 | \$2000 |

If the employee leaves employment with the Employer, this employee's Health Care Savings Plan remains the employee's property.



Board Meeting Date: 12/14/2020

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:

- Policy 406 – Public and Private Personnel Data
- Policy 423 – Employee-Student Relationships
- Policy 424 – License Status

RECOMMENDATION: Accept the policies as revised.

ATTACHMENTS:

1. Policy 406 – Public and Private Personnel Data
2. Policy 423 – Employee-Student Relationships
3. Policy 424 - License Status

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

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: 12/14/2020

TITLE: November Mobility

TYPE: Information

PRESENTER(S): Greg Guswiler, Coordinator Student Information Systems

ATTACHMENT: Mobility Report (next page)

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 Educations 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 November, 2020

| Elementary Schools | | KG | 1 | 2 | 3 | 4 | 5 | TOTAL |
|--------------------|--|------------|------------|------------|------------|------------|------------|-------------|
| Concord | | 111 | 109 | 119 | 120 | 124 | 121 | 704 |
| Cornelia | | 84 | 98 | 89 | 87 | 96 | 94 | 548 |
| Countryside | | 91 | 97 | 91 | 97 | 106 | 94 | 576 |
| Creek Valley | | 93 | 89 | 97 | 94 | 100 | 105 | 578 |
| Highlands | | 87 | 87 | 87 | 86 | 95 | 85 | 527 |
| Normandale | | 127 | 107 | 106 | 105 | 103 | 103 | 651 |
| Totals | | 593 | 587 | 589 | 589 | 624 | 602 | 3584 |

| Secondary Schools | 6 | 7 | 8 | 9 | 10 | 11 | 12 | TOTAL |
|-------------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| South View | 330 | 333 | 300 | 0 | 0 | 0 | 0 | 963 |
| Valley View | 330 | 348 | 331 | 0 | 0 | 0 | 0 | 1009 |
| Edina High School | 0 | 0 | 0 | 666 | 692 | 662 | 657 | 2677 |
| Options at EHS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals | 660 | 681 | 631 | 666 | 692 | 662 | 657 | 4649 |

Enrollment Comparisons

| | December 2019 | November 2020 | December 2020 |
|--------------------|---------------|---------------|---------------|
| K-5 | 3658 | 3589 | 3584 |
| 6-8 | 1978 | 1976 | 1972 |
| 9-12 | 2686 | 2675 | 2677 |
| Totals K-12 | 8322 | 8240 | 8233 |
| PS | 296 | 153 | 145 |
| ECSE | 154 | 120 | 125 |

November Mobility

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Total |
|--------------------|---|----|----|---|---|---|----|---|---|---|----|----|----|-------|
| Withdrawn Students | 1 | 3 | 1 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 1 | 1 | 0 | 11 |
| Enrolled Students | 1 | 1 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 3 | 2 | 2 | 0 | 12 |
| | 0 | -2 | -1 | 0 | 2 | 0 | -2 | 0 | 0 | 3 | 1 | 1 | 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 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| 04: Moved Outside of the District | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| 05: Moved Outside of the State | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 4 |
| Total | 1 | 3 | 1 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 1 | 1 | 0 | |



Board Meeting Date: 12/14/2020

TITLE: December 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 | 593 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 1 | 610.43 | - | 611 | 591 | 589 | 587 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 2 | 605.41 | - | 605 | 587 | 591 | 589 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 3 | 624.53 | - | 625 | 590 | 590 | 589 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 4 | 649.18 | - | 649 | 618 | 622 | 624 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 5 | 628.09 | - | 628 | 603 | 604 | 602 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 6 | 677.37 | - | 688 | 667 | 663 | 660 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 7 | 669.27 | - | 660 | 682 | 683 | 681 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 8 | 647.06 | - | 656 | 631 | 630 | 631 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 9 | 660.28 | - | 680 | 666 | 663 | 666 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 10 | 697.95 | - | 693 | 692 | 692 | 692 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 11 | 652.71 | - | 648 | 666 | 662 | 662 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | #DIV/0! | |
| 12 | 680.71 | - | 661 | 654 | 658 | 657 | 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 | 8,233 | 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 | 9,030.80 | 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 | 9,030.80 | 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 | 9,032.28 | 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: **November 30, 2020** % into Fiscal Year: **42%**

| 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 | 20,475,290 | 29% | 72,375,074 | 20,561,479 | 28% | 72,368,635 | 20,755,507 | 29% |
| 200 | EMPLOYEE BENEFITS | 23,477,084 | 6,662,317 | 28% | 23,990,016 | 6,731,563 | 28% | 24,964,218 | 7,192,611 | 29% |
| | Subtotal Salaries and Benefits | 94,381,530 | 27,137,607 | 28.75% | 96,365,089 | 27,293,043 | 28.32% | 97,332,852 | 27,948,118 | 28.71% |
| 300 | PURCHASED SERVICES | 6,680,293 | 2,997,356 | 45% | 8,316,139 | 2,723,197 | 33% | 9,448,564 | 2,305,535 | 24% |
| 400 | SUPPLIES & MATERIALS | 3,870,158 | 1,317,308 | 34% | 3,877,644 | 1,313,211 | 34% | 4,080,142 | 1,103,891 | 27% |
| 500 | EQUIPMENT | 128,600 | 297,246 | 231% | 85,300 | 295,261 | 346% | 115,500 | 597,984 | 518% * |
| 800 | OTHER EXPENSES | 444,660 | 61,421 | 14% | 474,763 | 88,394 | 19% | 165,440 | 104,002 | 63% |
| 900 | OTHER FINANCING USES | 0 | 0 | | 0 | 0 | | 0 | 0 | |
| | Subtotal All Other Costs | 11,123,711 | 4,673,331 | 42% | 12,753,846 | 4,420,064 | 35% | 13,809,646 | 4,111,411 | 30% |
| | Less Other Financing Uses/Equipment | 128,600 | 297,246 | | 85,300 | 295,261 | | 115,500 | 597,984 | |
| | Revised Subtotal All Other | 10,995,111 | 4,376,085 | 40% | 12,668,546 | 4,124,803 | 33% | 13,694,146 | 3,513,427 | 26% |
| | Grand Total General Fund | 105,505,241 | 31,810,938 | 30% | 109,118,935 | 31,713,106 | 29% | 111,142,499 | 32,059,529 | 29% |
| | Less Other Financing Uses/Equipment | 128,600 | 297,246 | 231% | 85,300 | 295,261 | 346% | 115,500 | 597,984 | 518% |
| | Revised Grand Total | 105,376,641 | 31,513,692 | 29.91% | 109,033,635 | 31,417,845 | 28.81% | 111,026,999 | 31,461,545 | 28.34% |

* Equipment in the 20-21 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 Nov 30, 2020 the District is 42% 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: December 14, 2020

TITLE: Curriculum Review Update: Music and Visual Arts

TYPE: Information

PRESENTER(S): Jody De St. Hubert and Debra Richards

BACKGROUND: Teacher representatives from the arts areas have been meeting since the 2018-19 school year engaging in the Fine Arts curriculum review process. In a May 2020 update the completion of Phase I was shared. It was also communicated at this time that an elementary and a middle school program design team would convene in the summer of 2020 and that Phase II would be presented to the school board in the fall of 2020. Phase II includes aligning program changes to meet MDE guidelines. Due to a necessary shift in focus, Phase II did not move forward as planned. The design teams did not meet and the planning process timeline has been adjusted.

RECOMMENDATION: This report is for school board information.

PRIMARY ISSUE(S) TO CONSIDER: After seeking guidance and approval from the Minnesota Department of Education, as well as conducting an internal capacity evaluation, we will be putting the continued work of the new Fine Arts standards on hold until the 2021-22 school year.

ATTACHMENTS:

1. Report

Arts Standards Information and Summary

(content shared in May 2020)

There are five arts areas: dance, media arts, music, theater, visual arts. The new standards are no longer “banded”, but are laid out by grade level, which creates unique grade level experiences in each arts area.

There is not one license that allows teachers to deliver all areas of the arts standards. The licensure options are as follows:

- Dance
 - The arts dance course can be taught by an educator with a dance license OR an elementary generalist license for grades K-6 up to 0.33 of the school day.
 - The dance standards in Physical Education do not meet the arts requirements and cannot be taught in an interdisciplinary way.
- Dance and Theater Arts
- Theater Arts
- Music: Instrumental and Classroom or Vocal and Classroom Music
- Visual Arts (Media Arts can be taught by a visual arts licensed teacher)

In high school, a CTE (Career and Technical Education) course may fulfill an arts credit if all the following are true:

- Students must meet all of the arts standards for the relevant arts area in the course.
- The teacher of record must have a CTE endorsement.
- The teacher of record must also have passed the MTLE (MN Teacher Licensure Exam) assessment for the relevant arts area. Since there is not a MTLE for media arts, districts should use the visual arts MTLE.

Kindergarten to Grade 8

- Instruction in arts education in grades K-8 must include all the required 2018 arts standards and grade-level benchmarks in at least two arts areas.
 - The amount of instructional time needed can be locally determined as long as there is sufficient time for teachers to teach and assess all standards in an area
- Students in grades K-8 must be offered opportunities in three arts areas.
 - Students in grades 6-8 must meet the standards in two arts areas each year
 - In grades 6-8 students can choose any two arts areas annually
- A full year of performance music (orchestra, band, choir) will no longer be sufficient to meet arts requirements in grades 6-8 (must meet two areas annually per MDE).
 - Students will need half year options in visual arts, media arts or music in grades 6-8 (e.g. World of Music, Music Exploration)
- The current MDE requirement listed is to offer 3 areas starting with the 2021-2022 school year.

High School

- Instruction at the high school level must include all the required 2018 arts standards and benchmarks for grades 9-12 in at least one arts area.
- Students must be offered courses in at least three arts areas.
- For courses that count for arts credits, the teacher must hold a CTE endorsement.

Music and Visual Arts Curriculum Review Process Update Presented in May 2020

Teacher representatives from the arts areas have been meeting over the last two school years to complete a curriculum review process. The teacher teams completed a review and analysis of the new standards. Changes were identified in order to guide curriculum review, materials inventory and programming.

Changes to Arts Standards

- Benchmarks are by grade level rather than grade bands (e.g. grades K-2, etc.)
- Students in grades K-8 must be offered opportunities in three arts areas
- Students in grades K-8 must meet the standards in two arts areas each year
- Instruction at the high school level must include all the required arts standards and benchmarks in at least one arts area
- In high school the teacher of record must have a CTE endorsement and must also have passed the MTLE assessment for the relevant arts area (not new, but clarified)

Phase I: Music and Visual Arts

- Review and analysis of new standards
- Gap analysis for current courses
- Adjustments made to curriculum documents to align to new standards
- Identification of replacement and new materials and resources
- Orders for music will be placed summer 2020 for fall implementation

Phase II: All Arts Areas

- Ensure K-12 programming is in compliance with new MDE
- Support teachers in acquiring any necessary licensure changes
- Recommend any necessary programming changes
- Ensure changes are clearly articulated for registration in January 2021
- Resource orders for other arts areas will be placed summer 2021
- Full implementation by 2021-2022 as required by statute

Music and Visual Arts Curriculum Review Process Proposed Timeline Changes:

In May 2020 it was communicated that an elementary and a middle school program design team would convene in the summer of 2020 to align program changes to meet MDE guidelines and that the program adjustments would be presented to the board in the fall of 2020. Due to a necessary shift in focus, this work was not able to move forward as planned. The design teams did not meet and Phase II action steps were adjusted to the following for the fall of 2020:

- Discuss current expectations for Art implementation with MDE to ensure clarity and understanding.
- Understand our current system capacity at each level to embark on the potential program changes that will need to occur to align with [MDE Art Standards](#) implementation as currently stated.

MDE Discussion:

The discussion with Ms. Campana at MDE was collaborative and supportive. She commended Edina Public Schools on its strong Arts programming. After hearing and understanding some of the potential program changes that would need to occur in Edina to meet the new standards, Ms. Campana communicated that she would like to collaborate with Edina in the continuation of our implementation process suggesting we put full implementation on hold and continue to devote time to developing an implementation plan.

System Capacity Evaluation:

During conversations with administration at both the elementary and secondary level it was recognized that the following would need to be addressed in order to proceed with full implementation of the Art standards in 2020-2021:

- Licensing requirements
- Course changes at the secondary
- Schedule changes at the elementary
- Shifts in programming at all levels

In conversations, administrators collectively agreed that given our current circumstances addressing these needs in a positive and productive way would be extremely challenging at this time. Neither teachers nor administrative teams have the capacity to engage in collective problem solving leading to new implementations that maximize results for students while they are managing hybrid learners in school, hybrid learners at home, and EVA learners at home. This undertaking alone is requiring new thinking, daily problem solving, and everyone's collective efficacy.

In particular, there is not sufficient time to have teacher teams execute what is needed. Edina currently has rich Art and Music offerings. Our goal in planning and implementing would be to continue to offer these rich experiences in alignment with the new Fine Arts standards and we need more time to do this well. Thus, we are putting the full Fine Arts implementation on hold and we will continue to devote time to developing an implementation plan in collaboration with MDE.



Board Meeting Date: 12/14/2020

TITLE: The World's Best Workforce Summary Report 2019-20

TYPE: Information

PRESENTER(S): Donna Roper, Director of Research and Evaluation, Mary Manderfeld, Director of Equity and Enrollment, Dr. Randy Smasal, Assistant Superintendent

BACKGROUND: As part of the World's Best Workforce legislation districts are required to submit a summary of the annual report to MDE each year. This summary is brief and simple, and MDE reviews and provides feedback to districts that can inform continuous improvement efforts at the local level. All districts use the combined World's Best Workforce and the Achievement and Integration summary report template. This plan addresses the following five goals:

- All children are ready for school.
- All third-graders can read at grade level.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school.

RECOMMENDATION: Edina School Board accepts the information as provided.

PRIMARY ISSUE(S) TO CONSIDER: This is a state required summary report. Consider current strategic planning.

ATTACHMENTS:

1. Report (next page)



2019-20 Combined World’s Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report

District or Charter Name: Edina Public Schools - ISD 273

Grades Served: PK-12

WBWF Contact: Donna Roper

A and I Contact: Mary Manderfeld

Title: Director of Research & Evaluation

Title: Director of Equity and Enrollment

Phone: 952.848-4942

Phone: 952.848-4910

Email: donna.roper@edinaschools.org

Email: mary.manderfeld@edinaschols.org

Did you have an MDE approved Achievement and Integration plan implemented in the 2019-20 school year?

Yes

No

[List of districts with a Minnesota Department of Education \(MDE\) approved Achievement and Integration plan during the 2019-20 school year.](#)

This report has three parts:

- [WBWF](#): Required for all districts/charters.
- [Achievement and Integration](#): Required for districts that were implementing an MDE approved Achievement and Integration plan during the 2019-20 school year. *No charter schools should complete this section.*
- [Racially Isolated School](#): Required for districts that were implementing an MDE approved Achievement and Integration plan for Racially Identifiable Schools during the 2019-20 school year. *No charter schools should complete this section.*

Please ensure the World’s Best Workforce leadership and the Achievement and Integration leadership collaborate within your district when completing this report. [World’s Best Workforce](#)

Annual Report

MDE understands this past school year (2019-20) ended under unique circumstances due to the COVID-19 pandemic. Therefore, we are providing reporting options that reflect this disruption in your ability to appropriately report annual progress.

WBWF Requirement: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

A&I Requirement: Districts must post a copy of their A&I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

- [World's Best Workforce Summary 2019-20](#)
- [Achievement and Integration Plan 2020-2023](#)

Annual Public Meeting

These annual public meetings were to be held in the fall of each school year.

WBWF Requirement: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

A&I Requirement: The public meeting for A&I is to be held at the same time as the WBWF annual public meeting.

- **The District will present this meeting to the public on December 14, 2020.**

District Advisory Committee

The District Advisory Committee should be in place at the start of the school year.

WBWF Requirement: The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board.

World's Best Workforce 2019-20 Committee Members

- | | |
|---|---|
| <ul style="list-style-type: none"> • Tully Clark, Student Representative • Blanca Diaz DeLeon, Cultural Liaison • Steve Buettner, Director of District Media & Technology • Leah Byrd, Early Education Programs Coordinator • Kari Dahlquist, Principal • Alejandro Decanini, Parent Representative • Abdikadir Ibrahim, Cultural Liaison • Carolyn Jackson, Community Representative • Jeff Jorgensen, Director Student Support Services* • Jenny Johnson, Assistant Principal • Ellen Jones, School Board Representative • Michael Kirch, Parent Representative, Normandale • Jennifer Kunze, Parent Representative, U of M RAMP up to Readiness • Mary Manderfeld, Director of Equity & Enrollment* • Maggie McCracken, Parent Representative | <ul style="list-style-type: none"> • Carla Olson, Grandparent Representative • Lydia Olson, Student Representative • Albert McGee, Cultural Liaison • Jeanne Miller, Parent Representative • Ana Munro, Parent Representative • Audrey Nolen, Student Representative • Patricia Procel, Parent Representative • Ulises Rodriguez, Multilingual Learner Coordinator • Donna Roper, Director Research & Evaluation* • Janie Shaw, School Board Representative • Randy Smasal, Director Teaching & Learning* • Dulce Torres, Parent Representative • Catalina Valdes, Parent Representative • Sheila Welsh, Special Education Teacher • Case Winter, Student Representative |
|---|---|

**Achievement & Integration Leadership Team Members*

Equitable Access to Excellent and Diverse Educators

Staffing should be in place by the start of the 2019-20 school year. Report on your equitable access to excellent and diverse educators for the start of the 2019-20 school year.

WBWF Requirement: WBWF requires districts and charters to have a process in place to ensure students from low income families, students of color, and American Indian students are not taught at disproportionate rates by inexperienced, out-of-field, and ineffective teachers. The legislation also requires that districts have strategies to increase access to teachers who reflect the racial and ethnic diversity of students.

While districts/charters may have their own local definitions, please note the definitions developed by Minnesota stakeholders during the Every Student Succeeds Act (ESSA) state plan development process:

- An **ineffective teacher** is defined as a teacher who is not meeting professional teaching standards, as defined in local teacher development and evaluation (TDE) systems.
- An **inexperienced teacher** is defined as a licensed teacher who has taught for three or fewer years.
- An **out-of-field teacher** is defined as a licensed teacher who is providing instruction in an area which he or she is not licensed.

The term “equitable access gap” refers to the difference between the rate(s) at which students from low income families, students of color, and American Indian students are taught by inexperienced, out-of-field, or ineffective teachers and the rate at which other students are taught by the same teacher types. This is not to be confused with the “achievement gap” (how groups of students perform academically); rather, “equitable access gap” is about which student groups have privileged or limited access to experienced, in-field, and effective teachers.

Respond to the questions below.

- Describe your process for ensuring students of color, American Indian students and students from low income families have equitable access to experienced, in-field, and effective teachers.
 - How did the district examine equitable access data? What data did you look at? How frequently do you review the data?
 - Who was included in conversations to review equitable access data?
Narrative is required, limit response to 200 words.
 - Human resources department meets with district and building administrators regarding teacher staffing needs beginning in February.
 - The district reviews teacher vacancies, number of teachers needed at each site/program due to anticipated student enrollment, teacher diversity, teachers taking leaves or returning from leaves, licensure requirements, continuing contract status of teachers, and informal information received from administrators.
 - Each building/program has teachers ranging in years of teaching experience and educational attainment, but each teacher meets the qualifications for which the teacher is assigned.
 - We continue to strive to employ high quality teachers who best meet the needs of our students.
 - What strategies has the district initiated to improve student equitable access to experienced, in-field, and effective teachers?
 - What goal(s) do you have to reduce and eventually eliminate equitable access gaps?
Narrative is required, limit response to 200 words.

- Spring 2020, the school board adopted a new strategic plan outlining its commitment to “support and retain quality, culturally competent employees with increasingly diverse backgrounds, experiences, and perspectives.”
- We will (1) set retention goals, strategies, and supports for retaining employees of color; (2) review employee diversity by site and create goals to ensure that the student diversity is reflective in employee diversity; (3) formalize partnerships with post-secondary institutions to diversify workforce; and (4) expand the number of employees in a cultural liaison role to serve student and family needs while the district builds a more diverse and culturally competent workplace.

WBWF also requires districts and charters to examine student access to licensed teachers who reflect the racial and ethnic diversity of students. A growing body of research has demonstrated that all students benefit when they are taught by racially and ethnically diverse staff throughout their career, and students of color and indigenous students benefit even more. Consequently, working to increase teacher racial diversity is beneficial to all schools.

- Describe your efforts to increase the racial and ethnic diversity of teachers in your district.
 - Which racial and ethnic student groups are present in your district that are not yet represented in your licensed teacher staff? How many additional teachers of color and American Indian teachers would you need in order to reflect your student population?

Narrative is required, limit response to 200 words.

- The Director of Human Resources will be leading a team through a collaborative process to design a plan to begin targeting strategic actions and targets for specific goal areas in the 2021 school year and beyond.
- Although the district has racial diversity in its teaching corps, the gap between student diversity and teacher diversity is substantial (23%).
- Districts have a difficult time hiring diverse teachers when the licensed teacher diversity rate hovers around 4% in the state.
- What strategies has the district initiated to increase and retain teachers of color and American Indian teachers in the district? What goal(s) are you pursuing?

Narrative is required, limit response to 200 words.

- As noted above, we have adopted strategies to work towards closing this gap, but we need support from the state regarding (1) recruitment of future diverse teachers into post-secondary teacher programs; (2) elimination of barriers that dissuade out-of-state teachers from coming to our state; (3) trusting district hiring authorities when it chooses to hire teachers on a first tier or second tier; and (4) not eliminating the tier two to tier three pathway in which content-level experts can become tier three teachers. Districts have a difficult time hiring diverse teachers when the licensed teacher diversity rate hovers around 4% in the state.

Local Reporting of Teacher Equitable Access to Excellent and Diverse Educators Data

Districts are required to publicly report data on an annual basis related to student equitable access to teachers,

including data on access for low-income students, students of color, and American Indian students to experienced, in-field, and effective teachers *and* data on all student access to racially and ethnically diverse teachers.

For this 2019-20 WBWF summary report submission, please check the boxes to confirm that your district publicly reported this data.

District/charter publicly reports data on an annual basis related to equitable teacher distribution, including data on access for low-income students, students of color, and American Indian students to effective, experienced, and in-field teachers.

District/charter publicly reports data on an annual basis related to student access to racially and ethnically diverse teachers.

Goals and Results

SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Districts may choose to use the data profiles provided by MDE in reporting goals and results or other locally determined measures.

All Students Ready for School

| Goal | Result | Goal Status |
|--|--|---|
| 1. Increase screening rates of K students to 100% as required | 1. 100% of Students Screened | <input type="checkbox"/> |
| 2. Increase the percent of Staff trained in the use of the Pyramid Model from 58% to 75%. | 2. 95% of Staff successfully trained in Pyramid Model | <input type="checkbox"/> |
| 3. Implement TS Golds Assessments and Reporting for 4-Yr Old on the developmental milestones. | 3. TS Golds Assessment data collected and reported to public as baseline data from the winter mid-year check in. | <input checked="" type="checkbox"/> Met Some (Multiple Goals) |
| 4. Of Edina K-1 Students starting in the Fall of 2019, 60% or more will meet typical and aggressive growth targets established on the Standardized Fastbridge Assessment measures in Early Literacy and Early Numeracy by the Spring of 2020 | 4. K-1 Early Literacy growth metrics could not be calculated for Fall to Spring. Fall to Winter Growth was 71% of all students met the mid-year benchmarks | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

Narrative is required; 200-word limit.

What data have you used to identify needs in this goal area?

- We use enrollment data from Infinite Campus to monitor the K screening status of our incoming students and track participation in preschool and early childhood special education programming.
- Fall, Winter and Spring TS Gold Strategies assessment data to guide instruction in multiple areas: Social Emotional, Language, Cognitive, Literacy, Mathematics, Social Studies, Physical, and the Arts.

- We are using attendance data from professional learning opportunities around the Pyramid Model

How is this data disaggregated by student groups?

- The data is disaggregated by age, and domain as well as gender, race/ethnicity, socio-economic status, el status, sped status

What strategies are in place to support this goal area?

- Partnership building opportunities with community partners (i.e. Beyond ECFE, Help Us Grow, Fairview Hospital, multiple early learning centers and especially with our Kindergarten teachers as we aim to create a smooth transition for PreK to K students.
- Systems and Process improvements to registration and outreach, including use of technology and aligning procedures
- Support and promote Professional Learning Communities and effective use of data and feedback, culturally relevant and responsive teaching and training opportunities on the Pyramid Model.

All Students in Third Grade Achieving Grade-Level Literacy

| Goal | Result | Goal Status |
|--|---|--|
| 1. Increase the percent of students who are proficient on the MCA by 3.0 points, going from 75.5% in 2019 to 78.5% proficient in 2020 . 2. Annual growth in reading. Looking at second graders moving to third grade, we will ensure 50% or more of third grade students as a whole meet their projected growth targets. This is the first year for this cohort to meet growth targets on MAP 3. In W19, 80.7% of 2 nd grade students met grade level benchmarks as measured by NWEA MAP. In W20, this cohort, now 3 rd Graders, will increase to 82% of students meeting RIT grade level benchmarks. | 1. <i>Unable to Report</i> 2. 56.6% of Third Grade Students Met their Projected Growth Targets on NWEA MAP from W19 to W20. 3. 76.1% of Third Grade Students met the Grade Level RIT Benchmarks on the NWEA MAP in W20. | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> <div> Met Some (Multiple Goals) </div> </div> |

Narrative is required; 200-word limit.

What data have you used to identify needs in this goal area?

- We look at trends in student performance to determine needs
- Fastbridge, MAP, MCA, ACCESS, WIDA, Benchmark Assessment, DRA, QRI, BAS and in class assessments

How is this data disaggregated by student groups?

- All standardized assessment information is housed in a central data warehouse where secure access of disaggregated results are provided in an appropriate and timely manner to classroom teachers, principals and administrators.

What strategies are in place to support this goal area?

- Screening students in kindergarten and grade 1 is recommended to be done 2-3 times/ year. Edina historically has collected data in the fall, winter, and spring. *Due to COVID-19, the 2020 Spring data was not collected.*

- Read Well by Third Grade, ADSIS, TITLE, MN Reading Corp, Tutoring, in class small group instruction.
- Through a continuous review of the results, we aim to address performance challenges and make instructional changes that are appropriate and responsive.

How well are you implementing your strategies?

- We use a continuous improvement process and cycle of review which requires intentional time with teams of teachers using best evidence of learning.
- Implementation relies heavily on a cohesive collective effort among many different stakeholders.
- We recognize the importance of building and growing our systems, processes and teams to ensure the programmatic improvements can sustain changes over time.
- When considering our overall implementation plan and strategies, we continue to find challenges as well as opportunities.
- Dedicated time for teacher learning is needed to support implementation and leverage opportunities for growth.
- Again, TIME is needed for teachers to review data, connect it to what students are learning and identify best fit solutions to individual student needs.

How do you know whether it is or is not helping you make progress toward your goal?

- By monitoring evidence and supporting activities aligned to needs, we are able to adjust along the way

Close the Achievement Gap(s) Between Student Groups

| Goal | Result | Goal Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------|------|---------|------|----------|------|----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|--|
| 1. Reduce the Gap for FRL vs Non FRL by 5.0 points on MCA 2. Reduce the Gap for SPED vs Non Sped 3. Reduce the Gap for EL vs Non-EL | <table border="1" data-bbox="454 1323 1006 1470"> <caption>MCA III Reading by Special Population 2015 - 2019</caption> <thead> <tr> <th>Year</th> <th>EL</th> <th>Non-EL</th> <th>FRP</th> <th>Non-FRP</th> <th>SPED</th> <th>Non-SPED</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>28.5</td> <td>81.6</td> <td>49.7</td> <td>82.7</td> <td>50.2</td> <td>82.8</td> </tr> <tr> <td>2016</td> <td>21.3</td> <td>80.5</td> <td>47.0</td> <td>82.0</td> <td>50.0</td> <td>82.5</td> </tr> <tr> <td>2017</td> <td>23.1</td> <td>81.7</td> <td>51.0</td> <td>82.7</td> <td>50.3</td> <td>82.8</td> </tr> <tr> <td>2018</td> <td>24.9</td> <td>79.8</td> <td>47.1</td> <td>80.5</td> <td>47.0</td> <td>81.1</td> </tr> <tr> <td>2019</td> <td>23.8</td> <td>80.2</td> <td>45.6</td> <td>81.3</td> <td>44.4</td> <td>80.9</td> </tr> </tbody> </table> | Year | EL | Non-EL | FRP | Non-FRP | SPED | Non-SPED | 2015 | 28.5 | 81.6 | 49.7 | 82.7 | 50.2 | 82.8 | 2016 | 21.3 | 80.5 | 47.0 | 82.0 | 50.0 | 82.5 | 2017 | 23.1 | 81.7 | 51.0 | 82.7 | 50.3 | 82.8 | 2018 | 24.9 | 79.8 | 47.1 | 80.5 | 47.0 | 81.1 | 2019 | 23.8 | 80.2 | 45.6 | 81.3 | 44.4 | 80.9 | <p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input type="checkbox"/> Goal Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p> <p><input checked="" type="checkbox"/> Unable to Report</p> |
| Year | EL | Non-EL | FRP | Non-FRP | SPED | Non-SPED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2015 | 28.5 | 81.6 | 49.7 | 82.7 | 50.2 | 82.8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2016 | 21.3 | 80.5 | 47.0 | 82.0 | 50.0 | 82.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2017 | 23.1 | 81.7 | 51.0 | 82.7 | 50.3 | 82.8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2018 | 24.9 | 79.8 | 47.1 | 80.5 | 47.0 | 81.1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2019 | 23.8 | 80.2 | 45.6 | 81.3 | 44.4 | 80.9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Narrative is required; 200-word limit.

What data have you used to identify needs in this goal area?

- The data used to set identify needs and set our targets and goals for this area include the MCA. We also used ACCESS Data to address our multilingual English learner student group.
- Other data used to understand the difference in performance between student groups includes: Fastbridge, MCA, MAP, ACCESS, ACT, Grades, Behavior, Attendance
- The pandemic has had a disproportionate impact on students of color and likely, will exacerbate the current academic achievement gap, as well.

How is this data disaggregated by student?

- All standardized assessment information is housed in a central data warehouse where secure access of disaggregated results provided in an appropriate and timely manner to classroom teachers, principals and administrators.

What strategies are in place to support this goal area?

- We continue to target early intervention as a way to close the achievement gap.
- CLRT strategies are tools used in the classroom environment to aid participation in the learning and we want to deepen these responsive teaching initiatives with a learning-focused vision particularly on classroom assessment.
- We continue working together to pool expertise in order to design coaching and teacher support systems that align to what the research suggests is best for student and teacher learning.
- Embedded formative assessment strategies are used to check for understanding as learning is happening.
- We are providing district-wide professional development on second language development and best-practice strategies to support Multilingual Learners.
- We are leveraging our expertise in-house by having ML teachers coach twenty five teachers using the English in the Mainstream (ELM) protocol coordinated by Hamline University.
- Data driven instruction is promoted to address learning gaps
- Minimizing distractions to the learning for both instructors and students

All Students Career- and College-Ready by Graduation

| Goal | Result | Goal Status |
|---|--|---|
| 1. Increase percentage of students meeting ACT college readiness benchmarks (CRB) in the category called "All Four" by 2.0. 2. Increase percentage of students meeting ACT STEM Benchmark by 2.0 points. | 1. <i>Went from 63% to 65% reaching all four subject area College Readiness Benchmarks on the ACT.</i> 2. Went from 53 to 54% reaching the STEM College Readiness Benchmark on ACT. | <p>Check one of the following:</p> <input type="checkbox"/> On Track (multi-year goal) <input type="checkbox"/> Not On Track (multi-year goal) <input type="checkbox"/> Goal Met (one-year goal) <input type="checkbox"/> Goal Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input checked="" type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals) <input type="checkbox"/> Unable to Report |

Narrative is required; 200-word limit.

- One measure we are using to ensure academic preparedness after high school is the American College Test (ACT) and exams on the Advanced Placement Test.
- ACT has newly released Certification information with its profile report. This helps employers determine what skills students have that prepare them for certain jobs. Only 3 students were identified for needing improvement on the ACT. Below is the Career summary data on how Edina is doing to prepare students for careers.



Career Readiness Certificates: [ACT Job Pro Database](#)
Platinum: skills required for roughly 99% of jobs
Gold: skills required for at least 93% of jobs
Silver: skills required for at least 69% of jobs
Bronze: skills required for at least 17% of jobs

How is this data disaggregated by student groups?

- Data is stored in multiple systems and requires merging and analysis.
- Public views of disaggregated results are available on the Minnesota Report Card.

What strategies are in place to support this goal area?

For the ACT Specifically:

- Students are provided opportunities to review for the ACT test as 9th and 10th graders. Participation occurs when juniors and seniors are taking the schoolwide offering of ACT.
- Test taking strategies are reviewed with students by way of advisory and counseling.
- Results from the schoolwide practice ACT are shared with teachers and administrators for improvement purposes.
- COVID impacted our Juniors in the 2020 school year in terms of participation.

All Students Graduate

| Goal | Result | Goal Status |
|--|--|---|
| 1. Students in the multilingual English Language learner category will increase 3 points going from 86.5% in 2018 to 89.5% in 2019. | 1. Graduation rates for multilingual English language learners decreased in 2019 to 75%. | <p>Check one of the following:</p> <input type="checkbox"/> On Track (multi-year goal) <input type="checkbox"/> Not On Track (multi-year goal) <input type="checkbox"/> Goal Met (one-year goal) <input checked="" type="checkbox"/> Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals) <input type="checkbox"/> District/charter does not enroll students in grade 12 <input type="checkbox"/> Unable to Report |

Narrative is required; 200-word limit.

What data have you used to identify needs in this goal area?

- Progress Grades, Transcripts, Credits Earned
- Naviance – My Plan information

How is this data disaggregated by student groups?

- Our High School is able to run reports to isolate students who may not be on track for graduation
- The data can be disaggregated by all the student group categories

What strategies are in place to support this goal area?

- [Guidance and Counseling](#) over see a robust set of activities beginning as early as the 6th grade to begin ensuring students are on track to graduate.
- Upon entry to High School Naviance and the student portal is used as a primary tool to assist students with their academic plans and pathway to successful graduation

Achievement and Integration

This portion is only required for districts with an approved A&I plan during the 2019-20 school year. Use pages 10-15 if you are reporting on Year 3 of your three-year plan (years 2017-20). If you are reporting on year 1 of your three-year plan (years 2019-22), please use pages 16-22 of this document.

[View list of participating districts required to report progress of goals during the 2019-20 school year.](#)

Once they are approved by MDE, Achievement and Integration (A&I) plans are in effect for three years. At the end of the third year, the commissioner must determine if districts met each goal in their approved plans ([Minn. Stat. § 124D.862, subd. 8](#)).

In order to do this, each district is asked to provide information in this A&I progress report indicating whether or not each of their plan goals has been met. The information you submit will also be used to provide ongoing support for your A&I efforts. You will be able to indicate where disruptions from COVID-19 required you to change how you implemented your A&I strategies or made collecting data to document progress toward your goals complicated or impossible

Districts with one or more racially identifiable schools will also submit progress reports to verify whether 2019-20 A&I plan goals for each of those schools were met.

Districts that don't meet plan goals after three years are to consult with the commissioner on improvement plans and use up to 20% of their annual A&I revenue to fund improvement strategies—strategies that will make it more likely for a district to meet their new A&I goals ([Minn. Stat. § 124D.862, subd. 8](#)).

Achievement and Integration Goal 1

| Goal Statement | Achievement or Integration Goal? | Baseline | Year 3 (2019-20) Actual | On Track? |
|--|---|---|---|--|
| By 2020 the percentage of Third Grade Students who are proficient in reading as measured by the MCA III reading assessment will increase <i>from 78.5 % in 2016 to 87% in 2020</i> | Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal | The percentage of all students who identify as Black, Hispanic, American Indian or Pacific Islander who are enrolled in Third Grade in the Edina Public in Schools who are proficient on the MCA Reading test will increase from 53% as of Spring 2019 to 70% by the Spring of 2023. The State of Minnesota expects all student groups to reach proficiency rates of 85% by the year 2025 | If unable to report a result because of disruptions due to COVID-19, please respond, "Unable to report" | Check one of the following: <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met <input type="checkbox"/> Unable to Report |

Narrative is required; 200-word limit.

What data have you used to identify needs in this goal area?

- Quantitative measures to include: Fastbridge, MAP, DRA, QRI, In class assessments

How is this data disaggregated by student groups?

- All standardized assessment information is stored in a central data warehouse where secure access of disaggregated results are provided in an appropriate and timely manner to classroom teachers, principals and administrators.

What strategies are in place to support this goal area?

- Read Well by Third Grade, ADSIS, TITLE, MN Reading Corp, Tutoring, in class small group instruction.
- Prioritizing performance challenges through a continuous review of the results upon each acquisition of new assessment data in weekly PLCs.

How well are you implementing your strategies?

- The implementation metrics we are using indicate some of our processes may need more resources
- We are employing a plan-do-study-check cycle of review, which requires intentional time with teams of teachers using best evidence of learning.
- When considering our overall implementation plan and strategies, we are finding some challenges to effectively support the needed professional learning time required for teams of teachers.

How do you know whether it is or is not helping you make progress toward your goal?

- By creating a plan, activating it and checking to see that we are getting the results we expect, we know if we are realizing acceptable progress.

Achievement and Integration Goal 2

| Goal Statement | Achievement or Integration Goal? | Baseline | Year 3 (2019-20) Actual | On Track? |
|---|---|---|---|--|
| By 2020, Edina Public Schools will increase the percentage of students who are college and career ready as measured by the number of students meeting all four subject area college benchmarks: English, Math, and Reading & Science. The percentage of Grade 12 students will increase from 61% in 2016 to 70% in 2020 | Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal | The 2019 gap in proficiency reading rates for students who identify as Black, Hispanic, American Indian enrolled in All Tested Grades in the Edina Public in Schools is currently 32 points. Edina Public Schools will focus on reducing the point spread by 17 points, going from 32 points in 2019 to 15 points in 2023 | 65% of graduating seniors met all four college readiness benchmarks in 2019-20 and increase of two percentage points. | Check one of the following: <input type="checkbox"/> Goal Met <input checked="" type="checkbox"/> Goal Not Met Unable to Report |

Narrative is required; 200-word limit.

What data have you used to identify needs in this goal area?

- Grades, MAP, MCA, PSAT, AP, ACT, ACCESS, Attendance and Demographic Data
- ACT Data is used for this specific goal

How is this data disaggregated by student groups?

- *The data is imported into a local data warehouse and disaggregated at the classroom level, school and district level*
- *Public views, where appropriate, of disaggregated results are available on the Minnesota Report Card*

What strategies are in place to support this goal area?

- The Access Program is used to catch our students and encourage, support and help push them to an individual realist path beyond high school.
- College Possible in Edina High School for the past four years has been invaluable.
- Students that are part of this program consistently are able to meet benchmarks in regards to college and career readiness.
- AVID is available in all three secondary buildings but in particular, the high school AVID classes have a focus on meeting college benchmarks.
- Our cultural Liaisons also help break down barriers for students and families that assist with eliminating barriers around college and career readiness.

Integration

Narrative is required; 200-word limit.

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2019-20 school year. Also, consider ways that your A&I plan strategies have increased integration within your district.

Impacts from Distance Learning

Narrative is required; 200-word limit.

Briefly explain how you modified your strategies this spring because of distance learning. List the strategies you weren't able to implement. What A&I-related data were you unable to collect to document progress toward your goals? How did those adjustments or lack of data inform your A&I planning for the 2020-21 school year?

This year due to COVID, Edina Public Schools and Hopkins Public Schools were not able to collaborate in the same way around integration efforts in regards to the Ready Set Kindergarten program.

However, Edina Public Schools and Hopkins Public Schools did partner to offer an AVID Summer Bridge, from 8/3-8/14. This program focused on our middle school students. 58 students participated, which is more than we were expecting when we first designed the program last spring. Word of mouth got around pretty quickly as we held supply pick-up sessions the week before we started and as we delivered supplies to those families that could not get to a pick-up location/time. Along with getting kids signed up for ASB, we have 5 more families express interest in the AVID class itself for September. The staff designed some awesome curriculum that is really engaging for our students, using multiple ways to engage our kiddos. These include Google Meets, Flipgrid, and EdPuzzle to name a few.

"We have really been working hard to get the kids to not just do the assignments but to engage with each other and provide feedback to each other, just like they would be expected to do during this upcoming year. Our hope is that this increase in student agency will serve them well in the hybrid or distance learning models they will be in during 2020-21. Each day the students have a task in each of our four classes: AVID, Math, Science, and Academic Literacy. Along with that, we offer a synchronous session in one of the classes each day. That session is offered twice a day (once in the morning, once in the afternoon) to try and best accommodate the students' schedules. Our attendance to the synched sessions has ranged from 60% to 90% each day. While we would love perfect attendance to the sessions, we are also very cognizant of the fact we are trying to interact with middle schoolers during the summer in an optional/enrichment program, so overall, we are very pleased with how things are progressing. The level of rigor and innovation brought by our staff has been inspiring. We know the connections we are making with students and families now will serve our districts well as we start the upcoming year."