



**School Board Regular Meeting
Monday, June 21, 2021; 7:00 PM
ECC Room 349**

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action – [EPS Retirees](#)**
- IV. Hearing from Members of the Public**
- V. Consent Agenda**
 - A. Minutes: May 10, 2021 special, work session and regular; May 18, 2021 work session; June 2, 2021 training and special; June 4, 2021 special; June 14, 2021 special
 - B. Personnel Recommendations
 - C. Expenditures Payable, May, 2021
 - D. Board Committee Appointments, Liaisons, Representatives (June)
 - E. Columbus Day – Ability to Conduct District Business
 - F. 2021-22 School Board Meeting Dates, corrected
 - G. Designation of MDE Iowa's
 - H. Membership in MSHSL, 2021-22
 - I. District Paper Order
 - J. Technology Purchases - Laptops and Computers for Staff
 - K. Food Service Management Contract Renewal
 - L. Type A Meal Pricing
 - M. Pool Video Display System
 - N. Insurance Renewals
 - 1. Workers' Comp
 - 2. Property, Casualty, Liability
 - O. Lease Renewals
 - 1. Minnesota Gifted & Talented
 - 2. West Metro Credit Union
 - 3. Yamaha
 - P. Donation from EAB for ABBC Video Display – *walked in*
- VI. Reports and Discussion**
 - A. Technology GAP Analysis Report
 - Description:** Per the EPS Strategic Plan Strategy C: Foster Positive Learning Environments and Whole Student Support Action, item C.6 consists of a "Review and develop a technology plan for students and staff." Continuing, the action item calls to "Partner with DMTS to inventory technology currently in use by students and staff, and make recommendations on any changes." To facilitate this work, a comprehensive GAP Analysis was conducted, the results of which are compiled in this report.
 - Presenter(s):** Steve Buettner, Director of Media and Technology, Michael Walker, Secondary Digital Learning Specialist, Sean Beaverson, Elementary Digital and Personalized Learning Specialist
 - B. Test the Nest: Student COVID Testing Pilot Evaluation Report
 - Description:** This report includes the following elements: Committee Background; Approved Plan Goals/Strategy & Pilot Evaluation Guidelines; Timeline Overview of COVID-related Activity; Overall Results & Data Share; EPS Evaluation of Pilot

Presenter(s): Julie Greene, Matthew Fox, Owen Michaelson, John W. Schultz

C. Policy Review (409, 429, 431, 432, 516, 633, 904)

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

Presenter(s): Board Policy Committee

VII. Action

A. PreK-12 CLP Phase 1

Description: The Edina PreK-12 Comprehensive Literacy Plan has been developed in response to the Edina Public Schools 2020-25 Strategic Plan's call to review, develop, and implement a continuous improvement plan for literacy, readiness, inclusiveness, and rigor for all. This plan ensures all students are College, Career, and Civic ready.

Presenter(s): Jody De St Hubert, Director of Teaching and Learning; and Dr. Bonnie Houck, Instructional Supervisor of Literacy

Recommendation: Approve the PreK-12 CLP Phase 1 plan

B. Youth Service Development Plan

Description: At the May 10th School Board meeting the 2021-22 Youth Development Plan was presented and discussed. In 1987, the Legislature passed "Minnesota's Youth Development Initiative," defining a Youth Development Plan as a "systematic way of involving youth and key members of the community in creating an environment in which youth make decisions, choose options and make contributions that enhance their own physical, social, spiritual, emotional and intellectual development, as well as improving the community to make more opportunities available for youth.

Presenter(s): Valerie Burke, Director Community Education; Cheryl Gunness, Community Involvement Coordinator

Recommendation: Approve the Youth Development Plan 2021-22 Goals

C. 2020-21 Adopted Budget

Description: The Adopted Budget represents an initial estimate of revenues and expenditures for the 2021-22 fiscal year, along with supporting documentation and analysis. The attached information includes narrative, graphical and detailed information on the 2021-22 budget and the overall financial picture for the District. John Toop, Director of Business Services will go over the major assumptions that are significant drivers of the 2021-22 budget for both revenues and expenses.

Presenter(s): John Toop, Director of Business Services

Recommendation: The Board Finance and Facilities Committee has reviewed and recommends the budget for approval.

D. Policy Review (625, 626, 901, 902)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Information

A. Enrollment

- Mobility Report
- Enrollment Report

B. Budget in Progress Report

C. Staff Recognition

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL SPECIAL MEETING OF MAY 10, 2021

SPECIAL MEETING
4:00 PM

ECC 348 and Remote

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Matthew Fox
Ms. Julie Greene (4:10 PM)
Ms. Ellen Jones
Mr. Owen Michaelson
Ms. Janie Shaw
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

4:00 PM – 4:50 PM

ADMINISTRATIVE STAFF PRESENT:

Nicole Tuescher, Director of Human Resources and Admin Services

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
MAY 10, 2021

4:00 PM Chair Allenburg called to order the special meeting of the School Board. All members and staff participated in person. Members present: Allenburg, Fox, Greene (4:10 PM), Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Tuescher.

Superintendent Contract

The meeting was adjourned at 4:50 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF THE SCHOOL BOARD
MAY 10, 2021 SPECIAL MEETING

4:00 PM Chair Allenburg called to order the special meeting of the School Board. All members and staff participated in person. Members present: Allenburg, Fox, Greene (4:10 PM), Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Tuescher.

DISCUSSION

Superintendent Contract: The Board discussed the proposed draft contract for Dr. Stacie Stanley.

At 4:50 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE VIRTUAL WORK SESSION OF MAY 10, 2021

WORK SESSION
5:00 PM

ECC 348 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM – 6:48 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Steve Buettner, Director of District Media and Technology Services
Valerie Burke, Director of Community Education Services
John Toop, Director of Business Services
Nicole Tuescher, Director of Human Resources and Administrative Services
Mary Woitte, Director of Communications

Ryan Carlson, Assistant Principal, South View Middle School
Mark DeYoung, Assistant Principal, Concord Elementary School

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SCHOOL BOARD WORK SESSION
DISTRICT 273 EDINA, MINNESOTA
MAY 10, 2021

5:00 PM Chair Allenburg called to order the special meeting of the School Board. All members participated in person. All staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, Toop (in person), Tuescher, Woitte; Carlson, DeYoung; Dr. Bonnie Hauck, Instructional Supervisor for Literacy; Gavin McLean, Science Teacher, Edina High School; Molly O'Keefe, Grade 5 Teacher, Cornelia Elementary.

REPORTS AND DISCUSSION

Phase I PreK-12 Comprehensive Literacy Plan

Summer Programming

FY20-21 and FY21-22 Federal Stimulus Funding

The meeting was adjourned at 6:48 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 THE SCHOOL BOARD
MAY 10, 2021 WORK SESSION

5:00 PM Chair Allenburg called to order the special meeting of the School Board. All members participated in person. All staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, Toop (in person), Tuescher, Woitte; Carlson, DeYoung; Dr. Bonnie Hauck, Instructional Supervisor for Literacy; Gavin McLean, Science Teacher, Edina High School; Molly O'Keefe, Grade 5 Teacher, Cornelia Elementary.

REPORTS AND DISCUSSION

Phase I PreK-12 Comprehensive Literacy Plan: Director De St. Hubert and Dr. Hauck presented the PreK-12 Comprehensive Literacy Plan for Board discussion.

Summer Programming: Director De St. Hubert was joined by Messrs. Carlson, DeYoung, McLean and Ms. O'Keefe in describing the summer programming for 2021.

FY20-21 and FY21-22 Federal Stimulus Funding: Director Toop reviewed the Federal stimulus funding and proposed expenses.

At 6:48 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF MAY 10, 2021

REGULAR MEETING
7:00 PM

ECC Room 348 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

7:00 PM – 9:27 PM

ADMINISTRATIVE STAFF PRESENT:

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

Jenn Carter, Assistant Principal, Edina High School (attended remotely)
Troy Stein, Assistant Principal and Athletics Director, Edina High School (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 MAY 10, 2021

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. All members participated in person; staff and guests participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Jorgensen, Toop (in person), Tuescher, Woitte; Carter, Stein; Cheryl Gunness, CES Community and Involvement Manager; Dr. Bonnie Hauck, Instructional Supervisor for Literacy; Gavin McLean, Secondary Science Lead; Katrina Stern, Secondary Science Professional Development & Course Design Support; Libby Sandvick, Peer Coach Facilitator; guest Jodie Zesbaugh, Ehlers and Associates.

APPROVAL OF MODIFIED AGENDA BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION – Elementary EVA (removed from agenda)

RECOGNITION OF WINTER ATHLETES

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Minutes: April 12 regular and work session; April 22, 26, 27 and 28 special meetings; and May 3, 4, and 5 interview special meetings
- B. Personnel Recommendations
- C. Expenditures Payable, April
- D. ISD 287 LTFM Member District Approval
- E. Special Education Buses Lease
- F. Que Tal Transportation Agreement
- G. 2021-22 Best Buy Webstore Contract
- H. Interior Finish Upgrades to Countryside, Highlands and Concord Elementaries
- I. Highlands Field Trips
 - 1. Continuous Progress, Fall 21
 - 2. Continuous Progress, Spring 22
 - 3. Discovery 5, Spring 22
 - 4. Continuous Progress, Winter 22

REPORTS AND DISCUSSION

- A. ~~Highlands DNR/Environment Proposal~~ (removed from agenda)
- B. Youth Service Development Plan

ADDITIONAL HEARING FROM MEMBERS OF THE PUBLIC

REPORTS AND DISCUSSION

- C. Travel Based Learning
- D. Phase 1 of Comprehensive Literacy Plan
- E. Policy Review – Rapid (901, 902)
- F. Policy Review (625, 626)

ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

- A. Ninth Grade Earth Science Curriculum and Resources

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

- B. 2021 General Obligation Facilities Maintenance (LTFM) Bonds
- C. Policy Review (218, 413)

The meeting adjourned at 9:27 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
May 10, 2021 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. All members participated in person; staff and guests participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Jorgensen, Toop (in person), Tuescher, Woitte; Carter, Stein; Cheryl Gunness, CES Community and Involvement Manager; Dr. Bonnie Hauck, Instructional Supervisor for Literacy; Gavin McLean, Secondary Science Lead; Katrina Stern, Secondary Science Professional Development & Course Design Support; Libby Sandvick, Peer Coach Facilitator; guest Jodie Zesbaugh, Ehlers and Associates.

Chair Allenburg modified the agenda by postponing both the Elementary EVA Excellence in Action item, and the Highlands DNR/Environmental Proposal discussion item.

APPROVAL OF MODIFIED AGENDA BY UNANIMOUS ROLL CALL VOTE

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

RECOGNITION OF WINTER ATHLETES

EHS Assistant Principal and Athletics Director Troy Stein introduced coaches for three state champion teams: Kristen Zwieg (Gameday Competitive Cheerleading), Jared Scribner (Girls Alpine Ski), and Scott Johnson (Boys Swim and Dive). They in turn introduced their team leaders, student athletes Angela Korsh, Madeline Schnell, Harper Yang, Anna Busyn and Sophia Schuster, who offered personal highlights of the year in their particular sport. Girls Hockey coaches and competitors – also state champions - were unable to attend, but their accomplishment was also noted and applauded.

HEARING FROM MEMBERS OF THE PUBLIC

Director Toop read from an email to the Board from Nicole Schnell regarding the district's pandemic-related communications. Tim Colvin spoke as a member of SEIU, regarding members' increased risks and duties during the pandemic year and the group's employment contract. George Rerat spoke about his attempts to gain information about the bond referendum. Anna Hernandez spoke on behalf of herself and additional community members in support of the technology levy and bond. Karen Gabler of the Vote Yes EPS committee also spoke in support of the technology levy and bond. Bob Ryder requested that the district consider naming the transportation facility in honor of David White.

CONSENT AGENDA APPROVED BY MAJORITY ROLL CALL VOTE

Member Wallen-Friedman moved and Member Michaelson seconded to approve the consent agenda. Members Allenburg, Greene, Jones, Michaelson, Shaw and Wallen-Friedman voted Aye by roll call vote. Member Fox was temporarily absent and did not vote. The resolutions were:

- A. Minutes: April 12 regular and work session; April 22, 26, 27 and 28 special meetings; and May 3, 4, and 5 interview special meetings
- B. Personnel Recommendations
- C. Expenditures Payable, April
- D. ISD 287 LTFM Member District Approval
- E. Special Education Buses Lease
- F. Que Tal Transportation Agreement
- G. 2021-22 Best Buy Webstore Contract
- H. Interior Finish Upgrades to Countryside, Highlands and Concord Elementaries
- I. Highlands Field Trips
 - 1. Continuous Progress, Fall 21
 - 2. Continuous Progress, Spring 22
 - 3. Discovery 5, Spring 22
 - 4. Continuous Progress, Winter 22

REPORT AND DISCUSSION

Youth Service Development Plan: Director Burke and Ms. Gunness provided an overview of Community Education Services' updated Youth Service Development Plan. Discussion touched on the creation of point positions for key services; elevating student voice; and the importance of both internal and external partnerships.

ADDITIONAL HEARING FROM MEMBERS OF THE PUBLIC

Chair Allenburg apologized for overlooking two individuals who wished to speak to the Board. Patrica Martinez and Kelly Gibbons both spoke about work done by the district's custodians and bus drivers and their employment contract.

REPORTS AND DISCUSSION, cont.

Travel Based Learning: Dr. Smasal presented three proposals for international travel during the summer of 2022. Board members requested data on components and costs of comparable international and regional travel opportunities.

Phase 1 Literacy Plan: Director De St. Hubert and Dr. Hauck walked through the Comprehensive Literacy Plan, Phase 1. Discussion touched on data collection and metrics, timelines and cycles, decision-making models and systems, resource reviews and funding. Teaching and Learning will follow up with fall metrics and budgets.

Policy Review – Rapid: There were no questions regarding edits made to either policy 901 Community Education Services, or 902 Use of School District Facilities and Equipment.

Policy Review: Edits were suggested to improve clarity of purpose for both policy 625 Addition/Deletion of Interscholastic Athletic Programs, and 626 Independent Provider Activity Programs.

ACTION ITEM APPROVED BY MAJORITY ROLL CALL VOTE

Ninth Grade Earth Science Curriculum and Resources: Member Wallen-Friedman moved and Member Shaw seconded to approve the motion. The following Members voted Aye by

roll call vote: Allenburg, Fox, Greene, Jones, Shaw, Wallen-Friedman. The following Member voted Nay by roll call vote: Michaelson. Motion passed.

Comments: Member Michaelson expressed reservations about the State's new science requirements and standards.

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

2021 General Obligation Facilities Maintenance (LTFM) Bonds: Member Fox moved and Member Michaelson seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Policies 218 and 413: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed. The approved policies were: 218 Operation of the School Board During a Pandemic, and 413 Harassment and Violence Prohibition Students and Employees.

Chair Allenburg noted a special meeting has been added at 5:00 PM on May 17 to approve the new superintendent contract.

Superintendent Schultz confirmed that the Secondary Grade Reporting Recommendations approved in January are in effect for the entire 2020-2021 school year. He noted that the district is aware of changing state mitigation requirements. He also noted that the district is partnering with a local clinic and local physicians to provide a vaccination clinic at the middle schools on Friday if vaccine approval for younger children goes through.

At 9:41 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF MAY 18, 2021

SPECIAL MEETING
5:00 PM

ECC Room 348 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:02 – 7:30 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent
John Toop, Director of Business Services
Nicole Tuescher, Director of Human Resources and Admin Services

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA MAY 18, 2021

5:02 PM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman.
Staff present: Schultz, Toop, Tuescher; incoming Superintendent Dr. Stacie Stanley.

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Certify Election Results
- B. Employment Agreement with Dr. Stanley

INFORMATION AND PRESENTATION

- A. EVA Elementary Celebration and Future Steps, and Presentation

The meeting adjourned at 7:30 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
May 18, 2021 SPECIAL MEETING

5:02 PM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman.
Staff present: Schultz, Toop, Tuescher; incoming Superintendent Dr. Stacie Stanley.

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Certify Election Results: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Employment Agreement with Dr. Stanley: Member Shaw moved and Member Wallen-Friedman seconded to approve the motion. All Members voted Aye by roll call vote.

INFORMATION AND PRESENTATION

EVA Elementary Celebration and Future Steps, and Presentation: Assistant Superintendent Smasal was joined by District leaders in providing information on the elementary EVA program.

PRESENTATION

EHS Student Summit Results: EHS Principal Beaton and Assistant Principal Pretasky were joined by student participants of a recent EHS summit on equitability and accessibility in providing an overview of three of the resulting projects. These projects were facilitated by high school leadership and Forbes Solutions. The presenting students were: Sreeyutha Ratala, Preeti Priyadarshini, Shriya Makham, Niveditha Sreekantan, and Akshana Jose; Dedeepya Guthikonda, Madeline Howard, Isadora Li, and Isabelle Wagener; Dia Jain, Kedar Simhadri, Ria Kaushal, Shayaan Gandhi, Izaan Rana, and Ashlee Kalair.

At 7:30 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 2, 2021

SPECIAL MEETING
5:00 PM

Arneson Acres, 4711 W 70th St, Edina

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:00 – 8:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JUNE 2, 2021

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Fox (remote), Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz. Guests present: Gail Gilman, M.Ed., Director of Strategic Planning and Board Leadership, Minnesota School Boards Association; Dr. Stacie Stanley (5:00-6:00PM).

SCHOOL BOARD LEADERSHIP TRAINING

DISCUSSION

A. School Board Committee Appointments, Liaisons, Representatives

The meeting adjourned at 8:50 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 2, 2021 SPECIAL MEETING

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Fox (remote), Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz. Guests present: Gail Gilman, M.Ed., Director of Strategic Planning and Board Leadership, Minnesota School Boards Association; Dr. Stacie Stanley (5:00-6:00PM).

SCHOOL BOARD LEADERSHIP TRAINING

Ms. Gilman facilitated a discussion on school board leadership.

DISCUSSION

School Board Committee Appointments, Liaisons, Representatives: Board members discussed updating their committee appointment, liaison and representative roles beginning in July, 2021.

At 8:50 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 4, 2021

SPECIAL MEETING
8:00 AM

Edina Community Center Room 350 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (attended remotely)
Mr. Matthew Fox (8:05 AM, 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

8:00 – 8:13 AM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent
Andrew Beaton, Principal, Edina High School
Michael Pretasky, Assistant Principal and Fine Arts Director, Edina High School

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JUNE 4, 2021

8:00 AM Chair Allenburg called to order the special meeting of the School Board.
Members present: Allenburg (remote), Fox (remote), Greene, Jones (remote),
Michaelson, Shaw (remote), Wallen-Friedman (remote). Staff present: Schultz, Beaton,
Pretasky.

ACTION

- A. Approval of Graduate Lists
- B. Board Letter to Staff
- C. Board Letter to Community

The meeting adjourned at 8:13 AM. 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
JUNE 4, 2021 SPECIAL MEETING

8:00 AM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (remote), Fox (8:05, remote), Greene, Jones (remote), Michaelson, Shaw (remote), Wallen-Friedman (remote). Staff present: Schultz, Beaton, Pretasky.

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Approval of Graduate Lists: Member Shaw moved and Member Michaelson seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Approval of Board Letter to Community: Member Shaw moved and Member Wallen-Friedman seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

Approval of Board Letter to Staff: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All Members voted Aye by roll call vote. Motion passed.

At 8:13 AM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 14, 2021

SPECIAL MEETING
5:00 PM

Edina Community Center, Room 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

Ms. Erica Allenburg

PRESIDING OFFICER: Vice Chair Leny Wallen-Friedman

5:00 – 5:45 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Jody De St Hubert, Director of Teaching and Learning
Josh Jansen, Elem. EVA Coordinator
Sean Beaverson, Elementary Digital and Personalized Learning Coach

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JUNE 14, 2021

5:00 PM Vice Chair Wallen-Friedman called to order the special meeting of the School Board. Members present: Fox, Greene, Jones (remote), Michaelson, Shaw (remote), Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Jansen, Beaverson.

DISCUSSION

A. Elementary EVA 2.0 and Next Steps

The meeting adjourned at 5:45 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 14, 2021 SPECIAL MEETING

5:00 PM Vice Chair Wallen-Friedman called to order the special meeting of the School Board. Members present: Fox, Greene, Jones (remote), Michaelson, Shaw (remote), Wallen-Friedman. Staff present: Schultz, Smasal, De St. Hubert, Jansen, Beaverson.

DISCUSSION

Elementary EVA 2.0 and Next Steps: Director De St. Hubert and Assistant Superintendent Smasal were joined by additional staff to present next steps in the Elementary EVA program. The Board discussed the merits of providing this service in light of demand for virtual learning at the elementary level.

At 5:45 PM, there being no objection, Vice Chair Wallen-Friedman adjourned the meeting.



Board Meeting Date: June 21, 2021

TITLE: Personnel Recommendations

TYPE: Consent

PRESENTER(S): Nicole Tuescher, Director of Human Resources and Administrative 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.

PRIMARY ISSUE(S) TO CONSIDER:

ATTACHMENTS:

1. Report (next page)

LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
BASU THAKUR, CHANDEREYEE	ML Teacher - CN/ND - FTE 1.0	\$91,310.00	8/20/2021
STAMM, ALISA	Spec Ed Teacher - DW - FTE 1.0	\$58,345.00	8/20/2021
ORTIZ PEREZ, LIZABETH	Media Specialist - CN - FTE 1.0	\$76,543.00	8/20/2021
STEINMAN, SARA	Soc Study Teacher - EHS - FTE .7	\$33,868.10	8/20/2021
UTZINGER, SARA	Science Teacher - VV - FTE 1.0	\$87,358.00	8/20/2021
SCHULTZ, JACKIE	Spec Ed Teacher - CN - FTE 1.0	\$68,580.00	8/20/2021
REICHMUTH, BRADLEY	School Counselor - EHS - FTE 1.0	\$86,252.00	8/20/2021
VISEL, JOHN	Music Teacher - CV - FTE 1.0	\$86,252.00	8/20/2021
KRALL, SARAH	Grade 5 Teacher - CN - FTE 1.0	\$53,124.00	8/20/2021
WOODSIDE, ZACHARY	Spec Ed Teacher - VV - FTE 1.0	\$47,165.00	8/20/2021
MCDONALD, JAMES	Spec Ed Teacher - EHS - FTE 1.0	\$56,154.00	8/20/2021
BAHR, VENISHA	Media Specialist - CS- FTE 1.0	\$88,777.00	8/20/2021
STEWART, ANNIE	Grade 3 Teacher - CV - FTE 1.0	\$49,246.00	8/20/2021
SIROT, ANNE MARIE	Kindergarten Teacher - ND - FTE 1.0	\$51,520.00	8/20/2021
GRIFFIN, ADAM	Spec Ed Teacher - SV - FTE 1.0	\$71,994.00	8/20/2021
ZEMLIN, TIMOTHY	Vocal Music Teacher - VV - FTE .75	\$32,002.20	8/20/2021
SENN, KAITLIN	School Psych - EHS - FTE 1.0	\$59,236.00	8/20/2021
RADEL, HADLEY	Speech Path	\$51,520.00	8/20/2021
MCCARTHY, CHRISTINE	AA/Interv/YS Read - multi elem	\$81,957.00	8/20/2021

HORSTMAN, KRISTEN	AA Math Teacher - ND - FTE .6	\$37,737.60	8/20/2021
ORMISTON, ANNE	School Psych - EHS - FTE 1.0	\$71,858.00	8/20/2021
SPELLMAN, LEAH	First grade Teacher - HL - FTE 1.0	\$49,246.00	8/20/2021

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

B. REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

<u>Name</u>	<u>Current Status</u>	<u>Type</u>	<u>Date</u>
COOL, KELLY	Special Education Facilitator - Student Support Services	LOA	2021-2022

C. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
EDWARDS, DAVID	Teacher - HL	Personal	5/20/2021
BEATTY, ETTA LYNCH	Teacher - ND	Personal	6/7/2021
BIONDO, ANGELA	Teacher - ELC	Personal	6/7/2021
WIESE, KRISTINE	Teacher - Orchestra - EHS	Personal	6/9/2021
ONKEN, EMILY	School Psych - EHS	Personal	6/7/2021
ESTENSON, MELISSA	School Social Worker - CS	Personal	6/8/2021

D. RECENSIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
KAPLING, MOLLIE	Teacher - CN (FTE 1.0)	Rescinding Resignation	2021-2022
DAVIS, KRISTEN	Teacher - CS (FTE .5)	Rescinding job share - FTE 1.0	2021-2022
SWEENEY, KATIE	Teacher - CS (FTE .5)	Rescinding job share - FTE 1.0	2021-2022

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
FLECK, GEBREHAWARIA	Summer Tutor EHS	\$16.79/hour	6/14/2021
JARRETT, SARITA	Summer Tutor EHS	\$16.79/hour	6/14/2021
WAGES, ENA	Summer Tutor EHS	\$20.00/hour	6/14/2021

B. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
CHRISP, DARRYL	Security Para Edina High School	Personal	6/7/2021
STAMBOULIEH, KATRINA	Bus Driver Transportation	Retirement	7/2/2021
XIONG, THAI	Custodian EHS	Retirement	7/2/2021

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
ALLEY, ELIZABETH	Summer Recreation Leader Highlands Elementary	\$19.60/hour.	6/7/2021
ANDERSON, GARRETT	Seasonal Youth Enrichment Recreation Leader - District Wide	\$15.74/hour	6/7/2021
BERG, BRIANNA	Classroom Assistant Early Learning Center	\$19.60/hour	8/23/2021
ISLE, JOSEPH	Summer Recreation Leader Cornelia Elementary	\$16.90/hour	6/7/2021
LEUPOLD, ELI	Seasonal Youth Enrichment Recreation Leader - District Wide	\$15.13/hour	6/7/2021
LEUPOLD, OLIVER	Seasonal Youth Enrichment Recreation Leader - District Wide	\$19.60/hour	6/7/2021
LOUNG, ROMY AI-VY	Summer Recreation Leader Cornelia Elementary	\$15.74/hour	6/7/2021

MAGNUSON, OLIVIA	Seasonal Youth Enrichment Recreation Leader - District Wide	\$15.13/hour	6/7/2021
MANDERFELD, ASHLEY	Summer Recreation Leader Cornelia Elementary	\$15.13/hour	6/7/2021
MARTELL, JAYDA	Seasonal Youth Enrichment Recreation Leader - District Wide	\$16.90/hour	6/7/2021
MCVANN- HENKELMANN, IAN	Summer Recreation Leader Cornelia Elementary	\$15.13/hour	6/7/2021
PADMORE, MACAYLA	Summer Recreation Leader Highlands Elementary	\$16.90/hour	6/7/2021
PRUDENT, AULANIE	Summer Recreation Leader Cornelia Elementary	\$15.13/hour	6/7/2021
TORGERSON, AMELIA	Seasonal Youth Enrichment Recreation Leader - District Wide	\$15.74/hour	6/14/2021

B. CHANGE IN ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
CORDAHL, DALLAS	Added Summer Recreation Leader	\$18.18/hour	6/7/2021
HARTLEY, DYLAN	Added Summer Recreation Leader	\$16.90/hour	6/7/2021
HIGHLAND, TODD	Added Summer Recreation Leader Cornelia Elementary	\$29.60/hour	6/7/2021
LYNCH, MAXWELL	Added Summer Recreation Leader	\$15.74/hour	6/7/2021
JENNEY, MATTIE	Added Summer Recreation Leader	\$18.18/hour	6/7/2021
O'BRIEN, ERIN	Added Summer Recreation Leader Highlands Elementary	\$15.74/hour	6/7/2021

C. TERMINATION

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
BIZAL, GABBY	Recreation Leader	Personal	6/4/2021
GREEN, ASHLEY	Recreation Leader	Personal	6/4/2021
JOHNSON, KIMBERLY	Recreation Leader	Personal	6/4/2021

LINDBORG, BERIT	Recreation Leader	Personal	6/4/2021
MICHAELSON, TORE	Recreation Leader	Personal	6/4/2021
PETERSON, CALEB	Recreation Leader	Personal	6/4/2021
POKORNOWSKI, BRIENT	Recreation Leader	Personal	6/4/2021
YELKIN, NICHOLAS	Recreation Leader	Personal	6/4/2021



DEFINING EXCELLENCE

Board Meeting Date: 6/21/2021

TITLE: Expenditures Payable 05-01-21

TYPE: Consent

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

BACKGROUND:

01	General Fund	\$1,714,877.12
02	Food Service Fund	\$151,476.69
04	Community Service Fund	\$44,306.66
06	Construction	\$289,371.63
	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	\$2,200,032.10

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

PRIMARY ISSUE(S) TO CONSIDER: None

ATTACHMENTS:

1. May Check Register

SELECTION CRITERIA: transact.yr='21' and transact.period='11'
ACCOUNTING PERIOD: 11/21

FD - 01 - GENERAL...

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01009850302000	370	BUS GARAGE	0.00	14.54
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01020850302000	370	VALLEY VIEW	0.00	213.32
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01019850302000	370	SOUTHWI	0.00	226.14
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01529850302000	370	HIGHLANDS	0.00	272.32
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01533850302000	370	NORMANDALE	0.00	321.27
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01532850302000	370	CREEK VALLEY	0.00	345.11
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01527850302000	370	CORNELIA	0.00	383.44
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01528850302000	370	COUNTRYSIDE	0.00	414.49
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01526850302000	370	CONCORD	0.00	422.09
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01021850302000	370	EDINA HIGH SCHOOL	0.00	528.03
A101.00	381383	05/05/21	32610	ADVANCED IMAGING SO	01005850302000	370	ECC/DO	0.00	573.21
TOTAL CHECK								0.00	3,713.96
A101.00	381384	05/05/21	14659	ALLEGRA	01532203000000	430	WORKBOOKS	0.00	2,762.00
A101.00	381385	05/05/21	30753	ANN RUSHFELDT	01021296000665	302	GSWIM SYN-WAYZATA	0.00	65.00
A101.00	381386	05/05/21	29015	ANNE BECKMAN	01021296000665	302	GSWIM SYN-WAYZATA	0.00	65.00
A101.00	381387	05/05/21	32960	ASSANTE KELTON	01021296000662	302	GSOFTBALL-BLAINE	0.00	72.00
A101.00	381388	05/05/21	00500	ASTLEFORD INTERNATI	01009760720000	402	CABLE BATTERY	0.00	82.44
A101.00	381388	05/05/21	00500	ASTLEFORD INTERNATI	01009760720000	402	RADIATOR ASM w/OIL	0.00	1,280.21
TOTAL CHECK								0.00	1,362.65
A101.00	381389	05/05/21	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	CURVED HOSE	0.00	16.24
A101.00	381389	05/05/21	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	CURVED HOSE	0.00	8.12
TOTAL CHECK								0.00	24.36
A101.00	381390	05/05/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,020.00
A101.00	381390	05/05/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,332.50
A101.00	381390	05/05/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	450.00
A101.00	381390	05/05/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	650.00
A101.00	381390	05/05/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	925.00
A101.00	381390	05/05/21	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	945.00
TOTAL CHECK								0.00	5,322.50
A101.00	381391	05/05/21	10270	BOYER TRUCKS	01009760720000	402	PAC LUBE FILTER	0.00	603.80
A101.00	381392	05/05/21	01012	BSN SPORTS, LLC	01532240000000	430	ITEM 1454100 SELE	0.00	251.15
A101.00	381392	05/05/21	01012	BSN SPORTS, LLC	01532240000000	430	ESTIMATED SHIPPING/	0.00	13.00
TOTAL CHECK								0.00	264.15
A101.00	381393	05/05/21	92668	TREVOR BUSBY	01021294000673	302	BLAX-HOPKINS	0.00	81.00
A101.00	381394	05/05/21	24945	CENTURYLINK	01009760720000	320	TRANSPORT 04/04-05/	0.00	130.46
A101.00	381394	05/05/21	24945	CENTURYLINK	01532810000000	320	CV 04/10-05/09	0.00	139.30
A101.00	381394	05/05/21	24945	CENTURYLINK	01020810000000	320	VV 04/10-05/09	0.00	313.93
A101.00	381394	05/05/21	24945	CENTURYLINK	01021810000000	320	EHS 04/10-05/09	0.00	403.63
A101.00	381394	05/05/21	24945	CENTURYLINK	01526810000000	320	CC 04/19-05/18	0.00	59.12
TOTAL CHECK								0.00	1,046.44

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ACCOUNTING PERIOD: 11/21

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----	DESCRIPTION----	SALES TAX	AMOUNT
A101.00	381395	05/05/21	27806	CHELSEA RAY	01021296000673	302		GLAX-HOPKINS	0.00	137.00
A101.00	381397	05/05/21	00911	CITY OF EDINA - BRA	01021850302000	370		G HOCKEY ICE TIME	0.00	331.25
A101.00	381397	05/05/21	00911	CITY OF EDINA - BRA	01021850302292	370		FIELD RENTAL	0.00	4,160.00
A101.00	381397	05/05/21	00911	CITY OF EDINA - BRA	01021850302000	370		B HOCKEY ICE TIME	0.00	9,606.25
TOTAL CHECK										14,097.50
A101.00	381398	05/05/21	24851	CLAIRE KELLNER	01021296000665	302		GSWTM SYN-WAYZATA	0.00	65.00
A101.00	381399	05/05/21	32963	CLAUDIA LEARNED	01021296000673	302		GLAX-HOPKINS	0.00	56.00
A101.00	381400	05/05/21	26819	DAVEY TREE EXPERT C	01526810302000	305		CAPITAL EXP TREE TR	0.00	2,500.00
A101.00	381401	05/05/21	17950	DELEGARD TOOL COMPA	01005865352000	401		DW GRDS-GLOVES	0.00	58.76
A101.00	381402	05/05/21	21797	DRUIDE INFORMATIQUE	01005870795000	406		QUOTE 2019-5321	0.00	2,274.40
A101.00	381404	05/05/21	20505	EDUCATION LOGISTICS	01009760720000	320		INSIGHT GPS	0.00	1,386.02
A101.00	381405	05/05/21	32964	ENDURANCE PROMOTION	01021296000673	302		GLAX-WAYZATA	0.00	81.00
A101.00	381406	05/05/21	25849	SHRED-IT USA	01020211000000	305		SHREDDING	0.00	61.28
A101.00	381407	05/05/21	27948	FRANS VERSLUIS JR	010212940000663	302		BSOCCER-BUFFALO	0.00	68.50
A101.00	381407	05/05/21	27948	FRANS VERSLUIS JR	01021296000663	302		GSOCCER-BUFFALO	0.00	68.50
TOTAL CHECK										137.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		EHS - INTR MONITORI	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		VV - INTR MONITORIN	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CV - INTR MONITORIN	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		HL - INTR MONITORIN	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		SV - INTR MONITORIN	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CC - INT MONITORING	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CN - INT MONITORING	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		TRANS -INT MONITORI	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CV - FIRE MONITORIN	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CS - FIRE MONITORIN	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		TRANS-FIRE MONITORI	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		EHS - FIRE MONITORI	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CN - FIRE MONITORIN	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		SV - FIRE MONITORIN	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		ECC - FIRE MONITORIN	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		HL - FIRE MONITORIN	0.00	36.00
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		ECC - INTR MONITORI	0.00	40.08
A101.00	381408	05/05/21	18200	GENERAL SECURITY SE	01005810000000	305		CS - INT MONITORING	0.00	17.95
TOTAL CHECK										662.59
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532224000000	430		41-396 RAINBOW QUIC	0.00	34.12
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430		41-399 RAINBOW QUIC	0.00	35.92
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430		41-400 RAINBOW QUIC	0.00	18.86
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430		89-765 RAINBOW MESH	0.00	105.73
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430		20-626 RAINBOW SKYB	0.00	121.50

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ACCOUNTING PERIOD: 11/21

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430	60-169 SPALDING TF2	0.00	561.50
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430	53-478 PERFORMER S	0.00	63.72
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430	52-150 QUICKSTART 3	0.00	89.92
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430	QUOTE QT26690	0.00	194.85
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430	QUOTE QT26690	0.00	159.90
A101.00	381409	05/05/21	02825	GOPHER/PLAY WITH A	01532240000000	430	QUOTE QT26690	0.00	79.80
TOTAL CHECK									1,465.82
A101.00	381410	05/05/21	09346	GRAINGER	01009760720000	402	SANDING BELT, BATTE	0.00	142.40
A101.00	381410	05/05/21	09346	GRAINGER	01009760720000	402	BLAST MEDIA GLASS B	0.00	92.48
A101.00	381410	05/05/21	09346	GRAINGER	01009760720000	402	US FLAG	0.00	93.93
TOTAL CHECK									328.81
A101.00	381411	05/05/21	30209	GRAINGER	01526810000000	350	PLUMBING PARTS	0.00	237.54
A101.00	381411	05/05/21	30209	GRAINGER	01526810000000	350	PLUMBING PARTS	0.00	215.94
A101.00	381411	05/05/21	30209	GRAINGER	01526810000000	350	PLUMBING PARTS	0.00	71.41
TOTAL CHECK									524.89
A101.00	381412	05/05/21	16079	GRAPHIC SOURCE	01021292000000	401	WEIGHT ROOM POSTERS	0.00	627.00
A101.00	381413	05/05/21	27788	GREATAMERICA FINANC	01019211000000	329	POSTAGE METER RENTA	0.00	249.45
A101.00	381414	05/05/21	00296	GROTH MUSIC COMPANY	01020258000252	430	DRUM PEDAL	0.00	209.98
A101.00	381414	05/05/21	00296	GROTH MUSIC COMPANY	01020258000250	430	BAND ACCESSORIES	0.00	1,638.04
A101.00	381414	05/05/21	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	48.00
TOTAL CHECK									1,896.02
A101.00	381415	05/05/21	31851	GWENDOLYN P JACKSON	01005211313000	305	CONSULT SER-MAR/APR	0.00	2,325.00
A101.00	381416	05/05/21	28318	SIGNE HENSEL	01021296000665	302	GSWIM SYN-EDEN PRAI	0.00	65.00
A101.00	381417	05/05/21	03263	HOGLUND BUS CO INC	01009760720000	402	PIN CLEVISD\$	0.00	77.04
A101.00	381418	05/05/21	32829	HUMANEDGE INC	01005407740000	394	SPED TEACHER SERVIC	0.00	2,800.00
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533201000050	430	STICHED SHOP TICKET	0.00	32.40
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	MASKING TAPE, 1.88"	0.00	6.02
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	PAPER CLIPS SMALL 1	0.00	1.49
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	STAPLES 5BOX/PACK	0.00	3.09
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	DRY ERASE SPRAY, 8	0.00	9.76
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	INDEX CARDS 3X5, 50	0.00	3.72
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	SEALING TAPE 3" 6/P	0.00	8.42
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	RED FLATR PEN 12/80	0.00	5.03
A101.00	381419	05/05/21	20605	INNOVATIVE OFFICE S	01533050000000	401	LABELS 1X2.63 100/B	0.00	12.46
TOTAL CHECK									82.39
A101.00	381420	05/05/21	21573	INSTITUTE FOR MULTI	01005204414000	366	COMPREHENSIVE VIRTU	0.00	1,275.00
A101.00	381421	05/05/21	32962	JACK WRIGHT	010212940000673	302	BLAX-HOPKINS	0.00	56.00
A101.00	381422	05/05/21	25335	JANET M. UNGS	01005640316000	305	COACHING SERVICES-E	0.00	250.00

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A101.00	381423	05/05/21	30308	JASON VOGT	010212940000650	302	BBASEBALL-MINNETONK	0.00	80.00
A101.00	381424	05/05/21	03720	JERRY'S HARDWARE	010218100000000	350	FASTENERS	0.00	16.39
A101.00	381424	05/05/21	03720	JERRY'S HARDWARE	015268100000810	401	KEY BLANKS	0.00	13.44
TOTAL CHECK									29.83
A101.00	381425	05/05/21	12665	JESSEN PRESS INC	010051090000000	401	SPR ISSUE-EXPERIENC	0.00	6,084.00
A101.00	381426	05/05/21	13917	JH LARSON COMPANY	015298100000000	350	REPAIR	0.00	229.45
A101.00	381427	05/05/21	92697	LAURA JOHNSON	010212960000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381428	05/05/21	32948	JOSEPH WITTERSCHEIN	010212940000650	302	BBASEBALL-HOPKINS	0.00	80.00
A101.00	381429	05/05/21	31512	JOSHUA FREMDER	010192910000256	305	MUSICAL CHOREOGRAPH	0.00	1,000.00
A101.00	381430	05/05/21	30836	JOSHUA SARFITY	010212940000650	302	BBASEBALL-MINNETONK	0.00	80.00
A101.00	381430	05/05/21	30836	JOSHUA SARFITY	010212940000650	302	BBASEBALL-SPR LAKE	0.00	80.00
TOTAL CHECK									160.00
A101.00	381431	05/05/21	16419	JOSTENS INC	010212110000450	401	DIPLOMA ORDER-FRMR	0.00	9.61
A101.00	381431	05/05/21	16419	JOSTENS INC	010212110000450	401	DIPLOMA ORDER-FRMR	0.00	26.26
A101.00	381431	05/05/21	16419	JOSTENS INC	010192910000264	430	20-21 YEARBOOK PMT	0.00	1,293.63
TOTAL CHECK									1,329.50
A101.00	381432	05/05/21	09728	JW PEPPER & SON INC	010212580000252	430	ORCHESTRA SUPPLIES	0.00	348.99
A101.00	381432	05/05/21	09728	JW PEPPER & SON INC	010212580000252	430	ORCHESTRA SUPPLIES	0.00	115.00
A101.00	381432	05/05/21	09728	JW PEPPER & SON INC	010212580000252	430	ORCHESTRA SUPPLIES	0.00	60.00
A101.00	381432	05/05/21	09728	JW PEPPER & SON INC	010212580000252	430	ORCHESTRA SUPPLIES	0.00	53.00
TOTAL CHECK									576.99
A101.00	381433	05/05/21	92395	KAREN ELSEY	010212960000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381433	05/05/21	92395	KAREN ELSEY	010212960000665	302	GSWM SYN-EDEN PRAI	0.00	65.00
TOTAL CHECK									130.00
A101.00	381434	05/05/21	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	1,973.70
A101.00	381435	05/05/21	90887	KIP KILEN	010212960000673	302	GLAX-WAYZATA, CHASK	0.00	193.00
A101.00	381436	05/05/21	16127	KULLY SUPPLY INC	015298100000000	350	REPAIR	0.00	134.47
A101.00	381436	05/05/21	16127	KULLY SUPPLY INC	010218100000000	350	3RD FLR FICK REPAIR	0.00	403.56
TOTAL CHECK									538.03
A101.00	381437	05/05/21	32835	KYLE RUCKER	01005211320000	898	RECORDING-ORIG SONG	0.00	125.00
A101.00	381437	05/05/21	32835	KYLE RUCKER	01005211320000	898	VOICE/MUSIC LESSONS	0.00	360.00
TOTAL CHECK									485.00
A101.00	381438	05/05/21	04024	LAKESHORE LEARNING	015322030000000	401	SAFETY NAME TAGS -	0.00	159.96
A101.00	381438	05/05/21	04024	LAKESHORE LEARNING	015322030000000	401	JUMBO CRAFT STICKS	0.00	10.95
A101.00	381438	05/05/21	04024	LAKESHORE LEARNING	015322030000000	401	BIRTHDAY CROWNS	0.00	51.96
A101.00	381438	05/05/21	04024	LAKESHORE LEARNING	015322030000000	401	ESTIMATED SHIPPING/	0.00	33.43
A101.00	381438	05/05/21	04024	LAKESHORE LEARNING	015322030000000	401	JUMBO PENCILS PACK	0.00	104.93

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A101.00	381438	05/05/21	04024	LAKESHORE LEARNING	01532203000000	401	ESTIMATED SHIPPING/	0.00	15.73
TOTAL CHECK								0.00	376.96
A101.00	381439	05/05/21	27836	LANGUAGE TESTING IN	01021211000096	430	LATIN TESTS	0.00	220.00
A101.00	381440	05/05/21	32875	LAURSEN PIANO SERVI	01020258000251	305	SYSTEM INSTALL PIAN	0.00	395.00
A101.00	381441	05/05/21	23809	LIGHTNING PRINTING	01021050000000	401	OFFICE SUPPLIES	0.00	483.79
A101.00	381443	05/05/21	32965	LUCAS BEER	01021294000673	302	BLAX-HOPKINS	0.00	137.00
A101.00	381444	05/05/21	28480	MARY MANDERFELD	01005211131300	305	CONSULT SER-MAR/APR	0.00	2,475.00
A101.00	381445	05/05/21	30453	MARK GERMAIN	01021294000657	302	BHOCKEY-BENILDE	0.00	93.00
A101.00	381446	05/05/21	30799	MARK LEVASSEUR	01021296000662	302	GSOFTBALL-HOPKINS	0.00	72.00
A101.00	381447	05/05/21	16463	MASSP-MN ASSOC OF S	01021050000000	820	MEMBERSHIP-A.B.	0.00	865.00
A101.00	381448	05/05/21	31088	MATSON HOLDINGS, IN	01008810000820	401	ECC-WRENCH COVER	0.00	8.05
A101.00	381448	05/05/21	31088	MATSON HOLDINGS, IN	01005810000820	401	DW-WRENCH COVER	0.00	8.05
TOTAL CHECK								0.00	16.10
A101.00	381450	05/05/21	91597	CANDACE MEARS	01021296000665	302	GSWIM SYN-WAYZATA	0.00	65.00
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01008810000820	401	ND GRDS-TRASH PUMP	0.00	80.32
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01019810000820	401	SV GRDS-TRASH PUMP	0.00	80.32
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01005810000820	401	DW GRDS-TRASH PUMP	0.00	80.33
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01020810000810	401	CUSTODIAL SUPPLIES	0.00	9.99
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01526810000900	350	LIGHT SWITCHES	0.00	17.64
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01021810000820	401	EHS GRDS-PLUMBING	0.00	15.29
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01005810000820	401	DW GRDS-PLUMBING	0.00	15.30
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01527810000900	350	HOSE ADAPTER/REC TE	0.00	47.14
A101.00	381451	05/05/21	30024	MENARDS - EDEN PRAI	01532240000000	430	4 GAL AIR COMPRESSO	0.00	219.99
TOTAL CHECK								0.00	566.32
A101.00	381452	05/05/21	30147	MENARDS- BURNSVILLE	01021810000820	401	EHS GRDS-CABINET	0.00	270.97
A101.00	381453	05/05/21	22660	MIDWEST BUS PARTS I	01009760720000	402	CREDIT	0.00	-250.00
A101.00	381453	05/05/21	22660	MIDWEST BUS PARTS I	01009760720000	402	WINDOW LATCH KIT	0.00	293.81
A101.00	381453	05/05/21	22660	MIDWEST BUS PARTS I	01009760720000	402	WHITE RODGERS PWR C	0.00	73.77
A101.00	381453	05/05/21	22660	MIDWEST BUS PARTS I	01009760720000	402	REGULATOR & DRYER	0.00	60.48
A101.00	381453	05/05/21	22660	MIDWEST BUS PARTS I	01009760720000	402	REGULATOR & DRYER	0.00	60.48
TOTAL CHECK								0.00	238.54
A101.00	381455	05/05/21	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLDIN	0.00	1,288.68
A101.00	381456	05/05/21	17483	MN STATE SYNCHRONIZ	01021296000665	369	SYNCHRO STATE MEET	0.00	403.75
A101.00	381457	05/05/21	32959	MN UMPIRE ASSOCIATI	01021294000650	302	LWR LVL UMPIRE ASSI	0.00	104.00
A101.00	381458	05/05/21	18615	NAC	01528810000000	350	AC UNIT-1ST FLR ROO	0.00	419.50

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A101.00	381459	05/05/21	32958	SHARED PLANET --- N	01021291000256	305	THEATER COSTUME ROO	0.00	1,072.50
A101.00	381460	05/05/21	12994	NATIONAL FRENCH CON	01020230000000	430	CONTEST FEE	0.00	7.25
A101.00	381461	05/05/21	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT D.H.	0.00	70.00
A101.00	381462	05/05/21	04661	OFFICE DEPOT INC	01532203000000	401	ON LINE ORDER. SUP	0.00	526.21
A101.00	381462	05/05/21	04661	OFFICE DEPOT INC	01532203000000	401	ON LINE ORDER. SUP	0.00	11.22
A101.00	381462	05/05/21	04661	OFFICE DEPOT INC	01005110000000	401	BINDERS, BINDER ACC	0.00	83.28
TOTAL CHECK								0.00	620.71
A101.00	381463	05/05/21	20111	ON SITE SANITATION	01021292000000	305	ECC UNIT	0.00	1,036.14
A101.00	381463	05/05/21	20111	ON SITE SANITATION	01021292000000	305	EHS UNIT	0.00	141.00
A101.00	381463	05/05/21	20111	ON SITE SANITATION	01021292000000	305	CREEK VALLEY UNIT	0.00	151.83
A101.00	381463	05/05/21	20111	ON SITE SANITATION	01021292000000	305	CR TO CHK 379124	0.00	-16.95
TOTAL CHECK								0.00	1,312.02
A101.00	381464	05/05/21	26050	OVERDRIVE INC	01005620795000	470	E-BOOKS -- EHS	0.00	1,279.99
A101.00	381465	05/05/21	22297	PARALLEL TECHNOLOGI	01528810302000	530	CR AGAINST PO 21046	0.00	-185.14
A101.00	381466	05/05/21	31667	PAVEMENT RESOURCES	01020865384000	520	VV-REPAIR SPRAY PAI	0.00	3,050.00
A101.00	381466	05/05/21	31667	PAVEMENT RESOURCES	01532865384000	520	CV-REPAIR SPRAY PAI	0.00	3,600.00
TOTAL CHECK								0.00	6,650.00
A101.00	381467	05/05/21	05897	PEARSON EDUCATION I	01005205417000	430	ORDER# 36924488	0.00	635.88
A101.00	381468	05/05/21	28994	PETER HODNE	01005203797000	291	MEDICARE REIMB SPOU	0.00	880.80
A101.00	381468	05/05/21	28994	PETER HODNE	01005203797000	291	MEDICARE REIMB	0.00	880.80
A101.00	381468	05/05/21	28994	PETER HODNE	01005211313000	305	CONSULTING SERVICES	0.00	1,800.00
A101.00	381468	05/05/21	28994	PETER HODNE	01005203797000	291	SUPPLEMENT REIMB	0.00	1,176.00
A101.00	381468	05/05/21	28994	PETER HODNE	01005203797000	291	SUPPLEMENT REIMB SP	0.00	1,176.00
TOTAL CHECK								0.00	5,913.60
A101.00	381469	05/05/21	28507	PIONEER MANUFACTURI	010088100000820	401	ECC-RUBBER STOPPER	0.00	100.00
A101.00	381469	05/05/21	28507	PIONEER MANUFACTURI	010088100000820	401	ECC-RUBBER PLUG	0.00	12.45
TOTAL CHECK								0.00	112.45
A101.00	381470	05/05/21	30935	PLANGRID, INC	01005870795000	405	SOFTWARE SUBSCRIPTI	0.00	708.00
A101.00	381470	05/05/21	30935	PLANGRID, INC	01005870795000	405	SOFTWARE SUBSCRIPTI	0.00	708.00
TOTAL CHECK								0.00	1,416.00
A101.00	381472	05/05/21	30018	RIVER BOTTOM PRODUC	010212910000256	305	SHAKESPEARE IN LOVE	0.00	6,890.00
A101.00	381474	05/05/21	26495	RUPP ANDERSON SQUIR	01005110000000	305	LEGAL SER-GEN DISTR	0.00	2,304.50
A101.00	381474	05/05/21	26495	RUPP ANDERSON SQUIR	01005010000000	305	LEGAL SER-SCH BOARD	0.00	12,927.70
A101.00	381474	05/05/21	26495	RUPP ANDERSON SQUIR	01005105000000	305	LEGAL SER-HR RELATE	0.00	73.50
TOTAL CHECK								0.00	15,305.70
A101.00	381475	05/05/21	32961	SAMUEL THAYER	010212960000673	302	GLAX-HOPKINS	0.00	56.00

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A101.00	381477	05/05/21	32950	SARAH RATHE	01021296000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381478	05/05/21	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,052.97
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01527212000000	430	ART SUPPLIES SHANNO	0.00	73.84
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01333212000000	430	WHITE PAPER 9X12 80	0.00	151.40
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	WHITE PAPER 12X18 8	0.00	150.00
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	RED PAPER 12X18 - 5	0.00	108.90
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	ORANGE PAPER 9X12 -	0.00	29.00
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	TURQUOISE PEPR 9X12	0.00	64.20
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	PINK PAPER 9X12 - 5	0.00	28.60
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01333212000000	430	ROYAL BLUE PAPER 12	0.00	72.60
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	FINE TIP SHARPIE PA	0.00	317.70
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01533212000000	430	NO 2 PENCILS PRESHA	0.00	88.26
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01333212000000	430	GEL PENS 1.0MM BOLD	0.00	36.39
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01532212000000	430	ART SUPPLIES	0.00	99.30
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01532212000000	430	ART ORDER	0.00	1,321.11
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01332212000000	430	ART ORDER	0.00	68.61
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01532212000000	430	ART ORDER	0.00	45.48
A101.00	381479	05/05/21	32832	SCHOOL SPECIALTY, L	01532212000000	430	ART ORDER	0.00	2,655.39
TOTAL CHECK									
A101.00	381480	05/05/21	19808	SEW EASY DESIGNS	01020250000000	430	SEWING KITS 7THGR F	0.00	1,032.00
A101.00	381481	05/05/21	30988	SHELINA ISHANI	01021291000258	R050	MOCK TRIAL REFUND	0.00	190.00
A101.00	381482	05/05/21	92135	GARY SIPE	01021296000662	302	GSOFTBALL-HOPKINS	0.00	72.00
A101.00	381483	05/05/21	24740	SOCIAL THINKING PUB	01533203000539	430	YOU ARE A SOCIAL DE	0.00	5.69
A101.00	381483	05/05/21	24740	SOCIAL THINKING PUB	01533203000538	430	YOU ARE A SOCIAL DE	0.00	19.30
A101.00	381483	05/05/21	24740	SOCIAL THINKING PUB	01533203000539	430	ESTIMATED SHIPPING/	0.00	3.13
A101.00	381483	05/05/21	24740	SOCIAL THINKING PUB	01533203000538	430	ESTIMATED SHIPPING/	0.00	10.61
TOTAL CHECK									38.73
A101.00	381484	05/05/21	27919	SOUTHWEST METRO INT	01005211000000	390	EDUC SER IN C&T STU	0.00	3,961.40
A101.00	381485	05/05/21	08656	SPS COMPANIES INC	01021810000000	350	REPLACED COND PUMP	0.00	123.65
A101.00	381486	05/05/21	92134	DARWIN STADTLANDER	01021296000662	302	GSOFTBALL-HOPKINS	0.00	72.00
A101.00	381487	05/05/21	31521	SURVEYMONKEY	01005870795000	405	HIPPA COMPLIANC 21-	0.00	212.33
A101.00	381488	05/05/21	32462	SUZANNE MAGNUSON	01021291000256	305	SHAKESPEAR IN LOVE	0.00	250.00
A101.00	381489	05/05/21	15802	NIXON COMPANY INC	01020211000000	401	CERTIFICATES OF AWA	0.00	195.00
A101.00	381490	05/05/21	27215	THOMAS FINN COMPANY	01528810000000	350	ROOF REPAIR	0.00	1,123.22
A101.00	381491	05/05/21	32955	TIMBERNOOK	01005640316000	366	CERTIFICATION/TRAIN	0.00	6,000.00
A101.00	381491	05/05/21	32955	TIMBERNOOK	01529203000096	430	OUTDOOR LEARNING-SC	0.00	10,000.00
TOTAL CHECK									16,000.00
A101.00	381492	05/05/21	32967	TIMOTHY LUNDE	01021296000673	302	GLAX-HOPKINS	0.00	81.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	----	DESCRIPTION----	SALES TAX	AMOUNT
A101.00	381493	05/05/21	93138	TIMOTHY LIKES	01021296000673	302		GLAX-WAYZATA	0.00	81.00
A101.00	381493	05/05/21	93138	TIMOTHY LIKES	01021296000673	302		GLAX-WAYZATA	0.00	56.00
TOTAL CHECK										137.00
A101.00	381495	05/05/21	27819	T-MOBILE	01020810000000	320		VV MAINT - APR21	0.00	18.54
A101.00	381495	05/05/21	27819	T-MOBILE	01020050000000	320		VV - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01529810000000	320		HL MAINT - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01021810000000	320		EHS MAINT - APR21	0.00	6.24
A101.00	381495	05/05/21	27819	T-MOBILE	01533050000000	320		ND - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01019050000000	320		SV - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01526050000000	320		CC - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01527050000000	320		CN - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01528050000000	320		CV - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	01532050000000	320		TRANSPORT - APR21	0.00	23.46
A101.00	381495	05/05/21	27819	T-MOBILE	01009760720000	320		EHS - APR21	0.00	31.86
A101.00	381495	05/05/21	27819	T-MOBILE	01021050000000	320		HL - APR21	0.00	34.74
A101.00	381495	05/05/21	27819	T-MOBILE	01529050000000	320		B&G - APR21	0.00	34.74
A101.00	381495	05/05/21	27819	T-MOBILE	01005810000000	320		ECC MAINT - APR21	0.00	81.48
A101.00	381495	05/05/21	27819	T-MOBILE	01528810000000	320		CS MAINT - APR21	0.00	111.00
A101.00	381495	05/05/21	27819	T-MOBILE	01005420419000	320		SPECIAL SER - APR21	0.00	34.74
A101.00	381495	05/05/21	27819	T-MOBILE	01005420419000	320		ECSE - APR21	0.00	35.76
A101.00	381495	05/05/21	27819	T-MOBILE	01005630000000	320		DMTS - APR21	0.00	64.26
A101.00	381495	05/05/21	27819	T-MOBILE	01005630000000	320		EPS HOT SPOTS-EMPOW	0.00	175.40
A101.00	381495	05/05/21	27819	T-MOBILE	01526810000000	320		CC MAINT - APR21	0.00	1,011.92
A101.00	381495	05/05/21	27819	T-MOBILE	01019810000000	320		SV MAINT - APR21	0.00	51.96
TOTAL CHECK										2,022.50
A101.00	381496	05/05/21	22468	TRI-STATE BOBCAT IN	01009810000820	401		TRANSPORT-OIL FILTE	0.00	45.22
A101.00	381496	05/05/21	22468	TRI-STATE BOBCAT IN	01528810000820	401		CS GRDS-SNOWBL/BACK	0.00	958.00
A101.00	381496	05/05/21	22468	TRI-STATE BOBCAT IN	01005810000820	401		CR AGAINST INV P435	0.00	-54.99
TOTAL CHECK										948.23
A101.00	381497	05/05/21	92878	AMY WARDELL	01021296000665	302		GSWIM SYN-WAYZATA	0.00	65.00
A101.00	381499	05/05/21	30941	WILLIAM WHITNEY	01021294000673	302		BLAX-WAYZATA	0.00	137.00
A101.00	381501	05/05/21	25308	WOLD ARCHITECTS & E	01008865384000	305		ECC RENO	0.00	643.78
A101.00	381501	05/05/21	25308	WOLD ARCHITECTS & E	01008865384000	305		ECC 2020 RENO	0.00	20,313.37
A101.00	381501	05/05/21	25308	WOLD ARCHITECTS & E	01019865384000	305		SV POOL SOUND SYSTE	0.00	1,030.13
A101.00	381501	05/05/21	25308	WOLD ARCHITECTS & E	01527865384000	305		CN SERVICE SINK	0.00	1,240.75
A101.00	381501	05/05/21	25308	WOLD ARCHITECTS & E	01529865384000	305		HL LIGHTING REPLACE	0.00	6,453.40
A101.00	381501	05/05/21	25308	WOLD ARCHITECTS & E	01526865384000	305		CC LIGHTING REPLACE	0.00	1,754.80
TOTAL CHECK										31,436.23
A101.00	381502	05/05/21	07655	WPS - WESTERN PSYCH	01005420419000	401		#W-703AP25 - DP-4 C	0.00	125.00
A101.00	381502	05/05/21	07655	WPS - WESTERN PSYCH	01005420419000	401		#W-703BP25 - DP-4 P	0.00	250.00
A101.00	381502	05/05/21	07655	WPS - WESTERN PSYCH	01005420419000	401		#W-703M - DP-4 PRIN	0.00	125.00
A101.00	381502	05/05/21	07655	WPS - WESTERN PSYCH	01005420419000	401		#W-621AP25 - ABAS-3	0.00	93.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	381521	05/12/21	28129	BRAUN INTERTEC CORP	01008865384000	305	ECC 2020 RENO-TESTI	0.00	1,904.00
A101.00	381522	05/12/21	14025	BRIN GLASS SERVICE	01019810000000	350	SER CALL-WINDOW REP	0.00	228.00
A101.00	381523	05/12/21	32796	BRONX SCIENCE SPEC	01021296000662	302	SOFTBALL-MINNETONKA	0.00	72.00
A101.00	381523	05/12/21	32796	BRONX SCIENCE SPEC	01021296000662	302	SOFTBALL-MINNETONKA	0.00	-72.00
TOTAL CHECK									
A101.00	381524	05/12/21	01012	BSN SPORTS, LLC	01021296000662	401	SOFTBALLS	0.00	370.58
A101.00	381525	05/12/21	20277	AVAIL ACADEMY	01009760720000	360	REIMB 20-21 SCHOOL	0.00	18,907.27
A101.00	381526	05/12/21	27241	CAROLE A. GUPTON PH	01005211313000	305	CONSULTING SERVICES	0.00	1,800.00
A101.00	381527	05/12/21	27717	CATALYST SOURCING S	01009760723000	305	ONDMD SPED/BUS/VAN	0.00	1,062.50
A101.00	381527	05/12/21	27717	CATALYST SOURCING S	01005810000000	305	ONDMD ELEVATOR MAIN	0.00	550.00
A101.00	381527	05/12/21	27717	CATALYST SOURCING S	01005110000000	305	SUPP TRACK MON SUBS	0.00	209.99
TOTAL CHECK									
A101.00	381528	05/12/21	27269	CHARTWELLS DINING S	01527203303000	490	04/07 20140001 JL	0.00	399.60
A101.00	381528	05/12/21	27269	CHARTWELLS DINING S	01528203000000	490	04/30 20140004 AA	0.00	131.94
A101.00	381528	05/12/21	27269	CHARTWELLS DINING S	01528203000000	490	04/15 20140002 AA	0.00	283.87
A101.00	381528	05/12/21	27269	CHARTWELLS DINING S	01005640316000	490	04/09 20140003 CG	0.00	61.60
TOTAL CHECK									
A101.00	381529	05/12/21	02131	THE COLLEGE BOARD	01021050000000	820	2020-2021 MEMBERSHI	0.00	400.00
A101.00	381530	05/12/21	26773	COMBINED INSURANCE	01	L215.25	EMPLOYEE W/HOLDING	0.00	3,629.10
A101.00	381531	05/12/21	93417	PAUL COON	01021294000673	302	BLAX-PRIOR LAKE	0.00	137.00
A101.00	381532	05/12/21	19645	COREMARK METALS	01009760720000	402	ALUMINUM SURPLUS 1P	0.00	15.60
A101.00	381533	05/12/21	11744	CULLIGAN BOTTLED WA	01021292000670	401	WATER - ACTIVITIES	0.00	34.72
A101.00	381534	05/12/21	12261	CUSHMAN MOTOR COMPA	01528810000820	401	CS-FILTERS	0.00	365.03
A101.00	381534	05/12/21	12261	CUSHMAN MOTOR COMPA	01528810000820	401	CS - WASHER/BOLT	0.00	32.69
TOTAL CHECK									
A101.00	381535	05/12/21	27800	DAMON KOCINA	01021294000673	302	BLAX-WAYZATA	0.00	81.00
A101.00	381536	05/12/21	32969	DANIEL DUDA	01021294000650	302	BASEBALL-ROCHESTER	0.00	80.00
A101.00	381538	05/12/21	26819	DAVEY TREE EXPERT C	01005810000820	401	DW - CHIPPING DEBRI	0.00	1,251.25
A101.00	381538	05/12/21	26819	DAVEY TREE EXPERT C	01021810000820	401	EHS - CHIPPING DEBR	0.00	1,251.25
TOTAL CHECK									
A101.00	381539	05/12/21	13063	ECM PUBLISHERS INC	01005010000000	305	MAR 8 REG MEETING	0.00	89.25
A101.00	381539	05/12/21	13063	ECM PUBLISHERS INC	01005010000000	305	MAR 8 WORK SESSION	0.00	59.50
A101.00	381539	05/12/21	13063	ECM PUBLISHERS INC	01005010000000	305	MAR 25 SPECIAL MTG	0.00	47.60
A101.00	381539	05/12/21	13063	ECM PUBLISHERS INC	01005010000000	305	MAR 16 WORK SESSION	0.00	53.55

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TOTAL CHECK									
A101.00	381540	05/12/21	24575	EDUCATORS BENEFIT C	01005105000000	305	403(B) ADMIN & COMP	0.00	249.90
A101.00	381542	05/12/21	30801	ERIC VAN BROCKLIN	01021294000650	302	BASEBALL-TARTAN	0.00	80.00
A101.00	381542	05/12/21	30801	ERIC VAN BROCKLIN	01021294000650	302	BASEBALL-CHASKA	0.00	80.00
TOTAL CHECK								0.00	160.00
A101.00	381543	05/12/21	30154	EVERYDAY SPEECH, LL	01005420419000	406	COMPLETE GUIDED THE	0.00	479.98
A101.00	381543	05/12/21	30154	EVERYDAY SPEECH, LL	01005420419000	406	VIDEOS ONLY SUBSCRI	0.00	1,534.90
TOTAL CHECK								0.00	2,014.88
A101.00	381544	05/12/21	28966	FACTORY MOTOR PARTS	01009760720000	402	BATTERY DEL31-900CT	0.00	126.27
A101.00	381545	05/12/21	30545	FLICEK WELDING	01008810000000	350	HAND RAIL REPAIR/WE	0.00	435.00
A101.00	381546	05/12/21	32985	FORT TICONDEROGA AS	015342030000091	369	SOLDIERS LIFE: 5THG	0.00	300.00
A101.00	381547	05/12/21	18200	GENERAL SECURITY SE	010058100000000	305	ECC/DO PATROL RESPO	0.00	45.00
A101.00	381547	05/12/21	18200	GENERAL SECURITY SE	010058100000000	305	ECC - PATROL RESPON	0.00	35.00
A101.00	381547	05/12/21	18200	GENERAL SECURITY SE	010058100000000	305	BUS GAR-PATROL RESP	0.00	35.00
TOTAL CHECK								0.00	115.00
A101.00	381548	05/12/21	30773	GOODWAY TECHNOLOGIE	010218100000000	350	SOOT-A-MATIC TUBE P	0.00	865.35
A101.00	381548	05/12/21	30773	GOODWAY TECHNOLOGIE	01005810302000	530	SOOT-A-MATIC TUBE P	0.00	1,000.00
TOTAL CHECK								0.00	1,865.35
A101.00	381550	05/12/21	02825	GOPHER/PLAY WITH A	01527203302000	530	RECESS SUPERVISOR E	0.00	894.24
A101.00	381551	05/12/21	09346	GRAINGER	01009760720000	402	MIG WELDING WIRE	0.00	19.68
A101.00	381552	05/12/21	30209	GRAINGER	015298100000000	350	REPAIR	0.00	117.49
A101.00	381553	05/12/21	27788	GREATAMERICA FINANC	010212110000000	329	EHS POSTAGE	0.00	149.95
A101.00	381553	05/12/21	27788	GREATAMERICA FINANC	010081050000000	329	POSTAGE MTR JUN21 D	0.00	184.95
TOTAL CHECK								0.00	334.90
A101.00	381554	05/12/21	00296	GROTH MUSIC COMPANY	01020291000251	430	LAPBOARDS	0.00	682.48
A101.00	381555	05/12/21	15924	GROUP HEALTH INC-WO	010059300000000	299	APR-JUN21 MANCARE P	0.00	2,495.00
A101.00	381556	05/12/21	03263	HOGLUND BUS CO INC	01009760720000	402	VALVE KIT	0.00	499.98
A101.00	381557	05/12/21	21315	HORIZON COMMERCIAL	010198100000815	401	SV - POOL SUPPLIES	0.00	1,568.25
A101.00	381557	05/12/21	21315	HORIZON COMMERCIAL	010208100000815	401	POOL SUPPLIES	0.00	236.75
TOTAL CHECK								0.00	1,805.00
A101.00	381558	05/12/21	03318	HOUSE OF NOTE	01020258000252	350	ORCH BASS REPAIR	0.00	180.00
A101.00	381559	05/12/21	32981	ILAN BLANK	01021258000251	430	MUSIC PURCHASE/AUDI	0.00	350.00
A101.00	381560	05/12/21	16322	INTERMEDIATE DISTRI	01009760723000	360	FY19-20 BUS SUPPORT	0.00	313.03

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Account	Period	Category	Amount	Description
A101.00	05/12/21	IWS - INNOVATIONAL	305	DW HYD SYS COOL TES
A101.00	05/12/21	IWS - INNOVATIONAL	350	EHS HYDRONIC TESTIN
A101.00	05/12/21	IWS - INNOVATIONAL	350	SV HYDRONIC TESTING
TOTAL CHECK				3,254.25
				250.00
				250.00

A101.00	381562	05/12/21	92117	JAMES MACGILLIS	01021296000673	302	GLAX-ALBERTVILLE	0.00	3,754.22
A101.00	381564	05/12/21	32928	JERRY'S FOODS	EDINA	01020250000000	430	W - FOOD FOR FACS	0.00
A101.00	381564	05/12/21	32928	JERRY'S FOODS	EDINA	01020250000000	430	W - FOOD FOR FACS	0.00
A101.00	381564	05/12/21	32928	JERRY'S FOODS	EDINA	01020250000000	430	W - FOOD FOR FACS	0.00
A101.00	381564	05/12/21	32928	JERRY'S FOODS	EDINA	01020250000000	430	W - FOOD FOR FACS	0.00
TOTAL CHECK									56.04
									81.00

A101.00	381565	05/12/21	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	10.79
A101.00	381565	05/12/21	03720	JERRY'S HARDWARE	01021292000000	401	TSCHIDA BATTERY	0.00	21.85
A101.00	381565	05/12/21	03720	JERRY'S HARDWARE	01008810000000	350	DRAIN PLUG	0.00	3.59
A101.00	381565	05/12/21	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	4.31
TOTAL CHECK								0.00	40.54

A101.00	381566	05/12/21	03708	JERRY'S PRINTING	01533050000000	401	CLASS COMPOSITES-RE	0.00	24.00
A101.00	381567	05/12/21	13917	JH LARSON COMPANY	01019810000000	350	LIGHT BULBS/REPAIRS	0.00	176.00
A101.00	381568	05/12/21	30538	JOSEPH CONNOR	01021294000673	302	BLAX-MAPLE GROVE	0.00	56.00

A101.00	381569	05/12/21	32948	JOSEPH WITTERSCHEIN	01021294000650	302	BASEBALL-BUFFALO	0.00	80.00
A101.00	381570	05/12/21	09728	JW PEPPER & SON INC	01021258000252	430	ORCHESTRA SUPPLIES	0.00	161.99
A101.00	381571	05/12/21	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	2,108.90
A101.00	381571	05/12/21	20559	KATH FUEL OIL SERVI	01009760720000	442	WASH SOLVENT	0.00	2,564.94
TOTAL CHECK								0.00	4,673.84

A101.00	381572	05/12/21	32977	KENNETH BOOTH	01021294000650	302	BASEBALL-ROCHESTER	0.00
A101.00	381573	05/12/21	27881	KEVIN DAVIS	01021296000673	302	GLAX-ALBERTVILLE	0.00
A101.00	381576	05/12/21	04024	LAKESHORE LEARNING	01533203000052	430	LEVELED OPERATIONS	0.00
A101.00	381576	05/12/21	04024	LAKESHORE LEARNING	01533203000052	430	SUBTRACTION TOWER T	0.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	381595	05/12/21	13475	PARK ADAM TRANSPORT	01009760714000	360	APR21 TRANSPORTATIO	0.00	36,733.36
A101.00	381596	05/12/21	24673	PITNEY BOWES EASYPE	01005109000000	329	APRIL MAILINGS POST	0.00	4,364.17
A101.00	381597	05/12/21	15331	PRAIRIE ELECTRIC CO	01020810000000	350	BUILDING REPAIR	0.00	1,118.02
A101.00	381598	05/12/21	32974	RICHARD LINDSEY	01021294000650	302	BASEBALL-BUFFALO	0.00	80.00
A101.00	381599	05/12/21	32982	RICK MROS DBA NORTH	01021291000262	305	PROM DJ	0.00	3,715.00
A101.00	381600	05/12/21	22996	RJ MECHANICAL INC	01008810000820	401	ECC/ND - IRRIGATION	0.00	110.80
A101.00	381600	05/12/21	22996	RJ MECHANICAL INC	01019810000820	401	SV - IRRIGATION	0.00	55.40
A101.00	381600	05/12/21	22996	RJ MECHANICAL INC	01526810000820	401	CC - IRRIGATION	0.00	55.40
A101.00	381600	05/12/21	22996	RJ MECHANICAL INC	01005810000820	401	DW - IRRIGATION	0.00	55.40
TOTAL CHECK									
A101.00	381601	05/12/21	32983	ROSS LEFEBVRE	01021294000650	302	BASEBALL-CHASKA	0.00	80.00
A101.00	381602	05/12/21	93384	RUSS HUNT	01021294000673	302	BLAX-PRIOR LAKE	0.00	137.00
A101.00	381603	05/12/21	26674	RUSSELL SECURITY RE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	1,477.00
A101.00	381604	05/12/21	32961	SAMUEL THAYER	01021296000673	302	GLAX-MAPLE GROVE	0.00	56.00
A101.00	381605	05/12/21	92413	SCOTT SCHIMETZ	01021296000662	302	SOFTBALL-MINNETONKA	0.00	72.00
A101.00	381606	05/12/21	06400	SCHMITT MUSIC	01020258000250	350	VV - OBOE REPAIR	0.00	43.00
A101.00	381607	05/12/21	32832	SCHOOL SPECIALTY, L	01526212000000	430	CRAYONS FOR ART ROO	0.00	63.82
A101.00	381608	05/12/21	08656	SPS COMPANIES INC	01527810000000	350	DRAIN KIT	0.00	14.09
A101.00	381609	05/12/21	32979	STEPHANIE RICHERT P	01534203000091	490	YOYO DONUTS-TA WEEK	0.00	100.00
A101.00	381609	05/12/21	32979	STEPHANIE RICHERT P	01534203000091	401	FUN EXPRESS GIFTS	0.00	358.12
TOTAL CHECK									
A101.00	381610	05/12/21	32978	SUSAN RESNICK CONSU	01005640316000	305	WEBINAR-FRN IMMERSI	0.00	500.00
A101.00	381611	05/12/21	32941	TANGIBLE PLAY, INC	01527402740000	433	#906-00107 - 1 SET	0.00	1,095.00
A101.00	381611	05/12/21	32941	TANGIBLE PLAY, INC	01527402740000	433	#906-00085 - 1 SET	0.00	445.00
A101.00	381611	05/12/21	32941	TANGIBLE PLAY, INC	01527402740000	433	#903-00151 - 4 DIGI	0.00	623.00
A101.00	381611	05/12/21	32941	TANGIBLE PLAY, INC	01527402740000	433	#903-00164 - 3 DIGI	0.00	331.50
A101.00	381611	05/12/21	32941	TANGIBLE PLAY, INC	01527402740000	433	#905-00018 - FOUR O	0.00	100.00
A101.00	381611	05/12/21	32941	TANGIBLE PLAY, INC	01527402419000	401	#904-00014 - OSMO P	0.00	490.00
TOTAL CHECK									
A101.00	381612	05/12/21	22139	THE BAKKEN MUSEUM	01534203000091	369	GRD4 VIRT FIELD TRI	0.00	650.00
A101.00	381613	05/12/21	10603	THREE RIVERS PARK D	01534203000091	369	RICHARDSON NATURE C	0.00	300.00
A101.00	381614	05/12/21	92668	TREVOR BUSBY	01021294000673	302	BLAX-JEFFERSON	0.00	81.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	381615	05/12/21	23023	TWIN CITY GARAGE DO	01009760720000	351	SERVICE	0.00	452.50
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0152781000000000	332	CN - MAY21	0.00	521.64
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0101981000000000	332	SV - MAY21	0.00	842.74
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0102081000000000	440	VV - MAY21	0.00	1,114.10
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0102181000000000	332	EHS - MAY21	0.00	2,706.68
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	01009760720000	332	BUS GARAGE - MAY21	0.00	77.07
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	010212910000256	305	THEATER PICKUP	0.00	1,070.43
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0153381000000000	332	ND - MAY21	0.00	187.71
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0152981000000000	440	HL - MAY21	0.00	372.71
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0100881000000000	332	ECC - MAY21	0.00	665.50
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0152681000000000	332	CC - MAY21	0.00	827.54
A101.00	381617	05/12/21	14932	WASTE MANAGEMENT OF	0152681000000000	332	CC - MAY21	0.00	8,386.12
TOTAL CHECK									
A101.00	381618	05/12/21	30292	WAYZATA HIGH SCHOOL	010212940000655	369	JV B GOLF ENTRY 05/	0.00	110.00
A101.00	381618	05/12/21	30292	WAYZATA HIGH SCHOOL	010212940000655	369	JV B GOLF ENTRY 05/	0.00	110.00
A101.00	381619	05/12/21	24818	WAYZATA RESULTS	010212940000653	305	BOYS TRACKMEET TIME	0.00	800.00
A101.00	381620	05/12/21	24966	WEX BANK	01009760720000	441	FUEL	0.00	263.98
A101.00	381621	05/12/21	05410	XCEL ENERGY	0102181000000000	330	EHS 03/24/21-04/22/	0.00	29,612.67
A101.00	381621	05/12/21	05410	XCEL ENERGY	0152781000000000	330	CN 03/24/21-04/25/2	0.00	1,466.12
A101.00	381621	05/12/21	05410	XCEL ENERGY	0152881000000000	330	CS 03/24/21-04/22/2	0.00	4,852.28
A101.00	381621	05/12/21	05410	XCEL ENERGY	0153281000000000	330	CV 03/24/21-04/22/2	0.00	5,287.21
A101.00	381621	05/12/21	05410	XCEL ENERGY	0153381000000000	330	ND 03/24/21-04/22/2	0.00	2,999.53
A101.00	381621	05/12/21	05410	XCEL ENERGY	0152681000000000	330	CC 03/24/21-04/22/2	0.00	5,789.55
A101.00	381621	05/12/21	05410	XCEL ENERGY	0152981000000000	330	HL 03/25/21-04/25/2	0.00	6,242.04
A101.00	381621	05/12/21	05410	XCEL ENERGY	0100881000000000	330	ECC 03/24/21-04/22/	0.00	10,634.70
A101.00	381621	05/12/21	05410	XCEL ENERGY	0102081000000000	330	VV 03/24/21-04/22/2	0.00	11,728.57
A101.00	381621	05/12/21	05410	XCEL ENERGY	0101981000000000	330	SV 03/24/21-04/22/2	0.00	14,037.22
A101.00	381622	05/12/21	32976	THOMAS STEPHAN JR	010212960000662	302	SOFTBALL-MINNETONKA	0.00	92,649.89
A101.00	381623	05/19/21	32071	93 SKIP LLC	01009760720000	330	BUS SOLAR PROD-APR2	0.00	72.00
A101.00	381623	05/19/21	32071	93 SKIP LLC	01527760720000	330	CN SOLAR PROD-APR21	0.00	256.41
A101.00	381624	05/19/21	31372	ACME TOOLS PLYMOUTH	015288100000820	401	NEW ELEC WEEKWACKER	0.00	3,780.20
A101.00	381625	05/19/21	93181	AMY VELSOR	010212960000665	302	GSWM SYN-HOPKINS	0.00	4,036.61
A101.00	381626	05/19/21	32988	ANDREW TRUE	010212960000662	302	GSFTBALL-ALBERTVTL	0.00	65.00
A101.00	381627	05/19/21	29015	ANNE BECKMAN	010212960000665	302	GSWM SYN-HOPKINS	0.00	72.00
A101.00	381628	05/19/21	91572	ANTHONY LANCETTE JR	010212960000673	302	GLAX-ROSEMOUNT	0.00	65.00
A101.00	381630	05/19/21	31443	ASHLEY HAMMER	010212960000665	302	GSWM SYN-HOPKINS	0.00	137.00
A101.00	381630	05/19/21	31443	ASHLEY HAMMER	010212960000665	302	GSWM SYN-HOPKINS	0.00	65.00

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A101.00	381631	05/19/21	92426	ANDREW BARTCZAK	01021296000673	302	GLAX-ROSEMOUNT	0.00	56.00
A101.00	381632	05/19/21	31479	BENTON CAMPBELL	01021296000673	302	GLAX-ROSEMOUNT	0.00	137.00
A101.00	381633	05/19/21	90236	BRENT M KUPHAL	01021294000650	302	BASEBALL-STMA	0.00	80.00
A101.00	381634	05/19/21	01012	BSN SPORTS, LLC	01021211000450	401	MASKS CLASS OF 2021	0.00	3,811.50
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01021810000000	440	EHS 03/31/21-04/30/	0.00	8,277.30
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01020810000000	440	VV 03/31/21-04/30/2	0.00	3,435.65
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01008810000000	440	ECC 03/31/21-04/30/	0.00	2,622.99
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01019810000000	440	SV 03/31/21-04/30/2	0.00	3,094.77
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01019810000000	440	SV 04/12/21-05/11/2	0.00	461.00
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01008810000000	440	ECC 04/12/21-05/11/	0.00	677.73
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01533810000000	440	ND 03/31/21-04/30/2	0.00	739.82
A101.00	381636	05/19/21	15056	CENTERPOINT ENERGY	01533810000000	440	ND 04/12/21-05/11/2	0.00	191.16
TOTAL CHECK									19,500.42
A101.00	381637	05/19/21	24945	CENTURYLINK	01005620000000	320	DO 05/01/21-05/31/2	0.00	540.00
A101.00	381637	05/19/21	24945	CENTURYLINK	01005620000000	320	DO 05/01/21-05/31/2	0.00	89.00
A101.00	381637	05/19/21	24945	CENTURYLINK	01020810000000	320	VV 04/28/21-05/27/2	0.00	118.24
A101.00	381637	05/19/21	24945	CENTURYLINK	01008810000000	320	ECC 05/01/21-05/31/	0.00	257.54
A101.00	381637	05/19/21	24945	CENTURYLINK	01005620000000	320	DO 05/01/21-05/31/2	0.00	260.00
A101.00	381637	05/19/21	24945	CENTURYLINK	01019810000000	320	SV 05/01/21-05/31/2	0.00	280.63
A101.00	381637	05/19/21	24945	CENTURYLINK	01568100000000	320	CC 05/01/21-05/31/2	0.00	160.36
A101.00	381637	05/19/21	24945	CENTURYLINK	01528810000000	320	CS 05/01/21-05/31/2	0.00	160.36
A101.00	381637	05/19/21	24945	CENTURYLINK	01527810000000	320	CN 05/01/21-05/31/2	0.00	160.36
A101.00	381637	05/19/21	24945	CENTURYLINK	01005620000000	320	DO 04/19/21-05/18/2	0.00	161.86
A101.00	381637	05/19/21	24945	CENTURYLINK	01529810000000	320	HL 05/01/21-05/31/2	0.00	220.95
TOTAL CHECK									2,409.30
A101.00	381638	05/19/21	30772	CHARLES RUPNOW	01021296000662	302	SOFTBALL-CHANHASSEN	0.00	72.00
A101.00	381640	05/19/21	01321	CITY OF EDINA	01527810000000	331	CN 01/27/21-04/29/2	0.00	3,232.64
A101.00	381640	05/19/21	01321	CITY OF EDINA	01528810000000	331	CS 01/27/21-04/28/2	0.00	3,301.04
A101.00	381640	05/19/21	01321	CITY OF EDINA	01529810000000	331	CV 01/27/21-04/29/2	0.00	2,850.49
A101.00	381640	05/19/21	01321	CITY OF EDINA	01009760720000	331	BUS 01/27/21-04/28/	0.00	1,463.31
TOTAL CHECK									10,847.48
A101.00	381641	05/19/21	24851	CLAIRE KELLNER	01021296000665	302	GSWM SYN-HOPKINS	0.00	65.00
A101.00	381642	05/19/21	32814	COMCAST CABLE MANAG	01005630000000	320	INTERNET - MAY21	0.00	9.95
A101.00	381643	05/19/21	22056	CONSORTIUM FOR SCHO	01005630000000	820	MEMBERSHIP-N.L. 21-	0.00	965.00
A101.00	381644	05/19/21	25656	ROBERT CROWE	01021296000662	302	SOFTBALL-WAYZATA	0.00	72.00
A101.00	381645	05/19/21	12261	CUSHMAN MOTOR COMPA	01528810000820	401	CS - HYDRAULIC OIL	0.00	164.34
A101.00	381646	05/19/21	27762	DANIELLE SHUPE	01021296000665	302	GSWM SYN-EDEN PRAT	0.00	65.00

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A101.00	381647	05/19/21	30706	DAVID L. MALLEY	010212940000650	302	BASEBALL-WAYZATA	0.00	80.00
A101.00	381648	05/19/21	92404	DAVID SLADEK	010212940000650	302	BASEBALL-ROCHESTER	0.00	80.00
A101.00	381649	05/19/21	13063	ECM PUBLISHERS INC	010051990000000	305	REFERENDUM	0.00	172.55
A101.00	381649	05/19/21	13063	ECM PUBLISHERS INC	01326865379000	520	CC-INTERIOR FINISHE	0.00	83.30
A101.00	381649	05/19/21	13063	ECM PUBLISHERS INC	01529865379000	520	HL-INTERIOR FINISHE	0.00	83.30
A101.00	381649	05/19/21	13063	ECM PUBLISHERS INC	01528865379000	520	CS-INTERIOR FINISHE	0.00	83.30
TOTAL CHECK									
A101.00	381650	05/19/21	24575	EDUCATORS BENEFIT C	010051050000000	305	ACT PARTICIPANT FEE	0.00	374.88
A101.00	381650	05/19/21	24575	EDUCATORS BENEFIT C	010051050000000	305	ACT BASE FEE	0.00	102.00
TOTAL CHECK									
A101.00	381651	05/19/21	30801	ERIC VAN BROCKLIN	010212940000650	302	BASEBALL-HOPKINS	0.00	80.00
A101.00	381654	05/19/21	32905	GM SUPPLIES LTD	015322030000000	430	RISOGRAPH S-8188UA	0.00	69.99
A101.00	381654	05/19/21	32905	GM SUPPLIES LTD	015322030000000	430	RISOGRAHS-8113UA T	0.00	49.99
TOTAL CHECK									
A101.00	381655	05/19/21	27788	GREATAMERICA FINANC	010081050000000	329	ECC POSTAGE MTR-JUN	0.00	159.00
A101.00	381656	05/19/21	91175	HIGH NORTH INC	010212940000667	302	BTRACK-BUFFALO	0.00	62.50
A101.00	381656	05/19/21	91175	HIGH NORTH INC	010212960000667	302	GTRACK-BUFFALO	0.00	62.50
TOTAL CHECK									
A101.00	381657	05/19/21	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC ASBESTOS REM/MO	0.00	9,653.30
A101.00	381657	05/19/21	16513	INSTITUTE FOR ENVIR	01005865352000	305	EHS-MGMT SERVICES	0.00	2,725.35
A101.00	381657	05/19/21	16513	INSTITUTE FOR ENVIR	01005865352000	305	DW-IMPACT ATTEN TES	0.00	2,880.00
TOTAL CHECK									
A101.00	381658	05/19/21	32927	JERRY'S FOODS EDINA	010192910000252	490	ORCHESTRA FOOD	0.00	53.97
A101.00	381659	05/19/21	03720	JERRY'S HARDWARE	010088100000000	350	DISTILLED WATER	0.00	4.58
A101.00	381661	05/19/21	32948	JOSEPH WITTERSCHEIN	010212940000650	302	BASEBALL-CHANHASSEN	0.00	80.00
A101.00	381662	05/19/21	30836	JOSHUA SARFITY	010212940000650	302	BASEBALL-CHANHASSEN	0.00	80.00
A101.00	381663	05/19/21	09728	JW PEPPER & SON INC	010212580000252	350	ORCH STRING MUSIC	0.00	175.99
A101.00	381664	05/19/21	92697	LAURA JOHNSON	010212960000665	302	GSWM SYN-HOPKINS	0.00	65.00
A101.00	381665	05/19/21	24127	LEARNING A-Z	015282030000000	430	6 CLASSROOM LICENSE	0.00	461.82
A101.00	381666	05/19/21	30108	LECTURES DE FRANCE	010052033020000	460	BOOKS FOR NORMANDAL	0.00	15,593.00
A101.00	381667	05/19/21	32990	LUMEN TECHNOLOGIES	010056200000000	320	DO 03/12/21-04/11/2	0.00	2,002.79
A101.00	381668	05/19/21	31441	MADELINE RANDALL	010212960000665	302	GSWM SYN-HOPKINS	0.00	65.00
A101.00	381669	05/19/21	17682	MALLOY MONTAGUE KAR	010051100000000	305	AUDIT TRAINING	0.00	1,520.00

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A101.00	381671	05/19/21	30799	MARK LEVASSEUR	010212960000662	302	SOFTBALL-STMA	0.00	72.00
A101.00	381672	05/19/21	92159	MARK MONSON	010212940000650	302	BASEBALL-WAYZATA	0.00	80.00
A101.00	381673	05/19/21	31686	MAUCK AND SON --- D	010212940000673	302	BLAX-HOPKINS	0.00	81.00
A101.00	381674	05/19/21	09167	MENARDS - GOLDEN VA	015268100000000	401	MISC HARDWARE/DOLLY	0.00	137.33
A101.00	381674	05/19/21	09167	MENARDS - GOLDEN VA	015268100000000	350	REPAIR SUPPLIES	0.00	137.33
A101.00	381674	05/19/21	09167	MENARDS - GOLDEN VA	015268100000810	401	CORD & BUNGEE SET	0.00	24.47
TOTAL CHECK									299.13
A101.00	381676	05/19/21	14390	MINNESOTA POLLUTION	01005865349000	305	ECC-HAZARDOUS WASTE	0.00	287.79
A101.00	381676	05/19/21	14390	MINNESOTA POLLUTION	01005865349000	305	VV-HAZARDOUS WASTE	0.00	287.79
TOTAL CHECK									575.58
A101.00	381677	05/19/21	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLDIN	0.00	1,347.38
A101.00	381678	05/19/21	31399	MIRJA P. HANSON, MB	010050100000000	305	EPS LEADER TRANSITI	0.00	5,625.00
A101.00	381681	05/19/21	32987	OLBRICH BOTANICAL S	015342030000091	369	2ND GRD TRIP-05/10/	0.00	100.00
A101.00	381683	05/19/21	31667	PAVEMENT RESOURCES	01005850302000	520	VV-REPAIR SPRAYINJ	0.00	3,050.00
A101.00	381684	05/19/21	30930	PLANSOURCE	010051050000000	305	SERVICES FOR MAY21	0.00	8,388.90
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	010208100000820	401	VV-IRRIGATION ST-UP	0.00	141.66
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	010218100000820	401	EHS-IRRIGATION ST-U	0.00	141.67
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	010058100000820	401	DW-IRRIGATION ST-UP	0.00	141.67
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	010198100000820	401	SV-IRRIGATION ST-UP	0.00	106.25
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	010088100000820	401	ND/ECC-IRRIGATION S	0.00	106.25
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	010058100000820	401	DW-IRRIGATION ST-UP	0.00	106.25
A101.00	381686	05/19/21	25364	RAINDROP IRRIGATION	015268100000820	401	CC-IRRIGATION ST-UP	0.00	106.25
TOTAL CHECK									850.00
A101.00	381687	05/19/21	32945	REYNE KURTIERS	010212960000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381688	05/19/21	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,073.71
A101.00	381689	05/19/21	21013	SHRED RIGHT	015282030000000	401	CS - SHREDDING	0.00	47.25
A101.00	381690	05/19/21	26357	THE ADVISORS MARKET	010051090000000	401	RETIREMENT APPLES	0.00	1,702.95
A101.00	381691	05/19/21	26581	THE MCDOWELL AGENCY 01		L215.03	BKGD CHK-EPS EMP	0.00	1,961.00
A101.00	381691	05/19/21	26581	THE MCDOWELL AGENCY	010051050000000	305	BKGD CHK-STU TEACHE	0.00	15.00
TOTAL CHECK									1,976.00
A101.00	381692	05/19/21	30841	TODD TRAEEN	010212940000650	302	BASEBALL-ST MICHAEL	0.00	80.00
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	015320300000000	430	ESTIMATE #13788	0.00	90.00
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	015320300000000	430	ESTIMATE 13788	0.00	10.60
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	015320300000000	430	ESTIMATE 13788	0.00	18.00

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A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATE 13788	0.00	4.30
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	3 OZ JAR OF MILWEED	0.00	5.40
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATED SHIPPING/	0.00	24.69
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATE 13815	0.00	16.00
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATE 13815	0.00	17.75
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATE 13815	0.00	55.00
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATE 13815	0.00	10.00
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATE 13815	0.00	2.50
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430	ESTIMATED SHIPPING/	0.00	24.73
A101.00	381693	05/19/21	16125	TRANS-MISSISSIPPI B	01532203000000	430		0.00	278.97
TOTAL CHECK									
A101.00	381694	05/19/21	25724	ULINE	015278100000810	401	4 POSTS-SHELVING UN	0.00	66.06
A101.00	381695	05/19/21	32860	VIRGINIA TECH	010212110000096	430	PLTW-SOFTWARE ACCES	0.00	4,000.00
A101.00	381696	05/19/21	14932	WASTE MANAGEMENT OF	015288100000000	332	CS - MAY21	0.00	637.03
A101.00	381696	05/19/21	14932	WASTE MANAGEMENT OF	015328100000000	332	CV - MAY21	0.00	504.48
A101.00	381697	05/26/21	32942	ADVANCED IMAGING SO	010058503020000	370	LEASE PAYMENTS 05/0	0.00	4,254.88
A101.00	381698	05/26/21	23145	AFFINITECH INC	010054027400000	466	VIEWBOARD INST RM14	0.00	3,401.44
A101.00	381700	05/26/21	93181	AMY VELSOR	010212960000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381701	05/26/21	92878	AMY WARDELL	010212960000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381702	05/26/21	30715	ANTHONY SCHREPPER	010212940000650	302	BASEBALL-BUFFALO	0.00	80.00
A101.00	381703	05/26/21	00402	APPLE INC (DO NOT U	015274027400000	466	IPADS FOR KRISTINE	0.00	2,940.00
A101.00	381704	05/26/21	31443	ASHLEY HAMMER	010212960000665	302	GSWM SYN-WAYZATA	0.00	65.00
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	ON COMMAND SUBSC	0.00	1,250.00
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	CABLE BATTERY	0.00	82.44
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	SENSOR, CAMSHAFT	0.00	99.32
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	SENSOR, KIT SENSOR	0.00	171.05
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	SENSOR ASSY	0.00	219.74
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	PUMP, GASKET PUMP	0.00	292.19
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	TENSIONER, BELT	0.00	302.84
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402	GASKET ASSY VALVE	0.00	367.75
A101.00	381705	05/26/21	00500	ASTLEFORD INTERNATI	010097607200000	402		0.00	2,785.33
TOTAL CHECK									
A101.00	381706	05/26/21	05628	AUTO PLUS/UNI-SELEC	010097607200000	402	DIESEL INJECTION	0.00	72.12
A101.00	381706	05/26/21	05628	AUTO PLUS/UNI-SELEC	010097607200000	402	STRAIGHT CONNECT (4	0.00	9.00
A101.00	381706	05/26/21	05628	AUTO PLUS/UNI-SELEC	010097607200000	402	W/S ADHESIVE	0.00	9.18
A101.00	381706	05/26/21	05628	AUTO PLUS/UNI-SELEC	010097607200000	402	HEADLAMP SOCKET	0.00	19.34
A101.00	381706	05/26/21	05628	AUTO PLUS/UNI-SELEC	010097607200000	402	STRAIGHT CONNECT (3	0.00	6.18
A101.00	381707	05/26/21	14652	BAUER BUILT INC	010097607200000	403	(5)10R225, (5)11R22	0.00	2,955.80

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A101.00	381709	05/26/21	18743	BDS LAUNDRY SYSTEMS	01020810000810	401	CUSTODIAL SUPPLIES	0.00	19.72
A101.00	381710	05/26/21	10270	BOYER TRUCKS	01009760720000	402	FILTERS, FUEL H2O S	0.00	576.26
A101.00	381710	05/26/21	10270	BOYER TRUCKS	01009760720000	402	FLTR LUB	0.00	7.86
A101.00	381710	05/26/21	10270	BOYER TRUCKS	01009760720000	402	HOSE, MOLDED	0.00	25.04
TOTAL CHECK								0.00	609.16
A101.00	381711	05/26/21	11479	BRECK HIGH SCHOOL	01009760720000	360	NON-PUB 2020/2021	0.00	35,501.25
A101.00	381712	05/26/21	01012	BSN SPORTS, LLC	01005211154000	401	CAFETERIA STICKERS	0.00	966.42
A101.00	381714	05/26/21	15056	CENTERPOINT ENERGY	0153381000000000	440	ND 04/12/21-05/11/2	0.00	33.80
A101.00	381714	05/26/21	15056	CENTERPOINT ENERGY	0152681000000000	440	CC 04/12/21-05/11/2	0.00	1,601.03
A101.00	381714	05/26/21	15056	CENTERPOINT ENERGY	0100881000000000	440	ECC 04/12/21-05/11/	0.00	119.85
TOTAL CHECK								0.00	1,754.68
A101.00	381715	05/26/21	24945	CENTURYLINK	0102181000000000	320	EHS 05/10/21-06/09/	0.00	403.63
A101.00	381715	05/26/21	24945	CENTURYLINK	0102081000000000	320	VV 05/10/21-06/09/2	0.00	313.93
A101.00	381715	05/26/21	24945	CENTURYLINK	01009760720000	320	TRANSPORT 05/04-06/	0.00	130.46
A101.00	381715	05/26/21	24945	CENTURYLINK	0153281000000000	320	CV 05/10/21-06/09/2	0.00	139.30
TOTAL CHECK								0.00	987.32
A101.00	381717	05/26/21	24851	CLAIRE KELLNER	010212960000665	302	GSWIM SYN-WAYZATA	0.00	65.00
A101.00	381719	05/26/21	31769	COLLABORATIVE STUDE	01009760728000	360	HOMELESS TRANS APR2	0.00	11,984.81
A101.00	381719	05/26/21	31769	COLLABORATIVE STUDE	01009760723000	360	SPED APR 2021	0.00	23,982.79
TOTAL CHECK								0.00	35,967.60
A101.00	381720	05/26/21	30473	DAVID SHOEMAKER	010212940000650	302	BASEBALL-BUFFALO	0.00	80.00
A101.00	381721	05/26/21	31541	DAVID RIVERA	010212940000650	302	BASEBALL-MINNETONKA	0.00	80.00
A101.00	381722	05/26/21	17950	DELEGARD TOOL COMPA	01009760720000	402	AIR FILTER	0.00	456.00
A101.00	381723	05/26/21	13063	ECM PUBLISHERS INC	0100519900000000	305	MAY 11 SPEC ELECTIO	0.00	1,237.60
A101.00	381724	05/26/21	24575	EDUCATORS BENEFIT C	0100510500000000	305	ACT-1095C MAILINGLI	0.00	1,456.00
A101.00	381726	05/26/21	30636	ESCREEN, INC.	01009760720000	305	TESTING	0.00	143.75
A101.00	381727	05/26/21	28966	FACORY MOTOR PARTS	01009760720000	402	BATTERIES	0.00	475.90
A101.00	381727	05/26/21	28966	FACORY MOTOR PARTS	01009760720000	402	PART DEL 78GHR140 (0.00	209.98
A101.00	381727	05/26/21	28966	FACORY MOTOR PARTS	01009760720000	402	ALTERNATOR	0.00	311.83
A101.00	381727	05/26/21	28966	FACORY MOTOR PARTS	01009760720000	402	ENGINE OIL FILTER	0.00	19.50
A101.00	381727	05/26/21	28966	FACORY MOTOR PARTS	01009760720000	402	HARNESSE ASSEMBLIES	0.00	96.22
TOTAL CHECK								0.00	1,113.43
A101.00	381728	05/26/21	02490	FOLLETT SCHOOL SOLU	0153220300000000	460	MATH IN FOCUS WORKB	0.00	1,951.20
A101.00	381729	05/26/21	30042	FORBES SOLUTIONS PL	010050100000071	305	PHASE 2-STUDENT VOI	0.00	15,000.00
A101.00	381730	05/26/21	32996	FRED EDSTROM	010212960000673	302	GLAX-HOPKINS	0.00	137.00

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A101.00	381751	05/26/21	20559	KATH FUEL OIL SERVI	01009760720000	441	FUEL UNLEADED	0.00	1,916.99	
A101.00	381751	05/26/21	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL FUEL	0.00	10,360.08	
TOTAL CHECK										12,277.07
A101.00	381753	05/26/21	33005	LD ACQUISITION COMP	01021810000000	R093	AUG/SEP20 LEASE PMT	0.00	3,438.50	
A101.00	381754	05/26/21	30069	LIBRAIRIE MONET	01533620000000	430	MEDIA BOOKS	0.00	629.52	
A101.00	381755	05/26/21	32995	LIFE SAFETY SYSTEMS	01008810000000	350	FIRE ALARM	0.00	330.00	
A101.00	381756	05/26/21	32990	LUMEN TECHNOLOGIES	01005620000000	320	DO 04/12/21-05/11/2	0.00	2,348.56	
A101.00	381757	05/26/21	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR CV	0.00	3,000.00	
A101.00	381757	05/26/21	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR VALLEY VI	0.00	1,257.20	
TOTAL CHECK										4,257.20
A101.00	381758	05/26/21	20005	MASP- MN ASSOC OF S	01020050000000	820	MEMBERSHIP - S.C.	0.00	40.00	
A101.00	381759	05/26/21	30024	MENARDS - EDEN PRAI	01009760720000	402	NOZZLE	0.00	19.88	
A101.00	381759	05/26/21	30024	MENARDS - EDEN PRAI	01005810000000	350	DW BUILDING REPAIR	0.00	24.47	
A101.00	381759	05/26/21	30024	MENARDS - EDEN PRAI	01009760720000	402	SUPPLIES	0.00	59.86	
A101.00	381759	05/26/21	30024	MENARDS - EDEN PRAI	01009760720000	402	TOOLBOX, PAIL	0.00	90.36	
A101.00	381759	05/26/21	30024	MENARDS - EDEN PRAI	01020810000810	401	CUSTODIAL SUPPLIES	0.00	20.14	
TOTAL CHECK										214.71
A101.00	381761	05/26/21	22660	MIDWEST BUS PARTS I	01009760720000	402	MITO MIC, THOMAS IC	0.00	219.34	
A101.00	381761	05/26/21	22660	MIDWEST BUS PARTS I	01009760720000	402	CUSHIONS	0.00	190.70	
A101.00	381761	05/26/21	22660	MIDWEST BUS PARTS I	01009760720000	402	RADIATOR	0.00	1,250.00	
TOTAL CHECK										1,660.04
A101.00	381763	05/26/21	18489	NCPERS GROUP LIFE I 01		L215.40	EMPLOYEE W/HOLDING	0.00	32.00	
A101.00	381764	05/26/21	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - T.M.	0.00	70.00	
A101.00	381765	05/26/21	26920	RICHARD OFTEDAL	01021294000650	302	BASEBALL-WAYZATA	0.00	80.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	VV - APR21 SERVICES	0.00	80.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	VV - MAY21 SERVICE	0.00	80.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	SV - APR21 SERVICE	0.00	80.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	SV - MAY21 SERVICE	0.00	80.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS - APR21 SERVICE	0.00	95.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS - MAY21 SERVICE	0.00	95.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS BUNKER-MAY21 SE	0.00	60.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS BUNKER-APR21 SE	0.00	60.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	ND - APR21 SERVICE	0.00	65.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	HL - APR21 SERVICE	0.00	65.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CS - APR21 SERVICE	0.00	65.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CS - MAY21 SERVICE	0.00	65.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	ND - MAY21 SERVICE	0.00	65.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CC - APR21 SERVICE	0.00	65.00	
A101.00	381767	05/26/21	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CC - MAY21 SERVICES	0.00	65.00	

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A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CV - APR21 SERVICES	0.00	65.00
A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CV - MAY21 SERVICES	0.00	65.00
A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CN - APR21 SERVICE	0.00	65.00
A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	CN - MAY21 SERVICE	0.00	65.00
A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	ECC - MAY21 SERVICE	0.00	55.00
A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	ECC - APR21 SERVICE	0.00	120.00
A101.00	381767	05/26/21	28451	ORKIN, 546-ST. PAUL	01005810000000	305	TRANS - APR21 SERVI	0.00	1,640.00
TOTAL CHECK									
A101.00	381768	05/26/21	26050	OVERDRIVE INC	01005620795000	470	EBOOKS - VV	0.00	69.94
A101.00	381769	05/26/21	05557	OWENS COMPANIES INC	01005810000000	305	CHILLER SER BIANNUA	0.00	2,743.00
A101.00	381770	05/26/21	13475	PARK ADAM TRANSPORT	01005760723000	360	STDT TRANSPORT-AIDE	0.00	6,488.69
A101.00	381770	05/26/21	13475	PARK ADAM TRANSPORT	01005760723000	360	STDT TRANSPORT-APR2	0.00	25,232.74
TOTAL CHECK									
A101.00	381771	05/26/21	26440	EMERGENCY Rooter	01008810000000	350	CLEAN LAUNDRY DRAIN	0.00	159.00
A101.00	381772	05/26/21	30106	REGENTS OF THE UNIV	01529203000240	369	RAPTOR CENTER	0.00	395.00
A101.00	381773	05/26/21	91069	ROBERT BISSONETTE	01021294000650	302	BASEBALL-ST LOUIS P	0.00	160.00
A101.00	381774	05/26/21	30656	ROBERT COLEMAN	01021294000650	302	BASEBALL-WAYZATA	0.00	80.00
A101.00	381775	05/26/21	27797	ROBERT MASLOWSKI	01021294000650	302	BASEBALL-ST LOUIS P	0.00	80.00
A101.00	381776	05/26/21	32997	ROBERT THOMAS	01021296000662	302	SOFTBALL-BUFFALO	0.00	72.00
A101.00	381777	05/26/21	32983	ROSS LEFEBVRE	01021294000650	302	BASEBALL-MINNEAPOL	0.00	80.00
A101.00	381778	05/26/21	26674	RUSSELL SECURITY RE	01008810000000	350	LOCK-CONST AREA	0.00	1,411.05
A101.00	381778	05/26/21	26674	RUSSELL SECURITY RE	01008810000000	350	LOCKS-CUST CLOSETS	0.00	1,590.20
TOTAL CHECK									
A101.00	381779	05/26/21	32998	RYAN ERICKSON	01021294000673	302	BLAX-BENILDE	0.00	3,001.25
A101.00	381782	05/26/21	32883	SCHOOL EXEC CONNECT	01005010000000	305	SUPT SEARCH FINAL P	0.00	137.00
A101.00	381783	05/26/21	32832	SCHOOL SPECIALTY, L	01526212000000	430	ART SUPPLIES	0.00	12,470.40
A101.00	381783	05/26/21	32832	SCHOOL SPECIALTY, L	01526212000000	430	ART SUPPLIES	0.00	2.85
TOTAL CHECK									
A101.00	381784	05/26/21	92413	SCOTT SCHIMETZ	01021296000662	302	SOFTBALL-ST PAUL CE	0.00	1,497.05
A101.00	381785	05/26/21	31137	SECURITY CONTROL SY	01021810000000	350	DR 5 SEC SYS REPAIR	0.00	1,499.90
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005105000000	401	WO-219224 H.R.	0.00	72.00
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005400000000	401	WO-219224 SPED	0.00	266.50
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005110000000	401	WO-219224 BUS SER	0.00	30.00
TOTAL CHECK									
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005110000000	401	WO-219224 BUS SER	0.00	30.00
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005110000000	401	WO-219224 BUS SER	0.00	30.00
TOTAL CHECK									
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005110000000	401	WO-219224 BUS SER	0.00	30.00
A101.00	381787	05/26/21	21013	SHRED RIGHT	01005110000000	401	WO-219224 BUS SER	0.00	30.00
TOTAL CHECK</									

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A101.00	381788	05/26/21	22930	SIGN PRO	01009760720000	401	TRAFFIC SIGNS	0.00	174.40
A101.00	381790	05/26/21	20115	TELIN TRANSPORTATIO	01009760720000	402	CABLE & GPS RECEIVE	0.00	112.50
A101.00	381792	05/26/21	30751	TIM PETERSON	01021296000662	302	SOFTBALL-BUFFALO	0.00	72.00
A101.00	381794	05/26/21	27819	T-MOBILE	01009760720000	320	TRANSPORTATION	0.00	32.62
A101.00	381794	05/26/21	27819	T-MOBILE	01529050000000	320	HL	0.00	35.50
A101.00	381794	05/26/21	27819	T-MOBILE	01021050000000	320	EHS	0.00	35.50
A101.00	381794	05/26/21	27819	T-MOBILE	01532810000000	320	CV MAINT	0.00	35.50
A101.00	381794	05/26/21	27819	T-MOBILE	01528810000000	320	CS MAINT	0.00	35.50
A101.00	381794	05/26/21	27819	T-MOBILE	01005420419000	320	SPECIAL SERVICES	0.00	36.52
A101.00	381794	05/26/21	27819	T-MOBILE	01533050000000	320	ND	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01019050000000	320	SV	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01020050000000	320	VV	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01532050000000	320	CV	0.00	24.22
A101.00	381794	05/26/21	27819	T-MOBILE	01021810000000	320	EHS MAINT	0.00	7.00
A101.00	381794	05/26/21	27819	T-MOBILE	01005810000000	320	B&G	0.00	82.24
A101.00	381794	05/26/21	27819	T-MOBILE	01005630000000	320	DMTS	0.00	182.11
A101.00	381794	05/26/21	27819	T-MOBILE	01526050000000	320	CC	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01527050000000	320	CN	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01528050000000	320	CS	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01529810000000	320	HL MAINT	0.00	23.20
A101.00	381794	05/26/21	27819	T-MOBILE	01020810000000	320	VV MAINT	0.00	19.30
A101.00	381794	05/26/21	27819	T-MOBILE	01526810000000	320	CC MAINT	0.00	52.72
A101.00	381794	05/26/21	27819	T-MOBILE	01019810000000	320	SV MAINT	0.00	52.72
A101.00	381794	05/26/21	27819	T-MOBILE	01005420419000	320	ECSE	0.00	63.38
A101.00	381794	05/26/21	27819	T-MOBILE	01527810000000	320	CN MAINT	0.00	65.02
A101.00	381794	05/26/21	27819	T-MOBILE	01005810000000	320	ECC MAINT	0.00	111.76
TOTAL CHECK								0.00	1,034.01
A101.00	381795	05/26/21	23172	TOLL GAS & WELDING	01009760720000	402	TUNGSTEN, WELD MARK	0.00	28.32
A101.00	381796	05/26/21	32999	TROY KAHMEYER	010212960000673	302	GLAX-ROSEMOUNT	0.00	56.00
A101.00	381797	05/26/21	28040	TWIN CITY TRANSPORT	01009760723000	360	SPED - 04/21	0.00	14,214.09
A101.00	381797	05/26/21	28040	TWIN CITY TRANSPORT	01009760728000	360	HOMELESS - 04/21	0.00	5,780.52
TOTAL CHECK								0.00	19,994.61
A101.00	381798	05/26/21	92007	DAVID ZAPPETILLO	010212940000650	302	BASEBALL-MINNETONKA	0.00	80.00
A101.00	V16222	05/05/21	E13493	KAREN L BERGMAN	01528050000000	320	DEC20-FEB21 CELL PH	0.00	195.00
A101.00	V16222	05/05/21	E13493	KAREN L BERGMAN	01528050000000	320	MAR20-NOV20 CELL PH	0.00	585.00
TOTAL CHECK								0.00	780.00
A101.00	V16223	05/05/21	E13186	STEVEN T BUETTNER	01005630000000	320	JAN-APR21 CELL PHON	0.00	260.00

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FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V16226	05/05/21	E12777	CHRISTINE T DOLD	01020258000251	430	SHEET MUSIC	0.00	64.99
A101.00	V16226	05/05/21	E12777	CHRISTINE T DOLD	01020258000251	401	CLASSROOM SUPPLIES	0.00	34.61
A101.00	V16226	05/05/21	E12777	CHRISTINE T DOLD	01020258000251	401	CLASSROOM SUPPLIES	0.00	98.08
TOTAL CHECK									
A101.00	V16228	05/05/21	E7256	CHRISTOPHER I HOLDE	01533050000000	320	SEP20-MAR21 CELL PH	0.00	455.00
A101.00	V16229	05/05/21	E14116	THOMAS J JOHNSTON	01005630000000	320	APR21 CELL PHONE	0.00	65.00
A101.00	V16230	05/05/21	E11842	ERIK T LOWE	01020050000000	320	JUL20-APR21 CELL PH	0.00	650.00
A101.00	V16231	05/05/21	E10520	MATTHEW K MOSBY	01529810000000	320	APR21 CELL PHONE	0.00	65.00
A101.00	V16232	05/05/21	E15353	SHIRLEY A TOW-REINE	01528203000096	433	CLASSROOM SUPPLIES	0.00	142.70
A101.00	V16233	05/05/21	E14568	ODELL WATERS	01021790000790	401	SECURITY SUPPLIES	0.00	56.98
A101.00	V16234	05/05/21	E21083	ANNA M YAKESH	01005420740000	366	MSPA CONFERENCE	0.00	25.00
A101.00	V16235	05/12/21	E12413	ERIC E ALBERS	01005610000000	430	CLASSROOM BOOKS	0.00	90.62
A101.00	V16235	05/12/21	E12413	ERIC E ALBERS	01005610000000	401	CLASSROOM SUPPLIES	0.00	35.55
TOTAL CHECK									
A101.00	V16236	05/12/21	E20392	AMY L ANDERSON	01005610000000	430	CLASSROOM BOOKS	0.00	52.00
A101.00	V16237	05/12/21	E10624	MELISSA A BOLES	01005640316000	401	CLASSROOM SUPPLIES	0.00	40.28
A101.00	V16238	05/12/21	E12772	GRETCHEN L BRANDT	01020211000000	430	PROF SUPPLIES	0.00	31.98
A101.00	V16239	05/12/21	E21089	MACI M DORE	01532640316000	366	MACMH CONFERENCE 20	0.00	270.00
A101.00	V16240	05/12/21	E15345	KRISTY MILLER	01005640316000	430	CLASSROOM BOOKS	0.00	130.88
A101.00	V16241	05/12/21	E14815	ALYSSA C MEANS	01529640316000	366	WORKSHOP	0.00	44.99
A101.00	V16242	05/12/21	E7689	ISABELLE PUNCHARD	01005640316000	430	CLASSROOM BOOKS	0.00	80.00
A101.00	V16243	05/19/21	E20392	AMY L ANDERSON	01526203000054	430	CLASSROOM SUPPLIES	0.00	168.37
A101.00	V16244	05/19/21	E20029	PETER M BLACKWELL	01005630000000	320	MAR-APR21 CELL PHON	0.00	54.95
A101.00	V16245	05/19/21	E9122	JUDY BOLIN	01526203000000	329	POSTAGE	0.00	23.90
A101.00	V16246	05/19/21	E13488	CHANDRA M CARL	01535640316000	366	AUSM STATE CONFEREN	0.00	275.00
A101.00	V16247	05/19/21	E6966	JASON J CARR	01019255000000	430	CLASSROOM SUPPLIES	0.00	342.91
A101.00	V16248	05/19/21	E21136	SHOBHA CHETTY	01526203302000	530	OFFICE FURNITURE	0.00	299.99
A101.00	V16249	05/19/21	E8291	NGUYEN DANG	01526203000051	430	SHIELDS FOR CLASSRO	0.00	175.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V16250	05/19/21	E7046	GARY A DAVIDSON	01005610000000	430	GLASS SUPPLIES	0.00	105.86
A101.00	V16251	05/19/21	E13763	JULIE M GABRIELSON	010058500000830	320	MAY21 CELL PHONE	0.00	13.00
A101.00	V16252	05/19/21	E5530	JANICE LAVEN	01005610000000	430	CLASS BOOKS/SUBSCR	0.00	189.29
A101.00	V16253	05/19/21	E21237	MASON DANIEL LINDLE	0100563000000000	366	FEB-APR21 MILEAGE	0.00	153.44
A101.00	V16254	05/19/21	E9656	THOMAS LYMAN	0152881000000000	320	MAY21 CELL PHONE	0.00	65.00
A101.00	V16256	05/19/21	E7689	ISABELLE PUNCHARD	0100561000000000	430	CLASSROOM BOOKS	0.00	68.20
A101.00	V16257	05/19/21	E5755	TIMOTHY J RODEN	0102081000000000	320	MAY21 CELL PHONE	0.00	65.00
A101.00	V16258	05/19/21	E14581	MARYJANE R SHAW	0100501000000000	490	SUP SEARCH LUN & FO	0.00	1,670.94
A101.00	V16259	05/19/21	E14941	RACHEL E STOCKERT	0100561000000000	430	EVA 2NDGRD PLANT KI	0.00	163.26
A101.00	V16260	05/19/21	E21092	LISA KAY PARADISE	0100511000000000	366	MASBO INSTITUTE 202	0.00	199.00
A101.00	V16261	05/26/21	E15129	TIMOTHY J ANDERSON	01019640316000	366	MASSP LODGING	0.00	612.00
A101.00	V16262	05/26/21	E13266	MARGO M BAUCK	0100511000000000	305	CONSULTING FEB-MAY2	0.00	435.19
A101.00	V16263	05/26/21	E11091	SHAWN G DRAVES	0102181000000000	320	APR21 CELL PHONE	0.00	20.34
A101.00	V16264	05/26/21	E11252	MELISSA A ELLIS	015282030000096	490	JERRY'S FOODS	0.00	21.54
A101.00	V16265	05/26/21	E14117	ERIC D HAMILTON	0100581000000000	320	MAY21 CELL PHONE	0.00	25.00
A101.00	V16266	05/26/21	E10924	KATY B HAMMEL	015282030000096	433	CLASSROOM SUPPLIES	0.00	169.50
A101.00	V16268	05/26/21	E11743	JOSHUA J JANSEN	0100561000000000	401	CUSTOMINK SHIRTS	0.00	1,071.54
A101.00	V16269	05/26/21	E5674	PETER J LINDER	0100881000000000	320	MAY21 CELL PHONE	0.00	65.00
A101.00	V16270	05/26/21	E11688	KATHRYN H MASTERMAN	0100563000000000	366	APR21 MILEAGE	0.00	23.40
A101.00	V16271	05/26/21	E11025	REGINA LICKTEIG NEV	01020291000256	401	THEATER SUPPLY	0.00	94.66
A101.00	V16272	05/26/21	E12507	BETONY L OSBORNE	010192110000096	430	CREPE INGREDIENTS	0.00	16.16
A101.00	V16273	05/26/21	E21104	JULIEN RIFFAUD	015332300000096	305	ND FRN INTERN SERVI	0.00	620.00
A101.00	V16274	05/26/21	E13518	CHARLES K WEISE	010192110000096	401	FOOD/STICKERS	0.00	164.10
TOTAL CASH ACCOUNT									1,714,877.12
TOTAL FUND									1,714,877.12

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FD - 02 - FOOD SERVICES

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FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----	DESCRIPTION----	SALES TAX	AMOUNT
A101.00	381119	V 04/14/21	32820	JAN HAGERMAN	04005585332000	305		S03-203	0.00	-386.75
A101.00	381119	V 04/14/21	32820	JAN HAGERMAN	04005585332000	305		W02-10	0.00	-84.00
TOTAL CHECK									0.00	-470.75
A101.00	381403	05/05/21	22631	EDINBOROUGH PARK	04008505321503	370		JAN/FEB/MAR POOL	0.00	2,080.00
A101.00	381449	05/05/21	14105	MCEA	04005580325000	305		OFFICE ASST POSTING	0.00	45.00
A101.00	381454	05/05/21	30174	MIKKONEN MUSIC LLC	04005585332000	305		APRIL MUSIC	0.00	7,492.50
A101.00	381473	05/05/21	32956	RIVER VALLEY DOGS L	04008505321502	305		DOG OBEDIENCE TRNIN	0.00	283.50
A101.00	381495	05/05/21	27819	T-MOBILE	04005585362502	320		COMM ED - APR21	0.00	6.24
A101.00	381495	05/05/21	27819	T-MOBILE	04526570154000	320		KC CC - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	04527570154000	320		KC CN - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	04528570154000	320		KC CS - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	04529570154000	320		KC HL - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	04533570154000	320		KC ND - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	04532570154000	320		KC CV - APR21	0.00	22.44
A101.00	381495	05/05/21	27819	T-MOBILE	04005582344000	401		FAM CTR 2 - APR21	0.00	40.68
TOTAL CHECK									0.00	181.56
A101.00	381498	05/05/21	17571	WHOBODIES LLC	04005570321501	401		STAFF TSHIRTS	0.00	1,038.50
A101.00	381498	05/05/21	17571	WHOBODIES LLC	04005570321501	401		SUMMER SHIRTS	0.00	2,193.50
TOTAL CHECK									0.00	3,232.00
A101.00	381563	05/12/21	32820	JAN HAGERMAN	04005585332000	305		W02-10	0.00	84.00
A101.00	381563	05/12/21	32820	JAN HAGERMAN	04005585332000	305		S03-203	0.00	386.75
TOTAL CHECK									0.00	470.75
A101.00	381574	05/12/21	24592	KIDCREATE STUDIO	04005585332000	305		KITS, OWL, GOBBLE	0.00	72.00
A101.00	381616	05/12/21	20097	UPPER LAKES FOODS I	04527570321000	490		KC SNACKS	0.00	708.47
A101.00	381616	05/12/21	20097	UPPER LAKES FOODS I	04529570321000	490		KC SNACKS	0.00	1,231.28
TOTAL CHECK									0.00	1,939.75
A101.00	381708	05/26/21	20697	BAYCOM INC	04529570321000	350		REPAIR 2 XPR3500E R	0.00	180.00
A101.00	381718	05/26/21	31583	CRAIG CHRISTIAN CRO	04005585362501	305		S04-302/303/306	0.00	1,065.01
A101.00	381742	05/26/21	20605	INNOVATIVE OFFICE S	04005505321000	530		3 MONITOR ARMS FOR	0.00	1,128.00
A101.00	381744	05/26/21	22302	INTEREUM INC	04005505321000	530		ADDTL OFFICE DESKS	0.00	4,742.49
A101.00	381752	05/26/21	31402	KAY ZUCCARO	04008505321503	305		206-10/11/12/13	0.00	848.00
A101.00	381752	05/26/21	31402	KAY ZUCCARO	04008505321503	305		202-5/6; 209-1	0.00	1,128.00
TOTAL CHECK									0.00	1,976.00
A101.00	381760	05/26/21	32944	MICHAEL YASIS	04005585362501	305		S04-302/303/306	0.00	819.25
A101.00	381762	05/26/21	30132	MIDWEST SCHOOL OF B	04008505321503	305		207-12	0.00	387.50
A101.00	381762	05/26/21	30132	MIDWEST SCHOOL OF B	04005585332000	305		S03-08/09	0.00	528.00

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ACCOUNTING PERIOD: 11/21

FD - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL FUND								0.00	289,371.63
TOTAL REPORT								0.00	2,200,032.10



Board Meeting Date: 6/21/2021

TITLE: Board Committee Appointments, Liaisons, Representatives

TYPE: Consent

PRESENTER(S): Board Chair

BACKGROUND: Committee appointment, liaison and representative positions are recommended by the Board Chair in accordance with Policies 213 and 216, and were discussed at the Board's June 2, 2021 special meeting.

RECOMMENDATION: Accept the suggested 2021-22 School Board positions.

ATTACHMENTS:

1. Board committee appointments, liaisons and representative positions for 2021-22.

JUNE	Term Renewed	FUNCTION	Current (Alt)	Proposed	Proposed
ASSOCIATIONS		Advisory only			
AMSD	JUNE	AMSD advocates for metropolitan school districts and advances legislation supporting student achievement. The Bd of Directors, comprised of the superintendent & 1 school board member from each of the 44 member school districts, governs the association .	Jones (Michaelson Greene)	Greene	Michaelson
MSBA	JUNE	Supports, promotes, enhances the work of public school boards and public education. Bd of Directors is comprised of 1 rep from each MSBA District. 6 divisions - Admin/Governance; Bd Devel/Training; Gov't Relations; Mgmnt Svcs; Policy Svcs; PR/Communications.	Greene	Shaw	
GROUPS		Advisory only	Current (Alt)	Proposed	Proposed
Ed Fund	JUNE	Independent non-profit organization dedicated to continued EPS academic excellence. Secures private, supplemental funding to support valuable education experiences & innovative projects. Funds raised augment school system revenues provided by taxes, state aid, and other parent and student led fundraising efforts.	Wallen-Friedman Shaw	Erica	Greene
Gifted Ed Advisory Cmte	JUNE	Incls Gifted Ed Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability	Jones Shaw Wallen-Friedman	Wallen-Friedman	Shaw
Legislative Action Cmte	JUNE		Jones Greene Michaelson	Greene	Michaelson
PLC - Parent Leadership Council	JUNE	Edina PLC meets monthly from September through May, with speakers and discussions varying by agenda topic.	Greene (Wallen-Friedman, Allenburg)	Wallen-Friedman	Erica
SAAC - Student Activities Advisory Cmte	JUNE	EHS driven	Allenburg	Jones	
SEAC - Special Services Advisory Cmte, and Mental Health & Wellness	JUNE	State required; promotes understanding of district-wide issues relating to education/welfare of EPS students. Incls reps of each school parent organization, EFC, PCN, Community Ed, & Ed Fund.	Shaw (Allenburg)	Shaw	Jones
World's Best Workforce	JUNE	State required, T&L driven, to ensure every district is making strides to increase student performance.	Shaw (Jones)	Wallen-Friedman	Shaw
SCHOOL SITES		Advisory only	Current (Alt)	Proposed	Proposed
ELC/ECSE	JUNE		Jones	Jones	
Concord	JUNE		Shaw	Jones	
Cornelia	JUNE		Greene (Fox)	Greene	

Countryside	JUNE		Shaw	Shaw	
Creek Valley	JUNE		Jones	Erica	
Highlands	JUNE		Wallen-Friedman	Shaw	
Normandale	JUNE		Michaelson	Michaelson	
South View MS	JUNE		Allenburg	Wallen-Friedman	
Valley View MS	JUNE		Greene	Greene	
EHS	JUNE		Fox	Fox	



Board Meeting Date: 6/7/2021

TITLE: Columbus Day - Ability to Conduct District Business

TYPE: Consent

RECOMMENDATION: Edina Public Schools authorizes school business to be conducted on Columbus Day, the second Monday of October, per Minn. Stat. § 645.44, subd. 5.

ATTACHMENTS: None



Board Meeting Date: 6/21/2021

TITLE: Board Meeting Dates, 2021-22, corrected

TYPE: Consent

PRESENTER(S): Chair Allenburg

BACKGROUND: This corrects a clerical error for the second March, 2022 work session

RECOMMENDATION: Adopt the attached meeting dates for the 2021-22 school year.

PRIMARY ISSUE(S) TO CONSIDER: 2021-22 Board meeting dates

ATTACHMENTS:

1. 2021-2022 Board meeting dates, corrected

School Board Meeting Dates (corrected) 2021-22

	1 st Work Session (5PM) and Regular Meeting (7PM) MONDAY	2 nd Work Session (5PM) TUESDAY
JULY	19	<i>none</i>
AUGUST	9	17
SEPTEMBER	13	21
OCTOBER	11	19
NOVEMBER	8	16
DECEMBER	13	<i>none</i>
JANUARY Organizational	Tues 4 <i>(No WS; 7PM only)</i>	<i>none</i>
JANUARY	10	18
FEBRUARY	14	22
MARCH	7	15
APRIL	11	19
MAY	9	17
JUNE	20	<i>none</i>

- ✚ No second work sessions in June, July or December.
- ✚ Second November work session on 12/1 to avoid Thanksgiving holiday.
- ✚ Avoids all major district, government and religious holidays, including specifically Eid al-Adha (July 19-20), MLKJ day (Jan 17), Spring Break (March 21-25)



Board Meeting Date: 6/21/2021

TITLE: Designation of Identified Official with Authority for the MDE External User Access Recertification System

TYPE: Consent

BACKGROUND: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Superintendent John Schultz to act as the Identified Official with Authority (IOwA) until June 30, 2021, and incoming Superintendent Stacie Stanley to act as the Identified Official with Authority (IOwA) beginning July 1, 2021; and to authorize Executive Assistant Sarah Schandle to act as the IOwA to add and remove names only for Edina Public School District 0273-01.

RECOMMENDATION: Approve re-designation of the District Superintendent as the Minnesota Department of Education's Identified Official with Authority, and the District Superintendent's Executive Assistant as an MDE secondary IOwA.

PRIMARY ISSUE(S) TO CONSIDER: Annual designation of MDE IOwA's.

ATTACHMENT: MDE's auditor requested form.

TO: useraccess.mde@state.mn.us

School Board Meeting Date: June 21, 2021

**Designation of Identified Official with Authority for the MDE External User Access
Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Superintendent John Schultz to act as the Identified Official with Authority (IOwA) through June 30, 2021, and incoming Superintendent Stacie Stanley beginning July 1, 2021; and to authorize Executive Assistant Sarah Schandle to act as the IOwA to add and remove names only for **Edina Public School District 0273-01**.

SCHOOL BOARD CHAIR

DATE



Board Meeting Date: 6/21/2021

TITLE: Membership in the Minnesota State High School League (MSHSL), 2021-22

TYPE: Consent

BACKGROUND: MN Statute 2001 128c.01 requires individual school boards to authorize membership in the Minnesota State High School League (MSHSL) each year if they elect to delegate the regulation of their extra-curricular athletic events within the MSHSL. The membership fee for the 2021-22 school year is based on a 3-prong approach to sustain the revenue target determined to ensure sustainability from membership dues of \$4.5 million. This amount is predicted to be reduced each year through excess revenue from state tournament ticket sales, sponsorships and broadcast and streaming revenues from the preceding year. The annual membership dues will consist of three prongs identified below: Base Membership Fee (Prong 1) – This fee will be \$100 per member school. Per Activity Fee (Prong 2) – \$225. This fee shall generate 60% of the membership dues beyond the base membership fee. Per Student Fee (Prong 3) – \$6.35. This fee shall generate 40% of the membership dues beyond the base membership fee and is based on the MSHSL Enrollment total. A school's enrollment (reported each year to MDE) is reduced by a number equal to 40% of its free/reduced population number. Based on the registration data from 2020-2021, the fees for 2021-2022 will be \$225 per activity and \$6.35 per student.

RECOMMENDATION: Approve the 2021-22 Resolution to Renew Membership in the Minnesota State High School League, with fees totaling \$25,302.45.

PRIMARY ISSUE(S) TO CONSIDER: Approval of membership in the Minnesota State High School League for 2021-22.

ATTACHMENTS:

1. 2021-22 Resolution for Membership in the Minnesota State High School League (next page)



2021-2022 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 273, County of Hennepin, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Edina High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League;
School Enrollment (9-12):
OR;
 x Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: *[Signature]*
(Superintendent or Head of School)

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____ School Superintendent's Email: _____

**This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021
Retain one copy for the school files.**

2020-2021 RESOLUTION FOR MEMBERSHIP
This page must be completed once for each school in the district.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Edina High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Janie Shaw

(Designated School Board Member – please print)

Troy Stein

(Designated School Representative – please print)

Janie.Shaw@edinaschools.org

Email Address

Troy.Stein@edinaschools.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Joe Burger

(Boys' Sports – please print)

Kristin Biwan

(Girls' Sports – please print)

Joe Schmitt

(Speech – please print)

Paul Kile

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Janie Shaw

(Board Member—please print)

Connor Killiea

(Student—please print)

Dan Arom

(Parent—please print)

Matt Nilsen

(Faculty Member—please print)

Troy Stein

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.



Board Meeting Date: 6/21/2021

TITLE: Copy Paper Quote

TYPE: Consent

BACKGROUND:

- District currently has inventory of 671 cases due to reduced usage during the 2020-21 school year
- Paper mills have made thirty (30) price adjustments in the past twelve (12) months due to supply and logistics issues during pandemic
- Cut paper inventories are still low causing an increase in bidders not quoting

Proposals were sent to four vendors with only the incumbent responding. Attached is a summary of the process and the quote received.

RECOMMENDATION: The administration and the Board Finance & Facilities Committee recommend the paper contract for 2021-22 be awarded to Lindenmeyr Munroe.

ATTACHMENTS:

1. Supplier Selection Summary
2. RFP Summary

Proposal Summary Comparison

General Information

Organization:	ISD #273 – Edina Public Schools	Date:	5/10/2021
Department:	Administration	Category:	Cut Paper

Process Notes

Component	Note
Process used	<ul style="list-style-type: none"> Request for Quote (RFQ)
Vendors solicited	<ul style="list-style-type: none"> Contract Paper (No submission) Liberty Paper (No submission) Lindenmeyr Munroe* (Submitted) Midland Paper (No submission) <p style="text-align: right;">*Incumbent</p>
Notes	<ul style="list-style-type: none"> District currently has an inventory of 671 cases due to reduced usage during the 2020-21 school year. Paper mills have made thirty (30) price adjustments in the past twelve (12) months due to supply and logistics issues during pandemic Cut paper inventories are still low causing an increase in no quotes

Non-Financial Data

Company Name	Company Contact	Accepts P-Card (at no fee)	Order Turnaround
Contract Paper	Pina Serpico	N/A	N/A
Liberty Paper	AJ Rank	N/A	N/A
Lindenmeyr Munroe	Kristi Hudry	No	2 days
Midland Paper	John Millin	N/A	N/A

Paper Proposed

Current	Est Cases	Contract Paper	Liberty Paper	Lindenmeyr Munroe	Midland Paper
White - 8.5"x11" 30% Recycled (20 lbs.)	721	No quote	No quote	X-cell 30% Recycled	No quote
Colors (Pastels) 8.5"x11" (20 lbs.)	196	No quote	No quote	Hammermill	No quote
White - 8.5"x14" (20 lbs.)	2	No quote	No quote	Boise X9	No quote
White - 11"x17" (20 lbs.)	4	No quote	No quote	Boise X9	No quote
Colors - 8.5"x11" (60-65 lbs.)	12	No quote	No quote	Astrobrights 65#	No quote
Ivory - 8.5"x11" (60-65 lbs.)	1	No quote	No quote	Springhill 67# Vellum Bristol	No quote
White - 8.5"x11" (60-65 lbs.)	10	No quote	No quote	Rolland HiTech Smooth 65#	No quote
Colors - 11"x17" (110 lbs.)	1	No quote	No quote	Springhill 110# Index	No quote

Proposed Pricing

Paper Description	Qty	2020-2021		Contract Paper		Liberty Paper		Lindenmey	
		Price Per	Projected Net	Price Per	Net	Price Per	Net	Price Per	
White - 8.5"x11" 30% Recycled (20 lbs.)	721	\$28.45	\$20,512.45	No Quote		No Quote		\$30.50	
Colors (Pastels) 8.5"x11" (20 lbs.)	196	\$36.05	\$7,065.80	No Quote		No Quote		\$37.95	
White - 8.5"x14" (20 lbs.)	2	\$41.95	\$83.90	No Quote		No Quote		\$45.75	
White - 11"x17" (20 lbs.)	4	\$32.35	\$129.40	No Quote		No Quote		\$35.50	
Colors - 8.5"x11" (60-65 lbs.)	11	\$55.40	\$609.40	No Quote		No Quote		\$62.50	
Black - 8.5"x11" (60-65 lbs.)	1	\$140.00	\$140.00**	No Quote		No Quote		\$140.00	
Ivory - 8.5"x11" (60-65 lbs.)	1	\$55.40	\$55.40	No Quote		No Quote		\$42.00	
White - 8.5"x11" (60-65 lbs.)	10	\$44.50	\$445.00	No Quote		No Quote		\$62.50	
Colors - 11"x17" (110 lbs.)	1	\$46.40	\$46.40	No Quote		No Quote		\$51.00	
Totals	947		\$29,087.75	No Quote		No Quote			

** New color for 2021-2022



REQUEST FOR QUOTE: COPY/PRINTER PAPER

Request and Opportunity Overview

Edina Public Schools (ISD 273) is requesting quotes for its 2021-2022 cut paper (copier/printer) printer supply.

The district requests a quote for the supplying of paper on an as-needed basis (with a minimum delivery requirement of 40 cases per order).

The district requests you provide quotes for the following scenarios:

- Prepayment of annual supply described in this document
- Invoiced Payment as order/received (minimum purchase of inventory described below)

Your submission should also include:

- Example of the monthly inventory reports to be emailed to the business office
- Your completed quote worksheet (provided in this document)

Submission Process

- Review the Terms and Conditions and Specifications sections to confirm eligibility
- Review all data provided within this document:
 - Specifications, requirements, and points of interest
 - Terms and Conditions
 - Quote Worksheet for submission
- Submit your proposal electronically to Ellen@SupplierTracker.com no later than 5/10/2020 at 10:00 AM Central.
 - **Proposals should include:**
 1. Completed Quote Worksheet (provided)
 2. Any other information about your organization, proposal you would like to share

Process Timeline

Event/Milestone	Date
Distribution of RFP documents	5/6/2021
Submission of proposals due	5/10/2021
Recommendation of selected vendor/proposal to the school board	5/11/2021
Contact of all participants via phone with process outcome and selection of award (no later than)	6/2021

Evaluation Criteria

Evaluation Description	Weight (%)
Pricing proposed	60%
Turnaround time from order-to-delivery	20%
Ability to provide reporting as described	10%
References	10%

Terms and Conditions

- A. **Eligibility & Compliance with Federal and State Law:** Vendor must assure Independent School District 273 that they have complied with all applicable Federal and State laws, regulations and rules.
- B. **Invitation:** The invitation to quote, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.
- C. **General Criteria for Award:** After taking into consideration conformity with the specifications, timelines and other conditions imposed in the call for proposals, an award shall be made to the lowest responsible vendor.
- D. **Writing:** Within ten days of the award, persons having authority to contract for the parties shall duly execute a formal contract covering the subject matter of the proposal.
- E. **Form of Proposals:** The proposal must be submitted on the form prescribed by the District, a sample of which is contained in these specifications.
- F. **Vendor Qualifications:** The District reserves the right to refuse to consider the proposal of a vendor who is not known to be reliable, skilled, and regularly engaged in providing the service and/or goods described in the request. In addition, the District may require of any vendor to provide evidence satisfactory to the District, of the vendor's financial responsibility, and ability to efficiently, economically and satisfactorily perform the services and/or deliver the goods required by the District.
- G. **Rejection of Proposal:** In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the District may reject a proposal if:
- 1) The vendor fails to provide reasonable evidence reasonably requested pursuant to G.
 - 2) The vendor misstates or conceals any material fact in their proposal.
 - 3) The proposal submitted is conditional.
- H. **Alterations and Erasures:** A proposal containing an alteration or erasure of any price contained in the proposed quote, which is used in determining the lowest responsible quote shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto an initialed in ink by the person signing the proposal.
- I. **Identical low Proposals:** In the case of identical low proposals from two or more vendors, the Board may at its discretion utilize negotiated procurement methods with the tied low vendors with lowest proposals for that particular transaction, so long as the price paid does not exceed the original proposal.
- J. **Single Quote:** In the case where only a single proposal is received, the Board may, at its discretion, negotiate a mutually agreeable contract with the vendor so long as the price paid does not exceed the original proposed quote.
- K. **Withdrawal and Award Deadlines:** No vendor may withdraw his/her proposal within 60 days after the date of opening. The District may elect to take up to 60 days to decide which vendor is to receive the award.
- L. **Award Options:** District reserves the right to:
- 1) Award this contract in part or whole to a single vendor
 - 2) Reject any or all quotes/proposals.
 - 3) Award contract based on the investigation of vendors, as well as acceptance of alternates, all of which the Owner deems to be in their best interest.
 - 4) Waive informalities or minor irregularities in proposals and waive minor irregularities or discrepancies in RFP procedure.
 - 5) Cancel a contract entered in to with the successful vendor at any time, upon 30 days' written notice, if the District's standards are not met.
 - 6) the District is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
 - 7) The District, in determining the lowest responsible vendor, will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.
 - 8) Trade-in policy and allowances will be considered where appropriate.
- M. **Collusion:** Conspiracy between vendors is cause for rejection of all proposals of the vendors thus involved.
- N. **Requirements for onsite service providers:** Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.
- O. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.

Insurance	Description	Coverage	Aggregate
Worker's Compensation	State Statutory Employer's Liability	\$500,000	n/a
Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Broad-Form Property Damage)	Bodily Injury; Property Damage; Combined Single Limit	\$1,000,000 each occurrence	\$2,000,000 aggregate
Blanket Contractual Liability	Bodily Injury; Property Damage; Combined Single Limit	\$1,000,000 each occurrence	\$2,000,000 aggregate
	Personal Injury, with Employment Exclusion Deleted	\$1,000,000 each occurrence	\$2,000,000 aggregate
Comprehensive Automobile Liability	Bodily Injury; Property Damage; Combined Single Limit	\$1,000,000 each occurrence	\$2,000,000 aggregate

- P. **Non-Waiver of Specifications and Conditions:** Failure or neglect of the District to require compliance with any term, condition, or specification of the quoting shall not be deemed a waiver of the same.
- Q. **Terms of Payment:** Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the vendor's proposal, quote, contract, or invoice will override this provision.
- R. **Prompt Payment to Subcontractors:** Contract to comply with 2006 Minnesota Statute, Chapter 471.425 regarding "Prompt Payment to Subcontractors" or the specification whichever is most stringent. 471.425 requires the prime contractor to pay any subcontractor or supplier within 10 days of the prime contractor's receipt of payment from the municipality for undisputed services or supplies provided by the subcontractor or supplier. Refer to the statute for additional information.
- S. **Taxes:** No direct charge may be made for federal, state or municipal sales and excise taxes, for which Independent School District 273 is exempt. The quote price shall not include the amount of any such tax. The vendor shall pay all taxes imposed on any and all goods and/or services used so that there will be no liability on the part of the Owner for any type of tax assessed thereon.
- Minnesota Taxes:** Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. (J).
- Excise Taxes:** Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by successful vendor(s) to reclaim such charges.
- T. **Confidentiality:** All documents, materials and information supplied to the School District are subject to the Minnesota government data practice act.

General/Operational Specifications

- Reporting
 - Monthly report emailed containing:
 - District total and PER SITE
 - Starting Inventory (per case)
 - Current Inventory (per case)
 - Pre-order data (Date/Item/Quantity)
- Order of additional items (not on original PO)
 - Requirement of District Office approval PRIOR TO delivery (via email confirmation)
- The District requires quoted prices to be all inclusive (include shipping/handling/and any other fees)
- Purchases Orders will be submitted on a per-site basis
- Invoicing will be provided on a per-site basis

Paper Specifications

In the chart, you have been provided the "Current Product Used". You are NOT required to quote this EXACT product, but any product proposed should be equal-or-greater in specifications, performance, and quality. Determination of "equal-or-greater" is determined solely by the district.

Paper Description	Weight	Paper Size	Colors Needed	Est. Annual Qty	Current Product Used
90 Bright White Paper - <u>Minimum 30% Recycled</u>	20 lbs.	8.5" x 11"	White	721	X-cell 30% (mfr. Flambeau River)
90 Bright White Paper	20 lbs.	8.5" x 14"	White	2	Boise
		11" x 17"	White	4	
Color Paper	20 lbs.	8.5" x 11"	Blue	28	X-cell Pastels
		8.5" x 11"	Canary	48	
		8.5" x 11"	Fiesta Pink	6	
		8.5" x 11"	Goldenrod	13	
		8.5" x 11"	Green	36	
		8.5" x 11"	Meadow Green	11	
		8.5" x 11"	Pink	44	
		8.5" x 11"	Salmon	1	
		8.5" x 11"	Starlight Blue	9	
		8.5" x 11"	Ivory	1	
Card Stock (60-65 lbs.)	60-65 lbs.	8.5"x11"	Cosmic Orange	2	Astrobrights
		8.5"x11"	Orbit Orange	1	
		8.5"x11"	Sunburst Yellow	2	
		8.5"x11"	Gravity Grape	1	
		8.5"x11"	Terra Green	1	
		8.5"x11"	Black	1	
		8.5"x11"	Sea Blue	1	
		8.5"x11"	Martian Green	1	
		8.5"x11"	Green	1	
		8.5"x11"	Outrageous Orchid	1	
Card Stock (60-65 lbs.)	60-65 lbs.	8.5"x11"	White	10	Rolland HT-30
Card Stock (110 lbs.)	110 lbs.	11"x17"	White	1	

Site Addresses

Site	Address
ECC-District Office	5701 Normandale Road, Edina, MN 55424
ELC	5701 Normandale Road, Edina, MN 55424
Concord Elementary	5900 Concord Avenue, Edina, MN 55424
Cornelia Elementary	7000 Cornelia Drive, Edina, MN 55435
Countryside Elementary	5701 Benton Avenue, Edina, MN 55436
Creek Valley Elementary	6401 Gleason Road, Edina, MN 55439
Highlands Elementary	5505 Doncaster Way, Edina, MN 55436
Normandale Elementary	5701 Normandale Road, Edina, MN 55424
South View Middle School	4725 South View Lane, Edina, MN 55424
Valley View Middle School	6750 Valley View Road, Edina, MN 55439
Edina High School	6754 Valley View Road, Edina, MN 55439

Project Distribution by Site (cases)

Paper Description	Weight	Paper Size	Colors Needed	ECC-D.O.	Normandale	Creek Valley	Countryside	Cornelia	Concord	Highlands	SV	VV	Edina High School	Total
90 Bright White Paper - <u>Minimum 30% Recycled</u>	20#	8.5" x 11"	White	39	100	52	30	40	100	90	80	120	70	721
90 Bright White Paper	20#	8.5" x 14"	White				2							2
		11" x 17"	White				2			2				4
Color Paper	20#	8.5" x 11"	Canary		1		5		10	4	10	10	8	48
		8.5" x 11"	Blue		1		5	2	10		10			28
		8.5" x 11"	Goldenrod						10			3		13
		8.5" x 11"	Green		1		5		10		20			36
		8.5" x 11"	Pink				5		10	5	20	4		44
		8.5" x 11"	Salmon							1				1
		8.5" x 11"	Starlight Blue			3				6				9
		8.5" x 11"	Meadow Green			6				4		1		11
		8.5" x 11"	Fiesta Pink			6								6
		8.5"x11"	Ivory										1	1
Card Stock (60-65 lbs.)	60-65#	8.5"x11"	Orbit Orange										1	1
		8.5"x11"	Cosmic Orange								1		1	2
		8.5"x11"	Sun Burst Yellow								1		1	2
		8.5"x11"	Gravity Grape										1	1
		8.5"x11"	Terra Green										1	1
		8.5"x11"	Black										1	1
		8.5"x11"	Sea Blue								1			1
		8.5"x11"	Martian Green								1			1
		8.5"x11"	Green								1			1
		8.5"x11"	Outrageous Orchid								1			1
Card Stock (60-65 lbs.)	60-65#	8.5"x11"	White	1		4	2					1	2	10
Card Stock (110 lbs.)	110#	11"x17"	White										1	1

Quote Worksheet

Your Company Information

Company Name		Contact Name	
Address		City	
State		Zip	

Reference

District/Organization	Contact Name	Contact Phone	Contact Email

Questions

Question	Your Response
Have you reviewed, agree, and can meet the terms, conditions, specifications, and requirements as described in this document? (Y/N)	
Do your proposed products meet the specifications defined in this document? (Y/N)	
Do you accept Credit Card Payment at NO additional fee? (Y/N)	
Have you included an example of your monthly inventory report? (Y/N)	
What is your proposed turnaround time from order-to-delivery? (DAYS)	
Are there any other fees/charges or exceptions to the prices quoted below?	
Are there any other items you would like to share about your organization?	

Quoted Price – PREPAID and Delivered as Requested

Paper Description	Paper Size	Colors	Est. 12M Case Qty	U/M Desc (Sheets per Case)	Proposed Paper	(
90 Bright White Paper (20#) <u>Minimum 30% Recycled</u>	8.5" x 11"	White	721	5000		
90 Bright White Paper (20#)	8.5" x 14"	White	2	5000		
	11" x 17"	White	4	2500		
Color Paper (20#)	8.5" x 11"	Blue	28	5000		
	8.5" x 11"	Canary	48	5000		
	8.5" x 11"	Fiesta Pink	6	5000		
	8.5" x 11"	Goldenrod	13	5000		
	8.5" x 11"	Green	36	5000		
	8.5" x 11"	Meadow Green	11	5000		
	8.5" x 11"	Pink	44	5000		
	8.5" x 11"	Salmon	1	5000		
	8.5" x 11"	Starlight Blue	9	5000		
Card Stock (60-65#)	8.5"x11"	Ivory	1	2000		
	8.5"x11"	Cosmic Orange	2	2000		
	8.5"x11"	Orbit Orange	1	2000		
	8.5"x11"	Sunburst Yellow	2	2000		
	8.5"x11"	Gravity Grape	1	2000		
	8.5"x11"	Terra Green	1	2000		
	8.5"x11"	Black	1	2000		
	8.5"x11"	Sea Blue	1	2000		
	8.5"x11"	Martian Green	1	2000		
	8.5"x11"	Green	1	2000		
	8.5"x11"	Outrageous Orchid	1	2000		
Card Stock (60-65#)	8.5"x11"	White	10	2000		
Card Stock (110#)	11"x17"	White	1	2000		

Quoted Price – Invoiced as Ordered/Delivered

Paper Description	Paper Size	Colors	Est. 12M Case Qty	U/M Desc (Sheets per Case)	Proposed Paper	
90 Bright White Paper (20#) <u>Minimum 30% Recycled</u>	8.5" x 11"	White	721	5000		
90 Bright White Paper (20#)	8.5" x 14"	White	2	5000		
	11" x 17"	White	4	2500		
Color Paper (20#)	8.5" x 11"	Blue	28	5000		
	8.5" x 11"	Canary	48	5000		
	8.5" x 11"	Fiesta Pink	6	5000		
	8.5" x 11"	Goldenrod	13	5000		
	8.5" x 11"	Green	36	5000		
	8.5" x 11"	Meadow Green	11	5000		
	8.5" x 11"	Pink	44	5000		
	8.5" x 11"	Salmon	1	5000		
	8.5" x 11"	Starlight Blue	9	5000		
Card Stock (60-65#)	8.5"x11"	Ivory	1	2000		
	8.5"x11"	Cosmic Orange	2	2000		
	8.5"x11"	Orbit Orange	1	2000		
	8.5"x11"	Sunburst Yellow	2	2000		
	8.5"x11"	Gravity Grape	1	2000		
	8.5"x11"	Terra Green	1	2000		
	8.5"x11"	Black	1	2000		
	8.5"x11"	Sea Blue	1	2000		
	8.5"x11"	Martian Green	1	2000		
	8.5"x11"	Green	1	2000		
	8.5"x11"	Outrageous Orchid	1	2000		
Card Stock (60-65#)	8.5"x11"	White	10	2000		
Card Stock (110#)	11"x17"	White	1	2000		

Quote Worksheet

Your Company Information

Company Name	Lindenmeyr Munroe	Contact Name	Kristi Hudy
Address	41 Northern Stacks Drive Suite 300	City	Fridley
State	Minnesota	Zip	55421

Reference

District/Organization	Contact Name	Contact Phone	Contact Email
ISD 279	Brenda Pederson	763-391-7026	pedersonb@district279.org

Questions

Question	Your Response
Have you reviewed, agree, and can meet the terms, conditions, specifications, and requirements as described in this document? (Y/N)	yes
Do your proposed products meet the specifications defined in this document? (Y/N)	yes
Do you accept Credit Card Payment at NO additional fee? (Y/N)	no
Have you included an example of your monthly inventory report? (Y/N)	yes
What is your proposed turnaround time from order-to-delivery? (DAYS)	2 days
Are there any other fees/charges or exceptions to the prices quoted below?	no
Are there any other items you would like to share about your organization?	no

ivered as Requested

Colors	Est. 12M Case Qty	U/M Desc (Sheets per Case)	Proposed Paper	U/M Desc. (Sheets per Case)	Price Per Case
White	721	5000	X-cell 30% recycled	5000	\$30.50
White	2	5000	Boise X9	5000	\$45.75
White	4	2500	Boise X9	2500	\$35.50
Blue	28	5000	Hammermill	5000	\$37.95
Canary	48	5000	Hammermill	5000	\$37.95
Fiesta Pink	6	5000	Hammermill	5000	\$37.95
Goldenrod	13	5000	Hammermill	5000	\$37.95
Green	36	5000	Hammermill	5000	\$37.95
Meadow Green	11	5000	Hammermill	5000	\$37.95
Pink	44	5000	Hammermill	5000	\$37.95
Salmon	1	5000	Hammermill	5000	\$37.95
Starlight Blue	9	5000	Hammermill	5000	\$37.95
Ivory	1	2000	Springhill 67# vellum Bristol	2000	\$42.00
Cosmic Orange	2	2000	Astrobrights 65#	2000	\$62.50
Orbit Orange	1	2000	Astrobrights 65#	2000	\$62.50
Sunburst Yellow	2	2000	Astrobrights 65#	2000	\$62.50
Gravity Grape	1	2000	Astrobrights 65#	2000	\$62.50
Terra Green	1	2000	Astrobrights 65#	2000	\$62.50
Black	1	2000	Astrobrights 65#	2000	\$140.00
Sea Blue	1	2000	Astrobrights 65#	2000	\$62.50
Martian Green	1	2000	Astrobrights 65#	2000	\$62.50
Green	1	2000	Astrobrights 65#	2000	\$62.50
Outrageous Orchid	1	2000	Astrobrights 65#	2000	\$62.50
White	10	2000	Rolland HiTech Smooth 65#	2000	\$52.50
White	1	2000	Springhill 110# index	1000	\$51.00



Board Meeting Date: 6/21/2021

TITLE: Purchase of Laptops and Computers for Staff

TYPE: Consent

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

BACKGROUND: As part of life cycle management we dedicate a portion of our annual budget for the replacement of staff laptops and desktops that are older than 4 years. For the 2021-22 school year we will address 100 staff devices.

RECOMMENDATION: Approve the purchase of 50 Lenovo L14 laptops and 50 M70Q “Tiny” desktops from CDW-G for a total cost of \$78,500. Approve the purchase of 50 Lenovo L14 laptops and 50 M70Q “Tiny” desktops from CDW-G for a total cost of \$78,500

PRIMARY ISSUE(S) TO CONSIDER: Ensuring our teachers have a computer that is up to date and reliable is important. Specifications were provided to vendors who were asked to provide us a model and price quote. This purchase will refresh staff devices that are four years or older.

We reviewed the following price quotes

Vendor	Model	Laptop Price
CDW-G	Lenovo L14	\$930.00
Insight	Lenovo L14	\$960.71
Nor-Tech	Lenovo L14	\$979.00
Vendor	Model	Desktop Price
CDW-G	M70q Tiny	\$640.00
Insight	M70q Tiny	\$2,116.64
Nor-Tech	M70q Tiny	\$683.00

ATTACHMENTS:

1. CDW Quote

QUOTE CONFIRMATION



DEAR STEVE BUETTNER,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below.
[Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MDVS820	6/7/2021	LENOVO SUMMER	4079074	\$78,500.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>LVO M700 I5-10400T W10H MC00054902</u> Mfg. Part#: 11DUS9SG00-MC00054902 Contract: E&I CNR01439 Catalog (CNR01439)	50	6576242	\$640.00	\$32,000.00
<u>LVO L14 I5-1135G7 W10H MC00054902</u> Mfg. Part#: 20X2S23F00-MC00054902 Contract: E&I CNR01439 Catalog (CNR01439)	50	6576245	\$930.00	\$46,500.00

PURCHASER BILLING INFO		SUBTOTAL	\$78,500.00
Billing Address: EDINA PUBLIC SCHOOLS - ISD 273 ACCOUNTS PAYABLE 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$78,500.00
DELIVER TO		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	
Shipping Address: EDINA PUBLIC SCHOOLS - ISD 273 STEVE BUETTNER 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Shipping Method: DROP SHIP-GROUND			

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION



Mayank Srivastava

(866) 626-8519

mayasri@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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Board Meeting Date: 6/21/2021

TITLE: School Food Service Management Contract

TYPE: Action

BACKGROUND: In compliance with both federal and state government, the District conducted a request for proposal process for the Food Service Management contract in the Spring of 2017. The district awarded the contract to Chartwells Division. The approved contract provided for an option to annually renew for the 2021-22 year.

The cost per meal represents an increase of 2.9% over the current year. This increase is in compliance with the state food service management contract guidelines for annual contract renewal, with financial terms for each renewal adjusted using the Consumer Price Index for all Urban Consumers (CPI-U), Food Away from Home in the Midwest Region (U.S. Bureau of Labor and Statistics).

RECOMMENDATION: The administration and Board Finance and Facilities Committee recommend the renewal of the food service management contract with Compass Group USA, Inc., by and through its Chartwells Division.

ATTACHMENTS:

1. Chartwells Contract

School Nutrition Programs

Renewal of Food Service Management Contract

School Year 2021-22

Food service management contracts that started in 2017-18 or later may be renewed for the 2021-22 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: Edina Public Schools ISD #273

Cyber-Linked Interactive Child Nutrition Systems (CLICS) Identification Number: 1000003881

“Company” is the company providing food service management to School.

Company: Chartwells Group USA, Inc., by and through its Chartwells Division

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 2017-2018.

2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the 5th year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: 07/01/2021 End Date for Renewed Contract: 06/30/2022

3. Adjusted Meal Prices

SFA and Company have mutually agreed to 2021-22 prices or fees as shown below. The maximum amount that 2020-21 prices or fees may be increased is 2.9 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2020).

Check one:

☒

Fixed Meal Price Contract – Prices are adjusted as shown below.

☐

Cost-Reimbursable Contract – Fees are adjusted as shown below.

The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2020-21 Price or Fee	Percent Increase (maximum 2.9%)	2021-22 Price or Fee
Breakfast	\$1.4782	<u>2.9</u> %	\$1.5210
Lunch	\$3.0545	<u>2.9</u> %	\$3.1430
Ala Carte	\$3.0545	<u>2.9</u> %	\$3.1430
	\$	<u> </u> %	\$

4. Meal Equivalency Factor

The meal equivalency factor for school year 2021-22, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$3.95.

5. Value of USDA Foods

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2020-21 contract year.

6. Non-Financial Adjustments

☒

No material changes have been made since the original contract.

☐

Minor non-financial adjustments for renewal, if any, are described here:

7. Revised Program Requirements

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

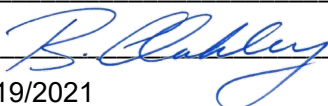
8. Termination

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

SIGNATURES

School Food Authority: Edina Public Schools ISD #273
Address: 5701 Normandale Road, Suite 200, Edina, MN 55424
Authorized Representative: John Toop
Title: Director of Business Services
Signature: _____
Date: _____

School Food Authority Contact: John Toop
Title: Director of Business Services
Phone: 952-848-4916
Email: john.toop@edinaSchools.com

Company: Compass Group USA, Inc. by and through its Chartwells Division
Address: 2 International Drive, Rye Brook, NY 10573
Authorized Representative: Belinda Oakley
Title: CEO, Chartwells K12
Signature: 
Date: 4/19/2021

Company Contact: Jeri Crater
Title: District Manager
Phone: 303-502-7587
Email: jeri.crater@compass-usa.com

Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

Compass Group USA, Inc., by and through its Chartwells Division

Edina Public Schools ISD 273

Name of FSMC

Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:



Signature of FSMC's Authorized Representative

Belinda Oakley
CEO, Chartwells K12

Title

4/19/2021

Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

Signature of SFA
Authorized Representative

Title

Date

INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.


(Please read instructions on next page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: Compass Group US, Inc. by and through its Chartwells Division

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Belinda Oakley, CEO, Chartwells K12

Signature: 

Date: 4/19/2021

CERTIFICATION REGARDING LOBBYING


The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: Compass Groups USA, Inc., by and through its Chartwells Division

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Belinda Oakley, CEO, Chartwells K12

Signature: 

Date: 4/19/2021



Board Meeting Date: 6/21/2021

TITLE: Type A Meal Pricing for 2021-22

TYPE: Consent

BACKGROUND: A pricing increase is not required this year due to the federal requirement that meal prices be adjusted based on a formula calculation of a paid lunch price increase requirement and non-Federal source contributions to meet the requirements in Section 205 of the Healthy, Hunger-Free Kids Act of 2010. Chartwells is recommending to our clients they post at least a \$.05 increase for the coming year. By doing this \$.05 increase for 2021-22 then we will likely not need to increase by more than another \$.05 if/when pricing resumes in 2022-23.

Comparison meal pricing from 2020-21 to 2021-22 are as follows:

	2020-21	2021-22
Breakfast - elementary	\$1.75	\$1.80
Breakfast - secondary	\$1.85	\$1.90
Milk	\$.65	\$.70
Elementary	\$2.95	\$3.00
Secondary	\$3.10	\$3.15
Secondary Premium Plan	\$3.65	\$3.70
Adult	\$3.35-\$4.85	\$3.40 - \$4.90

The administration and the Board Finance and Facilities Committee recommend approval of the meal price changes.

RECOMMENDATION: Increase the price for Type A meals in 2021-2022 as shown above.

ATTACHMENTS:

1. PLE Calculation Tool
2. Meal Price Comparison

SY 2020-21 Price Adjustment Calculator

Go to Instructions	SY 2020-21 Weighted Average Price Requirement	
	Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
	\$ 3.09	\$ 3.05
	<i>Note: Above prices are based on adjusting SY 2019-20 price requirement by the 2% rate increase plus the Consumer Price Index (2.94%)</i>	

SY 2019-20 Weighted Average Price Calculator				
Enter the paid prices and number of paid lunches sold at each price for October 2019.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2019-20 Weighted Average Price
1.	29,900	\$ 2.90	\$ 86,710.00	
2.	5,961	\$ 3.05	\$ 18,181.20	
3.	9,674	\$ 3.60	\$ 34,826.40	
4.	7,408	\$ 3.05	\$ 22,595.77	
5.	7,977	\$ 3.60	\$ 28,717.20	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	60,921		\$ 191,030.58	\$ 3.14
<i>Note: SY 2019-20 Weighted Average Price equal to or above the target price of \$3.09 are compliant for SY 2020-21. \$3.09 is the difference between the Free and Paid reimbursement rates for SY 2019-20.</i>				

Total Price Increase for SY 2020-21
\$ -

Required price increase for SY 2020-21 (with 10 cent cap)
No price increase necessary

Remaining increase carried forward to SY 2021-22
\$ -

Remaining credit carried forward to SY 2021-22
\$ 0.09

[Go to SY 2020-21 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.			\$ -	
2.			\$ -	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	-		\$ -	\$ -

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. February 2020

Area ISD Meal Price Comparisons 2021/'22

	ES Breakfast	ES Lunch	MS/HS Breakfast	MS/HS Lunch	Milk
Lakeville ISD	\$1.35	\$2.60	\$1.70	MS \$2.70	\$.50
*raising prices \$.05 breakfast, \$.10 Lunch.				HS \$2.75	
Eden Prairie, ISD	\$1.80	\$3.00	\$2.05	\$3.35	\$.55
*not raising this year, raised lunch price \$.15 last year.					
Westonka ISD	\$1.05	\$2.85	\$1.05	MS \$3.00	\$.50
*not raising prices this year.				HS \$3.05	
Minnetonka ISD	No Breakfast	\$2.95	No Breakfast	MS \$3.05	\$.55
*raising prices \$.10 this year.				HS \$3.25	
Waysata IDS	\$1.90	\$3.05	MS \$1.90	MS \$3.40	\$.55
*Wayzata HS trends higher not being on NSLP, next year HS will be on SSO.			HS \$2.40	HS \$4.10	
*not raising prices this year, already on the high side					
Current Edina Prices 2020/'21	\$1.75	\$2.95	\$1.85	\$3.10	\$.65
				Premium/Combo \$3.65	



Board Meeting Date: 6/21/2021

TITLE: Pool Video Display System

TYPE: Consent

BACKGROUND: Through donations, a full matrix full color LED scoreboard with a computer controller with software, steel channel mounting hardware and data cables is being requested to be purchased by the Edina Swim program and Activities Department. This unit will be installed at the South View swimming pool.

RECOMMENDATION: The administration and the Board Finance & Facilities Committee recommend the purchase of the pool video display system through the Joint Powers-eligible agreement. The recommended vendor is Colorado Time Systems. This unit is the preferred unit from the Edina Swim program and Activities Department.

ATTACHMENTS:

1. Supplier Selection Summary

Award Summary

General Information

Organization:	ISD #273 - Edina	Date:	6/7/2021
Department:	Facilities (Student Activities	Category:	Facility Electronics/Signage
Vendor:	Colorado Time Systems	Contract used:	Buyboard Consortium Contract #583-9

Process Notes

Component	Note
Display Specifications	<ul style="list-style-type: none"> • A full color LED matrix display • Comprised of red, blue, and green LEDs to form pixels • Capable of 281 trillion shades of color • Capable of 14-bit video processing, 100 levels of dimming capability and allow for Gamma correction • Capable of brightness adjustable up to 3500 nits • Designed with built in graphics and animation capability with Windows based software. • Graphics and animation shall have the capacity of being displayed on the entire matrix. All MS Windows fonts shall be compatible with the display. • Allows for front service access • Each pixel shall be comprised of 3 LED's 1R1G1B SMD • Capable of 10mm pixel spacing center to center • Be compatible with CTS competitive timing system • Displays swimming, diving, water polo, pace clock, and synchronized swimming functions, competitors' names, full matrix graphics and animation, live video, and has advertising capabilities

Purchase Description

Make	Model	Qty	Quote	Notes
Colorado Time Systems	Y5C10S272X608FI	1	\$87,850.00	Includes freight and installation

Selection

The district recommends moving forward with purchasing this unit through the Joint Powers-eligible agreement described as this unit is the preferred unit from the Edina Swim program and Activities Department.



May 27, 2021

Ryan Kleinjan
Edina High School
Customer# 997

Dear Ryan,

The following is the price quotation you requested. Colorado Time Systems has been the leader in sports timing for over 40 years and we are pleased that you have considered CTS to be a part of your team. Colorado Time Systems also offers a wide range of multi-sport scoreboards tailored to fit your needs – and your budget. If you have any questions or comments, please call me at (970) 203-5056 or e-mail jenny.ruffner@coloradotime.com. For general sales assistance, please call (800)279-0111, option 2. Look for us online at <http://www.coloradotime.com>.

FULL COLOR VIDEO DISPLAY

<u>Qty</u>	<u>Model</u>	<u>Description</u>
1	Y5C10S272X608FI	Full Color, Video Capable, Indoor Display

Includes:

Full matrix full color LED scoreboard with a computer controller with software, steel channel mounting hardware and data cables.

Specifications

- Display shall be a full color LED matrix display. Display shall be comprised of red, blue and green LED's to form pixels.
- Display shall be capable of 281 trillion shades of color.
- Display should be capable of 14-bit video processing, 100 levels of dimming capability and allow for Gamma correction.
- Display brightness shall be adjustable up to 3500 nits.
- The display shall have built in graphics and animation capability with Windows based software. Graphics and animation shall have the capacity of being displayed on the entire matrix. All MS Windows fonts shall be compatible with the display.
- Display will allow for front service access
- Each pixel shall be comprised of 3 LED's 1R1G1B SMD
- Display shall have **10mm** pixel spacing center to center
- Must be compatible with CTS competitive timing system
- Displays swimming, diving, water polo, pace clock, and synchronized swimming functions, competitors' names, full matrix graphics and animation, live video, and has advertising capabilities

Description

- Physical Dimensions 9.59'(H) X 20.61'(W)
- Active Area 8.92'(H) X 19.95'(W)
- 165,376 Pixels

INSTALLATION

<u>Qty</u>	<u>Model</u>	<u>Description</u>
1	INSTALL	Standard Installation

Installation Agreement must be signed and returned upon order

RETAIL PRICE \$103,750
15%+ DISCOUNTED PRICE \$87,850
SHIPPING INCLUDED

****LEAD TIME: 18-20 WEEKS FROM DATE OF ORDER****

NOTE: BUYBOARD CONSORTIUM CONTRACT #583-19.

MUST BE MOUNTED TO FLAT CMU WALL.
MOUNTING HARDWARE FOR FLAT CMU WALL INCLUDED, OTHER OPTIONS
AVAILABLE FOR ADDITIONAL CHARGE.
MUST CONFIRM THERE IS ENOUGH WALL SPACE FOR DISPLAY AND HAVE CONDUIT
AND ELECTRICAL IN PLACE PRIOR TO INSTALLATION.
MUST PROVIDE 2-MAN SCISSOR LIFT AND (2) LABORERS DURING INSTALLATION.
MUST REVIEW/APPROVE ALL REQUIREMENTS OF INSTALL AGREEMENT AND
PROVIDE COMPLETED COPY AT TIME OF ORDER.

TERMS: Purchase order or 50% down, net 30 days. Visa, MasterCard or American Express are acceptable. Quote does not include power, permits, engineering fees, delivery charges or installation, unless otherwise noted. Change order fee of 5% will apply after purchase. All returns are subject to a 25% restocking fee.

Unless noted, the above pricing **DOES NOT** reflect cooperative agreement pricing, including but not limited to BuyBoard, U.S. Communities, TIPS, GoodBuy, YMCA Shared Services. Please reach out to your regional sales manager for additional information regarding the contracted pricing.

WARRANTY: Two Year limited Warranty (One year on Dolphin Systems)

SHIPPING: Estimated 4-6 weeks after receipt of order plus transit time, Matrix displays estimated 14-20 weeks.

Shipping charges are estimated and subject to change. Tailgate delivery, all unloading is done by receiver. If inside delivery is needed, please call our Sales Team at (800) 279-0111, option 2. Any additional fees will be billed to end user/facility.

TAXES: **If purchaser is tax-exempt or purchasing for resale, a copy of purchaser's tax- exempt certificate shall be required at time of order. If purchaser's tax-exempt certificate is not available purchaser shall be charged all appropriate tax.**

FORCE MAJEURE: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and

any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

NOTE: Price quotations valid for 30 days.

Best Regards,

A handwritten signature in black ink, appearing to read "Jenny Ruffner", is positioned above the typed name.

Jenny Ruffner
Midwest Sales Manager

JR/AB



INSTALLATION AGREEMENT Aquatic Timing/Scoring Equipment

FACILITY NAME: Edina High School

TO: _____

FAX: _____

PHONE: _____

FROM: Installation Coordinator

NUMBER OF PAGES TOTAL (2)

Date:

Customer #: 000997

Colorado Time Systems LLC. (CTS) is pleased to supervise and/or assist with the installation of CTS products at your facility.

To provide you with professional assistance, CTS requires all of the following items prior to our arrival:

1. Terminated 120 VAC circuits must be supplied to each Display or Scoreboard in accordance with electrical drawings provided by CTS. Coordinate with assigned Project Manager (projectmanagement@coloradotime.com) for actual receptacle placement. Provide access to the electrical switches and/or breakers as applicable. (CTS highly recommends the addition of a main power ON/OFF switch for each scoreboard location at a location readily available to the equipment operators.)
2. PVC conduits with wall/deck boxes must be installed in accordance with supplied pool timing system drawings. **Pull strings are required in all timing system conduit prior to CTS personnel arrival onsite.**
3. Received CTS equipment must be staged at the job location prior to CTS personnel arrival onsite.
4. Mounting location (wall) must be of Concrete Masonry Units (CMU) (i.e. Brick, Block, Concrete, etc.) type material. If not, a special structural mount may be required for the Display/Scoreboard. Structural adaptations are the responsibility of the client and must be completed prior to CTS personnel arrival onsite. For questions/concerns contact the CTS Project Management team (projectmanagement@coloradotime.com).
5. A two-man scissor lift with minimum 800 lb capacity is required for all scoreboard/display installations and is the responsibility of the client unless specified otherwise at time of quote, and must be available for use the entire time CTS personnel are onsite. If a two man lift is not possible you must discuss other options with (projectmanagement@coloradotime.com) prior to installation.
6. All deck work must be completed (concrete, tile, grout, etc.), all painting near the install location must be completed and the installation areas must be free of any obstructions (including dust, dirt, construction materials, and trash) prior to the arrival of CTS personnel. **Generally, schedule CTS equipment installation after water is in the pool; this ensures the job site is ready for timing system installation and customer training.**
7. Two semi-skilled laborers are required to assist with the installation process. These laborers (provided by the client) work as directed by the CTS Lead Installation Technician and must be available throughout the installation process.

** Are the provided laborers Union Workers? **

YES ☐

NO ☐

8. End Users (i.e. CTS Timing Equipment operators, setup, and maintenance personnel) are required to attend Customer Training provided by the CTS Lead Installation Technician. Customer Training typically occurs on the last day of the installation process, but may be adjusted to facilitate discrete installation projects.
9. Please provide pictures (digital or otherwise) of any intended mounting location(s) of scoreboards, etc.

As your equipment arrives from CTS, please keep all the boxes and pallets together in a dry storage facility. If the packages have visible damage, it is permissible to check the contents for damage. We ask that you immediately report any potential damage to your CTS Sales Representative.

Please acknowledge acceptance of the above requirements by initialing here: _____

Please indicate on the line below, any deadline dates (i.e. grand openings, competitive meets, etc.) for which you desire the installation completed. Our scheduler will best coordinate to accommodate your desires. We schedule on a first come first serve basis, so the sooner we receive the signed document the better chances we have of meeting your desired date.

DATES: _____

Date you expect the facility to be prepared for installation assistance: _____
(Date is pending confirmation as the project nears completion. Please confirm this date a minimum of three weeks prior.)

When committing CTS to an install date, please verify that the installation location will be ready for installation on the agreed date as postponement of this date is subject to a \$500.00 rescheduling fee and subject to the next available installation date. Should CTS personnel arrive onsite and determine the installation and/or Customer Training cannot be completed due to non-compliance of items 1 thru 9 or circumstances beyond CTS's control, a \$2500.00 Return Trip Fee will be imposed to cover the costs of an additional trip to complete the installation/Customer Training.

Your Name:	_____	Company/Title:	_____
Phone:	_____	Email:	_____
General Contractor:	_____	Company/Title:	_____
Phone:	_____	Email:	_____
Onsite Rep:	_____	Company/Title:	_____
Phone:	_____	Email:	_____
End User:	_____	Company/Title:	_____
Phone:	_____	Email:	_____

IMPORTANT Please provide additional point of contact information below to include phone, Email, etc.:

Scheduling the installation date is contingent on the receipt of this completed form. *Please submit as soon as possible by faxing a signed copy of both pages of this Installation Agreement to (970) 667-1032 ATTN: Installation Coordinator or Emailing it to support@coloradotime.com.*
Please submit this form 4 to 6 weeks prior to desired installation date.

I have read, understand, and accept the terms and conditions of this Colorado Time Systems Installation Agreement. Please sign below:

(Your Signature)

(Today's Date)

Should you have any questions pertaining to this agreement, please contact your Installation Coordinator at (970) 667-1000 x 3, (800) 279-0111 x3, FAX: (970) 667-1032. Thank you for your cooperation and patronage.



P.O. Box 400
Austin, TX 78767-0400
800.695.2919 | 512.467.0222 | Fax: 800.211.5454
buyboard.com

February 6, 2019

Sent Via Email: bettyjob@coloradotime.com

Betty Jo Beach
Colorado Time Systems
1551 E. 11th Street
Loveland, CO 80537

Welcome to BuyBoard!

Re: Notice of The Local Government Purchasing Cooperative Award

Proposal Name and Number: Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories, Proposal No. 583-19

Congratulations, The Local Government Purchasing Cooperative (Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal. The contract is effective 4/1/2019 through 3/31/2020, with two possible one-year renewals. The contract documents are those identified in Section 3 of the General Terms and Conditions of the specifications.

To view the items your company has been awarded, please review the proposal tabulation No. 583-19 on the following web-site: www.buyboard.com/vendor. Only items marked as awarded to your company can be sold through the BuyBoard contract. In addition, on this website you will find the membership list which will provide you with the names of all entities with membership in our purchasing cooperative.

Enclosed with this letter you will find the following documents:

1. Vendor Quick Reference Guide
2. BuyBoard License and Identity Standards

You are advised that receipt of a purchase order directly from a Cooperative member is not within the guidelines of the Cooperative. Accepting purchase orders directly from Cooperative members may result in a violation of the State of Texas competitive bid statute and termination of this Cooperative BuyBoard contract. **Therefore, all purchase orders must be processed through the BuyBoard in order to comply.** Please forward by email to info@buyboard.com any order received directly from a Cooperative member. If you inadvertently process a purchase order sent directly to you by a Cooperative member, please fax the order to the above number and note it as **RECORD ONLY** to prevent duplication.

As an awarded vendor a BuyBoard user id and password will be sent via e-mail 2 to 3 business days prior to the start of your contract.

On behalf of the Texas Association of School Boards, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff** at 800-695-2919.

Sincerely,

Arturo Salinas
Department Director, Cooperative Procurement



The Local Government Purchasing Cooperative is endorsed by the Texas Association of School Boards, Texas Municipal League, Texas Association of Counties, and the Texas Association of School Administrators.

February 6, 2019

Sent Via Email: bettyjob@coloradotime.com

Betty Jo Beach
Colorado Time Systems
1551 E. 11th Street
Loveland, CO 80537

Welcome to BuyBoard!

Re: Notice of National Purchasing Cooperative Piggy-Back Award

Proposal Name and Number: Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories, Proposal No. 583-19

Congratulations, The National Purchasing Cooperative (National Cooperative) has awarded your company a BuyBoard® contract based on the above-referenced Proposal. As provided for in the Proposal and your National Purchasing Cooperative Vendor Award Agreement, you are authorized to sell the goods and services awarded under the Proposal to National Cooperative members in states other than Texas through the BuyBoard. The contract is effective 4/1/2019 through 3/31/2020, with two possible one-year renewals.

The National Cooperative membership list is available at our website www.buyboard.com/vendor. The list identifies the current members that may purchase awarded goods and services under your National Cooperative BuyBoard contract.

You are advised that receipt of a purchase order directly from a National Cooperative member is not within BuyBoard guidelines. Accepting purchase orders directly from Cooperative members may result in a violation of applicable competitive procurement law and termination of this National Cooperative BuyBoard contract. **Therefore, all purchase orders from National Cooperative members must be processed through the BuyBoard.** Please forward by e-mail to info@buyboard.com any order received directly from a National Cooperative member. If you inadvertently process a purchase order sent directly to you by a National Cooperative member, please fax the order to the above number and note it as **RECORD ONLY** to prevent duplication.

As an awarded vendor a BuyBoard user id and password will be sent via e-mail 2 to 3 business days prior to the start of your contract.

On behalf of the National Cooperative, we are looking forward to your participation in the program. If you have any questions, please contact **Cooperative Procurement Staff at 800-695-2919.**

Sincerely,



Arturo Salinas
Department Director, Cooperative Procurement
v.6.5



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PROPOSER'S AGREEMENT AND SIGNATURE

Proposal Name: Athletic, Physical Education,
Gymnasium Supplies and Equipment and Heavy
Duty Exercise Equipment and Related Accessories

Proposal Due Date/Opening Date and Time:
August 30, 2018 at 4:00 PM

Proposal Number: 583-19

Location of Proposal Opening:
Texas Association of School Boards, Inc.
BuyBoard Department
12007 Research Blvd.
Austin, TX 78759

Contract Time Period: April 1, 2019 through
March 31, 2020 with two (2) possible one-year
renewals.

Anticipated Cooperative Board Meeting Date:
January 2019

Colorado Time Systems
Name of Proposing Company

7/31/2018
Date

1551 E. 11th St.
Street Address

[Signature]
Signature of Authorized Company Official

Loveland, CO 80537
City, State, Zip

Bick Connell
Printed Name of Authorized Company Official

970-667-1000
Telephone Number of Authorized Company Official

Vice President/General Manager
Position or Title of Authorized Company Official

970-667-5876
Fax Number of Authorized Company Official

26-3030026
Federal ID Number



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The proposing company ("you" or "your") hereby acknowledges and agrees as follows:

1. You have carefully examined and understand all Cooperative information and documentation associated with this Proposal Invitation, including the Instructions to Proposers, General Terms and Conditions, attachments/forms, item specifications, and line items (collectively "Requirements");
2. By your response ("Proposal") to this Proposal Invitation, you propose to supply the products or services submitted at the prices quoted in your Proposal and in strict compliance with the Requirements, unless specific deviations or exceptions are noted in the Proposal;
3. Any and all deviations and exceptions to the Requirements have been noted in your Proposal and no others will be claimed;
4. If the Cooperative accepts any part of your Proposal and awards you a contract, you will furnish all awarded products or services at the prices quoted and in strict compliance with the Requirements (unless specific exceptions are noted in the Proposal and accepted by the Cooperative), including without limitation the Requirements related to:
 - a. conducting business with Cooperative members, including offering pricing to members that is the best you offer compared to similar customers;
 - b. payment of a service fee in the amount specified and as provided for in this Proposal Invitation;
 - c. the **possible** award of a piggy-back contract by another governmental entity or nonprofit entity, in which event you will offer the awarded goods and services in accordance with the Requirements; and
 - d. submitting price sheets or catalogs in the proper format as required by the Cooperative as a prerequisite to activation of your contract;
5. You have clearly identified on the included form any information in your Proposal that you believe to be confidential or proprietary or that you do not consider to be public information subject to public disclosure under a Texas Public Information Act request or similar public information law;
6. The individual signing this Agreement is duly authorized to enter into the contractual relationship represented by this Proposal Invitation on your behalf and bind you to the Requirements, and such individual (and any individual signing a form) is authorized and has the requisite knowledge to provide the information and make the representations and certifications required in the Requirements;
7. You have carefully reviewed your Proposal, and certify that all information provided is true, complete and accurate, and you authorize the Cooperative to take such action as it deems appropriate to verify such information; and
8. Any misstatement, falsification, or omission in your Proposal, whenever or however discovered, may disqualify you from consideration for a contract award under this Proposal Invitation or result in termination of an award or any other remedy or action provided for in the General Terms and Conditions or by law.



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VENDOR CONTACT INFORMATION

Company: Colorado Time Systems

Vendor Contact Name and Mailing Address for Notices: Rick Connell, 1551 E. 11th St, Loveland, CO 80537

Company Website: www.coloradotime.com

Purchase Orders: All purchase orders from Cooperative members will be available through the Internet. Vendors need Internet access and at least one e-mail address so that notification of new orders can be sent to the Internet contact when a new purchase order arrives. An information guide will be provided to vendors to assist them with retrieving their orders.

Please select options below for receipt of purchase orders and provide the requested information:



I will use the internet to receive purchase orders at the following address:

E-mail Address: sales@coloradotime.com

Internet Contact: Betty Jo Beach Phone: 970-612-3541

Alternate E-mail Address: bettyjob@coloradotime.com

Alternate Internet Contact: Sales Dept Phone: 800-219-0111 ext 2



Purchase orders may be received by the Designated Dealer(s) identified on my company's Dealer Designation form as provided to the Cooperative administrator. I understand that my company shall remain responsible for the Contract and the performance of all Designated Dealers under and in accordance with the Contract.

Request for Quotes ("RFQ"): Cooperative members will send RFQs to you by e-mail. Please provide e-mail addresses for the receipt of RFQs:

E-mail Address: sales@coloradotime.com

Alternate E-mail Address: bettyjob@coloradotime.com

Invoices: Your company will be billed monthly for the service fee due under a contract awarded under this Proposal Invitation. **All invoices are available on the BuyBoard website and e-mail notifications will be sent when they are ready to be retrieved.** Please provide the following address, contact and e-mail information for receipt of service fee invoices and related communications:

Please choose only one (1) of the following options for receipt of invoices and provide the requested information:



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☒ Service fee invoices and related communications should be provided directly to my company at:

Mailing address: 1551 E. 11th St Department: Sales

City: Loveland State: CO Zip Code: 80537

Contact Name: Betty Jo Beach Phone: 970-667-1000

Fax: 970-667-5871 E-mail Address: bettyjob@coloradotime.com

Alternative E-mail Address: Sales@coloradotime.com

☐ In lieu of my company, I request and authorize all service fee invoices to be provided directly to the following billing agent**:

Mailing address: _____ Department: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

Fax: _____ E-mail Address: _____

Alternative E-mail Address: _____

☐ In lieu of my company, I request and authorize service fee invoices to be provided to the Designated Dealer(s) receiving the purchase order(s) to which the invoiced service fees relate at the address and contact information designated on my company's Dealer Designation form as provided to the Cooperative administrator.**

**** If Vendor authorizes a billing agent or Designated Dealer(s) to receive and process service fee invoices, in accordance with the General Terms and Conditions of the Contract, Vendor specifically acknowledges and agrees that nothing in that designation shall relieve Vendor of its responsibilities and obligations under the Contract including, but not limited to, payment of all service fees under any Contract awarded Vendor.**



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FELONY CONVICTION DISCLOSURE AND DEBARMENT CERTIFICATION

FELONY CONVICTION DISCLOSURE

Subsection (a) of Section 44.034 of the Texas Education Code (Notification of Criminal History of Contractor) states: "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Section 44.034 further states in Subsection (b): "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."


Please check (✓) one of the following:

- ☐ My company is a publicly-held corporation. (Advance notice requirement does not apply to publicly-held corporation.)
☒ My company is not owned or operated by anyone who has been convicted of a felony.
☐ My company is owned/operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

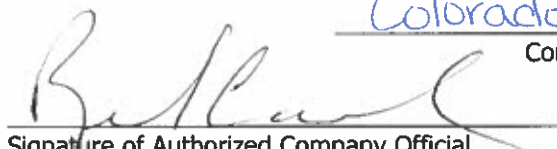
By signature below, I certify that the above information is true, complete and accurate and that I am authorized by my company to make this certification.

 Colorado Time Systems
Company Name
Rick Connell
Printed Name

DEBARMENT CERTIFICATION

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Neither my company nor an owner or principal of my company is currently listed on the government-wide exclusions in SAM, debarred, suspended, or otherwise excluded by agencies or declared ineligible under any statutory or regulatory authority. My company agrees to immediately notify the Cooperative and all Cooperative members with pending purchases or seeking to purchase from my company if my company or an owner or principal is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under any statutory or regulatory authority.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

 Colorado Time Systems
Company Name
Rick Connell
Printed Name



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RESIDENT/NONRESIDENT CERTIFICATION

Chapter 2252, Subchapter A, of the Texas Government Code establishes certain requirements applicable to proposers who are not Texas residents. Under the statute, a "resident" proposer is a person whose principal place of business is in Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in Texas. A "nonresident" proposer is a person who is not a Texas resident. Please indicate the status of your company as a "resident" proposer or a "nonresident" proposer under these definitions.

Please check (✓) one of the following:

- ☐ I certify that my company is a **Resident Proposer**.
☒ I certify that my company is a **Nonresident Proposer**.

If your company is a Nonresident Proposer, you must provide the following information for your resident state (the state in which your company's principal place of business is located):

Colorado Time Systems 1551 E. 11th St
Company Name Address
Lovebird CO 80537
City State Zip Code

- A. Does your resident state require a proposer whose principal place of business is in Texas to under-price proposers whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract?
☐ Yes ☒ No
- B. What is the prescribed amount or percentage? \$ NA or _____ %

VENDOR EMPLOYMENT CERTIFICATION

Section 44.031(b) of the Texas Education Code establishes certain criteria that a school district must consider when determining to whom to award a contract. Among the criteria for certain contracts is whether the vendor or the vendor's ultimate parent or majority owner (i) has its principal place of business in Texas; or (ii) employs at least 500 people in Texas.

If neither your company nor the ultimate parent company or majority owner has its principal place of business in Texas, does your company, ultimate parent company, or majority owner employ at least 500 people in Texas?

Please check (✓) one of the following:

- ☐ Yes ☒ No

By signature below, I certify that the information in Sections 1 (*Resident/Nonresident Certification*) and 2 (*Vendor Employment Certification*) above is true, complete and accurate and that I am authorized by my company to make this certification.

Colorado Time Systems
Company Name


Signature of Authorized Company Official

Rick Connell
Printed Name



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NO ISRAEL BOYCOTT CERTIFICATION

Effective September 1, 2017, a Texas governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. (TEX. GOV'T CODE Ch. 2270)

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. TEX. GOV'T CODE §808.001(1).

By signature below, I certify and verify that Vendor does not boycott Israel and will not boycott Israel during the term of any contract awarded under this Proposal Invitation, that this certification is true, complete and accurate, and that I am authorized by my company to make this certification.

Colorado Time Systems
Company Name


Signature of Authorized Company Official

Rick Connell
Printed Name

NO EXCLUDED NATION OR FOREIGN TERRORIST ORGANIZATION CERTIFICATION

Effective September 1, 2017, Chapter 2252 of the Texas Government Code provides that a Texas governmental entity may not enter into a contract with a company engaged in active business operations with Sudan, Iran, or a foreign terrorist organization – specifically, any company identified on a list prepared and maintained by the Texas Comptroller under Texas Government Code §§806.051, 807.051, or 2252.153. (A company that the U.S. Government affirmatively declares to be excluded from its federal sanctions regime relating to Sudan, Iran, or any federal sanctions regime relating to a foreign terrorist organization is not subject to the contract prohibition.)

By signature below, I certify and verify that Vendor is not on the Texas Comptroller's list identified above; that this certification is true, complete and accurate; and that I am authorized by my company to make this certification.

Colorado Time Systems
Company Name


Signature of Authorized Company Official

Rick Connell
Printed Name



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HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION

A proposer that has been certified as a Historically Underutilized Business (also known as a Minority/Women Business Enterprise or "MWBE" and all referred to in this form as a "HUB") is encouraged to indicate its HUB certification status when responding to this Proposal Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form.

Please check (✓) all that apply:

- ☐ I certify that my company has been certified as a HUB in the following categories:
- ☐ **Minority Owned Business**
 - ☐ **Women Owned Business**
 - ☐ **Service-Disabled Veteran Owned Business (veteran defined by 38 U.S.C. §101(2), who has a service-connected disability as defined by 38 U.S.C. § 101(16), and who has a disability rating of 20% or more as determined by the U. S. Department of Veterans Affairs or Department of Defense)**

Certification Number:

Name of Certifying Agency:

☒ My company has **NOT** been certified as a HUB.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

Colorado Time Systems
Company Name

Bick Connell
Printed Name

[Signature]
Signature of Authorized Company Official



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CONSTRUCTION-RELATED GOODS AND SERVICES AFFIRMATION

A contract awarded under this Proposal Invitation covers only the specific goods and services awarded by the BuyBoard. As explained in the BuyBoard Procurement and Construction Related Goods and Services Advisory for Texas Members ("Advisory"), **Texas law prohibits the procurement of architecture or engineering services through a purchasing cooperative. This BuyBoard contract does not include such services. Architecture or engineering services must be procured by a Cooperative member separately, in accordance with the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code) and other applicable law and local policy.**

The Advisory, available at buyboard.com/Vendor/Resources.aspx, provides an overview of certain legal requirements that are potentially relevant to a Cooperative member's procurement of construction or construction-related goods and services, including those for projects that may involve or require architecture, engineering or independent testing services. A copy of the Advisory can also be provided upon request.

By signature below, the undersigned affirms that Proposer has obtained a copy of the Advisory, has read and understands the Advisory, and is authorized by Proposer to make this affirmation. If Proposer sells construction-related goods or services to a Cooperative member under a BuyBoard contract awarded under this Proposal Invitation, Proposer will comply with the Advisory and applicable legal requirements, make a good faith effort to make its Cooperative member customers or potential Cooperative member customers aware of such requirements, and provide a Cooperative member with a copy of the Advisory before executing a Member Construction Contract with the member or accepting the member's purchase order for construction-related goods or services, whichever comes first.

Colorado Time Systems
Company Name


Signature of Authorized Company Official

Rick Connell
Printed Name

7/31/2018
Date



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DEVIATION AND COMPLIANCE

If your company intends to deviate from the General Terms and Conditions, Proposal Specifications or other requirements associated with this Proposal Invitation, you **MUST** list all such deviations on this form, and provide complete and detailed information regarding the deviations on this form or an attachment to this form. The Cooperative will consider any deviations in its contract award decision, and reserves the right to accept or reject a proposal based upon any submitted deviation.

In the absence of any deviation identified and described in accordance with the above, your company must fully comply with the General Terms and Conditions, Proposal Specifications and all other requirements associated with this Proposal Invitation if awarded a contract under this Proposal Invitation. A deviation will not be effective unless accepted by the Cooperative. The Cooperative may, in its sole discretion, seek clarification from and/or communicate with Proposer(s) regarding any submitted deviation, consistent with general procurement principles of fair competition. The Cooperative reserves the right to accept or reject a proposal based upon any submitted deviation.

Please check (✓) one of the following:

- ☒ **No**; Deviations
☐ **Yes**; Deviations

List and fully explain any deviations you are submitting:

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Shipping Via: ☒ Common Carrier ☐ Company Truck ☐ Prepaid and Add to Invoice ☐ Other:

2. Payment Terms: ☒ Net 30 days ☐ 1% in 10/Net 30 days ☐ Other:

3. Number of Days for Delivery: 45-60 ARO

4. Vendor Reference/Quote Number: N/A

5. State your return policy: 90 day return policy, 25% Restocking fee

6. Are electronic payments acceptable? ☒ Yes ☐ No

7. Are credit card payments acceptable? ☒ Yes ☐ No

Colorado Time Systems
Company Name

[Signature]
Signature of Authorized Company Official

Rick Cornell
Printed Name



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LOCATION / AUTHORIZED SELLER LISTINGS

If you have more than one location/authorized seller that will service a contract awarded under this Proposal Invitation, please list each location/authorized seller below. If additional sheets are required, please duplicate this form as necessary. NOTE: Awarded Vendors shall remain responsible for all aspects of the Contract, including processing of Purchase Orders, and shall be responsible for the performance of all locations and authorized sellers under and in accordance with the Contract. If you are a product manufacturer and wish to designate Designated Dealers as defined in the General Terms and Conditions to receive Cooperative member Purchase Orders on your behalf, you must complete the Manufacturer Designated Dealer form.

NA

Company Name

Address

City

State

Zip

Phone Number

Fax Number

Contact Person

NA

Company Name

Address

City

State

Zip

Phone Number

Fax Number

Contact Person



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MANUFACTURER DEALER DESIGNATION

If Vendor is a manufacturer that sells products through a dealer network and wishes to designate a dealer or multiple dealers ("Designated Dealers") to receive Cooperative member Purchase Orders on Vendor's behalf, you must complete this form for each dealer you wish to designate.

Regardless of any Designated Dealers submitted by Vendor, Vendor specifically agrees and acknowledges that any such designations are for Vendor's convenience only and shall not, if Vendor is awarded a Contract, relieve Vendor of any obligations under the Contract, including payment of Cooperative service fees on all Purchase Orders submitted to Vendor or any Designated Dealer. In accordance with the General Terms and Conditions, an awarded Vendor shall remain responsible and liable for all of its obligations under the Contract and the performance of both Vendor and any of Vendor's Designated Dealers under and in accordance with the Contract and remain subject to all remedies for default thereunder, including, but not limited to suspension and termination of Vendor's Contract for nonpayment of service fees.

If awarded, Vendor authorizes the Cooperative, in its sole discretion, to list any Vendor Designated Dealers in the BuyBoard system and to receive Purchase Orders directly from Cooperative members on behalf of Vendor. To the extent a Vendor with Designated Dealers receives a Purchase Order directly, it shall be the responsibility of Vendor to appropriately process such Purchase Order in accordance with the Contract, including but not limited to timely forwarding such Purchase Order to a Designated Dealer for processing.

The Cooperative reserves the right, in its sole discretion, to refuse addition of, or request removal of, any Designated Dealer, and Vendor agrees to immediately require such Designated Dealer to cease accepting Purchase Orders or otherwise acting on Vendor's behalf under the Contract. Further, the Cooperative's administrator shall be authorized to remove or suspend any or all Designated Dealers from the BuyBoard at any time in its sole discretion.

If you wish to designate a dealer to service a contract awarded under this Proposal Invitation, please list the Designated Dealer below and have this form signed by an official of your company authorized to make such designation. If you wish to designate multiple dealers, please duplicate this form as necessary.

NA

Designated Dealer Name

Designated Dealer Address

City

State

Zip

Phone Number

Fax Number

Email address

Designated Dealer Tax ID Number* (***attach W-9**)

Designated Dealer Contact Person

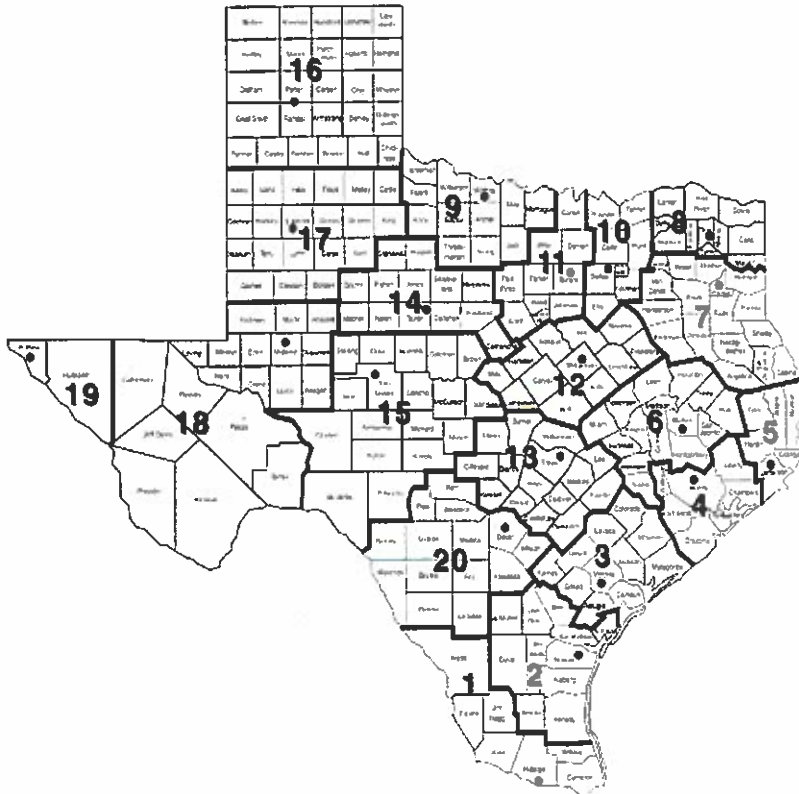
Your Company Name

Signature of Authorized Company Official

TEXAS REGIONAL SERVICE DESIGNATION

The Cooperative (referred to as "Texas Cooperative" in this form and in the State Service Designation form) offers vendors the opportunity to service its members throughout the entire State of Texas. If you do not plan to service all Texas Cooperative members statewide, you **must** indicate the specific regions you will service on this form. ***If you propose to serve different regions for different products or services included in your proposal, you must complete and submit a separate Texas Regional Service Designation form for each group of products and clearly indicate the products or services to which the designation applies in the space provided at the end of this form. By designating a region or regions, you are certifying that you are authorized and willing to provide the proposed products and services in those regions. Designating regions in which you are either unable or unwilling to provide the specified products and services shall be grounds for either rejection of your proposal or, if awarded, termination of your Contract.*** Additionally, if you do not plan to service Texas Cooperative members (i.e., if you will service only states other than Texas), you must so indicate on this form.

Regional Education Service Centers



- ☒ I will service Texas Cooperative members statewide.
- ☐ I will not service Texas Cooperative members statewide. I will only service members in the regions checked below:

Region	Headquarters
<input type="checkbox"/> 1	Edinburg
<input type="checkbox"/> 2	Corpus Christi
<input type="checkbox"/> 3	Victoria
<input type="checkbox"/> 4	Houston
<input type="checkbox"/> 5	Beaumont
<input type="checkbox"/> 6	Huntsville
<input type="checkbox"/> 7	Kilgore
<input type="checkbox"/> 8	Mount Pleasant
<input type="checkbox"/> 9	Wichita Falls
<input type="checkbox"/> 10	Richardson
<input type="checkbox"/> 11	Fort Worth
<input type="checkbox"/> 12	Waco
<input type="checkbox"/> 13	Austin
<input type="checkbox"/> 14	Abilene
<input type="checkbox"/> 15	San Angelo
<input type="checkbox"/> 16	Amarillo
<input type="checkbox"/> 17	Lubbock
<input type="checkbox"/> 18	Midland
<input type="checkbox"/> 19	El Paso
<input type="checkbox"/> 20	San Antonio

- ☐ I will not service members of the Texas Cooperative.

Colorado Time Systems
 Company Name
 Rick Connell
 Signature of Authorized Company Official
 Rick Connell
 Printed Name



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If this Texas Regional Service Designation form applies to only one or some of the products and services proposed by Vendor, list the products and services to which this form applies here:

N/A



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STATE SERVICE DESIGNATION

The Cooperative offers vendors the opportunity to service other governmental entities in the United States, including intergovernmental purchasing cooperatives such as the National Purchasing Cooperative BuyBoard. You must complete this form if you plan to service the entire United States, or will service only the specific states indicated. *(Note: If you plan to service Texas Cooperative members, be sure that you complete the Texas Regional Service Designation form.)*

If you serve different states for different products or services included in your proposal, you must complete and submit a separate State Service Designation form for each group of products and clearly indicate the products or services to which the designation applies in the space provided at the end of this form. By designating a state or states, you are certifying that you are authorized and willing to provide the proposed products and services in those states. Designating states in which you are either unable or unwilling to provide the specified products and services shall be grounds for either rejection of your proposal or, if awarded, termination of your Contract.

Please check (✓) all that apply:

☒ I will service all states in the United States.

☐ I will not service all states in the United States. I will service only the states checked below:

- | | |
|--|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Nebraska |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> California (Public Contract Code 20118 & 20652) | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> New York |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Mississippi | |
| <input type="checkbox"/> Missouri | |
| <input type="checkbox"/> Montana | |



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This form will be used to ensure that you can service other governmental entities throughout the United States as indicated. Your signature below confirms that you understand your service commitments during the term of a contract awarded under this proposal.

	<u>Colorado Time Systems</u>
Signature of Authorized Company Official	Company Name
	<u>Rick Connell</u>
	Printed Name

If this State Service Designation form applies to only one or some of the products and services proposed by Vendor, list the products and services to which this form applies here:

NA



NATIONAL PURCHASING COOPERATIVE VENDOR AWARD AGREEMENT

In accordance with the Terms and Conditions associated with this Proposal Invitation, a contract awarded under this Proposal Invitation may be "piggy-backed" by another governmental entity. The National Purchasing Cooperative is an intergovernmental purchasing cooperative formed by certain school districts outside of Texas to serve its members throughout the United States. If you agree to be considered for a piggy-back award by the National Purchasing Cooperative, you agree to the following terms and agree to serve National Purchasing Cooperative members in the states you have indicated on the State Service Designation form, in your Proposal.

By signing this form, Proposer (referred to in this Agreement as "Vendor") agrees as follows:

1. Vendor acknowledges that if The Local Government Purchasing Cooperative ("Texas Cooperative") awards Vendor a contract under this Proposal Invitation ("Underlying Award"), the National Purchasing Cooperative ("National Cooperative") may - but is not required to - "piggy-back" on or re-award all or a portion of that Underlying Award ("Piggy-Back Award"). By signing this National Cooperative Vendor Award Agreement ("Agreement"), Vendor accepts and agrees to be bound by any such Piggy-Back Award as provided for herein.
2. In the event National Cooperative awards Vendor a Piggy-Back Award, the National Cooperative Administrator ("BuyBoard Administrator") will notify Vendor in writing of such Piggy-Back Award, which award shall commence on the effective date stated in the Notice and end on the expiration date of the Underlying Award, subject to annual renewals as authorized in writing by the BuyBoard Administrator. Vendor agrees that no further signature or other action is required of Vendor in order for the Piggy-Back Award and this Agreement to be binding upon Vendor. Vendor further agrees that no interlineations or changes to this Agreement by Vendor will be binding on National Cooperative, unless such changes are agreed to by its BuyBoard Administrator in writing.
3. Vendor agrees that it shall offer its goods and services to National Cooperative members at the same unit pricing and same general terms and conditions, subject to applicable state laws in the state of purchase, as required by the Underlying Award. However, nothing in this Agreement prevents Vendor from offering National Cooperative members better (i.e., lower) competitive pricing and more favorable terms and conditions than those in the Underlying Award.
4. Vendor hereby agrees and confirms that it will serve those states it has designated on the State Service Designation Form of this Proposal Invitation. Any changes to the states designated on the State Service Designation Form must be approved in writing by the BuyBoard Administrator.
5. Vendor agrees to pay National Cooperative the service fee provided for in the Underlying Award based on the amount of purchases generated from National Cooperative members through the Piggy-Back Award. Vendor shall remit payment to National Cooperative on such schedule as it specifies (which shall not be more often than monthly). Further, upon request, Vendor shall provide National Cooperative with copies of all purchase orders generated from National Cooperative members for purposes of reviewing and verifying purchase activity. Vendor further agrees that National Cooperative shall have the right, upon reasonable written notice, to review Vendor's records pertaining to purchases made by National Cooperative members in order to verify the accuracy of service fees.
6. Vendor agrees that the Underlying Award, including its General Terms and Conditions, are adopted by reference to the fullest extent such provisions can reasonably apply to the post-proposal/contract award phase. The rights and responsibilities that would ordinarily inure to the Texas Cooperative pursuant to the Underlying Award shall inure to National Cooperative; and, conversely, the rights and responsibilities that would ordinarily inure to Vendor in the Underlying Award shall inure to Vendor in this Agreement. Vendor recognizes and agrees that Vendor and National Cooperative are the only parties to this Agreement, and that nothing in this Agreement has application to other third parties, including the Texas Cooperative. In the event of conflict between this Agreement and the terms of the Underlying Award, the terms of this Agreement shall control, and then only to the extent necessary to reconcile the conflict.



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7. This Agreement shall be governed and construed in accordance with the laws of the State of Rhode Island and venue for any dispute shall lie in the federal district court of Alexandria, Virginia.

8. Vendor acknowledges and agrees that the award of a Piggy-Back Award is within the sole discretion of National Cooperative, and that this Agreement does not take effect unless and until National Cooperative awards Vendor a Piggy-Back Award and the BuyBoard Administrator notifies Vendor in writing of such Piggy-Back Award as provided for herein.

WHEREFORE, by signing below Vendor agrees to the foregoing and warrants that it has the authority to enter into this Agreement.

Colorado Time Systems

Name of Vendor

[Signature]

Signature of Authorized Company Official

583-19

Proposal Invitation Number

Rick Connell, VP/GM

Printed Name of Authorized Company Official

8/28/18

Date



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FEDERAL AND STATE/PURCHASING COOPERATIVE EXPERIENCE

The Cooperative strives to provide its members with the best services and products at the best prices available from vendors with the technical resources and ability to serve Cooperative members. Please respond to the following questions.

1. Provide the dollar value of sales to or through purchasing cooperatives at or based on an established catalog or market price during the previous 12-month period or the last fiscal year: \$ 191,505.20. (The period of the 12 month period is ____/____). In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s).
2. By submitting a proposal, you agree that, based on your written discounting policies, the discounts you offer the Cooperative are equal to or better than the best price you offer other purchasing cooperatives for the same items under equivalent circumstances.
3. Provide the information requested below for other purchasing cooperatives for which Proposer currently serves, or in the past has served, as an awarded vendor. Rows should be added to accommodate as many purchasing cooperatives as required.

PURCHASING GROUP	CURRENT VENDOR? (Y/N)	FORMER VENDOR (Y/N)? – IF YES, LIST YEARS AS VENDOR	AWARDED COMMODITY CATEGORY(IES)
1. Federal General Services Administration	N	N	
2. T-PASS (State of Texas)	N	N	
3. U.S. Communities Purchasing Alliance	N	N	
4. National IPA/TCPN	N	N	
5. Houston-Galveston Area Council (HGAC)	N	N	
6. National Joint Powers Alliance (NJPA)	N	N	
7. E&I Cooperative	N	N	
8. The Interlocal Purchasing System (TIPS)	Y	3+ years	Athletic supplies Equipment
9. Other	N	N	

☐ **MY COMPANY DOES NOT CURRENTLY HAVE ANY OF THE ABOVE OR SIMILAR TYPE CONTRACTS.**

CURRENT BUYBOARD VENDORS

If you are a current BuyBoard vendor in the same contract category as proposed in this Proposal Invitation, indicate the discount for your current BuyBoard contract and the proposed discount in this Proposal. Explain any difference between your current and proposed discounts.

Current Discount (%): 10%

Proposed Discount (%): 15%

Explanation: _____

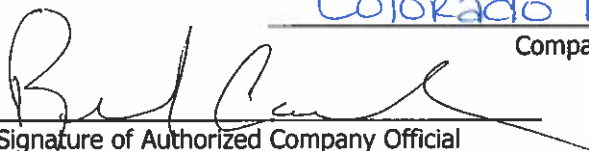


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By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

Colorado Time Systems

Company Name



Signature of Authorized Company Official

Rick Connell

Printed Name



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GOVERNMENTAL REFERENCES

For your Proposal to be considered, you must supply a minimum of five (5) individual governmental entity references. The Cooperative may contact any and all references provided as part of the Proposal evaluation. Provide the information requested below, including the existing price/discounts you offer each customer. The Cooperative may determine whether prices/discounts are fair and reasonable by comparing prices/discounts stated in your Proposal with the prices/discounts you offer other governmental customers. Attach additional pages if necessary.

Entity Name	Contact	Phone#	Email Address	Discount	Quantity/ Volume
1. Pridgeon Natatorium, Jonathan Mayer, (806)683-0008, jonathan.mayer@cfisd.net , 10%, Complete Aquatic Timing, Scoreboards & Multisport Scoreboards					
2. New Caney HS, Troy Holleman, (832)585-9324, tholleman@newcaneyisd.org , 10%, Complete Aquatic Timing, Scoreboards & Multisport Scoreboards					
3. Ohio State University, Dan Galvin, (614)247-4654, galvin.39@osu.edu , 10%, Complete Aquatic Timing, Scoreboards & Multisport Scoreboards					
4. Topeka Public Schools, Mike Godbout, (785)295-3756, migodbout@tps501.org , 10%, Complete Aquatic Timing, Scoreboards & Multisport Scoreboards					
5. Southern Methodist Univ, Ellie Wilkerson, (214)768-2200, ewilkerson@smu.edu , 10%, Complete Aquatic Timing, Scoreboards & Multisport Scoreboards					

Do you ever modify your written policies or standard governmental sales practices as identified in the above chart to give better discounts (lower prices) than indicated? **YES** ☐ **NO** ☒ If YES, please explain:

By signature below, I certify that the above is true and correct and that I am authorized by my company to make this certification.

Colorado Time Systems

Company Name



Signature of Authorized Company Official

Rick Connell, VP/GM

Printed Name



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MARKETING STRATEGY

For your Proposal to be considered, you must submit the Marketing Strategy you will use if the Cooperative accepts all or part of your Proposal. (*Example: Explain how your company will initially inform Cooperative members of your BuyBoard contract, and how you will continue to support the BuyBoard for the duration of the contract period.*)

Attach additional pages if necessary.

We will continue to include "We are a BuyBoard vendor on our price quotations and include contract number." Our Marketing Team agreed to place your logo and website link indicating we are BuyBoard Vendor.

Colorado Time Systems

Company Name

A handwritten signature in black ink, appearing to read "Rick Connell", written over a horizontal line.

Signature of Authorized Company Official

Rick Connell, VP/GM

Printed Name



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CONFIDENTIAL/PROPRIETARY INFORMATION

A. Public Disclosure Laws

All Proposals, forms, documentation, or other materials submitted by Vendor to the Cooperative in response to this Proposal Invitation, including catalogs and pricelists, may be subject to the disclosure requirements of the Texas Public Information Act (Texas Government Code chapter 552.001, *et. seq.*) or similar disclosure law. Proposer must clearly identify on this form any information in its Proposal (including forms, documentation, or other materials submitted with the Proposal) that Proposer considers proprietary or confidential. If Proposer fails to properly identify the information, the Cooperative shall have no obligation to notify Vendor or seek protection of such information from public disclosure should a member of the public or other third party request access to the information under the Texas Public Information Act or similar disclosure law. Proposer will be notified of any third party request for information in a Proposal that Proposer has identified in this form as proprietary or confidential.

Does your Proposal (including forms, documentation, or other materials submitted with the Proposal) contain information which Vendor considers proprietary or confidential?

Please check (✓) one of the following:

☐

NO, I certify that none of the information included with this Proposal is considered confidential or proprietary.

☒

YES, I certify that this Proposal contains information considered confidential or proprietary and all such information is specifically identified on this form.

If you responded "YES", you must identify below the specific information you consider confidential or proprietary. List each page number, form number, or other information sufficient to make the information readily identifiable. The Cooperative and its Administrator will not be responsible for a Proposer's failure to clearly identify information considered confidential or proprietary. Further, by submitting a Proposal, Proposer acknowledges that the Cooperative and its Administrator will disclose information when required by law, even if such information has been identified herein as information the vendor considers confidential or proprietary.

Confidential / Proprietary Information:

Equipment Price Lists

(Attach additional sheets if needed.)



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B. Copyright Information

Does your Proposal (including forms, documentation, or other materials submitted with the Proposal) contain copyright information?

Please check (✓) one of the following:

☐

NO, Proposal (including forms, documentation, or other materials submitted with the Proposal) does not contain copyright information.

☒

YES, Proposal (including forms, documentation, or other materials submitted with the Proposal) does contain copyright information.

If you responded "YES", identify below the specific documents or pages containing copyright information.

Copyright Information: Product Literature and Catalogs

(Attach additional sheets if needed.)

C. Consent to Release Confidential/Proprietary/Copyright Information to BuyBoard Members

BuyBoard members (Cooperative and nonprofit members) seeking to make purchases through the BuyBoard may wish to view information included in the Proposals of awarded Vendors. If you identified information on this form as confidential, proprietary, or subject to copyright, and you are awarded a BuyBoard contract, your acceptance of the BuyBoard contract award constitutes your consent to the disclosure of such information to BuyBoard members, including posting of such information on the secure BuyBoard website for members. Note: Neither the Cooperative nor its Administrator will be responsible for the use or distribution of information by BuyBoard members or any other party.

D. Consent to Release Proposal Tabulation

Notwithstanding anything in this Confidential/Proprietary Information form to the contrary, by submitting a Proposal, Vendor consents and agrees that, upon Contract award, the Cooperative may publically release, including posting on the public BuyBoard website, a copy of the proposal tabulation for the Contract including Vendor name; proposed catalog/pricelist name(s); proposed percentage discount(s), hourly labor rate(s), or other specified pricing; and Vendor award or non-award information.

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Colorado Time Systems

Company Name

Signature of Authorized Company Official

Rick Connell, VP/GM

Printed Name

Date



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VENDOR BUSINESS NAME

By submitting a Proposal, Proposer is seeking to enter into a legal contract with the Cooperative. As such, a Proposer must be an individual or legal business entity capable of entering into a binding contract. Proposers, must completely and accurately provide the information requested below or your Proposal may be deemed non-responsive.

Name of Proposing Company: Everlast Climbing Industries dba Colorado Time Systems

*(List the **legal** name of the company seeking to contract with the Cooperative. Do **NOT** list an assumed name, dba, aka, etc. here. Such information may be provided below. If you are submitting a joint proposal with another entity to provide the same proposed goods or services, each submitting entity should complete a separate vendor information form. Separately operating legal business entities, even if affiliated entities, which propose to provide goods or services separately must submit their own Proposals.)*

Please check (✓) one of the following:

Type of Business:

Individual/Sole Proprietor

Corporation

Limited Liability Company

Partnership

Other

x

If other, identify _____

State of Incorporation (if applicable): Minnesota

Federal Employer Identification Number: 26-3030026

*(Vendor must include a completed **IRS W-9** form with their proposal)*

List the Name(s) by which Vendor, if awarded, wishes to be identified on the BuyBoard: *(Note: If different than the Name of Proposing Company listed above, only valid trade names (dba, aka, etc.) of the Proposing Company may be used and a copy of your Assumed Name Certificate(s), if applicable, must be attached.)*

Colorado Time Systems

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Everlast Climbing Industries, Inc.	
2 Business name/disregarded entity name, if different from above Colorado Time Systems	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. 1551 E. 11th Street	Requester's name and address (optional)
6 City, state, and ZIP code Loveland, Colorado 80537	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
OR								
Employer identification number								
2	6		-	3	0	3	0	0 2 6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► Kamela Nail	Date ► Nov 20, 2017
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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EDGAR VENDOR CERTIFICATION **(2 CFR Part 200 and Appendix II)**

When a Cooperative member seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"). All Vendors submitting proposals must complete this EDGAR Certification Form regarding Vendor's willingness and ability to comply with certain requirements which **may** be applicable to specific Cooperative member purchases using federal grant funds. This completed form will be made available to Cooperative members for their use while considering their purchasing options when using federal grant funds. Cooperative members may also require Vendors to enter into ancillary agreements, in addition to the BuyBoard contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative complete and initial the applicable boxes and sign the acknowledgment at the end of this form. If you fail to complete any item in this form, the Cooperative will consider and may list the Vendor's response on the BuyBoard as "NO," the Vendor is unable or unwilling to comply. A "NO" response to any of the items may, if applicable, impact the ability of a Cooperative member to purchase from the Vendor using federal funds.

1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Provisions regarding Vendor default are included in the BuyBoard General Terms and Conditions, including Section E.18, Remedies for Default and Termination of Contract. Any Contract award will be subject to such BuyBoard General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, Cooperative member ancillary contract, or Member Construction Contract agreed upon by Vendor and the Cooperative member which must be consistent with and protect the Cooperative member at least to the same extent as the BuyBoard Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

2. Termination for Cause or Convenience:

For any Cooperative member purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The Cooperative member may terminate or cancel any purchase order under this Contract at any time, with or without cause, by providing seven (7) business days advance written notice to the Vendor. If this Agreement is terminated in accordance with this Paragraph, the Cooperative member shall only be required to pay Vendor for goods or services delivered to the Cooperative member prior to the termination and not otherwise returned in accordance with Vendor's return policy. If the Cooperative member has paid Vendor for goods or services not yet provided as of the date of termination, Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a Cooperative member purchase for cause and convenience, including the manner by which it will be effected and the basis for settlement, is included in the Cooperative member's purchase order, ancillary agreement, or Member Construction Contract agreed to by the Vendor, the Cooperative member's provision shall control.



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3. Equal Employment Opportunity:

Except as otherwise provided under 41 CFR Part 60, all Cooperative member purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any Cooperative member purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all Cooperative member prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Contract Work Hours and Safety Standards Act:

Where applicable, for all Cooperative member contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement:

If the Cooperative member's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.



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7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

8. Debarment and Suspension:

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all Cooperative members with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

10. Procurement of Recovered Materials:

For Cooperative member purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a Cooperative member may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a Cooperative member may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a Cooperative member, Vendor agrees to provide information and negotiate with the Cooperative member regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the Cooperative member shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.



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12. General Compliance and Cooperation with Cooperative Members:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a Cooperative member, it shall make a good faith effort to work with Cooperative members to provide such information and to satisfy such requirements as may apply to a particular Cooperative member purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Vendor Certification Item No.	Vendor Certification: YES, I agree or NO, I do NOT agree	Initial
1. Vendor Violation or Breach of Contract Terms	YES	RC
2. Termination for Cause or Convenience	YES	RC
3. Equal Employment Opportunity	YES	RC
4. Davis-Bacon Act	YES	RC
5. Contract Work Hours and Safety Standards Act	YES	RC
6. Right to Inventions Made Under a Contract or Agreement	YES	RC
7. Clean Air Act and Federal Water Pollution Control Act	YES	RC
8. Debarment and Suspension	YES	RC
9. Byrd Anti-Lobbying Amendment	YES	RC
10. Procurement of Recovered Materials	YES	RC
11. Profit as a Separate Element of Price	YES	RC
12. General Compliance and Cooperation with Cooperative Members	YES	RC

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Colorado Time Systems

Company Name



Signature of Authorized Company Official

Rick Connell, VP/GM

Printed Name



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PROPOSAL INVITATION QUESTIONNAIRE

The Cooperative will use your responses to the questions below in evaluating your Proposal and technical and financial resources to provide the goods and perform the services ("Work") under the BuyBoard contract contemplated by this Proposal Invitation ("Contract"). Proposers must fully answer each question, numbering your responses to correspond to the questions/numbers below. Proposers must complete below or attach your responses to this questionnaire, sign where indicated below, and submit the signed questionnaire and your responses to all questions in one document with your Proposal. **You must submit the signed questionnaire and responses with your Proposal or the Proposal will not be considered.**

1. List the number of years Proposer has been in business and former business names (if applicable). Note whether your company is currently for sale or involved in any transaction that would significantly alter its business or result in acquisition by another entity.

Colorado Time Systems has been an Aquatic Timing and Scoring Company since 1972. We became a part of the Playcore Family over 5 Years ago under Everlast Climbing Industries, the Aquatics Division. We are not currently involved in any transaction or acquisition.

2. Describe the resources Proposer has to manage staff and successfully perform the Work contemplated under this Contract. State the number and summarize the experience of company personnel who may be utilized for the Work, including those who will be available to Cooperative members for assistance with project development, technical issues, and product selection for Work associated with this Contract.

Our company is set up of several different departments and over 50 employees to ensure we can meet our customers needs.

Our Sales Team take care of our customer needs for new equipment, Our Service Team handles parts and warranty issues,

Our Service Team is available 24/7, Our Production Team builds our equipment and tests each item and is overseen by our Operations Mgr, Production Mgr and Scheduler,

Our Shipping ensures our products are shipped, Our Accounting Team oversees billing & collections.

3. Describe Proposer's financial capability to perform the Contract. State or describe the firm's financial strength and rating, bonding capacity, and insurance coverage limits. State whether the firm, or any of the firm's past or present owners, principal shareholders or stockholders, or officers, have been a debtor party to a bankruptcy, receivership, or insolvency proceeding in the last 7 years, and identify any such debtor party by name and relationship to or position with your firm.

Colorado Time Systems is part of the Playcore Family whom is privately owned, unfortunately we are not able to provide information related to our Financials. However, you may review additional information at www.playcore.com. We do have a Corporate Risk Manager who

handles and orders all of our requests for insurance, bonds, etc. None of our officers nor our firm is involved in a bankruptcy, receivership, etc.



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4. Does your company have any outstanding financial judgments and/or is it currently in default on any loan or financing agreement? If so, provide detailed information on the nature of such items and prospects for resolution.

None - NA

5. List all contracts, if any, in the last 10 years on which Proposer has defaulted, failed to complete or deliver the work, or that have been terminated for any reason. For each such contract, provide the project name, scope, value and date and the name of the procuring entity. Fully explain the circumstances of the default, failure to complete or deliver the work, or termination.

None - NA

6. List all litigation or other legal proceedings (including arbitration proceedings), if any, in the last 10 years brought against your firm, or any of the firm's past or present owners, principal shareholders or stockholders, officers, agents or employees, that relates to or arises from a contract similar to this Contract or the work contemplated under this Contract. Provide the style of the lawsuit or proceeding (name of parties and court or tribunal in which filed), nature of the claim, and resolution or current status.

None - NA

By signature below, I certify that the information contained in and/or attached to this Proposal Invitation Questionnaire in response to the above questions is true and correct and that I am authorized by my company to make this certification.

Colorado Time Systems

Company Name



Signature of Authorized Company Official



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REQUIRED FORMS CHECKLIST

(Please check (✓) the following)

- ☒ Completed: **Proposer's Agreement and Signature**
- ☒ Completed: **Vendor Contact Information**
- ☒ Completed: **Felony Conviction Disclosure and Debarment Certification**
- ☒ Completed: **Resident/Nonresident Certification**
- ☒ Completed: **No Israel Boycott Certification**
- ☒ Completed: **No Excluded Nation or Foreign Terrorist Organization Certification**
- ☒ Completed: **Historically Underutilized Business (HUB) Certification**
- ☒ Completed: **Construction Related Goods and Services Affirmation**
- ☒ Completed: **Deviation/Compliance**
- ☒ Completed: **Location/Authorized Seller Listings**
- ☒ Completed: **Manufacturer Dealer Designation**
- ☒ Completed: **Texas Regional Service Designation**
- ☒ Completed: **State Service Designation**
- ☒ Completed: **National Purchasing Cooperative Vendor Award Agreement**
- ☒ Completed: **Federal and State/Purchasing Cooperative Experience**
- ☒ Completed: **Governmental References**
- ☒ Completed: **Marketing Strategy**
- ☒ Completed: **Confidential/Proprietary Information**
- ☒ Completed: **Vendor Business Name with IRS Form W-9**
- ☒ Completed: **EDGAR Vendor Certification**
- ☒ Completed: **Proposal Invitation Questionnaire**
- ☒ Completed: **Required Forms Checklist**
- ☒ Completed: **Evaluation Items**
- ☒ Completed: **Proposal Specification Form with Catalogs/Pricelists**

**Catalogs/Pricelists must be submitted with proposal response or response will not be considered.*



October 11, 2018

Melonie Perry
BuyBoard Bid Analyst
Phone: 800-695-2919
E-Mail: melonie.perry@tasb.org

RE: Proposal No. 583-19- Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

Dear Melonie,

Our company does not provide or supply the items listed on the Evaluation Form. At this time all items are N/A. Please let me know if you have any questions

Regards,

Betty Jo Beach
Channel Sales
Colorado Time Systems



Proposal No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

EVALUATION ITEMS: This information will be used only for purposes of assisting in the evaluation of Vendor's price competitiveness. These items will not be individually awarded. THE FOLLOWING EVALUATION ITEMS MUST BE COMPLETED FOR EITHER THE AS SPECIFIED OR ALTERNATE PRODUCT. Equal alternates may be submitted in the proper columns only if you do not sell the specific product listed. This form must be fully completed and returned or PROPOSAL RESPONSE WILL NOT BE CONSIDERED. Vendors that do not offer any of the evaluation or alternate items listed below shall submit a written explanation to request exemption from this requirement. The Cooperative may determine, in its sole discretion, whether or not to exempt a vendor from this requirement based on all information provided with the proposal response.

Item No.	Specified Brand	Short Description	Full Description and Unit of Measure	Unit of Measure	AS SPECIFIED Indicate Unit Price as stated in your company's catalog/pricelist	AS SPECIFIED Indicate Discount (as stated in your company's proposal response)	AS SPECIFIED Calculated Buyboard Price (catalog/pricelist price less discount stated = Buyboard Price)	EQUAL ALTERNATE Indicate Brand and Model Number and Catalog Page No.	EQUAL ALTERNATE Indicate Unit Price as stated in your company's catalog/pricelist	EQUAL ALTERNATE Indicate Discount (as stated in your company's proposal response)	ALTERNATE Calculated Buyboard Price (catalog/pricelist price less discount stated = Buyboard Price)
1	Wilson	3F1003	FOOTBALL - GST Leather Series; Official Size: Each.	EA	NA						
2	Tachikara	20011575	VOLLEYBALL - Volly-Lite; Color: White; Regulation Size; Each.	EA	NA						
3	Spalding	LBT1000WC	BASKETBALL TF-1000 CLASSIC - Official Size: 29.5"; Each.	EA	NA						
4	Rawlings	ROLB1XBUCK30	BASEBALL ROLB1X - Bucket of 30 Practice Balls; Each.	EA	NA						
5	Olympia Sports	PC143P	REVERSIBLE SCRIMMAGE VEST - Color: Blue/Green; Size: 8 x 6 x 0.25; Each.	EA	NA						
6	Russell	F2FPFMF	MEN'S FOOTBALL PANTS - Color: White; Size: Large.	EA	NA						
7	Nike	NK653483	BASKETBALL SHOES - Color: White/Black; Size: Men's 11; Each.	EA	NA						
8	Under Armour	3020924	FOOTBALL SHOES - Color: White; Size: Men's 11; Each.	EA	NA						
9	Riddell	Varsity	FOOTBALL VARSITY HELMET - Attached S2BD-LW-V Face Maskmask; Size LG 22-23 1/2; Each.	EA	NA						
10	Bison	5153X00X	BASKETBALL FAN SHAPED BACKBOARD - Size: 39" x 54" heavy cushioned tempered glass, aluminum framework, shooter's square and border fired into glass; Each.	EA	NA						



Proposal Invitation No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

(Catalogs/Pricelists must be submitted with Proposal or Proposal will not be considered¹.)

NOTE: Vendors proposing various manufacturer product lines per line item on the Proposal Specification Form must submit the information as follows or proposal may not be considered:

- Manufacturers shall be listed in alphabetical order
- Vendor's must list one specific percentage discount for each Manufacturer listed.

If a vendor's response to Proposal Specification Form states "please see attachment sheet," all manufacturers listed on the attachment sheet must indicate per manufacturer the line item that correlates to Proposal Specification Form or Vendor's proposal may not be considered.

Section I: Athletic and Physical Education Products

Item No.	Short Description	Full Description	State Percent (%) of Discount off Catalog/Pricelist ¹	State Name of Catalog/Pricelist ¹	Exceptions to Discount
1	Discount (%) Off Catalog/Pricelist for All Athletic Supplies	Please state the discount (%) off catalog/pricelist for All Athletic Supplies . Catalog/Pricelist MUST be included or proposal will not be considered.	15 %	Complete Timing, Training, Scoring and Display Solutions	NONE
2	Discount (%) Off Catalog/Pricelist for All Athletic Equipment	Please state the discount (%) off catalog/pricelist for All Athletic Equipment . Catalog/Pricelist MUST be included or proposal will not be considered.	15 %	Complete Timing, Training, Scoring and Display Solutions	NONE
3	Discount (%) Off Catalog/Pricelist for All Athletic Clothing and Shoes	Please state the discount (%) off catalog/pricelist for All Athletic Clothing and Shoes . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
4	Discount (%) Off Catalog/Pricelist for All Football Helmets	Please state the discount (%) off catalog/pricelist for All Football Helmets (new and reconditioned). Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
5	Discount (%) Off Catalog/Pricelist for All Physical Education Supplies	Please state the discount (%) off catalog/pricelist for All Physical Education Supplies . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		

PROPOSAL NOTE

1. Catalogs/Pricelists are required to be submitted with Proposal

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PROPOSAL SPECIFICATION FORM



Proposal Invitation No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

Item No.	Short Description	Full Description	State Percent (%) of Discount off Catalog/Pricelist ¹	State Name of Catalog/Pricelist ¹	Exceptions to Discount
6	Discount (%) Off Catalog/Pricelist for All Physical Education Equipment	Please state the discount (%) off catalog/pricelist for All Physical Education Equipment . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>15</u> %	Complete Timing, Training, Scoring and Display Solutions	None
Section II: Commercial Grade/Heavy Duty Exercise Equipment					
7	Discount (%) Off Catalog/Pricelist for All Commercial Grade Treadmills	Please state the discount (%) off catalog/pricelist for All Commercial Grade Treadmills . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>NA</u> %		
8	Discount (%) Off Catalog/Pricelist for All Commercial Grade Exercise Bicycles	Please state the discount (%) off catalog/pricelist for All Commercial Grade Exercise Bicycles . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>NA</u> %		
9	Discount (%) Off Catalog/Pricelist for All Commercial Grade Elliptical Cross-Trainers	Please state the discount (%) off catalog/pricelist for All Commercial Grade Elliptical Cross-Trainers . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>NA</u> %		
10	Discount (%) Off Catalog/Pricelist for All Commercial Grade Stair Climbers	Please state the discount (%) off catalog/pricelist for All Commercial Grade Stair Climbers . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>NA</u> %		
11	Discount (%) Off Catalog/Pricelist for All Commercial Grade Selectorized Strength Training Equipment	Please state the discount (%) off catalog/pricelist for All Commercial Grade Selectorized Strength Training Equipment . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>NA</u> %		

PROPOSAL NOTE

1. Catalogs/Pricelists are required to be submitted with Proposal



Proposal Invitation No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

Item No.	Short Description	Full Description	State Percent (%) of Discount off Catalog/Pricelist ¹	State Name of Catalog/Pricelist ¹	Exceptions to Discount
12	Discount (%) Off Catalog/Pricelist for All Commercial Grade Computerized Strength Training Equipment	Please state the discount (%) off catalog/pricelist for All Commercial Grade Computerized Strength Training Equipment . . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
13	Discount (%) Off Catalog/Pricelist for All Commercial Grade Plate Loaded Strength Training Equipment	Please state the discount (%) off catalog/pricelist for All Commercial Grade Plate Loaded Strength Training Equipment . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
14	Discount (%) Off Catalog/Pricelist for All Commercial Grade Free Weights	Please state the discount (%) off catalog/pricelist for All Commercial Grade Free Weights . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
15	Discount (%) Off Catalog/Pricelist for All Outdoor Commercial Grade Exercise Equipment	Please state the discount (%) off catalog/pricelist for All Outdoor Commercial Grade Exercise Equipment . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
16	Discount (%) Off Catalog/Pricelist for All Other Commercial Grade Heavy Duty Exercise Equipment and Accessories	Please state the discount (%) off catalog/pricelist for All Other Commercial Grade Heavy Duty Exercise Equipment and Accessories . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		
17	Discount (%) Off Catalog/Pricelist for Rental of All Types of Commercial Grade Exercise Equipment	Please state the discount (%) off catalog/pricelist for Rental of All Types of Commercial Grade Exercise Equipment (Indoor/Outdoor) . Catalog/Pricelist MUST be included or proposal will not be considered.	NA %		

PROPOSAL NOTE

1. Catalogs/Pricelists are required to be submitted with Proposal

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PROPOSAL SPECIFICATION FORM



Proposal Invitation No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

Item No.	Short Description	Full Description	State Percent (%) of Discount off Catalog/Pricelist ¹	State Name of Catalog/Pricelist ¹	Exceptions to Discount
Section III: Gymnasium and Outdoor Field Equipment and Supplies					
18	Discount (%) Off Catalog/Pricelist for Gymnasium Spectator Seating and Accessories	Please state the discount (%) off catalog/pricelist for Gymnasium Spectator Seating and Accessories (all types including but not limited to fixed, telescoping, portable, and related items). Catalog/Pricelist MUST be included or proposal will not be considered.	0 %		
19	Discount (%) Off Catalog/Pricelist for Basketball Backstops, Backboards, Goals and Accessories	Please state the discount (%) off catalog/pricelist for Basketball Backstops, Backboards, Goals and Accessories (all types including but not limited to wall mount, ceiling mount, folding, stationary, and related items). Catalog/Pricelist MUST be included or proposal will not be considered.	0 %		
20	Discount (%) Off Catalog/Pricelist for Gymnasium Divider Curtains and Accessories	Please state the discount (%) off catalog/pricelist for Gymnasium Divider Curtains and Accessories (all types including but not limited to motorized, manual, and related items). Catalog/Pricelist MUST be included or proposal will not be considered.	0 %		
21	Discount (%) Off Catalog/Pricelist for Gymnasium Wall Pads and Accessories	Please state the discount (%) off catalog/pricelist for Gymnasium Wall Pads and Accessories (all types). Catalog/Pricelist MUST be included or proposal will not be considered.	0 %		
22	Discount (%) Off Catalog/Pricelist for Gymnasium Floor Mats and Accessories	Please state the discount (%) off catalog/pricelist for Gymnasium Floor Mats and Accessories (all types). Catalog/Pricelist MUST be included or proposal will not be considered.	0 %		

PROPOSAL NOTE

1. Catalogs/Pricelists are required to be submitted with Proposal

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PROPOSAL SPECIFICATION FORM



Proposal Invitation No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

Item No.	Short Description	Full Description	State Percent (%) of Discount off Catalog/Pricelist ¹	State Name of Catalog/Pricelist ¹	Exceptions to Discount
23	Discount (%) Off Catalog/Pricelist for Gymnasium Volleyball Systems and Accessories	Please state the discount (%) off catalog/pricelist for Gymnasium Volleyball Systems and Accessories (all types including but not limited to standards, nets, rope tensioners, boundary markers, antennae, floor plates, floor sleeves, floor anchors, judges stands, center standard center, transporters, wall storage hooks, protective pads, and related items). Catalog/Pricelist MUST be included or proposal will not be considered.	<u>0</u> %		
24	Discount (%) Off Catalog/Pricelist for Gymnasium Scoreboards and Accessories	Please state the discount (%) off catalog/pricelist for Gymnasium (Indoor) Scoreboards and Accessories (all types including but not limited to basketball, hockey, swimming, volleyball, wrestling, related items). Catalog/Pricelist MUST be included or proposal will not be considered.	<u>20</u> %	Scoreboards Display Solutions for All Sports	NONE
25	Discount (%) Off Catalog/Pricelist for Gymnasium Floor Covers and Accessories	Discount (%) Off Catalog/Pricelist for Gymnasium Floor Covers, Rubberized Tile and Accessories (all types). Please state the discount (%) off catalog/pricelist. Catalog/Pricelist MUST be included or proposal will not be considered.	<u>0</u> %		
26	Discount (%) Off Catalog/Pricelist for Repair Parts	Please state the discount (%) off catalog/pricelist for Repair Parts (for all types of gymnasium equipment). Catalog/Pricelist MUST be included or proposal will not be considered.	<u>0</u> %		
27	Discount (%) Off Catalog/Pricelist for Outdoor Sports Barrier Netting Products	Please state the discount (%) off catalog/pricelist for Outdoor Sports Barrier Netting Products . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>0</u> %		
28	Discount (%) Off Catalog/Pricelist for All Other Gymnasium and Outdoor Field Equipment and Accessories	Please state the discount (%) off catalog/pricelist for All Other Gymnasium and Outdoor Field Equipment and Accessories . Catalog/Pricelist MUST be included or proposal will not be considered.	<u>0</u> %		

PROPOSAL NOTE

1. Catalogs/Pricelists are required to be submitted with Proposal

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PROPOSAL SPECIFICATION FORM



Proposal Invitation No. 583-19-Athletic, Physical Education, Gymnasium Supplies and Equipment and Heavy Duty Exercise Equipment and Related Accessories

Section IV: Installation and Repair Service			Not to Exceed Hourly Labor Rate	Detailed Information on Hourly Labor Rate	Exceptions to Hourly Labor Rate
29	Not to Exceed Hourly Labor Rate for Installation/Repair Service of Athletic and Gymnasium Equipment, Heavy Duty Exercise Equipment	Hourly Labor Rate for Installation/Repair Service of Athletic and Gymnasium Equipment, Heavy Duty Exercise Equipment and Related Products -- State the Not to Exceed hourly labor rate for Athletic and Gymnasium Equipment and Related Products.	\$ 85 /Hour	Hourly Rate is for Service And Repairs	See (*) under Line Item 29

*Hourly Rate Does not apply for Project Installations. Installation pricing is determined by location and size of project. Installation start at \$2,500 and can be higher depending on project.

PROPOSAL NOTE

1. Catalogs/Pricelists are required to be submitted with Proposal



12007 Research Boulevard • Austin, Texas 78759-2439 • PH: 800-695-2919 • FAX: 800-211-5454 • www.buyboard.com

**THE LOCAL GOVERNMENT PURCHASING COOPERATIVE
ADDENDUM No. 1**

**Proposal No. 583-19
Athletic, Physical Education, Gymnasium Supplies and Equipment
and Heavy Duty Exercise Equipment and Related Accessories**

The following information becomes a permanent part of the Proposal Invitation document.

PROPOSAL DUE DATE

The correct deadline date for this proposal is August 30, 2018, at 4:00 P.M.

Please sign and return one copy of the addendum with proposal as verification of receipt and compliance with addendum information.

Company Name: Colorado Time Systems

Address: 1551 E. 11th St. Loveland, CO 80537

Signature of Authorized
Company Official: _____

Title: Vice President/General Manager

Telephone Number: 970-667-1000 Date: 7/31/2018



Board Meeting Date: 6/21/2021

TITLE: Workers' Compensation Insurance

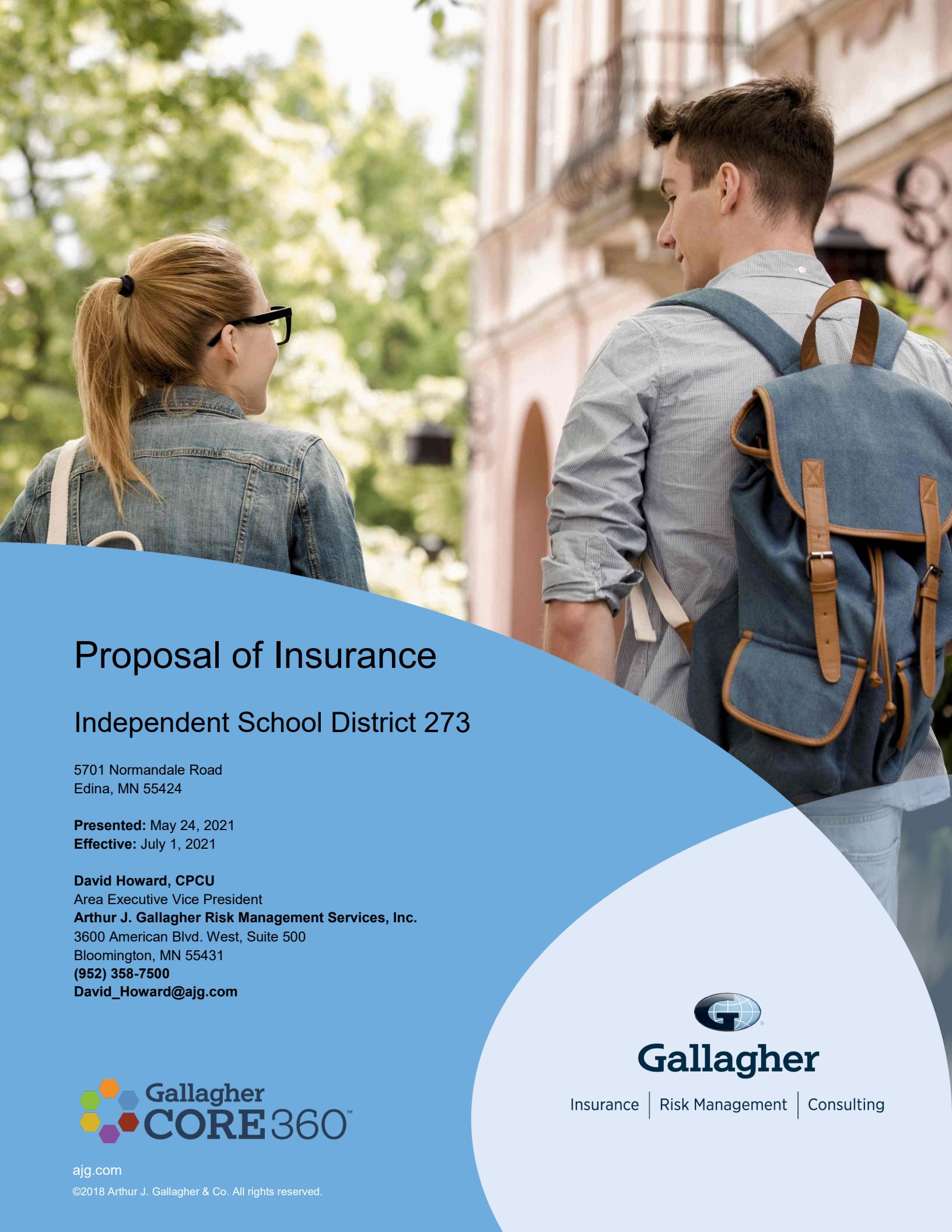
TYPE: Consent

BACKGROUND: In FY20-21 the district switched from State Fund Mutual (SFM) to Dakota Truck Underwriters and realized a premium savings of \$157,726. The renewal with Dakota Truck Underwriters for 21-22 is \$328,641, an increase of 3%. This increase is very low based on wages increasing by an estimated 1.2% overall, and the District's experience mod going from .62 to .77 (24% increase). The experience mod is calculated on the most recent 3 years' worth of claims (the district dropped off a very low claim year and added a higher claim year).

RECOMMENDATION: The Board Finance & Facilities Committee and administration recommend that the District accept the quote from Dakota Truck Underwriters (RAS) in the amount of \$328,641.

ATTACHMENTS:

1. Workers' Comp Insurance Proposal
2. Workers' Compensation Experience mod factor worksheet



Proposal of Insurance

Independent School District 273

5701 Normandale Road
Edina, MN 55424

Presented: May 24, 2021

Effective: July 1, 2021

David Howard, CPCU

Area Executive Vice President

Arthur J. Gallagher Risk Management Services, Inc.

3600 American Blvd. West, Suite 500

Bloomington, MN 55431

(952) 358-7500

David_Howard@ajg.com



ajg.com

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Gallagher

Insurance | Risk Management | Consulting

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Service Team

David Howard, CPCU has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME / TITLE	PHONE / ALT. PHONE	EMAIL	ROLE
David Howard, CPCU Area Executive Vice President	(952) 358-7523	David_Howard@ajg.com	Producer
Cathy Caviness Client Service Supervisor	(952) 358-7512 (952) 358-7500	cathy_caviness@ajg.com	Client Service Manager
Colleen Cauley Client Service Manager	952-358-7537	Colleen_Cauley@ajg.com	Client Service Manager

Arthur J. Gallagher Risk Management Services, Inc.

Main Office Phone Number: (952) 358-7500

Program Structure

Named Insured

The named insured on this policy is Independent School District 273

Note: Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.

Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE
Dakota Truck Underwriters	Workers' Compensation	Recommended Quote

Location Schedule

LINE OF COVERAGE	LOC # / BLDG #	LOCATION ADDRESS	BUILDING DESCRIPTION
Workers' Compensation	1-11	5201 W. 76th Street Edina, MN 55439	Transportation Center
	1-10	6754 Valley View Rd Edina, MN 55436	Edina High School
	1-9	6401 Gleason Rd Edina, MN 55436	Creek Valley Elementary School
	1-8	5701 Benton Avenue Edina, MN 55436	Countrysdie Elementary School
	1-7	6750 Valley View Road Edina, MN	Valley View Middle School
	1-6	4725 S View Ln Edina, MN	Southview Middle School
	1-5	5701 Normandale Road Edina, MN 55424	Normandale Elementary School
	1-4	7000 Cornelia Drive Edina, MN 55436	Cornelia Elementary School
	1-3	5505 Doncaster Way Edina, MN 55436	Edina Highlands Middle School
	1-2	5900 Concord Street Edina, MN 55436	Concord Elementary
	1-1	5701 Normandale Rd Edina, MN 55424	Edina Community Center/District Office

Program Details

Coverage: Workers' Compensation

Carrier: Dakota Truck Underwriters

Policy Period: 7/1/2021 to 7/1/2022

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Coverage A - Workers' Compensation		Statutory	
Employers' Liability Limits Bodily Injury by Accident	Limit	\$1,000,000	Each Accident
Employers' Liability Limits Bodily Injury by Disease	Limit	\$1,000,000	Each Employee
Employers' Liability Limits Bodily Injury by Disease	Limit	\$1,000,000	Policy Limit

Deductibles / Self-Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Workers' Compensation	None

Experience Modification Factor(s):

DESCRIPTION	FACTOR
MN 2021-22	0.77
MN 2020-21	0.62

States:

DESCRIPTION	STATE
States Covered:	MN
States Excluded:	OH, ND, WA, WY

Exclusions include, but are not limited to:

DESCRIPTION
Voluntary Compensation
Assumptions under Contract
Federal Employers' Liability Act
Longshore & Harbor Workers' Act
Bodily Injury Intentionally Caused by Insured

Exclusions include, but are not limited to:

DESCRIPTION

Bodily Injury to an Employee While Employed in Violation of Law

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION

Premium Includes TRIA Premium: \$8,092
--

Premium	\$311,944.00
----------------	---------------------

Surcharges & Assessments	
-------------------------------------	--

SCF Assessment	\$16,697.00
----------------	-------------

Total Surcharges & Assessments	\$16,697.00
---	--------------------

ESTIMATED PROGRAM COST	\$328,641.00
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TRIA/TRIPRA PREMIUM (+ Additional Surcharges, Taxes and Fees as applicable)	INCLUDED
--	-----------------

Subject to Audit: Annually

Auditable Exposures:

STATE	CLASS CODE	DESCRIPTION	EXPOSURE	RATE PER \$100
MN	7380	Chauffeurs & Helpers	\$25,570 - Annual Remuneration	7.36
MN	7382	Bus Co.:all Other Employees & Drivers	\$1,704,611 - Annual Remuneration	5.33
MN	8385	Bus Company - Garage Employee	\$247,164 - Annual Remuneration	3.86
MN	8868	Schools: Professional Employees and Clerical	\$75,224,916 - Annual Remuneration	0.56
MN	9101	Schools - all Other Employees	\$3,722,425 - Annual Remuneration	5.43

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		PROPOSED PROGRAM	
		CARRIER	ESTIMATED COST
Workers' Compensation	Premium	Dakota Truck Underwriters	\$311,944.00
	Srchrg & Asmnt		\$16,697.00
	Estimated Cost		\$328,641.00
	Annualized Cost		-
	TRIA Premium		Included
Total Estimated Program Cost			\$328,641.00

Quote from **Dakota Truck Underwriters** is valid until **7/1/2021**

Gallagher is responsible for the placement of the following lines of coverage:

Workers' Compensation

- All lines of coverage through MIST Program, Builder's Risk, International Package (not renewed 5/13/21)

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Premium Financing

Arthur J. Gallagher is pleased to offer Premium Financing for our clients.

What is Premium Financing?

Premium financing is a short-term loan that provides premium payment flexibility. By financing, you have the option to spread out your premium payments instead of paying in full at the time of policy purchase or renewal.

Why Premium Financing May be Good for Your Business?

- May improve **capital and cash flow management** by spreading out premium payments over the policy period.
- Allows for **consolidation of** multiple policies into one premium finance agreement with a single monthly or quarterly payment.
- Provides automated **ACH options and flexible payment** terms.

Want to Learn More?

If you are interested in learning more or obtaining a quote, contact your Client Service Manager.

Payment Plans

CARRIER / PAYABLE CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
Dakota Truck Underwriters	Workers' Compensation	10-10-month installment (25% down); Other payment plans are available	Direct Bill

Carrier Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING & FINANCIAL SIZE CATEGORY *	ADMITTED/NON-ADMITTED **
Dakota Truck Underwriters	A- VII	Admitted

*Gallagher companies use A.M. Best rated insurers and the rating listed above was verified on the date the proposal document was created.

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A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. Best's Credit Ratings™ are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings™ and Guide to Best's Credit Ratings, visit the A.M. Best website at <http://www.ambest.com/ratings>.

**If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Proposal Disclosures

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at Compensation_Complaints@ajg.com or by regular mail at:

Chief Compliance Officer
Gallagher Global Brokerage
Arthur J. Gallagher & Co.
2850 Golf Rd.
Rolling Meadows, IL 60008

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Client Signature Requirements

Coverages for Consideration

Overview

- A proposal for any of the coverages can be provided.
- The recommendations and considerations summarized in this section are not intended to identify all exposures.
- Since Gallagher does not handle your complete insurance program, these recommendations only reflect items within our scope of responsibility.

Other Coverage Considerations

- Coverages for Consideration are discussed with renewal of the Minnesota Insurance Scholastic Trust (MIST) program

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 5/24/2021, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	COVERAGE/CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Workers' Compensation
	Dakota Truck Underwriters
<i>TRIA Cannot Be Rejected</i>	

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

Producer/ Insured Coverage Amendments and Notes:

Exposures and Values

We confirm the payroll, values, schedules, and other data contained in the proposal, and submitted to the underwriters, are compiled from information provided by you and we acknowledge it is our responsibility to see that such information is updated and maintained accurately. For renewal policies, if no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies.

Provide Quotations or Additional Information on the Following Coverage Considerations:

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By rejecting a quotation for this valuable coverage, you understand that there will be no coverage and agree to hold Gallagher harmless in the event of a loss.

Other Coverages to Consider

☐ Coverages for Consideration are discussed with renewal of the Minnesota Insurance Scholastic Trust (MIST) program

Gallagher's liability to Client arising from any acts or omissions of Gallagher shall not exceed \$20 million in the aggregate. Gallagher shall only be liable for actual damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages or attorneys' fees. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with this Agreement or any Services provided hereunder may be brought by either party any later than two (2) years after the accrual of such claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

I have read, understand and agree that the above information is correct and has been disclosed to us prior to authorizing Gallagher to bind coverage and/or provide services to us.

By: _____

Print Name (Specify Title)

Company

Signature

Date: _____

Appendix

Bindable Quotations & Compensation Disclosure Schedule

Client Name: Independent School District 273

COVERAGE(S)	CARRIER NAME(S)	WHOLESALE, MGA, OR INTERMEDIARY NAME ¹	EST. ANNUAL PREMIUM ²	COMM.% OR FEE ³	GALLAGHER U.S. OWNED WHOLESALE, MGA, OR INTERMEDIARY %
Workers' Compensation	Dakota Truck Underwriters	Risk Administration Services, Inc.	\$311,944.00	8 %	

¹ We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

² If the premium is shown as an indication: The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

* A verbal quotation was received from this carrier. We are awaiting a quotation in writing.

³ The commission rate is a percentage of annual premium excluding taxes & fees.

* Gallagher is receiving ____% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.

Claims Reporting By Policy

Direct Reporting

Immediately report all claims for the following lines of coverage to the insurance carrier.

- Workers' Compensation
 - Dakota Truck Underwriters
 - Online: www.rascompanies.com
 - Phone #:877-585-1117
 - Fax #:877-884-6573
 - Email : FirstReports@RASCompanies.com

MINNESOTA WORKERS' COMPENSATION EXPERIENCE RATING

COMBO GROUP ID: 000345270

RATING DATE: 07/01/21 to 07/01/22

COVERAGE GROUP ID: 0345270 INDEPENDENT SCHOOL DISTRICT 273

CARRIER: 27669 Dakota Truck Underwriters

POLICY: WC01000519662020A

Risk Name	Address	City	ST	Zip
EDINA COMMUNITY CENTERDISTRICT OFFICE	5701 NORMANDALE RD	EDINA	MN	55424
ELEMENTARY SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
HIGH SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
INDEPENDENT SCHOOL DISTRICT 273	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS BUS GARA	5701 NORMANDALE RD	EDINA	MN	55424

* SEE ADDITIONAL EMPLOYER NAMES ON LAST PAGE *

Policy Effective Date	Policy Number	Actual Incurred Losses	Actual Primary Losses	Expected Losses	Expected Primary Losses
07/01/17	067766303	46,805	39,583	222,303	96,342
07/01/18	067766304	85,616	59,046	212,324	92,037
07/01/19	067766305	255,770	60,920	216,771	93,996
EXPERIENCE TOTALS: A =		388,191	B= 159,549	C= 651,398	D= 282,375

Experience Mod Formula

Actual Calculation

Weight Factor

E = .35

$$1 + \frac{(A - C)(E) + (B - D)(1 - E)}{C + F} = 1 + \frac{(-263,207)(.35) + (-122,826)(.65)}{740,398}$$

Ballast Factor

F = 89,000

MEDICAL-ONLY ACTUAL LOSSES
HAVE BEEN REDUCED BY 70%

**Experience
Modification**

.77

MINNESOTA WORKERS' COMPENSATION EXPERIENCE RATING

COMBO GROUP ID: 000345270

RATING DATE: 07/01/21 to 07/01/22

COVERAGE GROUP ID: 0345270 INDEPENDENT SCHOOL DISTRICT 273

CARRIER: 27669 Dakota Truck Underwriters

POLICY: WC01000519662020A

Carrier 22799

Policy # 067766303

Effective 07/01/17 to 07/01/18

Claim Number or #claims	Class Code	Inj Typ	Open = 0 Closed = 1 Reopen = 2	Actual Incurred Losses	Primary Actual Losses	Class Code	Payroll	Exp. Loss Rate	Expected Losses	D Ratio	Primary Expected Losses
UNDER \$17501						7380	38,516	2.20	847	.36	305
647783	9101	05	1	635	635	8868	69,357,690	.18	124,844	.44	54,931
646891	9101	06	1	303	303	9101	3,872,743	1.70	65,837	.44	28,968
644205	8868	06	1	618	618	7382	1,726,829	1.64	28,320	.40	11,328
643316	9101	06	1	71	71	8385	219,165	1.12	2,455	.33	810
641759	8868	06	1	396	396						
640984	8868	05	1	1,639	1,639						
639602	8868	06	1	62	62						
639533	7382	06	1	164	164						
638655	8868	06	1	695	695						
638142	8868	06	1	1,113	1,113						
636411	9101	06	1	75	75						
636310	8868	05	1	1,145	1,145						
635594	8868	06	1	141	141						
635407	8868	06	1	85	85						
632472	9101	06	1	224	224						
631987	8868	06	1	495	495						
631579	8868	06	1	1,020	1,020						
627718	8868	06	1	1,318	1,318						
618665	9101	06	1	1,329	1,329						
615417	9101	06	1	220	220						
615334	9101	06	1	295	295						
613594	8868	06	1	50	50						
612410	8868	06	1	137	137						
612040	8868	05	1	2,915	2,915						
611301	9101	06	1	572	572						
609540	8868	06	1	50	50						
609350	9101	09	1	5,254	5,254						
608991	8868	06	1	469	469						
608858	8868	06	1	53	53						
608767	8868	06	1	218	218						
608698	9101	06	1	241	241						
602709	8868	06	1	81	81						
\$17501 and Over											
628917	8385	09	1	24,722	17,500						
POLICY TOTALS:				46,805	39,583		75,214,943		222,303		96,342

Carrier 22799

Policy # 067766304

Effective 07/01/18 to 07/01/19

Claim Number or #claims	Class Code	Inj Typ	Open = 0 Closed = 1 Reopen = 2	Actual Incurred Losses	Primary Actual Losses	Class Code	Payroll	Exp. Loss Rate	Expected Losses	D Ratio	Primary Expected Losses
UNDER \$17501						8868	69,433,247	.18	124,980	.44	54,991
695249	9101	06	1	95	95	9101	3,372,918	1.70	57,340	.44	25,230
694086	8868	06	1	42	42	7382	1,654,088	1.64	27,127	.40	10,851
694083	8868	09	1	4,481	4,481	8385	210,254	1.12	2,355	.33	777
690607	8868	06	1	100	100	7380	23,718	2.20	522	.36	188
689148	8868	06	1	75	75						
688825	9101	06	1	46	46						
684426	8868	06	1	294	294						
683353	8868	06	1	474	474						
680009	8868	06	1	42	42						

Printed Date: 01/04/21

MINNESOTA WORKERS' COMPENSATION EXPERIENCE RATING

COMBO GROUP ID: 000345270

RATING DATE: 07/01/21 to 07/01/22

COVERAGE GROUP ID: 0345270 INDEPENDENT SCHOOL DISTRICT 273

CARRIER: 27669 Dakota Truck Underwriters

POLICY: WC01000519662020A

Carrier 22799

Policy # 067766304

Effective 07/01/18 to 07/01/19

Claim Number or #claims	Class Code	Inj Typ	Open = 0 Closed = 1 Reopen = 2	Actual Incurred Losses	Primary Actual Losses	Class Code	Payroll	Exp. Loss Rate	Expected Losses	D Ratio	Primary Expected Losses
679376	8868	06	1	76	76						
678459	8868	06	1	620	620						
678431	9101	06	1	812	812						
678405	9101	06	1	36	36						
677615	8868	06	1	121	121						
676758	9101	06	1	156	156						
674805	8868	06	1	358	358						
672850	8868	06	1	121	121						
672315	8868	06	1	320	320						
672091	8868	06	1	53	53						
670557	8868	06	1	137	137						
669743	8868	06	1	86	86						
669147	9101	06	1	204	204						
665729	9101	06	1	788	788						
665496	7382	06	1	1,859	1,859						
665390	8868	06	1	75	75						
664965	9101	06	1	100	100						
664954	8868	06	1	376	376						
664497	8868	06	1	86	86						
662907	9101	06	1	62	62						
658798	8868	06	1	100	100						
657772	9101	06	1	274	274						
657057	9101	06	1	135	135						
656839	8868	06	1	247	247						
656396	9101	06	1	174	174						
655215	9101	06	1	53	53						
650537	8868	06	1	134	134						
649474	9101	06	1	334	334						
\$17501 and Over											
682881	9101	09	1	22,565	17,500						
682125	9101	06	2	7,620	5,250						
676786	8868	05	1	29,334	17,500						
667088	8868	06	1	12,551	5,250						
POLICY TOTALS:				85,616	59,046		74,694,225		212,324		92,037

Carrier 22799

Policy # 067766305

Effective 07/01/19 to 07/01/20

Claim Number or #claims	Class Code	Inj Typ	Open = 0 Closed = 1 Reopen = 2	Actual Incurred Losses	Primary Actual Losses	Class Code	Payroll	Exp. Loss Rate	Expected Losses	D Ratio	Primary Expected Losses
UNDER \$17501						7380	24,102	2.20	530	.36	191
741225	8868	06	1	71	71	8385	232,976	1.12	2,609	.33	861
736420	9101	06	1	167	167	7382	1,606,759	1.64	26,351	.40	10,540
735358	8868	06	1	87	87	8868	70,906,698	.18	127,632	.44	56,158
732001	9101	06	1	131	131	9101	3,508,743	1.70	59,649	.44	26,246
729228	8868	06	1	44	44						
727379	8868	06	1	259	259						
727025	8868	06	1	149	149						
723303	8868	06	1	497	497						
721373	9101	06	1	84	84						
721178	8868	06	1	338	338						
718965	8868	06	1	193	193						

Printed Date: 01/04/21

MINNESOTA WORKERS' COMPENSATION EXPERIENCE RATING

COMBO GROUP ID: 000345270

RATING DATE: 07/01/21 to 07/01/22

COVERAGE GROUP ID: 0345270 INDEPENDENT SCHOOL DISTRICT 273

CARRIER: 27669 Dakota Truck Underwriters

POLICY: WC01000519662020A

Carrier 22799

Policy # 067766305

Effective 07/01/19 to 07/01/20

Claim Number or #claims	Class Code	Inj Typ	Open = 0 Closed = 1 Reopen = 2	Actual Incurred Losses	Primary Actual Losses	Class Code	Payroll	Exp. Loss Rate	Expected Losses	D Ratio	Primary Expected Losses
717705	8868	06	1	101	101						
713899	8868	06	1	944	944						
712736	8868	06	1	42	42						
711126	8868	06	1	117	117						
708117	8868	06	1	42	42						
707634	8868	06	1	67	67						
707486	8868	06	1	1,018	1,018						
706392	8868	05	1	4,025	4,025						
700587	8868	06	1	44	44						
\$17501 and Over											
735542	9101	05	0	75,000	17,500						
719903	8868	09	0	128,500	17,500						
714565	9101	09	0	43,850	17,500						
POLICY TOTALS:				255,770	60,920		76,279,278		216,771		93,996

MINNESOTA WORKERS' COMPENSATION EXPERIENCE RATING

COMBO GROUP ID: 000345270

RATING DATE: 07/01/21 to 07/01/22

Risk Name	Address	City	ST	Zip
EDINA COMMUNITY CENTERDISTRICT OFFICE	5701 NORMANDALE RD	EDINA	MN	55424
ELEMENTARY SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
HIGH SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
INDEPENDENT SCHOOL DISTRICT 273	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS BUS GARAGE	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS BUS REPAIR GARAGE	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS BUSINESS SERVICES	5701 NORMANDALE RD SUITE 200	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS CONCORD ELEMENTARY	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS CORNELIA	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS COUNTRYSIDE ELEMENT	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS CREEK VALLEY ELEMEN	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS EDINA HIGH SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS EDINA HIGHLANDS ELE	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS SOUTH VIEW JUNIOR H	5701 NORMANDALE RD	EDINA	MN	55424
ISD 273 EDINA PUBLIC SCHOOLS VALLEY VIEW JUNIOR	5701 NORMANDALE RD	EDINA	MN	55424
MIDDLE SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
NORMANDALE ELEMENTARY SCHOOL	5701 NORMANDALE RD	EDINA	MN	55424
TRANSPORTATION CENTER	5701 NORMANDALE RD	EDINA	MN	55424



Board Meeting Date: 6/21/2021

TITLE: Property/Casualty/Liability Insurance

TYPE: Consent

BACKGROUND: In December 2015, the Board awarded the district's property liability insurance contract to the Minnesota Insurance Scholastic Trust (MIST). MIST provides the benefit of self-insurance cooperative purchasing and twenty-six districts currently participate in the MIST program. Any remaining funds at the end of a claim year are distributed among member districts. The renewal for 21-22 is a 10% increase from the 20-21 renewal. Markets have hardened considerably due to weather and other factors.

The administration recommends the district approve the MIST renewal.

RECOMMENDATION: Award the renewal of the Property/Casualty/Liability Insurance contract for 2021-22 to Minnesota Insurance Scholastic Trust (MIST) from July 1, 2021 through June 30, 2022 in the amount of \$614,149.31

ATTACHMENTS:

1. FY21-22 Edina Pricing List
2. MIST Update



This is not a bill. Please do not send payment until receipt of invoice.

PROPERTY/CASUALTY
Effective July 1, 2021 to July 1, 2022

District: Edina Public Schools

Fixed Costs	2020-2021 Expiring Costs	2021-2022 Renewal Costs
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*]	[-15.00%] \$85,048.12	[7.11%] \$132,084.07
Excess Liability	\$11,351.92	Incl. In Package
Excess Property	\$177,351.00	\$205,320.00
Boiler & Machinery	\$11,112.00	\$11,813.00
Cyber Liability	\$22,411.20	\$38,640.00
Pollution Liability	\$8,946.96	\$9,363.24
Arthur J. Gallagher Risk Management Services Fee	\$29,843.00	\$30,738.00
Gallagher Bassett Services Claims Administration Fee	\$6,186.00	\$4,914.00
Gallagher Bassett Services Loss Control Fee	\$1,000.00	\$1,000.00
Operations Cost	\$8,511.00	\$13,295.00
Total Fixed Costs	\$361,761.20	\$447,167.31

Variable Costs	2020-2021 Expiring Costs	2021-2022 Renewal Costs
Loss Fund – Package [*]	[-15.00%] \$196,292.00	[4.28%] \$166,982.00
Total Program Contribution on a Maximum Cost Basis	\$558,053.20	\$614,149.31

Total Program Costs 2021-2022	\$614,149.31
--------------------------------------	---------------------

Statistical Information	2020-2021 Expiring	2021-2022 Renewal
Total Insurable Values (includes Auto Physical Damage)	\$465,717,130	\$475,061,406.00
Students	8,634	8,383
All Vehicles	91	91

[*] Please note the actuarial debit/credit system for the 2021-2022 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).



M.I.S.T.

Minnesota
Insurance
Scholastic
Trust

Proposal of Insurance

Minnesota Insurance Scholastic Trust

C/O Eastern Carver County Schools ISD#112
11 Peavey Road
Chaska, MN 55318

Presented: May 20, 2021

Effective: July 1, 2021

Byron Given

Area Senior Vice President

Arthur J. Gallagher Risk Management Services, Inc.

2850 Golf Road

Rolling Meadows, IL 60008

(630) 694-5367

Byron_Given@ajg.com



ajg.com

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Gallagher

Insurance | Risk Management | Consulting

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Executive Summary

The Gallagher brokerage and administration team is pleased to present the July 1, 2021 to July 1, 2022 Property/Casualty renewal proposal for the Minnesota Insurance Scholastic Trust (MIST). As MIST enters its 9th year of service to your members, we would like to thank each of you for allowing our team to support your schools. We sincerely value the partnership Gallagher enjoys with each of the MIST members and look to continue the success of the MIST program far into the future.

The insurance marketplace continues to trend in a negative direction for all insureds, a trend that began approximately three years ago. As we experienced last year at renewal, pricing for nearly every line of coverage that MIST provides has increased in cost. The reasons for these rapid increases are many but primarily boil down to two things: 1) Carrier claims across the industry continue to outpace collected premiums and 2) Interest rates remain extremely low. The low interest rate environment forces carriers to remain profitable solely on underwriting decisions.

In 2020, catastrophic weather continued to devastate insureds across the United States. The August 10th, 2020 Derecho brought 120 MPH winds and swept across 770 miles and caused \$15Bn+ in total insured damages. This 1/1000 type of storm is one of many events happening globally that have caused carriers to update their storm modeling that helps them project what they need to collect for property premiums to pay future claims.

The liability market hardened due to a variety of negative trends. Social inflation (which generally refers to the rising costs of insurance claims tied to societal trends and views toward increased litigation, broader contractual interpretations, plaintiff friendly legal decisions, and larger jury awards) is a major factor. As evidence, consider the median average verdict for the top 50 cases in the U.S. has doubled in the last four years. The "Me Too Movement" against sexual harassment and sexual abuse of women by powerful men is an additional factor. Scandals involving the sexual abuse and molestation of children, adolescents and young people in churches, schools, and universities – including claims sourced from within the local MN K-12 school community – is also having an impact. Concussion claims remain a concerning trend impacting all manner of youth sports.

Cyber/Ransomware attacks are increasing at an unprecedented rate for educational entities in 2020. Many believe the rise in hacking events is due primarily to the workplace realities of the COVID-19 pandemic where many workers have been relegated to working at home. Remote access to K-12 school systems often times have vulnerabilities that cyber criminals have been able to exploit. This increase in claim activity has caused many insurers to stop offering coverage to public entities, particularly education. As a result of rising claims across the industry we are seeing consistent rate increases, deductible increases, and restriction of terms unless insureds can demonstrate they have best-in-class business practices to prevent and respond to ransomware events.

Gallagher has deployed the most strategic marketing efforts possible on your behalf across all coverage lines. These include scores of market discussions and dozens of formal submissions. In the proposal that follows we present the best terms that can be secured in the marketplace at this time. Our commitment is to leave no stone unturned and this year we even explored a joint property program with the ALPS pool, another Minnesota based K-12 pool. We are hopeful that the MIST membership are pleased with the terms we have been able to secure which represent significant coverage enhancements and only a single digit increase in overall cost. This is no small feat in this difficult marketplace.

We again would like to thank each of you for your assistance during the 2021-2022 renewal. We value each MIST member and look forward to being of service to you and your staff.

Byron Given
Area Senior Vice President

David Howard
Area Executive Vice President

Nick Lano
Area Vice President



MIST Property & Casualty Service Team

MIST Local Service Team - 3600 American Boulevard West, Suite 500 Bloomington, MN 55413			
David Howard, CPCU Area Executive Vice President	952-358-7523	952-358-7501 (f)	david_howard@ajg.com
Nick Lano Area Vice President	952-358-7579	952-358-7501 (f)	nick_lano@ajg.com
MIST Program Administration - 2850 Golf Road, 9th floor Rolling Meadows, IL 60008			
Byron Given Area Senior Vice President	216-694-5367	630-285-4062 (f)	byron_given@ajg.com
Katie Navin, CISR, CLCS Senior Client Service Manager	630-228-6665	630-285-4062 (f)	katie_navin@ajg.com
Laura O'Malley Account Executive - Key Accounts	630-228-6717	630-285-4062 (f)	laura_omalley@ajg.com
Katie Lindholm Client Service Associate	847-598-2544	630-285-4062 (f)	katie_lindholm@ajg.com
Certificates Only			
For All New Claims Please Contact:			
Gallagher Bassett Services, Inc. TO REPORT A NEW CLAIM- ANYTIME DAY OR NIGHT PLEASE USE THE FOLLOWING PHONE HOT LINE OR E-MAIL INCLUDE THE FOLLOWING: Client ID #005246	855-900-MIST (6478)		MIST@tnwinc.com
Gallagher Bassett - MIST Account Manager			
Emily Wells Senior client service manager	630-285-3857	866-560-1936 (f)	emily_wells@gbtpa.com
For Existing Claims - Please contact Gallagher Bassett Services by claim type:			
Property/Liability			
Scott Nielsen Supervisor	763-416-8938	855-553-4121 (f)	scott_nielsen@gbtpa.com
Lindsay Heidt Lead Resolution Manager	763-416-8972		Lindsay_Heidt@gbtpa.com
Melanie Greening Senior Resolution Manager	763-416-8943		Melanie_Greening@gbtpa.com
School Board Legal Liability			
Stephanie Christensen Senior Resolution Manager	630-282-2477	630-932-4223 (f)	Stephanie_Christensen@gbtpa.com
Karleigh Cherveney Supervisor	630-282-8546		Karleigh_Cherveney@gbtpa.com
Claims Reporting - Boiler & Machinery			
Contact Liberty Mutual	800-362-0000	800-329-3297 (f)	CLCLaimReports@LibertyMutual.com
Claims Reporting - Cyber Liability			
Report Claims Immediately To: Phelps Dunbar 24/7 Toll Free Hotline	833-229-1647		
Claims Reporting - Pollution Liability			
Contact Ironshore	888-292-0249	646-826-4814 (f)	ironenviroclaims@ironshore.com
Loss Control Services			
Jonathan Wilson Account Coordinator	630-936-3048		jonathan_wilson@gbtpa.com
Manny Melton Loss Control Consultant	708-227-6363		firemarshal10@aol.com
Treasurer Services - Artex Services			
Diana Dunkin-Vasquez Account Executive	480-758-3291	480-248-6444 (f)	diana_dunkinvasquez@artextrisk.com

Program Structure

Named Insured

LINE OF COVERAGE	NAMED INSURED
All Lines of Coverage included in this proposal	Minnesota Insurance Scholastic Trust and Its Members

Member List:
ACGC Public Schools ISD #2396
Austin Public Schools ISD #492
Barnum Public Schools ISD #91
Belle Plaine Public Schools ISD # 716
Breckenridge ISD #846 Wilkin County
Eastern Carver County School District ISD #112
Edina Public Schools ISD #273
Elk River Area School District ISD #728
Fillmore Central Schools ISD #2198
Grand Rapids ISD #318
Greenway Public Schools ISD #316
Hastings Public Schools ISD #200
New London-Spicer Schools ISD #0345
New Prague Area Public Schools ISD #721
Park Rapids Area Schools ISD #309
St. Louis Park Public Schools ISD #283
Waconia ISD #110
Watertown-Mayer Public School ISD #111
White Bear Lake Area Schools ISD 624
Winona Area Public Schools ISD #861

Note: Any entity not named in this proposal, may not be an insured entity. This may include affiliates, subsidiaries, LLC's, partnerships and joint ventures.

Location Schedule

LINE OF COVERAGE	LOCATION ADDRESS
All Lines of Coverage included in this proposal	As per schedules submitted by each district through RiskPartner by the close date of 2-1-2021

Statistical Information

	2020 - 2021	2021 - 2022	% Change
Members	20	20	
Students	82,721	80,216	3.0%
Total Vehicles	602	596	-1.0%
Total Insured Values including Auto Physical Damage	\$4,305,803,133	\$4,451,934,105	3.4%

Market Review

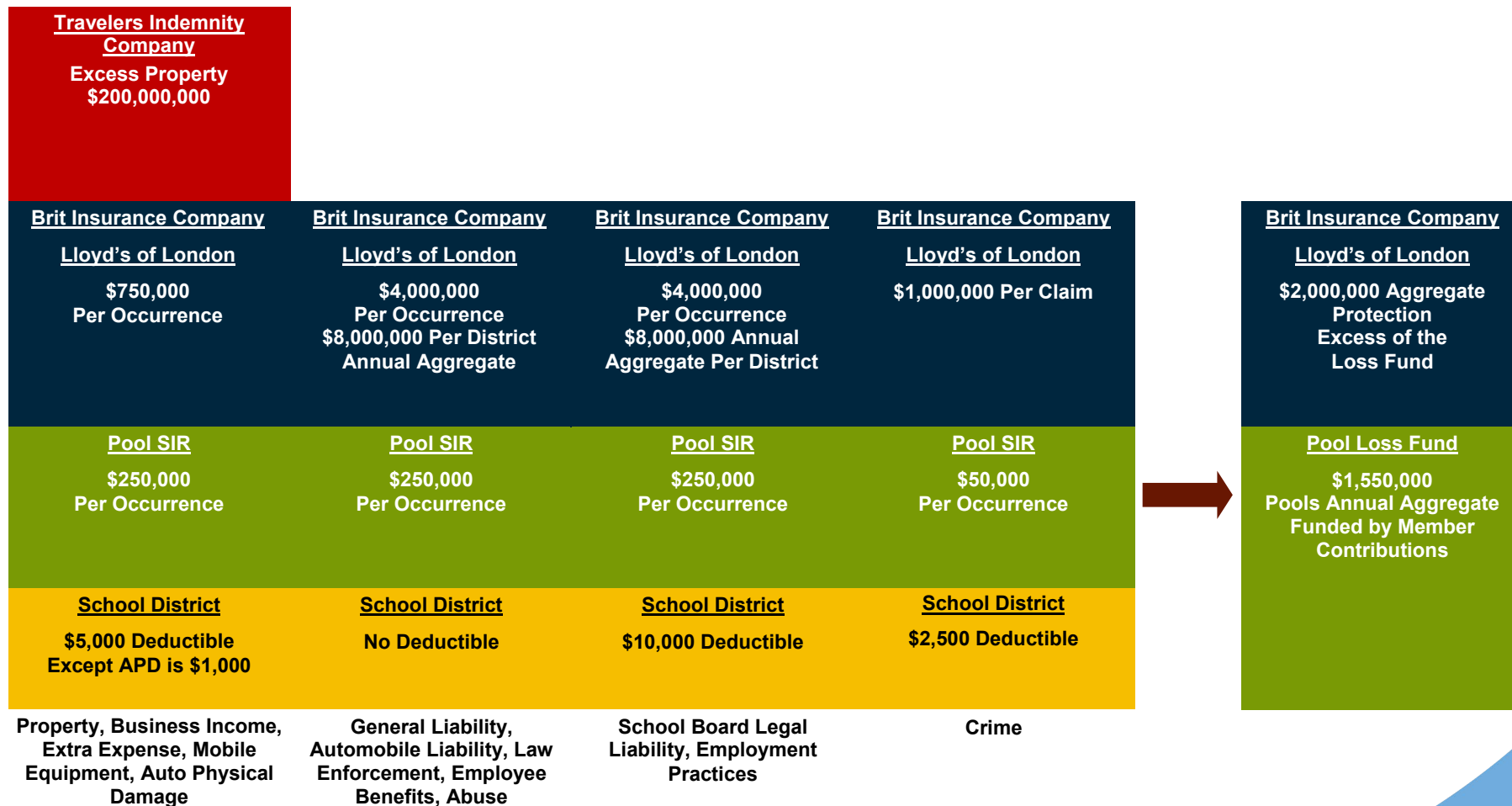
We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE
Lloyd's Syndicate 2987 (Brit)	Package	Recommended Quote
Great American Insurance Company	Package	Quoted
Old Republic Insurance Group	Package	Declined to Quote - Pricing not Competitive
Munich Reinsurance Company	Package	Declined to Quote - Pricing not Competitive
Travelers Indemnity Company	Excess Property	Recommended Quote
Travelers Indemnity Company	Joint Excess Property with ALPS	Declined
Everest Re Group Ltd	Joint Excess Property with ALPS	Indication (Verbal)* - Pricing not Competitive
Munich Reinsurance Company	Joint Excess Property with ALPS	Declined to Quote - Pricing not Competitive
Old Republic Insurance Group	Joint Excess Property with ALPS	Declined to Quote - Pricing not Competitive
AJG London – Various Syndicates	Joint Excess Property with ALPS	No Response
RPS	Joint Excess Property with ALPS	No Response
Liberty Mutual Fire Insurance Company	Equipment Breakdown	Recommended Quote
Travelers Property Casualty Co of America	Equipment Breakdown	Quoted
Hartford Steam Boiler Inspection & Insurance Co.	Equipment Breakdown	Quoted
Lloyd's Syndicate 4242	Cyber Liability	Indication (Written)*
Underwriters at Lloyd's, London - CFC	Cyber Liability	Indication (Written)* (Separate Quote for Each District)
Underwriters at Lloyd's, London	Excess Cyber Liability	No Response
Ironshore Specialty Insurance Co	Environmental Liability	Recommended Quote

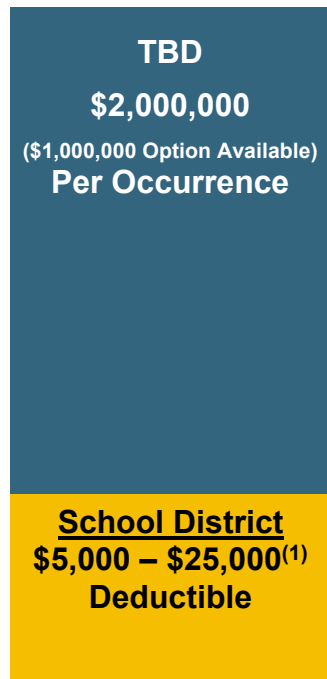
*The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

Structure Graphs

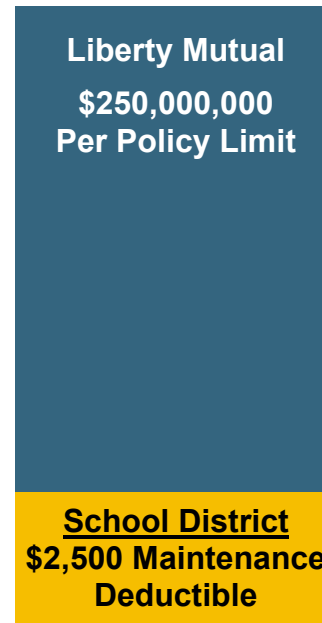
Property/Casualty Recommended Program Structure 2021-2022 Protected Self-Insurance



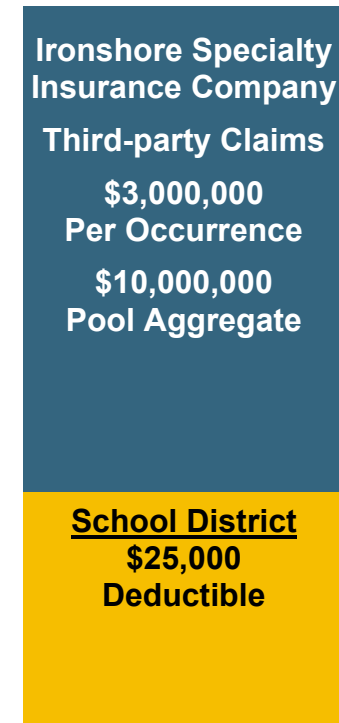
Recommended 2021-2022 MIST First Dollar/Traditional Policies



Cyber Liability



Boiler & Machinery



Pollution Liability

⁽¹⁾ Various deductibles by district apply.

Program Details

Coverage: BRIT Package

Carrier: Lloyd's Syndicate 2987

Policy Period: 7/1/2021 to 7/1/2022

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE
General Liability	Occurrence	Not Applicable
School Board Miscellaneous Liability (SBLL)	Claims Made	See Attached List By Member
Sexual Harassment Liability (SBLL)	Claims Made	See Attached List By Member
Employment Practices Liability	Claims Made	See Attached List By Member
Employee Benefits Liability	Claims Made	See Attached List By Member

Defense Limitations:

DEFENSE COST DOLLAR LIMIT	DEFENSE COST TYPE
Applies	Within the Limits of Liability

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
Coverage Section I Property			
- Specific Excess Limit of Insurance for Each Occurrence	Limit	\$750,000	All Coverages under Section I combined
Subject to the Following Sub limits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section I Property Specific Excess Limit of Insurance Above:			
- Automobile Physical Damage Only	Sublimit	\$750,000	
- Flood and Surface Water	Sublimit	\$750,000	
- Flood and Surface Water	Sublimit	\$750,000	Annual Aggregate
- Earthquake	Sublimit	\$750,000	
- Earthquake	Sublimit	\$750,000	Annual Aggregate
- Named Windstorm	Sublimit	\$750,000	
- Data Processing:	Sublimit	\$750,000	
- Valuable Papers:	Sublimit	\$750,000	
- Fine Arts:	Sublimit	\$750,000	
- Accounts Receivable:	Sublimit	\$750,000	
- Mobile Equipment:	Sublimit	\$750,000	
- Extra Expense:	Sublimit	\$750,000	

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
- Transit:	Sublimit	\$750,000	
- Business Interruption:	Sublimit	\$750,000	
- Newly Acquired Property Reporting Limit as Provided in Coverage Section I Conditions, Automatic Acquisition Clause:	Sublimit	\$750,000	
Coverage Section II General Liability			
- Specific Excess Limit of Insurance for Each Occurrence	Limit	\$4,000,000*	All coverages under Coverage Section II combined
- Annual Aggregate	Limit	\$8,000,000*	
Subject to the Following Sub limits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section II General Liability Specific Excess Limit of Insurance and Annual Aggregate Limit above:			
- Sexual Harassment Liability	Sublimit	\$4,000,000*	
- Sexual Harassment Liability	Sublimit	\$8,000,000*	Annual Aggregate
- Premises Medical Payments	Sublimit	\$5,000	Ground up any One Person
- Premises Medical Payments	Sublimit	\$25,000	Ground up any One Occurrence
- Damage to Premises Rented to the Insured:	Sublimit	\$1,000,000	Ground up any One Occurrence
Coverage Section III Automobile Liability			
- Specific Excess Limit of Insurance for Each Occurrence	Limit	\$4,000,000	All Coverages under Coverage Section III combined
- Annual Aggregate	Limit	\$8,000,000	
Subject to the Following Sub limits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section III Automobile Liability Specific Excess Limit of Insurance and Annual Aggregate Limit Above:			
- Uninsured Motorists/Underinsured Motorists:	Sublimit	\$1,000,000*	Ground up any One Occurrence
- No Fault Insurance	Sublimit	See Endorsement 7	Ground up any One Occurrence
- Garagekeeper's Legal Liability	Sublimit	\$1,000,000*	Ground up any One Occurrence
Annual Pool Aggregate Limit - for all Casualty Lines Combined	Limit	\$40,000,000	
Coverage Section IV Errors and Omissions Liability			
- Specific Excess Limit of Insurance for Each Claim	Limit	\$4,000,000*	All coverages under Coverage Section IV combined
- Annual Aggregate	Sublimit	\$8,000,000*	
Subject to the following SUBLIMITS/Annual Aggregates which are part of, and not in addition to, the Coverage Section IV Errors and Omissions Liability – Specific Excess Limit of Insurance and Annual Aggregate Limit above:			
- Errors & Omissions	Sublimit	\$4,000,000*	

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT	BASIS
- Errors & Omissions	Sublimit	\$8,000,000*	Annual Aggregate
- Employment Practices Liability	Sublimit	\$4,000,000*	
- Employment Practices Liability	Sublimit	\$8,000,000*	Annual Aggregate
- Sexual Harassment Liability	Sublimit	\$4,000,000*	
- Sexual Harassment Liability	Sublimit	\$8,000,000*	Annual Aggregate
Coverage Section V Excess Workers' Compensation and Employers' Liability for a Qualified Self-Insurer Specific Excess Limit of Insurance for each ACCIDENT or disease:			
- Coverage Part B Excess Employers' Liability	Limit	\$4,000,000*	
Coverage Section VI Employee Benefits Liability Specific Excess Limit of Insurance for each claim	Limit	\$4,000,000*	
Coverage Section VI Employee Benefits Liability Specific Excess Limit of Insurance for each claim	Limit	\$8,000,000*	Annual Aggregate
Coverage Section VII Crime:			
- Money and Securities:	Limit	\$1,000,000	
- Forgery or Alteration:	Limit	\$1,000,000	
- Employee Dishonesty:	Limit	\$1,000,000	
- Transfer Funds	Limit	\$1,000,000	
Coverage Section VIII Law Enforcement Liability			
- Specific Excess Limit of Insurance for Each Occurrence	Limit	\$4,000,000*	All coverage under Coverage Section VIII Combined
Coverage Section VIII Law Enforcement Liability Specific Excess Limit of Insurance for Each Occurrence	Limit	\$8,000,000*	Annual Aggregate
Subject to the Following Sub limits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section VIII Law Enforcement Liability - Specific Excess Limit of Insurance and Annual Aggregate Limit above:			
- Sexual Harassment Liability	Sublimit	\$4,000,000*	
- Sexual Harassment Liability	Sublimit	\$8,000,000*	Annual Aggregate
Coverage Section X Sexual Abuse Liability			
- Specific Excess Limit of Insurance for each Occurrence	Limit	\$4,000,000*	
Coverage Section X Sexual Abuse Liability - Specific Excess Limit of Insurance for each Occurrence	Limit	\$8,000,000*	Annual Aggregate
Loss Fund:			
- Loss Fund	Limit	\$1,550,000	
- Excess Loss Fund Protection Annual Aggregate Limit	Limit	\$2,000,000	

Deductibles / Self-Insured Retention

COVERAGE	AMOUNT
This Policy Has the Following Underlying Self Insured Retentions, Which Apply to a Covered Loss for Each Occurrence or Claim:	
- Property unless listed below	\$250,000
- Automobile Physical Damage:	\$250,000
- Flood and Surface Water:	\$250,000
- Earthquake:	\$250,000
- Named Windstorm:	\$250,000
- General Liability:	\$250,000
- Sexual Harassment Liability:	\$250,000
- Automobile Liability:	\$250,000
- Errors and Omissions Liability:	
-- Unless listed below:	\$250,000
-- Errors & Omissions:	\$250,000
-- Employment Practices Liability:	\$250,000
-- Sexual Harassment Liability:	\$250,000
- Excess Workers' Compensation & Employers Liability For A Qualified Self Insurer:	
-- Coverage Part B Excess Employers' Liability	\$500,000*
*\$500,000 Minimum or Equal to the Underlying Employer's Liability Limits Purchased if Greater than \$500,000	
- Employee Benefits Liability	\$250,000
- Law Enforcement Liability	\$250,000
- Sexual Harassment Liability	\$250,000
- Sexual Abuse Liability	\$100,000
- Crime:	\$50,000
Maintenance Deductibles are Payable by the Insured and Only Apply when an Amount is Filled in.	
- Property unless listed below	\$5,000
- Automobile Physical Damage	\$1,000
- Flood and Surface Water (Zone A – Not Included – Special Deductible Applies)	\$5,000
- Earthquake	\$5,000
- Crime:	\$2,500
- School Board Legal and Employment Practices – Does Not Erode the SIR	\$10,000

Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within (30) days of the expiration date. The cost of this extended reporting period is not to exceed 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within (90) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:**DESCRIPTION**

Claim Means a Written or Oral Notice, Including a Suit, Demanding Payment of Money to Compensate for Loss or Injury

Incident or Claim Reporting Provision:**REPORTING CONDITION TYPE**

CLAIMS, OCCURRENCES or SUITS: Underwriters reserve the right to deny coverage under this Policy if there has not been full compliance with the following duties:

The **INSURED** shall as soon as practical notify Underwriters through the **THIRD PARTY CLAIM ADMINISTRATOR** of any **CLAIM, OCCURRENCE or SUIT** meeting the following criteria:

(a) The cost of which is likely to result in payment by Underwriters under this Policy;

(b) All **CLAIMS** reserved at 50% or more of the **SELF INSURED RETENTION**;

(c) All **CLAIMS** where there has been a settlement demand above the **SELF INSURED RETENTION** and there is a trial, binding arbitration or binding mediation date within 90 days;

(d) Catastrophic losses (including Paraplegia, Quadriplegia, Severe Burns, Fatalities, Significant Brain Injury, Amputation of Major Extremity);

(e) Within 180 consecutive days following the DISCOVERY of any actual, attempted or pending alleged SEXUAL ABUSE;

(f) Discrimination or Violation of Civil Rights where the **CLAIM** is reserved at 50% or more of the **SELF INSURED RETENTION** or within 90 days of a trial date, whichever is sooner;

(g) Third-party **CLAIMS** involving **LAW ENFORCEMENT ACTIVITIES**;

(h) Act or series of **ACTS OF TERRORISM**;

(i) Any **CLAIMS** where there is a question as to whether there will be coverage under this Policy. Underwriters shall have the right, but not the obligation, to be associated with the **INSURED** in, and/or assume charge of, the investigation, handling, defense or settlement of any **CLAIMS, SUIT** or proceedings relative to an **OCCURRENCE or CLAIM** where in the sole opinion of the Underwriters, Underwriters' liability under this Policy is likely to be involved.

The **INSURED** shall make no commitment to pay or settle any **CLAIMS, OCCURRENCES or SUITS** where Underwriters' liability under this Policy is involved without the prior written agreement of Underwriters. Underwriters shall not withhold agreement without just cause. Neither shall the **INSURED** refuse any reasonable opportunity to pay or settle a **CLAIM** when such refusal will result in Underwriters having liability under this Policy without the prior agreement of Underwriters. Underwriters shall not withhold agreement without just cause. If the **INSURED** refuses to consent to settlement of any **CLAIMS, OCCURRENCES or SUITS** where Underwriters' liability under this Policy is potentially involved, and settlement or compromise is recommended by Underwriters and acceptable to the claimant, then calculation of, and Underwriters' obligation under **ULTIMATE NET LOSS** with respect to the **CLAIMS, OCCURRENCES or SUITS** shall be limited to the amount of damages or payments for which the **CLAIMS, OCCURRENCES or SUITS** could have been settled for, plus any expenses payable under **ULTIMATE NET LOSS** incurred until the date of the **INSURED'S** refusal to settle or compromise the **CLAIMS, OCCURRENCES or SUITS** as recommended by Underwriters.

DESCRIPTION**Immediately Report All Claims to Your Claims Administrator:**

Gallagher Bassett Services, Inc.
 13700 Reimer Drive, Suite 200 Maple Grove, MN 55311
 Phone: 855-900-MIST (6478)
 Fax: 800-748-6159
 Email: MIST@TNWINC.com

Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	Applies

Valuations:

TYPE	DESCRIPTION
Buses Replacement Cost	Applies to 5 Years or newer
Property Replacement Cost	Applies

Endorsements include, but are not limited to:

DESCRIPTION
Section X – Sexual Abuse Liability – Occurrence Basis
Defense Costs in Addition - Additional Defense Limit Outside the Limits of Liability is \$500,000 Per Occurrence/ Per Claim
Coverage Section VI– Member Retroactive Dates - Manuscript
Coverage Section I Property – Replacement Cost for Buses 5 Years Or Newer - ARP50014 ed. 03/2020
Coverage Section Iii– Minnesota Personal Injury Protection - Manuscript
Coverage Section I– Excess of Deductible – Flood and Surface Water – Manuscript – Includes Zone A Member Deductible Applies at Each Location Equal to the Maximum Limit Available Through NFIP
Minnesota Immunity and Statutory Damages Cap
Multi-Member Losses – Manuscript
SBLL Miscellaneous Extension – IEP Defense \$250,000 Per Claim/Per Member in the Annual Aggregate Inclusive of the SIR and Member Deductible
SBLL Miscellaneous Extension – Wage and Hour \$250,000 Per Claim/Per Member in the Annual Aggregate Inclusive of the SIR and Member Deductible
SBLL – Non Employment Discrimination and Sexual Harassment
Crisis Management \$50,000 Per Incident Ground Up - \$100,000 Annual Aggregate
MEMBER'S OFFICIALS means any of the following individuals or groups of individuals: 1. Superintendent and/or assistant superintendent; or 2. Director of human resources; or 3. Business manager; or 4. The Member's top 3 executives if not already listed above. However, if a Member has less than 3 executives, this is considered amended in that instance to the number of executives they do have.
General Liability and Property – Model Aircraft While Not in Flight
Additional Insured Included When Required by Written Contract
Loss Payee Included When Required by Written Contract

Exclusions include, but are not limited to:**DESCRIPTION**

Communicable Disease Exclusion - ARP50046 ED. 10/2020

Mold Will be Excluded with Exception to the Coverage Provided Under the Property and WC Sections

Member Incident ISD #624 – July 1, 2016

Binding Requirements:**DESCRIPTION**

Subject to:

- Signed TRIA Form Must Accompany all Binder Requests

- Please Confirm that all Known Employment Practices/ Civil Rights/ Discrimination Incidents/Claims/Pending Litigation Have Been Reported to the Current Carrier

- Signed Uninsured/Underinsured Motorist Coverage Forms Must be Received by Underwriters Within 30 Days of Binding

- Claims Contact Confirmation Form

Total insured values on file with carriers as per statement of values submitted by all members on 2-1-21 at RiskPartner closing.**Other Significant Terms and Conditions/Restrictions:****DESCRIPTION**Lloyd's Security Schedule Ambridge Partners LLC Syndicate Split:
2987 – 100%
2988 – N/A

Excess Limits and Annual Aggregates are Per Member *

Territorial Limits: Worldwide as More Fully Defined in the Attached Wording and Applicable Forms and Endorsements

Premium**See Premium Summary Page #30**

Minimum Earned Premium -

50.00%TRIA/TRIPRA PREMIUM Optional
(+ Additional Surcharges, Taxes and Fees as applicable)

\$21,800.00

Coverage: Excess Property

Carrier: Travelers Indemnity Company

Policy Period: 7/1/2021 to 7/1/2022

Coverage:

SUBJECT OF INSURANCE	AMOUNT
Limit of Liability - Any One Occurrence	\$200,000,000

Deductibles / Self-Insured Retention

TYPE	AMOUNT
Underlying Policy Limit Including Self-Insured Retention	\$1,000,000

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Aggregate Sub-Limits: Each of the Following Sub-Limits Applies on an Aggregate Basis. In no Event Will the Company's Liability for all Such Loss in any One Policy Year Exceed the Company's Pro Rata Share of the Stated Sub-Limit.		
Earthquake, Volcanic Eruption, Landslide and Mine Subsidence - aggregate in any one policy year, commencing with the inception date of this policy for all losses covered by the Earthquake Extension XS P3 05:		
Occurring in covered territory other than above	Sublimit	\$5,000,000
Flood – aggregate in any one policy year, commencing with the inception date of this policy for all losses covered by the Flood Extension XS P3 20:		
Occurring at all Insured Premises, except this policy does not cover loss resulting from Flood to buildings, structures or property in the open within Zone A, Zones prefixed A, Zone V or Zones prefixed V as classified under the National Flood Insurance Program or to property in or on buildings or structures located within such Flood Zones:	Sublimit	\$5,000,000
Per Occurrence Sub-Limits: Each of the Following Sub-Limits Applies on a Per Occurrence Basis. In no Event Will the Company's Liability in any One Occurrence for all Such Loss Exceed the Company's Pro Rata Share of the Difference Between the Stated Sub-Limit and the Underlying Insurers' Liability for Such Loss.		
Accounts Receivable - In any One Occurrence	Sublimit	\$10,000,000
Debris Removal – maximum limit - In any One Occurrence	Sublimit	\$500,000
Electronic Data Processing Equipment - In any One Occurrence	Sublimit	\$38,146,703
Electronic Data Processing Data and Media - In any One Occurrence	Sublimit	\$2,269,318
Electronic Data Processing Extra Expense - In any One Occurrence	Sublimit	\$2,282,464
Fine Arts - In any One Occurrence	Sublimit	\$1,000,000
Newly Constructed or Acquired Property - Number of days 90. Revised to 180 days (This additional coverage does not apply to Frame) - In any One Occurrence	Sublimit	\$2,500,000

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Valuable Papers - In any One Occurrence	Sublimit	\$10,000,000
Builders Risk, reported and accepted by the Company only - In any One Occurrence	Sublimit	\$2,000,000
Ordinance or Law		
-Loss to the Undamaged Portion - In any One Occurrence		Included in the Building Limit means included in the Limit of Insurance that applies to loss or damage to the affected Building(s), as limited by End2
-Demolition - In any One Occurrence	Sublimit	\$5,000,000
-Increased Cost of Construction - In any One Occurrence	Sublimit	\$5,000,000
Business Income - In any One Occurrence	Sublimit	\$10,000,000
-Rental Value - In any One Occurrence		Included means included in Business Income Limit
-Extra Expense - In any One Occurrence	Sublimit	\$20,070,000
-Civil Authority as per XS P2 01		30 days
Covered Property in Transit as per XS P2 01 - In any One Occurrence	Sublimit	\$1,000,000
Unnamed Locations as per XS P2 01 - In any One Occurrence	Sublimit	\$500,000
Errors and Omissions as per XS P4 08 - In any One Occurrence	Sublimit	\$2,500,000
Ingress or Egress - Time Element as per XS P2 01 Number of Days - In any One Occurrence		30 days
Mobile Equipment, as per XS P2 13, specific amounts of insurance, per item, as per schedule on file with the Company, not to exceed - In any One Occurrence	Sublimit	\$5,000,000
Newly Acquired Mobile Equipment - In any One Occurrence	Sublimit	\$500,000
Contractor's Equipment, as per XS P2 10, specific amounts of insurance, per item, as per schedule on file with the Company, not to exceed - In any One Occurrence	Sublimit	\$8,040,000
Newly Acquired Contractor's Equipment - In any One Occurrence	Sublimit	\$500,000
Vehicles, as per XS P2 07 - In any One Occurrence	Sublimit	\$5,000,000
Newly Acquired Vehicles - In any One Occurrence	Sublimit	\$1,000,000
Off Premises Utility Services – Direct Damage - In any One Occurrence	Sublimit	\$10,000,000
Off Premises Utility Services –Time Element - In any One Occurrence		Included means included in the Off Premises Utility Services Direct Damage
Fiber Optics - In any One Occurrence	Sublimit	\$2,000,000
Musical Instruments, specific amounts of insurance, per item, as per schedule on file with the Company, not to item, as per schedule on file with the Company, not to - In any One Occurrence	Sublimit	\$4,929,282
Audio Visual Equipment - In any One Occurrence	Sublimit	\$4,840,569

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Synthetic Turf Field or Synthetic Turf Track- In any One Occurrence	Sublimit	\$5,000,000
Miscellaneous Property - In any One Occurrence	Sublimit	\$3,631,813
Underground Piping- In any One Occurrence	Sublimit	\$1,000,000
Wind Turbines - In any One Occurrence	Sublimit	\$1,000,000
Expediting Expense - In any One Occurrence	Sublimit	\$500,000
Claim Data Expense - In any One Occurrence	Sublimit	\$100,000
Soft Costs - In any One Occurrence	Sublimit	\$100,000
Fire Department Service Charge - In any One Occurrence	Sublimit	\$50,000

Valuations:

DESCRIPTION	LIMITATIONS
Replacement Cost	All Property Except Listed Below
Actual Cash Value	All Covered Vehicles

Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	Risk of direct physical loss or damage excluding: Boiler and Machinery, including: Earthquake Volcanic Eruption, Landslide and Mine Subsidence, Flood, includes TRIA.

Endorsements include, but are not limited to:

DESCRIPTION
Named Insured - XS P0 06 08 04
Index of Forms - XS P0 08 08 04
Supplemental Coverage Declarations - XS P0 10 08 04
Schedule of Underlying Insurance - XS P0 12 08 04
Excess Property Coverage Form - XS P1 00 08 04
Off Premises Exposure Extension - XS P2 01 08 04
Vehicle Damage Extension - XS P2 07 08 04
Contractors Equipment Extension - XS P2 10 08 04
Mobile Equipment Extension - XS P2 13 08 04
Earthquake, Volcanic Eruption, Landslide and Mine Subsidence Extension - XS P3 05 08 04
High and Moderate Hazard Earthquake, Volcanic Eruption, Landslide and Mine Subsidence Counties and Cities - XS P3 17 07 13
Flood Extension - XS P3 20 04 08
Errors and Omissions - XS P4 08 08 04
Prohibited Coverage Endorsement - XS P4 10 03 15

Endorsements include, but are not limited to:

DESCRIPTION
Important Notice - Independent Agent and Broker Compensation - PN T4 54 01 08
Terrorism Disclosure - TR IA 01 01 21
Cap on Certified Terrorism - TR IA 04 01 15
Participating Members - Endorsement 1
Ordinance or Law – Loss to the Undamaged Portion of Buildings Amended Limit Provision - Endorsement 2

Exclusions include, but are not limited to:

DESCRIPTION
Earth Movement Exclusion
Flood Exclusion
Government Action Exclusion
War Exclusion
Nuclear Hazard, Power Failure
Exclusion of Nuclear Hazard, War, Military Action, Electronic Vandalism and Pathogenic or Poisonous Biological or Chemical Materials
Exclusion for Fungus, Wet Rot, Dry Rot and Bacteria
"Frame" Builders Risk Projects are Excluded
Exclusion of Loss Due to Virus or Bacteria - XS P3 25 02 07
Exclusion - Certain Computer Related Losses Due to Dates or Times - XS P3 41 08 04
Protection of Property Expense - Exclusion and Underlying Insurance Limitation - XS P3 43 12 11

Binding Requirements:

DESCRIPTION
Subject to Compliance with our Reasonable Engineering Recommendations.
Subject to Updated Loss History at the Time of Binding

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
This coverage is subject to 90 days' notice of cancellation except 10 days for non-payment

Total insured values on file with carriers as per statement of values submitted by all members on 2-1-21 at RiskPartner closing.

Premium

See Premium Summary Page #30

TRIA/TRIPRA PREMIUM Optional
(+ Additional Surcharges, Taxes and Fees as applicable)

\$960.00

Coverage: Equipment Breakdown

Carrier: Liberty Mutual Fire Insurance Company

Policy Period: 7/1/2021 to 7/1/2022

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

Coinurance or Agreed Amount:

DESCRIPTION	AGREED AMOUNT	COINSURANCE %
Business Income Coinsurance Percentage - Waived	N/A	N/A

Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Limit Per Breakdown	Limit	\$250,000,000
Property Damage		Included
Expediting Expenses	Limit	\$10,000,000
Business Income		Included
-Extra Expense		Included
-Extended Period Of Restoration (# Of Days Of Coverage)		365 Days
-Data Or Media	Limit	\$10,000,000
Spoilage Damage	Limit	\$10,000,000
Utility Interruption (The maximum limit for Utility Interruption, subject to any applicable lower coverage limits, including business income, extra expense, and/or spoilage, respectively)	Limit	\$10,000,000
Newly Acquired Premises		Included
-(Number Of Days Of Coverage)		365 Days
Ordinance Or Law		Included
Errors And Omissions		Included
Brands And Labels		Included
Contingent Business Income/Extra Expense	Limit	\$5,000,000
-Covered Premises		All Direct Suppliers & Recipients
-Delivery of Services or Materials; or Sales		All Services & Materials
Limit of Insurance Off Premises Equipment Coverage	Limit	\$1,000,000
Limit of Insurance Miscellaneous Locations	Limit	\$1,000,000

Deductibles / Self-Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Combined Deductible	\$2,500
Deductible	Property Damage Coverages	Included in Combined Deductible
Deductible	Business Income	Included in Combined Deductible
Deductible	Extra Expense	Included in Combined Deductible
Deductible	Spoilage	Included in Combined Deductible

Additional Coverage:

DESCRIPTION	LIMIT TYPE	AMOUNT
Unless a Higher Limit or Included is Shown, The Most we Will Pay for Direct Damage to Covered Property is \$25,000 for Each of the Following. These Limits are Part of, Not in Addition to, The Property Damage or Limit Per Breakdown :		
Ammonia Contamination	Limit	\$10,000,000
Consequential Loss		Included
Data And Media	Limit	\$10,000,000
Hazardous Substance	Limit	\$10,000,000
Water Damage	Limit	\$10,000,000
Limited Coverage for Fungus, Wet Rot and Dry Rot	Limit	\$250,000
Business Income and/or Extra Expense – Number of Days		30 Days
Increased Cost of Loss and Related Expenses for “Green” Upgrades :		
-Property Damage Limit	Limit	\$100,000
-Business Income and/or Extra Expense – Number of Days		30 Days
Diagnostic Equipment		Included
Equipment Breakdown Enhancement Endorsement (See attached form for full details) – Key enhancements include:		
-Civil Authority extension		Within 100 Miles/4 Weeks-
-Ingress/Egress	Sublimit	\$250,000
-Claim Preparation Fees	Sublimit	\$250,000

Valuations:

DESCRIPTION	LIMITATIONS
150% Replacement Cost	Safety Improvements

Endorsements include, but are not limited to:

DESCRIPTION
Equipment Breakdown Enhancement Endorsement - PPS 04 01 07 15

Exclusions include, but are not limited to:**DESCRIPTION**

Exclusion of Nuclear Hazard, War, Military Action, Electronic Vandalism and Pathogenic or Poisonous Biological or Chemical Materials

Exclusion for Fungus, Wet Rot, Dry Rot and Bacteria

"Frame" Builders Risk Projects are excluded

Exclusion Of Loss Due To Virus Or Bacteria - XS P3 25 02 07

Binding Requirements:**DESCRIPTION**

Subject to Signed TRIA Form

Total insured values on file with carriers as per statement of values submitted by all members on 2-1-21 at RiskPartner closing.

Premium

See Premium Summary Page #30

TRIA/TRIPRA PREMIUM
(+ Additional Surcharges, Taxes and Fees as applicable)

Included

Coverage: Cyber Liability – Non Bindable Indication Only

Carrier: Underwriters at Lloyd's, London - CFC

Policy Period: 7/1/2021 to 7/1/2022

Coverage:

DISTRICT	DEDUCTIBLE (BASED ON REVENUE)	\$2M LIMIT (RECOMMENDED)	\$1M LIMIT
Breckenridge	\$5,000	\$3,500	\$2,500
Barnum Public School District	\$5,000	\$3,500	\$2,500
Fillmore Central Schools	\$5,000	\$3,500	\$2,500
Acgc Public Schools	\$5,000	\$5,000	\$3,500
Greenway Public Schools	\$5,000	\$6,000	\$4,250
New London-Spicer Schools	\$10,000	\$7,000	\$5,000
Belle Plaine Public	\$10,000	\$7,500	\$5,500
Park Rapids Area Schools	\$10,000	\$8,500	\$6,000
Watertown-Mayer Public School	\$10,000	\$8,500	\$6,000
Winona Area Public Schools	\$10,000	\$17,000	\$12,000
Hastings Public Schools	\$15,000	\$20,000	\$14,000
Waconia	\$15,000	\$20,000	\$14,000
ST. Louis Park Public Schools	\$15,000	\$22,000	\$16,000
New Prague Area Schools	\$15,000	\$25,000	\$18,000
Grand Rapids	\$15,000	\$25,000	\$18,000
Austin Public Schools	\$15,000	\$26,500	\$20,000
White Bear Lake Area Schools	\$25,000	\$32,000	\$23,000
Edina Public Schools	\$25,000	\$37,500	\$27,000
Eastern Carver County Schools	\$25,000	\$40,000	\$29,000
Elk River Area School District	\$25,000	\$40,000	\$29,000
Total		\$358,000	\$257,750

❖ **Separate district proposals will be supplied to each member**

Coverage: Environmental Liability

Carrier: Ironshore Specialty Insurance Co

Policy Period: 7/1/2021 to 7/1/2022

Form Number: IE.COV.SPILLS.EDU.001(1111)

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE
Environmental Liability	Claims Made	Time before property was first utilized as an educational facility.

Defense Limitations:

COVERAGE TYPE	DEFENSE COST DOLLAR LIMIT	DEFENSE COST TYPE
Pollution Liability	Applies	Within the Limits of Liability

Coverage:

DESCRIPTION	AMOUNT	BASIS
Coverage A: Third Party Claims for Bodily Injury, Property Damage or Remediation Expenses, Coverage B: First Party Remediation Expenses, Coverage C: Emergency Response Expenses	\$3,000,000	Each Incident
Coverage A: Third Party Claims for Bodily Injury, Property Damage or Remediation Expenses, Coverage B: First Party Remediation Expenses, Coverage C: Emergency Response Expenses	\$10,000,000	Coverage aggregate
Coverage E: Disinfection Event Expenses	\$250,000	Each Incident
Coverage E: Disinfection Event Expenses	\$250,000	Coverage aggregate
Limit Policy Aggregate	\$10,000,000	
Per school district aggregate limit	\$3,000,000	
Image Restoration Expenses	\$250,000	Each Incident
Image Restoration Expenses	\$250,000	Coverage aggregate

Deductibles / Self-Insured Retention

TYPE	COVERAGE	AMOUNT
Deductible	Coverage A: Third Party Claims for Bodily Injury, Property Damage or Remediation Expenses, Coverage B: First Party Remediation Expenses, Coverage C: Emergency Response Expenses	\$25,000
Deductible	Coverage E: Disinfection Event Expenses	\$100,000
Deductible	Mold/Legionella Deductible - Each Incident	\$50,000
Deductible	Image Restoration Expenses - Deductible-Each Incident	\$25,000

Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within (30) days of the expiration date. The cost of this extended reporting period for up to 48 months is not to exceed 200% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within (90) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:**DESCRIPTION**

Claim Means a Demand, Notice or Assertion of a Legal Right Alleging Liability or Responsibility on the Part of the Insured.

Incident or Claim Reporting Provision:**CLAIM REPORTING PROVISION**
V. RIGHTS OF THE COMPANY AND DUTIES OF THE INSURED IN THE EVENT OF POLLUTION INCIDENT
A. THE COMPANY'S RIGHTS

The Company shall have the right, but not the duty, to assume direct control over the incurrence of **Remediation Expenses** or **Emergency Response Expenses** and to participate in decisions regarding any covered **Remediation Expenses** or **Emergency Response Expenses** upon receiving notice as provided in Section IV. of this Policy. Any **Remediation Expenses** or **Emergency Response Expenses** expended by the Company in taking such action will be deemed incurred or expended by the **Insured** and shall be applied against the Limits of Liability and deductible under this Policy as described in Section VI.

B. THE INSURED'S DUTIES

The **Named Insured** shall have the duty to clean up the **Pollution Incident** to the extent required by **Environmental Laws**, by retaining, under written contract, competent professionals or contractors mutually acceptable to the Company and the **Named Insured**. The Company retains the right but not the obligation to review and approve all bids and contracts prior to issuance or execution. The Company shall be informed of all progress at reasonable intervals and shall have the right but not the duty to review and approve all aspects of any such clean up prior to submittal to any regulatory agency that is authorized to review and approve such clean up submittals. The **Named Insured** shall notify the Company of actions and measures taken pursuant to this paragraph prior to the execution of those actions and measures, unless such notice is not possible under the circumstances because actions or measures: 1) constitute **Emergency Response Expenses**; 2) **Environmental Laws** require immediate remediation of the **Pollution Incident**; or 3) are immediately required to respond to a **Disinfection Event** due to an imminent threat to human health or the environment.

It is a condition precedent to coverage that the **Insured** shall make all reasonable attempts to mitigate and minimize any **Loss, Business Interruption Expenses, Extra Expenses, Pollution Incidents** and **Disinfection Events** upon discovery of a **Pollution Incident** or **Disinfection Event**.

Reporting Claims:**DESCRIPTION**

Report Claims Immediately To:
Ironshore Specialty Insurance Company

Phone: 888-292-0249

Fax: 646-826-6601

Email: ironenviroclaims@ironshore.com

Endorsements include, but are not limited to:

DESCRIPTION
Service of Suit Clause - Minnesota - SC-9 (11_18)
Claim and Notice Reporting - IE.PN.ALL.002 (1019)
Asbestos, PCBs and Lead-Based Paint Exclusion Amendatory Endorsement (Exclusion does not apply to (i) Claims for BI/PD in a structure, or (ii) Cleanup Costs in soil/groundwater/water body o Exclusion does not apply to (i) Claims for BI/PD in water supply infrastructure, or (ii) Cleanup Costs in soil/groundwater/water body o Coverage for Inadvertent Disturbance of asbestos/lead – 30-Day Reporting) - MANUSCRIPT
Per School District Aggregate Limit Endorsement - MANUSCRIPT
Separate Deductible for Mold Matter and Legionella Endorsement - MANUSCRIPT
Retroactive Date Amendatory Endorsement - MANUSCRIPT
Image Restoration Expenses Endorsement - MANUSCRIPT
Acquired Properties Exclusion Amendatory Endorsement (90-Day Reporting o Rate: \$.00001931 / \$1 of TIV; Pro-Rated, subject to \$100 Minimum o Exclusion does not apply to: 1195 NE 10th Street, Grand Rapids, MN 55744 901 SW 22nd Street, Grand Rapids, MN 55744) - MANUSCRIPT
Education Coverage Form - IE.COV.SPILLS.EDU.001(1111)

Exclusions include, but are not limited to:

DESCRIPTION
Sanction Limitation and Exclusion Clause - ADM-OFAC-0419
Known Pollution Incident Exclusion Endorsement (NFA-giveback language) - MANUSCRIPT
Onsite Remediation Exclusion Endorsement (Exclusion for any Remediation Expenses associated with Pollutants that are on or under a Covered Property, including but not limited to Pollutants that are within any structure on any Covered Property) - MANUSCRIPT
Site Specific Mold Matter Exclusion (302 South Saturn Street, Cosmos, MN 56228 o NFA-giveback language) - MANUSCRIPT
COVID-19 Exclusion - IE.END.SPILLS.ALL.047 (0520)

Binding Requirements:

DESCRIPTION
Subject to:
Signed Terrorism Policyholder Disclosure

Total insured values on file with carriers as per statement of values submitted by all members on 2-1-21 at RiskPartner closing.

Premium**See Premium Summary Page #30**

Minimum Earned Premium -

100.00%

TRIA/TRIPRA PREMIUM OPTIONAL
(+ Additional Surcharges, Taxes and Fees as applicable)

3% OF Premium

Subject to Audit: Not Auditable

Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM		Difference
Package	Policy Premium	Great American Insurance Company	\$ 843,263.00	Lloyd's Syndicate 2987 (Brit)	\$ 1,223,000.00	45%
	SL Taxes/Fees		\$ 25,635.21		\$ 37,179.20	
	SL Tax on AJG Fee		\$ 1,434.07		\$ 3,208.78	
	Total Cost		\$ 870,332.28		\$ 1,263,387.98	
Excess Property	Policy Premium	Travelers Indemnity Company	\$ 1,639,706.00	Travelers Indemnity Company	\$ 1,924,109.00	17%
	Total Cost		\$ 1,639,706.00		\$ 1,924,109.00	
Equipment Breakdown	Policy Premium	Liberty Mutual Fire Insurance Company	\$ 101,578.00	Liberty Mutual Fire Insurance Company	\$ 110,361.00	9%
	TRIA Premium	Included		Included		
	Total Cost		\$ 101,578.00		\$ 110,361.00	
Cyber Liability	Policy Premium	Underwriters at Lloyd's London	\$ 208,386.00	Separate District Policies	\$ 358,000.00	72%
	SL Taxes/Fees		\$ 6,334.93	CFC	\$ 10,883.20	
	Total Cost		\$ 214,720.93	Indication Only	\$ 368,883.20	
Excess Cyber Liability	Policy Premium	Lloyd's London - Ptarmigan's	Included Above		N/A	
Pollution Liability	Policy Premium	Ironshore Specialty Insurance Co	\$ 80,284.00	Ironshore Specialty Insurance Co	\$ 85,456.00	6%
	SL Taxes/Fees		\$ 2,440.62		\$ 2,597.86	
	Total Cost		\$ 82,724.62		\$ 88,053.86	
Excess Liability	Policy Premium	General Star Indemnity (Genesis)	\$ 112,706.00	Included in Package		
	SL Taxes/Fees		\$ 3,426.26			
	Total Cost		\$ 116,132.26			
AJG Risk Management Fee			\$ 272,606.00		\$ 280,784.00	3%
Operation Costs			\$ 78,944.00		\$ 123,318.00	56%
Loss Control			\$ 20,000.00		\$ 20,000.00	0%
GB Claims Fee			\$ 89,730.00		\$ 71,286.00	-21%
Loss Fund			\$ 1,900,134.00		\$ 1,550,000.00	-18%
Total Estimated Program Cost			\$ 5,386,608.09		\$ 5,800,183.04	8%

Quote from **Ironshore Specialty Insurance Co (Ironshore Specialty Insurance Co)** is valid until **6/1/2021**

Quote from **Liberty Mutual Fire Insurance Company (Liberty Mutual Holding Company, Inc.)** is valid until **7/1/2021**

Quote from **Travelers Indemnity Company (The Travelers Companies, Inc.)** is valid until **6/30/2021**

Quote from **Lloyd's Syndicate 2987** is valid until **6/30/2021**

Quote from **Travelers Property Casualty Co of America (The Travelers Companies, Inc.)** is valid until **5/30/2021**

Quote from is valid until **7/1/2021**

Quote from **Hartford Steam Boiler Inspection & Insurance Co. (Hartford Steam Boiler Inspection & Insurance Co.)** is valid until **7/1/2021**

Gallagher is responsible for the placement of the following lines of coverage:

Excess Property

Package

BRIT Package

Equipment Breakdown

Crime

Cyber Liability

Directors & Officers

Environmental Liability

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

Payment Plans

CARRIER / PAYABLE CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
Lloyd's Syndicate 2987 (Brit)	Package	Due by July 31, 2021	Agency Bill
Great American Insurance Company (American Financial Group, Inc)	Package	Due by July 31, 2021	Agency Bill
Travelers Indemnity Company (The Travelers Companies, Inc.)	Excess Property	Due by July 31, 2021	Agency Bill
Liberty Mutual Fire Insurance Company (Liberty Mutual Holding Company, Inc.)	Equipment Breakdown	Due by July 31, 2021	Agency Bill
Travelers Property Casualty Co of America (The Travelers Companies, Inc.)	Equipment Breakdown	Due by July 31, 2021	Agency Bill
Hartford Steam Boiler Inspection & Insurance Co. (Hartford Steam Boiler Inspection & Insurance Co.)	Equipment Breakdown	Due by July 31, 2021	Agency Bill
TBD	Cyber Liability	Due by July 31, 2021	Agency Bill
Ironshore Specialty Insurance Co (Ironshore Specialty Insurance Co)	Environmental Liability	Due by July 31, 2021	Agency Bill

Carrier Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING & FINANCIAL SIZE CATEGORY *	ADMITTED/NON-ADMITTED **
Great American Insurance Company	A+ XV	Admitted
Hartford Steam Boiler Inspection & Insurance Co.	A++ X	Admitted
Ironshore Specialty Insurance Co	A XV	Non-Admitted
Liberty Mutual Fire Insurance Company	A XV	Admitted
Lloyd's Syndicate 2987	A XV	Non-Admitted
Travelers Indemnity Company	A++ XV	Admitted
Travelers Property Casualty Co of America	A++ XV	Admitted

*Gallagher companies use A.M. Best rated insurers and the rating listed above was verified on the date the proposal document was created.

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A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. Best's Credit Ratings™ are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings™ and Guide to Best's Credit Ratings, visit the A.M. Best website at <http://www.ambest.com/ratings>.

**If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Proposal Disclosures

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at Compensation_Complaints@ajg.com or by regular mail at:

Chief Compliance Officer
Gallagher Global Brokerage
Arthur J. Gallagher & Co.
2850 Golf Rd.
Rolling Meadows, IL 60008

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

Property Estimator Disclaimer

These property values were obtained using a desktop Property Estimator software operated by non-appraisal professionals. These property values represent general estimates which are not to be considered a certified appraisal. These property values include generalities and assumptions that may produce inaccurate values for specific structures.

Pool Funding Disclaimer

Arthur J. Gallagher & Co. does not provide actuarial services or actuarial estimates of losses. If the excess insurer or reinsurer that provides excess coverage calculates a loss fund for the pool, it is our recommendation that the pool fully fund that amount. Further, it is our recommendation that the pool contract with an appropriately certified actuary to provide recommendations for overall pool funding, surplus and reserve funds.

Pool Assessability Disclaimer

The Minnesota Insurance Scholastic Trust pool pays for up to \$100,000 of each property claim and \$100,000 of each liability claim from the pooled (or joint) loss fund. Money for the pooled (or joint) loss fund comes from members' annual contributions or premiums. Article IV, Section 4.1 (c) of the pool's bylaws state that the pool allows assessments. Members may be assessed for additional premium if the Minnesota Insurance Scholastic Trust Board determines that additional funds are needed to pay pool claims and expenses. It is important that members understand that Minnesota Insurance Scholastic Trust pool is not an insurance company; the pool operates as a cooperative risk sharing organization.

Appendix

Claims Reporting By Policy

Immediately report any incident, claim, or suit as follows:

For all claims except those specifically listed below report to:

TPA: Gallagher Bassett Services, Inc.
By Phone: 855-900-MIST (6478)
By Fax: 800-748-6159
By E-mail: MIST@TNWINC.com

For Boiler & Machinery Claims report to:

Carrier Name: Liberty Mutual Fire Insurance Company
By Phone: 800-259-2184

For Pollution Claims report to:

By Mail: Ironshore Environmental Claims CSO | 28 Liberty Street, 5th Floor | New York, NY 10005
By E-Mail: Ironenviroclaims@ironshore.com
By Fax: 646-826-6601
By Phone: 24 Hour Claims Phone Number - (888) 292-0249

For Cyber Liability claims:

Underwriters Lloyd's London - CFC

By Phone: 844-677-4155
By Email: cyberclaims@cfcunderwriting.com
Online: cfcunderwriting.com/claims

Attachments

Brit – Retroactive Date Endorsements

Brit – No Fault Insurance Endorsements

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NAMED ASSURED: Minnesota Insurance Scholastic Trust

Policy Number: PK1019119

Effective Date: July 1, 2019

Authority Ref No: B0356JA281N19

Endorsement No. 5

**COVERAGE SECTION VI EMPLOYEE BENEFITS LIABILITY
MEMBER RETROACTIVE DATES**

It is understood and agreed that the Members' Retroactive Dates in respect of **Coverage Section VI Employee Benefits Liability** are:

Eastern Carver County Schools ISD #112	July 1, 2007
New London-Spicer Schools ISD #0345	August 29, 1993
Winona Area Public Schools ISD #861	July 1, 2002
ACGC Public Schools ISD #2396	July 1, 1995
Elk River Area School District ISD #728	July 1, 2010
New Prague Area Schools ISD #721	October 1, 1993
White Bear Lake Area Schools ISD #624	July 1, 2005
Breckenridge Public Schools ISD #846	July 1, 2003
Belle Plaine Public Schools ISD #716	December, 17, 1992
Hastings ISD #200	November 1, 1995
Fillmore Central School District ISD #2198	July 1, 1995
St. Louis Park Public Schools ISD #283	October 1, 2000
Edina Public Schools ISD #273	February 1, 2009
Waconia ISD #110	January 25, 1995
Park Rapids ISD #309	September 18, 1993
Barnum Public Schools ISD #91	July 1, 2020
Watertown Mayer ISD #111	March 1, 2003
Greenway Public Schools ISD #316	July 1, 1993

Except as amended in this Endorsement, this insurance is subject to all coverage terms, clauses and conditions in the policy to which this Endorsement is attached.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NAMED ASSURED: Minnesota Insurance Scholastic Trust

Policy Number: PK1019119

Effective Date: July 1, 2019

Authority Ref No: B0356JA281N19

Grand Rapids Public Schools ISD #318	Full Prior Acts
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The retroactive dates shown above are as submitted by the Member prior to the inception of this Policy. This policy is intended to provide **Employee Benefits Liability** retroactive coverage with the same retroactive date as the Member's claims made insurance that immediately preceded this Policy. If any retroactive date is misstated because of error or oversight, the Underwriters will accept the true prior policy

retroactive date upon receipt of evidence, as required by Underwriters, of the true prior policy retroactive date. Such unintentional misstatement will not prejudice the Member's right of recovery under this policy. The Member agrees to report to the Underwriters any misstatement of the retroactive date as soon as practicable after it is discovered.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NAMED ASSURED: Minnesota Insurance Scholastic Trust

Policy Number: PK1019119

Effective Date: July 1, 2019

Authority Ref No: B0356JA281N19

Endorsement No. 16

**COVERAGE SECTION IV SCHOOL BOARD MISCELLANEOUS LIABILITY -
RETROACTIVE COVERAGE**

It is understood and agreed that **Coverage Section IV School Board Miscellaneous Liability- Insuring Agreements A, B and C** are provided on a Claims Made basis with no Retroactive Date applying. However, this Policy shall exclude **CLAIMS** arising from **WRONGFUL ACTS, EMPLOYMENT PRACTICE VIOLATIONS** and/or **SEXUAL HARASSMENT** by any employee, volunteer worker or official of the **NAMED ASSURED** to an **ASSURED** that the **MEMBER'S OFFICIALS** had knowledge, before the **PRIOR KNOWLEDGE DATE**, of circumstances which could reasonably be expected to give rise to a **CLAIM** including **WRONGFUL ACTS, EMPLOYMENT PRACTICE VIOLATIONS** and **SEXUAL HARASSMENT** which are the subject of pending or prior litigation or hearing.

DEFINITIONS:

As used in this endorsement, the following additional definitions apply:

PRIOR KNOWLEDGE DATE: July 1, 2015 or, if later, the date the Member joined the Pool and has since continuously renewed.

MEMBER'S OFFICIALS means any of the following individuals or groups of individuals:

1. Superintendent and/or assistant superintendent; or
2. Director of human resources; or
3. Business manager; or
4. The Member's top 3 executives if not already listed above. However, if a Member has less than 3 executives, this is considered amended in that instance to the number of executives they do have.

Except as amended in this Endorsement, this insurance is subject to all coverage terms, clauses and conditions in the policy to which this Endorsement is attached.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NAMED ASSURED: Minnesota Insurance Scholastic Trust

Policy Number: PK1019119

Effective Date: July 1, 2019

Authority Ref No: B0356JA281N19

Endorsement No. 10

SEXUAL ABUSE PRIOR OCCURRENCE LIABILITY COVERAGE

This endorsement shall modify **Coverage Section II Insuring Agreement D** and Endorsement No.2 of this policy for the following Member only:

White Bear Lake ISD #624
Retroactive Date: July 1, 2013

It is understood and agreed that this insurance applies to **PRIOR OBLIGATIONS** for claims or **SUITS** demanding payment of money based on, or arising out of **SEXUAL ABUSE**, first made against an **ASSURED** after the **EFFECTIVE DATE**, which occurred after the retroactive date for **SEXUAL ABUSE Liability**, listed above, and before the **EFFECTIVE DATE**.

For a claim or **SUIT** demanding payment for **SEXUAL ABUSE LIABILITY** covered by the provisions of this endorsement deemed to have been first made prior to the **EFFECTIVE DATE** of this endorsement or the coverage it forms part of, no coverage will be afforded to such claims, nor to any subsequent claim resulting from the same cause, irrespective of the date of the claim is reported.

DEFINITIONS

1. **PRIOR OBLIGATIONS** means **OCCURRENCES** or obligations that would have been covered under the terms and conditions of the form to which this endorsement is attached, had such **OCCURRENCES** or obligations happened or occurred during the coverage period of this coverage form.
2. **EFFECTIVE DATE** means the date of the coverage form of which this endorsement forms a part of.

The retroactive date shown above are as submitted by the Member prior to the inception of this Policy. This policy is intended, if applicable, to provide **PRIOR OBLIGATIONS** retroactive coverage for **SEXUAL ABUSE** with the same retroactive date as the Member's claims made insurance that immediately preceded the first Policy issued by Underwriters which covered the Member and which has since been consecutively renewed with the Member's participation. If any retroactive date is misstated or omitted because of error or oversight, the Underwriters will accept the true prior policy retroactive date upon receipt of evidence, as required by Underwriters, of the true prior policy retroactive date. Such unintentional misstatement or omission will not prejudice the Member's right of recovery under this Policy. The Member agrees to report to the Underwriters any misstatement of the retroactive date as soon as practicable after it is discovered.

Except as amended in this Endorsement, this insurance is subject to all coverage terms, clauses and conditions in the policy to which this Endorsement is attached.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NAMED ASSURED: Minnesota Insurance Scholastic Trust

Policy Number: PK1019119

Effective Date: July 1, 2019

Authority Ref No: B0356JA281N19

Endorsement No. 7

**COVERAGE SECTION III AUTOMOBILE LIABILITY –
MINNESOTA PERSONAL INJURY PROTECTION**

In consideration of the premium charged, it is hereby understood and agreed that **Coverage Section III AUTOMOBILE Liability** is extended to afford Personal Injury Protection coverage in accordance with the Minnesota No-Fault Automobile Insurance Act

In consequence of the foregoing, the following sublimit shall be included within the **Schedule of Specific Excess Limits of Insurance** under **Coverage Section III AUTOMOBILE Liability**:

Minnesota No-Fault Sublimit: \$40,000 from ground up for any one **OCCURRENCE**

It is further understood and agreed that the Minnesota No-Fault Sublimit shall be inclusive of "medical expenses," funeral expenses, work loss and other expenses subject to the Minnesota No-Fault Automobile Insurance Act.

Except as amended in this Endorsement, this insurance is subject to all coverage terms, clauses and conditions in the policy to which this Endorsement is attached.



Board Meeting Date: 6/21/2021

TITLE: Lease Agreement with Minnesota Gifted & Talented, Inc.

TYPE: Consent

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

BACKGROUND: The term of the lease is July 1, 2021 through June 30, 2022. The rent will total \$1,800.

RECOMMENDATION: Approve the leasing of premises on the 1st floor of the Edina Community Center to the Minnesota Gifted & Talented, Inc, 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 3rd day of June, 2021, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and Minnesota Gifted & Talented, 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 150 square feet on the 1st 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 12 months, beginning July 1, 2021, and termination on June 30, 2022.

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.

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 July 1, 2021 and continuing through June 30, 2022, the Annual Base Rent is \$1,800. The Tenant will pay Monthly Base Rent equal to \$150.

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.

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.

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.

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, 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 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.



DEFINING EXCELLENCE

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: Minnesota Gifted & Talented, Inc.

Date: _____ By _____

Its _____



Board Meeting Date: 6/21/2021

TITLE: Lease Agreement with West Metro Credit Union

TYPE: Consent

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

BACKGROUND: The term of the lease is July 1, 2021 through June 30, 2022. The rent will total \$9,060.

RECOMMENDATION: Approve the leasing of premises on the 1st 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 3rd day of June, 2021, 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 755 square feet on the 1st 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 12 months, beginning July 1, 2021, and termination on June 30, 2022.

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.

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 July 1, 2021 and continuing through June 30, 2022, the Annual Base Rent is \$9,060. The Tenant will pay Monthly Base Rent equal to \$755.

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.

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.

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.

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

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: 6/21/2021

TITLE: Lease Agreement with Children's Yamaha Music Schools

TYPE: Consent

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

BACKGROUND: The term of the lease is July 1, 2021 through June 30, 2022. The rent will total \$22,920.

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 3rd day of June, 2021, 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 12 months, beginning July 1, 2021, and termination on June 30, 2022.

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 July 1, 2021 and continuing through June 30, 2022, the Annual Base Rent is \$22,920. The Tenant will pay Monthly Base Rent equal to \$1,910.

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.

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.

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.

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,



DEFINING EXCELLENCE

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

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

Date:_____ By_____

Its _____



Board Meeting Date: 6/21/2021

TITLE: Donation Request for Approval

TYPE: Consent

BACKGROUND: School Board policy 709 states that a written contribution proposal is required for all contributions exceeding \$5,000, to be submitted to the site principal or program director. Attached is that required proposal for a donation to the school district for purchase of a video scoreboard at the South View swimming pool.

The donation from the Edina Athletic Booster Club (EABC) in collaboration from Edina swimming and diving families of \$122,005.95 was raised to support the install of a new video display and scoreboard at South View MS Pool – The Art Downey Aquatic Center. This state-of-the-art scoreboard will allow the full display of scores along with full color video display capabilities.

Contribution Proposal:

Amount: \$122,005.95

1. **Describe how the gift furthers the mission of the district:** This scoreboard will get EPS swim & dive program aligned with other new pools and will help enhance the Edina swim and dive program along with the Edina Swim Club.
2. **Are there any restrictions on the district's use of the gift?** No.
3. **Does the gift imply an endorsement of any business or product?** No.
4. **Describe in detail any ongoing expenses the district may incur if the gift is accepted?** Ongoing expenses would be any technical upkeep needed.
5. **Does the gift create inequities between programs or sites:** The video board is similar to what is in the Upper gym at EHS and the ECC City gym. Those are both prior EABC approved donations for purchase.

PRESENTER(S): Troy Stein, Director of Student Activities

RECOMMENDATION: Accept with sincere appreciation the gift of \$122,005.95 to Edina Public Schools from the Edina Athletic Booster Club and Edina swimming and diving families.



Board Meeting Date: June 21, 2021

TITLE: Strategy C.6 Update on Technology Gap Analysis

TYPE: Discussion

PRESENTER(S): Steve Buettner, Director of Media and Technology, Michael Walker, Secondary Digital Learning Specialist, Sean Beaverson, Elementary Digital and Personalized Learning Specialist

BACKGROUND: Per **Strategy C: Foster Positive Learning Environments and Whole Student Support** Action Item C.6 consists of a “Review and develop a technology plan for students and staff.” Continuing, the action item called for “Partner with DMTS to inventory technology currently in use by students and staff and make recommendations on any changes” To facilitate this work a comprehensive GAP Analysis was conducted. The results are compiled in this report.

RECOMMENDATION: Approve the recommended new course proposals and changes as presented by administration.

PRIMARY ISSUE(S) TO CONSIDER: Review technology alignment to the system and identify any areas of future study or change.

Technology Gap Analysis Report

Per **Strategy C: Foster Positive Learning Environments and Whole Student Support, C.6** Review and develop a technology plan for students and staff. “Partner with DMTS to inventory technology currently in use by students and staff.” To facilitate this work a comprehensive GAP Analysis was conducted. This analysis consisted of two components:

1. Individual meetings with each department and every school/program were conducted. The purpose was to get feedback on the following items as well as a survey to all staff. The following invite was sent to each program.

Each new year, we meet with your school’s curricular area or grade level leadership team, the building principal and the media specialist to talk about technology--what worked, what can we do better and what are your needs. We will do that again this year and will email each building media specialist to establish the date/time/location for your 2021 meeting. Our goal is to have these meetings completed in March, early April at the latest.

In preparation for our upcoming levy, we will discuss a process for technology gap analysis. Specifically, this means looking at your current state of technology and the strengths and gaps in need as we discuss the future of our secondary program, whether delivery is face to face or online. This process will help us determine the current state of technology and what our future priorities might be as we begin planning. Please keep this in mind as we discuss technology for your building.

During the meetings we conducted listening sessions on the following topics around technology. Responses and feedback were captured from all of these meetings and cataloged:

Guiding Questions:

- a. What is working?
- b. What areas are in need of improvement?
- c. What future trends should we be thinking about? For this final question we did provide the following context to assist in the discussion
 - i. Green - Areas up for discussion.
 1. What is currently available that is not really being used and could go away?
 2. What is currently being explored and should be considered for inclusion in EdinaApps?
 3. Is there something on the horizon we should be considering?
 - ii. Yellow - Items to be considered for depreciation or removal from our current digital ecosystem?
 - iii. Red - Non-Negotiables
 1. Standards. We define and We are committed to a standard in LMS, AV in the classroom, and Enterprise applications
 2. Budget: Any item that is considered for inclusion in EdinaApps must be worth the investment and sustainable for a 3-5 year period
 3. Use: Any item that is considered for inclusion would need to be used with fidelity by the entire targeted audience.

2. In order to capture additional voices from staff, DMTS circulated the following [Gap Analysis](#) survey and asked staff to complete. We had an additional 300 responses from this survey.

Findings

What is working: The overwhelming comments were that DMTS has implemented a very sound set of technology tools to support instruction, teachers and instructional staff felt that they had both the hardware and the software platforms to do their jobs. Many commented on how the portal, our single sign on solution, saves them time logging into one system and wished all programs would work that way. We also heard favorable feedback around Google and Google Meet and some questions about the ability to work on the same platform as students. In addition, technical support and the HELP desk was singled out as being incredibly positive with all staff we talked with reiterating that the customer service and technical support has been, and continues to be incredible.

What areas are in need of improvement: There were a number of comments about the stability of our LMS which suffered some outages this year. In addition to that we also heard wonderings about the appropriate time to introduce Schoology vs. Seesaw for elementary aged students. In addition, some staff asked why we use Microsoft Outlook for staff email but use Google email for students and if the district has looked into going with one productivity/communications platform. Primarily in the secondary school we heard a desire to revisit classroom AV specifically around sound enhancement and additional monitors for staff. Also, specific to the secondary math curriculum, they wish to maintain a precision touch enabled device that allows for the creation of instructional videos (similar to Khan Academy).

It should be noted that there were some individual or small group requests for specific applications to support certain grade level or content areas. Some of those included, continuing with the applications we purchased last year and will continue using such as Pear Deck, WeVideo, EdPuzzle, Kami, and Google Apps for enterprise. Good news on this front, middle school staff did mention to desire to have a tool that would allow teachers to monitor and limit what students could access via the Chromebooks and we have extended access to our Chromebook classroom monitoring tool GoGuardian Teacher to our middle school teachers in addition to our 3rd - 5th grade teachers.

Data

Common Responses	Number of Mentions
Use Gmail vs. Outlook (Google over Office)	11
Charging Stations for MS	4
Sound Enhancement/Audio	12
TextBlaze	6
Monitoring Tool (Goguardian Teacher)	4
Negative Comment on Schoology	17
2nd Monitor	13

Future work: From the feedback the suggested priorities for future study and decision making should be focused on the following items

1. Secondary AV Classroom Standards to include
 - a. Monitors
 - b. AV
 - i. Sound
 - ii. Interactivity
2. LMS Review-Use Model from last round
 - a. Platforms
 - i. SeeSaw
 - ii. Schoology
 - iii. Other
 - b. What grades use which platform - at what point is Schoology developmentally appropriate for students and the best tool for communication with families.
3. Google/Outlook Review-Nathaniel sees value in looking
 - a. Holistic review to include not only email but also calendaring
 - b. Costs implications

Technology Elements in Strategic Plan - Update

Steve Buettner, Michael Walker, Sean Beaverson
District Media and Technology Services



Foster Positive Learning Environments and Whole Student Support

C.6 - Review and develop a technology plan for students and staff

- Partner with DMTS to inventory technology currently in use by students and staff.
- Identify the benefits and drawbacks of each category of technology utilized.
- Make recommendations around continued use of each category of technology used.

Process

GAP Analysis consisting of the following components

1. Individual meetings with each department and every school/program were conducted
 - a. What is working?
 - b. What area needs improvement?
 - c. What should we be keeping in eye on for the future?
2. Gap Analysis Survey to all instructional staff

Findings

Feedback

- . Instructional staff felt that they had both the hardware and the software platforms to do their jobs.
- . Many mentioned how the Portal and single sign on makes our lives easier and wish more apps could be included
- . Also overwhelming we heard that DMTS provided a high level of customer and technical support. This included staff, student and parents

Areas to Address

- . Comments on stability and grade level for the districts Learning Management System (SeeSaw k-2 and Schoology 3-12)
- . Why have both Microsoft and Google?
- . Continue with PearDeck, EdPuzzle, WeVideo and Kami
- . Adding Middle schools access to our Chromebook classroom Monitoring tool GoGuardian Teacher.

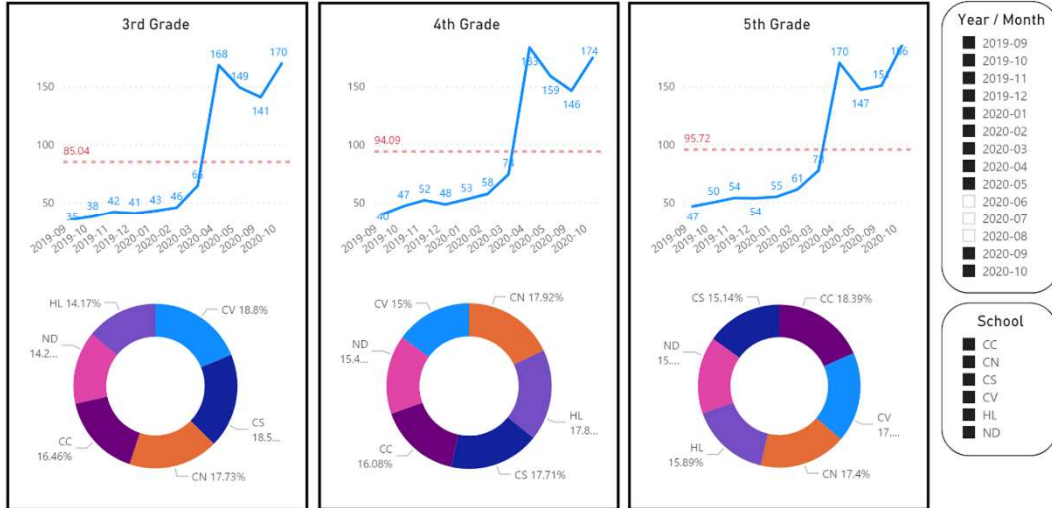
Future work

- **Secondary AV Classroom Standards** - What does the modern secondary classroom need?
- **LMS Review** - Does Seesaw and Schoology continue to meet the needs of EPS?
- **Enterprise Solution Review** - Google Workspace and Microsoft Office
- **EdinaApps** - Continue to leverage district reviewed and approved applications and software to support student learning and staff work.
- **Ensure Data Privacy** - Obtain Data privacy agreements with all vendors that rely on student information
- **Maintain Collaborative Processes** - Continue our work around making sound choices with technology

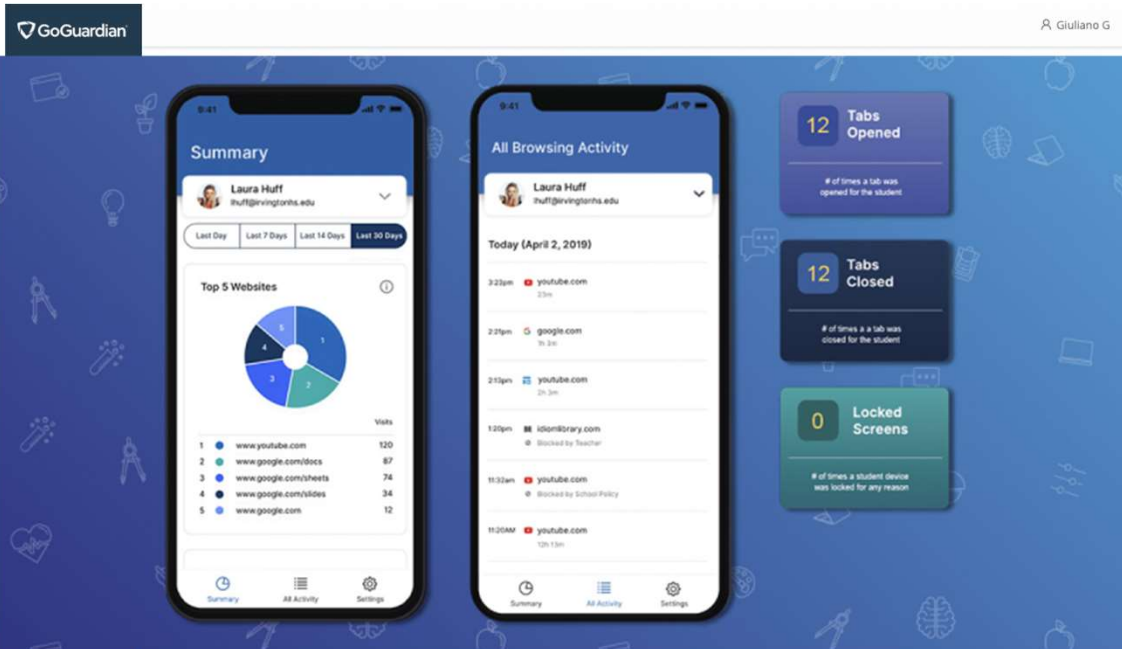
Support Balance and Healthy Choices

- Continue to monitor screen time and promote balance
- Continue to Provide Bootcamp and Family Outreach Nights
- Assist in educating our students and partner with caregivers to support healthy decisions with technology through increased use of our monitoring tools by teachers and parents
- Continue to develop caregiver support and training to support healthy choices at home as well as at school.

SCREEN TIME: ELEMENTARY



Edina Public Schools



Public Tools

Next Steps

Leveraging the COSN Peer Review, GAP Analysis findings and future budget

Revise/Rework Technology plan to provide a “Guide” for our work going forward

Questions



Board Meeting Date: 6/21/2021

TITLE: Test the Nest - Student COVID Testing Pilot Evaluation

TYPE: Report and Discussion

PRESENTER(S): Julie Greene, Matthew Fox, Owen Michaelson, John W. Schultz

BACKGROUND: The purpose of this discussion is to review the Spring 2021 Test the Nest program, and discuss future COVID testing opportunities for this type of mitigation. This report presents the results data which you have seen in the past. We are looking for feedback on items of highest interest and concern. **The key questions to address today are:**

1. What elements of the report do you find to be confirmatory that this was a successful program?
2. What questions do you have about the testing itself?
3. What elements of the broader program do you feel would benefit from a change or cause concern for continuing it?
4. What suggestions or additional feedback do you have for the operational leadership at EHS and UGH?

This report includes the following elements:

1. Committee Background, Approved Plan Goals/Strategy & Pilot Evaluation Guidelines
2. Timeline Overview of COVID-related Activity
3. Overall Results & Data Share
4. EPS Evaluation of Pilot
5. UnitedHealth Group Report
6. Recommended Next Steps

RECOMMENDATION: District to provide this report to district leadership (Incident Command Team) when State and District set mitigation protocols, if any, for 2021-22.

PRIMARY ISSUE(S) TO CONSIDER: Test the Nest Evaluation

ATTACHMENTS: Report (next page)

Test the Nest Tutorial Video

Project Test the Nest: Student COVID Testing Pilot Evaluation

1. Committee Background, Approved Plan Goals & Pilot Evaluation Guidelines

COMMITTEE BACKGROUND

This ad-hoc committee was charged in early November 2020 with researching and discussing the opportunities, practicality, challenges and feasibility associated with COVID-19 testing of employees and students in the Edina Public Schools. With the launch of the pilot, the Board supported continued work from this committee for ongoing evaluation and reporting.

Even with a quickly evolving landscape of this pandemic, this committee continued to meet, research and problem-solve potential paths for a COVID-19 testing program and several members of the committee continued to be engaged with the onsite roll-out of Project Test the Nest. It's important to note changes from the start of the committee work (early November 2020) to the committee framework/parameters presented to the School Board (Mid-December, 2020) to Project Test the Nest program approval (February 2021) to our current timeframe (June 2021). To recap:

In December, the School Board supported a shift in scope for the work of the ad-hoc committee. Those directions included (1) **Narrow** the scope of the committee work to the planning and implementation of a COVID-19 testing regimen for EPS and (2) **Broaden** the committee's flexibility and empowerment to seek alignment and support from city, state, and federal government resources. The following was based on this strategy.

In February, the School Board approved a partnership with UnitedHealth Group ("UHG") to launch a research-based COVID-19 testing pilot program for the Edina Public School system. This effort follows the UHG pooled-testing surveillance approach to COVID-19 testing to help prove that a proactive asymptomatic testing effort for school systems is an important part of an effective mitigation plan in keeping schools open.

In March, **Project Test the Nest** student COVID testing pilot launched at Edina Public Schools available to all secondary students enrolled in the in-person learning model to run through the end of the 2020-21 school year.

Project Test the Nest student COVID testing concluded its operations on May 27, 2021.

Ad-Hoc Committee members:

Kelly DeWeese, MPH, Public Health Planner, Bloomington Public Health

Matt Fox, School Board

Julie Greene, School Board

Mary Heiman, EPS, Director/Health Services,

Trevor Helmers, EPS External Legal Counsel

Nick Kelley, PhD, Bloomington Public Health

Owen Michaelson, School Board

Sarah Prebil, MD, Community member

Al Tsai, PhD, MPH, Community member

Nicole Tuescher, EPS, Director of Human Resources and Administrative Services

APPROVED PLAN GOALS/STRATEGY

Following are the approved program goals and strategy for the program as presented to the Board in February 2021.

Program Goals:

- EPS keeps classrooms open for students in hybrid/in-person learning models.
- EPS, in collaboration with UHG, leads a critical state/national effort to keep classrooms open for all students by creating, piloting and sharing an effective blueprint COVID-19 testing plan for other school systems to learn, copy and implement.
- EPS students become citizen scientists as important participants in UHG research efforts to combat COVID-19 and its impact.

Program Strategy:

- Asymptomatic spread requires screening to prevent additional cases. Provide purposeful and effective COVID-19 surveillance testing pilot (frequent, convenient and fast results) as one of the multiple layers of interventions that can support the delivery of education.
- Focus testing resources on secondary students with flexibility to extend if capacity allows: (1) Students (grades 6-12) enrolled in hybrid/in-person learning model and 2) Employees in hybrid/in-person learning models.
 - ◆ Ages 12+
 - ◆ Students/adults capable of self-administering sample collection
 - ◆ Manageable logistics for testing events at concentrated school locations (VV, SV, EHS)
- Ongoing evaluation of pilot program (Feb-June 2021) for adaptations, effectiveness, partnership impact and communication support.

PILOT EVALUATION GUIDELINES

To recap previous discussions, the committee considered the following to determine the potential feasibility of an EPS COVID-19 Testing Pilot program based on a set of considerations including funding, logistics/operations and COVID-19 testing resources.

Based on learnings from a few districts/schools with current COVID testing programs in place, the committee agreed the following five main elements are critical considerations needed for EPS to have an effective COVID testing program. They included:

- Purpose
- Cost
- Frequency of test
- Turn-around time for results
- Performance of tests

Using this guideline, the committee discussed at length what a successful EPS Strategy and Launch of a COVID testing pilot would include:

- Pilot Goal
- Secured funding
- Scalability of program
- Stand-Alone EPS testing Hub
- Detailed Execution Plan for employees and students
- Communication Plan for employees and students

These parameters led to the Testing Committee's recommendation and subsequent Board approval of Project Test the Nest in February 2021. These guiding principles will serve as parameters for EPS measurement and evaluation of the **Immediate (Phase 1)** of this program (see below).

Immediate (Phase 1): February - June, 2021 (COMPLETED)

In collaboration with in-person mitigation efforts for a safe return of students to the classroom, layer proactive COVID-19 testing efforts into the school system in coordination with timing of Learning Model shifts. Focus of testing efforts is to identify and isolate asymptomatic spread of virus. This effort is expected to be an effective and sustainable tool in lessening operational challenges COVID presents which includes ongoing district evaluation of operations and mitigation efforts and behaviors.

Long-Term (Phase 2): 2021-22 School Year, August - June, 2022 (PENDING)

Evaluate COVID-19 impact on EPS for the 2021-2022 school year and any considerations of ongoing mitigation strategies that may be needed to support the delivery of education to students.

2. Timeline Overview of COVID-related Activity Throughout Committee Work

As mentioned, shifting variables throughout the 2020-21 school year created an evolving landscape for the committee work and approved program. It is important to note that since late November there have been significant COVID-related changes impacting elements of this program.

<u>TIMING</u>	<u>Where We Started (Early NOV 2020)</u>	<u>Progress Update to Board (Mid-DEC 2020)</u>	<u>Proposal to Board with Options & Updates (FEB 2021)</u>	<u>Test the Nest Student COVID Testing Launch (MARCH 2021)</u>	<u>Test the Nest Student COVID Testing Concludes (JUNE 2021)</u>
COVID CASE RATE OVERVIEW	→ COVID-19 positive case rates (<i>less than 20/10,000</i>) in Hennepin County	→ Increase in COVID-19 positive case rates (<i>more than 100/10,000</i>) in Hennepin County	→ <i>Decrease in COVID-19 positive case rates/ (less than 30/10,000) in Hennepin County</i>	→ <i>Increase in COVID-19 positive case rates (more than 50/10,000 in Hennepin County)</i>	→ <i>Decrease in COVID-19 positive case rates (See Appendix 1, Figure 2)</i>
TESTING	→ Limited public testing sites/availability	→ Additional state-wide public testing sites open	→ <i>State-wide public testing sites open and mail-in testing option available</i> → <u>MDH updated recommendation</u> (1/27/21) <i>includes proactive testing for students every 2-4 weeks</i>	→ <i>March 8 EPS Project Test the Nest launches at secondary schools with roll-out</i> -Students begin registration and testing on-site 1x a week	→ <i>April 22 MDH and MDE announce requirement for schools to offer diagnostic student COVID testing every other week through state program</i>
VACCINE	→ Vaccine approval and distribution unknown	→ Vaccine approval/distribution on horizon	→ <i>Vaccine distribution begins for EPS Tier 1/direct services school district personnel by BPH & MDH</i> <i>EPS Tier 1/direct services employees continue to receive vaccination via distribution</i>	→ <i>March 30 MN opens up vaccine eligibility to all people 16 years and older</i>	→ <i>May 5/6 EPS hosts vaccine clinics (16 & older) at EHS in partnership with Community Care Clinics of MN</i> → <i>May 10 MN opens up vaccine eligibility to all people 12 years & older</i> → <i>May 14 EPS hosts vaccine clinics (12 & older) at SVMS/VVMS</i> → <i>May 27 EPS hosts 2nd on-site vaccine clinic at EHS (second dose)</i> → <i>June 4 EPS hosts 2nd vaccine clinic at SVMS/VVMS</i> <u><i>Vaccination Results</i></u> <i>May 14: 1,709 vaccinations</i> <i>June 4: 1,236</i> <i>2,945 total for both days completed</i>

EPS SAFE LEARNING PLAN MODEL	→ EPS students enrolled in Hybrid or EVA learning models	→ All EPS students pre-K-12 in Distance Learning	<p>→ <i>EPS students enrolled in EVA continue distance learning</i></p> <p>→ <i>EPS students return to in-person classroom learning</i></p> <p><i>Tiered roll-out:</i> <i>Special Services: by Jan 11</i> <i>K-5 (4/5-days week): by Feb 8</i> <i>6-12 (hybrid): by Feb 16*</i></p> <p><i>*assumes MDH, MDE Safe Learning Model guidelines align</i></p>	<p>→ <i>EPS students enrolled in EVA continue distance learning</i></p> <p>→ <i>EPS students attending in-person classroom learning</i></p> <p><i>K-5: 5 days a week in person (started Feb 10 through end of school year)</i> <i>6-12: attend hybrid model (started Feb 16 through March 8)</i> <i>6-12: pivot to 4 days a week in person (roll-out started March 8)</i></p> <p>→ March 29-April 2 (Spring Break)</p> <p><i>All secondary students were able to do distance learning (in-person pause) from April 5-23 because of Edina and Hennepin County high case counts</i></p> <p><i>*MDH requirements & guidelines for the MN Safe Learning Model plan updated on February 17 (social distancing revision)</i></p>	<p>No change.</p> <p>→ <i>EPS students (K-12) enrolled in EVA continue distance learning</i></p> <p>→ <i>EPS students (K-12) attending in-person classroom learning</i></p> <p><i>K-5: 5 days a week in person</i> <i>6-12: 4 days a week in person, 1 day a week asynchronous</i></p>
	→ All EPS facilities and activities open	→ All EPS facilities open and most activities paused	→ Jan 4. <i>All EPS facilities open and activities at less capacity for EHS Winter Athletic/Activities & CES Programming</i>	→ <i>All EPS facilities open and activities at less capacity for EHS Spring Athletic/Activities & CES Programming</i>	→ <i>All EPS facilities open and activities at less capacity for EHS Spring Athletic/Activities & CES Programming</i>
TIER 1 ESSENTIAL CARE	→ State-mandate Tier 1 Essential Care offered at EPS	→ State-mandate Tier 1 Essential Care offered (model change)	→ <i>State-mandate Tier 1 Essential Care offered in new model as of Jan 4</i>	N/A	N/A

3. Overall Results & Data Share

The following data and information were considered for this report and are embedded in the evaluation process below:

EPS Safe Learning Model Plans & Student Enrollment

EPS Program Budget & Actual Costs

UHG Partnership with EPS

Throughout Phase I, the testing committee met to develop the program. School health professionals met with UHG and school district leadership to discuss the testing process. District health professionals train on both pool and diagnostic testing. In addition, the Superintendent, District Health Coordinator, District Communications director, and members of the testing committee met weekly to monitor program progress and addressed problems and concerns that merged as the program was implemented.

UHG Volunteer Pool Testing Team

- # of Volunteers & total hours (management of program, training and on-site implementation work)
- Post-Program Volunteer Survey

EPS Test the Nest Team (Communication, Health Services, Technology, Facilities, Legal)

The deliverables from several school district departments included:

- The **Communications** department developed information and posted it in many of the communications sent to families and students, including website, email, Superintendent Weekly Report, Principal's Newsletters, etc.
- The **Health Services** department was supportive on testing day at the 3 sites, answered parent questions, trained on nasal swabs, and performed nasal swabs and prepared samples for diagnostic testing.
- **Buildings and Grounds** provided locations for testing, tables and chairs, and storage for equipment for all three schools.
- School District **legal counsel** worked with the Superintendent to write an agreement between Edina Public Schools and United Health Group.
- The **Technology** department prepared google forms for collecting data, which included permission and test results. Technology was also instrumental in providing data so Test the Nest could notify test participants and remind students of testing days.

4. EPS Evaluation of Pilot

In order to provide a robust evaluation of Project Test the Nest from an EPS advantage point, our committee used the program goals, strategy and selection criteria to focus on three (3) main components of the program to evaluate **1) Edina Public School's Partnership with UHG 2) On-Site Testing Logistics and School Operations** and **3) COVID Testing Impact on EPS In-School Learning**. Each component was analyzed based on goal, actual data/results/deliverables available, efficacy, challenges and overall impact.

1) Edina Public School's Partnership with UHG, a private-public collaboration

The following 5 main elements were used as critical considerations in evaluating an effective student COVID testing program and the basis for the recommendation of UnitedHealth Group as an effective partner.

Evaluation Question: Was the student COVID testing program with UHG an effective partner for EPS?

Answer: Yes. Partnerships are defined when the both partners, in this case, benefit from their shared activity. UHG collected information about COVID testing protocols and Edina Public Schools added another COVID mitigation strategy.

Elements	Goal	Actual Data/Results/Deliverables
Purpose	UHG/EPS share goals and accountability for overall program success with mutually agreed upon contract.	→ <i>UHG Partnership with EPS:</i> <ul style="list-style-type: none"> - <i>Held regular, executive engagement with UHG (weekly team meetings, ongoing communication and collaborative problem-solving approach to logistic challenges and program improvements (more than 150 meetings)</i> - <i>UHG remained in alignment with EPS mission and goals throughout the program</i> - <i>Provided excellent training for COVID testing (see Volunteer feedback survey results)</i> - <i>FERPA and HIPPA laws were followed</i> - <i>All contract deliverables and expectations met by both parties</i>
Cost	EPS Program budget committed up to \$45,000 in funds to cover testing materials at-cost (PPE, swabs, test tubes) for up to 3,500 individual participants per week. (approx. 45,000 tests).	→ Cost <u>\$6,038</u>
Frequency of Tests	Offer easy and convenient COVID testing for EPS students at school sites as an important mitigation effort to support the in-person learning model.	→ <i>Secondary Students able to participate in student COVID testing 1x a week at school site from March 8 - May 27 (10 weeks total). (UHG volunteer team and EPS testing support team)</i> → <i>Student COVID testing availability aligned with Safe Learning Model plan with secondary students returning to in-person learning (March 8)</i> - <i>COVID Testing remained an option for students throughout duration of 2020-21 school year</i>
Turn-Around Time for Results	UHG provides fast COVID testing results for students to help decrease spread of virus at schools by catching asymptomatic cases early.	→ <i>UHG Partnership provided a local, Minnetonka-based company allowed for an efficient and cost-effective implementation of UHG program (local training of volunteer core, transfer efficiency of completed tests)</i> → <i>100% of same-day pooled testing results delivered to EPS students and families by UHG before 2 pm on all testing days.</i>
Performance of Tests	UHG provided a reliable and trusted testing resource	→ <i>UHG Report includes confirmatory results of two asymptomatic cases of COVID</i> → <i>EPS participants received no false positives</i>

2) On-Site Testing Logistics and School Operations

The following guidelines were used as a baseline for what the committee identified for a successful EPS student COVID testing pilot program.

Evaluation Question: *What significance did logistics and school operations have to support this program?*

Guidelines	Actual Data/Results/Deliverables																				
Pilot Goal																					
Secured funding	<i>Edina Schools received federal dollars which included using funds for partnerships to mitigate COVID in schools.</i>																				
Scalability of program	<i>A pilot was conducted and the process was reviewed after the pilot. The program was then scaled to all three secondary schools.</i>																				
Stand-Alone EPS testing Hub	<p>Pool Testing for Students</p> <ul style="list-style-type: none"> -Volunteers received training from UHG and ongoing Technology, Facilities and Volunteer lead support from EPS -District communications, Health Services and Technology communicated pooled test results to test participants and families. <p>→ <i>Test the Nest Volunteer Feedback Survey Results, May 28, 2021 (Appendix 2):</i></p> <div data-bbox="446 894 1071 1201"> <p>How would you rate your volunteer experience for Test the Nest? 4=excellent, would absolutely do again 3=good, would consider doing again 2=ok, most likely not do again 1=poor, would not do again</p> <p>9 responses</p> <table border="1"> <thead> <tr> <th>Rating</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Excellent, would absolutely do again</td> <td>88.9%</td> </tr> <tr> <td>Good, would consider doing again</td> <td>11.1%</td> </tr> <tr> <td>Fair, unsure about doing again</td> <td>0%</td> </tr> <tr> <td>Poor, would not do again</td> <td>0%</td> </tr> </tbody> </table> </div> <div data-bbox="446 1236 1071 1547"> <p>How well prepared did you feel to implement the duties of Test the Nest?</p> <p>9 responses</p> <table border="1"> <thead> <tr> <th>Rating</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Excellent</td> <td>100%</td> </tr> <tr> <td>Good</td> <td>0%</td> </tr> <tr> <td>Fair</td> <td>0%</td> </tr> <tr> <td>Poor</td> <td>0%</td> </tr> </tbody> </table> </div> <p><i>"I felt it was a cutting edge pilot program that could get our kids back to school in person and keep them there safely. It represented exactly what public schools should be doing in a pandemic."</i></p> <p><i>"The process of welcoming the students, checking them in, and executing the safe test."</i></p> <p><i>"Putting stations at multiple doors, especially the bus doors, was effective."</i></p> <p><i>"I felt that the organization and coordination of supplies was excellent."</i></p> <p><i>"Process of checking in to testing was smooth and efficient."</i></p>	Rating	Percentage	Excellent, would absolutely do again	88.9%	Good, would consider doing again	11.1%	Fair, unsure about doing again	0%	Poor, would not do again	0%	Rating	Percentage	Excellent	100%	Good	0%	Fair	0%	Poor	0%
Rating	Percentage																				
Excellent, would absolutely do again	88.9%																				
Good, would consider doing again	11.1%																				
Fair, unsure about doing again	0%																				
Poor, would not do again	0%																				
Rating	Percentage																				
Excellent	100%																				
Good	0%																				
Fair	0%																				
Poor	0%																				

	<p><i>"I would have loved to have seen more social media posts about it so that more students opted to test."</i></p> <p>Follow-Up Diagnostic Testing <i>EPS staff received training from UHG and ongoing support from EPS site admin and Health Services</i></p> <p>EPS Health Services Results, June 2021:</p> <p><i>-The number of times EPS staff implemented the follow-up Diagnostic testing process for students (Total: 2X)</i></p> <p><i>-School administration and health services professionals were central in communicating test results to parents</i></p>
Detailed Execution Plan for employees and students	Technology managed all data being collected to provide a list of participants for the test. Communication executed several communication pushes through newsletters, web page posts, social media, etc.
Communication Plan for employees and students	<p>Communication outreach for students and families include, despite...</p> <ul style="list-style-type: none"> -Active disinformation campaign in community and country -Program steps were cumbersome for what students/families typically are asked to complete for participation in programs <p>EPS Communication components supporting program:</p> <ul style="list-style-type: none"> Test the Nest Web page with extensive FAQ Test the Nest Video developed in coordination and UHG oversight On-site signage Direct email via Schoology, Principal updates, Superintendent updates Media coverage (Sun Current, Star Tribune, Zephyrus)

3) COVID Testing Impact on EPS In-School Learning

Evaluation Question: *Did student COVID testing impact ability to keep schools open for in-person learning?*

The testing protocol was successful at collecting data to test for the presence of COVID in students. Two positive tests were identified. This allowed the school district to manage quarantines through close contact of students who would have otherwise not been identified. The timing of Test the Nest was challenging. As vaccinations began to emerge, interest and patience shifted to being immunized against COVID as opposed to testing for COVID.

5. UHG Report (see Appendix 1)

6. Recommended Next Steps

District to provide this report to district leadership (Incident Command Team) when State and District set mitigation protocols, if any, for 2021-22.

Appendix 1: Test the Nest Data

Figure 1: UnitedHealth Group Report: Program by the Numbers

Program summary by the numbers

Consent & Participation:

- 417 (14.9%) of 2,798 eligible students consented
- 250 (60%) of consented participants tested

Testing:

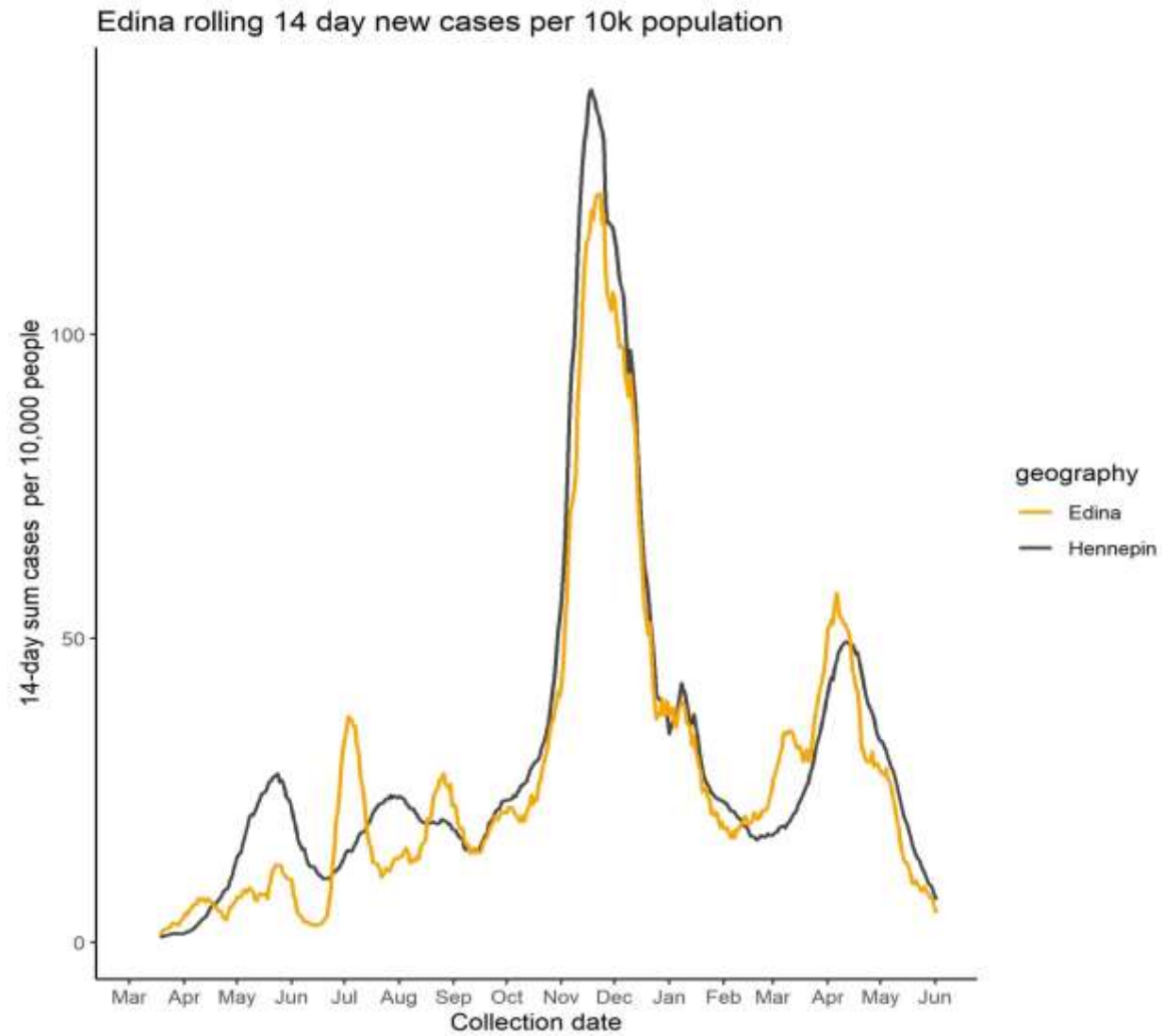
- 18 testing events over nine weeks
- 836 total samples in 113 pools (2 positive)
- Average pool size 7.4 (range 2-10)

	EHS	VVMS	SVMS
Swabs	232	265	339
Total Students	77	77	96
Avg Tests	3	3.4	3.5
Median	3	3	3
Range	1-8	1-9	1-9

Positivity:

- 2 positive pools leading to 19 individual samples for confirmatory testing
- In both events the positive student was identified through QL confirmatory testing

Figure 2: Hennepin County Data (Cases/10,000)



Appendix 2: Surveys

1) **Test the Nest Volunteer Feedback Survey:** https://docs.google.com/spreadsheets/d/1SRf3TBVJxJe7dVgFliULj-DIJ6CUc3SRLpvzXu_JwQE/edit?resourcekey&usp=forms_web_b#gid=1926265223

2) **Test the Nest Survey of Participants, Families and Staff**

UHG used a qualitative analysis below to analyze the results of the survey.

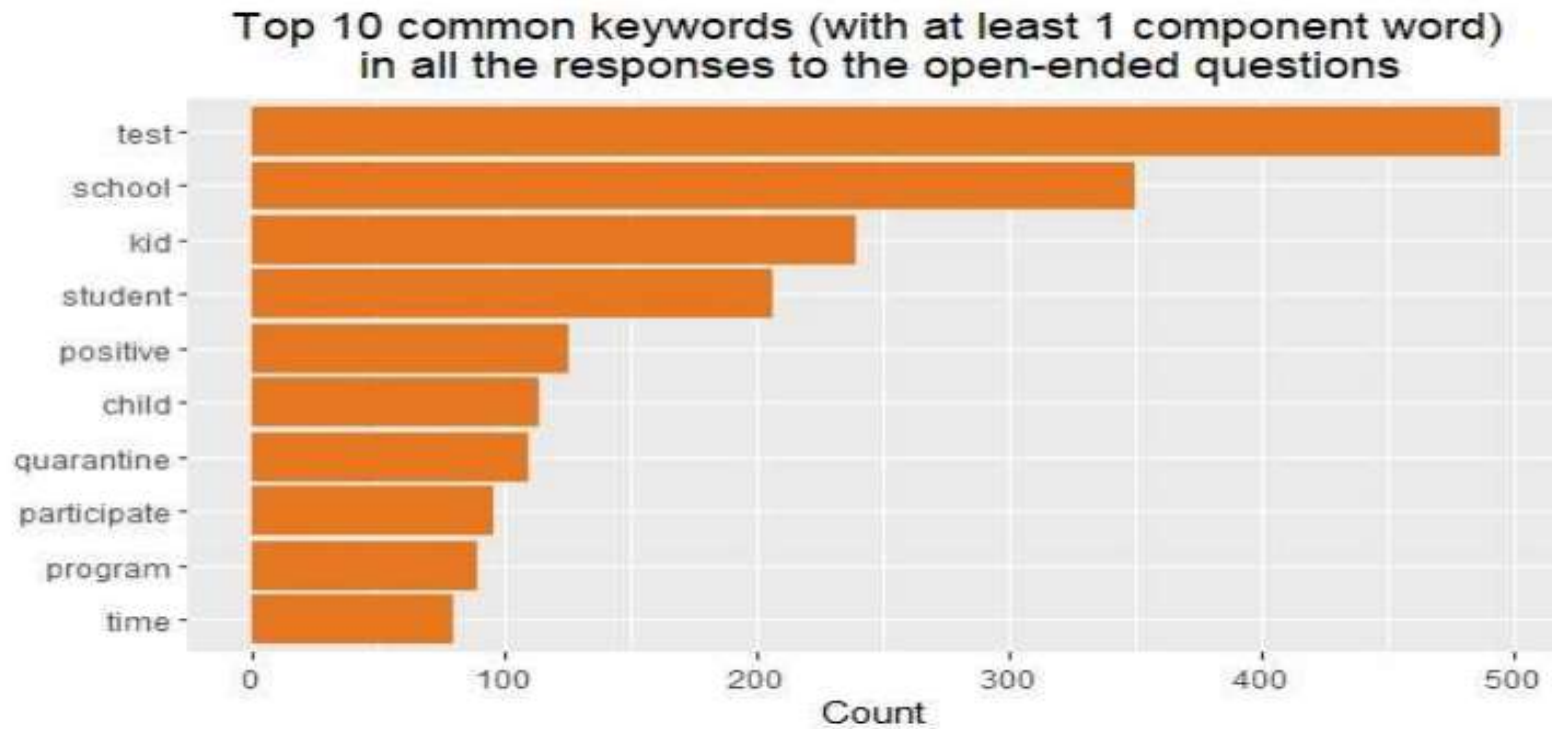
A bit about the methodology:

- All comments across all three surveys were grouped together
- First we ran a word count and phrase count analysis (slides 3-4) to see what were the common words and phrases.
 - Some are obvious (test, kid, school) and some are more indicative of feedback on the program: quarantine, participate, time
 - The phrases (called keywords in this analysis) are also interesting – as #1 is “false positives” and “5 days” and “mental health” are in the top ten
- The second step of the analysis was to find common “topics” across comments.
 - The way the system works, is you select a number of topics (in this case, 8) and it finds words or phrases that tend to be in the same comment, and then groups them into topics.
 - Slide 5 lists the “topics”: not at all completely logical but there are some clear themes
 - Topic 1 is about the test and the quarantine/false positives
 - Topic 2 is about COVID prevention
 - Topic 3 is about the time and resources going into the program (and about returning to school 5 days a week)
 - Topic 5 is about mental health
 - Topic 6 is about pooled testing
 - Topic 8 is about quarantine timelines
 - Then each comment is scored based on how well it aligns to a topic (details on spreadsheet) and slide 6 is a summary of those scores

Edina Public Schools’ Survey Data Analysis, Open-Ended Survey Questions

Parent	Q14	What is most important to you in a screening program for COVID-19 in your school?	292
Parent	Q15	What is your biggest worry about a screening program?	310
Parent	Q16	Please provide any additional comments here.	216
Staff	Q8	Please provide any additional comments here.	34
Student	Q13	Please provide any additional comments here.	60
			912

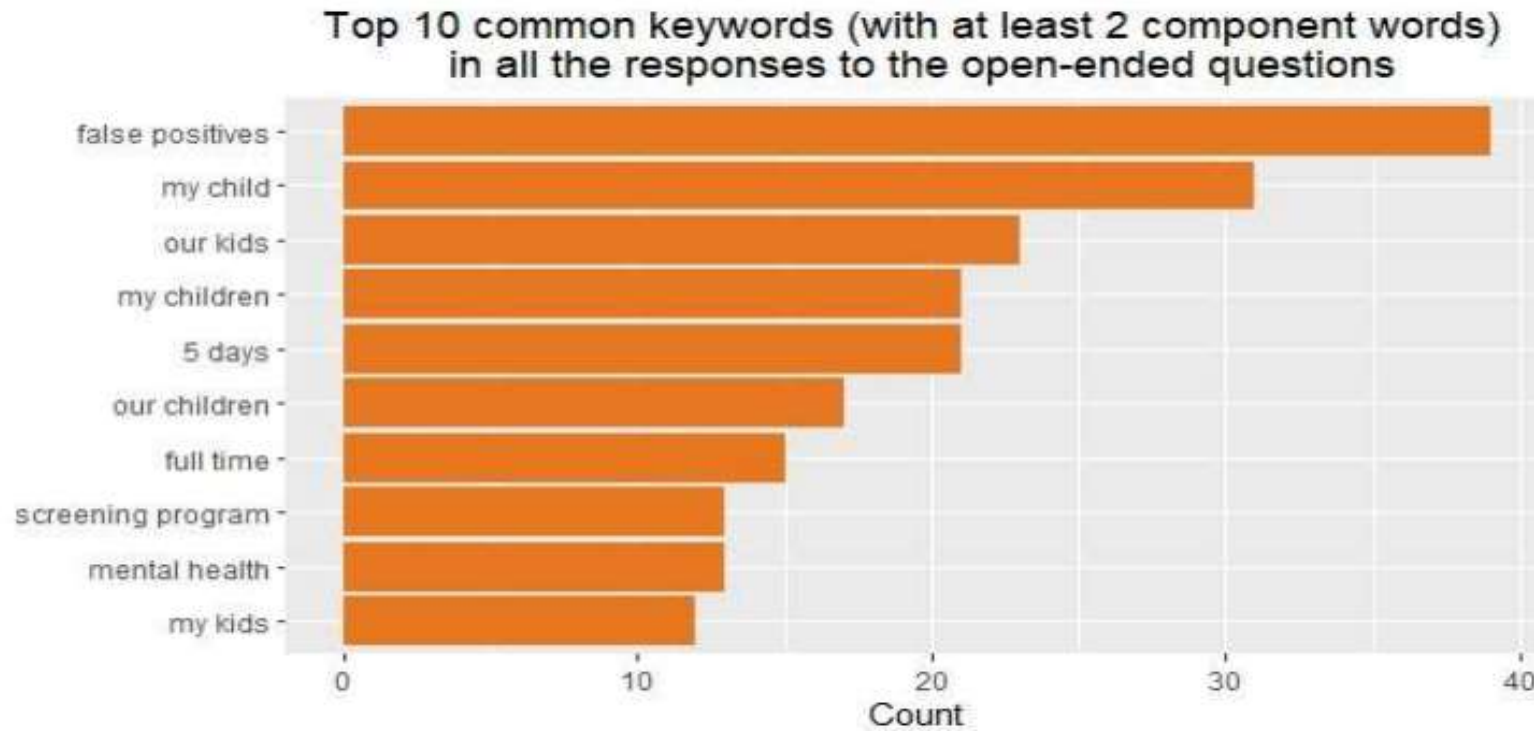
Common Keywords



* There are 7,786 words, not necessarily distinct, in the set consisting of all the responses to the open-ended questions after removing stop words and performing lemmatization.

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Common Keywords



* There are 7,786 words, not necessarily distinct, in the set consisting of all the responses to the open-ended questions after removing stop words and performing lemmatization.

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Topic Modeling Results When Number of Topics is 8
Top 10 words related to each topic

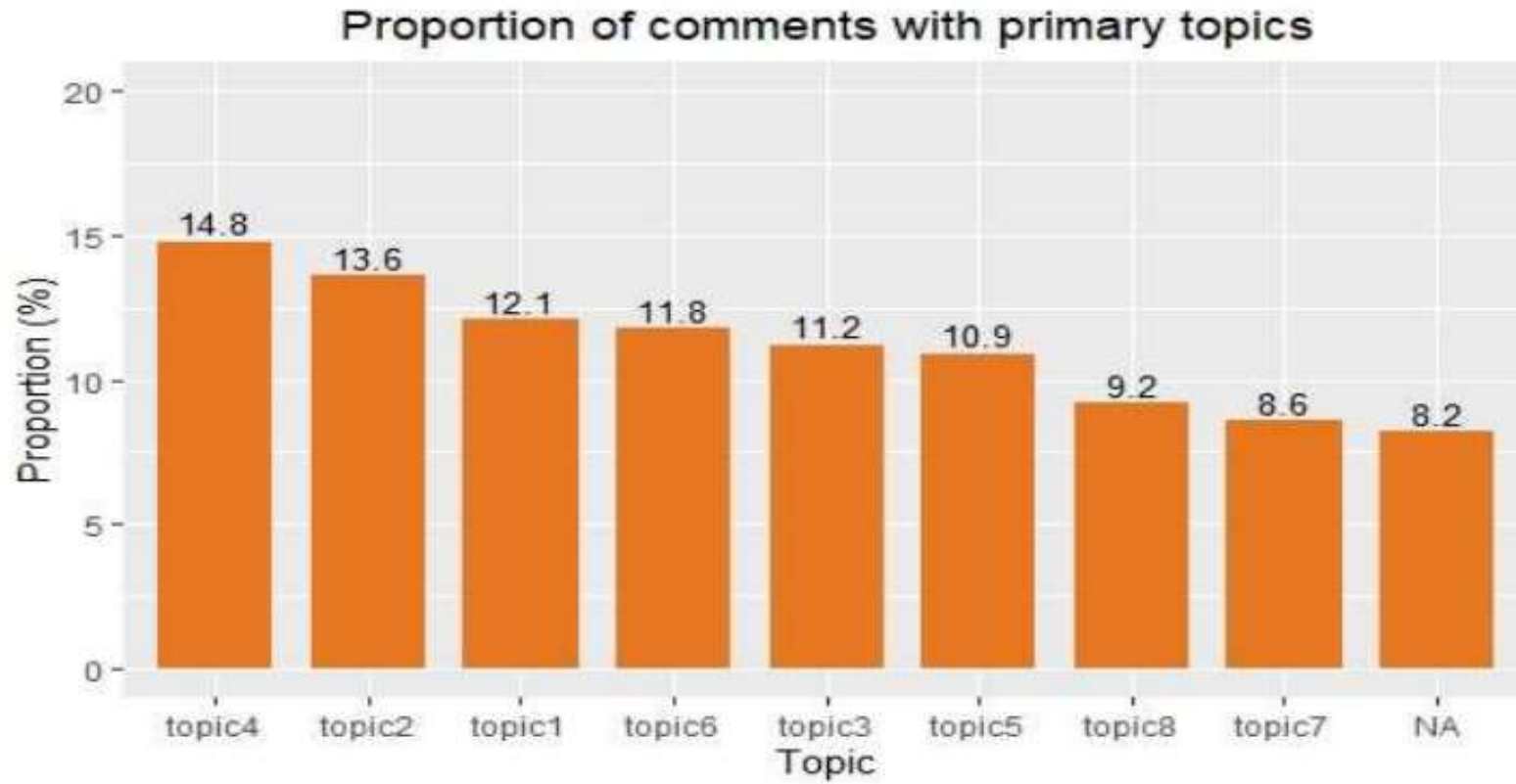
1	positive	participate	day	covid	health	quarantine	time	family
2	false	covid	time	program	positive	positive	my child	quarantine
3	false positives	mask	waste	family	anxiety	program	pool	ep
4	result	screen	5	ep	mental	pool	home	vaccinate
5	quarantine	program	money	happen	quarantine	time	positive	participate
6	people	stop	safe	kids out of school	worry	individual	send	follow
7	healthy	feel	learn	teacher	stay	screen	week	day
8	accurate	person	5 days	home	unnecessary	vaccinate	focus	cdc
9	quick	vaccinate	week	stop	mental health	my children	comfortable	guideline
10	unnecessary	people	vaccinate	concern	symptom	full time	health	edina

* Certain common words were removed in the set consisting of all the responses before doing the topic modeling.

These words are *test*, *school*, *kid*, *student*, and *child*.

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Proportion of Topics





Board Meeting Date: 6/21/2021

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.

- 409 – Employee Publications, Instructional Materials, Inventions, and Creations
- 429 – Shared Contract
- 431 – Compensatory Practices
- 432 – Assignment and Transfer of Teachers
- 516 – Student Medication
- 633 – Research Requests
- 904 – Distribution of Materials

RECOMMENDATION: Review the suggested policy modifications.

ATTACHMENTS:

1. 409 – Employee Publications, Instructional Materials, Inventions, and Creations
2. 429 – Shared Contract
3. 431 – Compensatory Practices
4. 432 – Assignment and Transfer of Teachers
5. 516 – Student Medication
6. 633 – Research Requests
7. 904 – Distribution of Materials

Personnel

Employee Publications, Instructional Materials, Inventions and Creations

I. Purpose

This policy sets forth the rights and responsibilities of ~~both~~ the school district and district employees with respect to employee publications, instructional materials, inventions and creations.

II. General Statement of Policy

The school district reserves the proprietary rights to ~~certain~~ publications, instructional materials, instruction for pay, inventions and creations that employees develop or create, or assist in developing or creating, while employed by the district. Nothing in this policy limits in any manner or degree any right granted to the district by law that is not specifically described herein.

III. Guidelines

- A. The school district will not retain proprietary rights when the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the (1) employee's own time and (2) without the use of any district facilities, resources, or equipment.
- B. An employee will immediately disclose and, on demand of the district, assign to the district any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations that the employee develops or creates or assists in developing or creating during the term of the employee's employment and for 12 months after employment with Edina Public Schools.
- C. An employee must sign ~~necessary~~ documents and perform ~~necessary~~ acts to secure the district's rights relating to such publications, instructional materials, computer programs, materials posted on websites, inventions or creations, including domestic and foreign patents and copyrights.
- D. The district reserves the right to all or a portion of an employee's financial gains ~~by an employee~~ as a result of the above-mentioned employee activities. Further, the district reserves the right to all or a portion of an employee's financial gains ~~by an employee~~ who shares expertise gained through district-financed training by means of instruction or presentation at a college/university course, conference or workshop. -The district will determine its financial rights based on discussion with the employee.

E. ~~In its discretion, t~~The district may establish a ~~panel~~~~task force~~ to review situations ~~in which~~~~where~~ proprietary rights ~~appear to bere~~ a blend of district rights and an employee's rights. The ~~panel task force~~ would ~~make a recommendation to the superintendent determine a percentage regarding the apportionmentbreakdown on the portions~~. This determination ~~may~~~~would~~ result in an individual agreement between the district and employee.

~~IV. Notice of Policy~~

~~The school district will provide employees with notice of this policy on an annual basis.~~

Legal Reference:

17 U.S.C. § 101 *et seq.* (Copyrights)

Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)

Policy

adopted: 1/26/09

Revised: 6/24/13

Revised: 8/17/15

Revised: 7/19/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Personnel

Shared Teaching Contracts

I. Purpose

Job sharing provides the school district flexibility in managing ~~changed curriculum~~ and district and employees' needs. This policy provides guidelines ~~and procedures~~ for implementing and managing shared teaching contracts.

II. General Statement of Policy

- A. Sharing contracts is the practice of assigning two licensed and qualified ~~staff member~~teachers to fill one existing full-time ~~contracted~~ position.
- B. Applications for a shared contract may or may not be ~~recommended to the school board for~~ approved or renewed on a yearly basis at the discretion of the ~~district administration~~superintendent.
- C. The superintendent, or designee, will establish an application process and other procedures for shared teaching contracts.

III. The following limitations apply to shared teaching contract requests:

1. ~~Only one~~ shared teaching contract is allowed per grade level or department at a school/program site.
2. Shared teaching contracts will not be allowed in kindergarten, grade one, continuous progress grades or highly specialized positions requiring teacher consistency ~~for the good of the student(s)~~.
3. Shared teaching contract schedules will be arranged by the principals with weekly instructional days required of each ~~staff member~~teacher.
4. A maximum of three shared contracts per school/program, however, schools with less than three sections per grade may have additional limitations.

- IV. Shared teaching contractsing areis voluntary. ~~Staff members~~Teachers accepting a shared teacher contract ~~—assignment~~ may not discontinue the assignment during its contract life unless the ~~school board~~district approves such discontinuance. ~~Individuals~~Teachers requesting a ~~job share partnership~~shared contract will have an alternative plan, as described in Appendix I, in place at the time of application that enables them to take over the classroom full-time should one partner require a leave or terminate the job share prior to its completion.

Legal Reference:

Minn. Stat. §. 354.66 (Qualified Part-Time Teachers; Membership in Association)

Policy
adopted: 3/16/09
revised: 1/27/14
revised: 11/14/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I to Policy 429
Shared Contract Procedures

I. Application Process

- A. Two licensed, qualified staff member teachers who wish to share one full-time contracted position for the coming school year must submit a written application by February 1 of the preceding school year to the appropriate principal or supervisor who will in turn consider the application and forward it with recommendation for approval or disapproval to ~~the director of~~ human resources.

~~The director of h~~uman resources will review the application and provide input to the superintendent for a final decision. -To be eligible for a shared contract, a ~~staff member teacher~~ must have completed the teacher's his/her probationary period prior to application.

- B. The written application must include the following information:

1. The purpose of the shared position;
2. The division of duty time, including arrangements for joint planning;
3. The division of responsibilities and how the responsibilities will be assumed by both staff member teachers;
4. The assurance that no additional supervision, materials, organization, or outside resources will be required other than those that would be regularly necessary for the one full-time position;
5. Planned communications among partner teachers, colleagues and principal;
6. In cooperation with the principal, a plan for completion of annual feedback surveys on the job share position with colleagues and parents of students in the class; and
7. An alternative plan that enables one partner teacher to take over the classroom full-time should the other partner teacher require a leave or terminate the job share prior to its completion.

- C. Both staff member teachers sharing a contract will attend:

1. Parent-teacher conferences and special education staffing meetings;
2. Workshops, professional learning opportunities and staff meetings as would a full-time staff member teachers; and
3. Prearranged team/departments/grade level meetings.

Further, both ~~staff member~~teachers will pre-establish the division of responsibilities for the position, including:

1. supervisory tasks;
2. evaluations;
3. daily duties, including communications with shared staff and parents;
4. grading;
5. student records and data entry;
6. end-of-year summaries;
7. team/department/grade level and classroom goals; and
8. school committees and task forces.

D. Approved applicants will review all plans and responsibilities for the coming year with the appropriate principal or supervisor by June 1 of the preceding year. ~~A signed shared contract plan will detail these arrangements.~~

E. Shared teaching contracts are reviewed annually for renewal at the request of the ~~staff member~~teachers sharing the position. The renewal requests must be submitted to ~~the director of human resources~~human resources by February 1 for the following school year, and must have a continuation recommendation from the principal or supervisor.

F. A ~~staff member~~teacher is limited to a maximum number of three years in a shared contract, as determined by ~~the director of~~ human resources. ~~The district may deny a job share arrangement established prior to June 30, 2009, if the job sharing prevents a new job share request from being fulfilled, as outlined in the policy.~~

G. At the time an application is approved, participating ~~staff member~~teachers who are sharing a position must agree in writing to the following conditions:

1. The ~~staff member~~teachers will agree to the dates of duty, to repay any salary advanced that is subsequently unearned, and to any other necessary conditions ~~which are~~ consistent with the provisions of the section. The ~~staff member teacher~~ also recognizes that because a shared contract is voluntary the teacher ~~staff member~~ may be ineligible for unemployment compensation benefits.
2. The district's contribution for ~~work agreement~~Master Agreement benefits (for the two people sharing the contract) will not exceed that of one full-time position.
3. The ~~staff member~~teacher will retain all accrued sick leave. Additional sick leave is accrued on a prorated basis according to the number of full days of duty.

4. The district contribution to the ~~tax-sheltered~~tax-sheltered annuity program continues on a matching basis according to the provisions of the district's Master Agreement ~~with Education Minnesota/Edina ("Master Agreement")~~; ~~The district will match~~es the appropriate percent for each shared contract.
5. The ~~staff member~~teacher is eligible for the Incentive for Early Retirement provisions of the district's Master Agreement ~~, Incentive for Early Retirement~~, as if ~~the teacher were~~the teacher was ~~staff member were~~ not in a shared position.
6. The ~~staff member~~teacher, who has 20 years or more of allowable service in Minnesota schools, will pay into the Teachers Retirement Association of the State of Minnesota upon the same basis and in the same amounts as would be payable or accrued were the ~~staff member~~teacher not sharing a position. ~~Staff members~~Teachers must contact ~~seeking this option must contact~~ the state retirement office ~~and qualify for this option~~to discuss this situation.
7. The salaries and pay period options for ~~staff member~~teachers sharing a position are according to the Master Agreement. These and other costs will not exceed the cost of one full-time position.
8. Placement on the salary schedule for the ~~staff member~~teacher sharing a position is in accordance to the Master Agreement with the exception that for each school year or part thereof that a ~~staff member~~teacher shares a position, a full step will be granted for salary schedule placement.

II. Cancelling of Job Share Contract

- A. If a shared teaching contract position cannot be fulfilled by a teacher, the partner teacher will be required to meet with the ~~director of human resources~~human resources and building principal/program supervisor to determine next steps in the assignment of the remainder of the contract.
- B. If there is ~~a an unexpected~~ discontinuance of the partnership and the alternative plan cannot be enacted, the remaining job share partner could receive a discretionary leave for the remainder of the year should the leave be needed to fill the position opening appropriately.
- C. In accepting a shared teaching contract, the ~~teacher~~ ~~staff member~~ will retain all seniority rights (seniority date remains unchanged) and does not relinquish ~~his/her~~the teacher's right to reinstatement to a full-time position.

Personnel

Compensatory Practices

I. Purpose

This policy defines the district's compensatory practices for employees related to time spent beyond the scope of their regular duties and job responsibilities.

II. General Statement of Policy

- A. The district will develop compensatory practices for time spent by employees beyond the scope of their regular duties and job responsibilities. The compensatory practices will align with work agreements and district policies.
- B. The administration will routinely review the practices and share the compensatory practices with employees.

III. General Procedures

- A. The superintendent ~~will~~ directs administration to develop compensatory procedures that ~~will include~~ s guidelines, definitions of approved and unapproved compensatory time, and appropriate forms.
- B. The following employee groups may access compensatory time: administrators, ~~teachers~~, and support staff (i.e. g. clerical, custodial, confidential, specific non-exempt community education positions).
- C. An employee must submit a written request, using Appendix I, for compensatory time to the employee's ~~his or her~~ supervisor or the building principal for work beyond regular duties and responsibilities, prior to completing the work. The principal or supervisor may seek additional input from site leadership teams or district administration before approving or denying compensatory time.
- D. The following criteria must be met before a request for compensatory time is approved:
 - 1. The work cannot be completed during regular duty hours;
 - 2. The work cannot be completed during release time or by a substitute employee ~~staff member~~;
 - 3. The work cannot be completed with the assistance of other employees, volunteers and/or students; and

- 4. All other creative solutions have been explored.
- E. Compensatory time will be allocated in accordance with any applicable employee contract or guidebook language.
- F. The principal or supervisor is responsible for all procedures being followed, including the required financial coding for compensatory time.

Policy
adopted: 5/19/09
amended: 7/23/12
revised: 08/19/13
revised: 09/26/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I

REQUEST FOR OVERTIME OR USE OF COMPENSATORY TIME

Employee name _____ Date _____

I request to work overtime on the following date(s):

of hours Date

of hours Date

Reason this work cannot be completed during regular work hours:

Your request is: _____approved _____denied

Supervisor's signature

I request to use compensatory time on the following date(s):

of hours Date

of hours Date

Your request is: _____approved _____denied

Supervisor's signature

Personnel

Assignment and Transfer of Teachers

I. Purpose

This policy defines the process for assigning teachers to internal vacancies, new placements, and/or work assignments.

II. General Statement of Policy

- A. The authority and responsibility for the placement of teachers, so as to secure and maintain the most effective instructional situation, is delegated to the superintendent and the administration. This responsibility and authority includes the following:
 - 1. Assignment to a building, grade level, activity, subject and groups of students;
 - 2. Reassignment or transfer;
 - 3. Recommendation for resignation, leave of absence, promotion, dismissal, continuing contract and retirement; and
 - 4. Assignment of positions in adherence to applicable work agreements and licensure requirements.
- B. Teachers will be assigned on the basis of their qualifications, the students' needs, the school district's needs, and when possible the teachers' expressed desires of the teachers. ~~Transfers and assignments will be processed and accomplished in accordance with administrative rules and regulations attendant to this policy.~~

III. Definitions

- A. Vacancy: A vacancy exists when there are more positions than teachers to whom Edina Public Schools has a contractual obligation. Vacancies will generally result from a nonrenewal, termination, resignation or the creation of a new position.
- B. Temporary Assignment: A temporary assignment exists when a teacher is granted a leave of absence for a minimum of one, full school year. A medical leave vacancy is not a temporary assignment for the purpose of this policy.

- C. Transfer: A transfer is a change in assignment.
- D. Voluntary Transfer: A voluntary transfer is a change in assignment ~~as which has been~~ requested or implemented with the teacher's ~~affected person's~~ consent
- E. Involuntary Transfer: An involuntary transfer is a change in assignment made without the teacher's consent ~~of the affected staff member~~.
- F. Qualified Candidates: Qualified candidates are determined by application of the criteria posted for a position.
- G. Teacher: A salaried classroom teacher, early childhood family education teacher, hourly teacher or teacher on special assignment. For purposes of this policy, the definition does not include substitute teachers, long-term substitute teachers, or community education teachers.
- H. Job Posting: An announcement of a vacancy or a temporary assignment.
- I. Assignment Criteria: District-determined criteria used in assigning teachers to positions.

IV. Job Postings

Job postings will be announced internally and/or externally, and will be displayed on the district website for a minimum of five calendar days.

V. Placement Procedures

~~A. When a vacancy occurs, the human resources department will internally post the vacancy in accordance with Policy 411 (Employment Procedures).~~

AB. All interested teachers must for vacant positions.

VI. Job Transfer

- A. The district encourages teacher transfers to strengthen work team settings and to bring new perspectives and opportunities to individual ~~teachers~~ staff members.
- B. Each spring, as work assignments for the upcoming year are being developed, building principals may give an opportunity to teachers to transfer within the building. Building principals will share the current open positions within the building. The teacher must be licensed and qualified to complete a position's duties. Submission of a transfer request does not guarantee an opportunity will

exist for transfer. ~~Any~~ remaining positions will be posted on the district employment website.

VII. Assignment of Teaching Positions

A. The following considerations may be used to assign teaching positions:

1. Licensure;
2. Recent experience;
3. Seniority in the district; or
4. Needs of students (e.g. demographics, age), unit team, department, grade level, school or district.

B. Filling a Vacancy

The district will follow Policy 411 (Hiring Procedures)-this policy for staffing vacant positions. Teachers desiring a transfer to posted vacancies must apply to the posting within the posting period. No request will be carried over from one job posting to another.

C. Involuntary Transfer

1. The district will follow the work agreement for the involuntary transfer of senior teachers.
2. Involuntary transferees may request written rationale for the transfer or a meeting with the appropriate administrator to petition for reconsideration and to seek or provide additional information.- Requests for petition for reconsideration must be made in writing to the appropriate administrator within three working days of receipt of written notice of involuntary transfer.

D. Filling a Temporary Assignment

1. Procedure: In filling a temporary assignment, the district may follow the steps outlined for filling a vacancy.
2. Duration: A temporary assignment may cease upon return of the incumbent to the school district. A teacher returning from an approved leave of absence may be re-employed in the position held prior to taking the leave or to another available position for which the teacher is qualified, provided that the district has a contractual obligation to provide continued employment.

The teacher holding the temporary assignment may be voluntarily or involuntarily transferred to a vacancy, provided that the district has a contractual obligation to provide continued employment.

E. Exceptions

The district ~~is will~~ not be required to follow provisions of this policy under the following circumstances:

1. When transfers result from formal evaluations of teachers whose performance is less than satisfactory. Formal evaluations must have commenced no less than six months prior to transfers invoked under this clause.
2. When there is a change of assignment within a department.
3. When part-time vacancies occur and a qualified part-time teacher is available.
4. When the transfer is a component of disciplinary action taken against a teacher.

VIII. Assignment of Duties

Each year, the school district will appoint a staffing committee of principals and district level administrators responsible for the assignment of staff to positions for the upcoming year. Composition of this committee may vary from year to year.

IX. Assignment of Teacher on Special Assignment (“TOSA”)

- A. The school district may assign a teacher to a position of “teacher on special assignment” when a position has been identified by administration and posted internally. An interview process will be completed, and if no qualified candidate can be selected, an external posting will occur. These positions will be noted as a “TOSA” on the job posting.
- B. A teacher who is employed by the district at the time of assignment and who accepts a ~~special assignment~~TOSA position will:
 1. Be compensated in accordance with the work agreement between Edina Public Schools and Education Minnesota/Edina, and will continue to advance on the salary schedule as allowed by the agreement.
 2. Not lose ~~his/her~~the teacher’s seniority rights, and will continue to accrue seniority while on special assignment.
 3. Make a yearly commitment to the assignment by notifying the human resources department prior to February 1 if the TOSA does not want to

continue within the term of the TOSA position. The district will provide notification to the TOSA by April 1 if the TOSA will no longer be in TOSA assignment for the following year., ~~and will identify his/her assignment intent for the upcoming year by March 1.~~

Legal References:

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)

~~Cross Reference:
Policy 411 (Hiring Procedures)~~

Policy
adopted: 6/22/09
amended: 8/17/09
revised: 11/18/13
revised: 11/14/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Students

Student Medication

I. Purpose

This policy sets forth the provisions that must be followed when administering prescription and nonprescription medication to students ~~at school~~.

II. General Statement of Policy

The school district acknowledges that some students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse ~~;~~ registered nurse, trained health services employee, or other employee to whom the licensed school nurse registered nurse designates this responsibility. The licensed school nurse registered nurse is responsible for educating the designee about the reason the medication is needed, the usual dose of the medication, and the possible side effects of the medication(s). The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian ("parent"), filed in the health office.

III. Administration Procedures and Exclusions

~~A.~~ A. Medications administered at school must be FDA-approved and listed in the *Physicians' Desk Reference* ("PDR"). Rare exceptions will be considered individually by the district medical advisor and the health services coordinator.

1. Drugs and medications ("medications") used by students not governed by this policy include the following:
 - a. Medications used off district property, unless as part of district-sponsored field trip;
 - b. Medications used in connection with athletics or extracurricular activities; and
 - c. Medications used in connection with activities that occur before or after the regular school day.

~~2.~~

2. Prescription medication as used in this policy does not include any form of medical cannabis as defined by and in accordance with state law.

3. If the administration of medication(s) requires a district to store the medication, the parent must inform the district if the medication is a controlled substance.

a. If the medication is a controlled substance, the parent must retrieve

- the medicine upon district request.
- b. If the medication is not a controlled substance, the parent must designate the district as an authorized entity to transport the medication for destruction purposes.

B. Request Procedure

The administration of prescription and nonprescription medication requires a completed signed Medication Administration Authorization form from the student's parent and a physician before the medication will be administered. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until the Medication Administration Authorization form is received. When medication administration is necessary, the Medication Authorization Form must be completed not less than once per school year and when a change in the prescription or requirements for administration occurs.

The licensed school nurse/registered nurse, or designee, may request to receive further information about the prescription from the prescriber, if needed, prior to administration of the medication.

C. Storage

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

Medication will be kept under the secured care of school-district employees. Exceptions to this requirement are refrigerated medication, prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the district and the parent or as specified in an Individualized Education Plan ("IEP"), Section 504 Plan, or Individual Health Plan ("IHP").

D. Administration

Procedures for administration of medicine at school and school activities are developed in consultation with a licensed school nurse/registered nurse. For medicine used by students with a disability, administration may be as provided in the IEP, Section 504 Plan or IHP.

1. General Exceptions

- a. Emergency health procedures, including emergency administration of drugs and medicine, are not subject to this policy.
- b. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this

policy.

- c. Specific health treatment and health functions (e.g. catheterization, tracheostomy suctioning, and gastrostomy feedings) do not constitute administration of medicine.

2. Self-Administered Inhalers Exception

Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. The district has received a Medication Administration Authorization from the student's parent permitting the student to self-administer the medication and a written physician order for the current school year.
- b. The inhaler is properly labeled for that student.
- c. The parent has not requested a district school employee to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. The licensed school nurse or registered nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

3. Epinephrine Auto-Injectors Exception

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff district employees, including those responsible for student health care, and the prescribing medical professional must develop and implement an IHP for a student who is prescribed epinephrine autoinjectors that enables the student to:

- a. possess epinephrine autoinjectors; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine autoinjectors in close proximity to the student at all times during the instructional day. For the purposes of this exception, the instructional day is defined as the start time and ending time of the school/program as defined by the district.

The IHP must designate the district school employees responsible for implementing the student's IHP, including recognizing anaphylaxis and administering epinephrine autoinjectors when required, consistent with state law. This health plan may be included in a student's Section 504 Plan.

4. ~~Teachers~~ Staff Employees

- a. ~~Teachers~~ Trained staff employees may administer medication to students in special cases when the licensed school nurse, registered nurse, ~~staff employees~~ f teachers involved and parents agree in writing to this plan and doing so is not inconsistent with any applicable medical orders or standards. In these cases, the medication must be kept locked in a cabinet and the ~~teacher~~ staff employees must keep a record of the date, time, name and amount of medication(s) given to students.
- b. Trained employees ~~staff~~ Teachers may ~~also~~ administer medication to students when necessary on field trips. ~~In such cases, written consent will be required from a parent, and the teacher will notify the licensed school nurse.~~ The licensed school nurse, registered nurse will ~~consult~~ instruct with the trained employees ~~staff~~ teacher about the proper method of administration, storage and any side effects of the medication to be administered. The same labeling and documentation requirements listed above will apply.

E. Recordkeeping

All medication administered at school will be documented. This documentation includes the name and dose of medication, time of administration, and the name of the individual who administered the medication.

The licensed school nurse/registered nurse, or other designated person, is responsible for the filing of the signed Medication Authorization documents in the student's health record. ~~Medical Administration Authorization form in the health records section of the student file.~~ The licensed school nurse/registered nurse, or designee, is responsible for providing a copy of such form to the principal and to other employees designated to administer the medication.

F. Discontinuing a Medication

Medication will be discontinued when a parent gives verbal permission to discontinue the medication. This request must be followed in writing by the parent.

G. Unclaimed Medications

1. The district will contact parents to collect unclaimed medications.
2. Transportation for destruction of unclaimed medications that are non-controlled substances will occur at least annually, but more frequently in the district's discretion. The district will transport the medication to a designated drop-off box or collection site or may request law enforcement assistance in transportation.

3. The district will not transport medications that are controlled substances.

H. Medications that are Controlled Substances

Medications that are considered to be controlled substances for purposes of state and federal law are subject to the following security provisions:

1. Controlled substances will be counted when they arrive at school and before they leave school. This count will be recorded.
2. If a controlled substance is dropped on the floor, it will be disposed of in a health office hazardous waste container, witnessed and recorded by two adults.

3. The district is prohibited from transporting medicines that are controlled substances. The parent must retrieve unused medicines that are controlled substances at the request of the district. If the controlled substance is still unclaimed, the district must request that a law enforcement agency transport the controlled substance to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the law enforcement agency's procedures for transporting such controlled substance.

Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Minn. Stat. § 13.32 (Student Health Data)

Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use Epinephrine Autoinjectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools)

Minn. Stat. § 147.081, subd. 2 (Practicing Without License; Penalty)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

[Minn. Stat. § 152.22 \(Medical Cannabis, Definitions\)](#)

[Minn. Stat. § 152.23 \(Medical Cannabis, Limitations\)](#)

Minn. Rules, Chapter 7045 (Hazardous Waste)

Policy
adopted: 6/16/08
amended: 3/12/12
Revised: 6/16/14

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota



Appendix I

Edina Public Schools – Medication Administration Authorization

Do not use this form for students who require medication for asthma, severe allergies, seizures, or diabetes. Please have your medical provider complete action plans for these health conditions.

Student: _____ Date of Birth: _____ Grade: _____

PHYSICIAN AND PARENT SIGNATURE REQUIRED BELOW.

Parents/guardians asking ~~school staff~~ district employees to give medication to their child must provide written permission each school year that has been signed by the child's licensed health care provider and the parent/guardian. The medication must be provided in the original, labeled container.

PHYSICIAN/LICENSED PRESCRIBER'S ORDER FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL – To be completed by physician/licensed prescriber.				
Medication	Dose in mg	Frequency	Route	Medical Condition
Physician/licensed prescriber signature (required):				Date:
Print Name of Prescriber			Clinic Name	
Phone:			Fax:	

All authorizations expire at the end of the school year or following the summer school session.

Parent/ Guardian Authorization

1. I request that the above medication/s be given during school hours as ordered by my child's physician/licensed prescriber.
2. I request that the medications be given on field trips as prescribed. _____ Yes _ No
3. I will notify the school if medication is stopped.
4. I give permission for the medication/s to be given by school personnel as delegated, trained, and supervised by the school nurse.
5. Legally, I may refuse to sign the authorization to administer medication form. If I refuse to sign, we will not be able to administer the medication.
6. This consent may be revoked at any time by sending a written notice to the licensed school nurse.
7. If this medication(s) is a controlled substance, I am obligated to retrieve the controlled substance when requested by the district.
8. If this medication(s) are not a controlled substance, I hereby designate the district as an authorized entity to transport the medication for the purposes of destruction if any unused medication(s) remain.

Parent/Guardian Signature

Date

Permission for Release of Information

- ~~1.~~ I give permission for the school nurse to communicate, as needed, with school staff about my child's medical condition/s and the action of the medication/s in order to provide for my child's health and safety needs at school.
- ~~2.~~1. I give permission for the school nurse to contact my child's physician/licensed prescriber with questions about the above listed medication/s or medical condition/s being treated by medication/s.
- ~~3.~~2. I give permission for the physician/licensed prescriber to release information related to the above medication/s and medical condition/s to the licensed school nurse.

Parent/Guardian Signature

Date

Education Programs

Research Requests

I. Purpose

This policy defines the parameters for completing research studies in the district.

II. General Statement of Policy

A. The school district supports opportunities to collaborate, conduct and implement ongoing research that will benefit the lives of district students and staff. Further, the district recognizes that the employees and students will not be subjected to requests that do not have a direct or lasting benefit to the district, and reserves the right to review each research proposal and to consider:

1. The rights and welfare of the students and employees staff involved.
2. The appropriateness of the methods used to secure informed consent.
3. The balance of risks and potential benefits of the research study.

III. Research Request

The superintendentdirector of research and evaluationg, or designee, will develop and implement the process for reviewing, determining, and implementing research studies in the district (see Appendix I). Any entity seeking to conduct research must apply through the director of research and evaluation and comply with all proceduresdistrict administration. The district's decision whether of the director of research and evaluation to proceed with implementation of the research is final.

IV. Student Generated Research Requests

The director of research and evaluationsuperintendent, or designee, will develop and implement the process for reviewing, determining and implementing district student generated research studies in the district (see Appendix II). Any district student seeking to conduct research must receive the classroom teacher's approval and school principal's approval prior to applying for the request at the district level. The student must follow all research procedures. The director of research and evaluationdistrict's decision whether to proceed with implementation of the research is final.

Cross Reference:

~~Policy 633 Electronic Acceptable Use~~

~~Policy 520 Student Surveys~~

Policy 515 Protection and Privacy of Student Records

Policy 520 Student Surveys

Policy 633 Electronic Acceptable Use

Policy

adopted: 2/22/10

Revised: 9/21/15

Revised: 8/15/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix I to Policy 633
EXTERNAL RESEARCH REQUEST PROCESS

A. Persons or organizations wishing to conduct research in the district must:

1. Complete a research request form (Appendix III).
2. Submit it to the district's ~~research and evaluation department~~superintendent.
3. Be recommended for approval by the principal(s) and teacher(s) of any school(s) and/or classroom(s) to be involved.
4. Notify parents/guardians of any students to be involved upon approval by the district.

B. The ~~research and evaluation department~~superintendent, or designee, ‡ will ~~act as the designee for approving review~~ all proposed research studies, surveys and evaluations within the district. The superintendent or designee will either approve or deny the external research request.

C. All research proposals are subject to a review process. An initial screening is completed ~~within the research and evaluation department~~ to determine whether there is potential risk to students, staff or the district. Criteria used to determine whether or not a research investigation is of potential risk are listed below.

1. District-wide in scope (i.e. includes numerous schools or areas)
2. Documentary via film, television or general periodical (non-peer reviewed)
3. Highly sensitive in nature (i.e. controversial or topic area of concern)
4. Creates a risk or cost to students, staff or district that goes beyond its mission to teach and protect
5. Cost benefit not directly tied to the district's strategic plan

These criteria are only examples and are not intended to be an exhaustive list of issues related to determining the level of research risk.

D. All research proposals that are classified as highly sensitive in nature or create a potential risk ~~will be~~are reviewed in a district administrators' meeting. If the research request does not meet the criteria for highly sensitive in nature or create a potential risk, it will be reviewed by the superintendent, or designee and approved by the director of research and evaluation. After a research proposal is reviewed, a written response will be sent to the principal investigator.

E. For persons conducting research in the district, the following conditions must be met:

1. Guarantees the anonymity of individual students, schools ~~and school personnel~~ and district employees in reporting the results, unless written approval is obtained from the parents of participating students, from the school principal, ~~and/or the district employees~~ school personnel involved. Data privacy policies must be ~~followed~~ adhered to.
 2. Publications emanating from studies in the schools should acknowledge the contribution of the district unless requests to the contrary are made or unless the identification of the system would jeopardize future research efforts or ~~school-district~~ programs.
 3. Final approval of any study will not be made until all measurement instruments have been reviewed and approved.
 4. A progress summary should be provided to the ~~research and evaluation department~~ district at six-month intervals.
 5. ~~One copy of the~~ The final report must also be sent to the ~~research and evaluation department~~ district upon completion of the study. Failure to comply with this stipulation places the researcher at risk for approval of future projects.
- F. Requests to conduct research by persons external to the ~~school system~~ district may be cosponsored by a district administrator who must:
1. Vouch that the research will contribute to the district.
 2. Assist with any necessary coordination during the conduct of the study.
 3. Ensure that the results of the study are shared with the appropriate school or district ~~personnel~~ employees.

Revised: _____

Appendix II to Policy 633

Internal (Student) Research Request Process

1. Definitions

~~The following definitions are provided to ensure understanding.~~

Classroom Research: In district classroom(s), there are many interactions, but these are not necessarily research interactions. ~~Classroom Research~~ interactions may provide personal information or observations that could reasonably be considered private information/observations, but not rise to the level of classroom research.

~~Classroom r~~Research is a formalized process of collecting data for the purposes of conducting research. ~~and Classroom research usually starts with the researcher creating a research plan that includes the purpose of the research and data collection. This research~~ can occur by asking questions, observing, and comparing various data. ~~Research interactions run the risk of disturbing or threatening the individuals being researched. This research may usually~~ involves surveys, interviews, collecting data and focus groups.

~~There are legal protections and remedies to protect a person's private data and/or protect a person's exposure to risky situations even if under some agreement of confidentiality the person agrees to research interactions.~~

2. Purpose

The purpose of the following procedures are to ensure students have a high quality learning experience that is personalized and rewarding while at the same time ensuring we are complying with the law~~comply with the law and protecting other students~~. Namely these procedures aim to:

- a. Protect the rights and welfare of the student researcher;
- b. Protect the rights of the welfare of the human participant;
- c. Protect the rights of the families;
- d. Protect the rights of the district; and
- e. Ensure adherence to federal regulations~~legal compliance~~.

3. Review Process

- a. Projects must be reviewed to determine potential risk to students, ~~employees~~staff or the district. Potential risks might include:
 - i. District-wide surveys
 - ii. Documentary via film
 - iii. Topic deemed highly sensitive or that could violate student's, community member's, or employee's personal information~~HIPAA (Health Insurance Portability and Accountability Act)~~
 - iv. Projects where personally identifiable information is intentionally or unintentionally collected.

~~b. Students wishing to conduct survey~~ researchs must have the questions reviewed by district administration and have prior approval prior to administration. ~~As part of our current Policy 520, no student will be required, without the prior written consent of the parent, to submit to a survey that reveals information concerning:~~

- ~~c. Political affiliations or beliefs of the student or the student's parent;~~
- ~~d. Mental and psychological problems of the student or the student's family;~~
- ~~e. Sex behavior or attitudes;~~

- ~~f. Illegal, antisocial, self-incriminating, or demeaning behavior;~~
- ~~g. Critical appraisals of other individuals with whom respondents have close family relationships;~~
- ~~h. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~i. Religious practices, affiliations, or beliefs of the student or the student's parent;~~
- ~~j. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~
- ~~k.~~

4. Research Application, ~~and~~ Approval, ~~and~~ Revocation

- a. Principals or teachers who provide opportunities for students to conduct ~~any~~ formalized research invoking participation by other students must:
 - i. Provide an opportunity for students to detail their research for approval via an electronic form process: ~~which must include the sample, types of questions, method of collection and sponsor of the activity to ensure compliance with district, state, and federal rules.~~
 - ii. Maintain a list of current ongoing research projects ~~and implement protocol for communication between classroom(s) and school(s) within the district.~~
 - iii. Students must receive written documented approval by the Principal and/or building administration and teacher ~~of any school(s) and/or classroom(s) prior~~ to conducting the research.
 - iv. Principals and ~~for t~~ Teacher(s) are obligated to terminate research activities ~~that are found to be out of compliance with the district, state and federal rules out of legal compliance.~~

Legal References:

Minn. Stat. Ch. 13 (M~~innesota~~ N Government Data Practices Act)
 Family Educational Rights and Privacy Act, FERPA
 Protection of Pupil Rights Act, PPRA
 Human Research Protection, OHR
~~Health Insurance Portability and Accountability Act, HIPAA~~

Revised: _____

Appendix III to Policy 633

EDINA PUBLIC SCHOOLS

EXTERNAL RESEARCH REQUEST APPLICATION

Name _____

Organization _____

Department _____

Address _____
Street City/State Zip

Phone Number(s) _____

Is this study part of your work toward a degree? Yes _____ No _____

If yes, check the following:

Ph. D _____ Ed. D. _____ M.A./M.S. _____ Undergraduate _____ Other _____

University or College _____

Advisor's Name _____

PLEASE COMPLETE the RESEARCH REQUEST BACKGROUND SUMMARY
(following page)

Your Signature _____ Date _____

Co-sponsor/Advisor's Signature _____ Date _____
(Required for non-district employee)

☐ Approved

☐ Disapproved _____

Principal's Signature _____ Date _____
(Required for all buildings that participate)

Appendix IV to Policy 633
RESEARCH REQUEST BACKGROUND SUMMARY

Please submit a concise, yet thorough, response to the following questions.

1. Title and purpose of study.
2. How will this study benefit Edina Public Schools?
3. What is the intended use and distribution of, and/or publication of results?
3. Research Design Summary. Give specific information on the methods to be used during the course of the study. Please include your research questions, instruments, proposed sampling, and data collection and analysis procedures. Finally, describe any tasks our [employees/staff](#) will be asked to complete.
4. Describe procedures you will use to secure and acknowledge informed consent of all participants. Please attach copies of any letters and forms. Outline how subjects will be identified and criteria used for recruitment, who will make the initial contact with subjects, and whether or not inducements will be used to secure participation.
5. What request are you making of Edina Public Schools? Specify number of students and staff to be involved, length of time, data collection setting, and timeline for completion of your investigation.
6. List all funding sources and budget for your study.
7. Date and copy of research proposal-approval letter from your advisor(s) if your research is part of your work toward a degree.
8. Copy of [Institutional Review Board \("IRB"\)](#) approval ~~and~~ (indicate if prior approval from Edina Public Schools is required by your ~~institution's~~ IRB).
9. All approved external research projects will be assessed a \$20.00 processing and administration fee. Additional charges may be incurred [that comport with the district's costs associated with data requests. if approved projects require additional district personnel time to provide data. These costs will be billed to projects and will not exceed \\$500.](#)

Please attach additional documentation, if needed, to elaborate or clarify your study.

Send research request form along with all required information to:

[Superintendent Director of Research and Evaluation](#)
Edina Public Schools
5701 Normandale Road, ~~Suite 200~~
Edina, MN 55424
~~952-848-4941 (office)~~ Superintendent@edinaschools.org

Community Relations

Distribution or Display of Materials on School District Property ~~by Nondistrict Persons or Organizations~~

I. Purpose

This policy provides guidelines for the distribution of ~~non-district~~ materials appropriate to the school setting ~~by nondistrict persons and organizations~~ on school district property ~~in a reasonable time, place and manner~~ that does not disrupt educational programming nor interfere with the educational or other district objectives ~~of the school district~~.

II. General Statement of Policy

The school district ~~intends to provide a method for nondistrict persons and organizations to distribute materials appropriate to the school setting, within limitations and provisions of this policy~~ recognizes that non-school community organizations may provide valuable information to students and their families. Access to students and their families must be balanced with the district's need to protect the best interests of the students and to use public resources to provide educational services.

~~III. Definitions~~

~~A. "Distribution" means circulation or dissemination of materials by means of displaying, handing out or offering materials or copies of materials ("materials"), selling or offering materials for sale, accepting donations for materials, posting or displaying materials, or placing materials in internal employee or student mailboxes or on vehicles.~~

~~B. "Nondistrict person" means any person who is not currently enrolled as a student in or employed by the school district.~~

~~C. "Nondistrict organization" means an organization that is not sponsored by the school district.~~

~~D. "Materials" includes all materials and objects intended by nondistrict persons or nonschool organizations for distribution. Examples of nondistrict sponsored materials include, but are not limited to: leaflets; brochures; buttons; badges; flyers; petitions; posters; underground newspapers whether written by students, employees or others; and other tangible objects.~~

~~E. "Obscene to minors" means:~~

- ~~1. The average person, applying contemporary community standards, would find that the material, taken as a whole, is designed to appeal to the prurient interest of minors of the age to whom distribution is requested;~~

~~2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and~~

~~3. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.~~

~~F. "Minor" means any person under the age of eighteen.~~

~~G. "Material and substantial disruption" of a normal school activity means:~~

~~1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.~~

~~2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.~~

~~In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.~~

~~H. "School activities" means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, fine arts presentations and productions, and in-school lunch periods.~~

~~I. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.~~

III.V. Guidelines for Distribution of Materials

A. The school district reserves the right to deny permission for the posting or distribution of materials that are not consistent with the best interest of students. ~~The school district may permit, within the provisions of this policy, non-school community organizations nondistrict persons and organizations to distribute at its discretion, at reasonable times and places as set forth in this policy and in a reasonable manner, materials and objects appropriate to the school setting.~~

- B. Requests for distribution of materials will be reviewed by the district administration on a case-by-case basis; however, distribution of the following materials is always prohibited:
1. Materials obscene to minors;
 2. Libelous materials;
 3. Materials pervasively indecent or vulgar or containing any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to whom the materials are intended;
 4. Materials advertising any product or service not permitted to minors by law;
 5. Materials advocating violence or other illegal conduct;
 6. Materials constituting insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religious or ethnic origin); and
 7. Materials that present a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful district policies or school rules.
- C. Permission for non-school community organizations ~~nondistrict persons or organizations~~ to distribute materials on ~~school~~ district property is a privilege and not a right. In making decisions regarding permission for distribution, the administration will consider factors including, but not limited to the following:
1. Whether the material relates to the educational mission of the district;
 2. Whether the non-school community organization is a non-profit organization;
 32. The extent to which the distribution is likely to cause disruption of or interference with the ~~school~~ district's educational objectives, discipline or school activities;
 43. Whether the materials can be distributed from the office or other location so as to minimize disruption ~~of traffic flow in hallways;~~
 54. The quantity or size of materials to be distributed;
 65. Whether distribution would require assignment of ~~school~~ district employees, use of ~~school~~ district equipment or other resources;
 76. Whether distribution would require that nondistrict persons be present on

the school grounds; or

~~87.~~ Whether the materials are a solicitation for goods or services not requested by potential recipients.

IV. Time, Place and Manner of Distribution

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. Procedures ~~for Requesting Distribution~~

A. ~~Any non-school community organizations~~~~nondistrict person or organization~~ ~~wanting~~ to distribute materials must first submit for approval a copy of the materials to the building administration at least ~~five days~~two weeks in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request;
2. Date(s) and time(s) of the requested distribution;
3. If material is intended for students, the grade(s) of students to whom the distribution is intended; and
4. The proposed method of distribution.

B. The superintendent or designee will review the request and render a decision. If approved, the building administration will assign a location and method of distribution and will inform the persons submitting the request whether non-school organizations ~~nondistrict persons or organizations~~ may be present to distribute the materials. ~~In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed of the reasons for the denial or limitation.~~

C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. Violation of Policy

Any party violating this policy or distributing materials without permission will be directed to leave the district property immediately and, if necessary, the police ~~may~~will be called.

Legal References:

U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)

Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, ~~105~~

~~S.Ct. 3439, 87 L.Ed.2d 567~~ (1985)

Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, ~~103 S.Ct. 948, 74~~

~~L.Ed.2d 794~~ (1983)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.,

640 F.3d 329 (8th Cir. 2011)

Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Cross References:

~~Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by
Students and Employees)~~

Policy 512 (School-Sponsored Student Publications and Activities)

Policy

adopted: 7/19/10

Revised: 4/24/14

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix I

DISTRIBUTION OF MATERIALS BY CANDIDATES FOR ELECTIVE OFFICE

The district has adopted these guidelines regarding campaigning at or around district/school events and audiences. Please follow these guidelines and ensure your volunteers do the same.

The district may permit, within the provisions of Policy 904, candidates for elective office to distribute, at a reasonable time, place, and manner, materials and objects appropriate to the district setting. Requests must be made in accordance with Policy 904, which can be found on the district's website.

Kuhlman Field

- When requests are approved, candidates may set up tables outside of Kuhlman Field at a location approved by the district.
- Literature can be handed out from these tables to people demonstrating an interest in the campaign, as shown by their approach to a table.
- Campaigning or handing out literature inside the stadium is not ~~welcomed by the district and spectators who have come to see the game/event~~ permitted.
- Signs may be set out on the tables. No signs or other materials may be attached to fences or other district property.
- While campaigning, candidates and their volunteers should remain in their designated area.
- Placing leaflets on vehicles is prohibited.
- Please pick up all literature when leaving so the district will not incur the cost of cleanup.

School Events

- When requests are approved, candidates may distribute literature outside district buildings as approved by the district.
- Placing leaflets on vehicles is prohibited.
- The district requests that literature distribution and political contact are clearly perceived as optional and not disruptive of walking/automobile traffic.

On-site Group Presentations

- The district does not arrange candidate presentations.
- Candidates may contact independent parent organizations or other organizations directly to arrange presentations.
- Each organization has its own guidelines regarding these presentations.

The district appreciates your cooperation in abiding by these guidelines. Please feel free to contact the superintendent with any specific questions or concerns. Thank you for your interest in serving the community.



Board Meeting Date: June 21, 2021

TITLE: Phase 1: PreK-5 Comprehensive Literacy Plan and Preliminary 6-12 Intervention

TYPE: Action

PRESENTER(S): Jody De St Hubert, Director of Teaching and Learning; and Dr. Bonnie Houck, Instructional Supervisor of Literacy

BACKGROUND:

The Edina PreK-12 Comprehensive Literacy Plan has been developed in response to the Edina Public Schools 2020-2025 Strategic Plan's call to review, develop, and implement a continuous improvement plan for literacy, readiness, inclusiveness, and rigor for all. This plan ensures all students are College, Career, and Civic ready.

The outlined PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan is the first step in a five-year process to meet this auspicious goal. Planning is grounded in current and enduring research with systems that build collective ownership, for successful implementation of differentiated instruction across a multi-tiered system of support. Implementation begins with establishing a strong inclusive literacy culture supported by strong literacy instructional practices. These strong instructional practices are grounded in ensuring that all students develop foundational reading skills and the making meaning that supports them. Implementation is supported by a layer of leadership structures that create collective ownership through support, coaching, guidance, data collection, feedback, and communication in the implementation of the goals and professional development. The PreK-5 and Preliminary 6-12 Intervention Comprehensive Plan is an evolving document that will be informed by a continuous improvement cycle of practice.

RECOMMENDATION: Approve the PreK-12 CLP Phase 1 Plan

PRIMARY ISSUE(S) TO CONSIDER:

1. The mission of the PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan is to nurture and enhance the literacy development of every Edina learner to ensure they are all meeting and/or exceeding development milestones in literacy achievement.
2. The vision is that all learners in Edina Public Schools become lifelong learners with the rich literacy, language, and comprehension skills necessary to be engaged, motivated, critical thinkers and communicators, thriving through rigorous learning opportunities.
3. The PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan is the first step in a five year process to meet this auspicious goal through key strategies, priority goals, and action steps.

4. The PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan is seated in the knowledge that reading is “a product of a student’s ability to decode texts multiplied by his or her ability to understand the meaning of texts” (Narrowing the Third-Grade Reading Gap: Embracing the Science of Reading, EBA, 2019). Thus literacy development is not complete without focusing on both word decoding and language comprehension, as well as writing, speaking, listening, viewing, and technological skills and strategies to access and communicate information effectively inside and outside of the classroom and across content areas. This is the underpinning for the pedagogical and instructional approach for the PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan.
5. There are six key components that organize the PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan goals and the subsequent action steps.
6. The implementation plan centered on collective ownership is as critical to change outcomes for our students as the outlined action steps.

Appendices: (also included in the plan document)

[Glossary of Terms](#)

[Guiding Change Document](#)

[PreK-5 and Preliminary 6-12 Intervention CLP Literacy Plan Goal-Outcome Alignment](#)

[Professional Development Outline](#)

[Preliminary Budget](#)

[Implementation Metrics](#)

[Read Well Plan](#)

Edina Public Schools

PreK-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan

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Edina’s Literacy Vision.....	page 9
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Edina’s Priority Goal Areas (Theory of Action).....	page 10 -16
Priority Action Steps for 2021-22.....	page 16-20
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Professional Development Plan.....	page 26-28
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Executive Summary
Edina Comprehensive Literacy Plan Draft
Year One PreK-5 and Preliminary 6-12 Intervention (Year Two 6-12)

The Edina PreK-5 Literacy Plan has been developed in response to the Edina Public Schools 2020-2025 Strategic Plan's call to review, develop, and implement a continuous improvement plan for literacy, readiness, and rigor for all.

Our Edina PreK-12 Comprehensive Literacy Mission and Vision:

- The mission of the PreK-5 Comprehensive Literacy Plan is to nurture and enhance the literacy development of every Edina learner to ensure they are meeting and/or exceeding development milestones in literacy achievement.
- The unified vision is that all learners in Edina Public Schools become lifelong learners with the rich literacy, language, and comprehension skills necessary to be engaged, motivated, critical thinkers and communicators, thriving through rigorous learning opportunities.
- The PreK-5 and 6-12 Intervention Preliminary Comprehensive Literacy Plan is the first step in a five year process to meet this auspicious goal through key strategies, priority goals, and action steps.
- The PreK-5 and 6-12 Intervention Comprehensive Literacy Plan is seated in the knowledge that reading is a developmental process, supported by systematic instruction of the foundational skills of oral language development, phonemic awareness and phonics to effectively decode and instruction and practice in fluency, comprehension, and vocabulary acquisition through application of systematic strategies to assist in recall of information, self-monitoring and adjusting, question generation, and summarizing of information (Shanahan, 2011; IDA, 2015; Baker, 2009; NELP, 2008; NRP, 2002; Ehri et al., 2001; Snow et al., 1998).

Literacy development is not complete without focusing on both word decoding and language comprehension, as well as writing, speaking, listening, viewing, and technological skills and strategies to access and communicate information effectively inside and outside of the classroom and across content areas.

Research Supported Instructional Pedagogy:

Quality teachers leading effective instructional practices proven through research has the greatest impact on student growth, efficacy, and achievement. The Edina Comprehensive Literacy Plan identifies and provides support in the understanding and integration of the following:

- reading is a complex process with comprehension as the central goal;
- research in effective instructional practices proven to shift the ownership of learning to students;
- research in reading development including; the science of brain development; the Components of Reading; structured literacy; strategic comprehension, vocabulary and critical thinking skills; and the Developmental Stages of Reading, Writing, and Orthography;
- incremental support in the developmental stages of oral language, reading, writing, and orthographic skills;
- the critical need to provide all students with sufficient, direct instruction on the foundation skills of literacy;
- intense, explicit, and systematic lessons designed to support struggling readers and writers;
- the reciprocal relationship between reading and writing processes and skills that develop simultaneously;
- an inclusive literacy culture to support an environment that is culturally and linguistically responsive and promotes student motivation, interest, and engagement for all;
- a system of data collection, review and analysis, to identify specific areas of students;

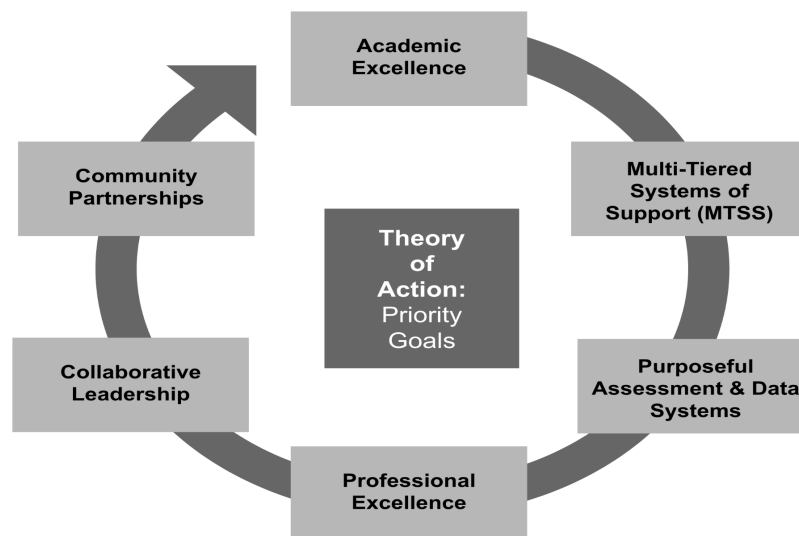
- specific observation and assessment techniques used to inform students' literacy strengths and needs across a Multi-Tiered System of Support.

Definition of Comprehensive Literacy:

Comprehensive literacy develops, cultivates, and applies reading, writing, speaking, listening, viewing, and technological skills and strategies to access and communicate information effectively inside and outside of the classroom and across content areas. By developing the ability to identify, understand, interpret, create, compute, and communicate using visual, audible, and digital materials across disciplines and in any context, learners are connected with others and are empowered to interact with the world. (ILA, 2020; NCTE, 2020; Tompkins, 2010; National Institute for Literacy, 2007.)

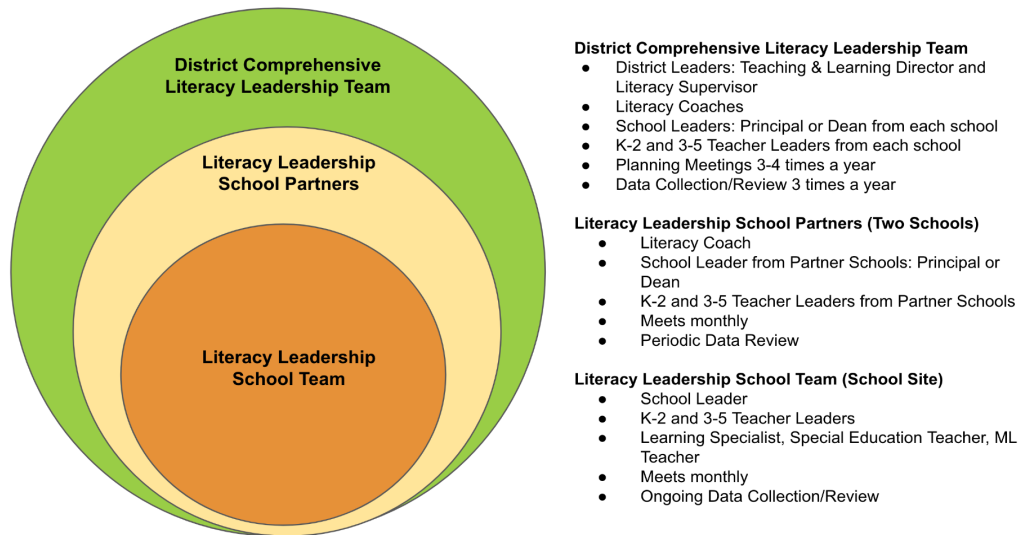
Edina's Priority Goal Areas (Theory of Action):

There are six key components that organize and guide the goals and subsequent action steps for accomplishing the mission and vision of the Edina PreK-12 Comprehensive Literacy Plan. The key components, outlined as goal areas are:



Implementation of Action Steps Through Collective Ownership:

The action steps in the Edina PreK-5 Comprehensive Literacy Plan are organized under each of the six key components or goal areas. The Comprehensive Leadership Teams outlined below create the layered leadership structure for implementation of the action steps defined under these key components or goal areas. The Leadership Teams are the nucleus of continued development, implementation, and differentiation of the PreK-12 Comprehensive Literacy Plan. The teams provide the infrastructure for collective ownership through continual learning, support, coaching, guidance, data collection, feedback, and communication as the actions steps and professional development of the PreK-12 Comprehensive Literacy Plan are implemented.



Introduction and Purpose:

Literacy skills are the foundation for proficiency development in reading, writing, and communication. The Edina School District has successfully raised the level of these skills, and we intend to expand and enhance our literacy teaching and learning for all students. New research shows the need to focus our improvement efforts, to ensure we consistently meet the needs of every learner.

The Edina PreK-12 Comprehensive Literacy Plan is in response to the Edina Public Schools 2020-2025 Strategic Plan's call to review, develop, and implement a continuous improvement plan for literacy, readiness, inclusiveness, and rigor for all. This plan ensures all students are College, Career, and Civic ready.

The PreK-5 Comprehensive Literacy Plan is the first step in a five-year process to meet this auspicious goal. Planning is grounded in current and enduring research with systems that build collective ownership, for successful implementation of differentiated instruction across a multi-tiered system of support. Implementation begins with establishing a strong inclusive literacy culture supported by strong literacy instructional practices. This ensures all students develop foundational reading skills and the making meaning that supports them. As shown below, the development of word recognition and analysis, paired with the development of language comprehension and making meaning, work together to create skilled reading.

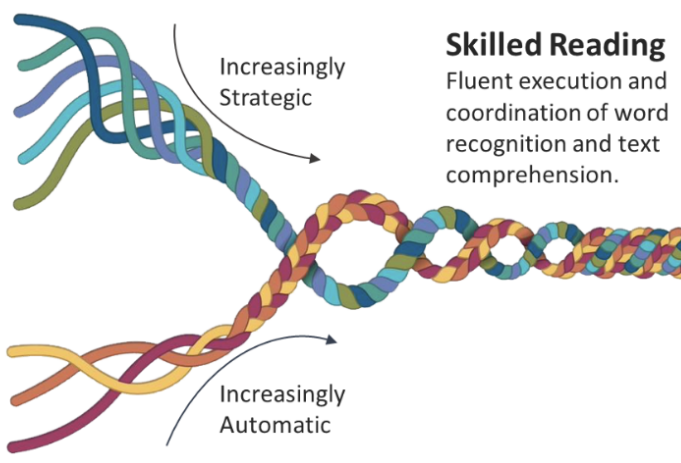
Scarborough's Reading Rope - A Simple View of Reading Development

Language Comprehension

- Background Knowledge
- Vocabulary Knowledge
- Language Structures
- Verbal Reasoning
- Literacy Knowledge

Word Recognition

- Phonological Awareness
- Decoding (and Spelling)
- Sight Recognition

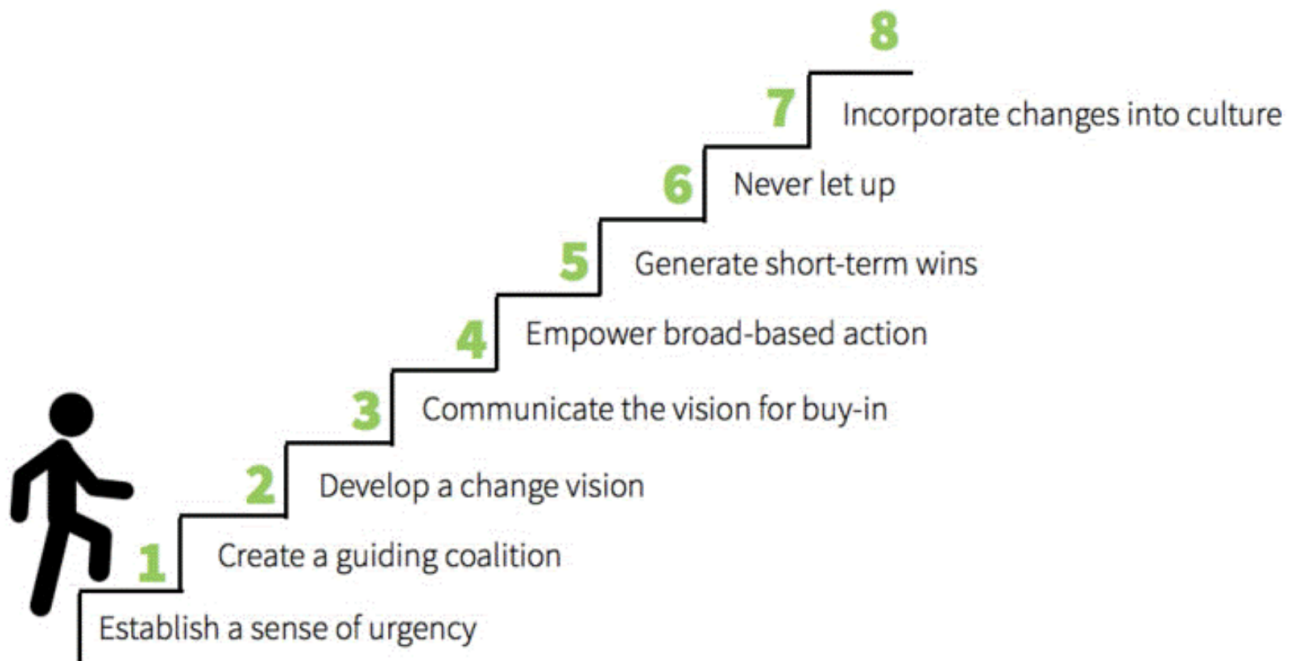


Skilled Reading

Fluent execution and coordination of word recognition and text comprehension.

Scarborough, H. 2001. Connecting early language and literacy to later reading (dis)abilities: Evidence, theory, and practice. Pp. 97-110 in S. B. Neuman & D. K. Dickinson (Eds.) *Handbook of Early Literacy*. NY: Guilford Press.

The Edina PreK-12 Comprehensive Literacy Plan is a living document that will modify and adjust based on data to inform areas of success and those in need of additional time or resources. Using the Eight Step Change Model (Kotter, 2012) to guide our Theory of Change and action steps, implementation will be supported across multiple phases. The initial development of the PreK-12 Comprehensive Literacy Plan builds upon the sense of urgency established by our Strategic Plan and partners with current district initiatives in progress.



(Dr. John Kotter's 8 Step Process for Leading Change, 2012)

Since the development of the Strategic Plan, our school district has had to navigate the constant changes and demands of a worldwide pandemic. Students, families, teachers, and leaders have made tremendous efforts to adjust and overcome challenges to meet learning

goals. Due to limitations in the data collection and communication necessary to structure the plan in its entirety, a decision was made to draft the plan across two years. Year One focuses on PreK-5 and Year Two will extend to the secondary grades 6-12. Year One also includes initial planning for the secondary intervention system, which will continue to develop through Year Two. In addition, informed modifications will be required as conditions allow for more collaboration, thorough data collection, and targeted study in the years ahead.

Definition of Comprehensive Literacy:

There may be no greater purpose for an educational system than to ensure all learners have equitable access to evidence-based instruction, building language and literacy knowledge, as well as the skills and strategies to competently engage in relevant learning opportunities that foster success. Literacy is a continuous, developmental progression from birth through adulthood. Comprehensive Literacy is a culmination of enduring and current research, proven instructional design and delivery, and target interventions that result in developing learners with the ability to strategically apply reading, writing, speaking, listening, viewing and technological skills to access and communicate information effectively inside and outside of the classroom and across content areas. The foundation of a literacy classroom is seated in research and evidence supported practices in the development of reading and writing to equip learners in critical thinking, problem solving, and communication.

Comprehensive Literacy instruction and learning includes, but is not limited to:

- reading is a complex process with comprehension as the central goal;
- research in effective instructional practices proven to shift the ownership of learning to students;
- research in reading development including; the science of brain development; the Components of Reading; structured literacy; strategic comprehension, vocabulary and critical thinking skills; and the Developmental Stages of Reading, Writing, and Orthography;
- incremental support in the developmental stages of oral language, reading, writing, and orthographic skills;
- the critical need to provide all students with sufficient, direct instruction on the foundation skills of literacy;
- intense, systematic lessons designed to support struggling readers and writers;
- the reciprocal relationship between reading and writing processes and skills that develop simultaneously;
- an inclusive literacy culture to support an environment that is culturally and linguistically responsive and promotes student motivation, interest, and engagement for all;
- a system of data collection, review and analysis, to identify specific areas of students;
- specific observation and assessment techniques used to inform students' literacy strengths and needs.

The instructional delivery of comprehensive literacy begins with developing lessons with clear, standards-aligned learning targets, and success criteria. Expectations and goals are

clearly articulated, explicitly taught and modeled by the teacher, and scaffolded and supported through varied texts and learning opportunities across the Gradual Release of Responsibility. This method shifts the ownership of the learning from the teacher to the students. Throughout the process, the teacher observes, confers, assesses, and provides actionable feedback, providing re-teaching and intervention, or enrichment and challenge, as needed.

Comprehensive literacy develops, cultivates, and applies reading, writing, speaking, listening, viewing, and technological skills and strategies to access and communicate information effectively inside and outside of the classroom and across content areas. By developing the ability to identify, understand, interpret, create, compute, and communicate using visual, audible, and digital materials across disciplines and in any context, learners are connected with others and are empowered to interact with the world. (ILA, 2020; NCTE, 2020; Tompkins, 2010; National Institute for Literacy, 2007.)

The PreK-5 Comprehensive Literacy Plan Alignment:

Clear alignment to district planning and initiatives is critical to the success of our literacy planning. The Comprehensive Literacy Plan will align to existing and developing systems and processes ensuring that the priority goals, action steps, and purposeful outcomes interconnect and support the mission, vision, and Strategic Plan of Edina Public Schools.

This connected alignment includes:

- **The Edina Learning Framework (ELF)** is a consistent, competency-based structure that requires students to demonstrate mastery of standards as they progress in meeting the EPS educational competencies.
- **Social Emotional Learning (SEL)** is the process through which children acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.
- **Professional Learning Communities (PLC) Playbook** supports leadership capacity, professional growth, and an ongoing process of continuous learning within a culture of collaboration and collective inquiry, in order to promote and maximize student success and achievement.
- **The Professional Development Plan** is seated in current research and evidence based practices with ongoing opportunities for teachers and leaders to have collaborative conversations about student literacy needs, equity and access for all students within the construct of continuous improvement.

- **Multi-Tiered System of Services (MTSS)** MTSS is a systematic, continuous improvement, decision-making framework that supports educators in providing academic and behavioral strategies for students with various needs. This framework utilizes data-based problem solving and decision-making across all levels of the educational system. The MTSS framework provides consistency of implementation across SEL, PLCs, and the PreK-12 Comprehensive Literacy Plan (CLP).

Edina's Literacy Mission and Vision:

The mission of the PreK-5 Comprehensive Literacy Plan is to nurture and enhance the literacy development of every Edina learner to ensure they are meeting and/or exceeding development milestones in literacy achievement by:

- strengthening our culture of professional excellence;
- enhancing systems to cultivate an inclusive, caring school culture;
- aligning instruction to current and enduring research and proven best practices;
- increasing classrooms strategies to identify and support struggling readers to address literacy deficits early; and
- promoting continuous learning and collective ownership.

Our unified vision is that all students in Edina Public Schools become lifelong learners with rich literacy, language, and comprehension skills necessary to be engaged, motivated, critical thinkers and communicators, thriving through rigorous learning opportunities. In our literacy vision, every student develops as an independent, literate learner through engaging in meaningful learning experiences that incorporate an individual learner's profile. Literate learners will read, write, listen, communicate, comprehend, and make meaning. In addition, they will think critically and problem solve across content areas. Using a variety of texts, media sources, and learning experiences, literate learners will synthesize information, transfer learning into new applications, and use their learning to communicate in multiple ways to diverse audiences.

The Guiding Change Document (Theory of Change): [LINK](#)

The Guiding Change document outlines the purpose for the Comprehensive Literacy Plan, how it is being created, and the expected results of its implementation. This structure guides the work of the PreK-12 Comprehensive Literacy Plan through the inevitable challenges that will arise by providing a clear plan of action. The expected results guide the creation of the Priority Goals and Action Steps that will support the implementation of the plan over the next five years.

Edina's Priority Goal Areas (Theory of Action):



Goal 1: Academic Excellence: Standards, Curriculum, and Instructional Frameworks

All students deserve equitable access to rigorous core content through the use of the Minnesota State Standards, comprehensive and viable curriculum, and evidence based literacy instruction. Literacy is a priority for all educators at every level, shown by committed to:

- **Standards and Curriculum** - Rigorous core content begins with standards as common expectations to guide instruction, assessment, and outcomes. The Minnesota Reading and ELA Standards outline clear goals for reading, writing, listening, speaking, viewing and exchanging ideas. Curriculum review is an ongoing process to ensure high quality, research and evidence based resources that
 - support effective instruction, alignment, and application of the standards;
 - provide strategies for differentiated instruction based on students' needs;
 - are culturally and linguistically relevant and responsive; and
 - build background knowledge and understanding of key learning concepts.

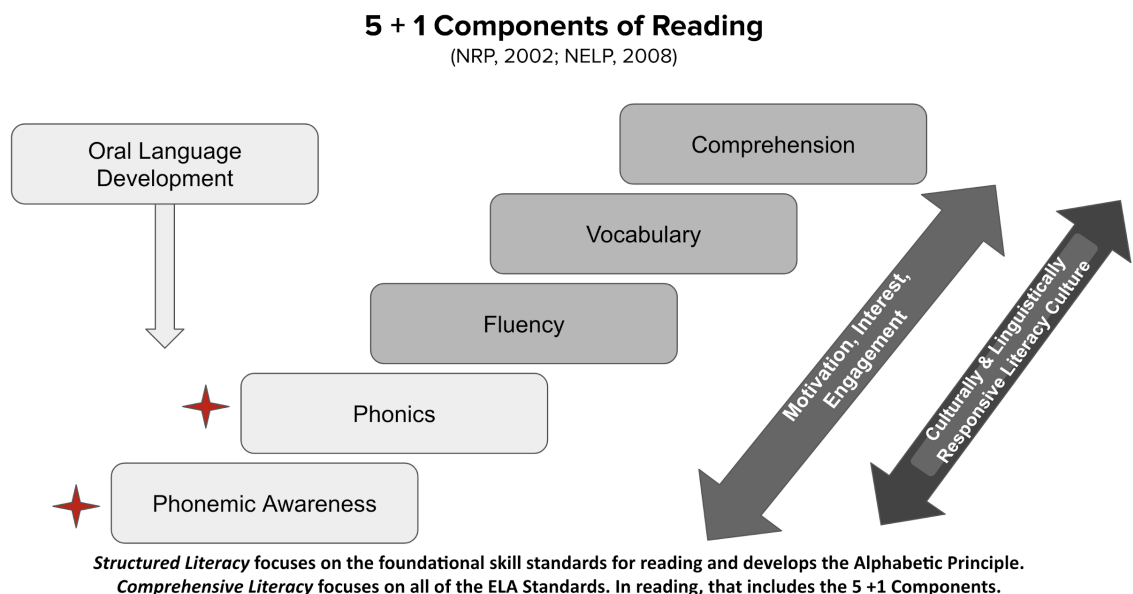
Using timely and appropriate assessments, curriculum will be analyzed to ensure that all students are, at minimum, meeting proficiency and developmental growth expectations.

- **Effective Comprehensive Literacy Instruction** - Data guides the framework for instructional delivery in Reading and ELA core instruction relies on the

5+1 Components of Reading, the Developmental Stages of Reading, Writing, and Orthography, and the Comprehensive Literacy Instructional Framework. Teachers and leaders must have an internalized knowledge of these three important areas in order to design, deliver, and assess literacy instruction. These three critical structures provide educators with the What, the Why, and the How of effective literacy development.

- **The Components of Reading (The WHAT)**

The research supported "must teach " reading elements scaffold the development of skilled readers. They provide us with the specific building blocks of word recognition and language comprehension necessary for skilled reading. The components identified by the National Reading Panel (2002) and The National Early Literacy Panel (2008) are: oral language development; phonemic awareness; phonics; fluency; vocabulary; and comprehension development. The first three components, oral language development, phonemic awareness, and phonics, represent the foundations of reading needed to develop the Alphabet Principle to support decoding. Sonday is a resource that is used, and will continue to be used, with an emphasis on implementation fidelity to ensure all Edina learners master these foundations. The second three components are supported by decoding with automaticity to allow the reader to read fluently, freeing the brain to make meaning, comprehend, and acquire new vocabulary.



- **The Developmental Stages of Reading, Writing, and Orthography (The WHY)**

Literacy behaviors, reading, writing, and spelling/phonics, follow a developmental progression across time. These stages typically align and inform a teacher if students are moving through the stages at a typical pace to allow for intervention or

enrichment as needed. The continuum of literacy development in the critical *5+1 Components of Reading* illustrates the relationship between these developmental processes that culminate through effective instruction and practices to support skilled reading, writing, communicating, and understanding. The key skills for the development of early learning outlined in the foundational skills standards essential to all young learners include; oral language development, phonological and phonemic awareness, and phonics development. Building on this foundation, learners develop fluency, vocabulary and comprehension skills and strategies necessary to make meaning. Writing development is developed through opportunities to write creatively, and to prompts, to develop fluency, apply grammar and spelling knowledge to communicate.

- **The Comprehensive Literacy Instructional Framework (The HOW)**

This framework begins with clear, consistent and focused literacy strategies informed by ongoing data analysis which informs what must be taught and assessed, as well as the instructional structures that ensure that the components are cultivated within the developmental processes through instruction and student work that shifts the ownership of learning to students. These are necessary research supported practices that all teachers and leaders need to know, understand, and integrate into daily teaching. Effectively using the dedicated time for core literacy instruction and additional time for literacy support and language intervention for Multilingual Learners, the CLIF outlines the essential components of instruction, assessment, professional learning, reflection, and collaboration for literacy learning. The framework also guides teachers in using data and knowledge of student needs to design and deliver instruction, making adaptations and decisions with instructional agility.

Embracing the Gradual Release of Responsibility to partner with students to shift the ownership of learning to students, teachers explicitly teach and model the success criteria of the learning targets. Students engage in a wide variety of learning opportunities to develop their ability to apply that success criteria through multiple modes of instruction and demonstrate that success criteria to show evidence of their learning. The CLIF outlines the modalities of instructional release ensuring that students are motivated to develop independence and self-direction in meeting and exceeding the ELA standards.

Comprehensive Literacy Instructional Framework

The Minnesota Standards for English Language Arts			
Quality Core Comprehensive Literacy Instruction 120-150 minutes (90-120 minutes of uninterrupted Reading Instruction)			
Standards Aligned Learning Targets with Clear Success Criteria			
Reading Instruction/ Reading Workshop Direct, Explicit Instruction (Mini Lessons) Read Aloud (Modeled Reading) Shared Reading Close Reading Guided Reading Student-Led Collaborative Groups Independent Reading Reading Conferences		Language & Word Study Direct, Explicit, Systematic Instruction (Mini Lessons) Multi-Sensory Word Work Foundational Skill Instruction (PA/Phonics/Alphabetic Principle) Structural Analysis Vocabulary Development Grammar & Sentence Structure	Writing Instruction/ Writing Workshop Explicit Instruction (Mini Lessons) Genres Study Modeled Writing Shared Writing Guided Writing Collaborative Writing Independent Writing Writing Conferences Peer Conferences
Gradual Release of Responsibility – Supporting Student Motivation, Engagement, Self-Direction, and Ownership <i>Whole Group Focused Instruction – Small Group Guided Practice – Student Led Collaborative Discussions – Independent Application</i>			
Research Supported Best Practices	Culturally & Linguistically Responsive Instruction	Multi-Tiered Systems of Service (MTSS)	Technology Integration
Ongoing Formative & Summative Assessment			
Ongoing, Embedded Professional Learning & Literacy Coaching			
Guided Implementation of Professional Learning Data Collection and Analysis <i>(Lesson Study, Student Work Review, Literacy Classroom Visit Data, Teacher Survey and Focus Group, and Feedback)</i>			

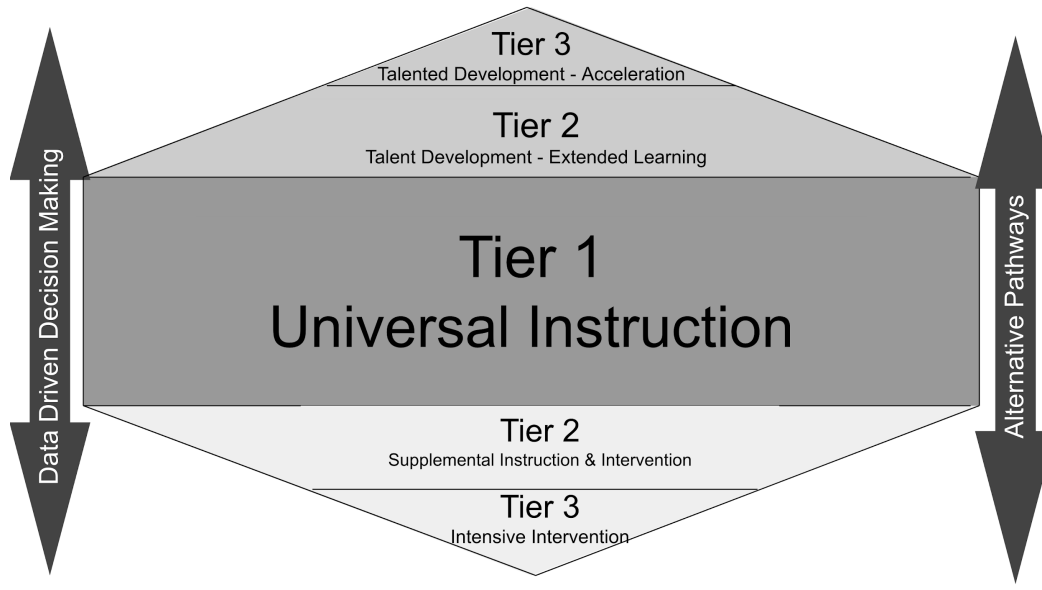
Goal 2: Multi-Tiered Systems of Support (MTSS) Ensuring Equity and Inclusion for ALL Learners:

EPS' Comprehensive Literacy Plan embraces and integrates an equity mindset and a culturally sustaining approach that honors the diverse community of learners in our schools. A unified commitment to Multi-Tiered Systems of Support aligns and supports literacy growth and achievement across all learning levels. MTSS is a multi-tiered framework developed to ensure that all students have access to the instruction, intervention and support, and talent development opportunities needed to meet and exceed grade level literacy learning goals every year.

The heart of the MTSS framework is effective universal core classroom instruction, as illustrated in the visual. The goal of core instruction is to meet the needs of, at minimum, eighty percent of all students on a regular basis. Observation, assessment, and review of student work provides the data to inform teachers of a need for support within the core classroom and/or additional targeted support to address difficulties and deficits. In addition, some students will need enrichment, acceleration and extension opportunities in the core classroom and/or beyond what is available during core instruction.

Within MTSS, Tier 1 is defined as instructional for all, Tier 2 is instruction for some and Tier 3 is instruction for a few. In each tier a team of educators work together in collaborative

teams to determine the best instructional match for each learner. Determining an instructional match for students is done intentionally for students needing additional support to meet the standard **and** for students that are performing above the standard who demonstrate a need for extensions in their learning progression.



NOTE: This simple MTSS is a placeholder. The MTSS team is developing an Edina Model. So, for now, this is just to reinforce the notion that we are looking at both ends of intervention and talented development as critical aspects of instructional planning and delivery. [This Model may be closer to what we develop](#)

Goal 3: Purposeful Assessment and Data Systems

Assessment and data help teachers and students understand where they are, where they have been, and where they need to go in their learning. Reading, writing, and communicating are developmental and, therefore, complex areas to assess. No single assessment can include all aspects of these diverse processes. Every literacy assessment offers multiple purposes, yet no single assessment can serve all purposes. A literacy assessment system needs to reflect the multiple dimensions of reading and writing, the various purposes for assessment, and the diversity of the students being assessed.

The Role of Literacy Assessment is to:

- determine where students are in their learning progression;
- guide instructional planning and decision making regarding student needs (e.g., identifying strengths, learning gaps, and opportunities; allocating resources);
- partner with families about their child(ren)'s learning;

- monitor students' progress towards mastering academic and early learning standards, including social emotional learning;
- see timely data to provide actionable feedback FOR learning; and
- inform continuous improvement of the instructional system (e.g., to identify areas for professional development, to examine effectiveness of core instruction).

The PreK-12 Comprehensive Literacy Plan will create action steps to ensure that educators have a well-designed assessment system that includes formal assessments for universal screening, progress monitoring, and diagnosis of specific needs, as well as formative common assessments, observation data, and student work products. Educators will have consistent and timely access to data, as well as time to reflect on these data and engage in collaborative data conversations, supported by common data decision-making processes and protocols to guide instructional decision making.

Goal 4: Professional Excellence

High quality professional development is critical in providing effective instruction, intervention, and acceleration for all children. Student learning is positively affected by the quality of adult professional learning, which must be intentionally designed and integrated into daily instructional practice (Eaker & Keating, 2009). Professional development involves systematic, sustainable, and positive changes in the practices of teachers and leaders. Teachers, administrators, and leaders are committed to developing the knowledge, skills, and dispositions necessary to consistently foster opportunities to collaborate with students in meeting and exceeding literacy proficiency and goals. This learning must be embedded into the structure and routine processes of the district. Within the Professional Learning Community (PLC) Framework, Professional excellence considers:

- students' critical learning and knowledge development;
- how educators observe and collect data about student learning; and
- how educators respond to the information gathered about student learning.

Goal 5: Collaborative Leadership

Collaboration among teachers, staff, and school and district leaders:

- fosters a positive culture of high expectations, system support, unity, and collective ownership;
- ensures critical teacher input into the decision making and implementation process;
- creates agreed upon systems that support timely and effective decision making;
- maintains the mission, vision, and core values;
- strategically meets goals;
- addresses challenges as a single, cohesive team; and

- collectively incorporates changes into a sustaining culture.

Embracing collaboration at the highest level demonstrates to our entire Edina community the value and importance of the PreK-12 Comprehensive Literacy Plan and each district initiative that aligns and supports it. It is through this collaborative approach that the goals, actions, and expected results will be realized.

Goal 6: Community Partnerships

Literacy learning is a collaborative, community responsibility. It is achieved through partnerships among educators, caregivers, learners, and the community in prioritizing education and engaging developmentally appropriate literacy experiences that support learning through play, innovative classroom practices, deep thinking, and incrementally scaffolded high expectations. It is important for all members of the Edina Public Schools community to have a shared commitment to the Comprehensive Literacy Plan in order to ensure all students meet literacy goals. When schools and community organizations work together to support learning, everyone benefits. Partnerships can serve to strengthen, support, and even transform individuals, resulting in improved program quality, more efficient use of resources, and better alignment of goals and curricula (Harvard Family Research Project, 2010).

Priority Action Steps Moving into 2021-22:

Goal 1: Academic Excellence: Standards, Curriculum, and Instructional Framework

Teachers and Leaders will participate in the following to ensure core instruction supports current, valid, and reliable research:

- Engage in and implement Early Learning Curriculum Review Process to support development of a consistent method of core instruction
- Learn and build understanding of the new MN English Language Arts standards (Summer work in Standards 2022) and/or Early Childhood Indicators of Progress (ECIP)
- Create, teach, and assess standards-aligned Learning Targets across the Gradual Release of Responsibility aligned with ELA standards
- Engage in training for staff to increase preparedness to know and recognize reading difficulties as they appear in core instruction across all grade levels
- Continue learning, implementation of & alignment of instructional resources, such as Sonday, to support foundational skill development (oral language development, phonological and phonemic awareness, and phonics development) including development of scope and sequence and pacing guide as new state standards are

released (K-2)

- Study and engage in deepend learning around research based best practices in Comprehensive Literacy, foundational skills, language skills, and comprehension development
- Collaborate with Literacy Coaches to engage in differentiated, job-embedded professional learning aligned with the Comprehensive Literacy Instructional Framework
- Revise the EPS Dyslexia Guidebook to support staff's ability to know and recognize reading challenges as they appear, as well as how to respond to support students and families

Goal 2: Multi-Tiered Systems of Support (MTSS) Ensuring Equity and Inclusion for ALL Learners

District and Site Leadership will collaborate in the following to begin aligning decision systems to meet the needs of learners needing additional support to meet grade level standards and growth targets through:

- understanding of MTSS as a Decision Making model;
- improved implementation of Data and Problem Solving teams;
- establishing a clear structure for identification of Tier 2 and Tier 3 learning opportunities for students needing additional support and students needing extended learning, talent development pathways, targeted programs, and progress monitoring processes;
- building upon current Talent Development structures and alignment with Policy 601
- implementing initial alternative pathways to provide Talent Development (TD) opportunities for Twice Exceptional (2e), Multilingual Learners, and marginalized students to actively interrupt systems and practices that perpetuate the marginalization; and
- aligning secondary MTSS structure to elementary and secondary goals.

Goal 3: Purposeful Assessment and Data Systems

District and Site Leadership will collaborate to create and support processes and protocols that ensure the alignment and consistency of district assessment and data systems by:

- identifying the literacy assessment system and resources that align with common and informal classroom assessments, as well as the MTSS Framework while fostering a commitment to a data informed culture;
- developing collaborative processes for discussing and building common

- understanding of each assessment: the purpose; administration; frequency; and use;
- engaging in the use of data frequently and flexibly to make informed decisions about instruction and student learning;
- Continuing to support and development of Data Team periodic meetings to review district, school, and grade level data to make programmatic and instructional system decisions; and
- enhancing and aligning the processes of MTSS problem solving teams to review, analyze, and use data to make instructional and programmatic decisions.

Goal 4: Professional Excellence

Teachers and Leaders will engage in the professional development opportunities to ensure core instruction supports current, valid, and reliable research. These opportunities include:

- research supported, effective instruction in general, and specific to literacy, that aligns with the Comprehensive Literacy Instructional Framework;
- cultivating an inclusive literacy culture in every classroom;
- collaborative discussion about how students learn to read, write, and communicate including, but not limited to: the 5+1 Components of Reading, The Developmental Stages (Reading, Writing, and Orthography) and The Comprehensive Literacy Instructional Framework which includes structured literacy to support the development of foundational reading and writing skills;
- current research on assessment and literacy specific to explicit instruction of foundational skills and how these skills partner with language development to build reading comprehension, critical thinking, and problem solving;
- continue LETRS cohort training to create a core team of teachers knowledgeable about foundational skill development;
- continue implementation fidelity of Sonday Essentials, which is a resource to teach foundational skill development in core instruction; and
- understanding the twice exceptional and alternative pathways for inclusion of Multilingual Learners and marginalized students in Talent Development opportunities.

In order for a high level of engagement in professional development to occur District & Site Leadership will:

- collaborate to form a Comprehensive Literacy Leadership Teams that honors the professionalism of, and ensures input from, all building staff, while creating differentiated building pathways to ensure successful implementation of the PreK-12 CLP;
- provide time for professional development content at the school and district level, supported by Professional Learning Community implementation to ensure the

integration of learning into daily practice; and

- partner to collect ongoing data through observation, survey, grade level team conversations, focus groups, and parent communication to monitor the implementation and integration of professional learning in classroom practice.

Goal 5: Collaborative Leadership

*District and Site Leadership will collaborate to align the PreK-12 Comprehensive Literacy Plan, the Multi-Tiered Systems of Support (MTSS), and Professional Learning Communities (PLCs) processes and **ensure successful implementation of the PreK-12***

***Comprehensive Literacy Plan.** Action steps include:*

- Develop Building Literacy Teams consisting of one designated administrator, one primary and one intermediate teacher leader, at each school site to ensure high levels of engagement in the PreK-12 Comprehensive Literacy Plan. These site leaders will partner with the Literacy Coaches and district leaders to further ensure each building has the systems and resources needed to support effective implementation of the PreK-12 Comprehensive Literacy Plan while allowing for consideration of the varied factors that impact adult and student learning at each site.
- Commit to collaborate around the action steps, professional development goals, and outcomes of the PreK-12 Comprehensive Literacy Plan.
- Provide direct leadership in the implementation of the PreK-12 Comprehensive Literacy Plan.
- Collect, analyze, and respond to ongoing data through observation, survey, grade level and cross grade level conversations, focus groups, and parent communication to monitor the implementation and integration of professional learning in classroom practice.
- Provide time through scheduling to support research guidelines for instructional delivery for ELA.
- Create a PreK-2 team to align standards across early childhood through the primary grades, create kindergarten readiness guidelines, and a process to share assessment and informal data between early childhood and kindergarten.

Goal 6: Community Partnerships

Edina Leadership and School Board will create communication pathways for parents, caregivers, and community members to understand the goals and action steps of the PreK-12 Comprehensive Literacy Plan and provide periodic feedback.

District and Site Leadership will:

- communicate with stakeholders and community members to foster a shared

understanding and support to enhance our literacy knowledge and expertise to ensure all students meet literacy goals; and

- Create opportunities for parents, caregivers, and community members to engage and respond to the PreK-12 Comprehensive Literacy Plan at critical points in the implementation process.

Continued Action Steps through 2022-26: (This will continue to be developed with greater detail as we begin implementation and work directly with Building Literacy Teams.)

Goal 1: Academic Excellence: Standards, Curriculum, and Instructional Framework

Teachers and Leaders will engage in the following professional development to ensure core instruction supports current, valid, and reliable research:

All PreK-5: District & Building Leadership Teams, Literacy Coaches, K-12 ELA Teachers, Leads and Support

- Fully implement the new MN English Language Arts standards (Summer work in Standards 2022)
- Create, administer, and review grade level, common formative assessments using student work from standards-aligned Learning Targets to ensure students are meeting and/or exceeding standards
- Create common rituals and routines, strategies, and supports across grade levels to ensure a culturally and linguistically responsive Literacy Culture
- Build understanding and capacity with all aspects of instruction in each modality of the Comprehensive Literacy Instructional Framework
- Fully ensure **all** staff know and recognize reading deficits as they appear and most importantly know how to respond in ways that ensure literacy success for all
- Fully ensure all staff understand the Edina Talent Development Framework and instructional practices to meet the traits of learners who demonstrate a need for pathways to extend their learning beyond grade level standards

Secondary 6-12 Reading and ELA Teachers

- Complete and implement the Curriculum Review Process to support development of a consistent method of Reading and ELA core instruction
- Fully implement the new MN English Language Arts standards (Summer work in Standards 2022) in conjunction with the curriculum review process
- Create, administer, and review grade level, common formative assessments using student work from standards-aligned Learning Targets to ensure students are meeting and/or exceeding standards

- Fully ensure **all** staff know and recognize reading deficits as they appear and most importantly know how to respond in ways that ensure literacy success for all

Secondary 6-12 District & Building Leadership Teams, Literacy Coaches, Content Teachers, Leads and Support

- Focus on specific aspects of disciplinary literacy instruction and technology integration in each modality of the Gradual Release of Responsibility
- Integrate and align ELA and College and Career readiness standards related to nonfiction and informational texts into content area instruction and assessment

Early Learning (PreK) Teachers, District & Building Leadership Team Leads & Support

- Monitor and assess the implementation of Early Learning Curriculum Review Process to support development of a consistent method of core instruction
- Formation of a PreK-2 Early Learning/Primary Task Force and Bridging Team to create alignment and consistency in instruction across early childhood through the primary grades

Goal 2: Multi-Tiered Systems of Support (MTSS) Ensuring Equity and Inclusion for ALL Learners

Teachers and Leaders will collaborate in the following to begin aligning decision systems to meet the needs of learners needing additional support to meet grade level standards and growth targets:

MTSS PreK-5:

- District wide implementation of MTSS Framework, Data Teams, Problem Solving Teams, and supportive processes
- Focus on intentional, targeted Tier One interventions and supports for Multilingual Learners, and students who are facing challenges to learn in order to provide additional instruction, time, scaffolding, etc.
- Development and implementation of a Decision Making process for identification, diagnosis of need, and placement in Tier Two and Three instructional match
- Continue to align current Talent Development structures with the implementation of Policy 601 to enrich learning for all learners
- Refinement of the progress monitoring data collection and analysis for tracking longitudinal data Tier Two and Tier Three intervention to inform alignment and effectiveness of intervention resources
- Expand alternative pathways for Talent Development

MTSS 6-12:

- Implementation of the aligned intervention structure for ensuring all students have supportive core instruction
- Implementation of the intervention structure for students in need of Tier Two and Three supports “in addition to” core instruction

Goal 3: Purposeful Assessment and Data Systems

Teachers and Leaders will collaborate to create and support processes and protocols that ensure the alignment and consistency of district assessment and data systems:

District Leaders, Site Leadership, and PreK-12 Teachers

- Implement the district assessment system calendar to ensure aligned data collection and review
- Lead regular data discussions using collaboratively designed processes ensuring consistency across sites
- Support the development of standards based common assessments

Teachers and Teacher Teams PreK-12

- Collaboratively develop standards-aligned common assessments designed to analyze instructional effectiveness
- Establish of process for timely review of common assessments, school and classroom based diagnostics assessments, progress monitoring data, student work, observation and conferring data to:
 - make programmatic decisions;
 - make instructional decisions and modifications; and
 - support student understanding and action of reading range and self-selection decisions.

Goal 4: Professional Excellence

Teachers and Leaders will engage in the following professional development to ensure ALL instruction supports current, valid, and reliable research:

- Continued LETRS, and other literacy training, for staff supporting foundational literacy skill development aligned with the science of reading
- Continued Culturally and Linguistically Responsive Teaching that engages all students at the highest levels of literacy learning
- Instructional practices for Multilingual learners
- Literacy supportive interventions and strategies in core and content instruction

- Expanded opportunities for the 2e, twice exceptional students, and alternative pathways for inclusion of ML and marginalized students in Talent Development opportunities
- Components of the Comprehensive Literacy Instructional Framework

*In order for a high level of engagement in professional development to occur **District & Building Leadership** will:*

- Maintain Building Literacy Teams to provide daily support and guidance in implementing the professional development that supports the plan. These site leaders will partner with the Literacy Coaches and district leaders to ensure continued building input and collaboration, differentiated delivery of professional learning, and consistent data collection across the district
- Continue to review and provide time for professional development content and Professional Learning Communities, to ensure the integration of professional learning into daily practice throughout each year of implementation
- Partner to collect ongoing data through observation, survey, grade level team conversations, focus groups, and parent communication to monitor the implementation and integration of professional learning in classroom practices directly related to student performance
- Implement cross building and grade level data conversations to ensure alignment and consistent access to the developmental continuum

Goal 5: Collaborative Leadership

*Teachers and Leaders will collaborate to align the PreK-12 Comprehensive Literacy Plan, the Multi-Tiered Systems of Support (MTSS), and Professional Learning Communities (PLCs) processes and **ensure successful implementation of the PreK-12 Comprehensive Literacy Plan:***

- Maintain Building Literacy Teams to provide daily support and guidance in implementing the professional development that supports the plan. These site leaders will partner with the Literacy Coaches and district leaders to ensure continued building input and collaboration, differentiated delivery of professional learning and consistent data collection across the district
- Provide direct leadership in the implementation of the PreK-12 Comprehensive Literacy Plan
- Partner with leadership across buildings to discuss the strengths and needs of the ongoing implementation of the PreK-12 Comprehensive Literacy Plan and discuss modifications or enhancements

- Use data and observation to review and modify time and scheduling to support research guidelines for instructional delivery for Reading and ELA
- Determine intentional time and scheduling for WIN time for creating instructional matches and supports to meet the literacy needs of all students
- Continue to honor and support district systems, processes, and protocols to ensure alignment among systems and to guide effective implementation of the PreK-12 Comprehensive Literacy Plan

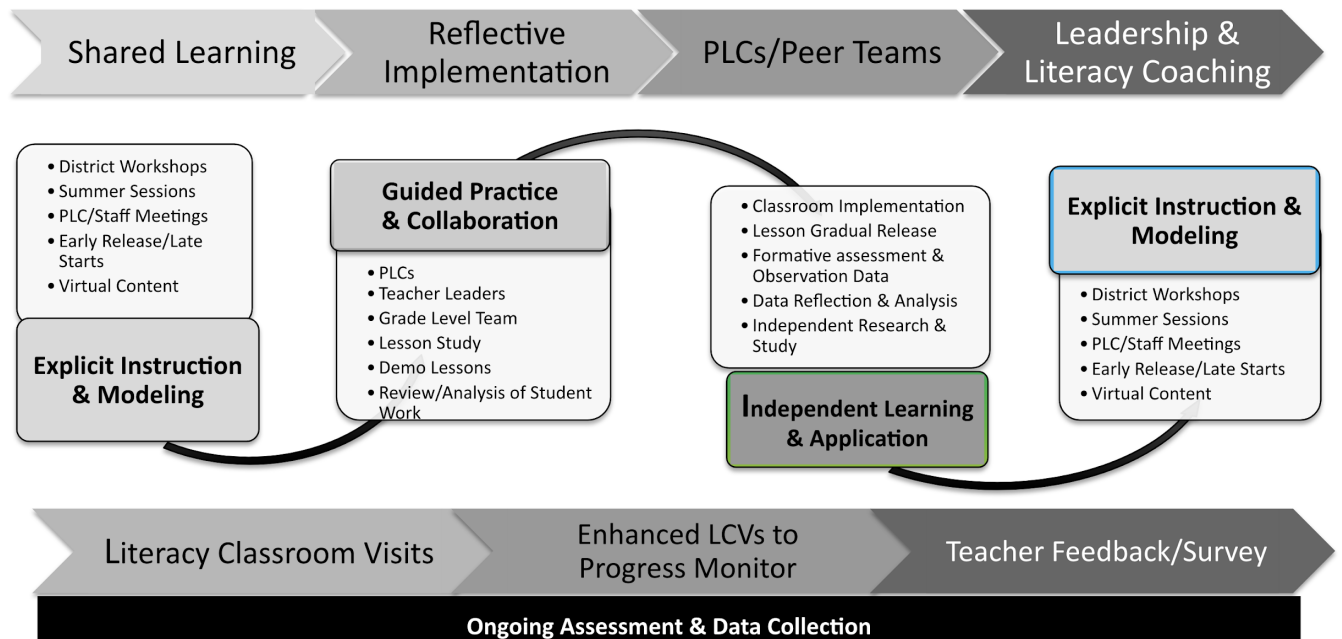
Goal 6: Community Partnerships

Edina Leadership and School Board will create communication pathways for parents, caregivers, and community members to understand the goals and action steps of the PreK-12 Comprehensive Literacy Plan, provide periodic feedback and build collaboration in reaching its goals.

- Communicate with stakeholders and community members to foster a shared understanding and support in our efforts to ensure all students meet literacy goals
- Create opportunities for parents, caregivers, and community members to engage and respond to the PreK-12 Comprehensive Literacy Plan at critical points in the implementation process
- Provide parents and caregiver opportunities to learn about literacy development and ways that reading and writing skills can be supported at home
- Create connections within the community to strengthen and extend opportunities for real world literacy learning
- Ensure clear and consistent communication methods for informing parents where their children are as literacy learners and how they can partner in supporting continued growth at all levels.

Edina's PreK-12 Comprehensive Literacy Plan: Professional Development Plan

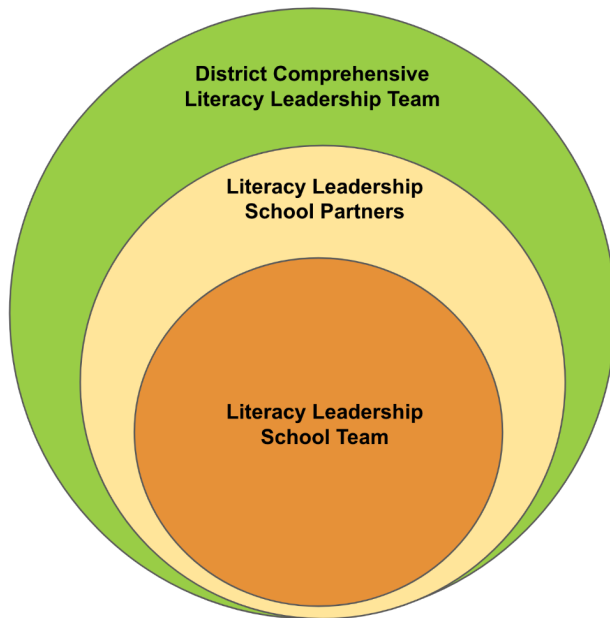
Framework for Professional Learning



Our Framework for Professional Development implementation follows an interactive process of engaging in learning on current and enduring research and evidence based practices proven to develop classroom, school, and district literacy culture and effective instruction. Once identified, a process for shared content learning through whole group workshops, collaborative learning, and independent opportunities is designed with input from teachers and leadership. The new and enhanced learning is integrated into daily classroom instructional practices, while time is provided for reflection, lesson development, and review of student work and observational data. Discussion of the application of learning with peers in grade level, cross grade level, and PLC teams provides opportunities to learn with and from peers. Both classroom implementation and collaborative discussions can be guided by leadership and literacy coaches. During the interactive process of professional learning, data is collected through intentional classroom visits, with identified look for elements, to progress monitor the degree to which the shared learning is evident in instruction and student learning connected to the new learning is tangible. These data are reviewed periodically to analyze the effectiveness of the professional development, the impact on teacher and student growth, and areas in need of modification or change.

Leadership Roles Supporting the Professional Development Plan

District Comprehensive Leadership Teams



District Comprehensive Literacy Leadership Team

- District Leaders: Teaching & Learning Director and Literacy Supervisor
- Literacy Coaches
- School Leaders: Principal or Dean from each school
- K-2 and 3-5 Teacher Leaders from each school
- Planning Meetings 3-4 times a year
- Data Collection/Review 3 times a year

Literacy Leadership School Partners (Two Schools)

- Literacy Coach
- School Leader from Partner Schools: Principal or Dean
- K-2 and 3-5 Teacher Leaders from Partner Schools
- Meets monthly
- Periodic Data Review

Literacy Leadership School Team (School Site)

- School Leader
- K-2 and 3-5 Teacher Leaders
- Learning Specialist, Special Education Teacher, ML Teacher
- Meets monthly
- Ongoing Data Collection/Review

Year One: Overarching Goal!

Our goal for next year is to cultivate collective ownership and site based leadership, supported by district leadership. We realize that next year is a recovery year, and also a year for creating alignment among developing district systems to build equity and sustainability including: Multi-Tiered Systems of Support (MTSS), Social Emotional Learning (SEL), Professional Learning Communities (PLCs), and Professional Development (PD) Systems, and the PreK-12 Comprehensive Literacy Plan (CLP). We believe that an important goal to ensure that we have a strong foundation upon which to build and align these systems and processes relies on site based leadership in partnership with the district.

The Comprehensive Leadership Teams will be the nucleus of the ownership, development, implementation, and differentiation of the CLP. This team provides the infrastructure for collective ownership through support, coaching, guidance, data collection, feedback, and communication in the implementation of the goals and professional development of the PreK-12 Comprehensive Literacy Plan. As noted above, the representatives from the Literacy Leadership School Partners will meet with district leaders as the District Comprehensive Literacy Leadership Team meets three or four times a year for planning, shared learning, and data review. Literacy Leadership School Partners will consist of the shared Literacy Coach, School Leader, and Teacher Leaders. They will meet to connect and discuss successes and challenges in the implementation of the CLP, review

data, and plan for combined professional learning opportunities. The Literacy Leadership School Team includes more staff members, such as Learning Specialists, ML Teachers, and Special Education representatives, etc.

District Leadership:

- **Director of Teaching & Learning** - provides oversight and support of the Reading and ELA instructional programming, supports the implementation of the PreK-12 Comprehensive Literacy Plan, participates in data collection and analysis of the overall implementation, and partners with leaders to make programmatic changes based on data and feedback from educators and stakeholders.
- **District Literacy Supervisor** - provides oversight and guidance of the development and implementation of the PreK-12 Comprehensive Literacy Plan, with the Comprehensive Literacy Leadership Team by designing and supporting professional development, data collection, analysis, feedback, and communication of the process. In addition, administers and supports the Literacy Coaching Model and the Literacy Coaches.
- **Literacy Coaches** - partner with district and school leadership and staff to support the implementation and integration of the research supported literacy professional development into the school and classroom literacy culture and effective instructional practices through coaching, reflective practice, modeling, data collection, and feedback. Provide targeted support in providing core classroom interventions and strategies to support multi-lingual students and students with literacy challenges and those exhibiting characteristics of dyslexia and other reading difficulties in the classroom.

School Leadership:

(Literacy Coaches serves as Both District and School Leaders)

- **School Literacy Leader** - is the designated principal or dean committed to site leadership of the PreK-12 Comprehensive Literacy Plan and the implementation of the professional development to meet the expected outcomes and goals of the plan. Ensures that professional development is embedded into daily practice, a focus of PLC and grade level team conversations, schedules time for shared knowledge development, collaboration, and reflection on data, lesson development, and student work. Partner with the Literacy Coaches and the District Literacy Supervisor to collect ongoing data collection, review, and analysis to support the implementation of the PreK-12 Comprehensive Literacy Plan.

- **Teacher Literacy Leaders** - represent one primary and one intermediate teacher at each school site who partner with the other members of the Comprehensive Literacy Leadership Team. Teacher Leaders will support the School Literacy Leader and Literacy Coaches and serve as a role model and additional literacy support in their school.
- **Teachers and Specialists** - include all school educators who teach and support reading and ELA, reading intervention, or special education related to reading will be required to participate and integrate learning as determined by the Elementary Comprehensive Leadership Team.

Appendices:

[Glossary of Terms](#)

[PreK-5 and Preliminary 6-12 Intervention CLP Literacy Plan Goal-Outcome Alignment](#)

[Guiding Change Document](#)

[Professional Development Outline](#)

[Projected Overall Budget](#)

[Implementation Metrics](#)



Board Meeting Date: 6/21/2021

TITLE: Youth Development Plan 2021-22 Summary and Goals

TYPE: Action

PRESENTER(S): Valerie Burke, Director Community Education; Cheryl Gunness, Community Involvement Coordinator

BACKGROUND: At the May 10th School Board meeting the 2021-22 Youth Development Plan was presented and discussed. In 1987, the Legislature passed “Minnesota’s Youth Development Initiative,” defining a Youth Development Plan as a “systematic way of involving youth and key members of the community in creating an environment in which youth make decisions, choose options and make contributions that enhance their own physical, social, spiritual, emotional and intellectual development, as well as improving the community to make more opportunities available for youth.

RECOMMENDATION: Approve the Youth Development Plan 2021-22 Goals

PRIMARY ISSUE(S) TO CONSIDER: Affirm how the five components of the Youth Development Plan can support and enhance the district Strategic Plan and Community Education. 1. Youth Service 2. Youth Involvement & Leadership 3. Youth Enrichment 4. Youth Career & College Readiness and 5. Youth Support Networks & Services

ATTACHMENTS:

1. Goals (next page)



Youth Development Plan 2021-22 SUMMARY and GOALS

Why does Edina Public Schools need a Youth Development Plan?

Each year, Edina Public Schools receives Youth Development/Youth Service property tax levy revenue. According to Minnesota State Statute [124D.19](#), Youth Development/Youth Service revenue should be used to implement a Youth Development Plan as part of a Community Education Program. For school year 2020-21, the revenue is approximately \$75,318 for the (\$32,578 allocated to the Youth Development/Enrichment budget; \$42,740 to the Youth Service Budget).

Youth Development Plans include Five Key Components

1. Youth Service/Service-Learning
2. Youth Involvement and Leadership
3. Youth Enrichment Activities
4. Youth Career and College Readiness
5. Youth Support Networks and Services

2021-22 Goals

COMPONENT 1: YOUTH SERVICE / SERVICE-LEARNING

1. Restructure staffing model to discontinue piecemeal approach, better leverage resources and relationships, generate more impact, and provide program consistency and clarity
2. Rebuild participation and impact of youth volunteer/service program to school year 2018-19 (pre-COVID) levels:
 - a. 176 EHS students grades 9-12 lettering in Community Service; 21,120 hours of community service=\$537,081 impact when calculated at national volunteer rate
 - b. 118 EHS youth volunteers contribute 2553 hours enriching curriculum and enhancing learning opportunities through classroom support, before/after school academic support, summer academic support, special events and more, \$64,923 impact
3. Develop a wider breadth of school-organized volunteer activities (connect with [Wayzata Club Yes](#) to gather ideas). Pay particular attention to the focus areas identified by MN statute [124D.19](#):
 - a. human services for the elderly, including home care and related services;



- b. tutoring and mentoring
 - c. training for and providing emergency services
 - d. services at extended day programs (KIDS Club/WISE Guys)
 - e. environmental services
 - f. service-learning programs that combine community service and the academic and technical skills that MN employers require
- 4. Collaborate with Middle Schools to develop a re-invigorated middle school program that connects intentionally to high school opportunities and sharpens focus on service and college/career exploration
- 5. Ensure that the program continues to offer high-quality training and supervision, focused skills development for students, genuine and needed service to the community, integration of academic learning and ties to EPS curriculum, and ample opportunities for reflection
- 6. Break-even budget

COMPONENT 2: YOUTH INVOLVEMENT AND LEADERSHIP

- 1. Expand opportunities for student leaders in the Enrichment program by 10% over school year 2020-21
 - a. Hire 10 EHS students to lead summer 2022 youth enrichment programming
 - b. Offer 10 student-led, student-created camps, classes or programs during 2021-22
- 2. Together with youth leaders, develop additional camps, classes or programs that develop student leadership skills in the Mindsets and Social Awareness Domain/Competency Area of the State of Minnesota's "[Career and College Readiness Resource Guide](#)":
 - a. Growth Mindset
 - b. Relationship Skills
 - c. Cultural Fluency and Global Awareness
 - d. Self-Management
 - e. Problem Solving
 - f. Decision Making
 - g. Self-Advocacy
- 3. Enhance professional development and training for Youth Enrichment student leaders in Social and Emotional Learning practices, strengths-based approaches to mentoring, and more. Collaborate with KIDS Club/WISE Guys staff on trainings
- 4. Collaborate with youth leaders to create a new platform to elevate student voice for the wider community. Options include TEDxYouth, a podcast, etc.
- 5. Add two student members to the Community Education Advisory Council
- 6. Break Even Budget



COMPONENT 3: YOUTH ENRICHMENT ACTIVITIES

1. Hire a third Enrichment Supervisor to support program growth
2. As construction is completed, leverage new spaces including Community Woodshop and Maker Space on 3rd floor to expand youth enrichment and intergenerational offerings
3. Continue partnering with Special Services and Teaching and Learning departments to develop new classes that meet documented community needs and promote social and academic growth.
 - a. Build on the momentum and success of summer 2021 Unified classes to offer at least one Unified opportunity at every level (elementary, middle and high school) during every school year season (fall, winter and spring)
4. 15% net profit to support scholarships and mission-driven program development

COMPONENT 4: YOUTH CAREER AND COLLEGE READINESS

1. Expand the number of Youth Career and College Readiness opportunities offered through the Enrichment Program for Middle School and High School
 - a. A coherent, scaffolded system for students to explore career pathways (beginning in middle school and building to high school) can be based on [Minnesota's Career Fields, Clusters and Pathways](#). Consider resources in the [Program Planning Guide and Career and College Readiness Guide](#)
2. Allocate a larger percentage of the new Volunteers/Youth Development position job duties to developing relationships at the Middle Schools and EHS to facilitate more College and Career Readiness programming
3. Make the development of College and Career Partnerships a priority for CES Lead Team (especially Director and Community Involvement Coordinator)
 - a. Develop industry and career partnerships that flow in and out of school: more internships/mentorships for students, more opportunities for teachers to visit industry partners to see learning in action, more opportunities for industry partners to visit classrooms. Learn from/adapt Burnsville-Eagan-Savage School District 191 plan for career pathways exploration
 - b. Create a communications plan and talking points for engaging with new partners

COMPONENT 5: YOUTH SUPPORT NETWORKS AND SERVICES

1. Increase Scholarship/Financial Aid dollars available, returning to pre-COVID levels (\$650/student v. \$575 available for summer 2021)
2. Distribute 100% of Summer 2022 scholarship funding available (\$52,000 available for summer 2021)
3. Increase the number of students who access summer scholarships to 20% of students on Free/Reduced lunch
4. Re-invigorate a communications plan to increase awareness of financial aid opportunities. Explore new models including family nights, events, office hours in ELC, cultural liaisons, etc.



5. Convene at least one conversation with EHS leadership group for youth perspectives on current and emerging youth needs to inform the work of Edina Resource Center
6. Continue to provide annual ACES training to support adults working with at risk youth
 - a. Target group is EPS and Community Ed staff and youth leaders, but we can also include community-based advocates



Board Meeting Date: 6/21/2021

TITLE: 2021-22 Final Budget

TYPE: Action

PRESENTER: John Toop, Director of Business Services

BACKGROUND: The Budget represents an initial estimate of revenues and expenditures for the 2021-22 fiscal year, along with supporting documentation and analysis. The attached information includes narrative, graphical and detailed information on the 2021-22 budget and the overall financial picture for the District. John Toop, Director of Business Services will go over the major assumptions that are significant drivers of the 2021-22 budget for both revenues and expenses.

RECOMMENDATION: The Board Finance and Facilities Committee has reviewed and recommends the budget for approval.

ATTACHMENTS:

1. 2021-22 Adopted Budget Summary of Revenues, Expenses and Changes in Fund Balance

INDEPENDENT SCHOOL DISTRICT #273
COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,
AND PROJECTED CHANGES IN FUND BALANCE
Fiscal Year Ending June 30, 2022

	Estimated Balance June 30, 2021	FY21-22 Original Revenues	FY21-22 Original Expenditures	FY21-22 Original Required Transfers	Original Projected Balance June 30, 2022
GENERAL FUND (01)					
Nonspendable - General	-	-	-	-	-
Nonspendable - Capital	-	-	-	-	-
Subtotal Nonspendable	-	-	-	-	-
Restricted for Student Activities	26,531	-	-	-	26,531
Restricted for Staff Development	-	1,206,319	1,051,775	-	154,543
Restricted for Capital - Carryover	-	-	-	-	-
Restricted for Capital	432,399	3,013,814	2,771,508	-	674,705
Restricted for Capital Projects (Tech) Levy	-	375,000	375,000	-	-
Restricted for Learning & Development	-	1,906,276	1,906,276	-	-
Restricted for Success Center ALC	-	146,639	354,873	208,234	-
Restricted for High School ALP	-	271,161	504,149	232,988	-
Restricted for Gifted Education	-	132,417	1,184,086	1,051,669	-
Restricted for Basic Skills-ML	-	313,349	1,382,375	1,069,027	-
Restricted for Basic Skills-Compensatory	-	242,924	242,924	-	-
Restricted for Achievement & Integration	-	1,245,858	1,216,413	(29,445)	-
Restricted for Safe Schools	-	459,389	672,642	213,253	-
Restricted for Basic Skills-Compensatory Ext Time	-	-	-	-	-
Restricted for Long Term Facilities Maintenance	-	9,948,593	8,215,928	(1,732,665)	-
Restricted for Medical Assistance	-	202,526	229,794	27,268	-
Subtotal Restricted	458,930	19,464,263	20,107,743	1,040,329	855,779
Committed 1% of Unassigned Fund Balance	1,068,409	-	-	-	1,068,409
Subtotal Committed	1,068,409	-	-	-	1,068,409
Assigned for Separation/Retirement Benefits	3,269,673	1,027,253	1,027,253	-	3,269,673
Assigned for Q Comp	98,955	2,192,663	2,276,825	-	14,793
Assigned for Donations Carryover	36,368	206,800	248,054	-	(4,886)
Subtotal Assigned	3,404,996	3,426,716	3,552,132	-	3,279,580
Unassigned - Unemployment	(995,864)	151,193	80,000	-	(924,671)
Unassigned - Lease Levy	-	-	-	-	-
Unassigned - Career and Technical	-	-	-	-	-
Unassigned - General	8,676,359	105,528,806	103,270,340	(2,772,994)	8,161,831
Subtotal Unassigned	7,680,495	105,679,999	103,350,340	(2,772,994)	7,237,160
Total General	12,612,830	128,570,979	127,010,215	(1,732,665)	12,440,929
		8,161,831			
FOOD SERVICE FUND (02)					
Nonspendable	-	-	-	-	-
Restricted	574,738	3,023,317	3,066,871	-	531,184
Total Food Service	574,738	3,023,317	3,066,871	-	531,184
COMMUNITY SERVICE FUND (04)					
Nonspendable Community Ed - General	-	-	-	-	-
Restricted for Community Ed - General	412,867	6,898,331	6,642,515	-	668,684
Restricted for ECFE	224,484	605,195	583,237	-	246,442
Restricted for School Readiness	40,526	236,036	236,682	-	39,880
Restricted for Other Community Ed	49,272	202,281	192,182	-	59,370
Total Community Service	727,149	7,941,843	7,654,616	-	1,014,376
Total Operating Funds	13,914,717	139,536,139	137,731,702	(1,732,665)	13,986,489
BUILDING FUND (06)					
Nonspendable - LTFM Levy	-	-	-	-	-
Restricted for Capital/Technology Levy	392,579	6,165,673	6,096,171	-	462,081
Restricted for \$7M Building Bond	0	7,000,000	3,000,000	-	4,000,000
Restricted for Long Term Facilities Maintenance	8,353,215	20,000	9,931,430	1,732,665	174,450
Total Building	8,745,794	13,185,673	19,027,601	1,732,665	4,636,532
DEBT SERVICE FUND (07)					
Restricted for Bond Refunding	-	-	-	-	-
Restricted Fund Balance	3,161,405	15,129,339	14,935,884	-	3,354,860
Total Debt Service	3,161,405	15,129,339	14,935,884	-	3,354,860
INTERNAL SERVICE FUND - Dental (20)					
Unassigned Fund Balance	601,205	870,000	870,000	-	601,205
Total Internal Service	601,205	870,000	870,000	-	601,205
TOTAL ALL FUNDS	26,423,122	168,721,151	172,565,187	0	22,579,087

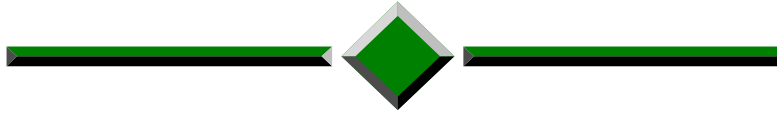


DEFINING EXCELLENCE

**2021-2022
FINAL BUDGET**

Board Approved June 21, 2021

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DEFINING EXCELLENCE

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June 21, 2021

To: The School Board, Citizens, and Employees of Edina Public Schools

We respectfully submit the 2021-22 Adopted Budget of Independent School District No. 273, Edina Public Schools. The report contains all of the funds of the District in conformity with generally accepted accounting principles (GAAP) for defining the reporting entity. The District's annual financial reports are prepared pursuant to School Board policy and Minnesota State Statutes. Budgetary control is maintained by the District's business office.

We are proud to publish and disseminate budget information to the School Board, our community, and others. We welcome the opportunity to present and discuss operational plans and related financial impact with all interested parties. Interaction among interested groups consistently leads to operational and educational improvements for Independent School District No. 273. To stimulate and encourage interaction, we continuously evaluate. When possible, we increase and improve information quality. The budget document and our annual audit reports are the primary tools to present information.

This Adopted Budget represents a projection of revenue and expenditures for the 2021-22 fiscal year along with supporting documentation and analysis. This report is presented in four sections: introduction, organization, financial, and information. The introduction section includes an executive summary and names the members of the School Board. The organization section includes major goals and objectives for the District and financial policies and practices. The financial section includes presentation of the budgets for all Governmental and Proprietary funds of the District. The information section includes revenue and expenditure budget summary data sorted by a variety of elements.

In accordance with the School Board approved Strategic Road Map, the District plan is to maintain the District fund balance at the level approved by the Board, so that all available resources are used to provide educational opportunities to students. The District will continue to seek all available sources of funding, balance revenue to expenditures, and maintain systems that ensure financial stability.

DESCRIPTION OF DISTRICT

The District is a public educational system serving a 20 square mile area located in the southwestern Twin Cities area. District boundaries are within Hennepin County. The majority of the city of Edina is within the District's boundaries. District facilities for 2021-22 include a community center which includes the district service center, community services and an elementary school, five other elementary schools, two middle schools, a high school, and a transportation facility.

ECONOMIC CONDITION AND OUTLOOK

With the exception of voter approved levy referenda, the District is dependent on the State of Minnesota for its revenue authority. The 2021 legislature, as of this writing has not finalized funding for the 2021-23 biennium. Previous funding formula increases have been below the annual rate of inflation for the last twenty years. Experience demonstrates that legislated revenue increases are not sufficient to meet the demands posed by the rate of inflation. As a result of these pressures, the District has had to rely on property tax referenda to support its educational programs. In November, 2017, the District was successful in its request to renew and increase the existing operating levy scheduled to sunset in 2018-19. The voters approved the increase in a two-step process with an increase for taxes payable in 2018 of \$445 per pupil unit and an increase of approximately \$218 per pupil unit for taxes payable starting in 2020. The increase in the operating referendum has maintained the quality of programs and services expected in Edina. In May 2015, the District was successful in its request to issue \$124.9 million in bonds to support a number of capital projects. Successful levy referenda votes have allowed the District to maintain its history of educational excellence.

DISTRICT POPULATION

Funding for Minnesota school districts is largely driven by enrollment. The majority of Minnesota school districts are facing declining enrollment. Over the last four years, the District has averaged a .4% (four tenths of one percent) decrease in students. However, enrollment for the 2021-22 school year is projected to be 8,397 which represents an increase of .9% (nine tenths of one percent) over the prior year.

ENROLLMENT PROJECTIONS

	15-16	15-16	16-17	16-17	17-18	17-18	18-19	18-19	19-20	19-20	20-21	20-21	21-22	21-22
	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN
PRE-K	58	58	55	55	57	57	54	54	58	58	54	54	54	54
K-HANDICAPPED	9	9	6	6	10	10	61	61	57	57	62	62	62	62
KINDERGARTEN	505	505	558	558	529	529	506	506	520	520	529	529	524	524
GRADES 1 TO 3	1837	1837	1844	1844	1836	1836	1813	1813	1815	1815	1695	1695	1874	1874
GRADES 4 TO 6	1975	1975	1940	1940	1965	1965	1949	1949	1944	1944	1961	1961	1938	1938
GRADES 7 TO 12	4046	4855	4076	4891	4065	4878	4029	4835	3971	4765	4020	4824	3945	4734
TOTAL	8430	9239	8479	9294	8462	9275	8412	9218	8365	9160	8321	9125	8397	9186

*Average Daily Membership (ADM) is the total headcount of students in a school district. Pupil Units are the total of the weighted pupil unit (as determined by state legislature) categories for a school district.

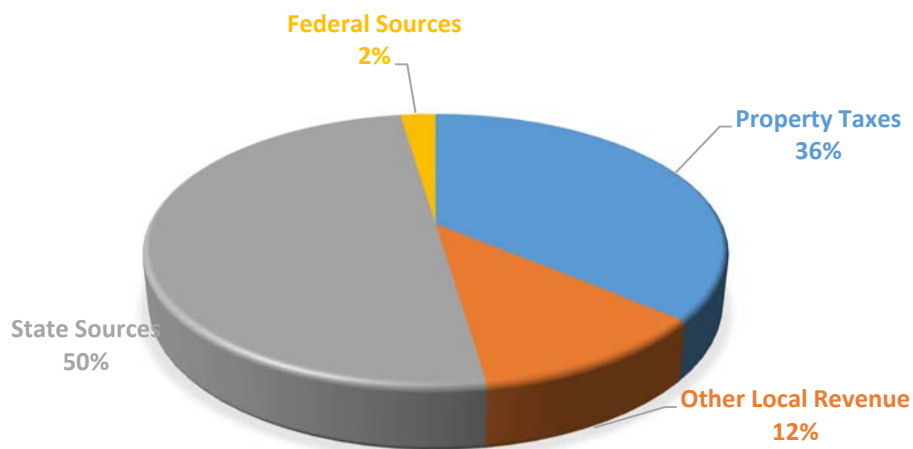
FINANCIAL INFORMATION

District administration is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The District accounting system is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgment by management. We believe the District's internal control system is adequate to safeguard assets and provide reasonable assurance that transactions are properly recorded. The District's annual financial reports are prepared pursuant to School Board policy and Minnesota State Statutes. The audited financial reports are required to be filed with both the Minnesota Department of Education and the State Auditor by November 30, of the subsequent fiscal year. These statements are presented on the same basis as those required by the Department of Education's Uniform Financial Accounting and Reporting System (UFARS). An annual budget is adopted by the School Board for all funds. Budgetary control is maintained by the District's business office. Monthly reports are reviewed by management personnel and the School Board.

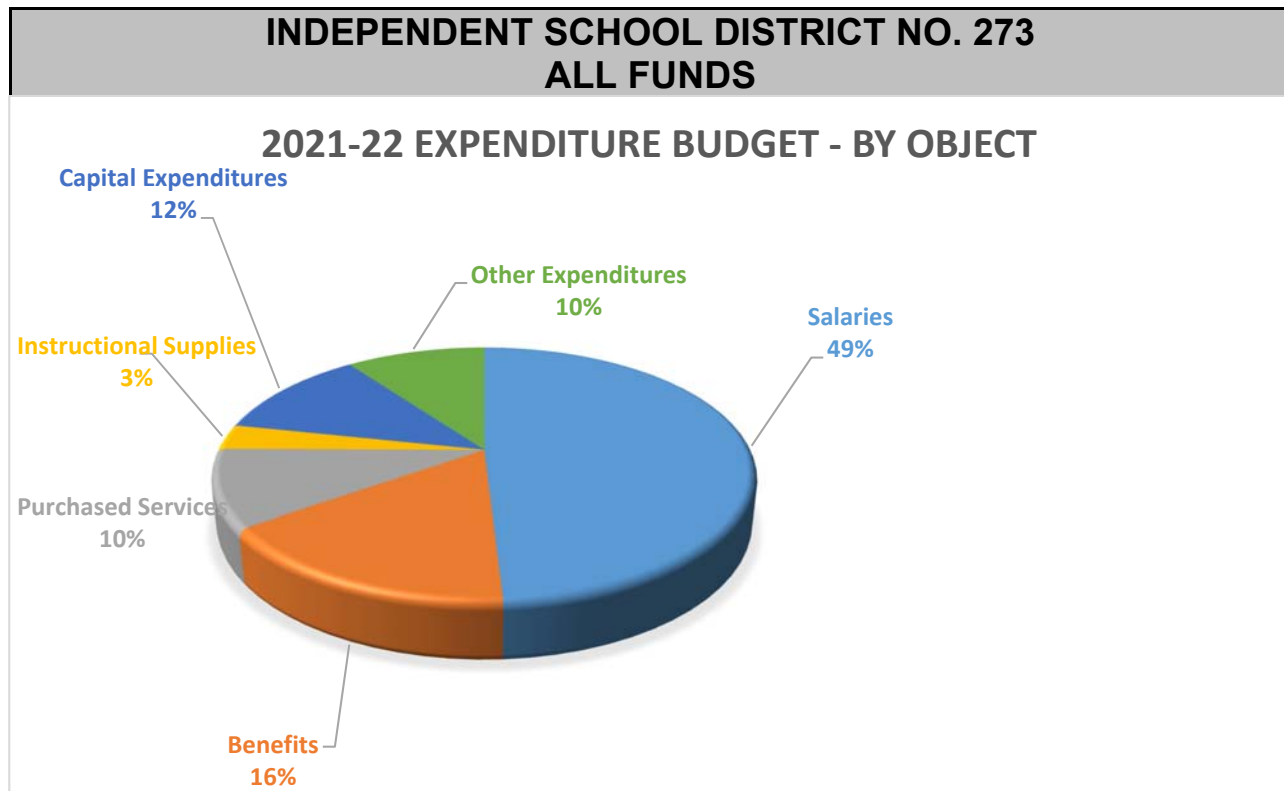
The District's sources of revenue for all funds are property taxes, state aid, federal aid, and other local revenue. The largest single source of revenue is state aid.

INDEPENDENT SCHOOL DISTRICT NO. 273 ALL FUNDS

2021-22 REVENUE BUDGET - BY SOURCE



The District's expenditures are allocated to the following: salaries, benefits, purchased services, supplies and materials, capital expenditures, other expenditures, and debt service. The majority of the expenditures are in salaries and benefits.



FINANCIAL INFORMATION - BY FUND

General Fund

The General Fund is used to account for all revenues and expenditures of the school district not accounted for elsewhere. The General Fund is used to account for: K-12 educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures (including long term facility projects under \$2 million), and legal school district expenditures not specifically designated to be accounted for in any other fund.

The adopted budget represents an increase from the prior year in student average daily membership (ADM) of 76 students for 2021-22. An assumption of a 2% general funding formula increase is reflected in this budget. Revenues and expenditures for long term facilities maintenance projects that are less than \$2 million are now required to be recorded in the General Fund.

Estimated revenues total \$128,570,979, which is an increase of \$1,757,440 over the 20-21 Final Budget. The 1.4% estimated revenue increase is due to a combination of both revenues increases and decreases. The majority of the increase is due to an increase in the general funding formula.

Estimated expenditures total \$127,010,215, a decrease of \$526,373, or 0.4% over the 20-21 Final Budget. The largest increase in expenditures is for salaries and benefits.

The estimated unassigned fund balance is \$7,237,160; the estimated restricted fund balance for the capital, long-term facility maintenance, staff development, safe schools, gifted education, learning and development, and basic skills is \$855,779. The estimated committed fund balance of 1% to be used for cash flow is \$1,068,409. The estimated assigned fund balance for severance, alternative compensation, subsequent year budget, carryover, and the area-learning center is \$3,279,580.

The District's unassigned fund balance trend offers the single best measure of the District's overall financial health. The estimated overall unassigned fund balance on June 30, 2022, excluding long-term facilities maintenance and capital expenditures represents 6.33% of annual expenditures, or just under a month of normal operating expenditures. The District closely monitors the General Fund unassigned fund balance through use of a detailed financial planning model, one budget revision during the year and with monthly budget analysis. The School Board fund balance policy is to maintain a minimum 6% fund balance in the Unassigned General Fund with an additional commitment of 1% fund balance for cash flow purposes.

Special Revenue Funds

The Special Revenue Funds include the Food Service and Community Service Funds. The Food Service Fund is used to record financial activities of a school district's food service program, which includes food preparation and service of milk, meals, and snacks in connection with school. The Community Service Fund is used to record all financial activities of the Community Service Program. The Community Service Fund is comprised of four components, each with its own fund balance. The four components are Community Service, Community Education, Early Childhood Family Education, and School Readiness.

The June 30, 2022 estimated combined fund balance is \$1,545,560, an increase of \$243,673 from the 20-21 Final Budget. The District intends to maintain Food Service and Community Services fund balances below the range of the 25% guideline set by the state.

Food Service Fund

The estimated June 30, 2022 fund balance is \$531,184 a decrease of \$43,554 from the 20-21 Final Budget. Estimated revenues increase by \$1,791,349 and estimated expenditures increase by \$1,482,516 from the 20-21 Final Budget. The increase in revenues is primarily due to reverting back to pre-pandemic sales level. There are corresponding increases in expenditures primarily due to reverting back to pre-pandemic expense levels. There is a budget of \$75,000 allocated to replace equipment. The district continues to maintain compliance with the Healthy, Hungry Free Kids Act (HHFKA).

Community Service Fund

The estimated June 30, 2022 fund balance is \$1,014,376, an increase of \$287,229 from the 20-21 Final Budget. Estimated revenues increased by \$3,235,315 and estimated expenditures increased by \$3,147,181 from the 20-21 Final Budget. The increase in revenues is primarily due to reverting back to pre-pandemic programming levels. There are corresponding increases in expenditures primarily due to reverting back to pre-pandemic expense levels.

Debt Service Fund

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds. The estimated June 30, 2022 fund balance is expected to be \$3,354,861, an increase of \$193,456 from the 20-21 Final Budget. Estimated revenues and other financing sources increased by \$364,356 and estimated expenditures decreased by \$10,126,654 (due to bond refunding in FY20-21) from the 20-21 Final Budget.

A current refunding of the 2013A series bond issue in November 2020 resulted in savings of approximately \$747,675 over the next 4 fiscal years, beginning in FY 21-22.

Levy revenues are based on levying 105% of the principal and interest schedule. The fund balance is monitored through a state formula and systematically reduced according to the state-mandated formula. The expenditure budget is based on the payment schedule of bond principal and interest on the general obligation bonds issued from 2014 through 2021.

Capital Project-Building Construction Fund

The Capital Project-Building Construction Fund is used to record all operations of a district's building construction program that are funded by the sale of bonds, by capital loans, by certificates of participation or the long-term facility maintenance program.

The Board approves the district ten year long term facility maintenance plan annually. The plan is to be funded through long-term facility maintenance bonds, annual levy, and some capital dollars. The bond proceeds and levy funds will be spent according to the long-term facility maintenance plan schedule. In May 2015, the District was successful in its request to issue \$124.9 million in bonds to support a number of capital projects. The proceeds from this bond have now been completely spent.

On May 11, 2021, district voters approved a renewal of the Capital Projects Levy (Tech Levy) for 10 years with an increase of \$500,000 annually, for a total of \$7,000,000 annually. Voters also approved a \$7,000,000 bond to rehabilitate and expend parking areas at three schools, and an addition to the bus garage to enable the District to house additional Special Education buses. After a phase-in period, all routes will be run by the District instead of contracting the service out to private vendors.

The estimated June 30, 2022 fund balance is expected to be \$4,636,532 a decrease of \$5,841,927 from the 20-21 Final Budget. The decrease in fund balance is due mainly to the planned spenddown of Long-Term Facility Maintenance Bonds issue in the Spring of 2021.

Internal Service Fund

The Internal Service Fund is used to reserve funds used for the self-insured dental insurance offered by the district to its employees. The estimated June 30, 2022 fund balance is \$601,205, which is no

change from the 20-21 Final Budget. Estimated revenues and expenditures remain consistent with the previous year. The fund balance is part of the long term plan to maintain a reserve that sustains the self-insured dental program on a long term basis.

CONCLUSION

The 2021-22 Adopted Budget reflects the School Board's plan to maintain the District's strong financial history while using all available resources to provide educational opportunities to students. The School Board will continue efforts to maintain positive fund balances through a combination of increased funding from the legislature, budget adjustments and voter approved levies.

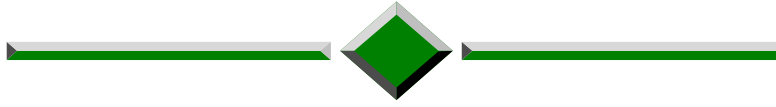
The preparation of this report could not have been accomplished without the efficient and dedicated services of the District's Business Services staff. We would like to express our appreciation to the members of the School Board for their interest and support in planning and conducting the financial operations of the District in a responsible and progressive manner.

Respectfully submitted,

John Toop
Director of Business Services

Ra Chhoth
Controller

INDEPENDENT SCHOOL DISTRICT NO. 273



BOARD OF EDUCATION

Erica Allenburg

Matthew Fox

Leny Wallen-Friedman

Ellen Jones

Owen Michaelson

Janie Shaw

Julie Greene

CENTRAL ADMINISTRATION

Dr. John Schultz, Superintendent

John Toop, Director of Business Services

Ra Chhoth, Controller

INDEPENDENT SCHOOL DISTRICT NO. 273



Edina Public Schools Strategic Roadmap

In August 2018, Edina Public Schools began the process of developing a five-year strategic plan. Through focus groups and surveys, the district gathered input from parents, students, teachers, staff and district community members. Combined with comparison studies and research on national trends, the School Board, together with district administrators, developed a draft plan. The draft was reviewed by stakeholder groups and revised to incorporate important feedback. Staff leaders worked with the School Board to develop an action roadmap for achieving five priority strategies:

- ✓ Advance Academic Excellence, Growth and Readiness
- ✓ Ensure an Equitable and Inclusive School Culture
- ✓ Foster Positive Learning Environments and Whole Student Support
- ✓ Develop Leadership Throughout the District
- ✓ Engage Parents, Schools and Community

These strategies and implementation plans, together with Mission, Vision, Core Values and Beliefs, were approved by the School Board on June 8, 2020. This strategic plan provides the Edina Public Schools community with a strategic roadmap through 2025.

Mission Statement 2020-25

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

The following two pages offer a summary of the 2020-2025 Strategic Plan.

Edina Public Schools Strategic Plan

2020-25

MISSION

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

VISION

For each and every student to discover their possibilities and thrive.

We are guided by our **CORE VALUES**

Integrity, Compassion, Courage, Commitment,
Appreciation and Responsibility



We are committed to these **CORE BELIEFS**:

Academic Excellence

We believe each student deserves access to academic excellence which includes challenging and rich curricula, high expectations, and inspiring instruction that meets their individual needs.

Equity

We believe it is critical to eliminate barriers to success and provide the supports, opportunities and environments so all students can reach their full potential.

Family, School and Community Collaboration

We believe students learn best when students, families, educators and the community partner to provide dynamic support and share responsibility for learning.

Healthy Learning Environment

We believe students thrive in a balanced, healthy environment that promotes the free exchange of ideas and supports students' physical, social-emotional and intellectual needs.

Inclusion

We believe in the inherent dignity of all people, we celebrate individuality, and we value and appreciate diversity.

Life Skills

We believe that inspiring students to grow as critically-thinking collaborative learners will prepare them to be productive, accountable, self-motivated and responsible citizens.

Operational Excellence

We believe in high performance of governance, administration and partnerships, and effective and efficient use of time, human, financial and physical resources in support of the mission.

Professional Excellence

We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.



Priority Strategies

Strategy A

Advance Academic Excellence,
Growth and Readiness

Strategy B

Ensure an Equitable and
Inclusive School Culture

Strategy C

Foster Positive Learning Environments
and Whole Student Support

Strategy D

Develop Leadership
Throughout the District

Strategy E

Engage Parents, Schools
and Community

INDEPENDENT SCHOOL DISTRICT NO. 273



POLICY 701 ESTABLISHMENT, ADOPTION, AND MODIFICATION OF DISTRICT BUDGET

It is the policy of Edina Public Schools to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

I. Purpose

The purpose of this policy is to establish lines of authority and procedures for the establishment, adoption and modification of the school district's revenue and expenditure budgets.

II. General Statement of Policy

Edina Public Schools will establish, adopt and modify its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. Requirements

A. The superintendent or other administrators, as designated by the superintendent or the school board, will each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee. The preliminary budgets are accompanied by written commentary as necessary for the budgets to be clearly understood by the members of the school board and the public.

The school board will review the projected revenues and expenditures for the school district for the next fiscal year and make adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures are reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board must approve and adopt its initial revenue and expenditure budgets for the next fiscal year. The adopted expenditure budget document is the school board's expenditure authorization for that fiscal year. No funds may be expended for any purpose in the fiscal year prior to the adoption of the expenditure budget document that authorizes the expenditure for the fiscal year or prior to the adoption of an amendment to the expenditure budget document by the school board to authorize the expenditure for the fiscal year.

D. Each year, the school district will publish its adopted revenue and expenditure budgets for the current fiscal year; the actual revenues, expenditures and fund balances for the prior fiscal year; and the projected fund balances for the current fiscal year in the form prescribed by the Minnesota Commissioner of Education (“Commissioner”) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement will be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent.

A summary of this information and the address of the district’s website where the information can be found must be published in a newspaper of general circulation in the district. At the same time as this publication, the district will publish the other information required by Minn. Stat. § 123B.10.

E. At the public hearing on the adoption of the school district’s proposed property tax levy, the school board will review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district must also post the materials specified in Section IIID above on the district’s official website, including a link to the district’s report card on the Minnesota Department of Education’s website, and publish a summary of information and the address of the district’s official website where the information can be found in a qualified newspaper of general circulation in the district.

IV. Implementation

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate budgetary duties to other administrators, but maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in state law through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent fiscal year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

V. Modification of the Budget

A. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent will recommend the proposed changes to the school board. The proposed changes will be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision.

A school board member may also propose modifications on that board member's own motion, provided however, the school board member is encouraged to review the proposed modifications with the superintendent prior to the modifications being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.

B. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that fiscal year. An amended expenditure will not exceed the projected revenues available for that purpose in that fund.

C. The school district's revenue budget may be periodically amended during a fiscal year to reflect updated or revised revenue estimates. The superintendent will make recommendations to the school board for appropriate revisions. If necessary, the school board will also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in the fund.

INDEPENDENT SCHOOL DISTRICT #273
COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,
AND PROJECTED CHANGES IN FUND BALANCE
Fiscal Year Ending June 30, 2022

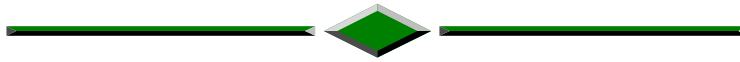
	Estimated Balance June 30, 2021	FY21-22 Original Revenues	FY21-22 Original Expenditures	FY21-22 Original Required Transfers	Original Projected Balance June 30, 2022
GENERAL FUND (01)					
Nonspendable - General	-	-	-	-	-
Nonspendable - Capital	-	-	-	-	-
Subtotal Nonspendable	-	-	-	-	-
Restricted for Student Activities	26,531	-	-	-	26,531
Restricted for Staff Development	-	1,206,319	1,051,775	-	154,543
Restricted for Capital - Carryover	-	-	-	-	-
Restricted for Capital	432,399	3,013,814	2,771,508	-	674,705
Restricted for Capital Projects (Tech) Levy	-	375,000	375,000	-	-
Restricted for Learning & Development	-	1,906,276	1,906,276	-	-
Restricted for Success Center ALC	-	146,639	354,873	208,234	-
Restricted for High School ALP	-	271,161	504,149	232,988	-
Restricted for Gifted Education	-	132,417	1,184,086	1,051,669	-
Restricted for Basic Skills-ML	-	313,349	1,382,375	1,069,027	-
Restricted for Basic Skills-Compensatory	-	242,924	242,924	-	-
Restricted for Achievement & Integration	-	1,245,858	1,216,413	(29,445)	-
Restricted for Safe Schools	-	459,389	672,642	213,253	-
Restricted for Basic Skills-Compensatory Ext Time	-	-	-	-	-
Restricted for Long Term Facilities Maintenance	-	9,948,593	8,215,928	(1,732,665)	-
Restricted for Medical Assistance	-	202,526	229,794	27,268	-
Subtotal Restricted	458,930	19,464,263	20,107,743	1,040,329	855,779
Committed 1% of Unassigned Fund Balance	1,068,409	-	-	-	1,068,409
Subtotal Committed	1,068,409	-	-	-	1,068,409
Assigned for Separation/Retirement Benefits	3,269,673	1,027,253	1,027,253	-	3,269,673
Assigned for Q Comp	98,955	2,192,663	2,276,825	-	14,793
Assigned for Donations Carryover	36,368	206,800	248,054	-	(4,886)
Subtotal Assigned	3,404,996	3,426,716	3,552,132	-	3,279,580
Unassigned - Unemployment	(995,864)	151,193	80,000	-	(924,671)
Unassigned - Lease Levy	-	-	-	-	-
Unassigned - Career and Technical	-	-	-	-	-
Unassigned - General	8,676,359	105,528,806	103,270,340	(2,772,994)	8,161,831
Subtotal Unassigned	7,680,495	105,679,999	103,350,340	(2,772,994)	7,237,160
Total General	12,612,830	128,570,979	127,010,215	(1,732,665)	12,440,929
			115,647,780		
		8,161,831			
FOOD SERVICE FUND (02)					
Nonspendable	-	-	-	-	-
Restricted	574,738	3,023,317	3,066,871	-	531,184
Total Food Service	574,738	3,023,317	3,066,871	-	531,184
COMMUNITY SERVICE FUND (04)					
Nonspendable Community Ed - General	-	-	-	-	-
Restricted for Community Ed - General	412,867	6,898,331	6,642,515	-	668,684
Restricted for ECFE	224,484	605,195	583,237	-	246,442
Restricted for School Readiness	40,526	236,036	236,682	-	39,880
Restricted for Other Community Ed	49,272	202,281	192,182	-	59,370
Total Community Service	727,149	7,941,843	7,654,616	-	1,014,376
Total Operating Funds	13,914,717	139,536,139	137,731,702	(1,732,665)	13,986,489
BUILDING FUND (06)					
Nonspendable - LTFM Levy	-	-	-	-	-
Restricted for Capital/Technology Levy	392,579	6,165,673	6,096,171	-	462,081
Restricted for \$7M Building Bond	0	7,000,000	3,000,000	-	4,000,000
Restricted for Long Term Facilities Maintenance	8,353,215	20,000	9,931,430	1,732,665	174,450
Total Building	8,745,794	13,185,673	19,027,601	1,732,665	4,636,532
DEBT SERVICE FUND (07)					
Restricted for Bond Refunding	-	-	-	-	-
Restricted Fund Balance	3,161,405	15,129,339	14,935,884	-	3,354,860
Total Debt Service	3,161,405	15,129,339	14,935,884	-	3,354,860
INTERNAL SERVICE FUND - Dental (20)					
Unassigned Fund Balance	601,205	870,000	870,000	-	601,205
Total Internal Service	601,205	870,000	870,000	-	601,205
TOTAL ALL FUNDS	26,423,122	168,721,151	172,565,187	0	22,579,087

INDEPENDENT SCHOOL DISTRICT NO. 273

SUMMARY OF BUDGETS - ALL GOVERNMENTAL FUND TYPES

2021-2022 BUDGET

					TOTAL ALL GOVERNMENTAL FUND TYPES
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECT	
<u>REVENUES:</u>					
Property Taxes	\$ 38,444,210	\$ 1,106,416	\$ 15,079,339	\$ 6,115,673	\$ 60,745,639
Other Local Revenue	3,581,147	8,563,033	50,000	7,070,001	19,264,180
State Sources	83,265,251	646,872	-	-	83,912,123
Federal Sources	3,280,371	648,839	-	-	3,929,210
TOTAL REVENUE	\$ 128,570,979	\$ 10,965,160	\$ 15,129,339	\$ 13,185,674	\$ 167,851,152
<u>EXPENDITURES:</u>					
<i>Current:</i>					
District & School Administration	\$ 3,312,056	\$ -	\$ -	\$ -	\$ 3,312,056
District Support Service	2,680,228	-	-	-	2,680,228
Regular Instruction	57,694,718	-	-	-	57,694,718
Vocational Instruction	200	-	-	-	200
Special Education Instruction	24,605,281	-	-	-	24,605,281
Instructional Support Services	9,309,657	-	-	-	9,309,657
Pupil Support Services	10,495,302	-	-	-	10,495,302
Site, Building and Equipment	18,410,860	-	-	19,027,601	37,438,461
Fixed Cost Programs	501,914	-	-	-	501,914
Food Service	-	3,066,871	-	-	3,066,871
Community Service	-	7,654,616	-	-	7,654,616
<i>Debt Service:</i>					
Principal	-	-	7,540,000	-	7,540,000
Interest and Fiscal Charges	-	-	7,395,884	-	7,395,884
TOTAL EXPENDITURES	\$ 127,010,215	\$ 10,721,487	\$ 14,935,884	\$ 19,027,601	\$ 171,695,187
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 1,560,764	\$ 243,674	\$ 193,455	\$ (5,841,927)	\$ (3,844,035)
OTHER FINANCING SOURCES (USES)					
Transfers In/(Out)	\$ (1,732,665)	\$ -	\$ -	\$ 1,732,665	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES(USES)	\$ (1,732,665)	\$ -	\$ -	\$ 1,732,665	\$ -
FUND BALANCES JULY 1:					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	\$ 458,930	\$ 1,301,887	\$ 3,161,405	\$ 8,745,794	\$ 13,668,016
Committed	\$ 1,068,409	\$ -	\$ -	\$ -	\$ 1,068,409
Assigned	\$ 3,404,996	\$ -	\$ -	\$ -	\$ 3,404,996
Unassigned - General	\$ 7,680,495	\$ -	\$ -	\$ -	\$ 7,680,495
FUND BALANCE TRANSFERS:					
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned - General	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCES JUNE 30:					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	\$ 855,779	\$ 1,545,560	\$ 3,354,860	\$ 4,636,532	\$ 10,392,732
Committed	\$ 1,068,409	\$ -	\$ -	\$ -	\$ 1,068,409
Assigned	\$ 3,279,580	\$ -	\$ -	\$ -	\$ 3,279,580
Unassigned - General	\$ 7,237,160	\$ -	\$ -	\$ -	\$ 7,237,160



INDEPENDENT SCHOOL DISTRICT NO. 273

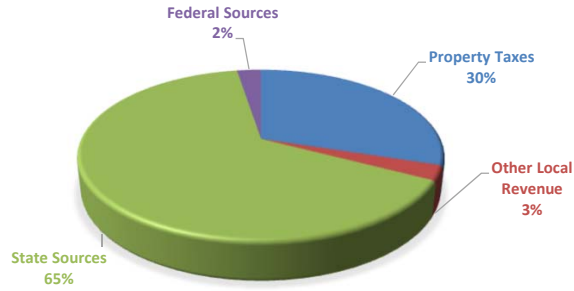
GENERAL FUND

The General Fund is used to account for all revenues and expenditures of the school district not accounted for elsewhere. The General Fund is used to account for: K-12 educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures (including long term facility maintenance under \$2 million), and legal school district expenditures not specifically designated to be accounted for in any other fund. A district may use General Fund revenues for capital purposes except when the requirements for a categorical revenue state that it may not be used for capital purchases.

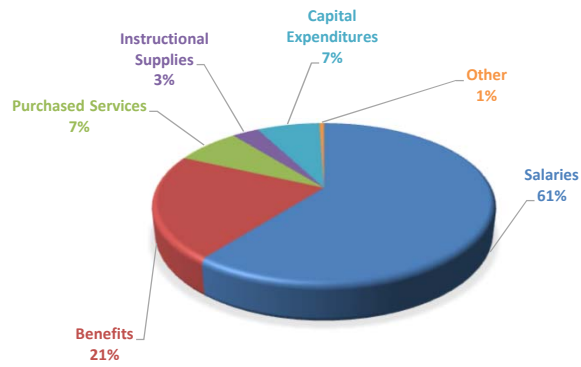
INDEPENDENT SCHOOL DISTRICT NO. 273

GENERAL FUND

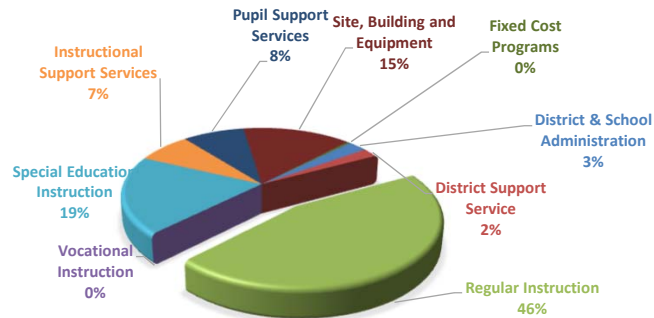
2021-22 REVENUE BUDGET - BY SOURCE



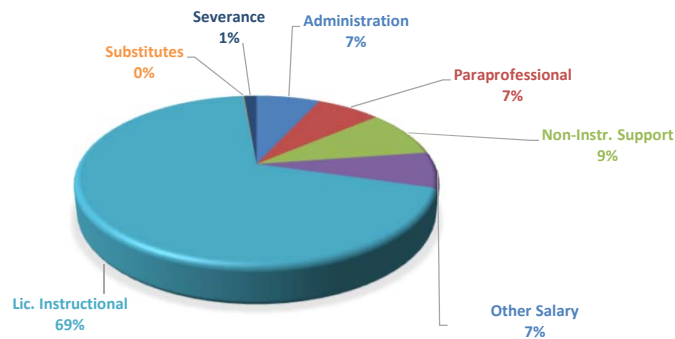
2021-22 EXPENDITURE BUDGET - BY OBJECT



2021-22 EXPENDITURE BUDGET - BY PROGRAM



2021-22 EXPENDITURE BUDGET - SALARY BY OBJ

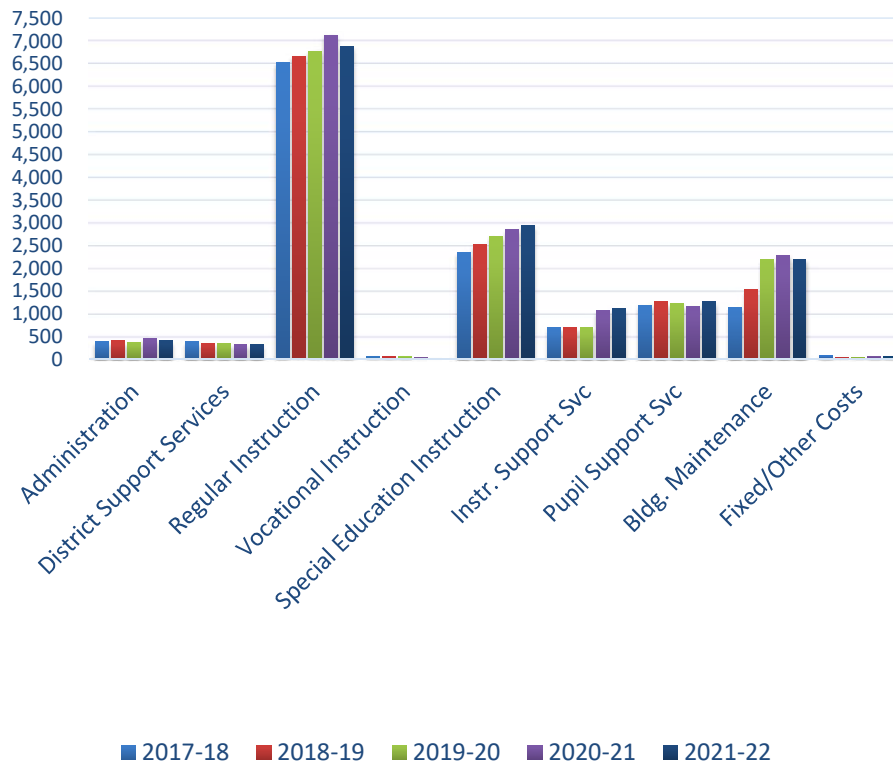


INDEPENDENT SCHOOL DISTRICT NO. 273

GENERAL FUND - EXPENDITURES BY PROGRAM

	2017-18	2018-19	2019-20	2020-21	2021-22	2017-18	2018-19	2019-20	2020-21	2021-22
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>
District & School Administration	\$ 3,165,048	\$ 3,301,695	\$ 3,009,563	\$ 3,796,150	\$ 3,312,056	374	392	360	456	394
District Support Service	\$ 3,252,865	\$ 2,918,207	\$ 2,800,341	2,701,545	2,680,228	384	347	335	325	319
Regular Instruction	\$ 55,129,942	\$ 55,976,301	\$ 56,623,512	59,265,455	57,694,718	6,514	6,654	6,769	7,122	6,871
Vocational Instruction	\$ 437,560	\$ 371,717	\$ 417,776	170,780	200	52	44	50	21	0
Special Education Instruction	\$ 19,799,024	\$ 21,165,695	\$ 22,535,544	23,635,832	24,605,281	2,339	2,516	2,694	2,840	2,930
Instructional Support Services	\$ 5,826,639	\$ 5,720,643	\$ 5,713,811	8,848,934	9,309,657	688	680	683	1,063	1,109
Pupil Support Services	\$ 10,026,345	\$ 10,536,840	\$ 10,138,725	9,665,874	10,495,302	1,185	1,253	1,212	1,162	1,250
Site, Building and Equipment*	\$ 9,665,421	\$ 12,863,141	\$ 18,232,981	18,947,718	18,410,860	1,142	1,529	2,180	2,277	2,193
Fixed Cost Programs	636,414	252,778	305,513	504,300	501,914	75	30	37	61	60
	\$ 107,939,258	\$ 113,107,017	\$ 119,777,765	\$ 127,536,588	\$ 127,010,215	\$ 12,753	\$ 13,446	\$ 14,318	\$ 15,327	\$ 15,126

GENERAL FUND - COST PER ADM BY PROGRAM



INDEPENDENT SCHOOL DISTRICT NO. 273

GENERAL FUND BUDGET

**FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Revenues & Expenditures - by Program**

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>Increase/</u>	<u>%</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<u>REVENUES:</u>							
Property Taxes	\$ 30,235,863	\$ 33,058,228	\$ 33,473,445	\$ 37,787,258	\$ 38,444,210	\$ 656,952	2.0%
Other Local Revenue	5,029,098	5,062,879	6,649,833	2,750,418	3,581,147	\$ 830,729	16.4%
State Sources	73,752,106	76,567,326	78,527,669	81,207,726	83,265,251	\$ 2,057,525	2.7%
Federal Sources	1,832,821	2,410,766	1,813,876	5,068,137	3,280,371	(1,787,766)	-74.2%
TOTAL REVENUE	\$ 110,849,888	\$ 117,099,199	\$ 120,464,822	\$ 126,813,539	\$ 128,570,979	\$ 1,757,440	1.5%
<u>EXPENDITURES:</u>							
<i>Current:</i>							
District & School Administration	\$ 3,165,048	\$ 3,301,695	\$ 3,009,563	\$ 3,796,150	\$ 3,312,056	\$ (484,093)	-14.7%
District Support Service	3,252,865	2,918,207	2,800,341	2,701,545	2,680,228	\$ (21,318)	-0.7%
Regular Instruction	55,129,942	55,976,301	56,623,512	59,265,455	57,694,718	\$ (1,570,737)	-2.8%
Vocational Instruction	437,560	371,717	417,776	170,780	200	\$ (170,580)	-45.9%
Special Education Instruction	19,799,024	21,165,695	22,535,544	23,635,832	24,605,281	\$ 969,449	4.6%
Instructional Support Services	5,826,639	5,720,643	5,713,811	8,848,934	9,309,657	\$ 460,722	8.1%
Pupil Support Services	10,026,345	10,536,840	10,138,725	9,665,874	10,495,302	\$ 829,428	7.9%
Site, Building and Equipment*	9,665,421	12,863,141	18,232,981	18,947,718	18,410,860	\$ (536,857)	-4.2%
Fixed Cost Programs	636,414	252,778	305,513	504,300	501,914	(2,386)	-0.9%
TOTAL EXPENDITURES	\$ 107,939,258	\$ 113,107,017	\$ 119,777,765	\$ 127,536,588	\$ 127,010,215	\$ (526,373)	-0.5%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 2,910,630	\$ 3,992,182	\$ 687,058	\$ (723,050)	\$ 1,560,764	\$ 2,283,814	
<u>OTHER FINANCING SOURCES (USES)</u>							
Transfers In/(Out) & Prior Period Adj	\$ (7,866,783)	\$ (3,659,967)	\$ (2,113,696)	\$ (1,558,215)	\$ (1,732,665)	\$ -	
FUND BALANCES JULY 1:							
Nonspendable	\$ 89,550	\$ 714,427	\$ 31,133	\$ -	\$ -		
Restricted	\$ 1,791,869	\$ 3,289,820	\$ 2,814,295	\$ 1,459,232	\$ 458,929		
Committed	\$ 2,871,328	\$ 927,819	\$ 1,037,614	\$ 1,068,409	\$ 1,068,409		
Assigned	\$ 6,490,753	\$ 3,535,342	\$ 3,534,808	\$ 3,752,941	\$ 3,404,995		
Unassigned - General	\$ 8,155,342	\$ 5,268,594	\$ 6,764,615	\$ 8,613,512	\$ 7,680,495		
FUND BALANCE TRANSFERS:							
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	n/a	n/a			n/a		
FUND BALANCES JUNE 30:							
Nonspendable	\$ 714,427	\$ 31,133	\$ -	\$ -	\$ -		
Restricted	\$ 3,289,820	\$ 2,814,295	\$ 1,459,232	\$ 458,929	\$ 855,779		
Committed	\$ 927,819	\$ 1,037,614	\$ 1,068,409	\$ 1,068,409	\$ 1,068,409		
Assigned	\$ 3,535,342	\$ 3,534,808	\$ 3,752,941	\$ 3,404,995	\$ 3,279,580		
Unassigned - General	\$ 5,268,594	\$ 6,764,615	\$ 8,613,512	\$ 7,680,495	\$ 7,237,160		

*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.

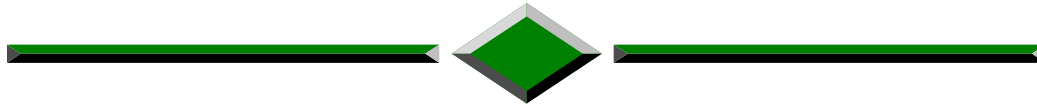
INDEPENDENT SCHOOL DISTRICT NO. 273

GENERAL FUND BUDGET

**FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Revenues & Expenditures - by Object**

	2017-18	2018-19	2019-2020	2020-21	2021-22	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
REVENUES:							
Property Taxes	\$ 30,235,863	\$ 33,058,228	\$ 33,473,445	\$ 37,787,258	\$ 38,444,210	\$ 656,952	2.0%
Other Local Revenue	5,029,098	5,062,879	\$ 6,649,833	2,750,418	3,581,147	\$ 830,729	16.4%
State Sources	73,752,106	76,567,326	\$ 78,527,669	81,207,726	83,265,251	\$ 2,057,525	2.7%
Federal Sources	1,832,821	2,410,766	\$ 1,813,876	5,068,137	3,280,371	(1,787,766)	-74.2%
TOTAL REVENUE	\$ 110,849,888	\$ 117,099,199	\$ 120,464,822	\$ 126,813,539	\$ 128,570,979	\$ 1,757,440	1.5%
EXPENDITURES:							
Salaries	\$ 69,285,104	\$ 71,015,698	\$ 71,815,493	\$ 75,776,952	\$ 76,995,788	\$ 1,218,835	1.7%
Benefits	22,732,211	23,643,161	24,933,024	26,729,257	26,976,572	\$ 247,315	1.0%
Purchased Services	8,452,438	9,607,417	10,991,178	9,363,888	9,369,313	\$ 5,425	0.1%
Instructional Supplies	4,487,152	4,159,349	3,556,859	4,690,081	3,891,740	\$ (798,341)	-19.2%
Capital Expenditures	2,348,994	4,355,703	5,734,810	10,103,360	9,117,173	\$ (986,186)	-22.6%
Other Expenditures	633,359	325,690	632,703	873,050	659,630	(213,420)	-65.5%
TOTAL EXPENDITURES	\$ 107,939,258	\$ 113,107,017	\$ 117,664,068	\$ 127,536,588	\$ 127,010,215	\$ (526,373)	-0.5%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 2,910,631	\$ 3,992,182	\$ 2,800,754	\$ (723,050)	\$ 1,560,763		
OTHER FINANCING SOURCES (USES)							
Capital Eq. Note & Transfers In/(Out)	\$ (7,866,783)	\$ (3,659,967)	\$ (2,113,696)	\$ (1,558,215)	\$ (1,732,665)		
FUND BALANCES JULY 1:							
Nonspendable	\$ 89,550	\$ 714,427	\$ 31,133	\$ -	\$ -		
Restricted	\$ 1,791,869	\$ 3,289,820	\$ 2,814,295	\$ 1,459,232	\$ 458,929		
Committed	\$ 2,871,328	\$ 927,819	\$ 1,037,614	\$ 1,068,409	\$ 1,068,409		
Assigned	\$ 6,490,753	\$ 3,535,342	\$ 3,534,808	\$ 3,752,941	\$ 3,404,995		
Unassigned - General	\$ 8,691,658	\$ 5,268,594	\$ 6,764,615	\$ 8,613,512	\$ 7,680,495		
FUND BALANCE TRANSFERS:							
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	n/a	n/a	n/a		n/a		
FUND BALANCES JUNE 30:							
Nonspendable	\$ 714,427	\$ 31,133	\$ -	\$ -	\$ -		
Restricted	\$ 3,289,820	\$ 2,814,295	\$ 1,459,232	\$ 458,929	\$ 855,779		
Committed	\$ 927,819	\$ 1,037,614	\$ 1,068,409	\$ 1,068,409	\$ 1,068,409		
Assigned	\$ 3,535,342	\$ 3,534,808	\$ 3,752,941	\$ 3,404,995	\$ 3,279,580		
Unassigned - General	\$ 5,268,594	\$ 6,764,615	\$ 8,613,512	\$ 7,680,495	\$ 7,237,160		

*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.



INDEPENDENT SCHOOL DISTRICT NO. 273

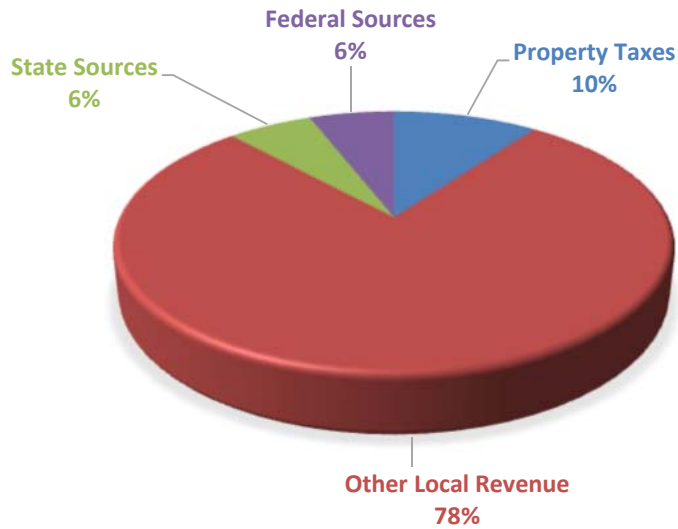
SPECIAL REVENUE FUNDS

The Special Revenue Funds account for the Food Service and Community Service Funds. The Food Service Fund is used to record financial activities of a school district's food service program. Food service includes activities for the purpose of preparation and service of milk, meals, and snacks in connection with school and community service activities. The Community Service Fund is used to record all financial activities of the Community Service program. The Community Service Fund is comprised of five components, each with its own fund balance. The five components are Community Service, Community Education, Early Childhood Family Education, School Readiness, and Adult Basic Education.

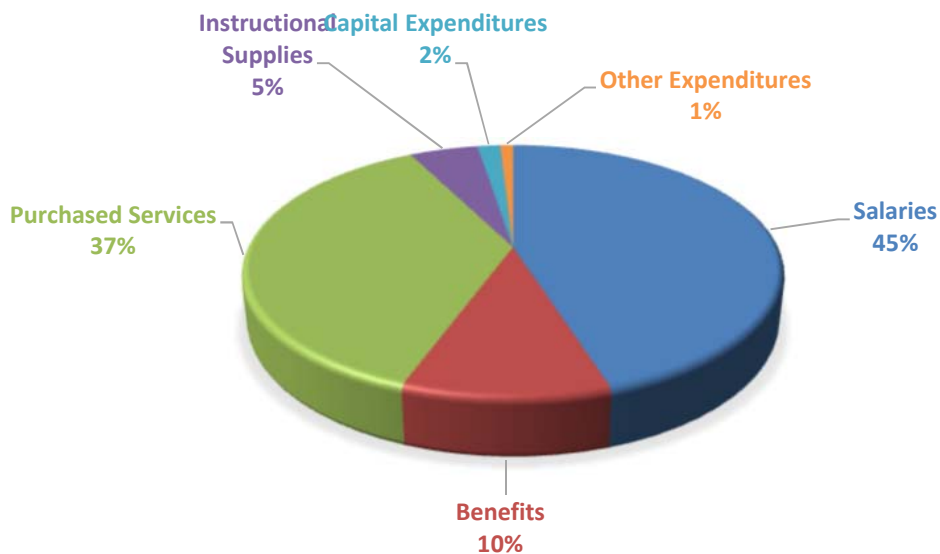
INDEPENDENT SCHOOL DISTRICT NO. 273

SPECIAL REVENUE FUNDS

2021-22 REVENUE BUDGET - BY SOURCE



2021-22 EXPENDITURE BUDGET - BY OBJECT



INDEPENDENT SCHOOL DISTRICT NO. 273

**FOOD SERVICE SPECIAL REVENUE FUNDS BUDGET
FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Revenues & Expenditures - by Object**

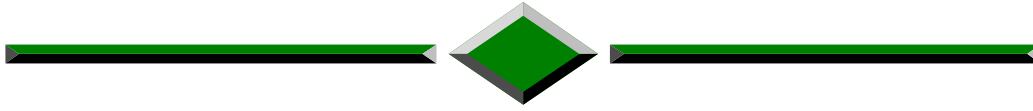
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Final Budget	2021-22 Adopted Budget	Increase/ (Decrease)	% Inc/(Dec)
REVENUES:							
Other Local Revenue	\$ 2,263,555	\$ 2,267,813	\$ 1,665,784	\$ 163,500	\$ 2,257,167	\$ 2,093,667	92.3%
State Sources	117,696	123,311	108,624	-	117,311	\$ 117,311	95.1%
Federal Sources	629,715	649,082	701,510	1,068,469	648,839	(419,630)	-64.6%
TOTAL REVENUE	\$ 3,010,966	\$ 3,040,206	\$ 2,475,919	\$ 1,231,969	\$ 3,023,317	\$ 1,791,349	58.9%
EXPENDITURES:							
Salaries	\$ 406,055	\$ 277,618	\$ 182,436	\$ 271,951	\$ 295,653	\$ 23,702	8.5%
Benefits	112,147	78,757	89,027	141,431	83,941	\$ (57,490)	-73.0%
Purchased Services	2,473,947	2,395,361	1,955,573	888,167	2,408,287	\$ 1,520,120	63.5%
Supplies and Commodities	172,450	158,497	144,513	174,807	178,377	\$ 3,570	2.3%
Capital Expenditures	73,508	36,287	277,500	108,000	100,614	(7,386)	-20.4%
TOTAL EXPENDITURES	\$ 3,238,107	\$ 2,946,520	\$ 2,649,049	\$ 1,584,356	\$ 3,066,872	\$ 1,482,516	50.3%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (227,141)	\$ 93,686	\$ (173,130)	\$ (352,387)	\$ (43,554)		
OTHER FINANCING SOURCES (USES)							
Operating Transfer In/(Out)	\$ 87,344	\$ -	\$ -	\$ -	\$ -		
FUND BALANCES JULY 1:							
Nonspendable - Food Service							
Restricted - Food Service	\$ 1,146,366	\$ 1,006,569	\$ 1,100,255	\$ 927,125	\$ 574,738		
FUND BALANCE TRANSFERS:							
Restricted	\$ -	\$ -			\$ -		
FUND BALANCES JUNE 30:							
Nonspendable - Food Service							
Restricted - Food Service	\$ 1,006,569	\$ 1,100,255	\$ 927,125	\$ 574,738	\$ 531,184		

INDEPENDENT SCHOOL DISTRICT NO. 273

COMMUNITY SERVICES SPECIAL REVENUE FUNDS BUDGET

**FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Revenues & Expenditures - by Object**

	2017-18	2018-19	2019-20	2020-21	2020-21	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<u>REVENUES:</u>							
Property Taxes	\$ 1,123,835	\$ 1,071,855	\$ 1,118,879	\$ 1,129,231	\$ 1,106,416	\$ (22,815)	-2.1%
Other Local Revenue	5,733,098	6,522,616	5,902,664	2,986,532	6,310,141	\$ 3,323,609	51.0%
State Sources	549,113	461,119	532,341	590,765	525,286	(65,479)	-14.2%
TOTAL REVENUE	\$ 7,406,046	\$ 8,055,590	\$ 7,553,883	\$ 4,706,528	\$ 7,941,843	\$ 3,235,315	43.7%
<u>EXPENDITURES:</u>							
Salaries	\$ 4,416,249	\$ 4,843,894	\$ 4,964,444	\$ 2,583,334	\$ 4,535,963	\$ 1,952,629	40.3%
Benefits	1,082,123	1,200,575	1,188,897	609,448	1,048,733	\$ 439,286	36.6%
Purchased Services	1,224,684	1,411,669	1,235,397	881,907	1,544,675	\$ 662,768	46.9%
Instructional Supplies	390,783	415,428	323,857	275,969	351,114	\$ 75,144	18.1%
Capital Expenditures	21,386	40,504	52,617	108,000	75,000	\$ (33,000)	-81.5%
Other Expenditures	14,320	13,589	92,819	48,776	99,130	50,354	370.5%
TOTAL EXPENDITURES	\$ 7,149,545	\$ 7,925,659	\$ 7,858,032	\$ 4,507,435	\$ 7,654,616	\$ 3,147,181	39.7%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 256,501	\$ 129,931	\$ (304,149)	\$ 199,093	\$ 287,229		
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfer In/(Out)	\$ -	\$ 62,117	\$ (100,000)	\$ -	\$ -		
FUND BALANCES JULY 1:							
Restricted - Community Service	\$ 483,655	\$ 740,156	\$ 932,204	\$ 528,055	\$ 727,150		
FUND BALANCE TRANSFERS:							
Restricted	\$ -	\$ -			\$ -		
FUND BALANCES JUNE 30:							
Restricted - Community Service	\$ 740,156	\$ 932,204	\$ 528,055	\$ 727,150	\$ 1,014,376		



INDEPENDENT SCHOOL DISTRICT NO. 273

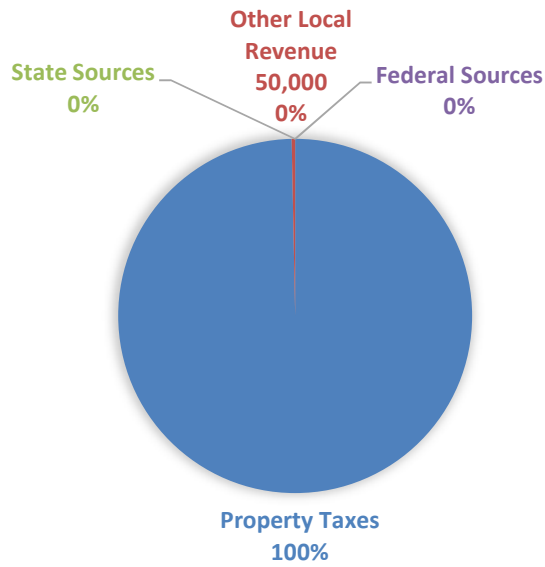
DEBT SERVICE FUND

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

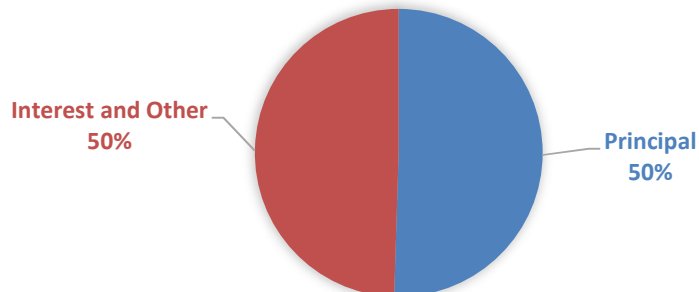
INDEPENDENT SCHOOL DISTRICT NO. 273

DEBT SERVICE FUND

2021-22 REVENUE - BY SOURCE



2021-22 EXPENDITURE BUDGET - BY OBJECT



INDEPENDENT SCHOOL DISTRICT NO. 273

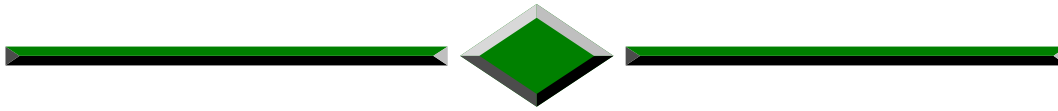
DEBT SERVICE FUND BUDGET

FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Revenues & Expenditures - by Object

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Final Budget	2021-22 Adopted Budget	Increase/ (Decrease)	% Inc/(Dec)
REVENUES:							
Property Taxes	\$ 15,425,446	\$ 15,054,762	\$ 15,922,424	\$ 14,724,983	\$ 15,079,339	\$ 354,356	2.4%
Other Local Revenue	76,739	85,069	\$ 243,125	\$ 40,000	\$ 50,000	\$ 10,000	11.8%
State Sources	-	-	-	-	-	\$ -	0.0%
Federal Sources	-	-	-	-	-	-	0.0%
TOTAL REVENUE	\$ 15,502,185	\$ 15,139,831	\$ 16,165,549	\$ 14,764,983	\$ 15,129,339	\$ 364,356	2.4%
EXPENDITURES:							
<u>Debt Service:</u>							
Principal	\$ 7,180,000	\$ 7,405,000	\$ 8,140,000	\$ 17,482,000	\$ 7,540,000	\$ (9,942,000)	-134.3%
Bond Refunding	-	-	21,895,000	-	-	\$ -	#DIV/0!
Interest and fiscal charges	7,515,370	7,267,193	7,595,560	7,580,538	7,395,884	(184,654)	-2.5%
TOTAL EXPENDITURES	\$ 14,695,370	\$ 14,672,193	\$ 37,630,560	\$ 25,062,538	\$ 14,935,884	\$ (10,126,654)	-69.0%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 806,815	\$ 467,638	\$ (21,465,011)	\$ (10,297,555)	\$ 193,456		
OTHER FINANCING SOURCES (USES)							
Bond Proceeds		\$ 589,745	\$ 21,895,000	\$ 10,432,000	\$ -		
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-		
TOTAL OTHER FINANCING SOURCES(USES)	\$ -	\$ 589,745	\$ 21,895,000	\$ 10,432,000	\$ -		
FUND BALANCES JULY 1:							
Restricted	\$ 732,773	\$ 1,539,588	\$ 2,596,971	\$ 3,026,960	\$ 3,161,405		
FUND BALANCE TRANSFERS:							
Restricted	n/a	n/a	n/a		n/a		
FUND BALANCES JUNE 30:							
Restricted	\$ 1,539,588	\$ 2,596,971	\$ 3,026,960	\$ 3,161,405	\$ 3,354,861		

Edina ISD #273 Debt Payment Summary 7/1/20 and forward	\$2,233,000 2014 Lease	\$1,615,000 2011C COP	\$328,950 APPLE Lease	\$10,585,000 2021A	\$9,085,000 2020A	\$11,775,000 2013A	\$19,890,000 2019B	\$24,075,000 2019A	\$16,350,000 2017A	\$113,385,000 2015A	\$6,050,000 2014A	Totals
05/27/2020			82,237.50									82,237.50
07/15/2020	96,076.15											96,076.15
08/01/2020						130,681.25	709,962.50	394,625.00	253,562.50	2,305,700.00	97,093.75	3,891,625.00
10/01/2020		14,412.50										14,412.50
01/15/2021	96,076.16											96,076.16
02/01/2021						670,681.25	4,922,250.00	394,625.00	253,562.50	4,390,700.00	97,093.75	10,728,912.50
04/01/2021		124,412.50										124,412.50
05/27/2021			82,237.50									82,237.50
07/15/2021	96,076.15											96,076.15
08/01/2021					263,303.06		386,625.00	394,625.00	253,562.50	2,253,575.00	97,093.75	3,648,784.31
10/01/2021		12,762.50										12,762.50
01/15/2022	96,076.15											96,076.15
02/01/2022				173,443.33	423,175.00		5,211,625.00	394,625.00	253,562.50	4,723,575.00	97,093.75	11,277,099.58
04/01/2022		122,762.50										122,762.50
05/27/2022			82,237.50									82,237.50
07/15/2022	96,076.17											96,076.17
08/01/2022				127,950.00	174,500.00		266,000.00	394,625.00	253,562.50	2,191,825.00	97,093.75	3,505,556.25
10/01/2022		11,043.75										11,043.75
01/15/2023	96,076.16											96,076.16
02/01/2023				127,950.00	464,500.00		5,391,000.00	394,625.00	918,562.50	4,126,825.00	97,093.75	11,520,556.25
04/01/2023		126,043.75										126,043.75
05/27/2023			82,237.50									82,237.50
07/15/2023	96,076.16											96,076.16
08/01/2023				127,950.00	170,150.00		137,875.00	394,625.00	243,587.50	2,143,450.00	97,093.75	3,314,731.25
10/01/2023		9,175.00										9,175.00
01/15/2024	96,076.16											96,076.16
02/01/2024				127,950.00	340,150.00		5,652,875.00	394,625.00	243,587.50	4,083,450.00	97,093.75	10,939,731.25
04/01/2024		129,175.00										129,175.00
07/15/2024	96,076.17											96,076.17
08/01/2024				127,950.00	167,600.00			394,625.00	243,587.50	2,094,950.00	97,093.75	3,125,806.25
10/01/2024		7,075.00										7,075.00
01/15/2025	96,076.15											96,076.15
02/01/2025				1,397,950.00	4,342,600.00			394,625.00	243,587.50	4,429,950.00	97,093.75	10,905,806.25
04/01/2025		132,075.00										132,075.00
07/15/2025	96,076.16											96,076.16
08/01/2025				108,900.00	84,100.00			394,625.00	243,587.50	2,036,575.00	97,093.75	2,964,881.25
10/01/2025		4,887.50										4,887.50
01/15/2026	96,076.16											96,076.16
02/01/2026				1,918,900.00	4,289,100.00			394,625.00	2,178,587.50	4,596,575.00	97,093.75	13,474,881.25
04/01/2026		134,887.50										134,887.50
07/15/2026	96,076.16											96,076.16
08/01/2026				81,750.00				394,625.00	219,400.00	1,972,575.00	97,093.75	2,765,443.75
10/01/2026		2,531.25										2,531.25
01/15/2027	96,076.17											96,076.17
02/01/2027				1,421,750.00				1,819,625.00	2,934,400.00	8,987,575.00	97,093.75	15,260,443.75
04/01/2027		137,531.25										137,531.25
07/15/2027	96,076.16											96,076.16
08/01/2027				61,650.00				359,000.00	178,675.00	1,797,200.00	97,093.75	2,493,618.75
10/01/2027												-
01/15/2028	96,076.16											96,076.16
02/01/2028				1,476,650.00				2,284,000.00	2,808,675.00	9,357,200.00	97,093.75	16,023,618.75
04/01/2028												-
07/15/2028	96,076.17											96,076.17
08/01/2028				47,500.00				310,875.00	126,075.00	1,608,200.00	97,093.75	2,189,743.75
10/01/2028												-
01/15/2029	96,076.17											96,076.17
02/01/2029				2,027,500.00				2,410,875.00	2,856,075.00	9,548,200.00	97,093.75	16,939,743.75
04/01/2029												-
07/15/2029												-
08/01/2029				27,700.00				279,375.00	85,125.00	1,409,700.00	97,093.75	1,898,993.75
10/01/2029												-
01/15/2030												-
02/01/2030				1,997,700.00				2,449,375.00	2,895,125.00	9,749,700.00	97,093.75	17,188,993.75
04/01/2030												-
07/15/2030												-
08/01/2030				8,000.00				246,825.00	42,975.00	1,201,200.00	97,093.75	1,596,093.75
10/01/2030												-
01/15/2031												-
02/01/2031				808,000.00				2,476,825.00	2,907,975.00	8,871,200.00	1,217,093.75	16,281,093.75
04/01/2031												-
07/15/2031												-
08/01/2031								213,375.00		1,047,800.00	80,293.75	1,341,468.75

Edina ISD #273 Debt Payment Summary 7/1/20 and forward	\$2,233,000 2014 Lease	\$1,615,000 2011C COP	\$328,950 APPLE Lease	\$10,585,000 2021A	\$9,085,000 2020A	\$11,775,000 2013A	\$19,890,000 2019B	\$24,075,000 2019A	\$16,350,000 2017A	\$113,385,000 2015A	\$6,050,000 2014A	Totals
10/01/2031												-
01/15/2032												-
02/01/2032								2,993,375.00		9,027,800.00	1,240,293.75	13,261,468.75
04/01/2032												-
07/15/2032												-
08/01/2032								171,675.00		888,200.00	62,893.75	1,122,768.75
10/01/2032												-
01/15/2033												-
02/01/2033								2,906,675.00		9,183,200.00	1,272,893.75	13,362,768.75
04/01/2033												-
07/15/2033												-
08/01/2033								130,650.00		722,300.00	43,231.25	896,181.25
10/01/2033												-
01/15/2034												-
02/01/2034								2,935,650.00		9,347,300.00	1,298,231.25	13,581,181.25
04/01/2034												-
07/15/2034												-
08/01/2034								88,575.00		549,800.00	22,837.50	661,212.50
10/01/2034												-
01/15/2035												-
02/01/2035								2,973,575.00		9,519,800.00	1,327,837.50	13,821,212.50
04/01/2035												-
07/15/2035												-
08/01/2035								45,300.00		370,400.00		415,700.00
10/01/2035												-
01/15/2036												-
02/01/2036								3,065,300.00		9,480,400.00		12,545,700.00
04/01/2036												-
07/15/2036												-
08/01/2036										188,200.00		188,200.00
10/01/2036												-
01/15/2037												-
02/01/2037										9,598,200.00		9,598,200.00
	<u>1,729,370.89</u>	<u>968,775.00</u>	<u>328,950.00</u>	<u>12,197,143.33</u>	<u>10,719,178.06</u>	<u>801,362.50</u>	<u>22,678,212.50</u>	<u>33,291,050.00</u>	<u>20,637,400.00</u>	<u>153,803,300.00</u>	<u>8,604,575.00</u>	<u>265,759,317.28</u>
												<u>265,759,317.28</u>



INDEPENDENT SCHOOL DISTRICT NO. 273

CAPITAL PROJECT-BUILDING CONSTRUCTION FUND

The Capital Project-Building Construction Fund is used to record all operations of a district's building construction program that are funded by the sale of bonds, capital loans, or the Long Term Facilities Maintenance Bonds . Construction costs for buildings and additions consist of the following: expenditures for general construction, advertisement for contracts, payments on contracts of construction, installations of plumbing, heating, lighting, ventilating and electrical systems, expenditures for lockers, elevators, and other equipment; architectural and engineering services, travel expenses; paint and decorating expenses, and any other related costs.

Also includes all costs associated with the District's technology levy including equipment, training costs, contracted services and salary & benefits.

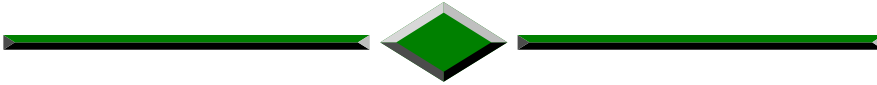
INDEPENDENT SCHOOL DISTRICT NO. 273

CAPITAL PROJECT- BUILDING CONSTRUCTION FUND BUDGET

**FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Revenues & Expenditures - by Object**

	2017-18	2018-19	2019-20	2020-21	2021-22	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<u>REVENUES:</u>							
Property Taxes	\$ 5,344,774	\$ 5,300,000	\$ 5,914,554	\$ 5,902,200	\$ 6,115,673	\$ 213,473	4.0%
Other Local Revenue	546,532	250,023	1,113,170	13,473,215	7,070,001	\$ (6,403,214)	-2561.1%
State Sources	-	-	-	-	-	\$ -	
Federal Sources	-	-	-	-	-	-	
TOTAL REVENUE	\$ 5,891,306	\$ 5,550,023	\$ 7,027,724	\$ 19,375,415	\$ 13,185,674	\$ (6,189,741)	-111.5%
<u>EXPENDITURES:</u>							
<i>Current:</i>							
Salaries and Wages	\$ 1,488,086	\$ 1,794,081	\$ 2,566,588	\$ 3,422,775	\$ 3,718,453	\$ 295,678	16.5%
Employee Benefits	460,317	545,289	805,670	-	-	\$ -	0.0%
Purchased Services	3,136,512	1,102,147	1,339,888	155,603	3,114,809	\$ 2,959,206	268.5%
Supplies and Materials	-	-	-	870,409	1,158,005	\$ 287,596	#DIV/0!
Capital Expenditures	54,108,952	24,489,310	14,978,852	20,152,988	11,036,334	\$ (9,116,655)	-37.2%
Other Expenditures	-	191,667	-	-	0	0	0.0%
TOTAL EXPENDITURES	\$ 59,193,867	\$ 28,122,494	\$ 19,690,999	\$ 24,601,775	\$ 19,027,601	\$ (5,574,174)	-19.8%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (53,302,561)	\$ (22,572,471)	\$ (12,663,275)	\$ (5,226,360)	\$ (5,841,927)		
<u>OTHER FINANCING SOURCES (USES)</u>							
Transfers In/(Out)	\$ 7,779,439	\$ 3,151,386	\$ -	\$ 1,558,215	\$ 1,732,665		
Sale of Capital Assets	\$ 4,721,013	\$ -	\$ -	\$ -	\$ -		
General Obligation Bond Proceeds/Premiums	\$ -	\$ 24,693,695	\$ -	\$ -	\$ -		
TOTAL OTHER FINANCING SOURCES(USES)	\$ 12,500,452	\$ 27,845,081	\$ -	\$ 1,558,215	\$ 1,732,665		
FUND BALANCES JULY 1:							
Unassigned	\$ 60,606,714	\$ 19,804,605	\$ 25,077,215	\$ 12,413,940	\$ 8,745,795		
FUND BALANCE TRANSFERS:							
Unassigned	\$ -	\$ -			\$ -		
FUND BALANCES JUNE 30:							
Unassigned	\$ 19,804,605	\$ 25,077,215	\$ 12,413,940	\$ 8,745,795	\$ 4,636,532		

*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.



INDEPENDENT SCHOOL DISTRICT NO. 273

INTERNAL SERVICE FUND

An internal service fund is used to account for the financing of goods and services provided by one department to another within the school district or to other governmental units on a cost reimbursement basis. The most common use of an internal service fund by school districts is for self insurance programs. The district is using the internal service fund to reserve funds for post employment benefits.

INDEPENDENT SCHOOL DISTRICT NO. 273

INTERNAL SERVICE FUND BUDGET

FY 21-22 With Comparative Information for Fiscal Years 18 thru 21
Statement of Net Assets

	2017-18 <u>Actual</u>	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Final Budget</u>	2021-22 <u>Adopted Budget</u>	Increase/ <u>(Decrease)</u>	% <u>Inc/(Dec)</u>
<u>NON OPERATING INCOME:</u>							
Contribution from the General Fund	\$ 872,654	\$ 872,731	\$ 855,860	\$ 870,000	\$ 870,000	\$ -	0.0%
TOTAL NON OPERATING INCOME	\$ 872,654	\$ 872,731	\$ 855,860	\$ 870,000	\$ 870,000	\$ -	0.0%
<u>NON OPERATING EXPENSE:</u>							
Contribution to the General Fund	\$ 876,069	\$ 867,493	\$ 744,260	\$ 870,000	\$ 870,000	\$ -	0.0%
TOTAL NON OPERATING EXPENSE	\$ 876,069	\$ 867,493	\$ 744,260	\$ 870,000	\$ 870,000	\$ -	0.0%
CHANGE IN NET ASSETS	\$ (3,415)	\$ 5,238	\$ 111,600	\$ -	\$ -		
NET ASSETS JULY 1:							
Unrestricted	\$ 487,782	\$ 484,367	\$ 489,605	\$ 601,205	\$ 601,205		
NET ASSETS JUNE 30:							
Unrestricted	\$ 484,367	\$ 489,605	\$ 601,205	\$ 601,205	\$ 601,205		

PROGRAM DESCRIPTIONS

District and School Administration

School board, superintendent, principals, and director of special education. Included are the costs of their immediate offices, including those individuals in direct support of the administrator.

District Support Services

General and other administrative support, human resources, community relations, elections, census and student accounting, printing, legal, business support services, and information systems and services.

Regular Instruction

All activities dealing directly with the teaching of pupils, the interaction between teachers and pupils in the classroom and co-curricular activities at the kindergarten, elementary, and secondary levels. Includes Gifted & Talented, Limited English Proficiency, Title I, Co-Curricular and Athletics.

Vocational Instruction

Courses which develop knowledge, skills, attitudes, and behavioral characteristics for students seeking career exploration and employability. Agriculture, Personal and Family Living, Business, and Trade and Industrial.

Special Education Instruction

Activities providing learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction. Activities include Developmental Cognitive Disabilities, Physically Impaired, Hearing Impaired, Visually Impaired, Learning Disabled, Emotional Behavior Disorder, Autistic Spectrum Disorders, Developmentally Delayed, and Federal Programs.

Instructional Support Services

Activities for assisting the instructional staff with the process of providing K-12 learning experiences. Curriculum, Staff Development, and Educational Media

Pupil Support Services

All services provided to students not classified as instructional services. Counseling, Health Service, Psychological Service, Social Work, and Pupil Transportation.

Site, Buildings and Equipment

Acquisition, operation, maintenance, repair, and remodeling of all physical plant, facilities, and grounds of the school District.

Fiscal and Other Fixed Costs

Fiscal and fixed costs. Property and liability insurance and aid anticipation certificate cost.

Edina Public Schools
Revenues by Fund

FUND	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED
GENERAL	110,849,888	117,099,199	120,464,822	126,813,539	128,570,979
FOOD SERVICE	3,098,310	3,040,208	2,475,919	1,231,969	3,023,317
COMMUNITY SERVICES	7,406,046	8,117,707	7,553,883	4,706,528	7,941,843
CONSTRUCTION	18,391,757	33,395,103	7,027,724	19,375,415	14,918,339
DEBT SERVICE	15,502,185	15,729,577	38,060,549	25,196,983	15,129,339
SELF INSURANCE	872,654	872,731	855,860	870,000	870,000
GRAND TOTAL	156,120,841	178,254,526	176,438,758	178,194,433	170,453,817

Edina Public Schools
Revenues by Org

FUND	ORGANIZATION	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	DISTRICT WIDE	107,319,614	113,344,448	117,349,082	124,304,378	125,484,440
General	SOUTH VIEW MIDDLE SCHOOL	342,378	356,444	364,360	291,269	369,976
General	VALLEY VIEW MIDDLE SCHOOL	213,888	193,827	294,937	130,013	159,343
General	EDINA HIGH SCHOOL	2,228,362	2,482,737	2,073,445	1,730,919	2,198,105
General	CONCORD	72,278	82,755	49,026	75,904	77,832
General	CORNELIA	54,454	62,198	100,901	86,100	72,181
General	COUNTRYSIDE	80,902	113,408	88,325	51,371	53,598
General	HIGHLANDS	111,250	106,981	77,194	78,791	93,613
General	CREEK VALLEY	54,632	283,695	56,912	57,088	52,666
General	NORMANDALE	372,131	72,706	10,641	7,706	9,225
General Total		110,849,888	117,099,199	120,464,822	126,813,539	128,570,979
Food Service	DISTRICT WIDE	877,132	950,376	2,475,919	1,231,969	933,485
Food Service	OUR LADY OF GRACE	165,320	16,549	-	-	16,549
Food Service	SOUTH VIEW MIDDLE SCHOOL	296,083	317,002	-	-	317,002
Food Service	VALLEY VIEW MIDDLE SCHOOL	334,925	319,775	-	-	319,775
Food Service	EDINA HIGH SCHOOL	556,242	565,904	-	-	565,904
Food Service	CONCORD	185,654	186,344	-	-	186,344
Food Service	CORNELIA	126,093	112,321	-	-	112,321
Food Service	COUNTRYSIDE	130,961	141,913	-	-	141,913
Food Service	HIGHLANDS	108,942	116,296	-	-	116,296
Food Service	CREEK VALLEY	145,817	141,632	-	-	141,632
Food Service	NORMANDALE	171,141	172,097	-	-	172,097
Food Service Total		3,098,310	3,040,208	2,475,919	1,231,969	3,023,317
Community Ed	DISTRICT WIDE	7,406,046	8,117,707	7,553,883	4,706,528	7,941,843
Community Ed Total		7,406,046	8,117,707	7,553,883	4,706,528	7,941,843
Construction	DISTRICT WIDE	18,391,757	33,395,103	7,026,549	19,375,415	14,918,339
Construction	SOUTH VIEW MIDDLE SCHOOL	-	-	1,175	-	-
Construction	CONCORD	-	-	-	-	-
Alt Facility	CORNELIA	-	-	-	-	-
Construction Total		18,391,757	33,395,103	7,027,724	19,375,415	14,918,339
Debt	DISTRICT WIDE	15,502,186	15,729,577	38,060,549	25,196,983	15,129,339
Debt Total		15,502,186	15,729,577	38,060,549	25,196,983	15,129,339
Self Insurance	DISTRICT WIDE	872,654	872,731	855,860	870,000	870,000
Self Insurance Total		872,654	872,731	855,860	870,000	870,000
Grand Total		156,120,841	178,254,526	176,438,758	178,194,433	170,453,817

**Edina Public Schools
Revenues by Program**

FUND	PROGRAM	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	GENERAL	78,689,085	82,484,543	84,259,511	89,637,157	89,275,883
General	GENERAL ADMINISTRATIVE SUPPORT	-	-	-	-	-
General	BUSINESS SUPPORT SERVICES	5,875	7,350	3,400	7,500	10,966
General	GENERAL ELEMENTARY	2,865,974	2,782,368	4,811,218	2,593,836	2,715,873
General	TITLE II IMPROVING TEACH QLTY	102,271	83,840	102,520	107,527	107,527
General	TITLE III, PART A ENGLISH LA	42,972	26,859	69,588	70,739	70,739
General	TITLE IV PART A-SAFE DRUG FREE	-	-	-	-	-
General	TITLE V INNOVATIVE PROGRAMS	788,246	929,124	914,626	770,735	836,284
General	SECONDARY GENERAL	-	-	-	-	-
General	TITLE I BASIC ESEA PROGRAM	142,565	197,884	170,363	176,249	176,249
General	GIFTED & TALENTED	133,091	130,747	126,430	131,626	138,424
General	FOREIGN LANGUAGE	78,270	73,275	1,741	-	-
General	FAMILY LIVING SCIENCE	1,270	1,565	2,815	2,815	3,282
General	INDUSTRIAL EDUCATION	2,699	-	-	-	-
General	INSTRUMENTAL MUSIC	(50,210)	34,463	32,744	18,995	22,513
General	CO-CURRICULAR ACTIVITIES	668,296	601,369	508,221	469,458	577,609
General	BOYS/GIRLS ATHLETICS	214,617	389,910	248,592	266,910	384,731
General	BOYS ATHLETICS	462,930	411,004	276,035	248,883	307,306
General	GIRLS ATHLETICS	348,911	359,945	262,745	239,770	313,781
General	EXTRA-CURRICULAR ACTIVITIES	3,930	-	1,900	1,900	2,215
General	VOC ED-SPECIAL NEEDS	-	-	-	-	-
General	CAREER AND TECHNICAL - GENERAL	120,561	106,363	111,842	111,842	95,228
General	SPECIAL ED GENERAL	10,832,486	14,292,646	14,394,928	16,105,881	16,624,813
General	SPECIAL ED DEAF-HARD OF HEARING	-	-	-	-	-
General	EARLY CHILDHOOD SPECIAL ED	85,339	48,000	69,086	59,672	59,672
General	SPECIAL ED PART B	-	-	-	-	-
General	SPEC ED STUDENTS W/O DISABILITY	-	-	-	-	-
General	GENERAL INSTRUCTIONAL SUPPORT	2,353,111	2,243,191	2,226,691	2,238,189	2,214,811
General	CURRICULUM CONSULTANT&DEV	18,960	40,900	17,480	-	-
General	SV DEVICE REPAIR	2,676	2,820	1,926	-	-
General	STAFF DEVELOPMENT	1,147,974	1,153,754	1,194,024	1,198,333	1,206,319
General	SEC COUNSELING AND GUIDANCE	28,841	37,120	4,125	7,152	7,855
General	HEALTH SERVICES	-	-	-	-	-
General	PUPIL TRANSPORTATION	685,114	818,398	958,462	962,501	975,388
General	OTHER PUPIL SUPPORT	117,161	573,109	555,731	564,682	605,598
General	OPERATIONS & MAINTENANCE	342,462	383,221	280,973	23,083	40,826
General	CAPITAL FACILITIES	1,847,330	1,787,564	1,999,305	1,808,910	1,848,493
General	LONG-TERM FACILITIES MANAGEMEN	8,767,079	7,097,868	6,857,801	8,989,194	9,948,594
General Total		110,849,888	117,099,199	120,464,822	126,813,539	128,570,979
Food Service	FOOD SERVICE	3,098,310	3,040,208	2,475,919	1,231,969	3,023,317
Food Service Total		3,098,310	3,040,208	2,475,919	1,231,969	3,023,317
Community Ed	GENERAL COMM EDUCATION	553,485	524,815	472,608	444,043	596,485
Community Ed	ADULTS W/DISABILITIES	5,202	5,202	5,202	5,202	5,202
Community Ed	SCHOOL AGE CARE	3,737,444	3,803,963	3,555,327	1,758,372	3,734,972
Community Ed	EARLY CHILDHOOD & FAMILY ED	813,109	878,426	614,099	450,521	605,195
Community Ed	SCHOOL READINESS	239,661	254,085	252,853	209,128	236,036
Community Ed	EARLY CHILDHOOD SCREENING	31,644	38,647	32,195	32,195	38,650
Community Ed	YOUTH DEVELOPMENT SERVICE	991,046	1,283,967	1,349,199	898,109	1,409,068
Community Ed	OTHER COMMUNITY EDUCATION	1,034,455	1,328,603	1,272,400	908,958	1,316,235
Community Ed Total		7,406,046	8,117,707	7,553,883	4,706,528	7,941,843
Construction	LONG-TERM FACILITIES MANAGEMEN	7,890,638	27,906,594	1,024,566	13,353,215	1,752,666
Construction	BUILDING CONSTRUCTION	10,501,119	5,488,510	6,003,158	6,022,200	13,165,673
Alt Facility	TRANSFERS	-	-	-	-	-
Construction Total		18,391,757	33,395,103	7,027,724	19,375,415	14,918,339
Debt	GENERAL	15,502,186	15,729,577	38,060,549	25,196,983	15,129,339
Debt Total		15,502,186	15,729,576	38,060,548	25,196,983	15,129,339
Self Insurance	GENERAL	872,654	872,731	855,860	870,000	870,000
Self Insurance Total		872,654	872,731	855,860	870,000	870,000
Grand Total		156,120,841	178,254,526	176,438,758	178,194,433	170,453,817

Edina Public Schools
Revenues by Finance

FUND	FINANCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	GENERAL	87,454,373	94,973,357	98,119,653	99,674,552	102,043,903
General	FED EDUCATION JOBS FUND FY12	-	-	-	-	-
General	FED CARES DOLLAR					251,317
General	FED CARES DOLLAR					870,040
General	FED CARES DOLLAR					217,510
General	OPERATING CAPITAL	2,983,604	2,797,094	3,134,711	2,876,226	3,013,814
General	AREA LEARNING CENTER	144,563	145,472	131,259	146,639	146,639
General	AREA LRNING CTR STATE APPROVED	176,418	287,755	307,497	271,161	271,161
General	EXTENDED TIME BASIC SKILLS	-	-	14,033	-	-
General	TELECOMMUNICATIONS ACCESS	-	-	6,439	6,439	6,439
General	ACHIEVEMENT & INTEGRATION	985,047	965,694	1,142,079	1,065,816	1,154,053
General	ALTERNATIVE ATTENDANCE	-	-	-	-	-
General	INTEGRATION AID & LEVY	-	-	-	-	-
General	STAFF DEVELOPMENT	1,147,974	1,153,754	1,193,524	1,198,333	1,206,319
General	BASIC SKILLS	547,647	495,557	552,911	609,601	556,273
General	INCENTIVE REVENUE	73,210	69,251	-	91,464	91,806
General	AMERICAN INDIAN EDUCATION AID	14,067	21,115	9,684	22,148	22,148
General	LEARNING AND DEVELOPMENT	1,902,855	1,853,823	1,879,962	1,836,344	1,906,276
General	ALTERNATIVE TEACHER PAY SYSTEM	2,233,508	2,222,657	2,216,974	2,216,041	2,192,663
General	SAFE SCHOOLS CRIME LEVY	503,417	475,242	759,232	464,682	459,389
General	MED ASSIST THIRD PARTY BILLING	197,837	202,526	115,553	115,553	202,526
General	PROPERTY TAX LEVY	8,767,079	7,085,198	6,857,801	8,989,194	9,948,594
General	GIFTED AND TALENTED	133,091	130,747	126,430	131,626	138,424
General	TITLE I BASIC ESEA PROGRAM	142,565	197,884	170,363	176,249	176,249
General	TITLE II IMPROVE TEACHER QULTY	102,271	83,840	102,520	107,527	107,527
General	TITLE III, PART A ENGLISH LA	42,972	26,859	69,588	70,739	70,739
General	PL101-476 GENL SPEC EDUCATION	1,447,306	2,041,833	1,373,991	1,311,962	1,311,962
General	PL101-476 EARLY EDUCATION HAND	49,205	32,000	54,441	32,715	32,715
General	INFNTS & TDLRS (0-2) PL102-119	36,135	16,000	31,019	26,957	26,957
General	FED EARLY INTERVENING SERVICES	-	-	-	-	-
General						201,702
General	FEDERAL - CIMP	-	-	-	-	-
General	IDEA PART B 619 PROF DEVELPMNT	-	-	-	-	-
General	IDEA INTERAGENCY	-	-	-	-	-
General	ARRA PART B 611	-	-	-	-	-
General	ARRA PART B 619	-	-	-	-	-
General	ARRA TARGETED BIRTH-2	-	-	-	-	-
General	MISC DIRECT FEDERAL REVENUE	-	-	-	3,328,335	-
General	FEDERAL PERKINS GRANT	12,367	12,350	11,953	13,654	13,654
General	FEDERAL PERKINS COOP	-	-	-	-	-
General	TRANS TO MULTI-DISTRICT INTEGRATIO	370,654	461,334	437,864	461,334	461,334
General	STATE AIDS & GRANTS			746	-	
General	REGULAR TO AND FROM SCHOOL	276,313	312,246	474,768	457,912	457,912
General	CAPITAL PROJECTS LEVY	-	-	-	375,000	-
General	OPEB PAY-AS-YOU-GO LEVY	796,107	767,660	912,079	623,494	915,708
General	COLLABORATION EARLY INTERVENTION	188,742	161,589	145,907	-	-
General	CAREER AND TECHNICAL - GENERAL	120,561	106,363	111,842	111,842	95,228
General	CAREER AND TECHNICAL - SPEC ED	-	-	-	-	-
General	LEARN & SERVE AMERICA	-	-	-	-	-
General	FEDERAL CHOICE GRANT(WMEP)	-	-	-	-	-
General Total		110,849,888	117,099,199	120,464,822	126,813,539	128,570,979
Food Service	NAT'L SCHOOL LUNCH PROGRAM	1,744,551	1,903,421	2,182,464	323,500	1,892,530
Food Service	SCHOOL BREAKFAST PROGRAM	161,502	158,931	103,880	-	158,931
Food Service	A LA CARTE FOOD SERVICE	1,192,256	977,857	655	-	971,857
Food Service	SUMMER FOOD SERVICE	-	-	188,920	908,469	-
Food Service Total		3,098,310	3,040,208	2,475,919	323,500	3,023,317
Community Ed	GENERAL	-	-	-	-	-
Community Ed	COMMUNITY EDUCATION	4,632,873	5,059,512	4,674,424	2,410,372	5,038,689
Community Ed	EARLY CHILDHOOD & FAMILY ED	804,791	869,401	605,466	440,927	596,139

Edina Public Schools
Revenues by Finance

FUND	FINANCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
Community Ed	ADULTS WITH DISABILITIES	5,202	5,202	5,202	5,202	5,202
Community Ed	ECFE HOME VISIT	8,318	9,025	8,633	9,594	9,056
Community Ed	AFTER SCHOOL ENRICHMENT	502,446	560,455	774,788	316,369	527,578
Community Ed	EARLY LEARNING SCHOLARSHIPS	36,977	38,023	54,760	37,500	37,500
Community Ed	LEARNING READINESS	202,684	216,062	198,093	171,628	198,536
Community Ed	NONPUBLIC HEALTH SERVICE	54,877	142,642	163,631	115,000	163,631
Community Ed	NONPUBLIC TEXTBOOKS	90,702	53,090	-	90,000	-
Community Ed	NON-PUBLIC GUIDANCE&COUN	69,821	(26,593)	-	50,629	-
Community Ed	EARLY CHILDHOOD SCREENING	31,644	38,647	32,195	32,195	38,650
Community Ed	YOUTH DEVELOPMENT	488,345	724,062	574,412	581,740	881,490
Community Ed	CHILDREN W DISABILITIES IN S A C	477,366	428,178	462,280	445,372	445,372
Community Ed	COLLABORATION EARLY INTERVENTION	-	-	-	-	-
Community Ed Total		7,406,046	8,117,707	7,553,883	4,706,528	7,941,843
Construction	GENERAL	5,091,260	128,527	11,733	1,558,215	8,732,666
Construction	MECHANICAL SYSTEMS	-	24,755,208	1,024,566	11,795,000	20,000
Construction	LTFM	7,890,638	3,151,386	-	-	-
Construction	ALTERNATIVE FACILITIES PROGRAM	-	-	-	-	-
Construction	CERT OF PARTICIPATION PROJECTS	-	-	-	-	-
Construction	CAPITAL PROJECTS LEVY	5,409,859	5,359,983	5,991,425	6,022,200	6,165,673
Construction Total		18,391,757	33,395,103	7,027,724	19,375,415	14,918,339
Debt	GENERAL	15,502,186	15,729,577	38,060,549	25,196,983	15,129,339
Debt Total		15,502,185	15,729,576	38,060,548	25,196,983	15,129,339
Self Insurance	GENERAL	872,654	872,731	855,860	870,000	870,000
Self Insurance Total		872,654	872,731	855,860	870,000	870,000
Grand Total		156,120,841	178,254,526	176,438,758	178,194,433	170,453,817

Edina Public Schools

Revenues by Source

FUND	SOURCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	PROPERTY TAX LEVY	29,065,151	31,786,319	34,126,970	37,492,102	38,087,488
General	UNEMPLOY INS LEVY	22,237	18,331	89,626	89,626	151,193
General	FISCAL DISPARITIES	893,254	1,013,663	1,143,213	-	-
General	COUNTY APPORTIONMENT	240,795	206,530	207,601	206,530	206,530
General	MISC TAX REVENUES	8,511	983	-	-	-
General	PROPERTY TAX SHIFT REVENUE	-	-	-	-	-
General	TUITION FROM MN SCHOOL DISTRICT	45,057	45,263	41,756	41,756	41,756
General	TUITION FROM PATRONS	12,750	-	13,250	12,750	12,750
General	FEES FROM PATRONS	1,415,845	1,344,424	1,080,457	1,080,457	1,279,667
General	ADMISSION AND STUDENT ACTIVITY	521,671	539,499	353,648	353,648	471,606
General	THIRD PARTY-MN DEPT HUMAN SVCS	197,837	202,526	115,553	115,553	202,526
General	INTEREST EARNINGS	472,243	652,518	402,060	150,000	50,000
General	RENT	319,206	370,251	405,670	212,660	365,042
General	NON TAXABLE RENT	211,744	139,509	93,460	35,732	100,000
General	GIFTS & BEQUESTS	713,539	705,669	343,228	141,800	206,800
General	MISCELLANEOUS	1,110,890	1,086,746	1,610,141	605,062	850,000
General	ENDOWMENT FUND	328,448	352,661	378,876	355,564	355,564
General	GENERAL EDUCATION AID	58,890,588	60,166,856	60,910,420	61,970,400	63,608,966
General	LITERACY AID	534,594	529,575	507,097	506,756	506,756
General	SHARE TIME AID	2,123	9,468	10,415	12,561	12,561
General	ABATEMENT AID	9,437	12,475	6,338	7,733	7,733
General	STATE PROPERTY TAX SHIFT	-	-	-	-	-
General	STATE AIDS AND GRANTS	2,863,729	2,939,110	3,410,981	3,154,446	3,206,446
General	SPECIAL EDUCATION AID	10,633,899	12,005,788	12,867,860	14,678,366	15,045,325
General	OTHER STATE REV/OTHER STATE AGENCY	-	-	-	-	-
General	MISC REV THRU DCFL	110,808	127,416	12,805	97,920	97,920
General	TRA SPCL FND-SIT. PENSION REV	378,480	423,979	422,877	423,979	423,979
General	FEDERAL AIDS AND GRANTS	1,784,319	2,382,415	1,770,904	5,027,526	3,239,760
General	FEDERAL AID FLOW THRU STATE	48,502	28,350	42,972	40,611	40,611
General	FEDERAL OVERPAYMENT REFUND	14,230	8,877	25,032	-	-
General	INSURANCE RECOVERY	-	-	71,613	-	-
General Total		110,849,888	117,099,199	120,464,822	126,813,539	128,570,979
Food Service	INTEREST EARNINGS	23,612	29,749	25,736	17,500	17,500
Food Service	GIFTS AND BEQUESTS				21,000	22,500
Food Service	MISC NON MEAL REVENUE	(287)	-	655	-	-
Food Service	STATE AIDS AND GRANTS	117,273	117,311	108,624	-	117,311
Food Service	OTHER STATE REV/OTHER STATE AGENCY	-	6,000	-	-	-
Food Service	TRA AND PERA SPECIAL FUNDING SITUATIC	423	-	-	-	-
Food Service	REGULAR LUNCH	159,832	175,551	136,807	-	175,551
Food Service	FREE & REDUCED	240,416	243,793	217,774	-	243,793
Food Service	COMMODITIES PAYMENT	21,587	19,039	360	-	-
Food Service	COMMODITIES GOODS	142,211	144,404	111,996	160,000	163,200
Food Service	BREAKFAST	65,669	66,295	59,344	-	66,295
				-	908,469	-
Food Service	FOOD SALES TO PUPILS	2,287,133	2,217,055	1,814,622	125,000	2,196,157
Food Service	SPECIAL FUNCTION SALES	40,441	21,010	-	-	21,010
Food Service Total		3,098,310	3,040,208	2,475,919	1,231,969	3,023,317
Community Ed	PROPERTY TAX LEVY	1,097,941	1,047,868	1,087,548	1,104,231	1,081,416
Community Ed	FISCAL DISPARITIES	23,792	27,228	30,352	25,000	25,000
Community Ed	MISC TAX REVENUES	85	63	-	-	-
Community Ed	PROPERTY TAX SHIFT REVENUE	-	-	-	-	-
Community Ed	TUITION FROM PATRONS	5,538,977	6,263,052	5,808,472	2,881,257	6,125,306
Community Ed	FEES FROM PATRONS	141,713	175,900	23,116	-	6,000
Community Ed	INTEREST EARNINGS	17,709	30,344	25,736	29,000	29,000
Community Ed	GIFTS & BEQUESTS	25,949	45,448	11,275	14,000	13,000
Community Ed	MISCELLANEOUS	10,766	4,568	35,044	58,000	132,560

Edina Public Schools
Revenues by Source

FUND	SOURCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
Community Ed	ABATEMENT AID	2,218	2,703	1,778	4,275	4,275
Community Ed	STATE PROPERTY TAX SHIFT	-	-	-	-	-
Community Ed	STATE AIDS AND GRANTS	320,475	342,367	365,338	335,136	361,655
Community Ed	NON-PUBLIC STATE AID	215,400	116,049	163,631	255,629	163,631
Community Ed	OTHER STATE REV/OTHER STATE AGENCY	2,625	-	1,594	-	-
Community Ed	TRA AND PERA SPECIAL FUNDING SITUATIC	8,394	-	-	-	-
Community Ed	PERM INTERFD TRANSFER	-	62,117	-	-	-
Community Ed Total		7,406,046	8,117,707	7,553,883	4,706,528	7,941,843
Construction	PROPERTY TAX LEVY	5,404,218	5,300,000	5,914,554	5,902,200	6,115,673
Construction	INTEREST EARNINGS	481,447	190,040	391,547	20,000	20,000
Construction	GIFTS & BEQUESTS	5,641	2,619	51,636	-	-
Construction	INTEREST EARNINGS -BONDS	-	-	-	-	-
Construction	MISCELLANEOUS	-	-	-	120,000	50,000
	REAL PROPERTY SALES	4,721,013	-	-	-	-
Construction	SALE OF BONDS	-	24,751,058	669,987	11,775,000	7,000,000
Construction	PERM INTERFD TRANSF	7,779,439	3,151,386	-	1,558,215	1,732,666
Construction Total		18,391,757	33,395,103	7,027,724	19,375,415	14,918,339
Debt	PROPERTY TAX LEVY	15,093,143	14,668,774	15,490,204	14,292,763	14,647,119
Debt	FISCAL DISPARITIES	331,114	385,097	432,220	432,220	432,220
Debt	MISC TAX REVENUES	1,189	891	-	-	-
Debt	INTEREST EARNINGS	76,739	85,069	186,587	40,000	50,000
Debt	SALE OF BONDS	-	589,745	21,951,538	10,432,000	-
Debt Total		15,502,185	15,729,576	38,060,548	25,196,983	15,129,339
Self Insurance	MISCELLANEOUS	872,654	872,731	855,860	870,000	870,000
Self Insurance Total		872,654	872,731	855,860	870,000	870,000
Grand Total		156,120,841	178,254,526	176,438,758	178,194,433	170,453,817

Edina Public Schools
Expenses by Fund

FUND	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED
GENERAL	115,806,041	116,652,735	119,781,196	129,094,803	128,742,881
FOOD SERVICE	3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
COMMUNITY SERVICES	7,149,545	7,925,658	7,958,032	4,507,435	7,654,616
CONSTRUCTION (ALT FACILITY)	59,193,867	28,122,494	19,691,000	24,601,775	19,027,601
DEBT SERVICE	14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
SELF INSURANCE	876,069	867,492	744,260	870,000	870,000
GRAND TOTAL	200,958,999	171,187,096	188,454,096	185,720,906	174,297,853

Edina Public Schools
Expenses by Org

FUND	ORGANIZATION	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	DISTRICT WIDE	32,085,054	28,090,346	27,333,252	29,180,585	32,308,959
General	SOUTH VIEW MIDDLE SCHOOL	10,514,239	11,947,273	12,526,276	12,122,917	11,689,898
General	VALLEY VIEW MIDDLE SCHOOL	10,467,261	10,642,879	10,988,850	12,860,276	12,603,477
General	EDINA HIGH SCHOOL	26,005,692	26,803,721	28,063,944	30,033,599	28,390,930
General	NON-PUBLIC SCHOOLS	104	4,629	966	21,613	22,282
General	CONCORD	6,947,199	7,219,314	7,591,282	8,383,589	8,114,357
General	CORNELIA	6,520,217	6,842,151	6,859,997	7,358,618	6,890,343
General	COUNTRYSIDE	5,121,671	5,604,915	5,965,565	7,067,555	6,764,843
General	HIGHLANDS	5,429,827	5,756,569	5,860,016	6,890,093	7,023,659
General	CREEK VALLEY	5,913,153	6,419,315	7,326,754	7,100,469	7,288,682
General	NORMANDALE	4,576,635	5,096,198	4,647,630	5,567,987	5,137,345
General	ECC-EARLY CHILDHOOD	2,224,989	2,225,425	2,616,664	2,507,502	2,508,104
General	HIGH SCHOOL OPTIONS	-	-	-	-	-
General Total		115,806,041	116,652,735	119,781,196	129,094,803	128,742,881
Food Service	DISTRICT WIDE	3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
Food Service Total		3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
Community Ed	CALVIN CHRISTIAN	12,963	12,246	22,344	34,618	22,344
Community Ed	GOLDEN YEARS MONESSORI	-	1,709	-	3,311	-
Community Ed	DISTRICT WIDE	4,211,570	4,873,524	4,861,138	3,001,731	5,190,102
Community Ed	OUR LADY OF GRACE	95,859	92,809	128,145	156,115	127,983
Community Ed	COMMUNITY CENTER	294,002	306,397	252,773	67,279	147,462
Community Ed	ST PETER'S	-	-	-	-	-
Community Ed	CHESTERTON ACADEMY	60,078	59,608	-	32,593	-
Community Ed	CONCORD	396,416	427,038	490,204	250,688	424,826
Community Ed	CORNELIA	343,565	376,553	345,281	165,869	331,379
Community Ed	COUNTRYSIDE	350,453	400,236	459,409	166,845	337,450
Community Ed	CREEK VALLEY	341,412	335,749	291,406	166,499	312,436
Community Ed	HIGHLANDS	300,818	325,304	394,444	235,353	311,856
Community Ed	NORMANDALE	425,752	406,515	414,225	165,491	380,309
Community Ed	SOUTH VIEW MIDDLE SCHOOL	157,203	152,284	156,600	19,667	31,079
Community Ed	VALLEY VIEW MIDDLE SCHOO	125,594	136,045	135,751	21,268	31,079
Community Ed	HOME SCHOOL	33,861	19,641	6,312	20,108	6,312
Community Ed Total		7,149,545	7,925,657	7,958,031	4,507,435	7,654,616
Construction	DISTRICT WIDE	5,115,104	5,068,054	7,032,844	6,046,152	6,096,171
Construction	COMMUNITY CENTER	1,336,132	1,483,154	8,548,598	8,519,532	4,559,865
Construction	TRANSPORTATION FACILITY	2,223,067	12,681	-	-	-
Construction	SOUTH VIEW MIDDLE SCHOOL	14,075,036	5,380,167	575,893	-	-
Construction	VALLEY VIEW MIDDLE SCHOOL	5,767,498	9,198,815	3,456,866	10,036,091	5,371,565
Construction	EDINA HIGH SCHOOL	13,960,035	245,919	33,955	-	-
Construction	CONCORD	2,090,784	2,934	-	-	3,000,000
Construction	CORNELIA	6,499,443	710,612	6,773	-	-
Construction	COUNTRYSIDE	1,823,261	10,122	-	-	-
Construction	HIGHLANDS	1,437,355	3,458,335	2,505	-	-
Construction	CREEK VALLEY	2,043,258	2,561,953	7,992	-	-
Construction	NORMANDALE	1,978,299	50,538	25,574	-	-
Construction	ECC	844,595	(60,790)	-	-	-
Construction Total		59,193,867	28,122,494	19,691,000	24,601,775	19,027,601
Debt	DISTRICT WIDE	14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Debt Total		14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Self Insurance	DISTRICT WIDE	876,069	867,492	744,260	870,000	870,000
Self Insurance Total		876,069	867,492	744,260	870,000	870,000
Grand Total		200,958,999	171,187,096	188,454,096	185,720,906	174,297,853

**Edina Public Schools
Expenses by Program**

FUND	PROGRAM	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	BOARD OF EDUCATION	122,611	207,977	206,666	225,783	245,852
General	OFFICE OF SUP'T	403,227	434,224	434,158	447,786	438,476
General	INSTRUCTIONAL ADMINISTRATION	151,742	158,809	39,411	376,155	138,078
General	SCHOOL ADMINISTRATION	2,487,469	2,500,684	2,332,759	2,781,076	2,489,651
General	GENERAL ADMINISTRATIVE SUPPORT	901,432	943,229	1,041,417	941,166	895,644
General	OTHER ADMINISTRATIVE SUPPORT	404,918	202,340	54,494	35,333	32,077
General	COMMUNICATIONS	423,132	239,493	283,398	355,122	334,817
General	BUSINESS SUPPORT SERVICES	1,371,518	1,530,104	1,302,420	1,324,055	1,275,653
General	SCHOOL ELECTIONS	151,866	3,041	118,612	11,220	142,035
General	KINDERGARTEN	2,560,896	2,538,079	2,849,774	3,149,594	3,269,458
General	GENERAL ELEMENTARY	19,832,645	19,693,680	19,913,742	21,265,558	21,802,141
General	TITLE II IMPROVING TEACH QLTY	102,271	83,840	102,385	115,736	110,736
General	TITLE III, PART A ENGLISH LA	42,972	27,156	69,578	63,367	75,000
General	TITLE IV PART A-SAFE DRUG FREE	-	-	-	-	-
General	TITLE V INNOVATIVE PROGRAMS	-	-	-	-	-
General	SECONDARY GENERAL	3,546,463	3,964,858	4,552,452	4,873,712	2,252,104
General	ART	1,361,140	1,436,299	1,422,738	1,493,668	1,546,890
General	BUSINESS EDUCATION	178,440	48,814	12,337	166,938	169,923
General	TITLE I BASIC ESEA PROGRAM	142,565	211,592	170,509	176,249	176,249
General	GIFTED & TALENTED	1,308,740	1,229,167	1,137,206	1,239,747	1,184,087
General	ENGLISH SECOND LANGUAGE	1,151,277	1,304,991	1,303,263	1,403,463	1,382,375
General	ENGLISH (LANGUAGE ARTS)	3,590,105	3,500,372	3,535,863	3,485,749	3,481,178
General	FOREIGN LANGUAGE	2,709,506	2,591,882	2,509,695	2,531,573	2,422,939
General	HEALTH, PHY ED & RECREATION	2,570,729	2,808,771	2,884,449	2,778,604	2,857,881
General	FAMILY LIVING SCIENCE	483,544	534,792	489,054	629,898	662,722
General	INDUSTRIAL EDUCATION	635,751	505,992	510,025	527,898	713,606
General	MATHEMATICS	3,076,323	3,087,030	2,994,670	2,938,706	3,145,623
General	TECHNOLOGY EDUCATION	42,889	50,692	42,128	110,425	117,542
General	MUSIC	3,150,764	3,281,865	3,297,650	3,297,232	3,452,868
General	NATURAL SCIENCE	2,751,871	2,903,650	3,075,129	2,965,713	3,007,218
General	SOCIAL SCIENCES/STUDIES	2,919,878	3,045,484	3,036,966	3,113,393	2,967,756
General	REMEDIAL READING					22,499
General	REMEDIAL OTHERS					14,266
General	CO-CURRICULAR ACTIVITIES	1,212,626	948,432	939,795	1,009,745	995,460
General	BOYS/GIRLS ATHLETICS	716,257	855,415	629,654	734,034	725,279
General	BOYS ATHLETICS	688,323	678,673	568,857	601,300	540,076
General	GIRLS ATHLETICS	619,484	644,315	575,228	586,759	591,844
General	EXTRA-CURRICULAR ACTIVITIES	4,501	461	363	6,395	7,000
General	FAM & CONS SCI-CTE	-	-	137,050	-	
General	BUS & OFFICE - CTE	-	-	109,347	-	
General	TRADE & CAREER - CTE	-	-	77,696	-	
General	SPECIAL NEEDS	73,695	26,447	20,707	23,013	200
General	CAREER AND TECHNICAL - GENERAL	181,194	139,402	72,976	147,767	-
General	SPECIAL ED GENERAL	950,890	1,105,893	980,183	924,963	1,542,320
General	SPEECH/LANGUAGE IMPAIRED	2,009,714	2,092,017	2,265,552	2,469,891	2,533,297
General	MILD-MODERATE DEV COG DISABLED	769,726	1,048,463	1,196,372	1,370,092	1,646,632
General	SEVERE-PROFOUND DEV COG DISAB	521,331	581,659	615,798	645,788	757,756
General	PHYSICALLY IMPAIRED	257,818	226,593	221,004	149,759	128,951
General	DEAF-HARD OF HEARING	373,679	398,403	441,132	457,715	441,019
General	VISUALLY IMPAIRED	47,722	52,998	81,068	124,694	187,680
General	LEARNING DISABILITIES	1,432,607	1,474,812	1,553,164	1,839,820	2,273,970
General	EMOTIONAL/BEHAVIORAL DISORDER	993,357	1,077,377	1,292,499	1,188,569	1,281,297
General	DEAF-BLIND	-	-	-	-	-
General	OTHER HEALTH IMPAIRED	980,715	1,112,341	1,103,783	1,033,891	1,051,071
General	AUTISTIC	2,687,708	3,055,422	3,270,407	3,416,111	3,163,933
General	EARLY CHILDHOOD SPECIAL ED	1,403,498	1,618,926	1,602,095	1,575,091	1,512,802

Edina Public Schools
Expenses by Program

FUND	PROGRAM	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	TRAUMATIC BRAIN INJURY	-	-	-	-	-
General	TRAUMATIC BRAIN INJURY	350,023	385,896	363,332	314,434	361,953
General	SPECIAL EDUCATION GENERAL	6,063,650	5,868,184	6,425,648	6,660,417	6,353,651
General	EARLY INTERVENING SERVICES	956,586	1,066,710	1,123,508	1,464,595	1,368,949
General	GENERAL INSTRUCTIONAL SUPPORT	2,788,911	3,124,584	3,310,420	4,656,358	6,800,132
General	CURRICULUM DEVELOPMENT	243,051	176,324	192,999	175,438	168,119
General	LIBRARY MEDIA CENTER	1,257,916	1,184,267	898,052	1,353,750	1,200,286
General	TECH LEVY	410,180	80,761	59,996	1,452,550	89,345
General	STAFF DEVELOPMENT	1,126,580	1,154,708	1,252,344	1,210,838	1,051,775
General	GUIDANCE SERVICES (7-12)	2,288,625	2,280,719	2,161,723	2,398,817	2,368,305
General	GUIDANCE SERV (1-6)	-	-	-	-	-
General	HEALTH SERVICES	790,966	783,894	709,463	985,132	889,321
General	PSYCHOLOGICAL SERVICES	46,170	22,814	22,948	50,379	-
General	SOCIAL WORK SRVICES	189,070	462,073	453,776	569,745	569,098
General	PUPIL TRANSPORTATION	6,041,165	6,049,624	5,758,936	4,914,266	5,921,462
General	OTHER PUPIL SUPPORT SERVICES	670,348	937,717	1,031,880	747,534	747,116
General	OPERATIONS & MAINTENANCE	7,680,939	8,044,206	7,621,590	9,102,173	8,006,028
General	CAPITAL FACILITIES	1,327,115	1,217,338	3,753,590	2,414,566	2,188,905
General	LTFM	8,767,079	7,353,182	6,857,801	8,989,194	9,948,594
General	RETIREMENT OF BONDS	-	-	-	-	-
General	EMPLOYEE BENEFITS	-	-	-	-	-
General	INSURANCE	306,141	252,778	305,513	504,300	501,914
General	TRANSFERS	-	-	-	-	-
General Total		115,806,041	116,652,735	119,781,196	129,094,803	128,742,881
Food Service	FOOD SERVICE	3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
Food Service Total		3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
Community Ed	GENERAL COMM EDUCATION	654,390	569,392	548,270	420,174	569,341
Community Ed	ADULTS WITH DISABILITIES	5,202	5,202	5,202	5,202	5,202
Community Ed	SCHOOL AGE CARE	3,340,439	3,599,061	3,462,766	1,757,983	3,692,136
Community Ed	EARLY CHILDHOOD & FAMILY ED	683,137	963,106	652,309	287,217	583,237
Community Ed	SCHOOL READINESS	173,531	193,159	321,129	169,045	199,182
Community Ed	PRE-SCHOOL SCREENING	34,976	34,671	23,467	32,207	36,343
Community Ed	YOUTH DEVELOPMENT	1,014,120	1,222,741	1,206,447	901,465	1,362,296
Community Ed	OTHER COMMUNITY EDUCATION	1,243,751	1,338,325	1,738,442	934,142	1,206,878
Community Ed Total		7,149,545	7,925,658	7,958,032	4,507,435	7,654,616
Construction	LTFM	23,639,051	9,166,813	12,027,381	18,555,623	9,931,430
Construction	BUILDING CONSTRUCTION	35,554,816	18,955,680	7,663,619	6,046,152	9,096,171
Construction Total		59,193,867	28,122,494	19,691,000	24,601,775	19,027,601
Debt	RETIREMENT OF LT DEBT	14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Debt Total		14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Self Insurance	GENERAL ADMINISTRATIVE SUPPORT	876,069	867,492	744,260	870,000	870,000
Self Insurance Total		876,069	867,492	744,260	870,000	870,000
Grand Total		200,958,999	171,187,096	188,454,096	185,720,906	174,297,853

Edina Public Schools Expenses by Finance

FUND	FINANCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	GENERAL	67,867,033	69,959,928	694,934	78,404,274	76,870,442
General	FED EDUCATION JOBS FUND FY12	22,526	97,292	2,518	-	-
General	OPERATING CAPITAL	3,013,350	2,583,739	4,561,849	3,772,165	2,771,508
General	AREA LEARNING CENTER	198,548	252,811	463,865	276,968	354,873
General	AREA LRNING CTR STATE APPROVD	433,462	317,247	367,620	235,721	504,149
General	ACHIEVEMENT & INTEGRATION	995,227	995,084	985,807	1,152,315	1,124,347
General	50% SITE-STAFF DEVELOPMENT	1,096,472	1,146,436	1,252,344	1,198,333	1,051,775
General	BASIC SKILLS	1,367,943	1,517,575	1,544,377	1,386,885	1,482,449
General	INCENTIVE REVENUE	73,483	69,251	51,908	131,110	92,066
General	AMERICAN INDIAN AID	-	24,777	9,683	10,935	912
General	LEARNING AND DEVELOPMENT	1,902,855	1,904,054	1,879,962	-	-
General	ALTERNATIVE TEACHER PAY SYSTEM	2,430,635	2,290,260	2,322,727	2,398,872	2,276,825
General	SAFE SCHOOLS CRIME LEVY	564,334	664,804	797,567	695,426	672,642
General	PHYSICAL HAZARDS	2,835	10,039	3,506	62,121	69,076
General	OTHER HAZARDOUS MATERIALS	44,077	27,624	96,216	56,796	63,155
General	ENVIRONMENTAL H & S MGMT	147,704	168,385	176,729	273,434	285,910
General	ASBESTOS REMOVAL	-	19,407	172,013	-	-
General	BLDG HARDWARE & EQUIPMENT	6,512	29,484	112,315	158,966	176,763
General	FIRE SAFETY	43,957	36,458	122,451	94,247	104,798
General	INDOOR AIR QUALITY	-	-	-	-	-
General	MED ASSIST THIRD PARTY BILLING	202,155	202,526	140,558	202,526	229,795
General	DEFERRED MAINTENANCE PROGRAM	1,048	292,234	127,227	991,306	1,102,288
General	MECHANICAL SYSTEM	7,893,257	3,292,163	184,830	1,868,807	2,078,031
General	PLUMBING	-	48,300	650	-	-
General	PROF SERVICES	99,388	219,655	279,443	226,951	223,504
General	ROOFING	325,640	1,083,705	1,926,362	3,919,054	4,357,814
General	SITE PROJECTS	180,135	1,089,664	2,992,445	1,337,513	1,487,255
General	DEFERRED MAINTENACE PROGRAM	-	-	-	-	-
General	GIFTED AND TALENTED	1,277,912	1,204,249	1,137,206	1,217,544	1,184,087
General	TITLE I BASIC ESEA PROGRAM	142,565	197,884	170,509	176,249	176,249
General	TITLE II IMPROVE TEACHER QULTY	102,271	83,840	102,385	115,736	110,736
General	TITLE III, PART A ENGLISH LA	42,972	26,859	69,578	61,910	75,000
General	PL101-476 GENL SPEC EDUCATION	1,447,306	2,041,833	1,373,991	795,351	789,190
General	PL101-476 EARLY EDUCATION HAND	49,205	34,477	35,590	-	-
General	SPECIAL ED DESCRETIONARY GRANT	-	-	-	-	-
General	INFNTS & TDLRS (0-2) PL102-119	36,135	16,382	30,637	-	-
General	FEDERAL - CIMP	-	-	-	-	-
General	FEDERAL PERKINS GRANT	12,367	12,882	12,218	8,434	-
General	OPEN ENROLLMENT TRANSPORTATION	89,270	96,686	93,998	102,487	107,074
General	TRANS TO MULTI-DISTRICT INTEGRATIC	462,308	551,034	572,312	266,570	640,848
General	NOON KINDERGARTEN	-	-	-	-	-
General	LATE ACTIVITY ROUTE	32,546	36,412	37,382	38,596	39,699
General	TRAFFIC HAZARDS - WALKERS	39,762	44,731	21,680	19,028	79,893
General	REGULAR TO AND FROM SCHOOL	2,558,631	2,628,275	2,549,655	2,237,106	2,760,231
General	REGULAR SUMMER SCHOOL	31,901	83,728	47,942	88,751	66,294
General	SPECIAL ED TRANSPORT	1,610,699	1,725,245	1,553,185	1,502,308	1,628,245
General	BETWEEN SCHOOLS - PUBLIC	77,478	49,406	33,635	52,370	72,169
General	NONPUBLIC NOREGULAR	10,186	9,403	11,858	9,967	11,289
General	SPECIAL TRANSPORTATION	151,963	183,264	209,289	247,144	104,461
General	NON AUTHORIZED TRANSPORTATION	638,235	607,151	491,119	594,082	576,239
General	STATE SPECIAL ED GENERAL	16,885,453	17,565,171	19,713,389	21,403,299	21,799,798
General	STATE SPECIAL ED BIRTH-TWO	-	-	-	-	-
General	CAPITAL PROJECTS LEVY	-	-	-	-	-
General	COLLABORATION EARLY INTERVENTION	769,106	752,088	915,708	1,141,000	1,141,000
General	CAREER AND TECHNICAL - GENERAL	363,865	345,270	397,069	147,767	-
General	CAREER AND TECHNICAL - SPEC ED	61,328	13,565	-	14,379	-
General	LEARN & SERVE AMERICA	-	-	-	-	-

Edina Public Schools
Expenses by Finance

FUND	FINANCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	FEDERAL CHOICE GRANT(WMEP)			68,930,953	-	-
General Total	General Total	115,806,041	116,652,735	119,781,196	129,094,803	128,742,881
Food Service	NAT'L SCHOOL LUNCH PROGRAM	1,974,391	1,899,891	2,387,524	1,310,330	2,032,744
Food Service	SCHOOL BREAKFAST PROGRAM	38,570	42,465	251,651	274,026	42,465
Food Service	A LA CARTE FOOD SERVICE	1,225,147	1,004,166	9,874	-	991,662
Food Service Total	Food Service Total	3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
Community Ed	GENERAL	0	-	-	-	-
Community Ed	COMMUNITY EDUCATION	4,612,705	4,911,528	5,225,312	2,678,429	4,833,895
Community Ed	EARLY CHILDHOOD & FAMILY ED	683,137	869,401	625,243	278,503	574,207
Community Ed	ADULT W/DISABILITIES	5,202	5,202	5,202	5,202	5,202
Community Ed	ECFE HOME VISIT	-	9,025	7,783	8,714	9,030
Community Ed	AFTER SCHOOL ENRICHMENT	351,894	490,195	545,116	225,530	417,368
				37,500	-	37,500
Community Ed	LEARNING READINESS	173,531	193,159	321,129	169,045	199,182
Community Ed	NONPUBLIC HEALTH SERVICES	20,975	6,032	47,261	99,367	47,261
Community Ed	NONPUBLIC TEXTBOOKS	88,874	84,198	62,596	84,375	62,596
Community Ed	NONPUBLIC GUIDANCE & COUNSELING	80,752	82,957	45,982	49,777	45,982
Community Ed	EARLY CHILDHOOD SCREENING	34,976	34,671	23,467	32,207	36,343
Community Ed	YOUTH DEVELOPMENT/SERVICES	658,951	732,546	661,101	675,935	944,928
Community Ed	CHILDREN W DISABILITIES IN S A C	437,470	506,743	350,339	200,351	441,121
Community Ed	COLLABORATION EARLY INTERVENTION	1,078	-	-	-	-
Community Ed Total	Community Ed Total	7,149,545	7,925,657	7,958,031	4,507,435	7,654,616
Construction	GENERAL	30,096,245	14,187,314	812,995	-	3,000,000
Construction	MECHANICAL SYSTEM	23,636,308	9,113,063	12,024,767	18,555,623	9,931,430
Construction	ALTERNATIVE FACILITIES PROGRAM	-	-	-	-	-
Construction	CERT OF PARTICIPATION PROJECTS	-	-	-	-	-
Construction	CAPITAL PROJECTS LEVY	5,461,315	4,822,116	6,853,237	6,046,152	6,096,171
Construction Total	Alt Facility Total	59,193,867	28,122,494	19,691,000	24,601,775	19,027,601
Debt	GENERAL	14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Debt Total	Debt Total	14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Self Insurance	GENERAL	876,069	867,492	744,260	870,000	870,000
Self Insurance Total	Self Insurance Total	876,069	867,492	744,260	870,000	870,000
Grand Total	Grand Total	200,958,999	171,187,096	188,454,096	185,720,906	174,297,853

Edina Public Schools Expenses by Object

FUND	OBJECT	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	ADMINISTRATION/SUPERVISION	4,382,661	4,308,803	4,348,047	5,067,701	5,380,744
General	LICENSED CLASSROOM TEACHER	38,607,200	39,638,202	48,817,574	41,846,711	42,505,768
General	NONLICENSED CLASSROOM TEACHER	488,758	501,970	547,054	1,693,466	700,000
General	LICENSED INSTRUCTIONAL SUPPORT	2,356,967	2,782,911	2,249,217	2,477,625	2,382,899
General	NONLICENSED INSTRUCT SUPPORT	3,784	4,137	4,474	647	12,858
General	SUBSTITUTE TEACHERS	1,108,300	1,084,129	990,863	1,335,032	832,613
General	SUBSTITUTE NONLICENSED CLASSROOM	96,347	41,912	37,327	50,000	50,000
General	PHYSICAL THERAPIST	80,868	85,956	89,825	98,595	99,677
General	OCCUPATIONAL THERAPIST	343,745	361,015	393,206	383,727	320,587
General	SPEECH/LANGUAGE PATHOLOGIST	1,403,654	1,448,660	1,574,288	1,768,886	1,857,150
General	SCHOOL NURSE	678,196	685,818	696,704	784,555	801,550
General	SOCIAL WORKERS	757,075	830,288	923,439	1,028,005	909,295
General	PSYCHOLOGISTS	765,578	813,017	701,494	976,769	1,072,580
General	MENTAL HEALTH PRACTITIONER	48,135	59,901	63,310	51,592	68,288
General	CERTIFIED PARAPROFESSIONAL	3,165,335	3,364,218	3,775,590	4,157,217	3,966,109
General	SPECIAL ED LANG INTERPRETATION	-	-	-	-	-
General	COUNSELORS	1,452,885	1,488,957	1,454,980	1,543,678	1,362,609
General	NON INSTRUCTIONAL SUPPORT	9,054,836	9,146,646	3,609,880	9,026,933	9,592,513
General	ADAPTIVE PHY ED & DAPE	396,508	375,821	350,763	328,457	351,822
General	CULTURAL LIAISON	125,146	143,606	146,562	133,958	152,784
General	OTHER SALARY PAYMENTS CERTIFIED	3,378,509	3,116,872	2,999,149	3,280,606	3,116,884
General	OTHER SALARY PAYMENTS NON CERTIFIED	31,528	41,892	42,863	100,799	29,136
General	SABBATICAL LEAVE	-	-	-	-	-
General	SEVERANCE	816,205	831,393	908,728	1,119,762	1,027,253
General	SALARY BETWEEN FUNDS	(272,476)	(151,530)	(116,271)	(1,511,769)	384,429
General	SALARY ADJ CAFETERIA PLAN	15,359	33,400	37,750	34,000	18,240
General	FICA/MEDICARE	5,048,897	5,139,248	5,252,324	5,412,194	5,398,981
General	PERA	1,092,840	1,079,006	1,101,636	1,356,142	1,184,084
General	TRA	3,946,135	4,216,495	4,421,341	4,486,299	4,729,914
General	HEALTH INSURANCE	9,786,653	10,289,918	11,113,439	11,400,185	11,581,827
General	LIFE INSURANCE	84,056	82,475	98,309	100,847	93,917
General	DENTAL INSURANCE	382,730	407,422	402,512	422,363	407,875
General	LONG TERM DISABILITY INSURANCE	115,832	113,321	115,261	131,445	129,710
General	TSA/DEFERRED COMPENSATION	900,029	918,445	958,508	1,008,943	1,014,241
General	TAX ADV HEALTH ARRANGEMENTS	134,888	138,930	-	140,000	140,000
General	WORKERS COMPENSATION	441,471	473,776	451,158	452,908	483,672
General	UNEMPLOYMENT COMPENSATION	69,626	61,193	303,140	800,000	80,000
General	POST EMPLOYMENT BENEFITS	769,106	752,088	915,708	1,141,000	1,141,000
General	INTERDEPARTMENT CHARGEBACKS	(69,355)	(45,501)	(259,438)	(543,404)	591,351
General	OTHER BENEFITS	29,303	16,344	59,127	420,335	-
General	OFFICIALS	72,276	64,380	51,641	54,500	55,980
General	FED CONTRACTS < \$25000	14,034	10,190	10,720	35,000	30,000
General	FED CONTRACTS > \$25000	-	-	-	-	-
General	CONSULTING FEES/FEES FOR SVCS	1,984,867	2,722,222	4,143,603	2,101,582	2,024,593
General	SPECIAL EDUCATION LEGAL FEES	14,055	4,352	3,649	10,000	10,000
General	NON-SPED LITIGATION COST	109,105	77,185	-	-	-
General	FED TUITION PMT < \$25,000	-	-	-	-	-
General	FED TUITION EXCESS OF \$25K	-	-	-	-	-
General	COMMUNICATION SERVICES	112,727	137,877	162,383	174,931	144,386
General	POSTAGE	51,697	35,212	42,388	50,296	18,435
General	UTILITY SERVICES	1,629,255	1,637,153	1,083,199	1,570,523	1,637,153
General	INSURANCE	348,307	307,906	382,341	565,000	614,124
General	SPEECH/LANG PATH >\$25,000	-	-	-	-	-
General	REPAIRS & MAINTENANCE	369,348	351,503	459,514	375,226	369,522
General	PUPIL TRANS - TRANS.REG T	-	-	13,061	9,000	4,245
General	FOREIGN LANG INTERPR <\$25,000	34,070	28,587	27,553	30,000	11,000
General	CONTRACTED TRANSPORTATION	1,586,611	1,983,174	1,679,944	1,500,000	1,802,998
General	INTERDISTRICT TRANSPORTATION	(63,058)	(55,499)	(51,505)	(65,535)	(149,991)
General	TRAVEL, CONVENTIONS & CONFERENCE	324,908	309,505	222,965	258,735	348,367

Edina Public Schools Expenses by Object

FUND	OBJECT	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
General	OUT OF STATE TRAVEL PD FEDERAL	6,462	1,428	-	7,300	8,000
General	ENTRY FEES & STUDENT TRAVEL	112,093	109,104	181,216	79,478	65,900
General	OPERATING LEASES OR RENT	618,578	563,783	612,178	716,500	595,854
General	SPEECH/LANG PATH <\$25,000	-	-	-	-	-
General	LIC SCHL NURSE CONTCT <\$25,000	131	-	-	-	-
General	LIC NURSE SVCS CONTCT <\$25,000	-	-	-	-	-
General	QUALIFIED MENTAL HEALTH PROFFESIONAL	10,041	2,000	2,000	2,000	2,000
General	OTHER REIMBURSEMENTS	-	-	-	-	-
General	PAYMENTS TO OTHER SCHOOL DISTRICTS	554,023	600,665	695,089	820,987	879,768
General	REIMB TO MN DISTRICT	213,406	199,832	163,939	176,966	219,706
General	SPEC ED CONTRACTED SVC/PUPILS	33,630	7,139	62,328	65,000	112,022
General	EDUC PURPOSES-NONSCHOOL DIST	285,518	474,130	666,561	675,000	434,820
General	SPEC ED SALARY OTHER DISTRICT	119,413	94,284	144,339	183,316	129,256
General	SPEC ED BENEFIT OTHER DISTRICT	39,775	35,308	53,059	70,312	103,404
General	INTERDEPARTMENT CHARGEBACKS	(128,834)	(103,015)	(89,306)	(102,230)	(102,230)
General	SPEC ED CONTRACTED COOP SERVICE	-	-	-	-	-
General	SUPPLIES & MATERIALS NON INSTRUCTION	1,193,497	1,078,658	791,867	1,141,068	1,037,636
General	SUPPLIES & MATERIALS SOFTWARE	1,000	53,039	31,769	444,252	42,060
General	INST SOFTWARE LISENCE AGREEMENTS	5,036	17,490	24,502	17,500	36,500
General	SUPPLIES & MATERIALS NON INDIVIDUAL	1,552,890	1,351,798	1,286,083	1,735,293	1,162,426
General	SUPPLIES & MATERIALS INDIVIDUAL	158,303	140,683	169,281	151,665	226,243
General	FUELS	887,623	779,689	365,332	665,000	782,248
General	INSTRUCTIONAL TECHNOLOGY SUPPLIES	4,695	8,121	18,349	15,000	15,000
General	INSTRUCTIONAL TECHNOLOGY DEVICES	3,689	14,986	12,046	30,000	30,000
General	TEXTBOOKS & WORKBOOKS	585,249	666,510	378,063	457,500	450,339
General	STANDARDIZED TESTS	69,727	250	2,244	-	70,000
General	MEDIA RESOURCES	1,369	3,183	1,852	5,000	8,978
General	FOOD	24,073	31,660	29,594	27,803	30,310
General	NON INSTRUCTIONAL TECH SOFTWARE	-	-	6,410	5,000	8,000
General	BUILDING CONTRUCTION	438,772	2,941,011	4,412,884	6,492,811	7,252,518
General	EQUIPMENT PURCHASED	969,126	722,130	633,345	1,707,602	995,478
General	SPEC ED INSTRUCTIONAL EQUIPMNT	4,970	330	-	20,000	20,000
General	CAPITAL LEASES	-	-	-	-	-
General	PUPIL TRANSPORTATION VEHICLES	588,293	294,632	338,796	450,000	450,000
General	VEHICLES LEASED/PURCHASED	-	44,015	-	-	35,000
General	TECHNOLOGY EQUIPMENT	16,659	19,111	14,016	-	9,000
General	SPEC ED TECHNOLOGY EQUIPMNT	902	2,259	288	1,095,669	19,500
General	LEASE PRINCIPAL	228,860	238,316	242,929	238,317	257,637
General	LEASE INTEREST	101,413	93,899	86,143	93,961	70,041
General	CAPITAL LEASES CONTRA ACCOUNT	-	-	-	-	-
General	OTHER CAPITAL	-	-	-	-	-
General	LOANS INTEREST	-	-	-	-	-
General	OTHER DEBT EXPENSE	-	-	-	-	-
General	DUES MEMBERSHIPS LICENSES	74,780	62,350	65,767	84,016	126,550
General	FEDERAL & NONPUBLIC INDIRECT COST	(12,160)	(12,826)	-	-	-
General	TAXES, SPECIAL ASSESSMENTS	69,474	44,739	17,934	25,000	27,500
General	SCHOLARSHIPS	122,785	139,663	126,125	77,250	81,600
General	TRA & PERA PENSION EXP	378,480	423,979	422,877	423,979	423,979
General	PERMANENT TRANSFER OTHER FUNDS	7,866,784	3,213,503	-	1,558,215	1,732,666
				-	262,805	-
General Total		115,806,041	116,652,735	119,781,196	129,094,803	128,742,881
Food Service	NON INSTRUCTIONAL SUPPORT	133,579	122,142	91,894	110,000	128,326
Food Service	OTHER SALARY PAYMENTS CERTIFIED	-	3,946	3,966	2,750	4,146
Food Service	STAFF DEVELOPMENT	272,476	151,530	86,577	159,201	163,181
Food Service	FICA/MEDICARE	9,305	8,836	6,718	7,891	9,284
Food Service	PERA	7,028	6,738	4,216	6,018	7,080
Food Service	TRA	2,987	2,774	3,166	2,477	2,914
Food Service	HEALTH INSURANCE	22,147	12,207	6,303	4,629	12,825
Food Service	LIFE INSURANCE	56	1,290	675	1,142	1,356

**Edina Public Schools
Expenses by Object**

FUND	OBJECT	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
Food Service	DENTAL INSURANCE	429	418	375	297	439
Food Service	LONG TERM DISABILITY INSURANCE	190	130	69	50	136
Food Service	TSA/MINN DEFER COMP PLAN	329	372	435	416	391
Food Service	WORKERS COMPENSATION	322	491	3,980	155	517
Food Service	INTERDEPARTMENT CHARGEBACKS	69,355	45,501	39,951	47,804	48,999
				23,137	70,551	-
Food Service	CONSULTING FEES/FEES FOR SVCS	2,255,586	2,286,136	1,835,177	748,424	2,262,351
Food Service	UTILITY SERVICES	-	-	-	-	-
Food Service	REPAIRS & MAINTENANCE	93,964	29,995	31,090	31,513	35,000
Food Service	INTERDEPARTMENT CHARGEBACKS	131,965	103,015	89,306	108,230	110,936
Food Service	SUPPLIES & MATERIALS NON INSTRUCTION	28,200	13,175	30,726	13,842	14,188
Food Service	FOOD	2,039	918	-	965	989
Food Service	COMMODITIES	142,211	144,404	111,996	160,000	163,200
Food Service	MILK	-	-	-	-	-
Food Service	EQUIPMENT PURCHASED	65,516	12,504	277,500	108,000	75,000
Food Service	TECHNOLOGY EQUIPMENT	-	-	-	-	-
Food Service	TRA & PERA PENSION EXP	423	-	-	-	-
Food Service	SCHOLARSHIPS	-	-	1,791	-	25,614
Food Service Total		3,238,107	2,946,522	2,649,049	1,584,356	3,066,872
Community Ed	ADMINISTRATION/SUPERVISION	1,734,348	1,727,905	1,883,345	952,934	1,437,012
Community Ed	ECFE/SCHL READINESS COORDINATOR	222,331	236,414	200,844	160,136	162,538
Community Ed	LICENSED CLASSROOM TEACHER	10,784	221,222	878,017	256,903	497,375
Community Ed	NONLICENSED CLASSROOM TEACHER	(30)	18,494	425,148	41,796	357,122
Community Ed	LICENSED INSTRUCTIONAL SUPPORT	595,766	246,603	5,654	82,994	-
Community Ed	SUBSTITUTE NONLICENSED CLASSROOM	325	-	-	-	-
Community Ed	SUBSTITUTE NONLICENSED CLASSROOM	12,600	15,336	10,986	14,131	16,277
Community Ed	NON INSTRUCTIONAL SUPPORT	1,604,714	1,807,726	1,307,240	901,488	1,772,744
Community Ed	OTHER SALARY PAYMENTS NON CERTIFIED	232,280	570,194	210,036	172,951	263,200
Community Ed	SEVERANCE	-	-	13,480	-	-
Community Ed	SALARY BETWEEN FUNDS	-	-	29,694	-	29,694
Community Ed	FICA/MEDICARE	320,774	350,892	358,845	187,858	329,828
Community Ed	PERA	269,958	287,658	280,121	157,858	278,391
Community Ed	TRA	50,360	73,801	84,554	32,137	54,664
Community Ed	HEALTH INSURANCE	360,888	386,370	365,630	186,695	301,969
Community Ed	LIFE INSURANCE	5,368	17,171	10,560	5,457	9,247
Community Ed	DENTAL INSURANCE	21,667	21,946	21,748	10,253	17,717
Community Ed	LONG TERM DISABILITY INSURANCE	5,781	5,690	4,842	2,766	4,149
Community Ed	TSA/DEFERRED COMPENSATION	29,623	34,713	32,968	17,798	26,973
Community Ed	TAX ADV HEALTH ARRANGEMENTS	-	1,800	-	-	-
Community Ed	INTERDEPT EMPL BENS	-	-	-	-	11,877
Community Ed	WORKERS COMPENSATION	17,704	20,536	16,790	8,225	13,119
Community Ed	OTHER BENEFITS	-	-	12,839	400	800
Community Ed	FEDERAL SUB AWARDS/CONT<25,000	-	-	-	-	-
Community Ed	CONSULTING FEES/FEES FOR SVCS	1,046,512	1,242,576	1,079,044	694,427	1,209,212
Community Ed	COMMUNICATION SERVICES	10,438	12,493	9,455	13,650	25,360
Community Ed	POSTAGE	10,976	9,602	6,794	7,300	13,300
Community Ed	REPAIRS & MAINTENANCE	-	-	-	-	-
Community Ed	CONTRACTED TRANSPORTATION	3,072	878	34	900	6,900
Community Ed	INTERDISTRICT TRANSPORTATION	63,058	55,499	51,505	30,900	31,500
Community Ed	TRAVEL, CONVENTIONS & CONFERENCE	13,358	12,349	11,782	18,330	56,205
Community Ed	ENTRY FEES & STUDENT TRAVEL	49,487	64,647	60,430	49,500	66,800
Community Ed	INTERDEPARTMENT CHARGEBACKS	19,770	13,626	16,353	8,900	12,800
Community Ed	EDUC PURPOSES-NONSCHOOL DIST	11,147	-	-	-	-
Community Ed	INTERDEPART CHARGEBACK	-	-	-	58,000	122,599
Community Ed	SUPPLIES & MATERIALS NON INSTRUCTION	162,911	183,291	137,739	60,416	95,176
Community Ed	SUPPLIES & MATERIALS NON INDIVIDUAL	15,540	10,667	11,932	17,302	16,670
Community Ed	SUPPLIES & MATERIALS SOFTWARE	1,060	1,790	-	-	-
Community Ed	TEXTBOOKS & WORKBOOKS	88,874	84,198	62,596	84,375	62,596
Community Ed	MEDIA RESOURCES	-	-	-	-	-

**Edina Public Schools
Expenses by Object**

FUND	OBJECT	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
Community Ed	FOOD	122,398	135,483	111,590	113,876	176,672
Community Ed	EQUIPMENT PURCHASED	14,320	40,504	52,617	49,250	78,930
Community Ed	DUES MEMBERSHIPS LICENSES	832	761	1,571	2,200	2,700
Community Ed	TRA & PERA PENSION EXP	8,394	-	-	-	-
Community Ed	FEDERAL & NONPUBLIC INDIRECT COST	12,160	12,826	-	12,826	-
Community Ed	SCHOLARSHIPS	-	-	91,248	92,500	92,500
Community Ed	PERMANENT TRANSFER OTHER FUNDS	-	-	-	-	-
				100,000	-	-
Community Ed Total		7,149,545	7,925,658	7,958,032	4,507,435	7,654,615
Construction	ADMINISTRATION/SUPERVISION	-	359,227	631,416	324,503	418,298
Construction	LICENSED CLASSROOM TEACHER	-	-	-	-	-
Construction	N-LIC CLASSROOM PERS	-	-	-	-	-
Construction	LICENSED INSTRUCTIONAL SUPPORT	-	-	-	-	-
Construction	NON LICENSED INSTRUCTIONAL SUPPORT	-	-	-	-	-
Construction	SUBSTITUTE TEACHERS	-	-	-	-	-
Construction	NON INSTRUCTIONAL SUPPORT	872,827	235,579	1,549,730	1,769,416	2,001,478
Construction	OTHER SALARY PAYMENTS- LICENSED	35,386	34,790	51,884	1,247,674	1,258,677
Construction	OTHER SALARY PAYMENTS- NON-LICENSED	578,752	1,164,484	333,558	81,182	40,000
Construction	SEVERANCE	1,121	-	-	-	-
Construction	FICA/MEDICARE	104,396	126,730	134,427	-	-
Construction	PERA	95,752	130,436	138,232	-	-
Construction	TRA	14,418	2,996	3,382	-	-
Construction	HEALTH INSURANCE	223,915	253,934	290,095	-	-
Construction	LIFE INSURANCE	1,140	1,511	1,809	-	-
Construction	DENTAL INSURANCE	1,548	3,361	3,722	-	-
Construction	LONG TERM DISABILITY INSURANCE	2,630	3,074	2,998	-	-
Construction	TSA/DEFERRED COMPENSATION	8,302	13,904	15,564	-	-
Construction	TAX ADV HEALTH ARRANGEMENTS	1,040	-	-	-	-
Construction	WORKERS COMPENSATION	7,177	9,344	7,830	-	-
Construction	CONSULTING FEES/FEES FOR SVCS	3,099,385	1,087,592	1,321,593	132,647	3,091,203
Construction	REPAIR/MAINT/ COMPUTERS/T	-	-	-	-	-
Construction	PROPERTY INSURANCE	37,126	12,408	2,613	-	-
Construction	TRAVEL, CONVENTIONS & CONFERENCE	-	-	-	22,956	23,606
Construction	SUPPLIES & MATERIALS NON INSTRUCTION	-	-	-	-	-
Construction	NON-INSTR SOFTWARE/LICENSES	-	-	-	479,066	746,480
Construction	SOFTWARE INSTRUCTIONAL	-	-	-	309,783	283,229
Construction	SUPPLIES & MATERIALS NON INDIVIDUAL	-	-	-	-	-
Construction	INSTR TECH SUPPLIES	-	-	-	-	-
Construction	STANDARDIZED TESTS	-	-	-	79,560	126,256
Construction	FOOD	-	-	-	2,000	2,040
Construction	CAPIT NON INSTR TECH SOFT					79,256
Construction	CAPITAL INSTR TECH SOFTWR					28,227
Construction	TRANS-CONSTRUCTION SITE ACQUISITION	-	-	-	-	-
Construction	BUILDING CONSTRUCTION	48,752,900	22,101,679	12,695,540	18,462,976	9,881,843
Construction	EQUIPMENT PURCHASED	3,653,032	1,231,180	387,400	-	-
Construction	CAPITAL LEASE	-	-	-	-	-
Construction	TECHNOLOGY EQUIPMENT	814,644	362,504	648,460	337,880	180,817
Construction	CAPITAL INSTR TECH HARDWR	888,377	796,094	1,470,744	1,352,132	866,191
Construction	PRINCIPAL ON CAPITAL LEASES	-	-	-	-	-
Construction	INTEREST ON CAPITAL LEASES	-	-	-	-	-
Construction	CAPITAL LEASES CONTRA ACCOUNT	-	-	-	-	-
Construction	COUNTRYSIDE	-	191,667	-	-	-
Construction Total		59,193,867	28,122,494	19,691,000	24,601,775	19,027,601
Debt	BOND PRINCIPAL	7,180,000	7,405,000	8,140,000	7,050,000	7,540,000
Debt	BOND INTEREST	7,508,595	7,258,595	7,485,370	7,570,538	7,385,884
Debt	OTHER DEBT EXPENSE	6,775	8,600	110,190	10,000	10,000
Debt	BOND REFUNDING	-	-	21,895,000	10,432,000	-
Debt Total		14,695,370	14,672,195	37,630,560	25,062,538	14,935,884
Self Insurance	CONSULTING FEES/FEES FOR SVCS	876,069	867,492	56,035	870,000	870,000

Edina Public Schools
Expenses by Object

FUND	OBJECT	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY21 FINAL BUDGET	FY22 ADOPTED BUDGET
Self Insurance	HEALTH INSURANCE	-	-	688,225	-	-
Self Insurance Total		876,069	867,492	744,260	870,000	870,000
Grand Total		200,958,999	171,187,096	188,454,096	185,720,906	174,297,853



Board Meeting Date: 6/21/2021

TITLE: Policy Review

TYPE: Action

PRESENTER(S): Board Policy Committee

BACKGROUND: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes, and were discussed at a prior regular meeting of the Board.

- 625 – Addition/Deletion of Interscholastic Athletic Programs
- 626 – Independent Provider Activity Programs
- 901 – Community Education Services
- 902 – Use of School District Facilities and Equipment

RECOMMENDATION: Accept the revised policies as presented.

ATTACHMENTS:

1. 625 – Addition/Deletion of Interscholastic Athletic Programs
2. 626 – Independent Provider Activity Programs
3. 901 – Community Education Services
4. 902 – Use of School District Facilities and Equipment

Education Programs

Addition/Deletion of Interscholastic Athletic Programs

I. Purpose

The school district recognizes that student interest in interscholastic athletic ~~programs activities~~ changes over time as new ~~programs activities~~ evolve. In order to meet these ~~increases and/or decreases~~ changes in student participation and interest in athletic programs, this policy defines the process and parameters for adding or deleting an interscholastic athletic ~~activity~~ program.

II. General Statement of Policy

In order to determine student interest in various activities, the secondary students will be ~~surveyed~~ evaluated every other year to determine interest in interscholastic activity programs. ~~The information collected through the student surveys will be one means used to identify potential additions or deletions of changes in interscholastic offerings. Students may also initiate changes through direct communication with the activities director and/or petitions that which demonstrate substantial interest in a particular activity.~~

A. Potential interscholastic athletic program activity additions/deletions will be based on the following criteria:

1. ~~There is substantial~~ Interest and ability to sustain a viable team.
2. ~~It will address~~ an imbalance in participation rates by males and females allowing compliance with Title IX legislation.
3. It is a conference-sponsored activity or ~~there is reasonable~~ expectation that it will be soon.
4. It is recognized by the Minnesota State High School League ("MSHSL") or ~~there is reasonable~~ expectation that it will be soon.
5. ~~A~~ There is availability of existing and appropriate facilities.
6. ~~A~~ There is availability of qualified coaches.
7. Resources are available to implement and sustain the cost.

B. Potential interscholastic program changes will be reviewed initially by the activities director using the above listed criteria. The activities director will be

responsible for facilitating discussion with Student Activities Advisory Committee ("SAAC") along with the high school principal and superintendent and reaching a recommendation. The superintendent will bring the recommendation and supporting data to the school board for review and action.

III. Implementation

In general, initially-added interscholastic athletic programs will have varsity level of competition. If the program and interest continuescontinue to increase, the activities director will bring a recommendation to the principal and superintendent to add a junior varsity and/or sophomore team for a second and third level of competition. The initial staffing model is a head coach and varsity assistant coach.

Policy
adopted: 10/26/09
Revised: 8/17/15

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Education Programs

Independent Provider Activity Programs

I. Purpose

This policy provides criteria and rationale for the school district to facilitate student activities through the use of an independent provider. An independent provider is an individual, group, or organization that provides an opportunity for district students to participate in an extracurricular program that would not normally be offered and sponsored by the district.

II. General Statement of Policy

The school district recognizes that situations occur when, although students demonstrate an interest in an activity, ~~it is not possible for~~ the district is unable to sponsor the activity due to staffing, facilities, budget, or other limitations. ~~On an annual basis, the activities director, working with the Student Activities Advisory Committee ("SAAC"), will review and approve or disapprove of requested independent provider activities.~~

III. Criteria and Procedures

A. On an annual basis, the activities director, working with the Student Activities Advisory Committee ("SAAC"), will review and approve or disapprove of requested independent provider activities.

B. The independent provider activity may not duplicate an existing school district activity and must follow all district policies.

CB. Activities under consideration by the Minnesota State High School League ("MSHSL") will be given preferred consideration.

DC. All participants in the independent provider program must be fully enrolled students in the district in grades ~~7~~9-12. Students below grade ~~7~~9 are not eligible to participate in the program. The independent provider program can limit participate to grades 9-12 if desired at its discretion. Given the independent nature of these providers, appendix IV to policy 628 does not apply to independent provider activity.

ED. There must be a team component and public competition involved for an activity to qualify as a program under this policy. All members of the team must be full-time students in grades ~~7~~9-12 in the district. The team will be allowed to use the high school official logo, nickname and school colors in its competitions.

IV. Procedures and Requirements

- A. An individual, group or organization interested in applying for independent provider status should obtain an application packet from the high school activities office and complete the application packet, including additional background information. Renewal applications and compliance information must be done annually. Failure to renew annually jeopardizes independent provider status and benefits.
- B. The application and relevant materials must be completed and submitted to the activities ~~office director~~ for review by SAAC no later than two months prior to the start of the independent provider-sponsored activity or on a designated date as determined by the administration. SAAC will review the application, decide whether an independent provider status will be granted, and ensure that the school board is informed of new independent providers for information as an appendix to this policy (Appendix II). The activities ~~office director~~ will notify the provider of the district's decision. Additional information and/or a request for appearance at a SAAC meeting may be necessary.
- C. ~~It is the responsibility of T~~the independent provider is responsible to collect ~~all~~ registration forms, fees and other program-related information, and submit all items ~~simultaneously at the same time~~ to the activities office.
- D. ~~SA~~students ~~are will be~~ responsible for knowing and following all school district rules and policies concerning student activities including, but not limited to: attendance, conduct, academic eligibility and all other district eligibility requirements (see *Student Rights and Responsibilities Handbook* and Policy 627; Athletics, Fine Arts, and Activities – Participation and Academic Eligibility). Students will be disciplined for infractions.
- E. ~~It is the responsibility of T~~the independent provider must review the district's policies related to discrimination, The district will provide copies of its sexual, racial, religious, harassment and violence policies and to the independent provider for to provide distribute to employees all personnel who will be working with the students. The independent provider must be aware and adhere to of the all district policies.
- F. The independent provider will provide to the district, a certificate of liability insurance to provide for the safety of the student participants, naming the district as an additional insured party.
- G. As necessary, the independent provider will provide proof of adequate workers' compensation coverage to the district.
- H. The independent provider will provide the district with completed background checks on all coaches, advisors, employees or volunteers with the independent provider. Such background checks will be of a type acceptable to the district. The independent provider will cover the costs and any related incidental expenses to the background checks.

- I. All costs for the independent provider will be provided by the independent provider and/or participants. With availability and following district facility use policies, the independent provider may use district facilities for practices and/or games/contests.
- J. In order for participants in an independent provider activity to qualify for an Edina letter “E,” the independent provider must have written lettering criteria meeting the requirements of this policy, approved by SAAC, and in place prior to the start of the season. The minimum requirements for lettering are:
 - 1. The individual members of the team must have a time commitment of at least 150 hours, similar to other district activities in which a letter may be earned.
 - 2. The participation must be at an advanced rather than an entry level.
 - 3. The independent provider sport/activity must have a competition component, some part of which must be held in Minnesota, must be against other high school programs or clubs, and must be organized in such a way that the general public is aware of and may attend if they choose. The competitions must use a set of standardized rules or guidelines for play, teams must be able to compete against other teams of similar age, and there must be officials or judges who apply a standard set of judging criteria.
- K. At the conclusion of the season, the independent provider will provide the activities office with its awards list within seven days so certificates and letters can be prepared. Fees for providing certificates of participation and chenille letters (“E”) are the responsibility of the independent provider.
- L. Upon approval, the district will work cooperatively with the independent provider and involved coaches, advisors and participants on meeting the needs of the activity program. This [cooperation](#) includes appropriate participation in meetings and communications.
- M. Approval as an independent provider will be effective for one calendar year or one season at SAAC’s discretion.

Cross References:

Policy 627 (Athletics, Fine Arts, and Activities – Participation and Academic Eligibility)

Policy 628 (Student Activities Program)

Edina Public Schools Student Rights and Responsibilities Handbook

Policy
adopted: 10/26/09
amended: 07/23/12
Revised: 8/17/15

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Appendix I

Student Registration Form – Independent Provider Activity Programs

Edina High School Activities Department

6754 Valley View Road ▪ Edina, MN 55439 ▪ 952-848-3815 ▪ Fax 952-848-3818

This form must be completed and returned to the Activities Department before the student will be permitted to participate in independent provider activity programs.

Program/Activity/Sport: _____

Independent Provider: _____

Student Name: _____ Grade: _____
First MI Last School (*circle one*): HS SV VV

Date of Birth: _____ Male _____ Female _____ Student ID#: _____

Father's Name: _____ Work Phone: _____

Mother's Name: _____ Work Phone: _____

Address (Street, City, Zip): _____

Home Phone: _____ Student lives with (*circle one*): Mother Father Both

Person, beside parent, to notify in case of emergency: _____ Phone: _____

I understand that this activity is provided by an independent provider and is not an activity of Edina Public Schools. My student will follow the policies and procedures of Edina Public Schools when participating in the program. All monies paid to the district are for administrative processing of end-of-the year awards for the program.

Parent/Guardian Signature _____ Date: _____

I will follow the policies and procedures of Edina Public Schools when participating in the program.

Student Signature _____ Date: _____

Independent Provider Insurance Waiver

I fully understand that Edina Public Schools **DOES NOT** provide insurance coverage for my student while participating in independent provider activity programs and that it is my responsibility to provide insurance coverage for my student.

Insurance Company: _____

Parent/Guardian Signature _____ Date: _____

Release of Student's Name and Pictures

Public directory information includes a student's name and pictures for a student participating in independent provider activity programs or events.

Parent/Guardian Signature _____ Date: _____

DISTRICT USE ONLY

Date:	Independent Provider Activity Program:	Fee Paid:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Appendix II

INDEPENDENT PROVIDERS

Snowboarding
Equestrian
Rugby
Trapshooting
Ultimate Frisbee
[Juggling](#)
Bowling
[Figure Skating](#)

Community Relations

Community Education Services

I. Purpose

This policy conveys to employees and to the ~~general public community~~ the important role of community education services within the school district.

II. General Statement of Policy

The school district has a strong commitment to the Edina Community Education Services ("ECES") program. ECES is an integral element of the district, and functions with the same responsibilities and opportunities as all other elements. The district welcomes and strongly encourages the use of school buildings and activity areas by the community when not in use for regularly-scheduled early education, elementary and secondary programs. District administration strives to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the district's service area.
- B. The educational needs and the interests of area residents will guide the development of a vibrant, well-rounded ~~C~~community ~~E~~education program.
- C. Area residents~~;~~ and non-residents, as space is available, are encouraged to actively participate in program opportunities.
- D. Collaboration and integration of services between ~~ECSE early childhood special education employees staff and personnel~~ whose primary responsibilities are in the K-12 program.
- E. Build strong community-district relationships.
- F. Assist in developing inter-agency coordination and cooperation.
- G. Involve community members in evaluating and creating program and service opportunities.

III. Community Education Services Governance

- A. The Community Education Services Advisory Council (~~CESAC~~) Bylaws will provide the organization's framework, including criteria pertaining to membership, officers' duties, frequency and structure of meetings, and other matters deemed necessary and appropriate (see Appendix I).

IV. Community Education Services Advisory Council ("CESAC")

- A. The council ~~will assist~~s in promoting the goals and objectives of the program.

- B. CESAC membership ~~will~~s consist of members who represent the community's various service organizations; faith community; public and nonpublic schools; local government; public and private nonprofit agencies serving youth and families; parents; youth; city parks and recreation; and other interested citizens.
- C. The CESAC ~~will~~s follow the established bylaws in completing ~~their~~its duties and responsibilities.
- D. The CESAC ~~will~~s strive to reduce and eliminate program duplication within the district.

VI. Community Education Services Financing

- A. The financing of the community education services program is the responsibility of the school board. Community education services programs have equal status and consideration for funding and space with other instructional programs of the school district.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.18, ~~Subd. 1~~ (Purpose of Community Education Programs)
Minn. Stat. § 124D.19, ~~Subd. 1~~ (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, ~~Subd. 1~~ (Community Education Revenue)

Cross References:

Policy 110 (School District Decision Making Process)
Policy 902 (Use of School District Facilities and Equipment)
CESAC Bylaws, 2016

Policy
adopted: 7/19/10
Revised: 8/15/16

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota

Policy 901 Community Education Services
Appendix I
**EDINA COMMUNITY EDUCATION SERVICES BOARD
STRUCTURE AND BY-LAWS**

STATEMENT OF MISSION

The Community Education Services Program of the Edina Schools strives to serve the entire Edina Community in responding to educational, recreational, cultural, and social needs. It serves as a catalyst for developing individual potential, solving community problems, increasing a positive sense of community, connecting community to the schools and improving community living.

ARTICLE I - NAME

The name of the organization shall be Edina Community Education Services Advisory Council, (“CESAC”)

ARTICLE II – PURPOSE

Section 1: To assist in the development of the district’s community education program

Section 2: To promote citizen involvement in the planned activities of community education

Section 3. To improve communications between school and community

Section 4. To work with community education advisory councils and civic, faith, service and governmental organizations when necessary to provide for the needs of the community

Section 5. To promote the community education philosophy of lifelong learning for all ages

ARTICLE II – Authorization and PURPOSE

The purpose of ~~CESAC the Council~~, as mandated by Minnesota Statutes ~~Sec §124D.18- and Sec 124D.19~~ is to advise the CES Director and School Board on issues relating to ~~C~~community ~~E~~education ~~S~~services. Specifically, ~~the Council~~ CESAC will advise and recommend on items pertaining to:

Section 1. **Finance:** ~~CESAC The Council~~ will recommend to the Director and the School Board the approval of an annual Community Education budget and advise on the use of Community Education funds and resources

Section 2. **Programs:** ~~CESAC The Council~~ will recommend and advise in the areas of staff, programs, classes, policies, services and facilities. ~~CESAC The Council~~ will promote and foster new programs and services and will coordinate these with existing community programs to avoid unnecessary duplication.

Section 3. **Communication:** ~~CESAC The Council~~ will serve as liaison between the community and the school district in evaluating ~~C~~community ~~E~~education needs.

Section 4. **Community:** ~~CESAC The Council~~ will provide input reflecting and anticipating the needs and wants of the community as they relate to ~~C~~community ~~E~~education.

Section 5. **Philosophy:** ~~CESAC The Council~~ will advocate for maximum use of the public schools by the community and for expanded utilization by the schools of the human resources of the community, pursuant to ~~Minnesota Statutes §124D.18.MN Statues Sec 124D.18~~

ARTICLE III – MEMBERSHIP

The ~~CESAC ommunity Education Services Advisory Council~~ shall consist~~s~~ of the following members and should reflect the diversity of the resident population in the district:

1. The chair~~person~~, or ~~his/her council member chair's~~ designee, from each of the various community service advisory councils and or programs.
2. One member of the ~~Edina Board of Education District's school board~~ and one member from the Edina City Council.
3. One member of the Edina Park~~s~~ and Recreation Board.
4. Three community representatives at large, one ~~to be~~ appointed by the Edina City Council, one appointed by the ~~Edina Board of Education District's school board~~, and one ~~to be~~ appointed by the ~~CESAC Community Education Services Advisory Council~~.
5. One member of the District's ~~IL~~Leadership ~~or Action T~~eam
6. The Director of Community Education Services, who ~~shall serve~~s as an ex-officio, non-voting member and as principal staff officer.

ARTICLE IV - OFFICERS

1. The officers of ~~the Council CESAC~~ shall consist of chair~~person~~ and vice-chair~~person~~.
 - a. The officers ~~shall be are~~ elected annually at the organizational meeting.
 - b. The ~~c~~Chair~~person~~ shall appoint~~s~~ a nomination committee ~~which will that~~ present~~s~~ a slate of officers for election at the designated meeting. Nominations will also be taken from the floor.
 - c. The term of office ~~would be is~~ limited to three consecutive years.
2. A vacancy occurring in any office ~~shall be is~~ filled for the unexpired term by a person elected by a majority of the members.

ARTICLE V – DUTIES OF THE OFFICERS

1. The chair~~person shall be~~is the chief officer and presidess over all regular meetings of the ~~Council~~CESAC.
2. The ~~V~~ice-~~C~~yhair~~person shall~~acts as an aide to the chair~~person~~ and ~~shall~~ performs the duties of the chair~~person~~ in ~~his/her~~the chair's absence or inability to serve.

ARTICLE VI – MEETINGS

1. Regular meetings of ~~this Council~~CESAC ~~shall be~~are a minimum of five per year, ~~and will be~~ approved by the council annually.
2. Meetings ~~shall be~~are open to the public, but the privileges of making motions and voting ~~shall be~~is limited to members of ~~the Council~~CESAC.
3. Special meetings may be called by the chair~~person~~ or by written request of CESAC members.
4. A quorum will be one-half of the active ~~Council~~CESAC membership.
5. Members are requested to attend all regular meetings. A member that fails to attend three consecutive or less than ~~2/3~~two-thirds of the regular meetings ~~shall~~ may be replaced with a new representative.

ARTICLE VIII- AMENDMENTS

Proposed changes to these ~~By-Laws~~bylaws may be made by a two-thirds vote of the members subject to review ~~final approval by~~ of the ~~Board of Education~~District's school board.

Revised: June, ~~2016~~2021

Community Relations

Use of School District Facilities and Equipment

I. Purpose

This policy provides guidelines for community use of school district facilities and equipment. The ~~school~~ district is committed to making ~~its~~the district facilities and equipment available to the community.

II. General Statement of Policy

The school district encourages maximum use of district~~school~~ facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school or district purposes. The use of ~~public school~~district facilities as community centers to promote educational, recreational, cultural and civic activities in- the community are an important resource in the development of the whole person through learner success, achievement, health and physical wellbeing across age groups.

Facilities are available to the community on an equitable basis and are to be used in a manner consistent with district policies and ~~the regulations in the attached~~its appendices.

Legal Reference:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Non-school Purposes; Closings)

Cross References:

Policy 628 (Student Activity Programs)

Policy 901 (Community Education Services)

Policy

adopted: 7/19/10

amended: 3/12/12

revised: 3/14/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Procedures for Using School District Facilities and Equipment

Facilities Available

Most ~~school-district~~ facilities are available for a variety of activities, as guided by school board policies.

- Gymnasiums
- Athletic Fields/Stadiums
- Auditoriums
- Meeting Rooms
- Swimming Pools
- Classrooms
- Cafeterias
- Kitchens

Facilities are available during non-school hours. General hours of operation for non-school district activities and events during the school year are Monday – Friday 6:00 p.m. – 10:00 p.m. and Saturdays 7:30 a.m. – 3:00 p.m. Third floor rooms are available at the Edina Community Center Monday thru Friday 7:30 a.m. – 9:00 p.m. and Saturdays 7:30 a.m. – 3:00 p.m.

Additional days and times may be available upon request and are dependent on staffing availability.

Services Available

Community ~~e~~Education is a part of ~~Independent School District 273~~Edina Public Schools, serving the community of Edina. The Community ~~e~~Education ~~f~~Facility ~~u~~Use office serves as the operations and facilities service center for all community use of ~~school-district~~ facilities in the areas of scheduling, billing, and supervision. Community ~~E~~education ~~employees staff~~ coordinate requests for ~~district~~school equipment related to the activity (on-site-use only), and schedule building supervisors.

Classification of Organizations and Priorities for Use of Facilities

Organizations using ~~school-district~~ facilities are grouped into one of five ~~classification~~es, four non-school district sponsored groups and a fifth user group for school district sponsored activities. A rental fee schedule has been established for facility usage for non-district organizations based on the nature and purpose of each group, agency or organization. All other requirements for use, such as application procedure, standards of conduct during use, supervision, ~~etc.~~, are constant for all user groups regardless of organizational differences.

Classifications and priority of access to district facilities are as follows:

Class E Priority one	Edina Public Schools sponsored activities; including all c Community e Education, athletic and extracurricular activities. Edina Public Schools support organizations meetings i ; Including (PTA/PTO meetings, site councils meetings & booster organizations meetings)
Class A Priority two	Events sponsored by the City of Edina and Athletic Associations under the umbrella of the City of Edina, Edina-based service organization, charitable and non-t-for profit organizations that are not charging fees
Class B Priority three	Edina-based non-profits organizations charging fees.
Class C Priority four	Private groups and individuals not charging admission. Non-Edina-based youth, civic, service, political, charitable, and educational organizations. This classification includes colleges, universities, and groups that benefit mostly Edina Public Schools district 273 residents.
Class D Priority five	Individuals, private agencies, companies and vendors using district facilities for commercial purposes or profit.

The [Facility Use](#) office operates a centralized scheduling system coordinating all requests for the use of district spaces. Occasionally, a non-district-scheduled activity may conflict with a planned or rescheduled district activity or program. If a conflict occurs, the district activity or program has priority. Every effort will be made to find an alternate facility for the non-district organization or individual.

The class and rental schedule are determined by the district administration and school board on an annual basis. Additional modifications may be made with school board approval.

Process and Procedures for Scheduling Facilities

A facility use permit ("permit") process is used to secure the use of [district school](#) facilities creating a centralized schedule for use and operations. The initial step in the process is the completion of the online facility request. An online facility use request must be completed to provide reservation information for requested facilities, equipment and special use.

1. Prior to using school district facilities, a district applicant must apply for a facility use permit ("permit") at least three days prior to expected use. A non-district applicant must apply for a permit at least seven days prior to expected use.
2. The application for permit must be submitted by an authorized adult representative of the organization or individual applying for the use and must list the person responsible during the use.
3. A submitted application for a permit for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities.
4. Each application for a permit for use of district facilities will state the general nature and purpose of the use. A permit will be issued only for the dates, hours, area and equipment specified.
5. If the application is approved, the district will issue a permit to the applicant. Facilities are not reserved until the user group receives a facility use permit distributed by the [Facility Use](#) office via e-mail or the group can verify through their online account that the request has been processed and approved.
6. Once a permit is granted to an organization or individual, facilities will be used strictly for purposes for which the space was requested. Permit holders must not transfer or sublet the permit to another organization or individual, doing so nullifies an approved permit.
7. The permit should be in the possession of the group leader upon entry for use of school district facilities to ensure that all details of the event are appropriate for the space being used.
8. District staff are allowed to request a copy of the permit from the organization or individual. If an approved permit cannot be verified, district staff may request the organization or individual to leave the facilities or grounds. Law enforcement will be contacted when a non-verified organization or individual fails to leave the facilities or grounds when requested to by the district representative.
9. Facility rental fees associated with use of [district school](#) facilities, deposits/down payments for use of facilities, support staff and special equipment are required for using specific facilities. Please see Appendix III for a [Facilities Rental Fee Schedule](#).
10. A permit will not be granted for any use that in the judgment of the district administration (1) may conflict with the mission of the district, or (2) for which satisfactory sponsorship or adequate adult supervision is not provided.

Scheduling

Scheduling is based on ~~four-month calendars:~~ four seasons:

	<u>For March 15— July 14</u>	<u>For July 15— November 14</u>	<u>For November 15— March 14</u>	
<u>District groups submit requests by</u>	<u>February 15</u>	<u>June 15</u>	<u>October 15</u>	
<u>City of Edina submit requests by</u>	<u>March 1</u>	<u>July 1</u>	<u>November 1</u>	
<u>All other users submit requests by</u>	<u>March 15</u>	<u>July 15</u>	<u>November 15</u>	
	<u>FALL</u> <u>August 15 – October 31</u>	<u>WINTER</u> <u>November 1 – March 14</u>	<u>SPRING</u> <u>March 15 – May 31</u>	<u>SUMMER</u> <u>June 1 – August 14</u>
<u>District groups submit requests by</u>	<u>July 1</u>	<u>September 15</u>	<u>February 1</u>	<u>January 1</u>
<u>City of Edina submit requests by</u>	<u>July 15</u>	<u>October 1</u>	<u>February 15</u>	<u>February 1</u>
<u>All other users submit requests by</u>	<u>August 1</u>	<u>October 15</u>	<u>March 1</u>	<u>March 1</u>

There will be a two-week period for the city to make alterations, after which all other users may then submit request by the date listed for the appropriate ~~four-month~~ season ~~schedule~~.

Tournaments, concerts, and other large-scale event may be scheduled prior to the schedule set out above with the approval of the Director of Community Education or designee.

Scheduling of auditoriums will follow the timeline guidelines set forth in Appendix III.

The building administration or designee will identify the classrooms and facilities that are available for use beyond the school day, recognizing some classroom limitations may need to occur.

The custodians must [submit an application](#) [apply](#) for a permit for dates and times required for preparation and special maintenance of facilities, grounds, and fields. The building administration will be notified when custodial permits impact regular education (e.g., physical education) or after-school activities.

School district employees or employee groups may not block out facilities for use by other district or non-district users. The district facilities staff or district administration must approve any blocking out of facilities.

Completing the Application Process

1. Online Registration: If you do not have an account, please call 952-848-3963. If you already have an account, you may request a facility at <https://edina.ce.eleyo.com/>
2. In Person: Visit our office 7:30 AM – 4:00 PM, Edina Community Center, 5701 Normandale Rd, Edina, MN.

For questions, contact the [Facility Use](#) [facility use](#) office at 952-848-3963 or visit our website at <https://www.edinaschools.org/domain/1095>. Office hours are Monday through Friday, 7:30 AM – 4:30 PM.

Administrative Responsibility

1. The district administration, is authorized to approve and arrange for scheduling the use of [school district](#) facilities by applicants satisfying the terms of this policy. The district reserves the right to revoke any permit, without liability, should the revocation be deemed necessary or desirable.
2. The district scheduler will receive preapproval from the building administration for use of facilities, including grounds and equipment, on school days during regular school hours.
3. The district scheduler will ensure that all required permit information is complete prior to the use of the facilities.
4. The district scheduler will maintain a master calendar of activities occurring in the district on a yearly, quarterly, weekly and daily basis.
5. The building administration or designee is responsible for monitoring all activities held in the building. The administration will work with the district administration when a conflict or concern occurs.
6. The business office will ensure necessary custodial coverage is available during evening hours and on non-school days, including the summer. The district will assess a fee for such custodial time.

Indemnification and Public Liability Insurance

The permit holder agrees to protect, indemnify and hold harmless the district and its employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.

The permit holder will indemnify the district for all damage to its facility or equipment occurred during the scheduled activity by persons participating or in attendance.

The administration is authorized to require users of [districtschool](#) facilities to furnish public liability insurance issued by a responsible insurer indemnifying the district against any public liability claims for personal injury or property damage alleged to have resulted during the use or occupancy, or both, of property owned by the district. The public liability insurance must be in the amount and for the duration that may be deemed to be necessary and suitable in the circumstances. The insurer must agree to waive the defense of governmental immunity in the event a claim is made against the district.

The user must provide proof of insurance to the facilities scheduler before a permit can be approved. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the school district. Exceptions may be granted, but must be approved by [dDirector of cCommunity eEducation](#) or designee.

In the event that a user has liability coverage that can be extended by endorsement to provide satisfactory coverage, this endorsement may be acceptable. Either a certificate of insurance or an endorsement on a present policy must be submitted with the enclosed facility use permit before approval can be made for use of [school-district](#) facilities.

School district activities (e.g., pre-K–12, extracurricular, community education services) and parental support groups (e.g., PTAs, PTOs, site councils, booster organizations) do not need to provide separate liability coverage.

Changes and Cancellation of Facility Use Permits

1. Changes in use needs of existing permits must be communicated to the ~~Facility Use~~[facility use](#) office as far in advance as possible or a minimum of three days prior to the event to ~~e~~nsure requests can be fulfilled. Requests must be submitted in writing.
2. Cancellation by the permit holder must be received by the ~~Facility Use~~[facility use](#) office in writing.
 - a. Cancellation of a permit by the permit holder must be received at least 14 days prior to the rental date to receive a full refund (minus the application fee).
 - b. If cancellation notification is received 13-7 days before the rental date, the permit holder will receive a 75% refund (minus the application fee).
 - c. If cancellation notification is received 6-1 days before the rental date, the permit holder will receive a 50% refund (minus the application fee).
 - d. Failure to cancel facility rental permit within 24 hours prior to the rental will result in the permit hold being billed for the full permit fee.
3. An approved permit will not be considered by the applicant as a lease, and the building administrator or designee reserves the right to cancel or revoke any permit at any time. Reasons that the school district may cancel a facility permit include, but are not limited to:
 - a. Inadequate group supervision as determined by the building administrator or designee.
 - b. Misuse of equipment or facilities.
 - c. Group conduct of an inappropriate or unacceptable nature as determined by the building administrator or designee.
 - d. Emergency situations, including weather conditions or school building site limitations (e.g., water, heat, electrical). The decision to close the school will be made by the superintendent or designee. On days when school is closed, the decision on cancellation or postponement of school district co-curricular events and all other events scheduled in school district facilities will be made by the building administrator or designee.
 - e. Violation of any district policies and failure to comply with district policy.
4. District administration may cancel a permit effective immediately, if, in its judgment continuation would be potentially harmful, dangerous, or the program or participants' actions are not of a moral standard equivalent to that generally accepted by the community.
5. The district reserves the right to cancel or withhold use privileges if rules and regulations are violated.
6. In the event of the cancellation or revocation of a permit, there will be no claim or right to damages or compensation on account of any loss, damage or expenses whatsoever.

Facility, Personnel, and Equipment Use Fees

Annually, the superintendent will recommend and receive school board approval for the school district facility and equipment use fees and personnel fees. Refer to Appendix II for specific fees. The following is additional information regarding the fee schedule.

1. Rental fees are calculated on a per hour basis and begin at the determined entry time and end at the projected completion of the event.
2. A service fee may be charged if an employee is not on regular duty, or if the intended use does not permit the employee to complete regularly assigned duties. Direct payment by the user to an employee for services is prohibited.
3. Organizations and individuals will assume the cost of custodial service for the use of the school beyond regular custodial duty hours.

4. Any facility user may be assessed a custodial service fee if the use of a facility requires significant clean up. Organizations and individuals are expected to return the facility to its original state before leaving.
5. Facility users must supply and assume the cost of any special supervision required, such as security or parking supervision, as determined by the building administrator or designee.
6. Specific events (e.g., section athletic tournaments) may require a school district administrator or designee to assist with site supervision. The additional supervisor fee will be the responsibility of the facility user.
7. The district reserves the right to require a payment deposit or rental and user fees in advance before the application for permit is processed for non-district users. Deposits must be received by the ~~Facility Use~~facility use office a minimum of 10 business days before the start of the event.
8. A billing statement will be sent at the conclusion of each month. Fees are due within 30 days of billing. A late charge may be assessed if a bill is overdue.

Site Supervision and Required Personnel

The user organization is fully responsible for the safety and supervision of the specific space that they are using and will assume full liability for any damages keeping in mind the following additional regulations:

- A. All activities must be under competent and responsible adult supervision (as defined as a high school graduate, 18 years old or older) with an overall site supervisor identified prior to the start of the event use.
- B. Admittance to the designated area is not permitted until the adult supervisor is present. District personnel on duty will supervise the operation of facilities, but are not required to supervise the group or its activities.
- C. The organizations site supervisor should be the first to arrive and the last to leave the premises at the conclusion of each event.
- D. An Edina Public Schools employee must be on duty whenever facilities are in use. Custodians, cooks, auditorium technicians and media/technical support assistants will supervise the facility, but not the facility user or its activities. Additional personnel are required in the following areas:
 - a. Kitchen – A food service employee must be on duty whenever cafeteria kitchen facilities are used.
 - b. Performing Arts – A trained district media technology employee must be on duty when the operation of sound and/or lighting systems is required.
 - c. Computer Lab – Computer labs may be used when a trained district media technology employee is on duty, and the use of the lab is approved by the technology director.
 - d. Professional Development Center – A trained district media technology employee will be on duty if technology-related equipment requires district support, as determined by the technology director.
 - e. Swimming Pool – A certified lifeguard is required for groups/organizations and individuals using a school district pool. Proof of certification is required.
- E. If deemed necessary by the school district, ~~building and/or~~ police supervision may be required and charged to the user.

- F. When adult supervision is not adequate, ~~district employees must report it is the responsibility of the district personnel to report~~ this information to the ~~director of Community Educationcommunity education administration or designee~~ and take immediate action as appropriate.
- G. Responsibility for loss, breakage, or repair of any ~~districtschool~~ property rests solely with the organization using the facility or leader in charge of the group.

Prohibited Activities at Facilities

The following types of activities are prohibited by permit holders:

1. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
2. Any activity that may violate the canons of good morals, manners or taste or be injurious to the buildings, grounds or equipment.
3. Any purpose in conflict with school activities.
4. Fundraising campaigns, except as already permitted by school board policy.
5. Activities violating school district policies.
6. During the school day, the district prohibits the selling or displaying for sale of any items or services by commercial organizations or individuals for profit-making purposes, except those specifically related to the school in which they are displayed.

Rules for School District Facilities and Equipment Use

The following rules must be observed in the use of school district facilities, and the groups, organizations and individuals will be held responsible for compliance.

1. The use of district-owned equipment for private purposes either on or off ~~districtschool~~ property is prohibited. No exceptions are to be made except by express approval granted by the superintendent.
2. The school district is not responsible for lost or stolen items.
3. Possession and use of tobacco and alcoholic beverages are not permitted on district property at any time, except as permitted by policy.
4. No firearms will be brought onto district property for any reason other than an authorized firearms safety program.
5. Fire and safety regulations of the state, district, county, and city must be observed at all times. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
6. School district facilities must be vacated by the time indicated on the usage permit or additional charges will be assessed.
7. The building administrator or designee is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
8. Equipment of a specialized nature will be made available only with authorized personnel, approved by a district administrator, to supervise its operations.

9. The district will not assume liability or responsibility for any equipment owned or leased by any permit holder, which is used or stored on school district property.
10. Organizations and individuals having special needs, such as extra electrical, generators, dry ice, or reconfiguration of standard school district equipment and facilities, may be required to seek prior plan approval from the local fire inspector, building inspector or health inspector. Any and all expenses incurred through these approvals and licenses are to be paid by the organization or individual.
11. All accidents occurring while using school district facilities must be reported to the building supervisor or custodian on duty.
12. Any loss, breakage or need of repair of facilities or equipment must be reported to the building administrator or designee immediately by the supervisor in charge of the scheduled activity. In the event of damage to district property, the applicant will pay all appropriate repair costs as determined by the district. If damage is not reported, it could result in revocation of future facility usage.
13. Vehicle parking must use the dedicated parking lots of the district and all posted parking regulations must be followed.

Special Use Areas

Athletic Fields

1. Vehicles are not allowed on athletic fields. Unauthorized use of bikes, motor vehicles, or horses is prohibited.
2. Only use the space that has been permitted and respect the rights of other users of the space in field areas where multiple uses may be taking place. Any use of space not listed within the permit is strictly prohibited.
3. Users shall be responsible for proper policing of the grounds and if security is required because of the size of the event, user groups will be assessed all fees involved.
4. Beverages may not be served in glass containers.

Gyms

1. No one will be allowed on a gymnasium floor without gym shoes. Rubber-soled street shoes cannot be used.
2. All gymnasium users are required to have a first aid kit on site at all times. The school district does not provide first aid supplies.
3. Use of [districtschool](#)-owned physical education supplies and/or equipment is not permitted.

Swimming Pools

1. Swimming pool regulations are posted in each pool area. It is the responsibility of the person in charge of the group to enforce the regulations.
2. All swimming pool users are required to have an adequate number of certified life guards on deck at all times of use and must show life guard certification prior to gaining access to pool space. Lifeguards are available to be hired through [cCommunity](#) [eEducation](#).

Cafeterias/Kitchen Areas

All groups wanting to reserve cafeterias and kitchen areas must be aware of all food policies, including catering and concessions. Contact the [Facility Use](#) office for details.

1. For the use of kitchen areas, a nutrition staff member must be present. The user is responsible for covering all personnel expenses.
2. All uses of food & beverage in cafeterias and commons areas must be included in the application request as it will likely involve cleanup fees. In addition, the user group is responsible for insuring that all trash is disposed of properly in the containers provided.
3. All health and food permits, as required by the City of Edina, must be obtained by the user prior to sales or distribution.

Concessions Stands

Edina Athletic Boosters ("[Boosters](#)") hold the rights for use of concession areas in district facilities. The Boosters may approve outside groups to operate concessions on a case by case basis. Such approval will be coordinated by the [Facility Use](#)~~facility use~~ office.

1. Requests for use and specific operational arrangement must be made a minimum of 21 calendar days in advance of the scheduled event.
2. All health and food permits for concessions or refreshments, as required by the City of Edina, must be obtained by the user prior to sales or distribution.

Auditoriums

Auditoriums are available to be rented for special events and activities through the facility use application process. Specific guidelines regarding the scheduling and use of auditoriums are set forth in Appendix III.

Leases

The school district may lease facilities to organizations and individuals.

1. Leases should generally involve physical facilities that are not otherwise used or needed by other school district programs or services.
2. All leases ~~will be~~[are](#) coordinated through the director of community education services and reviewed and approved annually by the school board.
3. The lease ~~will be~~[is](#) defined as a written agreement between the school district and another party for the purpose of exclusive use of school district property for a specified period of time.

Updated: 6/17/19

Appendix II to Policy 902
Facility Rental Fee Schedule

Class E No Charge	Edina Public Schools Pre-k thru grade 12 sponsored activities; including all c Community e Education, athletic and extracurricular activities. Edina Public Schools s support organizations meetings i including (PTA/PTO meetings, site council s 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 non- 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 <u>classification</u> includes colleges, universities, and groups that benefit mostly <u>Edina Public Schools district 273</u> residents —
Class D	Individuals, private agencies, companies and vendors using district facilities for commercial purposes or profit —

	Class A Hourly Rate	Class B Hourly Rate	Class C Hourly Rate	Class D Hourly Rate
Auditoriums				
EHS EPAC/Fick, SVMS				
No spectators	\$45	\$100	\$146	\$237
Events	\$84	\$140	\$206	\$264
VVMS, ECC				
No spectators	\$30	\$45	\$97	\$142
Events	\$39	\$84	\$138	\$224
Gymnasiums/Field House				
ECC/EHS/SVMS Large	\$17.50	\$38	\$61	\$105
ECC/SVMS/VVMS Small	\$14	\$32	\$54	\$90
Elementary	\$14	\$27	\$41	\$74
EHS Activity Center – per court	\$14	\$32	\$52	\$84
Cafeterias/Kitchens				
Secondary	\$26	\$50	\$73	\$106
Elementary	\$19	\$37	\$56	\$74
Classrooms				
Secondary & Elementary	\$7	\$15	\$21	\$35
Professional Development Center				
EHS Community Rm, ECC Rooms				
170/317/348/349/350/351 (each)	\$11	\$18	\$26	\$43
Swimming Pools				
SVMS	\$69	\$101	\$130	\$236
VVMS	\$38	\$51	\$74	\$142
Timing/Sound Equipment	\$14	\$14	\$14	\$14
Fields				
Kuhlman Stadium	\$15	\$62	\$97	\$140
ECC Multi-Purpose Fields (each)	\$15	\$52	\$96	\$137
EHS Turf	\$15	\$52	\$96	\$137
EHS Multi-Purpose Fields (each)	\$15	\$52	\$96	\$137
Grass Field	\$8	\$15	\$34	\$47
Tennis Courts	\$8	\$15	\$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.

Established: 7/19/10

Updated: 3/12/12; 5/29/13; 11/22/13; 6/16/14; 1/25/16; 5/15/17; 6/17/19; 12/16/19

Appendix III to Policy 902
Procedures for Using Auditoriums and Equipment

Facility Use

Auditoriums will only be open when the facility is scheduled for use within the current school district permitting system and all scheduled use will be entered into the centralized scheduling system. All school day uses must be approved by the [Facility Use](#) office prior to any further planning and will be placed on the centralized scheduling system to ensure appropriate safety, security, setup and maintenance of the site.

Practices, rehearsals, and special setups will be scheduled at the time of initial permitting and will be reasonably accommodated with regard to the best uses of the overall facility.

Use of auditoriums will follow the guidelines set forth in the Appendix I except where specifically ~~called out in this appendix~~ [contradicted in this Appendix III](#).

Scheduling

Scheduling for auditoriums is based on an annual calendar corresponding to the academic school year.

Edina Public Schools fine arts and special district event functions will be the first priority scheduled and will be coordinated by the [Facility Use](#) office and respective user groups. These requests will be submitted to the [Facility Use](#) office annually by February 15.

Once district-requested permits have been approved, the [Facility Use](#) office will have the authority to market, promote, sell and schedule groups from outside of the district for special events, concerts, and performances. The additional events to be scheduled will be done keeping in mind the facility needs of the district users and the operational challenges that specific activities create for a facility of this nature.

Additional use dates may be requested by district users, but they are now available on a first come, first serve basis. It is to the advantage of the district users that advanced scheduling be done as much as possible within the first priority timeframe.

The [Facility Use](#) office in consultation with the involved district groups will make any and all decisions pertaining to extended use, large-scale events, or other special requests by specific user groups that could impact the use of auditoriums. These requests may be scheduled prior to the schedule set out above with the approval of the Director of Community Education or designee.

Rules for Auditoriums

The following rules must be observed in the use of auditoriums, and the groups, organizations and individuals will be held responsible for compliance.

1. No food or beverage, except water, is permitted in the auditoriums.
2. Possession and use of alcohol and tobacco are not permitted on district property, [except as permitted by policy](#).
3. Health and food permits, as required by the City of Edina, must be obtained by the user prior to sales or distribution.
4. Only authorized personnel can operate the counterweight fly systems.
5. Only authorized personnel can work in the cat walk.
6. Marley flooring is required for dance performances and is not supplied by Edina Public Schools.
7. Only water-based hazers and foggers are permitted for use.

Site Supervision

There will be on-site supervision in auditoriums during all hours of operation. A building supervisor is scheduled by the [Facility Use/facility use](#) office and has site responsibilities in the areas of information and assistance, opening and securing of space, monitoring of use, and other related duties. The supervisor is the on-site contact person for situations that pertain to the facility and the operation of the facility.

In addition to the site supervisor, a district technician must be on site when an auditorium is in use by an external user.

The user will be responsible for covering the expenses related to site supervision and technical personnel.

Rental Rates and Fees

Please refer to Appendix II for the rental fee schedule. Dress rehearsals will be charged the no spectators rate and performances with spectators will be charged the events rate.

Included in an auditorium rental are the following:

- Stage lights
- Sound system
- Two microphones
- One dressing room/changing area
- Use of the respective lobby area

Additional dressing room: \$25 per day

Computer: \$5 per day

Additional microphone: \$5 each per day

Projector/Screen: \$5 per day

Orchestra Shell Setup/Tear Down: \$300

Space Specifications

Fick Auditorium

- Ideal venue for dance performances, musical theater, and lectures
- Seating capacity: 690
- Wireless microphones available: 8 handhelds or 8 bodypacks
- Changing areas: 2 dressing rooms and green room
- Intercom system: 8 wired intercoms available
- A/V Capabilities: Projector and screen with inputs on Stage Right and Front of House

Edina Performing Arts Center

- Ideal venue for dance performances, musical theater, and lectures
- Seating capacity: 640
- Wireless microphones available: 4 handhelds or 24 bodypacks
- Changing areas: 2 dressing rooms and green room
- Intercom system: 8 wired intercoms and 4 wireless intercoms
- A/V Capabilities: Projector and screen with inputs on Stage Right, Front of House, and Tech Booth

South View Auditorium

- Ideal venue for music performances, dance performances, musical theater, and lectures
- Seating capacity: 604
- Full stage orchestra shell
- Wireless microphones available: 4 handhelds or 4 bodypacks
- Changing areas: 1 classroom
- Intercom system: 8 wired intercoms and 4 wireless intercoms
- A/V Capabilities: Projector and screen with inputs on Stage Left, Tech Booth, and Front of House

Valley View Auditorium

- Ideal venue for small performances and lectures
- Seating capacity: 552
- Wireless microphones available: 2 handhelds
- Changing areas: 1 classroom
- A/V Capabilities: Projector and screen with inputs on Stage Right and Tech Booth

Edina Community Center Auditorium

- Ideal venue for lectures
- Seating capacity: 500 in bleachers, 125 in chairs
- Wireless microphones available: 4 handhelds or 4 bodypacks
- Changing areas: 1 classroom
- A/V Capabilities: Projector and screen with inputs on Stage Right and Tech Booth

Established: 6/17/19



Board Meeting Date: 6/21/2021

TITLE: May Enrollment Mobility

TYPE: Information

PRESENTER(S): Greg Guswiler, Coordinator Student Information Systems

ATTACHMENT:

1. 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 Education's approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school, student moved out of the country
 - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month

Edina Public Schools Enrollment Summary



Enrollment as of the end of April, 2021

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord		109	109	118	119	125	122	702
Cornelia		87	93	88	87	94	94	543
Countryside		92	94	88	96	106	93	569
Creek Valley		93	89	98	95	99	103	577
Highlands		88	87	90	86	96	85	532
Normandale		123	106	106	105	102	101	643
Totals		592	578	588	588	622	598	3566
Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View	324	331	304	0	0	0	0	959
Valley View	328	351	327	0	0	0	0	1006
Edina High School	0	0	0	665	687	653	655	2660
Options at EHS	0	0	0	0	0	0	0	0
Totals	652	682	631	665	687	653	655	4625

Enrollment Comparisons

	May 2020	April 2021	May 2021
K-5	3649	3568	3566
6-8	1973	1963	1965
9-12	2682	2662	2660
Totals K-12	8304	8193	8191
PS	295	145	145
ECSE	182	162	162

April Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	3	1	1	1	2	0	0	2	2	0	1	0	0	13
Enrolled Students	2	1	1	1	0	0	3	1	2	0	1	0	0	12
	-1	0	0	0	-2	-2	3	-1	0	0	0	0	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	0	0	0	0	0	0	0	0	1	0	0	0	0	1
04: Moved Outside of the District	1	0	0	0	1	0	0	0	0	0	0	0	0	2
05: Moved Outside of the State	2	1	1	1	1	0	0	0	0	0	0	0	0	6
20: Transferred to Another MN District, did not move	0	0	0	0	0	0	0	2	1	0	1	0	0	4
Total	3	1	1	1	2	0	0	2	2	0	1	0	0	



Board Meeting Date: 6/21/2021

TITLE: June 2021 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

19.4444

19.444

175

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	-	53.87	0	-	0	0	0	0	0	0	0	0	0	-53.87	0%
HK	-	61.77											0		
K	585.00	529	585	591	593	593	592	591	590	592	590	592	0	-529.23	0%
1	610.43	591	611	591	589	587	586	581	580	578	579	578	0	-591.00	0%
2	605.41	587	605	587	591	589	590	589	588	589	590	588	0	-587.00	0%
3	624.53	590	625	590	590	589	588	586	587	588	588	588	0	-590.00	0%
4	649.18	618	649	618	622	624	626	622	622	622	623	622	0	-618.00	0%
5	628.09	603	628	603	604	602	598	597	598	598	598	598	0	-603.00	0%
6	677.37	667	688	667	663	660	657	650	648	650	650	652	0	-667.00	0%
7	669.27	682	660	682	683	681	681	682	683	684	682	682	0	-682.00	0%
8	647.06	631	656	631	630	631	632	632	633	632	631	631	0	-631.00	0%
9	660.28	666	680	666	663	666	666	668	666	666	664	665	0	-666.00	0%
10	697.95	692	693	692	692	692	691	689	689	689	688	687	0	-692.00	0%
11	652.71	666	648	666	662	662	662	656	656	654	654	653	0	-666.00	0%
12	680.71	654	661	654	658	657	658	656	656	657	656	655	0	-654.00	0%
TUITION	-	29.18		-	-	-	-	-	-	-	-	-	0	-29.18	0%
Enrollment EC-12 including ALC	8,387.99	8,321.05	8,389	8,238	8,240	8,233	8,227	8,199	8,196	8,199	8,193	8,191	0.00	-8,321.05	0.00%
Weighted ADM - WADM in Current Year	9,189.59	9,125.09	9,188.60	9,036.20	9,037.60	9,030.80	9,025.00	8,995.60	8,992.60	8,995.40	8,988.00	8,985.60	0.00	-9,125.09	0.00%
Estimated APU	9,189.59	9,125.09	9,188.60	9,036.20	9,037.60	9,030.80	9,025.00	8,995.60	8,992.60	8,995.40	8,988.00	8,985.60	0.00		
Estimated EOY APU's	9,189.59	9,125.09	9,188.60	9,036.20	9,037.44	9,032.28	9,027.43	9,009.74	9,002.12	8,999.88	8,997.24	8,995.95	8,995.95		

Edina Public Schools
General Fund Monthly Report by Object Code Series
(excludes Operating Capital, and LTFM expenses)

For Period Ending: May 31, 2021 % into Fiscal Year: 92%

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	56,186,661	79%	72,375,074	57,031,852	79%	73,078,746	58,553,431	80% *
200	EMPLOYEE BENEFITS	23,477,084	18,576,638	79%	23,990,016	18,919,727	79%	25,865,257	19,863,054	77% *
	Subtotal Salaries and Benefits	94,381,530	74,763,299	79.21%	96,365,089	75,951,579	78.82%	98,944,003	78,416,486	79.25%
300	PURCHASED SERVICES	6,680,293	6,533,616	98%	8,316,139	6,507,246	78%	8,065,333	5,651,951	70% *
400	SUPPLIES & MATERIALS	3,870,158	2,971,753	77%	3,877,644	2,677,912	69%	4,179,714	2,181,240	52% *
500	EQUIPMENT	128,600	317,740	247%	85,300	8,847	10%	80,500	42,180	52% *
800	OTHER EXPENSES	444,660	84,507	19%	474,763	154,636	33%	585,245	135,829	23%
900	OTHER FINANCING USES	0	0		0	0		0	0	
	Subtotal All Other Costs	11,123,711	9,907,616	89%	12,753,846	9,348,642	73%	12,910,791	8,011,200	62%
	Less Other Financing Uses/Equipment	128,600	317,740		85,300	8,847		80,500	42,180	
	Revised Subtotal All Other	10,995,111	9,589,876	87%	12,668,546	9,339,794	74%	12,830,291	7,969,020	62%
	Grand Total General Fund	105,505,241	84,670,915	80%	109,118,935	85,300,221	78%	111,854,794	86,427,686	77%
	Less Other Financing Uses/Equipment	128,600	317,740	247%	85,300	8,847	10%	80,500	42,180	52%
	Revised Grand Total	105,376,641	84,353,176	80.05%	109,033,635	85,291,373	78.22%	111,774,294	86,385,506	77.29%

* Federal Stimulus budgeted amounts of \$4,028,649 are taken out from each Object Series to generate a similar year to year budget comparison.

* Federal Stimulus actual expenses of \$2,899,364 are taken out from each Object Series to generate a similar year to year actual expense comparison.

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 May 31, 2021 the District is 92% 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: June 21, 2021

TITLE: Recognition of Staff

TYPE: Information

Commendation of Peter Wuest (*grade 5 teacher, Creek Valley Elementary*) in an email to Principal Dahlquist: "I have had the opportunity to have my grandchild with me for the four weeks his class was in quarantine. I felt compelled to send an email to tell you how much I appreciate his teacher, Peter Wuest. I spent my time listening to him read the book "My Brother Sam is Dead." What a gift good teachers are! He did such a wonderful job working within all of the boundaries that virtual learning presents. The year was difficult for teachers and administrators, with start-ups and then more restrictions imposed. How lucky Creek Valley is to have Mr. Wuest on the staff, and how glad I am my grandchild got placed in his class."

Additional commendation of Peter Wuest (*grade 5 teacher, Creek Valley Elementary*) in an email to Mr. Wuest and Principal Dahlquist: "We cannot thank you enough for all the work you have put into this strange school year. We were so thankful our child got you for a teacher - you proved to be a great fit for her and we are so thankful for the experience. We thought of you so much throughout the year, knowing how hard the covid environment was making a difficult job even harder, but you were always calm and showed resilience. The kids have learned so much more from you this year compared to a "normal" year, and I bet they have memories of 5th grade with Mr. Wuest that will last their whole lives. Thank you again for everything."

Commendation of Stacey Cavanaugh (*grade 1 teacher, Creek Valley Elementary*) in an email to Ms. Cavanaugh and Principal Dahlquist: "We have been so impressed with you as a first grade teacher and are so very thankful our child had you this year. One of the benefits of having the kids home for a period of time was overhearing their zoom calls with you. You are incredible with the kids! I can hear your voice and mannerisms in the way our child speaks and when she is teaching someone something (she loves to lead!). We saw how much work you put into this year, partly through late night emails! You communicated with parents so clearly and with the right amount of details. I'm sure there is so much more work you put in that we didn't see. The proof is in how much our child has grown and learned this year, and for that we cannot thank you enough. You made her experience in a difficult year the absolute best it could ever be."

Commendation of Karen Meyer (*grade 3 teacher, Creek Valley Elementary*) and middle school EVA teachers, in an email to Principal Dahlquist: "I want to give a shout out to Mrs. Karen Meyer from second grade EVA who was my child's teacher. She was exceptional and really kept the little ones engaged, learning and growing every day. The middle school experience for my 8th grader was truly amazing and it is commendable how the teachers kept them engaged even in a high flex format."

Commendation of Rosie Rink and Kirsti Wenner (*grade 3 teachers, Creek Valley Elementary*) in an email from a parent to Principal Dahlquist: "Our child's teachers have been incredible this year. I cannot say enough. We've been so grateful."

Commendation of Carlene Bray (*kindergarten teacher, Creek Valley Elementary*) in an email to Principal Dahlquist: "I am so grateful for the year our child had in Carlene Bray's class. There are so many positive ways she connected with the kids and families, especially during this difficult year. Carlene has such a nurturing way about her. As soon as our child met her at open house, Carlene reassured her and provided multiple details, and she left excited about the days ahead. Carlene's communication with families was thoroughly appreciated. She communicated every special event with reminders and details, and sent daily/weekly photos, videos, and updates. We could picture our child's days, and knew she was in the best care. Carlene took time to write detailed notes on report cards and at conference time, perfectly capturing our child's positive traits and those needing more work. Carlene made learning fun, despite teaching during a pandemic. When our child came home jumping up and down about worms and bugs, we knew she was magical. Our child simply adores her, and views her as a role model and major celebrity! We feel blessed to have had our child in Carlene's class and part of the Creek Valley family. You have created a strong sense of community, and we couldn't be more pleased. Even our 2-year-old can sing all the lyrics to the Creek Valley Bobcat song and can't wait to join in on the fun. Thank you for ALL you and the teachers do to make school such a positive experience. We are so blessed that Creek Valley was able to make the very best of a most difficult year. Thank you!"

Commendation of Dr. Kari Dahlquist (*principal, Creek Valley Elementary*), in an email to Dr. Dahlquist and Superintendent Schultz: "We are so grateful to have you as our children's elementary principal. We have been for many years, and were especially thankful this year during incredibly difficult circumstances. One of the things that impresses me most about you is your calm demeanor and positive outlook, which was crucial this year! You see and know all the children and families so well, and seek a genuine equitable experience for all. You remind the kids often, and lead by example, the wonderful ICCAR values. When we look back on this year, we might forget a bit about how difficult it was because the experience was made so much better by you and our teachers at Creek Valley. We hope you have a wonderful summer and (almost) can't wait to see you again next year! :) Thank you again for everything you have taught me and my kids, Kari."