

**INDEPENDENT SCHOOL DISTRICT NO. 283**

6311 Wayzata Blvd  
St. Louis Park, Minnesota  
Tuesday, October 26, 2021 6:30 PM  
St. Louis Park High School Room 350C  
6425 W 33rd St  
St Louis Park, Minnesota 55426

**AGENDA**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **OPEN FORUM**
4. **DISCUSSION ITEMS**
  - A. **Land Acknowledgement Ceremony**
  - B. **Policy Development - Second Reading Policies 410 Family and Medical Leave, 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 415 Mandated Reporting of Maltreatment of Vulnerable Adults & 715 Uniform Grant Guidance Regarding Federal Revenue Sources** 2
5. **SUPERINTENDENT'S REPORT**
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  - C. **Approval of Second Reading of Policies 410 Family and Medical Leave, 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, 415 Mandated Reporting of Maltreatment of Vulnerable Adults & 715 Uniform Grant Guidance Regarding Federal Revenue Sources**
8. **COMMUNICATIONS AND TRANSMITTALS**
9. **ADJOURNMENT**

## INDEPENDENT SCHOOL DISTRICT 283

**SECTION/FILE      410**

**DATE OF ADOPTION 9/12/05**

**AFFIRMED/REVISED 9/25/06; 11/22/10;  
12/13/10; 9/24/12; 2/26/18; 10/08/18;  
09/24/18; 09/09/19; 11/23/20**

**TITLE      FAMILY AND MEDICAL LEAVE POLICY**

### **I.      PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law. It is the intention of the school district to follow FMLA and the Minnesota Parenting Leave laws in the implementation of the provisions of this policy.

### **II.     GENERAL STATEMENT OF POLICY**

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

### **III.    DEFINITIONS**

A.      “Covered active duty” means:

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

B.      “Covered servicemember” means:

1.      a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2.      a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the employee takes FMLA leave to care for the covered veteran.

C.      “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling their Uniformed Service Employment and Reemployment Rights Act (USERRA) covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-a covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would

have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of their USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, siblings, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
  - 1. a military medical treatment facility as an outpatient; or
  - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
  - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  - 2. to attend military events and related activities of a covered military member;
  - 3. to address issues related to childcare and school activities of a covered military member's child;
  - 4. to address financial and legal arrangements for a covered military member;
  - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or their child;
  - 6. to spend up to fifteen (15) days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  - 7. to attend post-deployment activities related to a covered military member; and
  - 8. to address parental care needs; and
  - 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
  - 1. inpatient care in a hospital, hospice, or residential medical care facility; or
  - 2. continuing treatment by a health care provider.
- I. "Spouse" refers to the other person with whom an individual entered into marriage as

defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. “Veteran” has the meaning given in 38 U.S.C. § 101.

#### **IV. LEAVE ENTITLEMENT**

##### **A. Twelve-week Leave under Federal Law**

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, child, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, child, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short- term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran., and is:



- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the service member's office, grade, rank or rating, or
  - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veteran Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, child, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the

employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be reviewed annually by administration.  
The school district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a or IV.A.1.b above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to an female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but not exceed 12 weeks unless agreed by the employer. The employee may qualify if they have worked for the school district for 12 months and has worked an average number of hours per week equal to one-half of the full-time equivalent during the 12-month period immediately preceding the leave. The leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12

weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave under this section shall begin at a time requested by the employee. An employee who plans to take the leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12- month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. **SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified,

- and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
    - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
    - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
    - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
  - D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

## **VI. OTHER**

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

## **VII. DISSEMINATION OF POLICY**

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

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

**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory

Provisions Which Grant Leaves to Licensed as well as Non-Licensed School  
District Employees – Family and Medical Leave Act Summary)

## INDEPENDENT SCHOOL DISTRICT 283

**SECTION/FILE**      **414**

**DATE OF ADOPTION**    **12/05/83**

**AFFIRMED/REVISED 09/25/06; 3/24/08;  
3/21/16;10/08/18; 09/09/19; 11/23/20**

**TITLE**    **Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

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### **I.      PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

### **II.     GENERAL STATEMENT OF POLICY**

- A.      It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B.      It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **III.    DEFINITIONS**

- A.      “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1.      is not likely to occur and could not have been prevented by exercise of due care; and
  - 2.      if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B.      “Child” means one under age 18. And for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C.      “Immediately” means as soon as possible but in no event longer than 24 hours.
- D.      “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E.      “Neglect” means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance; or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 95 -3.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with

remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing

requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

- G. “Physical Abuse” means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child’s history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. St at. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “School Personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- I. “Sexual Abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation



of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse. Which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

J. “Mental Injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full -time or short -term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report with in 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

*[ Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]*

## **V. INVESTIGATION**

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect

for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of

the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

#### **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

#### **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

#### ***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)

Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)

Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. § Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)

Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)

Minn. Stat. § 609.379 (Reasonable Force)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances) 20

U.S.C. § 1232g (Family Educational Rights and Privacy Act)

#### ***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of

Vulnerable Adults)

## INDEPENDENT SCHOOL DISTRICT NO. 283

SECTION/FILE 415

DATE OF ADOPTION 3/12/18

AFFIRMED/REVISED 10/08/18; 09/23/19;  
11/23/20

TITLE Mandated Reporting of Maltreatment of Vulnerable Adults

### I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

### II. GENERAL STATEMENT OF POLICY

1. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
2. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### III. DEFINITIONS

1. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
2. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
3. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
4. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct

in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

5. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
6. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

7. “Caregiver” means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
8. “School Personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
9. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

#### **IV. REPORTING PROCEDURES**

1. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
2. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
3. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
4. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
5. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

#### **V. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.



## **VI. DISSEMINATION OF POLICY AND TRAINING**

1. This policy shall appear in school personnel handbooks where appropriate.
2. The school district will develop a method of discussing this policy with employees where appropriate.
3. This policy shall be reviewed at least annually for compliance with state law.

### ***Legal References:***

Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. § 609.234 (Crimes Against the Person)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults) Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)  
MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student) MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data) MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

### ***Cross References:***

## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 715

DATE OF ADOPTION 2021

REVISED \_\_\_\_\_

TITLE Uniform Grant Guidance Regarding Federal Revenue Sources

### I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

### II. DEFINITIONS

#### A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

***[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]***

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
  1.
    - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
    - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a

federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the

school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

#### **IV. ACCEPTABLE METHODS OF PROCUREMENT**

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  3. Procurement by sealed bids (formal advertising).
  4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;
    - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
    - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
    - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential

source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement

contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## **V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper



sales procedures must be established to ensure the highest possible return.

## **VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
  2. Audit costs and related services;
  3. Bonding costs;

4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.

2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on

selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

**VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;

- b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
- 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
- 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
- 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
- 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
- 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
  - 1. Critical and necessary for the conduct of the project;



2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

***Legal References:*** 2 C.F.R. § 200.12 (Capital Assets)  
 2 C.F.R. § 200.112 (Conflict of Interest)  
 2 C.F.R. § 200.113 (Mandatory Disclosures)  
 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
 2 C.F.R. § 200.212 (Suspension and Debarment)  
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
 2 C.F.R. § 200.302 (Financial Management)  
 2 C.F.R. § 200.303 (Internal Controls)  
 2 C.F.R. § 200.305(b)(1) (Payment)  
 2 C.F.R. § 200.310 (Insurance Coverage)  
 2 C.F.R. § 200.311 (Real Property)  
 2 C.F.R. § 200.313(d) (Equipment)  
 2 C.F.R. § 200.314 (Supplies)  
 2 C.F.R. § 200.315 (Intangible Property)  
 2 C.F.R. § 200.318 (General Procurement Standards)  
 2 C.F.R. § 200.319(c) (Competition)  
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms)  
 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)  
 2 C.F.R. § 200.338 (Remedies for Noncompliance)  
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
 2 C.F.R. § 200.430 (Compensation – Personal Services)  
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
 2 C.F.R. § 200.447 (Insurance and Indemnification)  
 2 C.F.R. § 200.463 (Recruiting Costs)  
 2 C.F.R. § 200.464 (Relocation Costs of Employees)  
 2 C.F.R. § 200.473 (Transportation Costs)  
 2 C.F.R. § 200.474 (Travel Costs)

***Cross References:*** St. Louis Park Public Schools Policy 208 (Development, Adoption, and Implementation of Policies)  
 St. Louis Park Public Schools Policy 210 (Conflict of Interest – School Board Members)  
 MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
 St. Louis Park Public Schools Policy 412 (Expense Reimbursement)  
 MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
 MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
 MSBA/MASA Model Policy 702 (Accounting)  
 MSBA/MASA Model Policy 703 (Annual Audit)

**6425 WEST 33RD STREET  
ST. LOUIS PARK, MN 55426**

October 26, 2021

MOTION: Moved by: \_\_\_\_\_ 2nd \_\_\_\_\_

Vote: \_\_\_\_\_

Payroll from	September 15, 2021	in the amount of:	\$	1,582,072.82
Payroll from	September 30, 2021	in the amount of:	\$	1,659,771.61
<b>Total Payroll:</b>			<b>\$</b>	<b>3,241,844.43</b>

# Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

BMO, 09/01/2021 to 09/30/2021

## Mapped Cards

Martinez-Grande A

Posting Date	Tran Date	Account	Supplier	Amount	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-8314	Continental Clay Compa	284.32	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-8314	Www.Volgistics.Com	6.75	
Debit Total USD				291.07	
Credit Total USD				0.00	
Total USD				291.07	

Schrader Abby

Posting Date	Tran Date	Account	Supplier	Amount	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-6547	Ireceivables	180.00	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-6547	Amazon.Com 2g6vo0fr0 A	224.75	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-6547	Int Baccalaureate Org	550.00	
09/10/2021	09/07/2021	XXXX-XXXX-XXXX-6547	Office Depot #1090	380.80	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g6zi3330	14.94	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-6547	Amazon.Com 2g6bs8jd1 A	374.50	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 259zc1sl2	10.72	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-6547	Sq Parkway Pizza St L	318.41	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-6547	Papa Johns #1216	3,615.50	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 254og59h2	17.98	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g9pk2gv1	75.04	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g6lv4g41	110.47	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-6547	Sp Glowforge Store	6,990.00	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g1j37ca2	127.40	
09/15/2021	09/15/2021	XXXX-XXXX-XXXX-6547	Int Baccalaureate Org	550.00	
09/16/2021	09/15/2021	XXXX-XXXX-XXXX-6547	Santa Cruz Biotechnolo	124.73	
09/16/2021	09/16/2021	XXXX-XXXX-XXXX-6547	Amazon.Com 2g5fs1820	127.10	
09/16/2021	09/16/2021	XXXX-XXXX-XXXX-6547	Amazon.Com 2g3ey66k1	147.44	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g6hd7820	55.04	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g6hz7220	23.88	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g1hv7270	29.85	

09/21/2021	09/20/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g8y24yr1	47.76	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g5zt2mw2	125.37	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2c3mh3os1	95.88	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g0io7bp2	96.48	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-6547	Deltamath.Com	95.00	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-6547	Deltamath.Com	95.00	
09/27/2021	09/23/2021	XXXX-XXXX-XXXX-6547	International Book Imp	28.80	
09/27/2021	09/23/2021	XXXX-XXXX-XXXX-6547	International Book Imp	28.80	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2c0063n40	40.98	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-6547	Deltamath.Com	95.00	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-6547	Deltamath.Com	95.00	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-6547	Emi Audio	551.10	
09/27/2021	09/26/2021	XXXX-XXXX-XXXX-6547	Amzn Mktp US 2g9te5r22	10.97	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-6547	Deltamath.Com	95.00	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-6547	Deltamath.Com	95.00	
Debit Total USD				15,644.69	
Credit Total USD				0.00	
Total USD				15,644.69	

#### Case Alissa

Posting Date	Tran Date	Account	Supplier	Amount	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-6729	Sq Mn Association Of	80.00	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-6729	Sq Mn Association Of	80.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-6729	Sq Mn Association Of	80.00	
Debit Total USD				240.00	
Credit Total USD				0.00	
Total USD				240.00	

#### Nelson Angela

Posting Date	Tran Date	Account	Supplier	Amount	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-0235	Paypal Justicemovi	43.00	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-0235	Flocabulary	120.00	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-0235	Learning Without Tears	190.19	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-0235	Office Depot #1090	70.50	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-0235	Learning A-Z, Llc	216.00	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-0235	Awl Pearson Education	825.00	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2g1583qp0	33.80	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-0235	Paypal Mase	465.00	
09/20/2021	09/20/2021	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2g7zd5un0	195.61	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-0235	#23 Lakeshore Learning	49.99	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-0235	Office Depot #1090	51.84	

09/24/2021	09/23/2021	XXXX-XXXX-XXXX-0235	Paypal Stephanie	465.00	
09/24/2021	09/24/2021	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2g70y0km2	16.99	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2g87i39z2	17.99	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-0235	N2y Llc	199.68	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-0235	Paypal Masa	1,663.00	
09/27/2021	09/25/2021	XXXX-XXXX-XXXX-0235	Hawthorne Educational	147.34	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-0235	Starfall Education	70.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-0235	Amzn Mktp US 2c7h08g10	293.82	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-0235	School-Connect	596.38	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-0235	Voyager Sopris Learng	2,687.00	
Debit Total USD				8,418.13	
Credit Total USD				0.00	
Total USD				8,418.13	

#### Valentine Brian

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/30/2021	XXXX-XXXX-XXXX-5304	The Home Depot #2806	38.22	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	46.80	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-5304	Hillyard Inc Minneapol	71.07	
09/06/2021	09/02/2021	XXXX-XXXX-XXXX-5304	The Home Depot #2806	26.32	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-5304	State Supply	188.63	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	52.98	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-5304	Horizon Commercial Poo	120.60	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	714.02	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-5304	The Home Depot #2806	14.97	
09/16/2021	09/15/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	23.00	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-5304	Continental Research C	228.00	
09/17/2021	09/17/2021	XXXX-XXXX-XXXX-5304	Amzn Mktp US 2g27r8610	44.22	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-5304	Napa Store 3279001	47.34	
09/24/2021	09/22/2021	XXXX-XXXX-XXXX-5304	The Home Depot #2806	28.21	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	75.00	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-5304	Horizon Commercial Poo	483.18	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	848.61	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-5304	Dalco Enterprises	28.31	
Debit Total USD				3,079.48	
Credit Total USD				0.00	
Total USD				3,079.48	

#### Phimister Bridgett

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-5376	Officemax/Depot #419	76.54	

09/01/2021	08/31/2021	XXXX-XXXX-XXXX-5376	Masms	825.00	
09/02/2021	08/31/2021	XXXX-XXXX-XXXX-5376	Jimmys Johnnys Inc	125.00	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-5376	Walgreens #11835	17.82	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-5376	Target 00002600	45.54	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-5376	Target 00002600	92.50	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-5376	Aspen Waste Systems	7,323.72	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-5376	Hennepin County Enviro	1,416.00	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-5376	Masms	150.00	
09/30/2021	09/28/2021	XXXX-XXXX-XXXX-5376	Jimmys Johnnys Inc	125.00	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-5376	Aspen Waste Systems	743.94	
Debit Total USD				10,941.06	
Credit Total USD				0.00	
Total USD				10,941.06	

#### SCHROEDER BRITTANI

Posting Date	Tran Date	Account	Supplier	Amount	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-2937	Sp Cc Warehouse	-218.67	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-2937	Amzn Mktp US 258ur9q42	29.98	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-2937	Amzn Mktp US 2g3u15xq1	12.25	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-2937	Amzn Mktp US 2g2ve80d0	21.89	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-2937	Dtl- Group Leader	500.00	
09/15/2021	09/15/2021	XXXX-XXXX-XXXX-2937	Amzn Mktp US 2g7ub2of2	14.99	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-2937	Wayzata Results	420.00	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-2937	Teambuildr, Llc	200.00	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-2937	Amzn Mktp US 2c7er6qc1	21.94	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-2937	Ymca Ao Pos	-65.48	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-2937	Ymca Ao Pos	482.74	
Debit Total USD				1,703.79	
Credit Total USD				-284.15	
Total USD				1,419.64	

#### Grossinger Brooks

Posting Date	Tran Date	Account	Supplier	Amount	
09/16/2021	09/15/2021	XXXX-XXXX-XXXX-9485	Financial Services	7,373.21	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-9485	Popp Communications	1,806.09	
09/27/2021	09/23/2021	XXXX-XXXX-XXXX-9485	Office Depot #1090	48.96	
09/29/2021	09/27/2021	XXXX-XXXX-XXXX-9485	Office Depot #1090	7.55	
Debit Total USD				9,235.81	
Credit Total USD				0.00	
Total USD				9,235.81	

#### Young Darrell

Posting Date	Tran Date	Account	Supplier	Amount	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-3989	Amzn Mktp US 2511n7hp2	19.90	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-3989	Culligan Brooklyn Park	130.86	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-3989	Target 00002600	13.42	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-3989	Target 00002600	35.23	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-3989	Target 00021899	142.98	
Debit Total USD				342.39	
Credit Total USD				0.00	
Total USD				342.39	

#### Gruning Dee

Posting Date	Tran Date	Account	Supplier	Amount	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-3360	Amzn Mktp US 253ok98j1	154.68	
09/03/2021	09/01/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	79.66	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-3360	Amzn Mktp US 2g1li4li1	63.56	
09/08/2021	09/08/2021	XXXX-XXXX-XXXX-3360	Amzn Mktp US 257wt55l2	34.46	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-3360	Amzn Mktp US 2g8wq53d0	42.98	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-3360	Wisconsin Center For E	160.00	
09/10/2021	09/10/2021	XXXX-XXXX-XXXX-3360	Amzn Mktp US 259an3dc2	98.70	
09/13/2021	09/11/2021	XXXX-XXXX-XXXX-3360	Signupgenius	539.89	
09/14/2021	09/10/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	133.31	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-3360	Wisconsin Center For E	100.00	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	517.44	
09/16/2021	09/14/2021	XXXX-XXXX-XXXX-3360	Officemax/Officedept#6	25.50	
09/16/2021	09/14/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	501.85	
09/16/2021	09/14/2021	XXXX-XXXX-XXXX-3360	West Music Catalog	1,878.00	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-3360	Wild Rumpus	823.64	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-3360	Wild Rumpus	834.13	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	50.35	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	121.94	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-3360	Officemax/Officedept#6	11.21	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	92.67	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-3360	Amzn Mktp US 2c9m70o20	42.98	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-3360	Officemax/Depot 6419	8.99	
09/30/2021	09/28/2021	XXXX-XXXX-XXXX-3360	Officemax/Depot 6419	-8.99	
09/30/2021	09/28/2021	XXXX-XXXX-XXXX-3360	Office Depot #1090	43.57	
Debit Total USD				6,359.51	
Credit Total USD				-8.99	
Total USD				6,350.52	

#### Krutina Flower



Posting Date	Tran Date	Account	Supplier	Amount	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-9783	Signupgenius	9.99	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-9783	Zoom.Us 888-799-9666	74.95	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-9783	Cub Foods #01595	71.24	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-9783	Park Taver Park Taver	50.81	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-9783	Zoom.Us 888-799-9666	69.88	
Debit Total USD				276.87	
Credit Total USD				0.00	
Total USD				276.87	

#### Bailey Freida

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-6177	Adobe 800-833-6687	9.99	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-6177	Amzn Mktp US 250qp2ix1	1,293.38	
09/07/2021	09/06/2021	XXXX-XXXX-XXXX-6177	Amzn Mktp US 2g09s6cp1	281.74	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-6177	Calendly	1,080.00	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-6177	Mespa	689.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-6177	Mespa	10.00	
Debit Total USD				3,364.11	
Credit Total USD				0.00	
Total USD				3,364.11	

#### Holmbeck Greg

Posting Date	Tran Date	Account	Supplier	Amount	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-2999	The Star Tribune Circu	480.15	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-2999	Assoc For Middle Level	74.98	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-2999	Junior Library Guild	1,556.60	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-2999	Amazon.Com 2g8v796k2 A	41.56	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-2999	Brainpop Llc	11,947.50	
Debit Total USD				14,100.79	
Credit Total USD				0.00	
Total USD				14,100.79	

#### Middleton Heidi

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 250yt6432	23.52	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-0213	Amzn Mktp US 252ka1bx1	36.03	
09/02/2021	09/02/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 253hh7691	59.94	
09/06/2021	09/02/2021	XXXX-XXXX-XXXX-0213	Office Depot #1079	11.06	
09/06/2021	09/02/2021	XXXX-XXXX-XXXX-0213	Office Depot #1090	56.62	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 254v78kw1 A	23.52	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 2g1v58jw1	79.90	

09/14/2021	09/13/2021	XXXX-XXXX-XXXX-0213	Gleason Printing	206.09	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 2g2z675z1 A	7.99	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 2g06k7501 A	17.50	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-0213	Office Depot #1090	99.85	
09/16/2021	09/16/2021	XXXX-XXXX-XXXX-0213	Amzn Mktp US 2g52c58u0	48.57	
09/17/2021	09/15/2021	XXXX-XXXX-XXXX-0213	Office Depot #1090	7.84	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-0213	Office Depot #1090	40.82	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-0213	Office Depot #1090	48.35	
09/21/2021	09/21/2021	XXXX-XXXX-XXXX-0213	Amzn Mktp US 2g9ri2ma2	28.98	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-0213	Amzn Mktp US 2g95v66e2	83.65	
09/23/2021	09/23/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 2c4cl4z81 A	30.99	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-0213	Amzn Mktp US 2c9nj7430	17.98	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-0213	Amazon.Com 2c0e31zv0 A	29.92	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-0213	Otc Brands Inc	64.29	
Debit Total USD				1,023.41	
Credit Total USD				0.00	
Total USD				1,023.41	

#### Deonarine Jagatnarine

Posting Date	Tran Date	Account	Supplier	Amount	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-3973	Dalco Enterprises	976.46	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-3973	Dalco Enterprises	1,039.35	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-3973	Dalco Enterprises	1,802.50	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-3973	Tri-Dim Filter Corp	365.88	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-3973	Sps Companies Ctydk	365.08	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-3973	Dalco Enterprises	437.60	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-3973	Dalco Enterprises	1,033.10	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	117.96	
Debit Total USD				6,137.93	
Credit Total USD				0.00	
Total USD				6,137.93	

#### Dorn Jane

Posting Date	Tran Date	Account	Supplier	Amount	
09/27/2021	09/25/2021	XXXX-XXXX-XXXX-6707	Sp Countryreports	95.00	
Debit Total USD				95.00	
Credit Total USD				0.00	
Total USD				95.00	

#### Watts Jane

Posting Date	Tran Date	Account	Supplier	46	Amount
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09/01/2021	09/01/2021	XXXX-XXXX-XXXX-6043	First Book	207.22	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-6043	Rei Greenwoodheinemann	181.50	
09/03/2021	09/01/2021	XXXX-XXXX-XXXX-6043	Office Depot #1090	710.01	
09/06/2021	09/01/2021	XXXX-XXXX-XXXX-6043	Office Depot #1090	23.99	
09/06/2021	09/02/2021	XXXX-XXXX-XXXX-6043	Office Depot #1090	49.30	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 254do9ed2	81.94	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2588t2uy0	21.39	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 257k73u40	56.18	
09/08/2021	09/03/2021	XXXX-XXXX-XXXX-6043	Office Depot #1090	300.29	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-6043	Secretstories-	205.35	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-6043	Ssl Ecomm	173.80	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-6043	First Book	224.76	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-6043	Wisconsin Center For E	85.00	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-6043	Officemax/Depot 6869	20.29	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-6043	Office Depot #1090	39.54	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2g0r96tn0	229.17	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2g52h7p81	24.00	
09/15/2021	09/15/2021	XXXX-XXXX-XXXX-6043	First Book	239.58	
09/16/2021	09/15/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2g62x24b2	26.97	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-6043	Target.Com	50.93	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2g4ou0sc1	57.25	
09/20/2021	09/19/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2g2881pc2	8.99	
09/20/2021	09/20/2021	XXXX-XXXX-XXXX-6043	Amazon.Com 2g1vf69k0 A	37.36	
09/21/2021	09/21/2021	XXXX-XXXX-XXXX-6043	Ssl Ecomm	149.60	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-6043	Amazon Prime 2g5e258j2	12.99	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2c8ok2ct0	36.99	
09/23/2021	09/23/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2c89w2fq0	9.99	
09/24/2021	09/22/2021	XXXX-XXXX-XXXX-6043	Officemax/Officedept#6	8.10	
09/24/2021	09/22/2021	XXXX-XXXX-XXXX-6043	Office Depot #1090	46.59	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-6043	Amzn Mktp US 2c1xy6ne1	299.79	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-6043	Secretstories-	316.35	
09/29/2021	09/29/2021	XXXX-XXXX-XXXX-6043	Tst Mexico City Cafe	665.38	
Debit Total USD				4,600.59	
Credit Total USD				0.00	
Total USD				4,600.59	

#### Pickford Janet

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/30/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	102.74	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2594k4hm0	67.90	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 257du0b91	240.05	

09/01/2021	09/01/2021	XXXX-XXXX-XXXX-7469	The Container Store	335.44	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2547a28p0	32.90	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 259mp1zb2	53.99	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 255o808o0	107.98	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 259uu9za2	215.96	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-7469	School Specialty Llc	379.50	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-7469	Scholastic, Inc.	554.22	
09/02/2021	09/02/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 256kk0qw0	11.96	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 251225s60 A	54.87	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 253f23dv0	79.10	
09/03/2021	09/03/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2539q7ku1	96.08	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-7469	Big Bell Ice Cream	199.00	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2511f2ey2 A	230.70	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-7469	The Container Store	209.65	
09/06/2021	09/06/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 259im1wi1	11.99	
09/06/2021	09/06/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 250g43yl1	60.40	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g3yw9f50	78.38	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-7469	Sp Shop.Zaner-Bloser	116.05	
09/08/2021	09/08/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g3y544r0 A	14.13	
09/08/2021	09/08/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 250cl5532	36.92	
09/08/2021	09/08/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g7fy6lk0	40.33	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g5gi4321	6.99	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g8c413g1	8.95	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g9vi73m1	11.18	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g2hq9ze0	22.90	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-7469	The Container Store	563.06	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g8gs53x0	46.32	
09/13/2021	09/12/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g3bq0g31	11.18	
09/13/2021	09/13/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g3i02pw0 A	14.59	
09/13/2021	09/13/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g3oj8xt1	21.49	
09/14/2021	09/10/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	215.60	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g0n72g80	44.95	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2531v2w12	393.60	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	37.79	
09/15/2021	09/15/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g7jn5bt1	25.41	
09/16/2021	09/14/2021	XXXX-XXXX-XXXX-7469	Heggerty Literacy Res	39.99	
09/17/2021	09/15/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	146.57	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g6129qx0	39.99	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-7469	Amazon.Com Amzn.Com/Bi	-114.05	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g74i2dc1	299.68	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2g3843a42	32.97	

09/20/2021	09/18/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g86670y2	170.50	
09/20/2021	09/20/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g3vl4950	114.05	
09/21/2021	09/15/2021	XXXX-XXXX-XXXX-7469	Officemax/Officedept#2	433.34	
09/21/2021	09/21/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2g5ut55l2	130.49	
09/22/2021	09/20/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	53.30	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-7469	Makemusic, Inc.	376.34	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2c0015le1 A	10.07	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2c4g28lz1	350.00	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2c1vw4440 A	175.21	
09/27/2021	09/23/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	42.36	
09/27/2021	09/26/2021	XXXX-XXXX-XXXX-7469	Officemax/Officedept#2	63.97	
09/27/2021	09/26/2021	XXXX-XXXX-XXXX-7469	Mentimeter	74.85	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-7469	Amazon.Com 2c1bd5f92 A	135.27	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-7469	Minnesota Reading Asso	175.00	
09/29/2021	09/27/2021	XXXX-XXXX-XXXX-7469	Office Depot #1090	80.50	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-7469	Amzn Mktp US 2c7t845j1	35.92	
Debit Total USD				7,734.62	
Credit Total USD				-114.05	
Total USD				7,620.57	

#### Halseth Jeff

Posting Date	Tran Date	Account	Supplier	Amount	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-5172	Minvalco Inc - Mnpls	936.00	
Debit Total USD				936.00	
Credit Total USD				0.00	
Total USD				936.00	

#### Bongaarts Joanne

Posting Date	Tran Date	Account	Supplier	Amount	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-2259	Follett School Solutio	35.28	
09/23/2021	09/23/2021	XXXX-XXXX-XXXX-2259	Amzn Mktp US 2c80y4zf1	17.95	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-2259	Follett School Solutio	211.44	
09/29/2021	09/27/2021	XXXX-XXXX-XXXX-2259	Barnes & Noble #2516	412.55	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-2259	Koss Ecomm	700.32	
Debit Total USD				1,377.54	
Credit Total USD				0.00	
Total USD				1,377.54	

#### MCBRIDE-BIBBY JULIA

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-6532	Taylor & Francis49	310.68	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-6532	Michaels Stores 3702	12.86	

09/03/2021	09/03/2021	XXXX-XXXX-XXXX-6532	Ups 298m01j4d2h	10.25	
09/06/2021	09/01/2021	XXXX-XXXX-XXXX-6532	Office Depot #1090	114.52	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-6532	Michaels Stores 9841	79.90	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-6532	Officemax/Depot 6302	29.99	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-6532	Dollar Tree	38.75	
09/07/2021	09/07/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp US 254kq3xm2	187.94	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp US 2534245l2	130.82	
09/10/2021	09/04/2021	XXXX-XXXX-XXXX-6532	Office Depot #1090	561.85	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-6532	Officemax/Depot 6302	38.50	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-6532	Officemax/Depot 6302	38.67	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp US 2g5gx6v00	389.70	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-6532	Office Depot #1090	188.67	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp US 2g1q39cw2	13.99	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp US 2g8p16ho1	151.51	
09/16/2021	09/16/2021	XXXX-XXXX-XXXX-6532	Panera Bread #601303 O	181.75	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-6532	Dollar Tree	8.61	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-6532	Dollartree	30.11	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp Us	-13.99	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp Us	-13.99	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp Us	-13.99	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp Us	-27.98	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-6532	Amzn Mktp Us	-27.98	
09/23/2021	09/23/2021	XXXX-XXXX-XXXX-6532	Tst Mexico City Cafe	197.17	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-6532	Amazon Prime 2c2gb3ne0	12.99	
09/27/2021	09/26/2021	XXXX-XXXX-XXXX-6532	Samsclub #4738	6.98	
09/29/2021	09/27/2021	XXXX-XXXX-XXXX-6532	Office Depot #1090	114.52	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-6532	American Assoc Of Scho	6,000.00	
Debit Total USD				8,850.73	
Credit Total USD				-97.93	
Total USD				8,752.80	

#### Mueller Kara

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-6488	Amzn Mktp US 254ai98m1	115.96	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-6488	Amzn Mktp US 258of76d1	8.84	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-6488	Amzn Mktp US 257xs9nl2	32.96	
09/02/2021	09/02/2021	XXXX-XXXX-XXXX-6488	Amzn Mktp US 251xl43v2	1,398.29	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-6488	Acte	10.00	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-6488	Amzn Mktp US 250yg4jq2	65.92	
09/03/2021	09/02/2021	XXXX-XXXX-XXXX-6488	Amazon.Com 254rh7j62 A	233.87	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-6488	In Custom Resources,	826.20	



09/16/2021	09/15/2021	XXXX-XXXX-XXXX-6488	Acte	-10.00	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-6488	Officemax/Depot 6042	224.47	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-6488	Amzn Mktp US 2g6zt5610	287.92	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-6488	Amazon.Com 2c6l58jb2	100.48	
Debit Total USD				3,304.91	
Credit Total USD				-10.00	
Total USD				3,294.91	

#### Johnston Kate

Posting Date	Tran Date	Account	Supplier	Amount	
09/02/2021	08/31/2021	XXXX-XXXX-XXXX-9869	Officemax/Officedept#6	61.20	
09/02/2021	08/31/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	122.49	
09/02/2021	08/31/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	213.28	
09/03/2021	09/01/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	86.04	
09/03/2021	09/01/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	100.72	
09/03/2021	09/03/2021	XXXX-XXXX-XXXX-9869	Amzn Mktp US 2522y02j1	83.70	
09/08/2021	09/02/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	79.78	
09/08/2021	09/03/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	25.84	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-9869	Wisconsin Center For E	85.00	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-9869	Amzn Mktp US 258199hq2	59.70	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-9869	Amzn Mktp US 251fx5852	13.95	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-9869	Amzn Mktp US 2g6gy5tt1	96.95	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-9869	Officemax/Depot 6869	40.58	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	42.69	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-9869	Officemax/Officedept#6	6.75	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	180.48	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-9869	Sq Mn Association Of	280.00	
09/24/2021	09/22/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	187.69	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-9869	Amzn Mktp US 2c2bj9tz1	24.68	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-9869	Minnesota Reading Asso	175.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-9869	Minnesota Reading Asso	175.00	
09/29/2021	09/29/2021	XXXX-XXXX-XXXX-9869	First Book	321.71	
09/30/2021	09/28/2021	XXXX-XXXX-XXXX-9869	Office Depot #1079	1.42	
09/30/2021	09/28/2021	XXXX-XXXX-XXXX-9869	Office Depot #1090	131.24	
09/30/2021	09/30/2021	XXXX-XXXX-XXXX-9869	Amzn Mktp US 2c0581br0	45.24	
Debit Total USD				2,641.13	
Credit Total USD				0.00	
Total USD				2,641.13	

#### Benshoof Larry

Posting Date	Tran Date	Account	Supplier	51	Amount
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09/03/2021	09/03/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 253j742i1	58.26	
09/03/2021	09/03/2021	XXXX-XXXX-XXXX-4722	Amazon.Com 2522e62h1 A	213.39	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 2g5ci6e51	54.74	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-4722	Amazon.Com 258s63iy2	167.31	
09/20/2021	09/19/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 2g97m8uc1	61.98	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 2g2zo7yi0	521.55	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 2g53782f2	49.41	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 2c63b9fi2	110.12	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-4722	Amzn Mktp US 2c5sx6oa2	200.44	
Debit Total USD				1,437.20	
Credit Total USD				0.00	
Total USD				1,437.20	

#### Ganyo Margaret

Posting Date	Tran Date	Account	Supplier	Amount	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-8240	Eig Site5.Com	114.48	
Debit Total USD				114.48	
Credit Total USD				0.00	
Total USD				114.48	

#### Juberian Mary

Posting Date	Tran Date	Account	Supplier	Amount	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-7172	Signupgenius	269.89	
Debit Total USD				269.89	
Credit Total USD				0.00	
Total USD				269.89	

#### Thomas Matthew

Posting Date	Tran Date	Account	Supplier	Amount	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-5522	Eig Constantcontact.Co	135.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-5522	Paypal Minnesotasc	95.00	
Debit Total USD				230.00	
Credit Total USD				0.00	
Total USD				230.00	

#### Howard Patrice

Posting Date	Tran Date	Account	Supplier	Amount	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-3027	Sams Club #6310	53.12	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-3027	Squarespace Inc.	16.00	
Debit Total USD				69.12	
Credit Total USD				0.00	
Total USD				69.12	



Kreyer Richard

Posting Date	Tran Date	Account	Supplier	Amount	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-3699	Jotform Inc.	348.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-3699	Www.Supremetrainer.Com	199.00	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-3699	Gmass	16.96	
Debit Total USD				563.96	
Credit Total USD				0.00	
Total USD				563.96	

Nelson Robin

Posting Date	Tran Date	Account	Supplier	Amount	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-4435	Lakeshore Learning Mat	75.83	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-4435	Wild Rumpus	14.39	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-4435	Paypal Myra Myra	15.00	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-4435	Amzn Mktp US 258xa3rw2	22.49	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-4435	Amazon.Com 2g1fc7x70	45.90	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-4435	Amazon.Com 2g5zy1vv0	245.01	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-4435	Capstone	1,899.00	
09/30/2021	09/30/2021	XXXX-XXXX-XXXX-4435	Amazon.Com 2c1w81do1	152.97	
Debit Total USD				2,470.59	
Credit Total USD				0.00	
Total USD				2,470.59	

Armendariz Sandy

Posting Date	Tran Date	Account	Supplier	Amount	
09/03/2021	09/01/2021	XXXX-XXXX-XXXX-8651	Office Depot #1090	52.86	
Debit Total USD				52.86	
Credit Total USD				0.00	
Total USD				52.86	

Thompson Sara

Posting Date	Tran Date	Account	Supplier	Amount	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-3426	Uline Ship Supplies	456.69	
Debit Total USD				456.69	
Credit Total USD				0.00	
Total USD				456.69	

Vandewalker Sara

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-0729	Amazon.Com 2583fe2 A	4.60	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-0729	Amzn Mktp US 2550u4ba0	207.00	

09/09/2021	09/08/2021	XXXX-XXXX-XXXX-0729	Book Creator	120.00	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-0729	Office Depot #1090	64.68	
09/20/2021	09/17/2021	XXXX-XXXX-XXXX-0729	Amzn Mktp US 2g0jh8251	35.98	
09/22/2021	09/20/2021	XXXX-XXXX-XXXX-0729	Demco Inc	218.19	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-0729	Amzn Mktp US 2c4wv8pc0	8.51	
Debit Total USD				658.96	
Credit Total USD				0.00	
Total USD				658.96	

#### LAFAYETTE SILVY

Posting Date	Tran Date	Account	Supplier	Amount	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-9172	Fedex Offic18600018614	72.00	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-9172	Amazon Prime 2g5zd4ty0	12.99	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-9172	Officemax/Depot 6419	33.32	
Debit Total USD				118.31	
Credit Total USD				0.00	
Total USD				118.31	

#### Centurylink Slp

Posting Date	Tran Date	Account	Supplier	Amount	
09/13/2021	09/11/2021	XXXX-XXXX-XXXX-6339	Centurylink	1,171.58	
Debit Total USD				1,171.58	
Credit Total USD				0.00	
Total USD				1,171.58	

#### City Water Slp

Posting Date	Tran Date	Account	Supplier	Amount	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	7.71	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	14.74	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	17.06	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	66.97	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	164.29	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	213.29	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	244.83	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	284.79	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	360.39	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	361.06	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	376.63	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	390.35	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	784.47	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	54 807.10	

09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	883.90	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	920.99	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	1,144.68	
09/22/2021	09/22/2021	XXXX-XXXX-XXXX-6313	Slputilities	2,863.31	
Debit Total USD				9,906.56	
Credit Total USD				0.00	
Total USD				9,906.56	

#### Office Depot Slp

Posting Date	Tran Date	Account	Supplier	Amount	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-8115	Office Depot #1099	467.60	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-8115	Office Depot #1099	242.30	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-8115	Office Depot #1099	539.05	
Debit Total USD				1,248.95	
Credit Total USD				0.00	
Total USD				1,248.95	

#### Verizon Slp

Posting Date	Tran Date	Account	Supplier	Amount	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-4216	Vzwrllss Apocc Visb	70.02	
09/23/2021	09/23/2021	XXXX-XXXX-XXXX-4216	Vzwrllss Apocc Visb	3,933.14	
Debit Total USD				4,003.16	
Credit Total USD				0.00	
Total USD				4,003.16	

#### Ross Sophia

Posting Date	Tran Date	Account	Supplier	Amount	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-6194	Target 00018325	58.01	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-6194	Samsclub #6310	601.05	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-6194	Sams Club #6310	536.46	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-6194	Sp Frosty Fruit	1,495.00	
Debit Total USD				2,690.52	
Credit Total USD				0.00	
Total USD				2,690.52	

#### Fahey Susanne

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/30/2021	XXXX-XXXX-XXXX-1383	Officemax/Depot 6419	-81.38	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 257qt8850	203.91	
09/03/2021	09/01/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	41.19	
09/06/2021	09/02/2021	XXXX-XXXX-XXXX-1383	Davanni S #19 - 55 Golden	94.94	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-1383	Signupgenius	269.89	

09/08/2021	09/07/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 2g7vv7ok0	87.95	
09/10/2021	09/06/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	74.04	
09/10/2021	09/08/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	49.75	
09/10/2021	09/08/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	59.44	
09/13/2021	09/11/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 2522d42z2	58.50	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-1383	Amazon.Com 2g2605591 A	22.30	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-1383	Homedepot.Com	359.78	
09/20/2021	09/19/2021	XXXX-XXXX-XXXX-1383	Audible 2g1am9pd2	16.07	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-1383	Tci	145.00	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-1383	Tci	841.00	
09/22/2021	09/20/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	41.78	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	118.50	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-1383	Flocabulary	96.00	
09/23/2021	09/23/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 2c1rt3fh0	174.93	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 2c66q8jt1	77.97	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-1383	Flocabulary	-96.00	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-1383	Wenger Corporation	4,463.73	
09/30/2021	09/28/2021	XXXX-XXXX-XXXX-1383	Office Depot #1090	51.86	
09/30/2021	09/30/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 2c38l2h40	38.99	
09/30/2021	09/30/2021	XXXX-XXXX-XXXX-1383	Amzn Mktp US 2c9cc0hf0	149.94	
Debit Total USD				7,537.46	
Credit Total USD				-177.38	
Total USD				7,360.08	

#### Odermatt Thomas

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 2535j88e0	16.68	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 2569t2821	25.99	
09/02/2021	09/01/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 257a46681	14.99	
09/02/2021	09/02/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 257hb5qt0	29.86	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 250wz8kh0	89.52	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-4730	Teacherspayteachers.Co	20.32	
09/06/2021	09/04/2021	XXXX-XXXX-XXXX-4730	Apple.Com/Bill	161.28	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 259jq0172	277.01	
09/08/2021	09/08/2021	XXXX-XXXX-XXXX-4730	Amzn Digital 2g69i6zn1	5.37	
09/13/2021	09/11/2021	XXXX-XXXX-XXXX-4730	Apple.Com/Bill	16.12	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-4730	Demco Inc	112.91	
09/16/2021	09/15/2021	XXXX-XXXX-XXXX-4730	Nearpod	2,683.00	
09/20/2021	09/17/2021	XXXX-XXXX-XXXX-4730	Tasksboard.App	5.99	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 2g0ph6731	11.69	
09/20/2021	09/18/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 2g3ez3an2	29.59	

09/20/2021	09/18/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 2g6e01an2	38.66	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-4730	Apple.Com/Bill	16.12	
09/24/2021	09/24/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 2c7d35jq1	14.12	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-4730	Www.lorad.Com	10.00	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-4730	Scribd Inc	10.74	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 2c84j3t41	493.00	
09/27/2021	09/25/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 2g3jl3it2 A	13.88	
09/27/2021	09/26/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 2g7kt6wo2 A	28.44	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 2c4es30d0	53.18	
09/28/2021	09/28/2021	XXXX-XXXX-XXXX-4730	Amazon.Com 2c7ei14v2	49.75	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-4730	Ireceivables	249.00	
09/30/2021	09/29/2021	XXXX-XXXX-XXXX-4730	Amzn Mktp US 2c0ab9601	45.95	
Debit Total USD				4,523.16	
Credit Total USD				0.00	
Total USD				4,523.16	

#### Donahue Timothy

Posting Date	Tran Date	Account	Supplier	Amount	
09/09/2021	09/07/2021	XXXX-XXXX-XXXX-9266	The Home Depot #2806	24.40	
09/09/2021	09/07/2021	XXXX-XXXX-XXXX-9266	Hillyard Inc Minneapol	112.80	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-9266	Dalco Enterprises	44.59	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-9266	The Home Depot #2806	121.80	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-9266	Ryan Company	148.67	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-9266	Dalco Enterprises	339.21	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-9266	Dalco Enterprises	430.26	
09/16/2021	09/14/2021	XXXX-XXXX-XXXX-9266	The Home Depot #2806	23.96	
09/16/2021	09/14/2021	XXXX-XXXX-XXXX-9266	The Home Depot #2806	127.28	
09/16/2021	09/15/2021	XXXX-XXXX-XXXX-9266	Continental Research C	808.00	
09/22/2021	09/20/2021	XXXX-XXXX-XXXX-9266	The Home Depot #2806	83.00	
09/28/2021	09/27/2021	XXXX-XXXX-XXXX-9266	Dalco Enterprises	651.84	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-9266	Dalco Enterprises	42.46	
Debit Total USD				2,958.27	
Credit Total USD				0.00	
Total USD				2,958.27	

#### Pickford Timothy

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-3441	Dalco Enterprises	853.71	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-3441	Amzn Mktp US 2521d71j2	67.95	
09/06/2021	09/05/2021	XXXX-XXXX-XXXX-3441	Amzn Mktp US 2581l3162	77.98	
09/13/2021	09/09/2021	XXXX-XXXX-XXXX-3441	Menards Golden Valley	199.94	

09/13/2021	09/13/2021	XXXX-XXXX-XXXX-3441	Amzn Mktp US 2g3o05xa1	94.75	
09/14/2021	09/13/2021	XXXX-XXXX-XXXX-3441	Dalco Enterprises	1,103.10	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-3441	Hillyard Inc Minneapol	2,030.77	
09/16/2021	09/16/2021	XXXX-XXXX-XXXX-3441	Amzn Mktp US 2g7166lj2	43.96	
09/20/2021	09/19/2021	XXXX-XXXX-XXXX-3441	Amzn Mktp US 2g5880052	39.05	
09/21/2021	09/20/2021	XXXX-XXXX-XXXX-3441	J H Larson Electrica	317.07	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-3441	Viking Blinds	39.73	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-3441	Menards Golden Valley	17.68	
09/23/2021	09/22/2021	XXXX-XXXX-XXXX-3441	Amzn Mktp US 2c23t9ob0	47.02	
Debit Total USD				4,932.71	
Credit Total USD				0.00	
Total USD				4,932.71	

#### Marble Tom

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/31/2021	XXXX-XXXX-XXXX-0299	Amzn Mktp US 250ux9hn1	73.49	
09/01/2021	09/01/2021	XXXX-XXXX-XXXX-0299	Amazon.Com 252p808y1	89.26	
09/03/2021	09/03/2021	XXXX-XXXX-XXXX-0299	Apple.Com/Us	1,074.00	
09/07/2021	09/07/2021	XXXX-XXXX-XXXX-0299	Amazon.Com 2g5fs7ce0	197.90	
09/08/2021	09/07/2021	XXXX-XXXX-XXXX-0299	Amzn Mktp US 2g5h01on0	588.00	
09/09/2021	09/08/2021	XXXX-XXXX-XXXX-0299	Amzn Mktp US 254w02bn2	2,380.00	
09/09/2021	09/09/2021	XXXX-XXXX-XXXX-0299	Amazon.Com 2g86p0nv0	118.44	
09/10/2021	09/09/2021	XXXX-XXXX-XXXX-0299	Amazon.Com 258ns5qc2 A	189.98	
09/14/2021	09/14/2021	XXXX-XXXX-XXXX-0299	Mediafour Owc	107.51	
09/28/2021	09/28/2021	XXXX-XXXX-XXXX-0299	Amzn Mktp US 2c28o2mt1	30.88	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-0299	Amazon.Com 2c7yc1xs0	12.64	
09/30/2021	09/30/2021	XXXX-XXXX-XXXX-0299	Amzn Mktp US 2c5mb6d21	979.95	
Debit Total USD				5,842.05	
Credit Total USD				0.00	
Total USD				5,842.05	

#### Halseth Travis

Posting Date	Tran Date	Account	Supplier	Amount	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-7630	Hance Ace Hardware	11.94	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-7630	The Home Depot #2808	28.35	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-7630	Walgreens #4260	43.56	
09/06/2021	09/03/2021	XXXX-XXXX-XXXX-7630	Walgreens #6730	61.09	
09/10/2021	09/08/2021	XXXX-XXXX-XXXX-7630	The Home Depot #2806	23.94	
09/10/2021	09/08/2021	XXXX-XXXX-XXXX-7630	The Home Depot #2806	69.00	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-7630	The Home Depot #2806	62.91	
09/13/2021	09/10/2021	XXXX-XXXX-XXXX-7630	Siteone Landscape Supp	81.75	

09/16/2021	09/15/2021	XXXX-XXXX-XXXX-7630	Smartsign	242.55	
09/17/2021	09/16/2021	XXXX-XXXX-XXXX-7630	Napa Store 3279001	13.31	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-7630	The Home Depot #2806	28.94	
09/20/2021	09/16/2021	XXXX-XXXX-XXXX-7630	J.R.'s Advanced Rec	155.00	
09/20/2021	09/19/2021	XXXX-XXXX-XXXX-7630	Amzn Mktp US 2g42r1uu1	14.99	
09/21/2021	09/21/2021	XXXX-XXXX-XXXX-7630	Amzn Mktp US 2c4od6c11	29.87	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-7630	Hance Ace Hardware	18.20	
09/24/2021	09/23/2021	XXXX-XXXX-XXXX-7630	Hillyard Inc Minneapol	238.00	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-7630	Amzn Mktp US 2c6dk8a21	339.80	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-7630	Minvalco Inc - Mnpls	442.40	
Debit Total USD				1,905.60	
Credit Total USD				0.00	
Total USD				1,905.60	

#### Paulson Trevor


Posting Date	Tran Date	Account	Supplier	Amount	
09/20/2021	09/17/2021	XXXX-XXXX-XXXX-1659	Homedepot.Com	23.28	
09/27/2021	09/24/2021	XXXX-XXXX-XXXX-1659	The Home Depot #2806	552.27	
Debit Total USD				575.55	
Credit Total USD				0.00	
Total USD				575.55	

#### Nelson Virginia

Posting Date	Tran Date	Account	Supplier	Amount	
09/01/2021	08/30/2021	XXXX-XXXX-XXXX-0875	Office Depot #1090	52.58	
09/22/2021	09/21/2021	XXXX-XXXX-XXXX-0875	Lunds&byerlys Ridged	53.98	
09/29/2021	09/28/2021	XXXX-XXXX-XXXX-0875	Lunds&byerlys Ridged	6.79	
Debit Total USD				113.35	
Credit Total USD				0.00	
Total USD				113.35	

#### Drenth-Iverson Wanda

Posting Date	Tran Date	Account	Supplier	Amount	
09/08/2021	09/03/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	289.53	
09/10/2021	09/07/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	10.77	
09/10/2021	09/07/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	50.74	
09/14/2021	09/10/2021	XXXX-XXXX-XXXX-1581	Officemax/Officedept#6	5.37	
09/14/2021	09/10/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	194.22	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	7.80	
09/15/2021	09/13/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	-12.25	
09/15/2021	09/14/2021	XXXX-XXXX-XXXX-1581	Soundtrap 59	2,212.90	
09/23/2021	09/21/2021	XXXX-XXXX-XXXX-1581	Office Depot #1090	59.08	

09/28/2021	09/07/2021	XXXX-XXXX-XXXX-1581	Officemax/Officedept#2	10.22	
				Debit Total USD	2,840.63
				Credit Total USD	-12.25
				Total USD	2,828.38



**ELECTRONIC FUND TRANSFERS - Sept. 2021**
**Deposits into Associated Bank**

DATE	FROM	AMOUNT	DESCRIPTION
9/2/2021	MN STATE FINANCE	\$163,846.62	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
9/9/2021	MN STATE FINANCE	\$538,936.72	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
9/13/2021	USAC TREAS	\$18,801.80	TREASURY 310
9/15/2021	MN STATE FINANCE	\$1,395,541.68	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
9/16/2021	MN STATE FINANCE	\$237,987.58	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
9/23/2021	MN STATE FINANCE	\$1,793,080.72	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
9/30/2021	MN STATE FINANCE	\$3,521,936.62	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
09/01/2021-09/30/2021	TSYS/TRANSFIRST	\$ 44,070.47	CREDIT CARD PAYMENTS FOR STUDENT ACCOUNTS WITH FOOD SERVICE, MS ATHLETICS & HS ATHLETICS
09/01/2021-09/30/2021	SQUARE INC.	\$ 1,287.54	

**STORIOLE CREDIT CARD PURCHASES**
**Withdrawals From Associated Bank**

DATE	TO	AMOUNT	DESCRIPTION	AUTHORIZATION
9/2/2021	FURTHER	\$9,192.75	COBRA/RETIREE	BROOKS GROSSINGER
9/7/2021	DELTA DENTAL	\$17,192.78	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
9/7/2021	PREFERRED ONE	\$46,299.45	PREFERRED ONE CLAIMS	BROOKS GROSSINGER
9/7/2021	PREFERRED ONE			
		\$88,842.50	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/8/2021	BMO PMT	119,387.78		
			P CARD PMT	BROOKS GROSSINGER
9/9/2021	FURTHER	10,424.52		
			COBRA/RETIREE	BROOKS GROSSINGER
9/9/2021	PREFERRED ONE	71,040.71		
			PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/13/2021	DELTA DENTAL	1,400.15	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
9/13/2021	DELTA DENTAL	11,965.02	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
9/13/2021	PREFERRED ONE	43,361.60	PREFERRED ONE	BROOKS GROSSINGER
9/13/2021	PREFERRED ONE	101,622.94	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/15/2021	FURTHER	26,716.53	COBRA/RETIREE	BROOKS GROSSINGER
9/16/2021	FURTHER	11,609.23	COBRA/RETIREE	BROOKS GROSSINGER
9/20/2021	DELTA DENTAL	11,799.95	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
9/20/2021	PREFERRED ONE	20,121.73	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/20/2021	PREFERRED ONE	94,857.45	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/21/2021	DELTA DENTAL	3,003.30	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
9/22/2021	FURTHER	3,762.00	COBRA/RETIREE	BROOKS GROSSINGER
9/23/2021	FURTHER	11,598.85	COBRA/RETIREE	BROOKS GROSSINGER
9/27/2021	DELTA DENTAL	12,958.82	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
9/27/2021	PREFERRED ONE	28,916.47	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/27/2021	PREFERRED ONE	55,490.76	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
9/30/2021	FURTHER	7326.19	COBRA/RETIREE	BROOKS GROSSINGER

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
PIENAAR, ROY	334638	09/01/2021	1,577.83
PIENAAR, ROY	334638	09/01/2021	-1,577.83
PIENAAR, ROY	334639	09/01/2021	1,577.83
ADAMS BOOK COMPANY INC	334640	09/06/2021	4,302.67
ADAMS, RANDALL	334641	09/06/2021	135.00
AJ MOORE ELECTRIC, INC	334642	09/06/2021	137,924.80
ALL IN ONE - TRANSLATION AGENCY LLC	334643	09/06/2021	288.00
ARROW LIFT ACCESSIBILITY	334644	09/06/2021	11,469.50
ARTEDUTC LLC	334645	09/06/2021	5,280.00
AUTUMN, STEPHANIE	334646	09/06/2021	1,000.00
BECKERS SCHOOL SUPPLY	334647	09/06/2021	68.20
BIX PRODUCE COMPANY	334648	09/06/2021	175.90
BL DALSIN ROOFING	334649	09/06/2021	6,650.00
BOIE, JESSICA	334650	09/06/2021	11.15
BOLCHAZY-CARDUCCI PUBLISHERS, INC	334651	09/06/2021	1,669.69
BRIH DESIGN LLC	334652	09/06/2021	215.00
BURNN BOILER & MECHANICAL INC	334653	09/06/2021	10,805.00
CAREFREE SERVICES, INC	334654	09/06/2021	3,262.00
CENTERPOINT ENERGY	334655	09/06/2021	167.82
CI SOLUTIONS	334656	09/06/2021	4,135.00
CITY OF ST LOUIS PARK	334657	09/06/2021	406.65
CITY OF ST LOUIS PARK	334658	09/06/2021	1,312.50
COLLABORATIVE STUDENT TRANSPORTATION OF MN	334659	09/06/2021	5,323.47
CPI	334660	09/06/2021	5,128.65
CUNINGHAM GROUP ARCHITECTURE INC	334661	09/06/2021	359,094.73
DAKOTA TRUCK UNDERWRITERS	334662	09/06/2021	22,835.00
EBERT CONSTRUCTION	334663	09/06/2021	195,772.45
EDUCATIONAL SOLUTIONS NORTHWEST	334664	09/06/2021	3,950.00
EDUCATORS BENEFIT CONSULTANTS	334665	09/06/2021	345.77
EXPRESS SERVICES INC	334666	09/06/2021	2,735.24
FELDENKRAIS NATURAL MOVEMENT LLC	334667	09/06/2021	280.00
FORD METRO INC	334668	09/06/2021	7,562.00
FRANSEN DECORATING INC	334669	09/06/2021	6,390.54
H2I GROUP, INC	334670	09/06/2021	104,545.60
HAMMER SPORTS LLC	334671	09/06/2021	116.00
HEARTLAND SCHOOL SOLUTIONS	334672	09/06/2021	661.00
HEAVY METAL WELDING & FABRICATION, LLC	334673	09/06/2021	645.00
HILLYARD FLOOR CARE SUPPLY	334674	09/06/2021	849.40
INNOVATIVE LABORATORY SYSTEMS, INC	334675	09/06/2021	84,039.85
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	334676	09/06/2021	6,940.35
INTERMEDIATE DISTRICT #287	334677	09/06/2021	57,560.65
JOSTENS INC	334678	09/06/2021	26.80
KENNEDY & GRAVEN	334679	09/06/2021	2,497.50
KINECT ENERGY, INC	334680	09/06/2021	7,154.19
KONE INC	334681	09/06/2021	2,677.30
LAKEVILLE NORTH HIGH SCHOOL	334682	09/06/2021	250.00
LANGUAGE LINE SERVICES CORP	334683	09/06/2021	54.75
MALLOY MONTAGUE KARNOWSKI RADOSEVICH & CO, PA	334684	09/06/2021	4,100.00
MARCIA BRENNER ASSOCIATES, LLC	334685	09/06/2021	1,642.88
MARSHALL, JAMES JR	334686	09/06/2021	20.00
MASPA/STATE NEGOTIATORS	334687	09/06/2021	550.00
MASSP	334688	09/06/2021	865.00
MEDCO SUPPLY COMPANY	334689	09/06/2021	225.91
MEVCO MARKETING INC	334690	09/06/2021	2,470.00
MINNEAPOLIS JEWISH DAY SCHOOL	334691	09/06/2021	480.52
MINNESOTA STATE UNIVERSITY MANKATO	334692	09/06/2021	13,600.00

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
MINNESOTA STATE HIGH SCHOOL LEAGUE	334693	09/06/2021	12,562.80
MODERN PIPING, INC	334694	09/06/2021	263,796.76
NAVIANCE, INC	334695	09/06/2021	8,950.00
NCPERS MINNESOTA	334696	09/06/2021	16.00
NORTHLAND CONCRETE & MASONRY COMPANY LLC	334697	09/06/2021	69,293.00
NOVA FIRE PROTECTION, INC	334698	09/06/2021	47,500.00
PARK NICOLLET FOUNDATION	334699	09/06/2021	2,000.00
PATTERSON, NANCY	334700	09/06/2021	720.00
PERMABOUND	334701	09/06/2021	3,875.09
PERNSTEINER CREATIVE GROUP INC	334703	09/06/2021	11,378.12
PERSPECTIVES INC	334704	09/06/2021	2,500.00
PHOENIX SCHOOL COUNSELING LLC	334705	09/06/2021	26,337.17
POSTMASTER (BULK MAIL)	334706	09/06/2021	800.00
PRIVATE UNDERGROUND	334707	09/06/2021	330.00
PROFESSIONAL WIRELESS COMMUNICATIONS	334708	09/06/2021	745.15
PROGRESSIVE BUILDING SYSTEMS, LTD	334709	09/06/2021	11,777.15
RACE-WORK, LLC	334710	09/06/2021	2,200.00
RADIO ID EQUIPMENT	334711	09/06/2021	12,800.00
RED CEDAR STEEL ERECTORS, INC	334712	09/06/2021	2,764.50
RED WING SHOE STORE	334713	09/06/2021	994.88
REM5 VIRTUAL REALITY LAB	334714	09/06/2021	1,575.00
RIGHT-WAY CAULKING, INC	334715	09/06/2021	8,626.00
RSCHOOL TODAY	334716	09/06/2021	395.00
RTL CONSTRUCTION, INC	334717	09/06/2021	87,362.76
SCHOOL SPECIALTY INC	334718	09/06/2021	2,511.06
SEEDS FEEDS	334719	09/06/2021	756.00
SHADIS, AMY	334720	09/06/2021	1,320.00
SINGH, SUNIL	334721	09/06/2021	2,500.00
SKYHAWKS MINNESOTA	334722	09/06/2021	2,831.00
SOURCEWELL TECHNOLOGY	334723	09/06/2021	4,500.00
TEACHERS ON CALL A KELLY SERVICES CO	334724	09/06/2021	4,424.32
THE HOPE SPEAKS PROJECT	334725	09/06/2021	1,508.00
TRANE U S INC	334726	09/06/2021	4,469.64
TYLER TECHNOLOGIES LB678715	334727	09/06/2021	80,829.16
UNIVERSAL ATHLETIC, LLC (REMIT)	334728	09/06/2021	6,130.73
VEIT & COMPANY, INC	334729	09/06/2021	3,093.87
WENGER CORP	334730	09/06/2021	303,993.35
WESTWOOD NATURE CENTER	334731	09/06/2021	98.00
WILLIAM H SADLIER, INC (REMIT)	334732	09/06/2021	1,876.49
WILSON LANGUAGE TRAINING CORP	334733	09/06/2021	3,249.07
WOODSIDE INDUSTRIES, INC	334734	09/06/2021	5,166.94
YANG, KAO	334735	09/06/2021	2,000.00
ZANER-BLOSER EDUCATIONAL PUB (REMIT)	334736	09/06/2021	166.77
ACCO BRANDS USA LLC	334737	09/10/2021	325.00
ADAMS, RANDALL	334738	09/10/2021	203.00
AJ MOORE ELECTRIC, INC	334739	09/10/2021	207,094.84
APS COMMUNITY EDUCATION	334740	09/10/2021	96.00
B & D ASSOCIATES, INCORPORATED	334741	09/10/2021	14,162.65
BL DAL SIN ROOFING	334742	09/10/2021	37,256.15
BRAEMER GOLF COURSE	334743	09/10/2021	708.00
CANOPY IT SOLUTIONS	334744	09/10/2021	6,353.43
EBERT CONSTRUCTION	334745	09/10/2021	327,140.48
EXPRESS SERVICES INC	334746	09/10/2021	8,580.65
FAMILY SERVICE DIVISION, JFCS	334747	09/10/2021	26,500.00
FARBER SOUND, LLC	334748	09/10/2021	2,656.00
FLYLEAF PUBLISHING	334749	09/10/2021	484.15

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
FORD METRO INC	334750	09/10/2021	2,891.61
FRANSEN DECORATING INC	334751	09/10/2021	30,296.69
HIGH FIVE ERECTORS II, INC	334752	09/10/2021	6,243.05
HODGES, ELIZABETH	334753	09/10/2021	100.00
INTEREUM, INC	334754	09/10/2021	822.37
INTERMEDIATE DISTRICT #287	334756	09/10/2021	1,424.44
INTERNATIONAL BACCALAUREATE ORGANIZATION	334757	09/10/2021	9,000.00
KELLINGTON CONSTRUCTION INC	334758	09/10/2021	9,995.70
KENDELL DOORS & HARDWARE	334759	09/10/2021	161,615.02
KRAUS-ANDERSON CONSTRUCTION	334760	09/10/2021	96,199.33
MCDOWALL COMPANY	334761	09/10/2021	139,360.01
MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	334762	09/10/2021	794.26
MINNJET CONSULTING	334763	09/10/2021	2,400.00
MODERN PIPING, INC	334764	09/10/2021	130,490.81
NOVA FIRE PROTECTION, INC	334765	09/10/2021	23,750.00
PERNSTEINER CREATIVE GROUP INC	334766	09/10/2021	275.00
PRIME SOLUTIONS, LLC	334767	09/10/2021	16,731.30
PROGRESSIVE BUILDING SYSTEMS, LTD	334768	09/10/2021	229,817.35
PROVIDENCE ACADEMY	334769	09/10/2021	245.06
REM5 VIRTUAL REALITY LAB	334770	09/10/2021	1,470.00
RIGHT-WAY CAULKING, INC	334771	09/10/2021	9,243.50
RTL CONSTRUCTION, INC	334772	09/10/2021	29,019.55
SPECIALTY SYSTEMS, INC	334773	09/10/2021	4,744.85
SUSTAINABLE SAFARI	334774	09/10/2021	725.00
TIERNEY BROS INC	334775	09/10/2021	13,964.00
TYLER TECHNOLOGIES LB678715	334777	09/10/2021	5,295.91
WELLS CONCRETE	334778	09/10/2021	6,650.00
WILSON-EPES PRINTING CO, INC	334779	09/10/2021	3,590.75
WOODSIDE INDUSTRIES, INC	334780	09/10/2021	5,792.75
WTG TERRAZZO & TILE, INC	334781	09/10/2021	20,570.02
CHILD SUPPORT PAYMENT CENTER	334782	09/15/2021	135.00
MINNESOTA CHILD SUPPORT PAYMEN	334783	09/15/2021	712.67
SCHOOL SERVICE EMPLOYEES LOCAL 284	334784	09/15/2021	1,650.79
STATE DISBURSEMENT UNIT	334785	09/15/2021	6.00
AID ELECTRIC CORPORATION	334786	09/20/2021	142.50
ANCHOR PAPER COMPANY	334787	09/20/2021	1,563.75
BALFOUR MINNESOTA, LLC	334788	09/20/2021	2,175.00
BENEFIT EXTRAS, INC	334789	09/20/2021	245.00
BOXMAN PORTABLE STORAGE, LLC	334790	09/20/2021	5,250.00
BRIDGE FOR YOUTH	334791	09/20/2021	2,500.00
BROTHERS FIRE PROTECTION	334792	09/20/2021	4,195.00
CAPTIVATE MEDIA + CONSULTING	334793	09/20/2021	2,496.00
CDW GOVERNMENT INC	334794	09/20/2021	32,950.00
CENTURYLINK	334795	09/20/2021	125.96
CI SOLUTIONS	334796	09/20/2021	2,945.00
CITY OF ST LOUIS PARK	334797	09/20/2021	63.54
CLOSED SYSTEM LABS INC	334798	09/20/2021	2,880.00
CRAWFORD MERZ, LLC	334799	09/20/2021	1,730.68
ECKROTH MUSIC	334801	09/20/2021	10,028.92
EVERYTHING'S POSSIBLE LLC	334802	09/20/2021	360.00
EXPRESS SERVICES INC	334803	09/20/2021	2,603.98
FLYLEAF PUBLISHING	334804	09/20/2021	173.34
GEISLER, JAMIE	334805	09/20/2021	157.35
GROVES ACADEMY,	334806	09/20/2021	3,500.00
INDIANHEAD FOODSERVICE DISTRIBUTOR	334807	09/20/2021	1,564.33
INSPEC INC	334808	09/20/2021	2,000.00

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
INTERMEDIATE DISTRICT #287	334809	09/20/2021	52,364.16
INTERNATIONAL BACCALAUREATE ORGANIZATION	334810	09/20/2021	9,000.00
ISCORP (REMIT)	334811	09/20/2021	2,214.00
KAMI	334812	09/20/2021	700.00
KANNE, COLTRANE	334813	09/20/2021	75.00
KRAUS-ANDERSON CONSTRUCTION	334814	09/20/2021	92,182.24
KRULL, MELISSA	334815	09/20/2021	1,000.00
LEARNING ALLY	334816	09/20/2021	5,697.00
LOEFFLER SHOES LLC	334817	09/20/2021	4,597.45
METRO ELEVATOR INC	334818	09/20/2021	1,105.00
METROPOLITAN COURIER CORP	334819	09/20/2021	257.76
MINITEX	334820	09/20/2021	10,391.00
MSDS ONLINE, INC	334821	09/20/2021	1,700.00
N A C	334822	09/20/2021	7,943.32
ONSHAPE	334823	09/20/2021	3,000.00
PAN O GOLD BAKING CO	334824	09/20/2021	150.86
PERNSTEINER CREATIVE GROUP INC	334826	09/20/2021	8,565.38
PITNEY BOWES	334827	09/20/2021	472.09
PROS OF THE ROPE, LLC	334828	09/20/2021	661.00
RED WING SHOE STORE	334830	09/20/2021	2,089.02
RICOH USA, INC	334833	09/20/2021	3,463.79
ST LOUIS PARK TRANSPORTATION	334834	09/20/2021	8,209.50
SOLUTRAN, INC	334835	09/20/2021	1,670.78
STANDARD INSURANCE COMPANY	334836	09/20/2021	21,646.96
STAPLES ADVANTAGE	334837	09/20/2021	6,936.71
TEACHERS ON CALL A KELLY SERVICES CO	334838	09/20/2021	12,352.00
THORNE, LAURA	334839	09/20/2021	84.00
TIERNEY BROS INC	334840	09/20/2021	6,623.00
TREMCO COMPANY	334841	09/20/2021	109,915.00
TRI-DIM FILTER CORP	334842	09/20/2021	348.72
TRIO SUPPLY COMPANY	334843	09/20/2021	3,695.10
VANCE, TAMARA	334844	09/20/2021	200.00
VSI CONSTRUCTION, INC	334846	09/20/2021	17,183.22
WARNER, SHANE	334847	09/20/2021	409.00
WAYZATA PUBLIC SCHOOL	334848	09/20/2021	70.00
XCEL ENERGY	334849	09/20/2021	111,979.10
ZEE SERVICE COMPANY	334850	09/20/2021	642.25
ZWINGBAUM, ADIN	334851	09/20/2021	75.00
GOPHER SPORT	334852	09/21/2021	219.60
HAZELDEN PUBLISHING (REMIT)	334853	09/21/2021	16,500.00
INTELLIGERE, INC	334854	09/21/2021	26.25
NINNEMANN, KATHRYN	334855	09/21/2021	550.00
TREMCO COMPANY	334856	09/21/2021	27,170.00
PETERSON, SARA	334857	09/21/2021	1,792.41
AMPLIFIED IT	334858	09/24/2021	2,450.00
ANCHOR PAPER COMPANY	334859	09/24/2021	1,210.28
AOTA, MEMBERSHIP RENEWALS	334860	09/24/2021	225.00
ASET SUPPLY AND PAPER	334861	09/24/2021	1,172.25
BECKERS SCHOOL SUPPLY	334862	09/24/2021	15.29
BRISSON, JENNIFER	334863	09/24/2021	89.25
CAPTIVATE MEDIA + CONSULTING	334864	09/24/2021	2,496.00
CENGAGE LEARNING INC (REMIT)	334865	09/24/2021	4,499.60
CINTAS CORPORATION NO. 2	334866	09/24/2021	50.00
CITY OF ST LOUIS PARK	334867	09/24/2021	300.00
DAKOTA TRUCK UNDERWRITERS	334868	09/24/2021	22,835.00
EGAN COMPANIES INC	334869	09/24/2021	555.00

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
EVERYTHING'S POSSIBLE LLC	334870	09/24/2021	180.00
EXPRESS SERVICES INC	334871	09/24/2021	1,529.88
HAUGEN, CHRISTOPHER	334872	09/24/2021	90.00
HENNEPIN COUNTY TREASURER	334873	09/24/2021	33,325.16
HOUGHTON MIFFLIN (REMIT)	334874	09/24/2021	4,607.75
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	334875	09/24/2021	5,772.69
INTELLIGERE, INC	334876	09/24/2021	50.00
INTERMEDIATE SCHOOL DIST #917	334877	09/24/2021	6,489.12
KINECT ENERGY, INC	334878	09/24/2021	5,688.18
KOVACOVIC, VERA	334879	09/24/2021	250.00
LANGUAGE LINE SERVICES CORP	334880	09/24/2021	200.48
LEARNING A-Z (REMIT)	334881	09/24/2021	24,520.00
MACMILLAN HOLDINGS, LLC	334882	09/24/2021	3,311.55
MCGRRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	334883	09/24/2021	2,572.20
MED COMPASS INC	334884	09/24/2021	2,004.00
MIDWEST BADGE & NOVELTY CO INC	334885	09/24/2021	1,268.00
MINNJET CONSULTING	334886	09/24/2021	420.00
NELCO	334887	09/24/2021	370.80
NORCOSTCO INC	334888	09/24/2021	376.50
NORTHSTAR BUS LINES, LLC	334889	09/24/2021	1,401.75
PHOENIX SCHOOL COUNSELING LLC	334890	09/24/2021	6,398.37
PROS OF THE ROPE, LLC	334891	09/24/2021	900.00
RESERVE ACCOUNT	334892	09/24/2021	5,000.00
RICHARDSON, MOLLY	334893	09/24/2021	230.76
RICOH USA, INC	334894	09/24/2021	2.90
SAVVAS LEARNING COMPANY, LLC	334895	09/24/2021	3,299.96
SCHOOLMATE	334896	09/24/2021	341.60
SINGAPORE MATH INC	334897	09/24/2021	3,954.00
ST LOUIS PARK TRANSPORTATION	334898	09/24/2021	5,507.50
ST CROIX RECREATION FUN PLAYGROUNDS INC	334899	09/24/2021	783.18
ST PAUL BEVERAGE SOLUTIONS, LLC	334900	09/24/2021	950.72
STORYBOARD THAT	334901	09/24/2021	499.95
TEACHERS ON CALL A KELLY SERVICES CO	334902	09/24/2021	38,623.68
U H L COMPANY	334903	09/24/2021	699.02
UNIVERSAL ATHLETIC, LLC (REMIT)	334904	09/24/2021	5,409.91
VISTA HIGHER LEARNING	334905	09/24/2021	5,285.05
WICKERSHAM, MARY	334906	09/24/2021	60.00
CHILD SUPPORT PAYMENT CENTER	334907	09/30/2021	135.00
MINNESOTA CHILD SUPPORT PAYMEN	334908	09/30/2021	712.67
SCHOOL SERVICE EMPLOYEES LOCAL 284	334909	09/30/2021	1,623.31
STATE DISBURSEMENT UNIT	334910	09/30/2021	6.00
MINNESOTA DEPARTMENT OF REVENUE	202100079	09/15/2021	70,253.16
TEACHERS RETIREMENT ASSOCIATIO	202100080	09/15/2021	206,006.52
INTERNAL REVENUE SERVICE	202100081	09/15/2021	427,014.07
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	202100082	09/15/2021	81,416.20
MINNESOTA STATE RETIREMENT SYSTEM	202100083	09/15/2021	833.34
TASC	202100084	09/15/2021	22,087.34
EDUCATORS BENEFIT CONSULTANTS	202100085	09/15/2021	139,022.74
MINNESOTA DEPARTMENT OF REVENUE	202100086	09/15/2021	76.88
TEACHERS RETIREMENT ASSOCIATIO	202100087	09/15/2021	390.81
INTERNAL REVENUE SERVICE	202100088	09/15/2021	533.58
MINNESOTA DEPARTMENT OF REVENUE	202100089	09/30/2021	72,604.52
TEACHERS RETIREMENT ASSOCIATIO	202100090	09/30/2021	214,292.12
INTERNAL REVENUE SERVICE	202100091	09/30/2021	444,866.96
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	202100092	09/30/2021	82,000.82
MINNESOTA STATE RETIREMENT SYSTEM	202100093	09/30/2021	24,687.50

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
TASC	202100094	09/30/2021	22,515.71
EDUCATORS BENEFIT CONSULTANTS	202100095	09/30/2021	111,751.82
SAM'S CLUB MASTERCARD	202100096	09/28/2021	7,203.35
BANK OF MONTREAL (CA) HARRIS	202100097	09/29/2021	119,387.78
BRASEL, KAREN	212200066	09/15/2021	47.83
FISHER, KIMBERLY	212200067	09/15/2021	50.00
GRAVER, MARIA	212200068	09/15/2021	38.96
HINTON, VANESSA	212200069	09/15/2021	11.49
HUSSONG, HEATHER	212200070	09/15/2021	110.24
LOEWE, JASON	212200071	09/15/2021	2,000.00
POLLOCK, CLARENCE	212200072	09/15/2021	201.59
ROSENBLUM, LARA	212200073	09/15/2021	33.42
SANCHEZ ALVA, JABNIA	212200074	09/15/2021	173.20
SWISHER, MELISSA	212200075	09/15/2021	100.00
THOR, GAO	212200076	09/15/2021	266.26
KREYER, RICHARD	212200077	09/15/2021	711.62
REYES-WREDE, MARIA	212200078	09/15/2021	237.45
SWISHER, MELISSA	212200079	09/15/2021	100.00
BLUMER, CINDY	212200080	09/30/2021	127.23
BONGAARTS, JOANNE	212200081	09/30/2021	50.00
FRANSEN, ANGELA	212200082	09/30/2021	1,000.00
MARBLE, THOMAS	212200083	09/30/2021	256.03
NELSON, RACHEL	212200084	09/30/2021	44.94
OSEI, ASTEIN	212200085	09/30/2021	254.77
ROSENBLUM, LARA	212200086	09/30/2021	54.92
SCHLADWEILER, ANNE	212200087	09/30/2021	462.19
SODHI PROPERTIES LLC	212200088	09/30/2021	16,334.25
	Totals for checks		6,616,493.12

**FUND SUMMARY**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,681,295.77	50.00	1,017,644.98	2,698,990.75
02	FOOD SERVICES	51,858.45	541.75	8,121.91	60,522.11
03	TRANSPORTATION	258.58	0.00	5,568.53	5,827.11
04	COMMUNITY SERVICES	153,176.40	639.76	152,609.73	306,425.89
06	BUILDING CONSTRUCTION	7,375.40	0.00	3,440,670.02	3,448,045.42
16	TECHNOLOGY LEVY	37,876.05	0.00	54,810.01	92,686.06
21	SELF FUNDED MEDICAL INSURANCE	0.00	0.00	1,670.78	1,670.78
50	STUDENT ACTIVITIES	0.00	150.00	2,175.00	2,325.00
***	Fund Summary Totals ***	1,931,840.65	1,381.51	4,683,270.96	6,616,493.12

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



Account	Settle	Mature	Description	Cost	Days	Rate
31135-101	11/13/2019	11/15/2021	GOLDMAN SACHS BANK USA	\$247,720.76	733	1.55
31135-101	11/15/2019	11/15/2021	BMW BANK NORTH AMERICA	\$247,469.72	731	1.55
31135-101	11/14/2019	11/15/2021	MORGAN STANLEY BANK NA	\$247,470.60	732	1.6
31135-101	11/13/2019	11/15/2021	SALLIE MAE BANK/SALT LKE	\$247,472.23	733	1.6
			SIMMONS BANK/LANDMARK COMMUNITY			
31135-101	1/27/2020	1/25/2022	BANK	\$242,600.00	729	1.49
			PENTAGON FEDERAL CREDIT UNION (183 day			
31135-101	12/20/2019	1/25/2022	and out)	\$2,000,000.00	767	1.52
31135-101	11/8/2019	1/25/2022	NAVY FEDERAL CREDIT UNION	\$2,000,000.00	809	1.55
			PENTAGON FEDERAL CREDIT UNION (183 day			
31135-101	3/13/2020	1/25/2022	and out)	\$1,000,000.00	683	0.57
31135-101	1/30/2020	1/31/2022	SYNOVUS BANK GA	\$247,719.89	732	1.5
31135-101	4/7/2020	4/7/2022	AMERICAN EXPR NATL BK	\$247,472.61	730	1.25
31135-101	4/9/2020	4/8/2022	MERRICK BANK	\$247,724.64	729	1.05
31135-101	4/8/2020	4/21/2022	BERKSHIRE BK/PITTSFIELD	\$247,743.76	743	1.1
31135-208	9/27/2021	10/25/2021	MN TRUST TERM SERIES	\$1,000,000.00	28	0.03
31135-208	7/23/2019	10/29/2021	BRIDGEWATER BANK	\$500,000.00	829	1.82
31135-208	7/23/2019	11/30/2021	BRIDGEWATER BANK	\$300,000.00	861	1.82
31135-208	7/18/2019	12/30/2021	FARMERS BANK AND TRUST	\$239,000.00	896	1.8
31135-208	7/18/2019	1/31/2022	FIRST NATIONAL BANK	\$238,100.00	928	1.87
31135-301	10/22/2020	10/22/2021	BANK 7	\$249,500.00	365	0.1
31135-301	10/23/2019	10/22/2021	THREE RIVERS FEDERAL CREDIT UNION	\$242,400.00	730	1.53
31135-301	10/22/2020	10/22/2021	SERVISFIRST BANK	\$249,700.00	365	0.1
			KS STATEBANK / KANSAS STATE BANK OF			
31135-301	10/22/2020	10/22/2021	MANHATTAN	\$249,700.00	365	0.1
31135-301	10/22/2020	10/22/2021	TEXAS CAPITAL BANK	\$249,600.00	365	0.1
31135-301	11/5/2020	11/5/2021	CIBM BANK	\$244,600.00	365	0.07
31135-301	11/5/2020	11/5/2021	RIVER BANK	\$249,700.00	365	0.1
31135-301	11/5/2020	11/5/2021	CORNERSTONE BANK - YORK NEBRASKA	\$249,700.00	365	0.1
31135-301	11/5/2020	11/5/2021	TBK BANK, SSB / THE NATIONAL BANK	\$101,000.00	365	0.1
31135-301	3/30/2021	8/1/2023	WINCHESTER-A-TXBL-REF	\$251,165.00	854	0.15
31135-301	1/21/2020	6/28/2024	FIRST PRYORITY BANK	\$231,100.00	1620	1.67
31135-301	3/26/2021	2/15/2029	MINERAL WELLS ISD	\$198,371.80	2883	0.16

## RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequest, donations, or gifts for the proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trust created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”;

THEREFORE, BE IT RESOLVED, that the School Board of St. Louis Park Public Schools, ISD 283, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (If Any)
Coca Cola Give	\$25.40	Susan Lindgren
Lifetouch	\$176.38	Park Spanish Immersion
Jostens	\$925.80	Junior High

The vote on adoption of the Resolution was as follows

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

Approved by: \_\_\_\_\_  
Board Chair

Approved by: \_\_\_\_\_  
Board Clerk

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

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

**St. Louis Park Public Schools**  
Minutes of the Special School Board Meeting  
Tuesday, September 28, 2021 – 5:30 p.m.  
High School Room C365

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, scheduled to convene at 5:30 p.m. on Tuesday, September 28, 2021 in High School Room C365 for a special School Board meeting. Present were Board Members Anne Casey, Karen Waters, Heather Wilsey, Laura McClendon, C. Colin Cox, Ken Morrison and Superintendent Astein Osei. Board Chair Mary Tomback was absent. Also present was Patricia Magnuson, Director of Business Services.

**CALL TO ORDER**

Board Vice Chair Anne Casey called the meeting to order at 5:33 p.m.

**APPROVAL OF THE AGENDA**

A motion was made by Waters, seconded by Cox to approve the agenda. The motion passed 6-0.

**DISCUSSION ITEMS**

**Budget Update**

Patricia Magnuson, Director of Business Services, provided a budget update discussing fund transfers, Elementary and Secondary School Emergency Relief Fund (ESSER) III funds application, and the preliminary levy payable in 2022.

**Construction Update**

Patricia Magnuson, Director of Business Services, and Tom Bravo, Construction Manager, provided a construction update.

**ADJOURNMENT**

A motion was made by Morrison, seconded by Wilsey to adjourn. The motion passed 6-0.

The meeting adjourned at 6:24 p.m.

Respectfully submitted:

Approved:

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Laura McClendon, Clerk

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Mary Tomback, Chair

*Minutes prepared by Flower M. Krutina*



**LICENSED**

**SEPARATIONS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Litweiler	Linda	Counselor	Middle School	Resignation	2 Months	20-Oct-21
Peterson	Sara	Teacher - Science	High School	Resignation	7 Years	5-Nov-21

**CLASSIFIED**

**APPOINTMENTS**

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Aissi	Ashley	Technology Support Technician	District Office	1.00	Christopher Holm	25-Oct-21
Badger	Samantha	PARA 4 - ELL Instructional Assistant	Peter Hobart	0.75	Donna Tronson	27-Sep-21
Carson	Deborah	Administrative Assistant 3	Peter Hobart	1.00	Kate Johnston	18-Oct-21
Dakagboi	Natt	PARA 5 - Special Education Assistant	District Office	0.81	Kimberlee Henningsen	4-Nov-21
Hartnett	Paul	Cook	High School	0.75	John Schleppenbachh	4-Oct-21
Howard	Mykal	School Age Care Educator 3	Susan Lindgren	0.50	Andre Gray	5-Oct-21
Lee	Ru My	PARA 5 - Special Education Assistant	Central	0.75	Marilyn Nelson	4-Oct-21
McKinney	Alazia	School Age Care Educator 3	Susan Lindgren	0.50	New Position - Reduced Waitlist	27-Sep-21
Otwori	Halliet	School Age Care Educator 2	Peter Hobart	0.50	Claire Henry	18-Oct-21
Peterson	Aaron	PARA 4 - Instr/Program Assistant	High School	0.88	Kari Conroy	27-Sep-21
Recknagel	Adam	PARA 5 - Special Education Assistant	Aquila	0.81	Alan Irvin	18-Oct-21
Schwarz	Jordan	Custodian 4	Grounds Shop	1.00	Thomas Herbst	11-Oct-21
Smith	Marquetta	School Age Care Educator 2	Park Spanish Immersion	0.50	Debra Ruff	11-Oct-21
Smith-Dixon	Dominique	School Age Care Educator 3	Aquila	0.50	New Position - Reduced Waitlist	21-Oct-21
Smith-Dixon	Rachel	School Age Care Educator 3	Aquila	0.50	New Position - Reduced Waitlist	21-Oct-21
Sorenson	Carl	Technology Support Technician	District Office	1.00	Kelsey Brown	25-Oct-21
Turner	Donta	School Age Care Educator 1	Aquila	0.50	Emili Sutton	27-Sep-21
Vieau	Nicholas	Custodian 4	Grounds Shop	1.00	Terry Reid	6-Oct-21
Welch	Adele	PARA 4 - Instr/Program Assistant	High School	0.88	Reallocated FTE	5-Oct-21
Wetherall	Caroline	PARA 4 - Instr/Program Assistant	Peter Hobart	0.75	Samantha Rominski	28-Sep-21

**ASSIGNMENT CHANGES**

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Ahmednur	Barlin	PARA 4 - Instr/Program Assistant	Peter Hobart	0.56	Assignment Change	4-Oct-21
Copeland	Donald	Custodian 5	Susan Lindgren	1.00	Jeremiah Otucho	5-Oct-21
Holm	Christopher	Technology Account and Device Specialist	District Office	1.00	Michael Lopez	15-Oct-21
Dubish	Todd	PARA 5 - Special Education Assistant	High School	0.03	Increase FTE	23-Sep-21
Jones	Aria	Multicultural Liason	Aquila	0.44	New Position	13-Oct-21
Rocha Nunez	Karla	PARA 4 - Instr/Program Assistant	Aquila	0.13	Increase FTE	18-Oct-21
Sutton	Emili	Kids Place Staffing Coordinator	Central	1.00	Kelli Braaten	4-Oct-21
Watts	Jane	Administrative Assistant 3	Susan Lindgren	1.00	New Position	1-Oct-21



**SEPARATIONS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Anderson	Susan	PARA 5 - Special Education Assistant	Susan Lindgren	Retirement	23 Years	29-Oct-21
Baumwald	Diane	PARA 5 - Special Education Assistant	Peter Hobart	Resignation	5 Months	6-Oct-21
Budhram	Deonarine	Custodian 2	Middle School	Resignation	2 Years	1-Nov-21
Hartnett	Paul	Cook	High School	Resignation	4 Days	7-Oct-21
Juberian	Mary	Youth & Family Services Manager	Central	Retirement	20 Years	7-Jan-21
Lapray	Jami	High School Testing Coordinator	High School	Retirement	5 Years	27-Jan-22
Lopez	Michael	Technology Account and Device Specialist	District Office	Resignation	2 Years	14-Oct-21
Rodgers	Willie	Custodian 2	Central	Resignation	2 Years	15-Oct-21
Ruff	Debra	School Age Care Educator 3	Park Spanish Immersion	Resignation	14 Years	15-Sep-21

## JOINT TENTATIVE AGREEMENT SUMMARY

### SAINT LOUIS PARK PUBLIC SCHOOLS and PARK ASSOCIATION OF TEACHERS 2021-23 Terms and Conditions of Employment

Economics Proposal – 10/13/2021

**Term:** Two (2) years, July 1, 2021, through June 30, 2023

**Tentative Agreement Date:** 10/13/2021

**Employees Covered:** 387 total with K-12/ABE/ECFE

**Wages:**

2021-23: Increase salary schedule Steps 1-11\* amounts by 1.0%. Increase Step 12 by 2.5%.

This option would be retroactive to July 1, 2021 (beginning of the contract) for people actively employed at the time of the ratification and retirees after 7/1/2021.

2022-23: Increase salary schedule Steps 1-11\* amounts by 1.0%. Increase Step 12 by 2.4%.

\*Some adjustments to cells in Steps 1-5 to create more competitive entry salary.

ABE/ECFE rates to be increased for each year based on prorated of BA through BA20 lanes.

Schedule C rates: Schedule C increased by 2% based on MOA for 2021-22. No change for 2022-23.

**Health Insurance:**

Effective July 1, 2021: The Benefit FTE levels will be changed to:

For teachers working (.8-1.0 FTE) the Benefit FTE level would be 1.0

For teachers working (.6-.799 FTE) the Benefit FTE level would be .75

For teachers working (.5-.599 FTE) the Benefit FTE level would be .50

For teachers working less than .5 FTE the Benefit FTE level would be 0

The District contributions will be increased to the following amounts:

	Enrollment	District Contributions/mo			7/1/2023*
	310	Base 2020-21	2021-22	2022-23	
Single - VEBA Plan B	125	\$ 600.00	\$ 617.00	\$ 635.00	\$ 650
Single - Standard Plan A	9	\$ 480.00	\$ 495.00	\$ 510.00	\$ 520
E+1 VEBA Plan B	37	\$ 1,240.00	\$ 1,280.00	\$ 1,315.00	\$ 1,340
E+1 Standard Plan A	3	\$ 900.00	\$ 935.00	\$ 963.00	\$ 985
Family - VEBA Plan B	132	\$ 1,650.00	\$ 1,695.00	\$ 1,745.00	\$ 1,780
Family - Standard Plan A	4	\$ 1,300.00	\$ 1,340.00	\$ 1,380.00	\$ 1,410

\*A third year of contributions are provided to ease open enrollment for employees in 2023. The contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle.

**Dental Insurance:** No change to Dental premiums or District contributions.

**Career Increments:** All CI amounts will be increased by \$100 per year.

**Deferred comp:** 2021-22 Increase max to \$50,000. 2022-23 match increased from 2.65% to 3.0% of salary. The District is looking to create automatic enrollment in deferred comp for new hires in the future. District will work with PAT and Insurance committee on this possible future change.

**One-time payment MOA:** Upon ratification of the contract on the first possible paycheck, the District will provide a one-time payment of an additional \$250 to all active teachers covered by this agreement who were actively employed during the 2020-21 school year and receive pay for 100 days or more, with the exception of people on approved FMLA or Military leaves and are actively employed for this 2021-22 school year as of the ratification of this agreement.

## JOINT TENTATIVE AGREEMENT SUMMARY

### Non-Economic Items:

1. General clean-up of dates and references.
2. **Building Hours Art 7.1:** Agreed to update the teacher work day reference of “seven hours and 30 minutes, exclusive of lunch” to ensure that language is clear that teachers have a 40 hour week with the 7.5 duty hours plus lunch.
3. **Consolidated part-time teacher schedules Art 7.4:** The District agreed to make reasonable effort to schedule classes and preparation time in reasonable blocks to avoid gaps that extend the Building Hour time whenever possible and insofar as practicable based on the overall scheduling of course schedules.
4. **Initial Placement 8.4:** HR will have the flexibility to provide up to four (4) Professional Development credits at initial placement to the Lane placement “round a person up” to the next lane in an attempt to make a competitive offer for hard to fill positions. This would be consistent with language in 8.7 Professional Growth Credits of up to four (4) for a lane change and 12 max.
5. **Lane Changes Art 8.8:** Effective July 1, 2022, the number of lane changes per year beyond the MA lane will be limited to one lane change per year unless the multiple lane changes is connected to receiving a new Specialist or Doctoral Degree.
6. **Method of Payment Art 8.10:** Added language to make it clear that July and August payments are based on the previous year’s schedules and that the new schedule rates apply for work done for the new year starting with Sept 15 paycheck.
7. **Method of Payment Art 8.11:** Added language that unpaid debts or amounts owed would be taken from the final paycheck when an employee terminates.
8. **VEBA Contribution Date Art 10.2B:** Effective for 2022-23, change the date the annual deposit is made from July 1 to September 1 to avoid payments being made and then people quitting before school starts.
9. **Health Care Savings Plan 10.7:** Changed language to reflect that new employees will “be automatically enrolled” in a Health Care Savings Plan the year they are eligible for the first payment.
10. **Eligibility for Benefits Art 10.11:** Changed from current prorated calculation at 100% at 1.0 FTE to a banded eligibility and set minimum at .5 FTE. This improves contribution levels for most part time people. No current PT teacher will have their benefit eligibility decreased as a result of this change. See economic proposal for FTE levels.
11. **Leaves of Absence Eligibility Art 11.1:** Agreed to changes to sick leave/personal leave that would provide more flexibility in teacher days off and “planned” instead of “unplanned” days off. Agreed to increase the number of Personal Leave days to 3 per year with the ability to carry over up to 2 and reduce the Sick Leave accumulation from 12 to 11 days per year. Also, added language to clarify that to be eligible for sick leave and other leaves, must work at least .5 FTE.
12. **Leaves of Absence Art 11.1.G and H: Workers Comp/LTD and sick leave:** Agreed to standardize language across District employee groups so it is clear that when getting paid by WC or LTD, the teacher can use available Sick Leave to cover the cost of any insurance payments, instead of writing a check to the Business Office.
13. **Jury Duty Art 11.6:** Changed language to allow teachers on jury duty to keep the per diem payments.
14. **ULA Probationary teachers Art. 13.3:** Agreed to add the following language, “Notwithstanding the provisions of article/subdivision 13.3, if reducing a probationary teacher would prevent students from having access to effective teachers who are members of populations underrepresented among licensed teachers in the district or school, the District may retain the probationary teacher over any other probationary teacher. This exception will only be available to teachers holding Tier 3 or Tier 4 licenses, and will not be available to any teacher holding a Tier 2 or Tier 1 license.”
15. **Memorandum of Agreements:** Reviewed MOAs and determined which ones continue and if any provisions that should be moved to actual contract language. See back of contract for MOAs

## JOINT TENTATIVE AGREEMENT SUMMARY

16. **Schedule C** – Updated Schedule C and add any new stipends that have been created such as BOLT and PLT. Clay target coach....Discussed number of different seasons and how many stipends. The District replied that there is only one District sanctioned clay season so one stipend.

### **Other Non-Economic Items moved to Meet and Confer or other forums for further discussion:**

1. **Grading days** – PAT sought clarification about number of days available in calendar across sites. This item moved to meet and confer.
2. **FTE for Elem Specialists:** Agreed to Update the HR guidelines for Elem Specialist FTE to be based on work hours instead of 30 min sections taught. The 30 min sections do not apply consistently and can be too disruptive or volatile to FTE levels for teachers and result in ULA. Basically, FTE would be calculated like other positions like nurses, OT, PT, Speech, counselors, social workers, coordinators and other TOSAs 1.0 FTE = 40hrs/week (7.5 hours per day plus lunch, .8 FTE = 32hrs/week, .6 FTE = 24hrs/week, .5 FTE = 20hrs/week, etc.)
3. **ATPPS:** Agreed to change ATPPS model and tools/documentation: PAT would like to keep this piece open for discussion with ATPPS Committee once a finalized proposal has been submitted and agreed to by District and PAT. The details only deal with rubric, CARE Team format and observations. No changes to overall payment amounts. Agreed to change PDP stipends to CARE Team stipends. See ATPPS MOA in back of contract.



## JOINT TENTATIVE AGREEMENT SUMMARY

ABE/ECFE Schedules based on 10/13-2021 proposal (Prorated hourly based on BA-BA20 Schedule A and B)

ABE/ECFE    prorated to  
Schedule    BA-BA20

2021-22	BA	BA10	BA20
Step	Lane 1	Lane 2	Lane 3
1	\$ 30.99	\$ 31.53	\$ 32.07
2	\$ 31.19	\$ 31.49	\$ 32.49
3	\$ 31.83	\$ 33.15	\$ 34.23
4	\$ 33.39	\$ 34.79	\$ 35.93
5	\$ 34.91	\$ 36.39	\$ 37.62
6	\$ 36.21	\$ 37.97	\$ 39.28
7	\$ 37.11	\$ 39.30	\$ 41.00
8	\$ 37.47	\$ 40.20	\$ 42.43
9	\$ 38.77	\$ 40.59	\$ 43.32
10	\$ 38.77	\$ 42.00	\$ 43.74
11	\$ 38.77	\$ 42.00	\$ 45.26
12	\$ 38.77	\$ 42.00	\$ 45.26

ABE/ECFE    prorated to  
Schedule    BA-BA20

2022-23	BA	BA10	BA20
Step	Lane 1	Lane 2	Lane 3
1	\$ 31.71	\$ 32.25	\$ 32.79
2	\$ 32.25	\$ 33.42	\$ 34.05
3	\$ 32.79	\$ 34.59	\$ 35.32
4	\$ 33.72	\$ 35.13	\$ 36.29
5	\$ 35.26	\$ 36.76	\$ 38.00
6	\$ 36.57	\$ 38.35	\$ 39.67
7	\$ 37.48	\$ 39.69	\$ 41.41
8	\$ 37.84	\$ 40.60	\$ 42.86
9	\$ 39.70	\$ 40.99	\$ 43.75
10	\$ 39.70	\$ 43.01	\$ 44.18
11	\$ 39.70	\$ 43.01	\$ 46.35
12	\$ 39.70	\$ 43.01	\$ 46.35

# JOINT TENTATIVE AGREEMENT SUMMARY

## 2021-22 Salary Schedules 10/13/21 TA – CI Increases by \$100

% Increase (Steps 1-12) =		1.00%										
ATB \$ Increase =		\$0										
additional on top steps =		1.50%		2.50%		top steps total						
	Salary Schedule in Year 1						2021-22					
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
	STEP	BA	BA10	BA20	BA30	BA40	MA	MA10	MA20	MA30	MA40/ Spec	PhD
	(1)	43,000	43,750	44,500	45,500	46,000	48,000	49,000	50,000	51,500	53,000	55,000
	(2)	43,279	43,699	45,080	46,464	47,848	49,231	50,616	51,998	53,384	54,767	56,495
	(3)	44,167	46,001	47,488	48,975	50,461	51,950	53,436	54,924	56,412	57,898	59,732
	(4)	46,328	48,266	49,860	51,450	53,042	54,633	56,223	57,814	59,406	60,994	62,932
	(5)	48,444	50,497	52,198	53,891	55,584	57,280	58,975	60,668	62,361	64,056	66,099
	(6)	50,239	52,681	54,503	56,298	58,094	59,893	61,691	63,490	65,285	67,084	69,230
	(7)	51,492	54,526	56,885	58,674	60,574	62,464	64,369	66,275	68,178	70,082	72,315
	(8)	51,986	55,778	58,877	61,009	63,024	64,987	67,002	69,018	71,033	73,049	75,349
	(9)	53,790	56,315	60,107	63,140	65,229	67,243	69,330	71,418	73,505	75,592	77,941
	(10)	53,790	58,272	60,687	69,018	71,174	73,247	75,394	77,549	79,697	81,847	84,269
	(11)	53,790	58,272	62,799	74,281	76,606	76,556	77,661	79,881	82,096	84,313	86,808
	(12)	53,790	58,272	62,799	74,281	76,606	80,952	83,332	85,719	88,099	90,481	93,163
	(13)	53,790	58,272	62,799	74,281	76,606	80,952	83,332	85,719	88,099	90,481	93,163
	(14)	53,790	58,272	62,799	74,281	76,606	80,952	83,332	85,719	88,099	90,481	93,163
\$1,600	(15)	55,390	59,872	64,399	75,881	78,206	82,552	84,932	87,319	89,699	92,081	94,763
	(16)	55,390	59,872	64,399	75,881	78,206	82,552	84,932	87,319	89,699	92,081	94,763
	(17)	55,390	59,872	64,399	75,881	78,206	82,552	84,932	87,319	89,699	92,081	94,763
	(18)	55,390	59,872	64,399	75,881	78,206	82,552	84,932	87,319	89,699	92,081	94,763
	(19)	55,390	59,872	64,399	75,881	78,206	82,552	84,932	87,319	89,699	92,081	94,763
\$1,700	(20)	57,090	61,572	66,099	77,581	79,906	84,252	86,632	89,019	91,399	93,781	96,463
	(21)	57,090	61,572	66,099	77,581	79,906	84,252	86,632	89,019	91,399	93,781	96,463
	(22)	57,090	61,572	66,099	77,581	79,906	84,252	86,632	89,019	91,399	93,781	96,463
	(23)	57,090	61,572	66,099	77,581	79,906	84,252	86,632	89,019	91,399	93,781	96,463
	(24)	57,090	61,572	66,099	77,581	79,906	84,252	86,632	89,019	91,399	93,781	96,463
\$1,800	(25)	58,890	63,372	67,899	79,381	81,706	86,052	88,432	90,819	93,199	95,581	98,263
	(26)	58,890	63,372	67,899	79,381	81,706	86,052	88,432	90,819	93,199	95,581	98,263
\$1,900	(27)	60,790	65,272	69,799	81,281	83,606	87,952	90,332	92,719	95,099	97,481	100,163
	(28)	60,790	65,272	69,799	81,281	83,606	87,952	90,332	92,719	95,099	97,481	100,163
\$2,000	(29)	62,790	67,272	71,799	83,281	85,606	89,952	92,332	94,719	97,099	99,481	102,163
	(30)	62,790	67,272	71,799	83,281	85,606	89,952	92,332	94,719	97,099	99,481	102,163
	20 yr	1,035,710	1,103,800	1,169,471	1,308,533	1,348,393	1,405,354	1,444,990	1,485,805	1,527,051	1,568,310	1,615,935
	25 yr	1,322,958	1,413,457	1,501,764	1,698,240	1,749,725	1,828,414	1,879,952	1,932,700	1,985,848	2,039,014	2,100,048
	30 yr	1,629,006	1,741,915	1,852,858	2,106,747	2,169,857	2,270,274	2,333,714	2,398,395	2,463,445	2,528,518	2,602,961

# JOINT TENTATIVE AGREEMENT SUMMARY

## 2022-23 Salary Schedules 10-13-2021 TA

	ATB % Increase =	1.00%										
	ATB \$ Increase =	\$0										
	additional on top steps =	1.40%	2.40%	Top Steps total								
	Salary Schedule in Year 2					2022-23						
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
	STEP	BA	BA10	BA20	BA30	BA40	MA	MA10	MA20	MA30	MA40/ Spec	PhD
	(1)	44,000	44,750	45,500	46,500	47,500	50,000	51,000	52,000	53,500	55,000	57,000
	(2)	44,750	46,375	47,250	48,750	50,000	52,250	53,250	54,500	56,000	57,500	59,500
	(3)	45,500	48,000	49,000	51,000	52,500	54,500	55,500	57,000	58,500	60,000	62,000
	(4)	46,791	48,749	50,358	51,965	53,573	55,179	58,000	60,000	62,000	63,000	65,000
	(5)	48,928	51,002	52,720	54,429	56,140	57,853	61,000	62,500	64,250	66,000	68,000
	(6)	50,742	53,207	55,048	56,861	58,675	60,492	62,308	64,125	65,938	67,755	71,500
	(7)	52,007	55,071	57,454	59,261	61,179	63,089	65,013	66,938	68,860	70,783	73,038
	(8)	52,506	56,336	59,466	61,619	63,654	65,637	67,672	69,709	71,744	73,780	76,103
	(9)	55,088	56,878	60,708	63,772	65,881	67,915	70,024	72,132	74,240	76,348	78,720
	(10)	55,088	59,678	61,294	69,709	71,885	73,980	76,148	78,324	80,494	82,666	85,112
	(11)	55,088	59,678	64,315	76,074	78,456	77,322	78,438	80,680	82,917	85,156	87,677
	(12)	55,088	59,678	64,315	76,074	78,456	82,906	85,344	87,788	90,226	92,665	95,412
	(13)	55,088	59,678	64,315	76,074	78,456	82,906	85,344	87,788	90,226	92,665	95,412
	(14)	55,088	59,678	64,315	76,074	78,456	82,906	85,344	87,788	90,226	92,665	95,412
\$1,600	(15)	56,688	61,278	65,915	77,674	80,056	84,506	86,944	89,388	91,826	94,265	97,012
	(16)	56,688	61,278	65,915	77,674	80,056	84,506	86,944	89,388	91,826	94,265	97,012
	(17)	56,688	61,278	65,915	77,674	80,056	84,506	86,944	89,388	91,826	94,265	97,012
	(18)	56,688	61,278	65,915	77,674	80,056	84,506	86,944	89,388	91,826	94,265	97,012
	(19)	56,688	61,278	65,915	77,674	80,056	84,506	86,944	89,388	91,826	94,265	97,012
\$1,700	(20)	58,388	62,978	67,615	79,374	81,756	86,206	88,644	91,088	93,526	95,965	98,712
	(21)	58,388	62,978	67,615	79,374	81,756	86,206	88,644	91,088	93,526	95,965	98,712
	(22)	58,388	62,978	67,615	79,374	81,756	86,206	88,644	91,088	93,526	95,965	98,712
	(23)	58,388	62,978	67,615	79,374	81,756	86,206	88,644	91,088	93,526	95,965	98,712
	(24)	58,388	62,978	67,615	79,374	81,756	86,206	88,644	91,088	93,526	95,965	98,712
\$1,800	(25)	60,188	64,778	69,415	81,174	83,556	88,006	90,444	92,888	95,326	97,765	100,512
	(26)	60,188	64,778	69,415	81,174	83,556	88,006	90,444	92,888	95,326	97,765	100,512
\$1,900	(27)	62,088	66,678	71,315	83,074	85,456	89,906	92,344	94,788	97,226	99,665	102,412
	(28)	62,088	66,678	71,315	83,074	85,456	89,906	92,344	94,788	97,226	99,665	102,412
\$2,000	(29)	64,088	68,678	73,315	85,074	87,456	91,906	94,344	96,788	99,226	101,665	104,412
	(30)	64,088	68,678	73,315	85,074	87,456	91,906	94,344	96,788	99,226	101,665	104,412
	20 yr	1,057,580	1,128,129	1,193,243	1,335,911	1,376,845	1,435,673	1,477,749	1,519,301	1,561,777	1,603,272	1,653,653
	25 yr	1,406,409	1,504,498	1,597,431	1,810,658	1,865,879	1,951,410	2,008,113	2,064,330	2,121,433	2,177,562	2,244,422
	30 yr	1,718,950	1,839,989	1,956,104	2,228,130	2,295,257	2,403,040	2,471,934	2,540,371	2,609,664	2,677,987	2,758,579

## **JOINT TENTATIVE AGREEMENT SUMMARY**



**St. Louis Park  
Public Schools**

*Achieving success, one student at a time!*

~~2019-2020~~2021-22 and ~~2020-2021~~2022-23

**AGREEMENT**

**between**

**INDEPENDENT SCHOOL DISTRICT NO. 283**

**St. Louis Park, Minnesota**

**and**

**PARK ASSOCIATION OF TEACHERS**

**Representing Teachers in the School District**

Draft 2021-10-13, with updated salary schedules TA on 10/13/2021

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Board Approved: 9-23-2019



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**ARTICLE 1 - PURPOSE**

**1.1 Parties**

This Agreement is entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota, and the Park Association of Teachers, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, to provide the terms and conditions of employment for teachers during the duration of this Agreement.

**ARTICLE 2 - DEFINITIONS**

**2.1 School District**

For purposes of this Agreement, the term "School District" or "District" shall mean the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota, its School Board or designated representative(s) of the Board.

**2.2 Association**

For purposes of this Agreement, the term "Association" shall mean the Park Association of Teachers or its designated representative(s).

**2.3 P.E.L.R.A.**

For purposes of this Agreement, the term "P.E.L.R.A." shall mean the Public Employment Labor Relations Act of 1971, as amended.

**2.4 Terms and Conditions of Employment**

Terms and conditions of employment means the hours of employment, the compensation thereof, including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a District. The terms in both cases are subject to the provisions of Minn. Stat. § 179A.07 regarding the rights of public employers and the scope of negotiations.

**2.5 Other Terms**

Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A.

**ARTICLE 3 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

**3.1 Recognition**

In accordance with P.E.L.R.A., the District recognizes the Park Association of Teachers as the exclusive representative of teachers employed by the District. The Association shall have those rights and duties as prescribed by P.E.L.R.A. and as described in the provisions of this Agreement.

**3.2 Appropriate Unit**

The Association shall represent all teachers of Independent District No. 283, St. Louis Park, Minnesota, who are required to be and are licensed by the State Board of Education, including those on leave of absence who are guaranteed a position upon their return, but excluding the following: supervisory employees, confidential employees, Superintendent, assistant superintendent, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, essential employees, and such other employees excluded by law.

**ARTICLE 4 - DISTRICT RIGHTS**

**4.1 Inherent Managerial Rights**

The parties recognize that the Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of

the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the Board. Section 4.1 shall not be construed to limit the right of the Association to meet and confer with the District, pursuant to P.E.L.R.A., regarding policies and matters not included under terms and conditions of employment.

**4.2 Management Responsibilities**

The parties recognize the right and obligation of the Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

**4.3 Effect of Laws, Rules and Regulations**

The parties recognize that all teachers covered by this Agreement shall perform the teaching and reasonable teaching-related services prescribed by the District. The parties also recognize the right, obligation and duty of the Board and its duly designated officials to promulgate reasonable rules, regulations, directives and orders from time to time as deemed necessary insofar as such reasonable rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The parties further recognize that the District, all teachers covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, federal laws, rules and regulations of the Minnesota Department of Education, and valid rules, regulations and orders of state and federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

**ARTICLE 5 - TEACHER AND ASSOCIATION RIGHTS****5.1 Right to Views**

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

**5.2 Right to Join**

Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

**5.3 Request for Dues ~~Check-Off~~ Deduction**

Teachers shall have the right to request and be allowed dues check off for the exclusive representative of the teacher. Upon receipt of a properly executed authorization of the teacher involved (examples of which include paper authorization, electronic authorization or audio-recorded phone authorization), the District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the exclusive representative during the period provided in said authorization. The Union will notify the School District of the dues to be deducted from each teacher's paycheck and the correct institution to remit the dues payments. Deductions will be made each pay-period and transmitted to the designated exclusive representative. The District shall furnish to the exclusive representative (Park Association of Teacher's Treasurer) monthly an alphabetized list of teachers from whom such deductions have been made. The District agrees to honor and implement all the terms of the dues-checkoff authorizations submitted by the Union and agreed to by the teachers. The School District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted, and all other provisions agreed to by the teacher as stated in the authorization, irrespective of the teacher's membership in the Union. The Union agrees that the District's only obligation is to deduct and remit the dues indicated by the Union to be deducted from each teacher's pay. The Union agrees to save the District harmless from any actions growing out of these deductions and assumes full responsibility for the disposition of funds so deducted once they have been remitted by the District.

**5.4 Personnel Files**

All evaluations and files relating to each individual teacher shall be available during regular school business hours to said teacher upon reasonable notice. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written information in response to any material contained therein. The District may destroy such files as provided by law.

**5.5 School Buildings and Facilities**

The Park Association of Teachers (PAT) shall have the right in accordance with established regulations to reasonable use of school buildings and facilities provided such use shall not interfere with normal school activities or functions. The District reserves the right to assess charges for additional custodial expense or for other additional operational expense beyond normal maintenance costs resulting from such use.

**5.6 Information**

The parties agree that the Association shall have access, upon reasonable notice, to appropriate and available information, not deemed confidential, necessary for the Association to exercise its responsibilities as exclusive representative.

**5.7 Payroll DeductionDirect Deposit**

The District shall allow a payroll deduction plan for the United Educator's Credit Union or direct deposits to other eligible banking institution of the teacher's choice that accepts standard ACH deductions.

**5.8 Private and Personal Life**

The private and personal life of a teacher is not within the appropriate concern of the District provided such private and personal life does not adversely affect the teacher's performance or ability to perform.

**5.9 Meet and Confer**

The District shall meet and confer with the Association pursuant to P.E.L.R.A.

**5.10 Union Business Leave**

PAT will have access to up to 50 days of Union Business Leave in a school year. Members of the Union who are authorized by the PAT President shall be granted paid leave to conduct union business up the 50-day limit. Union Leave days for contract negotiations and/or mediation sessions jointly scheduled by the District and PAT will not be deducted from the 50-day total. The Union shall reimburse the District for the cost of a substitute teacher for each day of Union Business Leave used, if a substitute is requested and works that day. The Union agrees to notify the teacher's immediate supervisor and District Administration by email at least three days prior to the use of any Union Business Leave. The District will submit an invoice to the Union for the cost of the substitute teachers.

**ARTICLE 6 - THE SCHOOL YEAR****6.1 Teacher Duty Days**

Pursuant to M.S. §120A.40, the Board shall, prior to April 1 of each school year, establish the school calendar for the coming year, and the teacher shall perform services on those days as determined by the Board, including those legal holidays on which the Board is authorized to conduct school. The length of the school year shall consist of 185 duty days for returning teachers. Not more than 178 of such duty days shall be student days.

The District may add three (3) duty days for newly employed teachers.

If the District adds two days for second-year probationary teachers, the first two days will be paid at \$150/day.

If the District schedules a third day for second-year probationary teachers or any of the three additional staff development days for third-year probationary teachers, will be paid at the Extended Employment rate of pay as provided in Schedule C-1, for such hours required by the District.

**6.2 Modifications in Calendar, Length of School Days**

In the event of energy shortage, severe weather, or other catastrophe, the District reserves the right to modify the school calendar, and if school is closed on a normal duty day(s), the teacher shall perform duties on such other day(s) in lieu thereof as the Board or its designated representative shall determine, if any.

In the event of an order by authorized federal or state authority, the District may modify the duty day or duty week to place the District in compliance with such federal or state order, but with the understanding that the total number of hours shall not be increased, i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

Meet and Confer: Prior to adjusting the calendar, duty day, or duty week in Section 6.2, the District shall afford the Association the opportunity to meet and confer on such matters.

**ARTICLE 7 - THE SCHOOL DAY****7.1 Building Hours**

The specific hours at any individual building may vary according to the needs of the educational program of the District. The specific hours for each building shall be designated by the Superintendent. The regularly scheduled work day for teachers within their buildings shall be eight (8) hours per day with not exceed seven (7) hours and thirty (30) minutes of duty time and a 30 minute lunch specified in Art 7.3, exclusive of lunch.

**7.2 Additional Activities**

In addition to the basic school day, teachers are obligated to reasonably participate in school activities beyond the basic building hours as is required by the District.

**7.3 Duty Free Lunch**

Except in cases of emergency, teachers shall have a thirty (30) minute duty free lunch period, unless otherwise agreed upon by the District and the Association.

**7.4 Preparation Time and Regular Student Contact Assignment**

Teachers shall be scheduled a maximum of 330 minutes (5-1/2 hours) of regular classroom student contact time and/or supervisory time within the teacher's basic day.

The remaining 120 minutes (2 hours) of the teacher's basic day when the teacher is not assigned regular student contact, shall be available for preparation time. During this preparation time, the teacher will normally be able to engage in individual preparation and planning. However, it is recognized that, as necessary and customary, and as assigned by the District, the teacher will be available for occasional events such as parent conferences, individual help for students, supervision of students, faculty, department or curriculum meetings, or other related tasks.

The District shall make reasonable effort to provide preparation time in usable blocks of time of at least twenty-five (25) minutes in length insofar as practicable.

The District shall make reasonable effort to schedule classes and preparation time in reasonable blocks to avoid gaps that extend the Building Hour time whenever possible and insofar as practicable based on the overall scheduling of course schedules.

**ARTICLE 8 - BASIC COMPENSATION****8.1 Individual Contracts**

Individual contracts issued by the District shall be in the form as provided in Attachment D. Teachers shall receive individual contracts upon initial employment. and upon When there is a formal change in level of FTE, teachers will also be issued a new letter specifying new FTE level and salary in their online employee portal. Temporary overages and other temporary assignments that do not change the continuing contract rights will be

## PARK ASSOCIATION OF TEACHERS AGREEMENT

July 1, ~~2021~~ - June 30, ~~2023~~

made by letter of assignment from the Human Resource Department with the Extra Compensation/Assignment Form.

### **8.2 Rates of Pay**

The salaries reflected in Schedule A, attached hereto, shall be a part of the Agreement for the ~~2019-2021~~-22 school year and the salaries reflected in Schedule B, attached hereto, shall be a part of the Agreement for the ~~2020-21~~2022-23 school year. Teachers shall advance on the salary schedule one (1) step for the ~~2019-2021~~-22 school year and one (1) step for the ~~2020-21~~2022-23 school year, subject to the right of the District to withhold salary increases for just cause or not having worked 100 day with SLP in the previous year. A salary increase shall not be withheld unless the teacher is notified of the deficiency in writing and given reasonable opportunity to correct such deficiency.

### **8.3 Status of Salary Schedule**

The salary schedule shall not be construed to be a part of the teacher's continuing contract. In the event a successor Agreement is not entered into prior to the commencement of school in ~~2021~~2023, a teacher shall be compensated according to the past year's compensation until such time that a successor Agreement is executed between the District and the Association.

### **8.4 Initial Placement - Experience Credit**

Newly employed teachers shall receive credit for each full year of licensed outside experience and placed on the salary schedule per years of teaching experience. For this Section 8.4, full years of licensed outside experience shall be defined as a licensed teacher serving for at least 150 days under contract. Effective July 1, 2017, the Human Resource Department may offer additional step placement for positions deemed "Hard to Fill" to make a competitive offer. PAT and the District will agree as part of Meet and Confer that process for determining "Hard to Fill" positions and the agreed upon step placement discretion. Effective July 1, 2021, the Human Resource Department may consider up to four (4) Professional Development credits at initial placement to "round a person up" to the next lane in an attempt to make a competitive offer for hard to fill positions. This would be consistent with language in 8.7 Professional Growth Credits of up to four (4) for a lane change and 12 max. The Human Resource Department will provide a report to PAT denoting placements for "Hard to Fill" positions that exceed the standard new hire step placement.

Experience credit referred to herein shall be limited to that experience gained during the past (15) fifteen years. This provision shall not be retroactive.

Teachers shall receive one year of experience credit for service in the St. Louis Park District each year of contracted service in which the teacher performs duties on at least 100 duty days.

### **8.5 Prior Approval**

Credits to be considered for lane advancement must be approved by the responsible administrator in writing prior to taking the course. In the event of a course cancellation, an amended request for approval shall be made by the teacher as soon as possible. A form for such purpose shall be provided by the District. Where graduate credits are specified in Section 8.6, it is understood that while normally graduate credits will be required, the Superintendent or designee, in their sole discretion, may make an exception and approve undergraduate credits. PAT and the District will create a list of courses that have historically been approved and will not need to be submitted to Human Resources prior to taking the course. This list may be amended from time to time by the Human Resource Department through meet and confer with the Association.

**8.6 Training Levels**

For purposes of placement on the salary schedule, training levels are defined as follows:

DEGREE	TRAINING LEVEL FROM AN ACCREDITED COLLEGE OR UNIVERSITY
Bachelor's	At least a bachelor's degree
Bachelor's +10	At least 10 semester hours earned after the bachelor's degree, either graduate or undergraduate, which are in a field related to the teaching assignment
Bachelor's +20	At least 20 semester hours earned after the bachelor's degree, either graduate or undergraduate, which are in a field related to the teaching assignment
Bachelor's +30	At least 30 semester hours earned after the bachelor's degree, including no fewer than 10 graduate semester credits, which are in a field related to the teaching assignment
Bachelor's +40	At least 40 semester hours earned after the bachelor's degree, including no fewer than 20 graduate semester credits, which are in a field related to the teaching assignment
Master's	A master's degree in a field related to the teaching assignment
Master's +10	At least 10 semester hours of graduate credit earned after the master's degree which are in a field related to the teaching assignment
Master's +20	At least 20 semester hours of graduate credit earned after the master's degree which are in a field related to the teaching assignment
Master's +30	At least 30 semester hours of graduate credit earned after the master's degree which are in a field related to the teaching assignment
Master's +40	At least 40 semester hours of graduate credit earned after the master's degree which are in a field related to the teaching assignment
Specialist	A specialist degree in a field related to the teaching assignment
Doctorate	A doctorate degree in a field related to the teaching assignment

**8.7 Professional Growth Credits**

Teachers who complete an approved in-service course shall be eligible for credit on the salary schedule on the basis of one (1) semester hour for each fifteen (15) hours of class time.

Teachers also shall be granted salary schedule credit, on the basis of one (1) semester hour for each fifteen (15) hours of participation, for successful completion of approved courses sponsored by outside agencies which meet the following criteria:

- A. No academic credit is granted.
- B. The experience must be in a field related to the teaching assignment.
- C. Participation occurs outside the regular school day.
- D. The participant's expenses are not paid by the District.

Salary schedule credits, earned through any means described in this Section 8.7, shall be limited to four (4) semester hours toward each block of ten (10) semester hours required for a lane change. A maximum of twelve (12) professional growth credits shall be considered for application on the salary schedule.



**8.8 Lane Changes**

The training level of the teacher as of September 15 will be the basis of pay for that school year except eligible credits submitted by February 15 shall be counted in determining the basis of pay for the second semester. Applications for a salary adjustment due to a change in the training level of a teacher shall be made to the Human Resources Director by the submission of a transcript from an accredited college or university prior to September 15 for the first semester and prior to February 15 for the second semester adjustment. The application for lane change shall contain a verification as to whether the credits submitted are semester credits or quarter credits. If a transcript is not available by these dates, other satisfactory evidence of the completion of a course will be recognized pending the receipt of the official transcript. However, the salary adjustment shall not be made until the official transcript is received, at which time the salary adjustment shall be retroactive. Effective July 1, 2022, the number of lane changes per year beyond the MA lane will be limited to one lane change per year unless the multiple lane changes is connected to receiving a new Specialist or Doctoral Degree.

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**8.9 National Board Certification**

Teachers who become certified by the National Board of Certification or hold a Certificate of Clinical Competence or other national or professional board certifications recognized by the District Human Resource Department will receive \$2,500 annual stipend. Non-recertification shall result in the loss of the annual stipend. It is the responsibility of the teacher to provide proper evidence that the teacher holds the certification. Certifications received by the Human Resource Department by September 15 will be eligible for the full stipend. Certifications received by the Human Resource Department by February 15 will be eligible for half of the full stipend. The Stipend will start to be paid after an official copy of the certification has been received and will be processed over the remaining pay periods.

**8.10 Method of Payment**

Teachers contracted for the regular basic duty year as described in Section 6.1, after July 1, 2015, shall receive their salary in twenty-four (24) payments. Teachers contracted for more than the basic duty year described in, Section 6.1, shall also be paid in twenty-four (24) payments. ~~Teachers contracted for the regular basic duty year as described in Section 6.1, after July 1, 2015, shall receive their salary in twenty-four (24) payments.~~ Effective September 15, 2020, teachers who have previously elected the 19 pay option will be moved to the 24 payment payroll cycle. The summer four checks over July and August each year will be based on the same salary schedule amounts as the previous September 15, through June 30<sup>th</sup> school year paychecks. New scheduled rates take effect on the first payroll of the new school year on September 15<sup>th</sup>.

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Pay days shall be on the 15th and the last day of each month. In the event that a pay date falls on a weekend or legal holiday, the payday shall be the preceding day. The first payday shall be September 15 of each year. For those teachers on the nineteen (19) payment plan, the last payment shall be paid on the first pay period following the last duty day. The District may choose to move payroll to 26 payments and pay every other Friday. In the event the District plans to move pay dates, it will give the Union not less than six (6) months of notice and meet and confer on the plan for implementing the change.

Extra compensation associated with additional services which appear on the basic contract of the teacher shall be paid pursuant to this Section 8.10. Payment for additional services based on a letter of assignment shall be paid at the conclusion of the activity or may be set up by Human Resources to be paid with regular pay dates over the course of the activity. Compensation for summer employment shall be paid in three (3) installments, based on approved hours worked, to be submitted by the teacher in accordance with the District payroll calendar.

**8.11 Deduction**

In the event that a teacher employed for the regular duty year as described in Section 6.1, is absent without leave and a pay deduction is to be made for such absence, the amount of the deduction shall be the teacher's basic annual contract salary, divided by the number of duty days, for each day's absence. In the event that a teacher's duty year is different than the regular duty year described in Section 6.1, the divisor shall be adjusted

accordingly. In the event that a teacher leaves the district with deductions owed for using more leave than earned or school debt (lunches etc.), these deductions will be taken from the final paycheck.

#### **8.12 Long-Term Substitute Teachers**

Substitute teachers employed to replace the same teacher for more than fifteen (15) consecutive school days shall be considered long-term substitutes. Long-term substitutes will be paid \$200/day. Substitute teachers are not eligible for District benefits, except as provided below. Long-term substitutes who have worked thirty (30) consecutive days to replace the same teacher will be eligible for union membership and dues deduction in Art 5.3. If the assignment for the same teacher extends more than ninety (90) school days, then the substitute teacher's status will change and the employee will receive a Temporary Contract and be retroactively paid at the regular contract rate for days worked in that assignment. The Long-term substitute will also be eligible for insurance benefits the first of the month following the 90th day. If the Human Resource Department knows that the assignment for the same teacher will be longer than 90 days, then the assignment will be set up with a Temporary Contract from the beginning and paid at the regular contract rate. If the Long-term substitute is subsequently hired by the District for the following fall of the next school year, that teacher shall be given experience credit for step placement as long as they worked 100 school days for the same teacher. The year will also be counted as the first year of probation if the long-term substitute worked 120 instructional days for the same teacher.

#### **8.13 Part-Time Teachers**

Except as otherwise expressly provided in this Agreement, teachers employed for less than an average of fourteen (14) hours per week and eighty-five (85) days per year shall be compensated pursuant to District policy and shall not be subject to the provisions of this Agreement for compensation purposes. However, compensation for such teachers shall not be less than that as provided in current policy.

### **ARTICLE 9 - EXTRA COMPENSATION AND ASSIGNMENT**

#### **9.1 Assignment of Extracurricular Duties**

The Superintendent or designee may assign the teacher to extracurricular assignments subject to established compensation for such services which exceed the teaching or nonteaching services prescribed in the basic contract. Such assignments shall not be made without the consent of the teacher except on a temporary basis when no qualified teacher is available to take the assignment. Said extracurricular assignment may or may not appear in the individual contract. Extra assignments associated with additional compensation shall not be construed to be part of the continuing contract unless expressly so provided in the individual contract.

#### **9.2 Extracurricular Compensation**

The salaries reflected in Schedules C-2, C-3, C-4, and C-5, attached hereto, shall be a part of this Agreement for the ~~2021-22~~2019-20 and ~~2022-23~~2020-21 school years.

The positions listed in Schedules C-2, C-3, C-4, and C-5 constitute the rates of pay for extracurricular positions. However, there is no obligation to make any particular assignment if the District determines it inappropriate to do so.

Certain basic expectations for the positions listed in Schedules C-2, C-3, C-4, and C-5, as delineated by the principals before contracts are signed, shall be a condition of the assignment.

#### **9.3 Special Services Compensation**

The wages and salaries reflected in Schedule C-1, attached hereto, shall be a part of this Agreement for the ~~2021-22~~2019-20 and ~~2022-23~~2020-21 school years.

#### **9.4 Department Heads/Elementary Grade Level Chairs**

Department heads/elementary grade level chairs shall be assigned by letter of assignment.

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Certain basic expectations for a department head as delineated by the principal before an assignment is made shall be a condition of the assignment. A description of duties and expectations will be provided to any department head/elementary grade level chair candidate prior to agreeing to fulfill said position.

### 9.5 Extended Time Assignments

Extended time beyond the regular school year as defined in Section 6.1, shall be assigned by letter of assignment and compensated pursuant to Schedule C-1, attached hereto. Extended time assignments shall be made only upon mutual agreement between the teacher and the responsible administrator.

### 9.6 Counselor/Nurse/Social Worker Summer Work

A secondary Counselor or Dean may receive up to ten (10) days; a district nurse and or school social worker may receive up to five (5) days to process enrollments and deal with schedule conflicts, case management issues and complete other duties as delineated by the Principal or Student Services Director. These days shall be compensated at each individual's contract rate. These days shall be outside of their regular contracted number of days and not subject to continuing contract rights.

## ARTICLE 10 - GROUP INSURANCE

### 10.1 Selection of Carrier

The selection of the insurance carrier and policy shall be made by the School District. Opportunity shall be afforded to the Association to meet and confer on such matters. The District shall contribute toward a portion of the premium for health insurance for the ~~2019-21~~2021-23 Health Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in any of the Employee, Employee+1, or Family coverage options. The employee shall pay the difference through payroll deduction between the District contribution listed below and the total cost of the health plan coverage selected.

### 10.211 Eligibility

A. A teacher shall be eligible for full benefits of Article 10 if employed ~~.8-1.0 FTE~~ full-time (1.00 FTE).

B. A teacher employed less than full-time but at least an average of ~~fourteen (14) hours per week or .37.50 FTE time~~ shall be eligible for District contributions toward group insurance on a proportionate basis as follows:

- For teachers working .6 to .7999, the Benefit FTE level would be .75
- For teachers working .5 to .5999 FTE, the Benefit FTE level would be .50
- For teachers working less than .5 FTE, the Benefit FTE level would be 0

~~The District shall pay a prorated percent of the group insurance premiums based on the percent of time worked by the teacher at a minimum of .37 FTE time or greater.~~

C. Teachers who are employed ~~less than .5 FTE~~ for fewer than an average of fourteen (14) hours per week are not be eligible for the provisions of Article 10.

For purposes of qualifying for eligibility pursuant to this Section 10.211, the workload of a teacher as of September 15 and February 15 shall be deemed to be the workload for such period of time, notwithstanding any variation in work between said dates.

### 10.32A District Health Insurance Program Non-Deductible/Standard:

District Contributions Standard-Plan A	Employee	Employee + 1	Family
July 1, 2021 <del>2019</del>	\$465495/mo	\$850935/mo	\$1,2401,340/mo
July 1, 2022 <del>2020</del>	\$480510/mo	\$900963/mo	\$1,3001,380/mo
July 1, 2023*	\$520/mo	\$985/mo	\$1,410/mo

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**PARK ASSOCIATION OF TEACHERS AGREEMENT**July 1, ~~2021~~<sup>19</sup> - June 30, ~~2023~~<sup>34</sup>**10.32B District Health Insurance Program Deductible/VEBA:**

District Contributions VEBA-Plan B	Employee	Employee + 1	Family
July 1, <del>2021</del> <sup>2019</sup>	<del>\$570</del> <sup>617</sup> /mo	<del>\$1,180</del> <sup>1,280</sup> /mo	<del>\$1,600</del> <sup>1,695</sup> /mo
July 1, <del>2022</del> <sup>2020</sup>	<del>\$600</del> <sup>635</sup> /mo	<del>\$1,240</del> <sup>1,315</sup> /mo	<del>\$1,650</del> <sup>1,745</sup> /mo
July 1, <del>2023</del> <sup>*</sup>	<del>\$650</del> <sup>/mo</sup>	<del>\$1,340</del> <sup>/mo</sup>	<del>\$1,780</del> <sup>/mo</sup>

\*contribution amounts for 7-1-2023 will be subject to bargaining in the 2023-2025 bargaining cycle.

For eligible employees who select the \$1,000 Deductible Health Insurance Plan, the District will deposit \$1,000 annually into an employee owned Health Reimbursement Account (HRA) during active employment. The District will deposit that amount at the beginning of the plan year. Effective starting the 2022-23 school year, the District will deposit the VEBA amount by September 1 each year.

**10.32C Married Couples**

In the case of two District teachers covered by this agreement who are married to each other, the couple may elect to have both employees participate in the VEBA program separately with one health insurance policy coverage as long as this election is cost neutral or may create a cost savings for the District. Beginning 2015-16, for employees that are married to each other and participating in the VEBA program, the District shall contribute an additional amount toward the teacher contribution of an amount not to exceed the single VEBA contribution for that year.

**10.43 Dental Insurance**

The District shall contribute toward a portion of the premium for dental insurance for the ~~2019-21~~<sup>2021-23</sup> Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected.

District Dental Contributions	Employee	Family
July 1, <del>2021</del> <sup>19</sup>	\$52/mo	\$95/mo
July 1, <del>2022</del> <sup>20</sup>	\$52/mo	\$95/mo

In the event that a successor agreement has not been entered into by July 1, ~~2023~~<sup>34</sup>, School District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, ~~2022~~<sup>20</sup>.

**10.54 Group Income Protection (Long Term Disability or LTD)**

The District shall pay the premium for the income protection insurance in force on the effective day of this Agreement for all eligible teachers who qualify for and are enrolled in the group income protection plan.

Subject to the provisions of the policy, the plan provides for a benefit of 2/3 of basic income as provided in Schedule A or Schedule B hereof. The plan shall include a cost of living adjustment factor.

When a teacher is placed on long-term disability under the provisions of Section 10.54, the District shall continue its contribution in the dollar amount in effect at such time for the disabled teacher toward the group medical insurance plan as provided in Section 10.32 for a period of five (5) years from the date of placement on long-term disability, or the teacher reaches the age of Medicare eligibility, whichever occurs first.

**10.65 Life Insurance**

The District shall provide a group term life insurance plan providing \$50,000 of life insurance for each eligible teacher employed by the District who qualifies for and is enrolled in the life insurance plan.

**10.76 District Medical Insurance Contribution for Eligible Retirees (hired prior to July 1, 2005)**

- A. Eligibility: Pursuant to Minn. Stat. §471.61, teachers eligible for retirement benefits from the State of Minnesota, who have completed at least fifteen (15) years of experience credit within the District, and

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who are at least fifty-five (55) years of age, or teachers regardless of age who have completed at least twenty-five (25) years of teaching credit with the Minnesota State Teachers Retirement Association at least fifteen (15) of which involve service in the St. Louis Park District, shall be eligible for medical insurance benefits pursuant to the provisions of Section 10.76, upon submission of a written resignation accepted by the Board. This benefit shall not be granted to any teacher who is discharged for cause by the District. To be eligible for the benefits of Section 10.76, a teacher must be regularly employed at least one-half (1/2) time and compensated on the basic salary schedule.

- B. The teacher shall be eligible to continue participation in the District group medical insurance plan, if permitted by the terms of the policy with the insurance carrier. Except as otherwise provided in Section 10.7.C6-3, the teacher shall pay the entire premium for such coverage.
- C. The District shall contribute the dollar amount provided in Section 10.32A-B in effect at the time of the teacher's retirement until the teacher reaches the age of Medicare eligibility or the expiration of five (5) years from the date of the teacher's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the teacher. If a retired teacher is not eligible to continue to participate in the District's medical insurance plans because of geographical location, the District will contribute the dollar amount provided herein to a medical insurance plan for which the teacher is eligible and enrolled.
- D. A teacher who has reached the age of Medicare eligibility and has maintained continuous coverage under Section 10.76, and has a spouse who is not Medicare eligible, shall be eligible to purchase group medical insurance at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse becomes eligible for Medicare or upon the expiration of five (5) years from the date the teacher became eligible for Medicare, whichever occurs first.
- E. It is the responsibility of the teacher to make arrangements with the school business office to pay such monthly premium amounts, payable by the teacher, in advance and on such date as determined by the District.

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**10.87 Health Care Savings Plan in Lieu of Retiree Health Insurance**

Employees hired after July 1, 2005 and eligible for health insurance coverage will participate in a Health Care Savings Plan (HCSP) in lieu of retiree health insurance in 10.76. Upon completing five years of service, employees will be automatically enrolled in the plan before the first contribution is made by the District on their behalf. Employees hired prior to July 1, 2005 and eligible for health insurance coverage who previously elected to participate in this HCSP may remain in this program with the understanding that it will not be retroactive and that there is no re-election of the retiree health insurance program (10.76) in the future. Employees who have completed the number of full years of employment by June 30<sup>th</sup> of any year after 2005 and who are eligible for health insurance coverage will receive the following annual contribution from the District to be placed in the employee's HCSP account:

\$ 0 annually	Completed 0-4 years in the District.
\$ 1,000 maximum annually	Completed 5-9 years in the District
\$ 2,500 maximum annually	Completed 10-14 years in the District
\$ 5,000 maximum annually	Completed 15+ years in the District

The maximum total District contribution that any employee can receive under this section is \$50,000.

**10.98 Group Medical Insurance Coverage for Retirees and Teachers on Unrequested Leave of Absence**

A teacher severing employment prior to Medicare eligibility but not eligible for the insurance contributions of Section 10.76, who is at least fifty-five (55) years of age, and has completed at least ten (10) years of continuous service in the District, shall be eligible for continued group medical insurance coverage, if permitted by the terms of the insurance policy, by paying the entire premium for such participation. The employee shall also be eligible for spouse coverage pursuant to Section 10.7.D6.4.

Any teacher who is on unrequested leave of absence shall be eligible for continued group medical insurance coverage for as long as the teacher remains on unrequested leave of absence by paying the entire premium for such participation.

It is the responsibility of the teacher to make arrangements with the school business office to pay the monthly premium amounts in advance and on such date as determined by the District. The teacher's right to continue participation in such group insurance, however, shall discontinue upon the teacher's reaching the age of eligibility for Medicare. The right to participation pursuant to HCSP Section 10.87 shall not be retroactive in application.

**10.109 Claims Against the District**

The District's only obligation under Article 10 is to purchase insurance policies and pay such premium amounts as agreed to herein, and no claim shall be made against the District as a result of a denial of insurance benefits.

**10.1140 Duration of Insurance Contribution**

Except as otherwise provided in this Agreement, a teacher is eligible for monthly District contributions as provided in Article 10 as long as the teacher is actively employed by the District. If termination of employment occurs before the end of the school year, all District contributions shall cease at the end of that month.

However, a teacher who qualifies pursuant to Section 10.244 and who finishes the school year, shall be entitled to District contributions for medical, dental, and life insurance until the end of the insurance year on August 31 following termination.

**10.11 Eligibility**

~~A. A teacher shall be eligible for full benefits of Article 10 if employed full time (1.00 FTE).~~

~~B. A teacher employed less than full time but at least an average of fourteen (14) hours per week or .37 FTE time shall be eligible for District contributions toward group insurance on a proportionate basis as follows: The District shall pay a prorated percent of the group insurance premiums based on the percent of time worked by the teacher at a minimum of .37 FTE time or greater.~~

~~C. A. Teachers who are employed for fewer than an average of fourteen (14) hours per week are not be eligible for the provisions of Article 10.~~

~~D. For purposes of qualifying for eligibility pursuant to this Section 10.11, the workload of a teacher as of September 15 and February 15 shall be deemed to be the workload for such period of time, notwithstanding any variation in work between said dates.~~

## ARTICLE 11 - LEAVES OF ABSENCE

### 11.1 ~~Basic-Paid Leave Allowance~~

A leave allowance of ~~eleven (11) twelve (12)~~ days with pay shall be granted for each full school year, provided a teacher ~~works at least .5 FTE and~~ has served for a minimum of twenty (20) duty days each year. Leave not used during any school year shall accumulate without limit ~~as Sick Leave~~. Teachers who are employed after the commencement of the school year ~~or leave before the end of the school year~~ shall receive ~~the prorated portion of the -basic-paid leave allowance for that year on a pro-rata basis-~~

### 11.2 Sick Leave

- A. A teacher may use one (1) day of accumulated leave for each day of personal illness or disability. Sick leave pay shall be allowed by the District whenever a teacher's absence is found to have been due to illness or disability which prevented the teacher's attendance at school and the performance of duties on that day or days or as otherwise allowed in Section 11.2. A teacher may use one (1) day of accumulated sick leave for each day of illness or disability of the teacher's dependent child, dependent child shall be defined as twenty-three (23) years old and younger. Dependent child shall also include any child residing in or who has resided in the same household as the teacher for at least six (6) months.
- B. Use of sick leave with pay, beyond what is defined in Section 11.2, will be available to the employee based on MN State Statute 181.9413, up to a maximum of 160 hours of unused accumulated sick leave in any school year for eligible employees.
- C. The District may require a teacher to furnish a medical certificate as evidence of illness or disability, indicating such absence was due to illness or disability, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the teacher will be so advised. The District may require that a teacher furnish a medical certificate of evidence of illness or disability when taking leave for a member of their immediate family as defined by MN State Statute 181.9413
- D. For necessary absence because of illness or disability in the immediate family, the teacher may, upon approval of the responsible administrator, use up to five (5) of the days from accumulated leave allowance in any one school year at no salary deduction. The immediate family shall be interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law and mother-in-law. In the case of a dependent child, a dependent child shall be defined as twenty-three (23) years or younger, refer to Section 11.2.A. The District may use its discretion to grant additional days if it deems it appropriate or necessary.
- E. For necessary absence because of illness or disability in the close family, the teacher, upon approval of the responsible administrator, may use up to five (5) of the days from accumulated leave allowance in any one school year at no salary deduction. The close family shall be interpreted to mean grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the teacher or who clearly stands in the same relationship with the teacher for at least six (6) months. The District may use its discretion to grant additional days if it deems it appropriate or necessary.
- F. After accumulated leave has been used, and under conditions of a chronic or continuous illness disability as certified by a medical doctor, an additional number of days of sick leave may be granted for the duration of such illness or disability in accordance with M.S. §122A.40, Subd. 12.

- G. At the time a teacher becomes eligible to receive long-term disability compensation as provided in this Agreement, ~~the teacher will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the teacher continues on long-term disability compensation. the teacher shall so long as the LTD policy allows, will be allowed to coordinate the use of LTD and basic leave pay so as not to receive more than the teacher's full regularly scheduled salary payment. Only the fraction of the regular pay not covered by LTD will be deducted from the teacher's accrued accumulated leave as long as the teacher continues on long-term disability compensation.~~
- H. When a teacher is injured on the job in the service of the District and is collecting worker's compensation insurance payments, ~~the teacher will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits, as well as drawing on sick leave and receiving full salary from the District, said teacher's salary shall be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance shall be deducted from the teacher's accrued leave.~~

### 11.3 ~~Personal Leave~~ Emergency Leave and Personal Leave

- A. A teacher shall be granted ~~two (2)~~three (3) personal days that are not to be added or subtracted from accumulated Sick Leave time. Teachers may carry over up to two (2) personal leave days to have a maximum of ~~four (4)~~five (5) days in any one year. Notification of the use of such leave must be made by requesting the time off in the District absence management system at least five (5) days in advance, except in cases of ~~emergency~~extraordinary circumstances.
- ~~A-B.~~ If an ~~emergency~~extraordinary circumstance makes it impossible to submit a written notification in advance, the teacher will still enter the absence in the District absence management system as a Personal Day as soon as possible and before the school day begins. The teacher will also call their immediate supervisor or the Human Resources Director and then confirm the need for ~~this emergency~~ absence in writing or email immediately upon the return of the teacher. The request shall state the reason for the proposed leave. Extraordinary circumstances which qualify for use of this leave allowance are those situations that arise requiring the teacher's attention which cannot be attended to when school is not in session and which are not covered under other policies. The Human Resources Director reserves the right to refuse to grant such leave. Personal leave days not set up in advance and used for extraordinary circumstances cannot be added to preapproved personal leave days to extend leaves, vacations, break periods or add to the normal number of personal leave days granted per day in 11.3.C.
- ~~B-C.~~ Normally, the number of personal leave days granted shall not exceed two (2) per day in any elementary building, three (3) per day at the middle school and four (4) per day at the high school.
- ~~C-D.~~ In case of religious holidays or emergency, additional leave with pay may be granted by the Human Resource Department. Additional personal days granted would be deducted from accumulated Sick Leave. ~~responsible administrator.~~

### 11.4 Bereavement Leave

Employees eligible for sick leave also may be granted up to five (5) days bereavement leave within a contract year for death in the immediate family or close family (as defined in Section 11.2). The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and may depend on circumstances such as distance, the individual's responsibility for the funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased, and shall not be deducted from ~~Sick~~ Leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available sick leave. Requests to be absent from work for other than immediate or close family (as defined in Section 11.2), may be granted based overall qualifying attendance and ability to cover the assignment. Any of these days granted would be deducted from



available ~~S~~sick ~~L~~Leave. Documentation, such as an obituary or funeral program, may be requested by the District for any bereavement leave request.

**11.5 Military Leave**

Military leave shall be granted pursuant to applicable laws.

**11.6 Jury Duty Leave**

A teacher who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. In the event that the teacher is not needed or receives a call in the morning that they will not be needed, then the teacher should report to work for the remainder of the workday. The compensation received for jury duty service shall be retained by the teacher.~~shall be remitted to the District.~~

**11.7 Sabbatical Leave**

- A. A sabbatical leave of absence for professional study may be granted to a teacher in the District, subject to the provisions of Section 11.7.
- B. In order to be eligible for sabbatical leave, a teacher must have completed at least seven (7) consecutive full school years of employment in the St. Louis Park Public Schools since the teacher's initial date of employment or the expiration of such teacher's last previous sabbatical leave.
- C. The number of sabbatical leaves granted in any one year shall not exceed three (3).
- D. The proposed program of study must be approved in advance by the Superintendent of Schools. The professional study for which sabbatical leave is granted shall be related to the teacher's assignment, unless otherwise agreed to in writing.
- E. The allowance granted to a teacher on sabbatical leave shall be one-half (1/2) of the basic contract salary (not including any extracurricular pay) of the individual for the school term in which the sabbatical leave is taken. Sabbatical leave will be granted for one regular school year.
- F. A teacher receiving a sabbatical leave of absence must agree in writing to return to the District for at least two (2) years of service after completion of the sabbatical leave. A teacher who has received a sabbatical leave and fails to complete two (2) years of service with the District, for any reason other than placement on an unrequested leave of absence or incapacity to teach, shall refund monies received from the District for sabbatical leave and said monies shall be due and payable to the District forthwith upon the cessation of employment in the District.
- G. Applications for sabbatical leave shall be submitted in writing to the Superintendent of schools no later than March 1 of the preceding school year. Additional information may be submitted up to March 15. Notice of action by the Superintendent and Board shall be given prior to April 15. The teacher must confirm acceptance of a sabbatical leave offer by May 1.
- H. Upon satisfactory completion of a sabbatical leave, the teacher shall be assigned to a position commensurate with the one occupied prior to the leave.
- I. A teacher shall be eligible to continue group insurance benefits, if permitted by the terms of the policy, including the District contribution, pursuant to Article 10.
- J. A teacher returning to the District from sabbatical leave shall be entitled to placement on the salary schedule the same as if the teacher had been teaching during the year.

**11.8 General Leaves of Absence**

- A. Teachers in the District may apply for an unpaid leave of absence subject to the provisions of this Section 11.8. The granting of such leave shall be at the discretion of the District. The District may grant teachers with less than three (3) years of experience in the District leaves under unusual circumstances at the District's discretion.
- B. Such leave may be granted by the District for overseas teaching, Peace Corps, Vista, National Teacher Corps, extended illness of the teacher, extended illness of the teacher's family, civic activities, alternative occupational experiences, employee organization activity, public office, or other reasons deemed appropriate by the District.
- C. A teacher on such leave shall notify the District in writing no later than March 1 of the teacher's intention to return at the conclusion of the leave or request an extension of the leave. A teacher will be notified at the time requesting the leave of this March 1 notice requirement as a condition of granting the leave. Failure of the teacher to notify the Human Resource Department will be processed as a resignation at the end of that school year. The Human Resource Department will contact PAT and the teacher between January 15 and February 15 reminding them of the end of the leave and need to notify the HR Department by March 1. After March 1, the HR Department will send one certified letter to the teacher's address on

file notifying the teacher that they did not notify the District by March 1 and that by March 15, if they do not hear from the teacher, it will be deemed a resignation. The granting of an extension shall be at the discretion of the District. The District may also at its discretion waive the March 1 notice date if the District determines there are special circumstances involved.

**11.9 Child Care Leave**

- A. The District shall grant, upon request of the teacher, a child care leave, without pay, to one parent of a preschool age child, natural or adopted, subject to the provisions of Section 11.9. For purposes of Section 11.9, the term "child care" shall include but not be limited to the period of time when a teacher is pregnant.
- B. In the event of pregnancy, a teacher may continue her duties until the onset of the disability and thereafter utilize disability leave with pay during the period of disability. Thereafter, a teacher may request a childcare leave. However, if the teacher requests a child care leave prior to the onset of disability, such child care leave shall be in effect from the date of commencement through the period of child birth and recovery.
- C. In the interest of planning for staffing, a teacher seeking a child care leave shall notify the Human Resources office in writing, as soon as practicable, concerning the teacher's plans relating to the period of absence for the child care leave.
- D. A teacher may take a child care leave of up to twelve (12) months. The commencement and return date of child care leave shall be determined by mutual agreement between the teacher and the Superintendent, or designee, taking into account the continuity of the instructional program and the desires of the teacher.
- E. In approving a child care leave of absence, the District shall not be required to grant any leave more than twelve (12) months in duration or permit the teacher to return to their employment prior to the date designated in the approved child care leave.
- F. A teacher returning from childcare leave shall be reemployed in a teaching position for which the teacher is qualified.
- G. All sites will provide a lactation room.
- H. The applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the District to have opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of the probationary period. (For insurance, benefits and seniority, see Sections 11.10, 11.11, and 11.12.)
- I. Adoption Leave: A teacher may also utilize accumulated leave allowance, not to exceed 20 days, with no salary deduction, for the necessary absences related to the adoption of a child.
- J. Parental Leave: A parent, following the birth of the teacher's child, may use up to 20 days of accumulated sick leave. The birth mother may access additional parental leave in this section after the period of incapacitation and use of sick leave that occurred immediately following the birth of the child. The leave must commence within the first twelve (12) months of the birth. A teacher accessing Adoption Leave in 11.9.I, is not also eligible to access the additional Paternity Leave under this section.

**11.10 Insurance Application**

A teacher on unpaid leave under Article 11 is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain commencing with the beginning of the leave. It is the responsibility of the teacher to make arrangements with the school business office to pay to the District the monthly premium amounts in advance and on such date as determined by the District. The right to continue participation in such group

insurance programs, however, shall discontinue upon termination of employment or failure to pay the employee's portion of the premiums.

**11.11 Accrued Benefits**

A teacher on unpaid leave under Article 11 shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time the teacher went on leave for use upon said teacher's return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that a teacher is on leave.

**11.12 Seniority**

For purposes of seniority standing, a teacher on leave, pursuant to Article 11, shall continue to accrue seniority during such leaves of absence.

**11.13 Eligibility**

The provisions of Article 11 shall apply to full-time teachers and on a pro rata basis for those teachers working at least an average of fourteen (14) hours per week and eighty-five (85) consecutive days per year. The benefits of Article 11 shall not apply to teachers working less than fourteen (14) hours per week and eighty-five (85) consecutive days per year.

**ARTICLE 12 - VACANCIES AND TRANSFERS****12.1 Publishing of Notice of Vacancy**

The District shall publish written notice of vacancies in professional positions that occur in the District. The official posting shall be on the Human Resources online application process and available to all teachers. Vacancies shall not be filled until notice of such vacancy has been posted for at least ten (10) teacher working days. However, during the summer recess, ten (10) calendar days shall apply for purposes of notice as provided in Article 12.1. A position description and other pertinent information shall be accessible to all applicants. The District may fill vacancies temporarily pending the posting and processing of applications. Any vacancy occurring fewer than thirty (30) days prior to the first duty day of a given school year shall be posted, but the ten (10) day period shall be waived for such vacancies.

Any teacher possessing the necessary qualifications may apply for a vacancy and all qualified applications shall be considered. All applications shall be in conformance with prescribed application procedures for the particular vacancy.

Any teacher who wishes to receive notice of vacancies will be able to sign up for notification of postings through the Human Resource application and job posting system.

Unsuccessful candidates for a position shall be notified in writing within one (1) week of the filling of the vacancy.

**12.2 Transfers - Voluntary**

Any teacher desiring a transfer shall submit a written request to the Superintendent or designee by March 15 of any school year stating the specific assignment or nature of the assignment and the school or schools preferred. Such request shall be acknowledged in writing.

Each transfer applicant shall be notified of the status of their application by May 15 of the school year in which the request is made.

**12.3 Transfers - Involuntary**

- A. Notice of involuntary transfer shall be given to the teacher involved as soon as practicable. A list of open teaching positions in the District shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference, to which they desire to be transferred.

- B. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or designee, at which time the teacher shall be notified, in writing, of the reasons for the transfer.

**12.4 Waiver of Posting and Application Requirements**

- A. In the event that two or more teachers mutually agree to an exchange of positions for a specified period of time not to exceed one (1) year, and make such request in writing to the Superintendent or designee, such an exchange may be approved by the Superintendent without reference to the posting, notice or other transfer procedures of Article 12.
- B. Upon the expiration of the time period for the exchange, the two or more teachers shall return to their prior respective positions.
- C. The approval of any such exchange of teaching positions as provided in Article 12.4 shall be in the sole discretion of the Superintendent or designee.

**12.5 Policy**

The Superintendent shall promulgate a district-wide administrative regulation on transfers, supplementing the provisions of this article. The District shall meet and confer with the association regarding the administrative regulation. The administrative regulation shall be a part of District policy and shall not be a part of this contract.

**ARTICLE 13 - UNREQUESTED LEAVE OF ABSENCE AND SENIORITY POLICY****13.1 Purpose**

The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10. which shall constitute the required plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of Districts.

**13.2 Definitions**

For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

- A. Teacher: "Teacher" shall mean those members of the unit as defined by PELRA and this Agreement, except the provisions of this article shall not be applicable to any other bargaining unit member who is not a teacher as defined by M.S. 122A.40, Subd.1. or M.S. 122A.41 Subd.1(a).
- B. Qualified: "Qualified" shall mean a teacher who is licensed in the subject matter category and who is currently teaching or has successfully taught such subject matter category within the past ten (10) years in this District.
- C. Seniority: "Seniority" applies only to Tier 3 and Tier 4 qualified teachers and commences with the first day of continuous teaching service (contracted in a Tier 3 or Tier 4 license) in the District. Tier 1 and Tier 2 teachers will not have seniority for the purpose of this Article.

Teachers employed as District-wide TOSA, coordinators, and other similar positions will maintain seniority in the area of licensure held in their previous SLP teaching assignment.

Teachers employed directly into District-wide coordinator and other specialist roles will be considered for seniority purposes as part of the subject matter area most closely related to the teacher's current assignment and teacher licensure as determined by the District.

School Nurse, School Psychologists, Occupational Therapists, Physical Therapists, Speech Therapists, School Counselors, School Social Workers, Deans and other similar positions will maintain seniority within their position's group.

ABE/ECFE should have seniority based on Article 18.4 and not the provisions of this section.

**13.3 Unrequested Leave of Absence (ULA)**

- A. Terms: The Board may place on ULA such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence shall continue for a period of up to three (3) years, after which the right to reinstatement shall terminate; provided the teacher's right to reinstatement shall also terminate if the teacher fails to file with the District Human Resource Director by March 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the Union and the Board.
- B. Notice: The District will notify individual teachers and PAT President by district email of the intention to discontinue positions and recommend the teacher for unrequested leave of absence, before the actual action is presented to the Board. The District's notice to the individual teacher proposed for placement on unrequested leave of absence will include the following elements:
- 1) state the applicable grounds for the proposed placement;
  - 2) provides notice to the teacher of their right to request a meeting with the District and PAT representative to review the proposed placement within 10 working days from the receipt of the notice; and
  - 3) provides notice to the teacher that failure to request this meeting will be deemed acquiescence to the District's proposed placement action.
- C. Right for Hearing and Decision: If the teacher requests a hearing, teachers proposed for placement on unrequested leave of absence pursuant to school board action shall be entitled to a meeting with the Superintendent or designee and PAT Representatives to challenge the proposed action, review facts and ensure that the proposed actions are consistent with this ULA process. If the District and PAT agree that the process was correctly followed, then the District's decision will stand. If the District and PAT disagree on the proposed actions, then the District will secure an Administrative Law Judge for a hearing of the facts presented by PAT and the District and a determination of the appropriate action. The ALJ hearing will be within 10 days of the initial review meeting. The ALJ's determination on the matter presented will be final.
- D. Final Notice to Teachers: Final school board action to place a teacher on unrequested leave of absence must take place prior to July 1. Final school board action must not occur before notice to the teacher as required in 13.3.B and if needed final decision in 13.3.C above. Individual teachers will receive a letter of final notice of the School Board's action to place them on unrequested leave pursuant to this ULA process.
- E. Placement on ULA: Teachers shall be placed on ULA in inverse order of seniority in the field and subject matter employed with the following exceptions:
- 1) No teacher shall be placed on ULA if any other qualified teacher employed in the same field and subject matter is on a "Teacher Improvement Plan" as provided for in the "Teacher Evaluation and Peer Review Process" required in M.S. 122A.40, Subd. 8. The teacher on the "Teacher Improvement Plan" would be considered least senior and be the teacher placed on ULA.
  - 2) Teachers who are qualified to teach advanced placement courses, concurrent enrollment courses, or other similar specialized courses and Teachers on Special Assignment may be held exempt from the ULA process outlined in this article at the sole discretion of the District administration.
  - 3) The District may retain a junior teacher as an exception to the seniority provisions of this article on the basis of programmatic needs if the operation of the seniority provisions would significantly impair the effectiveness of the educational program. In order to make an exception to the seniority provisions herein, the burden is on the District to demonstrate that the operation of the seniority provisions would have an adverse effect upon the educational program due to lack of particular or

unique skills on the part of the senior teacher for a particular position requiring particular skills, qualifications and experience.

- a. The exception shall not apply if the adversely affected teacher can demonstrate that the particular or unique skills required can be acquired by that teacher within the following school year. The exception allowed in this Article 13.6 also would not apply to extracurricular assignments in nonacademic areas.
- b. The District shall notify the teacher affected, with a copy to the association, of any determination to make such exceptions to the seniority provisions of this article by February 15 of the year in which the proposed unrequested leave of absence action will occur. Upon appeal of such decision by any teacher who, as a result of such action, would be placed on unrequested leave of absence, and without said exception would not be so affected, the Superintendent shall meet with the appealing teacher within seven (7) calendar days to consider the appeal of such matter. At such meeting, the District shall present its evidence in support of the exception. The decision of the Superintendent shall be rendered in writing to the appealing teacher within ten (10) calendar days after the meeting.

c. If the appealing teacher is not satisfied with the decision of the Superintendent, the matter may be submitted immediately to arbitration, provided a request for arbitration is made within seven (7) calendar days after receipt of the Superintendent's decision. The parties agree that they will engage an arbitrator to rule on the District's determination within twenty (20) calendar days after selection of the arbitrator. The arbitration process shall be consistent with the provisions of the arbitration clause of the grievance procedure, except the full cost of the arbitrator's fees and expenses, if any, shall be borne by the District.

e-d. Notwithstanding the provisions of article/subdivision 13.3, if reducing a probationary teacher would prevent students from having access to effective teachers who are members of populations underrepresented among licensed teachers in the district or school, the District may retain the probationary teacher over any other probationary teacher. This exception will only be available to teachers holding Tier 3 or Tier 4 licenses, and will not be available to any teacher holding a Tier 2 or Tier 1 license.

- F. Affirmative Action Program: This section shall not apply if its application will result in any violation of the District's affirmative action program which shall include ethnicity, race, color, or sex; and any teacher employed in an affirmative action program may be retained in the same field or subject matter of a teacher with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.
- G. Tie-Breaker: In the event a reduction in number of teachers creates a situation requiring that a choice be made among teachers who have equal seniority, the selection of the teacher(s) for purposes of reduction shall be at the discretion of the District based on criteria including performance, training, experience, skills in special assignments, special or advanced certifications obtained in the teacher's field and subject matter employed, and other relevant factors.
- H. Years of Service: Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the District earned prior to the commencement of such leave.
- I. Benefits While on ULA: Teachers placed on unrequested leave of absence shall remain eligible for participation in the school district's group insurance programs at their own expense for the duration of their reinstatement period.

- J. Continuing Contract Rights and Service Credits While on ULA: The unrequested leave of absence must not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service. A teacher's continuing contract must remain in full force and effect, except as modified by mutual consent of the board and the teacher. Any agreement to mutually modify continuing contract rights must be in writing and can only occur after the teacher is provided with an explanation of their rights under the continuing contract statute and an opportunity to consult with the exclusive representative. The School District agrees to provide notice to the exclusive representative of all mutual modifications of continuing contracts prior to the modifications being finalized.
- K. Annual Notification of Desire to Return: The teacher shall be required to notify the District Human Resource Director by March 1st of each year of their continued interest in being reinstated to a position for the following fall school year. Notification will be an emailed statement requesting reinstatement from the unrequested leave of absence.

**13.4. Realignment**

For purposes of placement on ULA or recall from ULA, nothing in this article, shall require the District to reassign a senior teacher to a different position for which that teacher is not qualified, as defined in 13.2 above, reassign a senior teacher to a different subject matter category to accommodate the seniority claims of a junior teacher, nor shall it require the District to assign a senior teacher to a substantially different grade level assignment to accommodate the seniority claims of a junior teacher.

**13.5. Dropping of License**

A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the District in order to acquire a different assignment through the ULA process. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the District may place the teacher on ULA, and the teacher shall have no bumping rights nor realignment rights in another licensure area.

**13.6. Reinstatement**

- A. Process: No new teacher shall be employed by the District while any qualified teacher is on ULA in the same field and subject matter. Teachers placed on ULA shall be reinstated to the positions from which they have been given leave or any other available positions in the District in the fields in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on ULA.
- B. Notices: When placed on ULA, a teacher must file their name, current address and email address, to which any notice of reinstatement or availability of position shall be emailed, by the District Human Resource Department. Proof of service by the person in the District sending such notice to the teacher at the last known email address shall be sufficient, and the teacher on ULA shall be responsible to provide for forwarding or updating of email and contact information. Failure of a notice to reach a teacher shall not be the responsibility of the District if any notice has been emailed as provided in this Article.
- C. Acceptance of Reemployment: If a position becomes available for a qualified teacher on ULA, the District shall send a certified letter to the teacher and email the notice to the PAT President and the teacher. The teacher shall have ten (10) days from the date of such email notice to accept the reemployment. Failure to accept, in writing (email reply shall be deemed sufficient), within such ten (10)-day period shall constitute a waiver on the part of the teacher to any further rights of employment or reinstatement, and that teacher shall forfeit any future reinstatement or employment rights. If the position is for a lesser FTE than the full reinstatement rights provide, the teacher will retain rights to recall to full position for the full period specified in 13.6.E.
- D. Substitute Assignments: If a teacher on the recall list is offered and accepts a substitute position, the teacher shall retain reinstatement rights to a teaching position for the period specified in 13.6.E.



- E. Reinstatement Rights: Reinstatement rights shall automatically cease three (3) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the Board and the qualified teacher.

**13.7. Establishment of Seniority List**

- A. Preparation: The Human Resource Director shall annually cause a seniority list (by name, date of employment, qualification, and subject matter or field) to be prepared from its records by February 1 of each year. The Human Resource Department will share the seniority list with the Union President and make it available for review by teachers.
- B. Request for Change: Any teacher whose name appears on the seniority list and who may disagree with the order of seniority on the list shall have ten (10) days from the date seniority list is shared with the PAT President and made available to teachers to supply written documentation, proof, and request for seniority change to the Human Resource Director or Superintendent.
- C. Final List: Within ten (10) days thereafter, the District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the District deems warranted. A final seniority list shall thereupon be prepared by the District and shared with the Union. The final agreed upon seniority list shall become the official list and is binding on the District and any teacher.

**13.8. Filing of Licenses**

In any year in which a reduction of teaching positions is occurring and the Board is placing teachers on ULA, only those licenses active with the Professional Licensing and Standards Board (PELSB) or other proper teacher licensing agency as of February 1 that year shall be considered for purposes of determining lay-off within areas of licensure for the following school year. A license filed after February 1 shall be considered for purposes of recall but not for the current reduction.

**13.9. Effect**

This Article governs the seniority and layoff rights for teachers and does not also imply any continuing contract rights under M.S. 122A.40 that are not provided by that statute.

**13.10. Resolution of Disputes**

Any challenge by a teacher who is proposed for placement on ULA or recall therefrom shall be subject to the hearing and review procedures as provided in 13.3.C of this ULA process and, therefore, shall not be subject to the grievance procedure.

**ARTICLE 14 - DEFERRED COMPENSATION****14. Deferred Compensation Matching Program**

- A. All eligible teachers as defined in Section 14.1, after completing four years and beginning in their 5<sup>th</sup> year of teaching in the St. Louis Park Public District will be eligible to participate in the matching program beginning in the 2003-2004 school year. The District will match the amount the teacher is contributing up to the amounts defined in Section 14.D. Teachers hired on or after July 1, 1998 will not be eligible to participate in the District's severance program.
- B. Eligible teachers must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any change.
- C. The District will pay its matching share of FICA and TRA taxes as provided in Minnesota Deferred Compensation legislation until legislation changes.
- D. The District will match eligible teacher contributions teacher salary schedule earnings including any Career Increments based on the schedule below:
- 0-2 years of service completed = up to 1.0%

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- 3 or more years of service completed = up to 2.65%. Effective July 1, 2022~~20~~, this contribution match will increase up to 3.02~~65~~% of eligible teacher contributions.

E. District participation in the program will not exceed \$47,500~~50,000~~ maximum lifetime in the District.

F. Teachers hired prior to July 1, 1998 and who elected by June 30, 2004 can continue to participate in the Deferred Compensation program on a voluntary basis, but will not be eligible in both the Deferred Compensation and the former Severance plan. Teachers who elected to participate in this program on or before June 30, 2004 may continue with this program and cannot change back to the District's severance matching plan.

### **ARTICLE 15 - TEACHER EVALUATION**

#### **15.1 Evaluation**

All formal evaluations of teachers shall be conducted openly and with full knowledge of the teacher concerned by an administrator or supervisor of the District. It is understood that formal evaluations of teachers shall not be performed by a member of the appropriate unit.

#### **15.2 Procedure**

All formal evaluations of teachers shall be in writing. Two (2) paper copies of the written evaluation or access online shall be submitted to the teacher at the time of personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the administration, the other to be retained by the teacher. In the event of an online process, the teacher would sign online and may print a copy or access later online. In the event that the teacher feels the evaluation was incomplete or unjust, they may put their objections in writing and have them attached to the evaluation report to be placed in their personnel file. All evaluations shall be based upon valid criteria.

### **ARTICLE 16 - CORRECTIVE ACTION**

#### **16.1 Corrective Action**

The District recognizes the concept of progressive discipline. The purpose of the taking corrective action through progressive steps of coaching and discipline is to inform the employee of the correct way to perform the job and of any consequences for not making needed changes. The corrective action process consists of informal and formal steps consisting informal coaching conversations and of formal actions of: 1) oral reprimand, 2) written reprimand, 3) suspension without pay, and 4) discharge. The teacher shall be allowed representation at any stage of formal discipline. A conference between the teacher and their supervisor shall be held prior to the imposition of written reprimand, suspension without pay or discharge. Normally the District will utilize the levels of progressive discipline, in order. However, in the case of more serious infractions, the District reserves the right to impose discipline, at any level, consistent with the seriousness of the infraction. Normally, a written warning and time to correct, when appropriate, will precede suspension without pay or discharge.

#### **16.2 Grounds for Disciplinary Action**

The imposition of an oral reprimand shall not be subject to the grievance procedure. A teacher may challenge the contents of any written materials pursuant to the provisions of Minn. Stat. §122A.40, Subd. 19. A teacher shall be suspended without pay only for just cause and such action shall be subject to the grievance procedure. A teacher who is the subject of a discharge shall be governed by Minn. Stat. §122A.40, and such action shall not be subject to the provisions of Article 16.

#### **16.3 Opportunity to Meet**

Suspension without pay shall be imposed only by the Superintendent. If a suspension without pay is to be considered pursuant to Section 16.2 hereof, the teacher shall be afforded an opportunity to meet with the Superintendent. The teacher may elect to have representation in attendance at any such meeting. In the

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absence of the Superintendent, another district office administrator may act as the Superintendent's designee for purposes of Section 16.3.

### **16.4 Subject to Arbitration**

Suspension without pay shall take effect only after written notification from the Superintendent to the teacher stating the grounds for suspension without pay. The teacher shall have the right to invoke the grievance procedures set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay, and length thereof, was appropriate considering all circumstances surrounding the action.

### **16.5 Time of Suspension**

Suspension without pay shall take effect upon receipt by the teacher of the written notice of suspension or shall take effect as otherwise indicated in the written notice. The suspension shall continue in effect for the time period provided in the written notice of suspension without pay. The maximum suspension without pay shall not exceed the length of one school year.

### **16.6 Suspension With Pay**

The parties acknowledge that the District has the right to impose a suspension with pay as a disciplinary action under special circumstances. Such an action on the part of the District would be subject to the just cause standard as provided for suspensions without pay.

### **16.7 Application of Suspension Without Pay**

Suspension without pay shall not apply to a teacher who is removed from duty pending investigation of allegations, which period shall be covered by a paid suspension and which shall not be subject to the grievance procedure.

## **ARTICLE 17 - GRIEVANCE PROCEDURE**

### **17.1 Purpose and Procedures**

Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for a staff member and their principal or other immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, this formal grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis.

The parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure. Further, it is agreed that the investigation and processing of any grievance shall be conducted in a professional manner at such times as not to cause undue interruptions of established teaching schedules.

### **17.2 Representatives**

The District may be represented during any step of this procedure by its designated representative. The teacher may be represented during any step of this procedure by the association. In the event a teacher does not desire representation by the Association or the Association does not process the grievance, the Association shall not assume any responsibility, including any cost, for the grievance. However, in such case, the individual grievant(s) shall be responsible for the appropriate share of expenses as provided in Section 17.6.5.

### **17.3 Grievance Definition**

A "grievance" shall mean an allegation by a teacher or a group of teachers resulting from a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

**17.4 Definitions and Interpretations**

- A. The term "teacher," except where otherwise indicated, is considered to apply to all members of the appropriate unit.
- B. An "aggrieved teacher" or "grievant" is the teacher or teachers making the claim.
- C. The time limits provided in the grievance procedure shall be strictly observed but may be extended by written agreement of the parties concerned. In the event a grievance is filed after May 1 of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.
- D. Reference to "days" regarding time periods in this procedure shall refer to working days. A working day is defined as all days excluding Saturdays, Sundays and holidays as defined by state law.
- E. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday or legal holiday.
- F. The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service or District email timestamp within the time period.
- G. A form which must be used for filing of grievances shall be provided by the District (Attachment E). Such forms shall be readily accessible in all school buildings.
- H. The District shall provide the association with copies of all grievances, answers thereto and any other correspondence between the grievant and the District relating to the processing of a grievance.

**17.5 Adjustment of Grievance, Time Limitation and Waiver**

The parties shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the District in the following manner: If a teacher believes there has been a grievance, they shall discuss the matter with the responsible administrator in an attempt to arrive at a satisfactory solution. If the grievance is not resolved as a result of this meeting, the grievance shall be reduced to writing, setting forth the facts and the specific provisions of the Agreement allegedly violated, and the particular relief sought. An alleged grievance must be presented in writing as promptly as possible and within twenty (20) days of the occurrence of the act or within twenty (20) days after the teacher acquired or should have acquired, through the use of reasonable diligence, knowledge of the alleged violation. Failure to file a grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

- A. Level I: The written grievance, signed by the teacher involved must be presented to the responsible administrator within the time limits provided in Section 17.5. The responsible administrator shall meet with the teacher within ten (10) days after receipt of the written grievance and give a written answer to the grievance within ten (10) days of the meeting. The teacher has ten (10) days in which to either accept the answer or appeal it in writing to the next level.
- B. Level II: If the grievance has not been resolved in Level I, it may then be processed to Level II by presenting the written grievance to the Superintendent. The Superintendent or designee shall meet within ten (10) days after receipt of the written appeal to discuss the problem with the teacher. Within ten (10) days of the meeting, the Superintendent or designee shall submit their written answer to the grievant. The teacher has ten (10) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the office of the Superintendent.
- C. Level III: If the grievance has not been resolved at Level II, the grievance may be presented to the Board for consideration. The Board reserves the right to review or not to review the grievance, but must make that decision within fifteen (15) days after receipt of the written appeal. In the event the Board chooses to review a grievance, the Board or a committee thereof shall within fifteen (15) days, meet to hear the

grievance. After this meeting, the Board shall have a maximum of fifteen (15) days in which to answer the grievance in writing. If the matter is not resolved at this level, the teacher has fifteen (15) days in which to either accept the answer or appeal it to arbitration by filing such appeal in the office of the Superintendent. The Board reserves the right at its own instance to review any decision under Level I or Level II of this procedure, provided the Board serves notice within fifteen (15) days after the decision is issued. In the event the Board reviews a grievance under this subdivision, the Board reserves the right to affirm, reverse or modify such decision.

- D. Denial of Grievance: Failure by the District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the teacher may appeal it to the next level. This shall not negate the obligation of the District to respond in writing at each level of this procedure.
- E. Step 3 Waiver: Provided both parties agree in writing, Section 17.5.C may be bypassed and the grievance taken directly to arbitration.

#### **17.6 Arbitration**

- A. Procedure: In the event that the parties are unable to resolve a grievance, it may be submitted to arbitration as defined herein.
- B. Selection of Arbitrator: Upon submission of a grievance to arbitration under the terms of this procedure, the parties shall, within five (5) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached after five (5) days, the Union may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services (BMS) within fifteen days from the request for arbitration. The District and the unit representative shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance. The unit representative and the District shall, within fifteen (15) days after getting the list from the BMS, meet to strike names or attempt to agree upon the selection of an arbitrator. The request shall ask that the appointment be made within ten (10) days after the receipt of said request. Failure to request an arbitrator from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.
- C. Hearing: The grievance shall be heard by a single arbitrator. The grievant may be represented by association representative(s) and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- D. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.
- E. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.
- F. Restriction on Arbitrator: The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.



**ARTICLE 18 - MISCELLANEOUS**

**18.1 Mileage Allowance**

Mileage allowance shall be paid for authorized use of personal cars in connection with District business in an amount as determined by District policy and in accordance with IRS guidelines.

**18.2 Excess Automobile Liability Coverage**

The District shall provide automobile liability insurance coverage for teachers, as excess to the automobile liability coverage carried by individual teachers, when their personal automobiles are used for District business.

**18.3 Publication of the Agreement**

Copies of this Agreement shall be posted on the District website and available to all members of the appropriate unit within thirty (30) working days after the Agreement is executed. Further, the Association may print up to fifty (50) copies of the Agreement for its use.

**18.5 Shared Positions**

Teachers sharing a position, if authorized by the District, shall participate in a shared position via the provisions of Board Policy GGAC, Shared Positions, and attendant administrative procedures.

**ARTICLE 19 - ECFE AND ABE TEACHERS****19.1 Application**

Effective upon the execution of this agreement, the provisions of this agreement shall apply to Early Childhood Family Education teachers (ECFE) and Adult Basic Education teachers (ABE), except as otherwise provided in this Article 18.

**19.2 Duty Day/Duty Year**

- A. Recognizing that the ECFE and ABE teachers work a nontraditional duty day and duty year, the provisions of Article 6 - The School Year, and Article 7 - The School Day, shall not be applicable except that ECFE and ABE teachers will have preparation time not less than that time provided in Article 7 proportional to their duty day.
- B. Hours of assignment shall be flexible as prescribed by the District and assigned on a semester basis
- C. Procedure for the addition and reduction of hours of assignment for ECFE and ABE teachers is as follows:
  1. When the total number of hours is reduced, the reduction in hours shall be from the workload of the least senior teacher first.
  2. When the total number of hours is increased through attrition or program expansion, such increased hours will be offered in seniority order to the most senior teacher whose current assignment as an ABE or ECFE teacher is less than their entitlement. The offer of additional hours may be declined and the offer will then follow in decreasing order of seniority.
  3. "Entitlement" shall mean a level of employment/assignment equal to the highest number of hours the teacher has achieved as an ABE or ECFE teacher on regular assignment in this district, but shall not exceed one full time equivalent (1.0 FTE). Any increase of entitlement, not to exceed 1.0 FTE, shall be by mutual agreement of the teacher and the District.
  4. An ABE or ECFE teacher's measure of full-time equivalent (FTE) shall be the ratio of the hours that teacher is employed to the total hours for a 1.0 FTE during a session. Total hours for a 1.0 FTE during a session shall be the number of session days times seven and one-half (7.5) hours. Session days shall include student contact days and other days when teachers are in attendance, such as in-service days and curriculum preparation days.

**19.3 Unrequested Leave of Absence and Seniority Policy**

The provisions and procedures as outlined in Article 13 - Unrequested Leave of Absence and Seniority Policy, shall generally be applicable to ECFE and ABE teachers, except ECFE teachers shall have a separate seniority list consisting only of ECFE teachers, and ABE teachers shall have a separate seniority list consisting only of ABE teachers. Seniority rights shall exist only within the particular categories; namely, a) regular K-12 teachers; b) ECFE teachers/ECFE Collaborative teachers; and c) ABE teachers. A teacher in one of the three categories shall have no seniority rights in either of the other two categories.



PARK ASSOCIATION OF TEACHERS AGREEMENT

July 1, 2021~~19~~ - June 30, 2023~~1~~

19.4 Salary

A. ECFE teachers and ABE teachers shall be compensated on an hourly basis per the following schedules:

2019-2021-22 ABE/ECFE Schedule				2020-21-2022-23 ABE/ECFE			
Step	BA	BA+10	BA+20	Schedule	BA	BA+10	BA+20
1	\$ 30.99 <del>\$ 29.55</del>	\$ 31.53 <del>\$ 29.91</del>	\$ 32.07 <del>\$ 30.63</del>	1	\$ 31.71 <del>\$ 30.34</del>	\$ 32.25 <del>\$ 30.70</del>	\$ 32.79 <del>\$ 31.42</del>
2	\$ 31.19 <del>\$ 30.09</del>	\$ 31.49 <del>\$ 30.39</del>	\$ 32.49 <del>\$ 31.38</del>	2	\$ 32.25 <del>\$ 30.88</del>	\$ 33.42 <del>\$ 31.18</del>	\$ 34.05 <del>\$ 32.17</del>
3	\$ 31.83 <del>\$ 30.72</del>	\$ 33.15 <del>\$ 32.03</del>	\$ 34.23 <del>\$ 33.09</del>	3	\$ 32.79 <del>\$ 31.52</del>	\$ 34.59 <del>\$ 32.83</del>	\$ 35.32 <del>\$ 33.89</del>
4	\$ 33.39 <del>\$ 32.27</del>	\$ 34.79 <del>\$ 33.65</del>	\$ 35.93 <del>\$ 34.79</del>	4	\$ 33.72 <del>\$ 33.06</del>	\$ 35.13 <del>\$ 34.44</del>	\$ 36.29 <del>\$ 35.58</del>
5	\$ 34.91 <del>\$ 33.78</del>	\$ 36.39 <del>\$ 35.24</del>	\$ 37.62 <del>\$ 36.45</del>	5	\$ 35.26 <del>\$ 34.57</del>	\$ 36.76 <del>\$ 36.03</del>	\$ 38.00 <del>\$ 37.25</del>
6	\$ 36.21 <del>\$ 35.06</del>	\$ 37.97 <del>\$ 36.80</del>	\$ 39.28 <del>\$ 38.10</del>	6	\$ 36.57 <del>\$ 35.85</del>	\$ 38.35 <del>\$ 37.59</del>	\$ 39.67 <del>\$ 38.89</del>
7	\$ 37.11 <del>\$ 35.95</del>	\$ 39.30 <del>\$ 38.12</del>	\$ 41.00 <del>\$ 39.80</del>	7	\$ 37.48 <del>\$ 36.74</del>	\$ 39.69 <del>\$ 38.91</del>	\$ 41.41 <del>\$ 40.59</del>
8	\$ 37.47 <del>\$ 36.30</del>	\$ 40.20 <del>\$ 39.01</del>	\$ 42.43 <del>\$ 41.22</del>	8	\$ 37.84 <del>\$ 37.10</del>	\$ 40.60 <del>\$ 39.80</del>	\$ 42.86 <del>\$ 42.04</del>
9	\$ 38.77 <del>\$ 36.84</del>	\$ 40.59 <del>\$ 39.39</del>	\$ 43.32 <del>\$ 42.10</del>	9	\$ 39.70 <del>\$ 37.82</del>	\$ 40.99 <del>\$ 40.19</del>	\$ 43.75 <del>\$ 42.89</del>
10	\$ 38.77 <del>\$ 36.84</del>	\$ 42.00 <del>\$ 39.97</del>	\$ 43.74 <del>\$ 42.51</del>	10	\$ 39.70 <del>\$ 37.82</del>	\$ 43.01 <del>\$ 40.97</del>	\$ 44.18 <del>\$ 43.34</del>
11	\$ 38.77 <del>\$ 36.84</del>	\$ 42.00 <del>\$ 39.97</del>	\$ 45.26 <del>\$ 43.14</del>	11	\$ 39.70 <del>\$ 37.82</del>	\$ 43.01 <del>\$ 40.97</del>	\$ 46.35 <del>\$ 44.15</del>
12	\$ 38.77 <del>\$ 36.84</del>	\$ 42.00 <del>\$ 39.97</del>	\$ 45.26 <del>\$ 43.14</del>	12	\$ 39.70 <del>\$ 37.82</del>	\$ 43.01 <del>\$ 40.97</del>	\$ 46.35 <del>\$ 44.15</del>

Note: The ABE/ECFE schedules above are prorated to an hourly basis from the BA to BA+20 Schedule A and Schedule B rates.

B. Career Increment: ~~In Effective July 1, 2019, in~~ recognition for completed years of service in the District, ABE and ECFE teachers who have completed the required years of service shall receive an additional Career Increment payment beyond the rate specified in 18.3.A. The career increments are non-cumulative and do not add on to each other or compound:

- After 15 years of service: \$ ~~.7550~~ additional per hour
- After 20 years of service: \$ ~~1.2500~~ additional per hour
- After 25 years of service: \$ ~~1.750~~ additional per hour
- After 28 years of service: \$ ~~2.2500~~ additional per hour

C. ECFE teachers and ABE teachers who have earned an MA shall be paid an additional one dollar (\$1.00) per hour above the above the salary rate in 18.3.A.

D. Step Advancement shall occur only on July 1 and requires a minimum of 100 days of contracted instructional and staff meeting days since initial placement or last advancement. Step advancement will be effective for the first check in September.

**PARK ASSOCIATION OF TEACHERS AGREEMENT**

**July 1, 20~~21~~<sup>19</sup> - June 30, 20~~23~~<sup>21</sup>**

- E. Additional non-instructional time assignments, such as, Curriculum Writing and grocery shopping will be paid at the Schedule C-1 Curriculum Writing or Extended Employment Hourly Rate.
- F. Accordingly, the provisions of Article 8 - Basic Compensation and Article 9 - Extra Compensation and Assignment shall not be applicable; with the exception that Sections 8.3 Status of Schedule, 8.11 Deductions and 8.13 Part-Time Teachers, shall be applicable to this Article 18 for ABE/ECFE teachers.

**PARK ASSOCIATION OF TEACHERS AGREEMENT**

**July 1, 20~~21~~<sup>19</sup> - June 30, 20~~23~~<sup>24</sup>**

**19.5 ABE/ECFE Deferred Compensation Matching Program**

- A. All ABE/ECFE teachers who are employed half-time (.5 FTE) or more, based the required years of service teaching in the St. Louis Park Public District will be eligible to participate in the matching. The District will match the amount the teacher is contributing up to the amounts defined in Section 19.5.D. District contributions will be on a pro-rata basis.
- B. Eligible ABE/ECFE teachers must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any change.
- C. The District will pay its matching share of FICA and TRA taxes as provided in Minnesota Deferred Compensation legislation until legislation changes.
- D. Effective July 1, 20~~21~~<sup>19</sup>, the District will match eligible ABE/ECFE teacher contributions based on the following schedule:
  - 0-2 years of service completed – up to \$750 per school year
  - 3 or more years of service completed - up to \$1,500 per school year. District participation in the program will not exceed ~~\$47,500~~\$50,000 maximum.
- E. The deferred compensation program outlined in Article 14 shall not apply to ABE/ECFE teachers

**19.6 Health Care Savings Plan**

ABE/ECFE teachers who are employed half time or more shall be included in the Health Care Savings Plan (HCSP) outlined in Sections 10.~~87~~ on a prorated basis based on their FTE level.

**19.7 Health Insurance Eligibility**

For full health insurance (ECFE only), 1.0 FTE shall be six and one-half (6.5) hours per day.

**ARTICLE 20 - DURATION****20.1 Term and Reopening Negotiations**

This Agreement shall remain in full force and effect for a period commencing on July 1, 20~~21~~<sup>19</sup> and remain in effect until and including June 30, 20~~23~~<sup>31</sup> thereafter as provided by P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 20~~21~~<sup>19</sup> and terminating on June 30, 20~~23~~<sup>31</sup>, it shall give written notice of such intent at least ninety (90) calendar days but not more than one hundred and eighty (180) calendar days prior to the termination of this contract. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 120 days prior to the expiration of this Agreement.

**20.2 Effect**

This Agreement constitutes the full and completed Agreement between the District and the exclusive representative representing the teachers of the district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**20.3 Finality**

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

**20.4 Severability**

The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

**PARK ASSOCIATION OF TEACHERS AGREEMENT**

**July 1, 20~~14~~<sup>19</sup> - June 30, 202~~34~~<sup>31</sup>**

**20.5 Signatures**

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

Park Association of Teachers  
6425 W. 33rd Street  
St. Louis Park, MN 55426

Independent School District No. 283  
6425 W. 33rd Street  
St. Louis Park, MN 55426

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Human Resource Director

Dated \_\_\_\_\_

Dated \_\_\_\_\_

July 1, 20~~21~~<sup>19</sup> - June 30, 202~~3~~<sup>1</sup>

	Step	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20	MA+30	MA40/ Spec	EdD/ PhD
C15	1	<del>43,0004</del> <del>1,000</del>	<del>43,7504</del> <del>1,500</del>	<del>44,5004</del> <del>2,500</del>	<del>45,5004</del> <del>3,000</del>	<del>46,0004</del> <del>2,652</del>	<del>48,0004</del> <del>4,920</del>	<del>49,0004</del> <del>6,188</del>	<del>50,0004</del> <del>7,456</del>	<del>51,5004</del> <del>8,721</del>	<del>53,0004</del> <del>9,989</del>	<del>55,0004</del> <del>1,500</del>
	2	<del>43,2794</del> <del>1,750</del>	<del>43,6994</del> <del>2,166</del>	<del>45,0804</del> <del>2,534</del>	<del>46,4644</del> <del>4,904</del>	<del>47,8484</del> <del>6,274</del>	<del>49,2314</del> <del>7,644</del>	<del>50,6164</del> <del>9,015</del>	<del>51,9985</del> <del>0,383</del>	<del>53,3845</del> <del>1,755</del>	<del>54,7675</del> <del>2,125</del>	<del>56,4934</del> <del>4,834</del>
	3	<del>44,1674</del> <del>2,630</del>	<del>46,0014</del> <del>4,446</del>	<del>47,4884</del> <del>5,918</del>	<del>48,9754</del> <del>7,390</del>	<del>50,4614</del> <del>8,861</del>	<del>51,9505</del> <del>0,336</del>	<del>53,4365</del> <del>1,807</del>	<del>54,9245</del> <del>2,280</del>	<del>56,4125</del> <del>4,753</del>	<del>57,8985</del> <del>6,225</del>	<del>59,7324</del> <del>8,044</del>
	4	<del>46,3284</del> <del>4,769</del>	<del>48,2664</del> <del>6,688</del>	<del>49,8604</del> <del>8,266</del>	<del>51,4504</del> <del>9,841</del>	<del>53,0425</del> <del>1,417</del>	<del>54,6335</del> <del>2,992</del>	<del>56,2235</del> <del>4,566</del>	<del>57,8145</del> <del>6,142</del>	<del>59,4065</del> <del>7,718</del>	<del>60,9945</del> <del>9,290</del>	<del>62,9314</del> <del>1,209</del>
	5	<del>48,4444</del> <del>6,864</del>	<del>50,4974</del> <del>8,897</del>	<del>52,1985</del> <del>0,581</del>	<del>53,8915</del> <del>2,257</del>	<del>55,5845</del> <del>3,934</del>	<del>57,2805</del> <del>5,612</del>	<del>58,9755</del> <del>7,291</del>	<del>60,6685</del> <del>8,967</del>	<del>62,3616</del> <del>0,644</del>	<del>64,0566</del> <del>2,322</del>	<del>66,0994</del> <del>4,245</del>
	6	<del>50,2394</del> <del>8,642</del>	<del>52,6815</del> <del>1,059</del>	<del>54,5035</del> <del>2,863</del>	<del>56,2985</del> <del>3,641</del>	<del>58,0945</del> <del>6,419</del>	<del>59,8935</del> <del>8,200</del>	<del>61,6915</del> <del>9,980</del>	<del>63,4906</del> <del>1,761</del>	<del>65,2856</del> <del>3,529</del>	<del>67,0846</del> <del>5,220</del>	<del>69,2304</del> <del>7,445</del>
	7	<del>51,4924</del> <del>9,882</del>	<del>54,5265</del> <del>2,886</del>	<del>56,8855</del> <del>5,222</del>	<del>58,6745</del> <del>6,993</del>	<del>60,5745</del> <del>8,874</del>	<del>62,4646</del> <del>0,746</del>	<del>64,3696</del> <del>2,632</del>	<del>66,2756</del> <del>4,519</del>	<del>68,1786</del> <del>6,403</del>	<del>70,0826</del> <del>8,288</del>	<del>72,3114</del> <del>0,499</del>
	8	<del>51,9865</del> <del>0,371</del>	<del>55,7785</del> <del>4,126</del>	<del>58,8775</del> <del>7,194</del>	<del>61,0095</del> <del>9,305</del>	<del>63,0246</del> <del>1,300</del>	<del>64,9876</del> <del>2,244</del>	<del>67,0026</del> <del>5,239</del>	<del>69,0186</del> <del>7,235</del>	<del>71,0336</del> <del>9,230</del>	<del>73,0497</del> <del>1,226</del>	<del>75,3494</del> <del>2,503</del>
	9	<del>53,7905</del> <del>1,114</del>	<del>56,3155</del> <del>4,657</del>	<del>60,1075</del> <del>8,412</del>	<del>63,1406</del> <del>1,415</del>	<del>65,2296</del> <del>3,483</del>	<del>67,2436</del> <del>5,477</del>	<del>69,3306</del> <del>7,544</del>	<del>71,4186</del> <del>9,611</del>	<del>73,5057</del> <del>1,677</del>	<del>75,5927</del> <del>3,744</del>	<del>77,9414</del> <del>6,069</del>
	10	<del>53,7905</del> <del>1,114</del>	<del>58,2725</del> <del>5,465</del>	<del>60,6875</del> <del>8,986</del>	<del>69,0186</del> <del>7,235</del>	<del>71,1746</del> <del>9,369</del>	<del>73,2477</del> <del>1,422</del>	<del>75,3947</del> <del>3,548</del>	<del>77,5497</del> <del>5,681</del>	<del>79,6977</del> <del>7,808</del>	<del>81,8477</del> <del>9,937</del>	<del>84,2694</del> <del>2,335</del>
	11	<del>53,7905</del> <del>1,114</del>	<del>58,2725</del> <del>5,465</del>	<del>62,7995</del> <del>9,859</del>	<del>74,2817</del> <del>1,004</del>	<del>76,6067</del> <del>3,261</del>	<del>76,5567</del> <del>2,598</del>	<del>77,6617</del> <del>5,792</del>	<del>79,8817</del> <del>7,990</del>	<del>82,0968</del> <del>0,183</del>	<del>84,3138</del> <del>2,378</del>	<del>86,8094</del> <del>4,849</del>
	12	<del>53,7905</del> <del>1,114</del>	<del>58,2725</del> <del>5,465</del>	<del>62,7995</del> <del>9,859</del>	<del>74,2817</del> <del>1,004</del>	<del>76,6067</del> <del>3,261</del>	<del>80,9527</del> <del>7,478</del>	<del>83,3327</del> <del>9,789</del>	<del>85,7198</del> <del>2,106</del>	<del>88,0998</del> <del>4,416</del>	<del>90,4818</del> <del>6,728</del>	<del>93,1634</del> <del>9,330</del>
	13	<del>53,7905</del> <del>1,114</del>	<del>58,2725</del> <del>5,465</del>	<del>62,7995</del> <del>9,859</del>	<del>74,2817</del> <del>1,004</del>	<del>76,6067</del> <del>3,261</del>						

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July 1, 2021~~19~~ - June 30, 202~~31~~

	22	<del>57,090</del> 4,214	<del>61,572</del> 8,565	<del>66,099</del> 2,959	<del>77,581</del> 4,104	<del>79,906</del> 6,361	<del>84,252</del> 0,578	<del>86,632</del> 2,889	<del>89,019</del> 5,206	<del>91,399</del> 7,516	<del>93,781</del> 9,828	<del>96,463</del> 2,430
	23	<del>57,090</del> 4,214	<del>61,572</del> 8,565	<del>66,099</del> 2,959	<del>77,581</del> 4,104	<del>79,906</del> 6,361	<del>84,252</del> 0,578	<del>86,632</del> 2,889	<del>89,019</del> 5,206	<del>91,399</del> 7,516	<del>93,781</del> 9,828	<del>96,463</del> 2,430
	24	<del>57,090</del> 4,214	<del>61,572</del> 8,565	<del>66,099</del> 2,959	<del>77,581</del> 4,104	<del>79,906</del> 6,361	<del>84,252</del> 0,578	<del>86,632</del> 2,889	<del>89,019</del> 5,206	<del>91,399</del> 7,516	<del>93,781</del> 9,828	<del>96,463</del> 2,430
CI25	25	<del>58,890</del> 5,914	<del>63,372</del> 9,265	<del>67,899</del> 4,659	<del>79,381</del> 5,804	<del>81,706</del> 8,061	<del>86,052</del> 2,278	<del>88,432</del> 4,589	<del>90,819</del> 6,906	<del>93,199</del> 9,216	<del>95,581</del> 1,528	<del>98,263</del> 4,130
\$1870 0	26	<del>58,890</del> 5,914	<del>63,372</del> 9,265	<del>67,899</del> 4,659	<del>79,381</del> 5,804	<del>81,706</del> 8,061	<del>86,052</del> 2,278	<del>88,432</del> 4,589	<del>90,819</del> 6,906	<del>93,199</del> 9,216	<del>95,581</del> 1,528	<del>98,263</del> 4,130
CI27	27	<del>60,790</del> 7,714	<del>65,272</del> 2,065	<del>69,799</del> 6,459	<del>81,281</del> 7,604	<del>83,606</del> 9,861	<del>87,952</del> 4,078	<del>90,332</del> 6,389	<del>92,719</del> 8,706	<del>95,099</del> 1,016	<del>97,481</del> 3,328	<del>100,163</del> 95,930
\$1980 0	28	<del>60,790</del> 7,714	<del>65,272</del> 2,065	<del>69,799</del> 6,459	<del>81,281</del> 7,604	<del>83,606</del> 9,861	<del>87,952</del> 4,078	<del>90,332</del> 6,389	<del>92,719</del> 8,706	<del>95,099</del> 1,016	<del>97,481</del> 3,328	<del>100,163</del> 95,930
CI29	29	<del>62,790</del> 9,614	<del>67,272</del> 3,965	<del>71,799</del> 8,359	<del>83,281</del> 9,504	<del>85,606</del> 1,761	<del>89,952</del> 5,978	<del>92,332</del> 8,289	<del>94,719</del> 0,606	<del>97,099</del> 2,916	<del>99,481</del> 5,228	<del>102,163</del> 97,830
\$2019 00	30	<del>62,790</del> 9,614	<del>67,272</del> 3,965	<del>71,799</del> 8,359	<del>83,281</del> 9,504	<del>85,606</del> 1,761	<del>89,952</del> 5,978	<del>92,332</del> 8,289	<del>94,719</del> 0,606	<del>97,099</del> 2,916	<del>99,481</del> 5,228	<del>102,163</del> 97,830

SCHEDULE B -  
2022-23~~20 21~~ SALARY SCHEDULE

Step	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20	MA+30	MA40/ Spec	EdD/ PhD
1	<del>44,000</del> 2,100	<del>44,750</del> 2,600	<del>45,500</del> 3,600	<del>46,500</del> 4,100	<del>47,500</del> 4,752	<del>50,000</del> 6,020	<del>51,000</del> 7,288	<del>52,000</del> 8,556	<del>53,500</del> 9,821	<del>55,000</del> 1,089	<del>57,000</del> 2,696
2	<del>44,750</del> 2,850	<del>46,375</del> 3,266	<del>47,250</del> 4,634	<del>48,750</del> 6,004	<del>50,000</del> 7,374	<del>52,250</del> 8,744	<del>53,250</del> 9,115	<del>54,500</del> 1,483	<del>56,000</del> 2,855	<del>57,500</del> 4,225	<del>59,500</del> 5,936
3	<del>45,500</del> 3,730	<del>48,000</del> 5,546	<del>49,000</del> 7,018	<del>51,000</del> 8,490	<del>52,500</del> 9,961	<del>54,500</del> 1,436	<del>55,500</del> 2,907	<del>57,000</del> 4,380	<del>58,500</del> 5,853	<del>60,000</del> 7,325	<del>62,000</del> 9,141
4	<del>46,791</del> 5,869	<del>48,749</del> 7,788	<del>50,358</del> 9,366	<del>51,965</del> 10,941	<del>53,573</del> 12,517	<del>55,179</del> 14,092	<del>58,000</del> 15,666	<del>60,000</del> 17,242	<del>62,000</del> 18,818	<del>63,000</del> 20,390	<del>65,000</del> 2,309
5	<del>48,928</del> 7,964	<del>51,002</del> 9,997	<del>52,720</del> 1,681	<del>54,429</del> 2,357	<del>56,140</del> 5,034	<del>57,853</del> 6,713	<del>61,000</del> 8,391	<del>62,500</del> 10,067	<del>64,250</del> 11,744	<del>66,000</del> 13,422	<del>68,000</del> 5,445
6	<del>50,742</del> 9,742	<del>53,207</del> 2,159	<del>55,048</del> 2,963	<del>56,861</del> 5,741	<del>58,675</del> 7,519	<del>60,492</del> 9,300	<del>62,308</del> 1,080	<del>64,125</del> 2,861	<del>65,938</del> 4,639	<del>67,755</del> 6,420	<del>71,500</del> 8,545
7	<del>52,007</del> 9,982	<del>55,071</del> 3,986	<del>57,454</del> 6,322	<del>59,261</del> 8,092	<del>61,179</del> 9,974	<del>63,089</del> 1,846	<del>65,013</del> 2,732	<del>66,938</del> 5,619	<del>68,860</del> 7,502	<del>70,783</del> 9,388	<del>73,038</del> 1,599
8	<del>52,506</del> 1,471	<del>56,336</del> 5,226	<del>59,466</del> 8,294	<del>61,619</del> 10,405	<del>63,654</del> 12,490	<del>65,637</del> 14,344	<del>67,672</del> 16,339	<del>69,709</del> 18,335	<del>71,744</del> 20,330	<del>73,780</del> 22,326	<del>76,103</del> 4,603
9	<del>55,088</del> 2,470	<del>56,878</del> 5,757	<del>60,708</del> 9,512	<del>63,772</del> 12,515	<del>65,881</del> 14,582	<del>67,915</del> 16,577	<del>70,024</del> 18,644	<del>72,132</del> 20,711	<del>74,240</del> 22,777	<del>76,348</del> 24,844	<del>78,720</del> 7,169
10	<del>55,088</del> 2,470	<del>59,678</del> 6,842	<del>61,294</del> 10,086	<del>69,709</del> 12,335	<del>71,885</del> 14,469	<del>73,980</del> 16,522	<del>76,148</del> 18,648	<del>78,324</del> 20,781	<del>80,494</del> 22,908	<del>82,666</del> 24,037	<del>85,112</del> 3,435
11	<del>55,088</del> 2,470	<del>59,678</del> 6,842	<del>64,315</del> 1,258	<del>76,074</del> 2,459	<del>78,456</del> 4,727	<del>77,322</del> 1,698	<del>78,438</del> 9,090	<del>80,680</del> 11,282	<del>82,917</del> 13,478	<del>85,156</del> 15,668	<del>87,677</del> 5,949
12	<del>55,088</del> 2,470	<del>59,678</del> 6,842	<del>64,315</del> 1,258	<del>76,074</del> 2,459	<del>78,456</del> 4,727	<del>82,906</del> 8,966	<del>85,344</del> 11,288	<del>87,788</del> 13,616	<del>90,226</del> 15,938	<del>92,665</del> 18,261	<del>95,412</del> 9,877

July 1, 2021~~19~~ - June 30, 2023~~1~~

[illegible]

After fourteen (14) years of experience credit (including outside experience granted as part of the initial salary placement process) a teacher shall qualify for a career increment of \$~~1,600~~1,500 above the teacher's scheduled Step 12 salary.



**PARK ASSOCIATION OF TEACHERS AGREEMENT**

**July 1, 20~~21~~<sup>19</sup> - June 30, 202~~31~~<sup>34</sup>**

After nineteen (19) years of experience credit, a teacher shall qualify for an additional career increment of ~~\$1,700~~<sup>\$1,600</sup> above the teacher's scheduled salary (~~\$3,300~~<sup>\$3,100</sup> total above Step 12).

After twenty-four (24) years of experience credit, a teacher shall qualify for an additional career increment of ~~\$1,800~~<sup>\$1,700</sup> above the teacher's scheduled salary (~~\$5,100~~<sup>\$4,800</sup> total above Step 12).

After twenty-six (26) years of experience credit, a teacher shall receive an additional career increment of ~~\$1,900~~<sup>\$1,800</sup> above the teacher's scheduled salary (~~\$7,000~~<sup>\$6,600</sup> above Step 12).

After twenty-eight (28) years of experience credit, a teacher shall receive an additional career increment of ~~\$2,000~~<sup>\$1,900</sup> above the teacher's scheduled salary (~~\$9,000~~<sup>\$8,500</sup> above Step 12).

All career increments shall be cumulative and added to the base salary on the salary schedule. The Career Increments (CI15, CI20, CI25 and CI27, CI29) are displayed in relation to the main salary schedule steps 1-12 in Schedule A and B above.

PARK ASSOCIATION OF TEACHERS AGREEMENT

July 1, 2021~~19~~ - June 30, 2023~~21~~

SCHEDULE C-1 -

~~2021-2023~~2019-2021 MISCELLANEOUS ASSIGNMENTS

	Assignment	<del>2021-22</del> 2019-20	<del>2022-23</del> 2020-21
1	Extended Employment (per hour)*	<del>\$28.56</del> 27.90	<del>\$ 28.56</del> 28.00
2	Curriculum Writing (per hour)	<del>\$28.56</del> 27.90	<del>\$ 28.56</del> 28.00
3	Homebound Instruction (per hour)	<del>\$28.56</del> 27.90	<del>\$ 28.56</del> 28.00
4	Required Training Daily Rate (per Day beyond 185 duty days)	<del>\$153</del> 145	<del>\$153</del> 150
5	Music Education Coordinator	<del>\$3,224</del> 3,161	<del>\$ 3,224</del> 3,161
6	N.C.A. Chair	<del>\$2,536</del> 2,486	<del>\$ 2,536</del> 2,486
7	Chemical Safety Officer	<del>\$2,536</del> 2,486	<del>\$ 2,536</del> 2,486
8	Photo Chemical Mix Supervisor	<del>\$2,536</del> 2,486	<del>\$ 2,536</del> 2,486
9	Auditorium Supervisor	<del>\$2,174</del> 2,131	<del>\$ 2,174</del> 2,131
10	School Webmaster	<del>\$2,123</del> 2,081	<del>\$ 2,123</del> 2,081
11	Assistant School Assessment Coordinator	<del>\$2,123</del> 2,081	<del>\$ 2,123</del> 2,081
12	<b>Secondary Department Heads:</b>		
	<b>Number of Teachers (Full-Time Equivalency)</b>	<b>Release Time**</b>	<b>Stipend</b>
	1.00 – 5.99 FTE (Stipend and no release)	<del>\$2,357</del> 2,265	<del>\$2,357</del> 2,311
	6.00 – 12.99 FTE	1 period per day	0
	13.00 FTE-and over	2 periods per day	0
13	<del>Elementary Grade Level Chairs and Elementary Chairpersons in Special Ed and Non-special Ed Specialists*** (stipend w/o release)</del> <del>Revised 2020-21 to provide BOLT and PLT stipends instead.</del>	<del>\$2,357</del>	<del>\$2,357</del>
	<del>Pedagogical Leadership Team (PLT)</del> <del>Building Operations Leadership Team (BOLT)</del> <del>Elementary Grade Level Chairs and Elementary Chairpersons in Special Ed and Non-special Ed Specialists*** (stipend w/o release)</del>	<del>\$1,886</del> <del>\$942</del> 2,265	<del>\$1,886</del> <del>\$942</del> 2,311

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\* Rate applies at commencement of duties in August in the case of work-study coordinators.

\*\* One period of release time shall mean not more than fifty (50) minutes per day depending upon individual building daily schedules.

\*\*\* Guidelines for assignment of elementary chairpersons and elementary grade level chairs:

1-5.99 classroom FTEs at a grade level = 1 grade level chair;

6+ classroom FTEs at a grade level = 2 grade level chairs;

- combination and MAG classroom teachers are counted with the grade level they are teaching

**PARK ASSOCIATION OF TEACHERS AGREEMENT**

**July 1, 20~~14~~<sup>19</sup> - June 30, 202~~34~~<sup>31</sup>**

- two non-special education specialists (e.g. media, reading intervention, etc.) per building:
  - 1.) one for NSES that serves all students
  - 2.) one for NSES that serves students based on need
- one chairperson per building for special education
- one special education program lead per elementary building

PARK ASSOCIATION OF TEACHERS AGREEMENT

July 1, ~~2021~~19 - June 30, ~~2023~~21

SCHEDULE C-2

~~2019-2021~~2021-2023 HIGH SCHOOL ATHLETIC PROGRAM SALARY SCHEDULE

ASSIGNMENT	NUMBER OF COACHES			<del>2021-22</del> 2019- 20 Stipend	<del>2022-23</del> 2020- 21 Stipend
	Boys	Girls	Joint		
Athletic Coordinator (per year)				<del>\$4,598</del> 4,508	<del>\$4,598</del> 4,508
Athletic Trainer (per year)				<del>\$6,495</del> 6,368	<del>\$6,495</del> 6,368
Baseball, Head	1			<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Baseball Assistant	4			<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Basketball, Head	1	1		<del>\$6,495</del> 6,368	<del>\$6,495</del> 6,368
Basketball Assistant	2	2		<del>\$4,874</del> 4,778	<del>\$4,874</del> 4,778
Basketball 9th Grade	2	2		<del>\$3,248</del> 3,184	<del>\$3,248</del> 3,184
Cross Country, Head			1	<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Cross Country Assistant			3	<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Football, Head	1			<del>\$6,495</del> 6,368	<del>\$6,495</del> 6,368
Football Assistant	7			<del>\$4,874</del> 4,778	<del>\$4,874</del> 4,778
Football 9 <sup>th</sup> – Head	1			<del>\$4,874</del> 4,778	<del>\$4,874</del> 4,778
Football 9th - Assistant	2			<del>\$2,925</del> 2,868	<del>\$2,925</del> 2,868
Golf, Head	1	1		<del>\$5,173</del> 5,072	<del>\$5,173</del> 5,072
Golf Assistant	1	1		<del>\$3,879</del> 3,803	<del>\$3,879</del> 3,803
Gymnastics, Head		1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Gymnastics Assistant		2		<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Hockey, Head	1	1		<del>\$6,495</del> 6,368	<del>\$6,495</del> 6,368
Hockey Assistant	4	2		<del>\$4,874</del> 4,778	<del>\$4,874</del> 4,778
Skiing X-C, Head			1	<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Skiing X-C Assistant			3	<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Soccer, Head	1	1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Soccer Assistant	5	4		<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Softball, Head		1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Softball Assistant		3		<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Swimming, Head	1	1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Swimming Assistant	1	1		<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Syn. Swimming, Head		1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Syn. Swimming Assistant		3		<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Tennis, Head	1	1		<del>\$5,173</del> 5,072	<del>\$5,173</del> 5,072
Tennis Assistant	1	1		<del>\$3,879</del> 3,803	<del>\$3,879</del> 3,803
Track, Head	1	1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Track Assistant	2	2	2	<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Volleyball, Head		1		<del>\$5,521</del> 5,413	<del>\$5,521</del> 5,413
Volleyball Assistant		2		<del>\$4,144</del> 4,063	<del>\$4,144</del> 4,063
Volleyball 9th Grade		2		<del>\$2,761</del> 2,707	<del>\$2,761</del> 2,707
Lacrosse, Head	1	1		<del>\$5,173</del> 5,072	<del>\$5,173</del> 5,072
Lacrosse Assistant	2	2		<del>\$3,879</del> 3,803	<del>\$3,879</del> 3,803
Strength and Conditioning, Head	1	1		<del>\$5,173</del> 5,072	<del>\$5,173</del> 5,072

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**PARK ASSOCIATION OF TEACHERS AGREEMENT**

July 1, 2021~~19~~ - June 30, 202~~31~~<sup>34</sup>

Strength and Conditioning Assistant	2	2		<del>\$2,761 2,707</del>	<del>\$2,761 2,707</del>
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**SCHEDULE C-3**

**~~2019-2021~~2021-2023 HIGH SCHOOL ACTIVITY PROGRAM SALARY SCHEDULE**

ASSIGNMENT	Number of Coaches	<del>2019-2020</del> 2021- 22 Stipend	<del>2020-21</del> 2022- 23 Stipend
<b><u>DRAMATICS</u></b> Full Length Play			
Winter Play Director	1	<del>\$4,245 4,162</del>	<del>\$4,245 4,162</del>
Winter Play Assistant	1	<del>\$2,123 2,081</del>	<del>\$2,123 2,081</del>
Spring Play Director	1	<del>\$4,245 4,162</del>	<del>\$4,245 4,162</del>
Spring Play Assistant	1	<del>\$2,123 2,081</del>	<del>\$2,123 2,081</del>
<b><u>Music Production</u></b>			
Head Director	1	<del>\$5,306 5,202</del>	<del>\$5,306 5,202</del>
Other Positions	4	<del>\$2,819 2,764</del>	<del>\$2,819 2,764</del>
<b><u>MUSIC</u></b>			
Concert Band Director	1	<del>\$643 630</del>	<del>\$643 630</del>
Concert Band Assistant	2	<del>\$212 208</del>	<del>\$212 208</del>
Pep Band Director	1	<del>\$3,877 3,801</del>	<del>\$3,877 3,801</del>
Pep Band Assistant	1	<del>\$320 314</del>	<del>\$320 314</del>
Freshman Band Dir.	1	<del>\$479 470</del>	<del>\$479 470</del>
Freshman Band Assistant	1	<del>\$212 208</del>	<del>\$212 208</del>
Orchestra Director	1	<del>\$643 630</del>	<del>\$643 630</del>
Orchestra Assistant	2	<del>\$212 208</del>	<del>\$212 208</del>
Vocal Director	1	<del>\$2,490 2,441</del>	<del>\$2,490 2,441</del>
Vocal Assistant	2	<del>\$212 208</del>	<del>\$212 208</del>
Jazz Ensemble Director	1	<del>\$643 630</del>	<del>\$643 630</del>
Jazz Ensemble Assistant	2	<del>\$212 208</del>	<del>\$212 208</del>
<b><u>OTHER</u></b>			
Debate Director	1	<del>\$3,877 3,801</del>	<del>\$3,877 3,801</del>
Debate Assistant	1	<del>\$2,490 2,441</del>	<del>\$2,490 2,441</del>
Speech Director	1	<del>\$3,877 3,801</del>	<del>\$3,877 3,801</del>
Speech Assistant	1	<del>\$2,490 2,441</del>	<del>\$2,490 2,441</del>
Math Team Advisor	1	<del>\$2,490 2,441</del>	<del>\$2,490 2,441</del>
Math Team Assistant	1	<del>\$1,640 1,608</del>	<del>\$1,640 1,608</del>
SADD Advisor	1	<del>\$1,250 1,225</del>	<del>\$1,250 1,225</del>
Day-One Coordinator	1	<del>\$3,877 3,801</del>	<del>\$3,877 3,801</del>

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**PARK ASSOCIATION OF TEACHERS AGREEMENT**

July 1, 20~~21~~<sup>19</sup> - June 30, 20~~22~~<sup>21</sup>

Literary Magazine	1	<del>\$1,250</del> 1,225	<del>\$1,250</del> 1,225
Student Council	1	<del>\$5,008</del> 4,910	<del>\$5,008</del> 4,910
<b>ASSIGNMENT</b>	<b>Number of Coaches</b>	<b><del>2019-20</del>2021- 22 Stipend</b>	<b><del>2020-21</del>2022- 23 Stipend</b>
Radio Station	1	<del>\$2,490</del> 2,441	<del>\$2,490</del> 2,441
Newspaper Advisor	1	<del>\$5,008</del> 4,910	<del>\$5,008</del> 4,910
Yearbook Advisor	1	<del>\$5,008</del> 4,910	<del>\$5,008</del> 4,910
Robotics	1	<del>\$4,245</del> 4,162	<del>\$4,245</del> 4,162
eSports	1	<del>\$4,245</del> 4,162	<del>\$4,245</del> 4,162
Club Sponsors	10	<del>\$803</del> 787	<del>\$803</del> 787
DECA Coordinator	1	<del>\$5,008</del> 4,910	<del>\$5,008</del> 4,910
DECA Assistant	1	<del>\$2,942</del> 2,884	<del>\$2,942</del> 2,884
Art and Tech Advisor	2	<del>\$803</del> 787	<del>\$803</del> 787

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## SCHEDULE C-4

**2019-2021 MIDDLE SCHOOL ATHLETIC PROGRAM SALARY SCHEDULE**

ASSIGNMENT	NUMBER OF COACHES			2019-2021-22 Stipend	2020-21 2022-23 Stipend
	Boys	Girls	Joint		
Intramural Director (per year)			1	<del>\$3,757 2,683</del>	<del>\$3,757 2,683</del>
Equipment Manager (per year)	1	1		<del>\$4,102 4,022</del>	<del>\$4,102 4,022</del>
<b>Basketball (6-8)</b>				-	-
Basketball (6-8) Head	2	2		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Basketball (6-8) Assistant	3	3		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Cross Country (6-8)</b>				-	-
Cross Country (6-8) Head			1	<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Cross Country (6-8) Assistant			1	<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Football (6-8)</b>				-	-
Football (6-8) Head	2			<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Football (6-8) Assistant	5			<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Golf</b>			1	<del>\$2,047 2,007</del>	<del>\$2,047 2,007</del>
<b>Lacrosse (6-8)</b>				-	-
Lacrosse (6-8) Head		1		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Lacrosse (6-8) Assistant		1		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Soccer (6-8)</b>				-	-
Soccer (6-8) Head	1	1		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Soccer (6-8) Assistant	1	1		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Softball (6-8)</b>				-	-
Softball (6-8) Head		1		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Softball (6-8) Assistant		1		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Swimming (Fall)</b>				-	-
Swimming (6-8) Head	1			<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Swimming (6-8) Assistant	1			<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Tennis</b>				-	-
Tennis (6-8) Head	1	1		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Tennis (6-8) Assistant	2	2		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Track (6-8)</b>				-	-
Track (6-8) Head	1	1		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Track (6-8) Assistant	1	1		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>
<b>Volleyball (6-8)</b>				-	-
Volleyball (6-8) Head		1		<del>\$2,970 2,912</del>	<del>\$2,970 2,912</del>
Volleyball (6-8) Assistant		1		<del>\$2,632 2,580</del>	<del>\$2,632 2,580</del>

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## SCHEDULE C-5

~~2019-2021~~ 2021-23 MIDDLE SCHOOL & ELEMENTARY ACTIVITY PROGRAMS SALARY SCHEDULE

ASSIGNMENT	Number of Coaches	<del>2019- 2020</del> <u>2021-22</u> Stipend	<del>2020- 2021</del> <u>2022-23</u> Stipend
<b>MS MUSIC</b>			
MS Band Director	3	<del>\$424,416</del>	<del>\$424,416</del>
MS Orchestra Director	3	<del>\$424,416</del>	<del>\$424,416</del>
MS Vocal Director	3	<del>\$424,416</del>	<del>\$424,416</del>
MS World Drumming	1	<del>\$424,416</del>	<del>\$424,416</del>
<b>MS OTHER</b>			
Technical Director	1	<del>\$643,630</del>	<del>\$643,630</del>
Newspaper Advisor	1	<del>\$1,241,421</del>	<del>\$1,241,421</del>
Yearbook Advisor	1	<del>\$875,858</del>	<del>\$875,858</del>
Student Council	1	<del>\$1,328,430</del>	<del>\$1,328,430</del>
Club Sponsor A	4	<del>\$803,787</del>	<del>\$803,787</del>
Club Sponsor B	12	<del>\$643,630</del>	<del>\$643,630</del>
<b>ELEMENTARY ACTIVITY</b>			
Student Council	4	<del>\$729,745</del>	<del>\$729,745</del>
Vocal Concerts	6	<del>\$212,208</del>	<del>\$212,208</del>
Instrumental Concerts	10	<del>\$212,208</del>	<del>\$212,208</del>
Club or Building Activity	5	<del>\$729,745</del>	<del>\$729,745</del>

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The supervising administrator has the discretion to combine or split Schedule C stipends across multiple coaches. For example, a \$5,000 head coach and a \$4,000 assistant coach may be combined and split to create two \$4,500 co-coaching stipends for that sport or activity. Also, one \$4,000 assist coach stipend could be split for example at 50/50 to create a job share with two \$2,000 half time assistant coaches or 75/25 to create a \$3,000 and \$1,000 job share split. The supervising administrator is responsible for notifying Human Resources of the all assignments and any combinations or splits in the assignments and stipends showing the calculations for how each person is to be paid for their portion of the split assignment.



# PARK ASSOCIATION OF TEACHERS AGREEMENT

July 1, 2021~~19~~ - June 30, 2023~~4~~

## ATTACHMENT D:



**St. Louis Park  
Public Schools**

*Achieving success, one student at a time!*

**St. Louis Park Public Schools**  
 6311 Wayzata Blvd.  
 St. Louis Park, MN 55416  
 (952) 928-6000  
 (952) 928-6081 (Fax)  
[www.slpschools.org](http://www.slpschools.org)

**CONTRACT FOR LICENSED STAFF**

<b>Employee Name:</b>	[Employee Name]	<b>Social Security No. (Last 4):</b>	XXX-XX-
<b>Address:</b>		<b>Phone:</b>	
		<b>Email:</b>	

The School Board of Independent School District No. 283 of the State of Minnesota, St. Louis Park, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with [Employee Name], a legally qualified licensed teacher who agrees to teach in the public schools of said district as licensed by the State of Minnesota.

The following provisions shall apply and are a part of this contract:

- Basic Services:** Said teacher shall faithfully perform the services of the above position prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
- Duration:** This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, licensing, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect, except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40, Subd. 7.
- Calendar:** School year and non-duty days shall be those named on the school calendar as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
- Additional Services:** The Superintendent, or his/her designee, may assign the teacher to extracurricular or other assignments subject to established compensation for such services which exceed the services prescribed in paragraph 1. Such assignments shall not be made without the consent of the teacher except on a temporary basis when no qualified teacher is available to take the assignment. Said extracurricular or other assignments and compensation, if any, for such assignment shall be part of the teacher's continuing contract under M.S. 122A.40.
- Master Agreement:** This teacher contract shall be subject to the Agreement between the School District and the exclusive representative, if any, and the provisions of P.E.L.R.A.
- CONTRACT APPROVAL:** Approval of this contract is contingent on the following documents being filed with the Human Resources Department at the time of original employment: **Criminal Background Check, Reference Checks, Official Transcripts, and a Valid Minnesota State License.**
- Salary:** In consideration thereof, the School Board agrees to pay said teacher the following annual salary:

<b>Hire Date:</b>	Click or tap to enter a date.	<b>Lane/Step:</b>	Lane: Choose an item.	Step: Choose an item.
<b>Start Date:</b>	Click or tap to enter a date.	<b>Salary:</b>	Salary shown above is at 1.00 FTE	
<b>Position:</b>		<b>Date of First Check:</b>	Click or tap to enter a date.	
<b>Location:</b>	Choose an item.	<b>Salary based on FTE:</b>		
<b>Supervisor:</b>		<b>National Board Stipend:</b>	N/A	
<b>Hours/FTE:</b>				
<b>Exempt/Non-Exempt:</b>	Choose an item.			

Please review your association/bargaining unit agreement for information regarding benefits, vacation, sick time, and all other terms and conditions of employment.

This contract shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School board in appropriate action, recorded in its minutes.

Employees Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

This document contains important employment information. If needed, you may request this notice be provided in another language.

# **PARK ASSOCIATION OF TEACHERS AGREEMENT**

July 1, 2021~~19~~ - June 30, 2023~~21~~

**INDIVIDUAL TEACHER CONTRACT—St. Louis Park Public Schools**

**CONTRACT FOR LICENSED STAFF**

To:	_____	Phone No.:	_____	Hire Date:	_____
Address:	_____	Start Date:	_____		
City, State, ZIP:	_____	Employee ID:	_____		

The School Board of Independent School District No. 283 of the State of Minnesota, St. Louis Park, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Employees Name, a legally qualified licensed teacher who agrees to teach in the public schools of said district as licensed by the State of Minnesota.

The following provisions shall apply and are a part of this contract:

- Basic Services: Said teacher shall faithfully perform the services of the above position prescribed by the School Board or its designated representative, abide by the rules and regulations as established by the School Board and State Board of Education, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
- Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules and regulations of the State of Minnesota, relevant to qualification, licensing, employment, termination, and discharge for cause of teachers. Thereafter, this contract shall remain in full force and effect, except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40, Subd. 7.
- Calendar: School year and vacation days shall be those named on the school calendar as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
- Additional Services: The Superintendent, or designee, may assign the teacher to extracurricular or other assignments subject to established compensation for such services which exceed the services prescribed in paragraph 1. Such assignments shall not be made without the consent of the teacher except on a temporary basis when no qualified teacher is available to take the assignment. Said extracurricular or other assignments and compensation, if any, for such assignment shall be part of the teacher's continuing contract under M.S. 122A.40.
- Master Agreement: This teacher contract shall be subject to the Agreement between the School District and the exclusive representative, if any, and the provisions of P.E.L.R.A.
- Contract Approval: Approval of this contract is contingent on the following documents being filed with the Human Resources Department at the time of original employment: Criminal Background Check, Reference Checks, Official Transcripts, a Valid Minnesota State License and approval by the School Board.
- Salary: In consideration thereof, the School Board agrees to pay said teacher the following annual salary:

Position:	Initial Lane/Step:	Salary:	FTE:	Actual Salary:
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This contract shall be effective only upon signature by the officers of the School Board after authorization for such signatures has been taken by the School Board in appropriate action, recorded in its minutes.

**PARK ASSOCIATION OF TEACHERS AGREEMENT**

July 1, 20~~14~~<sup>19</sup> - June 30, 20~~23~~<sup>24</sup>

**GRIEVANCE REPORT FORM**  
**St. Louis Park Public Schools**

Name\_\_\_\_\_ Building\_\_\_\_\_

Date Grievance Occurred:\_\_\_\_\_

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated:\_\_\_\_\_Signature of Grievant\_\_\_\_\_

**APPENDIX – Contract provisions that apply to some active teachers hired before specified dates****FORMER ARTICLE 8 - Section 9 Annuity Plan****A8.9 Tax-Sheltered Annuity (Applies to teachers hired prior to July 1, 1998)**

The District shall participate in a matching tax-sheltered annuity program for all regularly employed teachers who are compensated on the basic salary schedule and employed one-half (1/2) time or more and who became employed in the District prior to July 1, 1998.

The amount contributed by the District shall match the teacher's contribution, but such contribution shall not exceed one and one-half percent (1-1/2%) of the teacher's basic contract salary.

**FORMER ARTICLE 14 - SEVERANCE PAY****A14.1 Eligibility (Applies to teachers hired prior to July 1, 1998) Also see the 2015 MOA on Teacher Severance Options for specific application.**

Subject to M.S. §465.72, teachers who have completed at least fifteen (15) years of experience credit within the District, and who are at least fifty-five (55) years of age, or teachers, regardless of age, who have completed at least twenty-five (25) years of teaching credit with the Minnesota State Teachers Retirement Association, at least fifteen (15) of which involve service in the St. Louis Park District and were hired prior to July 1, 1998, shall be eligible for severance benefits, pursuant to the provisions of Article 14, upon submission of a written resignation accepted by the Board. Severance benefits shall not be granted to any teacher who is discharged for cause by the District. To be eligible for the benefits of Article 14, a teacher must be regularly employed at least one-half (1/2) time and compensated on the basic salary schedule.

**A14.2 Number of Days**

- A. An eligible teacher, upon severance, shall elect to have their severance pay based on one of the two following options:

Option A: The teacher shall receive an amount representing 100 days pay. In addition to the 100 days pay, the teacher shall receive the amount obtained by multiplying the teacher's daily rate of pay by one-half (1/2) times his/her number of unused sick leave days, but in any event, not to exceed the number of days in the basic duty year, minus 100.

-Or-

Option B: The teacher shall receive an amount represented by multiplying the teacher's daily rate of pay times the number of accumulated unused leave days, such number of unused leave days not to exceed the number of days in the basic duty year.

- B. In order to be eligible to receive severance benefits, the teacher must submit a letter indicating a choice of Option A or Option B. The letter must be submitted to the Human Resources Director prior to reaching age 55 or 15 full years of service, whichever occurs first. This election shall be irrevocable and will be paid according to the terms of Article 14. If a teacher fails to exercise a choice of options as provided in Subdivision 1 hereof within the time limits as provided, the teacher shall be deemed to have selected Option B.

**A14.3 Daily Rate of Pay**

In applying these provisions, a teacher's daily rate of pay shall be the daily rate at the time of severance, as provided in the basic salary schedule for the regular school year, and shall not include any additional compensation for extracurricular activities, extended employment or other extra compensation.

**A14.4 Payment**

The District shall provide payment equal to the value of the employee's severance pay directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code, and employees will no longer receive any direct payment from the District for severance pay as provided in Article 14 of the collective bargaining agreement for any employee eligible for tax-sheltering of such funds pursuant to Minn. Stat. § 356.24 and the Internal Revenue Code.

The District's annual contribution into the employee's 403b custodial account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. If any part of the severance pay due to the employee exceeds the IRS contribution limits for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan as agreed upon by the District and the exclusive Representative for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule as provided in Article 14 of the collective bargaining agreement.

**A14.5 Limitations**

Notwithstanding any other provisions of Article 14, the District's maximum obligation under Article 14 for members of the bargaining unit shall not exceed the sum of \$475,000.00 or 5 years from the teachers' date of retirement in either of the two fiscal years covered by the terms of this Agreement.

In the event that applications of eligible teachers submitted pursuant to Article 14 would otherwise constitute a liability to the District in excess of the limitations as contained in Section 14.5, the amount each teacher would be eligible to receive under the terms of Article 14 shall be reduced to a proportionate share of the District's annual liability. However, those teachers, if any, receiving a reduced proportionate share in one fiscal year will have priority to receive the reduced amount in the following fiscal year prior to any teachers resigning and eligible in the subsequent year.

Any proration of benefits required by Section 14.5 shall be made on the basis of eligible teacher applications as submitted by March 1 of the school year at the end of which severance is to take place.

All reference to dollar amounts as contained in Article 14 shall refer to accrued liability of the District and implementation of the dollar amount limitation shall not be affected by payment schedules.

**A14.6 Application**

Eligible teachers shall receive the benefits of Article 14 in the following order:

- A. Teachers who submit a written statement of intent to resign on or before February 1 and a written resignation on or before March 1 of the year in which severance is to take place shall be first in eligibility.
- B. In the event that a teacher resigns after March 1 and the resignation is caused by an emergency not reasonably foreseeable by the teacher, as determined by the District, such teacher shall be eligible for the benefits of Article 14 similarly to those in Section 14.6.1 if the limitation in Section 14.5.1 hereof has not been exceeded.
- C. Teachers who do not meet the February 1 deadline but do meet the March 1 resignation deadline shall be second in eligibility. They shall receive full benefits if the dollar limitation in Section 14.5.1 has not been exceeded by the teachers in Section 14.6.1 or 14.6.2.

**PARK ASSOCIATION OF TEACHERS AGREEMENT**

**July 1, 20~~21~~<sup>19</sup> - June 30, 20~~23~~<sup>21</sup>**

- D. Teachers who do not meet the March 1 deadline but do resign before the 4<sup>th</sup> Monday in July shall be third in eligibility. They shall receive full benefits if the dollar limitation in Section 14.5.1 has not been exceeded by the teachers in Section 14.1, 14.2 or 14.3.
- E. Teachers who resign after the 4th Monday in July shall be eligible for the benefits of Article 14 along with teachers who resign and are eligible in the following school year.
- F. If a teacher becomes disabled and eligible for long-term disability after submitting a resignation pursuant to the March 1 date, but prior to the end of the school year, the teacher has the right to withdraw said resignation, up until the last duty day of the school year.

**A14.7 Teachers hired on or after July 1, 1998** will not receive the 1 1/2 % TSA (Tax-Sheltered Annuity) matching contribution from the District, but will be eligible for the Deferred Compensation plan under Article 14.1 of the contract.

*Note: The provisions of this Severance plan are modified and applied as specified in the 2015 MOA on Teacher Severance Options. This MOA resolves the questions on how the above severance language is to be applied to categories of teachers involved.*

**MEMORANDA AND ADDITIONAL INFORMATION**

*For information, this section includes the following MOA and MOU that are concurrent with this contract.*

- Teacher and Student Safety ~~2021-2023~~2019-2021
- ATPPS ~~2019-21~~2021-2023
- ~~Middle School Building Hours 2019-20~~
- ~~PSI-Elementary~~ Building Hours ~~2021-2023~~2019-20
- Schedule C1 - Lunchroom Supervision beyond Regular Duty Day
- Schedule C1 – Kids Voting Coordinator



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE PARK ASSOCIATION OF TEACHERS  
AND  
SAINT LOUIS PARK PUBLIC SCHOOLS**



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**TEACHER AND STUDENT SAFETY 2021-2023**

**WHEREAS**, the Park Association of Teachers and the St. Louis Park Public School District care deeply about students and staff safety and support the SLP Mission to create a caring diverse work and learning community and provide a safe and nurturing environment that energizes and enhances the spirit. We together collaboratively agree to the following tenants on safety:

Subdivision 1. Teachers will not be required to work in unsafe conditions or to perform tasks that endanger their health, safety or wellbeing or that of students.

Subdivision 2. In order to maintain a safe classroom environment, teachers will utilize the best practice information on classroom management and create lessons in order to keep students engaged. Teachers should use appropriate de-escalation methods such as CPI or other professional development. Teachers should document and keep required data on student behavior as appropriate for their job assignment and will be supported by District administration without any fear of keeping such information and using this information in a professionally appropriate manner.

Subdivision 3. In the event that a student has three behavior incidents within 30 calendar days where the student was restrained or caused injury to self or others reported to the health office, additional supports will be considered and implemented by the student's team (for example; IEP Team or Social Worker, student's teacher(s), Principal and other appropriate staff) as needed to keep both staff and students safe.

In the case where two additional behavioral incidents occur where a student was restrained or an incident was reported to the health office, a meeting will be held between district administration and school staff who are part of the student's team to help facilitate a conversation to consider options which may include an alternative placement for the student such as RSVP/PAUSE, District 287 for Special Education Students, outside consultant supports, or additional services or other options.

Subdivision 4. Teachers are expected to report physical injuries to the health office as part of their job without fear of any retaliation.

Subdivision 5. In accordance with MN state statute and St. Louis Park School Board policy, all teachers and other district staff who work with a student who has a known history of violent behavior shall receive written notice from the administration about that student's history of violent behavior prior to working with the student.

Subdivision 6. Teachers have an obligation to create a safe learning environment and work to de-escalate behaviors as trained. The District and PAT will work with the District PD Committee to determine appropriate staff training for various job assignments.

Subdivision 7. Any teacher that believes they do not have the physical means to separate a fight in process, staff will engage by other means (yelling, recording the fight on a cell phone, calling 911). Staff are not expected to intervene physically by breaking up a fight. A teacher may refuse to restrain or hold a student if he/she reasonably believes that doing so would be unsafe physically. The District will not retaliate for said refusal (reprimand, discipline or termination) even if the teacher was being directed to by an administrator and a reasonable person would have been fearful.

This MOU will run concurrent with the 2023-23 contract between PAT and the District.



**Signatures:**

**For the District:**

**By:** \_\_\_\_\_  
Superintendent

**By:** \_\_\_\_\_  
Human Resource Director

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

**For PAT:**

**By:** \_\_\_\_\_  
PAT President

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

## ST. LOUIS PARK TEACHER PROFESSIONAL PAY SYSTEM AGREEMENT

This Agreement is entered into pursuant to Minn. Stat. § 122A.414 and the Public Employment Labor Relations Act (PELRA) of 1971, as amended, Minn. Stat. § 179A.01, et seq., by and between Independent School District No. 283, St. Louis Park, Minnesota (hereinafter “District”) as the public employer under the PELRA and the Park Association of Teachers (hereinafter “PAT”) as the exclusive representative of teachers employed by the District under the PELRA, for the purpose of fully implementing the St. Louis Park Alternative Teacher Professional Pay System (hereinafter “SLPATPPS”).

The terms of this Agreement are as follows:

### ARTICLE I. AUTHORITY

**Section 1. Laws:** This Agreement has been negotiated pursuant to and in compliance with the provisions of Minn. Statutes 122A.414, 122A.4144 and 179A.01 et seq. The statutory authority specifically includes an exception to the PELRA in the form of an optional right to re-open negotiations regarding only the SLPATPPS.

### Section 2. Informational Summary:

#### Subd. 1. What is ATPPS:

A bi-partisan legislative initiative to encourage reform in the professional pay system for teachers.

A system which is based on:

- Professional development
- Continuous improvement
- Collegial support
- Teacher leadership
- Opportunities for additional compensation
- Relevant, meaningful collegial evaluation system

A system which incorporates many aspects of our current program

- Data driven decision-making
- School improvement plans
- Team and individual teacher goal setting
- Professional development determined by site teams
- Site-based instructional leadership teams (BILTeam at secondary sites and PLT and BOLT at elementary sites)
- Emphasis on student growth
- Commitment to continuous improvement

Subd. 2. What ATPPS is not:

- It is not merit pay – eligibility for compensation increases is determined by teachers working in grade level, department or job alike teams and establishing meaningful goals.
- It is not subject to quotas (compensation increase is available to all members of our bargaining unit i.e. teachers, deans, nurses, school psychologists and social workers).
- It is not competitive.
- It is not a pay system which is based on all students reaching a specific level of performance.

## **ARTICLE II. SCOPE OF AGREEMENT**

**Section 1. Effect:** This Agreement supersedes and replaces any salary or other provision of the PELRA Master Agreement that may currently be in effect between the District and PAT that is inconsistent with any provision of this Agreement, subject to the contingencies specified in this Article.

**Section 2. Contingency:**

Subd. 1. Effect of Contingencies: In the event that any contingency specified in this Section is not met, then this Agreement will have no force or effect and the terms and conditions of employment of the teachers employed by the District will be governed by the PELRA Master Agreement then in effect. Provided, however, that either party may re-open negotiations for the SLPATPPS agreement as permitted under law in an effort to cure any cause that has nullified this Agreement.

Subd. 2. MDE Approval: This Agreement was originally approved by the Minnesota Department of Education for the 2006-2007 school year and must be continually reapproved each year through acceptance of plan updates in Section 3 that become part of this agreement.

Subd. 3. Ratification: This Agreement is contingent upon by PAT and by the School Board.

Subd. 4. Continuing Revenue: This Agreement is contingent upon the initial and continuing receipt of revenue based upon at least two hundred and sixty dollars (\$260.00) per pupil as specified in M.S. 122A.415, Subd.1 (2017).

**Section 3. Notice of Amendments (“Escape Clause”):** In the event that the parties amend this Agreement, the Minnesota Department of Education must be apprised of the amendment(s). In the event that the MDE asserts that any amendment is illegal and that revenue for the SLPATPPS will be suspended, withheld, terminated or otherwise reduced, then this Agreement may be terminated effective with the date of the MDE’s decisions regarding changes in revenue by either party giving written notice to the other party at its official business address.

**Section 4. Budget Review:** The PAT President or his/her designee and District Superintendent or his/her designee will periodically meet (typically at least twice per year) and review the budget and expenditures for the SLPATPPS, through the established Meet and Confer process within the Master Agreement between PAT and District.

### **ARTICLE III. TEACHER PROFESSIONAL PAY SYSTEM**

#### **Section 1. Schedules:**

Subd. 1. Professional Pay System Schedules are attached and incorporated by reference effective starting July 1, 2021. See Appendix 2.

Subd. 2. The parties originally agreed to a matrix of all unit members who were placed on the SLPATPPS salary schedules for 2011-12. That matrix was based on the location of members on the salary schedule for 2010-11. A copy of that matrix was provided to the PAT President and the Superintendent and was used to determine the initial location of each teacher in the matrix on the SLPATPPS salary schedule for 2011-12. Teachers hired thereafter will be placed on the matrix as provided in Section 2, Subd.1d of this Article and the Teacher Master Contract.

Subd. 3. Any change in location of a teacher on the matrix for subsequent fiscal years will be determined in accordance with the provisions of this Agreement. The parties will periodically update and agree upon the matrix as necessary to reflect the schedule advancement by staff. Any dispute regarding location on the matrix will be resolved only through the Grievance provision of the Master Agreement.

## **Section 2. Advancement Through the Career Ladder:**

### **Subd. 1. Probationary Teachers:**

- a. **St. Louis Park Probationary Teachers:** Each probationary teacher who has all or part of a three-year probationary period of employment under the law must complete all of the applicable annual requirements of the District and state process in accordance with the District's standards in order to be eligible for consideration to receive non-probationary status.
- b. **Probationary Status:** The District retains its managerial authority under the PELRA to evaluate and decide on the renewal or non-renewal of probationary teachers as provided by M.S. 122A.40
- c. **Initial Matrix Placement:** Initial placement on the annual staff matrix specified in Article III, Section 1, Subds. 2 and 3 of this added contract language and will be consistent with Article 8, of the Master Contract.
- d. **Initial Contract:** In the event of the occurrence of a contingency that voids this Agreement, salary stipends under the SLPATPPS will not be a part of any teacher's rights under the Continuing Contract statute. Salary rights will be determined pursuant to Article 8 of the Master Agreement.

**Subd. 2. Advancement to Professional Status:** A probationary teacher may be advanced by the District in an exercise of its management function from probationary to non-probationary status as provided by law. The parties characterize the advancement from probation to non-probationary status as moving to Professional status. Thereafter, a teacher may advance on the SLPATPPS schedule then in effect as provided in this Agreement.

### **Subd. 3. Non-probationary Career I and Career II Teachers:**

- a. **Notice of Assignment:** Each teacher's Notice of Assignment will be available in the Human Resource Employee Portal (currently Skyward Employee Access) and will specify the teacher's compensation information and FTE status consistent with contract language. However, any salary increases under the SLPATPPS will not be part of any teacher's Continuing Contract rights under M.S. 122A.40 (2017).
- b. **Contingencies:** In the event of the occurrence of a contingency that voids this Agreement, salary under the SLPATPPS will not be a part of any teacher's rights under the Continuing Contract statute. Salary rights will be determined pursuant to Article 8 of the Master Agreement.
- c. **Standards:** Any advancement on the matrix will be afforded to any St. Louis Park teacher in accordance with the standards of the Teacher Master Agreement.

- d. Leadership Positions: Only Career II teachers or teachers deemed to be the equivalent will be eligible to hold Leadership Positions under the provisions of the SLPATPPS.

## **ARTICLE IV SLP ATPPS DISPUTE RESOLUTION**

### **Section 1. Limitations:**

Subd.1. Scope: The dispute resolution mechanism of this Agreement extends only to disputes regarding a teacher's compliance with the standards of the SLPATPPS. A teacher placed on a Building or District Performance Improvement Plan retains any rights under the Grievance Procedure of the Master Contract.

Subd. 2. Exclusive Remedy: The dispute resolution mechanism of this Agreement is the exclusive remedy for resolving disputes regarding a teacher's compliance with the standards and payments of the SLPATPPS system.

### **Section 2. Procedures:**

Subd. 1. Disputes regarding the interpretation or application of the SLPATPPS must be submitted first to the ATPPS Coordinator, within ten (10) calendar days from the first date of the event giving rise to the dispute. The Coordinator must review the matter and hear from the teacher within twenty (20) calendar days and a decision issued within five (5) working days of the conclusion of the review.

Subd. 2. The failure to timely file a dispute under the SLPATPPS constitutes a waiver of the claim and acquiescence to the original event unless the parties mutually agree to waive the timelines requirements.

Subd. 3. An adverse determination may be further appealed through the Grievance Procedure under the Master Contract within ten (10) calendar days from the date of the determination of the Coordinating Council. The teacher may appeal up to the Level 2, Superintendent review step of the Grievance procedure in Article 17.5 of the Master Agreement. The failure to timely appeal constitutes a waiver of the claim and acquiescence to the decision of the Coordinating Council. The Level 2 decision by the Superintendent or designee shall be final.

**Signatures:**

**For the Association:**

**For the School District:**

**By:** \_\_\_\_\_  
PAT President

**By:** \_\_\_\_\_  
Superintendent

**By:** \_\_\_\_\_  
Human Resource Director

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

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

## **APPENDIX 1 – ATPPS PROCESS AND PROCEDURES**

### **Subd. 1.** Teacher Responsibilities Summary:

- a. Be a part of a collaborative team grade level, department, or job alike. Otherwise known as CARE Teams.
- b. Write an annual goal following the format which has been developed to assist you. It is possible for a team to develop a goal which will be the same for all team members.
- c. Each collaborative CARE Team will be assigned a leader whenever possible.
- d. The Racial Equity Instructional Coaches (REIC), ATPPS Coordinator and the Principal will be responsible for leading their teachers through the SLPATPPS process.
- e. Each team member will be observed at least three times each year by a trained Racial Equity Instructional Coach or another trained PAT member. These observations are intended to be professional development experiences for both teachers.
- f. Racial Equity Instructional Coaches will make sure that all teachers have an acceptable CARE Team goal or researchable question for the care team cycles and that the observations are scheduled throughout the year and documented. Each observation includes a pre-observation meeting and a post observation meeting with the observer.
- g. The goal setting and observation templates, rubrics, and examples explain what teachers must do to be successful in the SLPATPPS system

### **Subd. 2.** Process:

#### **a. Step One:**

1. Every teacher in St. Louis Park Schools will be part of a collaborative CARE team either by grade level, department or job alike.
2. Each CARE team is expected to meet regularly.
3. The group of instructional leaders at each site comprise the Building Instructional Leadership Team (BILT, PLT and BOLT).
4. The BILT, PLT, BOLT and CARE Teams are engaged in ongoing work to support the professional development of their fellow team members and to lead the work of their team in increasing student performance.



**b. Step Two:**

1. The Racial Equity Instructional Coaches and other observers will be trained evaluators at each site.
2. They will support the evaluation process through a “train the trainers” model where they are working with the Racial Equity Instructional Coaches and ATPPS Coordinator to check for inter-rater reliability.
3. They will also be training their fellow team members on the intricacies of the observation process an effort to increase understanding of this approach and positively impact instructional effectiveness throughout the District.

**c. Step Three:**

1. Teachers will develop their CARE Team goals in September of each year and discuss them with their team members and Racial Equity Instructional Coaches.
2. After this discussion the Racial Equity Instructional Coach and other trained observers will rate their colleague(s) using the goal setting rubrics to determine the success of the process.
3. Team discussions are critical in the establishment of the schedule of peer visitations and observations.
4. Once each team member/individual has a finalized plan rated as “proficient” on the goal setting rubric and the schedules have been determined, the Racial Equity Instructional Coach reviews the plan to make sure that resources are available to support the process, the plan goes forward.
5. 100% of ATPPS Stipend payments are based on school achievement gains, student growth and achievement, reflection of two separately implemented “best practices”, creation of CARE Team Plan with CARE Cycle Evidence, and teacher evaluations through the peer review process.

**d. Step Four:**

1. CARE Teams are expected to meet at least twice per month to discuss/plan including but limited to progress on their goals, staff development, inter-rater reliability issues, etc....
2. These meetings are facilitated by the CARE members with support, as needed, from Racial Equity Instructional Coaches or other members of the Building Instructional Leadership Team (BILT, PLT or BOLT) member and establish the basis for the evaluation process.
3. The BILT, PLT or BOLT) members will be a resource to guide the process throughout the year for their CARE team.
4. Meeting schedules and agendas are recorded.

**e. Step Five:**

1. Each teacher in a collaborative CARE team will be observed at least three (3) times during the school year.
2. The Racial Equity Instructional Coach will be responsible for leading/facilitating this process and assuring that observations are conducted, documented and the post-observation discussion/reflections are completed.
3. An observation rubric will be utilized for observer ratings
4. Teachers must be rated at “proficient” in each subdomain of the rubric by the end of the school year by the observer(s) in order to be eligible for compensation increases.

**f. Step Six:**

1. In May, each teacher completes the year-end reflection as part of their CARE Team Plan analysis and discusses it with their Racial Equity Instructional Coach and colleagues.
2. After this discussion, the Racial Equity Instructional Coach rates their colleague using the goal setting rubrics to determine the success of the process.
3. This process results in a determination of whether or not goals have been attained, guides future professional development activities, and acts as a summative review of the year’s SLPATPPS goal.
4. The observation evaluation payment will be a portion of the overall total amount that the teacher is eligible to receive.
5. The total ATPPS stipend payment will be paid as a lump sum and received by the last day of June.

**Subd. 3. Professional Development Observations and Peer Review**

**Pre-Observation Conference**

- a. The teacher to be observed describes the lesson/learning activity that will be happening
- b. The teacher to be observed delineates those aspects of lessons/learning activity which he/she would like the observer(s) to particularly notice
- c. The observers asks questions which help clarify the lessons/learning activity and to make sure the observer is aware of the teacher’s desired outcome
- d. The observation rubric applicable for that teacher assignment should be used as a starting point for the discussion and for the observation.

**Peer Observation**

- a. At the teacher pre-arranged time, the observer (or observers) comes to the teacher's classroom or work area.
- b. The lesson/learning activity takes place
- c. The observer notes those aspects of the lesson which were discussed in the pre-observation conference and makes notes that will be helpful in the post-observation conference
- d. The observer may also notice other aspects of the lesson which could be helpful to the teacher or that were helpful to the observer
- e. No discussion need be held at this time-at the discretion of the teacher/observer

**Post-Observation Conference**

- a. The teacher describes aspects of the lesson/learning activity as they happened in the classroom or workspace-things may have gone differently than expected, or as expected
- b. The observer describes what he/she saw and what was helpful to his/her own practice
- c. The professional discussion proceeds from this starting point and may take other directions
- d. This post-observation conference is the most important part of the peer-review process: both observer and observed will take away a rich experience
- e. The Peer Observation agreed upon rubric ratings and District work on culturally relevant pedagogy will form the basis of some of this conference.

**Subd. 4. Calendar of Activities****Calendar**

A calendar of SLPATPPS activities will be determined collaboratively on an annual basis, between PAT and the District through the meet and confer process or separate group designated for ATPPS activities. This calendar and an overview of the process will be distributed or made available online to all teachers covered by this ATPPS Agreement.

## APPENDIX 2 – ATPPS PAYMENTS 2021-22 and 2022-23

# St. Louis Park ATPPS Stipends and Special Circumstances

	Attaining Site Goal	CARE Team Plan Cycle 1	CARE Team Plan Cycle 2	Observation Coaching
Full Stipend (1.0 FTE max)	\$200 if Site meets or exceeds the building level ATPPS goal for the year.	\$350 if the teacher completes all components of the CARE Team Plan including writing the researchable questions and getting sign offs and writes a reflection	\$350 if the teacher completes all components of CARE Team Plan including writing the researchable questions and getting sign offs and writes a reflection.	\$1,100 the teacher must complete three observations and be proficient on all subdomain items to receive stipend
Approved Leave of Absence (maternity, military, medical, or other approved leave)	Pro-rated stipend based on % of time spent in the district during the school year + paid leave (EE% of 185 duty days)	Pro-rated stipend based on % of time spent in the district during the school year + paid (EE% of 185 duty days)	Pro-rated stipend based on % of time spent in the district during the school year + paid (EE% of 185 duty days)	Stipend pro-rated based on number of observation cycles completed and proficiency
Departing/Entering (coming or going part year)	Pro-rated stipend based on % of time spent in the district during the school year + paid leave (EE% of 185 duty days)	Pro-rated stipend based on % of time spent in the district during the school year + paid (EE% of 185 duty days)	Pro-rated stipend based on % of time spent in the district during the school year + paid (EE% of 185 duty days)	Stipend pro-rated based on number of observation cycles completed and proficiency
Part-time Position (full year but less than 1.0 FTE)	Pro-rated Stipend based on FTE allotment	Pro-rated Stipend based on FTE allotment	Pro-rated Stipend based on FTE allotment	Pro-rated stipend based on FTE allotment. Must complete three observations and be proficient on all items to receive stipend

FTE allotment and proficiency will be applied to all stipend dollar amounts

Example, for Observation Coaching, a person who completes a full three observation cycles must be proficient on all sub domains. If the person was on leave or came later in the year and only completed two of the three observation cycles, they would need to be proficient on the domains observed in those two observations. They would not need to be marked proficient on all 12 subdomains, but if they were marked basic on any one, then they would not be eligible for the stipend.

### APPENDIX 3 – Comparison of ATPPS and TDE Components

#### Comparison of TDE and ATPPS Components

	TDE Component	ATPPS Component
Peer Observation	<b>x</b>	<b>x</b>
CARE Team Plan	<b>x</b>	<b>x</b>
Student Engagement Survey and Reflection	<b>x</b>	
Principal or Administrator Observation	<b>x</b> <ul style="list-style-type: none"> <li>• Probationary all three years</li> <li>• Tenured at least every three years – 2-3 pieces of evidence per component or domain</li> </ul>	
District Goal	<b>x</b>	
Building Goal	<b>x</b> (same goal as ATPPS)	<b>x</b>

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE PARK ASSOCIATION OF TEACHERS  
AND  
SAINT LOUIS PARK PUBLIC SCHOOLS**



**ELEMENTARY BUILDING HOURS 2021-2023**

**WHEREAS**, Independent School District No. 283, St. Louis Park, Minnesota ("School District") and Park Association of Teachers Union ("Union") are parties to a collective bargaining agreement covering the terms and conditions of employment for teachers from July 1, 2019 through June 30, 2021 ("CBA");

**WHEREAS**, the School District recently changed the start times for elementary schools in 2020-21 school year and that required a change in the previous agreements about designating building hours and staff time in the work day;

**WHEREAS**, the School District and Union are interested in designating the specific hours for the four Elementary School Buildings for the 2021-22 and 2022-23 school years pursuant to Article 7.1 (School Day, Building Hours);

**WHEREAS**, the School District and Union are interested in defining the specific hours for the Elementary School Meetings pursuant to Article 7.2 (School Day, Additional Activities);

**NOW, THEREFORE, IT IS HEREBY UNDERSTOOD AND AGREED** by and between the School District and the Union as follows:

1. The building hours for the four Elementary Schools shall:
  - a. Be modified to accommodate a weekly all-teacher Professional Development, Professional Learning Communities (PLC's), for the purposes of discussing students and interventions, and Faculty Meetings;
  - b. Be 7:20 a.m. to 3:35 p.m., exclusive of lunch, on Wednesdays;
  - c. Be 7:20 a.m. to 3:05 p.m., exclusive of lunch, on Fridays;
  - d. Be 7:20 a.m. to 3:20 p.m., exclusive of lunch, on Mondays, Tuesdays, and Thursdays; and
2. In the event the weekly all-teacher meetings are terminated through mutual agreement between the parties at any of the schools prior to the end of the 2022-23 school year, the building hours for that Elementary School shall be 7:20 a.m. to 3:20 p.m., exclusive of lunch, Monday through Friday.
3. Although, the Superintendent has discretion to modify hours for individual buildings, the Superintendent cannot unilaterally further modify the hours of Elementary Schools over the duration of this MOU.
4. Any disputes regarding this agreement will be handled through the grievance process provided for in the CBA.

**This Memorandum of Agreement** will begin for the 2021-22 school year and be in effect throughout the duration of the 2021-2023 contract and until such time as a successor agreement is reached.

All other terms and conditions of employment contained in the collective bargaining agreement shall remain in effect.

**Signatures:**

**For the District:**

**For PAT:**

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

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

**Its:** \_\_\_\_\_

**Its:** \_\_\_\_\_

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

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



## MEMORANDUM OF AGREEMENT

BETWEEN THE PARK ASSOCIATION OF TEACHERS AND SAINT LOUIS PARK PUBLIC SCHOOLS

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### ADDITION TO SCHEDULE C ASSIGNMENTS

**WHEREAS**, the Saint Louis Park Public Schools (District) and Park Association of Teachers (PAT) have a negotiated a master collective bargaining agreement for 2021-23 that covers extracurricular assignments in a Schedule C appendix;

**WHEREAS**, the District previously has hired paraprofessionals and part-time (less than 1.0 FTE) teachers as paraprofessionals to cover lunchroom supervision outside of the teachers contracted duty time;

**WHEREAS**, the District is seeking to create an appropriate rate within the PAT Schedule C rates and stop the practice of hiring them as hourly paraprofessional when assigning part-time teachers lunchroom duties outside of their contracted FTE;

**THEREFORE**, the parties agree to amend Schedule C of the 2021-23 contract effective for 2021-22 and 2022-23 school years by continuing this Schedule C assignment:

1. A Lunchroom Supervision when assigned outside the teacher's contractual FTE duty time, will be paid at a stipend rate for \$20/hour or \$10 per half hour lunch room supervision assignment. Human Resources will calculate the number of lunch periods assigned and create a Schedule C stipend assignment to cover the anticipated lunch periods that will be covered by the teacher that semester. The stipend would be reduced if the teacher went on an extended leave during that period. The stipend be increased if assigned a second, third, or fourth lunch period for the remainder of the semester.
2. The teacher will not receive a pay deduction in this stipend for daily absences.
3. The stipend will recalculated and a HR will create a new assignment, if the teacher later is assigned and agrees to a second, third, or fourth lunch period for the remainder of the semester.

**This term of this Memorandum of Agreement will run concurrent with the 2021-2023 PAT contract and until a successor contract is approved.**

**For the District:**

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

**Its:** \_\_\_\_\_

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

**For the Union:**

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

**Its:** \_\_\_\_\_

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





## MEMORANDUM OF AGREEMENT

BETWEEN THE PARK ASSOCIATION OF TEACHERS AND SAINT LOUIS PARK PUBLIC SCHOOLS

---

### ADDITION TO SCHEDULE C ASSIGNMENTS

**WHEREAS**, the Saint Louis Park Public Schools (District) and Park Association of Teachers (PAT) have a negotiated a master collective bargaining agreement for 2021-23 that covers extracurricular assignments in a Schedule C appendix;

**WHEREAS**, the District would like to continue the MOA to provide a stipend for the support of the Kids Voting program;

**THEREFORE**, the parties agree to add this Schedule C assignment for Kids Voting Coordinator. The Kids Voting Coordinator stipend will be a total of \$2,000 for this activity. The District anticipates that there will be one districtwide Kids Voting Coordinator reporting to the Communications Director.

**This term of this Memorandum of Agreement will run concurrent with the 2021-23 PAT contract.**

**For the District:**

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

**Its:** \_\_\_\_\_

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

**For the Union:**

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

**Its:** \_\_\_\_\_

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



## **DESCRIPTION DUTIES: Kids Voting Coordinator**

### **Position Summary**

This position supports K-8 school-based partnerships related to the Kids Voting Program. Primary partners in addition to St. Louis Park Public Schools include the City of St. Louis Park and the League of Women Voters. The position is responsible for school-based operations of the Kids Voting program for Grades 2-8 for the 2019-2020 and 2020-2021 school years and beyond.

### **Role of Kids Voting Coordinator(s):**

- Engage teachers, students, and parents in civic learning
- Attend Kids Voting Steering Committee Meetings (co-facilitate as needed).
- Distribute Kids Voting materials to all teachers in Grades 2-8 at the beginning of the school year. Provide training and support as necessary
- Encourage participation in community events that include Kids Voting candidate forums and election information
- In collaborate with the League of Women Voters and City of St. Louis Park election officials, coordinate voting at each school
- Share Kids Voting information and procedures in school communications, at staff meetings, and in other forums as appropriate
- Share election results with faculty and students
- Manage program details and provide support for sites such as scheduling, signage, etc.
- Serve as additional point of contact for families and students
- Other duties as assigned

### **Compensation**

Expected commitment is approximately 80 hours per school year. The stipend of \$2,000 annually is available for individual(s) who successfully perform the duties and responsibilities as listed above. If an SLP hourly employee is appointed or assigned this duty, they would receive their rate of pay up to \$2,000 for the year.

**Reports to:** Director of Communications



## MEMORANDUM OF AGREEMENT

BETWEEN THE PARK ASSOCIATION OF TEACHERS AND SAINT LOUIS PARK PUBLIC SCHOOLS

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### 2021 One-Time Payment

**WHEREAS**, the Saint Louis Park Public Schools (District) and Park Association of Teachers (PAT) have a negotiated a collective bargaining agreement for 2021-23 that covers extracurricular assignments in a Schedule C appendix;

**WHEREAS**, as part of the total package settlement for the 2021-2023 contract, the District agreed to pay a one-time payment of \$250 to eligible teachers who worked in the 2020-21 school year and returned for the 2021-22 school year as part of the overall economic package;

**THEREFORE**, the parties agree to: After the ratification of the 2021-23 Teacher Contract, the District will pay a one-time payment of an additional \$250 to all active teachers covered by this agreement who were actively employed during the 2020-21 school year and receive pay for 100 days or more, with the exception of people on approved FMLA or Military leaves and are actively employed for this 2021-22 school year as of the ratification of this agreement. The \$250 payment will be made on the first possible check following School Board approval.

**This term of this Memorandum of Agreement will be for the 2021-22 school year and does not renew.**

**For the District:**

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

**Its:** \_\_\_\_\_

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

**For the Union:**

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

**Its:** \_\_\_\_\_

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

Transfer of Funds Request under Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8

Please submit this form with attachments via email to [MDE.UFARS-Accounting@state.mn.us](mailto:MDE.UFARS-Accounting@state.mn.us).

## District Information

**District Name:** St. Louis Park
**District Number:** 0283
**District Type:** 01  
**Superintendent's Name:** Astein Osei
**Fiscal Year:** 2021  
**Requested Amount of Transfer:** \$ 116,794.38

	Fund	Program Code	Finance Code	Balance Sheet Reserve Account Number	Balance Sheet Reserve Name	Funding Statute
To:	01	640	000	422	Unassigned	
From:	01	640	316	403	Staff Development	122A.61

Summarize the intended purpose and uses of the transferred funds (Please be specific):

The transferred funds will be used to cover the costs of salaries and benefits for continuing operations during Covid.

The following must be attached:

- ☒ Copy of the board resolution stating the fund transfer must not interfere with the equitable delivery of distance learning or social distancing models.
- ☒ Copy of the board minutes documenting adoption of the board resolution (above) and board approval for the transfer of funds in the amount of this application.

## Verification of Information

I hereby verify that the information provided on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Superintendent – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair or Board Designee – Signature

\_\_\_\_\_  
Date

Transfer of Funds Request under Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8

Please submit this form with attachments via email to [MDE.UFARS-Accounting@state.mn.us](mailto:MDE.UFARS-Accounting@state.mn.us).

## District Information

**District Name:** St. Louis Park
**District Number:** 0283
**District Type:** 01  
**Superintendent's Name:** Astein Osei
**Fiscal Year:** 2021  
**Requested Amount of Transfer: \$** \$732,642.27

	Fund	Program Code	Finance Code	Balance Sheet Reserve Account Number	Balance Sheet Reserve Name	Funding Statute
To:	01	219	000	422	Unassigned	
From:	01	219	317	441	Basic Skills	126C.15

Summarize the intended purpose and uses of the transferred funds (Please be specific):

The transferred funds will be used to cover the costs of salaries and benefits for continuing operations during Covid.

The following must be attached:

- ☒ Copy of the board resolution stating the fund transfer must not interfere with the equitable delivery of distance learning or social distancing models.
- ☒ Copy of the board minutes documenting adoption of the board resolution (above) and board approval for the transfer of funds in the amount of this application.

## Verification of Information

I hereby verify that the information provided on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Superintendent – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair or Board Designee – Signature

\_\_\_\_\_  
Date

Transfer of Funds Request under Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8

Please submit this form with attachments via email to [MDE.UFARS-Accounting@state.mn.us](mailto:MDE.UFARS-Accounting@state.mn.us).

## District Information

**District Name:** St. Louis Park
**District Number:** 0283
**District Type:** 01

**Superintendent's Name:** Astein Osei
**Fiscal Year:** 2021

**Requested Amount of Transfer:** \$ 600,799.97

	Fund	Program Code	Finance Code	Balance Sheet Reserve Account Number	Balance Sheet Reserve Name	Funding Statute
To:	04	505	000	431	Community Education	
From:	04	580	325	432	Early Childhood	124D.135

Summarize the intended purpose and uses of the transferred funds (Please be specific):

The transferred funds will be used to cover the costs of salaries and benefits for continuing operations during Covid.

The following must be attached:

- ☒ Copy of the board resolution stating the fund transfer must not interfere with the equitable delivery of distance learning or social distancing models.
- ☒ Copy of the board minutes documenting adoption of the board resolution (above) and board approval for the transfer of funds in the amount of this application.

## Verification of Information

I hereby verify that the information provided on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Superintendent – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair or Board Designee – Signature

\_\_\_\_\_  
Date

Transfer of Funds Request under Minnesota Laws 2020, Chapter 116/House File 4415, Article 3 Section 8

Please submit this form with attachments via email to [MDE.UFARS-Accounting@state.mn.us](mailto:MDE.UFARS-Accounting@state.mn.us).

## District Information

**District Name:** St. Louis Park
**District Number:** 0283
**District Type:** 01

**Superintendent's Name:** Astein Osei
**Fiscal Year:** 2021

**Requested Amount of Transfer:** \$ 46,544.93

	Fund	Program Code	Finance Code	Balance Sheet Reserve Account Number	Balance Sheet Reserve Name	Funding Statute
To:	04	505	000	431	Community Education	
From:	04	582	344	444	School Readiness	124D.16

Summarize the intended purpose and uses of the transferred funds (Please be specific):

The transferred funds will be used to cover the costs of salaries and benefits for continuing operations during Covid.

The following must be attached:

- ☒ Copy of the board resolution stating the fund transfer must not interfere with the equitable delivery of distance learning or social distancing models.
- ☒ Copy of the board minutes documenting adoption of the board resolution (above) and board approval for the transfer of funds in the amount of this application.

## Verification of Information

I hereby verify that the information provided on this form is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Superintendent – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair or Board Designee – Signature

\_\_\_\_\_  
Date

**ST. LOUIS PARK PUBLIC SCHOOLS  
PROJECTED FUND BALANCES THROUGH JUNE 30, 2021**

FUND DESCRIPTION	6/30/2020 Audited Balance	2020-21 Actual Revenue	Transfers In	2020-21 Actual Expenditures	Transfers Out	6/30/2021 Budget Balance
<b>GENERAL FUND</b>						
<b>Unassigned</b>	<b>8,453,174</b>	<b>60,830,966</b>	<b>1,404,076</b>	<b>63,873,275</b>		<b>7,664,378</b>
One-Time Request for Fund Transfer		849,436				
<b>Assigned</b>				-		
Subsequent Year's Budget	2,640,231				1,191,873	1,448,358
Severance Payments	1,854,603	-		-	197,683	1,656,920
Other						
ATPPS	(255,039)	1,232,823		1,319,114		(341,329)
<b>Non-Spendable-Prepaid</b>	<b>184,340</b>				<b>14,520</b>	<b>169,820</b>
<b>Restricted</b>						
6 Capital Projects (Technology) Levy	1,074,205	2,685,430		2,478,709	1,331	1,279,596
Tech Non-Spendable	25,394		1,331			26,725
Long Term Facilities Maintenance	1,101,684	1,192,753		953,006		1,341,431
Operating Capital	3,440,251	2,311,950		2,297,227		3,454,974
342 Safe Schools	-	261,150	-	261,150		
317 Basic Skills	823,835	1,886,613	-	1,977,806.38		0
One-Time Request for Fund Transfer				732,642.27		
Medical Assistance	52,319	67,348	-	4,482		115,185
306.31 Staff Development	95,489	640,724	-	619,419		0
One-Time Request for Fund Transfer				116,794		
50 Student Activities	179,038	45,697		31,693		193,043
<b>TOTAL GENERAL FUND</b>	<b>19,669,525</b>	<b>72,004,892</b>	<b>1,405,407</b>	<b>74,665,318</b>	<b>1,405,407</b>	<b>17,009,100</b>
Unassigned FB as a % of expenditures (includes assigned for subsequent years budget)	18.58%					14.27%
<b>SCHOOL NUTRITION</b>						
Unreserved/undesignated	38,719	1,537,700	53,897	1,628,604		1,712
Non-spendable-Inventory	75,956	-		-	53,897	22,059
<b>TOTAL SCHOOL NUTRITION FUND</b>	<b>114,675</b>	<b>1,537,700</b>	<b>53,897</b>	<b>1,628,604</b>	<b>53,897</b>	<b>23,770</b>
<b>COMMUNITY SERVICE</b>						
<b>Restricted</b>						
<b>Community Education</b>	<b>(742,850)</b>	<b>4,739,853</b>		<b>5,009,561</b>		<b>(365,213)</b>
One-Time Request for Fund Transfer		647,345				
ECFE (FIN 325)	444,342	523,714		367,255		-
One-Time Request for Fund Transfer				600,800		
School Readiness (FIN 344)	-	292,763		246,218		(0)
One-Time Request for Fund Transfer				46,545		
Non-Public	(34,857)	708,744		706,059		(32,172)
Non Spendable	-	-		-		-
LCTS (FIN 799)	311,336	212,014		152,756		370,594
Disabilities Levy (FIN 798)	26,221	414,207		424,911		15,517
Children First	11,128	110,000		107,744		13,385
<b>TOTAL COMMUNITY SERVICE FUND</b>	<b>15,320</b>	<b>7,648,640</b>	<b>-</b>	<b>7,661,849</b>	<b>-</b>	<b>2,110</b>
<b>BUILDING CONSTRUCTION</b>						
November 2017 Bond Projects	26,670,894	123,046		21,366,486		5,427,454
LTFM Construction (PRG 865)	20,185,324	271,616		12,593,128		7,863,812
<b>TOTAL BUILDING CONSTRUCTION</b>	<b>46,856,218</b>	<b>394,662</b>	<b>-</b>	<b>33,959,614</b>	<b>-</b>	<b>13,291,266</b>
<b>DEBT SERVICE</b>						
Regular	1,547,600	11,850,140		11,795,674		1,602,066
Long Term Facilities Maintenance						
47 Other Post-Employment Benefits	147,801	1,811		-		149,613
<b>TOTAL DEBT SERVICE FUND</b>	<b>1,695,401</b>	<b>11,851,951</b>	<b>-</b>	<b>11,795,674</b>	<b>-</b>	<b>1,751,679</b>
<b>INTERNAL SERVICE</b>						
OPEB Trust	(2,733,222)	347,215		571,676		(2,957,683)
Self Funded Medical/Dental	795,720	9,889,768		8,953,306		1,732,182
<b>TOTAL INTERNAL SERVICE</b>	<b>(1,937,501)</b>	<b>10,236,983</b>	<b>-</b>	<b>9,524,982</b>	<b>-</b>	<b>(1,225,501)</b>
<b>TRUST AND AGENCY</b>						
20/21 Unreserved/undesignated	(0)					(0)
18 Scholarship	145,940	993		7,613		139,320
<b>TOTAL TRUST AND AGENCY FUND</b>	<b>145,940</b>	<b>993</b>	<b>-</b>	<b>7,613</b>	<b>-</b>	<b>139,320</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>66,559,577</b>	<b>103,675,820</b>	<b>1,459,304</b>	<b>139,243,654</b>	<b>1,459,304</b>	<b>30,991,743</b>