

**INDEPENDENT SCHOOL DISTRICT NO. 283**

6311 Wayzata Blvd  
St. Louis Park, Minnesota  
Tuesday, February 22, 2022 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. **LAND ACKNOWLEDGEMENT**
3. **APPROVAL OF AGENDA**
4. **OPEN FORUM**
5. **SUPERINTENDENT'S REPORT**
6. **DISCUSSION ITEMS**
  - A. **Financial Advisory Committee Recommendations** 2
  - B. **2023-24 Calendar** 25
  - C. **Listening Session Report**
  - D. **Board Vacancy Appointment Process** 30
  - E. **Policy Development - Second Reading Policies 515 Protection and Privacy of Pupil Records & 806 Crisis Management** 34
7. **CONSENT AGENDA**
  - A. **Business**
    - 1) Payroll 69
    - 2) Recap of Expenditures 70
    - 3) Electronic Fund Transfers 87
    - 4) Accounts Payable Disbursements 88
    - 5) Investment Holdings 94
    - 6) Donations 95
    - 7) Minutes 97
  - B. **Personnel** 103
8. **ACTION AGENDA**
  - A. **American Indian Annual Compliance Agreement** 104
  - B. **Approval of Second Reading Policies 515 Protection and Privacy of Pupil Records & 806 Crisis Management**
9. **COMMUNICATIONS AND TRANSMITTALS**
10. **ADJOURNMENT**



# St. Louis Park Public Schools

## Finance Advisory Committee 2022-23 Budget Recommendations and Fiscal Recommendations to Superintendent Osei

<b>Executive Summary</b>	<b>Pages 1-2</b>
<b>FY2023 Budget Recommendation Background</b>	<b>Pages 3-6</b>
❖ Recommendation #1: Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%	Page 3-4
❖ Recommendation #2: 2% Increase in per pupil formula	Page 4
❖ Recommendation #3: 4,477 adjusted pupil units (APU), with potential for increased enrollment if efforts to improve the student capture rate are successful	Page 5-6
❖ Recommendation #4: Maintain local revenue	Page 6
<b>Finance Advisory Committee Purpose &amp; Membership</b>	<b>Page 7</b>

February 22, 2022  
**Executive Summary**

The Financial Advisory Committee (FAC) is designed to advise administration and the school board on economic and school finance issues and to build community trust in district finances. The Committee has formally met five times this year, with one more meeting scheduled in March.

In order to arrive at recommendations for fiscal actions and budget assumptions, the Committee focused on the following information:

- Audited results for FY 2021
- Current Unassigned General Fund Balance
- Current student enrollment and enrollment model projections
- Past, current and projected per student funding from the State
- Economic outlook for State and other factors likely to impact the District's financial health
- Impact of coronavirus pandemic
- Current student fees and enrollment as compared to neighboring districts

The Committee's recommendations to the Superintendent reflect a general consensus of its members regarding the underlying assumptions for the 2022-2023 (FY 2023) budget. These recommendations are informed by four primary conditions that drive the school district budget:

1. **State Economy** - Minnesota's economic outlook has improved. While the Governor has proposed using current surpluses to support public education, in this non-funding year, it is unlikely. If additional funding is provided, it should be used to balance the budget and maintain fund balance reserves.
2. **Cost Structure** - Given that the cost structure of the district's General Fund (not restricted for capital-related purposes) is approximately 85% human resources (salary and benefit costs); and the competitive employment market, costs will quickly outpace the rate of state increases which can threaten the financial and programmatic viability of the District.
3. **Student Enrollment** - In recent years the District has had relatively stable to declining enrollment. There was an increase in enrollment this year (FY 2022), likely due to students returning following the 2020 pandemic. The district must focus on the capture rate of resident students in order to increase enrollment to offset rising costs.
4. **New/Rising Costs** - New initiatives or cost increases in current expenses (i.e. transportation services, utilities) will erode available resources. Efficiency measures must be an intricate part of the district's work. Potentially reducing future costs in operational areas through energy efficient construction and streamlined service models is essential.

Based on its review, the Committee presents the following fiscal and budget assumption recommendations to the Superintendent. These are discussed in greater detail in this report.

**FY 2023 Budget Recommendations:**

1. **Fund Balance Minimum** - Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%
2. **General Education Funding Formula** - 2% increase in per pupil formula
3. **Student Enrollment** - 4,477 adjusted pupil units (APU), with potential for increased enrollment if efforts to regain student capture rate are successful
4. **Maintain local revenue** - Maintain all student fees and meal prices at the current rate.

### **Fiscal Recommendations:**

- **Balanced budget** - The District is currently projected to deficit spend for FY2022 (this includes \$4 million in one-time revenues and is in addition to a \$1.5 million deficit in FY 2021) and should strive to return to a balanced budget. The District should find a fiscal solution to ensure it can maintain a prudent fund balance into the future.
- **Manage expense increases** - Focus on managing expenses, through cost saving and efficiency measures, to minimize erosion of the General Fund Balance.
- **Grow enrollment** - Focus significant effort to recruit and retain resident students. Some recommended actions include:
  - Contact all resident families who have left the District, yet continue to live in its boundaries, in order to ascertain the reason(s) for their departure.
  - Contact families who have returned to SLP from other districts or private schools to determine why they made this choice.

This periodic review of these documented interactions will provide insight about policy, curriculum, or personnel changes that can help the District attract and retain a higher percentage of resident students in the future.

### **FAC Conclusion**

The District, with a General Fund Unassigned balance of \$8.4MM, approximately 12.97% of FY2021 unassigned operating expenditures, has a deteriorating financial condition. Continued deficit spending has the potential to rapidly erode the Fund Balance below a level the FAC considers prudent. The General Fund Balance represents one-time funding and should not be used to pay for ongoing costs, as that will quickly deplete the Fund Balance.

The next state's biennial budget, which resulted from the 2021 legislative session, established a 2% increase in the General Education Formula Allowance. Special Education revenues are expected to stay the same as actual FY 2021. Increasing expenses, due to inflationary forces, significantly outpace the level of funding increases from the State. The FAC remains concerned with the District's ability to balance its need to attract and retain the best talent, while also controlling growth in its largest expense category (salary and benefits).



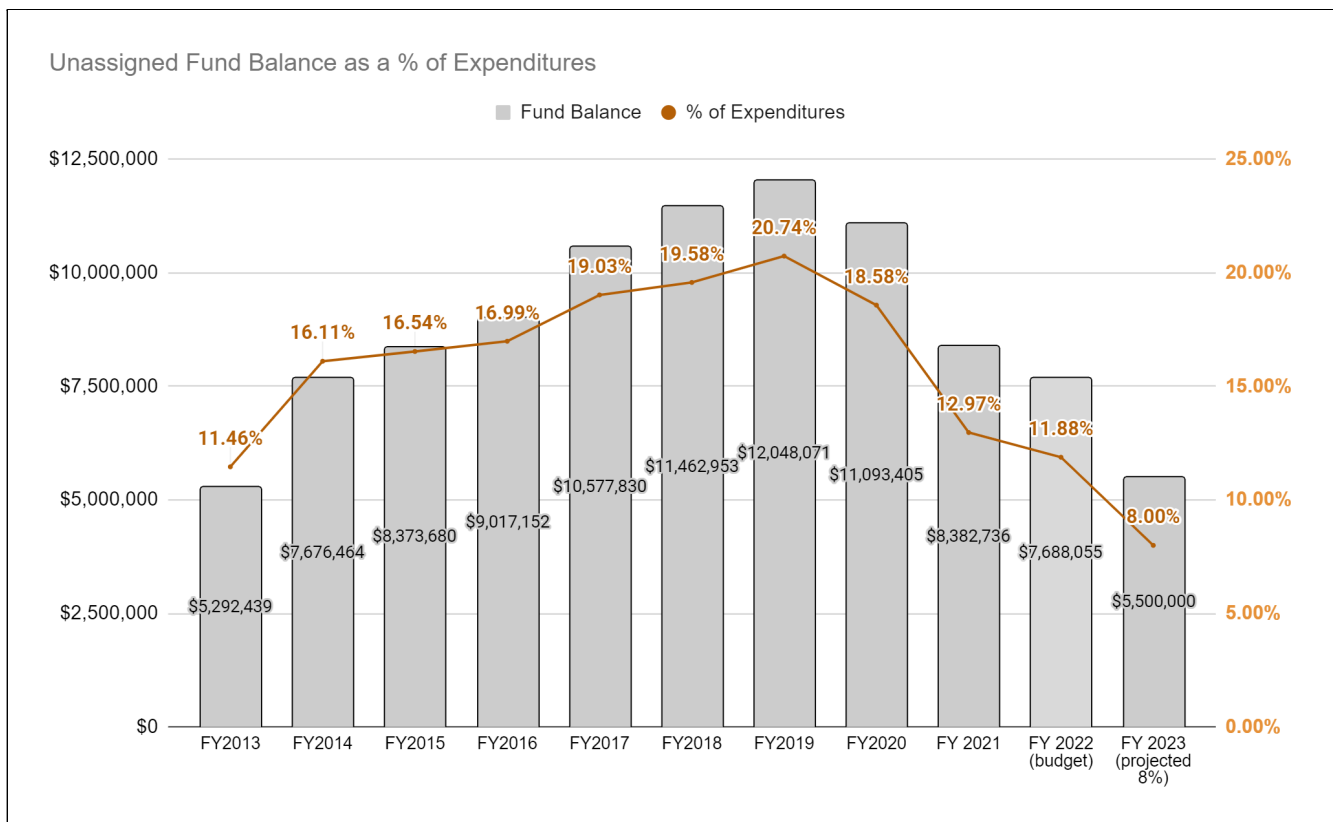
## FY2023 Budget Recommendation Background

### **FY 2023 Budget Recommendation #1: Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%**

This recommendation allows for continued deficit spending as the District emerges from the pandemic, but does so in a limited manner. The FAC recommends careful management of the District's Fund Balance, as it is the contingency reserve for the District.

The FAC also notes the importance of the General Fund Balance to the District's overall financial health. The District's goal is to spend every dollar possible to support its strategic plan, while simultaneously maintaining a fund balance that protects its ability to address unanticipated changes or events and take advantage of unforeseen opportunities that arise during the fiscal year. The General Fund Balance serves as the District's contingency reserve to manage cash flow, legislative shortfalls, tax abatements, and other unanticipated needs without compromising the District's ability to meet its mission. A strong and stable General Fund Balance is also critical for the District to maintain its bond rating and negotiate favorable borrowing rates.

After-audit results for FY 2021 show St. Louis Park's General Fund Unreserved Fund Balance plus Assigned for future year's deficits at \$8.4 million. This was approximately 12.97% of FY 2021 unassigned operating expenditures, and reflected a fund balance percentage that was in line with the majority of other neighboring and comparable districts. However, the District is deficit spending for FY 2022, which will erode the Fund Balance to 11.88%. Based on current budget projections, the District's General Fund Balance could drop below the School Board's established minimum of 6% of operating expenses in FY 2023. The chart below shows the recent history of the fund balance and the decline in fund balance resulting from the ongoing budget deficit. Maintaining an 8% fund balance will continue to erode the fund balance by an additional \$2 million in FY 2023.



**Fiscal recommendation: Balanced budget**

The FAC strongly recommends that the District put considerable effort into identifying opportunities to return the District to a balanced budget, particularly those efforts that relate to attracting and retaining SLP resident students.

The FAC recommends that the Superintendent evaluate the overall operation of the District, adjust priorities, and identify opportunities to mitigate the current model projections to slow or reverse the deterioration of the Fund Balance.

**Fiscal recommendation: Manage expense increases**

The District is currently in a deficit spending situation. In this situation, consideration should be given to adjusting the budget for the following year in order to maintain a prudent fund balance. The goal is to invest in children's education without jeopardizing a sustainable fund balance to meet our mission in the future.

School districts are labor intensive. Salaries and benefits comprise approximately 85% of operating expenses. Recent contract negotiations resulted in salary and fringe benefits increases of 3.5% or more per year, versus the 2% general formula annual increase actually provided by funding from the State.

The FAC recognizes the importance of having a racially diverse workforce and cautions the District against making reductions that increase the racial disparity of the workforce as compared to the population of students of color.

If overall costs continue to increase at a higher rate than revenues rise, any resulting reductions will likely involve cutting programming, curriculum and/or increasing class sizes to levels that become unacceptable in the public's eye.

The FAC recommends looking closely at opportunities to focus reductions on salary costs in the areas of administration and non-classroom teachers, while placing a high priority on protecting student facing positions. Reductions should be made in ways that ensure that each student's education is protected and prioritized.

**FY 2023 Budget Recommendation #2: 2% increase in the per pupil formula**

Although the State of Minnesota has experienced some positive economic indicators, such as relatively low unemployment and a budget surplus, it still faces budget pressures and many competing priorities. It is difficult to predict whether, and to what extent, the Governor and State Legislature will increase per pupil funding for education in the current session. The chart below depicts the State's basic formula allowance increases in recent years and through FY 2023.

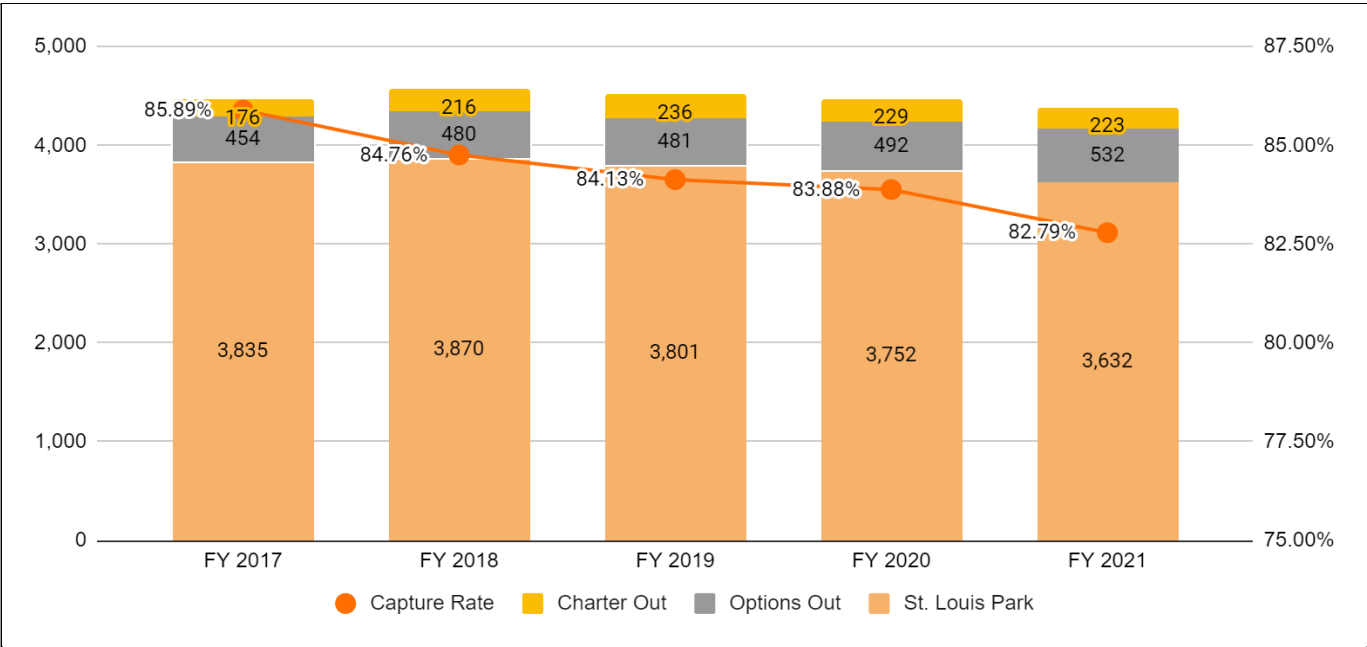
Year	Amount	Explanation
2013-14	\$5,302	1.5% increase
2014-15	\$5,831	1.5% increase + \$25
2015-16	\$5,948	2.0% increase
2016-17	\$6,067	2.0% increase
2017-18	\$6,188	2.0% increase
2018-19	\$6,312	2.0% increase
2019-20	\$6,438	2.0% increase
2020-21	\$6,567	2.0% increase
2021-22	\$6,728	2.45% increase
2022-23	\$6,863	2.0% increase

With the recent history of 2% increases and given the strain that the pandemic has placed upon the state budget, the FAC recommends that the district include a 2% increase in the revenue budget and utilize any additional funding from the 2022 legislative session to return to a balanced budget and rebuild the fund balance.

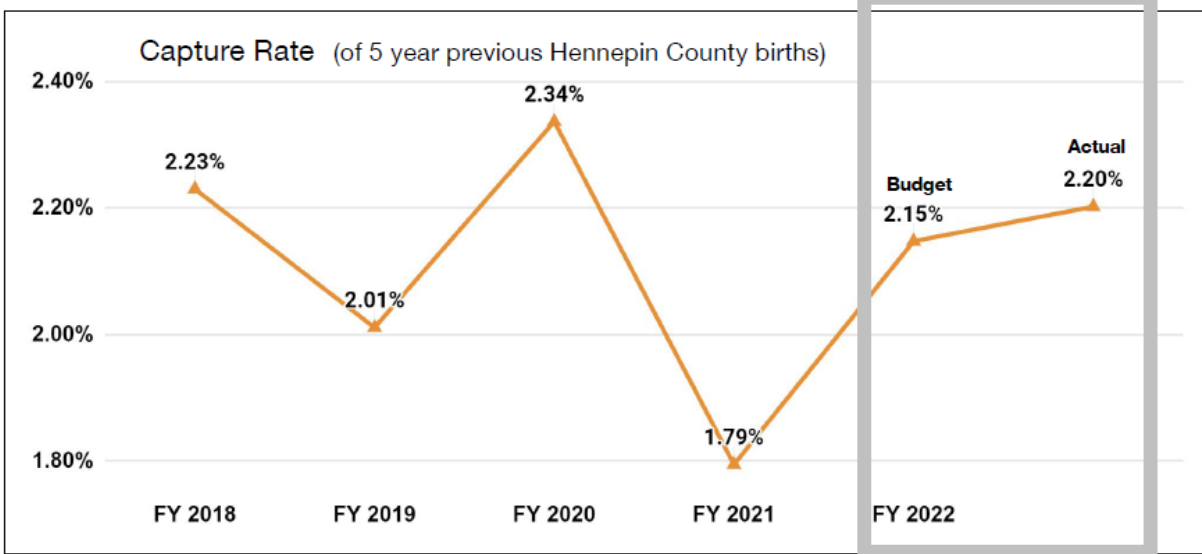
Voter approval in November 2017 set the operating referendum at the maximum cap and allowed for increases to an inflationary factor as established by state law. As a result, the District receives the maximum operating levy dollars and will have no option to increase the operating levy. Therefore, the District will have to rely very heavily on any increases in the General Education Formula Allowance.

**FY 2023 Budget Recommendation #3: 4,477 students, with potential for increased enrollment if efforts to improve the student capture rate are successful.**

In FY2022, the District will graduate a large senior class (390) and expects to enroll a smaller kindergarten class in FY2023 (344) which will decrease overall enrollment in FY 2023. It is important that focus be placed on recruiting resident St. Louis Park students from other public school districts, charter schools, or private schools to maintain and increase enrollment. Because the majority of revenue is dependent upon per student funding from the State, a meaningful increase in enrollment has a significant impact on revenue. The chart below depicts the history of resident enrollment. The trendline shows that the % of resident students who attend public school by their respective choices (charter school, opting out to another public school district, or attend, or at “captured” within St. Louis Park public schools. The orange line depicts the decline in this capture rate from 85.98% in FY2017 to 82.79% in FY2021.



This chart shows the growth in the St. Louis Park Public Schools kindergarten capture rate (of Hennepin County births) from 1.79% FY 2021 to 2.20% in FY 2022. While this growth may be a result of students entering school in FY 2022 who were held back in FY 2021, this level of capture is essential to budget stabilization.



**Fiscal Recommendation: Grow Resident Enrollment**

The FAC recommends that the district aggressively pursue strategies to capture and retain resident students. This is critical because enrollment has such a significant impact on District finances and the ability to pass voter-approved referenda.

The FAC supports the District's efforts to identify opportunities to address the District's current deficit spending while minimizing impacts in the classroom. It recommends targeted efforts that help gain clarity about the reasons students are leaving the District.

**FY 2023 Budget Recommendation #4: Maintain local revenue** - Maintain all student fees and meal prices at the current rate. Seek community partners to support student fees

The FAC recommends that fees be held at the current rate. They were last increased by 5% in FY 2022. We further recommend that the district consider identifying a community partner to support student fees and that all fees be evaluated and standardized to:

- Ensure that fees are equitable, reasonable and meaningful
- Ensure all fees are collected and deposited

## Financial Advisory Committee Purpose and Membership

The purpose of the Finance Advisory Committee is to advise administration and the school board on economic and school finance issues and to build community trust in school district finances.

### **Members (30 members in total):**

- Facilitator, Director of Business Services (1)
- Controller (1)
- Business Services Supervisor (1)
- Teachers/other staff members (up to 3)
- Principal (up to 2)
- Community members (up to 12)
- Students were added in FY2021 (up to 10)

The current committee members are:

### **Community Members (11)**

Maren Anderson  
Rich Benson  
Tallaya Byers  
Robert Grommesh  
Valerie Jensen  
Brian Kelly  
Alyssah Langhart  
Drew McGovern  
Kenya Taylor Allison  
Meta Webb  
Michael Wells

### **Staff/School Board Members**

Jessica Busse	High School Assistant Principal
Brooks Grossinger	Controller
Abdihakim Ibrahim	School Board
Patricia Magnuson	Director of Business Services
Shanique Williams	Business Services Supervisor

---

# Finance Advisory Committee

*Maren Anderson  
Brooks Grossinger  
Patricia Magnuson  
Michael Wells  
Shanique Williams*

10



# FAC Purpose

---

Advise administration and the SLP School Board on economic and school finance issues, and build community trust in district finances.

11

# FAC Members

---

## **Community Members** (11)

Maren Anderson  
Rich Benson  
Tallaya Byers  
Robert Grommesh  
Valerie Jensen  
Brian Kelly  
Alyssah Langhart  
Drew McGovern  
Kenya Taylor Allison  
Meta Webb  
Michael Wells

## **Staff/School Board Members** (5)

Jessica Busse	High School Assistant Principal
Brooks Grossinger	Controller
Abdihakim Ibrahim	School Board
Patricia Magnuson	Director of Business Services
Shanique Williams	Business Services Supervisor

12



# Approach for 2022

---

- Added new members and rotated off long-term members
- Continued from 2021
  - Finance 101 training for all
  - Consider the impact of race
  - Held meetings via Zoom or in person
  - Posted meeting materials on District website
  - Continued Thought Partners

13

# Primary Factors Discussed and Considered

---

- Declining Fund Balance
  - Prioritize as Recommendation #1
- Enrollment Projections
  - Long-term recommendation focus
  - Importance of identifying reasons students leave

14

# Budget Recommendations - Key Items

---

- Fund Balance Minimum
- General Education Funding Formula
- Student Enrollment
- Local Revenue

15

# Recommendation #1:

**Fund Balance Minimum** - Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%

---

## **Fiscal recommendation: Balanced Budget**

The FAC recommends that the Superintendent evaluate the overall operation of the District, adjust priorities, and identify opportunities to mitigate the current model projections to slow or reverse the deterioration of the Fund Balance.

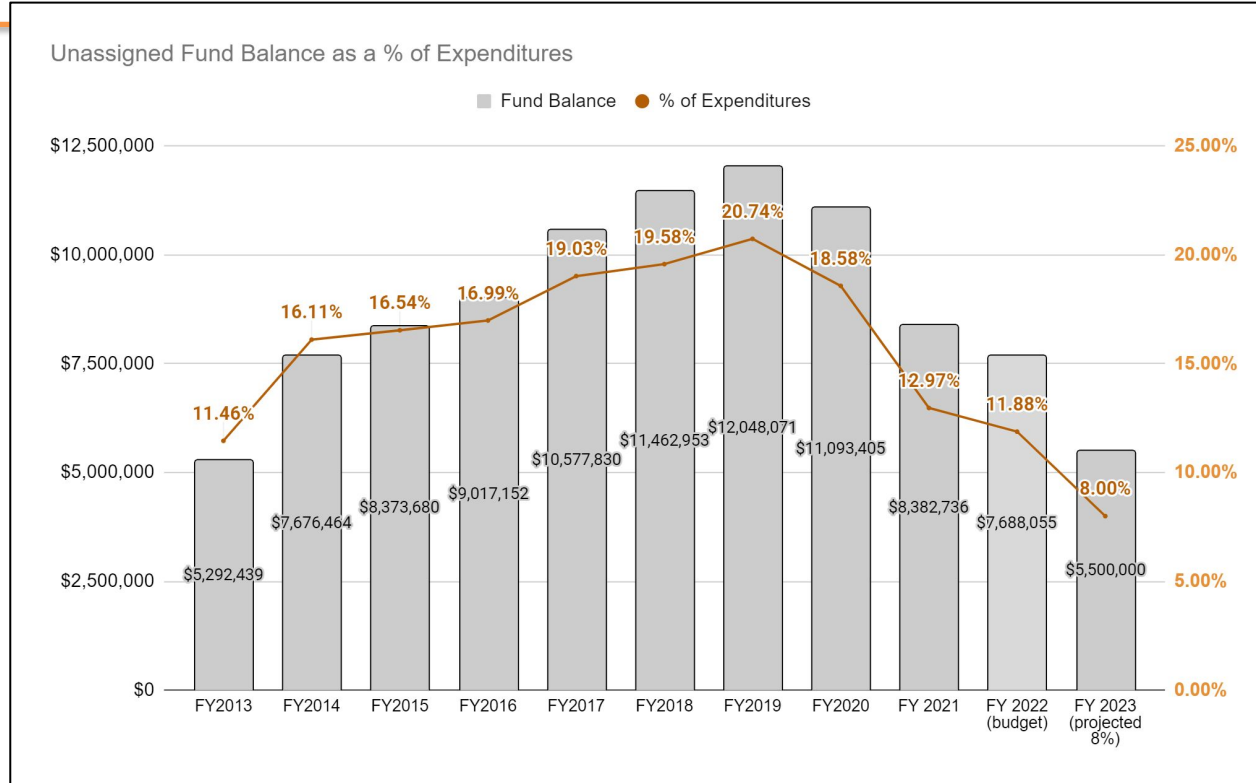
## **Fiscal recommendation: Manage Expense Increases**

The FAC recommends looking closely at opportunities to focus reductions on salary costs in the areas of administration and non-classroom teachers, while placing a high priority on protecting student facing positions. Reductions should be made in ways that ensure that each student's education is protected and prioritized.

16

# Recommendation #1 (continued):

**Fund Balance Minimum** - Within revenue constraints, build an expenditure budget that maintains an unreserved fund balance of 8%



17



# Recommendation #2:

**General Education Funding Formula** - 2% increase in per pupil formula

---

- Current law
- Utilize any additional funding from the 2022 session to balance budget

18

# Recommendation #2 (con't):

General Education Funding Formula - 2% increase in per pupil formula

---

Year	Amount	Explanation
2013-14	\$5,302	1.5% increase
2014-15	\$5,831	1.5% increase + \$25
2015-16	\$5,948	2.0% increase
2016-17	\$6,067	2.0% increase
2017-18	\$6,188	2.0% increase
2018-19	\$6,312	2.0% increase
2019-20	\$6,438	2.0% increase
2020-21	\$6,567	2.0% increase
2021-22	\$6,728	2.45% increase
2022-23	\$6,863	2.0% increase

19

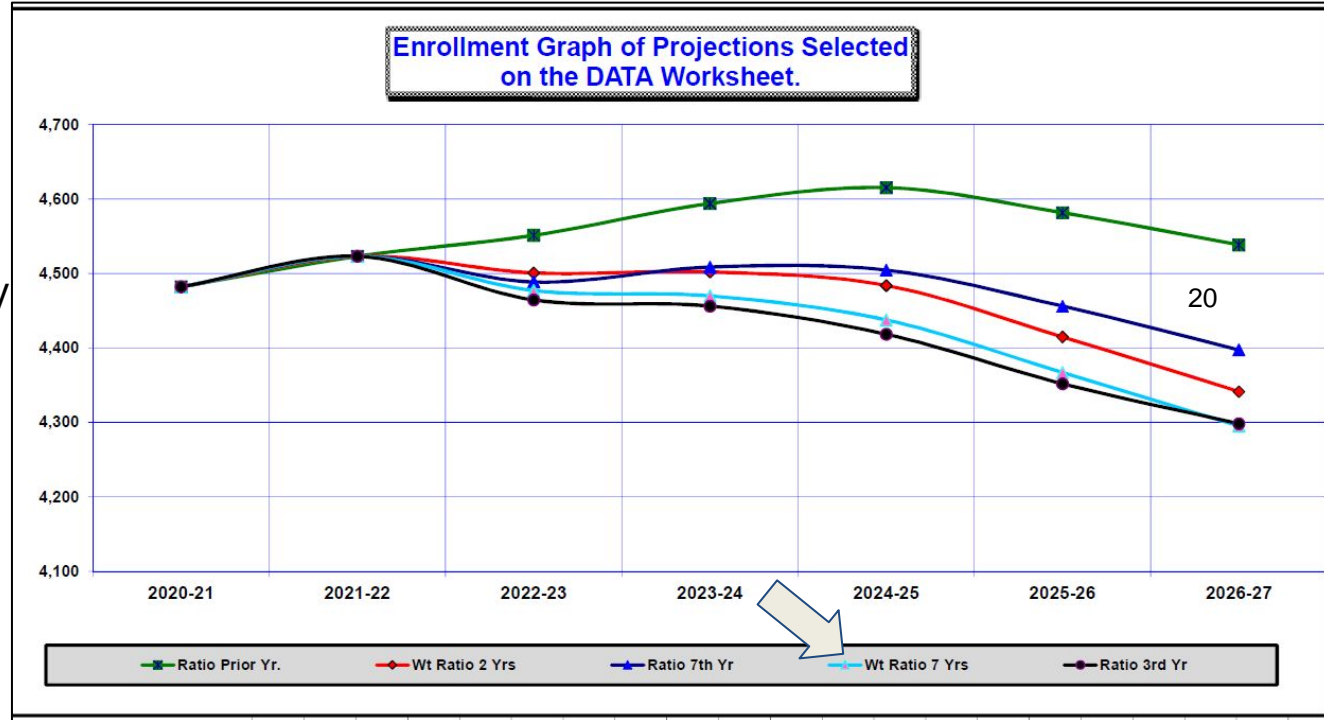


# Recommendation #3:

**Student Enrollment** - 4,477 students, with potential for increased enrollment if efforts to improve the student capture rate are successful.

## Projection Method

- Chose 7-year survival model
- Diminishes impact of pandemic and recovery years



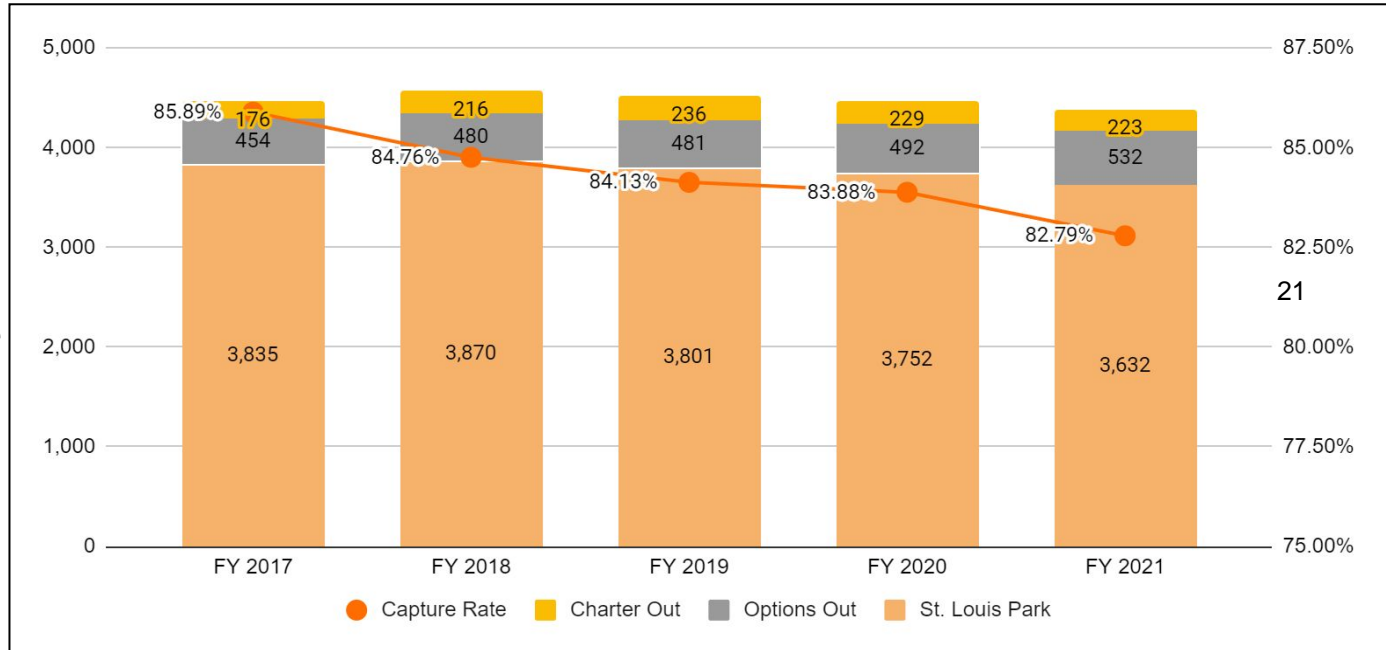


# Recommendation #3 (con't):

**Student Enrollment** - 4,477 students, with potential for increased enrollment if efforts to improve the student capture rate are successful.

## Fiscal Recommendation: Grow Enrollment

- Focus significant effort to recruit and retain resident students to increase capture rate



# Recommendation #4:

**Maintain local revenue** - Maintain all student fees and meal prices at the current rate. Seek community partners to support student fees.

---

- Ensure that fees are equitable, reasonable and meaningful
- Ensure all fees are collected and deposited

22

# Summary Recommendations

---

## Budget recommendations

- Maintain at least an 8% Unreserved Fund Balance
- 2% Increase in Per Pupil Formula
- 4,477 Adjusted Pupil Units (APU's)
- Maintain local revenue

## Fiscal recommendations

- Balance the Budget
- Manage Expense Increases
- Grow Enrollment

23

# Questions?

24

---

February 22, 2022

# 2023-24 Calendar

Rick Kreyer, Director of Human Resources

25

# SLP 2023-2024 School Calendar - Internal HR Duty Days Planning Worksheet (DRAFT2)

Aug	Mon	Tue	Wed	Thur	Fri	Sep	Mon	Tue	Wed	Thur	Fri	Oct	Mon	Tue	Wed	Thur	Fri
0		1	2	3	4	1-12	18				1	20	2	3	4	5	6
0	7	8	9	10	11	K	17	4	5	6	7	8	0	9	10	11	12
0	14	15	16	17	18	2		11	12	13	14	15	0	16	17	18	19
	21	22	23	24	25			18	19	20	21	22	0	23	24	25	26
	28	29	30	31				25	26	27	28	29		30	31		
Nov	Mon	Tue	Wed	Thur	Fri	Dec	Mon	Tue	Wed	Thur	Fri	Jan	Mon	Tue	Wed	Thur	Fri
2			1	2	3						1		1	2	3	4	5
1	6	7	8	9	10	13	4	5	6	7	8	17	8	9	10	11	12
16	13	14	15	16	17	1	11	12	13	14	15		15	16	17	18	19
	20	21	22	23	24		18	19	20	21	22	3	22	23	24	25	26
	27	28	29	30			25	26	27	28	29	0	29	30	31		
Feb	Mon	Tue	Wed	Thur	Fri	Mar	Mon	Tue	Wed	Thur	Fri	Apr	Mon	Tue	Wed	Thur	Fri
0				1	2						1		1	2	3	4	5
0	5	6	7	8	9	20	4	5	6	7	8		8	9	10	11	12
19	12	13	14	15	16	1	11	12	13	14	15		15	16	17	18	19
18	19	20	21	22	23	0	18	19	20	21	22	17	22	23	24	25	26
1	26	27	28	29			25	26	27	28	29	1	29	30			
May	Mon	Tue	Wed	Thur	Fri	Jun	Mon	Tue	Wed	Thur	Fri	Qtr					
			1	2	3		3	4	5	6	7	1	39	40	40	40	47
	6	7	8	9	10		10	11	12	13	14	2	46	46	46	46	49
	13	14	15	16	17		17	18	19	20	21	3	41	41	42	42	44
22	20	21	22	23	24	4	24	25	26	27	28	4	43	43	43	43	45
0	27	28	29	30	31	1	31	32				Total	169	170	171	171	185

New Teacher Workshop	8/21, 8/24 and 8/25 & BD 8/22-24	No Students-Conference Comp Day Ele & Sec	11/22
Workshop Week	8/28 to 9/1	No Students - District PD Full Day-No School	12/1 2/2
Teacher Non Duty/Student & Other Staff Holidays		Elem. Conferences (No Elem School-Secondary has school)	2/16
First Day 1st - 12th	9/5	No Students- Elem workday and Secondary reporting	3/29
First Day Kindergarten	9/6	No Students- Elem and Secondary Conference Comp*	4/5
No Students- Elem Conferences and Secondary PD	9/29	Secondary Online Learning Day with Family Connect Conferences	4/17
EM Teacher Convention	10/19 10/20	No Students-Work Day Ele/Sec-Grading-reporting	1/26 3/29 6/7
No Students- Elem PD and Secondary reporting	11/3	End of Quarter-Students report	11/2 1/25 3/28 6/6
Secondary Online Learning Day with Family Connect Conferences	11/15	Last Day K - 12th Students report	6/6

HS Graduation tentatively June 4 or 5, 2024

DRAFT 2

11/8/21



# 2023-24 School Calendar with Additional Holidays

---

Calendar options if we add two additional holidays to the 2023-24 school year. If we add Yom Kippur September 25, 2023 and Eid-al-Fitr April 10, 2024, we would have two less instructional days. To make up the instructional days there are a few options to consider to retain the instructional days.

1. Have two instructional days over MEA October 19 - 20, 2023
  2. Delete the two District Wide Professional Development days December 1 and February 2 and turn them into instructional days.
  3. Extend school year by two days in June (end the school year on Monday, June 10 for students and Tuesday, June 11 for teachers)
  4. Put three days back into Winter Break (full two weeks) and then extend school year by five days in June (end the school year on Thursday, June 13 for students and Friday, June 14 for teachers)
- 27

There are other implications to consider with moving work schedules for School Nutrition, SPARK and 10-Month Clerical employees to align to these new work days and days off.

**Note:** Rosh Hashanah and Lunar New Year are not on school days.

# SLP 2023-2024 School Calendar - Internal HR Duty Days Planning Worksheet (Add Yom Kippur and Eid-al-Fitr holidays)

Aug	Mon	Tue	Wed	Thur	Fri
0		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

Sep	Mon	Tue	Wed	Thur	Fri
1-12	18				1
K	4	5	6	7	8
2	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Oct	Mon	Tue	Wed	Thur	Fri
20	2	3	4	5	6
0	9	10	11	12	13
0	16	17	18	19	20
0	23	24	25	26	27
	30	31			

Nov	Mon	Tue	Wed	Thur	Fri
2			1	2	3
9	6	7	8	9	10
16	13	14	15	16	17
23	20	21	22	23	24
30	27	28	29	30	

Dec	Mon	Tue	Wed	Thur	Fri
13	4	5	6	7	8
1	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Jan	Mon	Tue	Wed	Thur	Fri
17	1	2	3	4	5
1	8	9	10	11	12
1	15	16	17	18	19
3	22	23	24	25	26
0	29	30	31		

Feb	Mon	Tue	Wed	Thur	Fri
0				1	2
7	5	6	7	8	9
14	12	13	14	15	16
21	19	20	21	22	23
28	26	27	28	29	

Mar	Mon	Tue	Wed	Thur	Fri
20	4	5	6	7	8
1	11	12	13	14	15
0	18	19	20	21	22
1	25	26	27	28	29

Apr	Mon	Tue	Wed	Thur	Fri
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
17	22	23	24	25	26
1	29	30			

May	Mon	Tue	Wed	Thur	Fri
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
22	20	21	22	23	24
0	27	28	29	30	31

Jun	Mon	Tue	Wed	Thur	Fri
3	3	4	5	6	7
10	10	11	12	13	14
17	17	18	19	20	21
4	24	25	26	27	28
1	31	32			

Qtr	K	Elem	MS	HS	Tchr	
1	39	40	40	40	47	Sem 1
2	46	46	46	46	49	86
3	41	41	42	42	44	Sem 2
4	43	43	43	43	45	85
Total	169	170	171	171	185	

New Teacher Workshop	8/21, 8/24 and 8/25 & BD 8/22-24
Workshop Week	8/28 to 9/1
Teacher Non Duty/Student & Other Staff Holidays	
First Day 1st - 12th	9/5
First Day Kindergarten	9/6
No Students- Elem Conferences and Secondary PD	9/29
EM Teacher Convention	10/19 10/20
No Students- Elem PD and Secondary reporting	11/3
Secondary Online Learning Day with Family Connect Conferences	11/15

No Students-Conference Comp Day Ele & Sec	11/22
No Students - District PD Full Day-No School	12/1 2/2
Elem. Conferences (No Elem School-Secondary has school)	2/16
No Students- Elem workday and Secondary reporting	3/29
No Students- Elem and Secondary Conference Comp*	4/5
Secondary Online Learning Day with Family Connect Conferences	4/17
No Students-Work Day Ele/Sec-Grading-reporting	1/26 3/29 6/7
End of Quarter-Students report	11/2 1/25 3/28 6/6
Last Day K - 12th Students report	6/6 2/18/22

HS Graduation tentatively June 4 or 5, 2024 or June 11-12 if school year extended another week (however, this conflicts with Sovuot Jun 11-13).





# SLP 2023-2024 School Calendar - Internal HR Duty Days Planning Worksheet (Add Yom Kippur and Eid-al-Fitr holidays)

Aug	Mon	Tue	Wed	Thur	Fri	Sep	Mon	Tue	Wed	Thur	Fri	Oct	Mon	Tue	Wed	Thur	Fri
0		1	2	3	4	1-12	17				1	20	2	3	4	5	6
0	7	8	9	10	11	K	16	4	5	6	7	0	9	10	11	12	13
4	14	15	16	17	18	2	2	11	12	13	14	15	0	16	17	18	19
	21	22	23	24	25			18	19	20	21	22	0	23	24	25	26
	28	29	30	31				25	26	27	28	29		30	31		
Nov	Mon	Tue	Wed	Thur	Fri	Dec	Mon	Tue	Wed	Thur	Fri	Jan	Mon	Tue	Wed	Thur	Fri
2			1	2	3						1		1	2	3	4	5
1	6	7	8	9	10	10	4	5	6	7	8	17	8	9	10	11	12
16	13	14	15	16	17		11	12	13	14	15	1	15	16	17	18	19
1	20	21	22	23	24		18	19	20	21	22	3	22	23	24	25	26
	27	28	29	30			25	26	27	28	29	0	29	30	31		
Feb	Mon	Tue	Wed	Thur	Fri	Mar	Mon	Tue	Wed	Thur	Fri	Apr	Mon	Tue	Wed	Thur	Fri
0				1	2						1		1	2	3	4	5
0	5	6	7	8	9	20	4	5	6	7	8		8	9	10	11	12
19	12	13	14	15	16	1	11	12	13	14	15		15	16	17	18	19
18	19	20	21	22	23	0	18	19	20	21	22	16	22	23	24	25	26
1	26	27	28	29			25	26	27	28	29	1	29	30			
May	Mon	Tue	Wed	Thur	Fri	Jun	Mon	Tue	Wed	Thur	Fri	Qtr K Elem MS HS Tchr					
			1	2	3		3	4	5	6	7	1	38	39	39	39	46
	6	7	8	9	10		10	11	12	13	14	2	43	43	43	43	46
	13	14	15	16	17		17	18	19	20	21	3	41	41	42	42	44
22	20	21	22	23	24	9	24	25	26	27	28	4	47	47	47	47	49
0	27	28	29	30	31	1	31	32				Total	169	170	171	171	185
New Teacher Workshop 8/21, 8/24 and 8/25 & BD 8/22-24						No Students-Conference Comp Day Ele & Sec						11/22					
Workshop Week 8/28 to 9/1						No Students - District PD Full Day-No School						12/1 2/2					
Teacher Non Duty/Student & Other Staff Holidays						Elem. Conferences (No Elem School-Secondary has school)						2/16					
First Day 1st -12th						No Students- Elem workday and Secondary reporting						3/29					
First Day Kindergarten						No Students- Elem and Secondary Conference Comp*						4/5					
Yom Kippur Holiday - School not in session						Eid-al-Fitr Holiday - School not in session						4/10					
No Students- Elem Conferences and Secondary PD						Secondary Online Learning Day with Family Connect Conferences						4/17					
EM Teacher Convention 10/19 10/20						No Students-Work Day Ele/Sec-Grading-reporting						1/26 3/29 6/14					
No Students- Elem PD and Secondary reporting 11/3						End of Quarter-Students report						11/2 1/25 3/28 6/13					
Secondary Online Learning Day with Family Connect Conferences 11/15						Last Day K - 12th Students report						6/13 2/18/22					

# Questions for School Board Candidates

Compiled from Minnesota School Boards Association and 11 other state school board associations

---

1. What motivates you to want to become a board member?
2. What attributes are essential for successful school board members?
3. What do you see as the board's roles and responsibilities?
4. What role does policy play/have in the functioning of the board?
5. Do you have sufficient time/energy to devote to this position?
6. How would you handle the requests, if approached, by an individual? Special interest groups?
7. What qualities, behaviors should board members exhibit?
8. What are the basic requirements for successful school boardsmanship?
9. What is your vision for education in this community?
10. Do you understand the role of the superintendent? Describe the superintendent's role.
11. Do board members/the board have a role in the day-to-day operation of the district? Can you/should you support a board decision that you were not in favor of?
12. What do you see as the primary work of the board?
13. What kind of relationship should a district/the board have with its community? With its parents and families?
14. How can a board know if its goals are being accomplished and its policies carried out?
15. Who should set the rules governing board procedures, methods and behavior? Who should enforce them?
16. With one or two meetings a month, all school boards are limited in what they can do. How does/should the board decide what's most important?
17. How can the board be accessible to your community?
18. How can you contribute to a successful board meeting?
19. What responsibilities do board members have regarding advocacy?
20. What do you think is expected of you as a board member?
21. Why are school boards necessary?
22. What are the leadership responsibilities of school board members?
23. What are the current challenges facing education/school boards?
24. What is the most important responsibility of a school board?
25. What is the public relations role of a school board?
26. Is membership on the board of education compatible with your present position?
27. The board sets an example of life-long learning. Do you intend to take training as a new board member? If a current board member, what training have you taken?
28. Student achievement is a major goal for school board members. What areas in the state's new MMR rating system should your district work on? What areas are successful?
29. How can you work with current board members as a team? How do you handle disagreements?
30. How would you establish trust with your board, superintendent and community?

---

February 22, 2022

# Board Vacancy Appointment Process<sup>31</sup>

Anne Casey, Board Chair



# Board Appointment Next Steps

---

- TONIGHT (Tuesday, February 22) : Approve 3-5 Interview Questions
- Wednesday, February 23 : Communicate Interview Questions to Finalists
- Wednesday, March 2 : Interviews
  - Deliberation and Selection by Resolution of the Board will occur immediately following interviews
- Thursday, March 3 : Announcement of Selected Appointees
- March 3-April 2: 30-day waiting period
- Week of April 4: New Board Member Onboarding
- Tuesday, April 12 : First Meeting with New Board Members

32



# COVID Contingency Plan

---

If a candidate is unable to attend the interview in person due to COVID, that person could interview virtually.

If a board member is unable to attend in person due to COVID, that person would not be able to participate virtually unless their location was posted with three days' notice. Depending on the circumstances, interviews and/or deliberations could be delayed three or more days to allow all board members to participate.

**INDEPENDENT SCHOOL DISTRICT 283**

<b>SECTION/FILE</b>	<b>515</b>	<b>DATE OF ADOPTION</b>	<b>8/75; 2/98</b>
		<b><u>AFFIRMED/REVISED</u></b>	<b><u>11/28/05; 11/22/10;</u></b>
			<b><u>9/26/11;11/13/17; 9/17/18; 10/14/19; 01/11/21</u></b>
<b>TITLE</b>	<b>Protection and Privacy of Pupil Records</b>		

## I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

## II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, *et seq.*, (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

### A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

### B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for ~~authorized~~-automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

### C. Dates of Attendance

Date of attendance, as referred to in Directory Information, means the period of time during which a student attends or attended a school or schools in the school district including attendance in person or by paper correspondence, **videoconferennce**, satellite, Internet, or other **electronic communication information and telecommunications** technologies for students who are not known in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance

at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student ~~which that~~ would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to: the student’s name, address, telephone listing, electronic mail address photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes parents’ or guardians’ email addresses, at the discretion of the district, if the email addresses are requested by the leadership of a district school’s parent-teacher organization for the sole purpose of publication in that school’s student directory. Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), use ID, or other unique personal identifier used by a student for purposed of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student.
4. Personally, identifiable data which references religion, race, color, social position, or nationality; or
5. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student’s parent or guardian.

E. Education Records

1. What constitutes “education records”. Education records means those records ~~which-that are~~: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education records. The term “education records” does not include:
  - a. Records of instructional personnel ~~which-that are~~:
    - (1) ~~are kept~~ in the sole possession of the maker of the record; and
    - (2) ~~used only as a personal memory aid~~;

- (3) ~~are~~ not accessible or revealed to any other individual except a substitute teacher; and
- (3-4) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
  - (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
  - (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual's capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student ~~are education records~~.
- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which-that~~ are:
  - (1) made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records ~~created or received by the school district that only contain information about an individual~~ after an individual ~~he or she~~ is no longer a student at the school district.
- f. ~~Grades on peer-related papers before the papers are collected and recorded by a teacher.~~

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.



H. Legitimate Educational Interest

“Legitimate educational interest” includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; ~~or~~
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement or student financial aid; or
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument, which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

L. Responsible Authority

“Responsible authority” means the St. Louis Park Senior High Principal or designee.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district, and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, as public information officer or data practices compliance official, an attorney or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. **GENERAL CLASSIFICATION**

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district, which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. **STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged

failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the COPIES OF POLICY section of this policy.

B. Eligible Students

All rights and protections given to parents/legal guardians under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provisions set forth in 34 C.F.R. § 99.31(a)

C. Disabled Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to **privacy, notice, access, record keeping and accuracy** ~~the confidentiality~~ of information related to students with a disability.

## VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made; ~~and~~
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:

- a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
- 5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
- 6. Eligible Student Consent  
 Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in the STATEMENT OF RIGHTS section of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has

outsourced institutional services or functions provided that the outside party:

- a. performs an institutional service or function for which the school district would otherwise use employees;
- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools or school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or already is enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See Part XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § 7917, and if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records ~~which~~ that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid."Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the

- juvenile justice system and such system's ability to effectively serve the student whose records are released; or
- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted and the school district enters into a written agreement with the organization that (a) specifies the purpose, scope and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to who information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years-;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the

order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.

11. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the educational records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to

Section XI of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file.

18. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition



order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian.

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs

the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate from that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; **or**
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The School District may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the school or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order.
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information, and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directed related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A of this policy if a student’s

social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records, which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from educational records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

## IX. **DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. ~~§ 626.556~~ Chapter 260E, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff or the local police department subject to the provisions of Minn. Stat. ~~§ 626.556, Subd. 11~~ Chapter 260E.

Regardless of whether a written report is made under Minn. Stat. ~~§ 626.556, Subd. 7~~ Chapter 260E, 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 occurred, that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

X. **DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. **DISCLOSURE OF DATA TO MILITARY RECRUITMENT OFFICERS**

- A. The School District will release the names, addresses, **electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only)**, and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to

Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces- ; and
  3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, **electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only)** or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the St. Louis Park High School Principal or designee, in writing, by the end of the second week of school each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information, which are not to be released to the public, including military recruiting officers and pot-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, **home** phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to

whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, or to parents of dependent students-, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall, inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII of this policy, ~~or~~ disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority



shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C., which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student, ~~which~~ that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student; and
  - b. the legitimate interests these parties had in requesting or obtaining the information;
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4 of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and
  - b. the legitimate interests under Section VI of this policy which each of the additional parties has in requesting or obtaining the information.; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4 of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district

disclosed information form an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent eligible student to review the record of requests for disclosure.

3. Section XIII.E.1 does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1 of this policy, to requests for disclosures of directory information under Section VII of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records under the health or safety emergency exception
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed that basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's educational records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays,

Sundays and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the educational records of a student with a disability by the student's parent or guardian or by the school upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information, which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based

- record-keeping systems, including but not limited to computers and microfilm systems; and
- e. mailing costs.
- 2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used and, instead, the charge shall be no more than 25 cents for each page copied.
- 3. The cost of providing copies shall be borne by the parent or eligible student.
- 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent, or in the case of a student with a disability would impair, the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

### **B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this

section shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of the Minn. Stat. Ch. 14 relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means the Director of Special Services.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of assessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, **Student Privacy Policy Office**, 400 Maryland Avenue, S.W., Washington, D.C. 20202-~~4605~~ 8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated there under has occurred.

#### **XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

#### **XIX. ANNUAL NOTIFICATION OF RIGHTS**

##### **A. Contents of Notice**

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

##### **B. Notification to Parents of Students Having a Primary Home Language Other Than English**

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

##### **C. Notification to Parents or Eligible Students Who are Disabled**

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

#### **XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

## **XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

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

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

~~Minn. Stat. § 13.393 (Attorneys)~~

**Minn. Stat. Ch. 14 (Administrative Procedures Act)**

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 121A.75 (~~Sharing Disposition Order and Peace Officer Records Receipt of Records; Sharing~~)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)

Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

~~Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)~~

~~Minn. Stat. Ch. 256L (MinnesotaCare)~~

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)

~~Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)~~

Minn. Stat. § 363A.42 (Public Records: Accessibility)

~~Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)~~

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)

18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)

20 U.S.C. Sec. 1232g *et seq.* (Family Educational Rights and Privacy Act)

20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)

20 U.S.C. § 7908 (Armed Forces Recruiting Information)

~~20 U.S.C. § 7917 (Transfer of School Disciplinary Records)~~

~~25 U.S.C. § 5304 (Definitions – Tribal Organization)~~

26 U.S.C. Secs. 151 and 152 (Internal Revenue Code)

~~42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)~~

~~42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)~~

34 C.F.R. Secs. 99.1-99.67 (Family & Education Rights & Privacy)

34 C.F.R. § 300.610-300.627 (Confidentiality of Information)

42 C.F.R. § 2.1 *et seq.* (*Confidentiality of Drug Abuse Patient Records*)

*Gonzaga University v. Doe*, 536 U.S. 273 (2002)

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

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 520 (Student Surveys)

MSBA/MASA Model Policy 711 (Videotaping on School Buses)

MSBA/MASA Model Policy 722 (Public Data Requests)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

~~MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)~~

MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)



## INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 806 DATE OF ADOPTION 9.12.05  
REVISION: 11-26-07; 10/27/08; 4/8/13; 06/25/18,  
11/12/19  
TITLE Crisis Management Policy

### I. PURPOSE

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

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

### II. GENERAL INFORMATION

#### A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.
  - a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public-address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
  - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation

procedures should also address transporting necessary medications for students that take medications during the school day.

- c. **Sheltering Procedures.** Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public- address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building- specific crisis management plan.
2. **Crisis-Specific Procedures.** The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school- sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. **School Emergency Response Teams**
  - a. **Composition.** The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. for purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
  - b. **Leaders.** The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be

available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Student shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### **B. Planning and Preparing for Fire**

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended).
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe area as both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire

extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

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

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

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

1. Warning and Notification Systems

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

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

E. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building. Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

F. Media Procedures

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

G. Behavioral Health Crisis Intervention Procedures

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

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

H. Long-Term Recovery Intervention Procedures

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

- Physical/structural recovery.
- Fiscal recovery.
- Academic recovery.
- Social/emotional recovery.

***Legal References:*** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. 326B.02, Subd. 6 (Powers)  
Minn. Stat. 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety) 20 U.S.C. § 1681, et seq. (Title IX)  
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act) 20 U.S.C. § 7912 (Unsafe School Choice Option) 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)



**6311 WAYZATA BLVD**  
**ST. LOUIS PARK, MN 55416**

items for the school board meeting      February 22, 2022

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

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

Payroll from	January 14, 2022	in the amount of:	\$	1,663,251.64
Payroll from	January 31, 2022	in the amount of:	\$	1,686,484.35
<b>Total Payroll:</b>			<b>\$</b>	<b>3,349,735.99</b>

The following accounts payable disbursements have taken place since January 1, 2021 and are reflected on the attached spreadsheet.

The following electronic funds transfers have taken place since January 1, 2021 and are reflected on the attached spreadsheet.

The following credit card transactions have taken place since January 1, 2021 and are reflected on the attached spreadsheet.

The district holds the attached investments as of January 31, 2021

## 69

# 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, 01/01/2022 to 01/31/2022

## Mapped Cards

Martinez-Grande A

Posting Date	Tran Date	Account	Supplier	Amount	
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-8314	Www.Volgistics.Com	38.00	
Debit Total USD				38.00	
Credit Total USD				0.00	
Total USD				38.00	

Schrader Abby

Posting Date	Tran Date	Account	Supplier	Amount	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US Xn3d37ky3	26.99	
01/17/2022	01/15/2022	XXXX-XXXX-XXXX-6547	Smore.Com	149.00	
01/17/2022	01/16/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US Rs6kk57k3	171.20	
01/17/2022	01/17/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Pe6kt0fr3	63.50	
01/18/2022	01/17/2022	XXXX-XXXX-XXXX-6547	Amazon.Com D96hr0gd3	122.53	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Fa0891qv3 A	101.72	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-6547	Amazon.Com Ea1v12im3 A	12.99	
01/25/2022	01/25/2022	XXXX-XXXX-XXXX-6547	Amazon.Com 575fq18e3	37.27	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-6547	Office Depot #1090	30.42	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-6547	Amazon.Com 0w2u41cl3	53.94	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US Fu6jr04m3	82.57	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6547	Officemax/Officedept#2	31.89	
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-6547	Amzn Mktp US 725b896a3	14.04	
Debit Total USD				898.06	
Credit Total USD				0.00	
Total USD				898.06	

LUGO ABIGAIL

Posting Date	Tran Date	Account	Supplier	Amount	
01/07/2022	01/04/2022	XXXX-XXXX-XXXX-1171	Samsclub.Com	100.00	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-1171	Cub Foods #0159570	39.96	
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-1171	Shop Deca	704.05	

01/31/2022	01/29/2022	XXXX-XXXX-XXXX-1171	Target 00021899	14.95	
Debit Total USD				858.96	
Credit Total USD				0.00	
Total USD				858.96	

#### Nelson Angela

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-0235	Minnesota School Psych	175.00	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-0235	Minnesota School Psych	250.00	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-0235	Sq Summit Speech Ther	29.95	
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-0235	Thinking Moves Llc	149.00	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-0235	Hawthorne Educational	112.70	
01/07/2022	01/07/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US X99hr1ao3	41.97	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-0235	Amazon.Com C19qv3hj3	119.98	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-0235	Pro-Ed, Inc.	207.90	
01/10/2022	01/08/2022	XXXX-XXXX-XXXX-0235	Amazon.Com E328j24b3	18.80	
01/10/2022	01/08/2022	XXXX-XXXX-XXXX-0235	Awl Pearson Education	535.00	
01/10/2022	01/08/2022	XXXX-XXXX-XXXX-0235	Awl Pearson Education	720.00	
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-0235	Amazon.Com Rp1r14xj3	16.47	
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-0235	Amazon.Com Yr7a30fi3	18.49	
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Xl8ar5oz3	31.99	
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Xe9369fk3	106.98	
01/11/2022	01/11/2022	XXXX-XXXX-XXXX-0235	Awl Pearson Education	121.80	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-0235	Amazon.Com Ue8nu6bk3	11.33	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-0235	Western Psychological	132.00	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-0235	Riverside Insights	642.00	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US P11i100l3	315.80	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-0235	Western Psychological	166.50	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-0235	Nasp Online	330.00	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Sv1pm1td3	94.61	
01/28/2022	01/28/2022	XXXX-XXXX-XXXX-0235	Awl Pearson Education	237.08	
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-0235	Amzn Mktp US Wd13n8aq3	36.99	
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-0235	Kaplan Early Learning	453.10	
Debit Total USD				5,075.44	
Credit Total USD				0.00	
Total USD				5,075.44	

#### Valentine Brian

Posting Date	Tran Date	Account	Supplier	Amount	
01/06/2022	01/04/2022	XXXX-XXXX-XXXX-5304	The Home Depot #2806	73.51	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	650.41	

01/11/2022	01/10/2022	XXXX-XXXX-XXXX-5304	Horizon Commercial Poo	110.00	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	175.92	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-5304	Hillyard Inc Minneapol	338.82	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	477.73	
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-5304	Sps Companies Ctydk	67.14	
01/12/2022	01/12/2022	XXXX-XXXX-XXXX-5304	Uline Ship Supplies	586.43	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-5304	Horizon Commercial Poo	98.19	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	242.70	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5304	Napa Store 3279001	62.74	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5304	Sps Companies Ctydk	67.15	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5304	Amzn Mktp US K99301gs3	166.98	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5304	Horizon Commercial Poo	306.26	
01/17/2022	01/13/2022	XXXX-XXXX-XXXX-5304	The Home Depot #2806	152.94	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-5304	Hillyard Inc Minneapol	68.74	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-5304	Minnesota Equipment Sa	99.07	
01/17/2022	01/16/2022	XXXX-XXXX-XXXX-5304	Amazon.Com Jq6il2yp3 A	9.59	
01/18/2022	01/17/2022	XXXX-XXXX-XXXX-5304	Amazon.Com 6t18510q3 A	38.36	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-5304	Hillyard Inc Minneapol	31.36	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-5304	Napa Store 3279001	27.00	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-5304	Amazon Prime 147zx9ty3	12.99	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-5304	Hillyard Inc Minneapol	247.84	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	291.98	
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-5304	Dalco Enterprises	492.99	
Debit Total USD				4,896.84	
Credit Total USD				0.00	
Total USD				4,896.84	

**Phimister Bridgett**

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-5376	Cintas Corp	3,432.44	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-5376	Red Wing Business Adv	175.48	
01/12/2022	01/04/2022	XXXX-XXXX-XXXX-5376	Cintas Corp	-41.35	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-5376	Republic Services Tras	154.25	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-5376	Republic Services Tras	696.09	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-5376	Red Wing Business Adv	603.55	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-5376	Aspen Waste Systems	8,011.07	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-5376	Office Depot #1090	50.82	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-5376	Office Depot #1090	156.95	
Debit Total USD				13,280.65	
Credit Total USD				-41.35	
Total USD				13,239.30	

SCHROEDER BRITTANI

Posting Date	Tran Date	Account	Supplier	Amount	
01/10/2022	01/08/2022	XXXX-XXXX-XXXX-2937	Amazon.Com An9oi84u3	81.28	
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-2937	Amzn Mktp US Zg55y3x73	119.19	
Debit Total USD				200.47	
Credit Total USD				0.00	
Total USD				200.47	

Grossinger Brooks

Posting Date	Tran Date	Account	Supplier	Amount	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-9485	Financial Services	4,571.00	
01/19/2022	01/18/2022	XXXX-XXXX-XXXX-9485	Financial Services	1,039.24	
01/20/2022	01/20/2022	XXXX-XXXX-XXXX-9485	Amzn Mktp US 3l35f9a53	14.50	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-9485	Amzn Mktp US ly6er9uz3	19.99	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-9485	Amzn Mktp US 7a34g42p3	31.95	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-9485	Amzn Mktp US 1y2557uh3	247.92	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-9485	Popp Communications	1,779.90	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-9485	Amzn Mktp US Xw86695s3	116.10	
01/24/2022	01/22/2022	XXXX-XXXX-XXXX-9485	Amzn Mktp US F58i73vf3	69.99	
Debit Total USD				7,890.59	
Credit Total USD				0.00	
Total USD				7,890.59	

Young Darrell

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-3989	Target 00021899	62.94	
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-3989	Target 00021899	48.35	
01/19/2022	01/18/2022	XXXX-XXXX-XXXX-3989	Culligan Brooklyn Park	83.07	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-3989	Target 00021899	47.32	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-3989	Target 00021899	47.76	
Debit Total USD				289.44	
Credit Total USD				0.00	
Total USD				289.44	

Carson Deborah

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/03/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	-9.99	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	93.74	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US 111pc7nt3	101.99	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US Ve31247e3	74.45	
01/18/2022	01/17/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US Pc60l5uo3	47.95	

01/19/2022	01/19/2022	XXXX-XXXX-XXXX-9869	Amzn Mktp US I94lI12s3	48.00	?
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-9869	Amz Smartsign	67.95	?
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-9869	Amazon.Com Ws7ht55l3	111.99	?
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-9869	Office Depot #1090	126.06	?
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-9869	Amz Smartsign	-5.05	?
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-9869	Signupgenius	107.89	?
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-9869	Papa Johns #1216	74.99	?
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-9869	Signupgenius	432.60	?
Debit Total USD				1,287.61	
Credit Total USD				-15.04	
Total USD				1,272.57	

#### Krutina Flower

Posting Date	Tran Date	Account	Supplier	Amount	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-9783	Nelsons Meat	909.09	?
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-9783	Roti Mn St Louis Park	40.97	?
01/13/2022	01/11/2022	XXXX-XXXX-XXXX-9783	Viking Trophies	349.00	?
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-9783	Zoom.Us 888-799-9666	74.95	?
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-9783	Panera Bread #601307 O	32.90	?
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-9783	Zoom.Us 888-799-9666	14.99	?
Debit Total USD				1,421.90	
Credit Total USD				0.00	
Total USD				1,421.90	

#### Bailey Freida

Posting Date	Tran Date	Account	Supplier	Amount	
01/03/2022	01/01/2022	XXXX-XXXX-XXXX-6177	Adobe 800-833-6687	10.79	?
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-6177	Amzn Mktp US 6q6uf9jn3	176.97	?
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-6177	Amzn Mktp Us	-16.99	?
Debit Total USD				187.76	
Credit Total USD				-16.99	
Total USD				170.77	

#### Holmbeck Greg

Posting Date	Tran Date	Account	Supplier	Amount	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-2999	Powtoon.Com	72.00	?
01/19/2022	01/19/2022	XXXX-XXXX-XXXX-2999	Amzn Mktp US 2e3o634f3	21.10	?
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-2999	Amazon.Com N78q79m33 A	7.99	?
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-2999	Amazon.Com 4j7qg3a73	90.07	?
Debit Total USD				191.16	
Credit Total USD				0.00	
Total USD				191.16	

Middleton Heidi

Posting Date	Tran Date	Account	Supplier	Amount	
01/03/2022	01/02/2022	XXXX-XXXX-XXXX-0213	Amazon.Com A55h81uc3	52.74	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-0213	Office Depot #1090	45.70	
01/04/2022	01/04/2022	XXXX-XXXX-XXXX-0213	Amazon.Com B33k68k03	71.30	
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-0213	Office Depot #1090	52.53	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-0213	Amazon.Com 2d70z43z3	459.00	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-0213	Gleason Printing	1,112.15	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-0213	Office Depot #1090	56.98	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US H12vu5v43	21.80	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Go61j3083	160.14	
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-0213	Scholastic, Inc.	81.18	
01/12/2022	01/12/2022	XXXX-XXXX-XXXX-0213	Amazon.Com Ep1753bu3	13.69	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Gq0ni2vo3	6.29	
01/17/2022	01/16/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 8r7107x53	30.43	
01/17/2022	01/17/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Jv8u812a3	24.99	
01/24/2022	01/22/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Ri7um8ib3	29.94	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Le5q91jl3	6.99	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US 6n6sz7qo3	19.95	
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Dk4qf44e3	17.99	
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-0213	Amzn Mktp US Pd09y9pu3	23.99	
Debit Total USD				2,287.78	
Credit Total USD				0.00	
Total USD				2,287.78	

Deonarine Jagatnarine

Posting Date	Tran Date	Account	Supplier	Amount	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	103.11	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	103.11	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-3973	Hillyard Inc Minneapol	581.18	
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-3973	Dalco Enterprises	596.38	
Debit Total USD				1,383.78	
Credit Total USD				0.00	
Total USD				1,383.78	

Dorn Jane

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-6707	Follett School Solutio	399.37	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-6707	Follett School Solutio	943.68	
Debit Total USD				1,343.05	
Credit Total USD				0.00	

Total USD 1,343.05

**Watts Jane**

Posting Date	Tran Date	Account	Supplier	Amount	
01/03/2022	01/02/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Vp4cf2fg3	129.95	?
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-6043	Amazon.Com 7y58p1043	39.96	?
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Kd96q3ne3	118.48	?
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-6043	Amazon.Com Jv0587xh3	399.20	?
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-6043	Officemax/Officedept#6	17.94	?
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	149.99	?
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-6043	Amazon.Com	-39.96	?
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-6043	Amazon.Com	-399.20	?
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Gs9fg7kt3	15.99	?
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Rp2k05d63	78.78	?
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-6043	Scholastic, Inc.	503.75	?
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	75.33	?
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-6043	Amazon.Com 117wv3xh3 A	10.99	?
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-6043	Audible Kz27r37c3	16.07	?
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	110.31	?
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6043	Target.Com	20.99	?
01/24/2022	01/22/2022	XXXX-XXXX-XXXX-6043	Target.Com	5.99	?
01/24/2022	01/22/2022	XXXX-XXXX-XXXX-6043	Amazon Prime Bo1rz9wp3	12.99	?
01/24/2022	01/22/2022	XXXX-XXXX-XXXX-6043	First Book	419.47	?
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Du27i0pk3	33.98	?
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-6043	Target.Com	17.99	?
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-6043	Amazon.Com 0i9sj6uv3 A	63.64	?
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Qb8na2lr3	16.94	?
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Rn12d1cg3	95.00	?
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-6043	First Book	27.00	?
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US Xd9p942i3	50.53	?
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-6043	Office Depot #1090	95.56	?
01/28/2022	01/28/2022	XXXX-XXXX-XXXX-6043	Amzn Mktp US L26ca8je3	26.17	?
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-6043	Amazon.Com 5y1y55sc3 A	6.98	?
Debit Total USD				2,559.97	
Credit Total USD				-439.16	
Total USD				2,120.81	

**Pickford Janet**

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Ib2nw9y43	6.99	?
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Pv3kh0k63	20.00	?



01/05/2022	01/03/2022	XXXX-XXXX-XXXX-5484	Continental Clay Compa	91.49	?
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-5484	Amazon.Com Uk9is5uq3	24.97	?
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-5484	Amazon.Com Vd2ou30w3	29.25	?
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-5484	Office Depot #1090	107.24	?
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-5484	Amazon.Com Gi5d833u3	6.92	?
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 1t83814d2	16.65	?
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 2452o7w03	15.79	?
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Mz7203173	17.98	?
01/19/2022	01/18/2022	XXXX-XXXX-XXXX-5484	Amazon.Com Ca1gv3xr3 A	72.45	?
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-5484	Amazon.Com Nz3yj6vo3	11.10	?
01/24/2022	01/20/2022	XXXX-XXXX-XXXX-5484	Pioneer Valley Books	396.00	?
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Vc2cq7xw3	65.98	?
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Wd57178a3	129.80	?
01/25/2022	01/23/2022	XXXX-XXXX-XXXX-5484	Continental Clay Compa	307.52	?
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-5484	Office Depot #1079	6.31	?
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-5484	Office Depot #1090	135.80	?
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-5484	Amazon.Com 9g9qg6753	15.35	?
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 7f5zb6xk3	62.99	?
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US 4l4wx7513	19.76	?
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-5484	Office Depot #1090	51.58	?
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Oz9068g43	19.99	?
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-5484	Office Depot #1090	106.06	?
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US V243e2aq3	12.99	?
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US Gz55e09v3	17.98	?
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-5484	Amzn Mktp US S79f26q03	18.37	?
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-5484	Amazon.Com F67nt61v3 A	97.50	?
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-5484	Lakeshore Learning Mat	256.94	?
Debit Total USD				2,141.75	
Credit Total USD				0.00	
Total USD				2,141.75	

## Halseth Jeff

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-5172	Jerry S Hardware 5301	11.32	?
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-5172	Minvalco Inc - Mnpls	176.31	?
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	78.29	?
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-5172	Jerry S Hardware 5301	104.04	?
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	-0.62	?
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	3.44	?
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	-8.90	?
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-5172	Jerry S Hardware 5301	30.89	?

01/10/2022	01/06/2022	XXXX-XXXX-XXXX-5172	Jerry S Hardware 5301	-33.81	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-5172	Amazon Prime Z23qx0d93	119.00	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	-5.49	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	7.91	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	-9.67	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-5172	Napa Store 3279001	65.99	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-5172	Jerry S Hardware 5301	77.74	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-5172	Minvalco Inc - Mnpls	468.00	
Debit Total USD				1,142.93	
Credit Total USD				-58.49	
Total USD				1,084.44	

#### Bongaarts Joanne

Posting Date	Tran Date	Account	Supplier	Amount	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	96.33	
01/19/2022	01/18/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	62.70	
01/19/2022	01/18/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	94.73	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	72.83	
01/26/2022	01/26/2022	XXXX-XXXX-XXXX-2259	Amzn Mktp US Xw4il1313	22.99	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-2259	Follett School Solutio	118.24	
Debit Total USD				467.82	
Credit Total USD				0.00	
Total USD				467.82	

#### Hatzenbeller Jodi

Posting Date	Tran Date	Account	Supplier	Amount	
01/11/2022	01/09/2022	XXXX-XXXX-XXXX-9282	Menards West St Paul M	64.58	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-9282	Norcostco	5.90	
Debit Total USD				70.48	
Credit Total USD				0.00	
Total USD				70.48	

#### MCBRIDE-BIBBY JULIA

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-6532	Lakeshore Learning Mat	226.91	
01/06/2022	01/06/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US S15am0s43	257.37	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US Od3j75h43	1,314.70	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-6532	Amazon.Com 2u0mr3vn3	2,796.00	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-6532	Amazon.Com 5u4x26e23 A	39.64	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US Qs88u9073	56.68	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 6n0uu1jz3	80.80	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-6532	Sams Club #4738	36.48	

01/19/2022	01/18/2022	XXXX-XXXX-XXXX-6532	Amazon Prime 8q4if5nf3	119.00	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-6532	Officemax/Depot 6419	8.35	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US Mq9rb98d3	6.99	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US Qe7ws1113	165.88	
01/24/2022	01/22/2022	XXXX-XXXX-XXXX-6532	Amazon.Com Jv7tr94m3	132.20	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6532	Amazon.Com	-33.05	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6532	Amazon.Com	-33.05	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6532	Amazon.Com	-33.05	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6532	Amazon.Com	-33.05	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-6532	Amazon.Com 2i7pq9mz3	23.89	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US Hd94j82m3	27.95	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-6532	Amzn Mktp US 5h78r1hx3	27.95	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-6532	Bestprep	130.00	
01/28/2022	01/28/2022	XXXX-XXXX-XXXX-6532	Amazon.Com T13lI31b3	263.08	
Debit Total USD				5,713.87	
Credit Total USD				-132.20	
Total USD				5,581.67	

#### Mueller Kara

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-6488	In Spirit Box Llc	198.00	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-6488	In Spirit Box Llc	198.00	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US Tw0i99no3	105.19	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-6488	Stem Fuse, Llc	1,600.00	
01/10/2022	01/08/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US 2c6w811a3	267.32	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US Wb9iv21w3	22.99	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-6488	Teacherspayteachers.Co	4.57	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-6488	Teamdynamicsmn.Com	30.10	
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-6488	Amzn Mktp US Bq9vw9tb3	123.98	
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-6488	Iteea	410.00	
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-6488	Study.Com Study.Com	64.50	
Debit Total USD				3,024.65	
Credit Total USD				0.00	
Total USD				3,024.65	

#### Benshoof Larry

Posting Date	Tran Date	Account	Supplier	Amount	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-4722	Amazon.Com Ft0q73823 A	325.99	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-4722	Paypal Pcpartsplus	4,149.75	
01/17/2022	01/15/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US 3678i5pj3	279.80	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Yk2vc19k3	210.37	

01/26/2022	01/26/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US 5o59b7kf3	12.98	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Qr3kx0gd3	149.45	
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-4722	Amzn Mktp US Y89rw4e83	39.98	
Debit Total USD				5,168.32	
Credit Total USD				0.00	
Total USD				5,168.32	

#### Ganyo Margaret

Posting Date	Tran Date	Account	Supplier	Amount	
01/03/2022	01/01/2022	XXXX-XXXX-XXXX-8240	B2b Prime 1i3qc00b3	69.00	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-8240	Amzn Mktp US Le0jo1ah3	53.03	
01/17/2022	01/16/2022	XXXX-XXXX-XXXX-8240	Eig Constantcontact.Co	336.00	
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-8240	Dnh Godaddy.Com	21.17	
Debit Total USD				479.20	
Credit Total USD				0.00	
Total USD				479.20	

#### Thomas Matthew

Posting Date	Tran Date	Account	Supplier	Amount	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-5522	Eig Constantcontact.Co	135.00	
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-5522	Zoom.Us 888-799-9666	214.94	
Debit Total USD				349.94	
Credit Total USD				0.00	
Total USD				349.94	

#### Tolzin Olivia

Posting Date	Tran Date	Account	Supplier	Amount	
01/17/2022	01/15/2022	XXXX-XXXX-XXXX-4282	Sq Square Weebly	18.00	
Debit Total USD				18.00	
Credit Total USD				0.00	
Total USD				18.00	

#### Howard Patrice

Posting Date	Tran Date	Account	Supplier	Amount	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-3027	Bestbuycom806567623254	359.99	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-3027	Amzn Mktp US Rd8129ph3	21.93	
01/21/2022	01/20/2022	XXXX-XXXX-XXXX-3027	Squarespace Inc.	16.00	
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-3027	Minnesota Community Ed	1,438.00	
Debit Total USD				1,835.92	
Credit Total USD				0.00	
Total USD				1,835.92	

#### Kreyer Richard

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-3699	Templepubli	295.00	
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-3699	Gmass	25.46	
Debit Total USD				320.46	
Credit Total USD				0.00	
Total USD				320.46	

#### Nelson Robin

Posting Date	Tran Date	Account	Supplier	Amount	
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-4435	Amazon.Com 5p16r6pg3 A	177.13	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-4435	Amazon Prime Ol6z898z3	12.99	
01/13/2022	01/13/2022	XXXX-XXXX-XXXX-4435	Ljl Library Journals	159.99	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-4435	Amazon.Com Ng9pe4c43 A	8.99	
01/14/2022	01/14/2022	XXXX-XXXX-XXXX-4435	Amazon.Com A541y8wf3 A	142.35	
01/18/2022	01/17/2022	XXXX-XXXX-XXXX-4435	Amazon.Com Yp4sj7v93 A	38.46	
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-4435	Amazon.Com Av8d630o3 A	56.53	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-4435	Amazon.Com Gw1gx6te3	38.25	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-4435	Follett School Solutio	267.17	
Debit Total USD				901.86	
Credit Total USD				0.00	
Total USD				901.86	

#### Armendariz Sandy

Posting Date	Tran Date	Account	Supplier	Amount	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-8651	Office Depot #1090	51.77	
01/31/2022	01/30/2022	XXXX-XXXX-XXXX-8651	Samsclub #6311	3.58	
Debit Total USD				55.35	
Credit Total USD				0.00	
Total USD				55.35	

#### Thompson Sara

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/04/2022	XXXX-XXXX-XXXX-3426	Nspra	295.00	
Debit Total USD				295.00	
Credit Total USD				0.00	
Total USD				295.00	

#### Vandewalker Sara

Posting Date	Tran Date	Account	Supplier	Amount	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-0729	Book Creator	81 120.00	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-0729	Overdrive Dist	8.49	

		Debit Total USD	128.49
		Credit Total USD	0.00
		Total USD	128.49

LAFAYETTE SILVY

Posting Date	Tran Date	Account	Supplier	Amount	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-9172	American Educational R	235.00	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-9172	Airbnb Hmxencw3dw	1,074.83	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-9172	Amazon Prime 9b04b1mn3	12.99	
01/17/2022	01/16/2022	XXXX-XXXX-XXXX-9172	PriceIn Delta Air Lin	65.00	
01/18/2022	01/16/2022	XXXX-XXXX-XXXX-9172	Aera Meeting	240.00	
01/18/2022	01/16/2022	XXXX-XXXX-XXXX-9172	Delta 00677357530570	327.20	
			Debit Total USD	1,955.02	
			Credit Total USD	0.00	
			Total USD	1,955.02	

Centurylink Slp

Posting Date	Tran Date	Account	Supplier	Amount	
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-6339	Centurylink	895.98	
			Debit Total USD	895.98	
			Credit Total USD	0.00	
			Total USD	895.98	

City Water Slp

Posting Date	Tran Date	Account	Supplier	Amount	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	7.71	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	14.74	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	17.06	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	66.97	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	164.29	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	213.29	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	269.67	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	275.63	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	360.39	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	361.06	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	558.02	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	705.76	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	716.16	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	959.76	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	1,175.60	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	82 1,216.96	

01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	1,579.42	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-6313	Slputilities	2,730.93	
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-6313	Slputilities	64.73	
01/27/2022	01/27/2022	XXXX-XXXX-XXXX-6313	Slputilities	933.07	
Debit Total USD				12,391.22	
Credit Total USD				0.00	
Total USD				12,391.22	

#### Office Depot Slp

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	391.24	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	203.92	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	212.01	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-8115	Office Depot #1099	482.18	
Debit Total USD				1,289.35	
Credit Total USD				0.00	
Total USD				1,289.35	

#### Verizon Slp

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/05/2022	XXXX-XXXX-XXXX-4216	Vzwrllss Apocc Visb	70.02	
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-4216	Vzwrllss Apocc Visb	3,914.06	
Debit Total USD				3,984.08	
Credit Total USD				0.00	
Total USD				3,984.08	

#### Fahey Susanne

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-1383	Amazon.Com Km8zc41n3 A	299.00	
01/05/2022	01/05/2022	XXXX-XXXX-XXXX-1383	Amzn Mktp US Kg5cs4cs3	89.95	
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-1383	Gopher Sport	697.37	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	60.73	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	140.18	
01/18/2022	01/17/2022	XXXX-XXXX-XXXX-1383	Officemax/Officedept#2	147.08	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	85.64	
01/24/2022	01/23/2022	XXXX-XXXX-XXXX-1383	Amzn Mktp US 0y5sf1o23	53.98	
01/25/2022	01/23/2022	XXXX-XXXX-XXXX-1383	Continental Clay Compa	393.31	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	49.26	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	29.68	
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-1383	Office Depot #1090	22.99	
Debit Total USD				2,069.17	
Credit Total USD				0.00	

Total USD 2,069.17

**Odermatt Thomas**

Posting Date	Tran Date	Account	Supplier	Amount	
01/04/2022	01/03/2022	XXXX-XXXX-XXXX-4730	Settergren Hardware	12.80	?
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-4730	I Know It	3,000.00	?
01/06/2022	01/06/2022	XXXX-XXXX-XXXX-4730	Apple.Com/Bill	-21.49	?
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US 9m77n13n3	9.89	?
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US NI9ui9xr3	16.79	?
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US R562n1j63	37.99	?
01/10/2022	01/09/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US Uv2ad7cf3	95.62	?
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US 7u85a4k53	9.98	?
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-4730	Chalk.Com	99.00	?
01/18/2022	01/17/2022	XXXX-XXXX-XXXX-4730	Amzn Mktp US Pa3jl47h3	41.98	?
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-4730	Www.lorad.Com	10.00	?
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-4730	Scribd Inc	10.74	?
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-4730	Amzn Digital F45eh3qx3	10.74	?
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-4730	Amzn Digital 2948o09z3	12.89	?
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-4730	Pixton Edu@pixton.Com	99.00	?
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-4730	Bright White Paper	347.66	?
01/31/2022	01/29/2022	XXXX-XXXX-XXXX-4730	Amzn Digital 3p0o25563	6.44	?
Debit Total USD				3,821.52	
Credit Total USD				-21.49	
Total USD				3,800.03	

**Donahue Timothy**

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/03/2022	XXXX-XXXX-XXXX-9266	The Home Depot #2806	80.04	?
01/14/2022	01/12/2022	XXXX-XXXX-XXXX-9266	The Home Depot #2806	133.91	?
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-9266	Hillyard Inc Minneapol	235.92	?
Debit Total USD				449.87	
Credit Total USD				0.00	
Total USD				449.87	

**Pickford Timothy**

Posting Date	Tran Date	Account	Supplier	Amount	
01/05/2022	01/04/2022	XXXX-XXXX-XXXX-3441	Dalco Enterprises	38.74	?
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-3441	Amazon.Com Oj5fe5mk3 A	57.45	?
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-3441	Amazon.Com Fu4w30oz3	81.28	?
01/10/2022	01/06/2022	XXXX-XXXX-XXXX-3441	Menards Golden Valley	27.07	?
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-3441	Menards Golden Valley	15.84	?



01/21/2022	01/20/2022	XXXX-XXXX-XXXX-3441	Amzn Mktp US 5x6wp39c3	36.32	
01/25/2022	01/24/2022	XXXX-XXXX-XXXX-3441	Dalco Enterprises	716.43	
01/26/2022	01/25/2022	XXXX-XXXX-XXXX-3441	Hillyard Inc Minneapol	415.44	
Debit Total USD				1,388.57	
Credit Total USD				0.00	
Total USD				1,388.57	

#### Marble Tom




Posting Date	Tran Date	Account	Supplier	Amount	
01/10/2022	01/08/2022	XXXX-XXXX-XXXX-0299	Apple.Com/Us	129.00	
01/17/2022	01/15/2022	XXXX-XXXX-XXXX-0299	Apple.Com/Us	1,998.00	
01/21/2022	01/21/2022	XXXX-XXXX-XXXX-0299	Apple.Com/Us	238.00	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-0299	Amz Atlas Systems	408.75	
01/31/2022	01/28/2022	XXXX-XXXX-XXXX-0299	Amzn Mktp US Ln4n82uy3	32.98	
Debit Total USD				2,806.73	
Credit Total USD				0.00	
Total USD				2,806.73	

#### Halseth Travis




Posting Date	Tran Date	Account	Supplier	Amount	
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	39.77	
01/06/2022	01/05/2022	XXXX-XXXX-XXXX-7630	Minnesota Equipment Sa	93.60	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-7630	Minvalco Inc - Mnpls	285.04	
01/10/2022	01/07/2022	XXXX-XXXX-XXXX-7630	Minnesota Equipment Sa	154.96	
01/11/2022	01/10/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US 6r2na3ae3	1,499.00	
01/12/2022	01/10/2022	XXXX-XXXX-XXXX-7630	The Home Depot #2806	-179.00	
01/13/2022	01/12/2022	XXXX-XXXX-XXXX-7630	Minvalco Inc - Mnpls	117.60	
01/14/2022	01/13/2022	XXXX-XXXX-XXXX-7630	H2i Group, Inc.	37.74	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US 447j55ji3	27.70	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	53.44	
01/17/2022	01/14/2022	XXXX-XXXX-XXXX-7630	Metro Garage Door Co	2,992.65	
01/17/2022	01/16/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US 3t8ot0hb3	1,050.00	
01/19/2022	01/18/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	56.68	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-7630	Factory Direct Supply	68.28	
01/26/2022	01/26/2022	XXXX-XXXX-XXXX-7630	Uline Ship Supplies	1,761.94	
01/27/2022	01/26/2022	XXXX-XXXX-XXXX-7630	Amzn Mktp US Mc7ue6t23	831.58	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-7630	Jerry S Hardware 5301	5.83	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-7630	Minvalco Inc - Mnpls	7.60	
01/28/2022	01/27/2022	XXXX-XXXX-XXXX-7630	Napa Store 3279001	45.89	
01/31/2022	01/27/2022	XXXX-XXXX-XXXX-7630	Menards Golden Valley	95.88	
01/31/2022	01/27/2022	XXXX-XXXX-XXXX-7630	Menards Golden Valley	219.80	

01/31/2022	01/28/2022	XXXX-XXXX-XXXX-7630	Amazon.Com Zj9352r23	102.69	
Debit Total USD				9,547.67	
Credit Total USD				-179.00	
Total USD				9,368.67	

**Paulson Trevor**

Posting Date	Tran Date	Account	Supplier	Amount	
01/14/2022	01/14/2022	XXXX-XXXX-XXXX-1659	Vexrobotics	984.16	
01/20/2022	01/19/2022	XXXX-XXXX-XXXX-1659	Amazon.Com Je9qe8mc3	125.84	
01/20/2022	01/20/2022	XXXX-XXXX-XXXX-1659	Amzn Mktp US Sp3i15vz3	64.14	
Debit Total USD				1,174.14	
Credit Total USD				0.00	
Total USD				1,174.14	

**Nelson Virginia**

Posting Date	Tran Date	Account	Supplier	Amount	
01/07/2022	01/06/2022	XXXX-XXXX-XXXX-0875	Canteen Crs 79141784	264.00	
01/12/2022	01/11/2022	XXXX-XXXX-XXXX-0875	Tst Crossroads Delica	154.73	
01/24/2022	01/21/2022	XXXX-XXXX-XXXX-0875	Canteen Crs 79141784	264.00	
Debit Total USD				682.73	
Credit Total USD				0.00	
Total USD				682.73	

**ELECTRONIC FUND TRANSFERS -Jan. 2022**
**Deposits into Associated Bank**

DATE	FROM	AMOUNT	DESCRIPTION
1/6/2022	MN STATE FINANCE	\$246,819.04	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
1/13/2022	MN STATE FINANCE	\$166,788.00	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
1/14/2022	MN STATE FINANCE	\$2,925,717.08	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
1/25/2022	HENNEPIN CTY	\$515,672.67	HENNEPIN CTY
1/27/2022	MN STATE FINANCE	\$1,069,412.00	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
1/28/2022	MN STATE FINANCE	\$2,369,017.46	EDI PAYMENTS MISC GRANTS/IDEAS PAYMENT
01/01/2022-01/31/2022	TSYS/TRANSFIRST	\$ 21,634.68	CREDIT CARD PAYMENTS FOR STUDENT ACCOUNTS WITH FOOD SERVICE, MS ATHLETICS & HS ACTIVITIES
01/01/2022-01/31/2022	SQUARE INC.	\$ -	

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

DATE	TO	AMOUNT	DESCRIPTION	AUTHORIZATION
1/4/2022	PREFERRED ONE	\$ 21,867.49	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/4/2022	PREFERRED ONE	\$ 76,029.75	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/5/2022	DELTA DENTAL	\$ 7,111.48	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
1/5/2022	BMO PMT	\$ 97,014.18	P CARD PMT	BROOKS GROSSINGER
1/6/2022	FURTHER	\$ 7,718.41	COBRA/RETIREE	BROOKS GROSSINGER
1/10/2022	FURTHER	\$ 2,666.56	COBRA/RETIREE	BROOKS GROSSINGER
1/10/2022	DELTA DENTAL	\$ 11,003.99	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
1/10/2022	PREFERRED ONE	\$ 52,905.85	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/10/2022	PREFERRED ONE	\$ 126,497.06	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/13/2022	FURTHER	\$ 4,583.36	COBRA/RETIREE	BROOKS GROSSINGER
1/14/2022	PREFERRED ONE	\$ 76,616.10	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/18/2022	DELTA DENTAL	\$ 7,994.79	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
1/18/2022	PREFERRED ONE	\$ 21,550.38	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/18/2022	PREFERRED ONE	\$ 75,103.49	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/21/2022	DELTA DENTAL	\$ 2,834.10	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
1/20/2022	FURTHER	\$ 5,493.59	COBRA/RETIREE	BROOKS GROSSINGER
1/24/2022	FURTHER	\$ 2,516.00	COBRA/RETIREE	BROOKS GROSSINGER
1/24/2022	DELTA DENTAL	\$ 7,137.09	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
1/24/2022	PREFERRED ONE	\$ 30,281.13	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/24/2022	PREFERRED ONE	\$ 121,306.37	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/27/2022	FURTHER	\$ 8,842.02	COBRA/RETIREE	BROOKS GROSSINGER
1/31/2022	DELTA DENTAL	\$ 9,532.39	DENTAL - CLAIMS PAYMENT	BROOKS GROSSINGER
1/31/2022	PREFERRED ONE	\$ 39,627.91	PREFERRED ONE PAYMENT	BROOKS GROSSINGER
1/31/2022	PREFERRED ONE	\$ 146,297.11	PREFERRED ONE PAYMENT	BROOKS GROSSINGER

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
AARON, JEANNE	335654	01/06/2022	735.00
AID ELECTRIC CORPORATION	335655	01/06/2022	922.00
ALTMAN, ADAM	335656	01/06/2022	200.00
ANCHOR PAPER COMPANY	335657	01/06/2022	1,301.67
ANDERSON, WENDY	335658	01/06/2022	490.00
ARETE ACADEMY	335659	01/06/2022	6,375.00
BROADWAY LICENSING, LLC	335660	01/06/2022	650.00
CAPTIVATE MEDIA + CONSULTING	335661	01/06/2022	7,488.00
CENTERPOINT ENERGY	335662	01/06/2022	3,077.06
CITY OF ST LOUIS PARK	335663	01/06/2022	138.60
CUSTOM EDUCATION SOLUTIONS	335664	01/06/2022	1,277.32
DRESS FOR SUCCESS TWIN CITIES	335665	01/06/2022	5,000.00
EDUCATORS BENEFIT CONSULTANTS	335666	01/06/2022	364.44
EHLERS & ASSOCIATES INC	335667	01/06/2022	3,575.00
EXPRESS SERVICES INC	335668	01/06/2022	2,447.52
FAMILY SERVICE DIVISION, JFCS	335669	01/06/2022	2,500.00
FELDENKRAIS NATURAL MOVEMENT LLC	335670	01/06/2022	280.00
FORECAST 5 ANALYTICS, INC	335671	01/06/2022	4,581.00
HANSON SIGURD	335672	01/06/2022	110.00
HAUGEN, CHRISTOPHER	335673	01/06/2022	60.00
INTERMEDIATE DISTRICT #287	335674	01/06/2022	52,364.16
ISD 622 COMMUNITY EDUCATION	335675	01/06/2022	75.00
KENNEDY & GRAVEN	335676	01/06/2022	728.50
KINECT ENERGY, INC	335677	01/06/2022	63,138.88
LANGUAGE LINE SERVICES CORP	335678	01/06/2022	2,837.62
LVC COMPANIES, INC	335679	01/06/2022	324.20
M S B A	335680	01/06/2022	200.00
MALLOY MONTAGUE KARNOWSKI RADOSEVICH & CO, PA	335681	01/06/2022	9,500.00
MASA	335682	01/06/2022	299.00
MAVO SYSTEMS INC	335683	01/06/2022	71,057.35
METRO DINING CARDS	335684	01/06/2022	105.00
MINNJET CONSULTING	335686	01/06/2022	680.00
MOVEFWD	335687	01/06/2022	2,500.00
MYHEALTH FOR TEENS & YOUNG ADULTS	335688	01/06/2022	2,500.00
NATL INVENTORS HALL OF FAME, INC	335689	01/06/2022	2,867.00
NORTHSTAR BUS LINES, LLC	335690	01/06/2022	1,003.50
NUTRISLICE, INC	335691	01/06/2022	2,469.60
PACIFIC EDUCATIONAL GROUP INC	335692	01/06/2022	2,200.00
PARALLEL TECHNOLOGIES, INC	335693	01/06/2022	588.00
PERNSTEINER CREATIVE GROUP INC	335695	01/06/2022	9,544.34
PHOENIX SCHOOL COUNSELING LLC	335696	01/06/2022	31,622.78
POSTMASTER (BULK MAIL)	335697	01/06/2022	610.00
POWERSCHOOL GROUP LLC	335698	01/06/2022	39,840.79
QUILL AND SCROLL	335699	01/06/2022	560.00
REGENTS OF THE UNIVERSITY OF MINNESOTA	335700	01/06/2022	2,000.00
RICOH USA, INC	335701	01/06/2022	3,495.06
ROTARY CLUB OF ST LOUIS PARK	335702	01/06/2022	125.00
SEEDS FEEDS	335703	01/06/2022	1,056.63
SHRED-IT USA, LLC	335704	01/06/2022	128.17
ST LOUIS PARK TRANSPORTATION	335705	01/06/2022	257,720.79
SUMMIT COMPANIES	335706	01/06/2022	239.00
TEACHERS ON CALL A KELLY SERVICES CO	335707	01/06/2022	38,666.56
THE HOPE SPEAKS PROJECT	335708	01/06/2022	936.00
TRANSPORTATION PLUS, INC	335709	01/06/2022	153.00
TRIO SUPPLY COMPANY	335710	01/06/2022	1,911.37
U H L COMPANY	335711	01/06/2022	2,400.61

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
VSI CONSTRUCTION, INC	335712	01/06/2022	804.36
WATERLOGIC AMERICAS LLC	335713	01/06/2022	417.00
WICKERSHAM, MARY	335714	01/06/2022	112.00
XCEL ENERGY	335715	01/06/2022	1,194.54
CHILD SUPPORT PAYMENT CENTER	335716	01/14/2022	135.00
CLERICAL\SECRETARIAL ASSOCIATION PARK SCHOOLS	335717	01/14/2022	223.14
EDUCATION MINNESOTA-SPARK	335718	01/14/2022	1,628.93
MINNESOTA CHILD SUPPORT PAYMEN	335719	01/14/2022	266.90
PARK ASSOCIATION OF TEACHERS	335720	01/14/2022	18,179.09
SCHOOL SERVICE EMPLOYEES LOCAL 284	335721	01/14/2022	1,517.15
STATE DISBURSEMENT UNIT	335722	01/14/2022	6.00
ALL IN ONE - TRANSLATION AGENCY LLC	335723	01/19/2022	816.00
ANCHOR PAPER COMPANY	335724	01/19/2022	1,402.75
ARTEDUTC LLC	335725	01/19/2022	3,570.00
ARVIG	335726	01/19/2022	2,707.95
AUTUMN, STEPHANIE	335727	01/19/2022	1,350.00
BAYADA HOME HEALTH CARE, INC	335728	01/19/2022	5,057.05
CAPITAL ONE PUBLIC FUNDING LLC	335729	01/19/2022	40,592.70
CINTAS CORPORATION NO. 2	335730	01/19/2022	796.80
DALCO CUSTODIAL SUPPLIES	335731	01/19/2022	435.48
EVERYTHING'S POSSIBLE LLC	335732	01/19/2022	180.00
HENNEPIN COUNTY TREASURER	335733	01/19/2022	5,152.00
IDEAL ADVERTISING INC	335734	01/19/2022	532.00
INCWEBS INC	335735	01/19/2022	875.00
INDIANHEAD FOODSERVICE DISTRIBUTOR	335736	01/19/2022	30,342.58
INTERMEDIATE DISTRICT #287	335737	01/19/2022	716.37
KENNEDY & GRAVEN	335738	01/19/2022	352.50
KNUTSON FLYNN & DEANS	335739	01/19/2022	1,045.00
KOINONIA LEADERSHIP ACADEMY, LLC	335740	01/19/2022	1,000.00
LAKEVILLE NORTH HIGH SCHOOL	335741	01/19/2022	300.00
M S B A	335742	01/19/2022	230.00
MALMBERG, DENNIS	335743	01/19/2022	140.00
MANLEY, OLIVER	335744	01/19/2022	140.00
MATH LEARNING CENTER	335745	01/19/2022	7,160.20
MCGRW-HILL SCHOOL EDUCATION HOLDINGS LLC	335746	01/19/2022	1,379.64
METROPOLITAN COURIER CORP	335747	01/19/2022	610.16
MINNEAPOLIS PUBLIC SCHOOLS	335748	01/19/2022	2,555.00
MUSIC SENSE, LLC	335749	01/19/2022	2,500.00
NAT'L FIRE PROTECTION ASSOC	335750	01/19/2022	175.00
NCPERS MINNESOTA	335751	01/19/2022	16.00
NORTHSTAR BUS LINES, LLC	335752	01/19/2022	687.67
NORTHWEST PASSAGE, LTD	335753	01/19/2022	2,200.00
PAN O GOLD BAKING CO	335754	01/19/2022	1,406.28
PERSPECTIVES INC	335755	01/19/2022	2,500.00
POWERSCHOOL GROUP LLC	335756	01/19/2022	2,844.90
RELATE, INC.	335757	01/19/2022	2,500.00
RICOH USA, INC	335758	01/19/2022	89.04
ST LOUIS PARK TRANSPORTATION	335759	01/19/2022	14,990.21
SOCIAL CLUB SIMPLE, LLC	335760	01/19/2022	15.00
SOLUTRAN, INC	335761	01/19/2022	1,707.00
ST PAUL BEVERAGE SOLUTIONS, LLC	335762	01/19/2022	4,287.77
STANDARD INSURANCE COMPANY	335763	01/19/2022	21,200.61
STAPLES ADVANTAGE	335764	01/19/2022	3,108.18
SUCCESS COMPUTER CONSULTING	335765	01/19/2022	979.11
TRIO SUPPLY COMPANY	335766	01/19/2022	734.61
TWO RIVERS HIGH SCHOOL	335767	01/19/2022	250.00

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
U H L COMPANY	335768	01/19/2022	20,720.00
UNIVERSAL ATHLETIC, LLC (REMIT)	335769	01/19/2022	182.54
VAULT MEDICAL SERVICES, PA	335770	01/19/2022	78,752.28
VISUAL COMMUNICATIONS INC	335771	01/19/2022	2,171.10
VSI CONSTRUCTION, INC	335773	01/19/2022	1,487.30
WAYSIDE RECOVERY CENTER	335774	01/19/2022	2,500.00
WILLIAM H SADLIER, INC (REMIT)	335775	01/19/2022	1,011.12
XCEL ENERGY	335776	01/19/2022	23,823.01
292 DESIGN GROUP, INC	335777	01/31/2022	845.00
AID ELECTRIC CORPORATION	335778	01/31/2022	1,811.75
AJ MOORE ELECTRIC, INC	335779	01/31/2022	121,021.61
ANCHOR PAPER COMPANY	335780	01/31/2022	1,120.50
ARMSTRONG TORSETH SKOLD & RYDEEN, INC	335781	01/31/2022	69,912.13
BENEFIT EXTRAS, INC	335782	01/31/2022	580.00
BIX PRODUCE COMPANY	335783	01/31/2022	260.22
BL DALSIN ROOFING	335784	01/31/2022	47,774.95
BRIESE IRON WORKS, INC	335785	01/31/2022	32,214.50
BROTHERS FIRE PROTECTION	335786	01/31/2022	1,139.00
BURROWS, KELLI	335787	01/31/2022	214.00
CITY OF ST LOUIS PARK	335788	01/31/2022	225.00
CORY SHUBERT PHOTOGRAPHY	335789	01/31/2022	2,100.00
CRAWFORD MERZ, LLC	335791	01/31/2022	60,197.27
CUNINGHAM GROUP ARCHITECTURE INC	335792	01/31/2022	36,454.59
DAKOTA TRUCK UNDERWRITERS	335793	01/31/2022	22,835.00
EBERT CONSTRUCTION	335794	01/31/2022	82,568.58
EHLERS & ASSOCIATES INC	335795	01/31/2022	1,500.00
EXPRESS SERVICES INC	335796	01/31/2022	3,369.44
FRANSEN DECORATING INC	335797	01/31/2022	12,377.61
GOPHER SPORT	335798	01/31/2022	66.52
GOES, NANCY	335799	01/31/2022	203.17
GROTH MUSIC COMPANY	335800	01/31/2022	1,240.00
HANSON SIGURD	335801	01/31/2022	110.00
INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	335802	01/31/2022	13,569.33
J H LARSON	335803	01/31/2022	845.52
JAMAR COMPANY	335804	01/31/2022	2,765.00
KENDELL DOORS & HARDWARE	335805	01/31/2022	30,271.17
KINECT ENERGY, INC	335806	01/31/2022	82,894.48
KONE INC	335807	01/31/2022	5,963.81
KRAUS-ANDERSON CONSTRUCTION	335808	01/31/2022	12,485.44
LEVEL8CREATIVE	335809	01/31/2022	2,400.00
LIFE SAFETY SYSTEMS, INC	335810	01/31/2022	330.00
MALMBERG, DENNIS	335811	01/31/2022	140.00
MANLEY, OLIVER	335812	01/31/2022	140.00
MAVO SYSTEMS INC	335813	01/31/2022	4,560.50
MCGOUGH CONSTRUCTION CO, LLC	335814	01/31/2022	477,024.75
METRO ELEVATOR INC	335815	01/31/2022	1,105.00
MPLS AQUATENNIAL SENIOR ALUMNI ASSOC	335816	01/31/2022	125.00
N A C	335818	01/31/2022	14,086.62
NELSON, DANICA	335819	01/31/2022	50.00
NORTH METRO TELECOMMUNICATIONS COMMISSION	335820	01/31/2022	75.00
NORTHLAND CONCRETE & MASONRY COMPANY LLC	335821	01/31/2022	78,984.56
PETERSON COMPANIES, INC	335822	01/31/2022	9,568.54
PITNEY BOWES	335823	01/31/2022	27.19
POWERSCHOOL GROUP LLC	335824	01/31/2022	16,065.96
PROGRESSIVE BUILDING SYSTEMS, LTD	335825	01/31/2022	48,193.53
RED CEDAR STEEL ERECTORS, INC	335826	01/31/2022	32,498.85

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
RICOH USA, INC	335827	01/31/2022	7,260.76
RTL CONSTRUCTION, INC	335828	01/31/2022	41,051.44
SHRED-IT USA, LLC	335829	01/31/2022	33.27
SKOLD SPECIALTY CONTRACTING, LLC	335830	01/31/2022	3,781.00
ST LOUIS PARK TRANSPORTATION	335831	01/31/2022	2,470.75
ST PAUL BEVERAGE SOLUTIONS, LLC	335832	01/31/2022	127.98
STAPLES ADVANTAGE	335833	01/31/2022	812.16
STARR, JACKIE	335834	01/31/2022	396.00
STATE OF FUN LLC	335835	01/31/2022	900.00
STEWART, MIA	335836	01/31/2022	1,112.30
TEACHERS ON CALL A KELLY SERVICES CO	335838	01/31/2022	93,824.96
TWIN CITY ACOUSTICS, INC	335839	01/31/2022	19,969.99
U H L COMPANY	335840	01/31/2022	85,641.00
VEIT & COMPANY, INC	335841	01/31/2022	65,156.83
WATERLOGIC AMERICAS LLC	335842	01/31/2022	682.50
WENGER CORP	335843	01/31/2022	32,265.80
WESTWOOD NATURE CENTER	335844	01/31/2022	1,800.00
WOODSIDE INDUSTRIES, INC	335845	01/31/2022	5,339.01
WORLD'S FINEST CHOCOLATE, INC	335846	01/31/2022	3,395.00
XCEL ENERGY	335847	01/31/2022	49,428.02
YOUTH ENRICHMENT LEAGUE	335848	01/31/2022	11,304.00
CHILD SUPPORT PAYMENT CENTER	335849	01/31/2022	135.00
CLERICAL\SECRETARIAL ASSOCIATION PARK SCHOOLS	335850	01/31/2022	223.14
EDUCATION MINNESOTA-SPARK	335851	01/31/2022	1,682.03
MINNESOTA CHILD SUPPORT PAYMEN	335852	01/31/2022	266.90
PARK ASSOCIATION OF TEACHERS	335853	01/31/2022	18,125.42
SCHOOL SERVICE EMPLOYEES LOCAL 284	335854	01/31/2022	1,488.84
STATE DISBURSEMENT UNIT	335855	01/31/2022	6.00
MINNESOTA DEPARTMENT OF REVENUE	202100168	01/14/2022	73,920.36
TEACHERS RETIREMENT ASSOCIATIO	202100169	01/14/2022	212,946.18
INTERNAL REVENUE SERVICE	202100170	01/14/2022	447,709.52
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	202100171	01/14/2022	82,743.65
MINNESOTA STATE RETIREMENT SYSTEM	202100172	01/14/2022	4,250.00
TASC	202100173	01/14/2022	23,365.58
EDUCATORS BENEFIT CONSULTANTS	202100174	01/14/2022	114,154.72
SAM'S CLUB MASTERCARD	202100175	01/13/2022	7,581.05
MINNESOTA DEPARTMENT OF REVENUE	202100176	01/31/2022	74,037.22
TEACHERS RETIREMENT ASSOCIATIO	202100177	01/31/2022	213,401.90
INTERNAL REVENUE SERVICE	202100178	01/31/2022	451,839.18
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	202100179	01/31/2022	85,385.71
MINNESOTA STATE RETIREMENT SYSTEM	202100180	01/31/2022	600.00
TASC	202100181	01/31/2022	23,290.58
EDUCATORS BENEFIT CONSULTANTS	202100182	01/31/2022	155,842.09
BANK OF MONTREAL (CA) HARRIS	202100183	01/28/2022	97,014.18
ALBRECHT, BRITT	212200210	01/14/2022	27.89
BROOKS, OLIVIA	212200211	01/14/2022	9.80
FISHER, KIMBERLY	212200212	01/14/2022	200.00
FLIKEID, BECKY	212200213	01/14/2022	1,500.00
GOGGLEEYE, TODD	212200214	01/14/2022	805.08
GORDON, MARY	212200215	01/14/2022	79.97
KALLMAN, ELISABETH	212200216	01/14/2022	312.45
LAIL, KATHRYN	212200217	01/14/2022	129.42
LEBOW, RACHEL	212200218	01/14/2022	74.66
OSEI, ASTEIN	212200219	01/14/2022	254.95
PONCE-KHOURY, MARIA	212200220	01/14/2022	257.63
ROSE, JESSICA	212200221	01/14/2022	103.93

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
SAMAH, ISABEL	212200222	01/14/2022	25.61
STARK, MICHELLE	212200223	01/14/2022	56.42
SWISHER, MELISSA	212200224	01/14/2022	200.00
TOLZIN, OLIVIA	212200225	01/14/2022	1,310.69
WATKINS, CHRISTOPHER	212200226	01/14/2022	231.88
ARELLANO MARIN, BRIZEIDA	212200227	01/31/2022	50.00
BUSSE, JESSICA	212200228	01/31/2022	4,701.92
CAREY, BRIAN	212200229	01/31/2022	476.00
GILMER, LYNN	212200230	01/31/2022	68.50
HALSETH, JEFF	212200231	01/31/2022	2,000.00
MILLET, RACHAEL	212200232	01/31/2022	162.48
NELSEN, RYLAND	212200233	01/31/2022	1,066.99
ROBINSON, MICHELLE	212200234	01/31/2022	228.20
ROHLFING, CARLY	212200235	01/31/2022	100.00
ROSS, SOPHIA	212200236	01/31/2022	89.99
SODHI PROPERTIES LLC	212200237	01/31/2022	16,334.25
THOMAS, KRISTIN	212200238	01/31/2022	159.02
TOLZIN, OLIVIA	212200239	01/31/2022	140.65
WEAVER, CHRISTOPHER	212200240	01/31/2022	4,116.29
	Totals for checks		4,861,130.32



**FUND SUMMARY**

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL	1,829,310.69	1,315.47	1,008,464.77	2,839,090.93
02	FOOD SERVICES	24,614.29	50.00	48,923.57	73,587.86
03	TRANSPORTATION	302.23	0.00	257,801.79	258,104.02
04	COMMUNITY SERVICES	152,163.03	0.00	92,546.50	244,709.53
06	BUILDING CONSTRUCTION	7,503.50	0.00	1,373,906.96	1,381,410.46
07	DEBT REDEMPTION	0.00	0.00	3,575.00	3,575.00
16	TECHNOLOGY LEVY	40,526.26	0.00	12,205.87	52,732.13
21	SELF FUNDED MEDICAL INSURANCE	0.00	0.00	1,707.00	1,707.00
50	STUDENT ACTIVITIES	0.00	0.00	6,213.39	6,213.39
***	Fund Summary Totals ***	2,054,420.00	1,365.47	2,805,344.85	4,861,130.32

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

Account	Settle	Mature	Description	Cost	Days	Rate
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
31135-101	11/19/2021	11/15/2022	MN TRUST TERM SERIES	\$2,500,000.00	361	0.12
31135-101	12/10/2021	12/12/2022	FINANCIAL FEDERAL BANK	\$249,500.00	367	0.18
31135-101	12/17/2021	12/16/2022	MN TRUST TERM SERIES	\$3,000,000.00	364	0.17
31135-101	11/24/2021	11/24/2023	CAPITAL ONE NA	\$248,542.95	730	0.39
31135-101	11/30/2021	11/30/2023	SYNCHRONY BANK	\$248,736.27	730	0.4
31135-101	12/15/2021	12/15/2023	SALLIE MAE BANK/SALT LKE	\$249,642.81	730	0.57
31135-208	1/25/2022	2/25/2022	MN TRUST TERM SERIES	\$2,000,000.00	31	0.03
31135-301	10/28/2021	10/28/2022	GREENSTATE CREDIT UNION	\$249,800.00	365	0.07
			WESTERN ALLIANCE BANK / TORREY PINES			
31135-301	10/28/2021	10/28/2022	BANK	\$249,700.00	365	0.11
31135-301	3/30/2021	8/1/2023	WINCHESTER-A-TXBL-REF	\$251,165.00	854	0.15
31135-301	11/10/2021	11/15/2023	US TREASURY N/B	\$598,478.55	735	0.29
31135-301	1/21/2020	6/28/2024	FIRST PRYORITY BANK	\$231,100.00	1620	1.67
31135-301	11/15/2021	11/15/2024	US TREASURY N/B	\$599,073.13	1096	0.58
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)
Minneapolis Foundation	\$500.00	
Prairie Care Restorative Practices Grant	\$5,000.00	
Blackbaud Giving Fund	\$592.00	Peter Hobart
Lifetouch	\$372.60	Susan Lindgren
Mighty Cause	\$70.00	Susan Lindgren
Lifetouch	\$861.14	High School

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 Regular School Board Meeting  
Organizational Meeting  
Tuesday, January 11, 2022 – 6:30 p.m.  
High School Room C350

The regular meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened on Tuesday, January 11, 2022 in High School room C350. Present were Board Members Anne Casey, Ken Morrison, Mary Tomback, Heather Wilsey, C. Colin Cox, Abdihakim Ibrahim, and Superintendent Astein Osei.

**CALL TO ORDER**

Board Chair Mary Tomback called the meeting to order at 6:32 p.m.

**LAND ACKNOWLEDGEMENT**

**CEREMONIAL SWEARING IN OF NEW SCHOOL BOARD MEMBERS**

At the November 2, 2021 election, Mary Tomback, Anne Casey, and Abdihakim Ibrahim were elected to a four-year term as School Board members. Director Ken Morrison delivered the ceremonial oath to Tomback, Casey, and Ibrahim.

**APPROVAL OF AGENDA**

A motion was made by Casey, seconded by Morrison to approve the agenda, as presented. The motion passed 6-0.

**DECLARATION OF SCHOOL BOARD VACANCY**

On Tuesday, January 4th, Chair Tomback accepted the resignation of Board Member Laura McClendon. Chair Tomback declared the vacancy on the School Board.

**ELECTION OF SCHOOL BOARD OFFICERS**

**Election of School Board Chair**

A motion was made by Tomback, seconded by Wilsey to nominate Anne Casey to serve as Board Chair of the St. Louis Park School Board until the January 2023 Organizational School Board Meeting. The motion passed 6-0.

Elected Board Chair Casey presided over the following nominations and election of Vice Chair, Clerk, and Treasurer.

**Election of School Board Vice Chair**

A motion was made by Casey, seconded by Morrison to nominate Heather Wilsey to serve as Board Vice Chair of the St. Louis Park School Board until the January 2023 Organizational School Board Meeting. The motion passed 6-0.

**Election of School Board Clerk**

A motion was made by Wilsey, seconded by Tomback to nominate C. Colin Cox to serve as Board Clerk of the St. Louis Park School Board until the January 2023 Organizational School Board Meeting. The motion passed 6-0.

#### **Election of School Board Treasurer**

A motion was made by Tomback, seconded by Cox to nominate Ken Morrison to serve as Board Treasurer of the St. Louis Park School Board until the January 2023 Organizational School Board Meeting. The motion passed 6-0.

#### **SUPERINTENDENT'S REPORT**

Superintendent Osei remembered Kim Carden, Susan Lindgren Kindergarten Teacher, who passed away on December 23, 2021. Memorial Service details were shared and, in lieu of flowers, donations in Kim's honor are encouraged to the Park Public Schools and Community Foundation [slppscf.org](http://slppscf.org). Donations will be used to advance social justice and educational equity throughout the Park school district. Next, Osei shared details of the High School Theater's presentation of These Shining Lives which will be performed on January 14-16. He also shared details of the Virtual Incoming 6th Grade Information Night to be hosted on Thursday, January 20 at 6:30 p.m. Osei's report concluded with a showing of the High School Orchestra's winter concert on January 5.

#### **DISCUSSION ITEMS**

##### **Curriculum and Instruction Update - Multilingual Learner Design Team**

Patrick Duffy, Director of Curriculum and Instruction and the Multilingual Learner Design Team presented updates on the work of the design team. Design team members include Elizabeth Guzman, Mayumi Huynh, Molly Kukowski, Cory Litzow-Lorentz, and Maurna Rome. The team reviewed why they are doing this work, how it is helping them lead, the purpose of the team, their current work and their future work.

##### **COVID Mitigation Strategies**

Flower Krutina, Executive Leadership Partner, and Astein Osei, Superintendent, presented COVID mitigation strategy information. The update included access to COVID tests for both students and staff, vaccination events for individuals ages 5+, OSHA vaccination and testing mandate, CDC quarantine and isolation guidance, transportation changes, student and staff absences, and online learning. Superintendent Osei outlined next steps for the district which include continued implementation of strategies to mitigate the impact of staff absence, continue to monitor staff and student absence and move to online learning if necessary, implement vaccination events in partnership with Hennepin County, and implement updated quarantine period (after MDH releases guidance) to a shortened 5 days.

##### **2022-23 & 2023-24 Calendars**

Richard Kreyer, Director of Human Resources presented the drafts of the 2022-23 and 2023-24 school calendars for review by the School Board. The School Board was asked to approve the 2022-23 calendar during the Action Agenda.

#### **CONSENT AGENDA & ORGANIZATION OF THE SCHOOL BOARD**

A motion was made by Wilsey, seconded by Cox to approve the Consent Agenda, as presented. The January 2022 Organization of the Board and Resolution designating School District Responsible Authority to be Astein Osei, Superintendent, are as follows:

## **ORGANIZATION OF THE BOARD**

For the purposes of organization of the Board, the Board will be asked to authorize and re-designate the following:

### **1. Official Newspaper of the School District**

State law requires publication of official Board proceedings and certain legal notices in the “official newspaper of the District.” The Sun Sailor is recommended as the official newspaper of the District.

### **2. The Board must designate depositories for legal purposes. Operating Account**

Depositories It is recommended that the Board re-designate the following bank accounts for the July 1, 2021 through June 30, 2022 (FY22) and July 1, 2022 through June 30, 2023 (FY23):

- Associated Bank
- Citizens Independent Bank
- Account Matrix Trust Company by Genesis Employee Benefits for VEBA programs
- Capital One for escrow/purchase lease agreement

### **Investment Account Depositories**

It is recommended that the following banks and savings and loan associations be designated the official depositories for investment:

- Minnesota School District Liquid Asset Fund Plus (MSDLAF+)
- PMA Securities, Inc.
- MN Trust Community Investment
- Citizens Independent Bank of St. Louis Park
- Associated Bank of St. Louis Park

### **3. Electronic Fund Transfer Authorization**

It is recommended that the Director of Business Services and Controller be authorized to use electronic processes to transfer funds.

### **4. Authority to Make Investments**

It is recommended that the Superintendent or the Director of Business Services be authorized to make financial investments for Independent School District 283, St. Louis Park, for FY22 and FY23.

#### **5. Authority to Disburse Salaries**

It is recommended that the Superintendent or the Director of Business Services be authorized to make disbursements for salaries as provided for individual employment contracts, master employment agreements or School Board resolutions for fiscal years FY22 and FY23.

#### **6. Authority for Early Claim Payments**

It is recommended that the Superintendent or Director of Business Services pay appropriate claims in advance of School Board authorizations in order to expedite vendor payments and to utilize discount privileges, and such claims shall be reported to the School Board for FY22 and FY23.

#### **7. Authorization to Purchase**

It is recommended that the Superintendent or the Director of Business Services be authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board, provided that any transaction in any amount exceeding the minimum amount of \$175,000 (M.S. 471.345.Subd.3) for which bids are required must first be specifically authorized by the Board and must fulfill all other applicable requirements in Section 123B.52.

#### **8. Deputy-Clerk and Deputy-Treasurer**

It is recommended that the Director of Business Services be appointed Deputy Treasurer and the Executive Leadership Partner be appointed Deputy Clerk of Independent School District 283, St. Louis Park, for FY22 and FY23.

#### **9. Check Signatures**

It is recommended that any two of the Superintendent, Director of Business Services and the Controller be authorized to affix mechanical/digital signatures on payroll and accounts payable checks of Independent School District 283 on behalf of the School Board Chairperson, Clerk and Treasurer.

#### **10. Appointment of School Attorneys**

It is recommended that during the year 2022 the firms Knutson Flynn & Deans, P.A. and Kennedy & Graven be designated to provide the District's legal counsel. The School Board also authorizes the services of other legal counsel selected by the Superintendent, as necessary to conduct business and protect the legal interests of the School District.



## **11. Resolution Appointing School District Responsible Authority**

An annual resolution is necessary to meet data privacy reporting requirements as set forth by the State of Minnesota.

***BE IT RESOLVED**, pursuant to the provisions of MN Statutes, Section 13.02 Subdivision 16, Astein Osei, Superintendent is hereby appointed Responsible Authority for St. Louis Park Public Schools, ISD #283.*

***BE IT FURTHER RESOLVED**, Astein Osei, Superintendent of Schools, is hereby authorized to take all actions necessary to assure that all programs, administrative procedures and forms used within St. Louis Park School District #283 are administered in compliance with the provision of Minnesota Statutes Section 13, as amended, and with Rules as lawfully promulgated by the Commissioner of Administration as published in the State Register, by the Office of Revisor of Statutes, State of Minnesota*

**UPON ROLL CALL VOTE BEING TAKEN ON THE FOREGOING, MOTION  
PASSED 6 - 0.**

## **ACTION AGENDA**

### **2022 School Board Compensation**

A motion was made by Morrison, seconded by Wilsey to approve the 2022 School Board compensation, as follows:

**APPROVED JANUARY 11, 2022  
EFFECTIVE JANUARY 11, 2022**

## **BOARD OF EDUCATION POSITIONS AND ANNUAL SALARIES**

**The annual stipends are paid over 23 pay dates on the 15<sup>th</sup> and last days of the month starting January 30<sup>th</sup> through December 31<sup>st</sup>**

<b><u>2022 School Board</u></b>	<b><u>2022 Stipend</u></b>
Anne Casey   Chair	\$6,000
Heather Wilsey   Vice Chair	\$5,500
C.Colin Cox   Clerk	\$5,500
Ken Morrison   Treasurer	\$5,500
Mary TOMBback   Director	\$5,000
Abdihakim Ibrahim   Director	\$5,000
Vacant   Director	\$5,000

Note: Additional meetings that take place **not** on regular school board meeting days are paid at

\$55.00 for each meeting. These meetings' attendance will be recorded by the Executive Assistant to the Superintendent/Secretary to the School Board and submitted quarterly.

Chair, Vice Chair, Treasurer, and Clerk officers change every January at the Organizational meeting. No salary increase is being presented for 2022.

**UPON ROLL CALL VOTE BEING TAKEN ON THE FOREGOING, MOTION  
PASSED 6 - 0.**

**2022-23 School Board Meeting Dates**

A motion was made by Tomback, seconded by Cox to approve the School Board meeting dates for the 2022-23 school year, as presented. Meetings will continue to convene on the second and fourth Tuesday of the month. The motion passed 7-0.

**School Board Liaison Assignments**

A motion was made by Wilsey, seconded by Morrison to approve the 2022 School Board liaison assignments and committee appointments, as presented. The motion passed 6-0.

**2022-23 Calendar**

A motion was made by Cox, seconded by Wilsey to approve the 2022-23 school year calendar, as presented. The motion passed 6-0.

**Apple Lease Agreement**

A motion was made by Casey, seconded by Wilsey to approve the Apple Lease Agreement, as presented. The motion passed 6-0.

**Labor Agreement - Clerical/Administrative Assistants of Park Schools (CAPS)**

A motion was made by Tomback, seconded by Morrison to approve the labor agreement for CAPS for 2021-23, as presented. The motion passed 6-0.

**COMMUNICATIONS AND TRANSMITTALS**

**ADJOURNMENT**

A motion was made by Tomback, seconded by Ibrahim to adjourn. The motion passed 6-0. The meeting adjourned at 8:39 p.m.

Respectfully submitted:

Approved:

---

C. Colin Cox, Clerk

---

Anne Casey, Chair

*Minutes prepared by Flower M. Krutina*



**LICENSED**

**APPOINTMENTS**

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Ellingson	Erica	Teacher - Science	High School	1.00	Sara Peterson	31-Jan-22
Hall-Dayle	Jane	Teacher - Special Education	High School	1.00	Katelyn Lee	7-Feb-22
Northey	Tyler	Teacher - Art	Middle School	1.00	Sara Paul (LOA)	10-Feb-22
Swenson	Alexander	Teacher - Special Education	Middle School	1.00	Dylan Bethke (LOA)	7-Feb-22

**ASSIGNMENT CHANGES**

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Peterson	Aaron	Teacher - Business	High School	1.00	Sophia Ross	31-Jan-22

103

**CLASSIFIED**

**APPOINTMENTS**

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Millien	Clifford	PARA 5 - Security Monitor	High School	1.00	New FTE	9-Feb-22
Nauha	John	School Age Care Educator 1	Aquila	0.50	New Position	1-Feb-22
Rominski	Samantha	PARA 4 - Instr/Program Assistant	Peter Hobart	0.75	Barlin Ahmednur (LOA)	14-Feb-22
Viedma	Jennifer	High School Testing Coordinator	High School	0.60	Jami Lapray	21-Feb-22
Williams	Bethune	Cook	Middle School	0.75	Linda Gonzales	1-Mar-22
Williams	Lakesha	PARA 4 - Instr/Program Assistant	Central	0.46	Makena Ekman	31-Jan-22

**ASSIGNMENT CHANGES**

LAST NAME	FIRST NAME	POSITION	LOCATION	FTE	REPLACING	START
Scott	Erika	Early Learning Program Supervisor	Central	1.00	Mary Juberian	7-Feb-22
Walsh	Trent	Office Assistant	High School	1.00	Reallocated FTE	22-Feb-22
Young	Darrell	Youth Enrichment Manager	Middle School	1.00	Position Restructure	10-Jan-22

**SEPARATIONS**

LAST NAME	FIRST NAME	POSITION	LOCATION	REASON	LENGTH OF SERVICE	END
Baker	Alexis	School Age Care Educator 3	Peter Hobart	Resignation	4 Years	21-Jan-22
Howard	Mykal	School Age Care Educator 3	Susan Lindgren	Resignation	4 Months	28-Jan-22
McKinney	Alazia	School Age Care Educator 3	Susan Lindgren	Resignation	4 Months	17-Jan-22
Rodriguez-Martinez	Jennifer	PARA 4 - Instr/Program Assistant	Susan Lindgren	Resignation	4 Months	21-Jan-22

## Annual Compliance Overview

[Minnesota Statutes, section 124D.78](#) requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

## The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

## Completing and Submitting the Documents

***The following items are required when submitting annual compliance:***

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

***All items are fillable PDF forms. When completing, remember to:***

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. *\*Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

***The District or School Does Not Have an AIPAC:***

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

***Submission Deadline:***

Email all three required items **by March 1** to: [mde.indian-education@state.mn.us](mailto:mde.indian-education@state.mn.us)

## Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: \_\_\_\_\_

### The American Indian Parent Advisory Committee Vote

#### \_\_\_\_\_ *The AIPAC Issued a Vote of Concurrence*

Date of Concurrent Vote: \_\_\_\_\_

Date the AIPAC presented to the school board: \_\_\_\_\_

#### \_\_\_\_\_ *The AIPAC Issued a Vote of Nonconcurrence*

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: \_\_\_\_\_

Date the AIPAC presented to the school board: \_\_\_\_\_

Date the written response from the school board is due: \_\_\_\_\_

#### \_\_\_\_\_ *The District/School Does Not Have an AIPAC*

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

### Required signatures

*\*Digital signatures are accepted*

\_\_\_\_\_  
*School Board Chairperson*

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

\_\_\_\_\_  
*Superintendent or Charter/Tribal School Director*

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



\_\_\_\_\_  
*AIPAC Chairperson*

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

## The American Indian Parent Advisory Committee Resolution

**WHEREAS**, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

**WHEREAS**, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,


**WHEREAS**, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

**WHEREAS**, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

**THEREFORE BE IT RESOLVED**, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

\_\_\_\_\_ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

\_\_\_\_\_ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

 Samantha DeFoe

---

*AIPAC Chairperson Printed Name and Signature*

---

*Date*