



**School Board Regular Meeting  
Monday, May 9, 2022; 7:00 PM  
ECC Room 349 and Virtual\***

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action**
- IV. Hearing from Members of the Public**
- V. Consent Agenda**
  - A. Minutes: *April 11 work session and regular meetings, April 18 work session, April 25 special meeting*
  - B. Personnel Recommendations
  - C. Commendation for Leny Wallen-Friedman
  - D. Resignation Letter - *will be walked in*
  - E. End of Year Letter
  - F. Expenditures Payable 04-01-22 for Period 10
  - G. LTFM ISD 287 Levy
  - H. Endpoint Detection and Response - CrowdStrike
  - I. Que Tal Transportation Agreement
  - J. Staff Devices Purchase
  - K. AP Psychology Materials Purchase
  - L. Lease Renewals
    - 1. Yamaha Music School
    - 2. West Metro Credit Union
    - 3. MN Gifted and Talented Inc.
- VI. Report**
  - A. Community Education/Early Learning Center Program Update
    - Description:** The report proposes an implementation plan to utilize strategic plan actions to further enrollment and engagement goals for our parents and children at the Early Learning Center.
    - Presenter(s):** Valerie Burke, Director of Community Education; and Leah Byrd, Coordinator of the Early Learning Center
    - Recommendation:** Accept report.
- VII. Discussion**
  - A. AVID Presentation
    - Description:** AVID is often thought of as a “College Preparation” program. In actuality, AVID prepares and inspires students to become the greatest versions of themselves by providing opportunities and support to ensure their success in college, career, and life. In Edina AVID. Exploration and initial implementation began in 2008 at the middle schools. 2009 added the High School to initial implementation. In 2021-22 A.V.I.D. is in all three Edina secondary buildings and one elementary.

**Presenter(s):** Dr. Randy Smasal, Assistant Superintendent; Alisa Kappel, A.V.I.D. District Director; and Essa Amin, Edina Senior High School A.V.I.D. Senior and Dell Scholar

B. Policy Review (614)

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

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

**VIII. Action**

A. Visual Arts Curriculum Review Update

**Description:** The Visual Arts department has been involved in the curriculum review process over the past four years. During the 2020-21 school year, the process was placed on hold until the system had the capacity to re-engage in collaboration with district stakeholders and MDE. In 2021-22 the curriculum review team has reengaged in the work. The outcome of this collective reengagement is a comprehensive Visual Arts experience for students in grades K-12. Lastly, after a thorough analysis of the new Visual Arts standards, each grade-level group created a tiered list of materials and resources needed to support the revised curriculum that aligns with the new standards.

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning; Debra Richards, Gifted Education Coordinator; Kari Hagen, CV Art Teacher; Leanne FrenchAmara, ND Art Teacher; Samantha Jacobson, SV Art Teacher; and Kim Raskin, EHS Art Teacher

**Recommendation:** Approve recommendation.

B. Vacant Board Seat Process

**Description:** The process document was created by the governance committee after discussions with MSBA about recommended processes and guidance and oversight from district legal counsel. This process document outlines both the board's legal and statutory obligations, timing and recommended appointee process.

**Presenter(s):** Governance Committee

**Recommendation:** Accept recommendation.

C. Resolution Acknowledging Vacant Board Seat

**Description:** The board will consider and vote on a resolution acknowledging a vacancy on the Edina School Board. This resolution was written and provided by district legal counsel.

**Presenter(s):** Governance Committee

**Recommendation:** Approve the resolution.

D. 8th grade French Immersion trip to Québec

**Description:** In accordance with Policy 538, the following international student travel experience for up to 20 Valley View Middle School students from June 4 – 10, 2023 has received support from the school's administration. Participating students will not miss any school days for this summer travel experience.

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

**Recommendation:** Approve the student travel experience.

E. Edina High School Band Trip to the Eastern Caribbean

**Description:** As per board policy 538, the Edina Concert Band and their director Paul Kile are expressing their intent for the Concert Band to tour during the 2022-23 school year. The students of the Edina Concert band will have the opportunity for shared cultural exchanges and performances while touring the Eastern Caribbean. Exchanges will include interactions with the professional musicians aboard the Regal Princess and with school students from St. Thomas in the U.S. Virgin Islands and members of the Rising Stars Youth Steel Orchestra. In addition to the cultural exchanges, the band will

be performing in exchange concerts with the Rising Stars Youth Steel Orchestra and will be featured performers aboard the Regal Princess with two headliner performances in the Regal Princess Theater. The tour experience utilizes the Minnesota Music Standards as well as the EPS educational competencies. The musical tour will occur during spring break of the 2022-23 school year with students missing no school days. Departure will be Sunday, March 19 2023 with a return by dinner time Sunday, March 26 2023.

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Edina High School Assistant Principal

**Recommendation:** Approve the student travel experience.

F. EHS Biology to Madagascar

**Description:** In accordance with Policy 538, the following international student travel experience for up to 32 Edina High School students for two weeks in June 2023 has received support from the school's administration. Participating students will not miss any school days for this summer travel experience.

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Edina High School Assistant Principal

**Recommendation:** Approve the student travel experience.

G. Policy Review (509, 911)

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

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

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

**IX. Leadership and Committee Updates**

**X. Superintendent Updates**

**XI. Information**

A. Enrollment

- Mobility Report
- Enrollment Report

B. Budget in Progress Report

**I. Adjournment**

\* One Board member will be participating virtually from Deep Portage Learning Center, 2197 Nature Center Drive NW, Hackensack, MN 56452

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF APRIL 11, 2022

WORK SESSION  
5:00 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Julie Greene  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

5:00 – 6:38 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Valerie Burke, Director of Community Education  
Jody De St. Hubert, Director of Teaching and Learning  
Jeff Jorgensen, Director of Student Support Services  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
Sonya Sailer, Director of Human Resources  
John Toop, Director of Business Services  
Mary Woitte, Director of Communications

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Julie Greene, Clerk



(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
APRIL 11, 2022

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Toop, Woitte.

DISCUSSION/REPORT

- A. Portrait of a Graduate
- B. School Board Elections Support and Coordination
- C. Resolution in Support of the Congressional IDEA Full Funding Act
- D. Closing of Open Enrollment in EPS

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:38 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Julie Greene, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
APRIL 11, 2022 WORK SESSION

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Toop, Woitte.

DISCUSSION/REPORT

Portrait of a Graduate: Director De St. Hubert presented an update on the Portrait of a Graduate, and Board members discussed. Teaching and Learning department staff will bring it back to a future Board meeting with recommendations after gathering additional feedback.

School Board Elections Support and Coordination: City staff presented information, including background, challenges, and suggestions for next steps, about elections management. Representative Board members and City staff have a followup meeting scheduled to discuss further.

Resolution in Support of the Congressional IDEA Full Funding Act: Board members Greene and Arom presented a resolution in support of the IDEA Full Funding Act, which would help address the district's Special Education cross-subsidy.

Closing of Open Enrollment in EPS: Dr. Smasal presented information about the proposed process to manage open enrollment applications. Further discussion about district enrollment is expected at an upcoming work session.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg asked about the Policy Committee reviewing policies and handbook information related to cell phone use and distribution of cell phone video.

ADJOURNMENT

At 6:38 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE REGULAR MEETING OF APRIL 11, 2022

WORK SESSION  
7:00 PM

Edina Community Center  
ECC 349

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Julie Greene  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

7:00 – 7:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Valerie Burke, Director of Community Education  
Jody De St. Hubert, Director of Teaching and Learning  
Jeff Jorgensen, Director of Student Support Services  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
Sonya Sailer, Director of Human Resources  
John Toop, Director of Business Services  
Mary Woitte, Director of Communications

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Julie Greene, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
APRIL 11, 2022

7:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Toop, Woitte.

APPROVAL OF AGENDA WITH ADDITION OF ACTION ITEM APPROVED BY UNANIMOUS VOTE

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT AGENDA APPROVED BY UNANIMOUS VOTE

- A. Minutes: *March 7 regular meeting; March 14 work session; April 1 special meeting*
- B. Personnel Recommendations
- C. Terminations and Non-Renewals
- D. Expenditures Payable 03-01-22 for Period 9
- E. 9th Grade Physical Earth Science Materials Purchase
- F. ECC Reroofing
- G. VVMS and EHS Reroofing
- H. Valley View Middle School Pool Tile Replacement
- I. Countryside Elementary School Short-Term Radon Testing Results
- J. Countryside Playground Application
- K. Chromebook Agreement with CDW
- L. Teacher Evaluation MOU

DISCUSSION

- A. Policy Review (509, 603, 911)

ACTION

- A. Resolution in Support of the Congressional IDEA Full Funding ACT
- B. Policy Review (217, 606)
- C. Closing of Open Enrollment in EPS

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment
  - Mobility Report
  - Enrollment Report
- B. Budget in Progress Report
- C. Summer Programming

ADJOURNMENT

The meeting was adjourned at 7:50 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Julie Greene, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
APRIL 11, 2022 REGULAR MEETING

7:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Toop, Woitte.

APPROVAL OF AGENDA BY UNANIMOUS VOTE WITH ADDITION OF ACTION ITEM

Chair Allenburg requested to add the Resolution to Close Open Enrollment at EPS as an Action Item. Member Birdman moved and Member Greene seconded to approve the agenda with that change. All members voted Aye.

EXCELLENCE IN ACTION

Creek Valley students presented about the Leader in Me program and the many leadership opportunities at their school for all students.

HEARING FROM MEMBERS OF THE PUBLIC

Abbey Wheelock spoke about the vaccine and testing mandate. Ginger Downing spoke about the interim Transportation supervisor.

CONSENT AGENDA

Member Wallen-Friedman moved and Member Shaw seconded to approve the consent agenda. All members voted Aye. The resolutions were:

- A. Minutes: *March 7 regular meeting; March 14 work session; April 1 special meeting*
- B. Personnel Recommendations
- C. Terminations and Non-Renewals
- D. Expenditures Payable 03-01-22 for Period 9
- E. 9th Grade Physical Earth Science Materials Purchase
- F. ECC Reroofing
- G. VVMS and EHS Reroofing
- H. Valley View Middle School Pool Tile Replacement
- I. Countryside Elementary School Short-Term Radon Testing Results
- J. Countryside Playground Application
- K. Chromebook Agreement with CDW
- L. Teacher Evaluation MOU

DISCUSSION

Policy Review (509, 603, 911): Policy Committee members presented policies for discussion. Policies 509 and 911 will move to Action next month. Policy 603 will go back to committee.

ACTION

Resolution in Support of the Congressional IDEA Full Funding ACT: Member Shaw moved and Member Birdman seconded to approve the motion. All members voted Aye.

Policy Review (217, 606): Member Birdman moved and Member Wallen-Friedman seconded to approve the motion. All members voted Aye.

Resolution to Close Open Enrollment in EPS: Member Wallen-Friedman moved and Member Gabler seconded to approve the motion. All members voted Aye.

#### LEADERSHIP AND COMMITTEE UPDATES

Member Shaw pointed out the Summer Programming information included in the board materials. There are offerings for students at all grade levels, including ready for kindergarten to credit recovery for students in grades 9-12, as well as a variety of enrichment classes.

#### SUPERINTENDENT UPDATES

Dr. Stanley talked about how exciting it is to see and hear about student travel. Student groups have been to Washington DC, New York City, San Diego, and Florida. And she attended the Robotics event last weekend and saw some amazing projects.

Dr. Stanley also reminded everyone about the One Town One Family Community Conversation that will be taking place at Edina High School on Thursday, April 14. The event is being sponsored by the district, the City of Edina, the Edina Chamber of Commerce, and the Edina Community Foundation, in partnership with the YMCA of the North UnitedHealth Group Equity Innovation Center of Excellence.

#### ADJOURNMENT

At 7:50 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF APRIL 18, 2022

WORK SESSION  
5:00 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Julie Greene  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom

PRESIDING OFFICER: Vice Chair Leny Wallen-Friedman

5:00 – 6:40 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Valerie Burke, Director of Community Education  
Jody De St. Hubert, Director of Teaching and Learning  
Jeff Jorgensen, Director of Student Support Services  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
Sonya Sailer, Director of Human Resources  
John Toop, Director of Business Services  
Mary Woitte, Director of Communications

Jen Christ, Technical Operations and Business Intelligence  
Kari Hagen, Creek Valley Art Teacher  
Samantha Jacobson, South View Art Teacher  
Toya Pryor, Valley View Middle School Principal  
Kim Raskin, Edina High School Art Teacher  
Deb Richards, Gifted Education Coordinator

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Julie Greene, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
APRIL 18, 2022

5:00 PM Vice Chair Wallen-Friedman called to order the work session of the School Board. Members present: Birdman, Gabler, Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Toop, Woitte; Christ, Hagen, Jacobson, Pryor, Raskin, Richards.

REPORT

- A. 6-12 Superintendent's Student Leadership Team Report

DISCUSSION/REPORT

- A. Visual Arts Curriculum Review Update and Purchase Recommendation
- B. 2022-2023 Enrollment Report Updates

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:40 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Julie Greene, Clerk



OFFICIAL MINUTES OF SCHOOL BOARD'S  
APRIL 18, 2022 WORK SESSION

5:00 PM Vice Chair Wallen-Friedman called to order the special meeting of the School Board. Members present: Birdman, Gabler, Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Toop, Woitte; Christ, Hagen, Jacobson, Pryor, Raskin, Richards.

REPORT

6-12 Superintendent's Student Leadership Team Report: Students from the Superintendent's Leadership Team presented their work around the ThoughtExchange addressing students' mental health, and other issues at school.

DISCUSSION/REPORT

Visual Arts Curriculum Review and Purchase Recommendation: Staff presented information about the Visual Arts curriculum review process, new standards, and curriculum alignment.

2022-2023 Enrollment Report Updates: Staff presented updated enrollment information, and discussed trends and strategies to retain and attract families.

ADJOURNMENT

At 6:40 PM, there being no objection, Vice Chair Wallen-Friedman adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF APRIL 25, 2022

SPECIAL MEETING  
4:00 PM

Edina Community Center  
ECC 348

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Julie Greene  
Ms. Janie Shaw

ABSENT:

Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

4:00 – 8:49 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Julie Greene, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
APRIL 25, 2022

4:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley.

TRAINING

- A. Overview of Equity Framework
- B. Board Discussion with Jewish Community Relations Council (JCRC) and Coalition of Asian American Leaders (CAAL)
- C. Board Legal Training

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:49 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Julie Greene, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
APRIL 25, 2022 SPECIAL MEETING

5:00 PM Vice Chair Wallen-Friedman called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley.

TRAINING

Overview of Equity Framework: Dr. Trudy Arriaga presented on the tools of cultural proficiency, to provide a better understanding of the equity framework.

Board Discussion with Jewish Community Relations Council (JCRC) and Coalition of Asian American Leaders (CAAL): Laura Zelle from Jewish Community Relations Council (JCRC) and ThaoMee Xiong from Coalition of Asian American Leaders (CAAL) led discussions on the rise in Anti-Asian hate crimes and Anti-Semitism and how to better support students, parents, and educators.

Board Legal Training: Trevor Helmers led discussions about legal obligations as board members, open meeting law, and chain of command.

ADJOURNMENT

At 8:49 PM, there being no objection, Chair Allenburg adjourned the meeting.



**Board Meeting Date:** May 9, 2022

**TITLE:** Personnel Recommendations

**TYPE:** Consent

**PRESENTER(S):** Sonya Sailer, Director of Human Resources

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

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

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

**ATTACHMENTS:**

1. Report (next page)

## LICENSED STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
BATEMAN, JESSICA	SOUTH VIEW	MS SPANISH TEACHER	\$98,898	AUG 2022
BENSON, JULIA	HIGH SCHOOL	CHEMISTRY TEACHER	\$42,116	AUG 2022
BIDERMAN, SARAH	CONCORD	VOCAL MUSIC TEACHER	\$48,151	AUG 2022
CADWALLADER, ALLYSON	CONCORD	GRADE 1 TEACHER	\$42,116	AUG 2022
CICENAS, MARIA	HIGH SCHOOL	MATH TEACHER	\$64,478	AUG 2022
DOUANGDARA-MARTINEZ SAIPHONE	NORMANDALE	GRADE 2 TEACHER	\$50,485	AUG 2022
GIRALDO, ALEXANDER	COUNTRYSIDE	KINDERGARTEN TEACHER SPANISH IMMERSION	\$78,842	AUG 2022
HAMMERLY, AARON	HIGH SCHOOL	SOCIAL STUDIES TEACHER	\$50,485	AUG 2022
HART, CARAH	CREEK VALLEY	VOCAL MUSIC TEACHER	\$59,812	AUG 2022
HEFSTAD, AARON	SOUTH VIEW	GRADE 7 TEACHER	\$66,808	AUG 2022
IRMITER, MICAYLA	SOUTH VIEW	MS ART TEACHER	\$62,145	AUG 2022
JERGENS, CASEY	CORNELIA	KINDERGARTEN TEACHER	\$62,145	AUG 2022
KALTHOFF, HEATHER	COUNTRYSIDE	GRADE 5 – CP TEACHER	\$45,280	AUG 2022
LUNDELL, MARINA	SOUTH VIEW	21ST CENTURY LITERATURE TEACHER	\$48,151	AUG 2022
MAJOR, COURTNEY	HIGH SCHOOL	SOCIAL STUDIES TEACHER	\$89,555	AUG 2022
MCLAUGHLIN, HYLAN	CREEK VALLEY	SOCIAL WORKER	\$10,323 (prorated)	4/11/2022
MORALES ROBLES, ANILE	SOUTH VIEW	ML SPANISH TEACHER	\$48,151	AUG 2022
PRATUNWON, GAVIN	HIGH SCHOOL	MATH TEACHER	\$42,116	AUG 2022
RINDY, EMILY	SOUTH VIEW	GRADE 6 TEACHER	\$49,887	AUG 2022
SCHENK, LISA	HIGH SCHOOL	EARTH SCIENCE TEACHER	\$85,466	AUG 2022
SOULE, SAMUAL	SOUTH VIEW	MS ART TEACHER	\$45,643	AUG 2022
TRITSCH, JOSEPHINE	NORMANDALE	GRADE 5 TEACHER	\$55,149	AUG 2022

## B. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Reason</u>	<u>Date</u>
BODNIA, MOLLY	SPECIAL EDUCATION TEACHER	CREEK VALLEY	PERSONAL	6/3/2022
DORE, MACI	SOCIAL WORKER	CREEK VALLEY	PERSONAL	6/3/2022
GREEN, PATRICIA	MATH TEACHER	HIGH SCHOOL	PERSONAL	6/3/2022
HAVILAND, LACI	LICENSED SCHOOL NURSE	CREEK VALLEY/ HIGHLANDS	PERSONAL	6/3/2022
JOHNSON, OTTO	PREMIER SUBSTITUTE	CORNELIA	PERSONAL	6/3/2022
KAPING, MOLLIE	SPECIAL EDUCATION TEACHER	DISTRICT WIDE	PERSONAL	6/3/2022
MAHONEY, KATHRYN	ELEMENTARY SCHOOL PRINCIPAL	HIGHLANDS	PERSONAL	6/30/2022
MANZETTI, JILL	SPECIAL EDUCATION TEACHER	CORNELIA	PERSONAL	6/3/2022
OSTLUND, ERIK	MATH TEACHER	HIGH SCHOOL	PERSONAL	6/3/2022
SLOMINSKI, LAURA	MATH TEACHER	HIGH SCHOOL	PERSONAL	6/3/2022

## C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
CARL, CHANDRA	TEACHER	EARLY CHILDHOOD	SY 2022-2023
JANASKO, STEPHANIE	NURSE	CORNELIA	0.2 FTE reduction for SY 2022-2023
LEIDHOLT, ASHLEY	TEACHER	HIGHLANDS	8/23/2022 through 11/11/2022
PETERSON, MATTHEW	TEACHER	COUNTRYSIDE	SY 2022-2023

## D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
HANSON, LAURA	ND	LEARNING INTERVENTIONIST FTE INCREASE FROM 0.85 TO 0.9	\$89,008.20 (prorated)	SY 2022-2023

## **NON-LICENSED STAFF**

### **A. RECOMMENDATIONS FOR EMPLOYMENT**

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
BAGLEY, JARED	CONCORD	EDUCATIONAL ASSOCIATE	\$19.12/HOUR	5/5/2022
EDWARDS, DAPHNE	ECC	DIRECTOR OF MARKETING AND COMMUNICATIONS	\$1,994.91 (prorated)	6/27/2022
HAJI, SADIK	VALLEY VIEW	TEACHER ADMINISTRATIVE ASSISTANT	\$3,285/MO	4/29/2022
KILIBARDA, ANDREW	ECC	TECH PARA SUBSTITUTE	\$18.21/HOUR	4/20/2022
LELAND, ANNE MARIE	ECC	DIRECTOR OF COMMUNITY EDUCATION AND STRATEGIC PARTNERSHIPS	\$145,644.00	7/1/2022
PRZYBYLINSKI, MARIAH	ECC	HOURLY CUSTODIAN	\$20.25/HOUR	4/18/2022
SACK, COURTNEY	CONCORD	EDUCATIONAL ASSOCIATE	\$18.05/HOUR	4/25/2022
TANGUAY, MOLLY	TRANSPORTATION	BUS DRIVER	\$23.00/HOUR	4/20/2022

### **B. RESIGNATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Reason</u>	<u>Date</u>
EYO, ARITA	EDUCATIONAL ASSOCIATE	CORNELIA	PERSONAL	4/19/2022
JORGENSEN, JEFF	DIRECTOR OF STUDENT SUPPORT SERVICES	ECC	PERSONAL	6/2/2022
MAPES, WENDY	HOURLY CUSTODIAN	HIGH SCHOOL	PERSONAL	4/23/2022
PRZYBYLINSKI, MARIAH	HOURLY CUSTODIAN	ECC	PERSONAL	4/28/2022
RAWLS, CRAIG	EDUCATIONAL ASSOCIATE	SOUTH VIEW	PERSONAL	6/3/2022
TOOP, JOHN	DIRECTOR OF BUSINESS	ECC	PERSONAL	4/22/2022
WHITE, LISA	HOURLY CUSTODIAN	ECC	PERSONAL	4/8/2022



### C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
HORN, ZACH	TECH SUPPORT SPECIALIST	ECC	7/3/2022 through 8/7/2022

### D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date+</u>
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### **COMMUNITY EDUCATION SERVICES STAFF**

#### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Assignment</u>	<u>Date</u>	<u>Salary</u>
GRAM, JOSHUA	SUMMER RECREATION LEADER DISTRICT WIDE	6/3/2022	\$15.33/HOUR
HEY, MOLLY	PROGRAM SUPERVISOR DISTRICT WIDE	5/9/2022	\$8,965.52 (prorated)
JAKALA, ANNABELLE	RECREATION LEADER HIGHLANDS ELEMENTARY	6/3/2022	\$15.33/HOUR
KENNEY, ANDREW	SUMMER RECREATION LEADER DISTRICT WIDE	6/3/2022	\$15.33/HOUR
KENNEY, EMMA	SUMMER RECREATION LEADER DISTRICT WIDE	6/3/2022	\$15.33/HOUR
LEUPOLD, OLIVER	SUMMER RECREATION LEADER DISTRICT WIDE	6/3/2022	\$15.33/HOUR
LOBBEN, ABIGAIL	RECREATION LEADER HIGHLANDS ELEMENTARY	6/3/2022	\$15.33/HOUR
MAO, JENNIE	RECREATION LEADER HIGHLANDS ELEMENTARY	6/3/2022	\$15.33/HOUR
MURRAY, MESA	RECREATION LEADER HIGH SCHOOL	6/3/2022	\$15.33/HOUR
PROCTOR, ALAYNA	RECREATION LEADER HIGHLANDS ELEMENTARY	6/3/2022	\$15.33/HOUR
ROOS, MARK	RECREATION LEADER HIGHLANDS ELEMENTARY	6/3/2022	\$15.94/HOUR

## B. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Reason</u>	<u>Date</u>
PETERSON, CALEB	RECREATION LEADER	CONCORD	PERSONAL	4/24/2022
WILSON, KATINA	RECREATION LEADER	CONCORD	PERSONAL	4/15/2022

## C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
ALDRICH, EMMA	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.95/HOUR	6/3/2022
ALKHATIB, MALIK	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
BACKMAN, MARCY	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
BALVOA, MICHAEL	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
BELLINGHAM, KELLY	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
BIRCHEM, KATIE	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
BJORK, LORI	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
BLOCK, SIRI	HIGHLANDS	SUMMER LEAD REC LEADER ADDITIONAL ASSIGNMENT	\$19.94/HOUR	6/16/2022
BRUNDAGE, DANIEL	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
BURKHARDT, SAMUEL	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
CHRISTENSEN, RAEHEL	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
DELOACH, STEPHANIE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$18.42/HOUR	6/3/2022
DEWANE, ANDRE	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$17.12/HOUR	6/3/2022
FOLEY, SETH	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
FORSTER, KARLA	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
GALAVAN, MITZIL	HIGHLANDS	SUMMER REC LEADER	\$19.85/HOUR	6/3/2022

ADDITIONAL ASSIGNMENT				
GANT, TIFFANY	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
GARWOOD, SHANNON	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
GERNBACHER, VINCE	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
GIBSON, JAYLA	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
GRAVES, JANE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
HIGHLAND, TODD	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
JENSEN, MIRANDA	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$18.42/HOUR	6/3/2022
JOHNSON, JASMINE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
KHAN, NURUL	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
KONICEK, JEAN-LUC	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
KOPPY, KATIE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
KRUENEGEL, RACHEL	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
LIEN, NATHAN	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
LUCKTENBERG,	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
LYNCH, MAXWELL	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
MCVANN HENKELMEN, IAN	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
MEYER, NATALIE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
MIEDEMA, MARIT	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
MILETE, EMORY	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
MORROW, TORI	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022

MUSSE, NURA	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
O'BRIEN, ERIN	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$17.12/HOUR	6/3/2022
O'BRIEN, MADELYN	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
OVERTON, SIERRA	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$18.42/HOUR	6/3/2022
OWEN, ABIGAIL	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
RUBY, JOHANNA	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$17.12/HOUR	6/3/2022
SANDERS, THERESE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
SIDDY, JOSEPH	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$18.18/HOUR	6/3/2022
SCHWARTZ, RONALD	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
SIMMONS, COLLEEN	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$19.85/HOUR	6/3/2022
SMITH, CARLEY	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
STUMM, NYLA	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
SUFKA, NATASHA	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$18.42/HOUR	6/3/2022
SULLIVAN, HAROLD	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
THOMPSON, OWEN	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022
TIERNEY, SAMUEL	HIGH SCHOOL	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.33/HOUR	6/3/2022
VIDELE, GRACE	HIGHLANDS	SUMMER REC LEADER ADDITIONAL ASSIGNMENT	\$15.94/HOUR	6/3/2022

#### D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
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**Board Meeting Date:** May 9, 2022

**TITLE:** Termination and Non-Renewal of Probationary Teachers and Long-term Substitutes

**TYPE:** Consent

**PRESENTER(S):** Sonya Sailer, Director of Human Resources

**BACKGROUND:** As a result of changing staffing needs each school year, the attached resolution provides for the termination and non-renewal of the teaching contracts for certain probationary teachers. These actions are necessary due to continuing contract teachers returning from leaves of absence, changes in enrollment, licensure requirements, and other reasons. These teachers may apply for any vacant positions available for the 2022-2023 school year if properly licensed and qualified.

**RECOMMENDATION:** Approve the attached resolution terminating and non-renewing the teaching contracts of certain probationary teachers.

**PRIMARY ISSUE(S) TO CONSIDER:** Termination and non-renewal of probationary teachers.

**ATTACHMENTS:** Resolution

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE  
TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHERS:

Fenske, Heather

WHEREAS, the above named are probationary teachers in Independent School District 273.

BE IT RESOLVED, by the School Board of Independent School District 273, that pursuant to Minnesota Statute Section 122A.40, subdivision 5, that the teaching contracts of the above named, who are probationary teachers and/or long-term substitutes in Independent School District 273, be hereby terminated at the close of the current 2021-22 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and non-renewal of their current contracts, as follows:

**NOTICE OF TERMINATION  
AND NON-RENEWAL**

<<First>> <<Last>>

<<Location>>

<<Emp\_>>

Dear <<First>>:

You are hereby notified that at a regular meeting of the School Board of Independent School District 273 held on May 9, 2022, a resolution was adopted by majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022-23 school year. Said action of the Board is taken pursuant to Minnesota Statute Section 122A.40, subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT 273

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The motion for the adoption of the foregoing resolution was duly seconded by Board Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_ and the following voted against the same: \_\_\_\_\_, whereupon said resolution was declared duly passed and adopted.

---

Julie Greene, Clerk of the School Board, ISD 273

Director of Marketing and Communications  
261 duty days

INDEPENDENT SCHOOL DISTRICT NO. 273  
EDINA PUBLIC SCHOOLS  
Edina, Minnesota 55424

**EMPLOYMENT CONTRACT**

THIS CONTRACT, made and entered into this 9th day of May 2022, between Independent School District No. 273, City of Edina, Hennepin County, Minnesota, hereinafter called "Employer," and Daphne Edwards, hereinafter called "Employee," for the contract term of July 1, 2022 and extending through June 30, 2023.

Employee will perform the duties of the position of Director of Marketing and Communications as shall be designated by the Employer and in conformity with the Job Description for such position as adopted by the Employer.

Vacations, holidays and duty days shall be those prescribed for Employee's position by Employer, which may include as duty days those legal holidays on which the Employer is authorized to conduct school.

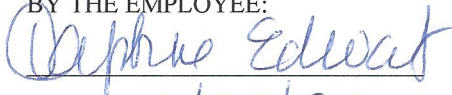
Employee will observe all policies, rules, and regulations of Employer and will make all reports required by Employer and the laws of Minnesota.

Employer will pay Employee for services under this contract at the rate of \$130,168.00, payable in semi-monthly installments, under the rules and regulations adopted by Employer in respect thereto. If a 2022-2023 salary increase is approved by the School Board for positions within the Superintendent's Advisory Council, then such salary increase will be applied to the annual salary provided in this contract.

This contract shall remain in full force and effect for its term, unless modified by mutual consent of the School Board and the Employee, or unless terminated by a majority vote of the full membership of the School Board for just cause or written resignation of the Employee before April 1. Such resignation shall take effect at the close of the fiscal year in which the resignation is accepted by the School Board. It is agreed that said contract is subject to review in subsequent years and any change agreed upon after the contract renewal date shall be retroactively applied to the point of contract renewal.

This contract is effective only after School Board authorization in an appropriate action, recorded in its minutes, and executed by the parties.

BY THE EMPLOYEE:



Date: 4/29/22

BY THE SCHOOL BOARD:

Its Chair: \_\_\_\_\_

Its Clerk: \_\_\_\_\_

BY THE SUPERINTENDENT:

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

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

Independent School District No. 273 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.



Director of Marketing and Communications  
4 duty days (June 27, 2022-June 30, 2022)

INDEPENDENT SCHOOL DISTRICT NO. 273  
EDINA PUBLIC SCHOOLS  
Edina, Minnesota 55424

**EMPLOYMENT CONTRACT**

THIS CONTRACT, made and entered into this 9th day of May 2022, between Independent School District No. 273, City of Edina, Hennepin County, Minnesota, hereinafter called "Employer," and Daphne Edwards, hereinafter called "Employee," for the contract term of June 27, 2022 and extending through June 30, 2022.

Employee will perform the duties of the position of Director of Marketing and Communications as shall be designated by the Employer and in conformity with the Job Description for such position as adopted by the Employer.

Vacations, holidays and duty days shall be those prescribed for Employee's position by Employer, which may include as duty days those legal holidays on which the Employer is authorized to conduct school. Benefits will be prorated based on the length of this contract.

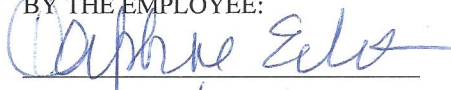
Employee will observe all policies, rules, and regulations of Employer and will make all reports required by Employer and the laws of Minnesota.

Employer will pay Employee for services under this contract at the rate of \$1,994.91, payable in semi-monthly installments, under the rules and regulations adopted by Employer in respect thereto.

This contract shall remain in full force and effect for its term, unless modified by mutual consent of the School Board and the Employee, or unless terminated by a majority vote of the full membership of the School Board for just cause or written resignation of the Employee before April 1. Such resignation shall take effect at the close of the fiscal year in which the resignation is accepted by the School Board. It is agreed that said contract is subject to review in subsequent years and any change agreed upon after the contract renewal date shall be retroactively applied to the point of contract renewal.

This contract is effective only after School Board authorization in an appropriate action, recorded in its minutes, and executed by the parties.

BY THE EMPLOYEE:



Date: 4/29/22

BY THE SCHOOL BOARD:

Its Chair: \_\_\_\_\_

Its Clerk: \_\_\_\_\_

BY THE SUPERINTENDENT:

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

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

Independent School District No. 273 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

Director of Community Education and Strategic Partnerships  
261 duty days

INDEPENDENT SCHOOL DISTRICT NO. 273  
EDINA PUBLIC SCHOOLS  
Edina, Minnesota 55424

**EMPLOYMENT CONTRACT**

THIS CONTRACT, made and entered into this 9th day of May 2022, between Independent School District No. 273, City of Edina, Hennepin County, Minnesota, hereinafter called "Employer," and Anne Marie Leland, hereinafter called "Employee," for the contract term of July 1, 2022 and extending through June 30, 2023.

Employee will perform the duties of the position of Director of Community Education and Strategic Partnerships as shall be designated by the Employer and in conformity with the Job Description for such position as adopted by the Employer.

Vacations, holidays and duty days shall be those prescribed for Employee's position by Employer, which may include as duty days those legal holidays on which the Employer is authorized to conduct school.

Employee will observe all policies, rules, and regulations of Employer and will make all reports required by Employer and the laws of Minnesota.

Employer will pay Employee for services under this contract at the rate of \$145,644.00, payable in semi-monthly installments, under the rules and regulations adopted by Employer in respect thereto. If a 2022-2023 salary increase is approved by the School Board for positions within the Superintendent's Advisory Council, then such salary increase will be applied to the annual salary provided in this contract.

This contract shall remain in full force and effect for its term, unless modified by mutual consent of the School Board and the Employee, or unless terminated by a majority vote of the full membership of the School Board for just cause or written resignation of the Employee before April 1. Such resignation shall take effect at the close of the fiscal year in which the resignation is accepted by the School Board. It is agreed that said contract is subject to review in subsequent years and any change agreed upon after the contract renewal date shall be retroactively applied to the point of contract renewal.

This contract is effective only after School Board authorization in an appropriate action, recorded in its minutes, and executed by the parties.

BY THE EMPLOYEE

BY THE SCHOOL BOARD:

Its Chair: \_\_\_\_\_

Its Clerk: \_\_\_\_\_

Date: May 5, 2022

BY THE SUPERINTENDENT:

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

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

Independent School District No. 273 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

## FOR CONSENT

### INDEPENDENT SCHOOL DISTRICT 273 Regular Meeting, May 9, 2022

SUBJECT: COMMENDATION OF LENY WALLEN-FRIEDMAN

Be it Resolved, That

The School Board

Commend and recognize Leny Wallen-Friedman for his service on the Edina School Board from January 2012 through May 2022.

### BACKGROUND INFORMATION

The Board hereby expresses its sincere appreciation, and that of the staff and residents of the School District, for Leny Wallen-Friedman's ten years of devoted service to the Edina Public Schools and its affairs during the period 2012 through 2022.

Leny Wallen-Friedman has served the district in many different capacities both on the board and off. Vice Chair Wallen-Friedman served as Board Chair for four years. He also served on each of the different Board committees during his tenure: Finance and Facilities, Policy, Teaching and Learning, and Human Resources, which is now our Governance Committee. He has also served as Board liaison to many organizations. These have included the Student Activities Advisory Committee and Early Childhood Special Education Committee. Additionally, he has been the Board liaison to Edina High School.

Vice Chair Wallen-Friedman has been a very valuable Board member in many different ways. His years of experience provided a breadth and depth of knowledge to all discussions, and his expertise in finance and law always provided valuable context in many discussions. Vice Chair Wallen-Friedman was involved in many critical decisions regarding the district, including the hiring of two Superintendents, the development of two different strategic plans, moving the 9th grade level to the high school, starttime changes at the middle and elementary schools, and many other critical decisions.

Vice Chair Wallen-Friedman has been a very dedicated, pragmatic, and strategic-minded Board member.

The Board members congratulate Leny Wallen-Friedman, and extend a collective and individual "thank you" for a job well done!



**Board Meeting Date:** 5/9/22

**TITLE:** Staff End Of Year Letter

**TYPE:** Consent

**PRESENTER(S):** Governance Committee

**BACKGROUND:** This letter has been written and prepared to send to all staff prior to the school year ending to express the board's gratitude for everyone.

**RECOMMENDATION:** Approve the letter.

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

Review letter.

**ATTACHMENTS:**

1. Letter

Dear Edina Administrators, Educators and Staff,

The Merriam-Webster dictionary defines the word *grateful* as, “appreciative of benefits received : expressing gratitude.” This word first appeared in the 16th century, around the time of the beginning of the Scientific Revolution and many other significant historical events. One can imagine someone saying, “Copernicus, I am so *grateful* you are proposing the earth revolves around the sun.” Or, “DaVinci, wow, we are so *grateful* you are painting this Mona Lisa thing.” From the Latin word “gratus,” which means “pleasing” and “thankful,” this root word is also the source of such familiar words such as “gratitude,” “congratulations,” and “gratuity.”

The Urban Dictionary defines the word *preesh* as, “thanks; appreciation for something; gratitude.” This word first appeared in the 21st century, around the time of the launch of the first iPhone and Facebook and the last known production of the VCR. One can imagine statements such as, “I’d preesh it if my new iPhone model lasted longer than a year.” Or, “Wow, Mr. Zuckerberg, I so preesh you tracking all my online purchases.”

While one can imagine many such uses for the words gratitude and preesh and many derivatives between, there is no way that the creators of either word could have predicted the confluence of events that have defined the last few years in public education. If they had, they might have created new and more creative terms such as:

- *Dynamester*: From the Greek root word “dyna” meaning “power” and the Latin word “semestris” meaning “six-month’s duration.” Definition: “power through the rest of this semester.” Common use: “Once I *dynamester*, I can enjoy my summer vacation.”
- *Malanesthetic*: From the Latin root words “mal” meaning “bad” and “aesthet” meaning “feeling” or “sensation.” Definition: “I have a really bad feeling.” Appropriate use would be: “After my student blew his nose in his mask, a *malanesthetic* feeling hit my stomach.”
- *Narcabrevity*: From the Greek root word “narc” meaning “sleep” and the Latin root word “brev” meaning “short.” Definition: “Did I really sleep last night?” Appropriate use would be: “I am so exhausted and these nights of *narcabrevity* are not helping.”

And most importantly:

- *Docuphiltation*: From the Greek root word “doc” meaning “teach” and the Greek root word “phil” meaning “love.” Definition: “love of teaching; students.” Common use: “My students reinforce my *docuphiltation*.”

Thank you for indulging in our attempt at some levity as we near the end of another school that has proven itself to be challenging and stressful in many ways. We know you are exhausted and you have a right to be. Your well-being is important to us. Please know we are committed to supporting each of you and will continue to actively work on plans to do so. EPS teachers, thank

you for showing up for our students in more ways than we can count this year and for always striving to be like the teacher you'd want for your own kids. We are so preeshed.

Have a wonderful summer.

Sincerely,

Your Edina School Board



DEFINING EXCELLENCE

Board Meeting Date: 5/9/2022

**TITLE:** Expenditures Payable 04-01-22 for Period 10

**TYPE:** Consent

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

**BACKGROUND:**

01	General Fund	\$2,112,412.14
02	Food Service Fund	\$271,645.78
04	Community Service Fund	\$78,306.26
06	Construction	\$152,038.16
	Long Term Facility Maintenance	
	Technology	
07	Debt Redemption Fund	\$0.00
12	Construction -2015 Building Bond	\$0.00
20	Internal Service - Dental Self Insurance	\$0.00
50	Student Activities	\$0.00
	Total Expenditures	\$2,614,402.34

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

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

**ATTACHMENTS:**

1. April Check Register – FY2022 P10

SOURCEWELL TECHNOLOGY  
DATE: 05/02/2022  
TIME: 06:39:04

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='10'  
ACCOUNTING PERIOD: 10/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01529850302000	370	HIGHLANDS 03/22	0.00	350.47
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01527850302000	370	CONNELIA 03/22	0.00	474.66
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01020850302000	370	VALLEY VIEW 03/22	0.00	486.41
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01522850302000	370	CREEK VALLEY 03/22	0.00	492.30
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01528850302000	370	COUNTRYSIDE 03/22	0.00	504.37
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01526850302000	370	CONCORD 03/22	0.00	591.24
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01005850302000	370	ECC/DO 03/22	0.00	596.45
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01533850302000	370	NORMANDALE 03/22	0.00	657.55
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01009850302000	370	BUS GARAGE 03/22	0.00	10.05
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01019850302000	370	SOUTH VIEW 03/22	0.00	334.40
A101.00	386337	04/06/22	32610	ADVANCED IMAGING SO	01021850302000	370	HIGH SCHOOL 03/22	0.00	1,218.88
TOTAL CHECK									5,716.78
A101.00	386338	04/06/22	33429	ALLIANCE PARTS & TR	01009760720000	402	OTL FILTERS	0.00	107.10
A101.00	386340	04/06/22	33330	ANNIE DOUGHTY	01005105000000	305	HR CONSULTING	0.00	3,093.75
A101.00	386344	04/06/22	00500	ASTLEFORD INTERNATT	01009760720000	402	SENSOR	0.00	15.32
A101.00	386345	04/06/22	05628	AUTO PLUS PARTS	01009760720000	402	GREASE	0.00	37.71
A101.00	386346	04/06/22	28391	AVANT ASSESSMENT LL	01021211000096	430	AVANT STAMP TESTS	0.00	3,840.70
A101.00	386347	04/06/22	24904	A-Z RENTAL CENTER	01528810000810	401	PROPANE TANK REFILL	0.00	19.25
A101.00	386347	04/06/22	24904	A-Z RENTAL CENTER	01020810000000	401	LP FOR SCRUBBER/BUR	0.00	57.75
TOTAL CHECK									77.00
A101.00	386348	04/06/22	14652	BAUER BUILT INC	01009760720000	403	TIRES	0.00	2,063.64
A101.00	386348	04/06/22	14652	BAUER BUILT INC	01009760720000	403	TIRE DISPOSAL	0.00	86.00
TOTAL CHECK									2,149.64
A101.00	386349	04/06/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,000.00
A101.00	386349	04/06/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	687.50
A101.00	386349	04/06/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	2,100.00
TOTAL CHECK									3,787.50
A101.00	386350	04/06/22	28301	BEMIDJI STATE UNIVE	01021211000000	394	MATH 1107 SPRING 20	0.00	6,000.00
A101.00	386351	04/06/22	21161	BERT'S TRUCK EQUIPM	01009760720000	402	PLow CUTTING EDGES	0.00	3,002.95
A101.00	386352	04/06/22	10270	BOYER TRUCKS	01009760720000	402	AIR FILTERS	0.00	181.56
A101.00	386352	04/06/22	10270	BOYER TRUCKS	01009760720000	402	OTL FILTERS	0.00	276.20
TOTAL CHECK									457.76
A101.00	386353	04/06/22	21085	BROOKES PUBLISHING	01005420419000	401	ASQ PRO SUBSCRIPTIO	0.00	249.95
A101.00	386354	04/06/22	01012	BSN SPORTS, LLC	01019050000000	401	STAFF SHIRTS	0.00	38.00
A101.00	386355	04/06/22	27717	CATALYST SOURCING S	01005810000000	305	ONDEMAND/FACILITIES	0.00	406.00
A101.00	386355	04/06/22	27717	CATALYST SOURCING S	01021292000000	305	ONDEMAND/ACTIVITIES	0.00	217.50
A101.00	386355	04/06/22	27717	CATALYST SOURCING S	01005110000000	305	SUPP TRACK MON SUBS	0.00	229.99
A101.00	386355	04/06/22	27717	CATALYST SOURCING S	01005110000000	305	ONDEMAND/VENDED FOO	0.00	3,364.00



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TOTAL CHECK									
A101.00	386358	04/06/22	12261	CUSHMAN MOTOR COMPA	0152810000820	401	HL-VENTRAC SWITCH	0.00	4,217.49
A101.00	386360	04/06/22	25305	DIESEL COMPONENTS I	01009760720000	402	TURBO ACTUATOR	0.00	147.38
A101.00	386360	04/06/22	25305	DIESEL COMPONENTS I	01009760720000	402	CORE CREDIT	0.00	1,097.40
TOTAL CHECK									
A101.00	386361	04/06/22	23495	EDINA HISTORICAL SO	01528203000240	369	4/11 CAHILL SCHOOL	0.00	225.00
A101.00	386361	04/06/22	23495	EDINA HISTORICAL SO	01528203000240	369	4/12 CAHILL SCHOOL	0.00	225.00
A101.00	386361	04/06/22	23495	EDINA HISTORICAL SO	01528203000240	369	4/13 CAHILL SCHOOL	0.00	225.00
TOTAL CHECK									
A101.00	386363	04/06/22	20505	EDUCATION LOGISTICS	01009760720000	320	MAR22-GPS SERVICES	0.00	6/5.00
A101.00	386364	04/06/22	24575	EDUCATORS BENEFIT C	01005105000000	305	ACT1095C MAILING LI	0.00	2,327.20
A101.00	386364	04/06/22	24575	EDUCATORS BENEFIT C	01005105000000	305	403(B) TPA MONTHLY	0.00	1,453.00
TOTAL CHECK									
A101.00	386365	04/06/22	33398	FIDELITY SECURITY L 01	L215.25	EMPLOYEE W/HOLDING	0.00	0.00	4,019.79
A101.00	386366	04/06/22	25849	SHRED-IT USA	01020211000000	305	VV-SHREDDING SERVIC	0.00	45.96
A101.00	386367	04/06/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	154.00
A101.00	386367	04/06/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	308.00
A101.00	386367	04/06/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	5,000.00
TOTAL CHECK									
A101.00	386368	04/06/22	13854	GILBERT MECHANICAL	01528810000000	350	BOILER UPGRADES	0.00	10,462.00
A101.00	386368	04/06/22	13854	GILBERT MECHANICAL	01528810000000	350	BOILER UPDATE	0.00	154.50
A101.00	386368	04/06/22	13854	GILBERT MECHANICAL	01020810000000	350	AHU PRGM TROUBLSHOO	0.00	343.50
A101.00	386368	04/06/22	13854	GILBERT MECHANICAL	01528810000000	350	RTU-1 REPAIRS	0.00	463.50
A101.00	386368	04/06/22	13854	GILBERT MECHANICAL	01020810000000	350	AHU PRGM TROUBLSHOO	0.00	498.00
TOTAL CHECK									
A101.00	386370	04/06/22	09346	GRAINGER	01009760720000	402	SCREWS	0.00	2,386.50
A101.00	386370	04/06/22	09346	GRAINGER	01009760720000	402	BRASS TAG	0.00	100.50
A101.00	386370	04/06/22	09346	GRAINGER	01009760720000	402	BATTERY	0.00	113.55
A101.00	386370	04/06/22	09346	GRAINGER	01009760720000	402	WIRE	0.00	34.46
A101.00	386370	04/06/22	09346	GRAINGER	01009760720000	402	PLTER	0.00	40.72
A101.00	386370	04/06/22	09346	GRAINGER	01009760720000	402	PENS	0.00	16.78
TOTAL CHECK									
A101.00	386371	04/06/22	30209	GRAINGER	01005865352000	401	ECC-PADLOCKS	0.00	11.95
A101.00	386372	04/06/22	27788	GREATAMERICA FINANC	01019211000000	329	SV-MAR22 POSTAGE MT	0.00	317.96
A101.00	386373	04/06/22	00296	GROTH MUSIC COMPANY	01532203000000	430	BAND MUSIC	0.00	20.74
A101.00	386373	04/06/22	00296	GROTH MUSIC COMPANY	01005258000250	430	BAND MUSIC	0.00	185.95
TOTAL CHECK									

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A101.00	386374	04/06/22	02356	HAWKINS INC	01020810000815	401	POOL CHEMICALS	0.00	952.40
A101.00	386375	04/06/22	31133	HAZEL H. REINHARDT	01005030000000	305	DEMO STUDY K-12 ENR	0.00	7,000.00
A101.00	386377	04/06/22	03263	HOGLUND BUS CO INC	01009760720000	402	SENSOR	0.00	51.06
A101.00	386378	04/06/22	03318	HOUSE OF NOTE	01005258000250	350	CELLO REPAIRS (7)	0.00	1,297.50
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,312.46
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01021399830000	390	CAREER & TECH	0.00	1,738.31
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,361.11
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01005715342000	311	SAFE SCHOOL	0.00	10,901.96
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,938.31
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	10,994.47
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01005865382000	390	LONG TERM FACILITIE	0.00	4,246.43
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION F	0.00	3,633.99
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	2,439.83
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01005850302287	370	LEASE LEVY	0.00	23,849.38
A101.00	386380	04/06/22	16322	INTERMEDIATE DISTRI	01005400000000	390	ITINERANT	0.00	27,749.66
TOTAL CHECK									108,165.91
A101.00	386382	04/06/22	32923	JERRY'S FOODS EDINA	01005211320000	490	FOOD FOR MEETING	0.00	58.23
A101.00	386382	04/06/22	32923	JERRY'S FOODS EDINA	01005211320000	490	FOOD FOR MEETING	0.00	36.05
TOTAL CHECK									94.28
A101.00	386383	04/06/22	12665	JESSEN PRESS INC	01005105000000	401	BUSINESS CARDS-C.S.	0.00	48.25
A101.00	386383	04/06/22	12665	JESSEN PRESS INC	01005109000000	401	ENVELOPES	0.00	52.75
TOTAL CHECK									101.00
A101.00	386384	04/06/22	13917	JH LARSON COMPANY	01019810000000	401	10K AIC BREAKER-P00	0.00	243.69
A101.00	386385	04/06/22	14618	JOHN W MCKONE -- BE	01021258000251	350	PIANO TUNING	0.00	280.00
A101.00	386386	04/06/22	28416	JOSTENS   ATTN: JAU	01019640316000	366	REGISTRATION - B.M.	0.00	475.00
A101.00	386387	04/06/22	24230	JUNIOR ACHIEVEMENT	01529203000240	369	JA BIZTOWN FIELD TR	0.00	1,919.00
A101.00	386388	04/06/22	09728	JW PEPPER & SON INC	01020258000251	430	CHOIR MUSIC	0.00	26.99
A101.00	386388	04/06/22	09728	JW PEPPER & SON INC	01020258000251	430	CHOIR MUSIC	0.00	26.99
A101.00	386388	04/06/22	09728	JW PEPPER & SON INC	01020258000251	430	CHOIR MUSIC	0.00	64.97
A101.00	386388	04/06/22	09728	JW PEPPER & SON INC	01020258000251	430	CHOIR MUSIC	0.00	1.99
A101.00	386388	04/06/22	09728	JW PEPPER & SON INC	01020258000251	430	CHOIR MUSIC	0.00	10.75
TOTAL CHECK									131.69
A101.00	386389	04/06/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	2,633.24
A101.00	386389	04/06/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	2,783.95
A101.00	386389	04/06/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	2,343.48
A101.00	386389	04/06/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED FUEL	0.00	2,068.39
TOTAL CHECK									9,829.06
A101.00	386390	04/06/22	33514	KEVIN SCHAFER	01021296000651	302	GBSKTBALL: HOPKINS	0.00	82.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386391	04/06/22	32966	KINECT ENERGY, INC	01005810000000	440	APR22 ENERGY MGMT F	0.00	850.00
A101.00	386392	04/06/22	31374	KOCH SCHOOL BUS SER	01009760723000	360	FEB22 BUS SERVICES	0.00	12,413.27
A101.00	386393	04/06/22	32990	LUMEN TECHNOLOGIES	01005620000000	320	DO 02/12/22-03/11/2	0.00	2,243.13
A101.00	386394	04/06/22	26066	MAC TOOLS DISTRIBUT	01009760720000	402	CREEPER	0.00	129.99
A101.00	386395	04/06/22	E8336	ELIZABETH MADSON	01019640316000	366	J.A.U. CONF AIR FAR	0.00	297.20
A101.00	386397	04/06/22	33006	MCCROSSAN BOYS RANC	01005410740000	392	SPEED SERVICE IN C&T	0.00	770.04
A101.00	386397	04/06/22	33006	MCCROSSAN BOYS RANC	01005211000000	392	REG ED SERVICE IN C	0.00	1,155.06
TOTAL CHECK								0.00	1,925.10
A101.00	386398	04/06/22	09167	MENARDS - GOLDEN VA	01526810000810	401	REPAIR PARTS	0.00	82.01
A101.00	386399	04/06/22	30024	MENARDS - EDEN PRAI	01020810000000	401	COUNTER TOP PARTS	0.00	10.98
A101.00	386401	04/06/22	20037	METRO ELEVATOR INC	01005810000000	305	APR22-ELEVATOR SERV	0.00	1,236.66
A101.00	386403	04/06/22	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/HOLDIN	0.00	1,782.58
A101.00	386404	04/06/22	31505	MN DEPARTMENT OF PU	01005865363000	305	CS/CV/EHS FIRE INSP	0.00	9,883.24
A101.00	386407	04/06/22	20465	NORTHEFIELD LINES IN	01529203733240	360	BUS TO CAMP FOLEY	0.00	2,819.32
A101.00	386408	04/06/22	33520	NORTHWESTERN GLASS	01529810000000	350	GLASS REPAIR	0.00	31.45
A101.00	386409	04/06/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - S.T.	0.00	75.00
A101.00	386409	04/06/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - D.H.	0.00	75.00
A101.00	386409	04/06/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - M.H.	0.00	225.00
TOTAL CHECK								0.00	
A101.00	386410	04/06/22	31228	OPENTEXT INC	01005630000000	320	FEES FOR FEB22	0.00	167.82
A101.00	386411	04/06/22	26050	OVERDRIVE INC	01005620795000	470	LIBRARY BOOKS	0.00	11.69
A101.00	386411	04/06/22	26050	OVERDRIVE INC	01005620795000	470	LIBRARY BOOKS	0.00	658.83
TOTAL CHECK								0.00	670.52
A101.00	386412	04/06/22	15331	PRAIRIE ELECTRIC CO	01019810000000	350	KEYED SWITCHES GYM	0.00	1,889.70
A101.00	386414	04/06/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	386415	04/06/22	05932	PRO-ED	01528203000000	460	PRODUCT #13624	0.00	23.10
A101.00	386416	04/06/22	15592	PUMP AND METER SERV	01009760720000	401	PRO KEY	0.00	-60.00
A101.00	386416	04/06/22	15592	PUMP AND METER SERV	01009760720000	401	PRO KEY	0.00	60.00
TOTAL CHECK								0.00	0.00
A101.00	386417	04/06/22	31716	RIVERSIDE INSIGHTS	01005420419000	401	#2000294 - BDI 3RD	0.00	832.00
A101.00	386417	04/06/22	31716	RIVERSIDE INSIGHTS	01005420419000	401	#2000284 - BDI 3RD	0.00	281.00
A101.00	386417	04/06/22	31716	RIVERSIDE INSIGHTS	01005420419000	401	#2000281 - BDI 3RD	0.00	173.30

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TOTAL CHECK									
A101.00	386418	04/06/22	26986	ROBERT HALF TECHNOL	01005720170000	305	HR TEMP HOURS - L.B	0.00	1,286.30
A101.00	386419	04/06/22	15238	ROTARY CLUB OF EDIN	01005020000000	820	4TH QTR DUES-R.S.	0.00	653.87
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005109000000	305	LEGAL SERVICES-COMM	0.00	205.00
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005400000000	305	LEGAL SERVICES-SPED	0.00	196.00
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005110000000	305	LEGAL SERVICES-B.S.	0.00	147.00
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005630000000	305	LEGAL SERVICES-DMTS	0.00	519.69
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005020000000	305	LEGAL SERVICES-SUPE	0.00	269.50
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005010000000	305	LEGAL SERVICES-BOAR	0.00	2,348.00
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005105000000	305	LEGAL SERVICES-H.R.	0.00	3,141.00
A101.00	386420	04/06/22	26495	RUPP ANDERSON SQUIR	01005010000000	305	LEGAL SERVICES-LOGO	0.00	1,813.00
TOTAL CHECK									7,650.88
A101.00	386421	04/06/22	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/HOLDIN	0.00	16,285.07
A101.00	386422	04/06/22	32832	SCHOOL SPECIALTY, L	01532212000000	430	ON LINE ART ORDER	0.00	3,121.27
A101.00	386423	04/06/22	21013	SHRED RIGHT	01529050000000	305	HL-SHREDDING SERVIC	0.00	119.51
A101.00	386424	04/06/22	33339	SIMPLE WORDS BOOKS	01527420740000	433	BUNDLE: PLAY FORMAT	0.00	15.00
TOTAL CHECK									150.00
A101.00	386425	04/06/22	33371	SOLIANT HEALTH LLC	01005410740000	433	ESTIMATED SHIPPING/	0.00	15.00
A101.00	386426	04/06/22	26885	STAR AUTISM SUPPORT	01529411740000	433	SKU: 1011 - STAR PR	0.00	165.00
A101.00	386426	04/06/22	26885	STAR AUTISM SUPPORT	01529411740000	433	SKU: 3011 - THE STA	0.00	2,964.00
A101.00	386426	04/06/22	26885	STAR AUTISM SUPPORT	01529411740000	433	SKU: 5010 - THE STA	0.00	396.00
TOTAL CHECK									129.00
A101.00	386427	04/06/22	31140	SUNBELT STAFFING LL	01005420740000	394	ESTIMATED SHIPPING/	0.00	49.00
A101.00	386427	04/06/22	31140	SUNBELT STAFFING LL	01005420740000	394	SKU: 5010 - THE STA	0.00	57.40
TOTAL CHECK									631.40
A101.00	386429	04/06/22	33524	SUSAN JOHNSON	01005211320000	394	SPED SLP CONTRACT S	0.00	1,745.25
A101.00	386430	04/06/22	31285	SYN-TECH SYSTEMS	01009760720000	394	SPED OT CONTRACT SE	0.00	1,790.00
A101.00	386432	04/06/22	10603	THREE RIVERS PARK D	01527203000240	394	SPED OT CONTRACT SE	0.00	1,790.00
A101.00	386433	04/06/22	27819	T-MOBILE	01005630000000	394	SPED OT CONTRACT SE	0.00	5,325.25
A101.00	386434	04/06/22	28897	TONENOWKS MUSIC THE	01005420740000	394	2 LACROSSE REG REIM	0.00	490.00
A101.00	386435	04/06/22	25195	TOTAL REGISTRATION	01021211000436	394	SUPPOT	0.00	42.00
A101.00	386436	04/06/22	33519	TRUDY ARRIAGA	01005204414000	394	FIELD TRIP	0.00	412.80
							MAR22-EPS HOT SPOTS	0.00	120.27
							FEB22-MUSIC THERAPY	0.00	5,025.00
							AP REGISTRATION PRG	0.00	4,219.30
							PROFESSIONAL DEVELO	0.00	5,000.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	386437	04/06/22	24826	TRUST POINT	01005105000000	305	FY2021 PREP FORM 99	0.00	575.00
A101.00	386438	04/06/22	23013	UNIVERSITY LANGUAGE	01005219317000	358	INTERPRETER-EL	0.00	1,191.39
A101.00	386438	04/06/22	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPED	0.00	1,191.70
TOTAL CHECK								0.00	1,383.09
A101.00	386439	04/06/22	22607	UNIVERSITY OF MINNE	01021230000271	394	CIS LATIN SPRING 20	0.00	1,740.00
A101.00	386441	04/06/22	07630	WENGER CORPORATION	01019211000093	430	250A002.305 ULTRA S	0.00	4,126.00
A101.00	386441	04/06/22	07630	WENGER CORPORATION	01019311000093	430	250A005.354 ULTRAST	0.00	3,958.00
A101.00	386441	04/06/22	07630	WENGER CORPORATION	01019211000093	430	ESTIMATED SHIPPING/	0.00	970.08
TOTAL CHECK								0.00	9,054.08
A101.00	386442	04/06/22	23075	WEST METRO LEARNING	01005411740000	394	IEP SERVICES REQUIR	0.00	10,235.00
A101.00	386442	04/06/22	23075	WEST METRO LEARNING	01005411740000	394	IEP SERVICES REQUIR	0.00	5,885.00
A101.00	386442	04/06/22	23075	WEST METRO LEARNING	01005411740000	394	IEP SERVICES REQUIR	0.00	9,157.50
A101.00	386442	04/06/22	23075	WEST METRO LEARNING	01005411740000	394	IEP SERVICES REQUIR	0.00	1,200.00
TOTAL CHECK								0.00	26,477.50
A101.00	386443	04/06/22	31733	WESTWOOD HILLS NATU	01527203000240	369	FIELD TRIP	0.00	404.70
A101.00	386444	04/06/22	24966	WEX BANK	01009760720000	441	UNLEADED FUEL	0.00	367.64
A101.00	386445	04/06/22	15501	WILD RUMPUS BOOK ST	01005620795000	470	BOOKS FOR CV	0.00	846.07
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC LIGHTING REPLACE	0.00	789.65
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01020865384000	305	VV POOL TILE REPLAC	0.00	871.65
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2022 INTERIOR F	0.00	462.94
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01529865384000	305	HL LIGHTING REPLACE	0.00	573.33
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01020865384000	305	CC LTFM	0.00	184.50
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01008865384000	305	VV AUDITORIUM ACOUS	0.00	185.24
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01020865384000	305	ECC RENOVATIONS	0.00	160.95
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01020865384000	305	VV DOOR#23 UPGRADES	0.00	165.34
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC ADDITION	0.00	9,563.06
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01021865384000	305	EHS DEFERRED MAINT	0.00	61,241.08
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01528865384000	305	CS LIGHTING REPLACE	0.00	4,435.61
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOVATION	0.00	4,955.73
A101.00	386446	04/06/22	25308	WOLD ARCHITECTS & E	01532865384000	305	CV LIGHTING REPLACE	0.00	306.20
TOTAL CHECK								0.00	83,895.28
A101.00	386447	04/13/22	32833	93 HOP LLC	01009760720000	330	MAR22-BUS SOLAR PRO	0.00	1,656.00
A101.00	386448	04/13/22	32071	93 SKIP LLC	01527810000000	330	MAR22-CN SOLAR PROD	0.00	2,573.18
A101.00	386448	04/13/22	32071	93 SKIP LLC	01009760720000	330	MAR22-BUS SOLAR PRO	0.00	2,203.03
TOTAL CHECK								0.00	2,776.21
A101.00	386449	04/13/22	31980	ADA SPORTS AND RACK	01021240000000	430	HEALTH/PE SUPPLIES	0.00	1,403.00
A101.00	386451	04/13/22	21968	ALL STRINGS ATTACHE	01021258000252	350	BASS REPAIR	0.00	360.00
A101.00	386452	04/13/22	28258	AMERICAN MAILING MA	01021211000000	329	POSTAGE SUPPLIES	0.00	86.40

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386454	04/13/22	00500	ASTLEFORD INTERNATI	01009760720000	402	SEAL	0.00	16.69
A101.00	386454	04/13/22	00500	ASTLEFORD INTERNATI	01009760720000	402	SWITCH	0.00	158.24
A101.00	386454	04/13/22	00500	ASTLEFORD INTERNATI	01009760720000	402	GASKET	0.00	386.07
TOTAL CHECK								0.00	561.00
A101.00	386455	04/13/22	33466	BAILEY POTTERY EQUI	01021211302000	530	QUOTE#0499063	0.00	2,364.70
A101.00	386455	04/13/22	33466	BAILEY POTTERY EQUI	01021211302000	530	C-136-17	0.00	139.40
A101.00	386455	04/13/22	33466	BAILEY POTTERY EQUI	01021211302000	530	C-136-5	0.00	17.85
A101.00	386455	04/13/22	33466	BAILEY POTTERY EQUI	01021211302000	530	C-136-11	0.00	100.30
A101.00	386455	04/13/22	33466	BAILEY POTTERY EQUI	01021211302000	530	C-136-14	0.00	432.65
A101.00	386455	04/13/22	33466	BAILEY POTTERY EQUI	01021211302000	530	C-136-22	0.00	46.75
TOTAL CHECK							ESTIMATED SHIPPING/	0.00	500.00
A101.00	386456	04/13/22	24971	BATTERIES R US	01021810000000	401	FIRE PANEL BATTERIE	0.00	3,601.65
A101.00	386457	04/13/22	20697	BAYCOM INC	01021211000000	401	WALKIE BATTERIES	0.00	159.96
A101.00	386457	04/13/22	20697	BAYCOM INC	01529203000000	350	WALKIE REPAIRS	0.00	93.00
TOTAL CHECK								0.00	202.50
A101.00	386458	04/13/22	28129	BRAUN INTERTEC CORP	01532865384000	305	EHS-SITE IMPROVEMEN	0.00	274.16
A101.00	386458	04/13/22	28129	BRAUN INTERTEC CORP	01528865384000	305	CS-SITE IMPROVEMENT	0.00	274.17
TOTAL CHECK							CV-SITE IMPROVEMENT	0.00	274.17
A101.00	386459	04/13/22	01170	CAROLINA BIOLOGICAL	01533260000000	430	FOSS LIVING MATERIA	0.00	822.50
TOTAL CHECK							ESTIMATED SHIPPING/	0.00	153.75
A101.00	386460	04/13/22	24945	CENTURYLINK	01526810000000	320	CC 03/19/22-04/18/2	0.00	36.95
A101.00	386461	04/13/22	33528	CESO TRANSPORTATION	01009760720000	305	APR22-TRANS MGMT FE	0.00	190.70
TOTAL CHECK							MAR22-TRANS MGMT FE	0.00	63.80
A101.00	386463	04/13/22	20648	CHURCH OF ST PATRIC	01005206414011	335	TITLE II RENT DEPOS	0.00	9,580.00
A101.00	386464	04/13/22	12515	COLE PAPERS INC	01021050000000	401	OFFICE SUPPLIES	0.00	4,790.00
TOTAL CHECK							OFFICE SUPPLIES	0.00	14,370.00
A101.00	386465	04/13/22	33133	CRAIG STEVENS	01005109000000	305	WEBSITE LOGOS	0.00	450.00
A101.00	386466	04/13/22	12261	CUSHMAN MOTOR COMPA	01527810000000	350	VENTRAC WRTY WORK	0.00	265.85
A101.00	386468	04/13/22	13063	ECM PUBLISHERS INC	01020865384000	305	VV-POOL TILE REPLAC	0.00	-265.85
A101.00	386468	04/13/22	13063	ECM PUBLISHERS INC	01020865384000	305	ECC-2022 REROOF BID	0.00	0.00
A101.00	386468	04/13/22	13063	ECM PUBLISHERS INC	01020865384000	305	VV-2022 REROOF BID	0.00	107.10
TOTAL CHECK							EHS-2022 REROOF BID	0.00	107.10
A101.00	386468	04/13/22	13063	ECM PUBLISHERS INC	01021865384000	305		0.00	583.10

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A101.00	386470	04/13/22	28966	FACTORY MOTOR PARTS	01009760720000	402	HARNES	0.00	206.92
A101.00	386470	04/13/22	28966	FACTORY MOTOR PARTS	01009760720000	402	FILTER	0.00	32.87
TOTAL CHECK								0.00	239.79
A101.00	386471	04/13/22	30545	FLICEK WELDING	01526865383000	520	CC-ROOFTOP GUARDRAI	0.00	9,400.00
A101.00	386472	04/13/22	33526	FUTURE GENIUS INC	01005203302000	406	BETA MATERS LICENSE	0.00	3,900.00
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	SV-APR22 INTR MONIT	0.00	40.08
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	CV-APR22 INTR MONIT	0.00	40.08
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	HL-APR22 INTR MONIT	0.00	40.08
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	CC-APR22 INTR MONIT	0.00	40.08
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	CN-APR22 INTR MONIT	0.00	40.08
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	CS-APR22 INTR MONIT	0.00	17.95
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	ECC-APR22 INTR MONI	0.00	40.08
A101.00	386473	04/13/22	18200	GENERAL SECURITY SE	01005810000000	305	EHS-APR22 INTR MONI	0.00	40.08
TOTAL CHECK	386473	04/13/22	18200	GENERAL SECURITY SE	010058100000000	305	VV-APR22 INTR MONIT	0.00	338.59
A101.00	386474	04/13/22	13854	GILBERT MECHANICAL	01021810000000	350	AIR CHASE DAMPER	0.00	500.00
A101.00	386475	04/13/22	09346	GRAINGER	01021810000000	401	CABLE/KIT RETURN	0.00	-178.86
A101.00	386475	04/13/22	09346	GRAINGER	01009760720000	402	HEAT SHRINK TUBE	0.00	61.61
A101.00	386475	04/13/22	09346	GRAINGER	01021810000000	401	CABLE/KIT	0.00	178.86
TOTAL CHECK								0.00	61.61
A101.00	386476	04/13/22	30209	GRAINGER	01526810000810	401	BARRIER POST	0.00	128.84
A101.00	386477	04/13/22	27788	GREATAMERICA FINANC	01008105000000	329	MAY22-ECC POSTAGE M	0.00	159.00
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	350	OBOE REPAIR	0.00	103.00
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	350	BASSOON REPAIR	0.00	176.00
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	350	CLARINET REPAIR	0.00	88.00
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	350	OBOE REPAIR	0.00	88.00
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND MUSIC	0.00	57.60
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021291000250	430	CREDIT ON INV135006	0.00	-280.75
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	430	CREDIT ON INV 31795	0.00	-54.40
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND MUSIC BOOKS	0.00	13.44
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	14.38
A101.00	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000250	430	BASS GUITAR AMP	0.00	379.99
TOTAL CHECK	386478	04/13/22	00296	GROTH MUSIC COMPANY	01021258000252	430		0.00	585.26
A101.00	386479	04/13/22	03263	HOGlund BUS CO INC	01009760720000	402	SEAL	0.00	18.54
A101.00	386479	04/13/22	03263	HOGlund BUS CO INC	01009760720000	402	SENSOR	0.00	252.45
TOTAL CHECK								0.00	270.99
A101.00	386480	04/13/22	21315	HORIZON COMMERCIAL	01019810000815	401	POOL CHEMICALS	0.00	1,309.45
A101.00	386481	04/13/22	32728	IDENTITYS INC	01005105000000	401	BADGE CARD SLEEVES	0.00	126.87
A101.00	386481	04/13/22	32728	IDENTITYS INC	01005105000000	401	BADGE CARDS	0.00	678.69
TOTAL CHECK								0.00	805.56





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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00 A101.00 TOTAL CHECK	386503 386503	04/13/22 04/13/22	04661 04661	OFFICE DEPOT INC OFFICE DEPOT INC	01532203000000 01532203000000	401 401	ONE LINE ORDER FOR ONE LINE ORDER FOR	0.00 0.00 0.00	405.41 116.43 521.84
A101.00	386504	04/13/22	15331	PRAIRIE ELECTRIC CO	01021810000820	350	EXTERIOR LAMP REPL.	0.00	390.00
A101.00	386505	04/13/22	32940	PREMIUM WATERS INC	01008105000000	401	APR22-HOT/COLD CNTR	0.00	29.95
A101.00 A101.00 TOTAL CHECK	386506 386506	04/13/22 04/13/22	26986 26986	ROBERT HALF TECHNOL ROBERT HALF TECHNOL	01005720170000 01005720170000	305 305	HR TEMP HOURS - L.B. HR TEMP HOURS-L.B.	0.00 0.00 0.00	655.51 655.18 1,310.69
A101.00	386507	04/13/22	33316	SANTANDER BANK, N.A	01005760302000	580	04/22 CONTRACT PMT	0.00	28,412.25
A101.00	386508	04/13/22	21451	SCHERER BROTHERS LU	01019291000256	401	SPRING MUSICAL SET	0.00	1,076.10
A101.00	386509	04/13/22	32832	SCHOOL SPECIALTY, L	01526212000000	430	ART ROOM SUPPLIES	0.00	150.79
A101.00 A101.00 TOTAL CHECK	386510 386510	04/13/22 04/13/22	E12524 E12524	GINA S SCHROEPFER GINA S SCHROEPFER	01529203000000 01529203000000	460 401	BOOK CLUB BOOKS STEM SUPPLIES	0.00 0.00 0.00	24.25 45.93 70.18
A101.00	386511	04/13/22	22930	SIGN PRO	01005810000000	401	DW - NAME PLATE	0.00	16.00
A101.00	386512	04/13/22	08656	SPS COMPANIES INC	01021810000000	401	PLUMBING PARTS	0.00	48.52
A101.00	386513	04/13/22	33529	STREET LAW INC	01021640316000	490	REGISTRANT MEALS-C.	0.00	150.00
A101.00	386514	04/13/22	22773	SUMMIT FIRE PROTECT	01005865363000	305	BUS-NIT PANEL SERVI	0.00	365.00
A101.00 A101.00 A101.00 TOTAL CHECK	386515 386515 386515	04/13/22 04/13/22 04/13/22	26581 26581 26581	THE MCDOWELL AGENCY THE MCDOWELL AGENCY THE MCDOWELL AGENCY	01005105000000 01 01 01005105000000	305 L215.03 L215.03 305	BKGD CHECK-STUD TEA BKGD CHECK-EPS EMPL BKGD CHECK-HOST FAM BKGD CHECK-PARENT V	0.00 0.00 0.00 0.00	15.00 368.50 1,015.50 2,144.40
A101.00 A101.00 TOTAL CHECK	386518 386518	04/13/22 04/13/22	31732 31732	TOSHIBA BUSINESS SO TOSHIBA BUSINESS SO	01021258000250 01021258000250	430 430	BAND MUSIC COPIES BAND MUSIC COPIES	0.00 0.00 0.00	180.00 180.00 360.00
A101.00 A101.00 A101.00 A101.00 A101.00 A101.00 A101.00 A101.00 TOTAL CHECK	386519 386519 386519 386519 386519 386519 386519 386519	04/13/22 04/13/22 04/13/22 04/13/22 04/13/22 04/13/22 04/13/22 04/13/22	22468 22468 22468 22468 22468 22468 22468 22468	TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN TRI-STATE BOBCAT IN	01005810000820 01019810000820 01526810000820 01005810000820 01526810000820 01019810000820 01005810000820 01005810000820	401 401 401 401 401 401 401 401	DW-ROTOR BLADE SV-ROTOR BLADE CC-ROTOR BLADE DW-CHUTE CC-CHUTE SY-CHUTE DW-SPARK PLUGS ECC-CHUTE ECC-ROTOR BLADE	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	50.78 50.79 70.79 50.00 70.00 70.00 47.98 140.00 101.58 651.92

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386520	04/13/22	28040	TWIN CITY TRANSPORT	01009760728000	360	MAR22-HOMELESS TRAN	0.00	4,868.16
A101.00	386520	04/13/22	28040	TWIN CITY TRANSPORT	01009760723000	360	MAR22-SPEED TRANSPOR	0.00	33,347.96
TOTAL CHECK								0.00	38,216.12
A101.00	386521	04/13/22	25724	U LINE	01019810000000	401	PALLET TRUCK	0.00	524.68
A101.00	386522	04/13/22	19534	VERIFIED CREDENTIAL	01009760720000	305	BKGD CHECKS-MULTIPL	0.00	540.04
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01532810000000	332	CV-APR22 SERVICES	0.00	560.28
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01529810000000	332	HL-APR22 SERVICES	0.00	625.60
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01526810000000	332	CC-APR22 SERVICES	0.00	712.59
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01527810000000	332	CN-APR22 SERVICES	0.00	461.73
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01533810000000	332	ND-APR22 SERVICES	0.00	316.33
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01009760720000	332	BUS-APR22 SERVICES	0.00	171.59
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01021810000000	332	EHS-APR22 SERVICES	0.00	3,031.91
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01528810000000	332	CS-APR22 SERVICES	0.00	1,362.35
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01019810000000	332	SV-APR22 SERVICES	0.00	1,490.85
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01020810000000	332	VV-APR22 SERVICES	0.00	1,081.76
A101.00	386523	04/13/22	14932	WASTE MANAGEMENT OF	01008810000000	332	ECC-APR22 SERVICES	0.00	1,121.53
TOTAL CHECK								0.00	10,936.52
A101.00	386525	04/13/22	15967	WEST MUSIC COMPANY	01533258000000	430	YARN MALLETS, SOFT	0.00	64.00
A101.00	386525	04/13/22	15967	WEST MUSIC COMPANY	01533258000000	430	ESTIMATED SHIPPING/	0.00	10.95
TOTAL CHECK								0.00	74.95
A101.00	386526	04/13/22	10895	WESTMARK PRODUCTION	01021291000252	305	SO-V0 RECORDING	0.00	450.00
A101.00	386528	04/13/22	05410	XCEL ENERGY	01009760720000	330	BUS 02/23/22-03/24/	0.00	-2,007.01
A101.00	386528	04/13/22	05410	XCEL ENERGY	01527810000000	330	CN 02/24/22-03/27/2	0.00	2,725.96
A101.00	386528	04/13/22	05410	XCEL ENERGY	01532810000000	330	CV 02/23/22-03/24/2	0.00	5,716.07
A101.00	386528	04/13/22	05410	XCEL ENERGY	01526810000000	330	CC 02/23/22-03/24/2	0.00	5,748.66
A101.00	386528	04/13/22	05410	XCEL ENERGY	01533810000000	330	ND 02/23/22-03/24/2	0.00	4,346.52
A101.00	386528	04/13/22	05410	XCEL ENERGY	01529810000000	330	HL 02/24/22-03/27/2	0.00	4,453.15
A101.00	386528	04/13/22	05410	XCEL ENERGY	01021810000000	330	CS 02/23/22-03/24/2	0.00	5,322.10
A101.00	386528	04/13/22	05410	XCEL ENERGY	01020810000000	330	EHS 02/23/22-03/24/	0.00	36,543.53
A101.00	386528	04/13/22	05410	XCEL ENERGY	01008810000000	330	VV 02/23/22-03/24/2	0.00	13,264.70
A101.00	386528	04/13/22	05410	XCEL ENERGY	01009760720000	330	ECC 02/23/22-03/24/	0.00	15,410.38
A101.00	386528	04/13/22	05410	XCEL ENERGY	01019810000000	330	SV 02/23/22-03/24/2	0.00	17,247.29
TOTAL CHECK								0.00	108,771.35
A101.00	386529	04/20/22	25650	SPORTS PRO LLC	01021292000000	401	WELLNESS CTR SUPPLI	0.00	867.00
A101.00	386530	04/20/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 05.08 0631790	0.00	34.15
A101.00	386530	04/20/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 05.08 0631790	0.00	4,151.77
A101.00	386530	04/20/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 05.08 0631790	0.00	68.96
A101.00	386530	04/20/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 05.08 0631790	0.00	246.00
TOTAL CHECK								0.00	4,500.88
A101.00	386532	04/20/22	33537	ALEXANDER GIRALDO	01005640316000	305	CS SPANISH CURRICUL	0.00	682.50
A101.00	386533	04/20/22	14659	ALLEGRA	01021291000256	401	STL SHOW SIGNS/POST	0.00	36.95

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A101.00	386537	04/20/22	00500	ASTLEFORD INTERNATT	01009760720000	402	BELT AND TENSIONER	0.00	153.16
A101.00	386538	04/20/22	24971	BATTERIES R US	010208100008310	401	BURNISHER BATTERY	0.00	119.99
A101.00	386539	04/20/22	33530	BETH PETERSON	01005410740000	394	AUDIO ASSESSMENT REI	0.00	631.16
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021291000280	401	STORE DECORATIONS	0.00	522.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021296000673	401	GLACROSSE JACKETS	0.00	308.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021294000670	401	WRESTLING MASKS	0.00	341.25
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021294000673	401	BLACKROSSE SUPPLIES	0.00	209.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021292000000	401	BSKATBALL DECORATIO	0.00	74.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021292000000	401	BSKATBALL DECORATIO	0.00	105.30
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021296000663	401	GSOCER REPLACEMENT	0.00	56.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021292000000	401	CHAMP HATS (#194)	0.00	53.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021291000280	401	STORE SWEATSHIRTS	0.00	5,259.18
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021292000000	401	CHAMP HATS (#195)	0.00	88.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021292000000	401	CHAMP HATS (#194)	0.00	71.00
A101.00	386540	04/20/22	01012	BSN SPORTS, LLC	01021292000000	401	CHAMP HATS DECORATI	0.00	1,100.00
TOTAL CHECK	386540	04/20/22	01012					0.00	8,186.73

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A101.00	386544	04/20/22	33509	CHRISTINE JOHNSON	01005211320000	305	INDIAN ED CONSULTAN	0.00	2,500.00
A101.00	386545	04/20/22	01321	CITY OF EDINA	01008810000000	331	ECC 12/28/21-03/28/ ND 12/28/21-03/28/2	0.00 0.00	3,234.78 912.37
TOTAL CHECK	386545	04/20/22	01321	CITY OF EDINA	01533810000000	331		0.00	4,147.15

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A101.00	386546	04/20/22	00911	CITY OF EDINA - BRA	01021294000657	R060	HOCKEY GATE FEES	0.00	10,779.00
A101.00	386546	04/20/22	00911	CITY OF EDINA - BRA	01021296000657	R060	HOCKEY GATE FEES	0.00	4,580.00
TOTAL CHECK								0.00	15,359.00
A101.00	386547	04/20/22	32814	COMCAST CABLE MANAG	01005630000000	320	APR22 - INTERNET	0.00	9.95
A101.00	386548	04/20/22	33539	COTTER SCHOOLS	01021291000255	369	SPEECH ENTRY FEE	0.00	18.00
A101.00	386549	04/20/22	30032	CUB FOODS EDEN PRAI	01020250000000	430	FACS FOOD SUPPLY	0.00	61.07
A101.00	386549	04/20/22	30032	CUB FOODS EDEN PRAI	01020250000000	430	FACS FOOD SUPPLY	0.00	69.26
A101.00	386549	04/20/22	30032	CUB FOODS EDEN PRAI	01020250000000	430	FACS FOOD SUPPLY	0.00	58.98
A101.00	386549	04/20/22	30032	CUB FOODS EDEN PRAI	01020250000000	430	FACS FOOD SUPPLY	0.00	53.65
A101.00	386549	04/20/22	30032	CUB FOODS EDEN PRAI	01020250000000	430	FACS FOOD SUPPLY	0.00	24.93
TOTAL CHECK								0.00	267.89
A101.00	386551	04/20/22	33032	DIGITAL THEATRE	01021211000000	460	2022 SUBSC: LANG AR	0.00	3,054.88
A101.00	386552	04/20/22	25244	DRAIN PRO PLUMBING	01020810000000	350	SNAKE SCIENCE DRAIN	0.00	295.00
A101.00	386553	04/20/22	12171	ECKROTH MUSIC	01020291000250	430	XYLOPHONE	0.00	2,108.00
A101.00	386554	04/20/22	13063	ECM PUBLISHERS INC	01005010000000	305	FEB 14 WS	0.00	53.55
A101.00	386554	04/20/22	13063	ECM PUBLISHERS INC	01005010000000	305	FEB 24 WS	0.00	59.50
A101.00	386554	04/20/22	13063	ECM PUBLISHERS INC	01005010000000	305	FEB 14 SPEC	0.00	65.45
A101.00	386554	04/20/22	13063	ECM PUBLISHERS INC	01005010000000	305	FEB 14 REG	0.00	136.85
TOTAL CHECK								0.00	315.35
A101.00	386555	04/20/22	33450	EDINA BOYS LACROSSE	01005258302000	530	M-F CF EVO LINE CEL	0.00	-3,299.00
A101.00	386555	04/20/22	33450	EDINA BOYS LACROSSE	01005258302000	530	M-F CF EVO LINE CEL	0.00	3,299.00
TOTAL CHECK								0.00	0.00
A101.00	386556	04/20/22	24575	EDUCATORS BENEFIT C	01005105000000	305	ACT PARTICIPANT FEE	0.00	319.88
A101.00	386556	04/20/22	24575	EDUCATORS BENEFIT C	01005105000000	305	ACT BASE FEE	0.00	102.00
TOTAL CHECK								0.00	421.88
A101.00	386557	04/20/22	28966	FACTORY MOTOR PARTS	01009760720000	403	BATTERY	0.00	102.50
A101.00	386557	04/20/22	28966	FACTORY MOTOR PARTS	01009760720000	402	HEATER CORE	0.00	47.22
TOTAL CHECK								0.00	149.72
A101.00	386559	04/20/22	01190	FLEET PRIDE	01009760720000	402	DIESEL FILTER	0.00	2,162.50
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	5,852.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	6,006.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	308.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	462.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	462.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	462.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	154.00
A101.00	386560	04/20/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	154.00
TOTAL CHECK								0.00	13,860.00
A101.00	386563	04/20/22	18200	GENERAL SECURITY SE	01005810000000	305	ECC-MAR22 PATROL RE	0.00	35.00

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A101.00	386563	04/20/22	18200	GENERAL SECURITY SE	01005810000000	305	BUS-MAR22 PATROL RE	0.00	90.00
TOTAL CHECK								0.00	125.00
A101.00	386564	04/20/22	13854	GILBERT MECHANICAL	01527865380000	520	PROVIDE & INSTALL A	0.00	7,980.00
A101.00	386565	04/20/22	09346	GRAINGER	01009760720000	402	SOCKET	0.00	118.93
A101.00	386565	04/20/22	09346	GRAINGER	01009760720000	402	STAPLES	0.00	5.60
TOTAL CHECK								0.00	124.53
A101.00	386566	04/20/22	30209	GRAINGER	01021292000000	401	EHS ATHLETICS-CABLE	0.00	250.53
A101.00	386567	04/20/22	27788	GREATAMERICA FINANC	01021211000000	329	EHS-APR22 POSTAGE M	0.00	149.95
A101.00	386568	04/20/22	00296	GROTH MUSIC COMPANY	01020258000250	430	REEDS	0.00	90.15
A101.00	386569	04/20/22	15367	H&B SPECIALIZED PRO	01021292000000	350	BSKTBALL HOOP REPAI	0.00	446.00
A101.00	386570	04/20/22	32201	H2I GROUP, INC	01021211000130	401	ROLAND REPL PART	0.00	237.50
A101.00	386571	04/20/22	33533	HENNEPIN COUNTY - E	01005760715000	360	FOSTER TRANSPORT RE	0.00	746.26
A101.00	386572	04/20/22	03263	HOGUND BUS CO INC	01009760720000	402	TURBO KIT	0.00	206.90
A101.00	386572	04/20/22	03263	HOGUND BUS CO INC	01009760720000	402	CREDIT ON ACCT	0.00	-31.25
A101.00	386572	04/20/22	03263	HOGUND BUS CO INC	01009760720000	402	SENSOR	0.00	252.45
A101.00	386572	04/20/22	03263	HOGUND BUS CO INC	01009760720000	402	GASKET	0.00	428.97
A101.00	386572	04/20/22	03263	HOGUND BUS CO INC	01009760720000	402	CONTROL MODULE	0.00	475.25
A101.00	386572	04/20/22	03263	HOGUND BUS CO INC	01009760720000	402	BRACKET	0.00	141.99
TOTAL CHECK								0.00	1,474.31
A101.00	386573	04/20/22	21315	HORIZON COMMERCIAL	01020810000815	401	POOL CHEMICALS/SUPP	0.00	304.52
A101.00	386574	04/20/22	03318	HOUSE OF NOTE	01020258000252	350	VIOLIN REPAIR	0.00	120.00
A101.00	386575	04/20/22	03488	INSPEC INC	01008865384000	305	ECC-TENNIS CRT REHA	0.00	2,400.00
A101.00	386575	04/20/22	03488	INSPEC INC	01008865383000	305	ECC-2022 REROOF	0.00	2,666.66
A101.00	386575	04/20/22	03488	INSPEC INC	01021865383000	305	EHS-2022 REROOF	0.00	2,666.67
A101.00	386575	04/20/22	03488	INSPEC INC	01020865383000	305	VV-2022 REROOF	0.00	2,666.67
A101.00	386575	04/20/22	03488	INSPEC INC	01021865383000	305	EHS-2022 REROOF	0.00	3,800.50
A101.00	386575	04/20/22	03488	INSPEC INC	01020865383000	305	VV-2022 REROOF	0.00	3,800.50
A101.00	386575	04/20/22	03488	INSPEC INC	01008865383000	305	ECC-2022 REROOF	0.00	3,800.50
A101.00	386575	04/20/22	03488	INSPEC INC	01008865383000	305	SV WALL-PROF SERVIC	0.00	946.25
A101.00	386575	04/20/22	03488	INSPEC INC	01526865368000	305	CC WALL-PROF SERVIC	0.00	946.25
TOTAL CHECK								0.00	23,694.00
A101.00	386576	04/20/22	28476	INSTRUMENTALIST AWA	01021291000250	401	BAND SUPPLIES: AMAR	0.00	199.00
A101.00	386577	04/20/22	32617	IPEVO INC	01534420740000	433	#A-900-4-01-00 - IP	0.00	39.99
A101.00	386577	04/20/22	32617	IPEVO INC	01534420740000	433	ESTIMATED SHIPPING/	0.00	14.36
TOTAL CHECK								0.00	54.35
A101.00	386578	04/20/22	25605	ISD #112 -- CHANHAS	01021296000655	369	GGOLF TOURNEY ENTRY	0.00	360.00



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A101.00	386596	04/20/22	18737	METRO SALES INC	01021292000000	305	MAR-JUN22 ATHL BASE	0.00	234.90
A101.00	386596	04/20/22	18737	METRO SALES INC	01021292000000	305	APR22-ATHL COPIER	0.00	32.81
TOTAL CHECK								0.00	267.71
A101.00	386597	04/20/22	18173	M-F ATHLETIC	01021294000667	401	SHOTS - TRACK	0.00	259.65
A101.00	386597	04/20/22	18173	M-F ATHLETIC	01021296000667	401	TRACK SUPPLIES	0.00	753.35
TOTAL CHECK								0.00	1,013.00
A101.00	386598	04/20/22	22660	MIDWEST BUS PARTS I	01009760720000	402	LIGHTS	0.00	41.00
A101.00	386598	04/20/22	22660	MIDWEST BUS PARTS I	01009760720000	402	GLASS	0.00	168.10
A101.00	386598	04/20/22	22660	MIDWEST BUS PARTS I	01009760720000	402	WHEEL CHAIR HOLD DO	0.00	1,269.24
TOTAL CHECK								0.00	1,478.34
A101.00	386599	04/20/22	25471	MIDWEST SPECIAL INS	01005720000000	401	CALIBRATION TESTING	0.00	760.00
A101.00	386600	04/20/22	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLDIN	0.00	1,708.45
A101.00	386601	04/20/22	16248	MINNESOTA ZOO	01532203000240	369	3RD GRD FIELD TRIP	0.00	600.00
A101.00	386602	04/20/22	22155	MN DECA	01021291000265	369	DECA ICDC DUES	0.00	4,547.00
A101.00	386603	04/20/22	26125	MN PEIP	01005203797000	291	RETIRES/COBRA	0.00	54,209.92
A101.00	386603	04/20/22	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	751,068.98
TOTAL CHECK								0.00	805,278.90
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - R.D.	0.00	60.00
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - S.P.	0.00	60.00
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - B.R.	0.00	60.00
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - J.B.	0.00	60.00
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - N.G.	0.00	60.00
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - A.G.	0.00	60.00
A101.00	386604	04/20/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - S.S.	0.00	60.00
TOTAL CHECK								0.00	420.00
A101.00	386605	04/20/22	21732	MULTILINGUAL WORD I	01005420419000	358	INTERPRETER-APED	0.00	88.00
A101.00	386605	04/20/22	21732	MULTILINGUAL WORD I	01005219317000	358	INTERPRETER-EL	0.00	156.00
A101.00	386605	04/20/22	21732	MULTILINGUAL WORD I	01020258000250	430	MUSIC STAND	0.00	820.00
A101.00	386605	04/20/22	21732	MULTILINGUAL WORD I	01005420419000	358	INTERPRETER-APED	0.00	-88.00
A101.00	386605	04/20/22	21732	MULTILINGUAL WORD I	01005219317000	358	INTERPRETER-EL	0.00	-156.00
A101.00	386605	04/20/22	21732	MULTILINGUAL WORD I	01020258000250	430	MUSIC STAND	0.00	-820.00
TOTAL CHECK								0.00	0.00
A101.00	386606	04/20/22	16033	NACAC	01021710000000	820	2022 MEMBERSHIPS (8	0.00	300.00
A101.00	386607	04/20/22	33534	NICHE VISUAL	01533810302000	530	ECC SIGNAGE	0.00	270.00
A101.00	386607	04/20/22	33534	NICHE VISUAL	01533810302000	530	ECC SIGNAGE	0.00	1,865.00
TOTAL CHECK								0.00	2,135.00
A101.00	386608	04/20/22	15623	NORMANDEALE COMMUNIT	01021211000000	394	PSEO ND SPRING 21-2	0.00	103,050.00
A101.00	386609	04/20/22	20465	NORTHFIELD LINES IN	01529203733240	360	BUS-ENVIRONMNT CAMP	0.00	3,163.28

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A101.00	386610	04/20/22	32199	NORTHWEST PASSAGE	01005408740000	392	MAR22-SPED TUITION	0.00	2,496.00
A101.00	386610	04/20/22	32199	NORTHWEST PASSAGE	01005211000000	392	MAR22-GEN ED TUITIO	0.00	1,069.50
TOTAL CHECK								0.00	3,565.50
A101.00	386611	04/20/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - J.B.	0.00	75.00
A101.00	386611	04/20/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - P.J.	0.00	75.00
TOTAL CHECK								0.00	150.00
A101.00	386612	04/20/22	04661	OFFICE DEPOT INC	01005110000000	401	GENERAL OFFICE SUPP	0.00	76.09
A101.00	386612	04/20/22	04661	OFFICE DEPOT INC	01526203000000	401	OFFICE SUPPLIES	0.00	63.28
A101.00	386612	04/20/22	04661	OFFICE DEPOT INC	01526203000000	401	WORK ROOM SUPPLIES	0.00	93.08
TOTAL CHECK								0.00	232.45
A101.00	386613	04/20/22	20111	ON SITE SANITATION	01021292000000	305	CC EVENT	0.00	366.00
A101.00	386614	04/20/22	26050	OVERDRIVE INC	01005620795000	470	VV PURCHASE	0.00	17.99
A101.00	386615	04/20/22	28994	PETER HODNE	01005203797000	291	SUPPL SPOUSE REIMB	0.00	1,196.00
A101.00	386615	04/20/22	28994	PETER HODNE	01005203797000	291	SUPPLEMENT REIMB	0.00	1,196.00
A101.00	386615	04/20/22	28994	PETER HODNE	01005203797000	291	MEDICARE REIMB	0.00	1,002.00
A101.00	386615	04/20/22	28994	PETER HODNE	01005203797000	291	MEDICARE SPOUSE REI	0.00	1,002.00
TOTAL CHECK								0.00	4,396.00
A101.00	386616	04/20/22	15331	PRAIRIE ELECTRIC CO	01021292000000	305	ECC GYM CAMERA INST	0.00	1,328.95
A101.00	386617	04/20/22	13882	PRIOR LAKE HIGH SCH	01021294000655	369	JV BOLF ENTRY	0.00	175.00
A101.00	386618	04/20/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	386619	04/20/22	31726	PROFESSIONAL BEVERA	01021292000000	305	ICE MACHINE: TRAIN	0.00	373.81
A101.00	386620	04/20/22	15508	PSAT/NMSQT	01021710000000	401	PSAT OCT21 ADMIN	0.00	4,836.00
A101.00	386621	04/20/22	30105	REV19 PAYK12, LLC	01021292000000	401	EXTRA CONF PASSES	0.00	548.22
A101.00	386622	04/20/22	30018	RIVER BOTTOM PRODUCE	01021291000252	305	SO-VO SOUND/TECH	0.00	1,110.00
A101.00	386622	04/20/22	30018	RIVER BOTTOM PRODUCE	01021291000256	305	MAMA MIA TECH	0.00	10,565.00
TOTAL CHECK								0.00	11,675.00
A101.00	386623	04/20/22	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SPED	0.00	120.00
A101.00	386624	04/20/22	15238	ROTARY CLUB OF EDIN	01005020000000	820	2ND QTR DUES - L.S.	0.00	205.00
A101.00	386624	04/20/22	15238	ROTARY CLUB OF EDIN	01005020000000	820	3RD QTR DUES - L.S.	0.00	205.00
A101.00	386624	04/20/22	15238	ROTARY CLUB OF EDIN	01005020000000	820	4TH QTR DUES - L.S.	0.00	205.00
TOTAL CHECK								0.00	615.00
A101.00	386625	04/20/22	33316	SANTANDER BANK, N.A	01005760302000	581	04/25 CONTR INTERES	0.00	148.54
A101.00	386625	04/20/22	33316	SANTANDER BANK, N.A	01005760302000	580	04/25 CONTRACT PMT	0.00	26,430.00
A101.00	386625	04/20/22	33316	SANTANDER BANK, N.A	01005760302000	580	04/25 CONTRACT PMT	0.00	8,661.46
A101.00	386625	04/20/22	33316	SANTANDER BANK, N.A	01005760302000	581	04/25 CONTR INTERES	0.00	1,990.18
A101.00	386625	04/20/22	33316	SANTANDER BANK, N.A	01005760302000	580	04/22 CONTRACT PMT	0.00	7.93



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TOTAL CHECK								0.00	37,238.11
A101.00	386626	04/20/22	33532	SARA VOIGTS	01020291000256	401	PROP REIMB: MUSICAL	0.00	158.97
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	EHS - AIR FILTERS	0.00	144.54
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	CC - AIR FILTERS	0.00	4,381.30
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	HL - AIR FILTERS	0.00	4,390.62
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	BUS - AIR FILTERS	0.00	2,065.78
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	CS - AIR FILTERS	0.00	2,818.54
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	CN - AIR FILTERS	0.00	4,761.38
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	CV - AIR FILTERS	0.00	6,767.78
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	VV - AIR FILTERS	0.00	12,615.88
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	SV - AIR FILTERS	0.00	16,425.16
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	ECC - AIR FILTERS	0.00	18,466.99
A101.00	386627	04/20/22	07296	SCAN AIR FILTER INC	01005720170000	401	EHS - AIR FILTERS	0.00	32,218.66
TOTAL CHECK						401		0.00	105,056.63
A101.00	386628	04/20/22	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,174.00
A101.00	386629	04/20/22	32832	SCHOOL SPECIALTY, L	01533203302000	530	BOOKCASE 36 X 13 X	0.00	226.14
A101.00	386629	04/20/22	32832	SCHOOL SPECIALTY, L	01526203000000	401	CLASSROOM SUPPLIES	0.00	105.58
TOTAL CHECK								0.00	331.72
A101.00	386630	04/20/22	E12524	GINA S SCHROEPFER	01529203000000	460	CLASSROOM BOOKS	0.00	29.67
A101.00	386631	04/20/22	21881	SHAMROCK GROUP	01021292000000	305	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	386632	04/20/22	21013	SHRED RIGHT	01005105000000	401	WO-258756: H.R.	0.00	15.00
A101.00	386632	04/20/22	21013	SHRED RIGHT	01005400000000	401	WO-258756: SPED	0.00	15.00
A101.00	386632	04/20/22	21013	SHRED RIGHT	01005110000000	401	WO-258756: B.S.	0.00	45.00
TOTAL CHECK								0.00	
A101.00	386633	04/20/22	22930	SIGN PRO	01005105000000	401	HR NAME PLATE	0.00	16.00
A101.00	386634	04/20/22	33371	SOLIANT HEALTH LLC	01005410740000	394	SPED SLP CONTRACT S	0.00	2,925.00
A101.00	386635	04/20/22	33317	SONJA ENGLAND	01020291000256	305	MUSICAL ACCOMPANIST	0.00	1,000.00
A101.00	386636	04/20/22	25785	SOUTH SUBURBAN CONF	01021294000661	369	ALPINE SKI ENTRY	0.00	676.00
A101.00	386637	04/20/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	1,790.00
A101.00	386638	04/20/22	23470	ATMOSPHERE COMMERC	01021292000000	401	ECC FURNITURE	0.00	500.00
A101.00	386638	04/20/22	23470	ATMOSPHERE COMMERC	01021292000000	401	ECC FURNITURE	0.00	8,555.84
TOTAL CHECK								0.00	9,055.84
A101.00	386639	04/20/22	20115	TELIN TRANSPORTATIO	01009760720000	402	CIRCUIT BOARD	0.00	294.67
A101.00	386640	04/20/22	26357	THE ADVISORS MARKET	01005109000000	401	RETIREMENT APPLES	0.00	1,958.48
A101.00	386641	04/20/22	15802	NIXON COMPANY INC	01020211000000	401	CERTIFICATES	0.00	200.00

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A101.00	386642	04/20/22	26510	UNIVERSAL ATHLETIC,	01021296000645	401	BADMINTON SUPPLIES	0.00	275.88
A101.00	386642	04/20/22	26510	UNIVERSAL ATHLETIC,	01021292000000	401	BASES FOR MCCARTHEY	0.00	300.00
A101.00	386642	04/20/22	26510	UNIVERSAL ATHLETIC,	01021294000673	401	BADMINTON SUPPLIES	0.00	499.80
A101.00	386642	04/20/22	26510	UNIVERSAL ATHLETIC,	01021292000000	401	TENNIS NETS	0.00	635.94
A101.00	386642	04/20/22	26510	UNIVERSAL ATHLETIC,	01021292000000	401	TENNIS NET	0.00	423.96
TOTAL CHECK						401		0.00	2,135.58
A101.00	386644	04/20/22	24818	WAYZATA RESULTS	01021294000667	305	TRACK MEET TIMING	0.00	900.00
A101.00	386645	04/20/22	16142	WHITE BEAR LAKE HIG	01021294000655	369	BGOLF INVITE ENTRY	0.00	480.00
A101.00	386646	04/20/22	22104	WOOD LAKE NATURE CE	01526203000240	369	1ST GRD FIELD TRIP	0.00	545.00
A101.00	386647	04/20/22	05410	XCEL ENERGY	01019810000000	330	SV 03/16/22-04/14/2	0.00	1,530.78
A101.00	386649	04/27/22	27554	AARON NEVILLE	01021294000657	302	JV: HOLIDAY TOURNEY	0.00	154.00
A101.00	386650	04/27/22	28138	AMERICAN SCHOOL COU	01021710000000	820	MEMBERSHIP - L.B.	0.00	129.00
A101.00	386651	04/27/22	33549	AMY WALKER	01529203000000	145	CLASSROOM SUBRING	0.00	130.00
A101.00	386651	04/27/22	33549	AMY WALKER	01529203000000	145	CLASSROOM SUBRING	0.00	81.25
TOTAL CHECK								0.00	211.25
A101.00	386652	04/27/22	16564	ANCOM COMMUNICATION	01009760720000	401	2 WAY RADIO HARNESS	0.00	358.28
A101.00	386652	04/27/22	16564	ANCOM COMMUNICATION	01009760720000	401	2 WAY RADIOS	0.00	3,309.00
TOTAL CHECK								0.00	3,667.28
A101.00	386653	04/27/22	00500	ASTLEFORD INTERNATI	01009760720000	402	BELT	0.00	153.16
A101.00	386654	04/27/22	24784	AUDIOQUIP INC	01019291000256	370	AUDIO RENTAL-MUSICA	0.00	2,880.00
A101.00	386655	04/27/22	05628	AUTO PLUS PARTS	01009760720000	401	TOOL	0.00	30.10
A101.00	386656	04/27/22	24971	BATTERIES R US	01021810000820	401	EHS - BATTERY	0.00	69.99
A101.00	386656	04/27/22	24971	BATTERIES R US	01005810000820	401	DW - BATTERY	0.00	69.99
TOTAL CHECK								0.00	139.98
A101.00	386657	04/27/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	390.00
A101.00	386657	04/27/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,650.00
A101.00	386657	04/27/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,680.00
A101.00	386657	04/27/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,752.50
TOTAL CHECK								0.00	5,472.50
A101.00	386658	04/27/22	20697	BAYCOM INC	01005420419000	350	MIC REPAIR	0.00	156.25
A101.00	386659	04/27/22	33541	CAMP IDUHAPI - YMCA	01528203000240	369	FIELD TRIP - DEPOSIT	0.00	3,969.18
A101.00	386660	04/27/22	22668	CAPSTONE PRESS INC	01005620795000	470	QUOTE MNL1172021093	0.00	1,005.55
A101.00	386661	04/27/22	01170	CAROLINA BIOLOGICAL	01533260000000	430	FOSS LIVING SCIENCE	0.00	159.65
A101.00	386661	04/27/22	01170	CAROLINA BIOLOGICAL	01533260000000	430	PAINTED LADY LARVAE	0.00	138.80
A101.00	386661	04/27/22	01170	CAROLINA BIOLOGICAL	01533260000000	430	ESTIMATED SHIPPING/	0.00	87.49

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A101.00	386682	04/27/22	16513	INSTITUTE FOR ENVIR	01005865352000	305	20-23 EHS MGMT SERV	0.00	1,807.12
A101.00	386682	04/27/22	16513	INSTITUTE FOR ENVIR	01005865352000	305	CS RADON TESTING	0.00	3,275.00
A101.00	386682	04/27/22	16513	INSTITUTE FOR ENVIR	01008865358000	305	2022 ECC ASBESTOS R	0.00	526.13
A101.00	386682	04/27/22	16513	INSTITUTE FOR ENVIR	01020865358000	305	2022 VV ASBESTOS RE	0.00	5,600.00
A101.00	386682	04/27/22	16513	INSTITUTE FOR ENVIR	01005865352000	305	EPS BUILDING WALKTH	0.00	11,734.38
TOTAL CHECK									
A101.00	386683	04/27/22	22560	INTELLIGERE LLC	01005790000000	358	INTERPRETER-GEN ED	0.00	700.00
A101.00	386683	04/27/22	22560	INTELLIGERE LLC	01005420419000	358	INTERPRETER-SPED	0.00	1,390.75
TOTAL CHECK									
A101.00	386683	04/27/22	22560	INTELLIGERE LLC	01005219317000	358	INTERPRETER-EL	0.00	1,293.25
A101.00	386684	04/27/22	25335	JANET UNGS - BUSINE	01005640316000	305	FEB22 SERVICES	0.00	260.00
A101.00	386685	04/27/22	33553	JEFF LANGE	01021294000651	302	GBSKTBALL: BUFFALO	0.00	101.00
A101.00	386686	04/27/22	99378	JEREMY WAUDBY	01021294000657	302	VARs: HOLIDAY TOURN	0.00	94.00
A101.00	386687	04/27/22	03720	JERRY'S HARDWARE	01019291000256	401	MUSICAL SUPPLIES	0.00	116.73
A101.00	386688	04/27/22	33547	JONI SUTTON	01005640316000	305	BAND INTERVIEWS	0.00	130.00
A101.00	386689	04/27/22	33055	JULIANNE SEEGER	01020291000256	430	PROP SUPPLIES REIMB	0.00	96.69
A101.00	386690	04/27/22	09728	JW PEPPER & SON INC	01020258000251	430	CHOIR MUSIC	0.00	24.99
A101.00	386691	04/27/22	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL CREDIT	0.00	-15,487.99
A101.00	386691	04/27/22	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL	0.00	19,081.92
A101.00	386691	04/27/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	1,939.17
TOTAL CHECK									
A101.00	386692	04/27/22	33545	KIRBRE ENTERPRISES	01020211000091	430	PLTW EQUIPMENT GRAN	0.00	6,111.68
A101.00	386693	04/27/22	27836	LANGUAGE TESTING IN	01021211000096	430	ALTRA LATIN TESTS	0.00	2,647.88
A101.00	386694	04/27/22	31559	LITERACY RESOURCES,	01527203000000	430	INTERVENTION LESSON	0.00	210.00
A101.00	386695	04/27/22	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR VV	0.00	259.16
A101.00	386696	04/27/22	14980	MASBO	01005110000000	820	BOOKS FOR VV	0.00	321.58
A101.00	386696	04/27/22	14980	MASBO	01005110000000	820	MASBO ANNUAL MEMBER	0.00	110.00
A101.00	386696	04/27/22	14980	MASBO	01005110000000	820	MASBO ANNUAL MEMBER	0.00	110.00
A101.00	386696	04/27/22	14980	MASBO	01005110000000	820	MASBO ANNUAL MEMBER	0.00	110.00
A101.00	386696	04/27/22	14980	MASBO	01005110000000	820	MASBO ANNUAL MEMBER	0.00	110.00
TOTAL CHECK									
A101.00	386697	04/27/22	09167	MENARDS - GOLDEN VA	01526810000810	401	ASBO ANNUAL MEMBERS	0.00	275.00
A101.00	386698	04/27/22	30024	MENARDS - EDEN PRAI	01021810000820	401	CUSTODIAL SUPPLIES	0.00	715.00
A101.00	386698	04/27/22	30024	MENARDS - EDEN PRAI	01008810000000	401	EHS - STEEL	0.00	39.44
A101.00	386698	04/27/22	30024	MENARDS - EDEN PRAI	01008810000000	401	CLEANING SUPPLIES	0.00	83.63
A101.00	386698	04/27/22	30024	MENARDS - EDEN PRAI	01008810000000	401	CLEANING SUPPLIES	0.00	57.21

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A101.00	386698	04/27/22	30024	MENARDS - EDEN PRAI	01021810000820	401	EHS - STEEL RETURN	0.00	-49.32
TOTAL CHECK								0.00	91.52
A101.00	386699	04/27/22	20037	METRO ELEVATOR INC	01005810000000	305	MAY22-DW ELEVATOR S	0.00	1,236.66
A101.00	386700	04/27/22	22660	MIDWEST BUS PARTS I	01009760720000	402	LED LIGHTS	0.00	189.42
A101.00	386700	04/27/22	22660	MIDWEST BUS PARTS I	01009760720000	402	MIC	0.00	195.98
A101.00	386700	04/27/22	22660	MIDWEST BUS PARTS I	01009760720000	402	MIC	0.00	195.98
A101.00	386700	04/27/22	22660	MIDWEST BUS PARTS I	01009760720000	402	DOOR SWITCH	0.00	56.46
A101.00	386700	04/27/22	22660	MIDWEST BUS PARTS I	01009760720000	402	HEATER MOTOR	0.00	69.50
A101.00	386700	04/27/22	22660	MIDWEST BUS PARTS I	01009760720000	402	LED LIGHTS	0.00	87.75
TOTAL CHECK								0.00	795.09
A101.00	386701	04/27/22	25471	MIDWEST SPECIAL INS	01005720000000	401	CALIBRATION AUDIOMT	0.00	40.00
A101.00	386702	04/27/22	16248	MINNESOTA ZOO	01528203000240	369	3RD GRD FIELD TRIP	0.00	384.00
A101.00	386703	04/27/22	25281	MITCHELL FRAZIER	01019291000256	305	MUSICAL LIGHTING	0.00	500.00
A101.00	386704	04/27/22	33546	MONTV'S TRAVELING R	01529203000240	369	REPTILE SHOW DAY CA	0.00	550.00
A101.00	386705	04/27/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - L.B.	0.00	60.00
A101.00	386705	04/27/22	15633	MSCA-MN SCHOOL COUN	01021710000000	820	MEMBERSHIP - N.P.	0.00	60.00
TOTAL CHECK								0.00	120.00
A101.00	386706	04/27/22	04847	MTI DISTRIBUTING IN	01021810000820	401	EHS - VALVE/SOLENOI	0.00	137.69
A101.00	386706	04/27/22	04847	MTI DISTRIBUTING IN	01005810000820	401	DW - VALVE/SOLENOID	0.00	137.69
TOTAL CHECK								0.00	275.38
A101.00	386707	04/27/22	21838	MHS - MULTI-HEALTH	01005420419000	401	#30047 - CONNERS 3	0.00	118.75
A101.00	386707	04/27/22	21838	MHS - MULTI-HEALTH	01005420419000	401	#ASK027 - ASRS TEAC	0.00	212.50
A101.00	386707	04/27/22	21838	MHS - MULTI-HEALTH	01005420419000	401	#CEFF04 - CEFI TEAC	0.00	112.50
TOTAL CHECK								0.00	443.75
A101.00	386708	04/27/22	21732	MULTILINGUAL WORD I	01005219317000	358	INTERPRETER-EL	0.00	156.00
A101.00	386708	04/27/22	21732	MULTILINGUAL WORD I	01005420419000	358	INTERPRETER-APED	0.00	88.00
TOTAL CHECK								0.00	244.00
A101.00	386709	04/27/22	21956	THE MUSIC MART	01020258000250	430	MUSIC STAND	0.00	820.00
A101.00	386710	04/27/22	31035	MYSTERY SCIENCE INC	01532203000096	430	QUOTE #179120 MYSTE	0.00	1,325.00
A101.00	386711	04/27/22	18615	NAC MECHANICAL & EL	01019810000000	350	WATER HEATER REPAIR	0.00	1,381.23
A101.00	386711	04/27/22	18615	NAC MECHANICAL & EL	01019810000000	350	WATER HEATER REPAIR	0.00	4,873.70
TOTAL CHECK								0.00	6,254.93
A101.00	386712	04/27/22	22535	NEW DOMINION SCHOOL	01005211000000	390	MAR22-GEN ED TUITION	0.00	1,430.10
A101.00	386712	04/27/22	22535	NEW DOMINION SCHOOL	01005408740000	393	MAR22-SPED TUITION	0.00	4,066.92
TOTAL CHECK								0.00	5,497.02
A101.00	386713	04/27/22	04661	OFFICE DEPOT INC	01527203000052	430	GRADE 2 STUDENT SUP	0.00	284.00
A101.00	386713	04/27/22	04661	OFFICE DEPOT INC	01527203000052	430	GRADE 2 STUDENT SUP	0.00	43.36

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386713	04/27/22	04661	OFFICE DEPOT INC	01527203000000	401	OFFICE SUPPLIES-END	0.00	72.35
A101.00	386713	04/27/22	04661	OFFICE DEPOT INC	01532203000000	401	ON LINE ORDER ADMIN	0.00	9.29
A101.00	386713	04/27/22	04661	OFFICE DEPOT INC	01532203000000	401	ON LINE ORDER ADMIN	0.00	151.99
TOTAL CHECK								0.00	560.99
A101.00	386714	04/27/22	31370	PETER RUSK	01021291000256	305	SPACE GIRL EDITING	0.00	1,400.00
A101.00	386715	04/27/22	30930	PLANSOURCE	01005105000000	305	SERVICES FOR APR22	0.00	12,002.11
A101.00	386716	04/27/22	31948	PLAYMAKERS LLC	01005640316000	305	JAN-MAR22 CONSULTIN	0.00	5,600.00
A101.00	386717	04/27/22	26655	POPP BINDING & LAMI	01533050000000	401	25"X500" 1.5MIL CLE	0.00	139.84
A101.00	386718	04/27/22	33525	PRESENCELEARNING, I	01526401740000	305	MAR22-SP/LA CONSULT	0.00	5,779.66
A101.00	386719	04/27/22	33464	PROCARE THERAPY	01533412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	386719	04/27/22	33464	PROCARE THERAPY	01533412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
TOTAL CHECK								0.00	4,588.20
A101.00	386720	04/27/22	33544	REID KENNEDY	01020291000250	305	JAZZ CLINICIAN	0.00	150.00
A101.00	386721	04/27/22	33535	ROSALIE FUQUA	01529203000000	145	CLASSROOM SUBBING	0.00	113.75
A101.00	386721	04/27/22	33535	ROSALIE FUQUA	01529203000000	145	CLASSROOM SUBBING	0.00	113.75
TOTAL CHECK								0.00	227.50
A101.00	386722	04/27/22	33543	SAN MATEO UNION HS	01005020000000	366	2034 CONSORT CONF (	0.00	2,603.73
A101.00	386723	04/27/22	08979	SCANTRON CORPORATIO	01021050000000	401	95407	0.00	60.00
A101.00	386723	04/27/22	08979	SCANTRON CORPORATIO	01021050000000	401	95679	0.00	832.50
A101.00	386723	04/27/22	08979	SCANTRON CORPORATIO	01021050000000	401	95141	0.00	1,328.25
A101.00	386723	04/27/22	08979	SCANTRON CORPORATIO	01021050000000	401	95142	0.00	1,525.00
A101.00	386723	04/27/22	08979	SCANTRON CORPORATIO	01021050000000	401	95946	0.00	122.00
A101.00	386723	04/27/22	08979	SCANTRON CORPORATIO	01021050000000	401	ESTIMATED SHIPPING/	0.00	342.83
TOTAL CHECK								0.00	4,210.58
A101.00	386724	04/27/22	06400	SCHMITT MUSIC COMPA	01020258000250	350	TUBA REPAIR	0.00	12.00
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01527212000000	430	ART INSTRUCTIONAL S	0.00	24.88
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01526321200000	430	ART ROOM SUPPLIES	0.00	29.88
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	SHARPIE FINE POINT	0.00	138.00
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	WATERCOLOR REFILL, B	0.00	28.55
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	CHALK ASSORTED 144	0.00	31.00
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	MARKER CLASS PACK A	0.00	129.98
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	RHINESTONES ASSORTE	0.00	35.32
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	PENCILS 144	0.00	19.95
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	PENCIL GRIP 72	0.00	54.46
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	COLORLED PENCILS 64	0.00	51.84
A101.00	386725	04/27/22	32832	SCHOOL SPECIALTY, L	01533212000000	430	PENCIL SHARPENER	0.00	27.96
TOTAL CHECK								0.00	571.82
A101.00	386726	04/27/22	32558	SCOTT AGSTER	01020291000250	305	JAZZ CLINICIAN	0.00	150.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386727	04/27/22	30748	SIMPLE CPR, LLC	01005420740000	305	CPR CERTIFICATION C	0.00	320.00
A101.00	386728	04/27/22	33371	SOLIANT HEALTH LLC	01005410740000	394	SPEED SLP CONTRACT S	0.00	1,950.00
A101.00	386728	04/27/22	33371	SOLIANT HEALTH LLC	01005410740000	394	SPEED SLP CONTRACT S	0.00	2,964.00
TOTAL CHECK								0.00	4,914.00
A101.00	386729	04/27/22	11848	STAGES THEATRE COMP	01528203000240	369	2ND GRD FIELD TRIP	0.00	562.00
A101.00	386729	04/27/22	11848	STAGES THEATRE COMP	01528203000240	369	3RD GRD FIELD TRIP	0.00	522.00
TOTAL CHECK								0.00	1,084.00
A101.00	386730	04/27/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPEED OT CONTRACT SE	0.00	2,192.75
A101.00	386731	04/27/22	22139	THE BAKKEN MUSEUM	01527203000240	369	FIELD TRIP	0.00	1,500.00
A101.00	386732	04/27/22	26735	TYLER HARRISON	01021294000657	302	JV: HOLIDAY TOURNEY	0.00	154.00
A101.00	386732	04/27/22	26735	TYLER HARRISON	01021294000657	302	VARs: HOLIDAY Tourn	0.00	94.00
TOTAL CHECK								0.00	248.00
A101.00	386733	04/27/22	23013	UNIVERSITY LANGUAGE	01005790000000	358	INTERPRETER-GEN ED	0.00	183.51
A101.00	386733	04/27/22	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPEED	0.00	783.18
TOTAL CHECK								0.00	966.69
A101.00	386734	04/27/22	31269	WEST 44TH STREET GR	01005109000000	305	SPRING EXP DESIGN	0.00	1,572.50
A101.00	386735	04/27/22	15967	WEST MUSIC COMPANY	01005258302000	530	DISTRICT WIDE ELEME	0.00	140.25
A101.00	386736	04/27/22	13516	LINDENMEYR MUNROE	01532050000000	401	CV-PAPER ORDER	0.00	1,110.00
A101.00	386737	04/27/22	22104	WOOD LAKE NATURE CE	01532203000240	369	1ST GRD FIELD TRIP	0.00	400.00
A101.00	V17113	04/06/22	E14016	CESLEY R BERGSTEN	01533720000000	430	CLASSROOM SUPPLIES	0.00	158.85
A101.00	V17114	04/06/22	E7011	MARK A DEYOUNG	01526050000000	320	MAR22 CELL PHONE	0.00	52.56
A101.00	V17115	04/06/22	E11637	ADAM P DUFFY	01005630000000	320	MAR22 CELL PHONE	0.00	50.00
A101.00	V17118	04/06/22	E6036	JANET L JANS	01019258000251	430	CHORAL MUSIC	0.00	31.64
A101.00	V17119	04/06/22	E14116	THOMAS J JOHNSTON	01005630000000	320	MAR22 CELL PHONE	0.00	38.25
A101.00	V17119	04/06/22	E14116	THOMAS J JOHNSTON	01005630000000	366	MAR22 MILEAGE	0.00	38.96
TOTAL CHECK								0.00	77.21
A101.00	V17120	04/06/22	E5674	PETER J LINDER	01005810000000	820	ELECTRICAL LICESNSE	0.00	24.00
A101.00	V17120	04/06/22	E5674	PETER J LINDER	01532810000000	320	MAR22 CELL PHONE	0.00	65.00
TOTAL CHECK								0.00	89.00
A101.00	V17122	04/06/22	E11228	MICHAELA M REKUCKI	01005605335000	490	FOOD WHILE GRADING	0.00	35.90
A101.00	V17124	04/06/22	E9421	LISA MASICA	01527050000901	299	MACBOOK AIR	0.00	1,010.69
A101.00	V17125	04/06/22	E10299	NICOLE S MCCLURE	01528203000096	401	CLASSROOM SUPPLIES	0.00	7.96

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A101.00	V17126	04/06/22	E15380	ANDREA B MCELLIGOTT	01005630000000	366	JAN-MAR22 MILEAGE	0.00	52.94
A101.00	V17128	04/06/22	E5899	THERESA MARIE MYRE	01005203797000	291	MEDICARE REIMB	0.00	510.30
A101.00	V17128	04/06/22	E5899	THERESA MARIE MYRE	01005203797000	291	SUPPLEMENT REIMB	0.00	153.00
TOTAL CHECK								0.00	663.30
A101.00	V17129	04/06/22	E15447	GREGORY J PAFKO	01005810000000	320	DEC21-FEB22 CELL PH	0.00	75.39
A101.00	V17131	04/06/22	E20404	ULISES RODRIGUEZ	01005205417000	366	TESOL CONFERENCE 20	0.00	1,142.92
A101.00	V17132	04/06/22	E12167	AMANDA N SCHUTZ	01005605335000	366	JAN-MAR22 MILEAGE	0.00	44.64
A101.00	V17134	04/06/22	E7878	LESLIE STAGEBERG	01529203000000	401	CLASSROOM SUPPLIES	0.00	48.23
A101.00	V17134	04/06/22	E7878	LESLIE STAGEBERG	01529203000000	460	CLASSROOM BOOKS	0.00	31.90
TOTAL CHECK								0.00	80.13
A101.00	V17135	04/06/22	E9412	SARA SWENSON	01005620795000	470	BOOKS FOR EHS LIBRA	0.00	18.00
A101.00	V17136	04/13/22	E21628	VENISHA L BAHR	01528203000000	401	STEM SUPPLIES	0.00	52.03
A101.00	V17136	04/13/22	E21628	VENISHA L BAHR	01528620000000	470	LIBRARY BOOKS	0.00	58.50
TOTAL CHECK								0.00	110.53
A101.00	V17137	04/13/22	E20761	LEAH CLAIRE BULVER	01529203000000	460	CLASSROOM BOOKS	0.00	56.76
A101.00	V17138	04/13/22	E12787	BRUCE W COLES	01005630000000	366	JAN-MAR22 MILEAGE	0.00	43.17
A101.00	V17138	04/13/22	E12787	BRUCE W COLES	01005630000000	320	JAN-APR22 CELL PHON	0.00	260.00
TOTAL CHECK								0.00	303.17
A101.00	V17139	04/13/22	E10415	TAMARA K FORBY	01005630000000	320	JAN-MAR22 CELL PHON	0.00	180.00
A101.00	V17139	04/13/22	E10415	TAMARA K FORBY	01005630000000	366	JAN-MAR22 MILEAGE	0.00	24.04
TOTAL CHECK								0.00	204.04
A101.00	V17140	04/13/22	E9885	ERICA S GARDNER	01019291000256	401	MUSICAL SUPPLIES	0.00	748.86
A101.00	V17140	04/13/22	E9885	ERICA S GARDNER	01019291000256	490	MUSICAL SNACKS	0.00	16.98
TOTAL CHECK								0.00	765.84
A101.00	V17141	04/13/22	E14819	CHRISTOPHER D GRIGG	01005640316000	366	SCSI D.C. CONFRENC	0.00	1,004.25
A101.00	V17142	04/13/22	E20325	ELIZABETH K HOUTZ	01021260000000	430	LAB SUPPLIES	0.00	73.12
A101.00	V17143	04/13/22	E12040	NICOLE B KORANDA	015227203000053	460	GRADE 3 BOOKS	0.00	31.50
A101.00	V17144	04/13/22	E9786	JEFFREY S KRAUSE	01021260000000	430	LAB SUPPLIES	0.00	27.62
A101.00	V17146	04/13/22	E11688	KATHRYN H MASTERMAN	01005630000000	366	FEB-MAR22 MILEAGE	0.00	46.33
A101.00	V17147	04/13/22	E11026	DANYEL M MATTONSON	01019230000000	401	BAGGIES FOR FLASHCA	0.00	9.98
A101.00	V17148	04/13/22	E10520	MATTHEW K MOSBY	01529810000000	320	MAR22 CELL PHONE	0.00	52.45
A101.00	V17149	04/13/22	E10341	KYLEE L MUEHLBERG	015227203000051	401	CLASSROOM SUPPLIES	0.00	135.92



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A101.00	V17150	04/13/22	E12507	BETONY L OSBORNE	01019211000096	490	CREPE INGREDIENTS	0.00	111.16
A101.00	V17151	04/13/22	E14418	LINDESEY R SMAKA	01021260000000	430	LAB SUPPLIES	0.00	40.30
A101.00	V17152	04/13/22	E9426	TROY STEIN	01005292000000	366	DEC21-MAR22 MILEAGE	0.00	571.92
A101.00	V17153	04/13/22	E9412	SARA SWENSON	01005620795000	470	LIBRARY BOOKS	0.00	41.93
A101.00	V17154	04/20/22	E21658	CAITLIN BIRGE	01532640316000	366	RESPONSIVE CLASS CR	0.00	859.00
A101.00	V17155	04/20/22	E11437	JOSHUA W BURHANS	010212940000670	401	STATE TOURNEY PLAQU	0.00	50.00
A101.00	V17155	04/20/22	E11437	JOSHUA W BURHANS	010212940000670	366	STATE TOURNEY PARKI	0.00	10.00
TOTAL CHECK									60.00
A101.00	V17156	04/20/22	E15078	RA CHHOTH	01005110000000	320	APR22 CELL PHONE	0.00	65.00
A101.00	V17157	04/20/22	E20725	PAUL DOMER	01526050000000	320	JAN-MAR22 CELL PHON	0.00	195.00
A101.00	V17158	04/20/22	E11091	SHAWN G DRAVES	01021810000000	320	MAR22 CELL PHONE	0.00	65.00
A101.00	V17159	04/20/22	E20707	MICHAEL S FRANSEN	01021211000000	366	D.C. - CAR PARKING	0.00	112.00
A101.00	V17160	04/20/22	E12245	MATTHEW E GABRIELSO	01529203000000	460	CLASSROOM BOOKS	0.00	104.00
A101.00	V17160	04/20/22	E12245	MATTHEW E GABRIELSO	01529203000000	430	CLASSROOM SUPPLIES	0.00	83.58
TOTAL CHECK									187.58
A101.00	V17161	04/20/22	E5653	SCOTT H HIPPIE	01005810000000	320	MAR22 CELL PHONE	0.00	43.75
A101.00	V17162	04/20/22	E14842	MOLLIE M KAPING	01005420419000	366	MAR22 MILEAGE	0.00	23.46
A101.00	V17163	04/20/22	E20921	SARA S KHAN	01527203000051	401	100TH DAY TSHIRTS	0.00	39.60
A101.00	V17164	04/20/22	E11899	GEORGE P LUNDGREN	01021211000000	366	SUPPLY DELIVERY	0.00	7.14
A101.00	V17165	04/20/22	E9656	THOMAS LYMAN	01528810000000	320	APR22 CELL PHONE	0.00	65.00
A101.00	V17166	04/20/22	E14514	EMILY NUSS	01532640316000	366	RESPONSIVE CLASS CR	0.00	859.00
A101.00	V17167	04/20/22	E14119	MARY K O'KEEFE	01527203000055	401	CLASSROOM SUPPLIES	0.00	32.91
A101.00	V17168	04/20/22	E21887	POLLY PAMPUSCH	01005205417000	433	CLASSROOM BOOKS	0.00	102.18
A101.00	V17169	04/20/22	E15235	ERIC M PAYNE	01021211000000	366	D.C. - CAR PARKING	0.00	112.00
A101.00	V17170	04/20/22	E8331	MICHELE D ROCK	01526260000000	430	SCIENCE PLANT SUPPL	0.00	55.94
A101.00	V17171	04/20/22	E5755	TIMOTHY J RODEN	01008810000000	320	APR22 CELL PHONE	0.00	65.00
A101.00	V17172	04/20/22	E21151	JOSEPH GEORGE SCHMI	01021291000254	401	DEBATE SUPPLIES	0.00	444.96
A101.00	V17173	04/20/22	E9845	CLAUDE E STGMUND	01021291000293	490	MUN MEALS	0.00	60.51
A101.00	V17173	04/20/22	E9845	CLAUDE E STGMUND	01021211000000	366	D.C. - CAR PARKING	0.00	112.00

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TOTAL CHECK									
A101.00	V17174	04/20/22	E14813	MELODY M SNYDER	01020640316000	366	MMEA MIDWINTER CLIN	0.00	172.51
A101.00	V17175	04/20/22	E10604	MARGARET E TRENDIA	01021291000293	490	MODEL UN CONF MEALS	0.00	103.06
A101.00	V17176	04/20/22	E5483	MELISA A ZENNER	01020211000276	490	AVID FOOD/SNACKS	0.00	16.00
A101.00	V17177	04/27/22	E7970	GARY R AASEN	01021294000066	370	INDOOR COURT RENTAL	0.00	20.76
A101.00	V17178	04/27/22	E14299	ANNE E ANDERSON	01533640316000	490	STAFF DEVL MTG FOOD	0.00	1,583.00
A101.00	V17179	04/27/22	E21665	ADELINE APERS	01533230000096	305	ND FRENCH INTERN PA	0.00	69.13
A101.00	V17180	04/27/22	E20029	PETER M BLACKWELL	01005630000000	320	MAR-APR22 CELL PHON	0.00	310.00
A101.00	V17181	04/27/22	E21667	JUSTINE BRISSON	01533230000096	305	ND FRENCH INTERN PA	0.00	51.45
A101.00	V17182	04/27/22	E21097	ANNA CALIPEL	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17183	04/27/22	E21668	ALIZEE CHAMPIOT	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17184	04/27/22	E21771	LENNIE CLEMENT	01020230000096	305	VV FRENCH INTERN PA	0.00	310.00
A101.00	V17185	04/27/22	E21676	MOHAMEDAMIN DAMEZ	01020230000096	305	EHS FRENCH INTERN P	0.00	310.00
A101.00	V17186	04/27/22	E20937	DANIEL W DEGENAR	01005110000000	305	Q1 FY22 941 FILING	0.00	7.45
A101.00	V17187	04/27/22	E21675	JUSTIN GARCIA	01020230000096	305	EHS FRENCH INTERN P	0.00	310.00
A101.00	V17188	04/27/22	E14117	ERIC D HAMILTON	01005810000000	320	MAR22 CELL PHONE	0.00	25.00
A101.00	V17189	04/27/22	E21770	ALICIA HERUBEL	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17190	04/27/22	E13763	JULIE M GABRIELSON	01005850000830	320	APR22 CELL PHONE	0.00	9.43
A101.00	V17191	04/27/22	E21107	PAULINE KREMER	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17192	04/27/22	E9061	CARMINE LEVOIR	01019211000000	490	5TH EVENT FOOD	0.00	185.95
A101.00	V17193	04/27/22	E21674	SACHA MANCEAUX	01020230000096	305	VV FRENCH INTERN PA	0.00	310.00
A101.00	V17194	04/27/22	E13774	TYLER J MOBERG	01019260000057	430	LAB SUPPLIES	0.00	36.71
A101.00	V17195	04/27/22	E21784	LOLITA MOREL	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17196	04/27/22	E21673	ROMANE PEJOUX	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17197	04/27/22	E21783	GAELE PENGRECH	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17198	04/27/22	E21105	MARGOT PUERTOLAS	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00

SOURCEWELL TECHNOLOGY  
DATE: 05/02/2022  
TIME: 06:39:04

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 28  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='10'  
ACCOUNTING PERIOD: 10/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V17199	04/27/22	E21664	JULIETTE RIBOULET	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17200	04/27/22	E21101	LEA SEQUIER	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17201	04/27/22	E8056	KORY M SMITH	01005810000000	320	APR22 CELL PHONE	0.00	59.78
A101.00	V17202	04/27/22	E14813	MELODY M SNYDER	01020291000250	490	POST CONCERT TREATS	0.00	117.39
A101.00	V17203	04/27/22	E21552	STACIE STANLEY	01005020000000	401	TABLE NUMBER HOLDER	0.00	7.98
A101.00	V17204	04/27/22	E13827	MARISSA E TEGELS	01528203000000	401	CLASSROOM SUPPLIES	0.00	177.22
A101.00	V17205	04/27/22	E21764	DAAN VANTIL	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17206	04/27/22	E21669	LAURA VOULGRE	01533230000096	305	ND FRENCH INTERN PA	0.00	310.00
A101.00	V17207	04/27/22	E10661	KAREN E WATERS	01020250000000	430	FACS SUPPLIES	0.00	46.00
A101.00	V17208	04/27/22	E13518	CHARLES K WEISE	01019211000096	401	EDINA BAND STICKERS	0.00	273.24
A101.00	V17209	04/27/22	E15178	DANA B ZETTERLUND	01533260000000	401	GOLDFISH SUPPLIES	0.00	23.40
TOTAL CASH ACCOUNT								0.00	2,112,412.14
TOTAL FUND								0.00	2,112,412.14



SOURCEWELL TECHNOLOGY  
DATE: 05/02/2022  
TIME: 06:39:04

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 30  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='10'  
ACCOUNTING PERIOD: 10/22

FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	386339	04/06/22	33518	ANDERS SANDHOLM	04008505321502	305	110-237	0.00	511.00
A101.00	386353	04/06/22	21085	BROOKES PUBLISHING	04005583354000	401	ASQ FAMILY SUBSCR	0.00	249.95
A101.00	386357	04/06/22	32821	CHESS & STRATEGY GA	04005585332000	305	110-469/473	0.00	868.00
A101.00	386362	04/06/22	20737	EDINA WOODCRAFTERS	04008505321502	305	110-337	0.00	714.00
A101.00	386362	04/06/22	20737	EDINA WOODCRAFTERS	04008505321502	305	110-335	0.00	1,215.00
TOTAL CHECK								0.00	1,929.00
A101.00	386376	04/06/22	31852	HIGH TOUCH TECH OF	04526570321000	305	ENGINEERING FUN	0.00	440.00
A101.00	386381	04/06/22	32820	JAN HAGERMAN	04008505321502	305	328-343	0.00	245.00
A101.00	386396	04/06/22	23467	MAYER ARTS INC	04005585332000	305	ENCANTO	0.00	7,656.00
A101.00	386402	04/06/22	32944	MICHAEL YASIS	04005585362501	305	110-141/143; 328-13	0.00	1,197.79
A101.00	386405	04/06/22	33147	MOLLIE MARTIN	04005585332000	305	103-512	0.00	3,616.20
A101.00	386406	04/06/22	21531	NATIONAL TREASURE K	04005585332000	305	FEB/MAR KUNG FU	0.00	3,402.00
A101.00	386428	04/06/22	28900	SUSAN HARDMAN-CONKL	04008505321503	305	117-258	0.00	240.81
A101.00	386431	04/06/22	26346	TERRI VON FELDEN	04005585362501	305	110-133/135; 328-13	0.00	1,074.94
A101.00	386440	04/06/22	20097	UPPER LAKES FOODS I	04529570321000	490	KC SNACKS	0.00	1,073.89
A101.00	386467	04/13/22	33370	DASH SPORTS LLC	04005585332000	305	411-501/502/511	0.00	2,100.00
A101.00	386469	04/13/22	20737	EDINA WOODCRAFTERS	04008505321502	305	328-511	0.00	675.75
A101.00	386482	04/13/22	31267	IKI INC	04008505321502	305	INSTANT PIANO/GUITA	0.00	88.00
A101.00	386488	04/13/22	31778	KAETHE BIRKNER	04008505321503	305	BALLET/PILATES	0.00	1,192.80
A101.00	386492	04/13/22	32587	MATH ADVANTAGE TUT	04005585332000	305	214-433, 103-434	0.00	3,080.00
A101.00	386496	04/13/22	30174	MIKKONEN MUSIC LLC	04005585332000	305	MARCH MUSIC	0.00	6,817.50
A101.00	386517	04/13/22	32955	TIMBERNOOK	04005570321000	366	PROVIDER TRAINING	0.00	10,000.00
A101.00	386524	04/13/22	18968	WENDY ANDERSON	04008505321503	305	HATHA YOGA	0.00	3,492.30
A101.00	386524	04/13/22	18968	WENDY ANDERSON	04008505321503	305	110-218/275/280	0.00	1,066.10
TOTAL CHECK								0.00	4,558.40
A101.00	386527	04/13/22	33338	WIZEDUCATORS LLC	04005585332000	305	110-409	0.00	434.00
A101.00	386527	04/13/22	33338	WIZEDUCATORS LLC	04005585332000	305	110-406	0.00	434.00
TOTAL CHECK								0.00	868.00
A101.00	386534	04/20/22	28258	AMERICAN MAILING MA	04005590321000	401	POSTAGE SUPPLIES	0.00	168.45

**SOURCEWELL TECHNOLOGY**

DATE: 05/02/2022  
TIME: 06:39:04

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 31  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='10'  
ACCOUNTING PERIOD: 10/22

## FD - 04 - COMMUNITY SERVICE FUND

[illegible]

PAGE NUMBER: 32  
ACCTPA21

## FD - 06 - CONSTRUCTION FUND

[illegible]



**Board Meeting Date:** 5/9/2022

**TITLE:** Long-Term Facilities Maintenance (LTFM) Member District Resolution

**TYPE:** Consent

**BACKGROUND:** Each year Intermediate School District #287 updates their 10-year LTFM plan, and on that basis, determines the levy amount needed from each of their member districts for the upcoming levy cycle. Each member district then approves their amount in the form of a resolution, allowing those proportionate costs for each member district to be placed on the upcoming PAY23 (FY23-24) levy. Edina's proportionate share for ISD #287's LTFM costs is \$58,367.83, of which \$8,981.68 is for pay as you go projects and \$49,386.15 is for debt payments on the 2017B Facilities Maintenance Bonds and the proposed 2022A Facilities Maintenance Bonds.

**RECOMMENDATION:** Approve the resolution approving ISD #287's LTFM program budget and authorize the inclusion of a proportionate share of those projects in the District's application for LTFM revenue.

**ATTACHMENTS:**

1. LTFM Member District Resolution
2. ISD #287 LTFM Plan Resolution
3. ISD #287 Member Allocation Application
4. ISD #287 LTFM 10-year Plan Application



**RESOLUTION APPROVING INTERMEDIATE DISTRICT 287'S LONG  
TERM FACILITY MAINTENANCE PROGRAM BUDGET AND  
AUTHORIZING THE ALLOCATION TO THE MEMBER DISTRICTS**

Pursuant to due call and notice thereof, a School Board meeting of Intermediate School District No. 287, State of Minnesota, was held on March 24, 2022 at 6:30 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 24 Long-Term Facility Maintenance budget and authorizing the allocation of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments to each member district for inclusion in each member district's application for long-term facility maintenance.

**Anne Casey** introduced the following resolution and moved its adoption:

BE IT RESOLVED by the School Board of Intermediate District 287, State of Minnesota as follows:

1. The School Board of Intermediate District 287 hereby approves a long term facility maintenance program budget for its facilities for the 2023-24 school year in an amount not to exceed \$923,118, of which \$142,050 is for pay as you go projects and \$781,068 is for debt service payments on the 2017B Facilities Maintenance Bond and the 2022A Facilities Maintenance Bond to be issued Fall 2022. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a three year weighted average adjusted pupil units formula. For school year 2023-24 (fiscal year 24), the long-term facility maintenance costs shall be funded through annual levy. The allocation of this proportionate share in the district's long-term facility maintenance revenue application for FY 24 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the member district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

4. Pursuant to Minnesota Statutes, section 123B.595, subdivision 3, the intermediate district issued \$5,065,000 Facilities Maintenance Bonds, Series 2017B. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.
5. Pursuant to Minnesota Statutes, section 123B.595, subdivision 3, the intermediate district plans to issue \$4,930,000 in Facilities Maintenance Bonds, Series 2022A in the fall of 2022. Estimated debt service amounts for this bond are included in the debt service totals of this resolution. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds


The motion for the adoption of the foregoing resolution was duly seconded by Member **Ruthie Dallas** and upon vote being taken thereon, the following voted in favor thereof : **Anderson, Casey, Dallas, Johansen, Kunz, Mosqueda-Jones, and Neville** and the following voted against the same: None.


STATE OF MINNESOTA  
COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 287, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 287 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 287's long term facility maintenance program budget and authorizing the allocation of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments to each member district for inclusion in each member district's application for long-term facility maintenance.

WITNESS MY HAND officially as Clerk this 24th day of March 2022.

DocuSigned by:  
*Shannon Anderson*  
19934E499A16452...  
Clerk  
Intermediate School District 287

	<div>Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266</div>	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only									
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.											
District Info.		Enter Information		District Info.		Enter Information					
District Name:	Intermediate District #287		Date:	7/31/2022							
District Number:	287		Email:	mlhawkins@district287.org							
District Contact Name:	Mae L. Hawkins, Executive Director of Business Services										
Contact Phone #	763-550-7156										
Fiscal Year (FY) Ending June 30											
Expenditure Categories			2021 (base year)	2022	2023	2024	2025	2026	2027	2028	2029
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.											
Finance Code	Category (1)										
347	Physical Hazards		\$32,000	\$32,960	\$32,992	\$30,960	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000
349	Other Hazardous Materials		\$24,600	\$22,000	\$22,000	\$22,000	\$22,000	\$22,660	\$22,660	\$23,366	\$23,366
352	Environmental Health and Safety Management		\$50,000	\$51,658	\$51,658	\$51,658	\$51,658	\$51,679	\$51,679	\$51,679	\$51,679
358	Asbestos Removal and Encapsulation		\$15,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety		\$52,000	\$43,500	\$35,000	\$32,432	\$33,729	\$36,083	\$36,083	\$37,165	\$37,165
366	Indoor Air Quality		\$4,000	\$15,120	\$5,000	\$5,000	\$5,150	\$5,305	\$5,605	\$5,773	\$5,773
	Total Health and Safety Capital Projects		\$177,600	\$165,238	\$148,650	\$142,050	\$144,537	\$147,727	\$148,027	\$149,983	\$149,983
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year											
Finance Code	Category (2)										
358	Asbestos Removal and Encapsulation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151											
Finance Code	Category (3)										
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility											
Finance Code	Category (4)										
367	Accessibility		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects											
Finance Code	Category (5)										
368	Building Envelope		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical		\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems		\$246,850	\$111,312	\$0	\$0	\$0	\$0	\$0	\$0	\$0
381	Plumbing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems		\$0	\$0	\$307,400	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects		\$0	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance		\$276,850	\$286,312	\$307,400	\$0	\$0	\$0	\$0	\$0	\$0
Total Annual 10-Year Plan Expenditures			\$454,450	\$451,550	\$456,050	\$142,050	\$144,537	\$147,727	\$148,027	\$149,983	\$149,983
Information Only - Debt Service Payments On Bonds			\$460,550	\$464,950	\$460,950	\$781,068	\$778,963	\$779,321	\$781,921	\$783,630	\$784,356
Total Annual LTFM Expenditures/Required Levy with Debt Service			\$915,000	\$916,500	\$917,000	\$923,118	\$923,500	\$927,048	\$929,948	\$933,613	\$934,339
Fund Balance Section											
Fund 01											
	Beginning Fund Balance 01-467-XX		\$530,174	\$614,086	\$270,530	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue - Levy		\$915,000	\$916,500	\$917,000	\$923,118	\$923,500	\$927,048	\$929,948	\$933,613	\$934,339
	LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures		\$831,088	\$1,260,056	\$1,187,530	\$923,118	\$923,500	\$927,048	\$929,948	\$933,613	\$934,339
Ending Fiscal Year Fund Balance 01-467-XX			\$614,086	\$270,530	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund 06											
	Beginning Fund Balance 06-467-XX		\$0	\$0	\$0	\$4,600,000	\$3,058,900	\$1,313,900	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue		\$0	\$0	\$4,800,000	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures		\$0	\$0	\$200,000	\$1,541,100	\$1,745,000	\$1,313,900	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX			\$0	\$0	\$4,600,000	\$3,058,900	\$1,313,900	\$0	\$0	\$0	\$0

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		ED - 02478-07		
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc					
District Info.	Enter Information				
District Name:	Intermediate District #287				
District Number:	287				
District Contact Name:	Mae L. Hawkins, Executive Director of Business Services				
Contact Phone #	763-550-7156				
Expenditure Categories		2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.					
Finance Code	Category (1)				
347	Physical Hazards	\$32,000	\$32,000	\$32,000	\$32,000
349	Other Hazardous Materials	\$24,067	\$24,067	\$24,789	\$24,789
352	Environmental Health and Safety Management	\$51,679	\$51,679	\$51,679	\$51,679
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$38,280	\$38,280	\$39,429	\$39,429
366	Indoor Air Quality	\$5,946	\$5,946	\$6,124	\$6,124
	Total Health and Safety Capital Projects	\$151,972	\$151,972	\$154,021	\$154,021
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year					
Finance Code	Category (2)				
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151					
Finance Code	Category (3)				
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0
Accessibility					
Finance Code	Category (4)				
367	Accessibility	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects					
Finance Code	Category (5)				
368	Building Envelope	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$0	\$0	\$0	\$0
Total Annual 10-Year Plan Expenditures		\$151,972	\$151,972	\$154,021	\$154,021
Information Only - Debt Service Payments On Bonds		\$784,168	\$782,968	\$785,926	\$782,783
Total Annual LTFM Expenditures/Required Levy with Debt Service		\$936,140	\$934,940	\$939,947	\$936,804
Fund Balance Section					
Fund 01					
	Beginning Fund Balance 01-467-XX	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue - Levy	\$936,140	\$934,940	\$939,947	\$936,804
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$936,140	\$934,940	\$939,947	\$936,804
Ending Fiscal Year Fund Balance 01-467-XX		\$0	\$0	\$0	\$0
Fund 06					
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0	\$0

## Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

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**Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).**

projects for Fiscal Year (FY) 2022 and FY 2023. The later years can be a rough estimate. Fiscal 2021 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2021 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2021 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System. Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation, fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2021, FY 2022 and FY 2023 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so that harmless revenue calculates properly on the levy.

**Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.**

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2021, FY 2022 and FY 2023 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

**Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program**

If the district has an approved VPK program include planned expenditures for remodeling projects.

**Category 4: Americans with Disabilities Act (ADA) Accessibility Projects**

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

**Category 5: Deferred Maintenance Projects by UFARS Finance Code.**

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.



## Additional Documentation

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### **Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year**

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2022 or FY 2023 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -***narrative from contractor/professional engineer***.
- b. For **fire safety projects**, include a project description and an estimate of the cost ***from the professional engineer***. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, ***submit State Fire Marshal orders to substantiate***.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings - ***narrative from professional engineer***.

### **Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs**

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

### **Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year**

For districts with deferred maintenance projects for FY 2022 or FY 2023 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - ***narrative from professional engineer/architect***.

## Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2021, FY 2022 and FY 2023 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2021 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

**Note:** School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 20-21 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 20-21 school year, under Report select "All" and then List Reports.

## Long-Term Facilities Maintenance

Scenario	Project Description
<b>A - Fund 01</b>	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
<b>B - Fund 06</b>	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
<b>C - Fund 06</b>	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.



<b>D - Fund 06</b>	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
<b>E - Fund 01</b>	Funding in Fund 01 has accumulated over time providing for a project <b>over</b> \$2 million per site.
<b>F - Fund 06</b>	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

<b>G - Fund 06</b>	Project(s) <b>under</b> \$2 million per site funded with debt issued, project is completed with excess funds remaining.
<b>H - Fund 06</b>	Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.
<a href="#">Long-Term Facilities Maintenance Guide for Transfers</a>	
end of worksheet	

## ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 <b>in the amount of the payments for the project.</b> At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7
Funds must be transferred from Fund 01 to Fund 06 <b>in the amount of the payments for the projects.</b> At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 <b>in the amount of the payments for the projects.</b> At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19	1 to 6 to 1

At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7
At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7

RESTRICTED GRID CODES			
Program Code(s)	Finance Codes	Object Code	Source Code
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 867	Fund 06- All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649



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Journal Entry
No Entry Required
<p><b>Entry 1:</b></p> <p>Debit Expense    01-005-865-3XX-910-000</p> <p>Credit Revenue    06-005-867-000-649-000</p> <p><b>Correcting Entry to Return Funds:</b></p> <p>Debit Revenue    06-005-867-000-649-000</p> <p>Credit Expense    01-005-865-3XX-910-000</p>
<p>Debit Expense    06-005-866-3XX-910-000</p> <p>Credit Revenue    07-005-000-000-649-000</p>

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Debit Expense    06-005-867-3XX-910-000  
Credit Revenue   07-005-000-000-649-000

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**Entry 1:**

Debit Expense    01-005-865-3XX-910-000  
Credit Revenue   06-005-867-000-649-000

**Correcting Entry to Return Funds:**

Debit Revenue    06-005-867-000-649-000  
Credit Expense   01-005-865-3XX-910-000

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**Entry 1:**

Debit Expense    01-005-865-3XX-910-000  
Credit Revenue   06-005-867-000-649-000

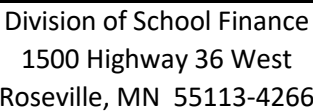
**Correcting Entry to Return Funds:**

Debit Revenue    06-005-867-000-649-000  
Credit Expense   01-005-865-3XX-910-000

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Debit Expense 06-005-865-3XX-910-000  
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000  
Credit Revenue 07-005-000-000-649-000



## ED-02479-07

**General Information and Instructions:** Please read the **Instructions for Completion** on the **Instructions** tab before completing this report.

District Name:	Name of Person Completing this Report:	Title:		
Intermediate District #287	Mae L Hawkins	Executive Director of Business Services		
Telephone Number:	Email Address:			Date Submitted:
763-550-7156	<a href="mailto:mlhawkins@district287.org">mlhawkins@district287.org</a>			7/31/2022

**Long-Term Facilities Maintenance (LTFM) Revenue amounts to be Allocated to member School Districts for Fiscal Year (FY) 2024**

[illegible]

**Notes - Allocation method agreed to by member districts:**

[illegible]

## Long-Term Facilities Maintenance Revenue Allocation (ED-02479-07)

### Instructions for Completion

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#### General Information:

Minnesota Statutes, section 123B.595, subdivision 3 (Long-Term Facilities Maintenance Revenue) states:

#### ***Subdivision 3. Intermediate districts and other cooperative units .***

Upon approval through the adoption of a resolution by each member district school board of an intermediate district or other cooperative units under Minnesota Statutes, section 123A.24, subdivision 2, and the approval of the commissioner of education, a school district may include in its authority under this section a proportionate share of the Long-Term Facilities Maintenance (LTFM) costs of the intermediate district or cooperative unit. The cooperative unit may issue bonds to finance the project costs or levy for the costs, using LTFM revenue transferred from member districts to make debt service payments or pay project costs. Authority under this subdivision is in addition to the authority for individual district projects under subdivision 1.

The LTFM revenue in cell H12 (Number 3 - Total revenue amounts to allocate) should match the sum of expenditures on Line 48 of the LTFM Application – Ten Year Expenditure spreadsheet on the MDE website. ***If LTFM bonding is planned, a preliminary bond schedule should also be attached*** . Detail revenue totals at the bottom of the spreadsheet should also agree with lines numbered (1 - cell H10) and (2 - cell H11). Please provide method of allocation (ex. ANTC, pupil units, etc) agreed to by member districts in the notes section at the bottom of the spreadsheet. Note that for districts planning to issue bonds, the responsibilities of member districts regarding long-term obligations should be specified in the cooperative agreement when joining or leaving the cooperative/intermediate district.

***A copy of the completed report should be mailed to the address below along with the member school district board resolutions and proposed bond schedule if applicable*** . The electronic "actual" Excel copy of the LTFM ten-year expenditure spreadsheet should also be emailed to the web address shown below. If a revised report is prepared, clearly mark the report as revised, update the completion date, and email the revised spreadsheet.

Minnesota Department of Education  
Division of Program Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266  
mde.facilities@state.mn.us

If you have any questions after reading these instructions, please call the Minnesota Department of Education, Division of School Finance at 651-582-8566 or email mde.facilities@state.mn.us. Copies of the "Long-Term Facilities Maintenance Cooperative Allocation Worksheet" are available on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance.

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
SCHOOL DISTRICT No. 273  
(Edina Public Schools)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 273, State of Minnesota, was held on \_\_\_\_\_, at \_\_\_\_\_ m., for the purpose, in part, of approving the Intermediate School District No. 287's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT  
NO. 287'S LONG-TERM FACILITY MAINTENANCE PROGRAM  
BUDGET AND AUTHORIZING THE INCLUSION OF A  
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S  
APPLICATION FOR LONG-TERM FACILITY MAINTENANCE  
REVENUE**

BE IT RESOLVED by the School Board of District No. 273, State of Minnesota, as follows:

1. The School Board of Intermediate School District 287 has approved a long-term facility maintenance program budget for its facilities for the 2023-24 (fiscal year 2024) school year in the amount of \$ 923,118.00 of which District No. 273's proportionate share is \$ 58,367.83, consisting of \$ 8,981.68 for pay as you go projects and \$ 49,386.15 for debt service payments on the 2017B Facilities Maintenance Bonds and the proposed 2022A Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total

cost of the intermediate school district long-term facility maintenance program times a three year weighted average adjusted pupil units formula. For 2023-24, (FY 2024) the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 2024 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

4. Pursuant to Minnesota Statutes Section 123B.595, Subdivision 3, the intermediate district issued \$5,065,000 Facilities Maintenance Bonds, Series 2017B. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.
5. Pursuant to Minnesota Statutes Section 123B.595, Subdivision 3, the intermediate district plans to issue up to \$4,930,000 Facilities Maintenance Bonds, Series 2022A. Such bonds will be payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was approved and adopted by the school board of Independent School District No. 273.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of School District No. 273, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 273, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 287's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk

School District No. \_\_\_\_\_





**Board Meeting Date:** 05/09/2022

**TITLE:** Endpoint Detection and Response - CrowdStrike

**TYPE:** Consent

**PRESENTER(S):** Natasha Monsaas-Daly, Director, District Media & Technology Services

**BACKGROUND:** Edina Public Schools has a cyber risk policy through CFC. As a district with a revenue of 100m+, we are required to have EDR (endpoint detection and response) deployed across all of our device endpoints. We were notified of this requirement in April 2022. The due date to meet this requirement is July 1, 2022. Should we not meet this requirement, we will be at risk of not being covered by insurance in the event of a data breach. Additionally, having EDR is best practice in any organization.

EDR is a cybersecurity measure that provides monitoring and collection of endpoint data that may indicate a threat or threat patterns. This is a crucial piece of our cybersecurity posture. As threats increase, Edina Public Schools will need to continue to update and maintain our security stance. We are committed to ensuring that staff and student data and systems are safe and secure.

**RECOMMENDATION:** Consent to move forward with the purchase of CrowdStrike EDR solution.

**PRIMARY ISSUE(S) TO CONSIDER:** Quote from CIS (Center of Internet Security)

**ATTACHMENTS:**

1. Report (next page)

# Cyber Requirements from CFC

## Revenue Thresholds – Required by 7/1/2022

### 100m+ Revenue

1. CFC Renewal Application form , or Combined Cyber Application
2. Are they using a third party vendor for their managed security services? If yes, who?
3. Are they using a third party vendor for their Business Critical software? If yes, who?
4. Multifactor authentication (MFA) for all remote access to the network
5. MFA for all remote employee email access
6. MFA for all privileged user accounts (e.g.. IT admin accounts)
7. Offline back-ups that are fully disconnected and inaccessible from the organisation's live environment or cloud back-ups secured by MFA
8. Installation and Registration of CFC Mobile App by 7/1/2022
9. ***An endpoint detection and response (EDR) solution deployed across all endpoints***
10. ***A network monitoring solution***
11. ***Annual Phishing training and simulated attacks for all employees***
12. ***Email filtering software to scan and filter all inbound and outbound messages for spam and malicious content***
13. ***Prompt patch management, particularly in relation to implementing critical patches for zero day vulnerabilities***



Center for Internet Security, Inc.  
31 Tech Valley Drive  
East Greenbush, New York 12061  
United States

**QUOTE for Edina Public Schools**

Quote: SQ-220505-0010075  
Created Date: 05/05/2022  
Valid Through: 6/4/2022  
Prepared by: Jenn Moten  
Phone: (518) 516-3066

## Quote

### Address Information

**Bill To:**

Edina Public Schools  
5701 Normandale Road  
Edina, Minnesota 55424  
United States

**Ship To:**

Edina Public Schools  
5701 Normandale Road  
Edina, Minnesota 55424  
United States

**Buying Contact:** Adam Duffy

**Buying Email:** adam.duffy@edinaschools.org

**Shipping Contact:** Adam Duffy

**Shipping Email:** adam.duffy@edinaschools.org

### Related Information

**Currency:** USD

**Billing Frequency:** One-Time

### Service Lines

Product/Service	Product Code	Date	Qty	Term	List Price	Sales Price	NET
CIS Services MDR Advanced powered by CrowdStrike	CIS-MDR-ADV-CS-CISS	5/5/2022 - 7/1/2023	1,500	13.89 Mon	\$5.00	\$5.00	\$104,175.00

List Price Total: \$104,175.00

Sales Price Total: \$104,175.00

Net Amount: \$104,175.00

**Balance Due Amount: \$104,175.00**

### Standard Terms

Please note that if the purchase(s) listed above are related to a new product/service, the Date(s) are determined based upon both the order being approved and all pre service requirements met. If the purchase(s) listed above are for a renewing product/service, the Date(s) reflect the actual term.

Any taxes or fees to be collected by a taxing jurisdiction, financial institution or payment processor incidental to the payment of Products/Services by Customer to CIS shall in no way limit the amount of the Products/Services to be paid by Customer to CIS.

*All rights reserved. Copyright Center for Internet Security, Inc.*



**Board Meeting Date:** 5/9/2022

**TITLE:** Que Tal Transportation Agreement

**TYPE:** Consent

**BACKGROUND:** Each year for the past several years the District has agreed to help facilitate the transportation of Que Tal students with Adams Services to ensure that the services do not interfere with the general transportation provided by the District to its students. This facilitation includes positioning and the timing of the arrival and departure of the Que Tal buses at individual sites.

**RECOMMENDATION:** The District administration recommends renewing the agreement with Que Tal for the 22-23 school year.

**ATTACHMENTS:**

1. Que-Tal Transportation Agreement for FY22-23

## TRANSPORTATION FACILITATION AGREEMENT

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools (the “District”), and Que Tal Spanish Language Program (“Que Tal”). The District and Que Tal are hereinafter referred to collectively as the “parties” and individually as a “party.”

WHEREAS, Que Tal is a private organization that is not affiliated with the District, but which provides services for some District students pursuant to contracts or agreements with the parents of those individual students; and

WHEREAS, the District is not responsible to provide transportation for its students to or from a private organization; and

WHEREAS, the District understands that Que Tal is entering into a transportation services agreement with Adams Services, a current District transportation provider, to provide such transportation services to Que Tal’s students; and

WHEREAS, the District is not a party to that agreement between Que Tal and Adams Services, but the Parties would like to collaborate to ensure that the transportation being provided by Que Tal runs smoothly and efficiently for students, and does not interfere with the District’s transportation of its students.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in the Agreement and other valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Term.** The term of this Agreement shall begin on July 1, 2022, and automatically end on June 30, 2023. Either party may terminate this Agreement, with or without cause and without penalty, by providing written notice of termination to the other party at least thirty (30) calendar days before the effective date of termination. This Agreement shall not automatically renew. The district will begin discussions in December with Que Tal on possible renewal for the upcoming school year with the intent of a recommendation to the School Board approval in January.
2. **Transportation.** Que Tal is solely responsible for transporting all of the students in its programs from their designated elementary schools within the District to Que Tal after school, to the extent these students choose to engage in Que Tal’s services. The District is only responsible for picking up and dropping off individual students at their homes consistent with District Policy, and is not responsible for providing transportation to or from independently owned or operated before or after-school programs, such as Que Tal. The District shall have no liability or responsibility related to the transportation of these students to Que Tal or the transportation agreement between Que Tal and Adams Services beyond those specifically outlined in this Agreement. Que Tal shall be solely liable and responsible for ensuring the safe and legal transportation of its students, and for ensuring that the transportation is provided in accordance with all state and federal

regulations for such transportation of students. Que Tal shall be solely responsible for handling student discipline or incidents that occur on its transportation, and the District shall have no obligation or responsibility for responding to any disciplinary incidents or allegations of wrongdoing against students on said transportation.

3. **Facilitation of Services.** The District agrees to help facilitate the transportation of Que Tal students with Adams Services to ensure that the services do not interfere with the general transportation provided by the District to its students. This facilitation shall include positioning and the timing of the arrival and departure of the Que Tal buses at individual sites. The District will not be a party to the agreement between Que Tal and Adams Services, nor is it undertaking any role or responsibilities related to the services outlined therein beyond merely facilitating the provision of said services. The District will provide Que Tal with a school calendar that outlines the days on which students will need to be picked up, as well as any early release days. The District will also provide Que Tal with the normal release times for each District school. As Adams Services provides the District's transportation services, any notices of early dismissal requiring an earlier than normal pick up of Que Tal students at the District will be delivered directly to Adams Services. The District will make effort to communicate early dismissals to the Que Tal representative. However, the District is under no obligation to provide additional notice to Que Tal parents of such an early dismissal or changes in schedule.
4. **Pick Up and Supervision.** Que Tal students receiving transportation pursuant to the agreement between Que Tal and Adams Services shall have up to a thirteen (13) minute window of time in which they shall enter the bus to transport them to Que Tal. The thirteen minute window of time will begin at 2:32 p.m. when the buses leave Highlands elementary school and will end no later than 2:45 p.m. During this thirteen minute window, the District agrees to provide supervision for the students to the same extent it provides supervision to any of its students who are exiting the school and entering buses. The District is not responsible to provide supervision or any other services to these students after this thirteen minute window or 2:45 p.m., and Que Tal will be solely responsible for the students and their safety, supervision, and well-being after 2:45 p.m. The District agrees to provide supervision beyond the thirteen minute window only in special circumstances, such as in the rare occurrence of inclement weather or a bus breakdown that causes the Que Tal bus to miss the thirteen minute window. If said circumstances cause the District to provide supervision for the students beyond the thirteen minute window more than three (3) times during the term of this Agreement, the Parties will meet and negotiate in good faith to determine a solution for this issue, which may include Que Tal hiring staff to provide the supervision beyond the thirteen minute window.
5. **Administrative Fee.** The District will charge an Administrative Fee to Que Tal of \$500.00. This Administrative Fee shall be due to the district on October 1, 2022. An invoice will be considered "past due" thirty-one (31) days after October 1, 2022. If payment is received after the past due date, a late fee of \$25 will be charged each 30 days that the payment is not received. Que Tal will pay all necessary costs, including reasonable attorney fees, for collecting amounts over which no good faith dispute exists.

and which are more than sixty (60) days past due. The District reserves the right, at its option, to immediately terminate this Agreement if it does not receive payment within thirty (30) calendar days of the due date. Such termination does not change the obligation of Que Tal to pay any outstanding invoices or costs for services that have been rendered to that point.

6. **List of Students.** Que Tal must provide the District with a List of Students who will utilize Que Tal transportation pursuant to this Agreement no later than August 15, 2021. This list must include each student's name, address, and designated elementary school. Any additional students who enroll in Que Tal or changes to the List of Students after August 15, 2022, must be delivered to the District as soon as practicable. No students will be allowed to utilize Que Tal transportation unless or until the District receives such official notice from Que Tal.
7. **Notice to and Permission from Parents.** Que Tal must provide notice to the parents of its students that Que Tal, and not the District, is responsible for the transportation of the students pursuant to this Agreement. A copy of said notice must be provided to the District prior to the provision of services under this Agreement. Similarly, Que Tal must provide the District with signed permission forms from the parents of each student to be transported by Que Tal to ensure that the District is aware of and has received parental permission to release the students to Que Tal staff at the end of the school day.
8. **Relationship of the Parties.** The District shall not be considered a partner of Que Tal, nor shall it be considered a fiscal agent or otherwise be responsible for payments or responsibilities of Que Tal. Nothing in this Agreement may be construed to create an employment relationship, a partnership, a joint venture, or a joint enterprise between the Parties and/or the employees of the Parties. The Parties are not authorized and shall have no power under this Agreement to take any action that could legally bind the other Party. It is the intent of the Parties that the relationship created between the Parties is that of independent contractors and is governed by this Agreement.
9. **Equal Employment Opportunity.** Que Tal agrees to provide equal opportunities to all employees and applicants for employment in accordance with applicable laws, directives and regulations of federal, State, and/or local governing bodies. No person shall, on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any or all applicable Federal and state law including, but not limited to, the Civil Rights Act of 1964 and Minnesota Statutes Chapter 363A.
10. **Compliance with Federal and State Laws and District Policies.** When providing services outlined in this Agreement, Que Tal must comply with all federal laws and all Minnesota laws. Such laws specifically include, but are not limited to, the U.S. Constitution, the Minnesota Constitution, the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, the Individuals with Disabilities

Education Act, Minnesota special education laws, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Minnesota Human Rights Act. Assigned employees and/or contractor of Que Tal must also comply with all District policies, a copy of which is available on the district website at [www.edinaschools.org](http://www.edinaschools.org).

11. **Data Privacy.** All data collected, created, received, maintained, or disseminated in any form, or for any purposes, by Que Tal because of this Agreement are governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (as amended) (“MGDPA”), the Minnesota Rules promulgated pursuant to the MGDPA, the Family Educational Rights and Privacy Act (as amended) (“FERPA”), its implementing regulations, and/or other applicable State and federal laws. No educational data, as defined by the MGDPA, other nonpublic, private, or confidential data, as defined by the MGDPA, or education record, as defined by the FERPA, that was collected, created, received, maintained, or disseminated in any form, or for any purposes, by Que Tal because of this Agreement may be released by Que Tal, or any of the Que Tal’s employees, owners, agents, or representatives to any third party without the express written consent of the District’s Superintendent. This provision specifically includes, but is not limited to, any media relations. Que Tal acknowledges that the District is bound by FERPA and the MGDPA, and thus, may not provide private educational data on a student to Que Tal absent a FERPA and MGDPA-compliant permission form from a Parent.
12. **Criminal Background Check.** At its own expense, and consistent with Minnesota Statutes section 123B.03, subdivision 1(c), Que Tal must conduct a criminal background check, or require that such a check be conducted, on all employees of Que Tal or contractors providing transportation services on behalf of Que Tal before assigning the employee and/or contractor to provide any transportation services under this Agreement, or the agreement between Que Tal and Adams Services. If, at any time, Que Tal discovers that employees and/or contractors of Que Tal that are assigned to work with District students have been convicted of a crime, Que Tal must notify the District. The District will make a determination of whether the conviction renders the assigned employee and/or contractor unfit to continue to provide services pursuant to this Agreement, subject to any limitations under state or federal law.
13. **Indemnification.** Que Tal agrees to defend, indemnify, and hold harmless the District, its employees, officers, directors, insurers, attorneys, and agents against any and all claims, demands, suits, costs, judgments, or other forms of liability, actual or claimed, including attorneys’ fees and punitive damages, for injury to property or persons, arising out of any actions or omissions by Que Tal or Que Tal’s employees, officers, directors, agents, or independent contractors. The District shall have the right to choose its own legal counsel and seek reimbursement from Que Tal or its insurer for the cost of defending itself in any legal action or administrative proceeding identified in this paragraph. Que Tal’s duty to defend, indemnify, and hold the District harmless survives the expiration and termination of this Agreement. The District will be legally or financially responsible for any and all liability arising out of any actions or omissions by the District’s employees.



14. **Notices.** Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, registered mail, certified mail, regular mail, or electronic mail at the applicable address listed below for the party. Notice is effective upon receipt. If notice is provided by registered, certified, or regular mail, it is effective upon receipt or three days after the date it was postmarked, whichever is earlier. Notices, including bills and payments, must be sent to the following:

Que Tal Representative

Franciso Peschard, Executive Director  
P.O. Box 186  
Hamel, MN 55340

[francisco.peschard@quetalwayzata.org](mailto:francisco.peschard@quetalwayzata.org)  
Ph: 763-208-3231

District Representative

John Toop, Director of Business Services  
Edina Public Schools #273  
5701 Normandale Rd  
Edina, MN 55424

[John.Toop@edinaschools.org](mailto:John.Toop@edinaschools.org)  
Ph: 952-848-4916

15. **Third Parties.** This Agreement does not create any rights, claims or benefits to any person that is not a party hereto, nor does it create or establish any third party beneficiary.
16. **Insurance.** Que Tal, at its expense and for the duration of this Agreement, shall procure and maintain in full force and effect Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. This policy shall, at a minimum, cover liability arising out of or related to its services and transportation provided under this Agreement. At the District's request, Que Tal will provide the District with proof of the insurance policies required by this Paragraph. An umbrella or excess liability policy may be used in conjunction with primary coverage limits to meet the minimum Commercial General Liability Insurance limit requirements.
17. **Assignment.** Neither party may assign any rights or duties under this Agreement without the written consent of the other party.
18. **Waiver and Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time. Each Party shall be responsible for its own costs and expenses associated with this Agreement and any related matters, including enforcement of this Agreement.
19. **Choice of Law and Forum.** This Agreement shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach of this Agreement, must be in Minnesota state or federal court.
20. **Equal Drafting and Severability.** In the event that either Party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted

equally by the parties. If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement will remain in full force and effect unless the remaining portions would not serve the original purpose of the Agreement.

21. **Entire Agreement.** The terms of this Agreement constitute the entire agreement of the parties. Except as stated in this Agreement, no party has relied on any statement, promise, inducement, or representation. This Agreement supersedes any and all prior statements and agreements between the Parties relating to the subject matter of this Agreement. No variation, modification, or waiver of any provision of this Agreement will be valid unless both parties agree to the change in writing, as evidenced by a duly signed addendum to this Agreement. A copy of this Agreement will have the same legal effect as the original.

**IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below. By signing below each party specifically acknowledges that it has read this Agreement, that it has been advised to review the terms of this Agreement with legal counsel, that it has received all necessary approvals from governing bodies to enter into such Agreement, and that it agrees to be legally bound by all terms of the Agreement.**

**Que Tal**

**Independent School District No. 273, Edina**

By: \_\_\_\_\_  
Its: President

By: \_\_\_\_\_  
School Board Chair

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

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

By: \_\_\_\_\_  
School Board Clerk

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

RASW: 134032



**Board Meeting Date:** 05/09/2022

**TITLE:** Staff Device Agreement with CDW

**TYPE:** Consent

**PRESENTER(S):** Natasha Monsaas-Daly, Director, District Media & Technology Services

**BACKGROUND:** The district provides a device to staff. This device is either a laptop or a desktop workstation. These devices are on a 4-5 year replacement cycle. We partnered with Catalyst Sourcing Solution for our device procurement process. Catalyst developed our RFP and handled the bidding process. We received three bids - CDW, Now Micro, and Xerox. Based on our rubric criteria, we have made the choice to purchase our staff devices from CDW. The contract of \$167,500 will provide 100 laptops and 100 desktops for the '22-23 refresh cycle.

**RECOMMENDATION:** None at this time.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract with CDW.

**ATTACHMENTS:**

1. Report (next page)

## Sourcing Summary

### General Information

<b>Department:</b>	Media and Technology	<b>Category:</b>	Windows-based Devices (Laptops/Desktops)
<b>Purchase Owner:</b>	Ms. Natasha Monsaas-Daly	<b>Date:</b>	5-3-2022

### Process Notes

Process used	Request for Quote (RFQ) requiring use of valid preexisting Joint Powers Contract																																	
Vendors participating	<ul style="list-style-type: none"><li>• Best Buy (no quote)</li><li>• CDW-G (submitted)</li><li>• NOW Micro (submitted)</li><li>• Nor-Tech (no submission)</li><li>• Technology Resource Advisors (no submission)</li><li>• Xerox Business Solutions (submitted)</li></ul>																																	
Laptop Specifications	<table><tr><th>Description</th><th>Specification</th></tr><tr><td>Storage</td><td>256 GB SSD (nvme)</td></tr><tr><td>RAM</td><td>16GB</td></tr><tr><td>Battery</td><td>8+ hours battery</td></tr><tr><td>Processor</td><td>Intel i5-1135G7 or better</td></tr><tr><td>USB 3 Ports</td><td>2 or more</td></tr><tr><td>Network Interface Card</td><td>10/100/1000 LAN w/ Wake-on-LAN capabilities</td></tr><tr><td>Display</td><td>14" Touchscreen</td></tr><tr><td>Camera</td><td>Webcam built-in</td></tr><tr><td>Wi-Fi</td><td>Wi-Fi 6</td></tr><tr><td>Keyboard</td><td>Backlit</td></tr><tr><td>Included Accessories</td><td>USB C Power adapter for Laptop</td></tr><tr><td>Warranty</td><td>Manufacturer's warranty with 3-year DEPOT warranty</td></tr><tr><td>Approved Models*</td><td><ul style="list-style-type: none"><li>• Lenovo L14<ul style="list-style-type: none"><li>◦ Generation 3 or equivalent</li></ul></li></ul></td></tr><tr><td>Additional peripherals or accessories</td><td>The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.</td></tr><tr><td>Quantity</td><td>100</td></tr></table>		Description	Specification	Storage	256 GB SSD (nvme)	RAM	16GB	Battery	8+ hours battery	Processor	Intel i5-1135G7 or better	USB 3 Ports	2 or more	Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities	Display	14" Touchscreen	Camera	Webcam built-in	Wi-Fi	Wi-Fi 6	Keyboard	Backlit	Included Accessories	USB C Power adapter for Laptop	Warranty	Manufacturer's warranty with 3-year DEPOT warranty	Approved Models*	<ul style="list-style-type: none"><li>• Lenovo L14<ul style="list-style-type: none"><li>◦ Generation 3 or equivalent</li></ul></li></ul>	Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.	Quantity	100
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## Submitting Vendor Information

Company Name	Company Contact	Joint Powers Agreement utilized
CDW-G	Mayank Srivastava	E&I1439: E&I CNR01439 Catalog
Now Micro	Jerome Smith	MN State Contract # 160321
Xerox	Michaelle Meland	Omnia Contract number: R171406

## References

Company Name	Reference #1	Reference #2
CDW-G	Burnsville ISD 191	Mankato ISD 77
Now Micro	Minneapolis ISD 1	Anoka ISD 11
Xerox	Wayzata ISD 010284	Slinger ISD 5513950

## Questions/Responses

Question	CDW	Now Micro	Xerox
Have you reviewed and agree with the District Terms, conditions, specifications, and requirements as described? [Y/N]	Y	Y	Y
Have you provided all documentation required? [Y/N]	Y	Y	Y
Did you provided ALL Service Level Agreements (or docs) to be included in the evaluations process? [Y/N]	Y	Y	Y
What is the approximate number of weeks between order submission date and delivery to district? [Y/N]	8	2	7
What is the latest date for receipt of Purchase Order to ensure delivery by 7/1/2021? [Y/N]	ASAP	6/11/2022	5/13/2022

## Systems Proposed

Desc	CDW	Per Unit	Now Micro	Per Unit	Xerox	Per Unit	Xerox	Per Unit
Laptop	Lenovo 20X2SAXD00	\$965.00	HP 613Q2UT	\$1,030.00	Lenovo 21C50011US	\$1,150.04	HP 61G02AV	\$832.00
Parts Depot Warranty - Laptop	3-year	\$0.00	3-year	\$0.00	3-year	\$71.96	3-year	\$0.00
Desktop	Lenovo 11T4S0T700	\$710.00	HP 683J7UT	\$760.00	Lenovo 11MY001YUS	\$726.33	HP 9AG51AV	\$690.24
Parts Depot Warranty - Desktop	3-year	\$0.00	3-year	\$0.00	3-year	\$0.00	3-year	\$0.00

## Net Cost Comparison

Desc	Qty	CDW Net	Now Micro Net	Xerox Net	Xerox ALT Net
Laptop	100	\$96,500.00	\$103,000.00	\$115,040.00	\$83,229.00
Desktop	100	\$71,000.00	\$75,000	\$72,633.00	\$69,024.00
Parts Warranty	200	\$0.00	\$0.00	\$7,196.00	\$0.00
Total		\$167,500.00	\$178,000.00	\$194,869.00	\$152,253.00

## Recommendation

After carefully reviewing the proposed options, the Media and Technology Department recommends the selection of the CDW-G proposal based on their ability to offer equipment most similar to the district's current preferred fleet at the lowest cost, ability to meet timeline requirements, and prior experience with the device manufacturer (Lenovo) and vendor (CDW-G).

## Sourcing Summary

### General Information

<b>Organization:</b>	ISD #273 – Edina Public Schools	<b>Date:</b>	4/28/2022
<b>Department:</b>	Media and Technology	<b>Category:</b>	Windows-based Devices

### Process Notes

<b>Process used</b>	Request for Quote (RFQ) requiring use of valid preexisting Joint Powers Contract
<b>Vendors participating</b>	<ul style="list-style-type: none"> <li>• Best Buy (no quote)</li> <li>• CDW-G (submitted)</li> <li>• NOW Micro (submitted)</li> <li>• Nor-Tech (no submission)</li> <li>• Technology Resource Advisors (no submission)</li> <li>• Xerox Business Solutions (submitted)</li> </ul>

### Submitting Vendor Information

Company Name	Company Contact	Joint Powers Agreement utilized
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Xerox	Wayzata ISD 010284	Slinger ISD 5513950

### Questions/Responses

Question	CDW	Now Micro	Xerox
Have you reviewed and agree with the District Terms, conditions, specifications, and requirements as described? [Y/N]	Y	Y	Y
Have you provided all documentation required? [Y/N]	Y	Y	Y
Did you provided ALL Service Level Agreements (or docs) to be included in the evaluations process? [Y/N]	Y	Y	Y
What is the approximate number of weeks between order submission date and delivery to district? [Y/N]	8	2	7
What is the latest date for receipt of Purchase Order to ensure delivery by 7/1/2021? [Y/N]	ASAP	6/11/2022	5/13/2022

## Sourcing Summary

### Pricing Comparison

Desc	Qty	CDW Desc	Per Unit	Net	Now Micro Desc	Per Unit	Net	Xerox Desc	Per Unit	Net
Laptop	100	Lenovo 20X2SAXD00	\$965.00	\$96,500.00	EliteBook 840 G8 – 613Q2UT	\$1,030.00	\$103,000.00	Lenovo 21C50011US	\$1,150.04	\$115,040.00
Desktop	100	Lenovo 11T4S0T700	\$710.00	\$71,000.00	EliteDesk 800 G6 Desktop Mini – 683J7UT	\$760.00	\$75,000	Lenovo 11MY001YUS	\$726.33	\$72,633.00
Parts Depot Warranty – Laptop	100	3-year Depot Warranty	\$0.00	\$0.00	3-year Depot Warranty	\$0.00	\$0.00	3-year Depot Warranty	\$71.96	\$7,196.00
Parts Depot Warranty – Desktop	100	3-year Depot Warranty	\$0.00	\$0.00	3-year Depot Warranty	\$0.00	\$0.00	3-year Depot Warranty	\$0.00	\$0.00
Total:				\$167,500.00	Total:		\$178,000.00	Total		\$194,869.00

### Pricing Comparison - Alternates

Desc	Qty	CDW Desc	Per Unit	Net	Now Micro Desc	Per Unit	Net	Xerox Desc	Per Unit	Net
Laptop	100	N/A	N/A	N/A	N/A	N/A	N/A	HP 9AG51AC	\$832.00	\$83,229.00
Desktop	100	N/A	N/A	N/A	N/A	N/A	N/A	HP 61G02AV	\$690.24	\$69,024.00
Total:				\$0.00	Total:		\$0.00	Total: \$152,253.00		

### Optional Services Proposed

Desc	CDW	Now Micro	Xerox
HP EliteDisplay E24 G4 Monitor	No quote	\$175.00	No quote
HP USB-C Dock G5	No quote	\$135.00	No quote
HP 65W Smart AC Adapter	No quote	\$45.00	No quote
HP 922h G4 FHD Monitor	No quote	\$140.00	No quote
White Glove Services	No quote	No quote	\$8.58
Asset Tagging	No quote	No quote	\$9.00
Unboxing laptop Desktop Boxes and removing boxes	No quote	No quote	\$0.00

# Edina Public Schools

## Windows-Based Devices (2022)

Digital Response | 4/28/2022 10:30 AM



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To the extent allowable, all information and documents hereby submitted in response to the Request for Quote ("RFQ") furnished by Edina Public Schools are the Proprietary and Confidential property of CDW Government LLC ("CDW-G").



4/28/2022

Edina Public Schools  
5701 Normandie Road Suite 339  
Edina, MN, 55424



One CDW Way  
230 N. Milwaukee Avenue  
Vernon Hills, IL 60061  
P: 847.371.5800  
F: 847.465.6800  
Toll-free: 800.808.4239  
cdwg.com/PeopleWhoGetIT

**RE: CDW Education Response to Edina Public Schools' RFQ for Windows-Based Devices (2022)**

Dear Natasha Monsaas-Daly

CDW Education understands the objective of the RFP is for Edina Public Schools to identify a reliable and experienced supplier partner capable of managing your technology solution. Our response demonstrates CDW Education's ability to contribute to the overall success of this initiative.

CDW Education is a specialized segment of CDW Government LLC ("CDW·G"), the wholly-owned subsidiary of CDW LLC. As a global systems integrator impacting 75 million students across 34 countries, we enable and empower over 17,000 education institutions to get the most out of the transformational impact of our partners' technology. Specific advantages of partnering with us include:

- **Benefit 1.** Extensive customized configuration services ensures products arrive at your locations ready to plug and play, maximizing your staff's productivity.
- **Benefit 2.** Highly trained and experienced account team, including a dedicated account manager is responsible for coordinating all of your needs and ensuring customer satisfaction.
- **Benefit 3.** Valuable presales consulting expertise assists with developing solutions that provide robust functionality, efficiencies, and cost savings.

As always, we consistently strive to exceed your expectations. Should you have any questions regarding our response, please contact your account manager, Mayank Srivastava, at (312) 705-9366, or via email at mayasri@cdw.com. We thank you for the opportunity to participate in this RFP process and are confident you will find our response advantageous from both a strategic and budgetary standpoint.

Sincerely,

A handwritten signature in blue ink that reads "Justin Schwier".

Justin Schwier  
Supervisor, Proposals  
CDW Education

\*CDW Government ("CDW·G") submits this bid response subject only to the terms and conditions contained in the current E&I1439: E&I CNR01439 Catalog agreement. Any terms and conditions in the bid or elsewhere that are additional to or different from the terms and conditions of that agreement shall not apply to any transaction(s) that results from CDW·G's submission of its bid response.



## REQUEST FOR QUOTE: WINDOWS-BASED DEVICES (2022)

### Opportunity Overview

Independent School District No. 273 is seeking proposals for the **PURCHASE** of Windows-based Devices – (Laptop [100 units] and Desktop Computers [100 units]). The district would potentially be seeking additional units over the next 12 months.

### Eligibility

Vendors must have a current, eligible Joint Powers-eligible cooperative agreement in which to base their proposed pricing on.

### Submission Process

Questions can be submitted via email up until April 22<sup>nd</sup>, 2022, at 10:30 AM.

Questions can be emailed to [rkleinjan@catalystsourcing.com](mailto:rkleinjan@catalystsourcing.com).

After receipt of all questions, a response addendum will be emailed to all known participating vendors.

Proposals for Windows Devices and related items will be received either electronically or by mail by the Independent School District No. 273, Edina, MN until **10:30 AM, April 28th, 2022**, at the office of the Director, District Media and Technology Services.

Please clearly mark proposals "Staff PCs RFP (2022)" (in email subject line or on envelope).

Emailed proposals can be submitted to [rkleinjan@catalystsourcing.com](mailto:rkleinjan@catalystsourcing.com).

If submitting physical copy, envelopes containing proposals must be sealed, clearly marked "Windows Devices RFP (2022)", and feature the name and address of the vendor and addressed to:

**Attn: Natasha Monsaas-Daly**  
**District Media and Technology Services**  
**Independent School District No. 273**  
**5701 Normandale Road, Suite 339**  
**Edina, MN 55424**

### Proposal Content Requirements

#### Submissions should include:

- **Proposal Forms**
  - Vendors shall submit their proposals upon the Submission Worksheet included with the specifications.
    - The Edina Public Schools' School Board reserves the right to accept or reject any or all proposals or parts of such proposals and waive any formalities or irregularities in quoting process. No proposal may be withdrawn for a period of thirty (30) days after receipt without the consent of the Edina Public Schools' School Board. All quotations are to be F.O.B., Edina, MN.
- **Proposal Data**
  - Vendors are encouraged to provide other information or documentation applicable to their proposal along with the worksheet provided.
  - Proposed data should include:
    - Specification sheets for proposed devices
    - Document explaining repair process, estimated completion time, status communications, and remedies for service failure (time or completion)
    - Documentation on the repair process to include any Web portals, paperwork, and contact information needed to facilitate repairs of devices

### Process Timeline

Event/Milestone	Date
Release of Documentation	4/19/2022
Deadline for vendor questions	4/22/2022
Proposal Deadline	4/28/2022
School Board Recommendation	5/9/2022
Submission of Purchase Order (no later than)	5/13/2022
Product Delivery (on-or-before)	7/1/2022

## Evaluation and Selection Criteria

The district will evaluate each individual item and may choose to award any combination of items to vendors who submit. Contracts will be awarded after confirmation by the Edina School District of the Vendor's ability to comply with all requirements called for in the general provisions and specifications.

The Edina School District reserves the right to evaluate all proposals and determine whether the district's specifications and requirements are satisfied and to award contracts as the Edina School District determines to be in its best interest.

The Edina School District reserves the right to award the contract; reject all proposals; and/or waive minor irregularities or discrepancies within the sourcing process based solely on the district's evaluation of best value.

The following criteria will be used for evaluating proposals:

Evaluation Point Description	Weight (%)
Cost	51%
Ability to deliver product by July 1 <sup>st</sup> , 2022	30%
References and prior performance/relationship with district	19%

## Terms and Conditions

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

## Terms & Conditions (cont'd)

- N. **Title IX Compliance Notice & Non-Discrimination Policy:** The District strictly adheres to Minnesota State Statute Section 181.59, Discrimination on Account of Race, Creed, or Color Prohibited in Contract, for the contracts it will enter into. During the performance of this contract, the vendor agrees that it shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, sexual orientation, disability, age, marital status, or public assistance status. The Bidder will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status.

Vendors shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute Chapter 363A
  - The Equal Employment Opportunity Act of 1972
  - The Rehabilitation Act of 1973
  - The Age Discrimination in Employment Act of 1967
  - The Equal Pay Act of 1963
  - The Job Training Partnership Act of 1982
- O. **Equal Opportunity:** It is the policy of the District, in compliance with current Federal and State statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, not to discriminate on the basis of sex, race, religion, color, national origin, economic status, disability, age or marital status in any of the educational programs or personnel practices of the Edina School District. The Superintendent is designated as coordinator for compliance for all areas relating to educational programs and personnel practices. Title IX prohibits school districts from conducting business with any contractor or vendor not complying with Title IX requirements.
- P. **Requirements for onsite service providers:** Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.
- Q. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.

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

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

## General Specifications

It is the intent of the Edina School District No. 273 to acquire Windows-based Laptops, Desktop PCs, and accessories as described in the specifications below. These can be awarded to one vendor, or each item can be awarded to individual vendors based on response.

All equipment supplied pursuant to this solicitation shall be new, or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The Vendor shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts, or workmanship and/or inadequate design at no cost to the purchaser.

Proposed price shall be all inclusive so that no other charges shall be applicable to the Edina School District.

The specifications describe the approved models as an example. Participating vendors can propose these specific devices or those that are

## Laptop Specifications

Description	Specification
Storage	256 GB SSD (nvme)
RAM	16GB
Battery	8+ hours battery
Processor	Intel i5-1135G7 or better
USB 3 Ports	2 or more
Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities
Display	14" Touchscreen
Camera	Webcam built-in
Wi-Fi	Wi-Fi 6
Keyboard	Backlit
Included Accessories	USB C Power adapter for Laptop
Warranty	Manufacturer's warranty with 3-year DEPOT warranty
Approved Models*	<ul style="list-style-type: none"> <li>Lenovo L14 <ul style="list-style-type: none"> <li>Generation 3 or equivalent</li> </ul> </li> </ul>
Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.
Quantity	100

## Desktop Specifications

Description	Specification
Storage	256 GB SSD (nvme)
RAM	16GB
Processor	Intel i5-10400T or better
Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities
USB 3 Ports	THREE (3) or more USB 3 Ports
USB Ports	FIVE (5) or more total (including USB 3)
Digital Video Outputs	<ul style="list-style-type: none"> <li>DisplayPort or HDMI</li> <li>Two (2) or more</li> </ul>
Wi-Fi	Wi-Fi 6
Included Accessories	Power adapter
Warranty	Manufacturer's warranty with 3-year DEPOT warranty
Approved Models*	Lenovo M70q Tiny Desktop Model or equivalent
Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional power adapters, and spare parts depot.

**All equipment must be delivered no later than July 1<sup>st</sup>, 2022**

## Quote Worksheet

### Your Company Information

Company Name	CDW Government LLC	Contact Name	Mayank Srivastava
Address	230 N. Milwaukee Ave.	City	Vernon Hills
State	IL	Zip	60061
Joint Powers Agreement utilized (Holding organization & contract number)		E&I 439: E&I CNR01439 Catalog	

### References

District/Organization	Contact Name	Contact Email	Contact Phone
Burnsville ISD 191	Rachel Gorton	rgorton@isd91.org	952-707-2065
Mankato ISD 77	Angie Potts	apotts1@isd77.org	507-387-7698

### Questions

Question	Your Response
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	Yes
Have you provided all documentation required (as found on page 1)? [Y/N]	Yes
Are you able to maintain the proposed pricing for up to 1-year for additional orders? [Y/N]	Yes
What is the approximate number of weeks between order submission date and delivery to district? [#]	Currently 8 weeks
What is the latest date for receipt of Purchase Order to ensure delivery by July 1 <sup>st</sup> , 2022? [DATE]	As Soon As Possible

### Device Pricing

Description	Qty	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Laptop Computers	100	Lenovo	20X2SAXD00	\$965.00	\$96,500.00
Desktop Computers	100	Lenovo	11T4S0T700	\$710.00	\$71,000.00

### Additional Item Pricing

Please share any additional parts, services, or warranty included or discounted based on the proposed units above.

- Examples: Power Cords, Parts Depot, Batteries, additional support, extended warranty coverage, etc.

Description/Includes	Quantity Proposed	Per unit price proposed
3-Year Depot Warranty - Laptop	100	included
3-Year Depot Warranty - Desktop	100	included

# Company Overview

CDW Education understands that the objective of this RFx is for Edina Public Schools to identify the most reliable and experienced provider for Windows-Based Devices. Whatever the driving force behind your technology needs, we can support you where you are and help you achieve your goals—present and future—with the right solutions, precisely implemented, which can evolve with your organization.

We get how technology has evolved as a business driver to solve your most critical organizations challenges, understand your business, optimize technology and build unique IT solutions, and prepare for future evolution. We have been helping organizations of every type and size optimize efficiency, productivity, and performance for over thirty years. CDW Education stands behind you to maximize your IT investment, connect you with top industry vendors, solve your business problems, and meet your unique IT needs.

## How We Can Help Edina Public Schools Achieve Your Goals

As Edina Public Schools evaluates its options for this RFP, CDW Education would like to call out several benefits of partnering with us:



**Technical Resources:** Access to hundreds of Solution Architects in multiple disciplines.



**Post-Sales Services:** Access to more than 300 technicians, engineers, and support staff who perform desktop imaging, network configuration, server builds, and full rack buildouts.



**Redundancy and Speed:** Store products in one of our two US-owned, ISO 9001:2015-certified distribution facilities. CDW Education can assist with equipment schedules and logistics.



**Turnkey with Breadth of Solutions:** We are technology neutral with 100,000+ products and services from 1,000+ leading and emerging brands. We continually update these partners and products, allowing you access to industry-leading solutions.

### Edina Public Schools and CDW Education



**Financial Strength:** Our financial stability stems from our vendor-neutral solutions and multiple dedicated customer channels. Multiple avenues for growth and a balanced customer base allow us to weather economic and technology cycles.



**Scalability:** A team of CDW IT professionals will be dedicated to Edina Public Schools. Those resources will continue to grow as business grows. We are committed to making sure you receive the highest level of service and have the right team engaged.



**Economies of Scale:** Edina Public Schools gains the advantage of our size in the marketplace. As a top partner (often the No. 1 partner worldwide) to such manufacturers as Cisco, Dell EMC, HPE, and Lenovo, we can provide you with insight into new technology.



**Tracking and Visibility:** Online procurement capabilities streamline and standardize purchasing, support flexible reporting, and improve decision making.

Many respected vendors have well-established procurement/delivery and installation procedures but no plan or personnel in place to ensure their company remains compliant with the contract once signed.

Edina Public Schools will benefit from partnering with a vendor who not only offers a diverse breadth of technology solutions but also has proven dexterity in the intricacies of state and local government contracts. In addition to our customer-centric account management teams, we have a program management (PM) department singularly devoted to managing contracts. Our experienced PM team manages nearly 1,000 active state, local, and education contracts. When Edina Public Schools signs a contract with us, you also save time you might otherwise spend tracking data on the contract, advertising your contract to potential end users, and ensuring proper pricing and discounts are applied to every purchase.

Along with unwavering customer focus, we are committed to technology solutions delivering the best possible service and support with one-stop shopping for customized solutions. No matter where you are on your technology journey, Edina Public Schools gets more from your IT investment through our Technology Services, from roadmaps and adoption to project deployment and lifecycle management. Some benefits Edina Public Schools will realize when partnering with CDW Education are:

- Accessibility, reliability, and consistency for a smoother experience
- Greater efficiencies through automated operations, agility, and scalability
- Increased infrastructure security with preventative and proactive protection and remediation
- Robust solution development for your unique challenges by experienced and knowledgeable engineers.
- Integrated technology solutions designed, implemented, and managed by highly specialized solution architects who can help you capitalize on new opportunities
- Management of your technology environment today and into the future with lifecycle technical and customer support, from presales consultations to post-implementation issue resolution
- Savings of time money by supplementing your IT staff quickly with award-winning staff augmentation
- A strong partnership with individuals Edina Public Schools knows and trusts due to high retention of quality coworkers motivated to maximize performance and productivity.

**CDW  
Amplified™ Services**



**Security**



**Infrastructure**



**Workspace**



**Support**



**Data**





**Development**



## WE GET Reliable Distribution

Unlike many solutions integrators, CDW operates physical warehouses as opposed to the virtual warehouse methodology. CDW has two large, strategically located distribution centers controlled by a state-of-the-art Warehouse Management System (WMS) that ensures speed and accuracy throughout the order fulfillment and distribution processes. CDW has a 450,000-square-foot distribution center located at our headquarters in Vernon Hills, IL and a 513,000-square-foot distribution center located in North Las Vegas, NV. These locations facilitate quick distribution of products to our growing customer base throughout the country. The Vernon Hills (VH) distribution center focuses on distributing products to customers east of the Mississippi River while the Las Vegas (LV) distribution center primarily serves the western part of the United States.

 <p><b>LAS VEGAS, NV</b> 513k square feet Capacity for up to 10K+ configurations per day</p>	 <p><b>VERNON HILLS, IL</b> 450k square feet Capacity for up to 10K+ configurations per day</p>
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### OUR CONFIGURATION CENTERS ARE PCI CERTIFIED AND HOLD SEVERAL ISO CERTIFICATIONS:

**ISO 9001**

Quality

**ISO 14001**

Environmental

**ISO 20243**

Risk Management

**ISO 27001**

Information Security

**ISO 28000**

Secure Supply Chain

As of April 2021, CDW holds over \$500M of inventory in our two CDW-owned distribution centers that total almost 1M square feet. Our ISO 9001, 14001 and 28000 certified strategically located distribution centers provide speed, accuracy, and excellent geographic coverage across the United States. We have access to more than 100,000 top brand-name products from more than 1,000 leading manufacturers.

Due to the size of our facilities that span four levels of storage and three level picking modules, forklifts are required to stock and pick products as needed. Our product lineup includes desktops, notebooks, servers, peripherals, networking and communications equipment, software, accessories, plotters, network printers, desktop printers, and print supplies. We offer everything your IT operation could possibly need – from enterprise solutions to mouse pads.

## WE GET Strong Manufacturer and Distribution Partnerships

A significant advantage we offer Edina Public Schools is our ability to deliver the right products, at the right value, right when you need them. As one of the largest direct market resellers, CDW has

established exceptional working relationships with the major manufacturers in the technology industry. Our buying power attracts the industry's top manufacturers – and their best prices. To supplement our direct purchasing model, CDW has developed strong affiliations with principal channel distributors. Our distribution centers are located in close proximity to principal distributors; this enables us to quickly obtain competitively priced, non-stocked items.

[CDW's 2021 Environmental, Social, and Governance Report](#) demonstrates our commitment to operating responsibly and creating value for our coworkers, customers, communities, and investors. CDW's ESG report is built on our Circle of Service approach and on the CDW Way, the values we live by that keep us focused on what matters, ensuring consideration of our stakeholders and societal impacts.

## **WE GET Secure Supply Chain**

Inventory availability and reliable distribution are not the only key elements in effective purchasing. More and more, organizations rely on information and communication technology to handle growing workloads and mission-critical operations. In this increasingly uncertain world, they are facing a dangerous reality: the rise of counterfeit and maliciously tainted equipment. Customer can be confident in the quality of the products you order through CDW. ISO 28000:2007 Secure Supply Chain is an important standard for our company. The scope of the certification includes planning, deployment, and provisioning of supply chain services and supporting processes. ISO 28000:2007 certification demonstrates that CDW has mature, end-to-end risk management programs, with a focus on delivering quality and security in managing information, products, and services to meet our customers' needs.

## **WE GET National and International Reach**

Businesses today demand a seamless international experience – one that ensures consistent service levels and transparency across touchpoints, as well as access to local expertise and capabilities. Our U.S. operational footprint is abundantly national, with offices located in every region and two state-of-the-art distribution centers strategically located for the fastest possible service.

# **Comprehensive IT Solutions for Edina Public Schools**

Edina Public Schools can develop the best total solution while attaining the most value with our full range of products and services, from discrete hardware and software products to integrated IT solutions. We are technology “agnostic,” focused on finding the right solution for you rather than pushing a particular brand, and our sales and service delivery teams consist of nearly 6,000 customer-facing coworkers, including more than 2,000 field sellers, highly skilled technology specialists and advanced service delivery engineers. Our offerings are comprehensive, including expert consulting, design, configuration, installation, and lifecycle management services.

We have services dedicated to each stage of your solution rollout and IT journey, with technical support and professional services experts, architects and engineers that give your IT team the time they need to turn IT into a competitive advantage.

## Full-Stack Expertise

Products and Partnerships	Technology Services	Total Solutions
100,000+ products from more than 1,000 vendors including Acer, Adobe, Cisco, Dell EMC, HP, IBM, Lenovo, Microsoft, NetApp, and VMware!	<ul style="list-style-type: none"><li>▪ eProcurement integration</li><li>▪ Leasing services</li><li>▪ Managed services</li><li>▪ Pre-shipment configuration</li><li>▪ Professional services</li><li>▪ Warranty and maintenance</li></ul>	<ul style="list-style-type: none"><li>▪ Cloud</li><li>▪ Collaboration</li><li>▪ Data center and networking</li><li>▪ Managed Print Services</li><li>▪ Point of Sale</li><li>▪ Security</li><li>▪ Software management</li><li>▪ Total Mobility Management</li></ul>

## WE GET K-12 Education

Forget blackboards – the classroom of today is a student-centered, collaborative environment that supports a wide range of abilities and learning activities. Education, reimagined: Teachers empowered to inspire students. Students immersed in personalized learning environments that improve academic outcomes. Parents engaged in supporting student progress. That's what can happen when you innovatively integrate technology into K-12 education. CDW·G can help you get the right classroom technology and layout in your schools to motivate your students and enable better educational outcomes.

## ABOUT CDW EDUCATION

CDW Education is a specialized segment of CDW Government LLC ("CDW·G"), the wholly-owned subsidiary of CDW LLC, a leading multi-brand technology solutions provider to business, government, education and healthcare organizations in the United States, the United Kingdom and Canada. Recognizing the unique challenges and opportunities of our public sector customers, we established CDW·G in 1998 to focus on the specific needs of the government and education sectors. Our teams are broken down by segment, with separate teams serving State and Local customers, K-12, Higher Education, and Federal, and further organized into 11 geographic regions for a higher level of specialization. Our customer base is quite diverse, ranging from state and local government, federal, healthcare, K-12 and higher education. We have an expansive network of offices

### CDW Quick Facts

#### Vernon Hills, IL

Headquarters

**\$21B**

2021 Annual Net Sales

**13,900**

Coworkers

**28**

U.S. Sales Offices

**250,000+**

Customers

**161**

2021 Fortune 500 Rank

near major cities and a large team of field coworkers across the United States. As a global systems integrator impacting 75 million students across 34 countries, CDW Education enables and empowers over 17,000 education institutions to get the most out of the transformational impact of our partners' technology.

CDW debuted on the Fortune 500 in 2001, and now ranks at number 161. CDW ranks at No. 5 on CRN's 2021 Solution Provider 500 list. The sustainable growth and continued financial stability of our company serves to assure Edina Public Schools that we are here to stay and can support you through the life of this contract and beyond.

# WE GET Classroom IT

Being a top-notch K-12 administrator is no easy feat! It's challenging enough to develop young minds through the forethought and execution that is quality instruction, through the rigorous school assignments that must be age-appropriately engaging and competitive, and through adequate structuring of the classroom environment to bring forth curiosity, safety, collaboration, and dedication. But in addition to these ever-present facets of good education, comes the technology that forms the building blocks for our future in education! While we at CDW Education see this movement as a liberating process for students and educators alike- all involved in the education process can rely on the newest and most strategic tech tools to enhance learning- there is much to learn when it comes to beginning the process, or enhancing the tools and process, or just getting another perspective on what will work for your school or school system.

CDW Education understands the challenges – and opportunities – involved in building a flexible and supportive personalized learning environment for K-12 students in the face of tremendous change. We commend Edina Public Schools for your initiative to help bridge the digital equity divide by procuring connected devices and broadband connections needed to provide enhance digital equity for your students.

We also know Edina Public Schools' need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor *partner* that shares a passion for education and continued development. CDW Education does not rest on our laurels; we pledge to remain dedicated to supporting the full scope of Edina Public Schools' technology and related educational needs.

## Comprehensive Solutions for the Modern Learning Environment

Forget blackboards – the classroom of today is a student-centered, collaborative environment that supports a wide range of abilities and learning activities. Education, reimagined: Teachers empowered to inspire students. Students immersed in personalized learning environments that improve academic outcomes. Parents engaged in supporting student progress. That's what can happen when you integrate technology into K-12 education. CDW Education can help you get the right classroom technology and layout in your schools to motivate your students and enable better educational outcomes. We have been providing support to K-12 customers since our inception in 1998. We have experience handling complex deployments for the largest school districts in the country. We have deployed devices nationwide, and we have the logistics capabilities to get your devices to your students, even in adverse conditions.

**We are a trusted technology partner to more than 15,000 K-12 schools.**

You will find that CDW Education addresses Edina Public Schools' RFP requirements to highlight our proposed value-added services; aimed at increasing educator effectiveness, saving you budget dollars and saving you valuable IT staff time. We hope to bring forth the kinds of solutions that will make for more smiles and success among parents, teachers, students, and staff.

## **CDW Education as a Partner in Student Development**

We believe that technology empowers students and educators to make the learning process more interactive, individualized, and hands-on. If properly deployed, technology fosters a more effective learning environment that helps students develop the necessary 21st century skills to succeed in their current environment, at the college level, and in their future careers.

For this reason, we applaud Edina Public Schools for your work in providing students the opportunity to unlock their potential through individualized, technology-based education and the impact you have had in the success of so many students. We are humbled to contribute to this mission and have enjoyed our history collaborating with Edina Public Schools to provide students affordable access to technology. Like technology, we continue to focus on process improvements to ensure we remain a contributing factor to the success of the Edina Public Schools program.

We have experience handling complex deployments for the largest school districts in the country. We have deployed devices nationwide, and we have the logistics capabilities to get your devices to your students, even in adverse conditions. Over the past 20+ years, CDW's technology infrastructure solutions have stayed in line with emerging technologies. Keeping up with those technologies, such as collaboration solutions, cloud, mobility and virtualization, has been a major aspect of our ability to grow as a company. In 2020, CDW acquired Amplified IT, a leading provider of education-focused services and cloud-based software, enabling and empowering schools to leverage the innovation of Google for Education and Google Cloud

We have actively expanded our catalog, certifications and solutions to address the latest developments in technology, including cloud, IoT, drones and esports, in order to support the changing needs of our customers. In addition, we have dedicated CDW Education resources aligned to these solution areas to help our customers understand and implement them. Moving forward, we expect the landscape in which we compete to continue to evolve as new technologies are developed, and we will continue to evolve with those technologies.

## **Supporting Equity in Digital Learning**

Every space can become a learning space. The structures designed and set up by teachers in the classroom to promote autonomous student learning can be transposed onto a virtual classroom with some basic steps. You get the best of both worlds- educators retain aspects of learning present in a brick-and-mortar classroom, and you earn the tech benefits, including: friendly one-stop application

### **Commitment in Action**

Christine Leahy, President and CEO of CDW, was recently named to the **New York 2021 Education Power 100 list**.

This list recognizes the public officials and policymakers, superintendents and scholars, advocates and activists, and labor, business and nonprofit leaders who are putting in countless hours to ensure New York's students get a top-notch education.

interfaces, hands-on collaboration tools for student-to-teacher or student-to-student interactions, organizational materials for teachers and students, data modeling tools for higher-level instruction, videos and podcasts at the tips of your fingers, advanced tools, and more. All these tools can feed into learning that is systematized, organized, collaborative, fun, fairly administered, fairly assessed, and finally, not too overwhelming.

CDW Education has been actively supporting educational institutions transition to online education, as the pandemic has shown that education can no longer just rely on the traditional classroom to teach future generations. School leaders, teachers, IT teams and other departments are also coming together to reassess, learn and engage with technology in new ways with a shared goal in mind: improving the quality and reach of education.

## Drive your Vision with Our K-12 Collaborators

CDW Education provides K-12 educational collaborators to assist in aligning Edina Public Schools' Standards-Based Teaching & Learning Framework with your technology roadmap. CDW Education's

### **CDW Education K-12 RESOURCES**

#### **Educational Collaborators**

assist in aligning your T&L framework with your technology roadmap

#### **Learning Environment**

**Advisors** (LEAs) work with leading OEMs, advocating for your school and helping your technology roadmap evolve

Learning Environment Advisors (LEAs) team are available for future discussion with Edina Public Schools when strategizing your technology program roadmap. Working with the leading OEMs in the industry, the role of the LEA serves as a critical vendor-agnostic voice to assist Edina Public Schools in sorting through all the major education platforms when making your mobility and hardware decisions. With the LEAs being vendor-neutral, Edina Public Schools can be confident you are getting suggestions for solutions that best fit your systems and processes.

Academics and Technology have become so intertwined, it only makes sense to blend both of these program goals into one. This furthers collaboration, as you get both IT Staff and Educators providing expert insight in the development and vetting of what works and does not work for your schools. The available CDW Education resources unite both

viewpoints and ensure Edina Public Schools' technology program is successful from both an operational and an academic perspective. Lock-stepping your programs provides a greater benefit to your classrooms than struggling to keep two programs on pace with each other.

## WE GET Empowering Your Classroom

Empower your students, teachers, administrators and parents to explore and build opportunities for improving academic outcomes. From selecting the right mobile devices to ensuring seamless connectivity and accessibility, we can help you orchestrate highly effective personalized learning environments

Balancing the challenge of maximizing your students' digital freedom while simultaneously keeping them protected is no easy task. You must also ensure your teachers are supported with the digital autonomy they need to educate your students. Innovative uses of educational devices including

Chromebooks and Windows 10 can help you overcome this challenge and achieve digital freedom and security. CDW Education can assist you with implementing content filtering and classroom management techniques, finding the right storage solutions and determining your new software workflow.

### **CDW Blueprint to Design® Program**

Increased efforts to integrate technology into learning environments have encourage a shift in thinking about the impact the physical space has on instructional goals and success. Education leaders across the country are embarking on exciting changes involving new school construction, building remodels, classroom renovation, and media centers. With the CDW Blueprint to Design® four step offering, Edina Public Schools can re-design your classroom space to fit the ever-changing needs of your students and staff. With this offering, Edina Public Schools will receive a two-hour consultation with an Education Strategist, trained in space design and pedagogy, to understand the goals and vision behind your project. You send us a blueprint (or floorplan) and photos of the space. CDW will work with a dedicated school design engineer to complete 2D color renderings and options. CDW will deliver a completed design package back to you, perfect for presenting to leadership/stakeholders, or for including in your strategic plan

### **Additional CDW•G Resources**



## **EdTech**

**offers lesson plans and research, providing educators with the latest information on emerging trends**

Additional resources CDW Education offers for instructional support and collaboration to assist educators in creating a 21st century learning environment include:

- **Free semiannual editions of The Big Deal Book of Technology.** This resource offers guidance on where to obtain grant funding for educational technology and professional development workshop and includes links to websites that educators in your school may find useful.
- **EdTech:** Focus publications help K-12 school district technology managers and campus IT staff doing their jobs more effectively. Descriptions of best practices, special features, product reviews and case studies from the field showcase technology's impact on teaching, learning and administrative services on school campuses of all types and sizes.
- **Edtechmag.com:** The electronic version of our EdTech publication, this site offers lesson plans, thought-leadership videos, whitepapers, case studies, and research reports that provide in-depth perspectives of emerging trends and technologies. Additional on this site, educators will find a calendar of events coverage, reference guides, and insightful webinars in which schools and institutions discuss their best practices, share perspectives and provide recommendations.



**AT GETEDFUNDING.COM,  
YOU CAN:**

- Access resources including advice, best practices, workshop videos, and more
- Create a profile and receive alerts for new opportunities as soon as they become available
- Research funding options to discover the solutions that are right for you
- Search through thousands of active grants and awards

## Funding Information & Resources

While we utilize many avenues to lower costs, our primary focus is being the best-valued solution for Edina Public Schools. While providing strategic cost savings for our customers, we do not sacrifice our unique value-added offerings, because we know long term we are providing substantial savings and support. As a vendor agnostic technology integrator, we do not push brands; we orchestrate best fit solutions. This is because Edina Public Schools is better off with solutions that make the most sense for their need. We have relationships with all the top manufacturers and service partners and have compared each of their offerings to your unique needs and objectives. For Edina Public Schools' deployment, we have tailored a custom solution which provides the most value to you for every stage of your program.

We know Edina Public Schools' need for vendor support does not stop at deployment completion. Maintaining technology program innovativeness and alignment with your education goals is a continuous and daunting task. In fact, in a year, your program will look very different. You need a vendor that does more than meet your RFP's technology requirements; you need a vendor partner that shares a passion for education and continued development. CDW Education does not rest on our laurels; we pledge to remain dedicated to supporting the full scope of Edina Public Schools' technology and related educational needs. Our partners all offer the same enthusiasm, ensuring we achieve all Edina Public Schools' program goals.

CDW Education addresses Edina Public Schools' RFP requirements to highlight our proposed value-added services; aimed at increasing educator effectiveness, saving you budget dollars and saving you valuable IT staff time.

## Get-Ed Funding Overview

### **GetEdFunding.com**

CDW·G hosts GetEdFunding.com, a free grant-finding resource, providing access to billions of dollars' worth of educational funding opportunities. As the sponsor of the GetEdFunding website, CDW·G's mission is to help educators and institutions to uncover the funds they need to supplement shoestring budgets, expand innovative programs, prepare students for the increasingly complex skills they'll need to participate in tomorrow's workforce and help close the equity gap in educating students from all backgrounds and circumstances. This tool is dedicated to helping educators identify the funding that is needed to take learning to the next level.

This site is current, built by tapping by a wide range of print and electronic sources, web searches, organizations' web pages, communication with program administrators, and conversations with long-standing contacts. In the case of federal grants, which rely on congressional approval for continued

funding, best efforts have been made to tie down agencies' sense of the likelihood of future funding. Those programs pending congressional approval are included in this collection so that they may get on your radar as future possibilities.



#### GETEDFUNDING

- + Easy to use
- + Relevant
- + Reliable
- + Created by educators

GetEdFunding is created by educational professionals, for educational professionals. It is designed to be an easy-to-use, relevant and reliable database. Former and currently practicing educators from various levels of pre-K through higher education and experienced educational publishing writer/editors have touched every stage of this database development. Their work included conducting research, writing entries, fact-checking, aligning curriculum, copyediting, data entry, and beta testing, among others. In addition to experienced educational publishing professionals, the team includes an education grant specialist, community college instructor, high school math teacher, special needs educator, district technology coordinator, library/media specialist, ELL teacher and elementary teacher.

This site helps Edina Public Schools reduce the energy your teachers are spending to search for programs and money. This rich resource of grant and funding opportunities is expanded, updated, and monitored daily. You can search by six criteria, including 41 areas of focus, eight content areas and any of the 21st century themes and skills that support your curriculum. Once you are registered on the site, you can save the grants of greatest interest, then return to read about them at any time. Further, this site provides a tool for your teachers to tap into resources that are already available and applicable to their learning plans. For example, there are over 60 STEM specific programs currently available for application.

Please reach out to your Account Manager for more information and accessibility to these great programs that are here to serve your school or district. Having the expertise to connect schools and districts like your own to the government programs and their relief efforts, we can take the tedious work out of your schedule and optimize the overall process. Then you can take more time to consider your long-term options, determine what is right for you, and be on your way to greater education initiatives. Thinking about what new technology can bring for future innovation in education, is a process that starts today, with the right financial mindset and tools on your side.

### **Our Part in the Newest Government Funding Initiative**

Approximately 30% of all public K-12 students live in households either without an internet connection or device adequate for distance learning at home. With the onset of the COVID-19 pandemic, this "homework gap" has widened exponentially, and nearly 16 million students lack the baseline technology requirements for distance learning, including reliable highspeed internet, sufficient data plans, and a computer, laptop or tablet device.

**The Emergency Connectivity Fund (ECF)**– part of the American Rescue Plan– was established in March 2021 to enhance digital equity to internet access in homes in order to support distance



learning. Given that we have been providing reimbursement to K-12 & Library customers since our inception in 1998, we have the upper hand when it comes to helping customers get the right support they need for the project of their choosing. For instance, our dedicated internal team is highly trained and knowledgeable regarding all FCC reimbursement programs; we know the lay of the land when it comes to working all angles within this domain for over 20 years. More specifically, we have stayed informed and connected around the emergence of the Emergency Connectivity Fund, so that we can assist in the global crisis most effectively in the short-term and the long-term. Again, we have been awarded over 17,000 projects totaling over \$511M in total equipment and services delivered to U.S. schools, and we have never lost funding for a school, as substantiated by countless audits. CDW can be the asset that a school or district needs in securing funding, gaining leverage, and emerging with confidence.

With over 200 government and education contracts, we are the nation's largest direct response provider of multi-brand technology products and services to date. We are proud to offer our vendor-agnostic expertise towards future goals and initiatives that will benefit the new generation of schools and their students. Edina Public Schools can count on our coworkers to maintain drive and momentum through economically difficult times our customers may face, and thereby put our best foot forward and serve up high-quality and cutting-edge technology, maintenance and support, for the growing demands of educators. Let us know how we can help you get from point A to point B, and your Account Management team will be ready to begin the collaborative process.

# Pricing Offer



# PRICE QUOTE

230 N Milwaukee Ave  
Vernon Hills, IL 60061

Project: Edina Desktop and Notebook  
Attention: Nathaniel Lindley  
Prepared for: Edina Public Schools - Isd 273  
5701 Normandale Rd  
Edina, MN  
55424-2401

QUOTE ID: 578082  
Revision: 8  
CUSTOMER ID: 4079074  
QUOTE DATE: 04/26/2022  
QUOTE EXPIRES: 05/27/2022  
PAYMENT TERMS: Net 30 Days  
FOB: Port of Origin

Sales Person: Dave Donarski  
Phone: (847) 465-6000  
Email: davedon@cdwg.com  
ISR: Mayank Srivastava  
Phone: (312) 705-9366  
Email: mayasri@cdw.com

Qty	Part Number	EDC	Description	Customer Price	Customer Extended Price
Lenovo L14 Gen 2 Touch Screen					
100	20X2SAXD00	NEED EDC	L14 Touch, i5-1135 G7, 16GB Ram, 256GB SSD, Wifi 6, 3yr Depot Warranty	\$ 965.00	\$ 96,500.00
				Sub Total: \$ 96,500.00	
Lenovo M70q Gen 3 Tiny Desktop					
100	11T4S0T700	NEED EDC	M70q Gen 3, i5-12500T, 16gb, 256GB SSD, Wifi 6 enabled, 3yr Warranty	\$ 710.00	\$ 71,000.00
				Sub Total: \$ 71,000.00	
				Quote Total: \$ 167,500.00	

# ThinkCentre M70q Gen 3

For the modern workforce, whether they're in healthcare settings, at corporate offices, or at points of sale (POS), productivity must align with space-saving efficiency and uncompromised user experience. The newest compact ThinkCentre M70q Gen 3 Tiny Desktop enables big ideas. With up to 12<sup>th</sup> Generation Intel® Core™ i9 processor with optional Intel vPro® Essentials built on the latest Windows 11 platform, the ThinkCentre M70q Gen 3 delivers enterprise-level power, speed, and potential in a desktop so small it can fit—or hide—almost anywhere.

Engineered for manageability, security, and performance, this powerful device blends seamlessly into today's shifting and shrinking workspaces. Now with Modern Standby, get instant-on capability while saving power. And when bundled with TIO\*, ThinkCentre M70q Gen 3 offers even greater value and more cost-effective upgrade options.

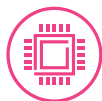
\*Supports TIO 22/24 Gen 3, TIO 22/24 Gen 4, TIO 27, and TIO Flex.



**Smarter  
technology  
for all**

**Lenovo**

# ThinkCentre M70q Gen 3



## FULL-SIZE PERFORMANCE

This Tiny desktop boasts full-size processing power with up to 12<sup>th</sup> Generation Intel® Core™ i9 processors, optional Intel vPro® Essentials, up to two DDR4 SODIMM (3200MHz), and dual punch-outs that allow users to configure ThinkCentre M70q Gen 3 to meet their needs.



## SECURITY INSIDE AND OUT

ThinkCentre devices allow employees to innovate fearlessly with the reinforced security of ThinkShield, Lenovo's comprehensive, end-to-end security solution that combines industry-leading hardware, software, services, and processes to protect data, ideas, and your business. ThinkCentre M70q Gen 3 has built-in and customizable security features, including self-healing BIOS, a TPM 2.0 chip, and a Kensington™ Cable Lock slot.



## COMPREHENSIVE MANAGEABILITY

This Tiny desktop is easy to deploy, upgrade, and manage thanks to built-in driver support for older OS versions. Toolless access to the SSD and memory module make expansion and maintenance fast and efficient. The ThinkCentre M70q Gen 3 is also designed to grow with your business. From industry-specific equipment to legacy peripherals, this desktop can connect them all.



## ENHANCED USER EXPERIENCE

ThinkCentre M70q Gen 3 is designed with people—and shrinking workspaces—in mind. Its sleek, modern design and compact 1L form allow this Tiny PC to fit seamlessly into modern offices, healthcare, finance, or retail environments either sitting out, mounted out of the way, or bundled with Tiny-in-One (TIO). Users can connect ThinkCentre M70q Gen 3 to as many as four displays for maximum multitasking, while a USB-C port located on the front panel offers fast charging and quick data sharing.

	M70q G2	M70q G3	Gen-to-Gen
Platform	B560	Q670(B)	10-15% enhanced performance
Front IO	1x USB 3.1 Gen 2 1x USB-C 3.1 Gen 1	2x USB 3.2 Gen 2 1x USB-C 3.2 Gen 1	More USB ports with improved connectivity
SSD	PCIe G3	PCIe G4	High speed
Modern Standby	No	Yes	Instant-on, power-saving capability

## purposeful design

ThinkCentre M70q Gen 3 enhances the computing experience with practical features like Smart Power On, which allows users to turn on the desktop using a simple keyboard shortcut. This is especially useful when the device—and its power button—are bundled inside TIO.

## relentless innovation

We are inspired by our customers and what they want from our devices. It shows in the variety of mounting options we offer for ThinkCentre M70q Gen 3 and the added value this device presents when bundled with TIO. This combination allows businesses to upgrade monitors and PCs separately to save budget and offers users an even more clutter-free, space-saving design.

## trusted quality

Lenovo's dedication to constantly improving product quality means rigorous testing for durability and reliability. In addition to our extensive in-house testing for real-world challenges, ThinkCentre M70q Gen 3 is tested against MIL-STD methods and procedures.



Lenovo

# ThinkCentre M70q Gen 3

## Services

Lenovo offers a comprehensive portfolio of end-to-end services to support and protect your investment—so you can focus on the job at hand, not IT.



### PREMIER SUPPORT

As IT budgets contract, you need to reduce complexity, decrease operational costs, and find ways to increase efficiency from your in-house IT support teams. Lenovo™ Premier Support manages routine support tasks, freeing IT focus on strategic efforts that move the organization forward. Boost end-user productivity and limit downtime with direct access to elite Lenovo engineers who provide unscripted, advanced hardware and software support.



### CO<sub>2</sub> OFFSET SERVICES

As the first in the industry, Lenovo offers this certification service to customers who wish to purchase their PC products CO<sub>2</sub>-compensated over the device's lifecycle. Included in the hardware transaction, CO<sub>2</sub> compensation is based on realistic emission by product, covering production, shipment, and typical usage cycle (5 years). This service proactively supports reduction of CO<sub>2</sub> emitted in the atmosphere and compensates for environmental impact of business operations.



### DEVICE AS A SERVICE (DaaS)

Improve flexibility in today's hybrid workplace. DaaS allows you to do more with less and get support wherever and whenever it's needed with reliable, stable, and fully customizable solutions.

## Accessories

### Vertical Stand

This innovative, elegant stand is designed with a small dip angle in front for ease of use. The Vertical Stand also minimizes vibration and noise while maximizing thermal performance.



PN: SM10Z42055

### ThinkCentre Tiny Dust Shield

With an all-new design, this nylon 100 mesh dust shield helps extend the life of your ThinkCentre Tiny by protecting it from dust, dirt, and other foreign objects that can get inside. Improve the performance and overall life of your Tiny with this easy to remove, wash, and replace dust shield that has Anti-Dust Performance Verification.



PN: SM10Y67391

### ThinkCentre Tiny Vesa Mount II

The ThinkCentre Tiny VESA Mount II is uniquely designed to house the Tiny PC. This versatile mount device can be used separately or combined with other options for a secure mounting functionality.



PN: 4XFON03161



# ThinkCentre M70q Gen 3

## performance

### PROCESSOR

Up to 12<sup>th</sup> Generation Intel® Core™ i9 Processors

### OPERATING SYSTEM

Windows 11 (Home & Pro)  
Windows 11 Downgrade (Pro)  
Windows 10 (IoT)

### MEMORY

Up to 2 DDR4 SODIMM 3200MHz

### PSU

135W 89%, 90W 89%, 65W 89%

## security

TPM 2.0 chip  
BIOS-based Smart USB Protection  
Kensington™ Cable Lock

## connectivity

### FRONT PORTS

2x USB 3.2 Gen 2  
1x USB-C 3.2 Gen 1  
1x Combo

### REAR PORTS

2x USB 3.2 Gen 2  
1x USB 3.2 Gen 1  
1x USB 2.0  
HDMI 2.1 TMDs  
DP 1.4  
2x Punch Out (DP/HDMI/VGA/Serial/TypeC +DP/HDMI/  
VGA/Serial/LAN)  
1x LAN

### M.2 SLOT

1x M.2 SSD (PCIe Gen 4)  
1x M.2 Wi-Fi

### INTERNAL BAY

1x 2.5" HDD

### EXTERNAL BAY

Optional ODD box

### WI-FI

Wi-Fi 6 (WLAN 802.11 AX) Bluetooth® 5.0

## design

### EOU

Yes

### DIMENSIONS

179 x 36.5 x 182.9 mm / 7.0 x 1.4 x 7.2 in

### WEIGHT

1.32 kg / 2.9 lbs

### MIL-STD-810H

Yes

## manageability

Supports up to 4 independent monitors  
Smart Power On

## green certifications

Energy Star® 8.0  
EPEAT™ Gold  
RoHS  
ERP LOT3  
TÜV Ultra Low Noise  
TCO 9.0



# Lenovo ThinkPad L14 GEN 2 Intel

ThinkPad L14 Gen 2 is the entry-level enterprise laptop of choice for users who need productivity and portability. Featuring the latest 11<sup>th</sup> generation Intel Core™ processors, optional NVIDIA® graphics, and faster memory, ThinkPad L14 Gen 2 offers better performance all around.

Along with a new Thunderbolt™ 4 port for faster data transfer and enhanced docking, ThinkPad L14 Gen 2 also offers LTE CAT12 capability for faster wireless data connections. Whether working from home or from across the globe, ThinkPad L14 Gen 2 keeps users connected to the things that matter most.

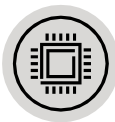


Smarter  
technology  
for all

Lenovo

intel®

# Lenovo ThinkPad L14 GEN 2 Intel



## BUILT TO PERFORM

ThinkPad L14 Gen 2 packs a solid punch with up to 11<sup>th</sup> generation Intel Core™ i7 processors, up to 64GB DDR4 (3200MHz) memory, and up to 1TB SSD, and up to 2TB HDD storage. Combine all this with optional NVIDIA® MX450 graphics, and users have a device that transitions easily from work to play.



## KEEPS YOU CONNECTED

It's easy to stay connected to more devices and data with new additions to ThinkPad L14 Gen 2 that include Thunderbolt™ 4 and HDMI 2.0 ports as well as LTE CAT12 capability. From faster data transfer and server access to expanded options for docking and displays, ThinkPad L14 Gen 2 ensures greater productivity anywhere users go.



## ALL-DAY PRODUCTIVITY

ThinkPad L14 Gen 2 helps users work more efficiently with new features like Modern Standby, which enables the device to wake from sleep in less than one second and stay up-to-date even during sleep mode. Unified communications (UC) functions on the F9 through F11 keys enable users to place voice or video calls directly from their laptop with the touch of a button. And with up to 7.7 hours of battery life<sup>1</sup>, users can stay productive all day.



## SMARTER SECURITY

In addition to security features that include a webcam privacy shutter, Match on Chip Touch Fingerprint Reader, and dTPM 2.0 chip, ThinkPad L14 Gen 2 comes with an updated suite of built-in ThinkShield security solutions to keep data and the device safe.



Lenovo™

## connectivity

ThinkPad L14 Gen 2 keeps users connected with WiFi 6 and LTE CAT12 capability in addition to Thunderbolt™ 4 and HDMI 2.0 ports.

## security

Enhanced ThinkShield features, coupled with SecureBio and a touch fingerprint reader, help users maintain security at all times.

## durability

ThinkPad L14 Gen 2 is MIL-STD-810H tested to withstand 22 scenarios—more than any of the other leading competitors.

<sup>1</sup>Based on testing with MobileMark 2018. Battery life varies significantly with settings, usage, and other factors.



## Lenovo ThinkPad L14 GEN 2 Intel

### performance

#### PROCESSOR

Up to 11<sup>th</sup> Generation Intel® Core™ i7 Processors

#### OPERATING SYSTEM

Up to Windows 10 Pro

#### GRAPHICS

Integrated Intel® UHD Graphics  
Optional NVIDIA® MX450

#### CAMERA

Up to HD + IR camera with webcam privacy shutter

#### MEMORY

Up to 64GB DDR4 (3200MHz)  
2x DIMM

#### STORAGE

Up to 2TB HDD  
Up to 1TB PCIe SSD

#### BATTERY

Up to 7.7 hours,<sup>1</sup> 45Whr battery

#### AC ADAPTER

Up to Type-C 65W (supports RapidCharge)

#### AUDIO

Dolby® Audio Premium Software

### security

Match on Chip Touch Fingerprint Reader  
dTPM 2.0 chip  
Webcam privacy shutter

### connectivity

#### INPUT/OUTPUT PORTS

2x USB 3.1 Type-A Gen 1  
1x USB 3.1 Type-C Gen 1  
1x Thunderbolt™ 4/USB Type-C Gen 2  
1x HDMI 2.0  
1x RJ45  
1x MicroSD Card  
1x Audio (Headphone and Microphone Combo Jack)

#### WIFI

WiFi 6 WLAN 802.11 AX  
LTE CAT12

#### NFC

Yes  
Docking  
Side mechanical dock  
USB cable dock  
Thunderbolt™ dock

### design

#### DISPLAY

14" HD TN (220nit)  
14" FHD IPS (250nit)  
14" FHD IPS On-Cell Touch (300nit)

#### DIMENSIONS (W X D X H)

331 x 235 x 19.1 mm  
13.03 x 9.25 x 0.75 in

#### WEIGHT

Starting at 1.58 kg/3.49 lbs

#### KEYBOARD

Keyboard with new UC functions for F9–F11. Backlit is optional.

#### COLORS

Black

#### CERTIFICATION

EPEAT® Gold (UMA)

### optional services

Lenovo offers a comprehensive portfolio of services to support and protect your ThinkPad investment—so you can focus on your work, not your IT.

#### PREMIER SUPPORT

Provides direct access to skilled and experienced Lenovo technicians offering comprehensive hardware and software support. Gives you a consistent point of contact within Lenovo to ensure that your case resolution is professionally managed from start to finish.

#### ACCIDENTAL DAMAGE PROTECTION (ADP)

Prevents the hassles of unexpected repair costs. Provides coverage for non-warranted damage incurred under normal operating conditions, such as minor spills, drops, or damage to the integrated screen.

#### WARRANTY EXTENSION (1-YEAR BASE, UP TO 3 YEARS TOTAL)

This fixed-term, fixed-cost service helps you accurately budget for PC expenses, protect your valuable investment, and lower the cost of ownership over time.

<sup>1</sup>Based on testing with MobileMark 2018. Battery life varies significantly with settings, usage, and other factors.



## accessories



#### LENOVO THUNDERBOLT 3 ESSENTIAL DOCK PN: Varies by country

This universal dock boosts productivity for your ThinkPad laptop by adding support for up to two 4K displays, an always-on charging port, gigabit Ethernet, and multiple additional ports.



#### LENOVO POWERED USB-C TRAVEL HUB PN: 4X90S92381

One-stop travel docking is here. Sleek and compact, the Lenovo Powered USB-C Travel Hub features six connection options for charging, displays, and more, as well as a slim, portable design with cable management.



#### LENOVO 100 STEREO USB HEADSET PN: 4XD0X88524

This business-ready stereo headset features a rotatable boom microphone and passive noise cancellation for clear audio on VoIP calls. It is lightweight for all-day wear with comfortable leather and memory-form earcups. Adjustable headband and boom microphone allow for either left-side or right-side wearing.



#### LENOVO ESSENTIAL WIRELESS COMBO KEYBOARD AND MOUSE

PN: Varies by country

This combo allows you to connect both keyboard and mouse using only one nano USB wireless receiver. The slim, wireless keyboard has a responsive key feeling, and includes an adjustable tilt leg, numeric keypad, and spill resistant design. The full-size wireless mouse accommodates left- and right-handed users.

©2020 Lenovo. All rights reserved. These products are available while supplies last. Prices shown are subject to change without notice. For any questions concerning price, please contact your Lenovo Account Executive. Lenovo is not responsible for photographic or typographic errors. Warranty: For a copy of applicable warranties, write to: Warranty Information, 500 Park Offices Drive, RTP, NC 27709, Attn: Dept. ZPYA/B600. Lenovo makes no representation or warranty regarding third-party products or services. Trademarks: Lenovo, the Lenovo logo, Rescue and Recovery, ThinkPad, ThinkCentre, ThinkStation, ThinkVantage, and ThinkVision are trademarks or registered trademarks of Lenovo. Microsoft, Windows, and Vista are registered trademarks of Microsoft Corporation. Intel, the Intel logo, Intel Inside, Intel Core, and Core Inside are trademarks of Intel Corporation in the U.S. and/or other countries. Other company, product and service names may be trademarks or service marks of others.

Lenovo





# Lenovo ThinkPad L14 GEN 2 Intel

ThinkPad L14 Gen 2 is the entry-level enterprise laptop of choice for users who need productivity and portability. Featuring the latest 11<sup>th</sup> generation Intel Core™ processors, optional NVIDIA® graphics, and faster memory, ThinkPad L14 Gen 2 offers better performance all around.

Along with a new Thunderbolt™ 4 port for faster data transfer and enhanced docking, ThinkPad L14 Gen 2 also offers LTE CAT12 capability for faster wireless data connections. Whether working from home or from across the globe, ThinkPad L14 Gen 2 keeps users connected to the things that matter most.

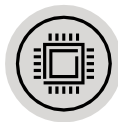


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technology  
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Lenovo

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# Lenovo ThinkPad L14 GEN 2 Intel



## BUILT TO PERFORM

ThinkPad L14 Gen 2 packs a solid punch with up to 11<sup>th</sup> generation Intel Core™ i7 processors, up to 64GB DDR4 (3200MHz) memory, and up to 1TB SSD, and up to 2TB HDD storage. Combine all this with optional NVIDIA® MX450 graphics, and users have a device that transitions easily from work to play.



## KEEPS YOU CONNECTED

It's easy to stay connected to more devices and data with new additions to ThinkPad L14 Gen 2 that include Thunderbolt™ 4 and HDMI 2.0 ports as well as LTE CAT12 capability. From faster data transfer and server access to expanded options for docking and displays, ThinkPad L14 Gen 2 ensures greater productivity anywhere users go.



## ALL-DAY PRODUCTIVITY

ThinkPad L14 Gen 2 helps users work more efficiently with new features like Modern Standby, which enables the device to wake from sleep in less than one second and stay up-to-date even during sleep mode. Unified communications (UC) functions on the F9 through F11 keys enable users to place voice or video calls directly from their laptop with the touch of a button. And with up to 7.7 hours of battery life<sup>1</sup>, users can stay productive all day.



## SMARTER SECURITY

In addition to security features that include a webcam privacy shutter, Match on Chip Touch Fingerprint Reader, and dTPM 2.0 chip, ThinkPad L14 Gen 2 comes with an updated suite of built-in ThinkShield security solutions to keep data and the device safe.



Lenovo™

## connectivity

ThinkPad L14 Gen 2 keeps users connected with WiFi 6 and LTE CAT12 capability in addition to Thunderbolt™ 4 and HDMI 2.0 ports.

## security

Enhanced ThinkShield features, coupled with SecureBio and a touch fingerprint reader, help users maintain security at all times.

## durability

ThinkPad L14 Gen 2 is MIL-STD-810H tested to withstand 22 scenarios—more than any of the other leading competitors.

<sup>1</sup>Based on testing with MobileMark 2018. Battery life varies significantly with settings, usage, and other factors.



## Lenovo ThinkPad L14 GEN 2 Intel

### performance

#### PROCESSOR

Up to 11<sup>th</sup> Generation Intel® Core™ i7 Processors

#### OPERATING SYSTEM

Up to Windows 10 Pro

#### GRAPHICS

Integrated Intel® UHD Graphics  
Optional NVIDIA® MX450

#### CAMERA

Up to HD + IR camera with webcam privacy shutter

#### MEMORY

Up to 64GB DDR4 (3200MHz)  
2x DIMM

#### STORAGE

Up to 2TB HDD  
Up to 1TB PCIe SSD

#### BATTERY

Up to 7.7 hours,<sup>1</sup> 45Whr battery

#### AC ADAPTER

Up to Type-C 65W (supports RapidCharge)

#### AUDIO

Dolby® Audio Premium Software

### security

Match on Chip Touch Fingerprint Reader  
dTPM 2.0 chip  
Webcam privacy shutter

### connectivity

#### INPUT/OUTPUT PORTS

2x USB 3.1 Type-A Gen 1  
1x USB 3.1 Type-C Gen 1  
1x Thunderbolt™ 4/USB Type-C Gen 2  
1x HDMI 2.0  
1x RJ45  
1x MicroSD Card  
1x Audio (Headphone and Microphone Combo Jack)

#### WIFI

WiFi 6 WLAN 802.11 AX  
LTE CAT12

#### NFC

Yes  
Docking  
Side mechanical dock  
USB cable dock  
Thunderbolt™ dock

### design

#### DISPLAY

14" HD TN (220nit)  
14" FHD IPS (250nit)  
14" FHD IPS On-Cell Touch (300nit)

#### DIMENSIONS (W X D X H)

331 x 235 x 19.1 mm  
13.03 x 9.25 x 0.75 in

#### WEIGHT

Starting at 1.58 kg/3.49 lbs

#### KEYBOARD

Keyboard with new UC functions for F9–F11. Backlit is optional.

#### COLORS

Black

#### CERTIFICATION

EPEAT® Gold (UMA)

### optional services

Lenovo offers a comprehensive portfolio of services to support and protect your ThinkPad investment—so you can focus on your work, not your IT.

#### PREMIER SUPPORT

Provides direct access to skilled and experienced Lenovo technicians offering comprehensive hardware and software support. Gives you a consistent point of contact within Lenovo to ensure that your case resolution is professionally managed from start to finish.

#### ACCIDENTAL DAMAGE PROTECTION (ADP)

Prevents the hassles of unexpected repair costs. Provides coverage for non-warranted damage incurred under normal operating conditions, such as minor spills, drops, or damage to the integrated screen.

#### WARRANTY EXTENSION (1-YEAR BASE, UP TO 3 YEARS TOTAL)

This fixed-term, fixed-cost service helps you accurately budget for PC expenses, protect your valuable investment, and lower the cost of ownership over time.

<sup>1</sup>Based on testing with MobileMark 2018. Battery life varies significantly with settings, usage, and other factors.



## accessories



#### LENOVO THUNDERBOLT 3 ESSENTIAL DOCK PN: Varies by country

This universal dock boosts productivity for your ThinkPad laptop by adding support for up to two 4K displays, an always-on charging port, gigabit Ethernet, and multiple additional ports.



#### LENOVO POWERED USB-C TRAVEL HUB PN: 4X90S92381

One-stop travel docking is here. Sleek and compact, the Lenovo Powered USB-C Travel Hub features six connection options for charging, displays, and more, as well as a slim, portable design with cable management.



#### LENOVO 100 STEREO USB HEADSET PN: 4XD0X88524

This business-ready stereo headset features a rotatable boom microphone and passive noise cancellation for clear audio on VoIP calls. It is lightweight for all-day wear with comfortable leather and memory-form earcups. Adjustable headband and boom microphone allow for either left-side or right-side wearing.



#### LENOVO ESSENTIAL WIRELESS COMBO KEYBOARD AND MOUSE

PN: Varies by country

This combo allows you to connect both keyboard and mouse using only one nano USB wireless receiver. The slim, wireless keyboard has a responsive key feeling, and includes an adjustable tilt leg, numeric keypad, and spill resistant design. The full-size wireless mouse accommodates left- and right-handed users.

©2020 Lenovo. All rights reserved. These products are available while supplies last. Prices shown are subject to change without notice. For any questions concerning price, please contact your Lenovo Account Executive. Lenovo is not responsible for photographic or typographic errors. Warranty: For a copy of applicable warranties, write to: Warranty Information, 500 Park Offices Drive, RTP, NC 27709, Attn: Dept. ZPYA/B600. Lenovo makes no representation or warranty regarding third-party products or services. Trademarks: Lenovo, the Lenovo logo, Rescue and Recovery, ThinkPad, ThinkCentre, ThinkStation, ThinkVantage, and ThinkVision are trademarks or registered trademarks of Lenovo. Microsoft, Windows, and Vista are registered trademarks of Microsoft Corporation. Intel, the Intel logo, Intel Inside, Intel Core, and Core Inside are trademarks of Intel Corporation in the U.S. and/or other countries. Other company, product and service names may be trademarks or service marks of others.

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# ThinkCentre M70q Gen 3

For the modern workforce, whether they're in healthcare settings, at corporate offices, or at points of sale (POS), productivity must align with space-saving efficiency and uncompromised user experience. The newest compact ThinkCentre M70q Gen 3 Tiny Desktop enables big ideas. With up to 12<sup>th</sup> Generation Intel® Core™ i9 processor with optional Intel vPro® Essentials built on the latest Windows 11 platform, the ThinkCentre M70q Gen 3 delivers enterprise-level power, speed, and potential in a desktop so small it can fit—or hide—almost anywhere.

Engineered for manageability, security, and performance, this powerful device blends seamlessly into today's shifting and shrinking workspaces. Now with Modern Standby, get instant-on capability while saving power. And when bundled with TIO\*, ThinkCentre M70q Gen 3 offers even greater value and more cost-effective upgrade options.

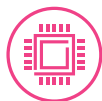
\*Supports TIO 22/24 Gen 3, TIO 22/24 Gen 4, TIO 27, and TIO Flex.



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# ThinkCentre M70q Gen 3



## FULL-SIZE PERFORMANCE

This Tiny desktop boasts full-size processing power with up to 12<sup>th</sup> Generation Intel® Core™ i9 processors, optional Intel vPro® Essentials, up to two DDR4 SODIMM (3200MHz), and dual punch-outs that allow users to configure ThinkCentre M70q Gen 3 to meet their needs.



## SECURITY INSIDE AND OUT

ThinkCentre devices allow employees to innovate fearlessly with the reinforced security of ThinkShield, Lenovo's comprehensive, end-to-end security solution that combines industry-leading hardware, software, services, and processes to protect data, ideas, and your business. ThinkCentre M70q Gen 3 has built-in and customizable security features, including self-healing BIOS, a TPM 2.0 chip, and a Kensington™ Cable Lock slot.



## COMPREHENSIVE MANAGEABILITY

This Tiny desktop is easy to deploy, upgrade, and manage thanks to built-in driver support for older OS versions. Toolless access to the SSD and memory module make expansion and maintenance fast and efficient. The ThinkCentre M70q Gen 3 is also designed to grow with your business. From industry-specific equipment to legacy peripherals, this desktop can connect them all.



## ENHANCED USER EXPERIENCE

ThinkCentre M70q Gen 3 is designed with people—and shrinking workspaces—in mind. Its sleek, modern design and compact 1L form allow this Tiny PC to fit seamlessly into modern offices, healthcare, finance, or retail environments either sitting out, mounted out of the way, or bundled with Tiny-in-One (TIO). Users can connect ThinkCentre M70q Gen 3 to as many as four displays for maximum multitasking, while a USB-C port located on the front panel offers fast charging and quick data sharing.

	M70q G2	M70q G3	Gen-to-Gen
Platform	B560	Q670(B)	10-15% enhanced performance
Front IO	1x USB 3.1 Gen 2 1x UBS-C 3.1 Gen 1	2x USB 3.2 Gen 2 1x USB-C 3.2 Gen 1	More USB ports with improved connectivity
SSD	PCIe G3	PCIe G4	High speed
Modern Standby	No	Yes	Instant-on, power-saving capability

## purposeful design

ThinkCentre M70q Gen 3 enhances the computing experience with practical features like Smart Power On, which allows users to turn on the desktop using a simple keyboard shortcut. This is especially useful when the device—and its power button—are bundled inside TIO.

## relentless innovation

We are inspired by our customers and what they want from our devices. It shows in the variety of mounting options we offer for ThinkCentre M70q Gen 3 and the added value this device presents when bundled with TIO. This combination allows businesses to upgrade monitors and PCs separately to save budget and offers users an even more clutter-free, space-saving design.

## trusted quality

Lenovo's dedication to constantly improving product quality means rigorous testing for durability and reliability. In addition to our extensive in-house testing for real-world challenges, ThinkCentre M70q Gen 3 is tested against MIL-STD methods and procedures.



Lenovo

# ThinkCentre M70q Gen 3

## Services

Lenovo offers a comprehensive portfolio of end-to-end services to support and protect your investment—so you can focus on the job at hand, not IT.



### PREMIER SUPPORT

As IT budgets contract, you need to reduce complexity, decrease operational costs, and find ways to increase efficiency from your in-house IT support teams. Lenovo™ Premier Support manages routine support tasks, freeing IT focus on strategic efforts that move the organization forward. Boost end-user productivity and limit downtime with direct access to elite Lenovo engineers who provide unscripted, advanced hardware and software support.



### CO<sub>2</sub> OFFSET SERVICES

As the first in the industry, Lenovo offers this certification service to customers who wish to purchase their PC products CO<sub>2</sub>-compensated over the device's lifecycle. Included in the hardware transaction, CO<sub>2</sub> compensation is based on realistic emission by product, covering production, shipment, and typical usage cycle (5 years). This service proactively supports reduction of CO<sub>2</sub> emitted in the atmosphere and compensates for environmental impact of business operations.



### DEVICE AS A SERVICE (DaaS)

Improve flexibility in today's hybrid workplace. DaaS allows you to do more with less and get support wherever and whenever it's needed with reliable, stable, and fully customizable solutions.

## Accessories

### Vertical Stand

This innovative, elegant stand is designed with a small dip angle in front for ease of use. The Vertical Stand also minimizes vibration and noise while maximizing thermal performance.



PN: SM10Z42055

### ThinkCentre Tiny Dust Shield

With an all-new design, this nylon 100 mesh dust shield helps extend the life of your ThinkCentre Tiny by protecting it from dust, dirt, and other foreign objects that can get inside. Improve the performance and overall life of your Tiny with this easy to remove, wash, and replace dust shield that has Anti-Dust Performance Verification.



PN: SM10Y67391

### ThinkCentre Tiny Vesa Mount II

The ThinkCentre Tiny VESA Mount II is uniquely designed to house the Tiny PC. This versatile mount device can be used separately or combined with other options for a secure mounting functionality.



PN: 4XFON03161

# ThinkCentre M70q Gen 3

## performance

### PROCESSOR

Up to 12<sup>th</sup> Generation Intel® Core™ i9 Processors

### OPERATING SYSTEM

Windows 11 (Home & Pro)  
Windows 11 Downgrade (Pro)  
Windows 10 (IoT)

### MEMORY

Up to 2 DDR4 SODIMM 3200MHz

### PSU

135W 89%, 90W 89%, 65W 89%

## security

TPM 2.0 chip  
BIOS-based Smart USB Protection  
Kensington™ Cable Lock

## connectivity

### FRONT PORTS

2x USB 3.2 Gen 2  
1x USB-C 3.2 Gen 1  
1x Combo

### REAR PORTS

2x USB 3.2 Gen 2  
1x USB 3.2 Gen 1  
1x USB 2.0  
HDMI 2.1 TMDs  
DP 1.4  
2x Punch Out (DP/HDMI/VGA/Serial/TypeC +DP/HDMI/  
VGA/Serial/LAN)  
1x LAN

### M.2 SLOT

1x M.2 SSD (PCIe Gen 4)  
1x M.2 Wi-Fi

### INTERNAL BAY

1x 2.5" HDD

### EXTERNAL BAY

Optional ODD box

### WI-FI

Wi-Fi 6 (WLAN 802.11 AX) Bluetooth® 5.0

## design

### EOU

Yes

### DIMENSIONS

179 x 36.5 x 182.9 mm / 7.0 x 1.4 x 7.2 in

### WEIGHT

1.32 kg / 2.9 lbs

### MIL-STD-810H

Yes

## manageability

Supports up to 4 independent monitors  
Smart Power On

## green certifications

Energy Star® 8.0  
EPEAT™ Gold  
RoHS  
ERP LOT3  
TÜV Ultra Low Noise  
TCO 9.0



## Quote Worksheet

### Your Company Information

Company Name	Now Micro	Contact Name	Jerome Smith
Address	1420 Perron Rd	City	Mendota Heights
State	MN	Zip	55120
Joint Powers Agreement utilized (Holding organization & contract number)		MN State Contract # 160321	

### References

District/Organization	Contact Name	Contact Email	Contact Phone
Minneapolis Public Schools	Brad Lundquist	brad.lundquist@mpls.k12.mn.us	612-668-0028
Anoka Hennepin Public Schools	Jill Bourman	jill.bourman@ahschools.us	763-506-1251

### Questions

Question	Your Response
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	Y
Have you provided all documentation required (as found on page 1)? [Y/N]	Y
Are you able to maintain the proposed pricing for up to 1-year for additional orders? [Y/N]	Y
What is the approximate number of weeks between order submission date and delivery to district? [#]	2
What is the latest date for receipt of Purchase Order to ensure delivery by July 1 <sup>st</sup> , 2022? [DATE]	6/11

### Device Pricing

Description	Qty	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Laptop Computers	100	HP	EliteBook 840 G8 - 613Q2UT	\$1,030.00	\$103,000.00
Desktop Computers	100	HP	EliteDesk 800 G6 Desktop Mini - 683J7UT	\$760.00	\$75,000

### Additional Item Pricing

Please share any additional parts, services, or warranty included or discounted based on the proposed units above.

- Examples: Power Cords, Parts Depot, Batteries, additional support, extended warranty coverage, etc.

Description/Includes	Quantity Proposed	Per unit price proposed
3-Year Depot Warranty - Laptop	100	Included in price
3-Year Depot Warranty - Desktop	100	Included in price
HP EliteDisplay E24 G4 Monitor		\$175.00
HP USB-C Dock G5		\$135.00
HP 65W Smart AC Adapter		\$45.00
HP P22h G4 FHD Monitor		\$140.00

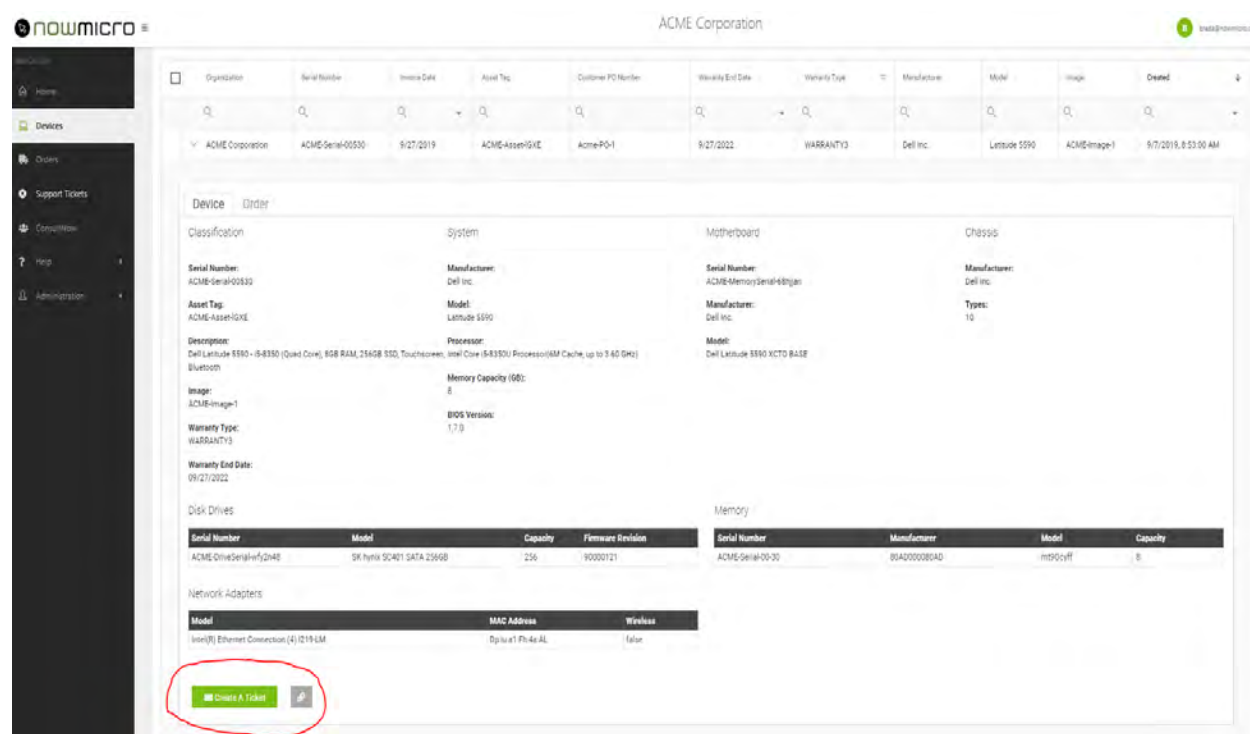
Included in the quoted price for the Warranty is the Manufacturer's service coverage, as well as Now Micro's value add to the Manufacturer warranty. This plan includes the option to use the Manufacturer's warranty service or use Now Micro's service for repairs. Edina does not need to pick one service to use for all devices. With all Warranties quoted, Edina can send Laptops to Now Micro for break/fix with about a 1-2 week turnaround time from the received date (subject to parts availability)

Procedure for Filing warranty claim with Now Micro. All Devices purchased through Now Micro will come with access to our DICE Portal (Pictured Below).

DICE- Inventory Management System. This system allows for customers to create tickets by searching their DICE database by serial number or asset tag number. Once a ticket is created this allows customers to track the progress of their system through updates provided by our Support team to the DICE portal in the ticketing section.

To create a ticket- search for the device using the asset tag or serial number in the DICE portal. After you have found the device you select the "Create Ticket Tab" and fill in a description of the problem. That kicks off the process automatically on our end to send a call tag for the device to repair at Now Micro at no cost to Edina Public Schools.

The warranty process can also be started by calling our support team or by email: [support@nowmicro.com](mailto:support@nowmicro.com)



The screenshot displays the Now Micro DICE portal interface. At the top, there's a header with the Now Micro logo and the user's name, 'ACME Corporation'. Below the header is a search bar and a table of device records. The first record is selected, showing details for a Dell Latitude 5590. The details are organized into sections: Classification, System, Motherboard, Chassis, Description, Image, Warranty Type, Warranty End Date, Disk Drives, Memory, and Network Adapters. At the bottom left, a green button labeled 'Create A Ticket' is circled in red.

Organization	Serial Number	Invoice Date	Asset Tag	Customer PO Number	Warranty End Date	Warranty Type	Manufacturer	Model	Image	Created
ACME Corporation	ACME-Serial-00530	9/27/2019	ACME-Asset-001	Acme-PO-1	9/27/2022	WARRANTY	Dell Inc.	Latitude 5590	ACME-Image-1	9/27/2019, 8:53:00 AM

Classification		System		Motherboard		Chassis	
Serial Number:	ACME-Serial-00530	Manufacturer:	Dell Inc.	Serial Number:	ACME-Memory-Serial-001	Manufacturer:	Dell Inc.
Asset Tag:	ACME-Asset-001	Model:	Latitude 5590	Manufacturer:	Dell Inc.	Types:	10
Description:	Dell Latitude 5590 - i5-8350 (Quad Core), 8GB RAM, 256GB SSD, Touchscreen, Intel Core i5-8350U Processor (8MB Cache, up to 3.60 GHz) Bluetooth						
Image:	ACME-Image-1						
Warranty Type:	WARRANTY						
Warranty End Date:	9/27/2022						

Disk Drives				Memory			
Serial Number	Model	Capacity	Firmware Revision	Serial Number	Manufacturer	Model	Capacity
ACME-Disk-Serial-001	SK Hynix SK401 SATA 256GB	256	90000721	ACME-Dell-00-20	80A000000000	DDR4 SDRAM	8

Network Adapters		
Model	MAC Address	Wireless
Intel(R) Ethernet Connection (4) I219-LM	82:u4:1:1b:4a:AL	False

Once the ticket is created you have the ability to track the shipment of the device as well as Now Micro's progress in fixing the device. (See Below)

- Home
- Devices
- Orders
- Support Tickets
- ConsultNow
- Help
- Administration

ACME Corporation

Tickets

CREATE TICKET

Controls	Serial Number	Customer ID	Status	Device Reason	Title	Subject	Description	Created
<div>▼</div> <div>NA0005</div>	ACME-Serial-00530	00421339-0059-ea11-a819-0	Active	None	Now Micro - ACME-Serial-00530	DICE	TEST STEVENS POINT RFP	1/16/2020, 4:06 PM

Now Micro - ACME-Serial-00530

Customer Information

Customer: NA0005

Email: trace@nowmicro.com

Device Information

Created Date: 01/16/2020

Manufacturer: Dell Inc.

Status: Latitude 5590

Serial Number: ACME-Serial-00530

Ticket Information

Defective Part: N/A

Description: TEST STEVENS POINT RFP

Status: Active

**NOW MICRO**

1420 Perron Road East, Suite 300  
Mendota Heights, MN 55120  
Phone: 651-633-9072 Fax: 651-393-2133

4/26/2022 Edina RFP

Number: **23355**Date: **04/26/2022**Quote prepared for: **Natasha Monsaas-Daly****Bill To:**

Natasha Monsaas-Daly  
Edina Public Schools Ref: MN-EDIN001  
5701 Normandale Road  
Edina, MN 55424-2401  
Phone: (952)848-3900  
Email: natasha.monsaas-daly@edinaschools.org

**Ship To:**

Natasha Monsaas-Daly  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424-2401  
Phone: (952)848-3900

Item #	Mfr. Part	Description	Price	Qty.	Extended
1	683J7UT#ABA	HP EliteDesk 800 G6 Desktop Computer - Intel Core i5 10th Gen i5-10500T Hexa-core (6 Core) 2.30 GHz - 16 GB RAM DDR4 SDRAM - 256 GB NVMe M.2 PCI Express SSD - Desktop Mini - Intel Q470 Chip - Windows 11 Pro - Intel UHD Graphics 630 DDR4 SDRAM - English Keyboard - 65 W - 3 Year Warranty Mfr: HP INC. UNSPSC : 43211507	\$ 760.00	100	\$ 76,000.00
1 item(s)			<b>Sub-Total</b>		<b>\$ 76,000.00</b>
			<b>Freight</b>		<b>\$ 0.00</b>
			<b>Tax @ 0%</b>		<b>\$ 0.00</b>
			<b>Total</b>		<b>\$ 76,000.00</b>

Quote Valid Until: 05/26/2022

**Payment Details**

Credit Card [ VISA # Expires On: ]  
Payment Term: 30 days

**Shipping and Delivery Details**

Shipping via: FEDEX Ground

**Terms and Conditions**

Thank you for the opportunity to provide a quote for goods and services. Please be aware that due to the current industry volatility, the ongoing uncertainty in global trade, and the continued potential of tariffs, unfortunately all prices are subject to change without notice. Now Micro will continue to do our best to notify customers of any known volatility that would prevent quotes from being valid for our standard period of 30 days.

All prices quoted reflect a 3% cash discount. Now Micro reserves the right to extend quoted prices on Net Terms accounts. The quoted prices are not applicable to credit card, P-card or extended terms accounts without written consent. If you wish to pay with credit card, P-card or an extended terms agreement, please contact your sales representative for an updated quote. Now Micro does not accept American Express as a form of payment. Once purchased, equipment may only be returned to Now Micro with prior consent and only for defects covered by the manufacturer's warranty. See complete Now Micro purchase agreement for additional details. Purchase orders may be submitted electronically to orders@nowmicro.com, or by fax to (651)393-2133. Questions regarding your order? Please reach us at insidesales@nowmicro.com.

Prices provided under MN State Contract # 160321, Dell/NASPO Contract MNWNC-97222 and MHEC. Contracts provide for computers, servers, software, professional and non-professional services.

Prepared by: **Ben Rains**Email: **benr@nowmicro.com**Phone: **651-633-9072**



**nowmicro****NOW MICRO**1420 Perron Road East, Suite 300  
Mendota Heights, MN 55120  
Phone: 651-633-9072 Fax: 651-393-2133

4/26/2022 Edina RFP

Number: **23356**Date: **04/26/2022**Quote prepared for: **Natasha Monsaas-Daly****Bill To:**Natasha Monsaas-Daly  
Edina Public Schools Ref: MN-EDIN001  
5701 Normandale Road  
Edina, MN 55424-2401  
Phone: (952)848-3900  
Email: natasha.monsaas-daly@edinaschools.org**Ship To:**Natasha Monsaas-Daly  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424-2401  
Phone: (952)848-3900

Item #	Mfr. Part	Description		Price	Qty.	Extended
1	613Q2UT#ABA	HP EliteBook 840 G8 14" Notebook - Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1135G7 Quad-core (4 Core) - 16 GB Total RAM - 256 GB SSD - Intel Chip - Intel Iris Xe Graphics - 3 Year Warranty Mfr: HP INC. UNSPSC : 43211503		\$ 1,030.00	100	\$ 103,000.00
1 item(s)				Sub-Total		\$ 103,000.00
				Freight		\$ 0.00
				Tax @ 0%		\$ 0.00
				Total		\$ 103,000.00

Quote Valid Until: 05/26/2022

**Payment Details**Credit Card [ # Expires On: ]  
Payment Term: 30 days**Shipping and Delivery Details**

Shipping via: FEDEX Ground

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All prices quoted reflect a 3% cash discount. Now Micro reserves the right to extend quoted prices on Net Terms accounts. The quoted prices are not applicable to credit card, P-card or extended terms accounts without written consent. If you wish to pay with credit card, P-card or an extended terms agreement, please contact your sales representative for an updated quote. Now Micro does not accept American Express as a form of payment. Once purchased, equipment may only be returned to Now Micro with prior consent and only for defects covered by the manufacturer's warranty. See complete Now Micro purchase agreement for additional details. Purchase orders may be submitted electronically to orders@nowmicro.com, or by fax to (651)393-2133. Questions regarding your order? Please reach us at insidesales@nowmicro.com.

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Prepared by: **Ben Rains**Email: **benr@nowmicro.com**Phone: **651-633-9072**



# HP Sales Central

## HP EliteBook 840 G8 Notebook PC (613Q2UT)

Active as of 3/4/2022



### Overview

#### Work with each other even when you're apart

Teams work from many locations requiring a powerful, secure, and durable laptop that connects easily to keep you productive. Meet the demands of the multi-task, multi-place, enterprise-business workday with the HP EliteBook 840.

#### List Price

\$1,559.00

#### Designed for you

The HP EliteBook 840 is built for how you work with a new AI-based audio experience. This easy to carry ultralight and thin business PC comes with an 85-percent screen-to-body ratio and a quiet and comfortable keyboard to work on.

#### Pursue success

Do your best work on the HP EliteBook 840 with Wi-Fi 6<sup>6,7</sup>, long battery life, and a powerful 11th Gen Intel® Core™ processor.<sup>4</sup>

#### Protected by HP Wolf Security

HP Wolf Pro Security Edition PCs interlace HP Sure Click Pro with HP Sure Sense Pro providing more in-depth coverage than the standard versions through a 1-year or 3-year user license with HP Support.<sup>3</sup> This creates a powerful, single solution that doesn't require an IT-managed PC environment.

## Specifications

#### Operating system

Windows 10 Pro (available through downgrade rights from Windows 11 Pro)<sup>1,21</sup>

#### Processor family

11th Generation Intel® Core™ i5 processor

#### Processor

Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)<sup>6,71</sup>

#### Management features

HP Driver Packs; HP System Software Manager (SSM); HP BIOS Config Utility (BCU); HP Client Catalog; HP Manageability Integration Kit Gen4

#### Sustainable impact specifications

Ocean-bound plastic in speaker enclosure; 35% post-consumer recycled plastic; Low Halogen; Bulk packaging available

#### Security management

Absolute persistence module; HP DriveLock and Automatic DriveLock; HP Secure Erase; Power-on authentication; Preboot authentication; TPM 2.0 embedded security chip shipped with Windows 10 (Common Criteria EAL4+ Certified); HP Sure Click; HP Sure Sense; Support for chassis padlocks and cable lock devices;

HP Sure Start Gen6; HP Sure Run Gen3; HP Sure Recover Gen3; HP Sure Admin; HP BIOSphere Gen6

**Memory**

16 GB DDR4-3200 MHz RAM (2 x 8 GB)

**Memory layout (slots & size)**

2 x 8 GB

**Memory Slots**

2 SODIMM

**Internal Storage**

256 GB PCIe® NVMe™ TLC SSD

**Optical drive**

Not included

**Display**

14" diagonal, FHD (1920 x 1080), touch, IPS, 250 nits, 45% NTSC

**Display size (diagonal)**

14"

**Graphics**

Integrated

**Graphics (integrated)**

Intel® Iris® Xe Graphics

**Ports**

2 Thunderbolt™ 4 with USB4 Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 SuperSpeed USB Type-A 5Gbps signaling rate (1 charging); 1 Stereo headphone/microphone combo jack; 1 HDMI 2.0b; 1 AC power

*(HDMI cable sold separately.)*

3

**Camera**

720p HD IR privacy camera

**Audio**

Audio by Bang & Olufsen, dual stereo speakers, 3 multi array microphone

**Pointing device**

Clickpad with multi-touch gesture support

**Keyboard**

HP Premium Collaboration Keyboard – spill-resistant, backlit keyboard

**Wireless**

Intel® AX201 Wi-Fi 6 (2x2) and Bluetooth® 5 combo, non-vPro®

**Power**

HP Smart 65 W External AC power adapter

**Battery type**

HP Long Life 3-cell, 53 Wh Li-ion

**Minimum dimensions (W x D x H)**

12.73 x 8.44 x 0.7 in

**Weight**

Starting at 3.21 lb (touch); Starting at 2.92 lb (non-touch)

**UPC number**

196337777057

**Package dimensions (W x D x H)**

2.71 x 19.01 x 12 in

**Software included**

HP Connection Optimizer; HP Image Assistant; HP Hotkey Support; HP Noise Cancellation Software; HP PC Hardware Diagnostics UEFI; HP Support Assistant; Buy Office (Sold separately); HP Power Manager; myHP; HP Privacy Settings; HSA Fusion for Commercial; HSA Telemetry for Commercial; Touchpoint Customizer for Commercial; HP Notifications; HP QuickDrop; Tile App; HP Wireless Button Driver<sup>19</sup>

20

## Manufacturer Warranty

HP Services offers 1-year and 3-year limited warranties and 90 day software limited warranty options depending on country. Batteries have a default one year limited warranty except for Long Life Batteries which will have same 1-year or 3-year limited warranty as the platform. On-site service and extended coverage is also available. HP Care Pack Services are optional extended service contracts that go beyond the standard limited warranties. To choose the right level of service for your HP product, use the HP Care Pack Services Lookup Tool at: <http://www.hp.com/go/cpc>.<sup>36 1</sup>

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### Overview

- 1 This product includes a one (1) year license of HP Wolf Pro Security Edition which includes HP Sure Click Pro and HP Sure Sense Pro. The HP Wolf Pro Security Edition software is licensed under the license terms of the HP End User License Agreement (EULA) that can be found at: [https://support.hp.com/us-en/document/ish\\_3875769-3873014-16](https://support.hp.com/us-en/document/ish_3875769-3873014-16) as modified by the following: "7. Term. Unless otherwise terminated earlier pursuant to the terms contained in this EULA, the license for the HP Wolf Pro Security Edition (HP Sure Sense Pro and HP Sure Click Pro) is effective upon activation and will continue for twelve (12) months thereafter ("Initial Term"). At the end of the Initial Term you may either (a) purchase a renewal license for the HP Wolf Pro Security Edition from HP.com, HP Sales or an HP Channel Partner, or (b) continue using the standard versions of HP Sure Click and HP Sure Sense at no additional cost with no future software updates or HP Support."
- 2 Wireless access point and internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 is backwards compatible with prior 802.11 specs. The specifications for Wi-Fi 6 (802.11ax) are draft and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the PC to communicate with other 802.11ax devices. Wi-Fi® supporting gigabit speeds is achievable with Wi-Fi 6 (802.11ax) when transferring files between two devices connected to the same router. Requires a wireless router, sold separately, that supports 160MHz channels.
- 3 HP Wolf Pro Security Edition (including HP Sure Click Pro and HP Sure Sense Pro) is available preloaded on select SKUs and, depending on the HP product purchased, includes a paid 1-year or 3-year license. The HP Wolf Pro Security Edition software is licensed under the license terms of the HP Wolf Security Software - End-User license Agreement (EULA) that can be found at: [https://support.hp.com/us-en/document/ish\\_3875769-3873014-16](https://support.hp.com/us-en/document/ish_3875769-3873014-16) as that EULA is modified by the following: "7. Term. Unless otherwise terminated earlier pursuant to the terms contained in this EULA, the license for the HP Wolf Pro Security Edition (HP Sure Sense Pro and HP Sure Click Pro) is effective upon activation and will continue for either a twelve (12) month or thirty-six (36) month license term ("Initial Term"). At the end of the Initial Term you may either (a) purchase a renewal license for the HP Wolf Pro Security Edition from HP.com, HP Sales or an HP Channel Partner, or (b) continue using the standard versions of HP Sure Click and HP Sure Sense at no additional cost with no future software updates or HP Support."
- 4 Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
- 6 Wireless access point and internet service required and sold separately. Availability of public wireless access points limited. Wi-Fi 6 is backwards compatible with prior 802.11 specs. The specifications for Wi-Fi 6 (802.11ax) are draft and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the laptop to communicate with other 802.11ax devices.
- 7 Wi-Fi® supporting gigabit speeds is achievable with Wi-Fi 6 (802.11ax) when transferring files between two devices connected to the same router. Requires a wireless router, sold separately, that supports 160MHz channels.

### Specifications

- 1 Not all features are available in all editions or versions of Windows. Systems may require upgraded and/or separately purchased hardware, drivers, software or BIOS update to take full advantage of Windows functionality. Windows is automatically updated and enabled. High speed internet and Microsoft account required. ISP fees may apply and additional requirements may apply over time for updates. See <http://www.windows.com>.
- 2 This system is preinstalled with Windows 10 Pro software and also comes with a license for Windows 11 Pro software and provision for recovery software. You may only use one version of the Windows software at a time. Switching between versions will require you to uninstall one version and install the other version. You must back up all data (files, photos, etc.) before uninstalling and installing operating systems to avoid loss of your data.
- 6 Multi-core is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.
- 7 Intel® Turbo Boost performance varies depending on hardware, software and overall system configuration. See <http://www.intel.com/technology/turboboost/> for more information.
- 19 HP Connection Optimizer requires Windows 10.
- 20 HP Support Assistant requires Windows and Internet access.
- 36 HP Care Packs are sold separately. Service levels and response times for HP Care Packs may vary depending on your geographic location. Service starts on date of hardware purchase. Restrictions and limitations apply. For details, visit [www.hp.com/go/cpc](http://www.hp.com/go/cpc). HP services are governed by the applicable HP terms and conditions of service provided or indicated to Customer at the time of purchase. Customer may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HP terms and conditions of service or the HP Limited Warranty provided with your HP Product.
- 39 Tile is an optional feature that must be configured at the factory and requires Windows 10. Some features require optional subscription to Tile Premium. Tile application for Windows 10 available for download from the Windows Store. Mobile phone app available for download from App Store and Google Play. Requires iOS 11 and greater or Android 6.0 and greater see <https://support.thetileapp.com/hc/en-us/articles/200424778> for more information. HP Tile will function as long as the PC has battery power.

## Detailed Specifications

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### Accessories

HP Thunderbolt Dock 120W G2 2UK37AA; HP 65W Slim AC Adapter H6Y82AA; HP Wireless Rechargeable 950MK Mouse and Keyboard 3M165AA; HP Stereo USB Headset T1A67AA; HP Business Backpack (up to 17.3") 2SC67AA

### Audio

Audio by Bang & Olufsen, dual stereo speakers, 3 multi array microphone

### Available software

HP Smart Support

### Available software footnote number

[57]

### Battery brand

HP

### Battery capacity

53

### Battery capacity uom

Wh

### Battery cells number

3

### Battery life

Long Life

### Battery life note

Battery is internal and not replaceable by customer. Serviceable by warranty. Fast charging 50% in 30 minutes.

### Battery type

HP Long Life 3-cell, 53 Wh Li-ion

### Battery type

Li-ion

### Battery weight

0.45 lb

### Battery weight

204 g

### Bluetooth version

Bluetooth® 5.0

### Brightness

250 nits

### Camera

720p HD IR privacy camera

### Camera Infrared

IR

### Camera resolution (vertical)

720p

### Camera resolution standard

HD

### Code name

Corvette 14

### Color gamut

45% NTSC

### Copyright notice

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statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

**Datasheet photo 1**

AHID/a8a22506209a78a75ec138c6d0ca8fd5a6049883

**Datasheet photo 2**

Publication photos/AMS Care Pack Blue.jpg

**Datasheet photo 3**

AHID/69da81d9b9dcd393e1fc08695227057b1fd2b7ae

**Datasheet photo 4**

AHID/98ee12dcaabe8a410261f18128bd2fca2cf8ea7d

**Datasheet photo 5**

AHID/aea64d3aee1d6c8168227b721961e2cd2f0752fc

**Display**

14" diagonal FHD touch display

**Display**

14" diagonal, FHD (1920 x 1080), touch, IPS, 250 nits, 45% NTSC

**Display brightness**

250

**Display brightness uom**

nits

**Display footnote number**

[16,17,18]

**Display panel technology**

IPS

**Display resolution (pixels)**

1920 x 1080

**Display resolution standard**

FHD

**Display size (diagonal)**

14"

**Display size (diagonal) uom**

"

**Display size (diagonal, imperial)**

14

**Display size (diagonal, metric)**

35.6

**Display size (diagonal, metric) uom**

cm

**Display surface treatment**

anti-glare

**Display touchscreen type**

touch screen

**ECC memory**

non-ECC

**External I/O ports footnote number**

[32]

**Fingerprint reader**

Fingerprint sensor

**Graphics**

Integrated

**Graphics (integrated)**

Intel® Iris® Xe Graphics

**Image legal disclaimer**

Product image may differ from actual product

**Internal Storage**

256 GB PCIe® NVMe™ TLC SSD

**Keyboard**

HP Premium Collaboration Keyboard – spill-resistant, backlit keyboard

**Keyboard backlight**

backlit

**Keyboard features**

Spill-resistant

**Keyboard name**

HP Premium Collaboration Keyboard

**Legal tagline**

HP recommends Windows 11 Pro for business

**Manageability features footnote number**

[21,22]

**Management features**

HP Driver Packs; HP System Software Manager (SSM); HP BIOS Config Utility (BCU); HP Client Catalog; HP Manageability Integration Kit Gen4

**Manufacturer Warranty**

HP Services offers 1-year and 3-year limited warranties and 90 day software limited warranty options depending on country. Batteries have a default one year limited warranty except for Long Life Batteries which will have same 1-year or 3-year limited warranty as the platform. On-site service and extended coverage is also available. HP Care Pack Services are optional extended service contracts that go beyond the standard limited warranties. To choose the right level of service for your HP product, use the HP Care Pack Services Lookup Tool at: <http://www.hp.com/go/cpc>.

**Memory**

16 GB DDR4-3200 MHz RAM (2 x 8 GB)

**Memory and storage**

16 GB memory; 256 GB SSD storage

**Memory layout (slots & size)**

2 x 8 GB

**Memory module type**

DIMM

**Memory size**

16

**Memory size uom**

GB

**Memory Slots**

2 SODIMM

**Memory speed**

3200

**Memory speed uom**

MHz

**Memory type**

DDR4

**Minimum dimensions (W x D x H)**

12.73 x 8.44 x 0.7 in

**Minimum dimensions (W x D x H)**

32.34 x 21.46 x 1.79 cm

**Number of memory slots**

2

**Operating system**

Windows 10 Pro (available through downgrade rights from Windows 11 Pro)

**Operating system footnote number**

[1,2]

**Optical drive**

Not included

**Package depth, imperial (most common size)**

19.01

**Package depth, metric (most common size)**

48.3

**Package dimensions (W x D x H)**

2.71 x 19.01 x 12 in

**Package dimensions (W x D x H)**

6.9 x 48.3 x 30.5 cm

**Package height, imperial (most common size)**

12

**Package height, metric (most common size)**

30.5

**Package width, imperial (most common size)**

2.71

**Package width, metric (most common size)**

6.9

**Pointing device**

Clickpad with multi-touch gesture support

**Ports**

2 Thunderbolt™ 4 with USB4 Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 SuperSpeed USB Type-A 5Gbps signaling rate (1 charging); 1 Stereo headphone/microphone combo jack; 1 HDMI 2.0b; 1 AC power

**Ports note**

HDMI cable sold separately.

**Power**

HP Smart 65 W External AC power adapter

**Power supply required footnote number**

[34,35]

**Processor**

Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)

**Processor Brand**

Intel®

**Processor cache**

8 MB L3

**Processor core**

4

**Processor family**

11th Generation Intel® Core™ i5 processor

**Processor family**

Core™ i5

**Processor frequency technology**

Intel® Turbo Boost Technology

**Processor generation**

11th Generation

**Processor maximum frequency**

4.2

**Processor maximum frequency uom**



GHz

**Processor model**

1135G7

**Processor name footnote number**

[6,7]

**Processor threads**

8

**Product brand name**

HP

**Product long name specifications**

HP EliteBook 840 G8 Notebook PC, 14", touch screen, Windows 10 Pro (available through downgrade rights from Windows 11 Pro), Intel® Core™ i5, 16GB RAM, 256GB SSD, FHD

**Product short name specifications**

HP EliteBook 840 G8 Notebook PC, 14", Intel® Core™ i5, 16GB RAM, 256GB SSD

**Security management**

Absolute persistence module; HP DriveLock and Automatic DriveLock; HP Secure Erase; Power-on authentication; Preboot authentication; TPM 2.0 embedded security chip shipped with Windows 10 (Common Criteria EAL4+ Certified); HP Sure Click; HP Sure Sense; Support for chassis padlocks and cable lock devices; HP Sure Start Gen6; HP Sure Run Gen3; HP Sure Recover Gen3; HP Sure Admin; HP BIOSphere Gen6

**Security management footnote number**

[23,24,25,26,27,28,29,30,31,33]

**Security Software Licenses**

HP Wolf Pro Security Edition (1 year)

**Security software licenses footnote number**

[56]

**Software included**

HP Connection Optimizer; HP Image Assistant; HP Hotkey Support; HP Noise Cancellation Software; HP PC Hardware Diagnostics UEFI; HP Support Assistant; Buy Office (Sold separately); HP Power Manager; myHP; HP Privacy Settings; HSA Fusion for Commercial; HSA Telemetry for Commercial; Touchpoint Customizer for Commercial; HP Notifications; HP QuickDrop; Tile App; HP Wireless Button Driver

**Software included footnote number**

[19,20,39]

**Standard memory note**

Transfer rates up to 3200 MT/s.

**Storage capacity**

256

**Storage capacity uom 01**

GB

**Storage interface 01**

PCIe®

**Storage interface protocol 01**

NVMe™

**Storage memory technology 01**

TLC

**Storage type**

SSD

**Storage type 01**

SSD

**Sustainable impact specifications**

Ocean-bound plastic in speaker enclosure; 35% post-consumer recycled plastic; Low Halogen; Bulk packaging available

**Sustainable impact specifications footnote number**

[38,42,43]

**Tech spec footnote**

[1] Not all features are available in all editions or versions of Windows. Systems may require upgraded and/or separately purchased hardware, drivers, software or BIOS update to take full advantage of Windows functionality. Windows is automatically updated and enabled. High speed internet and Microsoft account required. ISP fees may apply and additional requirements may apply over time for updates. See <http://www.windows.com>.

**Tech spec footnote**

[10] Intel® Optane™ memory is sold separately. Intel® Optane™ memory system acceleration does not replace or increase the DRAM in your system. Available for HP commercial desktops and notebooks and for select HP workstations (HP Z240 Tower/SFF, Z2 Mini, ZBook Studio, 15 and 17 G5) and requires a SATA HDD, 7th Gen or higher Intel® Core™ processor or Intel® Xeon® processor E3-1200 V6 product family or higher, BIOS version with Intel® Optane™ supported, Windows 10 version 1703 or higher, M.2 type 2280-S1-B-M connector on a PCH Remapped PCIe Controller and Lanes in a x2 or x4 configuration with B-M keys that meet NVMe™ Spec 1.1, and an Intel® Rapid Storage Technology (Intel® RST) 15.5 driver.

**Tech spec footnote**

[11] Intel® Optane™ memory system acceleration does not replace or increase the DRAM in your system. Requires 8th Gen or higher Intel® Core™ processor, BIOS version with Intel® Optane™ supported, Windows 10 64-bit, and an Intel® Rapid Storage Technology (Intel® RST) driver.

**Tech spec footnote**

[12] Wireless access point and Internet service required and sold separately. Availability of public wireless access points limited. The specifications for the 802.11ac WLAN are draft specifications and are not final. If the final specifications differ from the draft specifications, it may affect the ability of the notebook to communicate with other 802.11ac WLAN devices.

**Tech spec footnote**

[13] WWAN module is an optional feature, requires factory configuration and requires separately purchased service contract. Check with service provider for coverage and availability in your area. Connection speeds will vary due to location, environment, network conditions, and other factors. 4G LTE not available on all products, in all regions.

**Tech spec footnote**

[14] Miracast is a wireless technology your PC can use to project your screen to TVs, projectors, and streaming.

**Tech spec footnote**

[15] Intel® Iris® Xe Graphics capabilities require system to be configured with Intel® Core™ i5 or i7 processors and dual channel memory. Intel® Iris® Xe Graphics with Intel® Core™ i5 or 7 processors and single channel memory will only function as UHD graphics.

**Tech spec footnote**

[16] HD content required to view HD images.

**Tech spec footnote**

[17] Resolutions are dependent upon monitor capability, and resolution and color depth settings.

**Tech spec footnote**

[18] HP Sure View Reflect integrated privacy screen is an optional feature that must be configured at purchase and is designed to function in landscape orientation.

**Tech spec footnote**

[19] HP Connection Optimizer requires Windows 10.

**Tech spec footnote**

[2] This system is preinstalled with Windows 10 Pro software and also comes with a license for Windows 11 Pro software and provision for recovery software. You may only use one version of the Windows software at a time. Switching between versions will require you to uninstall one version and install the other version. You must back up all data (files, photos, etc.) before uninstalling and installing operating systems to avoid loss of your data.

**Tech spec footnote**

[20] HP Support Assistant requires Windows and Internet access.

**Tech spec footnote**

[21] HP Driver Packs not preinstalled, however available for download at <http://www.hp.com/go/clientmanagement>.

**Tech spec footnote**

[22] HP Manageability Integration Kit can be downloaded from <http://www8.hp.com/us/en/ads/clientmanagement/overview.html>.

**Tech spec footnote**

[23] Absolute firmware module is shipped turned off and can only be activated with the purchase a license subscription and full activation of the software agent. License subscriptions can be purchased for terms ranging multiple years. Service is limited, check with Absolute for availability outside the U.S. Certain conditions apply. For full details visit: <https://www.absolute.com/about/legal/agreements/absolute/>

**Tech spec footnote**

[24] HP Secure Erase for the methods outlined in the National Institute of Standards and Technology Special Publication 800-88 "Clear" sanitation method. HP Secure Erase does not support platforms with Intel® Optane™.

**Tech spec footnote**

[25] Firmware TPM is version 2.0.

**Tech spec footnote**

[26] HP Sure Click requires Windows 10. See [https://bit.ly/2PrLT6A\\_SureClick](https://bit.ly/2PrLT6A_SureClick) for complete details.

**Tech spec footnote**

[27] HP Sure Sense requires Windows 10.

**Tech spec footnote**

[28] HP Sure Start Gen6 is available on select HP PCs.

**Tech spec footnote**

[29] HP Sure Run Gen3 is available on select Windows 10 based HP Pro, Elite and Workstation PCs with select Intel® or AMD processors.

**Tech spec footnote**

[30] HP Sure Recover Gen3 is available on select HP PCs and requires an open network connection. You must back up important files, data, photos, videos, etc. before using HP Sure Recover to avoid loss of data.

**Tech spec footnote**

[31] HP Sure Admin requires Windows 10, HP BIOS, HP Manageability Integration Kit from <http://www.hp.com/go/clientmanagement> and HP Sure Admin Local Access Authenticator smartphone app from the Android or Apple store.

**Tech spec footnote**

[32] SuperSpeed USB 20Gbps is not available with Thunderbolt™ 4.

**Tech spec footnote**

[33] HP BIOSphere Gen6 is available on select HP Pro and Elite PCs. See product specifications for details. Features may vary depending on the platform and configurations.

**Tech spec footnote**

[34] Recharges the battery up to 50% within 30 minutes when the system is off or in standby mode. Power adapter with a minimum capacity of 65 watts is required. After charging has reached 50% capacity, charging will return to normal. Charging time may vary +/-10% due to System tolerance.

**Tech spec footnote**

[35] Availability may vary by country.

**Tech spec footnote**

[36] HP Care Packs are sold separately. Service levels and response times for HP Care Packs may vary depending on your geographic location. Service starts on date of hardware purchase. Restrictions and limitations apply. For details, visit [www.hp.com/go/cpc](http://www.hp.com/go/cpc). HP services are governed by the applicable HP terms and conditions of service provided or indicated to Customer at the time of purchase. Customer may have additional statutory rights according to applicable local laws, and such rights are not in any way affected by the HP terms and conditions of service or the HP Limited Warranty provided with your HP Product.

**Tech spec footnote**

[37] Based on US EPEAT® registration according to IEEE 1680.1-2018 EPEAT®. Status varies by country. Visit [www.epeat.net](http://www.epeat.net) for more information.

**Tech spec footnote**

[38] External power supplies, power cords, cables and peripherals are not Low Halogen. Service parts obtained after purchase may not be Low Halogen.

**Tech spec footnote**

[39] Tile is an optional feature that must be configured at the factory and requires Windows 10. Some features require optional subscription to Tile Premium. Tile application for Windows 10 available for download from the Windows Store. Mobile phone app available for download from App Store and Google Play. Requires iOS 11 and greater or Android 6.0 and greater see <https://support.thetileapp.com/hc/en-us/articles/200424778> for more information. HP Tile will function as long as the PC has battery power.

**Tech spec footnote**

[4] Multicore is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.

**Tech spec footnote**

[40] Windows 10 MM18 battery life will vary depending on various factors including product model, configuration, loaded applications, features, use, wireless functionality, and power management settings. The maximum capacity of the battery will naturally decrease with time and usage. See [www.bapco.com](http://www.bapco.com) for additional details.

**Tech spec footnote**

[41] For full Intel® vPro™ functionality, Windows, a vPro supported processor, vPro enabled Q370 chipset or higher and vPro enabled WLAN card are required. Some functionality, such as Intel Active management technology and Intel Virtualization technology, requires additional 3rd party software in order to run. Availability of future "virtual appliances" applications for Intel vPro technology is dependent on 3rd party software providers. Compatibility of this generation of Intel vPro technology-based hardware with future "virtual appliances" is yet to be determined.

**Tech spec footnote**

[42] Percentage of ocean-bound plastic contained in each component varies by product.

**Tech spec footnote**

[43] Recycled plastic content percentage is based on the definition set in the IEEE 1680.1-2018 standard.

**Tech spec footnote**

[44] Actual battery Watt-hours (Wh) will vary from design capacity. Battery capacity will naturally decrease with shelf life, time, usage, environment, temperature, system configuration, loaded apps, features, power management settings and other factors.

**Tech spec footnote**

[5] Processor speed denotes maximum performance mode; processors will run at lower speeds in battery optimization mode.

**Tech spec footnote**

[6] Multi-core is designed to improve performance of certain software products. Not all customers or software applications will necessarily benefit from use of this technology. Performance and clock frequency will vary depending on application workload and your hardware and software configurations. Intel's numbering, branding and/or naming is not a measurement of higher performance.

**Tech spec footnote**

[7] Intel® Turbo Boost performance varies depending on hardware, software and overall system configuration. See <http://www.intel.com/technology/turboboost/> for more information.

**Tech spec footnote**

[8] Due to the non-industry standard nature of some third-party memory modules, we recommend HP branded memory to ensure compatibility. If you mix memory speeds, the system will perform at the lower memory speed.

**Tech spec footnote**

[9] For storage drives, GB = 1 billion bytes. TB = 1 trillion bytes. Actual formatted capacity is less. Up to 30 GB (for Windows 10) is reserved for system recovery software.

**Tech spec footnote 56**

[56] This product includes a one (1) year license of HP Wolf Pro Security Edition which includes HP Sure Click Pro and HP Sure Sense Pro. The HP Wolf Pro Security Edition software is licensed under the license terms of the HP End User License Agreement (EULA) that can be found at: [https://support.hp.com/us-en/document/ish\\_3875769-3873014-16](https://support.hp.com/us-en/document/ish_3875769-3873014-16) as modified by the following: "7. Term. Unless otherwise terminated earlier pursuant to the terms contained in this EULA, the license for the HP Wolf Pro Security Edition (HP Sure Sense Pro and HP Sure Click Pro) is effective upon activation and will continue for twelve (12) months thereafter ("Initial Term"). At the end of the Initial Term you may either (a) purchase a renewal license for the HP Wolf Pro Security Edition from [HP.com](http://HP.com), HP Sales or an HP Channel Partner, or (b) continue using the standard versions of HP Sure Click and HP Sure Sense at no additional cost with no future software updates or HP Support."

**Tech spec footnote 57**

[57] HP Smart Support automatically collects the telemetry necessary upon initial boot of the product to deliver device-level configuration data and health insights and is available preinstalled on select products, thru HP Factory Configuration Services; or it can be downloaded. For more information about how to enable HP Smart Support or for download, please visit <http://www.hp.com/smart-support>.

**Touchscreen**

Yes

**Trademark information**

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**UNSPSC code**

43211503

**UPC number**

196337777057

**vPro enabled**

non-vPro®

**Warranty footnote number**

[36]

**Weight**

Starting at 1.32 kg (non-touch); Starting at 1.46 kg (touch)

**Weight**

Starting at 3.21 lb (touch); Starting at 2.92 lb (non-touch)

**Weight note (imperial)**

Weight will vary by configuration.

**Weight note (metric)**

Weight will vary by configuration.

**Wireless**

Intel® AX201 Wi-Fi 6 (2x2) and Bluetooth® 5 combo, non-vPro®

**Wireless antenna**

2x2

**Wireless Model**

Wi-Fi 6 AX201

**Wireless Note**

MU-MIMO and Miracast support.

**Wireless standard**

Wi-Fi 6

**Wireless supplier**

Intel®

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**Now Micro helps customers navigate technology  
to the **edge and beyond** with purpose-built  
devices and services.**

Now Micro goes beyond the edge to help customers procure, deploy and manage computing assets. With a blend of purpose-built hardware, factory automation and partnerships with industry giants like Intel, Dell, Lenovo, and HP, Now Micro is uniquely positioned to help customers maximize investments in technology.

### **Software**

- DICE - Asset Management
- Configurator
- Imagebuild
- Imagesync

### **Hardware**

- Media Players
- Video Wall Servers
- Servers & Storage
- PCs, Tablets & Chromebooks

### **Technical Services**

- Image & Asset Tagging
- Device Deployments
- Hardware Break Fix
- Device Customization and Kitting

### **Professional Services**

- M365
- SCCM
- Intune & Autopilot
- Azure & Identity Management





# It's About Service.

**Now Micro** goes beyond hardware to offer services to help you get the most out of your IT investment. Our team of consultants and technicians act as an extension of your team, virtually or in the field, to help you develop and maintain your technology.



**Procurement**



**Continuity**



**Collaboration**



**Help Desk**



**Management  
Change**



**Systems  
Security**



**Cloud  
Migration**



**Monitoring &  
Management**

## Engineering Services

- ✓ Automated Image Creation
- ✓ Secure Remote Management
- ✓ Configuration Automation
- ✓ DICE – Online Portal

## Professional Services

- ✓ M365
- ✓ SCCM
- ✓ Intune & Autopilot
- ✓ Azure & Identity Management

## Technical Services

- ✓ Image & Asset Tagging
- ✓ Device Deployments
- ✓ Hardware Break Fix
- ✓ Device Customization & Kitting



# Information is power.

DICE helps customers manage assets and connected devices.



## Real-Time Data

Real-time data on devices and up to date information on purchases.



## Quick & Easy Interface

Easy to use interface and quick data imports.



## Direct API Access

API access to device information through REST and SOAP interfaces.

## DICE

Includes the following:

- ✓ Order Information
- ✓ Device Information
- ✓ Warranty Lookup
- ✓ Open API

## DICE

### COMPLETE

Includes all from DICE, plus:

- ✓ Device Monitoring
- ✓ IoT Device Management
- ✓ Import & Manage Assets
- ✓ DICE Live - Real Time Status
- ✓ User Editable Fields





April 28, 2022

ISD 273 Edina Public Schools  
Window Device RFP - Xerox Response

Thank you for the opportunity to participate in your Request for Proposal (RFP) for Windows Device procurement for ISD 273, Edina Public Schools. After careful consideration of the RFP requirements, we are excited to provide the enclosed solution that has been tailored to meet the needs of ISD 273. Based on the RFP, we are submitting pricing for the following:

- 100 HP laptops as specified in the RFP with Lenovo alternative
- 100 HP desktops as specified in the RFP with Lenovo alternative
- Optional services to include (outlined in the RFP detail):
  - White Glove Services and Asset Tagging
  - Warranty & Depot Services
  - Complimentary support to help unbox if requested
  - HP **“Shaping the Future”** if the district qualifies there could be a windows operating system per device savings of \$20-30. Please see the link as a reference.

<https://www.microsoft.com/en-us/education/products/windows/shapethefuture.aspx>

Additionally, Edina Public Schools would benefit from Xerox in our local support and global reach. At Xerox Business Solutions, we offer a full spectrum of IT products and services. In addition to offering laptops and desktop solutions, our IT services and IT solutions are customized to fit your specific technology needs.

We look forward to participating in the next steps of your procurement process and elaborating on our capabilities, approach, and experience described in this proposal. In the meantime, if you have any questions, or if anything is unclear, please contact me.

Sincerely,

Michaëlle Meland  
Senior Account Executive



## REQUEST FOR QUOTE: WINDOWS-BASED DEVICES (2022)

### Opportunity Overview

Independent School District No. 273 is seeking proposals for the **PURCHASE** of Windows-based Devices – (Laptop [100 units] and Desktop Computers [100 units]). The district would potentially be seeking additional units over the next 12 months.

### Eligibility

Vendors must have a current, eligible Joint Powers-eligible cooperative agreement in which to base their proposed pricing on.

### Submission Process

Questions can be submitted via email up until April 22<sup>nd</sup>, 2022, at 10:30 AM.

Questions can be emailed to [rkleinjan@catalystsourcing.com](mailto:rkleinjan@catalystsourcing.com).

After receipt of all questions, a response addendum will be emailed to all known participating vendors.

Proposals for Windows Devices and related items will be received either electronically or by mail by the Independent School District No. 273, Edina, MN until **10:30 AM, April 28th, 2022**, at the office of the Director, District Media and Technology Services.

Please clearly mark proposals "Staff PCs RFP (2022)" (in email subject line or on envelope).

Emailed proposals can be submitted to [rkleinjan@catalystsourcing.com](mailto:rkleinjan@catalystsourcing.com).

If submitting physical copy, envelopes containing proposals must be sealed, clearly marked "Windows Devices RFP (2022)", and feature the name and address of the vendor and addressed to:

**Attn: Natasha Monsaas-Daly**  
**District Media and Technology Services**  
**Independent School District No. 273**  
**5701 Normandale Road, Suite 339**  
**Edina, MN 55424**

### Proposal Content Requirements

#### Submissions should include:

- **Proposal Forms**
  - Vendors shall submit their proposals upon the Submission Worksheet included with the specifications.
    - The Edina Public Schools' School Board reserves the right to accept or reject any or all proposals or parts of such proposals and waive any formalities or irregularities in quoting process. No proposal may be withdrawn for a period of thirty (30) days after receipt without the consent of the Edina Public Schools' School Board. All quotations are to be F.O.B., Edina, MN.
- **Proposal Data**
  - Vendors are encouraged to provide other information or documentation applicable to their proposal along with the worksheet provided.
  - Proposed data should include:
    - Specification sheets for proposed devices
    - Document explaining repair process, estimated completion time, status communications, and remedies for service failure (time or completion)
    - Documentation on the repair process to include any Web portals, paperwork, and contact information needed to facilitate repairs of devices

### Process Timeline

Event/Milestone	Date
Release of Documentation	4/19/2022
Deadline for vendor questions	4/22/2022
Proposal Deadline	4/28/2022
School Board Recommendation	5/9/2022
Submission of Purchase Order (no later than)	5/13/2022
Product Delivery (on-or-before)	7/1/2022

## Evaluation and Selection Criteria

The district will evaluate each individual item and may choose to award any combination of items to vendors who submit. Contracts will be awarded after confirmation by the Edina School District of the Vendor's ability to comply with all requirements called for in the general provisions and specifications.

The Edina School District reserves the right to evaluate all proposals and determine whether the district's specifications and requirements are satisfied and to award contracts as the Edina School District determines to be in its best interest.

The Edina School District reserves the right to award the contract; reject all proposals; and/or waive minor irregularities or discrepancies within the sourcing process based solely on the district's evaluation of best value.

The following criteria will be used for evaluating proposals:

Evaluation Point Description	Weight (%)
Cost	51%
Ability to deliver product by July 1 <sup>st</sup> , 2022	30%
References and prior performance/relationship with district	19%

## Terms and Conditions

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

## Terms & Conditions (cont'd)

- N. **Title IX Compliance Notice & Non-Discrimination Policy:** The District strictly adheres to Minnesota State Statute Section 181.59, Discrimination on Account of Race, Creed, or Color Prohibited in Contract, for the contracts it will enter into. During the performance of this contract, the vendor agrees that it shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, sexual orientation, disability, age, marital status, or public assistance status. The Bidder will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status.

Vendors shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute Chapter 363A
  - The Equal Employment Opportunity Act of 1972
  - The Rehabilitation Act of 1973
  - The Age Discrimination in Employment Act of 1967
  - The Equal Pay Act of 1963
  - The Job Training Partnership Act of 1982
- O. **Equal Opportunity:** It is the policy of the District, in compliance with current Federal and State statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, not to discriminate on the basis of sex, race, religion, color, national origin, economic status, disability, age or marital status in any of the educational programs or personnel practices of the Edina School District. The Superintendent is designated as coordinator for compliance for all areas relating to educational programs and personnel practices. Title IX prohibits school districts from conducting business with any contractor or vendor not complying with Title IX requirements.
- P. **Requirements for onsite service providers:** Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.
- Q. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.

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

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

## General Specifications

It is the intent of the Edina School District No. 273 to acquire Windows-based Laptops, Desktop PCs, and accessories as described in the specifications below. These can be awarded to one vendor, or each item can be awarded to individual vendors based on response.

All equipment supplied pursuant to this solicitation shall be new, or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The Vendor shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts, or workmanship and/or inadequate design at no cost to the purchaser.

Proposed price shall be all inclusive so that no other charges shall be applicable to the Edina School District.

The specifications describe the approved models as an example. Participating vendors can propose these specific devices or those that are

## Laptop Specifications

Description	Specification
Storage	256 GB SSD (nvme)
RAM	16GB
Battery	8+ hours battery
Processor	Intel i5-1135G7 or better
USB 3 Ports	2 or more
Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities
Display	14" Touchscreen
Camera	Webcam built-in
Wi-Fi	Wi-Fi 6
Keyboard	Backlit
Included Accessories	USB C Power adapter for Laptop
Warranty	Manufacturer's warranty with 3-year DEPOT warranty
Approved Models*	<ul style="list-style-type: none"> <li>Lenovo L14 <ul style="list-style-type: none"> <li>Generation 3 or equivalent</li> </ul> </li> </ul>
Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.
Quantity	100

## Desktop Specifications

Description	Specification
Storage	256 GB SSD (nvme)
RAM	16GB
Processor	Intel i5-10400T or better
Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities
USB 3 Ports	THREE (3) or more USB 3 Ports
USB Ports	FIVE (5) or more total (including USB 3)
Digital Video Outputs	<ul style="list-style-type: none"> <li>DisplayPort or HDMI</li> <li>Two (2) or more</li> </ul>
Wi-Fi	Wi-Fi 6
Included Accessories	Power adapter
Warranty	Manufacturer's warranty with 3-year DEPOT warranty
Approved Models*	Lenovo M70q Tiny Desktop Model or equivalent
Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional power adapters, and spare parts depot.

**All equipment must be delivered no later than July 1<sup>st</sup>, 2022**

## Quote Worksheet

### Your Company Information

Company Name	Xerox Business Solutions – (MOTG) Midwest	Contact Name	Michaelle Meland
Address	5600 Rowland RD	City	Minnetonka
State	Minnesota	Zip	55343
Joint Powers Agreement utilized (Holding organization & contract number)		Omnia Contract Number: R171406	

### References

District/Organization	Contact Name	Contact Email	Contact Phone
Dolton school District 149	Dr. Bridget Young	youngb@sd149.org	708-868-8300
Slinger school District 5513950	Patrick Armstrong	Patrick.Armstrong@slingerschools.org	262-644-7514
Wayzata School District	Cindy Windsor	Cindy.Windsor@WayzataSchools.org	763-745-5032

### Questions

Question	Your Response
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	y
Have you provided all documentation required (as found on page 1)? [Y/N]	y
Are you able to maintain the proposed pricing for up to 1-year for additional orders? [Y/N]	y
What is the approximate number of weeks between order submission date and delivery to district? [#]	7 weeks
What is the latest date for receipt of Purchase Order to ensure delivery by July 1 <sup>st</sup> , 2022? [DATE]	5-13-2022

### Device Pricing

Description	Qty	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Laptop Computers	100	Hewlett Packard	9AG51AV	\$832.00	\$83,229
Desktop Computers	100	Hewlett Packard	61G02AV	\$690.24	\$69,024
Laptop Computers	100	Lenovo	21C50011US	\$1,150.04	\$115,040
Desktop Computers	100	Lenovo	11MY001YUS	\$726.33	\$72,633

### Additional Item Pricing

Please share any additional parts, services, or warranty included or discounted based on the proposed units above.

- Examples: Power Cords, Parts Depot, Batteries, additional support, extended warranty coverage, etc.

Description/Includes	Quantity Proposed	Per unit price proposed
3-Year Depot Warranty – Lenovo Laptop	100	\$71.96
3-Year Depot Warranty – Lenovo Desktop	100	Included
3- Year Depot Warranty – HP Desktop	100	Included
3- Year Depot Warranty – HP Laptop	100	Included
Optional: White Glove Services	100	\$8,58
Optional: Asset Tagging	100	\$9.00

No Charge: Unboxing Laptop Desktop Boxes and remove boxes if necessary	100	0
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### Desktop: HP

- HP RCTO ProDesk 400 G6 DM AMS PC
- ENERGY STAR Certified
- Electronic TCO Certified labeling
- Intel Core i5-10500T 2.3GHz 6C 35W
- OS Localization 64BIT
- OST Win 11 Pro 64 DG106
- 16GB (1x16GB) DDR4 2666 SODIMM
- 256GB M.2 2280 PCIe NVMe TLC SSD
- No Included Keyboard
- DM No SATA HDD Bracket G6
- No Mouse Included
- No 3rd Port
- No Flex Port 2
- Intel Wi-Fi 6 AX201 ax2x2 nvP +BT5 WW
- No Intel vPro without 3rd video
- 65 Watt EPS3-pin
- 3/3/3 DM Warranty
- Single Unit (DM) Packaging
- HP 400 G6 DM CKIT
- Intel CML Core i5 Label

### Laptop: HP

- HP IDS UMA i5-1135G7 RTK USBC 440G8BNBPC
- Pike Silver ALU
- Standard Packaging
- OS Localization
- OST Win 11 Pro 64 DG106
- Integrated HD 720p DM Webcam
- 14 FHD AG LED UWVA 250 fHDC TOP NWBZbent
- 16GB (1x16GB) DDR4 3200
- 256GB PCIe NVMe Value SSD
- IntelWiFi6AX201ax2x2MUMIMOnvP160MHz+BT5W
- No WWAN
- MISC No Fingerprint Sensor
- 3 Cell 45 WHr Long Life
- 45 Watt nPFC USB-C AC Adapter
- C5 1.0m stkr CNVTL Power Cord
- 3/3/0 Warranty
- Country Localization
- Clickpad BL SR
- Electronic Energy Star labeling (EStar)
- Electronic TCO Certified labeling
- Core i5 sz3 G11 Label



## Desktop Specifications

### Technical Information

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**Release Month:** March  
**Release Year:** 2022

### Processor

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**Processor Manufacturer:** AMD  
**Processor Type:** Ryzen 5 PRO  
**Processor Model:** 5675U  
**Processor Core:** Hexa-core (6 Core)  
**Processor Speed:** 2.30 GHz  
**Maximum Turbo Speed:** 4.30 GHz

### Chipset

---

**Chipset Manufacturer:** AMD

### Memory

---

**Standard Memory:** 16 GB  
**Memory Technology:** DDR4 SDRAM  
**Memory Speed:** 3200 MHz  
**Memory Configuration:** 1 x 16GB

### Storage

---

**Drive Type:** SSD  
**Total Solid State Drive Capacity:** 512 GB  
**SSD Form Factor:** NVMe M.2 PCI Express  
**Optical Drive Type:** No

### Display & Graphics

---

**Screen Size:** 14"  
**Display Screen Technology:** In-plane Switching (IPS) Technology  
**Screen Mode:** Full HD  
**Screen Resolution:** 1920 x 1080  
**Touchscreen:** Yes  
**Graphics Controller Manufacturer:** AMD  
**Graphics Controller Model:** Radeon Graphics  
**Graphics Memory Technology:** DDR4 SDRAM  
**Graphics Memory Accessibility:** Shared

## Network & Communication

---

Wireless LAN:	Yes
Wireless LAN Standard:	IEEE 802.11ax
Wimax:	No
Ethernet Technology:	Gigabit Ethernet
Bluetooth:	Yes
WWAN Supported:	No
Near Field Communication:	No

## Built-in Devices

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Front Camera/Webcam:	Yes
Infrared Camera:	Yes
Finger Print Reader:	Yes

## Interfaces/Ports

---

HDMI:	Yes
Total Number of USB Ports:	4
Number of USB 3.2 Gen 1 Ports:	2
Number of USB 3.2 Gen 1 Type-C Ports:	1
Number of USB 3.2 Gen 2 Type-C Ports:	1
Network (RJ-45):	Yes

## Software

---

Operating System Platform:	Windows
Operating System:	Windows 11
Downgradable Operating System:	Windows 10 Pro
Operating System Language:	English
Operating System Architecture:	64-bit

## Input Devices

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Keyboard Backlight:	Yes
Keyboard Localization:	English

## Battery Information

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Number of Cells:	3-cell
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## Power Description

---

**Maximum Power Supply Wattage:** 65 W

## Physical Characteristics

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**Product Color:** Thunder Black  
**Height:** 0.78"  
**Width:** 12.8"  
**Depth:** 8.5"  
**Weight (Approximate):** 3.06 lb

## Miscellaneous

---

**Package Contents:**

- ThinkPad L14 Gen 3 (AMD)
- AC Adapter

**Features:** Anti-glare Screen  
**Energy Star:** Yes  
**Environmentally Friendly:** Yes  
**Environmental Certification:**

- ENERGY STAR 8.0
- EPEAT Gold
- ErP Lot 3
- RoHS

**TCO Certified:** Yes

Lenovo Desk Top

Processor

---

Processor Manufacturer:	Intel
Processor Type:	Core i5
Processor Generation:	11th Gen
Processor Model:	I5-11400T
Processor Core:	Hexa-core (6 Core)
Processor Speed:	1.30 GHz
Maximum Turbo Speed:	3.70 GHz

Chipset

---

Chipset Manufacturer:	Intel
Chipset Model:	B560

Memory

---

Standard Memory:	16 GB
Maximum Memory Supported:	64 GB
Memory Technology:	DDR4 SDRAM
Number of Total Memory Slots:	2

Storage

---

Total Solid State Drive Capacity:	256 GB
Solid State Drive Interface:	PCI Express NVMe
Solid State Drive Configuration:	1 x 256GB
SSD Form Factor:	M.2

Display & Graphics

---

Graphics Controller Manufacturer:	Intel
Graphics Controller Model:	UHD Graphics 730
Graphics Memory Technology:	DDR4 SDRAM
Graphics Memory Accessibility:	Shared

Network & Communication

---

LAN Manufacturer:	Intel
LAN Model:	I219-V
Ethernet Technology:	Gigabit Ethernet
Wireless LAN:	Yes
Wireless LAN Standard:	IEEE 802.11ax

**Bluetooth:** Yes

**Interfaces/Ports**

---

**HDMI (Rear):** Yes  
**Number of USB 3.2 Gen 1 Ports:** 2  
**Number of USB 3.2 Gen 2 Ports:** 3  
**USB Type-C (Front):** Yes  
**USB Type-C Detail:** 1x USB-C 3.2 Gen 1  
**DisplayPort (Rear):** Yes

**Operating System**

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**Operating System Platform:** Windows  
**Operating System:** Windows 10 Pro  
**Operating System Architecture:** 64-bit

**Physical Characteristics**

---

**Product Color:** Black  
**Form Factor:** Tiny  
**Height:** 1.4"  
**Width:** 7"  
**Depth:** 7.2"  
**Weight (Approximate):** 2.76 lb

**Miscellaneous**

---

**Package Contents:**

- ThinkCentre M70q Gen 2
- Power Adapter

**Energy Star:** Yes  
**Environmentally Friendly:** Yes  
**Environmental Certification:**

- ENERGY STAR 8.0
- EPEAT Gold
- RoHS

**Warranty**

---

**Limited Warranty:** 3 Year

**From:** [Bougie, Heidi](#)  
**To:** [Ryan Kleinjan](#)  
**Cc:** [Monsaas-Daly, Natasha](#); [Lindley, Nathaniel](#)  
**Subject:** RE: [CAUTION! EXTERNAL] Edina Schools - Windows-based Devices (2022)  
**Date:** Wednesday, April 27, 2022 11:47:18 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Thank you for the opportunity.

After thorough review, we will not be submitting a response to your RFP.

Heidi

**Heidi Bougie**  
**Sr. Education Account Manager**  
Best Buy Business – Best Buy Education

---

Desk: 612.292.0265  
Cell: 612.206.7018

---

**From:** Ryan Kleinjan <[rkleinjan@catalystsourcing.com](mailto:rkleinjan@catalystsourcing.com)>  
**Sent:** Wednesday, April 20, 2022 9:47 AM  
**To:** Bougie, Heidi <[Heidi.Dorazio-Bougie@bestbuy.com](mailto:Heidi.Dorazio-Bougie@bestbuy.com)>  
**Cc:** Monsaas-Daly, Natasha <[Natasha.Monsaas-Daly@edinaschools.org](mailto:Natasha.Monsaas-Daly@edinaschools.org)>; Lindley, Nathaniel <[Nathaniel.Lindley@edinaschools.org](mailto:Nathaniel.Lindley@edinaschools.org)>  
**Subject:** [CAUTION! EXTERNAL] Edina Schools - Windows-based Devices (2022)  
**Importance:** High

 **This message is from an external sender and could be a phish.** 

Slow down, read carefully and look for signs that it may be a phish. If you think it's malicious, click the report phish button or forward this email to [phishing@bestbuy.com](mailto:phishing@bestbuy.com).

Good morning!

On behalf of the team at Edina Schools, I am pleased to invite you to participate in the Request for Proposal process for the purchase of Windows-based devices for the use of district staff in the 2022-23 school year.

Please see the attached documents for requirements, specifications, and the timeline for this process.

You will also find the district's letter of authorization allowing Catalyst to manage this process.

To provide a quote, you will need to utilize a joint-powers-eligible cooperative agreement to base your rate.

You are welcome to reach out to me directly at any time with questions.

Have a great afternoon,  
RK

**Ryan Kleinjan**

PRESIDENT



O: 952-467-6079

C: 952-484-3281

[rkleinjan@catalystsourcing.com](mailto:rkleinjan@catalystsourcing.com)

[www.suppliertracker.com](http://www.suppliertracker.com)

[www.catalystsourcing.com](http://www.catalystsourcing.com)



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**Board Meeting Date: May 9, 2022**

**TITLE:** AP Psychology Materials Purchase

**TYPE:** Consent

**PRESENTER(S):** Jody De St. Hubert, Director of Teaching and Learning; and Bethany VanOsdal, Assistant Director of Teaching and Learning

**BACKGROUND:** In the winter of 2022, the AP Psychology team recommended updating their current Meyers AP Psychology text to the most current version of the same program. The approved materials will be used starting in 2022-2023 and beyond with AP Psychology students at EHS.

**RECOMMENDATION:** Approve proceeding with the purchase of the updated AP Psychology materials.

**DESIRED OUTCOMES FOR THE BOARD:** School board members should review the attached quote and approve the purchase of the updated AP Psychology materials.

**ATTACHMENTS:**

1. Bedford, Freeman & Worth High School Publishers Psychology purchase quote



**This price quote is good for 60 days.** BFW High School Publishers is committed to delivering the best value for the program you have adopted. Pricing herein may reflect package discounts. Removing or editing components may cancel any package discounting applied to component items. Prices subject to change, including annual increases in November. Shipping fees are estimated; actual shipping fees may vary.

**Purchase Orders:**

**Please attach a copy of this price quote to your purchase order.** Submit Your Purchase Order To:

MPS 16365 James Madison Highway Gordonsville, VA 22942

Email: [highschool@mpsvirginia.com](mailto:highschool@mpsvirginia.com) / Toll Free: (540) 672-7744

No shipping--approved by SW

Prepared By Lisa Grosbier Phone +1 6466282141 Email

[lgrosbier@bfwpub.com](mailto:lgrosbier@bfwpub.com)

Quote Number 00079426 Created Date 4/11/2022

Ship To Bill To

States

Contact Name Brian Simpson Phone

9520483058

Edina High School  
6754 Valley View Rd  
Edina, Minnesota 554391761 United  
States

Edina High School  
6754 Valley View Rd  
Edina, Minnesota 554391764 United

Itemized Products

USD

1319497683 9781319497682 Myers' Psychology (Transition Edition) 0.00 190.00 USD 0.00 226.45 190.00 USD

4David G. Myers; C. Nathan DeWall

USD

43,025.50

1319497667 9781319497668 UPDATED Myers' Psychology

(Transition Edition) 3David G. Myers; C. Nathan

DeWall

**Itemized Product Total:** USD 43,025.50

**Free Product:** Please include in your PO:

David G. Myers; C. Nathan  
DeWall

490.00 2 \$0.00

1319475957 9781319475956 ExamView

David G. Myers;



Assessment Suite for Myers' Psychology 4

USD

BFW (MPS) or its approved depositories. Purchases from any other source would not ensure the item's authenticity/warranty. Unapproved 3rd party vendors cannot provide packages, digital materials or teaching materials. BFW (MPS) cannot provide these items to a school if the student edition has been purchased through a third party. We are the sole source for these items and packages.

**Note for Canadian Users:** Please note that invoices are issued in CAD, but if payment is to be made via credit card, it will be processed through our US Bank and an exchange rate fee will be applied.

**NOTE:** If you plan to place an order and will require a signed data agreement, please send to your rep as soon as possible. Agreement reviews take an average of 1-3 weeks to review.

 		
1319475477 9781319475475 Teacher's Edition	USD	2 \$0.00
for Myers' Psychology 4 C. Nathan DeWall	490.00	
		USD
		486.72 2 \$0.00
1319362575 9781319362577	1319497667 9781319497668	Shipping Information
Teacher's Edition for Updated	UPDATED Myers' Psychology	David G. Myers; C. Nathan DeWall
		USD
Myers' Psychology for the AP®	(Transition Edition) 3	David G. Myers; C. Nathan DeWall
		490.00 2 \$0.00
Course 3		David G. Myers; C. Nathan DeWall
		USD
		490.00 2 \$0.00
1319362591 9781319362591		David G. Myers; C. Nathan DeWall
Teacher's Resource Flash Drive for		USD
Updated Myers' Psychology for the		David G. Myers; C. Nathan DeWall
		0.00 10 \$0.00
AP® Course 3		USD
		226.45 10 \$0.00
1319362583 9781319362584		
ExamView Assessment Suite for		
Updated Myers' Psychology for the		
AP® Course 3		
1319497683 9781319497682	Total Available for Purchase	USD approval by SW
Myers' Psychology (Transition Edition) 4	0.00	
		approval by SW

Schools are typically tax exempt however if your school is **NOT** tax exempt, please note that your local tax rate will apply to this quote.  
Shipping Location No Shipping

Shipping Fees:  
Special Shipping Fees:  
Total Shipping Fees:  
USD 0.00 USD 0.00 USD  
0.00

Grand Totals

Itemized Products + Shipping Fees: USD 43,025.50

## Instructor Resources

**Digital Adopters:** Instructor resources will be available within your product; no action needed

**Print Only Adopters:** Instructor resources can be unlocked by visiting [www.bfwpub.com/AdopterTRM](http://www.bfwpub.com/AdopterTRM)

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**Note for Canadian Users:** Please note that invoices are issued in CAD, but if payment is to be made via credit card, it will be processed through our US Bank and an exchange rate fee will be applied.

**NOTE:** If you plan to place an order and will require a signed data agreement, please send to your rep as soon as possible. Agreement reviews take an average of 1-3 weeks to review.



**Board Meeting Date:** 5/9/2022

**TITLE:** Lease Agreement with Children's Yamaha Music School

**TYPE:** Consent

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

**BACKGROUND:** The term of the lease is July 1, 2022 through June 30, 2022. The rent will total \$23,608.

**RECOMMENDATION:** Approve Children's Yamaha Music School lease

**Desired Outcomes from the Board:** Approve

**ATTACHMENTS:** Lease Agreement

## BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 6th day of April, 2022, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and Children's Yamaha Music Schools of Minnesota, Inc., ("Tenant").

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

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

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

NOW THEREFORE, the parties agree to the following:

### 1. Leased Premises.

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

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

### 2. Term.

2.1 The term of this Lease ("Term") will be 12 months, beginning July 1, 2022, and termination on June 30, 2023.

### 3. Use.

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

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



#### DEFINING EXCELLENCE

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

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

#### 4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing July 1, 2022 and continuing through June 30, 2023, the Annual Base Rent is \$23,608. The Tenant will pay Monthly Base Rent equal to \$1,967.

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

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

#### 5. Common Areas.

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

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

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



#### DEFINING EXCELLENCE

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

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

#### **6. Utilities and Service.**

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

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

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

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

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

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

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

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



DEFINING EXCELLENCE

## **7. Non-Liability of Landlord.**

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

## **8. Care of Premises.**

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

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

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

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

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

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

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

## **9. Non-permitted Usage.**

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

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





## **DEFINING EXCELLENCE**

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

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

### **10. Assignment.**

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

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

### **11. Loss by Casualty.**

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

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

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

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

### **12. Right of Entry.**

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



#### DEFINING EXCELLENCE

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

#### **13. Alterations to Leased Premises.**

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

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

#### **14. Signage.**

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

#### **15. Security Deposit and Interest.**

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

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

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

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

**16. Default, Non-Payment of Rent.**

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

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

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

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

**17. Surrender.**

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

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

**DEFINING EXCELLENCE**

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

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

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

**18. Holding Over.**

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

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

**19. Subordination.**

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

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

**20. Insurance and Indemnity.**

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

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



## **DEFINING EXCELLENCE**

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

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

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

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

## **21. Notices.**

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

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

## **22. Subrogation Waiver.**

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

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

**DEFINING EXCELLENCE**

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

**23. Estoppel Certificates.**

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

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

**24. Early Termination.**

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

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

**25. Other Provisions.**

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

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





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

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

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

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

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

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

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

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

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

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

Date: \_\_\_\_\_ By \_\_\_\_\_  
Its \_\_\_\_\_

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

Date: 6-21-22 By Dranna Carlson  
Its Owner



**Board Meeting Date:** 5/9/2022

**TITLE:** Lease Agreement with West Metro Credit Union

**TYPE:** Consent

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

**BACKGROUND:** The term of the lease is July 1, 2022 through June 30, 2022. The rent will total \$9,332.

**RECOMMENDATION:** Approve West Metro Credit Union lease

**Desired Outcomes from the Board:** Approve

**ATTACHMENTS:** Lease Agreement



## BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 6th day of April, 2022, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and West Metro Credit Union, ("Tenant").

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

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

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

NOW THEREFORE, the parties agree to the following:

### 1. Leased Premises.

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map) ("Leased Premises") in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 ("Building"). The Leased Premises is approximately 755 square feet on the 1st floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

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

### 2. Term.

2.1 The term of this Lease ("Term") will be 12 months, beginning July 1, 2022, and termination on June 30, 2023.

### 3. Use.

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

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



#### DEFINING EXCELLENCE

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

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

#### 4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing July 1, 2022 and continuing through June 30, 2023, the Annual Base Rent is \$9,332. The Tenant will pay Monthly Base Rent equal to \$778.

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

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

#### 5. Common Areas.

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

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

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



## DEFINING EXCELLENCE

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

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

### **6. Utilities and Service.**

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

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

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

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

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

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

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

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



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## **7. Non-Liability of Landlord.**

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

## **8. Care of Premises.**

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

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

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

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

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

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

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

## **9. Non-permitted Usage.**

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

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



## DEFINING EXCELLENCE

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

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

### 10. Assignment.

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

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

### 11. Loss by Casualty.

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

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

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

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

### 12. Right of Entry.

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



#### DEFINING EXCELLENCE

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

#### 13. Alterations to Leased Premises.

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

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

#### 14. Signage.

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

#### 15. Security Deposit and Interest.

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

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

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

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

**16. Default, Non-Payment of Rent.**

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

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

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

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

**17. Surrender.**

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

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



#### DEFINING EXCELLENCE

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

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

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

#### **18. Holding Over.**

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

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

#### **19. Subordination.**

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

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

#### **20. Insurance and Indemnity.**

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

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





## **DEFINING EXCELLENCE**

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

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

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

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

## **21. Notices.**

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

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

## **22. Subrogation Waiver.**

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

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



## DEFINING EXCELLENCE

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

### 23. Estoppel Certificates.

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

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

### 24. Early Termination.

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

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

### 25. Other Provisions.

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

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

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

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

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

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

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

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

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

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

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

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

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

Its \_\_\_\_\_

Tenant: West Metro Credit Union

Date: 4-13-22

By Mary Kay Myrland

Its Board chair



**Board Meeting Date:** 5/9/2022

**TITLE:** Lease Agreement with Minnesota Gifted and Talented, Inc.

**TYPE:** Consent

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

**BACKGROUND:** The term of the lease is July 1, 2022 through June 30, 2022. The rent will total \$1,854

**RECOMMENDATION:** Approve Minnesota Gifted and Talented, Inc.. lease

**Desired Outcomes from the Board:** Approve

**ATTACHMENTS:** Lease Agreement

## BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 6th day of April, 2022, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and Minnesota Gifted & Talented, Inc., ("Tenant").

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

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

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

NOW THEREFORE, the parties agree to the following:

### 1. Leased Premises.

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map) ("Leased Premises") in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 ("Building"). The Leased Premises is approximately 150 square feet on the 1<sup>st</sup> floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

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

### 2. Term.

2.1 The term of this Lease ("Term") will be 12 months, beginning July 1, 2022, and termination on June 30, 2023.

### 3. Use.

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

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



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

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

#### 4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing July 1, 2022 and continuing through June 30, 2023, the Annual Base Rent is \$1,854. The Tenant will pay Monthly Base Rent equal to \$155.

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

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

#### 5. Common Areas.

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

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

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

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

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

**6. Utilities and Service.**

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

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

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

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

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

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

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

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

**7. Non-Liability of Landlord.**

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

**8. Care of Premises.**

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

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

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

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

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

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

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

**9. Non-permitted Usage.**

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

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





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

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

#### **10. Assignment.**

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

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

#### **11. Loss by Casualty.**

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

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

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

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

#### **12. Right of Entry.**

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or

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improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.

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

**13. Alterations to Leased Premises.**

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

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

**14. Signage.**

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

**15. Security Deposit and Interest.**

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

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

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

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

#### **16. Default, Non-Payment of Rent.**

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

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

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

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

#### **17. Surrender.**

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



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

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

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

#### **18. Holding Over.**

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

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

#### **19. Subordination.**

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

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

#### **20. Insurance and Indemnity.**

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such



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

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

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

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

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

#### **21. Notices.**

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

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

#### **22. Subrogation Waiver.**

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the



## **DEFINING EXCELLENCE**

releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

### **23. Estoppel Certificates.**

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

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

### **24. Early Termination.**

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

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

### **25. Other Provisions.**



DEFINING EXCELLENCE

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

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

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

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

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

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

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

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

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

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

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

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

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

Its \_\_\_\_\_

Tenant: Minnesota Gifted & Talented, Inc.

Date: 4/12/22 By Jeresa Bauman

Its President



**Board Meeting Date:** 5/9/2022

**TITLE:** Early Learning Strategic Implementation Plan

**TYPE:** Report

**PRESENTER(S):** Valerie Burke, Director of Community Education and Leah Byrd, Coordinator of the Early Learning Center

**BACKGROUND:** The report proposes an implementation plan to utilize strategic plan actions to further enrollment and engagement goals for our parents and children at the Early Learning Center

**RECOMMENDATION:** Accept

**Desired Outcomes from the Board:** Read and come prepared with questions and comment

**ATTACHMENTS:** Report and Slides



## **Introduction**

The Edina Public Schools strategic plan and Data Metrics plan have put a high value on educating all students from birth through high school graduation. We affirm this value and feel strongly that the Edina Early Learning Center is a place where all families and children can discover their possibilities and thrive.

We believe in the power and importance of parents as their child's first teacher and believe in the ability of Early Childhood Family Education to support all families. The strategies and implementation plan outlined in this report is intended to inform you of our implementation, action, and success measures over the course of the next 24 months.

## **Why Early Childhood Family Education**

Building community and social support is an important factor for young families' success. Early Childhood Family Education (ECFE) is an important and universally accessible way to help provide that support. A study done by the Minnesota Association for Family and Early Education found that ECFE parents in 32 districts, representing urban, suburban, and rural communities concluded that both parents and children benefit from participating in ECFE. Ninety-six percent of parents surveyed reported that participating in ECFE helped improve their parenting. Parents also reported improved parenting skills in communication, limit setting, understanding child development, and understanding their role in their child's success in school. Parents also noted positive changes in their child's development in social skills, language skills, and problem solving based on attending ECFE programs. ECFE, through its licensed parent educators, assists parents in developing and enhancing their knowledge and skills in all of these areas.

The research link between parent involvement in their children's schools and children's academic success is also compelling. Data suggests that former ECFE participants arrive at school more likely to be involved in their children's learning and feel more connected to their community and other parents.

While supporting parents with high quality parent education is very important, brain research also confirms that a child's first three to five years are an extremely critical period of a child's development in the areas of language, emotional regulation, and social competence.

Multiplying ways that we can create awareness of ECFE to our community and inviting young families into our spaces will showcase the value of Early Childhood Family Education.

## **Background on how we got here:**

As educators we recognize that COVID, and the lack of a vaccine for this age group, has contributed significantly to a sharp decrease in our ECFE numbers during the last two years. However, looking deeper, our data tells us that our ECFE numbers began declining in 2017-18, the year we moved into our new space at the Edina Community Center and changed our name from the Edina Family Center to the Edina Learning Center. Enrollment remained flat for ECFE through 2019-20 and then dropped dramatically in 2020-21. We are encouraged that ECFE enrollment this year (2021-22) has increased 39.2%, but we know we have more work to do. During this same time period our preschool numbers increased from 2017-18 through 2019-20, dropped substantially during 2020-21 and have risen 58% this

school year. While we are delighted to be serving more preschoolers, we are examining why our ECFE numbers continue to lag. Our team has spent significant time looking deeper at this question; gathering information and data to inform our planning.

- Investigated accuracy of our birth through age five mailing and email lists. Currently we use an averaging method for estimating the number in our birth through age 4 census. While this method can help predict our kindergarten enrollment number, this strategy does not depict an accurate accounting of our true number of resident birth through age four families. After speaking with other area school districts who utilize this methodology, they suggested to us that we invest in a purchased resident mailing list. Research has begun on this.
- Reviewed EPS resident enrollment report (Hazel Reinhardt information) and spoke to realtors and City of Edina planners for information on families moving in and out of Edina. Trending data says that we have more families moving into Edina from other states, in particular the East and West Coast. COVID allowed for people to work remotely, and many families made lifestyle changes to reflect that ability. We need to reach our working families, our non-working families, our families new to Edina, our families who work a hybrid schedule. We need to rebuild awareness about Early Childhood Family Education and reestablish its importance to our community.
- Surveyed and met with west metro area school district Early Learning staff and Community Education Directors regarding Early Learning and ECFE enrollment.
- Hired a creative firm. Working with Spyglass Creative, we refined our marketing and engagement strategies through a brand refresh that aligned Community Education, and therefore the Early Learning Center, with the district.
- Began the recruitment of a robust advisory council. The Family Center/Early Learning Center has traditionally had a vibrant Advisory Council who promoted both ECFE but also promoted multiple community building events during the year. Families have been invited from our community whether they were enrolled in our programs or not. This created an avenue for us to welcome newcomers, share ECFE and ELC registration information and create a hub for a place of belonging for young families.
- In partnership with the Teaching and Learning Department, hired an ELC Literacy Coach and selected Creative Curriculum for immediate implementation. The delivery of these additions support parent involvement with their learner beginning at birth. This allows parents to work alongside parent educators and teaching staff to help with their child's development in emerging ways.

### **Strategies and Timeline:**

The Edina Public Schools Strategic Plan lays out 5 priority strategies. The Edina Early Learning Center shows up prominently in two of those priority areas. Strategy A and Strategy E.

## 1. Strategy E

Engage Parents, Schools, and Community: Reinvigorate marketing, communications and engagement strategies to reintroduce our programs to new and evolving audiences and reestablish the unique place Early Childhood Family Education (ECFE) has in the Early Learning Center.

## 2. Strategy A

Advance Academic Excellence, Growth and Readiness: Provide robust early childhood education for all learners so that Early Learning Center students are prepared for kindergarten

The following information will lay out these two strategies with specific components outlined in each to increase our ECFE enrollment by building awareness and reestablishing the importance and long-term benefits of ECFE to the growth and development of both parent and child. We will also reaffirm our commitment to ensuring all learners have access and will receive a robust education through strong social emotional development and emergent academic skills to ensure alignment with kindergarten readiness skills.

## Early Learning Strategic Implementation Plan

### Strategy E: Engage Parents, Schools and Community

Reinvigorate marketing, communications and engagement strategies to reintroduce our programs to new and evolving audiences and reestablish the unique place Early Childhood Family Education (ECFE) has in the Early Learning Center

#### Outcomes/Implementation

What are expected outcomes and key action steps for implementing the strategy?

1. To increase awareness of the Edina Early Learning Center to all Edina families with young children ages birth through age five.
2. To reestablish the Early Learning Center's ECFE program as a place to learn and grow as a parent, to bond with your child, to build your parent support network and grow as an advocate for your child.

#### Resource Needs

What added staff, funds, etc. are required?

- 04 funds to acquire a birth through age 5 resident address and email mailing list
- 04 funds to increase social media and advertising presence
- 04 funds for increased marketing and outreach staff time
- Creation of a district and community ed communications and marketing team
- 04 funds to increase Parent Education supports
- ELC Advisory Council

#### Action Success

How do we evaluate success?

- Increase reach to households living in Edina with children ages birth thru age five; creating awareness
- Increased marketing and outreach strategies will result in an increase in ECFE participation in 2022-23 and beyond
- Increased marketing and outreach strategies will result in an increase in resident enrollment in 2022-23 and beyond (specific goals to be set based on baseline data)
- Early learning stories, registration dates, key community building initiatives and important happenings embedded in all district and Community Ed marketing materials and calendars
- Increase in programming options and opportunities for families to participate in parent education classes and events
- Updated by-laws with commitment to ECFE and community building events

## Strategy E: Engage Parents, Schools and Community

Reinvigorate marketing, communications, and engagement strategies to reintroduce our programs to existing, new and evolving audiences and reestablish the unique place Early Childhood Family Education (ECFE) has in the Early Learning Center

### June – Aug 2022

Added staff time allocated for marketing and outreach, strategies to increase participation in fall 2022 ECFE classes

Resident contact list acquired for immediate use connecting with our birth to age 5 families in Edina

Social media and advertising plan promoting the power of ECFE with specific buys identified in areas where resident enrollment has been lower

Use of Edina Resource Center website presence and materials to better promote Parent Education and ECFE opportunities for families

Edina Community Needs Assessment completed

Summer ECFE pop ups beginning in July

Meet and greet with Edina infant childcare centers to provide information to families on ECFE

Office staff trained on data reporting and analytic tools to better track what is working

### Sept – Dec 2022

Evaluation of results will inform continued or adapted outreach and marketing strategies for remainder of 2022-23 and 2023-24

Begin District and Community Ed communications & marketing teams

Launch of free and low-cost parent education across variety of mediums including in-person, online, hybrid

Robust ELC Advisory Council with clear roles defined; promoting ECFE and focused year round community building events

Cultural liaisons as partners to help co-create outreach and community building events

Frequent community building events (7 to 9) scheduled for school year 2022-23

Three Lunch and Learn parent education sessions scheduled across Edina preschool and/or childcare locations.

Create constant and consistent evaluation mechanisms, including parent focus groups

### Jan – May 2023

2023-24 registration campaign launch with coordinated District and Community Ed communication and marketing team

Family information sessions hosted by Legacy ELC participants & Advisory Council members, cultural liaisons, diverse community experts and

Syncing of ELC and district databases to ensure accurate data

Staff will master data reporting and analyzing for the purpose of informed program planning, reporting to key stakeholders and identifying underserved and target market populations

Analysis of marketing, social media, and advertising using QR codes and specific registration and inquiry questions to measure success

Parent education podcast developed & launched (to include marketing of resources)

Continued meet and greet with area preschool providers to share information on ECFE and readiness practices

Use of video promotions for ELC registration and the value of ECFE

### June 2023 & Beyond

Ongoing evaluation of results to continue or adapt outreach and marketing strategies

ELC Advisory Council will grow to 12-16 members with adapted bylaws to specify member qualifications that result in members who reflect our community

Launch of mobile summer ECFE program building in partnership with Edina childcare centers and preschools

Launch of parent education podcast in Fall 2023

2023-24 enrollment data (survey) will reflect customers knowledge of ECFE based on marketing and outreach efforts and will track anticipated resident enrollment increase

Edina Community Needs Assessment completed

Ongoing use of parent and staff focus groups for program development

### Strategy A: Advance Academic Excellence, Growth and Readiness

Provide robust early childhood education for all learners so that Early Learning Center students are prepared for kindergarten

#### Outcomes/Implementation

What are expected outcomes and key action steps for implementing the strategy?

1. All learners, ages birth through five, will receive a robust education through strong social emotional development and emergent academic skills to ensure alignment with kindergarten readiness skills

#### Resource Needs

What added staff, funds, etc. are required?

- 01 funds for literacy coach and continued partnership with Teaching and Learning
- 04 funds for classroom materials to compliment Creative Curriculum Implementation
- 04 funds allocated for professional development including Pyramid Tier 1 training

#### Action Success

How do we evaluate success?

- Teachers report feeling supported and capable in their literacy teaching skills, TS-GOLD data analysis.
- Competencies embedded in curriculum as indicated by curriculum implementation metrics and learner experience data collected from learners and teachers including key transition points.
- A Pyramid sustainability Framework will be implemented.
- Survey data will reflect that 85% of families will report satisfaction with the education their child (or themselves) received at the Early Learning Center.
- Screen all incoming kindergartens and increase the number of three-year-old students screened each year.

## Strategy A: Advance Academic Excellence, Growth and Readiness

Provide robust early childhood education for all learners so that Early Learning Center students are prepared for kindergarten

### June – Aug 2022

Teaching staff to complete 30 hours of literacy training by Sept. 1

Complete purchase of literacy toolkit materials and themed unit supplies.

Pyramid Sustainability and Literacy Sustainability framework drafted during Summer 2022

Promote and provide summer early childhood screening appointments during June and August. Have prepared ECCE information available for every family

### Sept – Dec 2022

Teachers will receive bimonthly coaching and continue literacy training during school year 2022-23

Teachers surveyed to gather benchmark levels of implementation

Creative Curriculum implemented in classrooms. Teachers will pair to implement units to ensure PLC work and fidelity in implementation.

Parent education on literacy and creative curriculum established

Student data collected in late fall as 1 of 3 benchmark points (TSG)

Pyramid Sustainability and Literacy Sustainability framework implemented September 2022

Pyramid data collected and reviewed and shared monthly

Screening outreach efforts transition to focus on three-year-old screening including partnership with clinics, cultural liaisons and diverse community hubs

### Jan – May 2023

Teachers surveyed two additional times during school year 2022-23 to inform future training and coaching needs

Student data collected in winter and spring benchmark points 2 and 3 (TSG)

Analyze screening outreach efforts using census data, birth data, purchased resident lists

### June 2023 & Beyond

Pyramid Sustainability and Literacy Sustainability plan reviewed and adjusted as needed

Families surveyed and data analyzed to assess satisfaction rate and identify future program growth opportunities and needs

Maintain 100% of Edina four-year olds and increase % of Edina three-year olds screened each calendar year



**Board Meeting Date:** May 9, 2022

**TITLE:** AVID: Advancement Via Individual Determination

**TYPE:** Discussion

**PRESENTER(S):** Randy Smasal, Assistant Superintendent; Alisa Kappel, A.V.I.D. District Director; and Essa Amin, Edina Senior High School A.V.I.D. Senior and Dell Scholar

**BACKGROUND:** AVID is often thought of as a “College Preparation” program. In actuality, AVID prepares and inspires students to become the greatest versions of themselves by providing opportunities and support to ensure their success in college, career, and life. In Edina AVID. Exploration and initial implementation began in 2008 at the middle schools. 2009 added the High School to initial implementation. In 2021-22 A.V.I.D. is in all three Edina secondary buildings and one elementary.

**PURPOSE:** The purpose of this presentation is for the board to engage in discussion about Edina Districtwide AVID programming and its positive impact on students throughout the system.

**RECOMMENDATION:** This report is for school board information and discussion. There is no decision making required at this time.

**DESIRED OUTCOMES FROM THE BOARD:** The desired outcome for the board is to review the information, as well as bring questions and feedback to presenters.

**APPENDICES:**

- I. [AVID Presentation](#)
- II. [AVID District Wide Implementation Document](#)

**ATTACHED:** PDF of Presentation



# AVID Districtwide Update

Spring 2022

# Definition of AVID Systems

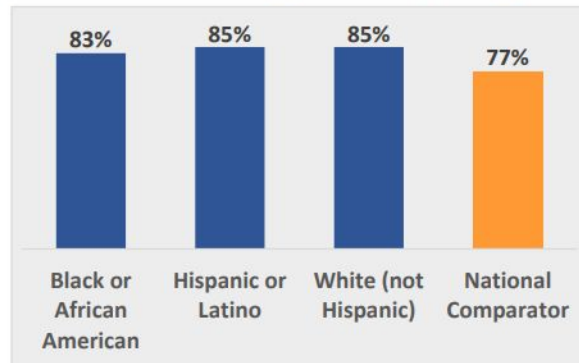
Advancement Via Individual Determination

# Why?

Close the Opportunity Gap by preparing ALL students for college readiness and success in a global society

## AVID Builds Students' Confidence and Develops the Skills Needed to Persist in College

The academic and metacognitive skills students develop in AVID helps them persist into the second year of college.



Class of 2016\*



# What?

Implementation start  
2008-09

- ★ Writing
  - For Learning
  - For Communication
- ★ Inquiry
  - Increase access to Rigor
- ★ Collaboration
  - Future Ready Intentions
- ★ Organization
  - Support Executive Function
- ★ Reading
  - Increase Comprehension
  - Academic Language & Literacy

# Want more details?

- <https://www.avid.org/>

# District Implementation

Where is AVID Happening?

- Funded through Achievement and Integration Funds
- Budget support @ Sites
- All Secondary Buildings
  - ◆ AVID Elective Classes - gr. 7-12
  - ◆ Middle School Skills - gr. 6
- Elementary Implementation
  - ◆ Countryside - gr. 3-5
- Supporting EPS Strategic Plan
  - ◆ [AVID District Wide Implementation](#)

# Let's Take a Tour

Site Visits



# Countryside Elementary (AVID Elementary)




# Site Goal

Increase Student Agency with focus on Binder and Planner use in 4th and 5th grades

Build Capacity for Staff to implement Focused Note Taking Process in grades 3-5

Establish a Site Team for Implementation

		TOPIC: Variables	CLASS: Science
		DATE: Oct. 6 2021	
ESSENTIAL QUESTION: Can I define and give examples of a VARIABLE?			
What is a <b>SCIENTIST</b> ?	A scientist is a person who wonders WHY.		
What do they do?	Scientists ask questions, forms a hypothesis, conducts experiments, records observations, and makes a conclusion.		
What is a <b>variable</b> ?	A Variable is anything that you can change in an experiment that might effect the outcome		
What is an example of a variable?	Paper and tape were variables in our paper chain challenge.		
<b>SAVE FRED</b> Materials: 1 gummy worm 1 gummy lifesavers 1 cup Paper clips	Variables: Adding two more paperclips to have 4 in total Paper clips.		

April, May & June  
Planner

# Daily Experiences

Wednesday	April 6
READING	EQ: Reading Response Read The last Musketeer
MATH	EQ: Can I find angles at a point?
SS, SCI, WRITING	EQ: Can I choose a colony space in D2?
Other	

Thursday	April 7
READING	EQ: Can I write concrete poem Personification? Read big Nate for 20 min
MATH	EQ: Can I find vertical angles?
SS, SCI, WRITING	EQ: Can I create a cargo list in
Other	

Friday	April 8
READING	EQ: Can I escape the Emoji P Read big Nate
MATH	EQ: Can I review angles?

My Weekly SMART Goal:	
Academic: I would like to practice more at home.	
Collaboration: I will participate in every D2 activity.	
Organization: I will keep my drawer organized.	
How I will do that is by checking it often.	
Monday	April 4th
READING	EQ: Crash, Ping Pong, and boom! Read 20 mins every day! Complete and connect.
MATH	EQ: Not done yet! Maths packet
SS, SCI, WRITING	Dolphinville, Yes!
Other	Today I learned Elk's favorite color. It's Green

Tuesday	April 5th
READING	EQ: Onk, Squeak, Chirp! Read 20 mins every day! Home work!
MATH	EQ: 90° angle. Math packet due Friday!
SS, SCI, WRITING	Yes! My colony did great!
Other	Today I learned about Ramadan, Dane Tomorrow, Media Tomorrow.

Monday	April 4th
READING	EQ: Can I write a cinquain poem with onomatopoeia? Reading Response (C2), I will read for 30 mins
MATH	EQ: Can I review angles?
SS, SCI, WRITING	Math packet due Friday EQ: Can I write about my important memories? Can I create a colony name & flag?
Other	Gym tmr, Food drive?

Tuesday	April 5th
READING	EQ: Can I identify personification? Reading Response (C2), I will read 20
MATH	EQ: Can I find angles on a line?
SS, SCI, WRITING	mfp EQ: Can I create a colony flag? Can I finish my holiday traditions?
Other	Music

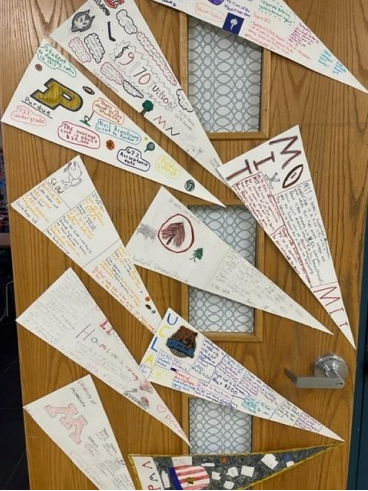
**South View Middle**

# Site Goal

Routinely use [focused note-taking](#) strategies, consistently use higher-level questions in their notes, and demonstrate critical thinking skills in all courses.

At least 50% of the SLT is on the AVID Site Team, which includes the principal, interdisciplinary teachers, a counselor, AVID Elective coordinator, and AVID Elective/Excel Elective teachers.





# AVID Elective Student Profile

Application  
Interview  
Testing Data  
Grades

- ❖ Performing in the Middle
- ❖ Gap: Opportunity, Excellence
- ❖ Not required but preferred:
  - 1st Gen
  - Underrepresented Pop.
  - Special Circumstances





# Impact - Our story

"AVID has allowed me to grow as a student.  
My grades have significantly increased!"

~Zain Ali

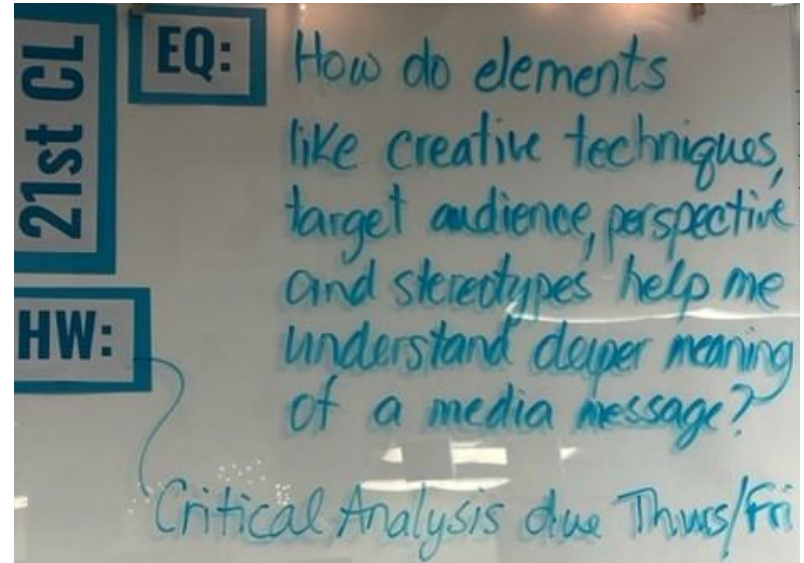
"Something that stands out to me in AVID is  
that we all get to be really close and become a  
big family."

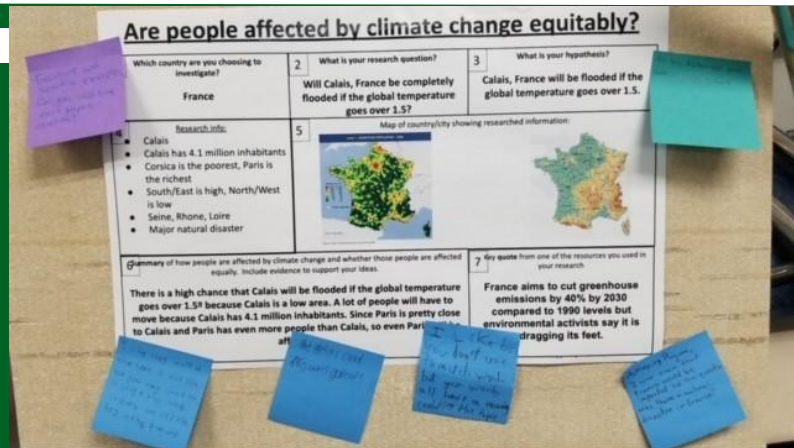
~Cecilia Ruesga



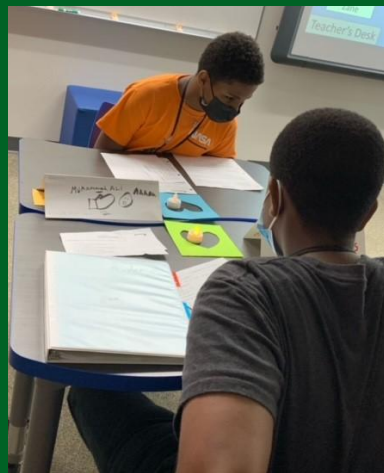
A Day in the Life of an AVID Elective Student:

1. Full, Rigorous Schedule
2. One Elective slot contains AVID - one block





# HopDina AVID Summer Bridge



**Valley View Middle**



# Site Goal

*In 2021-22, we will build capacity for our staff and students to effectively and consistently use all [5 phases of FNT](#).*

*Vocab building*

*Posters for classrooms*

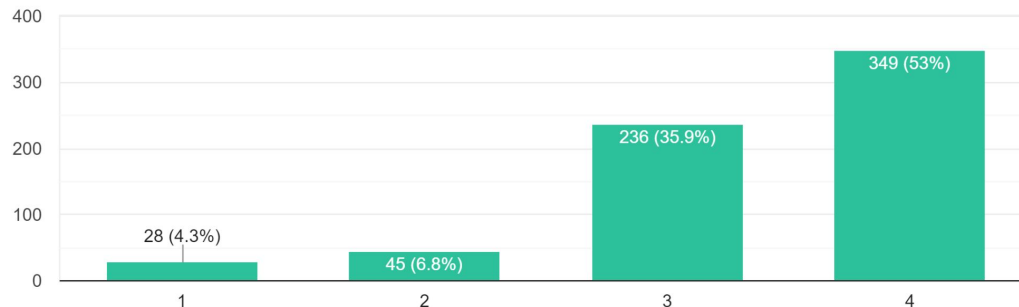
*Concentrate on Phases 2-4*

*Connect note use to CSGs*

*For members of AVID site team to be actively involved in writing the mission for VV to encompass future (college and career) ready language and action*

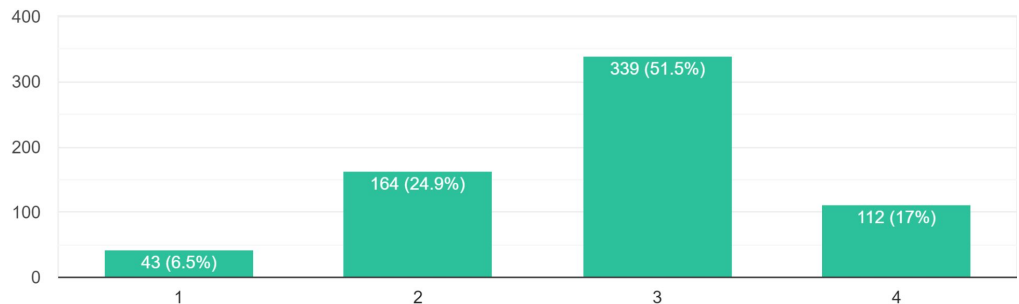
I believe my teachers feel all students should attend a post-secondary school (college, Junior college, vocational school, etc.) after high school

658 responses



I revise the notes I take in my classes and use my notes on a regular basis as a learning tool.

658 responses



# Student Work - Tutorials in Action



"AVID is like our family!"

"Tutorials help us in all of our classes and how to be more thoughtful about how we ask questions".

The image displays three student-made educational posters. The top poster, titled "Impact - Our story," focuses on cameras, showing two types (one labeled "new camera" and one "old camera") and a poem about how cameras have changed life. The middle poster, titled "THE DANGER OF FIRE," provides fire safety instructions such as "don't touch the burner" and "close doors," accompanied by drawings of flames and a gas stove. The bottom poster, titled "Slips Trips & Falls," includes a drawing of the Louvre Museum and is partially visible.

**Slips Trips & Falls**

sierra Lawrow

"keep your feet on the floor"

turn pot handles so they are not face correct

yes! no!

**Main Idea!**

Slips, trips and falls cause numerous deaths and injuries in workplaces, schools and in homes all of which are places of cooking. Slips are the result of too little friction between the footwear and the floor surface. A trip is the result of a foot striking or colliding with an object, which causes a loss in balance, and usually a fall.

**Costa's Level 2**

Slips are inferred by having not grippy shoes

**Costa's Level 3**

That's why walkers have to wear grippy (usually black) shoes at Regentville.

**Keep your runways clear**

**Le Musée du Louvre**

Pierre Escot  
Claude Perrault  
Levis Le Vau

1793

Cartreche  
Richesse  
embellissement  
prés d'œuvre  
d'architecte  
vous  
Musée  
Kerho

Les architectes  
+33 4 90 20 50 50

19 euros

Les lignes 1, 6, 9, 12, 13  
7h, 8h, 9h, 10h, 11h, 12h, 13h, 14h, 15h, 16h, 17h, 18h, 19h, 20h, 21h, 22h, 23h, 24h

Un jour mes  
tableaux sont  
devenus si beaux  
qu'ils ont été  
vendus à Paris

Le Louvre est  
un très grand  
musée où on  
peut voir des  
œuvres d'art

Comment le musée  
du Louvre est-il devenu  
un musée d'art?

Il a été construit par  
Louis XIV et Louis XV  
pour y faire exposer  
les œuvres de la cour

Il a été construit par  
Louis XIV et Louis XV  
pour y faire exposer  
les œuvres de la cour



Edina Public Schools  
DEFINING EXCELLENCE

# What staff has to say...

All students need critical thinking skills to be able to evaluate, analyze, synthesize. AVID has provided me with the tools to encourage higher level thinking skills. Students also need specific skills around goal-setting, time management and note-taking and this course can assist our students with these. Collaboration is also a huge part of our AVID program and I love seeing our students work together and to learn from each other.

~M. Zenner (AVID 7)

I love that AVID strategies are, quite simply, great teaching practice. All students benefit from the push to take ownership of their learning and to practice “good student” skills. AVID isn’t content specific so it is easy to adapt and use within any content area.

~L. Engelkes (ELA 8)

AVID has helped me to be more intentional about providing students with opportunities to interact with their notes and ask/answer higher level thinking questions. This helps students to understand the material on a deeper level. It also makes class more engaging with movement activities, which helps meet the needs of multiple learners.

~K. Kriss (Engineering)

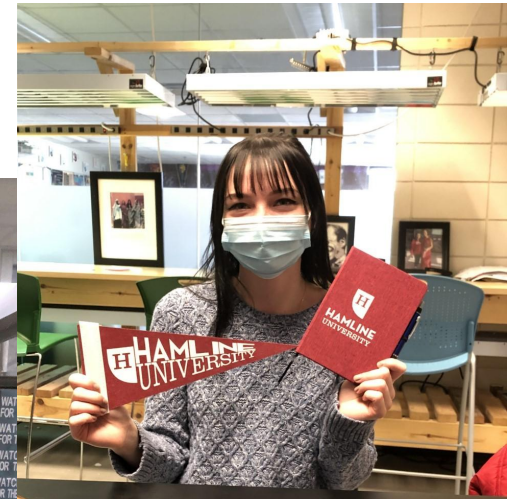
**Edina High School**



# Site Goal

Create a site team that meets regularly and purposefully.

Develop a recruitment plan including application and interview



Faith Jackson  
Hamline University

# Student Agency & Rigorous Academic Prep & Opportunity Knowledge

“When I moved here from Burnsville the whole AVID class was very welcoming and helped me make a lot of friends even though no other person in any of my classes had. That’s why AVID means so much to me.”

-Abdullahi Mohamoud

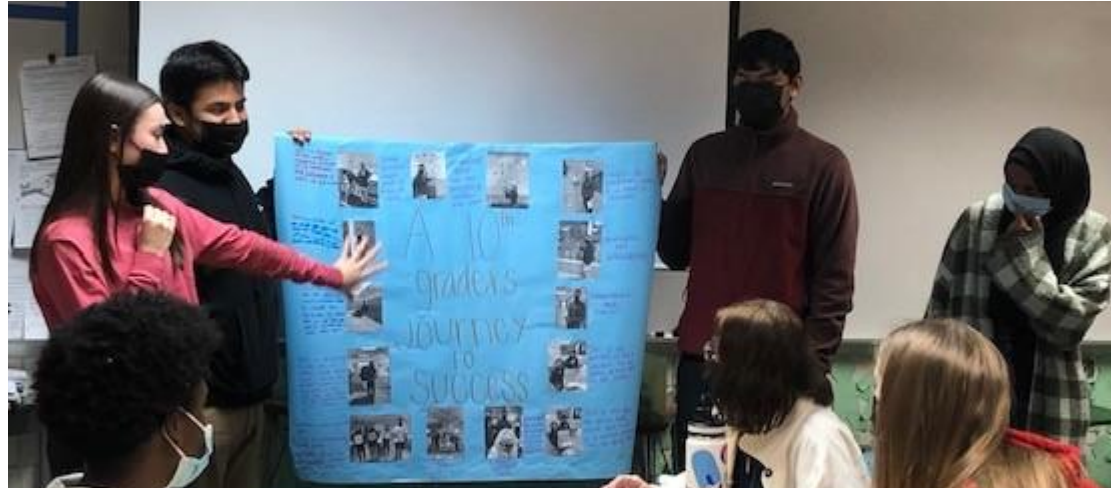
“AVID has been the best class I’ve ever taken. It has given me a community and friends that I’m able to feel welcome with. Thanks to AVID I got a great teacher and mentor who I know I can always rely on.”

-Layla Salad

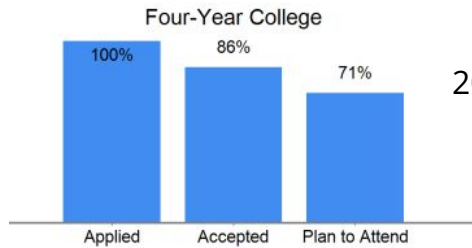
“AVID has helped me so much in terms that I have made lifetime friends and has helped me with college preparation and staying on top. I have been in AVID for 5 years and I have made a lot of progress as a student and a person.”

-Ayomide Ayelomi

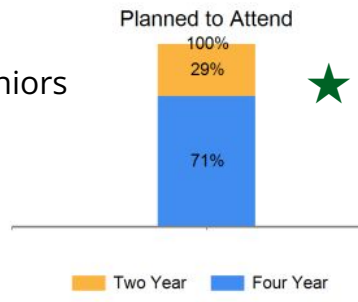
[More HS Student Quotes](#)



# Student Impact



2018-19 EPS Seniors



- ★ Elective Enrollment Trend
- ★ Missing Assignments Reduced
- ★ \_\_% of Elective students earning C's or better in classes
- ★ AVID Elective students complete AP class
- ★ 100% accepted and attending post secondary
- ★ Each AVID Elective Senior scholarship money for full tuition coverage



# Student Impact

- **Future Ready**
  - ◆ **Academically Prepared**
  - ◆ **Financially Prepared**
  - ◆ **Removing the Barriers to Success**

# Impact - Our story

Dell Scholar: Essa Amin, AVID Senior



\$20,000

\$500 per year for books

A free Dell computer

Personalized Support

(Academic, Financial,

Emotional)

Mental Health

Support

And the list goes on...

Wallin Scholar

\$4,000 PER YEAR & an  
assigned mentor for  
professional guidance and  
support



**Board Meeting Date:** 5/9/2022

**TITLE:** Policy Review

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 614 Assessment Plan

**RECOMMENDATION:** Review the suggested policy modifications for Policy 614.

**ATTACHMENTS:**

1. Policy 614 Assessment Plan

## Education Programs

### Assessment Plan

#### I. Purpose

This policy establishes the responsibility for creating the district assessment plan, and establishes parameters for elements of the plan.

#### II. General Statement of Policy

The ~~school~~ district recognizes the value of common assessments for evaluation across the district. The assessment plan ensures evaluation is occurring for curriculum, educational initiatives, schools, teachers and students. Assessment results will identify performance in the area being evaluated, and will guide the teaching and learning ~~which is~~ required to deliver the best possible educational experience to all students.

~~Multiple assessments~~ A district portfolio of appropriate assessments, both formative and summative, ~~are is~~ essential to meet the purposes of the assessment plan. The ~~assessment plan~~ portfolio of assessments should contain the most effective assessments that also maximize the time and efforts given to learning.

#### III. Responsibilities

##### A. Administration of Plan

The directors of teaching and learning ~~and research and evaluation~~ will jointly be responsible for the administration of the district assessment plan. ~~These is~~ ~~responsibilities~~ includes the development, implementation and evaluation of the plan. The plan will identify the ~~staff~~ ~~employees~~ responsible for implementing and supporting the plan.

##### B. District Assessment Committee

The directors of teaching and learning ~~and research and evaluation~~ will establish a District Assessment Committee to assist in the creation, monitoring and evaluation of the district assessment plan. The committee will include an equal number of licensed teachers and administrators from the following key areas:

1. Administrators from each stratum of school configurations (i.e. ~~e~~Elementary, ~~m~~Middle ~~school~~ Grades, and ~~h~~High ~~s~~School);
2. Administrators from the district leadership team;
3. Teaching staff from each strata of school configurations; and

#### 4. Content leaders or specialists.

### C. Parent and Community Input

Members of the committee or the administration, as necessary, will engage and inform pParent and cCommunity stakeholders, to allow for input and feedback as it aims to provide understanding around the assessment plan.

## IV. Development and Implementation

### A. Development and Acceptance of the Plan

The plan administrators will develop the plan guided by the assessment committee and other input groups. -The plan must meet all federal, state and local assessment and evaluation requirements. The plan and the assessment portfolio will be rooted in “best practices” and research.

The plan will include the required and permitted assessments adopted by the district. It will include the most effective assessments which maximize the time and effort for students’ learning and meet the plan’s goals. Instruments that address multiple assessment purposes may be preferred over other possible assessments. The choice of formative assessments may be guided by the plan, and teachers are expected to use appropriate formative assessments in their instruction. Assessments will be chosen for the plan based on appropriate elements, including, but not limited to:

1. The purpose(s) to be met by the assessment;
2. The fitness of the instrument for the purpose;
3. The time required for administration;
4. The expected time required for scoring;
5. The expected turn-around time of reporting results;
6. The ability of the instrument to be adapted for use by English Language Learners mMultilingual lLearners and or students receiving special education services, or what equivalent assessment will be used to meet those students’ needs;
7. The involvement of technology in supporting the administration, scoring or reporting of the assessment, and the present capacity to meet that required involvement;
8. The training required to administer, score and report data, if any, and the capacity of the district to provide adequate training; and
9. The responsibility for administration, scoring and reporting, and the capacity of the district to execute.

~~Bi-annually~~, Every two years the assessment plan will be presented to the school board for review and acceptance approval. Requests for exceptions to the plan will be made to the superintendent. The superintendent will review the request, seek additional information and make a decision on the request.

#### B. Monitoring, Evaluation and Revision

1. Implementation of the established plan will be monitored by the Director of ~~Teaching and Learning~~ research and evaluation:
2. The superintendent and Director of ~~research and evaluation~~ Teaching and Learning, along with district and site leadership, will review and evaluate the success of the plan in meeting identified goals.
3. A two-year review cycle of plan will be instituted.
4. The ~~annual findings of the~~ plan will be reported to the School Board Teaching and Learning Committee. The findings of the review may include recommended modifications in the plan for the upcoming year.
5. The results of the specific assessments within the plan will be shared as available to the identified stakeholders. The stakeholders will vary depending on the assessment.

#### C. Elements of the Plan

The plan will be comprehensive and elements of the plan may include, but are not limited to:

1. The ~~portfolio of~~ district required assessments;
2. The test administration process;
3. Test data storage and management procedures;
4. Training and professional development requirements for teachers, test coordinators and principals;
5. Responsibility for administration, scoring and reporting;
6. Compliance expectations.

#### D. ~~Portfolio of Assessments~~

~~The plan will include the required and permitted assessments adopted by the district. The portfolio will include the most effective assessments which maximize the time and effort for students' learning and meet the plan's goals. Instruments that address multiple assessment purposes may be preferred over other possible assessments. The choice of formative assessments may be guided by the plan, and teachers are expected to use appropriate formative assessments in their instruction. Assessments will be chosen for the portfolio based on appropriate elements, including, but not limited to:~~

- ~~10. The purpose(s) to be met by the assessment;¶~~
  - ~~11. The fitness of the instrument for the purpose;¶~~
  - ~~12. The time required for administration;¶~~
  - ~~13. The expected time required for scoring;¶~~
  - ~~14. The expected turn around time of reporting results;¶~~
  - ~~15. The ability of the instrument to be adapted for use by English Language Learners ~~mMultilingual L~~Learners and/or students receiving special education services, or what equivalent assessment will be used to meet those students' needs;¶~~
  - ~~16. The involvement of technology in supporting the administration, scoring or reporting of the assessment, and the present capacity to meet that required involvement;¶~~
  - ~~17. The training required to administer, score and report data, if any, and the capacity of the district to provide adequate training; and¶~~
- ~~E. The responsibility for administration, scoring and reporting, and the capacity of the district to execute.~~

*Legal References:*

20 U.S.C. 6301, et seq. (~~Every Student Succeeds Act~~)~~No Child Left Behind Act~~)  
Minn. Stat. §120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. §120B.021 (Required Academic Standards)  
Minn. Stat. §120B.022 (Elective Standards)  
Minn. Stat. §120B.023 (Benchmarks)  
Minn. Stat. §120B.11 (School District Process)  
Minn. Stat. §120B.30 (Statewide Testing and Reporting System)  
~~Minn. Stat. §120B.301 (Limits on Local Testing)~~  
~~Minn. Stat. §120B.304 (School District Assessment Committee)~~  
Minn. Stat. §120B.35 (Student Academic Achievement and Growth)  
~~Minn. Rules, Chapter 3501 Parts 3501.0010, et seq. (Rules Relating to Graduation Standards — Mathematics and Reading)¶~~  
~~Minn. Rules Parts 3501.0200, et seq. (Rules Relating to Graduation Standards — Written Composition) ¶~~  
~~Minn. Rules Parts 3501.0505, et seq. (K-12 Standards)~~

~~*Cross References:*¶~~

~~(Local Standards and Assessment) ¶~~  
~~(State Required Assessments)¶~~

adopted: 7/17/17

Edina, Minnesota





**Board Meeting Date:** May 9, 2022

**TITLE:** Visual Arts Curriculum Review Update

**TYPE:** Action

**PRESENTER(S):** Jody De St. Hubert, Director of Teaching and Learning; Debra Richards, Gifted Education Coordinator; Kari Hagen, CV Art Teacher; Leanne FrenchAmara, ND Art Teacher; Samantha Jacobson, SV Art Teacher; and Kim Raskin, EHS Art Teacher

**BACKGROUND:** The Visual Arts department has been involved in the curriculum review process over the past four years. During the 2020-21 school year, the process was placed on hold until the system had the capacity to re-engage in collaboration with district stakeholders and MDE. In 2021-22 the curriculum review team has reengaged in the work. The outcome of this collective reengagement is a comprehensive Visual Arts experience for students in grades K-12. Lastly, after a thorough analysis of the new Visual Arts standards, each grade-level group created a tiered list of materials and resources needed to support the revised curriculum that aligns with the new standards.

**PURPOSE:** The purpose of this report is for the board to engage in discussion on the Visual Art Curriculum Review process. The report will be brought back to the board on May 9th for approval.

**RECOMMENDATION:** Approve the recommendation.

**DESIRED OUTCOMES FROM THE BOARD:** Approve the recommendation.

**APPENDICES:**

- I. Budget Proposal
- II. Board Presentation for 4.18.22
- III. 12.14.20 Music and Visual Arts Board Report provided for background information

## Phase 1-Visual Arts Curriculum Review Update and Purchase Recommendations

The Visual Arts department has been involved in the curriculum review process for the past three years. The process was placed on hold until the system had the capacity to create an implementation plan in collaboration with MDE. Prior to this most recent collaboration a complete curriculum review cycle had not occurred for the Visual Arts department in Edina since 1998.

During portions of the last four years, teacher teams reviewed the new visual arts standards, analyzed them to identify any gaps in the curriculum, made adjustments to planning guides to align with new standards, and identified replacement and new materials needed to help students reach the new standards in the area of visual arts. Visual arts is one of the five arts areas and Edina has a long history of offering rich arts experiences to students. In order to ensure all facets of the Visual Arts program were adequately addressed, the department was broken into grade-level groups (see below), for the purpose of the curriculum review process.

Grade Level	Teacher Representative	School
Elementary	Kari Hagen LeAnne FrenchAmara	Creek Valley Elementary Normandale Elementary
Middle School	Rachael Hoffman Dachelet/Samantha Jacobson Jonathan Henriksen	South View Middle School  Valley View Middle School
High School	George Lundgren Kim Raskin	Edina High School

Each grade-level group met multiple times through the past four years during early release/late starts, district professional development days and during the contract day with substitute teachers. Following each grade-level meeting, teacher representatives connected with other job-alike teachers for updates and feedback. In addition, all teachers of Visual Arts met together on the February district professional development day in 2019, 2020, and 2022. This allowed for all teachers in the department to create a comprehensive Visual Arts experience for students in grades K-12. Lastly, after a thorough analysis of the new Visual Arts standards, each grade-level group created a tiered list of materials and resources needed to support the revised curriculum that aligns with the new standards. Appendix I shows the total Visual Arts budget requests. Budget requests were consolidated into several categories--curriculum, resources, equipment, and curriculum writing. The budget requests included in this report include only the top priority items for each subgroup.

**Appendix I**  
**Total Visual Arts Budget Requests\***

All items listed below will be paid for with funds that are currently in the budget. This is not an ask for additional dollars, simply an overview of how spending will occur in alignment with the Visual Arts review.

<b>Grade Level</b>	<b>Professional Development</b>	<b>Curriculum/ Resources</b>	<b>Equipment</b>	<b>Curriculum Writing</b>	<b>Total</b>
<b>Elementary</b>  *All materials purchased will be done with a commitment to consistency across all 6 sites.	\$1,500.00  NAE Conference \$250 per teacher	\$1,200.00  consumable resources	\$13,130.00  Drying racks, paper cutters and guillotine cutters at all 6 sites	\$5,040.00  3 days per 6 teachers at curriculum writing rate of pay	\$19,870.00
<b>Middle School</b>  *All materials purchased will be done with a commitment to consistency across each middle school.	\$1,500.00  NAE Conference \$250 per teacher	\$2,500.00  Art of education flex curriculum  \$1,400.00 Scholastic Arts Magazine  \$2,000.00 Consumable resources	\$13,885.00  Drying racks, art press, pug mill, kiln shelf set, tool replacement  \$2,500.00  Digital Cameras	\$2,400.00  2 days per 4 teachers at curriculum writing rate of pay	\$26,185.00
<b>High School</b>	\$750.00  NAE Conference \$250 per teacher  \$370.00  Adobe After Effects Classes	\$99.00  Skill Share Subscription  \$83.88 Domestika Subscription	\$3,635  Tripods, Banding Wheels, and Standing Easels  \$2,500.00  Digital Cameras	\$1,680.00  2 days per 3 teachers at curriculum writing rate of pay	\$9,117.88
				<b>Grand Total</b>	<b>\$55,172.88</b>

\*This budget is based on vendor quotes and may need to be adjusted accordingly.

\*Additional digital resources are still under review and being considered.

## **Appendix II**

### **[Board Presentation for 4.18.22](#)**

## **Appendix III**

### **12.14.20 Music and Visual Arts Board Report provided for background information**



**Board Meeting Date:** December 14, 2020

**TITLE:** Curriculum Review Update: Music and Visual Arts

**TYPE:** Information

**PRESENTER(S):** Jody De St. Hubert and Debra Richards

**BACKGROUND:** Teacher representatives from the arts areas have been meeting since the 2018-19 school year engaging in the arts curriculum review process. In a May 2020 update the completion of Phase I was shared. It was also communicated at this time that an elementary and a middle school program design team would convene in the summer of 2020 and that Phase II would be presented to the school board in the fall of 2020. Phase II includes aligning program changes to meet MDE guidelines. Due to a necessary shift in focus, Phase II did not move forward as planned. The design teams did not meet and the planning process timeline has been adjusted.

**RECOMMENDATION:** This report is for school board information.

**PRIMARY ISSUE(S) TO CONSIDER:** After seeking guidance and approval from the Minnesota Department of Education, as well as conducting an internal capacity evaluation, we will be putting the continued work of the new Visual Arts standards on hold until the 2021-22 school year.

## **ATTACHMENTS:**

### **1. Report**

## **Arts Standards Information and Summary**

(content shared in May 2020)

There are five arts areas: dance, media arts, music, theater, visual arts. The new standards are no longer “banded”, but are laid out by grade level, which creates unique grade level experiences in each arts area.

There is not one license that allows teachers to deliver all areas of the arts standards. The licensure options are as follows:

- Dance
  - The arts dance course can be taught by an educator with a dance license OR an elementary generalist license for grades K-6 up to 0.33 of the school day.
  - The dance standards in Physical Education do not meet the arts requirements and cannot be taught in an interdisciplinary way.
- Dance and Theater Arts
- Theater Arts
- Music: Instrumental and Classroom or Vocal and Classroom Music
- Visual Arts (Media Arts can be taught by a visual arts licensed teacher)

In high school, a CTE (Career and Technical Education) course may fulfill an arts credit if all the following are true:

- Students must meet all of the arts standards for the relevant arts area in the course.
- The teacher of record must have a CTE endorsement.
- The teacher of record must also have passed the MTLE (MN Teacher Licensure Exam) assessment for the relevant arts area. Since there is not a MTLE for media arts, districts should use the visual arts MTLE.

### **Kindergarten to Grade 8**

- Instruction in arts education in grades K-8 must include all the required 2018 arts standards and grade-level benchmarks in at least two arts areas.
  - The amount of instructional time needed can be locally determined as long as there is sufficient time for teachers to teach and assess all standards in an area
- Students in grades K-8 must be offered opportunities in three arts areas.
  - Students in grades 6-8 must meet the standards in two arts areas each year
  - In grades 6-8 students can choose any two arts areas annually
- A full year of performance music (orchestra, band, choir) will no longer be sufficient to meet arts requirements in grades 6-8 (must meet two areas annually per MDE).
  - Students will need half year options in visual arts, media arts or music in grades 6-8 (e.g. World of Music, Music Exploration)
- The current MDE requirement listed is to offer 3 areas starting with the 2021-2022 school year.

### **High School**

- Instruction at the high school level must include all the required 2018 arts standards and benchmarks for grades 9-12 in at least one arts area.

- Students must be offered courses in at least three arts areas.
- For courses that count for arts credits, the teacher must hold a CTE endorsement.

## **Music and Visual Arts Curriculum Review Process Update Presented in May 2020**

Teacher representatives from the arts areas have been meeting over the last two school years to complete a curriculum review process. The teacher teams completed a review and analysis of the new standards. Changes were identified in order to guide curriculum review, materials inventory and programming.

### Changes to Arts Standards

- Benchmarks are by grade level rather than grade bands (e.g. grades K-2, etc.)
- Students in grades K-8 must be offered opportunities in three arts areas
- Students in grades K-8 must meet the standards in two arts areas each year
- Instruction at the high school level must include all the required arts standards and benchmarks in at least one arts area
- In high school the teacher of record must have a CTE endorsement and must also have passed the MTLE assessment for the relevant arts area (not new, but clarified)

### Phase I: Music and Visual Arts

- Review and analysis of new standards
- Gap analysis for current courses
- Adjustments made to curriculum documents to align to new standards
- Identification of replacement and new materials and resources
- Orders for music will be placed summer 2020 for fall implementation

### Phase II: All Arts Areas

- Ensure K-12 programming is in compliance with new MDE
- Support teachers in acquiring any necessary licensure changes
- Recommend any necessary programming changes
- Ensure changes are clearly articulated for registration in January 2021
- Resource orders for other arts areas will be placed summer 2021
- Full implementation by 2021-2022 as required by statute

## **Music and Visual Arts Curriculum Review Process Proposed Timeline Changes:**

In May 2020 it was communicated that an elementary and a middle school program design team would convene in the summer of 2020 to align program changes to meet MDE guidelines and that the program adjustments would be presented to the board in the fall of 2020. Due to a necessary shift in focus, this work was not able to move forward as planned. The design teams did not meet and Phase II action steps were adjusted to the following for the fall of 2020:

- Discuss current expectations for Art implementation with MDE to ensure clarity and understanding.
- Understand our current system capacity at each level to embark on the potential program changes that will need to occur to align with [MDE Art Standards](#) implementation as currently stated.

### **MDE Discussion:**

The discussion with Ms. Campana at MDE was collaborative and supportive. She commended Edina Public Schools on its strong Arts programming. After hearing and understanding some of the potential program changes that would need to occur in Edina to meet the new standards, Ms. Campana communicated that she would like to collaborate with Edina in the continuation of our implementation process suggesting we put full implementation on hold and continue to devote time to developing an implementation plan.

### **System Capacity Evaluation:**

During conversations with administration at both the elementary and secondary level it was recognized that the following would need to be addressed in order to proceed with full implementation of the Art standards in 2020-2021:

- Licensing requirements
- Course changes at the secondary
- Schedule changes at the elementary
- Shifts in programming at all levels

In conversations, administrators collectively agreed that given our current circumstances addressing these needs in a positive and productive way would be extremely challenging at this time. Neither teachers nor administrative teams have the capacity to engage in collective problem solving leading to new implementations that maximize results for students while they are managing hybrid learners in school, hybrid learners at home, and EVA learners at home. This undertaking alone is requiring new thinking, daily problem solving, and everyone's collective efficacy.

In particular, there is not sufficient time to have teacher teams execute what is needed. Edina currently has rich Arts offerings. Our goal in planning and implementing would be to continue to offer these rich experiences in alignment with the new Arts standards and we need more time to do this well. Thus, we are putting the full Arts implementation on hold and we will continue to devote time to developing an implementation plan in collaboration with MDE.



**Board Meeting Date:** 5/9/22

**TITLE:** Vacant Board Seat Process

**TYPE:** Action

**PRESENTER(S):** Governance Committee

**BACKGROUND:** The process document was created by the governance committee after discussions with MSBA about recommended processes and guidance and oversight from district legal counsel. This process document outlines both the board's legal and statutory obligations, timing and recommended appointee process.

**RECOMMENDATION:** Review the attachments, come prepared with questions and your opinion on the recommended appointee process.

**PRIMARY ISSUE(S) TO CONSIDER:** Absence created by relocation.

**ATTACHMENTS:**

1. Process and timeline document
2. Resolution



## Board Member Absentee Process and Timeline

**Purpose:** To outline the legal requirements and timing of EdinaSchool Board member replacement process to ensure a transparent and positive leadership transition that ensures the advancement of the district's mission.

**Background:** Minnesota Statute 123B.09, subdivisions 3 and 5b, which regulate this situation, states:

Subd. 3. **Causes for school Board member vacancy.** A vacancy in any Board occurs when a member (a) dies, (b) resigns, (c) ceases to be a resident of the district, or (d) is unable to serve on such Board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district.

Subd. 5b. **Appointments to fill vacancies; special elections.** (a) Any vacancy on the Board, other than a vacancy described in subdivision 4, must be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered in the minutes and shall be effective 30 days following adoption of the resolution, subject to paragraph (b). If the appointment becomes effective, it shall continue until an election is held under this subdivision. All elections to fill vacancies shall be for the unexpired term. A special election to fill the vacancy must be held no later than the first Tuesday after the first Monday in November following the vacancy. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required. If the vacancy is filled by a special election, the person elected at that election for the ensuing term shall take office immediately after receiving the certificate of election, filing the bond, and taking the oath of office.

**Situation Analysis:** There are two **simultaneous** moving parts in the process of transition. They include:

1. **Special Election.** Vice Chair Wallen-Friedman will cease to be a resident of the Edina Public School District as of May 31, 2022, which is more than 90 days prior to the first Tuesday after the first Monday in November following the vacancy, Minnesota Statute requires that a special election be held to fill the vacancy. This special election for one (1) school Board member will be held on Tuesday, November 8th, 2022. ***The Board has no discretion in decision making on whether or not to have a Special Election process or timing.***
2. **Interim Board Member Appointee.** Given that Vice Chair Wallen-Friedman will cease to be a resident of the Edina Public School District as of May 31, 2022 and Minnesota Statute requires such vacancy "must be filled by Board appointment," the Board will

begin the process of appointing a resident to fill said vacancy after Board Member Wallen-Friedman is no longer a member of the Board and until the vacant seat is filled by the special election in November. ***The Board has no decision making in whether or not to have an interim Board Member Appointee, but does have full discretion on the process and general timing on the Interim Board Member Appointee.***

### **Process Overview/Key Dates:**

The below process outlined below is recommended by MSBA as best practice, has been reviewed by district legal counsel and is recommended by the Governance committee.

- **Interim Board Member Appointee:** Multiple different ways of choosing an interim Board member are available to us as a Board. Examples from other districts range from having an open application process for all community members to direct appointment to hybrid approaches.
- After analyzing the methods used by Boards in Minnesota, it is our recommendation that the Board utilize a process of directly appointing an interim Board member who was a former Board member previously elected by the community for the following reasons:
  - Least disruptive to Board operations and school district governance.
  - The time period the interim Board member will be on the Board is a very short period of time (whomever wins the special election starts after the canvassing period, not in January).
  - The time period to have an open-ended collection of interested individuals is lengthy and laborious and would lead to a very limited time-frame for an individual to join the Board, train and effectively have any impact on the Board (see Appendix 1 for realistic time table).
  - Having a prior Board member serve in this interim capacity enables the Board to have someone already familiar with MSBA practices, Board practices and protocols, and associated Minnesota laws and statutes.
  - Allows us to have someone fill specific gaps left by Vice Chair Wallen-Friedman's absences, most notably financial and legal expertise.
  - Keeps the Board neutral in the upcoming special election by choosing someone for the interim position who is not planning to run for election in the special election.
  - Avoiding confusion in the community with communications of the overlapping processes.
- **Next Steps for Interim Board Member Appointment:**
  - Agreement on process: to be voted on at 5/9 meeting
    - Come prepared to discuss what criteria the Board should consider in appointing interim Board member. If the Board reaches an agreement on the recommended process this will need to be discussed.
    - Approval from Board for governance committee to create rubric and process for Interim Board appointment.

- Discussion about rubric and process for interim Board member: 5/17 work session.
  - Discussion and appointment of interim Board member: End of May/Beginning of June work session.
  - Discussion about Board committees and roles: 6/20 work session
  - Resolution to approve interim Board member: 6/20 Board meeting
    - Oath of office taken
    - Mandatory 30-day waiting period until interim Board member can take office
  - 7/26 work session: first Board meeting interim Board member can attend.
- **Special Election:** This process does not differ much from a standard board election.
    - **July 18, 2022:** Board discusses and approves Resolution announcing new special election for one (1) School Board member who will fill the remaining year of the vacant seat. District informs the public regarding details (filing period, overview, role of School Board) of the School Board Special Election on November 8, 2022.
    - **End of July:** District holds information session about special election.
    - **November 8, 2022:** Election Day
      - Results canvasses, results certified and then new Board member will be seated.

## **Appendix 1: Draft Board Member Appointee Process**

- **May 9, 2022:**
  - Board discusses and approves the process for filling Board vacancy.
- **May 17, 2022:**
  - Board work session to discuss rubric for interviewees, appointees and process overview for decision-making.
- **End of May/Early June:**
  - Board discusses and approves: 1) the appointee application and 2) Board evaluation rubric. These two items will be presented by the Governance committee to the Board (Committee will use MSBA, legal counsel and best practices for guidance).
  - Board discusses transition plans and timing for Board-appointed leadership positions and roles. This will be presented by the Governance committee to the Board.
- **End of May/Early June:**
  - District communication informs the public with overview of School Board role, position opening.
- **June 6-24, 2022:**
  - Online application opens for applicants. All applications are public record.
- **June 24, 2022:**
  - Application process closes for applicants.
- **June 27, 2022 special meeting (NEW - pending board availability):**
  - Board (Governance) reviews and discusses applications using evaluation rubric to determine interview(s) granted/notified for final applicants.
- **July 11/12, 2022 special meeting (NEW - pending board availability):**
  - Board conducts interview(s) with final applicant(s).
- **July 13, 2022 special meeting (NEW - pending board availability):**
  - Board discusses and votes on interim Board member and announces them to the public. Board accepts Resolution adopting interim Board member.
  - July 13 starts mandatory 30 day waiting period for Interim Board member start day.
- **August 23rd work session:**
  - First board meeting new appointee would be able to serve

RESOLUTION ADOPTING PROCESS FOR  
APPOINTING AN INTERIM BOARD MEMBER

WHEREAS, School Board member Leny Wallen-Friedman will cease to be a resident of Independent School District No. 273 on May 31, 2022, creating a vacancy on the School Board;

WHEREAS, a special election will be held no later than November 8, 2022, to vote on a replacement who will take that seat for the remainder of the term;

WHEREAS, pursuant to Minnesota Statutes section 123B.09, subdivision 5b(a), the vacancy must be filled in the interim by Board appointment;

WHEREAS, relevant statutes grant the Board the sole discretion to determine the process and procedure that it wishes to use for making such appointment, and no open application processes or public notice is required prior to making any such appointment; and

WHEREAS, the Board has weighed its options and determined that the best process for the Board that will cause the least disruption to the District will be to appoint a formerly elected School Board Member to fill the short-term vacancy prior to the special election.

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 273, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, the Board will seek a formerly elected School Board Member to fill the vacancy, with the Governance Committee being delegated the authority to discuss the opportunity with former School Board Members. At a future Board Meeting, the Board will nominate a candidate and vote on a resolution to appoint an interim Board Member who will serve until a successor is elected and qualified. If no such candidates are chosen by the Board, the Board reserves the right to seek applications from qualified residents who wish to serve in an interim capacity.

2. The appointment shall be effective thirty (30) days after the adoption of the resolution as provided in Section 123B.09, subd. 5b.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

The following voted in favor:

\_\_\_\_\_

The following voted against:

\_\_\_\_\_

WHEREUPON the resolution was declared adopted the \_\_\_\_ day of \_\_\_\_\_, 2022.



**Board Meeting Date:** 5/9/22

**TITLE:** Resolution Acknowledging Vacant Board Seat

**TYPE:** Action

**PRESENTER(S):** Governance Committee

**BACKGROUND:** The board will consider and vote on a resolution acknowledging a vacancy on the Edina School Board. This resolution was written and provided by district legal counsel.

**RECOMMENDATION:** Approve the resolution.

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

Absence created by relocation.

**ATTACHMENTS:**

1. Resolution

RESOLUTION ADOPTING PROCESS FOR  
APPOINTING AN INTERIM BOARD MEMBER

WHEREAS, School Board member Leny Wallen-Friedman will cease to be a resident of Independent School District No. 273 on May 31, 2022, creating a vacancy on the School Board;

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WHEREAS, pursuant to Minnesota Statutes section 123B.09, subdivision 5b(a), the vacancy must be filled in the interim by Board appointment;

WHEREAS, relevant statutes grant the Board the sole discretion to determine the process and procedure that it wishes to use for making such appointment, and no open application processes or public notice is required prior to making any such appointment; and

WHEREAS, the Board has weighed its options and determined that the best process for the Board that will cause the least disruption to the District will be to appoint a formerly elected School Board Member to fill the short-term vacancy prior to the special election.

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1. Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, the Board will seek a formerly elected School Board Member to fill the vacancy, with the Governance Committee being delegated the authority to discuss the opportunity with former School Board Members. At a future Board Meeting, the Board will nominate a candidate and vote on a resolution to appoint an interim Board Member who will serve until a successor is elected and qualified. If no such candidates are chosen by the Board, the Board reserves the right to seek applications from qualified residents who wish to serve in an interim capacity.

2. The appointment shall be effective thirty (30) days after the adoption of the resolution as provided in Section 123B.09, subd. 5b.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

The following voted in favor:

\_\_\_\_\_

The following voted against:

\_\_\_\_\_

WHEREUPON the resolution was declared adopted the \_\_\_\_ day of \_\_\_\_\_, 2022.



**Board Meeting Date:** May 9, 2022

**TITLE:** 8th grade French immersion trip to Québec

**TYPE:** Action

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

**BACKGROUND:** In accordance with Policy 538, the following international student travel experience for up to 20 Valley View Middle School students from **June 4 – 10, 2023** has received support from the school's administration. Participating students will not miss any school days for this summer travel experience.

This trip, coordinated by EF Explore America, includes five nights and stays in both Montreal and Quebec City. In Montreal, students will get their bearings by exploring the Old City, visiting the hidden passages and secrets of the underground city, and taking a bicycle ride. They'll examine the city through both historical and contemporary lenses by visiting the Museum of Archeology, Notre Dame Basilica, and the Old Port, as well as by touring McGill University and the bustling neighborhood of Chinatown. They'll travel on to beautiful Quebec City, where they'll visit several historic sites such as Château Frontenac and the Citadelle. One of the highlights of the trip will be a reenactment of the Plains of Abraham, a battle from the Seven Years' War, sometimes referred to as the French and Indian War. Students will participate in this historical interpretation, learning about Quebec's First Nations and early colonial history. The group will conclude their trip with an excursion to the beautiful Beauré Coast on the Saint Lawrence River.

In addition to providing opportunities to develop independence and self-awareness, this language and culture travel experience supports learning across numerous Minnesota social studies and language arts standards.

**COST:** The anticipated inclusive cost of this experience is \$2,000 per student. This price is inclusive of all transportation, accommodations, meals, transfers, on-site medical staffing, and medical and repatriation insurance. Students will be responsible for all costs. Need-based scholarships and fundraising opportunities are available.



**TRANSPORTATION:** All students and chaperones will travel as a group from Minneapolis to Montreal, Canada, and return via a major U.S. international airline or partner.

**ACCOMODATIONS:** Students and chaperones will be housed in 3-4 bedded rooms with en suite bathroom facilities.

**SUPERVISION:** Staff members traveling with the group are Pierre Schmidt, Nathalie Godin, and one licensed school administrator.

**RECOMMENDATION:** Approve the student travel experience.

**DESIRED OUTCOMES FOR THE BOARD:** Review the background information provided and approve the student travel experience.

**ATTACHMENT:**

1. Appendix III Board Policy 538, Extended Field Trip and Travel Application Preliminary Approval

Appendix III  
EXTENDED FIELD TRIP AND TRAVEL APPLICATION  
PRELIMINARY APPROVAL

(Request time before trip: 2 months for local/regional; 4 months for national; 6 months for international)

School Valley View Middle School  
Group/Class Extended French 8<sup>th</sup> Grade Students  
Organizer submitting request Pierre Schmidt  
Estimated number of students participating 25-30  
Destination Québec + Montréal (Canada)  
Address \_\_\_\_\_ Miles round trip 2000 miles (RIT)  
Mode of transportation plane + bus  
Educational goal or objective immersion in the target language (FRENCH)  
# of students 25-30 # of school personnel 3  
Lodging and meal arrangements breakfast + dinner + hotels  
**TIME**  
Dates of the trip June 4<sup>th</sup> - June 10<sup>th</sup> 2023  
Days absent: When school is in session 0 Nonschool days/vacation time 6

**COST**

Estimated cost per student \$ 2,000  
Source of funding: ☒ Student ☐ District ☒ Other Fundraiser / Booster Club


**CHECKLIST FOR PLANNING AN EXTENDED FIELD TRIP**

- ☐ Ensure that reasonable accommodations are made for students with disabilities.
- ☐ Include provisions for a fundraising plan.
- ☐ Be aware that school policies pertaining to student conduct are enforced during a field trip.
- ☐ Plan to give a list of the names and phone numbers of traveling students and their families/volunteer adults to the principal.
- ☐ Submit preliminary application at least two months before local/regional trip, four months before national trip, and six months before international trip.
- ☐ Submit a request for transportation form, if needed, three weeks prior to the trip.
- ☐ Consult Policy 538 for detailed guidelines for field trips/travel.

**APPROVAL**

Preliminary approval requires the following signatures: *Local/Regional:* Principal

*More than two school days, national, international:* Principal and Superintendent

Principal  Date 7/25/22  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_

*Distribution: Signed original to principal, signed copies to organizer and school office*



**Board Meeting Date:** May 9, 2022

**TITLE:** Edina High School Band Trip to the Eastern Caribbean

**TYPE:** Action

**PRESENTERS:** Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Edina High School Assistant Principal

**BACKGROUND:** As per board policy 538, the Edina Concert Band and their director Paul Kile are expressing their intent for the Concert Band to tour during the 2022-23 school year.

The students of the Edina Concert band will have the opportunity for shared cultural exchanges and performances while touring the Eastern Caribbean. Exchanges will include interactions with the professional musicians aboard the Regal Princess and with school students from St. Thomas in the U.S. Virgin Islands and members of the Rising Stars Youth Steel Orchestra. In addition to the cultural exchanges, the band will be performing in exchange concerts with the Rising Stars Youth Steel Orchestra and will be featured performers aboard the Regal Princess with two headliner performances in the Regal Princess Theater. The tour experience utilizes the Minnesota Music Standards as well as the EPS educational competencies. The musical tour will occur during spring break of the 2022-23 school year with students missing no school days. Departure will be Sunday, March 19 2023 with a return by dinner time Sunday, March 26 2023.

Simon and Simon Travel is coordinating the trip (Simon & Simon Travel, 6566 France Avenue So., Edina, MN 55439, Phone: 952-941-6612).

**COST:** The anticipated cost of the tour is \$3400 per student. All lodging, meals, transportation, transfers and trip insurance are included in the price as the price is all-inclusive. Travel insurance will be offered to all participants. Students will have the opportunity to earn a portion of the trip expense through various fundraising activities. The additional costs will be covered by the families of the students with the Edina Band Boosters providing need based scholarships assuring no student will be unable to travel as a result of finances.

**SUPERVISION:** Staff members traveling with the projected group of 80 students include Paul Kile, two additional staff members, ten or more chaperones, and two tour escorts with the opportunity for a district administrator to also travel.

**TRANSPORTATION:** All students and chaperones will travel as a group from Minneapolis to Ft. Lauderdale via Sun Country Airlines and then board the *Regal Princess* for travel to each destination, and return via Sun Country.

ACCOMODATIONS: Students and chaperones will stay aboard the Princess Cruises *Regal Princess*.

**RECOMMENDATION:** Approve the student travel experience.

**DESIRED OUTCOMES FOR THE BOARD:** Review the background information provided and approve the student travel experience.

**ATTACHMENT:**

1. Appendix III Board Policy 538 , Extended Field Trip and Travel Application Preliminary Approval

Appendix III  
**EXTENDED FIELD TRIP AND TRAVEL APPLICATION**  
**PRELIMINARY APPROVAL**

(Request time before trip: 2 months for local/regional; 4 months for national; 6 months for international)

School Edina High School  
Group/Class concert band  
Organizer submitting request Paul Kile  
Estimated number of students participating 81  
Destination Eastern Caribbean  
Address \_\_\_\_\_ Miles round trip \_\_\_\_\_  
Mode of transportation \_\_\_\_\_  
Educational goal or objective exchange concert  
# of students 81 # of school personnel 3  
Lodging and meal arrangements Simon & Simon travel

**TIME**  
Dates of the trip 3/19/23 - 3/26/23  
Days absent: When school is in session 0 Nonschool days/vacation time 7

**COST**  
Estimated cost per student \$ 3400  
Source of funding: ☒ Student ☐ District ☐ Other fundraising


**CHECKLIST FOR PLANNING AN EXTENDED FIELD TRIP**

- ☒ Ensure that reasonable accommodations are made for students with disabilities.
- ☒ Include provisions for a fundraising plan.
- ☒ Be aware that school policies pertaining to student conduct are enforced during a field trip.
- ☒ Plan to give a list of the names and phone numbers of traveling students and their families/volunteer adults to the principal.
- ☐ Submit preliminary application at least two months before local/regional trip, four months before national trip, and six months before international trip.
- ☒ Submit a request for transportation form, if needed, three weeks prior to the trip.
- ☒ Consult Policy 538 for detailed guidelines for field trips/travel.

**APPROVAL**

Preliminary approval requires the following signatures: *Local/Regional:* Principal

*More than two school days, national, international:* Principal and Superintendent

Principal  Date 5/4/2022  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_

*Distribution: Signed original to principal, signed copies to organizer and school office*



**Board Meeting Date:** May 9, 2022

**TITLE:** EHS Biology to Madagascar

**TYPE:** Action

**PRESENTERS:** Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Edina High School Assistant Principal

**BACKGROUND:** In accordance with Policy 538, the following international student travel experience for up to 32 Edina High School students for two weeks in June 2023 has received support from the school's administration. Participating students will not miss any school days for this summer travel experience.

This expedition is coordinated by Operation Wallacea, a conservation organization that partners with scientists and local communities in conservation research. The first week is the dry forest of Madagascar and will be spent camping in a basecamp and visiting the Mariarano village. Students will complete surveys, led by specialist scientists from around the world that include herpetofauna, bird and lemur monitoring, butterfly/dragonfly surveys, and forest surveys. Students will also be embedded in the Malagasy culture by visiting the local community and school, learning phrases of their language, and working alongside the Malagasy guides during their data collection. Students will also have daily lectures learning about the science behind the conservation efforts and the social issues surrounding Madagascar's conservation efforts. The second week will be spent at a marine research site on the small island of Nosy Be off the North West coast of Madagascar. Here students will take part in SCUBA diving, either earning their certification or completing research while diving.

In addition to providing growth opportunities across the EPS Educational Competencies, this field-based, research-oriented, student travel experience supports learning across numerous Minnesota science, social studies, and language arts standards.

**COST:** The anticipated inclusive cost of this experience is approximately \$4,900 per student. This price is inclusive of all transportation, accommodations, meals, transfers, on-site medical staffing, and medical and repatriation insurance. Students will be responsible for all costs. There will be need-based scholarships and other scholarships offered. There will also be extensive fundraising opportunities.

**TRANSPORTATION:** All students and chaperones will travel as a group from Minneapolis to Antananarivo, Madagascar, and return via a major U.S. international airline or partner.

**ACCOMODATIONS:** Students and chaperones will be housed in tents of 3-4 same-sex students while in the dry forest. At the marine site, there will be dorm-style accommodations.

**SUPERVISION:** Staff members traveling with the group are Lindsey Smaka, EHS science teacher, and up to three (3) additional licensed staff, one of which will be a licensed school administrator.

**RECOMMENDATION:** Approve the student travel experience.

**DESIRED OUTCOMES FOR THE BOARD:** Review the background information provided and approve the student travel experience.

**ATTACHMENT:**

1. Appendix III Board Policy 538 , Extended Field Trip and Travel Application Preliminary Approval

Appendix III  
EXTENDED FIELD TRIP AND TRAVEL APPLICATION  
PRELIMINARY APPROVAL

(Request time before trip: 2 months for local/regional; 4 months for national; 6 months for international)

School Edina High School  
Group/Class Science  
Organizer submitting request Lindsay Smalca  
Estimated number of students participating 30  
Destination Madagascar  
Address \_\_\_\_\_ Miles round trip \_\_\_\_\_  
Mode of transportation \_\_\_\_\_  
Educational goal or objective conservation research  
# of students 30 # of school personnel 3  
Lodging and meal arrangements Operation Wallacea

**TIME**  
Dates of the trip June 2023  
Days absent: When school is in session 0 Nonschool days/vacation time \_\_\_\_\_

**COST**  
Estimated cost per student \$ 4900  
Source of funding: ☒ Student ☐ District ☐ Other fundraising

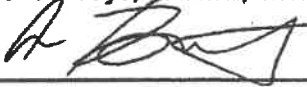
**CHECKLIST FOR PLANNING AN EXTENDED FIELD TRIP**

- ☒ Ensure that reasonable accommodations are made for students with disabilities.
- ☒ Include provisions for a fundraising plan.
- ☒ Be aware that school policies pertaining to student conduct are enforced during a field trip.
- ☒ Plan to give a list of the names and phone numbers of travelling students and their families/volunteer adults to the principal.
- ☒ Submit preliminary application at least two months before local/regional trip, four months before national trip, and six months before international trip.
- ☒ Submit a request for transportation form, if needed, three weeks prior to the trip.
- ☒ Consult Policy 538 for detailed guidelines for field trips/travel.

**APPROVAL**

Preliminary approval requires the following signatures: *Local/Regional:* Principal

*More than two school days, national, international:* Principal and Superintendent

Principal  Date 5/4/2022  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_

*Distribution: Signed original to principal, signed copies to organizer and school office*





**Board Meeting Date:** 5/9/2022

**TITLE:** Policy Review

**TYPE:** Action

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 509 - Resident Enrollment and Assignment
- Policy 911 - Use of Volunteers in School

**RECOMMENDATION:** Review the suggested policy modifications for Policies 509 and 911.

**ATTACHMENTS:**

1. Policy 509 - Resident Enrollment and Assignment
2. Policy 911 - Use of Volunteers in School

## Students

### Resident Enrollment and Assignment

#### I. Purpose

This policy provides procedures for students who are residents of the Edina Public School District and are to be enrolled and admitted into the District's schools.

#### II. General Statement of Policy

- A. The school district is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.
- B. A student's registration for enrollment into Edina Public Schools will be coordinated through the district's Student Enrollment Center, located at 5701 Normandale Road, Edina, Minnesota. The center will provide the student's parent/guardian with the enrollment options available to them. The student will be placed into an assigned grade level, based on his/her age and schooling experience.
- C. Each elementary and middle school, with the exceptions of [district choice programs](#): Normandale Elementary School, [Countryside Spanish Language](#), ~~and the Continuous Progress programs~~, [and Edina Virtual Pathway](#) has a defined school attendance area that has been approved by the school board. The high school attendance area aligns with the district boundaries. Upon completion of the registration and admittance forms, each student will be assigned to a district school, based on his/her home residency. This will also be the school to which a student will be provided busing, [except in the case of Edina Virtual Pathway](#), if it is available to him/her.
- D. The district may allow a student to attend a school not in his/her attendance boundary area based on the following options:
  - 1. Intradistrict transfer
  - 2. District choice programs
- E. A school-initiated transfer may be recommended by the district. This transfer would be initiated by the building principal.
- F. The district will work cooperatively with a parent/guardian pursuing educational options beyond those provided by Edina Public Schools, including homeschooling, nonpublic schools and other public schools.

### III. Registration Process

A parent/guardian with a school-age child who is a resident of the Edina Public Schools may enroll his/her child for admittance into the school district at the district's Student Enrollment Center. The center will provide all the necessary information required for enrollment and the school options available to a parent/guardian. A parent/guardian must complete or provide:

1. Registration forms
2. Certified birth certificate, Passport/Visa, or official US Court/Government document indicating child's full legal name and birth date.
3. Current immunization records
4. Upon registration, a parent/guardian moving into the Edina Public Schools attendance area must present an original, signed lease of a property located within the Edina Public Schools for the duration of the school year or a signed copy of the closing paperwork for the purchase of a home within the Edina Public Schools. A parent/guardian already residing in the Edina Public Schools attendance area must present sufficient evidence proving residency.

### IV. Assigning a Student to a School

- A. Each student will be assigned to a grade level and school based on his/her age and schooling experience and his/her home residency as it relates to the school's attendance areas.
- B. The school district may place a student who registers after the beginning of a school year at a school other than his/her resident-assigned school and provide required busing. The student will be allowed to attend his/her resident-assigned school at the start of the next school year.
- C. A student's access to bus transportation to a school will be based on his/her home residency.

### V. Parent/Guardian Moves Out of the District

A student whose parent/guardian moves to another district will be subject to the following enrollment options:

- A. Prior to the Start of the School Year: The student will need to apply to Edina Public Schools for open enrollment and will not be guaranteed continual placement.

- B. During the School Year: The Student will need to apply to Edina Public Schools for open enrollment, and can remain at the current school for the remainder of the school year. The student will not be guaranteed continual placement.
- C. Students in Grades 11 and 12: Student in grades 11 and 12 will have the option to continue under Minn. Stat. § 124D.08, Subd.3.
- D. Temporarily Living Beyond District Boundaries: A currently-enrolled student who is temporarily living beyond the school district's boundaries will be permitted to attend the student's current school in the Edina Public Schools. Temporarily means less than the remainder of the current school year. Individual exceptions to the current school year parameter will be made on a case-by-case basis, if the parent/guardian can produce specific evidence of building, purchasing or leasing a home in the district.
- E. For Edina Virtual Pathway students who move out of the district but remain in the state of Minnesota, the student will need to apply to Edina Public Schools for open enrollment and may remain a student in the Virtual Pathway subject to review and superintendent approval.
- F. For Edina Virtual Pathway Students who move out of the district and leave the state of Minnesota for more than 15 days, will be subject to review and superintendent approval. The tuition rate for nonresident students not admitted under Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District) or Minn. Stat. § 124D.03 (Enrollment Options Program) is the rate calculated by the superintendent or designee.

#### VI. Intradistrict Transfer

- A. A student residing within the school district boundaries will, unless approved for transfer to another school, attend the school designated for the area in which he/she resides.
- B. A student wishing to apply for an intradistrict transfer must make a written request using Appendix III.
- C. After conferring with the administration at both schools, the superintendent or designee will make the determination on the request based on a variety of factors including, but not limited to, class size guidelines and building capacities. This determination is final.
- D. If the request is approved, a letter will be sent to the parent/guardian of the student. A copy of the letter will be sent to the principal of the school that the student is exiting. A copy will also be sent to the principal of the school that the student is entering. If the request is denied, a letter will be sent to the

parent/guardian of the student.

- E. Student transportation is the responsibility of the parent/guardian of the student [except for transfers from a choice program to the student's neighborhood school](#).

## VII. Elementary Choice Programs

- A. The school district offers ~~two~~ [four](#) elementary choice programs:
  - 1. French Immersion at Normandale Elementary School
  - [2. Spanish Two-way Language at Countryside Elementary School](#)
  - 3. Continuous Progress at Countryside Elementary School and Highlands Elementary School
  - [4. Edina Virtual Pathway](#)
- B. Each school has a defined process for accepting applications and determining a child's placement in the school. A child who has not been placed will be allowed to remain on a waiting list for possible placement during the school year. This process will be reviewed and approved by the superintendent or designee.
- C. A parent/guardian may inquire about a choice program by contacting the school office.

## VIII. Secondary Program Options

- A. A student will be assigned to secondary schools based on the student's residence in an elementary attendance area, not on the student's enrollment in an elementary school. This assignment includes students from the elementary Continuous Progress program schools [and Edina Virtual Pathway](#). A student in the Concord, Cornelia or Highlands Elementary School attendance area is in the South View Middle School attendance area. A student in the Countryside or Creek Valley Elementary School attendance area is in the Valley View Middle School attendance area.
- B. A student completing grade 5 at Normandale Elementary School can participate in the Extended French program at Valley View Middle School or be assigned to the middle school based on the student's non-immersion elementary attendance area.
- [C. Students enrolled in the virtual setting during elementary will be automatically enrolled in virtual for middle school unless families complete an intradistrict](#)

transfer form. If a family completes the intradistrict transfer form they will be assigned to their attendance area middle school based on residency.

- D. Enrollment of an international student in Edina Public Schools will require the establishment of a legal or educational guardianship and participation in a district-sanctioned student exchange program. The district may permit other international students to enroll, depending upon their degree of English proficiency and their length of tenure as a student in the district.

#### IX. School-Initiated Transfers

- A. The principal may recommend the transfer of a student to a different school by submitting a letter to the superintendent identifying the reason for the recommendation and providing supportive background information.
- B. After conferring with the parent/guardian and/or student and the appropriate staff at both schools, the superintendent will rule on the request. A decision to approve an intradistrict transfer will be made in the best interests of the individual student and only if both the receiving and sending schools/program are supportive of the transfer. This decision is final.
- C. If the recommendation is approved, the parent/guardian, student and principals will be notified by the superintendent.
- D. The transfer will be for the duration of the current semester. At the end of the semester, the current building administrator will review the reason for transfer and its outcomes with the student and/or parent/guardian. The principal will make a recommendation to the superintendent or designee as to whether the current building assignment should continue for the student. The superintendent makes the final determination.
- E. Student transportation is the responsibility of the parent/guardian of the student. If the district has a bus stop established and capacity on the bus, the parent/guardian may make a request to district transportation for the student to be picked up at that previously established stop. The district will not provide additional transportation routes or stops.

#### X. Procedure for Verifying Assigned Guardian

If the student does not reside with his/her parent/guardian, but lives with another adult or adults whose residence is within the Edina Public Schools attendance boundaries, the parent/guardian must present a signed, notarized, educational guardianship form noting that they have transferred parental authority to the Edina Public Schools resident(s), and the Edina Public Schools resident(s) must present a signed statement accepting the delegation of parental authority. The Power of Attorney/Delegation of Parental Authority form is appended to this policy.

Legal Reference:

Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District)

Cross Reference:

Policy 503 (Student Attendance)

Policy 510 (Nonresident Enrollment)

Policy

adopted: 05/19/08

amended: 01/24/11

amended: 10/22/12

revised: 01/27/14

revised: 12/15/15

revised: 4/17/17

revised: 6/13/17

revised: 10/15/18

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

**Elementary Choice Program Enrollment Admission Priorities  
for Continuous Progress Program and, Normandale French Immersion, Spanish Two Way  
at Countryside and/or Edina Virtual Pathway**

- A. The school district will determine class size ranges and program capacity for the choice programs.
- B. The enrollment admission priorities will be as follows for kindergarten entrance in the choice programs:

- 1. Resident students of the school district

- a. Siblings who follow district registration process

- i. Normandale French Immersion program siblings are those who at the time of application, have a sibling enrolled in grades K-5 in the Normandale French Immersion program or in grades 6-8 in the Extended French program. Countryside Spanish Two Way program siblings are those who at the time of application, have a sibling enrolled in grades K-5 in the Countryside Spanish Two Way program. Continuous Progress program siblings are those who currently have a sibling enrolled in grades K-5 in the district's Continuous Progress programs. Edina Virtual Pathway siblings are those who currently have a sibling enrolled in the Edina Virtual Pathway (K-12)
    - ii. A current district resident student ("Student 1") who is entering grade one through grade five, who has a resident sibling ("Student 2") who was accepted at Normandale French Immersion or Countryside Spanish Two Way program after Student 1's initial opportunity to enter the kindergarten lottery, will be given priority preference above the district class size range high number at the discretion of the superintendent or designee.

A student admitted under this provision will not displace other students admitted through the lottery process or students from the waitlist. A student will only be admitted under this provision if the student has successfully passed the school-administered the relevant French or Spanish proficiency assessment given at the respective grade level. ~~French proficiency assessment given at the respective grade level.~~

After a current district resident student has been accepted into and attended for one year a district Continuous Progress (CP) program, that student's siblings may be accepted into the CP program for the following year at the discretion of the superintendent or ~~his/her~~ their designee.

- b. Students who qualify for the federal lunch subsidy and meet the district registration choice program preference deadline
      - i. Annually, the district administration will identify the number of admission slots that



will be available to students who qualify for the federal lunch subsidy. One-half of these openings are reserved for qualified applicants who reside in the attendance area of Cornelia and who qualify for the federal lunch subsidy. Should more students complete preference forms and qualify for the federal lunch subsidy than there are allotted spaces, a lottery will be held to determine the students for enrollment. Those students that remain will be put in the general lottery, should one be needed, for the remaining enrollment slots.

- c. Random draw from all applicants in Continuous Progress program, [Spanish Two Way](#) or ~~random draw of all applicants~~ for Normandale French Immersion.
  - i. Children who are seeking acceptance as an early entrance student (i.e., anyone whose fifth birthday falls between September 2 and October 15) will not be eligible for initial admittance at the time of registration in January or placement on the waitlist.
- 2. Minneapolis transportation students – these students qualify for the federal lunch subsidy program
- 3. Staff sibling requests – Nonresident students who have been accepted into open enrollment (Policy 510)
- 4. Sibling – Nonresident students who have been accepted into open enrollment (Policy 510)
- 5. Open enrollment – Nonresident students (Policy 510)
- C. The enrollment admission priorities will be as follows for entrance after the start of kindergarten for choice programs:
  - 1. Waitlists will be established and maintained at the specific program level following the priority order listed in section B above.
    - a. Random drawing to determine placement at the time of kindergarten entrance
    - b. Names added in order of application-received date
  - 2. As K-5 openings occur, identified grade level will be factored in acceptance from the waitlist in the Continuous Progress program.
  - 3. As openings occur through the kindergarten year, students will be accepted from the waitlist; and, from that point in time forward, an assessment will be given to determine whether placement is appropriate in the Normandale French Immersion program or [the Countryside Two Way Spanish program](#).

After a current district resident student has been accepted into and attended for one year a district Continuous Progress (CP) program, that student's siblings may be accepted into the CP program for the following year at the discretion of the superintendent or his/her designee.



Appendix II to Policy 509

**EDINA PUBLIC SCHOOLS  
POWER OF ATTORNEY / DELEGATION OF PARENTAL AUTHORITY**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

\_\_\_\_\_  
(Parent First Name) (Middle) (Last)

of the County of \_\_\_\_\_, State of \_\_\_\_\_, does by these presents hereby  
make, constitute and appoint:

\_\_\_\_\_  
(Guardian/Foster First Name) (Middle) (Last)

of the County of \_\_\_\_\_, State of \_\_\_\_\_, to be my true and lawful Attorney  
in Fact to act in my place with respect to the exercise of parental authority regarding the care,  
custody and property of my child:

\_\_\_\_\_  
(Child First Name) (Middle) (Last)

for the school year term following the date of my signature, pursuant to Minnesota law.

This Power of Attorney in Fact hereby constitutes my delegation to: \_\_\_\_\_  
(Guardian/Foster Name)

of my parental authority regarding the care, custody, and property of: \_\_\_\_\_,  
(Child)

my minor child, born \_\_\_\_\_, including, but not limited to the authority to:  
(Birthdate of Child)

1. authorize medical treatment for my child;
2. enroll and service my child in school; and
3. provide a home, care, and supervision of my child at the home of \_\_\_\_\_.  
(Guardian/Foster Name)

This Power of Attorney in Fact does not authorize \_\_\_\_\_ to consent to the  
(Guardian/Foster Name)

Marriage, adoption, or enrollment in the armed forces of my child, placement in a foster or group  
home, residential treatment center or special education.

I, \_\_\_\_\_, understand that I am legally obligated, pursuant to MN Stat 524.5-211 to provide a copy of this document to any other parent within 30 days of its execution unless:

a. the other parent does not have visitation rights or has supervised visitation rights; or

b. there is an existing order for protection under chapter 518B or similar law of another state in effect against the other parent to protect me.

IN TESTIMONY WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Parent Signature)

Subscribed and sworn before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public Signature)

*Notary Seal*

I hereby accept the foregoing Delegation of Parental Authority over \_\_\_\_\_  
(Child)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Guardian/Foster Signature)

Reviewed: 10/22/12; Revised: 07/28/2014

**Appendix III to Policy 509**  
**EDINA PUBLIC SCHOOLS**  
5701 Normandale Road, Edina, MN 55424  
952-848-4948

**INTRADISTRICT TRANSFER**

\_\_\_\_\_ School Year

Student's Full Name _____			
First	Middle	Last	
Requested Grade _____ for _____ School Year			
School Currently Attended _____		School Requested _____	
Parent/Guardian Name(s) _____			
Home Phone _____		Cell Phone _____	
Address _____			
(City, State, Zip Code)			
Email Address _____			
Reason for Request:			
Date _____		Parent/Guardian Signature _____	

**Transportation is the responsibility of the parent/guardian.**

Please send completed form to: Edina Public Schools, Attn: Enrollment Office  
5701 Normandale Road, Edina, MN 55424

.....

**Office Information**

Student # \_\_\_\_\_ Date \_\_\_\_\_ School Assigned \_\_\_\_\_

- |                                    |            |
|------------------------------------|------------|
| <input type="checkbox"/> Approved  | Date _____ |
| <input type="checkbox"/> Wait List | Date _____ |
| <input type="checkbox"/> Denied    | Date _____ |

Copy: Principals  
Parent/Guardian

Established: 10/22/12  
Revised: 8/18/14  
Updated: 11/19/18, 5/18/20

Student Information Specialist  
Assistant Superintendent  
Transportation Office

Appendix IV to Policy 503 and 509

**Family Proposal for a Modified Learning Experience**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Experience Begin Date: \_\_\_\_\_ Experience End Date: \_\_\_\_\_

Experience School Day Adjustment: \_\_\_\_\_

Family Need/Rationale for Modified Learning Experience (describe reasons for proposal):

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**Customized Learning Experience:**

Subject(s)	Modified Instructional Approach	Assessment Process

**Requirements of Modified Learning Experience:**

- Meets state and district attendance requirements
- Meets state and district academic advancement requirements, including grade level standards and high school course credits
- Does not require specialized services or instructional support of district staff

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Administrative Approval:**

\_\_\_ Approved                      \_\_\_ Denied

\_\_\_ Approved with the following modifications:

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**District Administrative Decision-Makers:**

\_\_\_\_\_  
Director of Teaching & Learning

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appeal Request Date:** \_\_\_\_\_

**Decision of District Task Force:**

\_\_\_ Approved                      \_\_\_ Denied

*Created: May 15, 2017*

*Updated: July 17, 2017*

## Community Relations

### District Volunteers

#### ~~Use of Community Volunteer Programs and Volunteers in Schools~~

##### I. Purpose

This policy recognizes the important role volunteers play in the education of learners and provides guidelines for the use of volunteers by the school district. The School Board encourages and promotes the involvement of volunteers to support programs and activities of ~~the district~~ Edina Public Schools. Volunteers are individuals who are not paid for their services and who do not assume primary responsibility for instruction; but provide a supporting role in programs and activities.

##### II. General Statement of Policy

The school district is committed to using volunteers to help personalize instruction, ~~promote school/community interaction~~ strengthen community partnerships, support ~~district school~~ activities and events; promote multigenerational and multicultural experiences; and enrich curriculum for all learners. The district promotes the use of volunteers to the extent possible. ¶

Volunteers ~~in the Community Volunteer Program~~ will be placed with careful consideration given to how their presence supports the educational objectives of a class, the curriculum, activity or event. Volunteers will not be the primary source of instruction for learners. Volunteers will be subject to all standards and training set forth by district policies and, if required, will complete a criminal background check.

~~The district recognizes that it has other volunteers through building/program parent teacher organizations, extracurricular programs, and as district parents and families. Volunteers will not be the primary source of instruction for learners. Volunteers will be subject to all standards and training set forth by district policies and, if required, will complete a criminal background check.~~

~~For volunteers not included in the Community Volunteer Program, background checks are required for overnight trips or instances where a volunteer would be alone with students (see also Policy 404 Employee Background Check).~~

Volunteers may be managed by a variety of district employees, departments and programs, including Edina Community Education; building principals, teachers and /or PTOs; Athletics and Activities; and more. Each program engaging volunteers is



responsible for the effective management of its volunteers to ensure high-quality experiences and cultivate long-term, mutually beneficial relationships.¶

### III. ~~Community~~ Volunteer Program Management and Procedures

#### Volunteer Recruitment, Placement and Management

##### A. Recruitment and Screening

~~The recruitment and screening of community members will be coordinated by the district's Community Education Services Department ("CES").~~ The goal of this process is to address the needs and desires of the district and increase the effectiveness of using volunteers to further the district's educational and curriculum goals. ~~CES will work with Principals~~ Principals and program directors/ ~~coordinators~~ administrators will work to identify school/-program needs and opportunities for the use of volunteers.

##### B. Placement and Management

Candidates for volunteering in the ~~d~~District will be selected and placed ~~on the basis of~~ based on their experience, ability and good character, without regard to ~~for race, color, creed, religion, national origin, gender identity or expression, sexual orientation, age, marital or parental status, or status with regard to public assistance or handicap~~ any protected class of the candidate.

##### C. Volunteer Management Manual

~~CES has developed a volunteer management manual and guidelines to provide the necessary information and requirements for the use of district volunteers.~~

Volunteer management guidelines provide the necessary information and requirements for the use of district volunteers. The defined mManagement guidelines will include:

1. ~~D~~Job Volunteer role description
2. Application
3. Orientation/~~i~~Interview
4. Parent release form for (student volunteers)
5. Screening/reference checks
6. Criminal background check handled by Human Resources ( see matrix)
7. Sign-in
8. Tracking data
9. Monitoring and evaluation support
10. Recognition

### IV. ~~Volunteer Management Responsibilities~~¶



A. The volunteer program staff ~~employees~~ will develop volunteer management responsibilities for the following individuals who would use volunteers within the school district:



- Principal or site designee
- Program manager
- Teacher or any other staff member ~~employee~~ utilizing a volunteer



B. All volunteers will follow district policies and maybe given specific training on certain policies, including, but not limited to:

#### D. Volunteer Training

All volunteers will follow district policies and may be given specific training on certain policies, including but not limited to:

- Policy 404 – Employment Background Checks
- Policy 406 – Public and Private Personnel Data
- Policy 413 – Harassment and Violence **Prohibition**
  - Policy 4154 – ~~Mandated Reporting of Child Neglect or Physical or Sexual Abuse~~ **Reporting Suspected Maltreatment of a Minor or Vulnerable Adult**
- Policy 418 – Alcohol- and Drug-Free Workplace
- Policy 419 – Tobacco-Free Environment
- Policy 506 – Student **Conduct and** Discipline
- Policy 515 – Protection and Privacy of Student Records
- Policy 634 – Electronic Technologies Acceptable Use

Cross Reference:

Policy 538 (Field Trips and Travel)

**Policy 913 - Partnerships - Parent Organizations and Booster Clubs**

Policy adopted: 6/22/09

Revised: 6/16/14

Revised: 6/13/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

**~~BACKGROUND CHECK PROCEDURE AND FORM~~**  
**~~FOR PROSPECTIVE VOLUNTEERS AND/OR INDEPENDENT CONTRACTORS~~**

~~Minnesota law requires school districts to request a criminal background check from the Minnesota Bureau of Criminal Apprehension. Edina Public Schools is using an outside employment screening agency to facilitate this process. The requirement is for all prospective volunteers and independent contractors who may have student contact without a district employee present. The current fee for the background check is \$15.00. Please submit a check or money order made payable to "Edina Public Schools."~~

~~The following named individual wishes to volunteer or serve as an independent contractor with Edina Public Schools. Please provide the following information (please print):~~

~~First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_~~

~~Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_~~

~~Street Address: \_\_\_\_\_~~

~~City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_~~

~~Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_~~

~~Driver's License Number, State of Issuance: \_\_\_\_\_~~

~~Maiden, Alias or Former Name(s): \_\_\_\_\_~~

~~Activity, and Approx. Date(s): \_\_\_\_\_~~

~~☒ Concord ☒ Cornelia ☒ Countryside ☒ Creek Valley ☒ Highlands ☒ Normandale~~

~~☒ South View ☒ Valley View ☒ EHS \_\_\_\_\_~~

~~Please provide former addresses for past 7 years:~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

~~By my signature, I authorize the Minnesota Bureau of Criminal Apprehension, and outside agency, to disclose criminal history record information to the Human Resources Department of Edina Public Schools in accordance with Minnesota Statutes, Section 123B.03 for the purpose of employment with the district. The authorization is valid no longer than one year from the date of my signature.~~

~~\_\_\_\_\_  
\_\_\_\_\_~~

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



~~For Office Use Only:~~ Date submitted to agency: \_\_\_\_\_ Date verified: \_\_\_\_\_

## APPENDIX 1III to Policy 911

### Background Checks

	Examples	Application/ Orientation/ Ref Checks	Criminal Background Check
<b>Tier 1: Casual Volunteers</b>	One-time guest speakers, volunteers at single or one-time events <del>check in per site protocol</del>		
<b>Tier 2: Volunteers Serving Students in a group or one-on-one settings-Adults</b>	<del>Volunteers serving adult learners</del> <b>Volunteers serving students in group and/or one-on-one settings under supervision of school staff (classroom or school program volunteers)</b>	X	
<b>Tier 33: Volunteers Serving Students in a Group, or or One-On-One Setting, off school site</b>	Volunteers serving students in groups or one-on-one in settings with minimal supervision. This would include mentorships, internships, off-site field trips, overnight field trips and other Edina School sponsored sports or activities. <del>potentially, ongoing roles in group and/or one-on-one settings (classroom volunteers, overnight field trips) Success programs, media centers,</del>	X	X*
	*Not required for student volunteers under the age of 18		



**Board Meeting Date: 5/9/2022**

**TITLE: April Enrollment Mobility**

**TYPE: Information**

**PRESENTER(S): Jason Banks, Coordinator Student Information Systems**

**ATTACHMENT:**

1. Mobility Report (next page)

**Report Section Descriptions and Assumptions:**

- **School Level Enrollment Information**
  - This section is broken up by School / Grade
  - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
  - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
  - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
  - This section of the report uses the same reporting period as the other sections of the report.
  - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
  - This section of the report displays the reason students withdrew during the reporting period.
  - This section of the report is broken out by the Minnesota Department of Education's approved End Status Codes. These codes are:
    - 03: Transferred to an approved nonpublic school
    - 04: Student moved outside of the district, transferred to another MN District
    - 05: Student moved to another state and enrolled in school, student moved out of the country
    - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month

# Edina Public Schools Enrollment Summary



## Enrollment as of the end of April, 2022

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		116	115	127	121	125	138	742
Cornelia Elementary School		92	94	91	87	91	96	551
Countryside Elementary School		88	93	95	89	96	102	563
Creek Valley Elementary School		95	101	99	98	103	108	604
Highlands Elementary School		93	90	91	89	87	96	546
Normandale Elementary School		127	123	108	105	102	99	664
Edina Virtual Pathway K-6		5	8	15	18	16	17	79
<b>Totals</b>		<b>616</b>	<b>624</b>	<b>626</b>	<b>607</b>	<b>620</b>	<b>656</b>	<b>3749</b>

Secondary Schools	6	7	8	9	10	11	12	TOTAL
Edina Virtual Pathway K-6	5	0	0	0	0	0	0	5
South View Middle School	305	338	332	0	0	0	0	975
Valley View Middle School	312	334	347	0	0	0	0	993
Edina High School	0	0	0	669	656	688	650	2663
<b>Totals</b>	<b>622</b>	<b>672</b>	<b>679</b>	<b>669</b>	<b>656</b>	<b>688</b>	<b>650</b>	<b>4636</b>

## Enrollment Comparisons

	May 2021	April 2022	May 2022
K-5	3565	3737	3749
6-8	1965	1971	1973
9-12	2666	2659	2663
<b>Totals K-12</b>	<b>8196</b>	<b>8367</b>	<b>8385</b>

PS	145	232	243
ECSE	162	193	206

## April Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	3	2	2	3	0	2	1	1	3	2	0	0	0	19
Enrolled Students	4	5	2	3	4	4	1	2	1	2	2	0	0	30
	1	3	0	0	4	4	0	1	-2	0	2	0	0	

## Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
04: Moved Outside of the District	1	0	1	0	0	1	0	0	0	0	0	0	0	3
05: Moved Outside of the State	2	1	1	2	0	1	1	0	2	1	0	0	0	11
20: Transferred to Another MN District, did not move	0	1	0	1	0	0	0	1	1	1	0	0	0	5
<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Student Enrollment Count by Month

District Name

(Data Entry is in Yellow Cells Only)

Edina

#273

2021-22 School Year

9466.17 Number of Days in Period				19.4444	19.444	19.44	19.44	19.44	19.4444	19.444	19.444	19.444	175	175	
Days Remaining in School Year				175	155.6	136.1	116.7	97.22	77.7778	58.333	38.889	19.4444			
School Yr. @ Beginning of Mo.				100.00%	88.89%	77.78%	66.67%	55.56%	44.44%	33.33%	22.22%	11.11%			
Cumulative Days in School Year				19.4444	38.889	58.33	77.78	97.22	116.667	136.111	155.556	175			
Percent of School Yr. Completed				11.11%	22.22%	33.33%	44.44%	55.56%	66.67%	77.78%	88.89%	100.00%			
Grade Level	EOY ADM Original Budget	EOY ADM Revised Budget	Fall Seat Count Budget	October	November	December	January	February	March	April	May	June	EOY ADM	Diff. vs. Revised	% Actual to Revised
ECSE	53.87	54.00	-	-	-	-	-	-	-	-			0.00	0.00	0.00%
HK	-	-											0.00	0.00	#DIV/0!
K	585	623.00	585	610	608	610	604	613	613	613	616		0.00	0.00	0.00%
1	634	625.87	634	623	623	624	620	618	620	624	624		0.00	0.00	0.00%
2	624	629.87	624	627	623	621	621	622	623	625	626		0.00	0.00	0.00%
3	614	607.86	614	605	606	604	600	603	605	607	607		0.00	0.00	0.00%
4	636	612.24	636	609	607	609	608	610	609	613	620		0.00	0.00	0.00%
5	655	656.24	655	653	651	650	647	652	653	655	656		0.00	0.00	0.00%
6	647	628.24	647	625	628	629	624	625	624	622	622		0.00	0.00	0.00%
7	676	653.79	676	664	664	668	666	671	668	668	672		0.00	0.00	0.00%
8	666	676.79	666	687	688	688	684	682	681	681	679		0.00	0.00	0.00%
9	635	664.79	635	675	674	670	673	669	674	668	669		0.00	0.00	0.00%
10	640	653.79	640	664	657	656	654	658	660	655	656		0.00	0.00	0.00%
11	664	687.79	664	698	700	698	694	695	690	686	688		0.00	0.00	0.00%
12	638	642.77	638	653	655	654	653	653	652	650	650		0.00	0.00	0.00%
TUITION	28.95	28.95	-	-	-	-	-	-	-	-	-	-	0.00	0.00	0.00%
Enrollment EC-12 including ALC	8,396.82	8,445.99	8,314	8,393	8,384	8,381	8,348	8,371	8,372	8,367	8,385	0	0.00	0.00	100.00%
Weighted ADM - WADM in Current Year	9,186.41	9,247.72	9,097.80	9,201.20	9,191.60	9,187.80	9,152.80	9,176.60	9,177.00	9,168.60	9,187.80	0.00	0.00	0.00	100.00%
Estimated APU	9,186.41	9,247.72	9,097.80	9,201.20	9,191.60	9,187.80	9,152.80	9,176.60	9,177.00	9,168.60	9,187.80	0.00	0.00		
Estimated EOY APU's	9,186.41	9,247.72	9,097.80	9,201.20	9,192.67	9,188.88	9,164.83	9,171.37	9,173.87	9,172.11	9,175.60	0.00	0.00		

Edina Public Schools  
General Fund Monthly Report by Object Code Series  
(excludes Operating Capital, and LTFM expenses)

For Period Ending: April 30, 2022 % into Fiscal Year: 83%

OBJECT Series	OBJECT SERIES DESCRIPTION	2019-20	2019-20	2019-20	2020-21	2020-21	2020-21	2021-22	2021-22	2021-22
		Revised Budget	FYTD Activity	FYTD %	Revised Budget	FYTD Activity	FYTD %	Revised Budget	FYTD Activity	FYTD %
100	SALARIES AND WAGES	72,375,074	50,958,850	70%	73,528,746	51,942,040 *	71%	78,075,086	55,546,713	71% *
200	EMPLOYEE BENEFITS	23,990,016	16,882,214	70%	25,865,257	17,663,737 *	68%	23,884,254	17,633,288	74% *
Subtotal Salaries and Benefits		96,365,089	67,841,065	70.40%	99,394,003	69,605,777	70.03%	101,959,340	73,180,001	71.77%
300	PURCHASED SERVICES	8,316,139	5,894,465	71%	8,065,333	5,087,496 *	63%	8,679,153	7,322,243	84% *
400	SUPPLIES & MATERIALS	3,877,644	2,520,826	65%	3,804,714	1,835,507 *	48%	3,734,052	2,546,107	68% *
500	EQUIPMENT	85,300	8,547	10%	80,500	42,180 *	52%	113,135	109,264	97% *
800	OTHER EXPENSES	474,763	151,279	32%	585,245	132,229	23%	518,573	118,697	23%
900	OTHER FINANCING USES	0	0	0	0	0		0	0	
Subtotal All Other Costs		12,753,846	8,575,117	67%	12,535,791	7,097,412	57%	13,044,913	10,096,312	77%
Less Other Financing Uses/Equipment		85,300	8,547		80,500	42,180		113,135	109,264	
Revised Subtotal All Other		12,668,546	8,566,570	68%	12,455,291	7,055,231	57%	12,931,778	9,987,048	77%
Grand Total General Fund		109,118,935	76,416,182	70%	111,929,794	76,703,189	69%	115,004,253	83,276,313	72%
Less Other Financing Uses/Equipment		85,300	8,547	10%	80,500	42,180	52%	113,135	109,264	97%
Revised Grand Total		109,033,635	76,407,634	70.08%	111,849,294	76,661,008	68.54%	114,891,118	83,167,049	72.39%

\* Federal Stimulus budgeted amounts are taken out from each Object Series to generate a similar year to year budget comparison.  
\* Federal Stimulus actual expenses are taken out from each Object Series to generate a similar year to year actual expense comparison.

Notes: This report shows General Fund expenses excluding Operating Capital and Long-Term Facilities Maintenance expenses. Those expenses are excluded due to their volatile nature and restricted funding purposes. Excluding these expenses gives a truer picture of where General Fund expenses are at the end of a given month in relation to the fiscal year-end. The District should always have a gap in the amount it is into the fiscal year versus the current month fiscal to-date expenses. For example, when the report is for the end of April 30 ,2022 the District is 83% into the fiscal year. District expenses should be less than the amount the District is into the fiscal year, by anywhere from 8-13%, due primarily to teaching staff not being paid their first paycheck until 9/15. Also, the majority of teaching staff spread their paychecks out over 24 pay periods, resulting in a large expense in June when we "pay off" or expense all of the remaining paychecks at the end of the fiscal year. Expenses at the same point in time for the previous two fiscal year's are also provided for comparison purposes.

24 Pay Contracts	562	89%
19 Pay Contracts	67	11%