

**School Board Regular Meeting  
Monday, June 20, 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: *May 9 work session and regular meetings; May 17 work session; May 31 special meeting; June 3 special meeting; June 13 special meeting*
  - B. Personnel Recommendations
  - C. Expenditures Payable, May 2022
  - D. Board Appointment for District 287
  - E. Revised LAC Committee Recommendations
  - F. Property/Casualty/Liability Insurance
  - G. Workers Compensation Insurance
  - H. 2022-2023 District Paper Quote
  - I. Metro South ABE Agreement
  - J. Twin Cities Orthopedic Renewals
  - K. Highlands Field Trips
    - 1. Continuous Progress, Fall 2022
    - 2. Continuous Progress, Winter 2023
    - 3. Continuous Progress, Spring 2023
    - 4. Discovery, Fall 2022
    - 5. Discovery, Winter 2023
  - L. Student Support Services Agreements
    - 1. Fraser, March 2022 Addendum, Additional Clinician
    - 2. Fraser, Summer 2022
    - 3. Fraser, 2022-2023
    - 4. Empower U
    - 5. Presence Learning
    - 6. Soliant
    - 7. SpEd Forms
    - 8. TutorMe
    - 9. Upstream Arts
- VI. Discussion**
  - A. Proposal for Updated Superintendent Evaluation and Process

**Description:** Background of the current superintendent evaluation process and recommendations for improvements in documentation and updates will be discussed. This process and the proposed evaluation documents have been reviewed and approved by Superintendent Stanley, and would have to be approved by the Board at the July board meeting for use next year.

**Presenter(s):** Governance Committee

B. Early Learning - 12 Edina Comprehensive Literacy Plan

**Description:** The Early Learning-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan was approved by the School Board on June 21, 2021. Following approval, the Teaching and Learning Literacy team began the important work of implementation in partnership with staff at all buildings. Updates on the implementation have been provided to the School Board on 10.11.21 and 1.31.22. This update highlights implementation and development that has occurred since the 1.31.22 update across K-12.

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning; Bethany Van Osdel, Assistant Director of Teaching and Learning

C. Edina Public Schools Assessment Plan 2022-23

**Description:** In accordance with state statute, public school districts are required to post a comprehensive district testing calendar before the first day of school. And In alignment with Policy 614 the Edina Public Schools Assessment Plan was collectively created using a Review Design Process throughout the 2021-22 school year. The proposed plan meets all state and local assessment requirements. It is also comprehensively structured to support the implementation of the Edina Early Learning-5 Comprehensive Literacy Plan with a focus on Universal Screening for all students in grades K - 9 in the 2022-23 school year.

**Presenter(s):** Jody De St. Hubert, Director of Teaching and Learning; Greg Guswiler, Teaching and Learning Data Programming Analyst and Coordinator; Bethany VanOsdel, Assistant Director of Teaching and Learning; Leigh Ann Feily, Student Support Services Continuous Improvement Specialist and MTSS Coordinator; and Debra Richards, Gifted Education Coordinator

D. STEAM Programming Update

**Description:** This presentation is intended to be an update for the board on the STEAM programming actions taken during the 2021-22 school year and intended actions for the 2022-23 school year. It is also an opportunity to share with the community that EPS was selected by the National Center for Earth and Space Science Education to participate in the SSEP (Student Spaceflight Experiment Program) for the 22-23 school year.

**Presenter(s):** Dr. Randy Smasal, Assistant Superintendent; Jody De St. Hubert, Director of Teaching and Learning; Deb Richards, Talent Development Coordinator; and Jamie Hawkinson, Classroom Teacher at Creek Valley Elem

E. Policy Review (603, 618, 620)

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

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

## VII. Action

A. 2022-2023 Adopted Budget

**Description:** The Adopted Budget represents an initial estimate of revenues and expenditures for the 2022-23 fiscal year, along with supporting documentation and analysis. The attached information includes narrative, graphical and detailed information on the 2022-23 budget and the overall financial picture for the District. Margo Bauck, Interim Director of Business Services will go over the major assumptions that are significant drivers of the 2022-23 budget for both revenues and expenses.

**Presenter(s):** Margo M. Bauck, Interim Director of Business Services

**Recommendation:** The Board Finance and Facilities Committee and administration have reviewed and recommend the budget for approval.

B. Long-Term Facility Ten-Year Expenditure Plan

**Description:** The 2015 Legislative session established a Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, etc. This program replaced the Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs beginning in FY 2017.

As a result of this legislative change, the ISD #273 school board is required to approve the Long-Term Facility Maintenance 10-year plan. Attached is a summary of the 10-year plan along with a detailed project list.

**Presenter(s):** Margo M. Bauck, Interim Director of Business Services

**Recommendation:** Approve the Long-Term Facility Maintenance 10-year plan and authorize the inclusion of those projects in the district's application for long term facility maintenance revenue. The administration has reviewed and recommends approval.

C. Long-Term Facility Maintenance Program Budget Application

**Description:** The 2015 Legislative session established a Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, etc. This program replaced the Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs beginning in FY 2017. As a result of this legislative change, the ISD #273 school board is required to annually approve the Long-Term Facility Maintenance 10-year plan, which it did at its June 2021 meeting. All other required materials and attachments also need to be approved by the school board before being submitted to MDE.

**Presenter(s):** Margo M. Bauck, Interim Director of Business Services

**Recommendation:** Approve the Long-Term Facility Maintenance 10-year plan and authorize the inclusion of those projects in the district's application for long term facility maintenance revenue. The administration has reviewed and recommends approval.

D. Food Service Management Contract and Meal Prices

**Description:** In compliance with both federal and state government, the District conducted a request for proposal process for the Food Service Management contract in the Spring of 2022. Stakeholder feedback was garnered through a district-wide survey, and the participation of a focus group of parents and students. The district reviewed the proposals, survey data and feedback from the focus group. Based on the information the administration selected Compass Group USA, Inc., by and through its Chartwells Division, with a change from the fixed rate contract to a cost reimbursable contract. This financial structure will allow for greater access to fresh fruits and other menu items that are not available under a fixed rate model. The recommended contract is for the 2022-2023 school year.

**Presenter(s):** Dr. Stacie Stanley, Superintendent

**Recommendation:** The administration recommends the food service management contract with Compass Group USA, Inc., by and through its Chartwells Division.

E. 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

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

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Information

A. Enrollment

- Mobility Report

- Enrollment Report
- B. Budget in Progress Report
- C. Q Comp Annual Report

\* One Board member will participate virtually from 28 Rue Monsieur le Prince, Paris, France



INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF MAY 9, 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 (attended virtually)  
Ms. Julie Greene  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

5:01 – 6:18 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  
Mary Woitte, Director of Communications

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Janie Shaw, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 9, 2022

5:01 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler (attended virtually), Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Woitte.

DISCUSSION

- A. Resignation and Process for Vacant Board Seat
- B. End of Year Letter
- C. Finance Committee Overview
- D. Student Travel

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:18 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 9, 2022 WORK SESSION

5:01 PM Chair Allenburg called to order the work session 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, Woitte.

DISCUSSION

Resignation and Process for Vacant Board Seat: Board members discussed the upcoming vacancy, statutory requirements, process, guidance from district legal counsel, and timeline to fill the seat.

End of Year Letter: Board members discussed the draft End of Year letter to be sent to all staff to express gratitude.

Finance Committee Overview: Board members discussed the Board Finance Committee and Board policy as it relates to committee obligations and makeup.

Student Travel: Board members and staff discussed student travel, including concerns about safety and Covid around the world.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg reviewed upcoming meetings, including the meeting to accept the list of 2022 graduates.

Member Greene talked about the policy committee and the schedule to review policies.

ADJOURNMENT

At 6:18 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE REGULAR MEETING OF MAY 9, 2022

REGULAR MEETING  
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 - participated virtually  
Ms. Julie Greene  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

7:00 – 9:27 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  
Mary Woitte, Director of Communications

Leah Byrd, Coordinator of the Early Learning Center  
Alisa Kappel, A.V.I.D. District Director  
Kathryn Mahoney, Highlands Elementary Principal

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Janie Shaw, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 9, 2022

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler (participated virtually), Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Woitte; Byrd, Kappel, Mahoney.

APPROVAL OF AGENDA WITH CHANGE TO CONSENT AGENDA APPROVED BY UNANIMOUS VOTE

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT AGENDA APPROVED BY UNANIMOUS ROLL CALL VOTE

- 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~~ *removed from Consent agenda*
- 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.

REPORT

- A. Community Education/Early Learning Center Program Update

DISCUSSION

- A. AVID Presentation
- B. Policy Review (614)

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Visual Arts Curriculum Review Update
- B. Vacant Board Seat Process
- C. Resolution Acknowledging Vacant Board Seat
- D. 8th grade French Immersion trip to Québec
- E. Edina High School Band Trip to the Eastern Caribbean
- F. EHS Biology to Madagascar
- G. Policy Review (509, 911)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

## INFORMATION

- A. Enrollment
  - Mobility Report
  - Enrollment Report
- B. Budget in Progress Report

## ADJOURNMENT

The meeting was adjourned at 9:27 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 9, 2022 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler (participated virtually), Greene, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Woitte; Byrd, Kappel, Mahoney.

After the meeting was called to order, Chair Allenburg invited Member Wallen-Friedman, and Superintendent Stanley, to the front of the room to be recognized for his years of service to the district.

APPROVAL OF AGENDA WITH CHANGE TO CONSENT AGENDA APPROVED BY  
UNANIMOUS VOTE

Chair Allenburg requested to pull the Endpoint Detection and Response item from the Consent agenda. Member Greene motioned and Member Wallen-Friedman seconded to approve the agenda with that change. All members voted Aye.

EXCELLENCE IN ACTION

Edina Elementary Virtual Pathway students and staff shared about their experiences this year.

HEARING FROM MEMBERS OF THE PUBLIC

Dr. Ankita Deka and Johanna Ronnei De Avila spoke about their students' experience in the Edina Virtual Pathway this year.

John Wellborne spoke about his student's experience at Edina High School.

CONSENT AGENDA APPROVED BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman motioned and Member Shaw seconded the motion. All members voted Aye. The resolutions were:

- 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 removed from Consent agenda*
- 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.

## REPORT

Community Education/Early Learning Center Program Update: Staff presented information about plans to increase enrollment and family engagement at the Early Learning Center.

## DISCUSSION

AVID Presentation: Staff presented information about the AVID (Advancement Via Individual Determination) program; and students spoke about their experiences in the AVID program at Edina High School. AVID prepares students for success in college, career, and life, and is currently offered in all three secondary buildings in the district as well as in one elementary school.

Policy Review (614): Policy Committee members presented one policy for discussion. Policy 614 will move to Action at the next meeting.

## ACTION

Visual Arts Curriculum Review Update: Member Wallen-Friedman motioned and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

Vacant Board Seat Process: Member Birdman motioned and Member Shaw seconded to approve the motion. All members voted Aye by roll call vote.

Resolution Acknowledging Vacant Board Seat: Member Shaw motioned and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

8th grade French Immersion trip to Québec: Member Birdman motioned and Member Arom seconded to approve the motion. All members voted Aye by roll call vote.

Edina High School Band Trip to the Eastern Caribbean: Member Shaw motioned and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

EHS Biology to Madagascar: Member Shaw motioned and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

Policy Review (509, 911): Member Wallen-Friedman motioned and Member Shaw seconded to approve the motion. All members voted Aye by roll call vote.

## LEADERSHIP AND COMMITTEE UPDATES

Legislative Action Committee (LAC) members spoke about on-going advocacy work and being at the State capitol for a press conference. The LAC is accepting applications from students, parents, and community members for participation on the committee during the 2022-23 school year.

## ADJOURNMENT

At 9:27 PM there being no objection, Chair Allenburg adjourned the meeting.



INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF MAY 17, 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

5:03 – 6:46 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  
Mary Woitte, Director of Communications

Greg Gusweiler, Data Programming Analyst and Coordinator  
Bethany Van Osdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Janie Shaw, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 17, 2022

5:03 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Woitte; Gusweiler, Van Osdel.

DISCUSSION

- A. District Assessment Plan
- B. Proposal for Updated Superintendent Evaluation and Process
- C. Board Appointee Criteria and Timeline

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:46 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 17, 2022 WORK SESSION

5:03 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Sailer, Woitte; Gusweiler, Van Osdel.

DISCUSSION

District Assessment Plan: Staff presented information about statutory requirements, proposed plan design and review process, and the assessment calendar. Board members and staff discussed various assessments.

Proposal for Updated Superintendent Evaluation and Process: Board members discussed the current evaluation process and potential changes to the process of goal setting for both the board and superintendent in order to have consistency between goal setting and evaluation.

Board Appointee Criteria and Timeline: Board members discussed statutory requirements, criteria and evaluation rubric, timeline, and next steps.

ADJOURNMENT

At 6:46 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 3, 2022

SPECIAL MEETING  
9:00 AM

Edina Community Center Room 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

9:02 – 9:15 AM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Andrew Beaton, Principal, Edina High School  
Michael Pretasky, Assistant Principal, Edina High School

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Janie Shaw, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA JUNE 3, 2022

9:02 AM Chair Allenburg called to order the special meeting of the School Board.  
Members present: Allenburg, Arom, Birdman, Gabler, Greene. Staff present: Stanley, Beaton, Pretasky.

ACTION

A. Acceptance of Graduate Lists

The meeting adjourned at 9:15 AM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
JUNE 3, 2022 SPECIAL MEETING

9:02 AM Chair Allenburg called to order the special meeting of the School Board.  
Members present: Allenburg, Arom, Birdman, Gabler, Greene. Staff present: Stanley,  
Beaton, Pretasky.

ACTION ITEMS APPROVED BY UNANIMOUS VOTE

Acceptance of Graduate Lists: Member Birdman moved and Member Greene seconded to  
approve the motion. All Members voted Aye. Motion passed.

At 9:15 AM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 13, 2022

SPECIAL MEETING  
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

PRESIDING OFFICER: Chair Erica Allenburg

5:00 – 8:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Jody De St. Hubert, Director of Teaching and Learning  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
Sonya Sailer, Director of Human Resources  
Mary Woitte, Director of Communications

Steven Cullison, Edina Virtual Pathway Coordinator  
Denise Pontrelli, SitelogiQ  
Paula O'Loughlin, SitelogiQ

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Janie Shaw, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
JUNE 13, 2022

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Monsaas-Daly, Sailer, Woitte; Cullison, Pontrelli, O'Loughlin.

DISCUSSION

- A. Strategic Plan Monitoring Report
- B. Panorama Student and Staff Data Presentation
- C. Edina Virtual Pathway Update
- D. 2021-2022 Technology Plan

ACTION

- A. Board Officer Approval
- B. Endpoint Detection and Response RFP Proposal Acceptance - Carbon Black

CLOSED SESSION

- A. Legal Issue

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

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

Ms. Erica Allenburg, Chair

Ms. Janie Shaw, Clerk



OFFICIAL MINUTES OF SCHOOL BOARD'S  
JUNE 13, 2022 SPECIAL MEETING

5:00 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Monsaas-Daly, Sailer, Woitte; Cullison, Pontrelli, O'Loughlin.

DISCUSSION

Strategic Plan Monitoring Report: Denise Pontrelli and Paula O'Loughlin, from SitelogiQ, presented a summary of the Core Planning meetings from April, when district staff, students, and community members met to receive reports, monitor, assess and provide feedback on District progress towards meeting the Strategic Plan outcomes and benchmarks.

Panorama Student and Staff Data Presentation: Staff presented a summary of the Panorama Well-being and Engagement surveys that were administered in March.

Edina Virtual Pathway Update: Staff and Board members discussed the Edina Virtual Pathway current status, continued development, marketing, and enrollment.

2021-2022 Technology Plan: Staff presented information about the past year's audit of current systems, processes, needs, and next steps.

ACTION

Endpoint Detection and Response RFP Proposal Acceptance - Carbon Black: Member Arom motioned and Member Gabler seconded to approve the Motion. All members voted Aye.

Board Officer Approval: Chair Allenburg recommended that Member Greene be appointed Vice Chair and Member Shaw be appointed Clerk. Member Birdman motioned and Chair Allenburg seconded to approve the motion. All members voted Aye.

CLOSED SESSION

Member Shaw motioned and Member Gabler seconded the motion to recess the Special Meeting for a Closed Session to discuss a legal issue. All members voted Aye.

Member Birdman motioned and Member Greene seconded to end the Closed Session and resume the Special Meeting. All members voted Aye.

LEADERSHIP UPDATES

Chair Allenburg asked the Board if it was agreeable to investigate adding a student representative to the School Board. She also reminded Board members of plans for a Board Retreat July 11 and 12.

ADJOURNMENT

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

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF MAY 31, 2022

SPECIAL MEETING  
5:00 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Mr. Michael Birdman  
Ms. Karen Gabler (attended virtually)  
Ms. Julie Greene  
Ms. Janie Shaw

ABSENT:

Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

5:01 - 6:53 PM

ADMINISTRATIVE STAFF PRESENT:

Sonya Sailer, Director of Human Resources

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Janie Shaw, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
MAY 31, 2022

5:01 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler (attended virtually), Greene, Shaw. Staff present: Sailer.

ACTION

- A. Student Support Services Director Employment Contract
- B. Interim Board Appointment and Resolution

DISCUSSION

- A. Communications Committee Update

BOARD CHAIR UPDATES

ADJOURNMENT

The meeting was adjourned at 6:53 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. Janie Shaw, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
MAY 31, 2022 SPECIAL MEETING

5:01 PM Chair Allenburg called to order the Special Meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler (attended virtually), Greene, Shaw. Staff present: Sailer.

ACTION

Student Support Services Director Employment Contract: Member Shaw motioned and Member Birdman seconded to approve the motion. All members voted Aye by roll call vote.

Interim Board Appointment and Resolution: Member Birdman motioned and Member Arom seconded to approve the motion. All members voted Aye by roll call vote.

DISCUSSION

Communications Committee Update: Board members discussed next steps and timeline for the Ad Hoc Communications Committee plans.

ADJOURNMENT

At 6:53 PM, there being no objection, Chair Allenburg adjourned the meeting.



**Board Meeting Date:** June 20, 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><i>Name</i></u>	<u><i>Building</i></u>	<u><i>Position</i></u>	<u><i>Salary</i></u>	<u><i>Date</i></u>
ABDELLA, ALICIA	EHS	MATH TEACHER	\$62,145	SY 22-23
BJERKE-ARMSTRONG, CASSIE	DW	SCHOOL PSYCHOLOGIST	\$89,195	SY 22-23
BOWRON, RACHEL	CC	SPEECH PATH	\$62,145	SY 22-23
FICKLE, KURTIS	VV	PHY ED/HEALTH	\$59,182	SY 22-23
FLUG, JOSHUA	EHS	SOCIAL STUDIES	\$62,145	SY 22-23
GORDHAMER, KATHRYN	SV	CHOIR TEACHER	\$62,145	SY 22-23
HANLY, AUDRA	CV	SOCIAL WORKER	\$62,145	SY 22-23
HICKSON, AMBER	CV	SPED TEACHER	\$45,280	SY 22-23
HOUSE, STACI	CV	LSN	\$85,466	SY 22-23
JUNG, SAMANTHA	VV	MS SUPP TOSA	\$73,805	SY 22-23
KHWICE, SAM	SV	BAND DIRECTOR	\$46,814	SY 22-23
KINNEY, JULIANNE	EHS	ASL TEACHER	\$40,672	SY 22-23
PAMPUSCH, POLLY	CV/ND	ML TEACHER	\$53,733	SY 22-23
PIERSMA, THOMAS	EHS	MATH TEACHER	\$83,134	SY 22-23
ROBERTS, CAYLA	SV/DW	SPEECH PATH	\$55,149	SY 22-23
ROBLING, ALLISON	EHS	TRANSITION WORK COORD	\$55,149	SY 22-23
SMITH, SARAH	EHS	SPED TEACHER	\$66,808	SY 22-23
STERLING, ERIKA	CN	SPED TEACHER	\$98,898	SY 22-23
TEWES, EMMA	CN	VOCAL MUSIC	\$43,743	SY 22-23
ZENTGRAF, LILY	HL	ESL TEACHER	\$59,812	SY 22-23

### **B. RESIGNATIONS, RETIREMENTS, TERMINATIONS**

<u><i>Name</i></u>	<u><i>Assignment</i></u>	<u><i>Building</i></u>	<u><i>Date</i></u>
ATWOOD, ANDREW	VOCAL MUSIC	CN	06/03/2022
BELTRAND, DEBORAH	PREMIER SUBSTITUTE	SV	06/03/2022
BERGERON, MAKENNA	PHY ED/HEALTH TEACHER	CN	06/03/2022

BOUBEKIR, LYNDIA	PREMIER SUBSTITUTE	ND	06/03/2022
BRINKER, JENNA	PREMIER SUBSTITUTE	CS	06/03/2022
BULVER, LEAH	GRADE 2-3 CP	CS	06/03/2022
CONOVER, DEBORAH	PREMIER SUBSTITUTE	CS	06/03/2022
COSTELLO, JULIE	PREMIER SUBSTITUTE	HL	06/03/2022
DUTT, SHAHANA	PREMIER SUBSTITUTE	EHS	06/03/2022
IVERS PALMER, MEGAN	BAND DIRECTOR	SV	06/03/2022
JOHNSON, OTTO	PREMIER SUBSTITUTE	CN	06/03/2022
KENNEDY, HELEN	PREMIER SUBSTITUTE	ND	06/03/2022
LANCE, KEVIN	PREMIER SUBSTITUTE	VV	06/03/2022
LANCE, LESLEY	SPED FACILITATOR	VV	06/03/2022
LOO REKUCKI, MICHAELA	DEAN OF STUDENTS	SV	06/03/2022
MANZETTI, JILL	SPED TEACHER	CN	06/03/2022
MCLAUGHLIN, HYLAN	SOCIAL WORKER	CV	06/03/2022
OLSON, ABBY	SPED TEACHER	SV	06/03/2022
POOL, MOLLY	GRADE 5 TEACHER	CS	06/06/2022
SWENSON, LEAH	PREMIER SUBSTITUTE	EHS	06/03/2022
THAO, TRINITI	PREMIER SUBSTITUTE	EHS	06/03/2022

### C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
BENDER, COLLIN	TEACHER	VALLEY VIEW AND SOUTHVIEW	8/29/22 through 9/23/22
CAHIL, STEPHANIE	TEACHER	HIGH SCHOOL	8/22/22 through 1/23/23
COLE, TARA	TEACHER	VALLEY VIEW	11/11/22 through 2/21/23
COURTNEY, JENNA	TEACHER	COUNTRYSIDE	0.4 FTE reduction for SY 2022-2023
CULLISON, STEVEN	TEACHER	HIGH SCHOOL	Career Change Leave for SY 2022-2023
ERICKSON, ALISSA	TEACHER	HIGHLANDS	8/22/22 through 9/30/22
JANKOWSKI, ANNA	TEACHER	SOUTHVIEW	10/18/22 through 2/13/23
(RESCIND) JOHNSON, EMILY	TEACHER	HIGH SCHOOL	0.2 FTE reduction for SY 2022-2023

MAGSTADT, ALYSON	OCC THERAPIST	DW	0.2 FTE reduction for SY 2022-2023
(CORRECTION)			
PETERSON, MATTHEW	TEACHER	COUNTRYSIDE	0.2 FTE reduction for SY 2022-2023
QUAGLIANA, STEPHANIE	TEACHER	COUNTRYSIDE	8/22/22 through 10/24/22
RIECKENBERG, CARA	TEACHER	HIGHLANDS	Career Change Leave for SY 2022-2023
SLETTEN, ELIZABETH	TEACHER	SOUTHVIEW	9/5/22 through 11/30/22
SCHERLING, KASSANDRA	TEACHER	SOUTHVIEW	5/12/22 through 5/31/22
VOLZ, ANNAMARIE	TEACHER	CONCORD	10/20/22 through 1/20/23

#### D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
BRIDGES, GARY	EHS	PREM SUB MOVING TO SPED TEACHER FTE 1.0	\$40,672	22-23 SY
JACOBSON, SAMANTHA	SV	ART TEACHER FTE INCREASE .17	\$13,403.14	22-23 SY
JOY, ANNIKA		PARA MOVING TO LSN - ECSE FTE 1.0	\$62,145	22-23 SY
MCCARTAN, CARISSA	SV	FACS TEACHER FTE INCREASE .08	\$5,739.44	22-23 SY
RIECKENBERG, CARA	HL	MOVING FROM GRADE 4-5 CP TO HIGHLANDS PRINCIPAL	\$130,188	07/01/2022

### **NON-LICENSED STAFF**

#### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
AMIN, ESSA	HIGH SCHOOL	INTERN	\$15.00/HR	06/06/2022
BROVOLD, KRISTEN	HIGHLANDS	INSTRUCTIONAL ASSISTANT	\$18.78/HR	08/29/2022
CAMEL, LARSON	DISTRICTWIDE	ESY PARAPROFESSIONAL	\$20.20/HR	06/06/2022
DOGBE, STELLA	HIGH SCHOOL	INTERN	\$15.00/HR	06/06/2022
FLUGUM, MATTHEW	ECC	DW DIGITAL LEARNING COORDINATOR	\$104,934 (prorated)	06/07/2022
GENDRY, SAMUEL	ECC	TECH INTERN	\$15.00/HR	06/06/2022
JARRETT, MILES	HIGH SCHOOL	INTERN	\$15.00/HR	06/06/2022



LANG, PAUL	TRANSPORTATION	BUS DRIVER	\$22.25/HR	05/27/2022
LEVOIR, LAUREN	ECC	TECH INTERN	\$15.00/HR	06/06/2022
MALIM, RUWAYDA	HIGH SCHOOL	INTERN	\$15.00/HR	06/06/2022
MASICA, RILEY	DISTRICTWIDE	ESY PARAPROFESSIONAL	\$16.96/HR	06/06/2022
PALUMBO, JOSEPH	ECC	CUSTODIAN	\$20.25/HR	05/08/2022
RERAT, GEORGE	ECC	TECH INTERN	\$15.00/HR	06/06/2022
RUTZ, CAROLINE	TRANSPORTATION	SUPERVISOR OF TRANSPORTATION	\$103,872 (prorated)	06/13/2022
SHARMA, CHOKEY	HIGH SCHOOL	INTERN	\$15.00/HR	06/06/2022
SNYDER, ADELE	ECC	TECH INTERN	\$15.00/HR	06/06/2022
THOU, KOBE	ECC	TECH INTERN	\$15.00/HR	06/06/2022
WOODARD, MERT	ECC	DIRECTOR OF BUSINESS SERVICES	\$177,325	07/01/2022

#### B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Assignment</u>	<u>Building</u>	<u>Date</u>
ANAYA, CRISTIAN	BUILDING REPAIR	SOUTH VIEW	05/23/2022
CARTER, EDGAR	EDUCATIONAL ASSOCIATE	SOUTH VIEW	06/02/2022
CHASE, WHITNEY	EDUCATIONAL ASSOCIATE	SOUTH VIEW	06/02/2022
DOWNS, ELIZABETH	ROUTE PROGRAMMER	TRANSPORTATION	06/30/2022
HAJI, MAHAD	SECURITY PARA	HIGH SCHOOL	06/02/2022
HARMON, ANTHONY	SECURITY PARA	HIGH SCHOOL	06/02/2022
HATCHER, STEPHANIE	CUSTODIAL SUPERVISOR	CC	04/29/2022
HONSA, KATHLEEN	ASSISTANT DIRECTOR OF STUDENT SUPPORT SERVICES	ECC	06/30/2022
KLUS, ANNA	IA CLASSROOM ASSISTANT	EARLY CHILDHOOD	06/02/2022
KOKESCH, KRISTEN	IA CLASSROOM ASSISTANT	EARLY CHILDHOOD	06/02/2022
MARCUS, MARINA	EDUCATIONAL ASSOCIATE	SOUTH VIEW	06/02/2022
PALUMBO, JOSEPH	CUSTODIAN	ECC	06/06/2022
WHEELLOCK, ABBEY	EDUCATIONAL ASSISTANT	SV	06/02/2022
WITTE, LIAM	PARAPROFESSIONAL	EHS	06/02/2022

**C. REQUEST FOR LEAVE OF ABSENCE**

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
ANDERSON, TOD	CUSTODIAN	SOUTHVIEW	5/19/22 through 8/19/22
CRUZ-RIVERA, MADELINE	CUSTODIAN	ECC	7/13/22 through 7/20/22
VANDERLINDE, NORMAN	CUSTODIAL SUPERVISOR	ECC	8/1/22 through 11/1/22

**D. CHANGE OF EMPLOYMENT STATUS**

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
CULLISON, STEVEN	ECC	MOVING TO EVP ADMINISTRATIVE COORDINATOR	\$118,900 (prorated)	06/07/2022
SONDAY, ANNA	ECC	MOVING TO HEALTH SERVICES SUPERVISOR	\$107,500 (prorated)	06/07/2022

**COMMUNITY EDUCATION SERVICES STAFF****A. RECOMMENDATIONS FOR EMPLOYMENT**

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>	<u>Salary</u>
BLUMENTHAL, OLIVIA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
BURGER, CARSON	CORNELIA	RECREATION LEADER	06/03/2022	\$15.33/HOUR
CASTRO, CYNTHIA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
DANTHULURI, DIVYA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
DENARDO, CHARLES	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
DENARDO, RYAN	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
FREIBERG, TARA	DISTRICTWIDE	12 MONTH SUPERVISOR	06/06/2022	\$60,000/YEAR (prorated)
FRY, RUBY	HIGHLANDS	RECREATION LEADER	06/03/2022	\$17.12/HOUR
GARZA, SAMUEL	HIGH SCHOOL	RECREATION LEADER	06/03/2022	\$15.33/HOUR
GAYLES, TASHA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$19.85/HOUR
GREV, AVA	HIGH SCHOOL	RECREATION LEADER	06/03/2022	\$15.94/HOUR

HANSON, LILLIAN	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
ISLE, JOSEPH	HIGHLANDS	RECREATION LEADER	06/03/2022	\$17.12/HOUR
KEHR, ATALEA	CONCORD	RECREATION LEADER	05/17/2022	\$15.33/HOUR
KELLY, NENA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
KEY, HUNTER	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
KIESER, ZELDA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.94/HOUR
KIRCHMAIER, ANNIKA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
KRYSIK, CLAIRE	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
LOBBEN, ABIGAIL	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
LUX, REBECCA	DISTRICT WIDE	12 MONTH SUPERVISOR	05/27/2022	\$56,472/YEAR (prorated)
MEYER, LUKE	HIGH SCHOOL	RECREATION LEADER	06/03/2022	\$15.33/HOUR
MIKSCH, KAITLYN	DISTRICT WIDE	12 MONTH SUPERVISOR	06/27/2022	\$59,096/YEAR (prorated)
MURRAY, MESA	HIGH SCHOOL	RECREATION LEADER	06/03/2022	\$15.33/HOUR
RASH, KELLY	DISTRICT WIDE	COMMUNICATIONS INTERN	05/31/2022	\$15.00/HOUR
SEBESTA, TY	HIGH SCHOOL	RECREATION LEADER	06/03/2022	\$15.33/HOUR
SPANIER, LYDIA	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR
TAYLOR, SAMUEL	HIGH SCHOOL	RECREATION LEADER	05/16/2022	\$15.33/HOUR
TIKALSKY, LIBBY	DISTRICT WIDE	10 MONTH SUPERVISOR	08/15/2022	\$55,343/YEAR (prorated)
VESSEY, JOSEPHINE	HIGH SCHOOL	RECREATION LEADER	06/06/2022	\$15.94/HOUR
WEINBERGER, PETER	CONCORD	RECREATION LEADER	05/17/2022	\$15.33/HOUR
WEST, PEYTON	COUNTRYSIDE	RECREATION LEADER	05/17/2022	\$15.33/HOUR
ZWETTLER, ROSE	HIGHLANDS	RECREATION LEADER	06/03/2022	\$15.33/HOUR

#### A. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Assignment</u>	<u>Date</u>
BELL, TAJTIANNA	CONCORD	PROGRAM SUPERVISOR	06/10/2022
HYLOK, EARL	DISTRICT WIDE	BUILDING AIDE	05/15/2022
RINGGENBERG, CHRISTINE	DISTRICT WIDE	12 MONTH SUPERVISOR	05/13/2022

## B. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
BAKER, ALEXIS	COUNTRYSIDE	ADDES SUMMER HOURS	\$17.12/HOUR	06/03/2022
BURNHAM, TANNER	HIGH SCHOOL	ADDED SUMMER HOURS	\$15.94/HOUR	06/03/2022
GIBSON, ANNELYSE	HIGHLANDS	ADDED SUMMER HOURS	\$15.33/HOUR	06/03/2022
HANDREN, KIMBERLY	HIGHLANDS	ADDED SUMMER HOURS	\$19.85/HOUR	06/03/2022
HARRINGTON, RHONDA	HIGHLANDS	ADDED SUMMER HOURS	\$19.85/HOUR	06/03/2022
HAYNES, AARON	CORNELIA	ADDED SUMMER HOURS	\$19.85/HOUR	06/03/2022
KEBHART, GWEN	HIGHLANDS	ADDED SUMMER HOURS	\$15.33/HOUR	06/03/2022
KEHR, ATALEA	HIGH SCHOOL	ADDED SUMMER HOURS	\$15.33/HOUR	06/03/2022
MCGLENNON, KELLIE	HIGHLANDS	ADDED SUMMER HOURS	\$15.94/HOUR	06/03/2022
PROCTOR, SAMANTHA	HIGH SCHOOL	ADDED SUMMER HOURS	\$19.85/HOUR	06/03/2022
STICHA, JOHN	HIGHLANDS	ADDED SUMMER HOURS	\$15.94/HOUR	06/03/2022
THOENEN, MARJORIE	HIGHLANDS	ADDED SUMMER HOURS	\$19.85/HOUR	06/03/2022

## C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Anticipated Dates of Leave</u>
TIERNEY, JANE	CES SUPERVISOR	ECC	5/16/22 through 6/20/2022



**Board Meeting Date:** June 20, 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:

Reinsma, Justin

Thomas, Patricia

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.

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Janie Shaw, Clerk of the School Board, ISD 273

ELEMENTARY PRINCIPAL  
261 duty days

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

**ADMINISTRATOR CONTRACT**

THIS CONTRACT, made and entered into this 20<sup>th</sup> day of June 2022, between Independent School District No. 273, City of Edina, Hennepin County, Minnesota, hereinafter called "Employer," and **Dr. Cara Rieckenberg**, hereinafter called "Administrator," for the contract term of July 1, 2022 and extending through June 30, 2023.

Administrator will perform the duties of the position of Elementary Principal as shall be designated by the Employer and in conformity with the job description for such position as adopted by the Employer.

This contract will not automatically renew and Administrator's employment as an Elementary Principal with the School District will automatically end on June 30, 2023 without further notice or action by the Employer. As her first year in the role of Elementary Principal, 2022-2023 will be a probationary year for the Administrator. The parties acknowledge that Administrator achieved continuing contract rights in her previous teaching position with the Employer pursuant to Minn. Stat. § 122A.40. The parties agree that Administrator may retain her continuing contract rights to a teaching position for which she is licensed in the event the Employer does not rehire Administrator as an Elementary Principal for the 2023-2024 school year. The parties further agree that Administrator will receive credit for the year she serves as an Elementary Principal on the teachers' salary schedule should she be reassigned to a teaching position as of the 2023-2024 school year. In consideration for the Employer providing Administrator with this Elementary Principal contract, Administrator expressly waives any right she may have to a continuing contract as an Elementary Principal with the School District for the 2022-2023 year.

In consideration thereof, the Employer agrees to pay Administrator a base salary of \$130,188, payable in semi-monthly installments, under the rules and regulations adopted by Employer in respect thereto. The Administrator will receive an additional \$2,000 added to her annual salary as she has earned a doctorate degree.

All applicable provisions of the Edina Administrative Council's 2020-2022 collective bargaining agreement shall apply to Administrator's employment. Upon ratification and School Board approval, the annual salary and benefits provided to Administrator will be adjusted to reflect the terms of the Edina Administrative Council's 2022-2024 collective bargaining agreement.

Administrator will observe all policies, rules, and regulations of Employer and will make all reports required by Employer and the laws of Minnesota. Administrator has received a copy of the rules and regulations of Employer, has read them, and understands them.

This contract is subject to all state laws relevant in any way to the qualifications and employment of administrators, and to the rules and regulations of the State Board of Education. The contract is contingent upon Administrator's receipt of a valid, Minnesota principal license by July 31, 2022.

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

BY THE ADMINISTRATOR:

Cara Rieckenberg  
Date: 6/19/22

BY THE SCHOOL BOARD:

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

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

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, familial status or age.



Director of Business Services  
261 duty days

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

**EMPLOYMENT CONTRACT**

THIS CONTRACT, made and entered into this 20th day of June 2022, between Independent School District No. 273, City of Edina, Hennepin County, Minnesota, hereinafter called "Employer," and Mert Woodard, 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 Business Services 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 \$177,325.00, 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: May 31, 2022

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, familial status, disability, status with regard to public assistance, sexual orientation, or age.



DEFINING EXCELLENCE

Board Meeting Date: 6/20/2022

**TITLE:** Expenditures Payable 05-01-22 for Period 11

**TYPE:** Consent

**PRESENTER(S):** Margo Bauck, Interim Director of Business Services

**BACKGROUND:**

01	General Fund	\$2,387,748.21
02	Food Service Fund	\$303,359.20
04	Community Service Fund	\$125,325.44
06	Construction	\$312,822.99
	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	\$1,071.50
	Total Expenditures	\$3,130,327.34

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

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

**ATTACHMENTS:**

1. May Check Register – FY2022 P11

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	386238	V 03/23/22	33501	SAN DIEGO COUNTY OF	01005204414000	366	REGISTRATION FEES:	0.00	-6,250.00
A101.00	386238	V 03/23/22	33501	SAN DIEGO COUNTY OF	01005204414000	366	REGISTRATION FEES:	0.00	-6,250.00
A101.00	386238	V 03/23/22	33501	SAN DIEGO COUNTY OF	01005204414000	366	REGISTRATION FEES:	0.00	-7,950.00
TOTAL CHECK								0.00	-20,450.00
A101.00	386590	V 04/20/22	30290	LAKEVILLE NORTH HIG	010212940000555	369	BGOLF INVITE ENTRY	0.00	-250.00
A101.00	386731	V 04/27/22	22139	THE BAKKEN MUSEUM	01527203000240	369	FIELD TRIP	0.00	-1,500.00
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01005850302000	305	ECC/DO 03/22	0.00	962.80
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01021850302000	305	HIGH SCHOOL 03/22	0.00	1,690.62
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01009850302000	305	BUS GARAGE 03/22	0.00	7.47
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01529850302000	305	HIGHLANDS 03/22	0.00	389.32
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01019850302000	305	SOUTHVIEW 03/22	0.00	520.58
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01528850302000	305	COUNTRYSIDE 03/22	0.00	563.76
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01020850302000	305	VALLEY VIEW 03/22	0.00	575.27
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01532850302000	305	CREEK VALLEY 03/22	0.00	584.92
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01527850302000	305	CORNELIA 03/22	0.00	598.65
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01526850302000	305	CONCORD 03/22	0.00	610.75
A101.00	386738	05/03/22	32610	ADVANCED IMAGING SO	01533850302000	305	NORMANDALE 03/22	0.00	788.43
TOTAL CHECK								0.00	7,292.57
A101.00	386739	05/03/22	21968	ALL STRINGS ATTACHE	01005258000250	350	BASS REPAIR (2)	0.00	112.50
A101.00	386740	05/03/22	27728	AMPLIFIED IT	01005630000000	366	AIT-CRT-1402 LVL 1	0.00	400.00
A101.00	386741	05/03/22	16564	ANCOM COMMUNICATION	01009760720000	402	ANTENNA	0.00	493.00
A101.00	386743	05/03/22	00500	ASTLEFORD INTERNATI	01009760720000	402	SENSOR	0.00	250.76
A101.00	386744	05/03/22	05628	AUTO PLUS PARTS	01009760720000	402	BRAKE FLUID	0.00	65.40
A101.00	386746	05/03/22	18771	CDW GOVERNMENT	01005870795000	405	QUOTE MSPG555	0.00	704.79
A101.00	386747	05/03/22	24945	CENTURYLINK	01009760720000	320	BUS 04/04/22-05/03/	0.00	1,286.80
A101.00	386747	05/03/22	24945	CENTURYLINK	01021810000000	320	EHS 04/10/22-05/09/	0.00	390.40
A101.00	386747	05/03/22	24945	CENTURYLINK	01532810000000	320	CV 04/10/22-05/09/2	0.00	134.89
A101.00	386747	05/03/22	24945	CENTURYLINK	01020810000000	320	VV 04/10/22-05/09/2	0.00	303.64
TOTAL CHECK								0.00	2,115.73
A101.00	386748	05/03/22	28021	COLLEGE POSSIBLE	01005211313000	394	PROGRAMMING 21-22	0.00	10,000.00
A101.00	386751	05/03/22	30587	D.S. ERICKSON & ASS 01		L215.13	IW - N.B.	0.00	619.65
A101.00	386754	05/03/22	08375	EDINA CHAMBER OF CO	01005020000000	490	SHARK TANK/TOY-ADMI	0.00	280.00
A101.00	386754	05/03/22	08375	EDINA CHAMBER OF CO	01005010000000	490	SHARK TANK/TOY-BOAR	0.00	70.00
TOTAL CHECK								0.00	350.00
A101.00	386755	05/03/22	24575	EDUCATORS BENEFIT C	01005105000000	305	403(B) ADMIN&COMP F	0.00	616.72
A101.00	386756	05/03/22	25849	SHRED-IT USA	01020211000000	305	VV SHREDDING	0.00	49.17

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 2  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	386757	05/03/22	30267	FORKLIFTS OF MINNES	01020810000000	350	EQUIPMENT REPAIR	0.00	1,376.60
A101.00	386760	05/03/22	09346	GRAINGER	01009760720000	402	ELECTRICAL TAPE	0.00	43.53
A101.00	386761	05/03/22	30209	GRAINGER	01005865352000	401	ECC - EAR PLUGS	0.00	157.42
A101.00	386762	05/03/22	27788	GREATAMERICA FINANC	01019211000000	329	SV-POSTAGE MTR RENT	0.00	159.95
A101.00	386763	05/03/22	00296	GROTH MUSIC COMPANY	01532258000000	430	FIRST NOTE 6 INCH T	0.00	11.85
A101.00	386763	05/03/22	00296	GROTH MUSIC COMPANY	01532258000000	430	FIRST NOTE 5 INCH T	0.00	13.35
TOTAL CHECK									
A101.00	386765	05/03/22	03263	HOGlund BUS CO INC	01009760720000	402	DRAIN	0.00	92.56
A101.00	386765	05/03/22	03263	HOGlund BUS CO INC	01009760720000	402	CABLE	0.00	123.54
A101.00	386765	05/03/22	03263	HOGlund BUS CO INC	01009760720000	402	CABLE	0.00	123.54
TOTAL CHECK									
A101.00	386766	05/03/22	20605	INNOVATIVE OFFICE S	01533050000000	401	POST IT NOTES 3X3 -	0.00	5.30
A101.00	386766	05/03/22	20605	INNOVATIVE OFFICE S	01533050000000	401	POST IT NOTES 1.5X2	0.00	2.08
A101.00	386766	05/03/22	20605	INNOVATIVE OFFICE S	01533050000000	401	DRY ERASE CLEANER	0.00	5.98
A101.00	386766	05/03/22	20605	INNOVATIVE OFFICE S	01533050000000	401	TAPE REFILL 12 PACK	0.00	12.19
A101.00	386766	05/03/22	20605	INNOVATIVE OFFICE S	01533050000000	401	STAPLER BLACK	0.00	20.04
A101.00	386766	05/03/22	20605	INNOVATIVE OFFICE S	01533050000000	401	LEGAL PADS 12 PACK	0.00	13.11
TOTAL CHECK									
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION F	0.00	3,633.99
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01005865382000	390	LONG TERM FACILITIE	0.00	4,246.43
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01005850302287	370	LEASE LEVY	0.00	23,849.38
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01005400000000	390	FY21-22 MID YR BILL	0.00	24,072.10
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01005400000000	390	ITINERANT	0.00	27,749.66
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,312.46
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01021398300000	390	CAREER & TECH	0.00	1,738.31
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	2,439.83
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,361.11
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01005715342000	311	SAFE SCHOOL	0.00	10,901.96
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,938.31
A101.00	386767	05/03/22	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	10,994.47
TOTAL CHECK									
A101.00	386768	05/03/22	28438	JAMES MEFFERT	01019291000256	305	PIT BAND - HAIRSPRA	0.00	132,238.01
A101.00	386770	05/03/22	06616	JOHNSON CONTROLS FI	01005865363000	305	ALARM REPAIR/SERVIC	0.00	500.00
A101.00	386770	05/03/22	06616	JOHNSON CONTROLS FI	01005865363000	305	ALARM REPAIR/SERVIC	0.00	729.39
TOTAL CHECK									
A101.00	386771	05/03/22	09728	JW PEPPER & SON INC	010202580000250	430	BAND MUSIC	0.00	19.48
A101.00	386771	05/03/22	09728	JW PEPPER & SON INC	010202580000251	430	CHOIR MUSIC	0.00	74.97
TOTAL CHECK									
A101.00	386772	05/03/22	20559	KATH FUEL OIL SERVI	01009760720000	441	DEF	0.00	828.43
A101.00	386772	05/03/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	1,045.64
A101.00	386772	05/03/22	20559	KATH FUEL OIL SERVI	01009760720000	441	OIL	0.00	2,049.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 3  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	386772	05/03/22	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	2,609.59
A101.00	386772	05/03/22	20559	KATH FUEL OIL SERVI	01009760720000	441	DIESEL	0.00	31,300.73
TOTAL CHECK									
A101.00	386774	05/03/22	31629	KENNEDY & GRAVEN, C	01005110000000	305	LEGAL SERVICES-BOND	0.00	352.50
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01532810000000	440	CV - MAR22 SERVICES	0.00	2,927.91
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01533810000000	440	ND - MAR22 SERVICES	0.00	3,055.48
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01008810000000	440	ECC - MAR22 SERVICE	0.00	196.90
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01008810000000	440	ECC - MAR22 SERVICE	0.00	10,833.07
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01020810000000	440	VV - MAR22 SERVICES	0.00	11,078.04
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01019810000000	440	SV - MAR22 SERVICES	0.00	14,271.38
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01021810000000	440	EHS - MAR22 SERVICE	0.00	24,840.69
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01526810000000	440	CC - MAR22 SERVICES	0.00	3,470.06
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01529810000000	440	HL - MAR22 SERVICES	0.00	3,632.52
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01527810000000	440	CN - MAR22 SERVICES	0.00	3,686.44
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01528810000000	440	CS - MAR22 SERVICES	0.00	3,994.75
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01009760720000	440	BUS - MAR22 SERVICE	0.00	1,597.92
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01003810000000	440	MAR22-ENERGY MGMT F	0.00	867.00
A101.00	386775	05/03/22	32966	KINECT ENERGY, INC	01533810000000	440	ND - MAR22 SERVICES	0.00	55.53
TOTAL CHECK									
A101.00	386777	05/03/22	33014	LAB-AIDS, INC	01005211302000	460	LAB-AIDS SCIENCE MA	0.00	83,923.37
A101.00	386778	05/03/22	32990	LUMEN TECHNOLOGIES	01005620000000	320	DO 04/12/22-05/11/2	0.00	4,470.13
A101.00	386779	05/03/22	22495	MACPHAIL CENTER FOR	01020291000252	430	PARTNERSHIP CONTRAC	0.00	400.00
A101.00	386779	05/03/22	22495	MACPHAIL CENTER FOR	01020211000000	430	PARTNERSHIP CONTRAC	0.00	1,195.00
TOTAL CHECK									
A101.00	386780	05/03/22	16463	MASSP-MN ASSOC OF S	01019050000000	820	MASSP/NASSP RENEW-T	0.00	865.00
A101.00	386781	05/03/22	31088	MATSON HOLDINGS, IN	01009760720000	402	IMPACT WRENCH	0.00	280.00
A101.00	386783	05/03/22	04485	MCGRAW-HILL SCHOOL	01005211302000	460	ALEKS SUBSCRIPTIONS	0.00	6,335.80
A101.00	386784	05/03/22	30024	MENARDS - EDEN PRAI	01009760720000	401	LOCKS	0.00	183.05
A101.00	386785	05/03/22	33260	METRO TRANSPORTATIO	01009760723000	360	SPED-MAR22 SERVICES	0.00	28,832.00
A101.00	386785	05/03/22	33260	METRO TRANSPORTATIO	01009760723000	360	SPED-MAR22 SERVICES	0.00	154,204.00
TOTAL CHECK									
A101.00	386787	05/03/22	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/HOLDIN	0.00	1,760.02
A101.00	386788	05/03/22	04847	MTI DISTRIBUTING IN	01021810000820	401	EHS-VALVE/SOLENOID	0.00	593.95
A101.00	386789	05/03/22	21956	THE MUSIC MART	01019258000250	430	BAND SUPPLIES	0.00	165.94
A101.00	386790	05/03/22	27482	NATIONAL INSURANCE	01	L215.30	CURRENT EMPL LIFE/A	0.00	15,541.94
A101.00	386790	05/03/22	27482	NATIONAL INSURANCE	01	L215.30	LTD DISTRICT W/H	0.00	16,983.75
A101.00	386790	05/03/22	27482	NATIONAL INSURANCE	01	L215.40	VOL AD&D EMPL W/HOL	0.00	3,259.13
A101.00	386790	05/03/22	27482	NATIONAL INSURANCE	01005203797000	291	COBRA/RETIREE	0.00	4,672.36



PAGE NUMBER: 5  
ACCTPA21

[illegible]

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386834	05/11/22	33572	CAMP FOLEY	01529203000240	369	CP OVERNIGHT CAMP	0.00	1,305.00
A101.00	386835	05/11/22	24945	CENTURYLINK	01526810000000	320	CC 04/19/22-05/18/2	0.00	127.45
A101.00	386836	05/11/22	33528	CESO TRANSPORTATION	01009760720000	305	MAY22-TRANS MGMT FE	0.00	9,580.00
A101.00	386837	05/11/22	28411	CHARLES BEHRENS	01021296000662	302	SOFTBALL: MAHTOMEDI	0.00	75.00
A101.00	386839	05/11/22	31480	CHRIS GUMZ	01019291000256	305	PIT BAND - HAIRSPRA	0.00	500.00
A101.00	386840	05/11/22	33564	CHRISTIAN ROTH	01021294000673	302	BLACROSSE: CHANHASS	0.00	141.00
A101.00	386841	05/11/22	00911	CITY OF EDINA - BRA	01021850302655	370	DOME TIME RENTAL	0.00	12,025.00
A101.00	386842	05/11/22	33573	CLARA LAUER	01021291000293	490	CUPCAKES FOR 212	0.00	23.96
A101.00	386843	05/11/22	33566	CODY SCHMITT	01021294000673	302	BLACROSSE: CHANHASS	0.00	83.00
A101.00	386844	05/11/22	19645	COREMARK METALS	01009760720000	402	STEEL TUBE	0.00	281.25
A101.00	386844	05/11/22	19645	COREMARK METALS	01009760720000	402	STEEL TUBE	0.00	533.20
TOTAL CHECK									814.45
A101.00	386845	05/11/22	11744	CULLIGAN BOTTLED WA	01021292000000	401	WATER - ACTIVITIES	0.00	94.69
A101.00	386846	05/11/22	27762	DANIELLE SHUPE	01021296000665	302	SYNCHRO: WAYZ/HOPKI	0.00	80.00
A101.00	386848	05/11/22	33218	DAVID COATES	01021291000254	302	DEBATE TOURNEY CHAM	0.00	210.00
A101.00	386849	05/11/22	25244	DRAIN PRO PLUMBING	01021810000000	350	CLEAR DEEP SINK DRA	0.00	372.50
A101.00	386850	05/11/22	28296	EAST RIDGE HIGH SCH	01021294000655	369	BOYS GOLF ENTRY FEE	0.00	230.00
A101.00	386851	05/11/22	12171	ECKROTH MUSIC	01021211000096	430	PTO GRANT FOR A.R.	0.00	699.00
A101.00	386851	05/11/22	12171	ECKROTH MUSIC	01005258000250	430	VIOLIN STRING	0.00	5.91
TOTAL CHECK									704.91
A101.00	386852	05/11/22	13063	ECM PUBLISHERS INC	01005010000000	305	APR 1 SPEC	0.00	65.45
A101.00	386852	05/11/22	13063	ECM PUBLISHERS INC	01005010000000	305	MAR 7 REG	0.00	113.05
A101.00	386852	05/11/22	13063	ECM PUBLISHERS INC	01005010000000	305	MAR 13 SPEC	0.00	65.45
TOTAL CHECK									243.95
A101.00	386853	05/11/22	33471	EDINA MORNINGSIDE R	01005020000000	820	4TH QTR DUES (3)	0.00	575.00
A101.00	386855	05/11/22	28966	FACTORY MOTOR PARTS	01009760720000	403	BATTERY	0.00	218.84
A101.00	386855	05/11/22	28966	FACTORY MOTOR PARTS	01009760720000	403	BATTERY	0.00	177.88
A101.00	386855	05/11/22	28966	FACTORY MOTOR PARTS	01009760720000	403	BATTERY CORE CREDIT	0.00	-17.92
TOTAL CHECK									378.80
A101.00	386856	05/11/22	02490	FOLLETT SCHOOL SOLU	01005620795000	470	BOOKS FOR SV	0.00	282.08
A101.00	386858	05/11/22	18200	GENERAL SECURITY SE	01005810000000	305	CS-INTRUSION MONITO	0.00	17.95
A101.00	386858	05/11/22	18200	GENERAL SECURITY SE	01005810000000	305	CN-FIRE MONITORING	0.00	36.00





PAGE NUMBER: 8  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11',  
ACCOUNTING PERIOD: 11/22

[illegible]



SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 10  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	DESCRIPTION	SALES TAX	AMOUNT
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	MIRROR	0.00	68.06
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	SEAT BELT	0.00	68.88
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	HEADLIGHTS	0.00	69.70
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CONNECTOR	0.00	15.39
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CONNECTOR	0.00	25.65
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CREDIT ON ACCT	0.00	-195.98
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CREDIT ON ACCT	0.00	-195.98
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	SEAT BELT	0.00	340.72
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	TAIL LIGHTS	0.00	206.48
A101.00	386910	05/11/22	22660	MIDWEST BUS PARTS I	01009760720000	402	TAIL LIGHTS	0.00	558.41
A101.00	386911	05/11/22	30725	MIDWEST MUSICAL IMP	01021258000250	430	BAND SUPPLIES	0.00	100.00
A101.00	386911	05/11/22	30725	MIDWEST MUSICAL IMP	01021258000250	350	BAND REPAIR	0.00	16.50
A101.00	386913	05/11/22	04863	MINNESOTA HISTORICA	01527203000240	369	FIELD TRIP	0.00	672.00
A101.00	386914	05/11/22	16199	MINNESOTA LANDSCAPE	01532203000240	369	PLANT/MOBILE TRIP	0.00	675.00
A101.00	386915	05/11/22	16248	MINNESOTA ZOO	01527203000240	369	FIELD TRIP	0.00	620.00
A101.00	386916	05/11/22	30212	MINNETONKA HIGH SCH	01021296000655	369	GJV GOLF ENTRY FEE	0.00	100.00
A101.00	386917	05/11/22	17483	MN SYNCHRONIZED SWI	01021296000665	369	SYNCHRO STATE ENTRY	0.00	438.00
A101.00	386919	05/11/22	15692	MSBA -- MINNESOTA S	01005010000000	366	MSBA PH3 TRAINING	0.00	420.00
A101.00	386920	05/11/22	21956	THE MUSIC MART	01021291000250	430	BAND CONCERT SUPPLI	0.00	300.00
A101.00	386920	05/11/22	21956	THE MUSIC MART	01021291000250	430	BAND CONCERT SUPPLI	0.00	81.20
A101.00	386920	05/11/22	21956	THE MUSIC MART	01021258000250	350	FLUTE REPAIR	0.00	129.75
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	510.95
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	740.55
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	657.12
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	897.20
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	959.97
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	959.97
A101.00	386921	05/11/22	20465	NORTHFIELD LINES IN	01021294733653	360	BOYS XC BUSING	0.00	1,305.44
A101.00	386922	05/11/22	31228	OPENTEXT INC	01005630000000	320	FEES FOR APR22	0.00	5,520.25
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	BUS-APR22 SERVICES	0.00	171.37
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	SV-APR22 SERVICES	0.00	120.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	VV-APR22 SERVICES	0.00	80.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	EHS-APR22 SERVICES	0.00	80.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	ECC-APR22 SERVICES	0.00	95.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	BUNKER-APR22 SERVLC	0.00	55.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	HL-APR22 SERVICES	0.00	60.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	ND-APR22 SERVICES	0.00	65.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CC-APR22 SERVICES	0.00	65.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CN-APR22 SERVICES	0.00	65.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 11  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CS-APR22 SERVICES	0.00	65.00
A101.00	386923	05/11/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CV-APR22 SERVICES	0.00	65.00
TOTAL CHECK									
A101.00	386924	05/11/22	26050	OVERDRIVE INC	01005620795000	470	EHS PURCHASE	0.00	50.00
A101.00	386924	05/11/22	26050	OVERDRIVE INC	01005620795000	470	VV PURCHASE	0.00	91.00
TOTAL CHECK									
A101.00	386925	05/11/22	19606	PARK TAVERN LOUNGE	01019211000000	490	STAFF LUNCHES	0.00	1,283.50
A101.00	386926	05/11/22	99453	PATRICK RACH	01021294000650	302	BASEBALL: MINNETONK	0.00	83.00
A101.00	386927	05/11/22	30446	PAUL MCCULLOUGH AND	01005790342000	305	FER22-CRISIS PLANNI	0.00	637.50
A101.00	386928	05/11/22	28985	PETERSON SHEET META	01526865380000	520	CC-GRILLE	0.00	535.00
A101.00	386931	05/11/22	25364	RAINDROP IRRIGATION	01009760720000	350	IRRIGATION SYS UPDA	0.00	3,600.00
A101.00	386932	05/11/22	31572	RICHARD DEGARDNER	01021296000662	302	SOFTBALL: MAHTOMEDI	0.00	75.00
A101.00	386933	05/11/22	31081	RICHARDSON NATURE C	01529203000240	369	NATURE CTR FIELD TR	0.00	1,965.60
A101.00	386934	05/11/22	15672	RIDDELL / ALL AMERI	01005850302000	530	FOOTBALL HELMETS	0.00	10,621.21
A101.00	386935	05/11/22	91084	ROBERT RIES	01021294000673	302	BLACROSSE: BLOOM/JE	0.00	141.00
A101.00	386936	05/11/22	27705	ROGERS HIGH SCHOOL	01021294000655	369	BJV GOLF ENTRY FEE	0.00	210.00
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005630000000	305	LEGAL SERVICES-DMTS	0.00	280.50
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005110000000	305	LEGAL SERVICES-MISC	0.00	296.01
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005400000000	305	LEGAL SERVICES-SPED	0.00	306.00
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005010000000	305	LEGAL SERVICES-BOAR	0.00	433.50
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005105000000	305	LEGAL SERVICES-HR	0.00	4,737.00
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005020000000	305	LEGAL SERVICES-SUPE	0.00	5,524.50
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005109000000	305	LEGAL SERVICES-COMM	0.00	76.50
A101.00	386937	05/11/22	26495	RUPP ANDERSON SQUIR	01005030000000	305	LEGAL SERVICES-T&L	0.00	153.00
TOTAL CHECK									
A101.00	386938	05/11/22	26674	RUSSELL SECURITY RE	01021810000000	350	CLASS CYLINDER REPA	0.00	157.50
A101.00	386938	05/11/22	26674	RUSSELL SECURITY RE	01021810000000	350	MAIN HEAD DOOR REPL	0.00	2,168.00
TOTAL CHECK									
A101.00	386939	05/11/22	33563	RYAN BELLEFY	01021294000650	302	BASEBALL: MINNETONK	0.00	83.00
A101.00	386940	05/11/22	26568	S & J GLASS INC	01020865384000	520	VV DOOR REPLACEMENT	0.00	15,871.65
A101.00	386941	05/11/22	14517	SAGE PUBLICATIONS I	01005400000091	433	ISBN 9781506356242	0.00	1,328.25
A101.00	386942	05/11/22	33558	SAMUEL BAILEY	01021294000667	302	TRACK: HOPKINS	0.00	250.00
A101.00	386943	05/11/22	06400	SCHMITT MUSIC COMPA	01020258000250	350	TUBA REPAIR	0.00	90.00
A101.00	386943	05/11/22	06400	SCHMITT MUSIC COMPA	01020258000250	350	TUBA REPAIR	0.00	55.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 12  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386943	05/11/22	06400	SCHMITT MUSIC COMPA	01021258000250	350	CLARINET REPAIR	0.00	17.00
A101.00	386943	05/11/22	06400	SCHMITT MUSIC COMPA	01020258000250	430	BAND SUPPLIES	0.00	17.70
TOTAL CHECK									
A101.00	386944	05/11/22	32832	SCHOOL SPECIALTY, L	01529212000000	430	ART SUPPLIES	0.00	147.65
A101.00	386944	05/11/22	32832	SCHOOL SPECIALTY, L	01528230302160	530	SPANISH: DRY RACK	0.00	147.88
A101.00	386944	05/11/22	32832	SCHOOL SPECIALTY, L	01528230302160	530	SPANISH: LIGHT TABL	0.00	286.34
TOTAL CHECK									
A101.00	386945	05/11/22	30443	SCIENCE MUSEUM OF M	01528203000240	369	5TH GRD FIELD TRIP	0.00	792.00
A101.00	386946	05/11/22	21881	SHAMROCK GROUP	01021292000000	305	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	386947	05/11/22	33138	SHEEHY CONSTRUCTION	01008865384000	520	ECC SITE REPAIRS	0.00	23,583.52
A101.00	386947	05/11/22	33138	SHEEHY CONSTRUCTION	01526865368000	305	2022 CC WINDOW REPL	0.00	82,286.95
TOTAL CHECK									
A101.00	386948	05/11/22	24778	SKS CONSULTING PSYC	01005105000000	305	COMP TALENT LVL X8	0.00	18,000.00
A101.00	386948	05/11/22	24778	SKS CONSULTING PSYC	01005105000000	305	COMP TALENT LVL X1	0.00	2,250.00
A101.00	386948	05/11/22	24778	SKS CONSULTING PSYC	01005105000000	305	COMP TALENT LVL X3	0.00	6,750.00
TOTAL CHECK									
A101.00	386949	05/11/22	25785	SOUTH SUBURBAN CONF	01021294000661	369	ALPINE SKI DUES	0.00	81.00
A101.00	386950	05/11/22	08656	SPS COMPANIES INC	01021810000000	401	PLUMBING REPAIR PAR	0.00	323.97
A101.00	386951	05/11/22	31283	STAR-ISANTI-CHISAGO	01021291000296	430	ZEPHYRUS	0.00	775.76
A101.00	386952	05/11/22	32462	SUZANNE MAGNUSON	01021291000256	305	SPACE GIRL PHOTOGRA	0.00	250.00
A101.00	386953	05/11/22	25686	TERRY OLSON	01021296000657	302	HOCKEY: HOLIDAY TO	0.00	154.00
A101.00	386954	05/11/22	22139	THE BAKKEN MUSEUM	01528203000240	369	4TH GRD FIELD TRIP	0.00	1,050.00
A101.00	386954	05/11/22	22139	THE BAKKEN MUSEUM	01527203000240	369	FIELD TRIP	0.00	1,320.00
TOTAL CHECK									
A101.00	386955	05/11/22	31438	THOR OLSON	01021294000657	302	BHOCKEY: HOLIDAY TO	0.00	231.00
A101.00	386957	05/11/22	27819	T-MOBILE	01005810000000	320	ECC MAINT - APR22	0.00	110.28
A101.00	386957	05/11/22	27819	T-MOBILE	01526810000000	320	CC MAINT - APR22	0.00	46.21
A101.00	386957	05/11/22	27819	T-MOBILE	01005810000000	320	B&G - APR22	0.00	51.60
A101.00	386957	05/11/22	27819	T-MOBILE	01005420419000	320	ECSE - APR22	0.00	62.62
A101.00	386957	05/11/22	27819	T-MOBILE	01527810000000	320	CN MAINT - APR22	0.00	63.90
A101.00	386957	05/11/22	27819	T-MOBILE	01020810000000	320	VV MAINT - APR22	0.00	18.38
A101.00	386957	05/11/22	27819	T-MOBILE	01529050000000	320	HL - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01529810000000	320	HL MAINT - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01533050000000	320	ND - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01019050000000	320	SV - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01527050000000	320	CN - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01528050000000	320	CS - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01526050000000	320	CC - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	01021050000000	320	EHS - APR22	0.00	22.26

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 13  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386957	05/11/22	27819	T-MOBILE	0102005000000000	320	VV - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	0153205000000000	320	CV - APR22	0.00	23.12
A101.00	386957	05/11/22	27819	T-MOBILE	0100976072000000	320	BUS - APR22	0.00	29.24
A101.00	386957	05/11/22	27819	T-MOBILE	0153281000000000	320	CV MAINT - APR22	0.00	34.56
A101.00	386957	05/11/22	27819	T-MOBILE	0152881000000000	320	CS MAINT - APR22	0.00	34.56
A101.00	386957	05/11/22	27819	T-MOBILE	0101981000000000	320	SV MAINT - APR22	0.00	34.56
A101.00	386957	05/11/22	27819	T-MOBILE	0100542041900000	320	SPED - APR22	0.00	35.42
A101.00	386957	05/11/22	27819	T-MOBILE	0102181000000000	320	EHS MAINT - APR22	0.00	6.08
A101.00	386957	05/11/22	27819	T-MOBILE	0100563000000000	320	DMTS - APR22	0.00	180.74
TOTAL CHECK									
A101.00	386958	05/11/22	33405	TOMMY BOWERS --- AB	010212910000293	401	212 SWEATSHIRTS	0.00	931.61
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	ESTIMATE NUMBER 149	0.00	960.00
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	SET OF 4-6 BUTTERFL	0.00	160.33
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	SET OF 100 MEALWORM	0.00	132.00
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	SET OF 25-30 MILKWE	0.00	15.40
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	3 OZ JAR OF MILKWE	0.00	19.80
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	1 LB OF BRAN	0.00	5.94
A101.00	386959	05/11/22	16125	TRANS-MISSISSIPPI B	0153220300000000	430	ESTIMATED SHIPPING/	0.00	3.47
TOTAL CHECK									
A101.00	386961	05/11/22	33575	US COUNCIL FOR ATHL	0102129200000000	305	MENTAL HEALTH PKG	0.00	34.78
A101.00	386962	05/11/22	20657	VALLEYFAIR GROUP SA	010192110000240	369	8TH GRD FIELD TRIP	0.00	371.72
A101.00	386963	05/11/22	30692	VIDEO SERVICES, INC	0101986536900000	520	POOL SOUND SYSTEM -	0.00	350.00
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0102181000000000	332	EHS - MAY22 SERVICE	0.00	7,800.00
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0152681000000000	332	CC - MAY22 SERVICES	0.00	3,741.41
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0152981000000000	332	HL - MAY22 SERVICES	0.00	3,031.91
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0153381000000000	332	ND - MAY22 SERVICES	0.00	950.07
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0102181000000000	332	THEATER-APR22 SERVI	0.00	422.01
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0102081000000000	332	VV - MAY22 SERVICES	0.00	312.12
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0100881000000000	332	ECC - MAY22 SERVICE	0.00	1,052.03
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0152881000000000	332	CS - MAY22 SERVICES	0.00	1,081.76
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0101981000000000	332	SV - MAY22 SERVICES	0.00	1,106.62
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0152781000000000	332	CN - MAY22 SERVICES	0.00	1,167.22
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0153281000000000	332	CV - MAY22 SERVICES	0.00	1,255.67
A101.00	386964	05/11/22	14932	WASTE MANAGEMENT OF	0100976072000000	332	BUS - MAY22 SERVICE	0.00	461.73
TOTAL CHECK									
A101.00	386965	05/11/22	24966	WEX BANK	0100976072000000	441	GASOLINE	0.00	560.28
A101.00	386966	05/11/22	33469	WILDERNESS INQUIRY	010212110000096	369	APOSTLE ISLANDS TOU	0.00	171.59
A101.00	386967	05/11/22	21918	WILLIAM BORCHERS	010212960000673	302	GLACROSSE: MAPLE GR	0.00	11,573.01
A101.00	386968	05/11/22	33560	WTLIIAM DONOVAN	010212960000673	302	GLACROSSE: BLOOM/IE	0.00	192.65
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	0102086538400000	305	VV AUDITORIUM ACOUS	0.00	8,039.00
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	0102086538400000	305	VV DOOR#23 UPGRADES	0.00	58.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 14  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENOVATIONS	0.00	160.95
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC WELL REPAIR	0.00	84.40
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01529865384000	305	HL LIGHTING REPLACE	0.00	516.28
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01528865384000	305	CS LIGHTING REPLACE	0.00	6,433.34
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENOVATION	0.00	5,121.57
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC WINDOW REPLACED	0.00	3,786.33
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01020865384000	305	VV BOILER PLANT REP	0.00	2,542.84
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC BOILER REPLACMN	0.00	2,936.07
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC LIGHTING REPLACE	0.00	789.65
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC SITE REPAIRS	0.00	743.57
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01008865368000	305	ECC WINDOW REPLACED	0.00	1,735.06
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01532865384000	305	CV LIGHTING REPLACE	0.00	323.75
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC LTFM	0.00	338.25
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC DOORS	0.00	349.78
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01526865384000	305	CC ADDITION	0.00	17,523.88
A101.00	386970	05/11/22	25308	WOLD ARCHITECTS & E	01021865368000	305	EHS DEFERRED MAINT	0.00	61,241.08
TOTAL CHECK									104,978.19
A101.00	386971	05/11/22	05410	XCEL ENERGY	01009760720000	330	BUS 03/24/22-04/24/	0.00	268.60
A101.00	386971	05/11/22	05410	XCEL ENERGY	01527810000000	330	CN 03/27/22-04/25/2	0.00	1,735.19
A101.00	386971	05/11/22	05410	XCEL ENERGY	01533810000000	330	ND 03/24/22-04/24/2	0.00	4,156.97
A101.00	386971	05/11/22	05410	XCEL ENERGY	01529810000000	330	HL 03/27/22-04/25/2	0.00	4,188.92
A101.00	386971	05/11/22	05410	XCEL ENERGY	01528810000000	330	CS 03/24/22-04/24/2	0.00	5,251.56
A101.00	386971	05/11/22	05410	XCEL ENERGY	01532810000000	330	CV 03/24/22-04/24/2	0.00	5,710.66
A101.00	386971	05/11/22	05410	XCEL ENERGY	01526810000000	330	CC 03/24/22-04/24/2	0.00	5,968.11
A101.00	386971	05/11/22	05410	XCEL ENERGY	01019810000000	330	SV 03/24/22-04/24/2	0.00	18,236.94
A101.00	386971	05/11/22	05410	XCEL ENERGY	01021810000000	330	EHS 03/24/22-04/24/	0.00	40,533.96
A101.00	386971	05/11/22	05410	XCEL ENERGY	01020810000000	330	VV 03/24/22-04/24/2	0.00	13,645.82
A101.00	386971	05/11/22	05410	XCEL ENERGY	01008810000000	330	ECC 03/24/22-04/24/	0.00	14,738.36
TOTAL CHECK									114,435.09
A101.00	386972	05/11/22	25452	ZIP PRINTING & COPY	01005109000000	401	NOTECARDS/ENVELOPES	0.00	496.45
A101.00	386973	05/18/22	14659	ALLEGRA	01021291000256	401	THEATER POSTERS	0.00	43.88
A101.00	386973	05/18/22	14659	ALLEGRA	01021291000256	401	THEATER PROGRAMS	0.00	79.86
TOTAL CHECK									345.72
A101.00	386974	05/18/22	28258	AMERICAN MAILING MA	01008105000000	401	POSTAGE INK CARTRID	0.00	464.02
A101.00	386975	05/18/22	31537	ANDOVER HIGH SCHOOL	01021296000655	369	GRLS GOLF ENTRY FEE	0.00	200.00
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	65.00
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	113.75
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	16.25
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	16.25
A101.00	386976	05/18/22	33579	ANDREA DAVIS	01532203000000	145	SUBSTITUTE TEACHING	0.00	35.26
TOTAL CHECK									474.01
A101.00	386977	05/18/22	33022	ANNA KONIETZKO	01021296000673	302	GLACROSSE: HOPKINS	0.00	146.00







SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387008	05/18/22	09346	GRAINGER	015288100000000	350	NEW BELT FOR BOILER	0.00	14.43
A101.00	387009	05/18/22	27788	GREATAMERICA FINANC	010081050000000	329	JUN22-POSTAGE MTR E	0.00	159.00
A101.00	387009	05/18/22	27788	GREATAMERICA FINANC	010081050000000	329	JAN22-POSTAGE MTR D	0.00	184.95
TOTAL CHECK									
A101.00	387010	05/18/22	00296	GROTH MUSIC COMPANY	010212910000250	430	BAND SUPPLIES	0.00	155.61
A101.00	387010	05/18/22	00296	GROTH MUSIC COMPANY	010212910000250	430	BAND SUPPLIES	0.00	119.14
TOTAL CHECK									
A101.00	387011	05/18/22	15924	GROUP HEALTH INC-WO	010059300000000	299	APR-JUN22 MANAGE CA	0.00	2,565.00
A101.00	387012	05/18/22	21315	HORIZON COMMERCIAL	010198100000815	401	LATE CHARGE	0.00	45.15
A101.00	387013	05/18/22	33578	INCIDENT IQ LLC	010058707950000	405	QUOTE 27085	0.00	2,495.00
A101.00	387014	05/18/22	32021	INSIGHT PUBLIC SECT	010058707950000	405	QUOTE 224967423	0.00	424.24
A101.00	387014	05/18/22	32021	INSIGHT PUBLIC SECT	010058707950000	405	QUOTE 224815647	0.00	1,002.36
TOTAL CHECK									
A101.00	387015	05/18/22	16513	INSTITUTE FOR ENVIR	010058653520000	305	20-23 EHS MGMT SERV	0.00	2,212.60
A101.00	387015	05/18/22	16513	INSTITUTE FOR ENVIR	015268653580000	305	CC 2022 ASBESTOS RE	0.00	556.68
TOTAL CHECK									
A101.00	387016	05/18/22	16961	ISD #112 - CHASKA H	010212940000655	369	BOYS GOLF ENTRY FEE	0.00	175.00
A101.00	387017	05/18/22	31299	JACK PEICK	010212960000662	302	SOFTBALL: HOPKINS	0.00	75.00
A101.00	387018	05/18/22	33585	JACOB LARSCHIED	010212940000673	302	BLACROSSE: HOPKINS	0.00	146.00
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	93.52
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	69.69
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	55.53
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	11.96
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	36.16
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	38.41
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	16.69
A101.00	387019	05/18/22	32928	JERRY'S FOODS EDINA	010202500000000	430	FACS FOOD SUPPLY	0.00	21.95
TOTAL CHECK									
A101.00	387020	05/18/22	32927	JERRY'S FOODS EDINA	010192910000263	490	SPIRIT TEAM FOOD	0.00	38.70
A101.00	387021	05/18/22	03720	JERRY'S HARDWARE	010198100000000	401	15/16" CUTOFF WHEEL	0.00	8.09
A101.00	387022	05/18/22	13917	JH LARSON COMPANY	015288100000000	350	2 LAMP BALLASTS	0.00	99.15
A101.00	387023	05/18/22	33587	JOHN WALTERS	010212960000662	302	SOFTBALL: HOPKINS	0.00	75.00
A101.00	387024	05/18/22	33584	JOSEPH SCROCCA	010212960000662	302	SOFTBALL: STMA	0.00	75.00
A101.00	387025	05/18/22	30836	JOSHUA SARFITY	010212940000650	302	BASEBALL: WAYZATA	0.00	83.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 18  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387026	05/18/22	16419	JOSTENS INC	01527203000093	401	CLASS COMPOSITES	0.00	120.00
A101.00	387026	05/18/22	16419	JOSTENS INC	01527203000096	401	YEARBOOK PURCHASES	0.00	890.96
A101.00	387026	05/18/22	16419	JOSTENS INC	01020291000264	401	YEARBOOK PURCHASES	0.00	3,313.27
TOTAL CHECK								0.00	4,324.23
A101.00	387028	05/18/22	31374	KOCH SCHOOL BUS SER	01009760723000	360	APR22 BUS SERVICES	0.00	12,521.56
A101.00	387029	05/18/22	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR CV	0.00	1,210.45
A101.00	387030	05/18/22	17682	MALLOY MONTAGUE KAR	01005110000000	305	FY2122 AUDIT TRAINI	0.00	1,035.00
A101.00	387031	05/18/22	30099	MAPLE GROVE HIGH SC	010212940000655	369	JV GOLF ENTRY FEE	0.00	100.00
A101.00	387032	05/18/22	33588	MARAGRET OR BRIAN C	010212940000655	R050	GOLF REGISTRY REFUN	0.00	165.00
A101.00	387033	05/18/22	33583	MARC FIORAVANTI	010212940000650	302	BASEBALL: HOPKINS	0.00	83.00
A101.00	387034	05/18/22	30799	MARK LEVASSEUR	010212960000662	302	SOFTBALL: HOPKINS	0.00	75.00
A101.00	387034	05/18/22	30799	MARK LEVASSEUR	010212960000662	302	SOFTBALL: WAYZATA	0.00	150.00
TOTAL CHECK								0.00	734.00
A101.00	387035	05/18/22	28075	MCPHILLIPS BROS ROO	01019810000000	350	ROOF REPAIR	0.00	75.00
A101.00	387036	05/18/22	26939	MEGAN KELLY HUBBELL	01019291000251	305	CHOREOGRAPHY SERVIC	0.00	75.12
A101.00	387037	05/18/22	09167	MENARDS - GOLDEN VA	01008810000000	401	BUILDING SUPPLIES	0.00	965.00
A101.00	387038	05/18/22	04595	MESPA	01526050000000	820	MEMBERSHIP - P.D.	0.00	4,055.85
A101.00	387039	05/18/22	20037	METRO ELEVATOR INC	01005810000000	305	HL-LIFT REPAIRS	0.00	1,698.55
A101.00	387040	05/18/22	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/HOLDIN	0.00	44,383.52
A101.00	387041	05/18/22	26125	MN PEIP	01005203797000	291	RETIREES/COBRA	0.00	744,788.78
A101.00	387041	05/18/22	26125	MN PEIP	01	L215.20	CURRENT TEACHERS	0.00	789,172.30
TOTAL CHECK								0.00	14.38
A101.00	387043	05/18/22	21956	THE MUSIC MART	01021291000250	430	BAND CONCERT SUPPLI	0.00	45.00
A101.00	387043	05/18/22	21956	THE MUSIC MART	01021291000250	430	BAND CONCERT SUPPLI	0.00	59.38
TOTAL CHECK								0.00	149.04
A101.00	387044	05/18/22	33593	NATIONAL PEN CO LLC	01019050000000	401	SPIRIT PENS PURCHAS	0.00	32.00
A101.00	387045	05/18/22	18489	NCPERS GROUP LIFE I	01	L215.40	EMPLOYEE W/HOLDING	0.00	32.00
A101.00	387045	05/18/22	18489	NCPERS GROUP LIFE I	01	L215.40	EMPLOYEE W/HOLDING	0.00	64.00
TOTAL CHECK								0.00	83.00
A101.00	387046	05/18/22	33586	NOAH DANNER	010212940000650	302	BASEBALL: WAYZATA	0.00	45.00
A101.00	387047	05/18/22	26050	OVERDRIVE INC	01005620795000	470	BOOKS FOR EHS	0.00	

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 19  
ACCTPAZ1

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCTNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387048	05/18/22	31667	PAVEMENT RESOURCES	01008865384000	520	ECC-SPRAY PAINT INJ	0.00	3,750.00
A101.00	387050	05/18/22	32940	PREMIUM WATERS INC	01008105000000	401	MAY22-HOT/COLD CNTR	0.00	29.95
A101.00	387051	05/18/22	32098	PRO-VISION VIDEO SY	01009760720000	405	1 YR CONNECT-7 BUSE	0.00	553.00
A101.00	387052	05/18/22	93389	RICHARD SHOMION	010212960000662	302	SOFTBALL: HOPKINS	0.00	75.00
A101.00	387053	05/18/22	32982	RICK MROS DBA NORTH	010212910000262	305	PROM DANCE DJ SERVI	0.00	2,995.00
A101.00	387054	05/18/22	26986	ROBERT HALF TECHNOL	01005720170000	303	HR TEMP HOURS - L.B	0.00	549.86
A101.00	387054	05/18/22	26986	ROBERT HALF TECHNOL	01005720170000	303	HR TEMP HOURS - L.B	0.00	655.18
TOTAL CHECK									
A101.00	387055	05/18/22	26908	ROGER WILLHAUS	010212960000673	302	GLACROSSE: HOPKINS	0.00	58.00
A101.00	387056	05/18/22	33558	SAMUEL BAILEY	010212940000667	302	TRACK: EDINA INVITE	0.00	400.00
A101.00	387057	05/18/22	33589	SARA OR MARK MASON	010212940000655	R050	GOLF REGISTRY REFUN	0.00	165.00
A101.00	387058	05/18/22	06400	SCHMITT MUSIC COMPA	010212580000250	350	OBOE REPAIR	0.00	99.00
A101.00	387058	05/18/22	06400	SCHMITT MUSIC COMPA	010212580000250	350	BARITONE REPAIR	0.00	75.00
A101.00	387058	05/18/22	06400	SCHMITT MUSIC COMPA	010212580000250	350	TUBA REPAIR	0.00	24.00
A101.00	387058	05/18/22	06400	SCHMITT MUSIC COMPA	010202580000250	430	BAND MUSIC	0.00	40.00
TOTAL CHECK									
A101.00	387059	05/18/22	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,150.08
A101.00	387060	05/18/22	32832	SCHOOL SPECIALTY, L	01528203302000	530	SOCIAL WORKER TABLE	0.00	240.76
A101.00	387061	05/18/22	30443	SCIENCE MUSEUM OF M	015282030000240	369	FIELD TRIP: PGM 448	0.00	840.00
A101.00	387062	05/18/22	92413	SCOTT SCHIMETZ	010212960000662	302	SOFTBALL: WAYZATA	0.00	75.00
A101.00	387063	05/18/22	19808	SEW EASY DESIGNS	010192500000000	430	8TH GRD SEWING KITS	0.00	162.00
A101.00	387064	05/18/22	21013	SHRED RIGHT	01009760720000	305	APR22 SHREDDING	0.00	15.00
A101.00	387065	05/18/22	33581	SIMON & SIMON TRAVE	010212910000252	305	PROGRAMS	0.00	400.00
A101.00	387066	05/18/22	08656	SPS COMPANIES INC	015288100000000	401	EXPANSION TANK PART	0.00	82.69
A101.00	387067	05/18/22	26581	THE MCDOWELL AGENCY	010051050000000	305	BKGD CHK-STUD TEACH	0.00	53.50
A101.00	387067	05/18/22	26581	THE MCDOWELL AGENCY 01		L215.03	BKGD CHK-ND HOST FA	0.00	1,054.00
A101.00	387067	05/18/22	26581	THE MCDOWELL AGENCY 01		L215.03	BKGD CHK-EPS EMPLOY	0.00	1,568.05
TOTAL CHECK									
A101.00	387068	05/18/22	10603	THREE RIVERS PARK D	015282030000240	369	1ST GRD FIELD TRIP	0.00	360.00
A101.00	387071	05/18/22	23055	TRANSPORTATION PLUS	01009760714000	360	APR22 - TAXI SERVIC	0.00	318.00
A101.00	387072	05/18/22	92668	TREVOR BUSBY	010212940000673	302	BLACROSSE: HOPKINS	0.00	146.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 20  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387073	05/18/22	22468	TRI-STATE BOBCAT IN	01009810000820	401	SHOP SUPPLIES	0.00	176.65
A101.00	387074	05/18/22	28040	TWIN CITY TRANSPORT	01009760728000	360	APR22-HOMELESS	0.00	7,080.48
A101.00	387074	05/18/22	28040	TWIN CITY TRANSPORT	01009760723000	360	APR22-SPED	0.00	35,295.80
TOTAL CHECK									42,376.28
A101.00	387076	05/18/22	19534	VERIFIED CREDENTIAL	01009760720000	305	APR22-BKGD CHECKS	0.00	523.01
A101.00	387077	05/18/22	30292	WAYZATA HIGH SCHOOL	010212940000655	369	BOYS GOLF ENTRY FEE	0.00	150.00
A101.00	387078	05/18/22	24818	WAYZATA RESULTS INC	010212940000653	305	TIMING MEET SERVICE	0.00	900.00
A101.00	387079	05/18/22	33457	WEBWORX -- ROBERT W	010212960000651	302	GBSKTBALL: COOPER	0.00	70.00
A101.00	387080	05/18/22	31733	WESTWOOD HILLS NATU	01528203000240	369	FIELD TRIP	0.00	400.50
A101.00	387081	05/25/22	32817	ACCRA CONSUMER CHOI	01005402740000	394	PCA SERVICE - C.L.	0.00	100.00
A101.00	387081	05/25/22	32817	ACCRA CONSUMER CHOI	01005402740000	394	PCA SERVICE - C.L.	0.00	50.00
A101.00	387081	05/25/22	32817	ACCRA CONSUMER CHOI	01005416740000	394	PCA SERVICE - Z.L.	0.00	50.00
A101.00	387081	05/25/22	32817	ACCRA CONSUMER CHOI	01005416740000	394	PCA SERVICE - T.R.	0.00	208.80
A101.00	387081	05/25/22	32817	ACCRA CONSUMER CHOI	01005416740000	394	PCA SERVICE - T.R.	0.00	661.20
A101.00	387081	05/25/22	32817	ACCRA CONSUMER CHOI	01005416740000	394	PCA SERVICE - Z.L.	0.00	7,418.80
TOTAL CHECK									8,488.80
A101.00	387082	05/25/22	00202	ACT INC.	01021710000133	461	DISTRICT CHOICE: AC	0.00	17,712.00
A101.00	387083	05/25/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 06.08 0631790	0.00	4,151.77
A101.00	387083	05/25/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 06.08 0631790	0.00	246.00
A101.00	387083	05/25/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 06.08 0631790	0.00	68.96
A101.00	387083	05/25/22	32942	ADVANCED IMAGING SO	01005850302000	370	LEASE 06.08 0631790	0.00	34.15
TOTAL CHECK									4,500.88
A101.00	387084	05/25/22	33537	ALEXANDER GIRALDO	01005640316000	430	SPANISH IMMERSION B	0.00	126.91
A101.00	387084	05/25/22	33537	ALEXANDER GIRALDO	01005640316000	305	COUNSULTING SERVICE	0.00	1,690.00
TOTAL CHECK									1,816.91
A101.00	387085	05/25/22	19896	AMAZON CAPITAL SERV	015272030000054	430	GRADE 4 SUPPLY ORDE	0.00	962.57
A101.00	387085	05/25/22	19896	AMAZON CAPITAL SERV	015272030000000	401	EOY/ SUPPLIES	0.00	194.04
A101.00	387085	05/25/22	19896	AMAZON CAPITAL SERV	015272580000000	430	MUSIC INSTRUCTIONAL	0.00	54.65
TOTAL CHECK									1,211.26
A101.00	387086	05/25/22	33598	ANN MANCHENA	01005420140000	389	RECOVERY SERVICE RE	0.00	400.00
A101.00	387088	05/25/22	23754	AQUA LOGIC	010198100000815	401	POOL DRAIN COVERS	0.00	4,676.00
A101.00	387089	05/25/22	00500	ASTLEFORD INTERNATI	01009760720000	402	GEAR CORE	0.00	-450.00
A101.00	387089	05/25/22	00500	ASTLEFORD INTERNATI	01009760720000	402	GEAR	0.00	1,171.04
A101.00	387089	05/25/22	00500	ASTLEFORD INTERNATI	01009760720000	402	BELT	0.00	306.32
TOTAL CHECK									1,027.36
A101.00	387090	05/25/22	05628	AUTO PLUS PARTS	01009760720000	402	OIL FILTERS	0.00	13.95

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 21  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387091	05/25/22	12067	BARNES & NOBLE INC	01005620795000	470	NEWBRY BOOKS - EHS	0.00	9.00
A101.00	387092	05/25/22	24971	BATTERIES R US	01019810000000	401	LIFT BATTERIES	0.00	999.96
A101.00	387093	05/25/22	14652	BAUER BUILT INC	01009760720000	403	STTER TIRES	0.00	3,074.20
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,400.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	840.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,365.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	810.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	700.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	737.50
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	405.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	405.00
A101.00	387094	05/25/22	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	6,662.50
A101.00	387095	05/25/22	33599	BEN LENTZ	01005420140000	389	RECOVERY SERVICE RE	0.00	400.00
A101.00	387096	05/25/22	28129	BRAUN INTERTEC CORP	01528865384000	305	CS-SITE IMPROVEMENT	0.00	440.00
A101.00	387096	05/25/22	28129	BRAUN INTERTEC CORP	01532865384000	305	CV-SITE IMPROVEMENT	0.00	440.00
A101.00	387096	05/25/22	28129	BRAUN INTERTEC CORP	01021865384000	305	EHS-SITE IMPROVEMEN	0.00	440.00
A101.00	387097	05/25/22	10501	BSI MECHANICAL INC	01008810000000	350	BOILER TUNE UP	0.00	1,500.00
A101.00	387097	05/25/22	10501	BSI MECHANICAL INC	01008810000000	350	CREDIT AGAINST 5223	0.00	-400.00
A101.00	387098	05/25/22	30745	BUSHIVE INC	01009760720000	405	OFFICE USER LICENSE	0.00	5,100.00
A101.00	387099	05/25/22	20277	AVAIL ACADEMY	01005204414011	303	AA PMT - PD SERVICE	0.00	900.00
A101.00	387100	05/25/22	24945	CENTURYLINK	01005620000000	320	DO 05/01/22-05/31/2	0.00	780.00
A101.00	387100	05/25/22	24945	CENTURYLINK	01019810000000	320	SV 05/01/22-05/31/2	0.00	541.73
A101.00	387100	05/25/22	24945	CENTURYLINK	01532810000000	320	CV 05/10/22-06/09/2	0.00	134.89
A101.00	387100	05/25/22	24945	CENTURYLINK	01008810000000	320	ECC 05/01/22-05/31/	0.00	501.13
A101.00	387100	05/25/22	24945	CENTURYLINK	01021810000000	320	EHS 05/10/22-06/09/	0.00	390.40
A101.00	387100	05/25/22	24945	CENTURYLINK	01020810000000	320	VV 05/10/22-06/09/2	0.00	303.64
A101.00	387100	05/25/22	24945	CENTURYLINK	01529810000000	320	HL 05/01/22-05/31/2	0.00	426.75
A101.00	387100	05/25/22	24945	CENTURYLINK	01528810000000	320	CS 05/01/22-05/31/2	0.00	257.24
A101.00	387100	05/25/22	24945	CENTURYLINK	01009760720000	320	BUS 05/04/22-06/03/	0.00	127.28
A101.00	387100	05/25/22	24945	CENTURYLINK	01005620000000	320	DO 05/01/22-05/31/2	0.00	89.00
A101.00	387100	05/25/22	24945	CENTURYLINK	01526810000000	320	CC 05/01/22-05/31/2	0.00	154.48
A101.00	387100	05/25/22	24945	CENTURYLINK	01527810000000	320	CN 05/01/22-05/31/2	0.00	309.56
A101.00	387102	05/25/22	33509	CHRISTINE JOHNSON	01005211320000	305	INDIAN ED CONSULTAN	0.00	4,016.10
A101.00	387103	05/25/22	20648	CHURCH OF ST PATRIC	01005206414011	335	TITLE II RENT - FIN	0.00	2,500.00
A101.00	387104	05/25/22	32814	COMCAST CABLE MANAG	01005630000000	320	MAY22 - INTERNET FE	0.00	450.00
A101.00	387104	05/25/22	32814	COMCAST CABLE MANAG	01005630000000	320	MAY22 - INTERNET FE	0.00	19.90

PAGE NUMBER: 22  
ACCTPA21

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387105	05/25/22	01510	CURRICULUM ASSOCIAT	01532203000000	430	QUICK WORD HANDBOOK	0.00	149.00
A101.00	387105	05/25/22	01510	CURRICULUM ASSOCIAT	01532203000000	430	ESTIMATED SHIPPING/	0.00	17.88
TOTAL CHECK									
A101.00	387106	05/25/22	33608	DAVID MATYI	01021294000650	302	BASEBALL: NEW PRAGU	0.00	83.00
A101.00	387107	05/25/22	33604	DEBRA WYMAN	01	L215.10	SS/MEDIC TAX REFUND	0.00	12.19
A101.00	387108	05/25/22	17950	DELEGARD TOOL COMPA	01021292000000	401	ZIP TIES SUPPLY	0.00	306.20
A101.00	387109	05/25/22	33605	ELLA WILLIAMS	01019291000256	305	COSTUME SERVICES	0.00	700.00
A101.00	387110	05/25/22	33210	ERIN NELSON	01005400000000	305	TECH CONSULTANT	0.00	978.00
A101.00	387111	05/25/22	32819	FINALSITE	01005109000000	305	WEBSITE SUB-DOMAIN	0.00	1,500.00
A101.00	387112	05/25/22	25849	SHRED-IT USA	01019050000000	305	SHREDDING SERVICES	0.00	407.88
A101.00	387113	05/25/22	19383	FRANKLINCOVEY CLIEN	01532203000000	430	QUOTE FOR LEADER IN	0.00	1,913.62
A101.00	387113	05/25/22	19383	FRANKLINCOVEY CLIEN	01532203000000	430	ESTIMATED SHIPPING/	0.00	164.76
TOTAL CHECK									
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	154.00
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	154.00
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	770.00
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	616.00
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	10,000.00
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	4,312.00
A101.00	387114	05/25/22	30242	FRASER CHILD AND FA	01005400000000	394	CONSULT-PSYCHOTHERA	0.00	462.00
TOTAL CHECK									
A101.00	387115	05/25/22	18200	GENERAL SECURITY SE	01005810000000	305	EHS-PATROL RESPONSE	0.00	35.00
A101.00	387115	05/25/22	18200	GENERAL SECURITY SE	01005810000000	305	SV-PATROL RESPONSE	0.00	35.00
A101.00	387115	05/25/22	18200	GENERAL SECURITY SE	01005810000000	305	BUS-PATROL RESPONSE	0.00	35.00
TOTAL CHECK									
A101.00	387116	05/25/22	09346	GRAINGER	01009760720000	401	TRAFFIC SIGNS	0.00	147.18
A101.00	387116	05/25/22	09346	GRAINGER	01005810000820	401	DW - KEYED PADLOCKS	0.00	175.70
TOTAL CHECK									
A101.00	387117	05/25/22	33550	HASSE FAMILY ENTERP	01005400000000	305	PETTING ZOO FINAL P	0.00	1,150.00
A101.00	387119	05/25/22	03263	HOGLUND BUS CO INC	01009760720000	351	BUS REPAIR - NW	0.00	275.93
A101.00	387120	05/25/22	21315	HORIZON COMMERCIAL	01019810000815	401	UV POOL SUPPLY	0.00	1,649.70
A101.00	387120	05/25/22	21315	HORIZON COMMERCIAL	01019810000815	401	POOL CHEMICALS	0.00	1,774.96
TOTAL CHECK									
A101.00	387122	05/25/22	22560	INTELLIGERE LLC	01005219317000	358	INTERPRETER-ML	0.00	162.50
A101.00	387122	05/25/22	22560	INTELLIGERE LLC	01005420419000	358	INTERPRETER-SPED	0.00	500.00
TOTAL CHECK									



SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 24  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387146	05/25/22	22660	MIDWEST BUS PARTS I	01009760720000	402	CONNECTORS	0.00	93.46
A101.00	387146	05/25/22	22660	MIDWEST BUS PARTS I	01009760720000	402	SEAT FOAM	0.00	239.28
TOTAL CHECK									332.74
A101.00	387147	05/25/22	33274	MINNEGASS LLC	01009760720000	350	WINDSHIELD-DODGE VA	0.00	374.70
A101.00	387149	05/25/22	14572	MUSIC IS ELEMENTARY	01527258000000	430	MUSIC INSTRUCTIONAL	0.00	285.60
A101.00	387150	05/25/22	11532	MUSIC THEATRE INTER	01021211000256	430	DISNEY'S THE LION K	0.00	160.00
A101.00	387150	05/25/22	11532	MUSIC THEATRE INTER	01021211000256	430	DISNEY'S LION KING	0.00	795.00
A101.00	387150	05/25/22	11532	MUSIC THEATRE INTER	01021211000256	430	ADDITIONAL MATERIAL	0.00	399.00
A101.00	387150	05/25/22	11532	MUSIC THEATRE INTER	01021211000256	430	ADDITIONAL MATERIAL	0.00	75.00
A101.00	387150	05/25/22	11532	MUSIC THEATRE INTER	01021211000256	430	ESTIMATED SHIPPING/	0.00	45.00
TOTAL CHECK									1,474.00
A101.00	387151	05/25/22	23177	NCS PEARSON INC	01005420419000	401	#30866 - BASC-3 Q-G	0.00	82.50
A101.00	387152	05/25/22	22535	NEW DOMINION SCHOOL	01005211000000	390	APR22-GEN ED TUITIO	0.00	1,589.00
A101.00	387152	05/25/22	22535	NEW DOMINION SCHOOL	01005408740000	393	APR22-SPED TUITIO	0.00	4,518.80
TOTAL CHECK									6,107.80
A101.00	387153	05/25/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - W.P.	0.00	75.00
A101.00	387153	05/25/22	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT - T.H.	0.00	75.00
TOTAL CHECK									150.00
A101.00	387154	05/25/22	33607	ODP BUSINESS SOLUTI	01526203000000	401	OFFICE SUPPLIES	0.00	207.52
A101.00	387155	05/25/22	30447	OPG-3 INC	01005870795000	405	LASERFICHE MIGRATIO	0.00	1,110.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	EHS-MAY22 SERVICES	0.00	95.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	ECC-MAY22 SERVICES	0.00	55.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	BUNKER-MAY22 SERVIC	0.00	60.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CN-MAY22 SERVICES	0.00	65.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	ND-MAY22 SERVICES	0.00	65.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	HL-MAY22 SERVICES	0.00	65.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CS-MAY22 SERVICES	0.00	65.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CC-MAY22 SERVICES	0.00	65.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	CV-MAY22 SERVICES	0.00	65.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	VV-MAY22 SERVICES	0.00	80.00
A101.00	387156	05/25/22	28451	ORKIN COMMERCIAL SE	01005810000000	305	SV-MAY22 SERVICES	0.00	80.00
TOTAL CHECK									760.00
A101.00	387157	05/25/22	33525	PRESENCELEARNING, I	01526401740000	305	APR22-SP/LA CONSULT	0.00	4,034.33
A101.00	387158	05/25/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	387158	05/25/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
A101.00	387158	05/25/22	33464	PROCARE THERAPY	01535412740000	394	OT CONSULT-ECSE SPE	0.00	2,294.10
TOTAL CHECK									6,882.30
A101.00	387159	05/25/22	32612	PROJECT LEAD THE WA	01005640316000	366	INTRODUCTION TO ENG	0.00	2,400.00
A101.00	387160	05/25/22	33495	PROPTIO LANGUAGE SER	01005790000000	358	APR22-INTERPRETER	0.00	135.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 25  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	387161	05/25/22	30398	PTM DOCUMENT SYSTEM	01005110000000	401	PTM603L DOUBLE WIND	0.00	760.00
A101.00	387161	05/25/22	30398	PTM DOCUMENT SYSTEM	01005110000000	401	ESTIMATED SHIPPING/	0.00	178.96
TOTAL CHECK								0.00	938.96
A101.00	387162	05/25/22	25364	RAINDROP IRRIGATION	010218100000820	401	EHS-SPRINKLER START	0.00	287.50
A101.00	387162	05/25/22	25364	RAINDROP IRRIGATION	010208100000820	401	VV-SPRINKLER STARTU	0.00	287.50
A101.00	387162	05/25/22	25364	RAINDROP IRRIGATION	010088100000820	401	ECC-SPRINKLER START	0.00	335.00
A101.00	387162	05/25/22	25364	RAINDROP IRRIGATION	010198100000820	401	SV-SPRINKLER STARTU	0.00	335.00
A101.00	387162	05/25/22	25364	RAINDROP IRRIGATION	015268100000820	401	CC-SPRINKLER STARTU	0.00	335.00
A101.00	387162	05/25/22	25364	RAINDROP IRRIGATION	010218100000820	401	BUS-SPRINKLER START	0.00	485.00
TOTAL CHECK								0.00	2,065.00
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01021865349000	305	EHS-BULB RECYCLING	0.00	234.12
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01528865349000	305	CS-BULB RECYCLING	0.00	165.00
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01527865349000	305	CN-BULB RECYCLING	0.00	165.00
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01019865349000	305	SV-BULB RECYCLING	0.00	165.00
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01532865349000	305	CV-BULB RECYCLING	0.00	165.00
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01526865349000	305	CC-BULB RECYCLING	0.00	165.00
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01020865349000	305	CV-BULB RECYCLING	0.00	168.20
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01008865349000	305	ECC-BULB RECYCLING	0.00	171.20
A101.00	387163	05/25/22	21719	RECYCLE TECHNOLOGIE	01529865349000	305	HL-BULB RECYCLING	0.00	75.40
TOTAL CHECK								0.00	1,473.92
A101.00	387164	05/25/22	31129	RELATE COUNSELING C	01005400000000	394	CHEM HEALTH-#8 OF 1	0.00	2,880.00
A101.00	387165	05/25/22	33373	RESEARCH INSTITUTE	01005420140000	389	SMARTS RECOVERY SAL	0.00	295.00
A101.00	387167	05/25/22	26986	ROBERT HALF TECHNOL	01005720170000	303	HR TEMP HOURS - L.B	0.00	654.53
A101.00	387168	05/25/22	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SPED MT	0.00	40.00
A101.00	387168	05/25/22	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SPED MT	0.00	40.00
TOTAL CHECK								0.00	80.00
A101.00	387169	05/25/22	33594	ROSE CHU --- PLUM B	0100550200000000	305	ASIAN LISTEN SESSIO	0.00	3,000.00
A101.00	387169	05/25/22	33594	ROSE CHU --- PLUM B	01021211000000	305	ASIAN LISTEN SESSIO	0.00	3,000.00
TOTAL CHECK								0.00	6,000.00
A101.00	387170	05/25/22	30782	SAFEGUARD BUSINESS	0102105000000000	401	150 DEPOSIT TICKETS	0.00	75.02
A101.00	387172	05/25/22	33596	SAMANTHA BECKER	01021211000000	145	SUBSTITUTE TEACHING	0.00	121.88
A101.00	387173	05/25/22	32832	SCHOOL SPECIALTY, L	01528230302160	530	FURNITURE/SUPPLIES	0.00	4,143.08
A101.00	387173	05/25/22	32832	SCHOOL SPECIALTY, L	01528230302160	530	FURNITURE PURCHASE	0.00	859.06
A101.00	387173	05/25/22	32832	SCHOOL SPECIALTY, L	01532203000000	430	WORDS 1 USE WHEN 1	0.00	231.20
A101.00	387173	05/25/22	32832	SCHOOL SPECIALTY, L	01532203000000	430	ESTIMATED SHIPPING/	0.00	34.68
A101.00	387173	05/25/22	32832	SCHOOL SPECIALTY, L	01532203000000	430	SCHOOL SMART CHART	0.00	46.10
A101.00	387173	05/25/22	32832	SCHOOL SPECIALTY, L	01532203000000	430	SCHOOL SMART DRY ER	0.00	216.40
TOTAL CHECK								0.00	5,530.52
A101.00	387174	05/25/22	33138	SHEEHY CONSTRUCTION	01021211000000	350	INSTALL HEPA FILTER	0.00	2,726.17

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 26  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387175	05/25/22	17725	SIGNUM SIGNS AND GR	01005605335000	401	NAME PLATE - A.H.	0.00	20.00
A101.00	387176	05/25/22	33371	SOLIANI HEALTH LLC	01005410740000	394	SPED SLP CONTRACT S	0.00	2,964.00
A101.00	387176	05/25/22	33371	SOLIANI HEALTH LLC	01005410740000	394	SPED SLP CONTRACT S	0.00	2,340.00
TOTAL CHECK								0.00	5,304.00
A101.00	387177	05/25/22	16427	SOUTHPAW ENTERPRISE	01528402740000	433	#15004 - STEAMROLLE	0.00	307.50
A101.00	387177	05/25/22	16427	SOUTHPAW ENTERPRISE	01528403740000	433	#15004 - STEAMROLLE	0.00	307.50
A101.00	387177	05/25/22	16427	SOUTHPAW ENTERPRISE	01528402740000	433	ESTIMATED SHIPPING/	0.00	43.05
A101.00	387177	05/25/22	16427	SOUTHPAW ENTERPRISE	01528403740000	433	ESTIMATED SHIPPING/	0.00	43.05
TOTAL CHECK								0.00	701.10
A101.00	387178	05/25/22	27919	SOUTHWEST METRO	01005211000000	390	ED SERVICES IN C&T	0.00	3,248.32
A101.00	387179	05/25/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	1,834.75
A101.00	387179	05/25/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	1,790.00
A101.00	387179	05/25/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	1,924.25
A101.00	387179	05/25/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	2,013.75
A101.00	387179	05/25/22	31140	SUNBELT STAFFING LL	01005420740000	394	SPED OT CONTRACT SE	0.00	1,566.25
TOTAL CHECK								0.00	9,129.00
A101.00	387180	05/25/22	24412	SUNDE LAND SURVEYIN	01528865384000	305	ALTA/NPS SURVEY WIT	0.00	7,134.55
A101.00	387180	05/25/22	24412	SUNDE LAND SURVEYIN	01528865384000	305	ALTA/NPS SURVEY WIT	0.00	8,803.97
TOTAL CHECK								0.00	15,938.52
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01008810000820	401	ECC-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01526810000820	401	CC-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01019810000820	401	CV-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01005810000820	401	DW-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01021810000820	401	EHS-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01020810000820	401	VV-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01529810000820	401	HL-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01528810000820	401	CS-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01527810000820	401	CN-FERTILIZER/SEED	0.00	214.84
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01008810000820	401	ECC - FERTILIZER/SE	0.00	370.88
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01526810000820	401	CC - FERTILIZER/SEE	0.00	370.88
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01019810000820	401	SV - FERTILIZER/SEE	0.00	370.89
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01005810000820	401	DW - FERTILIZER/SEE	0.00	370.89
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01021810000820	401	EHS - FERTILIZER/SE	0.00	370.89
A101.00	387181	05/25/22	17019	THE TESSMAN COMPANY	01020810000820	401	VV - FERTILIZER/SEE	0.00	370.89
TOTAL CHECK								0.00	4,373.72
A101.00	387182	05/25/22	33417	THRIVE ED	01005400000093	305	PROFESSIONAL DEVELOP	0.00	6,500.00
A101.00	387184	05/25/22	27819	T-MOBILE	01021810000000	320	EHS MAINT - MAY22	0.00	6.08
A101.00	387184	05/25/22	27819	T-MOBILE	01020810000000	320	VV MAINT - MAY22	0.00	18.38
A101.00	387184	05/25/22	27819	T-MOBILE	01009760720000	320	BUS - MAY22	0.00	18.38
A101.00	387184	05/25/22	27819	T-MOBILE	01005630000000	320	DMTS - MAY22	0.00	180.74
A101.00	387184	05/25/22	27819	T-MOBILE	01526050000000	320	CC - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01020050000000	320	VV - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01021050000000	320	EHS - MAY22	0.00	22.26

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 27  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	387184	05/25/22	27819	T-MOBILE	01529050000000	320	HL - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01529810000000	320	HL MAINT - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01533050000000	320	ND - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01019050000000	320	SV - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01527050000000	320	CN - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01528050000000	320	CS - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01532050000000	320	CV - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	01532810000000	320	CV MAINT - MAY22	0.00	23.12
A101.00	387184	05/25/22	27819	T-MOBILE	01528810000000	320	CS MAINT - MAY22	0.00	34.56
A101.00	387184	05/25/22	27819	T-MOBILE	01005810000000	320	ECC MAINT - MAY22	0.00	34.56
A101.00	387184	05/25/22	27819	T-MOBILE	01005420419000	320	ECSE - MAY22	0.00	110.28
A101.00	387184	05/25/22	27819	T-MOBILE	01527810000000	320	CN MAINT - MAY22	0.00	62.62
A101.00	387184	05/25/22	27819	T-MOBILE	01005810000000	320	B&G - MAY22	0.00	63.90
A101.00	387184	05/25/22	27819	T-MOBILE	01019810000000	320	SV MAINT - MAY22	0.00	51.60
A101.00	387184	05/25/22	27819	T-MOBILE	01005420419000	320	SPED - MAY22	0.00	34.56
A101.00	387184	05/25/22	27819	T-MOBILE	01526810000000	320	CC MAINT - MAY22	0.00	35.42
A101.00	387184	05/25/22	27819	T-MOBILE	01526810000000	320	CC MAINT - MAY22	0.00	35.42
TOTAL CHECK								0.00	909.96
A101.00	387185	05/25/22	28897	TONENWORKS MUSIC THE	01005420740000	394	MAR22-MUSIC THERAPY	0.00	4,875.00
A101.00	387186	05/25/22	33519	TRUDY ARRIAGA	01005204414011	303	CULTURAL PROFICIENC	0.00	4,200.00
A101.00	387186	05/25/22	33519	TRUDY ARRIAGA	01005010000000	305	CULTURAL PROFICIENC	0.00	3,750.00
TOTAL CHECK								0.00	7,950.00
A101.00	387187	05/25/22	33548	TUTORME, LLC	01005420140000	389	RECOVERY SERV TUTOR	0.00	9,300.00
A101.00	387188	05/25/22	23013	UNIVERSITY LANGUAGE	01005790000000	358	INTERPRETER-GEN ED	0.00	926.76
A101.00	387188	05/25/22	23013	UNIVERSITY LANGUAGE	01005790000000	358	INTERPRETER-GEN ED	0.00	870.63
A101.00	387188	05/25/22	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPED	0.00	1,140.68
A101.00	387188	05/25/22	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SPED	0.00	82.50
TOTAL CHECK								0.00	3,020.57
A101.00	387190	05/25/22	20657	VALLEYFAIR GROUP SA	010212110000240	369	8TH GRD FIELD TRIP	0.00	5,902.00
A101.00	387191	05/25/22	14932	WASTE MANAGEMENT OF	010218100000000	332	SV 05/01/22-05/15/2	0.00	880.08
A101.00	387192	05/25/22	05410	XCEL ENERGY	010198100000000	330	SV 04/14/22-05/15/2	0.00	5,007.47
A101.00	387193	05/25/22	31197	YIPPY CLEM	01005420740000	358	INTERPRETER-SPED	0.00	40.00
A101.00	387194	05/25/22	33134	YMCA - MINNEAPOLIS	010050200000000	305	COMMUNITY ENGAGEMENT	0.00	20,000.00
A101.00	387195	05/25/22	33606	YOHURU WILLIAMS & A	010212110000000	305	STAFF PRESENTATION	0.00	3,500.00
A101.00	387196	05/25/22	07975	ZANER-BLOSER	015322030000000	430	HANDWRITING 2016 2C	0.00	1,430.00
A101.00	387196	05/25/22	07975	ZANER-BLOSER	015322030000000	430	ESTIMATED SHIPPING/	0.00	128.70
TOTAL CHECK								0.00	1,558.70
A101.00	V17210	05/03/22	E20392	AMY L ANDERSON	015262600000000	430	SCIENCE MATERIALS	0.00	77.63
A101.00	V17212	05/03/22	E6495	ALFRED L BLISS	010052037970000	291	MEDICARE REIMB	0.00	510.30
A101.00	V17212	05/03/22	E6495	ALFRED L BLISS	010052037970000	291	SUPPLEMENT REIMB	0.00	820.50

PAGE NUMBER: 28  
ACCTPA21

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK									
A101.00	V17214	05/03/22	E11637	ADAM P DUFFY	01005630000000	320	APR22 CELL PHONE	0.00	1,330.80
A101.00	V17215	05/03/22	E9885	ERICA S GARDNER	01019291000256	490	MUSICAL SNACKS	0.00	50.00
A101.00	V17215	05/03/22	E9885	ERICA S GARDNER	01019291000256	401	MUSICAL SUPPLIES	0.00	197.89
TOTAL CHECK									
A101.00	V17216	05/03/22	E5653	SCOTT H HIPPIE	01005810000000	320	APR22 CELL PHONE	0.00	211.06
A101.00	V17217	05/03/22	E7256	CHRISTOPHER I HOLDE	01533050000000	320	JUN-DEC21 CELL PHON	0.00	408.95
A101.00	V17218	05/03/22	E14116	THOMAS J JOHNSTON	01005630000000	366	APR22 MILEAGE	0.00	43.73
A101.00	V17218	05/03/22	E14116	THOMAS J JOHNSTON	01005630000000	320	APR22 CELL PHONE	0.00	115.00
TOTAL CHECK									
A101.00	V17219	05/03/22	E12494	DANA M ROTH	01019291000263	401	SLT SUPPLIES	0.00	7.02
A101.00	V17219	05/03/22	E12494	DANA M ROTH	01019250000000	430	FACS SUPPLIES	0.00	47.47
TOTAL CHECK									
A101.00	V17220	05/03/22	E13831	ZHUO WANG	01019211000240	490	CHINESE LUNCH BUFFE	0.00	54.49
A101.00	V17221	05/03/22	E10047	MARGARET B WERNESS	01533260000000	430	SCIENCE MATERIALS	0.00	192.92
A101.00	V17222	05/11/22	E13493	KAREN L BERGMAN	01528050000000	320	JUL-DEC21 CELL PHON	0.00	477.75
A101.00	V17224	05/11/22	E14643	LORI J CARTER	01019050000000	490	MEETING DRINKS	0.00	670.67
A101.00	V17225	05/11/22	E20008	ROBIN J DAYNEKO	01021211000450	401	GRADUATION SUPPLIES	0.00	74.30
A101.00	V17225	05/11/22	E20008	ROBIN J DAYNEKO	01021211000450	490	GRADUATION FOOD	0.00	84.86
TOTAL CHECK									
A101.00	V17226	05/11/22	E7011	MARK A DEYOUNG	01526050000000	320	APR22 CELL PHONE	0.00	27.96
A101.00	V17227	05/11/22	E20560	GREGORY J GUSWILER	01005640316000	490	TEACHER APPREC SNAC	0.00	112.82
A101.00	V17228	05/11/22	E15399	ZACH R HORN	01020291000251	305	CHOREOGRPAHY SERVIC	0.00	54.08
A101.00	V17229	05/11/22	E21606	ANNE B NAAS	01005020000000	366	CONFERENCE MILEAGE	0.00	395.73
A101.00	V17230	05/11/22	E21048	BAILLIE MORGAN NASH	01005110000000	366	MASBO CONF EXPENSES	0.00	405.00
A101.00	V17233	05/18/22	E21665	ADELINE APERS	015332300000096	305	ND FRENCH INTERN PA	0.00	179.01
A101.00	V17234	05/18/22	E21122	JOSEPH S BARNES	01021640316000	366	MTLE TEST REGISTRY	0.00	412.24
A101.00	V17235	05/18/22	E13493	KAREN L BERGMAN	01528050000000	320	JAN-APR22 CELL PHON	0.00	620.00
A101.00	V17236	05/18/22	E15165	MEGHAN K BRAUTIGAM	01005640316000	366	MCTM CONF EXPENSES	0.00	136.95
A101.00	V17237	05/18/22	E21667	JUSTINE BRISSON	015332300000096	305	ND FRENCH INTERN PA	0.00	221.31
TOTAL CHECK									
A101.00	V17237	05/18/22	E21667	JUSTINE BRISSON	015332300000096	305	ND FRENCH INTERN PA	0.00	693.49
TOTAL CHECK									
A101.00	V17237	05/18/22	E21667	JUSTINE BRISSON	015332300000096	305	ND FRENCH INTERN PA	0.00	620.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 29  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	---DESCRIPTION----	SALES TAX	AMOUNT
A101.00	V17238	05/18/22	E21097	ANNA CALIPEL	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17239	05/18/22	E10192	JENNIFFER M CARTER	01021211000000	490	CLERICAL APPREC FOO	0.00	168.24
A101.00	V17240	05/18/22	E21668	ALIZEE CHAMPIOT	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17241	05/18/22	E15078	RA CHHOTH	01005110000000	320	MAY22 CELL PHONE	0.00	45.00
A101.00	V17242	05/18/22	E21771	LENNIE CLEMENT	01020230000096	305	VV FRENCH INTERN PA	0.00	620.00
A101.00	V17243	05/18/22	E9407	BRETT COPE	01005810000000	320	MAR-APR22 CELL PHON	0.00	70.00
A101.00	V17244	05/18/22	E13042	BRADLEY G DAHLMAN	01021211000000	490	CLERICAL APPREC FOO	0.00	31.47
A101.00	V17245	05/18/22	E21676	MOHAMEDAMIN DAMEZ	01020230000096	305	EHS FRENCH INTERN P	0.00	620.00
A101.00	V17246	05/18/22	E11091	SHAWN G DRAVES	01021810000000	320	APR22 CELL PHONE	0.00	65.00
A101.00	V17247	05/18/22	E20774	VALERIE D EVANS	01005110000000	366	MASBO CONF EXPENSES	0.00	680.06
A101.00	V17248	05/18/22	E21675	JUSTIN GARCIA	01020230000096	305	EHS FRENCH INTERN P	0.00	620.00
A101.00	V17249	05/18/22	E21770	ALICIA HERUBEL	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17250	05/18/22	E15489	AUSTIN G HOCHSTETLE	01005720000000	366	MASE MILEAGE	0.00	152.10
A101.00	V17250	05/18/22	E15489	AUSTIN G HOCHSTETLE	01005720000000	320	MAR-MAY22 CELL PHON	0.00	135.06
TOTAL CHECK									287.16
A101.00	V17251	05/18/22	E13763	JULIE M GABRIELSON	010058500000830	320	MAY22 CELL PHONE	0.00	9.48
A101.00	V17252	05/18/22	E21107	PAULINE KREMER	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17253	05/18/22	E6348	KELLY E LEINFELDER-	01529203000000	366	DP ENVIRONMENTAL CA	0.00	205.92
A101.00	V17254	05/18/22	E9656	THOMAS LYMAN	01528810000000	320	MAY22 CELL PHONE	0.00	65.00
A101.00	V17255	05/18/22	E21674	SACHA MANCEAUX	01020230000096	305	VV FRENCH INTERN PA	0.00	620.00
A101.00	V17256	05/18/22	E10299	NICOLE S MCCLURE	01528203000096	433	ADV ACADEMICS SUPPL	0.00	25.25
A101.00	V17256	05/18/22	E10299	NICOLE S MCCLURE	01528203000096	433	YOUNG SCHOLARS SUPP	0.00	28.20
TOTAL CHECK									53.45
A101.00	V17257	05/18/22	E21784	LOLITA MOREL	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17258	05/18/22	E14119	MARY K O'KEEFE	01527203000055	430	SCIENCE INVESTIGATI	0.00	49.07
A101.00	V17259	05/18/22	E12507	BETONY L OSBORNE	01019211000096	490	7TH GRD BAGUETTE FO	0.00	94.93
A101.00	V17260	05/18/22	E15521	MEGAN PALMER	01019211000096	820	ASBDA MEMBERSHIP FE	0.00	85.00
A101.00	V17261	05/18/22	E21673	ROMANE PEJOUX	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 30  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V17262	05/18/22	E7258	DEBORAH M PEKAREK	01529203000000	460	CLASSROOM BOOKS	0.00	48.95
A101.00	V17262	05/18/22	E7258	DEBORAH M PEKAREK	01529203000000	460	MHL BOOKS	0.00	21.97
TOTAL CHECK								0.00	70.92
A101.00	V17263	05/18/22	E21783	GAELE PENGRECH	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17264	05/18/22	E21105	MARGOT PUERTOLAS	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17265	05/18/22	E21664	JULIETTE RIBOULET	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17266	05/18/22	E8384	BETH RUSSELL	01005203797000	291	SUPPL REIMB SPOUSE	0.00	672.00
A101.00	V17266	05/18/22	E8384	BETH RUSSELL	01005203797000	291	SUPPLEMENT REIMB	0.00	1,188.00
A101.00	V17266	05/18/22	E8384	BETH RUSSELL	01005203797000	291	MEDICARE REIMB SPOU	0.00	2,494.80
A101.00	V17266	05/18/22	E8384	BETH RUSSELL	01005203797000	291	MEDICARE REIMB	0.00	2,575.20
TOTAL CHECK								0.00	6,930.00
A101.00	V17267	05/18/22	E14126	SHANNON E SEAVER	01005640316000	366	MCTM CONF EXPENSES	0.00	829.01
A101.00	V17268	05/18/22	E21101	LEA SEQUIER	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17269	05/18/22	E14813	MELODY M SNYDER	01020258000250	430	CONCERT SUPPLIES	0.00	69.21
A101.00	V17270	05/18/22	E8436	LYNN L SOSNOWSKI	010212960000667	369	ELITE MEET ENTRY FE	0.00	70.00
A101.00	V17270	05/18/22	E8436	LYNN L SOSNOWSKI	010212940000667	369	ELITE MEET ENTRY FE	0.00	70.00
TOTAL CHECK								0.00	140.00
A101.00	V17271	05/18/22	E9426	TROY STEIN	01005292000000	320	JUL21-MAR22 CELL PH	0.00	585.00
A101.00	V17272	05/18/22	E20992	ANN MONSOUR STEWART	01532640316000	366	RC SUMMER INSTITUTE	0.00	859.00
A101.00	V17273	05/18/22	E21764	DAAN VANTIL	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17274	05/18/22	E21669	LAURA VOULGRE	01533230000096	305	ND FRENCH INTERN PA	0.00	620.00
A101.00	V17275	05/18/22	E13831	ZHUO WANG	01020211000240	490	CHINESE BUFFET TRIP	0.00	929.38
A101.00	V17276	05/18/22	E20440	LYNNEA K WEST	01005630000000	366	ITEM CONF MILEAGE	0.00	87.75
A101.00	V17277	05/18/22	E21092	LISA KAY PARADISE	01005110000000	366	MASBO CONF EXPENSES	0.00	458.13
A101.00	V17278	05/25/22	E10192	JENNIFER M CARTER	01021050000000	320	DEC21-APR22 CELL PH	0.00	244.07
A101.00	V17279	05/25/22	E14643	LORI J CARTER	01019211000000	401	PENCILS	0.00	83.98
A101.00	V17279	05/25/22	E14643	LORI J CARTER	01019291000263	490	SPRING FEST FOOD	0.00	35.62
TOTAL CHECK								0.00	119.60
A101.00	V17280	05/25/22	E7859	BRENDA K DOLAN	01532203000000	401	CLASSROOM SUPPLIES	0.00	237.27
A101.00	V17281	05/25/22	E8716	SUSAN ENGEN	01019230000000	401	FOAM CUPS	0.00	5.37
A101.00	V17282	05/25/22	E8821	AMY E FAIRWEATHER	01535412740000	366	MAR-APR22 MILEAGE	0.00	142.80



SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 31  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V17283	05/25/22	E20412	JOSHUA R FREMDER	01019291000256	305	CHOREOGRAPHY SERVIC	0.00	1,400.00
A101.00	V17284	05/25/22	E9885	ERICA S GARDNER	01021291000256	305	MUSICAL DRY CLEANIN	0.00	603.37
A101.00	V17285	05/25/22	E14117	ERIC D HAMILTON	01005810000000	366	JAN-APR22 MILEAGE	0.00	318.47
A101.00	V17286	05/25/22	E6627	JENNIFER A JOHNSON	01021050000000	320	DEC21-APR22 CELL PH	0.00	193.54
A101.00	V17287	05/25/22	E14842	MOLLIE M KAPING	01005420419000	366	APR22 MILEAGE	0.00	22.87
A101.00	V17289	05/25/22	E14466	RYAN D LONGLEY	01021260000000	430	BIOLOGY SEED LAB	0.00	42.04
A101.00	V17290	05/25/22	E13444	MOLLY E POOL	01528203000096	401	CLASSROOM SUPPLIES	0.00	29.99
A101.00	V17290	05/25/22	E13444	MOLLY E POOL	01528203000096	433	CLASSROOM SUPPLIES	0.00	128.37
	TOTAL CHECK							0.00	158.36
A101.00	V17291	05/25/22	E6347	COLLEEN A LUCK	01021260000000	430	CLASSROOM SUPPLIES	0.00	31.21
A101.00	V17293	05/25/22	E5755	TIMOTHY J RODEN	01008810000000	320	MAY22 CELL PHONE	0.00	65.00
A101.00	V17294	05/25/22	E9776	MEGAN B SCHNEIDER	01535412740000	366	MAR-APR22 MILEAGE	0.00	233.12
A101.00	V17295	05/25/22	E20760	ERIN ST. ORES	01535412740000	366	MAR-APR22 MILEAGE	0.00	220.56
	TOTAL CASH ACCOUNT							0.00	2,387,748.21
	TOTAL FUND							0.00	2,387,748.21

EDINA - LIVE  
CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

## FD - 02 - FOOD SERVICES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386758	05/03/22	21514	GENERAL PARTS LLC	02005770701000	350	COND MOTOR REPAIR	0.00	179.55
A101.00	386857	05/11/22	21514	GENERAL PARTS LLC	02005770701000	350	CONTROL SWITCH REPA	0.00	62.70
A101.00	386865	05/11/22	33580	HEIDI CHEN	02005770701000	R601	LUNCH ACCT REFUND	0.00	183.15
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-APR22 L	0.00	4,431.10
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770705000	305	MGMT LABOR-APR22 BK	0.00	5,448.34
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770701000	305	MGMT LABOR-APR22 LU	0.00	10,576.19
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770701000	305	APR22 OTHER A LA CA	0.00	24,840.04
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770705000	305	APR22 SUMMER BKF	0.00	44,904.47
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT DOD	0.00	222,709.85
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770701000	305	EPS CREDIT BBOX	0.00	-13,027.33
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-APR22 B	0.00	2,282.69
A101.00	386988	05/18/22	27269	CHARTWELLS DINING S	02005770705000	305	APR22 HOME MILK CHA	0.00	985.95
TOTAL CHECK								0.00	302,335.30
A101.00	387118	05/25/22	32182	HENRY ZHAO	02005770701000	R601	LUNCH ACCT REFUND	0.00	118.50
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	VWMS FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	CONCORD FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	CORNELIA FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	COUNTRYSIDE FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	CREEK VALLEY FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	CYBER CAFE SV FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	HIGH SCHOOL FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	HIGHLANDS FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	NORMANDALE FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	SOUTH VIEW FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	VALLEY VIEW FEE	0.00	40.00
A101.00	387148	05/25/22	15727	MINNESOTA DEPARTMEN	02005770707000	305	DE CAFE W FEE	0.00	40.00
TOTAL CHECK								0.00	480.00
TOTAL CASH ACCOUNT								0.00	303,359.20
TOTAL FUND								0.00	303,359.20

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 33  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386745	05/03/22	33254	CAMPBELLJONES & ASS	0400550321000	366	CULTURAL PROF 2	0.00	1,125.00
A101.00	386749	05/03/22	31583	CRAIG CROASTON	04005585362501	305	2ND HALF SPRING DIV	0.00	798.53
A101.00	386750	05/03/22	17793	CPI-CRISIS PREVENTI	04005570321000	305	CPI TRAINING	0.00	3,899.00
A101.00	386753	05/03/22	33370	DASH SPORTS LLC	0400558332000	401	JERSEYS	0.00	200.00
A101.00	386759	05/03/22	02825	GOPHER/PLAY WITH A	04533570321000	401	BASKETBALLS SET OF	0.00	85.46
A101.00	386764	05/03/22	E13486	CHERYL B GUNNESS	04005585362502	320	JAN-APR22 CELL PHON	0.00	114.86
A101.00	386769	05/03/22	32820	JAN HAGERMAN	04008505321502	305	411-344	0.00	220.50
A101.00	386773	05/03/22	31402	KAY ZUCCARO	04008505321503	305	404-177, 110-216/21	0.00	1,686.43
A101.00	386776	05/03/22	33421	KIRSTEN MADAUS	04008505321502	305	418-243	0.00	52.50
A101.00	386782	05/03/22	14105	MCEA	04005570321000	305	JOB POSTINGS	0.00	90.00
A101.00	386782	05/03/22	14105	MCEA	04005505321000	305	JOB POSTINGS	0.00	180.00
TOTAL CHECK									
A101.00	386783	05/03/22	04485	MCGRW-HILL SCHOOL	04001590351000	460	AVAIL-2122-703	0.00	882.81
A101.00	386783	05/03/22	04485	MCGRW-HILL SCHOOL	04001590351000	460	AVAIL-2122-701	0.00	698.12
A101.00	386783	05/03/22	04485	MCGRW-HILL SCHOOL	04001590351000	460	AVAIL-2122-703	0.00	1,875.99
A101.00	386783	05/03/22	04485	MCGRW-HILL SCHOOL	04001590351000	460	AVAIL-2122-701	0.00	84.00
TOTAL CHECK									
A101.00	386786	05/03/22	32944	MICHAEL YASIS	04005585362501	305	110-141/143, 328-13	0.00	798.53
A101.00	386797	05/03/22	32956	RIVER VALLEY DOGS L	04008505321502	305	214-229	0.00	49.50
A101.00	386801	05/03/22	93174	SAFEMWAY DRIVING SCH	04005585332000	305	100-117, 401-131	0.00	16,200.00
A101.00	386803	05/03/22	26346	TERRI VON FELDEN	04005585362501	305	2ND HALF SPR DIVING	0.00	1,074.94
A101.00	386806	05/03/22	22720	ANNA UNDERDAHL	04008505321502	305	411-328	0.00	364.00
A101.00	386807	05/03/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	524.91
A101.00	386807	05/03/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	667.37
A101.00	386807	05/03/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	948.82
A101.00	386807	05/03/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	972.49
A101.00	386807	05/03/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	1,640.28
A101.00	386807	05/03/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	997.67
TOTAL CHECK									
A101.00	386808	05/03/22	17571	WHOBODIES LLC	04005570321501	401	SUMMER SHIRTS	0.00	5,047.80
A101.00	386808	05/03/22	17571	WHOBODIES LLC	04005570321501	401	SUMMER SHIRTS	0.00	6,712.83
TOTAL CHECK									
A101.00	386828	05/11/22	33557	BJORN CYCLING LLC	04008505321502	305	502-445/446	0.00	200.00

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	386838	05/11/22	32821	CHESS & STRATEGY GA	0400558332000	305	425-333	0.00	924.00
A101.00	386847	05/11/22	33370	DASH SPORTS LLC	0400558332000	305	404-503	0.00	952.00
A101.00	386847	05/11/22	33370	DASH SPORTS LLC	0400558332000	305	404-501	0.00	892.50
TOTAL CHECK									
A101.00	386869	05/11/22	27194	INGINA LLC	0400558332000	305	SPR STEM	0.00	1,844.50
A101.00	386874	05/11/22	33567	JARED LITTLE	0400558332000	305	110-507/999	0.00	10,397.00
A101.00	386902	05/11/22	04485	MCGRAW-HILL SCHOOL	04001590351000	460	AVAIL - 2122-703	0.00	2,621.50
A101.00	386912	05/11/22	30174	MIKKONEN MUSIC LLC	0400558332000	305	APRIL MUSIC LESSONS	0.00	290.33
A101.00	386918	05/11/22	33147	MOLLIE MARTIN	0400558332000	305	103-511/513	0.00	7,290.00
A101.00	386957	05/11/22	27819	T-MOBILE	0400558332000	320	COMM ED - APR22	0.00	2,753.80
A101.00	386957	05/11/22	27819	T-MOBILE	0400558332000	401	FAM CTR 2 - APR22	0.00	6.08
A101.00	386957	05/11/22	27819	T-MOBILE	04526570321000	320	KC CC - APR22	0.00	40.16
A101.00	386957	05/11/22	27819	T-MOBILE	04527570321000	320	KC CN - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	04528570321000	320	KC CS - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	04529570321000	320	KC HL - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	04532570321000	320	KC CV - APR22	0.00	22.26
A101.00	386957	05/11/22	27819	T-MOBILE	04533570321000	320	KC ND - APR22	0.00	22.26
TOTAL CHECK									
A101.00	386960	05/11/22	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	179.80
A101.00	386960	05/11/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	1,199.18
TOTAL CHECK									
A101.00	386978	05/18/22	22720	ANNA UNDERDAHL	04008505321502	305	502-329	0.00	645.16
A101.00	387027	05/18/22	21154	KATHERINE MCGRAW	04008505321503	305	WINTER 2022	0.00	1,844.34
A101.00	387042	05/18/22	11567	MPS-SPECIAL SCHOOL	040055833354000	401	MPSI TEST KIT, HMON	0.00	409.50
A101.00	387042	05/18/22	11567	MPS-SPECIAL SCHOOL	040055833354000	401	MPSI FORMS (PKG OF	0.00	2,520.00
A101.00	387042	05/18/22	11567	MPS-SPECIAL SCHOOL	040055833354000	401	ESTIMATED SHIPPING/	0.00	110.00
TOTAL CHECK									
A101.00	387070	05/18/22	33590	TILL360 LLC	04005570321000	366	STAFF TRAINING	0.00	20.00
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	13.00
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	143.00
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	4,500.00
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	-63.11
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	-36.76
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	414.76
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	762.48
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	782.48
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	932.24
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	1,199.12
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	1,199.18
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	1,243.80
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	1,320.67
A101.00	387075	05/18/22	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	1,364.64

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 35  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11',  
ACCOUNTING PERIOD: 11/22

FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK									
A101.00	387101	05/25/22	32821	CHESS & STRATEGY GA	0400558332000	305	SPRING CHESS	0.00	9,119.50
A101.00	387128	05/25/22	33592	JOHN FLYNN	04008505321502	305	418-344	0.00	17,720.50
A101.00	387132	05/25/22	31402	KAY ZUCCARO	04008505321503	305	SPRING CLASSES	0.00	126.00
A101.00	387141	05/25/22	14105	MCEA	04005580325000	305	JOB POSTING	0.00	1,990.00
A101.00	387147	05/25/22	33274	MINNEGLASS LLC	04005582344000	350	SIDE GLASS-ECC VAN	0.00	45.00
A101.00	387166	05/25/22	33161	RESONANCE SECURITY	04008505321503	305	110-231	0.00	529.10
A101.00	387171	05/25/22	93174	SAFEWAY DRIVING SCH	0400558332000	305	110-118	0.00	457.80
A101.00	387184	05/25/22	27819	T-MOBILE	04005585362502	320	COMM ED - MAY22	0.00	8,640.00
A101.00	387184	05/25/22	27819	T-MOBILE	04005582344000	401	FAM CTR 2 - MAY22	0.00	6.08
A101.00	387184	05/25/22	27819	T-MOBILE	04526570321000	320	KC CC - MAY22	0.00	40.16
A101.00	387184	05/25/22	27819	T-MOBILE	04527570321000	320	KC CN - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	04528570321000	320	KC CS - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	04529570321000	320	KC HL - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	04532570321000	320	KC CV - MAY22	0.00	22.26
A101.00	387184	05/25/22	27819	T-MOBILE	04533570321000	320	KC ND - MAY22	0.00	22.26
TOTAL CHECK									
A101.00	387189	05/25/22	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	179.80
A101.00	387189	05/25/22	20097	UPPER LAKES FOODS I	04529570321000	490	KC SNACKS	0.00	630.54
TOTAL CHECK									
A101.00	V17211	05/03/22	E15260	TAJTIANNA BELL	04005570321000	320	APR22 CELL PHONE	0.00	1,308.69
A101.00	V17211	05/03/22	E15260	TAJTIANNA BELL	04005570321000	366	APR22 MILEAGE	0.00	1,939.23
TOTAL CHECK									
A101.00	V17213	05/03/22	E21166	SIRI PRICE BLOCK	04005570321000	366	MAR22 MILEAGE	0.00	65.00
A101.00	V17213	05/03/22	E21166	SIRI PRICE BLOCK	04005570321000	320	MAR22 CELL PHONE	0.00	29.19
TOTAL CHECK									
A101.00	V17223	05/11/22	E10461	VALERIE E BURKE	04005505321000	366	ELEYO CONF MILEAGE	0.00	94.19
A101.00	V17223	05/11/22	E10461	VALERIE E BURKE	04005505321000	320	MAR-APR22 CELL PHON	0.00	20.77
TOTAL CHECK									
A101.00	V17231	05/11/22	E11585	TRENT J OSTMAN	04005570321000	320	MAR-APR22 CELL PHON	0.00	65.00
A101.00	V17231	05/11/22	E11585	TRENT J OSTMAN	04005570321000	366	MAR-APR22 MILEAGE	0.00	85.77
TOTAL CHECK									
A101.00	V17232	05/11/22	E6248	CAROLYN PROCTOR	04005570321000	320	APR22 CELL PHONE	0.00	10.88
A101.00	V17251	05/18/22	E13763	JULIE M GABRIELSON	04005505321000	320	MAY22 CELL PHONE	0.00	97.58
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	108.46
TOTAL CHECK									
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	130.00
TOTAL CHECK									
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	13.46
TOTAL CHECK									
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	143.46
TOTAL CHECK									
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	65.00
TOTAL CHECK									
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	37.94
TOTAL CHECK									
A101.00	V17288	05/25/22	E21796	RACHEL REBECCA KRUE	04533570321000	430	KC SQUICHIES TOYS	0.00	33.99

SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 36  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V17292	05/25/22	E12607	CHRISTINE E RINGGEN	04005570321000	320	FEB-APR22 CELL PHON	0.00	114.18
A101.00	V17292	05/25/22	E12607	CHRISTINE E RINGGEN	04005570321000	366	FEB-APR22 MILEAGE	0.00	75.41
TOTAL CHECK								0.00	189.59
TOTAL CASH ACCOUNT								0.00	125,325.44
TOTAL FUND								0.00	125,325.44

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SOURCEWELL TECHNOLOGY  
DATE: 06/01/2022  
TIME: 07:17:02

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 38  
ACCTPA21

SELECTION CRITERIA: transact.yr='22' and transact.period='11'  
ACCOUNTING PERIOD: 11/22

FD - 50 - STUDENT ACTIVITY

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	12063	05/11/22	E10588	EMESE B DREW	50021211000573	401	LATIN CLUB GIFT CAR	0.00	40.00
A101.00	12063	05/11/22	E10588	EMESE B DREW	50021211000573	490	LATIN CLUB PIZZAS	0.00	1,031.50
TOTAL CHECK								0.00	1,071.50
TOTAL CASH ACCOUNT								0.00	1,071.50
TOTAL FUND								0.00	1,071.50
TOTAL REPORT								0.00	3,130,327.34





**Board Meeting Date:** 6/20/22

**TITLE:** Board Appointment for District 287

**TYPE:** Consent

**PRESENTER(S):** Board Chair

**BACKGROUND:** Committee appointments are recommended by the Board Chair in accordance with Policies 213 and 216.

**RECOMMENDATION:** Approve Michael Birdman as representative for District 287. His term will commence on July 1, 2022 and run through January, 2024.

**PRIMARY ISSUE(S) TO CONSIDER:** District 287 appointee.

**ATTACHMENTS:**

1. None.



**Board Meeting Date:** June 20, 2022

**TITLE:** Board Legislative Action Committee (LAC)

**Revised Year 2 Plans and LAC 2022-23 Committee Recommendation  
for Board Approval**

**TYPE:** Consent

**PRESENTER(S):** Legislative Action Committee (LAC) Julie Greene, Dan Arom

**BACKGROUND:** See below.

**RECOMMENDATION:** Please review the 2021-2022 recap, plus the revised LAC 2022-23 Plans and LAC 2022-23 Committee Recommendation.

**DESIRED OUTCOMES FROM THE BOARD:** Board approves the revised LAC 2022-23 Plans and LAC 2022-23 Committee Recommendation.

**ATTACHMENTS:** 2022 State Budget Tentative Agreement from May 15, 2022

**BACKGROUND:**

On Sept 13, 2021, the School Board approved Board Goals for the 2021-22 school year that include advocacy as a top priority. In addition, advocacy efforts on behalf of our schools also work to meet priorities outlined in the District's Strategic Plan Strategy E.

**School Board Goals (approved Sept 13, 2021)**

- 1.Ensure the board and community are engaged in advocating for policies and laws that positively affect public school systems.*
- 2.Ensure the board and community is advocating for effective Covid-19 management measures that positively impact our ability to manage the Covid-19 epidemic at EPS at the city and state level.*

**Edina Public Schools Strategic Plan 2020-2025 (approved Spring, 2020)**  
**Strategy E | Engage Parents, Schools and Community**

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

*4. Leverage partnerships with community groups, businesses, local and state government agencies and individuals to strengthen and foster relationships with EPS.*

In January, 2022, the Board approved a three-year plan for the Legislative Action Committee (LAC), revised ByLaws for the LAC and a 2022 Legislative Platform of priorities for Edina Public Schools. In addition, the Board approved for the LAC to be identified as a Board Committee. The LAC began work immediately.

### **1. Update on 2021-22 LAC Efforts**

The LAC is pleased to report that the 2022 LAC goals and measurements for Year 1 were achieved. Below are details.

#### **LAC Goals for Year 1** (presented and approved by board in January, 2022)

- Develop and strengthen legislator relationships and connections with LAC leads (Board Members, Superintendent, Admin Lead) to advance legislative priorities on behalf of the District and support ongoing efforts for collaboration.
- Build a strong communication base (logistics) for information sharing and outreach.
- Welcome students and the Edina community to participate in planned LAC efforts, as possible, within the virtual format of the legislation session.

#### **Recap of LAC plans for Year 1:**

- Connecting with our local representatives and the LAC to present the LAC platform for the 2022 session and build opportunity for conversations throughout session
- Attending MN House Education Policy Committee meetings related to 2022 priorities.
- Tracking and supporting legislative bill development related to 2022 priorities and continuing ongoing conversations with state representatives.
- Engagement in AMSD and MSBA legislative efforts related to 2022 priorities with participation in meetings and advocacy opportunities.
- Collaborating with neighboring school districts' LAC efforts and activities for shared practices and synergy opportunities related to 2022 priorities.
- Identifying opportunities for communication outreach to advocate for 2022 priorities by using Board-approved platform language.
- Building and implementing recruitment plan for LAC Year 2 to expand community participation.

Specifically, the following efforts have been completed:

- Board approved the [2022 Legislative Priorities](#) as outlined and recommended by the LAC and revised [LAC Bylaws](#) on **January 14, 2022**.
- Article about the Board LAC and 2022 legislative priorities ran in the Sun Current on **February 5, 2022** "[Edina School Board Presents 2022 Legislative Positions. February 5, 2022](#)"
- The [LAC page](#) on the district Website now holds updated and relevant information.
- A **Pre-Legislative Meeting with State Representatives** led by the LAC took place on **January 24, 2022** with Reps. Heather Edelson and Steve Elkins and Senator Melisa Lopez Franzen in attendance. Outreach efforts included invites to Edina City Council members and community members through district communications. The presentation and conversation can be [found on the District's YouTube channel](#).
- Board approved the [Resolution in Support of the Congressional IDEA \(Individuals with Disabilities Education Act\) Full Funding ACT](#) presented by the LAC on **April 11, 2022**
- Throughout **March, April and May**, LAC tracked and followed bills aligned with the LAC priorities throughout session and had numerous conversations with our local representatives.
- On **April 25, 2022**, the LAC and District lead team member Natasha Monsaas-Daly, Director of Media & Technology Services had a meeting with Rep. Sandra Feist (lead author of bill) and Rep. Heather Edelson to discuss the Student Data Privacy Act bill and provide important feedback.
- **Mid-April, 2022**, LAC communication with neighboring district LACs to share efforts.
- **Mid-April-Early May, 2022**, with the Omnibus Education Bill passing through the House that included substantial funding for the cross-subsidy as part of the bill, the LAC focused efforts on the Senate by conducting a state-wide outreach effort to all state Senators by contacting each of them both by phone and email.
  - Targeted outreach to committee leaders continued through the end of session
- **Early May**, recruitment efforts for the 2022-23 LAC began with online application, push through EPS Communications channels, targeted effort with groups throughout district, efforts to recruit students via Schoology; application deadline set for **May 18, 2022**
- On **May 5, 2022** the Sun Current interviewed EPS Director of Student Services and Special Education, Jeff Jorgensen and LAC Chair, Julie Greene for an article "[Edina School Board Supports Full Funding for Special Education.](#)"
- On **Monday, May 9, 2022** the LAC and five Board members participated in a state-wide advocacy day with education leaders asking for the legislation to eliminate the special education cross-subsidy by attending the State Capitol:
  - Met with local Edina legislators (Rep. Heather Edelson and Senator Melisa Lopez-Franzen);
  - Introductions and conversations with additional state representatives in both House and Senate;
  - Spoke with Minnesotas' Education Commissioner, Dr. Heather Mueller;

- Attended MN Education Conference Committee;
- Locked advocacy efforts with AMSD and MSBA, plus additional educational leaders at coordinated press conference with in-person support of Board;
- Participation (LAC) in the joint press conference standing among Superintendents, special education directors, other district's Board members, students, etc.
  - Coverage of press conference can be found here: [FOX9](#) [KARE-11 Mankato Free Press](#)
- On **Thursday, May 12**, an article appeared in the [Sun Current "Edina Schools seeks members for Legislative Action Committee."](#) to publicize recruitment for the 2022-23 LAC expansion
- The 2022 state legislative session had a tentative budget agreement on **May 15, 2022 (see attachment)** from the House, the Senate and the Governor to commit an additional \$1B towards education in Minnesota over the next three years that included movement on closing the special education cross-subsidy funding gap. Unfortunately, this fell short of passing with a final agreement on **May 23, 2022 when the legislative session ended.** After the close of the session, the LAC immediately joined advocacy efforts to push the Governor, House and Senate to hold a special session to finish the work started on education with a direct outreach campaign to leadership.
  - Here is the last [offer \(May 21, 2022\) from the House](#) and here is the last [offer \(May 22, 2022\) from the Senate.](#)
  - In the event a special session is called that includes discussion on the Omnibus Education Bill, the LAC will continue advocacy work.

## **2. Recommended 2022-23 LAC Committee Members for Board Approval**

**Year 1** of the LAC allowed time for leadership to learn and focus efforts of the committee to make them actionable. **Year 2** is to expand on those learnings with an additional focus on building community membership in the LAC.

Here is how the LAC conducted membership recruitment for the 2022-23 LAC Committee:

- Recruitment planning for 2022-23 LAC community membership began in March/April with efforts and application available in May
  - Developed membership application, marketing plans and communication messaging; worked with EPS Communication team to revise/restructure LAC Webpage with new information, online application and to push out recruitment marketing efforts to students, community (student outreach via schoology, EPS channels, etc.)
- LAC Application closed May 18, 2022
  - LAC reviewed applications and in-person interviews were held with applicants the week of May 31, 2022 with members of the LAC

- LAC Committee reviewed all information and developed recommendation finalized on June 2, 2022
- LAC 2022-23 Committee Recommendation for Board approval.
  - The depth of experience and perspective from this committee is deep (former LAC member, advocacy expertise, student leaders, SEAC, parents of elementary and secondary, etc.). All members understand the commitment, meet the required LAC bylaws and are enthusiastic about joining advocacy efforts.

## **2022-23 LEGISLATIVE ACTION COMMITTEE**

**Julie Greene, Chair, Board Member**

**Dan Arom, Board Member**

**Dr. Stacie Stanley, Superintendent**

**Jody Remsing, Director of Student Support Services**

**Catherine Gump, community member**

**Kate Quayles, community member**

**Sabeeh Mirza, 12th grade EHS student**

**Sofia Doval, 11th grade EHS student**

### **3. 2022-23 LAC revised recommendations and next steps:**

- With Board approval of the LAC Committee, work will begin in September 2022 with goal-setting and a calendar plan of LAC efforts for maximum impact throughout the 2022-2023 year.
- LAC will conduct an additional analysis of the LAC Bylaws to accurately reflect key learnings from Year 1 and make appropriate changes to [Policy 213](#) – School Board Committees and [Policy 217](#) School Board Legislative Involvement.
  - These items will be brought to the Board for discussion and approval by the end of summer.
- Planning for the 2022-23 legislative session will account for some unpredictable factors including an election, redistricting that include changes in EPS local representation and a budget year at the Capitol.
  - Includes additional communications ground work (LAC specific) for outreach efforts
- LAC request for funds for 2022-2023 Session (\$250 total)
  - Legislators Pre-Session LAC event (\$50)
  - LAC Marketing Materials (\$150)
  - Day at Capitol (\$50)
- LAC recommendation to consider identifying a dedicated LAC EPS staff member (up to .2/FTE) who would join the LAC committee for meetings, events, program, communication and logistics support

- Dedicated support provides consistency, advocacy legwork and long-term sustainability of LAC and follows LAC best practice structure from neighboring districts

Please let us know if you have any questions. Thank you.

ATTACHMENT 1:

## 2022 Supplemental Budget Framework Agreement

5/15/2022

<b>Resources</b>	<b>FY 2022-23</b>	<b>FY 2024-25</b>	<b>2022-25 Total</b>
February Forecast Balance	9,253	6,035	15,288
Enacted Bills	2,146	963	3,109
<b>Remaining GF Balance</b>	<b>7,107</b>	<b>5,071</b>	<b>12,178</b>
<b>Framework Agreement</b>			
Spending Targets	1,600	2,400	4,000
Tax Bill	1,600	2,400	4,000
<b>Balance without carryforward</b>	<b>3,907</b>	<b>271</b>	
<b>2025 budgetary balance</b>		<b>4,178</b>	

### Specific terms:

- \$1B E12 over two biennia
- \$1B HHS over two biennia (no forecast grab)
- \$450m for public safety and judiciary over two biennia
- \$1.328B other areas as agreed by leaders
- \$1.4B bonding bill, \$150m cash

*J. R. Miller*

*Melissa Hartman*

*S. J. Walsh*



**Board Meeting Date:** 6/20/2020

**TITLE:** Property/Casualty/Liability Insurance

**TYPE:** Consent

**BACKGROUND:** In December 2015, the Board awarded the district's property liability insurance contract to the Minnesota Insurance Scholastic Trust (MIST). MIST provides the benefit of self-insurance cooperative purchasing and twenty-four districts currently participate in the MIST program. Any remaining funds at the end of a claim year are distributed among member districts. The renewal for 22-23 is a 9.5% increase from the 21-22 renewal. Two percent of the 9.5% increase relates to an increase in cyber liability rates. Markets have hardened considerably due to weather, inflation, and other factors.

The administration recommends the district approve the MIST renewal.

**RECOMMENDATION:** Award the renewal of the Property/Casualty/Liability Insurance contract for 2022-23 to Minnesota Insurance Scholastic Trust (MIST) from July 1, 2022 through June 30, 2023 in the amount of \$672,300.53

**ATTACHMENTS:**

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





## Minnesota Insurance Scholastic Trust

Full Membership Meeting  
July 1, 2022 – July 1, 2023

**May 10, 2022**



## Minnesota Insurance Scholastic Trust

# Chairperson's Report

KIM EISENSCHENK, Elk River ISD 728 – MIST VICE CHAIRPERSON

# Chairperson Report



- **2022 will start our 9<sup>th</sup> year of service to MN School Districts**
- MIST is owned & operated by MN school districts
- MIST provides members surplus distributions
- **A net position of over \$2.2M+**
- All MIST Members enjoy comprehensive Cyber Individual Cyber Limits
- Program is 100% transparent, all financials, rates, fees and commissions are disclosed to all members.
- **MIST provides your district a HOME. MIST does not drop members**

# MIST Net Position

## As of 3/31/2022



\$2,230,563

\*3/31/22 Net Position

**Previously Carrier Profit**  
**(\$311,685 returned to members in 2022)**

# MIST Executive Committee Openings

Interested in gaining career leadership?



With Todd Swanson & myself retiring on July 1<sup>st</sup>, we are looking for the next group of **MIST LEADERS**:

Being on the MIST Board has taught me the following:

1. Deep understanding into the interworking's and benefits of MIST
2. Control over the pool decisions, to the benefit of the MIST members
3. Review and oversight of the pool expenses and funding levels

**Time Commitment – Very Minimal**  
3: 90 Minute Meetings





## Minnesota Insurance Scholastic Trust

# Treasurer's Report

DIANA DUNKIN-VASQUEZ / ARTEX

# Treasurer's Report



## **FINANCIAL STATEMENTS**

### **MINNESOTA INSURANCE SCHOLASTIC TRUST**

**March 31, 2022**

# Treasurer's Report: Statements of Net Position: March 31, 2022



<b>ASSETS</b>	
Cash	\$ 2,633,715
Cash Equivalents CDS (less than 90 days)	-
Cash Equivalents CDS (greater than 90 days)	-
Contributions Receivable	869
Deductible Receivables	34,004
Excess Insurance Recoveries Receivable	1,163,285
Aggregate Excess Receivable	8,836
	<hr/>
<b>TOTAL ASSETS</b>	<b>\$ 3,840,710</b>
	<hr/>
<b>LIABILITIES AND NET POSITION</b>	
<b>LIABILITIES</b>	
Accounts Payable and Other Accrued Expenses	\$ 1,220
Prepaid Premiums	36,261
Reserve for Outstanding Losses	1,045,130
Reserve for IBNR Losses	527,536
	<hr/>
<b>TOTAL LIABILITIES</b>	<b>1,610,147</b>
	<hr/>
<b>NET POSITION</b>	
Retained Loss Fund FY 13-14	-
Retained Loss Fund FY 14-15	-
Retained Loss Fund FY 15-16	-
Retained Loss Fund FY 16-17	-
Retained Loss Fund FY 17-18	218,171
Retained Loss Fund FY 18-19	65,116
Retained Loss Fund FY 19-20	-
Retained Loss Fund FY 20-21	1,227,633
Retained Loss Fund FY 21-22	403,495
Contingency Fund	247,732
Unallocated Surplus	68,415
	<hr/>
<b>TOTAL NET POSITION</b>	<b>2,230,563</b>
	<hr/>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 3,840,710</b>
	<hr/>



# Treasurer's Report: Statements of Revenue/Expenses: March 31, 2022



	March 31, 2022	Budget for Year Ending June 30, 2022	Variance Over/(Under) Budget (\$)	Variance Over/(Under) Budget (%)
<b>REVENUES</b>				
Premium Contributions	\$ 4,314,181	\$ 4,282,749	\$ 31,433	0.73%
Broker and Pool Management Contributions	431,227	431,227	-	0.00%
Loss Fund Contributions	1,674,500	1,674,500	-	0.00%
Operating Fund Contributions	102,371	102,371	-	0.00%
Investment Income	526	3,000	(2,474)	(82.45%)
Total Revenues	6,522,806	6,493,847	28,959	0.45%
<b>EXPENSES</b>				
Premiums to Excess Insurance Carriers	4,314,180	4,282,749	31,431	0.73%
<b>Losses and Loss Expense Paid and Incurred</b>				
Paid Losses	3,702,682	1,674,500	2,028,182	121.12%
Change in Case Reserves	397,628	-	397,628	0.00%
Change in IBNR	(19,404)	-	(19,404)	0.00%
Deductable Reimbursement	(2,132)	-	(2,132)	0.00%
Excess Insurance Reimbursement	(2,778,140)	-	(2,778,140)	0.00%
Excess Aggregate Reimbursement	(8,836)	-	(8,836)	0.00%
Subrogation Recoveries	(15,128)	-	(15,128)	0.00%
Net Loss Expense	1,276,669	1,674,500	(397,831)	(23.76%)
<b>Broker and Pool Management Fees</b>				
Management Fees-AJG	321,857	321,857	-	0.00%
Claims Processing (GB)	44,875	84,370	(39,495)	(46.81%)
Loss Control Fees-GB	25,000	25,000	-	0.00%
Total Cost of Broker and Pool Management Fees	391,732	431,227	(39,495)	(9.16%)
<b>Other Operating Expenses</b>				
Treasury Services (Artex)	28,875	28,875	-	0.00%
Pool D&O, E&O Insurance	30,089	30,089	(0)	(0.00%)
Crime Insurance for Board	2,199	2,500	(301)	(12.04%)
Property Appraisal Services	-	3,500	(3,500)	(100.00%)
Audit Services	7,367	7,200	167	2.32%
Actuary Services	3,000	9,500	(6,500)	(68.42%)
Legal Services	2,561	3,000	(440)	(14.65%)
Bank Charges	110	1,000	(890)	(88.95%)
Board Meeting Expenses	-	1,000	(1,000)	(100.00%)
Miscellaneous	-	1,000	(1,000)	(100.00%)
Total Other Operating Expenses	74,201	87,664	(13,463)	(15.36%)
<b>TOTAL EXPENSES</b>	<b>6,056,782</b>	<b>6,476,140</b>	<b>(419,358)</b>	<b>(6.48%)</b>
<b>CHANGES IN NET POSITION</b>	<b>\$ 466,024</b>	<b>\$ 17,707</b>	<b>\$ 448,317</b>	<b>2531.93%</b>
Net Position-beginning	2,076,225	-		
Return of Surplus to Members	(311,685)			
Net Position-ending	\$ 2,230,563	\$ 17,707		





## Minnesota Insurance Scholastic Trust

# Administrator's Report

Byron Given, Jack Kurcab, Nick Lano, David Howard

# Administrator's Report



- Coordinated Executive Committee meetings
- Reviewed online Questionnaires/Changes and followed up with members regarding outstanding information missing as well as supplemental applications.
- Prepared submissions
- Met with carriers to discuss 2022-2023 targets
- Prepared and submitted renewal requests to carriers for P&C
- Prepared and submitted renewal requests to carriers for E&O and Crime
- Prepared Property/Casualty Renewal proposal for Executive Committee Meeting
- Compiled Property/Casualty data and submitted it to Casualty Actuarial Consultants for preparation of the program actuarial report, funding levels and premium allocations
- Prepared and set up meeting packets
- Worked with MIST Treasurer Diana Dunkin-Vasquez to finalize 2022-2023 Operating Budget
- Negotiated renewal terms and conditions with carriers
- Place Builders Risk Policy for Members as Needed
- Reviewed, responded and subsequently issued Certificates of Insurance on behalf of MIST Members.
- Reviewed and answered coverage questions from MIST Members
- Reviewed contracts as needed
- Settlement Requests sent out for claims
- Worked with pool attorney to amend bylaws
- Sent out Cyber deficiencies to members
- Held meetings with cyber carrier to discuss cyber questions with members as needed
- Provided an indication for a 7-1-22 possible new add – Mahtomedi
- Worked with MIST Treasurer Diana Dunkin-Vasquez on finalizing a surplus return for members
- Secured vendor renewal contracts for 2022
- Advised membership of transition to RPA



**Minnesota Insurance Scholastic Trust**

# 2022-2023 Property / Casualty Renewal

# MIST 2022 Renewal Statistical Information



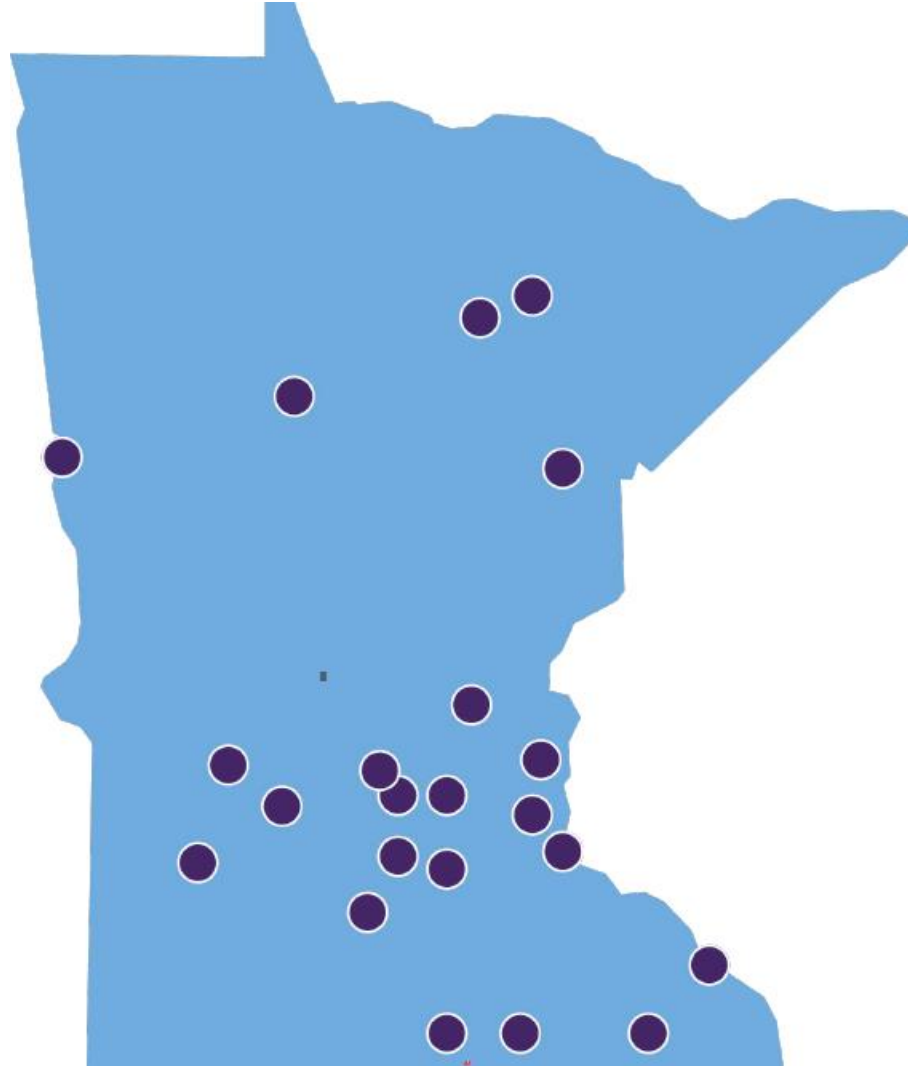
	2021-2022	2022-2023	% Change
<b>Members</b>	25	24	
<b>Total Insured Values</b>	<b>\$4,870,014,444</b>	<b>\$5,294,140,926</b>	<b>8.7%</b>
<b>Student Count</b>	85,791	84,994	-.9%
<b>Vehicle Count</b>	671	662	-1.3%

# MIST Member Districts



ACGC Public Schools
Albert Lea
Austin Public Schools
Barnum Public Schools
Belle Plaine Public Schools
Breckenridge Public Schools
Eastern Carver County Schools
Edina Public Schools
Elk River Area School District
Fillmore Central School District
Greenway Public Schools
Hastings Public Schools
LeSueur-Henderson Public Schools
<b>MACCray Public School District</b>
Maple Lake Public Schools
New London Spicer Schools
New Prague Area Schools
Park Rapids Area Schools
<b>South St. Paul Public Schools</b>
St Louis Park Public Schools
Waconia Independent School District
Watertown-Mayer Public School
White Bear Lake
Winona Area Public Schools

# MIST Member Map







**Minnesota Insurance Scholastic Trust**

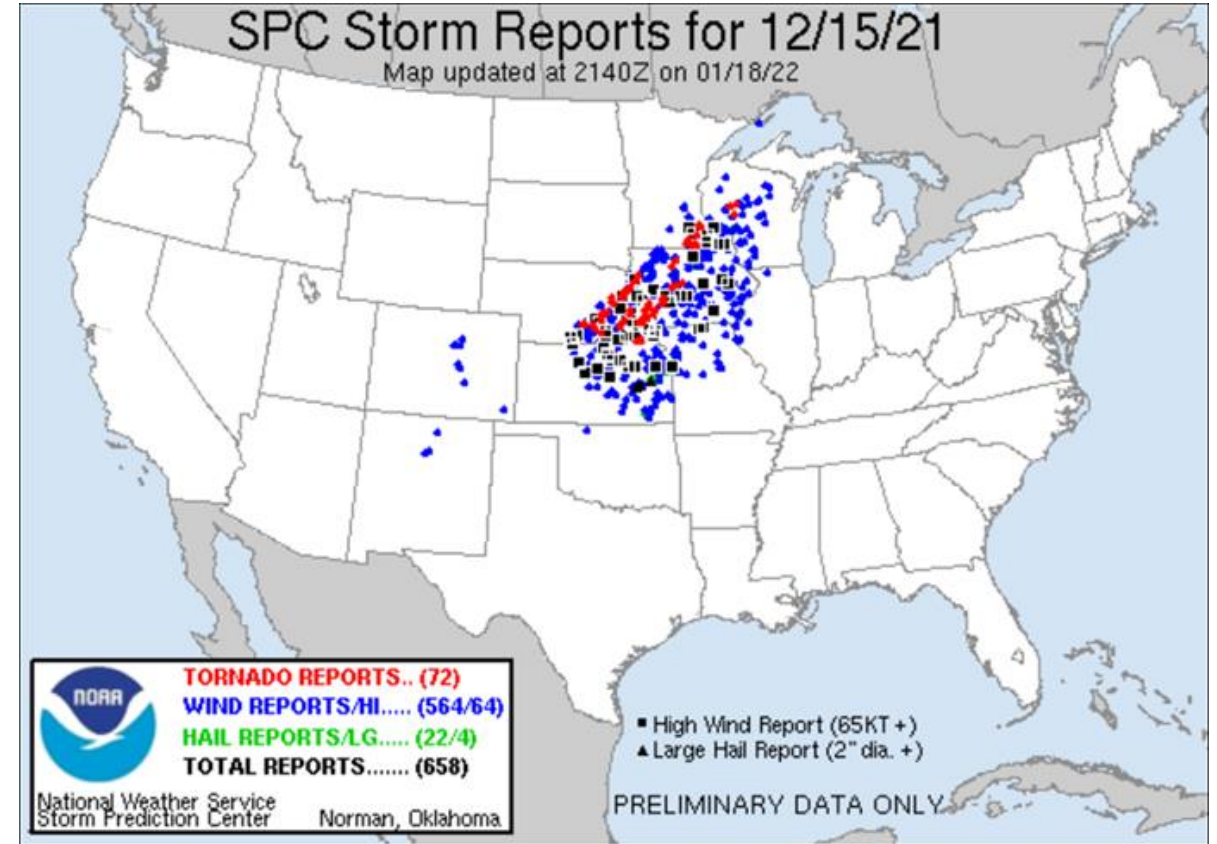
# State of the Marketplace



# State of the Marketplace

## Property:

- Midwest not immune, Derecho event effected numerous Midwest states and force markets to remodel for Serve Convective Storms (SCS)
- **December 15<sup>th</sup>, 2021** Derecho 2.0
- August 10<sup>th</sup>, 2020 Derecho - \$10B+ in damages, one of the costliest events in the past 10 years
- **Valuations of large property schedules is a must**
- • **Carriers are pushing 7-20% valuation increase for Property, 5-10% for contents.**
  - Its recommended that insureds get an updated property appraisal or carriers will add coinsurance or charge a higher rate
- Remodeling based of recent weather, has caused a change in appetite for locations that carriers once provided coverage in



MN Hail Reports: May 9<sup>th</sup>, 2022



# State of the Marketplace

Andover, KS: April 29<sup>th</sup>, 2022



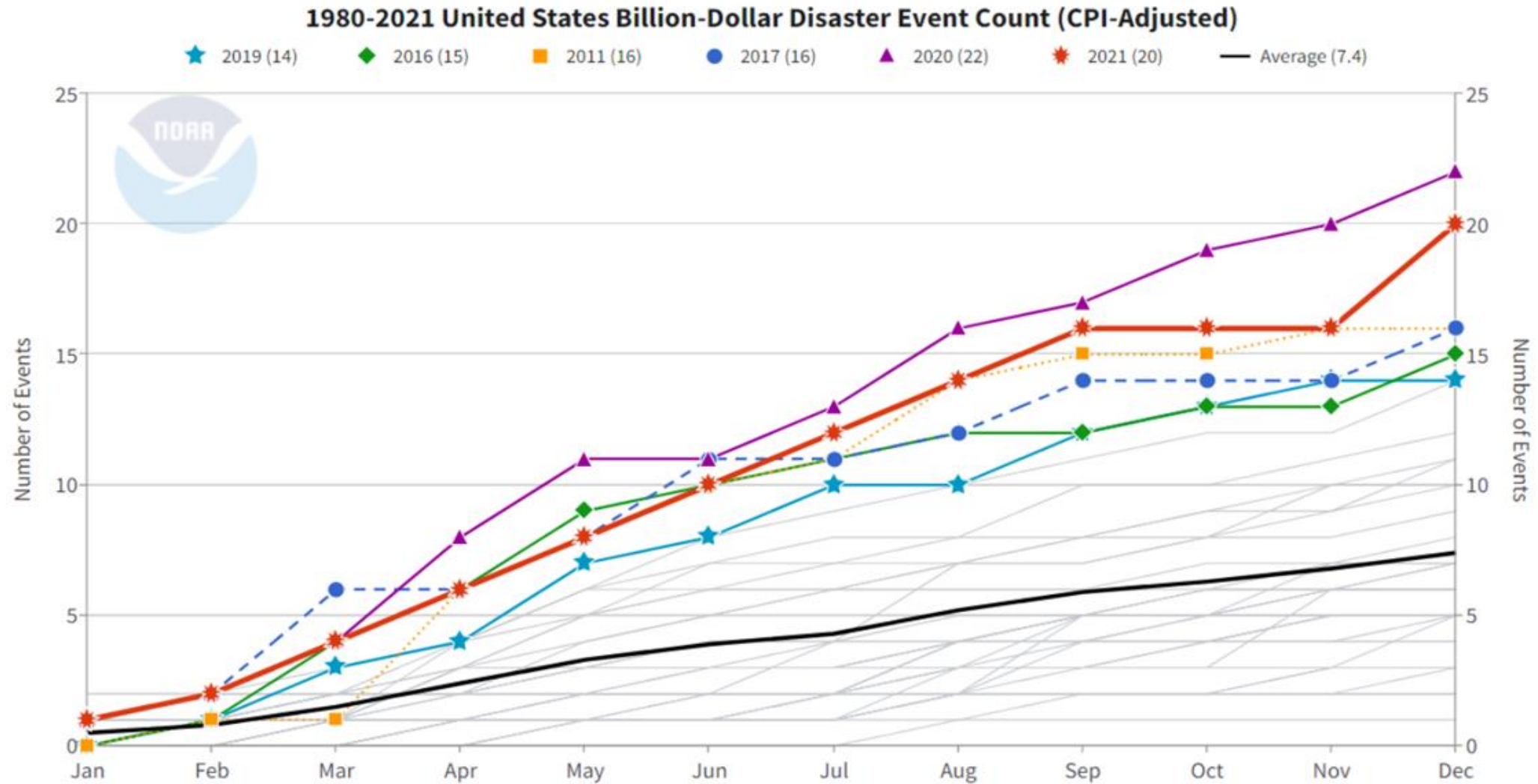
Courtesy: Josh Wells

Andover, Kan.

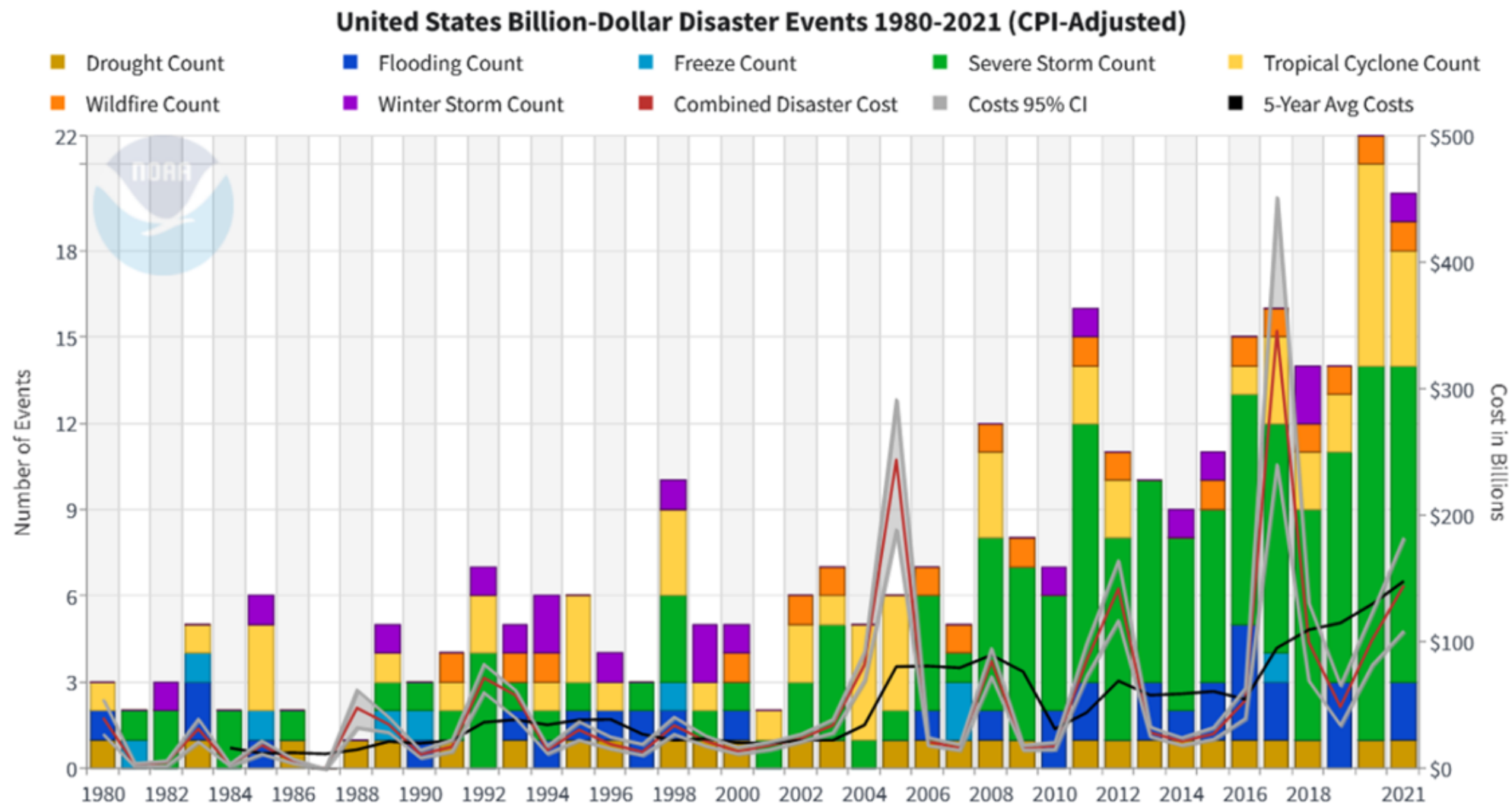
Friday, April 29, 2022



# State of the Marketplace



# State of the Marketplace





# State of the Marketplace



## Casualty:

- Effects of “Social Inflation” continue
- #MeToo Movement
- Carriers concerned for public entities & civil unrest during the past 12 months
- Litigation Environment – favors plaintiffs
- Carriers pushing rate increases & limit decreases
- Carriers adding exclusions for Sexual Abuse/SAM & Traumatic Brain Injury/TBI
- Mandatory reporting continues to be of utmost importance
- Exclusions to communicable disease in response to COVID-19

## Pollution Liability:

- Stable for accounts with reasonable losses
- Other pools have seen loss ratios into the 100-200% for Pollution Liability
- Carriers adding PFAS exclusions

# State of the Marketplace



## School Board Legal:

- Market continues to see stress and tightening
- Increased claims with Special Education (IEP) & EPLI Claims
- Carriers concerned about seeing “Failure to Educate” due to remote learning (Covid)
  - ✓ Including potential exposure in pricing
- Carriers raising deductibles / lowering sublimits

## Auto Liability:

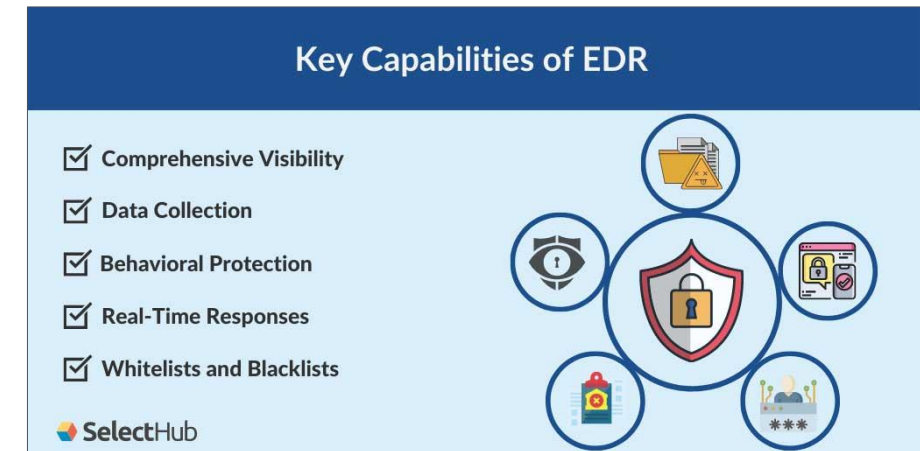
- Distracted driving continues to rise – Smart Phones
- Buses continue to be one of the most dangerous times for students
- Advanced Technology in Vehicles (i.e. Cameras in bumpers, more costly to repair)

# State of the Marketplace - CYBER



## Cyber Liability:

- Public sector marketplace has all but collapsed in 2022
  - Perception in underwriting community that K-12 schools do not have the same internal controls as similar size counterparts in other industry groups.
- Cyber carriers continue to exit the marketplace at alarming rates (We are basically down to two)
- **Capacity/limits have become minimal and difficult to find**
- Attacks have continued to rise in 2021 & 2022
- Increase in Ransomware attacks are one of the primary reason for the hardening cyber market
- **Insurance premiums are rated of operating expenditures**
- 150% increase have become the norm
- Cyber policies are individually underwritten and use individual district exposures when pricing terms/conditions



# State of the Marketplace - CYBER



**Pre-Loss Mitigation Requirements from Insurers:** Cyber insurers are requiring the below as a minimum requirement for full unrestrictive Cyber coverage in 2022.

**Without the below, carriers will not provide coverage needed:**

- **Multi-Factor Authentication (MFA)**

- Remote Access to district systems (A Must)
- All Staff Emails (A Must)
- Admin/Privileged or Critical Users (A Must)



- **Regular Backup of Data & Systems stored in an offsite location**

- (Disconnected/Air-gapped from Main Network & Encrypted via MFA) (A Must)

- **Endpoint Detection & Response (EDR) (Districts over \$50M+ in Revenue) (A Must)**

- EDR will only continue to grow in importance. Districts under \$50M in revenue should be proactive and start to work into its budget as this will likely become a requirement for all insureds

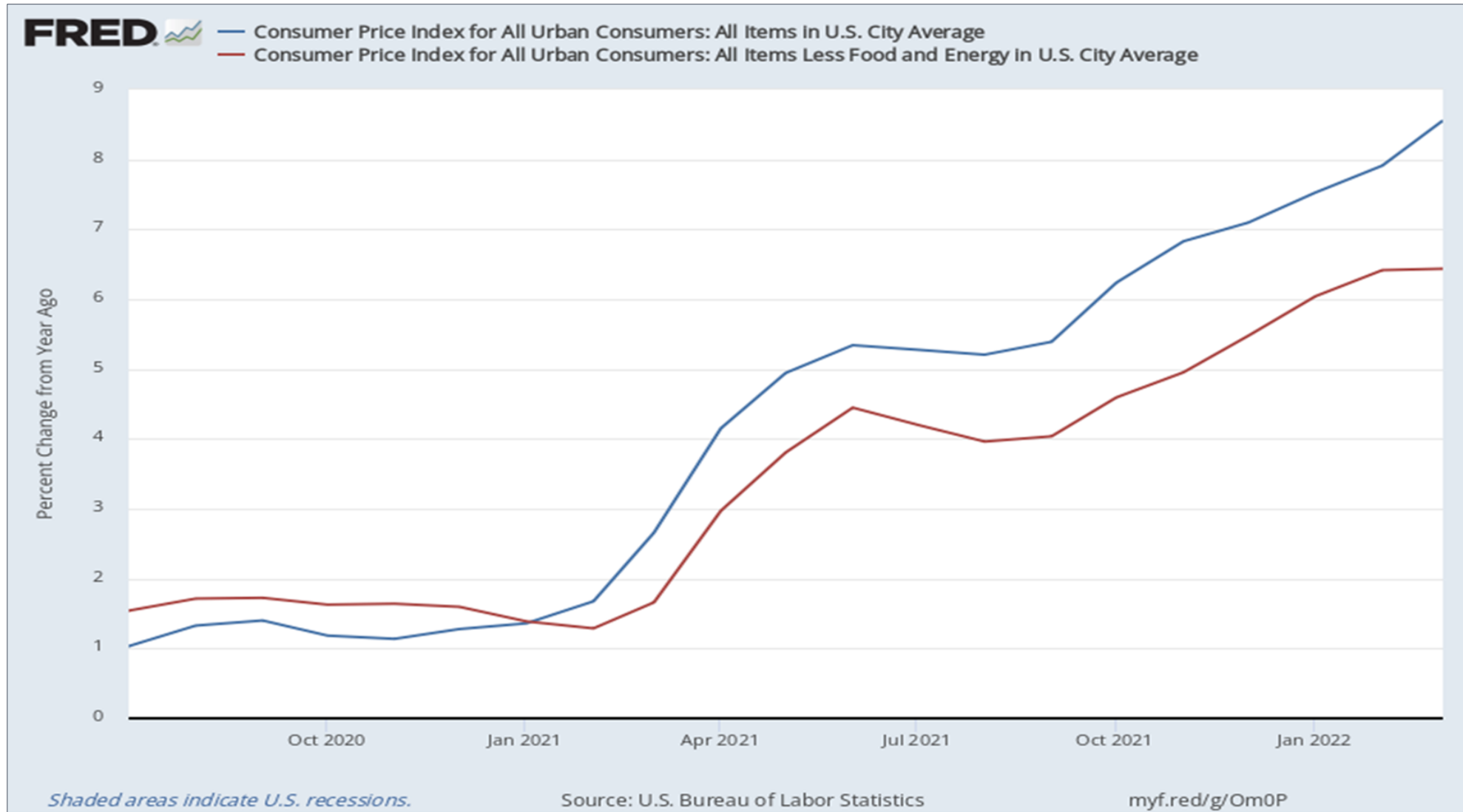
- **Annual Phishing Training and Phishing Testing (Districts w/ \$50M+ Revenue) (A Must)**



**REQUIRED TO BE COMPLETED BY  
JULY 1, 2022**



# INFLATION...our biggest new risk? Hard Market 2.0



# Key Inflation Metrics Affecting Insurance Costs



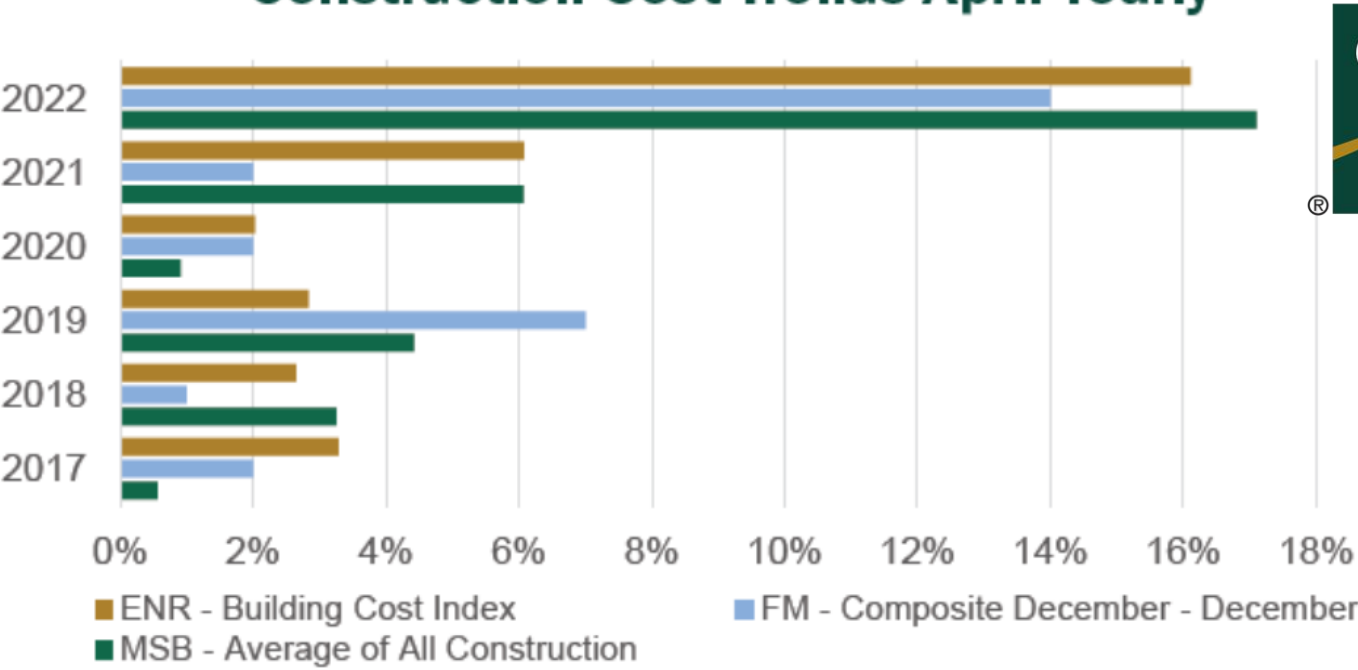
- General Inflation Rate (CPI) approximately **8.5%**
- Regular Gas costs on average **58.7%** more than it did a year ago
- Vehicle shortage: New vehicles now selling for **15-25%** over MSRP.
- Construction Materials up roughly 20% in 2021-2022
  - Steel **127%**
  - Aluminum **29.8%**
  - Softwood Lumber **73.9%**
  - Similar story with concrete, roofing materials
- Labor costs are up as job market is tilted in favor of workers. Hard to find skilled labor for large projects or repairs.
- Even retail giant Amazon is applying a **5%** inflation surcharge as of April 2022



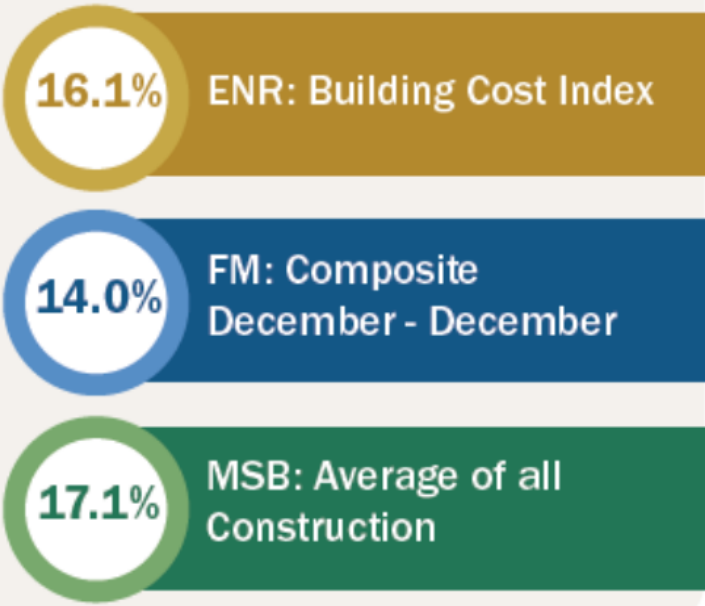
# What are Appraisal firms reporting?



## Construction Cost Trends April Yearly



## 2022 Construction Cost Trends



# What are insurance markets saying?

- Every line of coverage is affected although Property and Auto most directly affected
  - Insureds located in Catastrophic Exposed zones will see a magnified affect due to frequency and severity of claims
- **Underwriters are demanding trending of values even for customers with recent appraisals**
- Actuaries are trending old losses as if they have new market inflation factors (forward looking calculations.)
- Result is overall increase in premiums across the industry and all sectors

# Property & Casualty Historical Losses

Pool loss history within the SIR as of 3/31/2022



Policy Dates	# of Claims	Loss Fund	Paid Losses	Reserves	Total Incurred within SIR
2021-2022	85	\$1,674,500	\$382,929	\$1,143,000	\$1,525,929
2020-2021	73	\$2,118,121	\$548,437	\$134,842	\$683,279
2019-2020	86	\$1,172,500	\$974,686	\$109,688	\$1,084,374
2018-2019	93	\$930,000	\$791,342	\$25,404	\$816,746
2017-2018	119	\$916,000	\$660,649	\$15,124	\$675,773
2016-2017	104	\$797,000	\$797,000	\$0	\$797,000
2015-2016	74	\$780,986	\$421,970	\$0	\$421,970
2014-2015	71	\$542,060	\$485,496	\$0	\$485,496
2013-2014	28	\$270,000	\$184,643	\$0	\$184,643

# Package Renewal

## Brit/Ambbridge



	2013-2014	2014-2015	2015-2016	2016-2017 Includes Excess	2017-2018 Includes Excess	2018-2019 Includes Excess	2019-2020 Includes Excess	2020-2021	2021-2022 Includes Excess
	Brit	Brit	Brit	Brit	Brit	Brit	Brit	Great American	Ambbridge/Brit
Premium Paid	\$235,000	\$493,700	\$569,054	\$599,470	\$567,695	\$563,195	\$679,691	\$943,171	\$1,383,365
Claims to Layer	\$0	\$6,607	\$513,495	\$1,588,320	\$358,032	\$174,391	\$2,688,852	\$0	\$55,000
Claims -Aggregate Stop Loss	\$0	\$0	\$0	\$198,073	\$0	\$0	\$0	\$0	\$0
Net Loss Ratio	0.00%	1.34%	90.24%	298.00%	63.07%	30.96%	395.60%	0.00%	3.98%

**Loss Ratio: 92.52%**

# Renewal – Package BRIT/Ambridge

(excl. taxes)



Package Lloyds of London/Ambridge	2021-2022 *Annualized Expiring	2022-2023 Renewal	% Change
Property Pool Retention	\$250,000	\$250,000	
Property Member Deductible	\$5,000	\$5,000	
Liability Pool Retention	\$250,000	\$250,000	
Property Limit	\$750,000	\$750,000	
Liability Limits	\$4M/\$8M	\$4M/\$8M	
Aggregate Stop Loss	\$2,000,000	\$2,000,000	
<b>Total Package Premium</b>	<b>\$1,338,029</b>	<b>\$1,564,525</b>	<b>16.9%</b>
<b>Total Package Loss Fund</b>	<b>\$1,582,586</b>	<b>\$1,675,000</b>	<b>5.8%</b>
<b>TOTAL excluding taxes and fees</b>	<b>\$2,920,615</b>	<b>\$3,239,525</b>	<b>10.9%</b>

No Changes in Terms

# Projected losses at various confidence levels

Losses limited to the indicated retentions



Confidence Level <sup>1</sup>	Estimated Retained Losses w/i 250K/250K/50K Retention
Expected - 50%	\$1,400,000
55%	1,466,570
60%	1,526,699
65%	1,599,351
70%	1,668,553
Aggregate (Approx. 70.4%)	1,675,000
75%	1,750,124
80%	1,841,808
85%	1,951,977
90%	2,095,459



# Excess Property Renewal Premium

## Travelers Insurance Company



Travelers Insurance Company	2021-2022 * Annualized	2022-2023	% Change
Loss Limit	\$200,000,000	\$200,000,000	0%
Total Insured Value	\$4,870,014,444	\$5,294,140,926	8.7%
<b>Total Premium including SLT</b>	<b>\$2,131,224</b>	<b>\$2,520,248</b>	<b>18.3%</b>
Rate/100 <i>excluding</i> taxes	\$0.04322	\$0.0462	6.9%



- Travelers moved to Excess and Surplus Lines paper. Premium includes SL taxes and fees – (\$74,356)
- **8.7% Total Insurable Value Increase YOY**
- **Overall premium increase % before taxes and fee: 14.8%**

# Boiler & Machinery Losses



	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Premium Paid	\$34,610	\$71,775	\$78,816	\$89,131	\$88,752	\$87,809	\$100,492	\$114,679	\$121,888
Claims to Layer	\$3,475	\$158,559	\$89,572	\$176,433	\$17,779	\$7,531	\$0	\$14,216	\$0
Net Loss Ratio	10.04%	220.91%	113.65%	197.95%	20.03%	8.58%	0.00%	12.40%	0.00%

**59% Overall Loss Ratio**

## Boiler & Machinery Renewal Premium

Liberty Mutual	2021-2022* Annualized	2022-2023	% Change
Total Insured Value	\$4,802,338,484	\$5,212,094,107	10.1%
Total Premium	\$120,904	\$131,135	8.5%
Rate/100	\$.00251	\$.00251	-0.1%

## Pollution Losses

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Premium Paid	\$56,704	\$64,845	\$71,840	\$74,043	\$75,156	\$84,276	\$90,217	\$98,234
Claims to Layer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Loss Ratio	0%	0%	0%	0%	0%	0%	0%	0%

**0% Overall Loss Ratio**

## Pollution Renewal Premium

Ironshore	2021-2022* Annualized	2022-2023	% Change
Total Insured Values (Rating basis)	\$4,847,754,118	\$5,230,523,619	8%
Premium w/o Taxes	\$93,610.00	\$90,520.00	-3.3%
Rate	\$0.001931	\$0.001990	-3.3%
Premium with Taxes	\$96,455.74	\$93,271.81	-10%

New exclusion: PFAS exclusion added to the policy

# Cyber Liability Losses

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Premium Paid	\$125,188	\$142,045	\$147,856	\$131,186	\$131,186	\$139,043	\$170,000	\$358,000
Claims to Layer	\$0	\$0	\$0	\$31,063	\$149,432	\$50,790	\$179,000	TBD Open Claim as of 4.29.22
Net Loss Ratio	0%	0%	0%	24%	114%	37%	105%	?

**42% Overall Loss Ratio**

# Cyber Renewal Premium

CFC (Lloyds of London) - \$2,000,000	2021-2022 *Annualized	2022-2023	% Change
Premium	\$358,000	\$493,000	37%

- Individual \$2M Member Limit
- Individually Underwritten using individual controls and exposure data

# Property/Casualty Program Structure

## 2022-2023 Recommended Self Insurance



# MIST First Dollar/Traditional Policies Recommended 2022-2023



(1) Various deductibles/sub-limits by district apply.  
(2) \* Individual policy, individually underwritten, individual limits of liability

# MIST Full Membership Mid Year Meeting: Budget Projection

A look back – December , 2021



## What Does this Mean to Us?

### *Expectations for 2022 MIST Pool Renewal*



#### **Property**

- Marketplace still shows signs of hard market
- Potential retention (SIR) increase

#### **Cyber**

- Due to loss history for K-12 Schools average rate increase for 2021 Renewals were 35% – 100% depending on loss history and expiring pricing.
- Carriers leaving the space or refusing to write schools. Minimum deductibles are being instituted (i.e \$5,000 - \$25,000)

#### **Liability**

- Marketplace conditions will dictate limits and pricing.

#### **Property/Casualty Program Budget**

- Based upon current Marketplace conditions a minimum increase of **10% - 15%** should be budgeted for MIST as a whole.
- Our goal is to aggressively market MIST's program to obtain the best rates and terms possible
- As a reminder, individual district pricing depends on your loss history and changes in exposures (property values, number of students, vehicles)

# 2022-2023 Property/Casualty Recommended Renewal



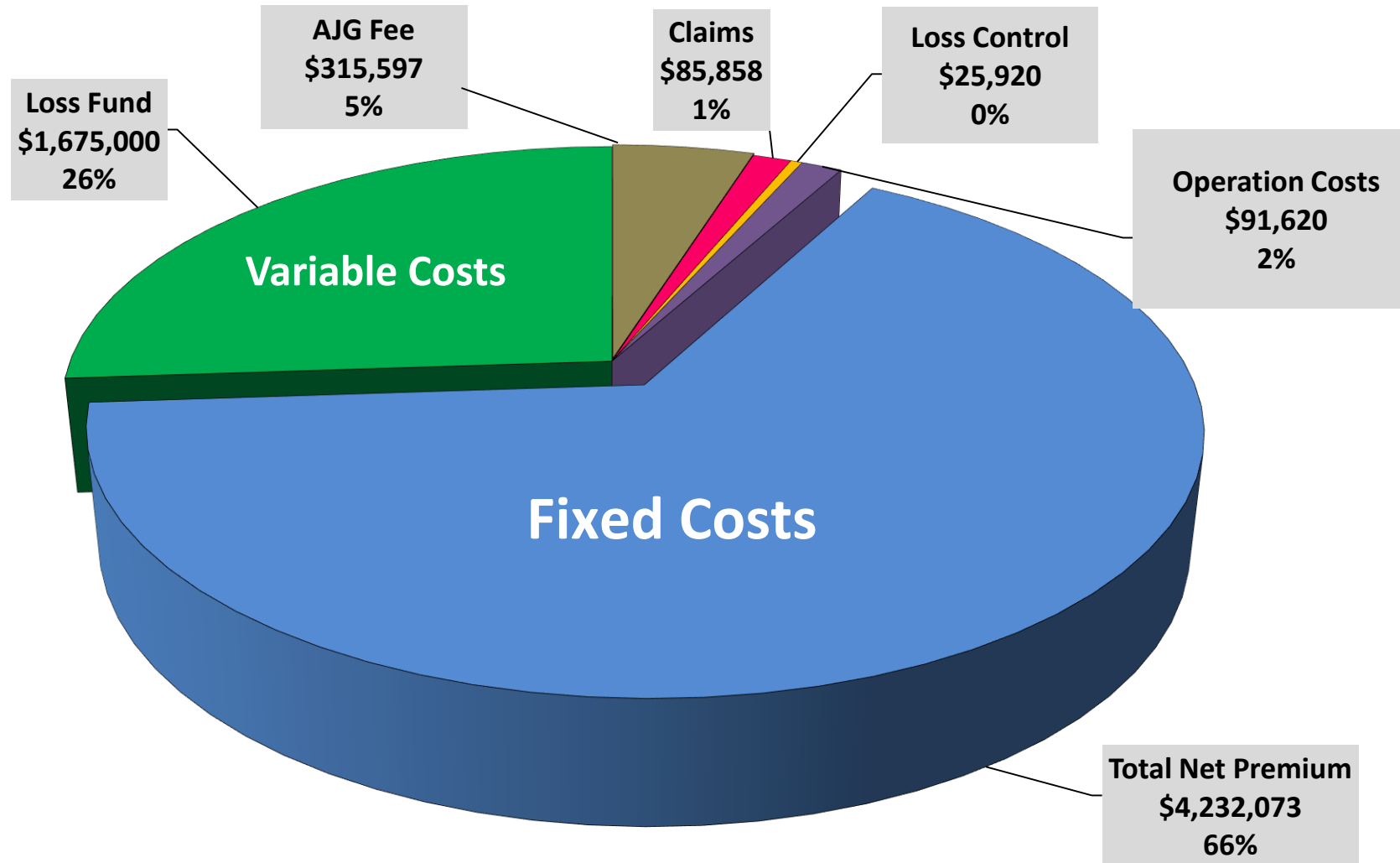
Line of Coverage		Expiring Program		Proposed Program	
<b>Package</b>	Policy Premium	Lloyd's Syndicate 2987	\$ 1,338,029.00	Lloyd's Syndicate 2987	\$ 1,564,525.00
	SL Taxes/Fees	(Ambridge)	\$ 40,676.08	(Ambridge)	\$ 47,561.56
	SL Tax on AJG Fee		\$ 1,603.00		\$ 1,812.14
	<b>Total Cost</b>		<b>\$ 1,380,308.08</b>		<b>\$ 1,613,898.70</b>
<b>Excess Property</b>	Policy Premium	Travelers Indemnity	\$ 2,131,224.00	Travelers Excess and	\$ 2,445,893.00
	SL Taxes/Fees	Company	N/A	Surplus Lines Company	\$ 74,355.15
	<b>Total Cost</b>		<b>\$ 2,131,224.00</b>		<b>\$ 2,520,248.15</b>
<b>Equipment Breakdown</b>	Policy Premium	Liberty Mutual Fire	\$ 120,904.00	Liberty Mutual Fire	\$ 131,135.00
	TRIA Premium	Insurance Company	Included	Insurance Company	Included
	<b>Total Cost</b>		<b>\$ 120,904.00</b>		<b>\$ 131,135.00</b>
<b>Pollution Liability</b>	Policy Premium	Ironshore Specialty	\$ 93,610.00	Ironshore Specialty	\$ 90,520.00
	SL Taxes/Fees	Insurance Co	\$ 2,845.75	Insurance Co	\$ 2,751.81
	<b>Total Cost</b>		<b>\$ 96,455.75</b>		<b>\$ 93,271.81</b>
<b>AJG/RPA Risk Management Fee</b>			<b>\$ 306,405.00</b>		<b>\$ 315,597.00</b>
<b>Operation Costs</b>			<b>\$ 100,009.00</b>		<b>\$ 91,620.00</b>
<b>Loss Control</b>			<b>\$ 24,000.00</b>		<b>\$ 25,920.00</b>
<b>GB Claims Fee</b>			<b>\$ 79,802.00</b>		<b>\$ 85,858.00</b>
<b>Loss Fund</b>			<b>\$ 1,582,586.00</b>		<b>\$ 1,675,000.00</b>
<b>Total Estimated Program Cost</b>			<b>\$ 5,821,693.83</b>		<b>\$ 6,552,548.66</b>

**8.7% Total Insurable Value (TIV) Increase**

**12.5% Overall Increase**



# 2022-2023 Recommended Renewal





**Minnesota Insurance Scholastic Trust**

# Allocation Methodology Review

# Allocation Methodology



## **PACKAGE AND LOSS FUND:**

- Package and loss fund are allocated by the MIST actuary for current members.
- New members are quoted for the package & loss Fund based on quotes provided by the carrier.

## **BOILER, EXCESS PROPERTY, POLLUTION**

- These lines of coverage are rated on a rate per \$100 of total insured value (TIV) for each member.
- New members are quoted at that same rate.
- The rate is the same for all members.

# Allocation Methodology



## CYBER LIABILITY

- Individual policies. Premium is designed as a group purchase but each member's premium will vary subject to their individual security protocols.

## TPA COSTS – GALLAGHER BASSETT

- All members receive the same % increase or decrease for TPA costs.
- New members are charged in accordance with the per unit claim charge listed in the TPA contract applied to their 5-year average.

## LOSS CONTROL

- This service is charged on a flat fee of \$1,080 per visit. Additional units can be purchased.





**Minnesota Insurance Scholastic Trust**

# Actuary Debit/Credit Procedures

# MIST Debit / Credit for Package Premium & Loss Fund



1. # of loss years used? 5 loss years

2. Which loss years are used?

Only completed loss years are used, so that would include:

7/1/16-17, 7/1/17-18, 7/1/18-19, 7/1/19-20 and 7/1/20-21 in the current analysis.

New Members (joining on 7/1/18 or after) – Receive no debit credit allocation for first year (receive % change of pool renewal for Package/Loss Fund)

3. What Cap (if any) is applied to individual members large losses (not the debit/credit price cap). For example, a P/C loss gets capped at the \$250,000k SIR for P/C (if that option is chosen)?

The losses in the credit-debit process are capped at the corresponding SIR – \$250,000, if recommended program is selected.

4. Are loss years used in the debit/credit calculation for years members were not in MIST or are only the years they participated in MIST used for the calculation?

Yes, non-MIST loss years are used in the process to complete the 5 years analysis.

5. What is the weighting of the debit credit system?

Similar to last year, we use a weighting of 80% loss and 20% exposure.

- Expiring debit/credit was 15% for both the Package Premium & Loss Fund
- Renewal debit/credit is 15% for both the Package Premium & Loss Fund





**Minnesota Insurance Scholastic Trust**

# Secure Halo: Cyber Resources

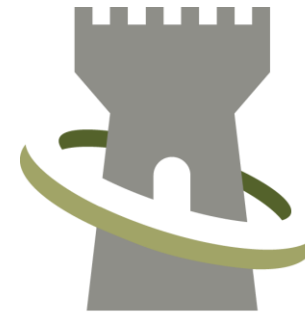
# Secure Halo

## Discounted Cyber Resources



**Cyber Penetration Tests offered at a discounted cost to MIST Members:**

1. External Pen Test
2. Ransomware Simulation
3. Internal Pen Test
4. Web Application Test
5. Social Engineering Test
6. Wireless Test
7. Physical Penetration Testing
8. System Hardening



**SECURE HALO**

SECURING THE ENTERPRISE

**A Mission Critical Partners Company**

\* Quotes available upon request. Please contact a member of your RPA/Gallagher service team



# Future Meeting Dates



## **MIST Mid Year Full Membership Meeting**

December 20, 2022 at 10:00 am – Virtual via Teams



## Minnesota Insurance Scholastic Trust

# Adjournment

Motion Required

# Thank you!



## 2022-2023 Pricing Sheet

### Minnesota Insurance Scholastic Trust (MIST) Edina Public Schools

#### Member Cost Comparison

Coverage Description	Additional Description	2021-2022 Costs	2022-2023 Costs	% Change
<b>Fixed Costs:</b>				
Package Premium	includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse	\$132,084.07	\$148,690.98	
Package Premium Debit/Credit	(1)	7%	-4%	
Excess Property		\$205,320.00	\$241,289.80	
Boiler & Machinery		\$11,813.00	\$12,608.00	
Pollution Liability		\$9,363.24	\$8,953.15	
AJG Risk Management Services Fee		\$30,738.00	\$31,660.00	
Claims Administration Fee		\$4,914.00	\$5,287.00	
Loss Control Fee		\$1,000.00	\$1,080.00	
Operating Expense Fee		\$13,295.00	\$5,383.00	
<b>Total Fixed Cost</b>		<b>\$408,527.31</b>	<b>\$454,951.93</b>	<b>11.4%</b>

<b>Variable Costs:</b>				
Loss Fund		\$166,982.00	\$162,995.00	
Loss Fund Debit/Credit		4%	-8%	
<b>Total Program Contribution on a Maximum Cost Basis</b>		<b>\$575,509.31</b>	<b>\$617,946.93</b>	<b>7.4%</b>

<b>Statistical Information</b>				
Total Insured Values		\$475,061,406	\$506,862,799	6.7%
Total Student Count		8,383	8,600	2.6%
Total Vehicles		91	93	2.2%

<b>Total Costs:</b>		<b>\$575,509.31</b>	<b>\$617,946.93</b>	<b>7.4%</b>
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Cyber Liability	(2)	\$38,640.00	\$54,353.60	
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(1) Please note the actuarial debit/credit system for the 2022-2023 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

(2) Cyber will not be bound unless all cyber security requirements are fully implemented. A confirmation email to Katie\_Navin@ajg will be required.



**Board Meeting Date:** 6/20/2022

**TITLE:** Workers' Compensation Insurance

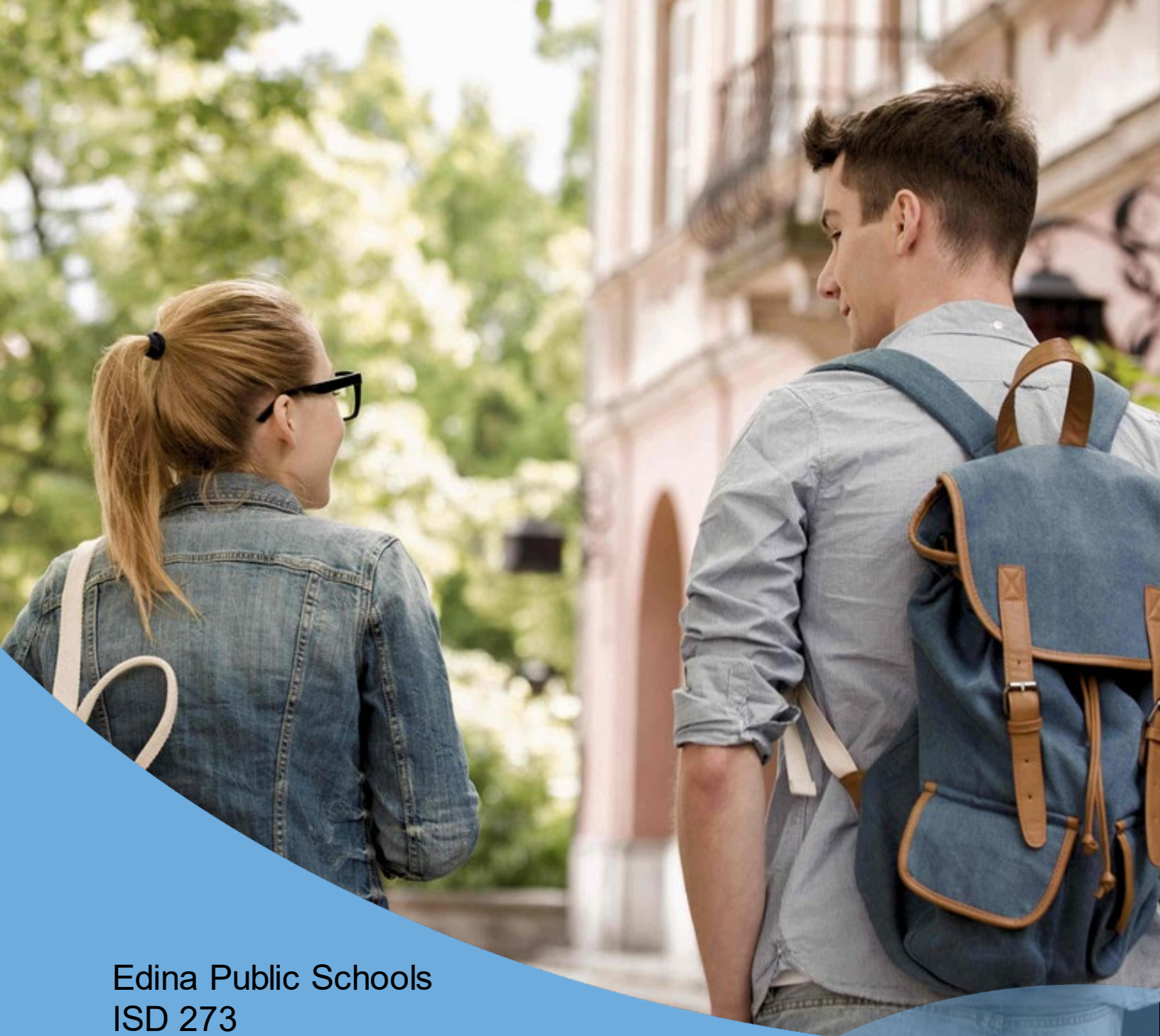
**TYPE:** Consent

**BACKGROUND:** In FY20-21 the district switched from State Fund Mutual (SFM) to Dakota Truck Underwriters and realized a premium savings of \$157,726. The renewal with Dakota Truck Underwriters for 22-23 is \$390,641, a total increase of 18.87%. This increase is based on wages increasing by an estimated 4.7% overall, adverse loss experience, and the District's experience mod going from .77 to .83 (7.8% increase). The experience mod is calculated on the most recent 3 years' worth of claims (the district dropped off a very low claim year and added a higher claim year).

**RECOMMENDATION:** The administration recommend that the District accept the quote from Dakota Truck Underwriters (RAS) in the amount of \$390,641.

**ATTACHMENTS:**

1. Workers' Comp Insurance Proposal



## Edina Public Schools ISD 273

### Executive Summary 07/01/2022 – 07/01/2023

Nick Lano | Area Vice President  
[Nick\\_Lano@ajg.com](mailto:Nick_Lano@ajg.com) | 952.358.7579

David Howard | Area Executive Vice President  
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06/03/2022



# Gallagher

Insurance | Risk Management | Consulting



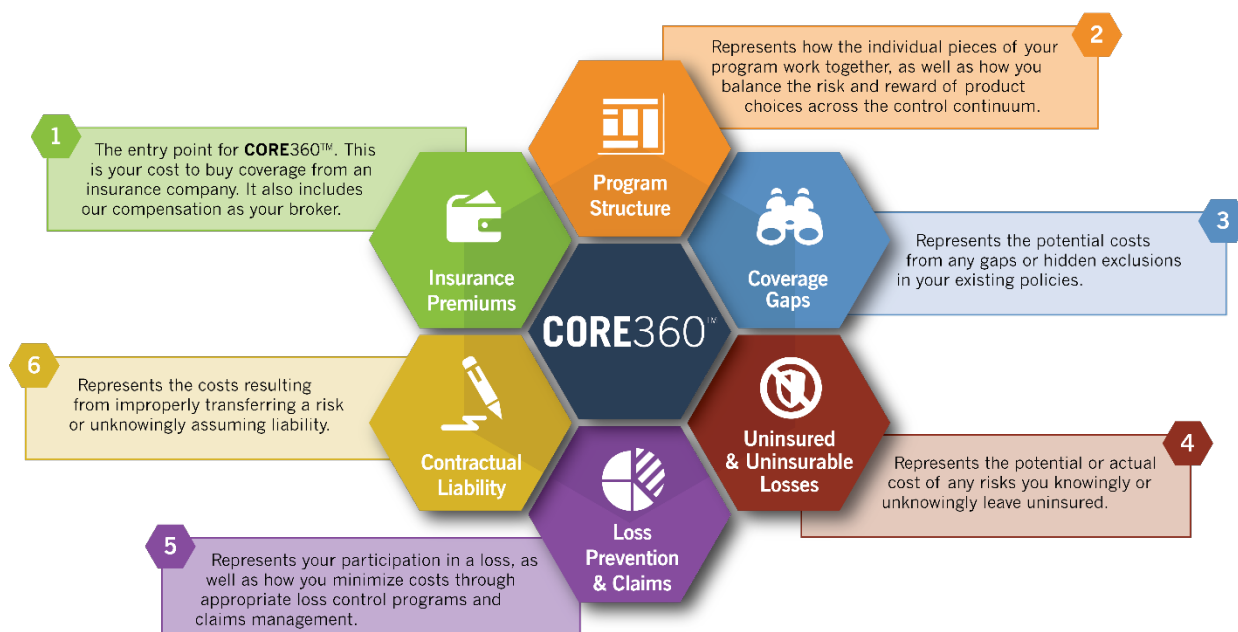
## Overview

On behalf of the Gallagher Public Entity team, we would like to thank Edina Public Schools ISD 273 for the continued opportunity to serve the district. This Executive Summary is a shorter version of our proposal and is intended to summarize the renewal and outline our **CORE360™** approach for the district. The intent of our **CORE360™** approach is to help you optimize your total cost of risk and thereby improving the district's profitability to better serve the community. We highlight each **CORE360™** cost driver, beginning with Insurance Premiums and ending with Contractual Liability. Highlighting each cost driver will not only summarize the key accomplishments, but also ensure that we are deliberate in driving value to each of your six cost drivers which represent your total cost of risk.

The Executive Summary also follows the decisions made and action items we discussed during a multiple strategic review discussions in May. During the discussion we established the following goals and objectives for 2022:

- Agreed to execute a marketing effort to validate the cost effective option. Continue negotiating and leverage partnership with RAS – commit to a renewal pricing of no more than a 14% rate increase before any change in exposures.
- Continue to provide the greatest deliverable to ISD 273 – program stability and carrier partnership.
- Continue to provide extensive loss prevention and claims advocacy services to drive down the district's total cost of risk.

We believe we have delivered on these results and look forward to reviewing the Executive Summary in further detail. We know that you have a choice and we appreciate your business and continued support.



# 2022 CORE360 Stewardship Scorecard

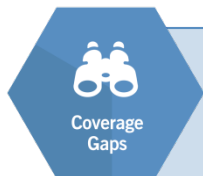
Your **CORE360™** Stewardship Scorecard has been developed for you to get a quick snapshot of how we've impacted your total cost of risk over time, by monetizing the cost of risk changes by cost driver.



- 2022 Net Rate increase of 14% - loss history and mod driven.
- 2022 Premium increase of 18.8% after payroll changes.
- Reduced Workers' Compensation Net Rate by 23.5% since 2019 when the Gallagher partnership began.
- Experience Mod increased 6 points to 0.86 in 2022.



- Total Payroll for the district increased 4.7% in 2022.
- Stable program with RAS since partnership began in 2020.



- Our review revealed no actionable coverage gaps at this time.



- There have been no changes in our understanding of the district's uninsured or uninsurable risks since our last discussion.



- Coordinated RAS Loss Control
  - Ergonomic Evaluations
  - Reviewed Non-Critical Recommendations
  - Custodian Safety Training
- 2022 Experience Mod Analysis completed.
- Aggravated Inequities Completed.



- Hidden risk transfers & unknown assumption of liability – Snow removal companies, General Contractors and Construction Managers (for example).

# Spring/Summer Insurance Market Report – May 2022

## The big picture

### *WHERE WE WERE: WHAT WE'VE SEEN THROUGH Q1 2022*

- Companies faced a challenging insurance market overall from 2019 through Q1 2022. Our clients faced years of substantial rate increases, capacity issues and difficulties obtaining coverage.
- For a number of years, many carriers failed to get rate increases that could keep pace with what they paid out in losses. As loss costs trended upward, pricing surged.
- At the same time, carriers faced a number of escalating challenges that drove up claim costs, including social inflation—the trend of rising insurance costs as a result of increased litigation, plaintiff-friendly judgments and “nuclear” jury awards—as well as increased storm activity and pandemic-related losses. Ultimately, pandemic losses did not live up to carriers’ worst-case scenarios.
- Carriers’ ability to offset weak underwriting results through investment income remained a challenge through 2021 due to low interest rates.
- By Q1 2022, rate increases started to moderate in certain classes. Insurance companies have gotten their books of business in a better position than in the several prior years.

### *WHERE WE ARE: WHAT WE'RE SEEING NOW*

- After three years of substantial rate increases, the market is moving towards rate adequacy. Rate increases have decelerated slightly. But, not every service line is equal. Cyber, for example, has kept up sizeable year-over-year rate increases, with median increases of 37.0%, while Workers’ Compensation rates showed relatively flat pricing, with median increases at a mere 0.6%.
- There is much more certainty and stability among underwriters than a year ago, when carriers were still large-scale re-underwriting many segments of their business—cutting capacity, making sure terms and conditions were sufficient, and making sure rates were adequate across a large swath of their business.
- Carriers are staying disciplined and continuing to push rate increases—especially toward businesses with challenging risk profiles. Rate increases are not as industry-wide, but rather more likely to be done on an account-by-account basis now, with an average price increase (rate plus exposure) of 8% across all lines, according to Gallagher U.S. client data.
- With improving rate adequacy comes increased carrier competition. There are a number of new entrants to the market and increasing competition as underwriters look to write new business, especially for accounts that are in desirable classes and are priced well.
- The complicating factors of social inflation, storm losses and general inflation continue to be on carriers’ minds, and continue to impact the overall market.

### *WHERE WE'RE GOING: TRENDS WE ARE WATCHING*

- Inflation, if it continues unabated, will push up loss costs and ultimately will have to be passed through premium increases.
- In response to inflationary pressures, the Federal Reserve increased short-term interest rates, which support stronger investment returns for carriers. Questions linger about how high interest rates will go.
- As storm losses continue to mount, pricing models are trying to catch up.



# Spring/Summer Insurance Market Report – May 2022

- Social inflation shows no signs of slowing. A backlog of cases, slowed by pandemic shutdowns and short-staffing, will be telling about the full impact as these cases begin to move through the court system.
- Third-party litigation funding remains a concern for insurance carriers, as it encourages prolonged litigation and larger monetary awards. It is also a growing contributor to social inflation because of its tendency to drive higher claims costs. Litigation funded by third-party investors is most prevalent in Commercial Auto, General Liability, Directors and Officers (D&O), and Umbrella/Excess insurance lines.
- How will carriers' continued investments in data and technology enable them to anticipate and react to changing risk trends in real time? If carriers are able to understand changing risk trends promptly, for example, how Workers' Compensation and Auto risks are affected as more employees work from home, they can be more responsive in adjusting premium.
- We think the uptick in new competition could moderate rate increases, likely further into 2022.

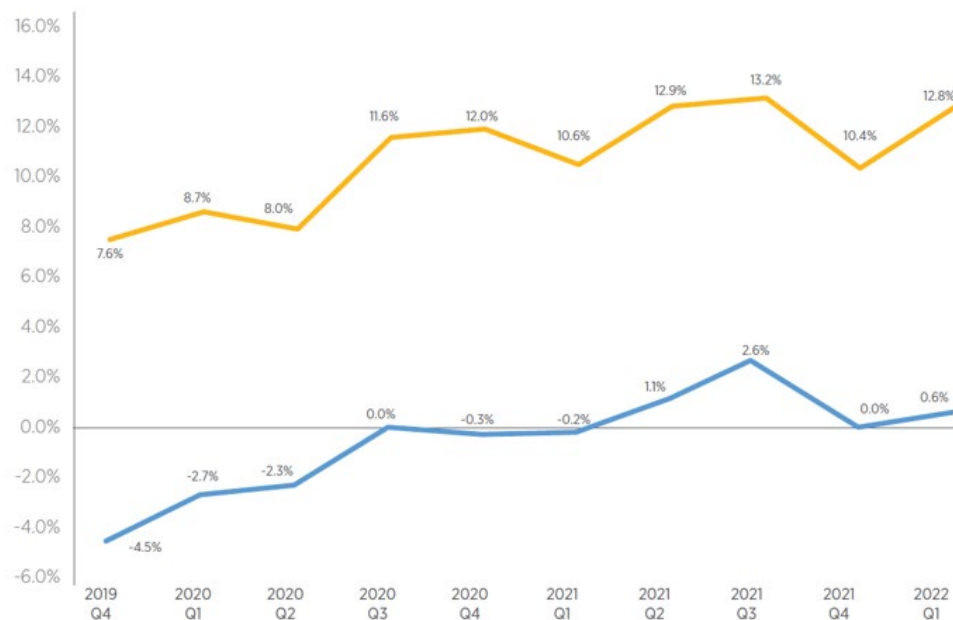
Read on for our analysis of the market conditions for each major line of coverage and guidance that will help ensure a successful renewal outcome.

## Workers' Compensation

### WHERE WE WERE: WHAT WE'VE SEEN THROUGH Q1 2022

- Rates have been low for Workers' Compensation coverage for several years in a row. Favorable loss development in prior years continues to positively impact most carriers.
- There's been a lot of competition and rate reductions over the past two years.

Workers' Compensation Rate Trends Q4 2019 – Q1 2022



Source: Gallagher U.S. Clients

■ Median Rate Change

■ 75th Percentile Rate Change

# Spring/Summer Insurance Market Report – May 2022

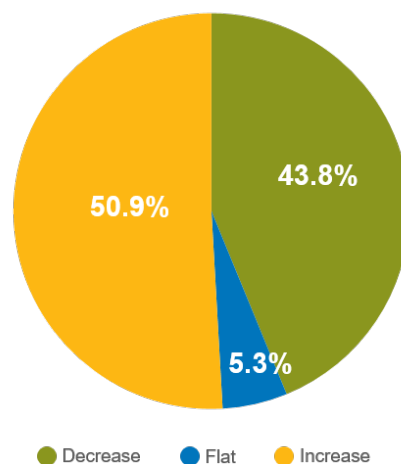
## WHERE WE ARE: WHAT WE'RE SEEING NOW

- Workers' Compensation continues to be a profitable and stable line of insurance for most carriers. It is often purchased in conjunction with less profitable lines, such as Commercial Auto and General Liability.
- There are signs that the Worker's Compensation market may be firming as employees return to the workplaces. Claim frequency will likely rise as less experienced employees return to the workplace.
- The median increase in Q1 2022 for Workers' Compensation policies was 0.6%, with 50.9% taking an increase. More than four in 10 (43.8%) of respondents saw Workers' Compensation rates drop in Q1 2022.

## WHERE WE'RE GOING: TRENDS WE ARE WATCHING

- For the first time, we're starting to see broader rate increases in Workers' Compensation. They're not nearly as significant as the ones that we've seen in the other lines, but noteworthy given how rates trended last year.
- Workers' Compensation, for instance, has been a very profitable line of coverage. And we have been able to achieve rate decreases for most of the past two-plus years. It's still probably the most competitive line of coverage that we see in the casualty space. But we are starting to see the rates tick up, a reflection of inflation.

**Q1 2022 WC Rate Changes**  
Gallagher – U.S. Clients

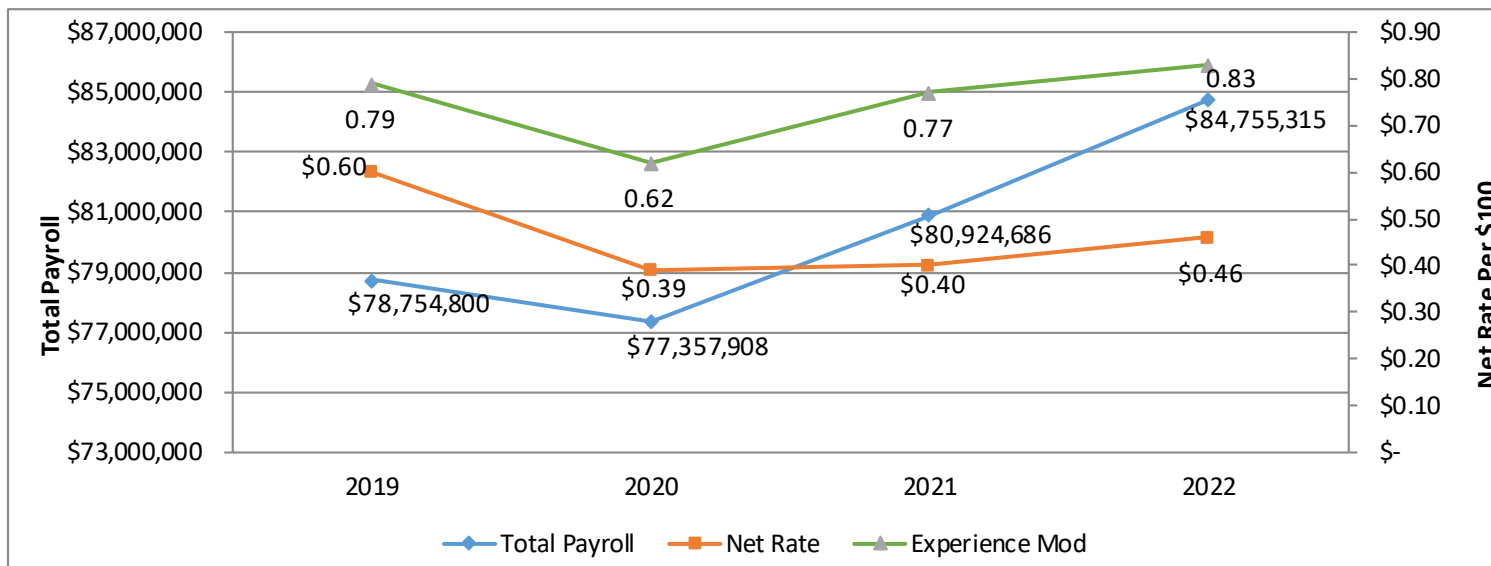


**0.6%**  
median rate change  
in Q1 2022\*

# Historical Program Exposures

Class Code	Description	2020 – 2021 AUDITED	2021 – 2022 PROJECTED	2022 – 2023 PROJECTED
7380	Chauffeurs & Helpers	\$24,795	\$25,570	\$26,749
7382	Bus Co. All Other Employees	\$1,345,763	\$1,704,611	\$1,783,194
8385	Bus Co. Garage Employees	\$229,051	\$247,164	\$358,558
8868	College Professional Employee	\$72,235,046	\$75,224,916	\$78,692,785
9101	College – All Other Employee	\$3,523,253	\$3,722,425	\$3,894,029
Total		<b>\$77,357,908</b>	<b>\$80,924,686</b>	<b>\$84,755,315</b>

## Historical Characteristics:



- 2019 is Pre-Gallagher/RAS Partnership



# Workers' Compensation Claims Summary

HISTORICAL TWO YEARS

WORKERS' COMPENSATION											
POLICY TERM	CARRIER NAME	IND PAID	MED PAID	EXPENSES PAID	TOTAL PAID	TOTAL RESERVES	TOTAL INCURRED	# OF OPEN CLAIMS	# OF CLOSED CLAIMS	# OF OTHER CLAIMS	# OF CLAIMS
7/1/2020	RAS	\$11,861	\$50,162	\$8,284	\$70,307	\$78,594	\$148,901	2	26	0	28
7/1/2021	RAS	\$42,984	\$110,704	\$13,404	\$167,092	\$247,777	\$414,869	7	44	4	55
<b>TOTALS:</b>		<b>\$54,845</b>	<b>\$160,866</b>	<b>\$21,688</b>	<b>\$237,399</b>	<b>\$326,371</b>	<b>\$563,770</b>	<b>9</b>	<b>70</b>	<b>4</b>	<b>83</b>

## 2022 Strategic Review

### RECAP OF EARLY RENEWAL RATE EXPECTATIONS AND DISCUSSIONS

Coverage	Carrier	Rate Indication	Rate Results	Comments
Workers' Compensation	RAS	Initial rate indication of 14% increase due to various adverse factors. <ul style="list-style-type: none"> <li>- Recent Loss Experience</li> <li>- Experience Mod increase 6 points from 0.77 to 0.83</li> <li>- Historically written in RAS's lowest rate tier with 40% max scheduled credit.</li> </ul>	Achieved goal – secured initial renewal pricing indication. <ul style="list-style-type: none"> <li>- Payroll increased 4.7%.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Year Loss Ratio – 172%</li> <li>• 2 Yr. Loss Ratio – 103%</li> <li>• RAS school book starting to feel claim pressure.</li> <li>• No change to program structure.</li> </ul>



## Renewal Premiums

### 2022 WORKERS' COMPENSATION RESULTS

	2019 (Previous Broker)	2020 Audited	2021 Expiring	2022 Renewal
<b>Carrier</b>	<b>SFM</b>	<b>RAS</b>	<b>RAS</b>	<b>RAS</b>
Premium	\$476,151	\$289,053	\$311,944	\$371,624
Surcharges	Incl.	\$12,365	\$16,697	\$19,050
<b>Total Premium</b>	<b>\$476,151</b>	<b>\$301,418</b>	<b>\$328,641</b>	<b>\$390,674</b>
Net Rate	\$0.60	\$0.39	\$0.40	\$0.46

### Marketing Results

- SFM – Declined due to loss history and not competitive at current rate structure.
- Employers – Declined, too large of a school account for them.
- United Heartland – Indicated \$400-\$430K in premium.

## Thank You for Your Business

On behalf of the Gallagher Scholastic Team, we would like to thank the District for the continued opportunity, partnership, support and confidence you have placed in us to handle the insurance program. We have enjoyed the long-term partnership and look forward to continue earning the district's business year-over-year. We enjoyed implementing the agreed upon renewal strategy in 2022 and thus reducing the District's total cost of risk. Thank you





# Proposal of Insurance

## Independent School District 273

5701 Normandale Road  
Edina, MN 55424

**Presented:** June 2, 2022

**Effective:** July 1, 2022

**David Howard, CPCU**

Area Executive Vice President

**Nick Lano**

Area Vice President

**Arthur J. Gallagher Risk Management Services, Inc.**

3600 American Blvd. West, Suite 500

Bloomington, MN 55431

**(952) 358-7500**

**David\_Howard@ajg.com; Nick\_Lano@ajg.com**



[ajg.com](http://ajg.com)

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# Gallagher

Insurance | Risk Management | Consulting

Table of Contents

**Service Team ..... 3**

**Program Structure ..... 3**

    Named Insured ..... 4

    Market Review ..... 5

    Location Schedule ..... 6

    Program Details ..... 7

        Workers' Compensation - Dakota Truck Underwriters ..... 7

    Premium Summary ..... 9

    Payment Plans ..... 10

**Carrier Ratings and Admitted Status ..... 11**

**Proposal Disclosures ..... 11**

    Proposal Disclosures ..... 12

**Client Signature Requirements ..... 14**

    Coverages for Consideration ..... 15

    Client Authorization to Bind Coverage ..... 16

**Appendix ..... 17**

    Bindable Quotations & Compensation Disclosure Schedule ..... 18

    Claims Reporting By Policy ..... 19



## Service Team

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

NAME / TITLE	PHONE / ALT. PHONE	EMAIL	ROLE
<b>David Howard, CPCU</b> Area Executive Vice President	(952) 358-7523	David_Howard@ajg.com	Producer
<b>Nick Lano</b> Area Vice President	(952) 358-7579 (952) 358-7500	Nick_Lano@ajg.com	Producer
<b>Cathy Caviness</b> Client Service Supervisor	(952) 358-7512 (952) 358-7500	cathy_caviness@ajg.com	Client Service Manager

**Arthur J. Gallagher Risk Management Services, Inc.**

Main Office Phone Number: (952) 358-7500

## Named Insured

The named insured on this policy is Independent School District 273

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

# Market Review

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

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

## Location Schedule

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

## Program Details

**Coverage:** Workers' Compensation

**Carrier:** Dakota Truck Underwriters

**Policy Period:** 7/1/2022 to 7/1/2023

**Coverage:**

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

**Deductibles / Self-Insured Retention**

TYPE	COVERAGE	AMOUNT
Deductible	Workers' Compensation	None

**Experience Modification Factor(s):**

DESCRIPTION	FACTOR
MN	0.83

**States:**

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

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

DESCRIPTION
Voluntary Compensation
Assumptions under Contract
Federal Employers' Liability Act
Longshore & Harbor Workers' Act
Bodily Injury Intentionally Caused by Insured
Bodily Injury to an Employee While Employed in Violation of Law

**Other Significant Terms and Conditions/Restrictions:****DESCRIPTION**

Premium Includes TRIA Premium: \$8,466

<b>Premium</b>	<b>\$371,624.00</b>
----------------	---------------------

**Surcharges & Assessments**

SCF Assessment	\$19,050.00
----------------	-------------

<b>Total Surcharges &amp; Assessments</b>	<b>\$19,050.00</b>
---	--------------------

<b>ESTIMATED PROGRAM COST</b>	<b>\$390,674.00</b>
-------------------------------	---------------------

TRIA/TRIPRA PREMIUM

(+ Additional Surcharges, Taxes and Fees as applicable)

**INCLUDED****Subject to Audit: Annually****Auditable Exposures:**

STATE	CLASS CODE	DESCRIPTION	EXPOSURE	RATE PER \$100
MN	7380	Chauffeurs & Helpers	\$26,749 - Remuneration	7.4
MN	7382	Bus CO.:all Other Employees & Drivers	\$1,783,194 - Remuneration	5.03
MN	8385	Bus Company - Garage Emp.	\$258,558 - Remuneration	3.02
MN	8868	College: Professional Employees and Clerical	\$78,692,785 - Remuneration	0.58
MN	9101	College - all Other Employees	\$3,894,029 - Remuneration	5.45

## Premium Summary

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

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
<b>Workers' Compensation</b>	Premium	Dakota Truck Underwriters	-	Dakota Truck Underwriters	\$371,624.00
	Srchrg & Asmnt		-		\$19,050.00
	<b>Estimated Cost</b>		<b>\$328,641.00</b>		<b>\$390,674.00</b>
	Annualized Cost		-		-
	TRIA Premium		-		Included
<b>Total Estimated Program Cost</b>			<b>\$328,641.00</b>		<b>\$390,674.00</b>

Quote from **Dakota Truck Underwriters** is valid until **7/1/2022**

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

**Workers' Compensation**

- All lines of coverage through MIST Program, Builder's Risk

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

## Payment Plans

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



## Carrier Ratings and Admitted Status

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

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

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

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

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

## Proposal Disclosures

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

### Proposal Disclaimer

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

### Compensation Disclosure

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

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

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

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

### TRIA/TRIPRA Disclaimer

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

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

### Terms and Conditions

It is important that we clearly outline the nature of our mutual relationship. The following terms and conditions (these “Terms”) govern your relationship with Gallagher unless you have separately entered into a written services agreement with Gallagher relative to the policies and services outlined in this Proposal, in which case that services agreement will govern and control with respect to any conflicts with these Terms. These Terms will become effective upon your execution of the Client Authorization to Bind Coverage (the “CAB”) included in this Proposal and shall survive for the duration of your relationship with Gallagher relative to the policies placed pursuant to the CAB or otherwise at your request.

### Services

Gallagher will represent and assist you in all discussions and transactions with insurance companies relating to the lines of insurance coverage set forth in the CAB and any other lines of insurance coverage with which you request Gallagher's assistance. Gallagher will consult with you regarding any matters involving these or other coverages for which you have engaged Gallagher. You have the sole discretion for approving any insurance policies placed, as well as all other material decisions involving your risk management, risk transfer and/or loss prevention needs.

Although you are responsible for notifying applicable insurance companies directly in connection with any claims, demands, suits, notices of potential claims or any other matters as required by the terms and conditions of your policies, Gallagher will assist you in determining applicable claim reporting requirements.

### Treatment of Information

Gallagher understands the need to protect the confidentiality and security of your confidential and sensitive information and strives to comply with applicable data privacy and security laws. Your confidential and sensitive information will be protected by Gallagher and only used to perform services for you; provided that Gallagher may disclose and transfer your information to our affiliates, agents or vendors that have a need to know such information in connection with the provision of such services (including insurance markets, as necessary, for marketing, quoting, placing and/or servicing insurance coverages). We may also disclose such information as required by applicable data protection laws or the order of any court or tribunal, subject to our providing you with prior notice as permitted by law.

We will (i) implement appropriate administrative, physical and technical safeguards to protect personal information; (ii) timely report security incidents involving personal information to affected parties and/or regulatory bodies; (iii) create and maintain required policies and procedures; and (iv) comply with data subjects' rights, as applicable. To the extent applicable under associated data protection laws, you are a “business” or “controller” and Gallagher is a “service provider” or “data processor.” You will ensure that any information provided to Gallagher has been provided with any required notices and that you have obtained all required consents, if any and where required, or are otherwise authorized to transfer all information to Gallagher and enable Gallagher to process the information for the purposes described in this Proposal and as set forth in Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>. Gallagher may update its Privacy Policy from time to time and any updates will be posted to such site.

### Dispute Resolution

Gallagher does not expect that it will ever have a formal dispute with any of its clients. However, in the event that one should arise, we should each strive to achieve a fair, expedient and efficient resolution and we'd like to clearly outline the resolution process.

A. If the parties have a dispute regarding Gallagher's services or the relationship governed by this Proposal (“Dispute”), each party agrees to resolve that Dispute by mediation. If mediation fails to resolve the Dispute, you and Gallagher agree to binding arbitration. Each party waives all rights to commence litigation in court to resolve a Dispute, and specifically waives all rights to pursue relief by class action or mass action in court or through arbitration. However, the parties do not waive the ability to seek a court order of injunction in aid of the mediation and arbitration required by these Terms.

B. The party asserting a Dispute must provide a written notice (“Notice”) of the claim to the other party and to the American Arbitration Association (“AAA”) in accordance with its Commercial Arbitration Rules and Mediation Procedures. All Dispute resolutions will take place in Chicago, IL, unless you and Gallagher agree to another location. The parties will equally divide all costs of the mediation and arbitration proceedings and will each pay their own attorneys' fees. All matters will be before a neutral, impartial and disinterested mediator or arbitrator(s) that have at least 20 years' experience in commercial and insurance coverage disputes.

C. Mediation will occur within sixty (60) days of filing the Notice with the AAA. Mediation results will be reduced to a memorandum of understanding signed by you, Gallagher and the mediator. A Dispute that is not resolved in mediation will commence to binding arbitration. For Disputes in excess of \$500,000, either party may elect to have the Dispute heard by a panel of three (3) arbitrators. The award of the arbitrator(s) must be accompanied by a reasoned opinion prepared and signed by the arbitrator(s). Except as may be required by law, neither you, Gallagher, nor a mediator or arbitrator may disclose the existence, content or results of any Dispute or its dispute resolution proceeding without the prior written consent of both you and Gallagher.

### Electronic Delivery

In lieu of receiving documents in paper format, you agree, to the fullest extent permitted by law, to accept electronic delivery of any documents that Gallagher may be required to deliver to you (including, but not limited to, insurance policies and endorsements, account statements and all

other agreements, forms and communications) in connection with services provided by Gallagher. Electronic delivery of a document to you may be made via electronic mail or by other electronic means, including posting documents to a secure website.

## **Miscellaneous Terms**

Gallagher is engaged to perform services as an independent contractor and not as your employee or agent, and Gallagher will not be operating in a fiduciary capacity.

Where applicable, insurance coverage placements and other services may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees to the Internal Revenue Service, various State(s) departments of revenue, state regulators, boards or associations. In such cases, you will be responsible for the payment of the taxes and/or fees, which Gallagher will separately identify on related invoices.

The Proposal and these Terms are governed by the laws of the State of Illinois, without regard to its conflict of law rules.

If an arbitrator/court of competent jurisdiction determines that any provision of these Terms is void or unenforceable, that provision will be severed, and the arbitrator/court will replace it with a valid and enforceable provision that most closely approximates the original intent, and the remainder of these Terms will remain in effect.

Except to the extent in conflict with a services agreement that you may enter into with Gallagher, these Terms and the remainder of the Proposal constitute the entire agreement between you and Gallagher with respect to the subject matter of the Proposal, and supersede all prior negotiations, agreements and understandings as to such matters.

## Coverages for Consideration

### Overview

Gallagher recommends that you consider purchasing the following additional coverages for which you have exposure. A Proposal for any of the coverages below can be provided.

- International Policy (This was not taken in 2021 due to COVID travel restrictions) An application can be provided if travel has resumed.

Please note the recommendations and considerations summarized in this section are not intended to identify all potential exposures. Gallagher is not an expert in all aspects of your business and assumes no responsibility to independently investigate the risks your business faces. Gallagher has relied upon the information you provided in making our insurance Proposals. If you are interested in pursuing additional coverages other than those listed above, please list the additional coverages in the Client Authorization to Bind.

## Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated 6/2/2022, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

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

### Additional Recommended Coverages

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By checking the box(es) below, you are requesting that Gallagher provide you with a Proposal for this coverage. By not requesting a Proposal for this coverage, you assume the risk of any uncovered loss.

### Other Coverages to Consider

☐ International Policy (This was not taken in 2021 due to COVID travel restrictions) An application can be provided if travel has resumed.

The above coverage(s) does not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those listed in the Additional Recommended Coverages, please list below:

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**Coverage Amendments and Notes:****Exposures and Values**

You confirm the payroll, values, schedules, and any other information pertaining to your operations, and submitted to the underwriters, were compiled from information provided by you. If no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies. You acknowledge it is your responsibility to notify Gallagher of any material change in your operations or exposures.

**Additional Terms and Disclosures**

Gallagher is not an expert in all aspects of your business. Gallagher's Proposals for insurance are based upon the information concerning your business that was provided to Gallagher by you. Gallagher expects the information you provide is true, correct and complete in all material respects. Gallagher assumes no responsibility to independently investigate the risks that may be facing your business, but rather have relied upon the information you provide to Gallagher in making our insurance Proposals.

Gallagher's liability to you arising from any of Gallagher's acts or omissions will not exceed \$20 million in the aggregate. The parties each will only be liable for actual damages incurred by the other party, and will not be liable for any indirect, special, exemplary, consequential, reliance or punitive damages. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with the Proposal, any of Gallagher's services or your relationship with Gallagher may be brought by either party any later than two (2) years after the accrual of the claim or cause of action.

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

You have read, understand and agree that the information contained in the Proposal and all documents attached to and incorporated into the Proposal, is correct and has been disclosed to you prior to authorizing Gallagher to bind coverage and/or provide services to you. By signing below, or authorizing Gallagher to bind your insurance coverage through email when allowed, you acknowledge you have reviewed and agree with terms, conditions and disclosures contained in the Proposal.

By:

\_\_\_\_\_  
Print Name (Specify Title)\_\_\_\_\_  
Company\_\_\_\_\_  
Signature

Date:

\_\_\_\_\_

## Bindable Quotations & Compensation Disclosure Schedule

**Client Name: Independent School District 273**

COVERAGE(S)	CARRIER NAME(S)	WHOLESALE, MGA, OR INTERMEDIARY NAME <sup>1</sup>	EST. ANNUAL PREMIUM <sup>2</sup>	COMM.% OR FEE <sup>3</sup>	GALLAGHER U.S. OWNED WHOLESALE, MGA, OR INTERMEDIARY %
Workers' Compensation	Dakota Truck Underwriters	N/A	\$371,624.00	8 %	

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

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

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

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

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



## Claims Reporting By Policy

### Direct Reporting

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

- Workers' Compensation
  - Dakota Truck Underwriters
  - Online: [www.rascompanies.com](http://www.rascompanies.com)
  - Phone #:877-585-1117
  - Fax #:877-884-6573
  - Email : [FirstReports@RASCompanies.com](mailto:FirstReports@RASCompanies.com)



## Workers' Compensation Proposal

**Insured** 51966

Independent School District 273  
5701 Normandale Rd  
Edina, MN 55424  
(952) 848-3900

Quote No. 320770  
Effective Date: 7/1/2022  
Expiration Date: 7/1/2023  
Quote Date: 5/9/2022  
Quote Good Through: 7/1/2022

**Agent** 236-1317

Arthur J Gallagher Risk Mgmt Serv Inc MN DBA Arthur J  
Gallagher Risk Mgmt Serv Inc MN  
3600 American Blvd W Ste 500  
Bloomington, MN 55431  
(952) 358-7500

**Employers Liability**

Bodily Injury By Accident	\$1,000,000	Each Accident
Bodily Injury By Disease	\$1,000,000	Policy Limit
Bodily Injury By Disease	\$1,000,000	Each Employee

### Proposal Summary

Policy Unit	Remuneration	Total Estimated Premium and Surcharges
1 - Independent School District 273 - Minnesota	\$84,655,315	\$390,674
<b>Grand Total</b>	<b>\$84,655,315</b>	<b>\$390,674</b>

This is an estimate only and based on information received at the time prospectus. If an installment payment plan is offered, a \$5 service charge per invoice will apply.

Please see the following page(s) for detailed Unit information.



# Workers' Compensation Proposal

## Insured 51966

Independent School District 273  
5701 Normandale Rd  
Edina, MN 55424  
(952) 848-3900

Quote No. 320770  
Effective Date: 7/1/2022  
Expiration Date: 7/1/2023  
Quote Date: 5/9/2022  
Quote Good Through: 7/1/2022

## Agent 236-1317

Arthur J Gallagher Risk Mgmt Serv Inc MN DBA Arthur J  
Gallagher Risk Mgmt Serv Inc MN  
3600 American Blvd W Ste 500  
Bloomington, MN 55431  
(952) 358-7500

## Employers Liability

Bodily Injury By Accident \$1,000,000 Each Accident  
Bodily Injury By Disease \$1,000,000 Policy Limit  
Bodily Injury By Disease \$1,000,000 Each Employee

Unit 1 - Independent School District 273

Minnesota

Rating Period: 7/1/2022 - 7/1/2023

Classifications	Code No.	Premium Basis Total Estimated Remuneration	Rate Per \$100 of Remuneration	Estimated Premium
CHAUFFEURS & HELPERS	7380	\$26,749	7.4	\$1,979
BUS CO.:ALL OTHER EMPLOYEES & DRIVERS	7382	\$1,783,194	5.03	\$89,695
BUS COMPANY - GARAGE EMP.	8385	\$258,558	3.02	\$7,808
COLLEGE: PROFESSIONAL EMPLOYEES AND CLERICAL	8868	\$78,692,785	0.58	\$456,418
COLLEGE - ALL OTHER EMPLOYEES	9101	\$3,894,029	5.45	\$212,225
Total Manual Premium				\$768,125
\$1,000,000/1,000,000/1,000,000		2.8%		\$21,508
Subject Premium				\$789,633
Unmodified Premium				\$789,633
Experience Mod		0.83		(\$134,238)
Modified Premium				\$655,395
SCHEDULE CREDIT/DEBIT		37%		(\$242,496)
Standard Premium				\$412,899
Premium Discount		12.1%		(\$49,961)
Expense Constant				\$220
Terrorism Act		1%		\$8,466
Policy Premium				\$371,624
SCF Assessment				\$19,050

**Total Premium and Surcharge(s):**

**\$390,674**

This is a quotation only and is not a binder of insurance or a guarantee of insurability.



## Workers' Compensation Proposal

**Insured** 51966

Independent School District 273  
5701 Normandale Rd  
Edina, MN 55424  
(952) 848-3900

Quote No. 320770  
Effective Date: 7/1/2022  
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Gallagher Risk Mgmt Serv Inc MN  
3600 American Blvd W Ste 500  
Bloomington, MN 55431  
(952) 358-7500

**Employers Liability**

Bodily Injury By Accident	\$1,000,000	Each Accident
Bodily Injury By Disease	\$1,000,000	Policy Limit
Bodily Injury By Disease	\$1,000,000	Each Employee

**Billing Unit 1** - Independent School District 273

**Billing Payment Mode:** 10-10-month installment (25% down)

<b>Initial Payment Total to Remit</b>	\$97,684.00
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**Installment Schedule:**

Post Date	Due Date	Description	Amount
6/11/2022	7/1/2022	Installment	\$97,684.00
7/12/2022	8/1/2022	Installment	\$32,560.00
8/12/2022	9/1/2022	Installment	\$32,560.00
9/11/2022	10/1/2022	Installment	\$32,560.00
10/12/2022	11/1/2022	Installment	\$32,560.00
11/11/2022	12/1/2022	Installment	\$32,560.00
12/12/2022	1/1/2023	Installment	\$32,560.00
1/12/2023	2/1/2023	Installment	\$32,560.00
2/9/2023	3/1/2023	Installment	\$32,560.00
3/12/2023	4/1/2023	Installment	\$32,560.00



**Board Meeting Date:** 6/20/2022

**TITLE:** FY 2022-23 District Paper Quote

**TYPE:** Consent

**BACKGROUND:**

- Proposals were sent to four vendors with two vendors responding. Attached is a summary of the process and the quotes received.
- District currently has inventory of 758 cases from 2021-22 school year.
- Cut paper inventories are still low causing limited availability participation for quotes.

**RECOMMENDATION:** The administration recommend the paper contract for 2022-23 be awarded to Business Essentials in the amount of \$63,203.79.

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

**ATTACHMENTS:**

1. RFP Summary

## Sourcing Summary

### General Information

<b>Organization:</b>	ISD #273 – Edina Public Schools	<b>Date:</b>	6/6/2022
<b>Department:</b>	Administration	<b>Category:</b>	Cut Paper

### Process Notes

<b>Process used:</b>	<ul style="list-style-type: none"> <li>RFQ</li> </ul>
<b>Vendors participating:</b>	<ul style="list-style-type: none"> <li>Business Essentials (submitted)</li> <li>CPG (declined to quote)</li> <li>FCDIST (declined to quote)</li> <li>Lindenmeyr Munroe* (submitted)</li> </ul> <p style="text-align: right;">*Incumbent</p>
<b>Notes:</b>	<ul style="list-style-type: none"> <li>District currently has an inventory of 758 cases remaining on their current year POs</li> <li>Cut paper inventories are still low causing an increase in decline of quotes</li> </ul>

### Submitting Vendor Information

	Vendor Contact	Phone	Email
<b>Lindenmeyr Monroe</b>	Kristi Hudy	651-447-4130	khudy@lindenmeyr.com
<b>Business Essentials</b>	Xavier Sproule	763-595-5325	Xsproule@orderbe.com

### References

	Lindenmeyr Monroe	Business Essentials
Reference	Osseo Area Schools	Cooperative Purchasing Connection

### General Questions

Question	Lindenmeyr Monroe	Business Essentials
Have you reviewed, agree, and can meet the terms, conditions, specifications, and requirements as described in this document? [Y/N]	Y	Y
Do your proposed products meet the specifications defined in this document? [Y/N]	Y	Y
Do you accept Credit Card Payment at NO additional fee? [Y/N]	N	Y
Have you included an example of your monthly inventory report? [Y/N]	Y	Y
What is your proposed turnaround time from order-to-delivery? [DAYS]	Some paper maybe back ordered due to market volatility	Stock permitting – 95% next day delivery
Are there any other fees/charges or exceptions to the prices quoted below?	N	N

### Estimated Annual Costs

While Lindenmeyr Monroe could provide 25 of the 27 paper/color variations described (94.6% of total cases projected to be ordered) the district has the option to reduce cost by more than 15% by purchasing from Business Essentials, who can provide only 16 of the 27 paper/color variations (93.4% of total cases projected to be ordered).

Data Point	Lindenmeyr Monroe	Business Essentials
Estimated Annual Prepaid Cost:	<b>\$77,391.10</b>	<b>\$63,203.79</b>
Estimated Annual Pay-as-Delivered Cost:	<b>N/A</b>	<b>\$64,595.91</b>

### Recommendation

## Quoted Price – PREPAID and Delivered as Requested

Paper Description	Paper Size	Colors	Qty	Proposed Paper	Case Desc (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case
90 Bright White Paper - Minimum 30% Recycled	8.5"x11"	White	1,327	Essentials 30%	5000	\$47.50	Boise Aspen 30% Recycled	5000	\$39.50
90 Bright White Paper	8.5"x14"	White	3		5000	\$75.00	Boise X9	5000	\$45.99
	11"x17"	White	12		2500	\$58.00	Boise X9	2500	\$38.99
Color Paper	8.5"x11"	Canary	75	American Eagle	5000	\$61.50	Xerox Vitality	5000	\$45.00
	8.5"x11"	Blue	29	American Eagle	5000	\$61.50	Xerox Vitality	5000	\$45.00
	8.5"x11"	Goldenrod	17	American Eagle	5000	\$61.50	Xerox Vitality	5000	\$45.00*
	8.5"x11"	Green	33	American Eagle	5000	\$61.50	Xerox Vitality	5000	\$45.00
	8.5"x11"	Pink	34	American Eagle	5000	\$61.50	Xerox Vitality	5000	\$45.00
	8.5"x11"	Starlight Blue	26	Same as Blue	N/A	N/A	Did Not Quote	N/A	N/A
	8.5"x11"	Meadow Green	53	Did Not Quote	N/A	N/A	Did Not Quote	N/A	N/A
Card Stock (60-65 lbs.)	8.5"x11"	White	4	Finch 65# Cover	2500	\$80.00	Neenah - 67 LB.	250	\$8.14
	8.5"x11"	Ivory	1	67#	2000	\$60.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Light Blue	2	67#	2000	\$60.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Silver/Gray	1	67#	2000	\$60.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Rose/Pink	1	67#	2000	\$60.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Fireball Fuchsia	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$13.99
	8.5"x11"	Lunar Blue	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$8.14
	8.5"x11"	Terrestrial Teal	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Lift-Off Lemon	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Martian Green	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$14.99
	8.5"x11"	Vulcan Green	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$12.99
	8.5"x11"	Outrageous Orchid	1	67#	2000	\$60.00	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Rocket Red	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$13.99
	8.5"x11"	Re-Entry Red	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$13.99
	8.5"x11"	Sunburst Yellow	1	Astrobrights	2000	\$112.00	Neenah - 67 LB.	250	\$14.99
Card Stock (110 lbs.)	11"x17"	White	1	Springhill 110#	1000	\$77.00	Did Not Quote	N/A	N/A
Card Stock (110 lbs.)	11"x17"	Sunburst Yellow	1	Astrobrights	1000	\$110.60	Did Not Quote	N/A	N/A
<b>Estimated Annual Costs:</b>				<b>\$77,391.10</b>			<b>\$63,203.79</b>		

\*Sold by the ream for \$4.50 (\$45.00 case price)

## Quoted Price – Invoiced as Ordered/Delivered

Paper Description	Paper Size	Colors	Qty	Lindenmeyr Monroe			Business Essentials		
				Proposed Paper	Case Desc (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case
90 Bright White Paper - Minimum 30% Recycled	8.5"x11"	White	1,327	N/A	N/A	N/A	Boise Aspen 30% Recycled	5000	\$40.50
90 Bright White Paper	8.5"x14"	White	3	N/A	N/A	N/A	Boise X9	5000	\$45.99
	11"x17"	White	12	N/A	N/A	N/A	Boise X9	2500	\$38.99
Color Paper	8.5"x11"	Canary	75	N/A	N/A	N/A	Xerox Vitality	5000	\$45.00
	8.5"x11"	Blue	29	N/A	N/A	N/A	Xerox Vitality	5000	\$45.00
	8.5"x11"	Goldenrod	17	N/A	N/A	N/A	Xerox Vitality	5000	\$45.00*
	8.5"x11"	Green	33	N/A	N/A	N/A	Xerox Vitality	5000	\$45.00
	8.5"x11"	Pink	34	N/A	N/A	N/A	Xerox Vitality	5000	\$45.00
	8.5"x11"	Starlight Blue	26	N/A	N/A	N/A	Did Not Quote	N/A	N/A
	8.5"x11"	Meadow Green	53	N/A	N/A	N/A	Did Not Quote	N/A	N/A
Card Stock (60-65 lbs.)	8.5"x11"	White	4	N/A	N/A	N/A	Neenah - 67 LB.	250	\$8.14
	8.5"x11"	Ivory	1	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Light Blue	2	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Silver/Gray	1	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Rose/Pink	1	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Fireball Fuchsia	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$13.99
	8.5"x11"	Lunar Blue	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$8.14
	8.5"x11"	Terrestrial Teal	1	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Lift-Off Lemon	1	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Martian Green	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$14.99
	8.5"x11"	Vulcan Green	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$12.99
	8.5"x11"	Outrageous Orchid	1	N/A	N/A	N/A	Neenah - 67 LB.	N/A	N/A
	8.5"x11"	Rocket Red	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$13.99
	8.5"x11"	Re-Entry Red	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$13.99
	8.5"x11"	Sunburst Yellow	1	N/A	N/A	N/A	Neenah - 67 LB.	250	\$14.99
Card Stock (110 lbs.)	11"x17"	White	1	N/A	N/A	N/A	Did Not Quote	N/A	N/A
Card Stock (110 lbs.)	11"x17"	Sunburst Yellow	1	N/A	N/A	N/A	Did Not Quote	N/A	N/A
Estimated Annual Costs:				N/A			\$64,595.91		

\*Sold by the ream for \$4.50 (\$45.00 case price)





**Board Meeting Date:** 6/20/2022

**TITLE:** 2022 Joint Powers Agreement for the Metro South Adult Basic Education Consortium

**TYPE:** Consent

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

**BACKGROUND:** The Metro South Adult Basic Education Consortium provides adult education and literacy education <http://metrosouth.org/>. Consortium members include Bloomington Independent School District 271, Eden Prairie Independent School District 272, Edina Independent School District 273, and Richfield Independent School District 280. All four member districts have agreed to extend the agreement that was adopted at the June 2020 Board meeting. All components of the agreement remain intact; addressing compliance with Federal and State laws, liability insurance, notice for leaving the consortium, and the responsibilities of Bloomington (ISD271), serving as the fiscal agent for the consortium.

**RECOMMENDATION:** Approve to continue consortium agreement

**Desired Outcomes from the Board:** Review and approve

**ATTACHMENTS:** Joint Powers Agreement for Metro South Basic Education Consortium

**2022 JOINT POWERS AGREEMENT FOR THE  
METRO SOUTH ADULT BASIC EDUCATION CONSORTIUM**

**PREAMBLE**

THIS AGREEMENT IS MADE and entered by and between the school districts named herein, hereafter collectively referred to as “members,” and individually as “member,” which are signatories to this Agreement.

This Agreement is made pursuant to Minnesota Statutes Section 471.59, which provides that two or more governmental units may by agreement jointly exercise any power common to the contracting members, and Minnesota Statutes Section 124D.521, which sets forth the requirements for adult basic education consortia. Each of the members to this Agreement has been duly authorized to enter into the Agreement by its respective School Board.

It is the intention of the members to jointly cooperate to provide Adult Basic Education (“ABE”) services for its residents 17 years of age and older who are not currently enrolled in public school regular day classes.

In consideration of the mutual promises and agreements contained herein and subject to the provisions of Minnesota Statutes Section 471.59 and all other applicable statutes, rules, and regulations, the following members:

Independent School District No. 271, Bloomington (ISD 271)  
Independent School District No. 272, Eden Prairie (ISD 272)  
Independent School District No. 273, Edina (ISD 273)  
Independent School District No. 280, Richfield (ISD 280)

hereto agree as follows:

**RECITALS**

**WHEREAS**, the members agree to maintain a joint powers entity entitled Metro South Adult Basic Education Consortium (“Consortium”) to provide adult education and literacy education. Base funding for the Consortium will be provided by the State of Minnesota to the duly assigned fiscal agent on behalf of the operation of the program; and

**WHEREAS**, the members seek to provide Adult Basic Education (“ABE”) opportunities to its residents 17 years of age and older who are not currently enrolled in public school regular day classes; and

**WHEREAS**, the members understand that programs funded through the WorkForce Investment Act and Minnesota Statutes Section 124D.51, Education Program

for Adults, need to be part of a cooperative ABE delivery system established by written agreement among two or more school districts; and

**WHEREAS**, the members certify that the Consortium will carry out tasks and responsibilities in compliance with all applicable State and Federal laws and regulations, as well as the promises and agreements contained herein; and

**WHEREAS**, the purposes of the laws are to enable all adults to acquire basic skills necessary to function in society and also enable adults who so desire to continue their education to at least the level of completion of secondary school.

**NOW THEREFORE**, in consideration of the mutual promises and agreements set forth, the members agree as follows:

## **AGREEMENT**

### **1. JOINT POWERS.**

The members are jointly empowered to act on behalf of the several members and to take such actions as may be necessary from time to time to fulfill the purpose of this Agreement. The name of the entity formed by this Joint Powers Agreement shall be the Metro South Adult Basic Education Consortium. The Consortium shall have all the powers, duties, authorities, and responsibilities pertaining to the provision of ABE Services of the School Boards of each individual member that are herein designated and assigned to the Consortium.

### **2. PURPOSE.**

The purpose of the Consortium is to enable the members to provide cooperative and collaborative efforts for ABE services, which include: Adult Basic Education, General Education Development, English as a Second Language, Family Literacy Programming, and Workforce Education.

### **3. ORGANIZATION AND GOVERNANCE.**

The activities contemplated by this Agreement shall be overseen by the Consortium Board. The Consortium Board, hereinafter termed "the Board," shall be in existence for the duration of this Agreement.

#### **A. Voting Representation.**

The Board shall consist of one voting member from each member District to this Agreement.

Members of the Board shall not be deemed to be employees of the Consortium and will not be compensated by the Consortium for serving on the

Board. For all purposes, including workers' compensation, each member of the Board shall be considered to be an employee of the member District that made their appointment.

#### **B. Voting and Quorum.**

Each Board member shall be entitled to one vote on Board matters.

A quorum shall consist of all Board members. Board action shall be determined by a majority of the votes cast at a meeting of the Board. All votes of the Board shall be recorded and become matter of public record.

#### **C. Meetings.**

The Board shall meet at least two times annually at the call of the fiscal agent. Board members will agree to the date and time for regular and special meetings.

Two or more members may request a special meeting of the Board by submitting a written notice to all Board members.

#### **4. BOARD DUTIES AND RESPONSIBILITIES.**

The Board shall have and exercise all powers that may be necessary and convenient to enable it to perform and carry out the responsibilities conferred on it or contemplated by this Agreement, or which may hereafter be imposed on it by law or contract.

Such powers shall include the power to accept and disburse funds and to apply for state and federal funds necessary for the purposes set forth herein. The Board shall not have the authority to levy taxes.

The Board, on behalf of each individual member, shall assume the following responsibilities:

- A. The Board, with the input and assistance of the fiscal agent, shall consider and approve all budgets and evaluate the programs and services provided by the Consortium.
- B. The Board shall review this Agreement on an annual basis and, if necessary, amend this Agreement in accordance with paragraph 11.
- C. The Board shall review all contracts and/or leases that are needed to help fulfill the purpose of this Agreement. Board approval is required for all contracts and/or leases for a term exceeding the current fiscal year.

## **5. FINANCIAL PARTICIPATION.**

The members agree that the Board shall have the authority to utilize funds received in the name of the Consortium for the purposes outlined herein. The members further agree that they shall share in any Consortium deficit as approved by a majority vote of the Board. Each member shall share in any deficit in proportion to the respective contributions made by that member.

## **6. MEMBER OBLIGATIONS.**

Each member shall be obligated to:

- A. Submit appropriate financial data required by the State to qualify for program approval.
- B. Contribute to the ABE efforts of the Consortium. For example, member Districts may provide the following:
  - 1) Administrative leadership and support;
  - 2) Outreach and marketing through Community Education catalogs;
  - 3) Referral of students to the program; and
  - 4) Liaison support of local schools, social service agencies and employers.
- C. Agree to abide by any requirements set forth in the annual adult basic education program application, including the state adult basic education assurances which are hereby incorporated into this Agreement by reference.
- D. Direct all revenue intended for ABE Services, whether it be State, Federal, or local funding, to the fiscal agent on behalf of the Consortium.

## **7. FISCAL AGENT.**

ISD 271 shall serve as the fiscal agent for the Consortium. The Board, by a majority vote, may designate any other member to act as fiscal agent for the Consortium, provided the designated fiscal agent accepts the responsibilities. The fiscal agent shall perform the following duties and responsibilities:

- A. The fiscal agent is responsible for fiscal management of the Consortium. The fiscal agent shall develop a program budget and submit the same to the Board for approval. The fiscal agent shall monitor the program budget and ensure proper recordkeeping of all receipts and expenditures of the Consortium.

- B. The fiscal agent shall develop formulas, pertaining to both revenues and expenditures, for the distribution of Consortium funds. Such formulas shall be submitted to the Board for approval.
- C. The fiscal agent is responsible for the organizational structure and staffing and supervision in order to implement programs. The fiscal agent shall employ Consortium-wide ABE staff working on behalf of the Consortium.
- D. The fiscal agent shall develop operational guidelines and procedures. Such guidelines and procedures shall be presented to the Board.
- E. The fiscal agent shall collect data from members as necessary to perform the purposes of this Agreement.
- F. The fiscal agent shall submit application materials on behalf of the Consortium for State, Federal, and other grants.
- G. The fiscal agent shall submit all required State and Federal performance reports and fiscal reports.
- H. The fiscal agent shall file this Agreement with the Minnesota Department of Education as required by Minnesota Statutes Section 124D.521.
- I. The fiscal agent shall provide necessary assurances to State and Federal authorities.
- J. The fiscal agent shall keep all records on behalf of the Consortium.
- K. The fiscal agent is responsible for program planning and development. The fiscal agent will report to the Board on program planning and development at each Board meeting.
- L. The fiscal agent shall perform all obligations and duties as set forth in Minnesota Statutes Section 124D.521, as amended.

## **8. INSURANCE.**

The members agree that they will at all times, during the term of this Agreement or any extension thereof, at their own expense, maintain and keep in force comprehensive general public liability insurance against claims for personal injury, death, or property damage arising in connection with this Agreement in the limits set forth in Minnesota Statutes Section 466.04, as amended. The members further agree that they will name the Consortium as an additional insured on said insurance policies and submit certificates of said insurance to the fiscal agent.

The members agree that they will carry workers' compensation insurance as required by law, and that they will submit certificates of said insurance to the fiscal agent.

In the event that procured liability coverage does not cover a particular act or omission, each individual member shall not be individually liable unless required by law, in which case any such liability shall be apportioned equally amongst the members.

Under no circumstances, however, shall a party be required to pay, on behalf of itself or other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party. Nothing in this Agreement shall constitute a waiver of the rights, benefits, immunities, and privileges that each party is entitled to under federal law or state law.

## **9. TERM OF AGREEMENT AND TERMINATION.**

This term of this Agreement shall run from the date of authorization of the School Boards of each respective member to June 30, 2023, unless it is terminated prior to June 30, 2023 as a result of the Consortium being:

- A. Terminated by the mutual consent of the members;
- B. Suspended or superseded by a subsequent agreement between the members;  
or
- C. Terminated by operation of law.

If the Agreement is terminated, all assets acquired as a result of the joint exercise of powers pursuant to this Agreement remaining after the date of termination and after payment of any outstanding debts or expenses, shall be returned to those members in good standing on the date of termination in proportion to the respective contributions made by the member.

## **10. WITHDRAWAL**

Upon adoption of a resolution of its School Board, an individual member may withdraw from participation in the Consortium by providing eleven (11) months written notice. Written notice must also be submitted to Commissioner of the Minnesota Department of Education.

A withdrawing member shall not be entitled to the return of any contributions previously paid, and shall remain jointly liable for all indebtedness made on behalf of the Consortium during the period in which the withdrawing member was a member of the Consortium. The members shall engage in negotiations over the terms of such indebtedness, including the possibility of a settlement and release of liability for withdrawing members.

## **11. AMENDMENTS.**

Proposed amendments must be submitted to the Board for review and approval. Prior to a meeting of the Board at which an amendment of this Agreement will be considered, each Board member shall be given ten (10) days prior written notice of the meeting and the proposed amendment. In order to be approved, amendments must receive a majority vote of those Board members present at a duly qualified meeting at which the vote is taken.

Should an amendment receive the requisite approval from the Board as provided in this section, the amendment shall be submitted to each member School Board represented on the Board. The amendment shall not be enacted unless adopted by the School Board of each member represented on the Board.

## **12. EFFECTIVE DATE.**

The members agree that this Agreement shall become effective upon authorization of the School Boards of each respective member, and shall be enforced from and after that date until terminated in accordance with paragraph 9.

## **13. AUTHORIZATION.**

IN WITNESS WHEREOF, the undersigned member, pursuant to an authorizing resolution of its respective School Board, has caused this Agreement to be signed on the date on the following page.

\_\_\_\_\_  
Chair, Bloomington ISD 271



Adam Seidel

\_\_\_\_\_  
Chair, Eden Prairie ISD 272

\_\_\_\_\_  
Clerk, Bloomington ISD 271



Debjyoti Dwivedy

\_\_\_\_\_  
Clerk, Eden Prairie ISD 272

\_\_\_\_\_  
Date

May 23, 2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Edina ISD 273

\_\_\_\_\_  
Clerk, Edina ISD 273

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Richfield ISD 280

\_\_\_\_\_  
Clerk, Richfield ISD 280

\_\_\_\_\_  
Date





**Board Meeting Date:** 6/20/2022

**TITLE:** Twin Cities Orthopedic Renewals

**TYPE:** Consent

**BACKGROUND:** Edina Public Schools has contracted with Twin Cities Orthopedics, P.A. for the past several years to provide Sports Medicine services. Edina Public Schools seeks to renew the contracts.

**RECOMMENDATION:** Approve contract renewals with Twin Cities Orthopedics, P.A. in the amount of **(1)** \$0 for Edina High School student wellness/performance services from 7/1/2022- 6/30/2024, with an option to annually renew up to two years; **(2)** Approve a contract with Twin Cities Orthopedics, P.A. in the amount of \$5,000/ year for two years to provide district-wide Edina High School athletic trainer services from 7/1/2022- 6/30/2024 with an option to annually renew up to two years.

**ATTACHMENTS:**

TCO Agreement respecting performance and wellness services

TCO Sports Medicine Contract

**AGREEMENT RESPECTING  
PERFORMANCE AND WELLNESS SERVICES**

**EFFECTIVE DATE:** July 1, 2022

**PARTIES:**

Twin Cities Orthopedics, P.A

("TCO")

Independent School District NO. 273

("ISD 273")

**RECITALS:**

- A. TCO employs individuals with experience and expertise in performance training and wellness programs. ISD 273 requires the services of such individuals for its wellness center located at the Edina High School (the "Wellness Center").
- B. In consideration of the mutual promises contained herein, the parties agree as set forth below.

**AGREEMENT:**

- 1. **Engagement of TCO.** ISD 273 hereby engages TCO to be the exclusive provider of the services described within this agreement for a period of two years commencing on July 1, 2022 and ending on June 30, 2024 (the "Initial Term"), subject to the terms and conditions of this Agreement. Subject to the termination provision in Section 9, this Agreement can be renewed by ISD 273 for up to two additional one-year terms (*for July 1, 2024-June 30, 2025 and July 1, 2025-June 30, 2026*) upon the expiration of the Initial Term and any renewal term, subject to the termination provisions set forth in Section 9.
- 2. **Personnel.** TCO will provide such individuals (the "Performance and Wellness Personnel") as TCO deems reasonably necessary to provide the performance and wellness services set forth in this Agreement. The Performance and Wellness Personnel shall be employees of TCO or one of TCO's affiliates. TCO shall be responsible for all payments to be made to such individuals, including insurance and other benefits, workers compensation insurance, professional liability insurance, taxes and payroll withholding and appropriate supervision.

3. **Qualifications.** TCO agrees that the Performance and Wellness Personnel who are personal trainers/certified sports performance professionals will have at least one of the following certifications: ACE, ACSM, ISSA, NASM, NSCA, PT, PTA, ATC, CSCS, Kinesiology degree. All personnel on site provided by TCO shall have passed background check consistent with TCO and ISD 273 requirements. TCO agrees to coordinate and collaborate nutritional-related content with the district's food and nutrition contractor (currently Chartwell's) to assure consistency if requested by either the contractor or the district.
4. **Duties of TCO.** The Performance and Wellness Personnel will be responsible for the duties set forth in Exhibit A.
5. **Duties of ISD 273.** ISD 273 will be responsible for the following duties:
  - (a) Providing a primary contact person who will represent the ISD 273 Wellness Center;
  - (b) Providing any scheduling changes to the Wellness Center Director/Coordinator in a timely fashion;
  - (c) Providing all security, equipment and software for the Wellness Center;
  - (d) Providing TCO with co-branded marketing opportunities within ISD 273 policies and procedures;
  - (e) Providing TCO with an exclusive right for all programming sponsored by ISD 273 and provided at the Wellness Center within ISD 273 policies and procedures;
  - (f) Providing administration and coaching staff support programs/classes designed by Wellness Center staff;
  - (g) Providing TCO with data related to staff and student performance within ISD 273 policies and procedures;
  - (h) Paying all costs associated with maintenance of the Wellness Center building and equipment therein.
6. **Compensation.** ISD 273 agrees to pay TCO the compensation set forth in Exhibit B.
7. **Sponsorship Advertising Elements.** ISD 273 will, within approved district policies and procedures, recognize TCO as the Preferred Partner for Sports Performance, Sports Training and/or Fitness and Exercise provider for Edina High School as set forth and subject to the terms and conditions in Exhibit C.

8. **Guaranteed Participation.** ISD 273 will make reasonable effort to assure TCO participation in any Request for Proposal, Request for Quote, or Request for Bid process of any district-funded sports performance or wellness related service opportunities which are NOT currently included within this agreement.
9. **Termination.** This Agreement will terminate as follows:
  - (a) By mutual written agreement of TCO and ISD 273.
  - (b) By either party following the Initial Term for any reason by providing not less than ninety (90) days written notice to the other party.
  - (c) Upon the filing of a petition in bankruptcy or the insolvency of either party.
  - (d) In the event either party wishes to terminate this Agreement because the other party has breached a material term, the non-breaching party must first give the other party a written notice setting forth the substance of the claimed breach and the requested curative action. If the breach has not been resolved to the reasonable satisfaction of the non-breaching party within thirty (30) days after giving such notice, the non-breaching party may immediately terminate this Agreement by giving a written notice of termination to the breaching party.

Upon termination, neither party will have any further obligation under this Agreement except for the indemnification obligations under Section 10.

10. **Indemnification.** To the extent allowed by law, each party to this Agreement shall defend, hold harmless and indemnify the other party against any and all claims, liabilities, damages, costs and expenses (including reasonable attorney fees and costs) asserted against, imposed upon or incurred by a party that arises out of, or in connection with, the party's default under or failure to perform any contractual or other obligations, commitment or undertaking under this Agreement, or the malpractice or negligence of the party or its employees, agents, or representatives in the discharge of its or their professional responsibilities, except to the extent any such action, claim, demand, liability, losses, damages, cost or expense was caused by the actions or omissions of the party claiming indemnification hereunder, or its directors, officers, employees, agents, or representatives. The provision of this Section 10 shall survive termination of the Agreement with respect to any claim, action, or proceeding that relates to acts or omissions occurring during the term of this Agreement.
11. **Construction of Agreement.** This Agreement constitutes the entire agreement of the parties with respect to the provision of performance and wellness training services. This Agreement shall be construed, and the rights and obligations of the parties hereunder enforced, in accordance with the laws of the State of Minnesota to the extent not preempted by federal law.

12. **Assignment.** Neither party may assign this Agreement or any of its rights and obligations hereunder, in whole or in part, without the prior written consent of the other party.
13. **No Third-Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under, or by reason of, this Agreement on any person or entities other than the signatories hereto.
14. **Confidentiality.** Each party agrees, within approved district policies and procedures, to hold in confidence the other party's confidential information in the same manner (but not less than a reasonable standard of care) that they employ to protect their own confidential information of like importance and within the parameters of Federal and State law. "Confidential Information" includes, but is not limited to, any and all of a party's product/services information relating to design, pricing, or marketing; the terms and conditions of any proposed or actual agreement between the parties; a party's business policies, practices or trade secrets; and the information of others that is received by a party under an obligation of confidentiality.
15. **Relationship of the Parties.** The relationship of the parties is and shall be that of independent contractors, and nothing in this Agreement is intended as, and nothing shall be construed to create, an employer/employee relationship, partnership, or joint venture relationship between the parties, or to allow either to exercise control or direction over the manner or method by which the other performs the services that are the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement to be effective on July 1, 2022.

TWIN CITIES ORTHOPEDICS, P.A.

ISD #273 – EDINA PUBLIC SCHOOLS

By: CBC

By: Stacie Stanley

Its: CDO

Its: Superintendent

Date: 4/28/2022

Date: 6-17-22

**EXHIBIT A**  
**PERFORMANCE AND WELLNESS SERVICES**

1. TCO will be responsible to provide the following services and personnel:
  - (a) Appointment of a central contact individual to serve as the district coordinator/director of Wellness Center;
  - (b) Performance of regular onsite visits to manage/monitor Wellness Center (staffing, condition, operations) and consult with ISD 273 Activities Director;
  - (c) The assignment and supervision of Personal Trainers for in-season athletic teams;
  - (d) Management of Wellness center supervision staffing and programs;
  - (e) Consultation with ISD 273 in selection and placement of equipment and facility layout; and
  - (f) Serving as a resource, in conjunction with current and future contractors, to the Edina Schools community by consulting and securing access to Wellness Center related content, such as educational programming or arranging for speakers.
2. TCO will provide personal trainers/certified sports performance coach for in-season teams based on trainer/coach expertise. Personal trainers will work onsite at the following training sites with in-season student athletes:
  - Edina High School
  - Edina Community Center
  - Braemar Complex
3. TCO will develop sport specific programs for the Wellness Center.
4. TCO will coach and supervise for safety and optimal athletic benefit.
5. Sports training times will be before school (6:00 a.m.-8:00 a.m., after school (3:15 p.m.-5:30 p.m.), and as otherwise scheduled between coaching staff and TCO.
6. TCO will provide multiple educational opportunities for ISD 273 students (including shadowing, speaking opportunities, mentorships, etc.).
7. TCO will provide a donation of \$10,000 annually to ISD 273 through the duration of the initial term of the agreement (\$20,000 total).

8. TCO will provide appropriate supervision resources for the Wellness Center, as well as providing wellness related classes to student body and staff throughout the school year. Said supervision will include the following:
  - (a) Supervision of staff and staff rotation,
  - (b) Supervision of Wellness Center activities during the school year from 1:30 p.m. to 5:30 p.m. or by prior request (48-hour or more prior to requested time/date)
  - (c) Supervision of the Wellness Center during summer on days and at times agreed upon by the parties,
  - (d) Coordination of maintenance of Wellness Center and its contents, provided that ISD 273 shall be responsible for all costs associated with maintenance of the Wellness Center, and
  - (e) Provision of personal trainers for teaching and leadership of classes at Wellness Center for staff and students.
9. TCO will dedicate staff for supervision of general exercise in the Wellness Center (not including Braemar Complex) while there are classes/team training sessions being conducted at the Wellness Center.

**EXHIBIT B**  
**COMPENSATION**

None. All services being provided hereunder by TCO are intended to support a nonprofit school district's athletic and wellness activities.

TCO reserves the right to provide cash-based (non-District funded) performance training during summer months and outside of season training as opted into by ISD 273 student-athletes.



## **EXHIBIT C**

### **Twin Cities Orthopedic and Wellness Center Sponsorship Elements**

For no additional fee, ISD 273 will provide the following to TCO (if applicable), within ISD 273 policies and procedures, to be mutually agreed upon by the parties:

1. Static signage at the Wellness Center (including TV monitors, if applicable).
2. Print/digital ad in all Wellness Center sponsored Newsletter.
3. Web logo with link to both a TCO and a Training HAUS (wholly owned TCO subsidiary) designated page from primary Wellness Center web page.
4. Opportunities for education content and announcements.
5. Opportunities for Training HAUS (wholly owned TCO subsidiary) branded signage, collateral and apparel (if applicable) with district approval.
6. TCO , within compliance of the district's policies and procedures, has the right to use ISD 273 logo and Wellness Center logo with "official" with the following: sports performance, sports training and fitness and/or exercise providers notation in TCO marketing communications; (i) the performance and wellness services set forth on Exhibit A, and (ii) athletic training services. Any such use of the logos by TCO shall be in accordance with ISD 273 policies that are communicated by ISD 273 as outlined on district website.
7. Should ISD 273 be securing any advertising and/or sponsorship opportunities pertaining to sports performance, sports training and fitness and/or exercise, the district will give TCO the first right of refusal over such opportunities.
8. ISD 273 will provide facility access for cash-based training sessions for ISD 273 student-athletes based on district facility usage policies, procedures, availability, and approval.



Edina High School  
Sports Medicine Contract

July 1, 2022

**EFFECTIVE DATE:** July 1, 2022

**PARTIES:**

Twin Cities Orthopedics, P.A. ("TCO")

Edina High School ("EHS")

**RECITALS:**

- A. TCO employs qualified Certified Athletic Trainers and desires to provide services to Edina High School.
- B. Edina High School requires the services of two Certified Athletic Trainers for its high school athletic programs and desires to contract with TCO for such services.

**AGREEMENT:**

- 1. **Engagement of TCO.** EHS hereby engages TCO to provide one (1) 1.0 FTE Head Certified Athletic Trainer and one (1) 0.75 FTE Assistant Certified Athletic Trainer for its athletic programs for a period of two (2) years commencing July 1, 2022 and ending on June 30, 2024 ("Term"). Subject to the termination provision in Section 11, this Agreement will automatically renew for an additional two (2), one-year terms upon the expiration of the Term and any renewal term. TCO will provide one (1) Head Certified Athletic Trainer and one (1) Assistant Certified Athletic Trainer ("the Athletic Trainer") for EHS who shall provide the services set forth in this Agreement. TCO will work in conjunction with representatives of EHS in determining the Certified Athletic Trainers. The Certified Athletic Trainers shall cooperate with EHS in scheduling and providing services for student-athletes. The Certified Athletic Trainers shall be employees of TCO. Prior to being hired, the Certified Athletic Trainers must pass a background check per TCO policy. EHS will be provided the results of the background check if requested. EHS may conduct their own background check on the Certified Athletic Trainers, but it will be at their cost. EHS may request the reassignment of the Certified Athletic Trainers. TCO shall be responsible for all payments to be made to the Certified Athletic Trainers, insurance and other benefits, workers compensation insurance, professional liability insurance, taxes and payroll withholding and appropriate supervision. TCO is an equal opportunity employer.
- 2. **Qualifications/Expectations of the Full-Time Certified Athletic Trainers.** TCO agrees that the Certified Athletic Trainers will: (1) possess a degree in athletic training or related field; (2) be certified by the Board of Certification (BOC) for Athletic Training; (3) be qualified to perform CPR with valid CPR certification verifying their training; (4) be licensed to practice athletic training in Minnesota or eligible for licensure at the time of hire. (5) demonstrate professionalism and appropriate demeanor when interacting with students.

3. **Duties of the Certified Athletic Trainers.** The Certified Athletic Trainers will be responsible for the performance of the following duties: prevention, evaluation, documentation, treatment and rehabilitation of athletic injuries; administration of emergency care for student-athletes (if there is an emergency involving spectators or faculty the Certified Athletic Trainer may respond to the situation in the capacity of a First Responder until a transition can be made to emergency services once they arrive); appropriate medical referrals; adhere to the medical policies of the Minnesota State High School League (MSHSL); cooperation with consulting physicians; assuring that safety procedures are followed with regard to the use of athletic equipment; travel and coverage of events and practices as identified by the Agreement and/or Activities Director. Below are the commitments made through this Agreement for the athletic training room and event coverage.
4. **Additional Duties of the Head Certified Athletic Trainer.** The Head Certified Athletic Trainer will also serve in the role of Equipment Manager for EHS. The responsibilities associated with this position will be at the direction of the EHS Activities Director:
5. **Duties of Edina High School Activities Director:**
  - Provide the Certified Athletic Trainers with adequate space in the school to preform assessments, treatment, and rehabilitation.
  - Provide the Certified Athletic Trainers with seasonal sports schedules at least one month prior to beginning of the season.
  - Communicate to Certified Athletic Trainers sports schedule changes as soon as changes are made.
  - Help facilitate communication between the Certified Athletic Trainers and coaches, parents, student-athletes, and booster clubs.
  - Provide opportunities to inform your community of TCO's support of EHS activities; through parent, coach, and community meetings.
  - Support the Certified Athletic Trainers in implementing the Minnesota State High School League (MSHSL) medical policies.

**6. Athletic Training Room and Event Coverage.**

**Athletic Training Room:**

- EHS Athletic Training Room
  - o 9:00am-6:00pm during in-session school days
- Edina Community Center Training Room
  - o Assistant Certified Athletic Trainer as directed by Activities Director/Head Certified Athletic Trainer

**Event Coverage:**

TCO will provide athletic training coverage for the following as requested by the Activities Director.

- All Varsity Home Events, including:
  - o Home Sectional and Post-Season Events
- Junior Varsity Home Events for the following:
  - o Football
  - o Volleyball
  - o Hockey
  - o Basketball
  - o Lacrosse
- On dates where there are multiple event coverage requests, TCO will work with Head Certified Athletic Trainer to arrange additional athletic training coverage.
- Tournament coverage, for example "Holiday Tournaments", will be invoiced at the rate of \$30 per hour.

**Schedule Changes:**

- A multiple event schedule will be provided to the Activities Director prior to each season by the Certified Athletic Trainer to review for accuracy. Any variation to this schedule must be reported directly to the Certified Athletic Trainer.
- The Certified Athletic Trainer must be notified immediately of any schedule changes for any reason.
- Schedule changes made 7 days or less may result in the event going uncovered. TCO will make every effort to get a re-scheduled event covered but in certain instances a re-scheduled event may go uncovered.

**7. Duties of TCO**

TCO Physician will be responsible for the following:

- Coverage of EHS home varsity football games and postseason football games.
- Coordination of physician coverage at other hosted varsity events at EHS facilities as needed.
- Function cohesively in conjunction with Certified Athletic Training staff and Activities Director.

**8. Financial Commitment**

TCO will annually commit a \$5,000.00 donation to EHS Athletic Booster Club.

**Other value-added service opportunities at the discretion of EHS from TCO include:**

Concussion Testing

For the term of the agreement for all sports (grades 9-12 students) that either voluntary or mandatory provide an ImPACT Testing Program, the Twin Cities Orthopedics Foundation will provide financial support for the actual cost of the ImPACT test.

Multiple/Dual Event Coverage

TCO will work with the Certified Athletic Trainers of District 273 to provide multiple event coverage at no additional cost

- Staff of 110+ casual Certified Athletic Trainers to support District 273 multiple/dual event coverage requests
- 100% multiple/dual event coverage rate over the past five years at partner schools

Physical Therapy Services On-Site

An opportunity to provide up to 2 hours a week of physical therapy service on site. This would be a value added service at no cost to EHS or the student. No third party insurance billing would occur. We have found at other schools it provides a better coordination of care between the Certified Athletic Trainer and TCO Therapist. Schedule will be arranged by the Certified Athletic Trainer and Physical Therapist.

Sports Nutrition Services

TCO offers expert nutritional guidance from registered licensed dietitian focusing on sports performance nutrition, and injury prevention. Nutrition services offered to EHS with no cost include team nutritional or coach's nutritional educational talk up to two (2) per year.

### Student Education Opportunities

TCO is able to provide multiple educational opportunities for the students of EHS. Job shadowing, speaking, mentorship, etc. are all opportunities available to the students of EHS. Fields of interest ranging from medicine, imaging, therapy, and business management are available within TCO.

9. **Compensation.** EHS agrees to pay TCO the annual amount identified below payable in one installment by December 31 of each year. First payment due by December 31, 2022.
  - Annual Payment due to TCO: \$5,000 per year
10. **Sponsorship Advertising Elements.** TCO will be recognized as the Official Sports Medicine Provider for EHS. See Exhibit A for specific advertising elements. All advertisement will follow EHS Policy and require approval from EHS representative.
11. **Termination.** This Agreement will terminate as follows:
  - (a) By mutual written agreement of TCO and EHS.
  - (b) Following the Term by either party for any reason by providing not less than ninety (90) days written notice to the other party.
  - (c) Upon the filing of a petition in bankruptcy or the insolvency of either party.
  - (d) In the event either party wishes to terminate this Agreement because the other party has breached a material term, the non-breaching party must first give the other party a written notice setting forth the substance of the claimed breach and the requested curative action. If the breach has not been resolved to the reasonable satisfaction of the non-breaching party within thirty (30) days after giving such notice, the non-breaching party may immediately terminate this Agreement by giving a written notice of termination to the breaching party.
  - (e) In the event the Certified Athletic Trainer conducts themselves in a manner that EHS deems demonstrates an inappropriate or unprofessional behavior when interacting with the students.

Upon termination, neither party will have any further obligation under this Agreement except for (i) obligations accruing prior to the date of termination, including, without limitation, the obligation to compensate TCO for the services provided prior to the termination date and (ii) the indemnification obligations under Section 12.

12. **Indemnification.** To the extent allowed by Minnesota law each party to this Agreement shall defend, hold harmless and indemnify the other party against any and all claims, liabilities, damages, costs and expenses (including reasonable attorney fees and costs) asserted against, imposed upon or incurred by a party that arises out of, or in connection with, the party's default under or failure to perform any contractual or other obligations, commitment or undertaking under this Agreement, or the malpractice or negligence of the party or its employees, agents, or representatives in the discharge of its or their professional responsibilities, except to the extent any such action, claim, demand, liability, losses, damages, cost or expense was caused by the actions or omissions of the party claiming indemnification hereunder, or its directors, officers, employees, agents, or representatives. The provision of this Section 12 shall survive termination of the Agreement with respect to any claim, action, or proceeding that relates to acts or omissions occurring during the term of this Agreement.
13. **Construction of Agreement.** This Agreement constitutes the entire agreement of the parties with respect to the provision of sports medicine services and shall be construed and the rights and obligations of the parties hereunder enforced, in accordance with the laws of the State of Minnesota to the extent not preempted by federal law.
14. **Assignment.** Neither party may assign this Agreement or any of its rights and obligations hereunder, in whole or in part, without the prior written consent of the other party except as allowed by law.



**(Exhibit A)****Twin Cities Orthopedics and Edina High School Sponsorship Elements**

For no additional fee to TCO, TCO will work in coordination with EHS to provide the following advertising opportunities to the extent possible and subject to the agreement of both parties. All advertising opportunities must be consistent with EHS policy and procedure and not be in conflict with other contractual obligations.

1. Static Signage in all EHS district-owned athletic venues / arenas, "To the Extent Possible"
  - Football stadium
  - Fieldhouse / Gymnasium
  - Baseball/Softball Field(s)
  - Soccer Field(s)
  - Lacrosse Field(s)
  - Hockey Arenas
  - Athletic Training Rooms
2. When applicable, print/digital ad(s) in all Athletic Programs and EHS sponsored newsletters
3. When applicable, PA announcement at athletic events announcing TCO as the "Official Sports Medicine Provider" for Edina High School
4. Web link from EHS athletics web page
  - Opportunities for education content and announcements
5. EHS will provide TCO with information, including contact information, about booster clubs that are active in EHS athletics. TCO will contact booster clubs about opportunities for paid advertising.
6. TCO has ability to use approved EHS logos with "Official Sports Medicine Provider" notation.

**IN WITNESS WHEREOF**, the parties have executed this agreement to be effective on July 1, 2022.

**TWIN CITIES ORTHOPEDICS, P.A.**By: Its: CDODate: 4/28/2022**ISD #273 - Edina Public Schools**By: Its: SuperintendentDate: 6/17/22



**Board Meeting Date: 6/20/22**

**TITLE: Highlands Continuous Progress Grades 2-5 to Deep Portage Conservation Reserve (November 28 - November 30, 2022)**

**TYPE:** Consent

**BACKGROUND:** The scheduled times and dates are as follows:

Monday, November 28, 2022	8:00am	Leave Highlands
	10:30am	Arrive Deep Portage
Wednesday, November 30, 2022	1:00pm	Leave Deep Portage
	3:30pm	Arrive Highlands

The purpose of the Deep Portage Conservation Reserve is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Study topics will include bass pond A to Z, bearing trek, chemicals from the sky, electrical lifestyle, energy for everyone, deer aren't everywhere, field/forest/stream, healthy and unhealthy, Star Trek 1,11,111(night activity), wildlife management, triangulation trek (night activity) and scales and tails.

Costs: The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

Transportation: Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

Supervision: Two teachers and approximately 20-25 adults will accompany the group.

**RECOMMENDATION:** Approve these student field trips.



**Board Meeting Date: 6/20/22**

**TITLE: Highlands Continuous Progress Grades 2-5 to Deep Portage Conservation Reserve (February 27 - March 1, 2023)**

**TYPE:** Consent

**BACKGROUND:** The scheduled times and dates are as follows:

Monday, February 27, 2023	8:00am	Leave Highlands
	10:30am	Arrive Deep Portage
Wednesday, March 1, 2023	1:00pm	Leave Deep Portage
	3:30pm	Arrive Highlands

The purpose of the Deep Portage Conservation Reserve is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Study topics will include animal signs, climbing wall, cross-country skiing, ice fishing, snow shoeing, winter survival, T.E.A.M. course and bass pond in winter.

Costs: The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

Transportation: Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

Supervision: Two teachers and approximately 20-25 adults will accompany the group.

**RECOMMENDATION:** Approve these student field trips.



**Board Meeting Date: 6/20/22**

**TITLE: Highlands Continuous Progress Grades 2-5 to Deep Portage Conservation Reserve (May 8-10, 2023)**

**TYPE:** Consent

**BACKGROUND:** The scheduled times and dates are as follows:

Monday, May 8, 2023	8:00am	Leave Highlands
	10:30am	Arrive Deep Portage
Wednesday, May 10, 2023	1:00pm	Leave Deep Portage
	3:30pm	Arrive Highlands

The purpose of the Deep Portage Conservation Reserve is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Study topics will include animal signs, canoeing, water canaries, amphibian hike, fun with forests, bog hike, trials of life, camo critters, bat program, flying feathers and pioneer olympics.

Costs: The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

Transportation: Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

Supervision: Two teachers and approximately 20-25 adults will accompany the group.

**RECOMMENDATION:** Approve these student field trips.



**Board Meeting Date: 6/20/22**

**TITLE: Highlands Discovery 4th Grade to Eagle Bluff Environmental Camp (October 17, 2022 - October 19, 2022)**

**TYPE:** Consent

**BACKGROUND:** The scheduled times and dates are as follows:

Monday, October 17, 2022	8:00am	Leave Highlands
	10:30am	Arrive Eagle Bluff
Wednesday, October 19, 2022	1:00pm	Leave Eagle Bluff
	3:30pm	Arrive Highlands

The purpose of the Eagle Bluff Environmental Camp is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Study topics will include bass pond A to Z, bearing trek, ropes course, electrical lifestyle, energy for everyone, deer aren't everywhere, field/forest/stream, healthy and unhealthy, wildlife management, triangulation trek (night activity) and scales and tails.

Costs: The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

Transportation: Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

Supervision: Two teachers and approximately 20-25 adults will accompany the group.

**RECOMMENDATION:** Approve these student field trips.



**Board Meeting Date: 6/20/22**

**TITLE: Highlands Discovery Grade 5 to Deep Portage Conservation Reserve  
(Wednesday March 1, 2023 - Friday, March 3, 2023)**

**TYPE:** Consent

**BACKGROUND:** The scheduled times and dates are as follows:

Wednesday, March 1, 2023	8:00am	Leave Highlands
	10:30am	Arrive Deep Portage
Friday, March 3, 2023	1:00pm	Leave Deep Portage
	3:30pm	Arrive Highlands

The purpose of the Deep Portage Conservation Reserve is to give students a quality experience in a quality outdoor environment. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Study topics will include bass pond A to Z, bearing trek, chemicals from the sky, electrical lifestyle, energy for everyone, deer aren't everywhere, field/forest/stream, healthy and unhealthy, Star Trek 1,11,111(night activity), wildlife management, triangulation trek (night activity) and scales and tails.

Costs: The cost per child will be approximately \$125 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

Transportation: Bus service has been arranged through Northfield Bus Lines. Parent chaperones will be driving cars.

Supervision: Two teachers and approximately 20-25 adults will accompany the group.

**RECOMMENDATION:** Approve these student field trips.



DEFINING EXCELLENCE

Board Meeting Date: 6-20-2022

**TITLE: Amendment to Fraser Contract for Site-Based Mental Health Clinics in Edina Public Schools Amendment #1 and Addendum B**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:** The contract amendment with Fraser for a second additional new Fraser clinician on March 2022 for site-based mental health clinics in Edina school buildings for students

**RECOMMENDATION:** Approve the attached contract amendment with Fraser for the 2021-2022 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for site-based mental health clinics in Edina Public Schools

**ATTACHMENTS:**

1. Contract (next page)

*file*

**AGREEMENT FOR SITE-BASED MENTAL HEALTH CLINICS  
IN SCHOOL BUILDINGS**

**Amendment # 1 & Addition of Addendum B**

This Agreement for the location of a site-based mental health clinic in school buildings ("Agreement") is amended and entered into February 15, 2022 by and between Independent School District No. 273, Edina Public Schools ("District") and Fraser ("Provider"). The District and the Provider are collectively referred to herein as the "Parties," and individually as a "Party."

WHEREAS, the District owns and operates Edina High School, Valley View Middle School, South View Middle School, Countryside Elementary School, Creek Valley Elementary School, Highlands Elementary School, Cornelia Elementary School, Concord Elementary School, Normandale Elementary School and Early Childhood Special Education ("Schools");

WHEREAS, Provider offers certain mental health therapy and treatment services to children, including children residing in and attending schools located within the District;

WHEREAS, Provider wishes to operate a site-based mental health clinic for children between the ages of Birth to 21 years of age;

WHEREAS, Provider wishes to operate the Program at the School; and

WHEREAS, the District desires to make space in the School available to Provider in order to facilitate Provider's access to children attending the Program.

NOW, THEREFORE, IN CONSIDERATION OF the foregoing, the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, and other good and valuable consideration, the sufficiency and receipt are hereby acknowledged, the Parties agree as follows:

**I. ACCESS TO DISTRICT PROPERTY AND RESPONSIBILITIES OF THE DISTRICT**

- A. Facility Use.** The District shall designate one or more rooms in the School for use by the Provider in operating the Program ("Program Site"). Except as expressly provided herein, the number and location of the rooms of the Program Site shall be solely a matter of District discretion.
- B. Hours of Access.** The Program Site will be accessible by the Provider and its employees, agents, and representatives during the normal business hours of the School. In the event that the Provider or any of its employees, agents, or representatives requires access to the Program Site when the School is not open, the Provider may contact the building Principal or Site Coordinator to make arrangements to allow the Provider to access the Program Site.
- C. Furnishing Provided by the District.** The District shall furnish each room of the Program Site with a desk, one or more chairs, and a table. In addition, the District will make available the use of a copy and fax machine as well as a dedicated phone for Provider's use. The



Program Site shall be private and limited external noise for the purpose of therapy services and provided with electricity and access to the Internet, lighted, and climate controlled in the same manner as the other rooms of the School.

- D. Furnishing Provided by the Provider.** Other than the items described in Paragraph III(C) of this Agreement, the Provider shall be responsible for furnishing the Program Site with all pieces of furniture, supplies, and/or other equipment, including computer equipment, that it deems necessary or desirable.
- E. Payment for Services Provided.** Within thirty (30) calendar days after receiving the required invoice for consultative and therapeutic services, the District will pay Provider at the rate of 154 dollars (\$154 .00) per hour for each hour of service under this Contract, including any time spent attending Individualized Education Plan (IEP) meetings at the request of the District. District agrees to pay for one (1) hour of consultative time for each of the ten (10) school sites each week (total of 10 hours per week) during weeks the school is open from September 2021 through May 2022, not to exceed 36 weeks total. In addition, District will pay for up to 10 hours of therapeutic services for each identified "Under Insured" or "Uninsured" student who has prior authorization from the District.

District will also provide 20,000 dollars (\$20,000), payable in four equal amounts of 5,000 (\$5,000) in September, November, January and March to support startup of one additional Fraser clinician to support students at school(s) with most identified needs.

The total cost of the services to the District shall not exceed \$154.00 per hour, the startup fees of \$20,000, plus startup fees for additional clinician support referenced in Addendum B. The District will not pay or reimburse Provider for any mileage costs or other expenses incurred by Provider. If early termination occurs under any provision of this Contract, the District's obligation to make payments will cease effective upon the last date that Provider delivers services.

The District will submit Contract costs for special education services to the Minnesota Department of Education for reimbursement in accordance with the Department's special education procedures. Local District funds will be used to co-fund the services as necessary.

## **II. PROVIDER'S OBLIGATIONS**

- A. Access to Mental Health Services.** The Provider acknowledges and agrees that Edina District students, who are in need of mental health services offered as part of the Program are able to participate in the Program or receive other mental health services from Provider.
- 1. Consultation Services.** One hour of consultative services shall be provided weekly, during the school year, by the Provider to each school site. The purpose of these services is to work with building problem solving teams in an effort to improve student outcomes, consult on student programming and identify students in need of mental health services.

2. **Services to Under Insured and Uninsured Students.** Students identified by the District as "Under Insured" or "Uninsured" will have access to mental health services by the Provider at the District's expense. The prior authorization of these services is required. A formal process of identification and prior authorization will be developed by the District. Prior authorization will allow for up to ten therapeutic sessions. Additional sessions may be requested by the Provider. No unauthorized services will be reimbursed with the sole exception that the services were required due to an unforeseen emergency or crisis.

B. **Criminal Background Check.** Consistent with Minnesota Statute 245C, the Provider must conduct a criminal background check on every individual who has access to the Program Site. The background check must be completed before the individual has access to the Program Site. Copies of the criminal background check must be made available to the District upon request.

C. **Insurance.** At its own expense, the Provider shall maintain general liability insurance for its operations throughout the term of this Agreement. Such insurance shall be in amounts not less than the limits set forth in Minnesota Statutes, section 466.04, as amended. The District shall be named as an additional insured on Provider's policy of liability insurance. Within ten (10) business days after receiving a fully executed copy of this Agreement, the Provider shall provide the District with proof of such insurance.

### III. LIABILITY

A. **Indemnification.** The Provider hereby agrees to defend and indemnify the District, its board members, employees, agents, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to this Agreement. This indemnification specifically includes, but is not limited to, any action arising out of any allegation of the following: failure to comply with any federal or state law; or any form of inappropriate conduct by the Provider. Upon timely written notice from the District, the Provider shall defend the District in any such action or proceeding within the purview of this Paragraph brought against the District, its employees, officers, directors, attorneys, and agents.

B. **Limitation on Indemnification.** Nothing in this Agreement shall be construed to require the Provider to indemnify, defend, save or hold harmless the District, its employees, officers, directors, and agents against any claims, demands, suits, costs, judgments or other forms of liability, actual or claimed, including attorneys' fees, for any injury resulting from the intentional or negligent misconduct of the District, its employees, officers, directors, or agents.

C. **Restriction on Settlement.** Notwithstanding any other provision in this Agreement, the Provider shall not settle or compromise any claim against the District without a signed agreement approved by the District.

- D. Effect of Termination.** The Parties agree and acknowledge that the Provider's duty to defend and indemnify the District survives the termination and/or expiration of this Agreement.

#### **IV. DATA PRIVACY**

- A. Governing Law.** The Parties understand and agree that all documents, surveillance tapes, and other recorded information created, received, and/or maintained by the District are "government-data" within the meaning of the Minnesota Government Data Practices Act ("MGDPA") and that student records are also governed by the Family Educational Rights and Privacy Act ("FERPA"). The Parties further understand and agree that the MGDPA and FERPA limit the District's ability to release such data or records. Nothing in this Agreement shall be construed to provide the Provider or any of its employees, agents, independent contractors, volunteers, or other representatives with access to any data, document, surveillance tape, or other recorded information beyond that which is provided by the MGDPA and/or FERPA.
- B. District Access to Student Records.** If any District student is enrolled in the Program or otherwise receives services from the Provider as part of the student's educational program, the Provider agrees that, as part of its intake process, it will offer the student's parent or guardian the opportunity to sign a written and legally sufficient authorization to allow the District and the Provider to consult regularly on the student's progress and treatment in order to improve educational outcomes and therapeutic programming.

#### **V. DURATION AND TERMINATION**

- A. Expiration.** This Agreement expires at 11:59 p.m. on July 31, 2022. This Agreement shall not automatically renew or continue. The Parties may only renew or continue this Agreement in writing, signed by both Parties.
- B. Termination With or Without Cause.** This Agreement may be terminated, with or without cause, by either Party upon thirty (30) days' notice in writing to the other Party.
- C. Termination for Cause.** The District may terminate this Agreement, for cause, if the Provider fails to perform any obligation required by this Agreement, including, but not limited to, administering appropriate background checks on any employee or volunteer accessing the Program Site, as required by this Agreement.
- D. Effect of Expiration or Termination.** Except as expressly provided in this Agreement, all obligations, rights, duties, and entitlements created by this Agreement terminate and are extinguished, without need of any further action by either Party, upon the effective date of termination or expiration of this Agreement.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION AND CIVIL RIGHTS**

The Provider agrees to provide equal opportunity to all employees and applicants for employment in accordance with applicable EEO/AA laws, directives and regulations of Federal, State and local governing bodies or agencies thereof, specifically Minnesota Statutes Chapter 363A.

No persons shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed or national origin 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 laws, including the Civil Rights Act of 1964.

## **VII. MISCELLANEOUS**

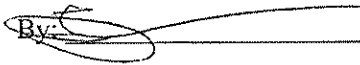
- A. Choice of Law and Severability.** This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflicts of laws provisions. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect, unless the remaining portions would not serve the original purpose of this Agreement.
- B. Joint Drafting.** This Agreement must be construed to have been drafted equally by the Parties.
- C. Responsibility for Costs.** With the exception of the costs assumed by the Parties pursuant to this Agreement, each Party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
- D. Enforcement.** 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.
- E. Voluntary Agreement.** All Parties have voluntarily signed this Agreement. No Party has been threatened, coerced, intimidated, or otherwise forced to sign this agreement by any other Party, any officer, employee, School Board member, agent, representative, or attorney of any other Party, or any other person or entity acting on behalf of any other Party.
- F. Relationship of the Parties.** The Provider does not operate any site-based mental health facilities on behalf of the District. Nothing in this Agreement shall be construed to create any partnership, joint venture, or employment relationship between the Provider, and/or its

employees, officers, directors, and/or agents, and the District and/or its employees, officers, directors, and/or agents. The Parties understand and agree that this Agreement does not create any rights or obligations beyond those expressly contained herein.

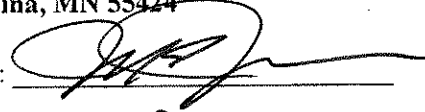
**G. Complete Agreement.** This Agreement, along with the Business Associate Agreement outlined in Addendum A, Addendum B, and any amendments agreed upon by the parties constitutes the entire agreement between the Parties relating to the matters addressed in this document. This Agreement supersedes any and all prior agreements between the Parties. No Party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both Parties.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Fraser  
2400 West 64<sup>th</sup> Street  
Minneapolis, MN 55423

By:   
Name: James Olson  
Title: CFO  
Date: 2-11-2022

Independent School District  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424

By:   
Name: Jeff Jorgensen  
Title: Director  
Date: 4-13-2022

## **ADDENDUM A**

Fraser is committed to complying with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") and the "Security Rule" 45 C.F.R. Parts 160 & 164 under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as it is currently drafted and as it may be subsequently updated, amended, or revised, as well as the Health Information Technology for Economic and Clinical Health Act ("HITECH"), as stated in Title XIII of the American Recovery and Reinvestment Act of 2009, Public Law 111-005.

This document sets forth Fraser's expectations of Fraser and Edina Public Schools to protect the security, confidentiality and integrity of health information provided by one another, created or exchanged during the course of their working relationship.

### **APPROPRIATE USES AND DISCLOSURES OF PHI**

The disclosure and use of Protected Health Information (PHI) should be done with utmost security. This includes:

- 1.) Disclosure of PHI only occur to perform services;
- 2.) Any disclosure will not violate the HIPAA Privacy or Security Rules;
- 3.) Using PHI for proper management and administration and to fulfill any present or future legal responsibilities, provided that such uses as provided in 45 C.F.R. § 164.504(e)(4);
- 4.) Disclosing PHI in its possession to third parties for the purpose of its proper management and administration or to fulfill any present or future legal responsibilities of the organization;
- 5.) The organization should document such disclosures of PHI and information related to such disclosures as would be required to fulfill its obligations under the Regulations and HITECH.

### **PHI BREACHES**

The handling of Protected Health Information (PHI) should be done with utmost security. This includes:

- 1.) When PHI is mishandled, the appropriate parties at Fraser shall be notified within two (2) days of discovery to allow for adequate responses. Any unauthorized use or disclosure of PHI is subject to applicable federal or state laws and regulations.
- 2.) Notifying necessary parties, regarding the disclosure of PHI to third parties, in writing, that (i) the disclosures are required by law, or (ii) the organization has received written assurances from the person to whom the information is disclosed assuring its secure and confidential handling of such PHI consistent with the law; and that it may only be used or further disclosed as required by law or for the purpose for which it was disclosed to the person and the person notifies the organization of any instances of which it is aware in which the confidentiality or security of the information has been breached.

### **PHI CONFIDENTIALITY**

- 1.) All parties should use commercially reasonable efforts and appropriate safeguards to prevent the use or disclosure of PHI other than legally required disclosures. This includes, among other things, secure destruction of PHI stored in devices such as copiers, fax machines and phones when the district disposes of such equipment.
- 2.) Parties should be transparent regarding PHI practices, and should allow a reasonable inspection of the facilities, systems, books, records, agreements, policies, and procedures relating to the use or disclosure of PHI within ten (10) business days of a written request.
- 3.) If an agreement is terminated, all PHI should be returned to the appropriate entity within ten (10) business days.
- 4.) Parties should ensure employees or agents are using the minimum PHI necessary to fulfill a duty or task.

A party should implement administrative, physical, and technical safeguards, security policies, procedures, and documentation requirements, that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that it creates, received, maintains, or transmits.

## **ADDENDUM B**

A second additional new Fraser clinician will be added in March 2022 to support additional student needs.

### **TERMS RELATED TO ADDITIONAL CLINICIAN**

District will provide an additional 20,000 dollars (\$20,000), payable in four equal amounts of 5,000 (\$5,000) in March, April, May, and June of 2022 to cover the startup fees associated with this additional Fraser clinician.

Clinician shall be subject to all terms and conditions of the foregoing agreement, including, but not limited to, terms regarding payment for services, oversight, and performance.





DEFINING EXCELLENCE

Board Meeting Date: 6-20-2022

**TITLE:** Amendment to Fraser Contract for Site-Based Mental Health Clinics in Edina Public Schools, Amendment #2 and addition of Addendum C

**TYPE:** Consent

**PRESENTERS:** Lisa Hawthorne

**BACKGROUND:** The contract amendment with Fraser for site-based mental health clinics in Edina school buildings for students' from birth to 21 years of age during the months of June and July 2022.

**RECOMMENDATION:** Approve the attached contract amendment #2, addendum C with Fraser for the 2021-2022 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for site-based mental health clinics in Edina Public Schools for June and July 2022.

**ATTACHMENTS:**

1. Contract (next page)

**AGREEMENT FOR SITE-BASED MENTAL HEALTH CLINICS  
IN SCHOOL BUILDINGS  
Amendment # 2 & Addition of Addendum C**

This Agreement for the location of a site-based mental health clinic in school buildings ("Agreement") is amended and entered into May 3, 2022 by and between Independent School District No. 273, Edina Public Schools ("District") and Fraser ("Provider"). The District and the Provider are collectively referred to herein as the "Parties," and individually as a "Party."

WHEREAS, the District owns and operates Edina High School, Valley View Middle School, South View Middle School, Countryside Elementary School, Creek Valley Elementary School, Highlands Elementary School, Cornelia Elementary School, Concord Elementary School, Normandale Elementary School and Early Childhood Special Education ("Schools");

WHEREAS, Provider offers certain mental health therapy and treatment services to children, including children residing in and attending schools located within the District;

WHEREAS, Provider wishes to operate a site-based mental health clinic for children between the ages of Birth to 21 years of age;

WHEREAS, Provider wishes to operate the Program at the School; and

WHEREAS, the District desires to make space in the School available to Provider in order to facilitate Provider's access to children attending the Program.

NOW, THEREFORE, IN CONSIDERATION OF the foregoing, the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, and other good and valuable consideration, the sufficiency and receipt are hereby acknowledged, the Parties agree as follows:

**I. ACCESS TO DISTRICT PROPERTY AND RESPONSIBILITIES OF THE DISTRICT**

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- B. Hours of Access.** The Program Site will be accessible by the Provider and its employees, agents, and representatives during the normal business hours of the School. In the event that the Provider or any of its employees, agents, or representatives requires access to the Program Site when the School is not open, the Provider may contact the building Principal or Site Coordinator to make arrangements to allow the Provider to access the Program Site.
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Program Site shall be private and limited external noise for the purpose of therapy services and provided with electricity and access to the Internet, lighted, and climate controlled in the same manner as the other rooms of the School.

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- E. Payment for Services Provided.** Within thirty (30) calendar days after receiving the required invoice for consultative and therapeutic services, the District will pay Provider at the rate of 154 dollars (\$154 .00) per hour for each hour of service under this Contract, including any time spent attending Individualized Education Plan (IEP) meetings at the request of the District. District agrees to pay for one (1) hour of consultative time for each of the ten (10) school sites each week (total of 10 hours per week) during weeks the school is open from September 2021 through May 2022, not to exceed 36 weeks total. In addition, District will pay for up to 10 hours of therapeutic services for each identified "Under Insured" or "Uninsured" student who has prior authorization from the District.

District will also provide 20,000 dollars (\$20,000), payable in four equal amounts of 5,000 (\$5,000) in March, April, May and June to support startup of one additional Fraser clinician to support students at school(s) with most identified needs.

District will provide additional funds to address the needs of students whose social, emotional and behavioral functioning needs have been impacted by the COVID-19 pandemic. Provider will support recovery of student functioning.

District will provide an additional 27,000 dollars (\$27,000), payable in July of 2022 to cover availability of a Fraser clinician to offer group and individual counseling to identified Edina students during the months of June and July, 2022.

The total cost of the services to the District shall not exceed \$154.00 per hour, the startup fees of \$20,000, plus startup fees for additional clinician support referenced in Addendum B, and the \$27,000 referenced in Addendum C. The District will not pay or reimburse Provider for any mileage costs or other expenses incurred by Provider. If early termination occurs under any provision of this Contract, the District's obligation to make payments will cease effective upon the last date that Provider delivers services.

The District will submit Contract costs for special education services to the Minnesota Department of Education for reimbursement in accordance with the Department's special education procedures. Local District funds will be used to co-fund the services as necessary.

## II. PROVIDER'S OBLIGATIONS

- A. Access to Mental Health Services.** The Provider acknowledges and agrees that Edina District students, who are in need of mental health services offered as part of the Program are able to participate in the Program or receive other mental health services from Provider.
- 1. Consultation Services.** One hour of consultative services shall be provided weekly, during the school year, by the Provider to each school site. The purpose of these services is to work with building problem solving teams in an effort to improve student outcomes, consult on student programming and identify students in need of mental health services.
  - 2. Services to Under Insured and Uninsured Students.** Students identified by the District as "Under Insured" or "Uninsured" will have access to mental health services by the Provider at the District's expense. The prior authorization of these services is required. A formal process of identification and prior authorization will be developed by the District. Prior authorization will allow for up to ten therapeutic sessions. Additional sessions may be requested by the Provider. No unauthorized services will be reimbursed with the sole exception that the services were required due to an unforeseen emergency or crisis.
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- A. Indemnification.** The Provider hereby agrees to defend and indemnify the District, its board members, employees, agents, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to this Agreement. This indemnification specifically includes, but is not limited to, any action arising out of any allegation of the following: failure to comply with any federal or state law; or any form of inappropriate conduct by the Provider. Upon timely written notice from the District, the Provider shall defend the District in any such action or proceeding within the purview of this Paragraph brought against the District, its employees, officers, directors, attorneys, and agents.

- B. Limitation on Indemnification.** Nothing in this Agreement shall be construed to require the Provider to indemnify, defend, save or hold harmless the District, its employees, officers, directors, and agents against any claims, demands, suits, costs, judgments or other forms of liability, actual or claimed, including attorneys' fees, for any injury resulting from the intentional or negligent misconduct of the District, its employees, officers, directors, or agents.
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- D. Effect of Termination.** The Parties agree and acknowledge that the Provider's duty to defend and indemnify the District survives the termination and/or expiration of this Agreement.

#### **IV. DATA PRIVACY**

- A. Governing Law.** The Parties understand and agree that all documents, surveillance tapes, and other recorded information created, received, and/or maintained by the District are "government-data" within the meaning of the Minnesota Government Data Practices Act ("MGDPA") and that student records are also governed by the Family Educational Rights and Privacy Act ("FERPA"). The Parties further understand and agree that the MGDPA and FERPA limit the District's ability to release such data or records. Nothing in this Agreement shall be construed to provide the Provider or any of its employees, agents, independent contractors, volunteers, or other representatives with access to any data, document, surveillance tape, or other recorded information beyond that which is provided by the MGDPA and/or FERPA.
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#### **V. DURATION AND TERMINATION**

- A. Expiration.** This Agreement expires at 11:59 p.m. on July 31, 2022. This Agreement shall not automatically renew or continue. The Parties may only renew or continue this Agreement in writing, signed by both Parties.
- B. Termination With or Without Cause.** This Agreement may be terminated, with or without cause, by either Party upon thirty (30) days' notice in writing to the other Party.

- C. Termination for Cause.** The District may terminate this Agreement, for cause, if the Provider fails to perform any obligation required by this Agreement, including, but not limited to, administering appropriate background checks on any employee or volunteer accessing the Program Site, as required by this Agreement.

**Effect of Expiration or Termination.** Except as expressly provided in this Agreement, all obligations, rights, duties, and entitlements created by this Agreement terminate and are extinguished, without need of any further action by either Party, upon the effective date of termination or expiration of this Agreement

## **VI. EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION AND CIVIL RIGHTS**

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No persons shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed or national origin 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 laws, including the Civil Rights Act of 1964.

## **VII. MISCELLANEOUS**

- A. Choice of Law and Severability.** This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflicts of laws provisions. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect, unless the remaining portions would not serve the original purpose of this Agreement.
- B. Joint Drafting.** This Agreement must be construed to have been drafted equally by the Parties.
- C. Responsibility for Costs.** With the exception of the costs assumed by the Parties pursuant to this Agreement, each Party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
- D. Enforcement.** 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.

- E. Voluntary Agreement.** All Parties have voluntarily signed this Agreement. No Party has been threatened, coerced, intimidated, or otherwise forced to sign this agreement by any other Party, any officer, employee, School Board member, agent, representative, or attorney of any other Party, or any other person or entity acting on behalf of any other Party.
- F. Relationship of the Parties.** The Provider does not operate any site-based mental health facilities on behalf of the District. Nothing in this Agreement shall be construed to create any partnership, joint venture, or employment relationship between the Provider, and/or its employees, officers, directors, and/or agents, and the District and/or its employees, officers, directors, and/or agents. The Parties understand and agree that this Agreement does not create any rights or obligations beyond those expressly contained herein.
- G. Complete Agreement.** This Agreement, along with the Business Associate Agreement outlined in Addendum A, Addendum B, and any amendments agreed upon by the parties constitutes the entire agreement between the Parties relating to the matters addressed in this document. This Agreement supersedes any and all prior agreements between the Parties. No Party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both Parties.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Fraser  
2400 West 64<sup>th</sup> Street  
Minneapolis, MN 55423

By: 

Name: James Olson

Title: CFO

Date: 5/5/22

Independent School District  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424

By: 

Name: Jeff Joergensen

Title: Director of Student Supports

Date: 5/5/22

## **ADDENDUM A**

Fraser is committed to complying with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") and the "Security Rule" 45 C.F.R. Parts 160 & 164 under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as it is currently drafted and as it may be subsequently updated, amended, or revised, as well as the Health Information Technology for Economic and Clinical Health Act ("HITECH"), as stated in Title XIII of the American Recovery and Reinvestment Act of 2009, Public Law 111-005.

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- 1.) Disclosure of PHI only occur to perform services;
- 2.) Any disclosure will not violate the HIPAA Privacy or Security Rules;
- 3.) Using PHI for proper management and administration and to fulfill any present or future legal responsibilities, provided that such uses as provided in 45 C.F.R. § 164.504(e)(4);
- 4.) Disclosing PHI in its possession to third parties for the purpose of its proper management and administration or to fulfill any present or future legal responsibilities of the organization;
- 5.) The organization should document such disclosures of PHI and information related to such disclosures as would be required to fulfill its obligations under the Regulations and HITECH.

### **PHI BREACHES**

The handling of Protected Health Information (PHI) should be done with utmost security. This includes:

- 1.) When PHI is mishandled, the appropriate parties at Fraser shall be notified within two (2) days of discovery to allow for adequate responses. Any unauthorized use or disclosure of PHI is subject to applicable federal or state laws and regulations.
- 2.) Notifying necessary parties, regarding the disclosure of PHI to third parties, in writing, that (i) the disclosures are required by law, or (ii) the organization has received written assurances from the person to whom the information is disclosed assuring its secure and confidential handling of such PHI consistent with the law; and that it may only be used or further disclosed as required by law or for the purpose for which it was disclosed to the person and the person notifies the organization of any instances of which it is aware in which the confidentiality or security of the information has been breached.



## **PHI CONFIDENTIALITY**

- 1.) All parties should use commercially reasonable efforts and appropriate safeguards to prevent the use or disclosure of PHI other than legally required disclosures. This includes, among other things, secure destruction of PHI stored in devices such as copiers, fax machines and phones when the district disposes of such equipment.
- 2.) Parties should be transparent regarding PHI practices, and should allow a reasonable inspection of the facilities, systems, books, records, agreements, policies, and procedures relating to the use or disclosure of PHI within ten (10) business days of a written request.
- 3.) If an agreement is terminated, all PHI should be returned to the appropriate entity within ten (10) business days.
- 4.) Parties should ensure employees or agents are using the minimum PHI necessary to fulfill a duty or task.

A party should implement administrative, physical, and technical safeguards, security policies, procedures, and documentation requirements, that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that it creates, received, maintains, or transmits.

## **ADDENDUM B**

A second additional new Fraser clinician will be added in March 2022 to support additional students need.

### **TERMS RELATED TO ADDITIONAL CLINICIAN**

District will provide an additional 20,000 dollars (\$20,000), payable in four equal amounts of 5,000 (\$5,000) in March, April, May, and June of 2022 to cover the startup fees associated with this additional Fraser clinician.

Clinician shall be subject to all terms and conditions of the foregoing agreement, including, but not limited to, terms regarding payment for services, oversight, and performance.

### **ADDENDUM C**

District will provide additional funds to address the needs of students whose social, emotional and behavioral functioning needs have been impacted by the COVID-19 pandemic. Provider will support recovery of student functioning.

#### **TERMS RELATED TO ADDITIONAL SERVICES IN JUNE AND JULY**

District will provide an additional 27,000 dollars (\$27,000), payable in July of 2022 to cover availability of a Fraser clinician to offer group and individual counseling to identified Edina students during the months of June and July, 2022.

Services shall be subject to all terms and conditions of the foregoing agreement, including, but not limited to, terms regarding payment for services, oversight, and performance.



DEFINING EXCELLENCE

Board Meeting Date: 6/20/2022

**TITLE: Contract for Site-Based Mental Health Clinics in Edina Public Schools**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:** The contract with Fraser for site-based mental health clinics in Edina school buildings for students from birth to 21 years of age improves student access to mental health services during the school day. These services will result in an expansion of the District's Mental Health and Wellness service continuum to effectively service the needs of all students in Edina Public Schools.

**RECOMMENDATION:** Approve the attached contract with Fraser for the 2022-23 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for site-based mental health clinics in Edina Public Schools

**ATTACHMENTS:**

1. Contract (next page)

## **AGREEMENT FOR SITE-BASED MENTAL HEALTH CLINICS IN SCHOOL BUILDINGS**

This Agreement for the location of a site-based mental health clinic in school buildings ("Agreement") is entered into August 1, 2022 by and between Independent School District No. 273, Edina Public Schools ("District") and Fraser ("Provider"). The District and the Provider are collectively referred to herein as the "Parties," and individually as a "Party."

WHEREAS, the District owns and operates Edina High School, Valley View Middle School, South View Middle School, Countryside Elementary School, Creek Valley Elementary School, Highlands Elementary School, Cornelia Elementary School, Concord Elementary School, Normandale Elementary School and Early Childhood Special Education ("Schools");

WHEREAS, Provider offers certain mental health therapy and treatment services to children, including children residing in and attending schools located within the District;

WHEREAS, Provider wishes to operate a site-based mental health clinic for children between the ages of Birth to 21 years of age;

WHEREAS, Provider wishes to operate the Program at the School; and

WHEREAS, the District desires to make space in the School available to Provider in order to facilitate Provider's access to children attending the Program.

NOW, THEREFORE, IN CONSIDERATION OF the foregoing, the mutual promises and covenants contained in this Agreement, including the relinquishment of certain legal rights, and other good and valuable consideration, the sufficiency and receipt are hereby acknowledged, the Parties agree as follows:

### **I. ACCESS TO DISTRICT PROPERTY AND RESPONSIBILITIES OF THE DISTRICT**

- A. Facility Use.** The District shall designate one or more rooms in the School for use by the Provider in operating the Program ("Program Site"). Except as expressly provided herein, the number and location of the rooms of the Program Site shall be solely a matter of District discretion.
- B. Hours of Access.** The Program Site will be accessible by the Provider and its employees, agents, and representatives during the normal business hours of the School. In the event that the Provider or any of its employees, agents, or representatives requires access to the Program Site when the School is not open, the Provider may contact the building Principal or Site Coordinator to make arrangements to allow the Provider to access the Program Site.
- C. Furnishing Provided by the District.** The District shall furnish each room of the Program Site with a desk, one or more chairs, and a table. In addition, the District will make available the use of a copy and fax machine as well as a dedicated phone for Provider's use. The Program Site shall be private and limited external noise for the purpose of therapy services

and provided with electricity and access to the Internet, lighted, and climate controlled in the same manner as the other rooms of the School.

- D. Furnishing Provided by the Provider.** Other than the items described in Paragraph III(C) of this Agreement, the Provider shall be responsible for furnishing the Program Site with all pieces of furniture, supplies, and/or other equipment, including computer equipment, that it deems necessary or desirable.
- E. Payment for Services Provided.** Within thirty (30) calendar days after receiving the required invoice for consultative and therapeutic services, the District will pay Provider at the rate of 154 dollars (\$154 .00) per hour for each hour of service under this Contract, including any time spent attending Individualized Education Plan (IEP) meetings at the request of the District. District agrees to pay for one (1) hour of consultative time for each of the ten (10) school sites each week (total of 10 hours per week) during weeks the school is open from September 2022 through May 2023, not to exceed 36 weeks total. District will also pay for up to 10 hours of therapeutic services for each identified "Under Insured" or "Uninsured" student who has prior authorization from the District. The total cost of these services to the District shall not exceed \$154.00 per hour for each hour of service under this Contract.

Additional trainings or consultations can be provided to District by Provider upon prior District request and approval. The rate for these services would be 154 dollars (\$154.00) per hour.

District will also provide an additional 27,000 dollars (\$27,000), payable in July of 2023 to cover availability of a Fraser clinician to offer group and individual counseling to identified Edina students during the course of this agreement. These services will address students whose social, emotional and behavioral functioning needs have been impacted by the Covid pandemic and will serve to support recovery of functioning.

The District will not pay or reimburse Provider for any mileage costs or other expenses incurred by Provider. If early termination occurs under any provision of this Contract, the District's obligation to make payments will cease effective upon the last date that Provider delivers services.

The District will submit Contract costs for special education services to the Minnesota Department of Education for reimbursement in accordance with the Department's special education procedures. Local District funds will be used to co-fund the services as necessary.

## **II. PROVIDER'S OBLIGATIONS**

- A. Access to Mental Health Services.** The Provider acknowledges and agrees that Edina District students, who are in need of mental health services offered as part of the Program are able to participate in the Program or receive other mental health services from Provider.
- 1. Consultation Services.** One hour of consultative services shall be provided weekly, during the school year, by the Provider to each school site. The purpose of these services

is to work with building problem solving teams in an effort to improve student outcomes, consult on student programming and identify students in need of mental health services.

2. **Services to Under Insured and Uninsured Students.** Students identified by the District as "Under Insured" or "Uninsured" will have access to mental health services by the Provider at the District's expense. The prior authorization of these services is required. A formal process of identification and prior authorization will be developed by the District. Prior authorization will allow for up to ten (10) therapeutic sessions. Additional sessions may be requested by the Provider. No unauthorized services will be reimbursed with the sole exception that the services were required due to an unforeseen emergency or crisis.

**B. Criminal Background Check.** Consistent with Minnesota Statute 245C, the Provider must conduct a criminal background check on every individual who has access to the Program Site. The background check must be completed before the individual has access to the Program Site. Copies of the criminal background check must be made available to the District upon request.

**C. Insurance.** At its own expense, the Provider shall maintain general liability insurance for its operations throughout the term of this Agreement. Such insurance shall be in amounts not less than the limits set forth in Minnesota Statutes, section 466.04, as amended. The District shall be named as an additional insured on Provider's policy of liability insurance. Within ten (10) business days after receiving a fully executed copy of this Agreement, the Provider shall provide the District with proof of such insurance.

### **III. LIABILITY**

**A. Indemnification.** The Provider hereby agrees to defend and indemnify the District, its board members, employees, agents, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to this Agreement. This indemnification specifically includes, but is not limited to, any action arising out of any allegation of the following: failure to comply with any federal or state law; or any form of inappropriate conduct by the Provider. Upon timely written notice from the District, the Provider shall defend the District in any such action or proceeding within the purview of this Paragraph brought against the District, its employees, officers, directors, attorneys, and agents.

**B. Limitation on Indemnification.** Nothing in this Agreement shall be construed to require the Provider to indemnify, defend, save or hold harmless the District, its employees, officers, directors, and agents against any claims, demands, suits, costs, judgments or other forms of liability, actual or claimed, including attorneys' fees, for any injury resulting from the intentional or negligent misconduct of the District, its employees, officers, directors, or agents.

- C. Restriction on Settlement.** Notwithstanding any other provision in this Agreement, the Provider shall not settle or compromise any claim against the District without a signed agreement approved by the District.
- D. Effect of Termination.** The Parties agree and acknowledge that the Provider's duty to defend and indemnify the District survives the termination and/or expiration of this Agreement.

#### **IV. DATA PRIVACY**

- A. Governing Law.** The Parties understand and agree that all documents, surveillance tapes, and other recorded information created, received, and/or maintained by the District are "government-data" within the meaning of the Minnesota Government Data Practices Act ("MGDPA") and that student records are also governed by the Family Educational Rights and Privacy Act ("FERPA"). The Parties further understand and agree that the MGDPA and FERPA limit the District's ability to release such data or records. Nothing in this Agreement shall be construed to provide the Provider or any of its employees, agents, independent contractors, volunteers, or other representatives with access to any data, document, surveillance tape, or other recorded information beyond that which is provided by the MGDPA and/or FERPA.
- B. District Access to Student Records.** If any District student is enrolled in the Program or otherwise receives services from the Provider as part of the student's educational program, the Provider agrees that, as part of its intake process, it will offer the student's parent or guardian the opportunity to sign a written and legally sufficient authorization to allow the District and the Provider to consult regularly on the student's progress and treatment in order to improve educational outcomes and therapeutic programming.

#### **V. DURATION AND TERMINATION**

- A. Expiration.** This Agreement expires at 11:59 p.m. on July 31, 2023. This Agreement shall not automatically renew or continue. The Parties may only renew or continue this Agreement in writing, signed by both Parties.
- B. Termination With or Without Cause.** This Agreement may be terminated, with or without cause, by either Party upon thirty (30) days' notice in writing to the other Party.
- C. Termination for Cause.** The District may terminate this Agreement, for cause, if the Provider fails to perform any obligation required by this Agreement, including, but not limited to, administering appropriate background checks on any employee or volunteer accessing the Program Site, as required by this Agreement.



**D. Effect of Expiration or Termination.** Except as expressly provided in this Agreement, all obligations, rights, duties, and entitlements created by this Agreement terminate and are extinguished, without need of any further action by either Party, upon the effective date of termination or expiration of this Agreement.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION AND CIVIL RIGHTS**

The Provider agrees to provide equal opportunity to all employees and applicants for employment in accordance with applicable EEO/AA laws, directives and regulations of Federal, State and local governing bodies or agencies thereof, specifically Minnesota Statutes Chapter 363A.

No persons shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed or national origin 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 laws, including the Civil Rights Act of 1964.

## **VII. MISCELLANEOUS**

**A. Choice of Law and Severability.** This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflicts of laws provisions. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect, unless the remaining portions would not serve the original purpose of this Agreement.

**B. Joint Drafting.** This Agreement must be construed to have been drafted equally by the Parties.

**C. Responsibility for Costs.** With the exception of the costs assumed by the Parties pursuant to this Agreement, each Party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.

**D. Enforcement.** 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.

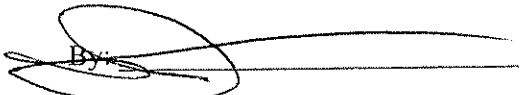
**E. Voluntary Agreement.** All Parties have voluntarily signed this Agreement. No Party has been threatened, coerced, intimidated, or otherwise forced to sign this agreement by any other Party, any officer, employee, School Board member, agent, representative, or attorney of any other Party, or any other person or entity acting on behalf of any other Party.

**F. Relationship of the Parties.** The Provider does not operate any site-based mental health facilities on behalf of the District. Nothing in this Agreement shall be construed to create any partnership, joint venture, or employment relationship between the Provider, and/or its employees, officers, directors, and/or agents, and the District and/or its employees, officers, directors, and/or agents. The Parties understand and agree that this Agreement does not create any rights or obligations beyond those expressly contained herein.

**G. Complete Agreement.** This Agreement, along with the Business Associate Agreement outlined in Addendum A, constitutes the entire agreement between the Parties relating to the matters addressed in this document. This Agreement supersedes any and all prior agreements between the Parties. No Party has relied upon any statements, promises or representations other than those contained in this Agreement. No changes to this Agreement shall be considered valid unless they are in writing and signed by both Parties.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Fraser  
2400 West 64<sup>th</sup> Street  
Minneapolis, MN 55423

By: 

Name: James Olson

Title: CFO

Date: 5/5/2022

Independent School District  
Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424

By: 

Name: Jeff Torgensen

Title: Director of Student Support

Date: 5/5/2022

## **ADDENDUM A**

Fraser is committed to complying with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") and the "Security Rule" 45 C.F.R. Parts 160 & 164 under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as it is currently drafted and as it may be subsequently updated, amended, or revised, as well as the Health Information Technology for Economic and Clinical Health Act ("HITECH"), as stated in Title XIII of the American Recovery and Reinvestment Act of 2009, Public Law 111-005.

This document sets forth Fraser's expectations of Fraser and Edina Public Schools to protect the security, confidentiality and integrity of health information provided by one another, created or exchanged during the course of their working relationship.

### **APPROPRIATE USES AND DISCLOSURES OF PHI**

The disclosure and use of Protected Health Information (PHI) should be done with utmost security. This includes:

- 1.) Disclosure of PHI only occur to perform services;
- 2.) Any disclosure will not violate the HIPAA Privacy or Security Rules;
- 3.) Using PHI for proper management and administration and to fulfill any present or future legal responsibilities, provided that such uses as provided in 45 C.F.R. § 164.504(e)(4);
- 4.) Disclosing PHI in its possession to third parties for the purpose of its proper management and administration or to fulfill any present or future legal responsibilities of the organization;
- 5.) The organization should document such disclosures of PHI and information related to such disclosures as would be required to fulfill its obligations under the Regulations and HITECH.

### **PHI BREACHES**

The handling of Protected Health Information (PHI) should be done with utmost security. This includes:

- 1.) When PHI is mishandled, the appropriate parties at Fraser shall be notified within two (2) days of discovery to allow for adequate responses. Any unauthorized use or disclosure of PHI is subject to applicable federal or state laws and regulations.
- 2.) Notifying necessary parties, regarding the disclosure of PHI to third parties, in writing, that (i) the disclosures are required by law, or (ii) the organization has received written assurances from the person to whom the information is disclosed assuring its secure and confidential handling of such PHI consistent with the law; and that it may only be used or further disclosed as required by law or for the purpose for which it was disclosed to the person and the person notifies the organization of any instances of which it is aware in which the confidentiality or security of the information has been breached.

### **PHI CONFIDENTIALITY**

- 1.) All parties should use commercially reasonable efforts and appropriate safeguards to prevent the use or disclosure of PHI other than legally required disclosures. This includes, among other things, secure destruction of PHI stored in devices such as copiers, fax machines and phones when the district disposes of such equipment.
- 2.) Parties should be transparent regarding PHI practices, and should allow a reasonable inspection of the facilities, systems, books, records, agreements, policies, and procedures relating to the use or disclosure of PHI within ten (10) business days of a written request.
- 3.) If an agreement is terminated, all PHI should be returned to the appropriate entity within ten (10) business days.
- 4.) Parties should ensure employees or agents are using the minimum PHI necessary to fulfill a duty or task.

A party should implement administrative, physical, and technical safeguards, security policies, procedures, and documentation requirements, that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that it creates, received, maintains, or transmits.



**Board Meeting Date: 6-20-2022**

**TITLE: Contract for Empower U**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:** The contract with Empower U provides middle school and high school students the social, and emotional learning (SEL) for middle and high school students. The program provides SEL for the state-mandated recovery service as agreed upon by the student's IEP team and aligns with the needs related to the student's disability.

**RECOMMENDATION:** Approve the attached contract with EmpowerU.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for recovery service with EmpowerU.

**ATTACHMENTS:**

1. Contract (next page)

Quote # 8391018256

EDINA PUBLIC SCHOOL DISTRICT  
Jeff Jorgensen  
jeff.jorgensen@edinaschools.org  
(952)848-3900  
5701 Normandale Rd  
Edina, Minnesota  
55424

empowerU

Resilience Persistence Success  
231 Third Street  
Excelsior, MN 55331  
612.520.1542

Katie Dorn  
katie@empoweru.education  
Tax ID: 82-5265694

#### Details

Created: 03.29.22  
Sent from: katie@empoweru.education  
Sent to: jeff.jorgensen@edinaschools.org  
Due: 30 days from invoice date  
Contract Start Date:  
Contract End Date:  
Amount: \$29,735.00

#### Products

Description	Qty	Unit price	Price
<b>Summer Middle School (Grades 6-8) SEL Skill and Support Independent Lessons With Daily Coaching</b> <i>EmpowerU's summer middle school SEL program is designed to support middle school students that need additional SEL and mental health support. Students access lessons through the myEmpowerU portal. We work with districts to embed this program into existing summer school schedules, though ideally, students complete one 20-30-minute lesson a day over a three-week summer school period. Each engaging lesson helps students master core resilience concepts using video and age-level scenarios for students to practice applying key concepts to different areas of life. They then apply learned concepts to their own goals and challenges while receiving 1:1 EmpowerU instructor support to help them connect the helpful skills in each lesson to their individual social-emotional and mental health challenges. Students leave the program more self-directed and confident learners with the ability to thrive in the face of adversity. Pre to post growth data is provided for each student to be used as part of MTSS evaluation.</i>	65	\$189.00	\$12,285.00
<b>Summer High School (Grades 9-12) SEL Skill and Support Independent Lessons With Daily Coaching</b> <i>EmpowerU's summer high school SEL program is designed to support high school students that need additional SEL and mental health support. Students access lessons through the myEmpowerU portal. We work with districts to embed this program into existing summer school schedules, though ideally, students complete 3 - 20-30 minute lesson a day over a three-week summer school period.</i>  <i>Each engaging lesson helps students master core resilience concepts using video and age-level scenarios for students to practice applying key concepts to different areas of life. They then apply learned concepts to their own goals and challenges while receiving 1:1 EmpowerU instructor support to help them connect the helpful skills in each lesson to their individual social-emotional and mental health challenges. Students leave the program more self-directed and confident learners with the ability to thrive in the face of adversity. Pre to post growth data is provided for each student to be used as part of MTSS evaluation.</i>	50	\$349.00	\$17,450.00

#### Payment terms

Subtotal: \$29,735.00  
Total: \$29,735.00 (USD)  
Amount Due: \$29,735.00 (USD)

## Notes

Dear Jeff Jorgensen,

Attached is the formal quote for 75 MS and 75 HS -- the MS is 17 lessons meant to do in 30 minute online sessions over 4 weeks of summer school. The HS is a credit-bearing option that the HS currently uses - it is longer but could be completed over 4 weeks if students did 90 minutes of work over 4 weeks. Or they could complete the rest of the program over summer.

You can carry unused seats into the fall to use with students. Please contact us at: [katie@empoweru.education](mailto:katie@empoweru.education) if you have any questions.

[Click here to download our W9](#)

**TERMS AND CONDITIONS** \*\*Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Pricing is valid for only 60 days. Payment is due net 10 days of invoice.

**Term** This invoice serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Without prejudice to its other rights, EMPOWERU may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

**Acceptance** All Products and Services are offered subject to the EMPOWERU Application License Agreement terms, available at (<https://info.empoweru.education/license>) and also with our privacy as supplemented by the terms herein. (<https://info.empoweru.education/privacy-policy>). By placing any order in response to this quote, Customer confirms its acceptance of the License Terms and the terms and fees in this quote, which together, constitute the entire agreement between Customer and EmpowerU regarding the Products and Services herein (the "Agreement"). Customer and EmpowerU agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any Customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between Customer and EmpowerU relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.

**Quote # 8391018256**

EDINA PUBLIC SCHOOL DISTRICT  
Jeff Jorgensen  
jeff.jorgensen@edinaschools.org  
(952)848-3900  
5701 Normandale Rd  
Edina, Minnesota  
55424

**empowerU**

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**Payment terms**

Subtotal: \$29,735.00  
Total: \$29,735.00 (USD)  
Amount Due: \$29,735.00 (USD)





## Notes

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[Click here to download our W9](#)

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Acceptance All Products and Services are offered subject to the EMPOWERU Application License Agreement terms, available at (<https://info.empoweru.education/license>) and also with our privacy as supplemented by the terms herein (<https://info.empoweru.education/privacy-policy>). By placing any order in response to this quote, Customer confirms its acceptance of the License Terms and the terms and fees in this quote, which together, constitute the entire agreement between Customer and EmpowerU regarding the Products and Services herein (the "Agreement"). Customer and EmpowerU agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any Customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between Customer and EmpowerU relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.



**Board Meeting Date: 6-20-2022**

**TITLE: Contract for PresenceLearning**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

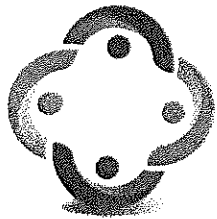
**BACKGROUND:** The contract with PresenceLearning

**RECOMMENDATION:** Approve the attached contract with PresenceLearning for speech and language services required by the IEP with the needs related to the student's disability.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for speech and language service with PresenceLearning.

**ATTACHMENTS:**

1. Contract (next page)



# PresenceLearning

## Service Order

### Customer Name and Contact Information

Name: Edina Public School District

Address: 5701 Normandale Rd Edina, MN

### Customer Primary Point of Contact

Name: Jeff Jorgensen

Email Address: jeff.jorgensen@edinaschools.org

### Customer Secondary Point of Contact

Name:

Email Address:

### PresenceLearning Contact Information

Name: Andy Merideth

Email Address: andy.merideth@presencelearning.com

## Service Order

### 1. Services

Service	Student Quantity/Groups	Price per Service
Hourly SLP Services	40	\$76.00
Hourly SLP Supervision	0	\$92.00
Hourly OT Services	0	\$76.00
Hourly OT Supervision	0	\$92.00
Hourly BMH Services	0	\$76.00
Hourly SLP Services - Short-term Leave	0	\$99.00
Hourly SLP Services - Bilingual	0	\$92.00
Hourly BMH Services - Bilingual	0	\$92.00
Hourly BMH Services - Short-term Leave	0	\$99.00
Hourly OT Services - Short-term Leave	0	\$99.00
Hourly OT Services - Bilingual	0	\$92.00
Annual Student Administrative Fee	40	\$100.00

### 2. SLP Assessments

Service	Student Quantity/Groups	Price per Service
Screening by SLP	0	\$64.00
Bilingual Screening by SLP	0	\$115.00
Evaluation Coordination and Reporting by SLP	0	\$257.00
Evaluation Coordination and Reporting by Bilingual SLP	0	\$257.00
Review of Records by SLP	0	\$114.00
Additional Assessment Component by SLP	0	\$33.00
Articulation Standard Assessment	0	\$69.00
Auditory Processing Select Index	0	\$85.00
Classroom Observation by SLP	0	\$47.00
Early Childhood Language Assessment	0	\$103.00
Fluency Standard Assessment	0	\$114.00
Language Select Index	0	\$31.00
Language Standard Assessment	0	\$149.00
Pragmatic Language Standard Assessment	0	\$91.00
Phonological Process Analysis Select Index	0	\$26.00
Phonological Processing Assessment	0	\$77.00
Supplemental Language Screener	0	\$26.00

Service	Student Quantity/Groups	Price per Service
Spanish Language Standard Assessment	0	\$143.00
Spanish Language Select Index	0	\$47.00
Spanish Auditory Processing Select Index	0	\$85.00
Additional Bilingual Assessment Component	0	\$47.00
Spanish Articulation Measures	0	\$47.00
Spanish Articulation Standard Assessment	0	\$57.00
Augmentative Alternative Communication Assessment	0	\$114.00
Additional Language Subtest	0	\$33.00
Home Coordination by SLP	0	\$114.00
Language Difference vs. Disorder Analysis	0	\$86.00
Pre-referral Meeting by SLP	0	\$114.00
Bilingual Services by SLP	0	\$114.00

### 3. OT Assessments

Service	Student Quantity/Groups	Price per Service
Screening by OT	0	\$64.00
Evaluation Coordination and Reporting by OT	0	\$257.00
Review of Records by OT	0	\$114.00
Classroom Observation by OT	0	\$47.00
Standard School-Related-ADL Assessment	0	\$74.00
Standard Sensory Processing Assessment	0	\$74.00
Standard Motor Skills Assessment	0	\$86.00
Standard Visual Perception Assessment	0	\$74.00
Standard Preschool Assessment	0	\$114.00
Additional Assessment Component by OT	0	\$33.00
Home Coordination by OT	0	\$114.00
Informal Fine Motor Assessment	0	\$47.00
Pre-referral Meeting by OT	0	\$114.00

### 4. BMH Assessments

Service	Student Quantity/Groups	Price per Service
Screening by MHP	0	\$125.00
Evaluation Coordination and Reporting by MHP	0	\$290.00
Review of Records by MHP	0	\$225.00
Rating Scale Assessment	0	\$130.00
Classroom Observation by MHP	0	\$111.00
Additional Assessment by MHP	0	\$225.00
Additional Requested Meetings	0	\$56.00

Service	Student Quantity/Groups	Price per Service
Bilingual Services by MHP	0	\$111.00
Home Coordination by MHP	0	\$111.00
Pre-referral Meeting by MHP	0	\$111.00
Additional Requested Paperwork	0	\$56.00

5. Psychoeducational Assessments

Service	Student Quantity/Groups	Price per Service
Evaluation Coordination and Reporting by MHP	0	\$290.00
Review of Records by MHP	0	\$225.00
Cognitive Select Index	0	\$111.00
Processing Select Index	0	\$111.00
Achievement Select Index	0	\$111.00
Rating Scale Assessment	0	\$130.00
Classroom Observation by MHP	0	\$111.00
Achievement Standard Battery	0	\$225.00
Long Cognitive Battery	0	\$225.00
Additional Assessment by MHP	0	\$225.00
Processing Standard Battery	0	\$225.00
Additional Requested Meetings	0	\$56.00
School Psych Consultation	0	\$76.00
Bilingual Services by MHP	0	\$111.00
Short Cognitive Battery	0	\$111.00
Spanish Select Index	0	\$255.00
Spanish Battery	0	\$355.00
Screening by MHP	0	\$125.00
Home Coordination by MHP	0	\$111.00
Pre-referral Meeting by MHP	0	\$111.00
Additional Requested Paperwork	0	\$56.00

Document Camera	\$85.00 (each)
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## Service Order

Contracted Students	40
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Assessments Commitment	6
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Monthly Commitment*	\$6,384.00	84 hours at \$76.00
December Commitment*	\$4,256.00	56 hours at \$76.00

\*This is the monthly minimum amount you will be invoiced during the contracted period.

Service Order Term	February 14, 2022 through June 30, 2022
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## Service Order Form

Except as expressly set forth in this Service Order, the parties agree to be bound by the terms of the Master Service Agreement ("Agreement"). To the extent there is any conflict between this Service Order and the Agreement, this Service Order shall govern. The terms of this Service Order are confidential information.

The parties have executed this Service Order as of the date of the last signature ("Service Order Effective Date").

PresenceLearning, Inc.

Customer

By:

By:



Name:

Name:

Jeff L. Jorgensen

Title:

Title:

Director of Student Support  
Services

Date:

Date:

02-11-2022



## Master Service Agreement

This Master Services Agreement ("Agreement") entered into as of the date of the last signature ("Effective Date") by and between PresenceLearning, Inc., a Delaware corporation with a place of business located at 530 Seventh Ave, Suite M, New York, NY 10018 ("PresenceLearning") and the entity named in an Service Order that is receiving the Services ("Customer"). PresenceLearning and Customer agree as follows:

**1. Services.** This Agreement shall apply each time Customer engages with PresenceLearning for the provision of services and/or products ("Services") through a Service Order and/or other mutually agreed upon document. Services will be provided by a licensed clinician ("Clinician") and includes access to PresenceLearning's proprietary online therapy platform. All Services, fees, and other obligations will be as set forth in each applicable service order referencing this Agreement ("Service Order").

### 2. Platform.

2.1. Access and Use. The Services are provided and delivered through PresenceLearning's proprietary online therapy platform, which includes evidence-based and user-generated content library; user-visible aspects; proprietary software and technology embodied in the platform; assessments; and proprietary self-guided training modules, (collectively, the "Platform"). The Platform enables engagement between Customer's students and Customer's authorized staff (collectively, "Users") and PresenceLearning's clinical providers ("Clinicians"). During the Service Order Term, PresenceLearning grants Customer and its Users a limited, non-exclusive, revocable, non-sublicensable, non-transferable, royalty-free, right and license to use and display the Platform.

2.2. Unauthorized Use. Customer may not disclose to or provide access, allow to use, or display the Platform to any third-party, without express written permission from PresenceLearning. Customer shall establish, maintain, and enforce policies and procedures to safeguard and protect the Platform, which are no less rigorous than reasonable standards Customer maintains and protects its own confidential information. Customer will be responsible for all acts and omissions of its Users who have access to the Platform. Customer will notify PresenceLearning immediately of any unauthorized access to or use of the Platform.

2.3. Changes to Platform. PresenceLearning may, at its sole discretion, make any change or update to the Platform that it deems necessary or useful to (i) maintain or enhance the quality or delivery of PresenceLearning's products or services to its customers, (ii) for the efficiency or performance of Platform, or (iii) to comply with applicable law.

2.4. Safeguard. Customer will not, nor permit or encourage its Users or any third-party to, directly or indirectly (i) reverse engineer, decompile, disassemble or otherwise attempt to discover or derive the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Platform or any software, documentation or data related to the Platform; (ii) modify, translate, or create derivative works based on the Platform; (iii) use Platform in any manner to assist or take part in the development, marketing or sale of a product potentially competitive with such Platform. For the avoidance of doubt, all aspects of Platform are the Confidential Information of PresenceLearning, and Customer will comply with Section 5.

2.5. Ownership. PresenceLearning will have and retain sole and exclusive ownership of, and all right, title and interest in the Platform.

### 3. Fees and Payment Terms.

3.1. Fees; Payment. PresenceLearning shall invoice Customer for the services and Customer shall pay all undisputed amounts due within thirty (30) days of the invoice date. Outstanding balances shall accrue interest at a rate equal to the lesser of one and one-half percent (1.5%) per month or the maximum rate permitted by applicable law, from due date until date paid, plus PresenceLearning's reasonable costs of collection.

3.2. Clinical Services. The Service Order will list the clinical discipline of the services Customer purchases ("Clinical Services") referenced as SLP Services, SLP Supervision, OT Services, OT Supervision, BMH Services. These Clinical Services may be purchased as an Hourly Service or Annual Service.

3.3. Hourly Service Fee. If applicable, the Service Order may specify an Hourly Service Fee, for a particular discipline (SLP, OT, BMH) which is based on a per hour, per Clinician pricing.

3.4. Annual Service Fee. If applicable, the Service Order may specify an Annual Service Fee, for a particular discipline (SLP, OT, BMH) which is based on the student group size and therapy hours (the assumptions will be listed). If Customer makes any changes, PresenceLearning may make a pricing adjustment to the Annual Service Fee.

3.5. Student Administrative Fee. If applicable, the Service Order may specify Student Administrative Fee which will be billed in the first invoice of the Service Order Term and any Renewal Term on a per student, per service basis. At any time during the Service Order Term, if students are added to receive a Service, Customer will be billed Student Administrative Fee for those students during the month the services start.

3.6. Monthly Commitment. If applicable, the Service Order may specify a minimum dollar payment due each month during the Service Order Term ("Monthly Commitment"), excluding any Psychoeducational Assessment minimums. A Monthly Commitment fee will not be charged for (i) the month in which Services begin, or (ii) the last month of Services. If Customer's fees are less than the Monthly commitment, Customer will be billed the difference on a quarterly basis. For the month(s) exempt from a Monthly Commitment, Customers shall pay the total fees incurred for the month.

3.7. Assessments Commitment. If applicable, the Service Order may specify the minimum number of assessments (excluding Psychoeducational Assessments) for which payment is due at the end of the Service Order Term. Screenings, review of records, and evaluations may count towards this Assessment Commitment. At the end of the Service Order Term, PresenceLearning will reconcile the Assessment Commitment with actual Assessments given, and Customer will be invoiced for the difference if the Assessment Commitment was not met.

3.8. Psychoeducational Assessments Commitment. If applicable, the Service Order may specify a minimum fee for psychoeducational assessments for which payment is due at the end of the Service Order Term. At the end of the Service Order Term, PresenceLearning will reconcile the Psychoeducational Assessment Commitment fee with actual Psychoeducational Assessment

fees billed, and Customer will be invoiced for the difference if the Psychoeducational Assessment Commitment fee was not met.

3.9. **Unplanned Student Absence Fee.** If Customer cancels a session with less than 24 hours advance notice or the session does not occur due to a student absence ("Unplanned Student Absence"), Customer agrees to pay PresenceLearning the applicable Rate for the duration of the scheduled session. If Customer has agreed to be billed for a minimum number of hours in a period, e.g., one week, the duration of the session shall be applied toward such minimum for the period in which the session was scheduled to occur.

3.10. **Contracted Students.** If applicable, the Service Order may specify the number of students for whom Customer has purchased Services.

3.11. **Disputes.** Customer may dispute an invoice no later than twenty (20) calendar days from the date of the invoice. The parties will work together in good faith to resolve any disputes as soon as possible. Upon resolution, Customer shall remit the amount owed within ten (10) calendar days.

**4. PresenceLearning Materials.** PresenceLearning owns all rights, title, and interest, including patent rights, copyrights, trade secret rights, and all other intellectual property rights of any nature relating to the products, materials, Services, designs, know-how, data, software, graphic art, and similar works authored, created, contributed to, made, conceived or reduced to practice, in whole or part, by PresenceLearning or its agents or affiliates, which arise out of the performance of Services, except with regard to materials and intellectual property for which PresenceLearning has a license to use, display, host and administer in providing Services. Customer agrees to maintain (and not supplement, remove, or modify) all copyright, trademark, or other proprietary notices on any materials utilized in providing the Services. During the Service Order Term, PresenceLearning grants Customer a non-exclusive, limited license, to reproduce and distribute the materials solely to assist in the provision of Services.

## **5. Confidentiality.**

5.1. Except as otherwise provided in this Agreement, each party will maintain the other party's Confidential Information (as defined below) in strict confidence, will use the other party's Confidential Information only for purposes of this Agreement, and will not disclose the other party's Confidential Information without the other party's prior written consent, provided that the receiving party may disclose the disclosing party's Confidential Information to the receiving party's or its affiliates' personnel and contractors who need to know such Confidential Information and who are bound by confidentiality obligations at least as restrictive as those in this Agreement. If there is a breach of this Section 5, the disclosing party may suffer irreparable harm and will therefore be entitled to obtain injunctive relief in addition to any other available rights and remedies.

5.2. "Confidential Information" means the terms of this Agreement and all information, materials, or technology provided by a party to the other party that is marked as "Confidential" or "Proprietary," or that, under the circumstances taken as a whole, would be reasonably deemed to be confidential.

"Confidential Information" does not include information which (i) is or becomes generally available to the public other than as a result of the breach of this Agreement by the receiving party, (ii) is independently developed by the receiving party, (iii) was rightfully within the receiving party's possession prior to disclosure by the disclosing party, (iv) is received from a third party which was not bound by a confidentiality obligation with respect to such information, or (v) is legally required to

be disclosed, provided that the receiving party will notify the disclosing party before disclosing the Confidential Information.

## **6. Data and Privacy.**

6.1. Customer Data. Customer retains all rights, in and to all data, files, information, provided by Customer or User to PresenceLearning.

6.2. State Privacy Laws. PresenceLearning is, and at all times has been, in material compliance with all applicable state laws, rules, and regulations relating to privacy, data protection and the collection and use of personal information collected, used and held for use by the PresenceLearning.

6.3. FERPA. In providing Services or performance under this Agreement, PresenceLearning may have access to education records ("FERPA Records") that are defined in and subject to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq. and related regulations ("FERPA"). To the extent that PresenceLearning has access to FERPA Records, PresenceLearning is deemed a "school official" and may use FERPA Records solely for the specific "legitimate educational purposes" as defined under FERPA.

6.3.1. PresenceLearning represents, warrants, and agrees that PresenceLearning will: (1) hold FERPA Records in strict confidence and will not use or disclose FERPA Records without the prior written consent of the appropriate parent or eligible student, except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by Customer in writing; (2) safeguard FERPA Records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which PresenceLearning protects its own confidential information; and (3) continually monitor its operations and take any action necessary to assure that FERPA Records are safeguarded in accordance with the terms of this Agreement. PresenceLearning policy may be accessed on <https://www.presencelearning.com/about/ferpa/>.

6.3.2. If any person(s) seeks access to any FERPA Records, PresenceLearning will immediately inform Customer of such request in writing. PresenceLearning shall not disclose any FERPA Records without the prior written authorization of an authorized representative of Customer; if the request for access is pursuant to a court order or lawfully issued subpoena, PresenceLearning shall immediately provide Customer with a copy of such court order or subpoena, and must comply with FERPA notification requirements to the parents and/or eligible students.

6.3.3. If PresenceLearning experiences a security breach concerning any FERPA Record, PresenceLearning will notify Customer in a timely manner and take immediate steps to limit and mitigate such security breach as reasonably as possible.

6.3.4. Upon expiration or termination of this Agreement, PresenceLearning shall return and/or destroy all FERPA Records received pursuant to this Agreement as directed by Customer, provided that PresenceLearning shall not be required to destroy copies of any computer records or files containing the FERPA Records which have been created pursuant to automatic archiving or back-up procedures and which cannot reasonably be deleted.

6.4. HIPAA. Student records that are disclosed to PresenceLearning by Customer and maintained within Platform are by definition "education records" under FERPA and not "protected health information" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Because student health information in education records is protected by FERPA, the HIPAA Privacy Rule excludes such information from its coverage. See the exception paragraph (2)(i) in the definition of "protected health information" in the HIPAA Privacy Rule at 45 CFR § 160.103. See, also, Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, USED and U.S. Department of Health and Human Services (November 2008)

## **7. Clinicians.**

7.1. Credentials and Clearances. For each Clinician PresenceLearning assigned to Customer, PresenceLearning has collected and verified clinicians' credentials in accordance with the state law of Customer's state, including state clinician license. If Customer requires additional certification such as Board of Education certifications, then Customer must inform PresenceLearning and provide all necessary information or instructions in a timely manner.

7.2. Background Checks. PresenceLearning conducts background checks, which include criminal background checks and Registered Sex Offender registry checks, on all its employees and Clinicians, and PresenceLearning refreshes such checks on the Clinicians on a yearly basis. If Customer requires additional clearances such as FBI Fingerprinting by the school district, Customer will provide all necessary information or instructions in a timely manner to allow PresenceLearning to convey instructions to Clinicians.

## **8. Indemnification.**

8.1. Indemnification by Customer. Unless prohibited by law, Customer shall indemnify and hold PresenceLearning harmless against any and all claims, demands, damages, liabilities and costs (including attorney's fees) incurred by PresenceLearning which result from, or arise in connection with, any breach of Customer's obligations or representations under this Agreement and/or negligent act or omission or willful misconduct of Customer, its agents, or employees, pertaining to its activities and obligations under this Agreement.

8.2. Indemnification by PresenceLearning. PresenceLearning shall indemnify and hold Customer, harmless against any and all claims, demands, damages, liabilities and costs (including attorney's fees) incurred by Customer which directly or indirectly result from, or arise in connection with, any negligent act or omission or willful misconduct of PresenceLearning, its agents, or employees, pertaining to its activities and obligations under this Agreement.

8.3. Conditions of Indemnification. The obligations set forth in Sections 8.1 and 8.2 are conditioned upon: (a) prompt written notice by the indemnified party to the indemnifying party of any claim, action or demand for which indemnity is claimed; (b) complete control of the defense and settlement thereof by the indemnifying party, provided that no settlement of an indemnified claim shall be made without the consent of the indemnified party, such consent not to be unreasonably withheld or delayed; and (c) reasonable cooperation by the indemnified party in the defense as the indemnifying party may request. The indemnified party shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.



**9. Limitation of Liability.** In no event will PresenceLearning be liable for any incidental damages, consequential damages, or any lost profits arising from or relating to this Agreement or to the Services, whether in contract or tort or otherwise, even if PresenceLearning knew or should have known of the possibility of such damages. PresenceLearning's cumulative liability relating to this Agreement will not exceed the actual fees paid by Customer to PresenceLearning during the school year for three (3) months immediately preceding the date on which a claim is made; provided that such amount shall under no circumstances exceed \$10,000. Customer acknowledges that this Agreement reflects an adequate and acceptable allocation of risk and that in the absence of the foregoing limitations PresenceLearning would not enter into this Agreement.

**10. Non-Solicitation.** Customer shall not, during the Term of this Agreement and for one (1) year thereafter, directly or indirectly solicit, induce, or attempt to induce any PresenceLearning employee or its clinicians without PresenceLearning's prior written consent. Customer should contact the PresenceLearning account manager with any inquiries concerning the aforementioned.

**11. Term and Termination.**

11.1. Term. This Agreement shall be in effect from the date of the last signature until terminated by either party with forty-five (45) days prior written notice.

11.2. Service Order Term. Each Service Order will specify a term for which services begin and end.

11.3. Termination for breach. PresenceLearning may, without prejudice to any other remedies available to it by law, terminate this Agreement immediately if Customer commits a material breach of this Agreement, and the breach is not cured within fifteen (15) days after receipt of written notice of the breach.

11.4. Effects of Termination. Upon the expiration or termination of this Agreement for any reason, all amounts owed to PresenceLearning under this Agreement, which accrued before such termination, or expiration will be immediately due and payable.

**12. Disclaimer of Warranties.** Except as otherwise set out herein, the Services are provided "as is" without any warranty and, except as provided herein, PresenceLearning expressly disclaims any and all warranties, express, implied, or statutory, including warranties of title, non-infringement, merchantability, and fitness for a particular purpose.

**13. Student Benchmarking Data.** If Customer collects benchmarking data at the individual or school level in relation to Services provided by PresenceLearning, Customer will provide PresenceLearning a copy of such benchmarking data. To the extent not prohibited by Section 6 of this Agreement or applicable law, PresenceLearning may store indefinitely, use and publish deidentified benchmarking data.

**14. Customer Representations and Warranties.** 14.1. Customer hereby represents and warrants to PresenceLearning that the undersigned has the right, power, and authority to enter into this Agreement on behalf of Customer.

14.2. Customer hereby represents and warrants that, prior to receiving Services, it will provide PresenceLearning with the conditions described in the Environment, Equipment and Supervision Specifications, available at <https://www.presencelearning.com/tc/eq-spec>, and other conditions as set forth by PresenceLearning. Any delay in Customer's ability to provide the specified conditions will delay the ability for PresenceLearning to provide the Services.

14.3. Customer hereby represents and warrants that it will comply with any applicable law concerning Services, including but not limited to obtaining informed parental consents where required.

14.4. Customer represents that it has verified the accuracy, completeness and appropriateness of all Students' medical, educational, demographic, disciplinary, and therapeutic-related information ("Records") prior to Customer's providing PresenceLearning with access to such Records. Customer acknowledges and agrees that the professional duty to educate, supervise and treat the Students lies solely with Customer, and that the provision of Services in no way replaces or substitutes for the professional judgment of Customer.

14.5. Customer acknowledges that PresenceLearning is not a healthcare provider, and that it cannot and does not independently review or verify the medical accuracy or completeness of Records made available to it pursuant to this Agreement.

**15. PresenceLearning Representations and Warranties.** PresenceLearning represents and warrants to Customer as follows the undersigned has the right, power and authority to enter into this Agreement on behalf of PresenceLearning.

**16. Research; Promotional Materials.** The parties agree that mutual consent is required for publication or distribution of any research and/or case studies mentioning either party. However, Customer grants to PresenceLearning the limited right to use Customer's name, logo and/or other marks for the sole purpose of listing Customer as a user of the applicable Service in PresenceLearning promotional materials. Customer can revoke this grant at any time with fifteen (15) days written request.

**17. Independent Contractor.** The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this Agreement. Neither party shall be deemed to be an employee or legal representative of the other nor shall either party have any right or authority to create any obligation on behalf of the other party.

**18. Arbitration.** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitration proceedings shall be confidential and conducted in the English language before a single neutral arbitrator to be selected by AAA. The place of arbitration shall be State the Customer is located.

**19. Governing Law.** This Agreement will be governed by the laws of the State the Customer is located.

**20. Miscellaneous.** The waiver of a breach of any term hereof will in no way be construed as a waiver of any other term or breach hereof. If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remaining provisions of this Agreement will remain in full force and effect. The headings in this Agreement do not affect its interpretation.

**21. Assignment.** PresenceLearning's rights and obligations under this Agreement will bind and inure to the benefit of its successors and assigns.

**22. Survival.** The parties' obligations under Sections 2.4, 2.5, 9, 10, 16, and 18 will survive any expiration or termination of this Agreement.


**23. Force Majeure.** Neither party shall be liable for failing or delaying performance of its obligations (except for the payment of money) resulting from any condition beyond its reasonable control, including but not limited to, governmental action, acts of terrorism, earthquake, fire, flood, epidemics, pandemics, or other acts of God, labor conditions, power failure, and Internet disturbances.

**24. Notices.** All notices relating to this Agreement must be in writing, sent by postage prepaid first-class mail, courier service, or via email: To PresenceLearning, Inc., 530 Seventh Ave, Suite M, New York, NY 10018, Attn: Legal Department or via email at [legal@presencelearning.com](mailto:legal@presencelearning.com). To Customer: Notices will be sent to the address provided to PresenceLearning, or by other legally acceptable means.

**25. Counterparts; Electronic Signatures.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party. A facsimile, PDF or other electronic signature of this Agreement shall be valid and have the same force and effect as a manually signed original.

**26. Entire Agreement.** This Agreement along with any corresponding Service Orders constitutes the entire agreement between the parties regarding the Services and supersedes all prior or contemporaneous agreements and understandings between the parties relating to the Services. This Agreement may only be amended by the mutual written consent of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

PresenceLearning, Inc.	Customer
By:	By: 
Name:	Name: Jeff L. Jorgensen
Title:	Title: Director of Student Support Services
Date:	Date: 02-11-2022





**Board Meeting Date: 6-20-2022**

**TITLE: Contract for Soliant Permanent Placement Agreement**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:** The contract with Soliant for the Permanent Placement Agreement for Cayla Roberts, SLP.

**RECOMMENDATION:** Approve the attached contract with Soliant.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for recovery service with Soliant

**ATTACHMENTS:**

1. Contract (next page)

**Soliant®****PERMANENT PLACEMENT AGREEMENT**

Soliant is pleased to present the following candidate:

**Candidate:** Cayla Roberts

**Position:** SLP-CCC

**Client :** Edina Public School District

The following is an outline of our service charge, terms, and conditions. Acceptance of candidate referrals constitutes acceptance of this agreement. In the event the terms and conditions contained herein do not reflect your understanding, please notify us in writing immediately.

**Professional Fee:** \$15000.00

**Equal Opportunity:** It has long been the policy of Soliant to provide equal opportunity to all candidates for employment. In as much as our business is recruiting and placement, all such screening and placement shall be based on merit only. All candidates shall be free from discrimination because of race, religion, color, sex, age, national origin, or handicap.

**Terms:** Our fee is due and payable upon signatures by Soliant Health, Inc. and the school district and candidate named above

**Guarantee:** 60 day refund guarantee. In the event the candidate resigns within the guarantee period, Soliant Health will refund 1/60 of the fee for every day the candidate did not work during the guarantee period.

**Referrals:** Any referral of an individual originally referred by our agency to any company or competitive agency resulting in the placement of such individual will make the referring party liable for the placement fee under the terms of this agreement.

**References:** It is understood that Soliant only refers candidates and that the hiring decision and determination of suitability, reference checking, employment eligibility verification, and conditions of employment are ultimately the responsibility of the employer.

As a duly authorized representative of the school named above, I understand and agree to the fees, terms, and conditions outlined in the foregoing and wish to hire the above named candidate on a permanent basis.

Edina Public School District

**SOLIANT HEALTH, LLC**

DocuSigned by:  
Jeff Jorgensen 5/19/2022  
Signature Date

Jeff Jorgensen

Print Name

Director of Student Support Services

Title

5701 Normandale Road

Address

Edina, MN 55424

City, State, Zip

DocuSigned by:  
Andrew Grant 5/17/2022  
Signature Date

Andrew Grant

Print Name

Department Manager

Title



DEFINING EXCELLENCE

Board Meeting Date: 06-20-2022

**TITLE: Edina Public Schools Agreement with SpEd Forms**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:**

To remain compliant, school districts need forms and templates that are updated each time compliance requirements change. SpEd Forms updates forms and templates as soon as new information becomes available for our Edina students served in student support services.

**RECOMMENDATION:** Approve the attached contract with SpEd Forms.

**PRIMARY ISSUE(S) TO CONSIDER:** Due process compliance with state and federal guidelines

**ATTACHMENTS:**

1. Contract (next page)

# SpEd Forms

Simply powerful special education software.

07/01/2022

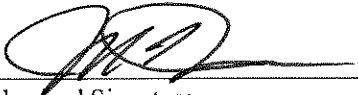
Dear Jeff Jorgensen:

Thank you for requesting SpEd Forms to exchange data with Edina Public Schools. By signing this authorization, you agree and understand that SpEd Forms is authorized to exchange data in the following ways:

- ☒ Import demographic data from Edina Public Schools into SpEd Forms
- ☒ Import enrollment record data from Edina Public Schools into SpEd Forms
- ☒ Import user account data from Edina Public Schools into SpEd Forms
- ☒ Export Special Education data from SpEd Forms to Edina Public Schools
- ☒ Export finalized PDF documents from SpEd Forms to Edina Public Schools

If you purchase the MA module, SpEd Forms will transmit billing data on your behalf. Data exchanges covered by HIPAA are agreed to in our Business Associate Agreement and are not covered by this authorization.

If you have any questions, please contact Kelli Byrnes.



Authorized Signature

6-1-2022  
Date

## **Business Associate Agreement**

This Business Associate Agreement (the "Agreement"), effective as of 07/01/2022, (the "Effective Date") is entered into and made a part of all agreements, existing now or in the future, by and between **Edina Public Schools**, including its subsidiary and affiliated entities (the "Covered Entity"), and **SpEd Forms LLC** ("Business Associate"). Covered Entity and Business Associate may collectively be referred to as the "Parties" and each individually as a "Party".

WHEREAS, Covered Entity has retained Business Associate to perform billing services on behalf of Covered Entity that requires the Business Associate to have access to Covered Entity's Protected Health Information (PHI);

WHEREAS, Covered Entity and Business Associate each desire to comply with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and other state and federal laws and regulations, as applicable and as amended from time to time.

WHEREAS, the Parties wish to set forth their understandings with regard to the use and disclosure of PHI by the Business Associate in performance of its obligations on behalf of the Covered Entity.

NOW, THEREFORE, in consideration of the foregoing, the Parties hereby agree as follows:

### **Section 1. Definitions**

(a) **Business Associate.** "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean SpEd Forms LLC.

(b) **Covered Entity.** "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Ready Clinic.

(c) **HIPAA Rules.** "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164. The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

### **Section 2. Obligations and Activities of Business Associate**

Business Associate agrees to:

(a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;

(b) Use appropriate safeguards, and comply with the HIPAA Rules with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

(c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information, and any security incident of which it becomes aware;

(d) Ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Make available protected health information in a designated record set to the covered entity as necessary to satisfy covered entity's obligations under the HIPAA Rules;

(f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant, or take other measures as necessary to satisfy covered entity's obligations under the HIPAA Rules;

(g) Maintain and make available the information required to provide an accounting of disclosures to the covered entity as necessary to satisfy covered entity's obligations under the HIPAA Rules;

(h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under HIPAA Rules, comply with the requirements of the HIPAA Rules that apply to the covered entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

### **Section 3. Permitted Uses and Disclosures by Business Associate**

(a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the Service Agreement.

(b) Business associate may use or disclose protected health information as required by law.

(c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.

(d) Business associate may not use or disclose protected health information in a manner that would violate the HIPAA Rules if done by covered entity.

(e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.

(f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

### **Section 4. Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions**

(a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under the HIPAA Rules, to the extent that such limitation may affect business associate's use or disclosure of protected health information.

(b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.

(c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under the HIPAA Rules, to the extent that such restriction may affect business associate's use or disclosure of protected health information.

### **Section 5. Permissible Requests by Covered Entity**

Covered entity shall not request business associate to use or disclose protected health information in any manner that would not be permissible under the

HIPAA Rules if done by covered entity.

Section 6. Term and Termination

(a) Term. The Term of this Agreement shall be effective as of 07/01/2022 and shall terminate on 07/01/2023 or on the date covered entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Termination for Cause. Business associate authorizes termination of this Agreement by covered entity, if covered entity determines business associate has violated a material term of the Agreement, and business associate has not cured the breach or ended the violation within thirty (30) days.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate shall return to covered entity all protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, that the business associate still maintains in any form. Business associate shall retain no copies of the protected health information.

(d) Survival. The obligations of business associate under this Section shall survive the termination of this Agreement.

Section 7. Miscellaneous

(a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.

(c) Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules.

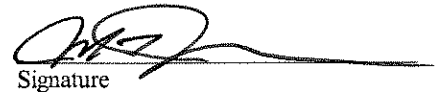
IN WITNESS WHEREOF, the Parties have duly executed this Agreement as evidenced by their signatures below.

LICENSOR:



Kelli Bymes  
President  
SpEd Forms LLC

CUSTOMER:

  
Signature

Jeff L. Jorgensen  
Printed Name

Director of Student Support Ser.  
Position

Jeff Jorgensen

Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424

## SOFTWARE LICENSE AGREEMENT

This Software License Agreement ("Agreement") is entered into between SpEd Forms LLC ("Licensor") and Edina Public Schools ("Customer").

### 1. Definitions.

a. *Software* The term "Software" shall mean the computer programs in object code on the Licensor's Website.

b. *Customer* The term "Customer" shall mean the named entity signing this agreement.

### 2. License

a. *Grant of License.* Licensor grants Customer, pursuant to the terms and conditions of this Agreement, a nonexclusive, nontransferable license to use the following Software on Licensor's Website:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> SpEd Forms | <input checked="" type="checkbox"/> MA Forms         |
| <input checked="" type="checkbox"/> 504 Forms  | <input type="checkbox"/> MA Claim Submission Service |

b. *Restrictions on Use.* Customer agrees to use the Software only for

Customer's own business. Customer shall not: (i) permit any parent,

subsidiaries, affiliated entities or third parties to use the Software,

(ii) process or permit to be processed the data of any other party, or

(iii) use the Software in the operation of a service bureau.

c. *Modifications, Reverse Engineering.* Customer agrees that only Licensor shall have the right to alter, maintain, enhance or otherwise modify the Software. Customer shall not disassemble, decompile or reverse engineer the Software's computer programs.

d. *Material Terms and Conditions.* Customer specifically agrees that each of the terms and conditions of this Section 2 are material and that failure of Customer to comply with these terms and conditions shall constitute sufficient cause for Licensor to terminate this Agreement.

### 3. Delivery, Installation, Data Conversion, Testing and Acceptance

a. *Delivery.* Licensor shall grant access to the Software on Licensor's website within five (5) days of the effective date of this Agreement.

b. *Testing.* Customer shall have ten (10) days, commencing upon being given access to the Software on Licensor's website, to test the Software. (the "Testing Period"). Should the Software on Licensor's website not substantially comply with Customer's needs, Customer's sole remedy shall be to cancel this Agreement within the ten (10) day testing period and be refunded its License Fee. After the ten (10) testing period expires, Customer will be deemed to have accepted the Software on Licensor's website and may only cancel this Agreement pursuant to Paragraph 13 below.

c. *Acceptance.* Acceptance shall be deemed to have occurred if Customer does not provide notice of a failure of the Software within the Testing Period.

### 4. License Fee

a. *In General.* In consideration for the license granted by Licensor under this Agreement, Customer shall pay Licensor a fee in the amount of \$16,989.46 (the "License Fee").

b. *Payment Terms.* Payment in full shall be tendered within 30 days of the execution of this Agreement.

c. *Taxes.* Customer shall, in addition to the other amounts payable under this Agreement, pay all sales, use, value added or other taxes, federal, state or otherwise, however designated, which are levied or imposed by reason of the transactions contemplated by this Agreement.

### 5. Ownership

a. *Title.* Customer and Licensor agree that Licensor owns all proprietary rights, including patent, copyright, trade secret, trademark and other proprietary rights, in and to the Software and any corrections, bug fixes, enhancements, updates or other modifications, including custom modifications, to the Software, whether made by Licensor or any third party.

b. *Transfers.* Under no circumstances shall Customer allow access to any person or entity not named in this agreement to Licensor's website and Software without Licensor's prior written consent.

### 6. Confidential Information

Customer agrees that the Software contains proprietary information, including trade secrets, know-how and confidential information that is the exclusive property of the Licensor. During the period of this agreement is in effect and at all times after its termination, Customer and its employees shall maintain the confidentiality of this information and shall not sell, license, publish, display, distribute, disclose or otherwise make available this information to any third party nor use such information except as authorized by this Agreement.

Customer shall not disclose any such proprietary information concerning the Software, including any flow charts, logic diagrams, user manuals and screens, to persons not an employee of Customer without the prior written consent of Licensor. Neither party shall use or disclose any Confidential Information, including information covered under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), provided by the other party except as necessary to carry out the terms of this contract. A party receiving confidential information from the other shall use the highest commercial reasonable degree of care to protect the confidential information.

Licensor will comply with all applicable State of Minnesota and federal data privacy and data security laws, including the Family Educational Rights and Privacy Act ("FERPA") (29 U.S.C. § 1232g; 34 CFR Part 99). Licensor agrees Customer remains the owner of all student data imported, exported or entered using the Software and agrees that the student data is protected under the law which Licensor may not use for any purpose other than as necessary to fulfill its responsibilities under this Agreement or with the written consent of the Customer.

### 7. Use and Training

Customer shall limit the use of the Software to its employees who have been appropriately trained. Training by Licensor may be provided for an additional fee.

### 8. Warranty

LICENSOR MAKES NO WARRANTIES WITH RESPECT TO THE SOFTWARE, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. EXCEPT AS PROVIDED IN SUBSECTION 3.b ABOVE, CUSTOMER ACCEPTS THE PRODUCTS "AS IS."

### 9. Limitations Period

No arbitration or other action under this Agreement, unless involving death or personal injury, may be brought by either party against the other more than one (1) year after the cause of action arises.

### 10. No Consequential Damages

Licensor shall not be liable to Customer for indirect, special, incidental, exemplary or consequential damages (including, without limitation, lost profits) related to this Agreement or resulting from Customer's use or inability to use the Software, arising from any cause of action whatsoever, including contract, warranty, strict liability, or negligence, even if Licensor has been notified of the possibility of such damages, and that these limitations will apply notwithstanding any failure of essential purpose of this Agreement.

### 11. Limitation on Recovery

Under no circumstances shall the liability of Licensor to Customer exceed the amounts paid by Customer to Licensor under this Agreement, the refund of the License Fee paid by Customer being Customer's sole remedy. Licensor may in its sole discretion provide modifications to keep the Software in substantial conformance with this Agreement, replace the Software, or refund the license fees paid to Licensor.

### 12. Indemnification

Licensor shall indemnify and defend Customer from and against any claims, including reasonable legal fees and expenses, based upon a valid claim that the Software infringes on any copyright or patent; provided Customer promptly notifies Licensor of any such claim in writing, allows Licensor to control the proceedings and Customer fully cooperates with Licensor during such proceedings. In the event a court finally determines that the Software infringes on any United States copyright or patent, Licensor may replace, in whole or in part, the Software with a substantially compatible and functionally equivalent computer program or modify the Software to avoid the infringement. If permitted by Minnesota law governing the powers of school districts, Customer shall, at its expense, indemnify, defend, save and hold harmless Licensor from any claim brought or filed by a third party against Licensor due to any failure by Customer, its employees or agents to act in accordance with this Agreement or from the release of Confidential Information covered under the HIPAA Act as further described in Subsection 6 above.

### 13. Term and Termination

a *Effective Date.* This Agreement and the license granted hereunder shall take effect on 07/01/2022.

b *Annual Renewal.* This Agreement shall automatically renew each year on its anniversary date unless terminated as provided below. Upon renewal, the same terms and conditions contained in this Agreement shall apply except that Licensor shall provide Customer with a revised License Fee thirty (30) days before the anniversary date of this Agreement.

c *Termination.* Each party shall have the right to terminate this Agreement and the license granted herein upon the occurrence of one of the following events (an "Event of Default"):

(i) (i) In the event the other party violates any provision of this Agreement; or

(ii) (ii) Upon a party giving thirty (30) days notice of its intent to terminate this Agreement prior to the anniversary date of this Agreement.

d *Procedure.* Within ten (10) days after termination of the license, Customer shall return to Licensor, at Customer's expense, the Software and all copies thereof, delete or destroy all other copies of the Software, and deliver to Licensor a certification, in writing signed by an officer of Customer, that the Software has been returned, all copies deleted or destroyed, and its use discontinued.

### 14. Assignment

Customer shall not assign or otherwise transfer the Software or this Agreement to anyone, including any parent, subsidiaries, affiliated entities or third parties, or as part of the sale of any portion of its business, or pursuant to any merger, consolidation or reorganization, without Licensor's prior written consent.

### 15. Force Majeure

Neither party shall be in default or otherwise liable for any delay in or failure of its performance under this Agreement if such delay or failure arises by any reason beyond its reasonable control, including any act of God, any acts of the common enemy, the elements, earthquakes, floods, fires, epidemics, riots, failures or delay in transportation or communications, or any act or failure to act by the other party or such other party's employees, agents or contractors including the failure of Licensor's equipment or the business dissolution of Licensor. The parties will promptly inform and consult with each other as to any of the above causes which in their judgment may or could be the cause of a delay in the performance of this Agreement.

### 16. Notices

All notices under this Agreement are to be delivered by:

(i) depositing the notice in the mail, using registered mail, return receipt requested, addressed to the address below or to any other address as the party may designate by providing notice,

(ii) overnight delivery service addressed to the address below or to any other address as the party may designate by providing notice,

(iii) hand delivery to the individual designated below or to any other individual as the party may designate by providing notice.

The notice shall be deemed delivered

- (i) if by registered mail, four (4) days after the notice's deposit in the mail,
- (ii) if by overnight delivery service, on the day of delivery, or
- (iii) if by hand delivery, on the date of hand delivery.

### LICENSOR:

SpEd Forms LLC

Attention:

Kelli Byrnes

### CUSTOMER:

Edina Public Schools

5701 Normandale Road

Edina, MN 55424

Attention:

Jeff Jorgensen

### 17. General Provisions

a *Complete Agreement.* The parties agree that this Agreement is the complete and exclusive statement of the agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral or written, between the parties relating to this Agreement.

b *Amendment.* This Agreement may not be modified, altered or amended except by written instrument duly executed by both parties.

c *Waiver.* The waiver or failure of either party to exercise in any respect any right provided for in this Agreement shall not be deemed a waiver of any further right under this Agreement.

d *Severability.* If any provision of this Agreement is invalid, illegal or unenforceable under any applicable statute or rule of law, it is to that extent to be deemed omitted. The remainder of the Agreement shall be valid and enforceable to the maximum extent possible.

e *Governing Law.* This Agreement and performance hereunder shall be governed by the laws of the State of Minnesota. Customer hereby agrees to submit to the jurisdiction of State and Federal Courts in the State of Minnesota.

f *Independent Contractor.* Each party agrees and acknowledges that in its performance of its obligations under this Agreement, it is an independent contractor of the other party, and is solely responsible for its own activities. Neither party shall have any authority to make commitments or enter into contracts on behalf of, bind or otherwise obligate the other party in any manner whatsoever. No joint venture, franchise or partnership is intended to be formed by this Agreement.

g *Counterparts.* This Agreement may be executed in two counterparts, both of which taken together shall constitute a single instrument. Execution and delivery of this Agreement may be evidenced by facsimile transmission.

h *Read and Understood.* Each party acknowledges that it has read and understands this Agreement and agrees to be bound by its terms.

IN WITNESS WHEREOF, IT IS AGREED: Licensor and Customer, intending to be legally bound by the terms of this Agreement, have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

### LICENSOR:



Kelli Byrnes  
President  
SpEd Forms LLC

### CUSTOMER:



Signature



Printed Name

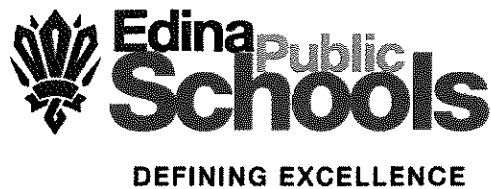


Position

Jeff Jorgensen

Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424





**Board Meeting Date: 6-20-2022**

**TITLE: TutorMe Contract with Edina Public Schools**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:** The contract with TutorMe is a program that provides an online education platform that offers on-demand tutoring, a writing lab, and virtual courses for students 24/7. This platform will provide the state-mandated recovery services as agreed upon by the student's IEP team and aligns with the student's needs related to their disability.

**RECOMMENDATION:** Approve the attached TutorMe contract.

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for on-line tutoring agreement with TutorMe.

**ATTACHMENTS:**

1. Contract (next page)



Paish  
5-17-22

## ONLINE TUTORING AGREEMENT

TutorMe Online Tutoring Agreement This ONLINE TUTORING AGREEMENT ("**Agreement**"), is made and entered into by and between TutorMe, LLC, a California limited liability company, ("**TutorMe**") and the undersigned entity ("**Organization**") as of the last signature date set forth below ("**Effective Date**").

1. **SERVICES.** TutorMe provides a revolutionary online education platform that offers on-demand tutoring, writing lab, and virtual courses to users 24/7. TutorMe will make available, and Organization will have access to, certain services and products as specified below ("**Services**") in accordance with this Agreement and subject to TutorMe's [Terms of Service](#) and [Privacy Policy](#).

ORDER INFORMATION	
<b>USERS</b>	Services are available to and accessible by Organization's eligible students (each a " <b>User</b> " and collectively " <b>Users</b> ").
<b>SERVICES</b>	<u>For Users</u> <ul style="list-style-type: none"><li>• Live, on-demand tutoring and 12-hour paper review by TutorMe's Writing Lab available 24/7 through TutorMe's revolutionary online education platform and advanced digital classroom and lesson space ("<b>Tutoring</b>")</li><li>• Access to ALA-accredited virtual librarians</li><li>• Access to TutorMe's GRE and ACT courses</li><li>• Premium technical support via online chat</li></ul> <u>For Organization</u> <ul style="list-style-type: none"><li>• Integration with Organization's current learning management system and/or provide a customized User access method as agreed to by the parties</li><li>• Access to TutorMe's Client Dashboard, a web-based interface which designated Organization representatives can access and manage account information, activity, and reports</li><li>• All standard Service upgrades</li></ul>
<b>TERM</b>	N.A. – Tutoring hours do not expire
<b>SETUP FEE</b>	\$2,500.00 USD
<b>QUANTITY OF TUTORING HOURS</b>	#200
<b>HOURLY RATE*</b>	\$34.00 USD
<b>TOTAL COST</b>	\$9,300.00 USD
<b>BILLING</b>	30 days from the invoice date
<b>AUTORENEWAL</b>	N.A.
<b>ORGANIZATION CONTRIBUTIONS</b>	N.A.

\*Tutoring hours are tracked and billed in 15-minute increments. Hours do not expire. Price quotes expire 30 days from the date the Organization receives this Agreement. TutorMe may increase the hourly rate at any time after such 30 days prior to Effective Date.

**[Remainder of this page intentionally left blank.]**

**2. PRICING AND RENEWAL.** TutorMe reserves the right to increase the hourly rate of Tutoring hours or the price of Tutoring licenses, as applicable, upon written notice to Organization at least 60 days prior to the end of Term or any Renewal Term. Any such increase shall be effectuated upon written confirmation by the parties. If this Agreement auto-renews and either party does not wish to renew this Agreement as specified herein for any reason, the party must provide the other party written notice of termination at least 45 days prior to the end of Term or any Renewal Term.

**3. TUTORING LICENSES** *(if applicable)*. Organization shall provide TutorMe an accurate count of its total User population and purchase a Tutoring license for each individual in such population. Tutoring licenses are exclusive to each User and are non-transferable after issuance to a User during Term or any Renewal Term. The number of Tutoring licenses issued to Organization and the pricing for such licenses is calculated based on the size of Organization's total User population as expressly provided by Organization. If Organization experiences more than a 5% increase in its total User population, Organization shall promptly notify TutorMe of such increase in writing and shall purchase additional Tutoring licenses for these new Users at a prorated rate for the remainder of Term or any Renewal Term. Any and all unused Tutoring licenses, including any unused Tutoring hours available under each license, remaining on Expiration Date, or in the event this Agreement is terminated by Organization for any reason prior to the end of Term or any Renewal Term, are non-refundable, non-transferable, and shall be forfeited.

**4. BILLING AND PAYMENT.** Organization shall pay TutorMe the amount of each invoice (collectively "**Tutoring Fee**") in full and in accordance with any additional payment terms specified herein. Organization shall pay and be responsible for any and all taxes, duties, and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by Organization hereunder; provided, that, in no event shall Organization pay or be responsible for taxes, duties, or charges owed by TutorMe subject to applicable federal, state, and local laws and regulations. TutorMe accepts payments by check, bank wire or transfer, or credit card and Tutoring Fee payments are non-refundable, non-cancelable, and non-contingent. If the Organization elects to pay by credit card, a 3% convenience fee will be applied. Organization must contact TutorMe within 7 business days of the invoice date regarding any invoice disputes or said dispute shall be waived. Services shall not commence unless and until Tutoring Fee is paid in full by Organization, if applicable. Unless otherwise expressly provided herein, Tutoring Fee shall be non-refundable and non-transferable, as applicable. If any Tutoring Fee payment is past due after 30 days from the invoice date, TutorMe may, at its sole discretion, may apply a late fee equal to 1% per month, or the highest rate permitted by applicable law, on the unpaid balance until paid in full. Payments will be applied first to any accrued interest and then to the unpaid principal balance in chronological order. Organization shall be solely responsible for any and all fees and costs associated with nonpayment of Tutoring Fee, including collection and legal fees. Additionally, TutorMe reserves the right to suspend and/or terminate Services at any time, in its sole discretion, until Organization's account is current.

**5. TERM AND TERMINATION.** This Agreement shall commence on Effective Date and continue until Expiration Date, if any, or Services are completed in accordance with this Agreement. Either party may sooner terminate this Agreement upon written notice to the other party: (a) immediately if the defaulting party materially breaches this Agreement and the breach is incapable of cure; (b) 30 days after receipt of written notice if the defaulting party materially breaches this Agreement, the breach is capable of cure, and the defaulting party fails to cure; (c) immediately if the defaulting party becomes insolvent, makes a general assignment for the benefit of creditors, or is dissolved or liquidated or takes any corporate action for such purpose; (d) immediately if the defaulting party is subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed, dismissed, or vacated; or (e) for any or no reason with at least 30 days' written notice to the other party. Certain rights or obligations may survive expiration or termination of this Agreement, whether by its nature or express intention of the parties herein.

**6. REPRESENTATIONS AND WARRANTIES.** Each party represents and warrants to the other party that: (a) they have full power and authority to execute, deliver, and perform this Agreement and no further consent is required by any other individual or entity in order to do so; (b) the execution, delivery, and performance of this Agreement will not violate, conflict with, or result in a breach of any agreement between the party and any third party; (c) they are in compliance with all applicable laws and regulations as it relates to this Agreement; and (d) all the information contained herein and provided to the other party is accurate, true, and complete and that they will continue to update the other party of any new or changing information as it is relevant to this Agreement. This section shall survive any expiration or termination of this Agreement by either party for any reason.

**7. DISCLAIMER OF WARRANTIES.** Except as expressly set forth herein or as may be required by law, TutorMe expressly excludes and disclaims all representations and warranties of any kind, whether express or implied, as it relates to this Agreement and Services. Services are provided "as is" and while TutorMe will work diligently to ensure Services are consistently available, accessible, and functional, TutorMe does not guarantee that it will always be as such. Organization understands and acknowledges that Services may be interrupted or delayed from time to

time for any reason. Additionally, TutorMe's website may change at any time in its sole discretion and any such changes, including design and functionality changes, shall be not be a material modification of Services unless Services is materially diminished or modified. If any portion of Services is unavailable, not accessible, or nonfunctional, TutorMe will address the issue as is needed and to the best of its ability and shall not be liable for any reasonable interruptions or delays to Services. When possible, TutorMe shall notify Organization and Users of any interruptions to Services including any updates, modifications, and/or refinements to TutorMe's website.

**8. CONFIDENTIALITY.** Each party acknowledges that they may have access to and/or be acquainted with certain confidential and proprietary information belonging to or regarding the other party ("**Confidential Information**"). "Confidential Information" shall mean all non-public information, documentation, and knowledge, in any manner or form, that is maintained as confidential, has or could have commercial value or other utility in the business the disclosing party is engaged or contemplates engaging in, and/or the receiving party should reasonably know is confidential or proprietary, whether or not such information is identified by the disclosing party, including, but not limited to: the disclosing party's business strategy and processes, intellectual property, trade secrets, services, software, technologies, pricing and costs, and work product. The receiving party agrees to hold Confidential Information in strict confidence and safeguard Confidential Information with at least the same degree of care as the receiving party would use to manage and protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care, and subject to applicable law and regulations. Confidential Information shall not include any information, established by competent evidence, that: (a) is or becomes publicly known through lawful means; (b) is possessed by, rightfully known to, or independently developed by the receiving party prior to the time of its disclosure; (c) is disclosed to receiving party by a third party not under an obligation of confidentiality to the disclosing party; (d) is disclosed to authorized individuals in confidence and used only as is necessary to carry out their obligations under this Agreement; (e) the receiving party receives prior written approval by the disclosing party; or (f) is required by law or regulation or to comply with a subpoena or court order, but only after immediately notifying the disclosing party of any such requirement and providing them a reasonable opportunity to take legal action to prevent disclosure or use. The receiving party shall fully cooperate with the disclosing party in any remedy to limit disclosure or use. In addition to any other remedies that may be available in law, equity, or otherwise, the disclosing party shall be entitled to obtain injunctive relief against the threatened or actual disclosure or misappropriation of Confidential Information without the necessity of proving actual damages or the inadequacy of any of the other available remedies available to it. Upon expiration or termination of this Agreement, the receiving party shall cease using, and use all reasonable efforts to promptly return or destroy, all Confidential Information in any form, including anything that contains or refers to Confidential Information, and any and all duplicates thereof, subject to applicable law and regulation. This section shall survive any expiration or termination of this Agreement by either party for any reason..

**9. CO-BRANDING.** The parties agree to co-brand and promote Services and their business relationship in good faith to ensure its success. Specifically, each party grants the other party, and their authorized representatives, a limited, revocable, nonexclusive, nontransferable, and royalty-free license to use and communicate their name and logo ("**Logo**") on the using party's websites and partner lists, marketing materials and communications for Services as requested by Organization, testimonials, success stories, case studies, and other reasonable uses as is needed to perform any agreements made by and between the parties without further notice to or consent from the granting party, so long as such use does not negatively affect or disparage the granting party or knowingly violate the granting party's ownership and rights in Logo. The granting party shall provide the using party with its current Logo and use guidelines, and any updates thereto, and the using party shall comply with such guidelines. Nothing herein shall be intended or interpreted as granting any ownership or rights in Logo to the using party. The granting party may revoke this license at any time in its sole discretion with 10 business days' written notice to the using party.

**10. PRESS RELEASE.** Following the execution of this Agreement, the parties may, jointly or otherwise, issue a mutually agreeable press release announcing their business relationship and Organization's purchase and use of Services. The parties shall work with each other reasonably and in good faith with respect to the content and timing of the press release prior to the issuance thereof, provided that a party may not unreasonably withhold its consent to such release. The parties may agree to issue subsequent press releases relating to their business relationship and Services as needed or is beneficial to the parties.

**11. LIMITATION OF LIABILITY.** IN NO EVENT, TO THE EXTENT PERMITTED BY APPLICABLE LAW, SHALL TUTORME OR THEIR RESPECTIVE AGENTS BE LIABLE TO ORGANIZATION OR ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT, LOSS OF DATA, OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, HOWEVER CAUSED AND REGARDLESS OF WHETHER THE DAMAGES WERE FORESEEABLE, ARISING OUT OF OR RELATING TO THIS AGREEMENT AND SERVICES, EVEN IF TUTORME HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TUTORME'S AGGREGATE LIABILITY TO ORGANIZATION ARISING OUT

OF OR RELATING TO THIS AGREEMENT AND SERVICES SHALL NOT EXCEED THE AMOUNTS PAID OR PAYABLE BY ORGANIZATION TO TUTORME HEREUNDER. This section shall survive any expiration or termination of this Agreement by either party for any reason.

**12. INDEMNIFICATION.** To the broadest possible manner permitted by law, each party shall release, indemnify, defend, and hold harmless the other party and its respective agents from and against any third-party claims, damages, injuries, liabilities, losses, costs, or fees, including reasonable attorneys' fees, ("**Claims**") arising from or relating to its breach of this Agreement, willful misconduct, or grossly negligent, reckless, or illegal acts or omissions as it relates to this Agreement and the parties' business association. The indemnified party shall promptly provide the indemnifying party written notice of indemnification when the indemnified party learns of such Claims or threat of Claims; provided, however, the indemnified party's failure to provide timely notice of any Claims or threat of Claims shall not in any way affect the obligation to indemnify so long as the indemnifying party has not been materially prejudiced due to such failure to give timely notice. The indemnified party shall fully cooperate with indemnifying party by providing all information, evidence, and assistance reasonably required by indemnifying party to defend such Claims. The indemnifying party shall defend Claims at its expense and shall only settle Claims with the consent of the indemnified party, which shall not be unreasonably withheld. This section shall survive any expiration or termination of this Agreement by either party for any reason.

**13. FORCE MAJEURE.** TutorMe shall not be liable or responsible to Organization, and not be deemed to have defaulted or breached this Agreement, for any failure or delay in the performance of its obligations under this Agreement when and to the extent such failure or delay is caused by or results from acts, events, or circumstances beyond its reasonable control, which by its nature could not have been foreseen, or if it could have been foreseen, was unavoidable and without any fault or negligence, such as acts of God, natural or nuclear events and catastrophes, national emergencies, government or military actions, acts of war or terrorism, civil disturbances and unrest, labor disputes including strikes and work stoppages, accidents, restraints or delays affecting supplies and materials, and any interruptions, malfunctions, or loss of utilities, communications, or computer or technical services. TutorMe shall use reasonable diligence to avoid any such failure or delay and to resume its performance as promptly as possible.

**14. REMEDIES.** No right, remedy, or election given by any provision in this Agreement shall be deemed exclusive, but each shall be cumulative with all other rights, remedies, and elections available at law or in equity.

**15. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to its conflicts of law principles.

**16. WAIVER OF JURY TRIAL.** TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, EACH PARTY HEREBY EXPRESSLY, KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS AGREEMENT.

**17. LEGAL FEES.** In any action or suit to enforce any right or remedy under, or to interpret any provision of, this Agreement, the prevailing party is entitled to recover its reasonable attorney's fees, costs, and other expenses, unless otherwise provided herein.

**18. ASSIGNMENT.** Organization shall not assign, transfer, or otherwise delegate, in whole or in part, this Agreement without the prior written consent of TutorMe, which consent shall not be unreasonably withheld. Any purported assignment or delegation in violation of this section shall be null and void. No assignment, transfer, or delegation shall relieve Organization of any of its obligations herein.

**19. SUCCESSORS AND ASSIGNS.** This Agreement binds and inures to the benefit of the parties and their respective permitted successors and assigns. Nothing in this Agreement, express or implied, confers on any other third-party person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever or by reason of this Agreement.

**20. RELATIONSHIP.** The relationship between the parties is that of independent contractors. This Agreement is not intended to imply or create, and does not imply or create, any legal association or affiliation, such as agency, partnership, joint venture, employment, or fiduciary relationship, between the parties for any reason whatsoever, does not confer any power to a party to obligate or bind the other party in any manner, and is not an endorsement or sponsorship by either party of the other party.

**21. GENERAL.** (a) Entire Agreement. This Agreement constitutes the entire understanding and agreement between the parties and supersedes all prior and contemporaneous understandings and agreements, express or

implied, oral or written, of any nature whatsoever, with respect to its subject matter. (b) Modifications. This Agreement may only be modified in writing by the parties. (c) Signatures. This Agreement may be executed electronically, and an electronic or scanned signature shall have the same legally binding effect for all purposes hereunder to the same extent as an original signature. (d) Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original but all of which taken together shall constitute one and the same document. (e) Waivers. Failure or delay to enforce any provision of, or to exercise any right or remedy under, this Agreement shall not be construed to be a waiver of, or the right of the party thereafter, to enforce such provision, right, or remedy. The waiver of a specific breach may be valid and effectuated only by a written agreement duly executed by the waiving party. Such a written waiver shall not constitute a waiver of any other provision, right, or remedy. (f) Validity. If any provision or part of this Agreement is held to be invalid, illegal, or unenforceable in any respect, such provision or part shall be omitted and the remaining provisions herein shall continue in full force and effect. (g) Transfer. Neither party may assign, delegate, or otherwise transfer, in whole or in part, this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld. This Agreement binds and inures to the benefit of the parties and their respective successors and permitted assigns. (h) Form. Section headings are strictly for the convenience of the parties and shall not be used in any way to restrict the meaning or interpretation of the substantive language of the provisions herein. The content contained in this Agreement is applicable to the singular and the plural forms, and to the masculine, feminine, and neuter usage of gender, of such terms, as applicable. The use of the terms "include" and "including" shall in all cases mean "include without limitation" and "including without limitation," respectively. Any reference to the terms "day(s)" shall mean calendar day(s) unless otherwise expressly provided. If any date provided for in this Agreement falls on a day which is not a business day, the date shall be deemed to refer to the next business day.


**22. NOTICE.** Any notice, request, or other communication required or permitted to be given in writing with respect to this Agreement, when addressed to the party as shown on the signature page below, or as subsequently modified by the party by written notice in accordance with this section, shall be deemed given and effective: (a) on the day it is delivered by personal service or air courier with receipt of delivery; (b) 3 business days after it is mailed by certified U.S. mail with return receipt requested and postage prepaid; or (c) on the day it is emailed, provided that the sender receives confirmation that the recipient has received such notice by way of express acknowledgment of receipt by the recipient, a "read receipt," or similar.

***[Signature page to follow.]***

IN WITNESS WHEREOF, by signing below, the parties agree to the terms and conditions herein and cause this Agreement to be duly executed by their authorized representatives.

Edina Public Schools

04-13-2022  
DATE

  
SIGNATURE

Jeff C. Jorgensen  
PRINTED NAME

Director of Student Supp Services  
TITLE

For Organization notices, please send to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TutorMe, LLC

04-13-2022  
DATE

Lance Smith  
SIGNATURE

Lance Smith  
PRINTED NAME

VP, Academic Partnerships  
TITLE

For TutorMe notices, please send to:

TutorMe, LLC  
1925 Century Park E, Suite 1700  
Los Angeles, CA 90067  
[partners@tutorme.com](mailto:partners@tutorme.com)



**Board Meeting Date: 6-20-2022**

**TITLE: Contract for Upstream Arts for Summer 2022**

**TYPE: Consent**

**PRESENTERS: Lisa Hawthorne**

**BACKGROUND:** The contract with Upstream Arts focuses on social, emotional, and communication skills vital to the success of the school. This program will provide the state-mandated recovery service as agreed upon by the student's IEP team and aligns with the needs related to the student's disability.

**RECOMMENDATION:** Approve the attached contract with Upstream Arts

**PRIMARY ISSUE(S) TO CONSIDER:** Contract for recovery service with Upstream Arts for Summer 2022.

**ATTACHMENTS:**

1. Contract (next page)



## Professional Services Agreement

This Services Agreement (this "**Agreement**"), dated as of 4/12/2022 (the "**Effective Date**"), is by and between Upstream Arts, Inc., a Minnesota non-profit corporation ("**Service Provider**") and Edina Public Schools ("**Customer**" and together with Service Provider, the "**Parties**", and each a "**Party**").

WHEREAS, Service Provider has the capability and capacity to provide certain creative arts services; and

WHEREAS, Customer desires to retain Service Provider to provide the said services, and Service Provider is willing to perform such services under the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Service Provider and Customer agree as follows:

1. Services. Service Provider shall provide to Customer the services (the "**Services**") set out in one or more statements of work agreed upon by Customer and Service Provider (each, a "**Statement of Work**"). The initial accepted Statement of Work is attached hereto as Exhibit A. Additional Statements of Work shall be deemed issued and accepted only if signed by the Service Provider Contract Manager and the Customer Contract Manager, appointed pursuant to Section 2.1(a) and Section 3.1, respectively. The details of the method and manner for performance of the Services by the Service Provider shall be under its own control.

2. Service Provider Obligations. Service Provider shall:

2.1 Designate employees or contractors that it determines, in its sole discretion, to be capable of filling the following positions:

(a) A primary contact to act as its authorized representative with respect to all matters pertaining to this Agreement (the "**Service Provider Contract Manager**").

(b) The amount of employees or contractors that it deems sufficient to perform the Services set out in each Statement of Work, (collectively, with the Service Provider Contract Manager, "**Provider Representatives**").

3. Customer Obligations. Customer shall:

3.1 Designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the "**Customer Contract Manager**"), with such designation to remain in force unless and until a successor Customer Contract Manager is appointed.

3.2 Require that the Customer Contract Manager respond promptly to any reasonable requests from Service Provider for instructions, information, or approvals required by Service Provider to provide the Services.

3.3 Cooperate with Service Provider in its performance of the Services and provide resources as required by the Statement of Work or as agreed by the parties including, but not limited to, facilities, support staff, contractors, equipment, as well as Customer's clients, students, or constituents.

3.4 Take all steps necessary, including obtaining any required licenses or consents, to prevent Customer-caused delays in Service Provider's provision of the Services.

4. Customer's Representations and Warranties.

4.1 Customer represents and warrants that it has the authority to enter into this agreement. If it is an LLC or corporation, the person signing this Agreement has been authorized by the appropriate officers or board of directors to enter into agreements of this nature.

4.2 Customer represents and warrants that it has obtained any government permits or licenses required for using the facility for the contracted purposes.

4.3 Customer represents and warrants that the facility that the Customer will provide is in good condition, well-maintained, and does not pose a hazard for any of the persons who will participate in the contracted activities.

4.4 Customer represents and warrants that the facilities provided by Customer wherein the Services will be performed are in good condition, well-maintained, and are compliant with the Americans with Disabilities Act ("ADA") and related laws or regulations. This section also applies to any third-party facilities selected by Customer in which the Services are to be performed.

5. Service Provider's Representations, Limited Warranty, and Limitation of Liability.

5.1 Service Provider represents and warrants that it is a nonprofit corporation duly incorporated, validly existing, and in good standing under the laws of the state of Minnesota.

5.2 The person signing this Agreement on behalf of the Service Provider has been duly authorized to enter into this agreement.

5.3 Service Provider warrants that it shall perform the Services:

(a) In accordance with the terms and subject to the conditions set out in the respective Statement of Work and this Agreement.

(b) Using personnel of commercially reasonable skill, experience, and qualifications.

(c) In a timely, professional manner in accordance with generally recognized industry standards for similar services.

5.4 Service Provider's sole and exclusive liability and Customer's sole and exclusive remedy for breach of this warranty shall be as follows:

(a) Service Provider shall use reasonable commercial efforts to promptly cure any such breach; provided, that if Service Provider cannot cure such breach within a reasonable time (but no more than thirty (30) days) after Customer's written notice of such breach, Customer may, at its option, terminate the Agreement by serving written notice of termination in accordance with Section 9.3.

(b) In the event the Agreement is terminated pursuant to Section 5.4(a) above, Service

Provider shall within thirty (30) days after the effective date of termination, refund to Customer any fees paid by the Customer as of the date of termination for the Service or Deliverables (as defined in Section 6 below), less a deduction equal to the fees for receipt or use of such Deliverables or Service up to and including the date of termination on a prorated basis.

(c) The foregoing remedy shall not be available unless Customer provides written notice of such breach within thirty (30) days after Customer learns of or receives notice of the breach.

5.5 SERVICE PROVIDER MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN SECTION 5.1–5.3 ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

5.6 IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE TO CUSTOMER OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, PROFIT, LOSS OF DATA, DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

5.7 IN NO EVENT SHALL SERVICE PROVIDER'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO SERVICE PROVIDER PURSUANT TO THIS AGREEMENT AND THE APPLICABLE STATEMENT OF WORK OR THE AMOUNT OF APPLICABLE INSURANCE COVERAGE, WHICHEVER IS GREATER.

## 6. Fees and Expenses.

6.1 In consideration of the provision of the Services by the Service Provider and the rights granted to Customer under this Agreement, Customer shall pay the fees set out in the Statement of Work. Payment to Service Provider of such fees and the reimbursement of expenses pursuant to this Section 6 shall constitute payment in full for the performance of the Services. Unless otherwise provided in the Statement of Work, said fee will be payable within thirty (30) days of receipt by the Customer of an invoice from Service Provider.

6.2 Customer shall reimburse Service Provider for all reasonable expenses incurred in accordance with the Statement of Work, if such expenses have been pre-approved, in writing by the Customer Contract Manager, within thirty (30) days of receipt by the Customer of an invoice from Service Provider accompanied by receipts and reasonable supporting documentation.

6.3 Customer shall be responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by Customer hereunder; provided, that, in no event shall Customer pay or be responsible for any taxes imposed on, or with respect to, Service Provider's income, revenues, gross receipts, personnel, or real or personal property, or other assets.

6.4 Except for invoiced payments that the Customer has successfully disputed, all late payments may bear interest at the lesser of the rate of 3% per month or the highest rate permissible under applicable law, calculated **daily** and compounded **monthly**. Customer shall also reimburse Service Provider for all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees. In addition to all other remedies available under this Agreement or at law (which Service Provider does not waive by the exercise of any rights hereunder), Service Provider shall be entitled to suspend the provision of any Services if the Customer fails to pay any undisputed fees when due hereunder and such failure continues for 30 days following written notice thereof.

**7. Intellectual Property.** All intellectual property rights, including copyrights, patents, patent disclosures, and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how, and other confidential information, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, derivative works, and all other rights (collectively, "**Intellectual Property Rights**") in and to all documents, work product, and other materials that are delivered to Customer under this Agreement or prepared by or on behalf of the Service Provider in the course of performing the Services, including any items identified as such in the Statement of Work (collectively, the "**Deliverables**") shall be owned by Service Provider. Service Provider hereby grants Customer a license to use all Intellectual Property Rights in the Deliverables free of additional charge and on a non-exclusive, worldwide, non-transferable, non-sublicensable, fully paid-up, royalty-free, and perpetual basis to the extent necessary to enable Customer to make reasonable, non-commercial use of the Deliverables and the Services. Customer may make reasonable use of Deliverables for internal conferences, classrooms, staff trainings, or in other training materials (non-commercial use only; meaning Customer may not charge others for using Service Provider's Deliverables or derive any other commercial benefit from the Deliverables). In some instances, Service Provider may provide materials created by third parties. All third-party materials will contain the appropriate third-party citation and source. To Service Provider's knowledge, none of the Services or Deliverables, or Customer's use thereof, infringe or will infringe any Intellectual Property Right of any third party arising under the laws of the United States.

**8. Confidentiality.** From time to time during the Term of this Agreement, either Party (as the "**Disclosing Party**") may disclose or make available to the other Party (as the "**Receiving Party**"), non-public, proprietary, and confidential information of Disclosing Party that, if disclosed in writing or other tangible form is clearly labeled as "confidential," or if disclosed orally, is identified as confidential when disclosed and within sixty (60) days thereafter, is summarized in writing and confirmed as confidential ("**Confidential Information**"); provided, however, that Confidential Information does not include any information that: (a) is or becomes generally available to the public other than as a result of Receiving Party's breach of this Section 8; (b) is or becomes available to the Receiving Party on a non-confidential basis from a third-party source, provided that such third party is not and was not prohibited from disclosing such Confidential Information; (c) was in Receiving Party's possession prior to Disclosing Party's disclosure hereunder; or (d) was or is independently developed by Receiving Party without using any Confidential Information. The Receiving Party shall: (x) protect and safeguard the confidentiality of the Disclosing Party's Confidential Information with at least the same degree of care as the Receiving Party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (y) not use the Disclosing Party's Confidential Information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement; and (z) not disclose any such Confidential Information to any person or entity, except to the Receiving Party's Group who need to know the Confidential Information to assist the Receiving Party, or act on its behalf, to

exercise its rights or perform its obligations under this Agreement.

If the Receiving Party is required by applicable law or legal process to disclose any Confidential Information, it shall, prior to making such disclosure, use commercially reasonable efforts to notify Disclosing Party of such requirements to afford Disclosing Party the opportunity to seek, at Disclosing Party's sole cost and expense, a protective order or other remedy. For purposes of this Section 8 and Section 9.4 only, Receiving Party's Group shall mean the Receiving Party's affiliates and its or their employees, officers, directors, shareholders, partners, members, managers, agents, independent contractors, service providers, sublicensees, subcontractors, attorneys, accountants, and financial advisors.

9. Term, Termination, and Survival. The rights and obligations of the parties set forth in this Section 9, Section 6, and in Section 7, and any right or obligation of the parties in this Agreement which, by its nature, should survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement.

9.1 This Agreement shall commence as of the Effective Date and shall continue thereafter until the completion of the Services under all Statements of Work, until terminated under Section 9.2, Section 9.3, or Section 9.4.

9.2 Notwithstanding anything to the contrary in Section 9.3, Service Provider may terminate this Agreement before the expiration date of the Term on written notice if Customer fails to pay any amount when due hereunder: (a) and such failure continues for sixty (60) days after Customer's receipt of written notice of nonpayment.

9.3 Either Party may terminate this Agreement, effective upon written notice to the other Party (the "**Defaulting Party**"), if the Defaulting Party:

(a) Materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Defaulting Party does not cure such breach within thirty (30) days after receipt of written notice of such breach. A breach is material if it goes to the matter or essence of the contract and renders substantial performance of its terms impossible

(b) Becomes insolvent or admits its inability to pay its debts generally as they become due.

(c) Becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within seven (7) business days or is not dismissed or vacated within forty-five (45) business days after filing.

(d) Is dissolved or liquidated or takes any corporate action for such purpose.

(e) Makes a general assignment for the benefit of creditors.

(f) Has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

9.4 This Agreement may be terminated without cause at any time by written mutual agreement of the Parties, or upon thirty (30) days written notice by one Party to the other Party.

9.5 In the event this Agreement is terminated under this Section 9, Customer shall reimburse Service

Provider for all expenses accrued by Service Provider in relation to this Agreement within sixty (60) days of termination.

10. Insurance. During the term of this Agreement, Customer shall, at its own expense, maintain and carry insurance with financially sound and reputable insurers, in full force and effect that includes, but is not limited to, commercial general liability in a sum no less than \$1,000,000 with financially sound and reputable insurers and Worker's Compensation. Upon Service Provider's request, Customer shall provide Service Provider with a certificate of insurance from Customer's insurer evidencing the insurance coverage specified in this Agreement. Customer shall provide Service Provider with five (5) days' advance written notice in the event of a cancellation or material change in Customer's insurance policy.

During the term of this Agreement, Service Provider shall, at its own expense, maintain and carry insurance with financially sound and reputable insurers, in full force and effect that includes, but is not limited to, commercial general liability in a sum no less than \$1,000,000 with financially sound and reputable insurers and Worker's Compensation. Upon Customer's request, Service Provider shall provide Customer with a certificate of insurance from Service Provider's insurer evidencing the insurance coverage specified in this Agreement. Service Provider shall provide Customer with five (5) days' advance written notice in the event of a cancellation or material change in Service Provider's insurance policy.

11. Indemnification. Each Party (the "Indemnifying Party") agrees to release, defend, indemnify, and hold harmless the other Party, its board, officers, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses, and attorneys' fees, which arise in connection with, in relation to, or as a result of Indemnifying Party's negligent acts or omissions or in connection with Indemnifying Party's breach of warranties. The foregoing agreement to release, defend, indemnify and hold harmless shall not apply to the extent such liability, injuries, claims, damages, or loss determined to be the result of an intentional tort by the other Party. Indemnifying Party shall not settle or compromise any claim in which the other Party has been named a party and for which Indemnifying Party must indemnify the other Party without a signed agreement approved by the other Party.

12. Entire Agreement. This Agreement, including and together with any related Statements of Work, exhibits, schedules, attachments, and appendices, constitutes the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such subject matter. The parties acknowledge and agree that if there is any conflict between the terms and conditions of this Agreement and the terms and conditions of the applicable Statement of Work, the terms and conditions of the Agreement shall supersede and control.

13. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "Notice", and with the correlative meaning "Notify") must be in writing and addressed to the other Party at its address set forth below (or to such other address that the receiving Party may designate from time to time in accordance with this Section). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier, or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this Section 13.

Notice to Customer: Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424  
Attention: Assistant Director of Student Support Services

Notice to Service Provider: Upstream Arts  
3501 Chicago Ave. S.  
Minneapolis, MN 55407  
Attention: Executive Director

14. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

15. Amendments. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

16. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

17. Assignment. Customer shall not assign, transfer, delegate, or subcontract any of its rights or delegate any of its obligations under this Agreement without the prior written consent of Service Provider. Any purported assignment or delegation in violation of this Section 17 shall be null and void. No assignment or delegation shall relieve the Customer of any of its obligations under this Agreement.

18. Successors and Assigns. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

20. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

21. Choice of Law. This Agreement and all related documents, including all exhibits attached hereto, are governed by, and construed in accordance with, the laws of the State of Minnesota.

22. Choice of Forum. Each Party irrevocably and unconditionally agrees that it will not commence any action, litigation, or proceeding of any kind whatsoever against the other Party in any way arising from or relating to this Agreement, including all exhibits, schedules, attachments, and appendices attached to this Agreement, and all contemplated transactions, in any forum other than the US District Court for the District of Minnesota or the courts of the State of Minnesota sitting in Hennepin County, and any appellate court from any jurisdiction thereof. Each Party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and agrees to bring any such action, litigation, or proceeding only in the US District Court for the District of Minnesota or the courts of the State of Minnesota sitting in Hennepin County. Each Party agrees that a final judgment in any such action, litigation, or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.

23. WAIVER OF JURY TRIAL. EACH PARTY ACKNOWLEDGES THAT ANY CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT, INCLUDING EXHIBITS, SCHEDULES, ATTACHMENTS, AND APPENDICES ATTACHED TO THIS AGREEMENT, IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES AND, THEREFORE, EACH SUCH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LEGAL ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, ATTACHMENTS, OR APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.

24. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. Notwithstanding anything to the contrary in Section 13 a signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

25. Force Majeure. The Service Provider shall not be liable or responsible to Customer, nor be deemed to have defaulted or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Service Provider including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), or telecommunication breakdown or power outage, provided that, if the event in question continues for a continuous period in excess of ten (10) days, Customer shall be entitled to give notice in writing to Service Provider to terminate this Agreement.

[SIGNATURE PAGE FOLLOWS]



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date by their respective duly authorized officers.

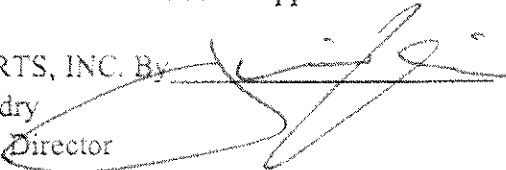
Edina Public Schools By  Date

4/26/22

Name: Katie Honsa

4/26/22

Title: Assistant Director of Student Support Services

UPSTREAM ARTS, INC. By  Date

4.28.22

Name: Julie Guidry

Title: Executive Director

[STATEMENT OF WORK PAGES FOLLOW - PLEASE INITIAL]

**EXHIBIT A**  
**INITIAL STATEMENT OF WORK**  
**EDINA PUBLIC SCHOOLS, 21-22**

**CUSTOMER CONTRACT MANAGER:**

**KATIE HONSA**

**ASSISTANT DIRECTOR OF STUDENT SUPPORT SERVICES**

**1. Description of Program and Delivery & Scope of Services**

Residencies/ Programs to be delivered:

Upstream Arts' COVID Preparedness Plan will adhere to the Preparedness Plan Requirements Guidelines for DHS Licensed or Certified Nonresidential Services. In addition, Upstream Arts will adhere to any additional COVID preparedness plans as written by partners. Upstream Arts reserves the right to cancel classes if COVID protocols are not being followed.

- At the time of this contract, Upstream Arts' Teaching Artists, partner staff, and program participants will observe a mask optional practice.
- Upstream Arts will follow the CDC data tracker, monitoring COVID levels by county, and will revisit a mask mandate if the infection levels move to the medium or high range in the county.

In the event that either our Program Partner or Upstream Arts decides to reinstitute a mask mandate, we will require that:

- Upstream Arts Teaching Artists, partner staff, and program participants be masked.
- Everyone in the room maintain social distancing, a minimum of 3-feet and a preferred distance of 6-feet if possible.

Upstream Arts will transition to hybrid or virtual programming if we deem it necessary to do so. If hybrid or virtual programming is not an option for our partners, Upstream Arts will postpone program dates, or offer a pro-rated refund

**Nine Residencies of The Art of Social Skills**

**06/21/22 – 06/30/22**

Seven, 1-hour sessions, Mon-Thu from 12:00pm – 1:00pm with:

Cornelia Elementary Resource  
South View Middle School ASD Program

Seven, 1-hour sessions, Mon-Thu from 1:15pm – 2:15pm with:

Cornelia Elementary DCD Program  
South View Middle School DCD Program

**07/11/22 – 07/21/22**

Four, 1-hour sessions, Mon & Wed from 9:00am – 10:00am with:

Cornelia ECSE

Four, 1-hour sessions, Tue & Thu from 9:00am – 10:00am with:

Cornelia ECSE – ESY

Eight, 1-hour sessions, Mon-Thu from 12:00pm – 1:00pm with:

Creek Valley Elementary ASD Program  
Edina High School ASD Program

Eight, 1-hour sessions, Mon-Thu from 1:15pm – 2:15pm with:

Edina High School DCD Program

Description of Residency/ Program/ Training Type(s):

“The Art of Social Skills” focuses on social emotional and communication skills vital to success in school, work, and life while exploring the fundamentals of visual art, theater, poetry, music, and dance. We adapt this program to be relevant for individuals with disabilities at every stage of life, from 5 to 75+

Upstream Arts will provide:

- 2-3 Upstream Arts Teaching Artists
- Tailored Upstream Arts curriculum and content
- All program materials and supplies, including assistive technology and adapted arts materials

Edina Public Schools will provide:

- Secure appropriate residency space for weekly classes i.e. classroom
- Identify students and 2 staff to attend every class
- Payment in full by the dates outlined under terms below

## **2. Term of Contract**

This Contract is effective on 4/20/2022 and shall remain in effect until 7/21/2022 or until all obligations set forth in this Contract have been satisfactorily fulfilled, or the Contract has been terminated, whichever occurs first.

Timeframe details:

First day of programming: 06/21/22

Last day of programming: 07/21/22

## **3. Customer Obligations**

Nothing in this section is meant to supersede or abrogate any Customer obligations as agreed upon in the Professional Service Agreement, unless specifically stated otherwise.

## **4. Fees and Expenses**

Total compensation under this contract shall be: \$25,680

Fee/ Payment Details:

\$3,210 per Eight Session Residency

\$1,605 per Four Session Residency

**\$25,680 Total**

The total fee shall be invoiced in two installments using the following schedule (unless requested sooner by customer):

\$12,840 on 06/20/2022

\$12,840 on 07/11/2022

Invoice will be payable within thirty days of receipt as outlined in paragraph 6.1 of the contract.

## **5. Cancellation/ Delays Due to Weather**

In the event of class cancellations by Upstream Arts or the customer, Upstream Arts may attempt to reschedule a class with the following restrictions:

- Classes canceled by customer 7 days or less from class date will not be rescheduled.
- Classes canceled by Upstream Arts 7 days or less from class date will be rescheduled.
- In the event class is canceled due to weather, Upstream Arts will typically not reschedule the class.
  - When Minneapolis Public Schools closes due to snow, Upstream Arts also always cancels all of its programs in consideration of road conditions & safety.
  - If, however Minneapolis Public Schools closes due to extreme cold, Upstream Arts will make its own determination and consult the Customer.

Initials:

Customer

Service Provider \_\_\_\_\_

A handwritten signature in black ink, consisting of a large, stylized 'A' or 'H' shape with a horizontal line extending to the right.

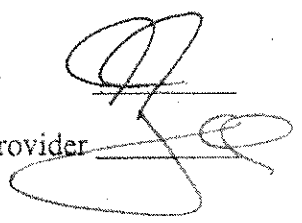
*file*

- Classes canceled by customer 7 days or less from class date will not be rescheduled.
- Classes canceled by Upstream Arts 7 days or less from class date will be rescheduled.
- In the event class is canceled due to weather, Upstream Arts will typically not reschedule the class.
  - When Minneapolis Public Schools closes due to snow, Upstream Arts also always cancels all of its programs in consideration of road conditions & safety.
  - If, however Minneapolis Public Schools closes due to extreme cold, Upstream Arts will make its own determination and consult the Customer.

Initials:

Customer

Service Provider

The block contains two handwritten signatures. The first signature, corresponding to the 'Customer' label, is a stylized, cursive 'J' or 'L' shape. The second signature, corresponding to the 'Service Provider' label, is a more complex, cursive signature that appears to start with a large 'S' or 'J' and ends with a long horizontal stroke.



**Board Meeting Date:** 6/20/22

**TITLE:** Proposal for Updated Superintendent Evaluation and Process

**TYPE:** Discussion

**PRESENTER(S):** Governance Team

**BACKGROUND:** Attached is a document that has a background of our current superintendent evaluation process and recommendations for improvements in documentation and updates. This process and the proposed evaluation documents have been reviewed and approved by Superintendent Stanley. This process and these documents would have to be approved by our Board at our July board meeting and would not be utilized in this year's evaluation process. Please note that although this process was started for the purposes of evaluating and recommended updates to the superintendent evaluation process, it also recommends a change to the process of goal setting for both the board and superintendent in order to have consistency between goal setting and evaluation.

**RECOMMENDATION:** Board members review attached documents and the link to MSBA's "Goals and Standards Based Superintendent Evaluation." Come prepared with questions and the ability to discuss this recommendation.

**PRIMARY ISSUE(S) TO CONSIDER:** Whether or not to update the superintendent evaluation and goal setting process.

**ATTACHMENTS:**

1. Superintendent Performance Review Process Document

## **Superintendent Performance Review Process**

### *Governance Committee Recommended Updates*

#### **Background**

Edina Public Schools recognizes the importance of educational and operational leadership as a key component of student success within our district. As a Board tasked with the responsibility of managing and working with the Superintendent, a robust performance review process is a key component to ensuring the Superintendent is meeting and exceeding the expectations of the Board and community, with the ultimate shared goal being student success.

One of the 2021-2022 Board Goals was to review our Superintendent evaluation process to ensure this process is thorough, repeatable and actionable and to support Strategy D of the Strategic Plan, “Edina Public Schools continuously develops innovative, committed, and exemplary leadership at all levels...”

**The following process and evaluation are being recommended for implementation beginning July 1, 2022**

#### **Current Evaluation Process Background:**

The current evaluation process is based on Superintendent performance. There is a mid-term discussion and a yearly Board evaluation that takes place in June. Both evaluations take place in a closed Board session because this is a private personnel issue and a verbal summary is shared with the public after feedback is given to the Superintendent. The two attached documents (appendix A and B) are the current evaluation forms.

#### **Key Objectives:**

It's important to identify clear expectations and understanding of this review process as it equates to accountability. The following key objectives are the guiding tenets of the Superintendent review process, implementation and outcomes.

1. To provide acknowledgement of achievements and successes.
2. To provide opportunities for professional growth and changes in professional behavior in order to achieve stated district and professional goals.
3. To measure the success of achieving the standards and goals for the Superintendent as identified by the Board and the Superintendent by gathering factual information and data about achievement of specific goals.
4. To maintain a positive working relationship with the Superintendent.
5. To provide the Board with accurate information to determine contract renewal and salary.
6. To assure that District policies are being effectively administered by the Superintendent.

#### **Suggested New Performance Evaluation:**

The Governance Committee reviewed the current evaluation process, other district practices and the MSBA's “Goals and Standards Based Superintendent Evaluation” (see link).

The Governance Committee is recommending that we shift the current evaluation forms into evaluation forms modeled after some of the MSBA's Superintendent Evaluation forms. A sample of what this could look like based on 2021-2022 Superintendent Goals is modeled in Appendix 3.

The recommended process is:

1. **Step One:** Utilize Appendix 3, Form 1 at the beginning of the school year as part of the goal setting process to establish standards and goals for the Superintendent Evaluation.
2. **Step Two:** Have an informal mid-term evaluation/conversation based on progress towards goals to date. The mid-term evaluation/conversation would not use a formal evaluation form, but would refer to Form 1 for context. This mid-term review takes place in a Board closed session.
3. **Step Three:** Utilize Appendix 3, Form 2 for the Superintendent to report back to the Board year-end progress towards goals and standards set at the beginning of the year. This should be provided to the board not less than 10 days prior to the closed session the Superintendent review will be done.
4. **Step Four:** Each individual Board member will fill out Appendix 3, Form 3 and bring it to the Superintendent evaluation discussion. At this closed session meeting, an appointed Board member will summarize the Board's findings into a final evaluation (Form 3). This will be provided to the Superintendent for their files.
5. **Step Five:** A year-end verbal summary of the Superintendent evaluation will be provided publicly at an open meeting.

**Performance Appraisal Process (proposed policy language):**

1. The School Board will evaluate and assess in writing a formal performance appraisal of the Superintendent at least once each year.
  - a. This appraisal should take place no later than June 30th of each year.
  - b. This appraisal should include the evaluation, Superintendent self-evaluation and 360 review of the Superintendent.
  - c. The School Board shall provide the Superintendent with a copy of a composite of Board Member performance appraisals subsequent to their July performance appraisal meeting. The performance appraisal is private personnel data.
  - d. The School Board will provide the community a verbal summary of the Superintendent's performance appraisal at the July board meeting.

**Recommended Next Steps:**

1. Dialogue of new Superintendent Performance Review process at Board Work Session on 5/17; gather feedback and reach consensus from Board members
2. Board approval of new process at July Board regular meeting (Discussion at June Board regular meeting).
3. Policy Committee reviews and recommends changes or additions based on the new process to Policy 302.



4. 2022-2023 evaluation will utilize a new year-long process and will start with the Board and Superintendent goal setting exercise and outcome..

## Appendix A

### (CURRENT) SUPERINTENDENT PERFORMANCE EVALUATION FORM

#### Directions:

This form includes ten main performance topics common to the position of Superintendent and one open ended evaluation question. A rating scale is provided to allow School Board members to rate the Superintendent's performance relative to each topic. School Board members should circle the appropriate response and use the space for comments which follows each main topic to further evaluate the Superintendent.

Please note: The evaluation codes are for board discussion guidance only. We will use the discussion feedback from this form on the formal summarized evaluation of the superintendent.

#### Evaluation Codes:

- 1 Indicates unacceptable performance.
- 2 Indicates improvement needed.
- 3 Indicates expectations have been met.
- 4 Indicates very good performance.
- 5 Indicates outstanding performance.
- UA Unable to answer.

1. Provides leadership for the School District's educational programs, and curriculum development to provide the best possible learning environment for the students.

1 2 3 4 5 UA

#### Comments:

2. Informs and advises the School Board about programs, practices, and problems of the School District and keeps the School Board informed of the activities operating under the School Board's authority.

1 2 3 4 5 UA

#### Comments:

3. Explains the educational needs of the School District to the School Board, recommending necessary new or revised policies and staffing changes for School Board action.

1 2 3 4 5 UA

#### Comments:

## Appendix B

### (CURRENT) Superintendent/Board Goal Report Form

#### **Assessment**

- **District leadership will contact third party vendors to explore ways to analyze and interpret Edina student assessment results.**

On October 14, after the Superintendent and Teaching and Learning Committee contacted several data analysts, David Heistad was asked to discuss analyzing Edina assessment and demographic data to make comparisons to similar districts based on a Challenge Index. Mr. Heistad agreed to work with the School Board. The Teaching and Learning Committee agendas have not given Mr. Heistad the opportunity to begin the analysis.

Comments for Board Members:

#### **Personalized Learning**

- **Catalog personalized learning strategies at Early Childhood, Elementary, Middle and High School levels and describe how it impacts teaching strategies.**

The Teaching and Learning Department and site leaders presented the Edina Learning Framework. Definitions of the Learning Framework were presented. Through these, personalized learning definition and instructional practices were presented.

Comments for Board Members:

### Appendix 3

#### New Superintendent Performance Evaluation: Sample Draft

\*These goals and standards do not align perfectly since it was retro-fitted based on this year's goals but is simply an example of what the process would look like.

#### **FORM ONE (1) : ESTABLISH GOALS AND STANDARDS**

<b>Goal 1:</b> Provide leadership to improve and enhance student learning in Edina Public Schools.	<b>Evidence of Performance 1:</b> By September, a comprehensive return to school plan developed that will limit learning disruptions.		
	<b>Evidence of Performance 2:</b> Explore, develop and launch a plan for additional elementary school programming to meet the needs of future ready learners and provide attractive educational opportunities. Programming will be ready to launch by X date and goal is to attract X resident enrollments to the program.		
	<b>Evidence of Performance 3:</b> Provide leadership to ensure the quality roll-out of the board approved literacy plan. Goal is to have completed Gannt chart by X date. The ability to track student data by x date and provide the board with quarterly updates.		
<b>Standard 1: Governance Element 1.b. Goals and/or Strategic Plan</b>			
Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Facilitates development of the school district's short- and long-term measurable goals and aligns available resources with school district's budget to accomplish goals	Facilitates development of the school district's shortand long-term goals and recommends necessary financial strategies to meet goals	Goals have been developed but no overall plan or alignment of resources exists	Goals are not developed.

**FORM TWO (2): YEAR-END RESULTS SUMMARY FROM SUPERINTENDENT**

<b>Goal 1:</b> Provide leadership to improve and enhance student learning in Edina Public Schools.	<b>Evidence of Performance 1:</b>
	<b>Evidence of Performance 2:</b>
	<b>Evidence of Performance 3:</b>

**FORM THREE (3): THE BOARD'S END-OF-YEAR SUMMATIVE EVALUATION**

<b><u>Please put one check in each row for each goal and one check for an overall rating.</u></b>				
<b>Goal 1:</b> Provide leadership to improve and enhance student learning in Edina Public Schools.	4 Highly Effective	3 Effective	2 Developing	1 Ineffective
<b>Goal 2:</b> XXXX				
<b>Standard 1. Governance Team</b>				
<b>Standard 1: Governance Element 1.b. Goals and/or Strategic Plan</b>				
<b>Overall Rating Standards Ratings</b>				
<b>Overall Ratings Goals and Standards (Combined)</b>				
<b>A. For the goal and standards, which best illustrates the superintendent's greatest strength and why?</b>				
<b>B. For the goals and standards, which presented the superintendent with the greatest challenge and why?</b>				
<b>C. How might the school board enhance the superintendent's strength and assist in overcoming challenges?</b>				

**D. Overall Summary:**



**Board Meeting Date: June 20, 2022**

**TITLE:** Early Learning - 12 Edina Comprehensive Literacy Plan

**TYPE:** Discussion

**PRESENTER(S):** Jody De St. Hubert, Director of Teaching and Learning; Bethany Van Osdel, Assistant Director of Teaching and Learning

**BACKGROUND:** The Early Learning-5 and Preliminary 6-12 Intervention Comprehensive Literacy Plan was approved by our School Board on June 21, 2021. Following approval, our Teaching and Learning Literacy team began the important work of implementation in partnership with staff at all buildings. Updates on the implementation have been provided to the School Board on 10.11.21 and 1.31.22. This update highlights implementation and development that has occurred since the 1.31.22 update across K-12.

**RECOMMENDATION:** There is no recommendation at this time.

**DESIRED OUTCOMES FOR THE BOARD:** Review in detail, have questions prepared, and provide feedback.

**ATTACHMENTS:**

- Report (next page)

**LINKS FOR 6.20.22 Report:**

- [Board Presentation](#)

**LINKS FOR BACKGROUND INFORMATION:**

- [Early Learning-5 and 6-12 Preliminary Intervention Comprehensive Literacy Plan](#)
- [10.11.21 Board Update](#)
- [1.31.22 Board Update](#)
- [1.31.33 Board Presentation](#)

Our world has experienced a reality in education never seen before. The disrupted learning in the past two years due to COVID 19 has had an impact. As we started the 2021-22 school year our students were coming to us with needs we had never seen before. In literacy a large majority of these needs were skill gaps specifically in the areas of phonemic awareness and phonics for our youngest readers and fluency for our older readers. We could no longer teach the way we used to teach pre-pandemic and expect to get the same results.

How did Edina respond to these different literacy needs? Edina responded in alignment with and through implementation of our Early Learning - 12 Comprehensive Literacy Plan.

### **Edina's Literacy Mission and Vision:**

The mission of the Early Learning-12 Comprehensive Literacy Plan is to nurture and enhance the literacy development of every Edina learner to ensure they are meeting and/or exceeding development milestones in literacy achievement by:

- strengthening our culture of professional excellence;
- enhancing systems to cultivate an inclusive, caring school culture;
- aligning instruction to current and enduring research and proven best practices;
- increasing classrooms strategies to identify and support struggling readers to address literacy deficits early; and
- promoting continuous learning and collective ownership.

Our unified vision is that all students in Edina Public Schools become lifelong learners with rich literacy, language, and comprehension skills necessary to be engaged, motivated, critical thinkers and communicators, thriving through rigorous learning opportunities. In our literacy vision, every student develops as an independent, literate learner through engaging in meaningful learning experiences that incorporate an individual learner's profile. Literate learners will read, write, listen, communicate, comprehend, and make meaning. In addition, they will think critically and problem solve across content areas. Using a variety of texts, media sources, and learning experiences, literate learners will synthesize information, transfer learning into new applications, and use their learning to communicate in multiple ways to diverse audiences.

**The Guiding Change Document (Theory of Change):** [LINK](#)



The Guiding Change document outlines the purpose for the Comprehensive Literacy Plan, how it is being created, and the expected results of its implementation. This structure guides the work of the Early Learning-12 Comprehensive Literacy Plan through the inevitable challenges that will arise by providing a clear plan of action. The expected results guide the creation of the Priority Goals and Action Steps that will support the implementation of the plan over the next five years.

### **Edina's Priority Goal Areas (Theory of Action):**



### **Year One Implementation Celebrations K-5 & 6-12 Intervention:**


#### **Goal Area 1: Academic Excellence & Goal Area 5: Collaborative Leadership**

Students in Early Learning - 12th grade were in school all year this year, even when the virus created disruptions for classrooms. Students were IN PERSON. Routines were preserved and instruction was delivered all year. This wasn't easy and it was the priority. We know that our youngest learners learn best when they are in the classroom with teachers and classmates engaging in direct instruction.

This year, the focus of the Early Learning-5 Comprehensive Literacy Plan has been to update and define Tier 1 practices. This means all students at all sites will have a

similar experience in both opportunity, rigor and support as needed. This ensures that doors are opened for each and every student and that students are escorted through. The following work has been done in Elementary Literacy Leadership Teams:

- 20+ hours focused on researching the Science of Reading and best practices grounded in the [CORE Online Reading Academy](#).
- [Aligning the current resources](#) to the science of reading curriculum review - 70%-100% aligns. Gaps are being addressed with Soliday instruction and fluency practice in Tier 1 (core classroom instruction).
- Tier 1 (core classroom instruction) commitments are finalized. All 6 sites will ensure that students are receiving high level, research-based instruction. Tier 1 commitments for Normandale and Countryside Spanish Immersion will look different and are still in process. The following is a K-1 example of Tier 1 Instructional Literacy commitments:

 <b>K-1 Literacy Block Commitments</b>			
<u>ALL</u> students receive 120 minutes reading instruction in Tier 1 that includes:			
Time:	What:	Resource	Elements of Effective Instruction:
40-60 minutes 3 days a week  1 small group=20 min.	<ul style="list-style-type: none"> <li>• Phonemic Awareness</li> <li>• Phonics</li> </ul>	Being a Reader:  Small Group strand  Letter name lessons for students who do not know 21 letter names to enter Set 1	Teacher: <ul style="list-style-type: none"> <li><input type="checkbox"/> Follows the lesson structure for each day of small-group instruction</li> <li><input type="checkbox"/> Uses the correct letter-sound correspondence (pronunciation guide)</li> <li><input type="checkbox"/> Uses blending for phonological awareness tasks</li> <li><input type="checkbox"/> Engages in the phonological awareness, phonics, and high-frequency word procedures as written in the day's lesson including the introduction and review</li> <li><input type="checkbox"/> Allows the students to do the work and provides corrective feedback for spelling-sound correspondences and high-frequency words</li> <li><input type="checkbox"/> Students have the opportunity to manipulate and say the sounds</li> <li><input type="checkbox"/> Asks the questions in the lesson as written</li> </ul>
20 minutes 3 days a week	<ul style="list-style-type: none"> <li>• Oral language</li> <li>• Fluency</li> <li>• Phonemic awareness</li> </ul>	Being a Reader:  Shared Reading strand	Teacher: <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduces the purpose (learning target) of the lesson, including why the students will do something and how it will help them as readers</li> <li><input type="checkbox"/> Asks the questions in the lessons as written</li> <li><input type="checkbox"/> Invites the students to "join in" the reading activities as outlined on Day 1, 2, or 3</li> <li><input type="checkbox"/> Increases comprehension and engagement using embedded supports such as:                •Hand motions (when applicable) •Suggested vocabulary •Suggested ML support             </li> </ul>

## Goal Area 2: Multi-Tiered Systems of Support (Tier 1, Tier 2, and Tier 3)

A Multi-tiered System of Support is about providing instructional matches for students based on data. With the right data and response plan, teaching teams are able to ensure accelerated learning for each and every student.

In Edina this year, all hands were on deck Early Learning-12. In addition to support services, classroom teachers instructed differently. Teachers administered new assessments to ensure the needs of students were understood. FASTBRidge

aReading was used consistently in our system K-8 more thoroughly and with more fidelity than before. This allowed teachers to collect substantial and meaningful data. In addition it provided instructional plans to address the new needs.

Kindergarten-8th grade teachers across Edina used this data to implement targeted instruction and interventions for students during WIN time at elementary and flex time at the middle schools. Repeated reading for fluency, Word Mix-Up for phonics and targeted phonemic awareness practice for students with gaps in phonology.

Teachers monitored the impact of targeted instruction by using progress monitoring. With progress monitoring teachers were able to see the impact of the instruction and collaborate with team members to make shifts or adjustments when students were not responding positively. Teachers were also able to exit students who were meeting benchmarks through this process.

### **Goal Area 3: Purposeful Assessment and Data Systems and Goal Area 5: Collaborative Leadership**

At the same time that staff across Edina administered new assessments to ensure we understood the needs of our students, a K-12 MultiTiered Systems of Support (MTSS) Assessment Committee engaged in design team work to recommend a universal screening tool for the 2022-2023 Assessment Plan.

After bringing the MTSS Assessment Committee work to cabinet the following is the Universal Screening recommendation being brought to the School Board for the 2022-23 Assessment Plan:

- PreK - Continue with TSGold
- FASTBridge Reading and Math 3x per year for all students K-8
- FASTBridge Reading and Math 3x per year for select students 9-12 with a clear and supported process for all students to access
- MAP continues as a diagnostic for students above a certain percentile (Talent Development identification) and for SUCCESS Center (Fall 2022 only)
  - 2022-2023 will be used to gather correlational data between MAP and FASTBridge
- Explore how Panorama and SAEBERS/mySAEBERS fit together for comprehensive SEL data gathering
  - Continue with Panorama and pilot SAEBERS/mySAEBERS in select areas

### **Goal Area 4: Professional Excellence**

High quality professional development is critical in providing effective instruction, intervention, and acceleration for all children. Student learning is positively affected by the quality of adult professional learning, which must be intentionally designed and integrated into daily instructional practice (Eaker & Keating, 2009).

System-wide Early Learning-5, literacy coaches were added to ensure high quality professional development. Literacy coaches supported teachers all year through ensuring the use of current research around the science of reading and shifting instruction for greater impact. Coaches not only became resident experts in the science of reading but also with assessment and intervention systems. The literacy coaches also ensured that our high learners were provided opportunities to continue to grow in their learning. This was done through partnering with the talent development teachers at the elementary level.

In addition to adding literacy coaches, Edina is making a full commitment to LETRS. LETRS is a professional development knowledge base that will serve to accelerate teacher knowledge, and teacher confidence allowing for effective instruction resulting in increased student reading. During the 2021-2022 school year 27 teachers were enrolled in an Edina LETRS cohort and 6 additional teachers were enrolled in the MDE cohort. Next year, 100 Edina teachers are enrolled in LETRS (K-2, Special Education, ML and ADSIS). Over the next three to five years all K-5 staff that instruct students in literacy will participate in LETRS. In addition, we will engage in developing a plan for 6-12 professional development in LETRS content in alignment with the science of reading throughout the 2022-23 school year.

## **Year 1 Development Celebrations 6-12:**

### **Goal Area 5: Collaborative Leadership**

A core group of Secondary ELA teachers have worked in the Exploration Phase of Implementation Science since December of 2021. This means that this design team has partnered to garner a common understanding and acceptance of the secondary literacy needs for all students. They have done this by reviewing the Early Learning - 12 Comprehensive Literacy Plan Guiding Change Document, assessing current reality, reviewing research, and capturing stakeholder feedback to create a list of non-negotiables for Edina Public Schools secondary ELA courses.

The timeline of the work in 2021-22 has been:

- December - grounding and foundations
- February - current reality
- April - Research

- May - Non-negotiables and proposal brainstorming

## **Reviewing Research**

The categories of research focus were as follows (with some examples of the research also listed):

- Cultural proficiency
  - Culturally proficient school systems rubric
- Multi-Tiered Systems of Support
  - MDE MnMTSS Framework
- Guaranteed and Viable Curriculum
  - Guaranteed and Viable Curriculum
  - Marzano's Levels
- Equity and inclusion
  - Equity and the ELA Classroom
- Instruction
  - Placement Matters
- Curriculum design
  - Understanding By Design
  - 7 Principles of Good Curriculum

## **Gathering Stakeholder Feedback**

Gathering stakeholder feedback is an ongoing process. The initial gathering of stakeholder feedback has included a survey designed for students, parents, and teachers. The survey was shared widely and on multiple occasions. It was completed by 41 total respondents. The themes from the survey were the following:

### High School Themes:

- More representation/diversity different races and colors/I like the increased representation/variety of authors
- Stick with western literature
- More options for freshmen/sophomores
- More rigorous course for freshmen
- More writing in PreAP10
- Need slower course for Pre AP 9/more support for reading
- Need more consistency within PreAP 9 course
- Need improved alignment between courses

### Middle School Themes:

- More novels

- Less reading
- Keep classics
- More grammar
- More writing
- Update texts
- A-OK

In addition to survey data, input from stakeholders is being gathered in small focus groups and will continue to inform the review process.

Using both the research and review of the current stakeholder feedback the team partnered on creating a rubric of criteria for Edina Secondary ELA Course Design.

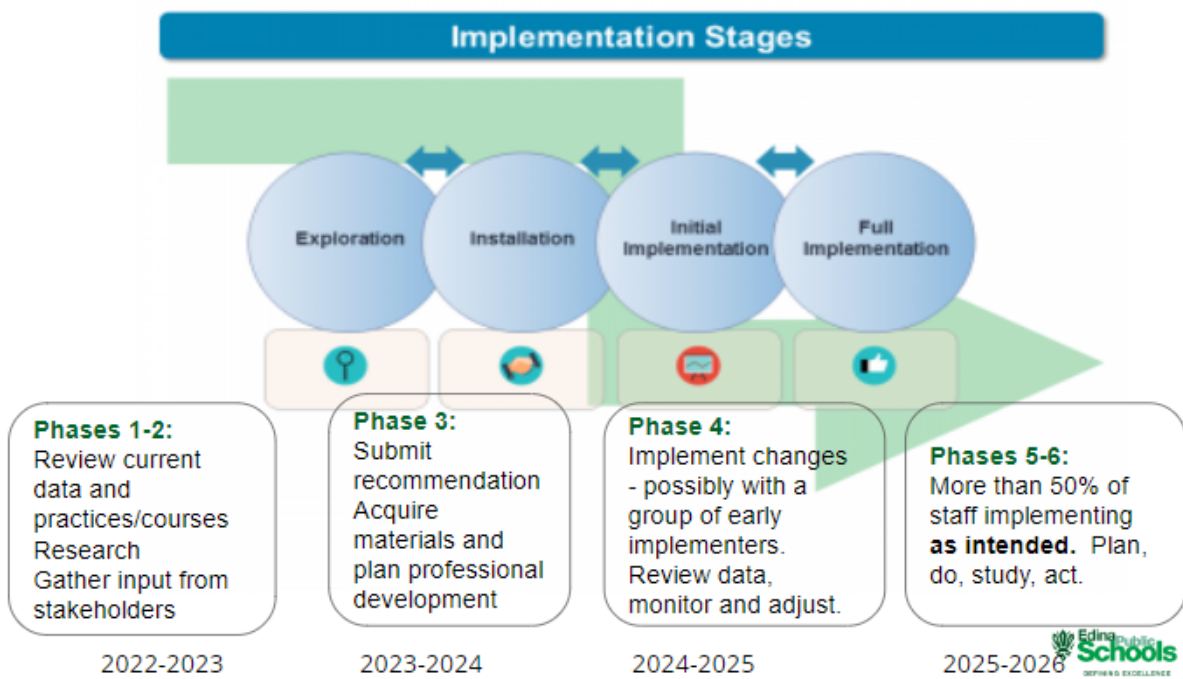
### Non-negotiables for Secondary ELA Courses:

4 - strong evidence, 3 - adequate evidence, 2 - minimal evidence, 1 - no evidence
<b>Relevant Writing</b>
writing for a variety of purposes
writing for multiple purposes with common language
writing process
<b>JOY</b>
<b>Workload balance</b>
encourage student and teacher reflection on learning
manageable for teachers and students
manageable curriculum (real people, real time)
<b>Alignment</b>
standards
vertical alignment
horizontal alignment
<b>Authenticity</b>
rich and rigorous curriculum
allows for interdisciplinary connections
emphasis on critical thinking
embedded digital literacy
student choice and voice
writing to write and reading to read
whole class experiences

<b>Equitable Responsiveness</b>
enrichment opportunities for all
classes open to all
opportunities for high achievement at high levels for all students
flexibility some autonomy in formative and summative assessments
systemic timely and targeted student supports
<b>Relevant Reading</b>
YA literacy to develop readers
literature as window and mirror
reading for different purposes in different modes
All courses and students read diverse texts
Updated materials
<b>Language Fundamentals</b>
integrated grammar instruction as writing foundation
research-based vocabulary and grammar that is aligned with younger grades
direct vocab instruction in context of reading and writing
<b>Culturally Proficient School Systems</b>
Regularly provide opportunities for students to contribute their knowledge and perspectives about a lesson's topic(s) and use the knowledge to plan and sequence the lesson.
Select, develop and implement curricula that reflects diverse perspectives and languages and provides inclusive, accurate portrayal of historical events and cultural groups.
Provide students curriculum options that are challenging and incorporate inquiry and higher order thinking skills that personalize connections, and evoke multiple perspectives. Underperforming students receive on- going, timely and personalized support from peers, teachers and parents.
Integrate and infuse into existing curriculum culturally relevant content and differentiated instructional approaches/resources to meet the needs of all students.

The Secondary ELA Design Team will continue work throughout the summer of 2022 and into the 2022-23 school year. The team will be moving into Phase 3 of Implementation Science, Installation. This includes the following:

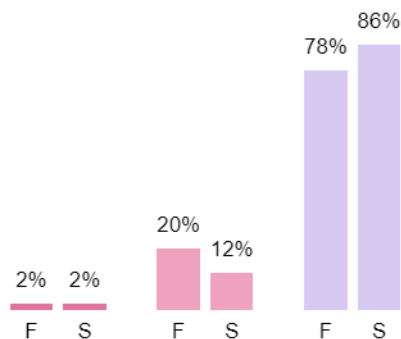
- Continued development of course proposals
- Standards unpacking and Unit design
- Curriculum map creation



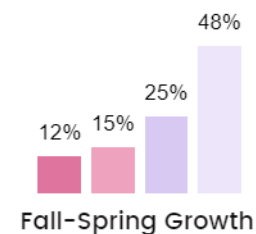
## Student Results Celebrations:

This is an example of the growth that was achieved by VV in the area of foundational literacy skills in the AUTOReading assessment in FASTBridge:

Scores Of All Students In Group  
By Benchmark Categories: ?



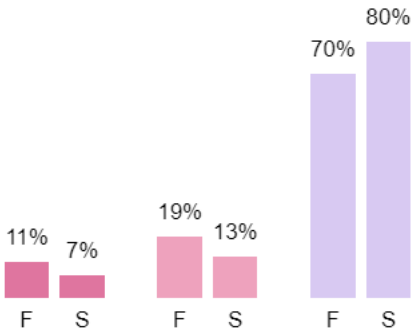
Growth Of All Students In Group  
By Benchmark Categories: ?



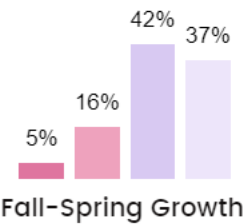


This is an example of the growth that was achieved by Concord in the area of foundational literacy skills in the earlyReading assessment in FASTBridge:

Scores Of All Students In Group  
By Benchmark Categories: ?

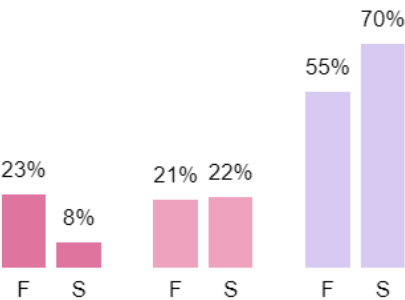


Growth Of All Students In Group  
By Benchmark Categories: ?

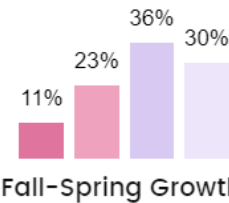


This is an example of the growth that was achieved by first grade at Countryside in the area of foundational literacy skills in the earlyReading assessment in FASTBridge:

Scores Of All Students In Group  
By Benchmark Categories: ?



Growth Of All Students In Group  
By Benchmark Categories: ?





**Board Meeting Date: June 20, 2022**

**TITLE:** Edina Public Schools Assessment Plan 2022-23

**TYPE:** Discussion

**PRESENTER(S):** Jody De St. Hubert, Director of Teaching and Learning; Greg Guswiler, Teaching & Learning Data Programming Analyst and Coordinator; Bethany VanOsdel, Assistant Director of Teaching and Learning; Leigh Ann Feily, Student Support Services Continuous Improvement Specialist and MTSS Coordinator; and Debra Richards, Gifted Education Coordinator

**BACKGROUND:** In accordance with Minnesota Statutes 120B.301, subdivision (c)) and ESSA (ESSA Section 1006 (e)(2)(b)) public school districts are required to post a comprehensive district testing calendar before the first day of the school year.

The testing calendar must:

- Provide information about all tests administered, which includes both statewide assessments and any local assessments given. Provide the subject/domain for each assessment.
- Provide the purpose for which each assessment is used.
- The rationale for administering the assessment
- Include the amount of time students will spend taking the assessment.
- Post the specific dates when most students will be testing for each grade and subject at each school within the district

Source: Procedures Manual for Minnesota Statewide Assessments

In alignment with Policy 614 the Edina Public Schools Assessment Plan was collectively created using a Review Design Process throughout the 2021-22 school year. The proposed plan meets all state and local assessment requirements. It is also comprehensively structured to support the implementation of the Edina Early Learning-5 Comprehensive Literacy Plan with a focus on Universal Screening for all students in grades K - 9 in the 2022-23 school year.

**RECOMMENDATION:** This report is for discussion on the proposed 2022-23 Edina Comprehensive District Testing Calendar.

**DESIRED OUTCOMES FOR THE BOARD:** Review in detail and provide questions and feedback.

**ATTACHMENTS:**

1. Report (next page)

**LINKS:**

1. [Edina Public Schools Assessment Calendar for 2022-23](#)
2. [Assessment Plan Presentation](#)
3. [Edina Early Learning - 5 Comprehensive Literacy Plan](#)

In alignment with Policy 614 the Edina Public Schools Assessment Calendar was collectively created throughout the 2021-22 school year using a Design Team following an Implementation Science Process. The proposed calendar meets all state and local assessment requirements. The calendar is structured to be linked on the Edina Assessment Webpage for all stakeholders to access when approved.

The recommended areas of change for the 2022-23 school year are aligned with the approved Edina Early Learning - 5 Comprehensive Literacy Plan. Priority Goal Area 2 of the CLP is Multi-Tiered Systems of Services (MTSS). **Multi-Tiered System of Services (MTSS)** is a systematic, continuous improvement, decision-making framework that supports educators in providing academic and behavioral matches for students. This framework utilizes data-based problem solving and decision-making across all levels of the educational system to determine need, create matches, and monitor progress (Edina Early Learning - 5 Comprehensive Literacy Plan, page 9).

A key component of MTSS is a clear and consistently implemented Universal Assessment Plan so that data-based problem solving and decision-making can occur. Priority Goal Area 3 of the CLP is **Purposeful Assessment and Data Systems**. Page 14 of the plan states that: "Assessment and data help teachers and students understand where they are, where they have been, and where they need to go in their learning."

Knowing that educators must have consistent and timely access to data to ensure instructional matches in all subject areas for all students, the Assessment Design Team began their work grounding in research and best practices including:

- MDE's MnMTSS Framework and Webinars
- U of M and the CAREI work from 2020-21
- St. Croix River Education District - leader in MTSS practices in MN

A brief summary of the research reviewed resulted in the following synthesis regarding best practices for universal screening:

Screening	<b>Why Screening:</b> <ul style="list-style-type: none"><li>• Effectiveness of Tier 1 SEL and Academic Needs</li><li>• Given 3x per year</li></ul>	<b>Descriptions of Screeners:</b> <ul style="list-style-type: none"><li>• Academic and behavior both screened</li><li>• Brief</li><li>• Efficient</li></ul>	<b>Protocols for Use:</b> <ul style="list-style-type: none"><li>• Clear definition of who, what, when, and why</li><li>• Data used</li></ul>
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	<ul style="list-style-type: none"> <li>Looking for students who are not meeting benchmark</li> <li>Given to all students</li> </ul>	<ul style="list-style-type: none"> <li>Repeatable</li> <li>Timed</li> <li>Standardized</li> <li>Clear cut scores</li> <li>Actionable</li> </ul>	consistently to make decisions
--	---	---	--------------------------------

After completing research, the team then gathered feedback on the Edina system to determine the current reality. When reflecting on Universal Screening the current reality in Edina is that our 2021-22 assessment plan only requires consistent and timely Universal Screening in literacy and math for K-1. All other screening is required once a year.

A MTSS Universal Screening Rubric was then created utilizing the research to support the assessment materials review process. A snapshot of the rubric is included below.

100%	<b>MAP/NWEA</b>	<b>Overall Score</b>	<b>0</b>
		Ability to Progress monitor is present	FALSE
		Ability to to diagnostic assessment	FALSE
23%	<b>Tied to Norms and Standards</b>	<b>Category Weighted Score</b>	<b>0</b>
	Reflects understanding of Reading and Math		
	National norms		
	Based on state/national standards		
	Directly relates to Tier 1 instruction		
	Comprehensive		
	Classroom/Course/Grade Based		
19%	<b>Valid and Reliable</b>	<b>Category Weighted Score</b>	<b>0</b>
	Consistent		
	Accurate		
	Peer Reviewed		
	Measurable		
16%	<b>Culturally Competent</b>	<b>Category Weighted Score</b>	<b>0</b>
	Valid and Reliable for non-English speaking students		
	Ability to compare different normed groups		
	Culturally proficient		
	Multicultural		
	Designed with input from diverse communities		
	For all students for Tier 1		
13%	<b>Schedule of Response</b>	<b>Category Weighted Score</b>	<b>0</b>

	Tied to PD Time		
	Time for PD for teams		
13%	<b>Purpose</b>	<b>Category Weighted Score</b>	<b>0</b>
	Actionable (useful)		
	Strengths/Weaknesses		
	Identify Student Needs		
8%	<b>Ease of Use</b>	<b>Category Weighted Score</b>	<b>0</b>
	Efficient		
	Brief but detailed enough		
	Minimal time to give		
	Easy to Use		
	Easily Accessible		
4%	<b>Administration Time</b>	<b>Category Weighted Score</b>	<b>0</b>
	Timed		
	Timely		
3%	<b>Accessibility</b>	<b>Category Weighted Score</b>	<b>0</b>
	Easily communicated to stakeholders		
1%	<b>Incentives</b>	<b>Category Weighted Score</b>	<b>0</b>
	Incentives for completion		

The three assessment systems that were reviewed by the team included MAP, FASTBridge, and Panorama. These were reviewed since they are currently being used simultaneously within our system. Reviews took place via in-person or virtual meetings with product vendors. Individuals on the assessment committee completed the rubric, above, on which each topic was weighted utilizing an Affinity Process. For example, ratings in the “Tied to Norms and Standards” were weighted 23% of the overall score because this was an area that a majority of committee members endorsed as important based on the research review. The highest rating that could be achieved was a score of 100.

The results of the review are included here (note that the highest rating that could be achieved was a score of 100):

<b>Assessment Tool</b>	<b>Overall Rating</b>
<b><i>Academic Screening Tools</i></b>	
NWEA/MAP	62.34
FASTBridge (Math and Reading)	69.36
<b><i>Social Emotional Screening Tools</i></b>	

Panorama	45.21
FASTBridge (SAEBERS/mySAEBERS)	49.42

Based on outcomes of the review process, the MTSS Assessment Team recommends that FASTBridge be used as a Universal Academic Screener (reading and math) in Grades K-8 three times a year for all students. The team also recommends that FASTBridge Reading and Math be used three times a year for a select group of students in 9-12. For the 2022-2023 school year, all 9th grade students will be screened for reading in their 9th grade ELA class. Students who are a part of the Math Bridge intervention classes will also be screened in math three times per year. For students in grades 10-12 screening needs will be determined through the Student Support Team process. Students may be recommended for Student Support Team by a parent or teacher. Student Support Team is a well-established structure of the high school that allows for solution-focused discussions to take place when students are demonstrating academic or behavior/social/emotional needs at EHS. Rationale for utilizing the Student Support Team as a mechanism for determining screening need for 10-12 grade students included that for most 10-12 grade students teams already have access to a multitude of data that has been collected throughout the student's education. Additionally, by utilizing the Student Support Team to determine screening needs, the 2022-2023 school year can be used to determine what percentage of 10-12 grade students are in need of screening which can then be used to build capacity for screening at EHS for the 2023-2024 school year.

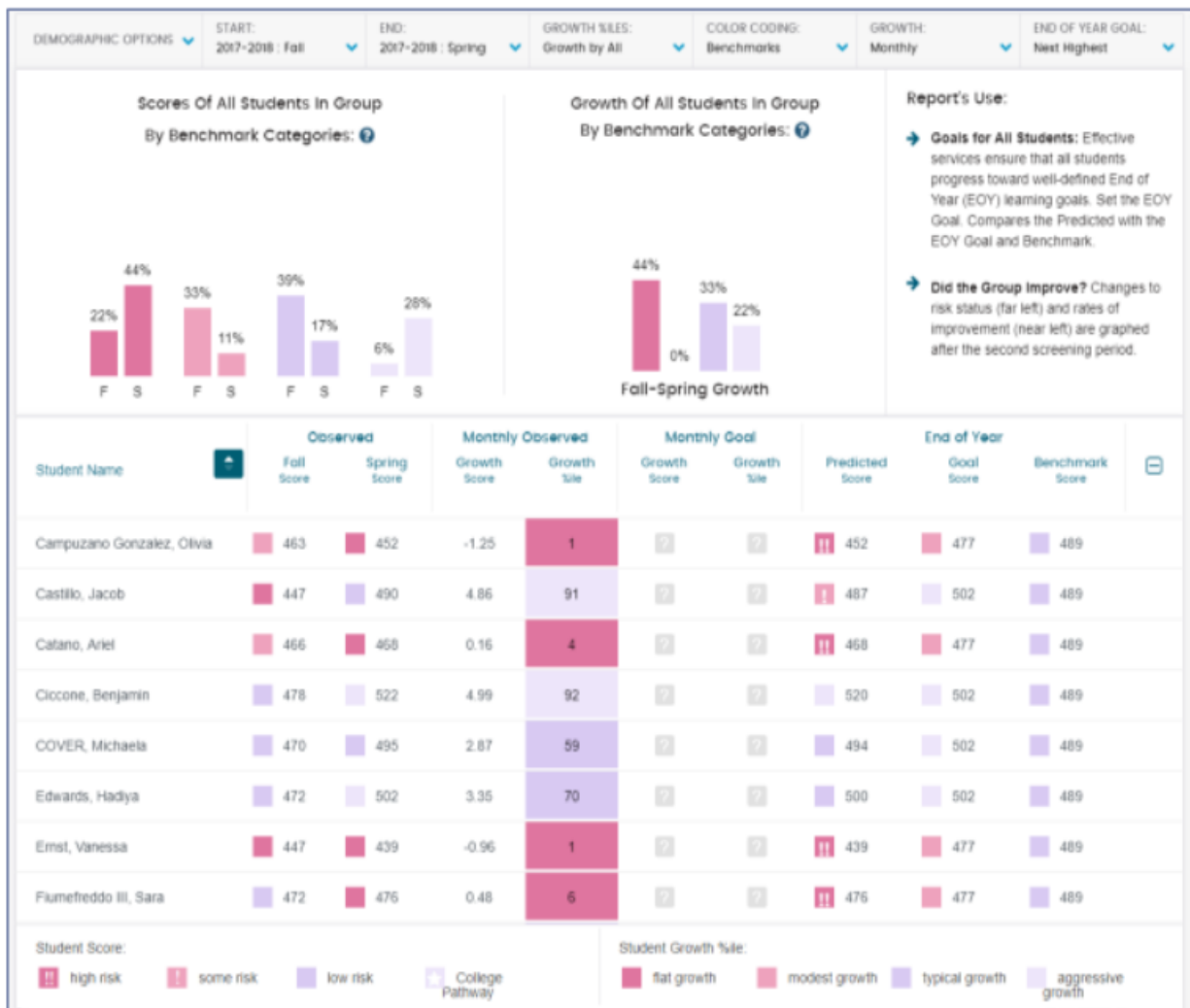
FASTBridge (FAST = Formative Assessment for Teachers) is a research-based, universal screening and progress monitoring tool for academics and behavior with built in intervention recommendations (FASTBridge Presentation, Michael Harris). FASTBridge universal screening for reading consists of adaptive reading measures that can be used for students in K-12. Also available for K-12 are autoreading assessments that measure reading automaticity. In grades PK-1 students can be assessed utilizing the early reading suite. For students grade 1-8, reading screening is available for oral reading fluency/accuracy and comprehension with recall. For students in grades 2-8, there is also an option for comprehension efficiency. FASTBridge universal screening for math consists of adaptive math measures that can be used for students K-12. The early math suite is utilized in PK-1 while measures of math automaticity (grades 1-3), math process (grades 2-6), and concepts and application (grades K-8) are also available.

Information presented by Michael Harris (FASTBridge Director of District Partnerships) to the MTSS Assessment Committee indicated the following information regarding FASTBridge's development, cultural competency, and reliability and validity:

- FASTBridge was developed from 10+ years of research from tier 1 research universities.
- All assessments are independently reviewed by subject matter experts
- Assessments were developed by item writers trained on the Common Core State Standards initiative to represent the skills, complexity, and cognitive demand defined by a given standard
- Analysis conducted in the 16-17 and 17-18 school year indicated that there is no or only

negligible DIF (differential item functioning) for all items examined for all race/ethnicity comparisons. (Comparisons included White/Black, White/Hispanic, White/Asian, White/Native American)

When FASTBridge is given as a whole group screening assessment, teachers have access to a report called Group Growth. This report allows teachers to see each student's observed growth by testing window, monthly, or percentile. It allows teachers to help set goals for every student based on monthly, predicted, or benchmark outcomes. It also outlines what growth is needed from students in order to meet their goals. Lastly, the report shows the distribution of the group by level of support needed. An example report provided by FASTBridge is included below.



After bringing the Assessment Design Team recommendations to cabinet the following is being proposed for Universal Screening for the 2022-23 Assessment Plan:

- PreK - Continue with TSGold
- FASTBridge Reading and Math 3x per year for all students K-8

- FASTBridge Reading and Math 3x per year for select students 9-12 with a clear and supported process for all students to access
- MAP continues as a diagnostic for students above a certain percentile (Talent Development identification) and for SUCCESS Center (Fall 2022 only)
  - 2022-2023 will be used to gather correlational data between MAP and FASTBridge
- Explore how Panorama and SAEBERS/mySAEBERS fit together for comprehensive SEL data gathering
  - Continue with Panorama and pilot SAEBERS/mySAEBERS in select areas

This plan is outlined in the broader Assessment Plan linked in the Attachments on the executive summary.





**Board Meeting Date:** 6/20/2022

**TITLE:** STEAM Programming Update

**TYPE:** Discussion

**PRESENTER(S):** Dr. Randy Smasal, Assistant Superintendent; Jody De St. Hubert, Director of Teaching and Learning; Deb Richards, Talent Development Coordinator; and Jamie Hawkinson, Classroom Teacher at Creek Valley Elem

**BACKGROUND:** This presentation is intended to be an update for the board on the STEAM programming actions taken during the 2021-22 school year and intended actions for the 2022-23 school year. It is also an opportunity to share with the community that EPS was selected by the National Center for Earth and Space Science Education to participate in the SSEP (Student Spaceflight Experiment Program) for the 22-23 school year.

**RECOMMENDATION:** No recommendation is being made at this time.

**Desired Outcomes from the Board:** Please review the attached slides and bring your questions or comments to the meeting to share. Any feedback from the board on our current efforts and proposed efforts will be appreciated.

**ATTACHMENTS:**

- **STEAM Update Board Presentation** [slide deck](#)
- **Link to** [STEAM Audit](#)

# STEAM Update: Board Presentation School Board Meeting

June 20, 2022

Dr. Randy Smasal, Jody De St. Hubert,  
Jamie Hawkinson, Deb Richards

# Update on S.T.E.A.M. Programming Design Process

- Previous Recommendation presented to the Board
- Progress Check on Action Steps: What have we been up to?
- Plans for 22-23: What are we planning for next year?

# Magnet Programming Recommendation 2: Advance S.T.E.A.M. Programming PreK-12

## What is S.T.E.A.M. and Why Advance this in Edina?


*S.T.E.A.M. education provides an interdisciplinary learning model where students can apply content knowledge as well as key skills. High-quality STEAM education prepares graduates to face real-life problems with more creativity, critical thinking, and effectiveness. --XQSuperSchool.org*

*Interdisciplinary education provides learners a better opportunity to synthesize their learning by doing the following:*

- *Making Connections Across Disciplines*
- *Taking Thoughtful Risks*
- *Engaging in Meaningful Learning Opportunities*
- *Becoming Resilient Problem Solvers*
- *Embracing and Appreciating Collaboration*
- *Working through the Creative Process*
- *Utilizing their Learning in Multiple Contexts*
- *Applying their Learning to Real World Challenges*

# Magnet Programming Recommendation 2: Advance S.T.E.A.M. Programming PreK-12

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Formation of PreK-12 Design Team					
Identify Higher Ed Partners	Identify Partner Schools				
Design Team Training	Training of Elementary Cohort 2 (60 teachers): \$22,000 total	Training of Successive Elementary Cohorts (60 teachers/year): \$22,000/year			
Audit PreK-12 STEAM activities					
Design Team to Develop First PreK-5 STEAM Pilot Unit including needed materials	Develop common district and/or school wide themes				
	Design Team Implement pilot units	Implement one new unit each year with classroom teachers			
	Design Team Refine pilot units	Refinement of new units			
	Design Team to Develop next unit	Develop one unit per year for classroom teachers			
	Unit Development Costs: \$50,000 per year				



Edina Public School  
DEFINING EXCELLENCE

# Design Process

## Elementary Design Team:

- Assistant Superintendent, Director of Teaching and Learning, Elementary Principal, Representative Gr. 3-5 teachers from each school, Elementary Media Specialists, Elem Art Teachers, Elem Music Teacher, Talent Development Coordinator, Consultant: Dr. Ann Marie Thomas-University of St. Thomas

# Action Steps: What have we been up to?

## Spring 22:

- Audit Current S.T.E.A.M. related efforts in Edina
- Research S.T.E.A.M. magnet schools and identify common practices and themes
- Train all Gr. 3-5 Classroom Teachers and Media Specialists on the new Science Standards
- Apply for SSEP (Student Spaceflight Experiment Program) Grades 5-12
- Launch Elem STEAM design team

## Fall 22:

- Launch a PreK STEAM design team
- Launch a Secondary STEAM design team
- Draft a PreK and K-12 S.T.E.A.M. programming vision for Edina
- Launch the SSEP (Student Spaceflight Experiment Program) Grades 5-12
- Elem. Design Team to develop pilot STEAM Unit for grades 3-5
- Sec. Design Team to develop/clarify and communicate STEAM pathways 6-12

# Elementary S.T.E.A.M. Audit Highlights

- STEAM Resources Currently in the Elementary System: FOSS, Engineering is Elementary (EIE), Teachers Pay Teachers (TPT), Outdoor Learning, teacher designed resources, [STARBASE MINNESOTA](#)
- **Science and Engineering** - Content specific - predetermined by grade level science standards with 42 units, K-5, including Health, Science, and Engineering
- **Technology** - Additional projects with Makerspace, Coding, Typing, Google Suite for Education
- **Arts** separated through “specials” time
- **Math** - Math in Focus and other teacher created resources, work towards mastery of grade level standards- may participate in Talent Development, ADSIS, or Title I
- New implementation of 22-23 Science standards starting Fall 22



# Middle School S.T.E.A.M. Audit Highlights

## Grade 6

- Choose Pathways for **Math** and **Science** specific to readiness and/or preference
- Additional **Arts** options added; language, choir, band, orchestra, FACS
- Introductory classes for **Engineering** and Media Arts

## Grade 7

- **Science** pathways - Life Science
- Design and **Engineering** - PLTW (*Project Lead the Way*), Coding, and more Media Arts
- Opportunities for AVID (*Advancement via Individual Determination*), Health and FACS

## Grade 8

- **Science** Pathways - Physical Science or Physical Earth Science
- Build upon **Math** pathways
- **Arts** - addition of Theater, Exploration of Music, and continued pathways for choir, band, orchestra, etc.

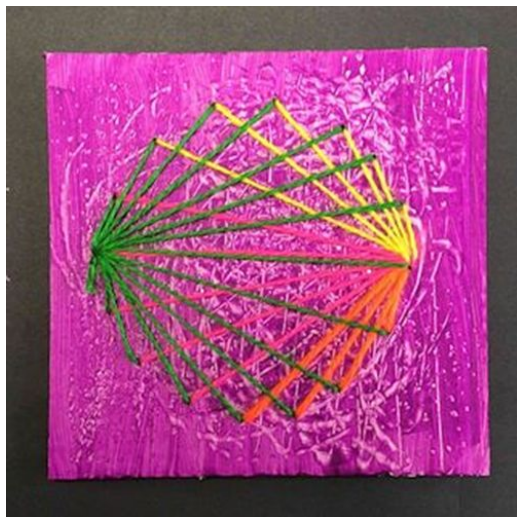
# High School S.T.E.A.M. Audit Highlights

- **Science** - Includes multiple pathways with 11 courses to choose from
  - Can be dependent on MS pathway or teacher recommendation
- **Technology and Engineering** - 12 current courses expanding across Computer Science, Cybersecurity, Aerospace, Architecture, and Coding
- **Arts** - Increased opportunities for Fine Arts, Digital Arts, Ceramics, Drawing, Visual Arts, Photography, Theater, and more (over 30 elective options)
- **Math** - 10 courses
  - Prerequisite classes necessary at times, but opportunities to jump in (not specific to grade level)
- Addition of AP classes in Math, Science, Language, and Art

# P.S.E.O. S.T.E.A.M. Audit Highlights

- Partnership with 3 higher level learning institutions
  - University of Minnesota
  - MCTC - Minneapolis Community and Technical College
  - Normandale Community College
- Must meet criteria for acceptance
- **Science** - Additional 49 course options
- **Technology and Engineering**
  - Normandale and MCTC offer 15 course options collectively
- **Arts**
  - UMN offers additional language and film studies
  - MCTC offers courses for music and creative arts
- **Math**
  - MCTC - introductory college level courses
  - UMN - extension and continued pathways

# CS STEAM in the Arts



# S.T.E.A.M. Elem. Magnet Schools: Key Findings

## Planning Stage Considerations:

- A curriculum framework or model should be determined ahead of time
- STEAM will incorporate multiple disciplines and standards.
- Building and district resources need to be inventoried and determined and leveraged
- Where students will experience their STEAM learning, Media Center, STEAM lab or classroom needs to be determined.
- STEAM programming costs need to come from existing budgets long term in order to be sustainable.
- Staff ownership is key

# S.T.E.A.M. Magnet Schools: Key Findings

## Planning Stage Considerations: **ONGOING SUPPORT**

- Important to clarify roles of students, staff and admin.
- Structures for teachers to support each other's new learning will be important
- Professional Development to onboard staff will be critical. (Tom Meagher from Owatonna could be a fantastic resource.)
- Partnering with other districts to collaborate on resources and processes can accelerate our implementation.

# Launching the SSEP (Student Spaceflight Experiment Program), Fall 2022

- Edina has been accepted (Only second MN district to ever participate in this)
- Students in grades 5-12 will compete to have their science investigation conducted by Astronauts on the International Space Station next spring. One Edina Student team will be awarded this opportunity.
- District SSEP Website:  
<https://www.edinaschools.org/academics/steam/student-spaceflight-experiments-program-ssep>
- National Center for Earth and Space Science Education:  
<http://ssep.ncesse.org/>

# Advance S.T.E.A.M. Programming 6-12

## Implementation of STEAM in Edina Public Schools

2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
6-12 Design Team: Develop STEAM Pathways Map	Implement STEAM Pathways Map: Develop and or Refine Secondary Course Designs, Increase Clubs, specify Microcredentials, Certifications and Internship Opportunities in STEAM industries. Address staffing for STEAM courses with low initial enrollment.				
	Develop Strategic Partners Plan to support preK-12 STEAM, Begin recruiting business partners, mentors, and securing grants.				



# Implementation and Success Metrics: S.T.E.A.M. programming

## Implementation Success Metrics:

- Project tasks completed on time:
  - Curriculum Development
  - Materials Purchases
  - Teacher Training completed prior to start of implementation
- Communication tasks completed on time:
  - Family awareness and clarity regarding S.T.E.A.M. programming and opportunities for students
    - [District STEAM Website](#)
  - Quarterly Board Updates

## Program Success Metrics:

- Meeting academic benchmarks in Science, Technology, Engineering, Arts, Mathematics
- Satisfaction and engagement ratings

# Thank you and Questions



**Board Meeting Date:** 6/20/2022

**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 603 – Curriculum and Program Review and Development
- Policy 618 – Assessment, Grading and Reporting of Student Progress
- Policy 620 – Receiving Course Credit for Learning

**RECOMMENDATION:** Review the suggested policy modifications for Policies 603, 618, and 620.

**ATTACHMENTS:**

1. Policy 603 – Curriculum and Program Review and Development
2. Policy 618 – Assessment, Grading and Reporting of Student Progress
3. Policy 620 – Receiving Course Credit for Learning

## Education Programs

### Curriculum and Program Review and Development

#### I. Purpose

~~The purpose of~~ This policy ~~is to provide~~s direction for continuous review and improvement of the district's curriculum and programs.

#### II. General Statement of Policy

Curriculum and program review and development ~~shall be~~ is directed toward the fulfillment of the goals and objectives of the district's educational program. The review may also require the modification or reduction of curriculum and programs. ~~The enhancement of the school's curriculum and educational programs can be done through the development of new course offerings, special projects and piloted projects or through the reduction of courses or special projects.~~

#### III. Definitions

- A. Course offering: A defined set of learner outcomes and standards that is completed through a course of study. ~~This~~ A course offering may be elective or required for a student's graduation.
- B. Special project: An innovative program, course offering or initiative that is creative in meeting the needs of a select student population or specific educational objectives of the school district. The value-added and sustainable funding sources of a special project must be defined.
- C. Piloting: A ~~one-year or two-year~~, short term administratively-approved ~~course offering~~ special project that provides additional information prior to the development of a formal, recommended curriculum and/or program development.
- D. Educational program: An instructional area of service for a select student population or specific educational objectives of the state of Minnesota or the ~~school~~ district.

#### IV. Review and Development Framework

- A. ~~The director of teaching and learning~~ director ~~shall be~~ is responsible for curriculum and program review and development. The director ~~shall~~ will keep the school board informed of all state-mandated curriculum changes, recommend discretionary changes, and periodically present recommended modifications for school board review and approval.

- B. The review and development process will be completed through a four-year curriculum cycle [in alignment with the Minnesota Department of Education's ten year curricular review cycle \(see reference below\)](#). ~~and an eight-year program review cycle.~~ The curriculum design process ~~and tasks, checklist and cycles~~ can be found in Appendices I ~~and II and III.~~
- C. The review and development process ~~shall~~ [must](#):
1. ~~determine the most effective way of conducting~~ [use relevant data and research to inform the process.](#)
  2. provide the opportunity to design new or revised curriculum and programs; and
  3. identify necessary reductions or eliminations in current curriculum and programs.
- D. ~~The district's Student Achievement Committee~~ [World's Best Workforce Committee](#) ~~shall provide assistance in the~~ [will be updated in the review and development process.](#) ~~The committee's membership and responsibilities are defined in Policy 616 (School District System Accountability)~~
- E. The administration ~~shall~~ [has](#) access [to](#) staff, consultants, parents, community members and students to assist in the [review and development](#) process. The selection determination ~~is~~ [shall be](#) based on the needs and demands of the curricular area or program under review within the cycle.
- F. The review and development process will address the following:
1. Provide articulation of courses of study from kindergarten through grade twelve.
  2. ~~Identify~~ [Determine](#) learner outcomes and [align local, state and/or national](#) standards for each course and at each grade level.
  3. Demonstrate appropriate student work and course rigor to meet objectives.
  4. Provide continuing evaluation of programs for the purpose of obtaining school district objectives.
  5. Provide a program for ongoing monitoring of student progress.
  6. Provide for specific, particular and special needs of all members of the

student community.

7. Meet all **applicable** requirements of the Minnesota Department of Education and the federal ~~Elementary and Secondary Education~~ **Every Student Succeeds** Act.
- G. All district curriculum and program additions or reductions ~~shall~~ **must** be approved by the school board. All district special projects ~~shall be~~ **are** reviewed by the school board's teaching and learning committee and approved by the school board, as necessary.
- H. All minor district curriculum and program adjustments or modifications to meet course outcomes and assessment may be done with approval from the superintendent.
- I. Special project and piloting development ~~shall~~ **must** address the following:
  1. Demonstration of the need, the purpose and the "value-added" for the special project or pilot.
  2. Identification of objectives or learner outcomes of the special project or pilot and an action plan for accomplishing the objectives or outcomes.
  3. Completion of a data-driven decision-making study, as per the district's decision-making process. The study would include impacts to:
    - finances
    - staffing
    - facilities
    - students
    - time
    - district curriculum
    - district programs
  4. ~~Completion of a~~ A financial audit must be ~~done~~ completed. The director of business services and the superintendent will annually determine baseline expenses related to all special project or pilot expenses.
  5. Funding sources must be defined. The intent is to be financially self-supporting, recognizing initial start-up expenses may be required.
- J. Modifications in the instructional delivery or approach to a program or course ~~shall~~ **must** address the following:
  1. Identification of rationale for modification, including added value and supportive data and research.

2. Completion of an approval process as determined by the director of teaching and learning and the school principal;
  3. Completion of communication plan with students, parents and colleagues prior to beginning modification; and
  4. Completion of financial audit prior to modification being approved.
- K. Curriculum/program reduction ~~shall~~ **must** address the following:
1. Identify rationale for the reduction or elimination of an articulated course,
  2. Identify the required standards that will be eliminated and what opportunities there are for students to complete the necessary coursework for graduation; and
  3. Identify a transition process for eliminating the course.
- L. Within the ongoing process for special project reduction or elimination, the following needs ~~shall~~ **must** be addressed:
1. Identify rationale for the reduction or elimination, including lack of available funding sources; and
  2. Identify a transition process for eliminating a special project.
- M. Students identified as not reading at grade level or showing signs of dyslexia by the end of kindergarten through 5th grade as evidenced by screening and/or diagnostic assessments ~~or parent request must be screened for characteristics of dyslexia.~~
- ~~Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~
- N. Students who do not meet or exceed Minnesota academic standards, as identified by the district and the state will be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, subd. 1(c). A student's plan under this section continues while the student is enrolled.

Legal References:

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
 Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
 Minn. Stat. § 120B.11 (School District Process)  
 Minn. Stat. § 120B.12 (Reading Proficiency)

Minn. Stat. § 120B.125(f) (Postsecondary Education and Employment)  
Minn. Rules Chapter 3501

Cross References:

Policy 605 (Alternative Programs)

Policy 613 (Graduation Requirements)

Policy 614 (School District Testing Plan)

Policy 616 (School District System Accountability)

Policy 618 (Assessment, Grading and Reporting of Student Progress)

Policy 620 (Course Credit for Learning)

Policy 623 (Summer School Instruction)

Policy 624 (Online Learning Options)

Minnesota Department of Education Curriculum Cycle:

<https://education.mn.gov/mde/dse/stds/>

Policy

adopted: 6/22/09

amended: ~~11/8/10~~ add board approval date

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



## Appendix A

In Edina, a core belief we share is “Professional Excellence.” This means that, “We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.” This is done through the use of “district design teams.”

Design teams follow a proven process to formally review programs, curricular materials and instructional practices. The review process has 6 phases, which ensure ongoing stakeholder input from staff, community and school board.

The process is flexible, allowing for the district to respond to standard revisions, new technologies, or emerging promising instructional practices. The 6 phases are developed based upon the use of Implementation Science.

**Review & Evaluation :** In phases 1-2 we compare and contrast our current curriculum and instructional program to current best practice and establish expectations through a structured analysis of local, state and national standards.

**Plan & Adopt (if necessary):** In phases 3-4 we establish a plan to ensure consistent, effective implementation of standards through the use of adopted curriculum materials and/or instructional practices.

**Implementation & Continuous Improvement:** Phases 5-6 focus on implementation & continuous improvement. Collaborative teams and staff monitor goals and intended outcomes for program efficacy.

**Curricular & program areas may move into the formal review stage for one or more reasons including:**

- Minnesota State Standards Revision/New State Standards Released by MDE
- Updates to national or local standards
- Curriculum/Program is not meeting intended outcomes - district data suggests a need to review

**\*Phases 1-3 may be merged during a timeframe**

School Year	<i>MDE Full Implementation Date:</i>
2022-2023	Arts
2023-2024	Physical Education
2024-2025	Science
2025-2026	K-12 ELA
2026-2027	Social Studies
2027-2028	Math
District Determined	World Languages

Teaching and Learning will use a backwards mapping process to determine the start date of each Design Team

## Appendix I

### CURRICULUM DECISION-MAKING CONTINUOUS IMPROVEMENT

Year One: Step One:

Context and Reality; Evaluation; Determine Options; Choice Making; Design

- 
- 
- Determine Study Team and Communication Links to department/sites/community (begin spring/summer).
  - Develop and administer a Needs Assessment/Survey Instrument teachers, parents, students, community and administrators) (begin spring/summer). Check how the area is applying/using:
    - — Written/Planned/Delivered Curriculum
    - — 21<sup>st</sup> Century Skills
    - — RTI — Intervention/Acceleration and Enrichment
    - — Formative Assessment
    - — Reading in the Content Area
    - — 6 Traits Writing Strategies
    - — Technology
    - — Instructional Strategies; Marzano, Differentiation, Flexible Grouping, etc.
    - — Big 6 Research Skills
    - — Diversity/Equity Awareness (including Gender)

● ~~Service Learning~~

~~Create Power National, State and/or Local Standards (begin spring/summer)~~

~~—Content Standards, Assessments, and State Mandates~~

~~—Conduct Gap Analysis; curriculum and student learning (begin spring/summer)~~

~~—Study Trends and Issues in the content area to be revised (experts, university partnership, speakers, review of research, literature reviews, site visitations, conferences, study groups, staff development, etc):~~

~~—Writing and validation of Beliefs and Direction Statements~~

~~These are a written product of the implications of the Trends and Issues study and the Needs Assessment. In addition, information is collected about what practices should start, stop and stay in the areas of curriculum and instruction, assessment, materials and technology.~~

~~—Create Course Proposals as necessary (October)~~

~~—Assess Staff Development needs based on student data & survey results~~

~~—Capital and training Budget Planning (December — February; 8-yr loop elem/sec)~~

~~—Curriculum Writing begins. Products for the Guide will include:~~

~~—Develop Curriculum Framework (grade level/course focus)~~

~~—Content Standards Identification and K-12 Alignment~~

~~—Curriculum Mapping — Determine Learning Targets~~

~~—Develop the Scope and Sequence/Specific Skills~~

~~—Identify the Grade Level/Course Assessment Benchmark Content~~

~~—Begin Assessment Design/Selection~~

~~—Identify “Best Practice” Instructional Strategies~~

~~—Field Testing of selected materials, identification of criteria for selection of materials including intervention programs (Success Center, Spec Ed, ESL, etc), evaluation of Materials in field testing.~~

~~—Present Curriculum Study Package to the school board~~

~~—Organizational Structure~~

~~—Curriculum — Belief and Direction Statement, Content Standards, Content Standard K-12 Alignment matrix, Scope and Sequence/Specific Skills~~

~~—Materials~~

~~—Implementation Plan~~

~~—Assessment Plan~~

~~—Staff Development Plan~~

~~Year Three/Step Two:~~

~~Design; Implement; Refine~~

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~~—Finalize/revise capital and training Budget (July)~~

- ~~—Curriculum writing continues (often summer project)~~
- ~~—Order Materials (major adoption focus is rotated between secondary and elementary on an eight-year loop) (July)~~
- ~~—Present Curriculum Study Package to the school board~~
  - ~~—Organizational Structure~~
  - ~~—Curriculum—Belief and Direction Statement, Content Standards, Content Standard K-12 Alignment matrix, Scope and Sequence/Specific Skills~~
  - ~~—Materials~~
  - ~~—Implementation Plan~~
  - ~~—Assessment Plan~~
  - ~~—Staff Development Plan~~
- ~~—Staff Development~~
  - ~~Pilot Curriculum Writing products~~
- ~~—Begin Implementation of materials, curriculum documents and assessments~~
- ~~—Ongoing Evaluation; revisions are results-driven~~

~~Year Three/Step Three:~~

~~Refine; Continuous Improvement~~

- 
- 
- ~~—Continue Implementation and Staff Development~~
  - ~~—Continue Evaluation; revisions are results-driven~~
  - ~~—Continue Staff Development~~

~~Year Four/Step Four:~~

~~Prepare for Assessment; Internal RFP to Research~~

- 
- 
- ~~Implementation and Staff Development continue~~
  - ~~—Assessment Results collected and reviewed~~
  - ~~—Program Evaluation Begins (Needs Assessment, Gap Analysis)~~

Reviewed: 11/8/10

**Appendix II to Policy 603  
Curriculum Review Cycle:**

	Year	2016-17	2017-18	2018-19	2019-20	2020-2021	2021-22	2022-23
	MDE Revision**	Physical Education	Fine Arts	Science	Language Arts (LA)	Social Studies	Math	Physical Education
<b>Edina Curriculum Review Cycle*</b>	<b>Steps I and/or II</b>	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music	6-12 French LA FACS/Business Science/PLTW	K-5 Writing 6-12 LA	K-5 Reading K-5 French Writing Soc. Studies	K-5 Math
	<b>Step III</b>	K-5 Math Health	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music Reading Intervention	6-12 French LA FACS/Business Science/PLTW	K-5 Writing 6-12 LA	K-5 Reading K-5 French Writing Soc. Studies
	<b>Step IV</b>	K-5 French Writing PE***	K-5 Math Health	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music Reading Intervention	6-12 French LA FACS/Business Science/PLTW	K-5 Writing 6-12 LA
	<b>Step V</b>	K-5 Reading	K-5 French Writing PE***	K-5 Math Health	K-5 Fr. Reading 6-12 Math ELL/ML World Languages		Art/Music Reading Intervention	6-12 French LA FACS/Business Science/PLTW

\*Adjustments to this cycle are made at times due to changes in standards review timelines from the MN Department of Education (MDE), or due to district budget adjustments.

\*\*Unless otherwise noted, academic standards are reviewed by MDE in one content area per year and every 10 years thereafter. The timeline for Health, Career and Technical Education, and World Languages must be established locally.

\*\*\*Carry-over from previous curriculum review cycle.

<b>Curriculum Review Cycle</b>
Step I: Budget and Review
Step II: Design
Step III: Implement
Step IV: Refine
Step V: Continuous Improvement

Reviewed: 4/2/2019

## **Education Programs**

### **Assessment, Grading and Reporting of Student Progress**

#### **I. Purpose**

The purpose of this policy is to provide a structure and framework for grading student learning in the district.

#### **II. General Statement of Policy**

##### **A. The purpose of student grading includes:**

- Communicating the achievement status of students to parents and others
- Providing information that students can use for self-evaluation
- Providing incentives to learn
- Evaluating the effectiveness of instructional programs and classroom instruction

##### **B. Grading should reflect student performance as measured by several forms of assessment. Student performance and achievement should be assessed on classroom subject or course-determined curriculum standards and objectives.**

##### **C. Grades reflect a combination of student achievement, student progress in learning, and other student learning factors (i.e. effort, attitude/behavior, work completion).**

##### **D. Student understanding of scoring criteria is a hallmark of quality standards-based instruction and grading.**

##### **E. Course or subject objectives are aligned with district curriculum standards. Grading practices will be based on assessment of students against a standard for learning and not on arbitrary predetermined percentages that consider quantitative grading conclusions.**

##### **F. The grading system at the high school will involve weighted and non-weighted grading and values. This grading system is designed to provide more effective, responsive and flexible postsecondary college and university planning for students.**

##### **G. Teachers and other professional staff will not use grading procedures that are open to widely divergent interpretations within and across subjects or courses and grade levels.**

### III. Definitions

- A. Grades – An assessment tool used by teachers to communicate the achievement status of students to parents, students and others.
- B. Progress Reports – Periodic reporting that provides a grade status report for a student's scheduled classes or coursework.
- C. Academic Standards – State-prescribed grade and course specifications in particular learning areas of content that are embedded in the curriculum.

### IV. Standards for Completing Student Grading and Assessment

#### A. Grading Criteria

Each school program level (elementary, middle school and high school) will establish standardized grading criteria. The grading criteria will be reflective of the age of the student and the level of content learning. Variations in the grading schedule among schools in a given program area are acceptable when approved by the superintendent.

The grading criteria shall include:

- Definition of grading scale
- Definition of credit and no credit for coursework
- Definition of pass or fail for credit
- Definition of weighted grading (if appropriate)
- Definition of student honor roll or recognition for progress reports
- Frequency of grade reporting schedule

#### B. Establishing Grading Criteria

The grading criteria will be coordinated by the director of teaching and learning and established by the administration with input from task forces at the elementary, middle and high school levels. The criteria will be reviewed on a periodic basis. The administration will ensure the grading criteria is seamless from kindergarten through grade twelve (see Appendix I).

#### C. Grading Procedure

The teacher responsible for the instruction of the student's class or course will complete the necessary assessment and provide the appropriate grade. No grade will be altered without consultation with the assigned teacher.

#### D. Informing Students and Parents/Guardians

1. Students will be informed of the grading criteria at the beginning of the school year or course. Students and parents will be informed of the grading criteria in each school's handbook and/or course syllabi. Secondary teachers shall determine if a final examination requirement is part of the grading requirement.
2. Each school level will determine the frequency of reporting student progress, including the number of formal marking periods. The school calendar will determine the beginning and end of each marking period.
3. The teacher and/or counselor (when appropriate) may report on a student's progress to the parents/guardians midway through the marking period. A notification shall be made to the parents/guardians when the student is performing unsatisfactorily up to and including the fifth week of the marking period.

#### E. High School Honors

A student's high school grade point average and academic honors will be based solely on grades approved by the district.

#### V. Acceptance of Grades from Other Schools, Institutions or Agencies

##### A. Student Grade Review

The district administration will determine appropriate grade placement, course completion and accepted grade of a student transferring from another public school, nonpublic school, home school, educational institution or educational agency. Transferred students may be required to demonstrate knowledge and expertise of the required standards in a specific course or class to assist the administration in determining grade placement, satisfaction of course completion and appropriate course grade.

The administration may award a passing grade for acceptable course completion versus the grade given from another school, institution or agency. A course grade from home schools will not be included in a student's cumulative grade point average at a district school.

##### B. Student Grade Transfer Appeals

Appeals by a transfer student will be directed to the director of teaching and learning who will review the information from the school transfer and make a final determination. The decision of the director of teaching and learning is final.



### C. High School Diploma

Any student who transfers into the high school and wishes to receive a high school diploma must meet all the district requirements for credits and graduation standards.

### VI. Confidentiality

A student's grades and individual assessments are confidential and can only be shared with the student and ~~his/her~~ [their](#) parents/guardians or designee(s), with parental permission. Confidential information may also be shared with the appropriate teachers, administrators and other educators who are assisting in the student's educational program.

Cross Reference:

Policy 613 (Graduation Requirements)

[Policy 620 \(Receiving Course Credit for Learning\)](#)

Policy  
adopted: 10/26/09  
revised: 8/10/20

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## Appendix I

### **GRADE LETTERS AND VALUES**

#### **I. Elementary School**

- A. Elementary progress is scored on a 4-3-2-1 scale against the academic standards to be accomplished in the subject at the grade level. The criteria are standards-referenced and not based on percentiles.

- 4 – Advanced; independently exceeds standard at this time
- 3 – Proficient; independently meets standard expectations at this time (an excellent score)
- 2 – Partially proficient; making progress toward basics of standard at this time, with support
- 1 – Needs improvement; lacks expected progress towards standard at this time

The scoring points should assist teachers in maintaining a focus on the learning expectations, encourage frequent diagnosis of how well students are meeting them, and align learning expectations, teaching and feedback.

#### **B. Not Assessed**

“Not assessed at this time” simply means that the content area or indicator was not assessed for the semester for which the report is provided. In the first semester, for some elementary content areas, and in some specialist classes, it may be premature to provide this assessment information. In other content areas, teachers may balance the distribution of content so that one or two areas are the focus in the fall and other areas in the spring so there will be no score.

#### **C. Progress Reporting for Special Needs Students**

Progress by all students is reported against the same criteria; the standards/benchmarks for that grade level. A lack of proficiency on any standard does not signal failure, but signals a need to continue to assist student development in that area. Teachers can include information on student progress on individual goals through the teacher’s comment section of the report, as well as to share if the student has a “replacement curriculum” or the grades are actually provided by another teacher.

#### **II. Secondary Schools**

##### **A. Middle School**

1. The middle school assigns a letter grade with a numerical value for the purpose of calculating grades for courses or subjects. The following non-weighted letter grade values are used by the middle schools:

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

2. In certain cases the letters “NG” (no grade) are earned or a “P” (passing) is granted to represent the passing of a course or subject with a C- or higher when no letter grade is assigned. An “I” (incomplete) may be assigned as indication that work has not met an expected standard or is still in progress.

## B. High School

1. A dual-weighted grading system will be implemented at the high school. The dual-weighted grading system will calculate a weighted and an unweighted grade point average for all high school students.
2. Grade Non-weighted Letters and Values

A	4.000	B-	2.667	D+	1.333
A-	3.667	C+	2.333	D	1.000
B+	3.333	C	2.000	D-	0.667
B	3.000	C-	1.667	F	0.000

Each letter grade has been assigned a numerical value for the purpose of calculating final grades and for determining the grade point average of each student.

3. Grade Weighted Letters and Values

A	4.800	B-	3.200	D+	1.600
A-	4.400	C+	2.800	D	1.200
B+	4.000	C	2.400	D-	0.800
B	3.600	C-	2.000	F	0.000

Determined courses at the high school are assigned a weighted value of 1.2 for purposes of calculating a weighted grade point average.

4. Final Exams

Final exams may be given at the discretion of the teacher.

## C. Graded Weighted Courses

The criteria and procedures for determining that a course will be designated as a grade weighted course at the high school will involve the following steps:

1. Advanced placement courses will be grade weighted.

- a. If a student has taken college level class (es) outside of the school district, these courses are not weighted because they are not taught by teachers under the authority of the programs of the District; therefore, they are not monitored, evaluated, reviewed and modified to ensure course consistency to college level and District academic standards.
2. Edina High school, college in the schools or concurrent enrollment courses that are taught by an Edina High School teacher, ~~not advanced placement courses and~~ that are requested to have a weighted status require staff to complete a proposal.
  - a. Teachers or other school professionals will complete a grade weighted course proposal. The proposal content and intent will be discussed at high school area leader meetings and with the area-designated teacher on special assignment (TOSA).
  - b. The proposal will be submitted for approval to the high school principal and director of teaching and learning.
  - c. The new course-weighted proposal will be discussed and reviewed by the Board Teaching and Learning Committee. The submission of a new course weighted proposal will follow the same timeline as secondary new course proposals.
  - d. Following the advisory approval of the Board Teaching and Learning Committee, the proposal will be shared with the school board for discussion and action.

#### D. Dropping Classes

1. Students who drop a class before the end of the fourth week of the semester due to unique circumstances may receive one of the marks listed below. Non-letter grades have no impact on grade point average. These marks will remain on the student's permanent record until the student retakes the course during a future semester. Non-letter grade marks are:
  - NG – No letter grade assigned; a grade of NG should be supplemented by anecdotal reports to the parent(s)/guardian(s).
  - NC – No credit given for the class; no letter grade assigned.
  - P – Credit granted for passing the class with a C- or higher; no letter grade assigned.
2. Students who drop a class after the end of the fourth week of the semester will incur a penalty by receiving a grade of "F" that will be calculated into the grade point average. An appeal may be submitted by a counselor to the principal on a case-by-case basis where special circumstances should be taken into consideration.

## E. Interpretation of Letter Grades

1. A grade is given to every secondary student to reflect the student learning progress. Letter achievement grades are interpreted as follows:

A – Excellent	C – Satisfactory	F – Failure (No credit)
B – Very good	D – Lowest passing grade	I – Incomplete

2. Letter grades should be used only in those courses where the teacher intends to report learning progress that students make on course or subject standards and objectives. Grade distributions will be monitored regularly to identify areas of possible inconsistency. Teachers with classes in which the letter grade approach is not desirable are urged to use another system of reporting student progress. Alternative grading approaches need to be reviewed and approved by area leaders, the principal and the director of teaching and learning.

## F. Grade “F”

1. The grade of “F” should be reserved for the student who fails to exert reasonable effort to complete class assignments. The special education student who fails examinations, but demonstrates a mastery of required standards, should not receive an “F” on the report card.
2. In no case should a student be assigned an “F” grade without prior communication with the parent(s)/guardian(s). A midterm communication indicating unsatisfactory progress should be mailed to the family midway through the marking period. If the circumstances were such that this notice was not mailed to the parent(s)/guardian(s), a telephone contact must be made.

## G. Incompletes (“I”)

1. An incomplete may be used to temporarily indicate low performance or missing work when the grade earned is lower than C-. Teachers may allow retake/resubmission of work until a standard is met at a C- or better level and the grade changed until 30 calendar days after the end of the semester. If this allowance is granted, the school will notify the parent(s)/guardian(s) of this process.

A student who has been provided an opportunity to retake/resubmit work and has an outstanding “I” after the 30 calendar day period will be assigned the original “D” or “F” they would have received.

2. Incompletes due to student absence. Incompletes as a final grade shall be used for those students whose absence from school has not permitted them a fair opportunity to complete the work.

3. Every student, regardless of the reason for an absence, has a right to make up the work missed. Students who have been absent and have not had a reasonable opportunity to complete the class work shall be given an incomplete rather than the letter grade "F."
4. The maximum deadline to remove all incompletes, due to absence, is 30 calendar days after the end of the semester. Work, which has not been made up, will be marked zero. This implies that daily assignments and activities must be well-defined and necessitates complete recordkeeping of such assignments and activities. A daily plan of activities and assignments shall be replicable for make-up purposes. In essence, a student shall not be able to take a final exam for a course and pass, but shall demonstrate evidence of meeting required course standards through assignments. Teachers and other school professionals are required to contact the student and parent(s)/guardian(s) to provide the student with a thorough timeline and list of required assignments.
5. If the assignments are not made up during the 30 calendar days after the end of a semester, a failure grade shall be given, unless there is a good reason for the continuing incomplete such as a prolonged illness.

Revised: 08/19/13  
Revised: 03/14/16  
Revised: 07/16/18  
Updated: 01/28/19

## Appendix II

### **STUDENT PROGRESS REPORTS**

#### **I. Marking Periods**

Marking periods will vary in length from one school year to the next. The school calendar adopted each year will determine the beginning and ending of each marking period. Special instructions and details regarding the processing of student progress reports will be issued preceding the close of each marking period by an administrator, when needed. Student learning progress is reported at the end of all marking periods. Those semester courses that meet for one period on an alternating-day basis will have grades issued at the end of the second and fourth marking periods.

#### **II. Progress Reporting for Secondary Schools**

- A. Student learning progress may be reported to the parent(s)/guardian(s) midway through the marking period.
- B. Student learning progress on the district's parent portal will be updated on a regular basis, as determined by the district administration.
- C. In addition to regular electronic reporting, parental contact will be made when a student is performing unsatisfactorily up to and including the fifth week of the marking period. This affords the family, teacher and student adequate time to impact the student's performance before the end of the marking period. Appropriate documentation of this contact will be maintained during the academic year.
- D. Teachers and other school professionals are encouraged to contact parent(s)/guardian(s) to highlight unique or significant student contributions on a regular basis.

Revised: 08/19/13

## Education Programs

### Receiving Course Credit for Learning

#### I. Purpose

This policy provides the process by which credit to fulfill graduation requirements may be granted for student learning that occurs in other schools, at alternative learning sites, through postsecondary enrollment options, through demonstrating mastery of applicable subject matter, and in out-of-school experiences such as community organizations, work-based learning, enrichment programs and other educational activities and opportunities.

#### II. General Statement of Policy

The district will develop and provide a process for credit to fulfill graduation requirements that is accomplished through learning opportunities outside of standard district courses.

##### A. Transfer of Credit for Courses Completed in another Minnesota District

The district will provide a process for transfer of credit for courses completed in another Minnesota district, recognition of work completed in other schools and postsecondary institutions, and credit for courses achieved in extracurricular activities, activities outside the school, previous learning, and community and work experiences. The district will comply with requirements of the law for students in grades 9-12 to earn course credit by a formal assessment. The district may allow students to receive credit for meeting graduation standards through completion of a course or courses other than the primary course which is offered that includes the standards.

##### B. Credit by Assessment

The school district will develop and provide processes and procedures by which students may meet a graduation requirement for knowledge acquired in another learning environment other than standard course curriculum. There are two pathways by which a student can demonstrate learning that aligns with graduation requirements and which may allow credit in lieu of standard curriculum offered by the district. This can occur through demonstration of previous learning by submitting a portfolio of evidence, or by demonstrating knowledge through an exam process administered by school district staff.

#### III. Transfer of Course Credits

- A. The school district will transfer high school credits achieved in earlier grades or in other schools for aligned, credit-based courses to the student's record upon admission to Edina Public Schools.



- B. When a student transfers into the district from another Minnesota public district, any credits completed in the sending district, are recorded as completed with a notation indicating the identity of the district from which the records are transferred.
- C. Students are advised of opportunities available to complete further requirements and electives.
- D. The district will determine the transferring student's grade placement, awarded grade for completed courses and diploma requirements in accordance with district policy.

#### IV. Recognition of Completed Work

- A. The school district will equate credits completed by students in schools (9-12, postsecondary or other) into completed course credits.
- B. When a student transfers into the district with a transcript from a school or district other than a Minnesota public district, effort will be made to ascertain the content of courses, programs, and learning previously achieved to credit the student as fully as possible for learning completed elsewhere. This process may include asking the student or the sending school to verify content of completed courses and programs when that content is not clear from the transcript.
- C. The district may formally evaluate other learning experiences to declare that a transfer student meets or exceeds a specific academic standard requirement or course credit.
- D. Consistent with state law, students must receive prior approval from the district for any courses to be completed outside the district for credit towards graduation. College-based courses that do not provide college credit and summer school programs (approved by high schools or colleges) will be considered as part of the 43 credit graduation requirements.

Credits for such course work must not be more than two credits per year for a total of eight credits toward graduation. The district will determine the awarding of the course credit and the grade. The grade will be reflected on the transcript but not included in the overall GPA. The district does not cover expenses of related courses identified in this section.

#### V. Credit by Assessment

- A. The school district will provide students in grades 9-12 with the opportunity to receive course credit by assessment for knowledge acquired in another learning environment other than standard course curriculum, provided such experiences meet current Minnesota academic standards.

- B. When a student desires transcribed credit as recognition of standards met but for which no academic transcript exists, the student must complete an application, Appendix I, and submit it to the counseling office.
- C. Students can choose two different pathways found in VI or VII to earn credit by assessment. The application form, Appendix I, will be available in the counseling offices. The procedure for these pathways can be found in Appendix II or Appendix III.
- D. A student may attempt to earn credit by assessment only once for each course and may not earn credit for a course in which he/she previously received a grade and credit. Courses that are sequential must be addressed in the same sequence. If a course requires a prerequisite, the student must have received credit for the prerequisite before attempting the credit by submitting evidence of prior learning process. The student must continue to maintain full-time status during the process.

#### VI. Assessment by an Exam Process

- A. The exam process allows a student to demonstrate evidence of competency of standards through an exam process created by and administered by school district staff.
- B. Earning credit for high school graduation through the exam process for a course offered by the district will require successfully completing and passing the Edina High School cumulative course power standards at a "B" (80%) or better level, for which a 'passing' notation will be recorded on the student's transcript. If the student does not achieve this level, the credit is not awarded and the student must take the course to earn the credit.
- C. The exam will encompass the power standards taught in the course.
- D. The exam can be in one or more formats including the following:
  - 1. A formal written test covering all or a portion of the course content;
  - 2. Performance-based assessment;
  - 3. Demonstration of skills;
  - 4. Interview;
  - 5. Presentation;
  - 6. Exhibition and/or;
  - 7. Written composition

#### VII. Assessment through a Portfolio Submission

- A. A portfolio submission allows a student to demonstrate evidence of competency of standards collected by the student and presented to staff to review.
- B. Earning credit through a portfolio submission for a course that is offered by the district and is required for high school graduation, will require successfully

submitting evidence that demonstrates mastery of the power standards included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.

C. Evidence in the portfolio may include:

1. letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the power standards;
2. oral or written interviews;
3. actual performances or demonstrations assessed by district staff or others knowledgeable in the specifications of the power standards;
4. or work samples, videos, exhibitions, and/or other evidence as appropriate for the individual situation.

D. Earning credit for a course required for high school graduation will require successfully meeting the criteria listed on the Credit by Portfolio Submission Rubric (included in Appendix IV). If this occurs, a 'passing' notation will be recorded on the student's transcript.

E. The student must demonstrate mastery of power standards included in the course.

## VIII. Other Credit Requirement Options

- A. A student who satisfactorily completes a postsecondary enrollment options (PSEO) course or program under Minn. Stat. § 124D.09, that has been approved as meeting the necessary requirements, is not required to complete other requirements corresponding to that specific course of study. The grade will be reflected on the transcript and ~~will be weighted when~~ calculated into the overall GPA. A list of the courses or programs meeting the necessary requirements may be obtained from the commissioner of the department.
- B. A student who satisfactorily completes an advanced placement or international baccalaureate course, or a postsecondary enrollment options course under Minn. Stat. § 124D.09, satisfies the requirements corresponding to that specific course of study.

### Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References:

Policy 601 (Academic Standards and Instructional Curriculum)  
Policy 613 (Graduation Requirements)  
Policy 614 (School District Testing Plan)  
Policy 616 (School District System Accountability)  
Policy 618 (Assessment, Grading and Reporting of Student Progress)

Policy  
adopted: 8/17/09  
revised: 7/16/13  
revised: 6/13/16  
revised: 11/13/17  
reviewed: 8/10/20

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

Appendix I to Policy 620  
**Application for Course Credit**

Complete this application for course credit for prior learning. This application is due 45 days prior to the start of the course (full year and semester courses) with results available no later than 10 days prior to the start of the course. Once completed, return this form to your counselor\*. This is applicable for 9-12 students only.

**To Be Completed By Student:**

Student Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Student email \_\_\_\_\_  
Grade \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_

I am requesting \_\_\_\_\_ Credit by Exam or \_\_\_\_\_ Credit by Portfolio Submission for the following course:

\_\_\_\_\_

Please explain why you are requesting (select one):

\_\_\_\_\_ Credit by Exam or \_\_\_\_\_ Credit by Portfolio Submission for this course (attach additional pages if desired):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed By Parent/Guardian:**

I have reviewed the student guidelines and the above application and I grant permission to proceed with the process for \_\_\_\_\_ Credit by Assessment or \_\_\_\_\_ Credit by Submitting Evidence of Prior Learning for the above named course.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone \_\_\_\_\_ Parent email \_\_\_\_\_

**For Office Use Only:**

\_\_\_\_\_  
Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Counselors should forward this form to the director of teaching learning at the District Office as soon as it is received

Appendix II to Policy 620  
**Credit by Exam Process Procedure/Timeline**

**Student:**

1. Student submits a completed application to ~~his/her~~ **their** counselor indicating that ~~he/she~~ **they** would like to pursue credit by exam process.
  - a. This application is due 45 days prior to the start of a course (full year and semester courses) with results available no later than 10 days prior to the start of the course.
2. The student must complete all portions of the exam(s). During the exam(s) a student may request an explanation or clarification of an item or project from the exam proctor. If the student fails to complete the entire exam during the designated time period, the credit will be denied.
3. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

**School:**

1. For courses offered by the district, the school will create credit by exam that include the power standards included in the course. It can be developed in one or more formats, including the following: a formal written test covering all or a portion of the course content, performance-based assessment, demonstration of skills, interview, presentation, exhibition and/or written composition. When designing the exam, input from at least one teacher of the course will be solicited. The teacher may or may not be from the school where the student is seeking credit. Teachers will be compensated for the time spent either creating, proctoring and/or evaluating the exam. If no district teachers are available, an outside licensed consultant will be utilized.
  - a. Once an exam(s) has been established for a course, subsequent applicants will be evaluated using the same exam(s) and criteria. However, adjustments can be made to reflect any changes to the course or power standards.
  - b. The exam will be limited to a maximum of 4 hours, including instructions and breaks.
  - c. Students will be provided a study guide to help prepare for the exam.
2. A team comprised of the principal or the principal's designee, area leader, and a teacher of the course, counselor, along with additional members as necessary, will confirm the exam or set of exams. A test proctor will be identified.
3. The proctor of the exam will work with the teaching and learning department to offer the district course exam, score the exam and report the scores to the Department of Teaching and Learning along with the team identified in step 2. The proctor will receive compensation for this work.
4. The team identified in Step 2 will evaluate the exam(s) and then consult with the student, informing them of the result. The decision of the team is final.
5. If the student acquires a score at or above a "B" (80%), they will be awarded credit(s) for the course.

If the student completes and passes the exam in the manner referenced in step 5, the student's transcript will show the credit earned and a course grade of "P" for "passing".

Appendix III to Policy 620  
**Credit by Portfolio Submission Procedure/Timeline**

**Student:**

1. Student submits a completed application (see Appendix I) to his or her counselor indicating that he/she would like to pursue credit by submitting a portfolio.
  - a. This application is due 45 days prior to the start of a course (full year and semester courses).
2. The student must submit the portfolio no later than 10 days prior to the start of the course to their counselor. During the portfolio submission process a student may request an explanation or clarification. If the student fails to submit sufficient evidence by the deadline the credit will be denied.
3. Students will submit evidence that demonstrates mastery of power standards included in the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the power standards assessed in the regular school setting.
4. Evidence can include a variety of items as listed in VI. D.

**School:**

1. The school will offer the opportunity to obtain credit by submitting a portfolio.
2. The district will not pay for any outside evaluation of the portfolio submission.
3. The school will provide a checklist of the power standards included in the course to facilitate the submission of portfolio.
4. A subject area expert will be identified to evaluate the portfolio. A team comprised of the principal or the principal's designee, area leader, a teacher of the course, counselor, along with additional members as necessary, will also be identified. The names of the teams will be disclosed to the parents/guardians and/or student upon request. All data policies will be followed.
5. First, a subject area expert must evaluate the portfolio using Appendix IV. With the recommendation of the subject area expert the team identified in Step 3 will review the rubric along with the evidence. They will then consult with the student, informing them of the result. The decision of the team is final.
6. If the student acquires a score at or above a "3" out of "4", they will be awarded credit for the course and a course grade of "P" for "passing."

Appendix IV to Policy 620  
**Credit by Portfolio Submission**

1. Each power standard included in a course will use the following rubric to evaluate evidence of mastery.

4.0	3.0	2.0	1.0
Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations

2. Descriptors may be added for each power standard as deemed appropriate by the subject area expert. These will be provided to the student.
3. An overall minimum score of 3.0 or above must be met in order to receive credit for prior learning.





**Board Meeting Date:** 6/20/2022

**TITLE:** 2022-23 Adopted Budget

**TYPE:** Action

**BACKGROUND:** The Adopted Budget represents an initial estimate of revenues and expenditures for the 2022-23 fiscal year, along with supporting documentation and analysis. The attached information includes narrative, graphical and detailed information on the 2022-23 budget and the overall financial picture for the District. Margo Bauck, Interim Director of Business Services will go over the major assumptions that are significant drivers of the 2022-23 budget for both revenues and expenses.

**PRESENTER:** Margo M. Bauck, Interim Director of Business Services

**RECOMMENDATION:** The Board Finance and Facilities Committee and administration has reviewed and recommends the budget for approval.

**ATTACHMENTS:**

1. 2022-23 Adopted Budget Summary of Revenues, Expenses and Changes in Fund Balance

# 2022-23 Edina Public Schools Budget

June 20, 2022

# Budget Calendar

- ▶ Long Range Plan Update–December thru March
- ▶ Board Approval of 2022–23 Budget Parameters–January
- ▶ Board Approval of 2022–23 Capital Projects
- ▶ Develop Budget Resource Allocation Requests – January thru February
- ▶ Board Approval of 2022–23 Preliminary General Fund Budget
- ▶ Administration & Staff Prepare Detailed Budgets to include FTE/staffing – February and March
- ▶ Administration to Review the Resource Allocation Requests – March
- ▶ Business Office processing/reconciliation of budget information in finance system – April and May
- ▶ Long Range Plan Update–June
- ▶ Preliminary budget approval–June
- ▶ Final budget approval–December



# 2022-23 Budget Document

## ▶ Introduction Section

- Executive Summary - provides budget summary in a narrative format for quick review

## ▶ Organization Section

- Strategic road map and budgeting policies

## ▶ Financial Section

- Detailed summary of budgets and fund balances pages 17 & 18
- Specific funds – 5 years of financial information with summary charts

## ▶ Information Section

- Program Descriptions – definitions of programs include on page 29
- Revenue & Expenditure detailed budget reports sorted in various formats for comparison purposes

# 2022-23 Parameters & Long Range Financial Planning

## REVENUE

- Enrollment
  - Five-year average projection
  - 22-23 Increase of 49 ADM
  - Enrollment – stable ranging from 0% to + 1/2%
- General Ed Formula Allowance
  - 2022-23: 2.45%
  - 2023-24 & beyond: 2% for base plan
  - 1% change in state aid - \$640,000
- Special Education Revenue Maximization

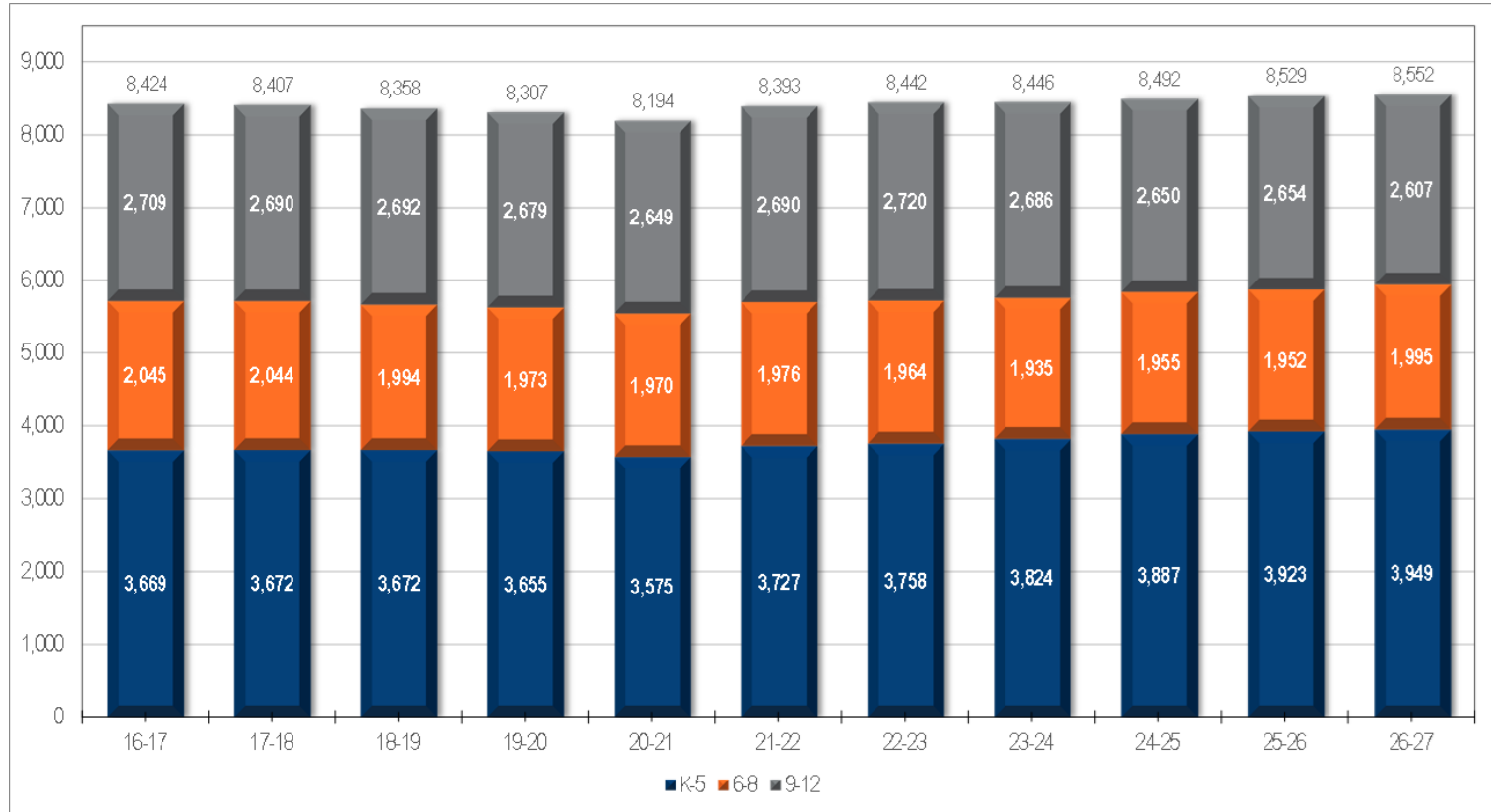
## FUND BALANCE

- Adjust Assigned Fund Balance for Separation/Retirement Benefits

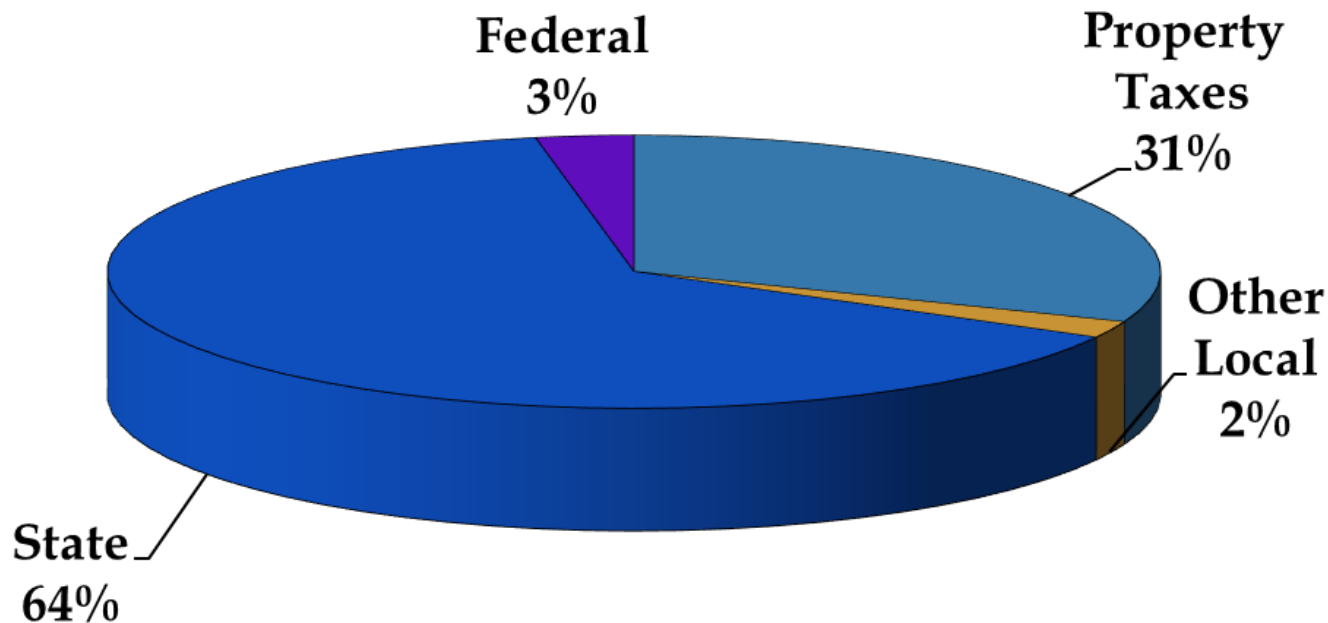
## EXPENDITURES

- March 2023 Board approved budget plan
  - Use Federal Stimulus Carryover of \$2 million and Virtual Pathway funds
  - Projections for retiree savings
  - Virtual Pathway at current levels
  - Dual Language Spanish Immersion net 1 FTE
  - 2022-23 No Election Costs
  - Increase Communications Budget \$25,000
- TRA rate increase
- Increased Utility & Fuel Costs
- Workers Compensation & Property Liability Insurance renewals

# Enrollment Projection by Level

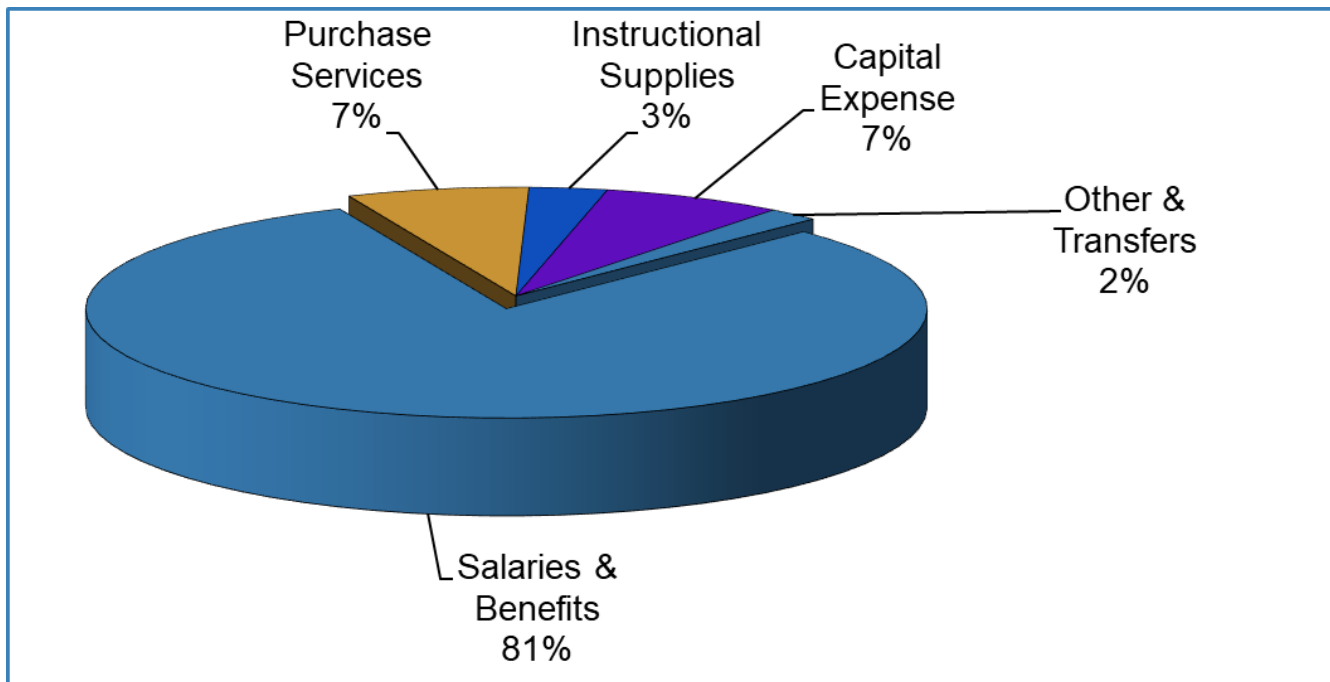


# General Fund: Revenue by Source



1% increase in Gen Ed Formula = \$640,000  
Remaining revenues have minimal increase

# General Fund: Expenditure by Object



1% increase in salaries & benefits = \$1,100,000



# Summary of Budgets-All Governmental Funds

					TOTAL ALL GOVERNMENTAL FUND TYPES
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECT	
<b>REVENUES:</b>					
Property Taxes	\$ 41,314,578	\$ 1,089,859	\$ 15,044,488	\$ 5,539,402	\$ 62,988,327
Other Local Revenue	2,883,641	10,353,875	79,964	5,396,372	18,713,852
State Sources	86,342,099	852,630	-	-	87,194,729
Federal Sources	3,556,818	826,113	-	-	4,382,931
<b>TOTAL REVENUE</b>	<b>\$ 134,097,137</b>	<b>\$ 13,122,477</b>	<b>\$ 15,124,452</b>	<b>\$ 10,935,774</b>	<b>\$ 173,278,840</b>
<b>EXPENDITURES:</b>					
<u>Current:</u>					
District & School Administration	\$ 3,595,122	\$ -	\$ -	\$ -	\$ 3,595,122
District Support Service	2,593,803	-	-	-	2,593,803
Regular Instruction	62,052,232	-	-	-	62,052,232
Vocational Instruction	422,070	-	-	-	422,070
Special Education Instruction	25,753,094	-	-	-	25,753,094
Instructional Support Services	8,256,451	-	-	-	8,256,451
Pupil Support Services	11,316,100	-	-	-	11,316,100
Site, Building and Equipment	19,225,149	-	-	23,190,945	42,416,094
Fixed Cost Programs	1,262,301	-	-	-	1,262,301
Food Service	-	3,564,985	-	-	3,564,985
Community Service	-	9,100,780	-	-	9,100,780
<u>Debt Service:</u>					
Principal	-	-	8,015,000	-	8,015,000
Interest and Fiscal Charges	-	-	7,212,578	-	7,212,578
<b>TOTAL EXPENDITURES</b>	<b>\$ 134,478,322</b>	<b>\$ 12,685,765</b>	<b>\$ 16,227,578</b>	<b>\$ 23,190,945</b>	<b>\$ 186,580,610</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (378,186)</b>	<b>\$ 466,712</b>	<b>\$ (103,128)</b>	<b>\$ (12,255,171)</b>	<b>\$ (12,280,770)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In/(Out)	\$ (1,334,000)	\$ -	\$ -	\$ 1,334,000	\$ -
Bond Proceeds/Certificate of Participation	\$ -	\$ -	\$ -	\$ 15,529,915	\$ 15,529,915
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (1,334,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,863,915</b>	<b>\$ 15,628,615</b>
<b>FUND BALANCES JULY 1:</b>					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	\$ 936,837	\$ 1,969,373	\$ 3,438,068	\$ 8,620,072	\$ 12,863,140
Committed	\$ 1,074,802	\$ -	\$ -	\$ -	\$ 1,074,802
Assigned	\$ 5,677,848	\$ -	\$ -	\$ -	\$ 5,677,848
Unassigned - General	\$ 8,117,789	\$ -	\$ -	\$ -	\$ 8,117,789
<b>FUND BALANCE TRANSFERS:</b>					
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned - General	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND BALANCES JUNE 30:</b>					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	\$ 484,066	\$ 2,418,086	\$ 3,334,832	\$ 11,128,818	\$ 17,373,888
Committed	\$ 1,074,802	\$ -	\$ -	\$ -	\$ 1,074,802
Assigned	\$ 4,860,668	\$ -	\$ -	\$ -	\$ 4,860,668
Unassigned - General	\$ 8,673,144	\$ -	\$ -	\$ -	\$ 8,673,144

# Summary General Fund Balances

	Estimated Balance June 30, 2022	FY22-23 Original Revenues	FY22-23 Original Expenditures	FY22-23 Original Required Transfers	Original Projected Balance June 30, 2023
<b>GENERAL FUND (01)</b>					
Nonspendable - General	-	-	-	-	-
Nonspendable - Capital	-	-	-	-	-
<b>Subtotal Nonspendable</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Restricted for Student Activities	25,830	-	-	-	25,830
Restricted for Staff Development	189,822	1,276,253	1,269,465	-	196,610
Restricted for Capital - Carryover	52,823	-	-	-	52,823
Restricted for Capital	667,162	2,908,458	3,356,818	-	218,802
Restricted for Capital Projects (Tech) Levy	-	1,438,267	1,438,267	-	-
Restricted for Learning & Development	-	1,918,433	1,918,433	-	-
Restricted for Success Center ALC	-	213,634	224,003	10,369	-
Restricted for High School ALP	-	303,037	413,979	110,942	-
Restricted for Gifted Education	-	128,375	1,360,214	1,231,839	-
Restricted for Basic Skills-ML	-	324,070	1,301,462	977,392	-
Restricted for Basic Skills-Compensatory	-	508,305	508,305	-	-
Restricted for Achievement & Integration	-	1,328,646	1,352,887	24,241	-
Restricted for Safe Schools	-	471,748	728,240	256,492	-
Restricted for Basic Skills-Compensatory Ext Time	-	-	-	-	-
Restricted for Long Term Facilities Maintenance	-	9,522,450	8,188,450	(1,334,000)	-
Restricted for Medical Assistance	-	50,000	50,000	-	-
<b>Subtotal Restricted</b>	<b>935,637</b>	<b>20,391,677</b>	<b>22,110,523</b>	<b>1,277,274</b>	<b>494,065</b>
Committed 1% of Unassigned Fund Balance	1,074,602	-	-	-	1,074,602
<b>Subtotal Committed</b>	<b>1,074,602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,074,602</b>
Assigned for Separation/Retirement Benefits	3,518,111	-	-	750,000	4,268,111
Assigned for Q Comp	187,733	2,158,868	2,371,031	-	(24,430)
Assigned for Literacy and Virtual Programming	1,738,818	-	-	(1,264,825)	473,993
Assigned for Donations Carryover	132,984	99,200	99,200	-	132,984
<b>Subtotal Assigned</b>	<b>5,577,646</b>	<b>2,258,068</b>	<b>2,470,231</b>	<b>(514,825)</b>	<b>4,850,658</b>
Unassigned - Unemployment	(45,864)	60,000	60,000	-	(45,864)
Unassigned - Lease Levy	-	-	-	-	-
Unassigned - Career and Technical	-	95,028	422,070	327,042	-
Unassigned - General	9,163,633	111,292,364	109,413,498	(2,423,491)	8,619,008
<b>Subtotal Unassigned</b>	<b>9,117,769</b>	<b>111,447,392</b>	<b>109,895,568</b>	<b>(2,096,449)</b>	<b>8,573,144</b>
<b>Total General</b>	<b>16,705,654</b>	<b>134,097,137</b>	<b>134,476,322</b>	<b>(1,334,000)</b>	<b>14,992,469</b>

# Five Year General Fund Budget Projection

Excludes Capital Reserves

Definitions	Actual 2020-21	Budget 2021-22	Projected 2022-23	% Chg	Projected 2023-24	% Chg	Projected 2024-25	% Chg	Projected 2025-26	% Chg	Projected 2026-27	% Chg
Revenue	\$114,465,108	\$118,289,728	\$120,227,398	1.6%	\$119,889,653	-0.3%	\$122,593,775	2.3%	\$125,287,494	2.2%	\$127,921,651	2.1%
Expenditures	\$111,573,761	\$118,760,463	\$121,492,624	2.3%	\$124,967,101	2.8%	\$127,548,621	2.1%	\$130,935,654	2.7%	\$133,671,457	2.1%
Revenue Over (Under) Expenditures	\$2,891,346	(\$470,735)	(\$1,265,225)		(\$5,077,448)		(\$4,954,847)		(\$5,648,160)		(\$5,749,806)	
Fund Balance	\$16,456,401	\$15,985,666	\$14,720,441		\$9,642,993		\$4,688,146		(\$960,014)		(\$6,709,820)	
Assigned Fund Balance	\$7,395,342	\$6,867,900	\$6,147,300		\$5,666,919		\$5,666,919		\$5,666,919		\$5,666,919	
Unassigned Fund Balance	\$9,061,059	\$9,117,766	\$8,573,141		\$3,976,074		(\$978,773)		(\$6,626,933)		(\$12,376,739)	
Percent Unassigned	8.1%	7.7%	7.1%		3.2%		-0.8%		-5.1%		-9.3%	
Unassigned Target Fd Bal. Percent	6.0%	6.1%	6.0%		6.0%		6.0%		6.0%		6.0%	
Minimum Unassigned Fund Balance*	\$6,694,426	\$7,289,557	\$7,289,557		\$7,498,026		\$7,652,917		\$7,856,139		\$8,020,287	
Fund Balance Over (Under) Target	\$2,366,633	\$1,828,209	\$1,283,584		(\$3,521,952)		(\$8,631,690)		(\$14,483,072)		(\$20,397,026)	

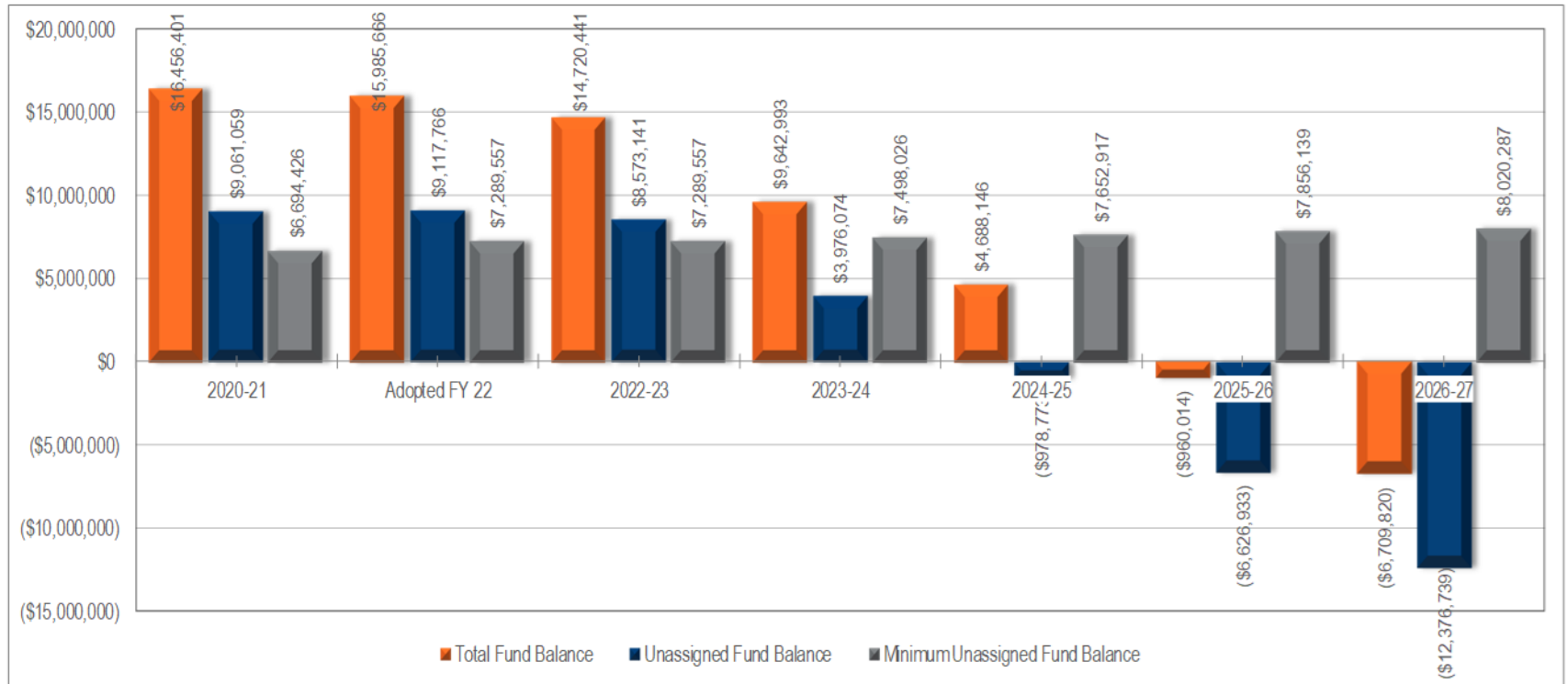
Entry linked to Summary Report enabling user to identify major assumptions used to make the projection.

Version I-A

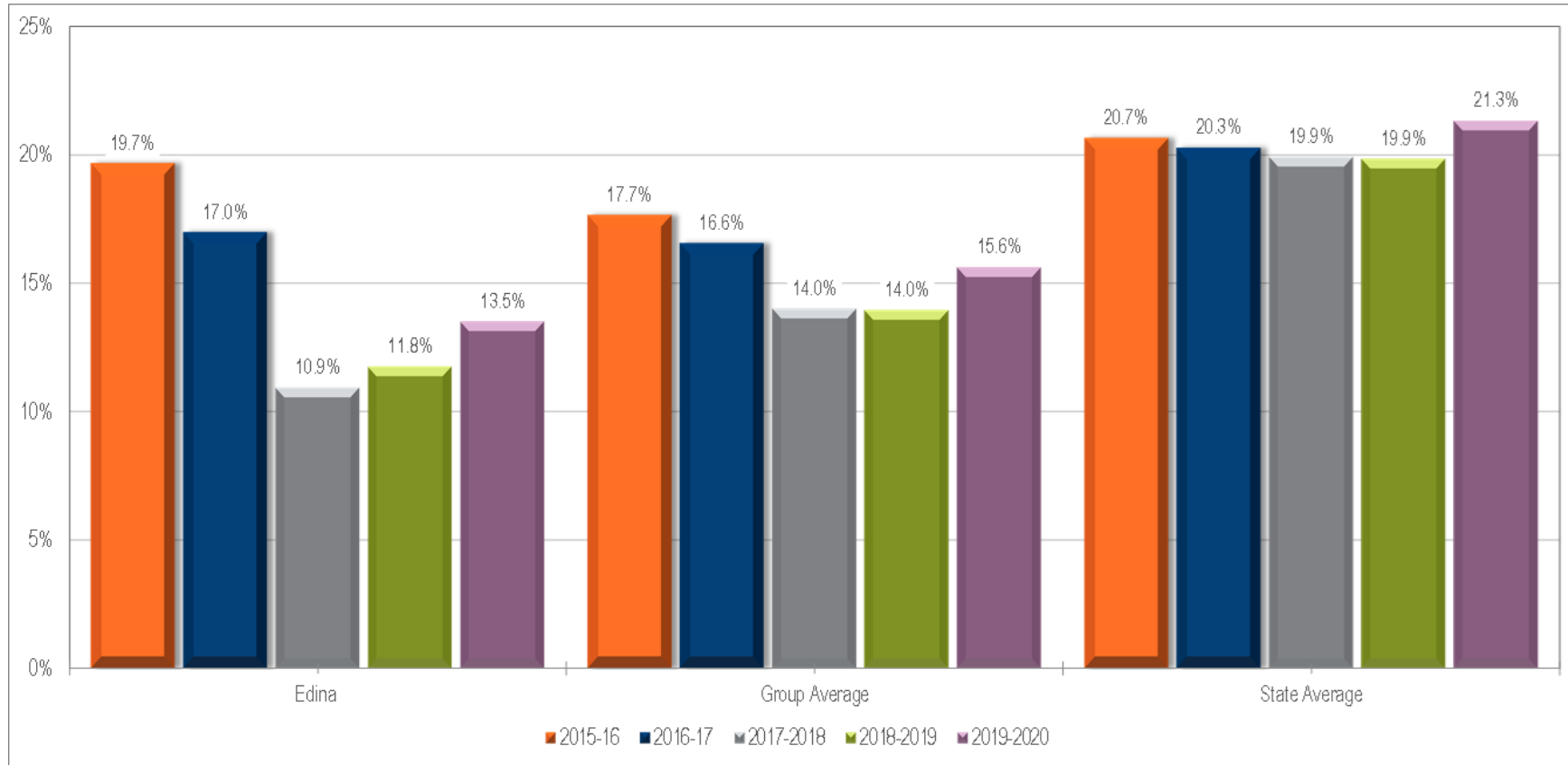
	Actual 2020-21	Budget 2021-22	Projected 2022-23	% Chg	Projected 2023-24	% Chg	Projected 2024-25	% Chg	Projected 2025-26	% Chg	Projected 2026-27	% Chg
Key Projection Assumptions												
Basic Funding Formula	\$6,567	\$6,728	6,863.00	2.0%	\$7,000	2.0%	\$7,140	2.0%	\$7,283	2.0%	\$7,429	2.0%
Referendum + Local Optional Rev.	2,564	2,547	2,617	2.7%	2,646	1.1%	2,694	1.8%	2,744	1.9%	2,796	1.9%
Total Adj Pupil Units	9,034	9,255	9,298	0.5%	9,296	0.0%	9,338	0.4%	9,370	0.3%	9,389	0.2%
Per Pupil Revenue	12,671	12,781	12,930	1.2%	12,897	-0.3%	13,129	1.8%	13,371	1.8%	13,624	1.9%
Per Pupil Expenditures	12,351	12,832	13,066	1.8%	13,443	2.9%	13,660	1.6%	13,974	2.3%	14,237	1.9%

\*Note: When Operating Capital Tab is switched "on" (Basic Setup Tab) Minimum Unassigned Fund Balance on line 14 will include Operating Capital

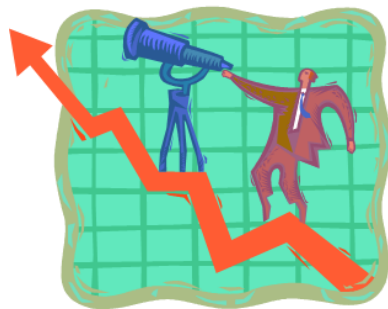
## General Fund Operating Budget Fund Balance



# Five Year Trend – Unreserved Fund Balance



# Next Steps & Summary



- Monitor results of legislative session
- Complete 2022-23 Audit
- The major ways to maintain the District financial position are:
  - Increased funding from the legislature
  - Voter approved levy referendum
  - Budget adjustments
  - Increased enrollment
  - A combination of all of the above
- The plan is to maintain the District fund balance at or above the Board policy level so that all available resources are used to provide educational opportunities to students



# Why maintain fund balance?

(the District spends \$9.2 million a month in the general fund)

- School Board policy requires a minimum fund balance of 6% with an additional 1% to be held for the following reasons:  
Innovations, potential tax abatements, legislative shortfall, cash flow and catastrophic need
- Sound fiscal management has a long-term positive impact on the success of students
- Validates fiscal credibility with various reporting constituencies (i.e. taxpayers, staff, bond counsel, auditors, legislators, and state and federal agencies)
- Important to the establishment of a good credit rating for the District. Moody's recommends a fund balance above 10%
- Necessary for unknown situations
  - Irregular payments of state and local revenues
  - State aid proration, metering of payments, tax shift, and state shut down
  - Provide service to students prior to receiving funding (Special Ed)
  - Mandated but not funded programs
  - Higher utility costs and/or other fixed costs
  - Start Up costs for new buildings
  - Greater than expected inflation
  - Changes in enrollment and state funding
  - Higher than anticipated contract settlements
  - Unanticipated deficits in other operating funds
  - Costs of defending and/or settlement of a lawsuit



**Edina** Public  
**Schools**

**DEFINING EXCELLENCE**

**2022-2023  
ADOPTED BUDGET**

**Board Approved June 20, 2022**



# TABLE OF CONTENTS



## Introduction Section

Title Page & Table of Contents	1-2
Executive Summary	3-9
School Board of Education and District Office Administration	10

## Organization Section

School Board Strategic Roadmap	11
School Board Strategic Roadmap Summary	12-13
Budgeting Policies and Process	14-16

## Financial Section

Summary of Budgets – All Governmental Fund Types	17-18
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### **General Fund:**

General Fund Description	19
Revenue and Expenditure Budget Graphs	20
Expenditure Budget Graph - By Program	21
Revenue and Expenditure Budget - By Program	22
Revenue and Expenditure Budget - By Object	23

### **Special Revenue Funds:**

Special Revenue Fund Description	24
Revenue and Expenditure Budget Graphs	25
Revenue and Expenditure Budget Food Service- By Object	26
Revenue and Expenditure Budget Community Service-By Object	27

### **Debt Service Fund:**

Debt Service Fund Description	28
Revenue and Expenditure Budget Graphs	29
Revenue and Expenditure Budget - By Object	30
Schedule of Bonds Payable and Leases Payable	31

### **Capital Project-Building Construction Fund:**

Capital Project Fund Description	32
Revenue and Expenditure Budget - By Object	33

### **Internal Service Fund:**

Internal Service Fund Description	34
Statement of Net Assets	35

## Information Section

Program Descriptions	36
All Fund Graph	37
Revenue Budget By Fund	38
By Organization	39
By Program	40
By Finance	41-42
By Source	43-44
Expenditure Budget By Fund	45
By Organization	46
By Program	47-48
By Finance	49-50
By Object	51-54



DEFINING EXCELLENCE

ADMINISTRATIVE OFFICES  
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Edina, MN 55424  
(952) 848-3900  
[www.edina.k12.mn.us](http://www.edina.k12.mn.us)

**June 20, 2022**

**To: The School Board, Citizens, and Employees of Edina Public Schools**

We respectfully submit the 2022-23 Adopted Budget of Independent School District No. 273, Edina Public Schools. The report contains all of the funds of the District in conformity with generally accepted accounting principles (GAAP) for defining the reporting entity. The District's annual financial reports are prepared pursuant to School Board policy and Minnesota State Statutes. Budgetary control is maintained by the District's business office.

We are proud to publish and disseminate budget information to the School Board, our community, and others. We welcome the opportunity to present and discuss operational plans and related financial impact with all interested parties. Interaction among interested groups consistently leads to operational and educational improvements for Independent School District No. 273. To stimulate and encourage interaction, we continuously evaluate. When possible, we increase and improve information quality. The budget document and our annual audit reports are the primary tools to present information.

This Adopted Budget represents a projection of revenue and expenditures for the 2022-23 fiscal year along with support documentation and analysis. This report is presented in four sections: introduction, organization, financial, and information. The introduction section includes an executive summary and names the members of the School Board. The organization section includes major goals and objectives for the District and financial policies and practices. The financial section includes presentation of the budgets for all Governmental and Proprietary funds of the District. The information section includes revenue and expenditure budget summary data sorted by a variety of elements.

In accordance with the School Board approved Strategic Road Map, the District plan is to maintain the District fund balance at the level approved by the Board so that all available resources are used to provide educational opportunities to students. The District will continue to seek all available sources of funding, balance revenue to expenditures, and maintain systems that ensure financial stability.

### **DESCRIPTION OF DISTRICT**

The District is a public educational system serving a 20 square mile area located in the southwestern Twin Cities area. District boundaries are within Hennepin County. The majority of the city of Edina is within the District's boundaries. District facilities for 2022-23 include a community center which includes the district service center, community services and an elementary school, five other elementary schools, two middle schools, a high school, and a transportation facility.

## **ECONOMIC CONDITION AND OUTLOOK**

With the exception of voter approved levy referenda, the District is dependent on the State of Minnesota for its revenue authority. The 2021 legislature approved a 2.45% increase for 2022-23 in the General Education formula. Previous funding formula increases have been below the annual rate of inflation for the last twenty years. Experience demonstrates that legislated revenue increases are not sufficient to meet the demands posed by the rate of inflation. As a result of these pressures, the District has had to rely on property tax referenda to support its educational programs. In November, 2017, the District was successful in its request to renew and increase the existing operating levy scheduled to sunset in 2018-19. The voters approved the increase in a two-step process with an increase for taxes payable in 2018 of \$445 per pupil unit and an increase of approximately \$218 per pupil unit for taxes payable starting in 2020. The increase in the operating referendum has maintained the quality of programs and services expected in Edina. In May 2015, the District was successful in its request to issue \$124.9 million in bonds to support a number of capital projects. On May 11, 2021, voters approved a renewal and \$500,000 increase in the Capital Projects (Tech) Levy for 10 years while also approving a \$7 million bond for improvements at the bus depot, and three other facilities. Successful levy referenda votes have allowed the District to maintain its history of educational excellence.

## **DISTRICT POPULATION**

Funding for Minnesota school districts is largely driven by enrollment. The majority of Minnesota school districts are facing declining enrollment. Over the last five years, the District has averaged a .0% increase in students. However, enrollment for the 2022-23 school year is projected to be 8,496 which represents a decrease of .5% (one half of one percent) over the prior year.

### **ENROLLMENT PROJECTIONS**

	16-17	16-17	17-18	17-18	18-19	18-19	19-20	19-20	20-21	20-21	21-22	21-22	22-23	22-23
	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN	ADM	PUN
PRE-K	55	55	57	57	54	54	58	58	48	48	54	54	54	54
K-HANDICAPPED	6	6	10	10	61	61	57	57	73	73	64	64	64	64
KINDERGARTEN	558	558	529	529	507	507	520	520	519	519	546	546	546	546
GRADES 1 TO 3	1,844	1,844	1,836	1,836	1,813	1,813	1,815	1,815	1,764	1,764	1,853	1,853	1,914	1,914
GRADES 4 TO 6	1,940	1,940	1,965	1,965	1,949	1,949	1,944	1,944	1,878	1,878	1,889	1,889	1,910	1,910
GRADES 7 TO 12	4,076	4,891	4,065	4,878	4,029	4,835	3,971	4,765	3,960	4,752	4,041	4,849	4,008	4,810
TOTAL	8,480	9,295	8,462	9,275	8,412	9,218	8,365	9,160	8,242	9,034	8,447	9,255	8,496	9,298

\*Average Daily Membership (ADM) is the total headcount of students in a school district. Pupil Units are the total of the weighted pupil unit (as determined by state legislature) categories for a school district.

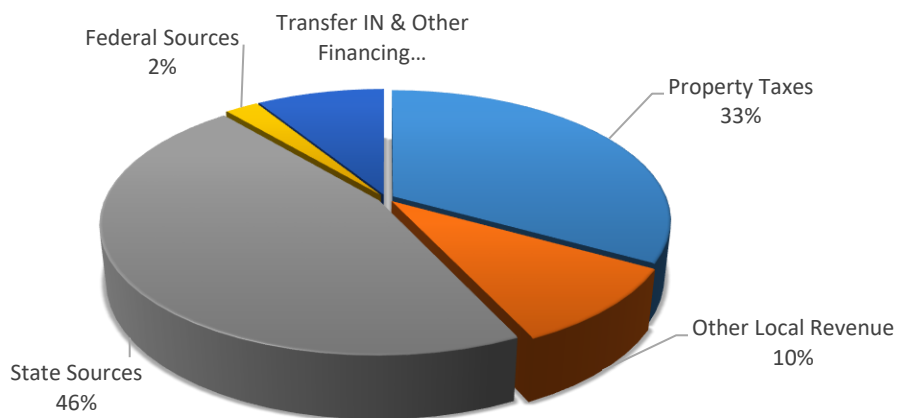
## **FINANCIAL INFORMATION**

District administration is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The District accounting system is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgment by management. We believe the District's internal control system is adequate to safeguard assets and provide reasonable assurance that transactions are properly recorded. The District's annual financial reports are prepared pursuant to School Board policy and Minnesota State Statutes. The audited financial reports are required to be filed with both the Minnesota Department of Education and the State Auditor by November 30, of the subsequent fiscal year. These statements are presented on the same basis as those required by the Department of Education's Uniform Financial Accounting and Reporting System (UFARS). An annual budget is adopted by the School Board for all funds. Budgetary control is maintained by the District's business office. Monthly reports are reviewed by management personnel and the School Board.

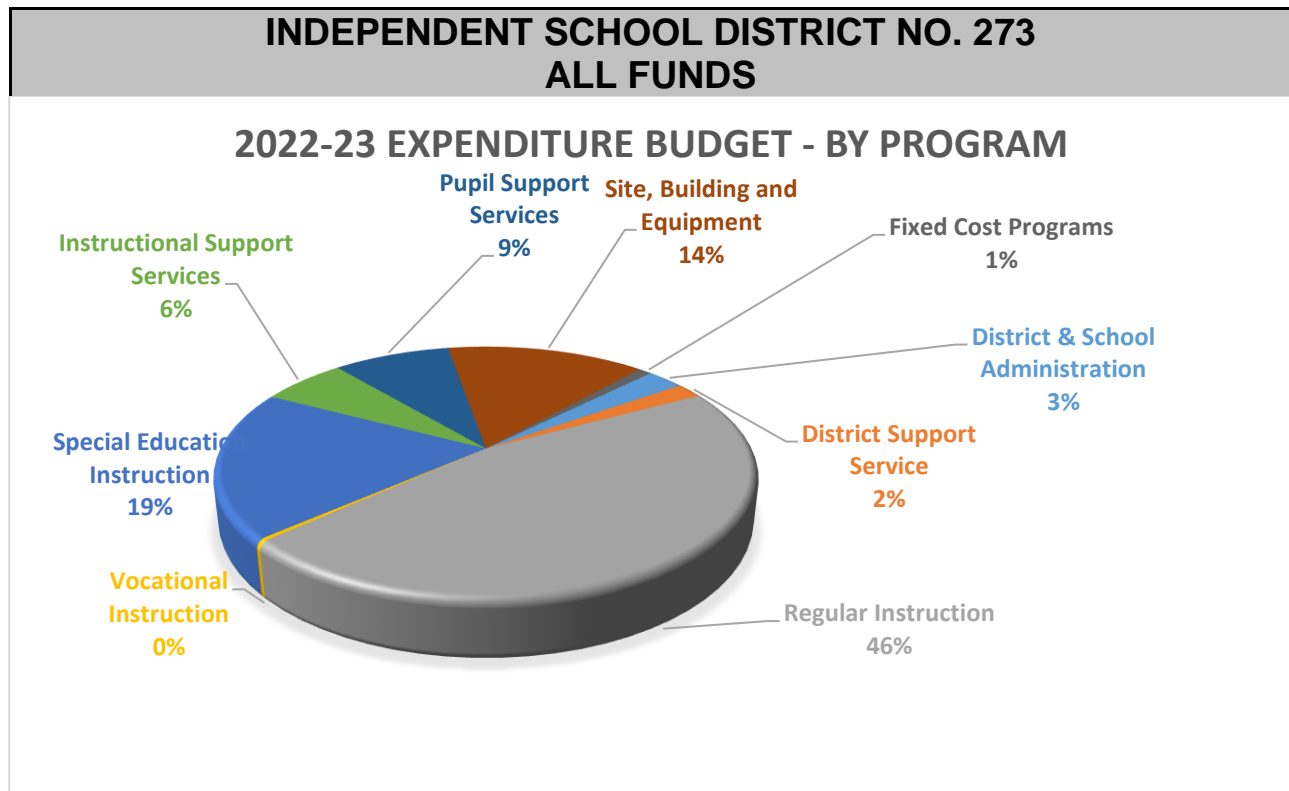
The District's sources of revenue for all funds are property taxes, state aid, federal aid, and other local revenue. The largest single source of revenue is state aid.

### **INDEPENDENT SCHOOL DISTRICT NO. 273 ALL FUNDS**

**2022-23 REVENUE BUDGET - BY SOURCE**  
**EXCLUDES INTERNAL SERVICE FUND**  
**TOTAL REVENUE = \$190,143,755**



The District's expenditures are allocated to the following: salaries, benefits, purchased services, supplies and materials, capital expenditures, other expenditures, and debt service. The majority of the expenditures are in salaries and benefits.



## **FINANCIAL INFORMATION - BY FUND**

### **General Fund**

The General Fund is used to account for all revenues and expenditures of the school district not accounted for elsewhere. The General Fund is used to account for: K-12 educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures (including long term facility projects under \$2 million), and legal school district expenditures not specifically designated to be accounted for in any other fund.

This budget represents an increase from the prior year in student average daily membership (ADM) of 49 students for 2022-23. A 2.45% general funding formula increase was approved by the 2021 legislature for 2022-23. Revenues and expenditures for long term facilities maintenance projects that are less than \$2 million are now required to be recorded in the General Fund.

Estimated revenues total \$134,097,137, which is an increase of \$1,024,504 over the FY21-22 Budget. The .9% estimated revenue increase is due to a combination of both revenue increases and decreases. The majority of the increase is due to an increase in the general funding formula. Decreases include

Federal Stimulus funding and other local revenue sources. The revenue in other local revenue sources and miscellaneous revenue will may increase in the fall after the audit is complete and carryover funds for gifts and donations are determined.

Estimated expenditures total \$135,810,322, an increase of \$1,879,736, or 1.4% over the FY21-22 Budget. Increases in expenditures include increased utility and fuel costs and severance costs. Decreases in expenditures are due to reduce Federal Stimulus funding. Other changes in expenditures align with regional inflationary trends.

The estimated unassigned fund balance is \$8,573,143; the estimated restricted fund balance for the capital, long-term facility maintenance, staff development, safe schools, gifted education, learning and development, and basic skills is \$494,065. The estimated committed fund balance of 1% to be used for cash flow is \$1,074,602. The estimated assigned fund balance for severance, alternative compensation, literacy and virtual programming, subsequent year budget, carryover, and the area-learning center is \$4,850,658.

The District's unassigned fund balance trend offers the single best measure of the District's overall financial health. The estimated overall unassigned fund balance on June 30, 2023, represents 7.1% of annual expenditures or just under a month of normal operating expenditures. The District closely monitors the General Fund unassigned fund balance through use of a detailed financial planning model, one budget revision during the year and with monthly budget analysis. The School Board fund balance policy is to maintain a minimum 6% fund balance in the Unassigned General Fund with an additional commitment of 1% fund balance for cash flow purposes.

### **Special Revenue Funds**

The Special Revenue Funds include the Food Service and Community Service Funds. The Food Service Fund is used to record financial activities of a school district's food service program which includes the purpose of preparation and service of meals, milk, and snacks in connection with school. The Community Service Fund is used to record all financial activities of the Community Service Program. The Community Service Fund is comprised of four components, each with its own fund balance. The four components are Community Service, Community Education, Early Childhood Family Education, and School Readiness.

The June 30, 2023 estimated combined fund balance is \$2,416,085, an increase of \$456,712 from the 2021-22 Final Budget. The District intends to maintain Food Service and Community Services fund balances below the range of the 25% guideline set by the state.

#### **Food Service Fund**

The estimated June 30, 2023 fund balance is \$714,561 a decrease of \$163,726 from the 2021-22 Final Budget. Estimated revenues and expenses increased due to the change from a fixed cost contract to a cost reimbursable contract. There is a budget of \$75,000 allocated to replace equipment. The District is continuing to look at ways to accelerate equipment replacement in order to spend down fund balance to within MDE guidelines. The district continues to maintain compliance with the Healthy, Hungry Free Kids Act (HHFKA).

### **Community Service Fund**

The estimated June 30, 2023 fund balance is \$1,701,524, an increase of \$620,438 from the 2021-22 Final Budget. Estimated revenues increased by \$1,343,145 and estimated expenditures increased by \$1,114,821 from the previous year Budget. The increase in revenues is primarily a result of modifying program revenues based on participation and adding programming back that was reduced during the pandemic. The increase in expenditures is due to continued adjustment in programming and an intentional realignment of expenditures with programming.

### **Debt Service Fund**

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds. The estimated June 30, 2023 fund balance is expected to be \$3,334,932, a decrease of \$103,125 from the 2021-22 Final Budget. Estimated revenues have minimal change at \$15,124,452 and estimated expenditures increase by \$221,334 from the 2021-22 Final Budget.

Levy revenues are based on levying 105% of the principal and interest schedule. The fund balance is monitored through a state formula and systematically reduced according to the state-mandated formula. The expenditure budget is based on the payment schedule of bond principal and interest on the general obligation bonds issued from 2014 through 2021.

### **Capital Project-Building Construction Fund**

The Capital Project-Building Construction Fund is used to record all operations of a district's building construction program that are funded by the sale of bonds, by capital loans, by certificates of participation or the long term facility maintenance program.

The Board approves the district ten year long term facility maintenance plan annually. The plan is to be funded through long term facility maintenance bonds, annual levy, and some capital dollars. The bond proceeds and levy funds will be spent according to the long term facility maintenance plan schedule. In May 2015, the District was successful in its request to issue \$124.9 million in bonds to support a number of capital projects. The proceeds from this bond have now been completely spent.

The estimated June 30, 2023 fund balance is expected to be \$16,863,915 an increase of \$4,608,743 from the 2021-22 Final Budget. The increase in fund balance is due mainly to the planned issuance of Certificates of Participation to fund the Concord and Countryside additions.

### **Internal Service Fund**

The Internal Service Fund is used to reserve funds used for the self-insured dental insurance offered by the district to its employees. The estimated June 30, 2023 fund balance is \$576,213 an increase of \$0 from the 2021-22 Final Budget. Estimated revenues and expenditures remained consistent with the previous year. The fund balance is part of the long term plan to maintain a reserve that sustains the self-insured dental program on a long term basis.

## **CONCLUSION**

The 2022-23 Adopted Budget reflects the School Board's plan to maintain the District's strong financial history while using all available resources to provide educational opportunities to students. The School Board will continue efforts to maintain positive fund balances through a combination of increased funding from the legislature, budget adjustments and voter approved levies.

The preparation of this report could not have been accomplished without the efficient and dedicated services of the District's Business Services staff. We would like to express our appreciation to the members of the School Board for their interest and support in planning and conducting the financial operations of the District in a responsible and progressive manner.

Respectfully submitted,

Margo M. Bauck, RSBO  
Interim Director of Business Services

Ra Chhoth  
Controller



# **INDEPENDENT SCHOOL DISTRICT NO. 273**



## **BOARD OF EDUCATION**

Erica Allenburg

Leny Wallen-Friedman

Janie Shaw

Julie Greene

Dan Arom

Karen Gabler

Michael Birdman

## **CENTRAL ADMINISTRATION**

Dr. Stacie Stanley, Superintendent

Margo M. Bauck, Interim Director of Business Services

Ra Chhoth, Controller

# INDEPENDENT SCHOOL DISTRICT NO. 273



## Edina Public Schools Strategic Roadmap

In August 2018, Edina Public Schools began the process of developing a five-year strategic plan. Through focus groups and surveys, the district gathered input from parents, students, teachers, staff and district community members. Combined with comparison studies and research on national trends, the School Board, together with district administrators, developed a draft plan. The draft was reviewed by stakeholder groups and revised to incorporate important feedback. Staff leaders worked with the School Board to develop an action roadmap for achieving five priority strategies:

- ✓ Advance Academic Excellence, Growth and Readiness
- ✓ Ensure an Equitable and Inclusive School Culture
- ✓ Foster Positive Learning Environments and Whole Student Support
- ✓ Develop Leadership Throughout the District
- ✓ Engage Parents, Schools and Community

These strategies and implementation plans, together with Mission, Vision, Core Values and Beliefs, were approved by the School Board on June 8, 2020. This strategic plan provides the Edina Public Schools community with a strategic roadmap through 2025.

### **Mission Statement 2020-25**

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

The following two pages offer a summary of the 2020-2025 Strategic Plan.



## Edina Public Schools Strategic Plan

2020-25

### MISSION

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

### VISION

For each and every student to discover their possibilities and thrive.

We are guided by our **CORE VALUES**

Integrity, Compassion, Courage, Commitment,  
Appreciation and Responsibility





We are committed to these **CORE BELIEFS**:

## Academic Excellence

We believe each student deserves access to academic excellence which includes challenging and rich curricula, high expectations, and inspiring instruction that meets their individual needs.

## Equity

We believe it is critical to eliminate barriers to success and provide the supports, opportunities and environments so all students can reach their full potential.

## Family, School and Community Collaboration

We believe students learn best when students, families, educators and the community partner to provide dynamic support and share responsibility for learning.

## Healthy Learning Environment

We believe students thrive in a balanced, healthy environment that promotes the free exchange of ideas and supports students' physical, social-emotional and intellectual needs.

## Inclusion

We believe in the inherent dignity of all people, we celebrate individuality, and we value and appreciate diversity.

## Life Skills

We believe that inspiring students to grow as critically-thinking collaborative learners will prepare them to be productive, accountable, self-motivated and responsible citizens.

## Operational Excellence

We believe in high performance of governance, administration and partnerships, and effective and efficient use of time, human, financial and physical resources in support of the mission.

## Professional Excellence

We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.



# Priority Strategies

## Strategy A

Advance Academic Excellence,  
Growth and Readiness

## Strategy B

Ensure an Equitable and  
Inclusive School Culture

## Strategy C

Foster Positive Learning Environments  
and Whole Student Support

## Strategy D

Develop Leadership  
Throughout the District

## Strategy E

Engage Parents, Schools  
and Community

## INDEPENDENT SCHOOL DISTRICT NO. 273



### **POLICY 701 ESTABLISHMENT, ADOPTION, AND MODIFICATION OF DISTRICT BUDGET**

It is the policy of Edina Public Schools to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

#### I. Purpose

The purpose of this policy is to establish lines of authority and procedures for the establishment, adoption and modification of the school district's revenue and expenditure budgets.

#### II. General Statement of Policy

Edina Public Schools will establish, adopt and modify its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

#### III. Requirements

A. The superintendent or other administrators, as designated by the superintendent or the school board, will each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee. The preliminary budgets are accompanied by written commentary as necessary for the budgets to be clearly understood by the members of the school board and the public.

The school board will review the projected revenues and expenditures for the school district for the next fiscal year and make adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures are reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board must approve and adopt its initial revenue and expenditure budgets for the next fiscal year. The adopted expenditure budget document is the school board's expenditure authorization for that fiscal year. No funds may be expended for any purpose in the fiscal year prior to the adoption of the expenditure budget document that authorizes the expenditure for the fiscal year or prior to the adoption of an amendment to the expenditure budget document by the school board to authorize the expenditure for the fiscal year.

D. Each year, the school district will publish its adopted revenue and expenditure budgets for the current fiscal year; the actual revenues, expenditures and fund balances for the prior fiscal year; and the projected fund balances for the current fiscal year in the form prescribed by the Minnesota Commissioner of Education (“Commissioner”) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement will be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent.

A summary of this information and the address of the district’s website where the information can be found must be published in a newspaper of general circulation in the district. At the same time as this publication, the district will publish the other information required by Minn. Stat. § 123B.10.

E. At the public hearing on the adoption of the school district’s proposed property tax levy, the school board will review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district must also post the materials specified in Section IIID above on the district’s official website, including a link to the district’s report card on the Minnesota Department of Education’s website, and publish a summary of information and the address of the district’s official website where the information can be found in a qualified newspaper of general circulation in the district.

#### IV. Implementation

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate budgetary duties to other administrators, but maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in state law through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent fiscal year may not be encumbered prior to budget adoption unless specifically approved by the school board.

E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

## V. Modification of the Budget

A. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent will recommend the proposed changes to the school board. The proposed changes will be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision.

A school board member may also propose modifications on that board member's own motion, provided however, the school board member is encouraged to review the proposed modifications with the superintendent prior to the modifications being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.

B. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that fiscal year. An amended expenditure will not exceed the projected revenues available for that purpose in that fund.

C. The school district's revenue budget may be periodically amended during a fiscal year to reflect updated or revised revenue estimates. The superintendent will make recommendations to the school board for appropriate revisions. If necessary, the school board will also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in the fund.

INDEPENDENT SCHOOL DISTRICT #273 COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES, AND PROJECTED CHANGES IN FUND BALANCE Fiscal Year Ending June 30, 2023					
	Estimated Balance June 30, 2022	FY22-23 Original Revenues	FY22-23 Original Expenditures	FY22-23 Original Required Transfers	Original Projected Balance June 30, 2023
<b>GENERAL FUND (01)</b>					
Nonspendable - General	-	-	-	-	-
Nonspendable - Capital	-	-	-	-	-
<b>Subtotal Nonspendable</b>	-	-	-	-	-
Restricted for Student Activities	25,830	-	-	-	25,830
Restricted for Staff Development	189,822	1,276,253	1,269,465	-	196,610
Restricted for Capital - Carryover	52,823			-	52,823
Restricted for Capital	667,162	2,908,458	3,356,818	-	218,802
Restricted for Capital Projects (Tech) Levy	-	1,438,267	1,438,267	-	-
Restricted for Learning & Development	-	1,918,433	1,918,433	-	-
Restricted for Success Center ALC	-	213,634	224,003	10,369	-
Restricted for High School ALP	-	303,037	413,979	110,942	-
Restricted for Gifted Education	-	128,375	1,360,214	1,231,839	-
Restricted for Basic Skills-ML	-	324,070	1,301,462	977,392	-
Restricted for Basic Skills-Compensatory	-	508,305	508,305	-	-
Restricted for Achievement & Integration	-	1,328,646	1,352,887	24,241	-
Restricted for Safe Schools	-	471,748	728,240	256,492	-
Restricted for Basic Skills-Compensatory Ext Time	-	-	-	-	-
Restricted for Long Term Facilities Maintenance	-	9,522,450	8,188,450	(1,334,000)	-
Restricted for Medical Assistance	-	50,000	50,000	-	-
<b>Subtotal Restricted</b>	<b>935,637</b>	<b>20,391,677</b>	<b>22,110,523</b>	<b>1,277,274</b>	<b>494,065</b>
Committed 1% of Unassigned Fund Balance	1,074,602	-	-	-	1,074,602
<b>Subtotal Committed</b>	<b>1,074,602</b>	-	-	-	<b>1,074,602</b>
Assigned for Separation/Retirement Benefits	3,518,111	-	-	750,000	4,268,111
Assigned for Q Comp	187,733	2,158,868	2,371,031	-	(24,430)
Assigned for Literacy and Virtual Programming	1,738,818			<b>(1,264,825)</b>	473,993
Assigned for Donations Carryover	132,984	99,200	99,200	-	132,984
<b>Subtotal Assigned</b>	<b>5,577,646</b>	<b>2,258,068</b>	<b>2,470,231</b>	<b>(514,825)</b>	<b>4,850,658</b>
Unassigned - Unemployment	(45,864)	60,000	60,000	-	(45,864)
Unassigned - Lease Levy	-	-	-	-	-
Unassigned - Career and Technical	-	95,028	422,070	327,042	-
Unassigned - General	9,163,633	111,292,364	109,413,498	(2,423,491)	8,619,008
<b>Subtotal Unassigned</b>	<b>9,117,769</b>	<b>111,447,392</b>	<b>109,895,568</b>	<b>(2,096,449)</b>	<b>8,573,144</b>
<b>Total General</b>	<b>16,705,654</b>	<b>134,097,137</b>	<b>134,476,322</b>	<b>(1,334,000)</b>	<b>14,992,469</b>
<b>FOOD SERVICE FUND (02)</b>					
Nonspendable	-	-	-	-	-
Restricted	878,288	3,401,260	3,564,985	-	714,563
<b>Total Food Service</b>	<b>878,288</b>	<b>3,401,260</b>	<b>3,564,985</b>	-	<b>714,563</b>
<b>COMMUNITY SERVICE FUND (04)</b>					
Nonspendable Community Ed - General	-	-	-	-	-
Restricted for Community Ed - General	749,679	8,657,227	8,076,247	-	1,330,659
Restricted for ECFE	231,731	618,521	583,237	-	267,015
Restricted for School Readiness	38,180	215,817	211,837	-	42,160
Restricted for Other Community Ed	61,495	229,652	229,459	-	61,688
<b>Total Community Service</b>	<b>1,081,085</b>	<b>9,721,217</b>	<b>9,100,780</b>	-	<b>1,701,522</b>
<b>Total Operating Funds</b>	<b>18,665,027</b>	<b>147,219,614</b>	<b>147,142,087</b>	<b>(1,334,000)</b>	<b>17,408,554</b>
<b>BUILDING FUND (06)</b>					
Nonspendable - Tech Levy	-	-	-	-	-
Restricted for Capital/Technology Levy	740,208	5,650,774	5,792,081	-	598,901
Restricted for \$7M Building Bond	5,779,864	12,500	5,792,364	-	-
Restricted for Lease Levy	-	15,529,915	5,000,000		10,529,915
Restricted for Long Term Facilities Maintenance	-	5,272,500	6,606,500	1,334,000	0
<b>Total Building</b>	<b>6,520,072</b>	<b>26,465,689</b>	<b>23,190,945</b>	<b>1,334,000</b>	<b>11,128,816</b>
<b>DEBT SERVICE FUND (07)</b>					
Restricted for Bond Refunding	-	-	-	-	-
Restricted Fund Balance	3,438,058	15,124,452	15,227,578	-	3,334,932
<b>Total Debt Service</b>	<b>3,438,058</b>	<b>15,124,452</b>	<b>15,227,578</b>	-	<b>3,334,932</b>
<b>INTERNAL SERVICE FUND - Dental (20)</b>					
Unassigned Fund Balance	576,212	870,000	870,000	-	576,212
<b>Total Internal Service</b>	<b>576,212</b>	<b>870,000</b>	<b>870,000</b>	-	<b>576,212</b>
<b>TOTAL ALL FUNDS</b>	<b>29,199,369</b>	<b>189,679,755</b>	<b>186,430,610</b>	<b>0</b>	<b>32,448,514</b>

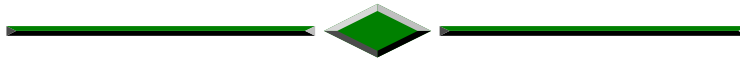


# INDEPENDENT SCHOOL DISTRICT NO. 273

## SUMMARY OF BUDGETS - ALL GOVERNMENTAL FUND TYPES

### 2022-2023 BUDGET

					TOTAL ALL GOVERNMENTAL FUND TYPES
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECT	
<b>REVENUES:</b>					
Property Taxes	\$ 41,314,578	\$ 1,089,859	\$ 15,044,488	\$ 5,539,402	\$ 62,988,327
Other Local Revenue	2,883,641	10,353,875	79,964	5,396,372	18,713,852
State Sources	86,342,099	852,630	-	-	87,194,729
Federal Sources	3,556,818	826,113	-	-	4,382,931
<b>TOTAL REVENUE</b>	<b>\$ 134,097,137</b>	<b>\$ 13,122,477</b>	<b>\$ 15,124,452</b>	<b>\$ 10,935,774</b>	<b>\$ 173,279,840</b>
<b>EXPENDITURES:</b>					
<i>Current:</i>					
District & School Administration	\$ 3,595,122	\$ -	\$ -	\$ -	\$ 3,595,122
District Support Service	2,593,803	-	-	-	2,593,803
Regular Instruction	62,052,232	-	-	-	62,052,232
Vocational Instruction	422,070	-	-	-	422,070
Special Education Instruction	25,753,094	-	-	-	25,753,094
Instructional Support Services	8,256,451	-	-	-	8,256,451
Pupil Support Services	11,316,100	-	-	-	11,316,100
Site, Building and Equipment	19,225,149	-	-	23,190,945	42,416,094
Fixed Cost Programs	1,262,301	-	-	-	1,262,301
Food Service	-	3,564,985	-	-	3,564,985
Community Service	-	9,100,780	-	-	9,100,780
<i>Debt Service:</i>					
Principal	-	-	8,015,000	-	8,015,000
Interest and Fiscal Charges	-	-	7,212,578	-	7,212,578
<b>TOTAL EXPENDITURES</b>	<b>\$ 134,476,322</b>	<b>\$ 12,665,765</b>	<b>\$ 15,227,578</b>	<b>\$ 23,190,945</b>	<b>\$ 185,560,610</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (379,185)</b>	<b>\$ 456,712</b>	<b>\$ (103,126)</b>	<b>\$ (12,255,171)</b>	<b>\$ (12,280,770)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In/(Out)	\$ (1,334,000)	\$ -	\$ -	\$ 1,334,000	\$ -
Bond Proceeds/Certificate of Participation	\$ -	\$ -	\$ -	\$ 15,529,915	\$ 15,529,915
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES(USES)</b>	<b>\$ (1,334,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,863,915</b>	<b>\$ 15,529,915</b>
<b>FUND BALANCES JULY 1:</b>					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	\$ 935,637	\$ 1,959,373	\$ 3,438,058	\$ 6,520,072	\$ 12,853,140
Committed	\$ 1,074,602	\$ -	\$ -	\$ -	\$ 1,074,602
Assigned	\$ 5,577,646	\$ -	\$ -	\$ -	\$ 5,577,646
Unassigned - General	\$ 9,117,769	\$ -	\$ -	\$ -	\$ 9,117,769
<b>FUND BALANCE TRANSFERS:</b>					
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned - General	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND BALANCES JUNE 30:</b>					
Nonspendable	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted	\$ 494,065	\$ 2,416,085	\$ 3,334,932	\$ 11,128,816	\$ 17,373,898
Committed	\$ 1,074,602	\$ -	\$ -	\$ -	\$ 1,074,602
Assigned	\$ 4,850,658	\$ -	\$ -	\$ -	\$ 4,850,658
Unassigned - General	\$ 8,573,144	\$ -	\$ -	\$ -	\$ 8,573,144



## **INDEPENDENT SCHOOL DISTRICT NO. 273**

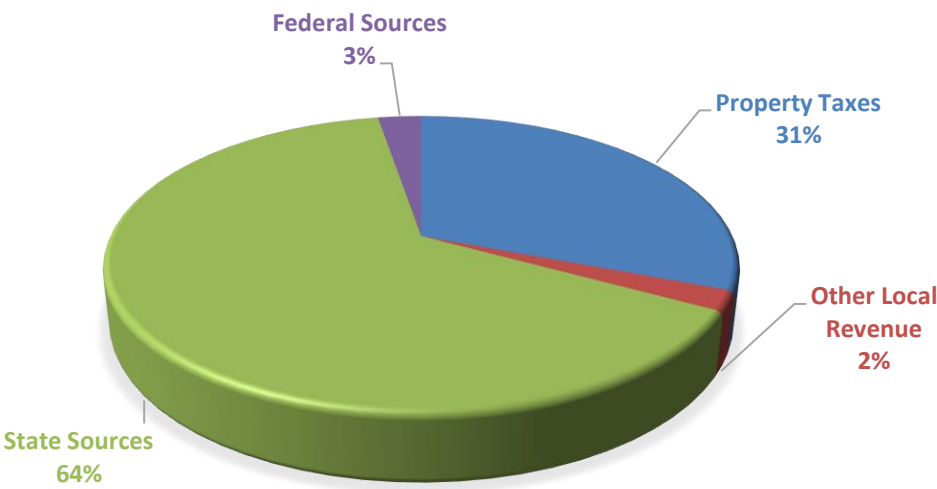
### **GENERAL FUND**

The General Fund is used to account for all revenues and expenditures of the school district not accounted for elsewhere. The General Fund is used to account for: K-12 educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures (including long term facility maintenance under \$2 million), and legal school district expenditures not specifically designated to be accounted for in any other fund. A district may use General Fund revenues for capital purposes except when the requirements for a categorical revenue state that it may not be used for capital purchases.

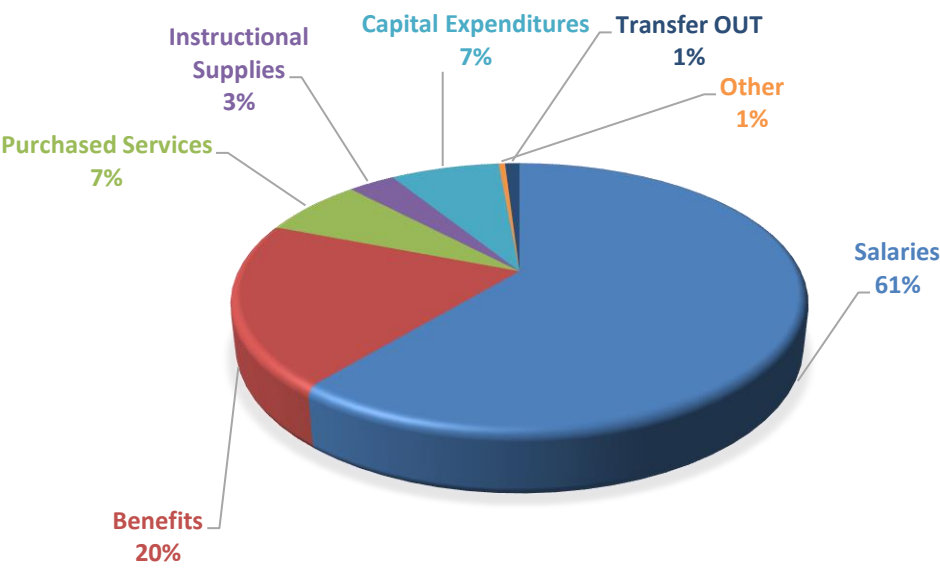
INDEPENDENT SCHOOL DISTRICT NO. 273

GENERAL FUND

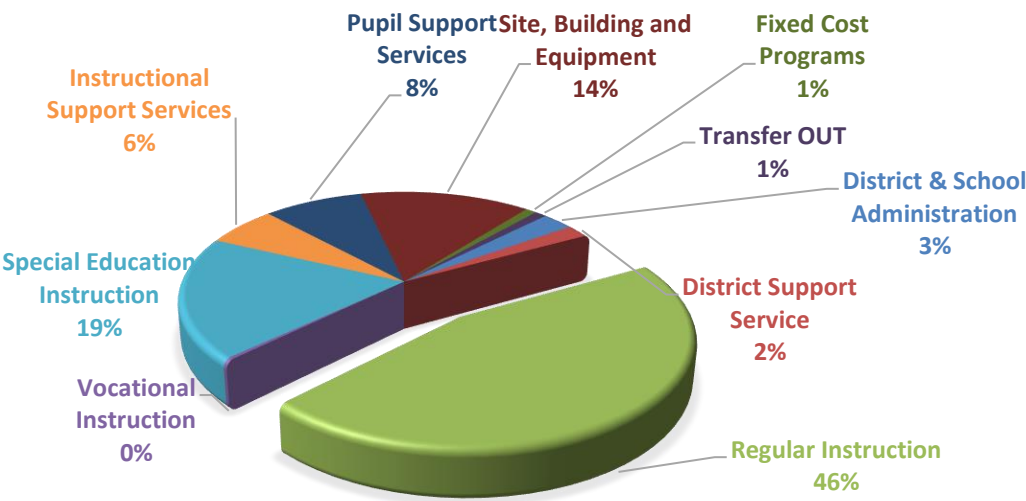
2022-23 REVENUE BUDGET - BY SOURCE



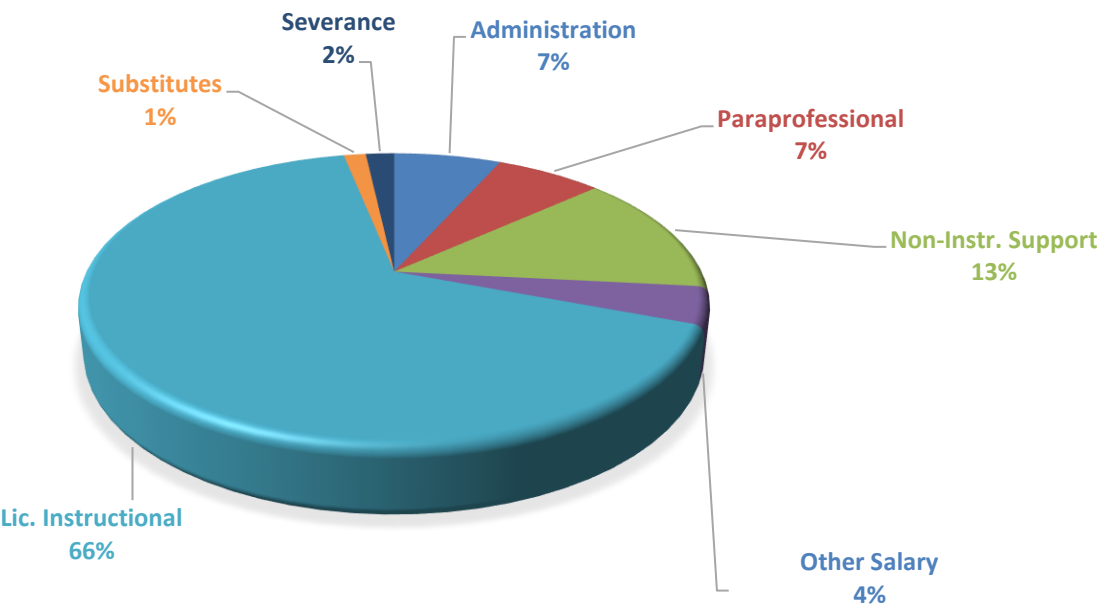
2022-23 EXPENDITURE BUDGET - BY OBJECT



2022-23 EXPENDITURE BUDGET - BY PROGRAM



2022-23 EXPENDITURE BUDGET - SALARY BY OBJ

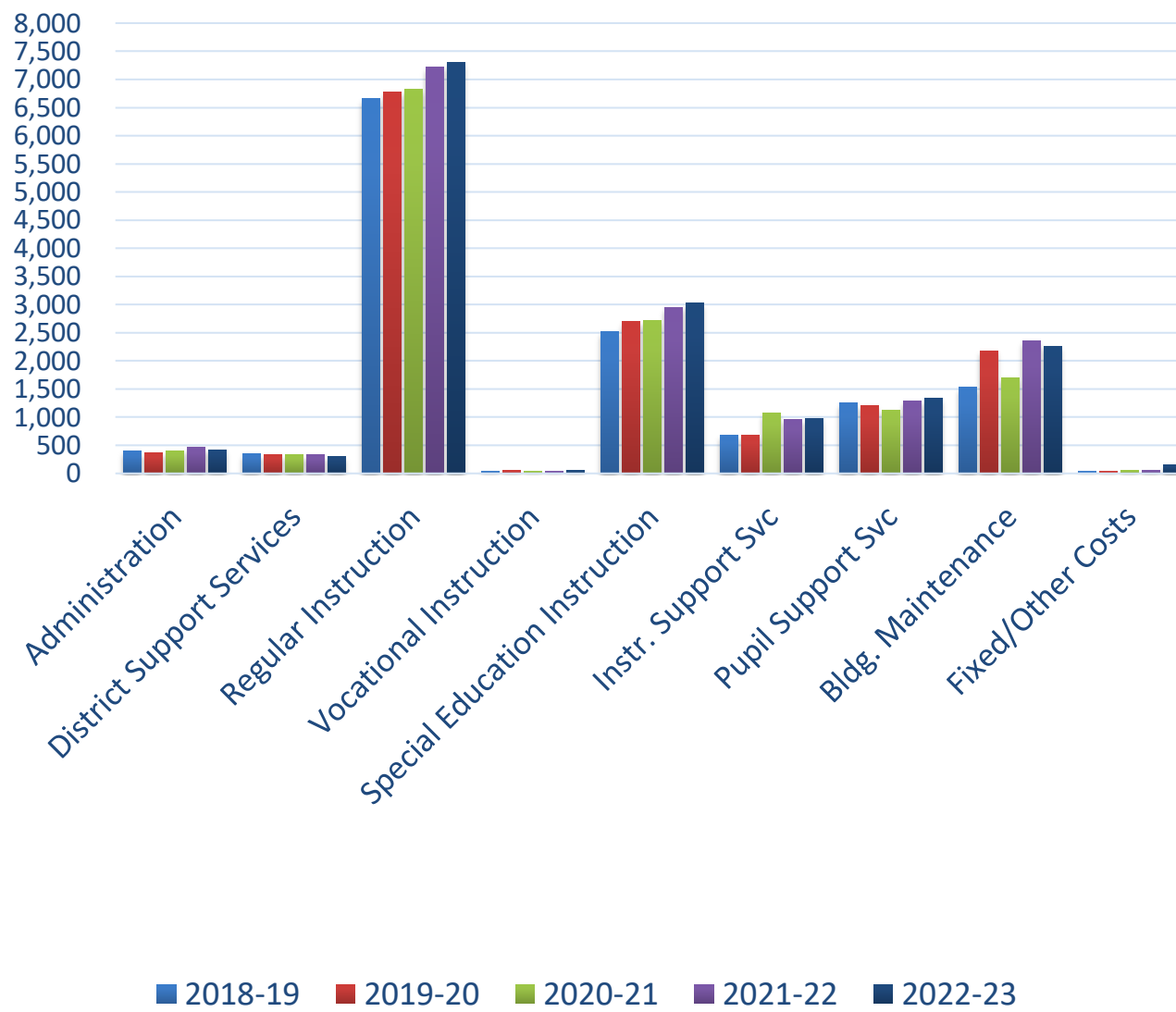


# INDEPENDENT SCHOOL DISTRICT NO. 273

## GENERAL FUND - EXPENDITURES BY PROGRAM

	2018-19	2019-20	2020-21	2021-22	2022-23	2018-19	2019-20	2020-21	2021-22	2022-23
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>	<u>Cost Per ADM</u>
District & School Administration	\$ 3,301,695	\$ 3,009,563	\$ 3,342,784	\$ 3,890,330	\$ 3,595,122	392	360	402	461	423
District Support Service	\$ 2,918,207	\$ 2,800,341	2,714,576	2,760,792	2,593,803	347	335	326	327	305
Regular Instruction	\$ 55,976,301	\$ 56,623,512	56,763,928	60,990,764	62,052,232	6,654	6,769	6,822	7,221	7,304
Vocational Instruction	\$ 371,717	\$ 417,776	347,713	311,537	422,070	44	50	42	37	50
Special Education Instruction	\$ 21,165,695	\$ 22,535,544	22,568,276	24,883,964	25,753,094	2,516	2,694	2,712	2,946	3,031
Instructional Support Services	\$ 5,720,643	\$ 5,713,811	8,891,998	8,118,959	8,256,451	680	683	1,069	961	972
Pupil Support Services	\$ 10,536,840	\$ 10,138,725	9,321,573	10,849,358	11,316,100	1,253	1,212	1,120	1,285	1,332
Site, Building and Equipment*	\$ 12,863,141	\$ 18,232,981	14,066,535	19,888,875	19,225,149	1,529	2,180	1,690	2,355	2,263
Fixed Cost Programs	252,778	\$ 305,513	451,186	504,272	1,262,301	30	37	54	60	149
	<b>\$ 113,107,017</b>	<b>\$ 119,777,765</b>	<b>\$ 118,468,569</b>	<b>\$ 132,198,851</b>	<b>\$ 134,476,322</b>	<b>\$ 13,446</b>	<b>\$ 14,318</b>	<b>\$ 14,237</b>	<b>\$ 15,652</b>	<b>\$ 15,828</b>

## GENERAL FUND - COST PER ADM BY PROGRAM



# INDEPENDENT SCHOOL DISTRICT NO. 273

## GENERAL FUND BUDGET

### FY 22-23 With Comparative Information for Fiscal Years 19 thru 22 Revenues & Expenditures - by Program

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Final Budget</u>	2022-23 <u>Adopted Budget</u>	Increase/ <u>(Decrease)</u>	% <u>Inc/(Dec)</u>
<b><u>REVENUES:</u></b>							
Property Taxes	\$ 33,058,228	\$ 33,473,445	\$ 38,708,163	\$ 39,796,208	\$ 41,314,578	\$ 1,518,370	4.6%
Other Local Revenue	5,062,879	6,649,833	2,662,661	4,089,569	2,883,641	\$ (1,205,928)	-23.8%
State Sources	76,567,326	78,527,669	80,834,800	83,447,170	86,342,099	\$ 2,894,929	3.8%
Federal Sources	<u>2,410,766</u>	<u>1,813,876</u>	<u>4,644,825</u>	<u>5,739,686</u>	<u>3,556,818</u>	<u>(2,182,868)</u>	<u>-90.5%</u>
<b>TOTAL REVENUE</b>	<b>\$ 117,099,199</b>	<b>\$ 120,464,822</b>	<b>\$ 126,850,449</b>	<b>\$ 133,072,633</b>	<b>\$ 134,097,137</b>	<b>\$ 1,024,504</b>	<b>0.9%</b>
<b><u>EXPENDITURES:</u></b>							
<i>Current:</i>							
District & School Administration	\$ 3,301,695	\$ 3,009,563	\$ 3,342,784	\$ 3,890,330	\$ 3,595,122	\$ (295,208)	-8.9%
District Support Service	2,918,207	2,800,341	2,714,576	2,760,792	2,593,803	\$ (166,989)	-5.7%
Regular Instruction	55,976,301	56,623,512	56,763,928	60,990,764	62,052,232	\$ 1,061,468	1.9%
Vocational Instruction	371,717	417,776	347,713	311,537	422,070	\$ 110,533	29.7%
Special Education Instruction	21,165,695	22,535,544	22,568,276	24,883,964	25,753,094	\$ 869,130	4.1%
Instructional Support Services	5,720,643	5,713,811	8,891,998	8,118,959	8,256,451	\$ 137,492	2.4%
Pupil Support Services	10,536,840	10,138,725	9,321,573	10,849,358	11,316,100	\$ 466,742	4.4%
Site, Building and Equipment*	12,863,141	18,232,981	14,066,535	19,888,875	19,225,149	\$ (663,726)	-5.2%
Fixed Cost Programs	<u>252,778</u>	<u>305,513</u>	<u>451,186</u>	<u>504,272</u>	<u>1,262,301</u>	<u>758,029</u>	<u>299.9%</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 113,107,017</b>	<b>\$ 119,777,765</b>	<b>\$ 118,468,569</b>	<b>\$ 132,198,851</b>	<b>\$ 134,476,322</b>	<b>\$ 2,277,471</b>	<b>2.0%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 3,992,182</b>	<b>\$ 687,058</b>	<b>\$ 8,381,880</b>	<b>\$ 873,782</b>	<b>\$ (379,185)</b>	<b>\$ (1,252,967)</b>	
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers In/(Out) & Prior Period Adj	\$ (3,659,967)	\$ (2,113,696)	\$ (5,712,368)	\$ (1,731,735)	\$ (1,334,000)	\$ -	
<b>FUND BALANCES JULY 1:</b>							
Nonspendable	\$ 714,427	\$ 31,133	\$ -	\$ -	\$ -		
Restricted	\$ 3,289,820	\$ 2,814,295	\$ 1,459,232	\$ 1,333,034	\$ 935,637		
Committed	\$ 927,819	\$ 1,037,614	\$ 1,068,409	\$ 1,074,602	\$ 1,074,602		
Assigned	\$ 3,535,342	\$ 3,534,808	\$ 3,752,941	\$ 6,094,910	\$ 5,577,646		
Unassigned - General	\$ 5,268,594	\$ 6,764,615	\$ 8,613,512	\$ 9,061,060	\$ 9,117,769		
<b>FUND BALANCE TRANSFERS:</b>							
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	n/a				n/a		
<b>FUND BALANCES JUNE 30:</b>							
Nonspendable	\$ 31,133	\$ -	\$ -	\$ -	\$ -		
Restricted	\$ 2,814,295	\$ 1,459,232	\$ 1,333,034	\$ 935,637	\$ 494,065		
Committed	\$ 1,037,614	\$ 1,068,409	\$ 1,074,602	\$ 1,074,602	\$ 1,074,602		
Assigned	\$ 3,534,808	\$ 3,752,941	\$ 6,094,910	\$ 5,577,646	\$ 4,850,658		
Unassigned - General	\$ 6,764,615	\$ 8,613,512	\$ 9,061,060	\$ 9,117,769	\$ 8,573,143		

\*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.

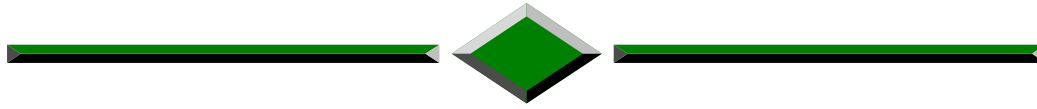
# INDEPENDENT SCHOOL DISTRICT NO. 273

## GENERAL FUND BUDGET

### FY 22-23 With Comparative Information for Fiscal Years 19 thru 22 Revenues & Expenditures - by Object

	2018-19	2019-2020	2020-21	2021-22	2022-23	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<b><u>REVENUES:</u></b>							
Property Taxes	\$ 33,058,228	\$ 33,473,445	\$ 38,708,163	\$ 39,796,208	\$ 41,314,578	\$ 1,518,370	4.6%
Other Local Revenue	5,062,879	\$ 6,649,833	\$ 2,662,661	\$ 4,089,569	2,883,641	\$ (1,205,928)	-23.8%
State Sources	76,567,326	\$ 78,527,669	\$ 80,834,800	\$ 83,447,170	86,342,099	\$ 2,894,929	3.8%
Federal Sources	<u>2,410,766</u>	<u>\$ 1,813,876</u>	<u>\$ 4,644,825</u>	<u>\$ 5,739,686</u>	<u>3,556,818</u>	<u>(2,182,868)</u>	<u>-90.5%</u>
<b>TOTAL REVENUE</b>	<b>\$ 117,099,199</b>	<b>\$ 120,464,822</b>	<b>\$ 126,850,449</b>	<b>\$ 133,072,633</b>	<b>\$ 134,097,137</b>	<b>\$ 1,024,504</b>	<b>0.9%</b>
<b><u>EXPENDITURES:</u></b>							
Salaries	\$ 71,015,698	\$ 71,815,493	\$ 75,487,382	\$ 81,481,413	\$ 82,890,782	\$ 1,409,369	2.0%
Benefits	23,643,161	24,933,024	24,406,216	25,181,349	27,055,281	\$ 1,873,932	7.9%
Purchased Services	9,607,417	10,991,178	9,239,838	10,609,159	9,508,186	\$ (1,100,973)	-11.5%
Instructional Supplies	4,159,349	3,556,859	4,026,696	4,183,648	4,346,111	\$ 162,463	3.9%
Capital Expenditures	4,355,703	5,734,810	4,404,309	10,199,708	10,082,682	\$ (117,026)	-2.7%
Other Expenditures	<u>325,690</u>	<u>632,703</u>	<u>584,823</u>	<u>543,573</u>	<u>593,279</u>	<u>49,706</u>	<u>15.3%</u>
<b>TOTAL EXPENDITURES</b>	<b>\$ 113,107,017</b>	<b>\$ 117,664,068</b>	<b>\$ 118,149,263</b>	<b>\$ 132,198,850</b>	<b>\$ 134,476,322</b>	<b>\$ 2,277,472</b>	<b>2.0%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 3,992,182</b>	<b>\$ 2,800,754</b>	<b>\$ 8,701,186</b>	<b>\$ 873,783</b>	<b>\$ (379,185)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>							
Capital Eq. Note & Transfers In/(Out)	<b>\$ (3,659,967)</b>	<b>\$ (2,113,696)</b>	<b>\$ (5,712,368)</b>	<b>\$ (1,731,735)</b>	<b>\$ (1,334,000)</b>		
<b>FUND BALANCES JULY 1:</b>							
Nonspendable	\$ 714,427	\$ 31,133	\$ -	\$ -	\$ -		
Restricted	\$ 3,289,820	\$ 2,814,295	\$ 1,459,232	\$ 1,333,034	\$ 935,637		
Committed	\$ 927,819	\$ 1,037,614	\$ 1,068,409	\$ 1,074,602	\$ 1,074,602		
Assigned	\$ 3,535,342	\$ 3,534,808	\$ 3,752,941	\$ 6,094,910	\$ 5,577,646		
Unassigned - General	\$ 5,268,594	\$ 6,764,615	\$ 8,613,512	\$ 9,061,060	\$ 9,117,769		
<b>FUND BALANCE TRANSFERS:</b>							
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	n/a	n/a			n/a		
<b>FUND BALANCES JUNE 30:</b>							
Nonspendable	\$ 31,133	\$ -	\$ -	\$ -	\$ -		
Restricted	\$ 2,814,295	\$ 1,459,232	\$ 1,333,034	\$ 935,637	\$ 494,065		
Committed	\$ 1,037,614	\$ 1,068,409	\$ 1,074,602	\$ 1,074,602	\$ 1,074,602		
Assigned	\$ 3,534,808	\$ 3,752,941	\$ 6,094,910	\$ 5,577,646	\$ 4,850,658		
Unassigned - General	\$ 6,764,615	\$ 8,613,512	\$ 9,061,060	\$ 9,117,769	\$ 8,573,143		

\*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.



## **INDEPENDENT SCHOOL DISTRICT NO. 273**

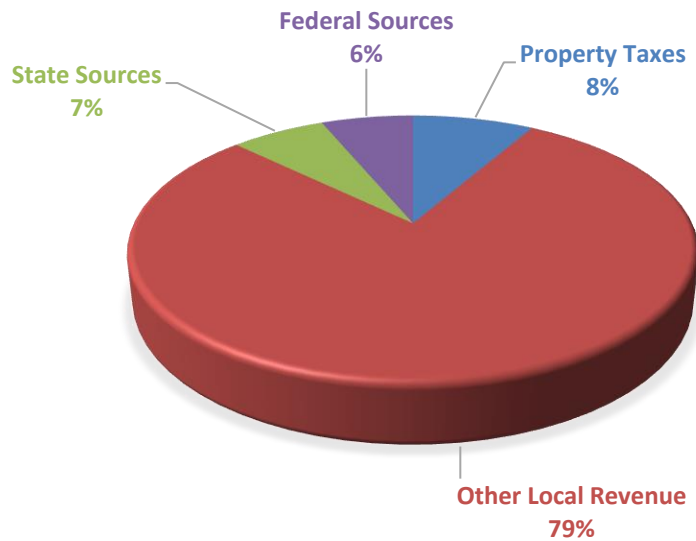
### **SPECIAL REVENUE FUNDS**

The Special Revenue Funds account for the Food Service and Community Service Funds. The Food Service Fund is used to record financial activities of a school district's food service program. Food service includes activities for the purpose of preparation and service of milk, meals, and snacks in connection with school and community service activities. The Community Service Fund is used to record all financial activities of the Community Service program. The Community Service Fund is comprised of five components, each with its own fund balance. The five components are Community Service, Community Education, Early Childhood Family Education, School Readiness, and Adult Basic Education.

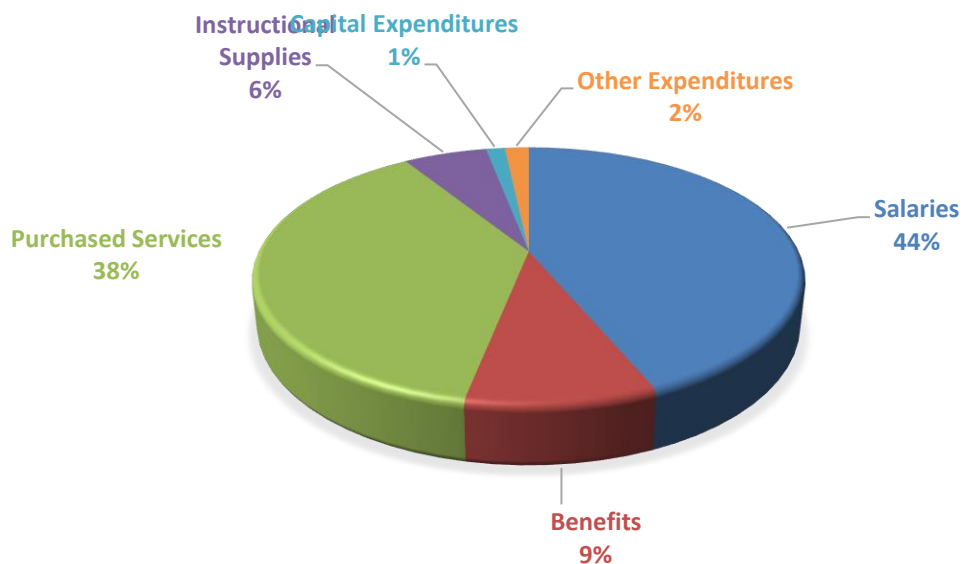
# INDEPENDENT SCHOOL DISTRICT NO. 273

## SPECIAL REVENUE FUNDS

### 2022-23 REVENUE BUDGET - BY SOURCE



### 2022-23 EXPENDITURE BUDGET - BY OBJECT





**INDEPENDENT SCHOOL DISTRICT NO. 273**

**FOOD SERVICE SPECIAL REVENUE FUNDS BUDGET  
FY 22-23 With Comparative Information for Fiscal Years 19 thru 22  
Revenues & Expenditures - by Object**

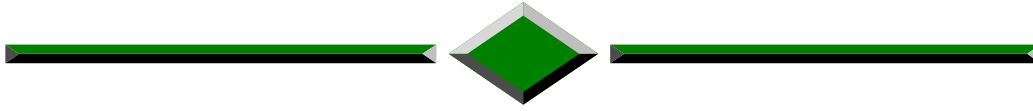
	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Final Budget</u>	<u>2022-23 Adopted Budget</u>	<u>Increase/ (Decrease)</u>	<u>% Inc/(Dec)</u>
<b><u>REVENUES:</u></b>							
Other Local Revenue	\$ 2,267,813	\$ 1,665,784	\$ 33,158	\$ 2,257,167	\$ 2,410,910	\$ 153,743	6.8%
State Sources	123,311	108,624	-	117,311	164,237	\$ 46,926	38.1%
Federal Sources	649,082	701,510	1,391,279	648,839	826,113	177,274	27.3%
<b>TOTAL REVENUE</b>	<b>\$ 3,040,206</b>	<b>\$ 2,475,919</b>	<b>\$ 1,424,437</b>	<b>\$ 3,023,317</b>	<b>\$ 3,401,260</b>	<b>\$ 377,943</b>	<b>12.4%</b>
<b><u>EXPENDITURES:</u></b>							
Salaries	\$ 277,618	\$ 182,436	\$ 60,349	\$ 295,653	\$ 421,591	\$ 125,938	45.4%
Benefits	78,757	89,027	89,390	83,941	113,560	\$ 29,619	37.6%
Purchased Services	2,395,361	1,955,573	1,064,334	2,408,287	2,746,316	\$ 338,029	14.1%
Supplies and Commodities	158,497	144,513	107,647	178,377	172,136	\$ (6,241)	-3.9%
Capital Expenditures	36,287	277,500	108,000	100,614	111,382	10,768	29.7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,946,520</b>	<b>\$ 2,649,049</b>	<b>\$ 1,429,720</b>	<b>\$ 3,066,872</b>	<b>\$ 3,564,985</b>	<b>\$ 498,113</b>	<b>16.9%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 93,686</b>	<b>\$ (173,130)</b>	<b>\$ (5,283)</b>	<b>\$ (43,555)</b>	<b>\$ (163,725)</b>		
<b><u>OTHER FINANCING SOURCES (USES)</u></b>							
Operating Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -		
<b><u>FUND BALANCES JULY 1:</u></b>							
Nonspendable - Food Service							
Restricted - Food Service	\$ 1,006,569	\$ 1,100,255	\$ 927,125	\$ 921,842	\$ 878,287		
<b><u>FUND BALANCE TRANSFERS:</u></b>							
Restricted	\$ -				\$ -		
<b><u>FUND BALANCES JUNE 30:</u></b>							
Nonspendable - Food Service							
Restricted - Food Service	\$ 1,100,255	\$ 927,125	\$ 921,842	\$ 878,287	\$ 714,562		

**INDEPENDENT SCHOOL DISTRICT NO. 273**

**COMMUNITY SERVICES SPECIAL REVENUE FUNDS BUDGET**

**FY 22-23 With Comparative Information for Fiscal Years 19 thru 22  
Revenues & Expenditures - by Object**

	2018-19	2019-20	2020-21	2021-22	2022-23	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<b><u>REVENUES:</u></b>							
Property Taxes	\$ 1,071,855	\$ 1,118,879	\$ 1,101,182	\$ 1,106,416	\$ 1,089,859	\$ (16,557)	-1.5%
Other Local Revenue	6,522,616	5,902,664	3,312,484	6,746,370	7,944,051	\$ 1,197,681	18.4%
State Sources	461,119	532,341	531,801	525,286	687,307	\$ 162,021	35.1%
Federal Sources	-	-	445,807	-	-	-	#DIV/0!
<b>TOTAL REVENUE</b>	<b>\$ 8,055,590</b>	<b>\$ 7,553,883</b>	<b>\$ 5,391,274</b>	<b>\$ 8,378,072</b>	<b>\$ 9,721,217</b>	<b>\$ 1,343,145</b>	<b>18.1%</b>
<b><u>EXPENDITURES:</u></b>							
Salaries	\$ 4,843,894	\$ 4,964,444	\$ 3,144,219	\$ 4,676,976	\$ 5,104,363	\$ 427,387	8.8%
Benefits	1,200,575	1,188,897	730,911	1,085,689	1,090,682	\$ 4,993	0.4%
Purchased Services	1,411,669	1,235,397	968,706	1,564,737	2,059,977	\$ 495,240	35.1%
Instructional Supplies	415,428	323,857	260,517	419,357	573,958	\$ 154,601	37.2%
Capital Expenditures	40,504	52,617	27,656	75,000	57,000	\$ (18,000)	-44.4%
Other Expenditures	13,589	92,819	98,349	164,200	214,800	50,600	372.4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,925,659</b>	<b>\$ 7,858,032</b>	<b>\$ 5,230,357</b>	<b>\$ 7,985,959</b>	<b>\$ 9,100,780</b>	<b>\$ 1,114,821</b>	<b>14.1%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 129,931</b>	<b>\$ (304,149)</b>	<b>\$ 160,917</b>	<b>\$ 392,113</b>	<b>\$ 620,439</b>		
<b><u>OTHER FINANCING SOURCES (USES)</u></b>							
Operating Transfer In/(Out)	\$ 62,117	\$ (100,000)	\$ -	\$ -	\$ -		
<b>FUND BALANCES JULY 1:</b>							
Restricted - Community Service	\$ 740,156	\$ 932,204	\$ 528,055	\$ 688,974	\$ 1,081,089		
<b>FUND BALANCE TRANSFERS:</b>							
Restricted	\$ -				\$ -		
<b>FUND BALANCES JUNE 30:</b>							
Restricted - Community Service	\$ 932,204	\$ 528,055	\$ 688,974	\$ 1,081,089	\$ 1,701,525		



**INDEPENDENT SCHOOL DISTRICT NO. 273**

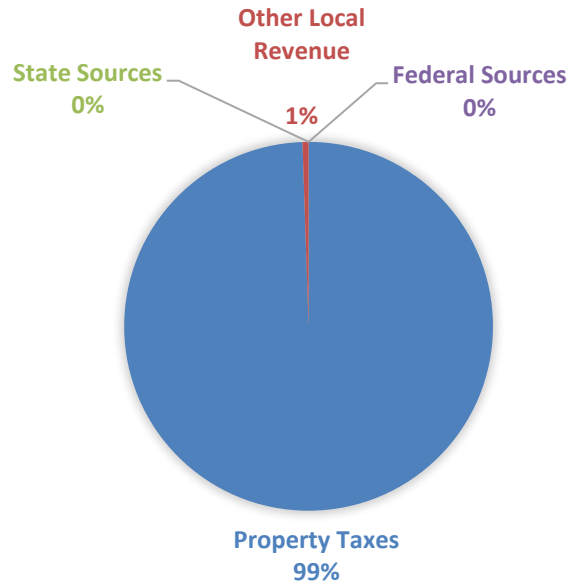
**DEBT SERVICE FUND**

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

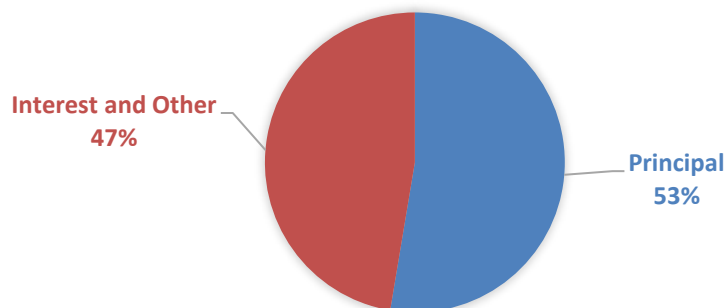
**INDEPENDENT SCHOOL DISTRICT NO. 273**

**DEBT SERVICE FUND**

**2022-23 REVENUE - BY SOURCE**



**2022-23 EXPENDITURE BUDGET - BY OBJECT**



**INDEPENDENT SCHOOL DISTRICT NO. 273**

**DEBT SERVICE FUND BUDGET**

**FY 22-23 With Comparative Information for Fiscal Years 19 thru 22  
Revenues & Expenditures - by Object**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Final Budget</u>	<u>2022-23</u> <u>Adopted Budget</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>%</u> <u>Inc/(Dec)</u>
<b><u>REVENUES:</u></b>							
Property Taxes	\$ 15,054,762	\$ 15,922,424	\$ 14,737,097	\$ 15,079,339	\$ 15,044,488	\$ (34,851)	-0.2%
Other Local Revenue	85,069	\$ 243,125	\$ 5,004	\$ 50,000	\$ 79,964	\$ 29,964	35.2%
State Sources	-	-	-	-	-	\$ -	0.0%
Federal Sources	-	-	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 15,139,831</b>	<b>\$ 16,165,549</b>	<b>\$ 14,742,101</b>	<b>\$ 15,129,339</b>	<b>\$ 15,124,452</b>	<b>\$ (4,887)</b>	<b>0.0%</b>
<b><u>EXPENDITURES:</u></b>							
<i>Debt Service:</i>							
Principal	\$ 7,405,000	\$ 8,140,000	\$ 7,050,000	\$ 7,540,000	\$ 8,015,000	\$ 475,000	6.4%
Bond Refunding	-	21,895,000	-	-	-	\$ -	#DIV/0!
Interest and fiscal charges	7,267,193	7,595,560	7,679,481	7,466,244	7,212,578	(253,666)	-3.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,672,193</b>	<b>\$ 37,630,560</b>	<b>\$ 14,729,481</b>	<b>\$ 15,006,244</b>	<b>\$ 15,227,578</b>	<b>\$ 221,334</b>	<b>1.5%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 467,638</b>	<b>\$ (21,465,011)</b>	<b>\$ 12,620</b>	<b>\$ 123,095</b>	<b>\$ (103,125)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>							
Bond Proceeds	\$ 589,745	\$ 21,895,000	\$ 275,383	\$ -	\$ -		
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-		
<b>TOTAL OTHER FINANCING SOURCES(USES)</b>	<b>\$ 589,745</b>	<b>\$ 21,895,000</b>	<b>\$ 275,383</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FUND BALANCES JULY 1:</b>							
Restricted	\$ 1,539,588	\$ 2,596,971	\$ 3,026,960	\$ 3,314,963	\$ 3,438,058		
<b>FUND BALANCE TRANSFERS:</b>							
Restricted	n/a	n/a			n/a		
<b>FUND BALANCES JUNE 30:</b>							
Restricted	\$ 2,596,971	\$ 3,026,960	\$ 3,314,963	\$ 3,438,058	\$ 3,334,932		

# INDEPENDENT SCHOOL DISTRICT NO. 273

## DEBT SERVICE

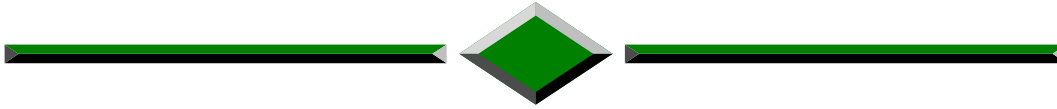
### Schedule of Long Term Debt and Schedule of Long Term Debt Principal and Interest Maturities

#### SCHEDULE OF LONG TERM DEBT AS OF JUNE 30, 2021

<u>LONG TERM DEBT</u>	<u>ISSUE DATE</u>	<u>INTEREST RATES</u>	<u>FINAL MATURITY DATE</u>	<u>BALANCE OUTSTANDING</u>
G.O. Alternative Facilities Bonds	12/30/2014	3.00-3.50%	2/1/2035	6,050,000
G.O. Building Bonds	7/22/2015	4.00-5.00%	2/1/2037	102,155,000
G.O. Facilities Maintenance & Building Bonds	4/13/2017	2.50-4.00%	2/1/2031	16,350,000
G.O. Facilities Maintenance & Building Bonds	5/2/2019	3.00-5.00%	2/1/2036	24,075,000
School Building Refunding Bonds	11/14/2019	5.00%	2/1/2024	15,465,000
Alternative Facilities Refunding Bonds	11/5/2020	3.00-4.00%	2/1/2026	9,085,000
G.O. Facilities Maintenance Bonds	5/27/2021	2.00-3.00%	2/1/2031	10,585,000
<b>TOTAL LONG TERM DEBT</b>				<b><u>\$183,765,000</u></b>

#### SCHEDULE OF LONG TERM DEBT PRINCIPAL AND INTEREST MATURITIES

<u>FISCAL YEAR ENDING 30-Jun</u>	<u>BOND PRINCIPAL</u>	<u>BOND INTEREST</u>	<u>TOTAL</u>
2022	7,540,000	7,385,884	14,925,884
2023	8,015,000	7,011,113	15,026,113
2024	7,625,000	6,629,463	14,254,463
2025	7,780,000	6,251,613	14,031,613
2026	10,510,000	5,929,763	16,439,763
2027-2031	70,750,000	21,887,788	92,637,788
2032-2036	62,135,000	8,874,663	71,009,663
2037	9,410,000	376,400	9,786,400
<b>TOTALS</b>	<b><u>\$183,765,000</u></b>	<b><u>\$64,346,687</u></b>	<b><u>\$248,111,687</u></b>



## **INDEPENDENT SCHOOL DISTRICT NO. 273**

### **CAPITAL PROJECT-BUILDING CONSTRUCTION FUND**

The Capital Project-Building Construction Fund is used to record all operations of a district's building construction program that are funded by the sale of bonds, capital loans, or the Long Term Facilities Maintenance Bonds . Construction costs for buildings and additions consist of the following: expenditures for general construction, advertisement for contracts, payments on contracts of construction, installations of plumbing, heating, lighting, ventilating and electrical systems, expenditures for lockers, elevators, and other equipment; architectural and engineering services, travel expenses; paint and decorating expenses, and any other related costs.

Also includes all costs associated with the District's technology levy including equipment, training costs, contracted services and salary & benefits.

**INDEPENDENT SCHOOL DISTRICT NO. 273**

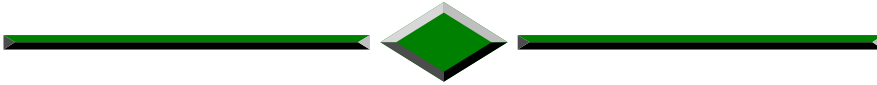
**CAPITAL PROJECT- BUILDING CONSTRUCTION FUND BUDGET**

**FY 22-23 With Comparative Information for Fiscal Years 19 thru 22  
Revenues & Expenditures - by Object**

	2018-19	2019-20	2020-21	2021-22	2022-23	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<b><u>REVENUES:</u></b>							
Property Taxes	\$ 5,300,000	\$ 5,914,554	\$ 4,920,118	\$ 5,099,681	\$ 5,539,402	\$ 439,721	8.3%
Other Local Revenue	250,023	1,113,170	225,376	7,427,053	5,396,372	\$ (2,030,681)	-812.2%
State Sources	-	-	-	-	-	\$ -	
Federal Sources	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	<b>\$ 5,550,023</b>	<b>\$ 7,027,724</b>	<b>\$ 5,145,494</b>	<b>\$ 12,526,734</b>	<b>\$ 10,935,774</b>	<b>\$ (1,590,960)</b>	<b>-28.7%</b>
<b><u>EXPENDITURES:</u></b>							
<i>Current:</i>							
Salaries and Wages	\$ 1,794,081	\$ 2,566,588	\$ 2,601,312	\$ 3,098,733	\$ 2,223,123	\$ (875,610)	-48.8%
Employee Benefits	545,289	805,670	754,098	-	266,366	\$ 266,366	48.8%
Purchased Services	1,102,147	1,339,888	1,951,348	4,597,046	5,870,364	\$ 1,273,318	115.5%
Supplies and Materials	-	-	-	927,594	3,000	\$ (924,594)	#DIV/0!
Capital Expenditures	24,489,310	14,978,852	22,099,094	6,507,667	14,828,092	\$ 8,320,425	34.0%
Other Expenditures	191,667	-	151,943	-	-	-	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,122,494</b>	<b>\$ 19,690,999</b>	<b>\$ 27,557,795</b>	<b>\$ 15,131,040</b>	<b>\$ 23,190,945</b>	<b>\$ 8,059,905</b>	<b>28.7%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (22,572,471)</b>	<b>\$ (12,663,275)</b>	<b>\$ (22,412,301)</b>	<b>\$ (2,604,306)</b>	<b>\$ (12,255,171)</b>		
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers In/(Out)	\$ 3,151,386	\$ -	\$ 6,035,164	\$ 1,731,735	\$ 1,334,000		
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -		
General Obligation Bond Proceeds/Premiums/Cert of Participation	\$ 24,693,695	\$ -	\$ 11,355,841	\$ -	\$ 15,529,915		
<b>TOTAL OTHER FINANCING SOURCES(USES)</b>	<b>\$ 27,845,081</b>	<b>\$ -</b>	<b>\$ 17,391,005</b>	<b>\$ 1,731,735</b>	<b>\$ 16,863,915</b>		
<b>FUND BALANCES JULY 1:</b>							
Unassigned	\$ 19,804,605	\$ 25,077,215	\$ 12,413,940	\$ 7,392,644	\$ 6,520,073		
<b>FUND BALANCE TRANSFERS:</b>							
Unassigned	\$ -				\$ -		
<b>FUND BALANCES JUNE 30:</b>							
Unassigned	\$ 25,077,215	\$ 12,413,940	\$ 7,392,644	\$ 6,520,073	\$ 11,128,816		

\*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.





## **INDEPENDENT SCHOOL DISTRICT NO. 273**

### **INTERNAL SERVICE FUND**

An internal service fund is used to account for the financing of goods and services provided by one department to another within the school district or to other governmental units on a cost reimbursement basis. The most common use of an internal service fund by school districts is for self insurance programs. The district is using the internal service fund for its self-insured dental program

INDEPENDENT SCHOOL DISTRICT NO. 273							
INTERNAL SERVICE FUND BUDGET							
FY 22-23 With Comparative Information for Fiscal Years 19 thru 22							
Statement of Net Assets							
	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Final Budget</u>	2022-23 <u>Adopted Budget</u>	Increase/ <u>(Decrease)</u>	% <u>Inc/(Dec)</u>
<b><u>NON OPERATING INCOME:</u></b>							
Contribution from the General Fund	\$ 872,731	\$ 855,860	\$ 871,285	\$ 870,000	\$ 870,000	\$ -	0.0%
<b>TOTAL NON OPERATING INCOME</b>	<b>\$ 872,731</b>	<b>\$ 855,860</b>	<b>\$ 871,285</b>	<b>\$ 870,000</b>	<b>\$ 870,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b><u>NON OPERATING EXPENSE:</u></b>							
Contribution to the General Fund	\$ 867,493	\$ 744,260	\$ 896,278	\$ 870,000	\$ 870,000	\$ -	0.0%
<b>TOTAL NON OPERATING EXPENSE</b>	<b>\$ 867,493</b>	<b>\$ 744,260</b>	<b>\$ 896,278</b>	<b>\$ 870,000</b>	<b>\$ 870,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 5,238</b>	<b>\$ 111,600</b>	<b>\$ (24,994)</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>NET ASSETS JULY 1:</b>							
Unrestricted	\$ 484,367	\$ 489,605	\$ 601,205	\$ 576,212	\$ 576,213		
<b>NET ASSETS JUNE 30:</b>							
Unrestricted	\$ 489,605	\$ 601,205	\$ 576,212	\$ 576,213	\$ 576,213		

# **PROGRAM DESCRIPTIONS**

## **District and School Administration**

School board, superintendent, principals, and director of special education. Included are the costs of their immediate offices, including those individuals in direct support of the administrator.

## **District Support Services**

General and other administrative support, human resources, community relations, elections, census and student accounting, printing, legal, business support services, and information systems and services.

## **Regular Instruction**

All activities dealing directly with the teaching of pupils, the interaction between teachers and pupils in the classroom and co-curricular activities at the kindergarten, elementary, and secondary levels. Includes Gifted & Talented, Limited English Proficiency, Title I, Co-Curricular and Athletics.

## **Vocational Instruction**

Courses which develop knowledge, skills, attitudes, and behavioral characteristics for students seeking career exploration and employability. Agriculture, Personal and Family Living, Business, and Trade and Industrial.

## **Special Education Instruction**

Activities providing learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction. Activities include Developmental Cognitive Disabilities, Physically Impaired, Hearing Impaired, Visually Impaired, Learning Disabled, Emotional Behavior Disorder, Autistic Spectrum Disorders, Developmentally Delayed, and Federal Programs.

## **Instructional Support Services**

Activities for assisting the instructional staff with the process of providing K-12 learning experiences. Curriculum, Staff Development, and Educational Media

## **Pupil Support Services**

All services provided to students not classified as instructional services. Counseling, Health Service, Psychological Service, Social Work, and Pupil Transportation.

## **Site, Buildings and Equipment**

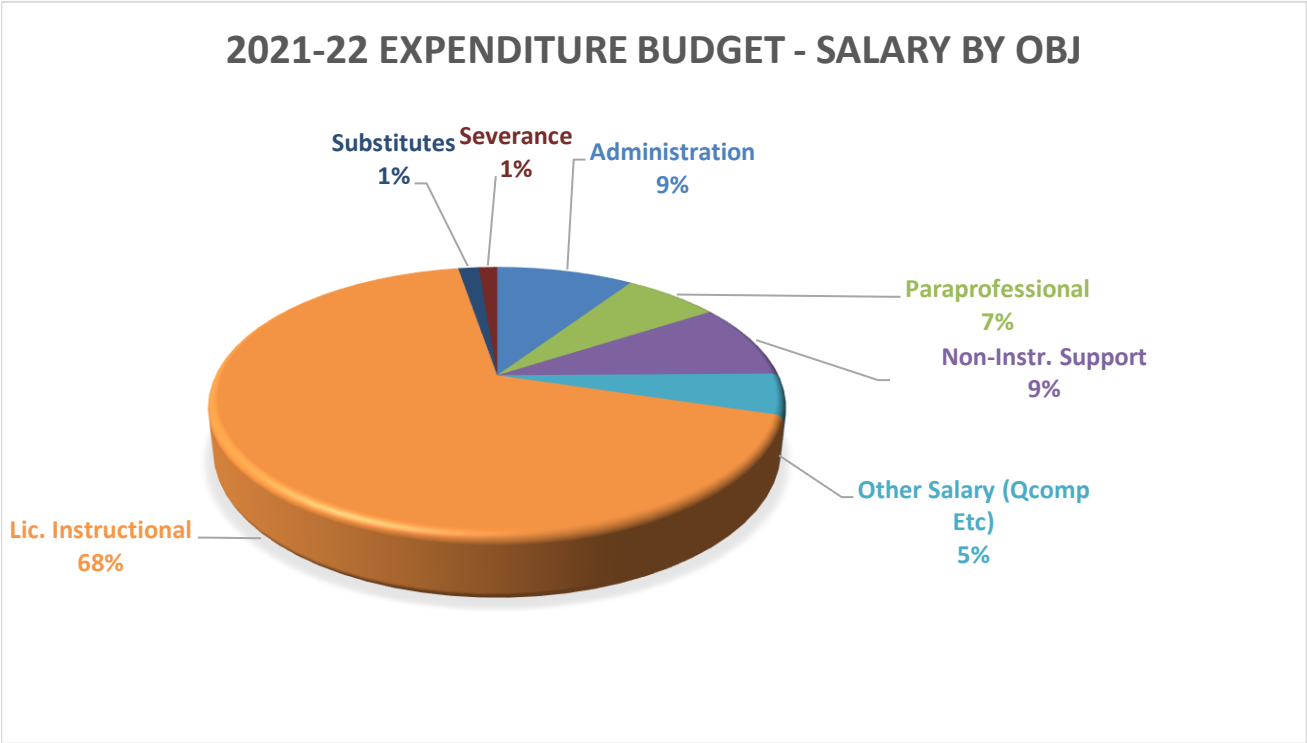
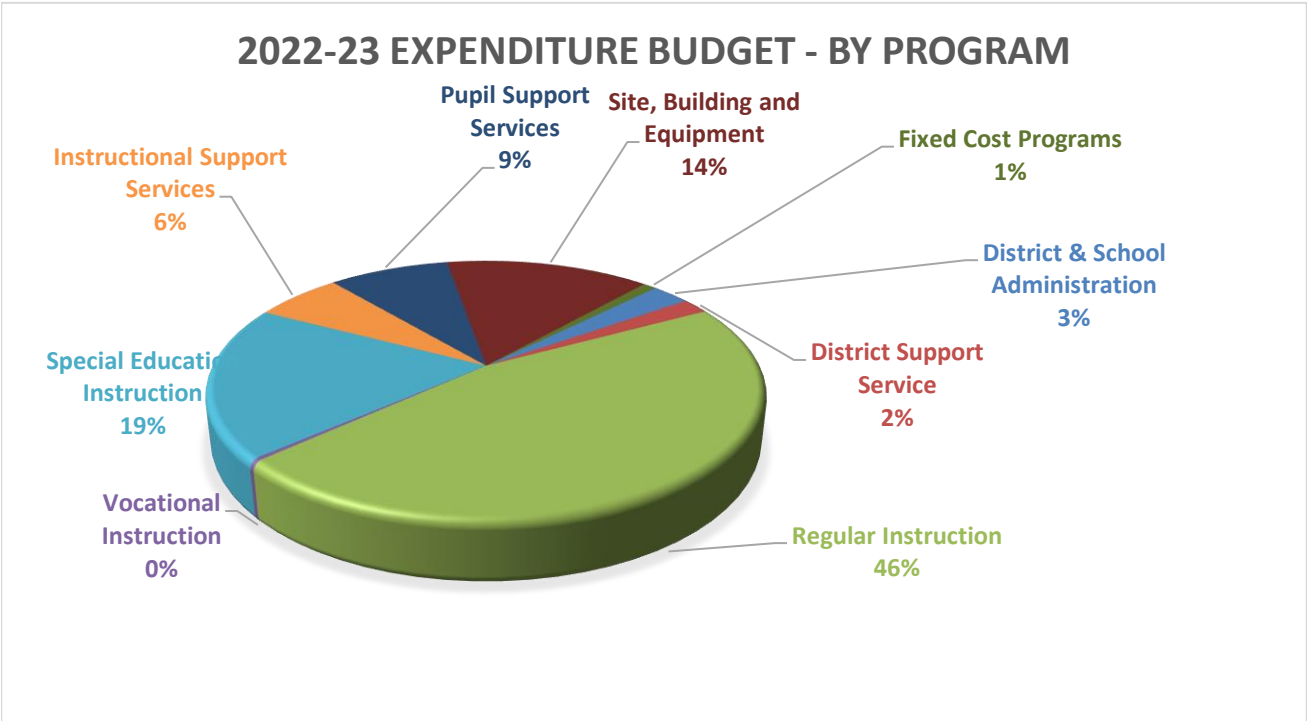
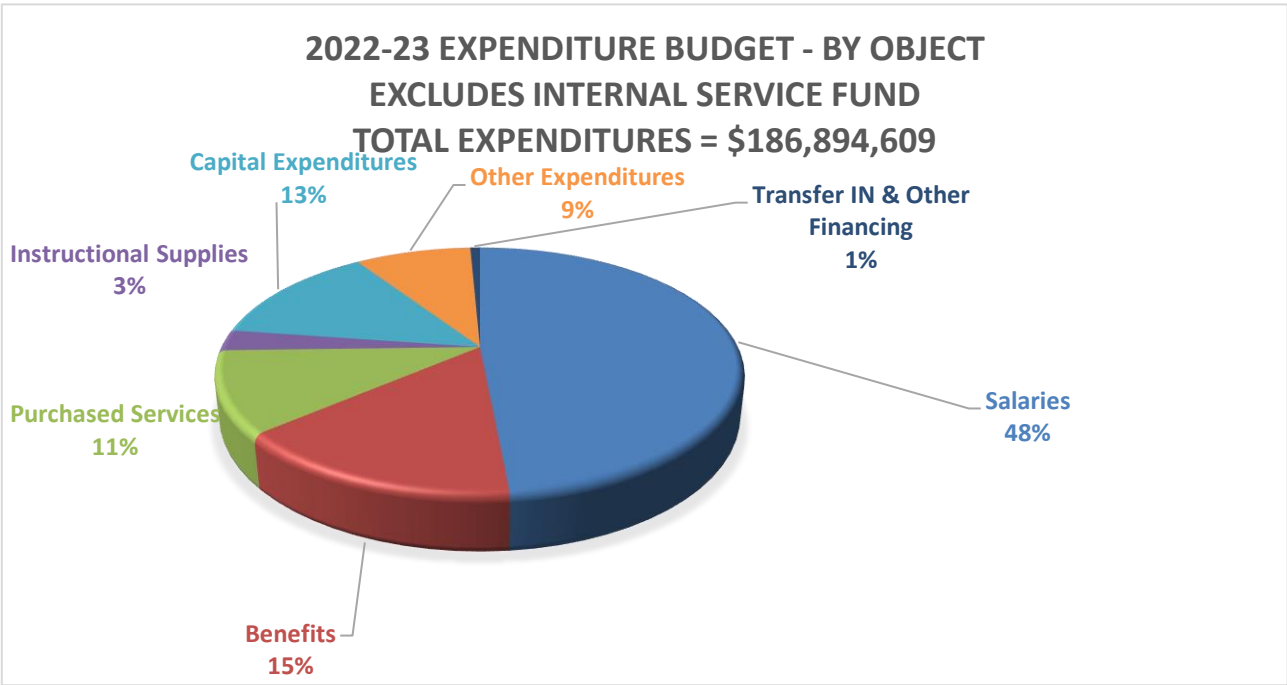
Acquisition, operation, maintenance, repair, and remodeling of all physical plant, facilities, and grounds of the school District.

## **Fiscal and Other Fixed Costs**

Fiscal and fixed costs. Property and liability insurance and aid anticipation certificate cost.

INDEPENDENT SCHOOL DISTRICT NO. 273

ALL FUNDS



Edina Public Schools  
Revenue By FUND

FUND	FY19-20 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED BUDGET
GENERAL	120,464,822	127,849,253	133,072,633	134,097,137
FOOD SERVICE	2,475,919	1,424,438	3,023,317	3,401,260
COMMUNITY SERVICES	7,553,883	5,391,273	8,378,072	9,721,217
CONSTRUCTION	7,027,724	22,536,499	14,258,469	27,799,689
DEBT SERVICE	38,060,549	25,447,483	15,129,339	15,124,452
SELF INSURANCE	855,860	871,285	870,000	870,000
<b>GRAND TOTAL</b>	<b>176,438,758</b>	<b>183,520,231</b>	<b>174,731,830</b>	<b>191,013,755</b>

Edina Public Schools  
ORG by FUND

FUND	ORGANIZATION	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED
General	DISTRICT WIDE	113,344,448	117,349,082	125,360,276	125,360,276	125,360,276	131,503,587
General	OUR LADY OF GRACE			-	-		-
General	COMMUNITY CENTER			74,080	74,080		98,000
General	TRANSPORTATION FACILITY			13,300	13,300		11,040
General	SOUTH VIEW MIDDLE SCHOOL	356,444	364,360	500,088	500,088	371,163	351,002
General	VALLEY VIEW MIDDLE SCHOOL	193,827	294,937	56,781	56,781	159,863	164,756
General	EDINA HIGH SCHOOL	2,482,737	2,073,445	1,586,679	1,586,679	2,213,699	1,626,197
General	CONCORD	82,755	49,026	34,120	34,120	372,294	40,289
General	CORNELIA	62,198	100,901	57,417	57,417	73,123	66,746
General	COUNTRYSIDE	113,408	88,325	70,621	70,621	54,382	54,578
General	HIGHLANDS	106,981	77,194	39,100	39,100	93,883	60,421
General	CREEK VALLEY	283,695	56,912	42,462	42,462	53,266	107,766
General	NORMANDALE	72,706	10,641	9,850	9,850	9,275	9,381
General	ELEM EVA			2,591	2,591		-
General	ECSE			1,890	1,890		3,373
<b>General Total</b>		<b>117,099,200</b>	<b>120,464,822</b>	<b>127,849,253</b>	<b>127,849,253</b>	<b>133,072,633</b>	<b>134,097,137</b>
Food Service	DISTRICT WIDE	950,376	2,475,919	1,424,438	1,424,438	933,485	1,165,138
Food Service	OUR LADY OF GRACE	16,549	-	-	-	16,549	17,707
Food Service	SOUTH VIEW MIDDLE SCHOOL	317,002	-	-	-	317,002	339,191
Food Service	VALLEY VIEW MIDDLE SCHOOL	319,775	-	-	-	319,775	342,159
Food Service	EDINA HIGH SCHOOL	565,904	-	-	-	565,904	605,517
Food Service	CONCORD	186,344	-	-	-	186,344	199,388
Food Service	CORNELIA	112,321	-	-	-	112,321	120,183
Food Service	COUNTRYSIDE	141,913	-	-	-	141,913	151,847
Food Service	HIGHLANDS	116,296	-	-	-	116,296	124,438
Food Service	CREEK VALLEY	141,632	-	-	-	141,632	151,547
Food Service	NORMANDALE	172,097	-	-	-	172,097	184,145
<b>Food Service Total</b>		<b>3,040,208</b>	<b>2,475,919</b>	<b>1,424,438</b>	<b>1,424,438</b>	<b>3,023,317</b>	<b>3,401,260</b>
Community Ed	DISTRICT WIDE	8,117,707	7,553,883	5,272,853	5,272,853	8,378,072	9,376,967
Community Ed	COMMUNITY CENTER			85,140	85,140		196,000
Community Ed	SOUTH VIEW MIDDLE SCHOOL			17,825	17,825		74,125
Community Ed	VALLEY VIEW MIDDLE SCHOOL			15,456	15,456		74,125
<b>Community Ed Total</b>		<b>8,117,707</b>	<b>7,553,883</b>	<b>5,391,273</b>	<b>5,391,273</b>	<b>8,378,072</b>	<b>9,721,217</b>
Construction	DISTRICT WIDE	33,395,103	7,026,549	22,536,499	22,536,499	14,258,469	27,799,689
Construction	SOUTH VIEW MIDDLE SCHOOL	-	1,175	-	-	-	-
Construction	CONCORD	-	-	-	-	-	-
Alt Facility	CORNELIA	-	-	-	-	-	-
<b>Construction Total</b>		<b>33,395,103</b>	<b>7,027,724</b>	<b>22,536,499</b>	<b>22,536,499</b>	<b>14,258,469</b>	<b>27,799,689</b>
Debt	DISTRICT WIDE	15,729,577	38,060,549	25,447,483	25,447,483	15,129,339	15,124,452
<b>Debt Total</b>		<b>15,729,577</b>	<b>38,060,549</b>	<b>25,447,483</b>	<b>25,447,483</b>	<b>15,129,339</b>	<b>15,124,452</b>
Self Insurance	DISTRICT WIDE	872,731	855,860	871,285	871,285	870,000	870,000
<b>Self Insurance Total</b>		<b>872,731</b>	<b>855,860</b>	<b>871,285</b>	<b>871,285</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>178,254,526</b>	<b>176,438,758</b>	<b>183,520,231</b>	<b>183,520,231</b>	<b>174,731,830</b>	<b>191,013,755</b>

# Edina Public Schools

## Program by Revenue

FUND	PROGRAM	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED
General	GENERAL	82,484,543	84,259,511	89,615,039	89,615,039	89,615,039	96,370,452
General	GENERAL ADMINISTRATIVE SUPPORT	-	-	-	-	#NAME?	-
General	COMMUNICATIONS	7,350	3,400	600	600	10,966	2,000
General	BUSINESS SUPPORT SERVICES			84,466	84,466		
General	GENERAL ELEMENTARY	2,782,368	4,811,218	3,495,802	3,495,802	3,006,333	2,606,629
General	TITLE II IMPROVING TEACH QLTY	83,840	102,520	60,777	60,777	152,003	151,773
General	TITLE III, PART A ENGLISH LA	26,859	69,588	67,151	67,151	64,825	68,226
General	TITLE IV PART A-SAFE DRUG FREE	-	-	-	-	-	-
General	TITLE V INNOVATIVE PROGRAMS	929,124	914,626	692,797	692,797	794,905	801,637
General	SECONDARY GENERAL	-	-	-	-	-	-
General	TITLE I BASIC ESEA PROGRAM	197,884	170,363	181,092	181,092	154,857	164,730
General	GIFTED & TALENTED	130,747	126,430	124,301	124,301	139,228	128,375
General	ENGLISH LEARNERS			303,868	303,868		
General	FOREIGN LANGUAGE	73,275	1,741	2,900	2,900	-	3,000
General	FAMILY LIVING SCIENCE	1,565	2,815	40	40	3,282	1,800
General	INDUSTRIAL EDUCATION	-	-	-	-	-	-
General	INSTRUMENTAL MUSIC	34,463	32,744	22,112	22,112	22,513	25,000
General	CO-CURRICULAR ACTIVITIES	601,369	508,221	217,780	217,780	577,609	397,466
General	BOYS/GIRLS ATHLETICS	389,910	248,592	207,702	207,702	407,313	31,000
General	BOYS ATHLETICS	411,004	276,035	276,610	276,610	307,306	285,800
General	GIRLS ATHLETICS	359,945	262,745	357,047	357,047	313,781	240,500
General	EXTRA-CURRICULAR ACTIVITIES	-	1,900	-	-	2,215	900
General	VOC ED-SPECIAL NEEDS	-	-	-	-	-	-
General	CAREER AND TECHNICAL - GENERAL	106,363	111,842	95,228	95,228	95,028	95,028
General	SPECIAL ED GENERAL	14,292,646	14,394,928	15,959,758	15,959,758	16,133,050	16,435,532
General	SPECIAL ED DEAF-HARD OF HEARING	-	-	-	-	-	-
General	EARLY CHILDHOOD SPECIAL ED	48,000	69,086	62,529	62,529	64,429	64,429
General	SPECIAL ED PART B	-	-	-	-	-	-
General	SPEC ED STUDENTS W/O DISABILITY	-	-	-	-	-	-
General	GENERAL INSTRUCTIONAL SUPPORT	2,243,191	2,226,691	2,232,431	2,232,431	2,230,729	2,181,016
General	CURRICULUM CONSULTANT&DEV	40,900	17,480	1,036	1,036	-	-
General	EDUCATIONAL MEDIA			646	646		
General	SV DEVICE REPAIR	2,820	1,926	799	799	-	-
General	STAFF DEVELOPMENT	1,153,754	1,194,024	1,186,239	1,186,239	1,244,373	1,276,253
General	SEC COUNSELING AND GUIDANCE	37,120	4,125	31,927	31,927	4,935	13,900
General	HEALTH SERVICES	-	-	-	-	-	-
General	PUPIL TRANSPORTATION	818,398	958,462	1,095,569	1,095,569	1,012,082	990,374
General	OTHER PUPIL SUPPORT	573,109	555,731	497,214	497,214	605,598	571,748
General	OPERATIONS & MAINTENANCE	383,221	280,973	55,824	55,824	40,826	68,000
General	CAPITAL FACILITIES	1,787,564	1,999,305	1,930,775	1,930,775	1,963,708	1,599,118
General	LONG-TERM FACILITIES MANAGEMEN	7,097,868	6,857,801	8,989,194	8,989,194	9,948,594	9,522,450
<b>General Total</b>		<b>117,099,199</b>	<b>120,464,822</b>	<b>127,849,253</b>	<b>127,849,253</b>	<b>133,072,633</b>	<b>134,097,137</b>
Food Service	FOOD SERVICE	3,040,208	2,475,919	1,424,438	1,424,438	3,023,317	3,401,260
<b>Food Service Total</b>		<b>3,040,208</b>	<b>2,475,919</b>	<b>1,424,438</b>	<b>1,424,438</b>	<b>3,023,317</b>	<b>3,401,260</b>
Community Ed	GENERAL	-	-	<b>307,057</b>	307,057	-	-
Community Ed	GENERAL COMM EDUCATION	524,815	472,608	330,582	330,582	447,925	455,441
Community Ed	ADULTS W/DISABILITIES	5,202	5,202	5,202	5,202	5,202	5,202
Community Ed	SCHOOL AGE CARE	3,803,963	3,555,327	2,096,753	2,096,753	4,086,717	4,320,188
Community Ed	EARLY CHILDHOOD & FAMILY ED	878,426	614,099	486,746	486,746	525,343	628,114
Community Ed	SCHOOL READINESS	254,085	252,853	213,088	213,088	230,536	253,317
Community Ed	EARLY CHILDHOOD SCREENING	38,647	32,195	32,195	32,195	38,650	38,650
Community Ed	YOUTH DEVELOPMENT SERVICE	1,283,967	1,349,199	1,130,870	1,130,870	1,649,068	2,090,613
Community Ed	OTHER COMMUNITY EDUCATION	1,328,603	1,272,400	788,780	788,780	1,394,631	1,929,692
<b>Community Ed Total</b>		<b>8,117,707</b>	<b>7,553,883</b>	<b>5,391,273</b>	<b>5,391,273</b>	<b>8,378,072</b>	<b>9,721,217</b>
Construction	LONG-TERM FACILITIES MANAGEMEN	27,906,594	1,024,566	17,404,074	17,404,074	1,751,735	6,606,500
Construction	BUILDING CONSTRUCTION	5,488,510	6,003,158	5,132,425	5,132,425	12,506,734	21,193,189
Alt Facility	TRANSFERS	-	-	-	-	-	-
<b>Construction Total</b>		<b>33,395,103</b>	<b>7,027,724</b>	<b>22,536,499</b>	<b>22,536,499</b>	<b>14,258,469</b>	<b>27,799,689</b>
Debt	GENERAL	15,729,577	38,060,549	25,447,483	25,447,483	15,129,339	15,124,452
<b>Debt Total</b>		<b>15,729,577</b>	<b>38,060,549</b>	<b>25,447,483</b>	<b>25,447,483</b>	<b>15,129,339</b>	<b>15,124,452</b>
Self Insurance	GENERAL	872,731	855,860	871,285	871,285	870,000	870,000
<b>Self Insurance Total</b>		<b>872,731</b>	<b>855,860</b>	<b>871,285</b>	<b>871,285</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>178,254,526</b>	<b>176,438,758</b>	<b>183,520,231</b>	<b>183,520,231</b>	<b>174,731,830</b>	<b>191,013,755</b>

# Edina Public Schools

## FIN By REVENUE

FUND	FINANCE	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED
General	GENERAL	94,973,357	98,119,653	99,813,166	99,813,166	99,813,166	105,707,006
General	FED CARES DOLLAR					-	-
General	FED CARES DOLLAR					32,444	-
General	FED CARES DOLLAR					62,780	-
General	FED CARES DOLLAR					251,317	-
General	FED CARES DOLLAR	-	-	135,905	135,905	-	-
General	FED CARES DOLLAR			210,180	210,180	-	-
General	FED CARES DOLLAR			94,013	94,013	-	-
General	FED CARES DOLLAR			1,900,093	1,900,093	-	-
General	FED CARES DOLLAR			393,354	393,354	-	-
General	FED CARES DOLLAR			-	-	5,848	5,848
General	FED CARES DOLLAR	-	-	-	-	870,040	475,006
General	FED CARES DOLLAR	-	-	-	-	217,510	118,752
General	FED CARES DOLLAR			115,805	115,805	136,800	-
General	FED CARES DOLLAR					1,262,772	1,262,772
General	FED CARES DOLLAR					457,619	-
General	FED CARES DOLLAR					137,622	137,622
General	FED CARES DOLLAR			-	-	-	-
General	OPERATING CAPITAL	2,797,094	3,134,711	3,037,866	3,037,866	3,443,318	2,908,458
General	AREA LEARNING CENTER	145,472	131,259	94,545	94,545	121,813	213,634
General	AREA LRNING CTR STATE APPROVED	287,755	307,497	306,502	306,502	249,701	303,037
General	EXTENDED TIME BASIC SKILLS	-	14,033	-	-	-	-
General	TELECOMMUNICATIONS ACCESS	-	6,439	13,655	13,655	13,655	10,000
General	ACHIEVEMENT & INTEGRATION	965,694	1,142,079	1,127,387	1,127,387	1,023,816	1,236,170
General	ALTERNATIVE ATTENDANCE	-	-			-	-
General	INTEGRATION AID & LEVY	-	-			-	-
General	STAFF DEVELOPMENT	1,153,754	1,193,524	1,186,239	1,186,239	1,244,373	1,276,253
General	BASIC SKILLS	495,557	552,911	596,120	596,120	562,761	832,375
General	INCENTIVE REVENUE	69,251	-	-	-	91,806	92,476
General	AMERICAN INDIAN EDUCATION AID	21,115	9,684	20,290	20,290	22,148	22,148
General	LEARNING AND DEVELOPMENT	1,853,823	1,879,962	1,826,524	1,826,524	1,893,730	1,918,433
General	ALTERNATIVE TEACHER PAY SYSTEM	2,222,657	2,216,974	2,218,478	2,218,478	2,208,581	2,158,868
General	SAFE SCHOOLS CRIME LEVY	475,242	759,232	464,682	464,682	459,389	471,748
General	MED ASSIST THIRD PARTY BILLING	202,526	115,553	42,675	42,675	50,000	50,000
General	PROPERTY TAX LEVY	7,085,198	6,857,801	8,989,194	8,989,194	9,948,594	9,522,450
General	GIFTED AND TALENTED	130,747	126,430	124,301	124,301	139,228	128,375
General	TITLE I BASIC ESEA PROGRAM	197,884	170,363	181,092	181,092	154,857	164,730
General	TITLE II IMPROVE TEACHER QULTY	83,840	102,520	60,777	60,777	152,003	151,773
General	TITLE III, PART A ENGLISH LA	26,859	69,588	67,151	67,151	64,825	68,226
General	PL101-476 GENL SPEC EDUCATION	2,041,833	1,373,991	1,205,348	1,205,348	1,339,694	901,845
General	PL101-476 EARLY EDUCATION HAND	32,000	54,441	35,572	35,572	32,409	32,409
General	INFNTS & TDLRS (0-2) PL102-119	16,000	31,019	26,957	26,957	32,021	32,020
General	FED EARLY INTERVENING SERVICES	-	-	-	-	-	-
General	MANDATORY EARLY INTERVENING SER			201,702	201,702	205,815	205,815
General	FEDERAL - CIMP	-	-	-	-	-	-
General	IDEA PART B 619 PROF DEVELPMNT	-	-	16,877	16,877	-	-
General	IDEA INTERAGENCY	-	-			-	-
General	ARRA PART B 611	-	-			-	-
General	ARRA PART B 619	-	-			-	-
General	ARRA TARGETED BIRTH-2	-	-			-	-
General	MISC DIRECT FEDERAL REVENUE	-	-	-	-	-	-
General	FEDERAL PERKINS GRANT	12,350	11,953	-	-	-	-
General	FEDERAL PERKINS COOP	-	-	-	-	-	-
General	TRANS TO MULTI-DISTRICT INTEGRATIC	461,334	437,864	517,854	517,854	461,334	461,334
General	STATE AIDS & GRANTS		746	-	-		
General	REGULAR TO AND FROM SCHOOL	312,246	474,768	559,230	559,230	504,818	518,000
General	CAPITAL PROJECTS LEVY	-	-	1,357,085	1,357,085	1,390,992	1,438,267
General	OPEB PAY-AS-YOU-GO LEVY	767,660	912,079	623,494	623,494	915,708	986,258
General	COLLABORATION EARLY INTERVENTION	161,589	145,907	189,911	189,911	189,911	190,000
General	CAREER AND TECHNICAL - GENERAL	106,363	111,842	95,228	95,228	95,028	95,028
General	CAREER AND TECHNICAL - SPEC ED	-	-	-	-	-	-
General	LEARN & SERVE AMERICA	-	-	-	-	-	-
General	FEDERAL CHOICE GRANT(WMEP)	-	-			-	-
<b>General Total</b>		<b>117,099,199</b>	<b>120,464,822</b>	<b>127,849,253</b>	<b>127,849,253</b>	<b>133,072,633</b>	<b>134,097,137</b>
Food Service	NAT'L SCHOOL LUNCH PROGRAM	1,903,421	2,182,464	122,757	122,757	1,892,530	2,174,480
Food Service	SCHOOL BREAKFAST PROGRAM	158,931	103,880	-	-	158,931	186,894
Food Service	A LA CARTE FOOD SERVICE	977,857	655	-	-	971,857	1,039,886
Food Service	SUMMER FOOD SERVICE	-	188,920	1,301,680	1,301,680	-	-
<b>Food Service Total</b>		<b>3,040,208</b>	<b>2,475,919</b>	<b>1,424,438</b>	<b>1,424,438</b>	<b>3,023,317</b>	<b>3,401,260</b>



# Edina Public Schools

## FIN By REVENUE

FUND	FINANCE	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED
Community Ed	GENERAL	-	-	-	-	-	-
				216,164	216,164		
				90,893	90,893		
				54,000	54,000		
Community Ed	COMMUNITY EDUCATION	5,059,512	4,674,424	2,475,539	2,475,539	5,320,270	6,059,297
Community Ed	EARLY CHILDHOOD & FAMILY ED	869,401	605,466	477,883	477,883	516,287	618,521
Community Ed	ADULTS WITH DISABILITIES	5,202	5,202	5,202	5,202	5,202	5,202
Community Ed	ECFE HOME VISIT	9,025	8,633	8,863	8,863	9,056	9,593
Community Ed	AFTER SCHOOL ENRICHMENT	560,455	774,788	330,978	330,978	567,578	780,992
Community Ed	EARLY LEARNING SCHOLARSHIPS	38,023	54,760	30,645	30,645	37,500	37,500
Community Ed	LEARNING READINESS	216,062	198,093	182,444	182,444	193,036	215,817
Community Ed	NONPUBLIC HEALTH SERVICE	142,642	163,631	156,453	156,453	163,631	191,002
Community Ed	NONPUBLIC TEXTBOOKS	53,090	-	-	-	-	-
Community Ed	NON-PUBLIC GUIDANCE&COUN	(26,593)	-	-	-	-	-
Community Ed	EARLY CHILDHOOD SCREENING	38,647	32,195	32,195	32,195	38,650	38,650
Community Ed	YOUTH DEVELOPMENT	724,062	574,412	799,893	799,893	1,081,490	1,309,621
				84,750	84,750		
Community Ed	CHILDREN W DISABILITIES IN S A C	428,178	462,280	445,372	445,372	445,372	455,022
Community Ed	COLLABORATION EARLY INTERVENTION	-	-	-	-	-	-
<b>Community Ed Total</b>		<b>8,117,707</b>	<b>7,553,883</b>	<b>5,391,273</b>	<b>5,391,273</b>	<b>8,378,072</b>	<b>9,721,217</b>
Construction	GENERAL	128,527	11,733	6,039,095	6,039,095	9,088,788	1,346,500
Construction	MECHANICAL SYSTEMS	24,755,208	1,024,566	11,364,979	11,364,979	20,000	5,272,500
Construction	LTFM	3,151,386	-	-	-	-	-
Construction	ALTERNATIVE FACILITIES PROGRAM	-	-	-	-	-	-
Construction	CERT OF PARTICIPATION PROJECTS	-	-	-	-	-	15,529,915
Construction	CAPITAL PROJECTS LEVY	5,359,983	5,991,425	5,132,425	5,132,425	5,149,681	5,650,774
<b>Construction Total</b>		<b>33,395,103</b>	<b>7,027,724</b>	<b>22,536,499</b>	<b>22,536,499</b>	<b>14,258,469</b>	<b>27,799,689</b>
Debt	GENERAL	15,729,577	38,060,549	25,447,483	25,447,483	15,129,339	15,124,452
<b>Debt Total</b>		<b>15,729,577</b>	<b>38,060,549</b>	<b>25,447,483</b>	<b>25,447,483</b>	<b>15,129,339</b>	<b>15,124,452</b>
Self Insurance	GENERAL	872,731	855,860	871,285	871,285	870,000	870,000
<b>Self Insurance Total</b>		<b>872,731</b>	<b>855,860</b>	<b>871,285</b>	<b>871,285</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>178,254,526</b>	<b>176,438,758</b>	<b>183,520,231</b>	<b>183,520,231</b>	<b>174,731,830</b>	<b>191,013,755</b>

# Edina Public Schools

## SRC by Revenue

FUND	SOURCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED BUDGET
General	PROPERTY TAX LEVY	29,065,151	31,786,319	34,126,970	37,135,602	39,478,280	41,000,650
General	UNEMPLOY INS LEVY	22,237	18,331	89,626	151,193	60,000	60,000
General	FISCAL DISPARITIES	893,254	1,013,663	1,143,213	1,162,442	-	-
General	COUNTY APPORTIONMENT	240,795	206,530	207,601	258,928	258,928	258,928
General	MISC TAX REVENUES	8,511	983	-	-	-	-
General	PROPERTY TAX SHIFT REVENUE	-	-	-	-	-	-
General	TUITION FROM MN SCHOOL DISTRICT	45,057	45,263	41,756	13,655	40,923	23,634
General	TUITION FROM PATRONS	12,750	-	13,250	-	12,750	12,750
General	FEES FROM PATRONS	1,415,845	1,344,424	1,080,457	803,758	1,279,667	949,598
General	ADMISSION AND STUDENT ACTIVITY	521,671	539,499	353,648	242,315	471,606	370,333
General	THIRD PARTY-MN DEPT HUMAN SVCS	197,837	202,526	115,553	42,675	50,000	50,000
General	INTEREST EARNINGS	472,243	652,518	402,060	70,969	50,000	283,695
General	RENT	319,206	370,251	405,670	298,486	365,042	344,000
General	NON TAXABLE RENT	211,744	139,509	93,460	37,289	100,000	104,000
General	GIFTS & BEQUESTS	713,539	705,669	343,228	362,529	441,800	99,200
General	MISCELLANEOUS	1,110,890	1,086,746	1,610,141	748,971	1,276,781	606,431
General	ENDOWMENT FUND	328,448	352,661	378,876	352,614	345,245	345,245
General	GENERAL EDUCATION AID	58,890,588	60,166,856	60,910,420	61,489,436	64,174,257	66,086,484
General	LITERACY AID	534,594	529,575	507,097	515,471	515,471	515,471
General	SHARE TIME AID	2,123	9,468	10,415	7,726	14,250	14,250
General	ABATEMENT AID	9,437	12,475	6,338	20,837	14,822	3,787
General	STATE PROPERTY TAX SHIFT	-	-	-	-	-	-
General	STATE AIDS AND GRANTS	2,863,729	2,939,110	3,410,981	3,282,970	3,139,034	3,392,896
General	SPECIAL EDUCATION AID	10,633,899	12,005,788	12,867,860	14,647,658	14,723,356	15,461,487
General	OTHER STATE REV/OTHER STATE AGENCY	-	-	-	-	-	-
General	MISC REV THRU DCFL	110,808	127,416	12,805	96,756	96,756	98,500
General	TRA SPCL FND-SIT. PENSION REV	378,480	423,979	422,877	421,333	423,979	423,979
General	FEDERAL AIDS AND GRANTS	1,784,319	2,382,415	1,770,904	4,617,869	5,707,665	3,524,798
General	FEDERAL AID FLOW THRU STATE	48,502	28,350	42,972	26,957	32,021	32,020
General	FEDERAL OVERPAYMENT REFUND	14,230	8,877	25,032	26,802	-	35,000
General	SALE OF EQUIPMENT				5,185		
General	INSURANCE RECOVERY	-	-	71,613	14,216	-	-
General	COVID TRANSFER IN				994,613	-	-
<b>General Total</b>		<b>110,849,888</b>	<b>117,099,199</b>	<b>120,464,822</b>	<b>127,849,253</b>	<b>133,072,633</b>	<b>134,097,137</b>
Food Service	INTEREST EARNINGS	23,612	29,749	25,736	1,668	17,500	14,915
Food Service	GIFTS AND BEQUESTS				3,348	22,500	23,625
Food Service	MISC NON MEAL REVENUE	(287)	-	655	-	-	-
Food Service	STATE AIDS AND GRANTS	117,273	117,311	108,624	-	117,311	164,237
Food Service	OTHER STATE REV/OTHER STATE AGENCY	-	6,000	-	-	-	-
Food Service	TRA AND PERA SPECIAL FUNDING SITUATIO	423	-	-	-	-	-
Food Service	REGULAR LUNCH	159,832	175,551	136,807	-	175,551	245,772
Food Service	FREE & REDUCED	240,416	243,793	217,774	-	243,793	341,310
Food Service	COMMODITIES PAYMENT	21,587	19,039	360	146	-	-
Food Service	COMMODITIES GOODS	142,211	144,404	111,996	89,453	163,200	168,096
Food Service	BREAKFAST	65,669	66,295	59,344	-	66,295	70,935
				-	1,301,680	-	-
Food Service	FOOD SALES TO PUPILS	2,287,133	2,217,055	1,814,622	28,142	2,196,157	2,349,890
Food Service	SPECIAL FUNCTION SALES	40,441	21,010	-	-	21,010	22,480
<b>Food Service Total</b>		<b>3,098,310</b>	<b>3,040,208</b>	<b>2,475,919</b>	<b>1,424,438</b>	<b>3,023,317</b>	<b>3,401,260</b>
Community Ed	PROPERTY TAX LEVY	1,097,941	1,047,868	1,087,548	1,071,773	1,081,416	1,064,859
Community Ed	FISCAL DISPARITIES	23,792	27,228	30,352	29,409	25,000	25,000
Community Ed	MISC TAX REVENUES	85	63	-	-	-	-
Community Ed	PROPERTY TAX SHIFT REVENUE	-	-	-	-	-	-
Community Ed	TUITION FROM PATRONS	5,538,977	6,263,052	5,808,472	3,292,394	6,689,595	7,911,606
Community Ed	FEES FROM PATRONS	141,713	175,900	23,116	-	500	-
Community Ed	INTEREST EARNINGS	17,709	30,344	25,736	1,668	29,000	18,359
Community Ed	GIFTS & BEQUESTS	25,949	45,448	11,275	10,651	23,000	13,000
Community Ed	MISCELLANEOUS	10,766	4,568	35,044	7,771	-	-
Community Ed	ABATEMENT AID	2,218	2,703	1,778	1,382	4,275	1,086
Community Ed	STATE PROPERTY TAX SHIFT	-	-	-	-	-	-
Community Ed	STATE AIDS AND GRANTS	320,475	342,367	365,338	373,965	361,655	496,305
Community Ed	NON-PUBLIC STATE AID	215,400	116,049	163,631	156,453	163,631	191,002
Community Ed	OTHER STATE REV/OTHER STATE AGENCY	2,625	-	1,594	-	-	-
Community Ed	TRA AND PERA SPECIAL FUNDING SITUATIO	8,394	-	-	-	-	-

# Edina Public Schools

## SRC by Revenue

FUND	SOURCE	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY 21-22 FINAL BUDGET	FY22-23 ADOPTED BUDGET
Community Ed	FEDERAL AIDS & GRANT				216,164	-	-
					229,643	-	-
Community Ed	PERM INTERFD TRANSFER	-	62,117	-	-	-	-
<b>Community Ed Total</b>		<b>7,406,046</b>	<b>8,117,707</b>	<b>7,553,883</b>	<b>5,391,273</b>	<b>8,378,072</b>	<b>9,721,217</b>
Construction	PROPERTY TAX LEVY	5,404,218	5,300,000	5,914,554	4,920,118	5,099,681	5,539,402
Construction	INTEREST EARNINGS	481,447	190,040	391,547	9,138	20,000	20,000
Construction	GIFTS & BEQUESTS	5,641	2,619	51,636	81,254	-	35,000
Construction	INTEREST EARNINGS -BONDS	-	-	-	-	-	-
Construction	MISCELLANEOUS	-	-	-	134,984	50,000	76,372
	REAL PROPERTY SALES	4,721,013	-	-	-	-	-
Construction	SALE OF BONDS	-	24,751,058	669,987	11,355,841	7,357,053	5,265,000
							15,529,915
							-
Construction	PERM INTERFD TRANSF	7,779,439	3,151,386	-	6,035,164	1,731,735	1,334,000
<b>Construction Total</b>		<b>18,391,757</b>	<b>33,395,103</b>	<b>7,027,724</b>	<b>22,536,499</b>	<b>14,258,469</b>	<b>27,799,689</b>
Debt	PROPERTY TAX LEVY	15,093,143	14,668,774	15,490,204	14,343,449	14,647,119	14,612,268
Debt	FISCAL DISPARITIES	331,114	385,097	432,220	393,648	432,220	432,220
Debt	MISC TAX REVENUES	1,189	891	-	-	-	-
Debt	INTEREST EARNINGS	76,739	85,069	186,587	5,004	50,000	79,964
Debt	SALE OF BONDS	-	589,745	21,951,538	10,705,383	-	-
<b>Debt Total</b>		<b>15,502,186</b>	<b>15,729,577</b>	<b>38,060,549</b>	<b>25,447,483</b>	<b>15,129,339</b>	<b>15,124,452</b>
Self Insurance	MISCELLANEOUS	872,654	872,731	855,860	870,451	870,000	870,000
Self Insurance	INTEREST EARNINGS				834	-	-
<b>Self Insurance Total</b>		<b>872,654</b>	<b>872,731</b>	<b>855,860</b>	<b>871,285</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>156,120,841</b>	<b>178,254,526</b>	<b>176,438,758</b>	<b>183,520,231</b>	<b>174,731,830</b>	<b>191,013,755</b>

Edina Public Schools

EXP by FUND

FUND	FY19-20 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY 21-22 FINAL	FY22-23 ADOPTED
GENERAL	119,781,196	125,179,040	133,930,585	133,930,585	135,810,322
FOOD SERVICE	2,649,049	1,429,720	3,066,872	3,066,872	3,564,985
COMMUNITY SERVICES	7,958,032	5,230,357	7,985,959	7,985,959	9,100,780
CONSTRUCTION (ALT FACILITY)	19,691,000	27,557,795	18,131,040	18,131,040	23,190,945
DEBT SERVICE	37,630,560	25,159,481	15,006,244	15,006,244	15,227,578
SELF INSURANCE	744,260	896,278	870,000	870,000	870,000
<b>GRAND TOTAL</b>	<b>188,454,096</b>	<b>185,452,672</b>	<b>178,990,700</b>	<b>178,990,700</b>	<b>187,764,609</b>

# Edina Public Schools

## Expenditures by ORG

FUND	ORGANIZATION	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	DISTRICT WIDE	28,090,346	27,333,252	26,975,792	26,975,792	26,975,792	22,842,508
General	AVAIL ACADEMY			19,537	19,537	-	51,675
General	COMMUNITY CENTER			2,454,631	2,454,631		3,486,822
General	TRANSPORTATION FACILITY			4,326,596	4,326,596		6,362,101
General	SOUTH VIEW MIDDLE SCHOOL	11,947,273	12,526,276	11,529,102	11,529,102	11,529,431	11,964,665
General	VALLEY VIEW MIDDLE SCHOOL	10,642,879	10,988,850	10,832,169	10,832,169	13,184,407	11,540,333
General	EDINA HIGH SCHOOL	26,803,721	28,063,944	26,637,629	26,637,629	29,068,176	30,695,275
General	NON-PUBLIC SCHOOLS	4,629	966	17,119	17,119	196,984	181,811
General	CONCORD	7,219,314	7,591,282	7,882,634	7,882,634	8,585,659	9,554,348
General	CORNELIA	6,842,151	6,859,997	7,085,451	7,085,451	7,194,081	7,594,792
General	COUNTRYSIDE	5,604,915	5,965,565	6,203,509	6,203,509	6,709,780	7,981,124
General	HIGHLANDS	5,756,569	5,860,016	6,585,897	6,585,897	6,976,232	6,762,453
General	CREEK VALLEY	6,419,315	7,326,754	6,851,681	6,851,681	7,075,650	7,441,655
General	NORMANDALE	5,096,198	4,647,630	5,277,158	5,277,158	5,549,692	5,762,792
General	ELEM EVA			128,399	128,399		826,243
General	ECC-EARLY CHILDHOOD	2,225,425	2,616,664	2,371,737	2,371,737	2,498,809	2,761,724
General	HIGH SCHOOL OPTIONS	-	-	-	-	-	-
<b>General Total</b>		<b>116,652,735</b>	<b>119,781,196</b>	<b>125,179,040</b>	<b>125,179,040</b>	<b>133,930,585</b>	<b>135,810,322</b>
Food Service	DISTRICT WIDE	2,946,522	2,649,049	1,286,821	1,286,821	3,066,872	3,244,974
Food Service	SOUTH VIEW MIDDLE SCHOOL			11,951	11,951		20,235
Food Service	VALLEY VIEW MIDDLE SCHOOL			22,793	22,793		25,111
Food Service	CONCORD			36,156	36,156		121,225
Food Service	CORNELIA			36,000	36,000		29,725
Food Service	COUNTRYSIDE			36,000	36,000		23,150
Food Service	HIGHLANDS						29,800
Food Service	CREEK VALLEY						31,440
Food Service	NORMANDALE						39,325
<b>Food Service Total</b>		<b>2,946,522</b>	<b>2,649,049</b>	<b>1,429,720</b>	<b>1,429,720</b>	<b>3,066,872</b>	<b>3,564,985</b>
Community Ed	CALVIN CHRISTIAN	12,246	22,344	21,135	21,135	22,344	21,135
Community Ed	GOLDEN YEARS MONESSORI	1,709	-	-	-	-	-
Community Ed	DISTRICT WIDE	4,873,524	4,861,138	3,408,248	3,408,248	5,436,704	6,529,152
Community Ed	OUR LADY OF GRACE	92,809	128,145	120,523	120,523	129,820	162,923
Community Ed	COMMUNITY CENTER	306,397	252,773	66,696	66,696	140,462	188,034
Community Ed	ST PETER'S	-	-	-	-	-	-
Community Ed	CHESTERTON ACADEMY	59,608	-	-	-	-	-
Community Ed	CONCORD	427,038	490,204	336,395	336,395	378,578	358,160
Community Ed	CORNELIA	376,553	345,281	228,710	228,710	345,621	341,112
Community Ed	COUNTRYSIDE	400,236	459,409	186,290	186,290	337,082	311,839
Community Ed	CREEK VALLEY	335,749	291,406	247,649	247,649	387,873	388,157
Community Ed	HIGHLANDS	325,304	394,444	306,906	306,906	343,222	334,896
Community Ed	NORMANDALE	406,515	414,225	264,417	264,417	368,869	356,463
Community Ed	SOUTH VIEW MIDDLE SCHOOL	152,284	156,600	19,403	19,403	44,897	51,195
Community Ed	VALLEY VIEW MIDDLE SCHOO	136,045	135,751	16,670	16,670	44,174	50,370
Community Ed	HOME SCHOOL	19,641	6,312	7,315	7,315	6,312	7,344
<b>Community Ed Total</b>		<b>7,925,658</b>	<b>7,958,032</b>	<b>5,230,357</b>	<b>5,230,357</b>	<b>7,985,959</b>	<b>9,100,780</b>
Construction	DISTRICT WIDE	5,068,054	7,032,844	5,029,397	5,029,397	5,080,179	5,792,081
Construction	COMMUNITY CENTER	1,483,154	8,548,598	17,942,748	17,942,748	3,925,998	-
Construction	TRANSPORTATION FACILITY	12,681	-	7,817	7,817	-	-
Construction	SOUTH VIEW MIDDLE SCHOOL	5,380,167	575,893	-	-	-	-
Construction	VALLEY VIEW MIDDLE SCHOOL	9,198,815	3,456,866	4,519,893	4,519,893	4,624,863	-
Construction	EDINA HIGH SCHOOL	245,919	33,955	(8,250)	(8,250)	-	6,606,500
Construction	CONCORD	2,934	-	-	-	4,500,000	6,592,364
Construction	CORNELIA	710,612	6,773	-	-	-	4,200,000
Construction	COUNTRYSIDE	10,122	-	26,753	26,753	-	-
Construction	HIGHLANDS	3,458,335	2,505	-	-	-	-
Construction	CREEK VALLEY	2,561,953	7,992	39,437	39,437	-	-
Construction	NORMANDALE	50,538	25,574	-	-	-	-
Construction	ECC	(60,790)	-	-	-	-	-
<b>Construction Total</b>		<b>28,122,494</b>	<b>19,691,000</b>	<b>27,557,795</b>	<b>27,557,795</b>	<b>18,131,040</b>	<b>23,190,945</b>
Debt	DISTRICT WIDE	14,672,195	37,630,560	25,159,481	25,159,481	15,006,244	15,227,578
<b>Debt Total</b>		<b>14,672,195</b>	<b>37,630,560</b>	<b>25,159,481</b>	<b>25,159,481</b>	<b>15,006,244</b>	<b>15,227,578</b>
Self Insurance	DISTRICT WIDE	867,492	744,260	896,278	896,278	870,000	870,000
<b>Self Insurance Total</b>		<b>867,492</b>	<b>744,260</b>	<b>896,278</b>	<b>896,278</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>171,187,096</b>	<b>188,454,096</b>	<b>185,452,672</b>	<b>185,452,672</b>	<b>178,990,700</b>	<b>187,764,609</b>

## Edina Public Schools Expenditures by PRG

FUND	PROGRAM	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	BOARD OF EDUCATION	207,977	206,666	206,362	206,362	206,362	216,540
General	OFFICE OF SUP'T	434,224	434,158	467,287	467,287	466,664	427,314
General	INSTRUCTIONAL ADMINISTRATION	158,809	39,411	248,109	248,109	155,594	154,912
General	SCHOOL ADMINISTRATION	2,500,684	2,332,759	2,421,026	2,421,026	3,047,423	2,796,357
General	GENERAL ADMINISTRATIVE SUPPOR	943,229	1,041,417	968,392	968,392	1,225,389	1,206,388
General	OTHER ADMINISTRATIVE SUPPORT	202,340	54,494	25,416	25,416	30,878	29,589
General	ADMINISTR TECHNOLOGY SERV			97,621	97,621	-	-
General	COMMUNICATIONS	239,493	283,398	324,477	324,477	387,217	433,669
General	BUSINESS SUPPORT SERVICES	1,530,104	1,302,420	1,232,035	1,232,035	957,308	924,158
General	SCHOOL ELECTIONS	3,041	118,612	66,637	66,637	160,000	-
General	KINDERGARTEN	2,538,079	2,849,774	3,314,057	3,314,057	3,383,206	3,629,428
General	GENERAL ELEMENTARY	19,693,680	19,913,742	20,085,759	20,085,759	24,864,458	21,679,520
General	TITLE II IMPROVING TEACH QLTY	83,840	102,385	60,777	60,777	152,003	151,773
General	TITLE III, PART A ENGLISH LA	27,156	69,578	67,151	67,151	64,825	68,226
General	TITLE IV PART A-SAFE DRUG FREE	-	-	-	-	-	-
General	TITLE V INNOVATIVE PROGRAMS	-	-	-	-	-	-
General	SECONDARY GENERAL	3,964,858	4,552,452	3,894,370	3,894,370	2,755,320	4,577,595
General	ART	1,436,299	1,422,738	1,501,554	1,501,554	1,574,602	1,646,689
General	BUSINESS EDUCATION	48,814	12,337	132,111	132,111	193,164	285,440
General	TITLE I BASIC ESEA PROGRAM	211,592	170,509	181,092	181,092	154,857	164,730
General	GIFTED & TALENTED	1,229,167	1,137,206	1,070,732	1,070,732	1,124,607	1,360,214
General	ENGLISH SECOND LANGUAGE	1,304,991	1,303,263	1,423,090	1,423,090	1,385,301	1,779,593
General	ENGLISH (LANGUAGE ARTS)	3,500,372	3,535,863	3,474,307	3,474,307	3,570,321	3,733,428
General	FOREIGN LANGUAGE	2,591,882	2,509,695	2,423,862	2,423,862	2,510,588	2,739,607
General	HEALTH, PHY ED & RECREATION	2,808,771	2,884,449	2,887,434	2,887,434	2,710,729	2,888,429
General	FAMILY LIVING SCIENCE	534,792	489,054	502,785	502,785	677,115	651,627
General	INDUSTRIAL EDUCATION	505,992	510,025	655,008	655,008	722,213	759,339
General	MATHEMATICS	3,087,030	2,994,670	3,004,177	3,004,177	3,134,424	3,342,686
General	TECHNOLOGY EDUCATION	50,692	42,128	113,040	113,040	113,611	122,094
General	MUSIC	3,281,865	3,297,650	3,483,948	3,483,948	3,185,742	3,621,183
General	NATURAL SCIENCE	2,903,650	3,075,129	3,015,697	3,015,697	3,005,134	3,115,980
General	SOCIAL SCIENCES/STUDIES	3,045,484	3,036,966	2,928,704	2,928,704	2,833,127	3,013,790
General	REMEDIAL READING			22,177	22,177	29,327	26,405
General	REMEDIAL OTHERS			84,603	84,603	-	-
General	REMEDIAL OTHERS			13,630	13,630	29,565	20,075
General	REMEDIAL OTHERS			116,348	116,348	-	69
General	REMEDIAL OTHERS			58,884	58,884	-	-
General	CO-CURRICULAR ACTIVITIES	948,432	939,795	577,203	577,203	933,806	919,438
General	BOYS/GIRLS ATHLETICS	855,415	629,654	655,912	655,912	870,226	648,958
General	BOYS ATHLETICS	678,673	568,857	486,921	486,921	461,813	495,415
General	GIRLS ATHLETICS	644,315	575,228	526,901	526,901	550,382	604,325
General	EXTRA-CURRICULAR ACTIVITIES	461	363	-	-	300	6,176
General	FAM & CONS SCI-CTE	-	137,050	142,249	142,249	142,249	142,248
General	BUS & OFFICE - CTE	-	109,347	30,049	30,049	30,049	30,049
General	TRADE & CAREER - CTE	-	77,696	-	-	-	-
General	SPECIAL NEEDS	26,447	20,707	36,376	36,376	200	30,819
General	CAREER AND TECHNICAL - GENERAL	139,402	72,976	139,040	139,040	139,040	218,954
General	SPECIAL ED GENERAL	1,105,893	980,183	706,397	706,397	983,195	757,096
General	SPEECH/LANGUAGE IMPAIRED	2,092,017	2,265,552	2,420,086	2,420,086	2,354,317	2,540,636
General	MILD-MODERATE DEV COG DISABLED	1,048,463	1,196,372	1,233,357	1,233,357	1,487,882	1,305,890
General	SEVERE-PROFOUND DEV COG DISAB	581,659	615,798	545,029	545,029	1,076,743	981,620
General	PHYSICALLY IMPAIRED	226,593	221,004	188,088	188,088	100,501	192,215
General	DEAF-HARD OF HEARING	398,403	441,132	437,294	437,294	394,883	439,935
General	VISUALLY IMPAIRED	52,998	81,068	126,642	126,642	239,046	130,401
General	LEARNING DISABILITIES	1,474,812	1,553,164	2,009,479	2,009,479	2,634,150	2,716,898
General	EMOTIONAL/BEHAVIORAL DISORDER	1,077,377	1,292,499	1,254,553	1,254,553	1,660,357	1,897,349
General	DEAF-BLIND	-	-	-	-	-	-
General	OTHER HEALTH IMPAIRED	1,112,341	1,103,783	1,026,159	1,026,159	828,923	1,018,511
General	AUTISTIC	3,055,422	3,270,407	3,306,899	3,306,899	3,316,462	3,640,823
General	EARLY CHILDHOOD SPECIAL ED	1,618,926	1,602,095	1,431,753	1,431,753	1,486,130	1,656,559
General	TRAUMATIC BRAIN INJURY	-	-	-	-	-	-
General	TRAUMATIC BRAIN INJURY	385,896	363,332	335,509	335,509	420,358	372,949
General	SPECIAL EDUCATION GENERAL	5,868,184	6,425,648	6,242,904	6,242,904	6,553,252	6,493,000

## Edina Public Schools Expenditures by PRG

FUND	PROGRAM	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	EARLY INTERVENING SERVICES	1,066,710	1,123,508	1,304,126	1,304,126	1,347,763	1,609,214
General	GENERAL INSTRUCTIONAL SUPPORT	3,124,584	3,310,420	4,760,067	4,760,067	5,281,198	5,328,080
General	CURRICULUM DEVELOPMENT	176,324	192,999	206,395	206,395	179,803	168,981
General	LIBRARY MEDIA CENTER	1,184,267	898,052	978,956	978,956	1,270,941	1,335,687
General	TECH LEVY	80,761	59,996	1,873,123	1,873,123	132,465	154,238
General	STAFF DEVELOPMENT	1,154,708	1,252,344	987,652	987,652	1,254,552	1,269,465
General	GUIDANCE SERVICES (7-12)	2,280,719	2,161,723	2,342,379	2,342,379	2,333,989	2,343,606
General	GUIDANCE SERV (1-6)	-	-	-	-	-	-
General	GUIDANCE SERV			621,508	621,508	317,709	142,749
General	HEALTH SERVICES	783,894	709,463	888,539	888,539	1,042,759	1,019,536
General	PSYCHOLOGICAL SERVICES	22,814	22,948	-	-	-	2,180
General	SOCIAL WORK SRVICES	462,073	453,776	585,828	585,828	550,375	626,979
General	PUPIL TRANSPORTATION	6,049,624	5,758,936	4,518,166	4,518,166	6,030,066	6,326,655
General	OTHER PUPIL SUPPORT SERVICES	937,717	1,031,880	365,155	365,155	574,460	854,395
General	OPERATIONS & MAINTENANCE	8,044,206	7,621,590	8,623,590	8,623,590	9,039,604	8,555,868
General	CAPITAL FACILITIES	1,217,338	3,753,590	2,474,472	2,474,472	2,632,413	2,311,098
General	LTFM	7,353,182	6,857,801	8,989,194	8,989,194	9,948,593	9,522,450
General	RETIRE NONBONDED			777,249	777,249	-	169,733
General	RETIREMENT OF BONDS	-	-	-	-	-	-
General	EMPLOYEE BENEFITS	-	-	-	-	-	700,000
General	INSURANCE	252,778	305,513	451,186	451,186	504,272	562,301
General	TRANSFERS	-	-	-	-	-	-
<b>General Total</b>		<b>116,652,735</b>	<b>119,781,196</b>	<b>125,179,040</b>	<b>125,179,040</b>	<b>133,930,585</b>	<b>135,810,322</b>
Food Service	FOOD SERVICE	2,946,522	2,649,049	1,429,720	1,429,720	3,066,872	3,564,985
<b>Food Service Total</b>		<b>2,946,522</b>	<b>2,649,049</b>	<b>1,429,720</b>	<b>1,429,720</b>	<b>3,066,872</b>	<b>3,564,985</b>
Community Ed	GENERAL COMM EDUCATION	569,392	548,270	350,944	350,944	432,331	500,256
Community Ed	ADULTS WITH DISABILITIES	5,202	5,202	5,202	5,202	5,202	5,202
Community Ed	SCHOOL AGE CARE	3,599,061	3,462,766	2,458,830	2,458,830	4,042,823	4,288,066
Community Ed	EARLY CHILDHOOD & FAMILY ED	963,106	652,309	516,330	516,330	369,844	383,303
Community Ed	SCHOOL READINESS	193,159	321,129	182,305	182,305	223,582	211,837
Community Ed	PRE-SCHOOL SCREENING	34,671	23,467	15,451	15,451	36,343	38,457
Community Ed	YOUTH DEVELOPMENT	1,222,741	1,206,447	1,096,052	1,096,052	1,556,387	2,034,664
Community Ed	OTHER COMMUNITY EDUCATION	1,338,325	1,738,442	605,242	605,242	1,319,446	1,638,995
<b>Community Ed Total</b>		<b>7,925,658</b>	<b>7,958,032</b>	<b>5,230,357</b>	<b>5,230,357</b>	<b>7,985,959</b>	<b>9,100,780</b>
Construction	LTFM	9,166,813	12,027,381	22,602,356	22,602,356	8,550,861	6,606,500
Construction	BUILDING CONSTRUCTION	18,955,680	7,663,619	4,955,440	4,955,440	9,580,179	16,584,445
<b>Construction Total</b>		<b>28,122,494</b>	<b>19,691,000</b>	<b>27,557,795</b>	<b>27,557,795</b>	<b>18,131,040</b>	<b>23,190,945</b>
Debt	RETIREMENT OF LT DEBT	14,672,195	37,630,560	25,159,481	25,159,481	15,006,244	15,227,578
<b>Debt Total</b>		<b>14,672,195</b>	<b>37,630,560</b>	<b>25,159,481</b>	<b>25,159,481</b>	<b>15,006,244</b>	<b>15,227,578</b>
Self Insurance	GENERAL ADMINISTRATIVE SUPPOR	867,492	744,260	896,278	896,278	870,000	870,000
<b>Self Insurance Total</b>		<b>867,492</b>	<b>744,260</b>	<b>896,278</b>	<b>896,278</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>171,187,096</b>	<b>188,454,096</b>	<b>185,452,672</b>	<b>185,452,672</b>	<b>178,990,700</b>	<b>187,764,609</b>

# Edina Public Schools

## Expenditures by FIN

FUND	FINANCE	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	GENERAL	69,959,928	694,934	70,440,527	70,440,527	-	78,187,149
General	FED CARES			-	-		
General	FED CARES			135,905	135,905		
General	FED CARES			210,180	210,180		
General	FED CARES			94,013	94,013		
General	FED CARES			1,900,093	1,900,093		
General	FED CARES			393,354	393,354		
General	FED CARES			-	-		
General	FED CARES			-	-		
General	FED CARES			115,805	115,805		
General	FED CARES			-	-		
General	FED CARES			-	-		
General	FED EDUCATION JOBS FUND FY12	97,292	2,518	-	-	-	-
General	OPERATING CAPITAL	2,583,739	4,561,849	3,259,000	3,259,000	3,830,537	3,356,818
General	AREA LEARNING CENTER	252,811	463,865	305,635	305,635	203,367	224,003
General	AREA LRNING CTR STATE APPROVD	317,247	367,620	388,934	388,934	460,989	413,979
General	ACHIEVEMENT & INTEGRATION	995,084	985,807	1,238,016	1,238,016	1,158,655	1,260,357
General	50% SITE-STAFF DEVELOPMENT	1,146,436	1,252,344	986,239	986,239	1,254,552	1,269,465
General	BASIC SKILLS	1,517,575	1,544,377	1,663,547	1,663,547	1,440,006	1,809,767
General	INCENTIVE REVENUE	69,251	51,908	6,698	6,698	92,066	92,530
General	AMERICAN INDIAN AID	24,777	9,683	20,290	20,290	22,148	22,148
General	LEARNING AND DEVELOPMENT	1,904,054	1,879,962	1,826,524	1,826,524	-	1,918,433
General	ALTERNATIVE TEACHER PAY SYSTEM	2,290,260	2,322,727	2,235,305	2,235,305	2,377,987	2,371,031
General	SAFE SCHOOLS CRIME LEVY	664,804	797,567	733,916	733,916	678,028	728,240
General	PHYSICAL HAZARDS	10,039	3,506	10,927	10,927	69,076	40,500
General	OTHER HAZARDOUS MATERIALS	27,624	96,216	18,368	18,368	63,155	37,100
General	ENVIRONMENTAL H & S MGMT	168,385	176,729	163,447	163,447	286,840	192,200
General	ASBESTOS REMOVAL	19,407	172,013	501,291	501,291	-	-
General	BLDG HARDWARE & EQUIPMENT	29,484	112,315	(93,995)	(93,995)	176,763	205,149
General	FIRE SAFETY	36,458	122,451	98,502	98,502	104,798	200,000
General	INDOOR AIR QUALITY	-	-	-	-	-	-
General	EXT ROOFING			(66,686)	(66,686)		
General	MED ASSIST THIRD PARTY BILLING	202,526	140,558	42,675	42,675	50,000	50,000
General	DEFERRED MAINTENANCE PROGRAM	292,234	127,227	80,497	80,497	1,102,288	2,200,000
General	MECHANICAL SYSTEM	3,292,163	184,830	6,548,140	6,548,140	2,077,100	1,334,000
General	PLUMBING	48,300	650	-	-	-	200,000
General	PROF SERVICES	219,655	279,443	222,015	222,015	223,504	228,259
General	ROOFING	1,083,705	1,926,362	502,075	502,075	4,357,814	1,915,241
General	SITE PROJECTS	1,089,664	2,992,445	1,004,615	1,004,615	1,487,255	2,970,000
General	DEFERRED MAINTENACE PROGRAM	-	-	-	-	-	-
General	GIFTED AND TALENTED	1,204,249	1,137,206	1,070,732	1,070,732	1,124,607	1,360,214
General	TITLE I BASIC ESEA PROGRAM	197,884	170,509	181,092	181,092	154,857	164,730
General	TITLE II IMPROVE TEACHER QULTY	83,840	102,385	60,777	60,777	152,003	151,773
General	TITLE III, PART A ENGLISH LA	26,859	69,578	67,151	67,151	64,825	68,226
General	PL101-476 GENL SPEC EDUCATION	2,041,833	1,373,991	1,205,348	1,205,348	760,656	901,845
General	PL101-476 EARLY EDUCATION HAND	34,477	35,590	35,572	35,572	-	32,409
General	SPECIAL ED DESCRETIONARY GRANT	-	-	-	-	-	-
General	INFNTS & TDLRS (0-2) PL102-119	16,382	30,637	26,957	26,957	-	32,020
General	FEDERAL - CIMP			-	-		
General	FEDERAL - CIMP			201,702	201,702		
General	FEDERAL - CIMP	-	-	-	-	-	-
General	FEDERAL - CIMP			9,788	9,788		
General	FEDERAL PERKINS GRANT	12,882	12,218	-	-	-	-
General	OPEN ENROLLMENT TRANSPORTATION	96,686	93,998	58,899	58,899	107,074	100,000
General	TRANS TO MULTI-DISTRICT INTEGRATIO	551,034	572,312	260,783	260,783	660,349	660,400
General	NOON KINDERGARTEN	-	-	-	-	-	-
General	LATE ACTIVITY ROUTE	36,412	37,382	30,552	30,552	39,699	40,000
General	TRAFFIC HAZARDS - WALKERS	44,731	21,680	30,316	30,316	30,249	31,672
General	REGULAR TO AND FROM SCHOOL	2,628,275	2,549,655	2,702,770	2,702,770	2,740,157	3,006,061
General	REGULAR SUMMER SCHOOL	83,728	47,942	-	-	66,294	50,000
General	SPECIAL ED TRANSPORT	1,725,245	1,553,185	1,166,722	1,166,722	1,825,348	1,838,316
General	BETWEEN SCHOOLS - PUBLIC	49,406	33,635	9,969	9,969	72,169	55,000
General	NONPUBLIC NOREGULAR	9,403	11,858	4,672	4,672	11,289	11,000
General	SPECIAL TRANSPORTATION	183,264	209,289	133,448	133,448	-	50,000
General	NON AUTHORIZED TRANSPORTATION	607,151	491,119	116,097	116,097	404,266	520,825



# Edina Public Schools

## Expenditures by FIN

FUND	FINANCE	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	STATE SPECIAL ED GENERAL	17,565,171	19,713,389	20,093,073	20,093,073	22,276,294	23,585,725
General	STATE SPECIAL ED BIRTH-TWO	-	-	-	-	-	-
General	CAPITAL PROJECTS LEVY	-	-	-	-	-	-
General	CAPITAL PROJECTS LEVY			1,357,085	1,357,085		
General	COLLABORATION EARLY INTERVENTION	752,088	915,708	1,021,974	1,021,974	951,040	1,501,667
General	CAREER AND TECHNICAL - GENERAL	345,270	397,069	311,337	311,337	311,337	391,251
General	CAREER AND TECHNICAL - SPEC ED	13,565	-	36,376	36,376	-	30,819
General	LEARN & SERVE AMERICA	-	-	-	-	-	-
General	FEDERAL CHOICE GRANT(WMEP)		68,930,953			-	-
<b>General Total</b>	<b>General Total</b>	<b>116,652,735</b>	<b>119,781,196</b>	<b>125,179,040</b>	<b>125,179,040</b>	<b>133,930,585</b>	<b>135,810,322</b>
Food Service	NAT'L SCHOOL LUNCH PROGRAM	1,899,891	2,387,524	1,069,173	1,069,173	2,032,744	3,117,512
Food Service	SCHOOL BREAKFAST PROGRAM	42,465	251,651	355,289	355,289	42,465	447,473
Food Service	A LA CARTE FOOD SERVICE	1,004,166	9,874	5,258	5,258	991,662	-
<b>Food Service Total</b>	<b>Food Service Total</b>	<b>2,946,522</b>	<b>2,649,049</b>	<b>1,429,720</b>	<b>1,429,720</b>	<b>3,066,872</b>	<b>3,564,985</b>
Community Ed	GENERAL	-	-	310,394	310,394	-	-
Community Ed	FED CARES			216,164	216,164		
Community Ed	FED CARES			90,893	90,893		
Community Ed	FED CARES			54,000	54,000		
Community Ed	COMMUNITY EDUCATION	4,911,528	5,225,312	2,308,126	2,308,126	5,159,369	5,753,774
Community Ed	EARLY CHILDHOOD & FAMILY ED	869,401	625,243	471,694	471,694	360,814	360,287
Community Ed	ADULT W/DISABILITIES	5,202	5,202	5,202	5,202	5,202	5,202
Community Ed	ECFE HOME VISIT	9,025	7,783	-	-	9,030	9,535
Community Ed	AFTER SCHOOL ENRICHMENT	490,195	545,116	253,796	253,796	444,282	570,073
Community Ed	PATHWAYS		37,500	37,500	37,500	37,500	37,500
Community Ed	LEARNING READINESS	193,159	321,129	182,305	182,305	223,582	211,837
Community Ed	NONPUBLIC HEALTH SERVICES	6,032	47,261	49,421	49,421	47,261	91,450
Community Ed	NONPUBLIC TEXTBOOKS	84,198	62,596	53,737	53,737	62,596	53,737
Community Ed	NONPUBLIC GUIDANCE & COUNSELING	82,957	45,982	45,815	45,815	45,982	45,815
Community Ed	EARLY CHILDHOOD SCREENING	34,671	23,467	15,451	15,451	36,343	38,457
Community Ed	YOUTH DEVELOPMENT/SERVICES	732,546	661,101	842,255	842,255	1,112,105	1,463,991
				84,750	84,750		
Community Ed	CHILDREN W DISABILITIES IN S A C	506,743	350,339	208,853	208,853	441,892	459,122
Community Ed	COLLABORATION EARLY INTERVENTION	-	-	-	-	-	-
<b>Community Ed Total</b>	<b>Community Ed Total</b>	<b>7,925,658</b>	<b>7,958,032</b>	<b>5,230,357</b>	<b>5,230,357</b>	<b>7,985,959</b>	<b>9,100,780</b>
Construction	GENERAL	14,187,314	812,995	77,189	77,189	4,500,000	5,792,364
Construction	MECHANICAL SYSTEM	9,113,063	12,024,767	22,601,437	22,601,437	8,550,861	6,606,500
				919	919		
Construction	ALTERNATIVE FACILITIES PROGRAM	-	-	-	-	-	-
Construction	CERT OF PARTICIPATION PROJECTS	-	-	-	-	-	5,000,000
Construction	CAPITAL PROJECTS LEVY	4,822,116	6,853,237	4,878,251	4,878,251	5,080,179	5,792,081
<b>Construction Total</b>	<b>Alt Facility Total</b>	<b>28,122,494</b>	<b>19,691,000</b>	<b>27,557,795</b>	<b>27,557,795</b>	<b>18,131,040</b>	<b>23,190,945</b>
Debt	GENERAL	14,672,195	37,630,560	25,159,481	25,159,481	15,006,244	15,227,578
<b>Debt Total</b>	<b>Debt Total</b>	<b>14,672,195</b>	<b>37,630,560</b>	<b>25,159,481</b>	<b>25,159,481</b>	<b>15,006,244</b>	<b>15,227,578</b>
Self Insurance	GENERAL	867,492	744,260	896,278	896,278	870,000	870,000
<b>Self Insurance Total</b>	<b>Self Insurance Total</b>	<b>867,492</b>	<b>744,260</b>	<b>896,278</b>	<b>896,278</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>	<b>Grand Total</b>	<b>171,187,096</b>	<b>188,454,096</b>	<b>185,452,672</b>	<b>185,452,672</b>	<b>178,990,700</b>	<b>187,764,609</b>

# Edina Public Schools

## Expenditures by Object

FUND	OBJECT	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	ADMINISTRATION/SUPERVISION	4,308,803	4,348,047	5,179,676	5,179,676	-	5,526,984
General	LICENSED CLASSROOM TEACHER	39,638,202	48,817,574	42,018,138	42,018,138	45,029,935	45,629,424
General	NONLICENSED CLASSROOM TEACHER	501,970	547,054	1,272,234	1,272,234	1,161,693	1,128,281
General	LICENSED INSTRUCTIONAL SUPPORT	2,782,911	2,249,217	1,809,213	1,809,213	2,075,144	2,300,341
General	NONLICENSED INSTRUCT SUPPORT	4,137	4,474	21,607	21,607	-	-
General	SUBSTITUTE TEACHERS	1,084,129	990,863	1,100,273	1,100,273	1,317,343	1,124,625
General	SUBSTITUTE NONLICENSED CLASSROOM	41,912	37,327	2,869	2,869	25,000	10,704
General	PHYSICAL THERAPIST	85,956	89,825	97,394	97,394	104,907	99,898
General	OCCUPATIONAL THERAPIST	361,015	393,206	358,451	358,451	413,276	424,633
General	SPEECH/LANGUAGE PATHOLOGIST	1,448,660	1,574,288	1,724,927	1,724,927	1,768,762	1,835,666
General	SCHOOL NURSE	685,818	696,704	708,481	708,481	933,462	962,993
General	SOCIAL WORKERS	830,288	923,439	926,723	926,723	960,221	1,011,470
General	PSYCHOLOGISTS	813,017	701,494	1,008,774	1,008,774	995,626	1,122,796
General	MENTAL HEALTH PRACTITIONER	59,901	63,310	65,169	65,169	35,000	40,672
General	CERTIFIED PARAPROFESSIONAL	3,364,218	3,775,590	3,643,944	3,643,944	4,208,387	4,376,557
General	SPECIAL ED LANG INTERPRETATION	-	-	-	-	-	-
General	COUNSELORS	1,488,957	1,454,980	1,477,041	1,477,041	1,512,444	1,358,214
General	NON INSTRUCTIONAL SUPPORT	9,146,646	3,609,880	9,073,269	9,073,269	9,887,940	10,723,299
General	ADAPTIVE PHY ED & DAPE	375,821	350,763	325,607	325,607	352,691	369,858
General	CULTURAL LIAISON	143,606	146,562	180,026	180,026	152,784	152,617
General	OTHER SALARY PAYMENTS CERTIFIED	3,116,872	2,999,149	3,031,113	3,031,113	3,558,352	3,384,344
General	OTHER SALARY PAYMENTS NON CERTIFIED	41,892	42,863	86,248	86,248	43,156	40,256
General	SABBATICAL LEAVE	-	-	-	-	-	-
General	SEVERANCE	831,393	908,728	1,342,779	1,342,779	1,500,000	1,462,150
General	SALARY BETWEEN FUNDS	(151,530)	(116,271)	-	-	66,026	(195,000)
General	SALARY ADJ CAFETERIA PLAN	33,400	37,750	33,425	33,425	-	-
General	FICA/MEDICARE	5,139,248	5,252,324	5,377,062	5,377,062	5,515,736	6,119,424
General	PERA	1,079,006	1,101,636	1,156,018	1,156,018	1,237,135	1,339,485
General	TRA	4,216,495	4,421,341	4,678,070	4,678,070	4,692,678	5,455,065
General	HEALTH INSURANCE	10,289,918	11,113,439	9,950,659	9,950,659	10,493,397	10,026,497
General	LIFE INSURANCE	82,475	98,309	94,502	94,502	100,000	109,686
General	DENTAL INSURANCE	407,422	402,512	404,589	404,589	407,000	402,318
General	LONG TERM DISABILITY INSURANCE	113,321	115,261	120,882	120,882	130,238	125,172
General	TSA/DEFERRED COMPENSATION	918,445	958,508	970,207	970,207	1,000,000	1,008,451
General	TAX ADV HEALTH ARRANGEMENTS	138,930	-	353,814	353,814	141,854	200,329
General	WORKERS COMPENSATION	473,776	451,158	301,575	301,575	328,846	393,154
General	UNEMPLOYMENT COMPENSATION	61,193	303,140	(108,433)	(108,433)	80,000	60,000
General	POST EMPLOYMENT BENEFITS	752,088	915,708	1,021,974	1,021,974	951,040	1,501,667
General	INTERDEPARTMENT CHARGEBACKS	(45,501)	(259,438)	-	-	81,003	303,634
General	OTHER BENEFITS	16,344	59,127	85,297	85,297	22,423	10,400
General	OFFICIALS	64,380	51,641	49,357	49,357	-	58,650
General	FED CONTRACTS < \$25000	10,190	10,720	9,760	9,760	483,557	25,644
General	FED CONTRACTS > \$25000	-	-	-	-	-	-
General	CONSULTING FEES/FEES FOR SVCS	2,722,222	4,143,603	2,524,666	2,524,666	2,481,723	1,517,549
General	SPECIAL EDUCATION LEGAL FEES	4,352	3,649	2,955	2,955	-	2,500
General	NON-SPED LITIGATION COST	77,185	-	-	-	-	-
General	FED TUITION PMT < \$25,000	-	-	-	-	-	-
General	FED TUITION EXCESS OF \$25K	-	-	-	-	-	-
General	SCHOOL RESOURCE OFFICER			170,724	170,724	180,250	250
General	OTHER CONTRACTED SECURITY SERVICES			122,496	122,496	137,709	138,749
General	COMMUNICATION SERVICES	137,877	162,383	167,214	167,214	170,371	185,257
General	POSTAGE	35,212	42,388	23,603	23,603	29,018	23,035
General	UTILITY SERVICES	1,637,153	1,083,199	1,626,962	1,626,962	1,716,222	1,756,600
General	INSURANCE	307,906	382,341	558,053	558,053	614,272	672,301
General	SPEECH/LANG PATH >\$25,000	-	-	-	-	-	-
General	REPAIRS & MAINTENANCE	351,503	459,514	379,906	379,906	411,113	432,978
General	PUPIL TRANS - TRANS,REG T	-	13,061	7,528	7,528	4,000	4,000
General	FOREIGN LANG INTERPR <\$25,000	28,587	27,553	73,758	73,758	75,000	31,500
General	CONTRACTED TRANSPORTATION	1,983,174	1,679,944	1,178,282	1,178,282	1,866,748	1,945,300
General	INTERDISTRICT TRANSPORTATION	(55,499)	(51,505)	(0)	(0)	(119,531)	(27,300)
General	TRAVEL, CONVENTIONS & CONFERENCE	309,505	222,965	145,046	145,046	286,830	291,008
General	OUT OF STATE TRAVEL PD FEDERAL	1,428	-	-	-	-	3,000
General	ENTRY FEES & STUDENT TRAVEL	109,104	181,216	50,735	50,735	65,900	149,685
General	OPERATING LEASES OR RENT	563,783	612,178	559,979	559,979	584,493	632,096
General	SPEECH/LANG PATH <\$25,000	-	-	-	-	-	-
General	LIC SCHL NURSE CONTCT <\$25,000	-	-	-	-	-	-
General	LIC NURSE SVCS CONTCT <\$25,000	-	-	-	-	-	-

## Edina Public Schools Expenditures by Object

FUND	OBJECT	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
General	QUALIFIED MENTAL HEALTH PROFFESIONAL	2,000	2,000	2,000	2,000	5,000	5,000
General	OTHER REIMBURSEMENTS	-	-	-	-	-	-
General	PAYMENTS TO OTHER SCHOOL DISTRICTS	600,665	695,089	646,458	646,458	717,605	858,141
General	REIMB TO MN DISTRICT	199,832	163,939	41,486	41,486	84,592	51,923
General	PAYMENT TO OUT OF STATE OTHER AGENCY			9,500	9,500	10,000	15,000
General	SPEC ED CONTRACTED SVC/PUPILS	7,139	62,328	58,366	58,366	60,000	60,000
General	EDUC PURPOSES-NONSCHOOL DIST	474,130	666,561	566,363	566,363	579,937	560,000
General	SPEC ED SALARY OTHER DISTRICT	94,284	144,339	191,083	191,083	196,815	190,110
General	SPEC ED BENEFIT OTHER DISTRICT	35,308	53,059	73,558	73,558	75,765	81,476
General	INTERDEPARTMENT CHARGEBACKS	(103,015)	(89,306)	-	-	(108,230)	(154,265)
General	SPEC ED CONTRACTED COOP SERVICE	-	-	-	-	-	-
General	SUPPLIES & MATERIALS NON INSTRUCTION	1,078,658	791,867	1,142,244	1,142,244	1,210,166	1,212,813
General	SUPPLIES & MATERIALS SOFTWARE	53,039	31,769	664,179	664,179	53,999	52,564
General	INST SOFTWARE LISENCE AGREEMENTS	17,490	24,502	231,045	231,045	3,200	75,774
General	SUPPLIES & MATERIALS NON INDIVIDUAL	1,351,798	1,286,083	727,567	727,567	1,167,039	1,068,729
General	SUPPLIES & MATERIALS INDIVIDUAL	140,683	169,281	147,847	147,847	217,779	155,934
General	FUELS	779,689	365,332	594,879	594,879	1,070,500	1,224,708
General	INSTRUCTIONAL TECHNOLOGY SUPPLIES	8,121	18,349	-	-	-	1,000
General	INSTRUCTIONAL TECHNOLOGY DEVICES	14,986	12,046	396,849	396,849	427,629	442,500
General	TEXTBOOKS & WORKBOOKS	666,510	378,063	53,718	53,718	-	-
General	STANDARDIZED TESTS	250	2,244	6,341	6,341	-	10,000
General	MEDIA RESOURCES	3,183	1,852	47,696	47,696	4,778	66,478
General	FOOD	31,660	29,594	14,331	14,331	28,559	33,610
General	NON INSTRUCTIONAL TECH SOFTWARE	-	6,410	4,731	4,731	-	-
General	BUILDING CONTRUCTION	2,941,011	4,412,884	1,345,838	1,345,838	7,582,590	7,515,890
General	EQUIPMENT PURCHASED	722,130	633,345	789,894	789,894	1,525,081	1,298,457
General	SPEC ED INSTRUCTIONAL EQUIPMNT	330	-	-	-	-	35,000
General	CAPITAL LEASES	-	-	317,611	317,611	-	-
General	PUPIL TRANSPORTATION VEHICLES	294,632	338,796	459,552	459,552	450,000	650,000
General	VEHICLES LEASED/PURCHASED	44,015	-	-	-	235,000	35,000
General	TECHNOLOGY EQUIPMENT	19,111	14,016	10,227	10,227	9,000	9,000
General	SPEC ED TECHNOLOGY EQUIPMNT	2,259	288	1,298,615	1,298,615	-	-
General	LEASE PRINCIPAL	238,316	242,929	411,830	411,830	327,997	471,910
General	LEASE INTEREST	93,899	86,143	83,622	83,622	70,041	67,425
General	CAPITAL LEASES CONTRA ACCOUNT	-	-	(317,611)	(317,611)	-	-
General	OTHER CAPITAL	-	-	-	-	-	-
General	LOANS INTEREST	-	-	-	-	-	-
General	OTHER DEBT EXPENSE	-	-	-	-	-	-
General	DUES MEMBERSHIPS LICENSES	62,350	65,767	132,662	132,662	10,640	91,700
General	FEDERAL & NONPUBLIC INDIRECT COST	(12,826)	-	-	-	-	-
General	TAXES, SPECIAL ASSESSMENTS	44,739	17,934	20,776	20,776	25,000	25,000
General	SCHOLARSHIPS	139,663	126,125	10,052	10,052	86,600	52,600
General	TRA & PERA PENSION EXP	423,979	422,877	421,333	421,333	421,333	423,979
General	PERMANENT TRANSFER OTHER FUNDS	3,213,503	-	6,035,164	6,035,164	1,731,735	1,334,000
			-	994,613	994,613	-	-
<b>General Total</b>		<b>116,652,735</b>	<b>119,781,196</b>	<b>125,179,040</b>	<b>125,179,040</b>	<b>133,930,585</b>	<b>135,810,322</b>
Food Service	NON INSTRUCTIONAL SUPPORT	122,142	91,894	56,343	56,343	128,326	252,091
Food Service	OTHER SALARY PAYMENTS CERTIFIED	3,946	3,966	4,006	4,006	4,146	4,500
Food Service	STAFF DEVELOPMENT	151,530	86,577	-	-	163,181	165,000
Food Service	FICA/MEDICARE	8,836	6,718	4,289	4,289	9,284	18,168
Food Service	PERA	6,738	4,216	2,068	2,068	7,080	16,513
Food Service	TRA	2,774	3,166	2,626	2,626	2,914	2,599
Food Service	HEALTH INSURANCE	12,207	6,303	3,926	3,926	12,825	21,450
Food Service	LIFE INSURANCE	1,290	675	22	22	1,356	1,300
Food Service	DENTAL INSURANCE	418	375	247	247	439	1,490
Food Service	LONG TERM DISABILITY INSURANCE	130	69	42	42	136	500
Food Service	TSA/MINN DEFER COMP PLAN	372	435	414	414	391	740
Food Service	WORKERS COMPENSATION	491	3,980	209	209	517	800
Food Service	INTERDEPARTMENT CHARGEBACKS	45,501	39,951	-	-	48,999	50,000
Food Service	OTHER EMP BENEFITS		23,137	75,548	75,548	-	-
Food Service	CONSULTING FEES/FEES FOR SVCS	2,286,136	1,835,177	1,032,767	1,032,767	2,262,351	2,620,330
Food Service	UTILITY SERVICES	-	-	-	-	-	-
Food Service	REPAIRS & MAINTENANCE	29,995	31,090	31,567	31,567	35,000	11,722
Food Service	INTERDEPARTMENT CHARGEBACKS	103,015	89,306	-	-	110,936	114,264
Food Service	SUPPLIES & MATERIALS NON INSTRUCTION	13,175	30,726	8,207	8,207	14,188	4,040
Food Service	FOOD	918	-	352	352	989	-
Food Service	COMMODITIES	144,404	111,996	89,453	89,453	163,200	168,096
Food Service	MILK	-	-	-	-	-	-

## Edina Public Schools Expenditures by Object

FUND	OBJECT	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
Food Service	EQUIPMENT PURCHASED	12,504	277,500	108,000	108,000	75,000	75,000
Food Service	TECHNOLOGY EQUIPMENT	-	-	-	-	-	-
Food Service	DUES MEMBERSHIPS LICENSES			9,635	9,635		10,000
Food Service	TRA & PERA PENSION EXP	-	-	-	-	-	-
Food Service	SCHOLARSHIPS	-	1,791	-	-	25,614	26,382
<b>Food Service Total</b>		<b>2,946,522</b>	<b>2,649,049</b>	<b>1,429,720</b>	<b>1,429,720</b>	<b>3,066,872</b>	<b>3,564,985</b>
Community Ed	ADMINISTRATION/SUPERVISION	1,727,905	1,883,345	1,026,548	1,026,548	1,525,109	1,653,446
Community Ed	ECFE/SCHL READINESS COORDINATOR	236,414	200,844	224,270	224,270	163,177	115,928
Community Ed	LICENSED CLASSROOM TEACHER	221,222	878,017	245,687	245,687	147,342	170,563
Community Ed	NONLICENSED CLASSROOM TEACHER	18,494	425,148	78,391	78,391	630,000	695,943
Community Ed	LICENSED INSTRUCTIONAL SUPPORT	246,603	5,654	1,567	1,567	-	25,155
Community Ed	SUBSTITUTE NONLICENSED CLASSROOM	-	-	-	-	-	-
Community Ed	SUBSTITUTE NONLICENSED CLASSROOM	15,336	10,986	8,423	8,423	16,277	16,688
Community Ed	NON INSTRUCTIONAL SUPPORT	1,807,726	1,307,240	1,255,659	1,255,659	1,864,982	1,950,567
Community Ed	OTHER SALARY PAYMENTS NON CERTIFIED	570,194	210,036	239,786	239,786	300,394	387,865
Community Ed	SEVERANCE	-	13,480	63,888	63,888	-	58,208
Community Ed	SALARY BETWEEN FUNDS	-	29,694	-	-	29,694	30,000
Community Ed	FICA/MEDICARE	350,892	358,845	221,940	221,940	339,714	364,345
Community Ed	PERA	287,658	280,121	174,204	174,204	291,464	283,073
Community Ed	TRA	73,801	84,554	46,237	46,237	50,886	88,903
Community Ed	HEALTH INSURANCE	386,370	365,630	175,910	175,910	313,332	270,267
Community Ed	LIFE INSURANCE	17,171	10,560	2,324	2,324	8,285	3,349
Community Ed	DENTAL INSURANCE	21,946	21,748	11,923	11,923	18,270	16,020
Community Ed	LONG TERM DISABILITY INSURANCE	5,690	4,842	9,649	9,649	4,427	6,977
Community Ed	TSA/DEFERRED COMPENSATION	34,713	32,968	21,730	21,730	28,051	30,223
Community Ed	TAX ADV HEALTH ARRANGEMENTS	1,800	-	57,400	57,400	-	30
Community Ed	INTERDEPT EMPL BENS	-	-	-	-	11,877	12,000
Community Ed	WORKERS COMPENSATION	20,536	16,790	9,593	9,593	13,547	11,095
Community Ed	OTHER BENEFITS	-	12,839	-	-	5,837	4,400
Community Ed	FEDERAL SUB AWARDS/CONT<25,000	-	-	-	-	-	-
Community Ed	CONSULTING FEES/FEES FOR SVCS	1,242,576	1,079,044	938,039	938,039	1,346,462	1,703,198
Community Ed	COMMUNICATION SERVICES	12,493	9,455	10,021	10,021	25,470	28,630
Community Ed	POSTAGE	9,602	6,794	3,419	3,419	13,300	8,950
Community Ed	REPAIRS & MAINTENANCE	-	-	180	180	-	-
Community Ed	CONTRACTED TRANSPORTATION	878	34	764	764	16,800	12,600
Community Ed	INTERDISTRICT TRANSPORTATION	55,499	51,505	-	-	20,700	27,300
Community Ed	TRAVEL, CONVENTIONS & CONFERENCE	12,349	11,782	2,989	2,989	59,705	64,548
Community Ed	ENTRY FEES & STUDENT TRAVEL	64,647	60,430	6,134	6,134	66,800	164,750
Community Ed	INTERDEPARTMENT CHARGEBACKS	13,626	16,353	7,160	7,160	15,500	10,000
Community Ed	EDUC PURPOSES-NONSCHOOL DIST	-	-	-	-	-	-
Community Ed	INTERDEPART CHARGEBACK	-	-	-	-	0	40,001
Community Ed	SUPPLIES & MATERIALS NON INSTRUCTION	183,291	137,739	130,024	130,024	207,967	244,833
Community Ed	SUPPLIES & MATERIALS NON INDIVIDUAL	10,667	11,932	14,258	14,258	21,202	49,973
Community Ed	SUPPLIES & MATERIALS SOFTWARE	1,790	-	-	-	-	-
Community Ed	TEXTBOOKS & WORKBOOKS	84,198	62,596	53,737	53,737	62,596	53,737
Community Ed	MEDIA RESOURCES	-	-	-	-	-	-
Community Ed	FOOD	135,483	111,590	62,498	62,498	127,592	225,415
Community Ed	EQUIPMENT PURCHASED	40,504	52,617	27,656	27,656	103,200	57,000
Community Ed	DUES MEMBERSHIPS LICENSES	761	1,571	2,351	2,351	12,700	2,300
Community Ed	TRA & PERA PENSION EXP	-	-	-	-	-	-
Community Ed	FEDERAL & NONPUBLIC INDIRECT COST	12,826	-	-	-	-	-
Community Ed	SCHOLARSHIPS	-	91,248	95,998	95,998	123,300	212,500
Community Ed	PERMANENT TRANSFER OTHER FUNDS	-	-	-	-	-	-
			100,000	-	-	-	-
<b>Community Ed Total</b>		<b>7,925,658</b>	<b>7,958,032</b>	<b>5,230,357</b>	<b>5,230,357</b>	<b>7,985,959</b>	<b>9,100,780</b>
Construction	ADMINISTRATION/SUPERVISION	359,227	631,416	637,351	637,351	348,584	339,966
Construction	LICENSED CLASSROOM TEACHER	-	-	-	-	-	-
Construction	N-LIC CLASSROOM PERS	-	-	-	-	-	-
Construction	LICENSED INSTRUCTIONAL SUPPORT	-	-	-	-	-	-
Construction	NON LICENSED INSTRUCTIONAL SUPPORT	-	-	-	-	-	-
Construction	SUBSTITUTE TEACHERS	-	-	-	-	-	-
Construction	NON INSTRUCTIONAL SUPPORT	235,579	1,549,730	1,575,247	1,575,247	1,667,910	1,391,382
Construction	OTHER SALARY PAYMENTS- LICENSED	34,790	51,884	49,265	49,265	1,048,905	135,000
Construction	OTHER SALARY PAYMENTS- NON-LICENSED	1,164,484	333,558	339,449	339,449	33,334	356,775
Construction	SEVERANCE	-	-	-	-	-	-
Construction	FICA/MEDICARE	126,730	134,427	186,782	186,782	-	150,000
Construction	PERA	130,436	138,232	151,261	151,261	-	120,000

## Edina Public Schools Expenditures by Object

FUND	OBJECT	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY20-21 ACTUAL	FY22 FINAL BUDGET	FY22 ADOPTED BUDGET
Construction	TRA	2,996	3,382	41,883	41,883	-	10,000
Construction	HEALTH INSURANCE	253,934	290,095	320,631	320,631	-	300,000
Construction	LIFE INSURANCE	1,511	1,809	2,871	2,871	-	3,000
Construction	DENTAL INSURANCE	3,361	3,722	7,143	7,143	-	7,000
Construction	LONG TERM DISABILITY INSURANCE	3,074	2,998	3,992	3,992	-	4,000
Construction	TSA/DEFERRED COMPENSATION	13,904	15,564	28,065	28,065	-	25,000
Construction	TAX ADV HEALTH ARRANGEMENTS	-	-	5,000	5,000	-	5,000
Construction	WORKERS COMPENSATION	9,344	7,830	6,470	6,470	-	8,000
Construction	INTERDEPARTMENT CHARGEBACKS						(365,634)
Construction	CONSULTING FEES/FEES FOR SVCS	1,087,592	1,321,593	1,874,658	1,874,658	4,577,374	5,846,364
Construction	REPAIR/MAINT/ COMPUTERS/T	-	-	-	-	-	-
Construction	PROPERTY INSURANCE	12,408	2,613	1,919	1,919	-	-
Construction	REPAIRS & MAINTENANCE			74,772	74,772	-	-
Construction	TRAVEL, CONVENTIONS & CONFERENCE	-	-	-	-	19,672	24,000
Construction	SUPPLIES & MATERIALS NON INSTRUCTION	-	-	-	-	-	-
Construction	NON-INSTR SOFTWARE/LICENSI	-	-	-	-	584,654	-
Construction	SOFTWARE INSTRUCTIONAL	-	-	-	-	236,026	-
Construction	SUPPLIES & MATERIALS NON INDIVIDUAL	-	-	-	-	-	-
Construction	INSTR TECH SUPPLIES	-	-	-	-	-	-
Construction	STANDARDIZED TESTS	-	-	-	-	105,214	-
Construction	FOOD	-	-	-	-	1,700	3,000
Construction	CAPIT NON INSTR TECH SOFT			377,113	377,113	66,047	985,130
Construction	CAPITAL INSTR TECH SOFTWR			25,785	25,785	23,523	586,162
Construction	TRANS-CONSTRUCTION SITE ACQUISITION	-	-	-	-	-	-
Construction	BUILDING CONTRUCTION	22,101,679	12,695,540	20,627,563	20,627,563	8,508,167	11,606,500
Construction	EQUIPMENT PURCHASED	1,231,180	387,400	-	-	-	-
Construction	CAPITAL LEASE	-	-	-	-	-	-
Construction	TECHNOLOGY EQUIPMENT	362,504	648,460	251,529	251,529	150,682	290,000
Construction	CAPITAL INSTR TECH HARDWR	796,094	1,470,744	817,103	817,103	759,248	1,360,300
Construction	PRINCIPAL ON CAPITAL LEASES	-	-	-	-	-	-
Construction	INTEREST ON CAPITAL LEASES	-	-	-	-	-	-
Construction	CAPITAL LEASES CONTRA ACCOUNT	-	-	-	-	-	-
Construction	COUNTRYSIDE	191,667	-	151,943	151,943	-	-
<b>Construction Total</b>		<b>28,122,494</b>	<b>19,691,000</b>	<b>27,557,795</b>	<b>27,557,795</b>	<b>18,131,040</b>	<b>23,190,945</b>
Debt	BOND PRINCIPAL	7,405,000	8,140,000	7,050,000	7,050,000	7,540,000	8,015,000
Debt	BOND INTEREST	7,258,595	7,485,370	7,570,538	7,570,538	7,456,244	7,202,578
Debt	OTHER DEBT EXPENSE	8,600	110,190	108,943	108,943	10,000	10,000
Debt	BOND REFUNDING	-	21,895,000	10,430,000	10,430,000	-	-
<b>Debt Total</b>		<b>14,672,195</b>	<b>37,630,560</b>	<b>25,159,481</b>	<b>25,159,481</b>	<b>15,006,244</b>	<b>15,227,578</b>
Self Insurance	CONSULTING FEES/FEES FOR SVCS	867,492	56,035	55,316	55,316	870,000	60,000
Self Insurance	HEALTH INSURANCE	-	688,225	840,962	840,962	-	810,000
<b>Self Insurance Total</b>		<b>867,492</b>	<b>744,260</b>	<b>896,278</b>	<b>896,278</b>	<b>870,000</b>	<b>870,000</b>
<b>Grand Total</b>		<b>171,187,096</b>	<b>188,454,096</b>	<b>185,452,672</b>	<b>185,452,672</b>	<b>178,990,700</b>	<b>187,764,609</b>



**Board Meeting Date:** 6/20/2022

**TITLE:** Independent School District #273 Long-Term Facility Ten-Year Expenditure Plan

**TYPE:** Action

**BACKGROUND:** The 2015 Legislative session established a Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, etc. This program replaced the Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs beginning in FY 2017.

As a result of this legislative change, the ISD #273 school board is required to approve the Long-Term Facility Maintenance 10-year plan. Attached is a summary of the 10-year plan along with a detailed project list.

**PRESENTER:** Margo M. Bauck, Interim Director of Business Services

**RECOMMENDATION:** Approve the Long-Term Facility Maintenance 10-year plan and authorize the inclusion of those projects in the district's application for long term facility maintenance revenue. The administration has reviewed and recommends approval.

**ATTACHMENTS:**

1. Long-Term Facilities Maintenance Ten-Year Expenditure Plan
2. Edina High School narrative for MDE Submittal
3. Ten-Year Plan Detailed Project List



FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/04/2022										
273	<= Type in School District Number													
	EDINA PUBLIC SCHOOL DISTRICT													
Calculations for Ten Year Projection				Pay 22	Change only if requiring levy adjustments	Payable 2022 LLC Certification	Current Estimate							
	LLC #	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	
1 Type your district number in cell A2 (Minneapolis = 1.2)														
2 Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b														
3 Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33														
4 Look-up data from following tabs														
5 Initial Formula Revenue														
6	Current year APU	57	9,247.60	9,298.10	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			9,298.10	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	9,313.36	
7	District average building age (uncapped)	451	49.14	47.66	48.66	49.66	50.66	51.66	52.66	53.66	54.66	55.66	56.66	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	
10	Initial revenue = (6) * (8) * (9)	453	3,514,088	3,533,278	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	
11 Added revenue for Eligible H&S Projects > \$100,000 / site														
12	Debt service for existing Alt facilities H&S bonds (18) - gross before debt excess	702			-	-	-	-	-	-	-	-	-	
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (18)	756			-	-	-	-	-	-	-	-	-	
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701			-	-	-	-	-	-	-	-	-	
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755			-	-	-	-	-	-	-	-	-	
16a Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab														
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767			-	-	-	-	-	-	-	-	-	
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455			-	-	-	-	-	-	-	-	-	
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	456			-	-	-	-	-	-	-	-	-	
Added revenue for Pre-K remodeling (for VPK approvals only)														
20a	Net debt service for bonds approved for Pre-K remodeling	768			-	-	-	-	-	-	-	-	-	
20b	Pay as you go for projects approved for Pre-K remodeling	457			-	-	-	-	-	-	-	-	-	
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	
20d	Total New Law Revenue (10) + (19) + (20c)	458			3,533,278	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	
Old Formula revenue														
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2024)	459	357,152	270,438	290,026	286,907	295,515	304,380	345,115	339,272	385,501	342,583	352,860	
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701		874,847	739,712	4,939,607	4,795,757	203,897	203,897	203,897	203,897	1,379,897	1,386,617	
23	Debt Excess allocated to line 22	755		55,184										
24	Old formula alt facilities debt revenue (1A) - debt excess	765		819,663	739,712	4,939,607	4,795,757	203,897	203,897	203,897	203,897	1,379,897	1,386,617	
25	Old formula alt facilities net debt revenue (18) = (12) - (13)	766												
26	Old formula alt facilities pay as you go revenue (1A)	460		9,169,711	9,256,425	10,888,525	10,380,000	8,370,000	7,225,000	7,083,397	6,273,645	6,257,103	7,635,000	
27	Old formula alt facilities pay as you go revenue (18) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463												
27a	LTFM "H&S >100K per site" bonds	767												
27b	LTFM "other" bonds for 1A hold harmless	769		1,507,452	1,608,941	3,072,221	5,630,966	7,344,908	7,656,863	8,297,625	8,250,900	6,944,910	3,496,868	
28	Old formula deferred maintenance revenue = (If (22) + (26) = 0, (10) * (\$64 / formula allowance))	466												
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467		11,853,978	11,853,978	13,527,204	18,678,735	19,092,238	15,078,184	15,289,271	15,114,439	15,097,401	16,302,390	
													13,236,344	



FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection												
273	<= Type in School District Number			Revised 5/04/2022								
EDINA PUBLIC SCHOOL DISTRICT												
Calculations for Ten Year Projection												
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	Pay 22 adjustments FY 2022	Payable 2022 LLC Certification FY 2023	Current Estimate FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2032
30			11,853,978	11,853,978	13,527,204	18,678,735	19,092,238	15,078,184	15,289,271	15,114,439	15,097,401	16,502,390
31	District Requested Reduction from Maximum LTFM Revenue (to less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	468										13,236,344
32	District LTFM Revenue (30) - (31)	470	11,853,978	11,853,978	13,527,204	18,678,735	19,092,238	15,078,184	15,289,271	15,114,439	15,097,401	16,502,390
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	53,682	53,682	58,368	58,368	58,368	58,368	58,368	58,368	58,368	58,368
34	Grand Total LTFM Revenue (32) + (33)	472	11,907,660	11,907,660	13,585,572	18,737,103	19,150,606	15,136,552	15,347,639	15,172,807	15,155,769	16,560,758
Add and Levy Shares of Total Revenue												
35	For ANTC & APJ, three year prior date	33	2020 124,764,816	2020 124,764,816	2021 139,078,192	2022 144,621,320	2023 150,426,972	2024 156,444,051	2025 162,701,813	2026 169,209,866	2027 175,979,281	2028 183,017,413
36	Three year prior AG Modified ANTC	34	9,152,777	9,159,655	9,033,866	9,320,177	9,330,933	9,313,366	9,313,366	9,313,366	9,313,366	9,313,366
37	Three year prior Adjusted PU (New Weights)	54	13,631,337	13,621,133	15,395,222	15,518,148	16,121,344	16,791,822	17,469,773	18,168,572	18,895,266	19,615,107
38	ANTC / APJ = (36) / (37)	474	9,596,79	9,596,79	10,491,16	11,673,33	12,421,51	12,919,00	13,493,00	13,972,00	14,551,00	15,176,00
39	State average ANTC / APJ with ag value adjustment	475	9,596,79	9,596,79	10,491,16	11,673,33	12,421,51	12,919,00	13,493,00	13,972,00	14,551,00	15,176,00
40	Equalizing Factor = 123% of (39)	476	11,804,05	11,804,05	12,904,13	14,358,20	15,278,46	15,888,14	16,575,05	17,185,56	17,873,13	18,587,76
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
42	State (aid) share of Equalized Revenue (1 - (41))	478	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
43	Equalized Revenue (lesser of (34) or (6) * (8))	479	3,514,088	3,533,278	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075
44	Initial LTFM State Aid (42) / (43)	479	-	-	-	-	-	-	-	-	-	-
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	482	-	-	-	-	-	-	-	-	-	-
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	11,907,660	11,907,660	13,585,572	18,737,103	19,150,606	15,136,552	15,347,639	15,172,807	15,155,769	16,560,758
Debt Service Portion of Revenue (non-grandfather districts)												
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765/766+ 767/768	819,663	739,712	4,939,607	4,795,757	203,897	203,897	203,897	203,897	203,897	1,379,887
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest) * 1.05 from "FM Other Bonds" tab	769	1,507,492	1,606,941	2,942,441	5,501,186	7,215,128	7,527,083	8,167,845	8,121,120	6,815,130	3,467,088
50b	New LTFM bonds excluding bonds on line 17 (principal + interest) * 1.05											
51	Total Debt Service Revenue = (49) + (50) + (50b)	770	2,327,115	2,348,653	8,011,828	10,426,723	7,548,804	7,860,759	8,501,522	8,454,977	8,324,807	4,883,484
52	Equalized Debt Service Revenue (lesser of (43) or (51))	486	2,327,115	2,348,653	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075
53	Debt Service Aid = (52) / (42)	488	2,327,115	2,348,653	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075	3,539,075
54	Equalized Debt Service Levy = (52) - (53)	489	-	-	-	-	-	-	-	-	-	-
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490	-	-	-	-	-	-	-	-	-	-
General Fund Portion of Revenue (non-grandfather districts)												
56	Total General Fund Revenue = (34) - (52)	491	9,580,545	11,236,919	10,725,275	8,723,883	7,587,748	7,486,880	6,671,285	6,700,972	8,035,951	8,411,228
58	General Fund Equalized Revenue = (43) - (52)	492	1,206,463	1,190,422	-	-	-	-	-	-	-	-
59	Total General Fund Aid = (46) - (53)	493	1,206,463	1,190,422	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	494	8,374,582	10,046,497	10,725,275	8,723,883	7,587,748	7,486,880	6,671,285	6,700,972	8,035,951	8,411,228
61	General Fund Unequalized Levy = (57) - (58)	495	9,580,545	11,236,919	10,725,275	8,723,883	7,587,748	7,486,880	6,671,285	6,700,972	8,035,951	8,411,228
62	Total General Fund Levy = (60) + (61)	496										
Notes:												
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.												
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.												
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.												
End of Worksheet												





**Board Meeting Date:** 6/20/2022

**TITLE:** Independent School District #273 Long-Term Facility Maintenance Program Budget Application

**TYPE:** Action

**BACKGROUND:** The 2015 Legislative session established a Long-Term Facilities Maintenance Revenue Program for school districts, intermediate districts, etc. This program replaced the Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs beginning in FY 2017.

As a result of this legislative change, the ISD #273 school board is required to annually approve the Long-Term Facility Maintenance 10-year plan, which it did at its June 2021 meeting. All other required materials and attachments also need to be approved by the school board before being submitted to MDE.

**PRESENTER:** Margo M. Bauck, Interim Director of Business Services

**RECOMMENDATION:** Approve the Long-Term Facility Maintenance Program Budget Application. The administration has reviewed and recommends approval.

**ATTACHMENTS:**

1. Long-Term Facilities Maintenance Ten-Year Revenue Projection
2. FY 2023 Long-Term Facilities Maintenance – Statement of Assurances
3. School Board Resolution/Minutes Adopting the Ten-Year Plan
4. Debt Plan

District Info.	Enter Information	District Info.	Enter Information
District Name:	Edina Public Schools	Date:	6/3/2022
District Number:	273	Email:	margo.bauck@edinaschools.org
District Contact Name:	Margo Bauck, Director of Business Services		
Contact Phone #	952-848-4916		
Fiscal Year (FY) Ending June 30			

Contact Phone #	952-848-4916	Fiscal Year (FY) Ending June 30										
Expenditure Categories		2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
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	\$39,393	\$40,575	\$41,792	\$43,046	\$44,337	\$45,667	\$47,037	\$48,448	\$49,902	\$51,399	\$52,941
349	Other Hazardous Materials	\$36,016	\$37,096	\$38,209	\$39,356	\$40,536	\$41,752	\$43,005	\$44,295	\$45,624	\$46,993	\$48,402
352	Environmental Health and Safety Management	\$187,152	\$192,767	\$198,550	\$204,506	\$210,641	\$216,960	\$223,469	\$230,173	\$237,079	\$244,191	\$251,517
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$31,603	\$0	\$0	\$0	\$0
363	Fire Safety	\$66,952	\$0	\$11,475	\$0	\$0	\$0	\$0	\$16,355	\$52,897	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$329,513	\$270,438	\$290,026	\$286,907	\$295,515	\$304,380	\$345,115	\$339,272	\$385,501	\$342,583	\$352,860
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	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$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	\$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	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$1,154,175	\$3,896,988		\$1,690,226	\$90,650	\$52,672	\$766,630	\$185,141	\$0	\$829,728
	Total Accessibility Projects	\$0	\$1,154,175	\$3,896,988	\$0	\$1,690,226	\$90,650	\$52,672	\$766,630	\$185,141	\$0	\$829,728
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$4,215,244	\$343,425	\$310,548	\$290,746	\$671,481	\$0	\$334,608	\$2,107,993	\$179,851	\$113,148	\$132,219
369	Building Hardware and Equipment	\$564,268	\$196,797	\$118,195	\$1,402,658	\$506,494	\$535,311	\$775,601	\$754,398	\$795,227	\$168,937	\$287,519
370	Electrical	\$1,688,251	\$1,554,717	\$1,297,465	\$1,984,227	\$655,193	\$2,063,638	\$2,509,838	\$436,127	\$125,543	\$344,553	\$0
379	Interior Surfaces	\$573,534	\$3,216,577	\$3,841,014	\$1,474,216	\$2,248,769	\$1,191,607	\$1,905,739	\$770,460	\$2,324,108	\$431,056	\$1,190,316
380	Mechanical Systems	\$3,941,670	\$3,791,210	\$1,578,953	\$2,585,604	\$3,862,085	\$2,704,910	\$351,519	\$341,231	\$476,734	\$996,697	\$4,466,325
381	Plumbing	\$230,313	\$616,115	\$544,041	\$263,666	\$244,868	\$142,368	\$0	\$122,661	\$517,690	\$0	\$350,568
382	Professional Services and Salary	\$589,174	\$609,795	\$631,138	\$653,227	\$676,090	\$190,842	\$197,521	\$204,435	\$211,590	\$218,995	\$226,660
383	Roof Systems	\$1,553,276	\$534,402	\$321,306	\$665,104	\$399,508	\$954,209	\$1,461,658	\$490,643	\$945,101	\$145,997	\$151,107
384	Site Projects	\$1,526,234	\$1,982,787	\$448,877	\$1,680,552	\$54,286	\$126,465	\$379,241	\$1,989,067	\$2,186,118	\$5,580,617	\$365,558
	Total Deferred Capital Expense and Maintenance	\$14,881,964	\$12,845,825	\$9,091,537	\$11,000,000	\$9,309,774	\$7,909,350	\$7,915,725	\$7,217,015	\$7,761,962	\$8,000,000	\$7,170,272
Total Annual 10-Year Plan Expenditures		\$15,211,477	\$14,270,438	\$13,278,551	\$11,286,907	\$11,295,515	\$8,304,380	\$8,313,512	\$8,322,917	\$8,332,604	\$8,342,583	\$8,352,860
Fund Balance Section												
Fund 01												
	Beginning Fund Balance 01-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue - Levy	\$9,948,594	\$9,522,450	\$11,236,919	\$10,725,275	\$8,723,883	\$7,587,748	\$7,486,880	\$6,671,285	\$6,700,972	\$8,035,951	\$8,411,228
	LTFM Fiscal Year Revenue - AID If Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$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	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$9,948,594	\$9,522,450	\$11,236,919	\$10,725,275	\$8,723,883	\$7,587,748	\$7,486,880	\$6,671,285	\$6,700,972	\$8,035,951	\$8,411,228
	Ending Fiscal Year Fund Balance 01-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund 06												
	Beginning Fund Balance 06-467-XX	\$6,799,126	\$1,536,243	\$2,508,255	\$466,623	\$3,384,991	\$813,359	\$2,786,726	\$1,960,095	\$2,483,463	\$851,830	\$545,198
	LTFM Fiscal Year Bonded Revenue	\$0	\$5,720,000	\$0	\$3,480,000	\$0	\$2,690,000	\$0	\$2,175,000	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$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	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$5,262,883	\$4,747,988	\$2,041,632	\$561,633	\$2,571,632	\$716,632	\$826,632	\$1,651,632	\$1,631,633	\$306,632	(\$58,368)
	Ending Fiscal Year Fund Balance 06-467-XX	\$1,536,243	\$2,508,255	\$466,623	\$3,384,991	\$813,359	\$2,786,726	\$1,960,095	\$2,483,463	\$851,830	\$545,198	\$603,566
End of worksheet												





Board Meeting Date: 6/20/2022

**TITLE: School Food Service Management Contract**

**TYPE: Action**

**BACKGROUND:** In compliance with both federal and state government, the District conducted a request for proposal process for the Food Service Management contract in the Spring of 2022. Stakeholder feedback was garnered through a district-wide survey, and the participation of a focus group of parents and students. The district reviewed the proposals, survey data and feedback from the focus group. Based on the information the administration selected Compass Group USA, Inc., by and through its Chartwells Division, with a change from the fixed rate contract to a cost reimbursable contract. This financial structure will allow for greater access to fresh fruits and other menu items that are not available under a fixed rate model. The recommended contract is for the 2022-2023 school year.

Recommended meal increase is the allowable \$.10. There will be no increase for milk.

2021-2022 meal prices	Recommended 2022-2023 meal prices
Elem Breakfast: \$1.80	Elem Breakfast: \$1.90
Elem Lunch: \$3.00	Elem Lunch: \$3.10
MS/HS Breakfast: \$2.00	MS/HS Breakfast: \$2.10
MS/HS Lunch: \$3.15/\$3.70 premium/combo	MS/HS Lunch: \$3.25/\$3.80 premium/combo
Elem Adult Breakfast: \$1.80	Elem Adult Breakfast: \$1.90
Elem Adult Lunch: \$3.75	Elem Adult Lunch: \$3.85
MS/HS Adult Breakfast: \$1.90	MS/HS Adult Breakfast: \$2.00
MS/HS Adult Lunch: 4.75	MS/HS Adult Lunch: \$4.85
Milk: \$.70	Milk: \$.70

**RECOMMENDATION:** The administration recommends the food service management contract with Compass Group USA, Inc., by and through its Chartwells Division.

**Desired Outcomes from the Board:** Thoroughly review the contract and related documents to ensure there is a quality understanding of proposal. Have questions prepared for administration.

**ATTACHMENTS:**

1. Overview of RFP process
2. Chartwells Contract
3. MDE Contract Template

# **Cost-Reimbursable plus Administrative Fee Food Service Management Contract Cost-Reimbursable School Year: 2022-2023\_**

*Instructions: A school food authority that participates in School Nutrition Programs (SNP) and has a food service management contract must use this cost-reimbursement contract template in order to meet SNP requirements. Except for the provisions that must be completed by SFA, this Contract template may not be changed without obtaining written approval from the Minnesota Department of Education (MDE) – Nutrition, Health and Youth Development prior to execution of the contract. SFA may include additional provisions in Section XXV of this template, or may attach additional provisions, provided the additional provision do not conflict with template provisions.*

Whereas **Edina Public Schools ISD #273** advertised for proposals for food service management in accordance with the specifications attached and made a part of this contract, and;

Whereas Compass Group US, Inc. by and through its Chartwells Division submitted a proposal and has been awarded a contract.

SFA and Vendor mutually agree as follows:

## **I. SCOPE AND PURPOSE**

1. Vendor will operate the school food service as a benefit to SFA's students, faculty and staff, in conformance with SFA's agreement with MDE. Vendor will manage the school food service to promote maximum participation in the programs listed below in compliance with the program requirements of the U.S. Department of Agriculture (USDA) and MDE. Vendor shall provide its services in accordance with generally accepted standards of care and best practices in the industry.

### **Vendor will prepare food (check one):**

- a. ☒ On-site
  - b. ☐ Off-site and transport food to SFA
2. Vendor will provide staff to manage the food service operations and supervise employees. Vendor will be an independent contractor and not an employee of SFA. The employees of Vendor are not employees of the SFA.
  3. Vendor will have the exclusive right to operate the program(s) indicated below for approximately the number of annual serving days as shown on each attached Site Data Page. SFA may add or remove sites and/or adjust meal periods or make other changes at a site at any time unless the change would be a material change to the contract.
  4. Programs to be operated by the Vendor (check one or all that applies)

### **School Meal Programs**

☒ National School Lunch Program (NSLP) and Food Distribution Program (FDP)

☒ School Breakfast Program (SBP)

### **Milk Programs**

☐ Special Milk Program (SMP)

☒ Minnesota Kindergarten Milk Program (MKMP)

**Afterschool Snack or Meal Programs**

☐ At-Risk Afterschool Meals (area-eligible – Child and Adult Care Food Program (CACFP))

☐ Afterschool Snacks – NSLP

**Summer Meal Programs**

☐ Summer Food Service Program (SFSP)

☐ Seamless Summer Option (SSO) of NSLP

**Child Care Program**

☐ Child Care Center – CACFP

5. Vendor will comply with the regulations and guidance of USDA and MDE that are applicable to the programs being administered, including but not limited to 7 Code of Federal Regulations (CFR) Parts 210, 215, 220, 225, 245, 250, and 2 CFR Parts 200 and 400, and additions or amendments thereto.
6. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, will be deposited daily in the SFA's food service account. Income in excess of expenses will remain in the SFA food service account.
7. Vendor will comply with local or state sanitation requirements, including the requirements in Section 5.
8. SFA will retain responsibility, in accordance with its agreement with MDE, to:
  - a) Ensure that the food service operation conforms to the SFA's agreement with MDE for child nutrition programs.
  - b) Control the quality, extent and general nature of the food service program.
  - c) Control and maintain the school food service account and overall financial responsibility for SNP.
  - d) Sign and submit forms to MDE including the permanent agreement/policy statement, the annual application renewal, and monthly claims for reimbursement, reports, and all correspondence to MDE relating to the food service.
  - e) Distribute, approve or deny, and verify applications for meal benefits, conduct administrative hearings for denied meal benefits, use direct certification data, and maintain the free and reduced price meals eligibility roster, except for any functions relating to approval for school meal benefits that have been expressly contracted to Vendor in Section 7.
  - f) Establish internal controls that ensure the accuracy of meal counts prior to the submission of each monthly claim, including reviews of meal count data by site, and edit checks of meal counts data compared to attendance.
  - g) Monitor the food service. Nothing in this paragraph relieves Vendor of its independent supervisory and monitoring responsibilities.
  - h) Approve menus and recipes, adjustments to menus, and other foods to be served or sold.
  - i) Establish the selling prices for reimbursable and non-reimbursable meals and milk, and a la carte foods.
  - j) Establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning.
  - k) Resolve program review and audit findings.
9. SFA and Vendor are jointly responsible to protect the privacy and anonymity of students qualified for free or reduced-price meals, provided that nothing in this paragraph relieves Vendor of its independent obligation to protect the privacy and anonymity of students qualified for meal benefits.
10. The SFA reserves the right to maintain, add or remove food and beverage vending machines.

**II. PAYMENT OF ADMINISTRATIVE FEES AND REIMBURSEMENT OF COSTS**

1. Vendor shall submit invoice for fixed administrative fees and reimbursement of direct costs for each meal type as shown on the attached Price Proposal accepted by the SFA including the number of

“equivalent” lunches to be billed for any a la carte food service. Invoice and monthly operating statement shall be submitted by the last day of each month in order for payments to be processed timely.

2. Vendor will invoice SFA for allowable costs net of all discounts, rebates and other applicable credits due to SFA. Vendor will maintain documentation of discounts, rebates, and other applicable credits and furnish documentation upon request to SFA, MDE, or USDA. Vendor will deposit any rebate received by check directly into SFA’s food service account. Vendor will refund to SFA any discounts, rebates and other applicable credits received by vendor after termination of this agreement.
3. School will pay allowable costs from the school food service account net of all discounts, rebates and other applicable credits accruing to or received by vendor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to SFA. No expenditure may be made from the food service account that results in vendor receiving reimbursements in excess of vendor’s actual, net allowable costs.
4. Vendor will exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. SFA reserves the right to require Vendor to separately identify for each cost submitted for payment the amount of the cost that is allowable (can be paid from the school food service account) and the amount that is unallowable.
5. Vendor’s determination of its allowable costs must be made in compliance with applicable USDA regulations and guidance, and Office of Management and Budget circulars.
6. Vendor will ensure that its system of inventory management will not result in SFA being charged the value of USDA Foods as a cost.

#### **Fixed Administrative Fee:**

SFA will pay vendor the following per-meal administrative fee for each meal service, as proposed by vendor on attached Cost Proposal:

\$ .18 per lunch

\$ .18 per breakfast

\$ 0.00\_per afterschool snack

\$ 0.00\_per milk

#### **Cost Reimbursements (Direct Costs):**

SFA will reimburse Vendor for the direct costs of providing meals and ala carte meal equivalents up to the following maximum amounts as stated below and proposed on Vendor’s attached Price Proposal, or actual costs, whichever is less. These maximum per meal rates do not take into consideration the value of USDA Foods received by the vendor on behalf of the SFA.

#### **Maximum direct cost reimbursements:**

\$ 3.413\_per lunch

\$ 1.73\_per breakfast

\$ 0.00 per afterschool snack

\$ .30 per milk

### III. MEALS

1. Vendor will serve reimbursable meals, snacks, or milk that meet program requirements for the meal services and sites as indicated on the attached Site Data page(s) which have been approved by MDE in the Cyber-Linked Interactive Child Nutrition System (CLiCS).
2. Vendor will serve meals on the days and at the times requested by SFA.
3. Vendor will comply with the twenty-one (21)-day menu developed by SFA for NSLP, and/or SBP, that SFA provided in the request for proposals. Any changes made by Vendor after the first twenty-one (21)-day menu may be made only with approval of SFA. SFA will approve menus no later than two (2) weeks prior to service.
4. Vendor will promote maximum participation in the reimbursable meal programs.
5. Vendor will sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
6. No payment will be made to vendor for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of the contract.
7. SFA will retain control of the quality, extent and general nature of the food service.
8. Vendor will offer free, reduced-price, and paid reimbursable meals to all eligible children at participating sites.

### IV. USDA FOODS

#### Crediting of USDA Foods

The USDA allows for two different methods to identify value of USDA foods credited to the SFA. This is detailed in memo FD-080. The Vendor must identify which method of crediting will be provided on the invoice.

(Check one)

- ☒ Crediting by Disclosure: detailed invoices will include total value of foods drawn from inventory for billing period, showing a charge for all foods except the value of USDA Foods
- ☐ Year-End Credit: a credit is provided one time per year at the end of the year. Credit is provided for value of all USDA Foods received in the school year.

Annual Reconciliation of USDA Foods: vendor must submit inventory records with the final invoice of the contract year to the SFA, accounting for USDA Foods received for the contract year. SFA will reconcile inventory records submitted by the vendor to the total value of USDA Foods received for the Auditor Report provided by the State Agency. Renewal of this contract for any additional year will be subject to the reconciliation for the prior contract year showing that vendor has fully accounted for all USDA Foods received.

#### Use of USDA Foods

Vendor will perform activities relating to USDA Foods in accordance with applicable requirements in 7 CFR 250. Allowable activities are preparing meals using USDA Foods or using equal quantities of domestically produced commercial foods supplied by Vendor that are of the same generic identity and of equal or better quality; selection and ordering of USDA Foods in coordination with SFA; storage and inventory management; payment of processing fees or submittal of refund requests to a processor on behalf of the recipient agency, or remittance of refunds for the value of USDA Foods in processed end products to the recipient agency.

#### Ordering of USDA Foods (check one):

- ☐ SFA will shop for USDA Foods using CLiCS2 through MDE
- ☒ Vendor will shop for USDA Foods using CLiCS2 through MDE



### **Additional Requirements for USDA Foods**

1. Vendor will use all USDA donated ground beef and ground pork products, and all processed end products, in SFA's food service. Vendor will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in SFA's food service. Vendor will comply with the storage and inventory requirements for USDA donated foods in 7 CFR 250.52. Upon termination of the contract, Vendor will return all unused USDA donated ground beef, ground pork, end products and, at SFA's discretion, other unused USDA Foods.
2. Vendor assures SFA that the procurement of processed end products on behalf of SFA, as applicable, will comply with 7 CFR 250 and with provisions of MDE or SFA processing agreements. Vendor will disclose to SFA the value of USDA Foods contained in such end products at the processing agreement value. Refunds received from processors must be retained in the food service account. Vendor will not itself enter into a processing agreement with a processor.
3. Vendor and SFA will maintain records relating to the use of USDA Foods in accordance with 7 CFR 250.54. Vendor will have records available to substantiate that the SFA has received the benefit of the full value of received USDA Foods.
4. SFA will ensure that vendor is in compliance with the requirements of 7 CFR 250 through SFA's monitoring of the food service operation as required in 7 CFR 210 and, if applicable, 225.
5. SFA, MDE, USDA, the Comptroller General, or their authorized representatives, may perform onsite reviews of vendor's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.
6. Vendor accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.
7. Vendor will promptly credit SFA's food service account for all discounts, rebates, and allowances received by the vendor associated with the purchase of processed commodity products on behalf of SFA as well as the full value of USDA Foods.

*Notification to MDE of Change of Distributor: If award of this contract requires SFA to change its distributor, SFA must notify MDE of the change immediately.*

### **V. FOOD SAFETY**

1. SFA will comply with food safety inspection requirements set by USDA for its facilities.
2. SFA will ensure that state and local regulations are being met by vendor preparing or serving meals at any SFA facility.
3. SFA will post and maintain, in a publicly visible location, all reports on the most recent food safety inspection and provide a copy of the reports to a member of the public upon request.
4. Vendor will maintain state and/or local health certifications for any facility outside the SFA in which it prepares meals and will maintain the health certification for the duration of the contract as required under 7 CFR 210.16(c).
5. Vendor will comply with food safety inspection requirements set by USDA and shall ensure that state and local regulations are met in its facilities.

### **VI. SUBSTITUTIONS AND MODIFICATIONS FOR MEDICAL OR SPECIAL DIETARY NEEDS**

Vendor will substitute or modify food or beverage items for qualifying students as required by federal law, state law, or SFA policies, as specified in this section.

### **Substitutions for Students with a Disability**

Vendor must provide substitutions to, or modifications of, meals on a case by case basis as required by federal law for students who are documented by a licensed physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner to be unable to consume the regular program meals due to a disability. The special diet statement, which is required to claim program reimbursement for meals that do not meet the meal pattern requirements, must identify the student's major life activity affected by the disability, the food(s) to be omitted from the student's diet, and the food(s) that must be substituted. The statement must be signed, dated, and maintained on file.

No additional charge will be billed to the student. Vendor and SFA will negotiate payments for any excess costs of providing substitutions.

### **Lactose-Reduced Milk for Students with Lactose Intolerance**

Vendor must make available at least one of the following types of lactose-reduced milk that are specified in Minnesota Statutes, section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent's request must be maintained on file.

### **Non-Dairy Fluid Milk Substitutes**

X The following section applies if checked

In accordance with SFA policy and program requirements, Vendor will offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow's milk to all students. Vendor will maintain product information on file to document that the non-dairy fluid milk product(s) meet program standards for reimbursement.

### **Other Substitutions**

X The following section applies if checked

The SFA policy to provide substitutions that meet the meal pattern for preferences of students without a disability, upon written request of a parent or legal guardian.

## **VII. FREE AND REDUCED-PRICE MEALS POLICY**

Identify which party is responsible for determining the eligibility of students for free and reduced-price school meals. (Check one)

**X SFA is responsible for determining eligibility for free and reduced-price meals.**

SFA is responsible for the determination of eligibility for free and reduced-price meals, including the development, distribution, approval and verification of meal applications, direct certification data, and conducting any appeal hearings related to eligibility determinations.

SFA will provide vendor with a list of students and their category of meal eligibility. The list will be updated when changes occur in a student's eligibility status. SFA will not disclose confidential information to vendor from meal applications and direct certification data that is not needed for meal counts.

Vendor will use the private data on the eligibility status of students for school meal benefits only to provide correct, approved meal benefits to students and to determine accurate meal counts by eligibility category. The

meal counting system must eliminate the potential for overt identification of students eligible for free and reduced-price meal benefits.

**\_\_\_\_ Vendor is responsible for determining eligibility for free and reduced-price meals.**

Vendor will determine eligibility for free and reduced-price meals, including the development, distribution, approval and verification of meal applications, and direct certification data except as described below. Vendor will use the private information provided on meal application forms, and the eligibility status of students for school meal benefits, only to provide correct, approved meal benefits to students and to determine accurate meal counts by category. Vendor ensures that the meal counting system eliminates the potential for overt identification of students eligible for free and reduced-price meal benefits.

SFA will conduct any appeals and hearings.

## **VIII. BOOKS AND RECORDS**

1. Vendor will maintain such records (supported by invoices, receipts, or other evidence) as SFA will need to meet monthly and annual reporting responsibilities.
2. Vendor will annually provide SFA with information on food costs and revenues for reimbursable meals and for non-program foods to determine compliance with program requirements for revenue from non-program foods.
3. Vendor will submit meal count records in a timely manner to facilitate claims submission by SFA no later than the 15th day after the last day of the month in which services were rendered. SFA will perform edit checks on the meal count records provided by vendor prior to the preparation and submission of the claim for reimbursement.
4. Vendor shall provide SFA with a year-end statement.
5. Vendor will make available the books and records pertaining to the contract, upon demand, in an easily accessible manner for a period of three (3) years from the end of the contract term (including renewals) to which they pertain, for audit, examination, excerpts, and transcriptions by SFA and state or federal representatives and auditors. If audit findings regarding vendor's records have not been resolved within the three (3) year record retention period, the records must be retained beyond the three (3) year period, for as long as required for the resolution of the issues raised by the audit.
6. Upon termination of the contract, vendor will surrender to SFA all records pertaining to the operation of the food service, including food and non-food inventory records, menus, production records, product invoices, claim documentation and financial reports. Vendor will not remove state or federal required records from SFA premises upon contract termination.

## **IX. EMPLOYEES**

All food service employees, including site and area managers, are currently vendor employees, and will be retained by Chartwells. Edina Public Schools will have final approval authority regarding hiring of vendor's site manager and/or food service director, in the event the current food service employee leaves Chartwells employment.

1. Vendor will provide SFA with a schedule of employees, positions, assigned locations, salaries and hours to be worked. Locations and assignments will be provided to SFA two full calendar weeks prior to start date of operations. Staffing patterns, with the exception of the site manager, will be mutually agreed upon.
2. Vendor and SFA shall maintain the same minimum level of employee positions, hours, wages and benefits as listed on the attachments.
3. Vendor will comply with applicable federal and state wage and hours of employment requirements.
4. Vendor will be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of Vendor management and non-management staff, except the site manager. Vendor will provide SFA with a list of its personnel policies and employee handbook.
5. Vendor will provide workers' compensation coverage for its employees. Vendor will maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA.
6. Vendor will instruct its employees to abide by the policies, rules and regulations, with respect to use of the SFA's premises as established by the SFA and which are furnished in writing to the Vendor.
7. SFA will provide sanitary toilet and hand-washing facilities for Vendor employees.
8. SFA may request vendor in writing to remove any vendor employee who violates health requirements or conducts in a manner which is detrimental to the well-being of the students. In the event of the removal or suspension of any such employee, vendor will immediately restructure the food service staff without disruption of service.
9. SFA and/or vendor personnel assigned to each school will be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
10. Vendor shall conduct periodic training on food service topics for all food service employees, including required annual civil rights training.

#### **X. MONITORING**

SFA will monitor the food service operation of Vendor through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations and on-site reviews of the counting and claiming system at each site no later than February 1 each year in accordance with its agreement with MDE if SFA has more than one site.

If SFA participates in SFSP, SFA is responsible for conducting the required SFSP site visits including preapproval visits.

Vendor will maintain the necessary records for SFA to complete required monitoring activities.

#### **XI. ADVISORY GROUPS / MENUS / WELLNESS POLICY**

Vendor will:

1. Participate in the formation and establishment and monthly meetings of the SFA advisory board, comprised of students, teachers, and parents, to assist in menu planning in accordance with 7 CFR 210.16(a).
2. Coordinate with SFA as needed to assist in implementation of SFA's wellness policy.
3. Meet SNP "Smart Snacks" nutrition requirements for foods sold a la carte and any other foods served to students during the school day.

## **XII. USE OF FACILITIES, INVENTORY, EQUIPMENT, AND STORAGE**

1. SFA will make available, without any cost or charge to vendor, area(s) of the premises agreeable to both parties in which vendor will render its services.
2. SFA may request additional food service programs from vendor. SFA reserves the right, at its sole discretion, to sell or dispense food or beverages provided such use does not interfere with the operation of the Child Nutrition Programs. SFA may expand food service operations outside the confines of the school/school district, such as expansion to non-affiliated charter schools, non-public, or neighboring public schools, which were not part of the original bid.
3. Prior to the start of operations, vendor and SFA will inventory food, including USDA Foods, and supplies on the premises. Vendor will utilize the inventory at a value determined by invoice. On termination of the contract, vendor and SFA will take a closing inventory and add or subtract the difference to vendor's cost of business.
4. SFA will replace expendable equipment and replace, repair, and maintain non-expendable equipment, except when damages result from the use of less than reasonable care by vendor employees.
5. SFA will provide Vendor with local telephone service.
6. SFA will furnish and install any equipment and make any structural changes needed to comply with federal, state or local laws, ordinances, rules and regulations.
7. SFA will be responsible for any losses, including USDA Foods, which arise due to equipment malfunction or loss of electrical power not within the control of vendor.
8. SFA, on the termination or expiration of the contract, will conduct a physical inventory of equipment and furnishings owned by SFA. Vendor will surrender all SFA equipment and furnishings to SFA in good repair and condition. Vendor will be responsible for correcting any discrepancies and any equipment repairs that are not the result of normal wear and tear within 30 days of the inventory.
9. SFA will have access, with or without notice, to all of the SFA's facilities used by vendor, for purposes of inspection and audit.
10. All food preparation and serving equipment owned by SFA must remain on SFA premises.
11. Vendor will notify SFA of any equipment belonging to vendor on SFA premises within ten (10) days of its placement on SFA premises. SFA will not be responsible for depreciation, loss or damage to equipment owned by Vendor and located on SFA premises.
12. Vendor will provide SFA with one set of keys for food service areas secured with locks.
13. Vendor will maintain adequate storage practices, inventory and control of USDA Foods in conformance with USDA program regulations. Vendor will maintain the inventory of silverware, chinaware, kitchen utensils and other operating items necessary for the food service operation and at the inventory level as specified by SFA.
14. Vendor will not use SFA's facilities to produce food, meals or services for other organizations without the approval of SFA. If such usage is mutually agreeable, SFA and vendor must have a signed agreement that stipulates the fees to be paid by vendor for facility usage.
15. Vendor will comply with all SFA building rules and regulations.
16. SFA may request Vendor to provide additional food services such as special functions and catering. SFA will be billed for the cost of food, supplies, labor, and administrative overhead negotiated outside of this contract in an amount that ensures that the payments for additional food services are not subsidized by the nonprofit school food service.

## **XIII. PURCHASES AND BUY AMERICAN**

Vendor will meet applicable federal and state requirements when purchasing food and supplies for meals provided under this contract.

Buy American Requirement: Vendor will purchase domestic agricultural commodities and products for use in the NSLP and SBP as provided in 7 CFR 210.21(d).

#### **XIV. SANITATION**

1. Vendor will comply with local and state sanitation requirements in the preparation of food.
2. Vendor will place garbage and trash in containers in designated areas as specified by SFA. SFA will remove the garbage and trash from the designated areas.
3. Vendor will clean the kitchen as indicated on the attached Cost Responsibility page. SFA will clean ducts and hoods above the filter line.
4. SFA will clean the dining areas as indicated on the Cost Responsibility Detail Sheet.
5. Vendor will operate and care for equipment and food service areas in a clean, safe and healthy condition in accordance with the standards acceptable to SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
6. SFA will provide extermination services as needed.

#### **XV. LICENSES, FEES AND TAXES**

Vendor is responsible for paying all applicable taxes and fees, including but not limited to excise tax, state and local income tax, and payroll and withholding taxes for Vendor employees. Vendor will hold SFA harmless for all claims arising from payment of such taxes and fees. The extent of responsibility is designated in the Cost Responsibility attachment.

(Check one)

☒ X Vendor shall obtain and maintain required licenses or permits, as indicated on the Cost Responsibility attachment.

#### **XVI. NONDISCRIMINATION**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **XVII. EMERGENCY CLOSINGS**

1. SFA will notify Vendor of any interruption in utility service of which it has knowledge.
2. SFA will notify Vendor of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

## **XVIII. NONPERFORMANCE BY VENDOR**

In the event of the Vendor's non-performance under this contract and/or the violation or breach of the contract terms, SFA has the right to pursue all administrative, contractual and legal remedies against Vendor and to seek all sanctions and penalties as may be appropriate. SFA is the responsible authority without recourse to USDA or MDE for the settlement and satisfaction of all contractual and administrative issues. This authority includes, but is not limited to, source evaluation, protests, disputes, claims or other matters of contractual nature. If either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this agreement. Vendor will pay SFA the amount of any meal over-claims that are attributable to Vendor's negligence and that occurred during the effective dates of the contract, including over-claims based on audit or program review findings.

## **XIX. SUMMER FOOD SERVICE PROGRAM**

SFA may, during the term of the contract, apply for and be approved for additional child nutrition programs, such as SFSP or the CACFP At-Risk Afterschool Care Program, which may be added to this contract if the additional responsibilities and payments are not a material change to the contract. The SFA must document the additional program(s) and fixed meal prices in an addendum to this contract. If adding a program to this contract would be a material change, the program may not be added to this contract and the SFA must conduct a competitive procurement for a new contract for the program. During any period that SFA participates in SFSP:

Vendor will perform the same food service management tasks for SFSP as are provided to SFA during the school year and will pay vendor for SFSP meals using the same meal payment structure used during the school year, unless SFA requested different tasks and/or payment structure that are attached to this contract. School will maintain responsibility for administrative functions that are prohibited from being contracted out by SFSP regulations at 7 CFR 225.15(a)(3).

Vendor may provide non-unitized / bulk quantities for SFSP, with instructions on the planned portion size for each food component. MDE's approval of SFA's SFSP application constitutes MDE's approval of a waiver from the SFSP requirement to provide only unitized meals.

## **XX. DEFICIT**

The requirements of Minnesota Statutes, section 124D.111, subdivision 3, will be met if a deficit exists in the food service fund at the end of the fiscal year for this contract or for any contract renewals.

## **XXI. INSURANCE**

Vendor will meet insurance requirements (Check one):

☐ Attached to this contract.

☒ Specified here:

Vendor will maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Minnesota. A Certificate of Insurance of Vendor's insurance coverage indicating these amounts must be submitted at the time of contract award.



Comprehensive General Liability – includes coverage for:

Premises – Operations.  
Products – Completed Operations.  
Contractual Insurance.  
Broad Form Property Damage.  
Independent Contractors.  
Personal Injury.

Commercial General Liability Policy:  
\$ 1,000,000 per occurrence  
\$2,000,000 aggregate

Automobile Liability: \$ 1,000,000 Combined Single Unit.  
Workers' Compensation-Statutory; Employer's Liability: \$500,000.  
Excess Umbrella Liability: \$3,000,000 Combined Single Unit.

Vendor must name **Edina Public Schools – ISD # 273** as additional insured on General Liability, Automobile, and Excess Umbrella. Vendor must provide a waiver of subrogation in favor of SFA for General Liability, Automobile, Workers' Compensation, and Excess Umbrella.  
The contract of insurance shall provide for notice to SFA of cancellation of insurance policies 30 days before cancellation takes effect.

## **XXII. MISCELLANEOUS**

This contract will be construed under the laws of the State of Minnesota. Any action or proceeding arising out of this contract will be heard in the appropriate courts of the state of Minnesota.

Vendor will comply with the provisions of the proposal specifications, which in all respects will be made a part of the contract.

No provision of the contract will be assigned or subcontracted without prior written consent of SFA.

No course of dealing or failure of a party to strictly enforce any term, right, or condition of this contract shall be construed as a waiver of the term, right or condition.

The parties acknowledge that each party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this contract.

Any silence, absence, or omission from the contract specifications concerning any point will be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies) and workmanship of a quality that would normally be specified by the SFA are to be used.

Payments on any claim will not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and proposal specifications.

SFA is responsible for ensuring the resolution of program review and audit findings.

This contract and SFA's information about its procurement process are subject to review by MDE for the purpose of determining whether federal and state requirements for SFA's participation in USDA Child Nutrition Programs have been met.

MDE and USDA are not parties to this contract and are not responsible for any action or inaction by the SFA or vendor.



### **XXIII. TERM, RENEWAL OPTIONS, TERMINATION**

The contract is effective July 1, 2022 and ends June 20, 2023.

The contract may be renewed upon mutual agreement of SFA and Vendor for up to four (4) years after the original contract year, using the contract renewal document annually provided by MDE. Meal prices for a renewal contract may be adjusted up to the maximum percentage stated by MDE on the contract renewal document, which is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).

SFA or Vendor may terminate the contract for cause as allowed in Section 18 by giving sixty (60) days written notice.

SFA and Vendor may not terminate the contract without cause or for convenience, unless both parties mutually agree to terminate the contract for convenience.

Neither SFA nor Vendor is responsible for any losses resulting from fulfillment of the terms of the contract being delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of SFA or Vendor, respectively, and which by the exercise of due diligence it was unable to prevent.

### **XXIV. CERTIFICATIONS**

1. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). If the contract exceeds \$100,000, Vendor certifies that it will comply with 40 U.S.C 3702 and 3704, as supplemented by the Department of Labor regulations, 29 CFR Part 5. Under 40 U.S.C 3702 of the Act, Vendor is required to compute the wages of every laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
2. Clean Air Act (42 U.S.C. 7401-1671q) and Federal Water Pollution Control Act (33 U.S.C. 1251-1387) as amended. If the contract exceeds \$150,000, Vendor certifies that it will comply will applicable standards, orders, and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Violations must be reported to USDA and the Regional Office of the Environmental Protection Agency.
3. Vendor will comply with civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and USDA-FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.
4. Vendor will comply with the Buy American provision for the purchase of food products with federal fund. Vendor will purchase, to the maximum extent possible, domestic commodities or products that are either (1) an agricultural commodity produced in the United States (U.S.) or (2) a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
5. Vendor will comply with all other pertinent state and federal laws.
6. Vendor has signed the following attached certifications, which are incorporated here by reference and made a part of this contract.

*Certification of Independent Price Determination.*

*Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.*

*Certification Regarding Lobbying and, if applicable, Disclosure Form to Report Lobbying.*

**XXV. ADDITIONAL PROVISIONS – No additional provisions have been promised by Vendor**

\_\_\_\_ If checked, SFA and Vendor have agreed to additional provisions attached to this contract, which have been preapproved by MDE to be in compliance with program requirements. Each additional provision attached to this contract specifically identifies the section(s) of this contract that have been added to or modified.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

School Food Authority:	Vendor:
Signature – Authorized Representative	Signature – Authorized Representative
Date	Date
Name and Title of Authorized Representative	Name and Title of Authorized Representative
Name, Address, City, State, ZIP Code	Name, Address, City, State, ZIP Code
Contact Name and Number	Contact Name and Number

## ***Independent Price Determination Certificate***

Both the school food authority (SFA) and the Food Service Management Company (Vendor) shall execute this Independent Price Determination Certificate.

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

**Edina Public Schools – ISD # 273**

Name of Food Service Management Company

Name of School Food Authority

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

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

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

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

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

\_\_\_\_\_  
Signature of Food Service Management Company's  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of School Food Authority's  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

***Note: SFA's acceptance of an offer does not constitute award of the contract.***

## Instructions for Certification Regarding Debarment Form

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

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower-Tier Covered Transactions

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

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

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

Vendor Name: \_\_\_\_\_

Project: **National School Lunch Program**

Name of Management Company	Authorized Signature
Address	Title
City, State, ZIP Code	Date

## Certification Regarding Lobbying

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

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: \_\_\_\_\_

Project: **National School Lunch Program**

Name of Management Company	Authorized Signature
Address	Title
City, State, ZIP Code	Date

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**STANDARD FORM – LLL APPROVED BY OMB**  
**COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT**  
**TO 31 U.S.C. 1352**  
**(SEE NEXT PAGE FOR PUBLIC DISCLOSURE)**

<b>1. Type of Federal Action</b> <input type="checkbox"/> A. Contract <input type="checkbox"/> B. Grant <input type="checkbox"/> C. Cooperative Agreement <input type="checkbox"/> D. Loan <input type="checkbox"/> E. Loan Guarantee <input type="checkbox"/> F. Loan Insurance	<b>2. Status of Federal Action</b> <input type="checkbox"/> A. Bid/Offer/Application <input type="checkbox"/> B. Initial Award <input type="checkbox"/> C. Post award	<b>3. Report Type</b> <input type="checkbox"/> A. Initial Filing <input type="checkbox"/> B. Material Change <b>For Material Change Only:</b> Year: _____ Quarter: _____ Date of Last Report: _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier, if known: _____ Congressional District, if known: _____		<b>5. If Reporting Entity in Number 4 is Sub-awardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/ Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>	
<b>10 a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI)</b>	<b>10 b. Individual Performing Services: (including address if different from Number. 10 a) (Last name, first name, MI)</b>	
<b>11. Amount of Payment: (check all that apply)</b>  _____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned	<b>13. Type of Payment: (check all that apply)</b> <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. One-Time Fee <input type="checkbox"/> C. Commission <input type="checkbox"/> D. Contingency Fee <input type="checkbox"/> E. Deferred <input type="checkbox"/> F. Other: (specify) _____	
<b>12. Form of payment: (check all that apply)</b> <input type="checkbox"/> A. Cash Nature: _____ <input type="checkbox"/> B. In-kind (specify) Value: _____		

**14. Brief Description** of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Number 11.

(Attach Continuation Sheets if necessary)

**15. Continuation Sheets Attached:** \_\_\_\_ Yes      \_\_\_\_ No

**16.** Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.

Signature:

Print Name:

Title:

Telephone Number:

Date:

Federal Use Only

Authorized for Local Reproduction



## INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change in a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the first tier. Sub-awards include, but are not limited to, subcontracts, sub-grants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks Sub-awardee, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if know. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., RFP-DE-90-001.
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.
10. a. Enter the full name, address, city, state, and ZIP Code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.  
b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
15. Check whether Continuation Sheets are enclosed.
16. The certifying official shall sign and date the form; print his/her name, title, and telephone number.



## Sourcing Summary (2022)

### General Information

<b>Organization:</b>	ISD #273 – Edina Public Schools	<b>Date:</b>	6/20/2022
<b>Department:</b>	Administration	<b>Category:</b>	Vended Meal (Food Service Management)

### Process Notes

<b>Process used</b>	RFP/B process as defined by the Minnesota Department of Education (MDE)
<b>Notes</b>	<ol style="list-style-type: none"> <li>1. Chartwells has been the incumbent provider under a 'Fixed Price' contract</li> <li>2. District &amp; Chartwells (incumbent) completed survey of food services in district</li> <li>3. PTO Committee was invited to take an active role in assessing options for this mandatory process</li> <li>4. While the district requested proposals for both contract structures ('Fixed Price' and 'Cost-Reimbursable'), the District ultimately chose to that pursue Cost-Reimbursable contract structure as its flexibility is a better fit for the collaborative relationship with the community (families, students) in designing future menus.</li> <li>5. All lunches have been subsidized in current school year therefore sales data and free/reduced meal count estimates were based on 2019 results with adjustments made based on enrollment numbers for 2021-22 school year.</li> </ol>
<b>Vendors contacted:</b>	<ul style="list-style-type: none"> <li>• Aramark (no submission)</li> <li>• Chartwells (submitted)</li> <li>• Genuine Foods (no submission)</li> <li>• SFE (submitted)</li> <li>• Sodexo (no submission)</li> <li>• Taher (submitted)</li> </ul>

### Evaluation Process

Proposals were reviewed by:

1. PTO Committee\*
2. School Board Representative
3. District-level Operations Director
4. Principal from an Edina school

\*PTO Committee scoring is a composite of three evaluations and approved by the committee leadership

### Proposed Pricing

Meal Type	Proj. Annual Meals	Chartwells - Per Unit	SFE - Per Unit	Taher - Per Unit	Chartwells	SFE	Taher
Breakfast	106,166	\$1.55	\$3.68	\$3.38	\$164,557.30	\$390,935.06	\$358,841.08
Lunch	485,886	\$3.23	\$3.68	\$3.38	\$1,570,869.44	\$1,789,178.02	\$1,642,294.68
Ala Carte Equivalent	260,393	\$3.23	\$3.68	\$3.38	\$841,850.57	\$958,845.14	\$880,128.34
Milk	15,776	\$0.30	\$0.25	\$0.35	\$4,732.80	\$3,944.00	\$5,521.60
Admin Fee (excludes Milk)	852,445	\$0.18	\$0.13	\$0.06	\$153,440.10	\$109,283.45	\$51,146.70
<b>Totals</b>					<b>\$2,735,450.21</b>	<b>\$3,252,185.67</b>	<b>\$2,994,699.81</b>

### Cost-Reimbursable Contract Proposal Scoring\*

FSMC	Chartwells				SFE				Taher			
Evaluator	PTO	Admin/School Board			PTO	Admin/School Board			PTO	Admin/School Board		
Score	83.4	92	100	96	87.3	86	91	92	94.4	77	87	94
Composite Score				92.8	Composite Score			89.1	Composite Score			88.1

\*See next page for complete scoring review

### Recommendation

Based on the compilation of the proposal evaluations, the recommendation of the District is to move implement the Cost-Reimbursable (structure) agreement with Chartwells. This agreement is structured year-to-year allowing the district future flexibility if there is future lack of satisfaction in the vendor's performance at the same time allowing up to four (4) years of partnership should all parties be satisfied.


## Cost-Reimbursable Proposal Evaluations

Vendor being evaluated:	Points	Chartwells	Chartwells	Chartwells	Chartwells	SFE	SFE	SFE	SFE	Taher	Taher	Taher	Taher
The vendor's REGIONAL/DISTRICT Manager experience managing K12 school food & nutrition services	0-20	18.0	20.0	18.0	20.0	18.3	20.0	17.0	20.0	20.0	20.0	15.0	20.0
The vendor's DIRECT Manager experience managing K12 school food & nutrition services													
The vendor's DIRECT Manager's experience with menu development and special events													
The vendor's DIRECT Manager's ability to be full-time on site													
The vendor's DIRECT Manager's experience in all aspects of state and federal reporting													
The VENDOR'S experience in providing Catering services													
The VENDOR management's experience working collaboratively with various school personnel (example - wellness programs)													
Vendor provided adequate data on Kitchen Manager turnover for the last 3 years													
Vendor is contracted as service provider for two (2) or more K-12 school districts in the US (MN districts preferred)	0-5	4.7	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	2.0	5.0
Vendor has NEVER BEEN REMOVED from a MN school district prior to contract end term													
Vendor's described training program for food service employees (also including examples of training materials) used for foodservice employees to include how to communicate & work with children													
Vendor's described food safety and sanitation training/Hazard Analysis and Critical Control Points (HACCP)													
Vendor conducts employee satisfaction surveys													
Vendor presented a plan for diversity/equity training	0-5	5.0	5.0	4.0	5.0	5.0	5.0	4.0	5.0	5.0	5.0	4.0	5.0
Vendor has a successful employee retention plan													
Reliability of forecast and financials [TYPO IN ANALYSIS]	0-5	5.0	5.0	4.0	5.0	5.0	5.0	4.0	5.0	5.0	5.0	4.0	5.0
How would you rate the vendor's proposed Nutrition Education, Communication, & Marketing Strategy including: Use of promotions/promotional events (posters, theme days, branding, taste testing) to include incorporating school garden produce into promotional events (taste testing) Provide information about a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students to include school garden produce. To include pricing at the point of sale for ala carte items. Methods used to obtain students, staff, and parent feedback/preferences Description of plans to use feedback obtained from students, staff, and parents Samples/examples of materials used to promote healthy messages/making healthy choices Availability of nutritional valuation of meals on-line or as an app for students, staff and families	0-6	3.3	5.0	5.0	6.0	5.0	5.0	4.0	5.0	5.7	5.0	4.0	5.0
Please rate the vendor's proposed Menu Planning strategy with consideration to the following specific points: Adherence to wellness/nutrition policies Alternate menu choices/offerings (low fat, low sodium, for allergies and other dietary needs) Evidence of evaluation of wellness/nutrition plan and food quality monitors designed to meet our nutrition specifications policy Consider the religious, ethnic, and cultural diversity of the student body in meal planning	0-8	5.0	7.0	7.0	8.0	7.0	7.0	7.0	7.0	7.3	7.0	6.0	6.0
How would you rate the vendor's Food Quality based on the following factors: Offer fresh, high quality and minimally processed food Promote the use of whole grains, natural fibers, vegetables, fruits, and nutrient-rich foods Minimize the amount of saturated fats and added sugars and artificial colors, preservatives, and additive ingredients Menu emphasizes fresh/homemade food preparation Procurement of fresh, local and sustainable foods are priority vendors	0-15	8.3	13.0	13.0	15.0	11.7	13.0	13.0	13.0	14.7	13.0	12.0	12.0
How would you rate the vendor's description of their strategy to implement & audit a HACCP food safety plan	0-15	13.0	15.0	14.0	15.0	13.3	15.0	14.0	14.0	12.7	15.0	10.0	10.0
Does the vendor have the ability to offer electronic AND online payment options (in addition to cash/check)													
Did the vendor present that they have secured cost competitive sourcing agreements with food distributors that provide equal-to-or-greater discounts than current cooperative agreements available to local school districts?													
Did vendor propose a strategy to establish recycling/composting process?													
Does the vendor provide a full time ONSITE EXECUTIVE CHEF?													
Does the vendor provide a full time DIETICIAN ONSITE (separate from manager position)?	0-74	57.4	70.0	66.0	74.0	65.3	70.0	64.0	69.0	70.4	70.0	53.0	63.0
Non-Financial Points Subtotal	0-26	26.0	26.0	26.0	26.0	22.0	22.0	22.0	22.0	24.0	24.0	24.0	24.0
Please rate the total cost based on total administrative fees/costs and proposed price per meal (compared to other proposals)	0-100	83.4	96.0	92.0	100.0	87.3	92.0	86.0	91.0	94.4	94.0	77.0	87.0
Total Points	0-100	83.4	96.0	92.0	100.0	87.3	92.0	86.0	91.0	94.4	94.0	77.0	87.0



# Required Bid Documents

## Serving Up Happy & Healthy



Food is a big part of everyone's well-being, and students need a place to eat where they can connect with others, recharge and enjoy a sense of happiness in their school. That's why we serve food kids love to eat and create programs that encourage fun and discovery. Most importantly, we believe that happy cafeterias start with our people so we empower them to go above and beyond to bring their personal "extra" for even more creativity and joy at mealtime. **Our goal every day is to make sure that students leave the cafeteria happier and healthier than when they came in.**

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

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

2400 Yorkmont Road

Charlotte, NC 28217

### OWNER:

(Name, legal status and address)

Edina Public Schools

5701 Normandale Road, Suite 200

Edina, MN 55424

### SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

One Tower Square

Hartford, CT 06183

Mailing Address for Notices

Same As Above

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: 5%

Five Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Food Service Management

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

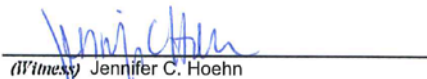
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 8th day of April, 2022.

  
(Witness)

Compass Group USA, Inc., by and through its Chartwells Dining Division  
(Principal) (Seal)

By:   
(Title) Daniel Thomas Sr. Vice President & Treasurer

  
(Witness) Jennifer C. Hoehn

Travelers Casualty and Surety Company of America  
(Surety) (Seal)

By:   
(Title) Angela D. Ramsey, Attorney-in-Fact



S-0054/AS 8/10



**Travelers Casualty and Surety Company of America**  
**Travelers Casualty and Surety Company**  
**St. Paul Fire and Marine Insurance Company**  
**Farmington Casualty Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, St. Paul Fire and Marine Insurance Company, and Farmington Casualty Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Angela D. Ramsay of Charlotte, NC, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge the following bond:

**Surety Bond No.:** Bid Bond

**OR**

**Project Description:** Food Service Management


**Principal:** Compass Group USA, Inc., by and through its Chartwells Dining Division  
**Obligee:** Edina Public Schools

**IN WITNESS WHEREOF,** the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By:   
 Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF,** I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026



  
 Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is


**FURTHER RESOLVED,** that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED,** that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 8th day of April, 2022.



  
 Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
 Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



USI Insurance Services  
6100 Fairview Drive  
Suite 1400  
Charlotte, NC 28210  
www.usi.com  
Tel: 704.543.0258

April 8, 2022

Mr. John Toop  
Edina Public Schools  
5701 Normandale Road, Suite 200  
Edina, MN 55424

**RE: Compass Group USA, Inc. by and through its Chartwells Dining Division**

Dear Sir or Madam:

We are writing to you at the request of **Compass Group USA, Inc. by and through its Chartwells Dining Division**, this principal has or is about to submit a proposal for Bid for:

**Food Service Management**

If a contract for this work is awarded to **Compass Group USA, Inc. by and through its Chartwells Dining Division**, the **Travelers Casualty and Surety Company of America**, a surety licensed to conduct business in MN has agreed to act as surety on the bond as specified in the bid proposal

Please let us know if you need anything further in this regard.

Sincerely

A handwritten signature in blue ink that reads "Angela D. Ramsey".

Angela D. Ramsey  
Attorney-In-Fact

---

Property & Casualty • Employee Benefits • Personal Risk • Retirement Consulting  
The USI ONE Advantage®





Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company

#### POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **ANGELA D RAMSEY** of **CHARLOTTE, North Carolina**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



  
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **8th** day of **April**, 2022



  
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



# Independent Price Determination



## Independent Price Determination Certificate

Both the school food authority (SFA) and the Food Service Management Company (Offerer) shall execute this Independent Price Determination Certificate.

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

**Name of Food Services Management Company**

Edina Public Schools (ISD #273)

**Name of School Food Authority**

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

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

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

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

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

A handwritten signature in blue ink, appearing to read "B. Oakley".

Belinda Oakley

Signature of Food Service Management Company's Authorized Representative

CEO, Chartwells K12

Title

3/23/2022

Date

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

Signature of School Food Authority's Authorized Representative

Title

Date

# Certification Regarding Debarment



## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion** **Lower-Tier Covered Transactions**

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

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

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

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

**Project:** National School Lunch Program

**Name of Company's Authorized Representative:** Belinda Oakley

  
\_\_\_\_\_  
Signature of Food Service Management Company's Authorized Representative

CEO, Chartwells K12      3/23/2022  
\_\_\_\_\_  
Title      Date

# Certification Regarding Lobbying



## Certification Regarding Lobbying

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

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

**Project:** National School Lunch Program

**Name of Company's Authorized Representative:** Belinda Oakley

A handwritten signature in blue ink that reads "B. Oakley".

Signature of Food Service Management Company's Authorized Representative

CEO, Chartwells K12

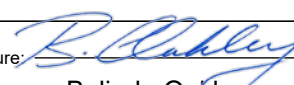
Title

3/23/2022

Date

**NOT APPLICABLE**  
**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
 (See Reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>
<b>6. Federal Department/Agency:</b>		<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable:
<b>8. Federal Action Number, If known:</b>		<b>9. Award Amount, If known:</b>  \$
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(If individual, last name, first name, MI):</i>		<b>b. Individuals Performing Services</b> <i>(Including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.		Signature:  Print Name: <u>Belinda Oakley</u> Title: <u>CEO, Chartwells K12</u> Telephone No.: <u>(704) 328-4000</u> Date: <u>3/23/2022</u>
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred, Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward receipt. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
11. Certifying official shall sign and date the form, print his/her name, title and telephone number.

*According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.*

### Cost-Reimbursable – Food Service Management Contract

The vendor proposes to operate the food service management program for Edina Public Schools ISD #273 School Food Authority (SFA) during school year 2022-2023, subject to the information provided by the SFA in its Request for Proposals (RFP), for the maximum per-meal costs to SFA shown below. The awarded contract will require the vendor to bill SFA for its actual direct costs plus the fixed administrative fees shown below for each meal / equivalent meal. The contract will be awarded based on the SFA's evaluation of lowest total costs, as shown below, and other non-price evaluation criteria established by the SFA.

Program	Fixed Administrative Fee per Meal & Ala Carte Meal Equivalent	+	Maximum Direct Costs per Meal and Ala Carte Meal Equivalent	=	Maximum Total Cost per Meal and Ala Carte Meal Equivalent	X	Total Meal and Ala Carte Meal Equivalents	=	Maximum Total Cost to SFA
Lunch (including At-Risk Supper)	\$0.18	+	\$3.233	=	\$3.413	X	485,886	=	\$1,658,328.90
A la Carte (Meal Equivalents)	\$0.18	+	\$3.233	=	\$3.413	X	260,393	=	\$888,721.31
Breakfast	\$0.18	+	\$1.55	=	\$1.73	X	106,166	=	\$183,667.18
Snacks	\$0.00	+		=		X		=	
Milk (Special and Kindergarten)	\$0.00	+	\$0.30	=	\$0.30	X	15,776	=	\$4,732.80

Company's proposed Total Cost to SFA: \$ 2,735,450.20

Submitted by:

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

Address: 2400 Yorkmont Road, Charlotte, NC 28217

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

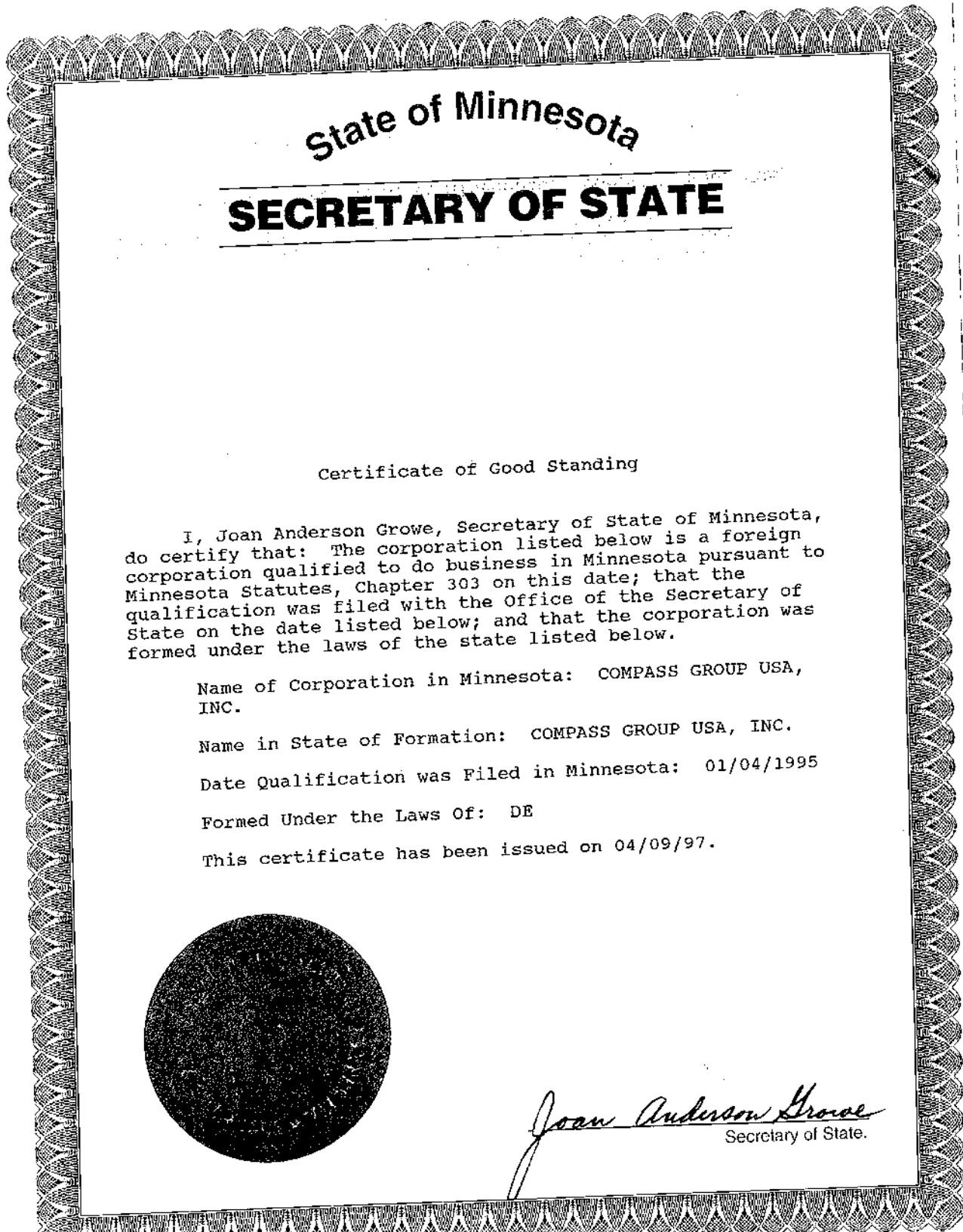


Signature of Authorized Representative

3/23/2022

Date

# State of MN License



State of Minnesota

## SECRETARY OF STATE

### Certificate of Authority to Transact Business

I, Joan Anderson Grove, Secretary of State of Minnesota, do certify that: The following corporation has duly complied with the relevant provisions of Minnesota Statutes, Chapter 303, and is authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

Name of Corporation in Minnesota:

Canteen Corporation

Name of Corporation in State of Incorporation:

Canteen Corporation

Corporate Charter Number: 74285

State of Incorporation: DE

Registered Office in Minnesota:

405 2nd Ave S  
Mpls

MN 55401

Name of Registered Agent: C T Corporation System Inc

This certificate has been issued on 01/04/1995.



*Joan Anderson Grove*  
Secretary of State.

5-00000 90





**Board Meeting Date:** 6/20/2022

**TITLE:** Policy Review

**TYPE:** Action

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policy has been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 614 – Assessment Plan

**RECOMMENDATION:** Review and approve 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:** 6/20/2022

**TITLE:** May 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 May, 2022

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		116	115	127	120	124	138	740
Cornelia Elementary School		90	91	93	86	92	96	548
Countryside Elementary School		88	92	94	89	96	100	559
Creek Valley Elementary School		95	101	99	98	103	108	604
Highlands Elementary School		93	91	91	89	87	96	547
Normandale Elementary School		128	124	108	105	103	99	667
Edina Virtual Pathway K-6		5	8	14	18	16	17	78
<b>Totals</b>		<b>615</b>	<b>622</b>	<b>626</b>	<b>605</b>	<b>621</b>	<b>654</b>	<b>3743</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	306	336	333	0	0	0	0	975
Valley View Middle School	311	334	347	0	0	0	0	992
Edina High School	0	0	0	666	656	687	649	2658
<b>Totals</b>	<b>622</b>	<b>670</b>	<b>680</b>	<b>666</b>	<b>656</b>	<b>687</b>	<b>649</b>	<b>4630</b>

## Enrollment Comparisons

	June 2021	May 2022	June 2022
K-5	3566	3749	3743
6-8	1965	1973	1972
9-12	2660	2663	2658
<b>Totals K-12</b>	<b>8191</b>	<b>8385</b>	<b>8373</b>

PS	145	243	242
ECSE	162	206	203

## May Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	3	3	1	3	1	2	1	2	2	1	0	0	0	19
Enrolled Students	0	2	2	1	2	1	0	3	0	0	1	0	0	12
	-3	-1	1	-2	1	0	-1	1	-2	-1	1	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	1	0	0	0	0	0	0	0	0	0	0	0	2
05: Moved Outside of the State	2	2	1	3	0	1	1	1	1	1	0	0	0	12
20: Transferred to Another MN District, did not move	0	0	0	0	1	1	0	1	1	1	0	0	0	5
<b>Total</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</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

Days Remaining in School Year  
School Yr. @ Beginning of Mo.  
Cumulative Days in School Year  
Percent of School Yr. Completed

19.4444	19.444	19.4444	19.4444	19.4444	19.4444	19.4444	19.4444	19.4444	19.444	175	175
175	155.556	136.111	116.667	97.2222	77.7778	58.3333	38.8889	19.4444			
100.00%	88.89%	77.78%	66.67%	55.56%	44.44%	33.33%	22.22%	11.11%			
19.4444	38.889	58.3333	77.7778	97.2222	116.667	136.111	155.556	175			
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	615	0.00	0.00	0.00%
1	634	625.87	634	623	623	624	620	618	620	624	624	622	0.00	0.00	0.00%
2	624	629.87	624	627	623	621	621	622	623	625	626	626	0.00	0.00	0.00%
3	614	607.86	614	605	606	604	600	603	605	607	607	605	0.00	0.00	0.00%
4	636	612.24	636	609	607	609	608	610	609	613	620	621	0.00	0.00	0.00%
5	655	656.24	655	653	651	650	647	652	653	655	656	654	0.00	0.00	0.00%
6	647	628.24	647	625	628	629	624	625	624	622	622	622	0.00	0.00	0.00%
7	676	653.79	676	664	664	668	666	671	668	668	672	670	0.00	0.00	0.00%
8	666	676.79	666	687	688	688	684	682	681	681	679	680	0.00	0.00	0.00%
9	635	664.79	635	675	674	670	673	669	674	668	669	666	0.00	0.00	0.00%
10	640	653.79	640	664	657	656	654	658	660	655	656	656	0.00	0.00	0.00%
11	664	687.79	664	698	700	698	694	695	690	686	688	687	0.00	0.00	0.00%
12	638	642.77	638	653	655	654	653	653	652	650	650	649	0.00	0.00	0.00%
TUITIOI	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	8,373	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	9,174.60	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	9,174.60	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: **May 31, 2022**      % into Fiscal Year: **92%**

OBJECT Series	OBJECT SERIES DESCRIPTION	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %	2020-21 Revised Budget	2020-21 FYTD Activity	2020-21 FYTD %	2021-22 Revised Budget	2021-22 FYTD Activity	2021-22 FYTD %
100	SALARIES AND WAGES	72,375,074	57,031,852	79%	73,528,746	58,259,004 *	79%	78,075,086	62,217,929	80% *
200	EMPLOYEE BENEFITS	23,990,016	18,919,727	79%	25,865,257	19,754,788 *	76%	23,884,254	19,771,059	83% *
	<b>Subtotal Salaries and Benefits</b>	<b>96,365,089</b>	<b>75,951,579</b>	<b>78.82%</b>	<b>99,394,003</b>	<b>78,013,792</b>	<b>78.49%</b>	<b>101,959,340</b>	<b>81,988,988</b>	<b>80.41%</b>
300	PURCHASED SERVICES	8,316,139	6,507,246	78%	8,065,333	5,671,860 *	70%	8,679,153	8,276,744	95% *
400	SUPPLIES & MATERIALS	3,877,644	2,677,912	69%	3,804,714	1,475,342 *	39%	3,734,052	2,878,213	77% *
500	EQUIPMENT	85,300	8,847	10%	80,500	42,180 *	52%	113,135	110,943	98% *
800	OTHER EXPENSES	474,763	154,636	33%	585,245	136,428	23%	518,573	124,956	24%
900	OTHER FINANCING USES	0	0	0	0	0		0	0	
	<b>Subtotal All Other Costs</b>	<b>12,753,846</b>	<b>9,348,642</b>	<b>73%</b>	<b>12,535,791</b>	<b>7,325,810</b>	<b>58%</b>	<b>13,044,913</b>	<b>11,390,855</b>	<b>87%</b>
	Less Other Financing Uses/Equipment	85,300	8,847		80,500	42,180		113,135	110,943	
	<b>Revised Subtotal All Other</b>	<b>12,668,546</b>	<b>9,339,794</b>	<b>74%</b>	<b>12,455,291</b>	<b>7,283,630</b>	<b>58%</b>	<b>12,931,778</b>	<b>11,279,912</b>	<b>87%</b>
	<b>Grand Total General Fund</b>	<b>109,118,935</b>	<b>85,300,221</b>	<b>78%</b>	<b>111,929,794</b>	<b>85,339,603</b>	<b>76%</b>	<b>115,004,253</b>	<b>93,379,843</b>	<b>81%</b>
	<b>Less Other Financing Uses/Equipment</b>	<b>85,300</b>	<b>8,847</b>	<b>10%</b>	<b>80,500</b>	<b>42,180</b>	<b>52%</b>	<b>113,135</b>	<b>110,943</b>	<b>98%</b>
	<b>Revised Grand Total</b>	<b>109,033,635</b>	<b>85,291,373</b>	<b>78.22%</b>	<b>111,849,294</b>	<b>85,297,422</b>	<b>76.26%</b>	<b>114,891,118</b>	<b>93,268,900</b>	<b>81.18%</b>

\* 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 May 31, 2022 the District is 92% into the fiscal year. District expenses should be less than the amount the District is into the fiscal year, by anywhere from 8-13%, due primarily to teaching staff not being paid their first paycheck until 9/15. Also, the majority of teaching staff spread their paychecks out over 24 pay periods, resulting in a large expense in June when we "pay off" or expense all of the remaining paychecks at the end of the fiscal year. Expenses at the same point in time for the previous two fiscal year's are also provided for comparison purposes.

24 Pay Contracts	562	89%
19 Pay Contracts	67	11%



**Board Meeting Date:** June 20, 2022

**TITLE:** Q Comp Annual Report 21-22

**TYPE:** Information

**PRESENTER(S):** Jody De St. Hubert, Director of Teaching and Learning and Libby Sandvick, Teacher Evaluation Program Facilitator

**BACKGROUND:** Per Minnesota Statutes, §122A.414, Subd. 3(a) the Q Comp Annual Report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program.

**RECOMMENDATION:** The Teaching and Learning department is presenting the report to the school board for information only. No decision is required on part of the school board.

**Desired Outcomes For The Board:** School board members should review the report and be prepared with feedback and questions.

**ATTACHMENTS:**

1. Report (next page)

**LINKS:**

1. [Slide Deck](#) (further information)

**APPENDICES:**

1. Example descriptor

## **Alternative Compensation Annual Report 2021-22**

**Background:** Quality Compensation law (Q Comp) was created by Tim Pawlenty and “enacted through a bipartisan agreement in the Minnesota Legislature in July 2005. It is a voluntary program that allows local districts and exclusive representatives of the teachers to design a plan that meets the four components of the law. The four components under Q Comp include Career Ladder/Advancement Options, Job-embedded Professional Development, Teacher Evaluation, and Performance Pay and Alternative Salary Schedule.” (<https://education.mn.gov/MDE/dse/qc>)

Edina is completing its 14<sup>th</sup> year as a Q Comp district. In Edina, we call our Q Comp program Alternative Compensation (Alt Comp). All salaried, Title 1, and ECFE teachers (defined as a teacher in Minn. Stat. §179A.03, Subd. 18, of PELRA and the Master Agreement between the District and EM/E) are required to participate in the Alt Comp program, unless specifically noted otherwise. We currently have seven Peer Coaches who work with the district’s non-probationary teachers to fulfill program requirements. The total number of teachers participating in the program during the 2020-21 school year is 682. Administrators (both district- and site-level) work with probationary teachers.

As a Q Comp district, we receive \$260/student (\$169 per student in state aid and \$91 per student in board-approved levy) for the program. (This year, the state funded the program at 99.7%, up from 97.4% in 20-21.) The program’s budget is responsible for coach and facilitator salaries and benefits, performance incentives, and other costs associated with program implementation. Teachers are eligible for an \$1810 incentive based upon successful completion of observations, student learning goal creation and implementation, and site goals based on standardized assessments.

Per Minnesota Statutes, §122A.414, Subd. 3(a) the Q Comp Annual Report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. This year, we were given permission to present the report after June 15.

### **General Program Impact and Recommendations**

**1. What overall impact on instruction have the Edina Public Schools seen as a result of implementing the Q Comp program?** Q Comp continues to provide opportunities for professional development through teacher/coach interactions. Our Q Comp plan continues to drive alignment between district, site and individual teacher goals. As a result of Q Comp, teachers are less isolated in individual classrooms. Teachers welcome others into their classroom to see their instruction and share their successes and struggles. Teachers are also aware of the ways in which their classroom instruction aligns with the District’s Mission and Vision. District focus areas such as Professional Learning Communities (PLCs), Culturally and Linguistically Responsive Teaching and Personalized Learning are also supported by the program and peer coach interactions with teachers. This year, in an end-of-year survey, teachers identified engagement strategies, equitable practices and social emotional learning strategies as areas in which they have grown as a teacher this year due to their participation in the program. In addition, on our end-of-year survey, 94.7 percent of respondents (n= 336) either agreed or strongly agreed with the statement “My participation in the program supported my growth as a teacher this year.”

When asked, in the end-of-year survey, 97.1 percent of respondents (n = 339) either agreed or strongly agreed with the statement “My peer coach/principal helps me reflect about my work and supports my growth as a professional.”

The program also provides consistent and sustained time to reflect on and grow their practice. It is our belief that meaningful change and deep learning comes from purposeful reflection with a trained coach. When asked, in the end-of-year survey, 97.1 percent of respondents (n = 339) either agreed or strongly agreed with the statement “My peer coach/principal helps me reflect about my work and supports my growth as a professional.” All of our coaches are trained in Cognitive Coaching and use this model when conferencing with teachers. The coaches use the planning map during pre-observation conferences and the reflecting map during post-observation conferences. Reflection is the backbone of our program. In the post-observation conference, the teacher will offer a specific reflection and self-analysis of the lesson, as well as engage in a dialogue with the peer coach about the effectiveness of specific elements of the lesson. Teachers also have an opportunity to add comments to their student learning goal progress checks, demonstrating their reflective thinking focused on their goal. The summative conference allows for an in-depth conversation between the teacher and the coach/administrator to reflect on the work done during the previous year and to think ahead to the next year’s goals. In our end-of-year survey, 95.0 percent of respondents (n = 339) either agreed or strongly agreed with the statement “The specific data my peer coach/principal collected at my observation positively impacted my teaching/professional practice.” One teacher provided additional information stating “My peer coach has been extremely helpful in asking clarifying questions and encouraging my job-alike and I to do strong work.”

**2. What overall impact on student achievement have the Edina Public Schools seen as a result of implementing the Q Comp program?** We continue to develop a culture of collaboration with increased dialogue focused on the impact of high quality instruction on student achievement. The program is responsive to teacher needs and promotes the reflection on and implementation of best practices that connect to student achievement. Moving forward we will provide additional district staff development opportunities tied to the teacher evaluation rubric descriptors.

Our Q Comp program requires alignment between district, site and individual teacher goals. The alignment is further strengthened by the PLC work in the district. Many teachers chose to align their student learning goal with their PLC goal. The coaches monitor the progress of a teacher’s student learning goal during the year. The student learning goals prioritize the collection and analysis of data: student data informs instruction. We are able to see the various ways students are growing and learning. In an end-of-year survey (n=337), 96.1 percent of teachers agreed or strongly agreed with the statement: “My participation in the Teacher Evaluation Program supported my efforts to positively impact students’ engagement, participation and achievement this year.” When asked to elaborate, teachers provided the following information:

- “The post-observation meetings are very beneficial to stop and reflect on student learning, social emotional and academic support.”
- “It holds me accountable and challenges me to continue to improve and find new ways to instruct and learn.”

**3. How will we continually improve the overall effectiveness of the program?** We continue to refine our practice. This year, we saw growth on our two benchmark questions. On the end-of-year survey, there was a 3.9% increase in the number of teachers responding agree/strongly agree with the statement “My participation in the Teacher Evaluation Program supported my efforts to positively impact student engagement, participation and achievement this year” (96.1% in 21-22 (n=337) and 92.2% in 20-21 (n=422)). Similarly, the question “My participation in the Teacher Evaluation program supported my growth as a teacher this year” saw an increase of 3.0% from 20-21(n=422). This year, 94.7 percent of teachers agreed or strongly agreed with that statement.

This year, a committee of district and EM/E representatives, worked on the reauthorization of the Teacher Evaluation Memorandum of Understanding. We reviewed the program surveys from 19-20 and 20-21 to begin this work. The annual survey provides both validation of the effectiveness of the program and helps to identify growth areas for the program. In addition to reviewing the surveys, Administrators, Peer Coaches and other metro districts were consulted during the MOU reauthorization process.

Moving into fall, the coach team will share program changes with teachers and continue to refine their coaching skills through training including book studies, collaborating with metro area coaches, and attending out-of-district training when available and appropriate.

The Teacher Evaluation Committee will continue to provide program oversight. Peer Coaches will continue to refine a resource bank of quality coaching questions associated with each descriptor and the student learning goal component. Next year, we have one new Peer Coach joining the Peer Coach team. They, along with the other Peer Coaches will join Principals and Administrators professional learning focused on inter-rater reliability training during the 2022-23 school year.

## **APPENDICES:**

### **Descriptors:**

Edina has 16 descriptors that identify areas of professional focus for teachers that may occur through the Teacher Evaluation program.

Below is an example of one of the 16 descriptors and how it is organized to support intentional professional development through feedback and reflection.

<b>Descriptor</b>	<b>Proficient</b>	<b>Developing</b>	<b>No Evidence</b>
<b>16. Communicates and works collaboratively with colleagues and other district staff</b>	A teacher at this level demonstrates solid, expected performance, meeting and/or exceeding standards for proficiency.	A teacher at this level requires changes in performance to meet expectations for proficiency but overall displays patterns of professional growth that suggest improvement is likely.	A teacher at this level does not demonstrate evidence of the descriptor. Teachers at this level will require substantial development to meet standards for proficiency.



<b>Standards of Proficiency</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective communication with colleagues and other district staff</li> <li>• Demonstrates effective collaboration with colleagues and other district staff</li> <li>• Demonstrates ongoing active engagement in the PLC process</li> </ul>	Some standards of proficiency are demonstrated	No standards are demonstrated
<b>Examples might include:</b>	Participation, implementation, and reflection in PLCs, faculty meetings, and job-alike planning sessions; communicates necessary information to the appropriate person(s) in a timely manner; shares information/expertise with colleagues; voices opinions and disagreements respectfully; encourages and affirms the contributions of others; engages in problem solving with colleagues; participates in team/site/district meetings; uses email appropriately, use of six questions in PLC process		

#### Edina Learning Framework Emphasis:

