

INDEPENDENT SCHOOL DISTRICT NO. 283

6311 Wayzata Blvd
St. Louis Park, Minnesota
Tuesday, November 28, 2023 6:30 PM
St. Louis Park District Offices
6300 Walker Street
Entrance 22, East Side of Building
St. Louis Park, Minnesota 55416

AGENDA

1. **CALL TO ORDER**
2. **LAND ACKNOWLEDGEMENT**
3. **APPROVAL OF AGENDA**
4. **OPEN FORUM**
5. **CERTIFICATES OF ELECTION FOR 2023 SCHOOL BOARD GENERAL ELECTION** **2**
6. **SUPERINTENDENT'S REPORT**
7. **DISCUSSION ITEMS** **9**
 - A. Review 2024-2025 school calendar 16
 - B. Review 2025-2026 school calendar 17
 - C. FY2023 Year-End Audit Preview 18
 - D. Superintendent Search: Review MSBA Executive Search Services Proposal 42
 - E. Superintendent Search: Review Draft Communication Plan 81
8. **CONSENT AGENDA**
 - A. **Business**
 - 1) Payroll 85
 - 2) Recap of Expenditures 87
 - 3) Electronic Fund Transfers 111
 - 4) Accounts Payable Disbursements 116
 - 5) Investment Holdings 143
 - 6) Donations 144
 - B. **Personnel** **145**
 - C. **Minutes** **146**
9. **ACTION AGENDA**
 - A. Superintendent Search: MSBA Executive Search Services Proposal 150
 - B. Labor Agreement - SEIU Local 284, School Nutrition 189
10. **COMMUNICATIONS AND TRANSMITTALS**
11. **ADJOURNMENT**

CERTIFICATION OF MINUTES RELATING TO GENERAL ELECTION

Issuer: Independent School District No. 283 (St. Louis Park), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on November 28, 2023 at 6:30 p.m. at the District offices.

Members present:

Members absent:

Documents attached:

2

Minutes of said meeting (including):

RESOLUTION RELATING TO GENERAL ELECTION OF SCHOOL BOARD MEMBERS AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 28 day of November, 2023.

Heather Wilsey - School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO GENERAL ELECTION OF SCHOOL BOARD MEMBERS AUTHORIZING ISSUANCE OF CERTIFICATES OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK TO PERFORM OTHER ELECTION RELATED DUTIES

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 283 (St. Louis Park), Minnesota (the District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has canvassed the general election for school board members held on November 7, 2023.

2. The Board Chair and Clerk are hereby authorized to execute certificates of election on behalf of the Board of the District to the following candidates:

- a. Celia Anderson
- b. C. Colin Cox
- c. Virginia Mancini
- d. Taylor Williams

who have, based on the results of the canvass, received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of terms on the first Monday in January next following the election.

3. The certificates of election shall be in substantially the forms attached hereto.

4. After the time for contesting the election has passed and each candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or be certified mail.

5. The clerk is hereby directed to enclose with the certificates of election a form of acceptance of office and form of oath of office in substantially the forms attached hereto.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board (the Board) of Independent School District No. 283 (St. Louis Park), Minnesota (the District) on November 14, 2023, canvassed the general election of school board members held on November 7, 2023.
2. Virginia Mancini received the largest number of votes cast with 5328 votes for the office of school board member of the District for a full four (4) year term.
3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Virginia Mancini is elected to the office of school board member of the District for a full four (4) year term beginning on the first Monday in January 2024 and expiring on the first Monday in January 2028.

5

By authority of the Board the District, pursuant to resolution dated November 28, 2023.

Dated: _____

Anne Casey - Chair

Dated: _____

Heather Wilsey - Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board (the Board) of Independent School District No. 283 (St. Louis Park), Minnesota (the District) on November 14, 2023, canvassed the general election of school board members held on November 7, 2023.

2. Celia Anderson received the second largest number of votes cast with 4560 votes for the office of school board member of the District for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore Celia Anderson is elected to the office of school board member of the District for a full four (4) year term beginning on the first Monday in January 2024 and expiring on the first Monday in January 2028.

6

By authority of the Board the District, pursuant to resolution dated November 28, 2023.

Dated: _____

Anne Casey - Chair

Dated: _____

Heather Wilsey - Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board (the Board) of Independent School District No. 283 (St. Louis Park), Minnesota (the District) on November 14, 2023, canvassed the general election of school board members held on November 7, 2023.

2. C. Colin Cox received the third largest number of votes cast with 4282 votes for the office of school board member of the District for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore C. Colin Cox is elected to the office of school board member of the District for a full four (4) year term beginning on the first Monday in January 2024 and expiring on the first Monday in January 2028.

7

By authority of the Board the District, pursuant to resolution dated November 28, 2023.

Dated: _____

Anne Casey - Chair

Dated: _____

Heather Wilsey - Clerk

**CERTIFICATE OF ELECTION
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board (the Board) of Independent School District No. 283 (St. Louis Park), Minnesota (the District) on November 14, 2023, canvassed the general election of school board members held on November 7, 2023.

2. Taylor Williams received the fourth largest number of votes cast with 4022 votes for the office of school board member of the District for a full four (4) year term.

3. There are four (4) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore Taylor Williams is elected to the office of school board member of the District for a full four (4) year term beginning on the first Monday in January 2024 and expiring on the first Monday in January 2028.

8

By authority of the Board the District, pursuant to resolution dated November 28, 2023.

Dated: _____

Anne Casey - Chair

Dated: _____

Heather Wilsey - Clerk

2024-25 and 2025-26 School Calendar Recommendations

9

General concepts in putting together the calendar

1. Have as few broken weeks of instruction as possible
2. Semesters should have roughly the same number of instructional days
3. Maintain instructional time and teacher contract days
 - 169 – days of instruction at Kindergarten (850 hours required at K)
 - 170 – elementary student contact (935 Hours required Grades 1-5)
 - 171 – secondary student contact (935 hours required at Grade 6, 1020 hours at Grades 7-12)
 - 185 – teacher total contract duty days
4. Minimize transportation costs (such as HS off and Elem instruction day - tiered routes)
5. Start after Labor day required by statute - (unless waiver by State)
6. Begin as early as possible
7. End as early as possible
8. Winter break (roughly 2 weeks) - adjusts based on Jan 1 day and based on ending date of school
9. Spring break (1 week) - Could look at this based on ending date of school
10. Avoid major religious holidays for events whenever possible
11. Yom Kippur and Eid al-Fitr non-school days when they fall on instructional days (starting 2023-24)
12. Graduation should not be held on Monday or Friday
13. Approve next year's calendar and develop draft of year after that for planning.



This years calendar for reference

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

| Aug | Mon | Tue | Wed | Thur | Fri | Sep | Mon | Tue | Wed | Thur | Fri | Oct | Mon | Tue | Wed | Thur | Fri |
|---|-----|-----|-----|------|-----|---|-----|-----|-----|------|-----|--------------------|-----|------|-----|------|------|
| 0 | | 1 | 2 | 3 | 4 | 1-12 | 18 | | | | | 19 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | | K | 17 | 4 | 5 | 6 | 7 | 1 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | | 2 | | 11 | 12 | 13 | 14 | 0 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | | | | 18 | 19 | 20 | 21 | 0 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | | | 25 | 26 | 27 | 28 | | 30 | 31 | | | |
| Nov | Mon | Tue | Wed | Thur | Fri | Dec | Mon | Tue | Wed | Thur | Fri | Jan | Mon | Tue | Wed | Thur | Fri |
| 2 | | | 1 | 2 | 3 | | | | | | 1 | | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | | 14 | 4 | 5 | 6 | 7 | 8 | 17 | 8 | 9 | 10 | 11 | 12 |
| 16 | 13 | 14 | 15 | 16 | 17 | | 11 | 12 | 13 | 14 | 15 | 1 | 13 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | | | 18 | 19 | 20 | 21 | 22 | 3 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 0 | 29 | 30 | 31 | | |
| Feb | Mon | Tue | Wed | Thur | Fri | Mar | Mon | Tue | Wed | Thur | Fri | Apr | Mon | Tue | Wed | Thur | Fri |
| 0 | | | | 1 | 2 | | | | | | 1 | | 3 | 4 | 5 | 6 | 7 |
| 5 | 6 | 7 | 8 | 9 | | 20 | 4 | 5 | 6 | 7 | 8 | | 8 | 9 | 10 | 11 | 12 |
| 19 | 12 | 13 | 14 | 15 | 16 | | 11 | 12 | 13 | 14 | 15 | | 15 | 16 | 17 | 18 | 19 |
| 18 | 19 | 20 | 21 | 22 | 23 | 0 | 18 | 19 | 20 | 21 | 22 | 16 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | | | | 25 | 26 | 27 | 28 | 29 | 1 | 29 | 30 | | | |
| May | Mon | Tue | Wed | Thur | Fri | Jun | Mon | Tue | Wed | Thur | Fri | | | | | | |
| | | | 1 | 2 | 3 | | 3 | 4 | 5 | 6 | 7 | Qtr | K | Elem | MS | HS | Tchr |
| 6 | 7 | 8 | 9 | 10 | | | 10 | 11 | 12 | 13 | 14 | 1 | 38 | 39 | 39 | 39 | 46 |
| 13 | 14 | 15 | 16 | 17 | | | 17 | 18 | 19 | 20 | 21 | 2 | 47 | 47 | 47 | 47 | 50 |
| 22 | 20 | 21 | 22 | 23 | 24 | 5 | 24 | 25 | 26 | 27 | 28 | 3 | 41 | 41 | 42 | 42 | 44 |
| 0 | 27 | 28 | 29 | 30 | 31 | 1 | 31 | 32 | | | | 4 | 43 | 43 | 43 | 43 | 45 |
| | | | | | | | | | | | | Total | 169 | 170 | 171 | 171 | 185 |
| New Teacher Workshop 8/21, 8/24 and 8/25 & BD 8/22-24 | | | | | | No Students-Conference Comp Day Ele & Sec | | | | | | 11/22 | | | | | |
| Workshop Week 8/28 to 9/1 | | | | | | No Students- District PD Full Day-No School | | | | | | 12/8 2/2 | | | | | |
| Teacher Non Duty/Student & Other Staff Holidays | | | | | | Elem. Conferences (No Elem School-Secondary has school) | | | | | | 2/16 | | | | | |
| First Day 1st - 12th | | | | | | No Students- Elem workday and Secondary reporting | | | | | | 3/29 | | | | | |
| First Day Kindergarten | | | | | | No Students- Elem and Secondary Conference Comp* | | | | | | 4/5 | | | | | |
| Yom Kippur Holiday - School not in session | | | | | | Eid-al-Fitr Holiday - School not in session | | | | | | 4/10 | | | | | |
| No Students- Elem Conferences and Secondary PD | | | | | | 6-12 Online Learning with Family Conferences | | | | | | 3/15 4/19 | | | | | |
| EM Teacher Convention | | | | | | No Students-Work Day Ele/Sec-Grading-report | | | | | | 1/26 3/29 6/10 | | | | | |
| No Students- Elem PD and Secondary reporting | | | | | | End of Quarter-Students report | | | | | | 11/2 1/25 3/28 6/7 | | | | | |
| 6-12 Online Learning with Family Conferences | | | | | | Last Day K - 12th Students report | | | | | | 6/7 | | | | | |

HS Graduation tentatively June 4 or 5, 2024.

- 5 days opening week
- Start after Labor Day
- Elem Conf/Sec PD day 10/18
- MEA 3rd Thurs of Oct
- Elem PD/Sec grading 11/3
- Conference Comp day 11/22
- All School PD day 12/8
- Winter Break 12/22-1/1
- 1st Semester ends 1/26
- All School PD day 2/2
- Grading/reporting 3/29
- Spring Break Apr 1-5
- Conference Comp day 4/5
- Last day of School 6/7
- Last teacher work day 6/10
- 171 instructional days
- 185 teacher work days



**St. Louis Park
Public Schools**

2024-25 draft1 reviewed 12/13/2022

| SLP 2024-2025 School Calendar - Internal HR Duty Days Planning Worksheet (recommended 2024-25) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----|-----|------|-----|--------------|--|--|-------|--|--|-------|--|---|-------|--|------|------|----------|------|------|------|----------|-----|-----|-----|----------|----|----|----|----|--|--|
| Aug | Mon | Tue | Wed | Thur | Fri | 1-12 | 20 | Mon | Tue | Wed | Thur | Fri | 19 | Mon | Tue | Wed | Thur | Fri | 19 | Mon | Tue | Wed | Thur | Fri | 1 | 2 | 3 | 4 | | | | | |
| | 0 | 1 | 2 | 3 | 4 | | | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | | | | | | | | | | |
| | 5 | 6 | 7 | 8 | 9 | | | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | | | | | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | | | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | | | | | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | | | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | | | | | | | | | | | | | | | | | | |
| Sep | Mon | Tue | Wed | Thur | Fri | 13 | 21 | Mon | Tue | Wed | Thur | Fri | 20 | Mon | Tue | Wed | Thur | Fri | 20 | Mon | Tue | Wed | Thur | Fri | 2 | 3 | 4 | 5 | | | | | |
| | 8 | 9 | 10 | 11 | 12 | | | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | | | | | 28 | 29 | 30 | | |
| | 15 | 16 | 17 | 18 | 19 | | | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | | 30 | | | | | | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | | | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | |
| | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Oct | Mon | Tue | Wed | Thur | Fri | 14 | 22 | Mon | Tue | Wed | Thur | Fri | 21 | Mon | Tue | Wed | Thur | Fri | 21 | Mon | Tue | Wed | Thur | Fri | 3 | 4 | 5 | 6 | | | | | |
| | 1 | 2 | 3 | 4 | 5 | | | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | | | | | | | | | |
| | 8 | 9 | 10 | 11 | 12 | | | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | | | | | 28 | 29 | 30 | | |
| | 15 | 16 | 17 | 18 | 19 | | | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | | 30 | | | | | | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | | | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | |
| Nov | Mon | Tue | Wed | Thur | Fri | 15 | 23 | Mon | Tue | Wed | Thur | Fri | 22 | Mon | Tue | Wed | Thur | Fri | 22 | Mon | Tue | Wed | Thur | Fri | 4 | 5 | 6 | 7 | | | | | |
| | 10 | 11 | 12 | 13 | 14 | | | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | | | | | | | | | |
| | 17 | 18 | 19 | 20 | 21 | | | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | | | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | |
| | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dec | Mon | Tue | Wed | Thur | Fri | 16 | 24 | Mon | Tue | Wed | Thur | Fri | 23 | Mon | Tue | Wed | Thur | Fri | 23 | Mon | Tue | Wed | Thur | Fri | 5 | 6 | 7 | 8 | | | | | |
| | 11 | 12 | 13 | 14 | 15 | | | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | | | | | | | | | | |
| | 18 | 19 | 20 | 21 | 22 | | | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | | | | | | | | | | | | | | | | | |
| | 25 | 26 | 27 | 28 | 29 | | | 30 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jan | Mon | Tue | Wed | Thur | Fri | 17 | 25 | Mon | Tue | Wed | Thur | Fri | 24 | Mon | Tue | Wed | Thur | Fri | 24 | Mon | Tue | Wed | Thur | Fri | 6 | 7 | 8 | 9 | | | | | |
| | 12 | 13 | 14 | 15 | 16 | | | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | | | | | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | | | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | | | | | | | | | | | | | | | | | | |
| | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb | Mon | Tue | Wed | Thur | Fri | 18 | 26 | Mon | Tue | Wed | Thur | Fri | 25 | Mon | Tue | Wed | Thur | Fri | 25 | Mon | Tue | Wed | Thur | Fri | 7 | 8 | 9 | 10 | | | | | |
| | 13 | 14 | 15 | 16 | 17 | | | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | | | | | | | | | | | |
| | 20 | 21 | 22 | 23 | 24 | | | 25 | 26 | 27 | 28 | 29 | | 30 | | | | | | | | | | | | | | | | | | | |
| | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar | Mon | Tue | Wed | Thur | Fri | 19 | 27 | Mon | Tue | Wed | Thur | Fri | 26 | Mon | Tue | Wed | Thur | Fri | 26 | Mon | Tue | Wed | Thur | Fri | 8 | 9 | 10 | 11 | | | | | |
| | 14 | 15 | 16 | 17 | 18 | | | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | | 29 | 30 | 31 | | | | | | | | | | | |
| | 21 | 22 | 23 | 24 | 25 | | | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | |
| | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Apr | Mon | Tue | Wed | Thur | Fri | 20 | 28 | Mon | Tue | Wed | Thur | Fri | 27 | Mon | Tue | Wed | Thur | Fri | 27 | Mon | Tue | Wed | Thur | Fri | 9 | 10 | 11 | 12 | | | | | |
| | 15 | 16 | 17 | 18 | 19 | | | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | | 30 | | | | | | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | | | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | |
| | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | Mon | Tue | Wed | Thur | Fri | 21 | 29 | Mon | Tue | Wed | Thur | Fri | 28 | Mon | Tue | Wed | Thur | Fri | 28 | Mon | Tue | Wed | Thur | Fri | 10 | 11 | 12 | 13 | | | | | |
| | 16 | 17 | 18 | 19 | 20 | | | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | |
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| | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Jun | Mon | Tue | Wed | Thur | Fri | 22 | 30 | Mon | Tue | Wed | Thur | Fri | 29 | Mon | Tue | Wed | Thur | Fri | 29 | Mon | Tue | Wed | Thur | Fri | 11 | 12 | 13 | 14 | | | | | |
| | 17 | 18 | 19 | 20 | 21 | | | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | | | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | |
| | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| New Teacher Workshop | 8/19, 22-23 & BD 8/20-21 | | | | | 8/26 to 8/30 | 9/3 | 9/4 | 10/3 | 10/16 | 10/17 | 11/5 | 11/17 | No Students-Conference Comp Day Ele & Sec | 11/27 | 2/7 | 2/14 | 3/28 | 4/4 | 3/31 | 3/14 | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | |
| | Workshop Week | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Teacher Non Duty/Student & Other Staff Holidays | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | First Day 1st - 12th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | First Day Kindergarten | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rosh Hashana Holiday - School not in session | | | | | | 10/3 | 10/16 | 10/17 | 11/5 | 11/17 | No Students- Elem Conferences and Secondary PD | 10/16 | 10/18 | 11/5 | 11/17 | MS/HS Online Learning Day with Family Connect Conferences (Elem in | 3/14 | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| No Students- Elem Conferences and Secondary PD | | | | | | 10/16 | 10/18 | 11/5 | 11/17 | No Students- Elem PD and Secondary reporting | 11/5 | 11/17 | No Students-Work Day Ele/Sec-Grading-reporting | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | | | | | | | | | |
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| EM Teacher Convention | | | | | | 10/17 | 10/18 | 11/5 | 11/17 | No Students-Work Day Ele/Sec-Grading-reporting | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | | | | | | | | | | | | |
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| No Students- Elem PD and Secondary reporting | | | | | | 11/5 | 11/17 | No Students-Work Day Ele/Sec-Grading-reporting | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Secondary Online Learning Day with Family Connect Conferen | | | | | | 11/17 | No Students-Work Day Ele/Sec-Grading-reporting | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | | | | | | | | | | | | | | | |
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| HS Graduation tentatively June 3-5, 2025 | | | | | | 11/17 | No Students-Work Day Ele/Sec-Grading-reporting | 1/24 | 3/28 | 4/ | 6/6 | 6/6 | 12/13/22 | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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First look at 2024-25 draft calendars were reviewed by the board at the Dec 13, 2022 meetings. Jewish and Muslim holidays were added as non-school days.



2024-25 Recommended

| SLP 2024-2025 School Calendar - Internal HR Duty Days Planning Worksheet (2024-25 Recommended) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----|----|----|----|------|-----|----|----|----|----|----|-----|--|--|----|----|----|-----|----|----|----|--|--|-----|----|----|----|----|----|-----|----|----|----|--|--|-----|--|--|--|--|--|
| Aug | | | | | | Sep | | | | | | Oct | | | | | | Nov | | | | | | Dec | | | | | | Jan | | | | | | Feb | | | | | |
| 0 | | | | | 1-12 | 20 | 1 | 2 | 3 | 4 | 5 | 6 | | | 20 | 1 | 2 | 3 | 4 | | | | | | 20 | 1 | 2 | 3 | 4 | | | | | | | | | | | | |
| 0 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | 1 | 7 | 8 | 9 | 10 | 11 | | | | | 1 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | |
| 5 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | 5 | 14 | 15 | 16 | 17 | 18 | | | | | 5 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | 19 | 20 | 21 | 22 | 23 | | | | | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | |
| | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | 26 | 27 | 28 | 29 | 30 | | | | | | | 26 | 27 | 28 | 29 | 30 | | | | | | | | | |
| Nov | | | | | | Dec | | | | | | Jan | | | | | | Feb | | | | | | Mar | | | | | | Apr | | | | | | | | | | | |
| 2 | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 0 | 3 | 4 | 5 | 6 | | | | | | 0 | 3 | 4 | 5 | 6 | | | | | | | | | | | | |
| 1 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | 1 | 10 | 11 | 12 | 13 | 14 | | | | 1 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | |
| 15 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | 15 | 11 | 12 | 13 | 14 | 15 | | | | 15 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | |
| 1 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | 1 | 18 | 19 | 20 | 21 | 22 | | | | 1 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | |
| | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | 25 | 26 | 27 | 28 | 29 | | | | | | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | |
| Feb | | | | | | Mar | | | | | | Apr | | | | | | May | | | | | | Jun | | | | | | Jul | | | | | | | | | | | |
| 0 | | | | | 19 | 20 | 21 | 22 | 23 | | | | | | 0 | 3 | 4 | 5 | 6 | | | | | | 0 | 3 | 4 | 5 | 6 | | | | | | | | | | | | |
| 0 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | 0 | 3 | 4 | 5 | 6 | 7 | | | | 0 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | |
| 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | 18 | 10 | 11 | 12 | 13 | 14 | | | | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | |
| 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | 17 | 17 | 18 | 19 | 20 | 21 | | | | 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | |
| 1 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | 1 | 24 | 25 | 26 | 27 | 28 | | | | 1 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| May | | | | | | Jun | | | | | | Jul | | | | | | Aug | | | | | | Sep | | | | | | Oct | | | | | | | | | | | |
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | 21 | 19 | 20 | 21 | 22 | 23 | | | | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | |
| 0 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | 0 | 26 | 27 | 28 | 29 | 30 | | | | 0 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | |
| Jun | | | | | | Jul | | | | | | Aug | | | | | | Sep | | | | | | Oct | | | | | | Nov | | | | | | | | | | | |
| | | | | | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Jul | | | | | | Aug | | | | | | Sep | | | | | | Oct | | | | | | Nov | | | | | | Dec | | | | | | | | | | | |
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| | | | | | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Aug | | | | | | Sep | | | | | | Oct | | | | | | Nov | | | | | | Dec | | | | | | Jan | | | | | | | | | | | |
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| | | | | | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Nov | | | | | | Dec | | | | | | Jan | | | | | | Feb | | | | | | Mar | | | | | | Apr | | | | | | | | | | | |
| | | | | | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Dec | | | | | | Jan | | | | | | Feb | | | | | | Mar | | | | | | Apr | | | | | | May | | | | | | | | | | | |
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| Jan | | | | | | Feb | | | | | | Mar | | | | | | Apr | | | | | | May | | | | | | Jun | | | | | | | | | | | |
| | | | | | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Feb | | | | | | Mar | | | | | | Apr | | | | | | May | | | | | | Jun | | | | | | Jul | | | | | | | | | | | |
| | | | | | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mar | | | | | | Apr | | | | | | May | | | | | | Jun | | | | | | Jul | | | | | | Aug | | | | | | | | | | | |
| | | | | | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apr | | | | | | May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2025-26 First Look Recommendation

SLP 2025-2026 School Calendar - Internal HR Duty Days Planning Worksheet (DRAFT1 w/ Digital Learning Days Shown)

| Aug | Mon | Tue | Wed | Thur | Fri | | Sep | Mon | Tue | Wed | Thur | Fri | | Oct | Mon | Tue | Wed | Thur | Fri | |
|--|-----|-----|-----|------|-----|---|------|--|-----|-----|------|-----|-------|-----|-----|----------|-----|------|----------------------------|--|
| 0 | | | | | | 1 | 1-12 | 21 | 1 | 2 | 3 | 4 | 5 | 19 | | | 1 | 2 | 3 | |
| 0 | 4 | 5 | 6 | 7 | 8 | | K | 20 | 8 | 9 | 10 | 11 | 12 | | 6 | 7 | | 8 | 9 | |
| 5 | 11 | 12 | 13 | 14 | 15 | | 2 | 0 | 15 | 16 | 17 | 18 | 19 | | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | | | | 22 | 23 | 24 | 25 | 26 | 0 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | | | | 29 | 30 | | | | 0 | 27 | 28 | 29 | 30 | 31 | |
| Nov | Mon | Tue | Wed | Thur | Fri | | Dec | Mon | Tue | Wed | Thur | Fri | | Jan | Mon | Tue | Wed | Thur | Fri | |
| 0 | | | | | | | | 1 | 2 | 3 | 4 | 5 | | | | | | | | |
| 1 | 3 | 4 | 5 | 6 | 7 | | 14 | 8 | 9 | 10 | 11 | 12 | 18 | 5 | 6 | 7 | 8 | 9 | | |
| 16 | 10 | 11 | 12 | 13 | 14 | | 1 | 15 | 16 | 17 | 18 | 19 | 1 | 12 | 13 | 14 | 15 | 16 | | |
| 1 | 17 | 18 | 19 | 20 | 21 | | | 22 | 23 | 24 | 25 | 26 | 0 | 19 | 20 | 21 | 22 | 23 | | |
| | 24 | 25 | 26 | 27 | 28 | | | 29 | 30 | 31 | | | 0 | 26 | 27 | 28 | 29 | 30 | | |
| Feb | Mon | Tue | Wed | Thur | Fri | | Mar | Mon | Tue | Wed | Thur | Fri | | Apr | Mon | Tue | Wed | Thur | Fri | |
| 0 | | | | | | | 19 | 2 | 3 | 4 | 5 | 6 | | | | | | | | |
| 0 | 2 | 3 | 4 | 5 | 6 | | 1 | 9 | 10 | 11 | 12 | 13 | Eid | | 6 | 7 | 8 | 9 | 10 | |
| 18 | 9 | 10 | 11 | 12 | 13 | | 0 | 16 | 17 | 18 | 19 | 20 | | | 13 | 14 | 15 | 16 | 17 | |
| 17 | 16 | 17 | 18 | 19 | 20 | | | 23 | 24 | 25 | 26 | 27 | 19 | 1 | 20 | 21 | 22 | 23 | 24 | |
| 1 | 23 | 24 | 25 | 26 | 27 | | | 30 | 31 | | | | | | 27 | 28 | 29 | 30 | | |
| May | Mon | Tue | Wed | Thur | Fri | | Jun | Mon | Tue | Wed | Thur | Fri | | Qtr | | | | | Sem 1 88 Sem 2 83 | |
| | | | | | 1 | | | | | 3 | 4 | 5 | 1 | 39 | 40 | 40 | 40 | 47 | | |
| | 4 | 5 | 6 | 7 | 8 | | | 8 | 9 | 10 | 11 | 12 | 2 | 48 | 48 | 48 | 48 | 51 | | |
| | 11 | 12 | 13 | 14 | 15 | | | 13 | 14 | 15 | 16 | 17 | 3 | 36 | 36 | 37 | 37 | 39 | | |
| 20 | 18 | 19 | 20 | 21 | 22 | | 7 | 22 | 23 | 24 | 25 | 26 | 4 | 46 | 46 | 46 | 46 | 48 | | |
| 0 | 25 | 26 | 27 | 28 | 29 | | 1 | 29 | | | | | Total | 169 | 170 | 171 | 171 | 185 | | |
| New Teacher Workshop 8/18, 21-22 & BD 8/19-20 | | | | | | | | No Students-Elm & Sec fall evening Conference Comp Day 11/26 | | | | | | | | | | | | |
| Workshop Week 8/25 to 8/29 | | | | | | | | No Students - District PD Full Day-No School 12/5 & 2/6 | | | | | | | | | | | | |
| Teacher Non Duty/Student and Other Staff Holidays | | | | | | | | Elem. Conferences (No Elem School-Secondary has school) 2/13 | | | | | | | | | | | | |
| First Day 1st - 12th 1/2 | | | | | | | | 6-12 Digital Learning Day - Family Connect Conferences 3/6 | | | | | | | | | | | | |
| First Day Kindergarten 1/3 | | | | | | | | Eid-al-Fitr Holiday - School not in session 3/20 | | | | | | | | | | | | |
| Yom Kippur Holiday - School not in session 10/3 | | | | | | | | No Students- Elem workday and Secondary reporting 3/27 | | | | | | | | | | | | |
| Grades 6-12 Digital Learning Day 10/2 | | | | | | | | No Students-Elm & Sec spring evening Conference Comp Day 4/3 | | | | | | | | | | | | |
| No Students-Elm Conferences and Secondary PD 10/15 | | | | | | | | 6-12 Digital Learning Day - Family Connect Conferences 4/17 | | | | | | | | | | | | |
| EM Teacher Convention 10/16 10/17 | | | | | | | | No Students-Work Day Ele/Sec-Grading-report 1/30 3/27 6/10 | | | | | | | | | | | | |
| No Students-Elm PD and Secondary reporting 11/1 | | | | | | | | End of Quarter-Students report 10/31 1/29 3/26 6/9 | | | | | | | | DRAFT1 | | | | |
| Grades 6-8 Digital Learning Day (Grades 9-12 in session) 11/14 | | | | | | | | Last Day K - 12th Students report 6/9 | | | | | | | | 11/28/23 | | | | |
| HS Graduation tentatively June 8 or 9, 2026 | | | | | | | | | | | | | | | | | | | | |

This recommended calendar closely replicates 2024-25 recommended calendar. Winter Break is longer than that which pushes end of school later.

Yom Kippur Oct 2 at
sundown. Non-school day
Oct 3

Eid al-Fitr (end of Ramadan) Friday night Mar 14
20 and Mar 21 falls on Saturday

**St. Louis Park
Public Schools**

Questions?

15

SLP 2024-2025 School Calendar - Internal HR Duty Days Planning Worksheet (2024-25 Recommended)

| Aug | Mon | Tue | Wed | Thur | Fri | Sep | Mon | Tue | Wed | Thur | Fri | Oct | Mon | Tue | Wed | Thur | Fri | |
|-----|-----|-----|-----|------|-----|------|-----|-----|-----|------|-----|-----|-----|-----|-----|------|-----|----|
| 0 | | | | 1 | 2 | 1-12 | 20 | 2 | 3 | 4 | 5 | 6 | 20 | | 1 | 2 | 3 | 4 |
| 0 | 5 | 6 | 7 | 8 | 9 | K | 19 | 9 | 10 | 11 | 12 | 13 | 1 | 7 | 8 | 9 | 10 | 11 |
| 5 | 12 | 13 | 14 | 15 | 16 | 2 | 0 | 16 | 17 | 18 | 19 | 20 | | 14 | 15 | 16 | 17 | 18 |
| | 19 | 20 | 21 | 22 | 23 | | | 23 | 24 | 25 | 26 | 27 | 0 | 21 | 22 | 23 | 24 | 25 |
| | 26 | 27 | 28 | 29 | 30 | | | 30 | | | | | 0 | 28 | 29 | 30 | 31 | |

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

| Dec | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | 2 | 3 | 4 | 5 | 6 |
| 14 | 9 | 10 | 11 | 12 | 13 |
| 1 | 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| | 30 | 31 | | | |

| Jan | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | | | 1 | 2 | 3 |
| 15 | 6 | 7 | 8 | 9 | 10 |
| 1 | 13 | 14 | 15 | 16 | 17 |
| 5 | 20 | 21 | 22 | 23 | 24 |
| 0 | 27 | 28 | 29 | 30 | 31 |

| Feb | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| 0 | | | | | |
| 0 | 3 | 4 | 5 | 6 | 7 |
| 18 | 10 | 11 | 12 | 13 | 14 |
| 17 | 17 | 18 | 19 | 20 | 21 |
| 1 | 24 | 25 | 26 | 27 | 28 |

| Mar | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | | | | | |
| 19 | 3 | 4 | 5 | 6 | 7 |
| 1 | 10 | 11 | 12 | 13 | 14 |
| 0 | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | 27 | 28 |

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

<Good Fri

| May | Mon | Tue | Wed | Thur | Fri | Jun | Mon | Tue | Wed | Thur | Fri | Qtr | K | Elem | MS | HS | Tchr | |
|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|------|-----|-------|-----|------|-----|-----|------|-------|
| | | | | 1 | 2 | | 2 | 3 | 4 | 5 | 6 | 1 | 41 | 42 | 42 | 42 | 49 | Sem 1 |
| | 5 | 6 | 7 | 8 | 9 | | 9 | 10 | 11 | 12 | 13 | 2 | 44 | 44 | 44 | 44 | 47 | 86 |
| | 12 | 13 | 14 | 15 | 16 | | 16 | 17 | 18 | 19 | 20 | 3 | 41 | 41 | 42 | 42 | 44 | Sem 2 |
| 21 | 19 | 20 | 21 | 22 | 23 | 4 | 23 | 24 | 25 | 26 | 27 | 4 | 43 | 43 | 43 | 43 | 45 | 85 |
| 0 | 26 | 27 | 28 | 29 | 30 | 1 | 30 | | | | | Total | 169 | 170 | 171 | 171 | 185 | |

| | | | |
|--|--------------------------|--|--------------------|
| New Teacher Workshop | 8/19, 22-23 & BD 8/20-21 | No Students- Elem & Sec fall evening Conference Comp Day | 11/27 |
| Workshop Week | 8/26 to 8/30 | No Students - District PD Full Day-No School | 12/6 & 2/7 |
| Teacher Non Duty/Student & Other Staff Holidays | | Elem. Conferences (No Elem School-Secondary in session) | 2/14 |
| First Day 1st - 12th | 9/3 | No Students- Elem workday and Secondary reporting | 3/28 |
| First Day Kindergarten | 9/4 | No Students- Elem & Sec spring evening Conference Comp Day | 4/4 |
| Yom Kippur Holiday - School not in session | 10/11-12 | Eid-al-Fitr Holiday - School not in session | 3/31 |
| Grades 6-12 Digital Learning Day | 10/10 | | |
| No Students- Elem Conferences and Secondary PD | 10/16 | Grades 6-12 Digital Learning Day | 3/14 4/18 |
| EM Teacher Convention | 10/17 10/18 | No Students-Work Day Ele/Sec-Grading-reporting | 1/24 3/28 6/6 |
| No Students- Elem PD and Secondary reporting | 11/5 | End of Quarter-Students report | 11/4 1/23 3/27 6/5 |
| Grades 6-8 Digital Learning Day (Grades 9-12 in session) | 11/15 | Last Day K - 12th Students report | 6/5 |

HS Graduation tentatively June 3-4, 2025

SLP 2025-2026 School Calendar - Internal HR Duty Days Planning Worksheet (DRAFT1 w/ Digital Learning Days Shown)

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

| Sep | Mon | Tue | Wed | Thur | Fri |
|------|-----|-----|-----|------|-----|
| 1-12 | 21 | 1 | 2 | 3 | 4 |
| K | 20 | 8 | 9 | 10 | 11 |
| 2 | 0 | 15 | 16 | 17 | 18 |
| | | 22 | 23 | 24 | 25 |
| | | 29 | 30 | | |

| Oct | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| 19 | | | 1 | 2 | 3 |
| 1 | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| 0 | 20 | 21 | 22 | 23 | 24 |
| 0 | 27 | 28 | 29 | 30 | 31 |

| Nov | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| 0 | | | | | |
| 1 | 3 | 4 | 5 | 6 | 7 |
| 16 | 10 | 11 | 12 | 13 | 14 |
| 1 | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | 27 | 28 |

| Dec | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | 1 | 2 | 3 | 4 | 5 |
| 14 | 8 | 9 | 10 | 11 | 12 |
| 1 | 15 | 16 | 17 | 18 | 19 |
| | 22 | 23 | 24 | 25 | 26 |
| | 29 | 30 | 31 | | |

| Jan | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | | | | 1 | 2 |
| 18 | 5 | 6 | 7 | 8 | 9 |
| 1 | 12 | 13 | 14 | 15 | 16 |
| 0 | 19 | 20 | 21 | 22 | 23 |
| 0 | 26 | 27 | 28 | 29 | 30 |

| Feb | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| 0 | | | | | |
| 0 | 2 | 3 | 4 | 5 | 6 |
| 18 | 9 | 10 | 11 | 12 | 13 |
| 17 | 16 | 17 | 18 | 19 | 20 |
| 1 | 23 | 24 | 25 | 26 | 27 |

| Mar | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| 19 | 2 | 3 | 4 | 5 | 6 |
| 1 | 9 | 10 | 11 | 12 | 13 |
| 0 | 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| | 30 | 31 | | | |

| Apr | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | | | 1 | 2 | 3 |
| | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 1 | 27 | 28 | 29 | 30 | |

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

| Jun | Mon | Tue | Wed | Thur | Fri |
|-----|-----|-----|-----|------|-----|
| | 1 | 2 | 3 | 4 | 5 |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| 7 | 22 | 23 | 24 | 25 | 26 |
| 1 | 29 | | | | |

| Qtr | K | Elem | MS | HS | Tchr |
|-------|-----|------|-----|-----|------|
| 1 | 39 | 40 | 40 | 40 | 47 |
| 2 | 48 | 48 | 48 | 48 | 51 |
| 3 | 36 | 36 | 37 | 37 | 39 |
| 4 | 46 | 46 | 46 | 46 | 48 |
| Total | 169 | 170 | 171 | 171 | 185 |

<Good Fri

17

| | | |
|--|--|--------------------------|
| | New Teacher Workshop | 8/18, 21-22 & BD 8/19-20 |
| | Workshop Week | 8/25 to 8/29 |
| | Teacher Non Duty/Student & Other Staff Holidays | |
| | First Day 1st - 12th | 1/2 |
| | First Day Kindergarten | 1/3 |
| | Yom Kippur Holiday - School not in session | 10/3 |
| | Grades 6-12 Digital Learning Day | 10/2 |
| | No Students- Elem Conferences and Secondary PD | 10/15 |
| | EM Teacher Convention | 10/16 10/17 |
| | No Students- Elem PD and Secondary reporting | 11/1 |
| | Grades 6-8 Digital Learning Day (Grades 9-12 in session) | 11/14 |

| | | |
|--|--|---------------------|
| | No Students- Elem & Sec fall evening Conference Comp Day | 11/26 |
| | No Students - District PD Full Day-No School | 12/5 & 2/6 |
| | Elem. Conferences (No Elem School-Secondary has school) | 2/13 |
| | 6-12 Digital Learning Day - Family Connect Conferences | 3/6 |
| | Eid-al-Fitr Holiday - School not in session | 3/20 |
| | No Students- Elem workday and Secondary reporting | 3/27 |
| | No Students- Elem & Sec spring evening Conference Comp Day | 4/3 |
| | 6-12 Digital Learning Day - Family Connect Conferences | 4/17 |
| | No Students-Work Day Ele/Sec-Grading-reporting | 1/30 3/27 6/10 |
| | End of Quarter-Students report | 10/31 1/29 3/26 6/9 |
| | Last Day K - 12th Students report | 6/9 |

DRAFT1

11/28/23

HS Graduation tentatively June 8 or 9, 2026



TO: Dr. Kate Maguire, Superintendent
 FROM: Patricia Magnuson, Director of Business Services
 SUBJECT: FY2023 Year End Fund Balances

The purpose of this memo is to outline preliminary audit results as of June 30, 2023.

Summary

Following the year-end audit, Business Office staff members prepared the attached fund balance summary to portray the district's financial position as of June 30, 2023. The General Fund Unassigned Fund Balance ended FY2023 at 8.71%, above the Policy 714 minimum of 6%.

Details

These final results (summarized below) will impact the beginning balance for FY2024 and will be included as part of the FY2024 budget update. Note the distinction between Operating Funds (General, School Nutrition and Community Service) and Non-Operating Funds. Non-Operating Funds, other than Debt Service, are generally not included in the budgeted.

| FY2023 Year-End Actual Results by Fund | | | | | | |
|--|------------------------|-----------------------|---------------------|-----------------------|---------------------|-----------------------|
| Fund | Beginning Fund Balance | Revenue | Transfers In | Expenditures | Transfers Out | Ending Fund Balance |
| Operating Funds | | | | | | |
| General | \$ 15,120,175 | \$ 71,476,501 | \$ 2,314,688 | \$ 74,538,287 | \$ 2,314,688 | \$ 12,058,389 |
| School Nutrition | \$ 870,106 | \$ 2,366,208 | \$ - | \$ 2,305,475 | \$ - | \$ 930,838 |
| Community Service | \$ 12,801 | \$ 8,055,784 | \$ 103,512 | \$ 7,568,413 | \$ - | \$ 603,683 |
| Subtotal Operating | \$ 16,003,082 | \$ 81,898,493 | \$ 2,418,200 | \$ 84,412,176 | \$ 2,314,688 | \$ 13,592,911 |
| Non-Operating Funds | | | | | | |
| Building Construction | \$ 4,841,408 | \$ 145,192,308 | \$ - | \$ 16,448,526 | \$ - | \$ 133,585,190 |
| Debt Service | \$ 2,248,540 | \$ 12,804,098 | \$ - | \$ 12,367,534 | \$ - | \$ 2,685,104 |
| Internal Service | \$ 2,151,272 | \$ 9,967,584 | \$ - | \$ 8,821,406 | \$ - | \$ 3,297,450 |
| Trust and Agency | \$ (3,097,839) | \$ 40,400 | \$ - | \$ 207,033 | \$ - | \$ (3,264,472) |
| Custodial | \$ 140,382 | \$ 360,289 | \$ - | \$ 353,135 | \$ 103,512 | \$ 44,024 |
| Subtotal Non-Operating | \$ 6,283,763 | \$ 168,364,679 | \$ - | \$ 38,197,633 | \$ 103,512 | \$ 136,347,297 |
| Grand Total | \$ 22,286,845 | \$ 250,263,172 | \$ 2,418,200 | \$ 122,609,809 | \$ 2,418,200 | \$ 149,940,208 |

Below is a summary budget to actual comparison of the ending fund balance for the three operating funds.

| Operating Funds FY2023 Budget vs. Actual by Fund | | | | |
|--|------------------------------|----------------------------|---------------------|---------------|
| Fund | Budgeted Ending Fund Balance | Actual Ending Fund Balance | Variance by Fund | |
| General | \$ 12,334,620 | \$ 12,058,389 | \$ (276,231) | -2.24% |
| Unassigned % | 8.8% | 8.71% | -.09% | |
| School Nutrition | \$ 875,073 | \$ 930,838 | \$ 55,766 | 6.37% |
| Community Service | \$ 663,247 | \$ 603,683 | \$ (59,564) | -8.98% |
| Subtotal Operating | \$ 13,872,940 | \$ 13,592,911 | \$ (280,029) | -2.02% |

Changes from prior year

Due to staff turnover and the transition to the PowerSchool eFinancePLUS system in FY2023, the Business Office had the opportunity to evaluate accounting methodologies and implement best practices as we closed the books for the first time in the new system. The audit and closing process was drawn out and uncovered a few inconsistencies and outdated accounting practices. This resulted in a more rigorous and detailed accounting of unassigned, assigned, non-spendable and restricted fund balances and a more accurate depiction of financial results within these categories. Some items to note in each fund balance category:

- Unassigned (General Fund) - residual amounts in the general fund not reported in any other classification; this balance plus the assigned balance for subsequent years budget deficit are used to calculate the unreserved general fund balance for school board policy purposes
- Assigned (General Fund) - unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed; the school board has traditionally assigned fund balance in the following categories
 - Subsequent year's budget deficit
 - Severance
 - ATPPS balance

For FY2023 we recommend that a new category for donations, gifts and local grants be assigned. This allows the district to hold funds dedicated to specific purposes outside of the unassigned balance and will allow for the assigned carryover of funds designed to be spent over more than one fiscal year.

- Nonspendable (General, School Nutrition and Community Education) - funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact; the district has prepaid balances in all three funds and an inventory balance in the School Nutrition Fund.
- Restricted - funds that have legally enforceable constraints placed on their use; most funds carry restricted balances and some funds balances are fully restricted (building construction, debt service, custodial); generally funds are restricted due to UFARS requirements; some items to note:
 - for FY2023 each restricted category (even those without ending balances) is represented on the fund balance sheet, the result is a more accurate accounting of unassigned revenues and expenditures and a more transparent reflection of the multiple categories of restricted revenue sources
- Net Assets (OPEB Trust and Internal Service) - some fund balances represent the net assets held by the district;
 - for FY2023 the restricted balance in the Internal Service Fund is split between the amounts for self-funded medical and dental
- The accounting for Children First has been removed from the Community Education Fund and added to the Custodial Fund. Some items to note:

- For the second year in a row, Children First has ended the fiscal year with a negative fund balance. The District cannot carry debt for custodial accounts, so this must be rectified.
- School districts should not provide services for custodial funds, however, due to the increased demand for services such as payroll, accounting, technology, and human resources, Children First was charged for these services in a manner similar to how the Community Service and School Nutrition Funds are charged for General Fund Services. FY2023 was the first year that this chargeback has been implemented. The District does not have statutory authority to provide these types of services to custodial accounts, so these services must be ended. In the meantime, the district will continue to utilize the chargeback method.

Next Steps

The Business Office will continue to work with the district audit firm, Malloy, Montague, Karnowski and Radosevich (MMKR) to prepare the final audit report for acceptance by the School Board at a future meeting.

ST. LOUIS PARK PUBLIC SCHOOLS
PROJECTED FUND BALANCES THROUGH JUNE 30, 2023

| FUND DESCRIPTION | 6/30/2022 Actual | 2022-23 Budget Revenue | Transfers In | 2022-23 Budget Expenditures | Transfers Out | 6/30/2023 Budget Balance |
|---|------------------|------------------------|---------------------|-----------------------------|---------------------|--------------------------|
| GENERAL FUND | | | | | | |
| Unassigned (Balance Sheet 422) | - .00 | (540,991.82) | 2,270,988.00 | (488,958.55) | 43,700.00 | 2,175,254.73 |
| Assigned (Balance Sheet 462) | | | | | | |
| Subsequent Year's Budget Deficit | - .00 | - .00 | - .00 | - .00 | 2,270,988.00 | (2,270,988.00) |
| Donations/Gifts/Local Grants | - .00 | - .00 | 43,700.00 | - .00 | - .00 | 43,700.00 |
| Severance Payments (Object 191) | - .00 | - .00 | - .00 | 330,342.38 | - .00 | (330,342.38) |
| ATPPS (FIN 335) | - .00 | 2,251.00 | - .00 | (126,397.78) | - .00 | 128,648.78 |
| Nonspendable (Prepaid/Inventory) - Balance Sheet 460 | - .00 | - .00 | - .00 | 231,308.06 | - .00 | (231,308.06) |
| Restricted | | | | | | |
| Capital Projects (Technology) Levy (Fund 16) | - .00 | 84,884.50 | - .00 | (153,059.58) | - .00 | 237,944.08 |
| Tech Non-Spendable (prepaid/inventory) | - .00 | - .00 | - .00 | - .00 | - .00 | - .00 |
| Long Term Facilities Maintenance (Exp PRG 865/Rev FIN 347) | - .00 | (351.00) | - .00 | 135,902.39 | - .00 | (136,253.39) |
| Operating Capital (FIN 302) | - .00 | (45,667.23) | - .00 | (379,125.92) | - .00 | 333,458.69 |
| Basic Skills (FIN 309/317) | (0.00) | (86,320.84) | - .00 | (86,320.84) | - .00 | (0.00) |
| Medical Assistance (FIN 372) | - .00 | 31,289.82 | - .00 | 260,920.14 | - .00 | (229,630.32) |
| Staff Development (FIN 306-308,316-obj 195/295) | - .00 | 45,266.81 | - .00 | 50,248.90 | - .00 | (4,982.09) |
| Learning & Development (FIN 330) | - .00 | 170,700.00 | - .00 | 170,700.00 | - .00 | - .00 |
| Area Learning Center (FIN 303) | - .00 | 62,274.72 | - .00 | 62,274.72 | - .00 | - .00 |
| Gifted & Talented (FIN 438) | - .00 | 886,536.88 | - .00 | 886,536.88 | - .00 | - .00 |
| Achievement & Integration (FIN 313) | - .00 | 251,302.00 | - .00 | 236,886.49 | - .00 | 14,415.51 |
| Safe Schools (FIN 342) | - .00 | 85,349.32 | - .00 | 91,497.87 | - .00 | (6,148.55) |
| Student Activities (Fund 50) | - .00 | 866,304.78 | - .00 | 866,304.78 | - .00 | - .00 |
| TOTAL GENERAL FUND | (0.00) | 1,812,828.94 | 2,314,688.00 | 2,089,059.94 | 2,314,688.00 | (276,231.00) |
| <i>Unassigned FB as a % of expenditures (includes assigned for subsequent years budget)</i> | <i>0.00%</i> | | | | | <i>-0.09%</i> |
| SCHOOL NUTRITION | | | | | | |
| Restricted (Balance Sheet 464) | - .00 | 363,716.05 | - .00 | 332,545.30 | - .00 | 31,170.75 |
| Nonspendable (Inventory/Prepaid) - Balance Sheet 460 | - .00 | - .00 | - .00 | (24,594.83) | - .00 | 24,594.83 |
| TOTAL SCHOOL NUTRITION FUND | - .00 | 363,716.05 | - .00 | 307,950.47 | - .00 | 55,765.58 |
| COMMUNITY SERVICE | | | | | | |
| Nonspendable (Inventory/Prepaid)-Balance Sheet 460 | - .00 | - .00 | | 2,644.04 | | (2,644.04) |
| Restricted/Reserved Community Education-Balance Sheet 431 | | | | | | |
| Community Education | - .00 | 635,094.00 | - .00 | 457,489.67 | - .00 | 177,604.33 |
| Disabilities Levy (FIN 798) | - .00 | 3,539.00 | - .00 | 58,864.31 | - .00 | (55,325.31) |
| ECFE (FIN 325/328)-Balance Sheet 432 | - .00 | (163,970.15) | - .00 | 47,996.47 | - .00 | (211,966.62) |
| School Readiness (FIN 344/337/338)-Balance Sheet 444 | - .00 | 80,913.79 | - .00 | (13,479.86) | - .00 | 94,393.65 |
| Adult Basic Education (FIN 322)-Balance Sheet 447 | - .00 | 173,227.12 | - .00 | 173,227.12 | - .00 | - .00 |
| Restricted (Balance Sheet 464) | - .00 | - .00 | - .00 | - .00 | - .00 | |
| Non-Public (FIN 350-353) | - .00 | (53,160.11) | - .00 | (52,954.89) | - .00 | (205.22) |
| LCTS (FIN 799) | - .00 | 60,357.00 | - .00 | 179,558.42 | - .00 | (119,201.42) |
| EC Screening (FIN 354) | - .00 | 22,654.68 | - .00 | 68,385.73 | - .00 | (45,731.05) |
| CCDBG (FIN 699) | - .00 | 182,371.30 | - .00 | 182,371.30 | - .00 | - .00 |
| Children First | - .00 | (138,662.00) | 103,512.00 | (138,662.00) | - .00 | 103,512.00 |
| TOTAL COMMUNITY SERVICE FUND | - .00 | 802,364.63 | 103,512.00 | 965,440.31 | - .00 | (59,563.68) |
| BUILDING CONSTRUCTION | | | | | | |
| Restricted - Voter Approved Bond Projects | - .00 | 145,152,058.73 | - .00 | 12,003,498.73 | - .00 | 133,148,560.00 |
| Restricted - LTFM Construction Bonds | - .00 | 40,249.13 | - .00 | 4,095,027.20 | - .00 | (4,054,778.07) |
| TOTAL BUILDING CONSTRUCTION | - .00 | 145,192,307.86 | - .00 | 16,098,525.93 | - .00 | 129,093,781.93 |
| DEBT SERVICE | | | | | | |
| Restricted | - .00 | 13,098.42 | - .00 | (4,437.24) | - .00 | 17,535.66 |
| TOTAL DEBT SERVICE FUND | - .00 | 13,098.42 | - .00 | (4,437.24) | - .00 | 17,535.66 |
| INTERNAL SERVICE | | | | | | |
| Self Funded Dental Net Assets | - .00 | 555,739.66 | - .00 | 580,417.71 | - .00 | (24,678.05) |
| Self Funded Medical Net Assets | - .00 | 9,411,844.02 | - .00 | 8,240,987.89 | - .00 | 1,170,856.13 |
| TOTAL INTERNAL SERVICE | - .00 | 9,967,583.68 | - .00 | 8,821,405.60 | - .00 | 1,146,178.08 |
| TRUST AND AGENCY | | | | | | |
| OPEB Trust - Present Value of Net Assets | - .00 | 40,400.19 | - .00 | 207,032.85 | - .00 | (166,632.66) |
| TOTAL TRUST AND AGENCY | - .00 | 40,400.19 | - .00 | 207,032.85 | - .00 | (166,632.66) |
| CUSTODIAL | | | | | | |
| Restricted - Children First | - .00 | 354,631.19 | - .00 | 334,889.01 | 103,512.00 | (83,769.82) |
| Restricted - Scholarship | - .00 | 5,657.69 | - .00 | 18,246.22 | - .00 | (12,588.53) |
| TOTAL CUSTODIAL | - .00 | 360,288.88 | - .00 | 353,135.23 | 103,512.00 | (96,358.35) |
| GRAND TOTAL ALL FUNDS | (0.00) | 158,552,588.65 | 2,418,200.00 | 28,838,113.09 | 2,418,200.00 | 129,714,475.56 |

FY2025 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

| | Date | Who | Outcome | Document |
|---|---------------------------|--|---|---|
| | Grey shading denotes FAC | | Orange shading denotes School Board (Bold = school board budget-related action) | |
| D a t a G a t h e r i n g | September/October 2023 | Budget Managers | 1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan | (A) Budget Timeline |
| | September 20, 2023 | Finance Advisory Committee | 1. Overview of plan/expectations 2. Understand Budget Timeline 3. Discuss expenditure analysis process | (A) Budget Timeline (C) FY2024 Budget Book (H) Spring 2023 FAC Report |
| | September 26, 2023 | School Board Regular Meeting | Approve preliminary Pay 2024 levy | (B) Levy summary |
| | October 25, 2023 | Finance Advisory Committee | Begin revenue analysis | (D) Enrollment projections |
| | November 2023 | Business Office | Begin FY2024 Mid-Year budget review | |
| | November 15, 2023 | Finance Advisory Committee | Begin expenditure analysis | |
| | November 28, 2023 |  School Board Regular Meeting | Preview FY2023 Year-End Audit Results | |
| | December 6, 2023 | Finance Advisory Committee | 1. Revisit FY2025 enrollment projections 2. FY2025 Fund Balance assumptions 3. FY2025 other assumptions | |
| | December 12, 2023 | School Board Regular Meeting | Tax Hearing Approve final Pay 2024 levy Approve FY2023 Audit Results | (B) Levy Summary |
| P r e p a r a t i o n | Jan - June 2024 | Budget Managers | Review budget based on legislative changes and strategic plan review; adjustment as necessary. | |
| | January 23, 2023 | School Board Regular Meeting | Update regarding budget process | (A) Budget Timeline (D) Enrollment Projections |
| | January 24, 2024 | Finance Advisory Committee | 1. Review final budget assumptions 2. Begin draft of Spring 2024 FAC Report | |
| | February 2024 | Budget Managers | All FY2025 Operating and Capital fund budget requests due to Business Office | |
| | February 13, 2024 | School Board Regular Meeting | Update regarding budget process (timeline, budget adjustments, restricted use of public funds) | (A) Budget Timeline |
| | February 21, 2024 | Finance Advisory Committee | Prepare School Board presentation | (H) Spring 2024 FAC Report |
| | February 27, 2024 | School Board Regular Meeting | FAC Presentation and update regarding FY2025 budget process | (A) Budget Timeline Spring 2024 FAC Report (H) |
| A p p r o v a l | March 12, 2023 | School Board Regular Meeting | Approve FY2025 General Fund budget parameters | (A) Budget Timeline |
| | March 27, 2024 | Finance Advisory Committee | Wrap up meeting | |
| | April 11, 2023 | School Board Regular Meeting | Review FY2023 Mid Year Budget Update | (E) Fund Balance Summary |
| | April 23, 2024 | School Board Regular Meeting | Approve FY2024 Spring Budget Update Approve FY2025 Operating Capital Budget | (F) Capital Related Funds Budget |
| | May 2024 | MN Legislative Session Adjourns | | |
| | June 11, 2024 | School Board Study Session | Review final FY2025 Budgets for all funds; prepare to take action at June 25 regular meeting | (E) Fund Balance Summary |
| | June 25, 2024 | School Board Regular Meeting | Approve final FY2025 budget for all funds | (C) FY2025 Budget Book |
| C l o s e | June 2024 | Budget Managers | Debrief on FY2025 budget planning process | |
| | July 2024 | Business Services | Prepare for FY2024 Audit | |

FY2023 Year-End Audit Preview

November 28, 2023 School Board Meeting

23

Presentation Purpose

The purpose of this presentation is to:


- ✓ preview FY 2023 year-end fund balance results; and
- ✓ understand next steps in the budgeting process.

| Includes General Operating, Food Nutrition Service, Community Service, and Capital | | | |
|--|--------------------------|---------------------------------|---|
| | Date | Who | Outcome |
| | Grey shading denotes FAC | | Orange shading denotes School Board (Bold = school board budget-related action) |
| D a t a G a t h e r i n g | September/October 2023 | Budget Managers | 1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan (A) Budget Timeline |
| | September 20, 2023 | Finance Advisory Committee | 1. Overview of plan/expectations 2. Understand Budget Timeline 3. Discuss expenditure analysis process (A) Budget Timeline (C) FY2024 Budget Book (H) Spring 2023 FAC Report |
| | September 26, 2023 | School Board Regular Meeting | Approve preliminary Pay 2024 levy (B) Levy summary |
| | October 25, 2023 | Finance Advisory Committee | Begin revenue analysis (D) Enrollment projections |
| | November 2023 | Business Office | Begin FY2024 Mid-Year budget review |
| | November 15, 2023 | Finance Advisory Committee | Begin expenditure analysis |
| | November 28, 2023 | School Board Regular Meeting | Preview FY2023 Year-End Audit Results |
| | December 6, 2023 | Finance Advisory Committee | 1. Revisit FY2025 enrollment projections 2. FY2025 Fund Balance assumptions 3. FY2025 other assumptions |
| | December 12, 2023 | School Board Regular Meeting | Tax Hearing Approve final Pay 2024 levy Approve FY2023 Audit Results (B) Levy Summary |
| | Jan - June 2024 | Budget Managers | Review budget based on legislative changes and strategic plan review; adjustment as necessary. |
| P r e p a r a t i o n | January 23, 2023 | School Board Regular Meeting | Update regarding budget process (A) Budget Timeline (D) Enrollment Projections |
| | January 24, 2024 | Finance Advisory Committee | 1. Review final budget assumptions 2. Begin draft of Spring 2024 FAC Report |
| | February 2024 | Budget Managers | All FY2025 Operating and Capital fund budget requests due to Business Office |
| | February 13, 2024 | School Board Regular Meeting | Update regarding budget process (timeline, budget adjustments, restricted use of public funds) (A) Budget Timeline |
| | February 21, 2024 | Finance Advisory Committee | Prepare School Board presentation (H) Spring 2024 FAC Report |
| | February 27, 2024 | School Board Regular Meeting | FAC Presentation and update regarding FY2025 budget process (A) Budget Timeline Spring 2024 FAC Report |
| | March 12, 2023 | School Board Regular Meeting | Approve FY2025 General Fund budget parameters (A) Budget Timeline |
| A p p r o v a l | March 27, 2024 | Finance Advisory Committee | Wrap up meeting |
| | April 11, 2023 | School Board Regular Meeting | Review FY2023 Mid Year Budget Update (E) Fund Balance Summary |
| | April 23, 2024 | School Board Regular Meeting | Approve FY2024 Spring Budget Update Approve FY2025 Operating Capital Budget (F) Capital Related Funds Budget |
| | May 2024 | MN Legislative Session Adjourns | |
| | June 11, 2024 | School Board Study Session | Review final FY2025 Budgets for all funds; prepare to take action at June 25 regular meeting (E) Fund Balance Summary |
| | June 25, 2024 | School Board Regular Meeting | Approve final FY2025 budget for all funds (C) FY2025 Budget Book |
| | June 2024 | Budget Managers | Debrief on FY2025 budget planning process |
| C l i p | July 2024 | Business Services | Prepare for FY2024 Audit |



FY2025 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

| | Date | Who | Outcome | Document |
|---|---------------------------|--|---|---|
| | Grey shading denotes FAC | | Orange shading denotes School Board (Bold = school board budget-related action) | |
| D a t a G a t h e r i n g | September/October 2023 | Budget Managers | 1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan | (A) Budget Timeline |
| | September 20, 2023 | Finance Advisory Committee | 1. Overview of plan/expectations 2. Understand Budget Timeline 3. Discuss expenditure analysis process | (A) Budget Timeline (C) FY2024 Budget Book (H) Spring 2023 FAC Report |
| | September 26, 2023 | School Board Regular Meeting | Approve preliminary Pay 2024 levy | (B) Levy summary |
| | October 25, 2023 | Finance Advisory Committee | Begin revenue analysis | (D) Enrollment projections |
| | November 2023 | Business Office | Begin FY2024 Mid-Year budget review | |
| | November 15, 2023 | Finance Advisory Committee | Begin expenditure analysis | |
| | November 28, 2023 |  School Board Regular Meeting | Preview FY2023 Year-End Audit Results | 26 |
| | December 6, 2023 | Finance Advisory Committee | 1. Revisit FY2025 enrollment projections 2. FY2025 Fund Balance assumptions 3. FY2025 other assumptions | |
| | December 12, 2023 | School Board Regular Meeting | Tax Hearing Approve final Pay 2024 levy Approve FY2023 Audit Results | (B) Levy Summary |
| | Jan - June 2024 | Budget Managers | Review budget based on legislative changes and strategic | |

FY 2023 Year-End Fund Balance Results

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Steady FY2023 Year-End Fund Balance Results

- **Unassigned/Unreserved General Fund**
 - above board policy 714 minimum (8.71% vs 6.00%)
 - steady in comparison to budget parameter (8.71% vs. 8.00%)
- School Nutrition and Community Service Fund steady
- Children First funds moved from Community Education to Custodial Fund
- Building Construction Fund in alignment with planned work
- Self Funded medical continues growth

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Steady FY2023 Year-End Fund Balance Results

| ST. LOUIS PARK PUBLIC SCHOOLS AUDITED FUND BALANCES THROUGH JUNE 30, 2023 | | | | | |
|--|-----------------------|------------------------|---------------------|-----------------------------|--|
| FUND DESCRIPTION | 6/30/2022 Actual | 2022-23 Budget Revenue | Transfers In | 2022-23 Budget Expenditures | Transfers Out 6/30/2023 Budget Balance |
| GENERAL FUND | | | | | |
| Unassigned (Balance Sheet 422) | 4,379,553.43 | 59,501,622.18 | 2,270,988.00 | 61,051,029.45 | 43,700.00 5,057,434.16 |
| Assigned (Balance Sheet 463) | | | | | |
| Subsequent Year's Budget Deficit | 2,532,674.00 | | | | 2,270,988.00 261,686.00 |
| Donations/Gifts/Local Grants | | | 43,700.00 | | 43,700.00 |
| Severance Payments (Object 191) | 1,656,930.32 | | | 580,342.38 | 1,076,577.94 |
| ATPPS (FIN 335) | (936,328.22) | 1,179,251.00 | | 1,050,602.22 | (207,679.44) |
| Non-Spendable (Prepaid/Inventory) - Balance Sheet 460 | 294,027.14 | | | 231,308.06 | 62,719.08 |
| Restricted | | | | | |
| Capital Projects (Technology) Levy (Fund 16) | 1,718,953.05 | 3,148,884.50 | | 2,888,256.42 | 1,979,581.13 |
| Long Term Facilities Maintenance (Exp PRG 865/Rev FIN 347) | 1,475,189.47 | 1,032,649.00 | | 1,168,902.39 | 1,338,936.08 |
| Operating Capital (FIN 302) | 3,050,953.65 | 1,833,332.77 | | 2,608,239.08 | 2,276,047.34 |
| Basic Skills (FIN 309/317) | - .00 | 1,613,679.16 | | 1,613,679.16 | - .00 |
| Medical Assistance (FIN 372) | 182,130.32 | 86,289.82 | | 268,420.14 | - .00 |
| Staff Development (FIN 306-308.316-obj 195/295) | 4,982.09 | 657,524.81 | | 662,506.90 | - .00 |
| Learning & Development (FIN 330) | - .00 | 967,104.78 | | 967,104.78 | - .00 |
| Area Learning Center (FIN 303) | - .00 | 170,700.00 | | 170,700.00 | - .00 |
| Gifted & Talented (PRG 218) | - .00 | 62,274.72 | | 62,274.72 | - .00 |
| Achievement & Integration (FIN 313) | - .00 | 886,536.88 | | 886,536.88 | - .00 |
| Safe Schools (FIN 342) | (14,415.51) | 251,302.00 | | 236,886.49 | - .00 |
| Student Activities (Fund 50) - Balance Sheet 401 | 175,535.53 | 85,349.32 | | 91,497.87 | 169,386.98 |
| TOTAL GENERAL FUND | 15,120,175.27 | 71,476,500.94 | 2,314,688.00 | 74,538,286.94 | 2,314,688.00 12,058,389.27 |
| Unassigned FB as a % of expenditures (includes assigned for subsequent years budget) | 10.24% | 69,128,372.00 | | 72,949,227.00 | 8.71% |
| SCHOOL NUTRITION | | | | | |
| Restricted/Reserved Fund Balance Sheet 464 | 848,609.04 | 2,366,208.05 | | 2,330,070.30 | 884,746.79 |
| Non-spendable (Inventory/Prepaid)-Balance Sheet 460 | 21,496.46 | - .00 | | (24,594.83) | 46,091.29 |
| TOTAL SCHOOL NUTRITION FUND | 870,105.50 | 2,366,208.05 | - .00 | 2,305,475.47 | - .00 930,838.08 |
| COMMUNITY SERVICE | | | | | |
| Non-spendable (Inventory/Prepaid)-Balance Sheet 460 | 3,394.04 | - .00 | | 2,644.04 | 750.00 |
| Restricted/Reserved Community Education-Balance Sheet 431 | | | | | |
| Community Education | (579,428.30) | 5,758,965.00 | | 5,031,362.67 | 148,174.03 |
| Disabilities Levy (FIN 798) | 46,082.52 | 456,139.00 | | 511,464.31 | (9,242.79) |
| ECFE (FIN 325/328)-Balance Sheet 432 | 187,395.22 | 395,084.85 | | 513,704.47 | 68,775.60 |
| School Readiness (FIN 344/337/338)-Balance Sheet 444 | 6,240.34 | 319,280.79 | | 217,786.14 | 107,734.99 |
| Adult Basic Education (FIN 322)-Balance Sheet 447 | | 173,227.12 | | 173,227.12 | - .00 |
| Restricted (Balance Sheet 464) | | | | | |
| Non-Public (FIN 350-353) | 70,716.86 | 687,703.89 | | 687,909.11 | 70,511.64 |
| LCTS (FIN 799) | 381,912.32 | 60,357.00 | | 179,558.42 | 262,710.90 |
| EC Screening (FIN 354) | - .00 | 22,654.68 | | 68,385.73 | (45,731.05) |
| CCDBG (FIN 699) | - .00 | 182,371.30 | | 182,371.30 | - .00 |
| Children First | (103,512.00) | - .00 | 103,512.00 | - .00 | - .00 |
| TOTAL COMMUNITY SERVICE FUND | 9,406.96 | 8,055,783.63 | 103,512.00 | 7,568,413.31 | - .00 803,683.32 |
| BUILDING CONSTRUCTION | | | | | |
| Voter Approved Bond Projects | 786,630.39 | 145,152,068.73 | | 12,353,498.73 | 133,585,190.39 |
| LTRM Construction Bonds | 4,054,778.07 | 40,249.13 | | 4,095,027.20 | (0.00) |
| TOTAL BUILDING CONSTRUCTION | 4,841,408.46 | 145,192,307.86 | - .00 | 16,448,525.93 | - .00 133,585,190.39 |
| DEBT SERVICE | | | | | |
| Regular | 2,248,539.72 | 12,804,098.42 | | 12,367,533.76 | 2,685,104.38 |
| TOTAL DEBT SERVICE FUND | 2,248,539.72 | 12,804,098.42 | - .00 | 12,367,533.76 | - .00 2,685,104.38 |
| INTERNAL SERVICE | | | | | |
| Self Funded Dental | 459,785.27 | 555,739.66 | | 580,417.71 | 435,107.22 |
| Self Funded Medical | 1,691,486.72 | 9,411,844.02 | | 8,240,987.89 | 2,862,342.85 |
| TOTAL INTERNAL SERVICE | 2,151,271.99 | 9,967,583.68 | - .00 | 8,821,405.60 | - .00 3,297,450.07 |
| TRUST AND AGENCY | | | | | |
| OPEB Trust | (3,097,839.33) | 40,400.19 | | 207,032.85 | (3,264,471.99) |
| TOTAL TRUST AND AGENCY | (3,097,839.33) | 40,400.19 | - .00 | 207,032.85 | - .00 (3,264,471.99) |
| CUSTODIAL | | | | | |
| Children First | - .00 | 354,631.19 | | 334,889.01 | (83,769.82) |
| Scholarship | 140,382.39 | 5,657.69 | | 18,246.22 | 127,793.86 |
| TOTAL CUSTODIAL | 140,382.39 | 360,288.88 | - .00 | 353,135.23 | 103,512.00 44,024.04 |
| GRAND TOTAL ALL FUNDS | 22,283,450.96 | 250,263,171.65 | 2,418,200.00 | 122,609,809.09 | 2,418,200.00 149,940,207.56 |



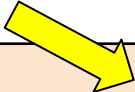
Steady FY2023 Year-End Fund Balance Results

FY2023 Year-End Actual Results by Fund

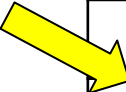
| Fund | Beginning Fund Balance | Revenue | Transfers In | Expenditures | Transfers Out | Ending Fund Balance |
|-------------------------------|------------------------|-----------------------|---------------------|-----------------------|---------------------|-----------------------|
| Operating Funds | | | | | | |
| General | \$ 15,120,175 | \$ 71,476,501 | \$ 2,314,688 | \$ 74,538,287 | \$ 2,314,688 | \$ 12,058,389 |
| School Nutrition | \$ 870,106 | \$ 2,366,208 | \$ - | \$ 2,305,475 | \$ - | \$ 930,838 |
| Community Service | \$ 12,801 | \$ 8,055,784 | \$ 103,512 | \$ 7,568,413 | \$ - | \$ 603,683 |
| Subtotal Operating | \$ 16,003,082 | \$ 81,898,493 | \$ 2,418,200 | \$ 84,412,176 | \$ 2,314,688 | \$ 13,592,911 |
| Non-Operating Funds | | | | | | |
| Building Construction | \$ 4,841,408 | \$ 145,192,308 | \$ - | \$ 16,448,526 | \$ - | \$ 133,585,190 |
| Debt Service | \$ 2,248,540 | \$ 12,804,098 | \$ - | \$ 12,367,534 | \$ - | \$ 2,685,104 |
| Internal Service | \$ 2,151,272 | \$ 9,967,584 | \$ - | \$ 8,821,406 | \$ - | \$ 3,297,450 |
| Trust and Agency | \$ (3,097,839) | \$ 40,400 | \$ - | \$ 207,033 | \$ - | \$ (3,264,472) |
| Custodial | \$ 140,382 | \$ 360,289 | \$ - | \$ 353,135 | \$ 103,512 | \$ 44,024 |
| Subtotal Non-Operating | \$ 6,283,763 | \$ 168,364,679 | \$ - | \$ 38,197,633 | \$ 103,512 | \$ 136,347,297 |
| Grand Total | \$ 22,286,845 | \$ 250,263,172 | \$ 2,418,200 | \$ 122,609,809 | \$ 2,418,200 | \$ 149,940,208 |



Steady FY2023 Year-End Fund Balance Results



Operating Funds FY2023 Budget vs. Actual by Fund




| Fund | Budgeted Ending Fund Balance | Actual Ending Fund Balance | Variance by Fund | |
|---------------------------|------------------------------|----------------------------|---------------------|----------------------------|
| General | \$ 12,334,620 | \$ 12,058,389 | \$ (276,231) | -2.24% |
| Unassigned % | 8.8% | 8.71% | -.09% | |
| School Nutrition | \$ 875,073 | \$ 930,838 | \$ 55,766 | 6.37% |
| Community Service | \$ 663,247 | \$ 603,683 | \$ (59,564) | -8.98% |
| Subtotal Operating | \$ 13,872,940 | \$ 13,592,911 | \$ (280,029) | -2.02%³¹ |

FY2023 General Fund Details


| General Fund Category | 6/30/2022 Actual | 2022-23 Budget Revenue | Transfers In | 2022-23 Budget Expenditures | Transfers Out | 6/30/2023 Budget Balance | |
|-----------------------------------|---------------------|---------------------------|------------------|--------------------------------|------------------|-----------------------------|----------------|
| Unassigned | 4,379,553 | 59,501,622 | 2,270,988 | 61,051,029 | 43,700 | 5,057,434 | 41.94% |
| Assigned | 3,853,266 | 1,179,251 | 43,700 | 1,630,945 | 2,270,988 | 1,174,285 | 9.74% |
| Non-Spendable (Prepaid/Inventory) | 294,027 | | | 231,308 | | 62,719 | 0.52% |
| Restricted | 6,593,329 | 10,795,628 | - | 11,625,005 | - | 5,763,952 | 47.80% |
| Total General Fund | 15,120,175 | 71,476,501 | 2,314,688 | 74,538,287 | 2,314,688 | 12,058,389 | 100.00% |

FY2023 General Fund Details



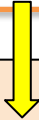
| Fund | Beginning Fund Balance | Revenue | Transfers In | Expenditures | Transfers Out | Ending Fund Balance |
|--|------------------------|------------|--------------|--------------|---------------|---------------------|
| Unassigned | 4,379,553 | 59,501,622 | 2,270,988 | 61,051,029 | 43,700 | 5,057,434 |
| Assigned | | | | | | |
| Subsequent Year's Budget Deficit | 2,532,674 | | | | 2,270,988 | 261,686 |
| Donations/Gifts/Local Grants | | | 43,700 | | | 43,700 |
| Severance Payments | 1,656,920 | | | 580,342 | | 1,076,578 |
| ATPPS | (336,328) | 1,179,251 | | 1,050,602 | | (207,679) |
| Non-Spendable (Prepaid/Inventory) | 294,027 | | | 231,308 | | 62,719 |

FY2023 General Fund Details



| Fund | Beginning Fund Balance | Revenue | Expenditures | Ending Fund Balance |
|------------------------------------|------------------------|-----------|--------------|---------------------|
| Restricted (page 1) | | | | |
| Capital Projects (Technology) Levy | 1,718,953 | 3,148,885 | 2,888,256 | 1,979,581 |
| Long Term Facilities Maintenance | 1,475,189 | 1,032,649 | 1,168,902 | 1,338,936 |
| Operating Capital | 3,050,954 | 1,833,333 | 2,608,239 | 2,276,047 |
| Basic Skills | - | 1,613,679 | 1,613,679 | - |
| Medical Assistance | 182,130 | 86,290 | 268,420 | - |
| Staff Development | 4,982 | 657,525 | 662,507 | - |

FY2023 General Fund Details



| Fund | Beginning Fund Balance | Revenue | Expenditures | Ending Fund Balance |
|----------------------------|------------------------|---------|--------------|---------------------|
| Restricted (page 2) | | | | |
| Learning & Development | - | 967,105 | 967,105 | - |
| Area Learning Center | - | 170,700 | 170,700 | - |
| Gifted & Talented | - | 62,275 | 62,275 | - |
| Achievement & Integration | - | 886,537 | 886,537 | - |
| Safe Schools | (14,416) | 251,302 | 236,886 | - |
| Student Activities | 175,536 | 85,349 | 91,498 | 169,387 |

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Steady FY2023 Year-End Fund Balance Results

- **Unassigned/Unreserved General Fund**
 - above board policy 714 minimum (8.71% vs 6.00%)
 - steady in comparison to budget parameter (8.71% vs. 8.00%)
- School Nutrition and Community Service Fund steady
- Children First funds moved from Community Education to Custodial Fund
- Building Construction Fund in alignment with planned work
- Self Funded medical continues growth

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Next Steps in Budgeting Process

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Update FY 2024 Budget

1. Beginning Fund Balances
2. Enrollment
3. State Aid
4. School Nutrition Revenue and Expenditures
5. Other
 - Employee contract settlements
 - Market-based operating costs (transportation, utilities, property/liability insurance)

Preview FY 2025 Budget Assumptions

1. Basic Funding Formula
2. Enrollment Projections
3. Fees in Operating Funds
4. Class Size Guidelines
5. General Fund Contingency
6. General Fund Balance Limit
7. Other
 - Employee contract settlements at historical rates
 - Market-based increase in operating costs (transportation, utilities, property/liability insurance)

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| | | | | |
|---|-------------------|---|---|---|
| h e r i n g | November 15, 2023 | Finance Advisory Committee | Begin expenditure analysis | |
| | November 28, 2023 |  School Board Regular Meeting | Preview FY2023 Year-End Audit Results | |
| | December 6, 2023 | Finance Advisory Committee | 1. Revisit FY2025 enrollment projections 2. FY2025 Fund Balance assumptions 3. FY2025 other assumptions | |
| | December 12, 2023 | School Board Regular Meeting | Tax Hearing Approve final Pay 2024 levy Approve FY2023 Audit Results | (B) Levy Summary |
| P r e p a r a t i o n | Jan - June 2024 | Budget Managers | Review budget based on legislative changes and strategic plan review; adjustment as necessary. | |
| | January 23, 2023 | School Board Regular Meeting | Update regarding budget process | (A) Budget Timeline (D) Enrollment Projections |
| | January 24, 2024 | Finance Advisory Committee | 1. Review final budget assumptions 2. Begin draft of Spring 2024 FAC Report | |
| | February 2024 | Budget Managers | All FY2025 Operating and Capital fund budget requests due to Business Office | |
| | February 13, 2024 | School Board Regular Meeting | Update regarding budget process (timeline, budget adjustments, restricted use of public funds) | (A) Budget Timeline |
| | February 21, 2024 | Finance Advisory Committee | Prepare School Board presentation | (H) Spring 2024 FAC Report |
| | February 27, 2024 | School Board Regular Meeting | FAC Presentation and update regarding FY2025 budget process | (A) Budget Timeline Spring 2024 FAC Report (H) |
| | March 12, 2023 | School Board Regular Meeting | Approve FY2025 General Fund budget parameters | (A) Budget Timeline |

Questions

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EXECUTIVE SEARCH SERVICES FOR ST. LOUIS PARK PUBLIC SCHOOLS

November 20, 2023





Where Minnesota School Boards Learn to Lead

November 20, 2023

Anne Casey, School Board Chair
St. Louis Park Public Schools
6300 Walker Street
St. Louis Park, MN 55416

Dear Chair Casey and Members of the St. Louis Park Public School Board:

On behalf of the Minnesota School Boards Association (MSBA), thank you for the opportunity to share our qualifications to assist St. Louis Park Public Schools in the search for your next superintendent. This proposal details MSBA's interest in providing search services for your district, and highlights why we believe MSBA's experience, connections and steady hand will provide the assistance your board needs to successfully complete this crucial and compelling leadership search.

Many factors will weigh into the board's decision-making process in selecting a firm to work with during this process. In seeking a partner who aligns with your district's superintendent search needs, please consider the following key points summarizing MSBA's qualifications, perspectives, and expertise:

- **Our core search leadership team's credentials.** Barb Dorn, John Ward, and Craig Morris each bring a unique lens to MSBA's search process. These include equity and inclusion proficiency, large district administrative experience, national recruiting know-how, and stellar communication and process facilitation skills. Resumes for this team and other staff are included in this proposal for your review.
- **MSBA's knowledge of Minnesota law governing superintendent search activities.** Our firm grasp of the Open Meeting Law, Government Data Practices Act, model policies, state statutes, and data request considerations ensure thorough, transparent, and legal processes occur every step of the way.
- **Our national reach.** MSBA is a member of the National Affiliation of Superintendent Searchers (NASS). More than 100 consultants in 39 state school board associations across the country provide access to nationwide job postings, recruitment, and vital reference check information for out-of-state applicants.

MSBA has been a trusted resource for Minnesota school boards for over 100 years, including the past 13 years spent guiding our members through more than 175 successful superintendent searches. We are currently the leading provider of searches across the state, an honor we feel is directly attributable to learning from every search we've conducted, listening to our members, and continuously improving our process to bring tried-and-true as well as cutting-edge approaches to the districts we serve.

Thank you for your consideration of MSBA's Executive Search services. We would be honored to assist St. Louis Park Public Schools with its upcoming superintendent search, so please contact me if you have questions or need further clarification on MSBA's services, staff qualifications, fees, or search references.

Sincerely,

Barb Dorn
MSBA Director of Leadership Development and Executive Search

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NASS — A National Search Resource

| | |
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PRESENTED BY

**Minnesota School
Boards Association
Executive Search
Service**

1900 West Jefferson Ave.
St. Peter, MN 56082

Phone: 800-324-4459

Fax: 507-931-1515

**[www.mnmsba.org/
ExecutiveSearchService](http://www.mnmsba.org/ExecutiveSearchService)**

Prepared for

Anne Casey
School Board Chair

Prepared by

Barb Dorn
MSBA Executive Search
507-508-5501 (cell)
bdorn@mnmsba.org



INTRODUCTION

One of the most important decisions a school board will ever make is to choose a new superintendent. As the school district's chief executive officer, the superintendent is responsible for providing district-wide leadership, implementing the school board's policies, and ensuring the school board's priorities are met. Effective superintendents ensure that all students are learning at high levels. Ultimately, hiring the right superintendent — someone who possesses the skills and attributes needed to help achieve your school district's vision and strategic priorities — requires time, thoughtful planning, and sound recruitment and employment processes and procedures.

The Minnesota School Boards Association (MSBA) is pleased to present the school board of St. Louis Park Public Schools with a proposal for executive search services. MSBA has been providing Minnesota school boards with search services for more than 13 years, and as a result brings a strong school board perspective to the search and its outcome. As your association, we have a vested interest in helping your school board find and hire the best person for its superintendent.

MSBA-led searches are based on one clear premise: all searches are conducted through the lens of school board leadership. This means we understand and prioritize the needs of the board, and the district itself, above all else. Also, throughout the search MSBA will professionally handle every detail and guide the school board through the process, allowing the board to concentrate on the most important aspects of the search — interviewing the most qualified candidates and selecting the next superintendent.

TESTIMONIALS FOR MSBA EXECUTIVE SEARCH SERVICES

MSBA far surpassed our expectations. They are the perfect guide to help school boards navigate the search process, and I would absolutely recommend MSBA because of their depth of expertise and ability to empower boards to make informed decisions. Also - and this is no small thing - the superintendent candidates they brought forward were exceptional. I cannot imagine how we could have navigated this experience without them.

- Dr. Jean Marvin, Board Chair, Rochester Public Schools

Throughout the selection process of two superintendent searches in Hastings, MSBA's calm, competent demeanor, and commitment to transparency, schedule, and accountability provided invaluable leadership to our Board. We have been so fortunate to have MSBA at our side throughout the last few years.

- Lisa Hedin, Board Chair, Hastings Public Schools

As our school board's advocacy group, MSBA has a vested interest in our success. They also shared all candidate applications with the board, not just a select few like other search firms do, and provided a process that was efficient and timely. We couldn't be happier with the result.

- Mike Reynolds, Board Chair, Willmar Public Schools



PLANNING THE SEARCH AND HIRING CRITERIA

Initial Planning Meeting

An MSBA search begins with an initial planning meeting between the school board and the search team. At the planning meeting, MSBA will work with the school board to establish the search timeline, hiring criteria and leadership profile, as well as determine methods of stakeholder involvement, identify the district's position in the marketplace, select advertising venues, and finalize all processes, procedures, and expectations for conducting the search.

Some school boards also choose to begin their search by participating in MSBA's "Hiring the Right Superintendent" workshop at no additional charge. This workshop may be utilized as a kick-off to the search, providing board members with a solid foundation of what to expect during the entire process. The workshop booklet has also proven to be a valuable resource and useful tool over the months-long search, particularly for school board members unfamiliar with the search process. This workshop is optional depending upon the needs and circumstances of each individual district, and again it is offered at no additional cost to the district.

Determining Hiring Criteria and Leadership Profile

Your district is unique, and an important initial step in the search process is to identify the personal and professional skills and attributes the school board most desires in a superintendent. This in turn will provide the basis for the position leadership profile and hiring criteria. Stakeholder input will also be considered in developing the leadership profile, as will the district's strategic plan and mission.

Early in the process MSBA's search team will lead the school board through crafting the profile, which will then be used throughout the duration of the search as a guideline for selecting finalists, creating interview questions, and assessing superintendent candidates to find the best fit for St. Louis Park Public Schools. In other words, the leadership profile and hiring criteria serve as a beacon to help guide the school board in its search from the beginning to end of the process.



STAKEHOLDER INPUT

Stakeholder Input

Several stakeholder involvement-related opportunities are included in the search package, including:

- an online **survey**, open to all staff, parents, students, community members, and district stakeholders
 - ◇ This survey will include gathering quantitative information regarding stakeholder priorities for candidate background, skill set, experience, and personal characteristics.
 - ◇ It will also include gathering qualitative information through several open-ended questions regarding the opportunities and challenges facing St. Louis Park Public Schools, and what type of individual could most effectively lead the district.
 - ◇ This survey will be offered in multiple languages per the district's request, as well as hard copies to ensure access for those unable or uninterested in taking the survey electronically.
- an **informational Q&A session** for staff and community members regarding the superintendent search process. This session is hosted virtually by MSBA, and is recorded to ensure all district stakeholders have access to accurate information regarding search processes and expectations. The recording will then be made available on the district website throughout the duration of the search. Launched two years ago, these proprietary **Q&A with MSBA** sessions have proven to be one of the most effective tools a district can utilize to increase both the credibility and transparency of their search, and to limit toxic misinformation. Through leveraging the power of sharing information, these unique Q&A sessions have solidified MSBA's reputation as a provider of clear, accessible, and stakeholder-inclusive superintendent search services.
- finally, stakeholder **Input Forums** with finalists may be offered in conjunction with the second round of interviews. Several options regarding the structure of Input Forums will be provided to the board for consideration, along with a review of the opportunities and pitfalls tied to involving stakeholders in the interview process. If selected as an option, MSBA will also train Input Forum participants to ensure adherence to all legal requirements involved in the superintendent search process.

A la carte Option

Another option for the school board to consider in gathering stakeholder input early in the process is through holding **Focus Groups** and/or **Listening Sessions** across multiple stakeholder constituencies. These group sessions are a traditional methodology still utilized by some search firms as their primary source of stakeholder input; however, these sessions must be carefully designed and implemented. MSBA will conduct them if requested, in addition to the services outlined above. The board should also consider the value of 24/7 stakeholder access to the survey as the initial (and sole) early feedback opportunity—the availability and anonymity of the survey may contrast significantly with the tendency of group sessions to amplify some voices over others, and the inequities which can result from stakeholder access (or lack thereof) to participate. The decision of why and how to conduct group sessions must be carefully considered by the school board before initiating a search, and MSBA will guide this conversation at the planning meeting to ensure the best possible and most equitable decision is made regarding stakeholder input for your district's superintendent search process.

NOTE: If requested, MSBA's a la carte fee to conduct group sessions is \$1,395 per day or \$300 per group.



ADVERTISING AND RECRUITING

To create, sustain and heighten interest in your district's position, MSBA will utilize and leverage our resources and connections on both a statewide and national scale.

Locally, MSBA's search team will directly contact Superintendents, Assistant/Associate Superintendents, Cabinet Members, Principals, and Assistant Principals across the state to inform them of the vacancy and application procedures. Emails are sent directly to these individuals at regular intervals throughout the search, as well as phone contact to ensure this opportunity remains top of mind particularly for candidates who most closely match the candidate profile as established by the school board. Finally, the vacancy announcement will be posted on the following statewide job opportunity sites:

- Minnesota School Boards Association (MSBA). MSBA's superintendent job openings page receives more than 6,000 hits per month during search season, including many from out-of-state applicants as well as former Minnesota administrators looking to return to the state for their own personal or professional reasons
- Minnesota Association of School Administrators (MASA)
- Minnesota EdPost (hosted by St. Cloud State University)

Nationally, MSBA will reach out to contacts across the country through our search team's personal and professional relationships, our contacts at the National Affiliation of Superintendent Searchers (NASS), and by posting the position on the following nationwide job sites:

- American Association of School Administrators (AASA)
- National Alliance of Black School Educators (NABSE)
- Association of Latino Administrators and Superintendents (ALAS)
- Top School Jobs (EdWeek)
- National Indian Education Association (NIEA)
- Revelus (a proprietary application database utilized exclusively by NASS members and accessible to candidates through the highly-viewed school board association superintendent job boards)

In conclusion, facilitating the complexities of the advertising, recruitment, and application process is one of the MSBA search team's greatest strengths. Not only will we develop all application procedures, handle applicants' calls and correspondences concerning the vacancy, collect and review applicants' files, and develop a recommended pool of candidates for school board consideration, but through our extensive statewide and national contacts MSBA will aggressively market the opportunity to secure a diversified pool of high-quality individuals interested in the unique opportunity to lead St. Louis Park Public Schools as its next Superintendent.



INTERVIEW PREPARATION

Interview Training and Preparation

One of the things unique to superintendent search activities in Minnesota are the ramifications of our state's Open Meeting Law. Therefore, prior to the application deadline the search team will meet with the school board to help it prepare for and conduct the first and second rounds of interviews and reference checks. Interview training will include information to help school board members conduct interviews in open sessions, as well as abide by all requirements of the Data Practices Act.

The search team will also help the school board develop interview questions that fit the candidate profile, that do not violate the law either directly or indirectly, and that standardize the interview process to ensure a level playing field for all candidates. In addition, the search team will assist the school board with planning second interviews and additional reference checks.

Because hiring the superintendent is the school board's role, MSBA recommends that only its members participate in the finalists' interviews with the board. If the school board decides to involve non-school board members in the interview process, however, the search team will help the school board develop a process that makes clear the advisory nature of the non-school board members' roles that does not infringe upon the school board's role as the sole hiring authority for the position of superintendent. The search team will provide guidelines and training for the non-school board members, and review all questions submitted by group members. By following these recommendations, the school board is able to standardize interview questions and format, provide more control over the selection process, and reduce the school district's risk of liability.

Without question, interview training and preparation is key to a successful superintendent search. MSBA's long-standing reputation for high-quality training programs carries over to our executive search services, and in addition to providing a firm foundation for search decision-making, many boards have found MSBA's training and guidance throughout the process to have strengthened their board relationships as well. This result has become an unexpected bonus for those districts striving to become a more high-functioning school board, as the consensus-building aspects of MSBA's search process helps them become a stronger and more unified team.



SCREENING, MSBA VETTING, AND FINALISTS SELECTION

Screen Applications, Vet Candidates, and Select Finalists

After the application deadline has passed, MSBA's search team will review applicant files in relationship to the position leadership profile established by the school board in order to identify the applicants who best meet the school board's hiring criteria. The search team will then conduct preliminary verification of references and pre-interviews of the applicants who best meet the school board's identified profile. This vetting process involves MSBA staff as well as former superintendents and school board members serving as MSBA service providers during the executive search process.

IMPORTANT: ALL COMPLETED APPLICATIONS will be made available to school board members to review prior to the candidate selection meeting. A foundational belief of MSBA's executive search service is that it is crucial for board members, as the district's hiring authority, to have the opportunity to review all applications in order to make the most informed decision possible. This information is confidential and must be treated in accordance with Minnesota's Data Practices Act, and MSBA's training services during the search will outline all board responsibilities regarding data privacy issues.

Once the screening, preliminary verification of references, pre-interviews, and vetting have been completed by MSBA, the search team will meet with the school board to recommend those candidates MSBA feels best fit your district's leadership profile and assist the school board in selecting those to be interviewed. The next page in this proposal outlines MSBA's vetting process in greater detail.

Following the school board's selection of finalists, the search team will prepare a news release for the district to send to staff, the media, and community including the names of those to be interviewed, as well as the schedule of remaining search-related activities.



MSBA'S APPLICANT VETTING PROCESS

After the application deadline has passed, a team of MSBA service providers and staff review all completed applications. MSBA will look at their licensure, references and recommendations, and work and educational history. We then align each applicant's background, experience and application information with the district's hiring criteria, leadership profile, and feedback gathered from district stakeholders on the next superintendent's desirable skills, traits, and experience.

After reviewing all completed applications, each member of the vetting team rates all applicants on a 5-point scale and an aggregate rating is compiled.

Next the team meets to discuss the ratings and evaluate which applicants have risen to the top and why. Following a lengthy discussion, consensus is reached on which applicants to consider presenting to the board due to their alignment with the hiring criteria and the district's needs.

This results in the team conducting additional vetting on 6-10 applicants. This vetting includes team members conducting a phone interview with each applicant, holding conversations with at least three of their listed references, and a closer look into each applicant's qualifications. The result is the final list of applicants MSBA recommends be presented to the board for interview consideration.

At the candidate presentation meeting with the board, MSBA will share our recommendations. After hearing short verbal presentations on each applicant, the board will then discuss the applicant pool (by alphabet identifier only to abide by data privacy laws) and request clarification from MSBA as needed (recognizing our responses will also be somewhat limited due to privacy laws). The board then has three options:

- Accept the recommendations made by MSBA for first round interviews as presented.
- Accept some applicants recommended by MSBA but replace others with candidates identified by the board.
- Forfeit all candidates recommended by MSBA and select an entirely new slate of applicants identified by the board.

A motion will then be made, seconded, and passed (again, using alphabet identifiers only). Once this motion has passed, the board chair or MSBA will read aloud the names of those selected for first round interviews. These names will be in no particular order and not tied to their alphabet identifiers.

MSBA will then call these applicants to congratulate them, confirm their interest in the position, and inform them they will receive an email from MSBA's application software (Revelus) to schedule their interview. Once all interviews are scheduled, MSBA will send each interviewee an email containing final information for their interview. Finally, applicants not selected for interviews will receive an email thanking them for their interest in the position, and notifying them that the board has chosen to proceed with other candidates who more closely align with the district's hiring criteria.



CONTRACT AND FOLLOW-UP SERVICES

Decisions, Contract, and Announcement

The search team will guide the school board through the process of contacting the lone finalist to offer the position. MSBA recommends the school board use the MSBA/MASA Model Superintendent Contract as the basis for negotiating the superintendent's contract, and will provide comparative superintendent salary and benefit information to assist the district in negotiating an appropriate compensation package. MSBA's search team will not negotiate the contract for the school board, however, as it is the board's responsibility to set and negotiate all hiring parameters for the new superintendent. The search team will draft a news release for the district to send to staff, the media, and community announcing the new superintendent.

The search team will also personally contact the non-selected finalists.

Transition Plan and Follow-up Services

Once the search is concluded and the parties have a signed contract, the search team will continue to provide support for the school board and superintendent. Past clients have found MSBA's search services follow-through to be invaluable in setting expectations and ensuring success for the new board-superintendent team.

For example, to strengthen the school board and superintendent's working relationship, and to provide support to the new superintendent, the search team will:

- assist in developing a transition plan for the new superintendent, if requested;
- facilitate a Transition Workshop to develop goals and/or performance expectations for the school board and superintendent within six months after the new superintendent begins work in the school district;
- visit the new superintendent during their first year of school district employment; and
- be available to answer the new superintendent's and the school board's questions during the transition and beyond via phone, email, workshop, etc.

NOTE: There are **no additional charges** for any of the above transition services.



SUMMARY OF SEARCH SERVICES

The proposed search for St. Louis Park Public Schools includes the services outlined below.

The MSBA Search Team will:

- Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.
- Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.
- Conduct focus groups and/or listening sessions with a cross-section of district stakeholders as requested by the district. Results will be summarized for the school board by MSBA.
- Host an online informational **Q&A with MSBA** session for staff and community members regarding the superintendent search process, and provide the recording for placement on the district's website.
- Develop a two-sided color vacancy announcement and post on statewide job sites, in Revelus through the national NASS network, and on national job sites.
- Directly contact Superintendents, Assistant/Associate Superintendents, Cabinet Members, Principals, and Assistant Principals across the state to inform them of the vacancy and application procedures.
- Directly contact potential candidates outside the state of Minnesota to recruit and inform them of the vacancy and application procedures.
- Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
- Screen the applicant pool against the school board's established hiring criteria and leadership profile.
- Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria as determined by MSBA's screening team.
- Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules.
- Conduct a meeting with the school board for purposes of presenting candidate recommendations so the school board can select finalists for interviews, and clarifying remaining steps of the search process.
- Coordinate with finalists and be present during the first and second rounds of interviews.
- Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
- Facilitate Audience Input Forums in conjunction with the second round of interviews, if requested.
- Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.
- Assist in developing a transition plan for the new superintendent, if requested.
- Visit the new superintendent during their first year of employment.
- Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months after the new superintendent begins work in the school district.

ESTIMATED FEE FOR SERVICE

The estimated fee range for a St. Louis Park Public Schools superintendent search is **\$18,900 - \$25,900**. This includes the MSBA search team's time and all expenses, in-person attendance at all search-related activities, and advertising the position on statewide as well as national jobs boards (Revelus, AASA, NABSE, ALAS, EdWeek, and NIEA). This range also includes in-depth background checks of all semi-finalists and finalists, comprised of national criminal background checks as well as verification of employment, educational credentials, and professional licensure.

All of the above services are included for **\$18,900**. Any additional costs are due to the la carte option of including Focus Groups and/or Listening Sessions (held concurrently with the stakeholder survey) for \$1,395 per day or \$300 per group. These options would be added to the search process solely at the discretion of the school board and discussed in greater detail with the board as a part of determining the most inclusive stakeholder involvement possible. MSBA offers these group sessions as optional only because they can result in inequities due to some stakeholder's lack of access to participate. Thus the decision of why and how to conduct group sessions must be carefully considered by the school board before initiating a search, and MSBA will guide this conversation to ensure the best possible and most equitable decision is made regarding stakeholder input for your district's superintendent search process.

MSBA does not charge for consultant travel, attendance at interviews, transition services, initial or ongoing support of the new board team, or the Transition Workshop.

In addition, MSBA's "Hiring the Right Superintendent" is included in our full search services at no additional charge to the district. It is not required, however, and is offered only if the board would like to participate in this workshop prior to launching the search.

Any school board member stipends or expenses associated with finalists' interviews (i.e. travel and lodging for candidates) are not included in this fee range.

The level of services and fee included in this proposal are negotiable based on the school board's needs.

Satisfaction Guarantee

MSBA conducts all our superintendent searches from a strong school board perspective, and with impartiality and professionalism while focusing on the school board's identified hiring criteria. If, at any time during the first year of the new superintendent's contract the school board releases the superintendent, MSBA will conduct a second superintendent search for no additional fee. However, the school board would be responsible for new direct expenses, if any, incurred by MSBA for the second search.

NOTE: this guarantee is contingent upon the district's participation in MSBA's Transition Workshop offered as part of our search package (this workshop must be held within six months after the new superintendent begins work in the school district). MSBA believes clarifying expectations for a new superintendent is crucial to their success, and therefore the Transition Workshop must be held in order to receive this search guarantee.



HIRING THE RIGHT SUPERINTENDENT - WORKSHOP

One of the most important decisions a school board will ever make is to choose a new superintendent. As part of MSBA's commitment to board leadership, we offer a **Hiring the Right Superintendent** workshop to help school boards learn about the process for conducting a successful superintendent search. Workshop topics include:

- Whether to use a consultant
- How to work with a consultant
- Setting a timeline
- Developing qualifications and selection criteria
- Involving stakeholders and the media
- Dealing with internal candidates
- Legal pitfalls
- Interviewing Do's and Don'ts
- Deliberating in public
- Q & A re: superintendent search options and best practices

Each board member receives a booklet with sample vacancy announcement, application form, interview questions, reference check form, and other material board members can adapt for their district's specific needs.

The foundational knowledge this workshop provides helps school boards feel confident in the board's decision-making process regarding the superintendent search, as well as fully prepared to take their next steps. Cost is \$1,395 in-district (\$1,095 virtual) and includes all time and materials. This workshop is available only to MSBA members.

For more information please contact Barb Dorn, Director of Leadership Development and Executive Search, at 507-508-5501 (cell), or bdorn@mnmsba.org.



WHY MSBA?

In addition to the factors outlined in this proposal's cover letter, MSBA believes the following distinguishing features truly differentiate our services in both the philosophy and implementation of executive search services.

1. LENS OF SCHOOL BOARD LEADERSHIP

MSBA understands not only the best practices of conducting a superintendent search, but also the myriad of challenges and opportunities facing school boards today. In addition we know how to balance Minnesota's Open Meeting Law with our state's Data Practices Act, the increasing pressure on public education to provide an equitable education to each and every student, the impact of data requests on board work, and the vital leadership role a school board must fill in finding its next superintendent. As stated by a school board member after one of last year's MSBA-led searches: *"The best part of the search was MSBA's focus on finding the person that was best for our district, instead of the way other consultants seem more focused on finding jobs for their candidates."* MSBA's strong school board perspective is core to our search process and truly makes us unique among all firms submitting proposals to conduct superintendent searches across the state.

2. TRANSPARENCY AND COMMUNICATION

Every facet of a superintendent search depends upon clear and open communications amongst the school board, search firm, and the public. To ensure transparency we offer our **Q & A with MSBA** session, and to better inform the board we share ALL applications with board members to ensure you make the most informed decisions possible. We understand the additional work this creates for the district's search firm, but believe our ability to conduct the labor-intensive legwork yet guide the process clearly and appropriately, empowers school boards to confidently take ownership of finding the right leader for their district.

3. NO HIDDEN FEES

Search costs quickly escalate when firms charge for consultant travel, multi-language surveys, attendance at finalist interviews, transition services, workshops, etc. MSBA stands behind all fee options as outlined in this proposal so your board can rest assured that total search costs will not exceed your expectations.

4. POST-HIRING SUPPORT

A new superintendent's first year can feel overwhelming due to volume of workload coupled with a steep and intense learning curve. MSBA firmly believes that our transition and follow-up services provided to the new Board-Superintendent Team make a significant difference in ensuring a successful first year. Our Transition Workshop helps you discuss expectations, clarify goals, and lay the groundwork for that year's superintendent performance evaluation process. We also provide a transition plan outline upon request, visit the new superintendent during their first year, and remain fully available by phone, text, email, or workshop to continue building trust and collaboration among board members and their new superintendent. Together all of these MSBA commitments help a superintendent's first year start (and stay) strong.



STATEMENT OF ALIGNMENT

St. Louis Park Public Schools sees, inspires, and empowers each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

MSBA believes there is significant alignment between the values and services of our association and St. Louis Park Public Schools. Both are mission-driven, place students' well-being at the forefront, and understand the importance of policy governance in moving the district forward. There is also clear alignment regarding the role of the school board in making well-informed decisions toward desired outcomes to benefit all students, as well as understanding the role of the board in overseeing the superintendent to guide and implement the board's vision for St. Louis Park Public Schools.

In particular, it is clear the board's vision is viewed through an equity lens and reflected in your district's mission as stated above. As an organization MSBA is committed to equity as well, embarking on our own equity journey in 2019 when the Board of Directors and staff created a strategic plan with a focus area rooted in the integration of Diversity, Equity, and Inclusion (DEI) resources into our organization. The practical application of this focus area was that we began working toward DEI becoming foundational to our services, conferences, publications, and daily connections with our membership.

More recently, in 2023 MSBA's Board of Directors and staff launched a new strategic planning process which includes DEI as one of five core values of the association (the others being Trust, Collaboration, Local Control, and Future-Focused).

This greater emphasis on DEI in the new strategic plan supports MSBA's belief that all services we provide, regardless of district-specific positions, must be rooted in holistic best practices that recognize and honor all students as the focus. This philosophy permeates MSBA's superintendent search processes as well, and while this is an evolving journey for MSBA, we are proud of our progress and commitment to culturally-responsive education for every student in our member districts. Without question it is a priority for our organization, and we will continue to ensure our alignment with the goals of equity, diversity, and inclusion for each and every student, staff member, board member, and superintendent in Minnesota's public school system.

Because of MSBA's integration of services, this commitment also applies to every step of our executive search process. Partnering with your district in this leadership quest offers tremendous opportunities to shape the future of education in Minnesota, and MSBA is committed to ensuring the inclusion of district-specific criteria in every part of the process. We will not only help St. Louis Park Public Schools find a superintendent, but we will help you find the *right* superintendent for your district and the families who rely on you to provide the education they deserve.



TEAM QUALIFICATIONS AND EXPERIENCE

MSBA has compiled a team for the St. Louis Park Public Schools superintendent search possessing a wealth of experience across numerous fields in public education. These individuals include former:

- School board members
- Superintendents
- Associate Superintendents
- Cabinet-level administrators
- Human Resources professionals
- General counsel
- Cultural diversity trainers
- Teachers and coaches
- Communications specialists
- Project managers

The breadth and depth of qualifications on this team is enormous, and the experience these individuals have in the realm of public education numbers in the hundreds of years. Beyond the statistics, however, it is a passion for PreK-12 education which drives the work that we do. Every single person on MSBA's superintendent search team believes in, supports, and advocates for Minnesota's students who attend our state's public schools, and we will bring that same dedication and commitment to the search for St. Louis Park Public Schools' next superintendent.

Don't just take our word for it, though. School board members from last year's MSBA searches had this to say:

For MSBA to come into a district where tensions were high and structure unstable, was remarkable. They took on the challenge and made everything very straightforward. I will forever be grateful for the time they took to explain things and reach out to those who had questions. Throughout the search their attitudes remained positive and comforting.

Working with MSBA on our superintendent search was an amazing experience. The entire process was completed with professionalism and dedication. Everything from preparing the hiring criteria to the interviewing of candidates was done transparently. MSBA is an industry leader and our search was successful because of them.

As you can see in this proposal, MSBA team members' tangible qualifications and experience are viewable on our resumes. However, it's the intangibles we feel make the biggest differences for our clients. We listen carefully, communicate clearly, and deeply understand the complexities and emotions involved in a superintendent search, not only for the school board, but for staff, students, parents, and community members as well.



WHY MSBA? (FROM OUR CLIENTS)

A bonus to working with MSBA is the expertise provided in the search process AND the expertise they have in school board law and process. - Board Chair, Rochester Public Schools

MSBA was both easy to work with and made a daunting process manageable and enjoyable. I believe it also helped draw our board closer. - Board member, Byron Public Schools

The process was clear from the beginning and the information supporting the process was extremely organized. There were no extraneous steps or information that complicated the process, so the Board and the community could all be on the same page at all times.

- Board member, Rochester Public Schools

MSBA was invaluable in guiding our district's search process. Their training and guidance were exemplary as they helped the board navigate the decisions we needed to make – reminding us that this was our process every step of the way.

- Board member, Bloomington Public Schools

Many thanks to MSBA for the work they did to help us focus on our community's needs. This is the best search process we've ever had!

- Board member, Red Wing Public Schools

The training and support throughout the entire process was spot-on! MSBA was always available with expert, professional advice.

- Board member, Intermediate School District 917

MSBA's integrity speaks to all. They had well-researched candidates, were very easy to work with and extremely trustworthy during the entire process. There were no surprises and I felt very well-informed throughout. This was my second time having MSBA conduct our district's search, and both times they were simply amazing. I would highly recommend MSBA for any superintendent search.

- Board member, Hastings Public Schools

The search process was very professional and straightforward, and I always felt we were ultimately in charge of the process.

- Board member, Austin Public Schools

MSBA was the best search partner we could have used!

- Board member, Lake City Public Schools

The process was very organized and as chair of the board I always felt comfortable working with MSBA. I trusted their advice, appreciated their insights, and felt validated and respected. I can only say good things about the process.

- Board Chair, Bloomington Public Schools



PROPOSED TIMELINE

Mid-December 2023 to Mid-February 2024

- School board holds initial planning meeting with MSBA search team to establish the search timeline, review hiring criteria, identify district's position in the marketplace, determine advertising venues, discuss stakeholder involvement, and finalize all processes and procedures for conducting the search.
- School board approves all advertising materials, including hiring criteria and vacancy brochure.
- MSBA search team finalizes application procedures, advertises the vacancy, and recruits candidates.
- MSBA hosts an informational **Q&A with MSBA** session regarding the superintendent search process.
- MSBA's search team collects stakeholder input through qualitative and quantitative data survey.
- MSBA prepares a summary of stakeholder input for board to review and integrate into the search process.

Mid-February 2024 to Early March 2024

- MSBA search team continues to advertise the vacancy, recruit candidates, and receive applications.
- MSBA search team conducts initial screening of applicants.
- MSBA search team conducts vetting of applicants, preliminary verification of references, and pre-interviews with candidates most aligned with the district's leadership profile.

Early March 2024

- MSBA's search team meets with the school board to conduct interview training, develop interview questions, clarify interview procedures, and facilitate applicant screening conducted by the school board to select finalists for interviews.

Mid-March 2024 to Late March 2024

- School board conducts first round of interviews.
- School board conducts reference checks.
- School board conducts second round of interviews and invites stakeholder feedback through Input Forums, if desired.
- School board selects lone finalist.

Late March 2024 to Early April 2024

- School board negotiates terms and conditions of superintendent's contract.
- School board meets to approve the superintendent's employment contract.

July 1, 2024

- Superintendent reports to work.

NOTE: This timeline provides a starting point for considering and adopting a superintendent search timeline. Specific dates and times will be determined at the initial planning meeting.



SEARCH REFERENCES

Each of the below individuals served as their district's School Board Chair during a recent superintendent search in partnership with MSBA. Please feel free to reach out to any of them regarding their experiences with and opinions of MSBA's search services.

1. Dr. Jean Marvin, Rochester Board Chair

Phone: 507-282-3427 Email: jemarvin@rochesterschools.org or cjeanmarvin@gmail.com

2. Tom Bennett, Bloomington Board Chair

Phone: 612-991-6260 Email: tbennett@isd271.org

3. Lisa Hedin, Hastings Board Chair

Phone: 612-750-1228 Email: lhedin@isd200.org

4. Jim Bryant, Red Wing Board Chair

Phone: 651-380-2893 Email: jrbryant@rwps.org

5. Alison Sherman, Stillwater Board Chair

Phone: 612-532-6495 Email: shermana@stillwaterschools.org

6. Heath Oeltjen, Lake City Board Chair

Phone: 651-345-5362 Email: hoeltjen@lake-city.k12.mn.us

Additional references available upon request.



2022-2023 MSBA-LED SEARCHES

- Chisago Lakes School District
- Crookston Public Schools
- Dawson-Boyd Public Schools
- East Grand Forks Public Schools
- Foley Public Schools
- Hastings Public Schools
- Howard Lake-Waverly-Winsted Public Schools
- Kaleidoscope Charter School
- Lake City Public Schools
- MACCRAY Public Schools
- Northwest Suburban Integration School District
- Pipestone Area Schools
- Red Wing Public Schools
- ROCORI School District
- Thief River Falls Public Schools
- Tri-County/Greenbush-Middle River Schools
- Wabasha-Kellogg School District
- Winona Area Public Schools
- Zumbrota-Mazeppa Public Schools

MSBA 2022-2023 SEARCH SERVICE REFERENCES *

* MORE AVAILABLE UPON REQUEST

1. Lori Berg, School Board Chair, **Chisago Lakes School District**, lberg@isd2144.org
2. Frank Fee, School Board Chair, **Crookston Public Schools**, ffee@rrv.net
3. Bruce Lund, School Board Chair, **Dawson-Boyd Public Schools**, blund@dwby.k12.mn.us
4. Lisa Hedin, School Board Chair, **Hastings Public Schools**, lhedin@isd200.org
5. Heath Oeltjen, School Board Chair, **Lake City Public Schools**, hoeltjen@lake-city.k12.mn.us
6. Jim Bryant, School Board Chair, **Red Wing Pubic Schools**, jrbryant@rwps.org
7. Phil Rosendale, School Board Chair, **Wabasha-Kellogg School District**, philrosendale@wkfalcons.org
8. Nancy Denzer, School Board Chair, **Winona Area Public Schools**, nancy.denzer@winona.k12.mn.us
9. Angie Bredehoft, School Board Chair, **Zumbrota-Mazeppa Public Schools**,
angie.bredehoft@zmsch.k12.mn.us



2021-2022 MSBA-LED SEARCHES

- ACGC Public Schools
- Albert Lea Area Schools
- Bemidji Area Schools
- Cass Lake-Bena Public Schools
- Clinton-Graceville-Beardsley Schools
- Dover-Eyota Public Schools
- Fosston Public Schools
- Greenway Public Schools (Limited)
- Kingsland Public Schools (Limited)
- La Crescent-Hokah Public Schools
- Long Prairie-Grey Eagle Public Schools
- Menahga School District
- Mid-State Education District (Limited)
- New London-Spicer School District
- Ortonville Public Schools
- Pequot Lakes Public Schools
- Plainview-Elgin-Millville Community Schools
- Proctor Public Schools
- Red Lake Schools
- ROCORI School District
- South St. Paul Public Schools
- Stillwater Area Public Schools
- Swanville School District (Limited)
- Thief River Falls Public Schools
- Tri-City United Public Schools
- Tri-County / Greenbush-Middle River Schools
- Ulen-Hitterdal Public Schools
- Underwood School District (Limited)
- Verndale Public School (Limited)
- Waconia Public Schools
- Waterville-Elysian-Morristown Public Schools
- West Central Area School District
- Windom Area Schools

MSBA 2021-2022 SEARCH SERVICE REFERENCES *

* MORE AVAILABLE UPON REQUEST

1. Neal Skaar, School Board Chair, **Albert Lea Area Schools**, neal.skaar@alschools.org
2. Carol Johnson, School Board Chair, **Bemidji Area Schools**, Carol_Johnson@isd31.net
3. Eric Morken, School Board Chair, **La Crescent-Hokah Schools**, eric.morken@isd300.k12.mn.us
4. Kim Bolz-Andolshek, School Board Chair, **Pequot Lakes Public Schools**, kbolz@isd186.org
5. Jennifer McDonald, School Board Chair, **Proctor Public Schools**, jennmcd777@gmail.com
6. Alison Sherman, School Board Chair, **Stillwater Area Schools**, shermana@stillwaterschools.org
7. Dana Geller, School Board Chair, **Waconia Public Schools**, dgeller@isd110.org
8. Gary Michael, School Board Chair, **W-E-M Public Schools**, sba.email@yahoo.com



2020-2021 MSBA-LED SEARCHES

- Austin Public Schools
- Bloomington Public Schools (Limited)
- Byron Public Schools
- Clinton-Graceville-Beardsley Schools
- Cook County ISD 166
- Dilworth-Glyndon-Felton Public Schools
- Greenway Public Schools
- Houston Public Schools
- Intermediate School District 917
- La Crescent-Hokah Public Schools
- Lac qui Parle Valley School District
- Lake Park Audubon School District
- Lynd Public School (Limited)
- Montevideo Public Schools
- Rochester Public Schools
- Royalton Public Schools
- Tri-County Schools
- Ulen-Hitterdal Public Schools

Member districts:

Bloomington, Burnsville-Eagan Savage, Farmington, Hastings, Inver Grove Heights, Lakeville, Randolph, South St. Paul, and West St. Paul-Mendota Heights-Eagan

MSBA EXECUTIVE SEARCH SERVICE REFERENCES 2020-2021 SEARCHES

* MORE AVAILABLE UPON REQUEST

1. Kathy Green, School Board Chair, **Austin Public Schools**, kathy.green@austin.k12.mn.us
2. Nelly Korman, School Board Chair, **Bloomington Public Schools**, nkorman@isd271.org
3. Harvey Bergh, School Board Chair, **Byron Public Schools**, harvey.bergh@byron.k12.mn.us
4. Lindsey Leach, School Board Chair, **DGF Public Schools**, lleach@dgf.k12.mn.us
5. Dr. DeeDee Currier, School Board Chair, **Intermediate School District 917**, dcurrier@isd191.org
6. Kelly Snell, School Board Member, **Montevideo Public Schools**, ksnell@montevideoschools.org
7. Dr. Jean Marvin, School Board Chair, **Rochester Public Schools**, jemarvin@rochesterschools.org



2019-2020 MSBA-LED SEARCHES

- Adrian Public Schools
- Alexandria Public Schools
- Browns Valley Public School (Interim)
- Carlton Public Schools (Interim)
- Detroit Lakes Public Schools
- Hastings Public Schools (Interim)
- Hastings Public Schools
- Hermantown Community Schools
- Kenyon-Wanamingo Public Schools
- LeRoy-Ostrander Public Schools
- Lewiston-Altura Public School District
- McGregor Public Schools
- Mora Public Schools
- Ortonville Public Schools
- Pine River-Backus Schools
- St. Clair Public School
- St. James Public Schools
- St. Peter Public Schools
- Thief River Falls Public Schools
- Tri-City United Public Schools
- Warren-Alvarado-Oslo School District

MSBA EXECUTIVE SEARCH SERVICE REFERENCES 2019-2020 SEARCHES

* MORE AVAILABLE UPON REQUEST

1. Kelsey Waits, School Board Chair, **Hastings Public Schools**, kwait@hastings.k12.mn.us
2. Ben Leonard, School Board Chair, **St. Peter Public Schools**, ben.leonard@stpeterschools.org
3. Dean Anderson, School Board Chair, **Alexandria Public Schools**, dadds7@gmail.com
4. Dianne Mathews, School Board Chair, **Hermantown Community Schools**, dmathews@isd700.org
5. Marsha Franek, School Board Chair, **Tri-City United Public Schools**, MFranek@tcu2905.us
6. Jack May, School Board Chair, **St. Clair Public School**, jmay@stclaircyclones.org
7. Chris Cunningham, **Pine River-Backus Schools**, ccunningham@prbschools.org



SEARCH TEAM — MSBA STAFF

MSBA's search team is comprised of experienced MSBA staff and service providers. Search team members understand that selecting a superintendent is one of the board's most important duties and have a vested interest in the success of your search. Below are brief résumés of MSBA's search team.

▪ **BARB DORN**

Barb will be serving as Search Lead for the St. Louis Park Public Schools superintendent search. She has more than 30 years of experience in nonprofit leadership, marketing and communications, consulting, and process facilitation. She has worked across public, private, and nonprofit sectors to build collaborative and viable partnerships, deliver high-impact workshops, and produce outcomes based on common goals and shared decision-making processes. Barb has also served on the Boards of Directors for Greater Mankato's City Center Partnership and the area chapter of Leave a Legacy. She joined MSBA in 2019 and is a member of the National Affiliation of Superintendent Searchers.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Leadership Development and Executive Search
- YWCA Mankato: Executive Director
- March of Dimes: Division Director
- Minnesota State University Mankato: Adjunct Professor
- Pathways Marketing: Owner / Marketing Consultant
- DLR Group: Business Development / Referendum Consultant

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search, Mutual Expectations, and Superintendent Evaluation
- Presenter — MSBA workshops, seminars, and conferences:
 - o Superintendent Evaluation
 - o Superintendent Search
 - o Various other topics
- Program and Brand Management, Marketing, and Public Relations
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter
- Presenter at other professional workshops and conferences:
 - o Leadership Development Series including:
 - Collaboration and Teamwork
 - Diversity, Equity, and Inclusion
 - Conflict Management
 - Resiliency
 - Communication and Team-Building
 - o Community Relations
 - o Strategy and Visioning



SEARCH TEAM — MSBA STAFF

▪ JOHN WARD, JD, Ph.D

John holds more than three decades of experience working in Minnesota public education, with his last 25 years spent working for the Mounds View Public School District. There he served in a variety of leadership roles including General Counsel, Director of Secondary Schools and Director of H.R. and Operations. He finished his career in Mounds View as District Assistant Superintendent. John has also served on the Board for the Minnesota Association of School Administrators. He holds a bachelor's degree in political science from St. John's University, his Juris Doctorate from William Mitchell College of Law, and a Ph.D in Organizational Leadership from the University of Minnesota. John joined MSBA in 2021 to provide Executive Search services to MSBA members, and below is a summary of his work history and relevant work experience.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Strategic Governance
- Mounds View Public Schools
 - ◊ Assistant Superintendent
 - ◊ Director of H.R. and Operations
 - ◊ Director of Secondary Schools
 - ◊ General Counsel/Assistant to the Superintendent
 - ◊ Associate Principal/Activities Director Mounds View High School
- St. Louis Park Public Schools: Social Studies Instructor
- St. John the Baptist School Savage: Middle School Social Studies Instructor
- McGraw and Ward P.A., Hutchinson: Attorney
- Peterson, Engberg and Peterson, Minneapolis: Law Clerk

RELEVANT WORK EXPERIENCE

- Active leadership team participant in school district strategic planning, implementation and assessment initiatives
- Negotiation of over twenty labor contracts with teachers and other bargaining groups
- Leadership of multiple district/community task force groups in areas such as facilities, community education and athletics
- Cooperative working relationships with school district governance boards
- Led district safe school initiatives and response preparation
- Managed student behavior issues and advised and managed district policy and legal issues
- Engagement and assistance with the leadership of several successful referendum campaigns
- District liaison to local municipalities and law enforcement agencies
- Presenter — MSBA workshops, seminars, and conferences
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter

SEARCH TEAM — MSBA CONSULTANT

■ Craig Morris

Craig is a culturally-aware and highly-strategic Diversity, Equity and Inclusion and Human Resources administrator. With over twenty years of direct support of national executive recruitment and retention efforts, he has led successful Human Resources programs, as well as EEOC, Title VII, and IX compliance administration in both the public and private sectors. Craig is a thought leader and recruiter committed to equity leadership who has dedicated his career to ensuring fair, innovative, equal access, and equity compliance programs. Knowledgeable in the principles and practices of policy creation, Craig has served metro and rural school boards to facilitate strong collaboration and improve channels of communication in order to serve constituents and stakeholders exceedingly well. He is also known for building trust and credibility among diverse communities by utilizing his skills to work with people from different socio-economic, racial and ethnic backgrounds. Exercising exceptional judgment and integrity in all endeavors, Craig has served as an elected or appointed official in Minnesota for more than 22 years and on the Boards of Directors for a multitude of community organizations, commissions and councils.

WORK HISTORY

- Ramsey County: Deputy Director, Human Resources
- Saint Paul College: VP Human Resources and Employee Equity
- Ray and Associates: Superintendent Search National Recruiter
- Metropolitan State University: Sr. Director, Equity, Inclusion and AA
- University of Wisconsin, Madison: Director of Academic (Teacher Recruitment) and Global Programs
- University of Wisconsin, River Falls: Inclusion Officer
- Qwest Communications Int'l: Governmental Affairs & Human Resources Director

RELEVANT WORK EXPERIENCE

- Superintendent search recruiting experience on a national scale
- Restorative Justice Facilitator
- Cultural Diversity Trainer, NATL. Training Laboratories (Cape Cod Inst.)
- Conflict Resolution – providing services to metro and rural districts in Minnesota and Wisconsin
- Evaluation/assessment leader for organizational and operational effectiveness improvements
- Presenter of workshops including:
 - Diversity & Equity Leadership
 - Collaboration and Teamwork
 - Conflict Management
 - Teambuilding
 - Community Relations
- Title IX Compliance Officer Certification (ATIXA)
- National Employment Law Institute
- Supreme Court Rule 114 Qualified Neutral Mediator Wisconsin Certified Family Mediator
- Facilitation of conversations across diverse populations to develop responsive and appropriate strategies for engaging cultural differences

SEARCH TEAM — MSBA STAFF

■ AMY JORDAN

With more than 25 years of leadership experience primarily in the nonprofit sector, Amy is a collaborative leader committed to serving the public, with a focus on youth. She has experience in recruitment, training, creating partnerships, policy and compliance, and program management and evaluation. As an empathetic partner, Amy is skilled at finding commonalities and consensus amongst diverse groups. The development of her action plan led her team's work to receive national recognition for exceeding key performance indicators in diversity and inclusion while working for a national nonprofit. With strengths in execution and relationship building, she is a natural cultivator of the potential in others and strives for continuous improvement. Amy is goal-oriented, ethical, deliberative, and possesses basic language skills in both Spanish and ASL (American Sign Language).

WORK HISTORY

- Minnesota School Boards Association: Executive Search Specialist
- Miracle League of North Mankato: Executive Director
- YWCA Mankato: Director of Programs for Women and Girls
- Girls on the Run of Greater Mankato: Council Director
- The Artisan Gallery: Manager

RELEVANT WORK EXPERIENCE

- Leadership of and engagement with multiple community groups
- Collaborator with cooperative working relationships with multiple stakeholder groups
- Leadership of multiple community programs for women, girls, immigrant and refugee women and their families, and people with disabilities
- Policy development and compliance
- Evaluation management
- Plan development to put best practices into action
- Brand management and communications
- Facilitated the national training for hundreds of leaders on:
 - Inclusive language and conversations
 - Facilitation
 - Context
 - Conflict resolution
 - Relationship-building/Teambuilding
 - Mastery experiences for self-efficacy
- Presenter — MSBA workshops, seminars, and conferences
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter

SEARCH TEAM — MSBA STAFF

▪ GARY LEE

Gary has 30+ years of experience in private business — both in a large corporate setting and as an owner/president of small rural businesses. Gary is a former member of the Fertile-Beltrami School Board. Gary also served on the MSBA Board of Directors, the Northwest Service Cooperative Board of Directors, the Minnesota Service Cooperatives Board of Directors, the MSBA Insurance Trust Board of Directors, and the Big Three working group. Gary joined MSBA in 2009.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Deputy Executive Director
- Lee Nursery, Inc.: Owner and President
- Lee Nursery Supplies, Inc.: Owner and President
- Sondreli Business Services: Owner
- UNISYS (formerly Sperry) Defense Systems: IT Manager

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search and School Board-Superintendent Relationships
- Presenter — MSBA workshops, seminars, and conferences
- Analyze superintendent employment contracts and negotiations

▪ AMY FULLENKAMP-TAYLOR, S.P.H.R., SHRM-SCP

Amy has 20+ years of experience in human resources including recruitment, employee relations, employment and labor law compliance, and employee training. She has worked for a variety of industries including Nonprofit, Gaming, Retail, Telecommunications, and Manufacturing. Amy has also achieved the designations of Senior Professional in Human Resources (SPHR) from the Human Resource Certification Institute and SHRM Senior Certified Professional (SHRM-SCP) from the Society for Human Resource Management. Amy joined MSBA in 2007.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Management Services
- Jones Metal Products: Director of Human Resources
- Midwest Wireless: Human Resources Specialist
- Sears Roebuck & Company: Human Resources Specialist
- Argosy V Belle of Sioux City: Director of Human Resources

RELEVANT WORK EXPERIENCE

- School board in-services: Negotiations, Leadership Foundations—School Finance and Management
- Presenter: MSBA webinars, workshops, seminars, and conferences
- Presenter: Other professional organization workshops and conferences



SEARCH TEAM — MSBA STAFF

▪ SHELBY HERRERA

Shelby has more than 20 years of experience in education — as a classroom teacher, a paraprofessional, and a teaching assistant at the university level. Shelby joined MSBA in 2019.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Administrative Assistant to Strategic Governance
- Mankato Public Schools: Science Teacher
- Mankato Public Schools: Paraprofessional
- Minnesota State University, Mankato: Teaching assistant

RELEVANT WORK EXPERIENCE

- Conduct research and compile data
- Handle information requests
- Interact with a wide range of staff, business partners, and members
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, etc.
- Assist applicants and board members with Revelus, MSBA's proprietary application platform

▪ BRUCE LOMBARD

Bruce has more than 15 years of experience providing a full range of administrative support services. Bruce joined MSBA in 2008.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Communications and Marketing
- Mankato Free Press: Copy Editor
- Washington Unified School District (West Sacramento, California): Substitute Teacher
- Sogon University Language Program (Seoul, South Korea): English Language Instructor

RELEVANT WORK EXPERIENCE

- Answers and directs phone calls to appropriate parties
- Handles information requests
- Posts job openings on MSBA Jobs webpage and in MSBA Leader newsletter
- Posts job openings on national job sites, if necessary
- Interacts with a wide range of staff, business partners, and members

SEARCH TEAM — MSBA STAFF

■ MARIA SHINABARGER, JD

Juris Doctor and educator with over 10 years' experience as a community servant. Maria joined MSBA in 2018.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Management Services and Charter School Liaison
- Marshall Brennan Constitutional Literacy Project Fellow
- Law Clerk at Hennepin County Attorney's Office
- Cambridge Academy East (Mesa, Arizona): Fifth/Sixth Grade English Teacher, Director of Professional Development
- Milan C-2 School District (Milan, Missouri): Fifth/Sixth Grade Reading Teacher

RELEVANT WORK EXPERIENCE

- Facilitate community, staff, and student input sessions
- Ensure compliance with data privacy statutes by redacting resumes
- Consolidate staff and community responses to surveys and interviews
- Help members interpret state and federal statutes regarding human resources, data practices and contracts

■ JOEL STENCEL, CPA

Joel has more than 20 years of accounting and auditing experience providing a full range of support services. Joel joined MSBA in 2017.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Association Finance
- Eide Bailly LLP: Audit Manager

RELEVANT WORK EXPERIENCE

- School District Auditor
- Answer and direct phone calls to appropriate parties
- Interact with a wide range of staff, business partners, and members
- Gathers salary information for Districts selected
- Assists with EMD analysis submitted by school board members

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ LEE WARNE, Ed. S.

Lee has 48+ years of experience in education, including serving as a superintendent, high school principal, service cooperative executive director, Minnesota Rural Education Association executive director, and Association of Educational Service Agencies executive director. Lee has served at all levels of leadership in local, state, and national organizations, and has been leading MSBA searches across the state for more than five years. Lee has also received numerous awards at the regional, state, and national levels.

WORK HISTORY

- Greenway Public Schools: Interim Superintendent
- RTR (Russell-Tyler-Ruthton) Schools: Interim Superintendent
- Association of Educational Service Agencies: Executive Director
- MN Rural Education Association: Executive Director
- Lake Benton School: Interim Superintendent
- SW/WC Service Cooperative: Executive Director
- West Central Area Schools: Superintendent
- Norman County West: High School Principal
- Halstad Public School: High School Principal

RELEVANT WORK EXPERIENCE

- Facilitated numerous superintendent searches and school district strategic planning sessions
- Provided assistance to school boards and superintendents in various aspects of leadership and training

▪ BRUCE KLAEHN

Bruce has recently retired from 41 years as a Minnesota educator, serving as a teacher, coach, principal, and superintendent, as well as an adjunct college instructor in educational administration. He has extensive experience in financial budgeting, school construction projects, administrative mentoring, and contract negotiations.

WORK HISTORY

- Southeast Service Cooperative: Educational Consultant
- Winona State University: Adjunct Instructor
- Dover-Eyota Public School District: Superintendent
- Grand Meadow Public Schools: Superintendent
- Granada-Huntley-East Chain School District: Principal
- Madelia Public Schools: Teacher and Coach

RELEVANT WORK EXPERIENCE

- Experience facilitating superintendent searches
- Mentor of new superintendents in southeast Minnesota

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ CONNIE HAYES

Connie has 40 years of experience in education, including 23 years as a superintendent. She retired from Northeast Metro 916 after 15 years. During her educational career, Connie also served in coordinator positions and as a school psychologist. While working in the private sector she advised districts on public financing.

WORK HISTORY

- Northeast Metro 916 Intermediate School District: Superintendent
- Springsted: Vice-President
- La Crescent-Hokah Public Schools: Superintendent
- McGregor Independent School District #4: Superintendent
- Lynd Public School District and Marshall Public Schools: Superintendent and Curriculum Coordinator
- SW/WC ECSU: Coordinator and School Psychologist
- Crookston Regional Interdistrict Council: School Psychologist

RELEVANT WORK EXPERIENCE

- Provided leadership in district strategic planning and goal-setting processes
- Built consensus across participating school districts in a long-range facility planning, financing, and construction of three specialized facilities for unique learners
- Facilitated construction of a major addition to a secondary building
- Led improvements in district financial affairs

■ PAUL CARLSON

Paul has 38 years of experience in education as a teacher, principal, and 21 years as a superintendent. He is committed to delivering effective guidance for educational excellence to ensure optimal education opportunities for all students.

WORK HISTORY

- ACGC Public Schools: Interim Superintendent (8 months)
- Hancock Public Schools: Part-time Superintendent (4 Years)
- New London-Spicer Schools: Superintendent (17 years)
- New London-Spicer Schools: High School Principal
- Sleepy Eye Public Schools: High School Principal
- Sleepy Eye Public Schools: Business Education Teacher

RELEVANT WORK EXPERIENCE

- Implemented long-range planning and goal-setting processes gathering community input and student achievement data resulting in facilities maintenance and energy project
- Led five successful operating levy campaigns and two successful bond levy campaigns
- Budget skills including all facets of revenue and expenditures planning and implementation

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ **SANDI NOVAK, Ed. S.**

Sandi has 40 years of experience as a teacher, principal, curriculum director, assistant superintendent, acting superintendent, education consultant, and author. Specifically, she served as the acting superintendent in Butterfield-Odin School District (February-June 2016), as assistant superintendent in the Burnsville-Eagan-Savage Schools (2004-2010), and has served on the Board of Minnesota ASCD.

WORK HISTORY

- Butterfield-Odin Schools: Acting Superintendent
- Burnsville-Eagan-Savage Schools: Assistant Superintendent
- Burnsville-Eagan-Savage Schools: Curriculum/Professional Development Director
- Burnsville-Eagan-Savage Schools: Principal
- Owatonna Schools: Interim Principal
- Burnsville-Eagan-Savage Schools: Teacher/Coach
- Mazeppa Elementary School: Teacher

RELEVANT WORK EXPERIENCE

- Presenter at NSBA, MSBA, ASCD and other national conferences
- Coached leadership teams across the country on effective literacy instructional practices

▪ **RENAE TOSTENSON, Ed.S.**

Renae has nearly 40 years of experience in education. She has served as superintendent (Lac qui Parle Valley Schools, 2011-2017), principal (Appleton Elementary School, 2007-2011), teacher coach (Lac qui Parle Valley Schools, 2005-2007), and as an elementary school teacher.

WORK HISTORY

- Lac qui Parle Valley Schools: Superintendent
- Lac qui Parle Valley Schools: Principal
- Lac qui Parle Valley Schools: Teacher coach

RELEVANT WORK EXPERIENCE

- Presenter at MASA and MSBA conferences and workshops
- Facilitated superintendent searches

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ GARY KUPHAL

Gary has 47 years of experience in education, all but four years in Minnesota. He has served as a high school principal in Henderson, assistant high school principal and middle school principal in La Crescent, and superintendent in Southland, LeRoy-Ostrander, Plainview-Elgin-Millville, and Mabel-Canton.

WORK HISTORY

- Mable-Canton Schools: Superintendent
- La Crescent-Hokah Public Schools: Interim Superintendent
- Kingsland Public Schools: Interim Superintendent
- Southland School District: Superintendent
- LeRoy-Ostrander School District: Superintendent
- Plainview-Elgin-Millville Community Schools: Superintendent
- La Crescent-Hokah Public Schools: Middle School Principal
- Henderson School District: High School Principal
- Henderson School District: Counselor
- Cleveland School District: Counselor
- Union-Whitten School District (Iowa): Teacher

RELEVANT WORK EXPERIENCE

- Facilitated superintendent searches, board development, and school district strategic planning sessions
- Facilitated community task force on facilities planning

■ STEVE NIKLAUS

Steve Niklaus brings 43 years of experience in education including serving as superintendent (Annandale Public Schools, 1992-2017) and principal (Annandale High School, 1986-1992, and Atwater-Grove City High Schools, 1980-1986). Steve has served on several state and regional professional boards and committees. Steve has worked in both Minnesota and North Dakota school districts.

WORK HISTORY

- Annandale Public Schools: Superintendent
- Annandale Public Schools: Principal
- Atwater-Grove City High Schools: Principal
- Welcome High School: Principal
- Oakes High School, Oakes, North Dakota: High School Teacher

RELEVANT WORK EXPERIENCE

- Led six successful operating levy elections and four successful building bond elections
- Experience facilitating with superintendent searches

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ **BILL TOMHAVE, Ph.D.**

Bill has more than 45 years of extensive experience in education starting as a high school mathematics teacher and including 40 years in higher education involved with teacher preparation. Bill was elected to the Moorhead Area Schools Board of Directors in 2001, serving through 2018. He was also recognized with the Minnesota All-State School Board award in January 2015.

WORK HISTORY

- Concordia College, Moorhead, Minnesota: Assistant/Associate/Professor, Mathematics
- University of Minnesota, Morris, Minnesota: Assistant Professor, Mathematics
- Iowa State University, Ames, Iowa: Instructor, Mathematics
- Oregon Consolidated Schools, Oregon: Teacher, High School Mathematics

RELEVANT WORK EXPERIENCE

- Director of Moorhead Area School Board 2002-2018, held positions of Chair, Vice-Chair, and Treasurer
- Board of Directors for Lakes Country Service Cooperative 2007-2018
- Experience assisting with community discussions and candidate screenings and interviews
- Ambassador, Minnesota School Boards Association (MSBA), 2006—2009
- Region 1 Joint Powers Board, 2010—2018; Vice Chair 2012—2018

■ **DAVE THOMPSON, Ed.D.**

Dave has more than 45 years of educational experience including serving as superintendent (Stewartville Public Schools, 2000-2017), director of secondary education and middle school principal (Farmington Public Schools, 1993-2000), high school principal (Stewartville Public Schools, 1986-1993), high school principal (Goodhue Public Schools, 1984-1986), and athletic director, teacher, and coach (Elgin-Millville Public Schools, 1977-1984). Dave has served on several local and regional organization committees.

WORK HISTORY

- Kasson-Mantorville Interim Superintendent
- Kenyon-Wanamingo Interim Superintendent
- Stewartville Public Schools: Superintendent
- Farmington Public Schools: Director of Secondary Education & Middle School Principal
- Stewartville Public Schools: High School Principal
- Goodhue Public Schools: High School Principal
- Elgin-Millville Public Schools: Athletic Director/ Teacher / Coach

RELEVANT WORK EXPERIENCE

- Led four successful operating levy campaigns and two successful bond levy campaigns
- Led and implemented district's long-range facility plan and Strategic Plans
- Coach/Teacher of Minnesota Aspiring Superintendent's Academy



NATIONAL AFFILIATION OF SUPERINTENDENT SEARCHERS



August 2, 2023

Dear School Board Members:

You are facing one of the most significant decisions you will make as a school board member – selecting a superintendent. No other staff member will likely have a more long-term impact on your school district. Choosing the most highly qualified individual, who also represents the ideal fit in your community, will be critical. Please consider using your state school board association's superintendent search service to facilitate your next search for a superintendent.

The members of the National Affiliation of Superintendent Searchers (NASS) stand ready – as the most experienced network of search professionals in the United States – to execute a national campaign to find your district's next superintendent. NASS consultants are located in 39 states and include more than 100 consultants serving as superintendent searchers for school board associations throughout the country. NASS harnesses the skills and experiences of many search professionals with proven track records of accomplishment. Consultants in NASS are characterized by integrity, passion, and focus. Your state school board association's search professionals know state and local laws, know your district, and appreciate that each search is unique. They know your school board wants a customized search to meet your community's specific needs, and understand the need to maintain a successful, long-term relationship between your board and your state school board association.

NASS members serve school boards every day. As Chair of NASS, I can promise you will receive individual, customized attention and a commitment from your NASS professional to assist in a dedicated and confidential manner, following the specific laws of your state. The successful executive search begins with a strong team of professional search consultants and ends with a solid, long-term relationship between the school district and its top administrative leaders. The NASS mission is *finding top executive leadership for school districts throughout the United States through our core values – ethics, integrity, leadership, and teamwork*. If retaining a successful, long-term leader is a priority for your district, rely on a NASS consultant!

Regards,

Shari Becker

Shari Becker
NASS Chair





National Affiliation of Superintendent Searchers (NASS members)

| | |
|---------------|----------------|
| Alabama | New Hampshire |
| Alaska | New Jersey |
| Arizona | New Mexico |
| Connecticut | North Carolina |
| Florida | North Dakota |
| Georgia | Ohio |
| Idaho | Oklahoma |
| Illinois | Oregon |
| Indiana | Pennsylvania |
| Kansas | South Carolina |
| Kentucky | South Dakota |
| Maine | Tennessee |
| Maryland | Texas |
| Massachusetts | Utah |
| Michigan | Vermont |
| Minnesota | Virginia |
| Mississippi | West Virginia |
| Missouri | Wisconsin |
| Montana | Wyoming |
| Nebraska | |

NOTES

[illegible]



St. Louis Park Public Schools

Sample Superintendent Search Communications Plan

Updated 11.10.23

Sample Communications Goal:

1. Use culturally and linguistically relevant communication approaches to ensure that stakeholders are aware of the search process, know how they can participate, and know where to find more information.
2. Staff, student, and community engagement opportunities will generate multiple racial perspectives the school board finds useful in informing its hiring decision.
3. The communications plan will emphasize student voice, seeking multiple racial and cultural perspectives, and upholding the strategic plan for racial equity transformation and SLP core values.

Sample Key Messages:

1. We intentionally seek multiple racial perspectives to engage in the search process, meet candidates, and provide valuable feedback to the school board.
2. Stay informed about the search for a new superintendent by reading district- and school-level communications, or by visiting the district website at slpschools.org.
3. We especially encourage students to participate in engagement opportunities.

Sample Audiences

Internal

- School board members
- District leaders
- Employees
- Union leaders and groups

Possible Tools: FLOW weekly staff newsletter; as needed emails, text messages, voice messages, website, social media, Weekly Leadership Communication; employee break spaces.

External

- Students
- Parents and caregivers
- Constituents of Community Education and Early Learning
- SLP residents
- Community partners/leaders
- Local media
- Potential candidates

Possible Tools: English/Spanish/Somali weekly school newsletters; as needed multilingual emails, text messages, voice messages; SLP Communicator (monthly district newsletter); Board Briefs; press releases as needed

Possible Student Groups: Superintendent's Advisory, SOAR, GSA; Youth Data Analysts, etc.

About our Stakeholders

- 4,840 students K-12
- 610 employees
- 70.46% of voters supported the 2022 referendum
- Student Racial Demographics

81

- 8% English Learners
- 49+ languages - preferred:
 - 226 Spanish speaking
 - 102 Somali speaking

- White - 57.8%
- Black - 24.2%
- Latinx - 7.8%
- Asian - 6.1%
- American Indian/Alaskan Native - 2.5%
- 15.5% receive Special Education Services

Sample Communications Action Steps

2023 Sample Tactics

- Develop communications plan and branded graphics that are relevant to SLP audiences
- Announce search timeline and school board's planning process
- Create superintendent search webpage
- Establish QR code that provides real-time weekly updates about where we are at in our process
- Establish weekly or bi-monthly superintendent search short updates to stakeholders via weekly newsletters (FLOW, school newsletters, social media, etc.)
- Work with search firm to coordinate weekly status updates and design an engagement process that intentionally seeks multiple perspectives
- Gather initial community input for Superintendent Profile (if applicable)
- If desired, establish an online FAQ process for stakeholders to submit questions about the process that can be responded to in the public FAQ.
- Utilize flier distribution (PeachJar) as needed

2024 Sample Tactics

- Adjust communications plan as needed based on analytics and feedback - continue weekly or bi-monthly updates
- Launch candidate recruitment webpage
- Implement engagement plan
- Send email, text, and voice messages to families as needed for pivotal opportunities in the engagement process
- Manage media as needed

Sample Racially and Culturally Differentiated Tactics

- Small, in person, focus-group style conversations conducted in Spanish and Somali
- Use strategies that focus on the relational aspects of our various cultural communities, ex:
 - Identify and invite key parent influencers to participate in engagement opportunities
 - Ask parent influencers to help invite additional families in their respective circles of friends
 - Invitations sent in Spanish and Somali (emails, text and voice messages from our cultural liaisons) - greater reliance on word of mouth
- As part of the engagement process, dedicate time to educate families about the role of the superintendent, their responsibilities, how they influence student's school/education and the process of hiring a superintendent
- Hold opportunities at locations where families are already familiar; provide snacks and childcare at any in person opportunities; invite Spanish-speaking and Somali-speaking staff who already have relationships with families to be part of the conversation. *Also utilize the opportunity to engage our staff.*

What do we want people to do?

1. Use QR code to view **real-time updates** at any point in the process
2. Read **weekly/bi-weekly** pushout communications
3. Learn about the superintendent role and search process
4. Participate in engagement opportunities

Sample deliverables

Example magnet/postcard to families and staff

Superintendent Search Updates

Información de búsqueda del superintendente
macluumaadka raadinta kormeeraha



Get real-time updates anytime

Actualizaciones en cualquier momento

Hel warar cusub wakhti kasta

www.slpschools.org



[Sample Recruitment Webpage](#)

Become District 287's next Superintendent



Who we are

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

We are experts in Special Education, Alternative Learning Center Academies (ALCs), Transition Services, Career and Technical Education, Itinerant Services, Care & Treatment, Online Learning, and Enrichment Programs.



Qualifications

Preferred candidates will:

- Hold or be eligible for licensure as a Superintendent in Minnesota.
- Have successful experience as a Superintendent or in a District level setting.
- Experience leading or working with Special Education programs as well as transition and special services for unique learners.



Lead our District

District 287 is committed to advancing racial equity and producing equitable student outcomes through evidence-based instruction, trauma-sensitive and healing-centered practices, and employee well-being. Racial equity is foundational to District 287's mission and embedded in all its priorities.

Get to know us before you apply

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

CONSENT AGENDA - BUSINESS

items for the school board meeting on

The following items are recommended for approval:

MOTION: Moved by: _____ 2nd _____

Vote: _____

A. Payroll

Net Payroll from October 15, 2023 in the amount of: \$ 1,523,010.24

Net Payroll from October 30, 2023 in the amount of: \$ 1,509,693.57

| | |
|-----------------------|------------------------|
| Total Payroll: | \$ 3,032,703.81 |
|-----------------------|------------------------|

B. Accounts Payable Disbursements

The following accounts payable disbursements have taken place since October 1, 2023 and are reflected on the attached spreadsheet.

C. Electronic Fund Transfers

The following electronic funds transfers have taken place since October 1, 2023 and are reflected on the attached spreadsheet.

D. Harris Bank Charges

The following credit card transactions have taken place since October 1, 2023

and are reflected on the attached spreadsheet.

E. Investments

The district holds the attached investments as of October 31, 2023

F. Approval of Minutes

Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

BMO, 10/01/2023 to 10/31/2023

Mapped Cards

Schrader Abby

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-6547 | Odp Bus Sol Llc # 1010 | 150.60 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-6547 | Dbc Blick Art Material | 119.40 | |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US T98sh30s0 | 35.69 | |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US T96tw2al0 | 189.43 | |
| 10/02/2023 | 10/02/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US T945z2kp2 | 191.26 | |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US T98cp8xh0 | 318.02 | |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-6547 | Amazon.Com T97gq9860 | 21.98 | |
| 10/04/2023 | 10/04/2023 | XXXX-XXXX-XXXX-6547 | Flinn Scientific Inc | 599.76 | |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-6547 | Microscope World | 80.71 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US T90st9ry0 | 28.48 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US T91305w10 | 47.58 | |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-6547 | Calendly | 103.20 | |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Te9h51ej2 | 227.84 | |
| 10/09/2023 | 10/07/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp Us | -47.58 | |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Te27x6hs0 | 80.92 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-6547 | Fedex Offic18600018614 | 139.67 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-6547 | Target.Com | 356.81 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-6547 | Papa Johns #1216 | 97.19 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-6547 | Minnetesol | 615.00 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp74b5h20 | 15.95 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Te5qt9it1 | 29.99 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp92v8b70 | 46.00 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-6547 | Calendly | 103.20 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-6547 | Target.Com | 104.53 | |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp7ob9je1 | 15.80 | |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp3pv88k2 | 22.95 | |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp5is1t81 | 28.99 | |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp1ov5i60 | 36.95 | |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-6547 | Canva I03940-62113199 | 58.00 | |
| Debit Total USD | | | | 4,917.36 | |
| Credit Total USD | | | | -157.58 | |
| 87 Total USD | | | | 4,759.78 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp7ln1aw1 | 367.77 | ? |
| 10/17/2023 | 10/17/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp4u28yf0 | 150.69 | ? |
| 10/17/2023 | 10/17/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp US Tp98z4602 | 220.00 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-6547 | Amazon.Com Td3074lo2 | 313.00 | ? |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6547 | Amzn Mktp Us | -110.00 | ? |
| Debit Total USD | | | | 4,917.36 | |
| Credit Total USD | | | | -157.58 | |
| Total USD | | | | 4,759.78 | |

LUGO ABIGAIL

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-1171 | In Slushie Spot | 28.20 | ? |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US T95yf2v72 | 105.62 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-1171 | S&s Activewear | 662.96 | ? |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-1171 | Cub Foods Knollwood | 19.14 | ? |
| 10/06/2023 | 10/04/2023 | XXXX-XXXX-XXXX-1171 | Transfer Express | 781.50 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-1171 | Sp Frosty Fruit | 1,169.58 | ? |
| 10/09/2023 | 10/05/2023 | XXXX-XXXX-XXXX-1171 | Samsclub.Com | 113.36 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US Te91b4z60 | 72.52 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-1171 | Target 00021899 | 104.91 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US Te3h63la0 | 254.61 | ? |
| 10/09/2023 | 10/07/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US Te8xe6nd0 | 43.53 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US Te4ar5bf0 | 80.99 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-1171 | Target 00021899 | 8.98 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US Tp9gq1nk0 | 42.75 | ? |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-1171 | Samsclub.Com | 274.30 | ? |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-1171 | In Spirit Box Llc | 198.00 | ? |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-1171 | In Spirit Box Llc | 198.00 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-1171 | Amazon.Com Tp8co4az1 | 255.29 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-1171 | Amazon.Com Td5tt3f62 | 41.79 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-1171 | Cub Foods Knollwood | 33.94 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-1171 | Target.Com | 59.97 | ? |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-1171 | Amzn Mktp US 7s08a1vj3 | 31.46 | ? |
| Debit Total USD | | | | 4,581.40 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 4,581.40 | |

Tsuchiya Theiler Alison

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|----------------------|--------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-0824 | Amazon.Com T90ys4go2 | 24.99 | ? |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-0824 | Amazon.Com T16cc42p1 | 24.86 | ? |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-0824 | Amzn Mktp US T90lr9yu2 | 17.50 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-0824 | Chicago Books & Journa | 10.00 | |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-0824 | Amzn Mktp US Te5cu3xa1 | 23.79 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-0824 | Follett School Solutio | 829.66 | |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-0824 | Follett School Solutio | 722.48 | |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-0824 | Amzn Mktp US Jf0j722q3 | 28.95 | |
| Debit Total USD | | | | 1,682.23 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 1,682.23 | |

Dorgan Anne

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|--|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com T12lj2bn1 | 51.59 | |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 251.03 | |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 255.22 | |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 260.84 | |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 266.04 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US T99se4bt2 | 52.34 | |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US T99uc90y0 | 159.02 | |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-2942 | Health Consultants | 240.00 | |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US T95qq4g70 | 47.97 | |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-2942 | Culligan Brooklyn Park | 35.25 | |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te3fy4f12 | 35.34 | |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te1ja8ov2 | 45.82 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US T97mk7ya0 | 31.99 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 254.27 | |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US T90fe5vo1 | 32.97 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Michaels #9490 | 5.98 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Michaels #9490 | 53.82 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te5ej1022 | 184.00 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 259.20 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 264.84 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 567.95 | |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com Te0f715a0 | 8.98 | |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com Te2fw25c0 | 13.70 | |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te6f585l0 | 38.73 | |
| 10/10/2023 | 10/10/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te8pc7252 | 23.99 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te74o53o1 | 93.45 | |
| Debit Total USD | | | | 10,134.87 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 10,134.87 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|---|
| 10/11/2023 | 10/11/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te69w3t51 | 29.44 | ? |
| 10/11/2023 | 10/11/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Te9wy5rn0 | 43.36 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp6o28z80 | 26.29 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2942 | Target.Com | 3.98 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2942 | Target.Com | 62.39 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 258.65 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 266.55 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 275.85 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 571.13 | ? |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com Tp6s81520 | 15.88 | ? |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com Tp4pn41m2 | 76.45 | ? |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-2942 | Cub Foods Knollwood | 34.95 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp4g43842 | 59.99 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp8f43w90 | 144.56 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp8ps9ve1 | 23.98 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp0s58k62 | 120.06 | ? |
| 10/18/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp2qr9u62 | 13.99 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2942 | Target.Com | 12.56 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com 1v2me8eb3 | 64.74 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US 445980eq3 | 67.98 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp62i1rf2 | 87.17 | ? |
| 10/19/2023 | 10/19/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Td5rm8o12 | 32.96 | ? |
| 10/19/2023 | 10/19/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp47r7q21 | 48.01 | ? |
| 10/20/2023 | 10/20/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 300.30 | ? |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-2942 | Odp Bus Sol Llc # 1010 | 86.94 | ? |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 257.72 | ? |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 258.11 | ? |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 261.21 | ? |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 473.99 | ? |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Tp9mc0rf1 | 18.84 | ? |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com Td2i73c51 | 60.39 | ? |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Td8561zj1 | 85.98 | ? |
| 10/24/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US F85kl4hj3 | 68.71 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 250.72 | ? |
| 10/26/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2942 | Odp Bus Sol Llc # 1010 | 66.08 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Zq4qz1dm3 | 43.99 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Vi3aa8up3 | 52.87 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US 5g07b3t93 | 72.25 | ? |
| Debit Total USD | | | | 10,134.87 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 10,134.87 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|--|
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-2942 | Amazon.Com Tj0gw5cp3 | 234.15 | |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 262.74 | |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 262.74 | |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 262.74 | |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 457.82 | |
| 10/30/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US 544ge82f3 | 9.99 | |
| 10/30/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US 5c35p88q3 | 66.16 | |
| 10/30/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2942 | Costco Delivery 652 | 253.55 | |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Ev1276jp3 | 32.99 | |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2942 | Amzn Mktp US Qa6ps9n93 | 58.64 | |
| Debit Total USD | | | | 10,134.87 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 10,134.87 | |

Valentine Brian

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 253.10 | |
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 404.96 | |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-5304 | The Home Depot #2806 | 61.88 | |
| 10/04/2023 | 09/27/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 132.86 | |
| 10/06/2023 | 10/04/2023 | XXXX-XXXX-XXXX-5304 | The Home Depot #2806 | 134.77 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-5304 | Hillyard Inc Minneapol | 371.34 | |
| 10/09/2023 | 10/04/2023 | XXXX-XXXX-XXXX-5304 | Www.Dalcoonline.Com | 1,052.69 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-5304 | Hillyard Inc Minneapol | 51.24 | |
| 10/13/2023 | 10/09/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 4.16 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5304 | State Supply Company I | 14.52 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5304 | Hillyard Inc Minneapol | 452.10 | |
| 10/16/2023 | 10/06/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 25.14 | |
| 10/16/2023 | 10/06/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 35.95 | |
| 10/16/2023 | 10/11/2023 | XXXX-XXXX-XXXX-5304 | Www.Dalcoonline.Com | 428.68 | |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5304 | Www.Dalcoonline.Com | 345.00 | |
| 10/20/2023 | 10/13/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 120.44 | |
| 10/27/2023 | 10/24/2023 | XXXX-XXXX-XXXX-5304 | Dalco Enterprises | 35.95 | |
| Debit Total USD | | | | 3,924.78 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 3,924.78 | |

Phimister Bridgett

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|--------|--|
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-5376 | Republic Services Tras | 197.58 | |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-5376 | Republic Services Tras | 691.34 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|---------------------|-----------|---|
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-5376 | Aspen Waste Systems | 10,080.94 | ? |
| Debit Total USD | | | | 10,969.86 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 10,969.86 | |

SCHROEDER BRITTANI

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|----------------------|----------|---|
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-1158 | Sp Allpadlocks.Com | 2,937.59 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-1158 | Paypal Varsityathl | 1,611.95 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-1158 | Gopher Family Brands | 178.64 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-1158 | B2b Prime P80306ym3 | 129.00 | ? |
| Debit Total USD | | | | 4,857.18 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 4,857.18 | |

Grossinger Brooks

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/10/2023 | 10/10/2023 | XXXX-XXXX-XXXX-9485 | Amzn Mktp US Te02b64a1 | 59.83 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-9485 | Popp Communications | 2,156.18 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-9485 | Masbo | 110.00 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-9485 | Masbo | 150.00 | ? |
| Debit Total USD | | | | 2,476.01 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 2,476.01 | |

Taylor Cathy

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|--------------------|--------|---|
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-4342 | Bcs Isd196-Comm Ed | 130.00 | ? |
| Debit Total USD | | | | 130.00 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 130.00 | |

Young Darrell

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-3989 | Culligan Brooklyn Park | 13.35 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-3989 | National Afterschool A | 25.00 | ? |
| Debit Total USD | | | | 38.35 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 38.35 | |

Carson Deborah

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com T97rg4ey0 | 36.30 | ? |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-9869 | Teacherspayteachers.Co | -7.49 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-9869 | Kaplan Early Learning | 41.70 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com Te18y6cs0 | 18.10 | ? |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-9869 | Papa Johns #1216 | 209.99 | ? |
| 10/09/2023 | 10/07/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com Te59k3t40 | 34.39 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com Te90k2sh2 | 5.62 | ? |
| 10/10/2023 | 10/10/2023 | XXXX-XXXX-XXXX-9869 | Amzn Mktp US Te37l7q70 | 33.30 | ? |
| 10/11/2023 | 10/09/2023 | XXXX-XXXX-XXXX-9869 | Odp Bus Sol Llc # 1010 | 61.49 | ? |
| 10/11/2023 | 10/09/2023 | XXXX-XXXX-XXXX-9869 | Odp Bus Sol Llc # 1010 | 131.79 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-9869 | Amzn Mktp US Te0385y20 | 133.84 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-9869 | Stages Theatre Company | 490.00 | ? |
| 10/13/2023 | 10/11/2023 | XXXX-XXXX-XXXX-9869 | Odp Bus Sol Llc # 1010 | 41.98 | ? |
| 10/13/2023 | 10/11/2023 | XXXX-XXXX-XXXX-9869 | Odp Bus Sol Llc # 1010 | 111.80 | ? |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com Tp2nv4mn0 | 21.99 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com Tp6m939o2 | 7.50 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-9869 | Amazon.Com Tp5pe3xo1 | 21.11 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-9869 | Plastic Bag Mart | 114.95 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-9869 | Terrapin | 1,427.90 | ? |
| 10/24/2023 | 10/24/2023 | XXXX-XXXX-XXXX-9869 | Amzn Mktp US Fe3hc1zc3 | 53.92 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-9869 | Amzn Mktp US Yf7ov5oa3 | 14.98 | ? |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-9869 | Amzn Mktp US Nn9x514c3 | 28.56 | ? |
| 10/27/2023 | 10/24/2023 | XXXX-XXXX-XXXX-9869 | Odp Bus Sol Llc # 1010 | 197.15 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-9869 | Odp Bus Sol Llc # 1010 | 74.16 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-9869 | Gopher Family Brands | 449.00 | ? |
| Debit Total USD | | | | 3,761.52 | |
| Credit Total USD | | | | -7.49 | |
| Total USD | | | | 3,754.03 | |

SCOTT ERIKA

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|---------------|--------|---|
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-9135 | Uber Trip | 24.98 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-9135 | Zero To Three | 120.00 | ? |
| Debit Total USD | | | | 144.98 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 144.98 | |

Adeed Faduma

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|--------|---|
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-0029 | Kentucky Science And T | 100.00 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-0029 | U Of M Contlearning OI | 175.00 | ? |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|--|
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-0029 | U Of M Contlearning OI | 175.00 | |
| Debit Total USD | | | | 450.00 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 450.00 | |

Bailey Freida

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|--|
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-6177 | Amazon Prime Tp8ij7wt2 | 16.27 | |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6177 | Amzn Mktp US N76i857o3 | 70.66 | |
| Debit Total USD | | | | 86.93 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 86.93 | |

Holmbeck Greg

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|--|
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-2999 | Brainpop Llc | 12,903.00 | |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-2999 | Nytimes Nytimes Disc | 4.04 | |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-2999 | Amzn Mktp US Te6nb0p11 | 25.99 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-2999 | Amazon.Com Te2096bh1 | 27.45 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-2999 | The Sharpening Center | 60.50 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2999 | Amazon.Com C51b58ip3 | 24.99 | |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-2999 | Amazon.Com Av2050cv3 | 9.99 | |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-2999 | Noodletools, Inc. | 680.00 | |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-2999 | Amazon.Com l22jt3y53 | 48.79 | |
| Debit Total USD | | | | 13,784.75 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 13,784.75 | |

Middleton Heidi

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-0213 | Odp Bus Sol Llc # 1010 | -38.72 | |
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-0213 | Odp Bus Sol Llc # 1010 | 67.02 | |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-0213 | Amzn Mktp US T911q40g0 | 9.98 | |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-0213 | Amazon Prime T10lf9ws1 | 139.00 | |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com T98li3ug0 | 18.32 | |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-0213 | Amzn Mktp US T94lc9un0 | 41.60 | |
| 10/05/2023 | 10/05/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te9ds7nf2 | 8.03 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te96724q0 | 10.05 | |
| Debit Total USD | | | | 2,528.24 | |
| Credit Total USD | | | | -77.44 | |
| Total USD | | | | 2,450.80 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te8nx3fa0 | 23.00 | ? |
| 10/09/2023 | 10/08/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te9uv4p40 | 20.46 | ? |
| 10/09/2023 | 10/08/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te1d55pr0 | 32.52 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te7n73101 | 40.69 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Te2oz3b71 | 25.62 | ? |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-0213 | City Of St Louis Park | 120.00 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-0213 | Odp Bus Sol Llc # 1010 | 148.88 | ? |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Tp3az0cy1 | 4.98 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Tp3ci1iw0 | 129.48 | ? |
| 10/18/2023 | 10/16/2023 | XXXX-XXXX-XXXX-0213 | Odp Bus Sol Llc # 1010 | 13.30 | ? |
| 10/23/2023 | 10/18/2023 | XXXX-XXXX-XXXX-0213 | Odp Bus Sol Llc # 1010 | 38.72 | ? |
| 10/24/2023 | 10/24/2023 | XXXX-XXXX-XXXX-0213 | Amzn Mktp US Zz2ee9jh3 | 57.98 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-0213 | Amzn Mktp US U45986mt3 | 335.44 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-0213 | Costco Delivery 652 | 1,163.10 | ? |
| 10/25/2023 | 10/25/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Cr94m7sk3 | 26.15 | ? |
| 10/26/2023 | 10/23/2023 | XXXX-XXXX-XXXX-0213 | Odp Bus Sol Llc # 1010 | -38.72 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-0213 | Amzn Mktp US My9wj4wa3 | 21.36 | ? |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-0213 | Amazon.Com Pq26i9mp3 | 25.57 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-0213 | Amzn Mktp US Kq86506r3 | 6.99 | ? |
| Debit Total USD | | | | 2,528.24 | |
| Credit Total USD | | | | -77.44 | |
| Total USD | | | | 2,450.80 | |

Deonarine Jagatnarine

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/05/2023 | 10/02/2023 | XXXX-XXXX-XXXX-3973 | Www.Dalcoonline.Com | 1,197.90 | ? |
| 10/05/2023 | 10/03/2023 | XXXX-XXXX-XXXX-3973 | The Home Depot #2813 | 42.97 | ? |
| 10/05/2023 | 10/03/2023 | XXXX-XXXX-XXXX-3973 | The Home Depot #2813 | 42.97 | ? |
| 10/05/2023 | 10/03/2023 | XXXX-XXXX-XXXX-3973 | The Home Depot #2813 | 42.97 | ? |
| 10/09/2023 | 10/05/2023 | XXXX-XXXX-XXXX-3973 | Www.Dalcoonline.Com | 771.56 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-3973 | Metro Water Conditioni | 402.22 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-3973 | Metro Water Conditioni | 402.22 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | 189.08 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | 726.56 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | 789.00 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | 120.52 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | 103.19 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | -113.06 | ? |
| Debit Total USD | | | | 5,484.79 | |
| Credit Total USD | | | | -113.06 | |
| Total USD | | | | 5,371.73 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-3973 | Hillyard Inc Minneapol | 653.63 | |
| Debit Total USD | | | | 5,484.79 | |
| Credit Total USD | | | | -113.06 | |
| Total USD | | | | 5,371.73 | |

Watts Jane

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-6043 | Target.Com | 18.58 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-6043 | Amzn Mktp US T94vp0zz0 | 31.98 | |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-6043 | Amzn Mktp US T95hn2d22 | 56.94 | |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-6043 | Amazon.Com T98800f01 | 178.65 | |
| 10/09/2023 | 10/05/2023 | XXXX-XXXX-XXXX-6043 | Minnesota Society Of H | 50.00 | |
| 10/09/2023 | 10/05/2023 | XXXX-XXXX-XXXX-6043 | Minnesota Society Of H | 125.00 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-6043 | Amzn Mktp US Te98y1kk0 | 9.59 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-6043 | Amazon.Com Te92l29y2 | 24.99 | |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-6043 | Musicplayonline.Com | 174.95 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-6043 | Amzn Mktp US Te7a90da1 | 39.98 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-6043 | Heggerty Literacy Res | 89.00 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6043 | Target.Com | 7.00 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6043 | Target.Com | 28.00 | |
| 10/25/2023 | 10/23/2023 | XXXX-XXXX-XXXX-6043 | Odp Bus Sol Llc # 1010 | 76.18 | |
| 10/26/2023 | 10/24/2023 | XXXX-XXXX-XXXX-6043 | Odp Bus Sol Llc # 1010 | 51.81 | |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-6043 | Lakeshore Learning Mat | 48.60 | |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-6043 | Amazon.Com Ei5jv2cr3 | 17.68 | |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-6043 | Amazon.Com 0l7cw1rl3 | 315.96 | |
| Debit Total USD | | | | 1,344.89 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 1,344.89 | |

Pickford Janet

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-5484 | Mentimeter | 107.88 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US T117l96d1 | 42.74 | |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US T91fh3mk0 | 21.69 | |
| 10/05/2023 | 10/03/2023 | XXXX-XXXX-XXXX-5484 | Odp Bus Sol Llc # 1010 | 76.96 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-5484 | Amazon.Com Te9hq2cq0 | 24.12 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US T94my2pn1 | 35.37 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-5484 | Odp Bus Sol Llc # 1010 | 76.09 | |
| Debit Total USD | | | | 9,109.05 | |
| Credit Total USD | | | | -41.44 | |
| Total USD | | | | 9,067.61 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/09/2023 | 10/07/2023 | XXXX-XXXX-XXXX-5484 | Amazon.Com Te7ga8xj2 | 238.96 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US Te2bv19p0 | 42.26 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-5484 | Sp Shop.Zaner-Bloser | 43.15 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US Te35h8xv1 | 46.97 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-5484 | U Of M-Cehd Ed Tech In | 111.04 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Signupgenius | 999.00 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Expedia 72677132492268 | 1,555.14 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Paypal Dlenm | 2,100.00 | ? |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Odp Bus Sol Llc # 1010 | 43.28 | ? |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Delta 00621809487530 | 607.80 | ? |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Delta 00621809487552 | 607.80 | ? |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5484 | Delta 00621809487541 | 607.80 | ? |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US Tp5oo0x20 | 41.44 | ? |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-5484 | Amazon Prime Tp0jv7172 | 139.00 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-5484 | Amazon.Com Tp7s20g41 | 59.24 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp Us | -11.98 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-5484 | Odp Bus Sol Llc # 1029 | 17.99 | ? |
| 10/19/2023 | 10/19/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp Us | -29.46 | ? |
| 10/20/2023 | 10/17/2023 | XXXX-XXXX-XXXX-5484 | Paypal Noetic Math | 138.00 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-5484 | Amzn Mktp US Hz6qh1fp3 | 33.73 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-5484 | Amazon.Com Pt5yt5143 | 48.00 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-5484 | Delta 00621846543463 | 621.80 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-5484 | Delta 00621849011206 | 621.80 | ? |
| Debit Total USD | | | | 9,109.05 | |
| Credit Total USD | | | | -41.44 | |
| Total USD | | | | 9,067.61 | |

Halseth Jeff

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-5172 | Nte 5406 | 43.98 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-5172 | Jerry S Hardware 5301 | 99.59 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-5172 | Jerry S Hardware 5301 | 59.11 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-5172 | Napa Store 3279001 | 199.96 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-5172 | Building Controls & So | 81.54 | ? |
| Debit Total USD | | | | 484.18 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 484.18 | |

Gust Jessica

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------------|--------|---|
| 10/16/2023 | 10/16/2023 | XXXX-XXXX-XXXX-4453 | Other Debits - Fast Card Fee | 25.00 | ? |

| Posting Date | Tran Date | Account | Supplier | Amount |
|--------------|-----------|---------|------------------|--------|
| | | | Debit Total USD | 25.00 |
| | | | Credit Total USD | 0.00 |
| | | | Total USD | 25.00 |

Bongaarts Joanne

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-2259 | Amazon.Com T93hh85t2 | 13.91 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-2259 | Follett School Solutio | 44.24 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-2259 | Amazon.Com T13lc96n1 | 52.16 | |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-2259 | Amazon.Com T97d97z80 | 58.63 | |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-2259 | Follett School Solutio | 529.12 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-2259 | Follett School Solutio | 339.74 | |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-2259 | Flocabulary | 138.00 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-2259 | Amzn Mktp US D77zq6xu3 | 201.00 | |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-2259 | Flocabulary | 138.00 | |
| | | | Debit Total USD | 1,514.80 | |
| | | | Credit Total USD | 0.00 | |
| | | | Total USD | 1,514.80 | |

Hatzenbeller Jodi

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|--------|--|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 136.00 | |
| 10/04/2023 | 10/02/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 50.60 | |
| 10/05/2023 | 10/03/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 25.30 | |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-9282 | Hennepin Theatre Trust | 50.00 | |
| 10/13/2023 | 10/11/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 43.39 | |
| 10/16/2023 | 10/12/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 38.80 | |
| 10/18/2023 | 10/16/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 20.56 | |
| 10/20/2023 | 10/18/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 48.84 | |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-9282 | Joann Stores Joann.Com | 21.57 | |
| 10/26/2023 | 10/24/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 70.67 | |
| 10/27/2023 | 10/25/2023 | XXXX-XXXX-XXXX-9282 | Menards Golden Valley | 70.29 | |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-9282 | 24hourwristbands.Com | 80.62 | |
| | | | Debit Total USD | 656.64 | |
| | | | Credit Total USD | 0.00 | |
| | | | Total USD | 656.64 | |

MCBRIDE-BIBBY JULIA

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|----------|--|
| 10/05/2023 | 09/28/2023 | XXXX-XXXX-XXXX-8128 | The Math Learning Cent | 3,330.00 | |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-8128 | Papa Johns #1216 | 104.49 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|---|
| 10/09/2023 | 10/08/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US T97b427c1 | 68.42 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US T94f63yx1 | 20.95 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US T94mp6y31 | 20.95 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te61466s2 | 20.95 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US T92fc8yi1 | 20.95 | ? |
| 10/10/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te2tr1ou1 | 68.42 | ? |
| 10/10/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te2tz8oc1 | 68.42 | ? |
| 10/11/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8128 | Officemax/Officedept#6 | 69.41 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te3je0lc1 | 24.71 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te30g7lj1 | 24.71 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te0xj5lf1 | 24.71 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te9yj8si0 | 24.71 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-8128 | Amzn Mktp US Te3d30391 | 68.42 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-8128 | Sumup Steven D S | 65.81 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-8128 | Sumup Steven D S | 79.83 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-8128 | The Math Learning Cent | 199.80 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-8128 | Ventris Learning | 451.50 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-8128 | Wal-Mart #1786 | 534.00 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-8128 | Wal-Mart #3364 | 890.00 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-8128 | Ikea Bloomington | 84.58 | ? |
| 10/27/2023 | 10/25/2023 | XXXX-XXXX-XXXX-8128 | Pacific Educational Gr | 1,295.00 | ? |
| 10/27/2023 | 10/25/2023 | XXXX-XXXX-XXXX-8128 | Pacific Educational Gr | 1,295.00 | ? |
| 10/27/2023 | 10/25/2023 | XXXX-XXXX-XXXX-8128 | Pacific Educational Gr | 1,295.00 | ? |
| 10/27/2023 | 10/25/2023 | XXXX-XXXX-XXXX-8128 | Pacific Educational Gr | 1,295.00 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-8128 | Center For The Collabo | 3,024.00 | ? |
| Debit Total USD | | | | 14,469.74 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 14,469.74 | |

Grays Justin

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/04/2023 | 10/02/2023 | XXXX-XXXX-XXXX-0115 | Continental Clay Compa | 286.10 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-0115 | Minnesota Clay Co Usa | 231.67 | ? |
| Debit Total USD | | | | 517.77 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 517.77 | |

Mueller Kara

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|--------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-6488 | Cub Foods Krollwood | 15.97 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-6488 | Teacherspayteachers.Co | -19.50 | ? |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|----------------------|--------|---|
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-6488 | Careersafe Online | 160.00 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-6488 | Amazon.Com Ey49k3c83 | 51.86 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-6488 | Nacac | 330.00 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-6488 | Calendly | 96.00 | ? |
| Debit Total USD | | | | 653.83 | |
| Credit Total USD | | | | -19.50 | |
| Total USD | | | | 634.33 | |

O'Brion Kelleen

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------------|--------|---|
| 10/16/2023 | 10/16/2023 | XXXX-XXXX-XXXX-4137 | Other Debits - Fast Card Fee | 25.00 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-4137 | Target 00021899 | 29.99 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-4137 | Target 00021899 | 83.10 | ? |
| Debit Total USD | | | | 138.09 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 138.09 | |

Mackenzie Kelson

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------------|----------|---|
| 10/16/2023 | 10/16/2023 | XXXX-XXXX-XXXX-2572 | Other Debits - Fast Card Fee | 25.00 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US N15eo4up3 | 47.90 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2572 | Target 00021899 | 162.44 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2572 | Target 00021899 | -165.57 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2572 | Target 00021899 | 165.57 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US Yu9oh8re3 | 220.00 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-2572 | Papa Johns #1216 | 62.99 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-2572 | Quench Usa, Inc. | 32.10 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US 3b7ks8vf3 | 83.94 | ? |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US 6x91v4r83 | 57.69 | ? |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US 4s3282yv3 | 801.48 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US 3v6a613c3 | 67.98 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-2572 | Amzn Mktp US Xj4ch9lp3 | 109.98 | ? |
| Debit Total USD | | | | 1,837.07 | |
| Credit Total USD | | | | -165.57 | |
| Total USD | | | | 1,671.50 | |

Benshoof Larry

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|-----------|---------|----------|----------|--|
| Debit Total USD | | | | 5,704.68 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 5,704.68 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-8777 | Amzn Mktp US T11y46kx1 | 34.99 | |
| 10/09/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8777 | Teamviewer.Com | 5,314.60 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-8777 | Amzn Mktp US Tp9cb4b31 | 37.46 | |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-8777 | Amzn Mktp US Tp1ot5sa1 | 197.82 | |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-8777 | Amzn Mktp US Gz2kn9fw3 | 33.65 | |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-8777 | Amzn Mktp US M515l1683 | 86.16 | |
| Debit Total USD | | | | 5,704.68 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 5,704.68 | |

Guenther Linda

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|--|
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-6061 | Tst Table 95 - Public | 20.00 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-6061 | Delta 00642005424163 | 30.00 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-6061 | Tst Theismanns Resta | 47.16 | |
| 10/20/2023 | 10/18/2023 | XXXX-XXXX-XXXX-6061 | Chick-Fil-A T1 Con C M | 13.41 | |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-6061 | Burgerfi National Harb | 11.65 | |
| 10/23/2023 | 10/19/2023 | XXXX-XXXX-XXXX-6061 | Gaylord National F&b | 15.90 | |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-6061 | Burgerfi National Harb | 7.41 | |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-6061 | Gaylord National F&b | 8.48 | |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-6061 | Redstone American Gril | 39.00 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6061 | Gaylord National F&b | 8.82 | |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6061 | Tst Masons Famous Lo | 25.44 | |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6061 | Tst Masons Famous Lo | 27.03 | |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6061 | Tst The Roost - Shelt | 29.90 | |
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6061 | Delta 00642011561461 | 30.00 | |
| 10/24/2023 | 10/22/2023 | XXXX-XXXX-XXXX-6061 | Matsutake Sushi | 46.60 | |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-6061 | Amazon.Com Ti77n1v53 | 7.99 | |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-6061 | Amzn Mktp US 0j6vr98c3 | 19.96 | |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-6061 | Amzn Mktp US Kg8st9ln3 | 21.99 | |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-6061 | Abcmouse.Com | 45.00 | |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-6061 | Amazon.Com An5kd5i33 | 21.58 | |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-6061 | Hawthorne Educational | 112.70 | |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-6061 | Amazon.Com Vv8lw2jn3 | 109.99 | |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-6061 | Amazon.Com 8x8gm1493 | 19.99 | |
| Debit Total USD | | | | 720.00 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 720.00 | |

Ganyo Margaret

| Posting Date | Tran Date | Account | Supplier | Amount |
|--------------|-----------|---------|----------|--------|
|--------------|-----------|---------|----------|--------|

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-8240 | Eb Rise Together | 55.00 | ? |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-8240 | The Ups Store 1236 | 2.15 | ? |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-8240 | Tst Junebug | 19.35 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-8240 | Textedly | 5.00 | ? |
| 10/09/2023 | 10/08/2023 | XXXX-XXXX-XXXX-8240 | Marshalls #0184 | 19.49 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-8240 | Amzn Mktp US Tp0iw6cf2 | 14.39 | ? |
| 10/12/2023 | 10/12/2023 | XXXX-XXXX-XXXX-8240 | Amazon.Com Te0pg3me1 | 31.35 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-8240 | Officemax/Depot 6419 | 11.78 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-8240 | Officemax/Depot 6419 | 21.69 | ? |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-8240 | Textedly | 48.00 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-8240 | Amzn Mktp US Cq23g6e33 | 16.26 | ? |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-8240 | Amzn Mktp US Wm0f76dq3 | 43.46 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-8240 | Starbucks Store 02228 | 18.77 | ? |
| Debit Total USD | | | | 306.69 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 306.69 | |

Chambers Michaela

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US T95h11vf0 | 128.98 | ? |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-9019 | Msswa | 365.00 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-9019 | Tci | 578.00 | ? |
| 10/12/2023 | 10/10/2023 | XXXX-XXXX-XXXX-9019 | Continental Clay Compa | 516.30 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-9019 | Sp Mn Hist Scty Shop | 200.00 | ? |
| 10/17/2023 | 10/17/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US Tp87w96e2 | 25.99 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US Le5m37sb3 | 43.55 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US Tp1gn38h1 | 47.97 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US 0c37z4kl3 | 31.98 | ? |
| 10/24/2023 | 10/24/2023 | XXXX-XXXX-XXXX-9019 | Amazon.Com 9p22b3iz3 | 23.43 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-9019 | Amazon.Com Kk0bv2ah3 | 55.78 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-9019 | Sweetwater Sound | 669.12 | ? |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US 518qd2tt3 | 27.99 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US W80kw7um3 | 25.19 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US 4g4qv30b3 | 59.92 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-9019 | Amzn Mktp US V24415vm3 | 527.29 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-9019 | Music Theatre Internat | 939.00 | ? |
| Debit Total USD | | | | 4,265.49 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 4,265.49 | |

Johnson Pamela

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|--|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-7336 | Wsca | 242.05 | |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-7336 | Amzn Mktp US Te8m23t42 | 125.58 | |
| 10/11/2023 | 10/09/2023 | XXXX-XXXX-XXXX-7336 | Odp Bus Sol Llc # 1068 | 10.72 | |
| 10/11/2023 | 10/09/2023 | XXXX-XXXX-XXXX-7336 | Odp Bus Sol Llc # 1010 | 47.75 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7336 | Parkway Pizza | 412.38 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7336 | Tuff Shed 999 | 4,015.45 | |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-7336 | Amzn Mktp US Tp3cy1vn2 | 96.11 | |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-7336 | Amzn Mktp US Tp5qe7uw1 | 16.98 | |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7336 | Learning A-Z, Llc | 482.00 | |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7336 | Music Theatre Internat | 735.00 | |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7336 | Music Theatre Internat | 740.00 | |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-7336 | Amzn Mktp US Uz2yg63e3 | 111.35 | |
| Debit Total USD | | | | 7,035.37 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 7,035.37 | |

Howard Patrice

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|--|
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-3027 | Amzn Mktp US T90ws5i02 | 61.90 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-3027 | Cub Foods, Inc. | 37.35 | |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-3027 | Cub Foods Knollwood | 39.90 | |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-3027 | Amzn Mktp US Te9fs5gi1 | 75.16 | |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-3027 | Target 00021899 | 30.30 | |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-3027 | Adobe Creative Cloud | 32.55 | |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-3027 | Www.Volgistics.Com | 38.00 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-3027 | Amzn Mktp US Gx2s78bw3 | 59.98 | |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-3027 | Lunds&byerlys Slp | 69.98 | |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-3027 | Squarespace Inc. | 18.00 | |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-3027 | Linkedin Recruiter 885 | 169.99 | |
| Debit Total USD | | | | 633.11 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 633.11 | |

Hicks Rachel

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|-----------------------|--------|--|
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-0827 | Canva I03937-60961154 | 119.99 | |
| 10/16/2023 | 10/14/2023 | XXXX-XXXX-XXXX-0827 | Adobe Stock | 29.99 | |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-0827 | Chatgpt Subscription | 20.00 | |
| Debit Total USD | | | | 752.61 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 752.61 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/23/2023 | 10/22/2023 | XXXX-XXXX-XXXX-0827 | Amzn Mktp US 4e4sn5b83 | 542.61 | ? |
| 10/30/2023 | 10/29/2023 | XXXX-XXXX-XXXX-0827 | Amzn Mktp US 5x09e1qg3 | 40.02 | ? |
| Debit Total USD | | | | 752.61 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 752.61 | |

Nelson Robin

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-4435 | Demco Inc | 82.45 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-4435 | Follett School Solutio | 66.40 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-4435 | Amazon.Com Te0hz6n81 | 13.10 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-4435 | Amazon.Com Si0oz2ah3 | 9.99 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-4435 | Follett School Solutio | 307.83 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-4435 | Amazon.Com R19nk34o3 | 20.03 | ? |
| 10/24/2023 | 10/23/2023 | XXXX-XXXX-XXXX-4435 | Follett School Solutio | 422.22 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-4435 | Amazon.Com Wq9557eg3 | 18.00 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-4435 | Follett School Solutio | 257.20 | ? |
| Debit Total USD | | | | 1,197.22 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 1,197.22 | |

Vandewalker Sara

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/11/2023 | 10/11/2023 | XXXX-XXXX-XXXX-0729 | Amzn Mktp US Te1va4as1 | 45.98 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-0729 | Amzn Mktp US Tp7dc0i32 | 12.36 | ? |
| 10/25/2023 | 10/25/2023 | XXXX-XXXX-XXXX-0729 | Amzn Mktp US Ss6r773q3 | 9.00 | ? |
| Debit Total USD | | | | 67.34 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 67.34 | |

LAFAYETTE SILVY

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/05/2023 | 10/03/2023 | XXXX-XXXX-XXXX-9172 | Ascd | 49.00 | ? |
| 10/06/2023 | 10/04/2023 | XXXX-XXXX-XXXX-9172 | Officemax/Depot 6419 | 106.84 | ? |
| 10/09/2023 | 10/05/2023 | XXXX-XXXX-XXXX-9172 | Ascd | -49.00 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-9172 | Odp Bus Sol Llc# 10641 | 4.01 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-9172 | Amazon Prime Te2813401 | 14.99 | ? |
| 10/23/2023 | 10/20/2023 | XXXX-XXXX-XXXX-9172 | In Red And White Taxi | 35.00 | ? |
| Debit Total USD | | | | 209.84 | |
| Credit Total USD | | | | -49.00 | |
| Total USD | | | | 160.84 | |

City Water Slp

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|--------------|-----------|--|
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 8.58 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 16.41 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 18.98 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 74.54 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 182.86 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 200.13 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 237.40 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 330.09 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 399.38 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 401.12 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 401.87 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 566.91 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 761.34 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 829.79 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 881.12 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 954.20 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 1,727.62 | |
| 10/23/2023 | 10/21/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 2,203.11 | |
| 10/26/2023 | 10/26/2023 | XXXX-XXXX-XXXX-6313 | Slputilities | 85.21 | |
| Debit Total USD | | | | 10,280.66 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 10,280.66 | |

Office Depot Slp

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|--|
| 10/12/2023 | 10/09/2023 | XXXX-XXXX-XXXX-8115 | Odp Bus Sol Llc # 1010 | 23.80 | |
| 10/23/2023 | 10/19/2023 | XXXX-XXXX-XXXX-8115 | Odp Bus Sol Llc # 1010 | 44.40 | |
| Debit Total USD | | | | 68.20 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 68.20 | |

Verizon Slp

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|--------------------|----------|--|
| 10/23/2023 | 10/23/2023 | XXXX-XXXX-XXXX-4216 | Vzwrlls Apocc Visb | 3,940.97 | |
| Debit Total USD | | | | 3,940.97 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 3,940.97 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|---|
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-7334 | Amazon.Com T94la25a2 | 29.99 | ? |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-7334 | Amazon.Com T11me0kk1 | 11.99 | ? |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US T16sn0sf1 | 169.00 | ? |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-7334 | Brookes Publishing | 158.14 | ? |
| 10/03/2023 | 10/02/2023 | XXXX-XXXX-XXXX-7334 | Voyager Sopris Learnng | 4,570.18 | ? |
| 10/03/2023 | 10/03/2023 | XXXX-XXXX-XXXX-7334 | Amazon.Com T970v5wy2 | 29.99 | ? |
| 10/04/2023 | 10/02/2023 | XXXX-XXXX-XXXX-7334 | Language Use Invtry | 206.36 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-7334 | The Tcb Teachers Club | 269.00 | ? |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-7334 | Sp Mhs: Multi Health | 250.00 | ? |
| 10/06/2023 | 10/04/2023 | XXXX-XXXX-XXXX-7334 | Odp Bus Sol Llc # 1010 | 696.90 | ? |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7334 | Awl Pearson Education | 64.00 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7334 | Eb Snom Conference 20 | 151.23 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7334 | Eb Snom Conference 20 | 151.23 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7334 | Tobii Dynavox Systems | 1,074.60 | ? |
| 10/09/2023 | 10/07/2023 | XXXX-XXXX-XXXX-7334 | Abcmouse.Com | 45.00 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Te6ef6b20 | 38.49 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Te6hx9n81 | 33.64 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Te7i982v0 | 50.94 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Te6qu72z2 | 94.96 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Te1zc0xy1 | 59.69 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Tp0ju6oa0 | 60.61 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7334 | Eb Snom Conference 20 | 193.92 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7334 | Sp Mhs: Multi Health | 450.00 | ? |
| 10/13/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7334 | Odp Bus Sol Llc # 1010 | 120.41 | ? |
| 10/13/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7334 | Amzn Mktp US Te7gv2qg1 | 117.69 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7334 | Amazon.Com Tp70u8ea0 | 11.95 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7334 | Everydayspeechslp | 399.99 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-7334 | Eb Snom Conference 20 | 151.23 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-7334 | Riverside Insights | 568.70 | ? |
| Debit Total USD | | | | 10,229.83 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 10,229.83 | |

Englund Tammy

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-3781 | Petsmart # 2412 | 55.92 | ? |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-3781 | Carolina Biologic Supp | 110.82 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-3781 | Wm Supercenter #3513 | 72.35 | ? |
| Debit Total USD | | | | 376.65 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 376.65 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|--------|---|
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-3781 | Petsmart # 2412 | 27.96 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-3781 | Carolina Biologic Supp | 109.60 | ? |
| | | | Debit Total USD | 376.65 | |
| | | | Credit Total USD | 0.00 | |
| | | | Total USD | 376.65 | |

Odermatt Thomas

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|--------|---|
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-4730 | Amazon.Com T963p89a0 | 5.79 | ? |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-4730 | Amazon.Com T97f90mj1 | 60.81 | ? |
| 10/09/2023 | 10/08/2023 | XXXX-XXXX-XXXX-4730 | Amazon.Com Te9we11k0 | 50.14 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-4730 | Amazon.Com Te8bt7kd0 | 22.49 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-4730 | Amazon.Com Te0wn10z1 | 45.52 | ? |
| 10/13/2023 | 10/13/2023 | XXXX-XXXX-XXXX-4730 | Kindle Svcs Tp2il7n72 | 5.42 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-4730 | Kindle Svcs Tp7ek6qu2 | 21.15 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-4730 | Amzn Mktp US Tp9u93y52 | 63.96 | ? |
| 10/19/2023 | 10/19/2023 | XXXX-XXXX-XXXX-4730 | Amzn Mktp US S71ru6yp3 | 42.72 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-4730 | Amzn Mktp US Td6wn0f52 | 43.55 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-4730 | Amzn Mktp US Lq9403u43 | 130.65 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-4730 | Amazon.Com Yr3fr8h03 | 12.53 | ? |
| 10/26/2023 | 10/25/2023 | XXXX-XXXX-XXXX-4730 | Amzn Mktp US Kz5mu9kz3 | 20.97 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-4730 | Kindle Unltd 462gw75e3 | 5.42 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-4730 | Adobe Inc. | 21.49 | ? |
| | | | Debit Total USD | 552.61 | |
| | | | Credit Total USD | 0.00 | |
| | | | Total USD | 552.61 | |

Donahue Timothy

| Posting Date | Tran Date | Account | Supplier | Amount | |
|--------------|------------|---------------------|------------------------|----------|---|
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-9266 | The Home Depot #2806 | 149.86 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-9266 | Hillyard Inc Minneapol | 1,592.11 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-9266 | Sps Companies Inc | 436.36 | ? |
| 10/09/2023 | 10/05/2023 | XXXX-XXXX-XXXX-9266 | The Home Depot #2806 | 156.76 | ? |
| 10/11/2023 | 10/10/2023 | XXXX-XXXX-XXXX-9266 | Dalco Enterprises | 232.90 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-9266 | Hillyard Inc Minneapol | 591.56 | ? |
| 10/12/2023 | 10/12/2023 | XXXX-XXXX-XXXX-9266 | Amazon.Com Tp3dc4f32 | 120.27 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-9266 | Hillyard Inc Minneapol | 103.13 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-9266 | Dalco Enterprises | 52.04 | ? |
| | | | Debit Total USD | 5,351.46 | |
| | | | Credit Total USD | -653.63 | |
| | | | Total USD | 4,697.83 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-9266 | J H Larson Electrica | 146.32 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-9266 | The Home Depot #2806 | 191.94 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-9266 | Hillyard Inc Minneapol | -653.63 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-9266 | Hillyard Inc Minneapol | 1,578.21 | ? |
| Debit Total USD | | | | 5,351.46 | |
| Credit Total USD | | | | -653.63 | |
| Total USD | | | | 4,697.83 | |

Pickford Timothy

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|----------|---|
| 10/02/2023 | 09/28/2023 | XXXX-XXXX-XXXX-8718 | Menards Golden Valley | 34.98 | ? |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-8718 | Hillyard Inc Minneapol | 440.24 | ? |
| 10/04/2023 | 09/29/2023 | XXXX-XXXX-XXXX-8718 | Www.Dalcoonline.Com | 865.28 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-8718 | Hillyard Inc Minneapol | 285.12 | ? |
| 10/06/2023 | 10/02/2023 | XXXX-XXXX-XXXX-8718 | Dalco Enterprises | 788.00 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-8718 | Hillyard Inc Minneapol | 39.61 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-8718 | Batteries R US Llc | 759.98 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-8718 | Hillyard Inc Hutchinso | 1,132.14 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-8718 | Minnesota Equipment Ro | 319.21 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-8718 | Hillyard Inc Minneapol | 402.75 | ? |
| 10/16/2023 | 10/15/2023 | XXXX-XXXX-XXXX-8718 | Amzn Mktp US Tp2xz8fz1 | 124.43 | ? |
| 10/20/2023 | 10/19/2023 | XXXX-XXXX-XXXX-8718 | Hillyard Inc Minneapol | 504.71 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-8718 | Minnesota Equipment So | 113.92 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-8718 | Amzn Mktp US Hd9vt2k93 | 279.66 | ? |
| Debit Total USD | | | | 6,090.03 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 6,090.03 | |

Marble Tom

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-0299 | Amzn Mktp US T15k62hw1 | 21.99 | ? |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-0299 | Amzn Mktp US T16p21kz1 | 56.98 | ? |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-0299 | Amzn Mktp US T96fp1930 | 18.98 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-0299 | Amazon.Com Tp32j6i40 | 179.99 | ? |
| 10/25/2023 | 10/25/2023 | XXXX-XXXX-XXXX-0299 | Amzn Mktp US D46ny4zi3 | 16.99 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-0299 | Amazon.Com M98zv0ya3 | 60.69 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-0299 | Amzn Mktp US J46ka08g3 | 65.97 | ? |
| Debit Total USD | | | | 421.59 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 421.59 | |

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Halseth Travis

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|---|
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US T12lt8ww0 | 14.99 | ? |
| 10/02/2023 | 09/29/2023 | XXXX-XXXX-XXXX-7630 | Holiday Stations 0206 | 57.88 | ? |
| 10/02/2023 | 09/30/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US T95zt44i0 | 39.99 | ? |
| 10/02/2023 | 10/01/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US T93ma1s62 | 145.92 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US T93rr1lb1 | 46.19 | ? |
| 10/04/2023 | 10/03/2023 | XXXX-XXXX-XXXX-7630 | Holiday Stations 0206 | 62.84 | ? |
| 10/04/2023 | 10/04/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com T964g1z21 | 14.94 | ? |
| 10/05/2023 | 10/04/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com Te4n60cs2 | 34.83 | ? |
| 10/05/2023 | 10/05/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Te9xa0392 | 104.98 | ? |
| 10/06/2023 | 10/04/2023 | XXXX-XXXX-XXXX-7630 | Menards Golden Valley | 38.55 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Te7yv4j22 | 113.67 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US T99mz8yq0 | 134.48 | ? |
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com T90a14wq0 | 499.00 | ? |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com Te2uq9eh2 | 39.99 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7630 | Prime Video Channels | 11.99 | ? |
| 10/09/2023 | 10/06/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Te8si31d2 | 43.96 | ? |
| 10/09/2023 | 10/07/2023 | XXXX-XXXX-XXXX-7630 | Uline Ship Supplies | -325.00 | ? |
| 10/10/2023 | 10/08/2023 | XXXX-XXXX-XXXX-7630 | Kwik Trip 17900001792 | 60.96 | ? |
| 10/10/2023 | 10/09/2023 | XXXX-XXXX-XXXX-7630 | Grainger | 11.95 | ? |
| 10/11/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Te02q1ik0 | 47.95 | ? |
| 10/11/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Te78n9id0 | 52.24 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Tp80l6cr0 | 25.18 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Te0hv70v1 | 516.77 | ? |
| 10/13/2023 | 10/11/2023 | XXXX-XXXX-XXXX-7630 | Menards Golden Valley | 2,519.64 | ? |
| 10/13/2023 | 10/12/2023 | XXXX-XXXX-XXXX-7630 | Napa Store 3279001 | 135.36 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7630 | Holiday Stations 0206 | 65.87 | ? |
| 10/16/2023 | 10/13/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com Te5ja56s1 | 157.98 | ? |
| 10/17/2023 | 10/16/2023 | XXXX-XXXX-XXXX-7630 | Napa Store 3279001 | 20.98 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-7630 | Speedway 04314 | 24.66 | ? |
| 10/25/2023 | 10/23/2023 | XXXX-XXXX-XXXX-7630 | Menards Golden Valley | 6.19 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7630 | Holiday Stations 0206 | 62.34 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com 9x6oh7vs3 | 104.91 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com 4j97c6gy3 | 155.00 | ? |
| 10/25/2023 | 10/24/2023 | XXXX-XXXX-XXXX-7630 | J And F Reddy Rents | 192.64 | ? |
| 10/25/2023 | 10/25/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US As9qt3563 | 24.99 | ? |
| 10/25/2023 | 10/25/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US T55x04q03 | 34.72 | ? |
| 10/27/2023 | 10/26/2023 | XXXX-XXXX-XXXX-7630 | Countryside Services | 1,954.50 | ? |
| 10/27/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com 857c13343 | 120.21 | ? |
| Debit Total USD | | | | 10,958.01 | |
| Credit Total USD | | | | -325.00 | |
| Total USD | | | | 10,633.01 | |

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|-----------|---|
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | Napa Store 3279001 | 15.72 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Hr6yx79m3 | 27.49 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | Napa Store 3279001 | 67.08 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Pa2c39873 | 99.96 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | Toll Gas & Welding Sup | 130.68 | ? |
| 10/30/2023 | 10/27/2023 | XXXX-XXXX-XXXX-7630 | American Flagpole & Fl | 1,538.10 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-7630 | Amazon.Com 2h5ec7iz3 | 16.59 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Ui75x2yr3 | 48.28 | ? |
| 10/30/2023 | 10/28/2023 | XXXX-XXXX-XXXX-7630 | Samaritan Tire Minneto | 1,157.44 | ? |
| 10/31/2023 | 10/29/2023 | XXXX-XXXX-XXXX-7630 | Kwik Trip 17900001792 | 65.48 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Em1ae0gs3 | 18.99 | ? |
| 10/31/2023 | 10/30/2023 | XXXX-XXXX-XXXX-7630 | Amzn Mktp US Nj7f45nq3 | 72.96 | ? |
| Debit Total USD | | | | 10,958.01 | |
| Credit Total USD | | | | -325.00 | |
| Total USD | | | | 10,633.01 | |

Dotterer Victoria

| Posting Date | Tran Date | Account | Supplier | Amount | |
|------------------|------------|---------------------|------------------------|--------|---|
| 10/06/2023 | 10/05/2023 | XXXX-XXXX-XXXX-8889 | #23 Lakeshore Learning | 22.37 | ? |
| 10/06/2023 | 10/06/2023 | XXXX-XXXX-XXXX-8889 | Amzn Mktp US T923o3xv1 | 117.52 | ? |
| 10/12/2023 | 10/11/2023 | XXXX-XXXX-XXXX-8889 | Gesmn Stl Park 440 | 21.71 | ? |
| 10/18/2023 | 10/17/2023 | XXXX-XXXX-XXXX-8889 | Amzn Mktp US Td8qf9ft0 | 123.53 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-8889 | Amzn Mktp US Tp4fn0ws2 | 14.95 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-8889 | Amzn Mktp US Tp2v89831 | 30.44 | ? |
| 10/19/2023 | 10/18/2023 | XXXX-XXXX-XXXX-8889 | S&s Worldwide, Inc. | 410.34 | ? |
| Debit Total USD | | | | 740.86 | |
| Credit Total USD | | | | 0.00 | |
| Total USD | | | | 740.86 | |

ELECTRONIC FUND TRANSFERS October 2023

Deposits into Associated Bank

| DATE | FROM | AMOUNT |
|--------------------|---------------------|-----------------|
| 10/1/23-10/30/2023 | FV SECURE ACH | \$ 26,099.99 |
| 10/1/23-10/30/2023 | MN State-MMB ACH | \$ 3,092,425.79 |
| 10/1/23-10/30/2023 | PREFERREDONE | \$ 8,270.57 |
| 10/1/23-10/30/2023 | TSYS/TRANSFIRST | \$ 40,394.88 |
| | STRIPE TICKET SALES | |
| 10/1/23-10/30/2023 | | \$ 21,099.96 |
| 10/1/23-10/30/2023 | SQUARE INC. | \$ 1,651.72 |
| 10/1/23-10/30/2023 | BENEFIT EXTRAS | \$ 18,013.00 |
| 10/24/2023 | HENNEPIN COUNTY | \$ 9,600,000.00 |
| 10/9/2023 | ABC INCENTIVES | \$ 124.00 |

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Withdrawals From Associated Bank

| DATE | TO | AMOUNT |
|----------|-----------------------------|--------------|
| 10/2/23 | DELTA DENTAL DIRECT DEB | \$ 7,568.05 |
| 10/2/23 | PREFERREDONE1503 CLAIMS | \$ 3,848.35 |
| 10/6/23 | BENEFIT RESOURCE BRI XFER | \$ 12,729.26 |
| 10/6/23 | BENEFIT RESOURCE BRI XFER | \$ 6,763.26 |
| 10/6/23 | UMR INC CONCENTR FUNDING | \$ 58,163.61 |
| 10/10/23 | DELTA DENTAL DIRECT DEB | \$ 9,559.29 |
| 10/10/23 | PREFERREDONE1503 CLAIMS | \$ 6,575.13 |
| 10/12/23 | PREFERREDONE1603 ADMIN FEES | \$ 914.11 |
| 10/13/23 | BENEFIT RESOURCE BRI XFER | \$ 8,364.92 |
| 10/13/23 | BENEFIT RESOURCE BRI XFER | \$ 598.54 |
| 10/13/23 | UMR INC CONCENTR FUNDING | \$ 82,067.46 |
| 10/16/23 | DELTA DENTAL DIRECT DEB | \$ 8,238.41 |
| 10/16/23 | PREFERREDONE1503 CLAIMS | \$ 15,064.96 |
| 10/20/23 | BENEFIT RESOURCE BRI XFER | \$ 14,067.84 |
| 10/20/23 | UMR INC CONCENTR FUNDING | \$ 86,467.32 |
| 10/23/23 | DELTA DENTAL DIRECT DEB | \$ 13,567.74 |

| | | |
|--------------------------------------|----|------------|
| 10/23/23 PREFERREDONE1503 CLAIMS | \$ | 2,332.74 |
| 10/27/23 BENEFIT RESOURCE BRI XFER | \$ | 16,237.72 |
| 10/27/23 BENEFIT RESOURCE BRI XFER | \$ | 2,475.61 |
| 10/27/23 UMR INC CONCENTR FUNDING | \$ | 139,045.11 |
| 10/30/23 DELTA DENTAL DIRECT DEB | \$ | 11,158.54 |
| 10/30/23 PREFERREDONE1503 CLAIMS | \$ | 4,734.80 |
| 10/30/23 PREFERREDONE1503 ADJUSTMENT | \$ | (2,577.80) |
| 10/31/23 BENEFIT RESOURCE BRI XFER | \$ | 2,100.00 |
| 10/31/23 UMR INC CONCENTR UMR FEES | \$ | 92,664.72 |

| Deposits into Citizens Bank | | | | |
|---|--------------------|-------------------|------------|-----------------------|
| DESCRIPTION | DATE | FROM | AMOUNT | DESCRIPTION |
| CLEARSCRIPTS | 10/1/23-10/30/2023 | BANKCARD PAYMENTS | 490,582.79 | CE Payments through E |
| MISC GRANTS/IDEAS PAYMENT & FEDERAL PROGRAMS PAYMENTS | 10/1/23-10/30/2023 | CITIZENS BANK | 106.23 | Interest |
| ADJUSTMENTS | | | | |
| CREDIT CARD PAYMENTS FOR STUDENT | | | | |
| TICKET SALES | | | | |
| STORIOLE CREDIT CARD PURCHASES | | | | |
| St. Louis Park ISD 283 BENEFIT EXTRAS I - ACH- | | | | |
| HENNEPIN COUNTY PROPERTY TAX PAYMENTS | | | | |
| ABC185723RA0323 Incentives | | | | |

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| Withdrawals From Citizens Bank | | | | |
|--------------------------------|--------------------|-------------------|-----------|-------------|
| DESCRIPTION | DATE | TO | AMOUNT | DESCRIPTION |
| DENTAL - CLAIMS PAYMENT | 10/8/2023 | BANKCARD PAYMENTS | 12,881.69 | Fees |
| PREFERRED ONE PAYMENT | 10/10/2023 | ELEYO | 1,500.00 | Fees |
| VEBA PAYMENT | 10/1/23-10/30/2023 | CITIZENS BANK | 75.00 | Fees |
| VEBA PAYMENT | | | | |
| UMR PAYMENT | | | | |
| DENTAL - CLAIMS PAYMENT | | | | |
| PREFERRED ONE PAYMENT | | | | |
| PREFERRED ONE PAYMENT | | | | |
| VEBA PAYMENT | | | | |
| VEBA PAYMENT | | | | |
| UMR PAYMENT | | | | |
| DENTAL - CLAIMS PAYMENT | | | | |
| PREFERRED ONE PAYMENT | | | | |
| VEBA PAYMENT | | | | |
| UMR PAYMENT | | | | |
| DENTAL - CLAIMS PAYMENT | | | | |

PREFERRED ONE PAYMENT
VEBA PAYMENT
VEBA PAYMENT
UMR PAYMENT
DENTAL - CLAIMS PAYMENT
PREFERRED ONE PAYMENT
PREFERRED ONE ADJUSTMENT
VEBA PAYMENT
UMR PAYMENT

ELEYO

SOURCEWELL
DATE: 11/21/2023
TIME: 14:11:28

ST LOUIS ISD 283
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.yr='24' and transact.period='4'
ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT | |
|-------------|----------|------------|--------|---------------------|----------------|---------|---------------------|-----------|------------|-----------|
| A101.00 | 340524 | V 07/26/23 | 22291 | BHS QUIZ BOWL BOOST | 50302298301212 | 369 | TOURNEY FEE 01-21-2 | 0.00 | -400.00 | |
| A101.00 | 340654 | V 08/09/23 | 20504 | HENNEPIN COUNTY TRE | 01 | B422.00 | 6311 WAYZATA 1ST HA | 0.00 | -37,091.53 | |
| A101.00 | 340778 | V 08/23/23 | 22454 | THE BAZILLIONS | 04500595000000 | 305 | CF-ICE CREAM SOC 8/ | 0.00 | -300.00 | |
| A101.00 | 341018 | V 09/29/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8005 COPE DUES | 0.00 | -29.00 | |
| A101.00 | 341018 | V 09/29/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8007 DUES NTRN | 0.00 | -37.50 | |
| A101.00 | 341018 | V 09/29/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8001 DUES NTRN | 0.00 | -291.08 | |
| A101.00 | 341018 | V 09/29/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8000 DUES CUST | 0.00 | -473.60 | |
| A101.00 | 341018 | V 09/29/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8006 DUES CUST | 0.00 | -675.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | -1,506.18 |
| A101.00 | 341019 | 10/04/23 | 20033 | AID ELECTRIC CORPOR | 01107810000000 | 350 | REPLACE POLE LIGHTS | 0.00 | 466.18 | |
| A101.00 | 341019 | 10/04/23 | 20033 | AID ELECTRIC CORPOR | 01303810000000 | 350 | REPAIR POOL LIGHTS | 0.00 | 986.08 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 1,452.26 |
| A101.00 | 341020 | 10/04/23 | 20057 | ANCHOR PAPER COMPAN | 01302605000000 | 383 | COPY PAPER - MS | 0.00 | 2,334.34 | |
| A101.00 | 341020 | 10/04/23 | 20057 | ANCHOR PAPER COMPAN | 01106203000000 | 401 | COPY PAPER - PH | 0.00 | 634.69 | |
| A101.00 | 341020 | 10/04/23 | 20057 | ANCHOR PAPER COMPAN | 01108203000000 | 383 | COPY PAPER - PSI | 0.00 | 649.99 | |
| A101.00 | 341020 | 10/04/23 | 20057 | ANCHOR PAPER COMPAN | 01302605000000 | 383 | COPY PAPER - MS | 0.00 | 372.14 | |
| A101.00 | 341020 | 10/04/23 | 20057 | ANCHOR PAPER COMPAN | 01302605000000 | 383 | COPY PAPER - MS | 0.00 | 71.57 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 4,062.73 |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLE&FRUIT CUPS | 0.00 | 152.95 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT | 0.00 | 152.95 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT | 0.00 | 152.95 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT | 0.00 | 153.48 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT CUPS & BANANA | 0.00 | 153.48 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLES/PICKLES/CHEE | 0.00 | 158.50 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLE/PICKLES/CHEES | 0.00 | 158.50 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLE/PICKLES/CHEES | 0.00 | 158.50 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | MILK & FRUIT | 0.00 | 158.55 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLE/PICKLES/CHEES | 0.00 | 171.05 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT | 0.00 | 172.29 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT CHUNK MIXED | 0.00 | 208.30 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLES & YOGURT | 0.00 | 210.47 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | YOGURT&MINI PUMPKIN | 0.00 | 321.20 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | CREDIT | 0.00 | -158.35 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | CREDIT | 0.00 | -12.35 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLES & YOGURT | 0.00 | 227.81 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLES | 0.00 | 231.35 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | FRUIT CHUNK MIXED | 0.00 | 275.79 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | YOGURT & APPLES | 0.00 | 176.96 | |
| A101.00 | 341021 | 10/04/23 | 20119 | BIX PRODUCE COMPANY | 04500570000000 | 490 | APPLE & YOGURT | 0.00 | 176.96 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 3,401.34 |
| A101.00 | 341022 | 10/04/23 | 22214 | CESO FINANCE, LLC | 01200420419000 | 303 | SEP FED COMPLIANCE | 0.00 | 4,200.00 | |
| A101.00 | 341023 | 10/04/23 | 20217 | CITY OF ST LOUIS PA | 01005810000000 | 330 | WATER USAGE-6311 WA | 0.00 | 140.18 | |

SOURCEWELL
DATE: 11/21/2023
TIME: 14:11:28

ST LOUIS ISD 283
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.yr='24' and transact.period='4'
ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|-----------------|---------|-----------------------|-----------|------------|
| A101.00 | 341024 | 10/04/23 | 20224 | CLERICALSECRETARIAL | 01 | L215.77 | DED:8002 DUES CAPS | 0.00 | 223.44 |
| A101.00 | 341025 | 10/04/23 | 20226 | CLOSED SYSTEM LABS | 01005865380000 | 305 | Q4 HVAC PROTECT MON | 0.00 | 6,120.00 |
| A101.00 | 341026 | 10/04/23 | 20241 | CONSTRUCTION RESULT | 063018700000022 | 520 | DO - GEN CONST | 0.00 | 261,079.63 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01100412422000 | 433 | CHARGES - APR - JUN | 0.00 | 11.48 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01201402740087 | 433 | CHARGES - APR - JUN | 0.00 | 840.50 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01303403740000 | 433 | CHARGES - APR - JUN | 0.00 | 40.20 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01200420740000 | 433 | CHARGES - APR - JUN | 0.00 | 44.07 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01106402740000 | 433 | CHARGES - APR - JUN | 0.00 | 108.84 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01303402740000 | 433 | CHARGES - APR - JUN | 0.00 | 70.66 |
| A101.00 | 341027 | 10/04/23 | 20266 | CUB FOODS KNOLLWOOD | 01302402740000 | 433 | CHARGES - APR - JUN | 0.00 | 34.32 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,150.07 |
| A101.00 | 341028 | 10/04/23 | 22032 | CURRICULUM ASSOCIAT | 010056100000000 | 401 | SUBSCRIPTION ELLEVA | 0.00 | 13,000.00 |
| A101.00 | 341029 | 10/04/23 | 22508 | DIANE JACKESON | 02000000701000 | R099 | MEAL ACCT REFUND | 0.00 | 39.30 |
| A101.00 | 341030 | 10/04/23 | 22236 | DORSEY & WHITNEY, L | 060058700000022 | 305 | LEASE DISPUTE RESOL | 0.00 | 11,454.00 |
| A101.00 | 341030 | 10/04/23 | 22236 | DORSEY & WHITNEY, L | 010051500000000 | 305 | TRANSP ROUTES EMAIL | 0.00 | 10,760.50 |
| TOTAL CHECK | | | | | | | | 0.00 | 22,214.50 |
| A101.00 | 341031 | 10/04/23 | 20355 | EDINA HIGH SCHOOL A | 01303294000321 | 369 | ENTRY FEE - VARSITY | 0.00 | 105.00 |
| A101.00 | 341032 | 10/04/23 | 20360 | EDUCATORS BENEFIT C | 010051100000000 | 305 | TPA ADMIN & COMPL O | 0.00 | 394.33 |
| A101.00 | 341033 | 10/04/23 | 20395 | EXPRESS SERVICES IN | 010058100000000 | 305 | JANITOR SERV 10/01/ | 0.00 | 4,030.28 |
| A101.00 | 341034 | 10/04/23 | 20461 | GOPHER SPORT | 011072400000000 | 430 | SL - SPORTS BALLS | 0.00 | 654.30 |
| A101.00 | 341034 | 10/04/23 | 20461 | GOPHER SPORT | 011072400000000 | 430 | SL - SPORTS BALLS | 0.00 | 221.08 |
| TOTAL CHECK | | | | | | | | 0.00 | 875.38 |
| A101.00 | 341035 | 10/04/23 | 20487 | SIGURD HANSON | 013022590000000 | 350 | PAINO TUNING | 0.00 | 120.00 |
| A101.00 | 341035 | 10/04/23 | 20487 | SIGURD HANSON | 013022590000000 | 350 | MS PIANO TUNING | 0.00 | 120.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 240.00 |
| A101.00 | 341036 | 10/04/23 | 22105 | HEAVY METAL WELDING | 01106865380000 | 350 | BOILER- FIREBOX TUB | 0.00 | 1,769.00 |
| A101.00 | 341036 | 10/04/23 | 22105 | HEAVY METAL WELDING | 01108865380000 | 350 | BOILER- FIREBOX TUB | 0.00 | 1,910.00 |
| A101.00 | 341036 | 10/04/23 | 22105 | HEAVY METAL WELDING | 01303865380000 | 350 | REPLACE BOILER TUBE | 0.00 | 10,387.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 14,066.00 |
| A101.00 | 341037 | 10/04/23 | 22223 | HENNEPIN COUNTY | 010058500000000 | 896 | 6311 WAYZATA 2ND HA | 0.00 | 34,344.01 |
| A101.00 | 341038 | 10/04/23 | 20551 | INSTITUTE FOR ENVIR | 01302865358000 | 305 | MS ASBESTOS REMOV-A | 0.00 | 3,752.09 |
| A101.00 | 341038 | 10/04/23 | 20551 | INSTITUTE FOR ENVIR | 01303865358000 | 305 | HS ASBESTOS REMOV-A | 0.00 | 3,766.20 |
| A101.00 | 341038 | 10/04/23 | 20551 | INSTITUTE FOR ENVIR | 01005865352000 | 305 | 2022-2025 FY24 ENVI | 0.00 | 1,258.02 |
| TOTAL CHECK | | | | | | | | 0.00 | 8,776.31 |
| A101.00 | 341039 | 10/04/23 | 20567 | IXL LEARNING, INC. | 04714590351000 | 460 | MATH CLRM LICENSE | 0.00 | 1,079.00 |

SOURCEWELL
DATE: 11/21/2023
TIME: 14:11:28

ST LOUIS ISD 283
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 3
ACCTPA21

SELECTION CRITERIA: transact.yr='24' and transact.period='4'
ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|-----------------------|-----------|----------|
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 23.00 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 23.00 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 27.95 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 11.25 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 11.25 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 129.95 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302259000000 | 430 | BAND MUSIC | 0.00 | 100.00 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 64.50 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 75.00 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 84.99 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 188.43 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 27.99 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 31.98 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 54.98 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 57.49 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01303258000000 | 430 | MUSIC | 0.00 | 38.97 |
| A101.00 | 341040 | 10/04/23 | 20654 | JW PEPPER & SONS, I | 01302258000000 | 430 | MUSIC | 0.00 | 215.95 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,166.68 |
| A101.00 | 341041 | 10/04/23 | 20681 | KINECT ENERGY, INC | 01005810000000 | 305 | ENERGY MGT FEE OCT | 0.00 | 1,020.00 |
| A101.00 | 341042 | 10/04/23 | 20705 | LEARN BY DOING, LLC | 04701590351000 | 460 | 23/24 TEXTBK LIC | 0.00 | 5,520.00 |
| A101.00 | 341043 | 10/04/23 | 22384 | LITTLE THINGS LLC | 04500505321000 | 401 | ORG BALLOON ARCH | 0.00 | 230.00 |
| A101.00 | 341044 | 10/04/23 | 20747 | MALLOY MONTAGUE KAR | 01005110000000 | 305 | FY22 AUD SERV TH 8/ | 0.00 | 6,500.00 |
| A101.00 | 341045 | 10/04/23 | 20776 | MASSP | 01303640306100 | 367 | STUDT DISCIPLINE WS | 0.00 | 175.00 |
| A101.00 | 341046 | 10/04/23 | 20803 | MEDICINE LAKE TOURS | 04500593000000 | 369 | OSCEOLA TRAIN 10/5 | 0.00 | 1,320.00 |
| A101.00 | 341046 | 10/04/23 | 20803 | MEDICINE LAKE TOURS | 04500593000000 | 369 | CHANHAS THEATER 10/ | 0.00 | 924.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,244.00 |
| A101.00 | 341047 | 10/04/23 | 20811 | METRO ECSU | 01005865352000 | 820 | FY24 MEMBERSHIP | 0.00 | 6,610.80 |
| A101.00 | 341048 | 10/04/23 | 22122 | MINNESOTA MEDICAL S | 01303292302000 | 530 | REFURBISH- WR EQUIP | 0.00 | 328.00 |
| A101.00 | 341049 | 10/04/23 | 20865 | MINNESOTA STATE HIG | 01303292000000 | 820 | ANNUAL MBMSHP - 004 | 0.00 | 3,100.00 |
| A101.00 | 341050 | 10/04/23 | 20871 | MINNJET CONSULTING | 01302219317000 | 358 | BAND INFO NIGHT - 1 | 0.00 | 50.00 |
| A101.00 | 341050 | 10/04/23 | 20871 | MINNJET CONSULTING | 01302219317000 | 358 | MS OPEN HOUSE - 5HR | 0.00 | 250.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 300.00 |
| A101.00 | 341051 | 10/04/23 | 20883 | MN STATE HS MATH LE | 01303291000000 | 820 | 23/24 LEAGUE FEE | 0.00 | 600.00 |
| A101.00 | 341052 | 10/04/23 | 20927 | NCPERS MINNESOTA | 01 | L215.62 | OCT 2023 A DAVIS | 0.00 | 16.00 |
| A101.00 | 341053 | 10/04/23 | 20957 | NORTHSTAR BUS LINES | 01303294733318 | 360 | 1T-CROWN COLLEGE 9/ | 0.00 | 596.25 |
| A101.00 | 341053 | 10/04/23 | 20957 | NORTHSTAR BUS LINES | 01303296733318 | 360 | 1T-CROWN COLLEGE 9/ | 0.00 | 596.25 |
| A101.00 | 341053 | 10/04/23 | 20957 | NORTHSTAR BUS LINES | 01303296733318 | 360 | 1T - ANOKA HS 9/7 | 0.00 | 826.25 |
| A101.00 | 341053 | 10/04/23 | 20957 | NORTHSTAR BUS LINES | 01303294733318 | 360 | 1T - ANOKA HS 9/7 | 0.00 | 826.25 |

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ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|------------|
| TOTAL CHECK | | | | | | | | 0.00 | 2,845.00 |
| A101.00 | 341054 | 10/04/23 | 20958 | NORTHSTAR MEDIA, IN | 01303291000000 | 383 | SEP ECHO PRINTING | 0.00 | 536.30 |
| A101.00 | 341055 | 10/04/23 | 20583 | JANICE NOVAK | 04500506000000 | 305 | ACUPRESSURE A141w23 | 0.00 | 60.00 |
| A101.00 | 341056 | 10/04/23 | 20963 | NUEVO MUNDO TRANSLA | 01302219317000 | 358 | MS OPEN HOUSE -5.5H | 0.00 | 275.00 |
| A101.00 | 341057 | 10/04/23 | 20683 | KIRSTEN OLSON MADAU | 04500506000000 | 305 | COOKING CL A150w23 | 0.00 | 36.00 |
| A101.00 | 341058 | 10/04/23 | 20972 | OLYMPIC COMMUNICATI | 01302810000000 | 350 | TRBL SHT INTERCOM S | 0.00 | 660.00 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733321 | 360 | 1T - OAK GROVE MS 9 | 0.00 | 701.40 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733325 | 360 | 1T- JEFFERSON HS 9/ | 0.00 | 599.80 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733325 | 360 | 1T - BSM 9/14 | 0.00 | 627.60 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733325 | 360 | 1T-MOUNDSVIEW HS 8/ | 0.00 | 540.20 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733321 | 360 | 1T - U OF M 9/23 | 0.00 | 546.20 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733329 | 360 | 1T- BLOOMINGTON 9/2 | 0.00 | 366.80 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733320 | 360 | 2T - 09/07 - 09/08 | 0.00 | 1,056.60 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733320 | 360 | 3T - 9/11 - 9/14 | 0.00 | 1,346.30 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733329 | 360 | 3T - 08/24 - 08/25 | 0.00 | 1,444.40 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733320 | 360 | 1T- HOPKINS HS 9/23 | 0.00 | 653.60 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733318 | 360 | 2T-ROSEMONT HS 9/1 | 0.00 | 810.00 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733318 | 360 | 2T-ROSEMONT HS 9/1 | 0.00 | 810.00 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733319 | 360 | 1T3B- BURNSVILLE 8/ | 0.00 | 1,801.20 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733329 | 360 | 4T - 08/29 - 09/05 | 0.00 | 1,831.80 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733320 | 360 | 1T2B - EP HS 8/24 | 0.00 | 1,014.60 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733320 | 360 | 4T - 09/07 - 09/09 | 0.00 | 2,669.90 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733320 | 360 | 5T - 09/11 - 09/18 | 0.00 | 2,691.10 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733320 | 360 | 2T - 08/19 - 08/24 | 0.00 | 964.20 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733329 | 360 | 6T - 09/11 - 09/20 | 0.00 | 3,071.60 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733319 | 360 | 6T - 09/13 - 09/21 | 0.00 | 3,398.20 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733320 | 360 | 2T - 9/22 - 9/23 | 0.00 | 1,191.30 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733325 | 360 | 5T - 09/07 - 09/09 | 0.00 | 4,955.90 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733319 | 360 | 6T - 08/31 - 09/09 | 0.00 | 5,570.80 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733318 | 360 | 1T-LES BOLSTADGC 9/ | 0.00 | 308.95 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733318 | 360 | 1T-LES BOLSTADGC 9/ | 0.00 | 308.95 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 06303870000022 | 360 | CONST BUS STAGED SE | 0.00 | 11,075.50 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760723309 | 360 | 1T- WESTWOOD 9/22 | 0.00 | 293.00 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760728000 | 360 | SPE SPEC TRANS SEP | 0.00 | 18,585.00 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760714000 | 360 | OUT-DIST ROUTE SEP | 0.00 | 67,868.26 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760720000 | 360 | IN-DIST ROUTE SEP 2 | 0.00 | 121,891.12 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760723000 | 360 | SPED TRANSP SEP | 0.00 | 225,138.10 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760717000 | 360 | LATE ACT ROUTE SEP | 0.00 | 4,475.27 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760720000 | 360 | PEP RALLY/ORIENT/B2 | 0.00 | 3,889.28 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760720000 | 360 | TORAH AC ROUTE SEP | 0.00 | 4,000.88 |
| A101.00 | 341060 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 03005760723309 | 360 | 1T - PARK TAVERN 5/ | 0.00 | 225.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 496,722.81 |
| A101.00 | 341061 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303294733318 | 360 | 1T2B-FLYINGCLOUD 9/ | 0.00 | 361.50 |
| A101.00 | 341061 | 10/04/23 | 21216 | PARK ADAM TRANSPORT | 01303296733318 | 360 | 1T2B-FLYINGCLOUD 9/ | 0.00 | 361.50 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|-----------------|-------|------------------------|-----------|-----------|
| TOTAL CHECK | | | | | | | | 0.00 | 723.00 |
| A101.00 | 341062 | 10/04/23 | 21012 | PERNSTEINER CREATIV | 013036050000000 | 305 | EDITS TO HS HANDBOO | 0.00 | 325.00 |
| A101.00 | 341062 | 10/04/23 | 21012 | PERNSTEINER CREATIV | 010051300000000 | 305 | STRATEGIC PLAN DESI | 0.00 | 150.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 475.00 |
| A101.00 | 341063 | 10/04/23 | 22202 | POPE DESIGN GROUP | 060058700000022 | 305 | ARCHITECTURAL SER-S | 0.00 | 1,200.00 |
| A101.00 | 341063 | 10/04/23 | 22202 | POPE DESIGN GROUP | 060058700000022 | 305 | ARCHITECTURAL SER-A | 0.00 | 5,048.76 |
| TOTAL CHECK | | | | | | | | 0.00 | 6,248.76 |
| A101.00 | 341064 | 10/04/23 | 22209 | QUENCH USA, INC | 011072030000000 | 401 | WTR 10/01/23-12/31/ | 0.00 | 280.60 |
| A101.00 | 341064 | 10/04/23 | 22209 | QUENCH USA, INC | 013032110000000 | 401 | 2 WTR DF 10/01-12/3 | 0.00 | 474.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 754.60 |
| A101.00 | 341065 | 10/04/23 | 22024 | RAK CONSTRUCTION, I | 011078100000000 | 350 | CONCRETE PADS&TABLE | 0.00 | 2,412.31 |
| A101.00 | 341065 | 10/04/23 | 22024 | RAK CONSTRUCTION, I | 011072033020000 | 530 | CONCRETE PADS&TABLE | 0.00 | 4,500.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 6,912.31 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 010051100000000 | 383 | USAGE 09/01 - 09/30 | 0.00 | 4.66 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | USAGE 09/01 - 09/30 | 0.00 | 325.19 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 011012030000000 | 383 | USAGE 07/01 - 09/30 | 0.00 | 289.01 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 013026050000000 | 383 | USAGE 07/01 - 09/30 | 0.00 | 51.60 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 011072030000000 | 383 | STAPLE CARTRIDGE | 0.00 | 51.82 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | USAGE 07/01 - 09/30 | 0.00 | 52.18 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | USAGE 07/01 - 09/30 | 0.00 | 62.93 |
| A101.00 | 341066 | 10/04/23 | 21091 | RICOH USA, INC | 045005700000000 | 383 | USAGE 09/01 - 09/30 | 0.00 | 29.66 |
| TOTAL CHECK | | | | | | | | 0.00 | 867.05 |
| A101.00 | 341067 | 10/04/23 | 22199 | RICOH USA, LLC (CON | 010056053020000 | 380 | LEASE 09/30 - 10/29 | 0.00 | 9,870.54 |
| A101.00 | 341067 | 10/04/23 | 22199 | RICOH USA, LLC (CON | 010056053020000 | 380 | LEASE 08/30 - 9/29 | 0.00 | 11,021.08 |
| TOTAL CHECK | | | | | | | | 0.00 | 20,891.62 |
| A101.00 | 341068 | 10/04/23 | 22005 | ROBERT HALF | 010050200000000 | 305 | B MUMM WK END 9/22 | 0.00 | 2,025.21 |
| A101.00 | 341069 | 10/04/23 | 21192 | SNA DEPOSITORY | 020057707010000 | 820 | T BORGEM MEMBERSHIP | 0.00 | 197.50 |
| A101.00 | 341070 | 10/04/23 | 22471 | SQUIRES, WALDSPURGE | 010051500000000 | 305 | REV CASE1697-0089 J | 0.00 | 66.00 |
| A101.00 | 341070 | 10/04/23 | 22471 | SQUIRES, WALDSPURGE | 010051500000000 | 305 | REV CASE1697-0089 M | 0.00 | 88.00 |
| A101.00 | 341070 | 10/04/23 | 22471 | SQUIRES, WALDSPURGE | 010051500000000 | 305 | REV CASE1697-0089 J | 0.00 | 132.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 286.00 |
| A101.00 | 341071 | 10/04/23 | 21222 | STAGES THEATRE CO | 011062030000600 | 369 | FIELD TRIP TICKETS | 0.00 | 722.00 |
| A101.00 | 341072 | 10/04/23 | 21223 | STANDARD INSURANCE | 010059300000000 | 240 | STD<D | 0.00 | 11,196.71 |
| A101.00 | 341072 | 10/04/23 | 21223 | STANDARD INSURANCE | 010059300000000 | 230 | BASIC, SUPL, SPOU, CHL | 0.00 | 11,308.85 |
| TOTAL CHECK | | | | | | | | 0.00 | 22,505.56 |
| A101.00 | 341073 | 10/04/23 | 21232 | STEP | 04005590799097 | 305 | Q3 FAM SERVS COLLAB | 0.00 | 2,500.00 |
| A101.00 | 341074 | 10/04/23 | 22217 | TC SPRING JAM | 013032940000322 | 369 | TOURNY FEE - 4 TEAM | 0.00 | 400.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/14 - 09/22 SL | 0.00 | 361.20 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/14 - 09/22 HS | 0.00 | 2,130.53 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/14 - 09/22 SL | 0.00 | 2,334.90 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/14 - 09/22 MS | 0.00 | 2,731.69 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/14 - 09/22 TP/LX | 0.00 | 879.12 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/14 - 09/22 EC SP | 0.00 | 309.60 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/14 - 09/22 PH | 0.00 | 5,201.78 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 09/14 - 09/22 MS | 0.00 | 4,818.15 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/14 - 09/22 AQ | 0.00 | 4,257.66 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/14 - 09/22 PH | 0.00 | 4,337.99 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 09/14 - 09/22 HS | 0.00 | 8,236.68 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/14 - 09/22 AQ | 0.00 | 1,242.46 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/14 - 09/22 PSI | 0.00 | 3,134.70 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/14 - 09/22 DO | 0.00 | 258.00 |
| A101.00 | 341075 | 10/04/23 | 21263 | TEACHERS ON CALL A | 04500580000000 | 305 | 09/14 - 09/22 ECFE | 0.00 | 206.40 |
| TOTAL CHECK | | | | | | | | 0.00 | 40,440.86 |
| A101.00 | 341076 | 10/04/23 | 22509 | THOMAS DEAN BRONSON | 01302214000000 | 305 | IB CONSULTING | 0.00 | 500.00 |
| A101.00 | 341077 | 10/04/23 | 22127 | TRILLS & THRILLS MU | 01302258000000 | 369 | 24 FESTIVAL DEPOSIT | 0.00 | 100.00 |
| A101.00 | 341078 | 10/04/23 | 21334 | TYLER TECHNOLOGIES | 01005760302000 | 405 | TYLER DRIVE - TRANS | 0.00 | 43,742.63 |
| A101.00 | 341079 | 10/04/23 | 21337 | UHL COMPANY | 01101810000000 | 350 | TRBL SHT RTU 1 & 2 | 0.00 | 1,120.20 |
| A101.00 | 341079 | 10/04/23 | 21337 | UHL COMPANY | 01302865380000 | 350 | DIAG/ORD VFD FOR AH | 0.00 | 2,434.91 |
| A101.00 | 341079 | 10/04/23 | 21337 | UHL COMPANY | 01106865380000 | 350 | REINSTALL FAN ASSEM | 0.00 | 1,925.30 |
| A101.00 | 341079 | 10/04/23 | 21337 | UHL COMPANY | 01107810000000 | 350 | REPLACED OAT SENSOR | 0.00 | 306.70 |
| TOTAL CHECK | | | | | | | | 0.00 | 5,787.11 |
| A101.00 | 341080 | 10/04/23 | 21343 | UNIVERSAL ATHLETIC, | 01303294302319 | 530 | 5 - FTBALL HELMETS | 0.00 | 1,529.95 |
| A101.00 | 341081 | 10/04/23 | 21365 | VSI CONSTRUCTION, I | 06303870000022 | 520 | MOVE CLRM FOR CON-J | 0.00 | 6,513.10 |
| A101.00 | 341081 | 10/04/23 | 21365 | VSI CONSTRUCTION, I | 06301870000022 | 305 | EQUIPMENT RENTAL JU | 0.00 | 6,051.20 |
| TOTAL CHECK | | | | | | | | 0.00 | 12,564.30 |
| A101.00 | 341082 | 10/04/23 | 21395 | XCEL ENERGY | 01005850000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 824.00 |
| A101.00 | 341083 | 10/04/23 | 22499 | ZOOM VIDEO COMMUNIC | 01005020000000 | 405 | ZOOM SUBS 9/14-10/1 | 0.00 | 31.98 |
| A101.00 | 341084 | 10/10/23 | 20033 | AID ELECTRIC CORPOR | 01303810000000 | 350 | TRBLSHT OUTLETS | 0.00 | 173.00 |
| A101.00 | 341085 | 10/10/23 | 20057 | ANCHOR PAPER COMPAN | 01101203000000 | 383 | COPY PAPER - AQ | 0.00 | 634.69 |
| A101.00 | 341085 | 10/10/23 | 20057 | ANCHOR PAPER COMPAN | 01106203000000 | 401 | COPY PAPER - PH | 0.00 | 668.83 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,303.52 |
| A101.00 | 341086 | 10/10/23 | 20098 | BAIS YAAKOV HIGH SC | 04000561000000 | R050 | OVERPAY FACILITY RE | 0.00 | 76.00 |
| A101.00 | 341087 | 10/10/23 | 20108 | BAYFIELD FRUIT CO L | 02005770701000 | 490 | 26-CASES LOCAL APPL | 0.00 | 1,106.00 |
| A101.00 | 341087 | 10/10/23 | 20108 | BAYFIELD FRUIT CO L | 02005770701000 | 490 | 27-CASES LOCAL APPL | 0.00 | 1,147.50 |
| A101.00 | 341087 | 10/10/23 | 20108 | BAYFIELD FRUIT CO L | 02005770701000 | 490 | 16-CASES LOCAL APPL | 0.00 | 560.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 2,813.50 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|-----------------|-------|-----------------------|-----------|------------|
| A101.00 | 341088 | 10/10/23 | 21298 | BLUUM OF MINNESOTA, | 01005108302000 | 406 | SMART LEARNING SUIT | 0.00 | 6,682.50 |
| A101.00 | 341089 | 10/10/23 | 22163 | BROWN'S ICE CREAM | 02005770701000 | 490 | ICE CREAM - SEP 202 | 0.00 | 1,871.30 |
| A101.00 | 341090 | 10/10/23 | 20665 | KELLI BURROWS | 04500505321000 | 320 | MTHLY WEB MAINT- SE | 0.00 | 165.00 |
| A101.00 | 341091 | 10/10/23 | 22515 | CANINE INSPIRED CHA | 011050000000019 | 305 | 8-DOG SESSION THERA | 0.00 | 4,000.00 |
| A101.00 | 341092 | 10/10/23 | 22340 | CENTER FOR TEACHING | 01108640306100 | 367 | BILITERACY WORKSHOP | 0.00 | 2,250.00 |
| A101.00 | 341093 | 10/10/23 | 20216 | CITY OF ST LOUIS PA | 010056100000000 | 369 | WESTWOOD NATURE CEN | 0.00 | 392.00 |
| A101.00 | 341094 | 10/10/23 | 20235 | COMMERCIAL KITCHEN | 02005770701000 | 350 | TRBL SHT DISH MACHI | 0.00 | 892.74 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | DISH WASH SOAP | 0.00 | 220.11 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | SANITIZER & SOAP | 0.00 | 224.23 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | RINSE AGENT | 0.00 | 235.45 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | SANITIZER | 0.00 | 239.02 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | DETERGENT & SOAP | 0.00 | 262.38 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | DETERGENT | 0.00 | 264.88 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | DETERGENT | 0.00 | 267.11 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | DETERGENT | 0.00 | 292.44 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 490 | DISH WASH SOAP | 0.00 | 141.81 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | DISH WASH SOAP | 0.00 | 425.43 |
| A101.00 | 341095 | 10/10/23 | 20276 | DALCO CUSTODIAL SUP | 02005770701000 | 401 | SANITIZER &RINSEAGE | 0.00 | 460.09 |
| TOTAL CHECK | | | | | | | | 0.00 | 3,032.95 |
| A101.00 | 341096 | 10/10/23 | 22517 | DEE WYATT | 02000000701000 | R099 | MEAL ACCT REFUND | 0.00 | 180.15 |
| A101.00 | 341097 | 10/10/23 | 22514 | EILEEN DAHLEN | 045005930000000 | 305 | REFUND CLASS A628L2 | 0.00 | 34.00 |
| A101.00 | 341098 | 10/10/23 | 20485 | HAMMER SPORTS LLC | 01303296000325 | 305 | OFFICALS-9A&B 9/28 | 0.00 | 120.00 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | SL FOOD | 0.00 | 11,022.47 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | PSI FOOD | 0.00 | 14,363.26 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | AQ FOOD | 0.00 | 15,598.93 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | MS FOOD | 0.00 | 24,746.56 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | HS FOOD | 0.00 | 26,316.46 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | PH FOOD | 0.00 | 10,111.10 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | PREK FOOD | 0.00 | 2,897.45 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | PSI FOOD | 0.00 | 64.80 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | AQ FOOD | 0.00 | 64.80 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | PH FOOD | 0.00 | 64.80 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | SL FOOD | 0.00 | 64.80 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | MS FOOD | 0.00 | 75.60 |
| A101.00 | 341099 | 10/10/23 | 20539 | INDIANHEAD FOODSERV | 02005770701000 | 490 | CCC FOOD | 0.00 | 631.80 |
| TOTAL CHECK | | | | | | | | 0.00 | 106,022.83 |
| A101.00 | 341100 | 10/10/23 | 22056 | ISDTA, LLC | 03005760720000 | 305 | ADV SVC SEP 2023 | 0.00 | 8,100.00 |

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ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 341101 | 10/10/23 | 22284 | MINI ME SPORTS | 04500511000000 | 305 | SLP MINI ME CAMP | 0.00 | 800.00 |
| A101.00 | 341102 | 10/10/23 | 20871 | MINNJET CONSULTING | 04500583354000 | 358 | ECS APPOINT 1.25HRS | 0.00 | 62.50 |
| A101.00 | 341102 | 10/10/23 | 20871 | MINNJET CONSULTING | 04500583354000 | 358 | ECS APPOINT 1HR | 0.00 | 50.00 |
| TOTAL CHECK | | | | | | | | | 112.50 |
| A101.00 | 341103 | 10/10/23 | 20897 | MOVEFWD | 04005590799097 | 305 | QTR 3 LCTS/FSC GRAN | 0.00 | 2,500.00 |
| A101.00 | 341104 | 10/10/23 | 20984 | PAN O GOLD BAKING C | 02005770701000 | 490 | FOOD-SEP STMT 27746 | 0.00 | 2,894.37 |
| A101.00 | 341105 | 10/10/23 | 22470 | PAYDHEALTH | 01005170000299 | 305 | SEP COSTAVOIDANCE F | 0.00 | 7,437.17 |
| A101.00 | 341106 | 10/10/23 | 21044 | PROFESSIONAL WIRELE | 01106203302000 | 530 | WALKIE REPAIR | 0.00 | 150.75 |
| A101.00 | 341107 | 10/10/23 | 22512 | RAS TECHNOLOGY CONS | 16005108795000 | 405 | REPORT CUSTOMIZATIO | 0.00 | 500.00 |
| A101.00 | 341108 | 10/10/23 | 21076 | RELATE, INC. | 04005590799097 | 305 | Q3 SCHOOL MH SRVS | 0.00 | 2,500.00 |
| A101.00 | 341109 | 10/10/23 | 22199 | RICOH USA, LLC (CON | 01005605302000 | 380 | LEASE 10/30 - 11/29 | 0.00 | 9,951.34 |
| A101.00 | 341110 | 10/10/23 | 22005 | ROBERT HALF | 01005020000000 | 305 | B MUMM WK END 9/29 | 0.00 | 2,527.87 |
| A101.00 | 341111 | 10/10/23 | 22516 | SARAH ELLIOTT | 02000000701000 | R099 | MEAL ACCT REFUND | 0.00 | 56.76 |
| A101.00 | 341112 | 10/10/23 | 22513 | SCHOOL HEALTH CORPO | 01005720000000 | 401 | BANDAIDS & VASELINE | 0.00 | 878.60 |
| A101.00 | 341112 | 10/10/23 | 22513 | SCHOOL HEALTH CORPO | 01005720000000 | 401 | BOXES OF BANDAIDS | 0.00 | 151.32 |
| A101.00 | 341112 | 10/10/23 | 22513 | SCHOOL HEALTH CORPO | 01005720000000 | 401 | 12 - LUBRIDERM LOTI | 0.00 | 135.60 |
| TOTAL CHECK | | | | | | | | | 1,165.52 |
| A101.00 | 341113 | 10/10/23 | 22280 | SOURCEWELL | 01005110000000 | 305 | SIS CONS SERV 09/1- | 0.00 | 3,062.50 |
| A101.00 | 341114 | 10/10/23 | 21214 | ST DAVID'S CENTER F | 04005590799097 | 305 | Q4 FAM SRVS COLLAB | 0.00 | 2,500.00 |
| A101.00 | 341115 | 10/10/23 | 21218 | ST PAUL BEVERAGE SO | 02005770701000 | 495 | ACCT 6404-MILK SEP | 0.00 | 9,086.72 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/26 - 09/29 SL | 0.00 | 3,212.10 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/26 - 09/29 PSI | 0.00 | 2,867.76 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/26 - 09/29 AQ | 0.00 | 2,914.04 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/26 - 09/29 TP/LX | 0.00 | 1,102.95 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/26 - 09/29 HS | 0.00 | 2,322.00 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/26 - 09/29 MS | 0.00 | 1,789.99 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/26 - 09/29 PH | 0.00 | 2,009.65 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/26 - 09/29 AQ | 0.00 | 335.40 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/26 - 09/29 PSI | 0.00 | 561.37 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/26 - 09/29 SL | 0.00 | 606.52 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/26 - 09/29 EC SP | 0.00 | 619.20 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/26 - 09/29 PH | 0.00 | 4,908.67 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 09/26 - 09/29 HS | 0.00 | 6,595.13 |
| A101.00 | 341116 | 10/10/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 09/26 - 09/29 MS | 0.00 | 4,234.43 |
| TOTAL CHECK | | | | | | | | | 34,079.21 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|-----------------------|-----------|------------|
| A101.00 | 341117 | 10/10/23 | 20154 | THE BRIDGE FOR YOUT | 04005590799097 | 305 | BASIC NEEDS - QTR 3 | 0.00 | 2,000.00 |
| A101.00 | 341118 | 10/10/23 | 21280 | THE GOOD ACRE | 02005770701000 | 490 | FOOD STATEMENT | 0.00 | 6,029.99 |
| A101.00 | 341119 | 10/10/23 | 21323 | TRIO SUPPLY COMPANY | 02005770701000 | 401 | SILVERWARE & TRAYS | 0.00 | 2,885.30 |
| A101.00 | 341119 | 10/10/23 | 21323 | TRIO SUPPLY COMPANY | 02005770701000 | 401 | GLOVES/BAGS/TRAYS | 0.00 | 2,458.43 |
| TOTAL CHECK | | | | | | | | | 5,343.73 |
| A101.00 | 341120 | 10/10/23 | 21334 | TYLER TECHNOLOGIES | 01005760302000 | 405 | SHORT PAID PO 24002 | 0.00 | 10,000.00 |
| A101.00 | 341121 | 10/10/23 | 22511 | VERTO | 01108203000000 | 358 | ALL DAY - SPANISH | 0.00 | 520.00 |
| A101.00 | 341121 | 10/10/23 | 22511 | VERTO | 01108203000000 | 358 | ASL - CONF W PARENT | 0.00 | 170.00 |
| TOTAL CHECK | | | | | | | | | 690.00 |
| A101.00 | 341122 | 10/10/23 | 22107 | VISTAR | 02005770701000 | 490 | ACCT 10428877 - FOO | 0.00 | 1,798.83 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01301810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 377.45 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01303810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 25.37 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01302810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 27.14 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01303810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 1,371.91 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01302810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 10,458.97 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01301810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 9,305.14 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01302810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 9,897.10 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01303810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 30,735.40 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01301810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 4,631.44 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01105810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 4,958.13 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01101810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 8,321.28 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01108810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 8,556.81 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01107810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 8,656.83 |
| A101.00 | 341123 | 10/10/23 | 21395 | XCEL ENERGY | 01106810000000 | 332 | USAGE 08/28 - 09/27 | 0.00 | 8,865.56 |
| TOTAL CHECK | | | | | | | | | 106,188.53 |
| A101.00 | 341124 | 10/13/23 | 20224 | CLERICALSECRETARIAL | 01 | L215.77 | DED:8002 DUES CAPS | 0.00 | 252.40 |
| A101.00 | 341125 | 10/13/23 | 20357 | EDUCATION MINNESOTA | 01 | L215.77 | DED:8003 DUES SPARK | 0.00 | 1,422.89 |
| A101.00 | 341126 | 10/13/23 | 20855 | MINNESOTA CHILD SUP | 01 | L215.81 | DED:1500 CHILD SUPP | 0.00 | 1,361.49 |
| A101.00 | 341127 | 10/13/23 | 20987 | PARK ASSOCIATION OF | 01 | L215.77 | DED:8004 DUES TCHR | 0.00 | 17,196.76 |
| A101.00 | 341128 | 10/13/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8000 DUES CUST | 0.00 | 525.35 |
| A101.00 | 341128 | 10/13/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8007 DUES NTRN | 0.00 | 37.50 |
| A101.00 | 341128 | 10/13/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8006 DUES CUST | 0.00 | 675.00 |
| A101.00 | 341128 | 10/13/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8005 COPE DUES | 0.00 | 29.00 |
| A101.00 | 341128 | 10/13/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8001 DUES NTRN | 0.00 | 292.53 |
| TOTAL CHECK | | | | | | | | | 1,559.38 |
| A101.00 | 341129 | 10/18/23 | 20442 | ACRE | 06303875000022 | 530 | HS FURNITURE INSTAL | 0.00 | 25,800.01 |
| A101.00 | 341130 | 10/18/23 | 20033 | AID ELECTRIC CORPOR | 01106810000000 | 350 | FIX EMERG EXIT LIGH | 0.00 | 239.50 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 341131 | 10/18/23 | 20042 | ALL IN ONE - TRANSL | 01100412422000 | 358 | INTP SERV 03/27 | 0.00 | 96.00 |
| A101.00 | 341131 | 10/18/23 | 20042 | ALL IN ONE - TRANSL | 01101219317000 | 358 | INTP SERV 05/02-05/ | 0.00 | 96.00 |
| A101.00 | 341131 | 10/18/23 | 20042 | ALL IN ONE - TRANSL | 01106219317000 | 358 | INTP SERV 05/02-05/ | 0.00 | 96.00 |
| A101.00 | 341131 | 10/18/23 | 20042 | ALL IN ONE - TRANSL | 01100412422000 | 358 | INTP SERV 05/02-05/ | 0.00 | 96.00 |
| A101.00 | 341131 | 10/18/23 | 20042 | ALL IN ONE - TRANSL | 01100412422000 | 358 | INTP SERV 07/12-07/ | 0.00 | 384.00 |
| A101.00 | 341131 | 10/18/23 | 20042 | ALL IN ONE - TRANSL | 01100412422000 | 358 | INTP SERV 05/02-05/ | 0.00 | 576.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,344.00 |
| A101.00 | 341132 | 10/18/23 | 20057 | ANCHOR PAPER COMPAN | 01302605000000 | 383 | COPY PAPER - MS | 0.00 | 925.59 |
| A101.00 | 341133 | 10/18/23 | 20088 | ARVIG | 01005108302000 | 305 | SEP 23 INTERNET SVC | 0.00 | 2,749.46 |
| A101.00 | 341133 | 10/18/23 | 20088 | ARVIG | 01005108302000 | 305 | AUG 23 INTERNET SVC | 0.00 | 2,751.28 |
| TOTAL CHECK | | | | | | | | 0.00 | 5,500.74 |
| A101.00 | 341134 | 10/18/23 | 22065 | BENEFIT EXTRAS, INC | 21005105000000 | 305 | SEP ADMIN FEES | 0.00 | 592.50 |
| A101.00 | 341135 | 10/18/23 | 22291 | BHS QUIZ BOWL BOOST | 50302298301212 | 369 | TOURNEY FEE 01-21-2 | 0.00 | 400.00 |
| A101.00 | 341136 | 10/18/23 | 22099 | CHILED A INSTITUTE, | 01998411740000 | 392 | SEP SPED&INTENSIVE | 0.00 | 9,442.86 |
| A101.00 | 341136 | 10/18/23 | 22099 | CHILED A INSTITUTE, | 01005605000303 | 392 | SEP GEN ED TUITION | 0.00 | 531.34 |
| TOTAL CHECK | | | | | | | | 0.00 | 9,974.20 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 8894 - 07/27 | 0.00 | 400.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6377 - 02/07 | 0.00 | 120.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6603 - 02/09 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6408 - 05/02 | 0.00 | 120.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6391 - 04/11 | 0.00 | 120.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6393 - 04/12 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6394 - 04/12 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6396 - 04/13 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6397 - 04/14 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6406 - 05/03 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6409 - 05/03 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6410 - 05/04 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6411 - 05/05 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6378 - 02/08 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6380 - 02/09 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6381 - 02/08 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6382 - 02/10 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6413 - 05/02 | 0.00 | 240.00 |
| A101.00 | 341137 | 10/18/23 | 20216 | CITY OF ST LOUIS PA | 01005610000000 | 369 | PERMIT 6395 - 04/14 | 0.00 | 240.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 4,360.00 |
| A101.00 | 341138 | 10/18/23 | 20217 | CITY OF ST LOUIS PA | 01301810000000 | 305 | FALSE ALARM 8/27/23 | 0.00 | 125.00 |
| A101.00 | 341139 | 10/18/23 | 20229 | COLLABORATIVE STUDE | 03005760723000 | 360 | 09/18-29 SPED TRAN7 | 0.00 | 2,900.00 |
| A101.00 | 341139 | 10/18/23 | 20229 | COLLABORATIVE STUDE | 03005760728000 | 360 | 09/18-29 SPED TRAN7 | 0.00 | 11,660.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 14,560.00 |
| A101.00 | 341140 | 10/18/23 | 20268 | CUNINGHAM GROUP ARC | 06005870000022 | 305 | PR21-0419-MAINTBL-S | 0.00 | 53,800.00 |
| A101.00 | 341140 | 10/18/23 | 20268 | CUNINGHAM GROUP ARC | 06301870000022 | 305 | PR22-0028-CCREMOD-S | 0.00 | 64,000.00 |

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ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT | |
|-------------|----------|----------|--------|---------------------|-----------------|-------|-----------------------|-----------|------------|------------|
| A101.00 | 341140 | 10/18/23 | 20268 | CUNINGHAM GROUP ARC | 06303870000022 | 305 | PR22-0211-HSREM0D-S | 0.00 | 33,599.81 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 151,399.81 |
| A101.00 | 341141 | 10/18/23 | 20275 | DAKOTA TRUCK UNDERW | 01005930000000 | 270 | WC INSTALL # 5 23/2 | 0.00 | 24,838.00 | |
| A101.00 | 341142 | 10/18/23 | 20395 | EXPRESS SERVICES IN | 01005810000000 | 305 | JANITOR SERV 10/08/ | 0.00 | 4,640.40 | |
| A101.00 | 341142 | 10/18/23 | 20395 | EXPRESS SERVICES IN | 01005810000000 | 305 | JANITOR SERV 10/15/ | 0.00 | 4,854.63 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 9,495.03 |
| A101.00 | 341143 | 10/18/23 | 20403 | FELDENKRAIS NATURAL | 04500506000000 | 305 | AWR MOVE CL A300L23 | 0.00 | 200.00 | |
| A101.00 | 341144 | 10/18/23 | 20480 | H2I GROUP, INC | 01302292302000 | 530 | 2-OUTDOOR BB HOOPS | 0.00 | 10,817.18 | |
| A101.00 | 341145 | 10/18/23 | 20485 | HAMMER SPORTS LLC | 013022940000320 | 305 | OFFICIALS - 7TH 10/ | 0.00 | 129.00 | |
| A101.00 | 341145 | 10/18/23 | 20485 | HAMMER SPORTS LLC | 013022960000325 | 305 | OFFICIALS - 7&8 9/26 | 0.00 | 170.00 | |
| A101.00 | 341145 | 10/18/23 | 20485 | HAMMER SPORTS LLC | 013022960000325 | 305 | OFFICIALS - 7&8 10/ | 0.00 | 170.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 469.00 |
| A101.00 | 341146 | 10/18/23 | 20487 | SIGURD HANSON | 01200261000000 | 350 | HS-PAINO TUNING 9/5 | 0.00 | 120.00 | |
| A101.00 | 341147 | 10/18/23 | 20504 | HENNEPIN COUNTY TRE | 02005770701000 | 820 | 23 LICENSE FD MGR | 0.00 | 190.00 | |
| A101.00 | 341147 | 10/18/23 | 20504 | HENNEPIN COUNTY TRE | 02005770701000 | 305 | PLAN REVIEW FEES | 0.00 | 1,590.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 1,780.00 |
| A101.00 | 341148 | 10/18/23 | 20526 | HUBERT | 02005770701000 | 530 | HUBERT FILM WRAPPER | 0.00 | 735.20 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | SAFE SCHOOL FY24 | 0.00 | 5,822.31 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | SAFE SCHOOL FY24 | 0.00 | 5,822.31 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211000000 | 390 | CORE FEE FY24 | 0.00 | 5,841.72 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211000000 | 390 | CORE FEE FY24 | 0.00 | 5,841.72 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211000000 | 390 | CORE FEE FY24 | 0.00 | 5,841.72 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211000000 | 390 | CORE FEE FY24 | 0.00 | 5,841.72 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998399830000 | 390 | TEACH&LEARN FNL FY2 | 0.00 | 165,576.09 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | LEVIES&CORE FNL FY2 | 0.00 | 9,276.09 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998401740000 | 396 | POF ITINERANT SERFY | 0.00 | 9,351.56 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998401740000 | 396 | POF ITINERANT-SERFY | 0.00 | 9,351.56 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998401740000 | 396 | POF ITINERANT SERFY | 0.00 | 9,351.56 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998401740000 | 396 | POF ITINERANT SERFY | 0.00 | 9,351.56 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998380835000 | 399 | CARE&TREAT FNL FY23 | 0.00 | 17,093.30 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | LEASE LEVY FY24 | 0.00 | 21,448.04 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | LEASE LEVY FY24 | 0.00 | 21,448.04 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | LEASE LEVY FY24 | 0.00 | 21,448.04 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | LEASE LEVY FY24 | 0.00 | 21,448.04 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998380835000 | 399 | TRANS DISABLED FY24 | 0.00 | 1,561.49 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998380835000 | 399 | TRANS DISABLED FY24 | 0.00 | 1,561.49 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998380835000 | 399 | TRANS DISABLED FY24 | 0.00 | 1,561.49 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998380835000 | 399 | TRANS DISABLED FY24 | 0.00 | 1,561.49 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC PRGF FNL FY23 | 0.00 | 3,322.80 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998865347000 | 390 | LGTERM FACILITIE FY | 0.00 | 3,787.97 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998865347000 | 390 | LGTERM FACILITIE FY | 0.00 | 3,787.97 | |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998865347000 | 390 | LGTERM FACILITIE FY | 0.00 | 3,787.97 | |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | ----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|-----------------|-------|---------------------|-----------|------------|
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998865347000 | 390 | LGTERM FACILITIE FY | 0.00 | 3,787.97 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC STAB FEE FY24 | 0.00 | 1,940.77 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC STAB FEE FY24 | 0.00 | 1,940.77 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC STAB FEE FY24 | 0.00 | 1,940.77 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC STAB FEE FY24 | 0.00 | 1,940.77 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | SAFE SCHOOL FY24 | 0.00 | 5,822.31 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211302000 | 335 | SAFE SCHOOL FY24 | 0.00 | 5,822.31 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC PRGS FY24 | 0.00 | 3,169.17 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC PRGS FY24 | 0.00 | 3,169.17 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC PRGS FY24 | 0.00 | 3,169.17 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998211303000 | 390 | ALC PRGS FY24 | 0.00 | 3,169.17 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998399830000 | 390 | CAR & TECH ED FY24 | 0.00 | 370.09 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998399830000 | 390 | CAR & TECH ED FY24 | 0.00 | 370.09 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998399830000 | 390 | CAR & TECH ED FY24 | 0.00 | 370.09 |
| A101.00 | 341150 | 10/18/23 | 20556 | INTERMEDIATE DISTRI | 01998399830000 | 390 | CAR & TECH ED FY24 | 0.00 | 370.09 |
| TOTAL CHECK | | | | | | | | 0.00 | 408,440.76 |
| A101.00 | 341151 | 10/18/23 | 20567 | IXL LEARNING, INC. | 04705590351000 | 460 | MATH & ELA LICENSE | 0.00 | 1,388.00 |
| A101.00 | 341152 | 10/18/23 | 22520 | JESSE WICHER | 04500506000000 | 305 | EMO RELE CL A190w23 | 0.00 | 42.00 |
| A101.00 | 341153 | 10/18/23 | 22230 | JLG ARCHITECTS | 063038700000022 | 305 | 22921HSTURF/TRACK J | 0.00 | 6,594.00 |
| A101.00 | 341153 | 10/18/23 | 22230 | JLG ARCHITECTS | 063038700000022 | 305 | 22922 HS MUSIC RM S | 0.00 | 3,663.00 |
| A101.00 | 341153 | 10/18/23 | 22230 | JLG ARCHITECTS | 063038700000022 | 305 | 22921HSTURF/TRACK J | 0.00 | 6,617.06 |
| A101.00 | 341153 | 10/18/23 | 22230 | JLG ARCHITECTS | 063038700000022 | 305 | 22921HSTURF/TRACK A | 0.00 | 7,693.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 24,567.06 |
| A101.00 | 341154 | 10/18/23 | 22498 | JOHNSON PIANO SERVI | 04500508332000 | 305 | PAINO TUNING 10/4 | 0.00 | 145.00 |
| A101.00 | 341155 | 10/18/23 | 20654 | JW PEPPER & SONS, I | 013022590000000 | 430 | MS-BAND SHEET MUSIC | 0.00 | 611.99 |
| A101.00 | 341155 | 10/18/23 | 20654 | JW PEPPER & SONS, I | 013032590000000 | 430 | HS-CHOIR SHEET MUSI | 0.00 | 72.98 |
| A101.00 | 341155 | 10/18/23 | 20654 | JW PEPPER & SONS, I | 013032590000000 | 430 | HS-CHOIR SHEET MUSI | 0.00 | 274.25 |
| A101.00 | 341155 | 10/18/23 | 20654 | JW PEPPER & SONS, I | 013022590000000 | 430 | MS-BAND SHEET MUSIC | 0.00 | 92.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,051.22 |
| A101.00 | 341156 | 10/18/23 | 20678 | KIDCREATE STUDIO | 04500508332000 | 305 | NAILED IT-CAMP 10/3 | 0.00 | 3,127.00 |
| A101.00 | 341157 | 10/18/23 | 21354 | VERA KOVACOVIC | 045005930000000 | 305 | FUN W CLRS 8/16-9/2 | 0.00 | 336.00 |
| A101.00 | 341157 | 10/18/23 | 21354 | VERA KOVACOVIC | 045005930000000 | 305 | FUN W COLORS 10/02 | 0.00 | 168.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 504.00 |
| A101.00 | 341158 | 10/18/23 | 22446 | LORIS SOFIA GREGORY | 045005060000000 | 305 | PAPER CHAO CL A155L | 0.00 | 120.00 |
| A101.00 | 341159 | 10/18/23 | 20747 | MALLOY MONTAGUE KAR | 010051100000000 | 305 | PROF SERVS THR 6/30 | 0.00 | 4,500.00 |
| A101.00 | 341160 | 10/18/23 | 20314 | DENNIS MALMBERG | 045005930000000 | 305 | BAND FOR BALLRM DAN | 0.00 | 140.00 |
| A101.00 | 341160 | 10/18/23 | 20314 | DENNIS MALMBERG | 045005930000000 | 305 | BAND FOR BALLRM DAN | 0.00 | 140.00 |
| A101.00 | 341160 | 10/18/23 | 20314 | DENNIS MALMBERG | 045005930000000 | 305 | BAND FOR BALLRM DAN | 0.00 | 140.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 420.00 |
| A101.00 | 341161 | 10/18/23 | 20971 | OLIVER MANLEY | 045005930000000 | 305 | BAND FOR BALLRM DAN | 0.00 | 140.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 341161 | 10/18/23 | 20971 | OLIVER MANLEY | 04500593000000 | 305 | BAND FOR BALLRM DAN | 0.00 | 140.00 |
| A101.00 | 341161 | 10/18/23 | 20971 | OLIVER MANLEY | 04500593000000 | 305 | BAND FOR BALLRM DAN | 0.00 | 140.00 |
| TOTAL CHECK | | | | | | | | | 420.00 |
| A101.00 | 341162 | 10/18/23 | 22518 | MATTHEW KIRK | 04005590799097 | 305 | ROLLER PARTY DJ | 0.00 | 250.00 |
| A101.00 | 341163 | 10/18/23 | 20819 | METROPOLITAN COURIE | 01005110000000 | 305 | SEP SERV - 24 PICKU | 0.00 | 546.48 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 01100412422000 | 358 | IEP REVIEW 1HR | 0.00 | 50.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 01100412422000 | 358 | HOME VISIT 1HR | 0.00 | 50.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 01100412422000 | 358 | COMPANY CL 1.5HRS | 0.00 | 75.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 01107219317000 | 358 | SL FALL CONF 4HRS | 0.00 | 200.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 04500583354000 | 358 | ECS SCREENING - 2HR | 0.00 | 100.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 04500583354000 | 358 | ECS APPOINT 2HRS | 0.00 | 100.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 04500580325000 | 358 | FAM CONNECT CONF 1H | 0.00 | 50.00 |
| A101.00 | 341164 | 10/18/23 | 20871 | MINNJET CONSULTING | 01100412422000 | 358 | ITI EVALS 4.5HRS | 0.00 | 225.00 |
| TOTAL CHECK | | | | | | | | | 850.00 |
| A101.00 | 341165 | 10/18/23 | 20878 | MN DEPT OF LABOR & | 01303810000000 | 305 | ELEVATOR ANNUAL OPE | 0.00 | 100.00 |
| A101.00 | 341166 | 10/18/23 | 20036 | MRI SOFTWARE LLC | 01005160000000 | 305 | 6 - STAFF SCREENING | 0.00 | 51.95 |
| A101.00 | 341166 | 10/18/23 | 20036 | MRI SOFTWARE LLC | 01005160000000 | 305 | 2 - STAFF SCREENING | 0.00 | 40.00 |
| A101.00 | 341166 | 10/18/23 | 20036 | MRI SOFTWARE LLC | 01005160000000 | 305 | 8 - STAFF SCREENING | 0.00 | 60.00 |
| A101.00 | 341166 | 10/18/23 | 20036 | MRI SOFTWARE LLC | 01005160000000 | 305 | 3 BACKGROUND CKS | 0.00 | 60.00 |
| TOTAL CHECK | | | | | | | | | 211.95 |
| A101.00 | 341167 | 10/18/23 | 20683 | KIRSTEN OLSON MADAU | 04500506000000 | 305 | COOKING CL A151w23 | 0.00 | 36.00 |
| A101.00 | 341168 | 10/18/23 | 21216 | PARK ADAM TRANSPORT | 01302296733321 | 360 | 1T-HIDDEN OAKS MS 10 | 0.00 | 414.80 |
| A101.00 | 341168 | 10/18/23 | 21216 | PARK ADAM TRANSPORT | 01302294733329 | 360 | 1T-MINNETONKA W 10/ | 0.00 | 342.90 |
| A101.00 | 341168 | 10/18/23 | 21216 | PARK ADAM TRANSPORT | 01302296733321 | 360 | 1T - WAYZATA W 9/27 | 0.00 | 342.90 |
| A101.00 | 341168 | 10/18/23 | 21216 | PARK ADAM TRANSPORT | 01302294733319 | 360 | 2T - 09/26 - 10/03 | 0.00 | 835.30 |
| A101.00 | 341168 | 10/18/23 | 21216 | PARK ADAM TRANSPORT | 01302294733320 | 360 | 3T - 09/27 - 10/04 | 0.00 | 1,250.30 |
| A101.00 | 341168 | 10/18/23 | 21216 | PARK ADAM TRANSPORT | 01302296733325 | 360 | 1T - ASCENSION 10/2 | 0.00 | 319.00 |
| TOTAL CHECK | | | | | | | | | 3,505.20 |
| A101.00 | 341169 | 10/18/23 | 22100 | PITNEY BOWES INC | 01005110000000 | 401 | 2-CONNECT+ RED INKC | 0.00 | 531.18 |
| A101.00 | 341169 | 10/18/23 | 22100 | PITNEY BOWES INC | 01005110000000 | 401 | CLEANING PACK | 0.00 | 52.99 |
| TOTAL CHECK | | | | | | | | | 584.17 |
| A101.00 | 341170 | 10/18/23 | 21036 | POWERSCHOOL GROUP L | 01005108302000 | 405 | EFINANCEPLUS PRJT M | 0.00 | 617.01 |
| A101.00 | 341170 | 10/18/23 | 21036 | POWERSCHOOL GROUP L | 01005108302000 | 405 | EFINANCEPLUS ATS IN | 0.00 | 694.14 |
| A101.00 | 341170 | 10/18/23 | 21036 | POWERSCHOOL GROUP L | 01005108302000 | 405 | EFINANCEPLUS SERVER | 0.00 | 360.73 |
| A101.00 | 341170 | 10/18/23 | 21036 | POWERSCHOOL GROUP L | 01005108302000 | 405 | EFINANCEPLUS HOSTIN | 0.00 | 1,784.13 |
| A101.00 | 341170 | 10/18/23 | 21036 | POWERSCHOOL GROUP L | 01005108302000 | 405 | CREDIT NAVIANCE | 0.00 | -1,989.60 |
| TOTAL CHECK | | | | | | | | | 1,466.41 |
| A101.00 | 341171 | 10/18/23 | 22024 | RAK CONSTRUCTION, I | 01301810000000 | 350 | REPAIR TILE IN COOL | 0.00 | 1,375.99 |
| A101.00 | 341171 | 10/18/23 | 22024 | RAK CONSTRUCTION, I | 06108870000022 | 520 | CONCRETE PADS&TABLE | 0.00 | 11,585.64 |
| TOTAL CHECK | | | | | | | | | 12,961.63 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|-----------------------|-----------|------------|
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | J BEAL 9/15 | 0.00 | 180.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | M HILL 9/26 | 0.00 | 188.99 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | J DEONARINE 9/15 | 0.00 | 203.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | O MICHELE 9/14 | 0.00 | 208.99 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | S SUKHU 9/11 | 0.00 | 216.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | T MEIXNER 9/23 | 0.00 | 221.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | M OLSEN 9/13 | 0.00 | 221.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | T DARST 9/13 | 0.00 | 226.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | J HAGEN 9/18 | 0.00 | 226.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | C BEIGHTOL 9/25 | 0.00 | 231.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | B MARTIN 9/29 | 0.00 | 236.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | A MADIGAN 9/16 | 0.00 | 195.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | A PHILLIPS 9/12 | 0.00 | 279.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | J BRYDEN 9/23 | 0.00 | 288.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | C RANOLD 10/02 | 0.00 | 258.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | J ANDERSON 9/15 | 0.00 | 258.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | K DRESSEN 9/29 | 0.00 | 266.98 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | D NARAIIS 9/11 | 0.00 | 247.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | D SCHEIE 9/15 | 0.00 | 248.48 |
| A101.00 | 341172 | 10/18/23 | 21069 | RED WING SHOE STORE | 01005865352000 | 261 | A GLIDDEN 10/09 | 0.00 | 250.00 |
| TOTAL CHECK | | | | | | | | | 4,658.64 |
| A101.00 | 341173 | 10/18/23 | 22005 | ROBERT HALF | 01005020000000 | 305 | B MUMM WK END 10/06 | 0.00 | 2,709.09 |
| A101.00 | 341174 | 10/18/23 | 21127 | SAFeway DRIVING SCH | 04500508332000 | 305 | DR ED Y650 5 STUDS | 0.00 | 1,555.00 |
| A101.00 | 341175 | 10/18/23 | 22228 | SARA'S ONE STOP COM | 04500506000000 | 305 | CUT THE CABLE BILL | 0.00 | 60.00 |
| A101.00 | 341176 | 10/18/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8000 DUES CUST | 0.00 | 473.60 |
| A101.00 | 341176 | 10/18/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8006 DUES CUST | 0.00 | 675.00 |
| A101.00 | 341176 | 10/18/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8001 DUES NTRN | 0.00 | 291.08 |
| A101.00 | 341176 | 10/18/23 | 21147 | SCHOOL SERVICE EMPL | 01005110000000 | 401 | REISSUE CONTRI DUES | 0.00 | 4.00 |
| A101.00 | 341176 | 10/18/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8005 COPE DUES | 0.00 | 29.00 |
| A101.00 | 341176 | 10/18/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8007 DUES NTRN | 0.00 | 37.50 |
| TOTAL CHECK | | | | | | | | | 1,510.18 |
| A101.00 | 341177 | 10/18/23 | 77782 | SOCIAL CLUB SIMPLE, | 04500593000000 | 305 | GOOGLE SH CL A212L2 | 0.00 | 45.00 |
| A101.00 | 341178 | 10/18/23 | 21199 | SOLUTRAN, INC | 21005105000000 | 220 | HEALTHY SAVINGS SEP | 0.00 | 1,544.73 |
| A101.00 | 341179 | 10/18/23 | 21213 | ST CROIX RECREATION | 06101870000022 | 520 | AQUILA PLAYGROUN | 0.00 | 366,186.67 |
| A101.00 | 341179 | 10/18/23 | 21213 | ST CROIX RECREATION | 06101870000022 | 520 | REPL CHAIN LINK FEN | 0.00 | 9,260.00 |
| TOTAL CHECK | | | | | | | | | 375,446.67 |
| A101.00 | 341180 | 10/18/23 | 22507 | STONEWARE, INC. | 04705590351000 | 460 | LANSCHOOL | 0.00 | 350.00 |
| A101.00 | 341181 | 10/18/23 | 21248 | SUNDE LAND SURVEYIN | 06301870000022 | 305 | PREPARE BLTU - CCC | 0.00 | 3,191.79 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 04500580000000 | 305 | 10/02 - 10/06 ECFE | 0.00 | 109.65 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 04500580000000 | 305 | 09/11 - 09/15 ECFE | 0.00 | 116.10 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/11 - 09/15 PSI | 0.00 | 225.75 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/02 - 10/06 PSI | 0.00 | 103.20 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/11 - 09/15 TP/LX | 0.00 | 622.35 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/02 - 10/06 EC SP | 0.00 | 477.30 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/02 - 10/06 AQ | 0.00 | 4,650.45 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/02 - 10/06 SL | 0.00 | 4,676.25 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 10/02 - 10/06 HS | 0.00 | 2,842.40 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 10/02 - 10/06 TP/LX | 0.00 | 1,566.63 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/11 - 09/15 HS | 0.00 | 2,977.51 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/02 - 10/06 PSI | 0.00 | 3,076.65 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/11 - 09/15 PH | 0.00 | 3,511.78 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/11 - 09/15 PH | 0.00 | 4,450.50 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/02 - 10/06 AQ | 0.00 | 1,524.45 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/11 - 09/15 AQ | 0.00 | 1,590.65 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/02 - 10/06 SL | 0.00 | 1,293.36 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/02 - 10/06 PH | 0.00 | 1,163.03 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/11 - 09/15 SL | 0.00 | 2,147.85 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/11 - 09/15 PSI | 0.00 | 2,376.68 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 09/11 - 09/15 MS | 0.00 | 2,546.31 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 10/02 - 10/06 MS | 0.00 | 2,692.63 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 09/11 - 09/15 AQ | 0.00 | 5,525.83 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/02 - 10/06 PH | 0.00 | 5,554.51 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 09/11 - 09/15 MS | 0.00 | 5,775.98 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 09/11 - 09/15 EC SP | 0.00 | 806.47 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 10/02 - 10/06 MS | 0.00 | 6,615.63 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 10/02 - 10/06 HS | 0.00 | 6,204.90 |
| A101.00 | 341182 | 10/18/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 09/11 - 09/15 HS | 0.00 | 8,865.53 |
| TOTAL CHECK | | | | | | | | 0.00 | 84,090.33 |
| A101.00 | 341183 | 10/18/23 | 21337 | UHL COMPANY | 01301865380000 | 350 | REPAIR POOL AHU | 0.00 | 903.55 |
| A101.00 | 341183 | 10/18/23 | 21337 | UHL COMPANY | 01302810000000 | 350 | REPLACE RM 229 FCU | 0.00 | 513.61 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,417.16 |
| A101.00 | 341184 | 10/18/23 | 22521 | VICTORY FILMS, INC. | 04500593000000 | 305 | PETERERTEL CL A273L | 0.00 | 100.00 |
| A101.00 | 341185 | 10/18/23 | 21365 | VSI CONSTRUCTION, I | 06301870000022 | 305 | EQUIPMENT RENTAL SE | 0.00 | 5,297.10 |
| A101.00 | 341185 | 10/18/23 | 21365 | VSI CONSTRUCTION, I | 06303870000022 | 520 | MOVE CLRM FOR CON-S | 0.00 | 2,154.00 |
| A101.00 | 341185 | 10/18/23 | 21365 | VSI CONSTRUCTION, I | 06301870000022 | 305 | EQUIPMENT PICKUP 9/ | 0.00 | 292.60 |
| TOTAL CHECK | | | | | | | | 0.00 | 7,743.70 |
| A101.00 | 341186 | 10/18/23 | 20944 | NICKIE WELSH | 04500593000000 | 305 | UBER TRANSP CLASS | 0.00 | 30.00 |
| A101.00 | 341187 | 10/18/23 | 20769 | MARY WICKERSHAM | 04500506000000 | 305 | ANCESTRY CL A125W23 | 0.00 | 18.00 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | SUPER KID READY PRO | 0.00 | 700.00 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 70.00 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ZB HANDWRITING 2020 | 0.00 | 140.50 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 14.05 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | HANDWRITING | 0.00 | 753.70 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 75.37 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | SUPERKIDS BKS | 0.00 | 960.00 |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 96.00 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT | |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|-----------|
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | SUPERKIDS BKS | 0.00 | 700.00 | |
| A101.00 | 341188 | 10/18/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 70.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 3,579.62 |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 06303870000000 | 350 | REPLACE HARNESS LIG | 0.00 | 5,995.00 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 06301870000022 | 520 | PARKING LOT LIGHTS | 0.00 | 2,547.42 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01301810000000 | 350 | GFI BAD IN CLRM 2ND | 0.00 | 173.00 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01106810000000 | 350 | REPLACE REC RM 117 | 0.00 | 136.78 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01101810000000 | 350 | REPAIR BOILER LIGHT | 0.00 | 485.09 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01107810000000 | 350 | TRBL SHT LOT LIGHT | 0.00 | 466.17 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01101810000000 | 350 | ADD OUTLETS FOR LIF | 0.00 | 551.45 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01106810000000 | 350 | FIX CLRM&HWAY LIGHT | 0.00 | 1,136.91 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01303810000000 | 350 | FIX 4 STADIUM LIGHT | 0.00 | 705.00 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01107810000000 | 350 | REPAIR KITCHEN OUTL | 0.00 | 735.53 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01303810000000 | 350 | 2 BAD GFCI'S REPLAC | 0.00 | 313.71 | |
| A101.00 | 341189 | 10/25/23 | 20033 | AID ELECTRIC CORPOR | 01101810000000 | 350 | TRBL SHT NO POWER | 0.00 | 243.70 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 13,489.76 |
| A101.00 | 341190 | 10/25/23 | 20057 | ANCHOR PAPER COMPAN | 01303211000000 | 401 | COPY PAPER - HS | 0.00 | 846.25 | |
| A101.00 | 341190 | 10/25/23 | 20057 | ANCHOR PAPER COMPAN | 01303211000000 | 401 | COPY PAPER - HS | 0.00 | 649.99 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 1,496.24 |
| A101.00 | 341191 | 10/25/23 | 20083 | ARMSTRONG TORSETH S | 06303870000022 | 305 | HS CLRM RENO PH2-OC | 0.00 | 15,525.62 | |
| A101.00 | 341192 | 10/25/23 | 21298 | BLUUM OF MINNESOTA, | 16005108795000 | 555 | SMART BOARD MX075-V | 0.00 | 14,796.00 | |
| A101.00 | 341192 | 10/25/23 | 21298 | BLUUM OF MINNESOTA, | 16005108795000 | 555 | IFP500 | 0.00 | 4,882.40 | |
| A101.00 | 341192 | 10/25/23 | 21298 | BLUUM OF MINNESOTA, | 16005108795000 | 555 | SHIPPING | 0.00 | 800.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 20,478.40 |
| A101.00 | 341193 | 10/25/23 | 22534 | BUILDING CONTROLS & | 01005810000000 | 401 | RETROFIT KIT -SGVL | 0.00 | 567.60 | |
| A101.00 | 341193 | 10/25/23 | 22534 | BUILDING CONTROLS & | 01005810000000 | 401 | 4-ANGLE VALVE&DANFO | 0.00 | 690.16 | |
| A101.00 | 341193 | 10/25/23 | 22534 | BUILDING CONTROLS & | 01005810000000 | 401 | 2-ANGLE VALVE&DANFO | 0.00 | 246.48 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 1,504.24 |
| A101.00 | 341194 | 10/25/23 | 20195 | CENTURYLINK | 01005810000000 | 320 | PRESGROUP - OCT | 0.00 | 936.82 | |
| A101.00 | 341195 | 10/25/23 | 20235 | COMMERCIAL KITCHEN | 02005770701000 | 350 | HOTWELL TRBL SHT | 0.00 | 471.00 | |
| A101.00 | 341196 | 10/25/23 | 20268 | CUNINGHAM GROUP ARC | 06108870000022 | 305 | PR20-0424.00PLGRD S | 0.00 | 6,368.45 | |
| A101.00 | 341197 | 10/25/23 | 22531 | EDINA PUBLIC SCHOOL | 01005110000000 | 366 | ASBO CONF LODG&TRAN | 0.00 | 763.60 | |
| A101.00 | 341198 | 10/25/23 | 20395 | EXPRESS SERVICES IN | 01005810000000 | 305 | JANITOR SERV 10/22/ | 0.00 | 1,824.10 | |
| A101.00 | 341199 | 10/25/23 | 22105 | HEAVY METAL WELDING | 01005810000000 | 350 | FIRE BOX BOILER REP | 0.00 | 4,740.00 | |
| A101.00 | 341200 | 10/25/23 | 20504 | HENNEPIN COUNTY TRE | 01005810000000 | 820 | HS POOL LICENSE 202 | 0.00 | 122.75 | |
| A101.00 | 341200 | 10/25/23 | 20504 | HENNEPIN COUNTY TRE | 01005810000000 | 820 | MS POOL LICENSE 202 | 0.00 | 122.75 | |
| A101.00 | 341200 | 10/25/23 | 20504 | HENNEPIN COUNTY TRE | 01005810000000 | 820 | CCC POOL LICENSE 20 | 0.00 | 122.75 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 368.25 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT | |
|-------------|----------|----------|--------|---------------------|----------------|-------|-----------------------|-----------|-----------|-----------|
| A101.00 | 341201 | 10/25/23 | 20551 | INSTITUTE FOR ENVIR | 01005865352000 | 305 | 22-25 FY24-SEP ENVI | 0.00 | 2,882.23 | |
| A101.00 | 341201 | 10/25/23 | 20551 | INSTITUTE FOR ENVIR | 06301870000022 | 305 | RENO COMMISHING - S | 0.00 | 1,008.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 3,890.23 |
| A101.00 | 341202 | 10/25/23 | 20555 | INTEREUM, INC | 06301870000022 | 520 | VINYL EDGING | 0.00 | 1,627.36 | |
| A101.00 | 341203 | 10/25/23 | 22104 | JAMAR COMPANY | 01303865380000 | 350 | REPLACE BOILER TUBE | 0.00 | 3,185.00 | |
| A101.00 | 341203 | 10/25/23 | 22104 | JAMAR COMPANY | 01101865380000 | 350 | 2 BOILERS INSP&REPA | 0.00 | 16,680.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 19,865.00 |
| A101.00 | 341204 | 10/25/23 | 20654 | JW PEPPER & SONS, I | 01303259000000 | 430 | BAND MUSIC | 0.00 | 125.00 | |
| A101.00 | 341204 | 10/25/23 | 20654 | JW PEPPER & SONS, I | 01303259000000 | 430 | BAND MUSIC | 0.00 | 129.99 | |
| A101.00 | 341204 | 10/25/23 | 20654 | JW PEPPER & SONS, I | 01303259000000 | 430 | BAND MUSIC | 0.00 | 50.99 | |
| A101.00 | 341204 | 10/25/23 | 20654 | JW PEPPER & SONS, I | 01303259000000 | 430 | BAND MUSIC | 0.00 | 72.97 | |
| A101.00 | 341204 | 10/25/23 | 20654 | JW PEPPER & SONS, I | 01303259000000 | 430 | BAND MUSIC | 0.00 | 72.98 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 451.93 |
| A101.00 | 341205 | 10/25/23 | 22529 | KELLY READ | 02000000701000 | R099 | MEAL ACCT REFUND | 0.00 | 14.70 | |
| A101.00 | 341206 | 10/25/23 | 20670 | KENNEDY & GRAVEN | 01005150000000 | 305 | FMLA LEAVE - AUG | 0.00 | 850.00 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01303810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 2,236.33 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01302810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 2,050.27 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01301810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 1,757.49 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01005810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 118.42 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01107810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 246.50 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01108810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 246.50 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01106810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 246.50 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01105810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 246.50 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 01101810000000 | 440 | USAGE 08/31 - 09/30 | 0.00 | 246.50 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 172.48 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 145.29 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 151.37 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 103.68 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 104.59 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 36.47 | |
| A101.00 | 341207 | 10/25/23 | 20681 | KINECT ENERGY, INC | 02005770701000 | 443 | USAGE 08/31 - 09/30 | 0.00 | 213.42 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 8,322.31 |
| A101.00 | 341208 | 10/25/23 | 22533 | LAKES AREA ELECTRIC | 06303870000022 | 520 | INSTALL PWR WIRING | 0.00 | 3,017.57 | |
| A101.00 | 341209 | 10/25/23 | 20706 | LEARNING ALLY | 01200211302000 | 460 | LIC RENEW/AUDIOBK S | 0.00 | 3,098.00 | |
| A101.00 | 341210 | 10/25/23 | 20771 | MASBO | 01005110000000 | 366 | FALL CONF -S PETERS | 0.00 | 225.00 | |
| A101.00 | 341210 | 10/25/23 | 20771 | MASBO | 01005110000000 | 366 | FALL CONF -L GUENTH | 0.00 | 130.00 | |
| A101.00 | 341210 | 10/25/23 | 20771 | MASBO | 01005110000000 | 366 | FALL CONF -P MAGNUS | 0.00 | 225.00 | |
| TOTAL CHECK | | | | | | | | | 0.00 | 580.00 |
| A101.00 | 341211 | 10/25/23 | 20774 | MASPA/STATE NEGOTIA | 01005160000000 | 820 | MBRS RENEWAL-R KREY | 0.00 | 575.00 | |
| A101.00 | 341212 | 10/25/23 | 20803 | MEDICINE LAKE TOURS | 04500593000000 | 369 | OLD LOG THEATER -11 | 0.00 | 522.00 | |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|-----------------|-------|-----------------------|-----------|-----------|
| A101.00 | 341213 | 10/25/23 | 20867 | MINNESOTA STATE UNI | 01303640306100 | 367 | CTR ENGAGE LD-PADDO | 0.00 | 4,200.00 |
| A101.00 | 341214 | 10/25/23 | 20871 | MINNJET CONSULTING | 04500583354000 | 358 | ECS SCREENING 1HR | 0.00 | 50.00 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 063038700000022 | 520 | INSPECT DRAIN ISSUE | 0.00 | 2,121.45 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 013028100000000 | 350 | FIX LEAKING VALVE | 0.00 | 622.49 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 011088100000000 | 350 | TOLIT RESET | 0.00 | 523.73 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 013038100000000 | 350 | BRADLEY SINK REPAIR | 0.00 | 410.00 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 013028100000000 | 350 | TESTED RPZ - 7/19 | 0.00 | 455.00 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 013028100000000 | 350 | CLEAN CLOGGED DRAIN | 0.00 | 687.50 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 011068100000000 | 350 | TOLIET SNAKE DRAIN | 0.00 | 175.00 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 01005865347000 | 350 | EYEWASH TESTING-AUG | 0.00 | 1,930.00 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 01303865380000 | 350 | WTR HEAT EXCHANGER | 0.00 | 2,960.96 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 013038100000000 | 350 | REPAIR BOILER WTRTA | 0.00 | 764.20 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 011018100000000 | 350 | REPAIR LEAKING TOLI | 0.00 | 783.78 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 011018100000000 | 350 | NEW DF WATER FILTER | 0.00 | 805.10 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 01301865380000 | 350 | WTR HEAT EXCHANGER | 0.00 | 2,960.96 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 01302865380000 | 350 | WTR HEAT EXCHANGER | 0.00 | 2,960.96 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 011078100000000 | 350 | FAUCET REPAIR | 0.00 | 257.00 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 011068100000000 | 350 | CLEAN BACKED UP DRA | 0.00 | 337.50 |
| A101.00 | 341215 | 10/25/23 | 20912 | NAC MECHANICAL & EL | 013038100000000 | 350 | TESTED RPZ - 7/19 | 0.00 | 360.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 19,115.63 |
| A101.00 | 341216 | 10/25/23 | 21216 | PARK ADAM TRANSPORT | 01106203733600 | 360 | 2T - STAGES 10/11-1 | 0.00 | 957.00 |
| A101.00 | 341217 | 10/25/23 | 21021 | PHOENIX SCHOOL COUN | 04701710353000 | 305 | BSM-SER SUM 6/15-8/ | 0.00 | 4,968.05 |
| A101.00 | 341217 | 10/25/23 | 21021 | PHOENIX SCHOOL COUN | 04701710353000 | 305 | BSM 40F12 COUNS SER | 0.00 | 30,867.21 |
| TOTAL CHECK | | | | | | | | 0.00 | 35,835.26 |
| A101.00 | 341218 | 10/25/23 | 21039 | PREMIUM WATERS INC | 02005770701000 | 490 | 200Z / 24PK - QTY 3 | 0.00 | 363.00 |
| A101.00 | 341219 | 10/25/23 | 21044 | PROFESSIONAL WIRELE | 013038100000000 | 350 | RADIOS INSPEC&REPAI | 0.00 | 134.50 |
| A101.00 | 341219 | 10/25/23 | 21044 | PROFESSIONAL WIRELE | 01107203302000 | 530 | EAR PIECE ACCESSORI | 0.00 | 289.25 |
| TOTAL CHECK | | | | | | | | 0.00 | 423.75 |
| A101.00 | 341220 | 10/25/23 | 22024 | RAK CONSTRUCTION, I | 010058100000000 | 350 | MISC DISTRICT REPAI | 0.00 | 389.66 |
| A101.00 | 341221 | 10/25/23 | 21078 | RENAISSANCE LEARNIN | 04705590351000 | 460 | TA - FASTBRIDGE SUB | 0.00 | 2,038.40 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | USAGE 09/01 - 09/30 | 0.00 | 43.27 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | USAGE 05/21 - 08/20 | 0.00 | 3.16 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | LF | 0.00 | 5.00 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 013032920000000 | 383 | LF | 0.00 | 7.29 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 013032920000000 | 383 | USAGE 09/01 - 09/30 | 0.00 | 8.06 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 013036050000000 | 383 | USAGE 05/21 - 08/20 | 0.00 | 152.12 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 011012030000000 | 383 | LF | 0.00 | 34.31 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 010051100000000 | 383 | USAGE 05/21 - 08/20 | 0.00 | 1,144.89 |
| A101.00 | 341222 | 10/25/23 | 21091 | RICOH USA, INC | 010051100000000 | 383 | LF | 0.00 | 65.01 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,463.11 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|---------|-----------------------|-----------|-----------|
| A101.00 | 341223 | 10/25/23 | 22005 | ROBERT HALF | 01005020000000 | 305 | B MUMM WK END 10/13 | 0.00 | 1,257.32 |
| A101.00 | 341224 | 10/25/23 | 21131 | SAM'S CLUB/SYNCHRON | 02005770701000 | 820 | T BORGEN MEMB FEES | 0.00 | 110.00 |
| A101.00 | 341225 | 10/25/23 | 22120 | CAROL SCHAUB | 04500506000000 | 305 | ARTISAN BREAD A184L | 0.00 | 210.00 |
| A101.00 | 341226 | 10/25/23 | 21260 | TAVCOM INC | 01005160000000 | 305 | EO PRINT MEDIA AD | 0.00 | 1,995.00 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/09 - 10/13 AQ | 0.00 | 2,070.45 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/09 - 10/13 PH | 0.00 | 1,769.33 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 10/09 - 10/13 TP/LX | 0.00 | 1,690.23 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/09 - 10/13 SL | 0.00 | 1,006.20 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/09 - 10/13 PSI | 0.00 | 341.85 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/09 - 10/13 SL | 0.00 | 4,244.10 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/09 - 10/13 PH | 0.00 | 4,734.65 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 10/09 - 10/13 MS | 0.00 | 3,187.25 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/09 - 10/13 AQ | 0.00 | 3,239.93 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 307 | 10/09 - 10/13 HS | 0.00 | 3,379.23 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 305 | 10/09 - 10/13 PSI | 0.00 | 3,999.00 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 10/09 - 10/13 MS | 0.00 | 6,063.00 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005211000000 | 305 | 10/09 - 10/13 HS | 0.00 | 8,210.87 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 04500580000000 | 305 | 10/09 - 10/13 ECFE | 0.00 | 141.90 |
| A101.00 | 341227 | 10/25/23 | 21263 | TEACHERS ON CALL A | 01005203000000 | 307 | 10/09 - 10/13 EC SP | 0.00 | 167.70 |
| TOTAL CHECK | | | | | | | | 0.00 | 44,245.69 |
| A101.00 | 341228 | 10/25/23 | 22454 | THE BAZILLIONS | 04500595000000 | 305 | CF-ICE CREAM SOC 8/ | 0.00 | 300.00 |
| A101.00 | 341229 | 10/25/23 | 21337 | UHL COMPANY | 06005865366000 | 305 | MAINTCONT 07/01-08/ | 0.00 | 56,604.00 |
| A101.00 | 341229 | 10/25/23 | 21337 | UHL COMPANY | 06108870000022 | 520 | FRONT END UPGR PROJ | 0.00 | 21,640.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 78,244.00 |
| A101.00 | 341230 | 10/25/23 | 21382 | WILLIAM H SADLIER, | 04705590351000 | 460 | VOC WKSHP | 0.00 | 501.62 |
| A101.00 | 341230 | 10/25/23 | 21382 | WILLIAM H SADLIER, | 04705590351000 | 460 | VOC & GRAM WKSHP | 0.00 | 885.85 |
| A101.00 | 341230 | 10/25/23 | 21382 | WILLIAM H SADLIER, | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 89.00 |
| A101.00 | 341230 | 10/25/23 | 21382 | WILLIAM H SADLIER, | 04705590351000 | 460 | GRAM WKSHP | 0.00 | 251.82 |
| A101.00 | 341230 | 10/25/23 | 21382 | WILLIAM H SADLIER, | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 30.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,758.29 |
| A101.00 | 341231 | 10/25/23 | 21402 | YOUTH FRONTIERS INC | 01303710000019 | 305 | RESPECT RETREAT DEP | 0.00 | 750.00 |
| A101.00 | 341232 | 10/25/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | SUPERKIDS WORK BKS | 0.00 | 1,008.00 |
| A101.00 | 341232 | 10/25/23 | 21410 | ZANER-BLOSER EDUCAT | 04705590351000 | 460 | ESTIMATED SHIPPING/ | 0.00 | 100.80 |
| TOTAL CHECK | | | | | | | | 0.00 | 1,108.80 |
| A101.00 | 341233 | 10/25/23 | 22499 | ZOOM VIDEO COMMUNIC | 01005020000000 | 405 | ZOOM SUBS 08/29-09/ | 0.00 | 15.99 |
| A101.00 | 341233 | 10/25/23 | 22499 | ZOOM VIDEO COMMUNIC | 01005020000000 | 405 | ZOOM SUBS 09/29-10/ | 0.00 | 15.99 |
| A101.00 | 341233 | 10/25/23 | 22499 | ZOOM VIDEO COMMUNIC | 01005020000000 | 405 | ZOOM SUBS 10/14-11/ | 0.00 | 31.98 |
| TOTAL CHECK | | | | | | | | 0.00 | 63.96 |
| A101.00 | 341234 | 10/31/23 | 20224 | CLERICALSECRETARIAL | 01 | L215.77 | DED:8002 DUES CAPS | 0.00 | 252.40 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|---------|---------------------|----------------|---------|-----------------------|-----------|-----------|
| A101.00 | 341235 | 10/31/23 | 20357 | EDUCATION MINNESOTA | 01 | L215.77 | DED:8003 DUES SPARK | 0.00 | 1,422.40 |
| A101.00 | 341236 | 10/31/23 | 20855 | MINNESOTA CHILD SUP | 01 | L215.81 | DED:1500 CHILD SUPP | 0.00 | 1,480.89 |
| A101.00 | 341237 | 10/31/23 | 20987 | PARK ASSOCIATION OF | 01 | L215.77 | DED:8004 DUES TCHR | 0.00 | 17,141.84 |
| A101.00 | 341238 | 10/31/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8007 DUES NTRN | 0.00 | 37.50 |
| A101.00 | 341238 | 10/31/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.70 | DED:8001 DUES NTRN | 0.00 | 291.65 |
| A101.00 | 341238 | 10/31/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8005 COPE DUES | 0.00 | 29.00 |
| A101.00 | 341238 | 10/31/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8000 DUES CUST | 0.00 | 525.31 |
| A101.00 | 341238 | 10/31/23 | 21147 | SCHOOL SERVICE EMPL | 01 | L215.71 | DED:8006 DUES CUST | 0.00 | 675.00 |
| TOTAL CHECK | | | | | | | | | 1,558.46 |
| A101.00 | V770838 | 09/29/23 | 21195 | SODHI PROPERTIES LL | 01005850302000 | 570 | OCTOBER RENT 2023 | 0.00 | 16,994.15 |
| A101.00 | V770886 | 10/13/23 | E214519 | MICHAELA L CHAMBERS | 01302203000000 | 320 | JUN TO SEP CELL PH | 0.00 | 200.00 |
| A101.00 | V770887 | 10/13/23 | E519963 | STACY K ZITZLOFF | 04701720350000 | 366 | CPR CLASS ON 8/24 | 0.00 | 75.00 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | STORAGE CONTAINERS | 0.00 | 339.96 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | SUPPLIES | 0.00 | 339.97 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | BACKPACKS | 0.00 | 429.97 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | CHARGING CART | 0.00 | 458.35 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | CANOPY | 0.00 | 525.00 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | BACKPACKS | 0.00 | 599.00 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 367 | REGISTRATION | 0.00 | 1,210.00 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | SUMMIT HOTEL | 0.00 | 1,907.40 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 367 | AIR FARE | 0.00 | 1,930.40 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | COMP LAPTOPS | 0.00 | 3,224.70 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | SUPPLIES | 0.00 | 7.59 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | SUPPLIES | 0.00 | 8.99 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 490 | CONF LUNCH MEAL | 0.00 | 13.56 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | LYFT RIDE | 0.00 | 13.75 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | LYFT RIDE | 0.00 | 13.99 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | UBER RIDE | 0.00 | 14.96 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | UBER RIDE | 0.00 | 16.94 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | LYFT RIDE | 0.00 | 17.86 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 366 | LYFT RIDE | 0.00 | 54.82 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 490 | SUMMIT MEAL | 0.00 | 102.53 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | LATPARS SUPPLIES | 0.00 | 157.63 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | BACKPACKS | 0.00 | 290.56 |
| A101.00 | V770888 | 10/13/23 | E291697 | MARGARET M GANYO | 04500595000000 | 401 | STORAGE CONTAINERS | 0.00 | 300.79 |
| TOTAL CHECK | | | | | | | | | 11,978.72 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.45 | DED:6101 WDL & REED | 0.00 | 30.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.54 | DED:6083 VANGUARD | 0.00 | 1,377.79 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.29 | DED:6029 EMPOWER | 0.00 | 275.03 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.29 | DED:6027 EMPOWER | 0.00 | 247.20 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.36 | DED:6057 LINCOLN NL | 0.00 | 249.29 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.49 | DED:6064 MEA / ESI | 0.00 | 292.66 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C | 01 | L215.36 | DED:6060 LINCOLN NL | 0.00 | 300.00 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-----------|----------|----------|--------|------------------------|-------------|---------|-----------------------|-----------|-----------|
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6093 COREBRIDGE | 0.00 | 307.78 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6107 MNDCP | 0.00 | 313.89 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6079 METLIFE | 0.00 | 346.59 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6044 HORM | 0.00 | 350.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6071 MEA / ESI | 0.00 | 357.50 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6030 EMPOWER | 0.00 | 370.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6025 EMPOWER | 0.00 | 989.33 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6039 FIDELITY | 0.00 | 1,000.03 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6034 FIDELITY | 0.00 | 1,062.75 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6105 MNDCP | 0.00 | 1,095.67 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6014 AMX | 0.00 | 1,097.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6182 MNDEF ROTH | 0.00 | 1,125.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6008 AMX | 0.00 | 1,164.56 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6035 FIDELITY | 0.00 | 1,176.94 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6084 VANGUARD | 0.00 | 12,688.20 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6080 VANGUARD | 0.00 | 538.42 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6003 AETNA | 0.00 | 540.43 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6095 COREBRIDGE | 0.00 | 585.69 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6094 COREBRIDGE | 0.00 | 38.61 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6111 MNDCP | 0.00 | 42.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6015 AMX | 0.00 | 42.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6018 ELI | 0.00 | 47.67 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6049 HORACE ANT | 0.00 | 48.88 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6052 HORACE ANT | 0.00 | 50.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6046 HORM | 0.00 | 50.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6031 EMPOWER | 0.00 | 52.09 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6077 METLIFE | 0.00 | 62.50 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6109 MNDCP | 0.00 | 64.79 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6088 COREBRIDGE | 0.00 | 1,510.35 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6016 ELI | 0.00 | 1,602.24 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6065 MEA / ESI | 0.00 | 1,801.75 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6108 MNDCP | 0.00 | 1,841.34 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6021 ELI | 0.00 | 2,088.01 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6089 COREBRIDGE | 0.00 | 68.43 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6010 AMX | 0.00 | 90.14 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6074 METLIFE | 0.00 | 91.79 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6075 METLIFE | 0.00 | 91.79 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6043 HORM% | 0.00 | 105.63 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6104 MNDCP | 0.00 | 119.57 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6007 AETNA | 0.00 | 125.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6099 WDL & REED | 0.00 | 144.43 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6041 HORM% | 0.00 | 145.26 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6150 EQUIT ROTH | 0.00 | 150.42 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6013 AMX | 0.00 | 150.93 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6067 MEA / ESI | 0.00 | 208.30 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6066 MEA / ESI | 0.00 | 218.05 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6082 VANGUARD | 0.00 | 384.28 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6091 COREBRIDGE | 0.00 | 384.66 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6102 WDL & REED | 0.00 | 400.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6097 WDL & REED | 0.00 | 414.69 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6019 ELI | 0.00 | 425.27 |

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| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|------------------------------------|-------------|---------|-----------------------|-----------|------------|
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6087 VANGUARD | 0.00 | 437.51 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6023 ELI | 0.00 | 459.57 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6037 FIDELITY | 0.00 | 474.47 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6085 VANGUARD | 0.00 | 513.05 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6100 WDL & REED | 0.00 | 605.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6110 MNDP | 0.00 | 620.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6073 METLIFE | 0.00 | 620.90 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6078 METLIFE | 0.00 | 632.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6090 COREBRIDGE | 0.00 | 698.34 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6001 AETNA | 0.00 | 741.02 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6151 EQUIT ROTH | 0.00 | 780.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6076 METLIFE | 0.00 | 922.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6011 AMX | 0.00 | 927.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6070 MEA / ESI | 0.00 | 2,245.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6009 AMX | 0.00 | 2,323.99 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6033 FIDELITY | 0.00 | 2,517.21 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6181 VNGRD ROTH | 0.00 | 2,626.83 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6038 FIDELITY | 0.00 | 2,630.10 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6028 EMPOWER | 0.00 | 3,011.57 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6068 MEA / ESI | 0.00 | 3,080.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6081 VANGUARD | 0.00 | 3,438.33 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6086 VANGUARD | 0.00 | 3,490.61 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6012 AMX | 0.00 | 4,099.18 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6036 FIDELITY | 0.00 | 5,671.07 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6017 ELI | 0.00 | 7,176.01 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6020 ELI | 0.00 | 12,012.65 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6006 AETNA | 0.00 | 1,200.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6004 AETNA | 0.00 | 1,305.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6032 FIDELITY | 0.00 | 1,321.04 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.00 | DED:6161 EMPWR ROTH | 0.00 | 1,325.00 |
| A101.00 | V770889 | 10/13/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6022 ELI | 0.00 | 1,327.00 |
| TOTAL CHECK | | | | | | | | 0.00 | 110,174.07 |
| A101.00 | V770890 | 10/13/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FM MEDICARE | 0.00 | 56,276.20 |
| A101.00 | V770890 | 10/13/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.01 | DED:*FT FED TAX | 0.00 | 163,464.69 |
| A101.00 | V770890 | 10/13/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FI FICA | 0.00 | 240,628.78 |
| TOTAL CHECK | | | | | | | | 0.00 | 460,369.67 |
| A101.00 | V770891 | 10/13/23 | 20858 | MINNESOTA DEPARTMEN 01 | | L215.02 | DED:*SMN MN STATE | 0.00 | 75,895.58 |
| A101.00 | V770892 | 10/13/23 | 21051 | PUBLIC EMPLOYEES RE 01 | | L215.05 | DED:0020 PERA | 0.00 | 86,614.10 |
| A101.00 | V770893 | 10/13/23 | 21264 | TEACHERS RETIREMENT 01 | | L215.06 | DED:0010 TRA | 0.00 | 37.05 |
| A101.00 | V770893 | 10/13/23 | 21264 | TEACHERS RETIREMENT 01 | | L215.06 | DED:0010 TRA | 0.00 | 226,509.53 |
| TOTAL CHECK | | | | | | | | 0.00 | 226,546.58 |
| A101.00 | V770894 | 10/17/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FM MEDICARE | 0.00 | 6.52 |
| A101.00 | V770894 | 10/17/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FI FICA | 0.00 | 27.84 |
| TOTAL CHECK | | | | | | | | 0.00 | 34.36 |
| A101.00 | V770895 | 10/19/23 | 20080 | ARCHITECTURAL SALES 06302870000022 | 520 | | SEP50-2350002 TRAC | 0.00 | 137,740.50 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION---- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|---------------------|----------------|-------|----------------------|-----------|------------|
| A101.00 | V770896 | 10/19/23 | 20116 | BEN'S STRUCTURAL FA | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 44,711.75 |
| A101.00 | V770897 | 10/19/23 | 22524 | BITUMINOUS ROADWAYS | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 185,596.75 |
| A101.00 | V770898 | 10/19/23 | 22523 | BOELTER LLC | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 13,506.59 |
| A101.00 | V770899 | 10/19/23 | 22525 | CURB MASTERS, INC | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 276,680.10 |
| A101.00 | V770900 | 10/19/23 | 22430 | DESIGN ELECTRIC, IN | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 73,994.55 |
| A101.00 | V770901 | 10/19/23 | 20352 | EBERT CONSTRUCTION | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 123,366.05 |
| A101.00 | V770901 | 10/19/23 | 20352 | EBERT CONSTRUCTION | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 132,795.41 |
| A101.00 | V770901 | 10/19/23 | 20352 | EBERT CONSTRUCTION | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 13,009.73 |
| TOTAL CHECK | | | | | | | | | 269,171.19 |
| A101.00 | V770902 | 10/19/23 | 22527 | FRONTIER FIRE PROTE | 06303870000022 | 520 | SEP 50-2350004 REN | 0.00 | 5,358.42 |
| A101.00 | V770903 | 10/19/23 | 22406 | HIGH PERFORMANCE CO | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 2,460.50 |
| A101.00 | V770904 | 10/19/23 | 20513 | HOLLENBACK & NELSON | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 106,652.70 |
| A101.00 | V770905 | 10/19/23 | 20669 | KENDELL DOORS & HAR | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 59,720.43 |
| A101.00 | V770906 | 10/19/23 | 22244 | KNUTSON CONSTRUCTIO | 06302870000022 | 305 | SEP 50-2350005 LOCK | 0.00 | 118,432.00 |
| A101.00 | V770906 | 10/19/23 | 22244 | KNUTSON CONSTRUCTIO | 06302870000022 | 305 | SEP50-2350002 TRAC | 0.00 | 442,633.00 |
| TOTAL CHECK | | | | | | | | | 561,065.00 |
| A101.00 | V770907 | 10/19/23 | 22405 | LAKETOWN ELECTRIC C | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 58,662.50 |
| A101.00 | V770908 | 10/19/23 | 20888 | MODERN PIPING, INC | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 268,526.43 |
| A101.00 | V770909 | 10/19/23 | 20903 | MULCAHY NICKOLAUS, | 06303870000022 | 520 | SEP 50-2350004 REN | 0.00 | 2,049.15 |
| A101.00 | V770910 | 10/19/23 | 22028 | PARKOS CONSTRUCTION | 06303870000022 | 520 | SEP 50-2350004 REN | 0.00 | 188,556.00 |
| A101.00 | V770911 | 10/19/23 | 21016 | PETERSON COMPANIES, | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 155,429.03 |
| A101.00 | V770912 | 10/19/23 | 21017 | PETERSON SHEET META | 06303870000022 | 520 | SEP 50-2350004 REN | 0.00 | 131,366.00 |
| A101.00 | V770912 | 10/19/23 | 21017 | PETERSON SHEET META | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 510,980.93 |
| TOTAL CHECK | | | | | | | | | 642,346.93 |
| A101.00 | V770913 | 10/19/23 | 21118 | RTL CONSTRUCTION, I | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 5,700.00 |
| A101.00 | V770913 | 10/19/23 | 21118 | RTL CONSTRUCTION, I | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 25,365.00 |
| TOTAL CHECK | | | | | | | | | 31,065.00 |
| A101.00 | V770914 | 10/19/23 | 22503 | STEENBERG WATRUD CO | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 70,362.70 |
| A101.00 | V770915 | 10/19/23 | 22528 | SURFACE PROS LLC | 06302870000022 | 520 | SEP 50-2350005 LOCK | 0.00 | 3,040.00 |
| A101.00 | V770916 | 10/19/23 | 22526 | TARACON PRECAST LLC | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 48,830.09 |

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FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|---------|------------------------|----------------|---------|-----------------------|-----------|------------|
| A101.00 | V770917 | 10/19/23 | 21316 | TRANE U S INC | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 136,254.27 |
| A101.00 | V770918 | 10/19/23 | 21393 | WTG TERRAZZO & TILE | 06302870000022 | 520 | SEP50-2350002 TRAC | 0.00 | 19,190.00 |
| A101.00 | V770919 | 10/31/23 | E18058 | CORALIE L BECKMAN | 01100412740000 | 366 | 82.4MI 07/12-09/26 | 0.00 | 53.97 |
| A101.00 | V770920 | 10/31/23 | E12427 | KUMKARRAN C DOORBIJ | 01005810000000 | 261 | FY24-UNIFORM ALLOW | 0.00 | 153.96 |
| A101.00 | V770921 | 10/31/23 | E1098 | RAMSARRAN ETWARROO | 01005810000000 | 261 | FY24-UNIFORM ALLOW | 0.00 | 20.00 |
| A101.00 | V770922 | 10/31/23 | E13080 | GREGORY D HOLMBECK | 01302620000000 | 470 | COSTCO - BOOKS | 0.00 | 35.97 |
| A101.00 | V770922 | 10/31/23 | E13080 | GREGORY D HOLMBECK | 01302620000000 | 470 | COSTCO - BOOKS | 0.00 | 99.94 |
| TOTAL CHECK | | | | | | | | 0.00 | 135.91 |
| A101.00 | V770923 | 10/31/23 | E543728 | KATHRYN E LAIL | 01200420419000 | 366 | 28MI 08/30 - 10/03 | 0.00 | 18.34 |
| A101.00 | V770924 | 10/31/23 | E259592 | CATHY A LANDRUM | 01005810000000 | 261 | FY24-UNIFORM ALLOW | 0.00 | 180.00 |
| A101.00 | V770925 | 10/31/23 | E869212 | RACHEL M LEBOW | 01106203000000 | 430 | TPT STUDY SLIDES | 0.00 | 72.56 |
| A101.00 | V770926 | 10/31/23 | E248384 | JEFFREY R LUGER | 01005810000000 | 261 | FY24-UNIFORM ALLOW | 0.00 | 74.23 |
| A101.00 | V770927 | 10/31/23 | E21804 | DEEROOP MOONSAMMY | 01005810000000 | 261 | FY24-UNIFORM ALLOW | 0.00 | 140.00 |
| A101.00 | V770928 | 10/31/23 | E1074 | TRACY M REUSSE | 01005720000000 | 366 | 21MI 09/05 - 09/27 | 0.00 | 13.76 |
| A101.00 | V770929 | 10/31/23 | E849251 | ERIC L SCHWARTZ | 01005810000000 | 261 | FY24-UNIFORM ALLOW | 0.00 | 159.96 |
| A101.00 | V770930 | 10/31/23 | E17934 | KELLY G TROMBLEY | 01100412740000 | 366 | 35.3MI 08/30 - 09/2 | 0.00 | 23.12 |
| A101.00 | V770931 | 10/26/23 | 20193 | CENTERPOINT ENERGY | 01005850000000 | 440 | GAS - 6311 W B - SE | 0.00 | 147.01 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6088 COREBRIDGE | 0.00 | 1,510.35 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6101 WDL & REED | 0.00 | 30.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6029 EMPOWER | 0.00 | 275.03 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6080 VANGUARD | 0.00 | 538.42 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6003 AETNA | 0.00 | 540.43 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6095 COREBRIDGE | 0.00 | 588.98 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6100 WDL & REED | 0.00 | 605.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6110 MNDP | 0.00 | 620.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6073 METLIFE | 0.00 | 620.90 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6078 METLIFE | 0.00 | 632.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6085 VANGUARD | 0.00 | 663.62 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6090 COREBRIDGE | 0.00 | 698.34 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6001 AETNA | 0.00 | 741.02 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6151 EQUIT ROTH | 0.00 | 780.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6076 METLIFE | 0.00 | 922.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6011 AMX | 0.00 | 927.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6105 MNDP | 0.00 | 938.35 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6025 EMPOWER | 0.00 | 989.33 |

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ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-----------|----------|----------|--------|------------------------|-------------|---------|-----------------------|-----------|----------|
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6039 FIDELITY | 0.00 | 1,083.53 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6014 AMX | 0.00 | 1,097.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6182 MNDEF ROTH | 0.00 | 1,125.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6008 AMX | 0.00 | 1,157.56 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6035 FIDELITY | 0.00 | 1,176.94 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6006 AETNA | 0.00 | 1,200.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6032 FIDELITY | 0.00 | 1,321.04 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.00 | DED:6161 EMPWR ROTH | 0.00 | 1,325.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6022 ELI | 0.00 | 1,327.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6083 VANGUARD | 0.00 | 1,377.79 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6004 AETNA | 0.00 | 1,405.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6064 MEA / ESI | 0.00 | 292.66 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.36 | DED:6060 LINCOLN NL | 0.00 | 300.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6093 COREBRIDGE | 0.00 | 307.78 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6107 MNDP | 0.00 | 313.89 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6079 METLIFE | 0.00 | 346.59 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6044 HORM | 0.00 | 350.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6071 MEA / ESI | 0.00 | 357.50 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6030 EMPOWER | 0.00 | 370.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6082 VANGUARD | 0.00 | 384.28 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6091 COREBRIDGE | 0.00 | 384.66 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6102 WDL & REED | 0.00 | 400.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6097 WDL & REED | 0.00 | 414.69 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6019 ELI | 0.00 | 425.27 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6087 VANGUARD | 0.00 | 437.51 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6023 ELI | 0.00 | 459.57 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6034 FIDELITY | 0.00 | 464.19 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6037 FIDELITY | 0.00 | 474.47 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6094 COREBRIDGE | 0.00 | 38.61 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6111 MNDP | 0.00 | 42.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6015 AMX | 0.00 | 42.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6018 ELI | 0.00 | 47.67 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6049 HORACE ANT | 0.00 | 48.88 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6052 HORACE ANT | 0.00 | 50.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6046 HORM | 0.00 | 50.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6031 EMPOWER | 0.00 | 52.09 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6077 METLIFE | 0.00 | 62.50 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6109 MNDP | 0.00 | 64.79 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.42 | DED:6089 COREBRIDGE | 0.00 | 68.43 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6005 AETNA | 0.00 | 78.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6010 AMX | 0.00 | 90.14 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6074 METLIFE | 0.00 | 91.79 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.63 | DED:6075 METLIFE | 0.00 | 91.79 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6021 ELI | 0.00 | 99.78 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6043 HORM% | 0.00 | 105.63 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6104 MNDP | 0.00 | 119.57 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.23 | DED:6007 AETNA | 0.00 | 125.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.45 | DED:6099 WDL & REED | 0.00 | 144.43 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.30 | DED:6041 HORM% | 0.00 | 145.26 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6013 AMX | 0.00 | 150.93 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6150 EQUIT ROTH | 0.00 | 152.05 |

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ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT | CHECK NO | ISSUE DT | VENDOR | NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|-------------|----------|----------|--------|-----------------------------------|-------------|---------|-----------------------|-----------|------------|
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6067 MEA / ESI | 0.00 | 208.30 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6066 MEA / ESI | 0.00 | 218.05 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6027 EMPOWER | 0.00 | 247.20 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.36 | DED:6057 LINCOLN NL | 0.00 | 249.29 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6016 ELI | 0.00 | 1,602.24 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6065 MEA / ESI | 0.00 | 1,621.40 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6108 MNDCP | 0.00 | 1,841.34 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6070 MEA / ESI | 0.00 | 2,245.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6009 AMX | 0.00 | 2,253.45 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6033 FIDELITY | 0.00 | 2,363.78 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.37 | DED:6181 VNGRD ROTH | 0.00 | 2,676.83 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6028 EMPOWER | 0.00 | 3,011.57 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.49 | DED:6068 MEA / ESI | 0.00 | 3,080.00 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6081 VANGUARD | 0.00 | 3,438.33 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6086 VANGUARD | 0.00 | 3,490.61 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.29 | DED:6012 AMX | 0.00 | 3,949.18 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6038 FIDELITY | 0.00 | 4,027.69 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.27 | DED:6036 FIDELITY | 0.00 | 5,671.07 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6017 ELI | 0.00 | 6,998.69 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.26 | DED:6020 ELI | 0.00 | 12,012.65 |
| A101.00 | V770932 | 10/31/23 | 20360 | EDUCATORS BENEFIT C 01 | | L215.54 | DED:6084 VANGUARD | 0.00 | 12,528.20 |
| TOTAL CHECK | | | | | | | | | 108,395.90 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FM MEDICARE | 0.00 | 55,729.56 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.01 | DED:*FT FED TAX | 0.00 | 161,061.47 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FI FICA | 0.00 | 238,290.98 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FM MEDICARE | 0.00 | 28.52 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.01 | DED:*FT FED TAX | 0.00 | 34.22 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FI FICA | 0.00 | 121.94 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FI FICA | 0.00 | -121.94 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.01 | DED:*FT FED TAX | 0.00 | -34.22 |
| A101.00 | V770933 | 10/31/23 | 20558 | INTERNAL REVENUE SE 01 | | L215.04 | DED:*FM MEDICARE | 0.00 | -28.52 |
| TOTAL CHECK | | | | | | | | | 455,082.01 |
| A101.00 | V770934 | 10/31/23 | 20858 | MINNESOTA DEPARTMEN 01 | | L215.02 | DED:*SMN MN STATE | 0.00 | -118.38 |
| A101.00 | V770934 | 10/31/23 | 20858 | MINNESOTA DEPARTMEN 01 | | L215.02 | DED:*SMN MN STATE | 0.00 | 118.38 |
| A101.00 | V770934 | 10/31/23 | 20858 | MINNESOTA DEPARTMEN 01 | | L215.02 | DED:*SMN MN STATE | 0.00 | 74,706.99 |
| A101.00 | V770934 | 10/31/23 | 20858 | MINNESOTA DEPARTMEN 01 | | L215.81 | DED:1001 GARNISHMEN | 0.00 | 1,042.87 |
| TOTAL CHECK | | | | | | | | | 75,749.86 |
| A101.00 | V770935 | 10/31/23 | 21051 | PUBLIC EMPLOYEES RE 01 | | L215.05 | DED:0020 PERA | 0.00 | 87,309.56 |
| A101.00 | V770935 | 10/31/23 | 21051 | PUBLIC EMPLOYEES RE 01 | | L215.05 | DED:0020 PERA | 0.00 | 137.68 |
| A101.00 | V770935 | 10/31/23 | 21051 | PUBLIC EMPLOYEES RE 01 | | L215.05 | DED:0020 PERA | 0.00 | -137.68 |
| TOTAL CHECK | | | | | | | | | 87,309.56 |
| A101.00 | V770936 | 10/31/23 | 21264 | TEACHERS RETIREMENT 01 | | L215.06 | DED:0010 TRA | 0.00 | 222,293.17 |
| A101.00 | V770937 | 10/30/23 | 20193 | CENTERPOINT ENERGY 01005110000000 | 305 | | TEST PRINTER | 0.00 | -1.00 |
| A101.00 | V770937 | 10/30/23 | 20193 | CENTERPOINT ENERGY 01005110000000 | 305 | | TEST PRINTER | 0.00 | 1.00 |
| TOTAL CHECK | | | | | | | | | 0.00 |

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ACCOUNTING PERIOD: 5/24

FUND - 01 - GENERAL

| CASH ACCT CHECK NO | ISSUE DT | VENDOR NAME | BUDGET CODE | ACCNT | -----DESCRIPTION----- | SALES TAX | AMOUNT |
|--------------------|----------|-------------|-------------|-------|-----------------------|-----------|--------------|
| TOTAL CASH ACCOUNT | | | | | | 0.00 | 8,257,303.40 |
| TOTAL FUND | | | | | | 0.00 | 8,257,303.40 |
| TOTAL REPORT | | | | | | 0.00 | 8,257,303.40 |

| Account | Settle | Mature | Description | FDIC# | CUSIP# | Cost | Days | Rate |
|---------|----------|----------|---|-------|-----------|---------------|------|------|
| 101 | 10/31/23 | | MNTrust Term Series-Flex (VNB) | | | 2,642,848.68 | | 5.35 |
| 101 | 11/24/21 | 11/24/23 | CAPITAL ONE NA | 4297 | 14042RQH7 | 248,542.95 | 730 | 0.39 |
| 101 | 11/30/21 | 11/30/23 | SYNCHRONY BANK | 27314 | 87165HJ68 | 248,736.27 | 730 | 0.4 |
| 101 | 12/15/21 | 12/15/23 | SALLIE MAE BANK/SALT LKE | 58177 | 795451AZ6 | 249,642.81 | 730 | 0.57 |
| 101 | 4/14/23 | 4/12/24 | MainStreet Bank | 57742 | | 237,400.00 | 364 | 5.28 |
| 101 | 4/14/23 | 4/12/24 | First Internet Bank of Indiana | 34607 | | 237,600.00 | 364 | 5.17 |
| 101 | 4/14/23 | 10/10/24 | Baxter Credit Union | 68187 | | 232,950.00 | 545 | 4.83 |
| 101 | 4/14/23 | 1/27/25 | First Bank of Ohio | 9450 | | 230,100.00 | 654 | 4.75 |
| 101 | 4/14/23 | 1/27/25 | Fieldpoint Private Bank & Trust | 58741 | | 228,950.00 | 654 | 4.98 |
| 101 | 4/20/23 | 10/21/24 | MORGAN STANLEY PVT BANK | 34221 | 61768ESF1 | 243,508.83 | 550 | 4.65 |
| 101 | 6/10/22 | 6/10/24 | BMO HARRIS BANK NA | 16571 | 05600XFU9 | 246,698.33 | 731 | 2.65 |
| 101 | 6/2/22 | 6/3/24 | BANK HAPOALIM | 33686 | | 236,700.00 | 732 | 2.65 |
| 101 | 6/8/22 | 6/10/24 | CAPITAL ONE BANK USA NA | 33954 | 14042TGT8 | 246,701.48 | 733 | 2.65 |
| 101 | 6/9/22 | 6/10/24 | UBS BANK USA | 57565 | 90348J3S7 | 249,715.81 | 732 | 2.6 |
| 209 | 11/10/22 | 8/1/24 | DESERT SANDS USD TXBL | | 250433TY5 | 472,710.00 | 630 | 4.88 |
| 209 | 11/10/22 | 8/1/24 | BERKELEY UNIF SD-TXBL | | 084154F57 | 1,322,162.00 | 630 | 4.74 |
| 209 | 11/10/22 | 8/1/25 | SADDLEBACK UNIF SCH D | | 786318LD5 | 2,446,332.50 | 995 | 4.75 |
| 209 | 11/14/22 | 2/15/24 | MCALLEN-REF-TXBL | | 579083WJ1 | 1,136,376.01 | 458 | 4.78 |
| 209 | 11/14/22 | 8/1/24 | LIBERTY UN HSD | | 530319SK9 | 466,395.00 | 626 | 4.78 |
| 209 | 11/15/22 | 10/1/25 | HAWAII ST -TXBL | | 419792A89 | 1,679,090.00 | 1051 | 4.26 |
| 209 | 11/15/22 | 11/1/25 | LAKE CO SD#50-TXBL-B | | 508624KF9 | 1,075,146.00 | 1082 | 4.29 |
| 209 | 11/7/22 | 11/15/24 | BMO HARRIS BANK, NA | 16571 | | 5,000,000.00 | 739 | 4.7 |
| 209 | 11/7/22 | 12/16/24 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 770 | 4.71 |
| 209 | 11/7/22 | 1/15/25 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 800 | 4.71 |
| 209 | 11/7/22 | 2/18/25 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 834 | 4.72 |
| 209 | 11/7/22 | 3/17/25 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 861 | 4.73 |
| 209 | 11/7/22 | 4/15/25 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 890 | 4.74 |
| 209 | 11/7/22 | 5/15/25 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 920 | 4.76 |
| 209 | 11/7/22 | 6/16/25 | BMO HARRIS BANK, NA | 16571 | | 3,000,000.00 | 952 | 4.77 |
| 209 | 11/7/22 | 7/15/25 | BMO HARRIS BANK, NA | 16571 | | 4,000,000.00 | 981 | 4.78 |
| 209 | 11/8/22 | 2/15/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 4,000,000.00 | 464 | 4.71 |
| 209 | 11/8/22 | 3/15/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 4,000,000.00 | 493 | 4.71 |
| 209 | 11/8/22 | 4/15/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 3,000,000.00 | 524 | 4.73 |
| 209 | 11/8/22 | 5/15/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 2,500,000.00 | 554 | 4.75 |
| 209 | 11/8/22 | 6/17/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 2,000,000.00 | 587 | 4.72 |
| 209 | 11/8/22 | 7/15/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 2,000,000.00 | 615 | 4.7 |
| 209 | 11/8/22 | 8/15/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 3,000,000.00 | 646 | 4.7 |
| 209 | 11/8/22 | 9/16/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 3,000,000.00 | 678 | 4.71 |
| 209 | 11/8/22 | 10/16/24 | PENTAGON FEDERAL CREDIT UNION (183 day and out) | 227 | | 3,000,000.00 | 708 | 4.63 |
| 209 | 11/9/22 | 12/1/23 | NEW YORK CITY-C-TXBL | | 64966MB99 | 983,000.00 | 387 | 4.91 |
| 209 | 6/28/23 | 12/28/23 | First Technology Federal Credit Union | 19976 | | 20,000,000.00 | 183 | 5.28 |
| 301 | 1/21/20 | 6/28/24 | FIRST PRYORITY BANK | 4185 | | 231,100.00 | 1620 | 1.67 |
| 301 | 11/15/21 | 11/15/24 | US TREASURY N/B | | 91282CDH1 | 599,073.13 | 1096 | 0.58 |
| 301 | 12/28/22 | 11/17/25 | Great Midwest Bank, S.S.B. | 29657 | | 222,850.00 | 1055 | 4.2 |
| 301 | 12/28/22 | 11/28/25 | CIBC Bank USA | 33306 | | 110,000.00 | 1066 | 4.16 |

RESOLUTION ACCEPTING DONATIONS

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

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

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

| Donor | Item | Designated Purpose (If Any) |
|------------------------|----------|-----------------------------|
| Blackbaud Giving Fund | \$192 | Peter Hobart Elementary |
| Multiple Donors | \$883.26 | Senior Program |
| Kopp Family Foundation | \$1,000 | Aquila Elementary |
| Hennepin County | \$1,000 | My Health E-Cig Grant |
| PSI PTO | \$209.99 | Pizza Party |
| Schwab | \$500 | Peter Hobart |
| Multiple Donors | \$117 | Susan Lindgren Headphones |

The vote on adoption of the Resolution was as follows

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

Approved by: _____
Board Chair

Approved by: _____
Board Clerk

Date: _____

Date: _____



LICENSED

APPOINTMENTS

| LAST NAME | FIRST NAME | POSITION | LOCATION | FTE | REPLACING | START |
|--------------------|------------|------------------------|-----------------|------|---------------------|----------|
| O'Sadnick | Alison | Occupational Therapist | District Office | 1.00 | Olivia Brooks (LOA) | 12/4/23 |
| Ylinen Fredrickson | Jenea | Teacher - Elementary | Peter Hobart | 1.00 | Madeline Rohlf | 10/23/23 |

SEPARATIONS

| LAST NAME | FIRST NAME | POSITION | LOCATION | REASON | LENGTH OF SERVICE | END |
|-----------|------------|----------------|----------|-------------|-------------------|---------|
| Nelson | Rachel | Counselor | Aquila | Resignation | 12.5 Years | 11/6/23 |
| Taglia | Lisa | Teacher - ECFE | Central | Resignation | 2.5 Months | 11/9/23 |

CLASSIFIED

APPOINTMENTS

| LAST NAME | FIRST NAME | POSITION | LOCATION | FTE | REPLACING | START |
|-----------|------------|--|--------------|------|-------------------------|----------|
| Berns | Joseph | School Age Care Educator 3 | Peter Hobart | 0.50 | Aria Jones | 11/1/23 |
| Brakke | Brinna | PARA 4 - Instructional/Program Assistant | Peter Hobart | 0.75 | Marquealis Edwards | 10/25/23 |
| Elsbernd | Katie | Adult Programs Manager | Lenox | 1.00 | Angela Martinez Grande | 11/6/23 |
| Farah | Nasro | School Age Care Educator 2 | Peter Hobart | 0.50 | Mahnaz Aghamirzai (PSI) | 11/20/23 |
| Latchman | Tehya | School Age Care Educator 1 | Peter Hobart | 0.50 | Reallocated FTE | 11/15/23 |

ASSIGNMENT CHANGES

| LAST NAME | FIRST NAME | POSITION | LOCATION | FTE | REPLACING | START |
|-----------|------------|--|--------------|--------------|------------------------|-------------------------|
| Hughes | Charlene | PARA 4 - Instructional/Program Assistant | Aquila | .19 Increase | Additional FTE Granted | 10/17/23 ¹⁴⁵ |
| Williams | Shanetta | Cook | Peter Hobart | .06 Decrease | Quentin McGuire | 11/20/23 |

SEPARATIONS

| LAST NAME | FIRST NAME | POSITION | LOCATION | REASON | LENGTH OF SERVICE | END |
|-----------|------------|--------------------------------------|-------------|-------------|-------------------|----------|
| Grengs | Mitchell | PARA 6 - Grade Level Coordinator | High School | Resignation | 1 Year | 11/21/23 |
| Johnson | Jennifer | PARA 5 - Special Education Assistant | Central | Resignation | 6 Days | 10/20/23 |

TEMPORARY/SEASONAL

APPOINTMENTS

| LAST NAME | FIRST NAME | POSITION | LOCATION | DEPARTMENT | HIRING SUP/MGR | START |
|-----------|------------|---------------------------------|-------------|---------------------|----------------|----------|
| Erhardt | Aria | Kids Place Substitute | Central | Community Education | Lisa Proulx | 11/15/23 |
| Gervac | Kelsie | Assistant Boys Basketball Coach | High School | Athletics | Andrew Ewald | 11/20/23 |
| Hagstrom | Lars | Kids Place Substitute | Central | Community Education | Lisa Proulx | 11/13/23 |
| Smith | Hunter | Assistant Hockey Coach | High School | Athletics | Andrew Ewald | 11/13/23 |
| Stroder | Elizabeth | Administrative Assistant | Lenox | Community Education | Patrice Howard | 11/1/23 |

SEPARATIONS

| LAST NAME | FIRST NAME | POSITION | LOCATION | DEPARTMENT | HIRING SUP/MGR | LAST DATE PAID |
|-----------|------------|-------------------------|-----------------|---------------------|------------------|----------------|
| Alvarado | Maria | Youth Leadership Intern | District Office | Children First | Margaret Ganyo | 9/15/23 |
| Campbell | Jassmin | Kids Place Substitute | Central | Community Education | Lisa Proulx | 10/31/22 |
| Foley | Monica | Kids Place Substitute | Central | Community Education | Lisa Proulx | 7/29/22 |
| Frazier | Denise | Kids Place Substitute | Central | Community Education | Lisa Proulx | 11/1/22 |
| Jentink | Amanda | Aquatfins Instructor | Central | Aquatics | Catherine Taylor | 10/31/22 |
| Knudson | Jesse | Assistant Hockey Coach | High School | Athletics | Andrew Ewald | 3/31/23 |

INDEPENDENT SCHOOL DISTRICT NO. 283

November 14, 2023, at 5:00 PM Special Board Meeting - Closed Session MINUTES

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 5:00 p.m. on Tuesday, November 14, 2023, in the Central Community Center - District Office, 6300 Walker Street, Room 252, St. Louis Park, MN 55416. Present: Colin Cox, Virginia Mancini, Sarah Davis, Heather Wilsey, Ken Morrison, Abdihakim Ibrahim, Interim Superintendent Dr. Maguire, Rick Kreyer-Director of Human Resources, Patricia Magnuson-Director of Business Services, and Maggie Wallner-Attorney. Absent: Board Chair Anne Casey.

CALL TO ORDER

Board Vice Chair Colin Cox called the meeting to order at 5:00 p.m. at the Central Community Center - District Office, Room 252.

APPROVAL OF AGENDA

The special board meeting agenda was presented for approval. *Motion by Morrison, seconded by Mancini, to approve the meeting agenda. All in favor. Motion carried unanimously.*

ADJOURNMENT TO CLOSED SESSION

Meeting moved to a closed session under 13D.05, subd, 3 (b) of the Open Meeting Law for attorney-client privileged communication regarding threatened litigation. *Motion by Davis, seconded by Morrison. All in favor. Motion carried unanimously.*

ADJOURNMENT TO OPEN SESSION

Board Vice Chair Colin Cox recommended that the School Board move to return to an open session. *Motion by Wilsey, seconded by Morrison. All in favor. Motion carried unanimously.*

ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 6:29 p.m.

Submitted by
Barb Mumm,
Temporary Executive Assistant to the Board

Signed: Vice Chair _____ Clerk _____

Date _____ Date _____

INDEPENDENT SCHOOL DISTRICT NO. 283

November 14, 2023, at 6:30 PM

Regular Board Meeting

MINUTES

The regular meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 6:35 p.m. on Tuesday, November 14, 2023, in the Central Community Center - District Office, 6300 Walker Street, Room 55, St. Louis Park, MN 55416. Present: Colin Cox, Virginia Mancini, Sarah Davis, Heather Wilsey, Ken Morrison, Abdihakim Ibrahim and Interim Superintendent Dr. Maguire. Absent: Board Chair Anne Casey. Also present were members of the Superintendent's Cabinet.

CALL TO ORDER

Board Vice Chair Colin Cox called the regular meeting to order at 6:35 p.m. at the Central Community Center - District Office.

LAND ACKNOWLEDGEMENT

Board Vice Chair Cox recited the Land Acknowledgement "We are gathered on the land of the Dakota and Ojibwe peoples. I ask you to join me in acknowledging the Dakota and Ojibwe community, their elders, both past and present, as well as future generations. St. Louis Park Public Schools also acknowledges that it was founded upon exclusions and erasures of many Indigenous Peoples, including those on whose land this school district is located. This acknowledgment demonstrates a commitment to dismantling the ongoing legacies of colonial power and the district's desire to support the ongoing work of local Indigenous communities to thrive in our schools."

APPROVAL OF AGENDA

The regular board meeting agenda was presented for approval. *Motion by Ibrahim, seconded by Morrison, to approve the meeting agenda. All in favor. Motion carried unanimously.*

SUPERINTENDENT REPORT

Dr. Maguire started her report by reading the St. Louis Park Schools mission statement. She then went on to report about the high school musical and fall to winter athletics.

High school musical - Dr. Maguire is incredibly proud of the work our students are doing to deliver our fall play, *Emma: A Pop Musical*. Staff and student participants learned about the HS auditorium closure a week before school began, and had to scramble to find alternate rehearsal and performance spaces. Shout-out to Jim Langevin for orchestrating these spaces, Lil Zumberge and the MS staff for sharing their beautiful performing arts center, and the staff at Central who have embraced a joyful and noisy rehearsal process in their basement. Dr. Maguire recognized our theater students who have had the patience and persistence to adapt.

Fall to winter athletics - Fall sports have wrapped up and we had over 400 students participate this fall at the High School in boys and girls soccer, volleyball, girls tennis, girls swimming and boys and girls cross country and over 300 students participate at the Middle School in football, volleyball, boys and girls soccer, girls swimming and girls tennis.

The fall season was filled with numerous accomplishments, but three that stood out were:

- senior, Jersey Miller, placing 40th at the State Girls Cross Country Championship

- senior girls soccer player Vesna Dennison being named first team All-Metro, first team All-State and

one of five finalists for Ms. Soccer.

- Lastly, 39 of 70 senior fall sport athletes were recognized by the Metro West Conference as Academic All-Conference for having a cumulative GPA of 3.4 or higher.

CANVASSING OF THE NOVEMBER 7, 2023 ELECTION RESULTS

The School District held an election on November 7, 2023. Results of the election need to be canvassed and approved by the School Board between the third and tenth day following the General Election, as per statute. Election results are not official until canvassed by the St. Louis Park School Board. The School Board will be asked to canvass and approve the November 7, 2023 School Board Election results for Independent School District 283. The Secretary of State's unofficial results are: Virginia Mancini 5328; Celia Anderson 4560; Colin Cox 4282; Taylor Williams 4022; Saul Eugene 3998; and Write-In votes at 247. At the recommendation of Board Vice Chair Cox, *Motion by Davis, seconded by Ibrahim, election results were canvassed and approved. All in favor. Motion carried unanimously.*

DISCUSSION ITEMS

Superintendent Search - The School Board engaged in an initial conversation about the superintendent search, including sharing their hopes and dreams, reviewing key documents such as the superintendent job description, policies related to the superintendent and superintendent-school board working relationship, and summary of search services from the Minnesota School Board Association (MSBA).

The School Board expressed a strong commitment to a search process that builds trust through transparency, consistency, communication and a strong engagement process, especially with our diverse communities.

The School Board gave direction to administration to reach out to MSBA, seek a proposal for superintendent search services and bring that proposal to the November 28 meeting for consideration.

CONSENT AGENDA

At the recommendation of Board Vice Chair Cox, *Motion by Wilsey, seconded by Mancini, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

ACTION AGENDA

Patricia Magnuson, Director of Business Services, presented and recommended approval of the formal offer from the City of St. Louis Park in the amount of \$121,200 for the purchase of necessary land rights to complete the Cedar Lake Road project. At the recommendation of Board Vice Chair Cox, *Motion by Cox, seconded by Ibrahim, to approve the formal offer. All in favor. Motion carried unanimously.*

Patricia Magnuson, Director of Business Services presented certain Student Activity accounts that should be closed and remaining funds transferred to other Student Activity accounts as of June 30, 2023. *Motion by Morrison, seconded by Mancini. All in favor. Motion carried unanimously.*

COMMUNICATION AND TRANSMITTALS

ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 7:50 p.m.

Submitted by
Barb Mumm,

Signed: Vice Chair _____ Clerk _____

Date _____ Date _____



EXECUTIVE SEARCH SERVICES FOR ST. LOUIS PARK PUBLIC SCHOOLS

November 20, 2023





Where Minnesota School Boards Learn to Lead

November 20, 2023

Anne Casey, School Board Chair
St. Louis Park Public Schools
6300 Walker Street
St. Louis Park, MN 55416

Dear Chair Casey and Members of the St. Louis Park Public School Board:

On behalf of the Minnesota School Boards Association (MSBA), thank you for the opportunity to share our qualifications to assist St. Louis Park Public Schools in the search for your next superintendent. This proposal details MSBA's interest in providing search services for your district, and highlights why we believe MSBA's experience, connections and steady hand will provide the assistance your board needs to successfully complete this crucial and compelling leadership search.

Many factors will weigh into the board's decision-making process in selecting a firm to work with during this process. In seeking a partner who aligns with your district's superintendent search needs, please consider the following key points summarizing MSBA's qualifications, perspectives, and expertise:

- **Our core search leadership team's credentials.** Barb Dorn, John Ward, and Craig Morris each bring a unique lens to MSBA's search process. These include equity and inclusion proficiency, large district administrative experience, national recruiting know-how, and stellar communication and process facilitation skills. Resumes for this team and other staff are included in this proposal for your review.
- **MSBA's knowledge of Minnesota law governing superintendent search activities.** Our firm grasp of the Open Meeting Law, Government Data Practices Act, model policies, state statutes, and data request considerations ensure thorough, transparent, and legal processes occur every step of the way.
- **Our national reach.** MSBA is a member of the National Affiliation of Superintendent Searchers (NASS). More than 100 consultants in 39 state school board associations across the country provide access to nationwide job postings, recruitment, and vital reference check information for out-of-state applicants.

MSBA has been a trusted resource for Minnesota school boards for over 100 years, including the past 13 years spent guiding our members through more than 175 successful superintendent searches. We are currently the leading provider of searches across the state, an honor we feel is directly attributable to learning from every search we've conducted, listening to our members, and continuously improving our process to bring tried-and-true as well as cutting-edge approaches to the districts we serve.

Thank you for your consideration of MSBA's Executive Search services. We would be honored to assist St. Louis Park Public Schools with its upcoming superintendent search, so please contact me if you have questions or need further clarification on MSBA's services, staff qualifications, fees, or search references.

Sincerely,

Barb Dorn
MSBA Director of Leadership Development and Executive Search

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PRESENTED BY

**Minnesota School
Boards Association
Executive Search
Service**

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ExecutiveSearchService](http://www.mnmsba.org/ExecutiveSearchService)**

Prepared for

Anne Casey
School Board Chair

Prepared by

Barb Dorn
MSBA Executive Search
507-508-5501 (cell)
bdorn@mnmsba.org



INTRODUCTION

One of the most important decisions a school board will ever make is to choose a new superintendent. As the school district's chief executive officer, the superintendent is responsible for providing district-wide leadership, implementing the school board's policies, and ensuring the school board's priorities are met. Effective superintendents ensure that all students are learning at high levels. Ultimately, hiring the right superintendent — someone who possesses the skills and attributes needed to help achieve your school district's vision and strategic priorities — requires time, thoughtful planning, and sound recruitment and employment processes and procedures.

The Minnesota School Boards Association (MSBA) is pleased to present the school board of St. Louis Park Public Schools with a proposal for executive search services. MSBA has been providing Minnesota school boards with search services for more than 13 years, and as a result brings a strong school board perspective to the search and its outcome. As your association, we have a vested interest in helping your school board find and hire the best person for its superintendent.

MSBA-led searches are based on one clear premise: all searches are conducted through the lens of school board leadership. This means we understand and prioritize the needs of the board, and the district itself, above all else. Also, throughout the search MSBA will professionally handle every detail and guide the school board through the process, allowing the board to concentrate on the most important aspects of the search — interviewing the most qualified candidates and selecting the next superintendent.

TESTIMONIALS FOR MSBA EXECUTIVE SEARCH SERVICES

MSBA far surpassed our expectations. They are the perfect guide to help school boards navigate the search process, and I would absolutely recommend MSBA because of their depth of expertise and ability to empower boards to make informed decisions. Also - and this is no small thing - the superintendent candidates they brought forward were exceptional. I cannot imagine how we could have navigated this experience without them.

- Dr. Jean Marvin, Board Chair, Rochester Public Schools

Throughout the selection process of two superintendent searches in Hastings, MSBA's calm, competent demeanor, and commitment to transparency, schedule, and accountability provided invaluable leadership to our Board. We have been so fortunate to have MSBA at our side throughout the last few years.

- Lisa Hedin, Board Chair, Hastings Public Schools

As our school board's advocacy group, MSBA has a vested interest in our success. They also shared all candidate applications with the board, not just a select few like other search firms do, and provided a process that was efficient and timely. We couldn't be happier with the result.

- Mike Reynolds, Board Chair, Willmar Public Schools



PLANNING THE SEARCH AND HIRING CRITERIA

Initial Planning Meeting

An MSBA search begins with an initial planning meeting between the school board and the search team. At the planning meeting, MSBA will work with the school board to establish the search timeline, hiring criteria and leadership profile, as well as determine methods of stakeholder involvement, identify the district's position in the marketplace, select advertising venues, and finalize all processes, procedures, and expectations for conducting the search.

Some school boards also choose to begin their search by participating in MSBA's "Hiring the Right Superintendent" workshop at no additional charge. This workshop may be utilized as a kick-off to the search, providing board members with a solid foundation of what to expect during the entire process. The workshop booklet has also proven to be a valuable resource and useful tool over the months-long search, particularly for school board members unfamiliar with the search process. This workshop is optional depending upon the needs and circumstances of each individual district, and again it is offered at no additional cost to the district.

Determining Hiring Criteria and Leadership Profile

Your district is unique, and an important initial step in the search process is to identify the personal and professional skills and attributes the school board most desires in a superintendent. This in turn will provide the basis for the position leadership profile and hiring criteria. Stakeholder input will also be considered in developing the leadership profile, as will the district's strategic plan and mission.

Early in the process MSBA's search team will lead the school board through crafting the profile, which will then be used throughout the duration of the search as a guideline for selecting finalists, creating interview questions, and assessing superintendent candidates to find the best fit for St. Louis Park Public Schools. In other words, the leadership profile and hiring criteria serve as a beacon to help guide the school board in its search from the beginning to end of the process.



STAKEHOLDER INPUT

Stakeholder Input

Several stakeholder involvement-related opportunities are included in the search package, including:

- an online **survey**, open to all staff, parents, students, community members, and district stakeholders
 - ◇ This survey will include gathering quantitative information regarding stakeholder priorities for candidate background, skill set, experience, and personal characteristics.
 - ◇ It will also include gathering qualitative information through several open-ended questions regarding the opportunities and challenges facing St. Louis Park Public Schools, and what type of individual could most effectively lead the district.
 - ◇ This survey will be offered in multiple languages per the district's request, as well as hard copies to ensure access for those unable or uninterested in taking the survey electronically.
- an **informational Q&A session** for staff and community members regarding the superintendent search process. This session is hosted virtually by MSBA, and is recorded to ensure all district stakeholders have access to accurate information regarding search processes and expectations. The recording will then be made available on the district website throughout the duration of the search. Launched two years ago, these proprietary **Q&A with MSBA** sessions have proven to be one of the most effective tools a district can utilize to increase both the credibility and transparency of their search, and to limit toxic misinformation. Through leveraging the power of sharing information, these unique Q&A sessions have solidified MSBA's reputation as a provider of clear, accessible, and stakeholder-inclusive superintendent search services.
- finally, stakeholder **Input Forums** with finalists may be offered in conjunction with the second round of interviews. Several options regarding the structure of Input Forums will be provided to the board for consideration, along with a review of the opportunities and pitfalls tied to involving stakeholders in the interview process. If selected as an option, MSBA will also train Input Forum participants to ensure adherence to all legal requirements involved in the superintendent search process.

A la carte Option

Another option for the school board to consider in gathering stakeholder input early in the process is through holding **Focus Groups** and/or **Listening Sessions** across multiple stakeholder constituencies. These group sessions are a traditional methodology still utilized by some search firms as their primary source of stakeholder input; however, these sessions must be carefully designed and implemented. MSBA will conduct them if requested, in addition to the services outlined above. The board should also consider the value of 24/7 stakeholder access to the survey as the initial (and sole) early feedback opportunity—the availability and anonymity of the survey may contrast significantly with the tendency of group sessions to amplify some voices over others, and the inequities which can result from stakeholder access (or lack thereof) to participate. The decision of why and how to conduct group sessions must be carefully considered by the school board before initiating a search, and MSBA will guide this conversation at the planning meeting to ensure the best possible and most equitable decision is made regarding stakeholder input for your district's superintendent search process.

NOTE: If requested, MSBA's a la carte fee to conduct group sessions is \$1,395 per day or \$300 per group.



ADVERTISING AND RECRUITING

To create, sustain and heighten interest in your district's position, MSBA will utilize and leverage our resources and connections on both a statewide and national scale.

Locally, MSBA's search team will directly contact Superintendents, Assistant/Associate Superintendents, Cabinet Members, Principals, and Assistant Principals across the state to inform them of the vacancy and application procedures. Emails are sent directly to these individuals at regular intervals throughout the search, as well as phone contact to ensure this opportunity remains top of mind particularly for candidates who most closely match the candidate profile as established by the school board. Finally, the vacancy announcement will be posted on the following statewide job opportunity sites:

- Minnesota School Boards Association (MSBA). MSBA's superintendent job openings page receives more than 6,000 hits per month during search season, including many from out-of-state applicants as well as former Minnesota administrators looking to return to the state for their own personal or professional reasons
- Minnesota Association of School Administrators (MASA)
- Minnesota EdPost (hosted by St. Cloud State University)

Nationally, MSBA will reach out to contacts across the country through our search team's personal and professional relationships, our contacts at the National Affiliation of Superintendent Searchers (NASS), and by posting the position on the following nationwide job sites:

- American Association of School Administrators (AASA)
- National Alliance of Black School Educators (NABSE)
- Association of Latino Administrators and Superintendents (ALAS)
- Top School Jobs (EdWeek)
- National Indian Education Association (NIEA)
- Revelus (a proprietary application database utilized exclusively by NASS members and accessible to candidates through the highly-viewed school board association superintendent job boards)

In conclusion, facilitating the complexities of the advertising, recruitment, and application process is one of the MSBA search team's greatest strengths. Not only will we develop all application procedures, handle applicants' calls and correspondences concerning the vacancy, collect and review applicants' files, and develop a recommended pool of candidates for school board consideration, but through our extensive statewide and national contacts MSBA will aggressively market the opportunity to secure a diversified pool of high-quality individuals interested in the unique opportunity to lead St. Louis Park Public Schools as its next Superintendent.



INTERVIEW PREPARATION

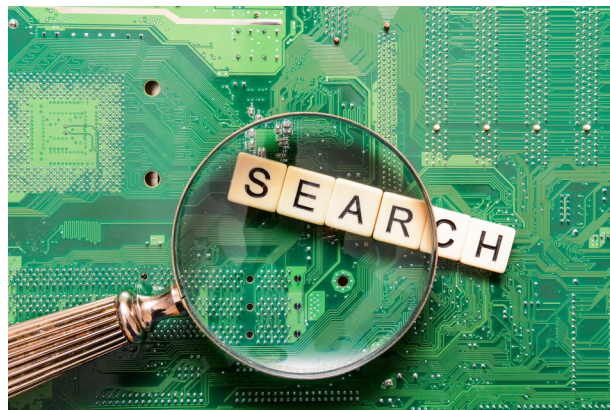
Interview Training and Preparation

One of the things unique to superintendent search activities in Minnesota are the ramifications of our state's Open Meeting Law. Therefore, prior to the application deadline the search team will meet with the school board to help it prepare for and conduct the first and second rounds of interviews and reference checks. Interview training will include information to help school board members conduct interviews in open sessions, as well as abide by all requirements of the Data Practices Act.

The search team will also help the school board develop interview questions that fit the candidate profile, that do not violate the law either directly or indirectly, and that standardize the interview process to ensure a level playing field for all candidates. In addition, the search team will assist the school board with planning second interviews and additional reference checks.

Because hiring the superintendent is the school board's role, MSBA recommends that only its members participate in the finalists' interviews with the board. If the school board decides to involve non-school board members in the interview process, however, the search team will help the school board develop a process that makes clear the advisory nature of the non-school board members' roles that does not infringe upon the school board's role as the sole hiring authority for the position of superintendent. The search team will provide guidelines and training for the non-school board members, and review all questions submitted by group members. By following these recommendations, the school board is able to standardize interview questions and format, provide more control over the selection process, and reduce the school district's risk of liability.

Without question, interview training and preparation is key to a successful superintendent search. MSBA's long-standing reputation for high-quality training programs carries over to our executive search services, and in addition to providing a firm foundation for search decision-making, many boards have found MSBA's training and guidance throughout the process to have strengthened their board relationships as well. This result has become an unexpected bonus for those districts striving to become a more high-functioning school board, as the consensus-building aspects of MSBA's search process helps them become a stronger and more unified team.



SCREENING, MSBA VETTING, AND FINALISTS SELECTION

Screen Applications, Vet Candidates, and Select Finalists

After the application deadline has passed, MSBA's search team will review applicant files in relationship to the position leadership profile established by the school board in order to identify the applicants who best meet the school board's hiring criteria. The search team will then conduct preliminary verification of references and pre-interviews of the applicants who best meet the school board's identified profile. This vetting process involves MSBA staff as well as former superintendents and school board members serving as MSBA service providers during the executive search process.

IMPORTANT: ALL COMPLETED APPLICATIONS will be made available to school board members to review prior to the candidate selection meeting. A foundational belief of MSBA's executive search service is that it is crucial for board members, as the district's hiring authority, to have the opportunity to review all applications in order to make the most informed decision possible. This information is confidential and must be treated in accordance with Minnesota's Data Practices Act, and MSBA's training services during the search will outline all board responsibilities regarding data privacy issues.

Once the screening, preliminary verification of references, pre-interviews, and vetting have been completed by MSBA, the search team will meet with the school board to recommend those candidates MSBA feels best fit your district's leadership profile and assist the school board in selecting those to be interviewed. The next page in this proposal outlines MSBA's vetting process in greater detail.

Following the school board's selection of finalists, the search team will prepare a news release for the district to send to staff, the media, and community including the names of those to be interviewed, as well as the schedule of remaining search-related activities.



MSBA'S APPLICANT VETTING PROCESS

After the application deadline has passed, a team of MSBA service providers and staff review all completed applications. MSBA will look at their licensure, references and recommendations, and work and educational history. We then align each applicant's background, experience and application information with the district's hiring criteria, leadership profile, and feedback gathered from district stakeholders on the next superintendent's desirable skills, traits, and experience.

After reviewing all completed applications, each member of the vetting team rates all applicants on a 5-point scale and an aggregate rating is compiled.

Next the team meets to discuss the ratings and evaluate which applicants have risen to the top and why. Following a lengthy discussion, consensus is reached on which applicants to consider presenting to the board due to their alignment with the hiring criteria and the district's needs.

This results in the team conducting additional vetting on 6-10 applicants. This vetting includes team members conducting a phone interview with each applicant, holding conversations with at least three of their listed references, and a closer look into each applicant's qualifications. The result is the final list of applicants MSBA recommends be presented to the board for interview consideration.

At the candidate presentation meeting with the board, MSBA will share our recommendations. After hearing short verbal presentations on each applicant, the board will then discuss the applicant pool (by alphabet identifier only to abide by data privacy laws) and request clarification from MSBA as needed (recognizing our responses will also be somewhat limited due to privacy laws). The board then has three options:

- Accept the recommendations made by MSBA for first round interviews as presented.
- Accept some applicants recommended by MSBA but replace others with candidates identified by the board.
- Forfeit all candidates recommended by MSBA and select an entirely new slate of applicants identified by the board.

A motion will then be made, seconded, and passed (again, using alphabet identifiers only). Once this motion has passed, the board chair or MSBA will read aloud the names of those selected for first round interviews. These names will be in no particular order and not tied to their alphabet identifiers.

MSBA will then call these applicants to congratulate them, confirm their interest in the position, and inform them they will receive an email from MSBA's application software (Revelus) to schedule their interview. Once all interviews are scheduled, MSBA will send each interviewee an email containing final information for their interview. Finally, applicants not selected for interviews will receive an email thanking them for their interest in the position, and notifying them that the board has chosen to proceed with other candidates who more closely align with the district's hiring criteria.

CONTRACT AND FOLLOW-UP SERVICES

Decisions, Contract, and Announcement

The search team will guide the school board through the process of contacting the lone finalist to offer the position. MSBA recommends the school board use the MSBA/MASA Model Superintendent Contract as the basis for negotiating the superintendent's contract, and will provide comparative superintendent salary and benefit information to assist the district in negotiating an appropriate compensation package. MSBA's search team will not negotiate the contract for the school board, however, as it is the board's responsibility to set and negotiate all hiring parameters for the new superintendent. The search team will draft a news release for the district to send to staff, the media, and community announcing the new superintendent.

The search team will also personally contact the non-selected finalists.

Transition Plan and Follow-up Services

Once the search is concluded and the parties have a signed contract, the search team will continue to provide support for the school board and superintendent. Past clients have found MSBA's search services follow-through to be invaluable in setting expectations and ensuring success for the new board-superintendent team.

For example, to strengthen the school board and superintendent's working relationship, and to provide support to the new superintendent, the search team will:

- assist in developing a transition plan for the new superintendent, if requested;
- facilitate a Transition Workshop to develop goals and/or performance expectations for the school board and superintendent within six months after the new superintendent begins work in the school district;
- visit the new superintendent during their first year of school district employment; and
- be available to answer the new superintendent's and the school board's questions during the transition and beyond via phone, email, workshop, etc.

NOTE: There are **no additional charges** for any of the above transition services.



SUMMARY OF SEARCH SERVICES

The proposed search for St. Louis Park Public Schools includes the services outlined below.

The MSBA Search Team will:

- Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.
- Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.
- Conduct focus groups and/or listening sessions with a cross-section of district stakeholders as requested by the district. Results will be summarized for the school board by MSBA.
- Host an online informational **Q&A with MSBA** session for staff and community members regarding the superintendent search process, and provide the recording for placement on the district's website.
- Develop a two-sided color vacancy announcement and post on statewide job sites, in Revelus through the national NASS network, and on national job sites.
- Directly contact Superintendents, Assistant/Associate Superintendents, Cabinet Members, Principals, and Assistant Principals across the state to inform them of the vacancy and application procedures.
- Directly contact potential candidates outside the state of Minnesota to recruit and inform them of the vacancy and application procedures.
- Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
- Screen the applicant pool against the school board's established hiring criteria and leadership profile.
- Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria as determined by MSBA's screening team.
- Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules.
- Conduct a meeting with the school board for purposes of presenting candidate recommendations so the school board can select finalists for interviews, and clarifying remaining steps of the search process.
- Coordinate with finalists and be present during the first and second rounds of interviews.
- Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
- Facilitate Audience Input Forums in conjunction with the second round of interviews, if requested.
- Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.
- Assist in developing a transition plan for the new superintendent, if requested.
- Visit the new superintendent during their first year of employment.
- Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months after the new superintendent begins work in the school district.

ESTIMATED FEE FOR SERVICE

The estimated fee range for a St. Louis Park Public Schools superintendent search is **\$18,900 - \$25,900**. This includes the MSBA search team's time and all expenses, in-person attendance at all search-related activities, and advertising the position on statewide as well as national jobs boards (Revelus, AASA, NABSE, ALAS, EdWeek, and NIEA). This range also includes in-depth background checks of all semi-finalists and finalists, comprised of national criminal background checks as well as verification of employment, educational credentials, and professional licensure.

All of the above services are included for **\$18,900**. Any additional costs are due to the la carte option of including Focus Groups and/or Listening Sessions (held concurrently with the stakeholder survey) for \$1,395 per day or \$300 per group. These options would be added to the search process solely at the discretion of the school board and discussed in greater detail with the board as a part of determining the most inclusive stakeholder involvement possible. MSBA offers these group sessions as optional only because they can result in inequities due to some stakeholder's lack of access to participate. Thus the decision of why and how to conduct group sessions must be carefully considered by the school board before initiating a search, and MSBA will guide this conversation to ensure the best possible and most equitable decision is made regarding stakeholder input for your district's superintendent search process.

MSBA does not charge for consultant travel, attendance at interviews, transition services, initial or ongoing support of the new board team, or the Transition Workshop.

In addition, MSBA's "Hiring the Right Superintendent" is included in our full search services at no additional charge to the district. It is not required, however, and is offered only if the board would like to participate in this workshop prior to launching the search.

Any school board member stipends or expenses associated with finalists' interviews (i.e. travel and lodging for candidates) are not included in this fee range.

The level of services and fee included in this proposal are negotiable based on the school board's needs.

Satisfaction Guarantee

MSBA conducts all our superintendent searches from a strong school board perspective, and with impartiality and professionalism while focusing on the school board's identified hiring criteria. If, at any time during the first year of the new superintendent's contract the school board releases the superintendent, MSBA will conduct a second superintendent search for no additional fee. However, the school board would be responsible for new direct expenses, if any, incurred by MSBA for the second search.

NOTE: this guarantee is contingent upon the district's participation in MSBA's Transition Workshop offered as part of our search package (this workshop must be held within six months after the new superintendent begins work in the school district). MSBA believes clarifying expectations for a new superintendent is crucial to their success, and therefore the Transition Workshop must be held in order to receive this search guarantee.



HIRING THE RIGHT SUPERINTENDENT - WORKSHOP

One of the most important decisions a school board will ever make is to choose a new superintendent. As part of MSBA's commitment to board leadership, we offer a **Hiring the Right Superintendent** workshop to help school boards learn about the process for conducting a successful superintendent search. Workshop topics include:

- Whether to use a consultant
- How to work with a consultant
- Setting a timeline
- Developing qualifications and selection criteria
- Involving stakeholders and the media
- Dealing with internal candidates
- Legal pitfalls
- Interviewing Do's and Don'ts
- Deliberating in public
- Q & A re: superintendent search options and best practices

Each board member receives a booklet with sample vacancy announcement, application form, interview questions, reference check form, and other material board members can adapt for their district's specific needs.

The foundational knowledge this workshop provides helps school boards feel confident in the board's decision-making process regarding the superintendent search, as well as fully prepared to take their next steps. Cost is \$1,395 in-district (\$1,095 virtual) and includes all time and materials. This workshop is available only to MSBA members.

For more information please contact Barb Dorn, Director of Leadership Development and Executive Search, at 507-508-5501 (cell), or bdorn@mnmsba.org.



WHY MSBA?

In addition to the factors outlined in this proposal's cover letter, MSBA believes the following distinguishing features truly differentiate our services in both the philosophy and implementation of executive search services.

1. LENS OF SCHOOL BOARD LEADERSHIP

MSBA understands not only the best practices of conducting a superintendent search, but also the myriad of challenges and opportunities facing school boards today. In addition we know how to balance Minnesota's Open Meeting Law with our state's Data Practices Act, the increasing pressure on public education to provide an equitable education to each and every student, the impact of data requests on board work, and the vital leadership role a school board must fill in finding its next superintendent. As stated by a school board member after one of last year's MSBA-led searches: *"The best part of the search was MSBA's focus on finding the person that was best for our district, instead of the way other consultants seem more focused on finding jobs for their candidates."* MSBA's strong school board perspective is core to our search process and truly makes us unique among all firms submitting proposals to conduct superintendent searches across the state.

2. TRANSPARENCY AND COMMUNICATION

Every facet of a superintendent search depends upon clear and open communications amongst the school board, search firm, and the public. To ensure transparency we offer our **Q & A with MSBA** session, and to better inform the board we share ALL applications with board members to ensure you make the most informed decisions possible. We understand the additional work this creates for the district's search firm, but believe our ability to conduct the labor-intensive legwork yet guide the process clearly and appropriately, empowers school boards to confidently take ownership of finding the right leader for their district.

3. NO HIDDEN FEES

Search costs quickly escalate when firms charge for consultant travel, multi-language surveys, attendance at finalist interviews, transition services, workshops, etc. MSBA stands behind all fee options as outlined in this proposal so your board can rest assured that total search costs will not exceed your expectations.

4. POST-HIRING SUPPORT

A new superintendent's first year can feel overwhelming due to volume of workload coupled with a steep and intense learning curve. MSBA firmly believes that our transition and follow-up services provided to the new Board-Superintendent Team make a significant difference in ensuring a successful first year. Our Transition Workshop helps you discuss expectations, clarify goals, and lay the groundwork for that year's superintendent performance evaluation process. We also provide a transition plan outline upon request, visit the new superintendent during their first year, and remain fully available by phone, text, email, or workshop to continue building trust and collaboration among board members and their new superintendent. Together all of these MSBA commitments help a superintendent's first year start (and stay) strong.



STATEMENT OF ALIGNMENT

St. Louis Park Public Schools sees, inspires, and empowers each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

MSBA believes there is significant alignment between the values and services of our association and St. Louis Park Public Schools. Both are mission-driven, place students' well-being at the forefront, and understand the importance of policy governance in moving the district forward. There is also clear alignment regarding the role of the school board in making well-informed decisions toward desired outcomes to benefit all students, as well as understanding the role of the board in overseeing the superintendent to guide and implement the board's vision for St. Louis Park Public Schools.

In particular, it is clear the board's vision is viewed through an equity lens and reflected in your district's mission as stated above. As an organization MSBA is committed to equity as well, embarking on our own equity journey in 2019 when the Board of Directors and staff created a strategic plan with a focus area rooted in the integration of Diversity, Equity, and Inclusion (DEI) resources into our organization. The practical application of this focus area was that we began working toward DEI becoming foundational to our services, conferences, publications, and daily connections with our membership.

More recently, in 2023 MSBA's Board of Directors and staff launched a new strategic planning process which includes DEI as one of five core values of the association (the others being Trust, Collaboration, Local Control, and Future-Focused).

This greater emphasis on DEI in the new strategic plan supports MSBA's belief that all services we provide, regardless of district-specific positions, must be rooted in holistic best practices that recognize and honor all students as the focus. This philosophy permeates MSBA's superintendent search processes as well, and while this is an evolving journey for MSBA, we are proud of our progress and commitment to culturally-responsive education for every student in our member districts. Without question it is a priority for our organization, and we will continue to ensure our alignment with the goals of equity, diversity, and inclusion for each and every student, staff member, board member, and superintendent in Minnesota's public school system.

Because of MSBA's integration of services, this commitment also applies to every step of our executive search process. Partnering with your district in this leadership quest offers tremendous opportunities to shape the future of education in Minnesota, and MSBA is committed to ensuring the inclusion of district-specific criteria in every part of the process. We will not only help St. Louis Park Public Schools find a superintendent, but we will help you find the *right* superintendent for your district and the families who rely on you to provide the education they deserve.



TEAM QUALIFICATIONS AND EXPERIENCE

MSBA has compiled a team for the St. Louis Park Public Schools superintendent search possessing a wealth of experience across numerous fields in public education. These individuals include former:

- School board members
- Superintendents
- Associate Superintendents
- Cabinet-level administrators
- Human Resources professionals
- General counsel
- Cultural diversity trainers
- Teachers and coaches
- Communications specialists
- Project managers

The breadth and depth of qualifications on this team is enormous, and the experience these individuals have in the realm of public education numbers in the hundreds of years. Beyond the statistics, however, it is a passion for PreK-12 education which drives the work that we do. Every single person on MSBA's superintendent search team believes in, supports, and advocates for Minnesota's students who attend our state's public schools, and we will bring that same dedication and commitment to the search for St. Louis Park Public Schools' next superintendent.

Don't just take our word for it, though. School board members from last year's MSBA searches had this to say:

For MSBA to come into a district where tensions were high and structure unstable, was remarkable. They took on the challenge and made everything very straightforward. I will forever be grateful for the time they took to explain things and reach out to those who had questions. Throughout the search their attitudes remained positive and comforting.

Working with MSBA on our superintendent search was an amazing experience. The entire process was completed with professionalism and dedication. Everything from preparing the hiring criteria to the interviewing of candidates was done transparently. MSBA is an industry leader and our search was successful because of them.

As you can see in this proposal, MSBA team members' tangible qualifications and experience are viewable on our resumes. However, it's the intangibles we feel make the biggest differences for our clients. We listen carefully, communicate clearly, and deeply understand the complexities and emotions involved in a superintendent search, not only for the school board, but for staff, students, parents, and community members as well.



WHY MSBA? (FROM OUR CLIENTS)

A bonus to working with MSBA is the expertise provided in the search process AND the expertise they have in school board law and process. - Board Chair, Rochester Public Schools

MSBA was both easy to work with and made a daunting process manageable and enjoyable. I believe it also helped draw our board closer. - Board member, Byron Public Schools

The process was clear from the beginning and the information supporting the process was extremely organized. There were no extraneous steps or information that complicated the process, so the Board and the community could all be on the same page at all times.

- Board member, Rochester Public Schools

MSBA was invaluable in guiding our district's search process. Their training and guidance were exemplary as they helped the board navigate the decisions we needed to make – reminding us that this was our process every step of the way.

- Board member, Bloomington Public Schools

Many thanks to MSBA for the work they did to help us focus on our community's needs. This is the best search process we've ever had!

- Board member, Red Wing Public Schools

The training and support throughout the entire process was spot-on! MSBA was always available with expert, professional advice.

- Board member, Intermediate School District 917

MSBA's integrity speaks to all. They had well-researched candidates, were very easy to work with and extremely trustworthy during the entire process. There were no surprises and I felt very well-informed throughout. This was my second time having MSBA conduct our district's search, and both times they were simply amazing. I would highly recommend MSBA for any superintendent search.

- Board member, Hastings Public Schools

The search process was very professional and straightforward, and I always felt we were ultimately in charge of the process.

- Board member, Austin Public Schools

MSBA was the best search partner we could have used!

- Board member, Lake City Public Schools

The process was very organized and as chair of the board I always felt comfortable working with MSBA. I trusted their advice, appreciated their insights, and felt validated and respected. I can only say good things about the process.

- Board Chair, Bloomington Public Schools



PROPOSED TIMELINE

Mid-December 2023 to Mid-February 2024

- School board holds initial planning meeting with MSBA search team to establish the search timeline, review hiring criteria, identify district's position in the marketplace, determine advertising venues, discuss stakeholder involvement, and finalize all processes and procedures for conducting the search.
- School board approves all advertising materials, including hiring criteria and vacancy brochure.
- MSBA search team finalizes application procedures, advertises the vacancy, and recruits candidates.
- MSBA hosts an informational **Q&A with MSBA** session regarding the superintendent search process.
- MSBA's search team collects stakeholder input through qualitative and quantitative data survey.
- MSBA prepares a summary of stakeholder input for board to review and integrate into the search process.

Mid-February 2024 to Early March 2024

- MSBA search team continues to advertise the vacancy, recruit candidates, and receive applications.
- MSBA search team conducts initial screening of applicants.
- MSBA search team conducts vetting of applicants, preliminary verification of references, and pre-interviews with candidates most aligned with the district's leadership profile.

Early March 2024

- MSBA's search team meets with the school board to conduct interview training, develop interview questions, clarify interview procedures, and facilitate applicant screening conducted by the school board to select finalists for interviews.

Mid-March 2024 to Late March 2024

- School board conducts first round of interviews.
- School board conducts reference checks.
- School board conducts second round of interviews and invites stakeholder feedback through Input Forums, if desired.
- School board selects lone finalist.

Late March 2024 to Early April 2024

- School board negotiates terms and conditions of superintendent's contract.
- School board meets to approve the superintendent's employment contract.

July 1, 2024

- Superintendent reports to work.

NOTE: This timeline provides a starting point for considering and adopting a superintendent search timeline. Specific dates and times will be determined at the initial planning meeting.



SEARCH REFERENCES

Each of the below individuals served as their district's School Board Chair during a recent superintendent search in partnership with MSBA. Please feel free to reach out to any of them regarding their experiences with and opinions of MSBA's search services.

1. Dr. Jean Marvin, Rochester Board Chair

Phone: 507-282-3427 Email: jemarvin@rochesterschools.org or cjeanmarvin@gmail.com

2. Tom Bennett, Bloomington Board Chair

Phone: 612-991-6260 Email: tbennett@isd271.org

3. Lisa Hedin, Hastings Board Chair

Phone: 612-750-1228 Email: lhedin@isd200.org

4. Jim Bryant, Red Wing Board Chair

Phone: 651-380-2893 Email: jrbryant@rwps.org

5. Alison Sherman, Stillwater Board Chair

Phone: 612-532-6495 Email: shermana@stillwaterschools.org

6. Heath Oeltjen, Lake City Board Chair

Phone: 651-345-5362 Email: hoeltjen@lake-city.k12.mn.us

Additional references available upon request.



2022-2023 MSBA-LED SEARCHES

- Chisago Lakes School District
- Crookston Public Schools
- Dawson-Boyd Public Schools
- East Grand Forks Public Schools
- Foley Public Schools
- Hastings Public Schools
- Howard Lake-Waverly-Winsted Public Schools
- Kaleidoscope Charter School
- Lake City Public Schools
- MACCRAY Public Schools
- Northwest Suburban Integration School District
- Pipestone Area Schools
- Red Wing Public Schools
- ROCORI School District
- Thief River Falls Public Schools
- Tri-County/Greenbush-Middle River Schools
- Wabasha-Kellogg School District
- Winona Area Public Schools
- Zumbrota-Mazeppa Public Schools

MSBA 2022-2023 SEARCH SERVICE REFERENCES *

* MORE AVAILABLE UPON REQUEST

1. Lori Berg, School Board Chair, **Chisago Lakes School District**, lberg@isd2144.org
2. Frank Fee, School Board Chair, **Crookston Public Schools**, ffee@rrv.net
3. Bruce Lund, School Board Chair, **Dawson-Boyd Public Schools**, blund@dwby.k12.mn.us
4. Lisa Hedin, School Board Chair, **Hastings Public Schools**, lhedin@isd200.org
5. Heath Oeltjen, School Board Chair, **Lake City Public Schools**, hoeltjen@lake-city.k12.mn.us
6. Jim Bryant, School Board Chair, **Red Wing Pubic Schools**, jrbryant@rwps.org
7. Phil Rosendale, School Board Chair, **Wabasha-Kellogg School District**, philrosendale@wkfalcons.org
8. Nancy Denzer, School Board Chair, **Winona Area Public Schools**, nancy.denzer@winona.k12.mn.us
9. Angie Bredehoft, School Board Chair, **Zumbrota-Mazeppa Public Schools**,
angie.bredehoft@zmsch.k12.mn.us



2021-2022 MSBA-LED SEARCHES

- ACGC Public Schools
- Albert Lea Area Schools
- Bemidji Area Schools
- Cass Lake-Bena Public Schools
- Clinton-Graceville-Beardsley Schools
- Dover-Eyota Public Schools
- Fosston Public Schools
- Greenway Public Schools (Limited)
- Kingsland Public Schools (Limited)
- La Crescent-Hokah Public Schools
- Long Prairie-Grey Eagle Public Schools
- Menahga School District
- Mid-State Education District (Limited)
- New London-Spicer School District
- Ortonville Public Schools
- Pequot Lakes Public Schools
- Plainview-Elgin-Millville Community Schools
- Proctor Public Schools
- Red Lake Schools
- ROCORI School District
- South St. Paul Public Schools
- Stillwater Area Public Schools
- Swanville School District (Limited)
- Thief River Falls Public Schools
- Tri-City United Public Schools
- Tri-County / Greenbush-Middle River Schools
- Ulen-Hitterdal Public Schools
- Underwood School District (Limited)
- Verndale Public School (Limited)
- Waconia Public Schools
- Waterville-Elysian-Morristown Public Schools
- West Central Area School District
- Windom Area Schools

MSBA 2021-2022 SEARCH SERVICE REFERENCES *

* MORE AVAILABLE UPON REQUEST

1. Neal Skaar, School Board Chair, **Albert Lea Area Schools**, neal.skaar@alschools.org
2. Carol Johnson, School Board Chair, **Bemidji Area Schools**, Carol_Johnson@isd31.net
3. Eric Morken, School Board Chair, **La Crescent-Hokah Schools**, eric.morken@isd300.k12.mn.us
4. Kim Bolz-Andolshek, School Board Chair, **Pequot Lakes Public Schools**, kbolz@isd186.org
5. Jennifer McDonald, School Board Chair, **Proctor Public Schools**, jennmcd777@gmail.com
6. Alison Sherman, School Board Chair, **Stillwater Area Schools**, shermana@stillwaterschools.org
7. Dana Geller, School Board Chair, **Waconia Public Schools**, dgeller@isd110.org
8. Gary Michael, School Board Chair, **W-E-M Public Schools**, sba.email@yahoo.com



2020-2021 MSBA-LED SEARCHES

- Austin Public Schools
- Bloomington Public Schools (Limited)
- Byron Public Schools
- Clinton-Graceville-Beardsley Schools
- Cook County ISD 166
- Dilworth-Glyndon-Felton Public Schools
- Greenway Public Schools
- Houston Public Schools
- Intermediate School District 917
- La Crescent-Hokah Public Schools
- Lac qui Parle Valley School District
- Lake Park Audubon School District
- Lynd Public School (Limited)
- Montevideo Public Schools
- Rochester Public Schools
- Royalton Public Schools
- Tri-County Schools
- Ulen-Hitterdal Public Schools

Member districts:

Bloomington, Burnsville-Eagan Savage, Farmington, Hastings, Inver Grove Heights, Lakeville, Randolph, South St. Paul, and West St. Paul-Mendota Heights-Eagan

MSBA EXECUTIVE SEARCH SERVICE REFERENCES 2020-2021 SEARCHES

* MORE AVAILABLE UPON REQUEST

1. Kathy Green, School Board Chair, **Austin Public Schools**, kathy.green@austin.k12.mn.us
2. Nelly Korman, School Board Chair, **Bloomington Public Schools**, nkorman@isd271.org
3. Harvey Bergh, School Board Chair, **Byron Public Schools**, harvey.bergh@byron.k12.mn.us
4. Lindsey Leach, School Board Chair, **DGF Public Schools**, lleach@dgf.k12.mn.us
5. Dr. DeeDee Currier, School Board Chair, **Intermediate School District 917**, dcurrier@isd191.org
6. Kelly Snell, School Board Member, **Montevideo Public Schools**, ksnell@montevideoschools.org
7. Dr. Jean Marvin, School Board Chair, **Rochester Public Schools**, jemarvin@rochesterschools.org



2019-2020 MSBA-LED SEARCHES

- Adrian Public Schools
- Alexandria Public Schools
- Browns Valley Public School (Interim)
- Carlton Public Schools (Interim)
- Detroit Lakes Public Schools
- Hastings Public Schools (Interim)
- Hastings Public Schools
- Hermantown Community Schools
- Kenyon-Wanamingo Public Schools
- LeRoy-Ostrander Public Schools
- Lewiston-Altura Public School District
- McGregor Public Schools
- Mora Public Schools
- Ortonville Public Schools
- Pine River-Backus Schools
- St. Clair Public School
- St. James Public Schools
- St. Peter Public Schools
- Thief River Falls Public Schools
- Tri-City United Public Schools
- Warren-Alvarado-Oslo School District

MSBA EXECUTIVE SEARCH SERVICE REFERENCES 2019-2020 SEARCHES

* MORE AVAILABLE UPON REQUEST

1. Kelsey Waits, School Board Chair, **Hastings Public Schools**, kwait@hastings.k12.mn.us
2. Ben Leonard, School Board Chair, **St. Peter Public Schools**, ben.leonard@stpeterschools.org
3. Dean Anderson, School Board Chair, **Alexandria Public Schools**, dadds7@gmail.com
4. Dianne Mathews, School Board Chair, **Hermantown Community Schools**, dmathews@isd700.org
5. Marsha Franek, School Board Chair, **Tri-City United Public Schools**, MFranek@tcu2905.us
6. Jack May, School Board Chair, **St. Clair Public School**, jmay@stclaircyclones.org
7. Chris Cunningham, **Pine River-Backus Schools**, ccunningham@prbschools.org



SEARCH TEAM — MSBA STAFF

MSBA's search team is comprised of experienced MSBA staff and service providers. Search team members understand that selecting a superintendent is one of the board's most important duties and have a vested interest in the success of your search. Below are brief résumés of MSBA's search team.

▪ **BARB DORN**

Barb will be serving as Search Lead for the St. Louis Park Public Schools superintendent search. She has more than 30 years of experience in nonprofit leadership, marketing and communications, consulting, and process facilitation. She has worked across public, private, and nonprofit sectors to build collaborative and viable partnerships, deliver high-impact workshops, and produce outcomes based on common goals and shared decision-making processes. Barb has also served on the Boards of Directors for Greater Mankato's City Center Partnership and the area chapter of Leave a Legacy. She joined MSBA in 2019 and is a member of the National Affiliation of Superintendent Searchers.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Leadership Development and Executive Search
- YWCA Mankato: Executive Director
- March of Dimes: Division Director
- Minnesota State University Mankato: Adjunct Professor
- Pathways Marketing: Owner / Marketing Consultant
- DLR Group: Business Development / Referendum Consultant

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search, Mutual Expectations, and Superintendent Evaluation
- Presenter — MSBA workshops, seminars, and conferences:
 - o Superintendent Evaluation
 - o Superintendent Search
 - o Various other topics
- Program and Brand Management, Marketing, and Public Relations
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter
- Presenter at other professional workshops and conferences:
 - o Leadership Development Series including:
 - Collaboration and Teamwork
 - Diversity, Equity, and Inclusion
 - Conflict Management
 - Resiliency
 - Communication and Team-Building
 - o Community Relations
 - o Strategy and Visioning



SEARCH TEAM — MSBA STAFF

▪ JOHN WARD, JD, Ph.D

John holds more than three decades of experience working in Minnesota public education, with his last 25 years spent working for the Mounds View Public School District. There he served in a variety of leadership roles including General Counsel, Director of Secondary Schools and Director of H.R. and Operations. He finished his career in Mounds View as District Assistant Superintendent. John has also served on the Board for the Minnesota Association of School Administrators. He holds a bachelor's degree in political science from St. John's University, his Juris Doctorate from William Mitchell College of Law, and a Ph.D in Organizational Leadership from the University of Minnesota. John joined MSBA in 2021 to provide Executive Search services to MSBA members, and below is a summary of his work history and relevant work experience.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Strategic Governance
- Mounds View Public Schools
 - ◊ Assistant Superintendent
 - ◊ Director of H.R. and Operations
 - ◊ Director of Secondary Schools
 - ◊ General Counsel/Assistant to the Superintendent
 - ◊ Associate Principal/Activities Director Mounds View High School
- St. Louis Park Public Schools: Social Studies Instructor
- St. John the Baptist School Savage: Middle School Social Studies Instructor
- McGraw and Ward P.A., Hutchinson: Attorney
- Peterson, Engberg and Peterson, Minneapolis: Law Clerk

RELEVANT WORK EXPERIENCE

- Active leadership team participant in school district strategic planning, implementation and assessment initiatives
- Negotiation of over twenty labor contracts with teachers and other bargaining groups
- Leadership of multiple district/community task force groups in areas such as facilities, community education and athletics
- Cooperative working relationships with school district governance boards
- Led district safe school initiatives and response preparation
- Managed student behavior issues and advised and managed district policy and legal issues
- Engagement and assistance with the leadership of several successful referendum campaigns
- District liaison to local municipalities and law enforcement agencies
- Presenter — MSBA workshops, seminars, and conferences
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter

SEARCH TEAM — MSBA CONSULTANT

■ Craig Morris

Craig is a culturally-aware and highly-strategic Diversity, Equity and Inclusion and Human Resources administrator. With over twenty years of direct support of national executive recruitment and retention efforts, he has led successful Human Resources programs, as well as EEOC, Title VII, and IX compliance administration in both the public and private sectors. Craig is a thought leader and recruiter committed to equity leadership who has dedicated his career to ensuring fair, innovative, equal access, and equity compliance programs. Knowledgeable in the principles and practices of policy creation, Craig has served metro and rural school boards to facilitate strong collaboration and improve channels of communication in order to serve constituents and stakeholders exceedingly well. He is also known for building trust and credibility among diverse communities by utilizing his skills to work with people from different socio-economic, racial and ethnic backgrounds. Exercising exceptional judgment and integrity in all endeavors, Craig has served as an elected or appointed official in Minnesota for more than 22 years and on the Boards of Directors for a multitude of community organizations, commissions and councils.

WORK HISTORY

- Ramsey County: Deputy Director, Human Resources
- Saint Paul College: VP Human Resources and Employee Equity
- Ray and Associates: Superintendent Search National Recruiter
- Metropolitan State University: Sr. Director, Equity, Inclusion and AA
- University of Wisconsin, Madison: Director of Academic (Teacher Recruitment) and Global Programs
- University of Wisconsin, River Falls: Inclusion Officer
- Qwest Communications Int'l: Governmental Affairs & Human Resources Director

RELEVANT WORK EXPERIENCE

- Superintendent search recruiting experience on a national scale
- Restorative Justice Facilitator
- Cultural Diversity Trainer, NATL. Training Laboratories (Cape Cod Inst.)
- Conflict Resolution – providing services to metro and rural districts in Minnesota and Wisconsin
- Evaluation/assessment leader for organizational and operational effectiveness improvements
- Presenter of workshops including:
 - Diversity & Equity Leadership
 - Collaboration and Teamwork
 - Conflict Management
 - Teambuilding
 - Community Relations
- Title IX Compliance Officer Certification (ATIXA)
- National Employment Law Institute
- Supreme Court Rule 114 Qualified Neutral Mediator Wisconsin Certified Family Mediator
- Facilitation of conversations across diverse populations to develop responsive and appropriate strategies for engaging cultural differences

SEARCH TEAM — MSBA STAFF

■ AMY JORDAN

With more than 25 years of leadership experience primarily in the nonprofit sector, Amy is a collaborative leader committed to serving the public, with a focus on youth. She has experience in recruitment, training, creating partnerships, policy and compliance, and program management and evaluation. As an empathetic partner, Amy is skilled at finding commonalities and consensus amongst diverse groups. The development of her action plan led her team's work to receive national recognition for exceeding key performance indicators in diversity and inclusion while working for a national nonprofit. With strengths in execution and relationship building, she is a natural cultivator of the potential in others and strives for continuous improvement. Amy is goal-oriented, ethical, deliberative, and possesses basic language skills in both Spanish and ASL (American Sign Language).

WORK HISTORY

- Minnesota School Boards Association: Executive Search Specialist
- Miracle League of North Mankato: Executive Director
- YWCA Mankato: Director of Programs for Women and Girls
- Girls on the Run of Greater Mankato: Council Director
- The Artisan Gallery: Manager

RELEVANT WORK EXPERIENCE

- Leadership of and engagement with multiple community groups
- Collaborator with cooperative working relationships with multiple stakeholder groups
- Leadership of multiple community programs for women, girls, immigrant and refugee women and their families, and people with disabilities
- Policy development and compliance
- Evaluation management
- Plan development to put best practices into action
- Brand management and communications
- Facilitated the national training for hundreds of leaders on:
 - Inclusive language and conversations
 - Facilitation
 - Context
 - Conflict resolution
 - Relationship-building/Teambuilding
 - Mastery experiences for self-efficacy
- Presenter — MSBA workshops, seminars, and conferences
- Daily telephone/email responses to MSBA school board member questions
- Contributor to The MSBA *Leader* newsletter

SEARCH TEAM — MSBA STAFF

▪ GARY LEE

Gary has 30+ years of experience in private business — both in a large corporate setting and as an owner/president of small rural businesses. Gary is a former member of the Fertile-Beltrami School Board. Gary also served on the MSBA Board of Directors, the Northwest Service Cooperative Board of Directors, the Minnesota Service Cooperatives Board of Directors, the MSBA Insurance Trust Board of Directors, and the Big Three working group. Gary joined MSBA in 2009.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Deputy Executive Director
- Lee Nursery, Inc.: Owner and President
- Lee Nursery Supplies, Inc.: Owner and President
- Sondreli Business Services: Owner
- UNISYS (formerly Sperry) Defense Systems: IT Manager

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search and School Board-Superintendent Relationships
- Presenter — MSBA workshops, seminars, and conferences
- Analyze superintendent employment contracts and negotiations

▪ AMY FULLENKAMP-TAYLOR, S.P.H.R., SHRM-SCP

Amy has 20+ years of experience in human resources including recruitment, employee relations, employment and labor law compliance, and employee training. She has worked for a variety of industries including Nonprofit, Gaming, Retail, Telecommunications, and Manufacturing. Amy has also achieved the designations of Senior Professional in Human Resources (SPHR) from the Human Resource Certification Institute and SHRM Senior Certified Professional (SHRM-SCP) from the Society for Human Resource Management. Amy joined MSBA in 2007.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Management Services
- Jones Metal Products: Director of Human Resources
- Midwest Wireless: Human Resources Specialist
- Sears Roebuck & Company: Human Resources Specialist
- Argosy V Belle of Sioux City: Director of Human Resources

RELEVANT WORK EXPERIENCE

- School board in-services: Negotiations, Leadership Foundations—School Finance and Management
- Presenter: MSBA webinars, workshops, seminars, and conferences
- Presenter: Other professional organization workshops and conferences



SEARCH TEAM — MSBA STAFF

▪ SHELBY HERRERA

Shelby has more than 20 years of experience in education — as a classroom teacher, a paraprofessional, and a teaching assistant at the university level. Shelby joined MSBA in 2019.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Administrative Assistant to Strategic Governance
- Mankato Public Schools: Science Teacher
- Mankato Public Schools: Paraprofessional
- Minnesota State University, Mankato: Teaching assistant

RELEVANT WORK EXPERIENCE

- Conduct research and compile data
- Handle information requests
- Interact with a wide range of staff, business partners, and members
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, etc.
- Assist applicants and board members with Revelus, MSBA's proprietary application platform

▪ BRUCE LOMBARD

Bruce has more than 15 years of experience providing a full range of administrative support services. Bruce joined MSBA in 2008.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Communications and Marketing
- Mankato Free Press: Copy Editor
- Washington Unified School District (West Sacramento, California): Substitute Teacher
- Sogon University Language Program (Seoul, South Korea): English Language Instructor

RELEVANT WORK EXPERIENCE

- Answers and directs phone calls to appropriate parties
- Handles information requests
- Posts job openings on MSBA Jobs webpage and in MSBA Leader newsletter
- Posts job openings on national job sites, if necessary
- Interacts with a wide range of staff, business partners, and members

SEARCH TEAM — MSBA STAFF

■ MARIA SHINABARGER, JD

Juris Doctor and educator with over 10 years' experience as a community servant. Maria joined MSBA in 2018.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Associate Director of Management Services and Charter School Liaison
- Marshall Brennan Constitutional Literacy Project Fellow
- Law Clerk at Hennepin County Attorney's Office
- Cambridge Academy East (Mesa, Arizona): Fifth/Sixth Grade English Teacher, Director of Professional Development
- Milan C-2 School District (Milan, Missouri): Fifth/Sixth Grade Reading Teacher

RELEVANT WORK EXPERIENCE

- Facilitate community, staff, and student input sessions
- Ensure compliance with data privacy statutes by redacting resumes
- Consolidate staff and community responses to surveys and interviews
- Help members interpret state and federal statutes regarding human resources, data practices and contracts

■ JOEL STENCEL, CPA

Joel has more than 20 years of accounting and auditing experience providing a full range of support services. Joel joined MSBA in 2017.

WORK HISTORY

- Minnesota School Boards Association (MSBA): Director of Association Finance
- Eide Bailly LLP: Audit Manager

RELEVANT WORK EXPERIENCE

- School District Auditor
- Answer and direct phone calls to appropriate parties
- Interact with a wide range of staff, business partners, and members
- Gathers salary information for Districts selected
- Assists with EMD analysis submitted by school board members

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ LEE WARNE, Ed. S.

Lee has 48+ years of experience in education, including serving as a superintendent, high school principal, service cooperative executive director, Minnesota Rural Education Association executive director, and Association of Educational Service Agencies executive director. Lee has served at all levels of leadership in local, state, and national organizations, and has been leading MSBA searches across the state for more than five years. Lee has also received numerous awards at the regional, state, and national levels.

WORK HISTORY

- Greenway Public Schools: Interim Superintendent
- RTR (Russell-Tyler-Ruthton) Schools: Interim Superintendent
- Association of Educational Service Agencies: Executive Director
- MN Rural Education Association: Executive Director
- Lake Benton School: Interim Superintendent
- SW/WC Service Cooperative: Executive Director
- West Central Area Schools: Superintendent
- Norman County West: High School Principal
- Halstad Public School: High School Principal

RELEVANT WORK EXPERIENCE

- Facilitated numerous superintendent searches and school district strategic planning sessions
- Provided assistance to school boards and superintendents in various aspects of leadership and training

▪ BRUCE KLAEHN

Bruce has recently retired from 41 years as a Minnesota educator, serving as a teacher, coach, principal, and superintendent, as well as an adjunct college instructor in educational administration. He has extensive experience in financial budgeting, school construction projects, administrative mentoring, and contract negotiations.

WORK HISTORY

- Southeast Service Cooperative: Educational Consultant
- Winona State University: Adjunct Instructor
- Dover-Eyota Public School District: Superintendent
- Grand Meadow Public Schools: Superintendent
- Granada-Huntley-East Chain School District: Principal
- Madelia Public Schools: Teacher and Coach

RELEVANT WORK EXPERIENCE

- Experience facilitating superintendent searches
- Mentor of new superintendents in southeast Minnesota

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ CONNIE HAYES

Connie has 40 years of experience in education, including 23 years as a superintendent. She retired from Northeast Metro 916 after 15 years. During her educational career, Connie also served in coordinator positions and as a school psychologist. While working in the private sector she advised districts on public financing.

WORK HISTORY

- Northeast Metro 916 Intermediate School District: Superintendent
- Springsted: Vice-President
- La Crescent-Hokah Public Schools: Superintendent
- McGregor Independent School District #4: Superintendent
- Lynd Public School District and Marshall Public Schools: Superintendent and Curriculum Coordinator
- SW/WC ECSU: Coordinator and School Psychologist
- Crookston Regional Interdistrict Council: School Psychologist

RELEVANT WORK EXPERIENCE

- Provided leadership in district strategic planning and goal-setting processes
- Built consensus across participating school districts in a long-range facility planning, financing, and construction of three specialized facilities for unique learners
- Facilitated construction of a major addition to a secondary building
- Led improvements in district financial affairs

■ PAUL CARLSON

Paul has 38 years of experience in education as a teacher, principal, and 21 years as a superintendent. He is committed to delivering effective guidance for educational excellence to ensure optimal education opportunities for all students.

WORK HISTORY

- ACGC Public Schools: Interim Superintendent (8 months)
- Hancock Public Schools: Part-time Superintendent (4 Years)
- New London-Spicer Schools: Superintendent (17 years)
- New London-Spicer Schools: High School Principal
- Sleepy Eye Public Schools: High School Principal
- Sleepy Eye Public Schools: Business Education Teacher

RELEVANT WORK EXPERIENCE

- Implemented long-range planning and goal-setting processes gathering community input and student achievement data resulting in facilities maintenance and energy project
- Led five successful operating levy campaigns and two successful bond levy campaigns
- Budget skills including all facets of revenue and expenditures planning and implementation

SEARCH TEAM — MSBA SERVICE PROVIDERS

▪ **SANDI NOVAK, Ed. S.**

Sandi has 40 years of experience as a teacher, principal, curriculum director, assistant superintendent, acting superintendent, education consultant, and author. Specifically, she served as the acting superintendent in Butterfield-Odin School District (February-June 2016), as assistant superintendent in the Burnsville-Eagan-Savage Schools (2004-2010), and has served on the Board of Minnesota ASCD.

WORK HISTORY

- Butterfield-Odin Schools: Acting Superintendent
- Burnsville-Eagan-Savage Schools: Assistant Superintendent
- Burnsville-Eagan-Savage Schools: Curriculum/Professional Development Director
- Burnsville-Eagan-Savage Schools: Principal
- Owatonna Schools: Interim Principal
- Burnsville-Eagan-Savage Schools: Teacher/Coach
- Mazeppa Elementary School: Teacher

RELEVANT WORK EXPERIENCE

- Presenter at NSBA, MSBA, ASCD and other national conferences
- Coached leadership teams across the country on effective literacy instructional practices

▪ **RENAE TOSTENSON, Ed.S.**

Renae has nearly 40 years of experience in education. She has served as superintendent (Lac qui Parle Valley Schools, 2011-2017), principal (Appleton Elementary School, 2007-2011), teacher coach (Lac qui Parle Valley Schools, 2005-2007), and as an elementary school teacher.

WORK HISTORY

- Lac qui Parle Valley Schools: Superintendent
- Lac qui Parle Valley Schools: Principal
- Lac qui Parle Valley Schools: Teacher coach

RELEVANT WORK EXPERIENCE

- Presenter at MASA and MSBA conferences and workshops
- Facilitated superintendent searches

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ GARY KUPHAL

Gary has 47 years of experience in education, all but four years in Minnesota. He has served as a high school principal in Henderson, assistant high school principal and middle school principal in La Crescent, and superintendent in Southland, LeRoy-Ostrander, Plainview-Elgin-Millville, and Mabel-Canton.

WORK HISTORY

- Mable-Canton Schools: Superintendent
- La Crescent-Hokah Public Schools: Interim Superintendent
- Kingsland Public Schools: Interim Superintendent
- Southland School District: Superintendent
- LeRoy-Ostrander School District: Superintendent
- Plainview-Elgin-Millville Community Schools: Superintendent
- La Crescent-Hokah Public Schools: Middle School Principal
- Henderson School District: High School Principal
- Henderson School District: Counselor
- Cleveland School District: Counselor
- Union-Whitten School District (Iowa): Teacher

RELEVANT WORK EXPERIENCE

- Facilitated superintendent searches, board development, and school district strategic planning sessions
- Facilitated community task force on facilities planning

■ STEVE NIKLAUS

Steve Niklaus brings 43 years of experience in education including serving as superintendent (Annandale Public Schools, 1992-2017) and principal (Annandale High School, 1986-1992, and Atwater-Grove City High Schools, 1980-1986). Steve has served on several state and regional professional boards and committees. Steve has worked in both Minnesota and North Dakota school districts.

WORK HISTORY

- Annandale Public Schools: Superintendent
- Annandale Public Schools: Principal
- Atwater-Grove City High Schools: Principal
- Welcome High School: Principal
- Oakes High School, Oakes, North Dakota: High School Teacher

RELEVANT WORK EXPERIENCE

- Led six successful operating levy elections and four successful building bond elections
- Experience facilitating with superintendent searches

SEARCH TEAM — MSBA SERVICE PROVIDERS

■ **BILL TOMHAVE, Ph.D.**

Bill has more than 45 years of extensive experience in education starting as a high school mathematics teacher and including 40 years in higher education involved with teacher preparation. Bill was elected to the Moorhead Area Schools Board of Directors in 2001, serving through 2018. He was also recognized with the Minnesota All-State School Board award in January 2015.

WORK HISTORY

- Concordia College, Moorhead, Minnesota: Assistant/Associate/Professor, Mathematics
- University of Minnesota, Morris, Minnesota: Assistant Professor, Mathematics
- Iowa State University, Ames, Iowa: Instructor, Mathematics
- Oregon Consolidated Schools, Oregon: Teacher, High School Mathematics

RELEVANT WORK EXPERIENCE

- Director of Moorhead Area School Board 2002-2018, held positions of Chair, Vice-Chair, and Treasurer
- Board of Directors for Lakes Country Service Cooperative 2007-2018
- Experience assisting with community discussions and candidate screenings and interviews
- Ambassador, Minnesota School Boards Association (MSBA), 2006—2009
- Region 1 Joint Powers Board, 2010—2018; Vice Chair 2012—2018

■ **DAVE THOMPSON, Ed.D.**

Dave has more than 45 years of educational experience including serving as superintendent (Stewartville Public Schools, 2000-2017), director of secondary education and middle school principal (Farmington Public Schools, 1993-2000), high school principal (Stewartville Public Schools, 1986-1993), high school principal (Goodhue Public Schools, 1984-1986), and athletic director, teacher, and coach (Elgin-Millville Public Schools, 1977-1984). Dave has served on several local and regional organization committees.

WORK HISTORY

- Kasson-Mantorville Interim Superintendent
- Kenyon-Wanamingo Interim Superintendent
- Stewartville Public Schools: Superintendent
- Farmington Public Schools: Director of Secondary Education & Middle School Principal
- Stewartville Public Schools: High School Principal
- Goodhue Public Schools: High School Principal
- Elgin-Millville Public Schools: Athletic Director/ Teacher / Coach

RELEVANT WORK EXPERIENCE

- Led four successful operating levy campaigns and two successful bond levy campaigns
- Led and implemented district's long-range facility plan and Strategic Plans
- Coach/Teacher of Minnesota Aspiring Superintendent's Academy

NATIONAL AFFILIATION OF SUPERINTENDENT SEARCHERS



August 2, 2023

Dear School Board Members:

You are facing one of the most significant decisions you will make as a school board member – selecting a superintendent. No other staff member will likely have a more long-term impact on your school district. Choosing the most highly qualified individual, who also represents the ideal fit in your community, will be critical. Please consider using your state school board association’s superintendent search service to facilitate your next search for a superintendent.

The members of the National Affiliation of Superintendent Searchers (NASS) stand ready – as the most experienced network of search professionals in the United States – to execute a national campaign to find your district’s next superintendent. NASS consultants are located in 39 states and include more than 100 consultants serving as superintendent searchers for school board associations throughout the country. NASS harnesses the skills and experiences of many search professionals with proven track records of accomplishment. Consultants in NASS are characterized by integrity, passion, and focus. Your state school board association’s search professionals know state and local laws, know your district, and appreciate that each search is unique. They know your school board wants a customized search to meet your community’s specific needs, and understand the need to maintain a successful, long-term relationship between your board and your state school board association.

NASS members serve school boards every day. As Chair of NASS, I can promise you will receive individual, customized attention and a commitment from your NASS professional to assist in a dedicated and confidential manner, following the specific laws of your state. The successful executive search begins with a strong team of professional search consultants and ends with a solid, long-term relationship between the school district and its top administrative leaders. The NASS mission is *finding top executive leadership for school districts throughout the United States through our core values – ethics, integrity, leadership, and teamwork*. If retaining a successful, long-term leader is a priority for your district, rely on a NASS consultant!

Regards,

Shari Becker

Shari Becker
NASS Chair





National Affiliation of Superintendent Searchers (NASS members)

| | |
|---------------|----------------|
| Alabama | New Hampshire |
| Alaska | New Jersey |
| Arizona | New Mexico |
| Connecticut | North Carolina |
| Florida | North Dakota |
| Georgia | Ohio |
| Idaho | Oklahoma |
| Illinois | Oregon |
| Indiana | Pennsylvania |
| Kansas | South Carolina |
| Kentucky | South Dakota |
| Maine | Tennessee |
| Maryland | Texas |
| Massachusetts | Utah |
| Michigan | Vermont |
| Minnesota | Virginia |
| Mississippi | West Virginia |
| Missouri | Wisconsin |
| Montana | Wyoming |
| Nebraska | |

NOTES

[illegible]

Tentative Agreement SUMMARY

SCHOOL NUTRITION and SAINT LOUIS PARK PUBLIC SCHOOLS 2023-25 Terms and Conditions of Employment

Date of Proposal: 11/6/2023 Meeting - TA

Term: Two (2) years, July 1, 2023, through June 30, 2025

Employees Covered: 28 total employees

Wages: 11/6/2023 - TA

Year 1: 7/1/2023: Restructure schedule to provide higher starting salaries and higher salaries throughout to better attract and retain Nutrition staff. Add new Step 8. This resulted in an average rate increase of 3.32% See Schedules. Increase the 15-25 year Career Increments as show with schedules. Add a new 10-year increment at \$.25/hr

The increases are retroactive to July 1, 2023 for any employees (or back to their start date for new employees hired after July 1) who are active as of the date of the union ratification of this contract. Also retro for any retirees who retire after July 1 up to Board ratification of the agreement. The increases are not retro for employees who quit after July 1 up to the ratification of the agreement by the Union.

Year 2: 7/1/2024: Combine Steps, Premiums and CI into larger matrix. People will move up to one step each year up to Step 25 and the old CI amounts are part of the rates shown. See schedules. Expanded Salary Schedule will be created in eFinance with the SNA Cert premiums in the schedule. This results in an average rate increase of 2.56% See Schedules.

Increase the amounts for the 10, 15, 20 and 25 year steps. See Career Increments as show with schedules.

Article 9.2 Other Employment: Effective July 1, 2023, employees who work the Federal Summer Food Service Program shall receive an additional \$2.00/hr over the employee's regular hourly rate

Health Insurance: Article 11.2 Employer Contribution

The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) or more hours per day 30 hours per week. For employees working at least 4 hours per day but less than 6 hours, the employer will contribute 50% of the amounts shown below:

A. District Health Insurance Program Non-Deductible/Standard Co-pay:

| District Contributions Standard-Plan A per month | July 1, 2023 | July 1, 2024 | July 1, 2025 |
|--|--------------|--------------|--------------|
| Employee | \$600 | \$610 | \$625 |
| Employee + 1 | \$1,250 | \$1,265 | \$1,280 |
| Family | \$1,650 | \$1,665 | \$1,700 |

B. District Health Insurance Program Deductible/VEBA:

| District Contributions VEBA-Plan B per month | July 1, 2023 | July 1, 2024 | July 1, 2025 |
|--|--------------|--------------|--------------|
| Employee | \$668 | \$685 | \$700 |
| Employee + 1 | \$1,380 | \$1,410 | \$1,430 |
| Family | \$1,820 | \$1,840 | \$1,860 |

Clothing Allowance (Art 9.8): Effective with the 2023-24, increase the clothing allowance up to \$240 per year for approved work clothing according to School Nutrition procedures

Tentative Agreement SUMMARY

Nutrition Group Specific Proposals

1. Employee Rights (Art 5.3 and 5.6) update language in these sections to conform with changes in PELRA for dues deductions and information provided to employee groups.
2. Work Year (Art 6) Add summer holidays Juneteeth (June 19) and Independence Day (July 4) for any employee required to work the week in which the summer holiday falls.
3. New Employee Step Advancement (Art 8.2) move date from Jan 15 to Feb 1 to be newly hired and get step increase credit for the following school year salary schedule.
4. Deduction (Art 8.4) Add language that spells out salary deduction in the event of excess time off/overpayments and unpaid debts like school lunch fund, to list of items that need to be repaid upon termination.
5. Extra Compensation (Art 9) Effective 2024-24 the SNA certification premiums in Art 9.9 will become part of the salary schedule. Added a new Art. 9.12 clarifying the step placement calculation in the event that an employee moves from a higher classification to a lower classification.
6. Vacation (Art 10 Obsolete. This Article was deleted
7. Group Insurance (Art 11) Language was clarify eligibility and how VEBA contributions are prorated for people less than full-time benefit eligibility. Also, the contribution grid was modified that lays out the employer monthly contributions and prorated VEBA amounts for less than 1.0 FTE. Removed the reference to employees regularly scheduled to work less than 4 hours per day.
8. HealthCare Savings Plan (Art 11.5) Clarified language on how prorating works for less than full-time employees based one Health Insurance Eligibility levels in Art 11.2. Also note that the district is responsible only for the contribution amounts and employees are responsible for checking and notifying the district of there are discrepancies in the contribution amounts. Employees have the responsibility to check balances and notify the employer if they believe that there is a discrepancy.
9. Sick Time (Art 12.2) Add reference that employees are responsible for entering their time off into the District time off system. This Article was rewritten to coordinate our sick leave plan with new MN ESST leave laws so as not to add that on top of our system but they work with each other like FMLA and sick leave.
10. Sick Time (Art 12.2.K) Added language to clarify how sick leave works with Worker's Compensation claims.
11. Deferred Compensation (Art 13) Added language to clarify how contributions are prorated for less than full time FTE and partial year. Also note that the district is responsible only for the contribution amounts and employees are responsible for checking and notifying the district of there are discrepancies in the contribution amounts.
12. Vacancies and Transfers (Art 14) Added language to spell out that an employee can request a transfer to a demotional position (Lead to Cook for example) as well as to a position in the same title/classification
13. Lay Off (Art 15) Updated language to spell out that seniority is within the classification held. An employee affected by the a layoff would be the least senior in that classification. A vacancy is always "least senior" then probationary employees would be considered least senior in the class. A non-probationary person impacted by position reductions would bump the least senior person within the classification. If that employee would then be able to bump to the next lowest title, if they hold more seniority than the employee in that lower title (Class 5 bumps to Class 4, least senior Class 4. Then that Class 4 employee could bump the least senior Class 2 Cook or be laid off if no Class 2 person is less senior. A layoff or bump cannot result in a promotion or increase of hours that changes benefit eligibility.
14. Severance – payments cannot be directed to a Roth or other plan requiring payment of federal or state income tax.

Tentative Agreement Date: 11-6-2023

Proposed Ratification Vote Date: 11-30-2023

Proposed Board Approval Date: 11-28-2023 (propose Board ratification first)

Target New Rates Date: 12-15-2023

Tentative Agreement SUMMARY

Target Backpay Date: 12-15-2025

Salary Schedules

2022-23 Base Year Previous Contract Schedule

Nutrition Group

| Step | CLS2 Cook | CLS4 Elem Lead | CLS5 Sec Lead |
|------|--------------|-------------------|------------------|
| 1 | \$ 16.00 | \$ 19.10 | \$ 20.10 |
| 2 | \$ 16.25 | \$ 19.80 | \$ 20.80 |
| 3 | \$ 16.75 | \$ 20.81 | \$ 21.81 |
| 4 | \$ 17.25 | \$ 21.31 | \$ 22.31 |
| 5 | \$ 17.75 | \$ 22.06 | \$ 23.06 |
| 6 | \$ 19.00 | \$ 22.80 | \$ 23.80 |
| 7 | \$ 20.79 | \$ 24.23 | \$ 25.31 |

July 1, 2023 - June 30, 2025

**Salary
Schedules**

2023-24 Nutrition Group

| Step | CLS2 Cook | CLS4 Elem Lead | CLS5 Sec Lead |
|------|--------------|-------------------|------------------|
| 1 | \$17.50 | \$20.00 | \$21.00 |
| 2 | \$17.75 | \$20.75 | \$21.75 |
| 3 | \$18.00 | \$21.50 | \$22.50 |
| 4 | \$18.25 | \$22.00 | \$23.00 |
| 5 | \$18.50 | \$22.75 | \$23.75 |
| 6 | \$19.50 | \$23.50 | \$24.50 |
| 7 | \$21.50 | \$25.00 | \$26.00 |
| 8 | \$22.00 | \$25.75 | \$26.75 |

Career increments remain and are paid on top of the schedule rates shown above.

Tentative Agreement SUMMARY

Tentative Agreement SUMMARY

| | 2024-25 | Nutrition Group | | | |
|------|---------|-----------------|-----------|------------|--------|
| | | Cook | Elem Lead | MS/HS Lead | |
| | Step | CLS2 | CLS4 | CLS5 | |
| | 1 | \$18.20 | \$20.70 | \$21.70 | |
| | 2 | \$18.45 | \$21.45 | \$22.45 | |
| | 3 | \$18.70 | \$22.20 | \$23.20 | |
| | 4 | \$18.95 | \$22.70 | \$23.70 | |
| | 5 | \$19.20 | \$23.45 | \$24.45 | |
| | 6 | \$20.20 | \$24.20 | \$25.20 | |
| | 7 | \$21.75 | \$25.75 | \$26.75 | |
| | 8 | \$22.00 | \$26.00 | \$27.00 | |
| | 9 | \$22.00 | \$26.00 | \$27.00 | CI10 |
| CI10 | 10 | \$22.50 | \$26.50 | \$27.50 | \$0.50 |
| | 11 | \$22.50 | \$26.50 | \$27.50 | |
| | 12 | \$22.50 | \$26.50 | \$27.50 | |
| | 13 | \$22.50 | \$26.50 | \$27.50 | |
| | 14 | \$22.50 | \$26.50 | \$27.50 | CI15 |
| CI15 | 15 | \$23.25 | \$27.25 | \$28.25 | \$1.25 |
| | 16 | \$23.25 | \$27.25 | \$28.25 | |
| | 17 | \$23.25 | \$27.25 | \$28.25 | |
| | 18 | \$23.25 | \$27.25 | \$28.25 | |
| | 19 | \$23.25 | \$27.25 | \$28.25 | CI20 |
| CI20 | 20 | \$23.75 | \$27.75 | \$28.75 | \$1.75 |
| | 21 | \$23.75 | \$27.75 | \$28.75 | |
| | 22 | \$23.75 | \$27.75 | \$28.75 | |
| | 23 | \$23.75 | \$27.75 | \$28.75 | |
| | 24 | \$23.75 | \$27.75 | \$28.75 | CI25 |
| CI25 | 25 | \$24.00 | \$28.00 | \$29.00 | \$2.00 |

Career Increments are part of the 25-year matrix in 2024-25.

Career Increments 2023-25

| | | | |
|--------------------------------|---------|-----------|---------|
| Nutrition Group | | 2023-2025 | |
| CAREER INCREMENT LOOKUP | | | |
| | Yr0 | Yr1 | Yr2 |
| 0 | \$ - | \$ - | \$ - |
| 10 | \$ - | \$ 0.25 | \$ 0.50 |
| 11 | \$ - | \$ 0.25 | \$ 0.50 |
| 12 | \$ - | \$ 0.25 | \$ 0.50 |
| 15 | \$ 0.50 | \$ 1.00 | \$ 1.25 |
| 20 | \$ 1.00 | \$ 1.25 | \$ 1.75 |
| 25 | \$ 1.25 | \$ 1.75 | \$ 2.00 |
| revised CI schedule 10-17-2023 | | | |

Year 2 2024-25 salary schedules will include the CI amounts



**St. Louis Park
Public Schools**

Achieving success, one student at a time!

2023-2025 ~~2021-2023~~

AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 283

St. Louis Park, Minnesota

and

SCHOOL SERVICE EMPLOYEES

SEIU LOCAL 284, CTW

School Nutrition Personnel

Effective July 1, ~~2021~~2023 through June 30, ~~2023~~2025

Board Approved ~~March 22, 2022~~

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ARTICLE 1- PURPOSE**1.1. Parties:**

This AGREEMENT is entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota hereinafter referred to as the School Board or the School District, and School Service Employees, SEIU Local 284, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A. of 1971 to provide the terms and conditions of employment for School Nutrition personnel during the duration of this Agreement.

ARTICLE 2 - DEFINITIONS**2.1. School Board or District:**

For purposes of this Agreement, the term District or School Board shall mean the School Board or its designated representative.

2.2. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A. of 1971.

ARTICLE 3 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE**3.1. Recognition:**

In accordance with P.E.L.R.A. of 1971, the School Board recognizes School Service Employees, SEIU Local 284, as the exclusive representative of School Nutrition personnel employed by the School Board of Independent School District No. 283, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A. of 1971 and as described in the provisions of this Agreement.

3.2. Appropriate Unit:

The exclusive representative shall represent all School Nutrition personnel of Independent School District No. 283, St. Louis Park, Minnesota, who are employed for ten (10) or more hours per week and for more than 67 work days per year, including those on leave of absence who are guaranteed a position upon their return, excluding supervisory employees and confidential employees who devote more than 50% of their time to administrative or supervisory duties, and all other employees excluded by P.E.L.R.A. of 1971.

ARTICLE 4 - DISTRICT RIGHTS**4.1. Inherent Managerial Rights:**

The parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection, direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

4.2. Management Responsibilities:

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

4.3. Effect of Laws, Rules and Regulations:

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

ARTICLE 5 - EMPLOYEE RIGHTS

5.1. Right to Views:

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

5.2. Right to Join:

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

5.3. Request for Dues Deduction, Authorization and Remittance:

Employees have the right to request and be allowed payroll deduction for the Union and for the Union's political action committee. The District will commence deductions within thirty days of receiving notice from the Union of the authorized deduction(s). The District will remit deductions to the Union within thirty days of the deduction. The notice will include certification from the Union that the Union has and will maintain a signed authorization from the employee for whom deductions will be made. A valid signed authorization includes, but is not limited to, an electronically signed authorization. The District may require a copy of the signed authorization form only if a dispute arises about the existence or terms of the authorization. The dues deduction authorization remains in effect until the District receives notice from the Union that an employee has changed or cancelled their authorization in writing in accordance with the terms of the original authorizing document. ~~School Nutrition personnel shall have the right to request and be allowed dues check off for the exclusive representative provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to P.E.L.R.A. of 1971. Upon receipt of a properly executed authorization of the employee involved (examples of which include paper authorization, electronic authorization or audio-recorded phone authorization), the District will deduct from the employee's paycheck the dues or premier dues that the employee has agreed to pay to the exclusive representative during the period provided in said authorization. The Union will notify the District of the dues to be deducted from each employee's pay. Deductions shall be made over 18 pay periods and transmitted to the designated exclusive representative. The District shall furnish to the exclusive representative monthly an alphabetized list of employees from whom such deductions have been made. The District agrees to honor and implement all the terms of the dues checkoff authorizations submitted by the Union and agreed to the employees. The District shall adhere to the specific provisions in each dues check off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member), and all other provisions agreed to by the employee as stated in the authorization, irrespective of the employee's membership in the Union.~~ The Union agrees that the District's only obligation is to deduct and remit the dues indicated by the Union to be deducted from each employee's pay. The Union agrees to save the District harmless from any actions growing out of these deductions and assumes full responsibility for the disposition of funds so deducted once they have been remitted by the District.

5.4. Direct Deposit:

The District shall allow direct deposits to a credit union or other eligible banking institutions that accept standard ACH deductions.

5.5. Personnel Files:

Pursuant to M.S. §122A.40, Subd. 19, all evaluations and files relating to each individual employee shall be available during regular school business hours to said employee upon reasonable notice. The employee shall have the right to reproduce any of the contents of the files and to submit for inclusion in the file written information in response to any material contained therein. The District may destroy such files as provided by law.

5.6. Employee Information:

Not later than September 15 of each school year, the District shall provide the Union with a bargaining unit list of employees with the following contact information: name, job title, worksite location (including location within a facility when appropriate), home address, work telephone number, home and personal cell phone numbers on file with the District, date of hire, work email address, personal email address on file with the District, wage, number of hours normally scheduled in a day, number of duty days contracted for, and whether the position is a nine (9) month or twelve (12) month assignment. The District will provide this information to the Union in an Excel file or similar format agreed to by the Union.~~including name, home address, work location, classification, number of hours normally scheduled to work in a week, wage schedule placement, date of employment and electronic mail addresses.~~ The District shall inform the Union and the Union Steward(s) of all new hires within fifteen (15) ~~seven (7)~~ calendar days of hire and shall provide the Union with the employee information specified in this section.

Every 120 calendar days the District shall provide to the Union in an Excel file or similar format agreed to by the Union the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the District; date of hire; and work email address and personal email address on file with the District.

The District must notify an exclusive representative within twenty (20) calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

5.7. Union Orientation:

The District shall permit a Union-designated representative to meet with each newly hired employee within the first fourteen (14) calendar days of the new employee's first day of employment. This meeting shall occur during the newly hired employee's regularly scheduled hours of work and the employee shall be in pay status. This meeting is not to interfere with the new employee's normal work and will normally occur during a break or briefly at the beginning or end of a shift. The District shall provide new employees with the name and contact information for the Union steward. The District shall also give each new employee a Union orientation packet prepared by the Union.

5.8. Union Access:

Employees shall have the right to post notices of activities and matters of Union concern on bulletin boards designated for Union purposes, at least one of which shall be provided in each school building. Employees may use the district mail service and Custodial/Maintenance staff mailboxes and email for communications to Custodial/Maintenance staff. The District will allow the Union to meet with bargaining unit members in District facilities regarding collective bargaining, the administration of the collective bargaining agreement, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, provided such use does not interfere with the District's business operations.

5.98. Private and Personal Life:

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

5.109. Information:

The Exclusive Representative shall have access, upon reasonable notice, to appropriate and available financial information, not deemed confidential, necessary to perform its duties as prescribed by the P.E.L.R.A.

ARTICLE 6 - THE WORK YEAR6.1. Employee Duty Days:

The employee shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school, and pursuant to such authority has determined to conduct school.

6.2. School Closings:

When all District buildings are closed in an extreme weather situation, school nutrition employees will not report for duty. When District buildings are closed for other than extreme weather situations, employees shall contact the supervisor of school nutrition to verify if they are or are not to report for duty. In either case, employees will be paid for such days. If the School Board or its designated representative determines that days lost for school closings shall be made up, school nutrition employees shall be required to work those days without additional compensation, because they have already received payment.

6.3. Holidays:

- A. Holidays for employees regularly scheduled at least three (3) -or more hours per day shall include: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, and Memorial Day.
- B. Summer Holidays: Juneteenth (July 19) and Independence Day (July 4) will be a paid holiday for an employee scheduled to work during the work-week that includes these designated holidays
- CB. School in Session: The District reserves the right, if school is in session, to cancel the above holidays and establish another holiday in lieu thereof.
- DC. Eligibility: In order to be eligible for holiday pay, an employee must have worked the employee's regular workday before and after the holiday unless the employee is on paid leave or vacation under the provisions of this Agreement.

ARTICLE 7 - THE WORK DAY**7.1. Work Hours:**

The specific work hours for each employee may vary according to the needs of the School Nutrition program of the District. The hours will be designated by the School Nutrition Manager. Employees shall be notified by August 1 as to the assigned building, starting date, daily hours, wage rate, and number of days employed, or as much of such information as has been determined at that time.

7.2. Additional Activities:

Each kitchen will be responsible for filling its own extra assignments. Opportunity to work extra assignments will be given in order of seniority at that location. If the employees in a building are unable or unwilling to work the additional assignment, the opportunity to work the extra assignment will be given to employees in other buildings in order of seniority.

7.3. Year-end Kitchen Closing:

On the last employment day each year, school nutrition personnel shall have the opportunity for early release that day provided all the year-end, kitchen-closing activities have been completed satisfactorily. Determination of completeness shall be the responsibility of the Lead Cook. Determination of completeness of activities for the Lead Cook duties shall be the responsibility of the Nutrition Manager.

7.4. Substituting:

Whenever K-12 classes are being held in some buildings and the kitchens in those buildings are active but K-12 classes are not being held in other buildings resulting in the inactivity of those kitchens, bargaining unit employees from the closed kitchen(s) shall receive first opportunity to substitute for any employee(s) absent from the active kitchen(s). The option to substitute will be offered in order of seniority.

ARTICLE 8 - BASIC COMPENSATION**8.1. Rates of Pay ~~20212023-22-24~~ and ~~20222024-23-25~~:**

- A. The wages and salaries reflected in Schedule A, attached hereto, shall be part of the Agreement for the ~~20212023-22-24~~ school year, and the wages and salaries reflected in Schedule B, attached hereto, shall be part of the Agreement for the ~~20222024-23-25~~ school year, subject to the right of the School Board to withhold increases in the form of increments for just cause. An increment shall not be withheld unless the employee is notified of the deficiency in writing and given reasonable opportunity to correct the deficiency. An action withholding an increment shall be subject to the grievance procedure.
- B. School Nutrition personnel shall advance on the salary schedule one (1) step on July 1 each year of the agreement subject to the right of the Board as defined in this Section to withhold increments for just cause. For the purpose of this section the employee also must have been actively paid on the payroll at least (a) 1,000 hours if the employee is a 12-month, 40-hour per week employee, or (b) 50% of the hours for that person's FTE, if the employee is a less than 12-month or less than 40-hour per week employee.

8.2. New Employees:

A new employee shall be eligible for step advancement on the following July 1, if employed prior to ~~February 1 January 15~~. An employee hired ~~on or after February 1 January 15~~ shall be eligible for any increase in the current step rate on July 1, but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article.

8.3. Method of Payment:

- A. School Nutrition personnel regularly employed for 12--month assignments shall receive their salary in 24 equal installments. School Nutrition personnel regularly employed for less than 12--month assignments shall receive their salary in 19 or 24 equal installments. Paydays will be on the 15th and the last day of each month.

Effective Feb 1, 2015, employees scheduled less than 12-month assignment who have previously elected the 24-pay option will be allowed to remain with that option and all other employees and new employees will be paid on the 19-pay payroll cycle. An employee with the 24-pay option may switch over the 19-pay option before any school year, but would not have the option to return to the 24-pay cycle. This election must be done with the HR Department before June 15 of any year.

The District may choose to move payroll to paying every other Friday, instead of the 15th and last day of each month. In the event the District plans to move pay dates, it will give the Union not less than six (6) months notice and meet and confer on the plan for implementing the change.

- B. In the event that pay dates fall on a weekend or holiday, the payday shall be the preceding workday.

8.4. Pay Deduction:

In the event that a School Nutrition employee is absent without leave and a pay deduction is to be made for such absence, the amount of the deduction shall be one (1) hour's pay for each hour's absence. Deductions for absences of less than a full day shall be prorated accordingly. If an employee leaves employment and has used more days than credited for sick leave or has unpaid debts, such as, school lunch account, then the pay deduction will be made from the final check.

ARTICLE 9 - EXTRA COMPENSATION AND ASSIGNMENT**9.1. Overtime:**

All hours worked in excess of 40 hours in a week shall be considered overtime hours and paid at one and one half times the employees regular hourly rate of pay. After regular kitchen closing hour, evenings, Saturdays, designated holidays, or licensed staff workshops shall be paid at the rate of time and one-half. Overtime work on Sundays shall be paid at the rate of time and one half for school related functions and at the rate of double time for non-school related functions. Such overtime which runs contiguous to regular employment times shall be paid only for the hours actually worked.

9.2. Other Employment:

A. School Nutrition personnel supporting community education or other student programs also may be employed during those periods when K-12 programs are not in session. Such employment shall be paid at straight time at the salary schedule rates including any career increments then in effect, with a guaranteed minimum of two hours.

B. Employees who work the Federal Summer Food Service Program shall receive an additional \$~~21~~²⁴.00/hr over the employee's regular hourly rate.

C. All hours worked after regular kitchen closing hour, evenings, Saturdays, designated holidays, or licensed staff workshops shall be paid at the rate of time and one-half. Hours worked on Sundays shall be paid at the rate of time and one half for school related functions and at the rate of double time for non-school related functions. Additional hours worked which run contiguous to regular employment times shall be paid at straight time only for the hours actually worked.

9.3. Call-back:

Other employment, as defined above in 9.2, on a callback basis (not contiguous to regular employment), shall be paid at the rates indicated above in Section 9.2 with a guaranteed minimum of two hours.

9.4. Workshops:

All school nutrition employees shall be required to attend a one-day workshop, other than a regular work day, at a time set by the School Nutrition Manager. Effective July 1, 2018, employees may be required to attend up to five workshops or training days outside of their regular workdays. These days will be scheduled in advance by the School Nutrition Manager and communicated to employees before the start of their new work-year. Employees shall be paid their regular hourly rate.

9.5. Meetings and Workshops:

Except as noted in Section 9.4, all school nutrition personnel required to attend meetings or workshops during other than regular employment hours shall be paid at straight time at the salary schedule rates then in effect.

9.6. Absence of Lead Cook/Nutrition Supervisor:

In the temporary absence of the Lead Cook/Nutrition Supervisor, the School Nutrition Manager shall designate another member of the school nutrition service staff as a replacement. After five (5) consecutive days, the replacement's salary shall be determined based on a 5% premium for replacing the Lead Cook or a 10% premium for replacing a nutrition supervisor outside of this bargaining unit, such salary to be retroactive to the first day of such designation. If the School Nutrition Manager knows that the assignment will be longer than five (5) days, then the payment will start from the first day of the assignment.

9.7. Absence of Other Cooks:

In the temporary absence of a regular employee, that employee's time shall be offered to the employee best qualified and with the most seniority who normally works fewer hours than the absent employee. This selection to be at the discretion of the Lead Cook or Nutrition Supervisor in the affected building. After five (5) consecutive days the replacement's salary classification shall be that of the replaced employee with the salary based on the replacement's years of experience, such salary to be retroactive to the first day of such designation.

9.8. Clothing Allowance:

The District will reimburse school nutrition personnel for the purchase of job-related clothing within the limitations of the following maximum reimbursement schedule. Such payments will be made in response to properly filed claim vouchers with receipts attached and according to School Nutrition procedures. Employees new to the District will be eligible for this allowance after completing three continuous months of employment. Continuing employees will be eligible after October 1st of each year. All claims for reimbursement must be processed before April 1st of each fiscal year. Employees will be eligible for reimbursement up to \$~~175~~240/year for approved clothing purchases according to School Nutrition procedures. The cost of the required shirts provided by the Nutrition Department are part of the \$~~175~~240/year clothing allowance and employees will be notified of that cost and the remaining balance for the year.

9.9. Certification Pay:

- A. The District will pay the following differentials above the wage rates in the wage schedule to employees who currently hold the appropriate level of School Nutrition Association (SNA) food service certification:

SNA Level 1 \$0.35/hr

SNA Level 2 \$0.60/hr

SNA Level 3 \$0.75/hr

SNA Level 4 \$0.90/hr

Effective July 1, 2024, these differentials will be included in the salary schedule for each job classification.

~~Level 1 \$0.35/hr~~

~~Level 2 \$0.60/hr~~

~~Level 3 \$0.75/hr~~

~~Level 4 \$0.90/hr~~

- B. Lead Cooks are not eligible for the Level 1 certification in this section. Lead Cooks are eligible for Level 2-4 differentials.
- C. Employees must turn in certificates to the School Nutrition Manager to receive the pay. New valid certificates must be received before the current certificate expires for the certification pay to continue.

9.10. Jury Duty:

An employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court to discharge this responsibility, without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be kept by the employee. If an employee is released from jury duty for a full or half day, the employee shall report back to work for the remainder of the day while on paid status.

9.11. Step Placement Upon Promotion:

An employee who is promoted to a higher paid classification shall be placed on the step in the new class that provides at least a 5% increase in pay per class movement (example: a 5% increase for movement from Class 2 to Class 3 or a 10% increase for movement from Class 2 to Class 4).

9.12. Step Placement Upon Demotion:

An employee who is demotes or moves to a lower paid classification shall be placed on the highest step in the new lower pay class after calculating a five percent (5%) decrease in pay.

ARTICLE 10 – VACATIONS

(Article 10 was deleted as part of the 2023-25 negotiations and articles were not renumbered)

10.1. Eligibility:

~~To be eligible for vacation, employees have been employed prior to June 1, 1992 and must work a full-year full-time schedule of at least 2080 hours per year. For the purposes of this Article, vacation entitlement, accrual and pay shall not be allowed to those employees employed less than full-time (a minimum of 2080 hours) who are hired after June 1, 1992. Regularly employed persons hired prior to June 1, 1992, working at least 1,000 hours per year, exclusive of holiday and vacation hours, shall continue to be eligible to accrue vacation.~~

10.2. Earned Vacation:

~~Eligible employees shall accrue vacation as follows:~~

- ~~• One (1) day per year after five (5) years of service in the District.~~
- ~~• Two (2) days per year after ten (10) years of service in the District.~~

10.3. Other Vacation Rules:

- ~~A. Earned vacation shall be determined at the beginning of the accrual year. An employee may take one or more earned vacation days with the prior approval of the employee's supervisor. Employees must use vacation days in the school-year in which accrued. Accrued but unused vacation days will not be carried over to subsequent years.~~
- ~~B. If an eligible employee resigns in any year before completing six months of service, the employee shall not be entitled to any vacation pay and shall have any salary paid for vacation days deducted from the employees' final check. An eligible employee who has completed at least six months of service shall be entitled to retain salary paid for vacation days provided such employee provides the District with at least two weeks advance notice of the employee's resignation date, unless such termination is by reason of death or disability. The maximum payout under this section is two (2) days of pay for unused vacation time.~~

ARTICLE 11 - GROUP INSURANCE**11.1. Selection of Carrier:**

The selection of the insurance carrier and policy shall be made by the District. Opportunity shall be afforded to the Union to meet and confer on such matters. The District shall contribute toward a portion of the premium for health insurance for the ~~2021~~2023-23 Health Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in any of the Employee, Employee+1, or Family coverage options. The employee shall pay the difference through payroll deduction between the District contribution listed below and the total cost of the health plan coverage selected.

11.2. Eligibility and Employer Contribution:

The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) hours or more per day and 30 hours per week (.75 FTE or above). Employees scheduled to work four (4) hours but less than six (6) hours (.5-.7499 FTE) will receive half the full-time benefit contributions below. (For additional insurance eligibility for part-time employees working less than six (6) hours per days or 30 hours per week, see Section 11.~~910~~):

A. District Health Insurance Program Non-Deductible/Standard Co-pay:

| <u>District Contributions Standard-Plan A per month</u> | <u>July 1, 2023</u> | <u>July 1, 2024</u> | <u>July 1, 2025*</u> |
|---|---------------------|---------------------|----------------------|
| <u>Employee</u> | <u>\$600</u> | <u>\$610</u> | <u>\$625</u> |
| <u>Employee + 1</u> | <u>\$1,250</u> | <u>\$1,265</u> | <u>\$1,280</u> |
| <u>Family</u> | <u>\$1,650</u> | <u>\$1,665</u> | <u>\$1,700</u> |

B. District Health Insurance Program Deductible/VEBA:

| <u>District Contributions VEBA-Plan B per month</u> | <u>July 1, 2023</u> | <u>July 1, 2024</u> | <u>July 1, 2025*</u> |
|---|---------------------|---------------------|----------------------|
| <u>Employee</u> | <u>\$668</u> | <u>\$685</u> | <u>\$700</u> |
| <u>Employee + 1</u> | <u>\$1,380</u> | <u>\$1,410</u> | <u>\$1,430</u> |
| <u>Family</u> | <u>\$1,820</u> | <u>\$1,840</u> | <u>\$1,860</u> |

A. District Health Insurance Program Non-Deductible/Standard Co-Pay:

| <u>District Contributions Standard-Plan A</u> | <u>Employee</u> | <u>Employee + 1</u> | <u>Family</u> |
|---|-----------------|---------------------|-------------------|
| <u>July 1, 2021</u> | <u>\$590/mo</u> | <u>\$1,240/mo</u> | <u>\$1,635/mo</u> |
| <u>July 1, 2022</u> | <u>\$590/mo</u> | <u>\$1,240/mo</u> | <u>\$1,635/mo</u> |
| <u>July 1, 2023</u> | <u>\$590/mo</u> | <u>\$1,240/mo</u> | <u>\$1,635/mo</u> |

B. District Health Insurance Program Deductible/VEBA:

| <u>District Contributions VEBA-Plan B</u> | <u>Employee</u> | <u>Employee + 1</u> | <u>Family</u> |
|---|-----------------|---------------------|-------------------|
| <u>July 1, 2021</u> | <u>\$620/mo</u> | <u>\$1,280/mo</u> | <u>\$1,695/mo</u> |
| <u>July 1, 2022</u> | <u>\$635/mo</u> | <u>\$1,315/mo</u> | <u>\$1,745/mo</u> |
| <u>July 1, 2023</u> | <u>\$650/mo</u> | <u>\$1,340/mo</u> | <u>\$1,780/mo</u> |

*contribution amounts for 7-1-~~2023~~2025 will be subject to bargaining in the ~~2023~~2025-2027~~5~~ bargaining cycle.

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

The eligibility and employer contributions for employees working at least four (4) hours (.50 FTE) but less than six (6) hours (.75 FTE) shall be 1/2 the amounts in this Section 11.2 including the VEBA contribution.

11.3. Dental Insurance:

The District shall contribute toward a portion of the premium for dental insurance for the 2019-~~2021~~2023 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected. The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) hours or more per day and 30 hours per week (.75 FTE or above). Employees scheduled to work four (4) hours but less than six (6) hours (.5-.7499 FTE) will receive half the full-time benefit contributions below.

| District Dental Contributions <u>per month</u> | <u>July 1,</u> <u>2023</u> Employee | <u>July 1,</u> <u>2024</u> Family |
|--|---|---|
| <u>Employee</u> July 1, 2021 | \$52/ mo | \$95/ mo <u>52</u> |
| <u>Family</u> July 1, 2022 | \$52/ mo <u>95</u> | \$95/ mo |

In the event that a successor agreement has not been entered into by July 1, ~~2023~~2025, District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, ~~2022~~2024.

11.4. Group Income Protection – Long-Term Disability (LTD):

- A. The District will pay the premium for the LTD insurance in force on the effective day of this Agreement for all eligible School Nutrition employees who qualify for and are enrolled in the LTD plan.
- B. Subject to the provisions of the policy, the plan provides for a benefit payment of 2/3 (two-thirds) of basic income as provided in Schedule A and B hereof. The plan shall have a monthly maximum of \$7,500 per month.

11.5. Life Insurance:

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

11.6. Health Care Savings Plan in Lieu of Retiree Health Insurance: ~~prorate and responsible for ER contributions only~~

- A. Employees hired after July 1, 2005, and eligible for health insurance coverage will participate in a Health Care Savings Plan (HCSP). Upon completing five years of service, employees will be automatically enrolled in the plan before the first contribution is made by the District on their behalf.
- B. Employees who have completed the required full years of service by June 30th of any year after 2005 and are eligible for health insurance coverage will receive the following annual contributions to the employee's HCSP account:
 - \$1,000 annually after five (5) ~~full-completed~~ years of employment
 - \$2,500 annually after ten (10) ~~full-completed~~ years of employment
 - \$5,000 annually after fifteen (15) ~~full-completed~~ years of employment

C. The contributions listed above are for employees eligible for full-time health insurance contributions listed in Art 11.2 and employees working .5FTE to less than .75FTE will receive ½ the contribution amounts.

- D. The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected.

~~EC.~~ The maximum total District contributions to any employee's HCSP account will be \$50,000.

11.7. Claims Against the District:

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

11.8. Duration of Insurance Contributions:

An employee will receive the monthly District contributions as provided in this Article as long as the employee is actively employed in an eligible position (Art 11.2 or Art 11.9 eligibility) on paid status or approved FMLA leave by the District. Upon termination of employment, leaving an eligible position covered by the School Nutrition unit, or if the hours of work drop below the .5 FTE level, all Board participation and contribution shall cease effective at the end of the month following the last working day in an eligible position.

11.9. Part-Time Eligibility:

For purposes of this Article it is understood and agreed by the parties that contributions listed in Sections 11.2-11.7 shall be allowed only to those School Nutrition employees who are employed at least six (6) or more hours per day. The eligibility and employer contributions for employees working less than six (6) hours shall be as follows:

- A. For those employees working four (4) or more but less than six (6) hours per day the following shall apply:
 - The District contribution to the health insurance program shall be 1/2 the amounts in Section 11.2
 - Dental insurance as stated in Section 11.3.

- Long Term Disability as stated in Section 11.4
- Life insurance in 1/2 the coverage amount stated in 11.5.

~~B. For those employees working less than four (4) hours per day but at least 500 hours per year, the following shall apply (effective December 1, 1983):~~

- ~~• Long Term Disability as stated in Section 11.4~~
- ~~• Life insurance in 1/4 the coverage amount stated in 11.5.~~

ARTICLE 12 - LEAVES OF ABSENCE

12.1. ~~Basic Sick and Safe~~ Leave Allowance:

~~Sick and Safe Leave (hereinafter referred to as "Sick Leave") will be available to all employees working at least 80 hours per year. Sick leave will accrue with hours on the payroll. Regular active employees who are scheduled at least .5 FTE (four hours per day or more) will receive an advance of ten (10) days of leave each July 1st granted for the full school year July 1st to June 30th. A leave allowance advance of ten (10) days with pay shall be granted for each full school year provided an employee has served a minimum of twenty (20) working days each year. Leave not used during any school year may accumulate without limit. Individuals who are employed after the commencement start of the school year shall receive basic sick leave on a pro-rata basis. Individuals leaving employment prior to end of the school year shall have their basic sick allowance pro-rated accordingly, and used but not yet earned sick leave shall be deducted from the employee's final check. Effective January 1, 2024, employees working less than an average of four (4) hours per day will receive one (1) hour of sick leave for every 30 hours paid (.03333 earned sick and safe leave for every hour on the payroll in accordance with MN State Statute 181.032) These employees working less than an average of four (4) hours per day may earn up to 48 hours of sick leave per year and may carry over unused leave up to a maximum of eighty (80) hours in their sick leave bank in any one year.~~

12.2. Sick Leave:

- A School Nutrition employee may use one (1) day of accumulated leave for each day of personal illness.
- Sick leave pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented the employee's attendance at ~~school work~~ and performance of duties on that day or days or as otherwise allowed in this Section.
- The District may require a School Nutrition employee to furnish a medical certificate as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave.
- In the event that a medical certificate will be required, the employee will be so advised.
- ~~It is the responsibility of the employee to enter requested sick leave into the District's online time off system as soon as possible, but typically before the start of the employee's scheduled shift start time. Falsifying time off requests or repeatedly not entering time off would be grounds for corrective action. Sick leave pay shall be approved only upon submission of a signed request upon the authorized form available at the principal's or appropriate supervisor's office.~~
- An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. ~~(Minn. Stat. § 181.9413).~~
- ~~An employee may use up to six (6) days (48 hours) for necessary absence because of illness in the Immediate Family from accumulated leave allowance in any one school year at no salary deduction. Immediate Family shall be interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild and step parent.~~

~~For necessary absence because of illness in the immediate family, or to receive or to provide assistance to the immediate family member in the event of domestic abuse, stalking or sexual assault, the School Nutrition employee, upon approval of the Director of Human Resources, may use up to twenty (20) of the days from accumulated leave allowance in any one school year at no salary deduction. The immediate family shall be interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild and step parent, or as further defined by Minn. Stat. § 181.9413.~~

~~H.H. An employee may use up to six (6) days (48 hours) for necessary absence because of illness in the Close Family from accumulated leave allowance in any one school year at no salary deduction. The Close Family shall be interpreted to mean: son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the employee and who clearly stands in the same relationship with the employee. For necessary absence because of illness in the close family, the School Nutrition employee, upon approval of the Director of Human Resources, may use up to three (3) of the days from accumulated leave allowance in any one school year at no salary deduction. The close family shall be interpreted to mean: son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the employee and who clearly stands in the same relationship with the employee.~~

~~I. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the School Board.~~

~~J.I. -Use of sick leave with pay for reasons beyond what is defined in this Article 12.2 A-H will be available to the employee based on MN State Statute 181.9413, this includes absence required because of illness in the Immediate Family, or to receive or to provide assistance to the immediate family member in the event of domestic abuse, stalking or sexual assault, the custodial/maintenance employee, upon approval of the Director of Human Resources, may use up to twenty (20) of the days from accumulated leave allowance in any one school year at no salary deduction. Effective December 31, 2023, MN State Statute 181.9413 is repealed and replaced with MN State Statute 181.032 (Earned Sick and Safe Time-ESST). Effective January 1, 2024, use of Sick and Safe leave with pay, beyond relationships and uses defined in this Article 12.2 A-H, will be available to the employee based on definitions of uses described in MN State Statute 181.032 for eligible employees (see Attachment D in the back of this contract). The Earned Sick and Safe leave described under MN State Statute 181.032 is contained within this contract's more generous leave provision of ten (10) days within Article 12 and not in addition to it. Eligible employees may access up to a maximum of 160 hours of accumulated and unused sick leave in school year for the care of relatives in accordance with (Minn. Stat. § 181.9413) and sections G, H and I of this Article.~~

~~J. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the School Board.~~

~~KK. Worker's Compensation Leave: When a School Nutrition employee is injured on the job in the service of the District and collecting Workers compensation insurance as well as drawing on sick leave and receiving full salary from the District, the employee's salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the employee's accrued sick leave. Prior to collecting pay from Worker's Compensation for a compensable work injury, employees will use available sick leave. Based on Worker's Compensation rules, some or all this used sick leave will be credited back based on the length of time off according to Worker's Compensation rules. Consult with Human Resources on use of sick time for work related injuries.~~

~~LL. Long-term Disability Leave: At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the~~

District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation.

12.3. Personal Leave:

- A. A School Nutrition employee ~~who is employed at least six (6) or more hours per day~~ may be granted personal leave at the discretion of the School Nutrition Manager of no more than three (3) days per year, such leave to be deducted from the accumulated leave. ~~Effective July 1, 2022, all employees in a position covered by this agreement will be eligible for three (3) personal leave days each year.~~
- B. Requests for such personal leave must be made in the District's online time-off employee portal at least two (2) days in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit an online request for personal leave in advance, an oral request shall be submitted to the School Nutrition Manager and then confirmed in writing immediately upon the return of the employee. The employee may be asked the reason for the leave if not requested at least two days in advance. The School Nutrition Manager reserves the right to refuse to grant such personal leave request, but will not unreasonably deny a request.
- C. ~~A~~ personal day normally shall not be granted for the day preceding or the day following holidays or vacations and the first five (5) days and the last five (5) days of the school year.
- D. In case of religious holidays or extreme emergency additional personal leave with pay may be granted by the Director of Human Resources.

12.4. Bereavement Leave:

Employees eligible for sick leave also may be granted up to five (5) days bereavement leave within a contract year for death in the immediate family or close family (as defined in Section 12.2.G & H). The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available accumulated sick leave. Requests to be absent from work for other than immediate or close family (as defined in Section 12.2, may be granted based on overall attendance and the ability to cover the assignment. Any of these days granted would be deducted from available accumulated sick leave.

12.5. General Leaves of Absence:

- A. School Nutrition employees working at least six (6) hours per day or more with a minimum of three (3) years of experience in the District may apply for an unpaid leave of absence subject to the provisions of this Section. The granting of such leave shall be at the discretion of the District.
- B. Such leave may be granted by the District for Peace Corps, Vista, extended illness of the employee, extended illness of the employee's family, adoption, civic activities or other reasons deemed appropriate by the District.
- C. A School Nutrition employee on leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium, except as provided in Section 12.5.D, for such programs as the employee wishes to retain, commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the Business Office to pay to the District the monthly premium amounts in advance on such date as determined by the District.
- D. A School Nutrition employee on leave of absence under this Section shall retain such amount of sick leave days, experience credit and other accrued benefits which the employee had accrued, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.
- E. Leaves of absence of 30 days or less granted under this Section shall accrue sick leave, experience credit and other benefits as if continuously employed.

12.6. Child Care Leave:

- A. School nutrition employees are eligible for child care leave subject to the provisions of this Section. Nothing in this Section shall limit a school nutrition employee from being eligible for and taking child care related leaves which are provided under applicable state or federal laws. The District shall grant upon request of the employee a child care leave, without pay, to one parent of a pre-school child, natural or adopted, subject to the provisions of this section. For purposes of this section, the term child care shall include but not be limited to the period of time when an employee is pregnant.
- B. In event of pregnancy, an employee may continue her duties until the onset of the disability and thereafter utilize sick leave with pay during the period of disability. Thereafter, an employee may request a child care leave. However, if the employee requests a child care leave prior to the onset of disability, such child care leave shall be in effect from the date of commencement through the period of child birth and recovery.
- C. In the interest of planning for staffing, an employee seeking a child care leave shall notify the Human Resources office in writing, as soon as practicable, concerning the employee's plans relating to the period of absence for the child care leave, and also at such time, provide a physician's statement indicating the estimated date of delivery of the child.
- D. An employee may take a child care leave of up to twelve (12) months. The commencement and return date of child care leave shall be determined by mutual agreement between the employee and the Superintendent or her/his designee, taking into account the continuity of the School Nutrition program and the desires of the employee.
- E. In approving a child care leave of absence, the District shall not be required to grant any leave more than twelve (12) months in duration or permit the employee to return to employment prior to the date designated in the approved child care leave.
- F. An employee returning from child care leave (for maternity or adoption) shall be reemployed in the same School Nutrition position and/or classification.
- G. A School Nutrition employee on child care leave is eligible to participate in those group insurance programs for which the employee was eligible prior to their child care leave. During the first twelve (12) weeks of child care leave the District shall continue to make its contribution toward the group insurance programs. After the twelve (12) week leave permitted by the Family and Medical Leave Act of 1993 it is the responsibility of the employee to make arrangements with the business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. The right to continue participation in such group insurance programs; however, will terminate if the employee does not return to the District pursuant to this Section.
- H. Accrued Benefits: A School Nutrition employee on leave of absence under this Section shall retain such number of sick leave days, experience credit, and other accrued benefits, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that a School Nutrition employee is on leave except as otherwise provided herein.

ARTICLE 13 - ~~SEVERANCE PAY~~—DEFERRED COMPENSATION**13.1. Deferred Compensation Matching Program:**

Eligible employees include (a) employees hired on or after July 1, 1999 and (b) employees hired prior to July 1, 1999 who previously elected this Deferred Compensation Matching Program and do not participate in the District Severance Pay Program (see Appendix B A13.1-A13.5). All full-time employees will be eligible to participate in the deferred compensation matching program. The District will match the amount an employee contributes up to the amounts defined in Section 13.1.C. District contribution will be on a prorated basis for part years worked and FTE eligibility for health insurance in Art 11.2. An employee working .75 FTE or more will receive the full contributions below. Employees working .5 FTE but less than .75 FTE will receive ½ the contribution amounts in 13.1.C.

- A. Eligible employees must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any changes.
- B. The District will pay its matching share of FICA taxes as provided in Minnesota Deferred Compensation legislation.
- C. The District will match eligible employee contributions annually in the following amounts:
 - \$500 maximum: New employees to 4 years of completed service in the District.
 - \$750 maximum: Employees who have completed 5-9 years of service in the District.
 - \$1,000 maximum: Employees who have completed 10-14 years of service in the District.
 - \$1,250 maximum: Employees who have completed 15-19 years of service in the District.
 - \$1,500 maximum: Employees who have completed 20 or more years of service in the District.
- D. The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected within the year the error was made.
- ~~E. The maximum total District contribution that any employee can receive under this section is \$50,000.~~

ARTICLE 14 - VACANCIES AND TRANSFERS**14.1. Posting of Vacancies:**

All permanent vacancies in full-time positions will be posted for a ten (10)-day period.

- A. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last less than six months. A position may be filled temporarily pending completion of posting and application procedures.
- B. Posting of vacancies shall contain the normal work hours, building location, and job title.

14.2. Increased Hours:

Employees' assigned hours may be adjusted during the school year to respond to the needs of the school lunch program. Adjustments totaling thirty (30) minutes or less per day per employee shall be at the discretion of the Supervisor of School Nutrition. Any subsequent adjustments in excess of the 30-minute allowance shall be treated as a vacancy at that location and Section 14.1 shall apply.

14.3. Application for Vacancies:

All employees under this Agreement may submit application in writing on the Human Resource Department online application for any vacancy which is posted pursuant to this Article.

14.4. Filling of Vacancies:

Notice of the candidate selected to fill the vacancy shall be given within fifteen (15) working days after the closing of the posting.

14.5. Frequency of Movement:

Any employee successfully bidding on and subsequently serving in an opening of lateral movement or one with a lower classification, may not make another voluntary lateral or demotional move for a minimum of one (1) calendar year in which the movement took place. Nothing in this section will prevent employees from applying for promotions at any time. This limitation may be waived by mutual agreement of the parties in the interest of efficient operation of the District.

14.6. Application of Seniority:

In filling a vacancy in which one or more of the internal/employee applicants is in a lower classification than that being filled, all qualified applicants shall be considered and the selection shall be determined in accordance with Section 14.7 herein.

14.7. Promotion Positions:

For purposes of this Section, a promotion is defined as moving to a classification involving an increase in pay. In filling positions involving a promotion as defined in this Section 14.7, the position shall be filled by the District with the best-qualified candidate as determined by the District. In making its determination the District shall consider the employee's qualifications and aptitude for the position as well as the length of service with the District along with other relevant factors. The Union may ask for a review of the District's determination up to Level 2 of the Grievance Procedures.

14.8. Outside Applicants:

The District reserves the right to fill any position with an outside applicant if no internal candidates apply or if internal candidates do not have the needed qualifications for the position.

14.9. Voluntary Transfers:

- A. School Nutrition employees desiring a transfer shall submit a written request to the School Nutrition Manager stating the specific assignment or nature of the assignment and the school or schools preferred. Such request shall be acknowledged in writing.
- B. Each transfer applicant shall be notified of the status of that application on or before June 1st of the school year in which the request is made.

14.10. Administrative Transfers:

The District reserves the right to transfer personnel as conditions may require. Seniority and posting shall not apply in an administrative transfer involving two permanent employees. Transfers of this nature will be discussed with the exclusive representative's agent prior to final disposition. Except in the case of an emergency, (as defined by the District), the exclusive representative and the affected employee(s) will be given at least two (2) weeks advance written notice.

ARTICLE 15 - LAY OFF

15.1. Procedures:

In the event of layoffs, School Nutrition personnel shall be terminated pursuant to the provisions of this Article.

15.2. Seniority:

For the purpose of this Article, all School Nutrition personnel shall have seniority commensurate with their total continuous years of service in a position covered by this Agreement. It is further understood that seniority when

applied to layoff will be confined to the current class assignment held by an employee, such as, Class 2 Cook, Class 4 Lead Cook-Elem or Class 5 Lead Cook - Secondary.

15.3. Lay Off and Recall:

The selection of employees for layoff shall be made in reverse seniority order within the classification, except in cases of inability of the employee to perform the duties of the assignment or in cases of termination for cause. Employees will be recalled in seniority order.

In the event of staff reduction, the employee whose job has been eliminated shall have the right, if qualified, to replace ~~a less~~^{the least} senior employee in the same or a lower classification with a number of hours no greater than those for which the employee was originally scheduled. Any employee so replaced shall then have the right, if qualified, to replace ~~the least senior another~~ employee within the same or lower classification as outlined above and the process shall continue until all available positions are filled. No employee may take the place of another more senior employee or obtain a greater number of hours as a result of bumping.

15.4. Lay Off Application:

An employee on lay off shall retain seniority and right to recall within classification in seniority order for a period of eighteen (18) months after date of lay off.

15.5. Termination of Seniority:

Seniority rights shall terminate upon resignation or termination of an employee pursuant to this Agreement or after eighteen (18) consecutive months of lay off.

15.6. Ties in Seniority:

In case of layoffs, in the event of a tie in seniority, the tie shall be broken by lot. This tie breaker shall apply only to lay off situations and shall not be applicable for any other purposes in this contract.

ARTICLE 16 - PROBATIONARY PERIOD

16.1. Probationary Period:

An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the District (including summer break) during which time the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. Prior to a decision to release an employee during probation, the supervisor will meet with the employee to discuss expectations, any areas where the employee is not meeting standards and provide a reasonable time to correct the issues. A probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

16.2. Probationary Period - Change of Classification:

In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of ninety (90) calendar days in any such new classification. During this ninety (90) calendar day probationary period, if it is determined by the District that the employee's performance in the new classification is unsatisfactory, the District shall have the right to reassign the employee to the employee's former classification with similar hours within thirty (30) minutes per day. The probationary period for employees who are transferred or promoted during the summer shall start on the following September 1.

16.3. Completion of Probationary Period:

An employee who has completed the initial probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure.

ARTICLE 17 - EMPLOYEE EVALUATION

17.1. Evaluation:

All formal evaluations of employees shall be conducted openly and with full knowledge of the employee concerned by an administrator or supervisor of the District.

17.2. Procedure:

All formal evaluations of employees shall be in writing or online system. Two (2) copies of the written evaluation shall be submitted to the employee at the time of personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the administration, the other to be retained by the employee. When using an online evaluation process, the employee will be given access to the online evaluation and be able to review and sign online. In the event that the employee feels that the evaluation was incomplete or unjust, the employee may put those objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file. In lieu thereof, the employee may file a grievance under the grievance procedure stating the evaluation was factually inaccurate. All evaluations shall be based-upon valid criteria.

ARTICLE 18 – CORRECTIVE ACTION

18.1. Corrective Action:

The District recognizes the concept of progressive discipline. The purpose of taking corrective action through progressive steps of discipline is to inform the employee of the correct way to perform the job and of any consequences for not making needed changes. The corrective action process consists of informal and formal steps including informal coaching conversations and formal actions: 1) oral reprimand, 2) written reprimand, 3) suspension without pay, and 4) termination. The employee shall be allowed representation at any stage of formal discipline. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay or termination.

Normally, District will utilize the levels of progressive discipline in order. However, in the case of more serious infractions, the District reserves the right to impose discipline, at any level, consistent with the seriousness of the infraction. Normally, a written warning and time to correct, when appropriate, will precede a suspension without pay or termination.

18.2. Grounds for Disciplinary Action:

The imposition of an oral reprimand shall not be subject to the grievance procedure. An employee may challenge the contents of any written materials pursuant to the provisions of Article 5.5 herein. An employee shall receive a written reprimand, be suspended without pay or terminated only for just cause and such action shall be subject to the grievance procedure. This provision does not preclude or supersede the provision contained at Article 16.1 herein.

18.3. Opportunity to Meet:

Suspension without pay or termination of employment shall be imposed only by the Superintendent. If a suspension without pay is to be considered pursuant to Section 2 hereof, the employee shall be afforded an opportunity to meet with the Superintendent. The employee may elect to have representation in attendance at any such meeting. In the absence of the Superintendent, another District Office administrator may act as the Superintendent's designee for purposes of this section.

18.4. Subject to Arbitration:

Suspension without pay or termination of employment shall take effect only after written notification from the Superintendent to the employee and Union stating the grounds for suspension without pay. The Union shall have the right to invoke the grievance procedures set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent within five (5) working days after receipt of the

written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay, and length thereof, was appropriate considering all circumstances surrounding the action.

18.5. Time of Suspension:

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

18.6. Suspension with Pay:

The parties acknowledge that the District has the right to impose a suspension with pay as a disciplinary action under special circumstances. Such an action on the part of the District would be subject to the just cause standard as provided for suspensions without pay. If used, the suspension with pay shall have the same weight in the progressive process as the same length suspension without pay.

18.7. Application of Suspension Without Pay:

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

ARTICLE 19 - GRIEVANCE PROCEDURE

19.1. Purpose and Procedure:

- A. Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee's immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, this formal grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis.
- B. The parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure. Further, it is agreed that the investigation and processing of any grievance shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.

19.2. Representative:

The employee may be represented during any step of this procedure by any person or agent designated by such employee to act on the employee's behalf. The District may be represented during any step of this procedure by its designated representative.

19.3. Grievance Definition:

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

19.4. Definitions and Interpretations:

- A. The term "employee", except where otherwise indicated, is considered to apply to all members of the appropriate unit.
- B. Grievant: An "aggrieved employee" or "grievant" is the employee or employees making the claim.
- C. Time Limits: The time limits provided in the grievance procedure shall be strictly observed but may be extended by written mutual agreement of the parties concerned. In the event a grievance is filed after May 1, of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.

- D. Working Days: Reference to "days" regarding time periods in this procedure shall refer to working days. A working day is defined as all days excluding Saturdays, Sundays and holidays as defined by this Agreement.
- E. Computing Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.
- F. Filing/Service of Process: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service or time stamp on the District's email service to the Superintendent or appropriate District Administrator within the time period.
- G. Grievance Form: The grievance form which must be used for filing of grievances shall be provided by the District. Such form shall be readily accessible in all school buildings or electronically available on the District's website. (See Attachment B – Grievance Form)

19.5. Adjustment of Grievance, Time Limitation and Waiver:

The parties shall attempt to adjust all grievances which may arise during the course of employment of any employee within the-District in the following manner:

Informal

If an employee believes there has been a grievance, the employee shall discuss the matter with the responsible supervisor and/or the human resources director within fifteen (15) days of the occurrence of the act which gives rise to the grievance or within fifteen (15) days after the employee acquired or should have acquired knowledge of the facts which give rise to the grievance. If the grievance is not resolved as a result of this meeting, the employee, with the Union's consent, may file a formal written grievance. Failure to grieve at the informal step within the time period set forth above shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

Formal

- A. Level 1: The formal written grievance, signed by the employee involved and approved by the Union must be presented to the responsible supervisor within fifteen (15) days after the responsible supervisor and/or Human Resources Director respond to the grievance at the informal step. An employee, with the Union's consent, may file a formal written grievance within fifteen (15) days after the informal grievance submission if no response has been received by that time. The responsible supervisor shall meet with the employee and the employee's Union representative within ten (10) days after receipt of the written grievance and give a written answer to the grievance within ten (10) days of the meeting. The Union has ten (10) days in which to either accept the answer or appeal it in writing to the next level.
- B. Level 2: If the grievance has not been resolved in Level 1, it may then be processed to Level 2 by the Union presenting the written grievance to the Superintendent. The Superintendent or his/her designee shall meet within fifteen (15) days after receipt of the written appeal to discuss the problem with the employee and the employee's Union representative. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the grievance. The Union has ten (10) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the Office of the Superintendent.
- C. Denial of Grievance: Failure by the District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the Union may appeal it to the next level. This shall not negate the obligation of the District to respond in writing at each level of this procedure.

- D. Step Waiver: Provided both parties (the Union and the District) agree in writing, a step of this grievance procedure may be bypassed and the grievance taken directly to the Bureau of Mediation Services (BMS) Grievance Mediation or Arbitration. Grievance mediation is optional and voluntary. If mediation is pursued, the contractual timelines for processing a grievance shall be delayed during the period of mediation. Should the matter be unable to be resolved in mediation, the parties retain the right to move to the Arbitration procedure outlined in Section 19.6.

19.6. Arbitration:

- A. Procedure: In the event that the parties (the Union and the District) are unable to resolve a grievance it may be submitted by the Union to arbitration as defined herein.
- B. Selection of Arbitrator: Upon submission of a grievance to arbitration under the terms of this procedure, the Union may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services (BMS). The District and the Union shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance. The Union and the District shall, within fifteen (15) days after getting the list from the BMS, meet to strike names or attempt to agree upon the selection of an arbitrator. Failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.
- C. Hearing: The grievance shall be heard by a single arbitrator. The grievant may be represented by the Union. The parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- D. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject; however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.
- E. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.
- F. The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.

19.7. Election of Remedies and Waiver:

A party instituting any action, proceeding or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon initiating a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE 20 - MISCELLANEOUS**20.1. Mileage Allowance:**

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

20.2. Records:

Menus, recipes, and all other records furnished to, compiled, or used by food-service personnel while employed by the District are the property of the District and shall be returned to the supervisor of food services at the termination of the employee's employment.

20.3. Training Requirements:

An employee shall attend three hours of work-related in-person, online or video training that addresses, at a minimum, meal patterns and basics of sanitation. If a training module has a post test, the employee must pass the test to maintain employment. The employee may review the videos as often as they wish. The department shall pay for up to three hours of wages for the video training and test taking. This training must be completed within the first three months following the start date for a position in school nutrition.

20.4. Lead Cook Qualifications:

Within 90 days of the start date as a Lead Cook, the employee must obtain a Minnesota Certified Food Production Manager (CFPM) Certificate and turn in a copy to the Nutrition Manager. The employee will be required to take and pass the Servesafe class and apply for the CFPM Certificate from the MN Department of Health. The District will reimburse the Lead Cook for the cost of the Safeserve class and the certificate from the MN Department of Health. The employee must pay for the cost of future recertifications and maintain the CFPM Certificate as long as the employee is in a Lead Cook position.

Within one year of the start date as a Lead Cook, the employee must also join and become Level 1 certified through the School Nutrition Association (SNA). The employee will pay the cost of the certification and/or recertifications for any training hours required by SNA. The Lead Cook must maintain SNA Level 1 certification as long as the employee is in a Lead Cook position. Lead Cooks are not eligible for the Level 1 certification pay in Art 9.9 Certification Pay. Lead Cooks are eligible for Level 2-4 differentials in Art 9.9.

Lead Cooks who let their certification lapse would be placed in a cook position, if no longer meeting the Level 1 or CFPM certification.

20.5. Publication of the Agreement:

Copies of this Agreement shall be provided, at District expense, to all members of the appropriate unit by posting a copy on the District's Human Resource website within thirty (30) working days after the Agreement is executed.

ARTICLE 21 - DURATION**21.1. Term and Reopening Negotiations:**

This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2024~~2023, through June 30, ~~2023~~2025, and thereafter pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, ~~2023~~2025, it shall give written notice of such intent no later than May 1, ~~2023~~2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than one hundred twenty 120 days prior to the expiration of this Agreement.

21.2. Effect:

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

21.3. Finality:

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

21.4. Severability:

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

SIGNATURES:

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

For

School Nutrition Employees
SEIU Local 284, CTW
450 Southview Blvd.
So. St. Paul, MN 55075

For

Independent School District No. 283
~~6300 Walker Street~~
~~11 Wayzata Blvd.~~
St. Louis Park, MN 55416

Union Representative

Chair

Union Steward

Clerk

Asst. Union Steward

Superintendent

Bargaining Team Member

Human Resource Director

Bargaining Team Member

Bargaining Team Member

Dated: _____

Dated: _____

Address to which notices are to be sent:

School Nutrition Employees
SEIU Local 284, CTW
450 Southview Blvd.
So St. Paul, MN 55075

Address to which notices are to be sent:

St. Louis Park Public Schools
Independent School District No. 283
~~6311-6300 Wayzata Blvd.~~
~~Walker Street~~
St. Louis Park, MN 55416

SALARY SCHEDULE A: ~~2021~~²⁰²³-~~242~~²⁴²

INDEPENDENT DISTRICT NO. 283
SCHOOL NUTRITION
 (Effective July 1, ~~2021~~²⁰²³)

| Step | CLS2 <u>Cook</u> | | CLS4 <u>Elem Lead</u> | CLS5 <u>Sec Lead</u> |
|---------------------------|---------------------------------------|--|--|--|
| 1 | \$17.50 \$15.50 | | \$20.00 \$18.50 | \$21.00 \$19.50 |
| 2 | \$17.75 \$16.00 | | \$20.75 \$19.50 | \$21.75 \$20.50 |
| 3 | \$18.00 \$16.50 | | \$21.50 \$20.50 | \$22.50 \$21.50 |
| 4 | \$18.25 \$17.00 | | \$22.00 \$21.00 | \$23.00 \$22.00 |
| 5 | \$18.50 \$17.50 | | \$22.75 \$21.75 | \$23.75 \$22.75 |
| 6 | \$19.50 \$18.75 | | \$23.50 \$22.50 | \$24.50 \$23.50 |
| <u>7</u> | \$21.50 | | \$25.00 | \$26.00 |
| 7 ⁸ | \$22.00 \$20.19 | | \$25.75 \$23.52 | \$26.75 \$24.57 |

Career Increments – noncumulativeAfter 10 years of service: \$.25 additional per hourAfter 15 years of service: ~~\$-.50~~^{\$1.00} additional per hourAfter 20 years of service: ~~\$1.00~~^{\$1.25} additional per hourAfter 25 years of service: ~~\$1.25~~^{\$1.75} additional per hour

SALARY SCHEDULE B: 202~~42~~⁴²-25~~3~~³

INDEPENDENT DISTRICT NO. 283
SCHOOL NUTRITION
(Effective July 1, 202~~42~~⁴²)

2024-25 Nutrition Group Salary Schedule**Class 2 - Cook**

| | <u>Step</u> | <u>CLS2</u> | <u>CLS2+SNA1</u> | <u>CLS2+SNA2</u> | <u>CLS2+SNA3</u> | <u>CLS2+SNA4</u> |
|-------------|-------------|----------------|------------------|------------------|------------------|------------------|
| | <u>1</u> | <u>\$18.20</u> | <u>\$18.55</u> | <u>\$18.80</u> | <u>\$18.95</u> | <u>\$19.10</u> |
| | <u>2</u> | <u>\$18.45</u> | <u>\$18.80</u> | <u>\$19.05</u> | <u>\$19.20</u> | <u>\$19.35</u> |
| | <u>3</u> | <u>\$18.70</u> | <u>\$19.05</u> | <u>\$19.30</u> | <u>\$19.45</u> | <u>\$19.60</u> |
| | <u>4</u> | <u>\$18.95</u> | <u>\$19.30</u> | <u>\$19.55</u> | <u>\$19.70</u> | <u>\$19.85</u> |
| | <u>5</u> | <u>\$19.20</u> | <u>\$19.55</u> | <u>\$19.80</u> | <u>\$19.95</u> | <u>\$20.10</u> |
| | <u>6</u> | <u>\$20.20</u> | <u>\$20.55</u> | <u>\$20.80</u> | <u>\$20.95</u> | <u>\$21.10</u> |
| | <u>7</u> | <u>\$21.75</u> | <u>\$22.10</u> | <u>\$22.35</u> | <u>\$22.50</u> | <u>\$22.65</u> |
| | <u>8</u> | <u>\$22.00</u> | <u>\$22.35</u> | <u>\$22.60</u> | <u>\$22.75</u> | <u>\$22.90</u> |
| | <u>9</u> | <u>\$22.00</u> | <u>\$22.35</u> | <u>\$22.60</u> | <u>\$22.75</u> | <u>\$22.90</u> |
| <u>CI10</u> | <u>10</u> | <u>\$22.50</u> | <u>\$22.85</u> | <u>\$23.10</u> | <u>\$23.25</u> | <u>\$23.40</u> |
| | <u>11</u> | <u>\$22.50</u> | <u>\$22.85</u> | <u>\$23.10</u> | <u>\$23.25</u> | <u>\$23.40</u> |
| | <u>12</u> | <u>\$22.50</u> | <u>\$22.85</u> | <u>\$23.10</u> | <u>\$23.25</u> | <u>\$23.40</u> |
| | <u>13</u> | <u>\$22.50</u> | <u>\$22.85</u> | <u>\$23.10</u> | <u>\$23.25</u> | <u>\$23.40</u> |
| | <u>14</u> | <u>\$22.50</u> | <u>\$22.85</u> | <u>\$23.10</u> | <u>\$23.25</u> | <u>\$23.40</u> |
| <u>CI15</u> | <u>15</u> | <u>\$23.25</u> | <u>\$23.60</u> | <u>\$23.85</u> | <u>\$24.00</u> | <u>\$24.15</u> |
| | <u>16</u> | <u>\$23.25</u> | <u>\$23.60</u> | <u>\$23.85</u> | <u>\$24.00</u> | <u>\$24.15</u> |
| | <u>17</u> | <u>\$23.25</u> | <u>\$23.60</u> | <u>\$23.85</u> | <u>\$24.00</u> | <u>\$24.15</u> |
| | <u>18</u> | <u>\$23.25</u> | <u>\$23.60</u> | <u>\$23.85</u> | <u>\$24.00</u> | <u>\$24.15</u> |
| | <u>19</u> | <u>\$23.25</u> | <u>\$23.60</u> | <u>\$23.85</u> | <u>\$24.00</u> | <u>\$24.15</u> |
| <u>CI20</u> | <u>20</u> | <u>\$23.75</u> | <u>\$24.10</u> | <u>\$24.35</u> | <u>\$24.50</u> | <u>\$24.65</u> |
| | <u>21</u> | <u>\$23.75</u> | <u>\$24.10</u> | <u>\$24.35</u> | <u>\$24.50</u> | <u>\$24.65</u> |
| | <u>22</u> | <u>\$23.75</u> | <u>\$24.10</u> | <u>\$24.35</u> | <u>\$24.50</u> | <u>\$24.65</u> |
| | <u>23</u> | <u>\$23.75</u> | <u>\$24.10</u> | <u>\$24.35</u> | <u>\$24.50</u> | <u>\$24.65</u> |
| | <u>24</u> | <u>\$23.75</u> | <u>\$24.10</u> | <u>\$24.35</u> | <u>\$24.50</u> | <u>\$24.65</u> |
| <u>CI25</u> | <u>25</u> | <u>\$24.00</u> | <u>\$24.35</u> | <u>\$24.60</u> | <u>\$24.75</u> | <u>\$24.90</u> |

2024-25Nutrition Group Salary Schedule**Class 4 - Elementary Lead**

| <u>Step</u> | <u>CLS4</u> | <u>CLS4+SNA2</u> | <u>CLS4+SNA3</u> | <u>CLS4+SNA4</u> |
|--------------|----------------|------------------|------------------|------------------|
| <u>1</u> | <u>\$20.70</u> | <u>\$21.30</u> | <u>\$21.45</u> | <u>\$21.60</u> |
| <u>2</u> | <u>\$21.45</u> | <u>\$22.05</u> | <u>\$22.20</u> | <u>\$22.35</u> |
| <u>3</u> | <u>\$22.20</u> | <u>\$22.80</u> | <u>\$22.95</u> | <u>\$23.10</u> |
| <u>4</u> | <u>\$22.70</u> | <u>\$23.30</u> | <u>\$23.45</u> | <u>\$23.60</u> |
| <u>5</u> | <u>\$23.45</u> | <u>\$24.05</u> | <u>\$24.20</u> | <u>\$24.35</u> |
| <u>6</u> | <u>\$24.20</u> | <u>\$24.80</u> | <u>\$24.95</u> | <u>\$25.10</u> |
| <u>7</u> | <u>\$25.75</u> | <u>\$26.35</u> | <u>\$26.50</u> | <u>\$26.65</u> |
| <u>8</u> | <u>\$26.00</u> | <u>\$26.60</u> | <u>\$26.75</u> | <u>\$26.90</u> |
| <u>9</u> | <u>\$26.00</u> | <u>\$26.60</u> | <u>\$26.75</u> | <u>\$26.90</u> |
| <u>CI 10</u> | <u>\$26.50</u> | <u>\$27.10</u> | <u>\$27.25</u> | <u>\$27.40</u> |
| <u>11</u> | <u>\$26.50</u> | <u>\$27.10</u> | <u>\$27.25</u> | <u>\$27.40</u> |
| <u>12</u> | <u>\$26.50</u> | <u>\$27.10</u> | <u>\$27.25</u> | <u>\$27.40</u> |
| <u>13</u> | <u>\$26.50</u> | <u>\$27.10</u> | <u>\$27.25</u> | <u>\$27.40</u> |
| <u>14</u> | <u>\$26.50</u> | <u>\$27.10</u> | <u>\$27.25</u> | <u>\$27.40</u> |
| <u>CI 15</u> | <u>\$27.25</u> | <u>\$27.85</u> | <u>\$28.00</u> | <u>\$28.15</u> |
| <u>16</u> | <u>\$27.25</u> | <u>\$27.85</u> | <u>\$28.00</u> | <u>\$28.15</u> |
| <u>17</u> | <u>\$27.25</u> | <u>\$27.85</u> | <u>\$28.00</u> | <u>\$28.15</u> |
| <u>18</u> | <u>\$27.25</u> | <u>\$27.85</u> | <u>\$28.00</u> | <u>\$28.15</u> |
| <u>19</u> | <u>\$27.25</u> | <u>\$27.85</u> | <u>\$28.00</u> | <u>\$28.15</u> |
| <u>CI 20</u> | <u>\$27.75</u> | <u>\$28.35</u> | <u>\$28.50</u> | <u>\$28.65</u> |
| <u>21</u> | <u>\$27.75</u> | <u>\$28.35</u> | <u>\$28.50</u> | <u>\$28.65</u> |
| <u>22</u> | <u>\$27.75</u> | <u>\$28.35</u> | <u>\$28.50</u> | <u>\$28.65</u> |
| <u>23</u> | <u>\$27.75</u> | <u>\$28.35</u> | <u>\$28.50</u> | <u>\$28.65</u> |
| <u>24</u> | <u>\$27.75</u> | <u>\$28.35</u> | <u>\$28.50</u> | <u>\$28.65</u> |
| <u>CI 25</u> | <u>\$28.00</u> | <u>\$28.60</u> | <u>\$28.75</u> | <u>\$28.90</u> |

2024-25 Nutrition Group Salary Schedule

Class 5 - Secondary Lead

| Step | CLS5 | CLS5+SNA2 | CLS5+SNA3 | CLS5+SNA4 |
|--------------|----------------|----------------|----------------|----------------|
| <u>1</u> | <u>\$21.70</u> | <u>\$22.30</u> | <u>\$22.45</u> | <u>\$22.60</u> |
| <u>2</u> | <u>\$22.45</u> | <u>\$23.05</u> | <u>\$23.20</u> | <u>\$23.35</u> |
| <u>3</u> | <u>\$23.20</u> | <u>\$23.80</u> | <u>\$23.95</u> | <u>\$24.10</u> |
| <u>4</u> | <u>\$23.70</u> | <u>\$24.30</u> | <u>\$24.45</u> | <u>\$24.60</u> |
| <u>5</u> | <u>\$24.45</u> | <u>\$25.05</u> | <u>\$25.20</u> | <u>\$25.35</u> |
| <u>6</u> | <u>\$25.20</u> | <u>\$25.80</u> | <u>\$25.95</u> | <u>\$26.10</u> |
| <u>7</u> | <u>\$26.75</u> | <u>\$27.35</u> | <u>\$27.50</u> | <u>\$27.65</u> |
| <u>8</u> | <u>\$27.00</u> | <u>\$27.60</u> | <u>\$27.75</u> | <u>\$27.90</u> |
| <u>9</u> | <u>\$27.00</u> | <u>\$27.60</u> | <u>\$27.75</u> | <u>\$27.90</u> |
| <u>CI 10</u> | <u>\$27.50</u> | <u>\$28.10</u> | <u>\$28.25</u> | <u>\$28.40</u> |
| <u>11</u> | <u>\$27.50</u> | <u>\$28.10</u> | <u>\$28.25</u> | <u>\$28.40</u> |
| <u>12</u> | <u>\$27.50</u> | <u>\$28.10</u> | <u>\$28.25</u> | <u>\$28.40</u> |
| <u>13</u> | <u>\$27.50</u> | <u>\$28.10</u> | <u>\$28.25</u> | <u>\$28.40</u> |
| <u>14</u> | <u>\$27.50</u> | <u>\$28.10</u> | <u>\$28.25</u> | <u>\$28.40</u> |
| <u>CI 15</u> | <u>\$28.25</u> | <u>\$28.85</u> | <u>\$29.00</u> | <u>\$29.15</u> |
| <u>16</u> | <u>\$28.25</u> | <u>\$28.85</u> | <u>\$29.00</u> | <u>\$29.15</u> |
| <u>17</u> | <u>\$28.25</u> | <u>\$28.85</u> | <u>\$29.00</u> | <u>\$29.15</u> |
| <u>18</u> | <u>\$28.25</u> | <u>\$28.85</u> | <u>\$29.00</u> | <u>\$29.15</u> |
| <u>19</u> | <u>\$28.25</u> | <u>\$28.85</u> | <u>\$29.00</u> | <u>\$29.15</u> |
| <u>CI 20</u> | <u>\$28.75</u> | <u>\$29.35</u> | <u>\$29.50</u> | <u>\$29.65</u> |
| <u>21</u> | <u>\$28.75</u> | <u>\$29.35</u> | <u>\$29.50</u> | <u>\$29.65</u> |
| <u>22</u> | <u>\$28.75</u> | <u>\$29.35</u> | <u>\$29.50</u> | <u>\$29.65</u> |
| <u>23</u> | <u>\$28.75</u> | <u>\$29.35</u> | <u>\$29.50</u> | <u>\$29.65</u> |
| <u>24</u> | <u>\$28.75</u> | <u>\$29.35</u> | <u>\$29.50</u> | <u>\$29.65</u> |
| <u>CI 25</u> | <u>\$29.00</u> | <u>\$29.60</u> | <u>\$29.75</u> | <u>\$29.90</u> |

| Step | CLS2 | CLS4 | CLS5 |
|----------|----------------|----------------|----------------|
| <u>1</u> | <u>\$16.00</u> | <u>\$19.10</u> | <u>\$20.10</u> |
| <u>2</u> | <u>\$16.25</u> | <u>\$19.80</u> | <u>\$20.80</u> |
| <u>3</u> | <u>\$16.75</u> | <u>\$20.81</u> | <u>\$21.81</u> |
| <u>4</u> | <u>\$17.25</u> | <u>\$21.31</u> | <u>\$22.31</u> |
| <u>5</u> | <u>\$17.75</u> | <u>\$22.06</u> | <u>\$23.06</u> |
| <u>6</u> | <u>\$19.00</u> | <u>\$22.80</u> | <u>\$23.80</u> |
| <u>7</u> | <u>\$20.79</u> | <u>\$24.23</u> | <u>\$25.31</u> |

Career Increments above Step 9 – noncumulative and shown as part of the schedules above.

Step 10: \$.50 additional per hour

Step 15 After 15 years of service: \$1.25 ~~50~~ additional per hour

After 20 years of service Step 20: \$1.75 ~~00~~ additional per hour

After 25 years of service Step 25: \$2.00 ~~1.25~~ additional per hour

Certification Pay from Article 9.9:

The District will pay the following differentials above the wage rates in the wage schedule to employees who currently hold the appropriate level of School Nutrition Association (SNA) food service certification:

SNA Level 1 \$0.35/hr

SNA Level 2 \$0.60/hr

SNA Level 3 \$0.75/hr

SNA Level 4 \$0.90/hr

Lead Cooks are not eligible for the Level 1 certification in this section. Lead Cooks are eligible for Level 2-4 differentials.

APPENDIX A: SCHOOL NUTRITION ~~POSITIONS~~JOB CLASSIFICATIONS

CLASS 1

CLASS 2

~~COOK~~SCHOOL NUTRITION ASSISTANT

CLASS 3

CLASS 4

SCHOOL NUTRITION LEAD-~~COOK~~ - ELEMENTARY

CLASS 5

SCHOOL NUTRITION LEAD ~~COOK~~ - SECONDARY

APPENDIX B: Provisions that apply to employees hired prior to specified dates:**Retiree Health Insurance (formerly Article 11.6 for employees hired prior to 7-1-2005)****A11.6. District Medical Insurance Contribution for Eligible Retirees (hired prior to July 1, 2005):**

- A. Eligibility: Full-time School Nutrition personnel who were hired prior to July 1, 2005, have not elected the Health Care Savings Plan option in Section 11.7, and have completed at least twenty (20) years of continuous service with the District who are at least (55) years of age shall be eligible for insurance contribution pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board. Such benefits shall not be granted to any employee who is discharged for cause by the District.
- B. An eligible employee retiring pursuant to this section shall be eligible for insurance benefits as provided in this section.
- C. The employee shall be eligible to continue participation in the District group medical insurance program if permitted by the terms of the policy with the insurance carrier, until the date of the age of Medicare eligibility. Except as otherwise provided in Section 11.6.D, the employee shall pay the entire premium for such coverage.
- D. The District shall contribute the dollar amount provided in Section 11.2 of this Article, in effect at the time of the employee's retirement until the employee reaches the age of Medicare eligibility or the expiration of five (5) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the employee.
- E. An employee who has reached the age of Medicare eligibility and has maintained continuous coverage under this section, and has a spouse who is not Medicare eligible shall be eligible to purchase the District health insurance program at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches the age of Medicare eligibility or upon the expiration of five (5) years from the date the employee became eligible for Medicare, whichever occurs first.
- F. It is the responsibility of the employee to make arrangements with the School Business Office to pay to the District such monthly premium amounts, payable by the employee, in advance and on such date as determined by the District.

Severance (formerly Article 13 Section 13.1-13.5 for employees hired prior to 7-1-1999)**13.1. Severance Eligibility:**

Only employees who (a) where hired prior to July 1, 1999, and (b) who did not elect to participate in the Deferred Compensation Matching Program (see Section 13.6) will be eligible to participate in the District's Severance Pay Program Subject to M.S. 465.72. Full-time School Nutrition personnel who have completed at least twenty (20) years of continuous service with the District who are at least fifty-five (55) years of age shall be eligible for severance pay, pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the District.

13.2. Number of Days:

- A. An eligible employee, upon early retirement, shall receive as severance pay an amount representing one hundred fifteen (115) days of pay.
- B. In addition to the severance pay provided in 13.2.A, an eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee's daily rate of pay by one-half (1/2) times the employee's number of unused leave days, but in any event not to exceed one-hundred (100) days of pay.

13.3. Daily Rate of Pay:

In applying these provisions an employee's daily rate of pay shall be the daily rate including career increments at the time of retirement, as provided in the basic salary schedule for the fiscal year, and shall not include any additional compensation for overtime, or other extra compensation.

13.4. Payment:

- A. The District shall provide payment equal to the value of the employee's severance pay directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code, and employees will no longer receive any direct payment from the District for severance pay as provided in Article 13 of the collective bargaining agreement for any employee eligible for tax-sheltering of such funds pursuant to Minn. Stat. § 356.24 and the Internal Revenue Code.
- ~~B.~~ The District's annual contribution into the employee's Traditional 403b account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. No part of the severance payment will be made to a Roth 403b plan or other plan requiring the payment of additional payroll deductions, such as, FICA, TRA, PERA, etc. If any part of the severance pay due to the employee exceeds the IRS contribution limits for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan maintained by the State of Minnesota or a mutually agreed upon account for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule as provided in Article 13 of the collective bargaining agreement.

13.5. Notice of Intent:

School nutrition personnel desiring to elect the severance pay option shall, in any year, make that election no later than two weeks following the notice of a subsequent year's assignment as provided by Article 8 Section 8.1.

~~ATTACHMENT~~ APPENDIX C: GRIEVANCE FORM

**SCHOOL NUTRITION EMPLOYEES
GRIEVANCE REPORT FORM**
St. Louis Park Public Schools

Name: _____

Building: _____

Date Grievance Occurred: _____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated: _____

Signature of Grievant

APPENDIX D: MINNESOTA EARNED SICK AND SAFE TIME ADDITIONAL INFORMATION**Earned sick and safe time employee notice**

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. As a regular employee working at least four hours per day or more, the earned sick leave plan in your employee agreement is more generous than required in Minnesota Statutes § 181.9447, subdivision 9 and incorporates the definitions of time off under the statute. If you are a temporary employee or an employee who is scheduled to work less than four hours per day, then you will receive the earned sick and safe leave of one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year as specified in Minnesota Statutes § 181.9447, subdivision 9. A year for purposes of the employee's earned sick and safe time accrual is: July 1st to June 30th each year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

For regular full and part-time employees scheduled at least four hours per day or more, you should refer to your employee agreement about reporting sick time off. In general, you should report your time off using the district's online time off reporting system. If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should enter that time off request in the online time off system as far in advance as possible, but at least two days in advance. In situations where an employee cannot provide advance notice, the employee should, should report that absence as soon as possible and before the start of your shift if possible.

For temporary employees who typically work less than four hours per day or casual employees who do not work five days per week on a regular basis, if you need to request time off you should notify your supervisor to record the time off as far in advance as possible. If a temporary employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should notify their supervisor as far in

advance as possible, but at least two days in advance. In situations where a temporary employee cannot provide advance notice, the employee should, should report that absence to their supervisor as soon as possible and before the start of the shift that day, if possible.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or <https://www.dli.mn.gov/laborlaw> or visit the department's earned sick and safe time webpage at <https://dli.mn.gov/sick-leave>

This document contains important information about your employment. Check the box at the left and give it to Human Resources or your supervisor to receive the information in this language.

| | |
|---------------------|---|
| Spanish/Español | Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma. |
| Hmong/Hmoob | Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob. |
| Vietnamese/Việt ngữ | Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ. |
| Simp. Chinese/简体中文 | 本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。 |
| Russian/русский | Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке. |
| Somali/Soomaali | Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduugaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan. |
| Laotian/ລາວ | ຂໍ້ມູນນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ. |
| Korean/한국어 | 이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요. |
| Tagalog/Tagalog | Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito. |
| Oromo/Oromoo | Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde. |
| Amharic/አማርኛ | ይህ ደብዳቤ አቀጣጣሪን በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥ ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ። |
| Karen / ကညီကျိာ် | လံာ်တၢ်လံာ်မိတခါအံၤတၢ်ဂ့ၢ်တၢ်ကျိၢ်အကါဒိၣ်လၢအတၢ်သးဒီးန့ၣ်တၢ်မၤန့ၣ်လီၤ. တၢ်ဒိၣ်တၢ်ဒၤလၢအတၢ်တကၤလၢတၢ်ကဒီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ကျိၢ်လၢကျိၢ်တခါအံၤအကါတၢ်က့ၢ်. |
| Arabic/العربية | يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة. |



**St. Louis Park
Public Schools**

Achieving success, one student at a time!

2023-2025 AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 283

St. Louis Park, Minnesota

and

SCHOOL SERVICE EMPLOYEES

SEIU LOCAL 284, CTW

School Nutrition Personnel

Effective July 1, 2023 through June 30, 2025

Board Approved _____

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ARTICLE 1- PURPOSE**1.1. Parties:**

This AGREEMENT is entered into between the St. Louis Park Public Schools, Independent School District No. 283, St. Louis Park, Minnesota hereinafter referred to as the School Board or the School District, and School Service Employees, SEIU Local 284, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as P.E.L.R.A. of 1971 to provide the terms and conditions of employment for School Nutrition personnel during the duration of this Agreement.

ARTICLE 2 - DEFINITIONS**2.1. School Board or District:**

For purposes of this Agreement, the term District or School Board shall mean the School Board or its designated representative.

2.2. Other Terms:

Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A. of 1971.

ARTICLE 3 - RECOGNITION OF EXCLUSIVE REPRESENTATIVE**3.1. Recognition:**

In accordance with P.E.L.R.A. of 1971, the School Board recognizes School Service Employees, SEIU Local 284, as the exclusive representative of School Nutrition personnel employed by the School Board of Independent School District No. 283, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A. of 1971 and as described in the provisions of this Agreement.

3.2. Appropriate Unit:

The exclusive representative shall represent all School Nutrition personnel of Independent School District No. 283, St. Louis Park, Minnesota, who are employed for ten (10) or more hours per week and for more than 67 work days per year, including those on leave of absence who are guaranteed a position upon their return, excluding supervisory employees and confidential employees who devote more than 50% of their time to administrative or supervisory duties, and all other employees excluded by P.E.L.R.A. of 1971.

ARTICLE 4 - DISTRICT RIGHTS**4.1. Inherent Managerial Rights:**

The parties recognize that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection, direction and number of personnel, and that all management rights and management functions not expressly delegated in this Agreement are reserved to the School Board.

4.2. Management Responsibilities:

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

4.3. Effect of Laws, Rules and Regulations:

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

ARTICLE 5 - EMPLOYEE RIGHTS**5.1. Right to Views:**

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

5.2. Right to Join:

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

5.3. Request for Dues Deduction, Authorization and Remittance:

Employees have the right to request and be allowed payroll deduction for the Union and for the Union's political action committee. The District will commence deductions within thirty days of receiving notice from the Union of the authorized deduction(s). The District will remit deductions to the Union within thirty days of the deduction. The notice will include certification from the Union that the Union has and will maintain a signed authorization from the employee for whom deductions will be made. A valid signed authorization includes, but is not limited to, an electronically signed authorization. The District may require a copy of the signed authorization form only if a dispute arises about the existence or terms of the authorization. The dues deduction authorization remains in effect until the District receives notice from the Union that an employee has changed or cancelled their authorization in writing in accordance with the terms of the original authorizing document. The Union agrees that the District's only obligation is to deduct and remit the dues indicated by the Union to be deducted from each employee's pay. The Union agrees to save the District harmless from any actions growing out of these deductions and assumes full responsibility for the disposition of funds so deducted once they have been remitted by the District.

5.4. Direct Deposit:

The District shall allow direct deposits to a credit union or other eligible banking institutions that accept standard ACH deductions.

5.5. Personnel Files:

Pursuant to M.S. §122A.40, Subd. 19, all evaluations and files relating to each individual employee shall be available during regular school business hours to said employee upon reasonable notice. The employee shall have the right to reproduce any of the contents of the files and to submit for inclusion in the file written information in response to any material contained therein. The District may destroy such files as provided by law.

5.6. Employee Information:

Not later than September 15 of each school year, the District shall provide the Union with a bargaining unit list of employees with the following contact information: name, job title, worksite location (including location within a facility when appropriate), home address, work telephone number, home and personal cell phone numbers on file with the District, date of hire, work email address, personal email address on file with the District, wage, number of

hours normally scheduled in a day, number of duty days contracted for, and whether the position is a nine (9) month or twelve (12) month assignment. The District will provide this information to the Union in an Excel file or similar format agreed to by the Union. The District shall inform the Union and the Union Steward(s) of all new hires within fifteen (15) calendar days of hire and shall provide the Union with the employee information specified in this section.

Every 120 calendar days the District shall provide to the Union in an Excel file or similar format agreed to by the Union the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the District; date of hire; and work email address and personal email address on file with the District.

The District must notify an exclusive representative within twenty (20) calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

5.7. Union Orientation:

The District shall permit a Union-designated representative to meet with each newly hired employee within the first fourteen (14) calendar days of the new employee's first day of employment. This meeting shall occur during the newly hired employee's regularly scheduled hours of work and the employee shall be in pay status. This meeting is not to interfere with the new employee's normal work and will normally occur during a break or briefly at the beginning or end of a shift. The District shall provide new employees with the name and contact information for the Union steward. The District shall also give each new employee a Union orientation packet prepared by the Union.

5.8. Union Access:

Employees shall have the right to post notices of activities and matters of Union concern on bulletin boards designated for Union purposes, at least one of which shall be provided in each school building. Employees may use the district mail service and Custodial/Maintenance staff mailboxes and email for communications to Custodial/Maintenance staff. The District will allow the Union to meet with bargaining unit members in District facilities regarding collective bargaining, the administration of the collective bargaining agreement, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the Union, provided such use does not interfere with the District's business operations.

5.9. Private and Personal Life:

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

5.10. Information:

The Exclusive Representative shall have access, upon reasonable notice, to appropriate and available financial information, not deemed confidential, necessary to perform its duties as prescribed by the P.E.L.R.A.

ARTICLE 6 - THE WORK YEAR

6.1. Employee Duty Days:

The employee shall perform services on those days as determined by the School Board, including those legal holidays on which the School Board is authorized to conduct school, and pursuant to such authority has determined to conduct school.

6.2. School Closings:

When all District buildings are closed in an extreme weather situation, school nutrition employees will not report for duty. When District buildings are closed for other than extreme weather situations, employees shall contact the supervisor of school nutrition to verify if they are or are not to report for duty. In either case, employees will be paid for such days. If the School Board or its designated representative determines that days lost for school closings shall be made up, school nutrition employees shall be required to work those days without additional compensation, because they have already received payment.

6.3. Holidays:

- A. Holidays for employees regularly scheduled at least three (3) or more hours per day shall include: Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Dr. Martin Luther King, Jr. Day, President's Day, and Memorial Day.
- B. Summer Holidays: Juneteenth (July 19) and Independence Day (July 4) will be a paid holiday for an employee scheduled to work during the work-week that includes these designated holidays
- C. School in Session: The District reserves the right, if school is in session, to cancel the above holidays and establish another holiday in lieu thereof.
- D. Eligibility: In order to be eligible for holiday pay, an employee must have worked the employee's regular workday before and after the holiday unless the employee is on paid leave or vacation under the provisions of this Agreement.

ARTICLE 7 - THE WORK DAY**7.1. Work Hours:**

The specific work hours for each employee may vary according to the needs of the School Nutrition program of the District. The hours will be designated by the School Nutrition Manager. Employees shall be notified by August 1 as to the assigned building, starting date, daily hours, wage rate, and number of days employed, or as much of such information as has been determined at that time.

7.2. Additional Activities:

Each kitchen will be responsible for filling its own extra assignments. Opportunity to work extra assignments will be given in order of seniority at that location. If the employees in a building are unable or unwilling to work the additional assignment, the opportunity to work the extra assignment will be given to employees in other buildings in order of seniority.

7.3. Year-end Kitchen Closing:

On the last employment day each year, school nutrition personnel shall have the opportunity for early release that day provided all the year-end, kitchen-closing activities have been completed satisfactorily. Determination of completeness shall be the responsibility of the Lead Cook. Determination of completeness of activities for the Lead Cook duties shall be the responsibility of the Nutrition Manager.

7.4. Substituting:

Whenever K-12 classes are being held in some buildings and the kitchens in those buildings are active but K-12 classes are not being held in other buildings resulting in the inactivity of those kitchens, bargaining unit employees from the closed kitchen(s) shall receive first opportunity to substitute for any employee(s) absent from the active kitchen(s). The option to substitute will be offered in order of seniority.

ARTICLE 8 - BASIC COMPENSATION**8.1. Rates of Pay 2023-24 and 2024-25:**

- A. The wages and salaries reflected in Schedule A, attached hereto, shall be part of the Agreement for the 2023-24 school year, and the wages and salaries reflected in Schedule B, attached hereto, shall be part of the Agreement for the 2024-25 school year, subject to the right of the School Board to withhold increases in the form of increments for just cause. An increment shall not be withheld unless the employee is notified of the deficiency in writing and given reasonable opportunity to correct the deficiency. An action withholding an increment shall be subject to the grievance procedure.
- B. School Nutrition personnel shall advance on the salary schedule one (1) step on July 1 each year of the agreement subject to the right of the Board as defined in this Section to withhold increments for just cause. For the purpose of this section the employee also must have been actively paid on the payroll at least (a) 1,000 hours if the employee is a 12-month, 40-hour per week employee, or (b) 50% of the hours for that person's FTE, if the employee is a less than 12-month or less than 40-hour per week employee.

8.2. New Employees:

A new employee shall be eligible for step advancement on the following July 1, if employed prior to February 1. An employee hired on or after February 1 shall be eligible for any increase in the current step rate on July 1, but shall not be eligible for step advancement until the following July 1. Thereafter, such a new employee shall be subject to all provisions of this Article.

8.3. Method of Payment:

- A. School Nutrition personnel regularly employed for 12-month assignments shall receive their salary in 24 equal installments. School Nutrition personnel regularly employed for less than 12-month assignments shall receive their salary in 19 or 24 equal installments. Paydays will be on the 15th and the last day of each month.

Effective Feb 1, 2015, employees scheduled less than 12-month assignment who have previously elected the 24-pay option will be allowed to remain with that option and all other employees and new employees will be paid on the 19-pay payroll cycle. An employee with the 24-pay option may switch over the 19-pay option before any school year, but would not have the option to return to the 24-pay cycle. This election must be done with the HR Department before June 15 of any year.

The District may choose to move payroll to paying every other Friday, instead of the 15th and last day of each month. In the event the District plans to move pay dates, it will give the Union not less than six (6) months notice and meet and confer on the plan for implementing the change.

- B. In the event that pay dates fall on a weekend or holiday, the payday shall be the preceding workday.

8.4. Pay Deduction:

In the event that a School Nutrition employee is absent without leave and a pay deduction is to be made for such absence, the amount of the deduction shall be one (1) hour's pay for each hour's absence. Deductions for absences of less than a full day shall be prorated accordingly. If an employee leaves employment and has used more days than credited for sick leave or has unpaid debts, such as, school lunch account, then the pay deduction will be made from the final check.

ARTICLE 9 - EXTRA COMPENSATION AND ASSIGNMENT**9.1. Overtime:**

All hours worked in excess of 40 hours in a week shall be considered overtime hours and paid at one and one half times the employees regular hourly rate of pay. after regular kitchen closing hour, evenings, Saturdays, designated holidays, or licensed staff workshops shall be paid at the rate of time and one-half. Overtime work on Sundays shall be paid at the rate of time and one half for school related functions and at the rate of double time for non-school related functions. Such overtime which runs contiguous to regular employment times shall be paid only for the hours actually worked.

9.2. Other Employment:

A. School Nutrition personnel supporting community education or other student programs also may be employed during those periods when K-12 programs are not in session. Such employment shall be paid at straight time at the salary schedule rates including any career increments then in effect, with a guaranteed minimum of two hours.

B. Employees who work the Federal Summer Food Service Program shall receive an additional \$2.00/hr over the employee's regular hourly rate.

C. All hours worked after regular kitchen closing hour, evenings, Saturdays, designated holidays, or licensed staff workshops shall be paid at the rate of time and one-half. Hours worked on Sundays shall be paid at the rate of time and one half for school related functions and at the rate of double time for non-school related functions. Additional hours worked which run contiguous to regular employment times shall be paid at straight time only for the hours actually worked.

9.3. Call-back:

Other employment, as defined above in 9.2, on a callback basis (not contiguous to regular employment), shall be paid at the rates indicated above in Section 9.2 with a guaranteed minimum of two hours.

9.4. Workshops:

All school nutrition employees shall be required to attend a one-day workshop, other than a regular work day, at a time set by the School Nutrition Manager. Effective July 1, 2018, employees may be required to attend up to five workshops or training days outside of their regular workdays. These days will be scheduled in advance by the School Nutrition Manager and communicated to employees before the start of their new work-year. Employees shall be paid their regular hourly rate.

9.5. Meetings and Workshops:

Except as noted in Section 9.4, all school nutrition personnel required to attend meetings or workshops during other than regular employment hours shall be paid at straight time at the salary schedule rates then in effect.

9.6. Absence of Lead Cook/Nutrition Supervisor:

In the temporary absence of the Lead Cook/Nutrition Supervisor, the School Nutrition Manager shall designate another member of the school nutrition service staff as a replacement. After five (5) consecutive days, the replacement's salary shall be determined based on a 5% premium for replacing the Lead Cook or a 10% premium for replacing a nutrition supervisor outside of this bargaining unit, such salary to be retroactive to the first day of such designation. If the School Nutrition Manager knows that the assignment will be longer than five (5) days, then the payment will start from the first day of the assignment.

9.7. Absence of Other Cooks:

In the temporary absence of a regular employee, that employee's time shall be offered to the employee best qualified and with the most seniority who normally works fewer hours than the absent employee. This selection to be at the discretion of the Lead Cook or Nutrition Supervisor in the affected building. After five (5) consecutive days the replacement's salary classification shall be that of the replaced employee with the salary based on the replacement's years of experience, such salary to be retroactive to the first day of such designation.

9.8. Clothing Allowance:

The District will reimburse school nutrition personnel for the purchase of job-related clothing within the limitations of the following maximum reimbursement schedule. Such payments will be made in response to properly filed claim vouchers with receipts attached and according to School Nutrition procedures. Employees new to the District will be eligible for this allowance after completing three continuous months of employment. Continuing employees will be eligible after October 1st of each year. All claims for reimbursement must be processed before April 1st of each fiscal year. Employees will be eligible for reimbursement up to \$240/year for approved clothing purchases according to School Nutrition procedures. The cost of the required shirts provided by the Nutrition Department are part of the \$240/year clothing allowance and employees will be notified of that cost and the remaining balance for the year.

9.9. Certification Pay:

- A. The District will pay the following differentials above the wage rates in the wage schedule to employees who currently hold the appropriate level of School Nutrition Association (SNA) food service certification:

| | |
|-------------|-----------|
| SNA Level 1 | \$0.35/hr |
| SNA Level 2 | \$0.60/hr |
| SNA Level 3 | \$0.75/hr |
| SNA Level 4 | \$0.90/hr |

Effective July 1, 2024, these differentials will be included in the salary schedule for each job classification.

- B. Lead Cooks are not eligible for the Level 1 certification in this section. Lead Cooks are eligible for Level 2-4 differentials.
- C. Employees must turn in certificates to the School Nutrition Manager to receive the pay. New valid certificates must be received before the current certificate expires for the certification pay to continue.

9.10. Jury Duty:

An employee who serves on jury duty will be granted the day or days necessary, as stipulated by the court to discharge this responsibility, without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be kept by the employee. If an employee is released from jury duty for a full or half day, the employee shall report back to work for the remainder of the day while on paid status.

9.11. Step Placement Upon Promotion:

An employee who is promoted to a higher paid classification shall be placed on the step in the new class that provides at least a 5% increase in pay per class movement (example: a 5% increase for movement from Class 2 to Class 3 or a 10% increase for movement from Class 2 to Class 4).

9.12. Step Placement Upon Demotion:

An employee who is demotes or moves to a lower paid classification shall be placed on the highest step in the new lower pay class after calculating a five percent (5%) decrease in pay.

ARTICLE 10 –

(Article 10 was deleted as part of the 2023-25 negotiations and articles were not renumbered)

ARTICLE 11 - GROUP INSURANCE**11.1. Selection of Carrier:**

The selection of the insurance carrier and policy shall be made by the District. Opportunity shall be afforded to the Union to meet and confer on such matters. The District shall contribute toward a portion of the premium for health insurance for the 2023-23 Health Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in any of the Employee, Employee+1, or Family coverage options. The employee shall pay the difference through payroll deduction between the District contribution listed below and the total cost of the health plan coverage selected.

11.2. Eligibility and Employer Contribution:

The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) hours or more per day and 30 hours per week (.75 FTE or above). Employees scheduled to work four (4) hours but less than six (6) hours (.5-.7499 FTE) will receive half the full-time benefit contributions below. (For additional insurance eligibility for part-time employees working less than six (6) hours per days or 30 hours per week, see Section 11.9):

A. District Health Insurance Program Non-Deductible/Standard Co-pay:

| District Contributions Standard-Plan A per month | July 1, 2023 | July 1, 2024 | July 1, 2025* |
|--|--------------|--------------|---------------|
| Employee | \$600 | \$610 | \$625 |
| Employee + 1 | \$1,250 | \$1,265 | \$1,280 |
| Family | \$1,650 | \$1,665 | \$1,700 |

B. District Health Insurance Program Deductible/VEBA:

| District Contributions VEBA-Plan B per month | July 1, 2023 | July 1, 2024 | July 1, 2025* |
|--|--------------|--------------|---------------|
| Employee | \$668 | \$685 | \$700 |
| Employee + 1 | \$1,380 | \$1,410 | \$1,430 |
| Family | \$1,820 | \$1,840 | \$1,860 |

*contribution amounts for 7-1-2025 will be subject to bargaining in the 2025-2027 bargaining cycle.

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

The eligibility and employer contributions for employees working at least four (4) hours (.50 FTE) but less than six (6) hours (.75 FTE) shall be 1/2 the amounts in this Section 11.2 including the VEBA contribution.

11.3. Dental Insurance:

The District shall contribute toward a portion of the premium for dental insurance for the 2019-2023 Dental Plans under the terms of the policies of insurance carried by the District for employees. The employee must enroll to receive health plan coverage. Employees may enroll in either Employee or Family coverage options. The employee shall pay the difference between the District contribution and the total cost of the dental plan coverage selected. The District will contribute up to the following amounts to the coverage selected by eligible employees regularly scheduled to work six (6) hours or more per day and 30 hours per week (.75 FTE or above). Employees scheduled to work four (4) hours but less than six (6) hours (.5-.7499 FTE) will receive half the full-time benefit contributions below.

| District Dental Contributions per month | July 1, 2023 | July 1, 2024 |
|---|--------------|--------------|
| Employee | \$52 | \$52 |
| Family | \$95 | \$95 |

In the event that a successor agreement has not been entered into by July 1, 2025, District's contribution shall not exceed the dollar amount of the premium in effect as of July 1, 2024.

11.4. Group Income Protection – Long-Term Disability (LTD):

- A. The District will pay the premium for the LTD insurance in force on the effective day of this Agreement for all eligible School Nutrition employees who qualify for and are enrolled in the LTD plan.
- B. Subject to the provisions of the policy, the plan provides for a benefit payment of 2/3 (two-thirds) of basic income as provided in Schedule A and B hereof. The plan shall have a monthly maximum of \$7,500 per month.

11.5. Life Insurance:

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

11.6. Health Care Savings Plan in Lieu of Retiree Health Insurance: prorate and responsible for ER contributions only

- A. Employees hired after July 1, 2005, and eligible for health insurance coverage will participate in a Health Care Savings Plan (HCSP). Upon completing five years of service, employees will be automatically enrolled in the plan before the first contribution is made by the District on their behalf.
- B. Employees who have completed the required full years of service by June 30th of any year after 2005 and are eligible for health insurance coverage will receive the following annual contributions to the employee's HCSP account:
 - \$1,000 annually after five (5) completed years of employment
 - \$2,500 annually after ten (10) completed years of employment
 - \$5,000 annually after fifteen (15) completed years of employment
- C. The contributions listed above are for employees eligible for full-time health insurance contributions listed in Art 11.2 and employees working .5FTE to less than .75FTE will receive ½ the contribution amounts.
- D. The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts at least annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected.
- E. The maximum total District contributions to any employee's HCSP account will be \$50,000.

11.7. Claims Against the District:

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

11.8. Duration of Insurance Contributions:

An employee will receive the monthly District contributions as provided in this Article as long as the employee is actively employed in an eligible position (Art 11.2 or Art 11.9 eligibility) on paid status or approved FMLA leave by the District. Upon termination of employment, leaving an eligible position covered by the School Nutrition unit, or if the hours of work drop below the .5 FTE level, all Board participation and contribution shall cease effective at the end of the month following the last working day in an eligible position.

11.9. Part-Time Eligibility:

For purposes of this Article it is understood and agreed by the parties that contributions listed in Sections 11.2-11.7 shall be allowed only to those School Nutrition employees who are employed at least six (6) or more hours per day. The eligibility and employer contributions for employees working less than six (6) hours shall be as follows:

- A. For those employees working four (4) or more but less than six (6) hours per day the following shall apply:
- The District contribution to the health insurance program shall be 1/2 the amounts in Section 11.2
 - Dental insurance as stated in Section 11.3.
 - Long Term Disability as stated in Section 11.4
 - Life insurance in 1/2 the coverage amount stated in 11.5.

ARTICLE 12 - LEAVES OF ABSENCE

12.1. Sick and Safe Leave Allowance:

Sick and Safe Leave (hereinafter referred to as "Sick Leave") will be available to all employees working at least 80 hours per year. Sick leave will accrue with hours on the payroll. Regular active employees who are scheduled at least .5 FTE (four hours per day or more) will receive an advance of ten (10) days of leave each July 1st granted for the full school year July 1st to June 30th. Leave not used during any school year may accumulate without limit. Individuals who are employed after the start of the school year shall receive sick leave on a pro-rata basis. Individuals leaving employment prior to end of the school year shall have their sick allowance pro-rated accordingly, and used but not yet earned sick leave shall be deducted from the employee's final check. Effective January 1, 2024, employees working less than an average of four (4) hours per day will receive one (1) hour of sick leave for every 30 hours paid (.03333 earned sick and safe leave for every hour on the payroll in accordance with MN State Statute 181.032) These employees working less than an average of four (4) hours per day may earn up to 48 hours of sick leave per year and may carry over unused leave up to a maximum of eighty (80) hours in their sick leave bank in any one year.

12.2. Sick Leave:

- A. A School Nutrition employee may use one (1) day of accumulated leave for each day of personal illness.
- B. Sick leave pay shall be allowed by the District whenever an employee's absence is found to have been due to illness which prevented the employee's attendance at work and performance of duties on that day or days or as otherwise allowed in this Section.
- C. The District may require a School Nutrition employee to furnish a medical certificate as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave.
- D. In the event that a medical certificate will be required, the employee will be so advised.

- E. It is the responsibility of the employee to enter requested sick leave into the District's online time off system as soon as possible, but typically before the start of the employee's scheduled shift start time. Falsifying time off requests or repeatedly not entering time off would be grounds for corrective action.
- F. An employee may use one (1) day of accumulated sick leave for each day of illness or disability of the employee's child, for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness.
- G. An employee may use up to six (6) days (48 hours) for necessary absence because of illness in the Immediate Family from accumulated leave allowance in any one school year at no salary deduction. Immediate Family shall be interpreted to mean husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild and step parent.
- H. An employee may use up to six (6) days (48 hours) for necessary absence because of illness in the Close Family from accumulated leave allowance in any one school year at no salary deduction. The Close Family shall be interpreted to mean: son-in-law, daughter-in-law, brother-in-law, and sister-in-law. Close family shall also include any other person residing in or who has resided in the same household as the employee and who clearly stands in the same relationship with the employee.
- I. Use of sick leave with pay for reasons beyond what is defined in this Article 12.2 A-H will be available to the employee based on MN State Statute 181.9413, this includes absence required because of illness in the Immediate Family, or to receive or to provide assistance to the immediate family member in the event of domestic abuse, stalking or sexual assault, the custodial/maintenance employee, upon approval of the Director of Human Resources, may use up to twenty (20) of the days from accumulated leave allowance in any one school year at no salary deduction. Effective December 31, 2023, MN State Statute 181.9413 is repealed and replaced with MN State Statute 181.032 (Earned Sick and Safe Time-ESST). Effective January 1, 2024, use of Sick and Safe leave with pay, beyond relationships and uses defined in this Article 12.2 A-H, will be available to the employee based on definitions of uses described in MN State Statute 181.032 for eligible employees (see Attachment D in the back of this contract). The Earned Sick and Safe leave described under MN State Statute 181.032 is contained within this contract's more generous leave provision of ten (10) days within Article 12 and not in addition to it.
- J. After accumulated sick leave has been used, and under conditions of a chronic or continuous illness or disability as certified by a medical doctor, an additional number of days of sick leave may be granted by the School Board.
- K. Worker's Compensation Leave: When a School Nutrition employee is injured on the job in the service of the District and collecting Workers compensation insurance as well as drawing on sick leave and receiving full salary from the District, the employee's salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the employee's accrued sick leave. Prior to collecting pay from Worker's Compensation for a compensable work injury, employees will use available sick leave. Based on Worker's Compensation rules, some or all this used sick leave will be credited back based on the length of time off according to Worker's Compensation rules. Consult with Human Resources on use of sick time for work related injuries.
- L. Long-term Disability Leave: At the time an employee becomes eligible to receive long-term disability compensation as provided in this Agreement, the employee will not also receive a regular check from the District for those same days, but may draw upon available Sick Leave to cover the employee cost of any insurance benefits as long as the employee continues on long-term disability compensation.

12.3. Personal Leave:

- A. A School Nutrition employee may be granted personal leave at the discretion of the School Nutrition Manager of no more than three (3) days per year, such leave to be deducted from the accumulated leave.
- B. Requests for such personal leave must be made in the District's online time-off employee portal at least two (2) days in advance, except in cases of extreme emergency. If an emergency makes it impossible to submit an online request for personal leave in advance, an oral request shall be submitted to the School Nutrition Manager and then confirmed in writing immediately upon the return of the employee. The employee may be asked the reason for the leave if not requested at least two days in advance. The School Nutrition Manager reserves the right to refuse to grant such personal leave request, but will not unreasonably deny a request.
- C. A personal day normally shall not be granted for the day preceding or the day following holidays or vacations and the first five (5) days and the last five (5) days of the school year.
- D. In case of religious holidays or extreme emergency additional personal leave with pay may be granted by the Director of Human Resources.

12.4. Bereavement Leave:

Employees eligible for sick leave also may be granted up to five (5) days bereavement leave within a contract year for death in the immediate family or close family (as defined in Section 12.2.G & H). The amount of leave allowed under this provision is subject to the discretion of the Director of Human Resources and shall not be deducted from sick leave. Additional requests for Bereavement consistent with this section may be granted and days in excess of five Bereavement Leave (5) days would be deducted from available accumulated sick leave. Requests to be absent from work for other than immediate or close family (as defined in Section 12.2, may be granted based on overall attendance and the ability to cover the assignment. Any of these days granted would be deducted from available accumulated sick leave.

12.5. General Leaves of Absence:

- A. School Nutrition employees working at least six (6) hours per day or more with a minimum of three (3) years of experience in the District may apply for an unpaid leave of absence subject to the provisions of this Section. The granting of such leave shall be at the discretion of the District.
- B. Such leave may be granted by the District for Peace Corps, Vista, extended illness of the employee, extended illness of the employee's family, adoption, civic activities or other reasons deemed appropriate by the District.
- C. A School Nutrition employee on leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium, except as provided in Section 12.5.D, for such programs as the employee wishes to retain, commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the Business Office to pay to the District the monthly premium amounts in advance on such date as determined by the District.
- D. A School Nutrition employee on leave of absence under this Section shall retain such amount of sick leave days, experience credit and other accrued benefits which the employee had accrued, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that an employee is on leave except as otherwise provided herein.
- E. Leaves of absence of 30 days or less granted under this Section shall accrue sick leave, experience credit and other benefits as if continuously employed.

12.6. Child Care Leave:

- A. School nutrition employees are eligible for child care leave subject to the provisions of this Section. Nothing in this Section shall limit a school nutrition employee from being eligible for and taking child care related leaves which are provided under applicable state or federal laws. The District shall grant upon request of the employee a child care leave, without pay, to one parent of a pre-school child, natural or adopted, subject to the provisions of this section. For purposes of this section, the term child care shall include but not be limited to the period of time when an employee is pregnant.
- B. In event of pregnancy, an employee may continue her duties until the onset of the disability and thereafter utilize sick leave with pay during the period of disability. Thereafter, an employee may request a child care leave. However, if the employee requests a child care leave prior to the onset of disability, such child care leave shall be in effect from the date of commencement through the period of child birth and recovery.
- C. In the interest of planning for staffing, an employee seeking a child care leave shall notify the Human Resources office in writing, as soon as practicable, concerning the employee's plans relating to the period of absence for the child care leave, and also at such time, provide a physician's statement indicating the estimated date of delivery of the child.
- D. An employee may take a child care leave of up to twelve (12) months. The commencement and return date of child care leave shall be determined by mutual agreement between the employee and the Superintendent or her/his designee, taking into account the continuity of the School Nutrition program and the desires of the employee.
- E. In approving a child care leave of absence, the District shall not be required to grant any leave more than twelve (12) months in duration or permit the employee to return to employment prior to the date designated in the approved child care leave.
- F. An employee returning from child care leave (for maternity or adoption) shall be reemployed in the same School Nutrition position and/or classification.
- G. A School Nutrition employee on child care leave is eligible to participate in those group insurance programs for which the employee was eligible prior to their child care leave. During the first twelve (12) weeks of child care leave the District shall continue to make its contribution toward the group insurance programs. After the twelve (12) week leave permitted by the Family and Medical Leave Act of 1993 it is the responsibility of the employee to make arrangements with the business office to pay the District the monthly premium amounts in advance and on such date as determined by the District. The right to continue participation in such group insurance programs; however, will terminate if the employee does not return to the District pursuant to this Section.
- H. Accrued Benefits: A School Nutrition employee on leave of absence under this Section shall retain such number of sick leave days, experience credit, and other accrued benefits, if any, at the time the employee went on leave for use upon the employee's return. No additional sick leave, experience credit or other benefits shall accrue for the period of time that a School Nutrition employee is on leave except as otherwise provided herein.

ARTICLE 13 - DEFERRED COMPENSATION**13.1. Deferred Compensation Matching Program:**

Eligible employees include (a) employees hired on or after July 1, 1999 and (b) employees hired prior to July 1, 1999 who previously elected this Deferred Compensation Matching Program and do not participate in the District Severance Pay Program (see Appendix B A13.1-A13.5). All full-time employees will be eligible to participate in the deferred compensation matching program. The District will match the amount an employee contributes up to the amounts defined in Section 13.1.C. District contribution will be on a prorated basis for part years worked and FTE eligibility for health insurance in Art 11.2. An employee working .75 FTE or more will receive the full contributions below. Employees working .5 FTE but less than .75 FTE will receive ½ the contribution amounts in 13.1.C.

- A. Eligible employees must elect to participate in the deferred compensation program. Participation will continue at the same level until the Payroll Department is notified in writing of any changes.
- B. The District will pay its matching share of FICA taxes as provided in Minnesota Deferred Compensation legislation.
- C. The District will match eligible employee contributions annually in the following amounts:
 - \$500 maximum: New employees to 4 years of completed service in the District.
 - \$750 maximum: Employees who have completed 5-9 years of service in the District.
 - \$1,000 maximum: Employees who have completed 10-14 years of service in the District.
 - \$1,250 maximum: Employees who have completed 15-19 years of service in the District.
 - \$1,500 maximum: Employees who have completed 20 or more years of service in the District.
- D. The District is only responsible for the required contributions amounts. In the event of a District error in making the contributions, the District will correct the amounts contributed but is not responsible for any estimated gains or losses in the funds values. It is also the responsibility of the employee to track contributions amounts annually and notify the District promptly if the employee feels the amount contributed is incorrect, so that it can be corrected within the year the error was made.

ARTICLE 14 - VACANCIES AND TRANSFERS**14.1. Posting of Vacancies:**

All permanent vacancies in full-time positions will be posted for a ten (10)-day period.

- A. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last less than six months. A position may be filled temporarily pending completion of posting and application procedures.
- B. Posting of vacancies shall contain the normal work hours, building location, and job title.

14.2. Increased Hours:

Employees' assigned hours may be adjusted during the school year to respond to the needs of the school lunch program. Adjustments totaling thirty (30) minutes or less per day per employee shall be at the discretion of the Supervisor of School Nutrition. Any subsequent adjustments in excess of the 30-minute allowance shall be treated as a vacancy at that location and Section 14.1 shall apply.

14.3. Application for Vacancies:

All employees under this Agreement may submit application in writing on the Human Resource Department online application for any vacancy which is posted pursuant to this Article.

14.4. Filling of Vacancies:

Notice of the candidate selected to fill the vacancy shall be given within fifteen (15) working days after the closing of the posting.

14.5. Frequency of Movement:

Any employee successfully bidding on and subsequently serving in an opening of lateral movement or one with a lower classification, may not make another voluntary lateral or demotional move for a minimum of one (1) calendar year in which the movement took place. Nothing in this section will prevent employees from applying for promotions at any time. This limitation may be waived by mutual agreement of the parties in the interest of efficient operation of the District.

14.6. Application of Seniority:

In filling a vacancy in which one or more of the internal/employee applicants is in a lower classification than that being filled, all qualified applicants shall be considered and the selection shall be determined in accordance with Section 14.7 herein.

14.7. Promotion Positions:

For purposes of this Section, a promotion is defined as moving to a classification involving an increase in pay. In filling positions involving a promotion as defined in this Section 14.7, the position shall be filled by the District with the best-qualified candidate as determined by the District. In making its determination the District shall consider the employee's qualifications and aptitude for the position as well as the length of service with the District along with other relevant factors. The Union may ask for a review of the District's determination up to Level 2 of the Grievance Procedures.

14.8. Outside Applicants:

The District reserves the right to fill any position with an outside applicant if no internal candidates apply or if internal candidates do not have the needed qualifications for the position.

14.9. Voluntary Transfers:

- A. School Nutrition employees desiring a transfer shall submit a written request to the School Nutrition Manager stating the specific assignment or nature of the assignment and the school or schools preferred. Such request shall be acknowledged in writing.
- B. Each transfer applicant shall be notified of the status of that application on or before June 1st of the school year in which the request is made.

14.10. Administrative Transfers:

The District reserves the right to transfer personnel as conditions may require. Seniority and posting shall not apply in an administrative transfer involving two permanent employees. Transfers of this nature will be discussed with the exclusive representative's agent prior to final disposition. Except in the case of an emergency, (as defined by the District), the exclusive representative and the affected employee(s) will be given at least two (2) weeks advance written notice.

ARTICLE 15 - LAY OFF

15.1. Procedures:

In the event of layoffs, School Nutrition personnel shall be terminated pursuant to the provisions of this Article.

15.2. Seniority:

For the purpose of this Article, all School Nutrition personnel shall have seniority commensurate with their total continuous years of service in a position covered by this Agreement. It is further understood that seniority when applied to layoff will be confined to the current class assignment held by an employee, such as, Class 2 Cook, Class 4 Lead Cook-Elem or Class 5 Lead Cook - Secondary.

15.3. Lay Off and Recall:

The selection of employees for layoff shall be made in reverse seniority order within the classification, except in cases of inability of the employee to perform the duties of the assignment or in cases of termination for cause. Employees will be recalled in seniority order.

In the event of staff reduction, the employee whose job has been eliminated shall have the right, if qualified, to replace the least senior employee in the same or a lower classification with a number of hours no greater than those for which the employee was originally scheduled. Any employee so replaced shall then have the right, if qualified, to replace the least senior employee within the same or lower classification as outlined above and the process shall continue until all available positions are filled. No employee may take the place of another more senior employee or obtain a greater number of hours as a result of bumping.

15.4. Lay Off Application:

An employee on lay off shall retain seniority and right to recall within classification in seniority order for a period of eighteen (18) months after date of lay off.

15.5. Termination of Seniority:

Seniority rights shall terminate upon resignation or termination of an employee pursuant to this Agreement or after eighteen (18) consecutive months of lay off.

15.6. Ties in Seniority:

In case of layoffs, in the event of a tie in seniority, the tie shall be broken by lot. This tie breaker shall apply only to lay off situations and shall not be applicable for any other purposes in this contract.

ARTICLE 16 - PROBATIONARY PERIOD**16.1. Probationary Period:**

An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) months of continuous service in the District (including summer break) during which time the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. Prior to a decision to release an employee during probation, the supervisor will meet with the employee to discuss expectations, any areas where the employee is not meeting standards and provide a reasonable time to correct the issues. A probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

16.2. Probationary Period - Change of Classification:

In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of ninety (90) calendar days in any such new classification. During this ninety (90) calendar day probationary period, if it is determined by the District that the employee's performance in the new classification is unsatisfactory, the District shall have the right to reassign the employee to the employee's former classification with similar hours within thirty (30) minutes per day. The probationary period for employees who are transferred or promoted during the summer shall start on the following September 1.

16.3. Completion of Probationary Period:

An employee who has completed the initial probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure.

ARTICLE 17 - EMPLOYEE EVALUATION**17.1. Evaluation:**

All formal evaluations of employees shall be conducted openly and with full knowledge of the employee concerned by an administrator or supervisor of the District.

17.2. Procedure:

All formal evaluations of employees shall be in writing or online system. Two (2) copies of the written evaluation shall be submitted to the employee at the time of personal conference or within five (5) working days thereafter, one (1) to be signed and returned to the administration, the other to be retained by the employee. When using an online evaluation process, the employee will be given access to the online evaluation and be able to review and sign online. In the event that the employee feels that the evaluation was incomplete or unjust, the employee may put those objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file. In lieu thereof, the employee may file a grievance under the grievance procedure stating the evaluation was factually inaccurate. All evaluations shall be based-upon valid criteria.

ARTICLE 18 – CORRECTIVE ACTION**18.1. Corrective Action:**

The District recognizes the concept of progressive discipline. The purpose of taking corrective action through progressive steps of discipline is to inform the employee of the correct way to perform the job and of any consequences for not making needed changes. The corrective action process consists of informal and formal steps including informal coaching conversations and formal actions: 1) oral reprimand, 2) written reprimand, 3) suspension without pay, and 4) termination. The employee shall be allowed representation at any stage of formal discipline. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay or termination.

Normally, District will utilize the levels of progressive discipline in order. However, in the case of more serious infractions, the District reserves the right to impose discipline, at any level, consistent with the seriousness of the infraction. Normally, a written warning and time to correct, when appropriate, will precede a suspension without pay or termination.

18.2. Grounds for Disciplinary Action:

The imposition of an oral reprimand shall not be subject to the grievance procedure. An employee may challenge the contents of any written materials pursuant to the provisions of Article 5.5 herein. An employee shall receive a written reprimand, be suspended without pay or terminated only for just cause and such action shall be subject to the grievance procedure. This provision does not preclude or supersede the provision contained at Article 16.1 herein.

18.3. Opportunity to Meet:

Suspension without pay or termination of employment shall be imposed only by the Superintendent. If a suspension without pay is to be considered pursuant to Section 2 hereof, the employee shall be afforded an opportunity to meet with the Superintendent. The employee may elect to have representation in attendance at any such meeting. In the absence of the Superintendent, another District Office administrator may act as the Superintendent's designee for purposes of this section.

18.4. Subject to Arbitration:

Suspension without pay or termination of employment shall take effect only after written notification from the Superintendent to the employee and Union stating the grounds for suspension without pay. The Union shall have the right to invoke the grievance procedures set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent within five (5) working days after receipt of the

written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay, and length thereof, was appropriate considering all circumstances surrounding the action.

18.5. Time of Suspension:

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

18.6. Suspension with Pay:

The parties acknowledge that the District has the right to impose a suspension with pay as a disciplinary action under special circumstances. Such an action on the part of the District would be subject to the just cause standard as provided for suspensions without pay. If used, the suspension with pay shall have the same weight in the progressive process as the same length suspension without pay.

18.7. Application of Suspension Without Pay:

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

ARTICLE 19 - GRIEVANCE PROCEDURE

19.1. Purpose and Procedure:

- A. Good morale is maintained, whenever problems arise, by the sincere efforts of all persons concerned working toward constructive solutions in an atmosphere of courtesy, cooperation and good faith. The parties acknowledge that it is desirable for an employee and the employee's immediate supervisor to informally resolve grievances. However, since all matters cannot be resolved satisfactorily in this manner, a formal process must be provided as an alternative. Thus, this formal grievance procedure has been developed as a means of securing, at the lowest possible administrative level, prompt and equitable solutions to those disputes not settled on an informal basis.
- B. The parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure. Further, it is agreed that the investigation and processing of any grievance shall be conducted in a professional manner at such times as not to cause undue interruptions of established work schedules.

19.2. Representative:

The employee may be represented during any step of this procedure by any person or agent designated by such employee to act on the employee's behalf. The District may be represented during any step of this procedure by its designated representative.

19.3. Grievance Definition:

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

19.4. Definitions and Interpretations:

- A. The term "employee", except where otherwise indicated, is considered to apply to all members of the appropriate unit.
- B. Grievant: An "aggrieved employee" or "grievant" is the employee or employees making the claim.
- C. Time Limits: The time limits provided in the grievance procedure shall be strictly observed but may be extended by written mutual agreement of the parties concerned. In the event a grievance is filed after May 1, of any year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process such grievance prior to the end of the school year.

- D. Working Days: Reference to "days" regarding time periods in this procedure shall refer to working days. A working day is defined as all days excluding Saturdays, Sundays and holidays as defined by this Agreement.
- E. Computing Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday.
- F. Filing/Service of Process: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service or time stamp on the District's email service to the Superintendent or appropriate District Administrator within the time period.
- G. Grievance Form: The grievance form which must be used for filing of grievances shall be provided by the District. Such form shall be readily accessible in all school buildings or electronically available on the District's website. (See Attachment B – Grievance Form)

19.5. Adjustment of Grievance, Time Limitation and Waiver:

The parties shall attempt to adjust all grievances which may arise during the course of employment of any employee within the-District in the following manner:

Informal

If an employee believes there has been a grievance, the employee shall discuss the matter with the responsible supervisor and/or the human resources director within fifteen (15) days of the occurrence of the act which gives rise to the grievance or within fifteen (15) days after the employee acquired or should have acquired knowledge of the facts which give rise to the grievance. If the grievance is not resolved as a result of this meeting, the employee, with the Union's consent, may file a formal written grievance. Failure to grieve at the informal step within the time period set forth above shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the periods hereafter provided shall also constitute a waiver of the grievance.

Formal

- A. Level 1: The formal written grievance, signed by the employee involved and approved by the Union must be presented to the responsible supervisor within fifteen (15) days after the responsible supervisor and/or Human Resources Director respond to the grievance at the informal step. An employee, with the Union's consent, may file a formal written grievance within fifteen (15) days after the informal grievance submission if no response has been received by that time. The responsible supervisor shall meet with the employee and the employee's Union representative within ten (10) days after receipt of the written grievance and give a written answer to the grievance within ten (10) days of the meeting. The Union has ten (10) days in which to either accept the answer or appeal it in writing to the next level.
- B. Level 2: If the grievance has not been resolved in Level 1, it may then be processed to Level 2 by the Union presenting the written grievance to the Superintendent. The Superintendent or his/her designee shall meet within fifteen (15) days after receipt of the written appeal to discuss the problem with the employee and the employee's Union representative. Within ten (10) days of the meeting the Superintendent or his/her designee shall submit his/her written answer to the grievance. The Union has ten (10) days in which to either accept the answer or appeal it in writing to the next level. Such appeal shall be served in the Office of the Superintendent.
- C. Denial of Grievance: Failure by the District to issue a decision within the time periods provided herein shall constitute a denial of the grievance, and the Union may appeal it to the next level. This shall not negate the obligation of the District to respond in writing at each level of this procedure.

- D. Step Waiver: Provided both parties (the Union and the District) agree in writing, a step of this grievance procedure may be bypassed and the grievance taken directly to the Bureau of Mediation Services (BMS) Grievance Mediation or Arbitration. Grievance mediation is optional and voluntary. If mediation is pursued, the contractual timelines for processing a grievance shall be delayed during the period of mediation. Should the matter be unable to be resolved in mediation, the parties retain the right to move to the Arbitration procedure outlined in Section 19.6.

19.6. Arbitration:

- A. Procedure: In the event that the parties (the Union and the District) are unable to resolve a grievance it may be submitted by the Union to arbitration as defined herein.
- B. Selection of Arbitrator: Upon submission of a grievance to arbitration under the terms of this procedure, the Union may request a list of seven (7) qualified arbitrators from the Bureau of Mediation Services (BMS). The District and the Union shall determine who is to strike the first name from the list by the toss of a coin. Each party will then alternately strike names until only one remains, who shall be the arbitrator who shall hear and decide the grievance. The Union and the District shall, within fifteen (15) days after getting the list from the BMS, meet to strike names or attempt to agree upon the selection of an arbitrator. Failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.
- C. Hearing: The grievance shall be heard by a single arbitrator. The grievant may be represented by the Union. The parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- D. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject; however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.
- E. Expenses: Each party shall bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.
- F. The arbitrator shall not have the power to add to, subtract from, or to modify the terms of the Agreement.

19.7. Election of Remedies and Waiver:

A party instituting any action, proceeding or complaint in a federal or state court of law or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon initiating a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article, or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE 20 - MISCELLANEOUS**20.1. Mileage Allowance:**

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

20.2. Records:

Menus, recipes, and all other records furnished to, compiled, or used by food-service personnel while employed by the District are the property of the District and shall be returned to the supervisor of food services at the termination of the employee's employment.

20.3. Training Requirements:

An employee shall attend three hours of work-related in-person, online or video training that addresses, at a minimum, meal patterns and basics of sanitation. If a training module has a post test, the employee must pass the test to maintain employment. The employee may review the videos as often as they wish. The department shall pay for up to three hours of wages for the video training and test taking. This training must be completed within the first three months following the start date for a position in school nutrition.

20.4. Lead Cook Qualifications:

Within 90 days of the start date as a Lead Cook, the employee must obtain a Minnesota Certified Food Production Manager (CFPM) Certificate and turn in a copy to the Nutrition Manager. The employee will be required to take and pass the Servesafe class and apply for the CFPM Certificate from the MN Department of Health. The District will reimburse the Lead Cook for the cost of the Safeserve class and the certificate from the MN Department of Health. The employee must pay for the cost of future recertifications and maintain the CFPM Certificate as long as the employee is in a Lead Cook position.

Within one year of the start date as a Lead Cook, the employee must also join and become Level 1 certified through the School Nutrition Association (SNA). The employee will pay the cost of the certification and/or recertifications for any training hours required by SNA. The Lead Cook must maintain SNA Level 1 certification as long as the employee is in a Lead Cook position. Lead Cooks are not eligible for the Level 1 certification pay in Art 9.9 Certification Pay. Lead Cooks are eligible for Level 2-4 differentials in Art 9.9.

Lead Cooks who let their certification lapse would be placed in a cook position, if no longer meeting the Level 1 or CFPM certification.

20.5. Publication of the Agreement:

Copies of this Agreement shall be provided, at District expense, to all members of the appropriate unit by posting a copy on the District's Human Resource website within thirty (30) working days after the Agreement is executed.

ARTICLE 21 - DURATION**21.1. Term and Reopening Negotiations:**

This Agreement shall remain in full force and effect for a period commencing on July 1, 2023, through June 30, 2025, and thereafter pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, 2025, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than one hundred twenty 120 days prior to the expiration of this Agreement.

21.2. Effect:

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

21.3. Finality:

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

21.4. Severability:

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

SIGNATURES:

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

For

School Nutrition Employees
SEIU Local 284, CTW
450 Southview Blvd.
So. St. Paul, MN 55075

For

Independent School District No. 283
6300 Walker Street
St. Louis Park, MN 55416

Union Representative

Chair

Union Steward

Clerk

Asst. Union Steward

Superintendent

Bargaining Team Member

Human Resource Director

Bargaining Team Member

Bargaining Team Member

Dated: _____

Dated: _____

Address to which notices are to be sent:

School Nutrition Employees
SEIU Local 284, CTW
450 Southview Blvd.
So St. Paul, MN 55075

Address to which notices are to be sent:

St. Louis Park Public Schools
Independent School District No. 283
6300 Walker Street
St. Louis Park, MN 55416

SALARY SCHEDULE A: 2023-24

INDEPENDENT DISTRICT NO. 283
SCHOOL NUTRITION
(Effective July 1, 2023)

| Step | CLS2 Cook | | CLS4 Elem Lead | CLS5 Sec Lead |
|------|--------------|--|-------------------|------------------|
| 1 | \$17.50 | | \$20.00 | \$21.00 |
| 2 | \$17.75 | | \$20.75 | \$21.75 |
| 3 | \$18.00 | | \$21.50 | \$22.50 |
| 4 | \$18.25 | | \$22.00 | \$23.00 |
| 5 | \$18.50 | | \$22.75 | \$23.75 |
| 6 | \$19.50 | | \$23.50 | \$24.50 |
| 7 | \$21.50 | | \$25.00 | \$26.00 |
| 8 | \$22.00 | | \$25.75 | \$26.75 |

Career Increments – noncumulative

After 10 years of service: \$.25 additional per hour
 After 15 years of service: \$1.00 additional per hour
 After 20 years of service: \$1.25 additional per hour
 After 25 years of service: \$1.75 additional per hour

SALARY SCHEDULE B: 2024-25

INDEPENDENT DISTRICT NO. 283
SCHOOL NUTRITION
(Effective July 1, 2024)

2024-25 Nutrition Group Salary Schedule

Class 2 - Cook

| Step | | CLS2 | CLS2+SNA1 | CLS2+SNA2 | CLS2+SNA3 | CLS2+SNA4 |
|------|----|---------|-----------|-----------|-----------|-----------|
| CI10 | 1 | \$18.20 | \$18.55 | \$18.80 | \$18.95 | \$19.10 |
| | 2 | \$18.45 | \$18.80 | \$19.05 | \$19.20 | \$19.35 |
| | 3 | \$18.70 | \$19.05 | \$19.30 | \$19.45 | \$19.60 |
| | 4 | \$18.95 | \$19.30 | \$19.55 | \$19.70 | \$19.85 |
| | 5 | \$19.20 | \$19.55 | \$19.80 | \$19.95 | \$20.10 |
| | 6 | \$20.20 | \$20.55 | \$20.80 | \$20.95 | \$21.10 |
| | 7 | \$21.75 | \$22.10 | \$22.35 | \$22.50 | \$22.65 |
| | 8 | \$22.00 | \$22.35 | \$22.60 | \$22.75 | \$22.90 |
| | 9 | \$22.00 | \$22.35 | \$22.60 | \$22.75 | \$22.90 |
| CI10 | 10 | \$22.50 | \$22.85 | \$23.10 | \$23.25 | \$23.40 |
| | 11 | \$22.50 | \$22.85 | \$23.10 | \$23.25 | \$23.40 |
| | 12 | \$22.50 | \$22.85 | \$23.10 | \$23.25 | \$23.40 |
| | 13 | \$22.50 | \$22.85 | \$23.10 | \$23.25 | \$23.40 |
| | 14 | \$22.50 | \$22.85 | \$23.10 | \$23.25 | \$23.40 |
| CI15 | 15 | \$23.25 | \$23.60 | \$23.85 | \$24.00 | \$24.15 |
| | 16 | \$23.25 | \$23.60 | \$23.85 | \$24.00 | \$24.15 |
| | 17 | \$23.25 | \$23.60 | \$23.85 | \$24.00 | \$24.15 |
| | 18 | \$23.25 | \$23.60 | \$23.85 | \$24.00 | \$24.15 |
| | 19 | \$23.25 | \$23.60 | \$23.85 | \$24.00 | \$24.15 |
| CI20 | 20 | \$23.75 | \$24.10 | \$24.35 | \$24.50 | \$24.65 |
| | 21 | \$23.75 | \$24.10 | \$24.35 | \$24.50 | \$24.65 |
| | 22 | \$23.75 | \$24.10 | \$24.35 | \$24.50 | \$24.65 |
| | 23 | \$23.75 | \$24.10 | \$24.35 | \$24.50 | \$24.65 |
| | 24 | \$23.75 | \$24.10 | \$24.35 | \$24.50 | \$24.65 |
| CI25 | 25 | \$24.00 | \$24.35 | \$24.60 | \$24.75 | \$24.90 |

2024-25 Nutrition Group Salary Schedule

Class 4 - Elementary Lead

| Step | CLS4 | CLS4+SNA2 | CLS4+SNA3 | CLS4+SNA4 |
|-------|---------|-----------|-----------|-----------|
| 1 | \$20.70 | \$21.30 | \$21.45 | \$21.60 |
| 2 | \$21.45 | \$22.05 | \$22.20 | \$22.35 |
| 3 | \$22.20 | \$22.80 | \$22.95 | \$23.10 |
| 4 | \$22.70 | \$23.30 | \$23.45 | \$23.60 |
| 5 | \$23.45 | \$24.05 | \$24.20 | \$24.35 |
| 6 | \$24.20 | \$24.80 | \$24.95 | \$25.10 |
| 7 | \$25.75 | \$26.35 | \$26.50 | \$26.65 |
| 8 | \$26.00 | \$26.60 | \$26.75 | \$26.90 |
| 9 | \$26.00 | \$26.60 | \$26.75 | \$26.90 |
| CI 10 | \$26.50 | \$27.10 | \$27.25 | \$27.40 |
| 11 | \$26.50 | \$27.10 | \$27.25 | \$27.40 |
| 12 | \$26.50 | \$27.10 | \$27.25 | \$27.40 |
| 13 | \$26.50 | \$27.10 | \$27.25 | \$27.40 |
| 14 | \$26.50 | \$27.10 | \$27.25 | \$27.40 |
| CI 15 | \$27.25 | \$27.85 | \$28.00 | \$28.15 |
| 16 | \$27.25 | \$27.85 | \$28.00 | \$28.15 |
| 17 | \$27.25 | \$27.85 | \$28.00 | \$28.15 |
| 18 | \$27.25 | \$27.85 | \$28.00 | \$28.15 |
| 19 | \$27.25 | \$27.85 | \$28.00 | \$28.15 |
| CI 20 | \$27.75 | \$28.35 | \$28.50 | \$28.65 |
| 21 | \$27.75 | \$28.35 | \$28.50 | \$28.65 |
| 22 | \$27.75 | \$28.35 | \$28.50 | \$28.65 |
| 23 | \$27.75 | \$28.35 | \$28.50 | \$28.65 |
| 24 | \$27.75 | \$28.35 | \$28.50 | \$28.65 |
| CI 25 | \$28.00 | \$28.60 | \$28.75 | \$28.90 |

2024-25 Nutrition Group Salary Schedule

Class 5 - Secondary Lead

| Step | CLS5 | CLS5+SNA2 | CLS5+SNA3 | CLS5+SNA4 |
|-------|---------|-----------|-----------|-----------|
| 1 | \$21.70 | \$22.30 | \$22.45 | \$22.60 |
| 2 | \$22.45 | \$23.05 | \$23.20 | \$23.35 |
| 3 | \$23.20 | \$23.80 | \$23.95 | \$24.10 |
| 4 | \$23.70 | \$24.30 | \$24.45 | \$24.60 |
| 5 | \$24.45 | \$25.05 | \$25.20 | \$25.35 |
| 6 | \$25.20 | \$25.80 | \$25.95 | \$26.10 |
| 7 | \$26.75 | \$27.35 | \$27.50 | \$27.65 |
| 8 | \$27.00 | \$27.60 | \$27.75 | \$27.90 |
| 9 | \$27.00 | \$27.60 | \$27.75 | \$27.90 |
| CI 10 | \$27.50 | \$28.10 | \$28.25 | \$28.40 |
| 11 | \$27.50 | \$28.10 | \$28.25 | \$28.40 |
| 12 | \$27.50 | \$28.10 | \$28.25 | \$28.40 |
| 13 | \$27.50 | \$28.10 | \$28.25 | \$28.40 |
| 14 | \$27.50 | \$28.10 | \$28.25 | \$28.40 |
| CI 15 | \$28.25 | \$28.85 | \$29.00 | \$29.15 |
| 16 | \$28.25 | \$28.85 | \$29.00 | \$29.15 |
| 17 | \$28.25 | \$28.85 | \$29.00 | \$29.15 |
| 18 | \$28.25 | \$28.85 | \$29.00 | \$29.15 |
| 19 | \$28.25 | \$28.85 | \$29.00 | \$29.15 |
| CI 20 | \$28.75 | \$29.35 | \$29.50 | \$29.65 |
| 21 | \$28.75 | \$29.35 | \$29.50 | \$29.65 |
| 22 | \$28.75 | \$29.35 | \$29.50 | \$29.65 |
| 23 | \$28.75 | \$29.35 | \$29.50 | \$29.65 |
| 24 | \$28.75 | \$29.35 | \$29.50 | \$29.65 |
| CI 25 | \$29.00 | \$29.60 | \$29.75 | \$29.90 |

Career Increments above Step 9 – noncumulative and shown as part of the schedules above.

Step 10: \$.50 additional per hour
 Step 15: \$1.25 additional per hour
 Step 20: \$1.75 additional per hour
 Step 25: \$2.00 additional per hour

Certification Pay from Article 9.9:

The District will pay the following differentials above the wage rates in the wage schedule to employees who currently hold the appropriate level of School Nutrition Association (SNA) food service certification:

SNA Level 1 \$0.35/hr
 SNA Level 2 \$0.60/hr
 SNA Level 3 \$0.75/hr
 SNA Level 4 \$0.90/hr

Lead Cooks are not eligible for the Level 1 certification in this section.
 Lead Cooks are eligible for Level 2-4 differentials.

APPENDIX A: SCHOOL NUTRITION JOB CLASSIFICATIONS

CLASS 1

CLASS 2

SCHOOL NUTRITION ASSISTANT

CLASS 3

CLASS 4

SCHOOL NUTRITION LEAD - ELEMENTARY

CLASS 5

SCHOOL NUTRITION LEAD - SECONDARY

APPENDIX B: Provisions that apply to employees hired prior to specified dates:**Retiree Health Insurance (formerly Article 11.6 for employees hired prior to 7-1-2005)****A11.6. District Medical Insurance Contribution for Eligible Retirees (hired prior to July 1, 2005):**

- A. Eligibility: Full-time School Nutrition personnel who were hired prior to July 1, 2005, have not elected the Health Care Savings Plan option in Section 11.7, and have completed at least twenty (20) years of continuous service with the District who are at least (55) years of age shall be eligible for insurance contribution pursuant to the provisions of this section upon submission of a written resignation accepted by the School Board. Such benefits shall not be granted to any employee who is discharged for cause by the District.
- B. An eligible employee retiring pursuant to this section shall be eligible for insurance benefits as provided in this section.
- C. The employee shall be eligible to continue participation in the District group medical insurance program if permitted by the terms of the policy with the insurance carrier, until the date of the age of Medicare eligibility. Except as otherwise provided in Section 11.6.D, the employee shall pay the entire premium for such coverage.
- D. The District shall contribute the dollar amount provided in Section 11.2 of this Article, in effect at the time of the employee's retirement until the employee reaches the age of Medicare eligibility or the expiration of five (5) years from the date of the employee's retirement, whichever occurs first. The portion of the premium not contributed by the District shall be borne by the employee.
- E. An employee who has reached the age of Medicare eligibility and has maintained continuous coverage under this section, and has a spouse who is not Medicare eligible shall be eligible to purchase the District health insurance program at group rates covering such spouse by paying the entire premium for such coverage, until such time that the spouse reaches the age of Medicare eligibility or upon the expiration of five (5) years from the date the employee became eligible for Medicare, whichever occurs first.
- F. It is the responsibility of the employee to make arrangements with the School Business Office to pay to the District such monthly premium amounts, payable by the employee, in advance and on such date as determined by the District.

Severance (formerly Article 13 Section 13.1-13.5 for employees hired prior to 7-1-1999)**13.1. Severance Eligibility:**

Only employees who (a) where hired prior to July 1, 1999, and (b) who did not elect to participate in the Deferred Compensation Matching Program (see Section 13.6) will be eligible to participate in the District's Severance Pay Program Subject to M.S. 465.72. Full-time School Nutrition personnel who have completed at least twenty (20) years of continuous service with the District who are at least fifty-five (55) years of age shall be eligible for severance pay, pursuant to the provisions of this Article upon submission of a written resignation accepted by the School Board. Severance pay shall not be granted to any employee who is discharged for cause by the District.

13.2. Number of Days:

- A. An eligible employee, upon early retirement, shall receive as severance pay an amount representing one hundred fifteen (115) days of pay.
- B. In addition to the severance pay provided in 13.2.A, an eligible employee shall receive, as severance pay upon retirement, the amount obtained by multiplying the employee's daily rate of pay by one-half (1/2) times the employee's number of unused leave days, but in any event not to exceed one-hundred (100) days of pay.

13.3. Daily Rate of Pay:

In applying these provisions an employee's daily rate of pay shall be the daily rate including career increments at the time of retirement, as provided in the basic salary schedule for the fiscal year, and shall not include any additional compensation for overtime, or other extra compensation.

13.4. Payment:

- A. The District shall provide payment equal to the value of the employee's severance pay directly into the employee's 403b custodial account or other tax-sheltered provision of the Internal Revenue Code, and employees will no longer receive any direct payment from the District for severance pay as provided in Article 13 of the collective bargaining agreement for any employee eligible for tax-sheltering of such funds pursuant to Minn. Stat. § 356.24 and the Internal Revenue Code.

The District's annual contribution into the employee's Traditional 403b account or other tax-sheltered provision pursuant to Minn. Stat. § 356.24 and provisions of the Internal Revenue Code shall not exceed the annual IRS contribution limit for such contributions. No part of the severance payment will be made to a Roth 403b plan or other plan requiring the payment of additional payroll deductions, such as, FICA, TRA, PERA, etc. If any part of the severance pay due to the employee exceeds the IRS contribution limits for a given year, any such amount shall be paid to an account on behalf of the employee for a health care savings plan maintained by the State of Minnesota or a mutually agreed upon account for such plans pursuant to the provisions of Minn. Stat. § 356.24, consistent with IRS limitations and consistent with the payment schedule as provided in Article 13 of the collective bargaining agreement. **13.5. Notice of Intent:**

School nutrition personnel desiring to elect the severance pay option shall, in any year, make that election no later than two weeks following the notice of a subsequent year's assignment as provided by Article 8 Section 8.1.

APPENDIX C: GRIEVANCE FORM

**SCHOOL NUTRITION EMPLOYEES
GRIEVANCE REPORT FORM
St. Louis Park Public Schools**

Name: _____

Building: _____

Date Grievance Occurred: _____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Dated: _____

Signature of Grievant

APPENDIX D: MINNESOTA EARNED SICK AND SAFE TIME EMPLOYEE NOTICE

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. As a regular employee working at least four hours per day or more, the earned sick leave plan in your employee agreement is more generous than required in [Minnesota Statutes § 181.9447, subdivision 9](#) and incorporates the definitions of time off under the statute. If you are a temporary employee or an employee who is scheduled to work less than four hours per day, then you will receive the earned sick and safe leave of one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year as specified in [Minnesota Statutes § 181.9447, subdivision 9](#). A year for purposes of the employee's earned sick and safe time accrual is: July 1st to June 30th each year.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

For regular full and part-time employees scheduled at least four hours per day or more, you should refer to your employee agreement about reporting sick time off. In general, you should report your time off using the district's online time off reporting system. If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should enter that time off request in the online time off system as far in advance as possible, but at least two days in advance. In situations where an employee cannot provide advance notice, the employee should, should report that absence as soon as possible and before the start of your shift if possible.

For temporary employees who typically work less than four hours per day or casual employees who do not work five days per week on a regular basis, if you need to request time off you should notify your supervisor to record the time off as far in advance as possible. If a temporary employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, they should notify their supervisor as far in advance as possible, but at least two days in advance. In situations where a temporary employee cannot provide

advance notice, the employee should, should report that absence to their supervisor as soon as possible and before the start of the shift that day, if possible.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or <https://www.dli.mn.gov/laborlaw> or visit the department's earned sick and safe time webpage at <https://dli.mn.gov/sick-leave>

This document contains important information about your employment. Check the box at the left and give it to Human Resources or your supervisor to receive the information in this language.

| | |
|---------------------|---|
| Spanish/Español | Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma. |
| Hmong/Hmoob | Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob. |
| Vietnamese/Việt ngữ | Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ. |
| Simp. Chinese/简体中文 | 本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。 |
| Russian/русский | Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке. |
| Somali/Soomaali | Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan. |
| Laotian/ລາວ | ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສານີ້. |
| Korean/한국어 | 이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요. |
| Tagalog/Tagalog | Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito. |
| Oromo/Oromoo | Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde. |
| Amharic/አማርኛ | ይህ ደብዳቤ ስለሚያስፈልጉት አስፈላጊ መረጃ የያዘ ነው፡፡ ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጡ ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ፡፡ |
| Karen / ကညီကျိာ် | လၢ်တၢ်လၢ်မိတ်ခါအံၤဟံးသ့ၣ်တၢ်ဂ့ၢ်တၢ်ကူၤအကါဒိၣ်လၢအဘၣ်သးဒီးန့ၣ်တၢ်ဖဲတၢ်စုၤအနီၤလီၤ. တၢ်ဒိုၣ်တၢ်ဒါလၢအဝုၣ်တကယလၢတၢ်ကဒီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ကူၤလၢကူၤတခါအနီၤအဂီၢ်တက့ၢ်. |
| Arabic/ العربية | يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة. |