

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - Board Room 11200 93rd Ave N Maple Grove, MN 55369 Tuesday, December 13, 2022 6:00 PM
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*Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.*

This regular meeting of the Osseo School Board is being conducted the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at [district279.org/info-center/school-board](http://district279.org/info-center/school-board) (Watch Livestream). An archived recording will also be available on the district website.

### Agenda Items

1. Call to Order and Roll Call  
Kelsey Dawson Walton, Board Chair
2. Pledge of Allegiance
3. Additions to Agenda
4. Acceptance of Agenda
5. Recognitions
  - A. Maple Grove Senior High School Girls' Golf (2nd place at State Tournament)  
Coaches Randy Glasmann and Mark Metcalfe
  - B. Jordyn Borsch, Maple Grove Senior High School (State Champion 100 meter dash and 400 meter dash and 3rd place in 200 meter dash)  
Jen Riewe, Head Girls Track Coach
  - C. Maple Grove Senior High School Football (2022 State Champions)  
Matt Lombardi, Head Coach
6. School Board Student Representative Reports
7. Truth in Taxation Hearing and Public Comment/Questions 4  
John Morstad, Executive Director of Finance and Operations
8. Audience Opportunity to Address the School Board
9. Superintendent's Report  
Cory McIntyre, Superintendent
10. School Board Committee Reports
11. Presentation: Monitoring Report - Strategic Direction D Initiatives 44

Bryan Bass, Assistant Superintendent of Equity and Achievement and Robin Gunsolus, Director of Learning and Achievement

12. Consent Agenda

- A. Minutes of the regular meeting of November 22, 2022
- B. Minutes of the negotiation strategies meeting of November 22, 2022 88
- C. Financial reports for the month of November 2022 89
- D. Payment of items for the month of November 2022 96
- E. Extended Educational Trips 118
- F. Fundraisers 121
- G. Acceptance of the 2022-2023 American Recover Plan (ARP) Summer Academic Enrichment and Mental Health Grant in the amount of \$813,270 and authorize an expenditure and budget appropriation in the amount of \$813,270 123
- H. Acceptance of the 2022-2023 Extended Summer Learning Programs Grant in the amount of \$200,257 and authorize an expenditure and budget appropriation in the amount of \$200,257 128
- I. Acceptance of the 2022-2023 Nonpublic Pupil Aid Grant in the amount of \$438,509 and authorize an expenditure and budget appropriation in the amount of \$438,509 131
- J. Acceptance of the 2022-2023 Cedar Island School Safety Grant in the amount of \$36,419 and authorize an expenditure and budget appropriation in the amount of \$36,419 133
- K. Acceptance of the 2022-2023 Garden City Schools Safety Grant in the amount of \$47,547 and authorize an expenditure and budget appropriation in the amount of \$47,547 135
- L. Acceptance of the 2022-2023 Osseo Middle School Safety Grant in the amount of \$152,003 and authorize an expenditure and budget appropriation in the amount of \$152,003 137
- M. Acceptance of the 2022-2023 Rice Lake School Safety Grant in the amount of \$65,680 and authorize an expenditure and budget appropriation in the amount of \$65,680 139
- N. Acceptance of the 2022-2023 Title III Immigrant Children & Youth Grant in the amount of \$5,328 and authorize an expenditure and budget appropriation in the amount of \$5,328 141
- O. Contract by and between ISD 279 Osseo Area Schools and ProCare Therapy for the purpose of staffing RNs, LPNs and CMAs to provide daily nursing services to students with acute and chronic health care needs at district buildings with nurse vacancies 143
- P. Personnel 147
- Q. American Capital Lease to Fund Guaranteed Energy Savings Contract for LED Lighting 150
- R. Purchasing resolution 193
- S. Combined polling place resolution 197
- T. Contract for renovations (mechanical upgrade to heating, air conditioning and ventilation equipment) at Basswood Elementary School 201
- U. Proposal to improve effectiveness and efficiency of special education services provided in ISD 279; approval for contract between ISD 279 Osseo Area Schools and the Center for Applied Research and Educational Improvement, University of Minnesota 219

13. Action Items

A.	2022 Payable 2023 Levy Limitations Certification	232
	John Morstad, Executive Director of Finance and Operations	
B.	2023 Legislative Platform	236
	John Morstad, Executive Director of Finance and Operations	
C.	Recommendation for Approval, Agreement on the Terms and Conditions of	239
	Employment between the Independent School District 279 School Board and School	
	Nutrition, July 1, 2022-June 30, 2024	
	Laurel Anderson, Executive Director of Human Resources	
D.	Gifts to the district totaling \$37,583.15	272
14.	Informational Items	
A.	First Reading of Policy 544 - School Meals (new)	275
	Tim Palmatier, General Counsel	
B.	First Reading of Policy 722 - Public Data and Data Subject Requests (new)	277
	Tim Palmatier, General Counsel	
15.	Adjournment	
	Kelsey Dawson Walton, Board Chair	

*To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website [www.district279.org](http://www.district279.org), under "Info Center > School Board."*

OSSEO AREA SCHOOLS

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ISD  279

# Truth-in-Taxation Hearing for Taxes Payable in 2023

DECEMBER 13, 2022

PRESENTED BY:

JOHN MORSTAD,

EXECUTIVE DIRECTOR OF FINANCE  
& OPERATIONS

# Minnesota State Law Requirements

## A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

## ...and Presentation of:

- Current year budget
- Proposed property tax levy

# Hearing Agenda

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- Background Information on School Funding
- District's Budget
- District's Proposed Tax Levy for Taxes Payable in 2023
- Public Comments

# MN Legislature Must Set Funding for Minnesota Public Schools

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Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

**“UNIFORM SYSTEM OF PUBLIC SCHOOLS.** The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a Result,  
Funding is  
Highly  
Regulated

### State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
  - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

# Basic General Education Formula Lags Inflation

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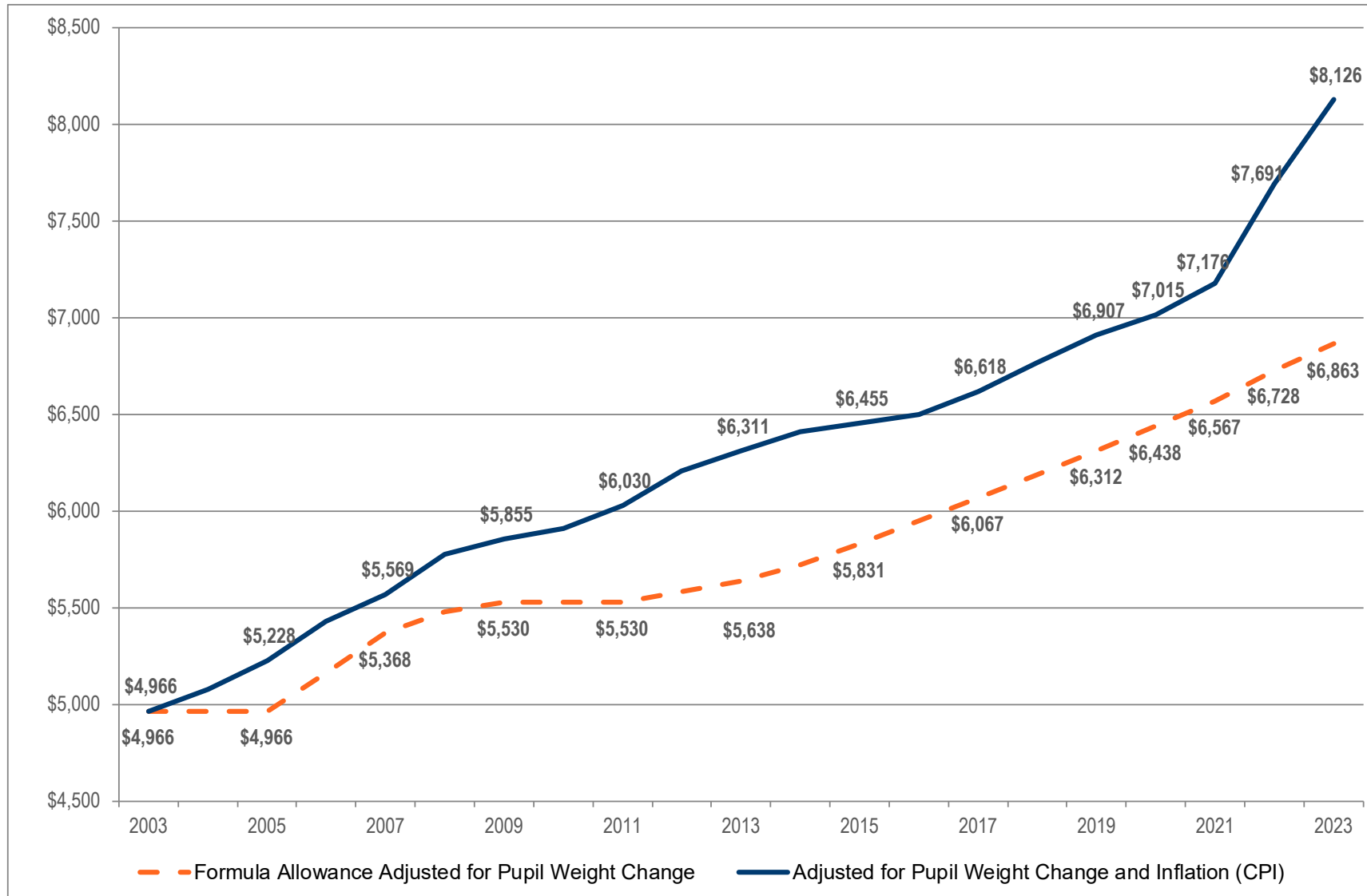
- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2021-22, an increase of 2.45% or \$161 over previous year was approved
- For Fiscal Year 2022-23, an increase of 2.00% or \$135 over previous year was approved

Per-pupil allowance for Fiscal Year 2022-23 of \$6,863 would need to increase by another \$1,263 (18.4%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,126

- This would have generated an additional \$28 million for our district this year.

# General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2022 Inflation Estimates

According to MN Department of Education (MDE):

FY 2020 costs of providing programs were underfunded statewide by \$591 million

By FY 2025 costs of providing programs statewide will be underfunded by \$806 million



Primary options to bridge funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

## Underfunding of Special Education

# Change in Tax Levy does not Determine Change in Budget



Tax levy is based on many state-determined formulas plus voter approved referendums



Some increases in tax levies are revenue neutral, offset by reductions in state aid



Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



An increase in school taxes does not always correlate to an equal increase in budget

# Difference in Levy Cycles



## School District:

- Budget year begins July 1st
- 2023 taxes provide revenue for 2023-24 fiscal year
- Budget adopted in June 2023



## City/County:

- Budget year begins Jan. 1st
- 2023 taxes provide revenue for 2023 calendar year budget

# Budget Information

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**School district budgets are divided into separate funds, based on purposes of revenue, as required by law.**

## **Our District's Funds:**

- General
- Food Service
- Community Service
- Building Construction\*\*
- Debt Service
- Internal Service (4)\*\*
- Custodial (2)\*\*
- OPEB\* Debt Service



\*Other Post-Employment Benefits

\*\* Annual budgets are not prepared for these funds

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2023-24 budget will be adopted by School Board in June 2023.

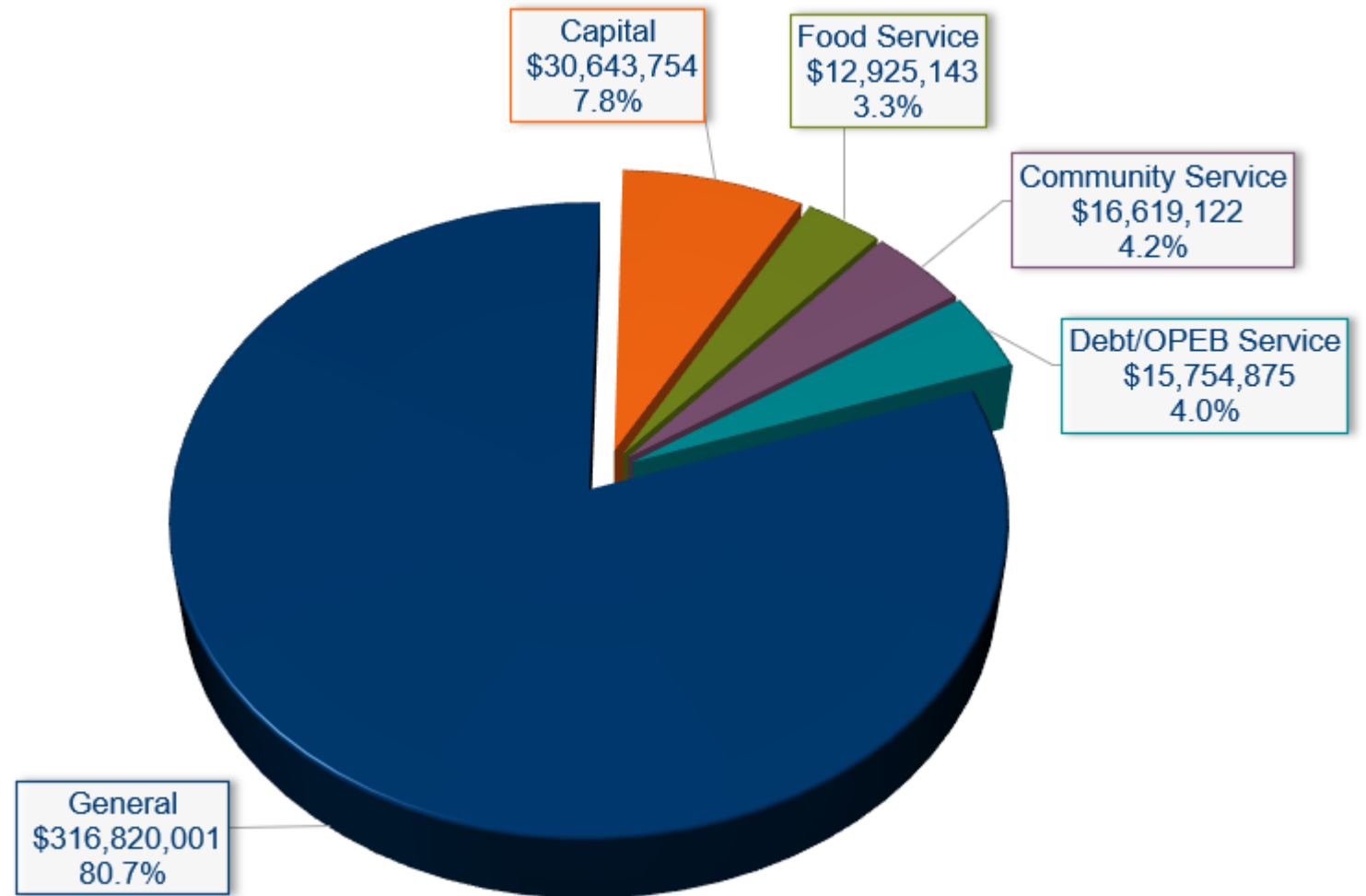
**District Revenues & Expenditures**  
Actual for FY 2022, Budget for FY 2023

FUND	FISCAL 2022 BEGINNING	2021-22 ACTUAL		JUNE 30, 2022 ACTUAL	2022-23 BUDGET		JUNE 30, 2023 PROJECTED
	FUND BALANCES	REVENUES & TRANSFERS IN	EXPENDITURES & TRANSERS OUT	FUND BALANCES	REVENUES & TRANSERS IN	EXPENDITURES & TRANSFERS OUT	FUND BALANCES
<b>General/Restricted</b>	\$10,527,702	\$61,381,244	\$60,725,567	\$11,183,379	\$60,000,000	\$60,000,000	\$11,183,379
<b>General/Other</b>	94,163,119	263,746,576	265,765,915	92,143,780	265,524,804	281,871,725	75,796,859
<b>Food Service</b>	4,698,150	16,830,516	14,960,691	6,567,975	12,925,143	14,307,520	5,185,598
<b>Community Service</b>	2,707,448	16,811,824	14,373,798	5,145,474	15,536,979	15,087,005	5,595,448
<b>Building Construction</b>	25,068,151	13,305	15,808,244	9,273,212	-	-	9,273,212
<b>Debt Service</b>	4,123,272	13,857,737	14,290,620	3,690,389	15,754,875	16,433,238	3,012,026
<b>Internal Service</b>	3,374,945			2,367,990			-
<b>OPEB* Revocable Trust</b>	12,578,313	(3,630,445)	585,040	8,362,828	-	-	8,362,828
<b>OPEB* Debt Service</b>	606,076	2,728,971	2,720,995	614,052	-	-	614,052
<b>Total All Funds</b>	<b>\$157,847,176</b>	<b>\$371,739,728</b>	<b>\$389,230,870</b>	<b>\$139,349,079</b>	<b>\$369,741,801</b>	<b>\$387,699,488</b>	<b>\$119,023,402</b>

\*Other Post Employment Benefits

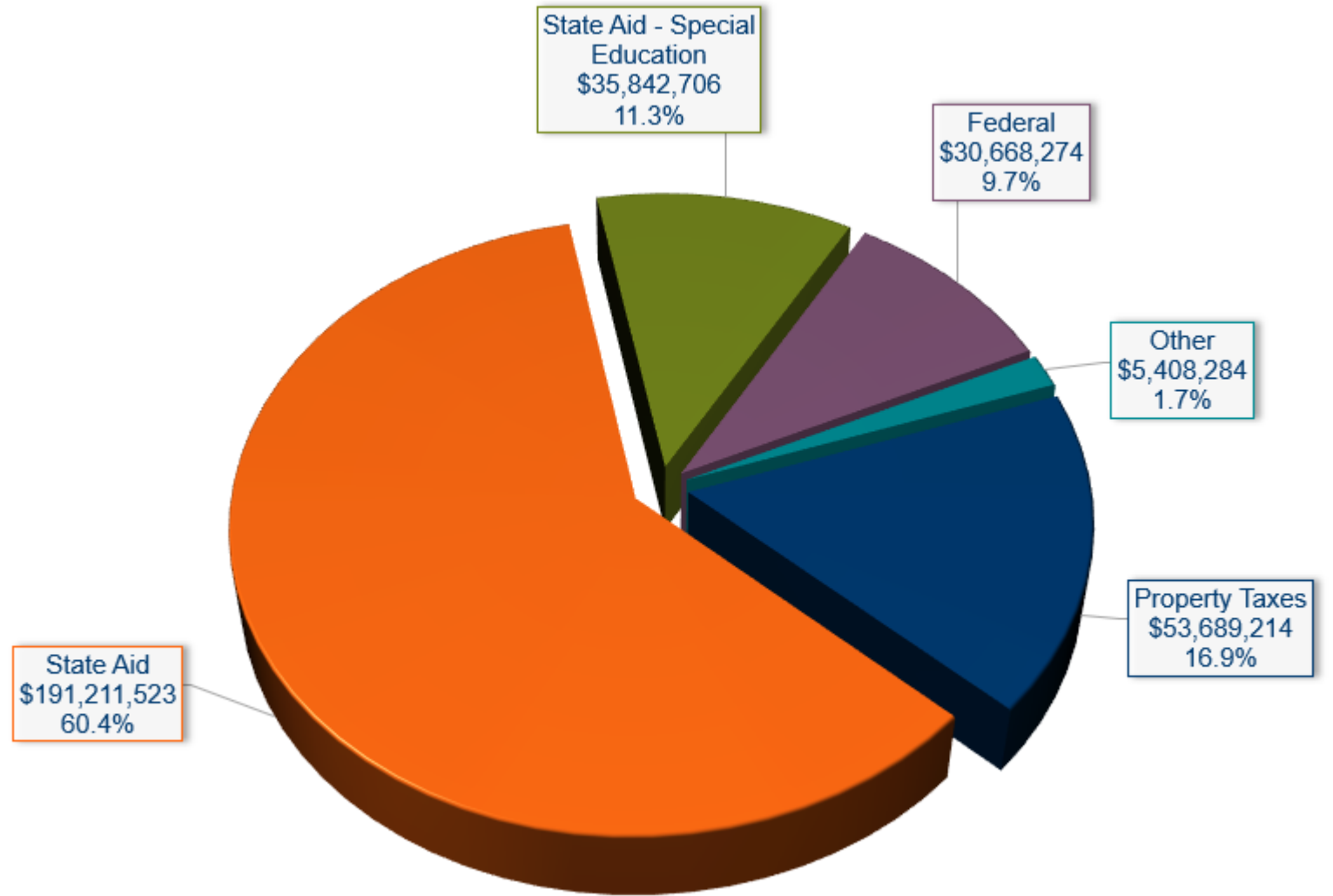
# Revenue - All Funds -

2022-23 Budget  
\$392,762,895



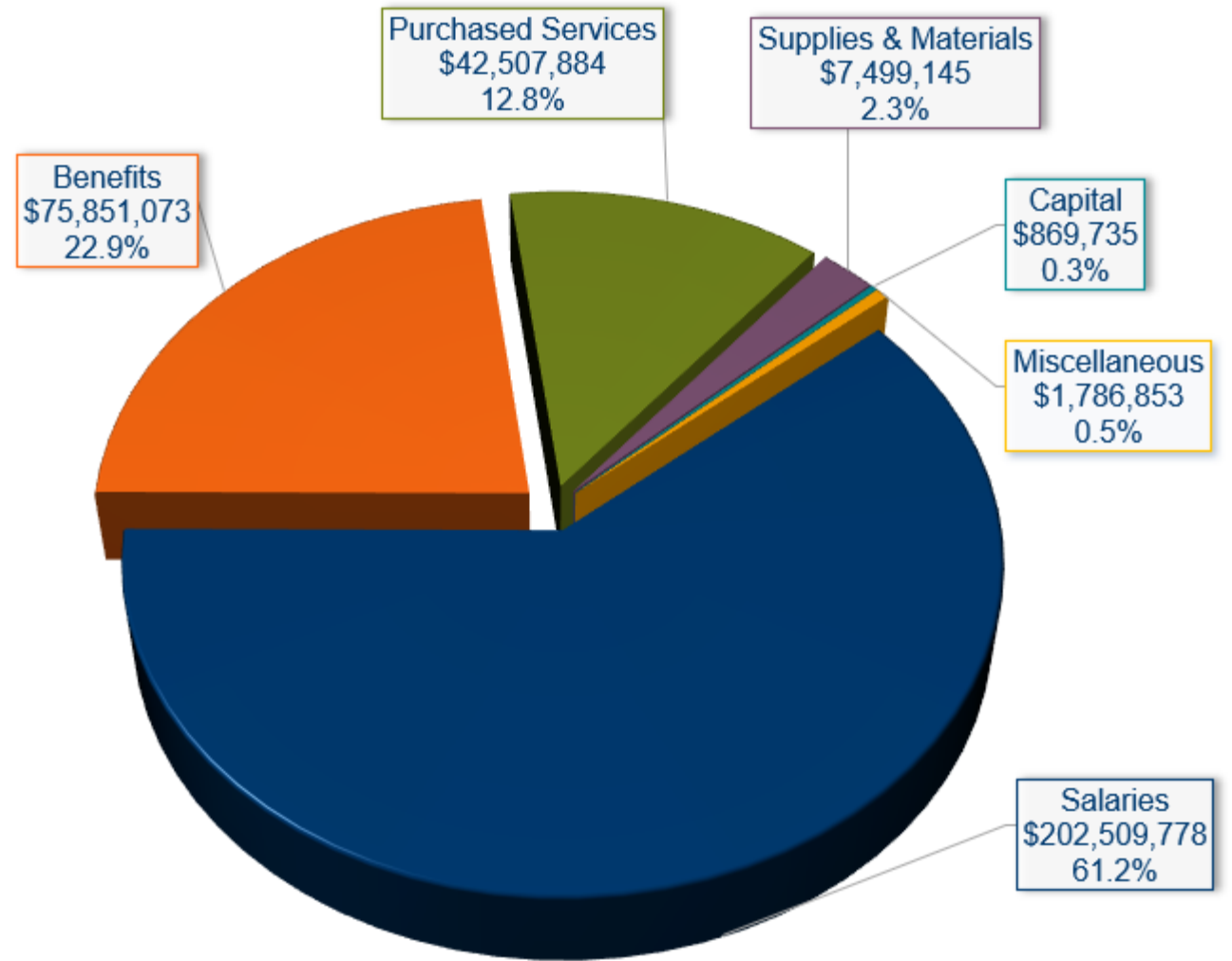
# General Fund Revenue

2022-23 Budget  
\$316,820,001



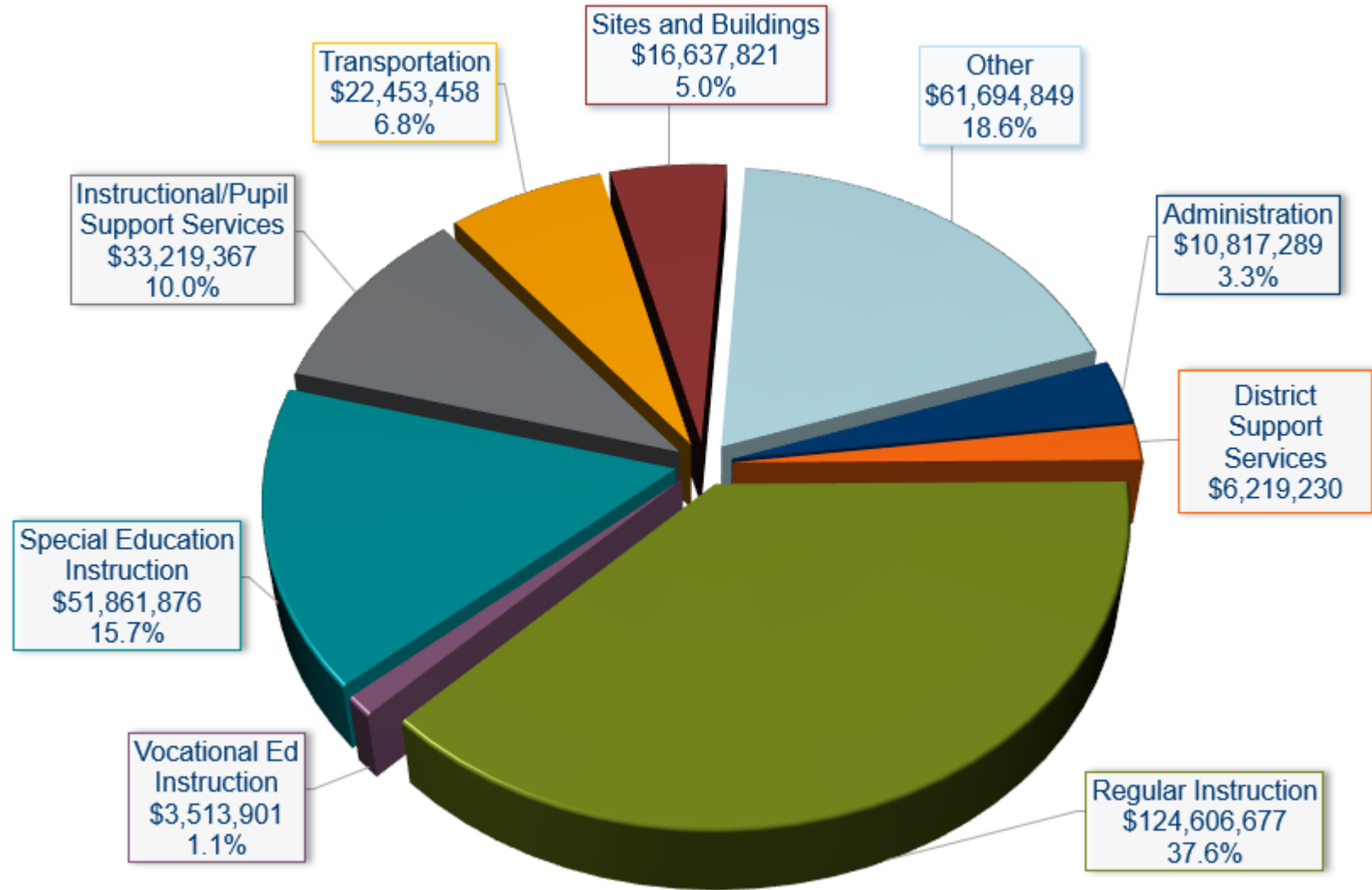
# General Fund Expenditures - by Object -

2022-23 Budget  
\$331,024,468



# General Fund Expenditures - by Program -

2022-23 Budget  
\$331,024,468

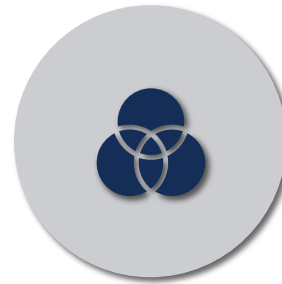


# Payable 2023 Property Tax Levy

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Determination of levy



Comparison of 2022 to 2023 levies



Reasons for changes in tax levy



Impact on taxpayers

# Property Tax Background

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- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions

# Sample of parcel specific notice mailed to every property owner between November 11 & November 24

## Contents:

- Proposed property taxes compared to last year
  - By taxing jurisdiction
  - By voter approved & other for school district
- Time & place of public meetings



**Spruce County**  
 Jane Smith, Auditor-Treasurer  
 345 12th Street East, Box 78  
 Spruceville, MN 55555-5555  
 (555) 345-6789  
 www.co.spruce.mn.us

**TAXPAYER(S):**

John and Mary Johnson  
 123 Pine Rd S  
 Spruceville, MN 55555-5555

**Property Information**

PIN Number: 01.234.56.789.R1      Property Address: 789 Pine Rd S  
 Spruceville, MN 55555

Property Description:  
 Lot 1, Block 1, Spruce Acres Subdivision

**PROPOSED TAXES 2023**

**THIS IS NOT A BILL. DO NOT PAY.**

Step	VALUES AND CLASSIFICATION		
	Taxes Payable Year	2022	2023
1	Estimated Market Value	\$125,000	\$150,000
	Homestead Exclusion	\$	\$23,800
	Taxable Market Value	\$125,000	\$126,200
	Class	Res NHmstd	Res Hmstd
<b>PROPOSED TAX</b>			
2	Property Taxes before credits	\$1,562.46	
	School building bond credit	\$ 12.00	
	Agricultural market value credit		
	Other credits		
	Property Taxes after credits	\$1,550.46	
3	<b>PROPERTY TAX STATEMENT</b>		
	Coming in 2023		

**The time to provide feedback on PROPOSED LEVIES is NOW**

**Proposed Property Taxes and Meetings by Jurisdiction for Your Property**

Contact Information	Meeting Information	Actual 2022	Proposed 2023	
State General Tax	No meeting required	\$0	\$0	
County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567	December 2, 7:00 PM	\$438.06	\$484.18	
City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7854	December 1, 6:30 PM Spruceville City Hall	\$273.79	\$312.06	
Spruceville School District 990 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6780	December 9, 7:00 PM Spruceville High School Cafeteria			
Voter Approved Levies		\$289.35	\$296.68	
Other Levies		\$340.11	\$374.60	
<i>Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2023 may be higher than the proposed amount shown on this notice.</i>				
Memo Special Taxing Districts		\$57.76	\$58.70	
Spruceville Metropolitan Council www.spruce.metrocouncil.org (555) 555-5555 Spruceville, MN 55055	December 12, 7:30 PM Spruce Park Centre 500 Pine St.			
Other Special Taxing Districts	No meeting required	\$12.80	\$13.02	
Tax Increment Tax	No meeting required	\$10.15	\$11.22	
<b>Total excluding any special assessments:</b>		\$1,422.02	\$1,660.56	9.0%

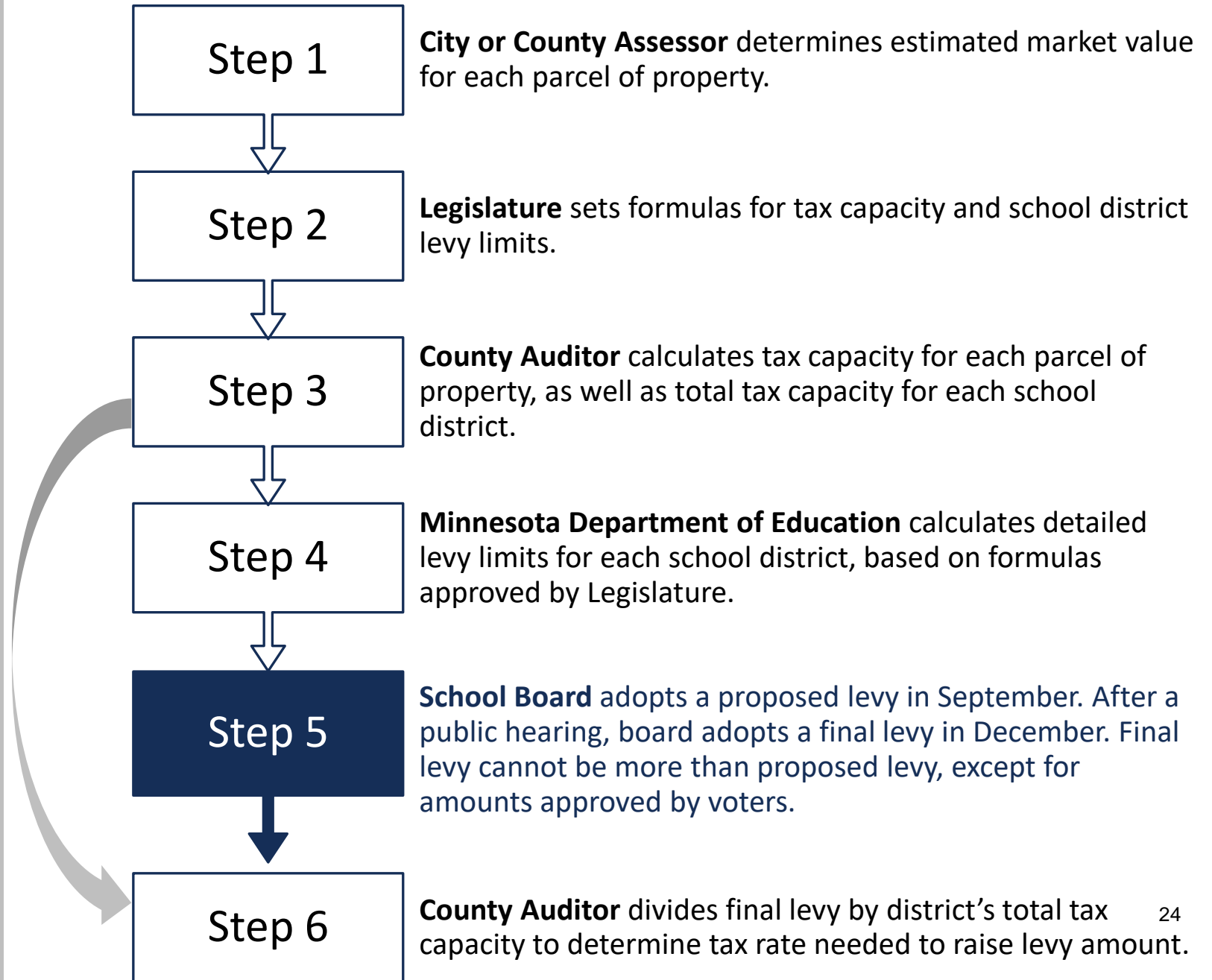
# School District Property Taxes

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- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts (calculated by MDE) for each category are set by:
  - State law
  - Voter approval
- Property Tax Process
  - Key steps in process are summarized on next slide
  - Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 6 steps

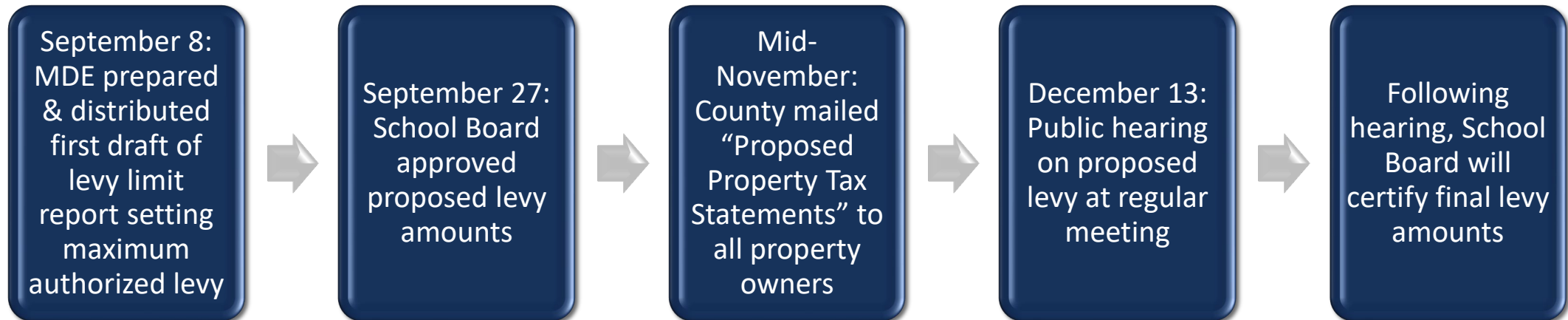
# School District Property Tax Process

*Note:* For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



# Approval of District's Tax Levy in 2022 (Payable 2023)

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## Overview of District's Proposed Tax Levy

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- Proposed Payable 2023 tax levy is an increase from 2022 of \$22,757,702 or 22.3%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2022 to Proposed Levy Payable in 2023

Fund Levy Category	Actual Levy Payable in 2022	Proposed Levy Payable in 2023	\$ Change	% Change
<b>General</b>				
Voter Approved Operating Referendum	\$34,991,796	\$48,267,962	\$13,276,166	
Local Optional Revenue (LOR)	14,696,808	15,344,148	647,339	
Equity	1,888,978	1,544,551	(344,427)	
Capital Project/Technology Referendum	8,326,107	11,192,923	2,866,816	
Operating Capital	2,429,377	2,583,825	154,448	
Alternate Teacher Compensation	1,933,454	1,943,336	9,881	
Achievement and Integration	1,465,348	1,497,539	32,191	
Long Term Facilities Maintenance	14,795,949	21,636,489	6,840,540	
Instructional Lease	3,377,557	3,424,778	47,220	
Other	2,903,209	2,816,744	(86,465)	
Prior Year Adjustments	(2,699,326)	(537,799)	2,161,528	
<b>Total, General Fund</b>	<b>\$84,109,257</b>	<b>\$109,714,495</b>	<b>\$25,605,239</b>	<b>30.4%</b>
<b>Community Service</b>				
Basic Community Education	\$1,074,833	\$1,074,833	\$0	
Early Childhood Family Education	601,486	638,762	37,276	
School-Age Child Care	1,275,000	1,200,000	(75,000)	
Other	20,271	20,990	719	
Prior Year Adjustments	152,238	226,269	74,031	
<b>Total, Community Service Fund</b>	<b>\$3,123,828</b>	<b>\$3,160,855</b>	<b>\$37,026</b>	<b>1.2%</b>
<b>Debt Service</b>				
Long Term Facility Maintenance	\$15,516,967	\$11,226,217	(\$4,290,749)	
Other	674,626	679,981	5,355	
Reduction for Debt Excess	(1,430,157)	0	1,430,157	
Prior Year Adjustments	139,536	110,211	(29,325)	
<b>Total, Debt Service Fund</b>	<b>\$14,900,972</b>	<b>\$12,016,410</b>	<b>(\$2,884,563)</b>	<b>-19.4%</b>
<b>Total Levy, All Funds</b>	<b>\$102,134,057</b>	<b>\$124,891,760</b>	<b>\$22,757,702</b>	<b>22.3%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	41,461,479	62,634,562	21,173,083	
Other	60,672,579	62,257,198	1,584,619	
<b>Total</b>	<b>\$102,134,057</b>	<b>\$124,891,760</b>	<b>\$22,757,702</b>	<b>22.3%</b>

# Explanation of Levy Changes

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**Category:**

General Fund - Voter Approved Operating Levy

**Change:**

+\$13,276,166

**Use of Funds:**

General Operating Expenses

**Reasons for Change:**

- Existing voter approved authority includes an annual inflationary increase
- Inflation factors are determined by State, as set in statute
- Voters approved an increase to operating referendum authority

# Explanation of Levy Changes

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**Category:**

General Fund - Voter Approved Capital Project/Technology Levy

**Change:**

+\$6,840,540

**Use of Funds:**

Technology Costs

**Reason for Change:**

Voters approved an increase to capital project/technology levy authority

# Explanation of Levy Changes

<b>Category:</b>	General & Debt Service Funds – Long Term Facilities Maintenance (LTFM)
<b>Change:</b>	+\$6,840,540 (General Fund) and -\$4,290,749 (Debt Service Fund)
<b>Use of Funds:</b>	Facilities Maintenance and Required Payments on Bonds
<b>Reasons for Change:</b>	<ul style="list-style-type: none"><li>• District is eligible for LTFM revenue based on state-approved project costs</li><li>• LTFM projects are financed through a combination of annual General Fund levies, state aid and bond issues</li><li>• Levies are coordinated with other capital and debt levies to maintain a level or declining tax rate</li></ul>

# Explanation of Levy Changes

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**Category:**

General Fund – Prior Year Adjustments

**Change:**

+\$2,161,528

**Use of Funds:**

Various

**Reason for Change:**

Initial levies are based on estimates. In later years, amounts are updated and levies are retroactively adjusted

# Explanation of Levy Changes

<b>Category:</b>	Debt Service – Reduction for Debt Excess
<b>Change:</b>	+\$1,430,157
<b>Use of Funds:</b>	Debt Payments
<b>Reasons for Change:</b>	<ul style="list-style-type: none"><li>• Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections</li><li>• Because delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds</li><li>• Formulas in state law determine adjustments to tax levy for debt excess balances</li><li>• No debt excess balance for taxes payable in 2023</li></ul>

# Factors Impacting Individual Taxpayers' School Taxes

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Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

# Four Year School Levy Comparison

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- Examples include school district taxes only & are shown based on no change and a 26.5% increase in property value for residential homes over the past four years
  - Actual changes in value may be more or less than this for any parcel of property
  - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of Osseo
- Amounts for 2023 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2020 to 2023  
*Based on No Changes in Property Values*

Type of Property	Estimated Market Value	Actual Taxes Payable in 2020	Actual Taxes Payable in 2021	Actual Taxes Payable in 2022	Estimated Taxes Payable in 2023			Change in Taxes 2020 to 2023	Change in Taxes 2022 to 2023
					Without Ballot Questions*	Approved Ballot Questions*	Total		
Residential Homestead	\$150,000	\$662	\$627	\$599	\$579	\$56	\$635	-\$27	\$36
	250,000	1,158	1,100	1,053	1,011	95	1,106	-52	53
	400,000	1,902	1,809	1,734	1,660	153	1,813	-89	79
	500,000	2,381	2,265	2,171	2,077	191	2,268	-113	97
	600,000	2,912	2,773	2,659	2,539	231	2,770	-142	111
Commercial/Industrial #	\$250,000	\$1,256	\$1,194	\$1,128	\$1,093	\$99	\$1,192	-\$64	\$64
	1,000,000	5,350	5,102	4,826	4,649	407	5,056	-294	230
	2,000,000	10,809	10,313	9,756	9,390	818	10,208	-601	452
Apartments and Res. Non-Homestead ( 2 or more units)	\$500,000	\$2,656	\$2,541	\$2,445	\$2,311	\$202	\$2,513	-\$143	\$68
	1,000,000	5,312	5,082	4,889	4,621	406	5,027	-285	138
	4,000,000	21,246	20,329	19,558	18,485	1,621	20,106	-1,140	548

\* "Approved ballot questions" includes estimates of additional taxes for the increase in operating referendum and capital project levy approved by voters.

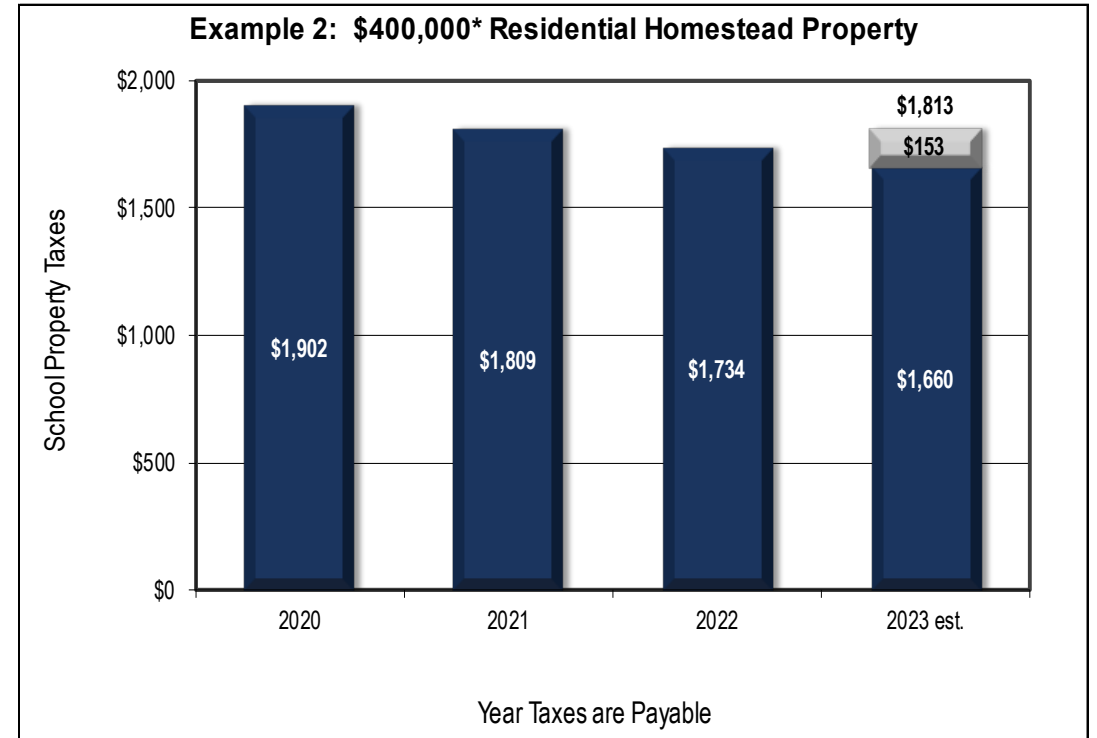
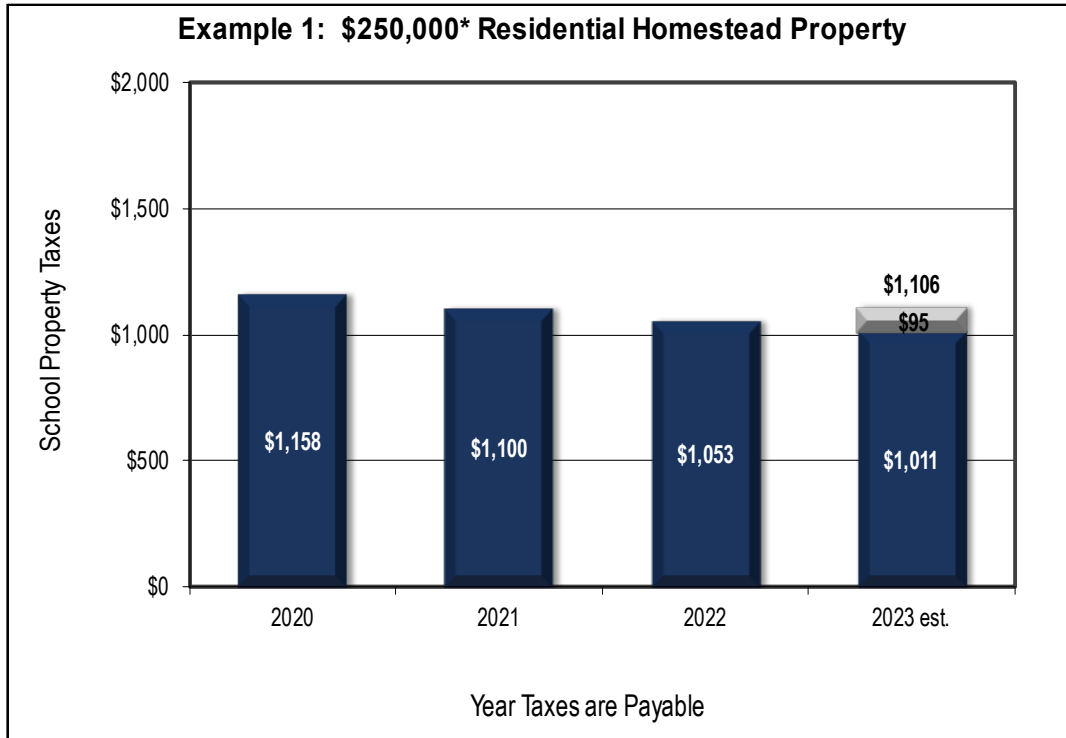
# For commercial-industrial property, amounts above are for property in the City of Osseo. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

**General Notes**

1. Amounts are based on school district taxes only, and do not include taxes for city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2023 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2020 to 2023.

# Estimated Changes in School Property Taxes, 2020-23

*Based on No Changes in Property Value*

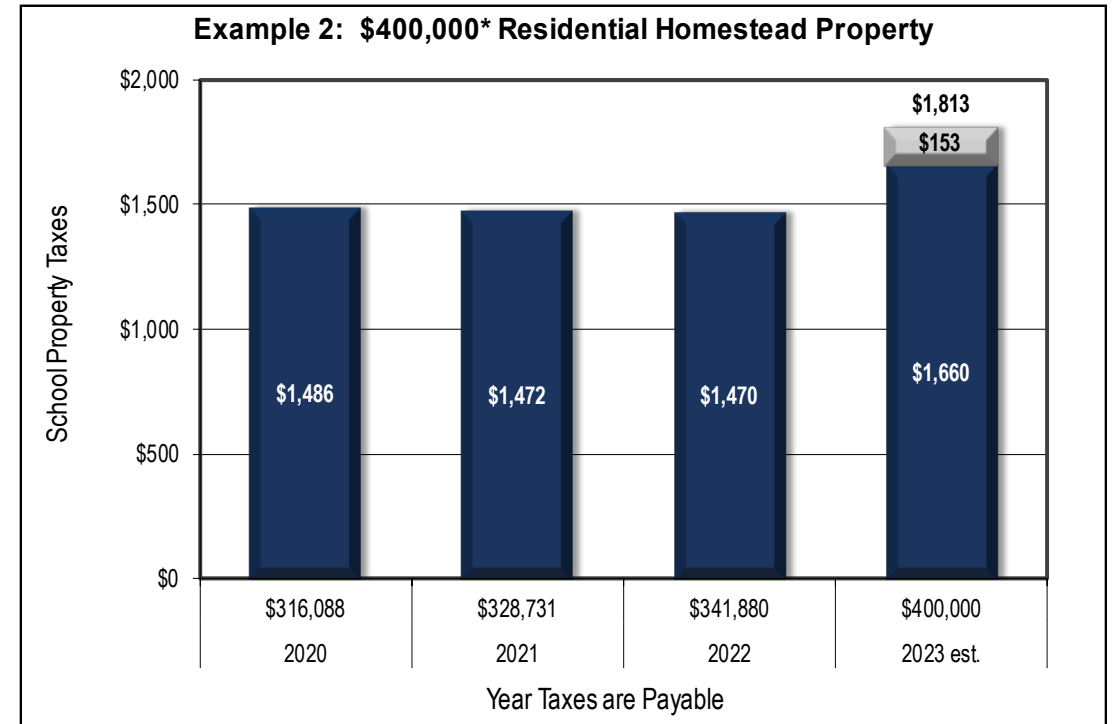
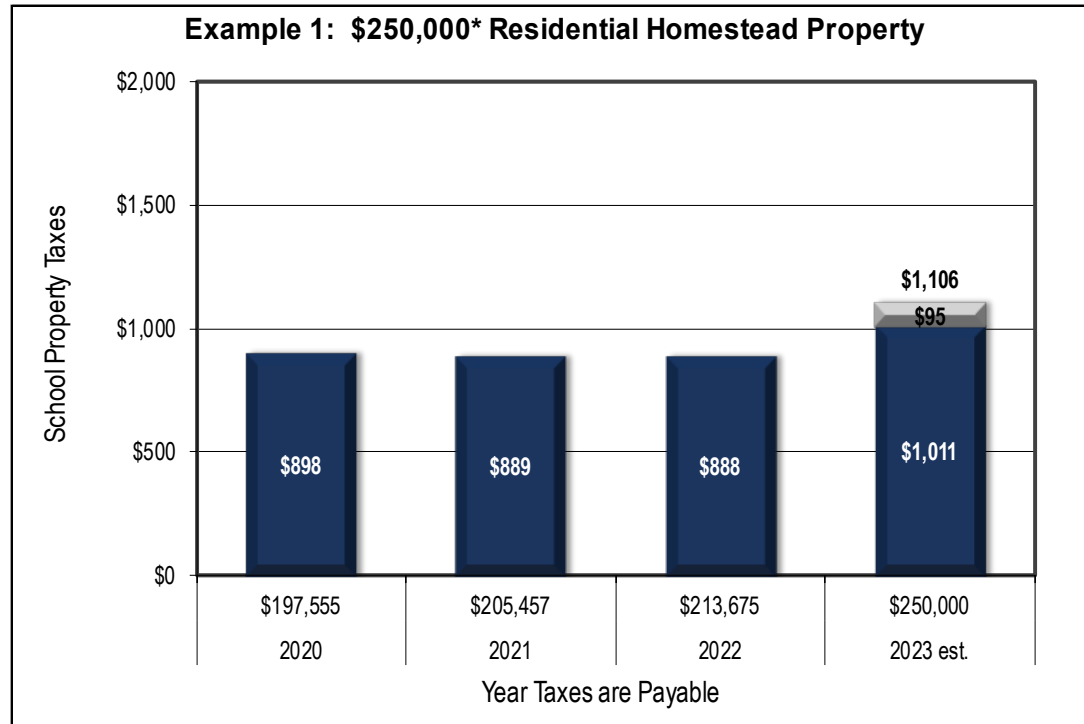


\* Estimated market value for taxes payable in 2023. Taxes are calculated based on no changes in market value from 2020 to 2023.

\*\* The lighter portion of the 2023 bar represents the estimated taxes associated with the increase in operating referendum and capital project levy approved by voters.

# Estimated Changes in School Property Taxes, 2020-23

*Based on 26.5% Cumulative Changes in Property Value*



\*Estimated market value for taxes payable in 2023. Taxes are calculated based on changes in market value of 4.0% from 2020 to 2021, 4.0% from 2021 to 2022 and 17.0% from 2022 to 2023.

\*\* The lighter portion of the 2023 bar represents the estimated taxes associated with the increase in operating referendum and capital project levy approved by voters.

# What's happening with each slice?

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Higher Market Value Increase = Bigger Slice



Lower Market Value Increase = Smaller Slice



Each Property Owner pays a portion of the pie

# Impact of Property Valuations

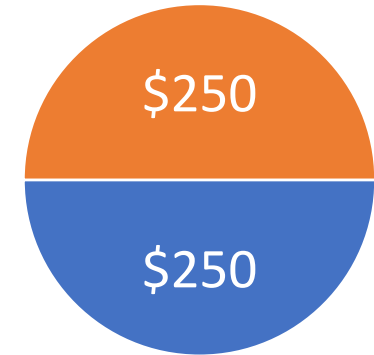
Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$100,000



# Impact of Property Valuations

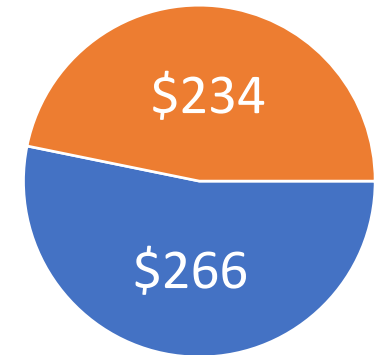
## Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

## Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more

\$110,000



\$125,000



# State Property Tax Refunds & Deferral

## Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$2,930 for homeowners and \$2,280 for renters)

## Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 12% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 12% or \$100 (max \$1,000)

## Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$60,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

# Next Steps

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OSSEO AREA SCHOOLS

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ISD  279

PUBLIC COMMENTS

OSSEO AREA SCHOOLS

ISD  279

# Vision Card D

*Dr. Bryan Bass and Robin Gunsolus*

*December 13th, 2022*

# Presentation Outcomes

## School Board members will:

- ▶ receive information on baseline data for the High Priority Initiatives for Strategic Direction D
- ▶ understand alignment of the operational plan to the vision card data collection



**Vision Cards serve as critical data points toward the realization of the desired daily experience.**

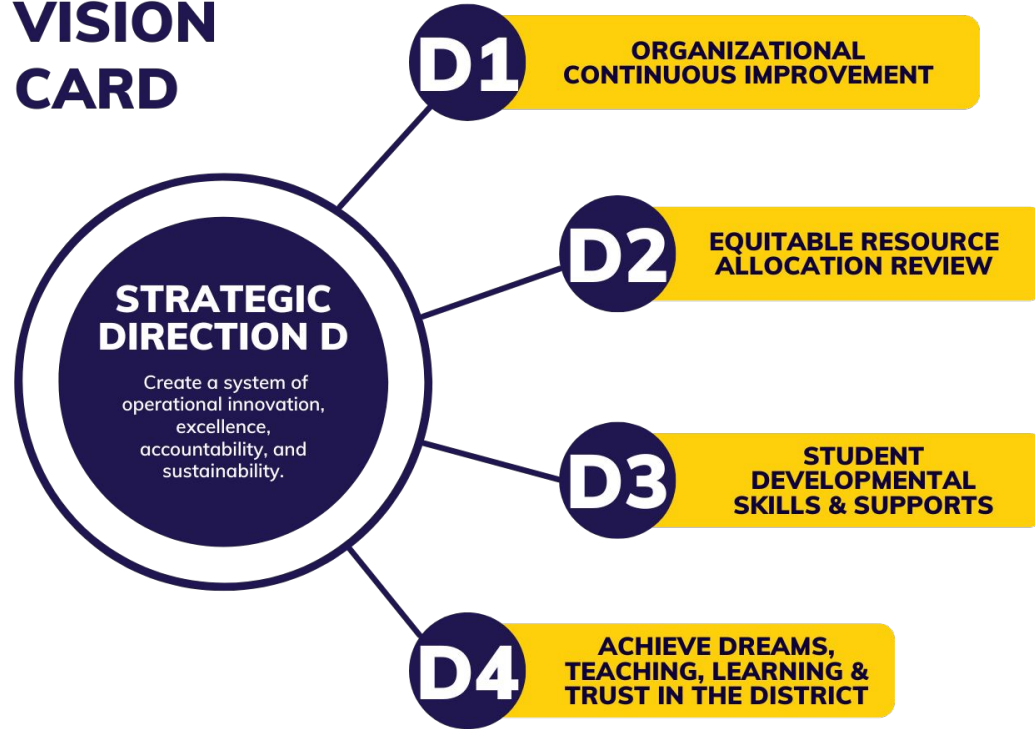


# District Three Year Operational Plan

## Work aligned with Strategic Direction D:

Strategic Direction/Goal	Learning Work Initiatives <i>Research, testing and development of possible initiatives</i>	Implementation Work Initiatives <i>Securing resources, creating processes and procedures, providing PD, developing evaluation metrics</i>
<p><i>D. Create a system of operational innovation, excellence, accountability and sustainability.</i></p>	<ul style="list-style-type: none"> <li>● <b>Building a Better Future</b> - Phase II (info campaign for bond)</li> <li>● <b>Building a Better Future</b>- Phase I next steps</li> <li>● <b>1- to 3-year site plans (aligned to 3-year District Op Plan)</b></li> <li>● <b>Redesign new teacher support</b> <ul style="list-style-type: none"> <li>○ New Teacher Workshop</li> <li>○ New Teacher Mentors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Department 3-yr operational plan implementation</b></li> <li>● <b>Cyber Security Plan</b> - Phase II</li> <li>● <b>Building a Better Future</b> - Phase I (info campaign for technology and operating levies)</li> <li>● <b>Print study</b> - Strategy implementation</li> <li>● <b>Online enrollment</b> - Year 2</li> </ul>

# VISION CARD



*From Street Data: A Next Generation Model for Equity, Pedagogy, and Transformation.*



### Level 1 Satellite Data

Large grain size.

Illuminate patterns of achievement, equity, and teacher quality and retention.

Point us in a general direction for further investigation.



### Level 2 Map Data

Medium grain size.

Help us to identify reading, math, and other student skill gaps (e.g., decoding, fluency, fractions, etc.), or instructional skill gaps for teachers.

Point us in a slightly more focused direction.



### Level 3 Street Data

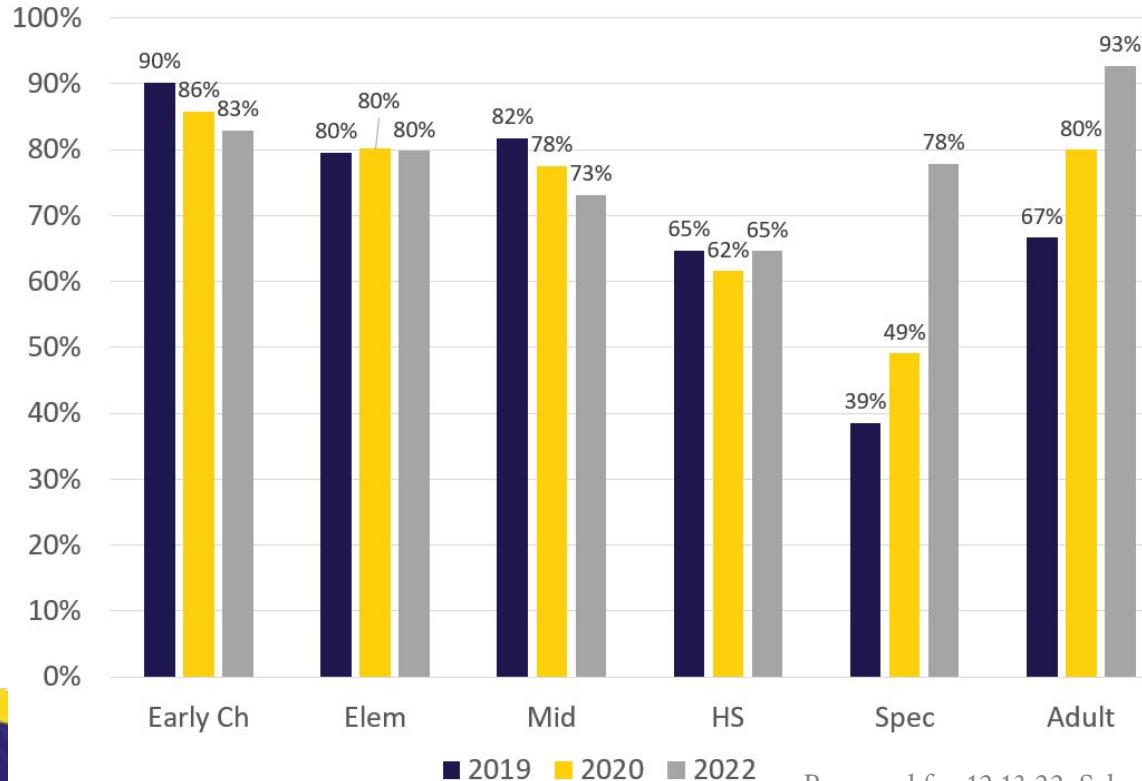
Fine-grain and ubiquitous.

- Help us to understand student, staff, and parent experience as well specific misconceptions and mindsets.
- Help us to monitor students' internalization of important skills.
- Require focused listening and observation.
- Inform and shape our next moves.

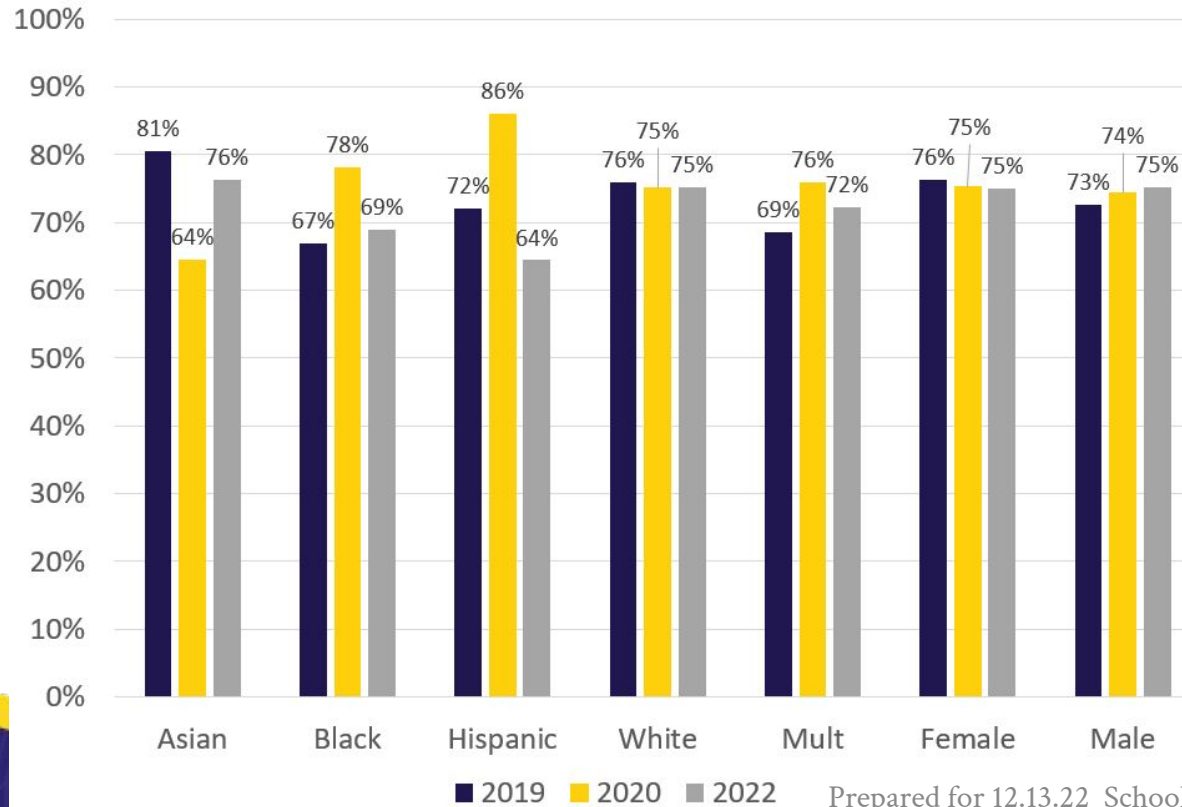
# D1. Organizational Continuous Improvement

Element	Indicators	Data Source	Intervene	Concern	Baseline	Progress	Vision	2019	2020	2021	2022	
Process	D1. Organizational Continuous Improvement	Staff Stakeholder Survey Teaching and Learning Scale	≤65%	66-70%	71-75%	76-80%	≥81%	73%	76%	NA	75%	
		Cyber Security	Phishing Assessment	≤12.0%	11.9-9.0%	8.9-5.1%	5.0-3.1%	≤3.0%	NA	14%	5.5%	7.5%
			FilterEDIT Governance Assessment	≥3.5	3.6-3.9	4.0-4.3	4.4-4.7	≥4.8	NA	NA	4.1	4.3
			MS Secure Score	≤19.9	20.0-39.9	40.0-59.9	60.0-79.9	≥80.0	NA	NA	NA	54.7
		IT Operations	Support KPI	≥374	373-289	288-204	203-119	≤120	NA	NA	346	250
			FilterED Operations Scores	≤59%	60-69%	70-79%	80-89%	≥90%	NA	NA	75%	78%

# Teacher Perceptions of Teaching and Learning by Grade Range



# Teacher Perceptions of Teaching and Learning by Teacher Race & Gender



# Cyber Security

Cyber Security	Phishing Assessment	≥ 12.0%	11.9-9.0%	8.9-5.1%	5.0-3.1%	≤ 3.0%	NA	14%	5.5%	7.5%
	FilterEDIT Governance Assessment	≥ 3.5	3.6-3.9	4.0-4.3	4.4-4.7	≥ 4.8	NA	NA	4.1	4.3
	MS Secure Score	≤ 19.9	20.0-39.9	40.0-59.9	60.0-79.9	≥ 80.0	NA	NA	NA	54.7

## FilterED ITG Score

	State Avg	20-21	21-22
Governance, Architecture, & Planning	3.6	3.7	4.2
Hardware and software assets	3.8	4.8	4.8
Information management	3.4	3.8	4
Infrastructure	3.8	4.5	4.6
Service Management and Availability	3.3	3.6	3.9
Overall Average	3.58	4.08	4.3

## Microsoft Secure Score

	Benchmark	Osseo
22-23	45.9	54.7

# IT Operations

## Service Priority Definitions

Critical	High	Medium	Low
The incident causes significant disruption to operations and impacts an entire site or the District or poses a security risk.	The incident prevents user(s) from being able to conduct normal business using core software/ hardware	The incident prevents the user(s) from being able to conduct normal business using core software/ hardware, but there is a temporary work around or doesn't have an immediate hindrance to their work.	The incident does not prevent user(s) from being able to conduct normal business

## Osseo Area Schools KPI Metrics

	Critical	High	Medium	Low
Communication	Within 30 min	Within 60 min	Within 8 hrs	Within 16 hrs
Ticket Resolution	4 hr	8 hr	16 business hours	5 business days

## Average Ticket Resolution Time

	KPI	20-21	21-22
Low	120	346	248
Medium	16	526	839
High	8		28.5
Critical	4		27
Overall Average		346	250

# IT Operations

FilterED Operation Scores

	National	State	20-21	21-22
Leadership & Vision	63	72	74	76
Technology Infrastructure	64	77	80	82
Resources	61	69	71	77
Average	63	73	75	78

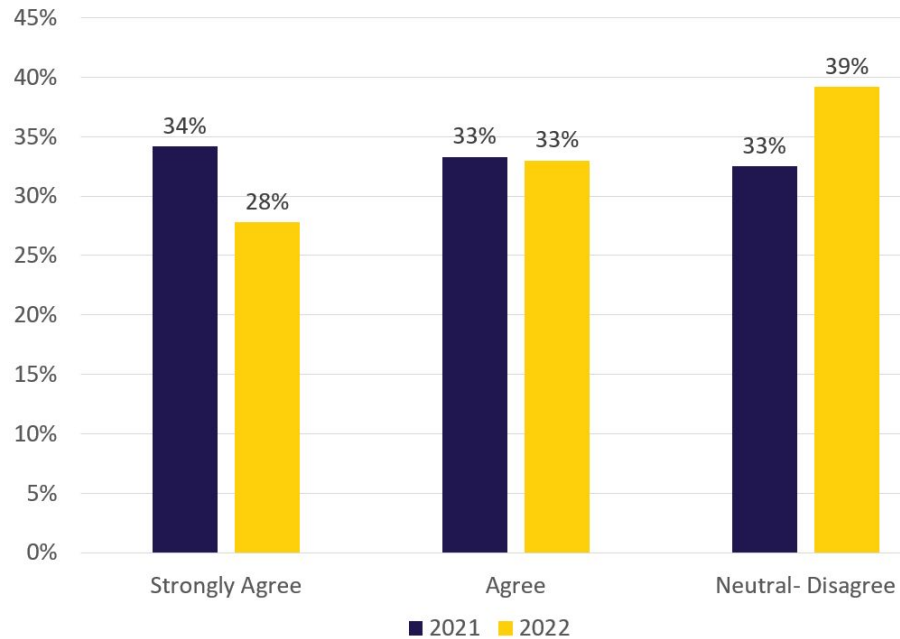
# D2. Equitable Resource Allocation

Element	Indicators	Data Source	Intervene	Concern	Baseline	Progress	Vision	2019	2020	2021	2022
Process	D2. Equitable Resource Allocation	<a href="#">ERS Strategic System Snapshot</a> (to be administered in 2022-23) Average across seven scales	NA	NA	NA	NA	NA	NA	NA	NA	NA
		Equimetrics Survey: Resources dedicated to improving DEI & Cultural Competency	≤43%	44-53%	54-64%	65-74%	>74%	NA	NA	68%	61%

# ERS Strategic System Snapshot



# Equimetrics survey question: *“In my organization, resources are dedicated to improving Diversity, Equity, Inclusion, and Cultural Competency.”*



# D3. Student Developmental Skills and Supports

Element	Indicators	Data Source	Intervene	Concern	Baseline	Progress	Vision	2019	2020	2021	2022
Outcome	D3. Student Developmental Skills & Supports	Developmental Skills	≤3,9	4,0-4,4	4,5-4,9	5,0-5,4	≥5,5	4,9	NA	NA	4,9
		Developmental Support	≤4,4	4,5-4,9	5,0-5,4	5,5-5,9	≥6,0	5,5	NA	NA	5,4

Category	Scale	MN Survey Questions
Developmental Skills	Commitment to Learning	How often do you care about doing well in school? How often do you pay attention in class? How often do you go to class unprepared? If something interests me, I try to learn more about it. I think things I learn at school are useful. Being a student is one of the most important parts of who I am.
	Positive Identity and Outlook	I feel in control of my life and future. I feel good about myself. I feel good about my future. I deal with disappointment without getting too upset. I am thinking about what my purpose is in life.
	Social Competence	I say no to things that are dangerous or unhealthy. I build friendships with other people. I express my feelings in proper ways. I plan ahead and make good choices. I stay away from bad influences. I resolve conflicts without anyone getting hurt. I accept people who are different from me. I am sensitive to the needs and feelings of others.
Developmental Supports	Empowerment	I feel safe at home. I feel safe at school. I feel safe in my neighborhood. I feel valued and appreciated by others. I am included in family tasks and decisions. I am given useful roles and responsibilities.
	Family/Community Support	How much do you feel your parents care about you? How much do you feel other adult relatives care about you? How much do you feel your friends care about you? How much do you feel adults in your community care about you?
	Teacher/School Support	Overall, adults at my school treat students fairly. Adults at my school listen to the students. The school rules are fair. At my school, teachers care about students. How much do you feel teachers at school care about you? How much do you feel other adults at school care about you? Most teachers at my school are interested in me as a person.

# Student Developmental Skills and Supports by Grade & Gender

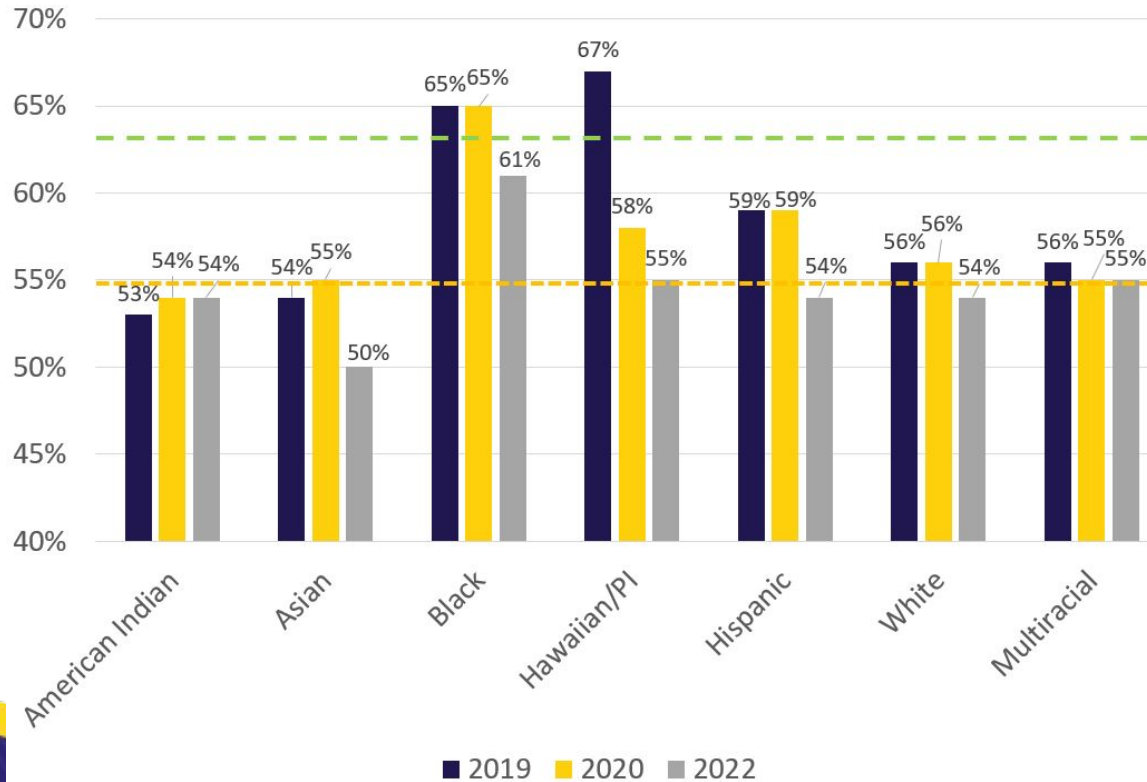
Developmental Skills									
	Grade 5		Grade 8		Grade 9		Grade 11		Average
	Male	Female	Male	Female	Male	Female	Male	Female	
2016	5.5	5.6	5.4	5.4	5.2	5.1	5.0	5.0	5.3
2019	5.0	5.3	5.0	5.0	4.9	4.9	4.9	4.9	4.9
2022	4.9	5.2	5.0	4.8	4.9	4.7	4.8	4.7	4.9

Developmental Supports									
	Grade 5		Grade 8		Grade 9		Grade 11		Average
	Male	Female	Male	Female	Male	Female	Male	Female	
2016	5.9	6.0	5.7	5.5	5.6	5.3	5.4	5.2	5.5
2019	5.8	6.0	5.6	5.3	5.5	5.3	5.5	5.4	5.5
2022	5.7	5.8	5.5	5.2	5.6	5.1	5.3	5.1	5.4

# D4. Achieve Dreams, Lifelong Learning, Classroom Learning, Teaching, & Trust in the School District

Element	Indicators	Data Source	Intervene	Concern	Baseline	Progress	Vision	2019	2020	2021	2022
Outcome	D4. Achieve Dreams, Lifelong Learning, Classroom Learning, Teaching, & Trust in the School District	Achieve Dreams	≤46%	47-51%	52-56%	57-61%	≧62%	60%	59%	NA	55%
		Lifelong Learning	≤54%	55-59%	60-64%	65-69%	≧70%	66%	65%	NA	63%
		Classroom Learning	≤68%	69-73%	74-78%	79-83%	≧84%	76%	76%	NA	78%
		Teaching	≤74%	75-79%	80-84%	85-89%	≧90%	81%	81%	NA	84%
		Innovation, Excellence, Accountability, and Sustainability Scale	≤71%	72-78%	79-85%	86-92%	≧93%	NA	NA	NA	82%

# Achieve Dreams by Race

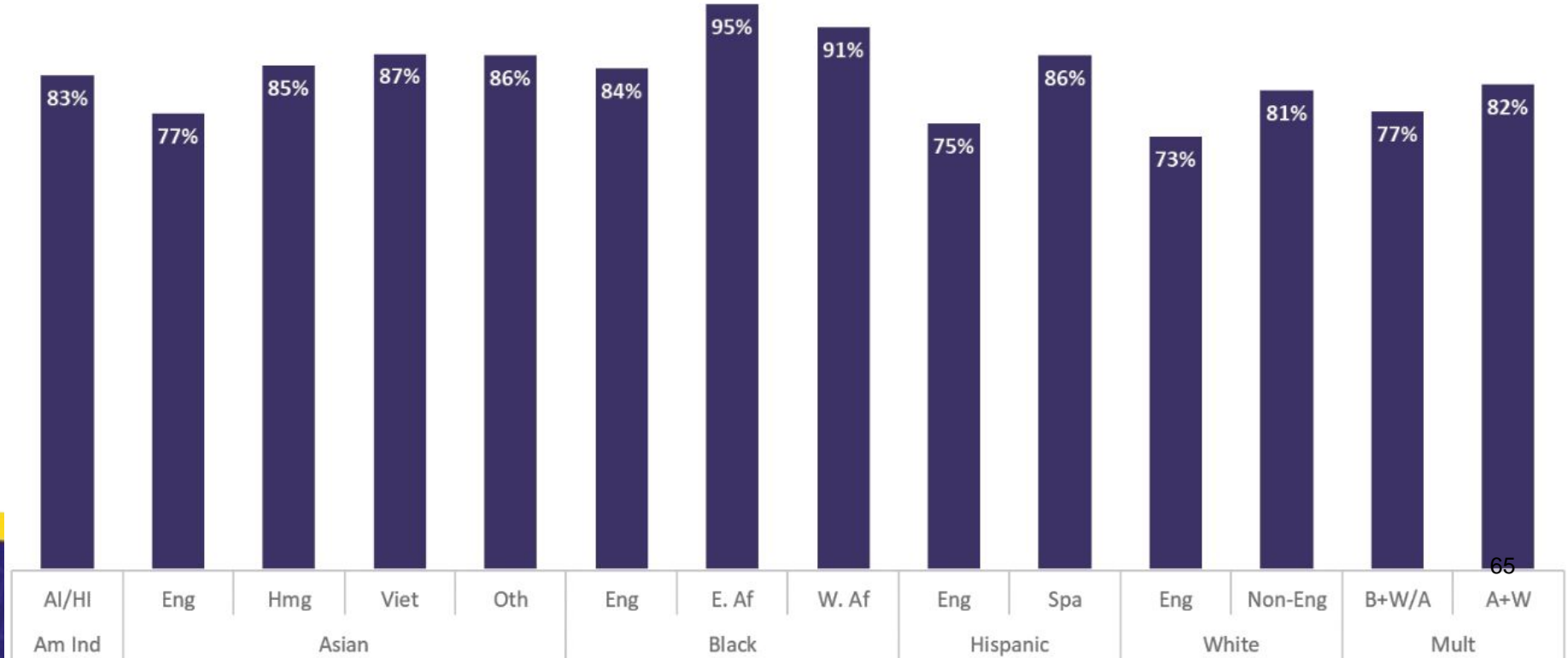


# Family Stakeholder Survey

## Innovation, Excellence, Accountability, and Sustainability Scale Items

2022 Family Stakeholder Survey	Survey Item	N	%
	My scholar is provided with the appropriate materials (i.e. books, handouts) they need to learn.	790	89%
	My scholar is provided with the appropriate technology they need to learn.	790	93%
	School staff have helped my scholar set goals for their future.	789	62%
	My scholar's school works to prepare them for their future.	792	72%

# Family Perceptions of Innovation, Excellence, Accountability, and Sustainability by Race & Ethnicity



# Next Steps

- ▶ Continue selecting and sorting data that closely aligns with the Strategic Directions and high priority initiatives
- ▶ Humanize the data and include student voice



**(D) Create a system of operational innovation, excellence, accountability, and sustainability.**

Definition Statement	Mindful Critical Question(s) (MCQs)
Continuous improvement as a normed practice strives to fundamentally reimagine how to perform procedures and tasks, to ensure transparency in reporting, proper resources that meet current needs, and anticipate future expectations and desired outcomes.	<ul style="list-style-type: none"> <li>• How might we ensure systems and structures are implemented with fidelity and embrace our families, our communities, our scholars, and that provide a welcoming and engaging environment?</li> <li>• How might this research-based action promote informed risk towards meaningful educational pursuits?</li> <li>• How will we allocate resources in an equitable way?</li> </ul>

Element	Indicators	Data Source	Intervene	Concern	Baseline	Progress	Vision	2019	2020	2021	2022	
Process	<b>D1. Organizational Continuous Improvement</b>	<b>Staff Stakeholder Survey Teaching and Learning Scale</b>	≤ 65%	66-70%	71-75%	76-80%	≥ 81%	73%	76%	NA	75%	
		<b>Cyber Security</b>	<b>Phishing Assessment</b>	≥ 12.0%	11.9-9.0%	8.9-5.1%	5.0-3.1%	≤ 3.0%	NA	14%	5.5%	7.5%
			<b>FilterEDIT Governance Assessment</b>	≥ 3.5	3.6-3.9	4.0-4.3	4.4-4.7	≥ 4.8	NA	NA	4.1	4.3
			<b>MS Secure Score</b>	≤ 19.9	20.0-39.9	40.0-59.9	60.0-79.9	≥ 80.0	NA	NA	NA	54.7
		<b>IT Operations</b>	<b>Support KPI</b>	≥ 374	373-289	288-204	203-119	≤ 120	NA	NA	346	250
			<b>FilterED Operations Scores</b>	≤ 59%	60-69%	70-79%	80-89%	≥ 90%	NA	NA	75%	78%
Process	<b>D2. Equitable Resource Allocation</b>	<b>ERS Strategic System Snapshot (to be administered in 2022-23) Average across seven scales</b>	NA	NA	NA	NA	NA	NA	NA	NA	NA	
		<b>Equimetrics Survey: Resources dedicated to improving DEI &amp; Cultural Competency</b>	≤ 43%	44-53%	54-64%	65-74%	>74%	NA	NA	68%	61%	

Outcome	<b>D3. Student Developmental Skills &amp; Supports</b>	<b>Developmental Skills</b>	≤ 3.9	4.0-4.4	4.5-4.9	5.0-5.4	≥ 5.5	4.9	NA	NA	4.9
		<b>Developmental Support</b>	≤ 4.4	4.5-4.9	5.0-5.4	5.5-5.9	≥ 6.0	5.5	NA	NA	5.4
Outcome	<b>D4. Achieve Dreams, Lifelong Learning, Classroom Learning, Teaching, &amp; Trust in the School District</b>	<b>Achieve Dreams</b>	≤ 46%	47-51%	52-56%	57-61%	≥ 62%	60%	59%	NA	55%
		<b>Lifelong Learning</b>	≤ 54%	55-59%	60-64%	65-69%	≥ 70%	66%	65%	NA	63%
		<b>Classroom Learning</b>	≤ 68%	69-73%	74-78%	79-83%	≥ 84%	76%	76%	NA	78%
		<b>Teaching</b>	≤ 74%	75-79%	80-84%	85-89%	≥ 90%	81%	81%	NA	84%
		<b>Innovation, Excellence, Accountability, and Sustainability Scale</b>	≤ 71%	72-78%	79-85%	86-92%	≥ 93%	NA	NA	NA	82%

## Monitoring Report

### Strategic Plan Implementation

**Date:** Prepared for the 12.6.2022 School Board Work Session and 12.13.2022 School Board Meeting

**Authors:** Anthony Padrnos, Executive Director of Technology  
 Jenna Johnshoy-Aarestad, Coordinator of Data and Assessment  
 Tom Watkins, Coordinator of Data and Assessment  
 Gao Thor, Data Analyst  
 Robin Gunsolus, Director of Learning & Achievement

**Topic:** Vision Card Review

**Purpose:** The purpose of this executive summary is to:

- provide information on baseline data for the High Priority Initiatives for Strategic Direction D
- show alignment of the operational plan to the vision card data collection

**Strategic Direction D:** Create a system of operational innovation, excellence, accountability, and sustainability.

Strategic Direction/Goal	Learning Work Initiatives <i>Research, testing and development of possible initiatives</i>	Implementation Work Initiatives <i>Securing resources, creating processes and procedures, providing PD, developing evaluation metrics</i>	Standard Work Practices <i>Established, with at least 80% applying effectively (observable)- in cont. improvement</i>
<i>D. Create a system of operational innovation, excellence, accountability and sustainability.</i>	<ul style="list-style-type: none"> <li>● <b>Building a Better Future</b> - Phase II (info campaign for bond)</li> <li>● <b>Building a Better Future</b>- Phase I next steps</li> <li>● <b>1- to 3-year site plans (aligned to 3-year District Op Plan)</b></li> <li>● <b>Redesign new teacher support</b> <ul style="list-style-type: none"> <li>○ New Teacher Workshop</li> <li>○ New Teacher Mentors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Department 3-yr operational plan implementation</b></li> <li>● <b>Cyber Security Plan</b> - Phase II</li> <li>● <b>Building a Better Future</b> - Phase I (info campaign for technology and operating levies)</li> <li>● <b>Print study</b> - Strategy implementation</li> <li>● <b>Online enrollment</b> - Year 2</li> </ul>	

Vision Cards serve as critical data points toward the realization of the desired daily experience for students, staff and families.

Vision Cards measure the district’s success in achieving the strategic directions. Administrators create Vision Cards and the board provides guidance through the Strategic Roadmap. Vision Cards provide the data to support and assess progress toward the narrative vision outlined in the Strategic Roadmap. The Vision Cards can be used to measure growth or gaps in district performance. Vision Cards set the ongoing district goals for performance and continuous improvement.

**Definition Statement:** Continuous improvement as a normed practice strives to fundamentally reimagine how to perform procedures and tasks, to ensure transparency in reporting, proper resources that meet current needs, and anticipate future expectations and desired outcomes.

The data that was collected for Vision Card D is very high level data or “satellite data”. This data can be used to measure the district’s progress towards achieving the Strategic Directions, but lacks the specificity required to transform instruction or make decisions on programming as the data may vary greatly across the sites, grade levels and even classrooms.



## Vision Card D:

### D1. Organizational Continuous Improvement

The Teaching and Learning scale (groups of questions) from the Staff Stakeholder Survey is the first data source used to monitor this indicator. These questions were asked of staff who indicated that they were teachers. For each question, teachers could respond "Strongly Agree", "Agree", "Neutral", "Disagree", "Strongly Disagree" or "Not Applicable". The measure used was the percentage of teachers responding "Strongly Agree" or "Agree." The questions included in the Teaching and Learning scale were:

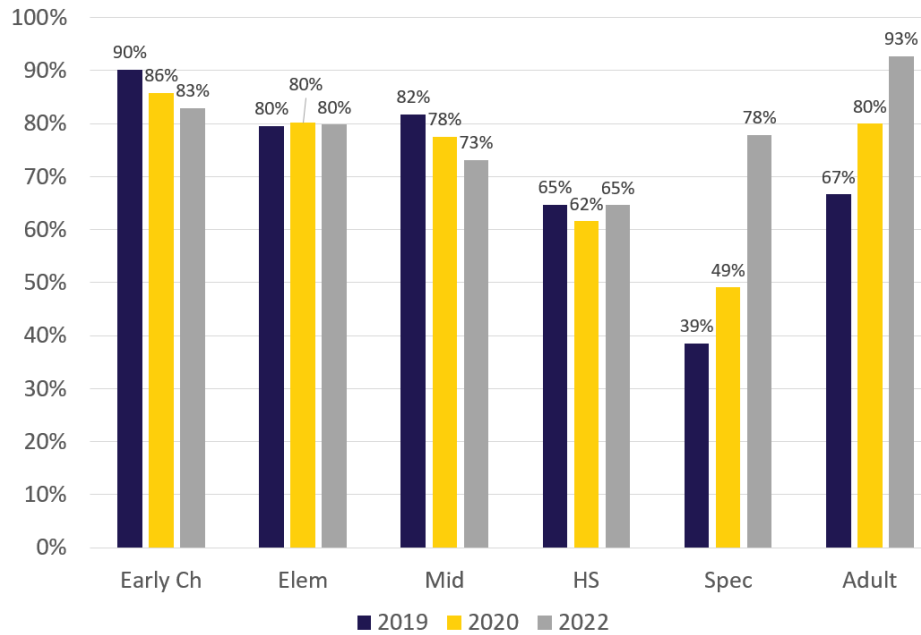
- My school sets high expectations for all students.
- My school sets high expectations for all staff.
- My school uses a system to assess and plan staff development to improve student learning.
- I receive useful feedback to improve my teaching.
- Our staff members collaborate to review data and improve student learning.

The number of teachers responding in each reporting group are listed in the table below, where ABE = Adult Basic Education; CBVAT = Community-Based Vocational Assistance and Training; OALC = Osseo Area Learning Center; OEC = Osseo Education Center. There were less than four American Indian teachers responding to the survey in each of the three years included in this report.

<u>Grade Range</u>	<u># Responding</u>	<u>Race and Gender</u>	<u># Responding</u>
Early Childhood	40	Asian	16
Elementary	319	Black	20
Middle School	153	Hispanic	9
High School	217	White	691
Spec Ed (CBVAT & OEC)	11	Multiracial	31
Adult (ABE & OALC)	28	Female	591
		Male	169

In cases where there were less than 20 teachers responding (special education sites, Asian, and Hispanic), results may be less consistent from year to year, so we will want to use caution in interpreting these values. Results on the Teaching and Learning scale were reported for spring of 2019, 2020 and 2022 in the following two charts. The Staff Stakeholder Survey was administered in winter/spring 2020 before the pandemic-related school closure, but the survey was not administered in spring 2021 due to the pandemic.

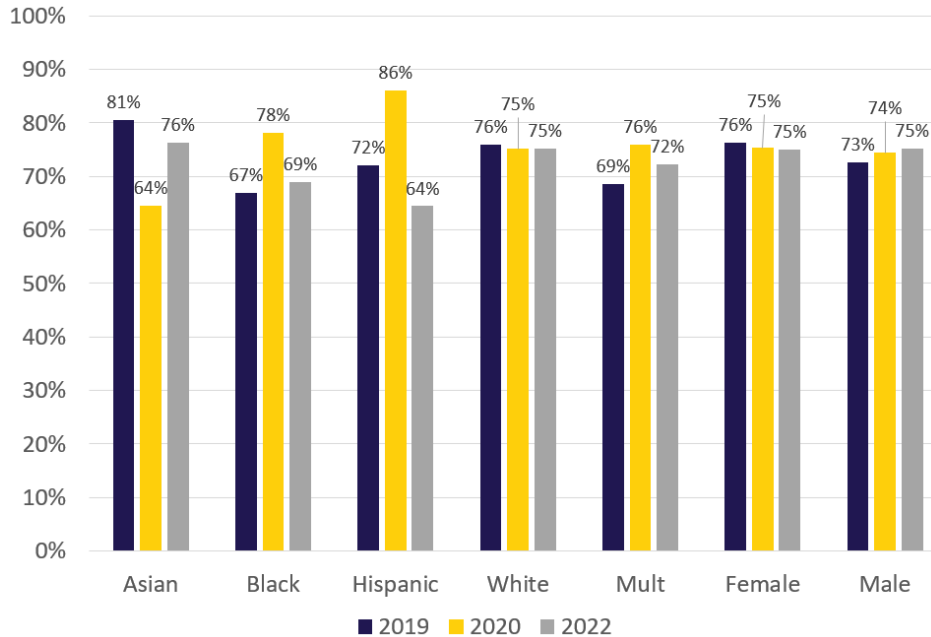
### Teaching and Learning Scale Results by Grade Range



#### Results on Teaching and Learning Scale by Grade Range:

- Teachers working in special education sites (CBVAT & OEC) responded with lower than average agreement on the Teaching and Learning scale in spring 2019, but this increased by 10% in 2020, and by almost 40% by 2022.
- Similarly, teachers in adult learning sites (Adult Basic Education and Osseo Area Learning Center) had perceptions of Teaching and Learning in 2022 that increased by more than 10% each of the past two survey administrations.
- Perceptions of high school teachers were lower than those of teachers at other grade ranges but improved from 2020 to 2022.
- Early childhood and middle school teachers perceived higher levels of Teaching and Learning at their sites in 2019 than they did in later years.

## Teaching and Learning by Race and Gender



### Results on Teaching and Learning Scale by Race & Gender:

- For teachers who identified as Asian, Black, Hispanic or Multiracial, perceptions of Teaching and Learning were mixed over the past three survey years. For Asian and Hispanic teachers, some of this variation could be due to the small number of teachers surveyed (less than 20).
- Teachers identifying as White held perceptions of Teaching and Learning that remained stable and average across the three years.
- Female and male teachers held perceptions that were comparable each of these years.

### Cyber Security:

Strategic direction D encompasses our systems work around cyber security awareness and preparedness. Three data elements are currently being used to measure the impact of the strategies and initiatives being implemented to understand our progress. These three elements include our ongoing phishing assessments, the annual FilterED IT Governance assessment, and our Microsoft Secure Score.

**Phishing Assessment:** As part of our digital security plan, our system conducts quarterly phishing assessments on employees. This assessment is used to measure our efforts in training and awareness around the risks presented through unknown/ unverified emails. Email is one of the greatest entry points by threat actors to access organizations digital systems or gain critical information. Osseo Area Schools has been using KnowBe4 as a phishing assessment tool since the 2019-2020 school year. For our annual benchmarking data we utilize the assessment given in the spring since it provides the best evidence of our training and awareness tactics that occur throughout the school year with new and existing employees. The data for the metric currently being used for evaluation is the click rate percentage of employees who open and engage with a suspicious email. The standard for most organizations is to have a click rate of less than 5%.

**FilterED IT Governance Assessment:** Gartner defines information technology governance (ITG) as the processes that ensure the effective and efficient use of information technology in enabling an organization to achieve its goals. Having effective ITG is imperative to not only quality operations, but is critical for digital security. Identifying the maturity of Infrastructure and Governance in our organization provides an opportunity for awareness, prioritization and planning for growth. The FilterED ITG assessment provides insight into industry standards and regulations, looking at the maturity of our organization in the following key areas:

- Governance, Architecture and Planning
- Hardware and Software Assets
- Information Management
- Infrastructure
- Service Management and Availability

The assessment conducted annually provides an at-a-glance technology profile for our organization. The assessment uncovers areas for improvement and continued growth. It also highlights the areas that have become fully mature and may be celebrated and offered as exemplars for other organizations. This assessment has been aligned to leading frameworks for IT and EdTech such as: NIST Cybersecurity Framework, COBIT, ISTE Essential Conditions, CoSN's Digital LEAP Success Matrix and CoSN's Trusted Learning Environment (TLE) Seal.

The data provided in the scorecard is a composite average of the 5 domains that are assessed. Below is the data table with all category scores. The scores are on a 1-5 scale and provided for the overall domain. Each domain is composed of several subcategories that contribute to the overall domain score. The scale scores are defined as:

1. We are not aware of this concern/area or have no plans to address it
2. We are aware of this concern/area, but have not implemented a solution
3. We have a the beginning of a strategy for implementation and have partially completed implementing the solution
4. We have implemented a solution in this area
5. We have implemented a solution in this area and regularly reevaluate and fine tune the surrounding people, processes and technology

**FilterED ITG Score**

	State Avg	20-21	21-22
Governance, Architecture, & Planning	3.6	3.7	4.2
Hardware and software assets	3.8	4.8	4.8
Information management	3.4	3.8	4
Infrastructure	3.8	4.5	4.6
Service Management and Availability	3.3	3.6	3.9
Overall Average	3.58	4.08	4.3

**Microsoft (MS) Secure Score:** The Microsoft Secure Score is a measurement of an organization's security posture, with a higher number indicating more improvement actions taken. This is an on-going score that is provided daily as an active assessment of our overall technical environment. The Microsoft security tool set actively scans our environments settings and security controls. The score reported for this report was pulled on Monday, November 28th. Along with Osseo Area Schools score is the national benchmark score for similar organizations. The Microsoft Secure Score is out of 100 points. A score greater than 50 identifies an organization is moving in the right direction with an ideal state being between 60 and 80. Reaching a score of 80 or higher identifies a very mature security posture for an organization.

**Microsoft Secure Score**

	Benchmark	Osseo
22-23	45.9	54.7

**IT Operations:**

**Support KPI (Key Performance Indicators):** The Division of I2T2 (Information & Instructional Technology Team) leadership developed KPI metrics in preparation for the division's realignment that went into effect the 21-22 school year. The metrics identified are utilized with our support request ticketing system to measure our service and support model and ensure resources are aligned correctly. The metrics are based on historical data trends in Osseo Area Schools and practices observed by other school districts. The KPI metrics continue to be reviewed as our team's capacity and skills grow. For this report we are using the overall average response hours. Being that the majority of our support requests are low level the target average is 120 hours (5 business days) or less in alignment with our KPI targets. The tables below provide the priority classification of service requests, our defined KPI metrics, and average resolution times for the last two school years.

**Service Priority Definitions**

Critical	High	Medium	Low
The incident causes significant disruption to operations and impacts an entire site or the District or poses a security risk.	The incident prevents user(s) from being able to conduct normal business using core software/ hardware	The incident prevents the user(s) from being able to conduct normal business using core software/ hardware, but there is a temporary work around or doesn't have an immediate hindrance to their work.	The incident does not prevent user(s) from being able to conduct normal business

### Osseo Area Schools KPI Metrics

	Critical	High	Medium	Low
Communication	Within 30 min	Within 60 min	Within 8 hrs	Within 16 hrs
Ticket Resolution	4 hr	8 hr	16 business hours	5 business days

### Average Ticket Resolution Time

	KPI	20-21	21-22
Low	120	346	248
Medium	16	526	839
High	8		28.5
Critical	4		27
Overall Average		346	250

FilterED Operations Score: Since the 20-21 school year we have annually administered our FilterED inventory to stakeholders across the system (staff, students, and parents) to measure our technology implementation and impact on digital learning. FilterED determines our organization’s capacity levels by analyzing the data collected from these inventories. These stakeholder inventory results are displayed in a series of six domains that measure the percentage of current capacity. Response raw scores range from a minimum value of 1 to a max value of 7 where 1 is 0% and 7 is 100% to capacity. Each domain represents an element of our organization’s ecosystem. These scores allow for an understanding of strengths and challenges before diving into the specifics. Out of the six domains there are three that specifically relate to the division of I2T2 (information & instructional technology team) operations. These three domains include leadership and vision, technology infrastructure, and resources.

The data provided in the scorecard is a composite average of the 3 domains related to I2T2 operations. Below is the data table with all category scores.

### FilterED Operation Scores

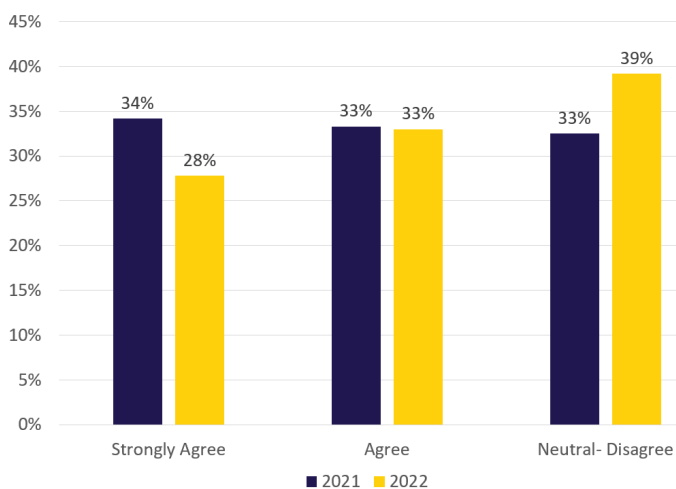
	National	State	20-21	21-22
Leadership & Vision	63	72	74	76
Technology Infrastructure	64	77	80	82
Resources	61	69	71	77
Average	63	73	75	78

## D2. Equitable Resource Allocation Review

For this indicator, the first metric will be items from the Strategic System Snapshot from Education Resource Strategies (ERS). ERS describes the Strategic System Snapshot as “a quick self-assessment that helps district leaders and community members better understand how well resources—people, time, and money—are used across the district, and whether the central office or schools have the “enabling conditions” to help all students reach high standards.” Osseo Area Schools will administer the Strategic System Snapshot to multiple stakeholder groups during the 2022-23 school year and provide results in the next report of Vision Card D. The Strategic System Snapshot includes seven scales (groups of questions) represented in the center and outer sections of this graphic:



The second metric within this indicator is a survey item taken from the Equimetrics survey. The question states, “In my organization, resources are dedicated to improving Diversity, Equity, Inclusion, and Cultural Competency.” Respondents selected a response between 1 and 10, with 1-6 ranging from “Disagree” to Neutral”, 7-8 representing “Agree”, and 9-10 representing “Strongly Agree”. The percentages of “Agree” and “Strongly Agree” have been combined for use in this indicator. In the 2021-22 survey, the percentage of staff agreeing or strongly agreeing with that statement was 61%, down from 68% in 2020-21.



### D3. Student Developmental Skills & Supports

This indicator looks at results from the Minnesota Student Survey and the analysis that the Minnesota Youth Development Research Group (MYDRG) at the University of Minnesota conducted based on that survey data. This survey is administered every three years to grades 5, 8, 9, and 11. In MYDRG’s analysis, survey questions are grouped into the following categories and scales.

Category	Scale	MN Survey Questions
Developmental Skills	Commitment to Learning	How often do you care about doing well in school? How often do you pay attention in class? How often do you go to class unprepared? If something interests me, I try to learn more about it. I think things I learn at school are useful. Being a student is one of the most important parts of who I am.
	Positive Identity and Outlook	I feel in control of my life and future. I feel good about myself. I feel good about my future. I deal with disappointment without getting too upset. I am thinking about what my purpose is in life.
	Social Competence	I say no to things that are dangerous or unhealthy. I build friendships with other people. I express my feelings in proper ways. I plan ahead and make good choices. I stay away from bad influences. I resolve conflicts without anyone getting hurt. I accept people who are different from me. I am sensitive to the needs and feelings of others.
Developmental Supports	Empowerment	I feel safe at home. I feel safe at school. I feel safe in my neighborhood. I feel valued and appreciated by others. I am included in family tasks and decisions. I am given useful roles and responsibilities.
	Family/Community Support	How much do you feel your parents care about you? How much do you feel other adult relatives care about you? How much do you feel your friends care about you? How much do you feel adults in your community care about you?
	Teacher/School Support	Overall, adults at my school treat students fairly. Adults at my school listen to the students. The school rules are fair. At my school, teachers care about students. How much do you feel teachers at school care about you? How much do you feel other adults at school care about you? Most teachers at my school are interested in me as a person.

Students were able to respond to these questions with “All of the time”, “Most of the time”, “Some of the time”, “None of the time” or “Strongly agree”, “Agree”, “Disagree”, “Strongly disagree” or “Not at all or rarely”, “Somewhat or sometimes”, “Very or often”, “Extremely or almost always” or “Not at all”, “A little”, “Some”, “Quite a bit”, “Very much”.

The table below shows how index scores were calculated by assigning a point value to the percent of students choosing each response option on each question. For example, on the Developmental Skills scale, there is a question “How often do you care about doing well in school?” For each grade level and gender group, the percent responding “All of the time” was multiplied by 30, the percent responding “Most of the time” was multiplied by 20, the percent responding “Some of the time” was multiplied by 10, and the percent responding “None of the time” was multiplied by 0 to generate an index score.

		How often do you care about doing well in school? - 2019 Results							
		Grade 5		Grade 8		Grade 9		Grade 11	
		Male	Female	Male	Female	Male	Female	Male	Female
Data from MN Student Survey	All of the time	43%	57%	36%	49%	38%	53%	36%	52%
	Most of the time	41%	33%	45%	38%	44%	37%	44%	38%
	Some of the time	14%	9%	16%	11%	15%	10%	17%	9%
	None of the time	2%	1%	2%	1%	2%	1%	3%	1%
Point system for calculating index number	All of the time	30	30	30	30	30	30	30	30
	Most of the time	20	20	20	20	20	20	20	20
	Some of the time	10	10	10	10	10	10	10	10
	None of the time	0	0	0	0	0	0	0	0
Index number used for summarization of data	All of the time	12.9	17.1	10.8	14.7	11.4	15.9	10.8	15.6
	Most of the time	8.2	6.6	9.0	7.6	8.8	7.4	8.8	7.6
	Some of the time	1.4	0.9	1.6	1.1	1.5	1.0	1.7	0.9
	None of the time	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		<b>5.6</b>	<b>6.2</b>	<b>5.4</b>	<b>5.9</b>	<b>5.4</b>	<b>6.1</b>	<b>5.3</b>	<b>6.0</b>

These steps were taken to calculate all the responses for each survey question within a scale. This approach is similar to the method used by the MYDRG in that each response option is incorporated into an index instead of using the percent choosing one or more response options. In order to generate a summary score that could be used on the vision card, the median of the grade level and gender averages was calculated on each scale for each year.

Developmental Skills									
	Grade 5		Grade 8		Grade 9		Grade 11		Average
	Male	Female	Male	Female	Male	Female	Male	Female	
2016	5.5	5.6	5.4	5.4	5.2	5.1	5.0	5.0	5.3
2019	5.0	5.3	5.0	5.0	4.9	4.9	4.9	4.9	4.9
2022	4.9	5.2	5.0	4.8	4.9	4.7	4.8	4.7	4.9

Developmental Supports									
	Grade 5		Grade 8		Grade 9		Grade 11		Average
	Male	Female	Male	Female	Male	Female	Male	Female	
2016	5.9	6.0	5.7	5.5	5.6	5.3	5.4	5.2	5.5
2019	5.8	6.0	5.6	5.3	5.5	5.3	5.5	5.4	5.5
2022	5.7	5.8	5.5	5.2	5.6	5.1	5.3	5.1	5.4

In these tables of index scores, some patterns emerge:

- The Developmental Skills scale has decreased over the past three survey administrations from 5.3 in 2016 to 4.9 in 2019 & 2022.
- Overall, the Developmental Supports scale has remained stable over this period.
- In each year, 5th grade females had the highest perceived Developmental Skills and Developmental Supports.
- In terms of Developmental Supports, the next highest perceptions were among 5th grade males.
- In each year, 9th and 11th grade females typically had perceptions on both scales that were the lowest.

#### D4. Achieve Dreams, Lifelong Learning, Classroom Learning, Teaching, & Trust in the School District

For this indicator, we used four scales (groups of questions) from the Student Stakeholder Survey. For each question, students could respond "Yes/Always", "No/Never", "Mostly Yes", "Mostly No", or "Maybe/Sometimes". The percentage of students responding "Yes/Always", or "Mostly Yes" is referred to as the "percent positive," and this will be the percentage we will report for this indicator. The questions included in each of the scales are as follows:

##### *Achieve Dreams (grades 5-12)*

- I have clear dreams or visions for my future.
- Someone who works at my school has helped me identify my dreams.
- Someone who works at my school has helped me set goals so I can get closer to achieving my dreams.

##### *Lifelong Learning (grades 5-12)*

- I manage my time well.
- Once I have decided I'm going to do something that's hard to do, I always follow through and do it.
- When I don't know something at school, I find it easy to ask for more information.

##### *Classroom Learning (Grades 3-12)*

- I like the way we learn in this class.
- In this class, we learn a lot almost every day.
- My teacher makes learning enjoyable. (grades 6-12)
- This class is a happy place for me to be. (grades 3-5)

##### *Teaching (Grades 3-12)*

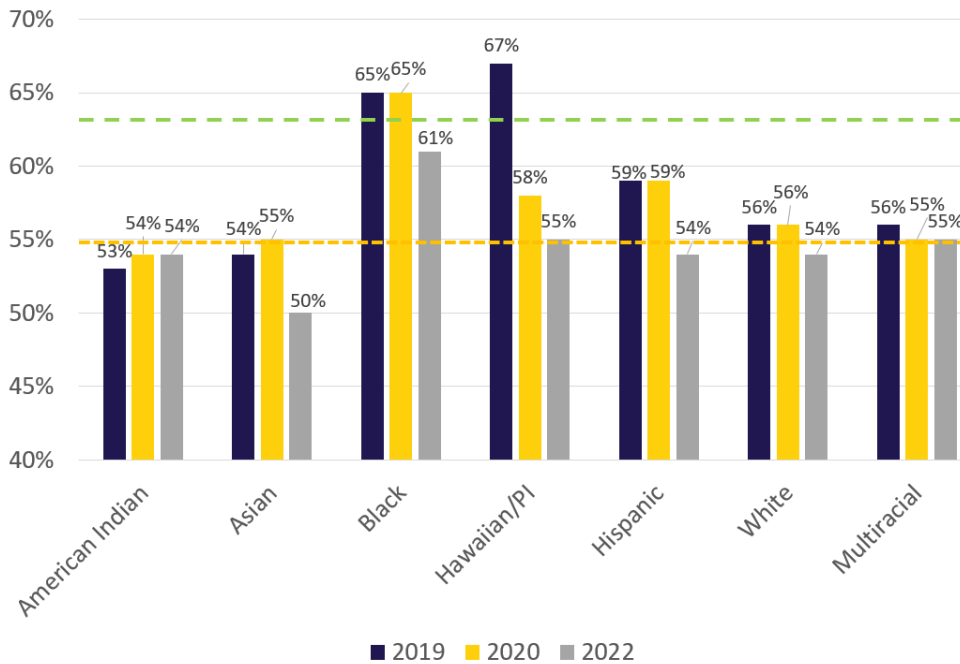
- My teacher checks to make sure we understand what she/he is teaching us. (grades 3-5)
- My teacher doesn't let people give up when the work gets hard. (grades 6-12)
- My teacher gives us time to explain our ideas.
- My teacher has several good ways to explain each topic we cover in class. (grades 6-12)
- My teacher makes sure that I do my best. (grades 3-5)
- My teacher wants us to use our thinking skills, not just memorize things. (grades 6-12)
- The comments that I get on my work in this class help me improve. (grades 6-12)
- 

The minimum number of students responding to any of these scales are as follows:

<u>Racial Group</u>	<u># Surveyed</u>	<u>Service Group</u>	<u># Surveyed</u>
American Indian	172	Multilingual	714
Hawaiian/PI	39	Spec Ed	923
Asian	1455	F/R Price Meals	3417
Black	2220	Female	4545
Hispanic	819	Male	4677
White	3970		
Multiracial	690		

The results for this indicator will be reported in the next eight tables, with two for each scale. The first chart contains results by race, and the second chart contains results by service group. In each chart, reference lines have been added to show results that were four or more percentage points above the three-year district average across all groups (green line near the top), and to show results that were four or more percentage points below the 3-year average of all groups (orange line toward the bottom). Because students generally complete this survey between November and March, results are reported with the spring of each school year. For the 2019-20 school year, students had completed the survey prior to the pandemic.

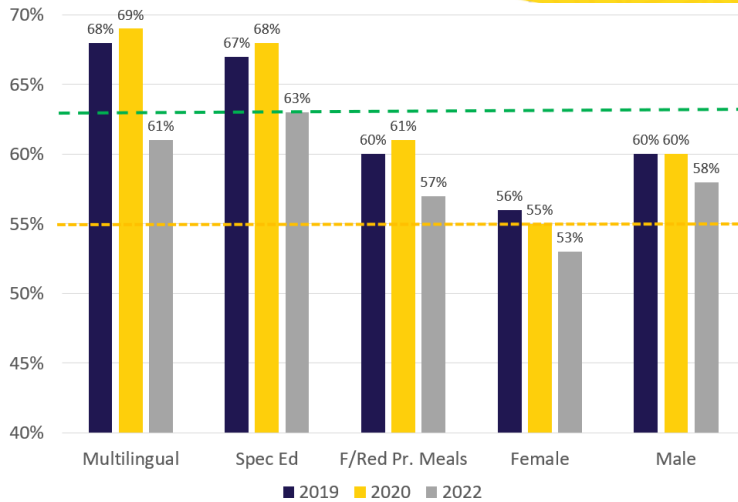
**Achieve Dreams by Race**



**Results on Achieve Dreams by Race:**

- Students identifying as Black had above average perceptions of Achieving Dreams in 2019 and 2020.
- Students identifying as Hawaiian Pacific Islander, Hispanic or White were in the above average or average range in 2019 and 2020.

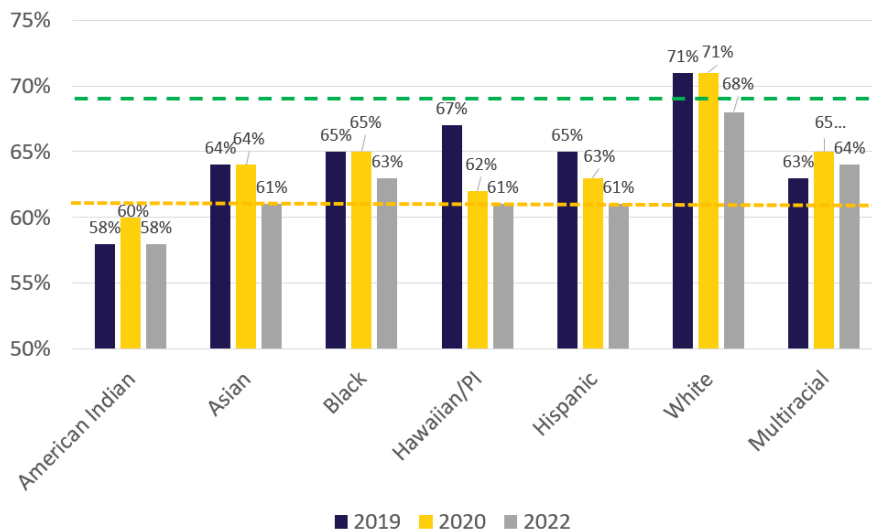
### Achieve Dreams by Service Group



#### Results on Achieve Dreams by Service Group

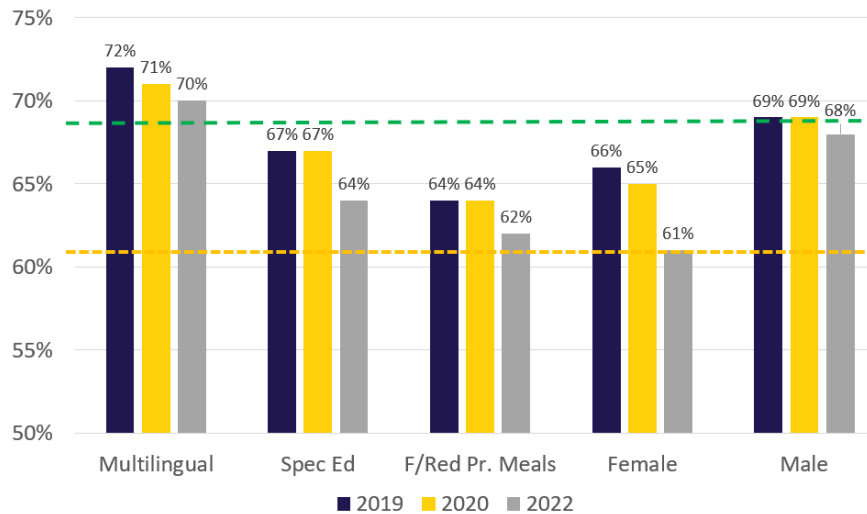
- Students receiving multilingual (ML/EL) or special education services were above the 3-year average in 2019 and 2020, and were near or at the above average range in 2022. Students receiving services may be more likely than other students to have specific goals connected to the services they are receiving.
- Students receiving free or reduced price meals remained in the average range each of the three years.
- Male students were in the average range each year while female students were in the below average range in the two most recent years.

### Lifelong Learning by Race



#### Results for Lifelong Learning by Race

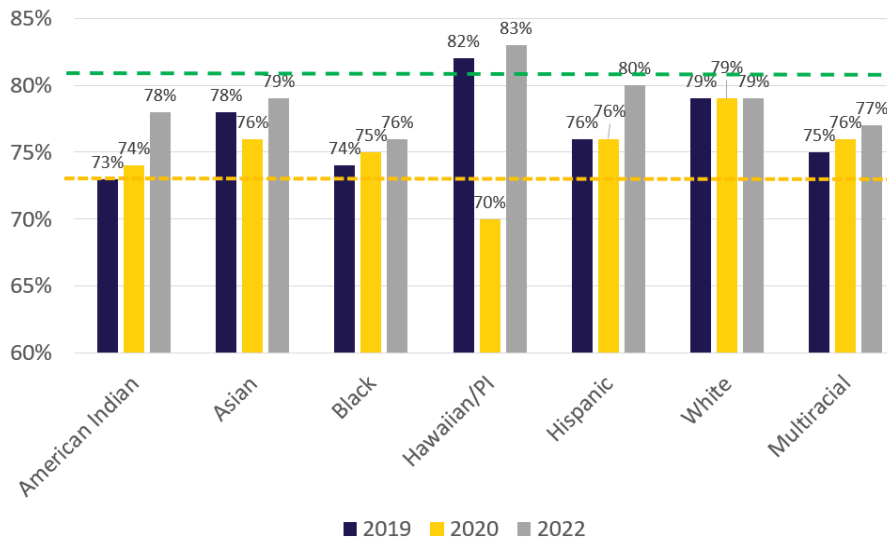
- For all groups except students identifying as Multiracial, Lifelong Learning results were lowest in 2022.
- Students identifying as White were in or near the above average range each of the three years.
- Students identifying as Asian, Hawaiian/Pacific Islander or Hispanic were in the average range prior to the pandemic, and in the below average range after the pandemic.
- Students identifying as American Indian were in the below average range on Lifelong Learning each of the three years.



### Results for Lifelong Learning by Service Group

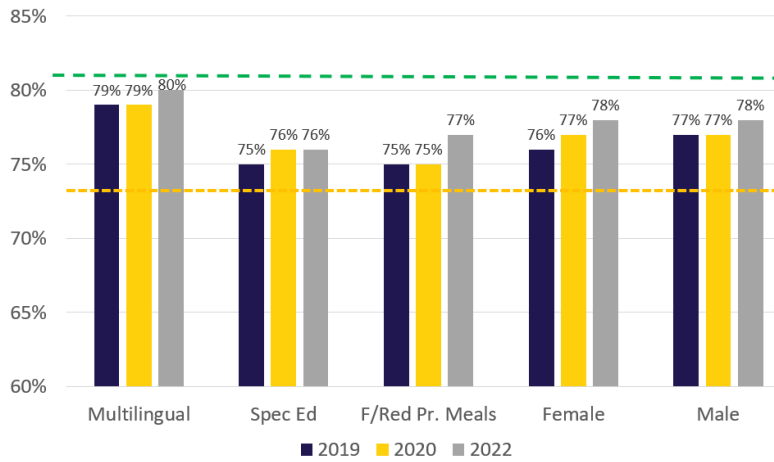
- For each of the service groups, Lifelong Learning results dropped in 2022.
- Multilingual (ML/EL) and Male students were in or near the above average range in each of the three years.
- Female students experienced the greatest drop from 2020 to 2022, and moved from the average to below average range over this time.

### Classroom Learning by Race



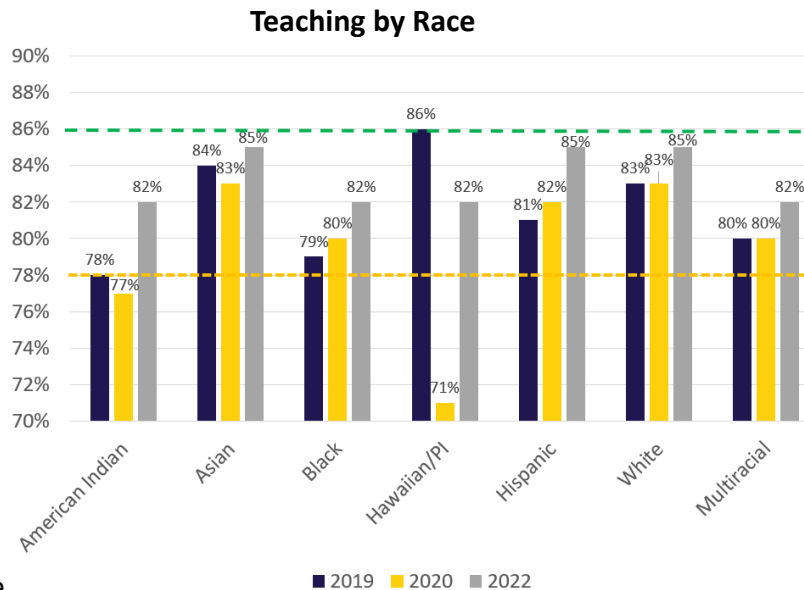
### Results on Classroom Learning by Race

- In contrast to the previous two scales included in this report, results for Classroom Learning were highest in 2022 and in the average or above average range for all groups.
- Students identifying as Hawaiian/Pacific Islander were in the above average range in two of the three years, and in the below average range in one year. These sporadic results are more likely to be observed in smaller group sizes such as this.



### Results for Classroom Learning by Service Group

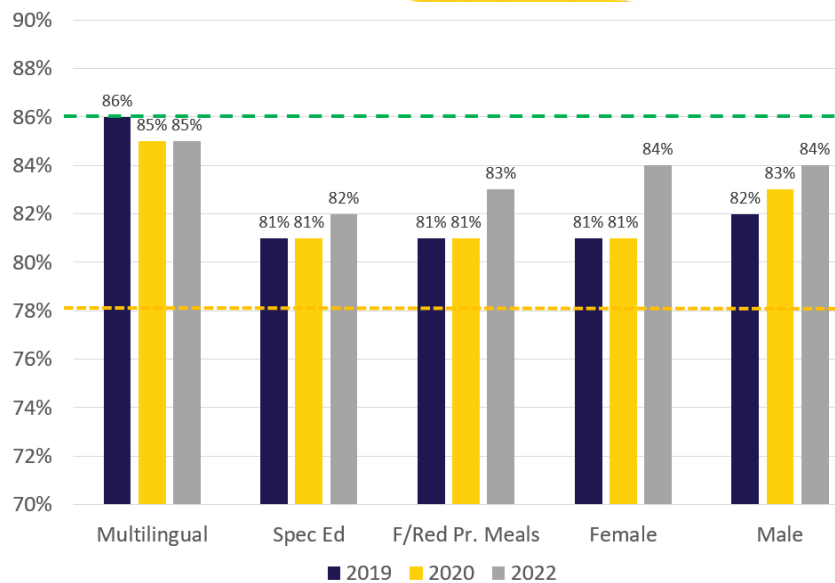
- As was the case with the racial groups, all of the service groups had their highest perceptions of Classroom Learning in 2022.
- All groups remained in the average range for all three years.



### Results on Teaching by Race

- Student perceptions of Teaching improved by 2% or more for all groups from 2020 to 2022, and were highest in 2022 for all groups except for students identifying as Hawaiian/Pacific Islander.
- All racial groups had a percent positive of 82% or higher in 2022, making the Teaching scale the highest rated scale of the four included in this report.

### Teaching by Service Group



### Results for Teaching by Service Group

- Among these student groups, students receiving multilingual/English Learner services had the highest perceptions of Teaching in each of the three years - at or near above average.
- Each of the remaining groups remained in the average range all three years, indicating their highest perceptions of Teaching in 2022.

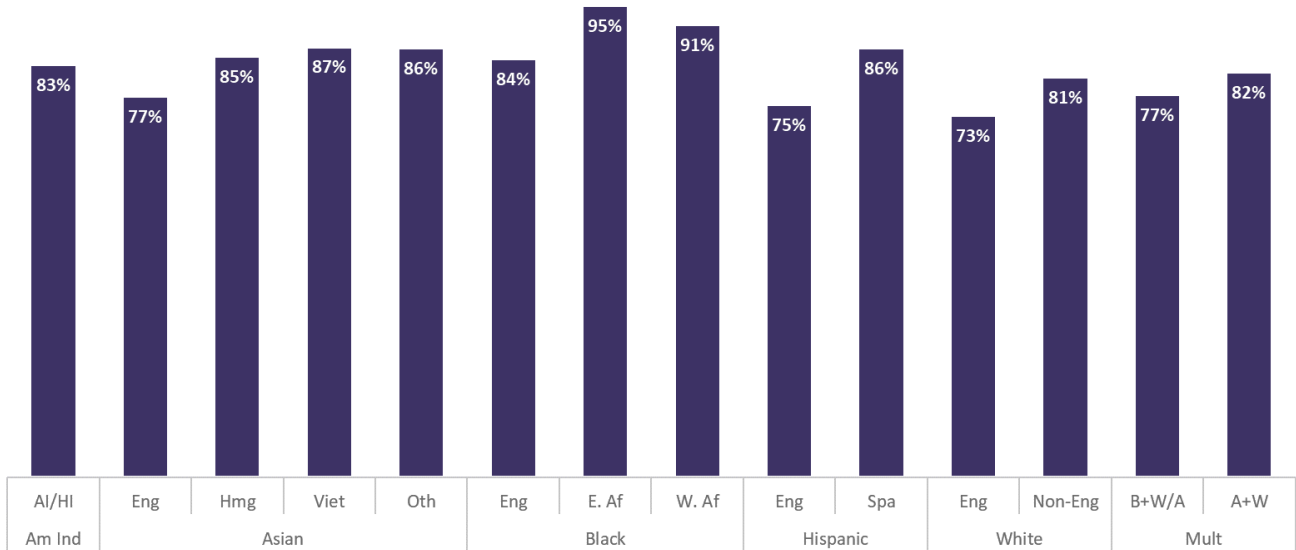
Additionally, the Family Stakeholder Survey “Innovation, Excellence, Accountability, and Sustainability” scale was used for this indicator. The questions included in the scale are as follows:

1. My scholar is provided with the appropriate materials (i.e. books, handouts) they need to learn.
2. My scholar is provided with the appropriate technology they need to learn.
3. School staff have helped my scholar set goals for their future.
4. My scholar's school works to prepare them for their future.

Families who received the survey could respond to these questions by selecting “Never”, “Not Often”, “Sometimes”, “Often”, “Always”. The percentage reported is the rate resulting from the combination of the two most positive responses (Often and Always) averaged across all four questions. The percentages by question were:

Innovation, Excellence, Accountability, and Sustainability Scale Items			
2022 Family Stakeholder Survey	Survey Item	N	%
	My scholar is provided with the appropriate materials (i.e. books, handouts) they need to learn.	790	89%
	My scholar is provided with the appropriate technology they need to learn.	790	93%
	School staff have helped my scholar set goals for their future.	789	62%
	My scholar's school works to prepare them for their future.	792	72%

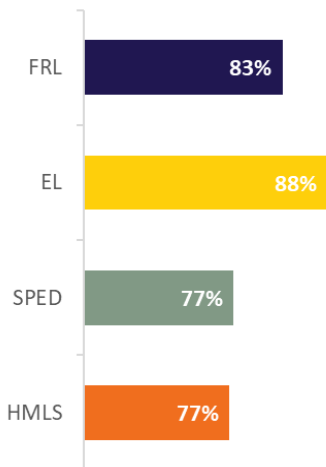
## Scale by Race and Ethnicity



Note: AI/HI=American Indian/Hawaiian, Eng=English as Home Language, Hmg=Hmong, Viet=Vietnamese, Other=Language other than those listed, E. Af=East African Language, W. Af=West African Language, Spa=Spanish Language, B+W/A=Identifies as Black and White or Asian, A+W=Identifies as Asian and White

The chart above shows the scale percentages segmented by student race and ethnicity group. The six typically reported racial categories are further segmented by student home language into ethnic categories to provide better insight into and give voice to otherwise invisible groups of families within our district community. We can see that families who speak East African (95%) or West African (91%) language in the home had the highest ratings overall, and that in each racial group, non-English speaking families were more positive than English-speaking families.

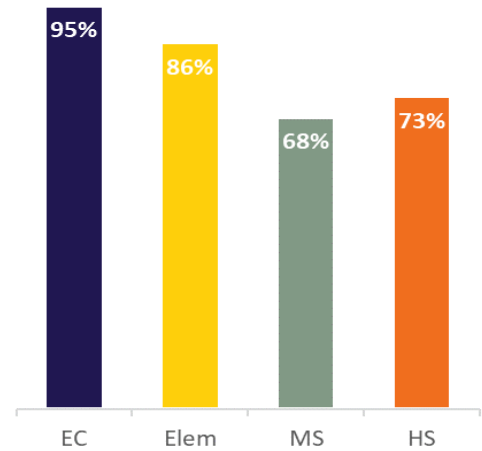
## Scale by Service Group



The chart to the left shows the scale responses broken out by student services groups. Students receiving English Learner (EL) services had the highest percentage at 88% followed by those receiving free or reduced price meals (FRL) at 83%. Students receiving special education (SPED) services and unhoused students (HMLS) both had scale ratings of 77%.

The chart to the right shows scale percentages among families with students in early childhood (EC), elementary school (Elem), middle school (MS), and high school (HS). This chart shows that families of students in early childhood had the highest percentage at 95%. This was followed by elementary school students at 86%. Families of middle school students had the lowest percentage at 68%. The question within the scale that brought down the average at the middle school and high school levels the most was “School staff have helped my scholar set goals for their future” at 42% and 54%, respectively.

Scale by Grade Level



**Next Steps:**

As we are learning about the vision cards and aligning data sources, we will continue to seek feedback to ensure that we are representing the intent of the Strategic Direction. We will continue to adjust our data sources to provide transparent measurement of our work towards achieving the goals. We will continue to research how we include additional data that provides greater context, is asset based, and humanizes our scholars’ learning experiences.

Minutes of the Special Meeting  
Independent School District 279 School Board  
Maple Grove, Minnesota

November 22, 2022

- MEETING A closed special meeting of the School Board was held on Tuesday, November 22, 2022 in the Forum Room of the Educational Service Center. Chairperson Kelsey Dawson Walton called the meeting to order at 7:42 p.m.
- ROLL CALL School Board members Thomas Brooks, Kelsey Dawson Walton, Heather Douglass, Tamara Grady, Jackie Mosqueda-Jones and Tanya Simons were in attendance.
- District administrators Lisa Chang, Laurel Anderson, John Morstad, Tim Palmatier, Bou Moua and Superintendent Cory McIntyre were in attendance.
- PURPOSE OF MEETING The meeting was held for the purpose of labor negotiations. An audio recording will be available to the public after all labor contracts are signed for the current budget period.
- ADJOURNMENT At 8:14 p.m. Chairperson Kelsey Dawson Walton adjourned the meeting.

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Kelsey Dawson Walton, Chairperson

# Independent School District 279

## Consent Agenda Financial Items Fiscal Year 2023

Date: December 13, 2022  
To: John Morstad, Executive Director of Finance and Operations  
From: Kelly Benusa, Director of Business Services  
RE: Consent Agenda Financial Items -  
Approval of Financial Reports  
Vendor Checks  
Epayables  
Electronic Wire Transfers  
Employee Reimbursements  
Vendor ACH

- A. The ISD 279 School Board approval of financial reports for the month of November.
- B. The ISD 279 School Board authorizes payment of the items listed below for the month of November:

1. Vendor Checks	\$ 5,629,288.16
2. Epayables	\$ 346,946.41
3. Electronic Wire Transfers	\$ 22,474,925.76
4. Employee Reimbursements	\$ 47,989.24
5. Vendor ACH	\$ 3,333,758.81
	<u>\$ 31,832,908.38</u>

**TO:** John Morstad, Executive Director of Finance and Operations  
**FROM:** Kelly Benusa, Director of Business Services  
**SUBJECT:** Financial Reports for the Months Ended November 30, 2022  
**DATE:** December 13, 2022

The following is a recap of the monthly financials:

**Fund Balance Report**

During the year, the District maintains its financial records on the cash basis. Therefore, the cash basis fund balance may fluctuate considerably during the year due to the timing of cash receipts and disbursements. At year-end, we convert the financial records to the modified accrual basis according to Governmental Accounting Standards Board (GASB). Fund balances are shown by fund total monthly. Fund balance designations within each fund for non-spendable, restricted, or assigned/unassigned will be shown at the fiscal year-end.

**Revenue Operating Budget Summary by Fund**

The General Fund-Percentage Comparison of Year-To-Date with Operating Budget shows a 1.1% decrease from the prior year. All prior year accruals have been reversed in August; therefore, the District is still collecting prior year revenue from various sources, i.e., state aid, federal grants, other districts, etc. This process is consistent with prior years. Also, June 30, 2022, year-end results will be incorporated into the February mid-year budget adjustments where applicable.

**Expenditure Operating Budget Summary by Fund**

The General Fund-Percentage Comparison of Year-To-Date with Operating Budget shows a 0.6% increase from the prior year. June 30, 2022, year-end results will be incorporated into the February mid-year budget adjustments where applicable.

**Current Investments on Hand**

Interest rates increased during November 2.14% to 5.28% compared with October rates of 2.14% to 3.40%.

**ISD 279-Osseo Area Schools  
Fund Balance Report  
Fiscal Year 2023  
Month Ended November 30, 2022**

Fund	Accrual Basis Fund Balance June 30, 2022	FY 2023 YTD Revenue	FY 2023 YTD Expenditure	Cash Basis * Fund Balance November 30, 2022
<b>General</b>	93,482,501	109,336,750	86,570,228	116,249,024
<b>Student Activities</b>	296,862	139,550	144,447	291,965
<b>Capital &amp; Land Proceeds</b>	9,547,796	15,110,385	13,122,844	11,535,337
<b>Food &amp; Nutrition Service</b>	6,567,975	2,845,285	4,232,017	5,181,242
<b>Community Service</b>	5,145,474	7,228,743	5,348,035	7,026,182
<b>Building Construction</b>	9,273,211	12,525,148	10,437,714	11,360,646
<b>Debt Service</b>	3,690,388	15,261,909	2,236,043	16,716,255
<b>OPEB Debt Service</b>	614,052	(2,802)	-	611,250
<b>Retirement Incentive Pay Internal Service</b>	998,083	-	-	998,083
<b>Dental Self Insurance Internal Service</b>	424,324	564,995	838,315	151,004
<b>Health Self Insurance Internal Service</b>	945,583	1,937,949	2,121,205	762,326
<b>Post-Employment Benefits Revocable Trust Internal Service</b>	8,362,828	(578,159)	-	7,784,669
<b>Total</b>	<b>\$ 139,349,077</b>	<b>\$ 164,369,753</b>	<b>\$ 125,050,848</b>	<b>\$ 178,667,982</b>

\*During the year the District maintains its financial records on a cash basis. Therefore, the cash basis fund balance may fluctuate considerably during the year due to the timing of cash receipts and disbursements.

**ISD 279-Osseo Area Schools  
Revenue Operating Budget Summary By Fund  
Fiscal Year 2023  
Month Ended November 30, 2022**

Revenue By Fund	Nov 2022 Revenue	FY 2023 YTD Revenue	% Of Budget	FY 2023 Budget	Actual YTD (Over) Under Budget	FY 2022 Actual Revenue	% Of PY Actual
<b>General</b>	21,232,853	106,254,668	40.6%	261,564,192	38,738,653	105,372,615	41.0%
<b>Capital &amp; Land Proceeds</b>	5,303	184,027	1.1%	16,196,679	16,012,652	233,579	1.4%
<b>Food &amp; Nutrition Services</b>	1,698,006	2,834,694	22.2%	12,792,318	9,957,624	3,994,149	23.9%
<b>Community Service</b>	1,577,570	6,456,786	47.1%	13,721,738	7,264,952	5,975,130	45.2%
<b>Debt Service</b>	3,794,338	15,261,909	96.9%	15,754,875	492,966	13,433,866	96.9%
<b>OPEB Debt Service</b>	-	(2,802)		-	2,802	2,706,343	99.2%
<b>Total Revenue Operating Budget</b>	<u>28,308,070</u>	<u>130,989,282</u>	40.9%	<u>320,029,802</u>	<u>72,469,649</u>	<u>131,715,681</u>	41.1%
<b>Special Funded Projects (State &amp; Federal)</b>	2,416,752	18,160,710	27.1%	67,021,415	48,860,705	15,006,059	29.5%
<b>Gifts/Fund Raising Clearing/Resale</b>	215,843	630,278	27.4%	2,300,000	1,669,722	838,904	40.3%
<b>Student Activities</b>	7,791	139,550	37.2%	375,000	235,450	40,607	15.1%
<b>Total Revenue Budget</b>	<u>30,948,455</u>	<u>149,919,820</u>	38.5%	<u>\$ 389,726,217</u>	<u>\$ 123,235,526</u>	<u>\$ 147,601,251</u>	39.5%
<b>Non-Budgeted Funds</b>							
Building Construction	20,231	12,525,148					
Dental Self Insurance Internal Service	192,042	564,995					
Health Self Insurance Internal Service	543,314	1,937,949					
Post-Employment Benefits Revocable Trust Internal Service	630	(578,159)					
<b>Total Non-Budgeted Funds</b>	<u>756,217</u>	<u>14,449,933</u>					
<b>Total Revenue</b>	<u>\$ 31,704,672</u>	<u>\$ 164,369,753</u>					

General Fund - % Comparison of Year to Date with Operating Budget	<u>FY 2023</u> 40.6%	<u>FY 2022</u> 41.7%
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**ISD 279-Osseo Area Schools  
Expenditure Operating Budget Summary By Fund  
Fiscal Year 2023  
Month Ended November 30, 2022**

Expenditure By Fund	Nov 2022 Expenditure	FY 2023 YTD Expenditure	% Of Budget	FY 2023 Budget	Actual YTD (Over) Under Budget	FY 2022 Actual Expenditure	% Of PY Actual
Salaries and Wages	\$ 13,102,438	\$ 43,935,802	25.9%	\$ 169,834,086	\$ 125,898,284	\$ 42,247,280	25.8%
Employee Benefits	4,929,530	18,052,082	28.0%	64,489,139	46,437,057	18,052,509	30.4%
Purchased Services	3,113,875	8,734,237	24.0%	36,434,099	27,699,862	7,105,692	23.2%
Supplies and Materials	317,072	1,790,161	40.2%	4,455,002	2,664,841	1,654,987	43.3%
Capital	41,365	45,280	28.2%	160,571	115,291	162,205	87.6%
Other	(2,138)	131,817	33.3%	395,762	263,945	113,664	21.6%
<b>General</b>	<u>21,502,142</u>	<u>72,689,378</u>	26.4%	275,768,659	203,079,281	69,336,338	26.8%
<b>Capital &amp; Land Proceeds</b>	608,595	9,439,973	51.5%	18,339,133	8,899,160	13,641,189	85.1%
<b>Food &amp; Nutrition Services</b>	1,433,310	4,202,590	29.6%	14,174,695	9,972,105	3,895,876	26.2%
<b>Community Service</b>	1,011,038	4,525,744	34.1%	13,271,764	8,746,020	3,933,409	36.3%
<b>Debt Service</b>	-	2,236,043	13.6%	16,433,238	14,197,195	2,624,485	18.4%
<b>OPEB Debt Service</b>	-	-		-	-	40,735	1.5%
<b>Total Expenditure Operating Budget</b>	<u>24,555,085</u>	<u>93,093,727</u>	27.5%	337,987,489	244,893,762	93,472,032	29.5%
<b>Special Funded Projects (State &amp; Federal)</b>	5,792,206	17,812,063	26.6%	67,021,415	49,209,352	12,291,450	24.0%
<b>Gifts/Fund Raising Clearing/Resale</b>	213,727	603,376	26.2%	2,300,000	1,696,624	851,931	44.3%
<b>Student Activities</b>	12,200	144,447	38.5%	375,000	230,553	34,209	12.9%
<b>Total Expenditure Budget</b>	<u>30,573,218</u>	<u>111,653,614</u>	27.4%	<u>\$ 407,683,904</u>	<u>\$ 296,030,290</u>	<u>\$ 106,649,623</u>	28.8%
<b>Non-Budgeted Funds</b>							
Building Construction	739,252	10,437,714					
Retirement Incentive Pay Internal Service	-	-					
Dental Self Insurance Internal Service	165,926	838,315					
Health Self Insurance Internal Service	414,618	2,121,205					
Post-Employment Benefits Revocable Trust Internal Service	-	-					
<b>Total Non-Budgeted Funds</b>	<u>1,319,796</u>	<u>13,397,234</u>					
<b>Total Expenditure</b>	<u>\$ 31,893,014</u>	<u>\$ 125,050,848</u>					

General Fund - % Comparison of Year to Date with Operating Budget	<u>FY 2023</u> 26.4%	<u>FY 2022</u> 25.8%
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**ISD 279 - OSSEO AREA SCHOOLS  
CURRENT INVESTMENTS ON HAND  
FISCAL YEAR 2023  
MONTH END NOVEMBER 30, 2022**

<b>BANK</b>	<b>TYPE</b>	<b>PURCHASED</b>	<b>MATURITY</b>	<b>YIELD</b>	<b>COST</b>
<b>OPERATING FUNDS</b>					
MN TRUST - PMA	CD	06-07-21	12-09-22	0.100	249,600
MN TRUST - PMA	CD	08-30-21	08-30-23	0.201	249,742
MN TRUST - PMA	CD	09-29-21	09-23-21	0.201	249,742
MN TRUST - PMA	AGENCY	11-19-21	06-19-23	0.270	1,974,395
MN TRUST - PMA	AGENCY	03-31-22	03-31-23	1.570	1,999,006
MN TRUST - PMA	TERM SERIES	08-18-22	01-25-24	3.100	5,000,000
MN TRUST - PMA	TERM SERIES	08-18-22	07-25-23	3.100	5,000,000
MN TRUST - PMA	TERM SERIES	08-18-22	01-25-23	2.850	5,000,000
MN TRUST - PMA	CD	10-27-22	10-04-23	4.370	5,000,000
MN TRUST - PMA	CD	10-27-22	01-16-24	4.390	8,000,000
MN TRUST - PMA	CD	10-27-22	05-10-24	4.380	5,000,000
MN TRUST - PMA	CD	10-27-22	07-26-24	4.400	2,000,000
MN TRUST - PMA	SDA	04-25-22	11-30-22	2.880	15,062,113
MN TRUST - PMA	SDA	10-19-22	11-30-22	3.810	15,178,042
MN TRUST - PMA	SDA	10-30-19	11-30-22	3.870	7,128,267
MN TRUST - PMA	LIMITED TERM DURATION	06-01-17	11-30-22	1.700	19,267,702
US BANK	MONEY MKT		11-30-22	3.705	16,254,556
MN TRUST - PMA	MONEY MKT		11-30-22	3.508	42,111,545
<b>TOTAL OPERATING FUNDS</b>					<b>154,724,709</b>
<b>LONG-TERM FACILITIES MAINTENANCE 2022A BOND</b>					
MN TRUST - PMA	AGENCY	09-27-22	06-15-23	3.940	2,922,891
MN TRUST - PMA	AGENCY	09-27-22	07-15-23	4.016	2,909,414
MN TRUST - PMA	SDA	09-28-22	10-31-22	3.030	5,030,635
MN TRUST - PMA	MONEY MKT		11-30-22	3.508	312,263
<b>TOTAL LONG-TERM FACILITIES MAINTENANCE 2020A BOND</b>					<b>11,175,203</b>
<b>OPEB REVOCABLE TRUST</b>					
MN TRUST - PMA	CORP. BONDS	02-24-16	02-24-26	4.850	249,805
MN TRUST - PMA	CORP. BONDS	02-25-16	02-10-45	3.700	286,926
MN TRUST - PMA	CORP. BONDS	03-03-16	03-01-46	3.800	199,112
MN TRUST - PMA	MUNICIPAL	06-22-16	07-01-31	3.800	50,000
MN TRUST - PMA	CORP. BONDS	08-30-16	06-15-35	3.130	573,985
MN TRUST - PMA	CORP. BONDS	09-16-16	10-15-46	3.530	249,362
MN TRUST - PMA	MUNICIPAL	10-12-16	02-15-37	3.520	49,867
MN TRUST - PMA	MUNICIPAL	10-17-16	08-01-33	3.220	202,265
MN TRUST - PMA	MUNICIPAL	10-17-16	02-15-38	3.560	174,741
MN TRUST - PMA	MUNICIPAL	10-17-16	11-01-37	3.450	135,420
MN TRUST - PMA	MUNICIPAL	10-21-16	05-15-31	3.090	298,551
MN TRUST - PMA	MUNICIPAL	10-25-16	10-01-37	3.190	270,712
MN TRUST - PMA	MUNICIPAL	11-21-16	09-01-24	2.870	150,000
MN TRUST - PMA	CORP. BONDS	01-31-17	03-01-26	3.090	243,333
MN TRUST - PMA	CORP. BONDS	01-31-17	03-01-26	3.640	234,268
MN TRUST - PMA	MUNICIPAL	02-28-17	06-15-32	4.050	216,608
MN TRUST - PMA	CORP. BONDS	03-09-17	06-15-27	3.250	199,494
MN TRUST - PMA	MUNICIPAL	03-30-17	09-15-30	3.350	148,383
MN TRUST - PMA	MUNICIPAL	04-19-17	02-01-25	3.000	250,000
MN TRUST - PMA	CORP. BONDS	04-28-17	01-15-26	3.180	109,300
MN TRUST - PMA	MUNICIPAL	09-21-17	09-01-28	2.950	200,000
MN TRUST - PMA	CORP. BONDS	09-28-17	10-01-27	3.100	199,932
MN TRUST - PMA	MUNICIPAL	10-12-17	09-15-26	2.960	256,540
MN TRUST - PMA	CORP. BONDS	01-24-18	01-24-39	3.880	250,000
MN TRUST - PMA	CORP. BONDS	01-30-18	02-22-48	3.950	210,584
MN TRUST - PMA	CORP. BONDS	01-30-18	01-23-49	3.910	390,632
MN TRUST - PMA	CORP. BONDS	02-15-18	06-03-26	3.380	286,392
MN TRUST - PMA	CORP. BONDS	02-20-18	03-01-28	3.810	249,833
MN TRUST - PMA	MORTGAGE BACKED SEC	04-06-18	09-25-24	3.170	169,494
MN TRUST - PMA	MORTGAGE BACKED SEC	07-06-18	07-25-24	3.250	197,091
MN TRUST - PMA	CORP. BONDS	08-29-18	04-23-29	4.336	287,550
MN TRUST - PMA	MUNICIPAL	09-27-18	07-01-32	3.770	307,876
MN TRUST - PMA	CORP. BONDS	10-10-18	12-14-35	4.150	254,948
MN TRUST - PMA	CORP. BONDS	10-16-18	10-15-28	4.000	249,755
MN TRUST - PMA	CORP. BONDS	10-23-18	03-01-29	4.020	249,570
MN TRUST - PMA	CORP. BONDS	09-13-19	03-13-51	2.470	297,954
MN TRUST - PMA	MUNICIPAL	10-16-19	05-25-26	2.310	100,000
MN TRUST - PMA	MUNICIPAL	10-03-19	11-01-29	2.320	145,982
MN TRUST - PMA	MUNICIPAL	10-18-19	09-01-24	1.940	99,992
MN TRUST - PMA	MORTGAGE BACKED SEC	10-24-19	07-25-25	2.210	141,340
MN TRUST - PMA	MUNICIPAL	12-10-19	04-01-30	2.610	250,000

**ISD 279 - OSSEO AREA SCHOOLS  
CURRENT INVESTMENTS ON HAND  
FISCAL YEAR 2023  
MONTH END NOVEMBER 30, 2022**

<b>BANK</b>	<b>TYPE</b>	<b>PURCHASED</b>	<b>MATURITY</b>	<b>YIELD</b>	<b>COST</b>
MN TRUST - PMA	MUNICIPAL	01-09-20	11-01-30	2.740	200,000
MN TRUST - PMA	MUNICIPAL	01-03-20	02-15-30	2.700	100,000
MN TRUST - PMA	MORTGAGE BACKED SEC	03-16-20	08-01-24	2.010	247,058
MN TRUST - PMA	CORP. BONDS	01-31-20	02-05-50	3.250	99,961
MN TRUST - PMA	MUNICIPAL	02-27-20	01-01-32	1.810	150,000
MN TRUST - PMA	MORTGAGE BACKED SEC	02-27-20	10-25-27	1.560	96,896
MN TRUST - PMA	MUNICIPAL	10-14-20	06-01-32	1.860	100,000
MN TRUST - PMA	CORP. BONDS	10-08-20	06-30-30	1.320	201,368
MN TRUST - PMA	CORP. BONDS	10-22-20	10-15-30	1.740	199,234
MN TRUST - PMA	MUNICIPAL	10-27-20	08-01-32	1.750	100,000
MN TRUST - PMA	MORTGAGE BACKED SEC	10-15-20	02-26-35	1.650	181,303
MN TRUST - PMA	MUNICIPAL	10-14-20	12-01-35	2.570	169,878
MN TRUST - PMA	MUNICIPAL	11-24-20	10-01-36	1.930	230,715
MN TRUST - PMA	MORTGAGE BACKED SEC	12-10-20	10-25-30	1.190	102,992
MN TRUST - PMA	MUNICIPAL	12-22-20	08-01-36	2.060	100,000
MN TRUST - PMA	MUNICIPAL	12-14-20	02-01-40	2.050	200,740
MN TRUST - PMA	MUNICIPAL	12-22-20	12-01-42	2.340	100,000
MN TRUST - PMA	CORP. BONDS	12-17-20	04-15-26	0.790	54,143
MN TRUST - PMA	MUNICIPAL	01-15-21	04-01-36	2.130	100,000
MN TRUST - PMA	MUNICIPAL	01-27-21	04-01-43	3.280	100,000
MN TRUST - PMA	CORP. BONDS	01-07-21	03-15-31	1.380	248,807
MN TRUST - PMA	MUNICIPAL	01-20-21	05-15-47	2.650	256,740
MN TRUST - PMA	GOVERNMENT	01-11-21	11-20-37	1.630	198,913
MN TRUST - PMA	CORP. BONDS	02-11-21	02-11-31	1.950	100,089
MN TRUST - PMA	CORP. BONDS	02-03-21	06-01-51	3.100	99,944
MN TRUST - PMA	CORP. BONDS	02-26-21	03-15-51	3.260	249,757
MN TRUST - PMA	CORP. BONDS	02-19-21	03-15-51	1.690	198,818
MN TRUST - PMA	CORP. BONDS	03-16-21	04-01-32	2.590	99,570
MN TRUST - PMA	CORP. BONDS	03-22-21	03-22-41	3.400	249,855
MN TRUST - PMA	CORP. BONDS	04-27-21	07-01-53	2.900	185,359
MN TRUST - PMA	CORP. BONDS	06-29-21	07-15-41	0.150	149,172
MN TRUST - PMA	CORP. BONDS	06-08-21	06-08-51	0.150	249,267
MN TRUST - PMA	MUNICIPAL	07-29-21	11-01-31	2.630	200,000
MN TRUST - PMA	MUNICIPAL	07-20-21	08-01-37	1.930	147,342
MN TRUST - PMA	ASSET BACKED SEC	07-28-21	03-05-24	0.600	99,978
MN TRUST - PMA	CORP. BONDS	07-22-21	02-01-52	2.730	297,873
MN TRUST - PMA	CORP. BONDS	08-09-21	08-15-41	2.820	249,237
MN TRUST - PMA	CORP. BONDS	08-31-21	07-15-41	2.670	102,080
MN TRUST - PMA	CORP. BONDS	08-31-21	03-15-32	2.020	252,880
MN TRUST - PMA	CORP. BONDS	09-02-21	06-01-51	3.180	96,947
MN TRUST - PMA	CORP. BONDS	09-07-21	07-10-23	0.170	225,000
MN TRUST - PMA	CORP. BONDS	09-07-21	09-15-51	2.730	248,268
MN TRUST - PMA	CORP. BONDS	09-02-21	08-14-23	0.290	301,227
MN TRUST - PMA	CORP. BONDS	10-28-21	11-02-27	1.880	300,000
MN TRUST - PMA	CORP. BONDS	11-08-21	12-01-28	1.900	109,856
MN TRUST - PMA	CORP. BONDS	11-15-21	11-18-31	2.000	99,487
MN TRUST - PMA	MUNICIPAL	11-10-21	11-01-33	2.200	150,000
MN TRUST - PMA	MORTGAGE BACKED SEC	01-28-22	10-25-25	1.630	298,344
MN TRUST - PMA	CORP. BONDS	03-15-22	03-15-52	3.820	251,313
MN TRUST - PMA	CORP. BONDS	08-22-22	08-22-32	4.300	100,000
MN TRUST - PMA	CORP. BONDS	08-23-22	03-15-33	4.150	99,929
MN TRUST - PMA	GOVERNMENT	08-31-22	08-31-24	3.250	174,262
MN TRUST - PMA	CORP. BONDS	09-23-22	08-22-23	4.700	298,147
MN TRUST - PMA	CORP. BONDS	10-28-22	02-15-28	3.400	149,937
MN TRUST - PMA	ASSET BACKED SEC	11-22-22	08-16-27	5.280	299,941
MN TRUST - PMA	EQUITY		11-30-22	2.140	4,298,704
MN TRUST - PMA	MONEY MKT		11-30-22	3.730	34,134
<b>TOTAL OPEB REVOCABLE TRUST</b>					<b>23,093,059</b>
<b>TOTAL INVESTMENTS</b>					<b>\$ 188,992,971</b>

CD CERTIFICATE OF DEPOSIT FDIC \$250,000  
 CN CORPORATE NOTE  
 CP COMMERCIAL PAPER

FHLB FEDERAL HOME LOAN BANK  
 FHLMC FEDERAL HOME LOAN MORTGAGE CORP.  
 FNMA FEDERAL NAT'L MORTGAGE ASS'N.

## November 2022 Monthly Check Register

Fiscal Year	Check Date	Check Number	Transaction Amount	Vendor Number	Vendor Name
23	11/02/2022	727208	\$92.00	D0800	ADDERLEY, DONALD
23	11/02/2022	727209	\$19.95	53703	AMORIELLO, BRANDI
23	11/02/2022	727210	\$132.00	00636	ASL INTERPRETER SERVICES INC
23	11/02/2022	727211	\$20.00	09919	BARTON SAND & GRAVEL CO
23	11/02/2022	727212	\$175.00	F0088	BLACKHAWK, BRADLEY
23	11/02/2022	727213	\$3,373.76	50867	CAPI USA
23	11/02/2022	727214	\$80.00	F5538	COSTELLO, KEVIN
23	11/02/2022	727215	\$175.00	15072	D'AMICO CATERING
23	11/02/2022	727216	\$1,900.00	50555	DAY, SANDRA
23	11/02/2022	727217	\$80.00	F4439	DENNY, ROGER
23	11/02/2022	727218	\$4,500.00	D8583	DESJARLAIT, ROBERT
23	11/02/2022	727219	\$2,500.00	F3556	DORSEY & WHITNEY LLP
23	11/02/2022	727220	\$3,481.97	02963	ECOLAB
23	11/02/2022	727221	\$72.33	53704	ELLINGHUYSEN, LAURA
23	11/02/2022	727222	\$849.99	17429	FRA-DOR INC
23	11/02/2022	727223	\$92.71	53705	FUHRMAN, ANNA
23	11/02/2022	727224	\$23.63	22068	FUN EXPRESS LLC
23	11/02/2022	727225	\$110.00	50226	ACCO BRANDS USA LLC
23	11/02/2022	727226	\$2,304.40	18537	GLOBAL COMMUNICATIONS
23	11/02/2022	727227	\$384.20	A0232	GODFATHERS PIZZA
23	11/02/2022	727228	\$232.00	F4236	HAMMER SPORTS LLC
23	11/02/2022	727229	\$92.00	F6129	HARRIS, DENNIS
23	11/02/2022	727230	\$852.12	51254	LITERACY RESOURCES LLC
23	11/02/2022	727231	\$3,167.26	A1613	INTERMEDIATE DISTRICT 287
23	11/02/2022	727232	\$425,728.16	A1613	INTERMEDIATE DISTRICT 287
23	11/02/2022	727233	\$210.00	D7133	ISD 200-HASTINGS HIGH SCHOOL
23	11/02/2022	727234	\$46.65	53706	JOHNSON, TAMI
23	11/02/2022	727235	\$62.13	53707	KOOSMAN, CADIE
23	11/02/2022	727236	\$92.00	50838	LONNEE, MITCH STEVEN
23	11/02/2022	727237	\$200.00	D6996	MINNESOTA ADAPTED ATHLETICS ASSN
23	11/02/2022	727238	\$200.00	D6996	MINNESOTA ADAPTED ATHLETICS ASSN
23	11/02/2022	727239	\$200.00	D6996	MINNESOTA ADAPTED ATHLETICS ASSN
23	11/02/2022	727240	\$175.00	15568	MACMH
23	11/02/2022	727241	\$1,200.00	50948	MAPLE GROVE BOYS SOCCER BOOSTERS
23	11/02/2022	727242	\$800.00	09944	MAPLE GROVE, CITY OF
23	11/02/2022	727243	\$2,308.63	07513	MENARDS BROOKLYN PARK
23	11/02/2022	727244	\$4,588.81	26535	MENARDS MAPLE GROVE
23	11/02/2022	727245	\$332.72	52345	MICHAELS STORES INC & SUBS
23	11/02/2022	727246	\$1,350.00	F5623	MIDWEST EDUCATIONAL CONSULTANTS INC
23	11/02/2022	727247	\$3,965.00	15849	MINNETESOL
23	11/02/2022	727248	\$329.21	F7397	MN DEPARTMENT OF COMMERCE
23	11/02/2022	727249	\$600.00	A1849	MN STATE HS MATH LEAGUE
23	11/02/2022	727250	\$1,900.00	F4295	MTEC RESULTS
23	11/02/2022	727251	\$100.00	F4295	MTEC RESULTS
23	11/02/2022	727252	\$100.00	F4295	MTEC RESULTS
23	11/02/2022	727253	\$100.00	D4374	NOVAK, JANICE
23	11/02/2022	727254	\$92.00	F4842	ONDREY, JAMES
23	11/02/2022	727255	\$92.00	F0187	ONDREY, JOHN
23	11/02/2022	727256	\$80.00	53337	PARKER, STEPHEN
23	11/02/2022	727257	\$444.14	00475	NCS PEARSON INC
23	11/02/2022	727258	\$1,700.50	50950	PINEHAVEN FARM
23	11/02/2022	727259	\$900.00	53679	LONG ISLAND SCIENCE CENTER
23	11/02/2022	727260	\$80.00	F2877	POGATCHNIK, DEAN
23	11/02/2022	727261	\$100.00	52085	RASMUSSEN, MELINDA
23	11/02/2022	727262	\$49.40	53708	RATH, KELLY
23	11/02/2022	727263	\$710.98	02381	REALLY GOOD STUFF
23	11/02/2022	727264	\$8,010.00	A1662	REGION 5AA

23	11/02/2022	727265	\$1,130.00	A1662	REGION 5AA
23	11/02/2022	727266	\$220,414.92	F5353	ROCHON CORPORATION
23	11/02/2022	727267	\$75.00	E22807	JOHN D RUNDQUIST
23	11/02/2022	727268	\$160.00	F5050	SACKETT, TOBIAS
23	11/02/2022	727269	\$239.40	00628	SAFETY-KLEEN SYSTEMS INC
23	11/02/2022	727270	\$11,070.00	F4478	SAFEWAY DRIVING SCHOOL
23	11/02/2022	727271	\$87.85	53713	SANVIK, AMANDA
23	11/02/2022	727272	\$59.50	A0562	SCHOOL NUTRITION ASSOCIATION
23	11/02/2022	727273	\$162.38	52245	SCHOOL SPECIALTY LLC
23	11/02/2022	727274	\$137.58	26592	SHRED-N-GO
23	11/02/2022	727275	\$160.00	F2473	SKOCHENSKI, BRYAN
23	11/02/2022	727276	\$50.54	F4789	SPORTSENGINE INC
23	11/02/2022	727277	\$53.31	53709	VOLBERDING, GARY
23	11/02/2022	727278	\$175.00	F0855	WHITEMAN-BLACKHAWK, SAMANTHA
23	11/02/2022	727279	\$803.52	01359	WILSON LANGUAGE TRAINING
23	11/02/2022	727280	\$200.00	53715	WOODWARD, PETER
23	11/02/2022	727281	\$120.00	53714	YANG, YOUAPA
23	11/04/2022	727282	\$195.00	C0029	EDUCATION MINNESOTA
23	11/04/2022	727283	\$7,948.00	C0038	MN TEAMSTERS - LOCAL 320
23	11/04/2022	727284	\$294.00	C0192	OSSEO PRINCIPALS ASSOCIATION
23	11/04/2022	727285	\$486.90	C0025	UNITED STATES TREASURY
23	11/07/2022	727286	\$271.11	C0072	MESSERLI & KRAMER PA
23	11/09/2022	727287	\$720.00	F5965	ALASKA SEALIFE CENTER
23	11/09/2022	727288	\$7,892.99	00075	BROOKLYN PARK, CITY OF
23	11/09/2022	727289	\$25,900.04	53089	ICS CONSULTING LLC
23	11/09/2022	727290	\$778.65	20266	CHERRY ENTERPRISES INC
23	11/09/2022	727292	\$2,627.62	07933	CINTAS CORPORATION NO 2
23	11/09/2022	727293	\$18.94	00397	CONSTRUCTIVE PLAYTHINGS
23	11/09/2022	727294	\$476.34	F5864	CAPSTONE PRESS
23	11/09/2022	727295	\$750.00	15072	D'AMICO CATERING
23	11/09/2022	727296	\$2,500.00	50555	DAY, SANDRA
23	11/09/2022	727297	\$155.33	00128	DEAN'S SUPER MARKET
23	11/09/2022	727298	\$1,395.00	D0138	DISTRICT 279 FOUNDATION
23	11/09/2022	727299	\$516.03	A0142	DOMINO'S PIZZA
23	11/09/2022	727300	\$114.00	F4398	EAST RIDGE HIGH SCHOOL
23	11/09/2022	727301	\$570.00	E21424	JODI L EGGERS
23	11/09/2022	727302	\$250.00	53722	EQUITY MATTERS LLC
23	11/09/2022	727303	\$528.05	00619	FERRELLGAS
23	11/09/2022	727304	\$49.95	18528	FINKEN WATER CENTERS
23	11/09/2022	727305	\$17,480.75	D6455	FIRST STUDENT INC
23	11/09/2022	727306	\$49,520.90	D6455	FIRST STUDENT INC
23	11/09/2022	727307	\$12,437.76	D6455	FIRST STUDENT INC
23	11/09/2022	727308	\$200.00	53724	SYMDESIGN LLC
23	11/09/2022	727309	\$5,337.08	09911	GENERAL PARTS LLC
23	11/09/2022	727310	\$3,292.80	53665	GLUEK, LISETTE ANN
23	11/09/2022	727311	\$414.20	A0232	GODFATHERS PIZZA
23	11/09/2022	727312	\$1,395.00	50596	GREATER TWIN CITIES UNITED WAY
23	11/09/2022	727313	\$40.00	00193	GROTH MUSIC COMPANY
23	11/09/2022	727314	\$406.00	F4236	HAMMER SPORTS LLC
23	11/09/2022	727315	\$88.78	E28419	CARLA M HECKATHORNE
23	11/09/2022	727316	\$480.60	51254	LITERACY RESOURCES LLC
23	11/09/2022	727317	\$111.00	50290	HENNEPIN COUNTY
23	11/09/2022	727318	\$518.96	51768	HERITAGE LANDSCAPE SUPPLY GROUP INC
23	11/09/2022	727319	\$145.00	52989	EPHS SPEECH AND DEBATE
23	11/09/2022	727320	\$93.75	A5571	ISD 276-MINNETONKA PUBLIC SCHOOLS
23	11/09/2022	727321	\$275.00	A4025	ISD 882-MONTICELLO SCHOOL DISTRICT
23	11/09/2022	727322	\$203.03	18598	JERRY'S HARDWARE
23	11/09/2022	727323	\$369.40	01216	JH LARSON COMPANY
23	11/09/2022	727324	\$1,814.00	F2800	KIDZART
23	11/09/2022	727325	\$2,285.00	00723	KROMER COMPANY

23	11/09/2022	727326	\$6.00	51405	LE, THI PHUONG DAI
23	11/09/2022	727327	\$667.00	53680	LEXIA LEARNING SYSTEMS LLC
23	11/09/2022	727328	\$325.00	15568	MACMH
23	11/09/2022	727329	\$1,000.00	53721	MADIGAN, EMILY
23	11/09/2022	727330	\$800.00	09944	MAPLE GROVE, CITY OF
23	11/09/2022	727331	\$6,600.00	09944	MAPLE GROVE, CITY OF
23	11/09/2022	727332	\$1,460.00	A4266	MASA
23	11/09/2022	727333	\$322.71	07513	MENARDS BROOKLYN PARK
23	11/09/2022	727334	\$3,410.49	26535	MENARDS MAPLE GROVE
23	11/09/2022	727335	\$5,500.00	13176	MN LANDMARKS INC
23	11/09/2022	727336	\$815.00	A0430	MUSIC THEATRE INTERNATIONAL (MTI)
23	11/09/2022	727337	\$1,232.73	03282	NAPA AUTO PARTS COTTENS INC
23	11/09/2022	727338	\$175.00	F1649	NECKLACE, KRISTA
23	11/09/2022	727339	\$20,745.00	F5553	NEXUS SOLUTIONS LLC
23	11/09/2022	727340	\$807.56	00493	OXFORD UNIVERSITY PRESS
23	11/09/2022	727341	\$4,082.50	F2709	PACIFIC INTERPRETERS INC
23	11/09/2022	727342	\$2,625.00	A2595	PARK CENTER GIRLS SWIM BOOSTER
23	11/09/2022	727343	\$3,370.00	A2237	PARK CENTER SOCCER BOOSTER CLUB
23	11/09/2022	727344	\$1,680.00	A0692	PARK CENTER VB BOOSTERS
23	11/09/2022	727345	\$11,850.45	01183	PASCO SCIENTIFIC
23	11/09/2022	727346	\$1,620.00	13291	PCSH FOOTBALL BOOSTER CLUB
23	11/09/2022	727347	\$1,061.78	00475	NCS PEARSON INC
23	11/09/2022	727348	\$4,538.00	00146	POPPLER'S MUSIC STORE
23	11/09/2022	727349	\$390.00	E33126	JONAH H PRIDEY
23	11/09/2022	727350	\$2,946.65	50735	CONCORD THEATRICALS CORP
23	11/09/2022	727351	\$435.00	08371	READ NATURALLY INC
23	11/09/2022	727352	\$335.69	20028	RED WING SHOE STORE
23	11/09/2022	727353	\$19,400.00	A1662	REGION 5AA
23	11/09/2022	727354	\$3,603.00	A1662	REGION 5AA
23	11/09/2022	727355	\$552.00	53718	RYBACHENOK, YELENA
23	11/09/2022	727356	\$4,250.00	53719	SAFE SOCIAL NETWORK LLC
23	11/09/2022	727357	\$396.00	D1512	SANDINO, JEFFREY
23	11/09/2022	727358	\$373.48	52245	SCHOOL SPECIALTY LLC
23	11/09/2022	727359	\$66,336.00	F3525	SFM
23	11/09/2022	727360	\$561.00	13702	SHIRT STARZ INC
23	11/09/2022	727361	\$137.58	26592	SHRED-N-GO
23	11/09/2022	727362	\$1,812.50	D2346	ST DAVIDS CTR FOR CHILD&FAMILY DEV
23	11/09/2022	727363	\$64.00	10988	STEPHAN, THOMAS R JR
23	11/09/2022	727364	\$627.00	03679	TIME FOR KIDS
23	11/09/2022	727365	\$1,078.48	53073	TRIMARK MARLINN LLC
23	11/09/2022	727366	\$81.00	F1069	TWIN CITIES CHESS CLUB
23	11/09/2022	727367	\$50.00	D4821	VERTICAL ENDEAVORS INC
23	11/09/2022	727368	\$158.60	01359	WILSON LANGUAGE TRAINING
23	11/09/2022	727369	\$128.00	10352	WINCEK, JACQUELINE ANN
23	11/11/2022	727370	\$236.70	F0039	CENTURYLINK
23	11/11/2022	727372	\$2,999.48	52466	GRANITE TELECOMMUNICATIONS LLC
23	11/11/2022	727374	\$394,238.52	00300	XCEL ENERGY
23	11/16/2022	727375	\$6,800.00	F4899	ARVIG
23	11/16/2022	727376	\$1,702.90	F4899	ARVIG
23	11/16/2022	727377	\$10,169.66	51808	SYMMETRY ENERGY SOLUTIONS LLC
23	11/16/2022	727378	\$44,733.22	51808	SYMMETRY ENERGY SOLUTIONS LLC
23	11/16/2022	727379	\$3,360.89	51808	SYMMETRY ENERGY SOLUTIONS LLC
23	11/16/2022	727380	\$3,903.97	51808	SYMMETRY ENERGY SOLUTIONS LLC
23	11/16/2022	727381	\$181.50	53273	BIX PRODUCE COMPANY LLC
23	11/16/2022	727382	\$175.00	F0088	BLACKHAWK, BRADLEY
23	11/16/2022	727383	\$175.00	53551	BLACKHAWK, DONALD
23	11/16/2022	727384	\$696.00	F7439	BUSINESS PROFESSIONALS OF AMERICA
23	11/16/2022	727385	\$50.00	00075	BROOKLYN PARK, CITY OF
23	11/16/2022	727386	\$50.00	00075	BROOKLYN PARK, CITY OF
23	11/16/2022	727387	\$64.00	D6203	BROSE, CHARLES

23	11/16/2022	727388	\$175.00	53552	BUCKANGA-JACKSON, KAYDEN
23	11/16/2022	727389	\$500.00	F7404	BURNEVIK, MEEGHAN
23	11/16/2022	727390	\$546.70	F7479	CAFE ZUPAS
23	11/16/2022	727391	\$16,335.22	08450	CARGILL INC
23	11/16/2022	727392	\$35,309.87	00270	CENTERPOINT ENERGY
23	11/16/2022	727393	\$126.59	00270	CENTERPOINT ENERGY
23	11/16/2022	727394	\$684.16	F0039	CENTURYLINK
23	11/16/2022	727395	\$175.00	D5544	COLLEGE BOARD
23	11/16/2022	727396	\$4,814.49	52467	CONSOLIDATED COMMUNICATIONS
23	11/16/2022	727397	\$298.46	A1948	CUB FOODS BP
23	11/16/2022	727398	\$175.00	13463	DESJARLAIT, MIZIWAY
23	11/16/2022	727399	\$1,835.00	D0138	DISTRICT 279 FOUNDATION
23	11/16/2022	727400	\$641.93	A0142	DOMINO'S PIZZA
23	11/16/2022	727401	\$8,500.00	F3556	DORSEY & WHITNEY LLP
23	11/16/2022	727402	\$20,544.35	F7373	EMC INSURANCE COMPANY
23	11/16/2022	727403	\$175.00	50103	FLAMMOND, MICHAEL
23	11/16/2022	727404	\$349.99	17429	FRA-DOR INC
23	11/16/2022	727405	\$3,609.61	09911	GENERAL PARTS LLC
23	11/16/2022	727406	\$100.00	52044	GEORGAKOPOULOS, TESS
23	11/16/2022	727407	\$120.00	E30014	ANDREA L GROSS
23	11/16/2022	727408	\$1,150.00	51456	HOSA - FUTURE HEALTH PROFESSIONALS
23	11/16/2022	727409	\$726.00	20326	HENNEPIN THEATRE TRUST
23	11/16/2022	727410	\$386.40	51935	SKYHAWKS
23	11/16/2022	727411	\$225.00	52870	TARTAN SENIOR HIGH SCHOOL
23	11/16/2022	727412	\$73.00	20229	INSTRUMENTALIST AWARDS LLC
23	11/16/2022	727413	\$51,998.76	A1613	INTERMEDIATE DISTRICT 287
23	11/16/2022	727414	\$13,546.38	F5964	ISD 12-CENTENNIAL HIGH SCHOOL
23	11/16/2022	727415	\$5,925.70	08481	ISD 15-ST FRANCIS SCHOOLS
23	11/16/2022	727416	\$790.76	50882	ISD 742-ST CLOUD AREA SCHOOLS
23	11/16/2022	727417	\$250.00	50968	EAST RIDGE
23	11/16/2022	727418	\$100.00	A4025	ISD 882-MONTICELLO SCHOOL DISTRICT
23	11/16/2022	727419	\$2,424.00	51299	KICKERS FC
23	11/16/2022	727420	\$1,872.00	F2800	KIDZART
23	11/16/2022	727421	\$136.92	12415	LEARNING RESOURCES & EDUC INSIGHTS
23	11/16/2022	727422	\$1,250.00	F0675	AUTOMOTIVE EDUCATION SUPPORT LLC
23	11/16/2022	727423	\$191.66	53728	LANGUAGE LINE TRANSLATION SOLUTION
23	11/16/2022	727424	\$22.00	07396	LYNDE & MCLEOD INC
23	11/16/2022	727425	\$261.18	50351	MPS
23	11/16/2022	727426	\$106,398.02	51592	MADISON NATIONAL LIFE INSURANCE CO
23	11/16/2022	727427	\$16.99	53726	MANRODT, KATJA
23	11/16/2022	727428	\$800.00	09944	MAPLE GROVE, CITY OF
23	11/16/2022	727429	\$689.37	07513	MENARDS BROOKLYN PARK
23	11/16/2022	727430	\$547.22	26535	MENARDS MAPLE GROVE
23	11/16/2022	727431	\$38.93	52345	MICHAELS STORES INC & SUBS
23	11/16/2022	727432	\$13,237.14	25406	MINTAHOE CATERING & EVENTS
23	11/16/2022	727433	\$100.00	A0504	MN DEPT OF LABOR & INDUSTRY
23	11/16/2022	727434	\$1,275.00	A4149	MN LANDSCAPE ARBORETUM
23	11/16/2022	727435	\$800.00	A4149	MN LANDSCAPE ARBORETUM
23	11/16/2022	727436	\$2,618,947.80	C0183	MN PEIP
23	11/16/2022	727437	\$175.00	F1649	NECKLACE, KRISTA
23	11/16/2022	727438	\$35.00	F0330	NGUYEN, THANG
23	11/16/2022	727439	\$99,261.00	D8985	NORTHWEST SUBURBAN INTEGRATION
23	11/16/2022	727440	\$175.00	53556	OLSON, ISIAH
23	11/16/2022	727441	\$212.75	F2709	PACIFIC INTERPRETERS INC
23	11/16/2022	727442	\$64.00	11553	PRANGHOFER, PAUL
23	11/16/2022	727443	\$40.00	F4343	QUEST DIAGNOSTICS
23	11/16/2022	727444	\$539.23	20028	RED WING SHOE STORE
23	11/16/2022	727445	\$4,500.00	15814	REGENTS OF THE U OF MN
23	11/16/2022	727446	\$272.41	00628	SAFETY-KLEEN SYSTEMS INC
23	11/16/2022	727447	\$871.14	52245	SCHOOL SPECIALTY LLC

23	11/16/2022	727448	\$1,207.00	15454	ST VINCENT DE PAUL CATERING
23	11/16/2022	727449	\$150.00	A0544	TOTINO GRACE HIGH SCHOOL
23	11/16/2022	727450	\$405.00	F5878	U S BANK TRUST NATL ASSN
23	11/16/2022	727452	\$2,864.77	D6911	VERIZON WIRELESS BELLEVUE
23	11/16/2022	727453	\$1,029.60	F4905	WELLS, BRANDON
23	11/16/2022	727454	\$175.00	F0855	WHITEMAN-BLACKHAWK, SAMANTHA
23	11/16/2022	727455	\$390.00	26540	WORKS, THE
23	11/16/2022	727456	\$375.00	03850	ZAHL EQUIPMENT COMPANY
23	11/18/2022	727457	\$195.00	C0029	EDUCATION MINNESOTA
23	11/18/2022	727458	\$51.00	C0204	ISD 279 - BACKGROUND CHECK
23	11/18/2022	727459	\$38.27	C0210	ISD 279 - KS BACKGROUND CHECK
23	11/18/2022	727460	\$248.06	C0072	MESSERLI & KRAMER PA
23	11/18/2022	727461	\$294.00	C0192	OSSEO PRINCIPALS ASSOCIATION
23	11/18/2022	727462	\$110.00	C0096	OSSEO SCHOOL NUTRITION ASSOCIATION
23	11/18/2022	727463	\$1,782.04	C0055	TWO SEVENTY NINE FOUNDATION
23	11/18/2022	727464	\$341.47	C0025	UNITED STATES TREASURY
23	11/18/2022	727465	\$876.25	C0037	UNITED WAY OF MPLS
23	11/18/2022	727466	\$4,486.48	18100	MEI TOTAL ELEVATOR SOLUTIONS
23	11/22/2022	727467	\$4,500.00	F4899	ARVIG
23	11/22/2022	727468	\$190.00	53736	EDWARDS, TAZIA
23	11/22/2022	727469	\$28,162.56	D6455	FIRST STUDENT INC
23	11/22/2022	727470	\$3,011.52	05000	FLAGHOUSE INC
23	11/22/2022	727471	\$11,262.41	52191	RTA TIMBERLAND LLC
23	11/22/2022	727472	\$316.67	22068	FUN EXPRESS LLC
23	11/22/2022	727473	\$4,166.59	09911	GENERAL PARTS LLC
23	11/22/2022	727474	\$6,000.00	F1368	GENERATIVE LEARNING
23	11/22/2022	727475	\$205.00	18537	GLOBAL COMMUNICATIONS
23	11/22/2022	727476	\$226.93	A0232	GODFATHERS PIZZA
23	11/22/2022	727477	\$533.40	00193	GROTH MUSIC COMPANY
23	11/22/2022	727478	\$46.00	53738	HALL, ALISON
23	11/22/2022	727479	\$408.00	14925	INNOVATIVE GRAPHICS
23	11/22/2022	727480	\$150.00	53731	HUTCHINSON HIGH SCHOOL
23	11/22/2022	727481	\$1,516.00	53193	J APPLESEED INC
23	11/22/2022	727482	\$81.86	53734	JANKE, CLIFF
23	11/22/2022	727483	\$116.34	53735	JANKE, ROXY
23	11/22/2022	727484	\$125.25	53733	JASS, EMILY
23	11/22/2022	727485	\$200.00	53739	KASTER, SARAH
23	11/22/2022	727486	\$70.50	F6319	KENNEDY & GRAVEN CHARTERED
23	11/22/2022	727487	\$1,075.70	00723	KROMER COMPANY
23	11/22/2022	727488	\$1,650.00	08955	LSV METALS INC
23	11/22/2022	727489	\$74,200.00	51489	MAERTENS- BRENNY CONSTRUCTION CO
23	11/22/2022	727490	\$575.00	A0373	MAPLE GROVE PARK & RECREATION
23	11/22/2022	727491	\$343.32	15866	MMSGs
23	11/22/2022	727492	\$90.00	53732	MCVAY, OLIVER
23	11/22/2022	727493	\$692.45	07513	MENARDS BROOKLYN PARK
23	11/22/2022	727494	\$706.88	26535	MENARDS MAPLE GROVE
23	11/22/2022	727495	\$70.00	A2648	METRO ECSU
23	11/22/2022	727496	\$42.90	52345	MICHAELS STORES INC & SUBS
23	11/22/2022	727497	\$214.50	D1176	SPECIAL SCHOOL DISTRICT 1
23	11/22/2022	727498	\$36.20	03282	NAPA AUTO PARTS COTTENS INC
23	11/22/2022	727499	\$1,180.00	53320	NUESYNERGY
23	11/22/2022	727500	\$856.74	53737	PLYMOUTH, CITY OF
23	11/22/2022	727501	\$458.00	17437	PROVISION MEDIA INC
23	11/22/2022	727502	\$100.00	52085	RASMUSSEN, MELINDA
23	11/22/2022	727503	\$102.95	02381	REALLY GOOD STUFF
23	11/22/2022	727504	\$167.00	F5089	REASONER, MIKE
23	11/22/2022	727505	\$622.00	25198	REBYL SPORTS INC
23	11/22/2022	727506	\$650.00	F4342	ROBOTICS EDUCATION & COMPETITION
23	11/22/2022	727507	\$156.00	53727	ROGERS, CHRISTOPHER
23	11/22/2022	727508	\$1,032.49	00628	SAFETY-KLEEN SYSTEMS INC

23	11/22/2022	727509	\$18,540.00	F4478	SAFEWAY DRIVING SCHOOL
23	11/22/2022	727510	\$45.00	53740	SAINT PAUL CHAMBER ORCHESTRA
23	11/22/2022	727511	\$26.00	F5696	SCHMID, BRIAN
23	11/22/2022	727512	\$300.00	A0005	SCIENCE MUSEUM OF MN
23	11/22/2022	727513	\$137.58	26592	SHRED-N-GO
23	11/22/2022	727514	\$60.00	F3789	SOTA SHOP
23	11/22/2022	727515	\$196.55	52816	TFD UNLIMITED LLC
23	11/22/2022	727516	\$391.29	D6150	TRANSPORTATION PLUS INC
23	11/22/2022	727517	\$385.00	F4534	UNITED NATIONS ASSOC OF MN/MODEL UN
23	11/22/2022	727518	\$26.00	A1968	WALKER, STEVE
23	11/30/2022	727519	\$141.00	F6077	ANDERSON, MATTHEW
23	11/30/2022	727520	\$4.00	53742	ANOKA CO CHILD CARE ASST
23	11/30/2022	727521	\$2,970.00	08178	ATS&R
23	11/30/2022	727522	\$40.97	53608	BJORK, KRISTA
23	11/30/2022	727523	\$145.00	D5245	BJORKLUND COMPENSATION CONSULTING
23	11/30/2022	727524	\$175.00	F0088	BLACKHAWK, BRADLEY
23	11/30/2022	727525	\$175.00	53551	BLACKHAWK, DONALD
23	11/30/2022	727526	\$408.40	53648	BOOK DEPOT INC
23	11/30/2022	727527	\$250.00	A0527	BRECK SCHOOL
23	11/30/2022	727528	\$175.00	53552	BUCKANGA-JACKSON, KAYDEN
23	11/30/2022	727529	\$385.00	F7404	BURNEVIK, MEEGHAN
23	11/30/2022	727530	\$800.00	53743	WHITCOMB, BRADEN JOHN
23	11/30/2022	727531	\$173.00	51160	CANEFF, JAKE
23	11/30/2022	727532	\$142.00	53744	CHARCHENKO, BRIAN
23	11/30/2022	727533	\$175.00	13463	DESJARLAIT, MIZIWAY
23	11/30/2022	727534	\$680.00	53508	DIADEM SPORTS LLC
23	11/30/2022	727535	\$371.02	A0142	DOMINO'S PIZZA
23	11/30/2022	727536	\$250.00	F4398	EAST RIDGE HIGH SCHOOL
23	11/30/2022	727537	\$205.00	F0086	EASTVIEW LDT BOOSTER CLUB
23	11/30/2022	727538	\$1,669.00	00748	ELSMORE AQUATICS
23	11/30/2022	727539	\$808,377.84	D6455	FIRST STUDENT INC
23	11/30/2022	727540	\$429.20	05000	FLAGHOUSE INC
23	11/30/2022	727541	\$175.00	50103	FLAMMOND, MICHAEL
23	11/30/2022	727542	\$288.66	22068	FUN EXPRESS LLC
23	11/30/2022	727543	\$167.00	53172	GILBERG, MATTHEW
23	11/30/2022	727544	\$57,850.00	F4750	HALLBERG ENGINEERING INC
23	11/30/2022	727545	\$469.62	E28347	CARMEN I HIGUEROS
23	11/30/2022	727546	\$200.00	53022	EDINA HIGH SCHOOL DANCE TEAM
23	11/30/2022	727547	\$799.80	A1613	INTERMEDIATE DISTRICT 287
23	11/30/2022	727548	\$75.00	F5964	ISD 12-CENTENNIAL HIGH SCHOOL
23	11/30/2022	727549	\$110.00	D1141	ISD 192-FARMINGTON AREA SCHOOLS
23	11/30/2022	727550	\$201.00	50394	ISD 273-EDINA PUBLIC SCHOOLS
23	11/30/2022	727551	\$1,500.00	50394	ISD 273-EDINA PUBLIC SCHOOLS
23	11/30/2022	727552	\$400.00	A5880	ISD 284-WAYZATA PUBLIC SCHOOLS
23	11/30/2022	727553	\$295.00	A1491	ISD 621-MOUNDS VIEW HIGH SCHOOL
23	11/30/2022	727554	\$300.00	50440	ISD 728-ELK RIVER AREA SCHOOL DIST
23	11/30/2022	727555	\$180.00	D7862	ISD 885-ST MICHAEL-ALBERTVILLE SCHS
23	11/30/2022	727556	\$1,200.00	53746	JOHNSON, JOSEPH
23	11/30/2022	727557	\$1,508.76	17588	JUNIOR LIBRARY GUILD
23	11/30/2022	727558	\$147.00	18625	LITERACY MINNESOTA
23	11/30/2022	727559	\$365.00	A0505	MAAP
23	11/30/2022	727560	\$1,000.00	53721	MADIGAN, EMILY
23	11/30/2022	727561	\$605.00	A0373	MAPLE GROVE PARK & RECREATION
23	11/30/2022	727562	\$188.31	07513	MENARDS BROOKLYN PARK
23	11/30/2022	727563	\$903.61	26535	MENARDS MAPLE GROVE
23	11/30/2022	727564	\$1,200.00	D7867	MGSH WRESTLING BOOSTERS
23	11/30/2022	727565	\$2,500.00	52224	TYNKER
23	11/30/2022	727566	\$90.00	F5776	OLSON, TERENCE A
23	11/30/2022	727567	\$1,000.00	A0424	PASCOE, DONALD
23	11/30/2022	727568	\$7,816.00	25198	REBYL SPORTS INC

23	11/30/2022	727569	\$300.00	F3514	REDWOOD AREA SCHOOLS
23	11/30/2022	727570	\$336.17	E10835	JAMES B RINGOLD
23	11/30/2022	727571	\$141.00	53023	SANDE, JUSTIN
23	11/30/2022	727572	\$197.50	A0562	SCHOOL NUTRITION ASSOCIATION
23	11/30/2022	727573	\$1,056.91	52245	SCHOOL SPECIALTY LLC
23	11/30/2022	727574	\$390.00	51072	SEVEREID, NANCY
23	11/30/2022	727575	\$275.00	A1147	SOUTH ST PAUL HIGH SCHOOL
23	11/30/2022	727576	\$250.00	15454	ST VINCENT DE PAUL CATERING
23	11/30/2022	727577	\$51.90	22086	TME CO INC
23	11/30/2022	727578	\$167.00	53098	TOLLEFSON, BRANDON
23	11/30/2022	727579	\$360.00	53548	TOOLS FOR SCHOOLS INC
23	11/30/2022	727580	\$923.94	53073	TRIMARK MARLINN LLC
23	11/30/2022	727581	\$300.00	50985	UW-EAU CLAIRE
23	11/30/2022	727582	\$100.00	53741	WAHL, JACKSON BOURNE
23	11/30/2022	727583	\$175.00	F0855	WHITEMAN-BLACKHAWK, SAMANTHA
23	11/30/2022	727584	\$84.00	53200	LIBRARY COMPUTER TUTOR
23	11/30/2022	727585	\$751.25	26540	WORKS, THE
23	11/30/2022	727586	\$855.00	03850	ZAHL EQUIPMENT COMPANY
23	11/30/2022	727587	\$167.00	50451	ZYCH, DAN
<b>Vendor Checks Subtotal</b>			<b>\$5,629,288.16</b>		
23	11/02/2022	P403644	\$14,842.00	50088	AID ELECTRIC CORP
23	11/02/2022	P403645	\$214.06	00130	ANCHOR PAPER COMPANY
23	11/02/2022	P403646	\$6,416.72	08889	BARNES & NOBLE
23	11/02/2022	P403647	\$2,082.80	16197	COMMERCIAL KITCHEN SERVICES
23	11/02/2022	P403648	\$5,933.00	12617	2ND WIND EXERCISE EQUIPMENT
23	11/02/2022	P403649	\$706.88	00228	KARLSBURGER FOODS INC
23	11/02/2022	P403650	\$590.79	00273	MINNESOTA CLAY
23	11/02/2022	P403651	\$2,412.29	17796	NAC MECHANICAL & ELECTRICAL SERVICE
23	11/02/2022	P403652	\$1,080.00	50120	RIVERSIDE INSIGHTS
23	11/02/2022	P403653	\$5,980.68	22087	SAFETYFIRST SPECIALTY CONTRACTING
23	11/02/2022	P403656	\$14,514.85	00351	SCHMITT MUSIC
23	11/02/2022	P403657	\$96.08	00355	SCHOOL HEALTH SUPPLY
23	11/02/2022	P403658	\$197.67	12744	THERAPY SHOPPE
23	11/02/2022	P403659	\$311.64	18700	THINKING MAPS INC
23	11/02/2022	P403661	\$22,066.37	09503	TRIO SUPPLY COMPANY
23	11/02/2022	P403662	\$2,939.58	51439	UNIVERSAL ATHLETIC LLC
23	11/09/2022	P403663	\$640.10	15890	ABDO PUBLISHING
23	11/09/2022	P403664	\$136.97	02170	AFFORDABLE SANITATION
23	11/09/2022	P403665	\$28,230.10	50088	AID ELECTRIC CORP
23	11/09/2022	P403666	\$804.60	08889	BARNES & NOBLE
23	11/09/2022	P403667	\$1,222.17	03579	COMMERCIAL DOOR SYSTEMS INC
23	11/09/2022	P403668	\$4,062.80	16197	COMMERCIAL KITCHEN SERVICES
23	11/09/2022	P403669	\$2,106.83	F5616	CUB FOODS BROOKLYN PARK NORTH
23	11/09/2022	P403670	\$129.32	00131	DEMCO
23	11/09/2022	P403671	\$55.56	05628	DISCOUNT SCHOOL SUPPLY
23	11/09/2022	P403672	\$570.17	01841	ELECTRIC MOTOR REPAIR INC
23	11/09/2022	P403673	\$990.00	17100	FAIRCON SERVICE COMPANY
23	11/09/2022	P403674	\$5,432.41	15834	FERGUSON ENTERPRISES INC
23	11/09/2022	P403675	\$1,024.25	06952	FLINN SCIENTIFIC
23	11/09/2022	P403676	\$868.65	00187	GOODIN CO
23	11/09/2022	P403677	\$370.80	00207	HOBART CORP
23	11/09/2022	P403678	\$776.00	50096	IDC-AUTOMATIC LLC
23	11/09/2022	P403679	\$682.70	00228	KARLSBURGER FOODS INC
23	11/09/2022	P403680	\$117.00	15927	LEARNING A-Z
23	11/09/2022	P403681	\$86.00	00273	MINNESOTA CLAY
23	11/09/2022	P403682	\$1,297.70	09559	MINVALCO INC
23	11/09/2022	P403683	\$8,971.00	17796	NAC MECHANICAL & ELECTRICAL SERVICE
23	11/09/2022	P403684	\$269.00	F5953	NORTHERN STAR COUNCIL
23	11/09/2022	P403686	\$11,318.94	05778	PAN O GOLD BAKING CO
23	11/09/2022	P403687	\$4,312.56	05024	PRO-TEC DESIGN

23	11/09/2022	P403688	\$4,966.96	01996	SCHOLASTIC BOOK FAIRS
23	11/09/2022	P403689	\$1,964.16	00355	SCHOOL HEALTH SUPPLY
23	11/09/2022	P403690	\$2,932.00	00565	STATE SUPPLY CO INC
23	11/09/2022	P403691	\$259.02	00331	SUN PUBLICATIONS
23	11/09/2022	P403692	\$56.00	18700	THINKING MAPS INC
23	11/09/2022	P403693	\$2,964.79	02314	TRANE
23	11/09/2022	P403694	\$21,289.93	18228	TREMCO/WEATHERPROOFING TECH INC
23	11/16/2022	P403696	\$207.09	22109	AE SIGN SYSTEMS
23	11/16/2022	P403697	\$2,095.00	00130	ANCHOR PAPER COMPANY
23	11/16/2022	P403698	\$71.64	00069	BRIN GLASS CO
23	11/16/2022	P403699	\$18,609.28	07565	COLE PAPERS INC
23	11/16/2022	P403701	\$3,065.17	A3975	CUB FOODS MAPLE GROVE
23	11/16/2022	P403702	\$87.95	00131	DEMCO
23	11/16/2022	P403703	\$382.53	05628	DISCOUNT SCHOOL SUPPLY
23	11/16/2022	P403704	\$2,738.00	02963	ECOLAB
23	11/16/2022	P403705	\$1,975.25	F5617	EWALD CONSULTING
23	11/16/2022	P403706	\$16,357.77	15834	FERGUSON ENTERPRISES INC
23	11/16/2022	P403707	\$3,556.80	06952	FLINN SCIENTIFIC
23	11/16/2022	P403708	\$1,013.15	00187	GOODIN CO
23	11/16/2022	P403709	\$446.50	00207	HOBART CORP
23	11/16/2022	P403710	\$610.05	00228	KARLSBURGER FOODS INC
23	11/16/2022	P403711	\$514.00	D9182	LAKE WAPOGASSET LUTH BIBLE CAMP INC
23	11/16/2022	P403712	\$3,272.00	15927	LEARNING A-Z
23	11/16/2022	P403713	\$3,426.73	09559	MINVALCO INC
23	11/16/2022	P403714	\$254.00	06890	RM COTTON CO
23	11/16/2022	P403715	\$652.90	00351	SCHMITT MUSIC
23	11/16/2022	P403716	\$950.65	04812	SCHOLASTIC INC
23	11/16/2022	P403717	\$2,552.00	00355	SCHOOL HEALTH SUPPLY
23	11/16/2022	P403718	\$145.00	07705	STAR TRIBUNE
23	11/16/2022	P403719	\$505.91	00565	STATE SUPPLY CO INC
23	11/16/2022	P403720	\$225.72	00331	SUN PUBLICATIONS
23	11/16/2022	P403721	\$2,805.00	F4765	AT YOUTH PROGRAMS
23	11/16/2022	P403722	\$12.03	00390	TOLL GAS & WELDING SUPPLY
23	11/16/2022	P403723	\$11,687.10	09503	TRIO SUPPLY COMPANY
23	11/16/2022	P403724	\$134.73	08156	US FOODS CULINARY EQUIPMENT
23	11/16/2022	P403725	\$170.00	00642	WOODWIND & BRASSWIND
23	11/18/2022	P403726	\$2,738.00	02963	ECOLAB
23	11/18/2022	P403727	\$170.00	00642	WOODWIND & BRASSWIND
23	11/22/2022	P403728	\$2,212.50	08889	BARNES & NOBLE
23	11/22/2022	P403729	\$929.00	16197	COMMERCIAL KITCHEN SERVICES
23	11/22/2022	P403730	\$1,000.00	F5864	CAPSTONE PRESS
23	11/22/2022	P403731	\$200.00	F5765	CRISIS PREVENTION INSTITUTE INC
23	11/22/2022	P403732	\$135.45	05628	DISCOUNT SCHOOL SUPPLY
23	11/22/2022	P403733	\$7,540.54	02963	ECOLAB
23	11/22/2022	P403734	\$858.06	01841	ELECTRIC MOTOR REPAIR INC
23	11/22/2022	P403735	\$4,024.67	17100	FAIRCON SERVICE COMPANY
23	11/22/2022	P403736	\$2,260.99	15834	FERGUSON ENTERPRISES INC
23	11/22/2022	P403737	\$732.59	04382	GOLDEN VALLEY SUPPLY
23	11/22/2022	P403738	\$725.76	51254	LITERACY RESOURCES LLC
23	11/22/2022	P403739	\$9,688.02	07766	INSTITUTE FOR ENVIRONMENTAL ASSESS
23	11/22/2022	P403740	\$78.22	00228	KARLSBURGER FOODS INC
23	11/22/2022	P403741	\$2,337.00	F2809	KIDCREATE STUDIO
23	11/22/2022	P403742	\$265.00	02481	MEDCO SUPPLY
23	11/22/2022	P403743	\$112.89	09559	MINVALCO INC
23	11/22/2022	P403744	\$2,385.54	05024	PRO-TEC DESIGN
23	11/22/2022	P403745	\$463.00	06890	RM COTTON CO
23	11/22/2022	P403746	\$771.23	01996	SCHOLASTIC BOOK FAIRS
23	11/22/2022	P403747	\$808.00	A0188	STAGES THEATRE CO
23	11/22/2022	P403748	\$101.87	12744	THERAPY SHOPPE
23	11/22/2022	P403749	\$291.01	02314	TRANE

23	11/22/2022	P403750	\$9,268.05	09503	TRIO SUPPLY COMPANY
23	11/30/2022	P403751	\$3,980.00	02170	AFFORDABLE SANITATION
23	11/30/2022	P403752	\$3,600.45	20213	AM DISTRIBUTION & MANUFACTURING CO
23	11/30/2022	P403753	\$2,741.70	08889	BARNES & NOBLE
23	11/30/2022	P403754	\$841.30	16197	COMMERCIAL KITCHEN SERVICES
23	11/30/2022	P403755	\$177.60	00131	DEMCO
23	11/30/2022	P403756	\$1,079.60	02963	ECOLAB
23	11/30/2022	P403757	\$1,424.00	04921	EMI AUDIO
23	11/30/2022	P403758	\$2,100.35	15834	FERGUSON ENTERPRISES INC
23	11/30/2022	P403759	\$2,313.44	00207	HOBART CORP
23	11/30/2022	P403760	\$2,012.55	07766	INSTITUTE FOR ENVIRONMENTAL ASSESS
23	11/30/2022	P403761	\$912.75	00228	KARLSBURGER FOODS INC
23	11/30/2022	P403762	\$453.34	15927	LEARNING A-Z
23	11/30/2022	P403763	\$2,500.00	F5552	POTENZA SPORTS LTD
23	11/30/2022	P403764	\$1,200.00	26548	RAPTOR TECHNOLOGIES LLC
23	11/30/2022	P403765	\$207.93	00351	SCHMITT MUSIC
23	11/30/2022	P403766	\$509.61	04812	SCHOLASTIC INC
23	11/30/2022	P403767	\$13.86	00331	SUN PUBLICATIONS
23	11/30/2022	P403768	\$30.40	F7518	TECHSMITH CORPORATION
23	11/30/2022	P403769	\$582.03	12744	THERAPY SHOPPE
23	11/30/2022	P403770	\$2,350.26	51439	UNIVERSAL ATHLETIC LLC
		<b>Epayables Subtotal</b>	<b>\$346,946.41</b>		
23	11/04/2022	V1004114	\$84,734.19	C0060	GREAT-WEST LIFE & ANNUITY
23	11/04/2022	V1004115	\$1,989,541.38	17644	INTERNAL REVENUE SERVICE
23	11/04/2022	V1004116	\$82,217.39	C0202	ISD 279 - SELF INS DENTAL
23	11/04/2022	V1004117	\$263,707.51	C0201	ISD 279 - SELF INS HEALTH
23	11/04/2022	V1004118	\$336,382.24	17645	MET LIFE C/O FASCORE LLC
23	11/04/2022	V1004119	\$336,918.69	50751	FURTHER
23	11/04/2022	V1004120	\$1,789.60	C0043	MN CHILD SUPPORT
23	11/04/2022	V1004121	\$5,268.86	C0059	MN DEPT OF REVENUE
23	11/04/2022	V1004122	\$342,596.63	A0040	MN DEPT OF REVENUE
23	11/04/2022	V1004123	\$357,583.71	A2972	PUBLIC EMPLOYEES RETIREMENT ASSOC
23	11/04/2022	V1004124	\$600.00	C0174	STATE DISBURSEMENT UNIT
23	11/04/2022	V1004125	\$978,841.19	A0559	TEACHER RETIREMENT ASSOCIATION
23	11/04/2022	V1004126	\$221.50	C0169	TEXAS CHILD SUPPORT SDU
23	11/04/2022	V1004127	\$108.93	C0212	WISCONSIN CHILD SUPPORT
23	11/04/2022	V1004197	\$5,602,974.34	C0158	ASSOCIATED BANK
23	11/18/2022	V1004198	\$84,078.96	C0060	GREAT-WEST LIFE & ANNUITY
23	11/18/2022	V1004199	\$2,113,535.08	17644	INTERNAL REVENUE SERVICE
23	11/18/2022	V1004200	\$81,404.71	C0202	ISD 279 - SELF INS DENTAL
23	11/18/2022	V1004201	\$267,400.97	C0201	ISD 279 - SELF INS HEALTH
23	11/18/2022	V1004202	\$337,547.12	17645	MET LIFE C/O FASCORE LLC
23	11/18/2022	V1004203	\$334,473.69	50751	FURTHER
23	11/18/2022	V1004204	\$1,789.60	C0043	MN CHILD SUPPORT
23	11/18/2022	V1004205	\$3,087.95	C0059	MN DEPT OF REVENUE
23	11/18/2022	V1004206	\$365,906.81	A0040	MN DEPT OF REVENUE
23	11/18/2022	V1004207	\$333,296.77	A2972	PUBLIC EMPLOYEES RETIREMENT ASSOC
23	11/18/2022	V1004208	\$600.00	C0174	STATE DISBURSEMENT UNIT
23	11/18/2022	V1004209	\$1,059,374.35	A0559	TEACHER RETIREMENT ASSOCIATION
23	11/18/2022	V1004210	\$221.50	C0169	TEXAS CHILD SUPPORT SDU
23	11/18/2022	V1004211	\$72.46	C0212	WISCONSIN CHILD SUPPORT
23	11/18/2022	V1004212	\$5,916,371.80	C0158	ASSOCIATED BANK
23	11/21/2022	V1004213	\$3,494.34	00074	BROOKLYN CENTER, CITY OF
23	11/21/2022	V1004214	\$261.14	17694	DISH
23	11/21/2022	V1004216	\$1,357.59	15229	POPP.COM INC
23	11/21/2022	V1004217	\$38,849.73	00230	REPUBLIC SERVICES
23	11/21/2022	V1004218	\$136.56	A0275	UNITED PARCEL SERVICE
23	11/21/2022	V1004219	\$1,087.41	PC0032	US BANK CARD ADALE
23	11/21/2022	V1004220	\$250.66	PC005	US BANK CARD ARAMSEY
23	11/21/2022	V1004221	\$602.00	PC001	US BANK CARD BSADMIN

23	11/21/2022	V1004222	\$2,764.91	PC002	US BANK CARD BSTRAVEL
23	11/21/2022	V1004223	\$1,232.92	PC0019	US BANK CARD CIESDEPT
23	11/21/2022	V1004224	\$25.99	PC0062	US BANK CARD CMANANCERO
23	11/21/2022	V1004225	\$1,750.00	PC0053	US BANK CARD CMCINTYRE
23	11/21/2022	V1004226	\$4,330.66	PC0033	US BANK CARD COMMED
23	11/21/2022	V1004227	\$5,238.93	PC0021	US BANK CARD CUSTODIAL
23	11/21/2022	V1004228	\$561.47	PC0013	US BANK CARD DCARLSTROM
23	11/21/2022	V1004229	\$500.00	PC0070	US BANK CARD DHUGHES
23	11/21/2022	V1004230	\$110.00	PC0018	US BANK CARD DLTLEDEPT
23	11/21/2022	V1004231	\$847.67	PC0029	US BANK CARD DTHRONE
23	11/21/2022	V1004232	\$1,322.60	PC0071	US BANK CARD DYARBROUGH
23	11/21/2022	V1004233	\$11.87	PC0050	US BANK CARD ECFE
23	11/21/2022	V1004234	\$671.90	PC0040	US BANK CARD EMANNING
23	11/21/2022	V1004235	\$1,285.70	PC0049	US BANK CARD EXIONG
23	11/21/2022	V1004236	\$3,379.19	PC0060	US BANK CARD FACE
23	11/21/2022	V1004237	\$372.04	PC0037	US BANK CARD FOODNUTRITION
23	11/21/2022	V1004238	\$1,281.49	PC0010	US BANK CARD HRDEPT
23	11/21/2022	V1004239	\$4,799.73	PC0059	US BANK CARD I2T2 DEPT
23	11/21/2022	V1004240	\$7,026.68	PC0055	US BANK CARD INDIANED1
23	11/21/2022	V1004241	\$325.00	PC0063	US BANK CARD JJERULLE
23	11/21/2022	V1004242	\$49.19	PC0061	US BANK CARD JMORSTAD
23	11/21/2022	V1004243	\$3,845.10	PC0054	US BANK CARD JNEUMANN
23	11/21/2022	V1004244	\$4,565.39	PC0023	US BANK CARD JSCHLOESSER
23	11/21/2022	V1004245	\$497.94	PC0026	US BANK CARD KIDSTOP
23	11/21/2022	V1004246	\$277.48	PC0041	US BANK CARD KIDSTOP 1
23	11/21/2022	V1004247	\$1,130.77	PC0042	US BANK CARD KIDSTOP 2
23	11/21/2022	V1004248	\$4,434.35	PC0012	US BANK CARD LFOSTER
23	11/21/2022	V1004249	\$8,657.58	PC0038	US BANK CARD LIAVANG
23	11/21/2022	V1004250	\$2,521.55	PC0022	US BANK CARD MAINTENANCE
23	11/21/2022	V1004252	\$8,986.06	PC0039	US BANK CARD MDURAND
23	11/21/2022	V1004253	\$540.00	PC0016	US BANK CARD MKINGSBURY
23	11/21/2022	V1004256	\$12,636.71	PC0009	US BANK CARD PURCHBP
23	11/21/2022	V1004257	\$279.98	PC0017	US BANK CARD PURCHDEPT
23	11/21/2022	V1004262	\$19,217.73	PC0052	US BANK CARD PURCHMERCH
23	11/21/2022	V1004267	\$60,728.39	PC006	US BANK CARD PURCHOD
23	11/21/2022	V1004268	\$1,481.78	PC007	US BANK CARD PURCHSTOCK
23	11/21/2022	V1004269	\$292.11	PC0034	US BANK CARD SLUND
23	11/21/2022	V1004270	\$4,000.39	PC0020	US BANK CARD SSVCSDEPT
23	11/21/2022	V1004271	\$600.00	PC0069	US BANK CARD TBELL
23	11/21/2022	V1004272	\$10,443.75	PC0035	US BANK CARD TSCHREIFELS
23	11/21/2022	V1004273	\$32,407.72	00419	WRIGHT HENNEPIN ELECTRIC
23	11/30/2022	V1004289	\$165,895.76	A0256	DELTA DENTAL PLAN
23	11/30/2022	V1004290	\$414,588.28	C0194	PREFERREDONE INSURANCE COMPANY
23	11/30/2022	V1004291	\$299,940.66	00588	MSDLAF
23	11/30/2022	V1004292	\$49,945.98	50751	FURTHER
23	11/30/2022	V1004293	\$435.00	A0040	MN DEPT OF REVENUE
<b>Electronic Wire Transfers Subtotal</b>			<b>\$22,474,925.76</b>		
23	11/04/2022	V5015103	\$72.73	E18184	JEANNE MARIE BARR
23	11/04/2022	V5015104	\$34.79	E32041	JACQUELINE M ANDERSON
23	11/04/2022	V5015105	\$289.42	E30858	JEFFREY A ANSORGE
23	11/04/2022	V5015106	\$114.37	E16833	EILEEN E BAKER
23	11/04/2022	V5015107	\$84.58	E32967	JEFF R BAUER
23	11/04/2022	V5015108	\$76.50	E32081	BROOKE M BENECKE
23	11/04/2022	V5015109	\$90.03	E20115	TIMKA FATIMA REMETIC
23	11/04/2022	V5015110	\$190.88	E10701	DALE J CARLSTROM
23	11/04/2022	V5015111	\$80.60	E24141	LAUREL COBB
23	11/04/2022	V5015112	\$93.75	E30289	BARBARA J DUPONT
23	11/04/2022	V5015113	\$235.89	E19731	DEBORAH KAY DURKOT
23	11/04/2022	V5015114	\$1,935.63	E28920	GODFREY N EDAFERIERHI
23	11/04/2022	V5015115	\$89.35	E29254	LISA D ELSESSER

23	11/04/2022	V5015116	\$8.28	E22812	REBECCA A FAATZ
23	11/04/2022	V5015117	\$53.96	E21210	PAMELA J FLEAGLE
23	11/04/2022	V5015118	\$100.00	E29161	JILL C FREY
23	11/04/2022	V5015119	\$104.57	E28017	MELANIE M GATES
23	11/04/2022	V5015120	\$13.14	E28588	LYNNETTE N GOSIAN
23	11/04/2022	V5015121	\$200.59	E32577	ISABELLA N GRIFFIN
23	11/04/2022	V5015122	\$198.88	E33521	BRADLEY M HAGEN
23	11/04/2022	V5015123	\$80.98	E29380	SARAH B HEYER
23	11/04/2022	V5015124	\$46.25	E31114	KARI A HOUSE
23	11/04/2022	V5015125	\$221.18	E25863	MICHAEL T HUELLER
23	11/04/2022	V5015126	\$48.23	E17404	CATHERINE UNGS
23	11/04/2022	V5015127	\$193.25	E24051	NANCY E JOHNSON
23	11/04/2022	V5015128	\$102.59	E29074	TARA L JOHNSON
23	11/04/2022	V5015129	\$88.64	E30700	D'SHAWNA S JOHNSON-MOORE
23	11/04/2022	V5015130	\$33.80	E22170	KATE MARIE KALLEVIG
23	11/04/2022	V5015131	\$42.39	E12315	KRISTINE L KAMPA
23	11/04/2022	V5015132	\$87.98	E23491	JENNIFER A KNUTSEN
23	11/04/2022	V5015133	\$11.62	E18927	DONNA L KNUTSON
23	11/04/2022	V5015134	\$147.98	E28446	MICHELLE ANN ELBERT KRELIC
23	11/04/2022	V5015135	\$72.15	E32129	PAUL T KROSHUS
23	11/04/2022	V5015136	\$78.35	E17288	JODI LYN LANDERS
23	11/04/2022	V5015137	\$70.91	E31178	LORNA M LARSON
23	11/04/2022	V5015138	\$89.07	E31468	JOLENE M LAW
23	11/04/2022	V5015139	\$69.72	E28945	NICOLE M LUCAS
23	11/04/2022	V5015140	\$49.53	E24680	NANCY J MATHESON
23	11/04/2022	V5015141	\$612.36	E31552	CORY H MCINTYRE
23	11/04/2022	V5015142	\$77.39	E21244	ANDREA K MCPHERSON
23	11/04/2022	V5015143	\$72.50	E32669	JAMIE A MEIDINGER
23	11/04/2022	V5015144	\$52.57	E27400	SARAH R MOON
23	11/04/2022	V5015145	\$43.44	E29391	JANA L MORTON
23	11/04/2022	V5015146	\$192.22	E26682	MAYA NISHIKAWA
23	11/04/2022	V5015147	\$43.97	E20039	JULIE A NOGA
23	11/04/2022	V5015148	\$36.00	E28317	KYEONGMEE OH
23	11/04/2022	V5015149	\$29.55	E24235	DONNA OHLGREN
23	11/04/2022	V5015150	\$65.86	E27322	CECILIA OTTO
23	11/04/2022	V5015151	\$32.33	E11599	DEBORAH J PALMER
23	11/04/2022	V5015152	\$43.85	E26866	THERESA A PFEILSTICKER
23	11/04/2022	V5015153	\$73.50	E31176	KRISTINA D POOLER
23	11/04/2022	V5015154	\$100.00	E32614	TAYLOR E POTVIN
23	11/04/2022	V5015155	\$92.17	E32000	JAMES L QUAST
23	11/04/2022	V5015156	\$30.64	E17219	SUSAN K RISSE
23	11/04/2022	V5015157	\$71.08	E33750	MELISSA M ROKO
23	11/04/2022	V5015158	\$60.00	E32642	APARNA E SHANKARANARAYANAN
23	11/04/2022	V5015159	\$107.76	E27262	PATRICK R SMITH
23	11/04/2022	V5015160	\$377.51	E31345	JILLIAN E STATELY
23	11/04/2022	V5015161	\$140.50	E33631	MARQUETTA M STOKES
23	11/04/2022	V5015162	\$40.06	E33744	AMY J STOKKELAND
23	11/04/2022	V5015163	\$145.30	E24761	KAYLA J STREI
23	11/04/2022	V5015164	\$19.57	E27799	ANDREA J TOOLEY
23	11/04/2022	V5015165	\$90.00	E19072	MICHAEL R VECELLIO
23	11/04/2022	V5015166	\$100.00	E26363	JESSICA L VIRCHOW
23	11/04/2022	V5015167	\$39.96	E28927	BETH M VOS
23	11/04/2022	V5015168	\$101.74	E28896	STEPHANIE A WEBSTER
23	11/04/2022	V5015169	\$12.50	E10879	JENNIFER WINTERS
23	11/04/2022	V5015170	\$101.89	E27832	ANN C WOODS
23	11/04/2022	V5015171	\$169.82	E29711	YING XIONG
23	11/18/2022	V5015172	\$45.00	E31387	WILLIAM M AHLMANN
23	11/18/2022	V5015173	\$90.00	E22423	JENNIFER AJSENBERG
23	11/18/2022	V5015174	\$117.16	E14024	GINGER ELLEN LUOMA ANDERSON
23	11/18/2022	V5015175	\$90.00	E12249	LAUREL L ANDERSON

23	11/18/2022	V5015176	\$88.35	E18747	PHILIP R LUOMA ANDERSON
23	11/18/2022	V5015177	\$90.00	E30858	JEFFREY A ANSORGE
23	11/18/2022	V5015178	\$54.51	E27618	MAUREEN L ARAYA
23	11/18/2022	V5015179	\$202.48	E33275	JOHANNAH ARNDT
23	11/18/2022	V5015180	\$90.00	E28562	JEFFREY P ARTHURS
23	11/18/2022	V5015181	\$90.00	E29670	STEPHEN J AUDETTE
23	11/18/2022	V5015182	\$151.00	E33271	CONNIE K BAESLER
23	11/18/2022	V5015183	\$90.00	E33529	DIANE M BAGLEY
23	11/18/2022	V5015184	\$83.00	E30384	KELLY J BAKKER
23	11/18/2022	V5015185	\$90.00	E33272	BRYAN BASS
23	11/18/2022	V5015186	\$110.63	E32967	JEFF R BAUER
23	11/18/2022	V5015187	\$90.00	E30290	JENNIFER M BAUER
23	11/18/2022	V5015188	\$90.00	E20822	BART C BECKER
23	11/18/2022	V5015189	\$45.00	E28728	JAMES A BECKER
23	11/18/2022	V5015190	\$90.00	E33479	TAJTIANNA BELL
23	11/18/2022	V5015191	\$90.00	E28149	DON R BELLEFEUILLE
23	11/18/2022	V5015192	\$63.00	E32081	BROOKE M BENECKE
23	11/18/2022	V5015193	\$45.00	E19653	DANIEL J BENGIS
23	11/18/2022	V5015194	\$90.00	E20548	KELLY A BENUSA
23	11/18/2022	V5015195	\$90.00	E21859	CHRISTOPHER M BERG
23	11/18/2022	V5015196	\$90.00	E23942	ALEX H BERG
23	11/18/2022	V5015197	\$90.00	E27924	TERRY L BERGGREN
23	11/18/2022	V5015198	\$90.00	E22734	KIMBERLY A BERLING
23	11/18/2022	V5015199	\$110.85	E28279	KRISTEN M BERTSCHINGER
23	11/18/2022	V5015200	\$90.00	E26114	KRISTAN M BIDWELL
23	11/18/2022	V5015201	\$76.60	E32518	JENNIFER A BIRKHOFFER
23	11/18/2022	V5015202	\$90.00	E22952	RYAN M BISSON
23	11/18/2022	V5015203	\$90.00	E26912	JEANETTE M BITZER
23	11/18/2022	V5015204	\$90.00	E25528	DIANA BLEDSOE
23	11/18/2022	V5015205	\$90.00	E19023	ANDREA W BODEAU
23	11/18/2022	V5015206	\$90.00	E26249	JAMIE LEE CARLSON BOYLE
23	11/18/2022	V5015207	\$45.00	E32888	TANYA L BRADEHOFT
23	11/18/2022	V5015208	\$90.00	E28287	DAVID A BRANCH
23	11/18/2022	V5015209	\$322.64	E7380	THOMAS W BRANDT
23	11/18/2022	V5015210	\$34.56	E33005	HALEY M BROWN
23	11/18/2022	V5015211	\$204.95	E33481	ISIS BUCHANAN
23	11/18/2022	V5015212	\$137.00	E27795	JEREMIAH D BURGARD
23	11/18/2022	V5015213	\$358.22	E28668	CARRIE A CABE
23	11/18/2022	V5015214	\$45.64	E33617	KAREN J CADIGAN
23	11/18/2022	V5015215	\$217.05	E33534	JASON M CARDOSI
23	11/18/2022	V5015216	\$90.00	E10701	DALE J CARLSTROM
23	11/18/2022	V5015217	\$55.07	E24802	JESSICA J CARR
23	11/18/2022	V5015218	\$90.00	E29159	RANDY M CARTER
23	11/18/2022	V5015219	\$90.00	E31538	JAMES F CASSIDY
23	11/18/2022	V5015220	\$90.00	E21510	BRIAN CHANCE
23	11/18/2022	V5015221	\$45.12	E32957	HONG J CHANG
23	11/18/2022	V5015222	\$90.00	E33474	LISA CHANG
23	11/18/2022	V5015223	\$269.75	E32004	IRFAN A CHAUDHRY
23	11/18/2022	V5015224	\$90.00	E31635	LENA M CHRISTIANSEN
23	11/18/2022	V5015225	\$158.50	E32955	MERCEDES J CLARK
23	11/18/2022	V5015226	\$90.00	E29608	PATRICK CLYMER
23	11/18/2022	V5015227	\$80.40	E24141	LAUREL COBB
23	11/18/2022	V5015228	\$90.00	E21835	TERESA JO FAY COHN
23	11/18/2022	V5015229	\$247.60	E33517	LAWRENCE L COLEMAN
23	11/18/2022	V5015230	\$90.00	E27653	NATHANIEL R DAVIES
23	11/18/2022	V5015231	\$212.66	E18193	SUSANN L DETIENNE
23	11/18/2022	V5015232	\$90.00	E32974	ALEC R DICKENSON
23	11/18/2022	V5015233	\$32.22	E24961	SUSAN M DOBRATZ
23	11/18/2022	V5015234	\$90.00	E27152	JOHN D DONLIN
23	11/18/2022	V5015235	\$35.63	E32265	TALI E DOROW

23	11/18/2022	V5015236	\$86.08	E22185	MICHELLE DRAKE
23	11/18/2022	V5015237	\$260.97	E26226	TANYA L DRAKE
23	11/18/2022	V5015238	\$157.95	E20854	GRETCHEN M DULLINGER
23	11/18/2022	V5015239	\$90.00	E30289	BARBARA J DUPONT
23	11/18/2022	V5015240	\$177.64	E29399	JODI L DUROW
23	11/18/2022	V5015241	\$176.70	E27323	SARAH R LANCETTE
23	11/18/2022	V5015242	\$90.00	E29397	GERALD EDWARDS SR
23	11/18/2022	V5015243	\$45.00	E24977	KEVIN D ELIASON
23	11/18/2022	V5015244	\$90.00	E26925	KATHERYN A EMMONS
23	11/18/2022	V5015245	\$31.88	E27762	MELISSA M ENGEL
23	11/18/2022	V5015246	\$72.74	E28975	ANNE M ERICKSON
23	11/18/2022	V5015247	\$90.00	E9481	TOD W ERICKSON
23	11/18/2022	V5015248	\$148.47	E22812	REBECCA A FAATZ
23	11/18/2022	V5015249	\$196.15	E16478	COLLEEN J FAIRBANKS
23	11/18/2022	V5015250	\$90.00	E31139	JARRETTE D FELLOWS
23	11/18/2022	V5015251	\$90.00	E30343	STEPHEN C FLISK
23	11/18/2022	V5015252	\$40.14	E21077	SHARLA B FOSTER
23	11/18/2022	V5015253	\$90.00	E29161	JILL C FREY
23	11/18/2022	V5015254	\$100.77	E33595	REBECCA A FRITZ
23	11/18/2022	V5015255	\$90.00	E28017	MELANIE M GATES
23	11/18/2022	V5015256	\$163.18	E28956	DEBRA ANN GERARDY
23	11/18/2022	V5015257	\$816.13	E32681	VANESSA O.A. GILL
23	11/18/2022	V5015258	\$111.10	E11779	CLIFFORD C GOLTZ
23	11/18/2022	V5015259	\$45.00	E28619	STEVEN M GRANT
23	11/18/2022	V5015260	\$395.53	E27059	JAMES GREELEY
23	11/18/2022	V5015261	\$90.00	E29790	RYAN D GREENINGER
23	11/18/2022	V5015262	\$145.49	E18203	RHONDA K GREIFF
23	11/18/2022	V5015263	\$64.56	E25701	KATHRYN ANNE GRIVNA
23	11/18/2022	V5015264	\$100.00	E31225	PAIGE M GROSSKLAUS
23	11/18/2022	V5015265	\$90.00	E29738	KYLE T GROVES
23	11/18/2022	V5015266	\$90.00	E26415	COURTNEY GULYARD
23	11/18/2022	V5015267	\$90.00	E9459	ROBIN L GUNSOLUS
23	11/18/2022	V5015268	\$40.50	E30450	KATHLEEN E HANCOCK
23	11/18/2022	V5015269	\$330.15	E32816	SUSAN HANG
23	11/18/2022	V5015270	\$90.00	E32901	BETHANY A HANSON
23	11/18/2022	V5015271	\$90.00	E31245	DONALD A HANSON
23	11/18/2022	V5015272	\$90.00	E19889	ANTWAN HARRIS
23	11/18/2022	V5015273	\$90.00	E29656	KRISTEN J HAUGE
23	11/18/2022	V5015274	\$90.00	E21972	MEGAN J HAVELAK
23	11/18/2022	V5015275	\$90.00	E26623	DALE A HECKENLAIBLE
23	11/18/2022	V5015276	\$90.00	E28436	JOHN C HEDSTROM
23	11/18/2022	V5015277	\$90.00	E29272	AMBER M HEGLAND
23	11/18/2022	V5015278	\$93.16	E16912	LISA S HELGESTAD
23	11/18/2022	V5015279	\$134.66	E30433	TRACEY M HELLAWELL
23	11/18/2022	V5015280	\$90.00	E19111	MELISSA L HENDERSON
23	11/18/2022	V5015281	\$43.75	E23129	JENNIFER R HERBST
23	11/18/2022	V5015282	\$159.00	E29380	SARAH B HEYER
23	11/18/2022	V5015283	\$90.00	E23814	JENNIFER A HINKER
23	11/18/2022	V5015284	\$83.33	E32139	DANIELLE R HOLMES
23	11/18/2022	V5015285	\$125.34	E20480	MEGAN K HOLTON
23	11/18/2022	V5015286	\$90.00	E27577	YUNQI HUANG
23	11/18/2022	V5015287	\$90.00	E25863	MICHAEL T HUELLER
23	11/18/2022	V5015288	\$90.00	E31397	MICHELLE K HUMPHREY
23	11/18/2022	V5015289	\$90.00	E31302	MARK A HUSCHKA
23	11/18/2022	V5015290	\$90.00	E26818	BENJAMIN J IRMITER
23	11/18/2022	V5015291	\$90.00	E33713	THERESA M JACKSON
23	11/18/2022	V5015292	\$90.00	E32491	AMY TOLLEFSON
23	11/18/2022	V5015293	\$30.10	E30523	KIMBERLY A JATKO
23	11/18/2022	V5015294	\$90.00	E26393	JENNIFER JERULLE
23	11/18/2022	V5015295	\$187.44	E32493	KRISTI A JOESTING

23	11/18/2022	V5015296	\$90.00	E24051	NANCY E JOHNSON
23	11/18/2022	V5015297	\$145.63	E28318	DANIELLE M JOHNSON
23	11/18/2022	V5015298	\$90.00	E22200	JOSEPHINE K JOHNSON
23	11/18/2022	V5015299	\$296.25	E27273	KRISTY K JOHNSON
23	11/18/2022	V5015300	\$90.00	E29772	RICARDO T JONES
23	11/18/2022	V5015301	\$90.00	E7433	ANDREW JOY
23	11/18/2022	V5015302	\$90.00	E33284	EMILY KAEHN
23	11/18/2022	V5015303	\$170.63	E22170	KATE MARIE KALLEVIG
23	11/18/2022	V5015304	\$90.00	E31611	THOMAS W KAMMERER JR
23	11/18/2022	V5015305	\$90.00	E22793	BENJAMIN ROSCH KARLS
23	11/18/2022	V5015306	\$90.00	E29704	RYAN M KENNEDY
23	11/18/2022	V5015307	\$223.19	E32494	KATIE E.D. KERN
23	11/18/2022	V5015308	\$90.00	E26153	KATHERINE E KERN
23	11/18/2022	V5015309	\$90.00	E22369	KATIE L KIMSEY
23	11/18/2022	V5015310	\$90.00	E30976	JILL M KIND
23	11/18/2022	V5015311	\$10.00	E19727	REBECCA KINSEY
23	11/18/2022	V5015312	\$14.00	E32588	MICHELLE R KIRK
23	11/18/2022	V5015313	\$34.95	E13492	JEANNE L KIVI
23	11/18/2022	V5015314	\$90.00	E33152	ANDREW P KLAERS
23	11/18/2022	V5015315	\$45.00	E10991	MARK A KLIMEK
23	11/18/2022	V5015316	\$25.62	E28669	AMY E KNOOIHUIZEN
23	11/18/2022	V5015317	\$34.68	E23491	JENNIFER A KNUTSEN
23	11/18/2022	V5015318	\$90.00	E24139	JILL M KNUTSON
23	11/18/2022	V5015319	\$90.00	E29665	RACHEL E KOEHLER
23	11/18/2022	V5015320	\$90.00	E13021	DEBRA J KOENIG
23	11/18/2022	V5015321	\$106.57	E20065	RUTH A KORAN
23	11/18/2022	V5015322	\$50.52	E32129	PAUL T KROSHUS
23	11/18/2022	V5015323	\$90.00	E27810	AARON M KRUEGER
23	11/18/2022	V5015324	\$45.00	E33298	MEGHAN E KUEMMEL
23	11/18/2022	V5015325	\$90.00	E28895	WILLIAM N KUENDIG
23	11/18/2022	V5015326	\$90.00	E25731	KENDRA KUHLMANN
23	11/18/2022	V5015327	\$90.00	E6799	STEVEN KUYPER
23	11/18/2022	V5015328	\$142.32	E29016	JANE M KVALHEIM
23	11/18/2022	V5015329	\$266.72	E32073	SHANA R KWATAMPORA
23	11/18/2022	V5015330	\$90.00	E26205	PARIS D KYLES
23	11/18/2022	V5015331	\$90.00	E28930	ELIZABETH A LANTTO
23	11/18/2022	V5015332	\$90.00	E32964	JOHN W LARSEN
23	11/18/2022	V5015333	\$90.00	E23186	CARRIE L LARSON
23	11/18/2022	V5015334	\$118.13	E20085	JILL E LARSON
23	11/18/2022	V5015335	\$90.00	E24903	MICHELLE C LARSON
23	11/18/2022	V5015336	\$7.38	E29661	HEATHER E LAWRENCE
23	11/18/2022	V5015337	\$90.00	E10910	JEFF J LAWRENCE
23	11/18/2022	V5015338	\$90.00	E22829	JANEL M LEISEN
23	11/18/2022	V5015339	\$84.00	E27746	KATHERINE M LEITSCHUH
23	11/18/2022	V5015340	\$232.58	E26878	JILL N LESNE
23	11/18/2022	V5015341	\$90.00	E8003	ANTHONY L LIBBY
23	11/18/2022	V5015342	\$80.34	E27073	ANDREA L LILLEBERG
23	11/18/2022	V5015343	\$38.75	E27708	SHERRI L LINCOLN
23	11/18/2022	V5015344	\$90.00	E19001	SARA A LOOBY-MORRIS
23	11/18/2022	V5015345	\$456.23	E28945	NICOLE M LUCAS
23	11/18/2022	V5015346	\$37.77	E25823	LISA M LUKE
23	11/18/2022	V5015347	\$90.00	E29597	SHANNON L LUND
23	11/18/2022	V5015348	\$45.00	E32540	PETER A LUNDBERG
23	11/18/2022	V5015349	\$132.20	E27292	MARIE K LUNDT
23	11/18/2022	V5015350	\$90.00	E25688	CALLEN MAGNUSON
23	11/18/2022	V5015351	\$90.00	E30005	CHRISTINA M MANANCERO VILLAGRAN
23	11/18/2022	V5015352	\$90.00	E27623	ERIN L MANNING
23	11/18/2022	V5015353	\$42.96	E18232	TODD B MARTIN
23	11/18/2022	V5015354	\$38.89	E24807	SARA M MARTINEK
23	11/18/2022	V5015355	\$90.00	E30997	NICHOLAS J MARTINI

23	11/18/2022	V5015356	\$80.09	E26465	KRISTY MATHEWSON
23	11/18/2022	V5015357	\$170.14	E28955	LAUREN M R MATYSIK
23	11/18/2022	V5015358	\$90.00	E29732	LORI E MCCARTHY
23	11/18/2022	V5015359	\$180.00	E33559	ARRIEL R MCDONALD
23	11/18/2022	V5015360	\$69.95	E31126	SHANNON M MCGINNIS
23	11/18/2022	V5015361	\$90.00	E31552	CORY H MCINTYRE
23	11/18/2022	V5015362	\$90.00	E26734	LISA A MCLEAREN
23	11/18/2022	V5015363	\$90.00	E33055	LAURA E MCLUEN
23	11/18/2022	V5015364	\$37.63	E11496	CARMY L MERSEREAU
23	11/18/2022	V5015365	\$90.00	E24150	TYLER D MILLER
23	11/18/2022	V5015366	\$90.00	E13664	HEATHER MILLER-CINK
23	11/18/2022	V5015367	\$90.00	E30977	WILBERT D MILLS
23	11/18/2022	V5015368	\$35.00	E33633	KIMBERLY A MISKOWIEC
23	11/18/2022	V5015369	\$90.00	E24957	JULIE E MOBERG
23	11/18/2022	V5015370	\$602.96	E27855	BRIANA M MOLNAR
23	11/18/2022	V5015371	\$90.00	E11508	KIM M MONETTE
23	11/18/2022	V5015372	\$377.97	E29672	DAVID E MOREDOCK
23	11/18/2022	V5015373	\$210.02	E20197	MARY C MORRIS
23	11/18/2022	V5015374	\$221.76	E32983	JOHN H MORSTAD
23	11/18/2022	V5015375	\$90.00	E16312	TROY H MOSENG
23	11/18/2022	V5015376	\$45.00	E26858	TYLER MOSENG
23	11/18/2022	V5015377	\$90.00	E32648	BOUAKHAM MOUA
23	11/18/2022	V5015378	\$122.33	E20857	TRACY R MUELLER
23	11/18/2022	V5015379	\$90.00	E22727	MICHELLE MUNKHOLM
23	11/18/2022	V5015380	\$256.52	E25336	CRISTA L MURPHY
23	11/18/2022	V5015381	\$90.00	E27834	LANCE J MYERS
23	11/18/2022	V5015382	\$90.00	E26372	SALLY K NAULT-MAURER
23	11/18/2022	V5015383	\$90.00	E28113	ETHAN NEERDAELS
23	11/18/2022	V5015384	\$90.00	E28881	ELIZABETH S NESS
23	11/18/2022	V5015385	\$90.00	E24238	JOANNE M NEUMANN
23	11/18/2022	V5015386	\$162.61	E23458	NICOLE M NEWFIELD
23	11/18/2022	V5015387	\$47.26	E24255	JESSICA NEWTON
23	11/18/2022	V5015388	\$90.00	E19849	KIERSTEN NICHOLSON
23	11/18/2022	V5015389	\$277.70	E26682	MAYA NISHIKAWA
23	11/18/2022	V5015390	\$136.13	E11769	BARBARA J NYHAMMER
23	11/18/2022	V5015391	\$90.00	E30331	COLLIN L O'BRIEN
23	11/18/2022	V5015392	\$90.00	E26239	JASON L OLSON
23	11/18/2022	V5015393	\$45.00	E11637	KENDALL A OLSON
23	11/18/2022	V5015394	\$24.25	E27911	RACHEL E ORTIZ
23	11/18/2022	V5015395	\$90.00	E26662	TIKKIA D OSBORNE
23	11/18/2022	V5015396	\$90.00	E8726	MARK E OTTINGER
23	11/18/2022	V5015397	\$183.78	E29685	MATTHEW D OTTO
23	11/18/2022	V5015398	\$90.00	E27322	CECILIA OTTO
23	11/18/2022	V5015399	\$90.00	E27115	DORIS T OYINLOYE
23	11/18/2022	V5015400	\$90.00	E30702	ANTHONY M PADRNOS
23	11/18/2022	V5015401	\$90.00	E30243	TIMOTHY R PALMATIER
23	11/18/2022	V5015402	\$8.16	E11599	DEBORAH J PALMER
23	11/18/2022	V5015403	\$90.00	E24652	ERIC J PARKER
23	11/18/2022	V5015404	\$90.00	E17381	KELLI A PARPART
23	11/18/2022	V5015405	\$179.83	E9347	DEDRA GILE PATTON
23	11/18/2022	V5015406	\$90.00	E22375	MARYBETH PATTON
23	11/18/2022	V5015407	\$90.00	E32683	ANDREW J PEDEN
23	11/18/2022	V5015408	\$213.11	E20766	SARA M PEDERSON
23	11/18/2022	V5015409	\$90.00	E18126	NATHAN J PEEL
23	11/18/2022	V5015410	\$90.00	E30974	ADRAIN M PENDELTON
23	11/18/2022	V5015411	\$45.00	E19713	ARLEN D PETERSON
23	11/18/2022	V5015412	\$90.00	E20346	JESSE T PHENOW
23	11/18/2022	V5015413	\$120.38	E22568	KIMBERLY A POHL
23	11/18/2022	V5015414	\$90.00	E9544	TAMARA M PROVART
23	11/18/2022	V5015415	\$167.66	E33537	CELESTE A PRYDE

23	11/18/2022	V5015416	\$90.00	E17689	WILLIAM W QUAN III
23	11/18/2022	V5015417	\$90.00	E32000	JAMES L QUAST
23	11/18/2022	V5015418	\$42.18	E19521	PRISCILLA RADEMACHER
23	11/18/2022	V5015419	\$90.00	E31290	JOSEPH E RADER
23	11/18/2022	V5015420	\$90.00	E20847	ANNE K RAMSEY
23	11/18/2022	V5015421	\$974.11	E26431	BRADLEY R REVOLINSKI
23	11/18/2022	V5015422	\$251.09	E23844	JULIE R RICHTER
23	11/18/2022	V5015423	\$90.00	E30407	ROBERT G RITCHIE
23	11/18/2022	V5015424	\$122.57	E9341	SHEILA ANN ROD
23	11/18/2022	V5015425	\$80.38	E33750	MELISSA M ROKO
23	11/18/2022	V5015426	\$28.26	E31019	ELIZABETH A RONNING
23	11/18/2022	V5015427	\$90.00	E30978	RONALD M SALAZAR
23	11/18/2022	V5015428	\$197.22	E21597	MELISSA A SANCHEZ
23	11/18/2022	V5015429	\$71.60	E26770	LEONA M SANTILLAN
23	11/18/2022	V5015430	\$45.00	E25422	JAIME C SCHLOESSER
23	11/18/2022	V5015431	\$90.00	E19775	SARAH M SCHMIDT
23	11/18/2022	V5015432	\$160.33	E27957	TROY D SCHREIFELS
23	11/18/2022	V5015433	\$25.00	E17375	SARA H SCHREINER
23	11/18/2022	V5015434	\$196.30	E32886	AMANDA M SCHULTZ
23	11/18/2022	V5015435	\$90.00	E12428	STEVEN M SCHWARTZ
23	11/18/2022	V5015436	\$90.00	E32085	MELISSA D SENNES
23	11/18/2022	V5015437	\$90.00	E10843	JODY E SEPPALA
23	11/18/2022	V5015438	\$45.00	E26696	ALBERT J SHOBER
23	11/18/2022	V5015439	\$90.00	E26822	BRIAN J SIVERSON-HALL
23	11/18/2022	V5015440	\$90.00	E29305	ERIK R SJOGREN
23	11/18/2022	V5015441	\$90.00	E25428	LISA SJOGREN
23	11/18/2022	V5015442	\$90.00	E27262	PATRICK R SMITH
23	11/18/2022	V5015443	\$190.54	E32009	JENNA R SOBOTA
23	11/18/2022	V5015444	\$90.00	E29773	TERENCE W SOVELL
23	11/18/2022	V5015445	\$166.70	E17842	KRISTIN STAINER-PERSON
23	11/18/2022	V5015446	\$90.00	E28554	JESSICA M STEIN
23	11/18/2022	V5015447	\$90.00	E33023	ELLEN M STEWART
23	11/18/2022	V5015448	\$90.00	E11059	MICHAEL K STOCK
23	11/18/2022	V5015449	\$53.34	E33631	MARQUETTA M STOKES
23	11/18/2022	V5015450	\$117.06	E33744	AMY J STOKKELAND
23	11/18/2022	V5015451	\$860.27	E24761	KAYLA J STREI
23	11/18/2022	V5015452	\$179.32	E24153	LINDA TANGREN
23	11/18/2022	V5015453	\$35.00	E33808	JENNIFER A TAYLOR
23	11/18/2022	V5015454	\$358.92	E13467	SCOTT W TAYLOR
23	11/18/2022	V5015455	\$19.99	E19193	ANNA M TEEPLE
23	11/18/2022	V5015456	\$90.00	E24729	CONSTANCE G THOMAS
23	11/18/2022	V5015457	\$90.00	E25672	JENNIFER L THOMAS
23	11/18/2022	V5015458	\$90.00	E32003	ERIK R THOMPSON
23	11/18/2022	V5015459	\$137.16	E26531	LISA M THOMPSON
23	11/18/2022	V5015460	\$67.75	E18406	KELLI THORNTON-VARLEY
23	11/18/2022	V5015461	\$404.15	E28936	DARBY M THRONE
23	11/18/2022	V5015462	\$68.63	E29882	LISA M TILLMAN
23	11/18/2022	V5015463	\$1,500.07	E13696	JENNIFER L TOLLEFSON
23	11/18/2022	V5015464	\$90.00	E20079	MARTHA TRUMBLE
23	11/18/2022	V5015465	\$174.45	E10199	WENDY L TUOMINEN
23	11/18/2022	V5015466	\$90.00	E30783	ERIC A TURBEVILLE
23	11/18/2022	V5015467	\$90.00	E29729	UGONWAYI P UGO
23	11/18/2022	V5015468	\$90.00	E29674	LISA B ULRICH
23	11/18/2022	V5015469	\$90.00	E27332	ANGELA M VANHEE
23	11/18/2022	V5015470	\$90.00	E26402	SARA A VERNIG
23	11/18/2022	V5015471	\$90.00	E32821	KAY M VILLELLA
23	11/18/2022	V5015472	\$196.78	E16515	KARI M VOLLRATH
23	11/18/2022	V5015473	\$49.12	E28927	BETH M VOS
23	11/18/2022	V5015474	\$90.00	E29025	TINA M WACKER
23	11/18/2022	V5015475	\$90.00	E17777	DANIEL J WALD

23	11/18/2022	V5015476	\$90.00	E33090	DUANE M WARDALLY
23	11/18/2022	V5015477	\$90.00	E17230	MICHELLE PETERSON WARSKO
23	11/18/2022	V5015478	\$90.00	E29393	EMILY K WATTS
23	11/18/2022	V5015479	\$90.00	E28896	STEPHANIE A WEBSTER
23	11/18/2022	V5015480	\$45.00	E32801	JAKE H WEDIN
23	11/18/2022	V5015481	\$206.17	E31146	JENNIFER C WEIER
23	11/18/2022	V5015482	\$184.16	E32915	WAKAYA T WELLS
23	11/18/2022	V5015483	\$90.00	E12387	JULIA WESLEY-WONG
23	11/18/2022	V5015484	\$80.40	E32747	KEVON J WHITLOCK
23	11/18/2022	V5015485	\$87.50	E10879	JENNIFER WINTERS
23	11/18/2022	V5015486	\$90.00	E4855	CRAIG WOKSON
23	11/18/2022	V5015487	\$40.52	E31268	KELLY M WOLD
23	11/18/2022	V5015488	\$90.00	E32542	ADAM M WOODS
23	11/18/2022	V5015489	\$90.00	E30611	TERRY L WOODWORTH
23	11/18/2022	V5015490	\$90.00	E26183	EMILY WOOLSEY
23	11/18/2022	V5015491	\$45.00	E32679	BRADLEY J WUTSCHKE
23	11/18/2022	V5015492	\$146.17	E32678	STACEY A WYFFELS
23	11/18/2022	V5015493	\$90.00	E24229	JAMES D WYNN
23	11/18/2022	V5015494	\$109.07	E30866	KAO XIONG
23	11/18/2022	V5015495	\$90.00	E32914	MAI K XIONG
23	11/18/2022	V5015496	\$90.00	E29711	YING XIONG
23	11/18/2022	V5015497	\$90.00	E21537	JEFF ZASTROW
23	11/18/2022	V5015498	\$90.00	E29673	STEPHANIE A ZIGAN
23	11/18/2022	V5015499	\$90.00	E28970	KRISTINE M SOLYST
23	11/18/2022	V5015500	\$90.00	E32951	JENNIFER M ZIPF
23	11/18/2022	V5015501	\$315.31	E33473	NASHLEY ZOLLICOFFER
<b>Employee Reimbursements Subtotal</b>			<b>\$47,989.24</b>		
23	11/02/2022	V8001885	\$323.24	22094	ACTION RADIO & COMMUNICATIONS LLC
23	11/02/2022	V8001886	\$125.18	53256	ALTA
23	11/02/2022	V8001887	\$3,200.00	52862	INCUBATE TO INNOVATE
23	11/02/2022	V8001888	\$502.20	53233	ANDERSON TECHNOLOGY INC
23	11/02/2022	V8001889	\$1,831.51	51769	APOLLO WATER SERVICES LLC
23	11/02/2022	V8001890	\$1,153.00	08294	APPLE COMPUTER INC
23	11/02/2022	V8001891	\$728.30	15800	B & H PHOTOVIDEO
23	11/02/2022	V8001892	\$375.00	F5038	BLB CONSULTING LLC
23	11/02/2022	V8001893	\$1,617.43	12481	CDW G
23	11/02/2022	V8001894	\$1,288.00	F5674	COMMUNITY PLAYTHINGS
23	11/02/2022	V8001895	\$2,833.39	50563	CPM EDUCATIONAL PROGRAM
23	11/02/2022	V8001896	\$138.57	53309	FASTSIGNS ST LOUIS PARK
23	11/02/2022	V8001897	\$233.31	00188	GOPHER SPORT
23	11/02/2022	V8001898	\$121.60	00190	GRAINGER
23	11/02/2022	V8001899	\$337.80	12393	GUITAR CENTER
23	11/02/2022	V8001900	\$158.00	53702	HAAG, KURT
23	11/02/2022	V8001901	\$10,291.66	51338	HARRIS, RACHEL
23	11/02/2022	V8001902	\$315.00	53687	HER, YER
23	11/02/2022	V8001903	\$89.85	F2064	HOLIDAY STATIONSTORE
23	11/02/2022	V8001904	\$3,341.23	17401	INNOVATIVE OFFICE SOLUTIONS
23	11/02/2022	V8001905	\$5,016.00	16763	INTEREUM INC
23	11/02/2022	V8001906	\$391.81	07054	KAPLAN EARLY LEARNING
23	11/02/2022	V8001907	\$69.48	06538	LAKESHORE LEARNING MATERIALS
23	11/02/2022	V8001908	\$795.00	16927	LVC COMPANIES INC
23	11/02/2022	V8001909	\$4,339.88	08509	MACKIN EDUCATIONAL RESOURCES
23	11/02/2022	V8001910	\$15,761.21	53288	MERIT ELECTRIC COMPANY
23	11/02/2022	V8001911	\$624.00	52160	METRO VOLLEYBALL
23	11/02/2022	V8001912	\$365,337.07	F0805	MINNESOTA ROADWAYS CO
23	11/02/2022	V8001913	\$985.75	F3726	MONKEY WRENCH PRODUCTIONS LLC
23	11/02/2022	V8001914	\$627.90	50932	BALANCED LIFE TAI CHI
23	11/02/2022	V8001915	\$2,556.49	08806	MULTI-HEALTH SYSTEMS INC
23	11/02/2022	V8001916	\$579.60	00284	NASCO
23	11/02/2022	V8001917	\$58.74	17384	NILFISK INC

23	11/02/2022	V8001918	\$8,389.80	52158	NORTHWEST METRO HEALTH & COUNSELING
23	11/02/2022	V8001919	\$7,800.00	52485	NEXT ADVENTURE COUNSELING CONSULT
23	11/02/2022	V8001920	\$273.90	03593	PITSCO EDUCATION
23	11/02/2022	V8001921	\$13,152.90	D0617	PRIME ADVERTISING & DESIGN
23	11/02/2022	V8001922	\$2,223.00	18493	SHERWIN-WILLIAMS CO
23	11/02/2022	V8001923	\$131.90	20166	TERRAPIN SOFTWARE
23	11/02/2022	V8001924	\$1,416.91	D2624	THREE RIVERS PARK DISTRICT
23	11/02/2022	V8001925	\$129,312.53	51457	T-MOBILE USA INC
23	11/02/2022	V8001926	\$315.00	F5643	TOP TIER
23	11/02/2022	V8001927	\$573.75	03218	TWIN CITY SCALE CO INC
23	11/02/2022	V8001928	\$877.50	18909	USA SAFETY SUPPLY CORPORATION
23	11/02/2022	V8001929	\$118.61	12760	VARITRONICS
23	11/02/2022	V8001930	\$112.14	15270	VIKING ELECTRIC
23	11/02/2022	V8001931	\$29,649.75	F5448	WOLD ARCHITECTS AND ENGINEERS
23	11/02/2022	V8001932	\$80.00	F3626	ZELENAK, MARK
23	11/04/2022	V8001933	\$102,746.66	C0040	EDUCATION MINNESOTA-OSSEO
23	11/04/2022	V8001934	\$1,897.26	C0144	EMO/AESP 31
23	11/04/2022	V8001935	\$10,535.94	C0124	EMO-PARA DUES
23	11/09/2022	V8001936	\$1,006.54	17648	4IMPRINT
23	11/09/2022	V8001937	\$380.42	22094	ACTION RADIO & COMMUNICATIONS LLC
23	11/09/2022	V8001938	\$315.47	51769	APOLLO WATER SERVICES LLC
23	11/09/2022	V8001939	\$2,439.29	15800	B & H PHOTOVIDEO
23	11/09/2022	V8001940	\$303.87	05723	BIO CORPORATION
23	11/09/2022	V8001941	\$3.93	09479	BLICK ART MATERIALS
23	11/09/2022	V8001942	\$155.22	00378	BORDER STATES ELECTRIC SUPPLY
23	11/09/2022	V8001943	\$13,463.32	05715	CENGAGE LEARNING
23	11/09/2022	V8001944	\$3,550.00	F2189	CESA #1
23	11/09/2022	V8001945	\$308,044.44	F7318	CSTMN
23	11/09/2022	V8001946	\$363.50	06823	CUTTER SALES INC
23	11/09/2022	V8001947	\$350.00	F6283	DARK KNIGHT SOLUTIONS
23	11/09/2022	V8001948	\$750.00	53716	DIXON, PEYTON
23	11/09/2022	V8001949	\$466.15	00188	GOPHER SPORT
23	11/09/2022	V8001950	\$186.06	00190	GRAINGER
23	11/09/2022	V8001951	\$315.00	53687	HER, YER
23	11/09/2022	V8001952	\$386.55	17401	INNOVATIVE OFFICE SOLUTIONS
23	11/09/2022	V8001953	\$175.00	F3136	JAMES SPOTTED THUNDER
23	11/09/2022	V8001954	\$10,342.00	52611	JOHNSON CONTROLS FIRE PROTECTION LP
23	11/09/2022	V8001955	\$351.47	08106	JW PEPPER
23	11/09/2022	V8001956	\$669.70	18516	KAPCO BOOK PROTECTION
23	11/09/2022	V8001957	\$75.96	06538	LAKESHORE LEARNING MATERIALS
23	11/09/2022	V8001958	\$5,830.00	17808	LARSON ENGINEERING INC
23	11/09/2022	V8001959	\$374.00	15464	LIGHTSPEED TECHNOLOGIES INC
23	11/09/2022	V8001960	\$1,465.00	16927	LVC COMPANIES INC
23	11/09/2022	V8001961	\$3,707.17	08509	MACKIN EDUCATIONAL RESOURCES
23	11/09/2022	V8001962	\$64.00	A1548	MALLEY, DAVID L
23	11/09/2022	V8001963	\$63,499.44	19917	MARCO
23	11/09/2022	V8001964	\$1,925.00	A1490	MASSP
23	11/09/2022	V8001965	\$2,243.24	18100	MEI TOTAL ELEVATOR SOLUTIONS
23	11/09/2022	V8001966	\$2,843.95	A0751	METROPOLITAN COURIER CORP
23	11/09/2022	V8001967	\$92.81	09737	MINNEAPOLIS OXYGEN COMPANY
23	11/09/2022	V8001968	\$1,125.13	F3726	MONKEY WRENCH PRODUCTIONS LLC
23	11/09/2022	V8001969	\$474.63	00284	NASCO
23	11/09/2022	V8001970	\$8,375.63	53199	PROCARE THERAPY
23	11/09/2022	V8001971	\$188.78	17384	NILFISK INC
23	11/09/2022	V8001972	\$1,480.00	18885	NOW MICRO
23	11/09/2022	V8001973	\$2,001.00	26568	OFFICE LIQUIDATORS
23	11/09/2022	V8001974	\$431.25	53105	ONAN CAPITAL INC
23	11/09/2022	V8001975	\$2,050.00	53260	OZO EDU INC
23	11/09/2022	V8001976	\$3,882.27	02272	PFC EQUIPMENT, INC
23	11/09/2022	V8001977	\$127.45	08437	PLANK ROAD PUBLISHING MUSIC K-8

23	11/09/2022	V8001978	\$128.00	A4143	SCHNEIDER, MICHELLE LINN
23	11/09/2022	V8001979	\$44.87	20231	SITSPOTS LLC
23	11/09/2022	V8001980	\$604.50	26514	WEST PUBLISHING CORPORATION
23	11/09/2022	V8001981	\$442.00	D2624	THREE RIVERS PARK DISTRICT
23	11/09/2022	V8001982	\$37.67	00392	TRANS-MISSISSIPPI BIO SUPPLY
23	11/09/2022	V8001983	\$43.15	15341	UHL COMPANY INC
23	11/09/2022	V8001984	\$86.33	12760	VARITRONICS
23	11/09/2022	V8001985	\$4,040.14	15270	VIKING ELECTRIC
23	11/09/2022	V8001986	\$3,688.39	08835	WL HALL COMPANY
23	11/09/2022	V8001987	\$4,400.00	A3073	YOUTH FRONTIERS INC
23	11/16/2022	V8001988	\$288.39	17648	4IMPRINT
23	11/16/2022	V8001989	\$946.45	22094	ACTION RADIO & COMMUNICATIONS LLC
23	11/16/2022	V8001990	\$7,200.00	20136	AMERICAN READING COMPANY
23	11/16/2022	V8001991	\$3,523.63	51769	APOLLO WATER SERVICES LLC
23	11/16/2022	V8001992	\$1,640.00	01298	APRIL GRAPHICS SIGN & DESIGNS
23	11/16/2022	V8001993	\$1,805.00	02593	AUDIOQUIP
23	11/16/2022	V8001994	\$261.00	15800	B & H PHOTOVIDEO
23	11/16/2022	V8001995	\$2,500.00	50899	LEVEL8CREATIVE LLC
23	11/16/2022	V8001996	\$308.07	05723	BIO CORPORATION
23	11/16/2022	V8001997	\$49,366.06	17015	BOELTER COMPANIES
23	11/16/2022	V8001998	\$266.54	26509	BOND BRANDED GEAR INC
23	11/16/2022	V8001999	\$437.13	00378	BORDER STATES ELECTRIC SUPPLY
23	11/16/2022	V8002000	\$615.71	20072	LERNER PUBLISHING GROUP
23	11/16/2022	V8002001	\$500.00	F3376	BRECHT-WILES, CAROL
23	11/16/2022	V8002002	\$805.00	03211	BSN SPORTS
23	11/16/2022	V8002003	\$1,957.50	53068	CATALYST SOURCING SOLUTIONS
23	11/16/2022	V8002004	\$1,300.56	12481	CDW G
23	11/16/2022	V8002005	\$6,720.00	50429	CEL PUBLIC RELATIONS, INC
23	11/16/2022	V8002006	\$2,500.00	52842	CESO COMMUNICATIONS LLC
23	11/16/2022	V8002007	\$325.32	06823	CUTTER SALES INC
23	11/16/2022	V8002008	\$750.00	53716	DIXON, PEYTON
23	11/16/2022	V8002009	\$508.07	09119	EBSCO
23	11/16/2022	V8002010	\$43.90	20015	ESPECIAL NEEDS
23	11/16/2022	V8002011	\$609.97	53309	FASTSIGNS ST LOUIS PARK
23	11/16/2022	V8002012	\$384.02	18640	PNC BANK C/O FIRST BOOK
23	11/16/2022	V8002013	\$12,011.60	F5627	GBR INTERPRETING & TRANSLATION SERV
23	11/16/2022	V8002014	\$386.43	00188	GOPHER SPORT
23	11/16/2022	V8002015	\$10,793.00	52897	GOPHERMODS LLC
23	11/16/2022	V8002016	\$10.34	00190	GRAINGER
23	11/16/2022	V8002017	\$1,632.44	00572	GUARDIAN PEST CONTROL
23	11/16/2022	V8002018	\$315.00	53687	HER, YER
23	11/16/2022	V8002021	\$610,118.07	F6278	INDIANHEAD FOODSERVICE DISTRIBUTOR
23	11/16/2022	V8002022	\$6,572.09	16881	NEW DOMINION SCHOOL
23	11/16/2022	V8002023	\$12,275.00	18609	IXL LEARNING INC
23	11/16/2022	V8002024	\$2,355.77	52611	JOHNSON CONTROLS FIRE PROTECTION LP
23	11/16/2022	V8002025	\$279.49	08106	JW PEPPER
23	11/16/2022	V8002026	\$240.00	18516	KAPCO BOOK PROTECTION
23	11/16/2022	V8002027	\$776.55	06538	LAKESHORE LEARNING MATERIALS
23	11/16/2022	V8002028	\$185.00	51208	BRANSON-LARKIN ELECTRONICS
23	11/16/2022	V8002029	\$31,730.24	52388	LIBERTY MUTUAL INSURANCE
23	11/16/2022	V8002030	\$1,920.00	53429	LOFTSGARD, CYNTHIA
23	11/16/2022	V8002031	\$10,740.00	16927	LVC COMPANIES INC
23	11/16/2022	V8002032	\$1,028.87	08509	MACKIN EDUCATIONAL RESOURCES
23	11/16/2022	V8002033	\$60.00	16958	MATH LEARNING CENTER
23	11/16/2022	V8002034	\$6,843.20	05140	MAVO SYSTEMS INC
23	11/16/2022	V8002035	\$1,100.00	52884	MCCAMMON, REBECCA ELIZABETH AHN
23	11/16/2022	V8002036	\$660.00	F4180	FUN ENGINEERZ LLC
23	11/16/2022	V8002037	\$908.59	F3946	MUSKA ELECTRIC
23	11/16/2022	V8002038	\$759.90	00284	NASCO
23	11/16/2022	V8002039	\$8,706.25	53199	PROCARE THERAPY

23	11/16/2022	V8002040	\$14,974.22	17384	NILFISK INC
23	11/16/2022	V8002041	\$1,480.00	18885	NOW MICRO
23	11/16/2022	V8002042	\$166.23	50455	PANERA BREAD COMPANY
23	11/16/2022	V8002043	\$1,187.00	51251	QUALE COMPANIES
23	11/16/2022	V8002047	\$24,168.52	18914	RICOH USA
23	11/16/2022	V8002048	\$92.00	D2460	SCHAFFER, KEVIN
23	11/16/2022	V8002049	\$525.00	53168	PERFORMANCE TOURS
23	11/16/2022	V8002050	\$1,368.20	15559	SCHOOL NURSE SUPPLY INC
23	11/16/2022	V8002051	\$571.28	18493	SHERWIN-WILLIAMS CO
23	11/16/2022	V8002052	\$37,012.46	50992	ST PAUL BEVERAGE SOLUTIONS LLC
23	11/16/2022	V8002053	\$217.00	07525	SUPER DUPER PUBLICATIONS
23	11/16/2022	V8002054	\$59.60	16530	THINK SOCIAL PUBLISHING INC
23	11/16/2022	V8002055	\$1,152.10	D2624	THREE RIVERS PARK DISTRICT
23	11/16/2022	V8002056	\$326.38	00392	TRANS-MISSISSIPPI BIO SUPPLY
23	11/16/2022	V8002057	\$465.50	15341	UHL COMPANY INC
23	11/16/2022	V8002058	\$3,500.00	53234	COURTYARDS OF ANDOVER
23	11/16/2022	V8002059	\$201.60	18909	USA SAFETY SUPPLY CORPORATION
23	11/16/2022	V8002060	\$2,726.42	15270	VIKING ELECTRIC
23	11/16/2022	V8002061	\$189.00	50935	JUST BREATHING LLC
23	11/16/2022	V8002062	\$891.00	12613	WAYSIDE PUBLISHING
23	11/16/2022	V8002063	\$14,637.00	26531	WESTERN SPECIALTY CONTRACTORS
23	11/16/2022	V8002064	\$365.00	08835	WL HALL COMPANY
23	11/18/2022	V8002065	\$102,739.11	C0040	EDUCATION MINNESOTA-OSSEO
23	11/18/2022	V8002066	\$1,855.52	C0144	EMO/AESP 31
23	11/18/2022	V8002067	\$10,534.68	C0124	EMO-PARA DUES
23	11/18/2022	V8002068	\$9,867.81	19866	CB SERVICES LLC
23	11/18/2022	V8002069	\$5,686.20	50794	SCHUUR HANDY CONSTRUCTION LLC
23	11/18/2022	V8002070	\$17,472.00	50793	SNOWPROS LLC
23	11/22/2022	V8002071	\$3,670.00	17648	4IMPRINT
23	11/22/2022	V8002072	\$706.00	22094	ACTION RADIO & COMMUNICATIONS LLC
23	11/22/2022	V8002073	\$1,878.59	22078	AIS ADVANCED IMAGING SOLUTIONS
23	11/22/2022	V8002074	\$1,284.00	53256	ALTA
23	11/22/2022	V8002075	\$303.00	01298	APRIL GRAPHICS SIGN & DESIGNS
23	11/22/2022	V8002076	\$1,680.58	15800	B & H PHOTOVIDEO
23	11/22/2022	V8002077	\$3,290.70	52811	BENEFIT EXTRAS INC
23	11/22/2022	V8002078	\$4,500.00	15278	BRAUN INTERTEC CORPORATION
23	11/22/2022	V8002079	\$828.00	50759	BRIGHT BLINDS LLC
23	11/22/2022	V8002080	\$14,952.16	12481	CDW G
23	11/22/2022	V8002081	\$1,485.00	53625	LOVING GUIDANCE LLC
23	11/22/2022	V8002082	\$3,000.00	50563	CPM EDUCATIONAL PROGRAM
23	11/22/2022	V8002083	\$5,942.71	53531	CREATIVE RESOURCES AGENCY LLC
23	11/22/2022	V8002084	\$137,428.99	F7318	CSTMN
23	11/22/2022	V8002085	\$53.63	06823	CUTTER SALES INC
23	11/22/2022	V8002086	\$54.00	53729	DEUEL, ISAAC MICHAEL
23	11/22/2022	V8002087	\$850.66	F4316	EDUCATORS BENEFIT CONSULTANTS LLC
23	11/22/2022	V8002088	\$117.80	20015	ESPECIAL NEEDS
23	11/22/2022	V8002089	\$1,287.50	F1218	MANAGEBAC INC
23	11/22/2022	V8002090	\$123.58	18578	FLAGSHIP RECREATION
23	11/22/2022	V8002091	\$10,326.75	52341	FUTURA LANGUAGE PROFESSIONALS
23	11/22/2022	V8002092	\$9,894.17	F5627	GBR INTERPRETING & TRANSLATION SERV
23	11/22/2022	V8002093	\$832.96	02176	GEDDES, RAYMOND & COMPANY INC
23	11/22/2022	V8002094	\$13.83	00190	GRAINGER
23	11/22/2022	V8002095	\$26.00	52976	GRAMS, SCOTT
23	11/22/2022	V8002096	\$3,637.34	51473	ANCHOR SOLAR INVESTMENTS LLC
23	11/22/2022	V8002097	\$538.13	00572	GUARDIAN PEST CONTROL
23	11/22/2022	V8002098	\$369.49	51338	HARRIS, RACHEL
23	11/22/2022	V8002099	\$10,802.00	26561	HIGH POINT NETWORKS LLC
23	11/22/2022	V8002100	\$4,899.49	53001	IDEAL ENERGIES SOLAR LEASING 2021
23	11/22/2022	V8002101	\$6,157.44	16881	NEW DOMINION SCHOOL
23	11/22/2022	V8002102	\$568.95	08106	JW PEPPER

23	11/22/2022	V8002103	\$930.00	52029	KFI ENGINEERS PC
23	11/22/2022	V8002104	\$91.15	06538	LAKESHORE LEARNING MATERIALS
23	11/22/2022	V8002105	\$7,294.38	50979	LEE CARLSON CTR FOR MENTAL HEALTH
23	11/22/2022	V8002106	\$310.00	16927	LVC COMPANIES INC
23	11/22/2022	V8002107	\$2,459.24	08509	MACKIN EDUCATIONAL RESOURCES
23	11/22/2022	V8002108	\$9,500.00	07649	MALLOY,MONTAGUE,KARNOWSKI,RADOSEVIC
23	11/22/2022	V8002109	\$474.00	18100	MEI TOTAL ELEVATOR SOLUTIONS
23	11/22/2022	V8002110	\$416.00	52160	METRO VOLLEYBALL
23	11/22/2022	V8002111	\$6,900.00	52317	STONE ARCH LEARNING LLC
23	11/22/2022	V8002112	\$62,500.00	F2758	NATIONAL URBAN ALLIANCE
23	11/22/2022	V8002113	\$464.22	17384	NILFISK INC
23	11/22/2022	V8002114	\$9,951.90	F5151	NORTHSTAR BUS LINES LLC
23	11/22/2022	V8002115	\$15,623.48	08447	NYSTROM PUBLISHING CO INC
23	11/22/2022	V8002116	\$247.88	50455	PANERA BREAD COMPANY
23	11/22/2022	V8002117	\$18,336.80	F1652	PRAIRIECARE, LLC
23	11/22/2022	V8002118	\$3,379.06	02775	RETROFIT RECYCLING INC
23	11/22/2022	V8002119	\$1,625.60	50779	RICHARD CARLTON CONSULTING INC
23	11/22/2022	V8002120	\$10,521.90	08598	SOUTHPAW ENTERPRISES INC
23	11/22/2022	V8002121	\$80.00	50675	ST GEORGE, PAUL
23	11/22/2022	V8002122	\$19.15	02319	THERAPRO INC
23	11/22/2022	V8002123	\$1,081.35	D2624	THREE RIVERS PARK DISTRICT
23	11/22/2022	V8002124	\$1,178.45	50900	MRI SOFTWARE LLC
23	11/22/2022	V8002125	\$748.00	15341	UHL COMPANY INC
23	11/22/2022	V8002126	\$474.00	17691	VIKING SEWER AND DRAIN CLEANING
23	11/22/2022	V8002127	\$300.00	D4334	WEIMERSKIRCH, MIKE
23	11/22/2022	V8002128	\$420.12	01359	WILSON LANGUAGE TRAINING
23	11/22/2022	V8002129	\$20,854.46	F5448	WOLD ARCHITECTS AND ENGINEERS
23	11/22/2022	V8002130	\$105.00	03663	WORDMASTERS
23	11/30/2022	V8002131	\$4,780.49	17648	4IMPRINT
23	11/30/2022	V8002132	\$414.05	22094	ACTION RADIO & COMMUNICATIONS LLC
23	11/30/2022	V8002133	\$262.50	D8192	ALTAMIRANO, CARLOS LUIS
23	11/30/2022	V8002134	\$567.00	15800	B & H PHOTOVIDEO
23	11/30/2022	V8002135	\$35,056.36	17015	BOELTER COMPANIES
23	11/30/2022	V8002136	\$82.95	00378	BORDER STATES ELECTRIC SUPPLY
23	11/30/2022	V8002137	\$133.56	50663	BOUND TO STAY BOUND BOOKS INC
23	11/30/2022	V8002138	\$2,714.59	03211	BSN SPORTS
23	11/30/2022	V8002139	\$16,750.00	F5401	CAPTIVATE MEDIA + CONSULTING
23	11/30/2022	V8002140	\$167.45	00091	CAROLINA BIOLOGICAL
23	11/30/2022	V8002141	\$3,125.23	12481	CDW G
23	11/30/2022	V8002142	\$55,104.43	F7318	CSTMN
23	11/30/2022	V8002143	\$609.97	53309	FASTSIGNS ST LOUIS PARK
23	11/30/2022	V8002144	\$259.42	18640	PNC BANK C/O FIRST BOOK
23	11/30/2022	V8002145	\$102.00	18578	FLAGSHIP RECREATION
23	11/30/2022	V8002146	\$44.46	00188	GOPHER SPORT
23	11/30/2022	V8002147	\$188.60	00190	GRAINGER
23	11/30/2022	V8002148	\$420.00	53687	HER, YER
23	11/30/2022	V8002149	\$14,760.00	52478	DALCO ENTERPRISES
23	11/30/2022	V8002150	\$5,474.00	16602	INTERNATIONAL BACCALAUREATE AMERICA
23	11/30/2022	V8002151	\$410.12	52611	JOHNSON CONTROLS FIRE PROTECTION LP
23	11/30/2022	V8002152	\$245.99	08106	JW PEPPER
23	11/30/2022	V8002153	\$120.00	15464	LIGHTSPEED TECHNOLOGIES INC
23	11/30/2022	V8002154	\$7,020.00	53429	LOFTSGARD, CYNTHIA
23	11/30/2022	V8002155	\$16,816.61	08509	MACKIN EDUCATIONAL RESOURCES
23	11/30/2022	V8002156	\$220.00	19917	MARCO
23	11/30/2022	V8002157	\$865.00	A1490	MASSP
23	11/30/2022	V8002158	\$200.00	D8901	METRO TRANSIT SALES OPERATIONS
23	11/30/2022	V8002159	\$4,340.00	F4180	FUN ENGINEERZ LLC
23	11/30/2022	V8002160	\$13,547.25	53199	PROCARE THERAPY
23	11/30/2022	V8002161	\$330,315.18	F5151	NORTHSTAR BUS LINES LLC
23	11/30/2022	V8002162	\$1,200.00	52485	NEXT ADVENTURE COUNSELING CONSULT

23	11/30/2022	V8002163	\$108.48	04031	PIONEER MIDWEST INC
23	11/30/2022	V8002164	\$148,468.50	53455	RACOM CORPORATION
23	11/30/2022	V8002165	\$33.52	06509	RED BALLOON BOOKSHOP
23	11/30/2022	V8002166	\$87.50	D2624	THREE RIVERS PARK DISTRICT
23	11/30/2022	V8002167	\$1,620.00	F5643	TOP TIER
23	11/30/2022	V8002168	\$682.59	12760	VARITRONICS
23	11/30/2022	V8002169	\$706.00	01359	WILSON LANGUAGE TRAINING
<b>Vendor ACH Subtotal</b>			<b>\$3,333,758.81</b>		
<b>Overall - Total</b>			<b>\$31,832,908.38</b>		

TO: Bart Becker  
Jennifer Ajsenberg  
John Schetinski

CC: Sherri Lincoln  
Kelly Rausch

FROM: BJ Irmiter

DATE: December 8, 2022

**SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP –  
CONTINENTAL U.S.**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board.

<b>School</b>	<b>MGSB</b>
<b>Sponsoring Organization</b>	<b>DECA</b>
<b>Adult Advisors</b>	<b>John Schetinski</b>
<b>Destination</b>	<b>Plymouth, MN</b>
<b>Departure Date</b>	<b>1/7/2023</b>
<b>Return Date</b>	<b>1/8/2023</b>
<b>Assistant Superintendent Approved</b>	<b>December 8, 2022</b>
<b>Board Approval Date</b>	Will be added to the <b>December 13th</b> School Board Agenda for approval

TO: Bart Becker  
Jennifer Ajsenberg  
Matthew Caron

CC: Sherri Lincoln  
Kelly Rausch

FROM: BJ Irmiter

DATE: December 8, 2022

**SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP –  
CONTINENTAL U.S.**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board.

<b>School</b>	<b>MGSB</b>
<b>Sponsoring Organization</b>	<b>MGSB Orchestra</b>
<b>Adult Advisors</b>	<b>John Schetinski</b>
<b>Destination</b>	<b>Chicago, IL</b>
<b>Departure Date</b>	<b>2/16/2023</b>
<b>Return Date</b>	<b>2/20/2023</b>
<b>Assistant Superintendent Approved</b>	<b>December 8, 2022</b>
<b>Board Approval Date</b>	Will be added to the <b>December 13th</b> School Board Agenda for approval

TO: Heather Miller-Cink  
John Hedstrom  
Kristina Pooler  
Anne Beckman

CC: Sherri Lincoln  
Matt Newell

FROM: BJ Irmiter

DATE: December 8, 2022

**SUBJECT: APPROVAL OF PROPOSED EDUCATIONAL TRIP –  
CONTINENTAL U.S.**

The Division of Leadership, Teaching, and Learning has approved the following Extended Educational Trip. Please understand that this proposed educational trip is not officially authorized until it is approved by the School Board.

<b>School</b>	<b>PCSH</b>
<b>Sponsoring Organization</b>	<b>Nordic Ski Team</b>
<b>Adult Advisors</b>	<b>Kristina Pooler/Anne Beckman</b>
<b>Destination</b>	<b>Biwabik, MN</b>
<b>Departure Date</b>	<b>12/27/2022</b>
<b>Return Date</b>	<b>12/28/2022</b>
<b>Assistant Superintendent Approved</b>	<b>December 8, 2022</b>
<b>Board Approval Date</b>	Will be added to the <b>December 13th</b> School Board Agenda for approval

TO: Bart Becker  
Jennifer Ajsenberg  
Garrett Lee

CC: Sherri Lincoln  
Kelly Rausch

FROM: BJ Irmiter

DATE: December 8, 2022

RE: **DLTL APPROVED FUNDRAISING ACTIVITY**

The Assistant Superintendent of Leadership, Teaching, and Learning has approved the fundraising request listed below. This request will be added to the **December 13, 2022** School Board agenda for approval.

<b>School</b>	MGSH
<b>Sponsoring Organization</b>	MGSH Crimson Cabinet
<b>Adult Advisor</b>	Garrett Lee
<b>Event</b>	Coffee Fundraiser
<b>Date(s)</b>	12/1/2022
<b>Assistant Superintendent Approved</b>	12/8/2022
<b>School Board Approved</b>	Will be on the <b>December 13th</b> agenda for approval

TO: Bart Becker  
Jennifer Ajsenberg  
Garrett Lee

CC: Sherri Lincoln  
Kelly Rausch

FROM: BJ Irmiter

DATE: December 8, 2022

**RE: DLTL APPROVED FUNDRAISING ACTIVITY**

The Assistant Superintendent of Leadership, Teaching, and Learning has approved the fundraising request listed below. This request will be added to the **December 13, 2022** School Board agenda for approval.

<b>School</b>	MGSH
<b>Sponsoring Organization</b>	MGSH Crimson Cabinet
<b>Adult Advisor</b>	Garrett Lee
<b>Event</b>	Thankfulness Grams
<b>Date(s)</b>	12/22/2022
<b>Assistant Superintendent Approved</b>	12/8/2022
<b>School Board Approved</b>	Will be on the <b>December 13th</b> agenda for approval

## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

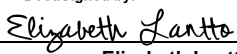
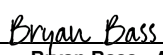
Grant Information			
Fiscal Year:	22-23	Finance Code:	150
Grant Title:	American Recover Plan (ARP) Summer Academic Enrichment and Mental Health	Grant Manager:	Jessica Stein

Type of Submission and Amount			
<input checked="" type="checkbox"/>	New	Award Amount: \$	813,270.00
<input type="checkbox"/>	Amended	Existing Amount: _____	Amended Amount: _____

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	476,161	476,161.00
200 - Employee Benefits	-	-	67,715	67,715.00
300 - Purchased Services	-	-	201,044	201,044.00
400 - Supplies and Materials	-	-	68,350	68,350.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 813,270</b>	<b>\$ 813,270.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	MDE Award	01-005-605-150-400-012	-	813,270	813,270.00
<b>Totals</b>			<b>\$ -</b>	<b>\$ 813,270</b>	<b>\$ 813,270.00</b>

APPROVALS	
DocuSigned by:  Elizabeth Lantto - Business Services Accountant	11/28/2022 _____ Date
 Bryan Bass - Assistant Superintendent of Equity & Achievement	11/28/2022 _____ Date
<b>Board Approved:</b>	

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-005-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	8,827	8,827.00
01-005-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	56,190	56,190.00
01-005-605-150-210-012	F.I.C.A.-Medicare	-	4,972	4,972.00
01-005-605-150-214-012	P.E.R.A.	-	2,174	2,174.00
01-005-605-150-218-012	T.R.A.	-	524	524.00
01-005-605-150-270-012	Workers Compensation	-	305	305.00
01-005-605-150-280-012	Unemployment Compensation	-	78	78.00
01-005-605-150-304-012	Federal Contract Over \$25,000	-	55,400	55,400.00
01-005-605-150-369-012	Entry Fees/Stu. Trav. All.	-	6,820	6,820.00
01-005-605-150-401-012	Supplies & Material - NonInstructional	-	2,767	2,767.00
01-005-605-150-430-012	Supplies & Materials - Instructional	-	25,596	25,596.00
01-005-605-150-490-012	Food & Food from Warehouse	-	11,263	11,263.00
01-006-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	5,206	5,206.00
01-006-605-150-210-012	F.I.C.A.-Medicare	-	398	398.00
01-006-605-150-214-012	P.E.R.A.	-	218	218.00
01-006-605-150-218-012	T.R.A.	-	445	445.00
01-006-605-150-270-012	Workers Compensation	-	24	24.00
01-006-605-150-280-012	Unemployment Compensation	-	6	6.00
01-165-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	11,505	11,505.00
01-165-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	3,003	3,003.00
01-165-605-150-210-012	F.I.C.A.-Medicare	-	1,092	1,092.00
01-165-605-150-214-012	P.E.R.A.	-	261	261.00
01-165-605-150-218-012	T.R.A.	-	943	943.00
01-165-605-150-270-012	Workers Compensation	-	68	68.00
01-165-605-150-280-012	Unemployment Compensation	-	18	18.00
01-165-605-150-362-012	Transp.-Depart.	-	1,511	1,511.00
01-165-605-150-370-012	Rental-Land & Bldgs.	-	280	280.00
01-165-605-150-401-012	Supplies & Material - NonInstructional	-	330	330.00
01-168-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	8,395	8,395.00
01-168-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	3,307	3,307.00
01-168-605-150-210-012	F.I.C.A.-Medicare	-	894	894.00
01-168-605-150-214-012	P.E.R.A.	-	323	323.00
01-168-605-150-218-012	T.R.A.	-	632	632.00
01-168-605-150-270-012	Workers Compensation	-	55	55.00
01-168-605-150-280-012	Unemployment Compensation	-	14	14.00
01-168-605-150-401-012	Supplies & Material - NonInstructional	-	627	627.00
01-168-605-150-490-012	Food & Food from Warehouse	-	50	50.00
01-171-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	7,475	7,475.00
01-171-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	9,023	9,023.00
01-171-605-150-210-012	F.I.C.A.-Medicare	-	1,243	1,243.00
01-171-605-150-214-012	P.E.R.A.	-	771	771.00
01-171-605-150-218-012	T.R.A.	-	497	497.00
01-171-605-150-270-012	Workers Compensation	-	74	74.00
01-171-605-150-280-012	Unemployment Compensation	-	19	19.00
01-171-605-150-362-012	Transp.-Depart.	-	17,280	17,280.00
01-171-605-150-369-012	Entry Fees/Stu. Trav. All.	-	1,528	1,528.00
01-171-605-150-401-012	Supplies & Material - NonInstructional	-	1,675	1,675.00
01-171-605-150-430-012	Supplies & Materials - Instructional	-	797	797.00
01-171-605-150-490-012	Food & Food from Warehouse	-	451	451.00
01-173-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	6,047	6,047.00
01-173-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	1,328	1,328.00
01-173-605-150-210-012	F.I.C.A.-Medicare	-	564	564.00
01-173-605-150-214-012	P.E.R.A.	-	100	100.00
01-173-605-150-218-012	T.R.A.	-	517	517.00
01-173-605-150-270-012	Workers Compensation	-	34	34.00
01-173-605-150-280-012	Unemployment Compensation	-	8	8.00
01-173-605-150-362-012	Transp.-Depart.	-	8,563	8,563.00

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-173-605-150-490-012	Food & Food from Warehouse	-	1,540	1,540.00
01-174-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	12,015	12,015.00
01-174-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	5,281	5,281.00
01-174-605-150-210-012	F.I.C.A.-Medicare	-	1,300	1,300.00
01-174-605-150-214-012	P.E.R.A.	-	396	396.00
01-174-605-150-218-012	T.R.A.	-	1,027	1,027.00
01-174-605-150-270-012	Workers Compensation	-	81	81.00
01-174-605-150-280-012	Unemployment Compensation	-	21	21.00
01-174-605-150-362-012	Transp.-Depart.	-	3,173	3,173.00
01-174-605-150-430-012	Supplies & Materials - Instructional	-	260	260.00
01-175-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	10,504	10,504.00
01-175-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	25,562	25,562.00
01-175-605-150-210-012	F.I.C.A.-Medicare	-	2,756	2,756.00
01-175-605-150-214-012	P.E.R.A.	-	1,674	1,674.00
01-175-605-150-218-012	T.R.A.	-	1,175	1,175.00
01-175-605-150-270-012	Workers Compensation	-	169	169.00
01-175-605-150-280-012	Unemployment Compensation	-	43	43.00
01-175-605-150-303-012	Federal Contract Under \$25,000	-	960	960.00
01-175-605-150-362-012	Transp.-Depart.	-	5,244	5,244.00
01-178-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	400	400.00
01-178-605-150-210-012	F.I.C.A.-Medicare	-	31	31.00
01-178-605-150-214-012	P.E.R.A.	-	30	30.00
01-178-605-150-303-012	Federal Contract Under \$25,000	-	250	250.00
01-178-605-150-369-012	Entry Fees/Stu. Trav. All.	-	9,327	9,327.00
01-178-605-150-401-012	Supplies & Material - NonInstructional	-	23	23.00
01-179-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	3,845	3,845.00
01-179-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	925	925.00
01-179-605-150-210-012	F.I.C.A.-Medicare	-	361	361.00
01-179-605-150-214-012	P.E.R.A.	-	69	69.00
01-179-605-150-218-012	T.R.A.	-	329	329.00
01-179-605-150-270-012	Workers Compensation	-	22	22.00
01-179-605-150-280-012	Unemployment Compensation	-	6	6.00
01-179-605-150-401-012	Supplies & Material - NonInstructional	-	121	121.00
01-181-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	25,831	25,831.00
01-181-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	9,587	9,587.00
01-181-605-150-210-012	F.I.C.A.-Medicare	-	2,687	2,687.00
01-181-605-150-214-012	P.E.R.A.	-	857	857.00
01-181-605-150-218-012	T.R.A.	-	2,052	2,052.00
01-181-605-150-270-012	Workers Compensation	-	167	167.00
01-181-605-150-280-012	Unemployment Compensation	-	42	42.00
01-182-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	8,927	8,927.00
01-182-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	3,836	3,836.00
01-182-605-150-210-012	F.I.C.A.-Medicare	-	963	963.00
01-182-605-150-214-012	P.E.R.A.	-	435	435.00
01-182-605-150-218-012	T.R.A.	-	595	595.00
01-182-605-150-270-012	Workers Compensation	-	60	60.00
01-182-605-150-280-012	Unemployment Compensation	-	15	15.00
01-182-605-150-362-012	Transp.-Depart.	-	3,626	3,626.00
01-182-605-150-369-012	Entry Fees/Stu. Trav. All.	-	390	390.00
01-182-605-150-401-012	Supplies & Material - NonInstructional	-	51	51.00
01-182-605-150-430-012	Supplies & Materials - Instructional	-	5,388	5,388.00
01-182-605-150-490-012	Food & Food from Warehouse	-	427	427.00
01-183-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	5,775	5,775.00
01-183-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	2,501	2,501.00
01-183-605-150-210-012	F.I.C.A.-Medicare	-	633	633.00
01-183-605-150-214-012	P.E.R.A.	-	162	162.00
01-183-605-150-218-012	T.R.A.	-	494	494.00
01-183-605-150-270-012	Workers Compensation	-	39	39.00

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-183-605-150-280-012	Unemployment Compensation	-	3	3.00
01-183-605-150-362-012	Transp.-Depart.	-	1,209	1,209.00
01-184-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	4,620	4,620.00
01-184-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	8,958	8,958.00
01-184-605-150-210-012	F.I.C.A.-Medicare	-	1,039	1,039.00
01-184-605-150-214-012	P.E.R.A.	-	426	426.00
01-184-605-150-218-012	T.R.A.	-	219	219.00
01-184-605-150-270-012	Workers Compensation	-	64	64.00
01-184-605-150-280-012	Unemployment Compensation	-	16	16.00
01-185-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	6,600	6,600.00
01-185-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	2,054	2,054.00
01-185-605-150-210-012	F.I.C.A.-Medicare	-	662	662.00
01-185-605-150-214-012	P.E.R.A.	-	154	154.00
01-185-605-150-218-012	T.R.A.	-	564	564.00
01-185-605-150-270-012	Workers Compensation	-	40	40.00
01-185-605-150-280-012	Unemployment Compensation	-	11	11.00
01-185-605-150-362-012	Transp.-Depart.	-	4,028	4,028.00
01-185-605-150-369-012	Entry Fees/Stu. Trav. All.	-	352	352.00
01-187-605-150-362-012	Transp.-Depart.	-	7,252	7,252.00
01-187-605-150-369-012	Entry Fees/Stu. Trav. All.	-	755	755.00
01-189-605-150-362-012	Transp.-Depart.	-	5,390	5,390.00
01-196-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	722	722.00
01-196-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	11,289	11,289.00
01-196-605-150-210-012	F.I.C.A.-Medicare	-	919	919.00
01-196-605-150-214-012	P.E.R.A.	-	147	147.00
01-196-605-150-218-012	T.R.A.	-	815	815.00
01-196-605-150-270-012	Workers Compensation	-	56	56.00
01-196-605-150-280-012	Unemployment Compensation	-	14	14.00
01-196-605-150-362-012	Transp.-Depart.	-	4,368	4,368.00
01-196-605-150-430-012	Supplies & Materials - Instructional	-	2,990	2,990.00
01-200-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	85,835	85,835.00
01-200-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	88,000	88,000.00
01-200-605-150-210-012	F.I.C.A.-Medicare	-	6,565	6,565.00
01-200-605-150-214-012	P.E.R.A.	-	6,600	6,600.00
01-200-605-150-218-012	T.R.A.	-	7,089	7,089.00
01-200-605-150-270-012	Workers Compensation	-	730	730.00
01-200-605-150-280-012	Unemployment Compensation	-	233	233.00
01-200-605-150-362-012	Transp.-Depart.	-	35,430	35,430.00
01-200-605-150-430-012	Supplies & Materials - Instructional	-	13,994	13,994.00
01-332-605-150-185-012	Other Salary Pmts - Licensed/Certified	-	25,179	25,179.00
01-332-605-150-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	7,609	7,609.00
01-332-605-150-210-012	F.I.C.A.-Medicare	-	2,509	2,509.00
01-332-605-150-214-012	P.E.R.A.	-	571	571.00
01-332-605-150-218-012	T.R.A.	-	2,153	2,153.00
01-332-605-150-270-012	Workers Compensation	-	154	154.00
01-332-605-150-362-012	Transp.-Depart.	-	9,216	9,216.00
01-334-605-150-362-012	Transp.-Depart.	-	209	209.00
01-386-605-150-369-012	Entry Fees/Stu. Trav. All.	-	3,465	3,465.00
01-388-605-150-362-012	Transp.-Depart.	-	12,691	12,691.00
01-394-605-150-365-012	Transp. Chargeback	-	1,364	1,364.00
01-394-605-150-369-012	Entry Fees/Stu. Trav. All.	-	963	963.00
<b>Total</b>		<b>\$ -</b>	<b>\$ 813,270</b>	<b>\$ 813,270.00</b>

Procedures to be followed:

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant manager must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2022-2023 school year are to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

\*IMPORTANT\* Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

Distribution:

Original - Board of Education Approval/Fiscal Officer  
Copy - Grant Manager  
Assistant Superintendent/Director  
John Morstad  
Kelly Benusa  
Michelle Larson

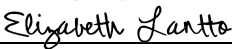

## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information	
Fiscal Year: <u>22-23</u>	Finance Code: <u>163</u>
Grant Title: <u>Extended Summer Learning Programs</u>	Grant Manager: <u>Emily Woolsey</u>
Type of Submission and Amount	
<input checked="" type="checkbox"/> New	Award Amount: \$ <u>200,257.00</u>
<input type="checkbox"/> Amended	Existing Amount: _____ Amended Amount: _____

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	158,905	158,905.00
200 - Employee Benefits	-	-	25,639	25,639.00
300 - Purchased Services	-	-	250	250.00
400 - Supplies and Materials	-	-	8,738	8,738.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	6,725	6,725.00
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,257</b>	<b>\$ 200,257.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	MDE Award	01-005-605-163-400-012	-	200,257	200,257.00
<b>Totals</b>			<b>\$ -</b>	<b>\$ 200,257</b>	<b>\$ 200,257.00</b>

APPROVALS	
DocuSigned by:  Elizabeth Lantto - Business Services Accountant	<u>11/28/2022</u> Date
DocuSigned by:  Bryan Bass - Assistant Superintendent of Equity & Achievement	<u>11/28/2022</u> Date
Board Approved:	

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-005-605-163-895-012	Fed. Indirect Cost Chargeback	-	6,725	6,725.00
01-165-605-163-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	546	546.00
01-165-605-163-210-012	F.I.C.A.-Medicare	-	42	42.00
01-165-605-163-214-012	P.E.R.A.	-	41	41.00
01-165-605-163-270-012	Workers Compensation	-	3	3.00
01-165-605-163-430-012	Supplies & Materials - Instructional	-	93	93.00
01-174-605-163-430-012	Supplies & Materials - Instructional	-	1,340	1,340.00
01-183-605-163-303-012	Federal Contract Under \$25,000	-	250	250.00
01-187-605-163-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	6,649	6,649.00
01-187-605-163-210-012	F.I.C.A.-Medicare	-	499	499.00
01-187-605-163-214-012	P.E.R.A.	-	142	142.00
01-187-605-163-218-012	T.R.A.	-	406	406.00
01-187-605-163-270-012	Workers Compensation	-	31	31.00
01-187-605-163-280-012	Unemployment Compensation	-	8	8.00
01-187-605-163-401-012	Supplies & Material - NonInstructional	-	467	467.00
01-187-605-163-430-012	Supplies & Materials - Instructional	-	451	451.00
01-187-605-163-490-012	Food & Food from Warehouse	-	253	253.00
01-189-605-163-185-012	Other Salary Pmts - Licensed/Certified	-	6,080	6,080.00
01-189-605-163-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	272	272.00
01-189-605-163-210-012	F.I.C.A.-Medicare	-	484	484.00
01-189-605-163-214-012	P.E.R.A.	-	20	20.00
01-189-605-163-218-012	T.R.A.	-	520	520.00
01-189-605-163-270-012	Workers Compensation	-	30	30.00
01-189-605-163-280-012	Unemployment Compensation	-	8	8.00
01-386-605-163-185-012	Other Salary Pmts - Licensed/Certified	-	11,272	11,272.00
01-386-605-163-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	1,490	1,490.00
01-386-605-163-210-012	F.I.C.A.-Medicare	-	977	977.00
01-386-605-163-214-012	P.E.R.A.	-	299	299.00
01-386-605-163-218-012	T.R.A.	-	751	751.00
01-386-605-163-270-012	Workers Compensation	-	60	60.00
01-386-605-163-280-012	Unemployment Compensation	-	15	15.00
01-388-605-163-185-012	Other Salary Pmts - Licensed/Certified	-	25,790	25,790.00
01-388-605-163-210-012	F.I.C.A.-Medicare	-	1,962	1,962.00
01-388-605-163-218-012	T.R.A.	-	1,813	1,813.00
01-388-605-163-270-012	Workers Compensation	-	119	119.00
01-388-605-163-280-012	Unemployment Compensation	-	31	31.00
01-394-605-163-185-012	Other Salary Pmts - Licensed/Certified	-	8,050	8,050.00
01-394-605-163-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	12,740	12,740.00
01-394-605-163-210-012	F.I.C.A.-Medicare	-	1,588	1,588.00
01-394-605-163-214-012	P.E.R.A.	-	655	655.00
01-394-605-163-218-012	T.R.A.	-	1,031	1,031.00
01-394-605-163-270-012	Workers Compensation	-	98	98.00
01-394-605-163-280-012	Unemployment Compensation	-	25	25.00
01-599-210-163-185-012	Other Salary Pmts - Licensed/Certified	-	86,016	86,016.00
01-599-210-163-210-012	F.I.C.A.-Medicare	-	6,571	6,571.00
01-599-210-163-218-012	T.R.A.	-	7,008	7,008.00
01-599-210-163-270-012	Workers Compensation	-	402	402.00
01-599-210-163-401-012	Supplies & Material - NonInstructional	-	1,246	1,246.00
01-599-210-163-430-012	Supplies & Materials - Instructional	-	4,372	4,372.00
01-599-210-163-490-012	Food & Food from Warehouse	-	516	516.00
	<b>Total</b>	<b>\$</b>	<b>\$ 200,257</b>	<b>\$ 200,257.00</b>

Procedures to be followed:

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant manager must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2022-2023 school year are to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

\*IMPORTANT\* Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

Distribution:

Original - Board of Education Approval/Fiscal Officer  
Copy - Grant Manager  
Assistant Superintendent/Director  
John Morstad  
Kelly Benusa  
Michelle Larson

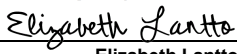

## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year:	22-23	Finance Code:	350, 351, 353
Grant Title:	Nonpublic Pupil Aid	Grant Manager:	Jill Lesne
Type of Submission and Amount			
<input checked="" type="checkbox"/> New	Award Amount: \$	438,509.00	
<input type="checkbox"/> Amended	Existing Amount:		Amended Amount: _____

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	18,864	18,864.00
200 - Employee Benefits	-	-	3,040	3,040.00
300 - Purchased Services	-	-	247,008	247,008.00
400 - Supplies and Materials	-	-	148,716	148,716.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	20,881	20,881.00
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 438,509</b>	<b>\$ 438,509.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	State Aid	04-510-590-350-301-000	-	438,509	438,509.00
Federal			-	-	-
<b>Totals</b>			<b>\$ -</b>	<b>\$ 438,509</b>	<b>\$ 438,509.00</b>

APPROVALS			
DocuSigned by:  Elizabeth Lantto - Business Services Accountant		11/28/2022	
		Date	
 Bryan Bass, Assistant Superintendent of Equity & Achievement		11/28/2022	
		Date	
Board Approved:			

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	Description	Existing Amount	New/Amended Amount	Total Expenditure
04-001-590-350-375-000	School Nurse Contracts < \$25,000	-	59,529	59,529.00
04-001-590-350-401-000	Supplies & Material - NonInstructional	-	250	250.00
04-002-590-350-155-000	Lic. Nursing Service	-	7,848	7,848.00
04-002-590-350-210-000	F.I.C.A.-Medicare	-	600	600.00
04-002-590-350-214-000	P.E.R.A.	-	589	589.00
04-002-590-350-270-000	Workers Compensation	-	55	55.00
04-002-590-350-280-000	Unemployment Compensation	-	8	8.00
04-002-590-350-366-000	Business Travel	-	150	150.00
04-002-590-350-401-000	Supplies & Material - NonInstructional	-	185	185.00
04-003-590-350-375-000	School Nurse Contracts < \$25,000	-	10,733	10,733.00
04-003-590-350-401-000	Supplies & Material - NonInstructional	-	250	250.00
04-007-590-350-155-000	Lic. Nursing Service	-	11,016	11,016.00
04-007-590-350-210-000	F.I.C.A.-Medicare	-	858	858.00
04-007-590-350-214-000	P.E.R.A.	-	841	841.00
04-007-590-350-270-000	Workers Compensation	-	78	78.00
04-007-590-350-280-000	Unemployment Compensation	-	11	11.00
04-007-590-350-366-000	Business Travel	-	150	150.00
04-007-590-350-401-000	Supplies & Material - NonInstructional	-	461	461.00
04-510-590-350-895-000	Fed. Indirect Cost Chargeback	-	4,710	4,710.00
04-799-590-350-401-000	Supplies & Material - NonInstructional	-	590	590.00
04-001-590-351-460-000	Textbooks & Workbooks	-	65,941	65,941.00
04-002-590-351-460-000	Textbooks & Workbooks	-	10,408	10,408.00
04-003-590-351-460-000	Textbooks & Workbooks	-	12,115	12,115.00
04-004-590-351-460-000	Textbooks & Workbooks	-	38,705	38,705.00
04-007-590-351-460-000	Textbooks & Workbooks	-	14,798	14,798.00
04-510-590-351-895-000	Fed. Indirect Cost Chargeback	-	7,289	7,289.00
04-799-590-351-460-000	Textbooks & Workbooks	-	3,822	3,822.00
04-001-590-353-305-000	Consulting Fees/Fees Services	-	123,095	123,095.00
04-002-590-353-305-000	Consulting Fees/Fees Services	-	11,326	11,326.00
04-004-590-353-305-000	Consulting Fees/Fees Services	-	32,487	32,487.00
04-007-590-353-305-000	Consulting Fees/Fees Services	-	9,538	9,538.00
04-510-590-353-895-000	Fed. Indirect Cost Chargeback	-	8,882	8,882.00
04-799-590-353-401-000	Supplies & Material - NonInstructional	-	1,191	1,191.00
	<b>Total</b>	<b>\$ -</b>	<b>\$ 438,509</b>	<b>\$ 438,509.00</b>

**Procedures to be followed:**

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant manager must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2022-2023 school year is to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022 2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

**\*IMPORTANT\*** Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

**Distribution:**

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 Copy - Grant Manager  
 Assistant Superintendent/Director  
 John Morstad  
 Kelly Benusa  
 Michelle Larson

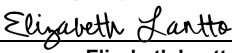
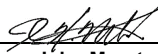
## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year:	22-23	Finance Code:	399
Grant Title:	Cedar Island School Safety Grant	Grant Manager:	Dave Moredock
Type of Submission and Amount			
<input checked="" type="checkbox"/> New	Award Amount: \$	36,419.00	
<input type="checkbox"/> Amended	Existing Amount:		Amended Amount: _____

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	-	-
500 - Capital Expenditures	-	-	36,419	36,419.00
Other Expenses	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,419</b>	<b>\$ 36,419.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	MDE	01-182-813-399-370-000	-	36,419	36,419.00
Federal			-	-	-
<b>Totals</b>			<b>\$ -</b>	<b>\$ 36,419</b>	<b>\$ 36,419.00</b>

APPROVALS	
<p>DocuSigned by:                        Elizabeth Lantto - Business Services Accountant</p>	<p>12/2/2022                      _____                      Date</p>
<p>DocuSigned by:                        John Moredock - Executive Director, Finance and Operations</p>	<p>12/2/2022                      _____                      Date</p>
<p><b>Board Approved:</b></p>	

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-182-813-399-555-000	Non-Instructional Technoldy Hardware	-	36,419	36,419.00
<b>Total</b>		<b>\$ -</b>	<b>\$ 36,419</b>	<b>\$ 36,419.00</b>

Procedures to be followed:

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant coordinator must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2022-2023 school year are to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

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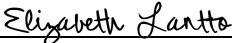
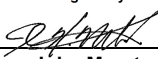
## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year: <u>22-23</u>	Finance Code: <u>399</u>		
Grant Title: <u>Garden City School Safety Grant</u>	Grant Manager: <u>Dave Moredock</u>		
Type of Submission and Amount			
<input checked="" type="checkbox"/> New	Award Amount: \$ <u>47,547.00</u>		
<input type="checkbox"/> Amended	Existing Amount: _____		Amended Amount: _____

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	-	-
500 - Capital Expenditures	-	-	47,547	47,547.00
Other Expenses	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,547</b>	<b>\$ 47,547.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	MDE	01-175-813-399-370-000	-	47,547	47,547.00
Federal			-	-	-
<b>Totals</b>			<b>\$ -</b>	<b>\$ 47,547</b>	<b>\$ 47,547.00</b>

APPROVALS	
DocuSigned by:  Elizabeth Lantto - Business Services Accountant	<u>12/2/2022</u> Date
 John Morstad - Executive Director, Finance and Operations	<u>12/2/2022</u> Date
<b>Board Approved:</b>	

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-175-813-399-555-000	Non-Instructional Technology Hardware	-	47,547	47,547.00
<b>Total</b>		<b>\$ -</b>	<b>\$ 47,547</b>	<b>\$ 47,547.00</b>

**Procedures to be followed:**

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- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
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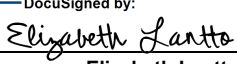
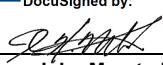
## GRANT AUTHORIZATION FORM

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Grant Information			
Fiscal Year: <u>22-23</u>	Finance Code: <u>399</u>		
Grant Title: <u>Osseo Middle School Safety Grant</u>	Grant Manager: <u>Dave Moredock</u>		
Type of Submission and Amount			
<input checked="" type="checkbox"/> New	Award Amount: \$ <u>152,003.00</u>		
<input type="checkbox"/> Amended	Existing Amount: _____		Amended Amount: _____

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	33,339	33,339.00
400 - Supplies and Materials	-	-	-	-
500 - Capital Expenditures	-	-	110,464	110,464.00
Other Expenses	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143,803</b>	<b>\$ 143,803.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	MDE	01-334-813-399-370-000	-	143,803	143,803.00
Federal			-	-	-
<b>Totals</b>			<b>\$ -</b>	<b>\$ 143,803</b>	<b>\$ 143,803.00</b>

APPROVALS	
DocuSigned by:  Elizabeth Lantto - Business Services Accountant	<u>12/2/2022</u> Date
DocuSigned by:  John Moredock - Executive Director, Finance and Operations	<u>12/2/2022</u> Date
<b>Board Approved:</b>	

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-334-813-399-305-000	Consulting Fees/Fees Serv.	-	33,339	33,339.00
01-334-813-399-555-000	Non-Instructional Technology Hardware	-	110,464	110,464.00
<b>Total</b>		<b>\$ -</b>	<b>\$ 143,803</b>	<b>\$ 143,803.00</b>

Procedures to be followed:

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant coordinator must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) **Cut-off Dates:** Orders against the 2022-2023 school year are to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

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## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

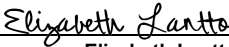
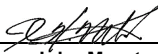
Grant Information			
Fiscal Year:	22-23	Finance Code:	399
Grant Title:	Rice Lake School Safety Grant	Grant Manager:	Dave Moredock

Type of Submission and Amount			
<input checked="" type="checkbox"/>	New	Award Amount: \$	65,680.00
<input type="checkbox"/>	Amended	Existing Amount:	Amended Amount:

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-	-	-
200 - Employee Benefits	-	-	-	-
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	-	-
500 - Capital Expenditures	-	-	65,680	65,680.00
Other Expenses	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,680</b>	<b>\$ 65,680.00</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	MDE	01-185-813-399-370-000	-	65,680	65,680.00
Federal			-	-	-
<b>Totals</b>			<b>\$ -</b>	<b>\$ 65,680</b>	<b>\$ 65,680.00</b>

APPROVALS	
<p>DocuSigned by:                        Elizabeth Lantto - Business Services Accountant</p> <p>                      John Moredock - Executive Director, Finance and Operations</p>	<p>12/2/2022 Date</p> <p>12/2/2022 Date</p>
Board Approved:	

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	Description	Existing Amount	New/Amended Amount	Total Expenditure
01-185-813-399-555-000	Non-Instructional Tech Devices	-	65,680	65,680.00
<b>Total</b>		<b>\$ -</b>	<b>\$ 65,680</b>	<b>\$ 65,680.00</b>

Procedures to be followed:

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant coordinator must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2022-2023 school year are to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.  
  
\*IMPORTANT\* Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

Distribution:

Original - Board of Education Approval/Fiscal Officer  
 Grant Manager  
 Copy - Assistant Superintendent/Executive Director  
 John Morstad  
 Kelly Benusa  
 Michelle Larson

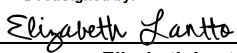
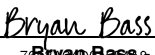
## GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year: <u>22-23</u>	Finance Code: <u>442</u>		
Grant Title: <u>Title III Immigrant Children &amp; Youth</u>	Grant Manager: <u>Kiersten Nicholson</u>		
Type of Submission and Amount			
<input checked="" type="checkbox"/> New	Award Amount: \$ <u>5,328.00</u>		
<input type="checkbox"/> Amended	Existing Amount: _____ Amended Amount: _____		

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and wages	-	-		-
200 - Employee Benefits	-	-		-
300 - Purchased Services	-	-		-
400 - Supplies and Materials	-	-		-
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	MDE Award	01-006-205-442-400-012	-	5,328	5,328.00
<b>Totals</b>			<b>\$ -</b>	<b>\$ 5,328</b>	<b>\$ 5,328.00</b>

APPROVALS	
DocuSigned by:  _____ Elizabeth Lantto - Business Services Accountant	<u>11/28/2022</u> _____ Date
DocuSigned by:  _____ Bryan Bass - Assistant Superintendent of Equity & Achievement	<u>11/28/2022</u> _____ Date
<b>Board Approved:</b>	

<b>Expenditure Budget Detail</b>				
The following are expenditures to be incurred under this grant.				
<b>Account Code</b>	<b>Description</b>	<b>Existing Amount</b>	<b>New/Amended Amount</b>	<b>Total Expenditure</b>
01-006-205-442-185-012	Other Salary Pmts - Licensed/Certified	-	994	994.00
01-006-205-442-186-012	Other Salary Pmts - NonLicensed/NonCertified	-	3,597	3,597.00
01-002-205-442-210-012	F.I.C.A.-Medicare	-	351	351.00
01-006-205-442-214-012	P.E.R.A.	-	218	218.00
01-006-205-442-218-012	T.R.A.	-	144	144.00
01-002-205-442-270-012	Workers Compensation	-	22	22.00
01-006-205-442-280-012	Unemployment Compensation	-	2	2.00
	<b>Total</b>	<b>\$ -</b>	<b>\$ 5,328</b>	<b>\$ 5,328.00</b>

**Procedures to be followed:**

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant manager must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A BA 9 Voucher Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2022-2023 school year is to be issued after July 1, 2022. Expenditures eligible for reimbursement for the 2022-2023 fiscal year are those dated July 1, 2022 or after, for which the goods/services and invoice have been received and processed by June 30, 2023.

\*IMPORTANT\* Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2023. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.

**Distribution:**

Original - Board of Education Approval/Fiscal Officer  
 Copy - Grant Manager  
 Assistant Superintendent/Director  
 John Morstad  
 Kelly Benusa  
 Michelle Larson

**TO:** Cory McIntyre, Superintendent  
**FROM:** Kate Emmons  
**SUBJECT:** Contract for ProCare Therapy to provide nursing staff to fill District Vacancies  
**DATE:** December 8, 2022

**Recommendation**

The Student Services department recommends School Board approval of a contract with ProCare Therapy, for the purpose of providing RN's, LPN's and CMA's to provide daily nursing services to students with acute and chronic health care needs at buildings with nurse vacancies. The financial obligation will not exceed \$289,144.50. This amended contract will replace an existing contract amount of \$70,154.50 with ProCare. Funding for these services comes from the District.

**Background**

There are multiple vacancies in health offices within the district that we have been unable to fill through traditional job postings.

**Timeline/Next Steps**

Following contract approval by the school board, the agency will begin providing health services staff for the 2022-2023 school year when requested by district personnel.

Independent School District 279  
Osseo Area Schools

**CONTRACT FOR SERVICES**  
2022-2023 School Year

This contract is by and between Independent School District 279, Osseo Area Schools (herein after referred to as the DISTRICT) and ProCare Therapy (herein after referred to as CONTRACTOR), for nursing services.

Now therefore, the parties agree as follows:

1. The term of the Contract is date of execution through 6/9/2023
2. Independent Contractor:
  - a. CONTRACTOR is an independent contractor and shall in no sense be considered an employee or agent of the DISTRICT;
  - b. Nothing in this Contract shall be construed to imply a joint venture partnership, or principal-agent relationship between the parties. Neither party shall have any right, power or authority to act or create any obligation on behalf of the other party.
3. The CONTRACTOR shall:
  - a. Provide Registered Nurse (RN), Licensed Practical Nurse (LPN) and Certified Medical Assistant (CMA) staff to fill in for staff vacancy within the DISTRICT;
  - b. Keep accurate records of the actual time expended in performing the services hereunder. Invoices shall show the actual time expended by CONTRACTOR;
  - c. Agree to abide by the provisions of the Standard Assurances attached hereto as Attachment A;
  - d. Submit invoices to the District Contract Monitor for approval prior to payment.
4. The DISTRICT shall:
  - a. Compensate CONTRACTOR at the rate of \$85.00 per hour for RN's, \$70.00 per hour for LPNs and \$62.00 per hour for CMA's; total financial expenditure for the life of this contract shall not exceed ~~\$70,154.50~~; \$289,144.50 <sup>12/8/2022</sup>
  - b. Make payments within thirty days after CONTRACTOR's presentation of invoice for services performed to the satisfaction of the Superintendent or Authorized Agent;
  - c. Reserve the right to cancel scheduled staff on the day scheduled without financial obligation, in the event of an emergency such as weather-related school closing.
5. Performance Warranties.

CONTRACTOR warrants that it has the knowledge, expertise and resources to furnish the Services described herein and that the Services will be furnished in a manner consistent with industry standards.
6. Conditions of payment:
  - a. All services provided under this Contract shall be performed to the satisfaction of the Superintendent of Schools or his authorized agent and no payment shall be made for any portion of services not performed in a satisfactory manner;
  - b. No payment shall be made under this Contract for any services performed in a manner contrary to any provision contained herein or a manner inconsistent with federal, state or local law, rule or regulation;
7. Cancellation.

This Contract may be canceled by the DISTRICT or CONTRACTOR at any time, with or without cause upon thirty days' notice to the other party. In the event of such cancellation, CONTRACTOR shall be entitled to any payment due, determined on a pro rata basis, for work or services satisfactorily performed up to the time of the notice of cancellation. CONTRACTOR shall cease to perform services under this Contract upon receipt of notice of cancellation from the DISTRICT.

Independent School District 279  
Osseo Area Schools

8. Indemnification and Insurance.

Unless waived by the DISTRICT in writing, the following provisions apply. The DISTRICT may waive any of the provisions in this paragraph only in cases where CONTRACTOR provides services of a limited nature such as a one-time workshop or training.

- a. Except as provided otherwise expressly in writing, CONTRACTOR and the DISTRICT each shall be responsible for its own legal representation and costs;
- b. CONTRACTOR agrees to indemnify the DISTRICT and its agents against any and all claims or other forms of liability arising out of CONTRACTOR's acts or omissions in the performance of services to the DISTRICT or the DISTRICT's students or staff;
- c. CONTRACTOR shall at its own expense maintain comprehensive general liability insurance covering claims that arise out of its acts and operations in providing services under this Contract. At a minimum, CONTRACTOR shall provide insurance coverage at limits established for a municipal corporation by Minn. Stat. § 466.04, subd. 1. The CONTRACTOR's coverage must include Director's and Officer's Errors and Omissions coverage and workers' compensation coverage. If the CONTRACTOR provides professional services, it shall include professional liability coverage as a part of its general liability coverage. If the CONTRACTOR provides transportation services, CONTRACTOR must provide automobile coverage as part of its general liability coverage;
- d. CONTRACTOR shall provide a Certificate of Insurance evidencing the required coverage if it is requested by the DISTRICT;
- e. If CONTRACTOR provides services to students directly without supervision by licensed District staff, CONTRACTOR shall administer criminal background checks and provide to the DISTRICT records of any conviction of a crime listed in Minn. Stat. § 299C.61, subd. 4.
- f. Neither party shall be liable to the other whatsoever for any special, consequential, indirect, exemplary or punitive damages, including any damages on account of lost profits, lost data, loss of use of data, or lost opportunity, whether or not placed on notice of any such alleged damages and regardless of the form of action in which such damages may be sought. The fees and billings due under this agreement are not considered special damages or lost profits and shall not be limited by these provisions.


9. Assignment and Subcontracting.

CONTRACTOR shall neither assign nor transfer any rights or obligations under this Contract without the prior written consent of the DISTRICT.

CONTRACTOR, by signing, warrants that s/he has reviewed and agrees to all terms incorporated in this Contract and is authorized by law to execute this Contract, intending to be legally bound thereon.

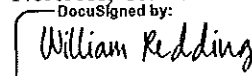
APPROVED:

ISD 279/Osseo Area Schools  
Educational Service Center  
11200 93<sup>rd</sup> Avenue North  
Maple Grove, MN 55369

  
\_\_\_\_\_  
John Morstad  
Executive Director, Finance and Operations  
10/27/2022

Date

ProCare Therapy  
5550 Peachtree Pkwy  
Norcross, GA 30092

DocuSigned by:  
  
\_\_\_\_\_  
William Redding  
Division Director  
10/17/2022

Date

Independent School District 279  
Osseo Area Schools

**ATTACHMENT A**

**RECORDS DISCLOSURE AND RETENTION**

CONTRACTOR's books, records, documents, papers, accounting procedures and practices, and other evidence relevant to this Contract are subject to the examination, duplication, transcriptions and audit by the Osseo Area Schools and the Minnesota State Auditor, in accordance with Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. CONTRACTOR agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer is any audit in progress requires a longer retention period.

**DATA PRACTICES COMPLIANCE**

CONTRACTOR shall administer any information classified by the Minnesota Government Data Practices Act, Minn. Stat. ch. 13, as private data on individuals as if CONTRACTOR were a government entity. CONTRACTOR is subject to the remedies provided individual data subjects in Minn. Stat. 13.08.

**NON-DISCRIMINATION**

During the performance of this Contract, CONTRACTOR shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, national origin, disability, age, marital status, public assistance status or citizenship status. CONTRACTOR will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination. Such action shall include, but not be limited to the following: hiring, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. If required to do so, CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices that set forth the provisions of this nondiscrimination clause.

This Contract may be canceled or terminated by the ISD 279, Osseo Area Schools and all money due or to become due may be forfeited in accordance with Minn. Stat. § 181.59 upon a second violation of this provision by CONTRACTOR.

**Personnel – Tuesday, December 13, 2022****Licensed Personnel****Resignation**

ADD Cory McIntyre, Superintendent, ESC, full-time, employment date 7/1/19, effective 6/30/23

**Leaves of Absence**

Emily Aanerud-Degroy, Grade 1, Weaver, full-time, effective 11/28/22

Sarah Hazledine, Grade 5, Palmer Lake, full-time, effective 11/24/22

Lisa Luke, Willow Lane, Occupational Therapy, full-time, effective 11/22/22

Camra Sveiven-Dick, Maple Grove Senior, Resource, full-time, effective 11/28/22

Taylor Trapp, Park Center Senior, Math, full-time, effective 11/22/22

ADD Noah Dahle, Zanewod, Counselor, full-time, effective 12/5/22

ADD Jacob Fimon, Osseo Middle, Social Studies, full-time, effective 12/5/22

ADD Mikayla Olson, Birch Grove, Grade 3, full-time, effective 12/2/22

**Returning from Leave**

Alexander Dick, Maple Grove Senior, Social Studies, full-time, effective 11/28/22

Mark Irvin, Woodland, Grade 5, full-time, effective 11/28/22

Rachel Lund, Garden City, Counselor, full-time, effective 12/5/22

Jackie Pieper, Park Center Senior, Special Education, effective 11/28/22

Christina Saugstad, Basswood, Grade 5, full-time, effective 11/28/22

Victoria Schaepe, Osseo Senior, Math, part-time, effective 12/5/22

ADD Hannah Kassabian, Willow Lane, Special Education, full-time, effective 12/5/22

ADD Jeanne Kivi, Fair Oaks, Kindergarten, full-time, effective 12/5/22

ADD Kristi Lahtinen, Weaver Lake, Grade 3, part-time, effective 12/12/22

**Employment**

Jeffrey Chhay, Maple Grove Middle, Special Education, full-time, effective 12/19/22

Katie Gammelgaard, Osseo Senior, English, full-time, effective 11/21/22

Gianna Imperatrice, ABR-ECFE, ECFE Hourly Teacher, part-time, .7 FTE, effective 12/5/22

Jennifer Piskel, Zanewood, Special Education, full-time, effective 11/28/22

Sharon Poppendeck, Maple Grove Senior, Special Education, full-time, temporary, effective 12/1/22

Jacob Wieneke, Maple Grove Senior, Phy Ed, full-time, temporary, effective 12/5/22

ADD Mary Ness, Maple Grove Middle, Special Education, full-time, effective 12/12/22

**Positions Ending**

Douglas Anderson, Osseo Middle, Special Education, full-time, temporary, effective 1/6/23

MaKayla Paulson, Garden City, Elementary Counselor, full-time, temporary, effective 12/2/22

**Personnel – Tuesday, December 13, 2022****Nonlicensed Personnel****Retirements**

- ADD Carol Harff-Osada, ESC, Bus ESP, part-time, employment date 4/8/98, effective 12/21/22  
 ADD Troy Moseng, Brooklyn Middle, Building Operations Supervisor, full-time, employment date 12/4/95, effective 1/6/23

**Resignations**

- Stefani Hebert, Weaver Lake, Special Ed ESP, part-time, employment date 9/8/21, effective 12/1/22  
 Nyapal Malou, Maple Grove Middle, Special Ed ESP, part-time, employment date 9/8/22, effective 11/16/22  
 Cindy McGowan, Weaver Lake, Special Ed ESP, part-time, employment date 9/30/13, effective 9/18/22  
 Linda Mitchell, Weaver Lake, School Nutrition Assistant, part-time, employment date 9/6/22, effective 11/23/22  
 Nilda Sanchez Vega, Maple Grove Senior, School Nutrition Assistant, part-time, employment date 4/4/22, effective 9/27/22  
 Nicholas Vue, ESC, Info Tech ESP, part-time, employment date 1/26/22, effective 12/9/22  
 ADD Mohammad Islam, OEC, Clerical ESP, part-time, employment date 9/26/22, effective 12/14/22  
 ADD Ashley Knight, Weaver Lake, Special Ed ESP, part-time, employment date 9/6/22, effective 12/7/22  
 ADD Holli Richgels, Palmer Lake, Elementary School Administrative Assistant – AESP IV-A, full-time, employment date 8/24/22, effective 12/1/22  
 ADD Jammo Terry, Palmer Lake, Special Ed ESP, part-time, employment date 11/14/22, effective 11/14/22

**Leaves of Absence**

- Mariam Abbas, Willow Lane, ESP, part-time, effective 11/21/22  
 Linda Ahlmann, Basswood, Four Star ESP, effective 11/17/22  
 Carolyn Jenson, Arbor View, ECFE ESP, part-time, effective 11/21/22  
 Nicole Tykwinski, Osseo Senior, Custodian, full-time, effective 11/21/22  
 Thomas Weckman, Maple Grove Senior, Parking/Hall Monitor ESP, part-time, effective 11/14/22  
 Kim Whiting, Weaver Lake, Kidstop Instructor, full-time, effective 11/22/22  
 ADD Alaura Hansen, Cedar Island, Special Ed ESP, part-time, effective 12/9/22  
 ADD Carrie Elmes, Osseo Middle, Middle School Office Administrative Assistant - AESP II-A, full-time, effective 1/3/23  
 ADD Katherine Lewis, Willow Lane, Early Childhood Special Ed ESP, part-time, effective 12/8/22  
 ADD Melissa Moberg, Woodland, EL ESP, part-time, effective 12/7/22

**Returning from Leave**

- Jared Peloquin, Park Center Senior, Custodian, full-time, effective 12/5/22  
 Ryan Seibert, ESC, Info Tech/Special Ed ESP, part-time, effective 11/30/22  
 Thomas Weckman, Maple Grove Senior, Parking/Hall Monitor ESP, part-time, effective 11/30/22  
 ADD Mariam Abbas, Willow Lane, Early Childhood Special Ed ESP, part-time, effective 12/9/22  
 ADD Zailiha Shahmad, Rush Creek, Special Ed/Clerical ESP, part-time, effective 12/5/22  
 ADD Connie Thomas, ESC, Community Education Manager,, full-time, effective 12/12/22

**Employment**

- Eva Bailey, Maple Grove Middle, Due Process/Special Ed, part-time, effective 11/29/22  
 Anna Buechler, Weaver Lake, Special Ed ESP, part-time, effective 12/5/22  
 Jahyia Gaston, Osseo Senior, Instructional ESP, part-time, effective 12/5/22

**Personnel – Tuesday, December 13, 2022***Employment, continued*

- Kurt Gregg, ESC, Info Tech ESP, part-time, effective 11/30/22  
Karrie Haedtke, Maple Grove Senior, Hall Monitor ESP, part-time, effective 12/5/22  
Kelsey Jonason, Palmer Lake, Special Ed ESP, part-time, effective 12/5/22  
Pamela Ly, Park Center Senior, Clerical ESP, part-time, effective 11/29/22  
Paul Phang, Park Brook, Instructional/Clerical ESP, part-time, effective 11/28/22  
Jennifer Rodriguez Martinez, EL ESP, Brooklyn Middle, part-time, effective 12/5/22  
ADD Cristian Cortes, ESC, Grounds/Ice Arena Person, full-time, effective 12/5/22  
ADD Shamari Coley, Brooklyn Middle, Instructional ESP, part-time, effective 12/7/22  
ADD Sandra Gubrud, Maple Grove Senior, School Nutrition Assistant, part-time, effective 12/12/22  
ADD Abigail Imholte, Osseo Middle, Special Ed ESP, part-time, effective 12/19/22  
ADD Barbara Northenscold, Edinbrook, School Nutrition Assistant, part-time, effective 12/6/22  
ADD Andrew Phenow, ESC, Grounds Person, full-time, effective 12/12/22

**Change of Status**

- Sarah Ely, Maple Grove Middle, School Nutrition Assistant, part-time to Osseo Middle, Assistant School Nutrition Manager, full-time, effective 12/5/22  
Lisa Hunter Donaldson, Park Center Senior, Clerical ESP, part-time to AESP Counseling Office Administrative Assistant, full-time, effective 11/29/22  
Karen Venturella, 279Online, AESP Administrative Assistant, full-time to OALC, effective 12/2/22  
ADD Heather Blankenship, ESC, Human Resources Generalist to Human Resources Business Partner, full-time, effective 12/5/22  
ADD Sarah Malget, ESC, Human Resources Generalist to Human Resources Business Partner, full-time, effective 12/5/22  
ADD Gail Pfluger, ESC, Human Resources Generalist to Human Resources Business Partner, full-time, effective 12/5/22  
ADD Anita Yang, ESC, Human Resources Generalist to Human Resources Business Partner, full-time, effective 12/5/22

**Positions Ending**

- Lisa Grant, Rush Creek, Four Star ESP, part-time, temporary, effective 11/17/22

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# OSSEO AREA SCHOOLS



## ADMINISTRATIVE SERVICES MEMORANDUM

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**TO:** Cory McIntyre, Superintendent  
**FROM:** John Morstad, Executive Director of Finance and Operations  
Kelly Benusa, Director of Business Services  
**SUBJECT:** Lease with American Capital  
**DATE:** December 13, 2022

### **Recommendation**

We recommend that the school board approve the attached ten-year capital lease with American Capital to fund LED lighting equipment, which will be paid for with guaranteed cost utility savings. These budget amounts will be adjusted in the FY 2023 General Fund budget adjustments. The lease has an effective interest rate of 4.83%. The items funded by this lease were approved in the consent agenda of the school board meeting at the November 22, 2022.

### **Background**

The district has utilized capital leases to fund capital projects such as computers, copiers and custodial/maintenance equipment in previous years. When interest rates are favorable, it is an effective means to extend available capital dollars. The previous capital lease with U.S. Bank had an interest rate of 1.77% and was approved by the school board March 22, 2022 for three years. The first payment on this new lease will be included in the FY 2023 General Budget.

December 1, 2022

**PLEASE RETURN ALL ORIGINAL SIGNED DOCUMENTS TO THE ADDRESS ABOVE.**

Mr. John Morstad  
Independent School District No. 279  
11200 93<sup>rd</sup> Avenue North  
Maple Grove, MN 55369

**PLEASE PRINT SINGLE SIDED!**

Dear Mr. Morstad:

Thank you for choosing American Capital; we are pleased to support your leasing needs. Please find the following enclosed documentation for your review and completion.

Only the person with Signing Authority should execute the documents. For verification of original documents, please execute in blue ink. Upon closing, a fully executed set will be returned to you for your files.

**For your convenience, we have listed the documentation that we require:**

- 1) **1<sup>st</sup> Payment Invoice** – Payable to US Bancorp Government Leasing & Finance, Inc. Please send the check to the address listed on the invoice
- 2) **Master Tax-Exempt Lease/Purchase Agreement** - the authorized person must sign on page 6 where indicated. An attest signature is also required.
- 3) **Addendum** – the authorized person signs where indicated. An attest signature is required.
- 4) **Property Schedule No. 1** - the authorized person must sign on page 2 where indicated. An attest signature is also required.
- 5) **Exhibit 1** – complete the property location and the authorized person signs at the bottom.
- 6) **Exhibit A** – for review only; no signature required
- 7) **Exhibit 2** – Lessee’s Counsel’s Opinion – To be provided on the letterhead of Lessee’s counsel
- 8) **Exhibit 3** – enter the title of the person signing the documents at the top and the authorized person signs at the bottom.
- 9) **Incumbency Certificate** – the name/title and signature of the person signing the documents goes in the blanks. Signed at the bottom by the Board Secretary/Clerk.
- 10) **Exhibit 6** – Check the Bank Qualified option and the authorized person must sign at the bottom where indicated.
- 11) **Request for Certificate of Insurance** – complete the insurance information in first box, authorized signer signs in the second box where indicated and please forward a copy to the insurance agent.
- 12) **Notification of Tax Treatment** – the authorized person must sign where indicated. **Please provide your active exemption certificate.**
- 13) **Escrow Agreement with Exhibit 1 & 2** - the authorized person must sign on page 4 & 5 where indicated.
- 14) **Exhibit 3 – Requisition Request** – to be completed and signed when there are vendor invoices to pay.
- 15) **Exhibit 4 – Final Acceptance Certificate** – to be signed when we have the final vendor invoice to pay.
- 16) **Exhibit 5-** authorized signer along with the person(s) who is authorized to release funds from the escrow account, print and sign their name and print phone number.
- 17) **Exhibit 6 – Optional** – please read, complete and sign if applicable.
- 18) **Notice and Acknowledgment** - the authorized person must sign at the bottom where indicated.
- 19) **W-9** – Please have authorized person complete, sign and date.
- 20) **Credit Application** – Authorized person must sign & date.

An **IRS Form 8038-G** will be required for this transaction. Please sign and date the enclosed form and return the original. A copy will be returned to you after filing.

Thank you for your prompt attention in this matter. If you have any questions, please do not hesitate to call.

Suzanne Otto  
630-512-0066 x 130  
[sotto@amcapfinance.com](mailto:sotto@amcapfinance.com)



Government Leasing and Finance, Inc.

**FIRST PAYMENT INVOICE**

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

SCHEDULE NUMBER: 077-TBD

DUE DATE: December 20, 2022

CREATE DATE: November 16, 2022

AMOUNT DUE: \$337,818.69

Independent School District 279  
11200 93rd Avenue North  
Maple Grove, MN 55369  
Attention: Accounts Payable Dept.  
Customer Phone Number: 763.391.7022

U.S. Bancorp Government Leasing and Finance, Inc.  
P.O. Box 959067  
1005 Convention Plaza  
St. Louis, MO 63101-9067

**PLEASE RETAIN THIS PORTION FOR YOUR RECORDS**

**ALL PAYMENTS MUST BE SENT TO THIS ADDRESS:**

**U.S. BANCORP GOVERNMENT LEASING AND FINANCE, INC.  
PO BOX 959067  
1005 CONVENTION PLAZA  
ST. LOUIS, MO 63101**

U.S. Bancorp Government Leasing and Finance, Inc.  
P.O. Box 959067  
1005 Convention Plaza  
St. Louis, MO 63101-9067

ACCOUNT: 077-TBD  
AMOUNT DUE: \$337,818.69  
DUE DATE: December 20, 2022  
CREATE DATE: November 16, 2022

QUESTIONS? PLEASE CALL (503.603.2843)

**INVOICE SUMMARY**

Current Charges	\$337,818.69
Total Due	\$337,818.69

**TOTAL AMOUNT DUE THIS INVOICE MUST BE PAID FOR FUNDING TO OCCUR**

# Master Tax-Exempt Lease/Purchase Agreement

Between: American Capital Financial Services, Inc. (the "Lessor")  
2015 Ogden Avenue #400  
Lisle, Illinois 60532

And: Independent School District 279 (the "Lessee")  
11200 93rd Avenue North  
Maple Grove, MN 55369  
Attention: Kelly Benusa  
Telephone: 763.391.7022

Dated: December 20, 2022

## ARTICLE I DEFINITIONS

The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"**Agreement**" means this Master Tax-Exempt Lease/Purchase Agreement, including all exhibits and schedules attached hereto.

"**Code**" is defined in Section 3.01(f).

"**Commencement Date**" is the date when the term of a Property Schedule and Lessee's obligation to pay rent thereunder commences, which date shall be set forth in such Property Schedule.

"**Event of Default**" is defined in Section 13.01.

"**Lease Payments**" means the Lease Payments payable by Lessee under Article VI of this Agreement and each Property Schedule, as set forth in each Property Schedule.

"**Lease Payment Dates**" means the Lease Payment dates for the Lease Payments as set forth in each Property Schedule.

"**Lease Term**" means, with respect to a Property Schedule, the Original Term and all Renewal Terms. The Lease Term for each Property Schedule executed hereunder shall be set forth in such Property Schedule, as provided in Section 4.02.

"**Lessee**" means the entity identified as such in the first paragraph hereof, and its permitted successors and assigns.

"**Lessor**" means the entity identified as such in the first paragraph hereof, and its successors and assigns.

"**Nonappropriation Event**" is defined in Section 6.06.

"**Original Term**" means, with respect to a Property Schedule, the period from the Commencement Date until the end of the budget year of Lessee in effect at the Commencement Date.

"**Property**" means, collectively, the property lease/purchased pursuant to this Agreement, and with respect to each Property Schedule, the property described in such Property Schedule, and all replacements, repairs, restorations, modifications and improvements thereof or thereto made pursuant to Section 8.01 or Article IX.

"**Property Schedule**" means a Property Schedule in the form attached hereto for Property Schedule 1. Subsequent Property Schedules pursuant to this Agreement shall be numbered consecutively, beginning with Property Schedule 2.

"**Purchase Price**" means the amount that Lessee may, in its discretion, pay to Lessor to purchase the Property under a Property Schedule, as provided in Section 11.01 and as set forth in the Property Schedule.

"**Renewal Terms**" means the renewal terms of a Property Schedule, each having a duration of one year and a term coextensive with Lessee's budget year.

"**State**" means the state where Lessee is located.

"**Vendor**" means the manufacturer or contractor of the Property as well as the agents or dealers of the manufacturer or contractor from whom Lessor or Lessee purchased or is purchasing all or any portion of the Property.

## ARTICLE II

**2.01 Property Schedules Separate Financings.** Each Property Schedule executed and delivered under this Agreement shall be a separate financing, distinct from other Property Schedules. Without limiting the foregoing, upon the occurrence of an Event of Default or a Nonappropriation Event with respect to a Property Schedule, Lessor shall have the rights and remedies specified herein with respect to the Property financed and the Lease Payments payable under such Property Schedule, and except as expressly provided in Section 12.02 below, Lessor shall have no rights or remedies with respect to Property financed or Lease Payments payable under any other Property Schedules unless an Event of Default or Nonappropriation Event has also occurred under such other Property Schedules.

## ARTICLE III

**3.01 Covenants of Lessee.** As of the Commencement Date for each Property Schedule executed and delivered hereunder, Lessee shall be deemed to represent, covenant and warrant for the benefit of Lessor as follows:

- (a) Lessee is a public body corporate and politic duly organized and existing under the constitution and laws of the State with full power and authority to enter into this Agreement and the Property Schedule and the transactions contemplated thereby and to perform all of its obligations thereunder.
- (b) Lessee will do or cause to be done all things necessary to preserve and keep in full force and effect its existence as a body corporate and politic. To the extent Lessee should merge with another entity under the laws of the State, Lessee agrees that as a condition to such merger it will require that the remaining or resulting entity shall be assigned Lessee's rights and shall assume Lessee's obligations hereunder.
- (c) Lessee has been duly authorized to execute and deliver this Agreement and the Property Schedule by proper action by its governing body, or by other appropriate official approval, and all requirements have been met and procedures have occurred in order to ensure the validity and enforceability of this Agreement and the Property Schedule, and Lessee has complied with such public bidding requirements as may be applicable to this Agreement and the

Property Schedule and the acquisition by Lessee of the Property thereunder. On or before the Commencement Date for the Property Schedule, Lessee shall cause to be delivered an opinion of counsel in substantially the form attached to the form of the Property Schedule as Exhibit 2.

- (d) During the Lease Term for the Property Schedule, the Property thereunder will perform and will be used by Lessee only for the purpose of performing essential governmental uses and public functions within the permissible scope of Lessee's authority.
- (e) Lessee will provide Lessor with current financial statements, budgets and proof of appropriation for the ensuing budget year and other financial information relating to the ability of Lessee to continue this Agreement and the Property Schedule in such form and containing such information as may be requested by Lessor.
- (f) Lessee will comply with all applicable provisions of the Internal Revenue Code of 1986, as amended (the "Code"), including Sections 103 and 148 thereof, and the regulations of the Treasury Department thereunder, from time to time proposed or in effect, in order to maintain the excludability from gross income for federal income tax purposes of the interest component of Lease Payments under the Property Schedule and will not use or permit the use of the Property in such a manner as to cause a Property Schedule to be a "private activity bond" under Section 141(a) of the Code. Lessee covenants and agrees that it will use the proceeds of the Property Schedule as soon as practicable and with all reasonable dispatch for the purpose for which the Property Schedule has been entered into, and that no part of the proceeds of the Property Schedule shall be invested in any securities, obligations or other investments except for the temporary period pending such use nor used, at any time, directly or indirectly, in a manner which, if such use had been reasonably anticipated on the date of issuance of the Agreement, would have caused any portion of the Property Schedule to be or become "arbitrage bonds" within the meaning of Section 103(b)(2) or Section 148 of the Code and the regulations of the Treasury Department thereunder proposed or in effect at the time of such use and applicable to obligations issued on the date of issuance of the Property Schedule.
- (g) The execution, delivery and performance of this Agreement and the Property Schedule and compliance with the provisions hereof and thereof by Lessee does not conflict with or result in a violation or breach or constitute a default under, any resolution, bond, agreement, indenture, mortgage, note, lease or other instrument to which Lessee is a party or by which it is bound by any law or any rule, regulation, order or decree of any court, governmental agency or body having jurisdiction over Lessee or any of its activities or properties resulting in the creation or imposition of any lien, charge or other security interest or encumbrance of any nature whatsoever upon any property or assets of Lessee or to which it is subject.
- (h) Lessee's exact legal name is as set forth on the first page of this Agreement. Lessee will not change its legal name in any respect without giving thirty (30) days prior notice to Lessor.

#### ARTICLE IV

**4.01 Lease of Property.** On the Commencement Date of each Property Schedule executed hereunder, Lessor will be deemed to demise, lease and let to Lessee, and Lessee will be deemed to rent, lease and hire from Lessor, the Property described in such Property Schedule, in accordance with this Agreement and such Property Schedule, for the Lease Term set forth in such Property Schedule.

**4.02 Lease Term.** The term of each Property Schedule shall commence on the Commencement Date set forth therein and shall terminate upon payment of the final Lease Payment set forth in such Property Schedule and the exercise of the Purchase Option described in Section 11.01, unless terminated sooner pursuant to this Agreement or the Property Schedule.

**4.03 Delivery, Installation and Acceptance of Property.** Lessee shall order the Property, shall cause the Property to be delivered and installed at the locations specified in the applicable Property Schedule and shall pay all taxes, delivery costs and installation costs, if any, in connection therewith. To the extent funds are deposited under an escrow agreement or trust agreement for the acquisition of the Property, such funds shall be disbursed as provided therein. When the Property described in such Property Schedule is delivered, installed and accepted as to Lessee's specifications, Lessee shall immediately accept the Property and evidence said acceptance by executing and delivering to Lessor the Acceptance Certificate substantially in the form attached to the Property Schedule.

#### ARTICLE V

**5.01 Enjoyment of Property.** Lessee shall during the Lease Term peaceably and quietly have, hold and enjoy the Property, without suit, trouble or hindrance from Lessor, except as expressly set forth in this Agreement. Lessor shall not interfere with such quiet use and enjoyment during the Lease Term so long as Lessee is not in default under the subject Property Schedule.

**5.02 Location; Inspection.** The Property will be initially located or based at the location specified in the applicable Property Schedule. Lessor shall have the right at all reasonable times during business hours to enter into and upon the property of Lessee for the purpose of inspecting the Property.

#### ARTICLE VI

**6.01 Lease Payments to Constitute a Current Expense of Lessee.** Lessor and Lessee understand and intend that the obligation of Lessee to pay Lease Payments hereunder shall constitute a current expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional, statutory or charter limitation or requirement concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the faith and credit or taxing power of Lessee. Upon the appropriation of Lease Payments for a fiscal year, the Lease Payments for said fiscal year, and only the Lease Payments for said current fiscal year, shall be a binding obligation of Lessee; provided that such obligation shall not include a pledge of the taxing power of Lessee.

**6.02 Payment of Lease Payments.** Lessee shall promptly pay Lease Payments under each Property Schedule, exclusively from legally available funds, in lawful money of the United States of America, to Lessor in such amounts and on such dates as described in the applicable Property Schedule, at Lessor's address set forth on the first page of this Agreement, unless Lessor instructs Lessee otherwise. Lessee shall pay Lessor a charge on any delinquent Lease Payments under a Property Schedule in an amount sufficient to cover all additional costs and expenses incurred by Lessor from such delinquent Lease Payment. In addition, Lessee shall pay a late charge of five cents per dollar or the highest amount permitted by applicable law, whichever is lower, on all delinquent Lease Payments and interest on said delinquent amounts from the date such amounts were due until paid at the rate of 12% per annum or the maximum amount permitted by law, whichever is less.

**6.03 Interest Component.** A portion of each Lease Payment due under each Property Schedule is paid as, and represents payment of, interest, and each Property Schedule hereunder shall set forth the interest component (or method of computation thereof) of each Lease Payment thereunder during the Lease Term.

**6.04 Lease Payments to be Unconditional.** SUBJECT TO SECTION 6.06, THE OBLIGATIONS OF LESSEE TO PAY THE LEASE PAYMENTS DUE UNDER THE PROPERTY SCHEDULES AND TO PERFORM AND OBSERVE THE OTHER COVENANTS AND AGREEMENTS CONTAINED HEREIN SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF OR DEFENSE, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, ANY DEFECTS, MALFUNCTIONS, BREAKDOWNS OR INFIRMITIES IN THE PROPERTY OR ANY ACCIDENT, CONDEMNATION OR UNFORESEEN CIRCUMSTANCES. THIS PROVISION SHALL NOT LIMIT LESSEE'S RIGHTS OR ACTIONS AGAINST ANY VENDOR AS PROVIDED IN SECTION 10.02.

**6.05 Continuation of Lease by Lessee.** Lessee intends to continue all Property Schedules entered into pursuant to this Agreement and to pay the Lease Payments thereunder. Lessee reasonably believes that legally available funds in an amount sufficient to make all Lease Payments during the term of all Property Schedules can be obtained. Lessee agrees that its staff will provide during the budgeting process for each budget year to the governing body of Lessee notification of any Lease Payments due under the Property Schedules during the following budget year. Notwithstanding this covenant, if Lessee fails to appropriate the Lease Payments for a Property Schedule pursuant to Section 6.06, such Property Schedule shall terminate at the end of the then current Original Term or Renewal Term. Although Lessee has made this covenant, in the event that it fails to provide such notice, no remedy is provided and Lessee shall not be liable for any damages for its failure to so comply.

**6.06 Nonappropriation.** If during the then current Original Term or Renewal Term, sufficient funds are not appropriated to make Lease Payments required under a Property Schedule for the following fiscal year, Lessee shall be deemed to not have renewed such Property Schedule for the following fiscal year and the Property Schedule shall terminate at the end of the then current Original Term or Renewal Term and Lessee shall not be obligated to make Lease Payments under said Property Schedule beyond the then current fiscal year for which funds have been appropriated. Upon the occurrence of such nonappropriation (a "Nonappropriation Event") Lessee shall, no later than the end of the fiscal year for which Lease Payments have been appropriated, deliver possession of the Property under said Property Schedule to Lessor. If Lessee fails to deliver possession of the Property to Lessor upon termination of said Property Schedule by reason of a Nonappropriation Event, the termination shall nevertheless be effective, but Lessee shall be responsible for the payment of damages in an amount equal to the portion of Lease Payments thereafter coming due that is attributable to the number of days after the termination during which the Lessee fails to deliver possession and for any other loss suffered by Lessor as a result of Lessee's failure to deliver possession as required.

In addition, Lessor may, by written instructions to any escrow agent who is holding proceeds of the Property Schedule, instruct such escrow agent to release all such proceeds and any earnings thereon to Lessor, such sums to be credited to Lessee's obligations under the Property Schedule and this Agreement. Lessee shall notify Lessor in writing within seven (7) days after the failure of the Lessee to appropriate funds sufficient for the payment of the Lease Payments, but failure to provide such notice shall not operate to extend the Lease Term or result in any liability to Lessee.

**6.07 Defeasance of Lease Payments.** Lessee may at any time irrevocably deposit in escrow with a defeasance escrow agent for the purpose of paying all of the principal component and interest component accruing under a Property Schedule, a sum of cash and non-callable securities consisting of direct obligations of, or obligations the principal of an interest on which are unconditionally guaranteed by, the United States of America or any agency or instrumentality thereof, in such aggregate amount, bearing interest at such rates and maturing on such dates as shall be required to provide funds sufficient for this purpose. Upon such defeasance, all right, title and interest of Lessor in the Property under said Property Schedule shall terminate. Lessee shall cause such investment to comply with the requirements of federal tax law so that the exclusion from gross income of the interest component of Lease Payments on said Property Schedule is not adversely affected.

**6.08 Gross-Up.** If an Event of Taxability occurs with respect to a Property Schedule, the interest component of Lease Payments on the Property Schedule shall thereafter be payable at the Taxable Rate, and Lessee shall pay to Lessor promptly following demand an amount sufficient to supplement prior Lease Payments on such Property Schedule so that Lessor receives the interest component of such Lease Payments, retroactive to the date as of which the interest component is determined to be includible in the gross income of Lessor for federal income tax purposes, calculated at the Taxable Rate, together with any penalties and interest actually imposed on Lessor as a result of the Event of Taxability. For purposes of this Section, "Event of Taxability" means, with respect to a Property Schedule, (a) a final determination by the Internal Revenue Service or a court of competent jurisdiction that the interest component of Lease Payments on the Property Schedule is includible for federal income tax purposes in the gross income of Lessor, or (b) receipt by Lessor of a written opinion of a nationally recognized public finance lawyer or law firm to the effect that there exists substantial doubt whether the interest component of Lease Payments on the Property Schedule is excludible for federal income tax purposes from the gross income of Lessor, in each case due to any action or failure to take action by Lessee. "Taxable Rate" means an interest rate calculated to provide Lessor with an after-tax yield equivalent to the yield provided to Lessor by the interest rate at which the interest component of Lease Payments on a Property Schedule was originally calculated.

#### **ARTICLE VII**

**7.01 Title to the Property.** Upon acceptance of the Property by Lessee and unless otherwise required by the laws of the State, title to the Property shall vest in Lessee, subject to Lessor's interests under the applicable Property Schedule and this Agreement.

**7.02 Personal Property.** The Property is and will remain personal property and will not be deemed to be affixed to or a part of the real estate on which it may be situated, notwithstanding that the Property or any part thereof may be or hereafter become in any manner physically affixed or attached to real estate or any building thereon. If requested by Lessor, Lessee will, at Lessee's expense, furnish a waiver of any interest in the Property from any party having an interest in any such real estate or building.

**7.03 Security Interest.** To the extent permitted by law and to secure the performance of all of Lessee's obligations under this Agreement with respect to a Property Schedule, including without limitation all Property Schedules now existing are hereafter executed, Lessee grants to Lessor, for the benefit of Lessor and its successors and assigns, a security interest constituting a first lien on Lessee's interest in all of the Property under the Property Schedule, whether now owned or hereafter acquired, all additions, attachments, alterations and accessions to the Property, all substitutions and replacements for the Property, and on any proceeds of any of the foregoing, including insurance proceeds. Lessee shall execute any additional documents, including financing statements, affidavits, notices and similar instruments, in form and substance satisfactory to Lessor, which Lessor deems necessary or appropriate to establish, maintain and perfect a security interest in the Property in favor of Lessor and its successors and assigns. Lessee hereby authorizes Lessor to file all financing statements which Lessor deems necessary or appropriate to establish, maintain and perfect such security interest.

#### **ARTICLE VIII**

**8.01 Maintenance of Property by Lessee.** Lessee shall keep and maintain the Property in good condition and working order and in compliance with the manufacturer's specifications, shall use, operate and maintain the Property in conformity with all laws and regulations concerning the Property's ownership, possession, use and maintenance, and shall keep the Property free and clear of all liens and claims, other than those created by this Agreement. Lessee shall have sole responsibility to maintain and repair the Property. Should Lessee fail to maintain, preserve and keep the Property in good repair and working order and in accordance with manufacturer's specifications, and if requested by Lessor, Lessee will enter into maintenance contracts for the Property in form approved by Lessor and with approved providers.

**8.02 Liens, Taxes, Other Governmental Charges and Utility Charges.** Lessee shall keep the Property free of all levies, liens and encumbrances, except for the interest of Lessor under this Agreement. The parties to this Agreement contemplate that the Property will be used for a governmental or proprietary purpose of Lessee and, therefore, that the Property will be exempt from all property taxes. The Lease Payments payable by Lessee under this Agreement and the Property Schedules hereunder have been established to reflect the savings resulting from this exemption from taxation. Lessee will take such actions necessary under applicable law to obtain said exemption. Nevertheless, if the use, possession or acquisition of the Property is determined to be subject to taxation or later becomes subject to such taxes, Lessee shall pay when due all taxes and governmental charges lawfully assessed or levied against or with respect to the Property. Lessee shall pay all gas, water, steam, electricity, heat, power, telephone, utility and other charges incurred in the operation, maintenance, use, occupancy and upkeep of the Property. Lessee shall pay such taxes or charges as the same may become due; provided that, with respect to any such taxes or charges that may lawfully be paid in installments over a period of years, Lessee shall be obligated to pay only such installments as accrue during the then current fiscal year of the Lease Term for such Property.

**8.03 Insurance.** At its own expense, Lessee shall maintain (a) casualty insurance insuring the Property against loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Lessor in an amount equal to at least the outstanding principal component of Lease Payments, and (b) liability insurance that protects Lessor from liability in all events in an amount reasonably acceptable to Lessor, and (c) worker's compensation insurance covering all employees working on, in, near or about the Property; provided that Lessee may self-insure against all such risks. All insurance proceeds from casualty losses shall be payable as hereinafter provided in this Agreement. All such insurance shall be with insurers that are authorized to issue such insurance in the State. All such liability insurance shall name Lessor as an additional insured. All such casualty insurance shall contain a provision making any losses payable to Lessor and Lessee as their respective interests may appear. All such insurance shall contain a provision to the effect that such insurance shall not be canceled or modified without first giving written notice thereof to Lessor and Lessee at least thirty (30) days in advance of such cancellation or modification. Such changes shall not become effective without Lessor's prior written consent. Lessee shall furnish to Lessor, on or before the Commencement Date for each Property Schedule, and thereafter at Lessor's request, certificates evidencing such coverage, or, if Lessee self-insures, a written description of its self-insurance program together with a certification from Lessee's risk manager or insurance agent or consultant to the effect that Lessee's self-insurance program provides adequate coverage against the risks listed above.

**8.04 Advances.** In the event Lessee shall fail to either maintain the insurance required by this Agreement or keep the Property in good repair and working order, Lessor may, but shall be under no obligation to, purchase the required insurance and pay the cost of the premiums thereof or maintain and repair the Property and pay the cost thereof. All amounts so advanced by Lessor shall constitute additional rent for the Lease Term for the applicable Property Schedule and shall be due and payable on the next Lease Payment Date and Lessee covenants and agrees to pay such amounts so advanced by Lessor with interest thereon from the date such amounts are advanced until paid at the rate of 12% per annum or the maximum amount permitted by law, whichever is less.

#### **ARTICLE IX**

**9.01 Damage or Destruction.** If (a) the Property under a Property Schedule or any portion thereof is destroyed, in whole or in part, or is damaged by fire or other casualty, or (b) title to, or the temporary use of, the Property under a Property Schedule or any part thereof shall be taken under the exercise or threat of the power of eminent domain by any governmental body or by any person, firm or corporation acting pursuant to governmental authority, Lessor and Lessee will cause the Net Proceeds (as hereinafter defined) of any insurance claim, condemnation award or sale under threat of condemnation to be applied to the prompt replacement, repair, restoration, modification or improvement of the Property, unless Lessee shall have exercised its right to defease the Property Schedule as provided herein, or unless Lessee shall have exercised its option to purchase Lessor's interest in the Property if the Property Schedule so provides. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to Lessee. For purposes of Section 8.03 and this Article IX, the term "Net Proceeds" shall mean the amount remaining from the gross proceeds of any insurance claim, condemnation award or sale under threat of condemnation after deducting all expenses, including attorneys' fees, incurred in the collection thereof.

**9.02 Insufficiency of Net Proceeds.** If the Net Proceeds are insufficient to pay in full the cost of any repair, restoration, modification or improvement referred to in Section 9.01, Lessee shall (a) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds and, if Lessee shall make any payments pursuant to this Section, Lessee shall not be entitled to any reimbursement therefor from Lessor nor shall Lessee be entitled to any diminution of the amounts payable under Section 6.02, or (b) defease the Property Schedule pursuant to Section 6.07, or (c) exercise its option to purchase Lessor's

interest in the Property pursuant to the optional purchase provisions of the Property Schedule, if any. The amount of the Net Proceeds, if any, remaining after completing such repair, restoration, modification or improvement or after such defeasance or purchase may be retained by Lessee.

#### ARTICLE X

**10.01 Disclaimer of Warranties.** LESSOR MAKES NO (AND SHALL NOT BE DEEMED TO HAVE MADE ANY) WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE DESIGN, OPERATION OR CONDITION OF, OR THE QUALITY OF THE MATERIAL, EQUIPMENT OR WORKMANSHIP IN, THE PROPERTY, ITS MERCHANTABILITY OR ITS FITNESS FOR ANY PARTICULAR PURPOSE, THE STATE OF TITLE THERETO OR ANY COMPONENT THEREOF, THE ABSENCE OF LATENT OR OTHER DEFECTS (WHETHER OR NOT DISCOVERABLE), AND LESSOR HEREBY DISCLAIMS THE SAME; IT BEING UNDERSTOOD THAT THE PROPERTY IS LEASED TO LESSEE "AS IS" ON THE DATE OF THIS AGREEMENT OR THE DATE OF DELIVERY, WHICHEVER IS LATER, AND ALL SUCH RISKS, IF ANY, ARE TO BE BORNE BY LESSEE. Lessee acknowledges that it has made (or will make) the selection of the Property from the Vendor based on its own judgment and expressly disclaims any reliance upon any statements or representations made by Lessor. Lessee understands and agrees that (a) neither the Vendor nor any sales representative or other agent of Vendor, is (i) an agent of Lessor, or (ii) authorized to make or alter any term or condition of this Agreement, and (b) no such waiver or alteration shall vary the terms of this Agreement unless expressly set forth herein. In no event shall Lessor be liable for any incidental, indirect, special or consequential damage in connection with or arising out of this Agreement, the Property Schedules, or the existence, furnishing, functioning or use of any item, product or service provided for in this Agreement or the Property Schedules.

**10.02 Vendor's Warranties.** Lessor hereby irrevocably assigns to Lessee all rights that Lessor may have to assert from time to time whatever claims and rights (including without limitation warranties) related to the Property against the Vendor. Lessee's sole remedy for the breach of such warranty, indemnification or representation shall be against the Vendor of the Property, and not against Lessor, nor shall such matter have any effect whatsoever on the rights and obligations of Lessor with respect to this Agreement, including the right to receive full and timely payments hereunder. Lessee expressly acknowledges that Lessor makes, and has made, no representations or warranties whatsoever as to the existence or the availability of such warranties of the Vendor of the Property.

**10.03 Use of the Property.** Lessee will not install, use, operate or maintain the Property improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Agreement and the applicable Property Schedule. Lessee shall provide all permits and licenses, if any, necessary for the installation and operation of the Property. In addition, Lessee agrees to comply in all respects with all laws of the jurisdiction in which its operations involving any item of Property may extend and any legislative, executive, administrative or judicial body exercising any power or jurisdiction over the items of the Property; provided that Lessee may contest in good faith the validity or application of any such law or rule in any reasonable manner that does not, in the opinion of Lessor, adversely affect the interest of Lessor in and to the Property or its interest or rights under this Agreement. Lessee shall promptly notify Lessor in writing of any pending or threatened investigation, inquiry, claim or action by any governmental authority which could adversely affect this Agreement, any Property Schedule or the Property thereunder.

**10.04 Modifications.** Subject to the provisions of this Section, Lessee shall have the right, at its own expense, to make alterations, additions, modifications or improvements to the Property. All such alterations, additions, modifications and improvements shall thereafter comprise part of the Property and shall be subject to the provisions of this Agreement. Such alterations, additions, modifications and improvements shall not in any way damage the Property, substantially alter its nature or cause it to be used for purposes other than those authorized under the provisions of state and federal law; and the Property, on completion of any alterations, additions, modifications or improvements made pursuant to this Section, shall be of a value which is equal to or greater than the value of the Property immediately prior to the making of such alterations, additions, modifications and improvements. Lessee shall, at its own expense, make such alterations, additions, modifications and improvements to the Property as may be required from time to time by applicable law or by any governmental authority.

#### ARTICLE XI

**11.01 Option to Purchase.** Lessee shall have the option to purchase Lessor's entire interest in all of the Property subject to a Property Schedule and to terminate any restrictions herein on the Property under such Property Schedule on the last day of the Lease Term for a Property Schedule, if the Property Schedule is still in effect on such day, upon payment in full of the Lease Payments due thereunder plus payment of One (1) Dollar to Lessor. Upon exercise of the purchase option as set forth in this Section 11.01 and payment of the purchase price under the applicable Property Schedule, and performance by Lessee of all other terms, conditions and provisions hereof, Lessor shall deliver to Lessee all such documents and instruments as Lessee may reasonably require to evidence the transfer, without warranty by or recourse to Lessor, of all of Lessor's right, title and interest in and to the Property subject to such Property Schedule to Lessee.

**11.02 Option to Prepay.** Lessee shall have the option to prepay in whole the Lease Payments due under a Property Schedule, but only if the Property Schedule so provides, and on the terms set forth in the Property Schedule. Lessee shall give written notice to Lessor of its intent to purchase Lessor's interest in the Property at least sixty (60) days prior to the last day of the Lease Term for applicable Property Schedule.

#### ARTICLE XII

**12.01 Assignment by Lessor.** Lessor's right, title and interest in, to and under each Property Schedule and the Property under such Property Schedule may be assigned and reassigned in whole or in part to one or more assignees or subassignees by Lessor without the necessity of obtaining the consent of Lessee; provided that any assignment shall not be effective until Lessee has received written notice, signed by the assignor, of the name, address and tax identification number of the assignee. Lessee shall retain all such notices as a register of all assignees and shall make all payments to the assignee or assignees designated in such register. Lessee agrees to execute all documents, including notices of assignment and chattel mortgages or financing statements that may be reasonably requested by Lessor or any assignee to protect its interests in this Agreement and the Property Schedules.

**12.02 Property Schedules Separate Financings.** Assignees of the Lessor's rights in one Property Schedule shall have no rights in any other Property Schedule unless such rights have been separately assigned.

**12.03 Assignment and Subleasing by Lessee.** NONE OF LESSEE'S RIGHT, TITLE AND INTEREST IN, TO AND UNDER THIS AGREEMENT AND IN THE PROPERTY MAY BE ASSIGNED, SUBLEASED OR ENCUMBERED BY LESSEE FOR ANY REASON, WITHOUT THE PRIOR WRITTEN CONSENT OF LESSOR.

**12.04 Release and Indemnification Covenants.** To the extent permitted by applicable law, Lessee shall indemnify, protect, hold harmless, save and keep harmless Lessor from and against any and all liability, obligation, loss, claim and damage whatsoever, regardless of cause thereof, and all expenses in connection therewith, including, without limitation, counsel fees and expenses, penalties and interest (collectively, "Losses") arising out of or resulting from the entering into this Agreement, any Property Schedules hereunder, the ownership of any item of the Property, the loss of federal tax exemption of the interest on any of the Property Schedules, the ordering, acquisition, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Property or any accident in connection with the operation, use, condition, possession, storage or return of any item of the Property resulting in damage to property or injury to or death of any person; provided, however, that Lessee shall not be required to indemnify Lessor for Losses arising out of or resulting from Lessor's own willful or negligent conduct, or for Losses arising out of or resulting from Lessor's preparation of disclosure material relating to certificates of participation in this Agreement and any Property Schedule (other than disclosure material provided to Lessor by Lessee). The indemnification arising under this Section shall continue in full force and effect notwithstanding the full payment of all obligations under this Agreement, or the applicable Property Schedule, or the termination of the Lease Term for such Property Schedule for any reason.

#### ARTICLE XIII

**13.01 Events of Default Defined.** Any of the following shall constitute an "Event of Default" under a Property Schedule:

- (a) Failure by Lessee to pay any Lease Payment under the Property Schedule or other payment required to be paid with respect thereto at the time specified therein;
- (b) Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed with respect to the Property Schedule, other than as referred to in subparagraph (a) above, for a period of thirty (30) days after written notice specifying such failure and requesting that it be remedied is given to Lessee by Lessor, unless Lessor shall agree in writing to an extension of such time prior to its expiration; provided that, if the failure stated in the notice cannot be corrected within the applicable period, Lessor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Lessee within the applicable period and diligently pursued until the default is corrected;
- (c) Any statement, representation or warranty made by Lessee in or pursuant to the Property Schedule or its execution, delivery or performance shall have been false, incorrect, misleading or breached in any material respect on the date when made;

- (d) Lessee shall (i) apply for or consent to the appointment of a receiver, trustee, custodian or liquidator of Lessee, or of all or a substantial part of the assets of Lessee, (ii) be unable, fail or admit in writing its inability generally to pay its debts as they become due, (iii) make a general assignment for the benefit of creditors, (iv) have an order for relief entered against it under applicable federal bankruptcy law, or (v) file a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors or taking advantage of any insolvency law or any answer admitting the material allegations of a petition filed against Lessee in any bankruptcy, reorganization or insolvency proceeding; or
- (e) An order, judgment or decree shall be entered by any court of competent jurisdiction, approving a petition or appointing a receiver, trustee, custodian or liquidator of Lessee or of all or a substantial part of the assets of Lessee, in each case without its application, approval or consent, and such order, judgment or decree shall continue unstayed and in effect for any period of 60 consecutive days.

The foregoing provisions of Section 13.01 are subject to the following limitation: if by reason of force majeure Lessee is unable in whole or in part to perform its agreements under this Agreement and the Property Schedule (other than any obligations on the part of Lessee to make any payments hereunder) Lessee shall not be in default during the continuance of such inability. The term "force majeure" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of Lessee.

A Nonappropriation Event is not an Event of Default.

**13.02 Remedies on Default.** Whenever any Event of Default exists with respect to a Property Schedule, Lessor shall have the right, at its sole option without any further demand or notice, to take one or any combination of the following remedial steps:

- (a) Without terminating the Property Schedule, and by written notice to Lessee, Lessor may declare all Lease Payments and other amounts payable by Lessee thereunder to the end of the then-current budget year of Lessee to be due, including without limitation delinquent Lease Payments under the Property Schedule from prior budget years, and such amounts shall thereafter bear interest at the rate of 12% per annum or the maximum rate permitted by applicable law, whichever is less;
- (b) Lessor may terminate the Property Schedule, may enter the premises where the Property subject to the Property Schedule is located and retake possession of the Property, or require Lessee, at Lessee's expense, to promptly return any or all of the Property to the possession of Lessor at such place within the United States as Lessor shall specify, and Lessor may thereafter dispose of the Property in accordance with Article 9 of the Uniform Commercial Code in effect in the State; provided, however, that any proceeds from the disposition of the property in excess of the sum required to (i) pay off any outstanding principal component of Lease Payments, (ii) pay any other amounts then due under the Property Schedule, and (iii) pay Lessor's costs and expenses associated with the disposition of the Property (including attorneys fees), shall be paid to Lessee or such other creditor of Lessee as may be entitled thereto, and further provided that no deficiency shall be allowed against Lessee except with respect to unpaid costs and expenses incurred by Lessor in connection with the disposition of the Property;
- (c) By written notice to any escrow agent who is holding proceeds of the Property Schedule, Lessor may instruct such escrow agent to release all such proceeds and any earnings thereon to Lessor, such sums to be credited to payment of Lessee's obligations under the Property Schedule;
- (d) Lessor may take any action, at law or in equity, that is permitted by applicable law and that may appear necessary or desirable to enforce or to protect any of its rights under the Property Schedule and this Agreement.

Notwithstanding the foregoing, if the proceeds are insufficient to pay items (i) to (iii) in Section 13.02(b) in whole, Lessee shall remain obligated after application of proceeds to items (i) and (ii), to pay in whole the amounts for item (iii).

**13.03 No Remedy Exclusive.** No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient. In order to entitle Lessor to exercise any remedy reserved to it in this Article it shall not be necessary to give any notice, other than such notice as may be required in this Article.

**13.04 Costs and Attorney Fees.** Upon the occurrence of an Event of Default by Lessee in the performance of any term of this Agreement, Lessee agrees to pay to Lessor or reimburse Lessor for, in addition to all other amounts due hereunder, all of Lessor's costs of collection, including reasonable attorney fees, whether or not suit or action is filed thereon. Any such costs shall be immediately due and payable upon written notice and demand given to Lessee, shall be secured by this Agreement until paid and shall bear interest at the rate of 12% per annum or the maximum amount permitted by law, whichever is less. In the event suit or action is instituted to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorneys' fees at trial or on appeal of such suit or action or in any bankruptcy proceeding, in addition to all other sums provided by law.

#### ARTICLE XIV

**14.01 Notices.** All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when delivered or mailed by certified mail, postage prepaid, to the parties hereto at the addresses as specified on the first page of this Agreement (or at such other address as either party hereto shall designate in writing to the other for notices to such party), to any assignee at its address as it appears on the registration books maintained by Lessee.

**14.02 Arbitrage Certificates.** Unless a separate Arbitrage Certificate is delivered on the Commencement Date, Lessee shall be deemed to make the following representations and covenants as of the Commencement Date for each Property Schedule:

- (a) The estimated total costs, including taxes, freight, installation, and cost of issuance, of the Property under the Property Schedule will not be less than the total principal amount of the Lease Payments.
- (b) The Property under the Property Schedule has been ordered or is expected to be ordered within six months after the Commencement Date and the Property is expected to be delivered and installed, and the Vendor fully paid, within eighteen months from the Commencement Date. Lessee will pursue the completion of the Property and the expenditure of the net proceeds of the Property Schedule with due diligence.
- (c) Lessee has not created or established, and does not expect to create or establish, any sinking fund or other similar fund (i) that is reasonably expected to be used to pay the Lease Payments under the Property Schedule, or (ii) that may be used solely to prevent a default in the payment of the Lease Payments under the Property Schedule.
- (d) The Property under the Property Schedule has not been and is not expected to be sold or otherwise disposed of by Lessee, either in whole or in major part, prior to the last maturity of the Lease Payments under the Property Schedule.
- (e) There are no other obligations of Lessee which (i) are being sold within 15 days of the Commencement Date of the Property Schedule; (ii) are being sold pursuant to the same plan of financing as the Property Schedule; and (iii) are expected to be paid from substantially the same source of funds.
- (f) The officer or official who has executed the Property Schedule on Lessee's behalf is familiar with Lessee's expectations regarding the use and expenditure of the proceeds of the Property Schedule. To the best of Lessee's knowledge, information and belief, the facts and estimates set forth in herein are accurate and the expectations of Lessee set forth herein are reasonable.

**14.03 Further Assurances.** Lessee agrees to execute such other and further documents, including, without limitation, confirmatory financing statements, continuation statements, certificates of title and the like, and to take all such action as may be necessary or appropriate, from time to time, in the reasonable opinion of Lessor, to perfect, confirm, establish, reestablish, continue, or complete the interests of Lessor in this Agreement and the Property Schedules, to consummate the transactions contemplated hereby and thereby, and to carry out the purposes and intentions of this Agreement and the Property Schedules.

**14.04 Binding Effect.** This Agreement shall inure to the benefit of and shall be binding upon Lessor and Lessee and their respective successors and assigns.

**14.05 Severability.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

**14.06 Waiver of Jury Trials.** Lessee and Lessor hereby irrevocably waive all right to trial by jury in any action, proceeding or counterclaim (whether based on contract, tort or otherwise) arising out of or relating to this Agreement or the actions of Lessor or Lessee in the negotiation, administration, performance or enforcement hereof.

**14.07 Amendments, Changes and Modifications.** This Agreement may be amended in writing by Lessor and Lessee to the extent the amendment or modification does not apply to outstanding Property Schedules at the time of such amendment or modification. The consent of all assignees shall be required to any amendment or modification before such amendment or modification shall be applicable to any outstanding Property Schedule.

**14.08 Execution in Counterparts.** This Agreement and the Property Schedules hereunder may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**14.09 Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State.

**14.10 Captions.** The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

**14.11 Continuing Disclosure.** Lessor acknowledges that, in connection with Lessee's compliance with any continuing disclosure undertakings (each, a "Continuing Disclosure Agreement") entered into by Lessee pursuant to SEC Rule 15c2-12 promulgated pursuant to the Securities and Exchange Act of 1934, as amended (the "Rule"), Lessee may be required to file with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access system, or its successor ("EMMA"), notice of its incurrence of its obligations under this Agreement and notice of any accommodation, waiver, amendment, modification of terms or other similar events reflecting financial difficulties in connection with this Agreement, in each case including a description of the material terms thereof (each such notice, an "EMMA Notice"). Lessee shall not file or submit or permit the filing or submission of any EMMA Notice that includes any of the following unredacted information regarding Lessor or the Escrow Agent: physical or mailing addresses, account information, e-mail addresses, telephone numbers, fax numbers, tax identification numbers, or titles or signatures of officers, employees or other signatories. Lessee acknowledges and agrees that Lessor is not responsible in connection with any EMMA Notice relating to this Agreement for Lessee's compliance or noncompliance (or any claims, losses or liabilities arising therefrom) with the Rule, any Continuing Disclosure Agreement or any applicable securities laws, including but not limited to those relating to the Rule.

**IN WITNESS WHEREOF,** Lessor and Lessee have caused this Agreement to be executed in their names by their duly authorized representatives as of the date first above written.

<b>Lessor: American Capital Financial Services, Inc.</b>
By:
Name:
Title:

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

Attest:
By:
Name:
Title:

**ADDENDUM (MINNESOTA)**  
**Master Tax-Exempt Lease/Purchase Agreement**

THIS ADDENDUM, which is entered into as of December 20, 2022 between American Capital Financial Services, Inc. ("Lessor") and Independent School District 279 ("Lessee"), is intended to modify and supplement Property Schedule No. 1 (the "Property Schedule") to the Master Tax-Exempt Lease/Purchase Agreement between Lessor and Lessee of even date herewith (the "Master Agreement"). Capitalized terms not otherwise defined herein shall have the meanings set forth in the Master Agreement.

Notwithstanding anything to the contrary set forth in the Master Agreement, title to the Property subject to each Property Schedule shall remain in Lessor during the Lease Term for each such Property Schedule, subject to Lessee's rights under the Master Agreement.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Addendum to be executed in their names by their duly authorized representatives as of the date first above written.

<b>Lessor: American Capital Financial Services, Inc.</b>
By:
Name:
Title:

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

Attest:
By
Name:
Title:

# Property Schedule No. 1

## Master Tax-Exempt Lease/Purchase Agreement

---

This **Property Schedule No. 1** is entered into as of the Commencement Date set forth below, pursuant to that certain Master Tax-Exempt Lease/Purchase Agreement (the "Master Agreement"), dated as of December 20, 2022, between American Capital Financial Services, Inc., and Independent School District 279.

1. Entire Agreement; Interpretation. The terms and conditions of the Master Agreement are incorporated herein by reference as if fully set forth herein. The Master Agreement, this Property Schedule and the associated documents hereto constitute the entire agreement between Lessor and Lessee with respect to the Property and supersede any purchase order, invoice, request for proposal, response or other related document. Reference is made to the Master Agreement for all representations, covenants and warranties made by Lessee in the execution of this Property Schedule, unless specifically set forth herein. In the event of a conflict between the provisions of the Master Agreement and the provisions of this Property Schedule, the provisions of this Property Schedule shall control. All capitalized terms not otherwise defined herein shall have the meanings provided in the Master Agreement.
2. Commencement Date. The Commencement Date for this Property Schedule is December 20, 2022.
3. Property Description and Payment Schedule. The Property subject to this Property Schedule is described in Exhibit 1 hereto. Lessee shall not remove such property from the locations set forth therein without giving prior written notice to Lessor. The Lease Payment Schedule for this Property Schedule is set forth in Exhibit 1.
4. Opinion. The Opinion of Lessee's Counsel is attached as Exhibit 2.
5. Lessee's Certificate. The Lessee's Certificate is attached as Exhibit 3.
6. Proceeds. Exhibit 4 is intentionally omitted.
7. Acceptance Certificate. Exhibit 5 is intentionally omitted.
8. Additional Purchase Option Provisions. In addition to the Purchase Option provisions set forth in the Master Agreement, Lease Payments payable under this Property Schedule shall be subject to prepayment in whole at any time by payment of the applicable Termination Amount set forth in Exhibit 1 (Payment Schedule) and payment of all accrued and unpaid interest through the date of prepayment.
9. Private Activity Issue. Lessee understands that among other things, in order to maintain the exclusion of the interest component of Lease Payments from gross income for federal income tax purposes, it must limit and restrict the rights private businesses (including, for this purpose, the federal government and its agencies and organizations described in the Code § 501(c)(3)) have to use the Property. Each of these requirements will be applied beginning on the later of the Commencement Date or date each portion of the Property is placed in service and will continue to apply until earlier of the end of the economic useful life of the property or the date the Agreement or any tax-exempt obligation issued to refund the Property Schedule is retired (the "Measurement Period"). Lessee will comply with the requirements of Section 141 of the Code and the regulations thereunder which provide restrictions on special legal rights that users other than Lessee or a state or local government or an agency or instrumentality of a state or a local government (an "Eligible User") may have to use the Property. For this purpose, special legal rights may arise from a management or service agreement, lease, research agreement or other arrangement providing any entity except an Eligible User the right to use the Property. Any use of the Property by a user other than an Eligible User is referred to herein as "Non-Qualified Use". Throughout the Measurement Period, all of the Property is expected to be owned by Lessee. Throughout the Measurement Period, Lessee will not permit the Non-Qualified Use of the Property to exceed 10%.
10. Bank Qualification and Arbitrage Rebate. Attached as Exhibit 6.
11. Expiration. Lessor, at its sole determination, may choose not to accept this Property Schedule if the fully executed, original Master Agreement (including this Property Schedule and all ancillary documents) is not received by Lessor at its place of business by January 4, 2023.

*(Page intentionally left blank. Signature page to follow)*

IN WITNESS WHEREOF, Lessor and Lessee have caused this Property Schedule to be executed in their names by their duly authorized representatives as of the Commencement Date above.

<b>Lessor: American Capital Financial Services, Inc.</b>
By:
Name:
Title:

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

Attest:
By
Name:
Title:

**EXHIBIT 1**

**Property Description and Payment Schedule**

Re: **Property Schedule No. 1** to Master Tax-Exempt Lease/Purchase Agreement between American Capital Financial Services, Inc. and Independent School District 279.

THE PROPERTY IS AS FOLLOWS: The Property as more fully described in Exhibit A incorporated herein by reference and attached hereto. It includes all replacements, parts, repairs, additions, accessions and accessories incorporated therein or affixed or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries.

PROPERTY LOCATION:

\_\_\_\_\_ Address

\_\_\_\_\_ City, State Zip Code

USE: LED Lighting Project - This use is essential to the proper, efficient and economic functioning of Lessee or to the services that Lessee provides; and Lessee has immediate need for and expects to make immediate use of substantially all of the Property, which need is not temporary or expected to diminish in the foreseeable future.

Lease Payment Schedule

Total Principal Amount: \$2,757,591.30

Payment No.	Due Date	Lease Payment	Principal Portion	Interest Portion	Termination Amount (After Making Payment for said Due Date)
1	20-Dec-2022	337,818.69	337,818.69	0.00	N/A
2	20-Dec-2023	337,818.69	221,018.68	116,800.01	N/A
3	20-Dec-2024	337,818.69	231,687.03	106,131.66	2,026,078.91
4	20-Dec-2025	337,818.69	242,870.33	94,948.36	1,775,922.47
5	20-Dec-2026	337,818.69	254,593.44	83,225.25	1,513,691.23
6	20-Dec-2027	337,818.69	266,882.41	70,936.28	1,238,802.35
7	20-Dec-2028	337,818.69	279,764.56	58,054.13	950,644.85
8	20-Dec-2029	337,818.69	293,268.52	44,550.17	648,578.28
9	20-Dec-2030	337,818.69	307,424.29	30,394.40	331,931.26
10	20-Dec-2031	337,818.69	322,263.35	15,555.34	0.00
<b>TOTAL</b>		<b>3,378,186.90</b>	<b>2,757,591.30</b>	<b>620,595.60</b>	

Interest Rate: 4.83%

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

EXHIBIT A

Property Description

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LED Lighting project

Independent School District No. 279  
Maple Grove, Minnesota

American Capital Financial Services, Inc.  
Lisle, Illinois

Re: Master Tax-Exempt Lease/Purchase Agreement dated as of December 20, 2022 (the “Master Lease”), between American Capital Financial Services, Inc. (the “Lessor”) and Independent School District No. 279 (Osseo), Minnesota (the “Lessee”), and Property Schedule No. 1 thereto with a commencement date of December 20, 2022, between Lessor and Lessee (the “Schedule,” and together with the Master Lease, the “Lease”)

Ladies and Gentlemen:

We have acted as counsel to the Lessee with respect to the Lease, and in such capacity we have reviewed certified records of proceedings of the governing body of the Lessee relating to the Lease, including a resolution adopted December 13, 2022, and copies of the Lease and the addenda and exhibits attached thereto.

Under the Lease, the Property (as defined therein) is being leased to the Lessee with an option to purchase, and the Lessee has undertaken to make lease payments with respect thereto (the “Lease Payments”) aggregating \$3,040,368.21 composed of principal payments of \$2,419,772.61 and interest on deferred principal payments of \$620,595.60. The Lease Payments are payable at the times and in the amounts as set forth in Exhibit 1 to the Schedule. The Lease Payments are payable exclusively from moneys to be legally appropriated and provided therefor by the Lessee. In the sole event that moneys are not so appropriated and provided, the Lessee may discontinue the Lease at the end of any fiscal year of the Lessee (July 1 through June 30) then in effect. If the Lessee discontinues the Lease at the end of any such fiscal year in the manner provided therein, the Lease is terminated without penalty or liability on the part of the Lessee to pay any Lease Payments coming due after the fiscal year then in effect, but in such event, the Lessee has the obligation to surrender the Property as described in the Lease. In the event the Lessee does not discontinue the Lease and pays all Lease Payments due in accordance therewith, the rights of the Lessor in the Property will be terminated.

In delivering our opinion, we have assumed the authenticity of all documents submitted to us as originals, the genuineness of all signatures and the conformity to authentic originals of all documents submitted to us as copies. We have also assumed, with respect to all parties to agreements or instruments relevant hereto other than the Lessee, that such parties had the requisite power and authority to execute, deliver and perform such agreements or instruments, that such agreements or instruments have been duly authorized by all requisite action, executed and

delivered by such parties and that all such agreements or instruments are the valid, binding and enforceable obligations of such parties.

As to questions of fact material to our opinions, we have relied upon the representations made in the Lease, and upon the representations of the Lessee or other parties made in documents provided to us.

Based on our examination of the above-described documents and such other documents as we deem relevant, subject to the exceptions and limitations set forth herein, it is our opinion that:

1. The Lessee is an independent school district and public corporation of the State of Minnesota (the "State"), duly organized, existing and operating under the Constitution and laws of the State.

2. The Lessee is authorized and has power under State law to enter into the Lease, and to carry out its obligations thereunder and the transactions contemplated thereby.

3. The Lease has been duly authorized, approved, executed and delivered by and on behalf of the Lessee, and the same is a valid and binding contract of the Lessee enforceable against the Lessee in accordance with its terms.

4. The Lease and the obligations of the Lessee thereunder are special, limited obligations of the Lessee payable in each fiscal year from amounts appropriated for such purpose in the annual budget of the Lessee, provided that the Lessee is not obligated to make any such appropriation. The full faith and credit and ability of the Lessee to levy ad valorem taxes without limitation as to rate or amount are not pledged to the payment of the Lease, any obligation of the Lessee thereunder, or any amounts paid with respect thereto.

We express no opinion regarding federal, state, or other tax consequences related to the Lease.

The opinions set forth above are further subject to the following qualifications and exceptions:

1. Our opinions expressed above are limited to and assume the application of the laws of the State.

2. Our opinions are subject to the effect of any applicable bankruptcy, insolvency, reorganization, moratorium or other similar law of general application affecting creditors' rights.

3. Our opinions are subject to the effect of general principles of equity, including (without limitation) concepts of materiality, reasonableness, good faith and fair dealing, and other similar doctrines affecting the enforceability of agreements generally (regardless of whether considered in a proceeding in equity or at law).

4. Our opinions are subject to possible judicial action giving effect to governmental actions or foreign laws affecting creditors' rights.

5. We have not reviewed and do not opine as to compliance of the Lessee or the Property with applicable zoning, health, safety, building, environmental, land use or subdivision laws, ordinances, codes, rules or regulations, if any.

6. We express no opinion as to compliance with state or federal securities laws and regulations applicable to disposition of the Lease or rights under the Lease to any investor, including, without limitation, any opinion as to the accuracy, completeness or sufficiency of any offering materials relating to the Lessee or the Lease.

7. We express no conclusions, nor are any conclusions intended, regarding any matters not specifically identified herein.

The opinions expressed herein are given as of the date hereof, and we assume no obligation to revise or supplement our opinions to reflect any facts or circumstances that may hereafter come to our attention or any changes in law that may occur after the date hereof.

Any assignee of the entirety of the interest of the Lessor under the Lease is entitled to rely on this opinion to the same extent as if the opinion were addressed to it.

Dated: December 20, 2022

Very truly yours,

**EXHIBIT 3**

**Lessee's General and Incumbency Certificate**

**GENERAL CERTIFICATE**

Re: **Property Schedule No. 1** dated as of December 20, 2022 to the Master Tax-Exempt Lease/Purchase Agreement dated December 20, 2022 between American Capital Financial Services, Inc. and Independent School District 279.

The undersigned, being the duly elected, qualified and acting \_\_\_\_\_  
(Title of Person to Execute Lease/Purchase Agreement)  
of the Independent School District 279 ("Lessee") does hereby certify, as of December 20, 2022, as follows:

1. Lessee did, at a meeting of the governing body of the Lessee, by resolution or ordinance duly enacted, in accordance with all requirements of law, approve and authorize the execution and delivery of the above-referenced Property Schedule (the "Property Schedule") and the Master Tax-Exempt Lease/Purchase Agreement (the "Master Agreement") by the undersigned.

2. The meeting(s) of the governing body of the Lessee at which the Master Agreement and the Property Schedule were approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite quorum of the members thereof, and the enactment approving the Master Agreement and the Property Schedule and authorizing the execution thereof has not been altered or rescinded. All meetings of the governing body of Lessee relating to the authorization and delivery of Master Agreement and the Property Schedule have been: (a) held within the geographic boundaries of the Lessee; (b) open to the public, allowing all people to attend; (c) conducted in accordance with internal procedures of the governing body; and (d) conducted in accordance with the charter of the Lessee, if any, and the laws of the State.

3. No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default or a Nonappropriation Event (as such terms are defined in the Master Agreement) exists at the date hereof with respect to this Property Schedule or any other Property Schedules under the Master Agreement.

4. The acquisition of all of the Property under the Property Schedule has been duly authorized by the governing body of Lessee.

5. Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Lease Payments scheduled to come due during the current budget year under the Property Schedule and to meet its other obligations for the current budget year and such funds have not been expended for other purposes.

6. As of the date hereof, no litigation is pending, (or, to my knowledge, threatened) against Lessee in any court (a) seeking to restrain or enjoin the delivery of the Master Agreement or the Property Schedule or of other agreements similar to the Master Agreement; (b) questioning the authority of Lessee to execute the Master Agreement or the Property Schedule, or the validity of the Master Agreement or the Property Schedule, or the payment of principal of or interest on, the Property Schedule; (c) questioning the constitutionality of any statute, or the validity of any proceedings, authorizing the execution of the Master Agreement and the Property Schedule; or (d) affecting the provisions made for the payment of or security for the Master Agreement and the Property Schedule.

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of December 20, 2022.

Independent School District 279

By \_\_\_\_\_  
Signature of Person to Execute Lease/Purchase Agreement

\_\_\_\_\_  
Print Name and Title of Person to Execute Lease/Purchase Agreement

**INCUMBENCY CERTIFICATE**

Re: **Property Schedule No. 1** dated as of December 20, 2022 to the Master Tax-Exempt Lease/Purchase Agreement dated as of December 20, 2022 between American Capital Financial Services, Inc. and Independent School District 279.

The undersigned, being the duly elected, qualified and acting Secretary or Clerk of the Independent School District 279 ("Lessee") does hereby certify, as of December 20, 2022, as follows:

As of the date of the meeting(s) of the governing body of the Lessee at which the above-referenced Master Agreement and the Property Schedule were approved and authorized to be executed, and as of the date hereof, the below-named representative of the Lessee held and holds the office set forth below, and the signature set forth below is his/her true and correct signature.

\_\_\_\_\_  
(Signature of Person to Execute Lease/Purchase Agreement)

\_\_\_\_\_  
(Print Name and Title)

IN WITNESS WHEREOF, the undersigned has executed this Certificate as of December 20, 2022.

\_\_\_\_\_  
Secretary/Clerk

Print Name  
and Title: \_\_\_\_\_

**EXHIBIT 6**

**Bank Qualification And Arbitrage Rebate**

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American Capital Financial Services, Inc.  
2015 Ogden Avenue #400  
Lisle, Illinois 60532

Re: **Property Schedule No. 1** to Master Tax-Exempt Lease/Purchase Agreement between American Capital Financial Services, Inc. and Independent School District 279

**PLEASE CHECK EITHER:**

**Bank Qualified Tax-Exempt Obligation under Section 265**

\_\_\_\_\_ Lessee hereby designates this Property Schedule as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Code. Lessee reasonably anticipates issuing tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds and including all tax-exempt obligations of subordinate entities of the Lessee) during the calendar year in which the Commencement Date of this Property Schedule falls, in an amount not exceeding \$10,000,000.

or

Not applicable.

**Arbitrage Rebate**

Eighteen Month Exception:

Pursuant to Treasury Regulations Section 1.148-7(d), the gross proceeds of this Property Schedule will be expended for the governmental purposes for which this Property Schedule was entered into, as follows: at least 15% within six months after the Commencement Date, at least 60% within 12 months after the Commencement Date, and 100% within 18 months after the Commencement Date. If Lessee is unable to comply with Section 1.148-7(d) of the Treasury Regulations, Lessee shall compute rebatable arbitrage on this Agreement and pay rebatable arbitrage to the United States at least once every five years, and within 60 days after payment of the final Lease Payment due under this Agreement.

***Consult tax counsel if there is any chance that the Eighteen Month Exception will not be met.***

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

\*Please be sure to select **ONE** option above.

## **Language for UCC Financing Statements**

### **Property Schedule No. 1**

SECURED PARTY: U.S. Bancorp Government Leasing and Finance, Inc.

DEBTOR: Independent School District 279

This financing statement covers all of Debtor's right, title and interest, whether now owned or hereafter acquired, in and to the equipment leased to Debtor under Property Schedule No. 1 dated December 20, 2022 to that certain Master Tax-Exempt Lease Purchase Agreement dated as of December 20, 2022, in each case between Debtor, as Lessee, and Secured Party, as Assignee, together with all accessions, substitutions and replacements thereto and therefore, and proceeds (cash and non-cash), including, without limitation, insurance proceeds, thereof, including without limiting, all equipment described on Exhibit A attached hereto and made a part hereof.

Debtor has no right to dispose of the equipment.

## INSURANCE AUTHORIZATION AND VERIFICATION

Date: December 20, 2022

Property Schedule No. 1

To: Independent School District 279 (the "Lessee")

From: American Capital Financial Services, Inc. (the "Lessor")  
2015 Ogden Avenue #400  
Lisle, Illinois 60532

**TO THE LESSEE:** In connection with the above-referenced Property Schedule, Lessor requires proof in the form of this document, executed by both Lessee\* and Lessee's agent, that Lessee's insurable interest in the financed property (the "Property") meets Lessor's requirements as follows, with coverage including, but not limited to, fire, extended coverage, vandalism, and theft:

**Lessor, AND ITS SUCCESSORS AND ASSIGNS, shall be covered as both ADDITIONAL INSURED and LENDER'S LOSS PAYEE with regard to all equipment financed or leased by policy holder through or from Lessor. All such insurance shall contain a provision to the effect that such insurance shall not be canceled or modified without first giving written notice thereof to Lessor and Lessee at least thirty (30) days in advance of such cancellation or modification.**

**Lessee must carry GENERAL LIABILITY (and/or, for vehicles, Automobile Liability) in the amount of no less than \$1,000,000.00 (one million dollars).**

**Lessee must carry PROPERTY Insurance (or, for vehicles, Physical Damage Insurance) in an amount no less than the 'Insurable Value' \$2,757,591.30, with deductibles no more than \$25,000.00.**

*\*Lessee: Please execute this form and return with your document package. Please fax this form to your insurance agency for endorsement. In lieu of agent endorsement, Lessee's agency may submit insurance certificates demonstrating compliance with all requirements.*

**By signing, Lessee authorizes the Agent named below: 1) to complete and return this form as indicated; and 2) to endorse the policy and subsequent renewals to reflect the required coverage as outlined above.**

Agency/Agent:		
Address:		
Phone/Fax:		
Email:		

<b>Lessee: Independent School District 279</b>
By: _____
Name: _____
Title: _____

***TO THE AGENT: In lieu of providing a certificate, please execute this form in the space below and promptly send a PDF scan to Assignee at: [EF.Docs.GLF@usbank.com](mailto:EF.Docs.GLF@usbank.com) - This fully endorsed form shall serve as proof that Lessee's insurance meets the above requirements.***

**Agent hereby verifies that the above requirements have been met in regard to the Property listed below.**

Print Name of Agency: **X** \_\_\_\_\_

By: **X** \_\_\_\_\_  
(Agent's Signature)

Print Name: **X** \_\_\_\_\_

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

**Insurable Value: \$2,757,591.30**

**ATTACHED: PROPERTY DESCRIPTION FOR PROPERTY SCHEDULE NO. 1**

## Notification of Tax Treatment to Tax-Exempt Lease/Purchase Agreement

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This **Notification of Tax Treatment** is pursuant to the Master Tax-Exempt Lease/Purchase Agreement dated as of December 20, 2022 and the related Property Schedule No. 1 dated December 20, 2022, between Lessor and Lessee (the "Agreement").

- Lessee agrees that this Property Schedule SHOULD be subject to sales/use taxes
- Lessee agrees that this Property Schedule should NOT be subject to sales/use taxes and Lessee has included our tax-exemption certificate with this document package
- Lessee agrees that this Property Schedule should NOT be subject to sales/use taxes and no tax-exemption certificate is issued to us by the State
- Lessee agrees that this Property Schedule is a taxable transaction and subject to any/all taxes
- Lessee agrees that this Property Schedule is subject to sales/use taxes and will pay those taxes directly to the State or Vendor

IN WITNESS WHEREOF, Lessee has caused this Notification of Tax Treatment to be executed by their duly authorized representative.

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

## ESCROW AGREEMENT

THIS ESCROW AGREEMENT ("*Escrow Agreement*") is made as of December 20, 2022 by and among U.S. Bancorp Government Leasing and Finance, Inc. ("*Assignee*"), Independent School District 279 ("*Lessee*") and U.S. BANK NATIONAL ASSOCIATION, as escrow agent ("*Escrow Agent*").

Assignee and Lessee have heretofore entered into that certain Master Tax-Exempt Lease/Purchase Agreement dated as of December 20, 2022 (the "*Master Agreement*") and a Property Schedule No. 1 thereto dated December 20, 2022 (the "*Schedule*" and, together with the terms and conditions of the Master Agreement incorporated therein, the "*Agreement*"). The Schedule contemplates that certain personal property described therein (the "*Equipment*") is to be acquired from the vendor(s) or manufacturer(s) thereof (the "*Vendor*"). After acceptance of the Equipment by Lessee, the Equipment is to be financed by Assignee to Lessee pursuant to the terms of the Agreement.

The Master Agreement further contemplates that Assignee will deposit an amount equal to the anticipated aggregate acquisition cost of the Equipment (the "*Purchase Price*", being \$2,757,591.30, with Escrow Agent to be held in escrow and applied on the express terms set forth herein. Such deposit, together with all interest and other additions received with respect thereto (hereinafter the "*Escrow Fund*") is to be applied to pay the Vendor its invoice cost (a portion of which may, if required, be paid prior to final acceptance of the Equipment by Lessee); and, if applicable, to reimburse Lessee for progress payments already made by it to the Vendor of the Equipment.

The parties desire to set forth the terms on which the Escrow Fund is to be created and to establish the rights and responsibilities of the parties hereto.

NOW, THEREFORE, in consideration of the sum of Ten Dollars (\$10.00) in hand paid, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Escrow Agent hereby agrees to serve as escrow agent upon the terms and conditions set forth herein. The moneys and investments held in the Escrow Fund are for the benefit of Lessee and Assignee, and such moneys, together with any income or interest earned thereon, shall be expended only as provided in this Escrow Agreement, and shall not be subject to levy or attachment or lien by or for the benefit of any creditor of either Lessee or Assignee. Assignee, Lessee and Escrow Agent intend that the Escrow Fund constitute an escrow account in which Lessee has no legal or equitable right, title or interest until satisfaction in full of all conditions contained herein for the disbursement of funds by the Escrow Agent therefrom. However, if the parties' intention that Lessee shall have no legal or equitable right, title or interest until all conditions for disbursement are satisfied in full is not respected in any legal proceeding, the parties hereto intend that Assignee have a security interest in the Escrow Fund, and such security interest is hereby granted by Lessee to secure payment of all sums due to Assignee under the Master Agreement. For such purpose, Escrow Agent hereby agrees to act as agent for Assignee in connection with the perfection of such security interest and agrees to note, or cause to be noted, on all books and records relating to the Escrow Fund, the Assignee's interest therein.

2. On such day as is determined to the mutual satisfaction of the parties (the "*Closing Date*"), Assignee shall deposit with Escrow Agent cash in the amount of the Purchase Price, to be held in escrow by Escrow Agent on the express terms and conditions set forth herein.

On the Closing Date, Escrow Agent agrees to accept the deposit of the Purchase Price by Assignee, and further agrees to hold the amount so deposited together with all interest and other additions received with respect thereto, as the Escrow Fund hereunder, in escrow on the express terms and conditions set forth herein.

3. Escrow Agent shall at all times segregate the Escrow Fund into an account maintained for that express purpose, which shall be clearly identified on the books and records of Escrow Agent as being held in its capacity as Escrow Agent. Securities and other negotiable instruments comprising the Escrow Fund from time to time shall be held or registered in the name of Escrow Agent (or its nominee). The Escrow Fund shall not, to the extent permitted by applicable law, be subject to levy or attachment or lien by or for the benefit of any creditor of any of the parties hereto (except with respect to the security interest therein held by Assignee).

4. The cash comprising the Escrow Fund from time to time shall be invested and reinvested by Escrow Agent in one or more investments as directed by Lessee. Absent written direction from Lessee, the cash will be invested in the U.S. Bank National Association Money Market Deposit Fund. See Exhibit 1 Investment Direction Letter. Lessee represents and warrants to Escrow Agent and Assignee that the investments selected by Lessee for investment of the Escrow Fund are permitted investments for Lessee under all applicable laws. Escrow Agent will use due diligence to collect amounts payable

under a check or other instrument for the payment of money comprising the Escrow Fund and shall promptly notify Lessee and Assignee in the event of dishonor of payment under any such check or other instruments. Interest or other amounts earned and received by Escrow Agent with respect to the Escrow Fund shall be deposited in and comprise a part of the Escrow Fund. Escrow Agent shall maintain accounting records sufficient to permit calculation of the income on investments and interest earned on deposit of amounts held in the Escrow Fund. The parties acknowledge that to the extent regulations of the Comptroller of Currency or other applicable regulatory entity grant a right to receive brokerage confirmations of security transactions of the escrow, the parties waive receipt of such confirmations, to the extent permitted by law. The Escrow Agent shall furnish a statement of security transactions on its regular monthly reports. Attached as Exhibit 6 is the Class Action Negative Consent Letter to be reviewed by Lessee.

5. Upon request by Lessee and Assignee, Escrow Agent shall send monthly statements of account to Lessee and Assignee, which statements shall set forth all withdrawals from and interest earnings on the Escrow Fund as well as the investments in which the Escrow Fund is invested.

6. Escrow Agent shall take the following actions with respect to the Escrow Fund:

(a) Upon Escrow Agent's acceptance of the deposit of the Purchase Price, an amount equal to Escrow Agent's acceptance fee, as set forth on Exhibit 2 hereto, shall be disbursed from the Escrow Fund to Escrow Agent in payment of such fee.

(b) Escrow Agent shall pay costs of the Equipment upon receipt of a duly executed Requisition Request (substantially in the format of Exhibit 3) signed by Assignee and Lessee. Lessee's authorized signatures are provided in Exhibit 5 attached hereto. Escrow Agent will use best efforts to process requests for payment within one (1) business day of receipt of requisitions received prior to 2:00 p.m. Central Time. The final Requisition shall be accompanied by a duly executed Final Acceptance Certificate form attached as Exhibit 4 hereto.

Escrow Agent is authorized but shall not be required to seek confirmation of such instructions by telephone call-back to any person designated by the instructing party on Exhibit 5 hereto, and Escrow Agent may rely upon the confirmation of anyone purporting to be a person so designated. The persons and telephone numbers for call-backs may be changed only in writing actually received and acknowledged by Escrow Agent and shall be effective only after Escrow Agent has a reasonable opportunity to act on such changes. If Escrow Agent is unable to contact any of the designated representatives identified in Exhibit 5, Escrow Agent is hereby authorized but shall be under no duty to seek confirmation of such instructions by telephone call-back to any one or more of Lessee's or Assignee's executive officers ("Executive Officers"), as Escrow Agent may select. Such Executive Officer shall deliver to Escrow Agent a fully executed incumbency certificate, and Escrow Agent may rely upon the confirmation of anyone purporting to be any such officer. Lessee and Assignee agree that Escrow Agent may at its option record any telephone calls made pursuant to this Section. Escrow Agent in any funds transfer may rely solely upon any account numbers or similar identifying numbers provided by Lessee and Assignee to identify (i) the beneficiary, (ii) the beneficiary's bank, or (iii) an intermediary bank, even when its use may result in a person other than the beneficiary being paid, or the transfer of funds to a bank other than the beneficiary's bank or an intermediary bank so designated. Lessee and Assignee acknowledge that these optional security procedures are commercially reasonable.

(c) Upon receipt by Escrow Agent of written notice from Assignee that an Event of Default or an Event of Nonappropriation (if provided for under the Master Agreement) has occurred under the Agreement, all funds then on deposit in the Escrow Fund shall be paid to Assignee for application in accordance with the Master Agreement, and this Escrow Agreement shall terminate.

(d) Upon receipt by Escrow Agent of written notice from Assignee that the purchase price of the Equipment has been paid in full, Escrow Agent shall pay the funds then on deposit in the Escrow Fund to Assignee to be applied first to the next Lease Payment due under the Master Agreement, and second, to prepayment of the principal component of Lease Payments in inverse order of maturity without premium. To the extent the Agreement is not subject to prepayment, Assignee consents to such prepayment to the extent of such prepayment amount from the Escrow Fund. Upon disbursement of all amounts in the Escrow Fund, this Escrow Agreement shall terminate.

(e) This Escrow Agreement shall terminate upon the distribution of all the amounts in the Escrow Fund pursuant to any applicable provision of this Agreement, and Escrow Agent will thereafter have no further obligation or liability whatsoever with respect to this Agreement.

7. The fees and expenses, including any legal fees, of Escrow Agent incurred in connection herewith shall be the responsibility of Lessee. The basic fees and expenses of Escrow Agent shall be as set forth on Exhibit 2 and Escrow Agent is hereby authorized to deduct such fees and expenses from the Escrow Fund as and when the same are incurred without any further authorization from Lessee or Assignee. Escrow Agent may employ legal counsel and other experts as it deems necessary for advice in connection with its obligations hereunder. Escrow Agent waives any claim against Assignee with respect to compensation hereunder.

8. Escrow Agent shall have no liability for acting upon any written instruction presented by Assignee in connection with this Escrow Agreement, which Escrow Agent in good faith believes to be genuine. Furthermore, Escrow Agent shall not be liable for any act or omission in connection with this Escrow Agreement except for its own negligence, willful misconduct or bad faith. Escrow Agent shall not be liable for any loss or diminution in value of the Escrow Fund as a result of the investments made by Escrow Agent.

9. Escrow Agent may resign at any time by giving thirty (30) days' prior written notice to Assignee and Lessee. Assignee may at any time remove Escrow Agent as Escrow Agent under this Escrow Agreement upon written notice to Lessee and Escrow Agent. Such removal or resignation shall be effective on the date set forth in the applicable notice. Upon the effective date of resignation or removal, Escrow Agent will transfer the Escrow Fund to the successor Escrow Agent selected by Assignee.

10. Lessee hereby represents, covenants and warrants that pursuant to Treasury Regulations Section 1.148-7(d), the gross proceeds of the Agreement will be expended for the governmental purposes for which the Agreement was entered into, as follows: at least 15% within six months after the Commencement Date, such date being the date of deposit of funds into the Escrow Fund, at least 60% within 12 months after the Commencement Date, and 100% within 18 months after the Commencement Date. If Lessee is unable to comply with Section 1.148-7(d) of the Treasury Regulations, Lessee shall, at its sole expense and cost, compute rebatable arbitrage on the Agreement and pay rebatable arbitrage to the United States at least once every five years, and within 60 days after payment of the final rental or Lease Payment due under the Agreement.

11. In the event of any disagreement between the undersigned or any of them, and/or any other person, resulting in adverse claims and demands being made in connection with or for any moneys involved herein or affected hereby, Escrow Agent shall be entitled at its option to refuse to comply with any such claim or demand, so long as such disagreement shall continue, and in so refusing Escrow Agent may refrain from making any delivery or other disposition of any moneys involved herein or affected hereby and in so doing Escrow Agent shall not be or become liable to the undersigned or any of them or to any person or party for its failure or refusal to comply with such conflicting or adverse demands, and Escrow Agent shall be entitled to continue so to refrain and refuse so to act until:

(a) the rights of the adverse claimants have been finally adjudicated in a court assuming and having jurisdiction of the parties and the moneys involved herein or affected hereby; or

(b) all differences shall have been adjusted by Master Agreement and Escrow Agent shall have been notified thereof in writing signed by all of the persons interested.

12. All notices (excluding billings and communications in the ordinary course of business) hereunder shall be in writing, and shall be sufficiently given and served upon the other party if delivered (a) personally, (b) by United States registered or certified mail, return receipt requested, postage prepaid, (c) by an overnight delivery by a service such as Federal Express or Express Mail from which written confirmation of overnight delivery is available, (d) by facsimile with a confirmed receipt or (e) by email by way of a PDF attachment thereto. Notice shall be effective upon receipt except for notice via email, which shall be effective only when the Recipient, by return email or notice delivered by other method provided for in this Section, acknowledges having received that email (with an automatically generated receipt or similar notice not constituting an acknowledgement of an email receipt for purposes of this Section).

Escrow Agent shall have the right to accept and act upon any notice, instruction, or other communication, including any funds transfer instruction, (each, a "Notice") received pursuant to this Agreement by electronic transmission (including by e-mail, facsimile transmission, web portal or other electronic methods) and shall not have any duty to confirm that the person sending such Notice is, in fact, a person authorized to do so. Electronic signatures believed by Escrow Agent to comply with the ESIGN Act of 2000 or other applicable law (including electronic images of handwritten signatures and digital signatures provided by DocuSign, Orbit, Adobe Sign or any other digital signature provider identified by any other party hereto and acceptable to Escrow Agent) shall be deemed original signatures for all purposes. Each other party assumes all risks arising out of the use of electronic signatures and electronic methods to send Notices to Escrow Agent, including without limitation

the risk of Escrow Agent acting on an unauthorized Notice, and the risk of interception or misuse by third parties. Notwithstanding the foregoing, Escrow Agent may in any instance and in its sole discretion require that a Notice in the form of an original document bearing a manual signature be delivered to Escrow Agent in lieu of, or in addition to, any such electronic Notice.

13. This Escrow Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective successors and assigns. No rights or obligations of Escrow Agent under this Escrow Agreement may be assigned without the prior written consent of Assignee.

14. This Escrow Agreement shall be governed by and construed in accordance with the laws in the state of the Escrow Agent's location. This Escrow Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof, and no waiver, consent, modification or change of terms hereof shall bind any party unless in writing signed by all parties.

15. This Escrow Agreement and any written direction may be executed in two or more counterparts, which when so executed shall constitute one and the same agreement or direction.

IN WITNESS WHEREOF, the parties hereto have caused this Escrow Agreement to be duly executed as of the day and year first above set forth.

U.S. Bancorp Government Leasing and Finance, Inc., as Assignee
By:
Name:
Title:
Address: 13010 SW 68 <sup>th</sup> Parkway, Suite 100 Portland, OR 97223

Independent School District 279, as Lessee
By:
Name:
Title:
Address: 11200 93rd Avenue North Maple Grove, MN 55369

U.S. BANK NATIONAL ASSOCIATION, as Escrow Agent
By:
Name:
Title:
Address: U.S. Bank National Association Global Corporate Trust 950 17 <sup>th</sup> Street, 5 <sup>th</sup> Floor Denver, CO 80202

**EXHIBIT 1**

**U.S. BANK NATIONAL ASSOCIATION  
MONEY MARKET ACCOUNT AUTHORIZATION FORM  
DESCRIPTION AND TERMS**

The U.S. Bank Money Market account is a U.S. Bank National Association (“U.S. Bank”) interest-bearing money market deposit account designed to meet the needs of U.S. Bank’s Corporate Trust Services Escrow Group and other Corporate Trust customers of U.S. Bank. Selection of this investment includes authorization to place funds on deposit and invest with U.S. Bank.

U.S. Bank uses the daily balance method to calculate interest on this account (actual/365 or 366). This method applies a daily periodic rate to the principal balance in the account each day. Interest is accrued daily and credited monthly to the account. Interest rates are determined at U.S. Bank’s discretion, and may be tiered by customer deposit amount.

The owner of the account is U.S. Bank as Agent for its trust customers. U.S. Bank’s trust department performs all account deposits and withdrawals. Deposit accounts are FDIC Insured per depositor, as determined under FDIC Regulations, up to applicable FDIC limits.

**AUTOMATIC AUTHORIZATION**

In the absence of specific written direction to the contrary, U.S. Bank is hereby directed to invest and reinvest proceeds and other available moneys in the U.S. Bank Money Market Account. The U.S. Bank Money Market Account is a permitted investment under the operative documents and this authorization is the permanent direction for investment of the moneys until notified in writing of alternate instructions.

Independent School District 279

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Directing Party

\_\_\_\_\_  
Trust Account Number – includes existing and future sub-accounts unless otherwise directed

\_\_\_\_\_  
Title/Date

## EXHIBIT 2

### Schedule of Fees for Services as Escrow Agent Equipment Lease Purchase Escrow

CTS01010A	<b>Acceptance Fee:</b> The acceptance fee includes the administrative review of documents, initial set-up of the account, and other reasonably required services up to and including the closing. This is a one-time, non-refundable fee, payable at closing.	WAIVED
CTS04880	<b>Escrow Agent, One Time:</b> Administration fee for the standard escrow agent services associated with the administration of the account. One-time administration fees are payable in advance.	\$375
	<b>Direct Out of Pocket Expenses</b> Reimbursement of expenses associated with the performance of our duties, including but not limited to publications, legal counsel after the initial close, travel expenses and filing fees.	At Cost

**Extraordinary Administration Services.** Extraordinary Administration Services ("EAS") are duties, responsibilities or activities not expected to be provided by the escrow agent at the outset of the transaction, not routine or customary, and/or not incurred in the ordinary course of business, and may require analysis or interpretation. Billing for fees and expenses related to EAS is appropriate in instances where particular inquiries, events or developments are unexpected, even if the possibility of such circumstances could have been identified at the inception of the transaction, or as changes in law, procedures, or the cost of doing business demand. At our option, EAS may be charged on an hourly (time expended multiplied by current hourly rate), flat or special fee basis at such rates or in such amounts in effect at the time of such services, which may be modified by us in our sole and reasonable discretion from time to time. In addition, all fees and expenses incurred by the escrow agent, in connection with the escrow agent's EAS and ordinary administration services and including without limitation the fees and expenses of legal counsel, financial advisors and other professionals, charges for wire transfers, checks, internal transfers and securities transactions, travel expenses, communication costs, postage (including express mail and overnight delivery charges), copying charges and the like will be payable, at cost, to the escrow agent. EAS fees are due and payable in addition to annual or ordinary administration fees. Failure to pay for EAS owed to U.S. Bank when due may result in interest being charged on amounts owed to U.S. Bank for extraordinary administration services fees and expenses at the prevailing market rate.

Account approval is subject to review and qualification. Fees are subject to change at our discretion and upon written notice. Fees paid in advance will not be prorated. The fees set forth above and any subsequent modifications thereof are part of your agreement. Finalization of the transaction constitutes agreement to the above fee schedule, including agreement to any subsequent changes upon proper written notice. In the event your transaction is not finalized, any related out-of-pocket expenses will be billed to you directly. Absent your written instructions to sweep or otherwise invest, all sums in your account will remain uninvested and no accrued interest or other compensation will be credited to the account. Payment of fees constitutes acceptance of the terms and conditions set forth.

#### IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT:

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. For a non-individual person such as a business entity, a charity, a Trust or other legal entity we will ask for documentation to verify its formation and existence as a legal entity. We may also ask to see financial statements, licenses, identification and authorization documents from individuals claiming authority to represent the entity or other relevant documentation.

**EXHIBIT 3**

**REQUISITION REQUEST**

The Escrow Agent is hereby requested to pay from the Escrow Fund established and maintained under that certain Escrow Agreement dated as of December 20, 2022 (the "Escrow Agreement") by and among U.S. Bancorp Government Leasing and Finance, Inc. (the "Assignee"), Independent School District 279 (the "Lessee"), and U.S. Bank National Association (the "Escrow Agent"), the amount set forth below to the named payee(s). The amount shown is due and payable under a purchase order or contract (or has been paid by and not previously reimbursed to Lessee) with respect to equipment being financed under that certain Master Tax-Exempt Lease Purchase Agreement dated as of December 20, 2022 (the "Master Agreement") and Property Schedule No. 1 thereto dated December 20, 2022 (the "Schedule" and, together with the terms and conditions of the Master Agreement incorporated therein, the "Agreement"), by and between the Assignee and the Lessee, and has not formed the basis of any prior requisition request.

Pursuant to Section 6(b) of the above-referenced Escrow Agreement, Assignee and Lessee hereby instruct Escrow Agent to disburse funds from the Escrow Account to Payee, as provided below:

**Payee:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_

**Wire/ACH**

Bank Name:  
Bank Address:  
ABA No.:  
Account Name:  
Account No.:

**Check**

Name:  
Address 1:  
Address 2:  
City/State  
Zip Code:

**Payee:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_

**Wire/ACH**

Bank Name:  
Bank Address:  
ABA No.:  
Account Name:  
Account No.:

**Check**

Name:  
Address 1:  
Address 2:  
City/State  
Zip Code:

**Payee:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_

**Wire/ACH**

Bank Name:  
Bank Address:  
ABA No.:  
Account Name:  
Account No.:

**Check**

Name:  
Address 1:  
Address 2:  
City/State  
Zip Code:

The undersigned, as Lessee under the Master Agreement, hereby certifies:

1. The items of the Equipment being acquired with the proceeds of this disbursement have been delivered and installed at the location(s) contemplated by the Master Agreement. The Lessee has conducted such inspection and/or testing of the Equipment being acquired with the proceeds of this disbursement as it deems necessary and appropriate, and such Equipment has been accepted by Lessee.
2. The costs of the Equipment to be paid from the proceeds of this disbursement have been properly incurred, are a proper charge against the Escrow Fund and have not been the basis of any previous disbursement.
3. No part of the disbursement requested hereby will be used to pay for materials not yet incorporated into the Equipment or for services not yet performed in connection therewith.

4. The Equipment is covered by insurance in the types and amounts required by the Agreement.
5. No Event of Default or Event of Nonappropriation (if applicable), as each such term is defined in the Master Agreement, and no event which with the giving of notice or lapse of time, or both, would become such an Event of Default or Event of Nonappropriation has occurred and is continuing on the date hereof.
6. If Lessee paid an invoice prior to the commencement date of the Master Agreement, and is requesting reimbursement for such payment, Lessee has satisfied the requirements for reimbursement set forth in Treas. Reg. §1.150-2.

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

<b>Assignee: U.S. Bancorp Government Leasing and Finance, Inc.</b>
By:
Name:
Title:

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

**Exhibit 4**

**Final Acceptance Certificate**

American Capital Financial Services, Inc.  
2015 Ogden Avenue #400  
Lisle, Illinois 60532

Re: **Property Schedule No. 1** to Master Tax-Exempt Lease/Purchase Agreement between American Capital Financial Services, Inc. and Independent School District 279

Ladies and Gentlemen:

In accordance with the above-referenced Master Tax-Exempt Lease/Purchase Agreement (the "Master Agreement"), the undersigned ("Lessee") hereby certifies and represents to, and agrees with, U.S. Bancorp Government Leasing and Finance, Inc. ("Assignee"), as follows:

- (1) The Property, as such terms are defined in the above-referenced Property Schedule, has been acquired, made, delivered, installed and accepted on the date indicated below.
- (2) Lessee has conducted such inspection and/or testing of the Property as it deems necessary and appropriate and hereby acknowledges that it accepts the Property for all purposes.
- (3) No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default or a Nonappropriation Event (as such terms are defined in the Master Agreement) exists at the date hereof.

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

<b>Lessee: Independent School District 279</b>
By:
Name:
Title:

**Exhibit 5**

Each of the following person(s) is a **Lessee Representative** authorized to execute escrow documents and direct Escrow Agent as to all matters, including fund transfers, address changes and contact information changes, on Recipient's behalf (only one signature required):

_____	_____	_____
Name	Specimen signature	Telephone No
_____	_____	_____
Name	Specimen signature	Telephone No
_____	_____	_____
Name	Specimen signature	Telephone No

*(Note: if only one person is identified above, please add the following language:)*

The following persons (not listed above) are authorized for call-back confirmations:

_____	_____
Name	Telephone Number
_____	_____
Name	Telephone Number
_____	_____
Name	Telephone Number

**Exhibit 6**

**Class Action Negative Consent Letter**

December 20, 2022

Independent School District 279  
11200 93rd Avenue North  
Maple Grove, MN 55369

RE: USBGLF/Independent School District 279 - - Class Action Litigation Claims

Dear Kelly Benusa:

U.S. Bank National Association (“U.S. Bank”) has established its policies and procedures relative to class action litigation claims filed on behalf of its clients’ accounts. This policy may impact future claims filed by U.S. Bank on behalf of the above-referenced account. Listed below are the policies regarding class action litigation claims:

1. U.S. Bank will file class action litigation claims, at no charge, on behalf of open, eligible agency or custody accounts upon receipt of proper documented authorization. This notice, with your ability to opt out as further described below, constitutes such documented authorization.
2. U.S. Bank will not file claims for agency or custody accounts that were open during the class action period but were closed prior to receipt of any notice of the class action litigation.
3. Assuming requisite information is provided by the payor to identify the applicable account, settlement proceeds of the class action litigation will be posted within a reasonable time following receipt of such proceeds to the entitled accounts that are open at such time. If entitled accounts are closed prior to distribution and receipt of settlement proceeds, they will be remitted to entitled beneficiaries or successors of the account net of any research and filing fees. Proceeds, less any research and filing fees, will be escheated if the entitled beneficiaries or successors of the account cannot be identified /located.

If you wish U.S. Bank to continue to file class action litigation proofs of claim on behalf of your account, you do not need to take any further action. However, if you do not wish U.S. Bank to file class action proofs of claim on behalf of your account, you may notify us of this election by returning this letter with your signature and date provided below within 30 days or by filing a separate authorization letter with your Account Manager by the same date.

The authorization and understanding contained in this communication constitutes an amendment of any applicable provisions of the account document for the above-referenced account.

If you have any questions, please contact me at the below number.

Sincerely,  
Mike McGuire  
Vice President  
303.585.4594

No, U.S. Bank is not authorized to file class action litigation proofs of claim on behalf of the above-referenced account(s). By making this election, I acknowledge that U.S. Bank is not responsible for forwarding notices received on class action or litigation claims.

\_\_\_\_\_  
Authorized Signature

**NOTICE AND ACKNOWLEDGMENT OF SALE OF RENTAL PAYMENTS AND ASSIGNMENT OF LEASE**

American Capital Financial Services, Inc. and Independent School District 279 ("Lessee") have entered into a Master Tax-Exempt Lease/Purchase Agreement, dated December 20, 2022 and related Property Schedule No. 1 dated December 20, 2022 (together, the "Agreement") under which Lessee has, or will have prior to its execution hereof, leased Property (the "Property") described in Exhibit A to the Agreement.

Lessee is hereby notified that American Capital Financial Services, Inc. has assigned its interest in the Agreement, in the leased Property, and in the Rental Payments and all other amounts provided for under the Agreement.

Lessee is hereby directed to pay any and all rental payments and other amounts due with respect to which American Capital Financial Services, Inc.'s Purchaser ("Purchaser") renders an invoice, at the address set out immediately below or as otherwise directed in said invoice:

**"PURCHASER"**

U.S. Bancorp Government Leasing and Finance, Inc. PO Box 959067 St. Louis, MO 63179-9067
--

By signing this Notice and Acknowledgment, Lessee agrees that it will pay all amounts due under the Agreement as directed in the invoice without any set-off or deduction whatsoever notwithstanding any defect in, damage to, or requisition of any property leased under the Agreement, any other similar or dissimilar event, any defense, set-off, counterclaim or recoupment arising out of any claim against American Capital Financial Services, Inc. or Purchaser.

Lessee further agrees that Purchaser has not assumed any duties under the Agreement or made any warranties whatsoever as to the Agreement or the Property. Lessee agrees that no change may be made to the Agreement without the prior written consent of the Purchaser.

In signing this, Lessee warrants that its representations and warranties under the Agreement are true and correct on the date hereof.

<b>Lessor: American Capital Financial Services, Inc.</b>	<b>Lessee: Independent School District 279</b>
<b>By:</b>	<b>By:</b>
<b>Printed Name:</b>	<b>Printed Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

**Request for Taxpayer  
 Identification Number and Certification**

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	<b>2</b> Business name/disregarded entity name, if different from above					
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____		<b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.			Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____					<small>(Applies to accounts maintained outside the U.S.)</small>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)				
<b>6</b> City, state, and ZIP code						
<b>7</b> List account number(s) here (optional)						

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
					-			-		
<b>or</b>										
<b>Employer identification number</b>										
					-					

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, 185 later.*



Government Leasing and Finance  
Application for Equipment Lease

Independent School District No. 279, Osseo Area Schools 41-6001421  
Legal Name of Lessee (Applicant) Tax ID # Web address (if, applicable)  
11200 93<sup>rd</sup> Avenue N. Maple Grove MN 55369  
Address City State Zip

**Person(s) to Contact for Clarification Regarding Project**

John Morstad Exec Dir of Finance & Operations 763-391-7014  
Name Title Phone  
Name Title Phone  
Email Fax

**Obligations / Economics**

Bank Qualified  Non-Bank Qualified   
Are the Applicant's obligations bank qualified (i.e., expected to issue less than \$10 Million in tax-exempt financing this calendar year)?

Moody's Investors Service: Aa1 Standard & Poor's: Fitch:  
Please list the Applicant's current underlying bond rating from the rating agencies listed above (if applicable)

Stable  
Discuss the Applicant's economic trends (stable, positive, negative) and reasons for any variation

Yes  No   
Has the Applicant ever defaulted or non-appropriated on an obligation?

**If Yes,**  
Please explain

**Demographic Information**

**Please provide the following demographic information (please attach any applicable demographic statistics)**

Approx square mile Population Increasing or Decreasing Population?  
Cities, Towns and Counties

**If Decreasing,**  
Please explain

**Educational Applicants Only**

Enrollment 21,472 Increasing or Decreasing Enrollment?  
Please also answer the above question regarding the resident city

**If Decreasing,**  
Please explain

Elementary: 18 Middle: 9 High School: 9 Other:  
How many schools make up the district (please list the number and type of each school)?



Government Leasing and Finance  
Essential Use Form

LED Lighting Project (see attached)

Purchase Description (please be **specific** and attach any applicable equipment lists or invoices available)

Est. Equipment Delivery Date

Yes  No

Is the Equipment replacing existing equipment?

**If Yes, 10 years+**

Please state how long you have currently used the Equipment **and** the reason you are replacing the Equipment

Recycle

What will the Applicant do with the old equipment that is being replaced?

**If No,**

Please state the reason additional equipment is needed

What will the Applicant do with the old equipment that is being replaced?

**Please describe in detail the following (please be specific)**

**Lighting Throughout Buildings**

What will the Equipment be used for?

**Lighting**

Describe the essential nature of the equipment financed

**All**

List the specific department that will be the primary user of the Equipment

**Lease Payments**

Yes  No

Will the lease payments be made from Applicant's General Fund?

**If No,**

From which Special Fund will the lease payments be made?

Yes  No

Will any federal grant or loan monies be used? If so, please describe

Yes  No

Has the first payment been appropriated?

**Terms and Conditions**

\$2,757,591.30  
Total Cost of Equipment

\$337,818.69  
Advance payment Amount to Finance

10  
Term (in years) Annual  Semi-Annual  Quarterly  Monthly   
Frequency (choose one):

Advance  Arrears   
Remittance (choose one): Equipment Delivery Date

Insurance Company Name or indicate Self Insured Amount of Liability Insurance Amount of Property Damage Insurance

The undersigned hereby certifies that all the information in the above Application for Equipment Lease and Essential Use Form is true, complete and correct.

Applicable Signature

Title Date

► Under Internal Revenue Code section 149(e)

► See separate instructions.

Caution: If the issue price is under \$100,000, use Form 8038-GC.

► Go to [www.irs.gov/F8038G](http://www.irs.gov/F8038G) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

<b>Part I Reporting Authority</b>		Check box if Amended Return <input type="checkbox"/>	
1 Issuer's name <u>Independent School District No. 279 (Osseo Area Schools), Minnesota</u>		2 Issuer's employer identification number (EIN) <u>41-6001421</u>	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a	
4 Number and street (or P.O. box if mail is not delivered to street address) Room/suite <u>11200 93rd Avenue North</u>		5 Report number (For IRS Use Only) <u>3</u>	
6 City, town, or post office, state, and ZIP code <u>Maple Grove, Minnesota 55369</u>		7 Date of issue <u>12/20/2022</u>	
8 Name of issue <u>Property Schedule No. 1 to Master Tax-Exempt Lease/Purchase Agreement</u>		9 CUSIP number <u>None</u>	
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information <u>Kelly Benusa, Director of Business Services</u>		10b Telephone number of officer or other employee shown on 10a <u>(763) 391-7022</u>	

**Part II Type of Issue (Enter the issue price.)** See the instructions and attach schedule.

11 Education . . . . .	11	<u>2,419,773</u>
12 Health and hospital . . . . .	12	
13 Transportation . . . . .	13	
14 Public safety . . . . .	14	
15 Environment (including sewage bonds) . . . . .	15	
16 Housing . . . . .	16	
17 Utilities . . . . .	17	
18 Other. Describe ►	18	
19a If bonds are TANs or RANs, check only box 19a . . . . .		<input type="checkbox"/>
b If bonds are BANs, check only box 19b . . . . .		<input type="checkbox"/>
20 If bonds are in the form of a lease or installment sale, check box . . . . .		<input type="checkbox"/>

**Part III Description of Bonds.** Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	<u>12/20/2031</u>	<u>\$ 2,419,773</u>	<u>\$ 2,419,773</u>	<u>5.313</u> years	<u>4.77 %</u>

**Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)**

22 Proceeds used for accrued interest . . . . .	22	<u>0</u>
23 Issue price of entire issue (enter amount from line 21, column (b)) . . . . .	23	<u>2,419,773</u>
24 Proceeds used for bond issuance costs (including underwriters' discount) . . . . .	24	<u>0</u>
25 Proceeds used for credit enhancement . . . . .	25	<u>0</u>
26 Proceeds allocated to reasonably required reserve or replacement fund . . . . .	26	<u>0</u>
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V . . . . .	27	<u>0</u>
28 Proceeds used to refund prior taxable bonds. Complete Part V . . . . .	28	<u>0</u>
29 Total (add lines 24 through 28) . . . . .	29	<u>0</u>
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here) . . . . .	30	<u>2,419,773</u>

**Part V Description of Refunded Bonds.** Complete this part only for refunding bonds.

31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded . . . . .	►	_____ years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded . . . . .	►	_____ years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) . . . . .	►	_____
34 Enter the date(s) the refunded bonds were issued ► (MM/DD/YYYY)		_____

**Part VI Miscellaneous**

- 35** Enter the amount of the state volume cap allocated to the issue under section 141(b)(5) . . . . . 

<b>35</b>	
-----------	--
- 36a** Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC). See instructions . . . . . 

<b>36a</b>	
------------	--

  - b** Enter the final maturity date of the GIC ▶ (MM/DD/YYYY) \_\_\_\_\_
  - c** Enter the name of the GIC provider ▶ \_\_\_\_\_
- 37** Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units . . . . . 

<b>37</b>	
-----------	--
- 38a** If this issue is a loan made from the proceeds of another tax-exempt issue, check box ▶  and enter the following information:
  - b** Enter the date of the master pool bond ▶ (MM/DD/YYYY) \_\_\_\_\_
  - c** Enter the EIN of the issuer of the master pool bond ▶ \_\_\_\_\_
  - d** Enter the name of the issuer of the master pool bond ▶ \_\_\_\_\_
- 39** If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box . . . . . ▶
- 40** If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box . . . . . ▶
- 41a** If the issuer has identified a hedge, check here ▶  and enter the following information:
  - b** Name of hedge provider ▶ \_\_\_\_\_
  - c** Type of hedge ▶ \_\_\_\_\_
  - d** Term of hedge ▶ \_\_\_\_\_
- 42** If the issuer has superintegrated the hedge, check box . . . . . ▶
- 43** If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box . . . . . ▶
- 44** If the issuer has established written procedures to monitor the requirements of section 148, check box . . . . . ▶
- 45a** If some portion of the proceeds was used to reimburse expenditures, check here ▶  and enter the amount of reimbursement . . . . . ▶ \_\_\_\_\_
- b** Enter the date the official intent was adopted ▶ (MM/DD/YYYY) \_\_\_\_\_

**Signature and Consent**

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.

▶ \_\_\_\_\_ Date \_\_\_\_\_ ▶ **John Morstad, Exec. Dir. Finance & Operations**  
 Signature of issuer's authorized representative Type or print name and title

<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Nathan Canova				P01728305
	Firm's name ▶ Dorsey & Whitney LLP			Firm's EIN ▶	41-0223337
	Firm's address ▶ 50 South Sixth Street, Suite 1500, Minneapolis, Minnesota 55402			Phone no.	612-492-6916

CERTIFICATION OF MINUTES RELATING TO  
MASTER TAX-EXEMPT LEASE/PURCHASE AGREEMENT

Issuer: Independent School District No. 279 (Osseo), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held December 13, 2022 at 6:00 p.m., local time, in the Board Room of the Educational Service Center, 11200 93rd Ave N, Maple Grove, Minnesota, or electronically as permitted by and in accordance with applicable laws.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO THE FINANCING OF EQUIPMENT;  
AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER TAX-  
EXEMPT LEASE/PURCHASE AGREEMENT AND RELATED DOCUMENTS,  
INCLUDING PROPERTY SCHEDULE NO. 1

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations 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, so far as they relate to said obligations; 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 on December \_\_, 2022.

---

Clerk

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

RESOLUTION RELATING TO THE FINANCING OF EQUIPMENT;  
AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER TAX-  
EXEMPT LEASE/PURCHASE AGREEMENT AND RELATED DOCUMENTS,  
INCLUDING PROPERTY SCHEDULE NO. 1

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 279 (Osseo), Minnesota (the “District”), as follows:

Section 1. Authority; Purpose. The District is authorized by Minnesota Statutes, Section 465.71 to enter into lease-purchase agreements for the purpose of financing real and personal property. This Board hereby finds it in the best interest of the District to enter into a Master Tax-Exempt Lease/Purchase Agreement, and Property Schedule No. 1 incorporated therein by reference, each to be dated on or about December 20, 2022 (together, the “Lease”) for the purpose of financing the acquisition of certain lighting equipment (the “Property”).

Section 2. Authorization of Financing. In order to finance the Property, the Board desires to enter into the Lease with American Capital Financial Services, Inc., as lessor, Lisle, Illinois (the “Lessor”). The Lessor offered to enter into the Lease to provide a loan to the District in the aggregate principal amount of \$2,757,591.30, on the terms set forth in the Lease. Such proposal of the Lessor is hereby accepted and the Lease is hereby authorized to be executed and delivered as hereinafter set forth. Pursuant to Minnesota Statutes, Section 475.60, the requirements as to public sale do not apply to the award or sale of the Lease to the Lessor. All action heretofore taken by the Executive Director, Finance & Operations, the Director of Business Services or any other District officer or employee with respect to the Lease is hereby ratified and confirmed in all respects.

Section 3. Documents. The Lease and such other operative and closing documents as are necessary to accomplish the financing of the Property (the “Documents”) will hereafter be finally negotiated with the Lessor, all in accordance with this resolution. Such documents shall be placed on file in the office of the Director of Business Services.

Section 4. Execution. Upon completion of the Documents and the execution thereof by the other parties thereto, the Executive Director, Finance & Operations, the Director of Business Services, any of the Board Chair, Clerk, or any other employee of the District acting under their direction and designated by them to act on behalf of the District, are hereby authorized individually and / or collectively to execute and deliver the Documents on behalf of the District. The same are hereby further authorized to execute, on behalf of the District, such other contracts, certifications, documents or instruments as Lessor or counsel to the District shall require, including but not limited to IRS Form 8038-G, and all certifications, recitals, warranties and representations therein and in the Documents shall constitute the certifications, recitals, warranties and representations of the District. Execution of any contract, certification, document or instrument by one or more appropriate officers of the District will constitute and be deemed conclusive evidence of the approval and authorization by the District and the Board of the contract, certification, document or instrument so executed.

Section 5. Payment of Lease Payments; No General Obligation. Subject to the provisions of the Lease, the District shall pay promptly when due, all of the rental or lease payments due under the Lease (the "Lease Payments") and other amounts required by the Lease. The Lease and the obligations of the District thereunder will be special, limited obligations of the District payable in each fiscal year solely from funds of the District legally appropriated for such purpose in the annual budget of the District; provided, however, that the District shall not be obligated to make any such appropriation. The full faith and credit and ability of the District to levy ad valorem taxes without limitation as to rate or amount are not pledged to the payment of the Lease or any obligation of the District thereunder.

Section 6. Tax Covenant and Useful Life.

(a) Covenant. The District covenants and agrees that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest component of the Lease Payments payable under the Lease to become subject to taxation under the Internal Revenue Code of 1986 (the "Code") and any regulations issued thereunder (the "Regulations"), in effect at the time of such action, and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within their powers which may be necessary to ensure that the interest component of the Lease Payments payable under the Lease will not become subject to taxation under the Code and the Regulations, as presently existing or as hereafter amended and made applicable to the Lease. So long as the Lease is outstanding, the District will not enter into any lease, use agreement or other contract or agreement respecting the Property which would cause the Lease to be considered a "private activity bond" or "private loan bond" pursuant to the provisions of Section 141 of the Code.

(b) Useful Life. The economic useful life of the Property is substantially greater than the Lease Term (as defined in the Lease).

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.

TO: Cory McIntyre, Superintendent

FROM: John Morstad, Executive Director of Finance and Operations

SUBJECT: Resolution for Contracts & Services Parameters

DATE: November 22, 2022

### **Recommendation**

The School Board approve the District's recommendation to re-align to the requirements of state statute by revoking the resolution passed on September 23, 2014, which created an additional level of approval beyond parameters set forth in state statute.

### **Background**

As you know, all our purchases are governed by state statute that requires three main components. We are authorized to make purchases for the district if:

1. The School Board has approved a budget, and that such purchases are consistent with the board approved budget
2. Purchases of more than \$25,000 but less than \$175,000 require either sealed bid or direct negotiation by obtaining at least two quotes
3. Any purchases of \$175,000 or more require a sealed bid or cooperative purchasing agreement

A resolution was approved in 2014 that set additional restrictions on the purchase of contracts & services. This resolution required Board approval for purchases that meet the threshold of \$100,000 for work, labor, furniture, fixtures, or other goods, and a threshold of \$50,000 for the purchase of services. For context, we have included a summary of purchasing requirements for comparable districts.

Increasing pressures in the current purchasing environment, specifically supply chain issues and an increase in inflation, have created additional challenges for purchasing the goods and services we need to be effective as a school district. The additional level of approval has created an additional step for Osseo Area Schools that other districts like us simply do not face. This additional step ultimately costs us both time and additional expense as we do through the additional step currently required.

We have two safeguards in place to mitigate future concerns. First, we have brought into practice the annual step to approve our Professional Service Agreements, so the board does have visibility on the major contracts we engage in annually. Second, we will be adding a direction to our budget managers that any contracts that could be deemed as contentious or controversial should be brought before the Board for approval to maintain transparency.

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 279  
(OSSEO AREA SCHOOLS)  
STATE OF MINNESOTA

HELD: December 13, 2022

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, was held in said school district on December 13, 2022, at six o'clock p.m., for the purpose of conducting the regular business of the school board which included a resolution revoking the school board's resolution of September 23, 2014 setting purchasing/contracting restrictions that exceed Minnesota Statute and authorizing the superintendent and executive director of finance and operations to lease, purchase, and contract for goods and services within the budget as approved by the school board subject to statutory limits.

The following resolution was adopted by Board Action:

**RESOLUTION REVOKING SEPTEMBER 23, 2014 RESOLUTION ESTABLISHING  
PARAMETERS FOR CONTRACTS AND SERVICES AND AUTHORIZING THE  
SUPERINTENDENT AND EXECUTIVE DIRECTOR OF FINANCE AND  
OPERATIONS TO LEASE, PURCHASE AND CONTRACT FOR GOODS AND  
SERVICES WITHIN THE BUDGET APPROVED BY THE BOARD SUBJECT TO  
STATUTORY LIMITS**

WHEREAS, the school board of ISD279 has the responsibility and authority to manage the school district; and

WHEREAS, the school board of ISD279 reviews and approves the annual budget and strategic priorities for the school district and reviews all expenditures by the school district on a monthly basis; and

WHEREAS, Minnesota Statute 123B.52 Subd. 2 provides the school board the power to delegate to the superintendent or executive director of finance and operations the authority to

lease, purchase, and contract for goods and services within the budget as approved by the board with an exception that any transaction in an amount exceeding the minimum amount for which bids are required (i.e., \$175,000.00) must first be specifically authorized by the school board; and

WHEREAS, the school board passed a resolution on September 23, 2014, establishing parameters for school district contracting that exceeded requirements set forth in Minnesota law and set lower than required thresholds for school board approval of contracts for goods and services; and

WHEREAS, increasing pressures of the current purchasing environment, specifically supply chain issues and an increase in inflation, have created additional challenges and time pressures for purchasing goods and services the school district needs to operate effectively and efficiently; and

WHEREAS, the September 23, 2014 Resolution creates a requirement that disadvantages the school district when attempting to purchase and obtain goods/services in a rapidly changing business environment.

NOW THEREFORE BE IT RESOLVED that the school board of ISD279 revokes the September 23, 2014 Resolution Establishing Parameters for Contracts and Services.

BE IT FURTHER RESOLVED that the school board of ISD279 in accordance with Minn. Stat. §§ 123B.02 and 123B.52 authorizes the superintendent, the executive director of finance and operations or designee to lease, purchase, and contract for goods and services within the budget as approved by the school board with the exception that any transaction in an amount exceeding the minimum amount for which bids are required under Minnesota Statute must first be specifically authorized by the school board.

STATE OF MINNESOTA )  
COUNTY OF HENNEPIN ) SS

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated and that the resolution included therein is a full, true and correct copy of the original thereof.

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

\_\_\_\_\_  
School Board Clerk – Tamara Grady

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 279  
OSSEO AREA SCHOOLS  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 – Osseo Area Schools, State of Minnesota, was held in said school district on December 13, 2022 at 6:00 p.m.

The following members were present: xxx

Board member xxx introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 279 as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place when no other election is being held in the school district.
3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.
5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.
6. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

**School District Combined Polling Place No. 1**

BROOKLYN MIDDLE SCHOOL  
7000 Zane Avenue North  
Brooklyn Park, MN 55443

This combined polling place serves all territory in Independent School District No. 279 located in the City of Brooklyn Center, Precinct P-04 and P-05, and in the City of Brooklyn Park, Precinct W-C P-1, W-C P-2, W-C P-3, W-E P-1, W-E P-2, W-E P-4, W-E P-5, and W-W P-7, Hennepin County, Minnesota.

**School District Combined Polling Place No. 2**

EDINBROOK ELEMENTARY SCHOOL  
8925 Zane Avenue North  
Brooklyn Park, MN 55429

This combined polling place serves all territory in Independent School District No. 279 located in the City of Brooklyn Park, Precinct W-C P-4, W-C P-5, W-C P-6, W-C P-7, W-C P-8, and W-W P-8, Hennepin County, Minnesota.

**School District Combined Polling Place No. 3**

FERNBROOK ELEMENTARY SCHOOL  
9661 Fernbrook Lane  
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Corcoran, Precinct P-02; the City of Dayton, Precinct P-01; the City of Rogers, Precinct P-02; and the City of Maple Grove, Precinct P-01, P-02, P-03, and P-015, Hennepin County, Minnesota.

**School District Combined Polling Place No. 4**

BASSWOOD ELEMENTARY SCHOOL  
16425 Bass Lake Road  
Maple Grove, MN 55311

This combined polling place serves all territory in Independent School District No. 279 located in the City of Maple Grove, Precinct P-10, P-11, P-12, P-13, and P-14, Hennepin County, Minnesota.

**School District Combined Polling Place No. 5**

MAPLE GROVE MIDDLE SCHOOL  
7000 Hemlock Lane  
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Maple Grove, Precinct P-07, P-08, and P-09; in the City of Brooklyn Park, Precinct W-W P-3, W-W P-4, and W-W P-5, and the City of Plymouth, Precinct W-4 P-17, W-4 P-18, and W-4 P-19, Hennepin County, Minnesota.

**School District Combined Polling Place No. 6**

ELM CREEK ELEMENTARY SCHOOL  
9830 Revere Lane  
Maple Grove, MN 55369

This combined polling place serves all territory in Independent School District No. 279 located in the City of Osseo, Precinct P-01; the City of Maple Grove, Precinct P-04, P-05, and P-06; and the City of Brooklyn Park, Precinct W-W P-6, Hennepin County, Minnesota.

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

and the following voted against the same: xxx.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )  
  )SS  
COUNTY OF HENNEPIN )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 – Osseo Area Schools, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the combining of polling places, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
School Board Clerk

**TO:** Cory McIntyre, Superintendent  
**FROM:** John Morstad, Executive Director of Finance and Operations  
Dale Carlstrom, Director of Facilities Operations  
**SUBJECT:** Basswood Elementary Mechanical Renovations  
**DATE:** December 13, 2022

**Recommendation**

We recommend that the school board award the contract for renovations at Basswood Elementary school renovations to Ebert Construction Inc. The facilities department has checked the references of Ebert Construction and find them to be a responsive and responsible bidder. Ebert was the apparent low bid of seven bids received. ICS Consulting, ISD 279 owner’s representative, recommends (memo and tabulation attached) that we accept the base bid and accept alternates 1A, and 2 totaling \$2,944,000. The apparent low is over construction budget estimate but we have planned reserve capacity to cover inflated cost due to volatility in construction market. The Facilities team and ICS have reviewed references, background and subcontractors for Ebert Construction, and we are confident that they can meet our standards for quality of workmanship and professional project management.

**Background**

This is a mechanical upgrade to the heating, air-conditioning, and ventilation equipment that serves the classrooms. We will be replacing several air handlers, the chiller, and variable air volume units in the classrooms.

**Next Steps**

Upon approval by the school board, the owner’s representative and administration will draft a contract for the board representative to sign. The successful contractor will begin preparatory work upon execution of the contract and the project will be fully underway in June 2023. The project is scheduled for substantial completion by August 15, 2023.

December 08, 2022



Board of Education  
ISD #279 – Osseo Area Schools  
1120 93<sup>rd</sup> Avenue North  
Maple Grove, MN. 55369

1331 Tyler Street NE #101  
Minneapolis, Minnesota 55413  
[ics-builds.com](http://ics-builds.com)  
(763) 354-2670

Re: ISD #279 – Osseo Area Schools  
Basswood Elementary School Mechanical Upgrades

Dear Board Members:

At 2:00 p.m. on Tuesday, December 6, 2022 we received seven (7) bids for the above-referenced project. A copy of the bid tabulation is enclosed for your review.

ICS has reviewed the bids received for the above-referenced project and the apparent low responsible bidder is within the project budget. We have contacted the apparent low bidder, Ebert Construction and have confirmed that their bid is valid. Our itemized recommendation is as follows:

Base Bid: –	\$2,447,000.00
Recommendation: Accept	
Alternate No. 1A: Tracer Controls –	\$440,000.00
Recommendation: Accept	
Alternate No. 1B: EcoStruxure Controls -	\$486,000.00
Recommendation: Do Not Accept	
Alternate No. 2: Fire Alarm Devices -	\$57,000.00
Recommendation: Accept	
<b>TOTAL CONTRACT:</b>	<b>\$2,944,000.00</b>

We recommend that the District enter into a contract with Ebert Construction of Loretto, Minnesota for the total bid amount of Two Million Nine Hundred Forty-Four Thousand Dollars and No/Cents (\$2,944,000.00).

Upon Board action, we will draft a contract reflecting this amount to the Contractor.  
Enclosed are copies of the official bid tabulation, bid forms and bid securities. Please contact us at 763-354-2670 should you have any questions regarding our recommendation

Regards,

Chris Vogel  
Project Manager

CV/bc  
Enclosures  
cc: file

<b>Basswood Elementary Mechanical Upgrades</b>					<b>BID TABULATIONS</b>
OWNER: Osseo Area Schools ISD #279			Bid Date & Time: Dec 6, 2022 2:00 pm		
OWNERS REPRESENTATIVE: ICS					
ARCHITECT: ATS&R					
ENGINEER: Hallberg					
	<b>BIDDER</b>	<b>BIDDER</b>	<b>BIDDER</b>	<b>BIDDER</b>	<b>BIDDER</b>
	<b>Ebert, Inc. 23350 Cnty Rd 10 Corcoran, MN 55357 763-498-7844</b>	<b>Construction Results Corp. 5465 Hwy 169 North Plymouth, MN 55442 763-559-1100</b>	<b>BCI Construction, Inc. 7135 5th Ave NE Sauk Rapids, MN 56379 320-393-3185</b>	<b>Morcon Construction 5151 Industrial Blvd NE Fridley, MN 55421 763-546-6066</b>	<b>Versacon, Inc. 9443 Science Center Dr. Minneapolis, MN 55428 763-391-5622</b>
<b>BID SECURITY</b>	X	X	X	X	X
<b>MN CONTR. AFF.</b>	X	X	X	X	X
<b>ADDENDA REC'D.</b>	1,2	1,2	1,2	1,2	1,2
<b>BASE BID:</b>	\$2,447,000.00	\$2,519,640.00	\$2,539,000.00	\$2,572,049.00	\$2,770,000.00
<b>ALTERNATES:</b>					
<b>No. 1A Tracer Controls</b>	\$440,000.00	\$429,000.00	\$501,525.00	\$465,072.00	\$493,500.00
<b>No. 1B EcoStruxure Controls</b>	\$486,000.00	\$484,600.00	\$495,000.00	\$490,076.00	\$520,000.00
<b>No. 2 Fire Alarm Devices</b>	\$57,000.00	\$57,600.00	\$58,700.00	\$58,889.00	\$62,500.00

<b>Basswood Elementary Mechanical Upgrades</b>				<b>BID TABULATIONS</b>	
OWNER: Osseo Area Schools ISD #279			Bid Date & Time: Dec 6, 2022 2:00 pm		
OWNERS REPRESENTATIVE: ICS					
ARCHITECT: ATS&R					
ENGINEER: Hallberg					
	<b>BIDDER</b>	<b>BIDDER</b>	<b>BIDDER</b>	<b>BIDDER</b>	<b>BIDDER</b>
	<b>Pioneer Power, Inc. 2500 Ventura Drive Woodbury, MN 55125 651-488-5561</b>	<b>Brennan Construction of MN, Inc. 3255 Garfield Ave, #200 Minneapolis, MN 55408 507-625-5417</b>			
<b>BID SECURITY</b>	X	X			
<b>MN CONTR. AFF.</b>	X	X			
<b>ADDENDA REC'D.</b>	1,2	1,2			
<b>BASE BID:</b>	\$2,796,000.00	\$2,849,000.00			
<b>ALTERNATES:</b>					
No. 1A Tracer Controls	\$440,000.00	\$461,000.00			
No. 1B EcoStruxure Controls	\$463,000.00	\$513,000.00			
No. 2 Fire Alarm Devices	\$65,000.00	\$60,500.00			



23350 COUNTY ROAD 10 CORCORAN, MINNESOTA 55367

EST. 1968

PH (763) 498. 7844

FX (763) 498. 9951

(800) 627. 1669

**DOCUMENT 00 41 00**

**BID FORM**

**BID TO:** ISD 279 - Osseo Area Schools  
11200 93<sup>rd</sup> Avenue North  
Maple Grove, Minnesota 55369

**BID FROM:** Ebert, Inc. dba: Ebert Construction  
23350 County Road 10  
Corcoran, MN 55357

In accordance with the Advertisement For Bids and the proposed Bidding Documents prepared by Armstrong, Torseth, Skold and Rydeen, Inc., Architects and Engineers, Minneapolis, Minnesota; Larson Engineering, White Bear Lake, Minnesota; and Hallberg Engineering, White Bear Lake, Minnesota, dated September 26, 2022 relating to the construction of:

**BASSWOOD ELEMENTARY SCHOOL  
MECHANICAL UPGRADES**

15425 Bass Lake Road  
Maple Grove, Minnesota 55311

**ATS&R Project Number: 22051**

the undersigned, having visited the site of proposed construction and having become thoroughly familiar with local conditions affecting the cost and performance of the Work and with all requirements of the Bidding Documents and related Addenda, hereby purposes and agrees to provide all labor and materials required to construct and complete the Work in accordance with the Bidding Documents and Addenda for the following amounts:

**Base Bid For the Work of this Project:**

two million four hundred forty seven thousand \$ 2,447,000.  
(Amount In Words) (Amount in Numbers)

**ALTERNATE(S):**

Alternate 1A - Tracer Controls:

ADD  DEDUCT  NO CHANGE

\$ 440,000

Alternate 1B - EcoStruxure Controls:

ADD  DEDUCT  NO CHANGE

\$ 486,000

Alternate 2 - Fire Alarm Devices:

ADD  DEDUCT  NO CHANGE

\$ 57,000

**Bid Security Attachment:** We attach hereto a certified check, cashier's check, or bid bond in the amount of 5 percent of the above Base Bids, made payable to Owner as guarantee of this proposal.

**Time of Completion:** If this Bid is accepted, we agree to begin work upon receipt of notice to proceed and to complete the work associated with the various dates for the defined phases established in the Bid Documents, unless otherwise modified in the Owner-Contractor Agreement.

**Bidding Documents:** Bidder acknowledges receipt of the Drawings and Project Manual and affirms that all costs associated with these Documents, and related Addenda, are included in Base Bid sum.

**Addendum:** Receipt of the following Addenda to the Contract Documents and their costs being incorporated into the Bid is acknowledged (give Addendum numbers):

Addendum Numbers Acknowledged: 1 & 2

Osseo - Basswood ES Mechanical Upgrades

22051

DOCUMENT 00 41 00

**Bid Acceptance:** If written notice of the acceptance of this Bid is received by the undersigned within 30 days after date set for opening of this Bid, or at any other time thereafter before Bid is withdrawn, the undersigned agrees to enter into and execute a Contract with the Owner in accordance with this Bid as accepted and in a form acceptable to Owner, and to furnish and deliver to Owner the Performance Bond, Payment Bond, and proof of insurance coverage, all within 10 days after notice of acceptance of this Bid.

Execution of Proposal: The entity(ies) signing this proposal is fully authorized to sign on behalf of the named firm and to fully bind the named firm to all of the conditions and provisions of the Contract. This proposal shall remain valid and not be withdrawn for 30 calendar days after bid due date.

Submitted this 6th day of December, 2022.

Legal Name of Firm: Ebert, Inc. dba: Ebert Construction

Street Address: 23350 County Road 10

City: Corcoran State: MN Zip Code: 55357

Phone Number: 763-498-7844 Fax Number: 763-498-9951

E-Mail Address: mebert@ebertconst.com

Prime Contact: Markus R. Ebert

Bidder is: (Check One)

Individual  Partnership  Corporation

If Bidder is a corporation, give legal name of corporation, state where incorporated, and names of president and secretary; if a partnership, give names of all individual co-partners composing the firm; and if an individual, give first and last name in full.

Ebert, Inc. dba: Ebert Construction - Minnesota

Gregory R. Ebert, President Markus R. Ebert - Vice President/Secretary

Signature: 

Name (Typed or Printed): Markus R. Ebert

Title: Vice President/Secretary

END OF DOCUMENT

**ATTACHMENT A**

**RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE**

**SUBMIT WITH BID FORM AT TIME OF BID**

**PROJECT TITLE:** Basswood ES Mechanical Upgrades

Minn. Stat. § 16C.285, Subd. 7. **IMPLEMENTATION.** ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...

Minn. Stat. § 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

- |     |   |
|-----|---|
| (1) | <p>The Contractor:</p> <ul style="list-style-type: none"><li>(i) is in compliance with workers' compensation and unemployment insurance requirements;</li><li>(ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees;</li><li>(iii) has a valid federal tax identification number or a valid Social Security number if an individual; and</li><li>(iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative.</li></ul>  |
| (2) | <p>The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:</p> <ul style="list-style-type: none"><li>(i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period;</li><li>(ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final;</li><li>(iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees;</li><li>(iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27;</li><li>(v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board;</li><li>(vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction; or</li><li>(vii) has been convicted of a violation of section 609.52, subdivision 2, clause (19).</li></ul> |

22051

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).
Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.	

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

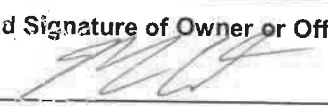
22051

Minn. Stat. § 16C.285, Subd. 4. **VERIFICATION OF COMPLIANCE.**

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

<b>CERTIFICATION</b>	
<p>By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:</p> <p>1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and</p> <p>2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and</p> <p>3) if my company is awarded a contract, I will also submit Attachment A-2 as required.</p>	
<p>Authorized Signature of Owner or Officer:</p> 	<p>Printed Name: Markus R. Ebert</p>
<p>Title: Vice President/Secretary</p>	<p>Date: 12/6/22</p>
<p>Company Name: Ebert, Inc. dba: Ebert Construction</p>	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ATTACHMENT A-1

FIRST-TIER SUBCONTRACTORS LIST  
 SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT

PROJECT TITLE: Basswood ES Mechanical Upgrades

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

First Tier Subcontractor Names* (Legal name of company as registered with the Secretary of State)	Company Address	Work To Be Performed
J&B American Steel	14612 50th Ave Milaca, MN	Steel Erector
Mint Roofing	2285 Duinell St. Long Lake MN	Roofing
Dziedzic Calking	3928 168th Ave NW Andover MN	Joint Sealer
Universal Painting	5301 E. River Rd. Fridley MN	Painter

\*Attach additional sheets as needed for submission of all first-tier subcontractors.

<b>SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1</b>	
By signing this document I certify that I am an owner or officer of the company, and I swear under oath that: All first-tier subcontractors listed on attachment A-1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.	
Authorized Signature of Owner or Officer: 	Printed Name: Markus R. Ebert
Title: Vice President/Secretary	Date: 12/6/22
Company Name: Ebert, Inc. dba: Ebert Construction	

**ATTACHMENT A-2**

**ADDITIONAL SUBCONTRACTORS LIST**

**PRIME CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT**

**PROJECT TITLE:** Basswood ES Mechanical Upgrades

Minn. Stat. § 16C.285, Subd. 5. ... If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. ...

Additional Subcontractor Names* (Legal name of company as registered with the Secretary of State)	Company Address	Work To Be Performed

\*Attach additional sheets as needed for submission of all additional subcontractors.

<b>SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2</b>	
<p>By signing this document I certify that I am an owner or officer of the company, and I swear under oath that: All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.</p>	
Authorized Signature of Owner or Officer: 	Printed Name: Markus R. Ebert
Title: Vice President/Secretary	Date: 12/6/22
Company Name: Ebert, Inc. dba: Ebert Construction	

# MERCHANTS BONDING COMPANY™

MERCHANTS BONDING COMPANY (MUTUAL) P.O. BOX 14498, DES MOINES, IOWA 50306-3498  
PHONE: (800) 678-8171 FAX: (515) 243-3854

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Ebert, Inc. dba Ebert Construction  
23350 County Road 10  
Corcoran, MN 55357

**OWNER:**

(Name, legal status and address)

Osseo Area Schools ISD #279  
11200 93rd Ave. N  
Maple Grove, MN 55369

**BOND AMOUNT:** Five Percent (5%) of the Amount Bid

**PROJECT:**

(Name, location or address, and Project number, if any)

**Basswood Elementary School Mechanical Upgrades / Maple Grove, MN**

Bond Number:

**SURETY:**

(Name, legal status and principal place of business)

Merchants Bonding Company (Mutual)  
A Corporation  
6700 Westown Parkway, West Des Moines, IA 50266

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 2nd day of December 2022

  
(Witness)

Ebert, Inc. dba Ebert Construction

(Principal)

(Seal)

(Title) Markus Ross Ebert

Vice President & Secretary

  
(Witness)

Merchants Bonding Company (Mutual)

(Surety)

(Seal)

(Title) Karla Deutsch Hunt

Attorney-in-Fact

CON 0657 (2/15)

Printed in cooperation with American Institute of Architects (AIA). The language in this document conforms exactly to the language used in AIA Document A310-Bid Bond-2010.



ACKNOWLEDGMENT OF INDIVIDUAL

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

ACKNOWLEDGMENT OF PRINCIPAL

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared \_\_\_\_\_, known to me to be the individual whose name is subscribed on this bond form, who acknowledged that this bond was executed for the purposes therein contained.

Notary Seal

\_\_\_\_\_  
Notary Public

ACKNOWLEDGMENT OF PARTNERSHIP

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

ACKNOWLEDGMENT OF PRINCIPAL

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared \_\_\_\_\_, known to me to be a partner in the partnership whose name is subscribed on this bond form, who acknowledged to me that the bond was executed on behalf of the partnership for the purposes therein contained.

Notary Seal

\_\_\_\_\_  
Notary Public

ACKNOWLEDGMENT OF CORPORATION

State of Minnesota )  
County of Hennepin ) ss.

ACKNOWLEDGMENT OF PRINCIPAL

On this 2nd day of December 2022 before me personally appeared Markus Ross Ebert, who acknowledged that he or she is the Vice President of a corporation whose name is subscribed on this bond form, and that, as a corporate officer, he or she is authorized to execute the bond for the purposes therein contained.

Notary Seal



Shelby Rasmussen  
Notary Public

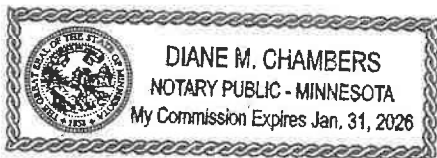
ACKNOWLEDGMENT OF SURETY

State of Minnesota )  
County of Hennepin ) ss.

ACKNOWLEDGMENT OF SURETY

On this 2nd day of December, 2022 before me personally appeared Karla Deutsch Hunt, who acknowledged that he or she is the attorney in fact who is authorized on behalf of Merchants Bonding Company, corporation, on the behalf of the corporation.

Notary Seal



Diane M. Chambers  
Notary Public

**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Aileen Geving; Christine Scott; Christopher James; Dee Ann Briegel; Gregg K Boomgard; James Erickson; Janet L Roth; Jerod Blakestad; John C Klein; Karen J Hawkinson; Karla Deutsch Hunt; Kerri Hatton-Rudnik; Kim Neary; Kristin B Schiferl; Kristin M Bakos; Larry Sumb; Michael Zahn; Rita Carlson; Stephen M Klein; Susan A Rieschl; Thomas Towner; Tracy Chehoski; Wendy M Schmid

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

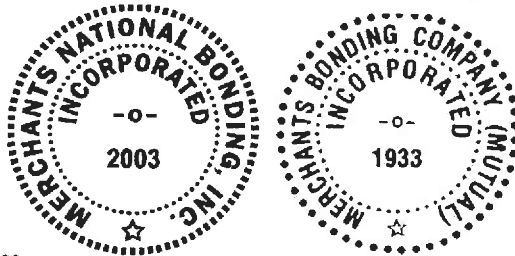
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 28th day of March, 2022.

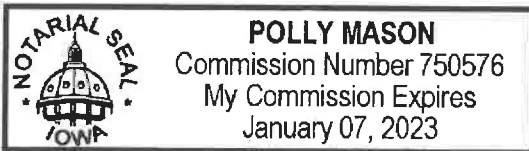


MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 28th day of March, 2022, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

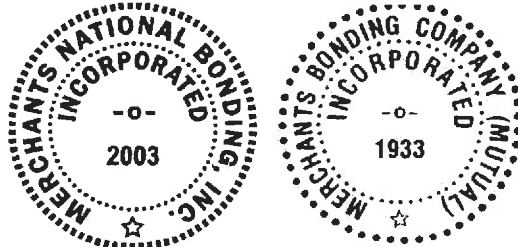


*Polly Mason*  
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 2nd day of December, 2022.



*William Warner Jr.*  
Secretary

**MERCHANTS**  
**BONDING COMPANY™**

MERCHANTS BONDING COMPANY (MUTUAL) • P.O. BOX 14498 • DES MOINES, IOWA 50306-3498  
PHONE: (800) 678-8171 • FAX: (515) 243-3854

**ADDENDUM TO BOND**

This Addendum is in reference to the bond(s) to which it is attached.

Merchants Bonding Company (Mutual) (“Merchants”) deems the digital or electronic image of Merchants’ corporate seal below affixed to the bond(s) to the same extent as if a raised corporate seal was physically stamped or impressed upon the bond(s). The digital or electronic seal below shall have the same force and effect as though manually fixed to the bond(s).

All terms of the bond(s) remain the same.

Signed and effective March 23, 2020.

**MERCHANTS BONDING COMPANY (MUTUAL)**



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

*Larry Taylor*

Larry Taylor, President

**WORKFORCE**  
**CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **EBERT CONSTRUCTION, INC.** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.

Certificate start date: **3/23/2022**

Certificate expiration date: **3/22/2026**

**Minnesota Department of Human Rights**

**FOR THE DEPARTMENT BY:**



Rebecca Lucero, Commissioner

**EQUAL PAY**  
**CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **EBERT CONSTRUCTION, INC.** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.44.

Certificate start date: **July 26, 2022**

Certificate expiration date: **July 25, 2026**

**Minnesota Department of Human Rights**

**FOR THE DEPARTMENT BY:**



Rebecca Lucero, Commissioner

**AN EQUAL OPPORTUNITY EMPLOYER**

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100  
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • [mn.gov/mdhr](http://mn.gov/mdhr)



**A Consultation Proposal to Improve Effectiveness and Efficiency of  
Special Education Services Provided in the Osseo Area School District  
(ISD 279)**

Prepared by:  
Kim Gibbons, Ph.D.  
Rob Richardson, Ph.D.  
Michelle Marchant Wood, Ph.D.

## Purpose of the Review

Osseo Area Schools (ISD 279) is the 5<sup>th</sup> largest school district in Minnesota, serving eight communities, including, all or parts of Brooklyn Center, Brooklyn Park, Corcoran, Dayton, Maple Grove, Osseo, Plymouth, and Rogers. The district serves approximately 21,000 students, pre-kindergarten through grade 12. District 279 has 17 elementary schools, four middle schools, three senior high schools, an area learning center, two early childhood centers, a K-12 online school, two special program sites, an adult education/enrollment center, and a community education program. Magnet programs—such as Health Sciences, International Baccalaureate (IB), and Science, Technology, Engineering, and Math (STEAM)—are available at the elementary, middle and senior high levels in several schools.

In 2021, Osseo Area schools contracted with the District Management Group (DMG) to conduct a Special Education Opportunity Review with the following goals: (1) Develop a deeper understanding of current practice related to special education and intervention in the district, (2) Explore alignment of current practice with best practice research in order to raise achievement of students who struggle, and (3) Identify opportunities to align staff practices with best practices and effectively manage staffing in order to promote improvement in student outcomes and educator job satisfaction. Through extensive data analysis of student achievement data and other key data sources, interviews with district leaders and key stakeholders, focus groups with over 100 staff members, and surveys of general education and special education teachers, several areas of strength and specific opportunities for change were identified within the special education landscape. Strengths included high levels of collaboration between the Student Services Department and other district departments, alignment of staff around a common mission of serving students, investments in strategies and tools to help address student social, emotional, and behavioral needs, and appreciation for support provided by special education building coordinators.

Opportunities for change fell under four categories: (1) codifying intervention time across the district, (2) clarifying and modifying roles and responsibilities, (3) refining communications plans, and (4) providing additional professional learning opportunities for special education teachers.

Following the comprehensive review conducted by DMG, the district superintendent, Cory McIntyre, reached out to the Center for Applied Research and Educational Improvement (CAREI) to discuss extending the work of DMG. He was interested to explore whether additional information is needed to inform action. Specifically, how to engage district staff, students, and families in the process, collect information about resources available for academic and behavior support, the process for identifying students in need of additional support and how to best meet their needs across the district using all staff, as well as the type of professional learning needed on evidence-based practices and data-based decision making.

This proposal aims to provide a structure for collecting additional information and extending the work of DMG, engaging families, staff, and students in prioritizing findings, and creating a multi-year implementation plan to improve outcomes for students. Our proposal acknowledges that all systems can improve and that opportunities for improvement are built upon the district's current strengths, history, structure and resources.

## Program Review Questions

As a follow-up to the DMG evaluation, we propose collecting additional information to support decision-making (Phase 1) followed by convening a district-wide group to engage in strategic planning and implementation (Phase 2). This proposal outlines a plan to answer the following questions:

### Phase 1: Additional Information to Support Decision-Making

- What additional opportunities are there for Osseo School District special educators to work more efficiently and effectively (beyond DMG recommendations), so that they can most effectively engage with students?
- What high-leverage practices should be promoted in professional learning and coaching for general and special educators that will increase the probability of positive outcomes for students with IEPs?
- What supports are needed or available assist educators with accurate, data-informed decisions?
- What collaborative infrastructures are in place and needed to allow for effective communication between administrators, teachers, educational support staff, families and students?
- What are the academic, behavior and social/emotional outcomes for students receiving and not receiving special education services?
- What opportunities are there to improve social, emotional, and behavioral outcomes for students with disabilities?

### Phase 2: Unpacking, Prioritizing, and Implementing Findings

- How can Osseo School District best monitor success of special education programming and monitor fidelity to implementation priorities, so that incremental improvements can be made?
- How can CAREI provide the district with technical assistance and coaching to ensure fidelity of implementation to the plan that is developed?

## Special Education Review Work Plan

The design for CAREI’s special education review involves collecting data through surveys, interviews, direct observations of classrooms and programs, as well as reviewing and analyzing extant data. The CAREI evaluators will work in close collaboration with the Superintendent and the Director of Special Services on data collection methodologies. The review work plan shown in the table below outlines the review questions and data collection strategies

### Phase One

Evaluation Question	Data Collection Strategy
Clarifying Staff Roles and Responsibilities	<ul style="list-style-type: none"><li>● Review staffing across schools in conjunction with program and student</li></ul>

<p>1. What additional opportunities are there for Osseo School District special educators to work more efficiently and effectively (beyond DMG recommendations), so that they can most effectively engage with students?</p> <ol style="list-style-type: none"> <li>What opportunities are there for specialists to better support each other, as well as all staff, to deliver high quality interventions and supports?"</li> <li>How are staffing decisions made and are they equitable based on student need?</li> <li>What are the expectations for Educational Service Professionals (ESP), how are those expectations communicated, and how are they supported to guarantee success?</li> </ol>	<p>need</p> <ul style="list-style-type: none"> <li>Inventory job descriptions of ESP's to understand how roles and responsibilities interact and overlap.</li> <li>Evaluate teaming procedures in place that permit specialized expertise</li> <li>Evaluate school schedules in conjunction with caseloads to find opportunities for collaboration</li> <li>Staff focus group questions about service delivery models (e.g. small group vs 1-1 instruction; push-in vs. pull out decisions...) and opportunities for efficiency with both certified and non-certified staff.</li> <li>Schoolwide survey with questions concerning SpEd/GenEd coordination, ULD, differentiation strategies, pre-teaching, prompting, motivational/engagement strategies...to identify opportunities for improved effectiveness and efficiency at promoting success of students with disabilities across environments</li> </ul>
<p>High-Leverage Instructional Practices</p> <p>2. What high-leverage practices for educators (general, special, ESP's) should be promoted in professional learning and coaching that will increase the probability of positive outcomes for students with IEPs?</p> <ol style="list-style-type: none"> <li>What high-leverage practices do educators value?</li> <li>How frequently do educators report using high-leverage practices?</li> </ol>	<ul style="list-style-type: none"> <li>Educator survey items concerning high-leverage practices, and professional learning opportunities available and taken advantage of</li> <li>Educator focus group with questions concerning obstacles and solutions to high-leverage practices</li> <li>Inventory of professional development opportunities provided and required by Osseo Area Schools (certified and non-certified)</li> <li>Random review of de identified IEPs using a best practice rubric: 34 from elementary, 8 from middle, and six from</li> </ul>

<ul style="list-style-type: none"> <li>c. What are the obstacles to using high-leverage practices?</li> <li>d. In what settings are these high-leverage practices used?</li> <li>e. What is the quality of IEPs with respect to supporting student growth?</li> <li>f. What intervention materials and resources do intervention teachers currently use? What intervention materials/resources do special educators and specialists need to improve the probability of exemplary outcomes with students?</li> </ul>	<p>high school using an evidence-based scoring rubric to evaluate IEPs addressing academic and behavior problems</p> <ul style="list-style-type: none"> <li>● Inventory intervention curriculum materials currently in use in Osseo.</li> <li>● Academic outcomes for students with disabilities compared to peers.</li> </ul>
<p>Assessment and Decision-Making</p> <ul style="list-style-type: none"> <li>3. What supports are available to assist educators with accurate, data-informed decisions? <ul style="list-style-type: none"> <li>● What is the process for identifying students who need interventions (Tier 2 and 3)?</li> <li>● What is the process for matching intervention to student needs?</li> <li>● What is the process for monitoring students' progress who receive interventions (Tier 2 and 3)?</li> <li>● To what extent do educators understand how to implement these above-mentioned processes?</li> <li>● To what extent do educators have the resources to implement these processes? (e.g., student data systems that display graphs to the right people at the right time, access to reliable and valid assessment tools, clear decision rules and training in how to use them).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Inventory of progress monitoring measures for reading, math, and behavior</li> <li>● Inventory of diagnostic/analytic strategies for reading, math and behavior</li> <li>● Data management system information</li> <li>● Inventory of training offered (and job embedded expectations pertaining) to special educators and interventionists regarding formative data use</li> <li>● Focus group questions with general and special educators regarding district guidance around availability and use of intervention time.</li> <li>● Survey of administrators to determine preferences for intervention scheduling.</li> </ul>

<ul style="list-style-type: none"> <li>• How are schools currently selecting which students to progress monitor? (e.g., not progress monitoring students who are proficient in a given skill and progress monitoring students who are receiving students receiving interventions to measure impact of those interventions).</li> </ul>	
<p>Collaboration and Communication</p> <p>4. What collaborative infrastructures are in place to allow for communication between administrators, teachers, educational support staff, families and students?</p> <ul style="list-style-type: none"> <li>• What is effective?</li> <li>• What barriers exist?</li> <li>• What ideas do stakeholders have to improve communication?</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher survey on proactive communication and preferential ways to give feedback to the district.</li> <li>• Teacher follow up focus groups to clarify findings from the survey and dig deeper</li> <li>• Family of students with disabilities survey</li> <li>• Student survey concerning experience with special education services</li> <li>• Family and student focus groups.</li> </ul>
<p>Academic and Social Emotional Outcomes</p> <p>5. What are the academic, behavior and social/emotional outcomes for students receiving and not receiving special education services?</p> <ul style="list-style-type: none"> <li>• How do the academic and behavioral outcomes of students receiving special education services compare to students not receiving special education services in the district.</li> <li>• How do the academic and behavioral outcomes of students receiving special education services in the district. differ by students' disability category?</li> <li>• How do the academic and behavioral outcomes of students receiving special</li> </ul>	

<p>education services in the district differ by federal instructional setting?</p> <ul style="list-style-type: none"> <li>• How do the academic outcomes of students receiving special education services in the district compare to the academic outcomes of students receiving special education services in similar districts and statewide?</li> </ul>	
<p>Social Emotional and Behavioral Outcomes</p> <p>6. What opportunities are there to improve social, emotional, and behavioral outcomes for students with disabilities?</p> <ul style="list-style-type: none"> <li>• What is the common language and dedicated practice used to build relationships, belonging, self-advocacy, and resilience of students with disabilities?</li> <li>• How are problematic behaviors reduced and safe, predictable, and productive environments created in general and special education settings?</li> <li>• How are social and emotional skills explicitly selected, taught, practiced, reinforced, and modified within general and special education settings?</li> <li>• Fidelity of Implementation of PBIS</li> </ul>	<ul style="list-style-type: none"> <li>• Social, emotional, and behavioral outcomes</li> <li>• SEBA Inventory</li> <li>• Educator focus groups</li> <li>• High-leverage Practice Survey (Behavior)</li> </ul>

Phase Two Questions

Phase two of the plan will be engaging staff, families, and students to review Phase 1 data (along with the DMG results) to prioritize recommended actions in the form of an implementation plan. The design for the implementation planning will involve semi-structured focus groups, small group and large group discussions/work meetings as well as reviewing and analyzing the existing data from the implementation review. The CAREI team will work in close collaboration with Cory McIntyre, Superintendent, and

Kate Emmons, Director of Special Education to develop the framework for the strategic plan. The following question will be addressed:

Question 5: How can Osseo School District develop an implementation plan addressing the five areas of (1) clarifying and modifying roles and responsibilities, (2) high-leverage instructional practices, (3) assessment and decision-making, (4) collaboration and communication, and (5) social, emotional, and behavioral practices so that success can be monitored to ensure incremental improvement?

### Participants

CAREI recommends that representation from each of the following stakeholder groups be included in the implementation planning efforts: (a) district and building administrators/leaders, (b) school board members, (c) caregivers, (d) teachers representing a cross-section of grade levels and settings, (e) related school personnel, (f) paraprofessional staff, and (g) students (2-3 high school age).

### Materials/Resources

CAREI will provide all selected participants with a copy of the Osseo Area Schools Executive Summary and Report prior to the first meeting for review.

### Implementation Planning Methodology

- 1) Day 1. Focus groups are planned as a method for gathering initial information about general trends from a representative group of stakeholders. Participants representing a cross-section of school community members, as delineated above, will be invited to participate in one of three focus groups. Each focus group will be led by a member of CAREI's team simultaneously.
- a) Step 1. Participants will review the resources provided by CAREI prior to participating in the interviews, focus groups, and large/small group discussion groups. They will also be provided with the four areas of focus/evaluation to guide their review efforts: (Time: 2 weeks). Based on the Osseo Area Schools Special Education Review Report, participants will identify in each of the five areas:
  - (1) 3-5 key successes and strengths in the District.
  - (2) 3-5 key challenges or emerging needs in the District.
  - (3) 3-5 obstacles that prevent best practice in the District.
  - (4) 3-5 priorities for change in the District and recommendations.

- b) Step 2. Each participant will be assigned to one of the three focus groups. The three focus groups will respond to the five areas of focus/evaluation by writing their responses on large sheets of paper in the room. The same procedures and areas of focus/evaluation will be used across the three focus groups. After 45 minutes, each participant will review responses from the other participants in their specific group, making notes of key take-home points and themes.
  - c) Step 3. Participants will then reconvene with their respective focus group to discuss their findings. The objective of Step 3 is for each focus group to formulate a collective response to the four areas of focus/evaluation noted in Step 1 and be prepared to share their ideas with the other focus groups. Focus groups will be charged with designing a visual proposal (e.g., electronic, poster, outline) that attends to the following objectives: (1) 3-5 key priorities, (2) Who should be involved in the process, (3) When/where efforts toward implementation should occur, (4) Ideas/methods/strategies for moving implementation efforts forward, (5) Measures for evaluating progress.
  - d) Step 4. The three focus groups will convene together in a large group. Each focus group will present their visual proposal. Following the presentations, CAREI's team will guide a discussion with the large group. The purpose of the discussion will be to identify common ground with respect to the key priorities and the other corresponding recommendations, specifically, who, when, where, how, including measures.
- 2) Day 2. Participants will reconvene. CAREI staff will organize participants into 3 to 5 small groups, depending on the number of key priorities identified on Day 1. These small groups will be mixed differently from the previous day's focus groups.
- a) Step 5. Each small group will be assigned one of the 3-5 key priorities. For their assigned priority, they will be asked to identify goals, measures, action plan, persons responsible to implement and monitor progress. A table will be provided to each small group in an effort to guide their discussions. Additionally, a sample table will be provided as a template.
  - b) Step 6. Each small group will share the table they developed with their assigned priority and corresponding information with the large group. Feedback, both positive and constructive, will be invited from all participants to support further development and refinement. A draft of the proposed priorities will be submitted to the Osseo Area Schools Cabinet and School Board.
- Follow up with Cabinet After Day 2**
- c) Step 7. Key individuals from the school community, selected by Osseo's Cabinet/School Board, will be identified to review the priorities and corresponding information from work completed by the small groups. These key individuals will provide feedback to each small group. (2 weeks)
- 3) Day 3. Small groups will reconvene to revise the draft, based on the feedback from key individuals.

- a) Step 8. Small groups will congregate and share revised drafts to develop a final draft of priorities for Osseo Cabinet and School Board's review and approval.

**Note: Follow up with Cabinet will occur after Follow-up.**

Step 9. Dissemination and implementation of strategic plan/priorities

Question 6: How can CAREI provide technical assistance and system coaching to ensure that the district implementation plan is implemented with fidelity?

During the 2023-24 school year, CAREI will provide technical assistance and system coaching to the district and support professional learning aligned with the implementation plan. The cost of the second year is based on 1000 hours of support. The advantage to contracting in advance is availability of staff to support the second year of implementation. This assistance and support include but is not limited to

- Monthly meeting with a District Implementation Team
- Weekly support to district special education staff
- Co-development of fidelity of implementation measures
- Guidance on fidelity of implementation checks
- Customized professional learning to support the implementation plan targeted at various groups (administrators, teachers, educational support professionals, related services, families).
- Consultation to buildings
- Other?

The Center for Applied Research and Education Improvement (CAREI) Capability

CAREI is an independent research and evaluation center in the College of Education and Human Development at the University of Minnesota. The center was created in 1988 and has a mission focused on maximizing wellbeing in schools, families, and communities.

At CAREI we espouse the following values:

We are:

- Collaborative: We listen, support, and respectfully challenge each other for the sake of a collective goal.
- Advocates: We put people first. We maintain humility and integrity while seeking justice for children, families and communities, even when it's not easy.
- Responsive: We engage our collaborators to seek out their individual needs and goals and tailor our approach in ways that recognize their unique perspectives.
- Equity-Focused: We value equity, inclusion, and dignity. We insist on a culture of respect and we strive to be an antiracist organization. We align our words with action.
- Innovative: We challenge assumptions. We embrace curiosity, change, and encourage new ideas.

As an integrated research and evaluation center within the University, CAREI has complete access to the full array of resources available at the University of Minnesota, including faculty expertise, technology support, libraries, equipment, and facilities.

### Project Team

The project will be co-led by Kim Gibbons, Ph.D., and Robert Richardson, Ph.D. Dr. Gibbons is the Director of CAREI, has over 27 years of experience in education including 15 years overseeing special education programming at the St. Croix River Education District (SCRED). In addition, she has extensive experience implementing and evaluating a Multi-Tiered Systems of Support (MTSS) framework and is the co-author or primary author of four MTSS books.

Dr. Rob Richardson is an Associate Director at the Center for Applied Research and Education Improvement (CAREI) at the University of Minnesota. He has had over 20 years of experience in education. His research and professional interests center around developing, installing, sustaining, and improving effective practices that promote academic excellence and student wellness. He has been on the faculty for the school psychology and special education programs at the University of Tennessee and has spent most of his career as a practitioner implementing MTSS at the school and district level. Rob has authored numerous peer-reviewed publications and presentations pertaining to MTSS.

Additionally, Michelle Marchant-Wood, PhD, and Research Associate at the Center for Applied Research and Education Improvement (CAREI) at the University of Minnesota will support this project. Michelle's research and professional background focus on preservice teacher training, Schoolwide Positive Behavior Supports (SW-PBIS), and the prevention and intervention of social and emotional behavior challenges. Her experience as a professional educator span over 30 years and includes the following roles: Michelle has been on faculty, including in the role as coordinator, in the special education programs at Brigham Young University and the University of Minnesota. She has taught in both Utah and Idaho public schools as a resource, special education teacher. She has authored numerous peer-reviewed publications and presentations pertaining to PBIS and SEB/SEL.

Finally, CAREI will assemble a small team of consultants to provide additional content expertise to the implementation review.

## Timeline of Deliverables

Deliverable	Date
Clarifying staff roles and responsibilities	January 25th, 2023
Collaboration and Communication	February 15th, 2023
High-leverage Instructional Practices	February 28th, 2023
Assessment and Decision Making	March 30th, 2023
Social, Emotional, & Behavioral Instruction and Support	April 10th, 2023
Implementation Planning	April 15th - May 25th, 2023
Final Implementation Plan	June 30th, 2023
Technical Assistance, Coaching, and Professional Learning	July 2023- June 30, 2024

## Budget

Project Year	Budget
FY2023	\$ 198,190
FY2024	\$ 102,337
Total Across Both Years	\$ 300,527

**OSSEO PUBLIC SCHOOLS - DISTRICT 279**

**COMPARISON OF FINAL LEVY PAYABLE IN 2023  
WITH LEVY PAYABLE IN 2022**

FUND	Maximum Allowable		Dollar Change Payable 2023 to 2022	Percent Change Payable 2023 to 2022
	Final Payable 2023	Final Payable 2022		
General	\$ 109,714,495.30	\$ 84,109,256.55	\$ 25,605,238.75	30.4%
Community Service	\$ 3,160,854.56	\$ 3,123,828.19	\$ 37,026.37	1.2%
Debt Service	\$ 12,016,409.78	\$ 14,900,972.45	\$ (2,884,562.67)	-19.4%
<b>TOTAL</b>	<b>\$ 124,891,759.64</b>	<b>\$ 102,134,057.19</b>	<b>\$ 22,757,702.45</b>	<b>22.28%</b>

**OSSEO PUBLIC SCHOOLS - DISTRICT 279  
A DETAILED ANALYSIS OF THE FINAL LEVY BY FUND**

**GENERAL FUND**

		Maximum Allowable		Dollar Change	Percent Change
		Final Payable 2023	Final Payable 2022	Payable 2023 to 2022	Payable 2023 to 2022
Referendum levy authority	* X	\$ 51,441,638.93	\$ 33,135,371.81	\$ 18,306,267.12	55.2%
Local optional	*	\$ 15,002,430.21	\$ 14,019,389.66	\$ 983,040.55	7.0%
Equity	*	\$ 1,464,240.25	\$ 1,829,028.13	\$ (364,787.88)	-19.9%
Transition	*	\$ 727,955.08	\$ 695,985.31	\$ 31,969.77	4.6%
Capital project referendum	x	\$ 11,192,923.00	\$ 8,326,106.87	\$ 2,866,816.13	34.4%
Operating capital	*	\$ 2,583,824.61	\$ 2,429,376.62	\$ 154,447.99	6.4%
Alternative teacher compensation (35% levy)	*	\$ 1,943,335.55	\$ 1,933,454.41	\$ 9,881.14	0.5%
Achievement and integration (30% levy)	*	\$ 1,497,538.78	\$ 1,465,347.86	\$ 32,190.92	2.2%
Reemployment insurance		\$ 100,000.00	\$ 225,000.00	\$ (125,000.00)	-55.6%
FY 2021 Reemployment adjust		\$ (1,470,085.60)	\$ 350,406.27	\$ (1,820,491.87)	-519.5%
Safe schools		\$ 823,150.80	\$ 806,680.80	\$ 16,470.00	2.0%
Safe schools intermediate		\$ 342,979.50	\$ 336,117.00	\$ 6,862.50	2.0%
Judgment		\$ 647.78	\$ 6,000.00	\$ (5,352.22)	-89.2%
Ice arena		\$ 59,665.29	\$ 53,436.33	\$ 6,228.96	11.7%
Career technical	*	\$ 740,915.04	\$ 741,671.14	\$ (756.10)	-0.1%
Long-term facilities - equalized	*	\$ 21,636,488.89	\$ 14,795,948.88	\$ 6,840,540.01	46.2%
FY 2023, 2022 & 2021 LTFM adjust	*	\$ 18,522.76	\$ 130,408.48	\$ (111,885.72)	85.8%
Building leases & other capital		\$ 3,424,867.76	\$ 3,377,557.29	\$ 47,310.47	1.4%
Pay 20 Lease adjust		\$ (1,366,835.25)	\$ (171,494.08)	\$ (1,195,341.17)	697.0%
Facility and equipment bond adjust		\$ (679,981.00)	\$ (674,626.00)	\$ (5,355.00)	-0.8%
Prior Year Levy Adjustments		\$ (129,194.25)	\$ (131,632.92)	\$ 2,438.67	2%
Abatements	*	\$ 359,467.17	\$ 429,722.69	\$ (70,255.52)	-16.3%
<b>GENERAL FUND TOTALS</b>		<b>\$ 109,714,495.30</b>	<b>\$ 84,109,256.55</b>	<b>\$ 25,605,238.75</b>	<b>30.4%</b>

**Notes:**

- ! District must levy the maximum amount for this component
- x Voter-approved
- \* Equalized formula; underlevy could result in the loss of state aid

**OSSEO PUBLIC SCHOOLS - DISTRICT 279**  
**A DETAILED ANALYSIS OF THE FINAL LEVY BY FUND**

**COMMUNITY SERVICE FUND**

		Maximum Allowable		Dollar Change	Percent Change
		Final Payable 2023	Final Payable 2022	Payable 2023 to 2022	Payable 2023 to 2022
Community education levy	*	\$ 1,074,833.45	\$ 1,074,833.45	\$ -	0.0%
Early childhood levy	*	\$ 638,762.07	\$ 601,486.13	\$ 37,275.94	6.2%
Home visitation levy	*	\$ 20,990.12	\$ 20,270.91	\$ 719.21	3.5%
School age care	*	\$ 1,200,000.00	\$ 1,275,000.00	\$ (75,000.00)	-5.9%
Prior year levy adjustments		\$ 214,292.03	\$ 136,035.93	\$ 78,256.10	57.5%
Abatements	*	\$ 11,976.89	\$ 16,201.77	\$ (4,224.88)	-26.1%
<b>COMMUNITY SERVICE FUND TOTALS</b>		<b>\$ 3,160,854.56</b>	<b>\$ 3,123,828.19</b>	<b>\$ 37,026.37</b>	<b>1.2%</b>

**DEBT SERVICE FUND**

		Maximum Allowable		Dollar Change	Percent Change
		Final Payable 2023	Final Payable 2022	Payable 2023 to 2022	Payable 2023 to 2022
<b>Scheduled Principal and Interest (105%)</b> (LTFM/Capital Facilities)	!	\$ 11,906,198.42	\$ 16,191,592.86	\$ (4,285,394.44)	-26.5%
<b>Reduction for Debt Excess</b> (LTFM/Capital Facilities)		\$ -	\$ (1,430,156.72)	\$ 1,430,156.72	100.0%
(OPEB)		\$ (186,883.91)	\$ (309,356.27)	\$ 122,472.36	39.6%
<b>Prior Year Levy Adjustments/Abatements</b> (LTFM/Capital Facilities)	*	\$ 110,211.36	\$ 139,536.31	\$ (29,324.95)	
(OPEB)	*	\$ 186,883.91	\$ 309,356.27	\$ (122,472.36)	-39.6%
<b>DEBT SERVICE FUND TOTALS</b>		<b>\$ 12,016,409.78</b>	<b>\$ 14,900,972.45</b>	<b>\$ (2,884,562.67)</b>	<b>-19.4%</b>
<b>Levy Grand Total</b>		<b>\$ 124,891,759.64</b>	<b>\$ 102,134,057.19</b>	<b>\$ 22,757,702.45</b>	<b>22.28%</b>

**Notes:**

- ! District must levy the maximum amount for this component
- x Voter-approved
- \* Equalized formula; underlevy could result in the loss of state aid

OSSEO PUBLIC SCHOOLS - DISTRICT 279

**COMPARISON OF FINAL LEVY PAYABLE IN 2023 WITH LEVY PAYABLE IN 2022 and 2021**

Tax Payable Year School Year	2021 2021-22	2022 2022-23	2023 2023-24
Unlimited Adjusted Net Tax Capacity (UANTC)	\$ 229,036,348	\$ 242,642,352	\$ 258,615,453
Adjusted pupil unit (Adjusted PU)	22,200	22,346	22,613
<i>APU - at time of levy</i>	23,290	22,408	22,613
Basic Revenue Formula Allowance	\$ 6,728	\$ 6,863	\$ 6,863
Operating Referendum Authority	\$ 1,505	\$ 1,562	\$ 2,111
General	\$ 81,752,232	\$ 84,109,257	\$ 109,714,495
Community Services	3,066,678	3,123,828	3,160,855
Debt Service	15,733,882	14,900,972	12,016,410
<b>Total Levy</b>	<b>\$ 100,552,792</b>	<b>\$ 102,134,057</b>	<b>\$ 124,891,760</b>
Dollar increase/(decrease) in levy over prior year	\$ 424,109	\$ 1,581,265	\$ 22,757,703
Percentage increase/(decrease) in levy over prior year	0.42%	1.57%	22.28%

**TO:** Cory McIntyre, Superintendent  
**FROM:** John Morstad, Executive Director of Finance and Operations  
**SUBJECT:** 2023 Legislative Platform  
**DATE:** December 13, 2022

**Recommendation**

We recommend the school board approve the proposed 2023 Legislative Platform for the upcoming legislative session. This document highlights the items that Osseo Area Schools believe are essential for lawmakers to consider and support in their work this year. While specific to our district, these items also align with other major educational groups, including AMSD, MSBA, MASA, and MASBO.

**Background**

Each year, the school district creates a legislative platform document to bring clarity to the unique needs of Osseo Area Schools to be communicated to our local representatives. The planning process began in October of 2022 in partnership with Ewald Consulting and the AMSD school board representative and included a survey of school board members and cabinet members for feedback and ideas.

At the December 6, 2022, school board work session, board members gave feedback and recommendations on the draft platform that was presented. This final draft version has incorporated board feedback.

**Next Steps**

Upon approval of the 2023 Legislative Platform, administration will begin to distribute to lawmakers, including attendees of the legislative coffee event that will occur in January.



# LEGISLATIVE PRIORITIES

Our district is committed to giving scholars and families the educational experience they desire and deserve as outlined in a new strategic plan. It's going to take the financial backing of our state and communities to bring this to life. As such, we strongly believe that educational decisions that directly impact our scholars should be made at the local level. The following priorities have been identified to secure the necessary funds to achieve these critical needs:

## PROVIDE STABLE, PREDICTABLE FUNDING

- Increase the general education formula by 5% each year and index the general education formula and local optional revenue to inflation.

*The \$1,263/pupil lost to inflation since 2003 amounts to \$28 million for our schools. Source: Ehlers Inc., 2022.*

- Link all categorical funding to inflationary increases in the general education formula.
- Fully fund Special Education.

*The special education funding shortfall for our schools is \$20.2 million. Source: MDE, fiscal year 2021.*

- Fully fund the English Learner program, the student group with the largest achievement gap at Osseo Area Schools.

*The English Learner funding shortfall for our schools is \$8.6 million. Source: MDE, fiscal year 2021.*

- Allow school boards to renew existing levies that have been approved by voters without additional elections.

## ENHANCE SCHOOL SAFETY AND SUPPORT MENTAL HEALTH

- Increase Safe Schools funding to support the mental health needs of scholars and staff.
- Expand the allowable uses of long-term facility maintenance funding to include the modification of buildings to enhance safety and security.

## SUPPORT ACHIEVEMENT GAP CLOSURE

- Expand programs and incentives to attract, develop and retain teachers of color.
- Remove barriers and provide incentives to address the shortage of teachers, school bus drivers, education service professionals, and other staff.
- Replace MCA exam with a more instructionally-relevant measurement.
- Support all students by providing universal free meals.

## REDUCE MANDATES

- Fully fund all existing mandates and refrain from adding any new unfunded mandates.

*These platform items align with those of several statewide education organizations, including Association of Metropolitan School Districts, Minnesota School Boards Association, Minnesota Association of School Administrators, and Minnesota Association of School Business Officials.*

Our **mission** is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

Part of the work of our new strategic plan has included an update to this mission statement and the creation of a vision, core values and strategic directions. School board members approved the plan in 2021 after two years of research and analysis with parents/caregivers, scholars, staff, and community members. This is the starting point for bringing our district to the next level of excellence and giving scholars and families the educational experience they desire and deserve. Visit [district279.org/StrategicPlan](https://district279.org/StrategicPlan) for more information.

#### OUR DISTRICT SERVES MORE THAN:

**21,000** preK-12 scholars and  
**150,000** community members  
living in eight cities:

Brooklyn Center, Brooklyn Park, Corcoran, Dayton,  
Maple Grove, Osseo, Plymouth, and Rogers

#### SCHOLAR COMPOSITION:

**63%** are scholars of color

**42%** are scholars receiving free/  
reduced meals

**13%** are scholars receiving special  
education services

**11%** are English Learners scholars



#### SCHOOL BOARD MEMBERS:

Jacqueline Mosqueda-Jones  
Thomas Brooks  
Heather Douglass  
Tamara Grady  
Sarah Mitchell  
Tanya Simons

#### DISTRICT LEADERS:

**CORY MCINTYRE,**  
superintendent

**JOHN MORSTAD,**  
executive director of  
finance and operations

#### FOLLOW US ON SOCIAL MEDIA

Facebook @OsseoSchools,  
Instagram @OsseoSchools,  
and Twitter @ISD279

# Memo

To: School Board Members

From: Lisa Chang, Director, Human Resources  
Laurel Anderson, Executive Director, Human Resources

Date: December 13, 2022

Re: Recommendation for Approval, Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and School Nutrition, July 1, 2022 – June 30, 2024

## **Recommendation:**

It is our recommendation that you approve the Agreement on the Terms and Conditions of Employment between the Independent School District 279 School Board and Osseo School Nutrition Association, effective July 1, 2022 through June 30, 2024.

## **Key Concepts/Ideas:**

The School Nutrition Association represents a group of one hundred fourteen (114) employees comprised of Managers, Assistant Managers and Nutrition Assistants.

The agreement contains changes to the Basic Schedules and Rates of Pay, Replacement, Special Event Pay, Uniforms, and Retirement Savings Plan portions of this collective bargaining agreement.

In the Basic Schedules and Rates of Pay section, the grid was collapsed from six steps to five steps specifically for Elementary/OALC/OEC School Nutrition Managers, Assistant School Nutrition Managers and School Nutrition Assistants. In addition, the lead cashier positions were eliminated, and staff were placed in School Nutrition Assistant positions. Other changes include removing longevity off the pay grid, and for any shifts worked at non-regular sites will get an additional \$3/hour.

In the Replacement section, language was included to ensure any staff member subbing in a manager role will get paid the manager rate for the days worked in a manager role.

In the Special Event Pay section, language was removed regarding employees working on Sundays or district defined holidays and getting paid time and a half pay. Instead, staff will get paid double time pay for district defined holidays and Sundays.

In the Uniforms section, staff will receive an annual stipend of \$100 for pants and biannual stipend of \$120 for shoes.

*Recommendation for Approval*

*School Nutrition*

*Page 2*

In the Retirement Savings Plan section, there is no longer a waiting to period for employer match to the retirement savings plan.

In the Group Benefits/Insurance section, there were no changes to the monthly district contribution toward health insurance.

<b>7/1/22</b>	<b>High or Value Plan</b>	<b>HSA</b>
Single	\$609.38	\$484.95
Employee +1	\$947.68	\$944.19
Family	\$1,518.37	\$1,511.62

**Salary Investment:**

The salary investment outlined above is consistent with the financial parameters established by the School Board for the 2022-2024 contract negotiations.

The two-year agreement results in a 7.63% total package increase. The total financial investment is \$300,207 over the term of the agreement.

**Timeline/Next Steps:**

With the ratification of the contract, Human Resources and Payroll will begin the implementation process.

**AGREEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT**

**BETWEEN**

**OSSEO AREA SCHOOLS**

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**BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 279  
MAPLE GROVE, MINNESOTA**

***AND***

**OSSEO SCHOOL NUTRITION ASSOCIATION**

Effective Dates: ~~July 1, 2020~~ – June 30, ~~2024~~

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**ARTICLE 1**  
**PURPOSE OF AGREEMENT**

**Section 1.— Parties:**— This aAgreement, entered into between the School Board, Independent School District 279, Maple Grove, Minnesota, hereinafter referred to as the sSchool dDistrict, and the Osseo School Nutrition Association, hereinafter referred to as the sSchool Nutrition employees, is pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as ~~the~~ PELRA, and provides the terms and conditions of employment for sSchool nutrition employees during the term of this aAgreement.

**ARTICLE 2**  
**EMPLOYEE REPRESENTATIVE**

**Section 1.— Appropriate Unit:**— The eExclusive rRepresentative will represent all the sSchool nutrition employees of the sSchool dDistrict as defined in this aAgreement and in accordance with the PELRA.

**Section 2.— Recognition:**— In accordance with the PELRA as amended, the sSchool bBoard recognizes the Osseo School Nutrition Association as the eExclusive rRepresentative of the Osseo School District school nutrition employees, employed by the sSchool dDistrict of ISD 279. The eExclusive rRepresentative will have those rights and duties as described by ~~the~~ PELRA and as described in this aAgreement.

**ARTICLE 3**  
**DEFINITIONS**

**Section 1.— Terms and Conditions of Employment:**— "Terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than sSchool bBoard payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the sSchool bBoard's personnel policies affecting the working conditions of sSchool nutrition employees.— In the case of sSchool nutrition employees "terms and conditions of employment" does not mean educational policies of the sSchool bBoard.— "Terms and conditions of employment" is subject to the provisions of ~~the~~ PELRA.

**Section 2.— School Nutrition Employee:**— Will mean any person employed by the sSchool dDistrict in a capacity exclusively associated with the sSchool dDistrict's nutrition program.— The term employee as used herein will not include confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed ~~ten and one-half (10 1/2)~~ hours per week or 35% of the normal work week in the bargaining unit, or employees who hold positions of a temporary or seasonal character for a period not in excess of ~~sixty-seven (67)~~ working days in any calendar year and emergency employees.

**Section 3.— Full-Time Employee:**— "Full-time employee" will mean any sSchool nutrition employee who is regularly scheduled to work ~~thirty-two (32)~~ or more hours weekly.

**Section 4.— School Board:**— For purposes of administering this aAgreement, the term "sSchool bBoard" may also mean its designated representative.

**Section 5.– Other Terms:**– Terms not defined in this aAgreement will have those meanings as defined by the PELRA.

#### **ARTICLE ~~4~~V** **SCHOOL DISTRICT RIGHTS**

**Section 1.– Inherent Managerial Rights:**– The eExclusive rRepresentative recognizes that the sSchool bBoard 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 sSchool bBoard, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

**Section 2.– Management Responsibilities:**– The eExclusive rRepresentative recognizes the right and obligation of the sSchool bBoard to efficiently manage and conduct the operation of the sSchool dDistrict within its legal limitations and with its primary obligation to provide educational opportunity for the students of the sSchool dDistrict.

**Section 3.– Effect of Laws, Rules and Regulations:**– The eExclusive rRepresentative recognizes that all employees covered by this aAgreement will perform the services prescribed by the sSchool dDistrict and will be governed by sSchool bBoard policies, rules, regulations, directives and orders which are not inconsistent with the terms and conditions of employment set forth in this aAgreement and which are issued by properly designated officials of the sSchool dDistrict.– Any provision of this aAgreement found in violation of any law, rule, or regulation there under, will be without force or effect.

**Section 4.– Reservation of Managerial Rights:**– The foregoing enumeration of sSchool bBoard rights and duties will not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this aAgreement are reserved to the sSchool dDistrict.

**Section 5. Reporting:** Incarceration, arrest, subsequent court directives, or loss of required certification/license that could impact the employee’s ability to perform their job, and/or any allegation of child maltreatment, must be reported by the employee to hHuman rResources or the employee may be subject to discipline.

#### **ARTICLE ~~5~~V** **SCHOOL NUTRITION EMPLOYEE RIGHTS**

**Section 1.– Right to Views:**– Pursuant to ~~the~~ PELRA, nothing contained in this aAgreement will be construed to limit, impair or affect the right of any employee, or their representative, to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the sSchool nNutrition service employees, nor will it be construed to require any employee to perform labor or services against their will.

**Section 2.– Right to Join:**– School nNutrition employees will have the right to form and join labor or employee organizations, and will have the right not to form and not to join such organizations.– School nNutrition employees in the unit will have the right by secret ballot to designate an exclusive

representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees with the sSchool bBoard.

**Section 3.— Request for Dues Check-off:**—The Osseo School Nutrition Association will have the right to request dues check-off for the eExclusive rRepresentative in accordance with the provisions of ~~the~~ PELRA.—Upon receipt of a properly executed authorization form from the employee, the sSchool dDistrict will deduct in equal installments, from the employee's paycheck, the dues the employee has agreed to pay the eExclusive rRepresentative during the effective period of authorization.—The authorization will continue in effect until terminated by the employee in writing.—Such dues deducted will be forwarded to the treasurer of the Osseo School Nutrition Association.

**Section 4.— Personnel Files:**

**Subd. 1.— Right to Review/Frequency:**—Upon request by an employee, the sSchool dDistrict will provide the employee with an opportunity to review their personnel files.—The sSchool dDistrict will not be required to provide an employee with an opportunity to review their personnel files if they have reviewed the personnel files during the previous six months; except that, upon separation from employment, an employee may review their personnel files only once at any time within one year after separation.— During certain circumstances (i.e. g., grievance proceedings) an employee may review their personnel files more often than the previous six months.

**Subd. 2. Review:**—Such request will be made to the hHuman rResources dDepartment.—Human rResources will schedule an appointment for the employee to review the employee's file and will notify the employee of such appointment.

**Subd. 3. Documentation of Contents:**—The employee may review and have access to all the employee's personnel files generated in the sSchool dDistrict only in the presence of a hHuman rResources designee.

**Subd. 4. Right to Copy:**—The employee will have the right to reproduce any of the contents of their files.

**Subd. 5. Right to Response:**—The employee may submit for inclusion in their file a written response to any material contained in such file.

**Subd. 6. Destruction/Expunge:**—The sSchool dDistrict may destroy or expunge such files as provide by law.

**Section 5.— Other Rights:**—School nNutrition employees will have all other rights prescribed by ~~the~~ PELRA.

**ARTICLE 6VI**

**SALARY SCHEDULES, RATES OF PAY, AND WORKING CONDITIONS**

**Section 1.— Rates of Pay:**—Effective July 1, 2022~~0~~, the following hourly rates and schedule will be a part of this aAgreement.

<u>Class</u>	<u>Position</u>	<u>Step*</u>	<u>Hourly Rates</u>
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I	Secondary School Nutrition Managers	1	\$20.12
		2	\$21.56
		3	\$24.04
		4 (9-yr)	\$24.49
		5 (17-yr)	\$24.78
IA	Elementary/ESC/OALC/OEC School Nutrition Managers	1	\$19.07
		2	\$20.15
		3	\$21.23
		4	\$23.30
		5 (9-yr)	\$23.75
		6 (17-yr)	\$24.05
II	Assistant School Nutrition Managers	1	\$16.18
		2	\$17.27
		3	\$18.35
		4	\$19.89
		5 (9-yr)	\$20.34
		6 (17-yr)	\$20.64
IIIA	Lead Cashier	1	\$14.55
		2	\$15.54
		3	\$16.50
		4	\$18.30
		5 (9-yr)	\$18.75
		6 (17-yr)	\$19.05
IIIB	School Nutrition Assistants/Cashiers	1	\$13.66
		2	\$14.49
		3	\$15.41
		4	\$17.34
		5 (9-yr)	\$17.79
		6 (17-yr)	\$18.09

Class	Position	Step	Hourly Rate 22-23	Hourly Rate 23-24
1	School Nutrition Assistant	1	\$16.67	\$17.00
		2	\$17.00	\$17.34
		3	\$17.34	\$17.69

		4	\$18.12	\$18.49
		5	\$19.94	\$20.34
2	Assistant School Nutrition Manager	1	\$17.50	\$17.85
		2	\$18.38	\$18.75
		3	\$19.30	\$19.68
		4	\$20.84	\$21.26
		5	\$21.88	\$22.32
3	Elementary/ESC/OALC/OEC/Willow Lane School Nutrition Manager	1	\$20.13	\$20.53
		2	\$21.14	\$21.56
		3	\$22.19	\$22.64
		4	\$24.41	\$24.90
		5	\$25.63	\$26.14
4	Secondary School Nutrition Manager	1	\$22.14	\$22.58
		2	\$23.25	\$23.71
		3	\$25.57	\$26.09
		4	\$26.34	\$26.87
		5	\$27.13	\$27.67

~~\*Subd. 1.~~ Employees must work a minimum of 120 paid days during the school fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) to move to the next step on the salary schedule on July 1<sup>st</sup> of the following year. Paid days refer to days actually worked, sick leave, paid holidays, and personal leave.

~~Subd 2.~~ During the second year of this agreement, the 2021-2022 fiscal year, the association, and the district agree to the following regarding wages:

- ~~1.~~ If any other union, association, or bargaining group of employees negotiate wage agreements for cost of living adjustments (COLAs) also known as salary enhancements, to be paid during the second year of this agreement (2021-2022), and there is additional funding from the state, the District and the Association agree to re-open the contract for the 2021-2022 fiscal year for the sole purpose of negotiating a cost of living increase for members of the unit.
- ~~2.~~ The language in number 1 above does not apply to wage or benefit agreements for independent contract employees or to any other wage or benefit agreements afforded to union, non-union, association and other bargaining group employees.

**Section 2.- SNA (School Nutrition Association) Certification:** - The following rates will be paid for the following levels of SNA Certification which must be kept current:

**Effective July 1, 2019**

Level <del>1</del> :	\$ <del>0.36</del>
Level <del>2</del> :	\$ <del>0.43</del>
Level <del>3</del> :	\$ <del>0.90</del>
Level <del>4</del> :	\$ <del>1.10</del>
SNS Credential:	\$ <del>1.25</del>

The SNS ~~c~~redential will be paid to employees who have successfully completed the SFNS (School Food Service Nutrition Specialist) credential examination. ~~—~~ Certifications received ~~in by h~~Human ~~r~~Resources between the first and fifteenth of the month will be compensated on the fifth ~~(5<sup>th</sup>)~~ of the following month. ~~—~~ Certifications received ~~in by h~~Human ~~r~~Resources between the sixteenth ~~16<sup>th</sup>~~ and the end of the month will be compensated on the twentieth ~~(20<sup>th</sup>)~~ of the following month.

The employee is responsible for renewing their certification. ~~—~~ A copy of the current SNA ~~Certification~~ certificate is required to be eligible for this increment. ~~—~~ This copy will be ~~placed kept~~ on file ~~in by~~ ~~h~~Human ~~r~~Resources.

**Section 3.— Employee Performance:**

Subd. 1.— Purpose: ~~—~~ Each employee is entitled to a regular and fair performance review. ~~—~~ This process shall be formative and designed to encourage employee growth and professional development aligned with the ~~s~~School ~~d~~District’s mission, core values, and strategic objectives.

Subd. 2.— Step Movement, Career Increment, and Performance: ~~—~~ Effective July 1, 2011 ~~and thereafter~~, employees will be entitled to step movement and/or career increments only upon satisfactory job performance. ~~—~~ Satisfactory job performance shall be determined by the employee’s most recent performance evaluation so long as the evaluation was done during the previous three ~~(3)~~ years. ~~—~~ Employees who do not receive a step increase or career increment due to job performance shall be eligible for such step increase or career increment the following July 1<sup>st</sup>.

**Section 4.— Placement on Steps:** ~~—~~ School ~~n~~Nutrition employees who are promoted will be placed on the step scale at the discretion of the director. The new rate shall never be less than the employee’s current rate.

**Section 5.— Replacement:** ~~—~~ If a school nutrition employee, other than a kitchen manager, assumes the role of a kitchen manager position, starting on the first day of the assignment in the manager position, the employee will qualify for the manager pay and will be placed one step beyond the first step that provides an increase in pay. ~~for 3 or more consecutive days will have a conversation at meet & confer with administration and Human Resources to discuss additional compensation for work performed.~~

**Section 6.— Hours:** ~~—~~ School ~~n~~Nutrition employees will work each day as assigned by ~~s~~School ~~n~~Nutrition ~~a~~Administration. Hours will be designated by the sSchool ~~n~~Nutrition ~~a~~Administration and/or the building ~~s~~School ~~n~~Nutrition ~~m~~Manager, based on the need in each building. ~~—~~ Additional hours may be assigned by the ~~d~~Director of ~~s~~School ~~n~~Nutrition ~~s~~Services based on building or ~~s~~School ~~d~~District needs. The employee’s lunch period will not be considered part of an employees’ work day.

**Section 7. – Overtime:**– Employees who work over ~~forty (40)~~ hours in a week will be paid one and one-half ~~(1 1/2)~~ times their regular salary.— Overtime hours must be approved in advance by the immediate supervisor.

**Section 8. – Holidays:**– School ~~n~~Nutrition employees regularly scheduled to work ten and ~~one-half (10 ½)~~ hours or more per week will be granted eight ~~(8)~~ paid holidays as determined by the ~~s~~School ~~d~~District prior to July 1 each year.

The following eight ~~(8)~~ paid holidays will be granted ~~for~~ each school year ~~s~~School ~~n~~Nutrition ~~a~~Assistants/~~Cashiers: remove cashiers~~

Thanksgiving Holidays (2 days)	Winter Holidays (2 days)
New Year's Day	Presidents' Day or Martin Luther King Jr. Day
Spring Holiday	Memorial Day

~~Secondary s~~School ~~n~~Nutrition ~~m~~Managers, ~~Elementary/ESC/OALC/OEC/Willow Lane School Nutrition Managers, and a~~Assistant ~~s~~School ~~n~~Nutrition ~~m~~Managers ~~and Lead Cashiers~~ will be granted nine ~~(9)~~ paid holidays, to include those holidays listed above as well as Labor Day. ~~Would it be easier to say nutrition managers and assistant managers rather than listing them out?~~

Subd. 1. Verification: The school district may require a school nutrition employee to furnish a medical certificate from a qualified medical provider as evidence of illness indicating such absence was due to illness in order to qualify for holiday pay in cases where a sick day is used the day before or the day after a holiday. Absences prior to or after a paid holiday pursuant to an approved leave will not affect contracted holiday pay. In the event that a medical certification will be required, the employee will be so advised. –

**Section 9. Special Event Pay:**– Anytime employees work billable hours for special events, other than their regular work shift, they will be paid \$4.00 over their regular hourly rate of pay for events Monday thru Friday.— For special events that occur on a Saturday, employees will be compensated at time and a half. For special events that occur on a Sunday or district defined holiday, employees will be compensated at double time. ~~For district sponsored events that benefit students within the district on Sunday or district defined holiday, employees will be compensated at time and a half.~~

**Section 10. – Uniforms:**– The School District will provide uniforms tops for School Nutrition employees. Uniforms are to be self-laundered. Employees will receive an annual stipend of \$100 for the purchase of work pants. Employees will receive a biannual stipend of \$120 for the purchase of new work shoes.

**Section 11. – Probationary Period – New Employee:**– New employees will be considered probationary until June 30<sup>th</sup>, provided they have worked ~~one hundred twenty (120)~~ working days, from their hire date to June 30<sup>th</sup>. Working days shall include days actually worked, sick leave, paid holidays, and personal leave. If a school year ends prior to a probationary employee serving at least ~~one hundred twenty (120)~~ working days, such employee shall be on probation for the following school year, ending June 30.

Probationary employees will be evaluated by their immediate supervisor. During the probationary period, employees ~~have no seniority privileges and~~ may be transferred, discharged, laid off, or terminated. ~~During the probationary period, new employees will complete a minimum of two classes in food nutrition: Fundamentals of School Service and Sanitation and Food Safety. Failure to complete this coursework within eighteen (18) months of date of employment will be grounds for dismissal. Delete the highlighted and replace with the following~~ In the first 2 weeks of employment, all new employees will be expected to complete an online food safety /sanitation and an introductory to school nutrition course provided by the nutrition department. These courses can be completed during the workday, time permitting or outside of the workday on a personal device. The employee will be allocated additional time to complete the course during their workday. If the courses are completed outside of the workday, the employee will be compensated equal to the required time to view each course at their regular rate of pay. Failure to complete this coursework within the first two weeks may result in disciplinary action.

**Section 12. – Probationary Period – Continuing Status Employee:** An employee awarded a position in a higher classification will serve a trial probation period of ~~thirty (30)~~ working days in the new position. If the employer determines that the employee’s performance in the new position is unsatisfactory, the employer will have the right to reassign the employee to a vacant position in the same classification as the employee’s original position. An employee will also have the right to return to a vacant position in the same classification as the employee’s original position during this trial probation period if the employee wishes to do so. An employee awarded a position within the same classification will serve a trial probation period of ~~fifteen (15)~~ working days in the new position. If the employer determines that the employee’s performance in the new position is unsatisfactory, the employer will have the right to reassign the employee to a vacant position in the same classification as the employee’s original position. An employee will also have the right to return to a vacant position in the same classification as the employee’s original position during this trial probation period if the employee wishes to do so.

**Section 13. – Emergency School Closings:** If school starts late or is closed early due to inclement weather or other emergency situations, employees will be paid for their normal work assignment for that day. On such days, the work assignment will be determined by the immediate supervisor.

In the event school is cancelled due to inclement weather or other emergency situations, employees will be paid for up to three ~~(3)~~ days, per school year, for their normal work assignment. This provision will apply for full days only when school has been cancelled prior to the opening of the normal school day.

The superintendent reserves the right to require that employees report to work for any school closing. Employees will receive their normal compensation for that day and no additional compensation.

In the event an employee was scheduled to take a single sick day, personal leave day, or bereavement day that coincides with an emergency school closing day, the employee will not be charged for their scheduled sick day, personal leave day, or bereavement day. If the employee was scheduled to take a series (~~two~~ or more) of connected sick days, personal leave days, or bereavement leave days and

one of those connected days falls on the emergency school closing day, the employee will be charged for the day(s) that coincides with the emergency school closing day(s).

**Section 14. Retirement Savings Plan:**—The School District will match the contribution of an eligible employee according to the following schedule towards an approved 403(b) retirement savings plan. The plan must meet the sSchool dDistrict’s guidelines for approval.—These contributions will be paid annually (pay periods during the sSchool nNutrition employee’s contract year).

**Subd. 1. District Annual Match:**—The sSchool dDistrict’s match of an eligible employee’s contribution will be the amount listed below.—The sSchool dDistrict’s match is applicable only for eligible employee’s contributions made towards the sSchool dDistrict’s approved 403(b) plan.

<p><u>Employees Whose Service Began <del>On or</del> After July 1, 1998</u>          Employees are eligible <del>after one (1) year of service immediately upon hire.</del> <u>Employees must contribute at least the amount indicated to receive the District Annual Match Amount.</u></p>	<p>Maximum District Annual Match Amount          \$570</p>
<p><u>Employees Whose Service Began Before July 1, 1998</u>  <del>Employees must contribute at least the amount indicated to receive the District Annual Match Amount.</del></p>	<p>Maximum District Annual Match Amount          \$220*(~\$11.58 per paycheck)</p>

\*Employees may choose to defer more than the dDistrict annual match amount.—Federal law determines the maximum amount an individual can contribute annually.

**Section 15.— Retirement Incentive Pay:**

**Subd. 1.— Eligibility:**—Full-time employees who have completed at least ~~fifteen (15)~~ years of continuous employment service, in any capacity with the sSchool dDistrict and who are at least ~~fifty (50)~~ years of age will be eligible for retirement incentive pay pursuant to the provisions of this sSection upon submission of a written resignation accepted by the sSchool bBoard.

**Subd. 2.— Exclusion:**—This sSection will apply only to employees whose service has been full-time as defined by this Agreement and whose service began on or prior to July 1, 1998.—For sSchool nNutrition employees whose employment began after this date, the provisions of this sSection will not be applicable.

**Subd. 3.— Calculation of Benefit:**—An employee will be eligible to receive as incentive pay upon retirement, the amount obtained by multiplying ~~fifty percent (50%)~~ of unused number of sick leave days, but in any event not to exceed ~~seventy five (75)~~ days, times their daily rate of pay.

**Subd. 4.— Determination of Daily Rate:**—In applying these provisions, an employee's daily rate of pay will be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year, and will not include any additional compensation.

**Subd. 5.— Payment Schedule 50-54:**—A School nNutrition employee who retires at age 50-54 will receive their incentive pay on July 20 if their birth date is between January 1 and June 30 in the year they reach age 55.—If their birth date is between July 1 and December 31, they will receive their incentive pay on January 20 of the following year.

Subd. 6.– Payment Schedule 55 and over:– Incentive pay for retirement at or after age 55 will be paid by the sSchool dDistrict on July 20 of the same year if the retirement date is between January 1 and June 30.– If the retirement date is between July 1 and December 31, it will require payment on January 20 of the following year.

Subd. 7.– Exceptions:– Incentive pay will not be granted to any employee who is discharged by the sSchool dDistrict.

**Section 16.– Job Elimination:–** In the event of job elimination requiring layoff, employee(s) terminated will be at the discretion of the program supervisor-director based on performance and programmatic needs of the system.

Section 17. Substituting at Other Locations: Employees that agree to work at a site other than their regular site will be paid an additional \$3.00/hour for all work done at the temporary location.

**ARTICLE 7VII**  
**GROUP BENEFITS/INSURANCE**

**Section 1.– Health and Hospitalization Insurance for Full-Time Employees (employees scheduled to work 32 or more hours weekly):–** The selection of insurance carriers and policies will be made by the sSchool dDistrict.

Subd. 1.– Basic Group Health and Hospitalization Plans:

The dDistrict will contribute up to the following amounts towards the dDistrict’s gGroup hHealth iInsurance premiums for each full–time employee. Any portion of the premium that exceeds the dDistrict contribution will be paid by the employee and paid by payroll deduction.

Effective July 1, 2020

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High/ Value</u>	<u>\$597.43</u>	<u>\$929.10</u>	<u>\$1,488.60</u>
<u>HSA Plan</u>	<u>\$461.85</u>	<u>\$925.67</u>	<u>\$1,481.98</u>

Effective July 1, 2021

	<u>Single</u>	<u>Employee +1</u>	<u>Family</u>
<u>High/ Value</u>	<u>\$609.38</u>	<u>\$947.68</u>	<u>\$1,518.37</u>
<u>HSA Plan</u>	<u>\$484.95</u>	<u>\$944.19</u>	<u>\$1,511.62</u>

Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying hHealth sSavings aAccount (HSA). Contributions will only be made to a dDistrict approved HSA depository.

- Single HSA Coverage: \$200 per month
- Employee+1 Coverage: \$400 per month
- Family Coverage: \$400 per month

Subd. 3.– Married Couples in District with Family Coverage:– When an employee and their spouse are both employed by the sSchool dDistrict and are eligible for the sSchool dDistrict’s group health and hospitalization plan, and both employees enroll in the same hospitalization plan, the full premium will be paid by the sSchool dDistrict.

Subd. 4.– Group Term Life Insurance:– The sSchool dDistrict will pay the premium for group term life insurance for all full-time employees employed by the sSchool dDistrict who qualify for and enroll in the existing group term life insurance plan of the sSchool dDistrict.– Full-time employees who qualify and enroll will be covered by group term life insurance in the amount of \$50,000. Part-time employees s who qualify and enroll will be covered by group term-life insurance at \$20,000.

Subd. 5.– Long-Term Disability Income Protection:– The sSchool dDistrict will pay the premium for employee coverage in the existing long-term disability income protection plan of the sSchool dDistrict for all full-time employees employed by the sSchool dDistrict who qualify for and enroll in such coverage.– This coverage will apply to base annual salary. See the MOU on Long-Term Disability Coverage for Mental Health & Chemical Dependency.

Subd. 6.– Dental Insurance:

- Single Coverage:– The sSchool dDistrict will pay up to \$28.00 per month for individual coverage for each full-time sSchool nNutrition employee who qualifies for and enrolls in the sSchool dDistrict’s group dental insurance plan.
- Family Coverage:– The premium cost of the family/dependent coverage for each full-time sSchool nNutrition employee who qualifies for and enrolls in the sSchool dDistrict’s group dental insurance plan and who qualifies for family/dependent coverage will be paid in total by the sSchool nNutrition employee, minus the dDistrict contribution for sSingle coverage detailed above, and paid by payroll deduction.– Whether the sSchool dDistrict offers family/dependent coverage is subject to the conditions as established by the carriers.

**Section 2.– Health and Hospitalization Insurance for Part-Time Employees (employees scheduled to work 30 hours but less than 32 hours weekly):–** The selection of insurance carriers and policies will be made by the sSchool bBoard.

Subd. 1.– Basic Group Health and Hospitalization Plans:

Effective July 1, 2020

	Single	Employee +1	Family
High/ Value	\$597.43	\$597.43	\$597.43
HSA Plan	\$461.85	\$925.67	\$1,481.98

Subd. 2: High Deductible Health Plan (HSA Plan) - Contributions to Health Savings Accounts

As recommended by the School District Insurance Advisory Committee, those employees participating in the HSA compatible health plan shall receive the following contributions to a qualifying hHealth sSavings aAccount (HSA). Contributions will only be made to a dDistrict approved HSA depository.

- Single HSA Coverage: \$200 per month
- Employee+1 Coverage: \$400 per month
- Family Coverage: \$400 per month

Subd. 3 Participants who enroll in the high deductible plan will receive the HSA contributions in equal installments consistent with the payroll cycle. Contributions for July and August will be made at the same time as the September contribution. In the event of hardship, the parties agree to meet and confer to discuss alternatives to the contribution timelines.

Subd. 4. The sSchool dDistrict will pay the cost of the administration of the plan and the cost of the trustee.

**Section 3.– Enrollment:**—All employees qualifying will enroll for such coverages in accordance with the procedures established by the sSchool bBoard. Effective 2012-2013, employees will be allowed to waive health coverage in the dDistrict’s health plan upon sufficient proof that the employee has obtained group health coverage through another source (e.g., a spouse). The hHuman rResources department shall determine the basis for sufficient documentation of group coverage from another source. The dDistrict retains the right to re-examine waiver of health coverage on a year-to-year basis. If an employee waives health coverage under this section, the employee will not receive any dDistrict contribution for health insurance benefits.

**Section 4.– Claims Against the School District:**—It is understood that the sSchool bBoard's obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim will be made against the sSchool bBoard as a result of a denial of insurance benefits by an insurance carrier.

**Section 5.— Duration of Insurance Contribution:**—An employee is eligible for sSchool bBoard contributions as provided in this aArticle as long as the employee is employed by the sSchool bBoard. Upon termination of employment, all sSchool bBoard participation and contribution will cease effective on the last working day of the month in which employment terminates.

**Section 6.– Insurance Program Eligibility in the Event of Retirement:**—An employee who retires is eligible to participate in the health/hospitalization plan upon retirement per Minnesota statute, but must pay the entire premium for the plan selected.—The right to continue participation in such plan, however will be in accordance with conditions of the carrier and/or until they qualify for coverage under another program.

**Section 7.– Section 125 (Flexible Spending) Plan:**—The sSchool dDistrict will provide a sSection 125 pPlan under the Internal Revenue Code for all employees.

Subd. 1. – Description:– The §Section 125 (fFlexible sSpending) pPlan will be available to both active and retired staff. The §Section 125 offered by the sSchool dDistrict is a plan established to provide a way to save money on costs for medical and dependent care expenses.– The three components allow payment for health insurance premiums, certain out-of-pocket health care expenses, and dependent care expenses with pre-tax dollars.– It is a salary reduction plan permitting participants to choose among more than one benefit.– It is classified as a “cCafeteria pPlan” for federal income tax purposes.

The plan year will be determined by the school board.– There are three components to the plan:

1. District-provided health insurance premium deduction with pre-tax dollars
2. Dependent care reimbursement account
3. Medical expense reimbursement account

## **ARTICLE VIII LEAVES OF ABSENCE**

### **Section 1. – Sick Leave**

Subd. 1. – Full-time Earn and Accumulation:– All full-time sSchool nNutrition employees (secondary and elementary/ESC School Nutrition Managers, Assistant Managers) will accrue sick leave at the rate of one (1) day per month of employment for a total of nine (9) days annually.– Unused sick leave days may accumulate to an unlimited number of days per employee.– Such accrual will be non-retroactive.– If an employee is discontinued and has used more sick leave than entitled to, such excess amount will be deducted from the last pay-check.

Subd. 2. – Part time Earn and Accumulation:– Part time School Nutrition employees (School Nutrition Assistants, Cashiers) will accrue sick leave at the rate of one (1) day per month worked for a total of nine (9) days annually. A "day" of sick leave is defined as the normal working day of the employee. All School Nutrition employees who are regularly employed will be eligible for sick leave. Unused sick leave days may accumulate to an unlimited number of days per part time employee. Such accrual will be non retroactive. If an employee is discontinued and has used more sick leave than entitled to, such excess amount will be deducted from the last pay check.

Subd. 3. – Use:– Sick leave with pay will be allowed during the school year and during summer employment when an employee's absence is found to have been due to personal illness, which prevented their attendance at school and performance of duties on that day or days, provided that the employee has unused sick leave at the time of such absence.– Sick leave may also be used for the illness of a minor child as provided for in MINN. STAT. § 181.9413 (sick or injured child care leave) provided the employee has unused sick leave at the time of such absence. Effective July, 1, 2021, accrued sick leave may be used in hourly increments.

Subd. 4. – Medical Verification:– The sSchool dDistrict may require a sSchool nNutrition employee to furnish a medical certificate from a qualified medical provider as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.– However, the final determination as to the eligibility of an employee for sick leave is reserved to the sSchool dDistrict. In the event that a medical certification will be required, the employee will be so advised.

Subd. 5.– Accrual Deduction:– Sick leave allowed will be deducted from sick leave days accrued by the sSchool nNutrition employee.

Subd. 6.– Approval:– Sick leave pay will be approved only upon submission of a request in the district's absence management system-

Subd. 7.– Payroll Deduction:– Any days used in excess of the number of days of sick leave accrued will be deducted from the employee's salary for the pay period during which the absence not covered by sick leave occurred, and will be subject to disciplinary action up to termination of employment.

Subd. 8.– Utilization of Sick Leave Benefits During Absences Covered by Workers' Compensation and/or Long-Term Disability:

- a) Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the sSchool dDistrict under the provisions of the Workers' Compensation Act and/or an absence covered by the sSchool dDistrict's long term disability insurance, the sSchool dDistrict will pay the difference between the compensation received by the employee pursuant to the Workers' Compensation Act and/or LTD and the employee's base rate of pay to the extent of the employee's earned accrual of sick leave.
- b) A deduction will be made from the employee's accrued sick leave according to the pro rata portion of days of sick leave which is used to supplement Workers' Compensation and/or LTD payments.
- c) Such payment will be paid by the sSchool dDistrict to the employee only during the period of disability.
- d) In no event will the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the base compensation of the employee.
- e) An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act and/or an absence qualifying the employee for LTD payments who elects to receive sick leave pursuant to this aAgreement, will submit the Workers' Compensation check and/or LTD payment, endorsed to the sSchool dDistrict prior to receiving payment from the sSchool dDistrict for this absence.

## **Section 2.– Family Illness:**

Subd. 1.– Use:– Employees will be granted up to a maximum of ten ~~(10)~~ days absence per year for critical illness in the employee's or spouse's immediate family that may or may not otherwise be covered under the Family and Medical Leave Act (FMLA) and/or state statute.– The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee.– These days will be deducted from accrued sick leave.– If

the employee does not have sufficient accrued sick leave, there will be a salary reduction based on the employee's daily rate of pay, and will be subject to disciplinary action up to termination of employment.

### **Section 3.– Bereavement Leave:**

Subd. 1.– Use-Immediate Family:– School ~~n~~Nutrition employees will be granted up to but not to exceed five ~~(5)~~ days for absence due to death of each member of the employee's or spouse's immediate family.—The immediate family will include parent, sister, brother, spouse, son, daughter, son-in-law, daughter-in-law, grandparent, grandchildren, guardian and any other relative or non-relative who stands in the same relationship with the employee.—Such absences will be deducted from accrued sick leave. If the employee does not have sufficient accrued sick leave, the employee will not be paid for the day. Additional absence, but not to exceed five ~~(5)~~ additional days, may be granted as a ~~s~~Short-~~t~~erm ~~l~~leave following the guidelines of ~~s~~Short ~~t~~erm ~~l~~leaves' as defined in ~~t~~his contract. In no case will this additional period exceed five ~~(5)~~ days.

Subd. 2.– Use-Not Immediate Family:– Absence due to the death of a person not listed in ~~s~~Subd. 1 will be limited to one ~~(1)~~ day per incident.—Such absence will be deducted from sick leave. If the employee does not have sufficient accrued sick leave, the employee will not be paid for the day.

**Section 4.– Personal Leave:**– A School ~~n~~Nutrition employee will be credited one ~~(1)~~ personal leave day per year, accumulative to five ~~(5)~~ days. Personal leave may be used for activities during the school year and during summer employment requiring the employee's personal attention not covered under other provisions of this Agreement.—Personal leave shall only be used in full or half-day increments.

Subd. 1.– Requests:– Requests for personal leave must be made in writing to Human Resources at least three ~~(3)~~ days in advance of the leave, except in the event of emergencies.—The day(s) will not be deducted from sick leave.

Subd. 2.– Limit:– At no time will more than ~~two percent (2%)~~ ~~3~~ of the employees covered by this ~~a~~Agreement be granted personal leave.

Subd. 3. Exclusion: A personal leave day will not ~~normally~~ be granted for the first and last week of the school year, except in cases of emergency.

### **Section 5.– Child Care Leave:**

Subd. 1.– Purpose:– An employee may be granted a child-care leave of absence according to the procedures outlined in this ~~s~~Section.—This leave will be granted to one ~~(1)~~ parent of a newborn child provided such parent is caring for the child on a full-time basis.

Subd. 2.– Request:– A pregnant employee will notify ~~h~~Human ~~r~~Resources in writing not later than the end of the sixth ~~(6th)~~ month of pregnancy, and, also at such time provide a physician's statement indicating the estimated date of delivery of the child.

A ~~male non-childbearing~~ employee will make a request for such leave not less than ~~ninety (90)~~ days in advance of usage.—The employee will submit a written request to ~~h~~Human ~~r~~Resources for child care leave, including commencement date and return date.—Once a child care leave

commences pursuant to this sSection, an employee will not be eligible for sick leave pursuant to sSection 1 of this aArticle.

Subd. 3.— Pregnancy:— If the reason for the child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of the aAgreement during a period of physical disability.—During this period of disability, the employee will be required to concurrently take a leave pursuant to the Family/Medical Leave Act (FMLA).—A pregnant employee will also provide at the time of the leave application, a statement from their physician indicating the expected date of delivery.

Subd. 4.— Date of Leave:— The effective beginning date of such leave and its duration, or resignation if the employee so elects, will be determined by hHuman rResources and submitted to the sSchool Board for its action.

In recommending the date of commencement and duration of the leave or the effective date of commencement and duration of the leave or the effective date of the resignation,—hHuman rResources will review each case on its individual merits taking into consideration the following:

- a) The request of the employee
- b) The specific employment duties of the employee involved
- c) The health and welfare of the employee or unborn child
- d) The recommendation of the employee's physician

Subd. 5.— Duration:— In making a determination under sSubd. 4 concerning the commencement and duration of a child-care leave of absence or resignation, if the employee elects to resign, the sSchool bBoard may, but will not in any event be required to:

- a) Grant any leave more than ~~twelve (12)~~ months in duration.
- b) Permit the employee to return to employment prior to the date designated in the request for a child-care leave, unless by mutual agreement of the employee and the sSchool dDistrict.

Subd. 6.— Approval of Leave:— If the employee complies with all provisions of this sSection and a child-care leave is granted by the sSchool bBoard, the sSchool bBoard will notify the employee in writing of its action.

Subd. 7.— Termination of Leave:— Interruption of pregnancy will terminate the child-care leave. Human rResources may require in all cases ~~forty-five (45)~~ days' notice to return.

Subd. 8.— Reinstatement:— An employee returning from child-care leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a) That the position has not been abolished
- b) That the employee is not physically or mentally disabled from performing the duties of such position

Subd. 9.— Failure to Return:— Failure of this employee to return pursuant to the date determined in this sSection may constitute grounds for termination in the sSchool dDistrict.

Subd. 10.— Probationary Period:—The parties agree that the applicable periods of probation for employees as set forth are intended to be periods of actual service enabling the sSchool dDistrict to have opportunity to evaluate an employee's performance.—The parties agree, therefore, that periods of time for which the employee is on child-care leave will not be counted in determining the completion of the probationary period.

Subd. 11.— Salary:—The parties further agree that any child-care leave of absence granted under this sSection will be a leave without pay.

Subd. 12.— Experience Credit:—An employee who returns from child-care leave within the provisions of this sSection will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this aAgreement at the commencement of the leave.—The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 13.— Insurance:—An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but will pay the entire premium, if required by FMLA, for such programs as the employee wishes to retain.—The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the sSchool dDistrict pursuant to this sSection.

Subd. 14.— Notification to Return:—An employee on childcare leave will be sent a notice of assignment from hHuman rResources at least ~~sixty (60)~~ days prior to the specified return of said leave.

Subd. 15.— Failure to Return Notice:—The employee will lose all re-employment rights if the employee refuses or fails to return the notice of assignment within ten ~~(10)~~ days.

**Section 6.— Adoption/Foster Care Leave:**— Purpose:—An employee may, upon request, be granted a leave for the adoption of a child.

Subd. 1.— Request:—An employee making application for adoption/foster care leave will inform hHuman rResources in writing of intention to take the leave at least three ~~(3)~~ calendar months before commencement of the intended leave.

Subd. 2.— Date of Leave:—The effective beginning date of such leave and its duration or resignation if the employee so elects, will be determined hHuman rResources and submitted to the sSchool dDistrict for its action.

Subd. 3.— Use of Sick Leave:—An employee may request to use up to ~~fifteen (15)~~ days of personal sick leave to assist in needed medical and health care for the child, commencing the date of the child's arrival in the employee's custody.

Subd. 4.— Duration:—In making a determination concerning the commencement and duration of an adoption/foster care leave, the sSchool dDistrict will not in any event, be required to:

- a) Grant any leave more than ~~twelve (12)~~ months in duration.
- b) Permit the employee to return to their employment prior to the date designated in the request for adoption/foster care leave.

Subd. 5.— Reinstatement:— An employee returning from adoption/foster care leave will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a) That the position has not been abolished.
- b) That the employee is not physically or mentally disabled from performing the duties of such position.

Subd. 6.— Failure to Return:— Failure of the employee to return pursuant to the date determined under this sSection will constitute grounds for termination.

Subd. 7.— Probationary Period:— The parties agree that the applicable periods of probation for the employees are intended to be periods of actual service enabling the sSchool dDistrict to have opportunity to evaluate the employee's performance.— The parties agree, therefore, that periods of time for which the employee is on adoption leave will not be counted in determining the completion of the probationary period.

Subd. 8.— Experience Credit:— The employee who returns from adoption leave within the provisions of this sSection will retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this aAgreement of the beginning of the leave.— The employee will not accrue additional experience credit for pay purposes or leave time during the period of absence.

Subd. 9.— Insurance:— An employee on adoption leave is eligible to participate in group health or dental insurance programs if permitted under the insurance policy provisions, but will pay the entire premium, if required by FMLA, for such programs the employee wishes to retain.— The right to continue participation in such group insurance programs will terminate if the employee does not return to the School District pursuant to this sSection.

Subd. 10.— Notification to Return:— An employee on adoption leave will be sent a notice of assignment from hHuman rResources at least ~~sixty~~ (60) days prior to the specified return date of said leave.

Subd. 11.— Failure to Return Notice:— The employee will lose all re-employment rights if the employee refuses or fails to return the letter of assignment within ten ~~(10)~~ days.

Subd. 12.— Salary:— The parties agree that any adoption leave granted under this sSection will be leave without pay.

**Section 7.— Long-Term Leave:— Eligibility:**— School nNutrition employees with a minimum of three ~~(3)~~ years of experience in the sSchool dDistrict may apply for an unpaid leave of absence once during their sSchool dDistrict employment. Additional leaves may be granted at the discretion of hHuman rResources for health reasons.

Subd. 1.— Duration:— Leave may be granted for a period of time up to one ~~(1)~~ year.

Subd. 2.— Insurance:— An employee on an approved long-term leave is eligible to continue participating at their own expense in the health and hospitalization and/or dental program of the

sSchool dDistrict.— This participation will be subject to the conditions prescribed by the insurance carrier.

Subd. 3.— Benefit Accrual:— A School Nutrition employee on approved leave will retain ~~their~~ accrued benefits as of the beginning date of the leave.— No benefits will accrue during the period the School Nutrition employee is on leave.

Subd. 4.— Purpose:— Consideration for granting long-term leaves will be given for:

Health	Election to Political Office
Retraining or Career Change	Approved Travel
Education	

Subd 5.— Requests:— Requests for leaves must be made at least ~~thirty (30)~~ days in advance except in emergencies and submitted to the administrator in charge for ~~their~~ recommendation.— Final approval will be made by hHuman rResources.

The number of staff on approved leave at any given time will not exceed ~~two percent (2%)~~ of the total sSchool nNutrition staff.

Subd. 6.— Reinstatement:— An employee returning from long-term leave for reasons other than their own or an immediate family member’s serious medical condition will be re-employed in the position occupied prior to the leave, subject to vacancy and ability to perform duties.

An employee returning from long-term leave due to their own or an immediate family member’s serious medical condition will be re-employed in the position occupied prior to the leave, subject to the following conditions:

- a) That the position has not been abolished
- b) That the employee is not physically or mentally disabled from performing the duties of such position

Subd. 7.— Notice to Return:— A sSchool nNutrition employee on long-term leave will be sent a notice of assignment from hHuman rResources according to the following schedule:

- a) When the return date of said leave is intended to coincide with the opening of school, notification will be given by April 1 of the preceding year.
- b) At least ~~sixty (60)~~ days prior to the specified return of said leave when such date falls at any other time during the school year.

Subd. 8.— Failure to Return Notice:— The School Nutrition employee will lose all re-employment rights if the School Nutrition employee refuses or fails to return the notice within ten ~~(10)~~ days.

**Section 8.— Short-Term Leave (Ten ~~(10)~~ Days or Less):**— School nNutrition employees may apply for a short-term leave of absence.

Subd. 1.— Salary:— Short-term leave will be without pay.

Subd. 2.— Duration:— Short-term leave may be granted for not more than ten ~~(10)~~ working days per contract year.

Subd. 3.– Requests:– Requests for short-term leave will be made five ~~(5)~~ work-days in advance except in the case of emergencies. No request will be approved until all personal paid time has been exhausted. The request will be on a leave of absence request and will clearly state the reason for such request.– Any special conditions or arrangements established by the administrator for a short-term leave will be in writing to the individual requesting the leave. All conditions established must be met to be eligible for the leave.

Subd. 4.– Approval:– Short-term leave may be granted only in special circumstances and must be approved by the ~~d~~Director of ~~f~~Food ~~s~~Services.

Subd. 5.– Limit:– At no time will more than three ~~(3)~~ of the employees covered by this agreement be granted a short-term leave.

**Section 9.– Jury Duty:**– School ~~n~~Nutrition employees summoned to jury duty will be granted time off with pay.

Subd. 1.– Notice to School District:– ~~Employees who receive a summons for jury service are to send a PF22 and a copy of the summons to the HR attendance specialist immediately. Instructions for entering absences and finding a substitute will be given once the summons is received by the attendance specialist. School Nutrition employees who receive a summons for jury duty are to notify Human Resources immediately of the proposed dates of service.~~

Subd. 2.– Remittance of Stipend:– ~~Employees may receive a stipend for jury service will need to reimburse the district for the pier diem amount only. Typically, this is \$20 per day. School Nutrition employees who receive a stipend for jury duty are to reimburse the School District for the amount received, minus the mileage allowance if they were on jury duty during school time. Such reimbursement will not exceed the employee’s daily usage.~~

Subd. 3.– Pay: ~~School Nutrition e~~Employees will have no loss of pay as a result of jury duty if the provisions of Subds. 1 and 2 are met.– Failure to do so will result in a cost of sub deducts.

**Section 10.– Religious Leave:**

Subd. 1.– Use:– School ~~n~~Nutrition employees may be granted up to three ~~(3)~~ days of religious leave.– School ~~n~~Nutrition employees must make application, including a brief statement of the request, to ~~h~~Human ~~r~~Resources at least three ~~(3)~~ days prior to the religious leave.– ~~Human r~~Resources will notify the employee’s supervisor to make the necessary arrangements allowing the employee to make up the days at some other prearranged time.– However, an employee may utilize provisions outlined in ~~s~~Section 4, Personal Leave, or ~~s~~Section 1, Sick Leave, if so desired.– If the employee chooses none of the options as outlined herein, the leave will be granted with full loss of pay.

**Section 11.– Eligibility for Leaves and Absences:**– Only employees who are assigned for the full school term or year, are eligible for leave and absence benefits.

**Section 12.– Unexcused Absences:**– Employees who are absent without approved leave (with the exception of emergencies) may be subject to discipline, up to and including discharge from employment.

**ARTICLE IX**  
**GRIEVANCE PROCEDURE**

**Section 1.— Grievance Definition:**—A “grievance” will mean an allegation by an employee of the Osseo School Nutrition Association regarding in a dispute or disagreement between the employee(s) and the sSchool dDistrict as to the interpretation or application of tTerms and cConditions of eEmployment insofar as such matters are contained in this aAgreement.

**Section 2.— Representative:**—The employee, supervisor, or sSchool dDistrict may be represented during any step of the procedure by a member or agent of the designated unit to act on the employee’s behalf.

**Section 3.— Definitions and Interpretations:**

Subd. 1.— Extension:—Time limits specified in this aAgreement may be extended by mutual agreement.

Subd. 2.— Days:—Reference to days regarding time periods in this procedure will refer to working days.—A working day is defined as all week-days not designated as holidays by state law.

Subd. 3.— Computation of Time:—In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run will not be included.—The last day of the period so computed will be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4.— Filing and Postmark:—The filing or service of any notice or document herein will be timely if it bears a postmark of the United States mail within the time period.

**Section 4.— Time Limitation and Waiver:**—Grievances will not be valid for consideration unless the grievance is submitted in writing to the sSchool bBoard's designee, setting forth the facts and the specific provision of the aAgreement allegedly violated and the particular relief sought within ~~twenty~~ (20) days after the date the event giving rise to the grievance occurred.—Failure to file any grievance within such period will be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided will constitute a waiver of the grievance.—An effort will first be made to adjust an alleged grievance informally between the employee and the sSchool bBoard's designee.

**Section 5.— Adjustment of Grievance:**—The sSchool bBoard and the employee will attempt to adjust all grievances which may arise during the course of employment of any employee within the sSchool dDistrict in the following manner:

Subd. 1.— Informal Discussions:—Before a written grievance is submitted, informal discussions will take place between the aggrieved party, the principal or supervisor.—Through these discussions, the parties will attempt to resolve the problem.

Subd. 2.— Level 1:—If the grievance is not resolved through informal discussions, the aggrieved party may submit the grievance in writing to hHuman rResources. Human rResources will give a

written decision on the grievance to the parties involved within five ~~(5)~~ days after receipt of the written grievance.

**Subd. 3. – Level 2H:–** In the event the grievance is not resolved in Level ~~1I~~, the decision rendered may be appealed to the ~~s~~Superintendent, provided such appeal is made in writing within five ~~(5)~~ days after receipt of the decision in Level ~~1I~~.

If a grievance is properly appealed to the ~~s~~Superintendent, the ~~s~~Superintendent or designee will set a time to meet regarding the grievance within ~~fifteen (15)~~ days after receipt of the appeal. Within ten ~~(10)~~ days after the meeting, the ~~s~~Superintendent or designee will issue a decision in writing to the parties involved.

**Subd. 4. – Level 3H:–** In the event the grievance is not resolved in Level ~~2H~~, the decision rendered may be appealed to the ~~s~~School ~~b~~Board, provided such appeal is made in writing within five ~~(5)~~ days after receipt of the decision in Level ~~2H~~.

If a grievance is properly appealed to the ~~s~~School ~~b~~Board, the ~~s~~School ~~b~~Board will set a time to hear the grievance within ~~twenty (20)~~ days after receipt of the appeal. Within ~~twenty (20)~~ days after the meeting, the ~~s~~School ~~b~~Board, will issue its decision in writing to the parties involved. At the option of the ~~s~~School ~~b~~Board, a committee or representative(s) of the ~~s~~School ~~b~~Board may be designated by the ~~s~~School ~~b~~Board to hear the appeal at this level, and report its findings and recommendations to the ~~s~~School ~~b~~Board. The ~~s~~School ~~b~~Board will then render its decision.

**Section 6. – School Board Review:–** The ~~s~~School ~~b~~Board reserves the right to review any decision issued under Level ~~1I~~ or Level ~~2H~~ of this procedure provided the ~~s~~School ~~b~~Board or its representative notify the parties of its intention to review within ten ~~(10)~~ days after the decision has been rendered. In the event the ~~s~~School ~~b~~Board reviews a grievance under this ~~s~~Section, the ~~s~~School ~~b~~Board reserves the right to reverse or modify such decision.

**Section 7. – Denial of Grievance:–** Failure by the ~~s~~School ~~b~~Board or its representative to issue a decision within the time periods provided herein will constitute a denial of the grievance and the employee may appeal it to the next level.

**Section 8. – Arbitration Procedures:–** In the event that the employee and the ~~s~~School ~~b~~Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

**Subd. 1. – Request:–** A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten ~~(10)~~ days following the decision in Level ~~3H~~ of the grievance procedure.

**Subd. 2. – Prior Procedure Required:–** No grievance will be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

**Subd. 3. – Selection of Arbitrator:–** Upon the proper submission of a grievance under the terms of this procedure, the parties will, within ten ~~(10)~~ days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the BMS to appoint an arbitrator, pursuant to ~~the~~ PELRA, providing such request is made within ~~twenty (20)~~ days after request for arbitration. The request will ask that the appointment be made within ~~thirty (30)~~ days after the receipt of said request. Failure to

agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein will constitute a waiver of the grievance.

Subd. 4. – Submission of Grievance Information:

- a) Material Request:— Upon appointment of the arbitrator, the appealing party will within five ~~(5)~~ days after notice of appointment, forward to the arbitrator, with a copy to the School Board, the submission of the grievance which will include the following:
  - (1)– The issues involved
  - (2)– Statement of the facts
  - (3)– Position of the grievant
  - (4) The written documents relating to ~~s~~Section 5, ~~a~~Article ~~9IX~~ of the grievance procedure
- b) The ~~s~~School ~~b~~Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. – Hearing:— The grievance will be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties will have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator.— The proceeding before the arbitrator will be a hearing de novo.

Subd. 6. – Decision:— The decision by the arbitrator will be rendered within ~~thirty (30)~~ days after the close of the hearing.— Decisions by the arbitrator in cases properly before them will be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided for in ~~the~~ PELRA.

Subd. 7. – Expenses:— Each party will bear its own expenses in connection with arbitration, including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration.— A transcript or recording will be made of the hearing at the request of either party.

The parties will 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.

Subd. 8. – Jurisdiction:— The arbitrator will have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure.— The jurisdiction of the arbitrator will not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor will an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor will the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which will include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel.— In considering any issue in dispute, in its order, the arbitrator will give due consideration to the statutory rights and obligations of the public School

Boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**ARTICLE ~~10~~X**  
**DURATION**

**Section 1.— Term and Reopening Negotiations:**— This Agreement will run from July 1, 202~~20~~<sup>20</sup> through June 30, 202~~42~~<sup>42</sup>, and thereafter in accordance with the provisions of ~~the~~ PELRA.— If either party desires to modify or amend this aAgreement it will give written notice of such intent no later than May 1, 202~~42~~<sup>42</sup>.— Unless otherwise mutually agreed, the parties will not commence negotiations more than ~~ninety (90)~~ days prior to the expiration of this aAgreement.

**Section 2.— Effect:**— This aAgreement constitutes the full and complete agreement between the sSchool bBoard and the sSchool nNutrition employees of Independent School District 279.— The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, sSchool dDistrict policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 3.— Finality:**— Any matters relating to the current term of this aAgreement, whether or not referred to in this aAgreement, will not be open for negotiation during the term of this aAgreement.

**Section 4.— Severability:**— The provisions of this aAgreement will be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it will not affect any other provision of this aAgreement or the application of any provision thereof.

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**OSSEO AREA SCHOOLS (ISD 279)**  
**and**  
**OSSEO SCHOOL NUTRITION ASSOCIATION**

**TOPIC:** Retirement Incentive Severance Pay

**EFFECTIVE DATES:** July 1, 2020-June 30, 2022

**AGREEMENT:**

Subject to the limitations listed below, the School District will contribute severance pay to eligible employees as follows:

Post-Retirement Health Reimbursement Arrangement – 100% of Pay

All School District payments will be made according to the timeline and payment schedule as provided in the Terms and Conditions of Employment. This is the full and complete agreement of the parties

on this issue. There are no other oral or implied agreements. This agreement does not set any precedent for any future issue.

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**OSSEO AREA SCHOOLS (ISD 279)**  
**and**  
**OSSEO SCHOOL NUTRITION ASSOCIATION**

**TOPIC:** Limits to Long-Term Disability Insurance Coverage

**EFFECTIVE DATE:** Upon ratification

Long-term disability coverage for chemical dependency and mental health will be limited to a combined 24 months of coverage per claim. The limitations will go into effect contingent on the agreement with all other bargaining groups in Osseo Area School District. If no agreement is reached among the groups, this language will be void. In the interim follow [a](#)Article VII, [s](#)Section 1, [s](#)Subd. 5.



EXTRACT OF MINUTES OF MEETING OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 279 (OSSEO AREA SCHOOLS)  
STATE OF MINNESOTA

December 13, 2022

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, was held in said school district on December 13, 2022, at six o'clock p.m., for the purpose, in part, of considering approval of gifts to the district.

The following members were present: XXXX;  
and the following were absent: XXXX.

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

**RESOLUTION ACCEPTING DONATIONS**

**WHEREAS**, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefits of the district, bequests, donations, or gifts for any 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 trusts 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.”; and

**THEREFORE, BE IT RESOLVED** that the School Board of Osseo Area Schools, ISD 279, gratefully accepts the following donations as identified below:

<b>Donor</b>	<b>Item</b>	<b>Designated Purpose (if any)</b>
The Blackbaud Giving Fund	\$24	Crest View Accounts Funds for Crest View Elementary
Frankie Salas & Iron Order Motorcycle Club	\$250	Skills Classroom- teacher Cassie Popehn for Elm Creek Elementary
Elm Creek PTO	\$237.72	Reading prize for 2 <sup>nd</sup> Grade at Elm Creek Elementary
Andrea Berg	\$100	School Choice for Fernbrook Elementary
Nichole Ladahl	\$50	School Choice for Fernbrook Elementary
Rebecca Prinsen	\$450	School Choice for Fernbrook Elementary
Rebecca Prinsen	\$150	School Choice for Fernbrook Elementary
Cory Carison	\$80	School Choice for Fernbrook Elementary
Darryl Sannes	\$200	School Use for Garden City Elementary
Boston Scientific Corporation	\$1500	Hands-on STEM activities for Garden City Elementary
David B. Stevens	\$24	Provide Support in improving literacy for Garden City Elementary
Mortenson Company Foundation	\$25,000	General & unrestricted school needs for Garden
4 the kids	\$400	Random acts of kindness funds will be used to support and help the students of the OALC
The Blackbaud Giving Fund	\$500	Tailgate Party donation for Osseo Senior High
ISD 11	\$190	B Golf entry fees for Osseo Senior High
ISD 11	\$350	B Golf entry fees for Osseo Senior High
ISD 728	\$555	XC & B Golf Entry Fees
U'SAGain LLC	\$32.72	Revenue Shares for Osseo Senior High
Osseo Hoops	\$300	Golf Tournament fundraiser donation & tailgate contribution for
Osseo Hoops	\$100	Golf Tournament fundraiser donation & tailgate contribution for
ISD 885	\$190	B golf entry fee for Osseo Senior High
Osseo Lions Club	\$500	Tailgate Party Donation for Osseo Senior High
Osseo Lions Club	\$500	Tailgate Party Donation for Osseo Senior High
Osseo Lions Club	\$500	Tailgate Party Donation for Osseo Senior High
Shamrock Golf	\$1800	Golf Tournament Fundraiser Cut Osseo Senior High
Osseo Lions Club	\$500	Latin X Donation for Osseo Senior High
Osseo Lions Club	\$500	Unified Club Donation for Osseo Senior High
The American Legion Auxiliary Osseo	Misc.	Four large trays of cookies for staff
Twin cities in Motion	\$485.52	Transportation reimbursement October 1, 2022, event for Park Brook Elementary
Anonymous Donor	\$56	Instruction materials K-5 for Rice Lake Elementary
The Benerity Community Impact Fund	\$225	Student supplies, gifts for classroom use for Rush Creek Elementary
PTO	\$400	2 <sup>nd</sup> grade fieldtrip/staycation for Rush Creek Elementary
Employee Giving Programs	\$142.40	Staff Salaries and Supplies for Woodland Elementary
Employee Giving Programs	\$230.79	Staff Salaries and Supplies for Woodland Elementary
David Stevens	\$60	School Student Needs for Zanewood Elementary

Kopp Family Foundation	\$1000	Random Acts of Kindness Program for 279 Online
TOTAL	\$37,583.15	

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ . The following voted in favor: XXXX;

and the following voted against: XXX

whereupon said resolution was declared duly passed and adopted

STATE OF MINNESOTA )  
)SS  
COUNTY OF HENNEPIN )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 279 (Osseo Area Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 13<sup>th</sup> day of December 2022.

\_\_\_\_\_  
School Board Clerk – Tamara Grady

## **POLICY 544 - SCHOOL MEALS**

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### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

### **II. ACCESABILITY**

Meals provided by Osseo Area Schools through the National School Lunch and Breakfast Program are available to all students regardless of family eligibility, meal account balance or available funds. All students will have access to a reimbursable breakfast and lunch meal during the school day as defined by the USDA.

### **III. MEAL BENEFITS AVAILABLE TO FAMILIES**

All families may apply for Free and Reduced Meal Benefits and are encouraged to do so yearly. This is also known as Application for Educational Benefits.

Applications for free and reduced lunch will be made available on the school district website.

### **IV. MEAL SERVICE**

- A. Breakfast and lunch will be available daily, when school is in session, to all students regardless of their eligibility or account balance.
- B. If a student who does not qualify for free or reduced meals has insufficient funds to pay for a meal, the student will be allowed to purchase a full meal, which will cause the account balance to become negative. This meal will be a 'regular' meal. Alternative meals should not be assigned based upon a student's inability to pay.
- C. A meal will not be taken from a student regardless of their ability to pay. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by nutrition staff or other school officials unless for health and safety reasons.
- D. A la carte items may be available for purchase outside of a reimbursable meal as defined by the National School Lunch and Breakfast Program. These items do require funds to be available in the meal account or with cash on hand.

### **V. NEGATIVE BALANCES**

- A. Negative balances are not communicated to students at point of service.
- B. If a student inquires, Nutrition staff will discreetly provide meal balance information.
- C. Families will be notified twice monthly via the communication preferences the family has set up with the school district.
- D. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be

- encouraged to apply for free and reduced-price meals for their children.
- E. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing, or listing students' names publicly, or affixing stickers, stamps, or pins.
  - F. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when an account is negative, the debt is considered collectable, and efforts are being made to collect it.
  - G. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
  - H. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 (Minnesota Public School Fee Law) due to unpaid family meal balances. The school district will not limit a students' participation in any school activities including graduation ceremonies and access to materials and technology.

## **VI. COMMUNICATION OF POLICY**

The school district will post this policy on the school district's website.

Adopted xx/xx/xxxx

Legal References:

Minn. Stat. § 124D.111 (School Meals Policies)  
Minn. Stat. § 124B.34 *et seq.* (Public School Fee Law)

## **POLICY 722 – PUBLIC DATA AND DATA SUBJECT REQUESTS**

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### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes. The purpose of this policy is to ensure that data requests by the public or by a data subject are responded in appropriate and consistent matter.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. REQUESTS FOR PUBLIC DATA**

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  2. Generally, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
  3. The identity of the requestor is public, if provided. In keeping with the MGDPA, the telephone number, address and email address of the requestor will not be provided.
  4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a public data request within a reasonable time period.
1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; and/or
    - b. The requested data exists but either all or a portion of the data is not accessible to the requestor. If the responsible authority determines that the requested data is classified so that access to the requestor must be denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
    - c. The requested data exists and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent electronically or by mail.
  2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time. Overly burdensome

or harassing data requests may be challenged by the school district to the extent permitted by law.

3. if requested, the school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request. The school district is not required to provide an interpretation of the data in responding to the data request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

#### **IV. REQUEST FOR SUMMARY DATA**

- A. Summary data is statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.
- B. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- C. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- D. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **V. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- B. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- C. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- D. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- E. All requests for individual subject data must be made in writing directed to the responsible authority.
- F. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- G. The identity of the requestor of private data is private.
- H. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- I. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

## **VI. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

#### B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

#### C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

### **VII. Annual Review and Posting**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year,

and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

**Data Practices Contacts**

**Responsible Authority:**

Superintendent  
Education Services Center  
11200 93<sup>rd</sup> Ave N  
Maple Grove, MN 55369  
7633-391-7000

**Data Practices Compliance Official:**

Executive Director of Community Relations or Designee  
Education Services Center  
11200 93<sup>rd</sup> Ave N  
Maple Grove, MN 55369  
7633-391-7000

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)