

Regular Meeting

Monday, June 12, 2023 7:00 PM

ECC Room 349, 5701 Normandale Road, Edina, MN 55424

I. Determination of Quorum and Call to Order

II. Approval of Agenda



**School Board Regular Meeting
Monday, June 12, 2023; 7:00 PM
ECC Room 349**

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action**
- IV. Hearing from Members of the Public**
- V. Presentation**
 - A. Edina Strategic Plan Core Planning Team Process
Description: District staff, students, and community members met for two days in March to receive reports, monitor, assess and provide feedback on District progress towards meeting our Strategic Plan outcomes and benchmarks.
Presenter(s): Teri Staloch and Paula O'Loughlin, PartnerED
- VI. Report**
 - A. Raptor Visitor Management
Description: In an ongoing effort to increase our physical security posture, EPS will be purchasing Raptor Visitor Management System. Through Raptor, we will have a better handle on who is in our buildings at all times. This will aid us in a rapid response should a crisis occur on Campus. Raptor will screen visitors, contractors, and volunteers prior to their entrance in the building.
Presenter(s): Natasha Monsaas-Daly, Director of District Media and Technology Services
- VII. Consent Agenda**
 - A. Minutes: *May 15 work session and regular meeting, May 23 work session, June 1 and June 2 special meetings*
 - B. Personnel Recommendations
 - C. Check Register - May 2023
 - D. Electronic Fund Transfers - May 2023
 - E. Gifts & Bequests - May 2023
 - F. Highlands Playground Equipment Quote
 - G. District-Wide Paper Request for Proposals
 - H. Minnesota School Boards Association Membership Renewal
 - I. Designation of Identified Official with Authority for the MDE External User Access Recertification System
 - J. Lease Agreement with Minnesota Gifted & Talented, Inc.
 - K. Lease Agreement with West Metro Credit Union
 - L. Minnesota International Chinese School Room Rental Agreement
 - M. Minnesota Japanese School Room Rental Agreement
 - N. FY23 Metro South Adult Basic Education Joint Powers Agreement
 - O. FY23 Learning Exchange Joint Powers Agreement
 - P.

VIII. Discussion

A. Preliminary Budget – Fiscal Year 2024

Description: The preliminary budget for fiscal year 2024 was developed using prior year audited data, current year budgets, estimates of year-end results, and forecasts of future activity based on assumptions made by the District administration. The administration has updated its estimates to include revenue appropriations put into law during the 2023 legislative session.

Presenter(s): Mert Woodard, Director, Business Services

B. E-12 Comprehensive Literacy Plan Celebrations 2022-2023

Description: Throughout the 2022-2023 school year the Edina administration and instructional staff have been implementing the E-12 Comprehensive Literacy Plan in alignment with the Edina Public Schools 2020-2027 Strategic Plan Strategy A. The following report highlights the end of the year, spring 2023, universal screening assessment data. The highlighted data provides us with one point of important information for continued implementation and allows us to celebrate the incredible efforts of our students, staff, and families this year.

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

C. Framework for Secondary ELA Course and Resource Recommendations

Description: The Edina Comprehensive Literacy Plan K-12 has been developed in response to the Edina Public Schools 2020-2027 Strategic Plan's call to review, develop, and implement a continuous improvement plan for literacy, readiness, and rigor for all. The 6-12 Comprehensive Literacy Plan defines the unified commitments for secondary ELA programming in Edina Public Schools. In addition, it outlines the high level view of the structures and processes for decision making and implementation. The secondary ELA course and resource recommendation processes will use the 6-12 CLP as a guide. The processes for secondary ELA course and resource recommendations will also use the guiding change documents and timelines outlined in the following report as critical guides in the process.

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

D. Legislative Action Committee (LAC) 2023-24 Committee Recommendation

Description: The School Board approved 2022-23 Board Goals that continue to include advocacy as a top priority. In January, 2022, the Board approved a three-year plan to integrate the LAC into Board responsibilities and work in partnership with the District. In addition, advocacy efforts on behalf of our schools also work to meet priorities outlined in the District's Strategic Plan Strategy E.

Presenter(s): Legislative Action Committee (LAC)

E. Board Liaison Roles

Description: The board has had discussions at multiple board meetings about reconfiguring liaison roles. At the April 25th work session four priorities were identified to guide the improvements around the board liaison work and meeting the board's goals. They are the following: Capacity - scale back; Equity & Access - increase access with more diverse groups; Standardize communication to collect and disseminate information; Explore pushing board meetings (work sessions) out to school sites.

Presenter(s): Governance Committee

F. Policy Review (111, 113, 414, 415, 806)

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

Presenter(s): Board Policy Committee

IX. Action

A. Edina Public Schools 2023-2025 Assessment Plan

Description: In the 7/18/2022 board report, the Assessment Design Team recommended, and the School Board approved, the use of FastBridge as an assessment to support a Multi-Tiered System of Supports (MTSS) in Edina Public Schools (EPS). This tool was implemented as a universal academic screener (in reading and math) for students in Kindergarten to 9th grade. Upon approval (July, 2022) of the 2022-2023 Assessment Plan the Teaching and Learning Department (T&L) was asked to form a design team to recommend a Talent Development universal screener, statistically compare FastBridge and MAP data collected during the 2022-23 school year, and further explore the 2022 MTSS Assessment Design team's recommendation regarding the use of SAEBRS/MySAEBRS as a universal social-emotional learning (SEL) screening tool.

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Greg Guswiler, Teaching and Learning Data Analyst and Program Coordinator; Mark Carlson, Curriculum Coordinator; and Leigh Ann Feily, Continuous Improvement Specialist/MTSS Coordinator

Recommendation: This report is recommending the approval of the proposed Edina Public Schools 2023-25 Assessment Plan.

B. Policy Review (208, 304, 305, 307, 503, 709, 711)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

X. Leadership and Committee Updates

XI. Superintendent Updates

XII. Adjournment

XIII. Information

- A. May Enrollment Mobility Report
- B. Governmental Fund Expenditure Report
- C. Kids Club Update
- D. Investment Summary - May 2023

III. Excellence in Action

IV. Hearing from Members of the Public

V. Presentation

V.A. Edina Strategic Plan Core Planning Team Process **Speaker(s) :** Teri Staloch and Paula O'Loughlin, PartnerED



Board Meeting Date: 6/12/2023

Title: Edina Strategic Plan Core Planning Team Process

Type: Presentation

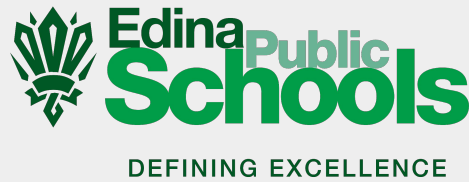
Presenter(s): Teri Staloch and Paula O'Loughlin, PartnerED

Description: District staff, students, and community members met for two days in March to receive reports, monitor, assess and provide feedback on District progress towards meeting our Strategic Plan outcomes and benchmarks.

Desired Outcomes from the Board: Review presentation.

Attachment(s): Edina Strategic Plan Core Planning Team Process Presentation

Edina Strategic Plan Core Planning Team Process



Agenda

- Introductions
- Purpose
- Overview of Process
- Q & A



OUR TEAM. YOUR PARTNERS.



Denise Pontrelli
CEO, PartnerED



Dr. Teri Staloch
Superintendent Relations,
Consultant



Paula O'Loughlin
Director, School Board Relations



ABOUT US

A New Vision for Education

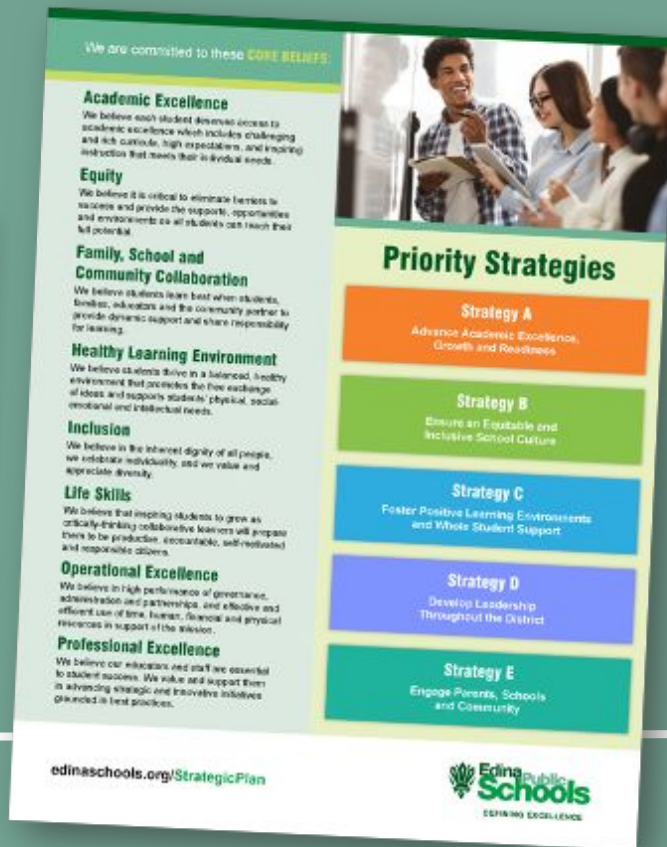
Understanding that a Strategic Roadmap is a key component of successful school districts, PartnerED has created a unique process that encourages community involvement and shines a light on future focused trends in education. Community engagement with stakeholders, an informed review of data, and an emphasis on planning for future-forward learning are the hallmarks of our strategic planning process.

Purpose

To *support the monitoring process*, a Core Planning Team will be established to *receive yearly updates on our progress* in the implementation of the Strategic Plan. The team will *analyze the information provided to determine the extent to which we are on track to meet our timelines and with the intent of the plan.*

This stakeholder feedback is important as we continue to implement the plan. Feedback will be *summarized and shared with the school board, which might include recommendations for modifications or additional steps* to ensure the plan is realized by the 2027 timeline.

Edina Public Schools Core Beliefs and Strategies



Overview of Process

- Welcome and Grounding activity – Dr. Stanley, Superintendent
- Revisit and Reflect upon 2022 process; Welcome new Core Planning Team members
- Overview of the monitoring and evaluation process for EPS
- Progress Reports on Strategy Areas: Advance Academic Excellence, Growth and Readiness, Ensure and Equitable and Inclusive Culture, Foster Positive Learning Environments and Whole Student Support-Develop Leadership Throughout the District, Engage Parents, Schools and Community
- SOAR Process and Analysis: Strengths, Opportunities, Aspirations & Results (with Key Concepts and Themes for leadership to examine)
- Key Messages for the Community

Welcome & Grounding Activity - Dr. Stanley



Priority Strategy – Progress Reports



SOAR Analysis

STRENGTHS

What EPS does well; strengths also include key assets, resources, and accomplishments

- What are we most proud of?
- What makes us unique?
- What do we provide that is world class?
- What strengths are most valuable in our marketplace?

OPPORTUNITIES

Circumstances that EPS can leverage so each and every student can discover their possibilities and thrive

- What partnerships would benefit even more of our students?
- What threats do we see that can be reframed as opportunities?
- What needs and wants are we currently not fulfilling for our internal and external stakeholders?

ASPIRATIONS

An expression of what we want EPS to be and achieve in the future

- What do we want to achieve in the future?
- What are we passionate about?
- What strategies and actions will support our best future school district?
- How can we continue to make a difference?

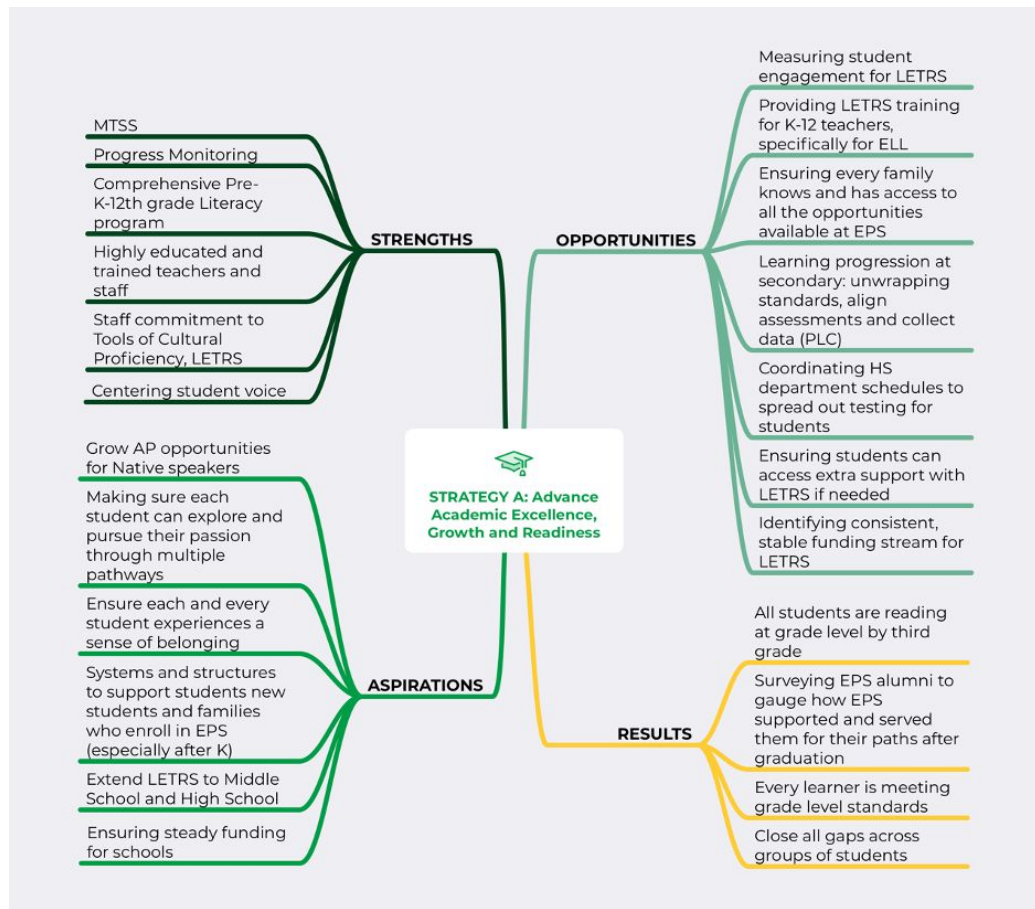
RESULTS

Tangible outcomes and measures that demonstrate we've achieved our goals and aspirations

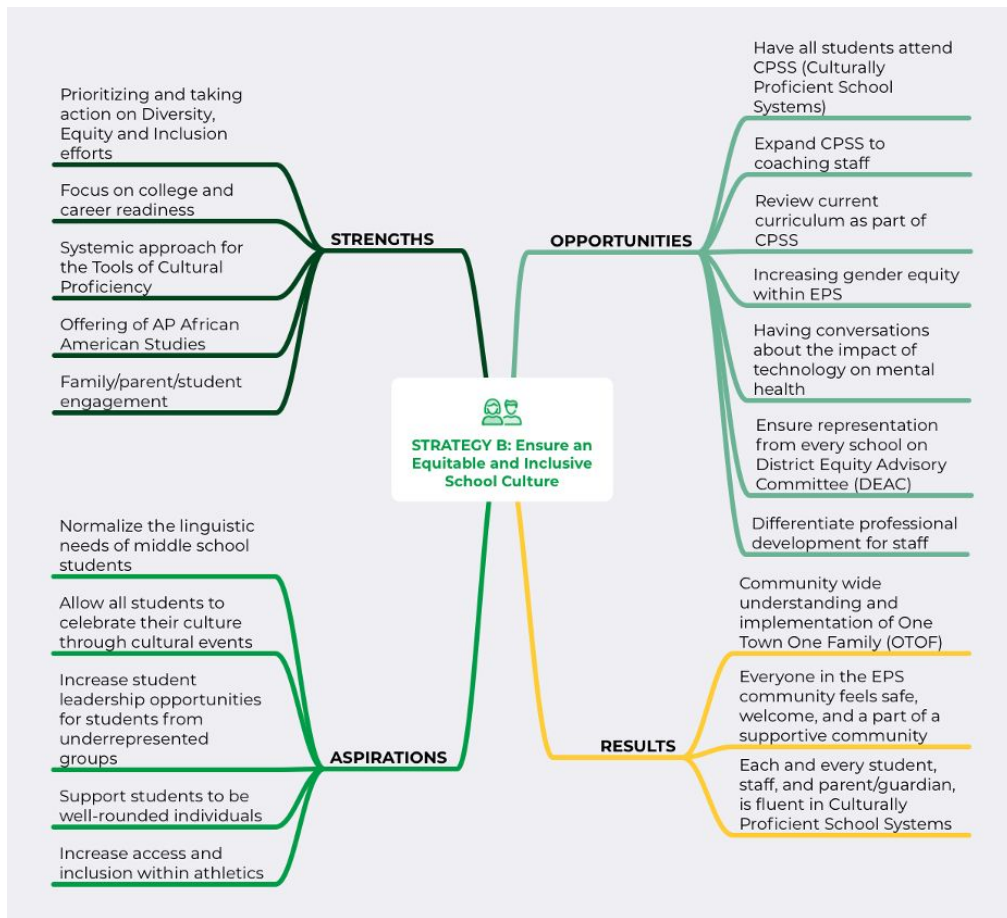
- What measures will tell us we are on track to achieve at our highest levels?
- How do we translate our vision into tangible outcomes?
- How do we know when we've achieved our goals?



STRATEGY A: Advance Academic Excellence, Growth and Readiness



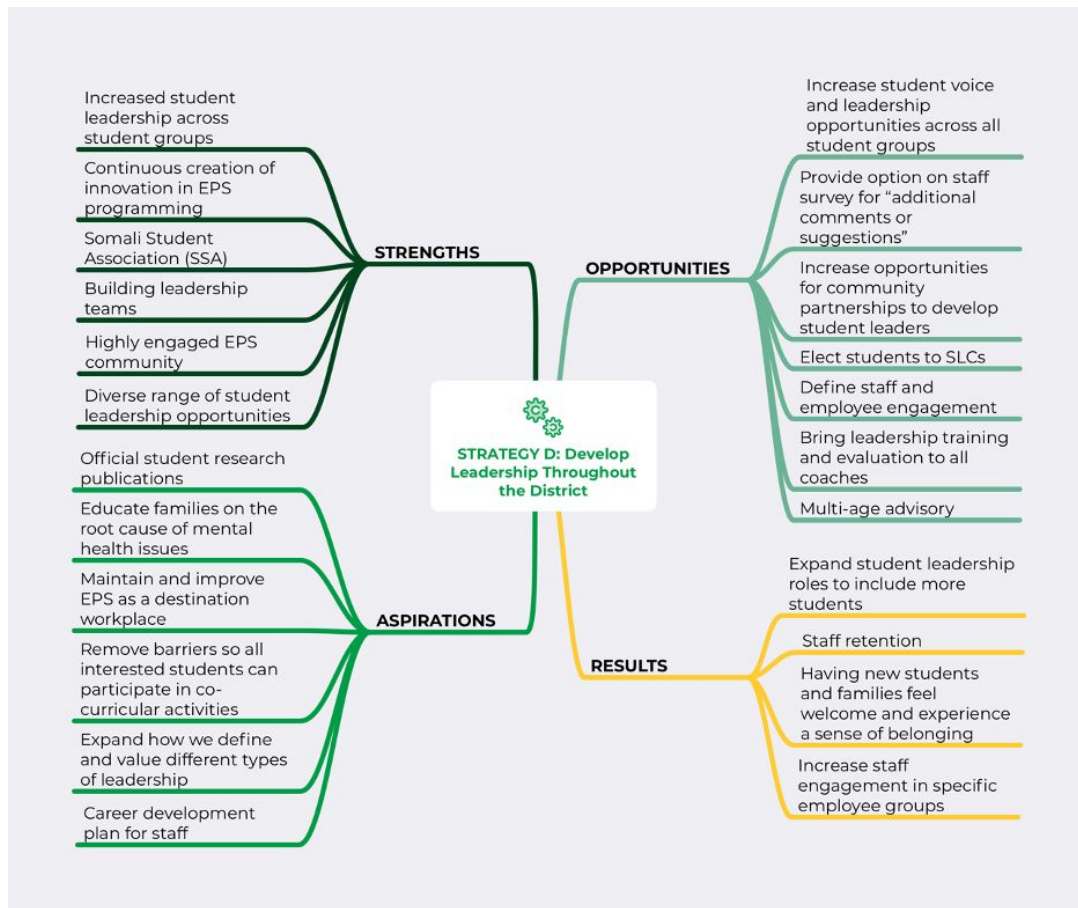
STRATEGY B: Ensure an Equitable and Inclusive School Culture



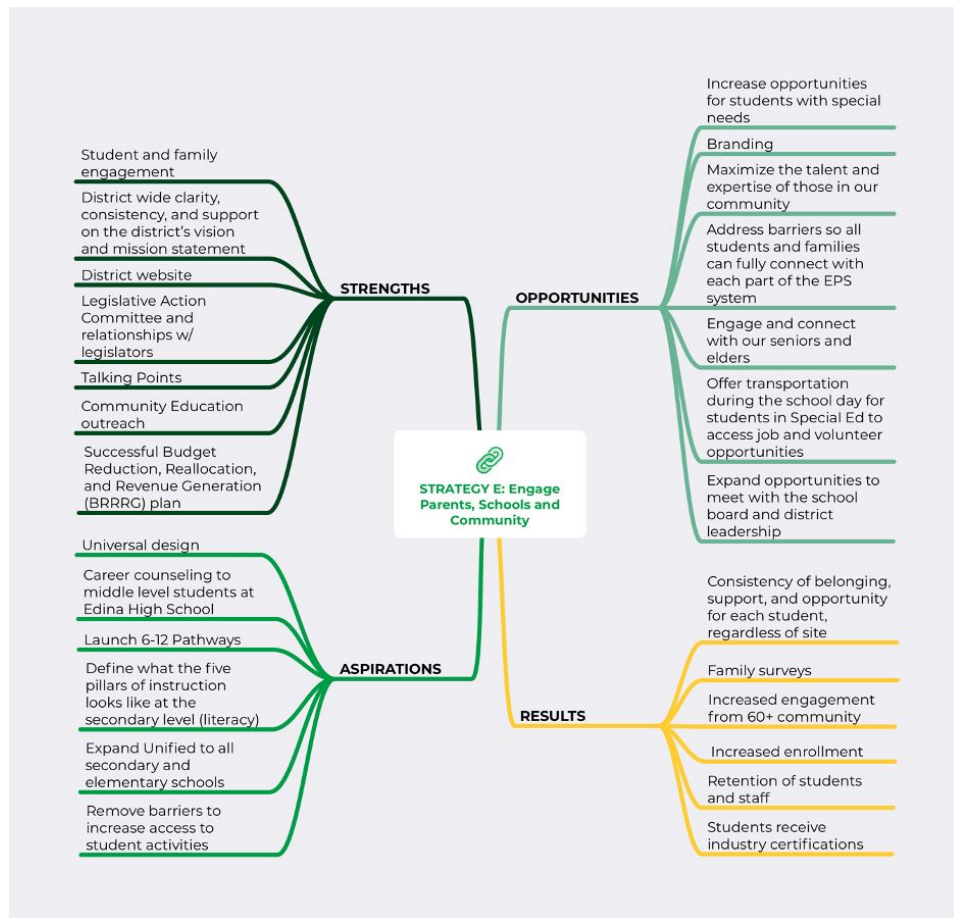
STRATEGY C: Foster Positive Learning Environments and Whole Student Support



STRATEGY D: Develop Leadership Throughout the District



STRATEGY E: Engage Parents, Schools and Community



Mind Map Analysis

- What celebrations do we highlight?
- What might we modify?
- What might we recommend?

Celebrations

- Our students.
- Intentional alignment of Strategic Plan and in all we do.
- Annual review of the Strategic Plan.
- Intentional connection of Portrait of a Well-Rounded Edina Graduate to work happening.
- Focus on the mental health and well-being of students AND staff.
- Dedicated staff who have the will and skill to engage.
- Student voice continues to grow.
- Willingness to have honest, authentic conversations.
- Seeing tangible, measurable progress across all strategic priorities.
- LETRS
- Representation and inclusion of multiple cultures.
- Increased access for extra-curricular activities.
- Culturally Proficient School Systems Professional Development for ALL staff.

Modifications

- Share strategic direction with our whole community.
- Offer additional opportunities for staff to provide feedback.
- Increase opportunities for younger students to be heard.
- Develop a Portrait of a Well-Rounded EPS Staff member.
- Increased focus on wellness for staff.
- Modify Strategy C to better match educator experience.
- Using debate, projects (in addition to tests).
- Trade certification (multiple pathways).
- Do we need to redefine our definition of success?
- Identify which key parent voices are missing that we need to contribute to these conversations.
- Expand mental health to be more inclusive, Pre-K – 12.
- Expand branding to include all students.
- Expand CPSS to athletic coaches and others who serve our students.
- Continue to focus on mental health for all stakeholders.
- Add Health and Wellness component to Portrait of a Graduate.
- Develop a mentoring program for staff who are not in the teacher contract.
- Increase parent/guardian and family education and support for mental health.
- Increased communication across all stakeholder groups to share the positive and great things that are happening in EPS!

Recommendations

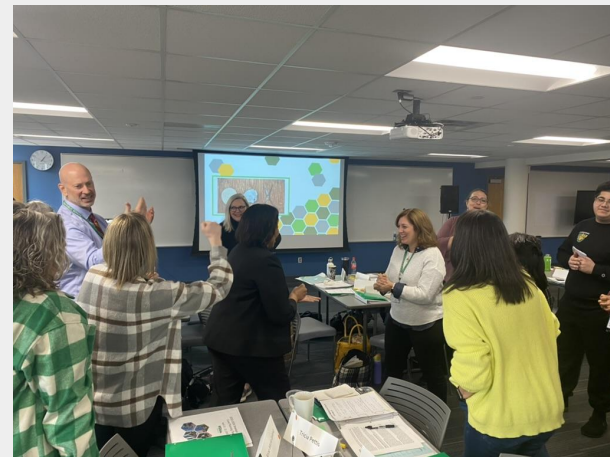
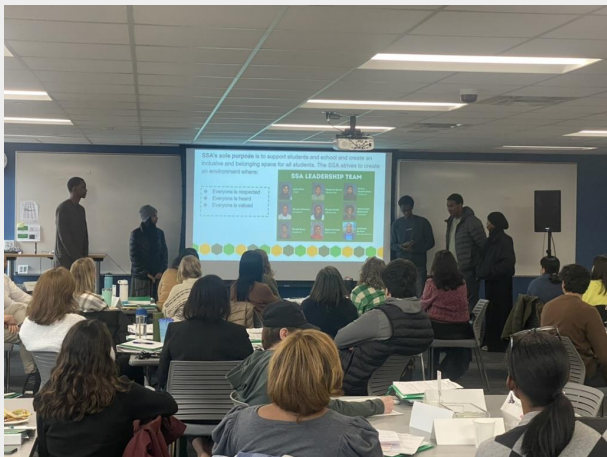
- Maintain a realistic approach with implementation of FAST bridge; identify what is the “baseline” and be mindful of additional factors/variables going forward.
- Knowing the stigma and difficulties that exist in asking for mental health support, identify and create ways to increase access, normalizing asking for help and centering one’s dignity.
- Increase depth and breadth of mental health conversations with community.
- Provide opportunities for guidance counselors and social workers to educate Parents/families and students about the impact of academic course loads.
- Create more opportunities for student leadership to connect with our younger students.
- Keep opening up the One Town dialogue.
- Consider adapting a Portrait of a Graduate for elementary students.
- Practicing equity, tools of equity being required - not optional, monitoring.
- Share Portrait of a Graduate more widely with community.
- Create more opportunities and increase accessibility for parents/guardians to partner with their child(ren)s’ school(s).
- Educate and provide students guidance about multiple pathways.

Key Messages to the Community

- Breathing life into the Strategic Plan through the voices of multiple stakeholders.
- The group is making a concerted effort to expand the definition of “excellence”.
- We were intentional about including a diverse group of voices and perspectives in this process.
- There is incredibly hard work being done by every stakeholder group throughout the district.
- LETRS: its implementation, programming, progress, and plan moving forward.
- We are measuring and monitoring progress with evidenced based practices.
- We are open to expanding our awareness of what is happening around us; our students need us to take a more holistic view of our system so we can better support them.
- EPS highly values student voice and is committed to centering and amplifying the perspectives and experiences of every student.

Key Messages to the Community





THANK YOU!

VI. **Report**

VI.A. Raptor Visitor Management



Board Meeting Date: June 12, 2023

Title: Raptor Visitor Management

Type: Report

Presenter(s): Natasha Monsaas-Daly, Director of District Media and Technology Services

Description:

In an ongoing effort to increase our physical security posture, EPS will be purchasing Raptor Visitor Management System. Through Raptor, we will have a better handle on who is in our buildings at all times. This will aid us in a rapid response should a crisis occur on Campus. Raptor will screen visitors, contractors, and volunteers prior to their entrance in the building.

Visitors will be asked to provide an ID, such as a driver's license. Alternate forms of ID are acceptable. Raptor screens visitors against a national sexual offender registry. It also screens against predetermined flags in our student information system.

Raptor only collects name and date of birth information from the ID. No other information is utilized and data is not shared with any outside agency or 3rd party. Raptor does not store data beyond the necessary information to access the building.

Once approved, Raptor issues a badge that identifies the visitor (with a picture), the date, and the purpose of the visit. This process will only be used for visitors obtaining entry into our building. Raptor will not be used for those simply dropping off items or picking up items.

We continue to evaluate and improve upon our security within Edina Public Schools. Raptor adds to our layered security approach.

Recommendation: Review information.

Desired Outcomes from the Board: None at this time.

Attachments: Information below

Introduction

Strategy C: Foster Positive Learning Environment and Whole Student Support. EPS fosters a caring school environment where students feel safe physically and emotionally, in order to be fully engaged in their academic, personal, and social growth.

Edina Public Schools is committed to the safety and security of all individuals on each of our campuses. As a part of our layered security approach, we are continually auditing, reviewing, and analyzing ways to increase our physical security posture. Ensuring safety in schools supports strategy C of the district's strategic plan.

What is Raptor

Raptor Visitor Management allows buildings to monitor who is in the building. Buildings can monitor visitors, contractors, students, staff, and volunteers. When a visitor wants to access a building, they scan an ID in the Raptor system. A designated employee will receive instant alerts, as visitors are scanned against the national sex offender registry, as well as custom student information flags. Multiple forms of ID are accepted. Once a visitor receives access to the building, the Raptor software will print a badge with a photo, date, time, and location. Schools and district office staff are able to generate reports in real-time. This is useful at the time of a crisis situation.

Raptor does not store or share personal user data. Raptor only collects the information necessary to scan against the sex offender registry and our student information system.

Raptor provides a seamless way for buildings to monitor visitor access on a regular basis, as well as at the time of a crisis. Access to buildings is a key to our multi-layered security approach.

Implementation Timeline

The goal is to implement Raptor at all sites for the first day of the 2023-2024 school year. This will require summer work with our buildings to ensure implementation and protocols are in place. We hope to have a soft launch of the tool during our Get Connected and Open House days. This will allow families to try the software and the new visitor management experience prior to the first time they are accessing the building.

What Does this Mean for Visitors

All visitors to Edina Public School buildings, including the district office, will need a valid ID. Generally acceptable forms of ID include: driver's license, state issued ID card, passport, permanent resident card, green card, Native American tribal document, or any other official government document that includes the visitor's first name and date of birth.

Visitors without a valid ID may be manually entered into the system for screening purposes.

Visitors with an alert in the system may not be allowed access to the school building. Procedures and processes will be developed to train and support staff with this process.

Common Questions

- What data is collected and stored with this system?
 - The scanner captures a photo, first name, last name, date of birth, and last four digits from an ID. The digits are collected only to differentiate two or more visitors from the system.
 - Data is not sold, shared, or released to any outside organization.
- Is a full criminal background check being performed.
 - No. Raptor only scans against the sex offender registry and the district's student information system.
- What if a visitor forgets an ID?
 - If you've already scanned your ID once, the system will still have your information and can print a badge.
 - Visitors can also be entered manually. As a regular practice, this is not encouraged.
 - Visitors will still need to provide their first name, last name, and date of birth.

VII. **Consent**

VII.A. Minutes: *May 15 work session and regular meeting; May 23 work session; June 1 and June 2 special meetings*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF MAY 15, 2023

WORK SESSION
5:00 PM

Edina Community Center
ECC 350 and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (virtual)
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Julie Greene
Ms. Regina Neville
Ms. Janie Shaw

Mr. Dan Arom

PRESIDING OFFICER: Vice Chair Julie Greene

5:02 PM - 10:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Jody De St. Hubert, Director of Teaching and Learning
Daphne Edwards, Director of Marketing and Communications
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Natasha Monsaas-Daly, Director of District Media and Technology Services
Jody Remsing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Business Services

Leigh Ann Feily, Multi-Tiered Systems of Support (MTSS) Coordinator
Tricia Pettis, Dean of Students, South View Middle School
Toya Pryor, Principal, Valley View Middle School
Cara Rieckenberg, Principal, Highlands Elementary School
Bethany Van Osdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
MAY 15, 2023

5:02 PM Vice Chair Greene called to order the work session of the School Board. Members present: Allenburg (virtual), Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Feily, Pettis, Pryor, Rieckenberg, Van Osdel.

REPORT

- A. Superintendent's Student Leadership Team Reports

DISCUSSION

- A. Culture and Climate Board Update
- B. Secondary ELA Course and Resource Recommendations
- C. Draft Election Cooperation Agreement - School Board Elections

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 10:50 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
MAY 15, 2023 WORK SESSION

5:02 PM Vice Chair Greene called to order the work session of the School Board. Members present: Allenburg (virtual), Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Feily, Pettis, Pryor, Rieckenberg, Van Osdel.

REPORT

Superintendent's Student Leadership Team Reports: Students from Valley View Middle, South View Middle, and Edina High School presented about their year-long work on the Superintendent's Student Leadership Teams. Student work focused on student mental health.

DISCUSSION

Culture and Climate Board Update: Assistant Superintendent Smasal and Director Sailer presented information about staff and student surveys before the work session recessed.

The work session recessed at 6:50 PM.

The work session resumed at 9:40 PM.

DISCUSSION

Culture and Climate Board Update: Assistant Superintendent Smasal and Director Sailer resumed presentation of information about staff and student surveys.

Secondary ELA Course and Resource Recommendations: Director De St. Hubert and Assistant Director Van Osdel presented information about the secondary ELA course and resource recommendations.

Draft Election Cooperation Agreement - School Board Elections: Board members discussed the draft election agreement, which will be going to the City Council for discussion.

ADJOURNMENT

At 10:50 PM, Member Shaw motioned, and Member Birdman seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF MAY 15, 2023

REGULAR MEETING
7:00 PM

Edina Community Center Room 349
5701 Normandale Road, Edina and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (virtual)
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Julie Greene
Ms. Regina Neville
Ms. Janie Shaw

Mr. Dan Arom

PRESIDING OFFICER: Vice Chair Julie Greene

7:05 PM - 9:30 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Jody De St. Hubert, Director of Teaching and Learning
Daphne Edwards, Director of Marketing and Communications
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships
Natasha Monsaas-Daly, Director of District Media and Technology Services
Jody Remsing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Business Services

Karen Bergman, Principal, Countryside Elementary School
Mark Carlson, Curriculum Coordinator
Steven Cullison, Edina Virtual Pathway Coordinator
Greg Guswiler, Teaching and Learning Data Analyst and Program Coordinator
Jamie Hawkinson, Dean, Creek Valley Elementary School
Allison Knoph, Teacher, Concord Elementary School
Patricia Pettis, Dean, South View Middle School
Debra Richards, Gifted Education Coordinator
Cara Rieckenberg, Principal, Highlands Elementary School
Bethany Van Osdel, Assistant Director of Teaching and Learning
Krista Winkel, Media Specialist, Creek Valley Elementary School

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA MAY 15, 2023

7:05 PM Vice Chair Greene called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bergman, Carlson, Cullison, Guswiler, Hawkinson, Knoph, Pettis, Richards, Rieckenberg, Van Osdel, Winkel.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *April 17 work session and regular meetings; April 25 work session; May 4 special meeting*
- B. Personnel Recommendations
- C. Termination and Non-Renewal of Probationary Teachers and Long-term Substitutes
- D. Memorandum of Agreement – Administrative Dean between Independent School District No. 273 and Education Minnesota/Edina
- E. Check Register - April 2023
- F. Electronic Fund Transfers - April 2023
- G. Gifts & Bequests - April 2023
- H. Que Tal Transportation Facilitation Agreement - 2023-2024 School Year
- I. 2023-2024 Technology Purchases

DISCUSSION

- A. Programming Update for EVP/SDL/STEAM
- B. 2023-2025 Assessment Plan
- C. Policy Review (208, 304, 305, 307, 503, 709, 711)

ACTION

- A. Comprehensive Literacy Plan 6-12
- B. Talent Development Universal Screener Recommendation
- C. Student Travel – Japan and France
- D. Policy Review (206, 710, 712)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. April Enrollment Mobility Report
- B. Governmental Fund Expenditure Report – April 2023
- C. Investment Report - April 2023

ADJOURNMENT

The meeting adjourned at 9:30 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
MAY 15, 2023 REGULAR MEETING

7:05 PM Vice Chair Greene called to order the regular meeting of the School Board. Members present: Allenburg (virtual), Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bergman, Carlson, Cullison, Guswiler, Hawkinson, Knoph, Pettis, Richards, Rieckenberg, Van Osdel, Winkel.

APPROVAL OF AGENDA

Member Gabler moved and Member Birdman seconded to approve the agenda. All members voted Aye by roll call.

EXCELLENCE IN ACTION

Art teachers and students presented about the Student Spaceflight Experiments Program (SSEP) mission patch competition.

HEARING FROM MEMBERS OF THE PUBLIC

There were no members of the public requesting to address the Board.

CONSENT

Member Shaw moved and Member Gabler seconded to approve the consent agenda. All members voted Aye by roll call.

The resolutions were:

- A. Minutes: *April 17 work session and regular meetings; April 25 work session; May 4 special meeting*
- B. Personnel Recommendations
- C. Termination and Non-Renewal of Probationary Teachers and Long-term Substitutes
- D. Memorandum of Agreement – Administrative Dean between Independent School District No. 273 and Education Minnesota/Edina
- E. Check Register - April 2023
- F. Electronic Fund Transfers - April 2023
- G. Gifts & Bequests - April 2023
- H. Que Tal Transportation Facilitation Agreement - 2023-2024 School Year
- I. 2023-2024 Technology Purchases

DISCUSSION

Programming Update for EVP/SDL/STEAM: Staff shared updates about virtual pathways, Spanish dual language immersion, and elementary STEAM programming.

2023-2025 Assessment Plan: Staff presented information about the 2023-2025 assessment plan, and the use of FastBridge and SAEBRS (a social-emotional learning screening tool).

Policy Review (208, 304, 305, 307, 503, 709, 711): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- Policy 208 Development, Adoption, and Implementation of Policies
- Policy 304 Policy Implementation

- Policy 305 Administrator Code of Ethics
- Policy 307 School District Outsourcing, Consultants, and Internships
- Policy 503 Student Attendance (see note below.)
- Policy 709 Acceptance of Gifts, Donations, and Bequests
- Policy 711 Student Activities Accounting

ACTION

Vice Chair Greene acknowledged there was no longer a need for roll call votes; Chair Allenburg was no longer participating virtually.

Comprehensive Literacy Plan 6-12: Member Gabler moved and Member Birdman seconded to approve the motion. All members voted Aye.

Talent Development Universal Screener Recommendation: Member Neville moved and Member Shaw seconded to approve the motion. All members voted Aye.

Student Travel – Japan and France: Member Shaw moved and Member Neville seconded to approve the motion. All members voted Aye.

Policy Review (206, 710, 712): Member Birdman moved and Member Gabler seconded to approve the motion. All members voted Aye.

- Policy 206 Public Hearings and Public Participation in School Board Meetings, Data Privacy Considerations
- Policy 710 Acceptance and Use of Grant Funding
- Policy 712 Signing of Checks on Behalf of the District

LEADERSHIP AND COMMITTEE UPDATES

Member Greene shared that the legislative session was ending next week and thanked local legislators. There will be an update in June regarding applications for next year's legislative action committee.

SUPERINTENDENT UPDATES

Dr. Stanley shared about the recent student-sponsored/organized Career Fair at the high school. She also read a number of staff commendations.

ADJOURNMENT

At 9:30 PM, Member Gabler moved, and Member Shaw seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF MAY 23, 2023

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Julie Greene
Ms. Regina Neville
Ms. Janie Shaw

ABSENT:

Mr. Dan Arom

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM - 6:40 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Business Services

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
MAY 23, 2023

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Sailer, Woodard.

ACTION

- A. Proposed 2022-2024 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union No. 284, Buildings, Grounds, and Maintenance Employees

DISCUSSION

- A. Proposed Updates - Board Liaison Roles

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

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

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
MAY 23, 2023 WORK SESSION

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Sailer, Woodard.

ACTION

Proposed 2022-2024 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union No. 284, Buildings, Grounds, and Maintenance Employees: Member Birdman moved and Member Gabler seconded to approve the motion. All members voted Aye.

DISCUSSION

Proposed Updates - Board Liaison Roles: Board members discussed proposed changes to liaison roles.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg shared an update about the adaptive graduation ceremony next week. She also shared that the MN Historical Society will house the district's collection of agenda and minutes that are bound and currently being stored at the district office.

Member Greene shared about the end of session townhall meeting with local legislators; all are welcome.

Member Neville shared an update from the policy committee about policies 213 and 216 that have also been under review by the governance committee.

SUPERINTENDENT UPDATES

Dr. Stanley shared about the girls badminton championship and a number of scholarship awards ceremonies that she recently attended.

ADJOURNMENT

At 6:40 PM, Member Birdman motioned, and Member Neville seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 1, 2023

SPECIAL MEETING
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM - 5:50 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Mert Woodard, Director of Business Services

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 1, 2023

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

REPORT

A. 2023-2024 Proposed General Fund Budget

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 5:50 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 1, 2023 SPECIAL MEETING

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

REPORT

2023-2024 Proposed General Fund Budget: Director Woodard presented an overview of the proposed 2023-2024 general fund budget.

LEADERSHIP AND COMMITTEE UPDATES

Member Birdman shared about new appropriations from the state legislature for District 287.

ADJOURNMENT

At 5:50 PM, Member Birdman motioned, and Member Neville seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF JUNE 2, 2023

SPECIAL MEETING
10:00 AM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

10:00 AM - 10:20 AM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

Andrew Beaton, Principal, Edina High School

Michael Pretasky, Assistant Principal, Edina High School

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
JUNE 2, 2023

10:00 AM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Beaton, Pretasky.

ACTION

- A. Acceptance of Edina Virtual Pathways Graduate Lists *(added to the agenda; see minutes)*
- B. Acceptance of Edina High School Graduate Lists *(to be walked in)*

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 10:20 AM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
JUNE 2, 2023 SPECIAL MEETING

10:00 AM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Beaton, Pretasky.

APPROVAL OF AGENDA WITH ADDITION

Member Greene moved and Member Birdman seconded to add agenda item, Acceptance of Edina Virtual Pathways Graduate Lists.

ACTION

Acceptance of Edina Virtual Pathway Graduate Lists (*walked in*): Member Shaw moved and Member Greene seconded to approve the motion. All members voted Aye.

Acceptance of Edina High School Graduate Lists (*added to agenda, walked in*): Member Gabler moved and Member Shaw seconded to approve the motion. All members voted Aye.

ADJOURNMENT

At 10:20 AM, Member Shaw motioned, and Member Birdman seconded to adjourn the meeting. All members voted Aye.

VII.B. Personnel Recommendations



Board Meeting Date: June 12, 2023

TITLE: Personnel Recommendations

TYPE: Consent

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

BACKGROUND: Personnel recommendations are made monthly. These conditional offers of employment are subject to successful completion of a criminal background check, I-9 Employment Eligibility Verification and, where applicable, the issuance of the required license. Salary subject to change upon verification of correct step and lane placement.

RECOMMENDATION: Approve the attached personnel recommendations.

PRIMARY ISSUE(S) TO CONSIDER:

ATTACHMENTS:

1. Report (next page)

LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
BERG, JOSIE	HL	KINDERGARTEN, 1.0 FTE	\$48,151	08/21/2023
DUDLEY, CASEY	VV	SPED TEACHER, 1.0 FTE	\$42,207	08/21/2023
HUDSON, KAREN	ECSE	SPED TEACHER, 1.0 FTE	\$78,470	08/21/2023
JAKUBIC, KIRSTEN	VV	SPED TEACHER, 1.0 FTE	\$52,697	08/21/2023
LANDSEIDEL, DEREK	SV	SPANISH TEACHER, 1.0 FTE	\$66,808	08/21/2023
MATTSON, IVY	EHS	ART TEACHER, 0.5 FTE	\$22,640	08/21/2023
RESTEMAYER, WHITNEY	VV	PE/HEALTH TEACHER, 1.0 FTE	\$71,473	08/21/2023
STRUBE, CHASE	SV	MATHEMATICS TEACHER, 1.0 FTE	\$42,116	08/21/2023

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
BERNDT, TIMOTHY	VV	DEAN OF STUDENTS, 1.0 FTE	06/05/2023
KHWICE, SAMUEL	SV	BAND TEACHER, 1.0 FTE	05/17/2023
NICHOLS, ASHLEE	VV	FACS TEACHER, 1.0 FTE	RESCINDED ACCEPTANCE
REICHMUTH, BRADLEY	EHS	COUNSELOR, 1.0	06/23/2023
SCHULTZ, ETHAN	HL	CP TEACHER GRADES 2/3, 1.0 FTE	06/05/2023
TONER, SOPHIE	ND	GRADE 5 TEACHER, 1.0 FTE	06/02/2023
VOLZ, ANNAMARIE	CC	KINDERGARTEN TEACHER, 1.0 FTE	06/05/2023
WELLS, ANNE	ECSE	ECSE TEACHER, 1.0 RESIGNATION FROM 0.5 FTE	06/05/2023

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
MAHIN, COLLEEN	ND	FROM: YOUNG SCHOLARS, 0.9 FTE TO: GRADE 4, 1.0 FTE	\$61,513	08/21/2023
OTZEN, ANNIE	VV	FROM: ART, 0.5 FTE TO: ART, 1.0 FTE	\$50,485	08/21/2023
SOUR, LYDIA	EHS	FROM: FACS 0.8 FTE TO: FACS 1.0 FTE	\$57,480	08/21/2023

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
ALLEY, ELIZABETH	HL	GRADE 1 TEACHER, 1.0 FTE	08/21/2023 - 06/03/2024
MATTSON, ALYSON	ND	GRADE 2 TEACHER	08/21/2023 - 06/3/2024

E. REQUEST FOR 1-YEAR UNPAID PARTIAL LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
TESSMER-TUCK, PAUL	CS	TD TEACHER 1.0 FTE TO 0.6 FTE	08/21/2023 - 06/03/2024

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
SALMERON, IRENE	EHS	CUSTODIAN	\$20.25/HOUR	05/22/2023
SWOBODA, NICKY	DW	LEAD TECHNOLOGY SUPPORT SPECIALIST	\$5,482/MONTH	06/05/2023

B. RECOMMENDATIONS FOR TEMPORARY EMPLOYMENT (SUMMER ONLY)

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
AHMED, SHUKRI	CV	ESY EA SPED PARA	\$22.02/HOUR	06/20/2023
AUGDAHL, KARI	CV	ESY EA SPED PARA	\$18.50/HOUR	06/20/2023
BARBER, WILLIAM	DW	TECH ASSISTANT	\$23.27/HOUR	06/05/2023
BARSENAS, PERLA	CV	ESY EA SPED PARA	\$20.84/HOUR	06/20/2023
BUETTNER-SALIDO, RAFAEL	DW	TECH ASSISTANT	\$22.09/HOUR	06/05/2023
CORBIN, MICHELLE	VV	ESY EA SPED PARA	\$20.84/HOUR	06/20/2023
FORSTER, KARLA	EHS	ESY EA SPED PARA	\$24.12/HOUR	06/20/2023
GENDRY, SAMUEL	DW	STUDENT INTERN	\$15.00/HOUR	06/06/2023
JOHNSON, EVAN	DW	TECH ASSISTANT	\$20.92/HOUR	06/05/2023
KILIBARDA, ANDREW	DW	TECH ASSISTANT	\$20.92/HOUR	06/05/2023
LAFFERT, HOLLY	CV	ESY EA SPED PARA	\$18.50/HOUR	07/10/2023
LEVOIR, LAUREN	DW	TECH ASSISTANT	\$19.75/HOUR	06/05/2023
LINDLEY, MASON	DW	TECH ASSISTANT	\$22.09/HOUR	06/05/2023

LOBATON, YURI	DW	TECH ASSISTANT	\$23.27/HOUR	06/05/2023
MATZ, MAGGIE	DW	TECH ASSISTANT	\$23.27/HOUR	06/05/2023
MUNSON DANIELS, TAMI	VV	ESY EA SPED PARA	\$22.02/HOUR	06/20/2023
MURDOCH, ELIZABETH	CV	ESY EA SPED PARA	\$19.67/HOUR	06/20/2023
O'NEAL, JONATHAN	EHS	ESY EA SPED PARA	\$22.02/HOUR	06/20/2023
RERAT, GEORGE	DW	STUDENT INTERN	\$15/HOUR	06/05/2023
ROMERO, JESUS	DW	TECH ASSISTANT	\$23.27/HOUR	06/05/2023
SCHIMKE, NICOLE	CV	ESY EA SPED PARA	\$22.02/HOUR	06/20/2023

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ABDELLA, SCOTT	CS	EA - SPED PARA	06/01/2023
BACKSTROM, CATHERINE	CS	EA - SPED PARA	06/01/2023
DOON, SAMSAM	VV	EA - SPED PARA	06/01/2023
GLEWWE, DANIELLE	ND	IA - CLASSROOM PARA	06/01/2023
HANSON, KRISTA	EVP	IA - CLASSROOM PARA	06/01/2023
HOMEN, PHILLIP	HL	IA - CLASSROOM PARA	06/01/2023
LIEN, NATHAN	CN	EA - SPED PARA	06/01/2023
MONTGOMERY, COREY	SV	CUSTODIAL SUPERVISOR	05/15/2023
PRINDLE, MATTHEW	HL	EA - SPED PARA	06/01/2023
REED, ELIZABETH	CN	EA - SPED PARA	06/01/2023
SHUN, AVERY	VV	EA - SPED PARA	05/12/2023
SLAMP, SOPHIE	ELC	IA - CLASSROOM PARA	06/01/2023
STERN, JUSTINA	SV	EA - SPED PARA	06/01/2023

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
SMITH, DUSTIN	SV	FROM: BUILDING REPAIR TO: CUSTODIAL SUPERVISOR	\$5247/MONTH	05/24/2023
SMITH, JENNIFER	VV	FROM: HEALTH ASSOCIATE TO: TEACHER ADMIN ASSIST CLASSIFICATION G	\$23.72/HOUR	04/23/2023

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BAJARI, DIANE	TC	BUS DRIVER	05/15/2023 - 06/01/2023

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
VASKE, PETER	DW	10-MONTH SUPERVISOR	\$48,095/YEAR	08/15/2023

B. RECOMMENDATIONS FOR TEMPORARY EMPLOYMENT (SUMMER ONLY)

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ALI, YASMEEN	CC	SUMMER REC LEADER	\$16.00/HOUR	06/05/2023
ANDERSON, GARRETT	DW	YOUTH ENRICHMENT REC LEADER	\$17.33/HOUR	06/05/2023
BINSFIELD, MADISON	CC	SUMMER REC LEADER	\$20.32/HOUR	06/05/2023
CRAM, JOSHUA	DW	YOUTH ENRICHMENT REC LEADER	\$17.33/HOUR	06/05/2023
FRUIT, MOLLY	DW	YOUTH ENRICHMENT REC LEADER	\$16.00/HOUR	06/05/2023
GALVIN, SYDNEY	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
GENRICH, SIMON	DW	YOUTH ENRICHMENT REC LEADER	\$17.33/HOUR	06/05/2023
GREV, AVA	DW	YOUTH ENRICHMENT REC LEADER	\$16.00/HOUR	06/05/2023
GUNDBERG, LILLIAN	DW	YOUTH ENRICHMENT REC LEADER	\$16.00/HOUR	06/05/2023
HUSSEIN, AMINAH	HL	SUMMER REC LEADER	\$16.00/HOUR	06/05/2023
ISLE, JOSEPH	CC	SUMMER REC LEADER	\$20.32/HOUR	06/05/2023
JAHNZ, TONI	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
JAKALA, ANABELLE	CC	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
JOHNSON, CORDELIA	CC	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
KALLAS, MAYA	CC	SUMMER REC LEADER	\$18.77/HOUR	06/05/2023
KELLY, NENA	CC	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
KEMPF, AIDAN	HL	SUMMER REC LEADER	\$16.00/HOUR	06/05/2023
KENNEY, ANDREW	DW	YOUTH ENRICHMENT REC LEADER	\$17.33/HOUR	06/05/2023
KENNEY, EMMA	DW	YOUTH ENRICHMENT REC LEADER	\$16.00/HOUR	06/05/2023
KRYSIK, CLAIRE	CC	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023

LETTOW, CASSIDY	HL	SUMMER REC LEADER	\$20.32/HOUR	06/05/2023
LINDAHL, KARI	CC	SUMMER REC LEADER	\$20.32/HOUR	06/05/2023
MAGNUSON, OLIVIA	DW	WATER SAFETY INSTRUCTOR YOUTH ENRICHMENT REC LEADER	\$18.82/HOUR \$18.77/HOUR	06/05/2023
MARTELL, JAYDA	DW	WATER SAFETY INSTRUCTOR YOUTH ENRICHMENT REC LEADER	\$18.82/HOUR \$18.77/HOUR	06/05/2023
MURRAY, MESA	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
O'BRIEN, MADELYN	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
PORTER, CELLA	CC	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
RUBENSTEIN, ERROL	CC	SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
SCHILLING, HELEN	DW	YOUTH ENRICHMENT REC LEADER	\$17.33/HOUR	06/05/2023
SCHONNING, SHAYLA	CC	SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
SCHWINGHAMMER, ADAM	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
SEBESTA, MASON	CC	SUMMER REC LEADER	\$16.00/HOUR	06/05/2023
SEBESTA, TY	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
SMITH, MICHAEL	CC	SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
WHALEN, THOMAS	CC	SUMMER REC LEADER	\$16.00/HOUR	06/05/2023
WING, GRACE	CC	SUMMER REC LEADER	\$16.00/HOUR	06/05/2023
YEAGER, TESSA	DW	SUMMER LEAD REC LEADER	\$19.50/HOUR	06/05/2023
ZWETTLER, ROSE	HL	SUMMER REC LEADER	\$17.33/HOUR	06/05/2023

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
DICKSON, KRISTIE	CV	RECREATION LEADER	05/24/2023
KHAN, NURUL	ND	RECREATION LEADER	05/10/2023
NIELAND, MALLORY	ELC	CHILDREN'S TEACHER	06/23/2023
ROOS, MARK	CS	LEAD RECREATION LEADER	06/02/2023
VELASCO GUZMAN, DAVID	CS	RECREATION LEADER	05/31/2023

D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
DOON, SAMSAM	DW	ADDING SUMMER YOUTH ENRICHMENT	\$20.32/HOUR	06/05/2023
HENDRICKSON, ALAN DW		ADDING SUMMER REC LEADER	\$22.00/HOUR	06/05/2023

JENNEY, MATTIE	DW	ADDING SUMMER YOUTH ENRICHMENT	\$22.00/HOUR	06/05/2023
GOSS, WILSON	CC	ADDING SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
HONOUR, JAMIE	CC	ADDING SUMMER REC LEADER	\$17.33/HOUR	06/05/2023
MATTSON, THERESA	CC	ADDING SUMMER REC LEADER	\$18.77/HOUR	06/05/2023
RAWLS, CRAIG	DW	ADDING SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
SELCKE, JACK	HL	ADDING SUMMER REC LEADER	\$20.32/HOUR	06/05/2023
SELCKE, NANCY	DW	ADDING SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
VAN HOUTON, JASON	DW	ADDING SUMMER REC LEADER	\$22.00/HOUR	06/05/2023
WILFAHRT, ABIGAIL	HL	ADDING SUMMER LEAD REC LEADER	\$22.97/HOUR	06/16/2023
ZWETTLER, ROSE	CV	ADDING SUMMER REC LEADER	\$17.33/HOUR	06/05/2023

E. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>

VII.C. Check Register



Board Meeting Date: 6/12/2023

Title: Check Register – May 2023

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Description: Presented for approval by the Board of Education are monthly disbursement totals, by fund, for the month of May 2023:

Fund	Amount
General	\$3,976,753
Food Service	346,352
Community Service	193,129
Building Construction	1,332,114
Debt Service	-
Internal Service	
Total	\$5,848,348

Recommendation: Approve the disbursements as presented for the month of May 2023.

Desired Outcomes from the Board: Compliance with Minn. Stat. § 123B.02 Subd. 18

Attachments:

1. Check Report – May 2023

2022-23 School Year

Check Register

For the Month Ended May 31, 2023



DEFINING EXCELLENCE

Check No.	Vendor	Description	Date	Amount
392607	MN PEIP	CURRENT TEACHERS	05/17/23	755,362.57
392747	NORTHLAND CONCRETE	CS 2023 ADDITION 03	05/24/23	386,576.38
392691	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	05/24/23	385,428.91
392364	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	05/03/23	374,168.68
392554	CHARTWELLS DINING S	APR23 FOOD SERVICES	05/17/23	343,950.24
392552	CDW GOVERNMENT	QUOTE 617892	05/17/23	223,900.04
392651	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	05/24/23	169,100.00
392773	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23	05/24/23	113,584.30
392670	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	05/24/23	108,655.30
392460	HOGLUND BUS CO INC	2024 IC CE BUS (1)	05/09/23	106,527.81
392460	HOGLUND BUS CO INC	2024 IC CE BUS (1)	05/09/23	106,527.80
392740	MOLIN CONCRETE PROD	CS 2023 ADDITION 03	05/24/23	92,381.02
392735	METRO TRANSPORTATIO	APR23 SPED TRANSPOR	05/24/23	90,826.44
392492	NAC MECHANICAL & EL	ECC 2022 BOILER REP	05/09/23	82,730.75
392655	APPLE INC	CONTRACT: MLP003175	05/24/23	80,222.74
392588	KRAUS-ANDERSON CONS	EHS BUILD PERMIT/PL	05/17/23	78,897.09
392746	NEW LOOK CONTRACTIN	CS 2023 ADDITION 31	05/24/23	60,170.15
392588	KRAUS-ANDERSON CONS	CS-GENERAL CONDITIO	05/17/23	57,890.21
392607	MN PEIP	RETIREEES/COBRA	05/17/23	54,205.31
392588	KRAUS-ANDERSON CONS	CS ADDITION-SITE SE	05/17/23	51,408.00
392681	ERICKSON ELECTRIC C	CS 2023 ADDITION 26	05/24/23	47,975.00
392647	XCEL ENERGY	EHS 03/26/23-04/24/	05/17/23	45,276.37
392778	TARGET CENTER	2023 GRADUATION FIN	05/24/23	38,870.00
392663	CENTURY CONSTRUCTIO	CS 2023 ADDITION 06	05/24/23	31,103.95
392521	TWIN CITY TRANSPORT	APR23 SPED TRANSPOR	05/09/23	30,276.26
392735	METRO TRANSPORTATIO	APR23 HHM TRANSPORT	05/24/23	26,876.60
392795	DASH SPORTS LLC	DASH/TB/BB/FLAG	05/24/23	26,664.40
392691	HEALTHPARTNERS INSU	COBRA/RETIREEES	05/24/23	25,605.02
392696	INTERMEDIATE DISTRI	LEASE LEVY	05/24/23	25,519.09
392646	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	05/17/23	25,123.56
392590	LANGUAGE SPROUT LLC	SPANISH ELEM	05/17/23	24,397.25
392471	KINECT ENERGY, INC	EHS - MAR23 SERVICE	05/09/23	22,978.91
392794	CHESS & STRATEGY GA	ELEM CHESS	05/24/23	22,813.70
392696	INTERMEDIATE DISTRI	ITINERANT	05/24/23	22,751.41
392689	H2I GROUP, INC	EHS MECHANICAL 10-J	05/24/23	21,832.90
392526	WENGER CORPORATION	QUOTE #3253930 - 18	05/09/23	21,600.00
392696	INTERMEDIATE DISTRI	CONTRACTED NSO	05/24/23	20,735.46
392692	HENKEMEYER COATINGS	CS 2023 ADDITION 07	05/24/23	20,520.00
392647	XCEL ENERGY	SV 03/26/23-04/24/2	05/17/23	20,303.70
392364	HEALTHPARTNERS INSU	COBRA/RETIREE	05/03/23	20,199.02
392592	MACHINE SAFETY MANA	WOODSHOP FINAL PMT	05/17/23	19,504.77
392470	KIDCREATE STUDIO	SIMPLY SILLY REVISE	05/09/23	19,278.00
392647	XCEL ENERGY	ECC 03/26/23-04/24/	05/17/23	18,252.36
392647	XCEL ENERGY	VV 03/26/23-04/24/2	05/17/23	17,643.73
392588	KRAUS-ANDERSON CONS	CS ADDITION-CONS MG	05/17/23	16,061.00
392757	RED CEDAR STEEL ERE	CS 2023 ADDITION 05	05/24/23	15,921.90
392368	INGINA LLC	STEM DW MARCH	05/03/23	15,344.00
392646	WOLD ARCHITECTS & E	CS 2023 ADDITION	05/17/23	15,172.92
392619	SCAN AIR FILTER INC	ECC - AIR FILTERS	05/17/23	15,086.39
392615	RIDDELL / ALL AMERI	FOOTBALL HELMETS	05/17/23	15,000.00
392454	ERNIE ROSE GOLF	SIMULATOR RENTAL TI	05/09/23	14,800.00
392616	SAFeway DRIVING SCH	DRIVERS ED 403 & 41	05/17/23	14,760.00
392471	KINECT ENERGY, INC	SV - MAR23 SERVICES	05/09/23	14,385.84
392549	CAMP FOLEY	5/22-24 FIELD TRIP	05/17/23	13,500.00
392669	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	05/24/23	13,344.40
392719	LANGUAGE LINE SERVI	APR23 INTERPRETERIN	05/24/23	12,836.99

Check No.	Vendor	Description	Date	Amount
392347	CDW GOVERNMENT	QUOTE 604982	05/03/23	12,557.90
392667	CITY OF EDINA - PUB	ROAD SALT	05/24/23	12,262.74
392629	STRATEGIC BEHAVIORA	A.A. WEEKS 2/3 - 4/	05/17/23	12,122.50
392394	PLANSOURCE	SERVICES FOR APR 23	05/03/23	11,973.45
392468	KATH FUEL OIL SERVI	UNLEADED	05/09/23	11,892.44
392853	RIDDELL / ALL AMERI	FOOTBALL HELMET REP	05/31/23	11,624.42
392468	KATH FUEL OIL SERVI	UNLEADED	05/09/23	11,577.75
392779	TEACHERS ON CALL, A	EHS - SUBSTITUTES	05/24/23	11,487.00
392468	KATH FUEL OIL SERVI	UNLEADED	05/09/23	11,279.54
392696	INTERMEDIATE DISTRI	CORE FEE	05/24/23	11,018.12
392696	INTERMEDIATE DISTRI	SAFE SCHOOL	05/24/23	10,981.53
392376	KATH FUEL OIL SERVI	UNLEADED	05/03/23	10,674.87
392471	KINECT ENERGY, INC	VV - MAR23 SERVICES	05/09/23	10,591.75
392792	YMCA CAMP ST CROIX	5/22-24 CAMP	05/24/23	10,405.25
392539	ALBRECHT ENTERPRISE	VV IRRIGATION INSTA	05/17/23	10,354.00
392515	TEACHERS ON CALL, A	EHS - SUBSTITUTES	05/09/23	10,246.40
392585	KATH FUEL OIL SERVI	UNLEADED	05/17/23	10,114.53
392633	TEACHERS ON CALL, A	EHS - SUBSTITUTES	05/17/23	10,105.60
392859	SPED FORMS LLC	MA FORMS/504 FORMS	05/31/23	10,076.34
392676	DEEP PORTAGE	5/8-5/10 ED VISIT	05/24/23	10,016.00
392744	NASSEFF MECHANICAL	CS 2023 ADDITION 21	05/24/23	9,975.00
392464	JESSEN PRESS INC	SPR23 NEWSLETTER	05/09/23	9,673.00
392698	ISD 288 -- SOUTHWES	TUITION BILLING-V.A	05/24/23	9,619.06
392821	INSTITUTE FOR ENVIR	20-23 EHS MGMT PRGM	05/31/23	9,556.37
392859	SPED FORMS LLC	SPED FORMS	05/31/23	8,968.52
392619	SCAN AIR FILTER INC	VV - AIR FILTERS	05/17/23	8,837.16
392750	POWERSCHOOL GROUP L	TALENT ED RENEWAL 2	05/24/23	8,507.00
392539	ALBRECHT ENTERPRISE	DW IRRIGATION	05/17/23	8,440.00
392471	KINECT ENERGY, INC	ECC - MAR23 SERVICE	05/09/23	8,365.87
392619	SCAN AIR FILTER INC	SV - AIR FILTERS	05/17/23	8,333.08
392404	RUPP ANDERSON SQUIR	LEGAL SERV: SPED	05/03/23	8,096.50
392647	XCEL ENERGY	CC 03/26/23-04/24/2	05/17/23	7,866.88
392748	NOVA FIRE PROTECTIO	NITROGEN GENERATOR	05/24/23	7,807.00
392596	MCDOWALL COMPANY	SV-WATER LEAK REPAI	05/17/23	7,781.25
392515	TEACHERS ON CALL, A	CV - SUBSTITUTES	05/09/23	7,539.20
392633	TEACHERS ON CALL, A	HL - SUBSTITUTES	05/17/23	7,532.80
392684	FRASER CHILD AND FA	APR23 CONSULTATION	05/24/23	7,392.00
392815	DASH SPORTS LLC	PEGAMES APRIL 23	05/31/23	7,304.50
392633	TEACHERS ON CALL, A	CV - SUBSTITUTES	05/17/23	7,224.32
392370	INSTITUTE FOR ENVIR	EHS ASBESTOS REMOVA	05/03/23	7,101.02
392370	INSTITUTE FOR ENVIR	20-23 EHS MGMT PRGM	05/03/23	7,051.08
392779	TEACHERS ON CALL, A	VV - SUBSTITUTES	05/24/23	7,046.40
392503	RADAR CONSULTING LL	MNTHLY RECRUITING	05/09/23	7,000.00
392647	XCEL ENERGY	CS 03/26/23-04/24/2	05/17/23	6,992.71
392831	KATH FUEL OIL SERVI	UNLEADED	05/31/23	6,876.61
392779	TEACHERS ON CALL, A	CV - SUBSTITUTES	05/24/23	6,808.32
392412	TEACHERS ON CALL, A	CV - SUBSTITUTES	05/03/23	6,679.04
392647	XCEL ENERGY	CV 03/26/23-04/24/2	05/17/23	6,544.20
V18601	PENNY M KODRICH	MEDICARE	05/09/23	6,531.60
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392609	MYSTERY SCIENCE	QUOTE#204530	05/17/23	6,475.00
392779	TEACHERS ON CALL, A	ND - SUBSTITUTES	05/24/23	6,355.20
392370	INSTITUTE FOR ENVIR	ECC - RADON TESTING	05/03/23	6,125.00
392370	INSTITUTE FOR ENVIR	VV - RADON TESTING	05/03/23	6,125.00
392779	TEACHERS ON CALL, A	HL - SUBSTITUTES	05/24/23	6,118.40
392872	WINSOR LEARNING INC	SONDAY SYSTEM	05/31/23	6,095.20
392872	WINSOR LEARNING INC	SONDAY SYSTEM	05/31/23	6,095.20
392633	TEACHERS ON CALL, A	CC - SUBSTITUTES	05/17/23	6,035.20
392647	XCEL ENERGY	HL 03/27/23-04/25/2	05/17/23	6,023.98
392352	COMPAS, INC	F.SENTWALI RESIDENC	05/03/23	6,000.00
392563	EDINA FRIENDS OF FO	11/12/22 TOURNEY FE	05/17/23	5,972.00

Check No.	Vendor	Description	Date	Amount
392519	TONeworks Music The	FEB23 Music Therapy	05/09/23	5,898.75
392362	FRASER CHILD AND FA	MAR23 CONSULTATION	05/03/23	5,852.00
392633	TEACHERS ON CALL, A	VV - SUBSTITUTES	05/17/23	5,843.20
392836	MCPHILLIPS BROS ROO	CC - NEW 6" CURBS	05/31/23	5,800.00
392867	TONeworks Music The	MAR23 Music Therapy	05/31/23	5,758.75
392515	TEACHERS ON CALL, A	SV - SUBSTITUTES	05/09/23	5,638.40
392779	TEACHERS ON CALL, A	CC - SUBSTITUTES	05/24/23	5,536.00
392765	RUSSELL SECURITY RE	REKEY EXTERIOR DOOR	05/24/23	5,510.00
392779	TEACHERS ON CALL, A	SV - SUBSTITUTES	05/24/23	5,440.00
392515	TEACHERS ON CALL, A	CC - SUBSTITUTES	05/09/23	5,350.40
392633	TEACHERS ON CALL, A	ND - SUBSTITUTES	05/17/23	5,254.40
392647	XCEL ENERGY	ND 03/26/23-04/24/2	05/17/23	5,148.10
392696	INTERMEDIATE DISTRI	FY23 CARE&TREAT 2QT	05/24/23	5,093.30
392515	TEACHERS ON CALL, A	HL - SUBSTITUTES	05/09/23	4,902.40
392779	TEACHERS ON CALL, A	CN - SUBSTITUTES	05/24/23	4,876.80
392515	TEACHERS ON CALL, A	ND - SUBSTITUTES	05/09/23	4,812.80
392422	XCEL ENERGY	SV 03/19/23-04/17/2	05/03/23	4,805.37
392696	INTERMEDIATE DISTRI	HTP-GEN ED	05/24/23	4,757.39
392471	KINECT ENERGY, INC	CS - MAR23 SERVICES	05/09/23	4,600.59
392403	RTL CONSTRUCTION,IN	BUS - BUS BAY PANEL	05/03/23	4,567.42
392515	TEACHERS ON CALL, A	VV - SUBSTITUTES	05/09/23	4,467.20
392666	CITY OF EDINA - BRA	APR23 DOME RENTAL	05/24/23	4,376.00
392696	INTERMEDIATE DISTRI	LONG TERM FACILITIE	05/24/23	4,339.86
392365	HENNEPIN COUNTY TRE	32-117-21 42 PROPTA	05/03/23	4,294.52
392360	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	05/03/23	4,285.51
392412	TEACHERS ON CALL, A	VV - SUBSTITUTES	05/03/23	4,249.60
392537	ADVANCED IMAGING SO	LEASE 06.08 0631790	05/17/23	4,151.77
392802	ALLEGRA EDEN PRAIRI	K/1/3 WORKBOOKS	05/31/23	4,136.00
392776	SUNBELT STAFFING LL	SLP STAFFING-L.H/A.	05/24/23	4,103.75
392583	KAMP EILEEN C (USE	BALLET MARCH	05/17/23	4,102.00
392471	KINECT ENERGY, INC	CV - MAR23 SERVICES	05/09/23	4,084.53
392468	KATH FUEL OIL SERVI	UNLEADED	05/09/23	4,075.17
392487	MIKKONEN MUSIC LLC	SPRING MIKK MUSIC	05/09/23	4,050.00
392404	RUPP ANDERSON SQUIR	LEGAL SERV: SPED	05/03/23	3,987.00
392844	MULBERRY BUILDERS	ECC-TICKET BOOTH RE	05/31/23	3,980.00
392633	TEACHERS ON CALL, A	CN - SUBSTITUTES	05/17/23	3,923.20
392630	SUNBELT STAFFING LL	SLP STAFFING-L.H/A.	05/17/23	3,920.00
392412	TEACHERS ON CALL, A	HL - SUBSTITUTES	05/03/23	3,897.60
392776	SUNBELT STAFFING LL	SLP STAFFING-L.H/A.	05/24/23	3,895.50
392776	SUNBELT STAFFING LL	SLP STAFFING-L.H/A.	05/24/23	3,871.00
392619	SCAN AIR FILTER INC	CV - AIR FILTERS	05/17/23	3,864.07
392619	SCAN AIR FILTER INC	HL - AIR FILTERS	05/17/23	3,857.54
392404	RUPP ANDERSON SQUIR	LEGAL SERV: MISC	05/03/23	3,819.00
392412	TEACHERS ON CALL, A	CC - SUBSTITUTES	05/03/23	3,737.60
392412	TEACHERS ON CALL, A	EHS - SUBSTITUTES	05/03/23	3,731.20
392650	93 SKIP LLC	APR23-CN SOLAR PROD	05/24/23	3,726.25
392413	THE GRAPHIC EDGE LL	TRACK TANKS SV	05/03/23	3,693.14
392413	THE GRAPHIC EDGE LL	TRACK TANKS VV	05/03/23	3,693.14
392870	URBAN ELEVATOR SERV	ELEVATOR LIGHTS 1 &	05/31/23	3,688.00
392484	MIDWEST FENCE & MFG	KUHLMAN-GATE REPL	05/09/23	3,663.00
392333	ALLEGRA EDEN PRAIRI	MUSICAL SIGNS/SHIRT	05/03/23	3,662.60
392696	INTERMEDIATE DISTRI	ALC-STABILIZATION F	05/24/23	3,660.51
392820	HUMERATECH	HL - TRAFFIC GATE	05/31/23	3,652.00
392630	SUNBELT STAFFING LL	SLP STAFFING-L.H/A	05/17/23	3,626.00
392535	ABRAKADOODLE	ART SPRING	05/17/23	3,594.50
392471	KINECT ENERGY, INC	CC - MAR23 SERVICES	05/09/23	3,553.84
V18601	PENNY M KODRICH	MEDICARE SUPPLEMENT	05/09/23	3,475.20
392696	INTERMEDIATE DISTRI	TRANS DISABLED	05/24/23	3,447.97
392633	TEACHERS ON CALL, A	CS - SUBSTITUTES	05/17/23	3,411.20
392471	KINECT ENERGY, INC	HL - MAR23 SERVICES	05/09/23	3,385.75
392585	KATH FUEL OIL SERVI	DIESEL	05/17/23	3,377.09
392622	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	05/17/23	3,347.52
392406	FLAGSHIP RECREATION	PLAYGROUND EQUIPMEN	05/03/23	3,343.93
392412	TEACHERS ON CALL, A	SV - SUBSTITUTES	05/03/23	3,334.40
392856	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	05/31/23	3,333.63
392408	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	05/03/23	3,309.06
392559	DIGITAL THEATRE	23-24 DIGITAL THEAT	05/17/23	3,284.00

Check No.	Vendor	Description	Date	Amount
392515	TEACHERS ON CALL, A	CS - SUBSTITUTES	05/09/23	3,270.40
392471	KINECT ENERGY, INC	CN - MAR23 SERVICES	05/09/23	3,176.55
392485	MIDWEST SCHOOL OF B	APRIL BALLET	05/09/23	3,175.20
392798	JARED LITTLE	ARCHERY	05/24/23	3,171.00
392515	TEACHERS ON CALL, A	CN - SUBSTITUTES	05/09/23	3,168.00
392630	SUNBELT STAFFING LL	SLP STAFFING-L.H./A	05/17/23	3,136.00
392657	AVANT ASSESSMENT LL	STAMP TEST (131 KID	05/24/23	3,134.90
392545	BENEFIT EXTRAS, INC	MAY23 - HRA ADMIN	05/17/23	3,112.50
392626	SERVPRO OF MINNETON	DEHUMIDIFIER	05/17/23	3,099.00
392340	BEYOND THE NOTES MU	4/16 WATERPARK TRIP	05/03/23	3,073.00
392412	TEACHERS ON CALL, A	CN - SUBSTITUTES	05/03/23	3,020.80
V18626	JAMES J HAWTHORNE	KEYBOARD PURCHASE	05/17/23	2,999.00
392619	SCAN AIR FILTER INC	EHS - AIR FILTERS	05/17/23	2,987.07
392528	XCEL ENERGY	BUS 03/27/23-04/25/	05/09/23	2,975.31
392633	TEACHERS ON CALL, A	SV - SUBSTITUTES	05/17/23	2,963.20
392412	TEACHERS ON CALL, A	ND - SUBSTITUTES	05/03/23	2,944.00
392568	FLICEK WELDING	DR 9 ANTI-CLIMB WAL	05/17/23	2,900.00
392412	TEACHERS ON CALL, A	CS - SUBSTITUTES	05/03/23	2,841.60
392619	SCAN AIR FILTER INC	CN - AIR FILTERS	05/17/23	2,726.79
392586	KAY ZUCCARO	WATER FIT APRIL/MAY	05/17/23	2,720.90
392340	BEYOND THE NOTES MU	4/16 WATERPARK TRIP	05/03/23	2,718.00
V18626	JAMES J HAWTHORNE	SCRIPTS/VARIOUS SUP	05/17/23	2,713.73
392581	JOSTENS INC	YEARBOOKS	05/17/23	2,712.20
392766	SAVVAS LEARNING COM	ISBN:9780133276350	05/24/23	2,700.00
392766	SAVVAS LEARNING COM	ISBN:9780133274424	05/24/23	2,700.00
392766	SAVVAS LEARNING COM	ISBN:9780133274431	05/24/23	2,700.00
392766	SAVVAS LEARNING COM	ISBN:9780133276381	05/24/23	2,700.00
392619	SCAN AIR FILTER INC	CC - AIR FILTERS	05/17/23	2,616.09
392441	CESO COMMUNICATIONS	COMMUNICATION SUPPO	05/09/23	2,600.00
392389	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	05/03/23	2,598.41
392484	MIDWEST FENCE & MFG	KUHLMAN-FENCE REPL	05/09/23	2,552.00
392779	TEACHERS ON CALL, A	CS - SUBSTITUTES	05/24/23	2,547.20
392501	PITNEY BOWES EASYPE	EXP POSTAGE	05/09/23	2,486.86
392868	TOOLS 4 READING LLC	THE T4R VALUE PACK	05/31/23	2,475.00
392349	CESO HR LLC	LEAD CUSTODIAN TRAI	05/03/23	2,437.50
392500	PETER HODNE	MEDICARE SUPPLEMENT	05/09/23	2,432.00
392842	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	05/31/23	2,399.68
392642	URBAN ELEVATOR SERV	CC-ELEVATOR LIGHTIN	05/17/23	2,393.00
392610	NAC MECHANICAL & EL	SV-SPR CHILLER STAR	05/17/23	2,375.00
392610	NAC MECHANICAL & EL	VV-SPR CHILLER STAR	05/17/23	2,375.00
392548	BUSINESS ESSENTIALS	WHITE 8 1/2 X 11	05/17/23	2,370.00
392471	KINECT ENERGY, INC	ND - MAR23 SERVICES	05/09/23	2,359.60
V18697	TYLER J MOBERG	WORKING GENIUS ASSE	05/24/23	2,250.00
392445	COMMERCIAL FURNITUR	3272.TBT2.TZ2460 -	05/09/23	2,234.07
392445	COMMERCIAL FURNITUR	3271.TBT2.TZ2460 -	05/09/23	2,234.07
392445	COMMERCIAL FURNITUR	1181.FT2.PS.PB.AR0	05/09/23	2,234.06
392338	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	05/03/23	2,193.75
392605	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	05/17/23	2,155.92
392649	93 HOP LLC	APR23-BUS SOLAR PRO	05/24/23	2,152.20
392816	DIAMOND VOGEL PAINT	DW - PAINT	05/31/23	2,150.60
392458	GOPHER/PLAY WITH A	PE EQUIPMENT QUOTE	05/09/23	2,122.90
392652	ADVANCED IMAGING SO	HIGH SCHOOL 04/23	05/24/23	2,106.88
392367	HORIZON COMMERCIAL	CHLORINE FOR TESTIN	05/03/23	2,094.76
392806	APPLE INC	IPADS FOR SPEC ED-7	05/31/23	2,093.00
392723	LUMEN TECHNOLOGIES	DO 04/12/23-05/11/2	05/24/23	2,083.46
392538	AFFINETY SOLUTIONS	FY23-24 SOFTWARE	05/17/23	2,075.00
392855	RUSSELL SECURITY RE	PLAYGROUND DOOR REP	05/31/23	2,030.00
392655	APPLE INC	YEAR 4OF4: IPAD LEA	05/24/23	2,014.76
392452	ELLY STAHLKE	CHOREOGRAPHY SERVIC	05/09/23	2,000.00
392347	CDW GOVERNMENT	NHLR404	05/03/23	1,994.16
392637	THE SPYGLASS GROUP,	VOICE/DATA REDUCTIO	05/17/23	1,992.51
392791	WINSOR LEARNING INC	220-7051 SONDAY SYS	05/24/23	1,990.00
392343	BUSINESS ESSENTIALS	WHITE 8 1/2 X 11	05/03/23	1,975.00
392722	LOESCH SHEET METAL	WOODSHOP DUST PIPIN	05/24/23	1,945.00
392500	PETER HODNE	MEDICARE	05/09/23	1,944.00
392382	MEGAN KOOMAN	GYMNASTICS306-208	05/03/23	1,929.20
392449	EDINA EDUCATION FUN	PINS ALL LIC TEACH	05/09/23	1,911.51

Check No.	Vendor	Description	Date	Amount
392431	ARVIG	MAY23 INTERNET FEES	05/09/23	1,911.13
392434	BAYCOM INC	ANTENNA REPAIR	05/09/23	1,905.00
392752	PROJECT LEAD THE WA	OLG-PARTICIPATION F	05/24/23	1,900.00
392699	ITSAVVY LLC	QUOTE 3717648	05/24/23	1,870.00
392803	AMAZON CAPITAL SERV	JONTI-CRAFT 5369JC	05/31/23	1,867.96
V18714	GARY R AASEN	SPR23 COURT TIMES	05/31/23	1,806.00
392340	BEYOND THE NOTES MU	4/16 WATERPARK TRIP	05/03/23	1,788.00
392491	MTI DISTRIBUTING IN	DW - MACHINE PARTS	05/09/23	1,778.28
V18668	JENNIFER M CARTER	CLOSING CEREMONY FO	05/24/23	1,773.29
392658	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	05/24/23	1,771.25
392524	WASTE MANAGEMENT OF	SV - MAY23 SERVICES	05/09/23	1,769.25
392624	SCIENTIFIC SPECIALT	CLASSROOM SUPPLIES	05/17/23	1,742.00
392415	TRI-STATE BOBCAT IN	EHS - BLOWER DRIVE	05/03/23	1,713.00
392810	BAUER BUILT INC	TIRES	05/31/23	1,706.46
392644	WESTSIDE COMMUNITY	FEES: S.S, R.S, D.E	05/17/23	1,695.38
392547	BSN SPORTS, LLC	BASEBALL CHALK	05/17/23	1,691.16
392653	ANCOM COMMUNICATION	ANTENNA	05/24/23	1,689.00
392615	RIDDELL / ALL AMERI	FOOTBALL HELMETS	05/17/23	1,687.45
392693	HORIZON COMMERCIAL	HANDTUBING	05/24/23	1,680.00
392471	KINECT ENERGY, INC	BUS - MAR23 SERVICE	05/09/23	1,652.79
392688	H&B SPECIALIZED PRO	WALL MOUNT WINCH/CA	05/24/23	1,630.00
392586	KAY ZUCCARO	WATER WELLNESS	05/17/23	1,612.80
392338	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	05/03/23	1,608.75
392353	DASH SPORTS LLC	MULTI SPORT 421-218	05/03/23	1,602.30
392619	SCAN AIR FILTER INC	CS - AIR FILTERS	05/17/23	1,583.62
392724	MADELINE SCHAFER	CHOREOGRAPHY SERVIC	05/24/23	1,582.50
392451	EDUCATION LOGISTICS	MAY23 GPS SERVICES	05/09/23	1,582.12
392451	EDUCATION LOGISTICS	APR23 GPS SERVICES	05/09/23	1,582.12
392439	BUCK HILL INC	2/13 FIELD TRIP	05/09/23	1,575.00
392593	MACKIN EDUCATIONAL	BOOKS FOR CREEK VAL	05/17/23	1,560.03
392588	KRAUS-ANDERSON CONS	EHS PRE-CONST SERVI	05/17/23	1,534.58
392524	WASTE MANAGEMENT OF	VV - MAY23 SERVICES	05/09/23	1,501.25
392801	ALEXANDRA MCCANNEL	2/21 STAFF TRAINING	05/31/23	1,500.00
392524	WASTE MANAGEMENT OF	ECC - MAY23 SERVICE	05/09/23	1,407.83
392524	WASTE MANAGEMENT OF	CC - MAY23 SERVICES	05/09/23	1,397.27
392524	WASTE MANAGEMENT OF	EHS - MAY23 SERVICE	05/09/23	1,381.15
392515	TEACHERS ON CALL, A	ELC/ECSE - SUBSTITU	05/09/23	1,356.80
392821	INSTITUTE FOR ENVIR	EHS ASBESTOS REMOVA	05/31/23	1,340.44
392333	ALLEGRA EDEN PRAIRI	MUSICAL PROGRAMS	05/03/23	1,312.87
392533	ABBE BLACKER	SPRING MAH JONG	05/17/23	1,302.00
392745	NATIONAL SPEECH & D	NATIONAL TOURNEY EN	05/24/23	1,280.00
392384	METRO ELEVATOR INC	ECC - MAY23 ELEVATO	05/03/23	1,275.00
392365	HENNEPIN COUNTY TRE	31-028-24 12 PROP T	05/03/23	1,260.63
392546	BRAUN INTERTEC CORP	CS STORM SHELTER SE	05/17/23	1,250.00
392690	HASSE FAMILY ENTERP	5/30 PETTING ZOO	05/24/23	1,250.00
392547	BSN SPORTS, LLC	BASEBALL PANTS	05/17/23	1,240.00
392434	BAYCOM INC	BRICK MULTI CHARGER	05/09/23	1,239.43
392610	NAC MECHANICAL & EL	CC-SPR CHILLER STAR	05/17/23	1,225.00
392610	NAC MECHANICAL & EL	CN-SPR CHILLER STAR	05/17/23	1,225.00
392610	NAC MECHANICAL & EL	CS-SPR CHILLER STAR	05/17/23	1,225.00
392610	NAC MECHANICAL & EL	HL-SPR CHILLER STAR	05/17/23	1,225.00
392536	ACRE	FACS CABINET	05/17/23	1,219.76
V18630	GWENDOLYN PEYTON	MEDICARE / HUMANA	05/17/23	1,211.40
392545	BENEFIT EXTRAS, INC	MAY23 - HSA ADMIN	05/17/23	1,207.50
392354	DAVID WEBB -- HOMER	4/25 BOARD TRAINING	05/03/23	1,200.00
392720	LEXIA LEARNING SYST	QUOTE# Q-564444-1	05/24/23	1,200.00
392658	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	05/24/23	1,196.25
392509	SCHOOL SPECIALTY, L	ART ORDER	05/09/23	1,192.62
392347	CDW GOVERNMENT	LAPTOP-DEMO	05/03/23	1,188.17
392418	UPPER LAKES FOODS I	KC FOOD CS	05/03/23	1,177.10
392338	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	05/03/23	1,168.75
392834	LRS OF MINNESOTA LL	4/11-5/4 KUHLMAN UN	05/31/23	1,159.97
392696	INTERMEDIATE DISTRI	ALC	05/24/23	1,155.20
392633	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	05/17/23	1,152.00
392646	WOLD ARCHITECTS & E	CS 2023 LTFM	05/17/23	1,145.55
392652	ADVANCED IMAGING SO	ECC/DO 04/23	05/24/23	1,145.07
392862	THE TESSMAN COMPANY	CS - FERTILIZER	05/31/23	1,139.22

Check No.	Vendor	Description	Date	Amount
392573	HOGLUND BUS CO INC	EGR	05/17/23	1,131.41
V18658	ZHUO WANG	CHINESE BUFFET TRIP	05/17/23	1,109.79
392374	JOSTENS INC	CERTIFICATES	05/03/23	1,102.50
392699	ITSAVVY LLC	DEDUCTIBLES-11	05/24/23	1,100.00
392597	MEGAN KELLY HUBBELL	CHOREOGRAPHY SERVIC	05/17/23	1,100.00
392641	UPPER LAKES FOODS I	KC FOOD CS	05/17/23	1,092.78
392547	BSN SPORTS, LLC	SOFTBALL EQUIPMENT	05/17/23	1,087.86
392547	BSN SPORTS, LLC	BASEBALL EQUIPMENT	05/17/23	1,077.77
392810	BAUER BUILT INC	TIRES	05/31/23	1,065.24
392367	HORIZON COMMERCIAL	POOL CHEMICALS	05/03/23	1,065.22
392356	DIVERSE CONSTRUCTIO	EHS - CAFETERIA WAL	05/03/23	1,060.00
392579	JESSEN PRESS INC	CURRENT JAM YARD SI	05/17/23	1,056.25
392683	FOLLETT SCHOOL SOLU	BOOKS FOR SOUTHVIEW	05/24/23	1,055.22
392797	JANICE NOVAK	TIMBERNOOK 22/23	05/24/23	1,051.14
392865	TIMBERNOOK	TIMBERNOOK 22/23	05/31/23	1,051.14
392418	UPPER LAKES FOODS I	KC FOOD HL	05/03/23	1,039.39
392432	ASTLEFORD INTERNATI	EGR	05/09/23	1,032.01
392640	UNIVERSITY OF MINNE	COLLEGE IN SCHOOLS	05/17/23	1,015.00
392640	UNIVERSITY OF MINNE	COLLEGE IN SCHOOLS	05/17/23	1,015.00
392414	THREE RIVERS PARK D	3/7 ML FIELD TRIP	05/03/23	1,007.00
392811	BOYER TRUCKS	UNIT 10 REPAIR	05/31/23	1,003.89
392556	CHRISTIANA HAWTHORN	MATILDA COSTUMES	05/17/23	1,000.00
392376	KATH FUEL OIL SERVI	DIESEL	05/03/23	998.90
392766	SAVVAS LEARNING COM	ESTIMATED SHIPPING/	05/24/23	982.80
392733	MESPA	MEMBERSHIP - P.D.	05/24/23	962.00
392696	INTERMEDIATE DISTRI	CAREER & TECH	05/24/23	954.44
392350	CHESS & STRATEGY GA	SPR CHESS TOURN 421	05/03/23	954.10
392641	UPPER LAKES FOODS I	KC FOOD CN	05/17/23	943.93
392858	SEW EASY DESIGNS	8TH GRD SEWING KITS	05/31/23	938.25
392619	SCAN AIR FILTER INC	BUS - AIR FILTERS	05/17/23	932.34
392627	SKY ZONE EDINA	3/14 FIELD TRIP	05/17/23	923.47
392838	MESPA	MEMBERSHIP - M.D.	05/31/23	922.00
392659	BLUUM OF MINNESOTA,	QUOTE 268859	05/24/23	920.00
392411	STIX SPORTSWEAR & S	STAFF SHIRTS	05/03/23	911.75
392378	KINECT ENERGY, INC	APR23 ENERGY MGMT F	05/03/23	884.00
392652	ADVANCED IMAGING SO	NORMANDALE 04/23	05/24/23	882.04
392543	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	05/17/23	877.50
392551	CATALYST SOURCING S	ONDEMAND/IT/WINDOWS	05/17/23	870.00
V18606	CHERYL A PILCHER	CLASSROOM SUPPLIES	05/09/23	867.96
392652	ADVANCED IMAGING SO	VALLEY VIEW 04/23	05/24/23	867.75
392601	MIDWEST MUSICAL IMP	INSTRUMENT REPAIRS	05/17/23	867.60
392652	ADVANCED IMAGING SO	CONCORD 04/23	05/24/23	867.02
392693	HORIZON COMMERCIAL	130 GAL OF CHLORINE	05/24/23	866.90
392409	SCHOOL SPECIALTY, L	ON LINE ORDER BY KA	05/03/23	866.50
392595	MASSP-MN ASSOC OF S	MEMBERSHIP - T.S.	05/17/23	865.00
392646	WOLD ARCHITECTS & E	SV 2023 CRTYD RECON	05/17/23	858.15
392602	MIDWEST SPECIAL INS	HEALTH SUPPLIES	05/17/23	839.00
392799	ACCO BRANDS, GBCCON	LAMINATOR	05/31/23	837.17
392495	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	05/09/23	834.01
392754	PTM DOCUMENT SYSTEM	PTM603L DOUBLE WIND	05/24/23	820.00
392381	MACKIN EDUCATIONAL	BOOKS FOR EHS	05/03/23	813.57
392688	H&B SPECIALIZED PRO	NGYM FOLDING BENCH	05/24/23	808.00
392643	WASTE MANAGEMENT OF	SV - APR23 SERVICES	05/17/23	798.93
392574	HOPKINS HIGH SCHOOL	SUBSTITUTE REIMB	05/17/23	796.94
392791	WINSOR LEARNING INC	320-7051 SUNDAY SYS	05/24/23	790.00
392338	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	05/03/23	783.75
392412	TEACHERS ON CALL, A	ELC/ECSE - SUBSTITU	05/03/23	774.40
V18608	RANDAL J SMASAL	OMAHA CONFERENCE	05/09/23	767.44
392652	ADVANCED IMAGING SO	COUNTRYSIDE 04/23	05/24/23	764.07
392485	MIDWEST SCHOOL OF B	BALLET SPRING	05/09/23	756.00
392348	CENTRAL ROOFING COM	AREA A ROOF LEAK	05/03/23	750.00
392489	MN STATE HIGH SCHOO	ROBOTICS STATE ENTR	05/09/23	750.00
392404	RUPP ANDERSON SQUIR	LEGAL SERV: MISC	05/03/23	750.00
392638	TIMBERNOOK	TMBRNOOK ANNUAL FEE	05/17/23	750.00
392370	INSTITUTE FOR ENVIR	ECC ASBESTOS REMOVA	05/03/23	748.00
392599	MESSERLI & KRAMER P	IW - F.C.	05/17/23	744.81
392803	AMAZON CAPITAL SERV	LEARNING RESOURCES	05/31/23	743.70

Check No.	Vendor	Description	Date	Amount
392383	METALCRAFT	QUOTE 213066	05/03/23	741.59
V18652	ETHAN SCHULTZ	CLASSROOM SUPPLIES	05/17/23	733.35
392524	WASTE MANAGEMENT OF	CS - MAY23 SERVICES	05/09/23	729.14
392551	CATALYST SOURCING S	ONDEMAND/ADMIN/PAPE	05/17/23	725.00
392551	CATALYST SOURCING S	ONDEMAND/PHOTOGRAPH	05/17/23	725.00
392862	THE TESSMAN COMPANY	DW - FERTILIZER	05/31/23	725.00
392359	EMI AUDIO	AMP CAP REPLACE	05/03/23	723.38
392588	KRAUS-ANDERSON CONS	EHS GENERAL CONDITI	05/17/23	720.00
392848	PAUL MCCULLOUGH AND	DW-CRISIS PLANNING/	05/31/23	720.00
392652	ADVANCED IMAGING SO	SOUTH VIEW 04/23	05/24/23	715.54
392810	BAUER BUILT INC	TIRES	05/31/23	713.16
V18640	BAILLIE MORGAN NASH	MASBO CONFERENCE FE	05/17/23	710.93
V18659	MERT T WOODARD	MASBO CONFERENCE FE	05/17/23	710.83
392808	ASTLEFORD INTERNATI	GASKET	05/31/23	710.49
V18620	NICHOLAS J ELLISON	JAZZ PIE DAY FOOD	05/17/23	709.42
392839	MICHAEL YASIS	COMPET DIVE MARCH	05/31/23	707.00
392386	MICHAEL YASIS	DIVE 327/329	05/03/23	707.00
392421	WILD MOUNTAIN RECRE	22-23 LIFT TICKETS	05/03/23	705.00
392421	WILD MOUNTAIN RECRE	22-23 LIFT TICKETS	05/03/23	705.00
392461	HORIZON COMMERCIAL	POOL CHEMICALS	05/09/23	686.70
392641	UPPER LAKES FOODS I	KC FOOD CS	05/17/23	685.41
392461	HORIZON COMMERCIAL	POOL CHEMICALS	05/09/23	683.00
392358	EDUCATORS BENEFIT C	403(B) ADMIN&COMP F	05/03/23	667.29
392641	UPPER LAKES FOODS I	KC FOOD HL	05/17/23	659.24
392814	CUSHMAN MOTOR COMPA	CS - SHOES/BELT	05/31/23	655.05
392751	PRAIRIE ELECTRIC CO	FAN/BREAKER REPAIR	05/24/23	650.76
392338	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	05/03/23	650.00
392341	BOYER TRUCKS	FILTER	05/03/23	648.20
392381	MACKIN EDUCATIONAL	BOOKS FOR EHS	05/03/23	646.09
392652	ADVANCED IMAGING SO	CORNELIA 04/23	05/24/23	635.64
392646	WOLD ARCHITECTS & E	CS ES FURNITURE	05/17/23	634.93
392524	WASTE MANAGEMENT OF	CV - MAY23 SERVICES	05/09/23	632.35
V18621	VALERIE D EVANS	MASBO CONFERENCE FE	05/17/23	631.01
392425	AFFINITECH INC	PROJECTOR INSTALL	05/09/23	630.00
392584	KAREN GOLDFARB	329-601 MAH JONG	05/17/23	630.00
392857	SCHOOL SPECIALTY, L	9780838883617 PRIM	05/31/23	628.56
392790	WINDOWS PLUS OF MPL	RM 133/137 GLASS TI	05/24/23	628.00
V18660	ALEXANDRE BAFOIL	EHS FRENCH INTERN P	05/24/23	620.00
V18664	ALEXIA BOBLET	ND FRENCH INTERN PA	05/24/23	620.00
V18705	ALISEA RIFFET	ND FRENCH INTERN PA	05/24/23	620.00
V18700	ANAELLE PETIOT	ND FRENCH INTERN PA	05/24/23	620.00
V18676	ANDREA GALIAN-CARCE	ND FRENCH INTERN PA	05/24/23	620.00
V18693	CAMILLE LINAY	ND FRENCH INTERN PA	05/24/23	620.00
V18708	CAMILLE ROUARD	ND FRENCH INTERN PA	05/24/23	620.00
V18667	CHARLOTTE CABANNES	ND FRENCH INTERN PA	05/24/23	620.00
V18712	CINDY TEYSSIER	ND FRENCH INTERN PA	05/24/23	620.00
V18662	CLEMENTINE BEGIN	ND FRENCH INTERN PA	05/24/23	620.00
V18670	CYRIELLE CHESNAY	ND FRENCH INTERN PA	05/24/23	620.00
V18713	DONKAR TSERANG	ND FRENCH INTERN PA	05/24/23	620.00
V18691	ELISA LESAUVAGE	EHS FRENCH INTERN P	05/24/23	620.00
V18706	ELSA-FLEUR RODRIGUE	VV FRENCH INTERN PA	05/24/23	620.00
V18665	GAETANE BOUILLLOT	ND FRENCH INTERN PA	05/24/23	620.00
V18684	LISA JULES	ND FRENCH INTERN PA	05/24/23	620.00
V18672	MELISSA DESTRAC	EHS FRENCH INTERN P	05/24/23	620.00
V18666	NOEMIE BROIS-COUZON	ND FRENCH INTERN PA	05/24/23	620.00
V18663	SALWA BENABOUD	ND FRENCH INTERN PA	05/24/23	620.00
V18701	SARAH PILONI	ND FRENCH INTERN PA	05/24/23	620.00
V18681	SLIMANE IDIR	ND FRENCH INTERN PA	05/24/23	620.00
V18678	THEO GOUY-LINDE	ND FRENCH INTERN PA	05/24/23	620.00
392861	SUMMIT INFORMATION	QUOTE 028257	05/31/23	619.07
392606	MINNESOTA ZOO	5/11 FIELD TRIP	05/17/23	618.00
392684	FRASER CHILD AND FA	PSYCHOTHERAPY - D.L	05/24/23	616.00
392713	JOSTENS INC	BAND EXCELLENCE AWA	05/24/23	615.25
392537	ADVANCED IMAGING SO	LEASE 06.08 0631790	05/17/23	612.00
392652	ADVANCED IMAGING SO	HIGHLANDS 04/23	05/24/23	602.74
392444	COLLABORATIVE CLASS	MAKING MEANING 3RD	05/09/23	600.00
392868	TOOLS 4 READING LLC	PHONEME/GRAPHEME CA	05/31/23	600.00

Check No.	Vendor	Description	Date	Amount
392427	AMAZON CAPITAL SERV	GRADE 4 SUPPLIES	05/09/23	595.49
392852	RESEARCH INSTITUTE	ELEMENTRY CURRICULU	05/31/23	595.00
392523	UPPER LAKES FOODS I	KC FOOD CV	05/09/23	594.34
392765	RUSSELL SECURITY RE	DOOR 5 HANDICAP PAD	05/24/23	590.00
392652	ADVANCED IMAGING SO	CREEK VALLEY 04/23	05/24/23	584.09
392851	RAMSEY COUNTY HISTO	5/24 FIELD TRIP	05/31/23	584.00
V18612	TOYA PRYOR	APPLE WATCH/AIR POD	05/09/23	579.98
392639	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	05/17/23	572.76
V18619	DOUGLAS M EISCHENS	MACMH CONFERENCE FE	05/17/23	569.10
392530	ZANER-BLOSER INC	BUILDING FACT FLUEN	05/09/23	569.00
392753	PROPIO LANGUAGE SER	APR23 INTERPRETERIN	05/24/23	565.00
392461	HORIZON COMMERCIAL	POOL FILTER TRAININ	05/09/23	562.50
392433	AUTO PLUS PARTS	BATTERY FOR CART	05/09/23	558.84
V18690	MARINE LEMAN	ND FRENCH INTERN PA	05/24/23	558.00
392862	THE TESSMAN COMPANY	EHS - FERTILIZER	05/31/23	555.58
392832	LAKEVILLE SOUTH HIG	5/5 BOYS GOLF INVIT	05/31/23	550.00
392603	MINNESOTA LANDSCAPE	5/9 SUNFLOWER MOBIL	05/17/23	550.00
392862	THE TESSMAN COMPANY	DW - FERTILIZER	05/31/23	548.00
392862	THE TESSMAN COMPANY	EHS - FERTILIZER	05/31/23	548.00
V18565	EMESE B DREW	SCI MUSEUM TICKETS	05/03/23	544.00
392455	ESCREEN, INC.	DRUG TESTS - MULTI	05/09/23	541.25
392641	UPPER LAKES FOODS I	KC FOOD CC	05/17/23	540.46
392869	UPPER LAKES FOODS I	KC FOOD CS	05/31/23	539.29
392418	UPPER LAKES FOODS I	KC FOOD CC	05/03/23	538.44
392646	WOLD ARCHITECTS & E	CN LIGHTING REPLACE	05/17/23	536.60
392444	COLLABORATIVE CLASS	BEING A WRITER 2ND	05/09/23	525.00
392524	WASTE MANAGEMENT OF	CN - MAY23 SERVICES	05/09/23	513.35
392742	MTI DISTRIBUTING IN	DW - SHAFT/LIFT ARM	05/24/23	506.80
392377	KAY ZUCCARO	PARTODDSWIM 405-209	05/03/23	504.00
392555	CHRIS GUMZ	PIT BAND FOR MATILD	05/17/23	500.00
392370	INSTITUTE FOR ENVIR	CV-INDOOR AIR QUALI	05/03/23	500.00
392575	JAMES MEFFERT	PIT BAND FOR MATILD	05/17/23	500.00
392398	RADAR CONSULTING LL	RECRUIT CE	05/03/23	500.00
392497	ODP BUSINESS SOLUTI	ADMINISTRATIVE AND	05/09/23	497.28
392716	KENNEDY & GRAVEN, C	LEGAL: PROPERTY PUR	05/24/23	493.50
V18729	WILLY SNOWPHETH SAN	COMPTIA CERTIFICATI	05/31/23	492.00
392527	WHITE BEAR LAKE HIG	5/3 BGOLF TOURNAMEN	05/09/23	490.00
392547	BSN SPORTS, LLC	SOFTBALL SOCKS	05/17/23	479.52
392857	SCHOOL SPECIALTY, L	9780838838860 SPIRE	05/31/23	477.58
392857	SCHOOL SPECIALTY, L	9780838837665 SPIRE	05/31/23	477.58
392857	SCHOOL SPECIALTY, L	9780838838877 SPIRE	05/31/23	477.58
392857	SCHOOL SPECIALTY, L	9780838837672 SPIRE	05/31/23	477.58
V18727	NIKIA L MUSSELL	PE SUPPLIES	05/31/23	468.35
392524	WASTE MANAGEMENT OF	HL - MAY23 SERVICES	05/09/23	464.70
392341	BOYER TRUCKS	FILTER	05/03/23	462.96
392684	FRASER CHILD AND FA	PSYCHOTHERAPY - I.B	05/24/23	462.00
392813	CITY OF EDINA - POL	SAFETY TALK/KC	05/31/23	460.00
392614	RAINDROP IRRIGATION	SV-IRRIGATION START	05/17/23	460.00
392614	RAINDROP IRRIGATION	CC-IRRIGATION START	05/17/23	460.00
392332	A1FOAM & UPHOLSTERY	(7) OTTOMAN REPAIRS	05/03/23	455.00
392823	ISD #272 - EDEN PRA	4/28 BOYS GOLF INVI	05/31/23	450.00
392486	MIKE'S SEPTIC SERVI	CONCESSIONS SEPTIC	05/09/23	450.00
392871	WAYZATA RESULTS INC	5/5/23 TRACK TIMING	05/31/23	450.00
392871	WAYZATA RESULTS INC	5/5/23 TRACK TIMING	05/31/23	450.00
392525	WAYZATA RESULTS INC	4/18 TRACK TIMING	05/09/23	450.00
392525	WAYZATA RESULTS INC	4/18 TRACK TIMING	05/09/23	450.00
392516	THE ADVISORS MARKET	LANYARDS (150)	05/09/23	447.85
392341	BOYER TRUCKS	FILTER	05/03/23	446.56
392459	H&B SPECIALIZED PRO	MAT HOIST INSPECTIO	05/09/23	446.00
392344	CARLSON PRINTING CO	500 ECFE MAILERS	05/03/23	443.00
392658	BAYADA HOME HEALTH	E.B. - SCHOL NURSE	05/24/23	438.75
V18709	CHRISTA L SAUVE	TIMBERNOOK TRAINING	05/24/23	432.98
392769	SET - THE MULCH STO	DW - TOPSOIL	05/24/23	427.50
392628	STATE SUPPLY COMPAN	EYE WASH MIXING VAL	05/17/23	427.43
392512	SIGN PRO	BUS LETTERS/NUMBERS	05/09/23	425.44
392589	LAKESHORE LEARNING	1.5" RULED CHART TA	05/17/23	424.75
V18629	JENNIFER HURT	MCTM SYMPOSIUM FEES	05/17/23	423.37

Check No.	Vendor	Description	Date	Amount
392636	THE PRINT SHOP	PRINTING ADMITS SLI	05/17/23	418.07
392625	SECURITY CONTROL SY	ECC SECURITY SYSTEM	05/17/23	417.50
392645	WEX BANK	FUEL	05/17/23	417.36
392825	JAN HAGERMAN	XSTITCH/SEW SPRING	05/31/23	416.50
392416	ULINE	4 STORAGE BOXES	05/03/23	412.72
392779	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	05/24/23	409.60
392553	CENTURYLINK	SV 05/01/23-05/31/2	05/17/23	404.04
392428	ANDOVER HIGH SCHOOL	5/6 TOURNAMENT ENTR	05/09/23	400.00
392444	COLLABORATIVE CLASS	MAKING MEANING 3RD	05/09/23	400.00
392401	ROSALIE SAMTER	STRING QUARTET CLIN	05/03/23	400.00
392868	TOOLS 4 READING LLC	CONSONANT CHART & V	05/31/23	400.00
392868	TOOLS 4 READING LLC	ESTIMATED SHIPPING/	05/31/23	400.00
392543	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	05/17/23	398.75
392524	WASTE MANAGEMENT OF	ND - MAY23 SERVICES	05/09/23	397.08
392791	WINSOR LEARNING INC	820-7300 ALPHABET S	05/24/23	396.00
392399	RATWIK ROSZAK & MAL	SPED/LAW CONFERENCE	05/03/23	395.00
V18559	PETER M BLACKWELL	PLP CERTIFICAITON	05/03/23	392.00
392522	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	05/09/23	384.89
V18615	LISA J HOFF BURNHAM	SR DECISION DAY FOO	05/17/23	381.24
392857	SCHOOL SPECIALTY, L	ESTIMATED SHIPPING/	05/31/23	380.84
392395	PRAIRIE ELECTRIC CO	BOILER ROOM OUTLET	05/03/23	379.97
V18568	MATTHEW E GABRIELSO	POLE VAULT RENTALS	05/03/23	378.25
V18568	MATTHEW E GABRIELSO	POLE VAULT RENTALS	05/03/23	378.25
392709	JOHN KELLY	LUNCH ACCT REFUND	05/24/23	373.65
392660	BROTHERS FIRE & SEC	PHONE LINE SERVICE	05/24/23	372.00
392796	DAVANNI'S	OVERNITE PIZZA	05/24/23	371.17
392580	JH LARSON COMPANY	LIGHT BULBS	05/17/23	367.45
392743	MULTILINGUAL WORD I	INTERPRETER-GEN ED	05/24/23	366.30
392765	RUSSELL SECURITY RE	DOOR HARDWARE REPL	05/24/23	365.00
392648	4IMPRINT INC	WELLNESS TOTES	05/24/23	364.78
392652	ADVANCED IMAGING SO	CC PRINTER TONER	05/24/23	364.17
392342	BSN SPORTS, LLC	T&F COACH DECO	05/03/23	355.00
392587	KELLE WALSTEAD	SPRING PRIV VOICE	05/17/23	354.90
V18562	NATALIE FRANCES CHU	CLASSROOM SUPPLIES	05/03/23	352.87
392545	BENEFIT EXTRAS, INC	MAY23 - FLEX ADMIN	05/17/23	352.00
392435	BJORN CYCLING LLC	ADULT BIKE	05/09/23	350.00
392673	DARK KNIGHT Solutio	APR23 MONTHLY FEES	05/24/23	350.00
392832	LAKEVILLE SOUTH HIG	5/25 BOYS GOLF INVI	05/31/23	350.00
392832	LAKEVILLE SOUTH HIG	5/19 BOYS GOLF INVI	05/31/23	350.00
392405	SAMANTHA BOLL	4/21 PD TRAINING	05/03/23	350.00
392678	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	05/24/23	348.96
392761	ROBERT B HILL CO	WATER SOFTENER SALT	05/24/23	347.83
392686	GOPHER/PLAY WITH A	COUNTRYSIDE QUOTE Q	05/24/23	345.52
392483	MIDWEST BUS PARTS I	CROSSING ARM	05/09/23	340.71
392544	BAYCOM INC	WALKIE TALKIE BATTE	05/17/23	340.00
392432	ASTLEFORD INTERNATI	SENSOR	05/09/23	336.68
392608	MULTILINGUAL WORD I	INTERPRETER-GEN ED	05/17/23	328.50
392646	WOLD ARCHITECTS & E	VV BOILER REPLACED	05/17/23	324.24
392560	DUAL LANGUAGE EDUCA	DUAL LANG MATERIALS	05/17/23	323.60
392791	WINSOR LEARNING INC	ESTIMATED SHIPPING/	05/24/23	317.60
392415	TRI-STATE BOBCAT IN	EHS - BELT/FILTER	05/03/23	314.94
392743	MULTILINGUAL WORD I	INTERPRETER-GEN ED	05/24/23	313.65
392614	RAINDROP IRRIGATION	EHS-IRRIGATION STAR	05/17/23	312.50
392614	RAINDROP IRRIGATION	VV-IRRIGATION START	05/17/23	312.50
392362	FRASER CHILD AND FA	PSYCHOTHERAPY-I.B.	05/03/23	308.00
V18565	EMESE B DREW	PIZZA/COOKIE PARTY	05/03/23	305.76
392488	MINNESOTA POLLUTION	DO - HAZARDOUS WAST	05/09/23	301.26
392488	MINNESOTA POLLUTION	DO - HAZARDOUS WAST	05/09/23	301.26
392336	AUSTIN BARTOLD	CESP MEETING LUNCH	05/03/23	300.00
392444	COLLABORATIVE CLASS	MAKING MEANING 3RD	05/09/23	300.00
392354	DAVID WEBB -- HOMER	EXECUTIVE COACHING	05/03/23	300.00
V18703	LORI J RACEK	EASEL REPL REIMB	05/24/23	300.00
V18732	MERT T WOODARD	DOCU SIGN	05/31/23	300.00
V18649	SANDRA L SCHMIDT	SCHOLARSHIP LUNCH	05/17/23	296.28
392708	JESSEN PRESS INC	SCHOLAR ATHLETE CER	05/24/23	295.00
392728	MASSP-MN ASSOC OF S	SUMMER CONF-T.A.	05/24/23	295.00
392472	KULLY SUPPLY INC	FAUCET REPAIR PARTS	05/09/23	294.81

Check No.	Vendor	Description	Date	Amount
392579	JESSEN PRESS INC	50 FOR 50 SIGNS	05/17/23	293.00
392579	JESSEN PRESS INC	SPRING SING PROGRAM	05/17/23	289.00
392553	CENTURYLINK	VV 04/28/23-05/27/2	05/17/23	288.60
392766	SAVVAS LEARNING COM	ISBN:9780133274257	05/24/23	285.00
392769	SET - THE MULCH STO	WOOD CHIPS BY POND	05/24/23	284.81
392634	TELIN TRANSPORTATIO	GLASS	05/17/23	277.46
392407	SCHMITT MUSIC COMPA	VANDOREN MPC SAX	05/03/23	275.35
392407	SCHMITT MUSIC COMPA	VANDOREN MPC SAX	05/03/23	275.35
392755	PUMP AND METER SERV	F/O TANK MONITOR SE	05/24/23	274.00
392524	WASTE MANAGEMENT OF	SV - MAY23 SERVICES	05/09/23	274.00
392564	EMI AUDIO	REPAIR AMP KUHLMAN	05/17/23	268.46
392404	RUPP ANDERSON SQUIR	LEGAL SERV: H.R.	05/03/23	265.00
392393	PAR INC	#10992-IC - BRIEF 2	05/03/23	264.60
V18652	ETHAN SCHULTZ	CLASSROOM BOOKS	05/17/23	263.79
392635	THE GRAPHIC EDGE LL	TRACK TANKS	05/17/23	263.47
392635	THE GRAPHIC EDGE LL	TRACK TANKS	05/17/23	263.46
392426	ALLEGRA EDEN PRAIRI	JUDY MOODY PROGRAMS	05/09/23	263.04
V18648	DANA M ROTH	FACS FOOD SUPPLY	05/17/23	261.69
392553	CENTURYLINK	DO 05/01/23-05/31/2	05/17/23	260.00
392450	EDINA MORNINGSIDE R	4TH QTR DUES	05/09/23	260.00
392601	MIDWEST MUSICAL IMP	INSTRUMENT REPAIRS	05/17/23	258.55
392542	CHRISTINE MORGAN	TAI CHI 330-212	05/17/23	252.00
392631	SUZANNE MAGNUSON	PLAY PHOTOGRAPHY	05/17/23	250.00
392837	MENARDS - EDEN PRAI	RAGS	05/31/23	249.82
392650	93 SKIP LLC	APR23-BUS SOLAR PRO	05/24/23	248.80
392547	BSN SPORTS, LLC	GLAX COACHES APP	05/17/23	248.02
392537	ADVANCED IMAGING SO	LEASE 06.08 0631790	05/17/23	246.00
392553	CENTURYLINK	CC 05/01/23-05/31/2	05/17/23	244.86
392840	MIDWEST BUS PARTS I	TRASH BASKET	05/31/23	242.31
392860	STIX SPORTSWEAR & S	STAFF SHIRTS	05/31/23	241.25
392402	ROSAMARIA CAMPBELL	INTERPRETER-GEN ED	05/03/23	240.00
392334	AMAZON CAPITAL SERV	LCH BIG & TALL OFFI	05/03/23	239.99
V18605	KARI L OPATZ	BOOK BINS	05/09/23	239.97
392553	CENTURYLINK	ECC 05/01/23-05/31/	05/17/23	237.87
V18627	JENNIFER HEYER	CLASSROOM SUPPLIES	05/17/23	237.49
V18641	MARIT OBERLE	5TH ROOM-MSTM CONF	05/17/23	237.13
392508	SCHMITT MUSIC COMPA	TROMBONE SHANK	05/09/23	235.57
392863	THE GRAPHIC EDGE LL	MS TRACK TANKS	05/31/23	231.00
392553	CENTURYLINK	EHS 04/28/23-05/27/	05/17/23	230.88
392551	CATALYST SOURCING S	SUPP TRACK MON SUBS	05/17/23	229.99
V18592	MERT T WOODARD	GFOA MEMBERSHIP 23-	05/03/23	225.00
392868	TOOLS 4 READING LLC	KID LIPS PICTURE CA	05/31/23	225.00
392664	CENTURYLINK	CV 05/10/23-06/09/2	05/24/23	221.84
392833	LANGUAGE TESTING IN	ALIRA-LATIN	05/31/23	220.00
392612	OLYMPIC COMMUNICATI	CONCORD INTERCOM WO	05/17/23	220.00
392471	KINECT ENERGY, INC	ECC - MAR23 SERVICE	05/09/23	219.44
392561	ECKROTH MUSIC	BAND SUPPLIES	05/17/23	219.41
392564	EMI AUDIO	REPAIR KUHL AMP 2	05/17/23	218.46
392564	EMI AUDIO	REPAIR KUHL AMP 1	05/17/23	218.46
392551	CATALYST SOURCING S	ONDEMAND/FACILITIES	05/17/23	217.50
392682	ESCREEN, INC.	DRUG TESTS - MULTI	05/24/23	217.50
V18719	MARIA L CICHENAS	MCTM CONF MILEAGE	05/31/23	216.15
392419	VERTO	INTERPRETING - J.K.	05/03/23	216.00
392499	PEACEFULL LYFE, LLC	SWARM WORKSHOP FOOD	05/09/23	215.65
392662	CDW GOVERNMENT	NPS/RADIUS CONSULTI	05/24/23	215.00
392618	SARAH HOWARD	GOLF REGISTRATION-M	05/17/23	215.00
392798	JARED LITTLE	ARCHERY 411	05/24/23	212.07
392447	DAVID COATES	SPEECH: CHAMPIONS	05/09/23	210.00
392741	MSBA -- MINNESOTA S	PH4 TRAINING - K.G.	05/24/23	210.00
392490	MSBA -- MINNESOTA S	PH3 TRAINING - M.B.	05/09/23	210.00
392854	ROGERS HIGH SCHOOL	4/25 BOYS GOLF INVI	05/31/23	210.00
392834	LRS OF MINNESOTA LL	4/11-5/4 EHS/ADA UN	05/31/23	209.99
392499	PEACEFULL LYFE, LLC	SWARM WORKSHOP FOOD	05/09/23	208.86
392437	BRAD SCIBAK	BLAX: EDEN PRAIRIE	05/09/23	207.00
392407	SCHMITT MUSIC COMPA	ROLAND ELECTRIC PAD	05/03/23	206.99
V18661	JULIE K BAKER	CLASSROOM SUPPLIES	05/24/23	205.86
392483	MIDWEST BUS PARTS I	LIGHTS	05/09/23	205.62

Check No.	Vendor	Description	Date	Amount
V18581	MEGAN B SCHNEIDER	MAR-APR23 MILEAGE	05/03/23	205.41
392594	MASP- MN ASSOC OF S	2023 CONFERENCE - S	05/17/23	205.00
392423	YI LIU	LUNCH ACCT REFUND	05/03/23	202.45
392785	TREVOR BUSBY	BLAX: STILLWATER	05/24/23	202.00
392800	ACME TOOLS PLYMOUTH	EHS - TOOLS	05/31/23	201.52
392805	ANDOVER HIGH SCHOOL	5/16 GRLS GOLF INVI	05/31/23	200.00
392819	HOLY FAMILY CATHOLI	5/24 BOYS GOLF INVI	05/31/23	200.00
392766	SAVVAS LEARNING COM	ISBN:9780133276503	05/24/23	200.00
392766	SAVVAS LEARNING COM	ISBN:9780133276732	05/24/23	200.00
392766	SAVVAS LEARNING COM	ISBN:9780328900930	05/24/23	200.00
392766	SAVVAS LEARNING COM	ISBN:9780328900923	05/24/23	200.00
392766	SAVVAS LEARNING COM	ISBN:9780328900978	05/24/23	200.00
392766	SAVVAS LEARNING COM	ISBN:9780328901227	05/24/23	200.00
392410	SHELLY MOVES PEOPLE	5/12 ZUMBA INSTRUCT	05/03/23	200.00
392868	TOOLS 4 READING LLC	PHONEME/GRAPHEME WA	05/31/23	200.00
392473	LAKE SHORE LEARNING	SAFETY NAME TAGS S	05/09/23	199.95
392786	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	05/24/23	199.00
392363	GENERAL PARTS LLC	EHS - COOLER HANDLE	05/03/23	198.61
V18567	AMY E FAIRWEATHER	MAR-APR23 MILEAGE	05/03/23	198.01
392737	MIDWEST BUS PARTS I	MIC	05/24/23	196.64
V18585	ERIN ST. ORES	MAR-APR23 MILEAGE	05/03/23	195.91
V18584	BRANDON DONALD SIEC	FEB-APR23 CELL PHON	05/03/23	195.00
392600	METRO ECSU-REGION 1	WINNING STRATEGIES	05/17/23	195.00
V18605	KARI L OPATZ	CLASSROOM BOOKS	05/09/23	194.86
392342	BSN SPORTS, LLC	GSWIM COACH DECO	05/03/23	194.70
392524	WASTE MANAGEMENT OF	BUS - MAY23 SERVICE	05/09/23	193.98
392417	UNIVERSITY LANGUAGE	INTERPRETER-SPED	05/03/23	193.76
392420	WEST MUSIC COMPANY	MUSIC SUPPLIES/ MAL	05/03/23	192.00
392569	GOPHER/PLAY WITH A	71-596 FOAM VERSA B	05/17/23	189.00
392541	ASTLEFORD INTERNATI	FILTER	05/17/23	188.04
392784	TRANS-MISSISSIPPI B	PHONE ORDER BY KIND	05/24/23	187.43
V18604	ANNE B NAAS	MSOPA CONFERENCE	05/09/23	187.33
V18614	SARAH CATHERINE BAL	CLASSROOM SUPPLIES	05/17/23	186.33
392754	PTM DOCUMENT SYSTEM	ESTIMATED SHIPPING/	05/24/23	186.16
392804	AMIOT SCHOLASTIC RE	ATHENA REC POSTER	05/31/23	185.00
392570	GREATAMERICA FINANC	DO-APR23 POSTAGE MT	05/17/23	184.95
392393	PAR INC	#10993-II - BRIEF 2	05/03/23	183.60
V18599	JESSICA L HEIDELBER	MAR-APR23 MILEAGE	05/09/23	181.96
392409	SCHOOL SPECIALTY, L	WORDS I USE WHEN I	05/03/23	180.95
V18611	DANA B ZETTERLUND	K-TEAM SHIRTS	05/09/23	180.63
392417	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	05/03/23	180.00
392419	VERTO	INTERPRETING - J.K.	05/03/23	180.00
392704	JERRY'S FOODS EDINA	UNIFIED PE FOOD/SNA	05/24/23	179.70
V18651	GINA S SCHROEPFER	CLASSROOM BOOKS	05/17/23	179.35
V18730	NATALIE M SPICER	APR-MAY23 MILEAGE	05/31/23	178.82
392446	CURRICULUM ASSOCIAT	QUICK WORDS EVERYDA	05/09/23	178.80
392345	CAROLINA BIOLOGICAL	OWL PELLETS PACK O	05/03/23	178.68
392363	GENERAL PARTS LLC	CC - STEAMER GASKET	05/03/23	177.57
392510	SCHWAB VOLLHABER LU	EXHAUST MOTOR	05/09/23	176.12
392822	ISD #112 - CHASKA H	5/15 BOYS GOLF INVI	05/31/23	175.00
392462	ISD #112 - CHASKA H	4/24 GOLF TOURNAMEN	05/09/23	175.00
392832	LAKEVILLE SOUTH HIG	4/18 BOYS GOLF INVI	05/31/23	175.00
392832	LAKEVILLE SOUTH HIG	4/25 BOYS GOLF INVI	05/31/23	175.00
392737	MIDWEST BUS PARTS I	ROOF HATCH	05/24/23	175.00
392850	PRIOR LAKE HIGH SCH	5/4 BOYS GOLF INVIT	05/31/23	175.00
392553	CENTURYLINK	HL 05/01/23-05/31/2	05/17/23	173.16
392553	CENTURYLINK	CS 05/01/23-05/31/2	05/17/23	173.16
392553	CENTURYLINK	CN 05/01/23-05/31/2	05/17/23	173.16
V18642	KARI L OPATZ	CLASSROOM SUPPLIES	05/17/23	172.98
392775	STELLA FLANDERS	GLASSES REPLACEMENT	05/24/23	172.00
392363	GENERAL PARTS LLC	CC - FREEZER DR CLO	05/03/23	170.66
392557	CONTINENTAL CLAY	ART GLAZES	05/17/23	170.00
392450	EDINA MORNINGSIDE R	MEAL CHARGE	05/09/23	170.00
392841	MINNESOTA HISTORICA	HISTORY DAY REGIONA	05/31/23	170.00
392472	KULLY SUPPLY INC	COLD/HOT CARTRIDGE	05/09/23	169.76
392345	CAROLINA BIOLOGICAL	MILKWEED BUG EGGS 7	05/03/23	169.25
392812	CINTAS	FIRST AID SUPPLIES	05/31/23	168.95

Check No.	Vendor	Description	Date	Amount
V18704	KIMBERLY ANN REISTA	DOMESTIKA/SKILLSHAR	05/24/23	166.38
392582	JW PEPPER & SON INC	BAND MUSIC	05/17/23	165.00
392476	MAC TOOLS DISTRIBUT	TOOLS	05/09/23	164.98
392400	REALLY GOOD STUFF I	DELUXE SPIRAL LANDS	05/03/23	163.98
392363	GENERAL PARTS LLC	HL - KITCHEN REPAIR	05/03/23	163.35
392345	CAROLINA BIOLOGICAL	MEALWORMS 200	05/03/23	163.00
392579	JESSEN PRESS INC	SWIM & DIVE PLAQUES	05/17/23	162.00
V18620	NICHOLAS J ELLISON	JAZZ PIE DAY SUPPLI	05/17/23	161.42
392718	KULLY SUPPLY INC	RESTROOM FAUCET	05/24/23	160.99
392391	ODP BUSINESS SOLUTI	OFFICE SUPPLIES/PAP	05/03/23	160.61
392570	GREATAMERICA FINANC	SV-JUN23 POSTAGE MT	05/17/23	159.95
392598	MENARDS - EDEN PRAI	ELC - SAND	05/17/23	159.49
392458	GOPHER/PLAY WITH A	PE EQUIPMENT QUOTE	05/09/23	159.00
392570	GREATAMERICA FINANC	ECC-JUN23 POSTAGE M	05/17/23	159.00
392862	THE TESSMAN COMPANY	CS - FERTILIZER	05/31/23	159.00
V18611	DANA B ZETTERLUND	CLASSROOM SUPPLIES	05/09/23	158.86
392373	JOHN HAGERMAN	RETIRE 123 & 117	05/03/23	157.50
392565	ENABLING DEVICES	#1207W - ATL SPECIA	05/17/23	156.95
392333	ALLEGRA EDEN PRAIRI	MUSICAL FOAM BOARDS	05/03/23	156.22
392355	DISPLAY SALES CO	SUPPLIES	05/03/23	156.00
392623	SCHOOL SPECIALTY, L	CRAYOLA MAGIC MODEL	05/17/23	155.96
V18600	ELIZABETH J JAMES	MAR-ARP23 MILEAGE	05/09/23	155.56
392363	GENERAL PARTS LLC	ECC - SERVING WARME	05/03/23	154.72
V18597	KIMBERLY R GUETTLE	FEB-APR23 CELL PHON	05/09/23	154.52
392684	FRASER CHILD AND FA	PSYCHOTHERAPY - H.C	05/24/23	154.00
392684	FRASER CHILD AND FA	PSYCHOTHERAPY - E.G	05/24/23	154.00
392684	FRASER CHILD AND FA	PSYCHOTHERAPY - N.T	05/24/23	154.00
392473	LAKESHORE LEARNING	JUMBO PENCILS SET O	05/09/23	153.93
V18679	CHRISTOPHER D GRIGG	FOOD/SNACKS	05/24/23	153.21
V18655	LESLIE STAGEBERG	CLASSROOM BOOKS	05/17/23	151.42
392817	FOLLETT SCHOOL SOLU	BOOK SFOR SV	05/31/23	150.94
392531	ZIP PRINTING & COPY	THANK CARDS LIC TEA	05/09/23	150.89
V18686	OWEN MICHAEL KILANO	TIMBERNOOK TRAINING	05/24/23	150.55
392780	NIXON COMPANY INC	CERTIFICATES	05/24/23	150.50
392621	SCHOLASTIC INC	SCHOLASTIC ACTION-L	05/17/23	150.28
392351	CITY OF EDINA	GHOKEY LOST KEY FO	05/03/23	150.00
392354	DAVID WEBB -- HOMER	AML CONSULT DAVE W	05/03/23	150.00
392824	ISD 813 - LAKE CITY	4/21 GRLS GOLF INVI	05/31/23	150.00
392749	OSI ENVIRONMENTAL I	FILTERS, RAGS, ETC	05/24/23	150.00
392751	PRAIRIE ELECTRIC CO	CERAMICS RM RECP	05/24/23	150.00
392395	PRAIRIE ELECTRIC CO	NORTH PARKING LOT	05/03/23	150.00
392395	PRAIRIE ELECTRIC CO	ND LIGHT POLE	05/03/23	150.00
392868	TOOLS 4 READING LLC	PHONEME/GRAPHEME MI	05/31/23	150.00
392570	GREATAMERICA FINANC	EHS-MAY23 POSTAGE M	05/17/23	149.95
V18729	WILLY SNOWPHETH SAN	APPLE DEVICE CERTIF	05/31/23	149.00
392541	ASTLEFORD INTERNATI	HOSE	05/17/23	148.80
392345	CAROLINA BIOLOGICAL	PAINTED LADY LARVEA	05/03/23	147.00
392444	COLLABORATIVE CLASS	ESTIMATED SHIPPING/	05/09/23	146.00
392498	OPENTEXT INC	FEES FOR APR23	05/09/23	144.93
392718	KULLY SUPPLY INC	SOLENOID VLAVE, AER	05/24/23	144.10
392419	VERTO	INTERPRETING - J.K.	05/03/23	144.00
V18616	JASON J CARR	CLASSROOM SUPPLIES	05/17/23	143.60
392509	SCHOOL SPECIALTY, L	ART ROOM SUPPLIES	05/09/23	143.10
392430	ANTHONY LANCETTE JR	GLAX: EDEN PRAIRIE	05/09/23	143.00
392661	CALLAHAN CRAWFORD	BLAX: STMA	05/24/23	143.00
392453	EMILY GRAY	GLAX: EDEN PRAIRIE	05/09/23	143.00
392680	EMILY MUELKEN	GLAX: ROSEMOUNT	05/24/23	143.00
392703	JERRY PODRATZ	GLAX: BUFFALO	05/24/23	143.00
392469	KEVIN DAVIS	GLAX: PRIOR LAKE	05/09/23	143.00
392730	MAXWELL CHLAN	BLAX: BENILDE-STM	05/24/23	143.00
392759	RILEY SCHISSEL	BLAX: EDEN PRAIRIE	05/24/23	143.00
392763	RONALD GARFIELD	GLAX: STMA	05/24/23	143.00
392770	SHANE MCKINLAY	GLAX: STMA	05/24/23	143.00
392785	TREVOR BUSBY	BLAX: STMA	05/24/23	143.00
392520	TREVOR BUSBY	BLAX: ROSEMOUNT	05/09/23	143.00
392375	JW PEPPER & SON INC	CHORAL MUSIC	05/03/23	142.74
392342	BSN SPORTS, LLC	BASEBALL COACH DECO	05/03/23	141.60

Check No.	Vendor	Description	Date	Amount
392516	THE ADVISORS MARKET	LANYARDS (50)	05/09/23	141.00
392516	THE ADVISORS MARKET	LANYARDS (50)	05/09/23	141.00
392562	ECM PUBLISHERS INC	MAR 13 REG	05/17/23	140.80
392534	ABDIRAZAK BARRE ADE	AIRPODS REPLACEMENT	05/17/23	140.00
392725	MARK KIVIMAKI	SPEECH: STATE TOURN	05/24/23	140.00
392765	RUSSELL SECURITY RE	DOOR REPAIR	05/24/23	140.00
392548	BUSINESS ESSENTIALS	WHITE 8 1/2 X 14L	05/17/23	137.97
392387	MIDWEST BUS PARTS I	LATCH	05/03/23	135.30
392620	SCHMITT MUSIC COMPA	BAND SUPPLIES	05/17/23	135.00
392508	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	05/09/23	135.00
V18598	ERIC D HAMILTON	MAR-APR23 MILEAGE	05/09/23	134.60
392845	NORCOSTCO INC	ADAPTER X3 THEATER	05/31/23	133.80
392569	GOPHER/PLAY WITH A	17-382 SHIELD 42"FL	05/17/23	132.81
V18718	LORI J CARTER	PURPOSEFUL MTG COFF	05/31/23	132.45
V18717	JENNIFER M CARTER	5/18 REMAINING TAX	05/31/23	132.32
V18698	MARK L NELSON	MCA REWARD EVENT FO	05/24/23	131.31
392800	ACME TOOLS PLYMOUTH	DW - TOOLS	05/31/23	129.72
V18707	DANA M ROTH	FACS FOOD SUPPLY	05/24/23	129.67
392611	NICHOLE ALBERTSON	LUNCH ACCT REFUND	05/17/23	129.20
392540	AMERICAN SCHOOL COU	MEMBERSHIP - S.P.	05/17/23	129.00
392335	AMERICAN SCHOOL COU	MEMBERSHIP - B.R.	05/03/23	129.00
392335	AMERICAN SCHOOL COU	MEMBERSHIP - J.B.	05/03/23	129.00
392335	AMERICAN SCHOOL COU	MEMBERSHIP - N.P.	05/03/23	129.00
V18654	MELODY M SNYDER	CLASSROOM SUPPLIES	05/17/23	128.00
V18595	JANET M DAHL	MAR-APR23 MILEAGE	05/09/23	127.53
392472	KULLY SUPPLY INC	NEW KEY/NOZZLE	05/09/23	127.21
392513	STATE SUPPLY COMPAN	RISER PIPE FOR SINK	05/09/23	127.02
V18731	JESSACA L VENEMAN	MATH OLYMPIAD FOOD	05/31/23	126.07
392426	ALLEGRA EDEN PRAIRI	CS BE TICKET PADS	05/09/23	126.00
392598	MENARDS - EDEN PRAI	DW - ELECTRONIC TIM	05/17/23	125.70
V18680	SANDRA M HARLEY	VOLUNTEER BREAKFAST	05/24/23	125.25
392508	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	05/09/23	125.00
392497	ODP BUSINESS SOLUTI	GRADE 2 SUPPLY MONI	05/09/23	124.70
392497	ODP BUSINESS SOLUTI	ADMINISTRATIVE AND	05/09/23	124.48
392685	GOPHER STATE ONE-CA	APR23 BILLABLE TICK	05/24/23	124.20
V18710	KORY M SMITH	MAR-APR23 MILEAGE	05/24/23	123.86
V18707	DANA M ROTH	LEADERSHIP SNACKS	05/24/23	123.80
392786	UNIVERSITY LANGUAGE	INTERPRETER-SPED	05/24/23	123.75
392434	BAYCOM INC	RADIO REPL PARTS	05/09/23	123.00
392342	BSN SPORTS, LLC	BOYS XC JACKETS	05/03/23	123.00
392737	MIDWEST BUS PARTS I	SEAT PAINT	05/24/23	122.59
V18685	MICHAEL A KILANOWSK	APR-MAY23 CELL PHON	05/24/23	122.40
V18607	SONYA LEIGH SAILER	MAR-APR23 CELL PHON	05/09/23	121.12
392620	SCHMITT MUSIC COMPA	BARITONE ADJUSTMENT	05/17/23	121.00
V18583	CAMILLA D SHERMAN	MAR-APR23 CELL PHON	05/03/23	120.78
V18675	MATTHEW E GABRIELSO	PV POLE EXCHANGE	05/24/23	120.25
V18671	JODY DESTHUBERT	MAR-APR23 CELL PHON	05/24/23	120.08
V18609	LYNN L SOSNOWSKI	TRACK & FIELD ENTRY	05/09/23	120.00
V18609	LYNN L SOSNOWSKI	TRACK & FIELD ENTRY	05/09/23	120.00
392613	ORKIN COMMERCIAL SE	BUS - APR23 SERVICE	05/17/23	120.00
392392	ORKIN COMMERCIAL SE	BUS-MAR23 SERVICES	05/03/23	120.00
392569	GOPHER/PLAY WITH A	71-781 48"D-LITE BA	05/17/23	113.86
392508	SCHMITT MUSIC COMPA	BASS CLARINET ADJ	05/09/23	113.00
392864	THREE RIVERS PARK D	ELC - 5/16 FIELD TR	05/31/23	112.50
V18578	CHERYL L PARISH	MAR-APR23 MILEAGE	05/03/23	111.15
392512	SIGN PRO	BUS LETTERS/NUMBERS	05/09/23	111.12
V18656	JASON W STEGEMAN	MAR-APR23 CELL PHON	05/17/23	110.62
392678	EDUCATORS BENEFIT C	ACT BASE FEE	05/24/23	110.36
V18563	BRETT COPE	MAR-APR23 CELL PHON	05/03/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392727	MASBO	FY23-24 ANNUAL MASB	05/24/23	110.00
392387	MIDWEST BUS PARTS I	HEADLIGHT	05/03/23	108.08

Check No.	Vendor	Description	Date	Amount
392404	RUPP ANDERSON SQUIR	LEGAL SERV: H.R.	05/03/23	106.00
V18561	BEDSTON A BURRELL	FEB-APR23 MILEAGE	05/03/23	105.39
392620	SCHMITT MUSIC COMPA	FRENCH HORN FLUSH	05/17/23	105.00
392508	SCHMITT MUSIC COMPA	TENOR SAX ADJ	05/09/23	105.00
392646	WOLD ARCHITECTS & E	CC 2023 LTFM	05/17/23	104.00
392732	MENARDS - EDEN PRAI	MAINTENANCE SUPPLIE	05/24/23	103.05
V18651	GINA S SCHROEPFER	CLASSROOM SUPPLIES	05/17/23	103.04
392623	SCHOOL SPECIALTY, L	SHARPIE FINE POINT	05/17/23	102.48
392412	TEACHERS ON CALL, A	CORPORATE	05/03/23	102.40
392508	SCHMITT MUSIC COMPA	TROMBONE SLIDE	05/09/23	102.00
392808	ASTLEFORD INTERNATI	BRAKE PADS	05/31/23	101.70
V18624	CHERYL B GUNNESS	MAR-APR23 CELL PHON	05/17/23	101.49
392371	JACKIE MART	SNACK ATTACK 421	05/03/23	100.80
V18599	JESSICA L HEIDELBER	MAR-APR23 CELL PHON	05/09/23	100.57
V18576	KAITLYN MIKSCH	MAR-APR23 CELL PHON	05/03/23	100.38
392429	ANNA HERD	ELEM CHEER	05/09/23	100.00
392656	APURE INC.	OFFICE WATER FILTER	05/24/23	100.00
392807	ASSURED SECURITY IN	50 KEY BLANKS	05/31/23	100.00
392544	BAYCOM INC	POWER SUPPLY ADAPT	05/17/23	100.00
392823	ISD #272 - EDEN PRA	5/16 BOYS GOLF INVI	05/31/23	100.00
392508	SCHMITT MUSIC COMPA	INSTRUMENT REPAIR	05/09/23	100.00
392632	SYN-TECH SYSTEMS	FUELING SOFTWARE	05/17/23	100.00
392808	ASTLEFORD INTERNATI	PINS	05/31/23	99.55
392480	MENARDS - EDEN PRAI	MAGNETS	05/09/23	98.82
392734	METRO SALES INC	MAY23 ATHL COPIER	05/24/23	98.00
392508	SCHMITT MUSIC COMPA	BAND SUPPLIES	05/09/23	97.88
392483	MIDWEST BUS PARTS I	SPRING	05/09/23	97.18
392620	SCHMITT MUSIC COMPA	BARITONE ADJUSTMENT	05/17/23	97.00
392736	MIDAMERICA ADMIN &R	HRA ADMIN FEE-1ST Q	05/24/23	96.00
392613	ORKIN COMMERCIAL SE	EHS - APR23 SERVICE	05/17/23	95.00
392392	ORKIN COMMERCIAL SE	EHS-MAR23 SERVICES	05/03/23	95.00
392508	SCHMITT MUSIC COMPA	BARITONE SAX ADJ	05/09/23	95.00
392569	GOPHER/PLAY WITH A	85-816 RAINBOW CONE	05/17/23	94.95
392547	BSN SPORTS, LLC	CHEER COACH APP	05/17/23	94.50
392531	ZIP PRINTING & COPY	PRINTING/TEACHER TH	05/09/23	94.34
V18587	KATHERINE SUE STRAN	MAR-APR23 MILEAGE	05/03/23	94.25
392481	M-F ATHLETIC	POLE VAULT TIPS	05/09/23	93.95
392426	ALLEGRA EDEN PRAIRI	POSTERS	05/09/23	93.41
392508	SCHMITT MUSIC COMPA	BASS CLARINET ADJ	05/09/23	93.00
392508	SCHMITT MUSIC COMPA	BARITONE SAX ADJ	05/09/23	93.00
V18689	JOANNA T KRUECKA-T	CLASSROOM SUPPLIES	05/24/23	91.86
V18569	ERIC D HAMILTON	MAR-APR23 CELL PHON	05/03/23	90.00
392846	OCCUPATIONAL MEDICI	DOT EXAM - R.K.	05/31/23	90.00
392846	OCCUPATIONAL MEDICI	DOT EXAM - P.L.	05/31/23	90.00
392846	OCCUPATIONAL MEDICI	DOT EXAM - D.H.	05/31/23	90.00
392496	OCCUPATIONAL MEDICI	DOT EXAM - R.S.	05/09/23	90.00
392496	OCCUPATIONAL MEDICI	DOT EXAM - D.W.	05/09/23	90.00
392496	OCCUPATIONAL MEDICI	DOT EXAM - M.P.	05/09/23	90.00
392496	OCCUPATIONAL MEDICI	DOT EXAM - G.L.	05/09/23	90.00
392496	OCCUPATIONAL MEDICI	DOT EXAM - S.P.	05/09/23	90.00
392496	OCCUPATIONAL MEDICI	DOT EXAM - D.H.	05/09/23	90.00
392508	SCHMITT MUSIC COMPA	TRUMPET REPAIR	05/09/23	90.00
V18682	CORRAL MARY JOHNS	CLASSROOM SUPPLIES	05/24/23	89.44
392718	KULLY SUPPLY INC	SOLENOID VALVE	05/24/23	89.10
392809	BATTERIES R US	D BATTERIES FOR CLO	05/31/23	87.00
V18617	JANET M DAHL	MAR-APR23 MILEAGE	05/17/23	85.02
392846	OCCUPATIONAL MEDICI	DOT EXAM - M.G.	05/31/23	85.00
392617	SAM'S CLUB/SYNCHRON	OFFICE FOOD/SNACKS	05/17/23	84.99
392547	BSN SPORTS, LLC	DANCE COACHES APP	05/17/23	84.96
392550	CARRIE BRENNER	LUNCH ACCT REFUND	05/17/23	84.75
V18715	KOURTNEE A. BAUKOL	JUDY MOODY MATERIAL	05/31/23	84.60
392711	JONATHAN CARLSON	BLAX: STILLWATER	05/24/23	84.00
392478	MATTHEW DEMPSEY	BLAX: EDEN PRAIRIE	05/09/23	84.00
392482	MICHAEL LAWROW	GLAX: PRIOR LAKE	05/09/23	84.00
392493	NICHOLAS EDWARDS	GLAX: EDEN PRAIRIE	05/09/23	84.00
392508	SCHMITT MUSIC COMPA	BARITONE SAX ADJ	05/09/23	84.00
392508	SCHMITT MUSIC COMPA	BARITONE SAX ADJ	05/09/23	84.00

Check No.	Vendor	Description	Date	Amount
392788	WENDY FRANTZ	GLAX: STMA	05/24/23	84.00
392788	WENDY FRANTZ	GLAX: BUFFALO	05/24/23	84.00
392793	ZACHARY PETRON	BLAX: BENILDE-STM	05/24/23	84.00
V18613	ALISON KAGOL ANDERS	LAB SUPPLIES	05/17/23	83.89
V18677	CARRIE M GERBER	PROBABILITY PRIZES	05/24/23	83.36
V18655	LESLIE STAGEBERG	CLASSROOM SUPPLIES	05/17/23	83.31
392562	ECM PUBLISHERS INC	MAR 28 SPEC	05/17/23	83.20
392654	ANTHONY SCHREPFER	BASEBALL: HOPKINS	05/24/23	83.00
392671	CRAIG GRALAPP	BASEBALL: WAYZATA	05/24/23	83.00
392674	DARRELL REIMER	BASEBALL: BUFFALO	05/24/23	83.00
392675	DAVID SHOEMAKER	BASEBALL: MINNE SO	05/24/23	83.00
392566	EVAN PETERSON	BASEBALL: MINNETONK	05/17/23	83.00
392456	FARTUN SHARIF	BASEBALL: MINNETONK	05/09/23	83.00
392687	GRANT GARTLAND	BASEBALL: ARMSTRONG	05/24/23	83.00
392702	JEREMIAH MILLER	BASEBALL: WAYZATA	05/24/23	83.00
392710	JOHN WESTRUM	BASEBALL: HOPKINS	05/24/23	83.00
392467	JOSEPH WITTERSCHEIN	BASEBALL: MINNETONK	05/09/23	83.00
392712	JOSHUA SARFITY	BASEBALL: ARMSTRONG	05/24/23	83.00
392729	MATT CARTER	BASEBALL: WAYZATA	05/24/23	83.00
392756	RANDY SOUERS	BASEBALL: MINNE S	05/24/23	83.00
392504	RANDY SOUERS	BASEBALL: SL PARK	05/09/23	83.00
392758	RICHARD LINDSEY	BASEBALL: HOPKINS	05/24/23	83.00
392760	ROB KIIHN	BASEBALL: MINNE S	05/24/23	83.00
392508	SCHMITT MUSIC COMPA	BASS CLARINET ADJ	05/09/23	83.00
392529	ZACHARY GUSTAFSON	BASEBALL: SL PARK	05/09/23	83.00
392620	SCHMITT MUSIC COMPA	OBOE ADJUSTMENT	05/17/23	82.00
392777	TANNER PEARSON	BBSKTBALL: PARK CNT	05/24/23	82.00
392619	SCAN AIR FILTER INC	EHS - AIR FILTERS	05/17/23	81.96
392620	SCHMITT MUSIC COMPA	BAND SUPPLIES	05/17/23	81.82
392433	AUTO PLUS PARTS	BODY SHOP PARTS	05/09/23	81.43
392341	BOYER TRUCKS	FILTER	05/03/23	81.00
392866	T-MOBILE	ECC MAINT - MAY23	05/31/23	80.76
392432	ASTLEFORD INTERNATI	PUSH ROD	05/09/23	80.67
392553	CENTURYLINK	DO 05/01/23-05/31/2	05/17/23	80.52
392407	SCHMITT MUSIC COMPA	STRINGS	05/03/23	80.35
392581	JOSTENS INC	YEARBOOKS	05/17/23	80.19
392576	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	05/17/23	80.12
392731	MEDCO SUPPLY	SPORTS MED: GATORAD	05/24/23	80.00
392613	ORKIN COMMERCIAL SE	SV - APR23 SERVICES	05/17/23	80.00
392613	ORKIN COMMERCIAL SE	VV - APR23 SERVICES	05/17/23	80.00
392392	ORKIN COMMERCIAL SE	SV-MAR23 SERVICES	05/03/23	80.00
392392	ORKIN COMMERCIAL SE	VV-MAR23 SERVICES	05/03/23	80.00
392392	ORKIN COMMERCIAL SE	VV-FEB23 SERVICES	05/03/23	80.00
392402	ROSAMARIA CAMPBELL	INTERPRETER-SPED	05/03/23	80.00
392508	SCHMITT MUSIC COMPA	BARITONE SAX ADJ	05/09/23	80.00
392508	SCHMITT MUSIC COMPA	BARITONE SAX ADJ	05/09/23	80.00
V18687	THERESA B KINGSBURY	MN TOPS CONFERENCE	05/24/23	80.00
392497	ODP BUSINESS SOLUTI	GRADE 2 SUPPLY MONI	05/09/23	79.92
392576	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	05/17/23	79.90
392598	MENARDS - EDEN PRAI	ND - SAND	05/17/23	79.40
392532	ZONEONE LOCATING	SV-COMMERCIAL LOCAT	05/09/23	79.34
392532	ZONEONE LOCATING	CC-COMMERCIAL LOCAT	05/09/23	79.33
392532	ZONEONE LOCATING	CS-COMMERCIAL LOCAT	05/09/23	79.33
392424	ACME TOOLS PLYMOUTH	FLASHLIGHT BATTERY	05/09/23	79.00
392508	SCHMITT MUSIC COMPA	TENOR SAX ADJ	05/09/23	78.00
392705	JERRY'S FOODS EDINA	ORCHESTRA FLOWERS	05/24/23	77.47
392620	SCHMITT MUSIC COMPA	TENOR SAX REPAIR	05/17/23	77.00
392562	ECM PUBLISHERS INC	MAR 13 WS	05/17/23	76.80
V18625	DYLAN T HACKBARTH	SR DECISION DAY SUP	05/17/23	75.95
V18669	LORI J CARTER	SLT CELEBRATION DON	05/24/23	75.84
V18652	ETHAN SCHULTZ	CLASSROOM SUPPLIES	05/17/23	75.70
392438	BROOKE EWERT	SYNCHR: WAYZATA	05/09/23	75.00
392346	CATHERINE BOHNSACK	SYNCHR: EDEN PRAIRI	05/03/23	75.00
392442	CHRISTOPHER OVERLIE	SOFTBALL: WAYZATA	05/09/23	75.00
392448	DAVID RIVERA	BASEBALL: MINNETONK	05/09/23	75.00
392677	DENNIS HARRIS	SOFTBALL: HOPKINS	05/24/23	75.00
392697	ISAAC CLOOS	BASEBALL: E PRAIRIE	05/24/23	75.00

Check No.	Vendor	Description	Date	Amount
392700	JACK PEICK	SOFTBALL: HOPKINS	05/24/23	75.00
392701	JAY ELMQUIST	BASEBALL: WAYZATA	05/24/23	75.00
392701	JAY ELMQUIST	BASEBALL: MINNE SW	05/24/23	75.00
392702	JEREMIAH MILLER	SOFTBALL: MINNETONK	05/24/23	75.00
392465	JOHN ZASTROW	BASEBALL: HOPKINS	05/09/23	75.00
392466	JOSEPH IHRKE	BASEBALL: SL PARK	05/09/23	75.00
392829	JULIA SACKS	TUTORING: S.R-M.	05/31/23	75.00
392474	LAURA JOHNSON	SYNCHR: WAYZATA	05/09/23	75.00
392721	LINDA GUST	SYNCHR: WAYZATA	05/24/23	75.00
392379	LINDA GUST	SYNCHR: HOPKINS	05/03/23	75.00
392726	MARK LEVASSEUR	SOFTBALL: MINNETONK	05/24/23	75.00
392479	MATTHEW LESHOVSKY	SOFTBALL: WAYZATA	05/09/23	75.00
392738	MIKE KARNAS	SOFTBALL: MINNETONK	05/24/23	75.00
392738	MIKE KARNAS	SOFTBALL: APPLE VAL	05/24/23	75.00
392494	NORMAN WITTEBORG	SOFTBALL: BUFFALO	05/09/23	75.00
392505	REYNE KURPIERS	SYNCHR: WAYZATA	05/09/23	75.00
392506	SARAH RATHE	SYNCHR: WAYZATA	05/09/23	75.00
392768	SCOTT WEIS	SOFTBALL: HOPKINS	05/24/23	75.00
392514	STEPHANIE PROPER	SYNCHR: WAYZATA	05/09/23	75.00
392781	THOMAS STEPHAN JR	SOFTBALL: MINNETONK	05/24/23	75.00
392517	THOMAS WILLIAMS	SOFTBALL: BUFFALO	05/09/23	75.00
392835	MAC TOOLS DISTRIBUT	PLIERS	05/31/23	74.99
392827	JERRY'S FOODS EDINA	MEETING FOOD	05/31/23	74.86
392787	VERONICA BEDON	JR ADVISORY DONUTS	05/24/23	74.50
V18636	PAUL MILLER	MAR-APR23 MILEAGE	05/17/23	74.34
V18567	AMY E FAIRWEATHER	MAR-APR23 CELL PHON	05/03/23	74.20
392769	SET - THE MULCH STO	DW - MULCH/TOPSOIL	05/24/23	74.00
392620	SCHMITT MUSIC COMPA	BAND SUPPLIES	05/17/23	73.40
392457	GENERAL SECURITY SE	BUS - FIRE MONITORI	05/09/23	72.00
392420	WEST MUSIC COMPANY	MUSIC SUPPLIES/ MAL	05/03/23	72.00
V18699	SHAUN P PAKENHAM	STAFF MEETING SNACK	05/24/23	71.93
392562	ECM PUBLISHERS INC	APR 13 SPEC	05/17/23	70.40
392497	ODP BUSINESS SOLUTI	XEROX® VITALITY COL	05/09/23	70.15
V18636	PAUL MILLER	MAR-APR23 CELL PHON	05/17/23	70.00
V18593	SARAH CATHERINE BAL	CLASSROOM BOOKS	05/09/23	69.96
392537	ADVANCED IMAGING SO	LEASE 06.08 0631790	05/17/23	68.96
392771	SHRED RIGHT	EHS - SHREDDING	05/24/23	68.76
392679	ELIZABETH COLLINS	LUNCH ACCT REFUND	05/24/23	68.15
392582	JW PEPPER & SON INC	BAND MUSIC	05/17/23	67.99
392473	LAKESHORE LEARNING	ESTIMATED SHIPPING/	05/09/23	67.76
392715	KATOM RESTAURANT SU	EHS-RESTURAUNT SUPP	05/24/23	67.41
392808	ASTLEFORD INTERNATI	WAHSER/GASKET	05/31/23	67.37
V18692	DERRICK J LIDSTONE	APR23 MILEAGE	05/24/23	67.07
V18591	ABIGAIL L WILFAHRT	APR23 CELL PHONE	05/03/23	65.00
V18585	ERIN ST. ORES	APR23 CELL PHONE	05/03/23	65.00
V18603	MATTHEW K MOSBY	APR23 CELL PHONE	05/09/23	65.00
V18581	MEGAN B SCHNEIDER	APR23 CELL PHONE	05/03/23	65.00
V18610	MERT T WOODARD	APR23 CELL PHONE	05/09/23	65.00
392613	ORKIN COMMERCIAL SE	HL - APR23 SERVICES	05/17/23	65.00
392613	ORKIN COMMERCIAL SE	ND - APR23 SERVICES	05/17/23	65.00
392613	ORKIN COMMERCIAL SE	CC - APR23 SERVICES	05/17/23	65.00
392613	ORKIN COMMERCIAL SE	CN - APR23 SERVICES	05/17/23	65.00
392613	ORKIN COMMERCIAL SE	CS - APR23 SERVICES	05/17/23	65.00
392613	ORKIN COMMERCIAL SE	CV - APR23 SERVICES	05/17/23	65.00
392392	ORKIN COMMERCIAL SE	HL-MAR23 SERVICES	05/03/23	65.00
392392	ORKIN COMMERCIAL SE	ND-MAR23 SERVICES	05/03/23	65.00
392392	ORKIN COMMERCIAL SE	CC-MAR23 SERVICES	05/03/23	65.00
392392	ORKIN COMMERCIAL SE	CN-MAR23 SERVICES	05/03/23	65.00
392392	ORKIN COMMERCIAL SE	CS-MAR23 SERVICES	05/03/23	65.00
392392	ORKIN COMMERCIAL SE	CV-MAR23 SERVICES	05/03/23	65.00
V18674	SHAWN G DRAVES	APR23 CELL PHONE	05/24/23	65.00
V18694	THOMAS LYMAN	MAY23 CELL PHONE	05/24/23	65.00
V18580	TIMOTHY J RODEN	APR23 CELL PHONE	05/03/23	65.00
V18577	TRENT J OSTMAN	APR23 CELL PHONE	05/03/23	65.00
392553	CENTURYLINK	VV 04/28/23-05/27/2	05/17/23	64.71
392693	HORIZON COMMERCIAL	CLEANING CHEMICAL	05/24/23	64.48
V18634	DEBORAH KRENGEL	MAR-APR23 MILEAGE	05/17/23	64.12

Check No.	Vendor	Description	Date	Amount
392576	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	05/17/23	64.05
392562	ECM PUBLISHERS INC	MAR 28 WS	05/17/23	64.00
392562	ECM PUBLISHERS INC	APR 4 SPEC	05/17/23	64.00
392664	CENTURYLINK	BUS 05/04/23-06/03/	05/24/23	63.98
392589	LAKESHORE LEARNING	ESTIMATED SHIPPING/	05/17/23	63.71
V18653	MARIE-ANNE J SIROT	TEA PARTY COOKIES	05/17/23	63.10
V18683	SERINA L JOLIVETTE	UBER REIMBURSEMENTS	05/24/23	62.68
V18721	TIFFANY P GANT	APR-MAY23 MILEAGE	05/31/23	62.36
392567	FACTORY MOTOR PARTS	BULBS	05/17/23	62.32
392471	KINECT ENERGY, INC	ND - MAR23 SERVICES	05/09/23	61.89
V18710	KORY M SMITH	MAY23 CELL PHONE	05/24/23	61.33
V18724	SUE M JOHNSON	CLASSROOM SUPPLIES	05/31/23	60.50
392771	SHRED RIGHT	CS - SHREDDING	05/24/23	60.05
392731	MEDCO SUPPLY	GLAX: GATORADE	05/24/23	60.00
392731	MEDCO SUPPLY	BLAX: GATORADE	05/24/23	60.00
392731	MEDCO SUPPLY	GTRACK: GATORADE	05/24/23	60.00
392731	MEDCO SUPPLY	BTRACK: GATORADE	05/24/23	60.00
392390	MSCA-MN SCHOOL COUN	MEMBERSHIP - N.G.	05/03/23	60.00
392390	MSCA-MN SCHOOL COUN	MEMBERSHIP - A.K.	05/03/23	60.00
V18575	NICOLE S MCCLURE	CLASSROOM SUPPLIES	05/03/23	60.00
392613	ORKIN COMMERCIAL SE	BUNKER-APR23 SERVIC	05/17/23	60.00
392392	ORKIN COMMERCIAL SE	BUNKER-MAR23 SERVIC	05/03/23	60.00
392868	TOOLS 4 READING LLC	PHONEME/GRAPHEME AL	05/31/23	60.00
392849	PREMIUM WATERS INC	WATER FOR DMTS	05/31/23	59.99
392577	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	05/17/23	59.92
392443	CHRISTOPHER TENGWAL	GLAX: EDEN PRAIRIE	05/09/23	59.00
392672	DANIEL SCHLECK	BLAX: ROBB-COOPER	05/24/23	59.00
392694	IBSAA GELMO	GLAX: BUFFALO	05/24/23	59.00
392714	KALEIGH CORNWELL	GLAX: ROSEMOUNT	05/24/23	59.00
392475	LEONARD VAN LUYK	GLAX: PRIOR LAKE	05/09/23	59.00
392762	ROBERT RIES	BLAX: ROBB-COOPER	05/24/23	59.00
392511	SCOTT SEGLEM	GLAX: BENILDE-STM	05/09/23	59.00
392785	TREVOR BUSBY	BLAX: SHAKOPEE	05/24/23	59.00
392520	TREVOR BUSBY	BLAX: CHANHASSEN	05/09/23	59.00
392789	WILLIAM BORCHERS	GLAX: BUFFALO	05/24/23	59.00
392573	HOGLUND BUS CO INC	GASKET	05/17/23	58.71
V18651	GINA S SCHROEPFER	CLASSROOM SUPPLIES	05/17/23	58.49
V18695	ELIZABETH MADSON	FLEX DAY TREATS	05/24/23	58.35
392847	ODP BUSINESS SOLUTI	WORKROOM SUPPLIES	05/31/23	58.02
392440	CENTURYLINK	CC 04/19/23-05/18/2	05/09/23	57.72
392573	HOGLUND BUS CO INC	LABOR CHARGE	05/17/23	57.65
V18643	SHAUN P PAKENHAM	STAFF MEETING FOOD	05/17/23	56.98
392569	GOPHER/PLAY WITH A	72-075 RAINBOW SUPE	05/17/23	56.95
V18633	KIRSTEN HORSTMAN	TOURNEY FOOD/SNACKS	05/17/23	56.93
392530	ZANER-BLOSER INC	ESTIMATED SHIPPING/	05/09/23	56.90
392508	SCHMITT MUSIC COMPA	PISTON ROTOR WORK	05/09/23	56.00
392613	ORKIN COMMERCIAL SE	ECC - APR23 SERVICE	05/17/23	55.00
392392	ORKIN COMMERCIAL SE	ECC-MAR23 SERVICES	05/03/23	55.00
392375	JW PEPPER & SON INC	CHORAL MUSIC	05/03/23	54.99
V18724	SUE M JOHNSON	SAFETY PATROL SUPPL	05/31/23	54.95
392396	PREMIUM WATERS INC	WATER FOR DMTS	05/03/23	53.24
392803	AMAZON CAPITAL SERV	STAPLE CARTRIDGE RE	05/31/23	52.55
V18702	CAROLYN PROCTOR	APR23 CELL PHONE	05/24/23	52.50
392473	LAKESHORE LEARNING	SMILING CAKE BIRTHD	05/09/23	51.96
392737	MIDWEST BUS PARTS I	LENS	05/24/23	51.66
392578	JERRY'S HARDWARE	BUILDING SUPPLIES	05/17/23	51.48
392387	MIDWEST BUS PARTS I	BULB	05/03/23	51.25
392803	AMAZON CAPITAL SERV	6-PORT USB CHARGER	05/31/23	50.97
V18692	DERRICK J LIDSTONE	APR23 CELL PHONE	05/24/23	50.60
392866	T-MOBILE	CN MAINT - MAY23	05/31/23	50.58
V18566	ADAM P DUFFY	APR23 CELL PHONE	05/03/23	50.00
392366	HEXAGRAMM US LLC	FEE FOR SPECIAL ORD	05/03/23	50.00
392508	SCHMITT MUSIC COMPA	PICCOLO ADJ	05/09/23	50.00
392623	SCHOOL SPECIALTY, L	FEATHERS 2-5" 1OZ	05/17/23	49.98
392436	BLICK ART MATERIALS	ART MATERIALS	05/09/23	49.93
392361	SHRED-IT USA	VV - SHREDDING	05/03/23	49.17
392572	HEXAGRAMM US LLC	LIBRE!	05/17/23	49.00

Check No.	Vendor	Description	Date	Amount
V18638	TYLER J MOBERG	MARCH MADNESS LUNCH	05/17/23	48.45
392623	SCHOOL SPECIALTY, L	SCOTCH TAPE 10PK	05/17/23	48.22
V18618	BRADLEY G DAHLMAN	OFFICE SUPPLIES	05/17/23	48.16
V18593	SARAH CATHERINE BAL	CLASSROOM SUPPLIES	05/09/23	48.15
392508	SCHMITT MUSIC COMPA	PISTON ROTOR WORK	05/09/23	48.00
392782	TIA JACOB	LUNCH ACCT REFUND	05/24/23	47.05
392665	CITY CREEK PRESS IN	TIMES TABLES THE FU	05/24/23	46.85
392623	SCHOOL SPECIALTY, L	MODELING CLAY 1LB A	05/17/23	46.32
392830	JW PEPPER & SON INC	ORCHESTRA MUSIC	05/31/23	46.00
V18720	MARGARET H GALVIN	CLASSROOM SUPPLIES	05/31/23	46.00
392577	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	05/17/23	45.87
392572	HEXAGRAMM US LLC	HENRY ET LA LIBERTE	05/17/23	45.50
V18574	REBECCA A LUX	MAR-APR23 MILEAGE	05/03/23	45.46
V18571	SCOTT H HIPPIE	MAR23 CELL PHONE	05/03/23	45.27
V18723	ERIC D HAMILTON	MAY23 CELL PHONE	05/31/23	45.00
V18646	JODY L REMSING	MEETING LUNCHES	05/17/23	44.99
392578	JERRY'S HARDWARE	MUSICAL SUPPLIES	05/17/23	44.09
V18602	CARMINE LEVOIR	ACTIVITIES MATERIAL	05/09/23	43.98
392577	JERRY'S FOODS EDINA	FAC FOOD SUPPLY	05/17/23	43.94
V18576	KAITLYN MIKSCH	MAR-APR23 MILEAGE	05/03/23	43.75
392620	SCHMITT MUSIC COMPA	BAND SUPPLIES	05/17/23	43.50
392818	GRAINGER	EHS -VALVE	05/31/23	43.28
392620	SCHMITT MUSIC COMPA	CLARINET ADJUSTMENT	05/17/23	43.00
V18589	CHARLES K WEISE	MAR-APR23 MILEAGE	05/03/23	42.90
V18631	THOMAS J JOHNSTON	APR23 CELL PHONE	05/17/23	42.84
392509	SCHOOL SPECIALTY, L	ART ORDER	05/09/23	42.42
392866	T-MOBILE	ATHLETICS - MAY23	05/31/23	42.18
392547	BSN SPORTS, LLC	GOAL DIRECTIONAL FL	05/17/23	42.00
392393	PAR INC	#10402-II - BRIEF 2	05/03/23	42.00
V18572	ANNE MARIE LELAND	APR23 CELL PHONE	05/03/23	41.80
392577	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	05/17/23	41.67
392547	BSN SPORTS, LLC	BASEBALL HELMET STI	05/17/23	41.11
392840	MIDWEST BUS PARTS I	LENSE	05/31/23	41.00
392576	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	05/17/23	40.60
V18635	RYAN D LONGLEY	BIOLOGY LAB SEEDS	05/17/23	40.24
392457	GENERAL SECURITY SE	EHS-MAY23 INTR MONI	05/09/23	40.08
392457	GENERAL SECURITY SE	SV-MAY23 INTR MONIT	05/09/23	40.08
392457	GENERAL SECURITY SE	CC-MAY23 INTR MONIT	05/09/23	40.08
392457	GENERAL SECURITY SE	CN-MAY23 INTR MONIT	05/09/23	40.08
392457	GENERAL SECURITY SE	CV-MAY23 INTR MONIT	05/09/23	40.08
392457	GENERAL SECURITY SE	HL-MAY23 INTR MONIT	05/09/23	40.08
392457	GENERAL SECURITY SE	VV-MAY23 INTR MONIT	05/09/23	40.08
392457	GENERAL SECURITY SE	ECC-MAY23 INTR MONI	05/09/23	40.08
392388	MINNESOTA DEPARTMEN	VALLEY VIEW FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	CONCORD FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	CORNELIA FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	COUNTRYSIDE FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	CREEK VALLEY FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	SV CYBER CAFE FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	HIGH SCHOOL FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	HIGHLANDS FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	NORMANDALE FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	SOUTH VIEW FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	VALLEY VIEW FEE	05/03/23	40.00
392388	MINNESOTA DEPARTMEN	VV DE CAFE FEE	05/03/23	40.00
392764	ROSAMARIA CAMPBELL	INTERPRETER-SPED	05/24/23	40.00
392402	ROSAMARIA CAMPBELL	INTERPRETER-GEN ED	05/03/23	40.00
V18645	CHERYL A PILCHER	ART SUPPLIES	05/17/23	38.11
V18632	JULIE M GABRIELSON	MAY23 CELL PHONE	05/17/23	37.94
V18679	CHRISTOPHER D GRIGG	HISTORY CENTER	05/24/23	37.85
392829	JULIA SACKS	TUTORING: S.R-M.	05/31/23	37.50
392866	T-MOBILE	CC MAINT - MAY23	05/31/23	37.44
392866	T-MOBILE	CS MAINT - MAY23	05/31/23	37.44
392866	T-MOBILE	CV MAINT - MAY23	05/31/23	37.44
392623	SCHOOL SPECIALTY, L	WOOD DOWELS 12" 12P	05/17/23	37.32
V18639	BETHANY A MOHS	APR23 MILEAGE	05/17/23	37.20
392345	CAROLINA BIOLOGICAL	ESTIMATED SHIPPING/	05/03/23	36.95

Check No.	Vendor	Description	Date	Amount
392345	CAROLINA BIOLOGICAL	ESTIMATED SHIPPING/	05/03/23	36.95
392866	T-MOBILE	ECSE - MAY23	05/31/23	36.80
392866	T-MOBILE	DMTS - MAY23	05/31/23	36.75
392455	ESCREEN, INC.	DRUG TEST - C.S.	05/09/23	36.25
392334	AMAZON CAPITAL SERV	KLEENEX ULTRA FACIA	05/03/23	36.23
V18628	ANGELA K HRUBY	APR23 MILEAGE	05/17/23	36.22
392457	GENERAL SECURITY SE	EHS - FIRE MONITORI	05/09/23	36.00
392457	GENERAL SECURITY SE	ECC - FIRE MONITORI	05/09/23	36.00
392457	GENERAL SECURITY SE	SV - FIRE MONITORIN	05/09/23	36.00
392457	GENERAL SECURITY SE	CS - FIRE MONITORIN	05/09/23	36.00
392457	GENERAL SECURITY SE	CV - FIRE MONITORIN	05/09/23	36.00
392457	GENERAL SECURITY SE	HL - FIRE MONITORIN	05/09/23	36.00
392457	GENERAL SECURITY SE	CN - FIRE MONITORIN	05/09/23	36.00
V18650	AMANDA NICOLE SCHOE	MASBO CONFERENCE FE	05/17/23	35.00
V18582	CARLA J SCHWAPPACH	APA MEETING	05/03/23	35.00
V18564	DANIEL W DEGENAAR	APA MEETING	05/03/23	35.00
392457	GENERAL SECURITY SE	BUS-APR23 PATROL RE	05/09/23	35.00
392457	GENERAL SECURITY SE	ECC-APR23 PATROL RE	05/09/23	35.00
392457	GENERAL SECURITY SE	EHS-APR23 PATROL RE	05/09/23	35.00
392367	HORIZON COMMERCIAL	NSF CHECK FEE	05/03/23	35.00
392508	SCHMITT MUSIC COMPA	EUPH REPAIR	05/09/23	35.00
392508	SCHMITT MUSIC COMPA	SOPRANO SAX REPAIR	05/09/23	35.00
392508	SCHMITT MUSIC COMPA	PISTON ROTOR WORK	05/09/23	35.00
392569	GOPHER/PLAY WITH A	ESTIMATED SHIPPING/	05/17/23	34.91
392483	MIDWEST BUS PARTS I	SEAT COVER	05/09/23	34.65
392366	HEXAGRAMM US LLC	ESTIMATED SHIPPING/	05/03/23	34.50
392537	ADVANCED IMAGING SO	LEASE 06.08 0631790	05/17/23	34.15
V18568	MATTHEW E GABRIELSO	CLASSROOM DECOR	05/03/23	34.09
392345	CAROLINA BIOLOGICAL	ESTIMATED SHIPPING/	05/03/23	33.95
392337	AUTO PLUS PARTS	BELT	05/03/23	33.30
392582	JW PEPPER & SON INC	CHORAL MUSIC	05/17/23	32.98
392397	PREMIUM WATERS INC	MAY23 HOT/COLD CNTR	05/03/23	32.95
392357	EDINA GIVE & GO	REFUND TOM ORZUNA	05/03/23	31.50
392334	AMAZON CAPITAL SERV	QUALITY PARK INTERO	05/03/23	30.56
V18577	TRENT J OSTMAN	APR23 MILEAGE	05/03/23	30.13
392843	MINNESOTA ZOO	5/11 FIELD TRIP ADD	05/31/23	30.00
392393	PAR INC	#10400-IC - BRIEF 2	05/03/23	29.40
392576	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	05/17/23	29.08
392565	ENABLING DEVICES	#7221 - RAINBOW SWI	05/17/23	28.95
V18644	MATTHEW R PETERSON	MAR-APR23 MILEAGE	05/17/23	28.95
392558	CULLIGAN BOTTLED WA	BOTTLED WATER ATHL	05/17/23	28.84
392473	LAKESHORE LEARNING	WHITE SENTENCE STRI	05/09/23	27.96
392617	SAM'S CLUB/SYNCHRON	FACS FOOD SUPPLY	05/17/23	27.94
V18623	VICKIE GEIER	APR23 MILEAGE	05/17/23	27.38
392409	SCHOOL SPECIALTY, L	ESTIMATED SHIPPING/	05/03/23	27.14
V18673	BRENDA K DOLAN	SCIENCE PLANT SUPPL	05/24/23	26.90
392547	BSN SPORTS, LLC	BASKETBALL SCOREBOO	05/17/23	26.00
V18637	KIM M MISMASH	LESSON SUPPLIES	05/17/23	25.97
392369	INNOVATIVE OFFICE S	TAPE 1" 12PK	05/03/23	25.86
V18579	BLAKE A PLOMBON	APR23 MILEAGE	05/03/23	25.61
V18573	MATTHEW J LUX	FEB-APR23 MILEAGE	05/03/23	25.61
V18724	SUE M JOHNSON	CLASSROOM TREATS	05/31/23	25.54
392774	ST PAUL STAMP WORKS	ENGRAVD PLASTIC PLA	05/24/23	25.25
V18588	MARY K TAYLOR-HAUG	PARA LUNCH CANDY	05/03/23	25.18
392866	T-MOBILE	KC CC - MAY23	05/31/23	25.14
392866	T-MOBILE	KC CN - MAY23	05/31/23	25.14
392866	T-MOBILE	KC CS - MAY23	05/31/23	25.14
392866	T-MOBILE	KC HL - MAY23	05/31/23	25.14
392866	T-MOBILE	KC ND - MAY23	05/31/23	25.14
392866	T-MOBILE	KC CV - MAY23	05/31/23	25.14
392375	JW PEPPER & SON INC	CHORAL MUSIC	05/03/23	25.00
392385	MHS -- MULTI-HEALTH	#C30043 - CONNERS 3	05/03/23	25.00
392385	MHS -- MULTI-HEALTH	#C30044 - CONNERS 3	05/03/23	25.00
392604	MINNESOTA POLLUTION	EHS ANNUAL FEE	05/17/23	25.00
V18560	JONATHAN D BUCKLEY	GHOKEY MILEAGE	05/03/23	24.76
392400	REALLY GOOD STUFF I	ESTIMATED SHIPPING/	05/03/23	24.60
392369	INNOVATIVE OFFICE S	TWO POCKET FOLDER 2	05/03/23	24.48

Check No.	Vendor	Description	Date	Amount
V18596	MATTHEW E GABRIELSO	CLASSROOM SUPPLIES	05/09/23	24.07
392717	KRISTIN SKUNBERG	LUNCH ACCT REFUND	05/24/23	24.00
392502	PREMIUM WATERS INC	MAY23 COOLER RENTAL	05/09/23	24.00
392569	GOPHER/PLAY WITH A	62-561 GRIPPER FOOT	05/17/23	23.70
392577	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	05/17/23	22.56
392772	SPS COMPANIES INC	PLUMBING PARTS	05/24/23	22.32
392866	T-MOBILE	B&G - MAY23	05/31/23	22.08
392334	AMAZON CAPITAL SERV	REUSABLE PLATES	05/03/23	21.99
V18568	MATTHEW E GABRIELSO	CLASSROOM TREATS	05/03/23	21.97
392803	AMAZON CAPITAL SERV	TRANSPARENT TAP 24	05/31/23	21.87
392569	GOPHER/PLAY WITH A	41-415 SEGMENTED JU	05/17/23	21.80
392707	JERRY'S HARDWARE	BUILDING SUPPLIES	05/24/23	21.57
V18726	LEVI J LOONSFOOT	APR-MAY23 MILEAGE	05/31/23	21.48
392446	CURRICULUM ASSOCIAT	ESTIMATED SHIPPING/	05/09/23	21.46
392866	T-MOBILE	SV MAINT - MAY23	05/31/23	21.24
392866	T-MOBILE	BUS - MAY23	05/31/23	21.24
392866	T-MOBILE	VV MAINT - MAY23	05/31/23	21.24
V18647	DEBRA K RICHARDS	AP TESTING BATTERIE	05/17/23	20.99
392569	GOPHER/PLAY WITH A	41-414 SEGMENTED JU	05/17/23	20.85
392334	AMAZON CAPITAL SERV	BIC WITE-OUT BRAND	05/03/23	20.30
392826	JANICE NOVAK	WAISTBAND 517	05/31/23	20.30
392797	JANICE NOVAK	WAISTBAND 517	05/24/23	20.30
V18625	DYLAN T HACKBARTH	MACAC MEMBERSHIP	05/17/23	20.00
392571	HAWKINS INC	CHLORINE CYLINDER	05/17/23	20.00
392571	HAWKINS INC	CHLROINE CYLINDER	05/17/23	20.00
392571	HAWKINS INC	CHLORINE CYLINDER	05/17/23	20.00
392571	HAWKINS INC	CHLORINE CYLINDER	05/17/23	20.00
392571	HAWKINS INC	CHLORINE CYLINDER	05/17/23	20.00
V18716	JILL A WAIT	MDE MEETING COFFEE	05/31/23	20.00
392591	MACAC	MEMBERSHIP - S.P.	05/17/23	20.00
392380	MACAC	MEMBERSHIP - S.S.	05/03/23	20.00
392380	MACAC	MEMBERSHIP - J.B.	05/03/23	20.00
392380	MACAC	MEMBERSHIP - L.B.	05/03/23	20.00
392380	MACAC	MEMBERSHIP - B.R.	05/03/23	20.00
V18728	THOMAS G PIERSMA	STATE HOCKEY PARKIN	05/31/23	20.00
392339	BENCHMARK EDUCATION	#WW-NL1016 - EVERYD	05/03/23	19.99
392339	BENCHMARK EDUCATION	#WS-NL1017 - EVERYD	05/03/23	19.99
392339	BENCHMARK EDUCATION	#WS-NL1015 - EVERYD	05/03/23	19.99
392582	JW PEPPER & SON INC	BAND MUSIC	05/17/23	19.95
392668	COMCAST CABLE MANAG	MAY23 INTERNET FEES	05/24/23	19.90
392569	GOPHER/PLAY WITH A	62-560 GRIPPER FOOT	05/17/23	19.90
V18722	CHRISTOPHER D GRIGG	5/19 REMAINING TAX	05/31/23	19.16
392576	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	05/17/23	18.95
V18593	SARAH CATHERINE BAL	CLASSROOM SUPPLIES	05/09/23	18.37
392565	ENABLING DEVICES	ESTIMATED SHIPPING/	05/17/23	18.00
392578	JERRY'S HARDWARE	PACKING TAPE	05/17/23	17.99
392463	JERRY'S HARDWARE	BATTERIES	05/09/23	17.99
392457	GENERAL SECURITY SE	CS-MAY23 INTR MONIT	05/09/23	17.95
392582	JW PEPPER & SON INC	BAND MUSIC	05/17/23	17.95
392473	LAKESHORE LEARNING	JUMBO CRAFT STICKS	05/09/23	17.94
392706	JERRY'S FOODS EDINA	PARA APPRECIATION	05/24/23	17.88
392345	CAROLINA BIOLOGICAL	ESTIMATED SHIPPING/	05/03/23	17.87
V18688	JANE D KRETSCH	SCIENCE SUPPLIES	05/24/23	17.77
392706	JERRY'S FOODS EDINA	TEACHER CONFERENCES	05/24/23	17.56
392334	AMAZON CAPITAL SERV	STAPLES TRU RED 163	05/03/23	17.52
392620	SCHMITT MUSIC COMPA	BAND SUPPLIES	05/17/23	17.50
V18731	JESSACA L VENEMAN	MATH OLYMPIAD SUPPL	05/31/23	17.40
392573	HOGLUND BUS CO INC	COVER	05/17/23	17.32
392477	MARK GERMAIN	REMAINING AMT DUE	05/09/23	17.00
V18590	CAROLINE M WHITE	SCIENCE SOIL SUPPLI	05/03/23	16.99
392569	GOPHER/PLAY WITH A	53-478 SHUTTLECOCKS	05/17/23	15.95
V18591	ABIGAIL L WILFAHRT	APR23 MILEAGE	05/03/23	15.78
392803	AMAZON CAPITAL SERV	MANILA FILE FOLDERS	05/31/23	15.74
392695	INNOVATIVE OFFICE S	WASHABLE SCHOOL GLU	05/24/23	15.10
V18570	KRISTA LYNNE FINSTA	CONFERENCE FEE	05/03/23	15.00
V18654	MELODY M SNYDER	PD/MMEA PARKING	05/17/23	15.00
V18711	STACIE STANLEY	TEACH OF YEAR PARKI	05/24/23	15.00

[illegible]

VII.D. Electronic Funds Transfers



Board Meeting Date: 6/12/2023

Title: Electronic Fund Transfers – May 2023

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Background: Minn. Stat. § 471.38 requires a list of all transactions made by electronic funds transfer be submitted to the Board of Education at the next Regular Meeting after the transaction.

Recommendation: Authorize the electronic fund transfers as presented for the month of May 2023, in the amount of \$10,676,486.

Desired Outcomes from the Board: Compliance with Minn. Stat. § 471.38.

Attachment(s):

1. Electronic Fund Transfers – May 2023

2022-23 School Year

Electronic Transfers

For the Month Ended May 31, 2023



DEFINING EXCELLENCE

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 4,732,071.05
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	5/1/2023	838,163.73
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	5/16/2023	823,017.94
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	5/31/2023	853,464.14
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	5/2/2023	148,291.15
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	5/17/2023	144,600.92
US Bank - Checking	Delta Dental	Dental Claims	Multiple	89,458.91
US Bank - Checking	US Bank	Purchase Card Program	5/30/2023	241,203.04
US Bank - Checking	Benefit Extras	Flex Benefits	Multiple	37,750.44
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	2,739,607.80
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	5/20/2023	3,389.00
US Bank - Checking	Eleyo, RevTrak, Merchant Services, Vanco	Electronic Payment Fees	Multiple	23,718.96
US Bank - Checking	Minnesota School District Liquid Asset Fund	Service Fee	Multiple	1,748.70
Total of Electronic Fund Transfers				<u><u>\$ 10,676,485.78</u></u>

VII.E. Gifts & Bequests - May 2023



Board Meeting Date: 6/12/2023

Title: Gifts & Bequests – May 2023

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Description: The attached report lists monetary and in-kind gifts and bequests made to the District during the month of May, 2023. The gifts and bequests are in compliance with District policy and applicable state and federal laws.

Recommendation: Accept with appreciation gifts and bequests received by the District in May, 2023.

Desired Outcomes from the Board: Compliance with or awareness of District Policy 709 and Minn. Stat. § 123B.02 Subd. 6.

Attachments:

1. Gifts & Bequests – May 2023

2022-23 School Year

Gifts & Bequests

For the Month Ended May 31, 2023



DEFINING EXCELLENCE

Donated By	To	Purpose	Amount
ECMC Foundation	Concord Elementary School	Student Leadership Support	5,000.00
Blackbaud	Concord Elementary School	General Matching Donation	50.00
Bright Funds	Concord Elementary School	General Matching Donation	100.00
Parents	Concord Elementary School	Scholastic News	250.00
Unified	Countryside Elementary School	Classroom Supplies	1,000.00
Parents	Countryside Elementary School	Sky Zone - 5th Grade Graduation	38.00
Parents	Countryside Elementary School	Sky Zone - 5th Grade Graduation	382.00
Parents	Countryside Elementary School	Sky Zone - 5th Grade Graduation	407.00
Parents	Countryside Elementary School	Sky Zone - 5th Grade Graduation	417.00
Parents	Countryside Elementary School	Sky Zone - 5th Grade Graduation	454.00
CAF America	Creek Valley Elementary	General Matching Donation	19.41
CAF America	Creek Valley Elementary	General Matching Donation	38.82
High School PTO	Edina High School	Subsidize Furniture for PLTW	10,000.00
Multiple families	Edina High School	Subsidize the Global Scholars Trip	372.40
Multiple Students	Edina High School	GGD Emese Latin Exam	220.00
Multiple Students	Edina High School	GGD Stamp	475.00
Multiple Students	Edina High School	GGD Stamp	700.00
Multiple Students	Edina High School	GGD Stamp	750.00
Blackbaud	Normandale Elementary	General Matching Donation	100.00
Normandale PTO	Normandale Elementary	VVMS/EHS French Interns	16,740.00
Normandale PTO	Normandale Elementary	ND French Interns	62,559.00
Box Tops	Normandale Elementary	General Matching Donation	32.80
Blackbaud	Southview Middle School	General Matching Donation	90.59
Multiple families	Southview Middle School	Festival, Kalahari, Concert	7,083.00
Multiple families	Southview Middle School	Sewing Kits (FACS Dept.)	450.00
Southview PTO	Southview Middle School	Scooters (PE)	1,899.00
Valley View PTO	Valleyview Middle School	Retirement Recognition	291.89
Edina Give and Go	Valleyview Middle School	Field Trip Scholarships	417.00
Parents	Valleyview Middle School	Sewing Kits (FACS Dept.)	365.00

Total Cash Donations \$ **110,701.91**

Total In-Kind Donations \$ **-**

VII.F. Highlands Playground Equipment Quote



Board Meeting Date: 6/12/2023

Title: Highlands Playground Equipment Quote

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Description: Pursuant to Minn. Stat. § 471.345 Subd. 3 and District Policy 707, the District administration decided to utilize Minnesota state contract #218091 and #2198091 to procure playground equipment for the upcoming playground project at Highlands Elementary School. The equipment is not expected to be received, paid for, and installed until fiscal year 2024 at the earliest.

Recommendation: Accept the quote from Landscape Structures, Inc., in the amount of \$337,309.24, for the purchase of playground equipment to be installed at Highlands Elementary School.

Desired Outcomes from the Board: Approval of the District administration's recommended action.

Attachments:

1. Playground Equipment Quote – Landscape Structures, Inc.



Please Make PO's & Contracts Out To:

Landscape Structures, Inc.
601 7th St. S
Delano, MN 55328

Please Remit Payment To:

Landscape Structures, Inc.
SDS 12-0395 PO Box 86
Minneapolis, MN 55486-0395

We are pleased to submit this proposal to supply the following products/services:

[illegible]

Quotes from Landscape Structures, Inc. are subject to current Landscape Structures, Inc. policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Landscape Structures, Inc.

Minnesota State Contract #218091

***Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope *(This Section For Quotes Including Installation)***Inclusions:**

- Playground Equipment

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By (Print)	Eric Hamilton	PO#:	
Signature:		Email:	Eric.Hamilton@edinaschools.org>
Title:		Phone:	
Date:		Purchase Amount:	\$337,309.24

EQUIPMENT COLOR SIGN OFF
Edina Highlands Elementary



Please sign below if you approve of the colors represented in the photo above.

Colors
Sprout/Limon/Limon/Buttercup/Brown/Tan

Customer Signature: _____

Date: _____

State Contract Pricing



PROJECT INFORMATION

Project name	Edina Highlands Elementary
Address	5505 Doncaster Way
City, State ZIP	Edina, MN 55436
Contract Year	2023

EQUIPMENT INFORMATION & PRICING

<u>Qty</u>	<u>Item No.</u>	<u>Description</u>	<u>Price</u>	<u>Ext Price</u>
2	171539A	Ramp Deck Extension DB 12"Dk	\$903.00	\$1,806.00
1	193171A	SwiggleKnots Bridge w/Grab Bar Attached to Deck DB Only	\$7,849.00	\$7,849.00
1	111228A	Square Tenderdeck	\$1,275.00	\$1,275.00
1	185852A	Transfer Step w/2 Handloops DB	\$1,255.00	\$1,255.00
1	177712A	Color Splash Panel Above Deck	\$3,672.00	\$3,672.00
1	193168A	Netplex 7-Post No Roof Steel Posts and DB Only	\$8,252.00	\$8,252.00
1	120901A	Grab Bar	\$240.00	\$240.00
6	166809A	E-Pod Seat	\$383.00	\$2,298.00
1	111467B	2"Straight Ring Bridge	\$1,897.00	\$1,897.00
1	141887A	Access/Landing Assembly Seat Barrier Right 8"Dk	\$765.00	\$765.00
1	141887A	Access/Landing Assembly Seat Barrier Left 8"Dk	\$765.00	\$765.00
1	193170A	LolliLadder w/2 E-Pods	\$3,131.00	\$3,131.00
8	111403T	110"Steel Post For Roof DB	\$383.00	\$3,064.00
1	111403S	118"Steel Post For Roof DB	\$388.00	\$388.00
2	111403R	126"Steel Post For Roof DB	\$449.00	\$898.00
1	111403Q	134"Steel Post For Roof DB	\$464.00	\$464.00
1	111403P	142"Steel Post For Roof DB	\$469.00	\$469.00
1	111403O	150"Steel Post For Roof DB	\$490.00	\$490.00

2	111404H	92"Alum Post DB	\$347.00	\$694.00
3	111404C	132"Alum Post DB	\$459.00	\$1,377.00
5	212256A	Flower Accent Topper	\$2,020.00	\$10,100.00
1	123333A	Rollerslide 40"Dk DB	\$9,379.00	\$9,379.00
1	124863F	SlideWinder2 72"Dk DB 1 Straight 1 Right 1 Left	\$4,406.00	\$4,406.00
Cost of PlayStructure Items				\$64,934.00

INDEPENDENT:

1	120711A	Pod Climber 16" DB	\$352.00	\$352.00
1	158997A	Pod Climber 10" DB	\$347.00	\$347.00
2	158998A	Pod Climber 20" DB	\$362.00	\$724.00
1	160419A	The Stepper Rock Climber DB Only	\$3,983.00	\$3,983.00
4	171569A	Mushroom Stepper 10"Height DB Only	\$1,168.00	\$4,672.00
5	171570A	Mushroom Stepper 16"Height DB Only	\$1,168.00	\$5,840.00
5	173907A	Log Stepper 8"Height DB Only	\$882.00	\$4,410.00
5	173908A	Log Stepper 18"Height DB Only	\$1,214.00	\$6,070.00
1	247179A	Curva Spinner DB Only	\$2,326.00	\$2,326.00
1	249558A	We-Go-Round w/Nature DigiFuse Panels 2 Seats DB Only	\$37,618.00	\$37,618.00
1	295695A	ReviWheel Spinner DB Only	\$6,181.00	\$6,181.00
3	168099A	Cozy Dome DB	\$5,503.00	\$16,509.00
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury	\$0.00	\$0.00
1	173596A	Log Balance Beam DB	\$4,401.00	\$4,401.00
6	174018A	Belt Seat ProGuard Chains for 8' Beam Height	\$153.00	\$918.00
1	177344A	Single Post Swing Frame 52" Bury 8' Beam Height Only	\$1,760.00	\$1,760.00
3	177345A	Single Post Swing Frame 52" Bury Additional Bay 8' Beam Height Only	\$1,255.00	\$3,765.00
2	177351A	Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains for 8' Beam Height	\$1,061.00	\$2,122.00
1	237297A	Friendship Swing w/Single Post Frame Additional Bay 52" Bury ProGuard Cha	\$3,488.00	\$3,488.00
1	298208A	Symbol Communication Sign w/2 Posts DB	\$2,035.00	\$2,035.00
1	100057A	Jump Touch DB Only	\$898.00	\$898.00

Cost of Independent Items \$108,419.00

CUSTOM:

3	CP000181A-0 DTR IND Flower Stepper 16" Deck	\$433.50	\$1,300.50
1	CP000182A-0 DTR IND Flower Stepper 8" Deck	\$402.90	\$402.90
1	CP000250A-0 DTR IND Hillscape Wide Top Climber Cedar	\$10,434.60	\$10,434.60
1	CP000251A-0 DTR IND Hillscape Wide Bottom Wave Climber Cedar	\$11,107.80	\$11,107.80
3	CP001071 UPCHARGE FOR ADDITIONAL POST COLOR Custom Per SS box	\$137.70	\$413.10
3	CP001299A-0 DTR IND Recycled Board Oak Leaf Wobble Pod DB	\$4,146.30	\$12,438.90
5	CP005466A-0 DTR PB Double Curved Tube Post Topper	\$780.30	\$3,901.50
4	CP005467A-0 DTR PB Single Curved Tube Post Topper	\$535.50	\$2,142.00
1	CP023360A-0 DTR IND Quantis A.3 DB Only	\$34,277.10	\$34,277.10
1	CP028729 2-ARCH EVOS WITH BELT & NET CLIMB ACROSS DB Between 2 berms at	\$41,473.20	\$41,473.20
1	CP029710 7-POST DISC NET CLIMBER W/12FT SLIDEWINDER2 FOR SLOPE DB Slid	\$37,653.30	\$37,653.30
1	CP030408 MOBIUS 5-PANEL FOR 4' ELEVATION CHANGE DB Supports added for hill r	\$20,486.70	\$20,486.70
1	CP030409 SWIGGLE STIX BRIDGE GROUND LEVEL FOR 2' ELEVATION CHANGE DE	\$9,888.90	\$9,888.90

Cost of Custom Items

\$185,920.50

Total Equipment Cost at State Contract Pricing

\$359,273.50

VII.G. District-Wide Paper Request for Proposals



Board Meeting Date: 6/12/2023

Title: District-Wide Paper Request for Proposals

Type: Consent

Presenter(s): Mert Woodard, Director, Business Services

Description: The District engaged its sourcing agent to conduct a request for proposals to procure paper for use in District copiers and printers. Proposals were sent to four vendors, three of which responded. Business Essentials has been determined to be the preferred vendor to supply the District with X9 paper.

Recommendation: The District administration recommends awarding its copier and printer paper business to Business Essentials for the in the estimated amount of \$59,822.

Desired Outcomes from the Board: N/A

Attachments:

1. RFP Summary – Copier and Printer Paper

Sourcing Summary

General Information

Organization:	ISD #273 – Edina Public Schools	Date:	5/16/2023
Department:	Administration	Category:	Cut Paper

Process Notes

Process used:	RFQ
Vendors participating:	Business Essentials* (submitted) - CPG (No Submission) Paper 101 (Submitted) Lindenmeyr Munroe (submitted) *Incumbent

Submitting Vendor Information

	Vendor Contact	Phone	Email
Business Essentials	Xavier Sproule	763-595-5325	Xsproule@orderbe.com
Paper101	Mary Gilkeson	800-217-4440	mgilkeson@fcdist.com
Lindenmeyr Munroe	Kristi Hudy	651-447-4130	khudy@lindenmeyr.com

References

	Business Essentials	Paper101	Lindenmeyr Monroe
Reference	Edina Schools	AEA Coop	Osseo Schools

General Questions

Question	Business Essentials	Paper101	Lindenmeyr Monroe
Have you reviewed, agree, and can meet the terms, conditions, specifications, and requirements as described in this document? [Y/N]	Y	Y	Y
Do your proposed products meet the specifications defined in this document? [Y/N]	Y	Y	Y
Do you accept Credit Card Payment at NO additional fee? [Y/N]	Y	N	N
Have you included an example of your monthly inventory report? [Y/N]	Y	N	Y
What is your proposed turnaround time from order-to-delivery? [DAYS]	Stock level permitting – 95% next day delivery	Meet Your Needs	2-3 days
Are there any other fees/charges or exceptions to the prices quoted below?	No additional charges or exceptions.	N	N
Are there any other items you would like to share about your organization?	Business Essentials is truly your local partner and one stop shop for all your business needs. We specialize in the following categories: office products, business interiors, school supplies, school interiors, facility supplies, and branded products. Working on an individual basis with each customer allows us to make sure each of their unique needs are met.	No	We have worked with the district many years from the time I was working with Wilcox Paper to now currently at Lindenmeyr Munroe. Last year was the first year we were not awarded the bid in a long time. We have always provided monthly inventory reports to each individual school and will continue to do so. I hope to work with you again.

Sourcing Summary

Quoted Price – PREPAID and Delivered as Requested

Paper Description	Paper Size	Colors	Qty	Proposed Paper	Case Desc (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case
90 Bright White	8.5"x11"	White	1,340	Boise X9	5000	\$36.50	E-Copy or Equal	5000	\$36.79	Boise	5000	\$38.95
90 Bright White Paper	8.5"x14"	White	2	Boise X9 – 196643	5000	\$46.59	E-Copy or Equal	5000	\$56.34	Boise	5000	\$57.50
	11"x17"	White	12	Boise X9 – 196652	2500	\$44.15	E-Copy or Equal	2500	\$44.25	Boise	2500	\$43.50
Color Paper	8.5"x11"	Canary	48	Xerox Vitality Paper 839148	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Blue	42	Xerox Vitality Paper 276927	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Goldenrod	27	Xerox Vitality Paper 345686	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Green	38	Xerox Vitality Paper 791806	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
	8.5"x11"	Pink	32	Xerox Vitality Paper 791905	5000	\$54.36	E-Copy or Equal	5000	\$51.28	American Eagle	5000	\$53.50
Card Stock (60-65 lbs.)	8.5"x11"	White	13	Neenah – 67 lb.-458621	2000	\$9.50	E-Copy or Equal	2000	\$48.20	Finch Opaque 65#	2500	\$67.50
Card Stock (110 lbs.)	11"x17"	White	1	NA	N/A	N/A	Domtar	N/A	\$69.05	Springhill 110#	1000	\$66.80

Quoted Price – Invoiced as Ordered/Delivered

Paper Description	Paper Size	Colors	Qty	Proposed Paper	Case Desc. (Sheets)	Price per Case	Proposed Paper	Case Desc (Sheets)	Price per Case	Proposed Paper	Case Desc. (Sheets)	Price per Case
90 Bright White	8.5"x11"	White	1,340	NA	N/A	NA	E-Copy or Equal	5000	\$35.79	NA	N/A	NA
90 Bright White Paper	8.5"x14"	White	2	NA	N/A	NA	E-Copy or Equal	5000	\$55.34	NA	N/A	NA
	11"x17"	White	12	NA	N/A	NA	E-Copy or Equal	2500	\$43.25	NA	N/A	NA
Color Paper	8.5"x11"	Canary	48	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Blue	42	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Goldenrod	27	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Green	38	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
	8.5"x11"	Pink	32	NA	N/A	NA	E-Copy or Equal	5000	\$50.28	NA	N/A	NA
Card Stock (60-65 lbs.)	8.5"x11"	White	13	NA	N/A	NA	E-Copy or Equal	2000	\$47.20	NA	N/A	NA
Card Stock (110 lbs.)	11"x17"	White	1	NA	N/A	NA	Domtar	N/A	\$68.05	NA	N/A	NA

Estimated Annual Costs

Data Point	Business Essentials	Paper 101	Lindenmeyr Monroe
Estimated Annual Prepaid Cost:	\$59,821.80*	\$60,227.29	\$63,778.80
Estimated Annual Pay-as-Delivered Cost:	N/A	\$58,672.29	N/A

*Total Price Does not include card stock

VII.H. Minnesota School Boards Association
Membership Renewal



Board Meeting Date: 6/12/2023

Title: Membership in the Minnesota School Boards Association (MSBA), 2023-2024

Type: Consent

Description: Edina's dues are based on 8,365.42 "Average Daily Membership of Students Served" (ADM) for the fiscal year ending June 30, 2022, as provided by the Minnesota Department of Education. Last year's dues (22-23) were \$14,722.00, based on 8,490.78 ADM.

Recommendation: Renew MSBA membership for the 2023–2024 school year, with dues and services in the amount of \$14,818.00.

Desired Outcomes from the Board: Renew MSBA membership.

VII.I. Designation of Identified Official with
Authority for the MDE External User Access
Recertification System



Board Meeting Date: 6/12/23

Title: Designation of Identified Official with Authority for the MDE External User Access Recertification System

Type: Consent

Description: The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority (IOwA) assigns job duties and authorizes external user access to MDE secure systems for their local education agency (LEA).

Recommendation: Reauthorize Superintendent Stacie Stanley to act as the Identified Official with Authority (IOwA) and reauthorize Executive Assistant Anne Naas to act as the IOwA proxy to add and remove names only for Edina Public School District 0273-01.

Desired Outcome(s) from the Board: Review background and approve annual designation of MDE IOwA and IOwA proxy.

Attachment(s): MDE EDIAM Authorization Form

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Edina Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0273-01

Superintendent or Exec. Director Name: Dr. Stacie Stanley

Will act as the IOwA? ☒ Yes ☐ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Dr. Stacie Stanley

Title: Superintendent

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

VII.J. Lease Agreement with Minnesota Gifted &
Talented, Inc.



Board Meeting Date: 6/12/2023

TITLE: Lease Agreement with Minnesota Gifted & Talented, Inc.

TYPE: Consent

PRESENTER(S): Dr. Anne Marie Leland, Director of Community Ed & Strategic Partnerships

BACKGROUND: The term of the lease is July 1, 2023, through June 30, 2024. The rent will total \$1,910.

RECOMMENDATION: Approve the leasing of premises on the 1st floor of the Edina Community Center to the Minnesota Gifted & Talented, Inc, and authorize Board Chair to sign the lease agreement.

ATTACHMENTS:

1. Lease Agreement

BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 10th day of May, 2023, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and Minnesota Gifted & Talented, Inc., ("Tenant").

WHEREAS, the Landlord owns the building located at 5701 Normandale Road, Edina, MN 55424;

WHEREAS, the Tenant seeks space to conduct its operations; and

WHEREAS, the parties desire to provide for the ongoing use of said building.

NOW THEREFORE, the parties agree to the following:

1. Leased Premises.

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map)("Leased Premises") in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 ("Building"). The Leased Premises is approximately 150 square feet on the 1st floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

1.2 The Tenant is taking the Leased Premises in "AS IS" condition and the Landlord is under no obligation to make any alterations, additions, improvements, or decoration in or to the Leased Premises, except as provided in the Lease.

2. Term.

2.1 The term of this Lease ("Term") will be 12 months, beginning July 1, 2023, and termination on June 30, 2024.

3. Use.

3.1 The Tenant may use and occupy the Leased Premises solely for its operations described herein: organizational offices, including any and all activities that are reasonably related to these described operations. The Tenant will not use or permit the Premises to be used for any other purpose(s) without the prior written consent of the Landlord.

3.2 The Tenant must familiarize itself with and adhere to the Landlord's policies, including but not limited to its policies on non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

3.3 The Tenant agrees to be responsible for the costs of any repair and all damage caused by the Tenant's use of the Leased Premises.

3.4 The Landlord closes the Building and its premises, including the Leased Premises, on holidays. The Landlord will inform the Tenant of these holidays.

4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing July 1, 2023 and continuing through June 30, 2024, the Annual Base Rent is \$1,910. The Tenant will pay Monthly Base Rent equal to \$159.

4.2 The Monthly Base Rent is due and payable by the Tenant in advance on the first day of each calendar month during the Term of this Lease, or any extension or renewal thereof, at the office of Landlord at 5701 Normandale Road, Edina, Minnesota 55424, or at such other place as the Landlord may designate, with written notice of designation to the Tenant.

4.3 In the event of any fractional calendar month at the beginning or termination of the Term, the Tenant will pay for each day in such partial month a rental equal to 1/30 of the Monthly Base Rent. All Base Rent and all additional rent or other charges payable by the Tenant pursuant to the terms of this Lease that are not paid within five days after the amounts are due will bear interest from the date due at the rate of (18%) per annum or the highest rate permitted by law, whichever is lower.

5. Common Areas.

5.1 The Tenant agrees that the use of the Common Areas, including but not limited to all halls, passageways, elevators, restrooms, parking areas and landscaped areas in the Building or its premises ("Common Areas"), by the Tenant or the Tenant's volunteers, employees, patients, guests or invitees, are subject to the applicable policies, rules, and regulations as may from time to time be made by the Landlord for the safety, comfort and convenience of the owners, occupants, tenants and business invitees of the Building. Use of the roof of the Building is reserved exclusively for the Landlord. The Tenant agrees that no awnings or shades will be used upon the Leased Premises except such as may be approved by the Landlord and that the exterior appearance of all window coverings will conform to Building standard as established by the Landlord.

5.2 In addition to the Leased Premises, the Tenant has the right of non-exclusive use, in common with others, of (1) certain automobile parking areas (as identified in Exhibit B), so long as such areas are available for and designated by the Landlord for parking, driveways and footways, and (2) loading facilities, freight elevators and other facilities as may be constructed and designated, from time to time, by the Landlord. All usage is subject to the terms and conditions of this Lease and to reasonable rules and regulations including, but not limited to, rules and regulations with respect to employee parking for the use thereof as prescribed from time to time by the Landlord. The Landlord reserves the right to charge the Tenant and its volunteers, employees, patients, guests or invitees for use of reserved parking areas, to relocate such parking areas and to terminate the use of any portion of the Land for parking.

5.3 The Landlord will not be responsible for any loss, theft or damage to vehicles or contents thereof, parked or left in the parking areas of the Building.

5.4 The Tenant agrees not to use or permit its volunteers, employees, patients, guests or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

5.5. The Tenant will give the Landlord notice within 48 hours of becoming aware of any defect in the Common Areas.

6. Utilities and Service.

6.1 The Landlord provides normal heating and air conditioning for the Leased Premises during the hours of 7:00 a.m. through 10:00 p.m. on Mondays through Fridays, and 8:00 a.m. through 3:00 p.m. on Saturdays and Sundays ("Normal Operating Hours") as required for normal comfort and in accordance with Minnesota energy use guidelines (holidays excepted).

6.2 The Landlord provides electricity as necessary for normal office use.

6.3 The Tenant will not install any type of air conditioning equipment or units without the prior written consent of Landlord, which consent will be within Landlord's sole discretion.

6.4 The Landlord will provide hot and cold water for normal restroom use and for limited employee coffee/tea services installed in accordance with Landlord's rules and regulations from time to time established. Landlord shall provide normal janitorial service on Mondays through Fridays (holidays excepted).

6.5 The Landlord agrees to furnish, at its sole cost and expense, all lamps, bulbs, tubes, starters and ballasts in connection with the lighting of the Leased Premises.

6.6 No temporary interruption or failure of utility or other services incidental to the making of repairs, alterations or improvements or due to accidents or strike or conditions or events not under the Landlord's reasonable control will be deemed as an eviction of the Tenant or relieve the Tenant from any of its obligations hereunder.

6.7 If the Landlord reasonably determines that the use by the Tenant of any utility or other service in the Leased Premises is disproportionate to the use of other tenants, the Landlord may charge the Tenant its share for the cost thereof from a date reasonably determined by the Landlord to take equitable account of the disproportionate use.

6.8 Any use of the Building by the Tenant, its employees, agents, students, or invitees not within the Normal Operating Hours as set forth above, or as a result of any extracurricular activity sponsored by or associated with the Tenant, may result in additional rent and charges for the cost of such additional utilities and service required as described herein. In addition to the foregoing, these additional charges may include any cost incurred by the Landlord as a result of labor, security, or other precautions necessary by the Landlord to protect the Landlord's and other tenants' property prior to or during any of the foregoing uses by the Tenant. These additional rents will be in an amount as reasonably determined by the Landlord. These additional rents will be due and payable by the Tenant upon receipt from the Landlord of such amount and upon the same terms and conditions as Monthly Base Rent pursuant to Paragraph 4. The Tenant will contact the Landlord prior to any use outside of the Normal Operating Hours of use to establish the terms of such use.

7. Non-Liability of Landlord.

7.1 Except in the event of negligence of the Landlord, its agents, employees or contractors, the Landlord is not liable for any loss or damage resulting from or caused by any failure to furnish heat, electricity, water, gas, air conditioning or sprinkler system, nor for any other reason for any consequential damage arising from interruption of any utility or services, nor is the Landlord liable for personal injury, death or any damage from any cause about the Leased Premises or the Building.

8. Care of Premises.

8.1 The Tenant agrees to keep the Leased Premises in as good condition and repair as they were in at the time the Tenant took possession of same, reasonable wear and tear and damage from fire and other casualty for which insurance is procured excepted.

8.2 The Tenant agrees to keep the Leased Premises in a clean and sanitary condition.

8.3 The Tenant agrees not to commit any nuisance or waste on the Leased Premises, overload the structural elements of the Leased Premises or facilities, throw foreign substances in plumbing facilities, or waste any of the utilities furnished by the Landlord.

8.4 The Tenant agrees to adhere to the Landlord's policies, rules, and regulations, as promulgated and amended from time to time, including but not limited to its: non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

8.5 The Tenant agrees not to overload the electrical, water and/or plumbing facilities installed by the Landlord.

8.6 The Tenant agrees to provide the necessary security, including labor, necessary to protect the Landlord and other tenants' premises and property prior to and during any extracurricular activity either associated with or sponsored by the Tenant.

8.7 If the Tenant fails to keep and preserve the Leased Premises in the state of condition required by the provisions of this Lease, the Landlord may at its option put or cause the same to be put into the condition and state of repair agreed upon, and in such case the Tenant, on demand, will pay the Landlord the cost thereof plus 18% for Landlord's overhead.

9. Non-permitted Usage.

9.1 The Tenant agrees to use the Leased Premises and Common Areas only for those purposes set forth by the Lease.

9.2 The Tenant agrees to ensure that neither it nor any person whose presence on the Leased Premises or in the Common Areas is related to the Tenant's use of the Premises or Common Areas will commit or permit any act to be performed on the Premises or in Common Areas that (1) violates law; (2) violates the Landlord's policy; (3) may cause an increase in Landlord's insurance rates for the Building; and/or (4) is in violation of any provision of any Landlord's insurance policies for the Building.

9.3 In many cases possession of a firearm on school property, even by a person authorized by permit to carry such a firearm, is illegal. By signing this lease, the Tenant agrees to familiarize itself with the statutory restrictions on possession such a weapon on school property and enforcing those provisions.

9.4 The Tenant agrees to ensure that neither it nor any person whose present on the Leased Premises or in the Common Areas is related to Tenant's use of the Leased Premises or Common Areas disturbs other occupants of the Building or permits the occurrence of any act in the Building or commons areas that causes or threatens injury to persons or property.

10. Assignment.

10.1 The Tenant will not assign this Lease without the prior written consent of the Landlord, which consent is entirely in the Landlord's discretion. The prior written consent of the Landlord in one instance does not constitute a waiver of the Landlord's rights under this paragraph to any subsequent assignment, subletting, or licensing.

10.2 The Landlord's right to assign this Lease is unqualified. Upon any sale or transfer of the Landlord's interest in the Building and provided the purchaser assumes all obligations under this Lease, the Landlord will thereupon be entirely freed of all obligations of the Landlord hereunder and will not be subject to any liability resulting from any act or omission or event occurring after such conveyance.

11. Loss by Casualty.

11.1 If all or a part of the Leased Premises and/or the Building are damaged or destroyed by fire or other casualty, the Landlord has the right to terminate this Lease, provided, the Landlord gives written notice thereof to the Tenant within 180 days after such damage or destruction.

11.2 If the Lease is not terminated by the Landlord as provided, then the Landlord, will, at its own expense, restore the Leased Premises and the Building to as near the condition that existed immediately prior to such damage or destruction as is reasonably possible; provided, however, the Landlord is not responsible for the restoration, repair and replacement of the Tenant's fixtures, personal property, equipment or improvements made by the Tenant to the Leased Premises.

11.3 When the Leased Premises are tenantable, the Tenant will properly restore, repair or replace the Tenant's work and other improvements made by Tenant in order to restore the Leased Premises to their original condition immediately preceding the damage.

11.4 Whether or not the Landlord elects to restore the Leased Premises and/or the Building, the Tenant's Monthly Base Rent will abate during such period of time as the Leased Premises are untenable in the proportion that the untenable portion of the Leased Premises bears to the entire premises.

12. Right of Entry.

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or

improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.

12.2 During the six month period prior to the end of the Term of this Lease, the Landlord has the right to show the Leased Premises to potential future lessees at reasonable times and upon reasonable notice. The Landlord also has the right to erect a suitable sign indicating that the Leased Premises is available for lease.

13. Alterations to Leased Premises.

13.1 Except as otherwise provided in the Lease, the Tenant will not make any alterations, repairs, additions or improvements in or to the Leased Premises without the prior written consent of the Landlord in each instance. The Tenant agrees to indemnify and save the Landlord free and harmless from any liability, loss, cost, damage or expense including reasonable attorney's fees incurred by reasons of any said alteration, repairs, additions or improvements.

13.2 The Landlord has the right to make changes or revisions to the premises so as to provide additional leasing area. The Landlord also has the right to (1) construct additional buildings on the premises, including all or a portion of the then existing parking areas, for purposes the Landlord may deem appropriate, (2) relocate the parking areas, and (3) enter the Leased Premises for the purpose of constructing and installing utility lines in the floor and above the ceiling of the Leased Premises.

14. Signage.

14.1 The Tenant agrees that no signage will be installed, erected, attached or affixed to any portion of the interior or exterior of the Leased Premises, Building, or its premises without the express prior written consent of Landlord.

15. Security Deposit and Interest.

15.1 The Tenant has deposited with the Landlord the sum of zero dollars and zero cents (\$0) as security for the faithful performance and observance by the Tenant of the terms of this Lease. If the Tenant defaults in any of the terms of this Lease, the Landlord may apply the whole or any part of the security deposit for the payment of any rent or additional rent or any other sum as to which the Tenant is in default, including but not limited to, any damages or deficiency in the reletting of the Leased Premises.

15.2 If any portion of the security deposit is so applied, the Tenant will, within 10 days after written demand therefore, deposit cash with the Landlord in an amount sufficient to restore the security deposit to its original amount. The Tenant's failure to do so results in a default under this Lease.

15.3 The Tenant grants to the Landlord, in the sole event that the Tenant becomes delinquent in the rent required to be paid by the Tenant, the chattels, fixtures and personal property belonging to Tenant, which now are or may hereafter be placed in the Leased Premise, to secure all rents due under the terms and conditions of this Lease. In the event there exists any security interest in this property that security interest is paramount and superior to the security interest herein created, the Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owed to the Landlord by the Tenant hereunder.

15.4 The Landlord, in the event of a default by the Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.

16. Default, Non-Payment of Rent.

16.1 Any one or more of the following events is an Event of Default: (1) a payment of Monthly Base Rent or any other payment due from the Tenant to the Landlord remaining unpaid in whole or in part for more than five days after same is due and payable; (2) the Tenant violates or defaults on any of the other covenants, agreements, stipulations or conditions herein, and such violation or default continues for a period of 10 days after written notice from the Landlord of the violation or default; (3) the Tenant vacates or abandons the Leased Premises; or (4) the Tenant commences or has commenced proceedings under a bankruptcy, receivership, insolvency or similar type act.

16.2 If an Event of Default occurs, the Landlord may terminate this Lease, but without waiver of the rights thereafter and to re-enter the Leased Premises, with or without process of law, using such force as may be necessary to remove all persons or chattels therefrom. The Landlord is not be liable for damages by reason of any such re-entry. Notwithstanding re-entry by the Landlord, the Tenant is liable to Landlord for the Monthly Base Rent and all other sums provided for balance of the Term of this Lease. The Tenant will pay, in addition to the Monthly Base Rent and other sums agreed to be paid hereunder, such additional sums as a Court may adjudicate as reasonable attorney's fees in any suit or action instituted by the Landlord to enforce the provisions of this Lease, or the collection of the Monthly Base Rent or other sums due to Landlord hereunder.

16.3 The Landlord may relet all or any part of the Leased Premises for such portion of the remaining Term of this Lease and upon such terms and conditions as it deems reasonable. If the Landlord chooses to relet all or any part of the Leased Premises, the Landlord will deduct from the Tenant's obligations for Monthly Base Rent and other sums due the Landlord under this Lease, all rent received from a subsequent tenant, and the Tenant will pay monthly to Landlord any balance due in addition to the reasonable expenses which Landlord incurs relating to such reentry, reletting and necessary remodeling.

16.4 If an Event of Default occurs, the Landlord may at any time declare this Lease terminated and forfeited. The Tenant will pay to Landlord as damages for its breach of this Lease an amount equal to the balance due Landlord for the remaining Term of this Lease, less the reasonable rental value of the Leased Premises during such remaining term. The Tenant shall also be liable to the Landlord for the payment of interest on all rentals and other sums due the Landlord hereunder that are not paid within five days from the date same become due and payable. The amount of interest owed to Landlord is calculated at the highest permissible rate of interest allowed under the usury statutes of the State or at the rate of 18 percent per annum, whichever is less. For the purposes of this paragraph, interest is calculated beginning on the date rentals and other sums become due.

17. Surrender.

17.1 On the last day of the Term of this Lease or on the sooner termination thereof in accordance with the term hereof, the Tenant will peaceably surrender the Leased Premises in good condition and repair consistent with the Tenant's duty to make repairs as provided in this Lease. On or before said last day, the Tenant, at its expense, will remove all of its equipment from the Leased Premises, repairing any damage caused thereby.

17.2 Any property not removed by the Tenant on or before said last day is considered abandoned property. All alterations, additions and fixtures other than the Tenant's equipment, which have been made or installed by either the Landlord or the Tenant upon the Leased Premises will remain as the Landlord's property and be surrendered with the Leased Premises as a part thereof, or will be removed by the Tenant, at the option of the Landlord, in which event the Tenant will at its expense repair any damage caused thereby.

17.3 If the Leased Premises are not surrendered at the end of the Term or the sooner termination thereof, the Tenant will indemnify the Landlord against loss or liability resulting from delay by the Tenant in so surrendering the Leased Premises, including, but not limited to, claims made by any succeeding tenant founded on such delay.

17.4 The Tenant will promptly surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of rent and will inform the Landlord of combinations of any locks and safes on the Leased Premises.

18. Holding Over.

18.1 In the event the Tenant remains in possession of the Leased Premises after the expiration of the Term of this Lease and without the execution of a new lease, the Tenant is considered to be occupying the Leased Premises as a tenant from month-to-month only, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable to a month-to-month tenancy.

18.2 The Monthly Base Rent during this month-to-month tenancy is twice the amount immediately prior to the expiration of this Lease.

19. Subordination.

19.1 The Tenant agrees that this Lease is subordinate to any mortgages or trust deeds that are now or may hereafter be placed upon the Leased Premises and/or any part hereof of the Building and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof.

19.2 In confirmation of this subordination, the Tenant shall promptly execute and deliver any instrument reasonably requested by Landlord in recordable form, as required. In the event of any mortgagee or trustee electing to have the Lease a prior encumbrance to its mortgage or deed of trust, then and in such event upon such mortgagee or trustee notifying the Tenant to that effect, this Lease shall be deemed prior in encumbrance to the said mortgage or trust deed, irrespective of whether this Lease is dated prior to or subsequent to the date of said mortgage or trust deed.

20. Insurance and Indemnity.

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such

insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.3 Within 15 days of a Landlord written request, the Tenant will provide the Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence, that such insurance is in effect. The Tenant must notify the Landlord in writing 30 days prior to cancellation of, material change in or failure to renew the insurance.

20.4 If the Tenant does not comply with its covenants made in Paragraph 20, the Landlord may, at its option, cause insurance as foresaid to be issued, and in such event the Tenant agrees to pay as additional rent the premium for such insurance promptly upon the Landlord's demand.

20.5 The Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against any and all claims, actions, liability and damages of every kind and nature, and from against all costs and expenses, including reasonable attorneys' fees, arising out of any occurrence on or about the Leased Premises, or occasioned wholly or in part by the use and occupancy of the Premises, or from any breach or default by the Tenant under this Lease, or from any act or omission or negligence of the Tenant, its agents, employees, sublessees, concessionaires, licensees, students, or invitees, in or about the Leased Premises or the Building or any Common Areas. The Tenant acknowledges this provision applies to all acts committed by any of the foregoing individuals during any extracurricular activity sponsored by or associated with the Tenant, whether implied or expressly consented to by the Tenant. In case of any action or proceeding brought against the Landlord by reason of any such claim, upon notice from the Landlord, the Tenant covenants to defend such acting or proceeding by counsel satisfactory to the Landlord.

21. Notices.

21.1 Any notice that one party wishes or is required to give to the other party will be regarded as effective if in writing and either delivered personally to such party or to an officer of the party or sent certified or registered mail, return receipt requested and postage prepaid and addressed to the Landlord at the place then designated for the payment of rent, or to the Tenant at the Leased Premises, unless either party designates a different address for itself by written notice to the other party.

21.2 All notices by mail required to be provided on a specific date or day shall be considered timely if postmarked on or before that date or day.

22. Subrogation Waiver.

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the

releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

23. Estoppel Certificates.

23.1 Within 10 days after written request from the Landlord, the Tenant must provide an estoppel certificate to the Landlord and such other party as is directed by the Landlord certifying: (1) the Lease is in full force and effect and that has not been assigned, modified, supplemented or amended in any way (or identifying any assignment, modification, supplement or amendment); (2) the date of commencement and expiration of the Term; (3) the Lease is in full force and effect and that there are no defenses and/or offsets thereto (or stating those claimed by the Tenant); (4) the amount of Monthly Base Rent or additional rent that has been paid in advance and the amount of security that has been deposited with Landlord; (5) the date/dates on which Monthly Base Rent or additional rents have been paid under this Lease; and (6) such other information as Landlord may reasonably request.

23.2 The Tenant hereby irrevocably appoints the Landlord as its attorney in fact to execute such a certificate in the event that the Tenant fails to do so within 10 days of the Landlord's notice.

24. Early Termination.

24.1 Upon not less than three months written notice, and provided that the Landlord acts in good faith, the Landlord may terminate this Lease at the end of any Lease Year ("Early Termination Date") for any reason including, but not limited to, the need to reopen the Building as a public facility, the need for additional space for school district programs, or a decision to demolish the Building.

24.2 Notwithstanding anything contained in this Paragraph 24 to the contrary, in the event that anytime during any Lease Year of the Term, the Tenant is in default under any term or condition of this Lease, and fails to cure such default within the time provided in this Lease, in addition to any other remedy available to the Landlord under this Lease, the Landlord may terminate this Lease at the end of the Lease Year during that the default occurred (the "Default Termination Date") by providing the Tenant notice within 45 days after the occurrence of such default of its intent to terminate this Lease on the Default Termination Date. In the event that the Tenant defaults during either of the last two months of any Lease Year, the Landlord may terminate the Lease on the Default Termination Date by providing the Tenant notice anytime prior to the Default Termination Date. No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. In the event that the Landlord terminates the Lease pursuant to this provision, the terms and conditions of this Lease remain in effective through the Default Termination Date.

25. Other Provisions.

25.1 This Lease does not create the relationship of principal and agent of partnership or of joint venture or of any association between the Landlord and the Tenant, the sole relationship between the Landlord and the Tenant being that of landlord and tenant.

25.2 No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated. No express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.

25.3 Each term and each provision of this Lease performable by the Tenant is construed to be both a covenant and a condition.

25.4 This Lease is construed under the laws of the State of Minnesota. The parties agree that the general rule of law construing provisions against the drafter does not apply to either party in the interpretation of this Lease.

25.5 The word "Tenant" wherever used in this Lease means Tenants in all cases where there is more than one Tenant. Each sub-tenant is jointly and severally liable under this Lease.

25.6 The topical headings of the paragraphs are for convenience only and do not define, limit or construe the contents of such paragraphs.

25.7 All preliminary negotiations are merged into and incorporated in this Lease.

25.8 This Lease contains the entire agreement of the parties hereto with respect to the letting and hiring of the Leased Premises. This Lease can only be modified or amended by an agreement in writing signed by the parties. Except as expressly stated in this Lease, no party has relied on any statement, promise, inducement or representation of the other.

25.9 All provisions of this Lease are binding upon the heirs, successors and assigns of each party.

25.10 The Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto on the day and year indicated below.

Landlord: Independent School District No. 273, Edina Public Schools

Date: _____ By _____

Its _____

Tenant: Minnesota Gifted & Talented, Inc.

Date: _____ By _____

Its _____

VII.K. Lease Agreement with West Metro Credit
Union



Board Meeting Date: 6/12/2023

TITLE: Lease Agreement with West Metro Credit Union

TYPE: Consent

PRESENTER(S): Dr. Anne Marie Leland, Director of Community Ed & Strategic Partnerships

BACKGROUND: The term of the lease is July 1, 2023, through June 30, 2024. The rent will total \$9,612.

RECOMMENDATION: Approve the leasing of premises on the 1st floor of the Edina Community Center to the West Metro Credit Union, and authorize Board Chair to sign the lease agreement.

ATTACHMENTS:

1. Lease Agreement

BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 10th day of May, 2023, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and West Metro Credit Union, ("Tenant").

WHEREAS, the Landlord owns the building located at 5701 Normandale Road, Edina, MN 55424;

WHEREAS, the Tenant seeks space to conduct its operations; and

WHEREAS, the parties desire to provide for the ongoing use of said building.

NOW THEREFORE, the parties agree to the following:

1. Leased Premises.

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map) ("Leased Premises") in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 ("Building"). The Leased Premises is approximately 755 square feet on the 1st floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

1.2 The Tenant is taking the Leased Premises in "AS IS" condition and the Landlord is under no obligation to make any alterations, additions, improvements, or decoration in or to the Leased Premises, except as provided in the Lease.

2. Term.

2.1 The term of this Lease ("Term") will be 12 months, beginning July 1, 2023, and termination on June 30, 2024.

3. Use.

3.1 The Tenant may use and occupy the Leased Premises solely for its operations described herein: organizational offices, including any and all activities that are reasonably related to these described operations. The Tenant will not use or permit the Premises to be used for any other purpose(s) without the prior written consent of the Landlord.

3.2 The Tenant must familiarize itself with and adhere to the Landlord's policies, including but not limited to its policies on non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

3.3 The Tenant agrees to be responsible for the costs of any repair and all damage caused by the Tenant's use of the Leased Premises.

3.4 The Landlord closes the Building and its premises, including the Leased Premises, on holidays. The Landlord will inform the Tenant of these holidays.

4. Rent.

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing July 1, 2023 and continuing through June 30, 2024, the Annual Base Rent is \$9,612. The Tenant will pay Monthly Base Rent equal to \$801.

4.2 The Monthly Base Rent is due and payable by the Tenant in advance on the first day of each calendar month during the Term of this Lease, or any extension or renewal thereof, at the office of Landlord at 5701 Normandale Road, Edina, Minnesota 55424, or at such other place as the Landlord may designate, with written notice of designation to the Tenant.

4.3 In the event of any fractional calendar month at the beginning or termination of the Term, the Tenant will pay for each day in such partial month a rental equal to 1/30 of the Monthly Base Rent. All Base Rent and all additional rent or other charges payable by the Tenant pursuant to the terms of this Lease that are not paid within five days after the amounts are due will bear interest from the date due at the rate of (18%) per annum or the highest rate permitted by law, whichever is lower.

5. Common Areas.

5.1 The Tenant agrees that the use of the Common Areas, including but not limited to all halls, passageways, elevators, restrooms, parking areas and landscaped areas in the Building or its premises ("Common Areas"), by the Tenant or the Tenant's volunteers, employees, patients, guests or invitees, are subject to the applicable policies, rules, and regulations as may from time to time be made by the Landlord for the safety, comfort and convenience of the owners, occupants, tenants and business invitees of the Building. Use of the roof of the Building is reserved exclusively for the Landlord. The Tenant agrees that no awnings or shades will be used upon the Leased Premises except such as may be approved by the Landlord and that the exterior appearance of all window coverings will conform to Building standard as established by the Landlord.

5.2 In addition to the Leased Premises, the Tenant has the right of non-exclusive use, in common with others, of (1) certain automobile parking areas (as identified in Exhibit B), so long as such areas are available for and designated by the Landlord for parking, driveways and footways, and (2) loading facilities, freight elevators and other facilities as may be constructed and designated, from time to time, by the Landlord. All usage is subject to the terms and conditions of this Lease and to reasonable rules and regulations including, but not limited to, rules and regulations with respect to employee parking for the use thereof as prescribed from time to time by the Landlord. The Landlord reserves the right to charge the Tenant and its volunteers, employees, patients, guests or invitees for use of reserved parking areas, to relocate such parking areas and to terminate the use of any portion of the Land for parking.

5.3 The Landlord will not be responsible for any loss, theft or damage to vehicles or contents thereof, parked or left in the parking areas of the Building.

5.4 The Tenant agrees not to use or permit its volunteers, employees, patients, guests or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

5.5. The Tenant will give the Landlord notice within 48 hours of becoming aware of any defect in the Common Areas.

6. Utilities and Service.

6.1 The Landlord provides normal heating and air conditioning for the Leased Premises during the hours of 7:00 a.m. through 10:00 p.m. on Mondays through Fridays, and 8:00 a.m. through 3:00 p.m. on Saturdays and Sundays ("Normal Operating Hours") as required for normal comfort and in accordance with Minnesota energy use guidelines (holidays excepted).

6.2 The Landlord provides electricity as necessary for normal office use.

6.3 The Tenant will not install any type of air conditioning equipment or units without the prior written consent of Landlord, which consent will be within Landlord's sole discretion.

6.4 The Landlord will provide hot and cold water for normal restroom use and for limited employee coffee/tea services installed in accordance with Landlord's rules and regulations from time to time established. Landlord shall provide normal janitorial service on Mondays through Fridays (holidays excepted).

6.5 The Landlord agrees to furnish, at its sole cost and expense, all lamps, bulbs, tubes, starters and ballasts in connection with the lighting of the Leased Premises.

6.6 No temporary interruption or failure of utility or other services incidental to the making of repairs, alterations or improvements or due to accidents or strike or conditions or events not under the Landlord's reasonable control will be deemed as an eviction of the Tenant or relieve the Tenant from any of its obligations hereunder.

6.7 If the Landlord reasonably determines that the use by the Tenant of any utility or other service in the Leased Premises is disproportionate to the use of other tenants, the Landlord may charge the Tenant its share for the cost thereof from a date reasonably determined by the Landlord to take equitable account of the disproportionate use.

6.8 Any use of the Building by the Tenant, its employees, agents, students, or invitees not within the Normal Operating Hours as set forth above, or as a result of any extracurricular activity sponsored by or associated with the Tenant, may result in additional rent and charges for the cost of such additional utilities and service required as described herein. In addition to the foregoing, these additional charges may include any cost incurred by the Landlord as a result of labor, security, or other precautions necessary by the Landlord to protect the Landlord's and other tenants' property prior to or during any of the foregoing uses by the Tenant. These additional rents will be in an amount as reasonably determined by the Landlord. These additional rents will be due and payable by the Tenant upon receipt from the Landlord of such amount and upon the same terms and conditions as Monthly Base Rent pursuant to Paragraph 4. The Tenant will contact the Landlord prior to any use outside of the Normal Operating Hours of use to establish the terms of such use.

7. Non-Liability of Landlord.

7.1 Except in the event of negligence of the Landlord, its agents, employees or contractors, the Landlord is not liable for any loss or damage resulting from or caused by any failure to furnish heat, electricity, water, gas, air conditioning or sprinkler system, nor for any other reason for any consequential damage arising from interruption of any utility or services, nor is the Landlord liable for personal injury, death or any damage from any cause about the Leased Premises or the Building.

8. Care of Premises.

8.1 The Tenant agrees to keep the Leased Premises in as good condition and repair as they were in at the time the Tenant took possession of same, reasonable wear and tear and damage from fire and other casualty for which insurance is procured excepted.

8.2 The Tenant agrees to keep the Leased Premises in a clean and sanitary condition.

8.3 The Tenant agrees not to commit any nuisance or waste on the Leased Premises, overload the structural elements of the Leased Premises or facilities, throw foreign substances in plumbing facilities, or waste any of the utilities furnished by the Landlord.

8.4 The Tenant agrees to adhere to the Landlord's policies, rules, and regulations, as promulgated and amended from time to time, including but not limited to its: non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

8.5 The Tenant agrees not to overload the electrical, water and/or plumbing facilities installed by the Landlord.

8.6 The Tenant agrees to provide the necessary security, including labor, necessary to protect the Landlord and other tenants' premises and property prior to and during any extracurricular activity either associated with or sponsored by the Tenant.

8.7 If the Tenant fails to keep and preserve the Leased Premises in the state of condition required by the provisions of this Lease, the Landlord may at its option put or cause the same to be put into the condition and state of repair agreed upon, and in such case the Tenant, on demand, will pay the Landlord the cost thereof plus 18% for Landlord's overhead.

9. Non-permitted Usage.

9.1 The Tenant agrees to use the Leased Premises and Common Areas only for those purposes set forth by the Lease.

9.2 The Tenant agrees to ensure that neither it nor any person whose presence on the Leased Premises or in the Common Areas is related to the Tenant's use of the Premises or Common Areas will commit or permit any act to be performed on the Premises or in Common Areas that (1) violates law; (2) violates the Landlord's policy; (3) may cause an increase in Landlord's insurance rates for the Building; and/or (4) is in violation of any provision of any Landlord's insurance policies for the Building.

9.3 In many cases possession of a firearm on school property, even by a person authorized by permit to carry such a firearm, is illegal. By signing this lease, the Tenant agrees to familiarize itself with the statutory restrictions on possession such a weapon on school property and enforcing those provisions.

9.4 The Tenant agrees to ensure that neither it nor any person whose present on the Leased Premises or in the Common Areas is related to Tenant's use of the Leased Premises or Common Areas disturbs other occupants of the Building or permits the occurrence of any act in the Building or commons areas that causes or threatens injury to persons or property.

10. Assignment.

10.1 The Tenant will not assign this Lease without the prior written consent of the Landlord, which consent is entirely in the Landlord's discretion. The prior written consent of the Landlord in one instance does not constitute a waiver of the Landlord's rights under this paragraph to any subsequent assignment, subletting, or licensing.

10.2 The Landlord's right to assign this Lease is unqualified. Upon any sale or transfer of the Landlord's interest in the Building and provided the purchaser assumes all obligations under this Lease, the Landlord will thereupon be entirely freed of all obligations of the Landlord hereunder and will not be subject to any liability resulting from any act or omission or event occurring after such conveyance.

11. Loss by Casualty.

11.1 If all or a part of the Leased Premises and/or the Building are damaged or destroyed by fire or other casualty, the Landlord has the right to terminate this Lease, provided, the Landlord gives written notice thereof to the Tenant within 180 days after such damage or destruction.

11.2 If the Lease is not terminated by the Landlord as provided, then the Landlord, will, at its own expense, restore the Leased Premises and the Building to as near the condition that existed immediately prior to such damage or destruction as is reasonably possible; provided, however, the Landlord is not responsible for the restoration, repair and replacement of the Tenant's fixtures, personal property, equipment or improvements made by the Tenant to the Leased Premises.

11.3 When the Leased Premises are tenantable, the Tenant will properly restore, repair or replace the Tenant's work and other improvements made by Tenant in order to restore the Leased Premises to their original condition immediately preceding the damage.

11.4 Whether or not the Landlord elects to restore the Leased Premises and/or the Building, the Tenant's Monthly Base Rent will abate during such period of time as the Leased Premises are untenable in the proportion that the untenable portion of the Leased Premises bears to the entire premises.

12. Right of Entry.

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.

12.2 During the six month period prior to the end of the Term of this Lease, the Landlord has the right to show the Leased Premises to potential future lessees at reasonable times and upon reasonable notice. The Landlord also has the right to erect a suitable sign indicating that the Leased Premises is available for lease.

13. Alterations to Leased Premises.

13.1 Except as otherwise provided in the Lease, the Tenant will not make any alterations, repairs, additions or improvements in or to the Leased Premises without the prior written consent of the Landlord in each instance. The Tenant agrees to indemnify and save the Landlord free and harmless from any liability, loss, cost, damage or expense including reasonable attorney's fees incurred by reasons of any said alteration, repairs, additions or improvements.

13.2 The Landlord has the right to make changes or revisions to the premises so as to provide additional leasing area. The Landlord also has the right to (1) construct additional buildings on the premises, including all or a portion of the then existing parking areas, for purposes the Landlord may deem appropriate, (2) relocate the parking areas, and (3) enter the Leased Premises for the purpose of constructing and installing utility lines in the floor and above the ceiling of the Leased Premises.

14. Signage.

14.1 The Tenant agrees that no signage will be installed, erected, attached or affixed to any portion of the interior or exterior of the Leased Premises, Building, or its premises without the express prior written consent of Landlord.

15. Security Deposit and Interest.

15.1 The Tenant has deposited with the Landlord the sum of zero dollars and zero cents (\$0) as security for the faithful performance and observance by the Tenant of the terms of this Lease. If the Tenant defaults in any of the terms of this Lease, the Landlord may apply the whole or any part of the security deposit for the payment of any rent or additional rent or any other sum as to which the Tenant is in default, including but not limited to, any damages or deficiency in the reletting of the Leased Premises.

15.2 If any portion of the security deposit is so applied, the Tenant will, within 10 days after written demand therefore, deposit cash with the Landlord in an amount sufficient to restore the security deposit to its original amount. The Tenant's failure to do so results in a default under this Lease.

15.3 The Tenant grants to the Landlord, in the sole event that the Tenant becomes delinquent in the rent required to be paid by the Tenant, the chattels, fixtures and personal property belonging to Tenant, which now are or may hereafter be placed in the Leased Premise, to secure all rents due under the terms and conditions of this Lease. In the event there exists any security interest in this property that security interest is paramount and superior to the security interest herein created, the Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owed to the Landlord by the Tenant hereunder.

15.4 The Landlord, in the event of a default by the Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.

16. Default, Non-Payment of Rent.

16.1 Any one or more of the following events is an Event of Default: (1) a payment of Monthly Base Rent or any other payment due from the Tenant to the Landlord remaining unpaid in whole or in part for more than five days after same is due and payable; (2) the Tenant violates or defaults on any of the other covenants, agreements, stipulations or conditions herein, and such violation or default continues for a period of 10 days after written notice from the Landlord of the violation or default; (3) the Tenant vacates or abandons the Leased Premises; or (4) the Tenant commences or has commenced proceedings under a bankruptcy, receivership, insolvency or similar type act.

16.2 If an Event of Default occurs, the Landlord may terminate this Lease, but without waiver of the rights thereafter and to re-enter the Leased Premises, with or without process of law, using such force as may be necessary to remove all persons or chattels therefrom. The Landlord is not be liable for damages by reason of any such re-entry. Notwithstanding re-entry by the Landlord, the Tenant is liable to Landlord for the Monthly Base Rent and all other sums provided for balance of the Term of this Lease. The Tenant will pay, in addition to the Monthly Base Rent and other sums agreed to be paid hereunder, such additional sums as a Court may adjudicate as reasonable attorney's fees in any suit or action instituted by the Landlord to enforce the provisions of this Lease, or the collection of the Monthly Base Rent or other sums due to Landlord hereunder.

16.3 The Landlord may relet all or any part of the Leased Premises for such portion of the remaining Term of this Lease and upon such terms and conditions as it deems reasonable. If the Landlord chooses to relet all or any part of the Leased Premises, the Landlord will deduct from the Tenant's obligations for Monthly Base Rent and other sums due the Landlord under this Lease, all rent received from a subsequent tenant, and the Tenant will pay monthly to Landlord any balance due in addition to the reasonable expenses which Landlord incurs relating to such reentry, reletting and necessary remodeling.

16.4 If an Event of Default occurs, the Landlord may at any time declare this Lease terminated and forfeited. The Tenant will pay to Landlord as damages for its breach of this Lease an amount equal to the balance due Landlord for the remaining Term of this Lease, less the reasonable rental value of the Leased Premises during such remaining term. The Tenant shall also be liable to the Landlord for the payment of interest on all rentals and other sums due the Landlord hereunder that are not paid within five days from the date same become due and payable. The amount of interest owed to Landlord is calculated at the highest permissible rate of interest allowed under the usury statutes of the State or at the rate of 18 percent per annum, whichever is less. For the purposes of this paragraph, interest is calculated beginning on the date rentals and other sums become due.

17. Surrender.

17.1 On the last day of the Term of this Lease or on the sooner termination thereof in accordance with the term hereof, the Tenant will peaceably surrender the Leased Premises in good condition and repair consistent with the Tenant's duty to make repairs as provided in this Lease. On or before said last day, the Tenant, at its expense, will remove all of its equipment from the Leased Premises, repairing any damage caused thereby.

17.2 Any property not removed by the Tenant on or before said last day is considered abandoned property. All alterations, additions and fixtures other than the Tenant's equipment, which have been made or installed by either the Landlord or the Tenant upon the Leased Premises will remain as the Landlord's property and be surrendered with the Leased Premises as a part thereof, or will be removed by the Tenant,

at the option of the Landlord, in which event the Tenant will at its expense repair any damage caused thereby.

17.3 If the Leased Premises are not surrendered at the end of the Term or the sooner termination thereof, the Tenant will indemnify the Landlord against loss or liability resulting from delay by the Tenant in so surrendering the Leased Premises, including, but not limited to, claims made by any succeeding tenant founded on such delay.

17.4 The Tenant will promptly surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of rent and will inform the Landlord of combinations of any locks and safes on the Leased Premises.

18. Holding Over.

18.1 In the event the Tenant remains in possession of the Leased Premises after the expiration of the Term of this Lease and without the execution of a new lease, the Tenant is considered to be occupying the Leased Premises as a tenant from month-to-month only, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable to a month-to-month tenancy.

18.2 The Monthly Base Rent during this month-to-month tenancy is twice the amount immediately prior to the expiration of this Lease.

19. Subordination.

19.1 The Tenant agrees that this Lease is subordinate to any mortgages or trust deeds that are now or may hereafter be placed upon the Leased Premises and/or any part hereof of the Building and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof.

19.2 In confirmation of this subordination, the Tenant shall promptly execute and deliver any instrument reasonably requested by Landlord in recordable form, as required. In the event of any mortgagee or trustee electing to have the Lease a prior encumbrance to its mortgage or deed of trust, then and in such event upon such mortgagee or trustee notifying the Tenant to that effect, this Lease shall be deemed prior in encumbrance to the said mortgage or trust deed, irrespective of whether this Lease is dated prior to or subsequent to the date of said mortgage or trust deed.

20. Insurance and Indemnity.

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or

Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.3 Within 15 days of a Landlord written request, the Tenant will provide the Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence, that such insurance is in effect. The Tenant must notify the Landlord in writing 30 days prior to cancellation of, material change in or failure to renew the insurance.

20.4 If the Tenant does not comply with its covenants made in Paragraph 20, the Landlord may, at its option, cause insurance as foresaid to be issued, and in such event the Tenant agrees to pay as additional rent the premium for such insurance promptly upon the Landlord's demand.

20.5 The Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against any and all claims, actions, liability and damages of every kind and nature, and from against all costs and expenses, including reasonable attorneys' fees, arising out of any occurrence on or about the Leased Premises, or occasioned wholly or in part by the use and occupancy of the Premises, or from any breach or default by the Tenant under this Lease, or from any act or omission or negligence of the Tenant, its agents, employees, sublessees, concessionaires, licensees, students, or invitees, in or about the Leased Premises or the Building or any Common Areas. The Tenant acknowledges this provision applies to all acts committed by any of the foregoing individuals during any extracurricular activity sponsored by or associated with the Tenant, whether implied or expressly consented to by the Tenant. In case of any action or proceeding brought against the Landlord by reason of any such claim, upon notice from the Landlord, the Tenant covenants to defend such acting or proceeding by counsel satisfactory to the Landlord.

21. Notices.

21.1 Any notice that one party wishes or is required to give to the other party will be regarded as effective if in writing and either delivered personally to such party or to an officer of the party or sent certified or registered mail, return receipt requested and postage prepaid and addressed to the Landlord at the place then designated for the payment of rent, or to the Tenant at the Leased Premises, unless either party designates a different address for itself by written notice to the other party.

21.2 All notices by mail required to be provided on a specific date or day shall be considered timely if postmarked on or before that date or day.

22. Subrogation Waiver.

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each

party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

23. Estoppel Certificates.

23.1 Within 10 days after written request from the Landlord, the Tenant must provide an estoppel certificate to the Landlord and such other party as is directed by the Landlord certifying: (1) the Lease is in full force and effect and that has not been assigned, modified, supplemented or amended in any way (or identifying any assignment, modification, supplement or amendment); (2) the date of commencement and expiration of the Term; (3) the Lease is in full force and effect and that there are no defenses and/or offsets thereto (or stating those claimed by the Tenant); (4) the amount of Monthly Base Rent or additional rent that has been paid in advance and the amount of security that has been deposited with Landlord; (5) the date/dates on which Monthly Base Rent or additional rents have been paid under this Lease; and (6) such other information as Landlord may reasonably request.

23.2 The Tenant hereby irrevocably appoints the Landlord as its attorney in fact to execute such a certificate in the event that the Tenant fails to do so within 10 days of the Landlord's notice.

24. Early Termination.

24.1 Upon not less than three months written notice, and provided that the Landlord acts in good faith, the Landlord may terminate this Lease at the end of any Lease Year ("Early Termination Date") for any reason including, but not limited to, the need to reopen the Building as a public facility, the need for additional space for school district programs, or a decision to demolish the Building.

24.2 Notwithstanding anything contained in this Paragraph 24 to the contrary, in the event that anytime during any Lease Year of the Term, the Tenant is in default under any term or condition of this Lease, and fails to cure such default within the time provided in this Lease, in addition to any other remedy available to the Landlord under this Lease, the Landlord may terminate this Lease at the end of the Lease Year during that the default occurred (the "Default Termination Date") by providing the Tenant notice within 45 days after the occurrence of such default of its intent to terminate this Lease on the Default Termination Date. In the event that the Tenant defaults during either of the last two months of any Lease Year, the Landlord may terminate the Lease on the Default Termination Date by providing the Tenant notice anytime prior to the Default Termination Date. No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. In the event that the Landlord terminates the Lease pursuant to this provision, the terms and conditions of this Lease remain in effective through the Default Termination Date.

25. Other Provisions.

25.1 This Lease does not create the relationship of principal and agent of partnership or of joint venture or of any association between the Landlord and the Tenant, the sole relationship between the Landlord and the Tenant being that of landlord and tenant.

25.2 No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated. No express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.

25.3 Each term and each provision of this Lease performable by the Tenant is construed to be both a covenant and a condition.

25.4 This Lease is construed under the laws of the State of Minnesota. The parties agree that the general rule of law construing provisions against the drafter does not apply to either party in the interpretation of this Lease.

25.5 The word “Tenant” wherever used in this Lease means Tenants in all cases where there is more than one Tenant. Each sub-tenant is jointly and severally liable under this Lease.

25.6 The topical headings of the paragraphs are for convenience only and do not define, limit or construe the contents of such paragraphs.

25.7 All preliminary negotiations are merged into and incorporated in this Lease.

25.8 This Lease contains the entire agreement of the parties hereto with respect to the letting and hiring of the Leased Premises. This Lease can only be modified or amended by an agreement in writing signed by the parties. Except as expressly stated in this Lease, no party has relied on any statement, promise, inducement or representation of the other.

25.9 All provisions of this Lease are binding upon the heirs, successors and assigns of each party.

25.10 The Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto on the day and year indicated below.

Landlord: Independent School District No. 273, Edina Public Schools

Date: _____ By _____

Its _____

Tenant: West Metro Credit Union

Date: _____ By _____

Its _____

VII.L. Minnesota International Chinese School
Room Rental Agreement



Board Meeting Date: 6/12/2023

Title: Minnesota International Chinese School Room Rental Agreement

Type: Consent

Presenter(s): Anne Marie Leland, Director of Community Education and Strategic Partnerships

Description: The Minnesota International Chinese School and Edina Public Schools have partnered together for the past 8 years. In 2018, we agreed to a room rental agreement with MICS. This is a renewal of the agreement that combines segments of our Facilities Use Policy with standard lease language.

Recommendation: Administration recommends approval of this agreement.

Desired Outcome(s) from the Board: Room Rental Agreement with MICS

Attachment(s):

1. Room Rental agreement for 2023-24 (next page)

ROOM RENTAL AGREEMENT

This Room Rental Agreement (“Agreement”) and Addendum is entered into by and between Independent School District No. 273, Edina Public Schools (“District”), a political subdivision of the State of Minnesota, and the Minnesota International Chinese School (“MICS”). The District and MICS are collectively referred to as “the parties.”

WHEREAS, MICS seeks to provide high quality Chinese learning experiences for the Edina community, and has provided that service in previous years through an informal partnership with the District; and

WHEREAS, the District appreciates the efforts of MICS and wishes for these experiences to continue to be offered to the Edina community; and

WHEREAS, the Parties wish to enter into this Room Rental Agreement to formalize and clarify the relationship between the Parties, and to ensure that MICS may continue to use District facilities, when available, for the provision of its services to the community.

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

1. Term of Agreement. The term of this Agreement will begin on August 26, 2023 and will automatically end on May 18, 2024. Either party may terminate this Agreement at any time, for any reason, without penalty or charge, by giving written notice to the other party. This Agreement will not automatically renew. If both Parties consent, the Parties may enter into negotiations for future rentals or alternative rental agreements

2. Reservation of Space. The District’s Community Education Department, as part of its role to oversee facilities management will reserve classrooms, recreation spaces, and a storage space, (“Premises”) for up to 5 hours each Saturday that MICS is in session, up to a maximum of 30 sessions. MICS understands that, pursuant to District policy, District sponsored or related activities have first priority for all rooms and space within the District, meaning that some dates that may be requested by MICS may not be available for MICS programming. The District will endeavor to provide as much advance notice as possible when it will not be able to provide the full Premises on a specific MICS programming day.

3. Rental Charges. MICS will pay the District a total of \$12,827.50 during the term of this Agreement for rental and maintenance expenses. This amount will be invoiced in 9 monthly installments by the District, and such invoices must be fully paid by MICS within 30 days of their receipt. Attached to this Agreement as Exhibit A is a breakdown of the spaces and hours to be used during this Agreement.

4. Alterations and Additions. MICS may not make any alterations or additions to the Premises without obtaining prior written permission from the District. Upon termination of this

Agreement, the District may elect to keep any alterations or additions or to require MICS to remove the alterations and additions and restore the Property to its current condition.

5. Repair and Return to Current Condition. After each use of the Premises outlined in this Agreement, MICS must clear the space and return the Premises to the condition they were in when MICS arrived that day.

6. Additional Space and Charges. Additional space or rooms needed for special events, such as teacher training, field days, and graduation, should be reserved through the District Facilities Scheduler and will be subject to additional charges pursuant to District Policies regarding room rentals. The terms of this Agreement shall apply equally to all uses of District property by MICS though such room rentals.

7. Compliance with Policy 902. In making use of the Premises outlined in this Agreement, MICS must comply with all requirements and elements of School Board Policy 902, except to the extent any provisions of Policy 902 conflict with this Agreement.

8. Indemnification and Insurance.

A. Indemnification. MICS hereby agrees to defend, indemnify, and otherwise hold harmless the District, its board members, employees, agents, attorneys, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to the Agreement, provisions of MICS services, or MICS's use of the Premises. The District shall have the right to choose its own legal counsel and seek reimbursement from MICS for the cost of defending itself in any legal action or administrative proceeding arising out of or related to this Agreement. Under no circumstance will the District be liable for any damage to any personal property on the Premises if the damage arises out of or relates to MICS's use of the Premises.

B. Insurance. At its own expense, MICS must furnish public liability insurance issued by a responsible insurer indemnifying the District against any claims for personal injury, property damage, and all other forms of liability arising out of or related to MICS's use or occupancy, or both, of the Premises. The policy must name the District as an additional insured, and the insurer must agree to waive the defense of governmental immunity in the event a claim is made against the District. MICS must provide proof of insurance prior to the first scheduled use. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the District. The insurance policy, or an addendum to the policy, must provide that it may not be modified or cancelled without thirty (30) days written notice to the District before the effective date of cancellation. MICS must not take any action, or allow any employee, agent, or representative to take any action, which will in any way impair or invalidate any insurance policy that the District maintains on the Premises.

9. Waiver of Liability. MICS hereby waives and releases any claims, liabilities, and causes of action against the District, its employees, agents, representatives, and insurers for damage to or destruction of any personal property of MICS or its staff, volunteers, or students, that is on the Premises, regardless of whether the property is owned by MICS or by others, and regardless of whether the damage is caused by an event that is covered by insurance.

10. Force Majeure. The District shall not be liable for damages due to any non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, electrical interruption lasting more than eight (8) business hours, fire or other casualty, act of God, war or other violence including terrorist acts, or any law, order or requirement of any governmental agency or authority. If the District is unable to provide space due to the reasons above, the District reserves the right to terminate this Agreement.

11. Notices. Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, facsimile, registered mail, certified mail, or regular mail at the address listed below for the party. Delivery is effective upon mailing.

The District:

Anne Marie Leland
Director of Community Education
and Strategic Partnerships
5701 Normandale Road
Edina, MN 55424

MICS:

Shu Zhou
Principal, MICS
P.O. Box 390423
Edina, MN 55439

12. Nature of the Relationship. The Parties enter this Agreement as independent contractors. Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and MICS. The Parties have no power under this Agreement to take any action that could legally bind the other. The Parties are not entering into an employment agreement or an employee-employer relationship. This Agreement is between the District and MICS, and not between either Party and any employee.

13. Sole Responsibility for Programming. MICS will retain sole responsibility for the programming that it offers, and the District shall have no role in the advertisement, registration, or provision of learning experiences for those who enroll in MICS. Employees hired by MICS are solely the employees of MICS, and are not District employees.

14. Teachers. MICS will be solely responsible for hiring and paying any staff members who provide services as a part of its programming, and none of these individuals shall be considered to be an employee of the District. MICS agrees that all staff and volunteers that provide services on the Premises must have a successful criminal background check completed and on file with MICS.

15. Assignment. This Agreement may not be assigned, in whole or in part, by either Party without the written consent of the other Party.

16. Choice of Law and Forum. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.

17. Severability. If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement shall remain in full force and effect.

18. Waiver and Equal Drafting. Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

19. Entire Agreement. The terms stated in this Agreement represent the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

20. Subject to School Board Approval. The parties understand and agree that this Agreement will not be effective or binding upon the District until approved by the School Board.

By signing below, each party acknowledges that it understands and agrees to the terms set forth in this Agreement and that it has the authority to enter into this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 273

School Board Chair

Date

School Board Clerk

Date

MINNESOTA INTERNATIONAL CHINESE SCHOOL

NAME

Date

Title: _____

VII.M. Minnesota Japanese School Room Rental
Agreement



Board Meeting Date: 6/12/2023

Title: Minnesota Japanese School Room Rental Agreement

Type: Consent

Presenter(s): Anne Marie Leland, Director of Community Education and Strategic Partnerships

Description: The Minnesota Japanese School would like to rent space for the 2023-24 school year. This is a room rental agreement that combines segments of our Facilities Use Policy with standard lease language.

Recommendation: Administration recommends approval of this agreement.

Desired Outcome(s) from the Board: Room Rental Agreement with MNJS

Attachment(s):

1. Room Rental agreement for 2023-24 (next page)

ROOM RENTAL AGREEMENT

This Room Rental Agreement (“Agreement”) and Addendum is entered into by and between Independent School District No. 273, Edina Public Schools (“District”), a political subdivision of the State of Minnesota, and the Minnesota Japanese School (“MNJS”). The District and MNJS are collectively referred to as “the parties.”

WHEREAS, the Parties wish to enter into this Room Rental Agreement to formalize and clarify the relationship between the Parties, and to ensure that MNJS may use District facilities, when available, for the provision of its services to the community.

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

- 1. Term of Agreement.** The term of this Agreement will begin on September 2, 2023 and will automatically end on July 20, 2024. Either party may terminate this Agreement, for any reason, without penalty or charge, by giving 30-day advance written notice to the other party, provided that the District or MNJS may terminate this Agreement on a shorter but reasonable advanced written notice pursuant to this Agreement. This Agreement will not automatically renew. If both Parties consent, the Parties may enter into negotiations for future rentals or alternative rental agreements. Should any of the rental charges were prepaid by MNJS before the actual use of the Premises and the Agreement is terminated for any reason, the District will return any of the prepaid rental charges to MNJS upon termination of this Agreement.
- 2. Reservation of Space.** The District’s Community Education Department, as part of its role to oversee facilities management will reserve classrooms, recreation spaces, gym, cafeteria and storage space, (“Premises”) for up to six (6) hours each Saturday that MNJS is in session, up to a maximum of 37 sessions. MNJS understands that, pursuant to District policy, District sponsored or related activities have first priority for all rooms and space within the District, meaning that some dates that may be requested by MNJS may not be available for MNJS programming. The District will endeavor to provide as much advance notice as possible when it will not be able to provide the full Premises on a specific MNJS programming day.
- 3. Rental Charges.** MNJS will pay the District a total of \$32,513.75 during the term of this Agreement for rental and maintenance expenses. This amount will be invoiced in 12 monthly installments by the District beginning on September 1, 2023, and such invoices must be fully paid by MNJS within 30 days of their receipt. Attached to this Agreement as Exhibit A is a breakdown of the spaces and hours to be used during this Agreement.
- 4. Alterations and Additions.** MNJS may not make any alterations or additions to the Premises without obtaining prior written permission from the District. Upon termination of this Agreement, the District may elect to keep any alterations or additions or to require MNJS to remove the alterations and additions and restore the Property to its current condition.

5. Repair and Return to Current Condition. After each use of the Premises outlined in this Agreement, MNJS must clear the space and return the Premises to the condition they were in when MNJS arrived that day, except for any reasonable wear and tear associated with normal use of the Premises.

6. Additional Space and Charges. Additional space or rooms needed for special events, such as teacher training, field days, and graduation, should be reserved through the District Facilities Scheduler and will be subject to additional charges pursuant to District Policies regarding room rentals. Additional rooms needed for the MNJS regular school day may be reserved at a rate consistent with that used to calculate the annual rental charges. The terms of this Agreement shall apply equally to all uses of District property by MNJS though such room rentals.

7. Compliance with Policy 902. In making use of the Premises outlined in this Agreement, MNJS must comply with all requirements and elements of School Board Policy 902, except to the extent any provisions of Policy 902 conflict with this Agreement, and except that any fundraising activities for the benefit of MNJS shall be permitted on the Premises with prior written approval from the District.

8. Indemnification and Insurance.

A. Indemnification. MNJS hereby agrees to defend, indemnify, and otherwise hold harmless the District, its board members, employees, agents, attorneys, and representatives against any and all claims, demands, actions, administrative proceedings, causes of action, and liability, of any nature arising out of or relating to the Agreement, provisions of MNJS services, or MNJS's use of the Premises. The District shall have the right to choose its own legal counsel and seek reimbursement from MNJS for the cost of defending itself in any legal action or administrative proceeding arising out of or related to this Agreement. Under no circumstance will the District be liable for any damage to any personal property on the Premises if the damage arises out of or relates to MNJS's use of the Premises.

B. Insurance. At its own expense, MNJS must furnish public liability insurance issued by a responsible insurer indemnifying the District against any claims for personal injury, property damage, and all other forms of liability arising out of or related to MNJS's use or occupancy, or both, of the Premises. The policy must name the District as an additional insured, and the insurer must agree to waive the defense of governmental immunity in the event a claim is made against the District. MNJS must provide proof of insurance prior to the first scheduled use. The insurance must provide coverage of at least \$50,000 per person, \$500,000 per accident and \$50,000 property damage. The insurance policies and the companies writing them are subject to approval by the District. The insurance policy, or an addendum to the policy, must provide that it may not be modified or cancelled without thirty (30) days written notice to the District before the effective date of cancelation. MNJS must not take any action, or allow any employee, agent, or representative to take any action, which will in any way impair or invalidate any insurance policy that the District maintains on the Premises.

9. Waiver of Liability. MNJS hereby waives and releases any claims, liabilities, and causes of action against the District, its employees, agents, representatives, and insurers for damage to or destruction of any personal property of MNJS or its staff, volunteers, or students, that is on the Premises, regardless of whether the property is owned by MNJS or by others, and regardless of whether the damage is caused by an event that is covered by insurance.

10. Force Majeure. The District shall not be liable for damages due to any non-performance resulting from circumstances or causes beyond its reasonable control, including without limitation, electrical interruption lasting more than eight (8) business hours, fire or other casualty, act of God, war or other violence including terrorist acts, or any law, order or requirement of any governmental agency or authority. If the District is unable to provide space due to the reasons above, the District or MNJS reserves the right to terminate this Agreement, except that should any of the rental charges were prepaid by MNJS before the actual use of the Premises, the District will return any of the prepaid rental charges to MNJS upon termination of this Agreement pursuant to this Section 10.

11. Notices. Any notice given under this Agreement is sufficient if it is in writing, legible, and delivered to the other party by hand, courier, facsimile, registered mail, certified mail, or regular mail at the address listed below for the party. Delivery is effective upon mailing.

The District:

Anne Marie Leland

Director of Community Education

and Strategic Partnerships

5701 Normandale Road

Edina, MN 55424

MNJS:

12. Nature of the Relationship. The Parties enter this Agreement as independent contractors. Nothing in this Agreement may be construed to create a partnership, joint venture, or joint enterprise between the District and MNJS. The Parties have no power under this Agreement to take any action that could legally bind the other. The Parties are not entering into an employment agreement or an employee-employer relationship. This Agreement is between the District and MNJS, and not between either Party and any employee.

13. Sole Responsibility for Programming. MNJS will retain sole responsibility for the programming that it offers, and the District shall have no role in the advertisement, registration, or provision of learning experiences for those who enroll in MNJS. Employees hired by MNJS are solely the employees of MNJS, and are not District employees.

14. Teachers. MNJS will be solely responsible for hiring and paying any staff members who provide services as a part of its programming, and none of these individuals shall be considered to

be an employee of the District. MNJS agrees that all staff and volunteers that provide services on the Premises must have a successful criminal background check completed and on file with MNJS.

15. Assignment. This Agreement may not be assigned, in whole or in part, by either Party without the written consent of the other Party.

16. Choice of Law and Forum. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement.

17. Severability. If any provision of this Agreement is held unenforceable by a court of law, the remaining portions of the Agreement shall remain in full force and effect.

18. Waiver and Equal Drafting. Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.

19. Entire Agreement. The terms stated in this Agreement represent the entire agreement of the parties. Except as expressly stated in this Agreement, no party has relied on any statement, promise, inducement, or representation of the other. This Agreement supersedes any and all prior statements and agreements between the parties relating to the subject matter of this Agreement. No changes to this Agreement will be valid unless both parties agree to the change in writing. A copy of this Agreement will have the same legal effect as the original.

20. Subject to School Board Approval. The parties understand and agree that this Agreement will not be effective or binding upon the District until approved by the School Board.

By signing below, each party acknowledges that it understands and agrees to the terms set forth in this Agreement and that it has the authority to enter into this Agreement.

INDEPENDENT SCHOOL DISTRICT NO. 273

School Board Chair

Date

School Board Clerk

Date

MINNESOTA JAPANESE SCHOOL

NAME

Title: _____

Date

VII.N. FY23 Metro South Adult Basic Education
 Joint Powers Agreement



Board Meeting Date: June 12, 2023

Title: FY23 Metro South Adult Basic Education Joint Powers Agreement

Type: Consent

Presenter(s): Dr. Anne Marie Leland, Community Education & Strategic Partnerships Director

Description: The 2023 Joint Powers Agreement for the Metro South Adult Basic Education (ABE) Consortium is to cooperatively provide adult education programs and services for adults 17 years and older who are not currently enrolled in public school regular day classes. This Consortium includes the following independent school districts: Bloomington; Eden Prairie; Edina; and Richfield. The purpose of this agreement is to support collaborative, no cost, and accessible adult education for students seeking to develop their English language and basic skills, obtain their GED or Adult Diploma, or enhance essential skills for postsecondary and career opportunities.

Bloomington Public Schools is the Learning Exchange fiscal host for the Metro South ABE Consortium. The funding for Metro South ABE is derived from state and federal aid, learner contact hours, and other funding formula components. The Edina Public Schools Community Education and Strategic Partnership Department hosts adult education classes onsite at the Edina Community Center.

Recommendation: Please consider approval of the request to enter into the Learning Exchange Joint Powers Agreement.

Desired Outcomes from the Board: Please review the information and come prepared with your questions.

Attachments: FY23 Metro South ABE Joint Powers Agreement

2023 JOINT POWERS AGREEMENT FOR THE METRO SOUTH ADULT BASIC EDUCATION CONSORTIUM

PREAMBLE

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

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

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

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

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

hereto agree as follows:

RECITALS

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

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

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

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

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

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

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

AGREEMENT

1. JOINT POWERS.

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

2. PURPOSE.

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

3. ORGANIZATION AND GOVERNANCE.

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

A. Voting Representation.

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

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

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

B. Voting and Quorum.

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

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

C. Meetings.

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

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

4. BOARD DUTIES AND RESPONSIBILITIES.

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

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

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

- A. The Board, with the input and assistance of the fiscal agent, shall consider and approve all budgets and evaluate the programs and services provided by the Consortium.
- B. The Board shall review this Agreement on an annual basis and, if necessary, amend this Agreement in accordance with paragraph 11.
- C. The Board shall review contracts and/or leases at the request of the fiscal agent as needed to help fulfill the purpose of this Agreement.

5. FINANCIAL PARTICIPATION.

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

6. MEMBER OBLIGATIONS.

Each member shall be obligated to:

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

7. FISCAL AGENT.

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

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

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

8. INSURANCE.

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

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

In the event that the procured liability coverage does not cover a particular act or omission, each individual member shall not be individually liable unless required by law, but any such liability shall be apportioned amongst the members based upon their percent of enrollment relative to the other members of the Consortium in the 12 months preceding the act or omission.

Activities by the Consortium are intended to be and shall be construed as a “cooperative activity” and the Consortium shall be deemed a “single government unit” for purposes of liability, as set forth in Minnesota Statutes Section 471.59, subd. 1a(b). To the fullest extent permitted by law, each member of the Consortium agrees to defend and indemnify the other members, their school board members, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the activities under this Agreement.

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

9. TERM OF AGREEMENT AND TERMINATION.

This term of this Agreement shall run from the date of authorization of the School Boards of each respective member to June 30, 2024, unless it is terminated prior to June 30, 2024 as a result of the Consortium being:

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

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

10. WITHDRAWAL

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

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

11. AMENDMENTS.

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

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

12. EFFECTIVE DATE.

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

13. AUTHORIZATION.

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

Chair, Bloomington ISD 271

Clerk, Bloomington ISD 271

Date

Chair, Eden Prairie ISD 272

Clerk, Eden Prairie ISD 272

Date

Chair, Edina ISD 273

Clerk, Edina ISD 273

Date

Chair, Richfield ISD 280

Clerk, Richfield ISD 280

Date

VII.O. FY23 Learning Exchange Joint Powers
Agreement



Board Meeting Date: June 12, 2023

Title: FY23 Learning Exchange Joint Powers Agreement

Type: Consent

Presenter(s): Dr. Anne Marie Leland, Community Education & Strategic Partnerships Director

Description: The 2023 Joint Powers Agreement for the Learning Exchange Consortium is to cooperatively provide community education programs and services for adults with unique abilities. This Consortium includes the following independent school districts: Bloomington; Eden Prairie; Edina; and Richfield. The purpose of this agreement is to support collaborative, affordable, and accessible enrichment programming for adults with unique abilities.

Bloomington Public Schools is the Learning Exchange fiscal host and provides program oversight and staff supervision. The funding for the Learning Exchange is derived from state aid and matching district funds. Edina Public Schools Community Education & Strategic Partnership department contributes \$5,202 in permissive levy funds each school year to support Learning Exchange.

Recommendation: Please consider approval of the request to enter into the Learning Exchange Joint Powers Agreement.

Desired Outcomes from the Board: Please review the information and come prepared with your questions.

Attachments: FY23 Learning Exchange Joint Powers Agreement

**2023 JOINT POWERS AGREEMENT FOR THE LEARNING EXCHANGE CONSORTIUM
TO COOPERATIVELY PROVIDE COMMUNITY EDUCATION PROGRAMS
AND SERVICES FOR ADULTS WITH DISABILITIES**

PREAMBLE

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

It is the intention of the members to jointly cooperate to provide educational and enrichment opportunities for adults with disabilities; increase the public awareness of the role of adults with disabilities; enhance the role of adults with disabilities within the community; enhance cooperation and coordination with the Adaptive Recreation efforts of the cities named below; and promote cooperation with other organizations that function within the four communities.

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

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

Hereto agree as follows:

RECITALS

WHEREAS, the members agree to maintain a joint powers entity entitled Learning Exchange Consortium to provide educational and enrichment opportunities for adults with disabilities. Base funding for the consortium will be provided by each consortium member based upon the funding it receives from the State of Minnesota as determined from the Minnesota Department of Education Levy Limitation and Certification reports and collected by the fiscal agent of said consortium.

AGREEMENT

1. JOINT POWERS.

The members are jointly empowered to act on behalf of the several members and to take such actions as may be necessary from time to time to fulfill the purpose of this Agreement. The name of the entity formed by this Joint Powers Agreement shall be the Learning Exchange Consortium.

2. PURPOSE.

The purpose of the Consortium is to enable the members to provide collaborative efforts for Learning Exchange services, which include: Providing enrichment and educational opportunities, increase the awareness of the role of adults with disabilities, enhance the cooperation and coordination within the members, promote cooperation with other organizations that function with the four communities.

3. ORGANIZATION AND GOVERNANCE.

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

A. Voting Representation

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

Members of the Board shall not be deemed to be employees of the Consortium and will not be compensated by the Consortium for serving on the Board. For all purposes, including workers’ compensation, each member of the Board shall be considered to be an employee of the member District that made their appointment.

B. Voting and Quorum

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

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

C. Meetings

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

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

4. BOARD DUTIES AND RESPONSIBILITIES.

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

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

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

- A. The Board, with the input and assistance of the fiscal agent, shall consider and approve all budgets and evaluate the programs and services provided by the Consortium.
- B. The Board shall review this Agreement on an annual basis and, if necessary, amend this Agreement in accordance with paragraph 11.
- C. The Board shall review contracts and/or leases at the request of the fiscal agent as needed to help fulfill the purpose of this Agreement.

5. FINANCIAL PARTICIPATION.

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

6. MEMBER OBLIGATIONS.

Each member shall be obligated to:

- A. Submit appropriate financial data required by the State to qualify for program approval.
- B. Contribute to the efforts of the Consortium. For example, member Districts may provide the following:
 - i. Administrative leadership and support;
 - ii. Outreach and marketing through Community Education catalogs;
 - iii. Referral of students to the program; and
 - iv. Liaison support of local schools, social service agencies and employers.
- C. Direct all State Aid intended for Adults with Disabilities to the fiscal agent on behalf of the Consortium.

7. FISCAL AGENT.

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

- A. The fiscal agent is responsible for fiscal management of the Consortium. The fiscal agent shall develop a program budget and submit the same to the Board

for approval. The fiscal agent shall monitor the program budget and ensure proper recordkeeping of all receipts and expenditures of the Consortium.

- B. The fiscal agent is responsible for the organizational structure and staffing and supervision in order to implement programs.
- C. The fiscal agent shall develop operational guidelines and procedures. Such guidelines and procedures shall be presented to the Board.
- D. The fiscal agent shall collect data from members as necessary to perform the purposes of this Agreement.
- E. The fiscal agent shall submit all required State performance reports and fiscal reports.
- F. The fiscal agent shall keep all records on behalf of the Consortium.
- G. The fiscal agent is responsible for program planning and development. The fiscal agent will report to the Board on program planning and development at each Board meeting.

8. INSURANCE.

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

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

In the event that the procured liability coverage does not cover a particular act or omission, each individual member shall not be individually liable unless required by law, but any such liability shall be apportioned amongst the members based upon their percent of enrollment relative to the other members of the Consortium in the 12 months preceding the act or omission.

Activities by the Consortium are intended to be and shall be construed as a "cooperative activity" and the Consortium shall be deemed a "single government unit" for purposes of liability, as set forth in Minnesota Statutes Section 471.59, subd. 1a(b). To the fullest extent permitted by law, each member of the Consortium agrees to defend and indemnify the other members, their school board members, employees, and volunteers,

from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the activities under this Agreement.

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

9. TERM OF AGREEMENT AND TERMINATION.

This term of this Agreement shall run from the date of authorization of the School Boards of each respective member to June 30, 2024, unless it is terminated prior to June 30, 2024 as a result of the Consortium being:

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

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

10. WITHDRAWAL

Upon adoption of a resolution of its School Board, an individual member may withdraw from participation in the Consortium by providing eleven (11) months written notice.

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

11. AMENDMENTS.

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

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

12. EFFECTIVE DATE.

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

13. AUTHORIZATION.

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

Chair, Bloomington ISD 271

Clerk, Bloomington ISD 271

Date

Chair, Eden Prairie ISD 272

Clerk, Eden Prairie ISD 272

Date

Chair, Edina ISD 273

Clerk, Edina ISD 273

Date

Chair, Richfield ISD 280

Clerk, Richfield 280

Date

VII.P. Secondary Online Teaching Pilot Program
MOU (*added to the agenda*)

**Memorandum of Understanding
Between Education Minnesota/Edina and Edina Public Schools
Secondary Online Teaching Pilot Program 2023-2024**

This Memorandum of Understanding (“MOU”) is made by and between Independent School District No. 273, Edina Public Schools (“District”) and Education Minnesota/Edina (“EM/E”).

WHEREAS, EM/E is the exclusive representative of teachers employed by the District;

WHEREAS, the Master Agreement (“Agreement”) governs the teachers’ terms and conditions of employment between the District and the EM/E for the 2021-23 school years;

WHEREAS, the District’s Edina Virtual Pathways program “EVP” has been approved as a comprehensive online provider by the Minnesota Department of Education;

WHEREAS, the District is interested in piloting a program where full-time teachers agree to teach smaller groups of students in an online class platform on a semester basis that is not built into the teachers’ regular assignments and is outside the teachers’ regular assignments;

WHEREAS, the District also has a separate program for viable online classes that will be built into the teachers’ regular assignments and full time equivalency (“FTE”);

WHEREAS, the District understands that these extra assignments for the pilot program are at teachers’ discretion; and

WHEREAS, the District understands that the role of students services support is vital to the success of the EVP;

THEREFORE, the District and EM/E agrees as follows:

1. A teacher who accepts a secondary assignment teaching an online class will be compensated based upon the level of student enrollment. For courses of 20 or fewer students, teachers will be compensated at a rate of \$270 per student. For fully subscribed courses, defined as those having 21 or more students, teachers will be compensated based upon their full-time equivalency; in the event that a teacher’s full-time equivalency would amount to less than \$5,670, they will be compensated \$5,670.
2. The student count for purposes of teacher compensation will be made on the 20th instructional day of the semester. If the total number of students enrolled in the course, on the last day of the semester, is higher than this student count, teachers will receive additional pay equal to \$270 per additional student. In the event that the student count for purposes of teacher compensation is less than four as of the 20th instructional day of the semester, the teacher will receive no less than \$1080.
3. Online courses taught during the course of the normal school calendar that are fully-subscribed as of April 15, 2024 will be built into a teacher’s work day unless, by mutual agreement between the teacher and school leadership, it is decided to classify the course as an extra assignment in addition to the teacher’s in-person FTE. Online courses that become fully subscribed after April 15, 2024 may be built into a teacher’s work day by mutual agreement between the teacher and school leadership.

4. If a teacher undertakes multiple undersubscribed online courses whose combined registrations equals 21-40 as of the 20th day of the semester, the teacher may have the courses treated in a manner identical to a single, fully subscribed, course for the purpose of compensation. Beginning in the 2024-2025 school year, if a teacher undertakes multiple undersubscribed online courses whose combined registrations equals 21-40, by mutual agreement of the teacher and school leadership, the courses may be treated in a manner identical to a single, fully-subscribed, course for purpose of assignment within the teacher's duty day. This paragraph does not apply to a part-time, online teacher as defined in paragraph 14.
5. Pay will be divided into two payments 50% following the 20th instructional day of the semester and 50% at the end of the semester. Payments will coincide with the District's regular, bimonthly payroll schedule.
6. Compensation for Edina Virtual Pathway courses taught during the summer or within a stretch calendar will be compensated based upon the level of student enrollment. For courses of 20 or fewer students, teachers will be compensated at a rate of \$270 per student. For fully subscribed courses, defined as those having 21 or more students, teachers will be compensated based upon their full-time equivalency; in the event that a teacher's full-time equivalency would amount to less than \$5,670, they will be compensated \$5,670. Fully subscribed summer or stretch calendar courses may, as an alternative, be built into a teacher's regular assignment by mutual agreement between the teacher and school leadership.
7. Aligning with Minnesota Statute Section 124D.095, subd. 4, no more than 40 students will be enrolled in any one online learning section.
8. Within any given semester, all students within the same course taught by the same teacher will be considered to be a part of a single section for purposes of compensation and course size measurement, excepting where an additional section, with corresponding additional compensation, is added by mutual agreement of the teacher and school leadership.
9. When assigning special education, multilingual learner, and Talent Development staff to support comprehensive EVP students, the district will follow the Special Education Support MOU, the Online Teaching Terms and Conditions for the Implementation of Edina Online Offerings MOU, and the November 2016 Caseload Taskforce report.
10. Teachers will not be required to remain on district property during the portion of their assignment that is dedicated to teaching EVP courses.
11. Teachers will not encourage or discourage enrollment in Edina Virtual Academy courses.
12. Teachers currently teaching undersubscribed classes and performing satisfactorily in that position will have a right to first refusal before the course is offered to another Edina teacher.
13. All secondary online assignments will be offered to current Edina teaching staff before the district pursues a part-time external hire.
14. For the purposes of this MOU, part-time, online teacher positions are defined as those involving sections of fewer than twenty-one (21) students as of the 20th instructional day of the semester and taught by a teacher hired for the 2022-2023 and/or 2023-2024 school year. The definition does not apply to a teacher who also teaches in-person or a fully-subscribed online class for the District.
15. Part-time, online teachers do not qualify for benefits under the Master Agreement between EM/E and the District.
16. Part-time, online teachers do not qualify for compensation under the Teacher Evaluation and Alternative Compensation Program.
17. Part-time, online teachers are not placed on any seniority list.

18. If a part-time, online teacher is assigned a course during the 2023-2024 regular school calendar that becomes fully subscribed (21 or more students) as of the 20th instructional day of the semester or thereafter, then the teacher will no longer meet the definition of a part-time, online teacher under this MOU and will qualify for compensation and benefits according to both the Master Agreement and the Memorandum of Understanding Between Education Minnesota/Edina and Edina Public Schools Secondary Online Teaching Pilot Program 2023-2024.
19. A teacher who no longer meets the definition of part-time, online teacher and therefore qualifies for compensation and benefits as provided in paragraph 14 does not qualify for compensation under the Teacher Evaluation and Alternative Compensation Program for that school year unless by mutual agreement of EM/E and the District.
20. Final decision on course offerings will be determined by building and district administration. If a decision is made to run a class and student enrollment exceeds the fully subscribed number (21), at the time schedules are built in the spring of the preceding year, the District will create at least one fully subscribed section.
21. Teachers accepting an assignment to teach an online class through EVP will be required to see the assignment to completion. In the event that a teacher wishes to withdraw from an assignment, every effort will be made to find an alternate teacher to accommodate the request.
22. Teachers accepting an assignment to teach an online class through Edina Virtual Pathway during the regular school year will be required to participate in two hours of conferences with families per semester. These two hours are inclusive of the 16 hours designated for parent-teacher communication and conferences established in the Parent Communication/Conferences MOU. Teachers may document these hours as part of the 8 hours of flex conferencing required by the EHS conference plan.
23. Teachers accepting an assignment to teach an online class through Edina Virtual Pathway during the regular school year will be required to participate in two hours of staff meetings per semester. Each staff meeting will be offered at least twice, both before and after school, in order to accommodate different teacher schedules.
24. Instructional materials used within the course of teaching Edina Virtual Pathway classes will be made available to other Edina teachers for instructional purposes. Materials including teacher likeness or voice, such as screencasts or slides within presentations, will not be used by other teachers without permission.
25. Nothing in this MOU alters or adds to a teachers' continuing contract rights under Minn. Stat. Section 122a.40.
26. Nothing in this MOU may be deemed to establish an interpretation of the Agreement, a precedent, a practice, or to alter any established interpretation, precedent, or practice arising out of or relating to the Agreement between the District and EM/E. Neither party may submit this MOU in any proceeding as evidence of a contract interpretation, precedent, or practice. This MOU does not alter any managerial rights that the District has in absence of this MOU. This MOU is not grievable.
27. This MOU sunsets on July 31, 2024.

EM/E and the District are in agreement with the above language as evidenced by their representatives' signatures below.

Representative for:

Education Minnesota/Edina

ISD 273, Edina Public Schools



President

Superintendent

6/9/23

Date

Date

VIII. **Discussion**

VIII.A. Preliminary Budget - Fiscal Year 2024



Board Meeting Date: 6/12/2023

Title: Preliminary Budget – Fiscal Year 2024

Type: Discussion

Presenter(s): Mert Woodard, Director, Business Services

Description: The preliminary budget for fiscal year 2024 was developed using prior year audited data, current year budgets, estimates of year-end results, and forecasts of future activity based on assumptions made by the District administration. The administration has updated its estimates to include revenue appropriations put into law during the 2023 legislative session.

The enclosed executive summary provides both the overall, aggregate revenue and expenditure budgets of the District's governmental funds as well as revenue and expenditures budgets for each individual fund.

Recommendation: The District administration recommends reviewing the proposed preliminary budget for fiscal year 2024 ahead of adoption at the June 20, 2023 Special Meeting.

Desired Outcomes from the Board: Review, discuss, and provide feedback on the proposed preliminary budget for fiscal year 2024.

Attachments:

1. Executive Summary – Preliminary Budget Fiscal Year 2024

Preliminary Budget Executive Summary

Dr. Stacie Stanley, Superintendent
Mert Woodard, Director of Business Services
Approved by the School Board on June 20, 2023

GUIDING PRINCIPLES

Vision

The vision of the Edina Public Schools is for each and every student to discover their possibilities and thrive.

Mission

Edina Public Schools is a dynamic learning community delivering educational excellence and preparing all students to realize their full potential.

Through academics, activities and opportunities, we encourage creativity, foster curiosity, and develop critical thinking skills. We support every student's educational journey by creating a caring and inclusive school culture that supports the whole student.

CORE VALUES

We are guided by our Core Values: Integrity, Compassion, Courage, Commitment, Appreciation, and Responsibility.

CORE BELIEFS

Academic Excellence: We believe each student deserves access to academic excellence which includes challenging and rich curricula, high expectations, and inspiring instruction that meets their individual needs.

Equity: We believe it is critical to eliminate barriers to success and provide the supports, opportunities and environments so all students can reach their full potential.

Family, School, & Community: We believe students learn best when students, families, educators, and the community partner to provide dynamic support and share responsibility for learning.

Healthy Learning Environment: We believe students thrive in a balanced, healthy environment that promotes the free exchange of ideas and support students' physical, social-emotional and intellectual needs.

Inclusion: We believe in the inherent dignity of all people, we celebrate individuality, and we value and appreciate diversity.

Life Skills: We believe that inspiring students to grow as critically thinking collaborative learners will prepare them to be productive, accountable, self-motivated, and responsible citizens.

Operational Excellence: We believe in high performance of governance, administration, and partnerships, and effective and efficient use of time, human, financial, and physical resources in support of the mission.

Professional Excellence: We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.

School Board

Erica Allenburg, Chair
Term Expires: January 2026

Julie Greene, Vice Chair
Term Expires: January 2024

Janie Shaw, Treasurer
Term Expires: January 2024

Karen Gabler, Clerk
Term Expires: January 2026

Dan Arom, Assistant Clerk
Term Expires: January 2026

Michael Birdman, Assistant Treasurer
Term Expires: January 2026

Regina Neville, Director
Term Expires: January 2024

Stacie Stanley, Ex-Officio

GOVERNMENTAL FUND STRUCTURE

To understand this budget document, it is helpful to know that there are several legal restrictions on how school districts must spend and account for the public funds that they receive. Per state requirements and Generally Accepted Accounting Principles of the United States, Edina Public Schools separates its money into five major areas.

They are as follows:

General Fund

Used to account for the general operations of the school district. This fund includes salaries and benefits for teachers, principals, custodians, administrative support staff, paraprofessionals, and administrators; costs of supplies, textbooks, contracted services, utilities, repairs, equipment, and so on. This fund is also used for long-term facilities maintenance (LTFM) projects of less than \$2,000,000 per site and for the capital projects (technology) levy.

Food Service Fund

Used for all expenditures related to operating the District's cafeterias, including food, salaries, benefits, supplies, and equipment. Food Service revenues come primarily from the sale of meals to students and adults. Federal and state aid is also provided for meals served that qualify for reimbursement.

Community Services Fund

Used for expenditures related to community education programs such as Early Childhood Family Education, Adult Basic Education, Kids Club, youth enrichment classes, and Community Education Programs.

Community Services revenue primarily comes from fees charged for the programs and property tax revenue dedicated to community services.

Building Construction Fund

Used for expenditures of major building projects. Proceeds from sale of bonds authorized in an election or against lease levy authority are placed in this fund. This fund is also used for long-term facilities maintenance projects exceeding \$2,000,000 per site.

Debt Service Fund

Used to accumulate and account for resources that fund principal and interest payments on bonds sold to finance construction. These are akin to a homeowner's payments on a mortgage.

Why is this information important? It is important to understand the fund structure because, with very few exceptions, money cannot be transferred from one fund to another. For example, raising a la carte prices or Kids Club tuition is not a solution to a shortfall in the General Fund. Similarly, the resources of the Debt Service Fund or the Building Construction Fund cannot be used to pay teacher salaries.

Preliminary Budget Executive Summary

2023-2024 School Year

EXPENDITURES BY PROGRAM

The school district budget consists of expenditures made for the following programs or activities:

Administration

Includes all costs for general administration, instructional administration and school site administration. This area also covers the school board, superintendent, principals, and directors.

District Support Services

Consists of activities related to general administrative support not listed above. This area covers federal programs, human resources, business and finance, government relations, school elections, and miscellaneous district administration not otherwise classified. Anticipated salary increases and district contingency reserves have temporarily been budgeted here.

Elementary and Secondary Regular Instruction

Elementary and secondary regular instruction consists of all activities dealing directly with the teaching of pupils, the interaction between teachers and pupils in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels.

Vocational Instruction

Courses and activities which develop knowledge, skills, attitudes and behavioral characteristics for students seeking career exploration and employability.

Special Education Instruction

Activities providing learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, need, or who would benefit by, educational programs different from those provided pupils in regular or vocational instruction.

Instructional Support Services

Activities for assisting the instructional staff with the content and process of providing learning experiences for pupils in kindergarten through twelfth grade.

Pupil Support Services

Includes all services provided to pupils who do not qualify to be classified as instructional services (counseling/guidance, health, psychological, social work, transportation, other).

Sites and Buildings

Activities related to the acquisition, operation, maintenance, repair and remodeling of all physical plant, facilities and grounds of the school district.

Fiscal and Other Fixed Costs

Fiscal and fixed cost activities that are not recorded elsewhere.

EXPENDITURES BY OBJECT

The school district budget consists of the following types of expenditures:

Salaries

Regular salary related to personnel positions, extra-curricular assignments, overtime, and substitute costs.

Benefits

Health, dental, life, long-term disability, workers' compensation, state pension contributions, retirement plans and recording of post-retirement benefits for current employees.

Purchased Services

Includes consultants, postage, insurance, repair and maintenance services, utilities, student transportation contracts, travel/conferences, payments to other districts, and tuition.

Supplies and Materials

Textbooks, instructional supplies, office and custodial supplies, computer software, and related copier costs. Includes fuel for buildings.

Capital

Building construction, equipment, facility repair and maintenance, vehicles, and computer equipment.

Debt Service

Principal and interest payments for bonded debt.

Other Expenditures

All other expenditures not classified in other areas.

Preliminary Budget Executive Summary

2023-2024 School Year

BUDGET OVERVIEW

The annual budget presented includes an analysis of the actual financial results of the District at June 30, 2022, and the anticipated positions at June 30, 2023 and June 30, 2024.

The budget was prepared in accordance with generally accepted accounting principles and includes all governmental funds. Each fund is treated as an independent accounting entity in accordance with statutory requirements and state and federal regulations governing the District's various revenue sources and expenditure purposes.

Minnesota Education Laws 2023 were used as the basis for building the fiscal year 2023-2024 budget which includes a 4.0% increase in the state basic education revenue formula, an increase to special education cross subsidy aid from 6.4% of the cross subsidy to 44.0%, and an increase to per pupil English Learner revenue from \$704 to \$1,228.

Revenues:

	Preliminary Budget Fiscal Year 2024		
	FY2022 Audited Results	FY2023 Revised Budget	FY2024 Preliminary Budget
General Fund	\$ 135,580,160	\$ 142,729,203	\$ 154,449,311
Food Service	4,125,876	3,551,199	3,749,153
Community Service	9,000,853	10,571,317	12,081,362
Debt Service	15,069,351	15,300,530	14,299,501
Total Excluding Construction	163,776,240	172,152,249	184,579,327
Construction	10,439,858	23,039,499	2,305,570
Total Revenue	\$ 174,216,098	\$ 195,191,748	\$ 186,884,897

Expenditures:

General Fund	135,021,744	143,624,315	149,411,639
Food Service	3,748,409	3,650,721	3,749,153
Community Service	8,077,495	10,565,023	11,892,848
Debt Service	14,933,009	15,227,578	14,587,840
Total Excluding Construction	161,780,657	173,067,637	179,641,480
Construction	6,418,595	17,476,685	13,033,803
Total Expenditures	\$ 168,199,252	\$ 190,544,322	\$ 192,675,283

For presentation purposes, throughout this document other financing sources are depicted as revenues and other financing uses as expenditures

The District will also experience increase of \$229 per pupil in operating referendum authority and a 5.5% increase to the capital projects levy, directly proportional to the increase to the net tax capacity of the District.

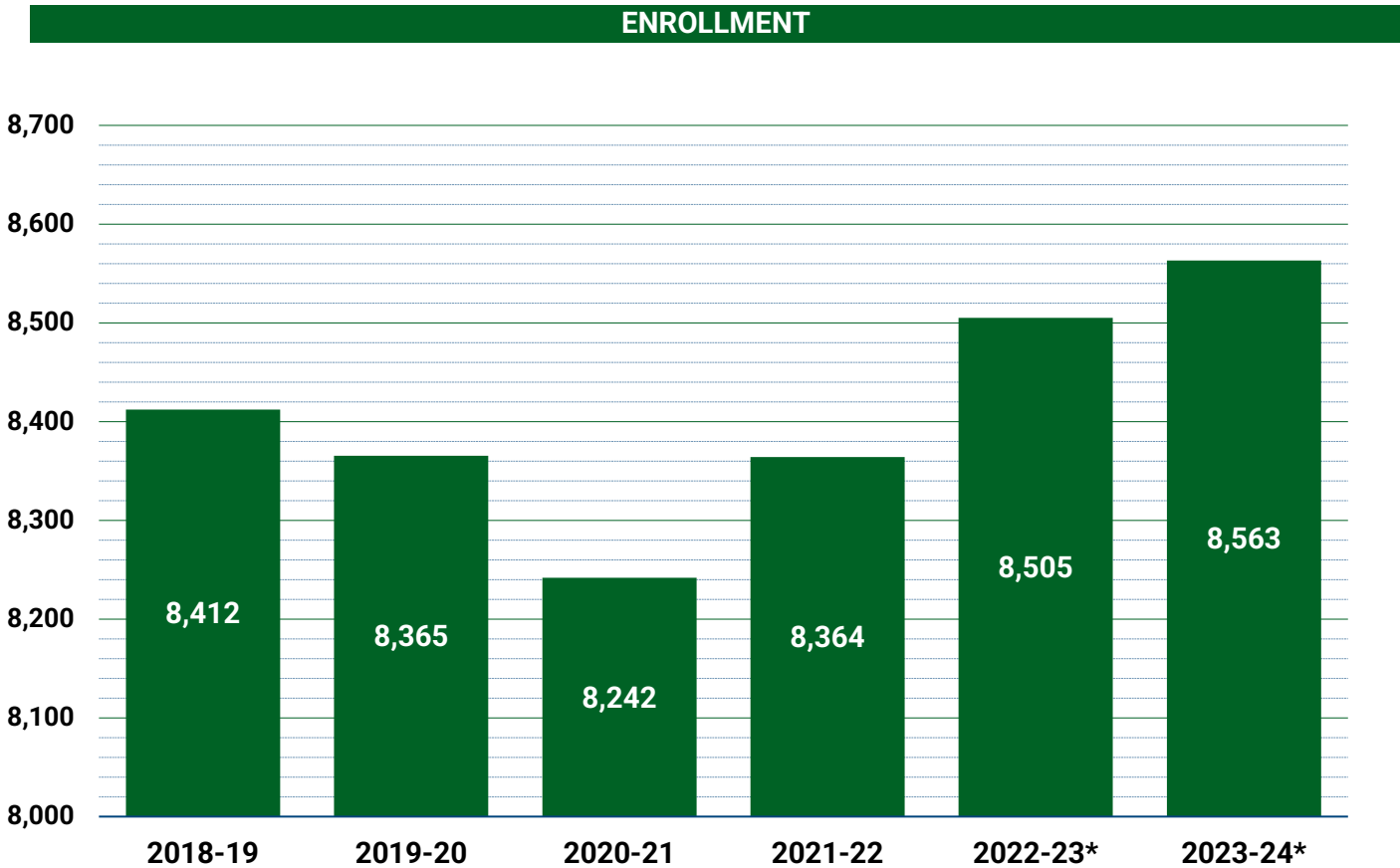
The development of the District's budget for the 2023-2024 school year, which was concluded before the end of the 2023 legislative session, includes approximately \$4.0M of cost containment measures. The cost containment measures include, but are not limited to: the elimination of all non-special education paraprofessionals hired with one-time federal pandemic relief funds, the "right sizing" of licensed staff at the middle school level in accordance with established District class-size ratios, the elimination of certain central office administrative staff through attrition, and the indefinite deferral of certain capital purchases. More details regarding the District's cost containment process can be found on the District's cost containment [website](#).

A school district's budget can be one of the most meaningful and useful documents in public school administration. It depicts the priorities of the School Board, administration, staff, and community. The District's preliminary budget for fiscal year (FY) 2024 is shown above.

ENROLLMENT HISTORY & PROJECTIONS

During the 2020-21 school year the District, like many throughout the state and country, experienced a one-time enrollment loss due to the COVID-19 pandemic. In 2023-24 enrollment of Edina Public Schools is projected to grow by 58 students to 8,563.

Enrollment projections are based upon demographic studies commissioned by the District that are updated periodically and monitored regularly in regards to capacity at school buildings. The District's last demographic and enrollment study was completed in January 2022. The District is in the process of refreshing the study to better understand changes to housing, resident enrollment, and open enrollment trends.



*The enrollment figures for the 2022-23 and 2023-24 school years are estimates. The enrollment figures for the other years that are presented represent actual student enrollment (average daily membership).

Preliminary Budget Executive Summary

2023-2024 School Year

GENERAL FUND

The General Fund contains all revenue and expenditures for the general, day-to-day operations of the school district. This includes salaries and benefits for teachers, administrators, custodians, secretaries, and para-professionals; instructional supplies, technology, transportation, textbooks, and money spent to operate and repair district buildings. In some ways, it is clearer to express the General Fund in terms of what it does not cover. The General Fund does not cover food service, Community Education programs, debt service payments on voter-approved bonds issued by the District, and the cost of major construction projects financed through the issuance of bonds.

The General Fund includes expenditures associated with the capital projects levy or "tech levy", which funds all of the technology infrastructure and staff in the District, the annual levy for LTFM projects less than \$2.0M per site. Projects over \$2.0M are in the building construction fund. It is important to note that LTFM expenditures can fluctuate considerably from year to year and can impact the overall view of the district's funding picture.

FUND BALANCE POLICY

The level of spending is set with a number of considerations in mind, but one of the primary considerations is to maintain an adequate level of reserves for unanticipated events. The District has a formal policy calling for an unassigned fund balance in the General Fund equal to at least 6.0% to 10.0% of total unassigned expenditures. This balance could be considered to be the District's "savings account." Maintaining a prudent fund balance is important for the stability of the district, and is a key measure that bond rating agencies examine when assigning a credit rating to a District's debt issuances. The projected unassigned General Fund balance as of June 30, 2024 is \$10,185,657. This is 8.8% of the unassigned expenditure budget, or about two weeks of operations. Board policy dictates an additional *committed* fund balance of 2.0%. Unanticipated events that could occur that would require the District to dip into its unassigned fund balance include:

- Property tax delinquencies and abatements
- Enrollment fluctuations
- Unanticipated price increases for essential purchases, e.g. fuel for heating, other utilities, transportation
- State aid revenue reductions or 'pro-rations'
- Unforeseen public health emergencies or severe weather/natural disasters
- Federal sequestration

		Preliminary Budget Fiscal Year 2024		
		FY2022 Audited Results	FY2023 Revised Budget	FY2024 Preliminary Budget
Revenues:				
Local Property Taxes	\$	44,953,106	\$ 46,853,980	\$ 53,290,711
Investment Earnings		46,182	598,647	406,663
Other Local Revenue		3,948,410	3,693,487	3,288,175
State Aid		82,445,205	86,913,483	95,178,065
Federal Aid		4,187,257	2,731,866	2,285,697
Other Financing Sources		-	1,067,740	-
Total Revenue		\$ 135,580,160	\$ 141,859,203	\$ 154,449,311
Expenditures:				
Salaries and Benefits		107,097,909	112,640,984	117,819,332
Purchased Services		13,208,778	9,317,387	9,781,080
Supplies and Materials		4,445,548	7,091,202	4,280,652
Capital		7,289,936	11,750,157	15,023,136
Other		600,892	620,584	507,439
Other Financing Uses		2,378,681	1,334,000	2,000,000
Total Expenditures		\$ 135,021,744	\$ 142,754,315	\$ 149,411,639
Fund Balances:				
Net Change in Fund Balance		558,416	(895,112)	5,037,672
Beginning of Year		17,563,606	18,122,022	17,226,910
End of Year		18,122,022	17,226,910	22,264,582

Preliminary Budget Executive Summary

2023-2024 School Year

FOOD SERVICE FUND

The District's food service operation, managed by Chartwells, provides meals and nutrition services that fully comply with regulations set forth by the United States Department of Agriculture. All revenues and expenditures associated with the program must be accounted for in a separate fund. By law, revenues generated by the program can only be used to provide meals and to pay for certain closely related expenditures.

During the 2023 legislative session a bill to provide free meals to all students attending public schools was enacted, effective July 1, 2023. All students of the District will receive one free breakfast and one free lunch each school day.

	Preliminary Budget Fiscal Year 2024		
	FY2022 Audited Results	FY2023 Revised Budget	FY2024 Preliminary Budget
Revenues:			
Lunch Sales	\$ 352,581	\$ 2,372,370	\$ 1,147,748
Federal Aid	3,696,542	976,052	1,008,453
State Aid	74,774	164,237	1,579,963
Other	1,979	38,540	12,989
Total Revenue	\$ 4,125,876	\$ 3,551,199	\$ 3,749,153
Expenditures:			
Salaries and Benefits	410,529	535,151	450,677
Purchased Services	2,903,922	2,832,052	3,298,476
Supplies and Materials	407,862	172,136	-
Other Expenditures	9,775	36,382	-
Capital Outlay	16,321	75,000	-
Total Expenditures	\$ 3,748,409	\$ 3,650,721	\$ 3,749,153
Fund Balances:			
Net Change in Fund Balance	377,467	(99,522)	-
Beginning of Year	921,842	1,299,309	1,199,787
End of Year	1,299,309	1,199,787	1,199,787

Preliminary Budget Executive Summary

2023-2024 School Year

COMMUNITY SERVICES FUND

Community Education exists to help our E-12 students and families thrive and be successful in school and life. Community Education designs, operates and participates in hundreds of important programs year-round that make life and learning better for all people who live, work and attend school in the district. Programs include Kids Club childcare, youth camps and classes, adult classes, adult basic education, and volunteering. Community Education also operates the Edina Early Learning School which offers Early Childhood Family Education, full- and part-day preschool, early childhood screening, intervention and outreach for our community's youngest learners.

Preliminary Budget Fiscal Year 2024			
	FY2022 Audited Results	FY2023 Revised Budget	FY2024 Preliminary Budget
Revenues:			
Local Property Taxes	\$ 1,118,925	\$ 1,087,837	\$ 1,232,059
Tuition and Fees	7,199,115	8,686,212	10,067,570
Other Local Revenues	2,639	15,000	32,007
State Sources	571,274	695,268	749,726
Federal Sources	108,900	87,000	-
Total Revenue	\$ 9,000,853	\$ 10,571,317	\$ 12,081,362
Expenditures:			
Salaries and Benefits	5,511,265	7,229,836	8,035,027
Purchased Services	1,834,270	2,511,162	2,857,081
Supplies and Materials	550,108	594,817	653,440
Other Expenditures	125,783	129,800	165,300
Capital Outlay	56,369	99,408	182,000
Total Expenditures	\$ 8,077,795	\$ 10,565,023	\$ 11,892,848
Fund Balances:			
Net Change in Fund Balance	923,058	6,294	188,514
Beginning of Year	688,972	1,612,030	1,618,324
End of Year	1,612,030	1,618,324	1,806,838

Preliminary Budget Executive Summary

2023-2024 School Year

BUILDING CONSTRUCTION FUND

The Building Construction Fund is used for two purposes:

- to account for construction project expenditures financed with bond or bond-like proceeds
- to account for the expenditures of LTFM projects that are greater than \$2.0M per site.

There can be no borrowing from the Building Construction Fund; any cash or investment balance in the fund must be used for authorized construction or LTFM projects.

Expenditures relating to projects financed by bonds issued in prior years are reflected in the reduction in fund balance over time as projects progress to completion.

During the 2023 fiscal year the District issued certificates of participation in the aggregate par amount of \$14,200,000 to finance the addition to Countryside Elementary, which will host the District's Spanish dual-language program.

Preliminary Budget Fiscal Year 2024			
	FY2022 Audited Results	FY2023 Revised Budget	FY2024 Preliminary Budget
Revenues:			
Investment Earnings	\$ 30,999	\$ 20,000	\$ 305,570
Debt Issued	7,357,053	21,685,499	-
Transfers In	3,051,806	1,334,000	2,000,000
Total Revenue	\$ 10,439,858	\$ 23,039,499	\$ 2,305,570
Expenditures:			
Salaries and Benefits	-	-	300,000
Purchased Services	1,739,767	2,308,534	-
Capital Outlay	4,552,861	15,168,151	12,733,803
Interest and Fiscal Charges	125,967	-	-
Total Expenditures	\$ 6,418,595	\$ 17,476,685	\$ 13,033,803
Fund Balances:			
Net Change in Fund Balance	4,021,263	5,562,814	(10,728,233)
Beginning of Year	7,392,643	11,413,906	16,976,720
End of Year	11,413,906	16,976,720	6,248,487

Preliminary Budget Executive Summary

2023-2024 School Year

DEBT SERVICE FUND

The Debt Service Fund exists to account for revenues and expenditures associated with the repayment of the District's bonded indebtedness. The District issues bonds primarily for the purpose of financing the acquisition, construction, improvement and equipping of the District's buildings. Also, the District occasionally issues bonds to refund or refinance existing debt at a more favorable interest rate. By state law, revenues and expenditures for debt service must be maintained in a separate fund. Borrowing from the Debt Service Fund is not allowed; all resources held by the fund are held exclusively for the purposes of debt repayment and related activity.

The District's underlying credit rating by Moody's Investors Service, [most recently affirmed in April 2023](#), is Aaa, the highest rating possible. The District is one of only three school districts in the State of Minnesota and one of approximately 90 across the United States to hold the coveted rating. The District's credit rating is higher than 34 of 50 states and has held the Aaa rating for longer than the State of Minnesota.

	Preliminary Budget Fiscal Year 2024		
	FY2022 Audited Results	FY2023 Revised Budget	FY2024 Preliminary Budget
Revenues:			
Local Property Taxes	\$ 15,066,052	\$ 15,044,488	\$ 14,277,476
Investment Earnings	3,299	79,964	22,025
Debt Issued	-	176,078	-
Total Revenue	\$ 15,069,351	\$ 15,300,530	\$ 14,299,501
Expenditures:			
Principal	7,540,000	8,015,000	7,625,000
Interest	7,385,884	7,202,578	6,948,840
Fiscal Charges and Other	7,125	10,000	14,000
Total Expenditures	\$ 14,933,009	\$ 15,227,578	\$ 14,587,840
Fund Balances:			
Net Change in Fund Balance	136,342	72,952	(288,339)
Beginning of Year	3,314,963	3,451,305	3,524,257
End of Year	3,451,305	3,524,257	3,235,918

Preliminary Budget Executive Summary

2023-2024 School Year

FUND BALANCE REPORT

	Audited Fund Balances June 30, 2022	FY2023 Final Budgeted Revenues	FY2023 Final Budgeted Expenditures	FY2023 Final Budgeted Transfers In/(Out)	FY2023 Ending Fund Balances	FY2024 Proposed Budgeted Revenues	FY2024 Proposed Budgeted Expenditures	FY2024 Final Budgeted Transfers In/(Out)	FY2024 Ending Fund Balances
General Fund:									
Nonspendable - Inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable - Prepaid Items	2,925	-	2,925	-	-	-	-	-	-
Total Nonspendable	2,925	-	2,925	-	-	-	-	-	-
Restricted - Achievement & Integration	-	1,236,170	1,260,357	24,187	-	1,202,504	1,307,664	105,160	-
Restricted - Alternative Program	-	303,037	413,979	110,942	-	260,905	403,697	142,792	-
Restricted - Area Learning Center	-	213,634	224,003	10,369	-	218,000	414,360	196,360	-
Restricted - Basic Skills	-	832,375	1,809,767	977,391	-	1,916,490	2,322,102	405,612	-
Restricted - Capital Projects Levy	-	6,997,669	6,997,669	-	-	7,431,835	7,431,835	-	-
Restricted - Gifted & Talented	-	121,865	1,360,214	1,238,349	-	121,672	1,318,627	1,196,955	-
Restricted - Learning & Development	-	1,918,433	1,918,433	-	-	1,959,035	1,959,035	-	-
Restricted - Long-Term Facilities Maintenance	378,883	9,522,450	8,567,333	(1,334,000)	-	11,215,006	9,215,006	(2,000,000)	-
Restricted - Medical Assistance	-	50,000	50,000	-	-	50,000	50,000	-	-
Restricted - Operating Capital	2,308,787	4,248,069	3,970,018	-	2,586,838	4,370,116	3,981,118	-	2,975,836
Restricted - Safe Schools	-	471,748	728,240	256,492	-	468,518	826,859	358,341	-
Restricted - Staff Development	119,566	1,287,273	1,269,465	-	137,374	1,336,148	1,107,056	-	366,466
Restricted - Student Activities	26,404	-	-	-	26,404	-	-	-	26,404
Total Restricted	2,833,640	27,202,724	28,569,479	1,283,731	2,750,616	30,550,229	30,337,359	405,220	3,368,706
Committed Fund Balance	1,098,955	-	-	1,132,726	2,231,681	-	-	91,170	2,322,850
Assigned - Donations Carryover	588,432	707,470	545,058	-	750,844	515,700	931,756	-	334,788
Assigned - OPEB & Severance	3,818,111	-	-	-	3,818,111	-	-	500,000	4,318,111
Assigned - Unemployment Insurance	-	-	-	-	-	-	-	850,000	850,000
Assigned - Paid Family Medical Leave	-	-	-	-	-	-	-	250,000	250,000
Assigned - Class Size Reduction	-	-	-	-	-	-	-	534,469	534,469
Assigned - Literacy Training	-	-	-	-	-	-	-	100,000	100,000
Assigned - Literacy and Virtual Programming	1,044,193	-	1,044,193	-	-	-	-	-	-
Assigned - Subsequent Years' Budget	544,625	-	544,625	-	-	-	-	-	-
Total Assigned	5,995,361	707,470	2,133,876	-	4,568,955	515,700	931,756	2,234,469	6,387,368
Unassigned Fund Balance	8,191,141	114,819,009	111,584,035	(3,750,457)	7,675,658	123,383,382	116,142,524	(4,730,859)	10,185,657
Total General Fund	\$ 18,122,022	\$ 142,729,203	\$ 142,290,315	\$ (1,334,000)	\$ 17,226,910	\$ 154,449,311	\$ 147,411,639	\$ (2,000,000)	\$ 22,264,582
Food Service Fund:									
Nonspendable - Inventory	21,658	-	21,658	-	-	-	-	-	-
Restricted - Food Service	1,277,651	3,551,199	3,629,063	-	1,199,787	3,749,153	3,749,153	-	1,199,787
Total Food Service Fund	1,299,309	3,551,199	3,650,721	-	1,199,787	3,749,153	3,749,153	-	1,199,787
Community Service Fund:									
Restricted - Community Education	1,217,494	9,633,354	9,566,955	-	1,283,893	11,033,071	10,904,910	-	1,412,054
Restricted - Early Childhood Family Education	299,864	683,496	713,321	-	270,039	749,316	698,841	-	320,514
Restricted - School Readiness	46,105	254,467	284,747	-	15,825	258,779	257,658	-	16,946
Restricted - Community Service	48,867	-	-	-	48,867	40,196	31,439	-	57,624
Total Community Service Fund	1,612,330	10,571,317	10,565,023	-	1,618,624	12,081,362	11,892,848	-	1,807,138
Building Construction Fund:									
Restricted - Building Construction	4,583,781	12,500	3,267,511	-	1,328,770	-	1,328,770	-	-
Restricted - Long-Term Facilities Maintenance	6,830,125	6,548,837	6,606,500	1,334,000	8,106,462	205,570	4,063,545	2,000,000	6,248,487
Restricted - Building Projects Funded by COPs	-	15,144,162	7,602,674	-	7,541,488	100,000	7,641,488	-	-
Total Building Construction Fund	11,413,906	21,705,499	17,476,685	1,334,000	16,976,720	305,570	13,033,803	2,000,000	6,248,487
Debt Service Fund:									
Restricted - Debt Service	3,451,305	15,300,530	15,227,578	-	3,524,257	14,299,501	14,587,840	-	3,235,918
Total Debt Service Fund	3,451,305	15,300,530	15,227,578	-	3,524,257	14,299,501	14,587,840	-	3,235,918
Total Governmental Funds	\$ 35,898,872	\$ 193,857,748	\$ 189,210,322	\$ -	\$ 40,546,298	\$ 184,884,897	\$ 190,675,283	\$ -	\$ 34,755,912

VIII.B. E-12 Comprehensive Literacy Plan
Celebrations 2022-2023



Board Meeting Date: 6-12-2023

Title: E - 12 Comprehensive Literacy Plan Celebrations 2022-2023

Type: Discussion

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

Description: Throughout the 2022-2023 school year the Edina administration and instructional staff have been implementing the E-12 Comprehensive Literacy Plan in alignment with the Edina Public Schools 2020-2027 Strategic Plan Strategy A. The following report highlights the end of the year, spring 2023, universal screening assessment data. The highlighted data provides us with one point of important information for continued implementation and allows us to celebrate the incredible efforts of our students, staff, and families this year.

Recommendation: No recommendation is being made at this time. This presentation is an informational update for the board and celebration of the commitment and hard work of our Edina building administrators, teaching staff, students, and families.

Desired Outcome(s) from the Board: Please review materials in detail and bring forth questions you have for the presenter.

Attachment(s):

[E-12 CLP Celebrations 2022-2023 Presentation](#)



Edina Literacy 2022-2023

Early Learning - 12 Comprehensive Literacy Plan Celebrations

Early Learning - 12 Comprehensive Literacy Plan 2022-23 Primary Implementation Action Steps

- Early Learning Literacy Curriculum in Early Implementation
- 196 Early Learning through 2nd grade, ML, Special Ed., Speech and Intervention staff are deeply engaging in LETRS training.
- 12 District Administrators are deeply engaging in LETRS training which includes strategies to lead implementation of the learning .
- LETRS instructional pedagogy alignment with implementing current Edina ELA instructional resources.
 - Literacy Leadership Teams
 - Building Literacy Coaches
- Early Implementation of FASTBridge Universal Screener.
- Response to FASTBridge Universal Screener with diagnostic assessments and instructional responses to match.

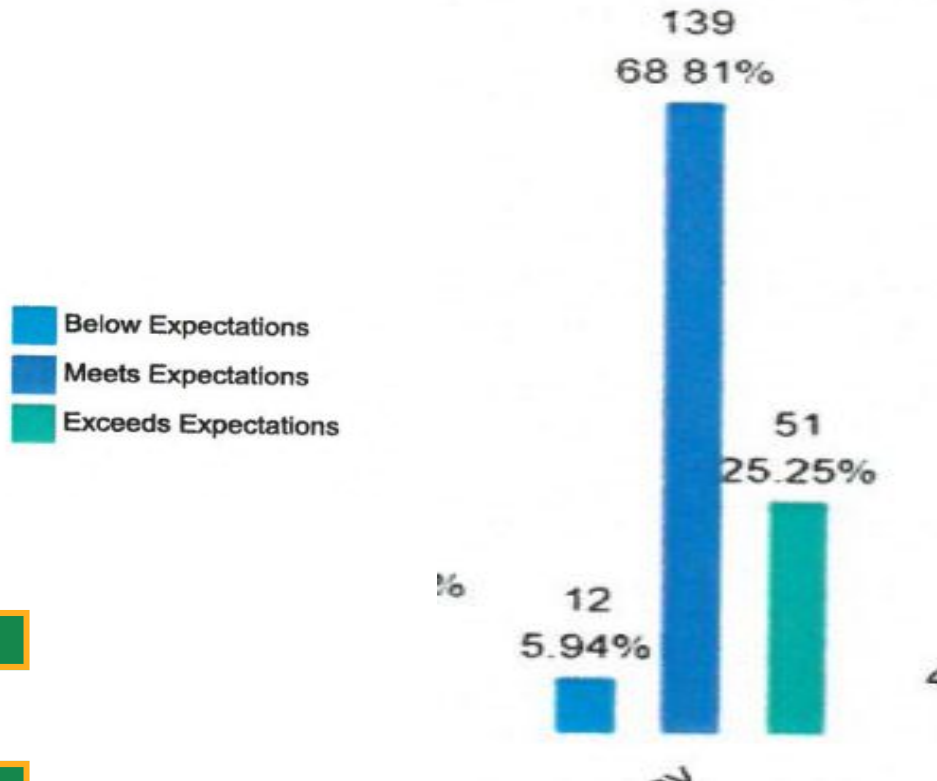


FASTBridge Literacy Universal Screener & Diagnostic Tool

- Assessment of all students to identify students needing more individualized support at both ends of the learning spectrum
- Highlights a students strength areas
- Tests high level skills and concepts
- Nationally normed given most often three times a year
- Gather INITIAL data and information about students, just like taking our blood pressure can help identify a problem before one appears
- FASTBridge Literacy also has a diagnostic component, triangulating additional information from the data to recommend an instructional match for some



Early Learning Center Literacy: TS Gold



94.06% of Early Learning 4 year olds meet or exceed Literacy expectations in the Spring of 2023



Kindergarten FASTBridge Literacy Data

earlyReading Proficiency Levels

Student completes four subtests that measure important beginning reading skills related to letter names, letter sounds, as well as word and sentence reading.

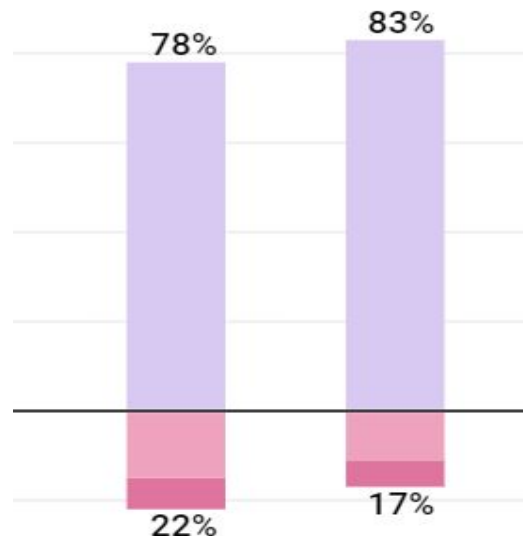
Fall 2022: 78% Proficient

Spring 2023: 83% Proficient

Growth in Proficiency: 5%

Fall to Spring earlyReading

 HIGH RISK  SOME RISK  LOW RISK



1st Grade FASTBridge Literacy Data

earlyReading Proficiency Levels

Student completes four subtests that measure important beginning reading skills related to letter names, letter sounds, as well as word and sentence reading.

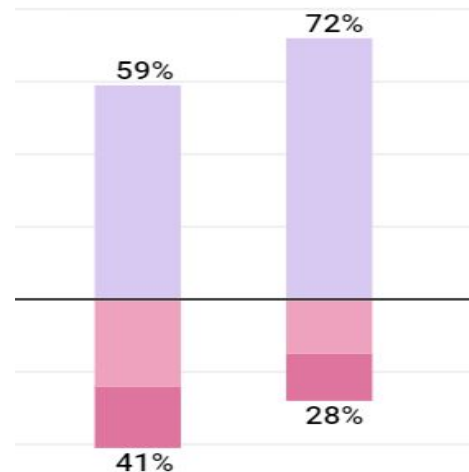
Fall 2022: 59% Proficient

Spring 2023: 72% Proficient

Growth in Proficiency: 13%

Fall to Spring earlyReading

 HIGH RISK  SOME RISK  LOW RISK



1st Grade FASTBridge Literacy Data

CBMreading Proficiency Levels

Student reads out loud for one minute while the teacher records any errors.

*1st Graders do not do this FASTBridge subtest in the fall. Their first experience with it is in the Winter testing window.

Winter 2022: 60% Proficient

Spring 2023%: 71% Proficient

Growth in Proficiency: 11%

Winter to Spring CBMreading



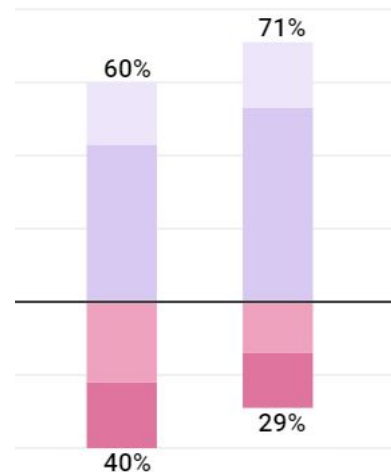
HIGH RISK



SOME RISK



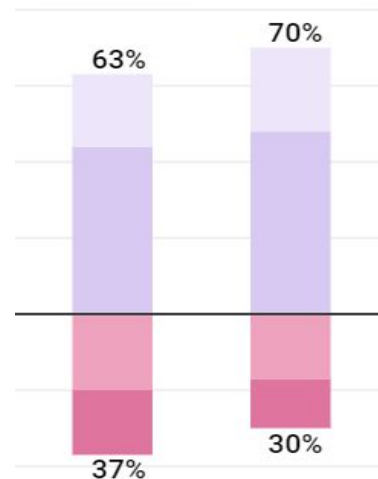
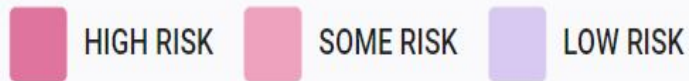
LOW RISK



2nd Grade FASTBridge Literacy Data

CBMreading Proficiency Levels		
Student reads out loud for one minute while the teacher records any errors.		
Fall 2022: 63% Proficient	Spring 2023: 70% Proficient	Growth in Proficiency: 7%

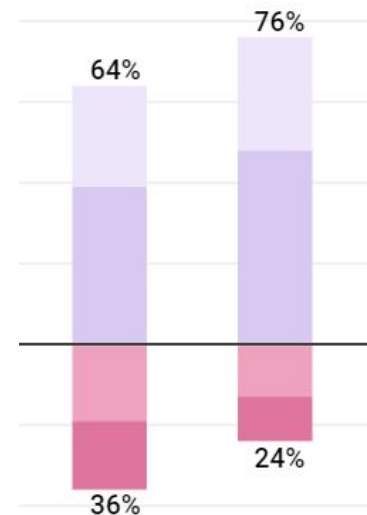
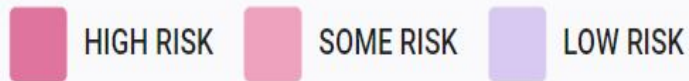
Fall to Spring CBMreading



2nd Grade FASTBridge Literacy Data

aReading Proficiency Levels		
Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.		
Fall 2022: 64% Proficient	Spring 2023: 76% Proficient	Growth in Proficiency: 12%

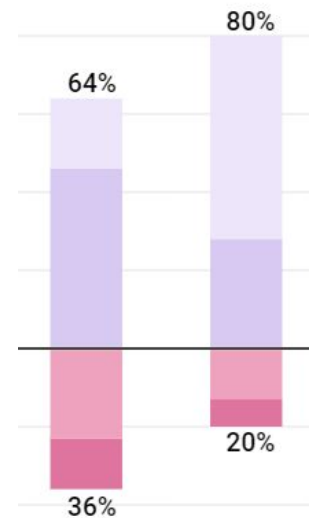
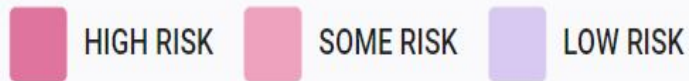
Fall to Spring aReading



3rd Grade FASTBridge Literacy Data

CBMreading Proficiency Levels		
Student reads out loud for one minute while the teacher records any errors.		
Fall 2022: 64% Proficient	Spring 2023: 80% Proficient	Growth in Proficiency: 16%

Fall to Spring CBMreading



3rd Grade FASTBridge Literacy Data

aReading Proficiency Levels

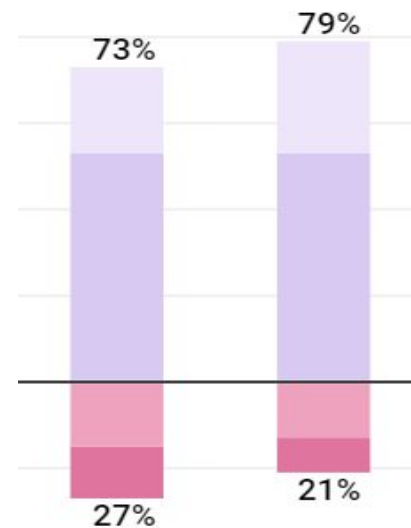
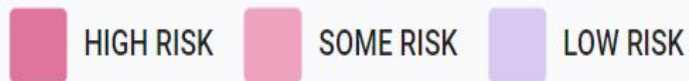
Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.

Fall 2022: 73% Proficient

Spring 2023: 79% Proficient

Growth in Proficiency: 6%

Fall to Spring aReading



4th Grade FASTBridge Literacy Data

aReading Proficiency Levels

Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.

Fall 2022: 77% Proficient

Spring 2023: 78% Proficient

Growth in Proficiency: 1%

Fall to Spring aReading



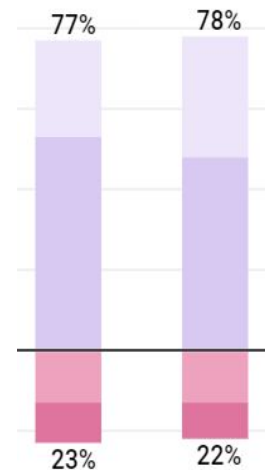
HIGH RISK



SOME RISK



LOW RISK



4th Grade FASTBridge Literacy Data

AUTOreading Proficiency Level

The student completes two, three, or four brief subtests that measure phonics, fluency, and/or vocabulary. AUTOreading is 5 to 10 minutes at the beginning of AReading.

*aReading and AUTOreading are combined and students take them together in one sitting. Together they are titled FASTTrack on our Edina Assessment Plan.

Fall 2022: 79% Proficient

Spring 2023: 85% Proficient

Growth in Proficiency: 6%

Fall to Spring AUTOreading



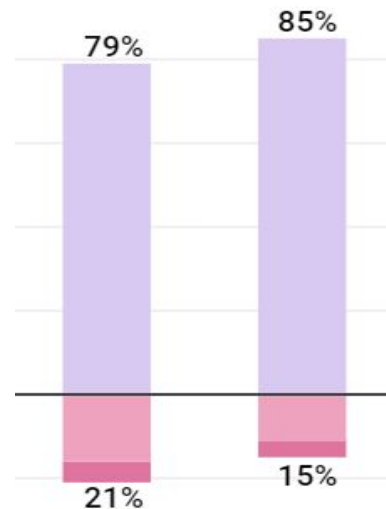
HIGH RISK



SOME RISK



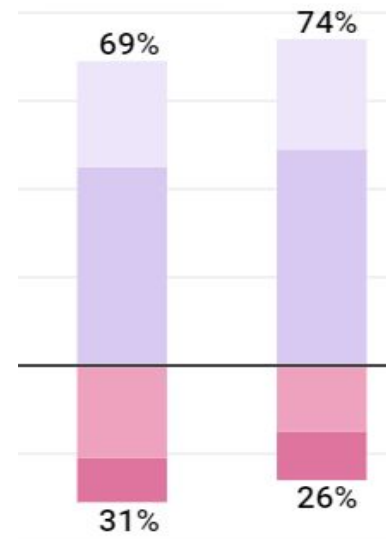
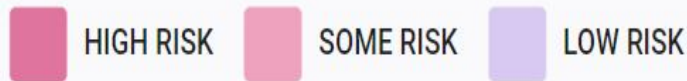
LOW RISK



5th Grade FASTBridge Literacy Data

aReading Proficiency Levels		
Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.		
Fall 2022: 69% Proficient	Spring 2023: 74% Proficient	Growth in Proficiency: 5%

Fall to Spring aReading



5th Grade FASTBridge Literacy Data

AUTOreading Proficiency Level

The student completes two, three, or four brief subtests that measure phonics, fluency, and/or vocabulary. AUTOreading is 5 to 10 minutes at the beginning of AReading.

*aReading and AUTOreading are combined and students take them together in one sitting. Together they are titled FASTTrack on our Edina Assessment Plan.

Fall 2022: 78% Proficient

Spring 2023: 86% Proficient

Growth in Proficiency: 8%

Fall to Spring AUTOreading



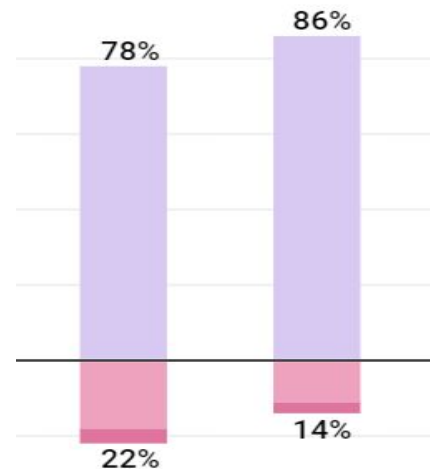
HIGH RISK



SOME RISK



LOW RISK



6th Grade FASTBridge Literacy Data

aReading Proficiency Levels

Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.

Fall 2022: 76% Proficient

Spring 2023: 78% Proficient

Growth in Proficiency: 2%

Fall to Spring aReading



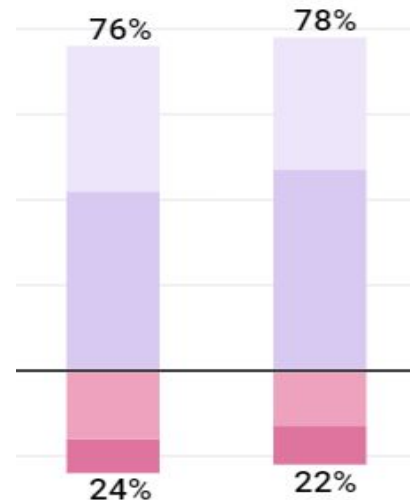
HIGH RISK



SOME RISK



LOW RISK



6th Grade FASTBridge Literacy Data

AUTOreading Proficiency Level

The student completes two, three, or four brief subtests that measure phonics, fluency, and/or vocabulary. AUTOreading is 5 to 10 minutes at the beginning of AReading.

*aReading and AUTOreading are combined and students take them together in one sitting. Together they are titled FASTTrack on our Edina Assessment Plan.

Fall 2022: 88% Proficient

Spring 2023: 93% Proficient

Growth in Proficiency: 5%

Fall to Spring AUTOReading



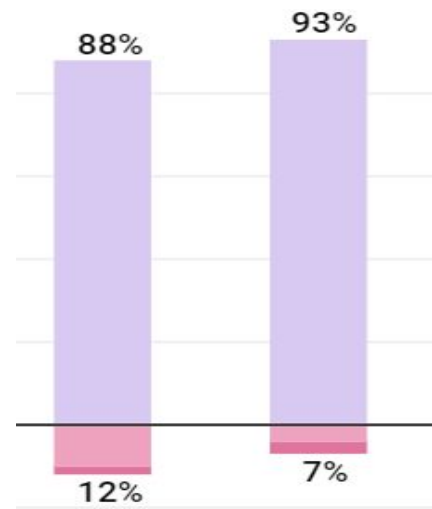
HIGH RISK



SOME RISK



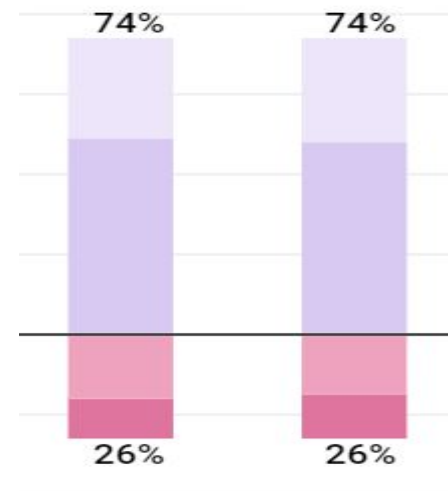
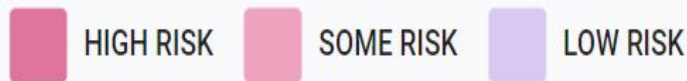
LOW RISK



7th Grade FASTBridge Literacy Data

aReading Proficiency Levels		
Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.		
Fall 2022: 74% Proficient	Spring 2023: 74% Proficient	Growth in Proficiency: 0%

Fall to Spring aReading



7th Grade FASTBridge Literacy Data

AUTOreading Proficiency Level

The student completes two, three, or four brief subtests that measure phonics, fluency, and/or vocabulary. AUTOreading is 5 to 10 minutes at the beginning of AReading.

*aReading and AUTOreading are combined and students take them together in one sitting. Together they are titled FASTTrack on our Edina Assessment Plan.

Fall 2022: 88% Proficient

Spring 2023: 89% Proficient

Growth in Proficiency: 1%

Fall to Spring AUTOreading



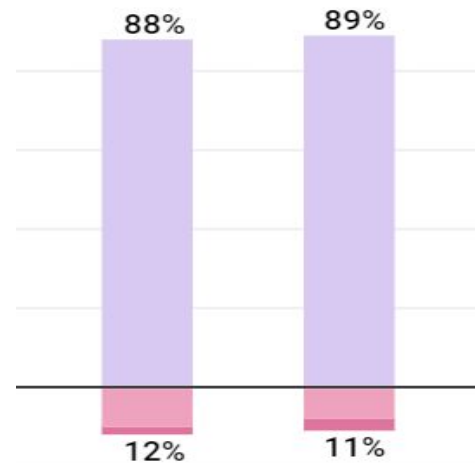
HIGH RISK



SOME RISK



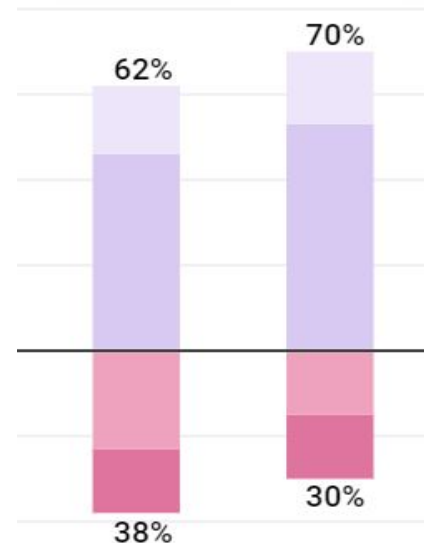
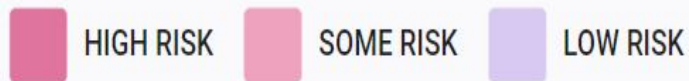
LOW RISK



8th Grade FASTBridge Literacy Data

aReading Proficiency Levels		
Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.		
Fall 2022: 62% Proficient	Spring 2023: 70% Proficient	Growth in Proficiency: 8%

Fall to Spring aReading



8th Grade FASTBridge Literacy Data

AUTOreading Proficiency Level

The student completes two, three, or four brief subtests that measure phonics, fluency, and/or vocabulary. AUTOreading is 5 to 10 minutes at the beginning of AReading.

*aReading and AUTOreading are combined and students take them together in one sitting. Together they are titled FASTTrack on our Edina Assessment Plan.

Fall 2022: 67% Proficient

Spring 2023: 79% Proficient

Growth in Proficiency: 12%

Fall to Spring AUTOreading



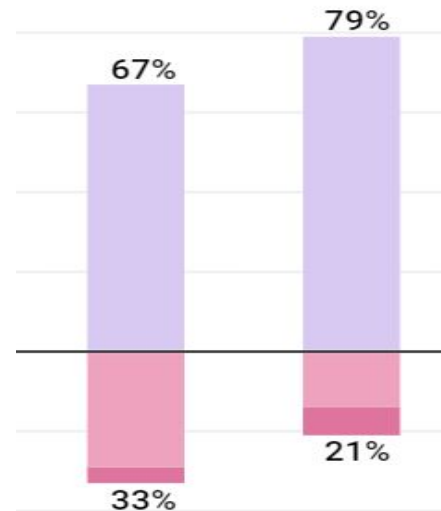
HIGH RISK



SOME RISK



LOW RISK



9th Grade FASTBridge Literacy Data

aReading Proficiency Levels

Student completes 30-60 computer-based reading questions that are selected based on the student's grade and skill level. Includes questions related to all reading skill areas.

Fall 2022: 68% Proficient

Spring 2023: 77% Proficient

Growth in Proficiency: 9%

Fall to Spring aReading



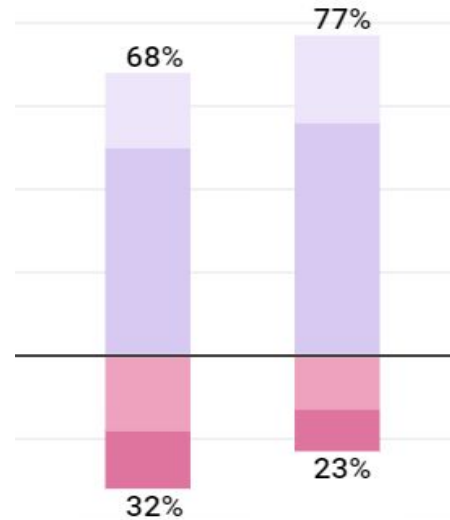
HIGH RISK



SOME RISK



LOW RISK



9th Grade FASTBridge Literacy Data

AUTOreading Proficiency Level

The student completes two, three, or four brief subtests that measure phonics, fluency, and/or vocabulary. AUTOreading is 5 to 10 minutes at the beginning of AReading.

*aReading and AUTOreading are combined and students take them together in one sitting. Together they are titled FASTTrack on our Edina Assessment Plan.

Fall 2022: 85% Proficient

Spring 2023: 85% Proficient

Growth in Proficiency: 0%

Fall to Spring AUTOreading



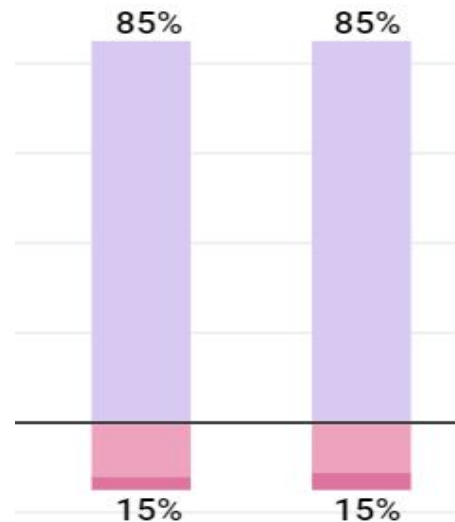
HIGH RISK



SOME RISK



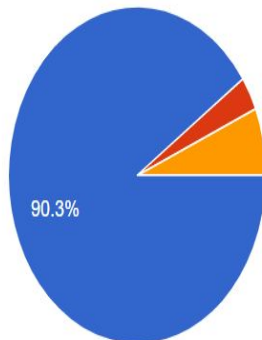
LOW RISK



What Do Students Say?

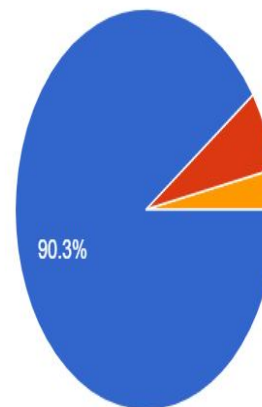
Do you find yourself enjoying independent reading time?

31 responses



Do you choose to read at home?

31 responses



Literacy Celebrations

- Almost every data point improved from Fall to Spring.
- Of the 19 K-9 data points shared 11 of them are showing growth well above 5%. This means our teachers are ensuring aggressive literacy growth for a large percentage of Edina students. **3-5% improvement from fall to spring is a typical % of improvement.**
- Following best practice on Multi Tiered Systems of Support our goal is that 80% of students are meeting proficiency. Of the 19 K-9 data points shared 9 of them are at 80% or above.
- The AUTOREading portion of the FASTTrack assessment measure foundational literacy skills (phonemic awareness and phonics). Every grade 4-9 is at 79% proficiency or higher on this assessment.
- Elementary students in grades 3-5 are reporting through informal data gathering that they enjoy independent reading and reading at home.
- All Edina teachers leaned into something new and through their commitment and hard work, Edina students are building the critical foundation of literacy that ensures high levels of engagement and success in all other areas of learning.



Literacy Next Steps

- Continue LETRS training Early Learning - 3 teachers.
- Begin ASPIRE training with 4-9 teachers.
- Continue alignment of resources with learning on instructional best practices Early Learning - 12.
- Continue to support and empower administrators as instructional leaders at all levels.
- Continue to support and empower teachers at all levels with intentional professional development and implementation support with literacy coaches.
- Continue to develop Multi Tiered Systems of Support Early - 12.



THANK YOU TEACHERS!



Your commitment to new
learning IS making a
difference for
Each and Every Edina student.

VIII.C. Framework for Secondary ELA Course and
Resource Recommendations



Board Meeting Date: 6/12/23

Title: Framework for Secondary ELA Course and Resource Recommendations

Type: Discussion

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

Description: The Edina Comprehensive Literacy Plan K-12 has been developed in response to the Edina Public Schools 2020-2027 Strategic Plan's call to review, develop, and implement a continuous improvement plan for literacy, readiness, and rigor for all. The 6-12 Comprehensive Literacy Plan defines the unified commitments for secondary ELA programming in Edina Public Schools. In addition, it outlines the high level view of the structures and processes for decision making and implementation. The secondary ELA course and resource recommendation processes will use the 6-12 CLP as a guide. The processes for secondary ELA course and resource recommendations will also use the guiding change documents and timelines outlined in the following report as critical guides in the process.

The guiding change documents were co-created by a variety of design teams throughout the last three years. The combination of the previously approved K-12 Comprehensive Literacy Plan Guiding Change document and the Secondary Comprehensive Literacy Plan CPSS continuum were synthesized to create the guiding change documents included in this report. The Tier 1 Secondary ELA Design Team will be meeting on Wednesday, May 17th. The team was updated on board input and collaborated on the final edits in the report.

K-12 Comprehensive Literacy Plan Initial Development Team:

- Paul Domer - Concord Elementary, Principal
- Lisa Masica - Cornelia Elementary, Principal

- Jeff Jorgensen - Previous Special Education Director
- Bonnie Houck - Previous Literacy Coordinator
- Laura McLuen - Previous Special Education Coordinator
- Leigh Ann Feily - Continuous Improvement Specialist
- Jessie Lindberg - Highlands Elementary, Learning Specialist
- Lisa Hawthorne - Early Learning Center & Special Education Assistant Director
- Deb Richards - Talent Development District Coordinator
- Jenn Carter - Edina High School, Assistant Principal
- Shaun Pakenham – Highlands, Dean
- Tami Jo Cook – South View, Assistant Principal
- Mark Carlson - Curriculum Coordinator
- Donna Roper - Previous Director of Research & Evaluation
- Melisa (Missy) Zenner - Valley View, Coach

Supportive District Leaders:

- Randy Smasal - Asst. Superintendent
- Jody de St Hubert - Director of T & L

Tier 1 Secondary Comprehensive Literacy Design Team (this list is also included in the 6-12 CLP on page 3):

- Emily Olsen - Valley View, 6th Grade Teacher
- Eli Michelson - South View, 7th Grade Teacher
- Margaret Smith - Valley View, 8th Grade Teacher
- Ana Jankowski/Julia Mason - South View, 8th Grade Teachers
- Kari Discher - Edina High School, 10th Grade Teacher
- Sarah Burgess - Edina High School, 9th and 11th Grade Teacher (College Reading Readiness)
- Sarah Hinson - Edina High School, AVID Site Coordinator & 11/12 Elective Teacher and Reading & Intervention Teacher
- Tess Bademan - Edina High School, 10th Grade Teacher
- Sara Swensen - Edina High School, Media Specialist
- Robert Diehl - Valley View, Media Specialist
- Mike Walker/Matt Flugum - District Instructional Technology Coordinator
- Bethany Van Osdel - Assistant Director of Teaching and Learning, Team Facilitator

Tier 2 and 3 Secondary Comprehensive Literacy Design Team (this is also listed on page 3 of the 6-12 CLP):

- Sarah Burgess - Edina High School, 9th and 11th Grade Teacher (College Reading Readiness)
- Kristin Wetzel - Edina High School
- Leah Jones - Edina High School, Multilingual Learner teacher
- Anna Wise - Edina High School, Special Education teacher

- Kathryn Gimse - Valley View, Multilingual Learner teacher
- Sam Jung - Valley View, Special Education teacher
- Katie Higgins - Valley View reading intervention and coach
- Jennifer Harrits - Southview, Reading intervention teacher
- Gretchen Lund - Southview, Multilingual Learner teacher
- Emily Larson - Southview, Special Education teacher
- Tricia Pettis - Southview, dean
- Facilitators
 - Bethany Van Osdel, Assistant Director of Teaching and Learning
 - Leigh Ann Feily, MTSS Coordinator

Recommendation: This report is for discussion. The recommendation will be brought to the board approval in August.

Desired outcomes from the board: Review in detail and provide questions and feedback.

Background Materials:

Approved [PreK-5 and Preliminary 6-12 Comprehensive Literacy Plan Approved Spring 2021](#) (Guiding Change on page 28)

Proposed [Secondary Comprehensive Literacy Plan](#) (CPSS continuum on page 13-15)

Attachments:

Secondary Course Recommendations Guiding Change Document
 Secondary Resource Recommendations Guiding Change Document
 Timeline for Secondary Course and Resource Recommendations

Secondary Course Recommendations

To include input on the following for 6-12:
 Standard courses (enrichment for all)
 Intervention courses (Tier 2 and/or Tier 3)
 Honors/enrichment courses (extended)
 AP/CIS courses (accelerated)

Context and Reality	Unacceptable Means	Results
● EPS has a strong education tradition with a culture of innovation, academic excellence, and high achievement. ● Earned Honors is a class that was innovated and introduced as a pilot at EHS in 2018. There has been a review of Earned Honors in 2022-23 and an update to the board on next steps will occur in June 2023. ● Staff are professional, committed life-long learners who are the reason for the Edina tradition of excellence. ● The implementation timeline for Minnesota ELA Standards is for full adoption to occur in 2025-26. ● The literacy development of all learners is prioritized in Strategic Plan A.4. ● 66.15% of 6 - 9 students are meeting FASTBridge proficiency targets on 2023 spring data. ● 61.41% of 6-9 students are meeting FASTBridge growth targets from fall 2022 to spring 2023. ● There are predictable, yet unacceptable achievement gaps impacting students of certain demographics. ● Gaps in necessary foundational skills are present across all populations for some students at all levels in the Edina secondary system. ● Leadership has varying levels of experience, knowledge surrounding literacy. ● Staff have varying levels of experience & instructional styles. ● Technology is expanding as a resource for the delivery and support of literacy. ● There are resource challenges including funds and time.	● Develop course offerings that are not coherent or consistent with the Edina Public Schools strategic plan, mission, vision, core values and beliefs. ● Create differences, thus inequities, in course offerings across secondary sites that result in opportunity gaps for the unique needs of each and every Edina learner across the entire spectrum of learning differences from learners who are demonstrating a need for additional support to learners who are demonstrating a need for acceleration. ● Create misalignment across the Edina MTSS system by making decisions about core classes, intervention classes, and accelerated classes in isolation. ● Develop a plan that does not align with district policy, MN State Standards or state statute. ● Exceed available funding limits. ● Course recommendations are developed without periodic school board updates. ● Course recommendations do not reflect best practices. ● Created courses negatively impact learning for any student. ● Courses are not inclusive of all cultures nor grounded in the Culturally Proficient School Systems Framework. ● Recommend course offerings negatively impact staffing in our existing buildings. ● Recommended course offerings are designed so that meeting the needs of each and every student is difficult to attain in application.	● All Edina students are College, Career and Civic Ready. ● All Edina students experience a dynamic learning community that prepares them to realize their full potential. ● Every student meets proficiency and growth targets, at a minimum. ● All students have access to foundational literacy and language skills if and as needed through course planning. ● All courses provided students an opportunity to develop rich vocabulary, as well as communication and comprehension skills and strategies necessary to engage in high levels of critical thinking across all literacy modalities & content areas. ● Edina ELA courses offer a breadth of opportunity and choice for all students to access rigorous content as they read, write, & communicate. ● Each and every student knows where and how to access AND be escorted through an open door to rich & rigorous reading and writing opportunities. ● Every course option is challenging and incorporates creativity, curiosity and higher order thinking skills for each and every student. ● Course offerings will be comprehensive of a clear, aligned Multi-Tiered System of Service (MTSS: as defined in the Secondary CLP pages 16-22). ● Learners move from needing high support to participating in the most challenging courses over their academic career.

● There is a lack of alignment across the district in terms of systems, resources, and instruction. ● The comprehensive assessment, data analysis, and feedback systems are not consistently operational across the system. ● Vertical and horizontal alignment is improving and can continue to improve.	● Professional development and support resources are not provided during implementation. ● Diverse stake-holders are not included in the decision making process. ● Course recommendations do not align with strategic plan strategy A.2: Provide a coherent and differentiated educational experience that effectively engages, appropriately challenges every student academically. ● Course recommendations do not align with Policy 603, Curriculum and Program Review and Development.	● Opportunities for support are in place systematically and within individual classrooms and are regularly evaluated for effectiveness. ● Courses ensure students are increasingly aware of their learning, opportunities for growth and their developing agency. ● As part of the implementation process, courses are regularly examined using data and stakeholder feedback to improve outcomes for students.

Secondary Resource Recommendations

To include input on the following for 6-12:
 Standard courses (enrichment for al)
 Intervention courses (Tier 2 and/or Tier 3)
 Honors/enrichment courses (extended)
 AP/CIS courses (accelerated)

Context and Reality	Unacceptable Means	Results
● EPS has a strong education tradition with a culture of innovation, academic excellence, and high achievement. ● Staff are professional, committed life-long learners who are the reason for the Edina tradition of excellence. ● The implementation timeline for Minnesota ELA Standards is for full adoption to occur in 2025-26. ● The literacy development of all learners is prioritized in Strategic Plan A.4. ● 66.15% of 6 - 9 students are meeting FASTBridge proficiency targets on 2023 spring data. ● 61.41% of 6-9 students are meeting FASTBridge growth targets from fall 2022 to spring 2023. ● There are predictable and unacceptable achievement gaps impacting students of certain demographics. ● Gaps in necessary foundational skills are present across all populations for some students at all levels in the Edina secondary system.	● Resources create additional inequities in services across secondary sites. ● Resources do not align with district policy, work agreements, state standards or state statute. ● Resource purchases and professional development exceeds available funding limits. ● There is no professional development or professional development offered is not aligned with best practices in literacy instructional pedagogy and best practices in adult learning. ● Resource recommendations are developed without periodic school board updates. ● Resource recommendations are not aligned with best practices. ● Resource recommendations are not inclusive of a variety of perspectives or cultures. ● Diverse stake-holders are not included in the decision making process.	● Resources support instruction and engagement to ensure all Edina students are College, Career, and Civic Ready. ● Resources are designed to ensure every Edina student discovers their possibilities and thrive. ● Resources are distributed equitably across secondary sites as well as across different courses. ● The different resources used in different courses are accessible to all students, and promote the exchange of ideas, allowing students the support needed for access and intellectual development in each and every class. ● The curricula that enable staff and students to learn from and reflect on their own and others' experiences; explore multiple perspectives; practice civil discourse; encourage empathy; create interpersonal connections and embrace diverse

● Leadership has varying levels of experience and knowledge surrounding literacy. ● Staff have varying levels of experience & instructional styles. ● Technology is expanding as a resource for the delivery and support of literacy. ● There are resource challenges including funds and time. ● There is a lack of alignment across the district in terms of systems, resources, and instruction. ● The comprehensive assessment, data analysis, and feedback systems are not consistently operational across the system. ● Vertical and horizontal alignment is improving and should continue to improve.	● Resource recommendations do not align with Policy 603, Curriculum and Program Review and Development.	identities. Strategic Plan A.1 ● Resources will support instruction using critical thinking models so that they can engage in civil discourse appropriate to their developmental level. Staff will use resources that reflect the diversity of our world. Strategic Plan B.1 ● Resources are continuously evaluated. ● A process for the adjustment of resources is followed and needed changes that follow the process are supported. ● There is cohesive 6-12 vertical and horizontal alignment of expectations for resource implementation. ● There is pre-implementation training and ongoing professional development to support instruction of the standards through use of the resources. ● All teachers successfully implement the non-negotiables and the curriculum resources. ● School Media Centers and Classroom Library texts reflect the current needs of students, as well as culturally and linguistically responsive and relevant texts that interest and motivate students to sustain interest and motivation to read, and enhance Edina students' literacy experience.

Secondary Course and Resource Recommendations Timeline

The following timeline is organized using a MTSS model as a framework (in depth information on MTSS can be found in the [Secondary CLP on pages 16-22](#)). Minnesota Multi-Tiered System of Support (MnMTSS) is a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental and academic outcomes for every student. MTSS provides access to layered tiers of instruction using culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. In Edina MTSS is intentionally designed to meet the unique needs of each and every Edina learner across the entire spectrum of learning

differences, from learners who are demonstrating a need for additional support to learners who are demonstrating a need for acceleration. This aligns with our Edina vision that each and every student will discover their possibilities and thrive.

Timeline	2022-2023	2023-2024	2024-2025	2025-2026
Page 36 on the Board Copy of the Comprehensive Literacy Plan	EXPLORATION STAGE	INSTALLATION STAGE	EARLY IMPLEMENTATION STAGE	<i>*MN State ELA Standards must be implemented.</i> FULL IMPLEMENTATION STAGE
Tier 1: All students receive	- Design team in Exploration Phase - Guiding Change completed - Resource Review begins - Course review continues No new curriculum maps and/or resources or courses implemented.	- Differentiation and Vocabulary focus across all schools and all content areas. - Resource Recommendation and Course Recommendations made and finalized Decision made on curriculum maps and/or resources AND courses. Students should be able to register for the NEW courses in 24-25. No new resources or courses implemented.	Early implementation of the district-adopted/defined curriculum New curriculum maps and/or resources AND new courses implemented.	Full implementation of the district-adopted/defined curriculum New curriculum maps and/or resources or courses implementation deepens and MN State Standards are intentionally implemented.
Tier 2 and 3: Some students receive (based on need as evidenced)	Tier 2 and 3 Design Team in Exploration of reading intervention resources.	Specified training on the Science of Reading in secondary and in intervention	Early implementation of the district-adopted/defined curriculum	Full implementation of the district-adopted/defined curriculum

by data)	FASTBridge interventions implemented. Reading intervention programming for high risk, non-special education students recommended. (Resource for Reading Interventionists and Reading Bridge, only).	programs and data use. FASTBridge interventions continue. Reading intervention programming for high risk, non-special education students early implementation. (Resource for Reading Interventionists and Reading Bridge, only).	FASTBridge interventions continue. Reading intervention programming for high risk, non-special education students early implementation. (Resource for Reading Interventionists and Reading Bridge, only).	FASTBridge interventions continue. Reading intervention programming for high risk, non-special education full implementation. (Resource for Reading Interventionists and Reading Bridge, only).

:

VIII.D. Legislative Action Committee (LAC) 2023-
2024 Recommendation



Board Meeting Date: June 12, 2023

Title: Legislative Action Committee (LAC) 2023-24 Recommendation

Type: Discussion

Presenter(s): Legislative Action Committee (LAC)

Description: The School Board approved 2022-23 Board Goals that continue to include advocacy as a top priority. In January, 2022, the Board approved a three-year plan to integrate the LAC into Board responsibilities and work in partnership with the District. In addition, advocacy efforts on behalf of our schools also work to meet priorities outlined in the District's Strategic Plan Strategy E.

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

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

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

Recommendation: Please review the materials provided.

Desired Outcome(s) from the Board: Board approves the Year 3 LAC 2023-24 Plans, the Revised By-Laws and the LAC 2023-24 Committee Recommendation

Attachment(s): Revised LAC By-Laws

Recap on 2023-24 LAC Efforts

The LAC is pleased to report that the 2022-2023 LAC goals and measurements for Year 2 were achieved. To recall, **Year 2** focus was to expand on learnings from Year 1 with an additional focus on building community membership in the LAC. In addition to the mid-year report presented to the Board in March, 2023, here are a few additional highlights:

- Board approved the [2023 Legislative Platform, Goals and Plan](#) as outlined and recommended by the LAC on **January 9, 2023**.
- Dedicated .2/FTE district admin LAC specialist provided support for the LAC starting in Fall, 2022 providing invaluable and consistent assistance with LAC activities and efforts.
- Article in the EHS newspaper Zephyrus covered the **Wednesday, March 8, 2023** LAC Day at the Capitol event. [Article is here](#).
- LAC continued advocacy efforts to the end of the legislative session (May 22) with emails, phone calls, texts and 1:1 meetings with all representatives. Education-related policies and funding were included in several bills outside of the Omnibus Education Bill. **We are pleased to report that the majority of our LAC priorities saw movement at the Capitol this session.**
- The LAC hosted a **Session Summary event** on **Wednesday, June 7, 2023**, to recap policies and funding passed at the legislature during the 2023 session and their impact on Edina Public Schools. A link to the event can be found on the [LAC web page](#).
- LAC conducted **extensive outreach efforts to recruit potential LAC members for the 2023-24** school year receiving a record number of applicants for the LAC from both students and community members. Interviews took place in mid-May and the recommended committee for 2023-24 is included in this update (see below).
- **Legislators** are considering added communication and **visits to Edina Public Schools in the coming year** to continue building relationships.
- The LAC has secured a **college-age student volunteer for summer 2023** to provide needed LAC background support (policy research, Website, mailing list, training materials, marketing infrastructure, etc)

2. Recommended 2023-24 LAC Committee Members for Board Approval

The depth of experience and perspective from this committee is deep with a large emphasis on student voice and engagement, plus community members with education funding expertise, special education and advocacy experience. We also have three returning LAC members from 2022-23 that will take lead roles. All members understand the commitment, meet the required LAC bylaws and are enthusiastic about joining advocacy efforts.

2023-24 LEGISLATIVE ACTION COMMITTEE

Julie Greene*	Board Member, LAC Chair
Dan Arom*	Board Member
Janie Shaw*	Board Member
Dr. Stacie Stanley*	Superintendent, Edina Public Schools
Jody Remsing*	Director, Student Support Services
Polly Bowles*	LAC Department Specialist, Edina Public Schools
Kate Quale*	Community Member
Michael Hart	Community Member
Bea Lyon	Community Member
Sofia Doval*	Student, 12th grade
Raja Chinnakotla*	Student, 12th grade
Evangelia Karoussos	Student, 12th grade
Matthew Smith	Student, 12th grade
Rowan Eggum	Student, 12th grade
Joe Lindberg	Student, 12th grade
Maggie Salmen	Student, 12th grade
Kawthar Benarouch	Student, 12th grade
George Rerat	Student, 12th grade
Mina Bhargava	Student, 11th grade
Regina Loria-Procel	Student, 11th grade
Anushka Narielwala	Student, 10th grade
Helen Chu	Student, 10th grade
Alvi Buzar Barua	Student, 10th grade
Aditi Jha	Student, 9th grade

**returning 2022-23 members*

3. LAC By-Laws for Board Approval

As part of the Year 2 plan to assess and evaluate as we develop long-term planning for LAC success and key learnings, we are recommending the attached changes to the LAC By-Laws that are consistent with how we can best operate. Please review.

Once these revised By-laws are approved by the Board, we can provide the Policy Committee with any appropriate changes to [Policy 213](#) – School Board Committees and [Policy 217](#) School Board Legislative Involvement to align changes.

4. 2023-24 LAC Plan

The 2023-24 school year is also Year 3 of our Board LAC plan. Moving into the next year, the LAC is well-positioned to focus on advocacy work with a strong structure in

place to build capacity for the work. At the MN State Capitol for the 2024 session, it is scheduled to be a policy year for legislators.

For the 2023-24 year, LAC plans to focus on the following:

- LAC 2024 priorities development (wide approach with evaluation and collaboration, consider state and federal opportunities, etc.)
- Build a strong systems support for growth of LAC (members training, purpose, engagement) to ensure efficiency and impact of committee work in years ahead
- Focus on relationship building with legislators and Edina Public Schools (schedule visits to sites, conversations led by LAC)
- Student-driven advocacy efforts
- Ongoing LAC district admin support (.2 FTE), continue to develop capacity for long-term planning and implementation

In addition, the LAC is requesting an increase in budget from \$250 (2022-23) to \$1,000 in discretionary funds for the 2023-2024 session. With the growth of the LAC, this funding is more in sync with spending needs to maximize advocacy efforts.

Budget/LAC 2023-24

TOTAL: \$1000

(For legislators + LAC events, LAC marketing materials, LAC Day at Capitol, transportation, etc.)

LAC 2023-24 meetings are scheduled to begin in September.

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

ATTACHMENT 1:

By-Laws Revised (June, 2023)

BYLAWS of Edina Public Schools Board Legislative Action Committee

ARTICLE I: BOARD LEGISLATIVE ACTION COMMITTEE

The name of this organization will be the Edina Public Schools Board Legislative Action Committee (LAC). The LAC will assist the Edina Public Schools District (District) with various levels of advocacy efforts throughout the District. These bylaws pertain to the LAC as stipulated in the LAC Project Charter and approved by the Board.

ARTICLE II: PURPOSE

The purpose of the LAC is to assist the Edina Public Schools' School Board and EPS District Administration in advocacy for education-related legislation. The LAC coordinates these advocacy efforts throughout the District by supporting, and advocating for Board-approved legislative positions [with lawmakers](#). ~~designed to advance the cause of excellent schools in Edina and Minnesota.~~

The activities of the LAC are subject to Board approval. To fulfill this purpose, the LAC's activities may include, but will not be limited to, the following: soliciting information on legislative activity that might affect the District; developing a work plan for advocacy of the approved positions; communicating with elected officials and running public informational events to assist the Board in increasing awareness of legislative issues throughout the District; communicating to the Board on a regular basis as to the progress of the LAC's work; and advocating at the local, state, and federal levels those positions identified by the LAC and approved by the Board.

ARTICLE III: POLICIES

A. LAC meeting dates and advocacy efforts will be available to the public on the District website.

B. The LAC will carry out its responsibilities as outlined in the LAC Policy on Membership and Conduct.

ARTICLE IV: MEMBERSHIP

A. All LAC members will abide by the LAC Policy on Membership and Conduct, which is part of these bylaws. All members of the LAC must sign the Policy on Membership and Conduct annually. All members must live in the District or have a student(s) currently enrolled in the district. Service on the LAC is a one-year commitment.

ARTICLE V: ~~OFFICES AND DUTIES~~ COMMITTEE MEMBERSHIP, ROLES and RESPONSIBILITIES

A. Committee Membership.

~~LAC Steering Committee: In addition to the LAC Chair, Vice-Chair and designated District cabinet member, the~~ 1. Committee membership should include ~~a maximum of nine~~ up to three (3) Board members appointed by the Board; at least one (1) District Cabinet Member and one (1) EPS Administrative liaison; ~~up to five (5) members of the community, plus a minimum of two (2) Edina Public School students. community members with and a minimum of two (2) EPS students comprise the Steering Committee.~~ Community and student members of the Steering committee are selected by the LAC Chair and Vice-Chair for a term of one year. The ~~Steering Committee~~ LAC supports the Board approved legislative platform and fulfills needed functions of the committee as identified by the LAC Chair and Vice-Chair.

B. Committee Roles.

1. Chair and Vice-Chair: One Board member will serve as chair of the LAC. The Board will designate a Vice-Chair who can be either another Board member or a community member of the LAC. ***ALL Board member designees serve at the discretion of the Board.*** The Chair, in collaboration with the Vice-Chair, will create meeting agendas and preside over meetings, communicate on behalf of the Board, generally oversee the activities of the LAC in representing the District and Board in advocacy efforts and if possible, the Chair/Vice-Chair serves as Board member liaisons to the Association of Metropolitan Districts (AMSD) and the Minnesota School Board Association (MSBA).

2. Edina Public Schools Cabinet Member and EPS administrative liaison: At least one (1) District Cabinet Member and at least one (1) designated EPS

administrative liaison will serve on the LAC in collaboration with the Chair and Vice-Chair to represent the District in LAC priority development, advocacy efforts and communication efforts.

C. **Committee Member** Responsibilities may include:

- ~~Secretary~~ (Recording and distributeing meeting minutes)
- ~~Communications~~ (Support and implementation of LAC communication efforts in coordination with the District communications team)
- Event **planning and Lead(s)** (Organizeation and plan opportunities for LAC and community members **which may** include including **attending** appearance at Minnesota State **legislative** committee meetings, ~~meeting and~~ visits with legislators, **Day** at the state Capitol, a **LAC legislative breakfast** sponsored event at the District, etc.)
- LAC presentations to School Board, legislators and school district community
- LAC participation in school site visits with legislators
- Bill Tracking**er(s)** (to Follow bills through legislative process and provide ongoing updates)

ARTICLE VI: MEETINGS, **PARTICIPATION and EXPECTATIONS**

A. The LAC meeting expectations include:

~~1) Planning phase (Sept–December) for LAC Chair, Vice Chair and EPS Cabinet/ District Liaison includes meetings, as needed.~~

~~2) Action phase (Jan–April) for all 4~~

1. LAC members will meet monthly, as needed, **from September to May**. B-
2. LAC members will prepare for each meeting by reviewing the meeting minutes or agenda materials prior to each meeting, and will keep abreast of local, state, and federal public education issues.
3. Members are asked to contact the Chair or Vice-Chair if unable to attend a meeting or event.
4. In addition, the Chair may call special meetings, as necessary, ~~to deal with such~~

~~items as platform development or meetings with legislators.~~

B) ~~In addition,~~ LAC members will be expected to **participate by** attending legislators meetings at the Capitol, and other advocacy events sponsored by the LAC. Members should be prepared to attend at least one Education Committee hearing in either legislative body or legislative floor debate on a public education bill. In certain instances, an LAC member may be called upon to testify on behalf of Edina Public Schools at a legislative committee hearing.

C. Once the Board has approved the ~~positions,~~ **legislative** priorities and communication guidelines for the LAC to support, each LAC member will agree to have ~~his/her~~ **their** name included, as a member of the LAC, in any communications pertaining to those positions and priorities that are sent out on behalf of the LAC. This may include media outreach, letters to legislators or other elected officials.

D. Each LAC member must uphold and support the ~~positions and~~ **legislative** priorities approved by the Board when communicating as a member of the LAC.

ARTICLE VII: AMENDMENTS

A. The Board needs to approve all actions of the LAC including amendments to these bylaws.

LAC Policy on Membership and Conduct

A. The LAC welcomes members of all backgrounds and identities. This includes, but is not limited to, members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

B. Significant attempts will be made to have committee membership reflect the demographic profile of the Edina Public Schools District (District). All members must live in the District or have a student(s) currently enrolled in the District.

C. The LAC should include ~~a maximum of nine~~ **up to three (3) Board members appointed by the Board; at least one (1) District Cabinet Member and one (1) EPS**

Administrative liaison; up to five (5) members of the community, plus a minimum of two (2) Edina Public School students.

D. LAC members must have a commitment to the Edina Public Schools' mission and the legislative positions adopted by the LAC and the Board.

E. LAC members must be interested in the legislative process, grassroots advocacy, be willing to compromise, and work well with other members.

F. The LAC will be noncommercial and nonpartisan. To maintain the non-partisan integrity of the LAC, any member who has filed or is a declared candidate for partisan office, or becomes a partisan office holder, or works as paid staff for a partisan campaign or partisan office holder, must resign from the LAC.

G. As a representative of the District, the LAC and its members must maintain a high level of professional conduct, including confidentiality, objectivity, respectful dialogue, and professional behavior.

H. All members of the LAC must sign the Policy on Membership and Conduct annually.

I. The LAC Chair, with Board approval, retains the authority to deny or dismiss LAC membership to those persons who are in violation of the LAC Policy on Membership and Conduct, Board policies, or the policy and mission of the District.

Signature of LAC Steering Committee Member

VIII.E. Board Liaison Roles



Board Meeting Date: 6/12/2023

Title: Board Liaison Roles

Type: Discussion

Presenter(s): Governance Committee

Description: The board has had discussions at multiple board meetings about reconfiguring our liaison roles. At the April 25th work session we identified four priorities to guide the improvements around the board liaison work and meeting the board's goals. They are the following:

1. Capacity - scale back
2. Equity & Access - increase access with more diverse groups
3. Standardize communication to collect and disseminate information
4. Explore pushing board meetings (work sessions) out to school sites

Background Information: The Edina School Board set goals for the 2022-2023 school year that align with our strategic plan and are consistent with the priorities of Edina School District stakeholders. Two of these goals are the following:

Goal Area Three | Strategy C Alignment: Foster Positive Learning Environment and Whole Student Support

Board Goal: *Ensure students, staff, families and other members of the community experience a positive school climate with a deliberate focus on student, teacher and staff mental health and wellness.*

Key actions:

- Board determines our role in the district educator feedback process for oversight and decision making at governance level.
- Board explores student leadership opportunities at the board level to elevate student voice to the board.

Goal Area Five | Strategy D Alignment: Develop Leadership Throughout the District

Board Goal (3): Continued development of the Board in order to effectively govern for maximum student achievement.

Key actions:

- Clarity around board priorities and how it relates to general board capacity and individual board member capacity.
- Board work bandwidth is manageable and efficient for all Board members.

Recommendation: The board discusses and agrees on recommendations to implement and test reconfiguration in the 2023-2024 school year.

Desired Outcomes from the Board: See recommendation.

Attachment(s): Reconfiguration 2023 Board Liaison Roles

Proposed Updates - Board Liaison Roles

Background Information

At the Board's March 28th work session, the board agreed upon the following goals and intended outcomes for gathering stakeholder voice at the board level (see Appendix A).

Proposed Goal

Stakeholder voice is an important tenet of the Edina School Board's governance work. In order to ensure all stakeholders have the opportunity to participate and influence educational decisions in the district, the Board seeks out and promotes multiple pathways for active listening, learning and understanding stakeholder input for better governance decision-making.

Intended Outcomes

- Stakeholders know how to engage with the board and where their feedback will be utilized (clarity around engagement and purpose with stakeholder feedback).
- Stakeholder feedback helps the board make decisions that support our mission, vision and strategic plan.
- A diversification of opportunities/pathways the board utilizes to gather stakeholder voices.
- Ensure gathering of voice opportunities reflect the diversity of our student, teacher and community body.
- Student, educator and community voice is gathered at a governance level and for governance purposes.
- Stakeholders feel better engaged in decision-making processes (at a governance level).

At the April 25th work session, the board identified four priorities to guide the improvements around the board liaison work and meeting the board's goals. They are the following:

1. Capacity - scale back
2. Equity & Access - increase access with more diverse groups
3. Standardize communication to collect and disseminate information
4. Explore pushing board meetings (work sessions) out to school sites

In order to meet the above stakeholder goals, intended outcomes and priorities, the following recommendations are being proposed by the governance committee to realign the board liaison positions.

Process Recommendation

To best meet goals, manage implementation and expectations and allow for thoughtful restructuring, we are recommending a two-year phase-in approach that 1) develops strong and impactful infrastructure of this work that honors the priorities identified by the board and 2) meets intended outcomes (see Appendix A: *intended outcomes*).

Year 1 (2023-2024): Implement Change to Current Work with focus on Stakeholder Voice

- Board feedback drives adjustments to liaison roles, responsibilities and expectations
- Build a strong communication base (logistics) for information sharing from the Board
- Board works with district communication to implement communication plan (changes to liaison roles + ongoing Board communication as identified)
- Review Policy 213 – School Board Committees and Policy 216 – School Board Representation for any suggested changes

Year 2: (2024-2025) Evaluate + Adjust

- Board evaluates success of changes and determines which to implement and where to make additional changes

Year One Recommendations

This set of recommendations is being proposed to meet improvements around capacity, while still meeting our intended outcomes and goals.

Recommendation One: *Restructure school/site liaisons to create board member capacity and better leverage the PLC. A written report will be created for all sites not having a board member visit in person to continue continuity of board update.*

- All board members assigned to school sites serve as representative throughout year cultivating relationships with PTO leads to manage ongoing issues, feedback and concerns
- Two board members are assigned to elementary schools and would have a board representative at their PTO meeting every third month.
 - *Elementary Liaison One:* Cornelia, Highland, Normandale
 - *Elementary Liaison Two:* Concord, Countryside, Creek Valley
- One board member will be assigned to the middle schools and will attend PTO meetings every other month.
- One board member will be assigned to the high school and attend PTO meetings every other month

- One board member will be assigned to the early learning center and attend PTO meetings every other month

Benefits:

- This proposed structure reduces board member site level commitment from 189-243 hours annually to 81-107 annually.
- Each school would still have a dedicated board liaison; would still get monthly updates and board members would still be available for urgent situations and questions.
- PTO presidents would get monthly updates via PLC and can funnel information to PTOs.

Recommendation Two: Move from having one dedicated PLC liaison to having a different board member attend PLC each month. (See spreadsheet for calendar).

Benefits:

- Redistributes time commitment of PLC across all board members.
- Gives more exposure for PLC members to each board member and vice versa.
- Allows each board member to engage and hear feedback directly from this leadership team.

Recommendation Three: Transition from having a board member attend each Edina Education Fund meeting to attending twice annually presenting structured board information about the work of the school board (board goals, strategic planning, opportunities for receiving stakeholder feedback, etc). Both the Edina Education Fund and Edina Give and Go will be invited to present their strategy and goals for each school year at a fall board meeting.

Benefits:

- This proposed structure reduces board member site level commitment from 18-27 hours annually to 2-3 annually.
- Elevates the role to a strategic governance level.
- Provides strategic updates for Ed Fund to help drive fundraising efforts.
- Board member remains available as a point person for ongoing questions or issues.

Recommendation Four: Insurance Liaison is dissolved and integrated into the finance committee; school-city liaison is dissolved and integrated into the governance committee; MHSHL is dissolved.

Benefits:

- Alignment of liaison functionality with the committee the role is aligned with.
- Does not require extra meetings and streamlines processes.
- Spreads work amongst all committee members.

This set of recommendations are being presented to meet the goal of equity and access while still honoring our goals and intended outcomes.

Recommendation One: *Add a liaison for cultural affinity groups and other identified groups. This liaison will work with our cultural liaisons and potential other identified groups. Liaison develops plan as to how to most effectively bring a broader stakeholder voice to the board and presents plan to board when prepared.*

Expectations:

- This role is exploratory for a year
- Work with cultural liaisons to identify at least one meeting per year with each affinity group
- Update the board on a quarterly basis as to feedback and progress being made.
- With administration, assess current work already done by the district.
- Bring proposal to board after the end of the 2023-2024 school year with recommendations.

Recommendation Two: *Add a liaison for student voice.*

Expectations:

- This role is exploratory for a year
- Be the SAAC representatives
- Be a board representative on the LAC
- Seek out additional opportunities to garner student voice, e.g. student council, student senate, Somali student group, Black student union, etc.
- With administration, assess current work already done by the district.
- Bring proposal to the board after the end of the 2023-2024 school year with any recommendations to elevate student voice to the board level.

Recommendation Three: *Create clarifications and additional pathways for educator voice.*

Suggested Clarifications and Additions:

- See other document

This recommendation is being presented to meet the goal of exploring work sessions and school sites while still honoring our goals and intended outcomes.

Recommendation One: *Explore having some board work sessions at school sites and explore the potential of having a 30-minute open listening session prior to the work session.*

This set of recommendations is being presented to meet the goal of standardizing communication to collect and disseminate information while still honoring our goals and intended outcomes.

Recommendation One: *Board works with district communication to implement communication plan (changes to liaison roles + ongoing Board communication as identified).*

Recommendation Two: *Set minimum expectation that all liaisons report to the rest of the board, community and governance level issues on a quarterly basis AND for any relevant topics.*

Recommendation Three: *Have a follow-up work session to more clearly define liaison role and communications expectations.*

Please see appended spreadsheet for updated proposed roles document.

Next Steps

- May 23 work session: Solicit board feedback
- June 12 work session: Bring proposed new liaison roles to board for discussion
- July regular board meeting: Bring new liaison position document to board for approval
- July work session: Discuss board members in roles; discuss communications in more specifics
- August regular meeting: Approve board members in new roles
- August: Communicate to new structure stakeholders.

Appendix A: Key Definitions

Governance: As the elected governing body of Edina Public Schools, the School Board is responsible to:

- Employ and evaluate the Superintendent, the chief executive officer who oversees and manages all operations of the School District.
- Establish policy. The superintendent directs administration in the implementation of policy and supervision of school operations.
- Review and approve the annual budget, and ensure that proper facilities and equipment are available to support teaching and learning in Edina Public Schools.
- Partner with the superintendent to establish and promote the strategic plan.
- Ratify employee contracts.
- Monitor progress toward school district goals and compliance with school board policies and state and federal laws.
- Advocate for students with lawmakers.

Advocacy: Public support for or recommendation of a particular cause or policy.

Administration: Under the leadership of the Superintendent, the administration of the district is responsible for the management of the schools and the implementation and management of the school district's educational programs, as well as the administration of all district policies. The superintendent is directly accountable to the school board.

Stakeholders: Stakeholders are those individuals who have a stake in the school, its day-to-day operations and strategic direction.

For the purposes of this board exercise, our key stakeholders will be defined as:

- EPS students
- Families (parents/guardians)
- EPS staff (Instructional and Non-instructional)
- Principals and other administrators
- Edina community residents
- Board members
- City, county, state and federal partners (government and non-government, e.g. Edina Give and Go, State Representatives, Edina City Hall)

Student Voice: Student voice is defined as the ways in which each and every student has opportunities to participate in and/or influence the education decisions that will shape their lives and the lives of peers. (1)

Educator Voice: Educator voice is defined as the ways in which all educators have opportunities to participate in and/or influence the education decisions that will shape their lives and the lives of peers.

Community Voice: Community voice is defined as the ways in which all stakeholders -other than students and educators including parents, guardians and other key community partners - have opportunity to participate in and/or influence the education decisions that will shape the lives of the students, educators, administrators and other employees in the school district.

Proposed Goal

Stakeholder voice is an important tenet of the Edina School Board's governance work. In order to ensure all stakeholders have the opportunity to participate and influence educational decisions in the district, the Board seeks out and promotes multiple pathways for active listening, learning and understanding stakeholder input for better governance decision-making.

Intended Outcomes

- Stakeholders know how to engage with the board and where their feedback will be utilized (clarity around engagement and purpose with stakeholder feedback).
- Stakeholder feedback helps the board make decisions that support our mission, vision and strategic plan.
- A diversification of opportunities/pathways the board utilizes to gather stakeholder voices.
- Ensure gathering of voice opportunities reflect the diversity of our student, teacher and community body.
- Student, educator and community voice is gathered at a governance level and for governance purposes.
- Stakeholders feel better engaged in decision-making processes (at a governance level).

	Term Renewed	FUNCTION	2023-2024 School Year Proposal	2022-2023 Board Assignment	Proposed 2023-2024 Board Assignment
ASSOCIATIONS					
AMSD	JUNE	AMSD advocates for metropolitan school districts and advances legislation supporting student achievement. The Bd of Directors, comprised of the superintendent & 1 school board member from each of the 44 member school districts, governs the association. Board representative also serves on LAC.	One board member attends AMSD meetings monthly and ongoing representation	Julie Greene	
MSBA	JUNE	Supports, promotes, enhances the work of public school boards and public education. Bd of Directors is comprised of 1 rep from each MSBA District. 6 divisions - Admin/Governance; Bd Devel/Training; Gov't Relations; Mgmt Svcs; Policy Svcs; PR/Communications.	One board member attends MSBA meetings monthly and ongoing representation	Dan Arom	
GROUPS					
Ed Fund	JUNE	Independent non-profit organization dedicated to continued EPS academic excellence. Secures private, supplemental funding to support valuable education experiences & innovative projects. Funds raised augment school system revenues provided by taxes, state aid, and other parent and student led fundraising efforts.	One board member attends Ed Fund meeting (twice yearly), ongoing representation as needed	Karen Gabler	
Talent Development Advisory Cmte	JUNE	Incls Gifted Ed Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability	One board member attends Gifted Ed Advisory Committee meetings, as scheduled and ongoing representation	Janie Shaw	
Student Voice Liaison	JUNE	SAAC -Student Activities Advisory Cmte; member of LAC; Seek out additional opportunities to garner student voice, with administration, assess current work already done by the district. Bring proposal to the board after the end of the 2023-2024 school year with any recommendations to elevate student voice to the board level.	One board member assigned	NEW	
Cultural Liaison Representative	JUNE	Add a liaison for cultural affinity groups and other identified groups. This liaison will work with our cultural liaisons and potential other identified groups and will develop a plan as to how to most effectively bring a broader stakeholder voice to the board and presents plan to board when prepared.	One board member assigned	NEW	
SEAC - Special Services Advisory Cmte and Mental Health & Wellness	JUNE	State required; promotes understanding of district-wide issues relating to education/welfare of EPS students. Incls reps of each school parent organization, EFC, PCN, Community Ed, & Ed Fund.	One board member attends SEAC meetings, monthly, and ongoing representation	Erica Allenburg and Michael Birdman	
World's Best Workforce	JUNE	State required, T&L driven, to ensure every district is making strides to increase student performance. State required, T&L driven, to ensure every district is making strides to increase student performance.	Two board members attend meetings	Erica Allenburg and Julie Greene	
Meet and Confer	JUNE	Policies and other matters related to employment other than terms and conditions of employment as defined by the Minnesota Public Employee Labor Relations Act	Board chair and Vice Chair	Erica Allenburg and Julie Greene	
Community Ed Services Advisory	JUNE	Provides input, direction & insight to Community Education, meets quarterly	One board member assigned	Julie Greene	
City Council	JANUARY	Becomes and function of the governance committee and two board members from governance rotate through meetings OR Is designated a function of the board chair, treasurer and one additional board member OR becomes a function of the board chair and treasurer (traditionally two representatives were on in this role)	Removal as liaison role, becomes a function of the governance committee OR 2-3 board members assigned	Erica Allenburg, Janie Shaw and Michael Birdman	
SCHOOL SITES					
ELC/ECSE	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site.	Board member attends every other month; site to receive monthly written board summary, and ongoing representation as needed	Karen Gabler	
Elementary Site Liaison 1: Concord, Countryside, Creek Valley	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. Board members attend every third month; site to receive monthly written board summary.	One board member rotates attendance at Concord, Countryside, Creek Valley monthly PTO meetings, and ongoing representation as needed	NEW	
Elementary Site Liaison 2: Cornelia, Highlands, Normandale	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. Board members attend every third month; site to receive monthly written board summary.	One board member rotates attendance at Cornelia, Highlands, Normandale monthly PTO meetings, and ongoing representation as needed	NEW	
Middle School Liaison	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site.	Board members attend bi-monthly; site to receive monthly written board summary, and ongoing representation as needed.	NEW	
EHS	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site.	Board members attend bi-monthly; site to receive monthly written board summary, and ongoing representation as needed.	NEW	

***ISD 287 has been removed from this chart because it is more than a liaison role, it is a paid full board position that needs to be renewed annually in January.

<i>Board Calendar for PLC Attendance</i>					
September	Allenburg				
October	Arom				
November	Birdman				
December	Gabler				
January	Greene				
February	Neville				
March	Shaw				
April	Allenburg				
May	Arom				
<i>Outline for Board Updates from Liaisons</i>					
This outline is considered a minimum expectation but updates can be brought at anytime.					
August					
September	SEAC update				
October	Secondary sites update				
November	Elementary sites update, AMSD update				
December	ELC/ECSE update, MSBA update				
January	Community Ed Services Update, Talent Dev. update				
February	Secondary sites update, student voice liaison update, cultural liaison update				
March	Elementary sites update, AMSD update				
April	ELC/ECSE update, MSBA update				
May	Community Ed Services update, Talent Dev. update				
June	SEAC update				
July					
*WBW update will be given annual by Director of Teaching and Learning					
Ed Fund - correspond with presentation from them and give and go. Have it on the board calendar annually.					
Have student voice presentations on the board calendar annually					

VIII.F. Policy Review



Board Meeting Date: 6/12/2023

Title: Policy Review

Type: Discussion

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 111 Equity in Educational Achievement
- Policy 113 Data Requests
- Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- Policy 806 Emergency Management

Recommendation: Review the suggested modifications for Policies 111, 113, 414, 415, 806.

Desired Outcome(s) from the Board: Review suggested modifications and bring any questions you may have.

Attachments:

1. Policy 111 Equity in Educational Achievement
2. Policy 113 Data Requests
3. Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
4. Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults
5. Policy 806 Emergency Management

School District

Equity in Educational Achievement

I. Purpose

~~The purpose of this~~ This policy is to define the school district's practices in ensuring equity of education and excellence for all learners. The district defines "Equity" as creating the conditions to the best of our ability to ensure we meet our vision for each and every student to discover their possibilities and thrive. We believe it is critical to eliminate barriers to success and provide the supports, opportunities, and environment so that each and every student can reach their full potential.

II. Policy

~~Edina Public Schools~~ The school district is committed to raising the achievement levels of all students while eliminating disparities in student achievement to ensure educational equity and excellence. This commitment applies to all students regardless of ~~for students~~ race, color, creed, religion, national origin, primary language, sex, status with regard to public assistance, disability, age, or sexual orientation, including gender identity or expression. ~~of all races and ethnicities~~. The school district ~~shall~~ will annually assess the district's progress in this commitment as outlined in the district's data metrics plan and implement action strategies to address areas of concern.

III. Administrative Responsibilities.

- A. District administration will develop, support, and sustain equity-focused training for students, staff, school board, and community members.
- B. District administration will develop and implement policy and procedures that open doors to instructional excellence through all levels of the district's curriculum, courses, programs, and activities, and promote pathways to college and career opportunities ~~provide equal access for all students~~ regardless of race, color, creed, religion, national origin, primary language, sex, status with regard to public assistance, disability, age, or sexual orientation, including gender identity or expression. ~~of all races, and and ethnic backgrounds to all levels of the district's curriculum, courses, programs and activities~~. In alignment with the strategic plan, the school district will support and retain quality, culturally competent staff with increasingly diverse backgrounds, experiences and perspectives. The district will set goals, strategies and supports for retaining

staff of color and work toward the 5-year goal for creating a staff that is more reflective of the students they serve.

- C. District administration will monitor policies, programs, and practices to assess equal access and work to eliminate racial and ethnic disparities in all district- and school-level programs for students regardless of race, color, creed, religion, national origin, primary language, sex, status with regard to public assistance, disability, age, or sexual orientation, including gender identity or expression. of all races and When necessary, the administration will develop action plans for addressing inequities and disparities which could include:

1. Instruction and social emotional learning that is aligned to student needs.
~~Appropriate intervention programming~~
2. ~~Additional support programs~~ Monitoring and responding to ensure access to high quality instructional programming designed to accelerate learning.
1. ~~Additional support programs~~
2. ~~Appropriate intervention programming~~
3. ~~Accelerated skill development~~ Working with internal and external partners to remove barriers to out-of-school time programming, including activities and athletics.
4. ~~Family support programs~~ Culturally responsive family outreach and engagement programming to build partnerships.

Policy
adopted: 11/8/10
reviewed: 11/7/11

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

School District

Data Requests

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

I. Purpose

~~This~~ The school district policy recognizes ~~its~~ the school district responsibility relative to the dissemination of ~~provide~~ public data as provided in state statute. when requested.

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. ~~ensure there is a clear process in place for requesting public data that complies with and follows the Minnesota Government Data Practices Act.~~

III. Definitions

- A. "Public Data" is all government data collected, created, received, maintained, or disseminated by the school district, ~~a government entity~~ unless classified by statute, or temporary classification pursuant to state or federal law, as non-public or protected non-public, or with respect to data on individuals, as private or confidential.
- B. "Private" ~~d~~Data" means the data is available to the subject of the data and to district employees who need it to conduct the business of the district.
- C. "Confidential" ~~d~~Data" means the data is not available to the subject and not accessible by the public.
- D. "Government Data" is all data collected, created, received, maintained, or disseminated by a government entity in its various forms ~~(recorded information a government entity has, including~~ e.g., paper, email, DVDs, photographs, etc.).
- E. "Inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. It does not include printing copies by the school district, unless printing a copy is the only method to provide for

inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own equipment.

F. "Summary Data" is statistical records and reports derived from data on individuals in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual are ascertainable.

IV. Responsible Authority

A. The superintendent or designee will serve as the authority responsible for data requests.

B. The responsible authority will establish procedures to ensure that requests for government data are received and compiled within an appropriate and prompt manner.

C. The responsible authority may designate one or more designees.

V. ~~Requesting Data~~ Responding to a Request for Data

A. All requests for public data must be made in writing and directed to the responsible authority or designee.

B. Upon receiving a data request the school district will acknowledge it and provide a tentative timeline for fulfillment.

~~C~~B. Prior to fulfilling a request, the district may contact the requestor for the following reasons:

1. ~~To~~to ask for clarification or additional information to help fulfill the request;
2. ~~To~~to indicate that the request may involve a charge or require pre-payment; or
3. ~~To~~to discuss scheduling partial or rolling productions of data.

D. The 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.

~~E~~G Upon request to a responsible authority or designee, a person will be permitted to inspect and/or copy public government data at reasonable times and places, and, upon request, will be informed of the data's meaning.

1. If arrangements are made for the requestor to inspect the data and the requestor does not appear at the time and place established for inspection,

and the data is not picked up within 10 business days after the requestor is notified of its availability, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. ~~D~~ If the person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect the data.

F.E. In order to complete a request the district will do one of the following:

1. If the district does not have the data, the requestor will be notified in writing as soon as reasonably possible.
2. If the district has the data but the data are not public, the requestor will be notified as soon as reasonably possible and ~~identified the date and~~ **be given specify in writing written notice of the specific statutory section, temporary classification, or specific provision of federal law on which legal authority for the decision to withhold or release the data was made.**
3. If the district has the data, and the data are public, the district will respond to the request appropriately and promptly, with a reasonable amount of time by doing one of the following:
 - a. arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
 - b. provide copies of the data as soon as reasonably possible. ~~The requestor may choose to pick up copies, or it will be mailed or faxed. Electronic copies (such as email, portable document format (PDF), or other electronic formats or CD-ROM) will be provided in response to the request. If the data is not in an electronic format (such as printed format), the data will be scanned and emailed to the requestor or copied and made available to be picked up or mailed to the requestor. upon request if the data is currently kept in an electronic format.~~

G.F. The Government Data Practices Act does not require the creation or collection of new data in response to a data request, or to provide data in a specific form or arrangement if not kept in that form or arrangement.

H. The responsible authority will respond within a reasonable time of the receipt of a request to prepare summary data and inform the requestor of the following as appropriate:

1. the estimated costs of preparing the summary data, if any; and
2. a written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise private or confidential data.

- ~~I~~6. The Government Data Practices Act does not require the district to answer questions that are not requests for data.

Legal References:

Minn. Stat. Ch. 13 (~~Minnesota Government Data Practices Act~~)
5 U.S.C. § 552 (Freedom of Information Act (FOIA))

Cross References:

[Policy 208 \(Development, Adoption, and Implementation of Policies\)](#)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Student Records)

Policy
adopted: 02/26/18

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Appendix I to Policy 113
Costs Associated with Public Data Requests

- I. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data.
- II. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs ~~shall~~[will](#) not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied.
- III. For requests totaling more than 100 pages, the ~~district~~ [responsible authority](#) may charge the “actual costs” for producing the data, plus a per-page-cost for each paper copy produced.
 - A. “Actual costs” for producing public data of more than 100 pages are computed by applying DHS staff hourly pay rates to the time required for:
 1. Searching for and retrieving data, (if the requestor is not the data subject)
 2. Making, certifying, sorting, and electronically transmitting or mailing the data, including the cost of employee time.
 3. There is no charge for redaction.
- IV. There is no charge for separating private data from public data.

PERSONNEL**Mandated Reporting of Child Neglect or Physical or Sexual Abuse****I. Purpose**

This policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. General Statement of Policy

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows, or has reason to believe, a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

III. Definitions

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school district personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding

three years.

- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 - 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a non-medical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 - 6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
 - 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 - 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response,

or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Non-maltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non-maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a

weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, Subd. 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

IV. Reporting Procedures

- A. A mandated reporter will immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report will be made immediately by telephone or otherwise. The oral report will be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report will be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.

The Minnesota Department of Education's Student Maltreatment Program assesses and investigates reports of alleged physical abuse, neglect, or sexual abuse of students that occurs in Minnesota public schools and charter schools (Minn. Stat. § 260E). This includes allegations of maltreatment involving students 18 to 21 years of age, including students receiving special education services, up to and until graduation and the issuance of a secondary diploma.

To make a maltreatment report to the Minnesota Department of Education's Student Maltreatment Program, complete the Confidential Student Maltreatment Reporting Form (attached as Appendix I) and email it to mde.student-maltreatment@state.mn.us or fax it to (651) 797-1601. You may also call their 24-hour reporting line at: (651) 582-8546.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child will report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter will immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled

substance for a non-medical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter will not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

V. Investigation

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time, place, and manner of the interview on school premises will be within the discretion of school officials, but the local welfare or law enforcement agency will have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials

will be reasonable, and the interview will be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district will conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district will provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district will provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. Maintenance of School Records Concerning Abuse or Potential Abuse

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification will be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., will be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. Dissemination of Policy and Training

- A. This policy will appear in school personnel handbooks.

- B. The school district will develop a method of discussing this policy with school personnel.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, MN

Policy

adopted: 10/20/08
revised: 09/26/11
revised: 07/15/13
revised: 07/18/16
revised: 08/14/17
reviewed: 08/13/18
reviewed: 08/12/19
revised: 02/08/21
revised: 08/08/22



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: Yes No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Male Female DOB: _____ Grade: _____ Race/Ethnicity: _____

Receives Special Education Services: Yes No

Primary Disability Category: _____

Alleged Victim is over the age of 18: Yes No

(If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2:_____ Phone:_____ Email:_____

Address:_____ City:_____ State:____ Zip:_____

ALLEGED OFFENDER

Name:_____ Position:_____ DOB:_____ Male Female

Home Address:_____ City:_____ State:____ Zip:_____

Email: _____

Race/Ethnicity:_____ Phone:_____

Alternate Phone:_____

Licensed: Yes No

If licensed, name of licensing board(s):_____ License/Folder # _____

INCIDENT

Date:_____ Time:_____ Setting (i.e. Bus, Classroom):_____

Location and Address (if different than enrolled school):_____

Witness _____ Phone:_____

Witness _____ Phone:_____

Police Notified: Yes No Police Department:_____

Police Contact:_____ Phone:_____

Case #:_____

ALLEGED MALTREATMENT

Physical Abuse Sexual Abuse Neglect Unknown

DESCRIPTION OF INCIDENT AND INJURY (PLEASE ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED)

Email: mde.student-maltreatment@state.mn.us

Personnel

~~Reporting Suspected Maltreatment of a Child or Vulnerable Adult~~ Mandated Reporting of Maltreatment of Vulnerable Adults

I. Purpose

~~This policy makes clear the requirements of school district employees to report suspected maltreatment of a child or vulnerable adult.~~

This policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. General Statement of Policy

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.
- ~~A. The school district complies with state laws requiring a district employee to report suspected child neglect, physical abuse, or sexual abuse.~~
- ~~B. The district complies with state laws requiring a district employee to report suspected maltreatment of vulnerable adults.~~
- ~~C. A district employee violates this policy if the employee fails to report suspected maltreatment when the employee has reason to believe that a child or vulnerable adult is being or has been maltreated.~~

III. Definitions

- A. "Abuse" means:
 - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (a) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (b) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (c) the solicitation, inducement, and promotion of prostitution as defined in Minnesota

Statutes section 609.322; and (d) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (a) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (b) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (c) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (d) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
 3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person, or a person providing services in the facility and a resident, patient, or client of that facility.
 4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.
- B. "Accident" means a sudden, unforeseen, and unexpected occurrence or event which:
1. is not likely to occur and which could not have been prevented by exercise of due care; and
 2. if occurring while a vulnerable adult is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.
- C. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- D. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN

Adult Abuse Reporting Center (MAARC).

E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception, or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.

F. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

— ~~“Child” means a person under age 18.~~

G. “Mandated reporter” means **any** school district **employee personnel** who **knows or has reason to believe that** a vulnerable adult is being **maltreated** or has been maltreated.

~~“Maltreatment of a child” includes but is not limited to neglect, physical abuse, or sexual abuse of a child.~~

H. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

I. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

J. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

K. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

L. “Vulnerable adult” ~~includes but is not limited to~~ means **any person 18 years of**

age or older who regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide adequately for the person's individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

~~IV. Reporting Procedures for Maltreatment of a Child~~

~~D. A mandated reporter will immediately report suspected maltreatment of a child to the local county welfare agency*, police department, county sheriff, or agency responsible for assisting or investigating maltreatment:~~

- ~~a. Local county welfare agency—allegations of maltreatment in home, child foster care, family child care~~
- ~~b. Department of Education—allegations of maltreatment in school~~
- ~~c. Department of Human Services—allegations of maltreatment in licensed child care facilities~~
- ~~d. Law Enforcement—allegations of violation of criminal statutes~~

~~*To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.~~

~~E. If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate entity responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.~~

~~F. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

~~G. An employee mandated to report suspected maltreatment of a child who fails to report may be subject to criminal penalties and/or discipline up to and including termination of employment. An employee may also be liable in a civil suit for damages caused by a failure to report.~~

~~H. The district will not retaliate against an employee who makes a good faith report of maltreatment of a child under Minnesota law or this policy.~~

~~I. An employee who knowingly or recklessly makes a false report of maltreatment will be liable in a civil suit for damages and/or discipline up to and including termination of employment.~~

IV. Reporting Procedures for Maltreatment of a Vulnerable Adult

- A. A mandated reporter will immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) by calling at 1-844-880-1574. The MAARC is available twenty-four hours per day and seven days per week. If you are reporting an emergency that requires immediate assistance from law enforcement, the fire department, or an ambulance, first call 911 should be called first.
- B. Whenever a mandated reporter knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information will be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report will, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. ~~A school personnel mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline up to and including termination of employment. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.~~
~~B. An employee mandated to report suspected maltreatment of a vulnerable adult who fails to report may be subject to criminal penalties, liability for damages caused by the failure, and/or discipline, up to and including termination of employment.~~
- E. Retaliation against any school personnel who makes a good faith report under Minnesota law and this policy, or against any vulnerable adult who is named in a report is prohibited.
~~C. The district will not retaliate against an employee who makes a good faith report of maltreatment of a vulnerable adult report under Minnesota law or this policy.~~
- F. Any school personnel who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for

any punitive damages set by the court or jury. The intentional making of a false report may result in discipline up to and including termination of employment.

~~An employee who intentionally makes a false report of maltreatment will be liable in a civil suit for any actual damages suffered, punitive damages, and attorney fees, and discipline up to and including termination of employment.~~

V. Investigation

The responsibility for [assessing and](#) investigating reports of suspected maltreatment of [a vulnerable adult](#) rests with the entity designated by the state [and/or](#) county for receiving reports. When the alleged offender is believed to be a school district [personnel employee](#), the district will conduct its own investigation independent of the designated entity.

VI. Dissemination of Policy and Training

The school district will discuss this policy with district [personnel employees](#) when appropriate.

Legal References:

Minn. Stat. ~~Ch.~~ § 13.02 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.826 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

~~Minn. Stat. § 121A.58 (Corporal Punishment)~~

~~Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)~~

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

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

[Policy 208 \(Development, Adoption, and Implementation of Policies\)](#)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 403 (Discipline of School District Employees)
Policy 406 (Public and Private Personnel Data)
[Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
~~[Policy 507 \(Corporal Punishment\)](#)~~
Policy 515 (Protection and Privacy of Student Records)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, MN

Policy	
adopted:	10/20/08
revised:	09/26/11
revised:	07/15/13
revised:	07/18/16
revised:	08/14/17
reviewed:	08/13/18
reviewed:	08/12/19
revised:	02/08/21
revised:	08/08/22

Buildings and Sites

Emergency Management

I. Purpose

This policy serves as a guide for the school district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency management system for the district. ~~potential crisis situations. The district has an all-hazard emergency response plan that is used consistently at every building.~~ Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

II. Definitions

- A. “Building Emergency Response Team” (“BERT”) means the group of people organized and prepared in each building pursuant to section IV of this policy to handle emergency functions on the site-level.
- B. “District Emergency Response Team” (“DERT”) means the district-level group organized and prepared pursuant to section IV of this policy to handle emergency functions on the district-level.
- C. “Incident Commander” means the person on site responsible for managing the operations and emergency response, as well as communicating with district-level personnel. The Incident Commander is the building principal or department administrator. In the event of the principal’s or department administrator’s absence or incapacity, their designee (in order of designation under section IV of this policy) will serve as Incident Commander.
- D. “Incident Command System” means the planned emergency response checklist protocol established pursuant to section IV. A. of this policy.
- E. “Safe Conditions” means the responses described in section IV.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- F. “Unified Command Structure” means a command model consisting of the police and fire emergency response personnel, the site’s Incident Commander, and DERT. Each party plays a unified role in the continuing response to an emergency situation.

II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans ~~can~~ **will** be tailored to meet a building's specific ~~situation and needs~~ **and student population**.

The building principal will annually review, update, meet with the ~~Building Emergency Response team (BERT)~~ and report the completion of the meeting to the **superintendent's office and the director of media technology services**. A copy of ~~the~~ **this** policy and building-specific plan ~~should~~ **will** be kept onsite. **Building-specific crisis management plans will include general crisis procedures, as well as building and student -specific procedures.**

III. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, ~~and~~ **sheltering, and reunification**. ~~These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans.~~ The plans will be communicated to the BERT, ~~team, and~~ **as well as** shared with the **superintendent's office and the director of media technology services**. **These plans should be representative of crisis situations which may occur during the school day or at school-sponsored events and functions. Emergency plans should also take into account communicating with and supporting building substitutes, visitors, and volunteers.**

IV. Emergency Management Elements

The principal or department administrator will serve as incident commander. The principal or department administrator will designate at least two other individuals (1st alternate and 2nd alternate) who will serve as the incident commander to enact the emergency response plan in the event that the principal or administrator is unavailable.

All buildings will have a BERT. This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT, but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and train their members. A copy of this BERT team list will be

shared with the superintendent's office and the director of media technology services.

~~A District Emergency Response Team (DERT)~~ The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings & grounds, the building & grounds manager, and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

- A. In the event of an emergency, the principal ~~or administration~~ or designee will follow the emergency response ~~protocols~~ plan using the Incident Command System. ~~structure model~~. During an emergency situation or drill, an incident command checklist is utilized. This checklist requires the following actions: placing the school or building in a Safe Condition, calling 911, and the Incident Commander assuming radio command. ~~An incident command checklist used in all drills and training provides for placing the school/building in a safe condition (one of five safe conditions), calling 911, and then taking radio command. This must be completed within minutes of~~ immediately, or as soon as reasonably possible in an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.
- B. The school/building Incident Commander will, in addition to the above actions, make and communicate operational activities to the BERT team. If applicable, the Incident Commander will prepare to meet with police and fire personnel to form a Unified Command ~~s~~Structure.
- C. The school's emergency procedures will be kept on file with the ~~Director of Buildings and Grounds, Director of Media and Technology Services and the Superintendent,~~ superintendent's office and the director of media technology services and be readily available in the school buildings to address all hazards, including the following emergencies:
- Active Shooter
 - Assault
 - Bomb Threat
 - Chemical or Biological Threat
 - Cybersecurity Incident
 - Demonstration
 - Fight/Disturbance
 - Fire
 - Hazardous Materials
 - ~~Highly Contagious Serious Illness or Pandemic Flu~~
 - Hostage
 - Intruder
 - Medical Emergency
 - Severe Weather: Tornado/Severe Thunderstorm/Flooding
 - Suicide

- Weapons
- Other (as determined to be necessary by the building administration)

D. In addition, the school's emergency ~~procedures~~ **plan** will address the following ~~plans and documents~~: **Safe Conditions and procedures**:

Safe Conditions:

1. **Hold**. Hold in your room or area. Clear hallways. Typically used during a medical scenario.
2. **Secure**. Get inside. Lock outside doors. Business inside continues as usual. Used when there is a threat to safety outside, such as a neighborhood police situation.
3. **Lockdown**. Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder. Often used for an active shooter scenario.
4. **Evacuate**. Leave the building and move to a specified location. Typically used for a fire.
5. **Shelter**. Take shelter in a designated location. This occurs most often for severe weather such as a tornado.

Additional Procedures:

- **Reunification**. In the event that staff/students are unable to stay in or return to the building. One or more reunification sites will be identified by the district and reviewed annually.
- **Media Procedures**. Media relations and outgoing information will flow through the director of communications.
- **Post-crisis procedures with DERT**. Following an incident, the ~~building~~ involved BERT and DERT will debrief with our safety partners. This should occur as close to the incident time as reasonably possible.

- ~~Lock-down Procedures~~
- ~~Shelter Inside Procedures~~
- ~~Evacuation/Relocation~~
- ~~Severe Weather Procedures~~
- ~~Media Procedures~~
- ~~Post-Crisis Procedures with District Emergency Response Team (DERT)~~

E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the **general** public. Multiple copies should be made and placed in several locations.

- Facility Diagrams
- ~~Off-site~~ **Reunification** Location(s)

- Emergency Contacts

V. Training and Preparation for Emergencies

A. Building administrators will ensure all staff are trained annually in all emergency plans, Safe Conditions, and procedures. This training should be conducted by September 15 of each year. Additionally, building administrators will ensure all new staff (hired after the initial training) are trained in all emergency plans, Safe Conditions, and procedures. Where possible, this should be completed immediately upon a new hire's start date.

~~A B.~~ The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for conducting at a minimum, eleven state mandated drills. Each member of the school's BERT team ~~should~~ will have training in the Incident Command System model of response and participate in all drills. Each year, ~~several of~~ at least one drill the drills ~~should~~ will be an enhanced drills and our public safety partners should be invited to observe and comment on these drills. A drill record sheet will be filled out and submitted to the ~~district office~~ the superintendent's office and the director of media technology services ~~each school year~~ annually. A record of drills conducted will be maintained by the building principal or designee.

~~B C.~~ Each school site will have at least ~~five~~ two employees - a health services assistant (HSA) and licensed school nurse (LSN) - certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the ~~district health services coordinator~~ supervisor.

VI. Communications

Each communication plan must include dual methods of dissemination. For example, to notify of a school closure due to emergency, the district will send out a mass notification to families via email and include the information on a pop-up on the district website.

District administration will develop and implement the following communication procedures:

- Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.

- School closure due to emergency [notification to staff, families and students in the advance of a school closure.](#)
- Notification to school families, community, staff, and media [in response to a crisis or incident in the school community, as appropriate.](#)
- [Notification to student victims of criminal offenses at or on school property of their option to transfer schools consistent with Federal law.](#)

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; [Doors and Exits](#))
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (~~Trespasses on School Property~~)
Minn. Rules Part 7511 (Fire ~~Safety~~ [Code](#))
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 6301 et seq. (~~No Child Left Behind~~) ([Every Student Succeeds Act](#))
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (~~Disaster Relief and Emergency Assistance~~ [Stafford Act](#))

Cross References:

[Policy 208 \(Development, Adoption, and Implementation of Policies\)](#)
Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 413 (Harassment and Violence [Prohibition, Students and Employees](#))
Policy 501 (School Weapons Policy)
Policy 506 (Student [Conduct and](#) Discipline)
Policy 532 (Use of [Crisis Teams and](#) Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
Policy 903 (Visitors to School District Buildings and Property)

Policy
adopted: 06/21/10
Revised: 12/12/16
Reviewed: 07/13/20
Revised: 08/08/22

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

IX. Action

IX.A. Edina Public Schools 2023-2025 Assessment
Plan



Board Meeting Date: June 12, 2023

Title: Edina Public Schools 2023-2025 Assessment Plan

Type: Action

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Greg Guswiler, Teaching and Learning Data Analyst and Program Coordinator; Mark Carlson, Curriculum Coordinator; and Leigh Ann Feily, Continuous Improvement Specialist/MTSS Coordinator

Background:

In the 7/18/2022 board report, the Assessment Design Team recommended, and the School Board approved, the use of FastBridge as an assessment to support a Multi-Tiered System of Supports (MTSS) in Edina Public Schools (EPS). This tool was implemented as a universal academic screener (in reading and math) for students in Kindergarten to 9th grade. Upon approval (July, 2022) of the 2022-2023 Assessment Plan the Teaching and Learning Department (T&L) was asked to:

- Form a design team to recommend a Talent Development universal screener.
- Statistically compare FastBridge and MAP data collected during the 2022-23 school year, and
- Further explore the 2022 MTSS Assessment Design team's recommendation regarding the use of SAEBRS/MySAEBRS as a universal social-emotional learning (SEL) screening tool.

Recommendation: This report is recommending the approval of the proposed Edina Public Schools 2023-25 Assessment Plan.

Desired Outcomes from the Board: Review and approve the proposed Edina Public Schools 2023-25 Assessment Plan.

Appendix:

- [Student Assessment Portal 2.0 View of FastBridge aMath Assessment Data](#)
- [Student Assessment Portal 2.0 View of MCA Math Assessment Data](#)
- [Student Assessment Portal 2.0 View of FastBridge aReading Assessment Data](#)
- [Student Assessment Portal 2.0 View of MCA Reading Assessment Data](#)

Attachments:

Board Report (below)

LINKS:

[2023-25 Assessment Plan Calendar](#)
[2022-23 MAP/FAST Comparison Communication](#)
[7.18.22 Assessment Plan Board Report](#)
[2023-25 Assessment Plan Board Presentation](#)

General Purpose Statement:

Edina [Policy 614](#) states that:

“The school district recognizes the value of common assessments for evaluation across the district. The assessment plan ensures evaluation is occurring for curriculum, educational initiatives, schools, teachers and students. Assessment results will identify performance in the area being evaluated and will guide the teaching and learning required to deliver the best possible educational experience to all students.”

The Edina Public Schools assessment plan, created in alignment with Policy 614, provides an outline of the purpose, timeframe, mode, student population and overview of the assessments given to EPS students. Upon approval (July, 2022) of the 2022-2023 Assessment Plan the Teaching and Learning Department (T&L) was asked to:

- Form a design team to recommend a Talent Development universal screener.
 - *The recommendation to add CogAT as a Talent Development Universal Screener to two elementary buildings 2nd grade classrooms in the 2023-2024 school year and all six elementary buildings 2nd grade classrooms in the 2024-2025 school year as part of the Assessment Plan was approved by the board at the May 15th school board meeting.*
- Statistically compare FastBridge and MAP data collected during the 2022-23 school year, and
- Further explore the 2022 MTSS Assessment Design team’s recommendation regarding the use of SAEBRS/MySAEBRS as a universal social-emotional learning (SEL) screening tool.

The information outlined in the report informs the recommendation for the 2023-2025 Edina Assessment Plan.

Recommended Changes to the 2023-25 Assessment Plan:

The 2023-2025 assessment plan will remain in the similar format as the 2022-23 plan. However, there are some recommended changes to the content outlined in this report.

Continuations

- Continued use of FastBridge as the universal academic screener for math and reading for students in grades K-9

Additions to the Assessment Plan:

- Per board approval, the CogAT assessment will be added as part of the Talent Development portfolio. This assessment will be administered as a Talent Development universal screener to 2nd graders in two elementary buildings in the Fall of the 2023-24 school year and to 2nd graders in all six elementary buildings in the Fall of the 2024-2025 school year. The board made the final decision on this recommendation on May 15, 2023.
- The Panorama SEL Student Survey will also be added. As in the past, when student surveys impact an entire grade level or multiple grade levels, they are added to the assessment plan in an effort to be transparent. The Panorama SEL Student survey has been in our system since 2021 and has not been listed on the Assessment Plan. Its addition to the 2023-2025 Assessment Plan aligns with district practice.

Other Assessment Plan Adjustments:

- The NWEA MAP Math & Reading Growth assessments (MAP) will no longer be administered to all students. Therefore, the MAP will no longer appear on the assessment plan. The assessment plan is designed to display any assessments/surveys which are administered to an entire grade level or grade

band. The MAP will remain in the system but will be used in a more individualized way. If and when students are identified as needing another data point to determine correct instructional matches, the MAP Math or Reading Assessments will be available for use.

- The K-5 Diagnostic Reading Benchmark Assessment System (Fountas & Pinnell) Replacing DRA/QR is no longer administered to all students. Therefore, this will also be removed from the assessment plan. The K-5 Diagnostic Reading Benchmark Assessment System will also be available for use on an as-needed basis with building principal approval.

Background:

In the 2022-2023 school year the Assessment Design Team recommended, and the School Board approved, the use of FastBridge as an assessment to support a Multi-Tiered System of Supports (MTSS) in Edina Public Schools (EPS). This tool was implemented as a universal academic screener (in reading and math) for students throughout the EPS system. A universal academic screener is designed to ensure all levels of a school system are being proactive in meeting the needs of students. In addition to adding FastBridge as a universal screener, the Assessment Design Team recommended removing the MAP from the 2022-23 Assessment Calendar. After further consideration of the recommendation, it was determined that the MAP would be administered to all students who demonstrated they may be exceeding grade level standards in grades 2-5 and in Success Programming, and to all students in grades 6-8. In grades 2-5 the 2022-23 Assessment Calendar specifically indicated that, “students who score above the 85th percentile on FAST assessments and students who access school year Success Programming will be given the MAP Reading and/or the Map Math assessment.”

Initial Implementation of Fastbridge Universal Screener:

During initial implementation, which is one of the four critical phases of implementation science, an implementation team meets to review process and outcome data in order to critically examine and improve implementation. Throughout the 2022-2023 year a variety of implementation teams have been meeting to examine the implementation of FastBridge as an universal screener. A recent analysis and teacher survey measured implementation in alignment with 7 “Can Do” statements. These “Can Do” statements reflect the goals for initial implementation for the 2022-2023 school year. Results of the teacher survey are shared in the following table:

Key:

All questions were rated on a scale of 1 (I am not able to do this) to 4 (This is easy for me)

Green boxes represent aggregate scores of 3 or above

Yellow boxes represent aggregate scores of 2 to 3

Red boxes represent aggregate scores below 2

Teacher Survey (n=134)	Avg. Score
I understand why we are utilizing FastBridge	2.9
I can administer the FastBridge assessments required for my grade level	3.4
I can navigate the FastBridge site to view my students' scores	3.1
I can locate the Screening to Intervention Report and use it to identify the recommended interventions for my students	2.8
I can find the lesson plans and resources for implementing the FAST interventions.	2.3
I can administer the recommended interventions to my students.	2.5
I can locate and interpret the Group Growth Report and find the growth percentiles for each student in my class(es).	2.8

With all district average scores above 2.0, these results show that we are making expected progress towards implementation goals. FastBridge is quickly becoming deeply embedded in Edina as an assessment that gives staff accessible information in order to support students academic excellence, readiness, and growth. Scores of above 3.0 in the areas of administration of the assessment and navigation of the website represent areas of strength and are key, critical pieces in initial implementation. The results also showed that continued areas of growth are:

- Continuing to build understanding around the “why” of utilizing FastBridge as our universal screener
- Finding lesson plans and resources for implementing the FAST interventions
- Administering interventions to students

These areas of growth will continue to be supported through professional development opportunities provided in partnership between the Teaching and Learning department and building leadership as we move into the 2023-2024 school year.

An additional area of focus for Teaching and Learning has been to review the initial recommendation to remove the MAP from the assessment calendar and complete a thorough comparison of Fastbridge and MAP. The process has included engaging in data analysis, reviewing the 2022-23 Assessment Design Team recommendations, gathering stakeholder feedback, and reviewing the use of data in 2022-23 and its direct impact on students' learning.

FastBridge and MAP Comparison:

Similarities:

- Both MAP and FastBridge are computer-adaptive assessments designed to measure student growth. The assessments will get progressively more difficult as students get questions correct.
- Both MAP and FastBridge are nationally normed assessments that provide a scaled score, national percentile and growth values for each assessment.
- Both assessments provide information around skills students have learned and are ready to learn.
- Both assessments provide data about students' likelihood of demonstrating proficiency on grade level standards.

Differences:

- The time needed for testing is different for MAP and FastBridge. The FastBridge assessment can be completed in approximately 30 minutes whereas the MAP assessment usually takes at least 60-90 minutes and significantly more time for some students.
- FastBridge data is collected three times per year (Fall, Winter, Spring) whereas MAP has been administered one time per year (Winter).
- The response plan provided for students from the MAP and FastBridge assessments are different. FastBridge provides an action plan for responding to the data with specific interventions created through a triangulation of data points. The MAP provides a comprehensive list of learning areas where students are demonstrating gaps relative to the standards but does not give a starting point for interventions.

Feedback:

Representatives from the Teaching and Learning Department met with both secondary and elementary testing coordinators to gain feedback around the proposed changes to the assessment plan for the 2023-24 and 2024-25 school year. Discussions focused on additional actionable data pieces from the MAP assessment that were being used that were distinct from other assessment tools. The only value-add discussed was having the MAP assessment available for unique situations where teams may want to look at an additional assessment for a student. Testing coordinators did feel for some students, MAP was better at measuring growth, especially

for students above the 95th percentile. However, they did not feel the time investment needed was worth the value add of an additional assessment. They felt the FastBridge assessment provided data that could be more easily accessed and activated for each and every student than the MAP data provided.

Statistical Analysis:

Statistical analysis provided to the district by FastBridge indicated there was a significant overlap in information provided by MAP and FastBridge. To ensure this was the case, Edina Public Schools (EPS) did a statistical analysis using these two assessment tools for both reading and math using only EPS data. EPS determined the Pearson correlation coefficient (r) by looking at FastBridge Fall and Winter scores as compared to Fall MAP scores in both reading and math. We separated the data into grades 2-5 and 6-8 since in grades 2-5, only students above the 85th percentile on Fall FastBridge took the MAP whereas all 6-8 students took the MAP. In general a r value that is greater than .75 is considered a strong correlation. This was true for all cases as demonstrated in the table below:

Grades	Ind. Variable(FAST)	Dep. Variable (MAP)	MAP Predictive Model	r
2-5	aMath (F)	MAP RIT(M)	$1.74 * \text{FAST} - 166.16 = \text{MAP}$	.87
6-8	aMath (F)	MAP RIT (M)	$1.36 * \text{FAST} - 74.79 = \text{MAP}$	.84
2-5	aMath (W)	MAP RIT (M)	$1.56 * \text{FAST} - 133.2 = \text{MAP}$	.90
6-8	aMath (W)	MAP RIT (M)	$1.33 * \text{FAST} - 72.39 = \text{MAP}$	.85
2-5	aReading Theta (F)	MAP RIT (R)	$0.64 * \text{FAST} - 124.79 = \text{MAP}$	.80
6-8	aReading Theta (F)	MAP RIT (R)	$0.49 * \text{FAST} - 44.38 = \text{MAP}$	.82
2-5	aReading Theta (W)	MAP RIT (R)	$0.66 * \text{FAST} - 139.79 = \text{MAP}$	.81
6-8	aReading Theta (W)	MAP RIT (R)	$0.53 * \text{FAST} - 66.80 = \text{MAP}$	.82

Academic Universal Screener Recommendation:

In weighing all the factors during the exploration phase of implementation science, the 2021-22 Assessment Design Team provided a recommendation that the Edina Assessment Plan does not include the administration of two universal screeners. A primary reason for this recommendation is for the mental health and well-being of students and staff, recognizing that overtesting can lead to anxiety and an unhealthy shift away from the purpose of learning. The team further recommended that FastBridge was better suited to serve as the academic universal screener in the Edina Assessment plan. The two main reasons for this recommendation were ease of administration (including less time taken away from direct instruction) and efficiency in use of the data, thus more direct impact on students' learning.

After reviewing the data analysis, the 2021-22 Assessment Design Team recommendations, stakeholder feedback, and the use of assessment data the Teaching & Learning review team agrees with the 2021-22 Assessment Design Team that it is not sustainable or healthy to assess all students in both FastBridge and MAP. The Teaching and Learning review team further recommends to continue with the use of FASTBride as a universal screener and maintain MAP in the system for individual situations. The 2022-23 FastBridge implementation as an academic universal screener has been highly successful. In addition to the implementation data summarized above, the fall to winter data is evidence of this positive and direct impact on student growth. EPS realized aggressive growth (meaning students grew at or above the 75th percentile) from

37% of all students in math (grades 2-8) and 26% in reading (grades 2-9) in both cases this is above the expectation of 25%.

As part of the recommendation, Teaching & Learning in collaboration with the Edina MultiTiered Systems of Support (MTSS) Design Team, is committed to supporting the next steps of implementation which includes continued growth in the use of the data to provide instructional matches. As Edina Public Schools strengthen MTSS systems ALL student data will be reviewed in administrator lead grade level data meetings three times a year and teacher lead Professional Learning Community (PLC) meetings two to four times per month. The data will be reviewed with the lens of the 4 PLC Questions:

- *What do we want all students to know and be able to do?*
- *How will we know if they learn it?*
- *How will we respond when some students do not learn?*
- *How will we extend the learning for students who are already proficient?*

Using the Data Metrics plan, also equips all Edina educators to rely upon multiple measures in data review and response conversations as they ensure each and every Edina student discovers their possibilities and thrives. Educators are using FastBridge data along with formative and summative classroom assessments, MCA scores, IXL diagnostic scores and if approved, the CogAT to help assess growth for all students and determine instructional needs.

Panorama and MySAEBRS Update:

The July 18, 2022 board report entitled *Edina Public Schools Assessment Plan 2022-2023* outlined several recommendations from the MTSS Assessment Committee. One recommendation was to explore how Panorama and SAEBRS/MySAEBRS (a social/emotional learning screener available through the FastBridge system) fit together for comprehensive SEL data gathering. For the 2022-2023 school year, the recommendation was to continue with the Panorama survey and pilot SAEBRS/my SAEBRS in select areas.

One of the reasons that this recommendation was made by the MTSS Assessment Committee was because team members did not feel they fully understood the Panorama survey data and what information it could offer school teams regarding individual student outcomes in addition to whole school climate outcomes. With this in mind, Leigh Ann Feily (MTSS Coordinator) created a plan that leveraged the professional development portion of the EPS Panorama contract to build capacity towards this understanding. As part of the Instructional Principal's Meeting in November, all principals, selected building representatives, and selected district leaders were provided an in-person training with the EPS Panorama professional development consultant about how to access, interpret, and utilize student Panorama data to set building goals and monitor individual student outcomes. Throughout the months of December and January, each EPS school engaged in a virtual consultation with the Panorama professional development consultant and district MTSS coordinator to further personalize data interpretation and goal setting. Following the Panorama Student Survey window in March, all principals, selected building representatives, and selected district leaders were again provided training (this time virtual) with the EPS Panorama professional development consultant to review student data, determine growth on goals, and determine areas for continuous improvement.

Through building capacity with teams for accessing, utilizing, and interpreting the Panorama student data, teams were better able to utilize the Panorama survey information as a universal SEL screening tool both at the student and building level. With this increased capacity and knowledge around the Panorama survey, it was determined that piloting SAEBRS/MySAEBRS as a universal SEL screener would not be necessary.

However, SAEBRS/MySAEBRS is being piloted in one school as a Tier 3 intervention data collection tool for students with intensive behavior needs. This more specialized use of MySAEBRS is a better fit for the system and will continue to be piloted as it fits with different intervention needs.

Critical Next Steps:

Talent Development Identification:

We have heard and understand stakeholder concerns in regards to identification for Talent Development services with the removal of the MAP from the overall assessment plan. EPS has systems in place to help determine if a student is in need of additional services through Talent Development. Using a Talent Development portfolio approach, has eliminated the need for having two consecutive scores in the 97% or higher on the MAP test to participate in Extended Reading and/or Accelerated Math. Instead, a portfolio that collects data for a body of evidence is currently in place to determine appropriate programming options. This change to a portfolio of data began in the fall of 2021.

Family/Caregiver Communication on Student Academic Readiness and Growth:

We also recognize the importance of family partnerships in the education of our Edina students and that understanding where our students are at in their learning journey is as important to individual families as it is to Edina Public Schools.

The Teaching and Learning team has been in the development phase of creating a family dashboard. Over the past few months the Teaching and Learning team has redeveloped the Edina Student Assessment Portal. The new version better displays the essential data elements and makes monitoring growth on the assessments easy. Examples of the new version can be found in the appendix of this report.

A parent communication team will be discussing more detailed plans for parent communication this spring.

Family/Caregiver Communication on 2023-2025 Assessment Plan:

Upon board approval we will leverage The Buzz to communicate that the updated assessment plan/calendar is posted to the district's website. This will include a brief narrative around the assessments in the system and timing for when results will be available to caregivers in the Edina Student Assessment Portal 2.0. We will also include the assessment plan/calendar announcement in communications sent to families informing the launch of the Edina Student Assessment Portal 2.0. We will also work with the communications team to include the announcement in the back to school packet.

Relaunch of the Edina Public Schools Assessment Committee:

Pursuant to Edina Public Schools Board [Policy 614](#) a District Assessment Committee must be in place. With a relaunch, this committee will assist in monitoring the implementation and evaluation of the district assessment plan in alignment with the Edina Data Metrics Plan. As stated in Policy 614, "The assessment plan ensures evaluation is occurring for curriculum, educational initiatives, schools, teachers and students. Assessment results will identify performance in the area being evaluated and will guide the teaching and learning required to deliver the best possible educational experience to all students."

The Edina Public Schools Assessment Committee will consist of 2 different groups, Building membership and District Office Membership. Policy outlines that, "The committee will include an equal number of licensed teachers and administrators from the following key areas:

1. Administrators from each stratum of school configurations (i.e. elementary, middle school, and high school);
2. Administrators from the district leadership team;
3. Teaching staff from each strata of school configurations; and
4. Content leaders or specialists.”

The groups are made up of the staff below:

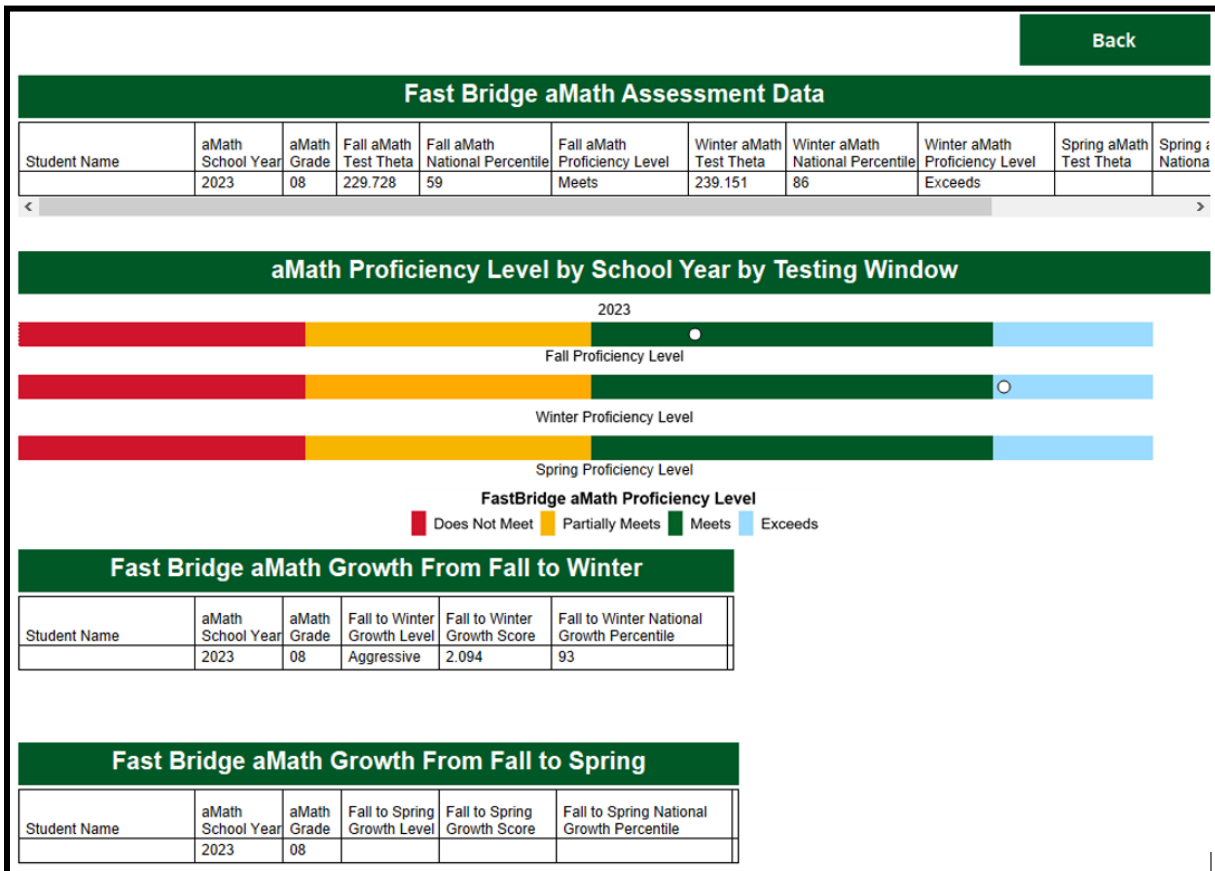
- Assessment Committee Building Membership
 - Teacher Representation
 - 2 Early Learning Center
 - 2 Elementary School
 - 2 Middle School
 - 2 High School
 - Administration Representation
 - 2 Early Learning Center
 - 2 Elementary School
 - 2 Middle School
 - 2 High School
- Assessment Committee District Office Membership
 - Committee Facilitator- T&L Data Analyst and Program Coordinator
 - Literacy Specialist
 - Mathematics Specialist
 - Multilingual Learner Specialist
 - Talent Development Specialist
 - Student Support Services Specialist
 - Director of Achievement Equity & ML
 - Executive Sponsor- Director of Teaching and Learning

Role	Responsibilities
Teacher Representative	The role of the Teacher Representative is to provide input on the implementation of the Edina Public Schools Assessment Plan. These members will have a sound understanding of assessment policies and practices and will focus on classroom level implementation of these assessments along with instructional skills to utilize the tools and data they provide.
Administration Representative	The role of the Administration Representative is to provide input on the implementation of the Edina Public Schools Assessment Plan. These members will have a sound understanding of assessment policies and practices and will focus on the building level governance and implementation of these assessments across grade levels and individual buildings. The ideal person to serve in this capacity would be either the building Site Assessment Coordinator or administrator with a sound understanding of assessments and the data they provide.
District Office Representative	The role of the District Office Representative is to provide input on the implementation of the Edina Public Schools Assessment Plan. These members will have a sound understanding of assessment research, data literacy, and assessment policies and practices and will focus on the district level governance and implementation of these assessments. The District Office Representative will serve as a resource to the committee for how the assessments are to be used and how the data could more effectively be used in the classroom and at the building level. The District Office Representative will also scaffold committee information to the District Instructional Leadership Team and the remainder of the Teaching and Learning Department as needed. The goal of scaffolding will be to ensure effective data use to ensure direct impact on student performance, readiness, and growth for each and every Edina student to discover their possibilities and thrive in alignment with the Edina Data Metrics Plan.

Director of Achievement Equity and Multilingual Learner Programming	The role of the Director of Achievement Equity and Multilingual Learner Programming will be to ensure the assessment committee's work is focused on the work the district is doing with Culturally Proficient School Systems. They also are charged with ensuring the committee is meeting the needs of our Multilingual Learners.

Appendix:

Student Assessment Portal 2.0 View of FastBridge aMath Assessment Data



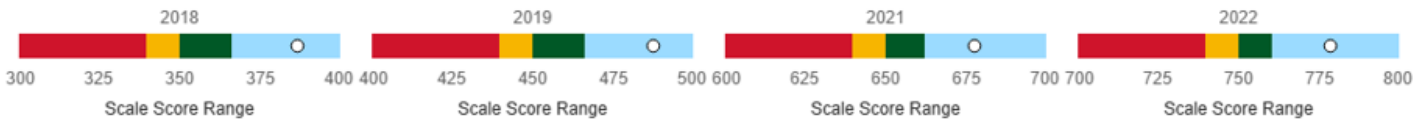
Student Assessment Portal 2.0 View of MCA Math Assessment Information

Back

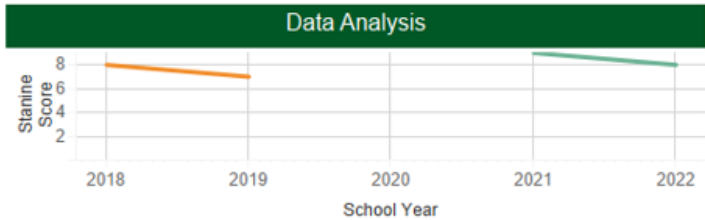
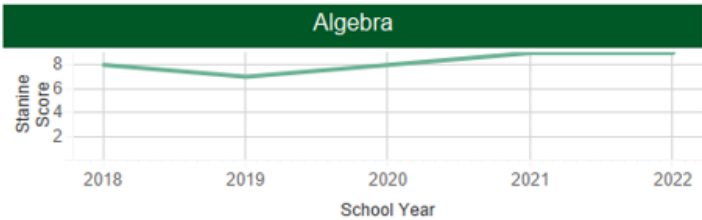
MCA Math Assessment Data

Student Name	Math Test Name	MCA Math School Year	Grade	Scale Score	MCA Math Achievement Level	
	Minnesota Common Assessment(MCA) Math	2022	07	778	Exceeds	Number and Operations Strand Score- 9 Algebra Strand Score- 9 Geometry & Measurement Strand Score- 8 Data Analysis & Probability Strand Score- 8
		2021	06	677	Exceeds	Number and Operations Strand Score- 8

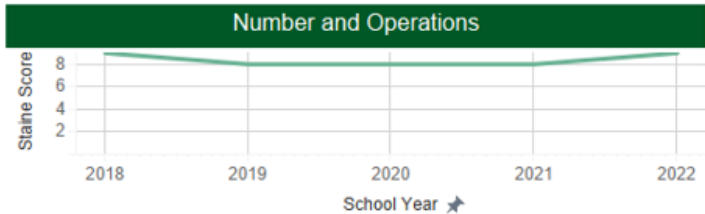
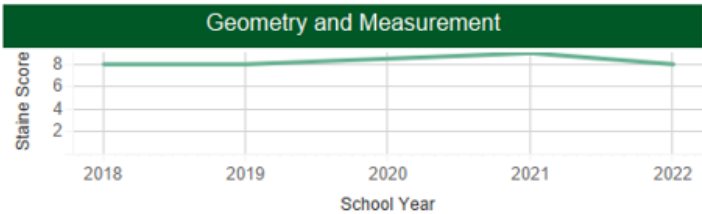
MCA Math Scale Score



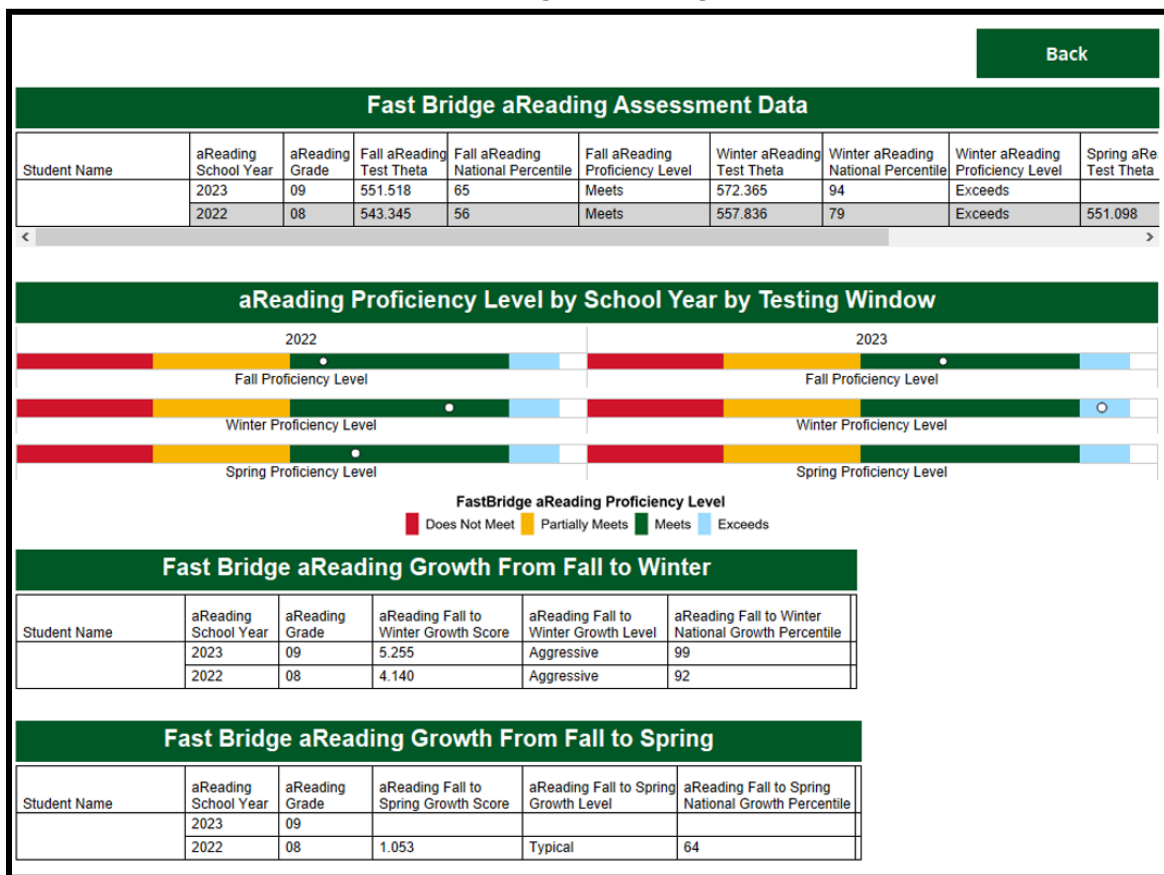
MCA Achievement Levels
Does Not Meet Partially Meets Meets Exceeds



Data Analysis & Probability Strand
Data Analysis Strand



Student Assessment Portal 2.0 View of FastBridge aReading Assessment Information



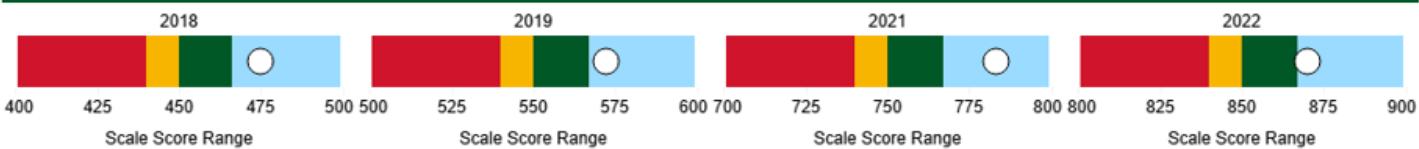
Student Assessment Portal 2.0 View of MCA Reading Assessment Information

Back

MCA Reading Assessment Data

Student Name	Reading Test Name	MCA Reading School Year	Grade	Reading Scale Score	Reading Achievement Level	Reading Lexile Score	
	Minnesota Common Assessment(MCA) Reading	2022	08	870	Exceeds	1370L	Literature Strand Score- 6 Informational Text Strand Score- 8
		2021	07	783	Exceeds	1480L	Literature Strand Score- 8 Informational Text Strand Score- 9
		2019	05	572	Exceeds	1215L	Literature Strand Score- 8 Informational Text Strand Score- 7

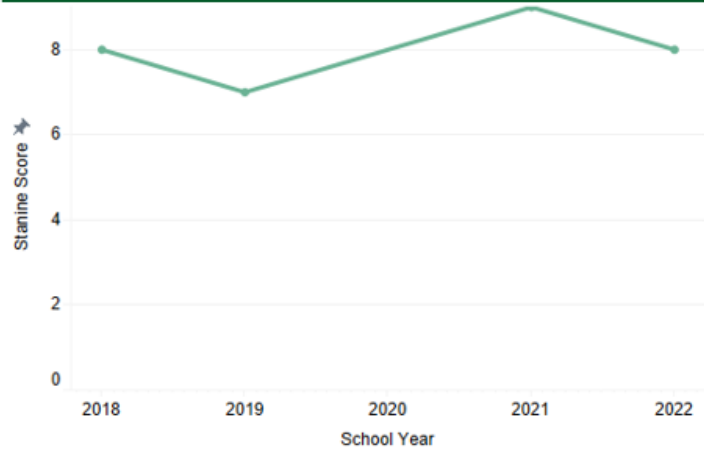
MCA Reading Scale Score



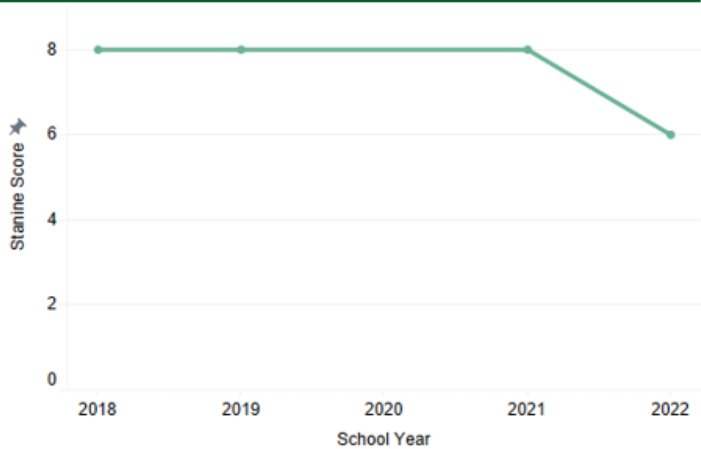
MCA Achievement Levels

Does Not Meet Partially Meets Meets Exceeds

Informational Text Strand Stanine Score



Literature Strand Stanine Score





Board Meeting Date: 6/12/2023

Title: Policy Review

Type: Action

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 208 Development, Adoption, and Implementation of Policies
- Policy 304 Policy Implementation
- Policy 305 Administrator Code of Ethics
- Policy 307 School District Outsourcing, Consultants, and Internships
- Policy 503 Student Attendance (see note below.)
- Policy 709 Acceptance of Gifts, Donations, and Bequests
- Policy 711 Student Activities Accounting

Recommendation: Approve the suggested modifications for Policies 208, 304, 305, 307, 503, 709, 711.

Desired Outcome(s) from the Board: Approve suggested modifications.

Attachments:

1. Policy 208 Development, Adoption, and Implementation of Policies
2. Policy 304 Policy Implementation
3. Policy 305 Administrator Code of Ethics
4. Policy 307 School District Outsourcing, Consultants, and Internships
5. Policy 503 Student Attendance
6. Policy 709 Acceptance of Gifts, Donations, and Bequests
7. Policy 711 Student Activities Accounting

School Board

Development, Adoption, and Implementation of Policies

I. Purpose

This policy emphasizes the importance of the policymaking role of the school board and provides the framework for regular review.

II. General Statement of Policy

Formal guidelines are necessary to ensure that the school district responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements is maintained and modified as needed and in accordance with this policy and applicable laws. Policies **should** define the desire and intent of the school board **and should be in a form that is sufficiently explicit to guide administrative action.**

III. Development of Policy

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. **Policy provides the school board's general direction for the school district while delegating policy implementation to the administration.**
- B. The school ~~district's board's written~~ policies provide the basis for **guidelines and forming regulations created** by the administration.
- C. Policies may be proposed by a school board member, employee, student, or **school district stakeholder.** ~~community member.~~ Proposed policies or ideas are submitted to the Board Policy Committee for review prior to possible placement on the school board agenda.

IV. Adoption **and Review** of Policy

- A. The school board gives notice of proposed policy changes or adoption of new policies by placing the item on the agenda of at least two school board meetings: (1) ~~discussion approval~~ **first meeting for discussion**, and (2) **second meeting for final action approval.** The proposals ~~is~~ **will be** available for the public to review and comment at both meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy will be approved by a simple majority vote of the school board at a subsequent meeting after the meeting where the proposed policy was ~~approved for discussion~~ **was discussed**. The policy will be effective on ~~the later of the date of passage or the date stated in the motion.~~
- C. ~~In the case of~~ an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board **in a single meeting**. A statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The emergency policy **adopted in an emergency will** ~~expires~~ within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board has discretion to determine what constitutes an emergency situation.
- D. If a policy is modified **with minor changes that do not affect the substance of the policy or** because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. Implementation of **and Access to** Policy

- A. The superintendent has the responsibility to implement school **district** ~~board~~ policies, excluding those governing the school board. The superintendent will develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, **including employee and student handbooks**, are subject to annual review by the school board.
- B. ~~Each school board member has access to the school district's policies. The policies are accessible to the public on the district's website. Policies will be made available to the public upon request.~~ **School district policies will be made available in a manner that is publicly accessible.**
- C. It is the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policies current **according to the policy review process**.
- D. When no school board policy exists that provides guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the **mission, vision, values** ~~educational philosophy~~ and financial condition of the school district. Under these circumstances, the superintendent will advise the school board of the need for a policy and present a recommended policy to the school board for approval.

VI. Policy Review Process

- A. The school board will review policies at least once every ~~four~~ three years. The superintendent is responsible for developing a system of periodic review, addressing approximately one ~~third~~ fourth of the policies annually, ~~other than those requiring annual review~~ (see Appendix I). ~~In addition, the school board will review the following policies annually:~~

- ~~● 410 Family and Medical Leaves~~
- ~~● 413 Harassment and Violence Prohibition, Students and Employees~~
- ~~● 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse~~
- ~~● 415 Mandated Reporting of Maltreatment of Vulnerable Adults~~
- ~~● 506 Student Conduct and Discipline~~
- ~~● 522 Student Sex Nondiscrimination Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process~~
- ~~● 634 Electronic Technologies Acceptable Use~~
- ~~● 722 Public Data Requests~~

- B. The review process will be the responsibility of the ~~board's Policy Committee, a subcommittee appointed by the chair and the superintendent.~~ [pursuant to Policy 213 - School Board Committees.](#)
- C. The review process will include the following steps:
1. Complete an internal assessment – An assessment gaining input from the district ~~stakeholders, as appropriate. (e.g., Policy Committee, administration, employees, public)~~ [that also The internal assessment also includes consideration of the school district's equity framework guidelines set forth in Appendix II.](#)
 2. Complete an external assessment – Gaining input from outside the district (e.g., MSBA, legal counsel, other school districts.)
 3. Develop recommended revisions, additions, deletions, and/or further study proposals and present to the school board based on the completed assessments
- D. All [school](#) district policies are subject to an individual review, and policies may be added or amended based on need or change in law.

Legal References:

Minn. Stat. §123B.02, Subd. 1 (School Boards Powers)
Minn. Stat. §123B.09, Subd. 1 (School District Powers)

Cross Reference:

[Policy 213 \(School Board Committees\)](#)
[Policy 305 \(Policy Implementation\)](#)

Policy
adopted: 4/16/07
amended: 1/10/11
amended: 9/26/11
amended: 11/13/12
revised: 8/13/18

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Appendix I

POLICY REVIEW CYCLE

The four-year review cycle for ~~2018 to 2022~~ **to 2026** is as follows:

<u>Year</u>	<u>Area (Series Number)</u>
~~2018 - 2019~~	~~School District (100), School Board (200), Administration (300)~~
~~2019 - 2020~~	~~Students (500), Educational Programs (600)~~
~~2020 - 2021~~	~~Educational Programs (600), Personnel (400), Community Relations (900)~~
~~2021 - 2022~~	~~Personnel (400), Noninstructional Operations (700), Buildings and Sites (800)~~
2022 - 2023	School District (100), School Board (200), Administration (300), Non Instructional Operations (700)
2023 - 2024	Personnel (400), Non Instructional Operations (700), Buildings and Sites (800)
2024 - 2025	Students (500), Educational Programs (600)
2025 - 2026	Educational Programs (600), Community Relations (900)

[The following section is moved from Section VI.A of this policy. Changes are marked from how the current policy language reads in that section.]

In addition, the school board will review the following policies annually:

- **113 Data Requests**
- ~~410 Family and Medical Leaves~~
- ~~413 Harassment and Violence Prohibition, Students and Employees~~
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 506 Student **Conduct and** Discipline
- ~~522 Student Sex Nondiscrimination Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process~~
- **524 Internet Acceptable Use and Safety Policy**
- 634 Electronic Technologies Acceptable Use
- **806 Emergency Management**

Reviewed: 11/13/12
Revised: 02/24/14
Revised: 08/17/15
Revised: 08/13/18

Appendix II
Policy Development, Adoption, and Implementation Review Rubric

Edina Public Schools - Continuum of Cultural Proficiency for EPS Policy Development and Refinement					
Unhealthy Behaviors & Actions of the Policy			Healthy Behaviors & Actions of the Policy		
Cultural Destructiveness	Cultural Incapacity	Cultural Ignorance (formerly blindness)	Cultural Pre - Competence	Cultural Competence	Cultural Proficiency
Policy or parts of the policy eliminates all vestiges of other people's cultures.	Policy or parts of the policy disempowers people who differ from the dominant group.	Policy or parts of the policy reflects the values and behaviors of the dominant culture which are presumed to be universally applicable and beneficial.	Policy or parts of the policy recognizes diversity of cultural groups and the barriers present, but does not have provisions to support or make adaptations to the cultural differences.	Policy or parts of the policy relies upon the use of the essential elements as the standards for policy development, adoption and implementation. The policy has in place language that promotes acceptance and respect for difference.	Policy in its entirety holds culture in high esteem and acknowledges and honors all stakeholders and their representative groups. Policy is guided by the values of the cultural proficiency framework as noted in Table 1.

Table 1: Tools of Cultural Proficiency

THE CULTURAL PROFICIENCY FRAMEWORK					
<i>Cultural Proficiency is the policies and practices in an organization or the values and behavior of an individual, that enable the person or institution to engage effectively with people and groups who are different from them. Cultural Proficiency is an inside-out approach that influences how people relate to their colleagues, clients and community. Cultural Proficiency is a lens for examining one's work and one's relationships. The four tools of cultural proficiency are the Elements, the Continuum, the Barriers and the Principles.</i>					
THE ESSENTIAL ELEMENTS -- Standards for Planning and Evaluating					
• Assess Culture: Identify the cultural groups present in the system • Value Diversity: Develop an appreciation for the differences among and between groups • Manage the Dynamics of Difference: Learn to respond appropriately and effectively to the issues that arise in a diverse environment • Adapt to Diversity: Change and adopt new policies and practices that support diversity and inclusion • Institutionalize Cultural Knowledge: Drive the changes into the systems of the organization					
CULTURAL PROFICIENCY CONTINUUM					
Change Mandated for Tolerance			Change Chosen for Transformation		
DESTRUCTION	INCAPACITY	BLINDNESS	PRECOMPETENCE	COMPETENCE	PROFICIENCY
Eliminate differences The elimination of other people's cultures	Demean differences Belief in the superiority of one's culture and behavior that disempowers another's culture	Dismiss differences Acting as if the cultural differences you see do not matter or not recognizing that there are differences among and between cultures	Respond inadequately to the dynamics of difference Awareness of the limitations of one's skills or an organization's practices when interacting with other cultural groups	Engage with differences using the essential elements as standards Using the five essential elements of cultural proficiency as the standard for individual behavior and organizational practices	Esteem and learn from differences as a lifelong practice Knowing how to learn about and from individual and organizational culture; interacting effectively in a variety of cultural environments. Advocating for others.
Reactive Behaviors, Shaped by the BARRIERS			Proactive Behaviors, Shaped by the PRINCIPLES		
• Unawareness of the need to adapt • Resistance to change • Systems of oppression and privilege • A sense of entitlement			• Culture is a predominant force • People are served in varying degrees by the dominant culture • There is diversity within and between cultures • Every group has unique culturally-defined needs • People have personal identities and group identities. • Marginalized populations have to be at least bicultural • Families, as defined by culture, are the primary systems of support • The diverse thought patterns of cultural groups influence how problems are defined and solved. • The absence of cultural competence anywhere is a threat to competent services everywhere		

From: Nuri-Robins, Lindsey, Lindsey, and Terrell. **Culturally Proficient Instruction** Corwin 2012
www.TheRobinsGroup.org

Administration

Policy Implementation

I. Purpose

This policy clarifies the responsibility of the school administration for implementation of school district policy.

II. General Statement of Policy

The superintendent is responsible to implement school district policy and to recommend additions or modifications.

III. General Responsibilities

- A. Policy implementation includes dissemination and education regarding policy and changes to policy.
- B. The administration is authorized to develop [procedures](#), guidelines, and directives to effectuate the implementation of school district policies. These [procedures](#), guidelines, and directives will be consistent with district policies.
- C. ~~Employee and student~~ [District](#) handbooks are subject to regular review by the school board.
- D. School principals and other administrators who have handbook responsibilities will present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks are reviewed by the superintendent to ensure compliance with district policy.

Legal Reference:

Minn. Stat. § 123B.143 (Superintendent)

Cross Reference:

Policy 208 (Development, Adoption and Implementation of Policies)

Policy
adopted: 6/18/07

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

amended: 8/20/12
revised: 1/28/19

Administration

Administrator Code of Ethics

I. Purpose

This policy establishes the requirement of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. General Statement of Policy

An administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all administrators. An administrator acknowledges that the schools belong to the public ~~he or she~~ **they** serve for the purpose of providing educational opportunities ~~to~~ for **each and every student** ~~all~~. An administrator assumes responsibility for providing professional leadership in the school and community.

III. General Responsibilities

An administrator is responsible to maintain standards of exemplary professional conduct. An administrator's actions will be viewed and appraised by the community, professional associates, and students. To this end, an administrator must adhere to the following standards:

1. Make the well-being of students the fundamental value of all decision making and actions.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process and protects the civil and human rights of all individuals.
4. Obey laws and do not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implement the school district's policies.
6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.

7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adhere to the Code of Ethics for School Administrators in Minnesota [Administrative Rules Part 3512.5200](#).

Legal References:

Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Policy

adopted: 6/18/07

amended: 8/20/12

revised: 1/28/19

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Administration

School District Outsourcing, Consultants, and Internships

I. Purpose

This policy clarifies the use of outsourcing, consultants, and administrative internships in the school district.

II. General Statement of Policy

The school district may use private agencies, consultants, and administrative internships to provide services to the district for specific projects and/or functions. The district will enter into an agreement for these services. The agreement will detail the expectations and guidelines for the district and the agency, consultant, or intern.

III. Outsourcing and Consultants

Solicitation of and contracts with outsource agencies or consultants will be in accordance with district policy, including, but not limited to, Policy 707 – Purchasing.

IV. Administrative Internships

The school district will allow administrative internships to assist in performing specific duties within the district. All internships must be approved by the superintendent or the superintendent's designee. The intern must be sponsored by a university or college that supports administrative licensure in the state of Minnesota. Expectations and job parameters will be determined prior to approval of the internship. If compensation is involved in the internship, school board approval is required.

Legal Reference:

[Minn. Stat. 471.345 Subd. 5 \(Contracts \\$25,000 Or Less\)](#)

Cross Reference:

Policy 707 – Non-Instructional Operations and Business Services, Purchasing

Policy
adopted: 4/14/08
amended: 8/20/12
revised: 1/28/19

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Students

Student Attendance

I. Purpose

This policy defines school attendance expectations. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

II. General Statement of Policy

It is the policy of the district to fully comply with Minn. Stat. §120A.22, which requires the students of the district to attend all assigned classes every day school is in session, unless: the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school; has withdrawn; or has a valid excuse for absence.

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend, on time, all assigned classes every day that school is in session, and to be aware of and follow the correct procedures when absent from an assigned class. Students are responsible for securing missed work, scheduling make-up examinations, and are accountable to make up missed course content.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems. The parent or guardian is also responsible for supporting the student with their assigned responsibilities.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon

request.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

III. Attendance Procedures

- A. Attendance procedures will be presented by the principals to the superintendent for review and approval. When approved by the superintendent, the attendance procedures will be included in the appendices of this policy and the *Student Rights and Responsibilities Handbook*.

IV. Required Reporting

A. Continuing Truant

1. State law (Minn. Stat. §260A.02) provides that a continuing truant is a student who is subject to the Compulsory Instruction Law and is absent from instruction in a school without a valid excuse within a single school year for:
 - a. Three days if the child is in elementary school; or
 - b. Three or more class periods on three days if the child is in middle school or high school.
2. When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the building administrator or designee will notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
 - a. That the child is truant;
 - b. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - c. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
 - d. That this notification serves as the notification required by Minn. Stat.

§120A.34;

- e. That alternative educational programs and services may be available in the district;
- f. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. §Ch. 260; and
- h. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201.

B. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for either (1) seven school days if the child is in elementary school or (2) one or more class periods on seven school days if the child is in middle school or high school. Also, a habitual truant is a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. The building administrator or designee will refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. §Ch. 260A.
3. The district reserves the right to report students truant if they accumulate more than 10 excused absences during the year.

V. Student Status

A pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year or for five consecutive school days during summer school or intersession classes of flexible school year programs, without receiving instruction in the home or hospital, will be dropped from the roll and classified as withdrawn.

VI. Request for Modified Learning Experience

District families may request a modification on their child's learning experience beyond the child's scheduled school day. The request could be a defined number of full days or a defined amount of time during the school day for a defined number of days.

The request shall be made to the building principal and consideration for approval will be limited to the following reasons:

- Students desire for a performance acceleration
- Extended family travel schedule
- Students unique learning challenges

Families seeking approval of a modified learning experience must do so six weeks prior to the experience's beginning date. The district review and decision of the proposal will be completed within four weeks of the received proposal. The modified proposal can be found in Appendix III.

VII. Support for Student Attendance

Each school site will develop procedures that promote regular student attendance and prevent absenteeism and truancy. When possible, the district will work with other organizations and agencies to support regular student attendance.

VIII. Dissemination of Policy

This policy will be made available to all students and parents at the commencement of each school year in the *Student Rights and Responsibilities Handbook*. This policy will also be available upon request in each principal's office.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 126C.05 (Definition of Pupil Units)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross Reference:

Policy 506 (Student Discipline)

Policy

adopted: 6/16/08
amended: 5/21/12
revised: 3/14/16
revised: 4/17/17
revised: 6/12/17

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

revised: 12/17/18

ATTENDANCE PROCEDURES

The school district believes regular attendance to be an essential element in the student's educational process. Regular, punctual attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day, and ensures quality education. Regular, punctual attendance, a responsibility that should be shared by students, parents, and school, is one means by which a student learns responsibility and self-discipline. To encourage attendance, the school district herein adopts the following attendance requirements for Edina Public Schools:

I. Attendance Procedures

- A. If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the school office before noon the day of the absence. Phone calls are preferred to report absences. If a phone call cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns; otherwise, the absence will be considered unexcused. The parent or guardian must contact the school within 48 hours to change an absence from unexcused to excused. If for some reason a parent is unable to follow the above procedure, the building administrator or designee must be contacted.
- B. Students must be in school for a minimum of three hours (unless absent due to a school-sponsored activity or documented medical/dental appointment) in order to be eligible to practice or participate in any activity after school.
- C. Physical education attendance and excuses. When a temporary condition or disability resulting from illness or injury makes it necessary for a student not to participate in physical education or swimming, the parent is asked to write a note making this request. If the student is to be excused for longer than a week, a statement from the attending physician requesting this is required. These requests should be brought to the school office before classes start in the morning.

II. Classification of Absences

A. ~~Excused~~ Exempt Absence

An ~~excused~~ exempt absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teachers' and parents'/guardians' obligation to assist the student with all make-up work. Each teacher will notify the students of the classroom's make-up work policy. A student should complete all missing work within a period equating to two days per day of ~~excused~~ exempt absence from school. Students should proactively request work or assignments in cases of prearranged absences. ~~The following absences are considered excused.~~ Exempt absences will be treated the same as excused absences except they ~~and~~ will not be counted toward cumulative absences (see Section III.D.). The following absences are considered exempt:

1. Chronic illness
2. Death or terminal illness in the student's immediate family or of a close friend or relative
3. Court appearance occasioned by family or personal action
4. Regularly-scheduled religious instruction, not to exceed three hours in any week

5. Religious holiday or observance
6. Emergency conditions such as fire or flood
7. Official school field trip or other school-sponsored outing
8. Active duty in any military branch of the United States (High School only)
9. Participation in school-sponsored activities
10. Removal of a student pursuant to a suspension. Suspensions will be handled as excused absences and a student will be permitted to complete make-up work.
11. Spectator at a school-sponsored activity. This activity needs approval from district or school leadership, and is up to the discretion of building administration.
12. Surgery or inpatient hospitalization with medical documentation.
13. Ongoing illness lasting four or more consecutive days (Health Services Discretion).

B. Excused Absence

An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teachers' and parents'/guardians' obligation to assist the student with all make-up work. Each teacher will notify the students of the classroom's make-up work policy. A student should complete all missing work within a period equating to two days per day of excused absence from school. Students should proactively request work or assignments in cases of prearranged absences. Excused absences will be counted toward cumulative absences (see Section III.D.) The following are excused absences: ~~but will be counted toward the cumulative absences (see Section III.D.):~~

1. Illness (non-chronic) (a doctor's note may be required after a student has 3 cumulative absences during a school year)
2. Medical, dental, or orthodontic treatment or counseling appointment that cannot be completed outside of the school day. The appointment should last no more than one half day, and the school may require documentation in order for it to be considered an excused absence.
3. Driver's examination. The school requires documentation in order for this to be considered an excused absence.
4. Pre-arranged personal or family vacations. A student must have completed and turned in the prearrangement form not less than five school days in advance of the first day of absence for a vacation to be considered an excused absence.
5. College visit. The school requires documentation in order for this to be considered an excused absence.
6. Transportation miscue, including missed bus, traffic congestion, and vehicle malfunction

B.C. Unexcused Absence

An unexcused absence indicates that the student is absent from school or class with or without the consent of the parent/guardian, for a reason which is not acceptable to the school as listed in Section II.A or II.B. Make-up work may be required and credit will be given at the discretion of the teacher, based upon the individual classroom's make-up work policy. Unexcused absences are counted toward cumulative absences (see Section III.D.). The following are examples of absences that will not be excused:

1. An absence by a student that was not approved by the parent/guardian and/or the school district
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures within 48 hours of the

absence

3. Working on school assignments or preparing for exams at home
4. Work at a business, except under a school-sponsored work release program
5. Personal or family vacation that is not pre-arranged as described in Section II.A.15-B.4.
6. Oversleeping, missing alarms, studying, or volunteer work

III. Monitoring Absenteeism

- A. A staff attendance review team may meet on a regular basis to monitor ~~both~~ exempt, excused, and unexcused student absenteeism. The school will utilize the table below to provide communication to parents.
- B. The school notification system will provide communication electronically to parents with each absence from the school day or a class.
- C. School administration will monitor exempt and excused absences and work with families to improve attendance.
- D. School administration will follow the steps below based on the number of unexcused absences and cumulative absences (including excused and unexcused, but not exempt absences as described in Section II) a student has incurred.

Elementary and Middle School	
3 Unexcused Absences	School administration may communicate with parents about attendance concerns via letter, email, or phone call. Parents may be required to meet with the school social worker, counselor, or administrator.
6 Cumulative Absences	School administration will communicate with parents and may begin an intervention process to improve attendance. Parents may be required to attend a Parent Group Meeting through the "Be@School" program in Hennepin County if all 6 absences are unexcused.
9 Unexcused Absences	The student will be required to participate in a conference with the building administrator or designee. The school may file an Educational Neglect and Truancy Report. The administration will communicate to the parents that the continued absences will result in eventual referral to the state attorney.
9-18 Cumulative Absences	School administration will continue to work with the family to communicate absences. A student that reaches 18 cumulative (excused and unexcused absences) may be recommended for retention.

**These are total absences throughout the school year.*

High School	
3 Unexcused Absences	School will communicate with parents about attendance concerns via letter or phone call. Student will be placed on an attendance contract stating the next unexcused absence in the particular class hour will result in loss of credit and study hall placement for the remainder of the term.

4 Unexcused Absences	Student will be dropped from course or set up for an attendance appeal. Parents may be required to attend a Parent Group Meeting through the "Be@School" program in Hennepin County.
7 Cumulative Absences	Letter sent to parents to notify them their student could be dropped from course if they reach 9 cumulative absences within a semester.
9 Cumulative Absences	School administration implements an attendance contract to ensure both parents and students are aware that credit may be lost if absences continue to occur.
10 Cumulative Absences	Student will be dropped from course or set up for an attendance appeal.

**All absences are reset at the start of a new semester.*

E. Attendance Appeal Process for Edina High School

A student scheduled to be removed from a class due to excessive (excused or unexcused) absences may appeal this decision. The student and/or parent is provided an opportunity to share the circumstances related to the violation of the attendance contract that warrant not being dropped from the course. The final decision is made by the administrator.

IV. Suspension from School

Make-up work is required and will receive one hundred percent (100%) credit. Days during which a student is suspended from school will not be counted in the student's total cumulative absences.

V. Tardiness

- A. At the Elementary level, tardiness is late arrival to school, not to exceed thirty minutes. Any student arriving later than thirty minutes will be marked as a half day absence.
- B. At the Middle School and High School levels, tardiness is late arrival to school or to a class, not to exceed 10 minutes.

Tardiness, other than the first period of the day, will be handled by the teacher. Each teacher will advise students of penalties and/or makeup for their class. Late arrivals to school in the morning will be dealt with through the office. The fourth unexcused tardy in any given quarter will result in an intervention (e.g., attendance plan, parent meeting, team meeting).

- C. Tardiness or half day absence is classified as **exempt**, excused or unexcused, depending on whether the reason is defined as **exempt**, excused or unexcused in Section II, ~~A. and B.~~

Reviewed: 4/17/17
Revised: 6/12/17
Revised: 12/17/18
Updated: 11/18/19

Appendix II to Policy 503
**Form for Pre-Arranged Personal Absences, Family Vacations,
and Significant Educational Opportunities**

*Entire form must be filled out **5 days prior to the absence for it to be considered excused!***

Student Name: _____ Grade: _____ ID#: _____

Parent/Guardian Name: _____

Parent Phone Number(s): Cell (____)____-____; Home (____)____-____

Date(s) of Absence: * _____ through * _____

*Leaving midday at: _____ AM/PM

*Returning midday at: _____ AM/PM

Check one Box Below:

- ☐ **Religious Observance**
- ☐ **Personal Matter / Family Vacation** - *Please supplement this form with a short written explanation.*
- ☐ **Significant Educational Opportunity** - *Please supplement this form with a short written explanation of the opportunity.*
- ☐ **Athletic Event** - *Please supplement this form with a short written explanation.*

Parents/students are responsible for contacting the teacher(s) and arranging for makeup work before turning this form into the office. Please complete and turn this form in to the office **at least five school days** prior to departure. Forms not turned in 5 school days prior to being gone will result in the absence marked as unexcused. Parent(s) should sign this form before giving it to the classroom teacher.

I have read and understand the conditions listed above:

Parent Signature: _____ **Date:** _____

Office Use Only:

Date received by Office Staff: _____

Revised: 12/17/18

Family Proposal for a Modified Learning Experience

Student's Name: _____ Grade: _____ School: _____

Date of Submission: _____

Experience Begin Date: _____ Experience End Date: _____

Experience School Day Adjustment: _____

Family Need/Rationale for Modified Learning Experience (describe reasons for proposal):

Customized Learning Experience:

Subject(s)	Modified Instructional Approach	Assessment Process

Requirements of Modified Learning Experience:

- Meets state and district attendance requirements
- Meets state and district academic advancement requirements, including grade level standards and high school course credits
- Does not require specialized services or instructional support of district staff

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Family Proposal for a Modified Learning Experience, page 2

District Administrative Approval:

___ Approved ___ Denied

___ Approved with the following modifications:

District Administrative Decision-Makers:

Director of Teaching & Learning

Building Principal

Date

Date

Appeal Request Date: _____

Decision of District Task Force:

___ Approved ___ Denied

Created: May 15, 2017

Updated: July 17, 2017

Non-Instructional Operations and Business Services

Acceptance of Gifts, Donations and Bequests

I. Purpose

This policy regulates the acceptance of gifts, donations and bequests to the school district.

II. General Statement of Policy

The school district will only accept gifts, donations, and bequests that are consistent with the school district's mission and are in compliance with local, state, and federal laws. Neither the district, nor any district employee or other person acting on behalf of the district may accept any donation, gift, or bequest unless such acceptance is in compliance with this policy. Once accepted, all gifts, donations, and bequests become the property of the district.

III. Definitions

- A. Employee position: An employee of the district meeting all district requirements and being compensated by the district.
- B. Seasonal employee position: An employee working an established number of days for a district-approved activity or event, meeting all district requirements, and being compensated by the district.

IV. Acceptance of Gifts, Donations, and Bequests

- A. The school district may receive gifts, donations, and/or bequests ("gifts"). The term "gifts" includes in-kind gifts. [Site principals or program administrators receiving gifts of more than \\$5000 must complete the contribution proposal described in Appendix II.](#) The following factors will be considered by the district when deciding to accept or reject gifts:
 - 1. Does the gift have a purpose that furthers the mission of the district?
 - 2. Does the gift place restrictions on the district's use of the gift?
 - 3. Does the gift imply an endorsement of any business or product?
 - 4. Does the gift have unsustainable, ongoing expenses that require substantial funding?

5. Does the gift create inequities between programs or sites?

- B. The district will not accept a gift that contains restrictions or conditions that conflict with local, state, or federal laws, district policies, or contracts to which the district is a party. The district will not accept a gift which, in its sole discretion, it determines to pose a risk to the health and/or safety of the district's students, employees, or other individuals. **The district will reject all donations of gift cards.**
 - C. Individuals and groups desiring to make a contribution in support of a specific school or program, as opposed to a gift for the general benefit of the district, will communicate with the principal of the school, the program administrator, or the superintendent. The contributor will describe the nature and the extent of the gift.
 - D. A written contribution proposal is required for all contributions exceeding \$5000, to be submitted to the site principal or program director (see Appendix II, Contribution Proposal).
 - E. ~~The superintendent or superintendent's designee is authorized to accept gifts of less than \$1000 on behalf of the district. The gift must further the mission of the district or a specified program.~~ **The school board will formally accept and recognize all gifts at a regular meeting of the school board. The recognition will be shared in accordance with the Minnesota Government Data Practices Act and other applicable laws.**
 - F. ~~The school board is authorized to accept gifts of \$1000 or more on behalf of the district. The gifts must further the mission of the district or a specified program.~~
 - G-F. The school board may accept a gift of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift.
 - HG. The school board will have the sole authority to determine whether a gift, precondition, condition, or limitation on use; included in a proposed gift; furthers the interests of or benefits the district and whether it should be accepted or rejected.
 - HH. The school board is authorized to accept ~~all~~ **any** financial gifts offered by the Edina Education Fund. The gifts must further the mission of the district or a specified program.
- V. Proposal for Donation to Support a Specific Need
- A. The district will consider accepting donations for a specific school, program, or district need when a school or district organization or partnership cannot be

identified or accessed to support the specific need. The need can be brought forward by staff or community members.

B. The specific need and donation process – including potential fundraising – will be formally submitted in a proposal to the director of business services. The director will review the proposal and determine the best option for addressing the need. The options include directing the proposal for consideration to:

- An existing fundraising, booster or partnership organization;
- An organization or agency outside of the district's organizations and partnerships (i.e., county, city, or state entities); **or**
- The administrative leadership team, which will review and consider the proposal based on Section IV.A., above.

C. The administrative leadership team's consideration will result in:

- Approving the proposal and defining the district's funding account to be used to execute the proposal; **or**
- Modifying the proposal to meet parameters established by district policy, and then approving the proposal and defining the district's funding account to be used to execute the proposal; **or**
- Rejecting the proposal.

The decision of the administrative leadership team is final.

VI. Administration in Accordance with Terms

If the school board agrees to accept a gift that contains preconditions, conditions, or limitations on use, the district will administer the gift in accordance with those terms.

~~VII. Donation Recognition~~

~~A. The school district will provide recognition for gifts less than \$1000 at the school site or program level. The recognition will be shared in accordance with the Minnesota Government Data Practices Act and other applicable laws.~~

~~B. The district will provide recognition for **all** gifts equal to or more than \$1000 at a school board meeting through official school board action (consent agenda). The recognition will be shared in accordance with the Minnesota Government Data Practices Act and other applicable laws.~~

VIII. Memorial Gifts and Recognitions

Gifts and/or requests in memory of an individual, group, or event will be limited to contributions to the Edina Education Fund with memory recognition options to student scholarships, personalized pavers (at Edina High School), or targeted

educational programs. Memorials will not be accepted for furnishings or plantings. This provision does not prohibit class contributions to individual schools.

IX. Staffing Position Through a Gift; Conditions

- A. The school board may approve the funding of a district employee position through a gift when the following conditions are met:
 - 1. The position has been identified by the school board and supports an innovative initiative supported by the Edina Education Fund.
 - 2. The position does not create inequities among schools and/or comparable programs and services.
- B. The school board may approve the funding of a district seasonal employee position through a gift when the following conditions are met:
 - 1. The funding needed for the position has been preapproved by the administration.
 - 2. The gift source and plan have been approved by the administration.
- C. The acceptance of a gift does not obligate the district to hire any particular individual, permit any individual to provide volunteer services to the district, or in any way affect the district's control over its employees, property, or functions.
- D. Inquiries about staffing positions through gifts will be made to the director of business services.

Legal References:

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

Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)

Minn. Stat. § 465.03 (Gifts)

Cross References:

Policy 629 (Student Fundraising)

Policy 912 (Partnerships – Community Organizations, Governmental Entities, Educational Institutions, and Other Organizations)

Policy

adopted: 6/20/11

Revised: 9/22/14

5/15/17

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 709

GUIDELINES FOR FINANCIAL SUPPORT OF SCHOOLS AND SCHOOL-SPONSORED GROUPS

A. District Support of Schools and School-Sponsored Groups

- Staffing, instructional supplies, equipment, and capital items required to meet the educational obligations and requirements of the school district.
- Funding is sustainable based on available revenues.
- Expenditures are prioritized and follow policies and guidelines established by the school board.
- All funds approved through school board action in the budgeting process.
- The source of funds is federal, state, and local tax dollars.

B. Edina Education Fund Support of Schools and School-Sponsored Groups

- ~~• Supports educational innovations aligned to the strategic roadmap through major initiatives and competitive innovative grants.~~
- As an independent, mission-aligned partner of the Edina Public Schools, the Edina Education Fund secures incremental funding for district-wide programs and services that strengthen academic learning and support the whole person on their educational journey.
- Administrative direction required to assist in developing priorities and establishing expenses related to innovative efforts.
- Funding is not required to be sustainable, but must further the mission of the district or a specified program. Financial support for more than one year may be committed to major initiatives that have developed a tentative financial plan to continue to support a school or program.
- All funds must be approved in the manner prescribed by this policy as a contribution to the district that meets policy guidelines.
- The source of funds is private donations, corporate donations, and fundraising events.

C. Community Organizations, Parent Organizations, and Booster Groups Support of Schools and School-Sponsored Groups

- Instructional supplies and equipment, technology equipment, and major capital items pursued to enhance the success of a school and/or school group, based on priorities identified by the school's administration and/or site leadership team.
- All expenditures, including technology, must meet district guidelines and procedures, align with the strategic roadmap and educational directives, and account for ongoing maintenance expenses.
- Funding is not allowed for staffing positions without prior school board approval.
- All funds must be approved in the manner prescribed by this policy as a contribution to the district that meets policy guidelines.
- The source of funds is private donations, corporate donations, and fundraising

events.

Established: 6/20/11

Appendix II to Policy 709

CONTRIBUTION PROPOSAL

A written contribution proposal is required for all contributions exceeding \$5000. [Site principals or program administrators receiving gifts of more than \\$5000 must complete this contribution proposal.](#)

Amount/value of gift: _____

1. Describe how the gift furthers the mission of the district.

2. Are there any restrictions on the district's use of the gift?

3. Does the gift imply an endorsement of any business or product?

4. Describe in detail any ongoing expenses the district may incur if the gift is accepted.

5. Does the gift create inequities between programs or sites?

Non-Instructional Operations and Business Services

Student Activities Accounting

I. Purpose

This policy establishes procedures for the management of student activities accounting.

II. General Statement of Policy

The school district recognizes the need to provide opportunities to advance student learning, skills and talents through district activities. The district is obligated to ensure maximum accountability for public funds and student activities funds.

The district will account for all student activities funds related to curricular, co-curricular and extra-curricular activities. The district will not account for funds generated from non-student activities, groups or organizations (i.e. parent organizations, booster groups).

III. Definitions

A. Curricular Activities

“Curricular activities” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

B. Co-curricular Activities

“Co-curricular activities” means those portions of the school-sponsored and school-directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, pep band). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily or totally funded by public funds moneys for general instructional purposes under direction and control of the school board.

C. Extra-curricular (Non-curricular/Supplementary) Activities

“Extra-curricular (non-curricular/supplementary) activities” means all direct and individual services for students for their enrichment that are managed and operated under the direction/guidance of an adult or staff member.

Extra-curricular activities have all of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed upon by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the direction/guidance of a staff member or other adult.

The school board will take charge of and control over all student activity accounting that relates to extra-curricular activities.

D. Public Purpose Expenditure

“Public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. Management and Control of Activity Funds

~~A. Curricular, Cocurricular and Extracurricular Activities Under School Board Control~~

- ~~1.~~ A. All money received from activities under school board control will be deposited in the general fund to be disbursed for expenditures and compensation connected with the activity.
2. B. All revenues and expenditures related to activities under school board control will be accounted for in accordance with Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.
- ~~3.~~ C. Any and all costs of activities under school board control may be provided from school revenues.

- 4- D. All student activities funds (see Appendix I) will be collected and expended:
- a- 1. in compliance with district policies and procedures;
 - b- 2. under the general direction of the building principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c- 3. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d- 4. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e- 5. in a manner which meets a public purpose.
- 5- E. Any residual money from inactive activities accounts will be transferred to other existing activity accounts prior to the end of the fiscal year. The principal and student treasurer of the activity will designate the recipient activity account(s).

V. Demonstration of Accountability

- A. The school board will direct its independent certified public accountants to audit, examine and report upon student activities accounts as part of its annual school district audit, in accordance with state law.
- B. As part of formally accepting the fiscal year audit of the district's financial statements, the school board will review and account for all student activity accounting that relates to non-curricular/supplementary activities.
- C. The business department will develop and maintain the student activity accounting procedures handbook to define procedures for budget and accounting procedures for student activities. All procedures will comply with state and federal laws.

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)
Manual for Activity Fund Accounting (MAFA)
[Policy 628 \(Student Activities Program\)](#)
Policy 701 (Establishment, Adoption and Modification of School District Budget)
Policy 702 (Managing Fund Balance Reserves)
Policy 703 (Accounting)
Policy 704 (Annual Audit)
Policy 705 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Policy 709 (Acceptance of Gifts, Donations and Bequests)

Policy		INDEPENDENT SCHOOL DISTRICT NO. 273
adopted:	1/10/11	Edina, Minnesota
Revised:	9/22/14	
Revised:	2/17/17	
Revised:	12/16/19	

Appendix I to Policy 711

STUDENT ACTIVITIES FUNDS – GUIDELINES AND PROCEDURES

- A. While still being under Board control, each student activity will maintain its own separate account, using operating procedures based on the [Uniform Financial Accounting and Reporting Standards \(UFARS\)](#), [Manual for Activity Fund Accounting \(MAFA\)](#), and recommendations from the district's auditor.
- B. Each activities fund will be self-sustaining under the guidance of a staff member or an appointed advisor.
- C. All activities funds will be controlled and monitored by the district's business services office. The business services office will also account for the receipts and expenses for each activity.
- D. Any new activity, change in activity, or termination of activity will be documented and submitted to the business services office.
- E. The business services office will maintain a current list of present activities accounts. This list will indicate the activity's name, a brief description of purpose, and the name of the activity's advisor and student treasurer.
- F. A student activities check request form will be approved by the following individuals before submission to the business services office for payment processing:
 - 1. Individual activity fund treasurer (where applicable)
 - 2. Individual activity fund advisor
 - 3. Administrator in charge of the activity
- G. A receipt control process will be maintained by the student organization for the collection of monies. Records to be kept must be simple, easy to handle, understandable and complete. All cash or checks received by the activity fund's treasurer or advisor are to be deposited intact and on a timely basis.
- H. Deposit records are to be completed, per instructions established by the business services office, and forwarded to the business services office.

Established: 7/18/11
Revised: 9/22/14
Updated: 12/16/19

Appendix II to be deleted entirely.

Appendix II to Policy 711
(and Appendix I to Policy 628)

STUDENT ACTIVITIES

Non-Fine Arts Activities with Curricular Component Under School Board Fiscal Control

DECA
Newspaper – <i>Zephyrus</i>
Student Council
Yearbook – <i>Windigo</i>

Activities with Curricular Component Under School Board Fiscal Control

FINE ARTS	CLUBS
High School Bands:	Academic Triathlon – Middle School
Jazz Band/Jazz Band II	Breakfast Book Club
Concert Band	Competition Cheerleading – HS/MS
Varsity Band	French Club
Symphonic Band	German Club
High School Choirs:	Latin Club
Bel Canto Ensemble	Hip Hop Dance Club
Mixed Ensemble	History Day Club – Middle School
Varsity Ensemble	<i>Images</i> – Literary Magazine
Chamber Singers	Intramurals
High School Orchestra	Knowledge Masters – Middle School
Varsity Orchestra	Chinese Club
Symphonic Orchestra	Ping Pong Club
Philharmonic Orchestra	World Quest
High School Theater:	Math Olympiad – Elementary
Fall Musical	Math Team/League – HS/MS
One-Act Play	Mock Trial
Winter Play	Model UN
Spring Play	Performance Dance (Hornettes)
Comedy Sportz	Knowledge Bowl
Guthrie on Stage	Quiz Bowl
Middle School Bands:	Safety Patrol – Elementary
Jazz Band/Lab Band/Stage Band	Science Club
Middle School Choir:	Thespians/Drama Clubs– HS/MS
Chamber Choir/Ensemble	Variety/Talent Show – Middle School
Middle School Theater:	Yearbook – Middle School
Fall, Winter, Spring Plays	212/Student Leadership Team – HS/MS

MINNESOTA STATE HIGH SCHOOL LEAGUE	MINNESOTA STATE HIGH SCHOOL LEAGUE
Adapted Athletics (Boys/Girls)	Debate
Alpine Skiing (Boys/Girls)	One-Act Plays
Badminton (Girls)	Speech
Baseball	Robotics
Basketball (Boys/Girls)	
Competition Dance (Girls)	
Cross Country (Boys/Girls)	
Football	
Golf (Boys/Girls)	
Gymnastics (Girls)	
Hockey (Boys/Girls)	
Lacrosse (Boys/Girls)	
Nordic Skiing (Boys/Girls)	
Soccer (Boys/Girls)	
Softball (Girls)	
Swimming and Diving (Boys/Girls)	
Synchronized Swimming (Girls)	
Tennis (Boys/Girls)	
Track and Field (Boys/Girls)	
Volleyball (Girls)	
Wrestling	

Established: 7/18/11
 Revised: 2/27/17
 Updated: 12/16/19

X. Leadership and Committee Updates

XI. Superintendent Updates

XII. Adjournment

XIII. Information

XIII.A. Enrollment Mobility Report



Board Meeting Date: 6/12/2023

Title: May Enrollment Mobility

Type: Information

Presenter(s): Shauna Talley, MARSS Coordinator

Attachment:

1. Mobility Report (next page)

Report Section Descriptions and Assumptions:

- **School Level Enrollment Information**
 - This section is broken up by School / Grade
 - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
 - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
 - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
 - This section of the report uses the same reporting period as the other sections of the report.
 - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
 - This section of the report displays the reason students withdrew during the reporting period.
 - This section of the report is broken out by the Minnesota Department of Education's approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school; student moved out of the country
 - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.

Edina Public Schools Enrollment Summary



Enrollment as of the end of May, 2023

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		107	121	114	129	123	132	726
Cornelia Elementary School		93	105	102	103	94	106	603
Countryside Elementary School		119	93	93	105	93	101	604
Creek Valley Elementary School		99	96	111	96	101	103	606
Highlands Elementary School		96	98	100	95	91	86	566
Normandale Elementary School		103	125	118	103	101	102	652
Edina Virtual Pathway Elementary		0	3	3	8	12	3	29
Totals		617	641	641	639	615	633	3786

Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View Middle School	336	316	348	0	0	0	0	1000
Valley View Middle School	328	313	332	0	0	0	0	973
Edina High School	0	0	0	708	659	653	678	2698
Edina Virtual Pathway Secondary	1	1	0	6	8	10	9	35
Options at Edina High School	0	0	0	0	0	0	0	0
Totals	665	630	680	714	667	663	687	4706

Enrollment Comparisons

	June 2022	May 2023	June 2023
K-5	3743	3786	3786
6-8	1972	1973	1975
9-12	2658	2733	2731
Totals K-12	8373	8492	8492

PS	242	264	263
ECSE	203	246	253

May Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	0	3	1	2	2	0	0	0	0	1	4	2	0	15
Enrolled Students	2	1	1	0	0	0	0	0	0	0	0	0	0	4
	2	-2	0	-2	-2	-2	0	0	0	-1	-4	-2	0	

Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
04: Moved Outside of the District	0	1	0	0	1	0	0	0	0	0	0	0	0	2
05: Moved Outside of the State	0	2	1	2	1	0	0	0	0	0	0	0	0	6
20: Transferred to Another MN District, did not move	0	0	0	0	0	0	0	0	0	1	4	2	0	7
Total	0	3	1	2	2	0	0	0	0	1	4	2	0	

XIII.B. Governmental Fund Expenditure Report



Board Meeting Date: 6/12/2023

Title: Governmental Funds Expenditure Summary – May 2023

Type: Information

Presenter(s): Mert Woodard, Director, Business Services

Description: The attached report describes fiscal year-to-date budget and expenditure activity within the District's governmental funds through May 31, 2023.

Recommendation: N/A

Desired Outcomes from the Board: This information is provided for the benefit of the Board of Education and its stakeholders.

Attachments:

1. Governmental Funds Expenditure Summary – May 2023

2022-23 School Year

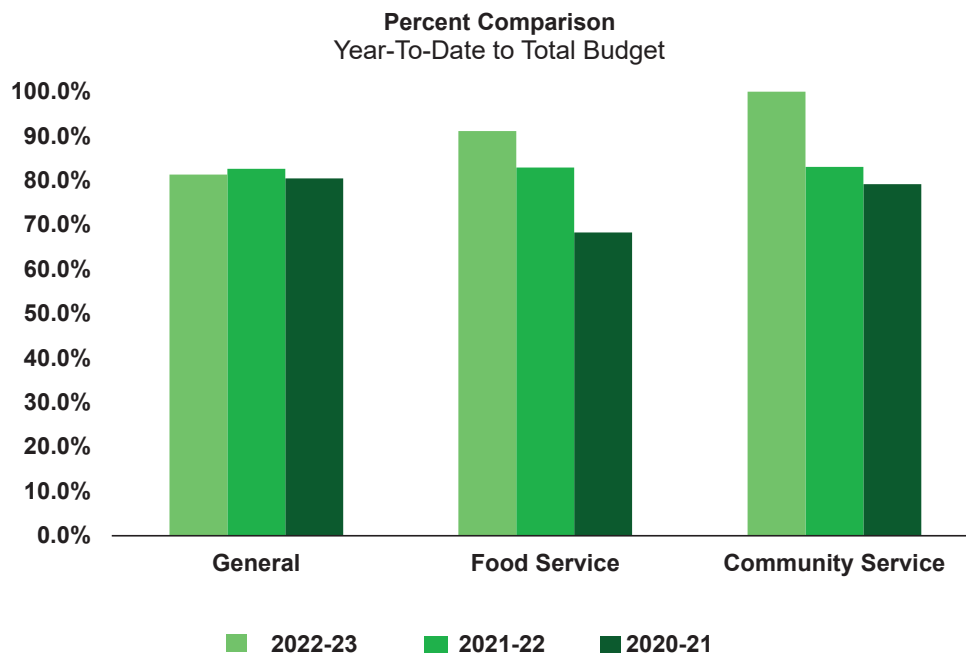
Expenditure Summary

For the Month Ended May 31, 2023



DEFINING EXCELLENCE

Fund	Fiscal Year-to-Date 2022-23		Fiscal Year-to-Date % of Budget		
	Budget	Actuals	2022-23	2021-22	2020-21
General Fund					
Salaries	\$ 82,697,708	\$ 65,713,477	79.5%	80.1%	81.1%
Benefits	26,954,864	21,272,737	78.9%	85.6%	80.7%
Purchased Services	8,584,197	8,321,971	96.9%	98.8%	71.1%
Supplies & Materials	3,809,373	4,142,096	108.7%	87.9%	61.5%
Capital Expenditures	44,000	235,779	535.9%	96.5%	1665.6%
Other Expenditures	568,279	132,352	23.3%	24.1%	23.3%
Other Financing Uses	-	-	-	-	-
Total General Fund Expenditures	\$ 122,658,421	\$ 99,818,413	81.4%	82.6%	80.5%
Food Service	3,564,985	3,250,373	91.2%	83.0%	68.3%
Community Service	9,100,780	9,208,447	101.2%	83.1%	79.2%
Debt Service	15,227,578	15,232,463	100.0%	99.5%	100.0%
Capital	36,342,846	26,516,779	73.0%	41.5%	71.0%
Total Expenditures All Funds	\$ 186,894,609	\$ 154,026,474	82.4%	76.6%	81.0%



Notes:

1 - Expenditures made under the building construction fund, operating capital, capital projects levy, and long-term facilities maintenance are presented in combination within the "Capital" category as they are non-linear in nature and can vary greatly from period to period and year to year. Significant variances are normal.

2 - Community Service Fund expenditures are elevated due to the increased demand for school age care programming and associated costs to meet demand; revenues are also elevated in proportion.

3 - Expenditure figures may be understated or overstated due disbursement timing fluctuations; the District operates under the cash basis of accounting during the year for non-salary expenditures

XIII.C. Kids Club Update



Board Meeting Date: 6/12/2023

Title: Kids Club Update

Type: Information

Presenter(s): Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships

Description: The following information is an update as of June 12, 2023, on the number of Kids Club contract requests and waitlist information for the 2023-2024 school year.

- Total 2023-2024 school year contract requests = 1,436
- Total number of accepted contracts = 963
- Total number of pending contracts = 427
- Total number of self-removed contracts = 46

The new registration process was successful. Positive feedback was received from families, specifically regarding the low-stress two-week window for registration. Considerations for the future were recorded and will be reviewed for the process next year.

Contract acceptance and waitlist notifications were sent via email to families on May 3, 2023. Contract requests will continue to be reviewed and accepted based on staffing and building capacity. Recruitment and hiring strategies will accelerate in mid-June for an end-of-August start date.

Recommendation: Information only

Desired Outcomes from the Board: N/A

Attachments: N/A

XIII.D. Investment Summary - May 2023



Board Meeting Date: 6/12/2023

Title: Investment Summary – May 2023

Type: Information

Presenter(s): Mert Woodard, Director, Business Services

Description: The attached report provides detailed information regarding cash and investments belonging to the District as of May 31, 2023.

Recommendation: N/A

Desired Outcomes from the Board: This information is provided for the benefit of the Board of Education and its stakeholders.

Attachments:

1. Investment Summary – May 2023

2022-23 School Year

Investment Summary

For the Month Ended May 31, 2023



DEFINING EXCELLENCE

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	9,971,484	4.66%
MSDLAF+ Max	Money Market	N/A	NOW	4,428,638	4.79%
PMA/MN Trust	Money Market	N/A	NOW	21,974,275	4.98%
Term Series Flex	MNTRUST – Term Series-Flex (Pref HCC)	5/31/2023	5/31/2023	5,019,885	5.04%
Certificate of Deposit	STATE BANK OF INDIA, 856285XR7	9/29/2021	9/29/2023	245,009	0.25%
Certificate of Deposit	SERVISFIRST BANK, FL	11/18/2022	11/20/2023	238,000	4.76%
Certificate of Deposit	FLAGLER BANK, FL	3/17/2023	3/14/2024	238,350	4.85%
Certificate of Deposit	Royal Business Bank, CA	3/17/2023	3/14/2024	237,600	5.14%
Certificate of Deposit	Pacific National Bank, FL	3/17/2023	3/14/2024	238,150	4.95%
Certificate of Deposit	Pioneer Federal Credit Union, ID	3/17/2023	3/14/2024	238,150	4.94%
Certificate of Deposit	ANCA FCU, LA	3/17/2023	3/14/2024	237,650	5.14%
Certificate of Deposit	Pinnacle Bank, GA	3/17/2023	3/14/2024	238,050	4.97%
Certificate of Deposit	Capital Community Bank, UT	3/17/2023	3/14/2024	238,400	4.84%
Certificate of Deposit	TECHNICOLOR CREDIT UNION, CA	3/17/2023	3/14/2024	237,900	5.02%
Certificate of Deposit	Financial Federal Bank, TN	3/17/2023	3/14/2024	238,600	4.75%
Certificate of Deposit	Preferred Bank, NY	3/17/2023	3/14/2024	237,550	5.22%
Certificate of Deposit	PACIFIC WESTERN BANK, CA	11/18/2022	5/16/2024	232,700	4.61%
Certificate of Deposit	MORGAN STANLEY PVT BANK, 61768ENB5	11/25/2022	5/28/2024	241,600	4.65%
Certificate of Deposit	MORGAN STANLEY BANK NA, 61690UV56	11/25/2022	5/28/2024	241,600	4.65%
Certificate of Deposit	WELLS FARGO BANK NA, 9497633V6	11/28/2022	5/28/2024	246,570	4.65%
Certificate of Deposit	Milledgeville State Bank, IL	3/17/2023	9/12/2024	233,350	4.69%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	3/17/2023	9/12/2024	232,650	4.88%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/18/2022	11/18/2024	226,800	4.56%
Certificate of Deposit	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN, KS	11/18/2022	11/18/2024	226,600	4.58%
Certificate of Deposit	PENTAGON FEDERAL CREDITUNION (183 day and out), VA	11/18/2022	11/19/2024	1,750,000	4.40%
Certificate of Deposit	UBS BANK USA, 90348J7G9	11/23/2022	11/25/2024	246,119	4.66%
Certificate of Deposit	CITY NATL BK - BEV HILLS, 178180GR0	11/23/2022	11/25/2024	241,335	4.71%
Certificate of Deposit	BMW BANK NORTH AMERICA, 05580AT20	11/25/2022	11/25/2024	241,163	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/2022	12/2/2024	241,153	4.66%
Certificate of Deposit	GREENSTATE CREDIT UNION, IA	11/18/2022	1/27/2025	225,100	4.53%
Certificate of Deposit	FIRST PRYORITY BANK, OK	11/18/2022	1/27/2025	224,400	4.56%
Total General Operating Funds:				\$ 49,308,828	

2021A Facilities Maintenance Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	2,185,653	4.98%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	5/31/2023	5/31/2023	3,105,252	5.04%
Total 2021A Facilities Maintenance Bonds:				\$ 5,290,905	

2021B General Obligation School Building Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	1,037,851	4.98%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	5/31/2023	5/31/2023	0	5.04%
Total 2021B General Obligation School Building Bonds:				\$ 1,037,851	

2022A Certificates of Participation:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
Money Market	FIRST AM GOVT OB FD CL D	N/A	NOW	2,253,182	4.51%
US Treasury Bonds & Notes	U S TREASURY NT 0.250% 6/15/23	6/15/2020	6/15/2023	1,746,172	0.25%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 7/15/23	7/15/2020	7/15/2023	1,738,926	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 8/15/23	8/15/2020	8/15/2023	1,731,270	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 9/15/23	9/15/2020	9/15/2023	1,477,383	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 10/15/23	10/15/2020	10/15/2023	980,547	0.13%
Total 2022A Certificates of Participation:				\$ 9,927,479	

Total Portfolio Value: **\$ 65,565,064**