

## **Regular Meeting**

Monday, July 17, 2023 7:00 PM

ECC 349 and Virtual, 5701 Normandale Road, Edina, MN 55424

**I. Determination of Quorum and Call to Order**

**II. Approval of Agenda**



**School Board Regular Meeting**  
**Monday, July 17, 2023; 7:00 PM**  
**ECC Room 349 and Virtual\***

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Hearing from Members of the Public**
- IV. **Consent Agenda**
  - A. Minutes: *June 12 work session and regular meetings; June 20 special meeting*
  - B. Personnel Recommendations
  - C. Proposed Guidebooks for Confidential, Supervisory & Technical (CST), and Non-Affiliated Employees
  - D. Check Register - June 2023
  - E. Electronic Fund Transfers - June 2023
  - F. Gifts and Bequests - June 2023
  - G. Waste and Recycling Services Contract
  - H. Workers' Compensation Insurance Renewal
  - I. Membership in AMSD
  - J. Board Appointment Brightworks Cooperative
  - K. Board Norms Update
  - L. Purchase of Music Instruments and Equipment
  - M. Student Support Services Agreement(s)
    - 1. Strategic Behavioral Solutions Service Agreement
- V. **Discussion**
  - A. Long-Term Facilities Maintenance Plan – Fiscal Years 2025-2034  
**Description:** The 2015 legislative session established the Long-Term Facilities Maintenance (LTFM) revenue program for public school districts. To access revenue and receive levy authorization, the School Board must annually adopt a ten-year revenue and expenditure plan that is subsequently submitted to the Commissioner of Education for final review and approval. Also required is a signed “statement of assurances” that all proposed projects and expenditures qualify for LTFM funding. The District administration and its construction partners have reviewed the plan in detail and the administration recommends a ten-year plan that is materially unchanged from the plan adopted by the School Board one year ago.  
**Presenter(s):** Mert Woodard, Director of Business Services
  - B. Policy Review (516.5, 524)  
**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
- VI. **Action**
  - A. Establishing Filing Period for Affidavits of Candidacy  
**Description:** On Tuesday, November 7, 2023, a General Election will be held in the State of Minnesota. At that election, three (3) members will be elected to the School

Board for terms of four (4) years each. The period for filing affidavits of candidacy for School Board begins on Tuesday, August 1, 2023 and closes on Tuesday, August 15, 2023. Candidates may withdraw affidavits of candidacy by filing an affidavit of withdrawal with the school district clerk no later than 5:00 p.m. two days after the last day for filing affidavits of candidacy. After that date no candidate may file an affidavit of withdrawal.

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

**Recommendation**: Approve the resolution establishing the filing period for affidavits of candidacy for the 2023 general election.

B. 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

**Recommendation**: The board discusses and agrees on recommendations to implement and test reconfiguration in the 2023-2024 school year.

C. 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

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

**VII. Leadership and Committee Updates**

**VIII. Superintendent Updates**

**IX. Adjournment**

**X. Information**

A. Investment Summary - June 2023

B. Kids Club Update

C. Superintendent Evaluation Summary

D. Property, Casualty, and Liability Insurance Renewal – Fiscal Year 2024

\* One Board member will be participating virtually from 25617 Silver Beach Road, Glenwood, MN 56334

**III. Hearing from Members of the Public**

**IV. Consent**

IV.A. Minutes: *June 12 work session and regular meetings; June 20 special meeting*

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF JUNE 12, 2023

WORK SESSION  
5:00 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:01 PM - 6:58 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

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Karen Gabler, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
JUNE 12, 2023

5:01 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard.

DISCUSSION

- A. Preliminary Budget – Fiscal Year 2024
- B. Educator Feedback
- C. Pathways Update

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:58 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 12, 2023 WORK SESSION

5:01 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard.

DISCUSSION

Preliminary Budget – Fiscal Year 2024: Director Woodard presented the preliminary budget for fiscal year 2024, including discussion of the five major fund areas: general, food service, community services, building construction, and debt service.

Educator Feedback: Board members discussed educator feedback and various ways to gather it.

Pathways Update: Staff shared an update on Career Pathways planning.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg shared about a computer science pathways workshop opportunity in Duluth this summer, additional information to be emailed to board members; the special meeting on June 20 regarding budget approval will be recorded; a board resolution would be required, per legal counsel, to send the old school board meeting minutes to the State Archives; and a memorandum of understanding related to the secondary online teaching pilot program has been added to the consent agenda of the regular meeting.

ADJOURNMENT

At 6:58 PM, Member Birdman motioned, and Member Arom seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE REGULAR MEETING OF JUNE 12, 2023

REGULAR MEETING  
7:00 PM

Edina Community Center Room 349  
5701 Normandale Road, Edina

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

7:03 PM - 9:53 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

Paula O'Loughlin, PartnerED  
Teri Staloch, PartnerED

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Karen Gabler, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA JUNE 12, 2023

7:03 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; O'Loughlin, Staloch.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

PRESENTATION

- A. Edina Strategic Plan Core Planning Team Process

REPORT

- A. Raptor Visitor Management – *moved to discussion item, see Minutes*

CONSENT

- 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. Secondary Online Teaching Pilot Program MOU – *added to agenda, see Minutes*

DISCUSSION

- A. Preliminary Budget – Fiscal Year 2024
- B. E-12 Comprehensive Literacy Plan Celebrations 2022-2023
- C. Framework for Secondary ELA Course and Resource Recommendations
- D. Legislative Action Committee (LAC) 2023-24 Committee Recommendation
- E. Board Liaison Roles
- F. Policy Review (111, 113, 414, 415, 806)

ACTION

- A. Edina Public Schools 2023-2025 Assessment Plan
- B. Policy Review (208, 304, 305, 307, 503, 709, 711)

LEADERSHIP AND COMMITTEE UPDATES

## SUPERINTENDENT UPDATES

### INFORMATION

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

### ADJOURNMENT

The meeting adjourned at 9:53 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

Draft

OFFICIAL MINUTES OF SCHOOL BOARD'S  
JUNE 12, 2023 REGULAR MEETING

7:03 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; O'Loughlin, Staloch.

APPROVAL OF AGENDA WITH CHANGES

Chair Allenburg noted that a consent item was added to the agenda, and the Raptor report is being changed to a discussion item.

Member Shaw moved and Member Gabler seconded to approve the agenda with those changes. All members voted Aye.

EXCELLENCE IN ACTION

Presentation by Dr. Cara Rieckenberg, principal at Highlands Elementary School, parents and students Jeff and Zoe Schusta, and John and Ben Haugen, about the emerald ash borer tree removal and replanting.

HEARING FROM MEMBERS OF THE PUBLIC

Jess Bergman spoke about his family's experience at Concord Elementary School.

PRESENTATION

Edina Strategic Plan Core Planning Team Process: Dr. Teri Staloch and Ms. Paula O'Loughlin presented an overview of the Strategic Plan Core Planning annual process that took place in March.

CONSENT

Member Greene moved and Member Neville seconded to approve the consent agenda. All members voted Aye.

The resolutions were:

- 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. Secondary Online Teaching Pilot Program MOU – *added to agenda*

### DISCUSSION

Preliminary Budget – Fiscal Year 2024: Director Woodard reviewed the preliminary budget for fiscal year 2024.

E-12 Comprehensive Literacy Plan Celebrations 2022-2023: Director De St. Hubert reviewed FASTBridge data, highlighting literacy growth.

Raptor Visitor Management: Director Monsaas-Daly shared information about the Raptor Visitor Management system that is being added in buildings as another layer in the district's physical security posture.

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

Legislative Action Committee (LAC) 2023-24 Committee Recommendation: Director Greene reviewed the 2022-2023 LAC efforts and plans for 2023-2024, including expanded student membership and participation.

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

Policy Review (111, 113, 414, 415, 806): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- 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

### ACTION

Edina Public Schools 2023-2025 Assessment Plan: Member Shaw moved and Member Neville seconded to approve the motion. All members voted Aye.

Policy Review (208, 304, 305, 307, 503, 709, 711): Member Greene moved and Member Neville seconded to approve the motion. All members voted Aye.

- 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

### LEADERSHIP AND COMMITTEE UPDATES

Member Birdman shared about EPS frisbee champions and they're good sportsmanship, as shared with him by an administrator from a neighboring district.

## SUPERINTENDENT UPDATES

Dr. Stanley recalled the recent graduation ceremony of 680 students. She also read a number of staff commendations.

## ADJOURNMENT

At 9:53 PM, Member Gabler moved, and Member Greene seconded to adjourn the meeting. All members voted Aye.

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INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF June 20, 2023

SPECIAL MEETING  
5:30 PM

Edina Community Center  
5701 Normandale Road, Edina, and Virtual

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

PRESIDING OFFICER: Chair Erica Allenburg

5:31 PM - 9:34 PM

ADMINISTRATIVE STAFF PRESENT:

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

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Karen Gabler, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA JUNE 20, 2023

5:31 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville (virtual), Shaw. Staff present: Stanley, Woodard.

APPROVAL OF AGENDA

CONSENT

- A. Property, Casualty, and Liability Insurance Renewal – Fiscal Year 2024
- B. Raptor Visitor Management System

DISCUSSION

- A. Update on Cooperation Agreement - School Board Elections
- B. Proposed Board Retreat Agenda and Goal Setting Process

ACTION

- A. Revised Budget – Fiscal Year 2023
- B. Preliminary Budget – Fiscal Year 2024

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

CLOSED SESSION

- A. Superintendent Goals – End of the Year Report

ADJOURNMENT

The meeting adjourned at 9:34 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 20, 2023 SPECIAL MEETING

5:31 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville (virtual), Shaw. Staff present: Stanley, Woodard.

A board member requested that the consent items be separated.

APPROVAL OF AGENDA WITH CHANGE

Member Greene moved and Member Shaw seconded to approve the agenda with change. All members voted Aye by roll call.

CONSENT

Member Gabler moved and Member Shaw seconded to approve the Raptor Visitor Management System consent item. All members voted Aye by roll call.

Member Shaw moved and Member Greene seconded to approve the Property, Casualty, and Liability Insurance Renewal – Fiscal Year 2024 consent item. All members voted Aye by roll call.

DISCUSSION

Update on Cooperation Agreement - School Board Elections: Board members discussed the current status of the cooperation agreement with the City.

Proposed Board Retreat Agenda and Goal Setting Process: Board members discussed the proposed agenda for the upcoming retreat.

ACTION

Revised Budget – Fiscal Year 2023: Member Birdman moved and Member Greene seconded to approve the motion. All members voted Aye by roll call.

Preliminary Budget – Fiscal Year 2024: Member Shaw moved and Member Gabler seconded to approve the motion. All members voted Aye by roll call.

At 7:25 PM, the Board recessed for a closed session.

At 7:37 PM, Member Shaw moved and Member Greene seconded to close the meeting. Members Allenburg, Arom, Gabler, Greene, Neville (virtual) and Shaw voted Aye by roll call. Member Birdman was absent.

CLOSED SESSION

Superintendent Evaluation: The meeting was closed, as permitted by Minn. Sta. 13D.05 Subd. 3(a), for the superintendent's evaluation.

At 9:34 PM, Member Shaw moved and Member Gabler seconded to open the meeting. Members Allenburg, Arom, Gabler, Greene, Neville (virtual) and Shaw voted Aye by roll call. Member Birdman was absent.

#### ADJOURNMENT

At 9:34 PM, Member Shaw moved, and Member Greene seconded to adjourn the meeting. Members Allenburg, Arom, Gabler, Greene, Neville (virtual) and Shaw voted Aye by roll call. Member Birdman was absent.

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IV.B. Personnel Recommendations



**Board Meeting Date:** July 17, 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>
AUNE, JANNA	EHS	WL - SPANISH, 0.8 FTE	\$77,567.20	08/21/2023
CANCIALOSI, NICOLE	EHS	SCHOOL PSYCHOLOGIST, 1.0 FTE	\$89,195	08/21/2023
CARILLO, JAMES	SV	MATHEMATICS TEACHER, 1.0 FTE	\$49,887	08/21/2023
DEBARD, FLORENCE	ND	3-DAY PREMIER SUBSTITUTE	\$190/DAY	08/28/2023
DOLEZAL, KIMBERLY	CV	GRADE 2 TEACHER, 1.0 FTE	\$62,145	08/21/2023
HAUGLAND, MARYA	SV	BAND TEACHER, 1.0 FTE	\$43,743	08/21/2023
HEPPELMANN, ANGELA	CC	KINDERGARTEN TEACHER, 1.0 FTE	\$55,149	08/21/2023
JACOBSON, AMANDA	VV, SV	FACS TEACHER, 1.0 FTE	\$95,469	08/21/2023
KLEIN, CHRYSTEL	VV	GRADE 6 FRENCH IMM., 1.0 FTE	\$94,370	08/21/2023
MASTER, AMY	CV	GRADE 3 TEACHER, 1.0 FTE	\$55,149	08/21/2023
MOE, KRISTIAN	EHS	SCHOOL COUNSELOR, 1.0 FTE	\$95,469	08/21/2023
MOHAMED, NORHAN	CV	GRADE 3 TEACHER, 1.0 FTE	\$43,743	08/21/2023
MULROONEY, KATHLEEN	CS	GRADES 1/2 CP TEACHER, 1.0 FTE (LTS)	\$27.63/HOUR	08/21/2023 TO 12/22/2023
NARIELWALA, KUNALI	CS	SPEL TEACHER, 1.0 FTE	\$65,128	08/21/2023
PAETZEL, PAUL	EHS	PRINCIPAL - INTERIM	\$162,964 (prorated)	07/13/2023
RETZLAFF, CHRISTINE	VV	PLTW TEACHER, 0.67 FTE	\$44,761.36	08/21/2023
RIIPI, ERIN	EVP	MATHEMATICS TEACHER	PER MOU	08/21/2023
SCHWEITZER, SALLIE	DW	SPEL TEACHER, 1.0 FTE	\$62,145	08/21/2023
SHOPE, EMMA	HL	GRADE 2/3 CP TEACHER, 1.0 FTE	\$48,151	08/21/2023
SLATTERY, ASHLEY	HL	GRADE 2/3 CP TEACHER, 1.0 FTE	\$64,478	08/21/2023
TAYLOR, PAMELA	ECSE	ECSE TEACHER, 1.0 FTE	\$98,898	08/21/2023
THOMPSON, JARED	EHS	MATHEMATICS TEACHER, 1.0 FTE	\$73,805	08/21/2023

### A. RECOMMENDATIONS FOR TEMPORARY EMPLOYMENT (SUMMER ONLY)

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ALM, ROBERT	VV	ESY SPED TEACHER	\$34.00/HOUR	06/20/2023
BANKO, GREGORY	VV	ESY SPED TEACHER	\$34.00/HOUR	06/20/2023

BRUESCH, ELLEN	CV, VV, EHS	ESY OCC THERAPIST	\$33.07/HOUR	06/20/2023
BRAND, HARLAN	EHS	OPTIONS SUMMER SCHOOL	\$33.07/HOUR	06/07/2023
CARMICHAEL, CATARINA	CV, VV, EHS	ESY SPEECH PATHOLOGIST	\$33.07/HOUR	06/20/2023
CROSBY, TERRY	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
DAUM, CARLEY	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
DEAKYNE, ERIN	DW	ESY SPED TEACHER	\$34.00/HOUR	06/20/2023
EDINGTON, ARIANNA	DW	ESY SPED TEACHER	\$22.02/HOUR	06/20/2023
EDMUNDSON, ALYSSA	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
ELSTAD, LEAH	DW	ESY SPED TEACHER	\$34.00/HOUR	06/20/2023
GRASER, ELIZABETH	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
GRAVES, JANE	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
HANSEN, NANCY	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
HANSON, LAURA	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
HARLEY, SANDRA	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
JOHNSON, COURTNEY	EHS	ESY SPED TEACHER	\$31.91/HOUR	06/20/2023
JOHNSON, JENNIFER	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
KALTHOFF, HEATHER	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
LARSEN, HILARY	CV	ESY SPED TEACHER	\$34.00/HOUR	06/20/2023
LEE, MARISA	DW	ESY SPED TEACHER	\$33.07/HOUR	06/20/2023
LUNDQUIST, THERESA	VV	ESY LIC SCHOOL NURSE	\$27.99/HOUR	06/20/2023
MCKAY, LAURIE	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
MEIER, GRETCHEN	EHS	ESY LIC SCHOOL NURSE & OPTIONS SUMMER SCHOOL	\$34.00/HOUR	06/20/2023
MORALES ROBLES, ANILE	EHS	OPTIONS SUMMER SCHOOL	\$33.07/HOUR	06/07/2023
MUEHLHAUSEN, JENNY	CV, VV, EHS	ESY SPEECH PATHOLOGIST	\$34.00/HOUR	06/20/2023
MULROONEY, KATHLEEN	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
PHETSAMONE, SUSAN	EHS	OPTIONS SUMMER SCHOOL	\$34.00/HOUR	06/07/2023
PUNCHARD, ISABELLE	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
RUSSELL, BRANDON	EHS	OPTIONS SUMMER SCHOOL	\$34.00/HOUR	06/07/2023
SCHILDGEN, DENNIS	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
SCHUENKE, THOMAS	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023

SCHWARTZ, HEATHER	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
SMITH, SARAH	EHS	OPTIONS SUMMER SCHOOL	\$34.00/HOUR	06/07/2023
SPELLMAN, LEAH	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
STONE, ERIN	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
SWOYER, HANNAH LYNN	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
TALLY, TONYA	CV	ESY SPED TEACHER	\$34.00/HOUR	06/20/2023
THOMAS, KATHARINE	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
TINSLEY, PATRICK	DW	ESY SPED TEACHER	\$31.91/HOUR	06/20/2023
TOW-REINERT, SHIRLEY	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
WETTER, MARIA ARIANA	EHS	OPTIONS SUMMER SCHOOL	\$33.07/HOUR	06/07/2023
WETZEL, KRISTIN	EHS	OPTIONS SUMMER SCHOOL	\$34.00/HOUR	06/07/2023
YUSSEN, CHRISTINE	CV	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023
ZENTGRAF, LILY	DW	SUMMER SUCCESS CENTER	\$33.03/HOUR	06/20/2023

#### B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ANDERSON, AMY	SV	PREMIER SUB	06/01/2023
AUSTINSON, JOHN	EHS	PREMIER SUB	06/01/2023
BOWRON, RACHEL	CC	SPEECH-LANGUAGE PATHOLOGIST, 1.0 FTE	06/05/2023
BRAND, HARLAN	EHS	PREMIER SUB	06/01/2023
CROSBY, TERRY	HL	PREMIER SUB	06/01/2023
EICHER, KIMBERLY	CC	PREMIER SUB	06/01/2023
GBADAMOSI, OLOLADE	EHS	PREMIER SUB	06/01/2023
GRAVES, JANE	CN	PREMIER SUB	06/01/2023
HOCKERT, EMILY	CV	GRADE 3 TEACHER, 1.0 FTE	06/05/2023
LANG, AVANTI	VV	PREMIER SUB	06/01/2023
LINGNER, ROBERT	SV	PREMIER SUB	06/01/2023
QUAGLIANA, STEPHANIE	CS	SCHOOL PSYCHOLOGIST, 1.0 FTE	06/05/2023
ROBLING, ALLISON	EHS	SPED TEACHER, 1.0 FTE	06/05/2023
RODRIGUEZ, ULISES	DW	ML COORDINATOR TEACHER	06/09/2023
SCHULTZ, JACKIE	CN	SPECIAL EDUCATION TEACHER, 1.0 FTE	06/05/2023

SELWAN, BERNARD	EHS	MATHEMATICS TEACHER, 1.0 FTE	RESCINDED
WENLUND, KAILEY	CV	PREMIER SUB	06/01/2023
YUSSEN, CHRISTINE	CS	PREMIER SUB	06/01/2023

### C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
BEATON, ANDREW	ECC	FROM: EHS PRINCIPAL TO: DIRECTOR OF STRATEGIC PROJECTS	\$177,830	07/01/2023
BROVOLD, KRISTEN	HL	FROM: IA - CLASSROOM PARA TO: TALENT DEV 0.5 FTE AND ML TEACHER, 0.2 FTE	\$43,501.50	08/21/2023
CAMMAS, JOHANNA	ND	FROM: EA - WORLD LANGUAGE PARA TO: GRADE 2 FRENCH IMM. TEACHER, 1.0 FTE	\$40,672	08/21/2023
HEIDELBERG, JESSICA	ECSE	FROM: ECSE TEACHER, 0.7 FTE TO: ECSE TEACHER, 0.9 FTE	\$70,261.20	08/21/2023
JOHNSON, JENNIFER	ND	FROM: LEARNING SPEC. 0.85 FTE TO: LEARNING SPEC. 0.88 FTE	\$87,030.24	08/21/2023
REINSMA, JUSTIN	SV, VV	FROM: PHY ED TEACHER, 0.33 FTE TO: DAPE TEACHER, 1.0 FTE	\$50,485	08/21/2023

### D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
NONE			

### 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>
HANSON, LAURA	ND	INTERVENTION TEACHER 1.0 FTE TO 0.87 FTE	08/21/2023 - 06/03/2024

### **NON-LICENSED STAFF**

### B. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
FLORES-COTO, TARYNE	HL	IA - CLASSROOM PARA	\$18.00/HOUR	08/28/2023
MCVICKER, IAN	SVMS	CUSTODIAN	\$22.06/HOUR	07/17/2023

PEREZ, ELENA	CS	EA - PARA	\$21.15/HOUR	08/28/2023
SEPULVEDA, MARIA	ND	TEACHER ADMIN ASST CLASSIFICATION G	\$22.13/HOUR	08/14/2023
SILVESTRI, JILL	HL	IA - CLASSROOM PARA	\$20.45/HOUR	08/28/2023
SWORDS, JACLYN	ECC	COMMUNICATIONS COORDINATOR	\$6832/MONTH	07/10/2023
THOMAS, SHELLY	SVMS	OFFICE ASSISTANT CLASSIFICATION E	\$22.59/HOUR	08/14/2023
VON ESCHEN, PAYTON	SVMS	EA - SECURITY MONITOR	\$20.84/HOUR	08/28/2023
WARFIELD, STEVEN	TRANS	BUS DRIVER	\$24.17/HOUR	07/13/2023

**C. RECOMMENDATIONS FOR TEMPORARY EMPLOYMENT (SUMMER ONLY)**

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
AHMED, IKRAM	CV/VV	EA - ESY SPED PARA	\$18.50/HOUR	06/21/2023
ANDERSON, GINNY	EHS	EA - OPTIONS PARA	\$20.84/HOUR	06/07/2023
ARTIS, SEAN	EHS	EA - ESY SPED PARA	\$18.50/HOUR	06/20/2023
AURA, SUSAN	CV	EA - OPTIONS PARA	\$23.46/HOUR	06/20/2023
BENDER, HALEY	CV	EA - ESY SPED PARA	\$20.84/HOUR	06/20/2023
CAMMAS, JOHANNA	CV	EA - OPTIONS PARA	\$22.02/HOUR	06/20/2023
CARLSON, WILL	EHS	EA - ESY SPED PARA	\$19.67/HOUR	06/20/2023
CARVER, MEGAN	CV	EA - ESY SPED PARA	\$19.67/HOUR	06/20/2023
DEVOS, KATIE	CV	EA - OPTIONS PARA	\$24.12/HOUR	06/20/2023
DINNER-LEVIN, STACEY	CV	EA - OPTIONS PARA	\$24.12/HOUR	06/20/2023
DUNSMORE, KATHLEEN	EHS	EA - OPTIONS PARA	\$23.76/HOUR	06/07/2023
EDINGTON, ARIANNA	VV	EA - ESY SPED PARA	\$22.02/HOUR	06/20/2023
HAWTHORNE, MARGRETHE	CV /VV	EA - ESY SPED PARA	\$19.00/HOUR	07/10/2023
HENNIGAR, LESLIE	CV	EA - ESY SPED PARA	\$22.02/HOUR	06/20/2023
HILBRANDS, ROSEMARY	EHS	EA - ESY SPED PARA	\$22.02/HOUR	06/20/2023
JENNEN, ANNE	CV	HSA - ESY	\$23.38/HOUR	06/20/2023
KOHN, MCKENZIE	CV	EA - OPTIONS PARA	\$22.02/HOUR	06/20/2023
LUNDBORG, STEPHANIE	EHS	EA - OPTIONS PARA	\$22.02/HOUR	06/07/2023
MASON, SCOUT	EHS	EA - ESY SPED PARA	\$20.84/HOUR	06/20/2023
MUSSE, NURA	CV	EA - ESY SPED PARA	\$20.84/HOUR	06/20/2023

O'DONNELL, CARA	CV	EA - OPTIONS PARA	\$18.50/HOUR	06/20/2023
PATINO-JOHNSON, PAOLA	CV	EA - OPTIONS PARA	\$23.76/HOUR	06/20/2023
SCHADOW, ROBERT	VV	EA - ESY SPED PARA	\$22.02/HOUR	06/20/2023
STANOCH, LOUIS	VV	EA - ESY SPED PARA	\$18.50/HOUR	06/20/2023
TOOSANE, AMINA	ELC	IA - CLASSROOM PARA	\$20.00/HOUR	06/12/2023
TAYLOR, KATHERINE	CV	EA - OPTIONS PARA	\$22.02/HOUR	06/20/2023
UHLEMANN, DEBORAH	EHS	EA - OPTIONS PARA	\$24.45/HOUR	06/07/2023
ULTAN, ROSYLE	EHS	EA - OPTIONS PARA	\$22.02/HOUR	06/07/2023
WENZEL, MARILYN	EHS	EA - OPTIONS PARA	\$22.02/HOUR	06/07/2023
WENZEL, MARILYN	CV	EA - ESY SPED PARA	\$22.02/HOUR	07/10/2023

#### D. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ABREGO, DAVID	DW	CUSTODIAN FLOATER	07/21/2023
CHIODI, MELANIE	CN	EA - SPED PARA	06/01/2023
MCHENRY, GEORGE	TC	BUS DRIVER	06/01/2023
RUBY, JOHANNA	CV	EA - SPED PARA	06/01/2023
PAULEY, ALYSSA	CV	EA - SPED PARA	06/01/2023
SCHMALZ, EMILY	ND	EA - PARA	06/01/2023

#### E. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
EIBON, JOSEPH	SVMS VVMS	FROM: CUSTODIAN TO: BUILDING REPAIR	\$22.56/HOUR	06/06/2023
GRONLUND, GERALD	CS HL	FROM: CLASS V CUST. TO: NL CUSTODIAN	\$24.81/HOUR	05/15/2023
HARRIS, SPENCER	CC SVMS	FROM: CUSTODIAN TO: NL CUSTODIAN	\$23.34/HOUR	06/02/2023
WALKER, DORIAN	EHS DW	FROM: CUSTODIAN TO: ON-CALL SUB CUST	\$17.21/HOUR	06/05/2023

#### C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
NONE			

## COMMUNITY EDUCATION SERVICES STAFF

### A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
DAGGETT, JOANNA	ECC	YOUTH CAREER PATHWAYS MANAGER	\$51,556.15/YEAR (prorated)	07/31/2023

### B. RECOMMENDATIONS FOR TEMPORARY EMPLOYMENT (SUMMER ONLY)

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BANKER, SOPHIA	HL	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
BEN-OZILIO, JULIA	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
BURGER, CARSON	HL	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
CADE, MYKUHL	HL	SUMMER RECREATION LEADER	\$22.00/HOUR	06/05/2023
CARTER, TRISTAN	HL	SUMMER RECREATION LEADER	\$22.00/HOUR	06/05/2023
CHARETTE, MARGO	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
CIMON, ERIC	HL	SUMMER RECREATION LEADER	\$22.00/HOUR	06/27/2023
COYKENDALL, CHLOE	CC	SUMMER RECREATION LEADER	\$18.77/HOUR	06/20/2023
DENARDO, RYAN	HL	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
DOOM, KATHERINE	HL	SUMMER RECREATION LEADER	\$16.00/HOUR	06/05/2023
GARZA, SAMUEL	HL	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
HANSON, ANDREW	CC	SUMMER RECREATION LEADER	\$20.32/HOUR	06/05/2023
HUSSEIN, FATUMA	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/20/2023
JOHNSON, TYLER	HL	SUMMER RECREATION LEADER	\$20.32/HOUR	06/20/2023
KIRCHMAIER, ANNIKA	CC	SUMMER RECREATION LEADER	\$16.00/HOUR	06/05/2023
KNOWLES, JOHN	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
LEHMAN, AVA	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
LOBBEN, ABIGAIL	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
MAZION, ISABELLA	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
MILNER, LINNEA	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/26/2023
NORDIN, ROWAN	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
PETERSEN, SERENA	HL	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
REYNOLDS, JENNA	CC	SUMMER RECREATION LEADER	\$22.00/HOUR	06/05/2023

RUBENSTEIN, SABRINA	CC	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
SANCHEZ, EDGAR	HL	SUMMER RECREATION LEADER	\$17.33/HOUR	06/05/2023
SHI-SCHUMACHER, KENSINGTON	CC	SUMMER RECREATION LEADER	\$16.00/HOUR	06/05/2023

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>		<u>Date</u>
BLOCK, SIRI	HL	PROGRAM SUPERVISOR		06/15/2023
HAUGEN, SYDNEY	ELC	CHILD CARE ASSISTANT		06/01/2023

D. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
PLOMBON, BLAKE	HL	ADDING SUMMER LEAD REC LEADER	\$22.97/HOUR	06/05/2023
STEPHENS, GREG	CC	ADDING SUMMER REC LEADER	\$22.32/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>
NONE			

IV.C. Proposed Guidebooks for Confidential,  
Supervisory & Technical (CST), and Non-Affiliated  
Employees



**Board Meeting Date:** 7/17/2023

**Title:** Proposed Guidebooks for Confidential, Supervisory & Technical (CST), and Non-Affiliated Employees

**Type:** Consent

**Presenter(s):** Sonya Sailer, Director of Human Resources; Mert Woodard, Director of Business Services

**Description:** The School District has Guidebooks that contain compensation and benefit information for non-union employees serving in at-will positions. These Guidebooks apply to forty-six employees serving in positions classified as confidential, supervisory, technical (CST), and other non-affiliated. Input was sought from these employees regarding compensation and benefit improvements with salary/hourly wage, district contribution towards health insurance, and 403(b) matching contribution reported as the three largest priorities.

The proposed Guidebooks are attached with bold font used to represent new language and strikethrough font used to show language to be removed. Language has been added and deleted to provide consistency with current practices and between Guidebooks and to aid the reader to better understand the available benefits. References to monthly wages have been removed and replaced with annual salaries or hourly wages depending on exempt or non-exempt status under the Fair Labor Standards Act. Title changes and reclassifications were made where appropriate.

The School Board's Governance Committee met with District management on June 14, 2023 to review the overall plans for modifications and costs for improvements to these Guidebooks to ensure consistency with other employee groups. Highlights of the proposed Guidebooks include:

1. Step advancement for eligible employees in 2023-2024 and 2024-2025.
2. Salary/wage increases and/or market adjustments for all positions in both years with most at 3%.
3. District contributions to health insurance were increased to ensure competitiveness and consistency between the positions in these Guidebooks, which represented a monthly contribution increase for 78% of these employees.
4. Matching contributions towards the 403(b) plan were increased for 83% of these employees. Other retirement benefits were modified to ensure consistency between similarly graded positions.
5. Performance pay provisions were added to the base salary/wage for eligible positions as an improvement and removed from the Guidebooks.

The two-year total package for these proposed Guidebooks combined is \$13,328,065, which represents an increase of \$549,904. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 6.9%. This amount is within the School Board's financial parameters and Dr. Stanley supports the recommendation.

**Recommendation:** Approved the proposed CST and Non-Affiliated Employee Guidebooks

**Desired Outcomes from the Board:** Approval of the proposed CST and Non-Affiliated Employee Guidebooks

**Attachments:**

1. DRAFT bold/strikethrough versions of proposed Guidebooks with changes highlighted in yellow
2. Final clean copies of the proposed Guidebooks





DEFINING EXCELLENCE

~~Classified Supervisors, Confidential Employees & Other Support Staff~~  
**Confidential, Supervisory & Technical (CST) Employees**  
**Compensation and Benefits Guidebook**

**July 1, 2023 through June 30, 2025**

Approved by ISD 273 School Board \_\_\_\_\_.

**CST EMPLOYEE GUIDEBOOK  
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## INTRODUCTION

### ARTICLE I

#### Purpose

**Section 1. Purpose:** Edina Public Schools (“District”) The School District believes that its employees are one of its most important assets. The following Guidebook for classified supervisors, confidential employees, and technology support specialists (“employee”(s)) have been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will Confidential, Supervisor, and Technical (CST) positions. This Guidebook applies to both exempt positions, which are not eligible for overtime, and non-exempt positions, which are eligible for overtime. Whether a position is exempt or non-exempt is shown in Appendices A and B.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

### ARTICLE II

#### Definitions

#### Section 1.01 – Full-Time Employee

A full-time employee is an employee assigned to work 30 hours or more per week.

**Section 1. School District:** School District means Edina Public Schools-Independent School District No. 273.

**Section 2. Employee:** Employee means a person holding a position specified in Appendices A or B of this Guidebook.

**Section 3. Full-time Employee:** An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

**Section 4. Part-time Employee:** An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

**Section 5. Anniversary Date:** The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

**ARTICLE III**  
**Employment**

**Section 2.01. Employment Information:** Employees will be provided with a statement including, at a minimum, the position title, the normal work week and work year, any contingencies or variables, the start date, the monthly or annual salary, and the employee benefits eligibility. A copy of the position job description and a copy of this Guidebook will accompany this employment information. **SECTION MOVED TO COMPENSATION**

**Section 2.02. Credit for Outside Previous Experience**

Experience credit may be granted by the Human Resources Department for appropriate outside experience at the time of employment. **SECTION MOVED TO COMPENSATION**

**Section 2.03 Evaluation Period**

The first year following an employee's initial employment with the District or the first year following promotion will be a special evaluation during which the District will evaluate whether the employee's skills and abilities are a good match with the requirements and responsibilities of the position. The District retains the discretion to terminate an employment relationship when the employee does not appear to be a good fit with the job.

This evaluation period does not affect the fundamental at will nature of the employment relationship with the District.

**Section 2.04 Employee Discipline**

Progressive discipline will be followed as outlined in Policy 403. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for the benefits of this Article.

**ARTICLE III**  
**Compensation Salaries and Benefits**

**Section 1. Employment Information:** **New** Employees will be provided with a statement that includes, at a minimum, the position title, **start date, Fair Labor Standards Act status, hours per week, the normal work week and, days per work** year, any contingencies or variables, the start date, the monthly **hourly wage** or annual salary, and **the employee** benefits eligibility **including any employee costs**. A copy of the position job description and a copy of this **G**uidebook will accompany this employment information.

## **Section 2. Credit for Outside Previous Experience:**

The Human Resources Department may grant experience credit towards the applicable hourly wage or salary schedule as appropriate. Experience credit may be granted by the Human Resources Department for appropriate outside experience at the time of employment.

## **Section 3. Compensation Employee Input Regarding Compensation and Benefits**

The monthly salary for an employee is based upon the wage and salary schedules set forth in Appendices A and B.

While the School District reserves the right to set hourly wages and salaries, it will seek and receive input from employees and their supervisors regarding the hourly wage and salary structure. The input may be in the form of written or oral communication.

### **Section 3.02 – Salary Progression**

Employees employed before January 1st, who are still employed by the District on June 30th, will be given credit for one year of experience for the purposes of salary step increases per Appendix C. **MOVED TO DEFINITIONS SECTION UNDER ANNIVERSARY DATE**

## **Section 4. Custodial Supervisors – Boiler License and Pool Operator Differential**

Each custodial supervisor who furnishes to the Human Resources Department satisfactory evidence of a valid and current boiler operator's license issued by the State of Minnesota will be eligible for an additional monthly salary differential of \$50.00.

Each custodial supervisor who is responsible for a pool and who furnishes to the Human Resources Department satisfactory evidence of a valid and current pool operator certification issued by the State of Minnesota will be eligible for an additional monthly salary differential of \$28.00.

## **Section 5. Custodial Supervisors – Callback Compensation**

Custodial supervisors are eligible for snowplowing overtime in accordance with Section 3.04 and two hours of straight time pay for callbacks to the School District (e.g., alarm calls, emergency calls, building checks).

## **Section 6. Custodial, Grounds and Assistant Transportation Supervisors – Snowplowing Overtime**

Any hours worked outside a custodial, grounds or assistant transportation supervisor's normal work hours for snowplowing purposes will be compensated at one and one-half times their employee's hourly rate based on the salary schedule.

**Section 6. Districtwide Snow Removal Coordination Stipend**

Beginning July 1, 2019, an employee specifically assigned to manage the snow removal for the entire district will receive a stipend of \$7,000.00 per year from July 1, 2021 to June 30, 2022 \$7,000.00 per year from July 1, 2022 to June 30, 2023. This stipend is in addition to the employee’s wage rate under Section 3.01. This stipend will be paid over 24 pay periods.

**Section 7. Uniforms**

Employees serving as a Each custodial supervisor, district grounds supervisor, and/or maintenance workers shall report to work wearing a with the uniform type approved by the Director of Buildings and Grounds Business Services or designee. Items requiring an official logo must be purchased through an approved vendor. Annually The employer will pay an annual uniform allowance to the employee in the amount of \$200. New employees must purchase their uniforms within 30 days after employment and will receive the uniform allowance on their first paycheck.

**ARTICLE IV  
Holidays and Vacation**

There are 11 holidays with pay per year. Placement of these days is determined by the District.

**Section 1. Holidays:** Employees are entitled to paid holidays as designated by the School District. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

Duty Days Per Year	190-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

**Section 2. Vacation**

Full-time employees earn vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Allotted Vacation</u>
1-2	15 days or 120 hours
3-13	20 days or 160 hours
14-19	22 days or 176 hours
20 and above	25 days or 200 hours

Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. ~~The vacation anniversary date upon which any vacation benefit is considered earned will be June 30th. Individuals hired after June 30th will receive prorated vacation.~~ An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Provided that an employee notifies the School District in writing a minimum of ten (10) duty days in advance of intent to resign, the employee may be paid for earned and accrued vacation.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. ~~An employee may carry up to 10 vacation days from one employment year another.~~ The maximum number of vacation days accumulated at the time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

## ARTICLE V Insurance Benefits

**Section 1. Definition of Full-time Employee for the Purpose of Article V:** For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of thirty (30) hours per week in a position covered by this Guidebook with an assigned duty year of one-hundred ninety (190) days or more.

**Section 2. Selection of Carriers:** The selection of insurance carriers and policies will be made by the School District.

**Section 3. Insurance Coverage:** The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

~~**Section 3.08.1. Group Insurance Policies** The District will provide full-time employees the program of group insurance coverage described in Section 3.09. It is understood and agreed that the insurance provisions of this Section are merely descriptive of the coverage provided, and that the eligibility of an employee for benefits is governed by the terms of the master insurance contracts in force between the District and the insurers providing coverage.~~

**Section 4. Medical and Hospitalization Insurance:** The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. ~~Full-time employees may enroll for single, single plus one, or family coverage in the District’s hospitalization medical insurance~~

program. Participation in this program is voluntary. The maximum monthly School District contributions toward the premium will be are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2023	Monthly District Contribution as of January 1, 2024
Single	\$586.95	\$625.92
Single + One	\$1,209.60	\$1342.88
Family	\$1,572.90	\$1764.06

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District’s workers’ compensation insurance carrier or the long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

In the event that the employee selects a hospitalization-medical insurance plan for which the monthly premium is less than the School District contribution, the School District will deposit, into the employee’s health reimbursement account (HRA) or Health Savings Account (HSA), the difference between the School District contribution and the amount of the monthly premium. An employee will make their selection between an HRA or HSA during the School District’s annual open enrollment period, which will be effective as of the new insurance plan year.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District with one employee waiving coverage and covered as a dependent on the other employee’s elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the School District contribution under their Guidebook for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

**Section 5. Dental Insurance:** The School District will offer a dental insurance plan to full-time employees. Eligible employees that elect dental coverage will pay all premium costs via payroll deduction.

**Section 6. Term Life Insurance:** Full-time employees are eligible to participate in the School District’s group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. Life insurance benefits are reduced by 50%

when an employee reaches age 70. The **School** District pays the entire premium for such coverage. Full-time employees may apply for supplemental group term life insurance coverage in \$10,000 increments up to the amount of basic life coverage plus \$5,000. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

**Section 7. Accidental Death and Dismemberment Insurance:** An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

**Section 8. Long-Term Disability Insurance:** Full-time employees are eligible to participate in the **School** District's long term disability insurance program. The **School** District pays the entire premium for this coverage.

**Section 3.10 – Tax-Deferred Savings Plan:** Employees may participate in a tax-deferred 403(b) or 457 plan by contributing a portion of their base salary to the plan. The district matches individual contributions to the annuity fund up to 1% of the employee's basic salary and no greater than \$2,000.00 per year. **MOVED TO ARTICLE VII.**

**Section 9. Flexible Benefit Plans:** An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code. Employees are eligible to participate in the Flexible Benefits Plan established by the District pursuant to Section 125 of the Internal Revenue Code, provided, however, that the employees meet all other requirements for eligibility set forth in the Plan.

## ARTICLE VI Leaves of Absence

**Section 1. Basic Leave Allowance:** Full-time employees will earn twelve (12) days of basic leave each year. be granted a basic leave allowance of one working day per month for absence without deduction from pay. This leave will be deducted from the employee's basic accumulated leave allowance. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions set forth in this Article. Leave not used during any school year will accumulate without limit.

**Section 2. Sick and Family Illness Leave:** One day of basic leave allowance may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

Any employee who has been absent may be required to present a statement from a physician verifying an illness **that prevented them from performing their work duties** and certifying that the employee has recovered sufficiently to return to normal duties. Any employee **who is** absent more than five **(5)** consecutive working days must present this certification. ~~If certification is required for an absence of less than six days, the District will designate the physician and pay the physician's fee. Charges for certification of absences greater than five consecutive working days will be the responsibility of the District unless the employee requires examination by a specified physician, in which instance the employee will assume the cost of the examination.~~

~~An employee receiving wage replacement benefits under the provisions of the Workers' Compensation Act will be paid the difference between the daily compensation received, multiplied by a factor of 1.5, and the employee's daily base salary to the extent that accrued basic leave is available. Employees receiving wage replacement benefits under the provisions of long-term disability insurance will be paid the difference between the daily compensation received and the employee's daily base salary to the extent accrued basic leave is available. Deductions from the employee's basic leave balance will be according to the pro-rata portion of basic leave used.~~

**Section 3. Personal Business Leave:** **An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of emergency.** ~~Up to four days of leave allowance during any one school year may be used by employees for necessary absence required for the transaction of personal business that cannot be completed outside school duty hours. Examples of personal business that qualify for use of leave allowance are court appearances, real estate closings, and significant family events such as weddings and commencement ceremonies or events causing a significant personal or financial hardship. Activities of a social nature do not qualify, nor do avocational activities or negotiations for a change in regular employment. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three duty days in advance, except in cases of extreme emergency.~~ It is not necessary to indicate the reason for the leave on the request.

An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that **their request has been denied.** ~~Supervisor, Human Resources Department, or Superintendent has denied the request.~~

**Section 4. Critical Illness and Bereavement Leave:** **An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family, up to five days of leave allowance may be used per occurrence.** Immediate family includes **an employee's** spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three **(3)**

days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

**Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability**

**Benefits:** An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

**Section 6. Sick Leave Pool:** A sick leave pool exists for eligible employees. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident or illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work for sixty-five (65) consecutive workdays. After sixty-five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier.

~~**Section 4.03 – Short Term Disability Leave:** For the duration of the contract, refer to the Sick Leave Pool Memorandum of Understanding which supersedes this section upon establishment of the Sick Leave Pool. The District will provide short term disability leave coverage for employees who have exhausted accumulated basic leave days prior to the commencement of long-term income protection insurance benefits. An employee will become eligible for short-term disability leave coverage after the employee has been continuously disabled and unable to work for 15 consecutive duty days, if certified by a physician. Short term disability leave payments commence as of the duty day following the last day of sick leave payment and continue only for the period during which the employee remains continuously disabled and unable to work, as certified by the physician. Short term disability leave payments cease after the 65th duty day of absence. Short term disability leave may only occur once a year, as defined in accordance with the District's FMLA practices.~~

**Section 7. Family, Medical and Parental Leaves:** The **School** District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the **School** District on a case-by-case basis.

~~**Section 4.08 – Parental Leave** Any employee is eligible for a parental leave of absence without pay for a period of up to twelve (12) months **for the birth of a child or the placement of a child with the employee for adoption**, including any period of related family medical or parental leave, for child care. The employee must **request** submit an application for parental leave at least **sixty (60)** calendar days before such leave is to begin. The **sixty (60)** day **notice** requirement may be waived when an emergency makes this notice impossible. **Any period of**~~

parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Parental leave begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of a parental leave results in termination of employment. On return from leave, an the employee will be reinstated to their employee's original job or to the most similar position available and retain all years of service seniority and leave benefits accrued prior to taking the leave of absence.

**Section 8. Judicial Leave:** An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular hourly wage or salary and the fee received for such jury or court duty.

**Section 9. Incentive Leave:** The School District will grant one (1) unrestricted incentive leave day with pay to any employee who completed their full prior duty year without using any leave allowance for personal sick leave, or family illness leave, or personal business leave. This incentive leave day may be used upon three (3) days written notice to the employee's supervisor, provided the leave does not impair the operation of the department or School District. This incentive day does not carry forward from one fiscal year to the next year.

**Section 10. Religious Observance Leave:** An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the Human Resources Department at least three (3) duty days in advance of the requested date.

**Section 11. Emergency Closings:** In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

**Section 12. Superintendent's Discretionary Leave:** Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

## ARTICLE VII Tax-Deferred Savings Plan

**Section 1. Tax-Deferred Matching Contribution:** Employees may participate in a the School District's tax-deferred 403(b) or 457 plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent 1% of the employee's basic base wages or salary and no greater than \$2,000.00 per year.

The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with

the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a wage or salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

## ARTICLE VIII Retirement Benefits Pay

### **Section 1. Retirement Eligibility and Benefits:**

Full-time employees will receive as severance pay \$750 for each year of continuous service with the School District if they meet the following qualifications:

1. Completed at least fifteen (15) years of continuous service with the School District;
2. Completed at least seven (7) years of service employed in positions covered by this Guidebook; and
3. Reached fifty-five (55) years of age.

Employees must submit a written resignation to the School District at least ten (10) duty days prior to the last day of employment.

**Section 2. Payment Procedures:** Payment will be paid by the School District into an employee's 403(b) account within thirty (30) days of the effective date of retirement or as soon thereafter as is administratively practical. If an employee retiree dies before the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased's estate.

**Section 3. Medical and Hospitalization Insurance:** A full-time employee who receives a severance payment under this Article is eligible for a School District contribution equal to the School District's contribution for single coverage at the time of retirement. The School District's contribution will increase each year by the same amount as the School District's contribution to single coverage for active employees during the retiree's period of eligibility.

This employer premium contribution will cease as of the expiration of five (5) years from the date of retirement or the employee's death, whichever is earlier. The School District may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the School District, eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere are ineligible to continue in the School District plan.

**ARTICLE IX**  
**Compensation for Exempt Positions**  
*(Positions Listed in Appendix A)*

**Section 1. Base Salaries:** All base salaries are based on two-hundred sixty (260) days and forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than two-hundred sixty (260) days, or less than forty (40) hours per week.

**Section 2. Salary Schedules:**

**2023-2024**

Step	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII	Level IX
1	\$83,713	\$81,160	\$75,394	\$72,787	\$70,438	\$68,634	\$62,244	\$59,203	\$57,176
2	\$88,583	\$85,881	\$78,787	\$77,014	\$74,517	\$72,614	\$65,883	\$62,627	\$60,489
3	\$93,465	\$90,591	\$82,332	\$81,216	\$78,596	\$76,581	\$69,450	\$66,038	\$63,801
4	\$98,328	\$95,313	\$87,192	\$85,474	\$83,587	\$80,604	\$73,089	\$69,493	\$67,119

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.*

**2024-2025**

Step	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII	Level IX
1	\$86,225	\$83,595	\$77,656	\$74,971	\$72,552	\$70,693	\$64,111	\$60,979	\$58,891
2	\$91,240	\$88,457	\$81,151	\$79,324	\$76,753	\$74,792	\$67,859	\$64,506	\$62,303
3	\$96,269	\$93,309	\$84,802	\$83,652	\$80,954	\$78,879	\$71,533	\$68,019	\$65,715
4	\$101,278	\$98,172	\$89,808	\$88,038	\$86,095	\$83,022	\$75,282	\$71,578	\$69,133

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.*

**ARTICLE X**  
**Compensation for Non-Exempt Positions**  
*(Positions Listed in Appendix B)*

**Section 1. Compensation:** Hourly wage individual salary increases for CST these employees are contingent on a satisfactory performance evaluation.

**Section 2. Hourly Wage Schedules:**

**2023-2024**

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$37.88	\$30.04	\$28.18	\$27.56	\$25.19
2	\$40.07	\$31.78	\$29.80	\$29.15	\$26.65
3	\$42.27	\$33.51	\$31.44	\$30.75	\$28.11
4	\$44.47	\$35.25	\$33.06	\$32.34	\$29.56

Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.

**2024-2025**

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$39.01	\$30.94	\$29.03	\$28.39	\$25.95
2	\$41.27	\$32.73	\$30.70	\$30.03	\$27.45
3	\$43.54	\$34.51	\$32.38	\$31.67	\$28.95
4	\$45.80	\$36.32	\$34.06	\$33.31	\$30.46

Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.

**Appendix A**  
**CST Exempt Positions**

Position	Position Level
Technical Operations Administrator	I
Buildings and Grounds Manager	II
Payroll Manager	III
Technical Operations Developer	IV
Benefits Coordinator	V
Cultural Liaison	V
District Accountant	V
Technical Operations Analyst – Business Intelligence	V
Student Enrollment Coordinator	V
Student Information Supervisor Coordinator	V
Technical Operations Analyst - Communications	V
Assistant Supervisor of Transportation	VI
Custodial Supervisor (ECC; EHS)	VI
Custodial Supervisor (MS)	VII
Activities Coordinator	VIII
Custodial Supervisor (ELEM)	VIII
District-Wide Grounds Supervisor	IX

The above appendix provides supplementary information to aid the reader’s understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

**Appendix B**  
**CST Non-Exempt Positions**

Position	Position Level
Superintendent's <b>Executive Assistant Secretary</b>	X
Accounting Specialist	XI
District Maintenance I	XI
Human Resources Specialist	XI
Payroll Specialist	XI
Lead Technology Support Specialist	XII
Technical Operations Analyst – Audio Visual	XII
Technical Operations Analyst – Info & Identity	XII
Technical Operations Analyst - Workstations	XII
District Maintenance II	XIII
Confidential Department Specialist	XIV
Digital Media Specialist	XIV

**The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.**

**APPENDIX A**

**Monthly Salaries for Exempt Employees**

**District Wide Grounds Supervisor**

**District Maintenance II**

Steps	2021-22 Salary	2022-23 Salary
1	\$4478	\$4545
2	\$4742	\$4813
3	\$5006	\$5081
4	\$5268	\$5347

**Elementary School Custodial Supervisor**

Steps	2021-22 Salary	2022-23 Salary
1	\$4639	\$4709
2	\$4912	\$4986
3	\$5184	\$5262
4	\$5457	\$5539

**Middle School Custodial Supervisor**

Steps	2021-22 Salary	2022-23 Salary
1	\$4882	\$4955
2	\$5169	\$5247
3	\$5456	\$5538
4	\$5744	\$5830

**Senior High Custodial Supervisor**

**ECC Custodial Supervisor**

Steps	2021-22 Salary	2022-23 Salary
1	\$5391	\$5472
2	\$5708	\$5794
3	\$6025	\$6115
4	\$6343	\$6438

**District Accountant**

**Human Resources Compensation & Benefits Specialist**

**Payroll Supervisor**

Steps	2021-22 Salary	2022-23 Salary
1	\$5514	\$5597
2	\$5838	\$5926
3	\$6163	\$6255
4	\$6487	\$6584

**Student Information Supervisor**

Steps	2021-22 Salary	2022-23 Salary
1	\$5535	\$5618
2	\$5860	\$5948
3	\$6185	\$6278
4	\$6511	\$6609

**APPENDIX A Continued...**

**Supervisor of Human Resources**

Steps	2021-22 Salary	2022-23 Salary
1	\$5605	\$5689
2	\$5936	\$6025
3	\$6266	\$6360
4	\$6595	\$6694

**Payroll Manager**

Steps	2021-22 Salary	2022-23 Salary
1	\$5514	\$5597
2	\$5838	\$5926
3	\$6163	\$6255
4	\$6868	\$6971

**Technical Operations Developer – Applications and Web  
Technical Operations Developer – Systems**

Steps	2021-22 Salary	2022-23 Salary
1	\$5722	\$5808
2	\$6059	\$6150
3	\$6394	\$6490
4	\$6731	\$6832

**Assistant Controller**

Steps	2021-22 Salary	2022-23 Salary
1	\$6314	\$6409
2	\$6686	\$6786
3	\$7055	\$7161
4	\$7428	\$7539

**Buildings and Grounds Manager**

Steps	2021-22 Salary	2022-23 Salary
1	\$6387	\$6483
2	\$6764	\$6865
3	\$7139	\$7246
4	\$7515	\$7628

**Supervisor of Technology Services**

**Technical Operations Administrator – Network**

Steps	2021-22 Salary	2022-23 Salary
1	\$6593	\$6692
2	\$6981	\$7086
3	\$7370	\$7481
4	\$7756	\$7872

**Supervisor of Transportation**

Steps	2021-22 Salary	2022-23 Salary
1	\$7357	\$7467
2	\$7791	\$7908
3	\$8223	\$8346
4	\$8656	\$8786

Custodial Supervisors are eligible for snowplowing overtime in accordance with Section 3.04 and two hours of straight time pay for callbacks to the District (e.g. alarm calls, emergency calls, building checks). **MOVED TO ARTICLE III.**

Individual salary increases for these employees are contingent on a satisfactory performance evaluation. **MOVED TO ARTICLE IX AND X.**

**APPENDIX B**

**Monthly Salaries for Non-Exempt Employees**

**Com./ Digital Media Specialist**

Steps	2021-22 Salary	2022-23 Salary
1	\$3678	\$3733
2	\$3893	\$3951
3	\$4111	\$4173
4	\$4326	\$4391

**Technical Operations Specialist – Repair Services**

Steps	2021-22 Salary	2022-23 Salary
1	\$3747	\$3803
2	\$3969	\$4029
3	\$4190	\$4253
4	\$4409	\$4475

**Confidential Department Specialist**

Steps	2021-22 Salary	2022-23 Salary
1	\$4097	\$4158
2	\$4338	\$4403
3	\$4579	\$4648

4 \$4821 \$4893

**Assistant Supervisor of Transportation**

Steps	2021-22 Salary	2022-23 Salary
1	\$4490	\$4557
2	\$4753	\$4824
3	\$5018	\$5093
4	\$5282	\$5361

**Technical Operations Analyst – Information and Identity Systems**

**Technical Operations Analyst – Workstation Deployment**

**Technical Operations Analyst – Audio Visual Services**

Steps	2021-22 Salary	2022-23 Salary
1	\$4592	\$4661
2	\$4861	\$4934
3	\$5132	\$5209
4	\$5401	\$5482

**APPENDIX B Continued...**

**Accounting Specialist**

**Director of Business Services Secretary**

**Human Resources Specialist**

**Payroll Specialist**

Steps	2021-22 Salary	2022-23 Salary
1	\$4716	\$4787
2	\$4992	\$5067
3	\$5270	\$5349
4	\$5548	\$5631

**District Maintenance I**

Steps	2021-22 Salary	2022-23 Salary
1	\$4900	\$4974
2	\$5188	\$5266
3	\$5475	\$5557
4	\$5764	\$5850

**Technical Operations Analyst – Communications**

**Instructional Technology Specialist**

Steps	2021-22 Salary	2022-23 Salary
1	\$5373	\$5454
2	\$5691	\$5776
3	\$6007	\$6097
4	\$6322	\$6417

**Superintendent's Secretary**

Steps	2021-22 Salary	2022-23 Salary
1	\$6199	\$6292
2	\$6563	\$6661
3	\$6928	\$7032
4	\$7292	\$7401

Individual salary increases for these employees are contingent on a satisfactory performance evaluation. **MOVED TO ARTICLE IX AND X.**

**Memorandum of Understanding**

**between the Classified Supervisors, Confidential Employees, Other Support Staff and Independent School District 273, Edina Public Schools**

This Memorandum of Understanding is entered into between the Classified Supervisors, Confidential Employees, Other Support Staff ("Professional Employment Group") and the Independent School District 273, Edina Public Schools ("District") to create a committee with the purpose of creating a performance based incentive program for employees in the Professional Employment Group for the 2021-2022 and 2022-2023 school years.

The committee will assist in facilitating the Performance Based Incentive Program through monitoring timelines, evaluation criteria, and the reporting process for the Performance Based Incentive Program during the 2021-2022 and 2022-2023 school years. Employees and Supervisors may report their goals and progress online. The committee will consist of three Professional Employment Group members and two District representatives.

An amount up to \$1000.00 per member has been set aside in each school year of the 2021-2023 Agreement between the Professional Employment Group and the District for implementation of this program is comprised of meeting individual goals. The implementation of the Performance Based Incentive Program will require approval of the Professional Employment Group and School Board.

For the Professional Employment Group: \_\_\_\_\_ For the District: \_\_\_\_\_  
\_\_\_\_\_  
Negotiator \_\_\_\_\_ Director of Human Resources and Operations  
\_\_\_\_\_  
Negotiator \_\_\_\_\_ Director of Business Services  
\_\_\_\_\_  
Negotiator \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**PERFORMANCE INCENTIVE ELIMINATED AND \$1,000 AMOUNT ADDED TO HOURLY WAGE/SALARY SCHEDULES IN YEAR 1 OF PROPOSED GUIDEBOOK.**



DEFINING EXCELLENCE

**Confidential, Supervisory & Technical (CST) Employees  
Compensation and Benefits Guidebook**

**July 1, 2023 through June 30, 2025**

Approved by ISD 273 School Board \_\_\_\_\_.

**CST EMPLOYEE GUIDEBOOK  
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**ARTICLE I**  
**Purpose**

**Section 1. Purpose:** The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will Confidential, Supervisor, and Technical (CST) positions. This Guidebook applies to both exempt positions, which are not eligible for overtime, and non-exempt positions, which are eligible for overtime. Whether a position is exempt or non-exempt is shown in Appendices A and B.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

**ARTICLE II**  
**Definitions**

**Section 1. School District:** School District means Edina Public Schools-Independent School District No. 273.

**Section 2. Employee:** Employee means a person holding a position specified in Appendices A or B of this Guidebook.

**Section 3. Full-time Employee:** An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

**Section 4. Part-time Employee:** An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

**Section 5. Anniversary Date:** The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

**ARTICLE III**  
**Compensation**

**Section 1. Employment Information:** New employees will be provided with a statement that includes position title, start date, Fair Labor Standards Act status, hours per week, days per year, any contingencies or variables, the hourly wage or annual salary, and benefits eligibility including any employee costs. A copy of the position job description and a copy of this Guidebook will accompany this employment information.

**Section 2. Credit for Previous Experience:** The Human Resources Department may grant experience credit towards the applicable hourly wage or salary schedule as appropriate.

**Section 3. Employee Input Regarding Compensation and Benefits:** While the School District reserves the right to set hourly wages and salaries, it will seek and receive input from employees and their supervisors regarding the hourly wage and salary structure. The input may be in the form of written or oral communication.

**Section 4. Custodial Supervisors – Boiler License and Pool Operator Differential:** Each custodial supervisor who furnishes to the Human Resources Department satisfactory evidence of a valid and current boiler operator's license issued by the State of Minnesota will be eligible for an additional monthly salary differential of \$50.00.

Each custodial supervisor who is responsible for a pool and who furnishes to the Human Resources Department satisfactory evidence of a valid and current pool operator certification issued by the State of Minnesota will be eligible for an additional monthly salary differential of \$28.00.

**Section 5. Custodial Supervisors – Callback Compensation:** Custodial supervisors are eligible for two hours of straight time pay for callbacks to the School District (e.g., alarm calls, emergency calls, building checks).

**Section 6. Custodial, Grounds and Assistant Transportation Supervisors – Snowplowing Overtime:** Any hours worked outside a custodial, grounds or assistant transportation supervisor's normal work hours for snowplowing purposes will be compensated at one and one-half times their hourly rate based on the salary schedule.

**Section 7. Uniforms:** Employees serving as a custodial supervisor, district grounds supervisor, and/or maintenance worker shall report to work wearing a uniform approved by the Director of Buildings and Grounds. Items requiring an official logo must be purchased through an approved vendor. The employer will pay an annual uniform allowance to the employee in the amount of \$200. New employees must purchase their uniforms within 30 days after employment and will receive the uniform allowance on their first paycheck.

#### **ARTICLE IV Holidays and Vacation**

**Section 1. Holidays:** Employees are entitled to paid holidays as designated by the School District. The number of paid holidays that an employee receives is based on their duty year as shown on the following schedule:

<b>Duty Days Per Year</b>	<b>190-219 Days</b>	<b>220-234 Days</b>	<b>235-259 Days</b>	<b>260 Days</b>
<b>Number of Paid Holidays</b>	9	10	11	12

**Section 2. Vacation**

Full-time employees earn vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Allotted Vacation</u>
1-2	15 days or 120 hours
3-13	20 days or 160 hours
14-19	22 days or 176 hours
20 and above	25 days or 200 hours

Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. An employee who terminates employment during the fiscal year and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

Provided that an employee notifies the School District in writing a minimum of ten (10) duty days in advance of intent to resign, the employee may be paid for earned and accrued vacation.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is ten (10) days. The maximum number of vacation days accumulated at the time employment is severed will be ten (10) carryover days plus prorated vacation days earned in the current fiscal year.

**ARTICLE V**  
**Insurance Benefits**

**Section 1. Definition of Full-time Employee for the Purpose of Article V:** For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of thirty (30) hours per week in a position covered by this Guidebook with an assigned duty year of one-hundred ninety (190) days or more.

**Section 2. Selection of Carriers:** The selection of insurance carriers and policies will be made by the School District.

**Section 3. Insurance Coverage:** The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

**Section 4. Medical and Hospitalization Insurance:** The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in this program is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of January 1, 2023	Monthly District Contribution as of January 1, 2024
Single	\$586.95	\$625.92
Single + One	\$1,209.60	\$1342.88
Family	\$1,572.90	\$1764.06

Employees enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum School District contribution toward the type of coverage for which the employee is enrolled. An employee receiving wage replacement benefits from the School District’s workers’ compensation or long-term disability insurance carriers is eligible for the employer contribution for health and hospitalization-medical insurance.

In the event that the employee selects a hospitalization-medical insurance plan for which the monthly premium is less than the School District contribution, the School District will deposit, into the employee’s health reimbursement account (HRA) or Health Savings Account (HSA), the difference between the School District contribution and the amount of the monthly premium. An employee will make their selection between an HRA or HSA during the School District’s annual open enrollment period, which will be effective as of the new insurance plan year.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District with one employee waiving coverage and covered as a dependent on the other employee’s elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the School District contribution under their Guidebook for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

**Section 5. Dental Insurance:** The School District will offer a dental insurance plan to full-time employees. Eligible employees that elect dental coverage will pay all premium costs via payroll deduction.

**Section 6. Term Life Insurance:** Full-time employees are eligible to participate in the School District's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. Life insurance benefits are reduced by 50% when an employee reaches age 70. The School District pays the entire premium for such coverage. Full-time employees may apply for supplemental group term life insurance coverage in \$10,000 increments up to the amount of basic life coverage plus \$5,000. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

**Section 7. Accidental Death and Dismemberment Insurance:** An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to one time the employee's basic annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

**Section 8. Long-Term Disability Insurance:** Full-time employees are eligible to participate in the School District's long term disability insurance program. The School District pays the entire premium for this coverage.

**Section 9. Flexible Benefit Plans:** An eligible employee may participate in the Flexible Spending Plans established by the School District pursuant to Section 125 of the Internal Revenue Code.

## **ARTICLE VI Leaves of Absence**

**Section 1. Basic Leave Allowance:** Full-time employees will earn twelve (12) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee who is hired after July 1 will have their basic leave allowance prorated for a partial year of service. Unused basic leave may accumulate without limit.

**Section 2. Sick and Family Illness Leave:** One day of basic leave may be used by an employee for each day of absence due to personal illness or injury. An employee may use accumulated basic leave as reasonably necessary to care for their child, spouse, parent, and others in accordance with state law.

An employee who has been absent may be required to present a statement from a physician verifying an illness that prevented them from performing their work duties and certifying that the employee has recovered sufficiently to return to normal duties. An employee who is absent more than five (5) consecutive working days must present this certification.

**Section 3. Personal Business Leave:** An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of normal work hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date,

except in cases of emergency. It is not necessary to indicate the reason for the leave on the request.

An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that their request has been denied.

**Section 4. Critical Illness and Bereavement Leave:** An employee may use up to five (5) days of accrued basic leave due to a death or critical illness in the immediate family. Immediate family includes an employee's spouse, children, parents, brothers, sisters, grandparents, and in-laws of a similar degree of relationship. For death or critical illness in other than the immediate family, up to three (3) days of leave allowance may be used per occurrence upon approval of the Human Resources Department.

**Section 5. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits:** An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of basic leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

**Section 6. Sick Leave Pool:** A sick leave pool exists for eligible employees. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident or illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work for sixty-five (65) consecutive workdays. After sixty-five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier.

**Section 7. Family, Medical and Parental Leaves:** The School District complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined by the School District on a case-by-case basis.

An employee is eligible for a parental leave of absence without pay for a period of up to twelve (12) months for the birth of a child or the placement of a child with the employee for adoption, including any period of related family medical or parental leave. The employee must request parental leave at least sixty (60) calendar days before such leave is to begin. The sixty (60) day notice requirement may be waived when an emergency makes this notice impossible. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

Parental leave begins at a date agreed upon between the School District and the employee. Unless approved by the School District, failure to return to work upon expiration of a parental

leave results in termination of employment. On return from leave, an employee will be reinstated to their original job or to the most similar position available and retain all years of service and leave benefits accrued prior to taking the leave of absence.

**Section 8. Judicial Leave:** An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular hourly wage or salary and the fee received for such jury or court duty.

**Section 9. Incentive Leave:** The School District will grant one (1) unrestricted incentive leave day with pay to any employee who completed their prior duty year without using any leave allowance for sick or family illness leave, or personal business leave. This incentive leave day may be used upon three (3) days written notice to the employee's supervisor, provided the leave does not impair the operation of the department or School District. This incentive day does not carry forward from one fiscal year to the next.

**Section 10. Religious Observance Leave:** An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the Human Resources Department at least three (3) duty days in advance of the requested date.

**Section 11. Emergency Closings:** In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

**Section 12. Superintendent's Discretionary Leave:** Other leave of absence requests not stated in this Article are subject to the discretion of the Superintendent.

## **ARTICLE VII Tax-Deferred Savings Plan**

**Section 1. Tax-Deferred Matching Contribution:** Employees may participate in the School District's tax-deferred 403(b) plan by contributing a portion of their base wages or salary to the plan. The School District matches individual contributions to the annuity fund up to two (2) percent of the employee's base wages or salary and no greater than \$2,000.00 per year.

The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a wage or salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

**ARTICLE VIII**  
**Retirement Benefits**

**Section 1. Retirement Eligibility and Benefits:**

Full-time employees will receive as severance pay \$750 for each year of continuous service with the School District if they meet the following qualifications:

1. Completed at least fifteen (15) years of continuous service with the School District;
2. Completed at least seven (7) years of service employed in positions covered by this Guidebook; and
3. Reached fifty-five (55) years of age.

Employees must submit a written resignation to the School District at least ten (10) duty days prior to the last day of employment.

**Section 2. Payment Procedures:** Payment will be paid by the School District into an employee's 403(b) account within thirty (30) days of the effective date of retirement or as soon thereafter as is administratively practical. If an employee retiree dies before the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased's estate.

**Section 3. Medical and Hospitalization Insurance:** A full-time employee who receives a severance payment under this Article is eligible for a School District contribution equal to the School District's contribution for single coverage at the time of retirement. The School District's contribution will increase each year by the same amount as the School District's contribution to single coverage for active employees during the retiree's period of eligibility.

This employer premium contribution will cease as of the expiration of five (5) years from the date of retirement or the employee's death, whichever is earlier. The School District may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the School District, eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer-paid group medical plan elsewhere are ineligible to continue in the School District plan.

**ARTICLE IX**  
**Compensation for Exempt Positions**  
*(Positions Listed in Appendix A)*

**Section 1. Base Salaries:** All base salaries are based on two-hundred sixty (260) days and forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than two-hundred sixty (260) days, or less than forty (40) hours per week.

**Section 2. Salary Schedules:**

**2023-2024**

Step	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII	Level IX
1	\$83,713	\$81,160	\$75,394	\$72,787	\$70,438	\$68,634	\$62,244	\$59,203	\$57,176
2	\$88,583	\$85,881	\$78,787	\$77,014	\$74,517	\$72,614	\$65,883	\$62,627	\$60,489
3	\$93,465	\$90,591	\$82,332	\$81,216	\$78,596	\$76,581	\$69,450	\$66,038	\$63,801
4	\$98,328	\$95,313	\$87,192	\$85,474	\$83,587	\$80,604	\$73,089	\$69,493	\$67,119

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.*

**2024-2025**

Step	Level I	Level II	Level III	Level IV	Level V	Level VI	Level VII	Level VIII	Level IX
1	\$86,225	\$83,595	\$77,656	\$74,971	\$72,552	\$70,693	\$64,111	\$60,979	\$58,891
2	\$91,240	\$88,457	\$81,151	\$79,324	\$76,753	\$74,792	\$67,859	\$64,506	\$62,303
3	\$96,269	\$93,309	\$84,802	\$83,652	\$80,954	\$78,879	\$71,533	\$68,019	\$65,715
4	\$101,278	\$98,172	\$89,808	\$88,038	\$86,095	\$83,022	\$75,282	\$71,578	\$69,133

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.*

**ARTICLE X**

**Compensation for Non-Exempt Positions**

*(Positions Listed in Appendix B)*

**Section 1. Compensation:** Hourly wage increases for CST employees are contingent on a satisfactory performance evaluation.

**Section 2. Hourly Wage Schedules:**

**2023-2024**

Step	Level X	Level XI	Level XII	Level XIII	Level XIV
1	\$37.88	\$30.04	\$28.18	\$27.56	\$25.19
2	\$40.07	\$31.78	\$29.80	\$29.15	\$26.65
3	\$42.27	\$33.51	\$31.44	\$30.75	\$28.11
4	\$44.47	\$35.25	\$33.06	\$32.34	\$29.56

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.*

**2024-2025**

<b>Step</b>	<b>Level X</b>	<b>Level XI</b>	<b>Level XII</b>	<b>Level XIII</b>	<b>Level XIV</b>
<b>1</b>	\$39.01	\$30.94	\$29.03	\$28.39	\$25.95
<b>2</b>	\$41.27	\$32.73	\$30.70	\$30.03	\$27.45
<b>3</b>	\$43.54	\$34.51	\$32.38	\$31.67	\$28.95
<b>4</b>	\$45.80	\$36.32	\$34.06	\$33.31	\$30.46

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.*

**Appendix A  
CST Exempt Positions**

Position	Position Level
Technical Operations Administrator	I
Buildings and Grounds Manager	II
Payroll Manager	III
Technical Operations Developer	IV
Technical Operations Analyst - Communications	V
Benefits Coordinator	V
Cultural Liaison	V
District Accountant	V
Student Enrollment Coordinator	V
Student Information Coordinator	V
Assistant Supervisor of Transportation	VI
Custodial Supervisor (ECC; EHS)	VI
Custodial Supervisor (MS)	VII
Activities Coordinator	VIII
Custodial Supervisor (ELEM)	VIII
District-Wide Grounds Supervisor	IX

The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

**Appendix B  
CST Non-Exempt Positions**

<b>Position</b>	<b>Position Level</b>
Superintendent's Executive Assistant	X
Accounting Specialist	XI
District Maintenance I	XI
Human Resources Specialist	XI
Payroll Specialist	XI
Lead Technology Support Specialist	XII
Technical Operations Analyst – Audio Visual	XII
Technical Operations Analyst – Info & Identity	XII
Technical Operations Analyst - Workstations	XII
District Maintenance II	XIII
Confidential Department Specialist	XIV
Digital Media Specialist	XIV

The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.



DEFINING EXCELLENCE

**Non-Affiliated Employees  
Compensation and Benefits Guidebook**

**July 1, 2023 through June 30, 2025**

Approved by ISD 273 School Board \_\_\_\_\_.

**NON-AFFILIATED EMPLOYEE GUIDEBOOK  
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## INTRODUCTION

### ARTICLE I

#### Purpose

**Section 1. Purpose:** Edina Public Schools The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will, non-affiliated positions. This Guidebook applies to exempt positions, which are not eligible for overtime. The following guidebook for its non-affiliated employees has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. This guidebook has been approved by the Board of Education of Independent School Employer No. 23, Edina Public Schools (“Employer”):

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

#### 1.1 Employment Information

An employee will be provided with employment information including the position title, the employee’s regular work assignment, the employee’s start date, salary information, and if the employee is eligible for benefits. This guidebook is available on the district’s website.

#### 1.2 Preliminary Evaluation Period

The first year of an employee’s initial employment with the Employer or the first year following a new assignment will be a preliminary evaluation period during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the position’s requirements and responsibilities. The Employer retains the discretion to terminate an employment relationship when the employee for any reason during this first-year evaluation period.

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

## WORK YEAR

#### 2.1 Duty Days

In general, an employee works all calendar days, except those designated as holidays by the District. The appendices to the guidebook contain any exceptions to this general statement.

**SEE DEFINITIONS IN ARTICLE II.**

**ARTICLE II  
Definitions**

**Section 1. School District:** School District means Edina Public Schools-Independent School District No. 273.

**Section 2. Employee:** Employee means a person holding a position specified in Appendix A of this Guidebook.

**Section 3. Full-time Employee:** An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

**Section 4. Part-time Employee:** An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

**Section 5. Anniversary Date:** The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

**ARTICLE III  
Holidays and Vacation**

~~2.2 Holidays~~ During the employee's duty year, an employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee's salary.

**Section 1. Holidays:** Employees are entitled to paid holidays as designated by the School District. Holiday pay is incorporated into an employee's annual salary. The number of paid holidays that an employee receives is based on their assigned duty year as shown on the following schedule:

Duty Days Per Year	210-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

**Section 2. Vacation:** In general, a full time, full year employee receives 25 vacation days annually. This provision may be prorated based upon an employee's work year or an employee's assignment. The appendices to the guidebook contain any exceptions to this general statement. Full-time employees earn twenty-five (25) days of vacation each year. Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

A full-time, full-year employee may carry forward up to 25 vacation days into the next fiscal year. The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is twenty-five (25) days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee properly terminating employment, as determined by the School District, will receive payment for any earned and unused vacation. An employee whose employment is terminated by the School District will receive payment for any earned and unused vacation accrued at the time of termination. An employee who terminates employment and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit. An employee who provides proper notice, as determined by the Employer, when leaving employment or has the employee's yearly contract non-renewed will receive remaining unused vacation days, based upon an accrual at the time of employment termination.

**Section 3. Calculation of Daily Rate of Pay for Vacation Payout:** To determine a two-hundred sixty (260) day employee's daily rate of pay when calculating vacation payout, the employee's annual base salary is divided by 229 days. If an employee's work year is for fewer than two-hundred sixty (260) days, then the employee's annual base salary is divided by the number of days in the employee's work year.

#### ARTICLE IV Leaves of Absence

**Section 1. Basic Leave:** A Full-time, full-year employee receives earn eighteen (18) days of basic leave each year annually on July 1. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. An employee who is hired or whose employment is terminated will have their basic leave allowance prorated for a partial fiscal years of service. Unused basic leave may accumulate without limit.

**Section 2. Personal Illness Leave:** An employee may use one (1) day of accumulated basic leave for each day of personal illness. An employee who has been absent may be required to present a statement to the human resources department from a physician verifying an illness that prevented the employee from working and certifying that the employee has recovered sufficiently to return to the employee's normal duties. An employee who is absent for more than five (5) consecutive duty days may will be required to present this certification. If the School District requires a certification for an absence of less than six (6) days, then it will designate the physician and be responsible for paying the cost of the physician's examination.

For certification of absences greater than five (5) consecutive working days, an employee will be responsible for paying the cost of the physician's examination unless the School District requires examination by a specified physician, in which instance the School District will be responsible for paying the cost of the examination.

**Section 3. Family Illness or Bereavement Leave:** An employee may use a reasonable amount of accumulated basic leave for absences due to an illness or injury to the employee's dependent child, spouse, mother, father, mother-in-law, father-in-law, or others in accordance with state law. For reasonable periods as the employee's administrator's attendance with the child may be necessary, on the same terms the employee is able to use accumulated basic leave for the employee's own illness or injury. For absence because of illness in the family, an employee may deduct a reasonable amount of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, or others required by state law. When a physician certifies that in-home care is essential because of illness or injury of an employee's spouse, the employee may deduct up to fifteen (15) days from accumulated basic leave.

**Section 4. Bereavement Leave:** With approval of the human resources department, an employee may use a reasonable amount of accumulated basic leave due to the death of a family member or friend. For absence because of death in the family or friends, an employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction. per incident from accumulated basic leave at no salary deduction. The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.

**Section 5. Personal Business Leave:** For absence required for the transaction of personal business that cannot be completed outside normal work hours An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of business hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

**Section 6. Religious Observance Leave:** An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the human resources department at least three (3) duty days in advance of the requested date. Up to three days leave are available to an employee for required religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an employee's accumulated basic leave. Notification must be submitted to the Superintendent, in writing, at least three days prior to such absence.

**Section 7. Basic Leave Coordination with Workers' Compensation and Long-term Disability**

**Benefits:** An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay. Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by an employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to regular daily rate of pay. If the employee exhausts the employee's accumulated basic leave, the employee is entitled only to the workers compensation benefits.

**Section 8. Sick Leave Pool:** A sick leave pool exists for eligible employees who have exhausted their accumulated basic leave. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work for **sixty-five (65)** consecutive workdays. After **sixty-five (65)** consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, **but may** **The employee may, however,** be eligible for LTD **benefits** as determined by the **School District's LTD** carrier.

**Section 9. Parental Leave:** An employee may be granted a full-time leave of absence without pay for a period of up to **twelve (12)** months for the purpose of providing care **and bonding for** a with their newborn or newly adopted child or children. ~~Whenever possible,~~ **Written** application for such leave must be submitted to the human resources department at least four **(4)** months prior to the expected commencement of the leave when possible. **This notice requirement may be waived in cases of emergency. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.**

Parental **leave** may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the School District **Employer** and employee, parental **leave** may also be granted to begin before any period of physical disability resulting from the pregnancy. **However,** **Once** a parental **leave** without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parental **leave** notice only as approved by the **School District Employer** in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the **School District Employer**.

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified as determined by the School District. Any earned and unused basic leave accumulated at the commencement of an employee's parental leave will be credited to the employee upon their return.

An employee on an approved parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the selected insurance coverage the School District's health, dental, and life insurance programs via the Consolidated Omnibus Budget Reconciliation Act (COBRA). To continue such coverage, an employee must remit their premium payments directly to the School District's third-party COBRA administrator within the required timelines. Premium payments must be received by the district's insurance administrator at least one month in advance.

Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law. Any period of parenting leave taken under this provision is used simultaneously with any applicable period of leave for which the employee is eligible under state and federal leave acts.

**Section 10. Judicial Leave:** Employees called upon to serve as a juror in a federal or state court, or subpoenaed as a witness in a court proceeding, will be granted a leave of absence for the time the employee is required to be at the courthouse. Employees will receive all pay and other benefits that would have accrued had they been working during the period of absence for judicial leave, less any compensation received from court administration. An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

**Section 11. Emergency Closings:** In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

**Section 12. Superintendent's Discretionary Leave:** Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

## ARTICLE V Insurance Benefits

**Section 1. Definition of Full-time Employee for the Purpose of Article V:** For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of two-hundred twenty (220) days or more.

**Section 2. Selection of Carriers:** The selection of insurance carriers and policies will be made by the School District.

**Section 3. Insurance Coverage:** The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee's eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

**Section 4. Medical and Hospitalization Insurance:** Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the applicable appendix toward the monthly premium of each full-time employee enrolled in the coverages available. The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District's current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in the medical insurance plan is voluntary. The maximum monthly School District contributions toward the premium are as follows:

Type of Coverage	Monthly District Contribution as of July 1, 2023
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of medical and hospitalization coverage for which the employee is enrolled. If the School District's contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District with one employee waiving coverage and covered as a dependent on the other employee's elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the School District contribution under their Guidebook for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the School District's contribution towards a single medical insurance plan under their spouse's Guidebook or collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

**Section 4. Dental Insurance:** The School District Employer will provide offer a dental insurance plan for to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan. The Employer will

contribute up to the amount designated in the applicable appendices toward the monthly premium for each employee enrolled in the coverages available.

Type of Coverage	School District's Monthly Contribution as of July 1, 2023
Single	\$40
Single + One	\$75
Family	\$121

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

**Section 5. Term Life Insurance:** An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's base annual salary. The School District Employer pays the entire premium for this coverage.

An employee may apply for supplemental coverage in \$10,000 increments up to the employee's basic annual salary. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take and is approved by the insurance carrier for the maximum supplemental life insurance coverage will receive an additional School District employer-paid supplemental coverage in an amount equal to the employee's basic annual salary rounded up to the next whole thousand.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the supplemental life insurance certificate. Premiums for this coverage will be paid by the employee through payroll deduction.

**Section 6. Accidental Death and Dismemberment Insurance:** An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the employee's base annual salary rounded up to the next whole thousand. The School District Employer pays the entire premium for this coverage.

**Section 6. Long-Term Disability Insurance:** The School District provides full-time employees with long-term disability insurance. The School District pays the entire premium for this coverage. LTD claims approved by the insurance carrier provide wage replacement at two-thirds (2/3) of an employee's base salary up to a maximum benefit of \$10,000 per month. An employee receiving long-term disability insurance benefits also remains eligible for the School District's Employer contribution for hospital medical insurance towards medical and hospitalization insurance through the School District's group plans. The Employer will

provide income protection insurance for each employee in the amount of two-thirds (2/3) of the employee's basic salary up to a maximum benefit of \$10,000 per month. Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2) if the disabling event occurs after age 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the employee has not received 12 months in benefits, payments will occur for 12 months. Long term disability benefits are available after age 65 according to a schedule set forth in a revised insurance certificate, and the amount of the benefit is coordinated with Social Security. The Employer pays the entire premium.

**Section 7. Flexible Spending Plans:** An eligible employee is eligible may participate in the Flexible Benefits Plan established by the School District Employer pursuant to Section 125 of the Internal Revenue Code, provided, however that an employee meets all other requirements for eligibility set forth in the Plan.

## ARTICLE VI Professional Expenses

**Section 1. Automobile Travel Reimbursement:** Approved mileage for work-related travel outside of the School District is reimbursed at the current IRS mileage rate. When an employee is requested to represent the Employer at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

**Section 2. Meetings in Pursuit of School District Interests:** The School District Employer will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the School District.

**Section 3. Professional Meetings and Leave:** The School District Employer will reimburse an employee for necessary expenses incurred for approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes.

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance professional meetings, subject matter conferences, professional site visits of an approved school system or institution of higher learning, or the carrying out of other professional duties. Professional leave must be approved in advance by the Superintendent or designee.

**Section 4. Membership in Professional Organizations:** Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the School District Employer. Employees are encouraged to belong to appropriate professional organizations. Accordingly, the School District will pay such membership fees for organizations as are required, directed, or permitted by the employee's supervisor. When the Employer requests an employee to belong to a professional organization, either for a specific fiscal year or on a continuing basis, the Employer will reimburse the employees for fees paid by the Employer.

The **School District Employer** may pay the membership dues for one approved national organization and one approved state organization for each administrator.

**Section 5. Attendance at Conferences on Weekends:** When attending conventions or other professional meetings as requested by the **School District Employer**, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the employee may be flexible in the employee's workweek when weekend meetings or travel occur.

**Section 6. Technology Allowance:** An employee **will be is** eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400, or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carryover this allowance, up to **a maximum of** \$2000.

**Appropriate use of this allowance** ~~Use of funds~~ may include, but are not limited to, hardware/software for professional use that will mutually benefit the **School** District and **the** employee. The technology allowance will not be distributed in **as** salary **addition** ~~or payout~~ to an employee.

## ARTICLE VII Tax-Deferred Savings Plan

**Section 1. Tax-Deferred Matching Contribution:** **Employees may participate in the School District's tax-deferred plan by contributing a portion of their annual base salary to the plan. The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.**

**The School District shall contribute up to three (3) percent of an employee's annual base salary up to a maximum of \$4,250 on an annual basis towards the School District's 403(b) plan when the contribution is matched by the employee.**

## ARTICLE VIII Retirement Benefits

**Section 1. Health Retirement Account (HRA) Contributions:** **Beginning July 1, 2023, all full-time non-affiliated employees will receive an annual contribution towards an HRA in accordance with the schedule provided in this Article. Full-time non-affiliated employees receiving this benefit for the first time will be placed on Year 1 of the schedule in fiscal year**

2024. Full-time non-affiliated employees that were eligible for this benefit on June 30, 2023 will be placed on the appropriate year that corresponds with their start date in their non-affiliated position.

The School District will make annual contributions to an HRA for ten (10) years in accordance with the schedule shown below for a maximum School District contribution of up to sixty-five thousand dollars (\$65,000). The funds contributed to an HRA by the School District vest with the employee after they have served seven (7) consecutive years of full-time employment with the School District. The School District retains control of any funds contributed to an HRA until such funds have vested with the employee. The School District remains responsible to invest any funds and pay any associated fees until the funds have vested with the employee, at which point those responsibilities are transferred to the employee. The School District will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

Year	Contribution to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

**Section 2. Definition of Full-time for Purpose of Article VIII:** For the purpose of this Article, a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of at least two-hundred twenty (220) days. A full-time employee who begins employment after July 1 will receive a prorated contribution for their first year of employment using the number of duty days required for their position as the minimum necessary to receive the full contribution.

## ARTICLE IX Compensation

**Section 1. Base Salaries:** All base salaries are based on two-hundred sixty (260) days and a minimum of forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than two-hundred sixty (260) days, or less than forty (40) hours per week.

**Section 2. Salary Schedules (Positions Listed in Appendix A):**

**2023-2024**

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$129,250	\$109,863	\$114,672	\$108,750	\$98,704
2	\$132,110	\$111,170	\$116,923	\$110,882	\$100,653
3	\$134,709	\$112,934	\$119,218	\$113,057	\$102,743
4	\$137,360	\$113,784	\$121,560	\$115,275	\$106,173
5	\$140,064	\$115,090	\$127,748	\$117,537	\$109,303

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.*

**2024-2025**

Step	Level A	Level B Based on 0.85 FTE	Level C	Level D	Level E
1	\$133,128	\$113,158	\$118,112	\$112,013	\$101,665
2	\$136,073	\$114,505	\$120,430	\$114,208	\$103,673
3	\$138,750	\$116,322	\$122,795	\$116,448	\$105,825
4	\$141,481	\$117,197	\$125,206	\$118,733	\$109,358
5	\$144,266	\$118,543	\$131,580	\$121,063	\$112,582

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.*

**PERFORMANCE INCENTIVES ELIMINATED AND AMOUNTS ADDED TO SALARY SCHEDULES IN YEAR 1 OF PROPOSED GUIDEBOOK.**

**Appendix A**  
**Non-Affiliated Positions**

Position	Position Level
Assistant Director of Business Services	A
Assistant Director of Human Resources	A
Assistant Director of Student Support Services	A
Assistant Director of Teaching and Learning	A
Director of Buildings and Grounds	A
Administrative Dean	B
Data Programming Analyst	C
<b>Supervisor of Edina Virtual Pathways Coordinator</b>	C
Supervisor of Technology Services	C
Supervisor of Transportation Services	C
Supervisor of Health Services	D
Community Involvement Programs Coordinator	E
Digital Learning Coordinator	E
Early Learning Center Coordinator	E
Operations and Facilities Coordinator	E
Student Support Services Coordinator	E
Youth Programs Coordinator	E

The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

**APPENDIX A – Controller and Director of Buildings and Grounds**

**Controller**

Steps	2021-22 Salary	2022-23 Salary
1	\$ 93,399	\$95,734
2	\$ 99,235	\$101,716
3	\$ 105,073	\$107,700
4	\$ 110,911	\$113,684
5	\$ 116,748	\$119,666

**Director of Buildings and Grounds**

Steps	2021-22 Salary	2022-23 Salary
1	\$ 102,003	\$104,553
2	\$108,378	\$111,088
3	\$114,754	\$117,623
4	\$121,129	\$124,158
5	\$127,505	\$130,692

**Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 01/01/21	Effective 01/01/22
Single	\$625.92	\$625.92
Single + One	\$1342.88	\$1342.88
Family	\$1764.06	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 01/01/21
Single	\$40
Single + One	\$75
Family	\$121

**New Hire, Basic Leave Allotment:** A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to any amount provided for a given fiscal year.

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee's goals set with the supervisor will receive up to \$2,150.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

**RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

**Employer's match towards tax-deferred matching contribution: 3%**

**HRA Contribution, For Employees hired after August 1, 2013:**

The Employer will make annual contributions into an HRA for 10 years in accordance with Schedule A for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30<sup>th</sup> of the completed year of service. If the employee was employed prior to June 30, 2016, The Employer's first payment into the HRA was June 30, 2016.

<b>Schedule A (Employees hired after 8/1/2013)</b>	
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8	\$11,500
Year 9	\$15,500
Year 10	\$19,500

**HRA Contribution, For Employees hired before August 1, 2013:**

The Employer will make annual contributions into an HRA for 8 years in accordance with Schedule B for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the fifth consecutive year of contribution. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30th of the completed year of service. The Employer's first payment into the HRA was June 30, 2016.

<b>Schedule B (Employees hired before August 1, 2013)</b>		
Year 1 – June 30, 2016	\$1,000	
Year 2 – June 30, 2017	\$2,000	
Year 3 – June 30, 2018	\$3,000	
Year 4 – June 30, 2019	\$4,000	
Year 5 – June 30, 2020	\$5,000	Vested
Year 6 – June 30, 2021	\$10,000	
Year 7 – June 30, 2022	\$15,000	
Year 8 – June 30, 2023	\$25,000	

**Retirement Payments Benefit:**

Eligibility: To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

Distribution of Retirement Payments (Payment 1 and Payment 2): An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds (2/3) of the retirement incentive payment amount. The remaining one-third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed

by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

Calculation of Early Retirement Incentive Payment (Payment 1): A full time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full time service.

Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full time service.

Employer Contribution to the Health Care Savings Plan: A full time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan must not exceed the employee's last full year salary.

**APPENDIX B – Community Educator Coordinators**

<b>Coordinator</b>		
<b>Steps</b>	<b>2021–22 Salary</b>	<b>2022–23 Salary</b>
1	\$91,322	\$92,235
2	\$94,646	\$95,592
3	\$96,538	\$97,503
4	\$98,566	\$99,552
5	\$101,896	\$102,915
6	\$104,934	\$105,983

**Health Insurance Contribution towards Employer’s Insurance:**

<b>Type of Coverage</b>	<b>Effective 01/01/22</b>	<b>Effective 01/01/23</b>
Single	\$560.00	\$626.00
Single + One	\$930.00	\$1030.00
Family	\$1200.00	\$1400.00

**Dental Insurance Contribution towards Employer’s Insurance:**

<b>Type of Coverage</b>	<b>Effective 01/01/21</b>
Single	\$37.67
Single + One	\$44.56
Family	\$65.78

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee’s goals set with the supervisor may receive up to \$1,200.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

**RETIREMENT BENEFITS**

**Employer’s maximum contribution towards tax-deferred matching contribution: \$2000**

**Employer’s match towards tax-deferred matching contribution: 2%**

**APPENDIX C – Assistant Director – Student Support Services**

<b>Employee's Annual Salary</b>		
<b>Steps</b>	<b>2021–22 Salary</b>	<b>2022–23 Salary</b>
1	\$124,000	\$127,100
2	\$125,500	\$128,638
3	\$127,000	\$130,713
4	\$128,500	\$131,713
5	\$130,000	\$133,250

**Assigned Work Days:** 12 month calendar, full-time

**Basic Leave Allotment:** Per guidebook.

**Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 01/01/22</b>
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 01/01/22</b>
Single	\$40
Single + One	\$75
Family	\$121

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee's goals as set with the supervisor will receive up to \$2150. The amount of performance based pay incentive may vary based on budgetary restrictions and significance of goals achieved.

**Holidays, Vacation Days:** Per guidebook.

**Employer's match towards tax deferred matching contribution:** 2%

**RETIREMENT BENEFITS, EMPLOYED PRIOR TO JULY 1, 2021**

**Early Retirement Incentive Payment:** An employee who has reached age 50 and who has worked (1) a minimum of 15 full years; (2) who elects to voluntarily retire at the end of any academic year; and (3) was employed by the district prior to July 1, 2021 is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An

eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan (25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee's account with the Minnesota State Retirement System's Health Care Savings Plan.

Payment Date	HCSP Amount
Prior to June 30 <sup>th</sup> of Retirement Year	25% of early retirement incentive payment

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

Payment Date	403(b)/457 Amount
July 20 <sup>th</sup> 1 <sup>st</sup> yr	1/3 of 403(b) payment
July 20 <sup>th</sup> 2 <sup>nd</sup> yr	1/3 of 403(b) payment
July 20 <sup>th</sup> 3 <sup>rd</sup> yr	1/3 of 403(b) payment

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Caveat: In no event will a combined total of early retirement incentive pay and additional employer premium contributions exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or After July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

**RETIREMENT BENEFITS, EMPLOYED AFTER JULY 1, 2021**

**HSA Contribution:**

The Employer will make annual contributions into an HRA for 10 years in accordance with the below schedule for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the Employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

	Payment to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

**Retirement Payments Benefit:**

Eligibility: To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

Application: Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application

for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

**Distribution of Retirement Payments (Payment 1 and Payment 2):** An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two thirds (2/3) of the retirement incentive payment amount. The remaining one third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

**Calculation of Early Retirement Incentive Payment (Payment 1):** A full time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full time service.

**Calculation of Basic Leave Conversion Payment (Payment 2):** In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full time service.

**Employer Contribution to the Health Care Savings Plan (Payment 3):** A full time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

**Maximum Benefit:** A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan (payment 3) must not exceed the employee's last full year salary.

**APPENDIX D – Health Services Supervisor**

Employee's Annual Salary		
Steps	2021–22 Salary	2022–23 Salary
1	\$100,000	\$102,500
2	\$102,500	\$105,063
3	\$105,000	\$107,625
4	\$107,5000	\$110,188
5	\$110,000	\$112,750

**Assigned Work Days:** 12 month calendar, full time

**Basic Leave Allotment:** Per guidebook.

**Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 01/01/22
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/22
Single	\$40.00
Single + One	\$75.00
Family	\$121.00

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee's goals as set with the supervisor will receive up to \$2150. The amount of performance based pay incentive may vary based on budgetary restrictions and significance of goals achieved.

**Holidays, Vacation Days:** Per guidebook.

**RETIREMENT BENEFITS**

**Employer's match towards tax deferred matching contribution:** 2%

**Early Retirement Incentive Payment:** An employee who has reached age 50 and who has worked (1) a minimum of 15 full years; (2) who elects to voluntarily retire at the end of any

academic year; and (3) was employed by the district prior to July 1, 2021 is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan (25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee's account with the Minnesota State Retirement System's Health Care Savings Plan.

Payment Date	HCSP Amount
Prior to June 30 <sup>th</sup> of Retirement Year	25% of early retirement incentive payment

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

Payment Date	403(b)/457 Amount
July 20 <sup>th</sup> of 1 <sup>st</sup> yr	1/3 of 403(b) payment
July 20 <sup>th</sup> of 2 <sup>nd</sup> yr	1/3 of 403(b) payment
July 20 <sup>th</sup> of 3 <sup>rd</sup> yr	1/3 of 403(b) payment

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

**Caveat:** In no event will the total of early retirement incentive pay exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or after July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

**APPENDIX E – Equity and Inclusion Specialist; Cultural Liaisons**

Steps	Salary 2021-22	Salary 2022-23
1	\$43,006	\$44,081
2	\$45,562	\$46,701
3	\$47,477	\$48,664
4	\$50,435	\$51,696
5	\$54,098	\$55,451
6	\$57,294	\$58,727
7	\$60,681	\$62,198
8	\$63,943	\$65,541

**Assigned Work Days:** 210 days

**Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/22	Effective 01/01/23
Single	\$451.76	\$475.00
Single + One	\$753.28	\$791.00
Family	\$1048.58	\$1110.00

**Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/22
Single	\$35.20
Single + One	\$41.63
Family	\$62.24

**RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution:** \$2000

**Employer's match towards tax-deferred matching contribution:** 2%

**Retirement Payments Benefit:**

Eligibility – For the purpose of this provision, an eligible employee is an employee who has a full-time, full-year assignment (i.e. 8 hours for 260 days). To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for this benefit. In addition to the above qualifications, a full-

time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

Payment and Procedures—A full time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying  $\frac{1}{2}$  of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.

Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking the same, to the deceased person's estate.

**APPENDIX F – Assistant Director of Human Resources**

<b>Assistant Director of Human Resources</b>		
<b>Steps</b>	<b>2021-22 Salary</b>	<b>2022-23 Salary</b>
1	\$107,625	\$110,316
2	\$110,188	\$112,943
3	\$112,750	\$115,569
4	\$115,825	\$118,721
5	\$118,900	\$121,873
6	\$121,463	\$124,500
7	\$123,000	\$126,075

**Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 01/01/22</b>
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 01/01/22</b>
Single	\$40
Single + One	\$75
Family	\$121

**New Hire, Basic Leave Allotment:** A newly hired employee will receive a one-time basic leave allowance of 35 days in addition to any amount provided for a given fiscal year.

**Performance Based Pay Incentive:** An employee who has successfully achieved the employee's goals set with the supervisor will receive up to \$2,150.00. The amount of payment may vary based on budgetary restrictions and significance of goals achieved.

**RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

**Employer's match towards tax-deferred matching contribution: 3%**

**HRA Contribution, For Employees hired after August 1, 2013:**

The Employer will make annual contributions into an HRA for 10 years in accordance with the below schedule for a total Employer contribution of up to \$65,000. The funds contributed by the Employer and placed in an HRA for the employee vested with the employee after the seven consecutive years of employment with the Employer. The Employer retains control of any funds contributed into an HRA on behalf of an Employee until those funds have vested. The Employer remains responsible to invest any funds and pay any associated fees until the funds vest with the Employee, at which point those responsibilities are transferred to the Employee. The Employer will deposit the appropriate amount of money into the HRA by June 30<sup>th</sup> of the completed year of service.

	Payment to HRA
Year 1	\$1,000
Year 2	\$1,000
Year 3	\$1,000
Year 4	\$1,000
Year 5	\$3,500
Year 6	\$3,500
Year 7	\$7,500
Year 8 (vested)	\$11,500
Year 9	\$15,500
Year 10	\$19,500

**Retirement Payments Benefit:**

**Eligibility:** To be eligible for the retirement payments described below, an employee must be retiring after age 50 and have been a full-time district employee of Edina Public Schools for a minimum of ten full years.

**Application:** Application for the retirement payments for retirement at the end of the school year must be submitted to the Human Resources Office by February 1. The Employer may approve a retirement request effective at a date prior to the end of the fiscal year. Application for this consideration for "mid-year" retirement must be submitted by the end of the previous fiscal year.

**Distribution of Retirement Payments (Payment 1 and Payment 2):** An employee eligible for the retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two thirds (2/3) of the retirement incentive payment amount. The remaining one third (1/3) will be distributed the following January 15.

If an employee applied for mid-year retirement, as defined above, the amount of retirement payments is based on the last full fiscal year of employment.

The retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

Calculation of Early Retirement Incentive Payment (Payment 1): A full time eligible employee will receive a retirement incentive payment of 120 days. The daily rate of pay is calculated from the last year of full time service.

Calculation of Basic Leave Conversion Payment (Payment 2): In addition to the Early Retirement Incentive Payment (payment 1), an eligible employee will receive a basic leave conversion for unused basic leave days to a maximum of 83 days. The payment equals the number of the employee's accumulated unused basic leave days, not to exceed 83 days, multiplied by the employee's daily rate of pay. The daily rate of pay is calculated from the last year of full time service.

Employer Contribution to the Health Care Savings Plan (Payment 3): A full time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement.

Maximum Benefit: A combined total of (1) early retirement incentive payment (payment 1), (2) basic leave conversion payment (payment 2), and (3) the Employer contribution to the Health Care Savings Plan (payment 3) must not exceed the employee's last full year salary.



**DEFINING EXCELLENCE**

**Non-Affiliated Employees  
Compensation and Benefits Guidebook**

**July 1, 2023 through June 30, 2025**

Approved by ISD 273 School Board \_\_\_\_\_.

**NON-AFFILIATED EMPLOYEE GUIDEBOOK  
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**ARTICLE I**  
**Purpose**

**Section 1. Purpose:** The School District believes that its employees are one of its most important assets. The purpose of this Guidebook is to provide compensation and benefits information for employees serving the School District in at-will, non-affiliated positions. This Guidebook applies to exempt positions, which are not eligible for overtime.

No provision of this Guidebook is intended to create a contract between the School District and an employee, or to limit the rights of the School District and its employees to terminate the employment relationship at any time, with or without cause. This Guidebook is a general statement of policy, to be modified and applied by the School District at its discretion.

**ARTICLE II**  
**Definitions**

**Section 1. School District:** School District means Edina Public Schools-Independent School District No. 273.

**Section 2. Employee:** Employee means a person holding a position specified in Appendix A of this Guidebook.

**Section 3. Full-time Employee:** An employee regularly employed and scheduled to work a minimum of eight (8) hours per day for two-hundred sixty (260) days per year.

**Section 4. Part-time Employee:** An employee regularly employed and scheduled to work less than eight (8) hours per day or for fewer than two-hundred sixty (260) days per year.

**Section 5. Anniversary Date:** The anniversary date for each employee will be July 1. Employees who begin employment between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

**ARTICLE III**  
**Holidays and Vacation**

**Section 1. Holidays:** Employees are entitled to paid holidays as designated by the School District. Holiday pay is incorporated into an employee's annual salary. The number of paid holidays that an employee receives is based on their assigned duty year as shown on the following schedule:

Duty Days Per Year	210-219 Days	220-234 Days	235-259 Days	260 Days
Number of Paid Holidays	9	10	11	12

**Section 2. Vacation:** Full-time employees earn twenty-five (25) days of vacation each year. Part-time employees who work two-hundred and sixty (260) days, but fewer than eight (8) hours per day, earn vacation time in a prorated amount. Employees whose duty year is for fewer than two-hundred and sixty (260) days do not earn vacation.

Vacation is credited to employees as of July 1, but is accrued over the course of the fiscal year. Eligible employees that begin their position after July 1 will receive a prorated amount of vacation for their first year of employment. The scheduling of vacation days is by mutual agreement between the supervisor and employee.

The maximum number of earned and accrued vacation days that may be carried over into the next fiscal year is twenty-five (25) days. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the fiscal year.

An employee properly terminating employment, as determined by the School District, will receive payment for any earned and unused vacation. An employee whose employment is terminated by the School District will receive payment for any earned and unused vacation accrued at the time of termination. An employee who terminates employment and who has used more vacation than earned will have the amount of time overused deducted from their final direct deposit.

**Section 3. Calculation of Daily Rate of Pay for Vacation Payout:** To determine a two-hundred sixty (260) day employee's daily rate of pay when calculating vacation payout, the employee's annual base salary is divided by 229 days. If an employee's work year is for fewer than two-hundred sixty (260) days, then the employee's annual base salary is divided by the number of days in the employee's work year.

#### ARTICLE IV Leaves of Absence

**Section 1. Basic Leave:** Full-time-employees earn eighteen (18) days of basic leave each year. Part-time employees earn basic leave in a prorated amount. Basic leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. An employee who is hired or whose employment is terminated will have their basic leave allowance prorated for a partial year. Unused basic leave may accumulate without limit.

**Section 2. Personal Illness Leave:** An employee may use one (1) day of accumulated basic leave for each day of personal illness. An employee who has been absent may be required to present a statement to the human resources department from a physician verifying an illness that prevented the employee from working and certifying that the employee has recovered

sufficiently to return to the employee's normal duties. An employee who is absent for more than five (5) consecutive duty days will be required to present this certification.

**Section 3. Family Illness Leave:** An employee may use a reasonable amount of accumulated basic leave for absences due to an illness or injury to the employee's child, spouse, mother, father, mother-in-law, father-in-law, or others in accordance with state law.

**Section 4. Bereavement Leave:** With approval of the human resources department, an employee may use a reasonable amount of accumulated basic leave due to the death of a family member or friend.

**Section 5. Personal Business Leave:** An employee may use up to four (4) days of accumulated basic leave each fiscal year for the transaction of personal business that cannot be completed outside of business hours. Requests for personal business leave must be submitted to the employee's immediate supervisor at least three (3) duty days in advance of the requested date, except in cases of extreme emergency.

**Section 6. Religious Observance Leave:** An employee may use up to three (3) days of accumulated basic leave each fiscal year for required religious observance. To qualify, dates must be recognized as religious holidays. Basic leave may not be used where alternative observance options exist. Requests for religious observance leave must be submitted to the human resources department at least three (3) duty days in advance of the requested date.

**Section 7. Basic Leave Coordination with Workers' Compensation and Long-term Disability Benefits:** An employee receiving compensation pursuant to the Workers' Compensation law or long-term disability insurance may elect to use accrued basic leave in order to make up the difference between the workers' compensation or long-term disability payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

**Section 8. Sick Leave Pool:** A sick leave pool exists for eligible employees who have exhausted their accumulated basic leave. The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work for sixty-five (65) consecutive workdays. After sixty-five (65) consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool. The employee may, however, be eligible for LTD benefits as determined by the School District's LTD carrier.

**Section 9. Parental Leave:** An employee may be granted a full-time leave of absence without pay for a period of up to twelve (12) months for the purpose of providing care and bonding with their newborn or newly adopted child or children. Written application for such leave must be submitted to the human resources department at least four (4) months prior to the expected

commencement of the leave when possible. This notice requirement may be waived in cases of emergency. Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law. Parental leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the School District and employee, parental leave may also be granted to begin before any period of physical disability resulting from the pregnancy. Once a parental leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

An employee may return to work prior to the date designated in the approved parental leave notice only as approved by the School District in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the School District.

An employee returning from parental leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified as determined by the School District. Any earned and unused basic leave accumulated at the commencement of an employee's parental leave will be credited to the employee upon their return.

An employee on an approved parental leave remains eligible for participation in the School District's health, dental, and life insurance programs via the Consolidated Omnibus Budget Reconciliation Act (COBRA). To continue such coverage, an employee must remit their premium payments directly to the School District's third-party COBRA administrator within the required timelines.

Any period of parental leave approved under this Article runs concurrently with any applicable period of leave for which the employee is eligible under state and/or federal law.

**Section 10. Judicial Leave:** Employees called upon to serve as a juror in a federal or state court, or subpoenaed as a witness in a court proceeding, will be granted a leave of absence for the time the employee is required to be at the courthouse. Employees will receive all pay and other benefits that would have accrued had they been working during the period of absence for judicial leave, less any compensation received from court administration.

**Section 11. Emergency Closings:** In cases of emergency School District closings, an employee may work remotely as approved by their supervisor.

**Section 12. Superintendent's Discretionary Leave:** Any circumstance that arises necessitating the absence of an employee not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or designee.

**ARTICLE V**  
**Insurance Benefits**

**Section 1. Definition of Full-time Employee for the Purpose of Article V:** For the purposes of this Article only (Article V – Insurance Benefits), a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of two-hundred twenty (220) days or more.

**Section 2. Selection of Carriers:** The selection of insurance carriers and policies will be made by the School District.

**Section 3. Insurance Coverage:** The provisions described in this Guidebook are general statements of the insurance coverage provided to employees. An employee’s eligibility for coverage is governed by the terms of the master insurance contracts between the School District and individual insurance carriers.

**Section 4. Medical and Hospitalization Insurance:** The School District will contribute a monthly amount, not to exceed the amounts listed below, towards the monthly premium cost for the School District’s current medical and hospitalization plans for each full-time employee who qualifies for and is enrolled in the plan. Participation in the medical insurance plan is voluntary. The maximum monthly School District contributions toward the premium are as follows:

<b>Type of Coverage</b>	<b>Monthly District Contribution as of July 1, 2023</b>
Single	\$625.92
Single + One	\$1342.88
Family	\$1764.06

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of medical and hospitalization coverage for which the employee is enrolled. If the School District’s contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

Where two full-time employees are married and at least one of them is in a position covered by this Guidebook, and both employees are enrolled in a single plus one or family medical insurance plan through the School District with one employee waiving coverage and covered as a dependent on the other employee’s elected plan, then the employee who has elected the medical insurance plan will receive a monthly contribution in an amount equal to the School District contribution under their Guidebook for a single plus one plan (if enrolled in a single plus one plan), or a family plan (if enrolled in a family plan), plus the amount of the School District’s contribution towards a single medical insurance plan under their spouse’s Guidebook or

collective bargaining agreement. Any balance remaining after married full-time employees have applied their pooled School District insurance contributions towards their selected medical insurance plan remains with the School District.

**Section 4. Dental Insurance:** The School District will offer a dental insurance plan to full-time employees and contribute monthly amounts, not to exceed the amounts listed below, towards the monthly premium costs for such dental plan.

Type of Coverage	School District's Monthly Contribution as of July 1, 2023
Single	\$40
Single + One	\$75
Family	\$121

The employee will contribute through payroll deduction, any excess monthly premium over the School District contribution toward the type of dental coverage for which the employee is enrolled.

**Section 5. Term Life Insurance:** An employee is eligible for basic group term life insurance coverage in whole thousands to an amount equal to two times the employee's base annual salary. The School District pays the entire premium for this coverage.

An employee may apply for supplemental coverage in \$10,000 increments up to the employee's basic annual salary. Premiums for this coverage will be paid by the employee through payroll deduction.

An employee who elects to take and is approved by the insurance carrier for the maximum supplemental life insurance coverage will receive an additional School District paid supplemental coverage in an amount equal to the employee's basic annual salary rounded up to the next whole thousand.

An employee may apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the supplemental life insurance certificate. Premiums for this coverage will be paid by the employee through payroll deduction.

**Section 6. Accidental Death and Dismemberment Insurance:** An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the employee's base annual salary rounded up to the next whole thousand. The School District pays the entire premium for this coverage.

**Section 6. Long-Term Disability Insurance:** The School District provides full-time employees with long-term disability insurance. The School District pays the entire premium for this coverage. LTD claims approved by the insurance carrier provide wage replacement at two-thirds (2/3) of an employee's base salary up to a maximum benefit of \$10,000 per month. An employee receiving long-term disability insurance benefits also remains eligible for the School District's contribution towards medical and hospitalization insurance through the School District's group plans.

**Section 7. Flexible Spending Plans:** An eligible employee may participate in the Flexible Benefits Plan established by the School District Employer pursuant to Section 125 of the Internal Revenue Code.

## **ARTICLE VI Professional Expenses**

**Section 1. Automobile Travel Reimbursement:** Approved mileage for work-related travel outside of the School District is reimbursed at the current IRS mileage rate.

**Section 2. Meetings in Pursuit of School District Interests:** The School District will reimburse an employee for necessary expenses incurred while attending authorized meetings representing the interests of the School District.

**Section 3. Professional Meetings and Leave:** The School District will reimburse an employee for necessary expenses incurred for approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes.

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance professional meetings, subject matter conferences, professional site visits of an approved school system or institution of higher learning, or the carrying out of other professional duties. Professional leave must be approved in advance by the Superintendent or designee.

**Section 4. Membership in Professional Organizations:** Membership in professional organizations may enhance the employee's ability to exercise educational leadership within the School District. Employees are encouraged to belong to appropriate professional organizations. Accordingly, the School District will pay such membership fees for organizations as are required, directed, or permitted by the employee's supervisor.

The School District may pay the membership dues for one approved national organization and one approved state organization for each administrator.

**Section 5. Attendance at Conferences on Weekends:** When attending conventions or other professional meetings as requested by the School District, it may be necessary for an employee to attend meetings or travel to or from the meeting site on weekends. As a professional exempt

employee, the employee may be flexible in the employee's workweek when weekend meetings or travel occur.

**Section 6. Technology Allowance:** An employee is eligible for up to \$400 per year as a technology allowance. In order to receive the allowance of \$400, or a portion thereof, the employee must submit a request for reimbursement and approval from the employee's supervisor. The employee may carryover this allowance, up to a maximum of \$2000.

Appropriate use of this allowance may include, but is not limited to, hardware/software for professional use that will mutually benefit the School District and the employee. The technology allowance will not be distributed in as salary addition to an employee.

## **ARTICLE VII Tax-Deferred Savings Plan**

**Section 1. Tax-Deferred Matching Contribution:** Employees may participate in the School District's tax-deferred plan by contributing a portion of their annual base salary to the plan. The annual year for the School District matching contributions is January 1 through December 31. All contributions must be made to a School District approved 403(b) vendor of the employee's choice. The employee is responsible for making all arrangements required with the 403(b) vendor to ensure that proper payment can be made. The School District's contribution is not payable unless the employee authorizes a salary contribution up to the matching amount the employee is eligible to receive. The School District's match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after initial eligibility.

The School District shall contribute up to three (3) percent of an employee's annual base salary up to a maximum of \$4,250 on an annual basis towards the School District's 403(b) plan when the contribution is matched by the employee.

## **ARTICLE VIII Retirement Benefits**

**Section 1. Health Retirement Account (HRA) Contributions:** Beginning July 1, 2023, all full-time non-affiliated employees will receive an annual contribution towards an HRA in accordance with the schedule provided in this Article. Full-time non-affiliated employees receiving this benefit for the first time will be placed on Year 1 of the schedule in fiscal year 2024. Full-time non-affiliated employees that were eligible for this benefit on June 30, 2023 will be placed on the appropriate year that corresponds with their start date in their non-affiliated position.

The School District will make annual contributions to an HRA for ten (10) years in accordance with the schedule shown below for a maximum School District contribution of up to sixty-five thousand dollars (\$65,000). The funds contributed to an HRA by the School District vest with the employee after they have served seven (7) consecutive years of full-time employment with

the School District. The School District retains control of any funds contributed to an HRA until such funds have vested with the employee. The School District remains responsible to invest any funds and pay any associated fees until the funds have vested with the employee, at which point those responsibilities are transferred to the employee. The School District will deposit the appropriate amount of money into the HRA by June 30 of the completed year of service.

<b>Year</b>	<b>Contribution to HRA</b>
<b>Year 1</b>	\$1,000
<b>Year 2</b>	\$1,000
<b>Year 3</b>	\$1,000
<b>Year 4</b>	\$1,000
<b>Year 5</b>	\$3,500
<b>Year 6</b>	\$3,500
<b>Year 7</b>	\$7,500
<b>Year 8 (vested)</b>	\$11,500
<b>Year 9</b>	\$15,500
<b>Year 10</b>	\$19,500

**Section 2. Definition of Full-time for Purpose of Article VIII:** For the purpose of this Article, a full-time employee is defined as one who regularly works a minimum of eight (8) hours per day in a position covered by this Guidebook with an assigned duty year of at least two-hundred twenty (220) days. A full-time employee who begins employment after July 1 will receive a prorated contribution for their first year of employment using the number of duty days required for their position as the minimum necessary to receive the full contribution.

**ARTICLE IX  
Compensation**

**Section 1. Base Salaries:** All base salaries are based on two-hundred sixty (260) days and a minimum of forty (40) hours per week. Base salaries are prorated for employees with an assigned work year of fewer than two-hundred sixty (260) days, or less than forty (40) hours per week.

**Section 2. Salary Schedules (Positions Listed in Appendix A):**

**2023-2024**

<b>Step</b>	<b>Level A</b>	<b>Level B Based on 0.85 FTE</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
<b>1</b>	\$129,250	\$109,863	\$114,672	\$108,750	\$98,704
<b>2</b>	\$132,110	\$111,170	\$116,923	\$110,882	\$100,653
<b>3</b>	\$134,709	\$112,934	\$119,218	\$113,057	\$102,743
<b>4</b>	\$137,360	\$113,784	\$121,560	\$115,275	\$106,173
<b>5</b>	\$140,064	\$115,090	\$127,748	\$117,537	\$109,303

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2023.*

**2024-2025**

<b>Step</b>	<b>Level A</b>	<b>Level B Based on 0.85 FTE</b>	<b>Level C</b>	<b>Level D</b>	<b>Level E</b>
<b>1</b>	\$133,128	\$113,158	\$118,112	\$112,013	\$101,665
<b>2</b>	\$136,073	\$114,505	\$120,430	\$114,208	\$103,673
<b>3</b>	\$138,750	\$116,322	\$122,795	\$116,448	\$105,825
<b>4</b>	\$141,481	\$117,197	\$125,206	\$118,733	\$109,358
<b>5</b>	\$144,266	\$118,543	\$131,580	\$121,063	\$112,582

*Eligible employees will move one (1) step on the above salary schedule on July 1, 2024.*

**Appendix A  
Non-Affiliated Positions**

<b>Position</b>	<b>Position Level</b>
Assistant Director of Business Services	A
Assistant Director of Human Resources	A
Assistant Director of Student Support Services	A
Assistant Director of Teaching and Learning	A
Director of Buildings and Grounds	A
Administrative Dean	B
Data Programming Analyst	C
Supervisor of Edina Virtual Pathways	C
Supervisor of Technology Services	C
Supervisor of Transportation Services	C
Supervisor of Health Services	D
Community Involvement Programs Coordinator	E
Digital Learning Coordinator	E
Early Learning Center Coordinator	E
Operations and Facilities Coordinator	E
Student Support Services Coordinator	E
Youth Programs Coordinator	E

The above appendix provides supplementary information to aid the reader's understanding. Changes that are not substantive in nature (e.g., title changes) may be made to the above appendix as needed. Substantive changes (e.g., new positions, position reclassifications) will be reflected following School Board approval.

IV.D. Check Register - June 2023



**Board Meeting Date:** 7/17/2023

**Title:** Check Register – June 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 June 2023:

<u>Fund</u>	<u>Amount</u>
General	\$3,507,236
Food Service	379,932
Community Service	320,173
Building Construction	1,364,180
Debt Service	-
Internal Service	
<b>Total</b>	<b>\$5,571,521</b>

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

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

**Attachments:**

1. Check Report – June 2023

2022-23 School Year

# Check Register

For the Month Ended June 30, 2023



DEFINING EXCELLENCE

Check No.	Vendor	Description	Date	Amount
393248	MN PEIP	CURRENT TEACHERS	06/21/23	756,566.28
393443	NORTHLAND CONCRETE	CS 2023 ADDITION 03	06/28/23	372,596.65
393215	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	06/21/23	371,845.59
393044	CHARTWELLS DINING S	MAY23 FOOD SERVICES	06/14/23	365,813.09
393330	COMMERCIAL ROOFING	ECC 2023 REROOFING	06/28/23	257,425.59
393253	NOW MICRO INC	QUOTE 1003876	06/21/23	157,000.00
393051	THE COLLEGE BOARD	AP 2023 EXAMS	06/14/23	122,185.00
393389	JOHN A DALSIN & SON	CS 2023 ADDITION 07	06/28/23	112,580.32
393403	LAFORCE INC	CS 2023 ADDITION 08	06/28/23	106,588.10
393274	WENGER CORPORATION	CARTS/SHELVING	06/21/23	88,068.50
393293	APADANA LLC	CN LIGHTING UPGRADE	06/28/23	85,405.00
393463	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23	06/28/23	74,094.11
393451	RED CEDAR STEEL ERE	CS 2023 ADDITION 05	06/28/23	71,848.60
393329	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	06/28/23	68,466.73
393442	NEW LOOK CONTRACTIN	CS 2023 ADDITION 31	06/28/23	63,647.72
393346	ERICKSON ELECTRIC C	CS 2023 ADDITION 26	06/28/23	61,750.00
393248	MN PEIP	RETIREEES/COBRA	06/21/23	59,383.01
393305	BLAKE SCHOOL	NON PUB TRANS 22-23	06/28/23	55,794.57
393319	CDW GOVERNMENT	23-24 EPSON PROJECT	06/28/23	54,450.00
393438	MOLIN CONCRETE PROD	CS 2023 ADDITION 03	06/28/23	53,282.08
393007	XCEL ENERGY	EHS 04/24/23-05/23/	06/07/23	49,054.37
393308	BRECK HIGH SCHOOL	NON PUB TRANS 22-23	06/28/23	46,426.38
393319	CDW GOVERNMENT	LENOVO TINYS-STAFF	06/28/23	46,150.00
393280	ACOUSTICS ASSOCIATE	CS 2023 ADDITION 09	06/28/23	43,785.50
393285	AIM ELECTRONICS INC	SV LED OUTDOOR DISP	06/28/23	43,774.34
393285	AIM ELECTRONICS INC	CC LED OUTDOOR DISP	06/28/23	43,774.33
393285	AIM ELECTRONICS INC	CS LED OUTDOOR DISP	06/28/23	43,774.33
393125	OUR LADY OF GRACE	HEALTH SERVICE SALA	06/14/23	39,686.26
393139	SAFeway DRIVING SCH	DRIVERS ED SAFEWAY	06/14/23	38,880.00
393039	CDW GOVERNMENT	QUOTE NGVM602	06/14/23	36,950.00
392988	TWIN CITY TRANSPORT	MAY23 SPED TRANSPOR	06/07/23	34,188.08
393283	ADVANCED IMAGING SO	SALES ORDER FROM ST	06/28/23	33,618.00
393171	WILL DEBERG BASKETB	WILLDEBERG BBALL JU	06/14/23	26,683.30
393374	ISD 271 - BLOOMINGT	METRO SOUTH ABE	06/28/23	26,360.00
393219	INTERMEDIATE DISTRI	LEASE LEVY	06/21/23	25,519.09
392908	EBS CAMPS INC	HORNET TENNIS 605	06/07/23	24,076.50
393215	HEALTHPARTNERS INSU	COBRA/RETIREEES	06/21/23	23,701.77
393219	INTERMEDIATE DISTRI	ITINERANT	06/21/23	22,751.41
393040	CENTRAL ROOFING COM	ECC 2022 REROOFING	06/14/23	21,191.79
393007	XCEL ENERGY	SV 04/24/23-05/23/2	06/07/23	20,780.48
393219	INTERMEDIATE DISTRI	CONTRACTED NSO	06/21/23	20,735.46
393397	KATH FUEL OIL SERVI	DIESEL	06/28/23	20,371.00
393007	XCEL ENERGY	VV 04/24/23-05/23/2	06/07/23	20,071.96
393496	XCEL ENERGY	SV 05/16/23-06/15/2	06/28/23	19,515.76
393007	XCEL ENERGY	ECC 04/24/23-05/24/	06/07/23	19,048.29
393251	NATIONAL INSURANCE	LTD DISTRICT W/H	06/21/23	18,700.78
393012	ACT INC.	ACT TESTS 2023	06/14/23	18,165.75
393326	CITY OF EDINA	EHS 02/28/23-06/10/	06/28/23	17,403.56
393294	ARTHUR J GALLAGHER	EPS BUILDER RISK IN	06/28/23	16,477.00
393251	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	06/21/23	16,185.12
392927	INTEREUM INC	FURNITURE	06/07/23	15,176.49
393091	JOHNSON FLOOR SANDI	SV-GYM 3 FLR SEALIN	06/14/23	15,000.00
392958	MSBA -- MINNESOTA S	ASSC DUES 23-24	06/07/23	14,818.00
392941	KINECT ENERGY, INC	EHS - APR23 SERVICE	06/07/23	14,309.49
393364	HENKEMEYER COATINGS	CS 2023 ADDITION 07	06/28/23	13,884.25
392965	PLANSOURCE	SERVICES FOR MAY 23	06/07/23	13,695.98
393060	EBS CAMPS INC	BUCKLEY-MULTIPLE	06/14/23	13,689.90

Check No.	Vendor	Description	Date	Amount
392914	ENVIROBATE	EHS ASBESTOS REMOVA	06/07/23	13,300.00
393184	BRAUN INTERTEC CORP	CS - SPECIAL INSPEC	06/21/23	13,240.00
392943	LEXIA LEARNING SYST	QUOTE-565387-3	06/07/23	12,768.00
392940	KATH FUEL OIL SERVI	UNLEADED	06/07/23	12,667.15
393005	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	06/07/23	12,657.33
393450	RAPTOR TECHNOLOGIES	QUOTE 76479-1	06/28/23	12,496.00
393233	LANGUAGE LINE SERVI	MAY23 INTERPRETING	06/21/23	12,261.32
393319	CDW GOVERNMENT	BACK ORDERED PROJEC	06/28/23	12,100.00
393219	INTERMEDIATE DISTRI	CORE FEE	06/21/23	11,018.12
393219	INTERMEDIATE DISTRI	SAFE SCHOOL	06/21/23	10,981.53
393342	EBS CAMPS INC	HORNET TENNIS 626-B	06/28/23	10,838.10
392976	SAFEGWAY DRIVING SCH	SAFEGWAY DRIVE	06/07/23	10,800.00
392987	TWIN CITY GARAGE DO	GARAGE DOOR REPAIR	06/07/23	10,712.00
392984	TEACHERS ON CALL, A	EHS - SUBSTITUTES	06/07/23	10,560.00
393326	CITY OF EDINA	VV 02/28/23-06/10/2	06/28/23	10,124.11
393008	YMCA CAMP ST CROIX	5/22-24 CAMP FINAL	06/07/23	10,105.25
392941	KINECT ENERGY, INC	SV - APR23 SERVICES	06/07/23	10,015.59
393250	NAC MECHANICAL & EL	FILTERS/CIRCUIT CLE	06/21/23	9,721.31
393303	BITUMINOUS ROADWAYS	CS 2023 ADDITION 32	06/28/23	9,576.00
393000	WHOBODIES LLC	KC APPAREL	06/07/23	9,472.62
393218	INGINA LLC	INGINA LLC	06/21/23	9,418.50
393007	XCEL ENERGY	SV 04/17/23-05/16/2	06/07/23	9,285.08
393450	RAPTOR TECHNOLOGIES	QUOTE 76479-1	06/28/23	8,910.00
393466	STRATEGIC BEHAVIORA	A.A. WEEKS 4/28-6/2	06/28/23	8,450.00
393132	RIVERSIDE INSIGHTS	#1588342 - WJ-IV AC	06/14/23	8,307.20
393007	XCEL ENERGY	CC 04/24/23-05/23/2	06/07/23	8,241.99
393371	INGINA LLC	619-K4071/K4067/K	06/28/23	8,155.00
393279	ACADEMY OF HOLY ANG	NON PUB TRANS 22-23	06/28/23	8,110.59
393471	SYSCLOUD INC	FY23-24 GOOGLE WORK	06/28/23	8,000.00
393183	BRAEMAR GOLF COURSE	2023 COURSE FEES	06/21/23	7,762.50
393183	BRAEMAR GOLF COURSE	2023 COURSE FEES	06/21/23	7,762.50
393007	XCEL ENERGY	HL 04/25/23-05/24/2	06/07/23	7,722.33
393481	TONWORKS MUSIC THE	MAY23 MUSIC THERAPY	06/28/23	7,713.75
393348	FRASER CHILD AND FA	MAY23 CONSULTATIONS	06/28/23	7,546.00
393007	XCEL ENERGY	CS 04/24/23-05/23/2	06/07/23	7,450.76
393005	WOLD ARCHITECTS & E	CS 2023 ADDITION	06/07/23	7,393.71
393138	RUPP ANDERSON SQUIR	LEGAL SERV: H.R.	06/14/23	7,102.69
393206	FRANSKE CONSULTING	CURRENT JAM LABOR/E	06/21/23	7,095.00
393208	FUN ENGINEERZ LLC	FUN ENGIN JUNE	06/21/23	7,073.50
393039	CDW GOVERNMENT	QUOTE NJGV641	06/14/23	7,060.44
393373	INSTITUTE FOR ENVIR	EHS-2023 ASBESTOS R	06/28/23	7,018.26
393437	MN DEPARTMENT OF PU	CN/SV/VV - FIRE INS	06/28/23	7,001.71
393342	EBS CAMPS INC	JUN23 TENNIS/MINECR	06/28/23	6,876.10
393007	XCEL ENERGY	CV 04/24/23-05/23/2	06/07/23	6,821.56
393481	TONWORKS MUSIC THE	APR23 MUSIC THERAPY	06/28/23	6,821.25
392949	MAYER ARTS INC	PINOCCHIO ELEM	06/07/23	6,616.40
393358	GROVES ACADEMY	NON PUB TRANS 22-23	06/28/23	6,443.56
393210	GOLDFINCH NEUROBEHA	INDEPENDENT ED EVAL	06/21/23	6,418.75
393444	PARALLEL TECHNOLOGI	QUOTE 21297- ECC CA	06/28/23	6,344.21
392941	KINECT ENERGY, INC	VV - APR23 SERVICES	06/07/23	6,333.78
392899	CITY OF EDINA	BUS 01/26/23-04/27/	06/07/23	6,271.36
393121	NATIONAL TREASURE K	KUNG FU APRIL	06/14/23	6,237.00
393459	SERVICE EXPRESS LLC	SERVICE FOR OLDER N	06/28/23	6,156.00
392925	INNOVATIVE OFFICE S	FILTERS-HLTH OFFICE	06/07/23	6,122.50
393350	FUN ENGINEERZ LLC	619-K4076/K4066/K	06/28/23	6,006.00
392993	URBAN AIR ADVENTURE	6TH FRD FIELD TRIP	06/07/23	5,925.00
393272	VOIGT'S BUS COMPANI	KALAHARI BUS TRIP	06/21/23	5,878.20
392984	TEACHERS ON CALL, A	ND - SUBSTITUTES	06/07/23	5,875.20
392984	TEACHERS ON CALL, A	VV - SUBSTITUTES	06/07/23	5,856.00
393266	TECH ACADEMY	TECH ACADEMY JUNE	06/21/23	5,768.00
393125	OUR LADY OF GRACE	HEALTH SERVICE BENE	06/14/23	5,738.05
392984	TEACHERS ON CALL, A	HL - SUBSTITUTES	06/07/23	5,638.40
392984	TEACHERS ON CALL, A	EHS - SUBSTITUTES	06/07/23	5,568.00
393193	CHESS & STRATEGY GA	COOKING/ROCKET JUNE	06/21/23	5,544.00
392916	FOLLETT CONTENT SOL	BOOKS FOR CORNELIA	06/07/23	5,529.94
392941	KINECT ENERGY, INC	ECC - APR23 SERVICE	06/07/23	5,490.24
393175	93 SKIP LLC	MAY23-CN SOLAR PROD	06/21/23	5,435.54
392984	TEACHERS ON CALL, A	VV - SUBSTITUTES	06/07/23	5,427.20

Check No.	Vendor	Description	Date	Amount
393187	BUSHIVE INC	23-24 SOFTWARE	06/21/23	5,400.00
393007	XCEL ENERGY	ND 04/24/23-05/24/2	06/07/23	5,372.60
392984	TEACHERS ON CALL, A	HL - SUBSTITUTES	06/07/23	5,356.80
393326	CITY OF EDINA	CV 02/28/23-06/10/2	06/28/23	5,206.35
393374	ISD 271 - BLOOMINGT	ADULTS W/DISABILITI	06/28/23	5,202.00
393478	PRESS GOLD GROUP	22-23 PAYROLL SYSTE	06/28/23	5,136.00
392984	TEACHERS ON CALL, A	CV - SUBSTITUTES	06/07/23	5,126.40
392975	RUSSELL SECURITY RE	METAL DOORS (2)	06/07/23	5,122.00
393142	SANDCREEK EAP	APR-JUN23 EAP SERVI	06/14/23	5,107.50
392984	TEACHERS ON CALL, A	CC - SUBSTITUTES	06/07/23	5,088.00
393239	MATH TEACHERS PRESS	QUOTE 0042491 FOR S	06/21/23	5,059.25
392984	TEACHERS ON CALL, A	CS - SUBSTITUTES	06/07/23	4,896.00
392999	WESTMARK PRODUCTION	CONCERT RECORDINGS	06/07/23	4,800.00
393119	NAC MECHANICAL & EL	HL - BOILER REPAIR	06/14/23	4,759.03
393219	INTERMEDIATE DISTRI	HTP-GEN ED	06/21/23	4,757.39
392984	TEACHERS ON CALL, A	CC - SUBSTITUTES	06/07/23	4,742.40
393119	NAC MECHANICAL & EL	CN - BOILER REPAIR	06/14/23	4,714.86
393251	NATIONAL INSURANCE	COBRA/RETIREE	06/21/23	4,680.97
393449	PSAT/NMSQT	10 APR23 ADMIN PSAT	06/28/23	4,680.00
393224	ISD 271 - BLOOMINGT	22-23 ADAPTED SPORT	06/21/23	4,555.51
393007	XCEL ENERGY	CN 04/25/23-05/24/2	06/07/23	4,554.68
393473	TECH ACADEMY	619-K4074/K4070/K	06/28/23	4,546.50
393197	CROSSTOWN MECHANICA	MAIN HEAD END A/C R	06/21/23	4,365.42
392984	TEACHERS ON CALL, A	CV - SUBSTITUTES	06/07/23	4,358.40
393219	INTERMEDIATE DISTRI	LONG TERM FACILITIE	06/21/23	4,339.86
392984	TEACHERS ON CALL, A	CS - SUBSTITUTES	06/07/23	4,332.80
393055	DASH SPORTS LLC	SOCCER/FLAG 425/427	06/14/23	4,293.80
393342	EBS CAMPS INC	HOTSHOTS 626-B2161-	06/28/23	4,284.00
393202	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	06/21/23	4,250.93
393269	TRUDY ARRIAGA	6/9 CULTURAL PROFIC	06/21/23	4,200.00
393014	ADVANCED IMAGING SO	LEASE 07.08 0631790	06/14/23	4,151.77
393336	DASH SPORTS LLC	MULTI&PEGAMES 619-B	06/28/23	4,151.70
392915	EXPLORELEARNING	Q-235758	06/07/23	4,140.00
393181	BAUER BUILT INC	TIRES	06/21/23	4,028.99
392984	TEACHERS ON CALL, A	SV - SUBSTITUTES	06/07/23	4,012.80
393494	WILL DEBERG BASKETB	JUN23 GRLS BSKTBALL	06/28/23	3,931.90
393272	VOIGT'S BUS COMPANI	KALAHARI TRIP	06/21/23	3,918.76
392899	CITY OF EDINA	CN 01/30/23-04/27/2	06/07/23	3,899.35
393435	MINNESOTA CLAY CO U	QUOTE # 17846	06/28/23	3,895.00
393154	SUNBELT STAFFING LL	SLP STAFFING-L.H/A.	06/14/23	3,797.50
392893	BSN SPORTS, LLC	GRLS LAX JACKETS	06/07/23	3,768.00
392899	CITY OF EDINA	CS 01/27/23-04/28/2	06/07/23	3,703.23
392984	TEACHERS ON CALL, A	ND - SUBSTITUTES	06/07/23	3,660.80
393219	INTERMEDIATE DISTRI	ALC-STABILIZATION F	06/21/23	3,660.51
393273	WENDY ANDERSON	HYBRID HATHA YOGA	06/21/23	3,616.20
392933	JESSEN PRESS INC	CURRENT JAM PROGRAM	06/07/23	3,598.00
393251	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	06/21/23	3,582.58
393240	MCPHILLIPS BROS ROO	ROOF REPAIRS	06/21/23	3,555.56
393240	MCPHILLIPS BROS ROO	ROOF REPAIRS	06/21/23	3,555.55
393240	MCPHILLIPS BROS ROO	ROOF REPAIRS	06/21/23	3,555.55
393240	MCPHILLIPS BROS ROO	ROOF REPAIRS	06/21/23	3,555.55
393290	ANN MARIE THOMAS	SPR23 STEAM CONSULT	06/28/23	3,500.00
393127	PAVEMENT RESOURCES	HL - PAVEMENT REPAI	06/14/23	3,500.00
392996	VISTA HIGHER LEARNI	QUOTE # 220588899	06/07/23	3,478.60
393326	CITY OF EDINA	CC 03/02/23-06/10/2	06/28/23	3,478.46
393219	INTERMEDIATE DISTRI	TRANS DISABLED	06/21/23	3,447.97
393261	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	06/21/23	3,343.40
392984	TEACHERS ON CALL, A	SV - SUBSTITUTES	06/07/23	3,340.80
393376	ITSAVVY LLC	SCREEN DEDUCTIBLES-	06/28/23	3,300.00
393118	MULBERRY BUILDERS	SV - BRICK/BLOCK MO	06/14/23	3,300.00
393489	UPPER LAKES FOODS I	KC CC SNACKS	06/28/23	3,250.81
393157	TEACHERS ON CALL, A	HL - SUBSTITUTES	06/14/23	3,243.52
392941	KINECT ENERGY, INC	CS - APR23 SERVICES	06/07/23	3,235.53
392984	TEACHERS ON CALL, A	CN - SUBSTITUTES	06/07/23	3,200.00
393271	VER-TECH LABORATORI	SALT/SNAP/SHINE/ETC	06/21/23	3,192.78
393174	93 HOP LLC	BUS-MAY23 SOLAR PRO	06/21/23	3,162.00
392899	CITY OF EDINA	HL 01/26/23-04/28/2	06/07/23	3,150.19
393182	BENEFIT EXTRAS, INC	HRA ADMIN-JUN	06/21/23	3,108.75

Check No.	Vendor	Description	Date	Amount
392958	MSBA -- MINNESOTA S	BOARDBOOK SUBSC	06/07/23	3,100.00
393195	COMMERCIAL FURNITUR	3272.TBT2.TZ2460 -	06/21/23	3,087.21
393373	INSTITUTE FOR ENVIR	21-23 IMPACT ATTENU	06/28/23	3,030.00
393000	WHOBODIES LLC	KC APPAREL	06/07/23	3,004.60
393043	CHARACTERSTRONG, LL	ESTIMATE# 13423	06/14/23	2,999.00
393162	TPR EDUCATION LLC	ACTS ONLINE PRACTIC	06/14/23	2,976.00
393157	TEACHERS ON CALL, A	ND - SUBSTITUTES	06/14/23	2,886.40
393130	RELATE COUNSELING C	CHEM HEALTH #7 OF 1	06/14/23	2,880.00
393130	RELATE COUNSELING C	CHEM HEALTH #8 OF 1	06/14/23	2,880.00
393205	FOLLETT CONTENT SOL	BOOKS FOR CORNELIA	06/21/23	2,865.99
393477	THREE RIVERS PARK D	BAKER OUTDOOR LC RE	06/28/23	2,833.53
393351	GILBERT MECHANICAL	CHILLER 1&2 REPAIRS	06/28/23	2,823.25
393453	REGION 3AA	6/8 BOYS LACROSSE	06/28/23	2,795.00
393446	PLANSOURCE	SERVICES FOR JUN 20	06/28/23	2,780.01
393365	HIGH POINT NETWORKS	HPE TECH CARE BASIC	06/28/23	2,740.00
392941	KINECT ENERGY, INC	CV - APR23 SERVICES	06/07/23	2,733.97
392980	SEW EASY DESIGNS	GRD 7 SEWING PROJEC	06/07/23	2,704.00
393485	TUMBLEWEED PRESS IN	FY23-24 TUMBLEWEED	06/28/23	2,700.00
393367	HOLY FAMILY CATHOLI	NON PUB TRANS 22-23	06/28/23	2,696.51
393030	BETH PETERSON	PRIOR W.N. RESOLUTI	06/14/23	2,600.00
392896	CESO COMMUNICATIONS	MAY23 COMM SUPPORT	06/07/23	2,600.00
393373	INSTITUTE FOR ENVIR	DW - AHERA INSPECTI	06/28/23	2,560.00
392960	NAC MECHANICAL & EL	REFRIGERATION FILTE	06/07/23	2,519.42
392877	ANA MUNRO	ENVIRO JUSTICE CAMP	06/07/23	2,500.00
393157	TEACHERS ON CALL, A	CS - SUBSTITUTES	06/14/23	2,464.00
393230	JUSTIN BETANCOURT	IMPROV&THEATER JUNE	06/21/23	2,450.00
393373	INSTITUTE FOR ENVIR	EHS-MGMT SERVICES	06/28/23	2,447.43
393168	WENGER CORPORATION	098G054 SIGNATURE 4	06/14/23	2,439.90
393433	METRO ELEVATOR INC	HL - ELEVATOR REPAI	06/28/23	2,432.00
393157	TEACHERS ON CALL, A	VV - SUBSTITUTES	06/14/23	2,432.00
392893	BSN SPORTS, LLC	BOYS LAX HELMETS	06/07/23	2,404.98
392995	VERNIER SOFTWARE &	ITEM #: MLT-BTA MEL	06/07/23	2,396.00
393453	REGION 3AA	6/6 BOYS LACROSSE	06/28/23	2,395.00
392995	VERNIER SOFTWARE &	ITEM # LABQ3; LABQU	06/07/23	2,394.00
393038	CATHERINE EARLEY	BODY SHAPE 403/5/7	06/14/23	2,366.40
393467	SUMMIT FIRE PROTECT	VV-FIRE ALARM INSPE	06/28/23	2,352.00
393448	PRAIRIE ELECTRIC CO	OUTLETS INSTALLED	06/28/23	2,349.89
393119	NAC MECHANICAL & EL	HL - BOILER REPAIR	06/14/23	2,244.42
393119	NAC MECHANICAL & EL	ROOF LEAK REPAIRS	06/14/23	2,237.10
392941	KINECT ENERGY, INC	CC - APR23 SERVICES	06/07/23	2,234.83
393013	ADVANCED IMAGING SO	HIGH SCHOOL 05/23	06/14/23	2,194.41
392941	KINECT ENERGY, INC	HL - APR23 SERVICES	06/07/23	2,186.18
393467	SUMMIT FIRE PROTECT	SV-FIRE ALARM INSPE	06/28/23	2,167.00
393209	GAMETIME	ZIP SEAT/ROPE ASSY6	06/21/23	2,154.00
392997	WASTE MANAGEMENT OF	EHS - JUN23 SERVICE	06/07/23	2,134.76
393157	TEACHERS ON CALL, A	CV - SUBSTITUTES	06/14/23	2,128.64
393100	KATHERINE MCGRAW	DANCE SPR 320/2/3/4	06/14/23	2,049.60
393377	IWS - INNOVATIONAL	MAY23 WATER MGMT PR	06/28/23	2,033.67
393234	LAURA WOLOVITCH	FUN&FUNKY JEWELRY	06/21/23	2,026.50
393196	CRAIG CROASTON	COMP DIVE JUNE	06/21/23	2,000.78
393321	CHARACTERSTRONG, LL	ESTIMATE # 13726	06/28/23	1,999.50
393043	CHARACTERSTRONG, LL	TIER 2 SOLUTIONS K-	06/14/23	1,999.00
393247	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	06/21/23	1,991.50
393404	LAKE COUNTRY SCHOOL	NON PUB TRANS 22-23	06/28/23	1,987.06
393157	TEACHERS ON CALL, A	CC - SUBSTITUTES	06/14/23	1,984.00
392933	JESSEN PRESS INC	HAPPENING PROGRAMS	06/07/23	1,975.00
392994	VEOLIA NORTH AMERIC	ECC-HAZ WASTE REMOV	06/07/23	1,956.12
392934	JOAN NIMERFROH	PILATES BARRE APRIL	06/07/23	1,918.00
393453	REGION 3AA	6/6 GRLS LACROSSE	06/28/23	1,911.92
393028	ARVIG	INTERNET SERVICES M	06/14/23	1,911.13
393047	CHRISTINE JOHNSON	MAY23 INDIAN ADDEND	06/14/23	1,900.00
393408	LIGHTNING PRINTING	2023 COMMENC PRGMS	06/28/23	1,892.10
V18785	GREGORY J GUSWILER	TABLEAU CONF 2023	06/14/23	1,887.24
392942	KULLY SUPPLY INC	BUILDING REPAIR SUP	06/07/23	1,870.10
392941	KINECT ENERGY, INC	CN - APR23 SERVICES	06/07/23	1,853.17
393312	BYTESPEED LLC	CS - EMERGENCY PANE	06/28/23	1,842.40
392960	NAC MECHANICAL & EL	DATA ROOM #4	06/07/23	1,835.11
392984	TEACHERS ON CALL, A	CN - SUBSTITUTES	06/07/23	1,830.40

Check No.	Vendor	Description	Date	Amount
393073	ITSAVVY LLC	QUOTE 3717648	06/14/23	1,786.00
392922	GRAND SLAM SPORTS	GRD 5 FIELD TRIP	06/07/23	1,749.00
393259	REGION 6AA	5/30 SECTION BASEBA	06/21/23	1,720.00
V18815	LISA D SCHENK	GLACIER TRIP AIRFAR	06/21/23	1,695.60
393188	BUSINESS ESSENTIALS	FINAL PAPER ORDER	06/21/23	1,670.00
393037	CATALYST SOURCING S	ONDEMAND/DMTS/WINDO	06/14/23	1,667.50
393336	DASH SPORTS LLC	"612-L5001, 612-L50	06/28/23	1,664.60
393306	BOLTON & MENK INC	HL - PLAYGROUND	06/28/23	1,664.00
393311	BRIN GLASS SERVICE	N.E. WINDOW REPAIR	06/28/23	1,661.00
393231	KENDALL/HUNT PUBLIS	QUOTE DATED 4.28.23	06/21/23	1,650.00
393299	BAUER BUILT INC	TIRES	06/28/23	1,640.64
393397	KATH FUEL OIL SERVI	UNLEADED	06/28/23	1,608.23
393246	MINNESOTA MEMORY IN	32 MUSHKIN TEMPEST	06/21/23	1,599.68
392884	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	06/07/23	1,592.50
392893	BSN SPORTS, LLC	BSN LAX BALLS	06/07/23	1,590.94
392911	EDUCATION LOGISTICS	JUN23 GPS SERVICES	06/07/23	1,582.12
393188	BUSINESS ESSENTIALS	WHITE 8 1/2 X 11	06/21/23	1,580.00
393277	XCEL ENERGY	BUS 4/25/23-5/24/23	06/21/23	1,574.55
393236	LORENZ BUS SERVICE	9/20/21 GSOCER BUS	06/21/23	1,550.00
393052	CPI-CRISIS PREVENTI	CPI TRAINING FOR AN	06/14/23	1,549.00
392941	KINECT ENERGY, INC	ECC - APR23 SERVICE	06/07/23	1,548.53
392893	BSN SPORTS, LLC	BOYS TENNIS BALLS	06/07/23	1,546.63
393009	ZANER-BLOSER INC	ZANER BLOSER HANDWR	06/07/23	1,545.50
393259	REGION 6AA	5/27 SECTION BASEBA	06/21/23	1,540.00
393336	DASH SPORTS LLC	"612-B2123, 612-B21	06/28/23	1,537.90
393372	INSPEC INC	VV WALL - PROF SERV	06/28/23	1,528.80
393206	FRANSKE CONSULTING	HAPPENIN 2023 RECOR	06/21/23	1,500.00
393043	CHARACTERSTRONG, LL	ESTIMATE#13424	06/14/23	1,499.50
393138	RUPP ANDERSON SQUIR	LEGAL SERV: MISC	06/14/23	1,484.00
393095	KAETHE BIRKNER	BALLET APRIL	06/14/23	1,464.00
393453	REGION 3AA	6/1 BOYS LACROSSE	06/28/23	1,460.00
393217	HORIZON COMMERCIAL	POOL CHEMICALS	06/21/23	1,455.06
392997	WASTE MANAGEMENT OF	SV - JUN23 SERVICES	06/07/23	1,449.88
392928	IWS - INNOVATIONAL	ETHYLENE GLYCOL	06/07/23	1,438.96
393298	BARNES & NOBLE INC	QUOTE 1546297	06/28/23	1,388.15
393128	POLLACK PEACEBUILDI	WORKSHOP WK DEPOSIT	06/14/23	1,347.50
393195	COMMERCIAL FURNITUR	3271.TBT2.TZ2460 -	06/21/23	1,342.89
393179	BADLANDS QUILTING	COTTON QUILTS (6)	06/21/23	1,342.50
393467	SUMMIT FIRE PROTECT	HL-FIRE ALARM INSPE	06/28/23	1,330.00
393281	ACTION FENCE INC	CS - RELOCATE FENCE	06/28/23	1,325.00
393029	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	06/14/23	1,316.25
393037	CATALYST SOURCING S	ONDEMAND/PAPER/FOOD	06/14/23	1,305.00
393190	CDW GOVERNMENT	QUOTE NJZQ199	06/21/23	1,304.36
392936	JONATHAN WINDOW DES	BLINDS INSTALLATION	06/07/23	1,283.00
392995	VERNIER SOFTWARE &	ITEM #: COL-BTA; CO	06/07/23	1,280.00
393240	MCPHILLIPS BROS ROO	ROOF REPAIRS	06/21/23	1,277.79
392953	METRO ELEVATOR INC	ECC-JUN23 ELEVATOR	06/07/23	1,275.00
393284	AFFINITECH INC	CV TOUCH SCREENS	06/28/23	1,271.48
393475	THE DISCOVERY SOURC	CALMING KITS/ITEMS	06/28/23	1,260.77
393029	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	06/14/23	1,251.25
393184	BRAUN INTERTEC CORP	CS - PROJECT MANAGE	06/21/23	1,250.00
392997	WASTE MANAGEMENT OF	CS - JUN23 SERVICES	06/07/23	1,231.17
393276	WIZEDUCATORS LLC	NATURE ALL JUNE	06/21/23	1,225.00
392884	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/07/23	1,223.75
393369	HORIZON COMMERCIAL	CHEMICALS	06/28/23	1,214.80
392884	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/07/23	1,210.00
393182	BENEFIT EXTRAS, INC	HSA ADMIN-JUN	06/21/23	1,203.75
393189	CARMEN CASTELLO	MUSICAL CHOREOGRAPH	06/21/23	1,200.00
393176	ADVANCED POWER SERV	REPAIR	06/21/23	1,196.75
392991	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	06/07/23	1,186.77
393133	ROBERT B HILL CO	WATER SOFTENER TUNE	06/14/23	1,185.00
392983	SIMPLE WORDS BOOKS	ULT15 ALL BOOKS CLA	06/07/23	1,168.00
393219	INTERMEDIATE DISTRI	ALC	06/21/23	1,155.20
393195	COMMERCIAL FURNITUR	ESTIMATED SHIPPING/	06/21/23	1,150.00
393005	WOLD ARCHITECTS & E	CS 2023 LTFM	06/07/23	1,145.55
393453	REGION 3AA	6/1 GRLS LACROSSE	06/28/23	1,145.00
393495	WIZEDUCATORS LLC	619-K4064	06/28/23	1,134.00
393195	COMMERCIAL FURNITUR	1181.FT2.PS.PB.AR0	06/21/23	1,122.10

Check No.	Vendor	Description	Date	Amount
393047	CHRISTINE JOHNSON	MAY23 INDIAN CONSUL	06/14/23	1,115.00
393138	RUPP ANDERSON SQUIR	LEGAL SERV: STUD SE	06/14/23	1,104.00
393053	CROSTOWN MECHANICA	EHS ICE MACHINE REP	06/14/23	1,102.07
393013	ADVANCED IMAGING SO	ECC/DO 05/23	06/14/23	1,101.91
392926	INSPEC INC	ECC 2023 REROOF	06/07/23	1,062.50
392926	INSPEC INC	EHS 2023 REROOF	06/07/23	1,062.50
392956	MIKKONEN MUSIC LLC	MUSIC LESSONS	06/07/23	1,057.50
393013	ADVANCED IMAGING SO	CONCORD 05/23	06/14/23	1,024.42
393343	EDINA ELC PTO	GERTENS FUNDR REIMB	06/28/23	1,022.52
393013	ADVANCED IMAGING SO	COUNTRYSIDE 05/23	06/14/23	1,017.81
393355	GRAYBAR ELECTRIC CO	LED LIGHTING FOR WI	06/28/23	1,003.80
393313	CAPSTONE PRESS INC	QUOTE Q-29542	06/28/23	1,000.00
393074	JAMES SHEEHAN	NEGOTIATIONS COSTIN	06/14/23	1,000.00
392992	UPPER LAKES FOODS I	KC FOOD CS	06/07/23	995.01
393431	MESPA	MESPA MEMBERSHIP -	06/28/23	972.00
392952	MESPA	PRINCIPAL LIC - L.M	06/07/23	962.00
392983	SIMPLE WORDS BOOKS	JRSERIES1 DECODABLE	06/07/23	960.00
393219	INTERMEDIATE DISTRI	CAREER & TECH	06/21/23	954.44
393207	FRASER CHILD AND FA	PSYCHOTHERAPY-I.B.	06/21/23	924.00
392910	EDINA WOODCRAFTERS	WOMENS WOOD	06/07/23	909.50
393013	ADVANCED IMAGING SO	NORMANDALE 05/23	06/14/23	909.35
393275	WINGS FINANCIAL FOU	MONEY EXPLORERS	06/21/23	900.90
393056	DAVID WEBB -- HOMER	ADMIN TEAM TRAINING	06/14/23	900.00
393369	HORIZON COMMERCIAL	UNDERWATER DIVE LIG	06/28/23	900.00
392998	WAYZATA RESULTS INC	5/16 TRACK TIMING	06/07/23	900.00
392944	MACKIN EDUCATIONAL	BOOKS FOR EHS	06/07/23	885.73
392941	KINECT ENERGY, INC	JUN23 ENERGY MGMT F	06/07/23	884.00
393013	ADVANCED IMAGING SO	CORNELIA 05/23	06/14/23	877.96
393157	TEACHERS ON CALL, A	CN - SUBSTITUTES	06/14/23	870.40
393255	PLANGRID, INC	QUOTE Q-00410432	06/21/23	870.00
393255	PLANGRID, INC	PLANGRID RENEWAL-	06/21/23	870.00
393467	SUMMIT FIRE PROTECT	BUS - SPRINKLER INS	06/28/23	862.00
393323	CHESTERTON ACADEMY	NON PUB TRANS 22-23	06/28/23	861.85
393468	SUPERIOR GARAGE DOO	PLTW LAB DOOR REPAI	06/28/23	858.99
392966	PRAIRIE ELECTRIC CO	324 & 348 OUTLETS	06/07/23	856.68
393448	PRAIRIE ELECTRIC CO	FLOOR SANDING/LABOR	06/28/23	852.90
393241	MEADOWBROOK GOLF CO	2023 GOLF ROUNDS	06/21/23	840.00
393467	SUMMIT FIRE PROTECT	SV-SPRINKLER INSPEC	06/28/23	832.00
393132	RIVERSIDE INSIGHTS	ESTIMATED SHIPPING/	06/14/23	830.72
392941	KINECT ENERGY, INC	BUS - APR23 SERVICE	06/07/23	824.98
393065	FRANKLINCOVEY CLIEN	LEVEL 2 STUDENT CUR	06/14/23	824.01
393159	THE ADVISORS MARKET	RETIREE APPLE GIFTS	06/14/23	806.26
393029	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/14/23	797.50
392884	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	06/07/23	796.25
393369	HORIZON COMMERCIAL	POOL CHEMICALS/SUPP	06/28/23	785.84
393117	MINNESOTA HISTORICA	5/16 FOR SNELLING	06/14/23	784.00
392997	WASTE MANAGEMENT OF	ECC - JUN23 SERVICE	06/07/23	782.41
393013	ADVANCED IMAGING SO	CREEK VALLEY 05/23	06/14/23	780.39
392906	DIVERSE CONSTRUCTIO	3 PATCH WELD/COPING	06/07/23	776.25
393236	LORENZ BUS SERVICE	9/14/21 GSOCER BUS	06/21/23	775.00
393207	FRASER CHILD AND FA	PSYCHOTHERAPY-D.L.	06/21/23	770.00
393011	ABBE BLACKER	MAH JONG SPRING	06/14/23	766.50
393241	MEADOWBROOK GOLF CO	2022 GOLF ROUNDS	06/21/23	765.00
393373	INSTITUTE FOR ENVIR	ECC-2022 ASBESTOS R	06/28/23	764.22
392924	HOGLUND BUS CO INC	PARKING BRAKE PARTS	06/07/23	754.85
393252	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	06/21/23	754.38
393441	MULTILINGUAL WORD I	INTERPRETER-GEN ED	06/28/23	752.60
393180	BAILEY TAYLOR	ENVIRO CAMP	06/21/23	750.00
392897	CESO FINANCE LLC	APR23 FINANCE COACH	06/07/23	750.00
392903	DAVID WEBB -- HOMER	EXECUTIVE COACHING	06/07/23	750.00
393199	DUSTIN O'BRIEN	ENVIRO CAMP	06/21/23	750.00
393227	JESSE SHAGEN	ENVIRO CAMP	06/21/23	750.00
393267	TERESA KEMP	ENVIRO CAMP	06/21/23	750.00
393165	TRUDY ARRIAGA	5/15 CABINET MTG	06/14/23	750.00
392966	PRAIRIE ELECTRIC CO	GLOBE EXT LIGHT REP	06/07/23	746.41
393497	ZIP PRINTING & COPY	DIPLOMA MAILING ENV	06/28/23	744.00
392892	BRYAN ROCK PRODUCTS	EHS - RED BALL DIAM	06/07/23	738.09
393186	BRYAN ROCK PRODUCTS	AGGREGATE ROCK	06/21/23	738.09

Check No.	Vendor	Description	Date	Amount
392997	WASTE MANAGEMENT OF	CC - JUN23 SERVICES	06/07/23	736.37
393013	ADVANCED IMAGING SO	VALLEY VIEW 05/23	06/14/23	720.75
393216	HIGH NOON BOOKS	SP-8125-8 SOUND OUT	06/21/23	712.00
393223	ISD 22 - DETROIT LA	5/12-5/13 TOURNAMEN	06/21/23	700.00
393237	LRS OF MINNESOTA LL	KUHLMAN 5/5-6/1	06/21/23	700.00
392883	BATTERIES R US	BATTERIES	06/07/23	699.98
393043	CHARACTERSTRONG, LL	ESTIMATE# 13422	06/14/23	699.00
393304	BJORN CYCLING LLC	619-K4072 BIKE REPA	06/28/23	693.00
393322	CHESS & STRATEGY GA	619-K4077	06/28/23	693.00
393065	FRANKLINCOVEY CLIEN	GRADE 4 STUDENT ACT	06/14/23	693.00
392992	UPPER LAKES FOODS I	KC FOOD HL	06/07/23	683.40
V18811	BAILLIE MORGAN NASH	ASBO CONF AIRFARE	06/21/23	682.79
V18817	PEGGY WICKLAND	MEDICARE	06/21/23	680.00
392992	UPPER LAKES FOODS I	KC FOOD HL	06/07/23	679.17
393013	ADVANCED IMAGING SO	SOUTH VIEW 05/23	06/14/23	675.70
392912	EDUCATORS BENEFIT C	403(B) ADMIN&COMP F	06/07/23	667.29
392966	PRAIRIE ELECTRIC CO	EXHAUST FAN REPAIRS	06/07/23	662.27
393257	PROPIO LANGUAGE SER	JUN23 INTERPRETING	06/21/23	653.75
393116	MIDWEST BAND INSTRU	INSTRUMENT REPAIRS	06/14/23	650.00
393258	PUMP AND METER SERV	HOSE	06/21/23	642.31
392955	MIDWEST BUS PARTS I	BRAKE PADS	06/07/23	637.14
393152	SPS COMPANIES INC	FLUSH VALVE ACTUATO	06/14/23	634.67
392984	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	06/07/23	633.60
392907	DUNHAM ASSOCIATES I	ECC - PROF SERVICES	06/07/23	633.34
393341	DUNHAM ASSOCIATES I	BUS - PROF SERVICES	06/28/23	633.34
392907	DUNHAM ASSOCIATES I	BUS - PROF SERVICES	06/07/23	633.33
392907	DUNHAM ASSOCIATES I	VV - PROF SERVICES	06/07/23	633.33
393341	DUNHAM ASSOCIATES I	ECC - PROF SERVICES	06/28/23	633.33
393341	DUNHAM ASSOCIATES I	VV - PROF SERVICES	06/28/23	633.33
392883	BATTERIES R US	12V VOLT BATTERIES	06/07/23	629.86
393482	TRANE U.S. INC	LABOR/TRIP CHARGE	06/28/23	629.00
393004	WINDOWS PLUS OF MPL	ROOM 135 WINDOW TIN	06/07/23	628.00
393147	SHARON TANG	LUNCH ACCT REFUND	06/14/23	626.05
393268	TIMBERNOOK	JUNE CURRICULUM ROY	06/21/23	621.60
392904	DELEGARD TOOL COMPA	ZIP TIE CABLES	06/07/23	612.40
393014	ADVANCED IMAGING SO	LEASE 07.08 0631790	06/14/23	612.00
393467	SUMMIT FIRE PROTECT	CC-SPRINKLER INSPEC	06/28/23	612.00
393370	HOUSE OF NOTE	CELLO REPAIRS	06/28/23	605.00
393382	JANET UNGS - BUSINE	JUN23 T&L COACHING	06/28/23	605.00
393109	LAVINIA POTTIOS	RED CROSS LIFEGUARD	06/14/23	600.00
392997	WASTE MANAGEMENT OF	HL - JUN23 SERVICES	06/07/23	598.21
393177	ALLEGRA EDEN PRAIRI	AUTOGRAPH BOOKS	06/21/23	598.00
393178	ASTLEFORD INTERNATI	SENSOR	06/21/23	597.04
393216	HIGH NOON BOOKS	CS-8125-8 SOUND OUT	06/21/23	592.00
393216	HIGH NOON BOOKS	CS-8237-8 SOUND OUT	06/21/23	592.00
393166	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	06/14/23	578.38
393141	SAM'S CLUB/SYNCHRON	FACS FOOD SUPPLY	06/14/23	568.83
V18741	AMY J GILBERTSON-DO	PHY ED SUPPLIES	06/07/23	564.47
V18818	TIMOTHY J ANDERSON	PRESENTATION EXPENS	06/28/23	561.53
393426	MAUREEN SMITH	WRITERS' GRP 221-00	06/28/23	560.00
393042	CESO FINANCE LLC	MAY23 FINANCE COACH	06/14/23	550.00
393467	SUMMIT FIRE PROTECT	CC - FIRE ALARM INS	06/28/23	547.00
393440	MTI DISTRIBUTING IN	DW TORO PARTS	06/28/23	545.80
392992	UPPER LAKES FOODS I	KC FOOD WISE GUYS	06/07/23	544.57
393019	ALLEGRA EDEN PRAIRI	PURE IMAGINE POSTER	06/14/23	540.73
393170	WEX BANK	FUEL	06/14/23	535.75
393169	WESTMARK PRODUCTION	5/23 VIDEO RECORDIN	06/14/23	535.00
393013	ADVANCED IMAGING SO	HIGHLANDS 05/23	06/14/23	527.71
393377	IWS - INNOVATIONAL	30 GAL GLYCOL	06/28/23	525.23
393157	TEACHERS ON CALL, A	SV - SUBSTITUTES	06/14/23	512.00
392891	BROTHERS FIRE & SEC	FIRE PANEL SERVICE	06/07/23	508.00
393065	FRANKLINCOVEY CLIEN	STUDENT ACTIVITY GU	06/14/23	506.25
393093	JUNIOR LIBRARY GUIL	QUO-301655-P4L7M3	06/14/23	505.62
393098	KAREN GOLDFARB	BEG MAH SPRING	06/14/23	504.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	504.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	504.00
393355	GRAYBAR ELECTRIC CO	LED LIGHTING FOR WI	06/28/23	501.90
393090	JOHNSON CONTROLS FI	ALARM REPAIR	06/14/23	498.30

Check No.	Vendor	Description	Date	Amount
393270	ULINE	SCHOOL STORE STORAG	06/21/23	493.61
393005	WOLD ARCHITECTS & E	SV 2023 CRTYD RECON	06/07/23	492.63
392947	MATSON HOLDINGS, IN	TORQUE WRENCH	06/07/23	487.00
393436	MINNESOTA MEMORY IN	INTERNAL SSD'S	06/28/23	479.80
392895	CDW GOVERNMENT	QUOTE NJFJ820	06/07/23	477.74
393217	HORIZON COMMERCIAL	MEDIA CHANGE SERVIC	06/21/23	475.00
393214	GROTH MUSIC COMPANY	BAND PIECES	06/21/23	468.00
393300	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/28/23	467.50
393005	WOLD ARCHITECTS & E	CN LIGHTING REPLACE	06/07/23	466.78
393319	CDW GOVERNMENT	CB PENS FOR SV	06/28/23	465.00
393049	CHUX SCREEN PRINTIN	SVTV SHIRTS	06/14/23	460.00
393071	ILAN BLANCK	CARELESS CRUIS ARRA	06/14/23	455.00
393058	DEBBIE BRODERICK	LUNCH ACCT REFUND	06/14/23	451.90
393493	WENDY DOSTER	LUNCH ACCT REFUND	06/28/23	451.30
392997	WASTE MANAGEMENT OF	VV - JUN23 SERVICES	06/07/23	447.34
392991	UNIVERSITY LANGUAGE	INTERPRETER-SPED	06/07/23	441.26
393168	WENGER CORPORATION	ESTIMATED SHIPPING/	06/14/23	439.18
392931	JEANNE AARON	DRAW W COLOR 408	06/07/23	437.50
393037	CATALYST SOURCING S	ONDEMAND/FACIL/BOIL	06/14/23	435.00
393197	CROSTOWN MECHANICA	ROOM E238 A/C REPAI	06/21/23	428.24
392997	WASTE MANAGEMENT OF	CN - JUN23 SERVICES	06/07/23	426.98
393029	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/14/23	426.25
393239	MATH TEACHERS PRESS	ESTIMATED SHIPPING/	06/21/23	422.95
392881	ASTLEFORD INTERNATI	TURBO ACTUATOR	06/07/23	418.77
393441	MULTILINGUAL WORD I	INTERPRETER-GEN ED	06/28/23	418.20
393467	SUMMIT FIRE PROTECT	HL-SPRINKLER INSPCE	06/28/23	417.00
393203	SHRED-IT USA	SV - SHREDDING	06/21/23	415.00
393204	FLEET PRIDE	FILTERS	06/21/23	414.18
393191	CENTURYLINK	SV 06/01/23-06/30/2	06/21/23	404.04
392960	NAC MECHANICAL & EL	RM100 LEAKY PIPE LI	06/07/23	404.00
393366	HOGLUND BUS CO INC	MOBILE SERVICE CALL	06/28/23	400.60
393173	ZOFI KUDAK-FIELD	SYNCHRO CHOREOGRAPH	06/14/23	400.00
393235	LEXIA LEARNING SYST	Q-566851-1	06/21/23	399.00
393029	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/14/23	398.75
393300	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/28/23	398.75
393300	BAYADA HOME HEALTH	D.S. - SCHOOL NURSE	06/28/23	398.75
393022	ANCOM COMMUNICATION	RADIO LICENSE RENEW	06/14/23	395.00
393192	CHANHASSEN BOOSTER	5/19 GRLS TOURNEY	06/21/23	390.00
393175	93 SKIP LLC	MAY23-BUS SOLAR PRO	06/21/23	386.40
393397	KATH FUEL OIL SERVI	WASHER FLUID	06/28/23	385.00
393467	SUMMIT FIRE PROTECT	BUS - FIRE ALARM IN	06/28/23	382.00
392997	WASTE MANAGEMENT OF	CV - JUN23 SERVICES	06/07/23	379.29
V18792	KENDAL C MASICA	CLASSROOM SUPPLIES	06/14/23	372.84
393185	BROTHERS FIRE & SEC	TRUCK/FUEL CHARGE	06/21/23	372.00
393331	CRETIN-DERHAM HALL	NON PUB TRANS 22-23	06/28/23	369.51
392892	BRYAN ROCK PRODUCTS	DW - AGGREGATE ROCK	06/07/23	369.05
392892	BRYAN ROCK PRODUCTS	EHS - AGGREGATE ROC	06/07/23	369.04
V18772	ELIZABETH K SKOGLUN	RENAISSANCE CONF FE	06/07/23	365.80
393483	TRI-STATE BOBCAT IN	HL-STUMP GRINDER RE	06/28/23	353.03
393182	BENEFIT EXTRAS, INC	FLEX ADMIN-JUN	06/21/23	352.00
393198	DARK KNIGHT SOLUTIO	MAY23 FEES	06/21/23	350.00
393220	ISABELLE STEFFEN	SYNCHRO CHOREOGRAPH	06/21/23	350.00
393200	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	06/21/23	348.96
393066	GENERAL PARTS LLC	CC STEAMER SWITCH	06/14/23	347.02
392963	ODP BUSINESS SOLUTI	OFFICE SUPPLIES FOR	06/07/23	343.33
393295	ASTLEFORD INTERNATI	HUB	06/28/23	342.68
393078	JEAN BONNEVILLE	LUNCH ACCT REFUND	06/14/23	339.50
392961	NCS PEARSON INC	#A102001600093 - BA	06/07/23	337.40
392955	MIDWEST BUS PARTS I	ROTOR	06/07/23	333.74
393340	DRAIN PRO PLUMBING	BATHROOM SEWER REPA	06/28/23	325.00
392955	MIDWEST BUS PARTS I	SEAT BELTS	06/07/23	323.36
V18805	ANN E THOLE	SUMMER FOOD/TREATS	06/14/23	321.31
V18817	PEGGY WICKLAND	MEDICARE SUPPLEMENT	06/21/23	314.80
393207	FRASER CHILD AND FA	PSYCHOTHERAPY-H.C.	06/21/23	308.00
393005	WOLD ARCHITECTS & E	CS ES FURNITURE	06/07/23	302.81
393047	CHRISTINE JOHNSON	DRUM HONORING REIMB	06/14/23	300.00
393056	DAVID WEBB -- HOMER	BOOKS	06/14/23	300.00
392903	DAVID WEBB -- HOMER	LEADERSHIP TRANING	06/07/23	300.00

Check No.	Vendor	Description	Date	Amount
393272	VOIGT'S BUS COMPANI	KALAHARI BUS TRIP	06/21/23	300.00
392898	CINTAS	FIRST AID SUPPLIES	06/07/23	296.88
393387	JESSEN PRESS INC	PRINTED ENVELOPES	06/28/23	291.76
393083	JERRY'S FOODS CORP-	SLT CELEBRATION DON	06/14/23	291.38
393072	INSTRUMENTALIST AWA	BAND AWARDS	06/14/23	291.00
393041	CENTURYLINK	VV 05/28/23-06/27/2	06/14/23	288.60
393167	VERTO	INTERPRETING FOR J.	06/14/23	288.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	288.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	288.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	288.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	288.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	288.00
393349	FREMA CURLEY	KC OVERPAY REFUND	06/28/23	286.50
393455	RJ MECHANICAL INC	ECC-WATER MTR REPAI	06/28/23	275.00
393336	DASH SPORTS LLC	SPORTS SAMPLER TYKE	06/28/23	273.00
393430	MENARDS - EDEN PRAI	MISC HARDWARE/SUPPL	06/28/23	270.65
393226	JERRY'S PRINTING	NOTE PADS/L.HUMMER	06/21/23	266.00
393231	KENDALL/HUNT PUBLIS	ESTIMATED SHIPPING/	06/21/23	264.00
393015	ADVANCED POWER SERV	T-STAT REPAIR	06/14/23	262.05
392928	IWS - INNOVATIONAL	EPS-SYSTEM MGMT PRG	06/07/23	260.80
393300	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	06/28/23	260.00
393300	BAYADA HOME HEALTH	E.B. - SCHOOL NURSE	06/28/23	260.00
393191	CENTURYLINK	DO 06/01/23-06/30/2	06/21/23	260.00
393076	JANET UNGS - BUSINE	MAY23 COACHING	06/14/23	260.00
392961	NCS PEARSON INC	#A102001600047 - BA	06/07/23	256.00
392878	ANCOM COMMUNICATION	RADIO REPAIR	06/07/23	252.82
393216	HIGH NOON BOOKS	ESTIMATED SHIPPING/	06/21/23	251.60
393222	ISD #623 -- ROSEVIL	1/28 WRESTLING INVI	06/21/23	250.00
393110	LEAH LINDGREN	LUNCH ACCT REFUND	06/14/23	250.00
393164	TRANSPORTATION PLUS	MAY23 HHM TRANSPORT	06/14/23	249.00
393014	ADVANCED IMAGING SO	LEASE 07.08 0631790	06/14/23	246.00
393010	ZIP PRINTING & COPY	SPACE FLIGHT CERTIF	06/07/23	245.58
393462	SITEONE LANDSCAPE S	HL - SEED STARTER	06/28/23	245.19
393237	LRS OF MINNESOTA LL	EHS/ADA UNIT 5/5-6/	06/21/23	245.00
392921	GRAINGER	TIRE VALVE & WEIGHT	06/07/23	240.70
393362	HEATHER SUCCIO	LUNCH ACCT REFUND	06/28/23	240.10
392973	ROBERT B HILL CO	SALT	06/07/23	238.20
393063	ELIZABETH SHEROD	LUNCH ACCT REFUND	06/14/23	235.85
V18837	NATALIE M SPICER	JUN23 MILEAGE	06/28/23	234.49
393041	CENTURYLINK	EHS 05/28/23-06/27/	06/14/23	230.88
393191	CENTURYLINK	ECC 06/01/23-06/30/	06/21/23	230.88
393191	CENTURYLINK	CC 06/01/23-06/30/2	06/21/23	230.88
393201	FACTORY MOTOR PARTS	A/C PARTS	06/21/23	230.20
393333	CUSHMAN MOTOR COMPA	HL GROUNDS - RAKE R	06/28/23	230.00
393037	CATALYST SOURCING S	SUPP TRACK MON SUBS	06/14/23	229.99
393112	LORA ALEXANDER	LUNCH ACCT REFUND	06/14/23	225.55
392984	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	06/07/23	224.00
V18808	KOURTNEE A. BAUKOL	PARTY SUPPLIES	06/21/23	223.90
392997	WASTE MANAGEMENT OF	ND - JUN23 SERVICES	06/07/23	220.68
V18775	ALAN M THOMPSON	APR-MAY23 MILEAGE	06/07/23	220.47
393216	HIGH NOON BOOKS	2537-9 LITTLE SPROU	06/21/23	220.00
393327	COLLEEN ONSTAD	LUNCH ACCT REFUND	06/28/23	219.60
393430	MENARDS - EDEN PRAI	CLEAR POLY, TAPE, E	06/28/23	213.44
392983	SIMPLE WORDS BOOKS	ESTIMATED SHIPPING/	06/07/23	212.80
393430	MENARDS - EDEN PRAI	CUSTODIAL SUPPLIES	06/28/23	212.01
392937	JOSEPH ANNAREDDY	SPEECH: STATE TOURN	06/07/23	210.00
392941	KINECT ENERGY, INC	ND - APR23 SERVICES	06/07/23	207.75
393157	TEACHERS ON CALL, A	EHS - SUBSTITUTES	06/14/23	204.80
393243	MENARDS - EDEN PRAI	SPRINKLER	06/21/23	204.12
393031	BETH PSIHOS	LUNCH ACCT REFUND	06/14/23	203.95
393209	GAMETIME	ESTIMATED SHIPPING/	06/21/23	203.87
392873	ADAM IVERSON	BLAX: STILLWATER	06/07/23	202.00
V18790	LINDSAY KOERNER	ART FAIR TOTES	06/14/23	200.97
393488	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	06/28/23	200.31
392887	BMF ENTERBRAINMENT	WORKSHOP SERVICES	06/07/23	200.00
393216	HIGH NOON BOOKS	DDD-2337 DANDELION	06/21/23	200.00
393216	HIGH NOON BOOKS	DDD-2991 DANDELION	06/21/23	200.00
393006	WONDERWEAVERS - STO	GRD 1 STORYTELLING	06/07/23	200.00

Check No.	Vendor	Description	Date	Amount
V18763	LAURA T PHONGSAVATH	MAR-MAY23 MILEAGE	06/07/23	198.73
V18835	NDEYE KANY SECK	SPARC MTG FOOD	06/28/23	197.98
393488	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	06/28/23	197.69
V18834	MEGAN B SCHNEIDER	MAY-JUN23 MILEAGE	06/28/23	196.50
393391	JOSEPH BURBACH	LUNCH ACCT REFUND	06/28/23	195.23
392939	JW PEPPER & SON INC	ORCHESTRA MUSIC	06/07/23	195.00
393264	SPED FORMS LLC	RECORD RETRIEVAL	06/21/23	195.00
393081	JENNIFER TESSMER-TU	PLAY COSTUMES REIMB	06/14/23	194.81
392997	WASTE MANAGEMENT OF	BUS - JUN23 SERVICE	06/07/23	193.98
393488	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	06/28/23	193.76
392919	GERTENS GREENHOUSES	CC GROUNDS - PLANTS	06/07/23	187.95
392919	GERTENS GREENHOUSES	SV GROUNDS - PLANTS	06/07/23	187.95
392919	GERTENS GREENHOUSES	DW GROUNDS - PLANTS	06/07/23	187.95
392919	GERTENS GREENHOUSES	EHS GROUNDS - PLANT	06/07/23	187.95
392919	GERTENS GREENHOUSES	VV GROUNDS - PLANTS	06/07/23	187.95
392919	GERTENS GREENHOUSES	ECC GROUNDS - PLANT	06/07/23	187.95
392971	RIVERSIDE INSIGHTS	#2000246 - BDI-3 DE	06/07/23	187.95
393166	UNIVERSITY LANGUAGE	INTERPRETER-SPED	06/14/23	187.22
393069	GREATAMERICA FINANC	DO-MAY23 POSTAGE MT	06/14/23	184.95
V18769	ELIZABETH A SANDVIC	TEAM LUNCHES	06/07/23	181.51
392919	GERTENS GREENHOUSES	EHS GROUNDS - PLANT	06/07/23	180.00
392971	RIVERSIDE INSIGHTS	ITEM CODE: 2001258	06/07/23	180.00
393332	CULLIGAN BOTTLED WA	EHS - WATER FOR STA	06/28/23	177.00
393062	ELISSA BEAN	LUNCH ACCT REFUND	06/14/23	176.40
393213	GREEN HAVEN GOLF CO	BGOLF TEAM GREEN FE	06/21/23	176.00
393288	ANGELA FREEMAN	LUNCH ACCT REFUND	06/28/23	175.60
V18742	KATY B HAMMEL	CLASSROOM SUPPLIES	06/07/23	175.20
393221	ISD #112 - CHASKA H	5/15 GRLS GOLF INVI	06/21/23	175.00
393232	LAKEVILLE SOUTH HIG	4/25 GRLS GOLF INVI	06/21/23	175.00
393490	VERIFIED CREDENTIAL	BACKGROUND SCREENIN	06/28/23	174.12
392996	VISTA HIGHER LEARNI	ESTIMATED SHIPPING/	06/07/23	173.93
393191	CENTURYLINK	HL 06/01/23-06/30/2	06/21/23	173.16
393191	CENTURYLINK	CS 06/01/23-06/30/2	06/21/23	173.16
393191	CENTURYLINK	CN 06/01/23-06/30/2	06/21/23	173.16
393320	CENTURYLINK	CV 06/10/23-07/09/2	06/28/23	173.16
393462	SITEONE LANDSCAPE S	CC - POLY PIPE	06/28/23	170.53
393068	GILBERT MECHANICAL	TECHNICIAN WORK	06/14/23	168.50
393430	MENARDS - EDEN PRAI	DW - STEEL	06/28/23	166.05
392970	RICHARD LINDSEY	BASEBALL: STMA	06/07/23	166.00
392974	ROBERT BISSONETTE	BASEBALL: STMA	06/07/23	166.00
V18786	DYLAN T HACKBARTH	MACAC 2023 CONF FEE	06/14/23	165.00
393295	ASTLEFORD INTERNATI	BELTS	06/28/23	163.84
393212	GREATAMERICA FINANC	SV-JUL23 POSTAGE ME	06/21/23	159.95
393212	GREATAMERICA FINANC	ECC-JUL23 POSTAGE M	06/21/23	159.00
V18816	RANDAL J SMASAL	MAR-MAY23 CELL PHON	06/21/23	159.00
393065	FRANKLINCOVEY CLIEN	LEVEL K STUDENT CUR	06/14/23	157.50
V18738	BLANCA E DIAZ DE LE	MAR-MAY23 CELL PHON	06/07/23	156.40
393164	TRANSPORTATION PLUS	MAY23 SPED TRANSPOR	06/14/23	156.00
393344	EDINA ROTARY FOUNDA	LUNCH ACCT REFUND	06/28/23	155.90
393462	SITEONE LANDSCAPE S	CC - TOOL REPAIR KI	06/28/23	155.56
393009	ZANER-BLOSER INC	ESTIMATED SHIPPING/	06/07/23	154.55
393207	FRASER CHILD AND FA	PSYCHOTHERAPY-N.T.	06/21/23	154.00
393207	FRASER CHILD AND FA	PSYCHOTHERAPY-D.L.	06/21/23	154.00
393061	ECM PUBLISHERS INC	APR 17 REG	06/14/23	153.60
V18837	NATALIE M SPICER	PARKING/SUV GAS	06/28/23	152.13
V18793	BROOKE MOEHRLE	MAR-MAY23 CELL PHON	06/14/23	151.97
392955	MIDWEST BUS PARTS I	BRAKE HOSE	06/07/23	150.72
393206	FRANSKE CONSULTING	SPRING SING AUDIO	06/21/23	150.00
393089	JOHN W MCKONE -- BE	PIANO TUNING	06/14/23	150.00
393244	METRO ECSU-REGION 1	LEADER SUMMIT - S.C	06/21/23	150.00
V18767	TIMOTHY J RONHOVDE	ESTEP BOOT CAMP JUL	06/07/23	150.00
393069	GREATAMERICA FINANC	EHS-JUNE23 POSTAGE	06/14/23	149.95
393057	DEB GARDNER	LUNCH ACCT REFUND	06/14/23	148.10
392977	SCHMITT MUSIC COMPA	SAX REPAIR	06/07/23	148.00
393462	SITEONE LANDSCAPE S	CC - WATTS BONNET A	06/28/23	146.13
393414	LORI DOCKMAN	LUNCH ACCT REFUND	06/28/23	144.00
393167	VERTO	INTERPRETING FOR J.	06/14/23	144.00
393254	OPENTEXT INC	FEES FOR MAY23	06/21/23	143.98

Check No.	Vendor	Description	Date	Amount
393337	DAWN COLE	LUNCH ACCT REFUND	06/28/23	143.60
392917	GENERAL PARTS LLC	CN PRE-RINSE VALVE	06/07/23	143.40
392894	CALLAHAN CRAWFORD	BLAX: BLOOM-JEFF	06/07/23	143.00
392900	CRAIG WEBER	GLAX: PRIOR LAKE	06/07/23	143.00
392913	EMILY GRAY	GLAX: ROSEMOUNT	06/07/23	143.00
392923	GREGORY FLEISCHMAN	BLAX: BLOOM-JEFF	06/07/23	143.00
393172	XIAO ZHANG	LUNCH ACCT REFUND	06/14/23	142.40
393435	MINNESOTA CLAY CO U	ESTIMATED SHIPPING/	06/28/23	140.64
392985	TIM CADOTTE	LUNCH ACCT REFUND	06/07/23	140.30
392969	RECYCLE TECHNOLOGIE	CV-LIGHT BULB/RECYC	06/07/23	140.00
392969	RECYCLE TECHNOLOGIE	ECC-LIGHT BULB/RECY	06/07/23	140.00
392969	RECYCLE TECHNOLOGIE	SV-LIGHT BULB/RECYC	06/07/23	140.00
V18756	TYLER J MOBERG	END OF YEAR TREATS	06/07/23	139.80
393036	BSN SPORTS, LLC	3/4 SLV BSBALL TEE	06/14/23	138.00
393439	MONICA MOHN	WEDDING 515-231	06/28/23	136.50
393439	MONICA MOHN	PARTY LINE 515-230	06/28/23	136.50
393188	BUSINESS ESSENTIALS	FINAL PAPER ORDER	06/21/23	135.00
393145	SCHMITT MUSIC COMPA	TROMBONE CASE	06/14/23	134.99
393462	SITEONE LANDSCAPE S	HL - BLUE POLY	06/28/23	132.81
392986	TRANS-MISSISSIPPI B	SET OT 4-6 BUTTERFL	06/07/23	132.00
393296	AUTO PLUS PARTS	PAINT SUPPLIES	06/28/23	130.49
V18763	LAURA T PHONGSAVATH	APR-MAY23 CELL PHON	06/07/23	130.00
V18829	NATHANIEL M LINDLEY	APR-MAY23 CELL PHON	06/28/23	130.00
V18823	RACHEL M HICKS	MAY-JUN23 CELL PHON	06/28/23	130.00
V18760	SIERRA JADE OVERTON	APR-MAY23 CELL PHON	06/07/23	130.00
392909	ECKROTH MUSIC	GUITAR AMP	06/07/23	129.99
393033	BRAD SMITH	LUNCH ACCT REFUND	06/14/23	128.20
393388	JILL JOHNSON	LUNCH ACCT REFUND	06/28/23	127.10
393458	SCHMITT MUSIC COMPA	ALTO SAX REPAIR	06/28/23	127.00
392920	GOPHER STATE ONE-CA	MAY23 BILLABLE TICK	06/07/23	126.90
393120	NAMGYAL GYATSO	LUNCH ACCT REFUND	06/14/23	125.30
393265	SUZANNE MAGNUSON	SHOW PHOTOGRAPHY	06/21/23	125.00
393462	SITEONE LANDSCAPE S	CC - PVC PIPE	06/28/23	124.40
393102	KATIE CROSBY LEHMAN	LUNCH ACCT REFUND	06/14/23	123.55
393295	ASTLEFORD INTERNATI	BELT	06/28/23	122.88
V18813	CARA RIECKENBERG	PLANNERS, BATTERIES	06/21/23	122.70
V18829	NATHANIEL M LINDLEY	APR-MAY23 MILEAGE	06/28/23	122.42
V18791	LING MA	CLASSROOM SUPPLIES	06/14/23	121.93
V18746	BRENT C KALEY	MAR-MAY23 CELL PHON	06/07/23	121.86
V18753	NICOLE S MCCLURE	CLASSROOM BOOKS	06/07/23	121.79
V18814	SONYA LEIGH SAILER	MAY-JUN23 CELL PHON	06/21/23	121.56
393242	MELTWATER NEWS US I	SOMALI TRANSLATION	06/21/23	121.00
393124	ORKIN COMMERCIAL SE	BUS - MAY23 SERVICE	06/14/23	120.00
393103	KELLY CUMMINS	LUNCH ACCT REFUND	06/14/23	119.95
392981	SHANDON SUTHERLAND	BASEBALL: STMA	06/07/23	119.50
V18791	LING MA	CLASSROOM SUPPLIES	06/14/23	117.79
V18796	TIFFANY A REIS	CLASSROOM BOOKS	06/14/23	117.26
V18769	ELIZABETH A SANDVIC	APR-MAY23 MILEAGE	06/07/23	116.33
393243	MENARDS - EDEN PRAI	HOSE	06/21/23	115.90
393318	CATHY CHERMAK	LUNCH ACCT REFUND	06/28/23	115.00
393242	MELTWATER NEWS US I	SPANISH TRANSLATION	06/21/23	114.95
393020	AMELIA SVENNINGSEN	LUNCH ACCT REFUND	06/14/23	114.90
393458	SCHMITT MUSIC COMPA	BAND SUPPLIES	06/28/23	114.87
393385	JERRY'S HARDWARE	SUPPLIES	06/28/23	113.16
392955	MIDWEST BUS PARTS I	ARM ASSEMBLY	06/07/23	111.93
393344	EDINA ROTARY FOUNDA	LUNCH ACCT REFUND	06/28/23	111.30
V18795	CHERYL L PARISH	MAY23 MILEAGE	06/14/23	111.28
393134	ROBERT LUBAR	LUNCH ACCT REFUND	06/14/23	111.10
393200	EDUCATORS BENEFIT C	ACT BASE FEE	06/21/23	110.36
392921	GRAINGER	ELECTRICAL TAPE, PA	06/07/23	110.11
V18771	SERENITY SEBESTA	APR-MAY23 CELL PHON	06/07/23	110.00
393123	ODP BUSINESS SOLUTI	DISTRICT WIDE INTER	06/14/23	109.80
393152	SPS COMPANIES INC	P-TRAP	06/14/23	109.39
393082	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	06/14/23	107.62
392963	ODP BUSINESS SOLUTI	K SUPPLIES	06/07/23	107.12
393064	FABIANA PETERSON	LUNCH ACCT REFUND	06/14/23	106.00
393417	MARIE KATYAL	LUNCH ACCT REFUND	06/28/23	105.90
393150	SIGNUM SIGNS AND GR	LOADING DOCK SIGN	06/14/23	105.00

Check No.	Vendor	Description	Date	Amount
393357	GRETCHEN MULLEN	LUNCH ACCT REFUND	06/28/23	104.05
393005	WOLD ARCHITECTS & E	CC 2023 LTFM	06/07/23	104.00
V18751	MASON DANIEL LINDLE	APR-MAY23 MILEAGE	06/07/23	103.95
393085	JERRY'S HARDWARE	PACKING TAPE	06/14/23	102.53
392984	TEACHERS ON CALL, A	CORPORATE	06/07/23	102.40
V18768	JENNY R RYDEEN	CLASSROOM SUPPLIES	06/07/23	102.34
393483	TRI-STATE BOBCAT IN	BOBCAT FITTING	06/28/23	101.99
V18828	DERRICK J LIDSTONE	JUN23 MILEAGE	06/28/23	101.26
V18822	AMY J GILBERTSON-DO	RE-CERTIFY LIFEGUAR	06/28/23	100.00
392977	SCHMITT MUSIC COMPA	TENOR SAX REPAIR	06/07/23	100.00
392987	TWIN CITY GARAGE DO	GATE EYE	06/07/23	100.00
V18801	STACIE STANLEY	GRADUATION CELEBRAT	06/14/23	99.27
393018	ALISON PENCE	LUNCH ACCT REFUND	06/14/23	99.25
393111	LEXIA LEARNING SYST	Q-566850-1	06/14/23	99.00
392977	SCHMITT MUSIC COMPA	TENOR SAX ADJUSTMEN	06/07/23	99.00
393334	DARIN NELSON	LUNCH ACCT REFUND	06/28/23	98.75
V18819	BEDSTON A BURRELL	MAY-JUN23 MILEAGE	06/28/23	98.45
V18793	BROOKE MOEHRLE	MAR-MAY23 MILEAGE	06/14/23	98.18
393245	METRO SALES INC	JUN23 ATHL COPIER	06/21/23	98.00
393144	SARA WAYNE	LUNCH ACCT REFUND	06/14/23	97.25
393088	JOHN CONTE	LUNCH ACCT REFUND	06/14/23	97.10
393124	ORKIN COMMERCIAL SE	EHS - MAY23 SERVICE	06/14/23	95.00
392977	SCHMITT MUSIC COMPA	BASS CLARINET REPAI	06/07/23	94.00
393045	CHRIS SCRIBNER	LUNCH ACCT REFUND	06/14/23	93.95
392875	ALLEGRA EDINA	COLLAGE POSTERS	06/07/23	92.81
392990	UNIVERSAL ATHLETIC,	TENNIS NET STRAP	06/07/23	91.94
393399	KATHRYN TAYLOR	LUNCH ACCT REFUND	06/28/23	90.40
392918	GENERAL SECURITY SE	CN-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	CS-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	CV-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	HL-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	ECC-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	EHS-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	SV-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	VV-PATROL RESPONSE	06/07/23	90.00
392918	GENERAL SECURITY SE	BUS-PATROL RESPONSE	06/07/23	90.00
392962	OCCUPATIONAL MEDICI	DOT PHYSICAL - G.J.	06/07/23	90.00
392962	OCCUPATIONAL MEDICI	DOT PHYSICAL - J.W.	06/07/23	90.00
393122	OCCUPATIONAL MEDICI	DOT PHYSICAL - S.S.	06/14/23	90.00
393164	TRANSPORTATION PLUS	MAR23 SPED TRANSPOR	06/14/23	90.00
393061	ECM PUBLISHERS INC	MAY 4 SPEC	06/14/23	89.60
393025	ANNE GIRTON	LUNCH ACCT REFUND	06/14/23	89.55
393487	ULTIMATE EVENTS	PIPE & DRAPE RENTAL	06/28/23	88.88
392889	BRADLEY HOLCOMB	BASEBALL: MPLS WSHB	06/07/23	88.00
392890	BRANDON JACKSON	BASEBALL: MPLS SW	06/07/23	88.00
393002	WILLIAM RYAN	BASEBALL: MPLS SW	06/07/23	88.00
V18784	ERICA S GARDNER	FLEX DAY PRIZES/CAN	06/14/23	87.91
V18758	ANILE MORALES ROBLE	LAST DAY SUPPLIES	06/07/23	87.32
393080	JEFFREY NORTHRUP	LUNCH ACCT REFUND	06/14/23	87.05
393145	SCHMITT MUSIC COMPA	BASS CLARINET REPAI	06/14/23	87.00
V18788	ELIZABETH J JAMES	MAY23 MILEAGE	06/14/23	86.92
393194	CHRISTINE JOHNSON	DOMINOS (MS), ALDIS	06/21/23	86.52
393462	SITEONE LANDSCAPE S	DW - KEYFIT HEAD WR	06/28/23	85.86
393194	CHRISTINE JOHNSON	DAVANNIS (EHS)	06/21/23	85.76
393225	JERRY'S HARDWARE	BUILDING SUPPLIES	06/21/23	85.44
393415	LORI GROVEN	LUNCH ACCT REFUND	06/28/23	85.10
392929	JACK THOMAS CONSULT	BLAX: BLOOM-JEFF	06/07/23	84.00
393003	WILLIAM WHITNEY	BLAX: IRONDALE	06/07/23	84.00
392880	ANTHONY ANDERSON	BASEBALL: MINNETONK	06/07/23	83.00
392882	AUSTIN LAGESSE	BASEBALL: MAPLE GRO	06/07/23	83.00
392902	DAVID SHOEMAKER	BASEBALL: MINNETONK	06/07/23	83.00
392938	JOSEPH WITTERSCHEIN	BASEBALL: HOLY ANGE	06/07/23	83.00
392945	MARK LEVASSEUR	BASEBALL: BUFFALO	06/07/23	83.00
392954	MICHAEL HUGHES	BASEBALL: MAPLE GRO	06/07/23	83.00
392972	ROB KIIHN	BASEBALL: MINNETONK	06/07/23	83.00
392974	ROBERT BISSONETTE	BASEBALL: BUFFALO	06/07/23	83.00
392979	SETH PUGH	BASEBALL: BUFFALO	06/07/23	83.00
393001	WILLIAM KOZIK	BASEBALL: HOLY ANGE	06/07/23	83.00

Check No.	Vendor	Description	Date	Amount
393458	SCHMITT MUSIC COMPA	TROMBONE REPAIR	06/28/23	82.00
V18770	AMANDA N SCHUTZ	MAR-MAY23 MILEAGE	06/07/23	81.22
V18809	PETER M BLACKWELL	MAY-JUN23 CELL PHON	06/21/23	81.16
393191	CENTURYLINK	DO 06/01/23-06/30/2	06/21/23	80.52
393067	GENERAL SECURITY SE	BUS-MAY23 PATROL RE	06/14/23	80.00
393249	MN UMPIRE ASSOCIATI	ASSIGNING FEES (10)	06/21/23	80.00
393124	ORKIN COMMERCIAL SE	SV - MAY23 SERVICES	06/14/23	80.00
393124	ORKIN COMMERCIAL SE	VV - MAY23 SERVICES	06/14/23	80.00
393143	SANDI SWENSON	LUNCH ACCT REFUND	06/14/23	78.70
393082	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	06/14/23	78.41
392977	SCHMITT MUSIC COMPA	CLARINET REPAIR	06/07/23	77.00
393361	HEATHER NIELSEN	LUNCH ACCT REFUND	06/28/23	76.35
392886	BILL PETERSEN	SOFTBALL: MCA	06/07/23	75.00
392901	DANIELLE SHERVA	SOFTBALL: STMA	06/07/23	75.00
392905	DENNIS HARRIS	SOFTBALL: MCA	06/07/23	75.00
392930	JAMES HOLT JR	SOFTBALL: HOPKINS	06/07/23	75.00
392935	JOHN ZASTROW	BASEBALL: MAPLE GRO	06/07/23	75.00
392946	MATHILDE HARDY	SOFTBALL: STMA	06/07/23	75.00
392964	PAUL MILLER	SOFTBALL: APPLE VAL	06/07/23	75.00
393458	SCHMITT MUSIC COMPA	TRUMPET REPAIR	06/28/23	75.00
392978	SCOTT WEIS	SOFTBALL: BUFFALO	06/07/23	75.00
392989	TYANNA INGRAM	SOFTBALL: STMA	06/07/23	75.00
392951	MENARDS - EDEN PRAI	BUILDING REPAIR SUP	06/07/23	74.33
392977	SCHMITT MUSIC COMPA	BASS CLARINET REPAI	06/07/23	74.00
392977	SCHMITT MUSIC COMPA	CLARINET REPAIR	06/07/23	73.00
V18749	CARMINE LEVOIR	STAFF MTG FOOD/TREA	06/07/23	72.96
392959	MTI DISTRIBUTING IN	DW GROUNDS SUPPLIES	06/07/23	71.60
393016	AGNES SEMINGTON	LUNCH ACCT REFUND	06/14/23	70.20
V18737	ANNIKA L CULVER	APR-MAY23 MILEAGE	06/07/23	69.95
393036	BSN SPORTS, LLC	3/4 SLV BSBALL TEE	06/14/23	69.00
393036	BSN SPORTS, LLC	3/4 SLV BSBALL TEE	06/14/23	69.00
393014	ADVANCED IMAGING SO	LEASE 07.08 0631790	06/14/23	68.96
393392	JOSTENS INC	DIPLOMAS	06/28/23	68.75
393114	MARINA PUPKOVA	LUNCH ACCT REFUND	06/14/23	68.10
393024	ANDREA PARRISH	LUNCH ACCT REFUND	06/14/23	67.50
393070	HEIDI SCHNEIDER	LUNCH ACCT REFUND	06/14/23	67.15
392977	SCHMITT MUSIC COMPA	CLARINET REPAIR	06/07/23	67.00
393054	DALIA RASHED	LUNCH ACCT REFUND	06/14/23	66.75
V18752	CARISSA A MCCARTAN	DONUTS FOR TEAM	06/07/23	66.04
V18777	CHARLES K WEISE	MAY23 MILEAGE	06/07/23	65.04
393278	ABAMATH LLC	401-476 CODE CHAMPI	06/28/23	65.00
V18778	ABIGAIL L WILFAHRT	MAY23 CELL PHONE	06/07/23	65.00
V18824	CURT E JOHANSON	MAY23 CELL PHONE	06/28/23	65.00
V18800	ERIN ST. ORES	MAY23 CELL PHONE	06/14/23	65.00
V18794	MATTHEW K MOSBY	MAY23 CELL PHONE	06/14/23	65.00
V18834	MEGAN B SCHNEIDER	JUN23 CELL PHONE	06/28/23	65.00
V18807	MERT T WOODARD	MAY23 CELL PHONE	06/14/23	65.00
V18841	MERT T WOODARD	JUN23 CELL PHONE	06/28/23	65.00
393124	ORKIN COMMERCIAL SE	HL - MAY23 SERVICES	06/14/23	65.00
393124	ORKIN COMMERCIAL SE	ND - MAY23 SERVICES	06/14/23	65.00
393124	ORKIN COMMERCIAL SE	CC - MAY23 SERVICES	06/14/23	65.00
393124	ORKIN COMMERCIAL SE	CN - MAY23 SERVICES	06/14/23	65.00
393124	ORKIN COMMERCIAL SE	CS - MAY23 SERVICES	06/14/23	65.00
393124	ORKIN COMMERCIAL SE	CV - MAY23 SERVICES	06/14/23	65.00
393458	SCHMITT MUSIC COMPA	TRUMPET REPAIR	06/28/23	65.00
393458	SCHMITT MUSIC COMPA	TRUMPET REPAIR	06/28/23	65.00
V18830	THOMAS LYMAN	JUN23 CELL PHONE	06/28/23	65.00
V18765	TIMOTHY J RODEN	MAY23 CELL PHONE	06/07/23	65.00
V18833	TIMOTHY J RODEN	JUN23 CELL PHONE	06/28/23	65.00
V18759	TRENT J OSTMAN	MAY23 CELL PHONE	06/07/23	65.00
V18832	TRENT J OSTMAN	JUN23 CELL PHONE	06/28/23	65.00
393086	JILL ROCHELEAU	LUNCH ACCT REFUND	06/14/23	64.35
393229	JILL SCHWARTZ	LUNCH ACCT REFUND	06/21/23	64.35
393061	ECM PUBLISHERS INC	APR 17 WS	06/14/23	64.00
392977	SCHMITT MUSIC COMPA	VIOLA REPAIR	06/07/23	64.00
393320	CENTURYLINK	CC 06/19/23-07/18/2	06/28/23	63.72
393292	ANTHONY BROWN	LUNCH ACCT REFUND	06/28/23	63.25
393260	FLAGSHIP RECREATION	VARIOUS SCREWS, ETC	06/21/23	62.86

Check No.	Vendor	Description	Date	Amount
393378	JACQUELINE KEMPF	LUNCH ACCT REFUND	06/28/23	62.55
393211	GRAINGER	PARTS	06/21/23	61.76
V18792	KENDAL C MASICA	CLASSROOM BOOKS	06/14/23	61.54
393434	MICHELE JOHNSON	LUNCH ACCT REFUND	06/28/23	61.50
V18836	KORY M SMITH	JUN23 CELL PHONE	06/28/23	61.33
393353	GRAINGER	ELECTRIC TAPE	06/28/23	61.30
V18826	MICHAEL A KILANOWSK	JUN23 CELL PHONE	06/28/23	61.20
393390	JOHN CHRISTENSEN	LUNCH ACCT REFUND	06/28/23	61.10
393124	ORKIN COMMERCIAL SE	BUNKER - MAY23 SERV	06/14/23	60.00
392967	PREMIUM WATERS INC	WATER FOR DMTS	06/07/23	59.99
392951	MENARDS - EDEN PRAI	LAWN PATCH	06/07/23	59.96
V18799	SANDRA L SCHMIDT	BOOK AWARDS DONUTS	06/14/23	59.94
V18761	POLLY PAMPUSCH	APR-MAY23 MILEAGE	06/07/23	59.41
V18761	POLLY PAMPUSCH	APR-MAY23 MILEAGE	06/07/23	59.41
392874	ADAM LAIL	BLAX: CENTENNIAL	06/07/23	59.00
392879	ANDREW BARTCZAK	GLAX: LAKEVILLE SO	06/07/23	59.00
392948	MATTHEW SCHWALBACH	BLAX: SHAKOPEE	06/07/23	59.00
392941	KINECT ENERGY, INC	ND - APR23 SERVICES	06/07/23	58.60
V18734	CHRISTINA BEDDIES	AVID PIZZAS	06/07/23	58.30
V18757	BETHANY A MOHS	MAY23 MILEAGE	06/07/23	58.03
393151	SONJA DUSIL	LUNCH ACCT REFUND	06/14/23	57.75
393041	CENTURYLINK	CC 05/19/23-06/18/2	06/14/23	57.72
393041	CENTURYLINK	VV 05/28/23-06/27/2	06/14/23	57.72
393420	MARNI KIRCHMAIER	LUNCH ACCT REFUND	06/28/23	57.70
393447	PODALY JAY	LUNCH ACCT REFUND	06/28/23	57.70
393061	ECM PUBLISHERS INC	APR 25 WS	06/14/23	57.60
393430	MENARDS - EDEN PRAI	MAINTENANCE SUPPLIE	06/28/23	57.00
393381	JAMES RUBIN	LUNCH ACCT REFUND	06/28/23	56.95
393356	GREGORY CLARK	LUNCH ACCT REFUND	06/28/23	56.80
393415	LORI GROVEN	LUNCH ACCT REFUND	06/28/23	56.70
393486	TYLER NASIEDLAK	LUNCH ACCT REFUND	06/28/23	56.45
393214	GROTH MUSIC COMPANY	BAND PIECES	06/21/23	56.19
392888	BOULDER RIDGE GOLF	5/11 BGOLF GREEN FE	06/07/23	56.00
393361	HEATHER NIELSEN	LUNCH ACCT REFUND	06/28/23	55.60
V18783	NGUYEN DANG	LUNCH ACCT REFUND	06/14/23	55.55
V18820	BRUCE W COLES	MAY-JUN23 CELL PHON	06/28/23	55.46
393136	ROMA DUNCAN	LUNCH ACCT REFUND	06/14/23	55.35
393430	MENARDS - EDEN PRAI	TAPE	06/28/23	55.34
V18838	JASON W STEGEMAN	MAY23 CELL PHONE	06/28/23	55.26
393386	JERRY'S PRINTING	PARKING LOT SIGNS	06/28/23	55.00
393124	ORKIN COMMERCIAL SE	ECC - MAY23 SERVICE	06/14/23	55.00
393439	MONICA MOHN	SWING DANCE 505-229	06/28/23	54.60
393456	ROISIN LASKIN	LUNCH ACCT REFUND	06/28/23	54.32
V18804	KATHERINE SUE STRAN	MAY23 MILEAGE	06/14/23	53.76
393034	BRIAN AND/OR KATHER	LUNCH ACCT REFUND	06/14/23	53.35
393326	CITY OF EDINA	CV 02/28/23-06/10/2	06/28/23	53.26
393256	PREMIUM WATERS INC	WATER FOR DMTS	06/21/23	53.24
V18776	NORMAN F VANDERLIND	APR23 CELL PHONE	06/07/23	52.62
V18840	NORMAN F VANDERLIND	MAY23 CELL PHONE	06/28/23	52.62
393203	SHRED-IT USA	VV - SHREDDING	06/21/23	52.62
V18743	ANGELA K HRUBY	MAY23 MILEAGE	06/07/23	52.60
V18755	CHRISTINE E MJOEN	CLASSROOM SUPPLIES	06/07/23	52.33
V18749	CARMINE LEVOIR	ADVISORY FOOD/TREAT	06/07/23	51.45
393059	DEEPALI ROTH	LUNCH ACCT REFUND	06/14/23	51.40
V18750	DERRICK J LIDSTONE	MAY23 MILEAGE	06/07/23	51.22
393017	AKILA ARALIKAR	LUNCH ACCT REFUND	06/14/23	50.90
V18750	DERRICK J LIDSTONE	MAY23 CELL PHONE	06/07/23	50.60
V18739	ADAM P DUFFY	MAY23 CELL PHONE	06/07/23	50.00
V18821	ADAM P DUFFY	JUN23 CELL PHONE	06/28/23	50.00
393395	KAREN EPPLE	LUNCH ACCT REFUND	06/28/23	49.55
393353	GRAINGER	TIRE VALVE	06/28/23	48.88
393135	ROBERT MADARAS	LUNCH ACCT REFUND	06/14/23	48.75
393462	SITEONE LANDSCAPE S	CC - SWING PIPE	06/28/23	48.73
393161	TONG JIANG	LUNCH ACCT REFUND	06/14/23	48.55
V18755	CHRISTINE E MJOEN	END OF YEAR TREATS	06/07/23	48.51
393353	GRAINGER	PNEUMATIC WHEEL	06/28/23	48.42
393211	GRAINGER	PARTS	06/21/23	48.30
393401	KEVIN AND/OR JANE C	LUNCH ACCT REFUND	06/28/23	48.25

Check No.	Vendor	Description	Date	Amount
393385	JERRY'S HARDWARE	BRUSH, SCRAPER BLA	06/28/23	47.57
393160	TOM MAHLUM	LUNCH ACCT REFUND	06/14/23	47.50
393046	CHRISTIE LOCKHART	LUNCH ACCT REFUND	06/14/23	47.10
393027	ANNIE SCHMIDT	LUNCH ACCT REFUND	06/14/23	46.20
393036	BSN SPORTS, LLC	3/4 SLV BSBALL TEE	06/14/23	46.00
V18741	AMY J GILBERTSON-DO	HEALTHY CONNECTIONS	06/07/23	45.67
392921	GRAINGER	D-S FOAM TAPE	06/07/23	45.61
392939	JW PEPPER & SON INC	ORCHESTRA MUSIC	06/07/23	45.24
V18787	SCOTT H HIPPIE	APR23 CELL PHONE	06/14/23	45.19
V18787	SCOTT H HIPPIE	MAY23 CELL PHONE	06/14/23	45.19
393462	SITEONE LANDSCAPE S	HL - SWING PIPE	06/28/23	45.14
393094	JW PEPPER & SON INC	ORCHESTRA MUSIC	06/14/23	45.00
393427	MCEA	ELECTRONIC JOB POST	06/28/23	45.00
392977	SCHMITT MUSIC COMPA	FILING SYSTEM	06/07/23	45.00
V18792	KENDALL C MASICA	CLASSROOM SUPPLIES	06/14/23	44.65
V18745	THOMAS J JOHNSTON	MAY23 CELL PHONE	06/07/23	44.59
V18825	THOMAS J JOHNSTON	JUN23 CELL PHONE	06/28/23	44.59
V18748	DEBORAH KRENGEL	MAY23 MILEAGE	06/07/23	44.47
392951	MENARDS - EDEN PRAI	SCREWS	06/07/23	43.73
393146	SCHOLASTIC INC	CLASSROOM BOOKS	06/14/23	43.73
393086	JILL ROCHELEAU	LUNCH ACCT REFUND	06/14/23	43.65
393228	JILL ROCHELEAU	LUNCH ACCT REFUND	06/21/23	43.65
393492	VIRGINIA READ	LUNCH ACCT REFUND	06/28/23	42.90
393297	BARBARA MCELROY	LUNCH ACCT REFUND	06/28/23	42.75
393484	TSERING JANGCHUP	LUNCH ACCT REFUND	06/28/23	42.45
393026	ANNETTE BROWN	LUNCH ACCT REFUND	06/14/23	42.25
392995	VERNIER SOFTWARE &	ESTIMATED SHIPPING/	06/07/23	41.86
393206	FRANSKE CONSULTING	EDINASCHOIRS.ORG	06/21/23	41.72
393310	BRIAN OCHOCKI	LUNCH ACCT REFUND	06/28/23	40.95
393163	TRACY BADE	LUNCH ACCT REFUND	06/14/23	40.70
393131	RENEE DUFOUR	LUNCH ACCT REFUND	06/14/23	40.40
393194	CHRISTINE JOHNSON	DOMINOS (EHS)	06/21/23	40.20
393352	GINNA RAMING	LUNCH ACCT REFUND	06/28/23	40.10
392918	GENERAL SECURITY SE	CN-JUN23 INTR MONIT	06/07/23	40.08
392918	GENERAL SECURITY SE	CV-JUN23 INTR MONIT	06/07/23	40.08
392918	GENERAL SECURITY SE	HL-JUN23 INTR MONIT	06/07/23	40.08
392918	GENERAL SECURITY SE	ECC-JUN23 INTR MONI	06/07/23	40.08
392918	GENERAL SECURITY SE	EHS-JUN23 INTR MONI	06/07/23	40.08
392918	GENERAL SECURITY SE	SV-JUN23 INTR MONIT	06/07/23	40.08
392918	GENERAL SECURITY SE	VV-JUN23 INTR MONIT	06/07/23	40.08
V18831	ANNE B NAAS	MEETING REFRESHMENT	06/28/23	40.00
392957	MINNESOTA DEPARTMEN	2023 HOSPITALITY FE	06/07/23	40.00
393137	ROSAMARIA CAMPBELL	INTERPRETER-SPED	06/14/23	40.00
392977	SCHMITT MUSIC COMPA	CORNET REPAIR	06/07/23	40.00
392977	SCHMITT MUSIC COMPA	BARITONE REPAIR	06/07/23	40.00
393302	BETSY CONWAY	LUNCH ACCT REFUND	06/28/23	39.30
392876	AMIR AZIZI	LUNCH ACCT REFUND	06/07/23	39.25
393113	MARCIA MORGAN	LUNCH ACCT REFUND	06/14/23	39.25
V18789	JULIE M GABRIELSON	JUNE CELL PHONE	06/14/23	37.94
392951	MENARDS - EDEN PRAI	BUILDING REPAIR SUP	06/07/23	37.75
393092	JULES BOWMAN	LUNCH ACCT REFUND	06/14/23	37.65
393129	REBECCA PIERRE	LUNCH ACCT REFUND	06/14/23	37.55
393400	KAYLA WRIGHT	LUNCH ACCT REFUND	06/28/23	37.45
393429	MENARDS - GOLDEN VA	SUPPLIES	06/28/23	35.89
V18747	MICHAEL B KRAFT	BHILLS GC MILEAGE	06/07/23	35.76
V18802	JODI J STEBLETON	ENGLISH MANUALS	06/14/23	35.53
393325	CHRISTY MCCARTHY	LUNCH ACCT REFUND	06/28/23	35.35
393347	EVE CLARKE	LUNCH ACCT REFUND	06/28/23	35.05
393159	THE ADVISORS MARKET	ADDITIONAL RETIREE	06/14/23	35.00
V18733	KOURTNEE A. BAUKOL	FACS FOOD SUPPLY	06/07/23	34.45
V18746	BRENT C KALEY	PVC CEMENT REIMB	06/07/23	34.43
392982	SHRED RIGHT	CN - SHREDDING	06/07/23	34.38
393014	ADVANCED IMAGING SO	LEASE 07.08 0631790	06/14/23	34.15
393392	JOSTENS INC	DIPLOMA REPLACEMENT	06/28/23	34.15
V18797	CARA RIECKENBERG	UBER FOR STUDENT	06/14/23	34.03
393430	MENARDS - EDEN PRAI	CLEAR POLY	06/28/23	33.70
393106	KRISTI GOSS	LUNCH ACCT REFUND	06/14/23	33.30
392968	PREMIUM WATERS INC	JUN23 HOT/COLD CNTR	06/07/23	32.95

Check No.	Vendor	Description	Date	Amount
393454	RICK AND/OR MELISA	LUNCH ACCT REFUND	06/28/23	32.85
393380	JAMES CRAM	LUNCH ACCT REFUND	06/28/23	32.50
V18735	HANNAH CHRISTIANSON	MAY23 MILEAGE	06/07/23	32.42
393084	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	06/14/23	32.24
392963	ODP BUSINESS SOLUTI	OFFICE SUPPLIES FOR	06/07/23	32.19
V18773	JODI J STEBLETON	SCIENCE SUPPLIES	06/07/23	31.99
V18820	BRUCE W COLES	APR-JUN23 MILEAGE	06/28/23	31.64
393368	HOOI PIN CHEW	LUNCH ACCT REFUND	06/28/23	30.95
393084	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	06/14/23	30.95
393470	SUZANNE MEITZ	LUNCH ACCT REFUND	06/28/23	30.95
392951	MENARDS - EDEN PRAI	ECC - STRAPS/LOCKS	06/07/23	30.09
392885	BEYOND THE NOTES MU	PARK PASS	06/07/23	30.00
393105	KRISTA FRAGOLA	LUNCH ACCT REFUND	06/14/23	30.00
V18812	KRISTA S PHILLIPS	JUN23 CELL PHONE	06/21/23	30.00
V18812	KRISTA S PHILLIPS	MAY23 CELL PHONE	06/21/23	30.00
V18782	STEVEN CURTIS CULLI	APRIL CELL PHONE BI	06/14/23	30.00
V18782	STEVEN CURTIS CULLI	MAY CELL PHONE BILL	06/14/23	30.00
393474	THE COPY CENTER	#1008-2SB - ADVENTU	06/28/23	30.00
393158	TERESE DEFOR	LUNCH ACCT REFUND	06/14/23	29.95
V18734	CHRISTINA BEDDIES	CLASSROOM SUPPLIES	06/07/23	29.81
392961	NCS PEARSON INC	ESTIMATED SHIPPING/	06/07/23	29.68
392939	JW PEPPER & SON INC	ORCHESTRA MUSIC	06/07/23	29.25
V18768	JENNY R RYDEEN	CLASSROOM BOOKS	06/07/23	28.82
393048	CHRISTOPHER JOHNS	LUNCH ACCT REFUND	06/14/23	28.70
392951	MENARDS - EDEN PRAI	DW - SPRAYER	06/07/23	28.67
392932	JERRY'S HARDWARE	BUILDING REPAIR SUP	06/07/23	28.59
393035	BROOKES PUBLISHING	ASQ ONLINE SCREENS	06/14/23	28.50
393327	COLLEEN ONSTAD	LUNCH ACCT REFUND	06/28/23	28.45
393155	SUSAN EVERSON-ROSE	LUNCH ACCT REFUND	06/14/23	28.45
392986	TRANS-MISSISSIPPI B	ESTIMATED SHIPPING/	06/07/23	28.03
V18744	DARCY RUTHANN IMMER	READING PRIZES	06/07/23	28.00
392995	VERNIER SOFTWARE &	ITEM # FWV-E FORENS	06/07/23	28.00
393430	MENARDS - EDEN PRAI	GFI	06/28/23	27.95
V18832	TRENT J OSTMAN	JUN23 MILEAGE	06/28/23	27.90
393354	GRAINGER	BELTS, BLDG SUPPLIE	06/28/23	27.88
392963	ODP BUSINESS SOLUTI	OFFICE SUPPLIES	06/07/23	27.80
393363	HEIDI MUNSON	LUNCH ACCT REFUND	06/28/23	27.45
393425	MATTHEW MOHS	LUNCH ACCT REFUND	06/28/23	27.20
V18798	NICOLE SCHIMKE	LUNCH ACCT REFUND	06/14/23	27.15
V18759	TRENT J OSTMAN	MAY23 MILEAGE	06/07/23	27.12
V18749	CARMINE LEVOIR	STAFF MTG SUPPLIES	06/07/23	26.83
392963	ODP BUSINESS SOLUTI	OFFICE SUPPLIES	06/07/23	26.79
V18780	ELLEN G BRUESCH	MAR-MAY23 MILEAGE	06/14/23	26.27
V18806	KATE TROSKEY	APR-MAY23 MILEAGE	06/14/23	26.20
393430	MENARDS - EDEN PRAI	CC - PAVER	06/28/23	26.09
392955	MIDWEST BUS PARTS I	CLAMP	06/07/23	26.07
393299	BAUER BUILT INC	TIRE DISPOSAL FEE	06/28/23	26.00
393383	JENNIFER KIM	LUNCH ACCT REFUND	06/28/23	25.95
393458	SCHMITT MUSIC COMPA	BAND SUPPLIES	06/28/23	25.50
392951	MENARDS - EDEN PRAI	SHELF SUPPORTS	06/07/23	25.28
393141	SAM'S CLUB/SYNCHRON	OFFICE CUPS/NAPKINS	06/14/23	25.26
393178	ASTLEFORD INTERNATI	HOSE	06/21/23	25.22
392950	MELANIE BOULEY BECK	LUNCH ACCT REFUND	06/07/23	25.05
393036	BSN SPORTS, LLC	COLORBLOCK KERSEY W	06/14/23	25.00
V18805	ANN E THOLE	CLASSROOM SUPPLIES	06/14/23	24.99
393315	CASSIDY DURKIN	LUNCH ACCT REFUND	06/28/23	24.75
393075	JAN HEIRIGS	LUNCH ACCT REFUND	06/14/23	24.65
393394	JULIE ROSSMAN	LUNCH ACCT REFUND	06/28/23	24.50
393262	SCHOOL SPECIALTY, L	ITEM# 160183	06/21/23	24.47
393398	KATHRYN MAHONEY	LUNCH ACCT REFUND	06/28/23	24.00
392967	PREMIUM WATERS INC	MAY23 COOLER RENTAL	06/07/23	24.00
393150	SIGNUM SIGNS AND GR	NAME PLATE FOR NICK	06/14/23	24.00
393338	DIANE SPANGLER	LUNCH ACCT REFUND	06/28/23	23.90
393324	CHRIS NEWKIRK	LUNCH ACCT REFUND	06/28/23	23.80
V18768	JENNY R RYDEEN	END OF YEAR TREATS	06/07/23	23.74
393410	LISA ELIE	LUNCH ACCT REFUND	06/28/23	23.55
393384	JERRY'S FOODS EDINA	MEETING REFRESHMENT	06/28/23	23.37
393036	BSN SPORTS, LLC	3/4 SLV BSBALL TEE	06/14/23	23.00

Check No.	Vendor	Description	Date	Amount
393472	TALLEY FLORA	LUNCH ACCT REFUND	06/28/23	22.95
393465	STEVEN GILE	LUNCH ACCT REFUND	06/28/23	22.85
393282	ADAM PETRELLA	LUNCH ACCT REFUND	06/28/23	22.75
393392	JOSTENS INC	DIPLOMAS	06/28/23	22.55
393108	LAURA SCHRAG	LUNCH ACCT REFUND	06/14/23	21.80
393314	CARISSA ROLLINS	LUNCH ACCT REFUND	06/28/23	21.75
393419	MARK FULLBRIGHT	LUNCH ACCT REFUND	06/28/23	21.20
V18753	NICOLE S MCCLURE	TEACHERS PAY TEACHE	06/07/23	20.99
393430	MENARDS - EDEN PRAI	PLUMBING SUPPLIES	06/28/23	20.94
393084	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	06/14/23	20.85
393393	JULIE KEREKES	LUNCH ACCT REFUND	06/28/23	20.75
V18766	ALLISON M RONGLIEN	LAB MATERIALS	06/07/23	20.74
393126	PATRICIA FOGELBERG	LUNCH ACCT REFUND	06/14/23	20.65
393413	LISA OBERT	LUNCH ACCT REFUND	06/28/23	20.55
393036	BSN SPORTS, LLC	FREIGHT	06/14/23	20.35
393077	JANICE NOVAK	ACUPRESSURE 608-613	06/14/23	20.30
393079	JEFF AND/OR JEN DEW	LUNCH ACCT REFUND	06/14/23	20.30
393087	JITKA SEBEK	LUNCH ACCT REFUND	06/14/23	20.30
393452	REGINA RILLO	LUNCH ACCT REFUND	06/28/23	20.30
393460	SHANNON STEVEN	LUNCH ACCT REFUND	06/28/23	20.30
392971	RIVERSIDE INSIGHTS	ESTIMATED SHIPPING/	06/07/23	20.00
393461	SHRED RIGHT	WO-0001104: H.R.	06/28/23	20.00
393461	SHRED RIGHT	WO-0001104: SPED	06/28/23	20.00
393461	SHRED RIGHT	WO-0001104: B.S.	06/28/23	20.00
393464	STATE OF MINNESOTA	2023 INSPECT STICKE	06/28/23	20.00
393418	MARIE PECHMAN	LUNCH ACCT REFUND	06/28/23	19.95
393328	COMCAST CABLE MANAG	JUN23 INTERNET FEES	06/28/23	19.90
393421	MARY BETH LARSON	LUNCH ACCT REFUND	06/28/23	19.85
392951	MENARDS - EDEN PRAI	EHS - POST	06/07/23	19.56
393412	LISA HAWKS	LUNCH ACCT REFUND	06/28/23	19.15
393416	MARGARET CAMPION	LUNCH ACCT REFUND	06/28/23	19.05
393469	SUSAN BOWMAN	LUNCH ACCT REFUND	06/28/23	19.05
392995	VERNIER SOFTWARE &	ESTIMATED SHIPPING/	06/07/23	19.01
392977	SCHMITT MUSIC COMPA	CORK REPAIR	06/07/23	19.00
393050	COLLEEN WINCENTSEN	LUNCH ACCT REFUND	06/14/23	18.95
393406	LESLIE CURRY	LUNCH ACCT REFUND	06/28/23	18.70
393402	KIMBERLIE ROBERTS	LUNCH ACCT REFUND	06/28/23	18.25
393339	DRAGANA JANDRIC	LUNCH ACCT REFUND	06/28/23	18.20
V18778	ABIGAIL L WILFAHRT	MAY23 MILEAGE	06/07/23	18.08
392918	GENERAL SECURITY SE	CS-JUN23 INTR MONIT	06/07/23	17.95
393104	KREEA ASHTON	LUNCH ACCT REFUND	06/14/23	17.85
V18762	MATTHEW R PETERSON	MAY23 MILEAGE	06/07/23	17.82
V18741	AMY J GILBERTSON-DO	BIKE TO SCHOOL FOOD	06/07/23	17.78
393263	SHRED RIGHT	HL - SHREDDING	06/21/23	17.73
393289	ANGELA HAMILTON	LUNCH ACCT REFUND	06/28/23	17.55
V18736	ELIZABETH A COUCHMA	TEACHERS PAY TEACHE	06/07/23	17.49
393335	DARIN PERRY	LUNCH ACCT REFUND	06/28/23	17.40
393411	LISA HALEY	LUNCH ACCT REFUND	06/28/23	17.30
V18764	BLAKE A PLOMBON	MAY23 MILEAGE	06/07/23	16.96
393153	SUE VAUGHN	LUNCH ACCT REFUND	06/14/23	16.75
V18774	JACQUELINE STEFFENH	APR-MAY23 MILEAGE	06/07/23	16.70
V18810	CHRISTOPHER D GRIGG	GRADUATION PARKING	06/21/23	16.00
393156	TARA DUNNING	LUNCH ACCT REFUND	06/14/23	16.00
393430	MENARDS - EDEN PRAI	SUPPLIES	06/28/23	15.70
393379	JAMES AND/OR JENNIF	LUNCH ACCT REFUND	06/28/23	15.20
393432	METRO ECSU-REGION 1	WS CONFERENCE - K.B	06/28/23	15.00
393474	THE COPY CENTER	ESTIMATED SHIPPING/	06/28/23	15.00
393084	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	06/14/23	14.96
V18808	KOURTNEE A. BAUKOL	MAY23 MILEAGE	06/21/23	14.80
393317	CATHERINE CORSARO	LUNCH ACCT REFUND	06/28/23	14.60
393238	MK MUSIC REPAIR	FRENCH HORN REPAIR	06/21/23	14.45
393301	BETH KLEMMENSEN	LUNCH ACCT REFUND	06/28/23	14.40
V18754	LAURA A MESTLER	VVTV DONUTS	06/07/23	13.99
393307	BOYER TRUCKS	RETAINER	06/28/23	13.69
393140	SALLY ARNDT	LUNCH ACCT REFUND	06/14/23	13.35
393407	LESLIE SMITH	LUNCH ACCT REFUND	06/28/23	13.25
V18827	HEATHER A LARSON	KC SUMMER KICKOFF I	06/28/23	13.14
392955	MIDWEST BUS PARTS I	CLAMP	06/07/23	13.04

Check No.	Vendor	Description	Date	Amount
393430	MENARDS - EDEN PRAI	DW - ANCHOR KIT	06/28/23	12.98
393262	SCHOOL SPECIALTY, L	PO#2223-124	06/21/23	12.89
393262	SCHOOL SPECIALTY, L	ITEM# 1607023	06/21/23	12.89
393262	SCHOOL SPECIALTY, L	ITEM# 1606940	06/21/23	12.89
393262	SCHOOL SPECIALTY, L	ITEM# 1608084	06/21/23	12.89
393262	SCHOOL SPECIALTY, L	ITEM#1606832	06/21/23	12.89
393462	SITEONE LANDSCAPE S	DW - SEED STARTER	06/28/23	12.67
393359	GUNNAR HAYES	LUNCH ACCT REFUND	06/28/23	12.60
V18831	ANNE B NAAS	POSTCARD STAMPS	06/28/23	12.48
V18740	SHANNON GARWOOD	MAY23 MILEAGE	06/07/23	12.38
393099	KATHERINE LAWTON	LUNCH ACCT REFUND	06/14/23	12.15
393491	VIDA PALMA	LUNCH ACCT REFUND	06/28/23	12.15
393417	MARIE KATYAL	LUNCH ACCT REFUND	06/28/23	12.05
393480	TOLL GAS & WELDING	CYLINDER DEMURRAGE	06/28/23	12.03
393149	SHELLY HOWE	LUNCH ACCT REFUND	06/14/23	11.70
393405	LEAH KELLENBERGER	LUNCH ACCT REFUND	06/28/23	11.65
393428	MELISSA OPP	LUNCH ACCT REFUND	06/28/23	11.40
V18812	KRISTA S PHILLIPS	MILEAGE 05/18/23	06/21/23	11.33
V18803	KATRINA SUZANNE F S	FRUIT LAB MATERIALS	06/14/23	11.32
393479	TINA WAGNER	LUNCH ACCT REFUND	06/28/23	11.20
V18812	KRISTA S PHILLIPS	MILEAGE 05/18/23	06/21/23	11.14
393424	MATTHEW GRIMES	LUNCH ACCT REFUND	06/28/23	10.35
393286	ALYCIA LEE	LUNCH ACCT REFUND	06/28/23	10.30
V18825	THOMAS J JOHNSTON	JUN23 MILEAGE	06/28/23	10.09
393476	THEODORE ROGERS	LUNCH ACCT REFUND	06/28/23	10.05
393021	ANANTJOT ANAND	LUNCH ACCT REFUND	06/14/23	10.00
393423	MARY STOLEE	LUNCH ACCT REFUND	06/28/23	10.00
V18789	JULIE M GABRIELSON	JUNE CELL PHONE	06/14/23	9.48
393148	SHELLEY RHYMERS	LUNCH ACCT REFUND	06/14/23	9.31
393291	ANN-KRISTIN DEVERDI	LUNCH ACCT REFUND	06/28/23	9.20
393107	KRISTIN MCARDLE	LUNCH ACCT REFUND	06/14/23	9.20
393422	MARY MORTON	LUNCH ACCT REFUND	06/28/23	9.20
393409	LILIANA VEGA	LUNCH ACCT REFUND	06/28/23	9.15
V18805	ANN E THOLE	6/2 MILEAGE	06/14/23	8.65
393101	KATHRYN SANDVEN	LUNCH ACCT REFUND	06/14/23	8.35
V18781	JEFFERY A CARLSON	ACCESS TO BUS DROP	06/14/23	8.00
393096	KALYANI SARANGALWAR	LUNCH ACCT REFUND	06/14/23	7.95
V18745	THOMAS J JOHNSTON	MAY23 MILEAGE	06/07/23	7.86
393032	BETH ZEULI	LUNCH ACCT REFUND	06/14/23	7.45
393097	KAMINI KHURANA	LUNCH ACCT REFUND	06/14/23	7.45
V18779	GARY R AASEN	LUNCH ACCT REFUND	06/14/23	7.25
393345	ELIZABETH ROSS	LUNCH ACCT REFUND	06/28/23	7.05
393457	RONG ZHENG	LUNCH ACCT REFUND	06/28/23	6.70
V18753	NICOLE S MCCLURE	BIOGRAPHY SUPPLIES	06/07/23	6.50
393396	KARI GRONSETH	LUNCH ACCT REFUND	06/28/23	6.40
393309	BRIAN AND/OR JEAN M	LUNCH ACCT REFUND	06/28/23	6.35
393445	PAULA LIBBEY	LUNCH ACCT REFUND	06/28/23	6.30
393375	ISMAT AZIZ	LUNCH ACCT REFUND	06/28/23	6.25
393309	BRIAN AND/OR JEAN M	LUNCH ACCT REFUND	06/28/23	6.05
393194	CHRISTINE JOHNSON	L&B (WATER)	06/21/23	5.99
392939	JW PEPPER & SON INC	ORCHESTRA MUSIC	06/07/23	5.99
393316	CASSIE SPLINTER	LUNCH ACCT REFUND	06/28/23	5.80
393360	HEATHER LAYTON	LUNCH ACCT REFUND	06/28/23	5.55
393287	AMY KEEPPER	LUNCH ACCT REFUND	06/28/23	5.15
393013	ADVANCED IMAGING SO	BUS GARAGE 05/23	06/14/23	4.34
393115	MARY CRAIG	LUNCH ACCT REFUND	06/14/23	4.00
393385	JERRY'S HARDWARE	DW - FASTENERS	06/28/23	3.58
393430	MENARDS - EDEN PRAI	DW - LOCK NUTS	06/28/23	3.49
V18839	MELODY SUITE	MILEAGE 04/28/23	06/28/23	2.00
V18839	MELODY SUITE	MILEAGE 04/06/23	06/28/23	1.97
V18839	MELODY SUITE	MILEAGE 04/20/23	06/28/23	1.97
V18839	MELODY SUITE	MILEAGE 04/20/23	06/28/23	1.97
V18839	MELODY SUITE	MILEAGE 04/03/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/04/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/05/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/06/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/26/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/07/23	06/28/23	1.83

Check No.	Vendor	Description	Date	Amount
V18839	MELODY SUITE	MILEAGE 04/10/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/11/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/12/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/13/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/14/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/17/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/18/23	06/28/23	1.83
V18839	MELODY SUITE	MILEAGE 04/19/23	06/28/23	1.83
393023	ANDREA BOCKLEY	LUNCH ACCT REFUND	06/14/23	1.75
V18839	MELODY SUITE	MILEAGE 04/19/23	06/28/23	1.64
V18839	MELODY SUITE	MILEAGE 04/19/23	06/28/23	1.64
393405	LEAH KELLENBERGER	LUNCH ACCT REFUND	06/28/23	1.45
V18812	KRISTA S PHILLIPS	MILEAGE 05/03/23	06/21/23	1.11
V18812	KRISTA S PHILLIPS	MILEAGE 05/03/23	06/21/23	1.05
393385	JERRY'S HARDWARE	SUPPLIES	06/28/23	0.63
393181	BAUER BUILT INC	CREDIT ON ACCT	06/21/23	(10.00)
393243	MENARDS - EDEN PRAI	CORE RETURN	06/21/23	(10.00)
393086	JILL ROCHELEAU	LUNCH ACCT REFUND	06/14/23	(43.65)
393178	ASTLEFORD INTERNATI	CREDIT ON ACCT	06/21/23	(45.00)
393086	JILL ROCHELEAU	LUNCH ACCT REFUND	06/14/23	(64.35)
392715	KATOM RESTAURANT SU	EHS-RESTURAUNT SUPP	05/24/23	(67.41)
392992	UPPER LAKES FOODS I	KC FOOD HL	06/07/23	(73.60)
392924	HOGLUND BUS CO INC	CORE CREDIT	06/07/23	(125.00)
WR3466	ROAM SPORTS	FLEX REIMBURSEMENT	01/24/23	(145.60)
393462	SITEONE LANDSCAPE S	CC - TOOL REPAIR KI	06/28/23	(155.56)
392916	FOLLETT CONTENT SOL	CREDIT ON ACCT	06/07/23	(203.83)
392892	BRYAN ROCK PRODUCTS	EHS - AGGREGATE ROC	06/07/23	(369.04)
392892	BRYAN ROCK PRODUCTS	DW - AGGREGATE ROCK	06/07/23	(369.05)
392916	FOLLETT CONTENT SOL	CREDIT ON ACCT	06/07/23	(620.30)
392892	BRYAN ROCK PRODUCTS	EHS - RED BALL DIAM	06/07/23	(738.09)
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)
WR3697	ROAM SPORTS	APR FSA REIMBURSEME	04/28/23	(37,343.89)

**Total Value of Checks Issued**    **\$ 5,571,521.32**

IV.E. Electronic Fund Transfers



**Board Meeting Date:** 7/17/2023

**Title:** Electronic Fund Transfers – June 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 June 2023, in the amount of \$12,164,634.39.

**Desired Outcomes from the Board:** Compliance with Minn. Stat. § 471.38 Subd. 3a.

**Attachment(s):**

1. Electronic Fund Transfers – June 2023

2022-23 School Year

# Electronic Transfers

For the Month Ended June 30, 2023



DEFINING EXCELLENCE

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 6,054,364.22
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	6/16/2023	1,579,890.34
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	06/01/2023	151,226.26
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	06/20/2023	291,966.47
US Bank - Checking	Delta Dental	Dental Claims	Multiple	67,501.98
US Bank - Checking	US Bank	Purchase Card Program	06/28/2023	141,734.15
US Bank - Checking	Benefit Extras	Flex & HAS Benefits	Multiple	77,679.89
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	3,795,438.23
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	06/21/2023	3,960.00
US Bank - Checking	MSDLAF, VANCO, Other Electronic Fee Vendors	Service Fees	Multiple	872.85
<b>Total of Electronic Fund Transfers</b>				<b>\$ 12,164,634.39</b>

IV.F. Gifts & Bequests - June 2023



**Board Meeting Date:** 7/17/2023

**Title:** Gifts & Bequests – June 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 June, 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 June, 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 – June 2023

2022-23 School Year

# Gifts & Bequests

For the Month Ended June 30, 2023



DEFINING EXCELLENCE

<b>Donated By</b>	<b>To</b>	<b>Purpose</b>	<b>Amount</b>
Multiple Families	Edina High School	Artwork Studio - Student Activities	361.00
Edina Ed Fund	Student Support Services	Mental Health and Wellness	10,457.15
Edina Ed Fund	Teaching and Learning	Literacy Support	91,350.90
Multiple Families	Edina High School	Global Scholars Trip	1,084.42
High School PTO	Edina High School	Options Program Supplies	5,000.00
Parents	Edina High School	Vaccine Clinic and Teacher Supplies	1,375.03
Normandale PTO	Normandale Elementary School	Buses for Field Trips	9,485.13
Normandale PTO	Normandale Elementary School	Donation for Choral Risers	275.00
Language and Friendship	Normandale Elementary School	Back to Back Program Buses for Field Trips	1,176.67
YMCA/Kici Yapi #1101	Community Ed	Camp Scholarships	6,980.00
Parents	Cornelia Elementary School	Field Trip Scholarships	370.00
<b>Total Cash Donations</b>			<b>\$ 127,915.30</b>
<b>Total In-Kind Donations</b>			<b>\$ -</b>

IV.G. Waste and Recycling Services Contract



**Board Meeting Date:** 7/17/2023

**Title:** Waste and Recycling Services Contract

**Type:** Consent

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

**Description:** The District and its purchasing agent solicited requests for quotes for the District's waste and recycling services contract. The District's current provider has demonstrated acceptable performance and service levels and has also agreed to annual rate increases of no more than 5% in each year of the contract, which is in-line with other providers.

**Recommendation:** Award the District's waste and recycling services contract for fiscal year 2024 and fiscal year 2025, with the option of two additional years if the District agrees, to Waste Management, and authorize the Director of Business Services to execute all necessary agreements to put the agreement into effect.

**Desired Outcomes from the Board:** Compliance with District Policy 707

**Attachments:**

1. RFQ – Waste/Recycling Services



## REQUEST FOR QUOTE: WASTE/RECYCLING SERVICES

### Request and Opportunity Overview

Edina Public Schools (ISD #273) (District) is seeking proposals for Waste and Recycling Services for the district's eight (10) sites.

### Contract Term

The initial term is for two years, with two (2) additional one-year district-option renewal years, for a potential total term of four years.

### Submission Process

- Review the Terms and Conditions and Specifications sections to confirm eligibility
- Review all data provided within this document:
  - Terms and Conditions
  - Detailed Specifications for The District – Waste/Recycling (2023)
- Additional questions can be submitted via email to [krates@catalystsourcing.com](mailto:krates@catalystsourcing.com)
  - All questions will be consolidated and reviewed with the Facilities department.
    - Feedback will be provided to all participants via email.
  - **The deadline for question submission will be on June 14, 2023, at 5:00 PM (CST)**
- Proposals should include:
  - Electronically completed Quote Worksheet (included in this packet)
    - Please use fees based on the determinant variables of October.
    - No attachments or links in worksheet fields
  - A copy of your current Certificate of Insurance
  - You may also submit additional information about your organization, proposed items, etc. with your worksheet

### Submission Timeline

Process Step	Date
<i>Documentation available</i>	<b>6/6/2023</b>
<i>Deadline to submit questions</i>	<b>6/14/2023</b>
<i>Feedback (from questions addendum) returned to participants</i>	<b>6/16/2023</b>
<b>Proposals Due</b>	<b>6/23/2023</b>
<i>Selection Announced (no later than)</i>	<b>7/15/2023</b>
<i>Contract/Service start</i>	<b>8/1/2023</b>

### Selection Criteria

Criteria
Price/cost competitiveness of proposal – in initial term and option terms.
Ability to meet specification details described in documents
Reputation and experience of vendor in the industry
References
Safe and compliant final disposal of the district's waste and recycling
Any other factors which are pertinent as may be determined by Owner (district)

## Terms and Conditions

- A. Eligibility & Compliance with Federal and State Law - Vendor must assure District that they have complied with all applicable Federal and State laws, regulations and rules.
- B. Invitation: The invitation to quote, which is attached hereto, and everything contained therein is adopted by reference and made part of these specifications and conditions.
- C. Contract Duration and Options: Contract term is for two (2) years, effective August 1<sup>st</sup>, 2023, through July 31<sup>st</sup>, 2025. The District reserves the right to renew the contract for two additional one-year terms. Contract term is stated as 2+1+1 with the final renewal contract period being August 1<sup>st</sup>, 2025, through July 31<sup>st</sup>, 2027. Unless stated otherwise elsewhere in the specifications, no renewal or extension can be made by the District unless the original terms of the contract remain the same during the renewal or extension period. This contract also includes a thirty (30) day notice of cancellation if District's standards are not met.
- D. General Criteria for Award: After taking into consideration conformity with the specifications, timelines and other conditions imposed in the call for proposals, an award shall be made to the lowest responsible vendor.
- E. Writing: Within ten days of the award, persons having authority to contract for the parties shall duly execute a formal contract covering the subject matter of the proposal.
- F. Form of Proposals: The proposal must be submitted on the form prescribed by the District, a sample of which is contained in these specifications.
- G. Vendor Qualifications: The District reserves the right to refuse to consider the proposal of a vendor who is not known to be reliable, skilled, and regularly engaged in providing the service and/or goods described in the request. In addition, the District may require of any vendor to provide evidence satisfactory to the District, of the vendor's financial responsibility, and ability to efficiently, economically and satisfactorily perform the services and/or deliver the goods required by the District.
- H. Rejection of Proposal: In addition to grounds for rejection stated elsewhere in law, or in these specifications and conditions, the District may reject a proposal if:
  - 1) The vendor fails to provide reasonable evidence reasonably requested pursuant to G.
  - 2) The vendor misstates or conceals any material fact in their proposal.
  - 3) The proposal submitted is conditional.
- I. Alterations and Erasures: A proposal containing an alteration or erasure of any price contained in the proposed quote, which is used in determining the lowest responsible quote shall be rejected unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the proposal.
- J. Identical low Proposals: In the case of identical low proposals from two or more vendors, the Board may at its discretion utilize negotiated procurement methods with the tied low vendors with lowest proposals for that particular transaction, so long as the price paid does not exceed the original proposal.
- K. Single Quote: In the case where only a single proposal is received, the Board may, at its discretion, negotiate a mutually agreeable contract with the vendor so long as the price paid does not exceed the original proposed quote.
- L. Withdrawal and Award Deadlines: No vendor may withdraw his/her proposal within 60 days after the date of opening. The District may elect to take up to 60 days to decide which vendor is to receive the award.
- M. Award Options: District reserves the right to:
  - 1) Award this contract in part or whole to a single vendor
  - 2) Reject any or all quotes/proposals.
  - 3) Award contract based on the investigation of vendors, as well as acceptance of alternates, all of which the Owner deems to be in their best interest.
  - 4) Waive informalities or minor irregularities in proposals and waive minor irregularities or discrepancies in RFP procedure.
  - 5) Cancel a contract entered in to with the successful vendor at any time, upon 30 days' written notice, if the District's standards are not met.
  - 6) the District is solely responsible for rendering the decision in matters of interpretation of all terms and conditions.
  - 7) The District, in determining the lowest responsible vendor, will consider in addition to the RFP process, the quality, suitability and adaptability of the item(s) to be purchased for the use for which it is intended.
  - 8) Trade-in policy and allowances will be considered where appropriate.
- N. Collusion: Conspiracy between vendors is cause for rejection of all proposals of the vendors thus involved.
- O. Requirements for onsite service providers: Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.

**Terms and Conditions (cont'd)**

- P. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.

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

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

## General Specifications

<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>The successful contractor will safely manage waste/recycling services in the intervals and specifications as described in this document  <b>*Service requirements are subject to change through the life of the agreement</b></li> </ul>
<b>Container Types</b>	<ul style="list-style-type: none"> <li>Please note in the specifications sections sites that require specific container types (ex. low profile)</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>A named account executive, with direct contact information, should be assigned to the district.</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Service providers must provide the district a document listing the final disposal location of all waste, recycling, and organics/compost.</li> <li>Service providers must provide the district proof of insurance at-or-above minimum levels documented in the terms-and-conditions. (pages 2-3)</li> </ul>
<b>Invoicing</b>	<ul style="list-style-type: none"> <li>A consolidated invoice should be sent to the district office monthly. <ul style="list-style-type: none"> <li>Each site must be itemized separately.</li> <li>Each invoice must include the School District's purchase order number.</li> </ul> </li> <li>Payments will be Net 35. Invoices are to be sent to the district business office: <p style="text-align: center;"> <b>Edina Public Schools</b>  <b>Independent School District No. 273</b>  <b>5701 Normandale Road, Suite 339</b>  <b>Edina, MN 55424</b> </p> </li> </ul>

## Operational Specifications

<b>Liability</b>	<ul style="list-style-type: none"> <li>Vendor will be responsible for damages DIRECTLY caused by employees, equipment, personnel</li> </ul>
<b>Service Failure</b>	<ul style="list-style-type: none"> <li>It is important that the district receives consistent service to all locations, missed/skipped pickups should only occur under specific circumstances.</li> <li>In the instance that service cannot be provided due to obstructed access – the following process will be followed by the Vendor and District: <ol style="list-style-type: none"> <li>The vendor will contact via phone the contact for the site.</li> <li>The site contract will have 30 minutes to remedy the situation</li> <li>Upon the driver's return, if the site has failed to remedy, the vendor should document the issue, including a picture of the obstruction and time stamp, and submit notification to the district Facilities Department within 24-hours of the occurrence.</li> </ol> </li> </ul>

## Service Specification (Current Containers and Frequency)

### Waste

Site	Container Size	Quantity	Container Type	In-Session Service Frequency (weekly)	Out-Session Service Frequency (weekly)
Concord Elementary	6-yd	1		5x	3x
Cornelia Elementary	6-yd	1		3x	2x
Countryside Elementary	6-yd	1		3x	No Service
Creek Valley Elementary	6-yd	1	Slant - 4 lids	3x	1x
Edina Transportation Center	3-yd	1		2x	On Call
Edina Community Center	8-yd	1	Dock Style	6x	3x
Edina High School	8-yd	3	Dock style	5x	3x
Highlands Elementary	6-yd	1		2x	1x
South View Middle	8-yd	1		5x	5x
Valley View Middle	8-yd	1	Dock Style	5x	1x

### Recycling (Single Sort)

Site	Container Size	Quantity	Container Type	In-Session Service Frequency (weekly)	Out-Session Service Frequency (weekly)
Concord Elementary	6-yd	1		2x	2x
Cornelia Elementary	6-yd	1		1x	1x
Countryside Elementary	6-yd	1		2x	No Service
Creek Valley Elementary	6-yd	1	Slant - 4 lids	1x	0.5x
Edina Transportation Center	2-yd	1		0.5x	On Call
Edina Community Center	8-yd	1	Dock Style	3x	1x
Edina High School	8-yd	1	Dock style	2x	1x
Highlands Elementary	6-yd	1		1x	0.5x
South View Middle	8-yd	1		3x	2x
Valley View Middle	8-yd	1	Dock Style	2x	On Call

### Organics

Site	Container Size	Quantity	Container Type	In-Session Service Frequency (weekly)	Out-Session Service Frequency (weekly)
Concord Elementary	2-yd	1		1x	On Call
Cornelia Elementary	2-yd	1		On Call	On Call
Countryside Elementary	2-yd	1		1x	No Service
Creek Valley Elementary	2-yd	1		On Call	On Call
Edina Community Center	2-yd	1		2x	1x
Edina High School	4-yd	1		1x	On Call
Highlands Elementary	2-yd	1		1x	On Call
South View Middle	2-yd	1		2x	On Call
Valley View Middle	2-yd	1		2x	On Call

## Quote Worksheet

### Your Company Information

<b>Company Name</b>	Waste Management WI/MN	<b>Contact Name</b>	Jayme Monson
<b>Address</b>	1901 Ames Dr	<b>City</b>	Burnsville
<b>State</b>	MN	<b>Zip</b>	55306

### References

	Organization	Contact Name	Contact Phone	Contact Email
#1	St Olaf College	Brian Ims	507-301-8619	<a href="mailto:ims1@stolaf.edu">ims1@stolaf.edu</a>
#2	Shakopee Schools	Ed Zeimet	952-496-5046	<a href="mailto:ezeimet@shakopee.k12.mn.us">ezeimet@shakopee.k12.mn.us</a>

### Qualifications Checklist

Do you agree with the District Terms, conditions, specifications, & requirements as described in this RFP [Y/N]?	Y
Are you authorized to do business with Minnesota public schools? [Y/N]?	Y
Did you include a copy of your certificate of insurance and a draft of your agreement [Y/N]?	Y

### Questions

Question/Data Point	Your Response
Please provide the name of the account manager that will be assigned to the district.	Jayme Monson
How do you define 'contamination' for recycling?	Trash, plastic bags, food waste
Describe how you communicate contamination occurrences for recycling?	An automated email with photo/video
Do you assess a fee for contamination?	Yes
What is the fee for contamination in the recycling?	\$12.00/yard – based on container size
When/how is that fee assessed?	Monthly Invoice
Do you accept Credit Card Payment at <b>NO</b> additional fee?	Yes
If "NO", state the fee charged OR 'n/a' if credit card payment is not available.	

## Service Pricing (In-Session)

### Waste

Location - Site	Size	Qty	Freq.	Monthly Service Fee	On Call Charge
Concord Elementary	6-yd	1	5x	500.16	50.00
Cornelia Elementary	6-yd	1	3x	300.07	50.00
Countryside Elementary	6-yd	1	3x	300.07	50.00
Creek Valley Elementary	6-yd	1	3x	300.07	50.00
Edina Transportation Center	3-yd	1	2x	100.02	50.00
Edina Community Center	8-yd	1	5x	666.82	50.00
Edina High School	8-yd	3	5x	2000.46	50.00
Highlands Elementary	6-yd	1	2x	200.05	50.00
South View Middle	8-yd	1	5x	666.82	50.00
Valley View Middle	8-yd	1	5x	666.82	50.00

### Recycling (Single Sort)

Location - Site	Size	Qty	Freq.	Service Charge	On Call Charge
Concord Elementary	6-yd	1	2x	200.05	50.00
Cornelia Elementary	6-yd	1	1x	100.02	50.00
Countryside Elementary	6-yd	1	2x	200.05	50.00
Creek Valley Elementary	6-yd	1	1x	100.02	50.00
Edina Transportation Center	2-yd	1	0.5x	37.14	50.00
Edina Community Center	8-yd	1	3x	400.09	50.00
Edina High School	8-yd	1	2x	266.73	50.00
Highlands Elementary	6-yd	1	1x	100.02	50.00
South View Middle	8-yd	1	3x	400.09	50.00
Valley View Middle	8-yd	1	2x	266.73	50.00

### Organics

Location - Site	Size	Qty	Freq.	Service Charge	On Call Charge
Concord Elementary	2-yd	1	1x	33.34	50.00
Cornelia Elementary	2-yd	1	On Call	NA	50.00
Countryside Elementary	2-yd	1	1x	33.34	50.00
Creek Valley Elementary	2-yd	1	On Call	NA	50.00
Edina Community Center	2-yd	1	2x	66.68	50.00
Edina High School	4-yd	1	1x	66.68	50.00
Highlands Elementary	2-yd	1	1x	33.34	50.00
South View Middle	2-yd	1	2x	66.68	50.00
Valley View Middle	2-yd	1	2x	66.68	50.00

### Roll of Services as Needed

Description	Delivery Fee	Rental Fee	Monthly Removal Fee	Disposal Fee
10-Yard	105.00	NA	275.00	75.00/TON
12-Yard	NA	NA	NA	NA
15-Yard	105.00	NA	275.00	75.00/TON
20-Yard	105.00	NA	275.00	75.00/TON
30-Yard	105.00	NA	275.00	75.00/TON
40-Yard	NA	NA	NA	NA

## Service Pricing (Out-of-Session)

### Waste

Location - Site	Size	Qty	Freq.	Monthly Service Fee	On Call Charge
Concord Elementary	6-yd	1	3x	300.07	50.00
Cornelia Elementary	6-yd	1	2x	200.05	50.00
Countryside Elementary	6-yd	1	No Service	NA	NA
Creek Valley Elementary	6-yd	1	1x	100.02	50.00
Edina Transportation Center	3-yd	1	On Call	NA	50.00
Edina Community Center	8-yd	1	3x	400.09	50.00
Edina High School	8-yd	3	3x	1200.28	50.00
Highlands Elementary	6-yd	1	1x	100.02	50.00
South View Middle	8-yd	1	5x	666.82	50.00
Valley View Middle	8-yd	1	1x	133.36	50.00

### Recycling (Single Sort)

Location - Site	Size	Qty	Freq.	Service Charge	On Call Charge
Concord Elementary	6-yd	1	2x	200.05	50.00
Cornelia Elementary	6-yd	1	1x	100.02	50.00
Countryside Elementary	6-yd	1	No Service	NA	NA
Creek Valley Elementary	6-yd	1	0.5x	50.01	50.00
Edina Transportation Center	2-yd	1	On Call	NA	50.00
Edina Community Center	8-yd	1	1x	133.36	50.00
Edina High School	8-yd	1	1x	133.36	50.00
Highlands Elementary	6-yd	1	0.5x	50.01	50.00
South View Middle	8-yd	1	2x	266.73	50.00
Valley View Middle	8-yd	1	On Call	NA	50.00

### Organics

Location - Site	Size	Qty	Freq.	Service Charge	On Call Charge
Concord Elementary	2-yd	1	On Call	NA	50.00
Cornelia Elementary	2-yd	1	On Call	NA	50.00
Countryside Elementary	2-yd	1	No Service	NA	NA
Creek Valley Elementary	2-yd	1	On Call	NA	50.00
Edina Community Center	2-yd	1	1x	33.34	50.00
Edina High School	4-yd	1	On Call	NA	50.00
Highlands Elementary	2-yd	1	On Call	NA	50.00
South View Middle	2-yd	1	On Call	NA	50.00
Valley View Middle	2-yd	1	On Call	NA	50.00

## Surcharges

Question/Data Point	Your Response
Do you assess an additional FUEL SURCHARGE?	NOT TO EDINA SCHOOLS
IF YES, is your Fuel Surcharge FIXED or VARIABLE? IF VARIABLE, describe the basis for this charge (how it is determined)	
What is your FUEL SURCHARGE (%) as of May 31st?	NA
Do you assess an ENVIRONMENTAL SURCHARGE or alike in your proposal?	NO
IF YES, is your Environmental Surcharge FIXED or VARIABLE? IF VARIABLE, describe the basis for this charge (how it is determined)	
What is your ENVIRONMENTAL SURCHARGE (%) as of May 31st, 2023?	NA

## Additional Fees

Please describe any other potential charges or fees the district could be invoiced

Fee Description	Amount	U/M

*Any fees not disclosed here will NOT be paid by the district without prior approval from the district*

## Rate Changes (increases) Years 2, 3, 4

Description	Proposed Rate Increase (%)
Year 2	<b>5%</b>
Year 3	<b>5%</b>
Year 4	<b>5%</b>

**Final Disposal Site**

Please describe the final disposal site in which you plan to haul the district's waste, recycling, and organics to.

Type	Site Name	Site Address	Site County
Waste	Burnsville Landfill	2650 Cliff Rd W Burnsville, MN 5537	Dakota
Recycling	Richards Transfer Station	12095 Yosemite Ave S Savage, MN 55378	Scott
Organics	SET/The Mulch Store	16454 Blaine Ave E Rosemount, MN 55068	Dakota

**Notes, etc.**

Please describe any other data you feel is important for the district to know.

Notes

IV.H. Workers' Compensation Insurance Renewal



**Board Meeting Date:** 7/17/2023

**Title:** Workers' Compensation Insurance

**Type:** Consent

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

**Description:** During the 2021 fiscal year the District elected to switch workers' compensation insurance carriers from State Fund Mutual (SFM) to Dakota Truck Underwriters by and through Risk Administration Services (RAS). The insurance renewal with Dakota Truck Underwriters for the 2023 fiscal year was an increase of 18.87% over the prior year.

The District worked with its agent of record for insurance to obtain rates for the 2024 fiscal year. The renewal proposed by Dakota for 2024 is for a gross increase of 18.30%, with premiums going from \$390,674 to \$462,324. The increase is in line with the District administration's fall 2022 financial forecast.

The main factors for the increase are wages increasing by an estimated 3.60% overall, adverse loss experience, and the District's experience mod going from 0.83 to 0.93 (12.04% increase). The experience mod is calculated on the most recent three years' worth of claims (the District dropped off a very low claim year and added a higher claim year).

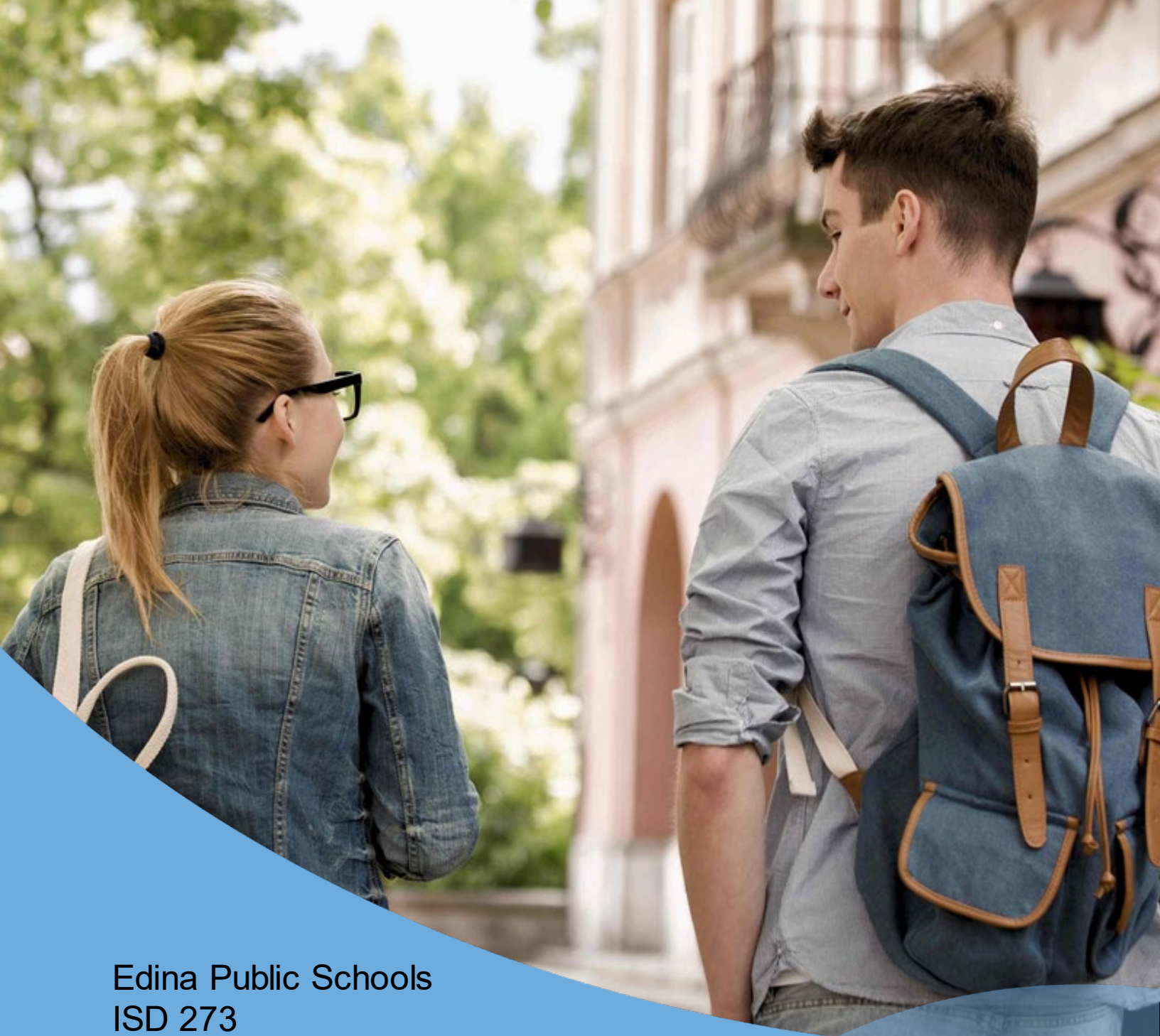
The net rate proposed for fiscal year 2024 of \$0.53 is lower than the fiscal year 2020 rate of the previous carrier of \$0.60.

**Recommendation:** Accept the workers' compensation rates offered by Dakota Truck Underwriters/RAS for fiscal year 2024 in the estimated aggregate premium amount of \$462,324 and authorize the Director of Business Services to execute all necessary documents related to the renewal.

**Desired Outcomes from the Board:** Review the executive summary of the workers' compensation program proposal and execute the administration's recommended action.

**Attachments:**

1. Workers' Compensation Renewal Executive Summary – Fiscal Year 2024



# Edina Public Schools ISD 273

## Executive Summary 07/01/2023 – 07/01/2024

Nick Lano | Area Vice President  
Nick\_Lano@ajg.com | 952.358.7579

06/26/2023



# Gallagher

Insurance | Risk Management | Consulting

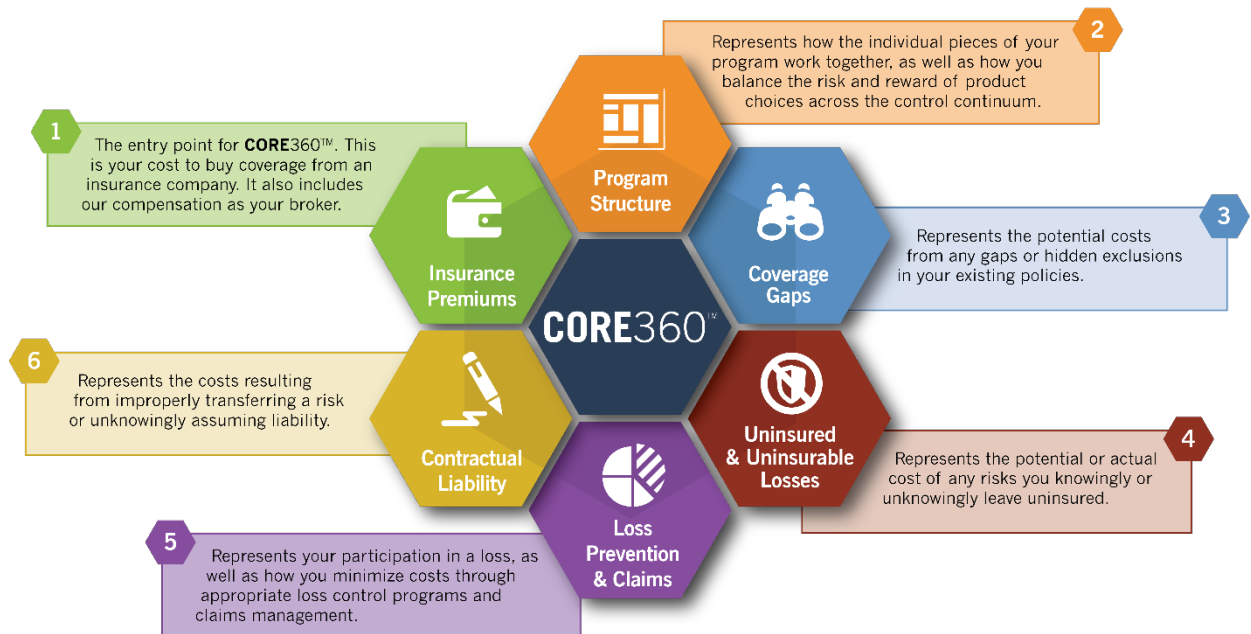
# Overview

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

The Executive Summary also follows the decisions made and action items we discussed during a multiple strategic review discussions in May. During the discussion we established the following goals and objectives for 2023:


- Agreed to continue partnership with RAS at a negotiated 10% increase before any change in exposures. Previous marketing done in 2022, increased Experience Mod and adverse lost history driving net rate increase.
- Continue to provide the greatest deliverable to ISD 273 – program stability and carrier partnership.
- Continue to provide extensive loss prevention and claims advocacy services to drive down the district's total cost of risk.

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




# 2023 CORE360 Stewardship Scorecard

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




**Insurance Premiums**

- 2023 Premium increase of 10% after payroll changes.
- Reduced Workers' Compensation Net Rate by 23.5% since 2019 when the Gallagher partnership began.
- Experience Mod increased 12% in 2023.
- 2023 Net Rate still 11.6% lower than 2019 net rate before RAS partnership was formed.




**Program Structure**

- Total Payroll for the district increased 3.6%% in 2023.
- Stable program with RAS since partnership began in 2020.



**Coverage Gaps**

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




**Uninsured & Uninsurable Losses**

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



**Loss Prevention & Claims**

- Coordinated RAS Loss Control
  - Ergonomic Evaluations
  - Reviewed Non-Critical Recommendations
  - Custodian Safety Training
- 2023 Experience Mod Analysis completed.
- Aggravated Inequities Completed.



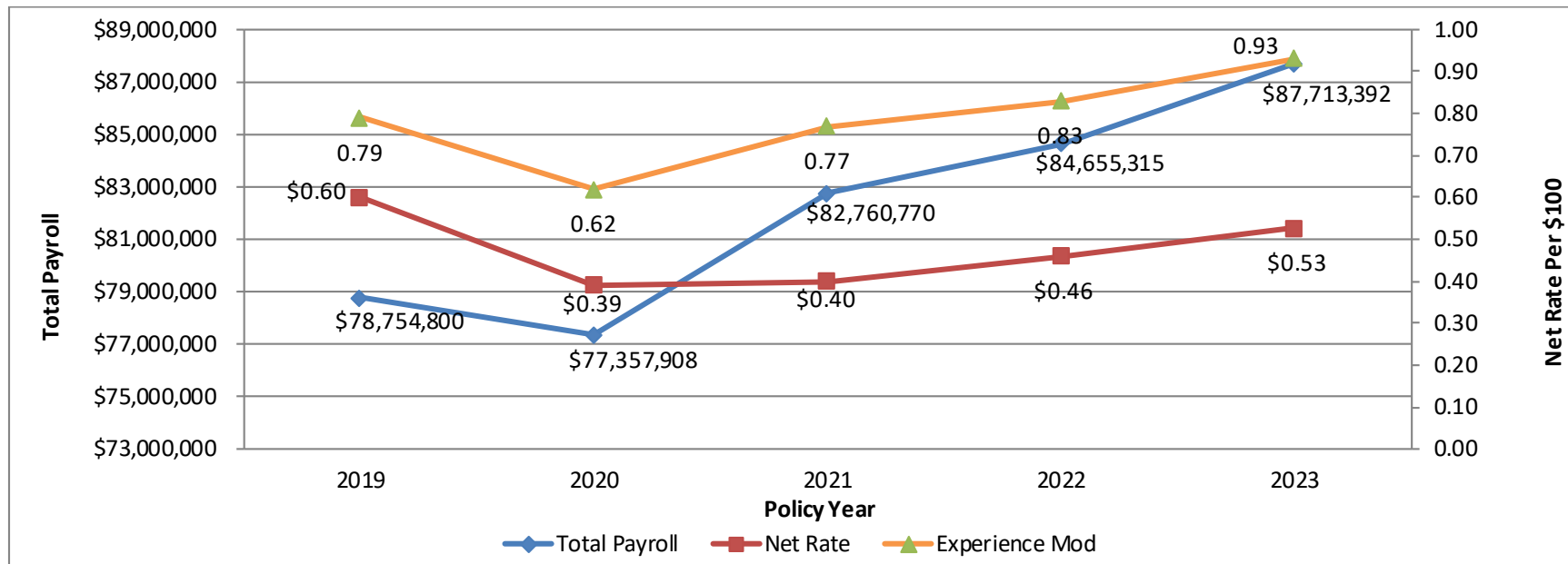
**Contractual Liability**

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

# Historical Program Exposures

Class Code	Description	2020 – 2021 AUDITED	2021 – 2022 AUDITED	2022 – 2023 PROJECTED	2023 – 2024 ESTIMATED
7380	Chauffeurs & Helpers	\$24,795	\$24,704	\$26,749	\$56,188
7382	Bus Co. All Other Employees	\$1,345,763	\$1,676,667	\$1,783,194	\$2,490,412
8385	Bus Co. Garage Employees	\$229,051	\$230,979	\$258,558	\$516,546
8868	College Professional Employee	\$72,235,046	\$77,070,867	\$78,692,785	\$80,733,240
9101	College – All Other Employee	\$3,523,253	\$3,757,553	\$3,894,029	3,917,005
Total		<b>\$77,357,908</b>	<b>\$82,760,770</b>	<b>\$84,655,315</b>	<b>\$87,713,392</b>

## Historical Characteristics:



ISD 273



# Workers' Compensation Claims Summary

HISTORICAL THREE YEARS

WORKERS' COMPENSATION										
POLICY TERM	CARRIER NAME	IND PAID	MED PAID	EXPENSES PAID	TOTAL PAID	TOTAL RESERVES	TOTAL INCURRED	# OF OPEN CLAIMS	# OF CLOSED CLAIMS	# OF CLAIMS
7/1/2020	RAS	\$17,437	\$59,176	\$14,120	\$90,732	\$0	\$90,732	0	28	28
7/1/2021	RAS	\$46,136	\$156,249	\$15,742	\$218,109	\$0	\$218,109	0	70	70
7/1/2022	RAS	\$8,595	\$52,268	\$1,771	\$62,634	\$207,881	\$270,515	14	56	70
<b>TOTALS:</b>		<b>\$72,168</b>	<b>\$267,693</b>	<b>\$31,615</b>	<b>\$371,475</b>	<b>\$207,881</b>	<b>\$579,356</b>	<b>14</b>	<b>154</b>	<b>168</b>

- 2019 Total Claims - \$394,804
- 2018 Total Claims - \$134,620
- 2017 Total Claims - \$73,908

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# Workers' Compensation

EXPERIENCE MODIFICATION VALIDATION

## Mod Analysis for Independent School District 273

# Mod Snapshot

Effective date: 7/1/2023

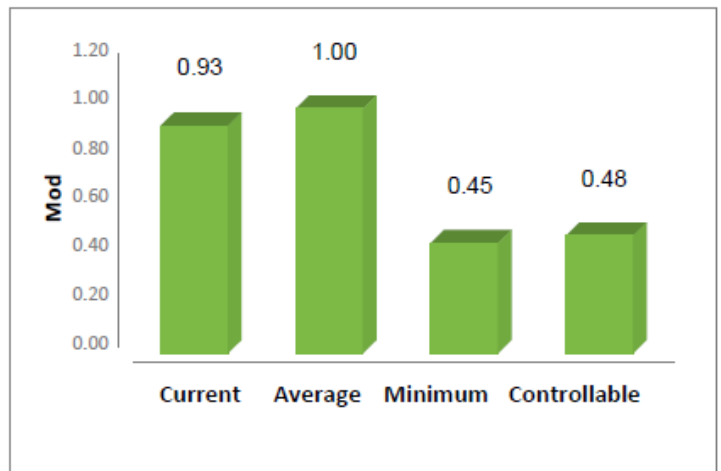
### The Key Numbers

Total expected losses	\$654,768
Total expected primary losses	\$287,227
Total expected excess losses	\$367,541
Total unlimited losses	\$717,993
Total limited/adjusted losses	\$676,576
Total actual primary losses	\$196,034
Total actual excess losses	\$480,542
Computed ballast value	87,300
Computed weighting value	0.33
<b>Modification factor</b>	<b>0.93</b>
ARAP factor	1.00

### Impact of Top Itemized Losses

State	Injury Date	Incurred Loss	Impact on Mod	Mod w/o Loss
MN	1/7/2020	\$185,861	0.0993	0.8280
MN	12/13/2019	\$150,774	0.0837	0.8436
MN	9/30/2021	\$124,289	0.0720	0.8553
MN	12/10/2021	\$53,217	0.0404	0.8869
MN	11/27/2019	\$39,874	0.0344	0.8929
MN	7/30/2021	\$29,390	0.0298	0.8975
MN	3/9/2021	\$26,637	0.0285	0.8988
MN	8/30/2021	\$15,720	0.0212	0.9061
MN	3/10/2021	\$13,982	0.0188	0.9085
MN	3/4/2021	\$11,342	0.0153	0.9120

### Mod Breakdown



### Actual vs. Expected Losses by Policy Period



- 2024 Mod Projection of 0.71

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## 2023 Strategic Review

### EARLY RENEWAL RATE EXPECTATIONS FROM THE INCUMBET MARKET

Coverage	Carrier	Rate Indication	Rate Results	Comments
Workers' Compensation	RAS	<p>Initial renewal indication of \$430,085 or 10% premium increase before any change in payroll figures. Leaving credit structure flat, Experience Mod driving increase.</p> <ul style="list-style-type: none"> <li>2023 Experience Mod increasing 10 points or 12% from 0.83 to 0.93.</li> <li>Program in RAS's lowest rate tier – DTU</li> </ul>	<p><b>Expiring premium with 2023 payrolls at 2022 rates - \$418,682.</b> Overall 10% increase as negotiated after payroll changes.</p> <p>Total Payroll Increased 3.6%.</p>	<ul style="list-style-type: none"> <li>Current Year Loss Ratio – 72%</li> <li>3 Yr. Partnership Loss Ratio – 58%</li> <li>RAS school book starting to feel claim pressure.</li> <li>RAS overall rates relatively flat.</li> <li>No change to program structure.</li> </ul>

## 2023 Loss Projection

### Pure Loss Rate

### Independent School District 273

Based on the selected pure loss rate and the projected Payroll, here are the projected losses for the 7/1/2023 - 7/1/2024 period.

Computation of Projected Losses						
Selected Pure Loss Rate	X	Projected Payroll \$100	=	Projected Losses	➔	\$ 0.29 X $\frac{\$84,655,315}{\$100}$ = \$ 245,500



# Renewal Premiums

## 2023 WORKERS' COMPENSATION RESULTS

	2019 (Previous Broker)	2022 Expiring	2023 Renewal
<b>Carrier</b>	<b>SFM</b>	<b>RAS</b>	<b>RAS</b>
Premium	\$476,151	\$371,624	\$447,266
Surcharges	Incl.	\$19,050	\$15,058
<b>Total Premium</b>	<b>\$476,151</b>	<b>\$390,674</b>	<b>\$462,324</b>
Net Rate	\$0.60	\$0.46	\$0.53

### Previous 2022 Marketing Results

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

### Notes:

- Maxed Scheduled Credit of 40% provided in 2021
- Scheduled Credit of 37% provided in 2022.
- Payrolls increased 7% in 2021 and 2.5% in 2022 and 3.6% in 2023.

ISD 273

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## Thank You for Your Business

On behalf of the Gallagher team, we would like to thank the district for the continued opportunity, partnership, support and confidence you have placed in us to handle the insurance program. We have enjoyed the partnership and look forward to continue earning the district's business year-over-year. We enjoyed implementing the agreed upon renewal strategy in 2023 and thus reducing the district's total cost of risk. Thank you

**ISD 273**

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# We help you face your future with confidence.

Gallagher's holistic approach keeps your total cost of risk—and your best interests—in focus. With expertise where you most need it, Gallagher delivers the solutions that let businesses grow, communities thrive and people prosper.

**GLOBAL REACH. LOCAL PRESENCE.**

Founded in  
**1927**

**\$6B**  
Total adjusted Brokerage & Risk Management revenues (2020)

**32,000+**  
Employees worldwide

**850+**  
Offices in 49 countries

**150**  
Countries served

## HIGHLY SPECIALIZED. DEEP EXPERTISE.

Casualty  
Commercial Surety & Bonds  
Credit & Political Risk

Cyber  
Management Liability  
Property

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**CORE360®** is our unique, comprehensive approach of evaluating your risk management program that leverages our analytical tools and diverse resources for customized, maximum impact on six cost drivers of your total cost of risk.

### 27+ INDUSTRY PRACTICES



### TIMES CHANGE. ETHICS DON'T.

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For the past 10 years, we've been recognized for our commitment to operating at the highest standards of ethical behavior. We're the only broker to have been given this honor. It's a reflection of the way we look after businesses, communities and people across the globe.



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25 tenets that have guided a team-oriented culture for 30+ years.

#### Social Responsibility

Companywide focus on ethical conduct, employee health and welfare, environmental integrity and community service.

IV.I. Membership in AMSD



**Board Meeting Date:** 7/17/2023

**Title:** Membership in the Association of Metropolitan School Districts (AMSD), 2023-24

**Type:** Consent

**Description:** Dues are comprised of a fixed fee and a variable fee, based on resident student enrollment. Dues for 2022-23 were \$10,006.00. This year's total represents a \$49 increase.

AMSD is the only education organization with the mission of advocating for the unique needs and challenges facing metropolitan school districts. It continues to be the voice for metropolitan school districts and plays a major role in shaping state education policy and building support for public education among policymakers and the general public.

The School Board of Edina Public Schools has been a member of AMSD since its beginning more than forty years ago.

**Recommendation:** Renew membership in the Association of Metropolitan School Districts (AMSD) for the school year 2023-24 with dues totaling \$10,055.00.

**Desired Outcome(s) from the Board:** Renewal of AMSD dues.

IV.J. Board Appointment BrightWorks Cooperative



**Board Meeting Date:** July 17, 2023

**Title:** Board Appointment BrightWorks Cooperative

**Type:** Consent

**Presenter:** Erica Allenburg

**Description:** BrightWorks (formerly Metro ECSU), a nonprofit educational cooperative, was established in 1976 by the Minnesota Legislature to provide cost-effective, high quality education services and programs to public schools/districts, private schools and nonprofits in the Twin Cities metro area. This organization is member-driven and governed by a Representative Assembly and an Executive Committee.

Their Representative Assembly needed new membership for the 2023-2024 school year, emailed all representative member boards to solicit interested members and Board Member Karen Gabler has volunteered to serve in this role. This role runs from July 1, 2023-June 30, 2024.

All board representative roles need to be approved by the board per board policy 216.

**Recommendation:** Approve this assignment.

**Desired Outcomes from the Board:** Approval of assignment.

**Attachments:** None.

IV.K. Board Norms Update



**Board Meeting Date:** July 17, 2023

**Title:** Board Norms Update

**Type:** Consent

**Presenter:** Erica Allenburg

**Description:** The Edina School Board has established Board Norms to provide governing expectations and consistency for the conduct of the school board. This document serves to supplement our policies, which exist to provide a code of ethics, structure, operating guidelines, general meeting parameters, and the basic roles and responsibilities of our school board.

This current version of the Board Norms are being brought for approval as they have been updated with current board practices and state statute. This version was reviewed and discussed at the board's retreat on July 12th. District legal counsel has reviewed the updated document and all recommended changes are reflected in this current document.

Board members should review the communication portion of the document, as there are some revisions and additions as requested by board members and district legal counsel.

**Recommendation:** Approve the updated board norms.

**Desired Outcomes from the Board:** Approval of board norms.

**Attachments:** 2023 Board Norms



# EDINA PUBLIC SCHOOLS **BOARD OPERATING NORMS**

Through our commitment and work, the members of the Edina School Board will strive to provide an excellent public education that meets the needs of all students in our district. The academic excellence we expect is accomplished in partnership with our students, parents, teachers, administrators, non-licensed staff and community members. The purpose of this document is to provide governing expectations and consistency for the conduct of the school board. This document serves to supplement our policies, which exist to provide a code of ethics, structure, operating guidelines, general meeting parameters, and the basic roles and responsibilities of our school board.



# GENERAL BOARD CONDUCT

As a board, we will model the leadership and relationships we seek to build with others. How we run meetings, interact with each other, district staff, and the community, sends clear signals about how we value the mission, values, and vision we have established for the Edina School District. Collaborative relationships based on trust, respect, and accountability will build credibility and inspire confidence in our leadership, our vision, and the work of Edina Public Schools.

## IN FULFILLING OUR ROLES OF THE EDINA SCHOOL BOARD, WE WILL:

1. Make our decisions based on the available information, and in the best interest of all students. This obligation supersedes (a) any conflicting loyalty a member may have to advocacy or interest groups (b) loyalty based upon membership on other boards or staff, and (c) conflicts based upon the personal interest of any Board member or any member of their family.
2. Make every attempt to attend all board functions including committee meetings, and remain informed of activities, programs, and incidents in the district within the board's purview.
3. Respect and remain mindful of the different roles within the school system, including, but not limited to the School Board, the Superintendent, Administrators, Teachers, and Staff.
4. Not publicly criticize an employee or other board member.
5. Meet with district personnel only after notifying the Superintendent, and attend staff meetings, staff training and other administrative events only upon invitation.
6. Accept responsibility for all board decisions, regardless of the vote and speak with one voice after a decision has been made.
7. Take no private or public actions that will compromise the District.
8. Participate, when possible, in opportunities that provide professional growth and commit to continuous improvement through annual self evaluation.



## ROLE OF THE SCHOOL BOARD AND SUPERINTENDENT

The role of the School Board is to be the trustee of public education and to protect, conserve, and advance its progress. The role of the Superintendent is to lead district operations, and to implement board policy and decisions. The Board recognizes the Superintendent as the chief executive officer and expects recommendations, proposals and suggestions from the Superintendent on matters before the Board.

## IN ORDER TO HONOR THE DISTINCT ROLES OF THE SUPERINTENDENT AND BOARD:

1. Staff interaction will be facilitated through the office of the Superintendent, as such, the board will meet with district personnel only after notifying the Superintendent, and attend staff meetings, staff training and other administrative events only upon invitation.
2. The board recognizes that only the board as a whole has power, and no individual board member has authority or power independently.
3. The board will focus on strategic leadership rather than administrative details, observe clear distinction between board and superintendent responsibilities, and give direction through majority decisions of the full board rather than through individual decisions.



## **MEETING PROTOCOLS**

We shall conduct business through a set agenda that advances district goals. The Board Chair and Superintendent will ensure the agenda is appropriately balanced to provide adequate time for deliberation of each issue. As a general practice, we will endeavor not to vote on a new issue in the same meeting in which the issue is presented. Items will be addressed in subsequent meetings through planned agenda items, unless it is determined by the Board Chair or Superintendent that it would be detrimental to delay the issue. (EPS Policy 203 Operation of the School Board)

While every board member has the right to request an agenda item or a change to an agenda at a board meeting, as best practice in preparing agendas and materials for Board meetings, we will strive to follow Policy 203, Section E.

### **AS BEST PRACTICE WHEN CONDUCTING BOARD MEETINGS AND WORK SESSIONS, WE WILL STRIVE TO:**

1. Engage in meaningful, professional, focused and open discussion.
2. Start and end on time, utilize a timekeeper, and maintain a timed agenda with meeting objectives in order to have effective and efficient meetings.
3. Invite input from all board members, be respectful of everyone's thoughts and ideas, and allow an opportunity for board member input. Articulate clearly and concisely and on topic.
4. Express our opinions and beliefs about issues. Board discussions will be open and candor encouraged. Honest disagreements are legitimate and have an appropriate place on the board; however, board members shall respect one another's opinions and shall not criticize one another in an inappropriate manner.
5. Focus on issues rather than personalities.
6. Come prepared by reading the packet before the board meetings and work session.
7. Ask administrators to share only highlights of the meeting's reports.
8. Remain on the topic(s) communicated on the agenda posted before the meeting or work session.
9. Refrain from the use of cell phones during board meetings and work sessions.



# BOARD COMMITTEES

The Edina School Board uses committees to discuss issues related to policy, governance, teaching and learning, and finance and facilities. Board Committees are used to clarify issues, elicit board questions, and prepare for public presentation of policies, issues, and decision-making. As committees do not have a quorum, committees are in place to make the board work more efficiently and effectively. Committees do not have decision making authority.



## COMMUNICATIONS

The Edina School Board will be planful and systematic in its communications to set expectations, enhance understanding, and build support with each other and the community.

### IN BOARD COMMUNICATIONS, WE WILL STRIVE TO:

1. Have the Superintendent update the entire board on issues on a bi-weekly basis via email.
2. Communicate with the community through regular board meetings, District Communications Office publications, meeting minutes, and public hearings or listening sessions.
3. Board members will avoid expressing concerns and opinions regarding school and district issues in private social media pages.
4. Board members will not use email as a substitute for deliberations and board meetings or for communications or business properly confined to board meetings.
5. Board members should avoid reference to confidential information about employees, students or other matters in email because of the risk of improper disclosure.
6. Speak and/or write in an official capacity outside the board room only when given specific authority from the Board.
7. Communicate to the Board only through the Superintendent or Superintendent/Board Administrative Assistant. Board members will not send emails to a quorum of the Board.
8. A designee of the Board will respond to community emails that warrant a response from the School Board via the School Board's group email; the entire board will be copied on the response. Certain issues will be sent to the Superintendent for the administration to review. Board members may respond to personal emails on substantive district or board information after coordinating with the Superintendent.



## INFORMATION REQUEST PROCEDURES

The School Board and Administration will work together to identify the information and data needed for board decision making. The Board will be cognizant of the district's limited resources and time when requesting action from staff.

## WHEN A BOARD MEMBER IS SEEKING DATA OR INFORMATION, WE WILL STRIVE TO:

1. Recognize the distinction between “monitoring data” (data used by the school board to address accountability) and “management data” (data used by the staff for operations).
2. Limit requests to information related to issues before the Board.
3. Make all requests either to the full Board or to the Superintendent, who will review all information requests to determine if the information is readily available.
4. If the information is readily available, the requested information shall be provided to the full Board in a public setting to comply with open meeting law.
5. If the information is not readily available, the Superintendent will work with the Board Chair to present the request to the full Board to determine if the information is relevant, valuable and a priority. The Superintendent will give an approximate date when the information will be available to the School Board.



## BOARD LIAISONS

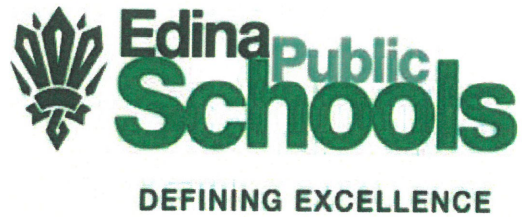
Members of the Edina School Board, through regular, ongoing communication, participate and collaborate with various state, city and district organizations that represent varied matters regarding the School District.

1. Board liaisons represent the interests of the Edina School District and not themselves when they are serving in their liaison role.
2. If a board liaison cannot make their liaison commitment, it is their responsibility to find a replacement.
3. Board members are to report back to the board on a regular basis any pertinent topics that the rest of the board could benefit from.

The Board current serves the following organization in a a liaison capacity:

- Association of Metropolitan School Boards
- Minnesota School Board Association
- Edina Education Fund
- Talent Development Advisory Committee
- Student Voice Liaison
- Cultural Liaison Representative
- Special Education Advisory Committee
- World’s Best Workforce
- Meet and Confer
- Community Education Services Advisory Committee
- City-School District Committee
- Elementary School Sites
- Middle School Sites
- High School Representative
- Early Learning Center

IV.L. Purchase of Music Instruments and  
Equipment



**Board Meeting Date: 7.17.23**

**Title:** Purchase of Music Instruments and Equipment

**Type:** Consent

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

**Background:** The budget in capital outlay for music instruments and equipment is currently \$50,000. On a yearly basis the elementary music, district-wide band, and district-wide orchestra staff work together to prioritize needs and recommendations for the upcoming school year.

**Recommendation:** Approve the total amount of purchases of music instruments and equipment as follows for the 2023-2024 school year:

Elementary Music: \$7,38.52

District-wide Band: \$29,909.30

District-wide Orchestra: \$12,693.08

**Desired Outcomes from the Board:** Approve the recommended purchase of music instruments and equipment.

**Attachments:**

1. Elementary Classroom Purchase Recommendations and bids
2. Edina Band Purchase Recommendations and bids
3. Orchestra Purchase Recommendations and bids

### Edina Instrumental Music Capital Summary 2023

#### Elementary Classroom Music

1 West Music Percussion Source \$7,382.52

#### Band

2 The Music Mart \$29,909.30

#### Orchestra Totals

3 Schmitt Music \$5,185.00 1. Cellos  
4 Fiddle Shop \$2,199.00 2. Carbon Fiber Cello  
5 All Strings Attached \$960.00 3. Bows  
6 Lyon & Healy Harps \$2,324.08 4. Harp Strings  
7 House of Note \$2,025.00 5. Cello Strings

\$12,693.08

Total \$49,984.90

Elementary Classroom Music

West Music / Percussion Source	Music is Elementary	Groth Music
\$7,382.52	\$7,712.26	\$7,445.58

\*BID\*

BID#1

BID#2



West Music  
 1212 5th St \* P.O. Box 5521  
 Coralville, IA 52241  
 Billing: 800-373-2000  
 Service 800-397-9378  
 service@westmusic.com  
 westmusic.com



Percussion Source  
 P.O. Box 5521  
 Coralville, IA 52241  
 Billing: 800-373-2000  
 Service: 866-849-4387  
 service@percussionsource.com  
 percussionsource.com

**BID / QUOTATION**

Sales Quote Number: SQ127000

Sales Quote Date: 05/03/23

Page: 1 of 2

**Bill** EDINA PUBLIC SCHOOLS ISD 273  
**To:** 5701 NORMANDALE RD  
 EDINA, MN 55424  
 United States

**Ship** HIGHLANDS ELEMENTARY  
**To:** KATIE WIDEN  
 5505 DONCASTER WAY  
 EDINA, MN 55436  
 United States

Requested By	HIGHLANDS ELEMENTARY	Customer No.	C001487
Terms	NET 30 DAYS	Customer Phone	9528484939
P.O. Number	QUTOATION ONLY	Customer Fax	9528483901
Salesperson	ELIZABETH HARTLEY	Your Reference	ORFF ETC

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
453528	<b>HARMONY HRS36</b> STAND;RECORDER;SOP;36PC	4	Each	\$72.99	50.69%	\$35.99	\$143.96
400295	<b>YAMAHA YRS-24B</b> RECORDER;SOP;3PC;IVORY	75	Each	\$10.49	54.34%	\$4.79	\$359.25
410197	<b>NUVO N320RDBBL</b> RECORDER;SOP;2PC;PLUS;BLK/BLU	5	Each	\$19.99	32.52%	\$13.49	\$67.45
201762	<b>STUDIO 49 SXG 2000</b> XYLO;SOP;FIBER	4	Each	\$700.00	11.00%	\$623.00	\$2,492.00
254841	<b>STUDIO 49 S 40</b> MALLETS;YARN;MEDIUM	2	Pair	\$50.00	11.00%	\$44.50	\$89.00
206178	<b>NINO VE48-NINO569</b> MARACAS;SET48;EGGS;VARIOUS	1	Set	\$287.00	46.69%	\$152.99	\$152.99
263798	<b>AMERICAN DRUM CF4</b> Mallet CUFF;UNIVERSAL	2	Each	\$15.00	10.00%	\$13.50	\$27.00
263814	<b>AMERICAN DRUM PK4</b> Mallet PACK;ADAPTIVE;4PC	2	Each	\$36.00	10.00%	\$32.40	\$64.80
203574	<b>REMO KINTE TUBANO SET</b> TUBANO;SET OF 3;KINTE KLOTH	1	Set	\$1,548.80	46.37%	\$830.57	\$830.57
200928	<b>REMO HD-8514-00</b> FRAME DRUM;PRE;2.5X14;FIBERSKYN	16	Each	\$66.70	58.23%	\$27.86	\$445.76
200927	<b>REMO HD-8512-00</b> FRAME DRUM;PRE;2.5X12;FIBERSKYN	21	Each	\$57.60	59.44%	\$23.36	\$490.56
256003	<b>BASIC BEAT BBHO</b> TRIANGLE HOLDER;WOOD BARREL	15	Each	\$2.99	54.85%	\$1.35	\$20.25
265576	<b>SONOR BT/AS1</b> STAND;ORFF INST;W/AS1 ADAPTER	8	Each	\$252.00	15.00%	\$214.20	\$1,713.60

**\*BID\***  
1



West Music  
 1212 5th St \* P.O. Box 5521  
 Coralville, IA 52241  
 Billing: 800-373-2000  
 Service 800-397-9378  
 service@westmusic.com  
 westmusic.com



Percussion Source  
 P.O. Box 5521  
 Coralville, IA 52241  
 Billing: 800-373-2000  
 Service: 866-849-4387  
 service@percussionsource.com  
 percussionsource.com

**BID / QUOTATION**

Sales Quote Number: SQ127000

Sales Quote Date: 05/03/23

Page: 2 of 2

**Bill** EDINA PUBLIC SCHOOLS ISD 273  
**To:** 5701 NORMAN DALE RD  
 EDINA, MN 55424  
 United States

**Ship** HIGHLANDS ELEMENTARY  
**To:** KATIE WIDEN  
 5505 DONCASTER WAY  
 EDINA, MN 55436  
 United States

Requested By	HIGHLANDS ELEMENTARY	Customer No.	C001487
Terms	NET 30 DAYS	Customer Phone	9528484939
P.O. Number	QUTOATION ONLY	Customer Fax	9528483901
Salesperson	ELIZABETH HARTLEY	Your Reference	ORFF ETC

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
	Standard Shipping	1				\$485.33	\$485.33

Quote valid for 30 days unless otherwise noted.

\* - All orders must reference quote #

Comments/Memos :

<b>Subtotal:</b>	<b>\$7,382.52</b>
Taxable Subtotal:	\$ .00
Tax Amount:	\$ .00
<b>Quote Total:</b>	<b>\$7,382.52</b>

# SALE QUOTE



## Music Is Elementary

**Name:**  
EDINA PUBLIC SCHOOLS  
5701 NORMANDALE ROAD  
EDINA MN 55424 USA  
952 848 4532

KATHERINE.WIDEN@EDINASCHOOLS.ORG

**Ship To:**  
EDINA PUBLIC SCHOOLS  
KATIE WIDEN  
5505 DONCASTER WAY  
EDINA MN 55436

**Quote No.**  
SO-28357  
**Date**  
05/03/2023  
**Terms**  
Net 30  
**Customer Reference**  
QUOTE  
**Required By Date**

**Address**  
5220 Mayfield Rd  
Cleveland OH 44124  
**Phone**  
800 888 7502  
**Fax**  
440 461 3631  
**Email**  
orders@musiciselementary.com  
**Web**  
www.musiciselementary.com

#	Code	Product Description	Quantity	Price	Discount	Amount
1	YRS-24B	Yamaha 20 Series Soprano Recorder Baroque Ivory	75.00	USD 4.95	0.00%	USD 371.25
2	SX2000	Soprano Xylophone, Rosewood Bars	4.00	USD 750.00	0.00%	USD 3,000.00
3	S40	Studio 49 S40 Mallets for GrilloDur Alto Xylophone, Pair	2.00	USD 50.00	0.00%	USD 100.00
4	TU-1110-PM	TUBANO®, Drumkey Tuned, 10" Diameter, 26" Height, Fabric Kintekloth	1.00	USD 265.95	0.00%	USD 265.95
5	TU-1112-PM	TUBANO®, Drumkey Tuned, 12" Diameter, 26" Height, Fabric Kintekloth	1.00	USD 298.95	0.00%	USD 298.95
6	TU-1114-PM	TUBANO®, Drumkey Tuned, 14" Diameter, 26" Height, Fabric Kintekloth	1.00	USD 357.95	0.00%	USD 357.95
7	HD-8514-00	Remo 14" Pretuned Hand Drum	16.00	USD 32.31	0.00%	USD 516.96
8	HD-8512-00	Remo 12" Pretuned Hand Drum	21.00	USD 27.94	0.00%	USD 586.74
9	BT	Moveable Stand	8.00	USD 215.00	0.00%	USD 1,720.00
10	N320RDB BK	Nuvo Recorder - Keyed Recorder Black/Black with hard case - Baroque Fingering	5.00	USD 14.99	0.00%	USD 74.95
11	NINO569	NINO Plastic Egg Maracas	24.00	USD 7.99	0.00%	USD 191.76
12	3515A	Triangle Holder with Ball Grip	15.00	USD 1.85	0.00%	USD 27.75
13	S5	Studio 49 S5 Mallets for Soprano Xylophone, Pair	5.00	USD 40.00	0.00%	USD 200.00

### Additional Charges

BID#1

#	Description	Comments	Quantity	Amount	Discount	Total
1	Shipping - Free Shipping		1.0000	USD 0.00	0.00%	USD 0.00
			<b>Quote Lines</b>	<b>Additional Charges</b>	<b>Total Quote</b>	
	Before Tax		USD 7,712.26	USD 0.00	USD 7,712.26	
	Tax		USD 0.00	USD 0.00	USD 0.00	
	<b>Total</b>		<b>USD 7,712.26</b>	<b>USD 0.00</b>	<b>USD 7,712.26</b>	
			<b>Payment Total</b>		<b>USD 0.00</b>	
			<b>Due</b>		<b>USD 7,712.26</b>	

**Notes:**  
FREE SHIPPING PER BID

BID#1

# Groth Music

8056 Nicollet Ave S  
 Bloomington MN 55420  
 (952) 884-4772  
 (800) 969-4772

## PRICE QUOTE

PROPOSAL	DATE
3446047	5/3/2023 1:24 PM
ACCT	EMPL ID
26226	MXMANTIN
PO	EXPIRES
	6/2/2023

**Sold To:** Attn: ACCOUNTS PAYABLE  
 Edina ISD 273  
 5701 Normandale Rd  
 Edina MN 55424

**Ship To:**  
 Attn: KATIE WIDEN - MUSIC  
 Highlands Elementary School  
 5505 Doncaster Way  
 Edina MN 55436

H 952-848-4937 accounts.payable@edinaschools.

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
1	AD-2	SONOR ADAPTOR	80.00	80.00
8	BT	Sonor BT Sonor BT BasisTrolley for Orff Instruments	215.00	1,720.00
21	HD-8512-00	Remo HD-8512-00 Remo HD-8512-00 Fiberskyn® 12" Frame Drum	25.22	529.62
	Remo			
16	HD-8514-00	Remo HD-8514-00 Remo HD-8514-00 Fiberskyn® 14" Frame Drum	29.87	477.92
	Remo			
1	TU-1114-PM	Remo TU-1114-PM Remo TU-1114-PM Valencia 100-Series 14" Tunable Tubano - Kintekloth	357.95	357.95
1	TU-1112-PM	Remo TU-1112-PM Remo TU-1112-PM Valencia 100-Series 12" Tunable Tubano - Kintekloth	298.95	298.95
1	TU-1110-PM	Remo TU-1110-PM Remo TU-1110-PM Valencia 100-Series 10" Tunable Tubano - Kintekloth	265.95	265.95
2	S40MALLET	Studio 49 S40 Studio 49 S40 Alto Xylophone Mallets (pair)	48.00	96.00
	Studio 49			
4	SX2000	Studio 49 SX2000 Studio 49 SX2000 Series 2000 Soprano Xylophone	750.00	3,000.00
5	N320RDWBL	NUVO Nuvo Recorder+ Blue w/case,	14.99	74.95
75	YRS24B	Yamaha Yamaha YRS24B 3 Piece Soprano Recorder Ivory Color,	4.99	374.25
1	VE48-NINO569	Mienl VE48-NINO569 Nino 48 pc assorted color Maracaswith basket	169.99	169.99
<b>SUBTOTAL</b>				7,445.58
<b>TOTAL</b>				<b>7,445.58</b>

NO BID ON HARMONY RECORDER STAND  
 NO BID ON AMERICAN DRUM ITEMS (THEY SELL DIRECT)  
 NO BID ON BASIC NEAT TRIANGLE HOLDER  
 Prices are subject to change without notice due to errors or manufacturer price adjustments.



BID#2

Band

**\*BID\***

**BID#1**

**BID#2**

Quant	Instrument	Model	Description	#	*BID*		BID#1		BID#2	
					Music Mart per unit	total	Groth Music per unit	total	Schmitt Music per unit	total
2	French Horn	Conn	dbl horn	6D	\$3,095.00	\$6,190.00	\$3,772.00	\$7,544.00	\$3,509.00	\$7,018.00
4	French Horn	Yamaha	French Horn	YHR-567	\$2,695.00	\$10,780.00	\$3,039.00	\$12,156.00	\$2,857.00	\$11,428.00
1	Bari Sax	Yamaha	w/ low A	YBS-62II	\$7,875.00	\$7,875.00	\$9,258.00	\$9,258.00	\$8,587.00	\$8,587.00
1	Drum Set	Yamaha	raven black	YAM-SBPOF57HXX	\$925.00	\$925.00	\$899.00	\$899.00	\$954.00	\$954.00
8	Snare Drum Stands	Yamaha		800 series	\$79.95	\$639.60	\$114.99	\$919.92	\$103.00	\$824.00
6	Sus Cymbal Stands	Yamaha		CS-660A	\$49.95	\$299.70	\$68.88	\$413.28	\$57.00	\$342.00
2	Euphonium	Yamaha		YEP 201	\$1,600.00	\$3,200.00	\$1,808.00	\$3,616.00	\$1,733.00	\$3,466.00
						<b>\$29,909.30</b>		\$34,806.20		\$32,619.00



**The Music Mart, Inc**  
Mankato - Rochester - Faribault  
1014 N Riverfront Dr  
Mankato, MN 56001  
507-345-1399

**School: Edina Public Schools**

Director: Charles Weise  
Prepared by: Jeremy Friedrichs  
Date: 6/23/2023

**\*\* All Prices Subject to Change\*\***  
**\*\* Price Confirmation Needed at time of Order\*\***

SKU	Item	Retail	Bid Price	Qty	Total
6D	Conn 6D - In Stock - Demo Models (5 Available)	\$6,857.00	\$3,095.00	2	\$6,190.00
YHR-567	Yamaha YHR-567 Double Horn	\$5,555.00	\$2,695.00	4	\$10,780.00
YBS-62II	Yamaha YBS-62II Professional Bari Sax	\$15,432.00	\$7,875.00	1	\$7,875.00
YEP-201	Yamaha YEP-201 Student Euphonium	\$3,248.00	\$1,600.00	2	\$3,200.00
SBPOF57-RB	Yamaha Stage Custom Drum Set Raven Black w/ Hardware	\$1,740.20	\$925.00	1	\$925.00
SS-850	Yamaha SS-850 Snare Stand	\$178.80	\$79.95	8	\$639.60
CS-660A	Yamaha Suspended Cymbal Stand CS-660A	\$113.00	\$49.95	6	\$299.70
				<b>Total</b>	<b>\$29,909.30</b>

Band  
\* BID \*

2

2

# Groth Music School-Services

8056 Nicollet Avenue S  
 Bloomington MN 55420  
 (952) 884-4772

## PRICE QUOTE

PROPOSAL	DATE
3464919	6/23/2023 3:38 PM
ACCT	EMPL ID
26226	MXMANTIN
PO	EXPIRES
	7/23/2023

**Sold To:** Attn: ACCOUNTS PAYABLE  
 Edina ISD 273  
 5701 Normandale Rd  
 Edina MN 55424

**Ship To:**  
 Attn: DR CHARLES WEISE  
 CONCORD ELEM  
 5900 CONCORD AVE S  
 Minneapolis MN 55424

H 952-848-4937 accounts.payable@edinaschools.

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
2	YEP-201	Yamaha YEP-201 Standard Euphonium	1,808.00	3,616.00
6	CS-660A	Yamaha cymbal stand	68.88	413.28
8	SS-850	Yamaha SS-850 Yamaha SS-850 Snare Drum Stand	114.99	919.92
1	YAM-SBPOF57HRB	Yamaha Drumset Raven Black	899.00	899.00
1	YBS-62II	Yamaha Bari Sax low A	9,258.00	9,258.00
4	YHR-567	Yamaha YHR-567 Intermediate Double F/Bb French Horn	3,039.00	12,156.00
2	6D	CG Conn Step-Up Model 6D Double French Horn	3,772.00	7,544.00
<b>SUBTOTAL</b>				34,806.20
<b>TOTAL</b>				<b>34,806.20</b>

ETA's AS OF 06.23.23:  
 6D August 2023  
 YHR-567 April 2024  
 YBS-62II October 2023  
 YAM-SBPOF57HRB September 2023  
 SS-850 In stock at Yamaha  
 CS-660A in stock at Yamaha  
 YEP-201 September 2023

Prices are subject to change without notice due to errors or manufacturer price adjustments.



*Band  
 BID #1*

*2*



## Schmitt Music

Bid Department  
 2400 Freeway Boulevard  
 Brooklyn Center, MN 55430

(866)797-4560 (phone)  
 (763)566-4763 (fax)  
[bidorders@schmittmusic.com](mailto:bidorders@schmittmusic.com)

Organization Name: Edina Schools  
 Contact Name: Charles Weise  
 Due Date: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Schmitt Rep: Leeanne Kardock  
 Bid Issue Date: Thursday, June 22, 2023  
 Bid Expiration Date: Tuesday, August 22, 2023  
 Prepared By: Lori Maxwell

### TERMS

1. A price increase of no more than 5% may apply after bid expiration.
2. Bid order totals over \$5,000 must be approved by Schmitt Music before acceptance of bid order is valid.
3. District or School purchase orders (P.O.) must be received, for orders over \$500.00, before product is ordered.
4. Payment is due within 30 days of delivery to the customer.
5. A late charge of 1.5% per month (18% annually) will apply to past due amounts.

QTY	Manufacturer	Model #	Description	Retail	Bid Each	Bid Total
2	Conn	6D	Double French Horn, Professional; "Artist", Kruspe wrap, .468" bore, 12" small throat yellow brass bell, nickel silver mouthpipe/inner branches/inner & outer slide tubes, yellow brass slide crooks/first branch/bell, tapered rotors & bearings, string 1, 2, & 3 linkage, mechanical change valve linkage, with case	\$6,857	\$3,509	\$7,019
4	Yamaha	YHR-567	Double French Horn Intermediate; .472" bore, 12 1/8" bell, adjustable 4th rotor thumb lever, with case	\$5,586	\$2,857	\$11,427
1	Yamaha	YBS-62II	Bari Sax, Professional; low A, high F# key, two-piece bell, peg receiver, with wheeled case	\$16,202	\$8,587	\$8,587
1	Yamaha	YAM-SBPOF57HXX	Drum Set; "Stage Custom Birch" 5pc set with hardware, 20x17" bass, 10x7 & 12x8" toms, 14x13" floor tom, 14x5.5" snare, 2 boom cymbal stands, hi-hat stand, snare stand, bass pedal, Raven Black	\$1,060	\$954	\$954
8	Yamaha	800 series	Snare Stand	\$115	\$103	\$824
6	Yamaha	CS-660A	Suspended Cymbal Stand	\$64	\$57	\$342
2	Yamaha	YEP-201	Euphonium, Student; 3 nickel-plated pistons, .571" bore, 11" upright bell, with case	\$3,378	\$1,733	\$3,466

**Total: \$32,619**

Band  
 BID # 2  
 2

3 1. CELLOS

BID#1 BID#2 \*BID\*

Instrument	Brand	Details	Model	Quantity	Eckroth		House of Note		Schmitt Music	
					Unit \$	Total	Unit \$	Total	Unit \$	Total
1/2 Cello - instrument, bow, case	Eastman	Half Size	VC200	3	1226.8	3680.4	1160	3480	1155	3465
1/4 Cello - instrument, bow, case	Eastman	Quarter Size	VC100	2	913.68	1827.36	955	1910	860	1720

5507.76 5390 5185

4 2. Carbon Fiber Cello

\*Only Fiddleshop offers the Forte3D carbon fiber cello in the United States

Instrument	Brand	Details
Cello	Forte3D	Carbon Fiber

Quantity	Price	Total
1	2199	2199

5 3. Bows

\*BID\* BID#1 BID#2  
All Strings (20% discount) House of Note Schmitt Music (10% discount)

Instrument	Brand	Details	Model	Quantity	All Strings (20% discount)			House of Note		Schmitt Music (10% discount)		
					Unit \$	Discount	Total	Unit \$	Total	Unit \$	Discount	Total
Carbon Cello Bows	Artino	1/2	BF-39DBF3/4	5	60	48	240	54	270	55	49.5	247.5
French Bass Bows	Artino	1/2	BF-39DBF1/2	5	90	72	360	100	500	140	126	630
French Bass Bows	Artino	3/4	BF-39VC1/2	5	90	72	360	100	500	140	126	630

6 4. Harp Strings & Accessories

\*Local vendors who work with the national company refused to bid as an intermediary.

Instrument	National Vendor	Price	Total
Harp Strings, Accessories, Shipping	Lyon & Healy Harps	2,324.08	2,324.08

960 1270 1507.5

7 5. Cello Strings

BID#1 \*BID\* BID#2  
All Strings (20% discount) House of Note Schmitt Music

Instrument	Brand	Details	Model	Quantity	All Strings (20% discount)			House of Note		Schmitt Music	
					Unit \$	Discount	Total	Unit \$	Total	Unit \$	Discount
Cello Strings	D'Addario	4/4 Cello Set	Helicore	15	181.99	145.592	2183.88	135	2025	151	2265

Orchestra Totals		
1. Cellos	\$5,185.00	Schmitt Music
2. Carbon Fiber Cello	\$2,199.00	Fiddle Shop
3. Bows	\$960.00	All Strings Attached
4. Harp Strings	\$2,324.08	Lyon & Healy Harps
5. Cello Strings	\$2,025.00	House of Note
	<b>\$12,693.08</b>	



**Schmitt Music**

Bid Department  
 2400 Freeway Boulevard  
 Brooklyn Center, MN 55430

(866)797-4560 (phone)  
 (763)566-4763 (fax)  
[bidorders@schmittmusic.com](mailto:bidorders@schmittmusic.com)

Organization Name: Edina  
 Contact Name: Kyrsten Darby  
 Due Date: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Schmitt Rep: \_\_\_\_\_  
 Bid Issue Date: Thursday, May 4, 2023  
 Bid Expiration Date: Tuesday, July 4, 2023  
 Prepared By: Lori Maxwell

- TERMS**
1. A price increase of no more than 5% may apply after bid expiration.
  2. Bid order totals over \$5,000 must be approved by Schmitt Music before acceptance of bid order is valid.
  3. District or School purchase orders (P.O.) must be received, for orders over \$500.00, before product is ordered.
  4. Payment is due within 30 days of delivery to the customer.
  5. A late charge of 1.5% per month (18% annually) will apply to past due amounts.

QTY	Manufacturer	Model #	Description	Retail	Bid Each	Bid Total
3	Eastman	VC200SBC1/2	1/2 Cello, Performance; European or Chinese spruce tip, Maple ribs, European or Chinese maple back, ebony fittings with composite tailpiece, Helicore stings, with bow & bag	\$3,281	\$1,155	\$3,466
2	Eastman	VC100SBC1/4	1/4 Cello, Student; Chinese spruce carved top, laminated maple ribs & back, ebony fittings with composite tailpiece, Prelude strings, with bow & bag	\$2,467	\$860	\$1,721
<b>Total:</b>						<b>\$5,187</b>

*Cello  
 \*BID\**

3

## **Bid Quotation**

Date: 5/11/2023  
To: Edina Orchestra  
Kyrsten Darby

 **Eckroth Music**  
3065 Centre Pointe Drive, Suite 1  
Roseville, MN 55113  
Ph: 651-704-9654 Fx: 651-773-1091  
metro@eckrothmusic.com

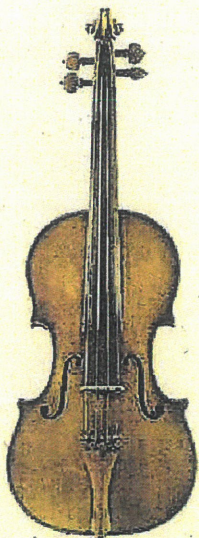
Quantity	Brand & Instrument	Model	Description	List Price	Our Price	Total
3	Eastman 1/2 Cello	VC200SBC	1/2 size cello outfit. CC50 padded case, BC301 carbon fiber bow. Spirit Varnish finish, Ebony fittings with composite tailpiece. Helicore Strings	\$3,530.00	\$1,226.88	\$3,680.64
2	Eastman 1/4 Cello	VC100SBC	1/4 size cello outfit. CC40 padded case, BC10 fiberglass bow. Spirit Varnish finish, Ebony fittings with composite tailpiece. Prelude Strings	\$2,467.00	\$913.68	\$1,827.36
<b>TOTAL</b>						<b>\$5,508.00</b>

Joel Good  
Authorized Representative

**Terms and Conditions of our Quotation:**

- Prices and terms on this quotation are net, including shipping to you, and are not subject to verbal changes or other agreements unless approved in writing by Eckroth Music.
- All quotations are contingent upon strikes, accidents, fires, availability of materials and other causes beyond our control.
- Prices are based on costs and conditions existing on the date of the quotation and are subject to change if there is a price increase from the manufacturer.
- Partial shipment does not alter our invoice terms nor constitute a reason for withholding payment of the invoice.
- Late charges amounting to 1.5% per month will be assessed to any charges unpaid after 60 days.
- All standard warranties apply and will be handled by the Eckroth Music representative who travels your area.
- Eckroth Music reserves the right to refuse the bid price if an item is not available from the manufacturer or distributor.

Cello  
BID#1  
3



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# House of Note

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7202 Minnetonka Blvd.  
St. Louis Park, MN 55426  
952-929-0026 Fax 952-929-6778

May 4, 2023

Edina Schools  
Kyrsten Darby

We are pleased to quote the following. Final custom set up of bridge, soundpost, pegs, nut, fingerboard, and final tonal adjustments will be done at House of Note to our shop's highest standards. Instruments purchased from House of Note include a one-year warranty for defects in workmanship. All outfits include rosin, cleaning cloth and a name tag. Prices quoted are per outfit and include school delivery. **Subject to availability and pricing at time of order.**

3 Eastman VC200 1/2 Cello Outfit

Cello set up with an Eastman tailpiece and Prelude strings. The outfit includes a CC50 well padded case and an Artino carbon bow.

**\$1,160.00 each x 3 = \$3,480.00**

2 Eastman VC100 1/4 Cello Outfit

Cello set up with an Eastman tailpiece and Prelude strings. The outfit includes a CC50 well padded case and an Artino carbon bow.

**\$955.00 each x 2 = \$1,910.00**

**Grand Total = \$5,390.00**

Respectfully submitted,  
House of Note

A handwritten signature in black ink, appearing to read 'JA Anderson'.

Jeff Anderson

**Subject:** Fiddlershop Invoice #D12263 Forte 3D Cello  
**Date:** Tuesday, May 9, 2023 at 10:03:09 AM Central Daylight Time  
**From:** Fiddlershop  
**To:** Gaudette, Nick

[External Sender. Be wary of requests, links, and attachments.]

Fiddlershop

INVOICE #D12263

## Complete your purchase

Good Morning,

Please click on the link below to review the quote. We're here if you need any further assistance.

All the best,  
Roger

Complete your purchase

or Visit our store

## Order summary



Forte3D™ Carbon Fiber 3D Printed Cello × 1  
4/4

\$2,199.00

Carbon Fiber  
Cello  
\*BID\*

4

Subtotal	<b>\$2,199.00</b>
Shipping	<b>\$0.00</b>

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Total	<b>\$2,199.00 USD</b>
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## Customer information

### Shipping address

Nick Gaudette  
Edina Public Schools  
6754 Valley View Rd  
Edina MN 55439  
United States

### Billing address

Nick Gaudette  
Edina Public Schools  
6754 Valley View Rd  
Edina MN 55439  
United States

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If you have any questions, reply to this email or contact us at  
[support@fiddlershop.com](mailto:support@fiddlershop.com)



All Strings Attached



8224 OLSON MEMORIAL HWY. GOLDEN VALLEY, MN 55427 PHONE: 763-542-9542 FAX: 763-525-9522

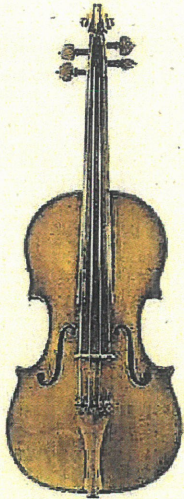
Name / Address
Edina - Valley View Middle School Dan Mollick, Orchestra 6750 Valley View Road Edina, MN 55439

# Estimate

Date
5/12/2023

Item	Description	Qty	Cost	Total
	P.O.#			
Bow	1/2 Cello Bow - ASA/Artino Carbon Bow	5	60.00	300.00
Bow	1/2 French Bass Bow - ASA/Artino Carbon Bow	5	90.00	450.00
Bow	3/4 French Bass Bow - ASA/Artino Carbon Bow	5	90.00	450.00
	Subtotal			1,200.00
Discount - Bow...	School Bow Repair Program - 20%		-20.00%	-240.00
	*Special School Bid Pricing Valid for 45 Days. May Substitute for Comparable ASA Carbon Bow if Artino is Unavailable/Backordered.			
			<b>Subtotal</b>	\$960.00
			<b>Sales Tax (0.0%)</b>	\$0.00
			<b>Total</b>	\$960.00

*BOWS*  
*\*BID\**  
 5



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# House of Note

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7202 Minnetonka Blvd.  
St. Louis Park, MN 55426  
952-929-0026 Fax 952-929-6778

May 11, 2023

Edina Schools – Valley View Middle  
Dan Mollick

We are pleased to quote the following. Bows purchased from House of Note include a one-year warranty for defects in workmanship. Prices quoted include school delivery. *Subject to availability and pricing at time of order.*

5 Artino carbon 1/2 Cello bows	\$54.00 each x 5 = \$270.00
5 Artino carbon 1/2 Bass bow - French	\$100.00 each x 5 = \$500.00
5 Artino carbon 3/4 Bass bow - French	\$100.00 each x 5 = \$500.00

**Grand Total = \$1,270.00**

Respectfully submitted,  
House of Note

  
Jeff Anderson

Dealers of Violins, Violas, Cellos, Basses and Bows  
[www.houseofnote.com](http://www.houseofnote.com)

BOWS  
BID#1  
5

# Schmitt Director Center

7800 Harmony Drive  
 Bloomington MN 55439  
 USA  
 SDC@Schmittmusic.com

## PROPOSAL

PROPOSAL	DATE
5260480	5/30/2023 4:17 PM
ACCT	EMPL ID
23347	439
PO	EXPIRES
	6/29/2023

**Sold To:** Attn: Accounts Payable  
 Edina ISD #273  
 5701 Normandale Road  
 Edina MN 55424  
 Us

**Ship To:**  
 VALLEY VIEW MS  
 6750 VALLEY VIEW RD  
 Edina MN 55439  
 Usa

H 952-848-4939  
 accounts.payable@edinaschools.org

QTY	ITEM	DESCRIPTION	PRICE EA	DISC	TOTAL
5	BF-39DBF3/4	Artino 3/4 French VB Carbon Graphite Bow	140.00	70.00	630.00
5	BF-39DBF1/2	Artino 1/2 French VB Carbon Graphite Bow	140.00	70.00	630.00
5	BF-39VC1/2	Artino 1/2 VC Carbon Graphite Bow	55.00	27.50	247.50
<b>SUBTOTAL</b>				167.50	1,507.50
<b>TOTAL</b>					<b>1,507.50</b>

05/30/2023 Tue 4:16P 439  
 Dan Mollick  
 Rep: LAK  
 Proposal



*Bows  
 BID#2  
 ↵*

Lyon & Healy Harps (West Branch) -  
 1037 South Temple  
 Salt Lake City, UT 84102  
 USA

# Sales Order

Date	S.O. No.
5/11/2023	210317

Name / Address	Ship To
Edina High School Nick Gaudette 6754 Valley View Rd Edina, MN 55439 USA	TBD

Customer E-mail	Customer Phone	P.O. No.	Project
nick.gaudette@edinaschools.org	952-848-3120		

Item	Description	Ordered	Rate	Amount
	Sales Quote			
Chicago40SET		1		
AN1E	Artist Nylon 1st Oct E (1)	1	1.49	1.49
AN1D	Artist Nylon 1st Oct D (2)	1	1.49	1.49
AN1C	Artist Nylon 1st Oct C (3)	1	1.49	1.49
AN1B	Artist Nylon 1st Oct B (4)	1	1.49	1.49
AN1A	Artist Nylon 1st Oct A (5)	1	1.49	1.49
AN1G	Artist Nylon 1st Oct G (6)	1	1.49	1.49
AN1F	Artist Nylon 1st Oct F (7)	1	1.49	1.49
				10.43
AN2E	Artist Nylon 2nd Oct E (8)	1	1.92	1.92
AN2D	Artist Nylon 2nd Oct D (9)	1	1.92	1.92
AN2C	Artist Nylon 2nd Oct C (10)	1	1.92	1.92
AN2B	Artist Nylon 2nd Oct B (11)	1	1.92	1.92
AN2A	Artist Nylon 2nd Oct A (12)	1	1.92	1.92
AN2G	Artist Nylon 2nd Oct G (13)	1	1.92	1.92
AN2F	Artist Nylon 2nd Oct F (14)	1	1.92	1.92
				13.44
BB3E	Bow Brand Gut 3rd Oct E (15)	1	10.76	10.76
BB3D	Bow Brand Gut 3rd Oct D (16)	1	10.76	10.76
BB3C	Bow Brand Gut 3rd Oct C (17)	1	10.76	10.76
BB3B	Bow Brand Gut 3rd Oct B (18)	1	10.76	10.76
BB3A	Bow Brand Gut 3rd Oct A (19)	1	10.76	10.76
BB3G	Bow Brand Gut 3rd Oct G (20)	1	10.76	10.76
BB3F	Bow Brand Gut 3rd Oct F (21)	1	10.76	10.76
				75.32
BB4E	Bow Brand Gut 4th Oct E (22)	1	17.30	17.30
BB4D	Bow Brand Gut 4th Oct D (23)	1	17.30	17.30
BB4C	Bow Brand Gut 4th Oct C (24)	1	17.30	17.30
BB4B	Bow Brand Gut 4th Oct B (25)	1	17.30	17.30
BB4A	Bow Brand Gut 4th Oct A (26)	1	17.30	17.30
BB4G	Bow Brand Gut 4th Oct G (27)	1	17.30	17.30

lh	<b>Total</b>
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*Hand Strings*  
*6 BIDA\**

Lyon & Healy Harps (West Branch) -  
 1037 South Temple  
 Salt Lake City, UT 84102  
 USA

# Sales Order

Date	S.O. No.
5/11/2023	210317

<b>Name / Address</b>
Edina High School Nick Gaudette 6754 Valley View Rd Edina, MN 55439 USA

<b>Ship To</b>
TBD

<b>Customer E-mail</b>	<b>Customer Phone</b>	<b>P.O. No.</b>	<b>Project</b>
nick.gaudette@edinaschools.org	952-848-3120		

Item	Description	Ordered	Rate	Amount
BB4F	Bow Brand Gut 4th Oct F (28)	1	17.30	17.30
				121.10
BB5E	Bow Brand Gut 5th Oct E (29)	1	26.65	26.65
BB5D	Bow Brand Gut 5th Oct D (30)	1	26.65	26.65
BB5C	Bow Brand Gut 5th Oct C (31)	1	26.65	26.65
<b>BB5B</b>	<b>Bow Brand Gut 5th Oct B (32)</b>	1	26.65	26.65
BB5A	Bow Brand Gut 5th Oct A (33)	1	26.65	26.65
BWTR5G	Bass Wire, Tarn.Res., 5th Oct G (34)	1	11.90	11.90
BWTR5F	Bass Wire, Tarn.Res., 5th Oct F (35) Black	1	11.90	11.90
BWTR6E	Bass Wire, Tarn.Res., 6th Oct E (36)	1	12.75	12.75
<b>BWTR6D</b>	<b>Bass Wire, Tarn.Res., 6th Oct D (37)</b>	1	12.75	12.75
BWTR6C	Bass Wire, Tarn.Res., 6th Oct C (38) Red	1	12.75	12.75
BWTR6B	Bass Wire, Tarn.Res., 6th Oct B (39)	1	12.75	12.75
BWTR6A	Bass Wire, Tarn.Res., 6th Oct A (40)	1	12.75	12.75
				220.80
	Chicago 40 Complete Set of Strings w 2nd Octave Nylons			441.09
Daphne47SET		1		
AN0G	Artist Nylon 0 Oct G (00)	1	1.49	1.49
AN0F	Artist Nylon 0 Oct F (0)	1	1.49	1.49
AN1E	Artist Nylon 1st Oct E (1)	1	1.49	1.49
AN1D	Artist Nylon 1st Oct D (2)	1	1.49	1.49
AN1C	Artist Nylon 1st Oct C (3)	1	1.49	1.49
AN1B	Artist Nylon 1st Oct B (4)	1	1.49	1.49
AN1A	Artist Nylon 1st Oct A (5)	1	1.49	1.49
AN1G	Artist Nylon 1st Oct G (6)	1	1.49	1.49
AN1F	Artist Nylon 1st Oct F (7)	1	1.49	1.49
BB2E	Bow Brand Gut 2nd Oct E (8)	1	7.95	7.95
BB2D	Bow Brand Gut 2nd Oct D (9)	1	7.95	7.95
BB2C	Bow Brand Gut 2nd Oct C (10)	1	7.95	7.95
BB2B	Bow Brand Gut 2nd Oct B (11)	1	7.95	7.95

lh	<b>Total</b>
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6

Lyon & Healy Harps (West Branch) -  
 1037 South Temple  
 Salt Lake City, UT 84102  
 USA

# Sales Order

Date	S.O. No.
5/11/2023	210317

<b>Name / Address</b>
Edina High School Nick Gaudette 6754 Valley View Rd Edina, MN 55439 USA

<b>Ship To</b>
TBD

<b>Customer E-mail</b>	<b>Customer Phone</b>	<b>P.O. No.</b>	<b>Project</b>
nick.gaudette@edinaschools.org	952-848-3120		

Item	Description	Ordered	Rate	Amount
BB2A	Bow Brand Gut 2nd Oct A (12)	1	7.95	7.95
BB2G	Bow Brand Gut 2nd Oct G (13)	1	7.95	7.95
BB2F	Bow Brand Gut 2nd Oct F (14)	1	7.95	7.95
BB3E	Bow Brand Gut 3rd Oct E (15)	1	10.76	10.76
BB3D	Bow Brand Gut 3rd Oct D (16)	1	10.76	10.76
BB3C	Bow Brand Gut 3rd Oct C (17)	1	10.76	10.76
BB3B	Bow Brand Gut 3rd Oct B (18)	1	10.76	10.76
BB3A	Bow Brand Gut 3rd Oct A (19)	1	10.76	10.76
BB3G	Bow Brand Gut 3rd Oct G (20)	1	10.76	10.76
BB3F	Bow Brand Gut 3rd Oct F (21)	1	10.76	10.76
BB4E	Bow Brand Gut 4th Oct E (22)	1	17.30	17.30
BB4D	Bow Brand Gut 4th Oct D (23)	1	17.30	17.30
BB4C	Bow Brand Gut 4th Oct C (24)	1	17.30	17.30
BB4B	Bow Brand Gut 4th Oct B (25)	1	17.30	17.30
BB4A	Bow Brand Gut 4th Oct A (26)	1	17.30	17.30
BB4G	Bow Brand Gut 4th Oct G (27)	1	17.30	17.30
BB4F	Bow Brand Gut 4th Oct F (28)	1	17.30	17.30
BB5E	Bow Brand Gut 5th Oct E (29)	1	26.65	26.65
BB5D	Bow Brand Gut 5th Oct D (30)	1	26.65	26.65
BB5C	Bow Brand Gut 5th Oct C (31)	1	26.65	26.65
BB5B	Bow Brand Gut 5th Oct B (32)	1	26.65	26.65
BB5A	Bow Brand Gut 5th Oct A (33)	1	26.65	26.65
BWTR5G	Bass Wire, Tarn.Res., 5th Oct G (34)	1	11.90	11.90
BWTR5F	Bass Wire, Tarn.Res., 5th Oct F (35) Black	1	11.90	11.90
BWTR6E	Bass Wire, Tarn.Res., 6th Oct E (36)	1	12.75	12.75
BWTR6D	Bass Wire, Tarn.Res., 6th Oct D (37)	1	12.75	12.75
BWTR6C	Bass Wire, Tarn.Res., 6th Oct C (38) Red	1	12.75	12.75
BWTR6B	Bass Wire, Tarn.Res., 6th Oct B (39)	1	12.75	12.75
BWTR6A	Bass Wire, Tarn.Res., 6th Oct A (40)	1	12.75	12.75
BWTR6G	Bass Wire, Tarn.Res., 6th Oct G (41)	1	12.75	12.75
BWTR6F	Bass Wire, Tarn.Res., 6th Oct F (42) Black	1	12.75	12.75
BWTR7E	Bass Wire, Tarn.Res., 7th Oct E (43)	1	13.18	13.18

lh	<b>Total</b>
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6

Lyon & Healy Harps (West Branch) -  
 1037 South Temple  
 Salt Lake City, UT 84102  
 USA

# Sales Order

Date	S.O. No.
5/11/2023	210317

<b>Name / Address</b>
Edina High School Nick Gaudette 6754 Valley View Rd Edina, MN 55439 USA

<b>Ship To</b>
TBD

<b>Customer E-mail</b>	<b>Customer Phone</b>	<b>P.O. No.</b>	<b>Project</b>
nick.gaudette@edinaschools.org	952-848-3120		

Item	Description	Ordered	Rate	Amount
BWTR7D	Bass Wire, Tarn.Res., 7th Oct D (44)	1	13.18	13.18
BWTR7C	Bass Wire, Tarn.Res., 7th Oct C (45) Red	1	13.18	13.18
	Daphne 47 Full Set of Strings			551.32
				551.32
LN1KIT(7)		1		
LN1E	Bow Brand Lever(folk) Nylon 1st E (1)	1	1.79	1.79
LN1D	Bow Brand Lever(folk) Nylon 1st D (2)	1	1.79	1.79
LN1C	Bow Brand Lever(folk) Nylon 1st C (3)	1	1.79	1.79
LN1B	Bow Brand Lever(folk) Nylon 1st B (4)	1	1.79	1.79
LN1A	Bow Brand Lever(folk) Nylon 1st A (5)	1	1.79	1.79
LN1G	Bow Brand Lever(folk) Nylon 1st G (6)	1	1.79	1.79
LN1F	Bow Brand Lever(folk) Nylon 1st F (7)	1	1.79	1.79
	Bow Brand Lever Nylon 1st Octave Kit E-F			12.53
				12.53
LN2KIT		1		
LN2E	Bow Brand Lever(folk) Nylon 2nd E (8)	1	2.34	2.34
LN2D	Bow Brand Lever(folk) Nylon 2nd D (9)	1	2.34	2.34
LN2C	Bow Brand Lever(folk) Nylon 2nd C (10)	1	2.34	2.34
LN2B	Bow Brand Lever(folk) Nylon 2nd B (11)	1	2.34	2.34
LN2A	Bow Brand Lever(folk) Nylon 2nd A (12)	1	2.34	2.34
LN2G	Bow Brand Lever(folk) Nylon 2nd G (13)	1	2.34	2.34
LN2F	Bow Brand Lever(folk) Nylon 2nd F (14)	1	2.34	2.34
	Lever Nylon 2nd Octave Kit			16.38
				16.38
LG3KIT*		1		
LG3E	Bow Brand Lever(folk) Gut 3rd E (15)	1	8.21	8.21
LG3D	Bow Brand Lever(folk) Gut 3rd D (16)	1	8.21	8.21
LG3C	Bow Brand Lever(folk) Gut 3rd C (17)	1	8.21	8.21
LG3B	Bow Brand Lever(folk) Gut 3rd B (18)	1	8.21	8.21
LG3A	Bow Brand Lever(folk) Gut 3rd A (19)	1	8.21	8.21

lh	<b>Total</b>
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6

Lyon & Healy Harps (West Branch) -  
 1037 South Temple  
 Salt Lake City, UT 84102  
 USA

# Sales Order

Date	S.O. No.
5/11/2023	210317

<b>Name / Address</b>
Edina High School Nick Gaudette 6754 Valley View Rd Edina, MN 55439 USA

<b>Ship To</b>
TBD

<b>Customer E-mail</b>	<b>Customer Phone</b>	<b>P.O. No.</b>	<b>Project</b>
nick.gaudette@edinaschools.org	952-848-3120		

Item	Description	Ordered	Rate	Amount
LG3G	Bow Brand Lever(folk) Gut 3rd G (20)	1	8.21	8.21
LG3F	Bow Brand Lever(folk) Gut 3rd F (21)	1	8.21	8.21
	Lever Gut 3rd Octave Kit			57.47
				57.47
LG4KIT*		1		
LG4E	Bow Brand Lever(folk) Gut 4th E (22)	1	11.69	11.69
LG4D	Bow Brand Lever(folk) Gut 4th D (23)	1	11.69	11.69
LG4C	Bow Brand Lever(folk) Gut 4th C (24)	1	11.69	11.69
LG4B	Bow Brand Lever(folk) Gut 4th B (25)	1	11.69	11.69
LG4A	<b>Bow Brand Lever(folk) Gut 4th A (26)</b>	1	11.69	11.69
LG4G	Bow Brand Lever(folk) Gut 4th G (27)	1	11.69	11.69
LG4F	Bow Brand Lever(folk) Gut 4th F (28)	1	11.69	11.69
	Lever Gut 4th Octave Kit			81.83
				81.83
LG5KIT(5E-A)				
LG5E	Bow Brand Lever(folk) Gut 5th E (29)		19.17	19.17
LG5D	Bow Brand Lever(folk) Gut 5th D (30)		19.17	19.17
LG5C	Bow Brand Lever(folk) Gut 5th C (31)		19.17	19.17
LG5B	<b>Bow Brand Lever(folk) Gut 5th B (32)</b>		19.17	19.17
LG5A	Bow Brand Lever(folk) Gut 5th A (33)		19.17	19.17
				95.85
	Bow Brand Lever Gut 5th Octave Kit E-A			95.85
BBLW5G	Bass Wire, BB Lever(folk) 5th Oct G (34)	1	11.48	11.48
BBLW5F	Bass Wire, BB Lever(folk) 5th Oct F (35)	1	11.48	11.48
BBLW6E	<b>Bass Wire, BB Lever(folk) 6th Oct E (36)</b>	1	12.33	12.33
BBLW6D	Bass Wire, BB Lever(folk) 6th Oct D (37)	1	12.33	12.33
BBLW6C	Bass Wire, BB Lever(folk) 6th Oct C (38)	1	12.33	12.33
BBLW6B	Bass Wire, BB Lever(folk) 6th Oct B (39)	1	12.33	12.33
BBLW6A	Bass Wire, BB Lever(folk) 6th Oct A (40)	1	12.33	12.33

lh	<b>Total</b>
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6

Lyon & Healy Harps (West Branch) -  
 1037 South Temple  
 Salt Lake City, UT 84102  
 USA

# Sales Order

Date	S.O. No.
5/11/2023	210317

<b>Name / Address</b>
Edina High School Nick Gaudette 6754 Valley View Rd Edina, MN 55439 USA

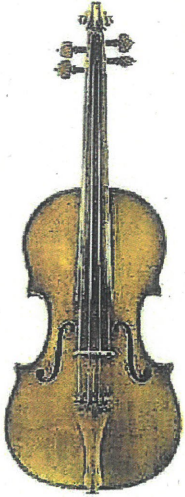
<b>Ship To</b>
TBD

<b>Customer E-mail</b>	<b>Customer Phone</b>	<b>P.O. No.</b>	<b>Project</b>
nick.gaudette@edinaschools.org	952-848-3120		

Item	Description	Ordered	Rate	Amount
8610S	Harp Dolly - Salvi - 2 Wheel	2	416.50	833.00
Ground (UPS)	Ground (UPS)		150.00	150.00
	*We don't distribute a pedal bushing wrench.			

lh	<b>Total</b>	\$2,324.08
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6



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# House of Note

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7202 Minnetonka Blvd.  
St. Louis Park, MN 55426  
952-929-0026 Fax 952-929-6778

May 19, 2023


Edina High School  
Nick Gaudette

We are pleased to quote the following. Prices quoted include school delivery.

15 sets Helicore 4/4 Cello strings

**\$135.00ea x 15 = \$2,025.00**

Respectfully submitted,  
House of Note

  
Jeff Anderson

Dealers of Violins, Violas, Cellos, Basses and Bows  
[www.houseofnote.com](http://www.houseofnote.com)

Cello Strings  
\* BID \*

7



# Schmitt Director Center

7800 Harmony Drive  
Bloomington MN 55439  
USA  
SDC@Schmittmusic.com

## PROPOSAL

PROPOSAL	DATE
5244238	5/22/2023 9:45 AM
ACCT	EMPL ID
23347	439
PO	EXPIRES
	6/21/2023

**Sold To:** Attn: Accounts Payable  
Edina ISD #273  
5701 Normandale Road  
Edina MN 55424  
Us

**Ship To:**  
EDINA SR HS  
6754 VALLEY VIEW RD  
Edina MN 55439  
Usa

H 952-848-4939  
accounts.payable@edinaschools.org

QTY	ITEM	DESCRIPTION	PRICE EA	TOTAL
15	3JCS	JARGAR string Cello Set Classic	112.25	1,683.75
15	H5104/4M	DADDARIO string Cello 4/4 Set Helicore Medium	151.00	2,265.00
		<b>SUBTOTAL</b>		3,948.75
		<b>TOTAL</b>		<b>3,948.75</b>

05/22/2023 Mon 9:33A 439  
Nick Gaudette  
Rep: LAK  
Proposal



*Cello strings  
BID # 2*

7

IV.M. Student Support Services Agreement(s)

IV.M.1. Strategic Behavioral Solutions Service Agreement



DEFINING EXCELLENCE

**Board Meeting Date: 7/17/2023**

**Title: Strategic Behavioral Solutions Service Agreement**

**Type:** Consent

**Presenter(s):** Jody Remsing

**Description:** The purpose of this Agreement is to create an agreement between Strategic Behavioral Solutions and Edina Public Schools to provide access to appropriate records to determine individual student needs.

**Recommendation:** Approve the attached service agreement between Strategic Behavioral Solutions and Edina Public Schools.

**Desired Outcome(s) from the Board:** Approve the attached service agreement from Strategic Behavioral Solutions.

**Attachments:** Service Agreement from Strategic Behavioral Solutions

# Strategic Behavioral Solutions

## Service Agreement

THIS AGREEMENT made and entered in this **June 6<sup>th</sup>, 2023** by and between **Strategic Behavioral Solutions**, PO Box 276, Mount Pleasant, SC 29466, hereinafter referred to as the **Provider** and **Edina Public Schools, 5701 Normandale Road, Edina, MN 55424** hereinafter referred to as **LEA**.

### Witnessed:

#### **I The LEA, hereby agrees to:**

- A provide access to appropriate records for the purpose of determining individual student needs.
- B pay the **Provider** at the rate of **\$132.50 per hour** for contracted services from **July 1<sup>st</sup>, 2023** through **June 30<sup>th</sup>, 2024**. Terms are DUE ON RECEIPT.
- C to hold all provisions of this **Agreement** in confidence and to refrain from disclosing any of such provisions to any third party unless already publicly known or unless such disclosure is required by law.
- D Notwithstanding any other provision in this contract, the **LEA** remains responsible for ensuring that any service provided pursuant to this **Agreement** complies with all pertinent provisions of federal, state, and local laws, rules and regulations.

#### **II The Board Certified Behavior Analyst hereby agrees to:**

- A provide appropriate support services to students identified as needing services.
- B consult with the Director of Special Education, special education teachers, Director of Behavioral Services, principal, and other appropriate staff to ensure programs are carried out correctly.
- C submit an authorized monthly accounting of the activities of the Board Certified Behavior Analyst detailing the dates covered by the billing.

#### **III The LEA and Strategic Behavioral Solutions hereby mutually agree:**

- A that amendments to or dissolution of the Agreement may be made during the term of the Agreement by written approval of each and both parties hereto. It is further agreed that upon dissolution, the **LEA's** financial consideration shall be on the actual costs incurred during the term of this Agreement at the time of termination.
- B that any modifications to this agreement must be written and signed by both parties. If collection activities are necessary, the **LEA** agrees to pay all the expenses thereof, including reasonable attorney's fees. The **LEA**

consents to the jurisdiction of the courts of the State of South Carolina and agrees that its laws shall govern our relationship.

**IV Term of Agreement:**

This agreement is entered into the aforementioned date and shall remain in force and is mutually binding upon the parties hereto from the period of **July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2024** unless sooner amended or terminated by either party in writing with a thirty-day advanced notice.

**V Non-Competition:**

The **LEA** acknowledges that the therapists provided by **Strategic Behavioral Solutions** are under the engagement of **Strategic Behavioral Solutions** and as such cannot be hired directly or contracted directly for a period of twelve (12) months after the termination of this agreement.

**VI Nondiscrimination:**

The parties hereto acknowledge that nothing in this agreement shall be construed to permit discrimination based on race, color, national origin, handicap, religion, age, sex, or any other characteristic protected by law Title VI of the Civil Rights Act of 1964, as amended, or any other federal laws. Further, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act require that no otherwise qualified individual with a handicap shall solely by reason of the handicap, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in a facility certified under the Medicaid and or Medicare programs.

**VII Insurance:**

**Provider** shall, during the life of the Agreement, purchase and maintain insurance coverage with the minimum limits as follows:

**I. Workers Compensation** - as required by the Minnesota Statute.

**II. General Liability Insurance:**

- General Aggregate Limit - \$2 Million
- Personal Injury Limit - \$1 Million
- Each Occurrence Limit - \$1 Million

**III. Professional Liability Insurance** - with limits of \$1 Million each Occurrence / \$3 Million aggregate.

**Provider** will provide the **LEA** with proof of insurance.

**VIII Indemnification:**

The **LEA** and its agents, employees, or invitees agree to save, indemnify and hold **Strategic Behavioral Solutions** harmless from any injury or damage that may result to any person or property by or from any act or omission to act by the **Board Certified Behavior Analyst** or the **Board Certified Behavior Analyst's** agents, employees, or invitees from any cause or causes

whatsoever arising from or concerned with the **Board Certified Behavior Analyst's** performance under this **Agreement**.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate originals, one of which is retained by each of the parties, the day and year first above written.

*Josh Duncan*

\_\_\_\_\_  
**Provider**  
**Josh Duncan**  
**Managing Director**  
**Strategic Behavioral Solutions**

*Deby Almsberg*

\_\_\_\_\_  
**LEA**  
**Edina Public Schools**

V. **Discussion**

V.A. Long-Term Facilities Maintenance Plan - Fiscal  
Years 2025-2034

**Speaker (s) :** Mert  
Woodard, Director of  
Business Services



**Board Meeting Date:** 7/17/2023

**Title:** Long-Term Facilities Maintenance Plan – Fiscal Years 2025-2034

**Type:** Discussion

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

**Description:** The 2015 legislative session established the Long-Term Facilities Maintenance (LTFM) revenue program for public school districts. To access revenue and receive levy authorization, the School Board must annually adopt a ten-year revenue and expenditure plan that is subsequently submitted to the Commissioner of Education for final review and approval. Also required is a signed “statement of assurances” that all proposed projects and expenditures qualify for LTFM funding.

The District administration and its construction partners have reviewed the plan in detail and the administration recommends a ten-year plan that is materially unchanged from the plan adopted by the School Board one year ago.

**Recommendation:** Review the District administration’s recommended ten-year Long-Term Facilities Maintenance plan before formal approval at a subsequent meeting of the Board.

**Desired Outcomes from the Board:** Compliance with Minn. Stat. § 123B .595 Subd. 4.


**Attachments:**

1. LTFM Ten-Year Revenue Plan – FY2025-2034
2. LTFM Ten-Year Expenditure Plan – FY2025-2034
3. Estimated Tax Rates for Capital Levies & Debt Service







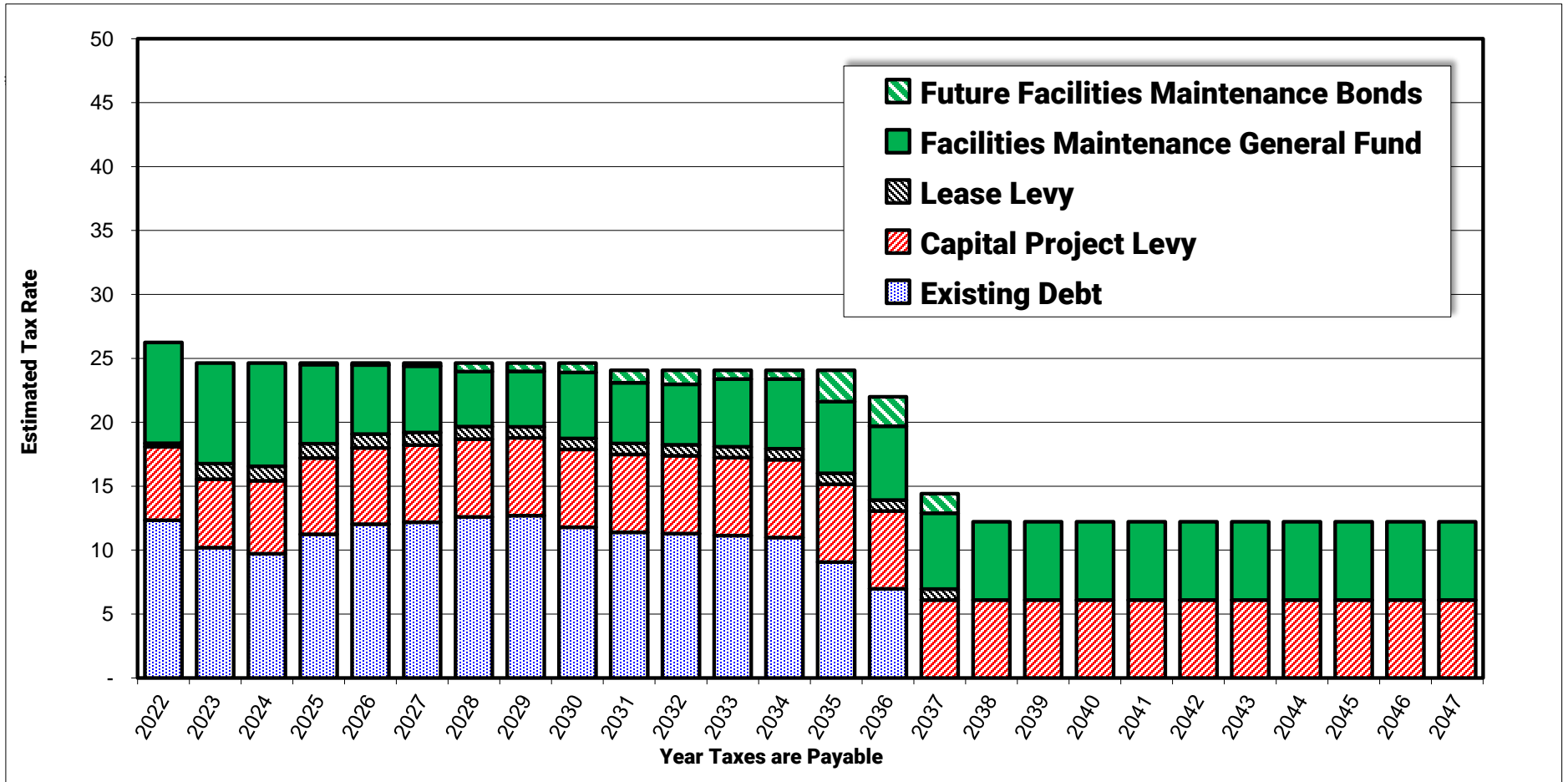
 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-09	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
District Info.		Enter Information		District Info.		Enter Information		Fiscal Year (FY) Ending June 30					
District Name:		Edina Public Schools		Date:		7/1/2023							
District Number:		0273-01		Email:		mert.woodard@edinaschools.org							
District Contact Name:		Mert Woodard											
Contact Phone #		952-848-4916											
Expenditure Categories		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>													
Finance Code		Category (1)											
347	Physical Hazards	\$40,575	\$41,792	\$43,046	\$44,337	\$45,667	\$47,037	\$48,448	\$49,902	\$51,399	\$52,941	\$0	
349	Other Hazardous Materials	\$37,096	\$38,209	\$39,356	\$40,536	\$41,752	\$43,005	\$44,295	\$45,624	\$46,993	\$48,402	\$49,855	
352	Environmental Health and Safety Management	\$192,767	\$198,550	\$204,506	\$210,641	\$216,960	\$223,469	\$230,173	\$237,079	\$244,191	\$251,517	\$259,062	
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$31,603	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$11,475	\$0	\$0	\$12,723	\$49,380	\$16,355	\$52,897	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects</b>		<b>\$270,438</b>	<b>\$290,026</b>	<b>\$286,907</b>	<b>\$295,515</b>	<b>\$317,103</b>	<b>\$394,495</b>	<b>\$339,272</b>	<b>\$385,501</b>	<b>\$342,583</b>	<b>\$352,860</b>	<b>\$308,917</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>													
Finance Code		Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>													
Finance Code		Category 3 (a)											
355	commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Gender-Neutral Single-User Restrooms</b>													
Finance Code		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
355	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Remodeling for Gender-Neutral Single User Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Accessibility</b>													
Finance Code		Category (4)											
367	Accessibility	\$1,136,436	\$3,896,988	\$0	\$0	\$408,720	\$41,150	\$626,933	\$112,848	\$0	\$754,174	\$376,913	
<b>Total Accessibility Projects</b>		<b>\$1,136,436</b>	<b>\$3,896,988</b>	<b>\$0</b>	<b>\$0</b>	<b>\$408,720</b>	<b>\$41,150</b>	<b>\$626,933</b>	<b>\$112,848</b>	<b>\$0</b>	<b>\$754,174</b>	<b>\$376,913</b>	
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
Finance Code		Category (5)											
368	Building Envelope	\$0	\$302,659	\$402,091	\$614,628	\$15,426	\$160,986	\$2,525,721	\$35,265	\$61,319	\$132,219	\$1,221,841	
369	Building Hardware and Equipment	\$38,805	\$46,475	\$92,046	\$425,978	\$1,940,226	\$2,631,398	\$1,271,243	\$231,056	\$616,874	\$264,853	\$118,548	
370	Electrical	\$1,709,199	\$2,580,779	\$988,155	\$1,835,278	\$1,431,314	\$2,025,252	\$436,127	\$33,149	\$242,355	\$0	\$801,527	
379	Interior Surfaces	\$2,749,461	\$2,397,264	\$2,107,549	\$3,111,552	\$2,143,908	\$1,216,656	\$885,665	\$1,021,415	\$990,954	\$1,233,381	\$2,471,336	
380	Mechanical Systems	\$5,414,292	\$984,982	\$2,906,974	\$3,713,795	\$3,148,914	\$200,355	\$268,978	\$2,673,776	\$1,040,828	\$3,621,729	\$2,045,156	
381	Plumbing	\$559,016	\$648,924	\$784,230	\$254,456	\$237,789	\$110,349	\$104,262	\$680,332	\$0	\$333,342	\$505,001	
382	Professional Services and Salary	\$609,795	\$631,138	\$653,227	\$676,090	\$190,842	\$197,521	\$204,435	\$211,590	\$218,995	\$226,660	\$234,593	
383	Roof Systems	\$534,402	\$1,163,688	\$2,088,769	\$849,784	\$1,333,228	\$1,736,823	\$354,353	\$141,060	\$145,997	\$151,107	\$156,396	
384	Site Projects	\$1,248,594	\$347,103	\$1,476,959	\$18,439	\$136,910	\$1,598,527	\$1,322,283	\$2,859,509	\$4,682,678	\$1,282,535	\$68,689	
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$12,863,564</b>	<b>\$9,103,012</b>	<b>\$11,500,000</b>	<b>\$11,500,000</b>	<b>\$10,578,557</b>	<b>\$9,877,867</b>	<b>\$7,373,067</b>	<b>\$7,887,152</b>	<b>\$8,000,000</b>	<b>\$7,245,826</b>	<b>\$7,623,087</b>	
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$14,270,438</b>	<b>\$13,290,026</b>	<b>\$11,786,907</b>	<b>\$11,795,515</b>	<b>\$11,304,380</b>	<b>\$10,313,512</b>	<b>\$8,339,272</b>	<b>\$8,385,501</b>	<b>\$8,342,583</b>	<b>\$8,352,860</b>	<b>\$8,308,917</b>	
<b>Fund Balance Section</b>													
<b>Fund 01</b>													
Beginning Fund Balance 01-467-XX		\$378,883	\$0	\$36,455	-\$486,449	-\$486,449	-\$486,449	-\$486,449	-\$486,449	-\$486,449	-\$486,449	-\$486,449	
LTFM Fiscal Year Revenue - Levy		\$9,522,450	\$11,215,006	\$11,906,907	\$9,300,515	\$8,254,380	\$8,013,512	\$6,629,272	\$6,695,501	\$7,977,583	\$7,352,860	\$7,308,917	
LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	-\$642,904	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable - Special Legislation		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures		\$9,901,333	\$11,178,551	\$11,786,907	\$9,300,515	\$8,254,380	\$8,013,512	\$6,629,272	\$6,695,501	\$7,977,583	\$7,352,860	\$7,308,917	
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>		<b>\$0</b>	<b>\$36,455</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	<b>-\$486,449</b>	
<b>Fund 06</b>													
Beginning Fund Balance 06-467-XX		\$6,830,125	\$8,936,630	\$6,825,155	\$12,370,155	\$9,875,155	\$10,835,155	\$8,535,155	\$8,880,155	\$7,190,155	\$8,825,155	\$7,825,155	
LTFM Fiscal Year Bonded Revenue		\$6,475,610	\$0	\$5,545,000	\$0	\$4,010,000	\$0	\$2,055,000	\$0	\$2,000,000	\$0	\$0	
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures		\$4,369,105	\$2,111,475	\$0	\$2,495,000	\$3,050,000	\$2,300,000	\$1,710,000	\$1,690,000	\$365,000	\$1,000,000	\$1,000,000	
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>		<b>\$8,936,630</b>	<b>\$6,825,155</b>	<b>\$12,370,155</b>	<b>\$9,875,155</b>	<b>\$10,835,155</b>	<b>\$8,535,155</b>	<b>\$8,880,155</b>	<b>\$7,190,155</b>	<b>\$8,825,155</b>	<b>\$7,825,155</b>	<b>\$6,825,155</b>	
End of worksheet													

# PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

**Independent School District No. 273 - Edina Public Schools**  
**Estimated Tax Rates for Capital and Debt Service Levies**

4 Facilities Maintenance Bond Issues (\$2M to \$6M)  
 Wrapped Around Existing Debt  
 LTFM Project Costs:  
 \$8 million to \$13 million Annual Projects thru FY 2033

Date Prepared: July 13, 2023



V.B. Policy Review (516.5, 524)



**Board Meeting Date:** 7/17/2023

**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 516.5 - Overdose Medication
- Policy 524 - Internet Acceptable Use and Safety Policy

**Recommendation:** Review the suggested modifications for Policies 516.5, 524.

**Desired Outcome(s) from the Board:** Review suggested modifications and bring any questions you may have.

**Attachments:**

1. Policy 516.5 - Overdose Medication
2. Policy 524 - Internet Acceptable Use and Safety Policy

## Students

### Overdose Medication

#### I. Purpose

As a means of enhancing the health and safety of its students, employees, and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use by trained district employees to assist a student, employee, or other individual believed or suspected to be experiencing an opioid overdose on district property during the school day. Authorization for obtaining, possessing, and administering Naloxone or similar permissible medications under this policy are contingent upon:

- A. The continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; and
- B. The district and its employees having immunity from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the employee believes in good faith to be suffering from a drug overdose.

#### II. Definitions

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression, or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone” is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”
- B. “Naloxone Coordinator” is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for

building-level administration and management of Opiate Antagonist medications and supplies. The district's Naloxone Coordinator is the district health services supervisor.

- C. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. "Standing Order" means directions from the district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members, or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type
  - 2. Dosage
  - 3. Date of issuance
  - 4. Signature of the authorized provider

### III. Policy Responsibilities

- A. The school district must maintain a supply of opiate antagonists at each school building to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. Administration of Naloxone
  - 1. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant state statute, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, the district to administer opiate antagonists under state statute.
  - 3. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding other statutory prohibitions.
- C. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurses, public health experts, first responders, student or family representatives, and community partners who will be assigned to the team by the superintendent or designee or solicited as volunteers by the superintendent.
2. Under the oversight of the Naloxone Coordinator, the District Planning Team, will obtain a Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district employees and will update or renew the Standing Order as required. A copy of the Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures for the financing, purchasing, storage, and use of Naloxone to be approved by the school board. Once approved by the board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum:
  - a. District employees must activate the community emergency response system (911) when Naloxone is administered to ensure additional medical support is provided due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
  - b. District employees will contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. District employees will inform the building administrator of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps; and
  - d. District employees will make immediate attempts to determine if the recipient of Naloxone is a minor and, if so, contact the parent(s)/guardian(s) on record as soon as possible to notify them of the administration of the Naloxone.

4. The District Planning Team will determine the type and method of training, identify employees at each school building to be trained, and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

D. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school building will establish a Site Planning Team within the school building.
2. The School Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines, and procedures within the school building, and will follow and implement specific guidelines and procedure for the storage and use of Naloxone within the school building in a manner consistent with this policy and district-wide procedures and guidelines.

E. School District Employees

District employees will be responsible for attending all required training pertaining to the policy, procedures, and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

IV. Naloxone Storage

- A. The Site Planning Team will select Naloxone storage locations within the school building. Naloxone will not be sent on field trips, transportation, or provided during activities that occur outside of the school day or off school property.
- B. The selected storage locations of Naloxone will be classified as non-public "security information." The identity of the storage locations will be shared only with trained employees whom the District Planning Team and Site Planning Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled and monitored for expiration dates.

V. Privacy Protections

The school district will maintain the privacy of students and employees related to the administration of Naloxone as required by law.

Legal References:

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.224 (Opiate Antagonists)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)  
Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross References:

Policy 516 (Student Medication)

Minnesota Department of Health Toolkit on the Administration of Naloxone

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

Policy  
adopted:

[Language in red is proposed to be added in accordance with MSBA's model policy changes to align policies with statutory provisions adopted during the 2023 legislative session. Language required due to statutory changes can be adopted by the board in a single meeting. The red-lined changes closely track the new statutory language. As always, text in blue indicates changes initiated by the district. ]

Policy 524

## Students

### Internet Acceptable Use and Safety Policy

#### I. Purpose

~~The purpose of this policy is to set forth policies and~~ This policy sets forth guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

#### II. General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Technology skills are now fundamental to the preparation of citizens and future employees. Access to the district computer system and to the Internet enables students and employees to explore ~~thousands of~~ countless libraries, databases, ~~bulletin boards,~~ and other resources while exchanging messages with people around the world. The district expects that ~~faculty~~ employees will blend thoughtful use of the district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

#### III. Definitions

- A. "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted

sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

B. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student or employee for that student's or employee's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

C. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

### III. Limited Educational Purpose

The school district is providing students and employees with access to the district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. **The Internet is accessible in the district for use as an educational resource. Other use is prohibited.** ~~The district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities.~~ Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### IV. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### V. Unacceptable Uses

A. **While not an exhaustive list,** the following uses of the school district

system and Internet resources or accounts are considered unacceptable:

1. Users will not use the district system to create, record, access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. Pornographic, obscene, or sexually explicit material or other visual depictions;
  - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language or images;
  - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. Materials that use language or images that advocate violence or discrimination toward other people, or that may constitute harassment; or discrimination, or that threatens the safety of others;
  - e. Orders for shopping online during time designated as work or academic time by the district; ~~and~~
  - f. Storage of personal photos, videos, music, or files not related to educational and extra-curricular purposes for any length of time; and
  - g. Use of social media for non-academic purposes and/or use of social media by students under the age of 13.
2. Users will not use the district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses engaging in "spamming," or by any other means, will not tamper with, modify, or change the district system software, hardware, or wiring, or take any action to violate the district's security system,

and will not use the district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the district system to gain unauthorized access to information resources, or to access another person's materials, information, or files without the direct permission of that person. [This clause is not applicable to district technology staff who need to access a system due to a threat, troubleshooting, diagnosing issues, or other IT-related needs that uphold this and other district policies.](#)
6. Users will not use the district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents/guardians or other staff members related to students). Refer to Policy 515 (Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the district as directory information and verification is made that the district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with ~~Policy 515~~ [district policy](#); or
    - (2) such information is not classified by the district as directory information but written consent for release of the information to be posted has been obtained from

a parent/guardian or eligible student in accordance with ~~Policy 515~~ [district policy](#).

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees ~~shall~~ [will](#) obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” ~~and~~ “Reddit,” and similar websites or applications.
7. ~~Users must keep all account information and passwords on file with the designated district official.~~ Users will not attempt to gain unauthorized access to the district system or any other system through the district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the district. Users will not use the district system to offer or provide goods or services or for product advertisement. Users will not use the district system to purchase goods or services for personal use without authorization from the appropriate district official.
  10. Users will not use the district system to engage in [harassment](#), [bullying](#), or [cyberbullying](#) in violation of [district policy](#). ~~the district’s Policy 514 (Bullying Prohibition) Policy (Policy 514)~~. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee who engages in the foregoing unacceptable uses

of the Internet or district equipment when they are off district premises may be in violation of this policy, in addition to other district policies. Regardless of whether district equipment was used for the unacceptable use, the district has the right and may be obligated to regulate the off-campus speech or conduct of its students or employees when that speech or conduct materially disrupts the school environment, involves substantial disorder, or constitutes an invasion of the rights of others. Examples of such violations include, but are not limited to, where the ~~school~~-district system is compromised or if a ~~school~~-district employee or student is negatively impacted. If the district receives a report of an unacceptable use originating from a non-school computer or resource, the district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the district computer system and the Internet and discipline under other appropriate district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user ~~shall~~ will immediately disclose the inadvertent access to an appropriate ~~school~~-district official. In the case of a district employee, the immediate disclosure ~~shall~~ will be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

## VI. Filter

### ~~Alternative No. 4~~

- A. With respect to any of its computers with Internet access, the school district will ~~monitor~~ filter the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. ~~The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:~~

- 
- ~~1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or~~

- ~~2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and~~
- ~~3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.~~

~~EB.~~ Software filtering technology ~~shall~~ will be narrowly tailored and ~~shall~~ will not discriminate based on viewpoint.

~~BC.~~ An administrator, supervisor, or other person authorized by the ~~S~~superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

~~ED.~~ The ~~school~~district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat ~~rooms~~ -enabled environments and cyberbullying awareness and response.

#### VII. Consistency with Other School [District](#) Policies

Use of the school district computer system and use of the Internet ~~shall~~ will be consistent with district policies and the mission of the district.

#### VIII. Limited Expectation of Privacy

A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the district system.

B. Routine maintenance and monitoring of the ~~school~~district system may lead to a discovery that a user has violated this policy, another district policy, or the law.

C. An individual investigation or search will be conducted if ~~school~~ [district](#) authorities have a reasonable suspicion that the search will uncover a violation of law or district policy.

D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and e-mail [email](#) files in accordance with ~~the school district's Protection and Privacy of Pupil Records Policy. 515~~ [\(Protection and Privacy of Pupil Records\)](#). Parents/guardians have the right to request the termination of their child's individual account at any

time.

- E. ~~School-d~~District employees should be aware that the district retains the right at any time to investigate or review the contents of their files and ~~e-mail~~ email files. In addition, district employees should be aware that data and other materials in files maintained on the district system may be subject to review, disclosure, or discovery under ~~Minn. Stat. Ch. 13~~ (the Minnesota Government Data Practices Act).
- F. The ~~school~~-district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with district policies conducted through the district system.

#### IX. Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents/guardians, and employees of the school district.
- B. This policy requires the permission of and supervision by the ~~school's~~ district's designated professional staff before a student may use a ~~school~~ district account or resource to access the Internet.
- C. The Internet ~~Acceptable~~ Use Agreement form for students must be read and signed by the user, ~~and the parent/ or guardian, and the supervising teacher.~~ This form is signed annually via the Parent Portal. The Internet ~~Acceptable~~ Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office ~~or with a department supervisor.~~ As supervising teachers change, the agreement signed by the new teacher shall ~~will~~ be attached to the original agreement.

#### X. Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on ~~school-district diskettes,~~ cloud services, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the district system. The district will not be responsible for financial obligations arising through unauthorized use of the district system or the Internet.

#### XI. User Notification

- A. All users ~~shall~~ will be notified of the school district policies relating to Internet use.
- B. This notification ~~shall~~ will include the following:
1. Notification that Internet use is subject to compliance with ~~school~~ district policies.
  2. Disclaimers limiting the district's liability relative to:
    - a. Information stored on ~~district-diskettes~~ cloud services, tapes, hard drives, or servers.
    - b. Information retrieved through district computers, networks, or online resources.
    - c. Personal property used to access district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of district resources/accounts to access the Internet.
  3. A description of the privacy rights and limitations of ~~school~~-district sponsored/managed Internet accounts.
  4. Notification that, even though the district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations, and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents/guardians.
  6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by district policy. Policy 406, (~~Public and Private Personnel Data~~), and Policy 515, (~~Protection and Privacy of Pupil Records~~).
  7. Notification that, should the user violate the district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## XII. Parents'/Guardians' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the district system from home or a remote location.
- B. Parents/guardians will be notified that their students will be using ~~school~~ district resources/accounts to access the Internet and that the district will provide parents/guardians the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A statement that the Internet **Acceptable** Use Agreement must be signed by the user, **and** the parent/~~or~~ guardian, ~~and the supervising teacher~~ prior to use by the student.
  4. A statement that the district's acceptable use policy is available for parental/guardian review.

## XIII. Notification Regarding Technology Providers

- A. Within 30 days of the start of each school year, the school district must give parents/guardians and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent/guardian or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's

educational data.

- B. A contract between a technology provider and the ~~school~~-district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- C. Upon request, the ~~school~~-district must provide parents/guardians and students an opportunity to inspect a complete copy of any contract with a technology provider.
- D. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with ~~a public~~ ~~educational agency or institution~~ the district are not the technology provider's property.

#### XIV. School-issued Devices

- A. Except as provided in paragraph ~~C~~B, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- B. The ~~school~~-district or a technology provider may only engage in activities prohibited by paragraph B A if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by ~~school~~-district employees, student teachers, staff contracted by the ~~school~~-district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the ~~school~~-district is notified or becomes aware that the device is

missing or stolen;

4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, ~~including but not limited to Minnesota Statutes section 121A.034;~~ or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- C. If the ~~school~~-district or a technology provider interacts with a school-issued device as provided in paragraph C B, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent/guardian. Such notice must include a written description of the interaction, including which features of the device were accessed and a description of the threat. ~~If this notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but this notice must instead be given within 72 hours after that imminent threat has ceased.~~ In the instance in which notification would pose a threat to life or safety, notification will instead be given within 72 hours following the resolution of the imminent threat.

#### XV. Cell Phone Use

- A. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- B. If the ~~school~~-district has a reasonable suspicion that a student has violated a ~~school~~ district policy, rule, or law by use of a cell phone or other electronic communication device, the ~~school~~-district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- C. Students who use an electronic communication device during the school day and/or in violation of ~~school~~-district policies may be subject to disciplinary action pursuant to the district's ~~school's~~ discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the district ~~school~~ and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the ~~school~~-district will be returned in accordance with school building procedures.

#### XVI. Limit on Screen Time for Children in Preschool and Kindergarten

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the district ~~school~~ has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XIII XVII. Implementation; Policy Review

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. ~~Upon approval by the school board, such guidelines, forms, and procedures shall~~ **will** be an addendum to this policy.
- B. The administration ~~shall~~ **will** revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. ~~Because of the rapid changes in the development of the Internet, the school board shall~~ **will** conduct an annual review of this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
~~47 C.F.R. § 54.520 (FCC rules implementing CIPA)~~ [Children's Internet Protection Act](#)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act [Aet Aid](#))  
*v B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~

~~MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~

[Policy 413 \(Harassment and Violence Prohibition, Students and Employees\)](#)

~~MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)~~

~~MSBA/MASA Model Policy 506 (Student Discipline)~~

~~MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)~~

~~MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)~~

~~MSBA/MASA Model Policy 519 (Interviews of Students Interviews by Outside Agencies)~~

~~MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)~~

~~MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedures and Process)~~

[Policy 601 Educational Competencies, Academic Standards and Instructional Curriculum](#)

~~MSBA/MASA Model Policy 603 (Curriculum and Program Review and Development)~~

~~MSBA/MASA Model Policy 604 (Instructional Curriculum)~~

~~MSBA/MASA Model Policy 606 (Selection and Objection of Instructional Textbooks, and Instructional Materials and Content)~~

[Policy 634 \(Electronic Technologies Acceptable Use\)](#)

~~MSBA/MASA Model Policy 806 (Crisis Emergency Management Policy)~~

~~MSBA/MASA Model Policy 904 (Distribution or Display of Materials on School District Property by Nonschool Nondistrict Persons or Organizations)~~

Policy

adopted:

8/8/22

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

VI. **Action**

VI.A. Establishing Filing Period for Affidavits  
of Candidacy

**Speaker (s) :** Mert  
Woodard, Director of  
Business Services



**Board Meeting Date:** 7/17/2023

**Title:** Establishing Dates for Filing Affidavits of Candidacy – 2023 General Election

**Type:** Action

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

**Description:** On Tuesday, November 7, 2023, a General Election will be held in the State of Minnesota. At that election, three (3) members will be elected to the School Board for terms of four (4) years each. The period for filing affidavits of candidacy for School Board begins on Tuesday, August 1, 2023 and closes on Tuesday, August 15, 2023.

Candidates may withdraw affidavits of candidacy by filing an affidavit of withdrawal with the school district clerk no later than 5:00 p.m. two days after the last day for filing affidavits of candidacy. After that date no candidate may file an affidavit of withdrawal.

**Recommendation:** Approve the resolution establishing the filing period for affidavits of candidacy for the 2023 general election.

**Desired Outcomes from the Board:** Compliance with Minn. Stat. § 205A.06 Subd. 1a. and Subd. 5.

**Attachments:**

1. Resolution Establishing Filing Period for Affidavits of Candidacy for the 2023 General Election

# INDEPENDENT SCHOOL DISTRICT NO. 273

Edina Public Schools  
Edina, Minnesota

## BOARD OF EDUCATION

Regular Meeting – July 17, 2023

### RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 273 shall begin on August 1, 2023 and shall close on August 15, 2023. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2.00 filing fee paid prior to 5:00 p.m. on August 15, 2023.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 273  
EDINA PUBLIC SCHOOLS  
STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 273 shall begin on August 1, 2023 and shall close at 5:00 o'clock p.m. on August 15, 2023.

The general election shall be held on Tuesday, November 7, 2023. At that election, three (3) members will be elected to the School Board for terms of four (4) years.

Affidavits of candidacy are available from the school district clerk, Edina Public Schools, 5701 Normandale Road, Edina, Minnesota. The filing fee for this office is \$2.00. A candidate for this office must be an eligible voter, must be twenty-one (21) years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same general election.

The affidavits of candidacy must be filed in the office of the school district clerk and filing fee paid prior to 5:00 o'clock p.m. on August 15, 2023.

Dated: July 17, 2023

BY ORDER OF THE SCHOOL BOARD

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Karen Gabler  
School District Clerk

VI.B. Board Liaison Roles



**Board Meeting Date:** 7/17/2023

**Title:** Board Liaison Roles

**Type:** Action

**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; MSHSL 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
<b>ASSOCIATIONS</b>					
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	
<b>GROUPS</b>					
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	
<b>SCHOOL SITES</b>					
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>					
<b>September</b>	Allenburg				
<b>October</b>	Arom				
<b>November</b>	Birdman				
<b>December</b>	Gabler				
<b>January</b>	Greene				
<b>February</b>	Neville				
<b>March</b>	Shaw				
<b>April</b>	Allenburg				
<b>May</b>	Arom				

*Outline for Board Updates from Liaisons*

This outline is considered a minimum expectation but updates can be brought at anytime.

<b>August</b>					
<b>September</b>	SEAC update				
<b>October</b>	Secondary sites update				
<b>November</b>	Elementary sites update, AMSD update				
<b>December</b>	ELC/ECSE update, MSBA update				
<b>January</b>	Community Ed Services Update, Talent Dev. update				
<b>February</b>	Secondary sites update, student voice liaison update, cultural liaison update				
<b>March</b>	Elementary sites update, AMSD update				
<b>April</b>	ELC/ECSE update, MSBA update				
<b>May</b>	Community Ed Services update, Talent Dev. update				
<b>June</b>	SEAC update				
<b>July</b>					

\*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

VI.C. Policy Review (111, 113, 414, 415, 806)

**Speaker (s):** Policy  
Committee



**Board Meeting Date:** 7/17/2023

**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 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:** Approve the suggested modifications for Policies 111, 113, 414, 415, 806.

**Desired Outcome(s) from the Board:** Approve suggested modifications.

**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 t~~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 ~~its~~ 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. ~~School~~ 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, ~~t~~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 disseminate public data as provided in defined by 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” ~~eData~~ 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” ~~eData~~ 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.
- ~~CB.~~ Prior to fulfilling a request, the district may contact the requestor for the following reasons:
  - 1. ~~To~~ ask for clarification or additional information to help fulfill the request;
  - 2. ~~To~~ indicate that the request may involve a charge or require prepayment; or
  - 3. ~~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.
- ~~EG~~ 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.

FE. 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.~~

GF. 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.
  
- IG. 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](mailto: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](mailto: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



[Note: Language in red has been added since the board discussed this policy at its last meeting. This language is proposed to be added in accordance with MSBA's recent model policy changes to align policies with statutory provisions adopted during the 2023 legislative session. Language required due to statutory changes can be adopted by the board in a single meeting. The red-lined changes closely track the new statutory language. As always, text in blue indicates changes initiated by the district.]

Policy 806

## 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 Ceommander will, in addition to the above actions, make and communicate operational activities to the BERT team. If applicable, ~~the~~ Incident Ceommander will prepare to meet with police and fire personnel to form a Unified Command sStructure.
- 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 (not Active Shooter Simulations)
  - 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 (BERT)~~

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. **Active Shooter Drill**

A. **Definitions**

~~1.~~ "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation **which includes full-scale or functional exercises**, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.

~~2.~~ "Active shooter simulation" means an emergency exercise including ~~full-scale or functional exercises~~, designed to teach adult school ~~personnel and staff~~ how to respond in the event of an armed intruder on ~~campus or an armed assailant in the immediate vicinity of the school~~ ~~which also incorporates sensorial components, activities, or elements~~ ~~mimicking a real life shooting~~. Activities or elements mimicking a real life ~~shooting~~ include, but are not limited to, simulation of tactical response by ~~law enforcement~~. An active shooter simulation is not an active shooter ~~drill~~.

~~3.~~ "Evidence based" means a program or practice that demonstrates any of ~~the following~~:

- ~~a.~~ a statistically significant effect on relevant outcomes based on any ~~of the following~~:
  - ~~i.~~ strong evidence from one or more well designed and well implemented experimental studies;
  - ~~ii.~~ moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
  - ~~iii.~~ promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
- ~~b.~~ a rationale based on high quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.

~~4.~~ "Full scale exercise" means an operations based exercise that is typically the most complex and resource intensive of the exercise types and often ~~involves multiple agencies~~;

~~jurisdictions, organizations, and real-time movement of resources.~~

~~5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.~~

## B. Criteria

~~An active shooter drill conducted according to Minnesota statutes, section 121A.037~~ state law with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

## C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

#### D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may non-participation alone make a student ineligible to participate in or attend school activities.
3. **According to state law,** ~~the~~ Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

#### E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

#### ~~F. Active Shooter Simulations~~

~~A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.~~

#### GF. Violence Prevention

1. ~~A school district or charter school conducting an active shooter drill~~ **The district** must provide students in middle school and high school

at least one hour, or one standard class period, of violence prevention training annually.

2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
  - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful, potentially harmful activity.
3. ~~A school district or charter school~~ The district must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
  - a. student opportunities for leadership related to prevention and safety;
  - b. encouragement and support to students in establishing clubs and programs focused on safety; and
  - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

#### H. Board Meeting

If an active shooter drill is conducted at a school site, the board, ~~Aat a regularly scheduled school-board meeting, a school board of a district that has conducted an active shooter drill~~ must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

## VII. 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.037 \(School Safety Drills\)](#)  
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

VII. **Leadership and Committee Updates**

VIII. **Superintendent Updates**

IX. **Adjournment**

X. **Information**

X.A. Investment Summary - June 2023



**Board Meeting Date:** 7/17/2023

**Title:** Investment Summary – June 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 June 30, 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 – June 2023

2022-23 School Year

# Investment Summary

For the Month Ended June 30, 2023



DEFINING EXCELLENCE

**General Operating Funds:**

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	6,295,161	5.01%
MSDLAF+ Max	Money Market	N/A	NOW	12,480,376	5.11%
PMA/MN Trust	Money Market	N/A	NOW	29,006,380	5.01%
Term Series Flex	MNTRUST – Term Series-Flex (Pref HCC)	6/30/2023	6/30/2023	5,040,696	5.08%
Certificate of Deposit	STATE BANK OF INDIA, 856285XR7	9/29/2021	9/29/2023	245,984	0.25%
Certificate of Deposit	SERVIFIRST 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	ANECA 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	241,617	4.65%
Certificate of Deposit	MORGAN STANLEY BANK NA, 61690UV56	11/25/2022	5/28/2024	241,617	4.65%
Certificate of Deposit	WELLS FARGO BANK NA, 9497633V6	11/28/2022	5/28/2024	246,599	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	245,802	4.66%
Certificate of Deposit	CITY NATL BK - BEV HILLS, 178180GR0	11/23/2022	11/25/2024	241,007	4.71%
Certificate of Deposit	BMW BANK NORTH AMERICA, 05580AT20	11/25/2022	11/25/2024	240,844	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/2022	12/2/2024	240,822	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%
<b>Total General Operating Funds:</b>				<b>\$ 60,736,904</b>	

**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	621,329	5.01%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	6/30/2023	6/30/2023	3,118,126	5.08%
<b>Total 2021A Facilities Maintenance Bonds:</b>				<b>\$ 3,739,455</b>	

**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	1,042,124	5.01%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	6/30/2023	6/30/2023	0	5.08%
<b>Total 2021B General Obligation School Building Bonds:</b>				<b>\$ 1,042,124</b>	

**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	2,947,601	4.51%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 7/15/23	7/15/2020	7/15/2023	1,747,095	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 8/15/23	8/15/2020	8/15/2023	1,739,413	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 9/15/23	9/15/2020	9/15/2023	1,484,064	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 10/15/23	10/15/2020	10/15/2023	985,550	0.13%
<b>Total 2022A Certificates of Participation:</b>				<b>\$ 8,903,723</b>	

**2023A General Obligation Capital Notes & 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	6,664,760	5.01%
<b>Total 2023A GO Capital Notes &amp; FM Bonds:</b>				<b>\$ 6,664,760</b>	
<b>Total Portfolio Value:</b>				<b>\$ 81,086,966</b>	

X.B. Kids Club Update



**Board Meeting Date:** 7/17/2023

**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 July 17, 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 = 1,448
- Total number of accepted contracts = 968
- Total number of pending contracts = 427
- Total number of self-removed contracts = 53

Recruitment and hiring strategies are in full swing. We have had eighteen applicants for the fall Recreational Leader position; of those, six have completed the application and have been interviewed by our team. Heavy recruitment and interviewing will continue through August.

**Recommendation:** Information only

**Desired Outcomes from the Board:** N/A

**Attachments:** N/A

X.C. 2022-2023 Superintendent Evaluation Summary



**Board Meeting Date:** July 17, 2023

**Title:** 2022-2023 Superintendent Evaluation Summary

**Type:** Information

**Description:** Attached is the summary of the 2022-2023 Superintendent evaluation.

**Recommendation:** This is for information only.

**Desired Outcomes from the Board:** This is for information only.

**Attachments:** Superintendent Evaluation Summary

## Summary of Edina Public School District Year End Superintendent Evaluation

Dr. Stacie Stanley

6/20/2023

<b>SCHOOL BOARD'S SUMMARY OF CONCLUSIONS*</b>	
<b>Goal 1:</b> Provide leadership to improve and enhance the student learning in Edina Public Schools.	Dr. Stanley is incredibly student-focused with a knowledge about educational guidance that is deep. This is evidenced through the leadership she has shown as she continues to guide Edina Public Schools through various district-wide initiatives. Dr. Stanley has provided leadership to school sites in guiding their continuous improvement work.
<b>Goal 2:</b> Provides oversight of ethical and inclusive leadership.	Dr. Stanley has done an excellent job of engaging with various stakeholder groups throughout the Edina community. She has built partnerships and trust with stakeholders through timely and effective communication. She consistently looks for ways to engage and involve stakeholders from historically marginalized groups. Dr. Stanley has demonstrated strong decision-making skills in both challenging and day-to-day situations.
<b>Goal 3:</b> Provide leadership to improve and enhance district culture and climate.	Dr. Stanley has brought an increased focus on improving and enhancing the district's culture and climate. She has consistent talking points and strong engagement techniques that she utilizes when working with her cabinet and district leadership teams. She holds herself and those around her to high standards and uses various data points to improve district and site-level culture and climate. It is recognized that this is ongoing work.
<b>Goal 4:</b> Provide oversight in the development of strategy for enrollment management including resident student retention.	Dr. Stanley has identified several strategies for enrollment management and student retention including developing a robust marketing plan targeting children from birth-12th grade. She is working on developing and elevating innovative programming and pathways within the district. This will be an ongoing area of focus and one that involves working with our City of Edina partners.
<p><b>A. General Comments:</b></p> <p>Dr. Stanley displays many strengths and the board feels that she has met or exceeded each of her goals for the 2022-2023 year. Some of her greatest strengths include her ability to set high standards for herself and those she works with while employing great empathy towards individuals. She is able to build authentic and genuine relationships with various stakeholders and then through consistency and her own insistence on high standards earns the trust of those stakeholders. She embraces collecting and analyzing data to really focus on student achievement and the whole child. Dr. Stanley is an effective leader and leans into empowering others on her cabinet team to develop their leadership skills.</p> <p>Dr. Stanley and the board continue to grow in their work together. This will be an ongoing effort and includes, but is not limited to, finding ways to incorporating educator voice in our processes and further refining the timeline and process of board/superintendent work.</p>	

Evaluation Period: 7/1/22 to 6/30/23

Superintendent's Signature: [Signature] Date: 7/12/23

School Board Chair's Signature: [Signature] Date: 7/12/23

\*Pursuant with M.S.13D.05,Subd. 3(a), the school board may close a meeting to evaluate the performance of an individual who is subject to its authority. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation.

X.D. Property, Casualty, and Liability Insurance Renewal



**Board Meeting Date:** 7/17/2023

**Title:** Property, Casualty, and Liability Insurance Renewal – Fiscal Year 2024

**Type:** Information

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

**Description:** In December 2015, the School Board awarded the District's property, casualty, and liability insurance contract to the Minnesota Insurance Scholastic Trust (MIST). MIST provides the benefit of self-insurance cooperative purchasing, and 26 school districts currently participate in the MIST program. Any remaining funds at the end of a claim year are distributed among member districts. The overall property insurance market continues to harden considerably. This, coupled with inflation, has resulted in a significant increase to the District's premiums. The District's renewal for the July 1, 2023 to June 30, 2024 period is a 35.9 percent increase over the prior year. During the District's initial budget development that took place in the fall of 2022, the administration assumed a 25.0 percent increase.

**Recommendation:** There is no recommended action, this item is informational only.

**Desired Outcomes from the Board:** N/A

**Attachments:**

1. MIST Full Membership Renewal Presentation – July 1, 2023 to June 30, 2024
2. MIST Insurance Policy Pricing List – 2023-2024
3. Insurance Market Report - June 2023



## Minnesota Insurance Scholastic Trust

Full Membership Renewal Meeting  
July 1, 2023 – July 1, 2024

May 9, 2023

# Agenda



- I. **Introductions and Welcome** Sandy Linn
- II. **Roll Call**
- III. **Approval of Agenda – motion required**
- IV. **Public Comment**
- V. **Approval of Meeting Minutes**
  - a. **December 20, 2022 – motion required**
- VI. **Chairperson’s Report** Sandy Linn
- VII. **Treasurer’s Report** Lisa Johnson
- VIII. **Program Administrator’s Annual Renewal Presentation: - motion required** Byron Given & Jack Kurcab
- IX. **Gallagher Bassett Presentations:**
  - a. **Claim’s Administration Presentation** Emily Wells
- X. **Other Matters**
  - a. **Cyber Loss Control Resources**
- XI. **Future Full Membership Meeting Date:**
  - a. **Midterm Review – December 2023 – Virtual via Teams**
- XII. **Adjournment- motion required**



## Minnesota Insurance Scholastic Trust

# Chairperson's Report

Sandy Linn

# MIST Chairperson's Report



- **MIST provides your district a HOME, you wont be dropped**
- MIST is owned & operated by Minnesota school districts
- **A net position of over \$1.9M**
- All MIST Members enjoy comprehensive Cyber Individual Cyber Limits - \$2M
- Program is 100% transparent, all financials, rates, fees and commissions are disclosed to all members.
- MIST provides members surplus distributions - \$375K distributed to date

**MIST's 10<sup>th</sup> year of  
service to  
Minnesota Schools!**

Stronger Together

# Your MIST Executive Board



<b>MIST Position</b>	<b>Name</b>	<b>Member District</b>
<b>MIST Chairperson</b>	Sandy Linn	New Prague Area Schools
<b>MIST Vice - Chairperson</b>	Andrew Adams	Austin Public Schools
<b>Treasurer</b>	Kent Fritze	Park Rapids Area Schools
<b>Board Member</b>	Sarah Slaby	Winona Area Public Schools
<b>Board Member</b>	Kristi Anderson	Maple Lake Public Schools
<b>Board Member</b>	Kim Sandry	MACCRAY Public School District

# MIST Net Position

As 3/31/2023



**\$1,919,051**

\*3/31/23 Net Position

**Previously Carrier Profit, now it belongs to MIST**



## Minnesota Insurance Scholastic Trust

# Treasurer's Report

Lisa Johnson - ARTEX

# Treasurer's Report



**FINANCIAL STATEMENTS**  
**MINNESOTA INSURANCE SCHOLASTIC TRUST**  
**March 31, 2023**



# Treasurer's Report - Statements of Net Position

March 31, 2023



ASSETS	
Cash	\$ 1,748,075
Contributions Receivable	32,250
Deductible Receivables	21,380
Premium Refunds Receivable	1,049
Excess Insurance Recoveries Receivable	1,698,585
Aggregate Excess Receivable	958
Prepaid Expenses	9,129
<b>TOTAL ASSETS</b>	<b>\$ 3,511,426</b>

## LIABILITIES AND NET POSITION

### LIABILITIES

Accounts Payable and Other Accrued Expenses	\$ 2,250
Due to Related Parties	1,049
Due to Insurance Carriers	10,000
Reserve for Outstanding Losses	931,656
Reserve for IBNR Losses	647,420
<b>TOTAL LIABILITIES</b>	<b>1,592,375</b>

### NET POSITION

Retained Loss Fund FY 16-17	-
Retained Loss Fund FY 17-18	262,227
Retained Loss Fund FY 18-19	102,753
Retained Loss Fund FY 19-20	25,586
Retained Loss Fund FY 20-21	955,887
Retained Loss Fund FY 21-22	-
Retained Loss Fund FY 22-23	150,530
Contingency Fund	268,921
Unallocated Surplus	153,147

### TOTAL NET POSITION

### TOTAL LIABILITIES AND NET POSITION

1,919,051

\$ 3,511,426

# Statements of Revenue/Expenses – March 31, 2023



	March 31, 2023	Budget for Year Ending June 30, 2023	Variance Over/(Under) Budget (\$)	Variance Over/(Under) Budget (%)
<b>REVENUES</b>				
Premium Contributions	\$ 4,675,678	\$ 4,605,443	\$ 70,235	1.53%
Broker and Pool Management Contributions	455,848	455,848	-	0.00%
Loss Fund Contributions	1,815,922	1,815,922	-	0.00%
Operating Fund Contributions	127,649	95,399	32,250	33.81%
Investment Income	43,731	-	43,731	0.00%
<b>Total Revenues</b>	<b>7,118,828</b>	<b>6,972,612</b>	<b>146,216</b>	<b>2.10%</b>
<b>EXPENSES</b>				
Premiums to Excess Insurance Carriers	4,675,773	4,605,443	70,330	1.53%
<b>Losses and Loss Expense Paid and Incurred</b>				
Paid Losses	2,444,853	1,815,922	628,931	34.63%
Change in Case Reserves	(222,083)	-	(222,083)	0.00%
Change in IBNR	231,029	-	231,029	0.00%
Deductible Reimbursement	(43,207)	-	(43,207)	0.00%
Excess Insurance Reimbursement	(479,086)	-	(479,086)	0.00%
Excess Aggregate Reimbursement	(958)	-	(958)	0.00%
Subrogation Recoveries	(21,462)	-	(21,462)	0.00%
<b>Net Loss Expense</b>	<b>1,909,086</b>	<b>1,815,922</b>	<b>93,164</b>	<b>5.13%</b>
<b>Broker and Pool Management Fees</b>				
Management Fees-AJG	335,167	335,167	-	0.00%
Claims Processing (GB)	19,080	92,601	(73,521)	(79.40%)
Loss Control Fees-GB	28,080	28,080	-	0.00%
<b>Total Cost of Broker and Pool Management Fees</b>	<b>382,327</b>	<b>455,848</b>	<b>(73,521)</b>	<b>(16.13%)</b>
<b>Other Operating Expenses</b>				
Treasury Services (Artex)	28,875	28,875	-	0.00%
Pool D&O, E&O Insurance	35,921	35,921	-	0.00%
Crime Insurance for Board	2,199	2,199	-	0.00%
Property Appraisal Services	32,250	-	32,250	0.00%
Audit Services	9,050	8,875	175	1.97%
Actuary Services	5,250	9,750	(4,500)	(46.15%)
Legal Services	-	3,000	(3,000)	(100.00%)
Bank Charges	9	1,000	(991)	(99.10%)
Board Meeting Expenses	-	1,000	(1,000)	(100.00%)
Miscellaneous	-	1,000	(1,000)	(100.00%)
<b>Total Other Operating Expenses</b>	<b>113,554</b>	<b>91,620</b>	<b>21,934</b>	<b>23.94%</b>
<b>TOTAL EXPENSES BEFORE DIVIDENDS</b>	<b>7,080,740</b>	<b>6,968,833</b>	<b>111,907</b>	<b>1.61%</b>
Member Dividends	-	-	-	-
<b>CHANGES IN NET POSITION</b>	<b>\$ 38,088</b>	<b>\$ 3,779</b>	<b>\$ 34,309</b>	<b>907.89%</b>
Net Position-beginning	1,880,963	-	-	-
<b>Net Position-ending</b>	<b>\$ 1,919,051</b>	<b>\$ 3,779</b>	-	-

**MIST Net  
Position**



The financial information contained in this report was prepared by Artex Risk Solutions, Inc. in its capacity as administrator of MIST. The information contained in this report is solely for the information and use by the management of MIST and is not intended to be used, and should not be used, by any other party.



## Minnesota Insurance Scholastic Trust

# Pool Administrator's Report

Byron Given, Jack Kurcab, Nick Lano



# Minnesota Insurance Scholastic Trust

## MIST Brokerage & Admin Team



### RPA / Gallagher Team

Name/Title	Phone/Alt. Phone	Email
Byron Given – Area Vice President – Senior Program Director	630-694-5367	Byron_Given@rpadmin.com
Jack Kurcab – Area Vice President – Program Director	630-634-4036	Jack_Kurcab@rpadmin.com
Nick Lano – Area Vice President	(612) 597-6327	Nick_Lano@ajg.com
Laura O’Malley - Executive Program Manager	630-228-6717	Laura_OMalley@rpadmin.com
Katie Navin- Senior Client Service Manager	630-228-6665	Katie_Navin@rpadmin.com

### Loss Control - Gallagher Bassett

Name/Title	Phone/Alt. Phone	Email
Jonathan Wilson - Loss Control Consultant	630-936-3048	Jonathan_Wilson@gbtpa.com



# Pool Administrator's Report

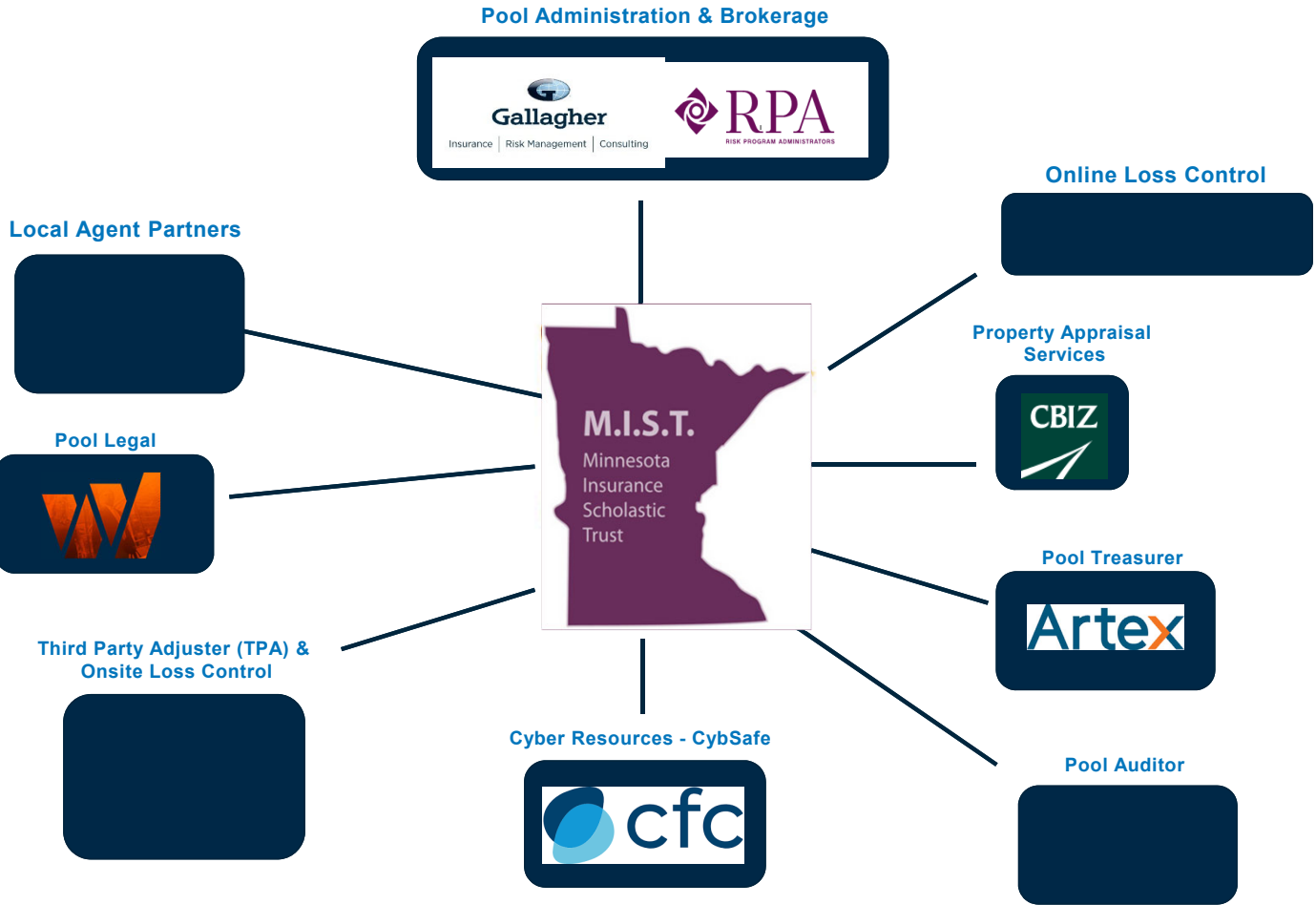
Feb, March, April, May



- Coordinated 2 Executive Committee meetings
- Reviewed online Questionnaires/Changes and followed up with members regarding outstanding information missing as well as supplemental applications.
- Prepared renewal submissions to the marketplace
- Met with carriers to discuss 2023-2024 targets
- Prepared and submitted renewal requests to carriers for P&C
- Prepared and submitted renewal requests to carriers for E&O and Crime
- Prepared Property/Casualty Renewal proposal for Executive Committee Meeting
- Compiled Property/Casualty data and submitted it to Casualty Actuarial Consultants for preparation of the program actuarial report, funding levels and premium allocations
- Prepared and set up meeting packets for Board meetings and full membership meetings
- Attending AGRIP – Association of Governmental Risk Insurance Pools
- Worked with MIST Treasurer Artex to finalize 2023-2024 Operating Budget
- Negotiated renewal terms and conditions with carriers
- Place Builders Risk Policy for Members as Needed
- Reviewed, responded and subsequently issued Certificates of Insurance on behalf of MIST Members.
- Reviewed and answered coverage questions from MIST Members
- Reviewed contracts as needed for members
- Settlement Requests sent out for claims
- Secured vendor renewal contracts for 2023 renewal
- Negotiated discounted pricing on cyber loss control – Secure Halo



# MIST Partners





## Minnesota Insurance Scholastic Trust

# 2023-2024 Property / Casualty Renewal

# MIST Members

New Prague Area Schools 721
Austin Public Schools 492
Winona Area Public Schools 861
Park Rapids Area Schools 309
Maple Lake Public Schools 881
MACCRAY Public School District 2180
ACGC Public Schools 2396
Albert Lea ISD 241
Barnum Public Schools 91
Belle Plaine Public Schools 716
Breckenridge Public Schools 846
Eastern Carver County Schools 112
Edina Public Schools 273
Elk River Area School District 728
Fillmore Central School District 2198
Grand Rapids ISD 318
Greenway Public Schools 316
Hastings Public Schools 200
LeSueur-Henderson Public Schools 2397
New London Spicer Schools 345
South St. Paul ISD 6
SouthWest Metro 288
St Louis Park Public Schools 283
Waconia Independent School District 110
Watertown-Mayer Public School 111
White Bear Lake 624



**26 Member Districts**



# MIST Statistical Renewal Information



	2022-2023	2023-2024	% Change
<b>Members</b>	<b>26</b>	<b>26</b>	
<b>Total Insured Values</b>	<b>\$5,598,215,788</b>	<b>\$7,345,215,788</b>	<b>31.2%</b>
<b>Student Count</b>	<b>89,949</b>	<b>91,348</b>	<b>1.6%</b>
<b>Vehicle Count</b>	<b>763</b>	<b>735</b>	<b>-3.7%</b>



\* Property Valuation



**Minnesota Insurance Scholastic Trust**

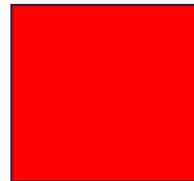
# State of the Insurance Marketplace



# State of the Insurance Marketplace in one Slide



- **Property**
- **Property Valuations**



**Extremely Hard Market:** Rates increasing, terms eroding, shrinking capacity. (If you get something good take it and run)

- **General Liability & Abuse**
- **Auto**
- **Excess Liability**
- **Pollution**



**Hard Market:** Challenging renewals. General rate increase but options and coverage readily available.

- **Cyber**



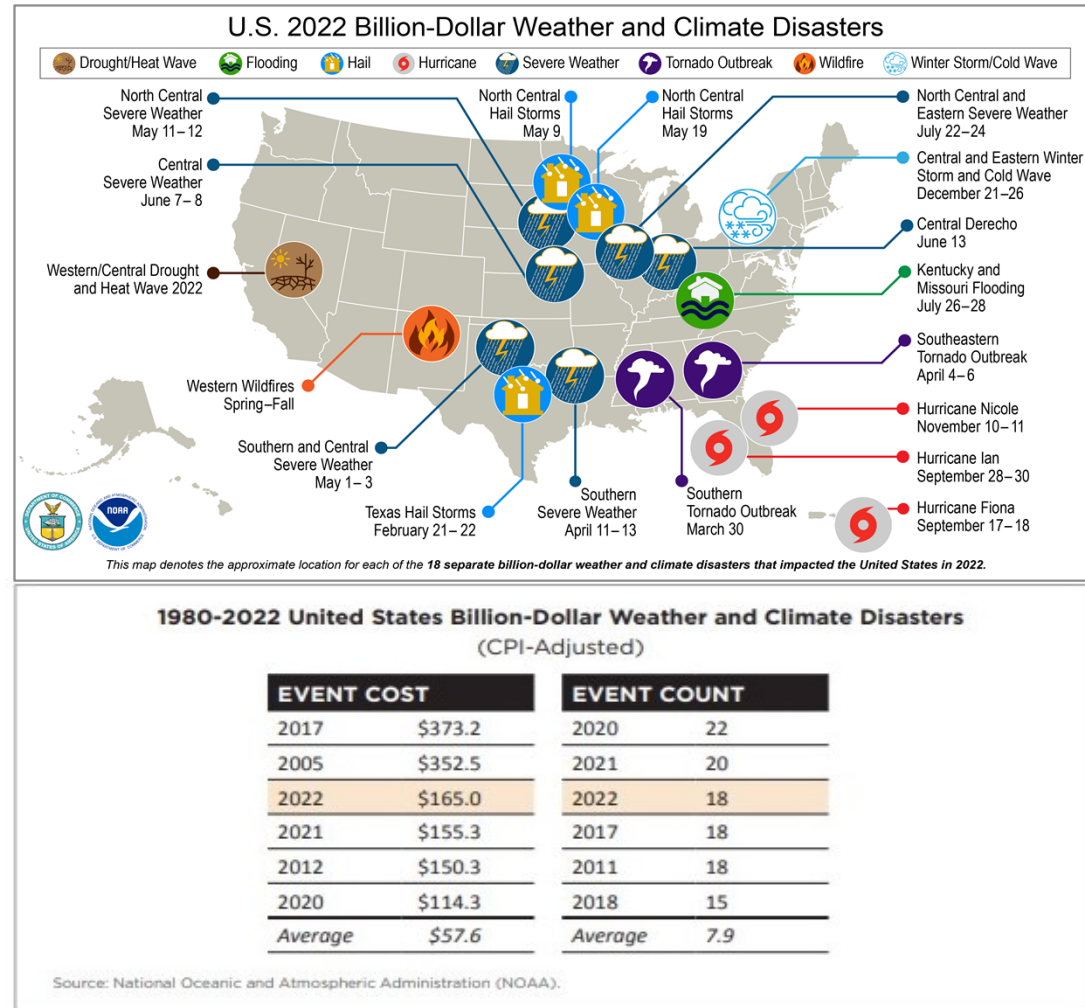
**Soft/Softening:** Carriers compete for MIST's business. We can drive down rates and costs. In some cases market is still hard but shows dramatic signs of improvement (Cyber)

# Key Driver #1: Frequency & Severity of Losses



## Continued Trend of Severe Weather :

- Global Insured Losses from Natural Disasters topped **\$165B in 2022 – 3rd costliest year on record**
  - Ian tied for the 2nd strongest hurricane on record
  - Winter Freeze – December 25, 2022
    - (Major impacts on 1.1, reinsurance treaties)
- Severe Convective Storms (SCS) one of the main drivers of the above losses now that % deductibles have been applied on coastal risks
- Primary insurers are looking to pass off more risk to Midwest insureds by adding percentage deductibles for secondary perils such as Hail/Tornado/Flood/Etc. (1-3%) and cosmetic roof exclusions
- Insureds with losses will see larger rate increases than those with clean losses

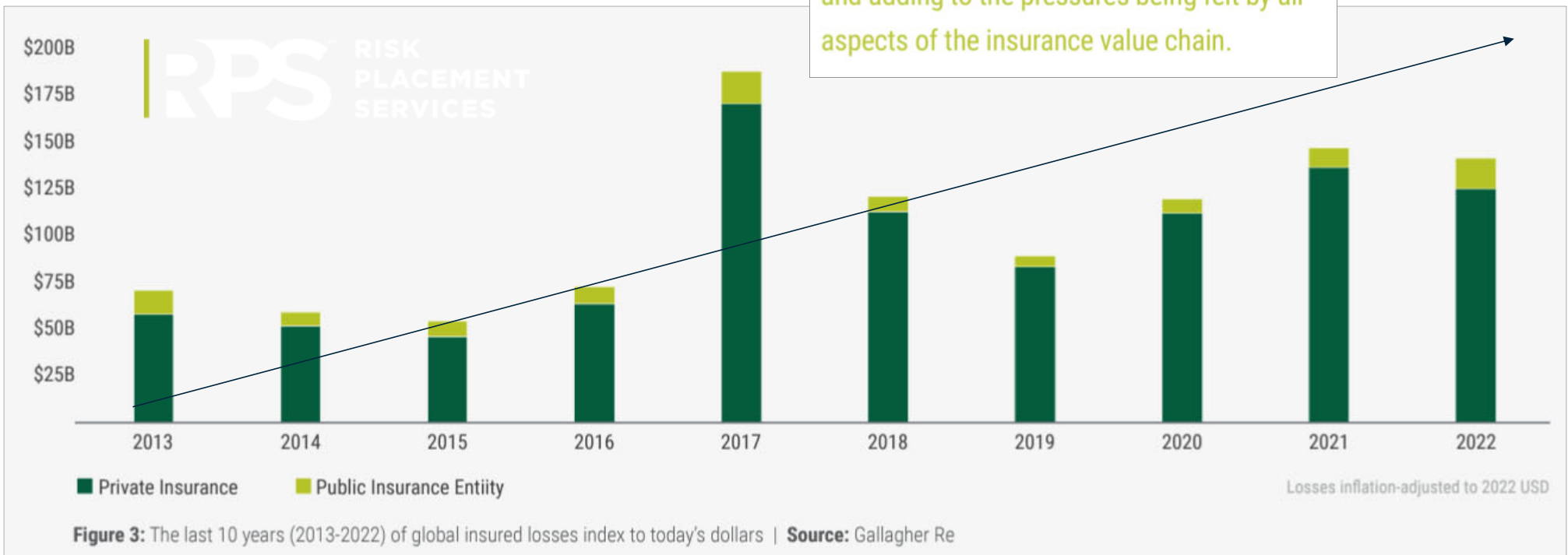


# State of the Insurance Marketplace

## 10 year look back



The US property market finds itself in turbulent times, with a number of internal and external factors affecting market dynamics and adding to the pressures being felt by all aspects of the insurance value chain.



# Key Driver #2: Reinsurance Scarcity



## January Renewals See Hardest Property Catastrophe Reinsurance Rates in Generation

By L.S. Howard | January 4, 2023



## APCIA Says Property Insurance Market 'Hardest in a Generation'

By Jim Sams | March 29, 2023



## BUSINESS INSURANCE

RISK MANAGEMENT WORKERS COMP INTERNATIONAL RESEARCH & REPORTS PEOPLE

Risk Management

## Property reinsurance rate hikes reach high double-digits

Matthew Lerner

April 03, 2023

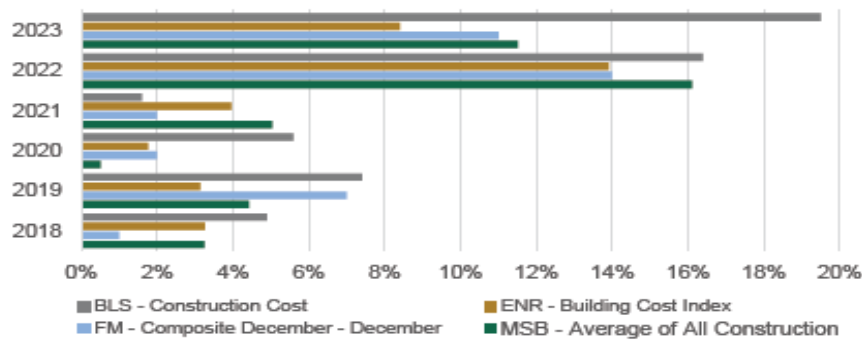
# Key Driver #3: Property Valuations



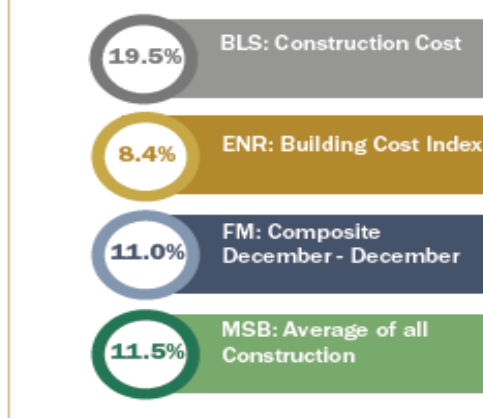
## Inflation and Valuation

- Persistently high inflation has driven up replacement costs. Supply chain challenges impacting downtime and business income losses. Current CPI – Inflation: 6-7%
- Focus on accurate building values for all insureds across all sectors, not just the public sector

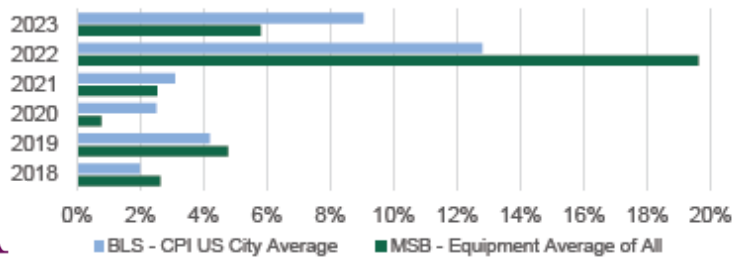
Construction Cost Trends January Yearly



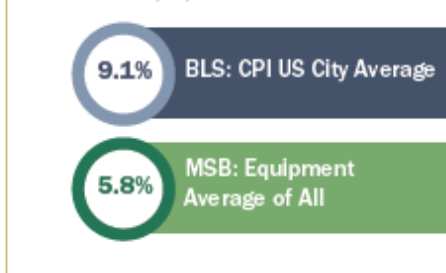
2023 Construction Cost Trends



Equipment Cost Trends January Yearly



2023 Equipment Cost Trends



Sources  
 Marshall & Swift/CoreLogic - Quarterly Cost Indexes  
 FM Global - Cost Trends - Industrial Buildings  
 US Bureau of Labor Statistics - Consumer Price Index  
 Engineering News-Record  
 Risk Management Solutions

# General Liability & School Board Legal Liability

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## Liability:

- Loss trends continuing to increase albeit at slower rate than property.
- Social inflation driving higher nuclear verdicts for liability and sexual abuse claims.
- Continued underwriting focus on sexual abuse, frequency and severity continue to increase.
- General Liability and School Board Legal are both difficult and see rising premium costs in the neighborhood of 5-20%+ depending on a variety of factors such as loss experience and jurisdiction.
- Higher Excess Limits are still most challenging.

## SBLL/IEP:

- Influx of claims coming in from pent up COVID-19 closures/slowdown like many other lines of coverage.
- Employment practices activity continues to increase across all sectors and all regions
- Costs and deductibles still seeing increase across the board, retro dates continues to be an underwriting focus



# Other Challenging Lines of Coverage

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## Automobile:

- Claims back to pre-pandemic levels
- Driver shortage – quality of drivers
- Focus on “Drop of and Pick Up” Process
- Lost costs continue to rise with each auto accident
  - Material, Labor and Supply Shortage continue to be a challenge
  - Higher Liability Settlements during economic downturns
- Rate per auto continues to increase, deductibles are rising
- Inflation & social inflation continue to have a major impact on auto renewals:
  - ✓ New Technologies making it more expensive to repair
  - ✓ Distracted driving – i.e. Cell Phones
  - ✓ Jurisdiction of insured losses – Increased claim costs on litigation environment
    - ✓ Out of state travel continues to be a concern of underwriters

# Cyber: The Pleasant & Somewhat Unexpected Surprise

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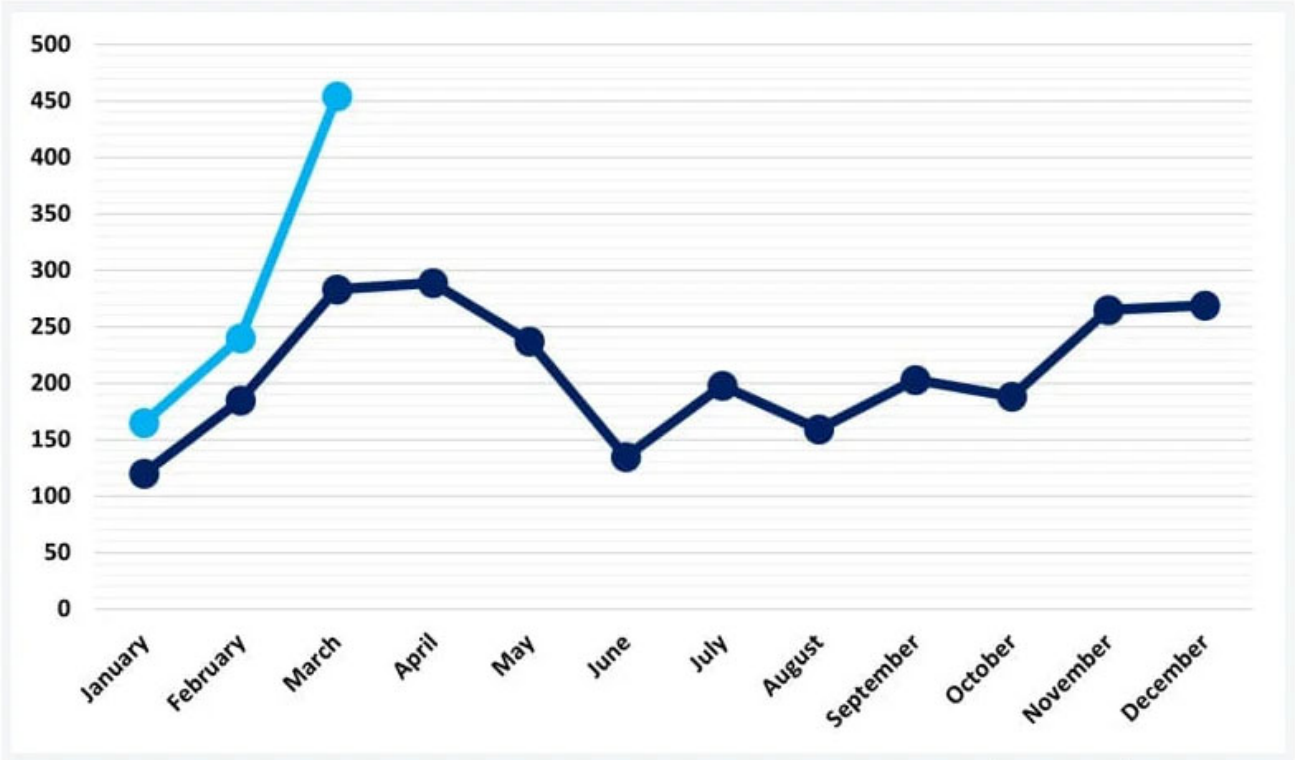


- K-12 Cyber Market has stabilized however we believe this may be temporary. Market has potential to change quickly.
- Capacity has returned however the market softening says more about where rates and deductibles are now vs 3-4 years ago. Carriers now see profit potential returning.
- Insureds with losses will see higher rates than insureds with clean loss experience
- Schools have been forced to improve:
  - ✓ Training Employees/Phishing Emails
  - ✓ MFA for Email
  - ✓ Endpoint Detection
  - ✓ Penetration Testing
- War in Ukraine helping us? Unintended positive effects for cyber attack?
- Carrier Competition has pushed competitive renewals for K-12 sooner than anticipated for **more Favorable K-12 Risk**

# Cyber Attacks Continues – 2022 vs 2023



**2 MIST Districts had Cyber Claims in 2022-23**

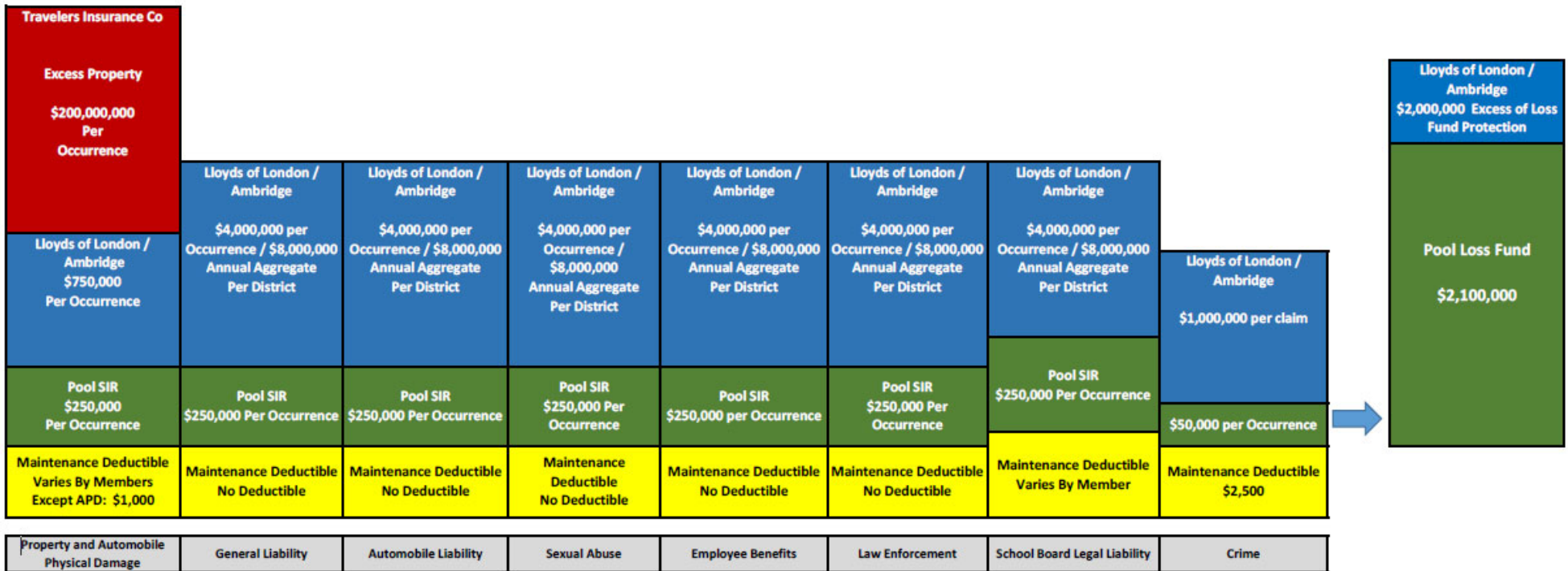


Monthly ransomware attack graph, dark blue: 2022, light blue: 2023 (NCC Group)

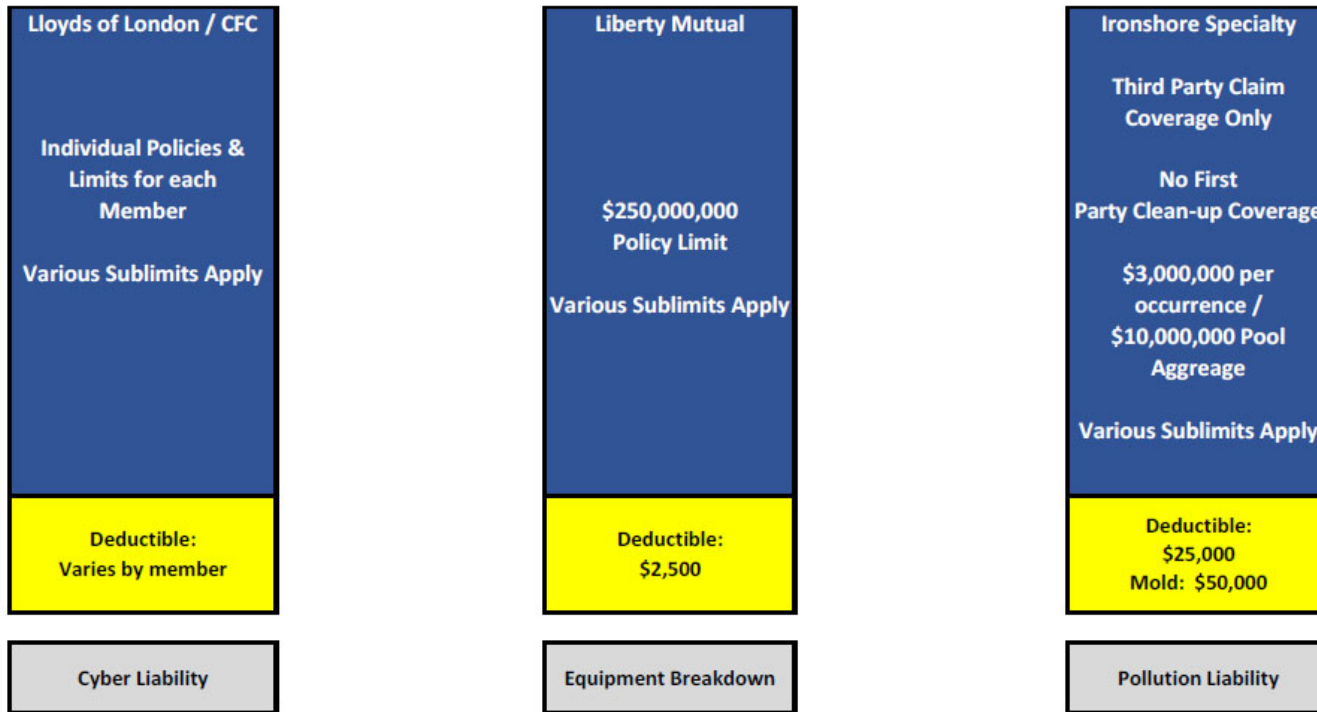


# Property/Casualty Program Structure

## Property & SBLL Maintenance Deductible Tiered by TIV 2023-2024



# MIST First Dollar/Traditional Policies 2023-2024



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



# Key Meeting Takeaways



- MIST is still more competitive than the open marketplace with better coverage terms & deductibles
  - MIST continues to grow and expect to continue to add new members through 2023/2024.
  - Expect to continue to increase net position.
  - **No % Wind/Hail deductibles for MIST, which are becoming the norm in MN outside of MIST. (Example Next slide)**
  - No roof restrictions on coverage, no change in terms and conditions
  - Over 75% of increase this renewal cycle is pure exposure increases due to building value inflation.
    - Less than a quarter is true rate increase.
  - Competitive Cyber Renewal even with recent claims from several members.
- MIST has confidence going forward on valuations. Our members are properly protected from a large loss which is the reason for insurance in the first place.
- MIST provides renewal Numbers Early. Many districts outside of MIST won't have renewal figures until late May or even June due to difficult market conditions.
- **You Have a HOME in MIST.**



# How do % wind/hail deductibles work?



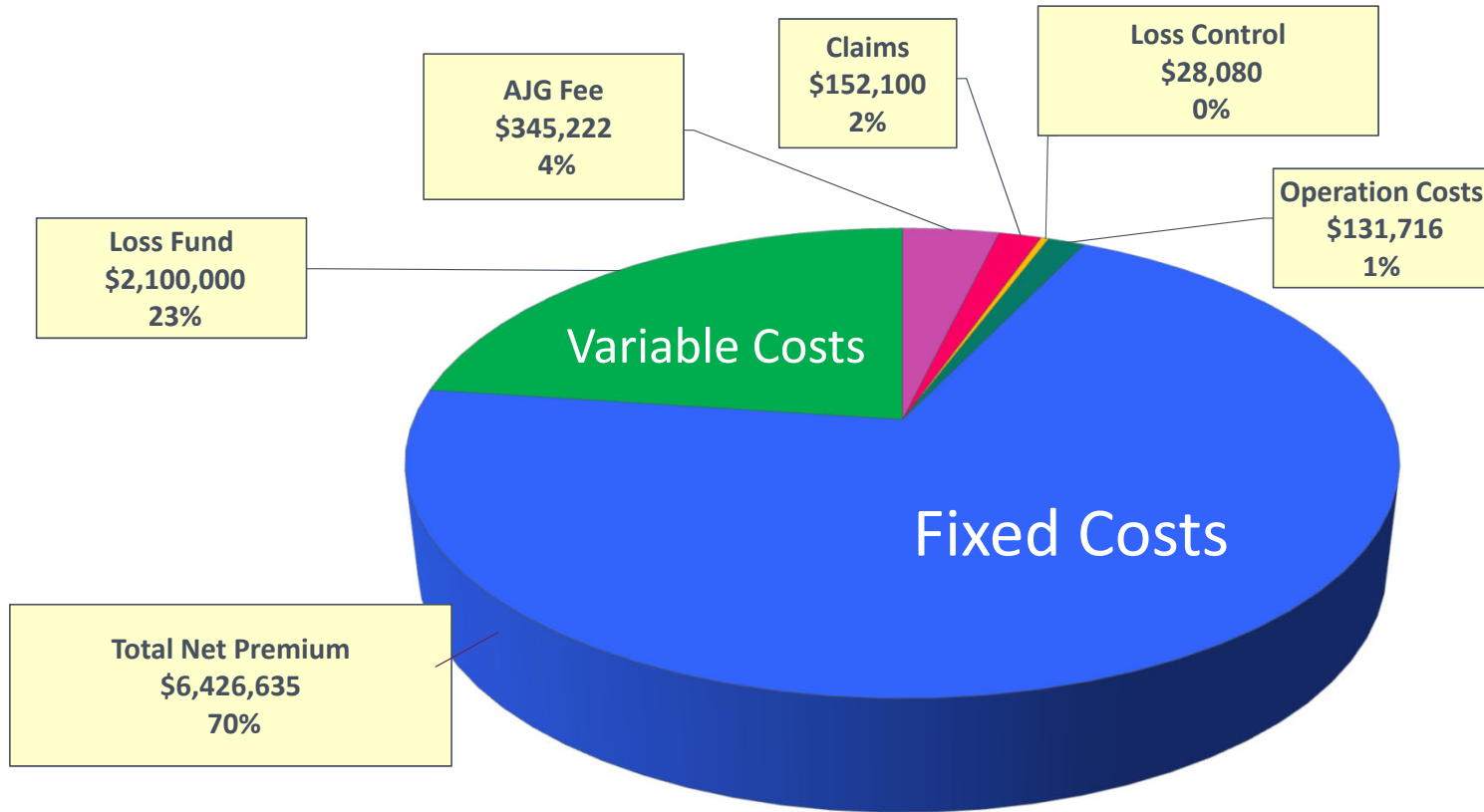
We are seeing a lot of standard market carriers adding % wind/hail deductibles. We feel that most districts don't have a strong understanding of what this means to them in the event of a loss:

## Example:

- MIST Average Location is valued at \$40,000,000
- Percentage applies to the value of building/contents that incurred the loss
- 3% wind/hail deductible of this location would be \$1,200,000
- 1% wind/hail deductible of this location would \$400,000

MIST DOES NOT HAVE % Wind/Hail Deductibles

# 2023-2024 Property/Casualty Renewal



*Excludes taxes and fees*

**23% Variable Costs 77% Fixed Costs**





**Minnesota Insurance Scholastic Trust**

# Allocation Methodology Review

Byron Given & Jack Kurcab

# Allocation Methodology



## **PACKAGE AND LOSS FUND:**

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

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

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

# Allocation Methodology



## CYBER LIABILITY

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

## TPA COSTS – GALLAGHER BASSETT

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

## LOSS CONTROL

- This service is charged on a flat fee of \$1,120 per visit. Additional units can be purchased.

# Allocation Methodology



## **GALLAGHER ADMINISTRATIVE AND BROKERAGE FEE**

- All members receive the same % increase or decrease for administrative/brokerage costs.
- New members are charged on a rate per student.

## **OPERATION FEE**

- All members receive the same % increase or decrease for operation costs.
- New members are charged for operation costs based on a fixed % applied to their total contribution.
- The percentage is calculated at each renewal by dividing the operation cost into the total program contribution.



## Minnesota Insurance Scholastic Trust

# Actuarial Debit/Credit Review

Byron Given & Jack Kurcab

# MIST Debit / Credit for Package Premium & Loss Fund



1. # of loss years used? 5 loss years

2. Which loss years are used?

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

7/1/17-18, 7/1/18-19, 7/1/19-20, 7/1/20-21, 7/1/2021-22 in the current analysis.

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

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

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

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

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

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

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

# Property/Casualty Loss Fund & Package Premium Allocation

## Actuarial Analysis - Allocation Methodology (Debit/Credit System)



- **Exposures used:**
  - Total Insured Values, Student Count, Vehicle Count
- **The actuarial approach to allocating the Pool's Loss Fund and Package premium will further allow MIST members to control their own destiny and pricing**
  - Expiring debit/credit is 15% for both the Package Premium & Loss Fund
  - Renewal debit/credit is the same 15% debit/credit for Package Premium and Loss Fund

**MINNESOTA INSURANCE SCHOLASTIC TRUST (MIST)**  
**MAY 2023**



 **GALLAGHER BASSETT**  
GUIDE. GUARD. GO BEYOND.

## AGENDA

- Partnership review
- Claim trends – 5 years
- Litigation Management savings
- Misconduct reporting reminder
- GB Team

## PARTNERSHIP REVIEW

- Partnership began: 7/1/2013

- Total claims handled: 960

- Total incurred: \$15,975,931

- Litigation: 4%

- Average cost per claim

- Auto: \$5,199

- GL: \$12,183

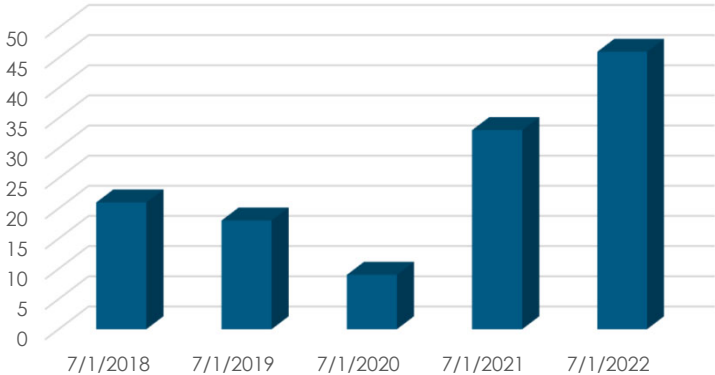
- Professional: \$36,977

- Property: \$23,840

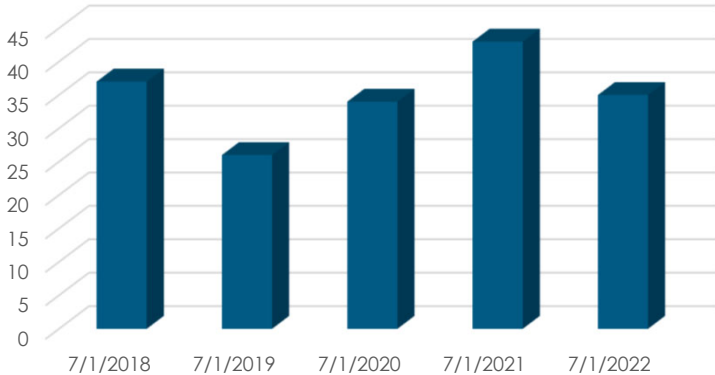
\*Numbers are uncapped

# 5-YEAR CLAIM FREQUENCY TRENDS BY COVERAGE

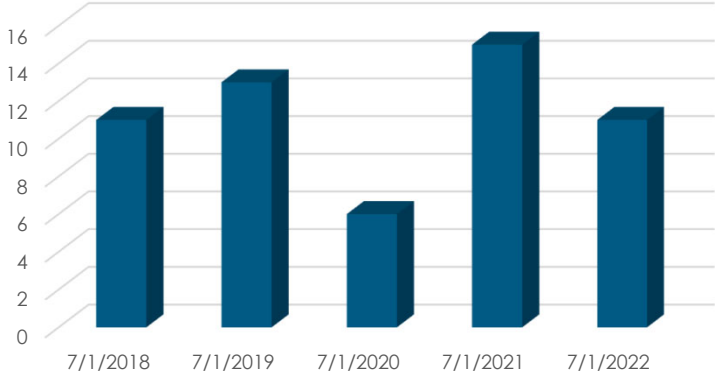
**AUTO**



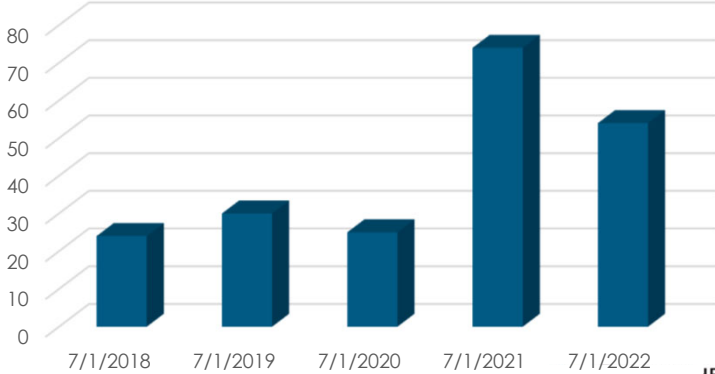
**GL**



**SBLL/EPLI**

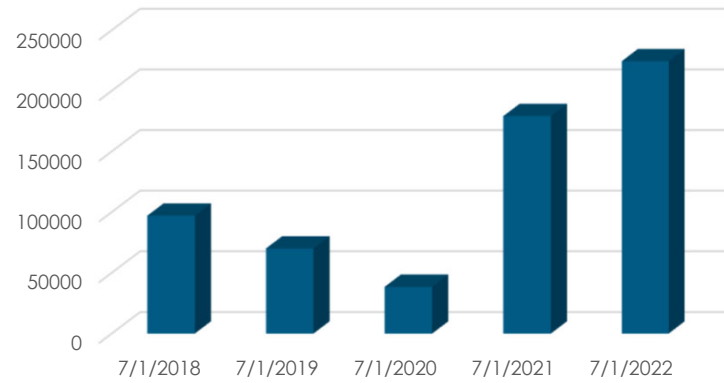


**PROPERTY**

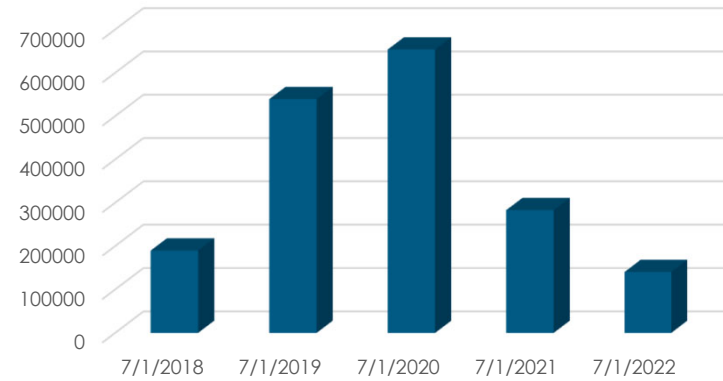


## 5-YEAR CLAIM SEVERITY TRENDS BY COVERAGE

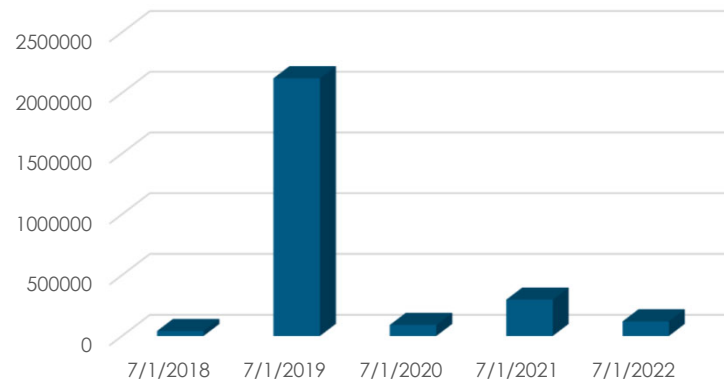
### AUTO



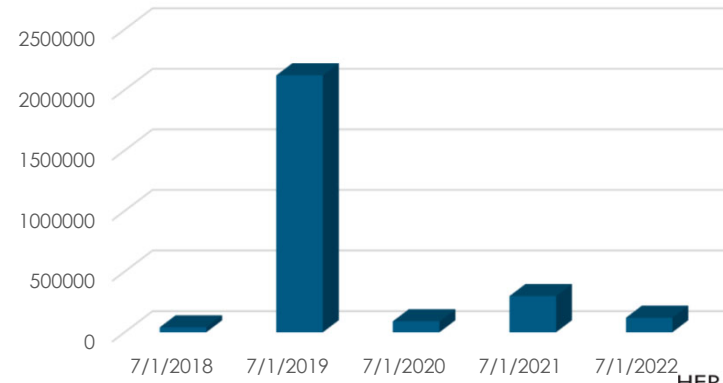
### GL



### SBLL/EPLI



### PROPERTY



**GBLMP SAVINGS OF ALMOST \$18K OVER THE LAST 12 MONTHS, WHICH IS ALMOST A 5% SAVINGS**

Period	Billed Fees, Expenses, and Taxes	Net Adjustments	% Savings
4/1/22-6/30/22	\$66,033	(\$3,817)	5.78%
7/1/22-9/30/22	\$95,990	(\$8,923)	9.30%
10/1/22-12/31/22	\$240,057	(\$4,390)	1.83%
1/1/23-3/31/23	\$66,665	(\$646)	0.97%
<b>Total</b>	<b>\$468,745</b>	<b>(\$17,776)</b>	<b>4.47%</b>

## 180 DAY REPORTING REQUIREMENT

Sexual abuse and harassment incidents must be reported **as quickly as possible**  
MIST's carrier partner requires notice within 180 days of the District's **discovery** of an  
incident

**"Discovery" Policy Definition:**

Any actual, attempted or pending alleged SEXUAL ABUSE shall exist when any of the NAMED ASSURED'S officials, trustees, directors, officers, partners or any person that the NAMED ASSURED has made responsible in an official capacity to prevent SEXUAL ABUSE has taken receipt, learned, or in the exercise of reasonable care should have known:

- (a) of any lawsuit alleging SEXUAL ABUSE; or
- (b) of any demand for money or services based upon alleged SEXUAL ABUSE; or
- (c) of any criminal investigation or prosecution alleging SEXUAL ABUSE; or
- (d) of any allegation by an alleged victim or by a parent or guardian of the alleged victim of SEXUAL ABUSE, whether the allegation is or is not accompanied by a demand for money or services; or
- (e) of any report from any other person alleging SEXUAL ABUSE, and a person or group designated by the NAMED ASSURED to investigate the allegation has investigated and as a result of the investigation has recommended that any action of any kind be taken by or on behalf of the NAMED ASSURED with respect either to the alleged ASSURED or the alleged victim; or
- (f) that the alleged ASSURED has admitted to acts of SEXUAL ABUSE.

## GALLAGHER BASSETT TEAM

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**\*Denotes change**



 **GALLAGHER BASSETT**  
GUIDE. GUARD. GO BEYOND.

**THANK YOU!**



## Minnesota Insurance Scholastic Trust

# Cybersecurity Loss Control - Secure Halo

Byron Given & Jack Kurcab



# What would Cybersecurity Consulting encompass?

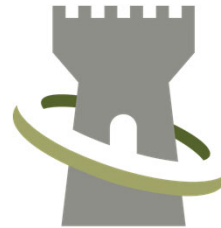


## 8 hours or 4 hours of Cybersecurity consulting per member district

- Secure Halo will provide a retainer of up to eight (8) hours of cybersecurity consulting services to discuss specific questions, interests, needs of each district. Retainer hours allow each district to utilize Secure Halo expertise more in depth to increase overall cyber security posture across the district.

### Cybersecurity Topics may include, but not limited to:

1. Information Security Governance
2. Cybersecurity Baseline Assessment
3. Third Party Risk Management
4. Information Security Documentation Review
5. Risk Assessment/Risk Register
6. Compliance Readiness
7. Network Security
8. Vulnerability Management
9. Configuration Management
10. Secure Remote Connectivity
11. Incident Response Development
12. Insider Threat
13. Training and Awareness



**SECURE HALO**

SECURING THE ENTERPRISE

A Mission Critical Partners Company

# Dedicated MIST Cyber Loss Control

## Supplementing Insurer Provided Resources



- ✓ Ensure continued Cyber Best Practice and Underwriting Compliance
  - Identifies Vulnerabilities Contributing to a specific district's IT infrastructure
- ✓ Better Risk Profile = Better Cyber Renewals.
- ✓ To be the best market risk, underwriters look for dedicated loss control program
- ✓ Cyber claims continue to occur... as of today.
- ✓ **Be proactive, continue to ADAPT**

MIST membership will be surveyed after the meeting  
on their interest in Secure Halo





## Dedicated MIST Cyber Loss Control Program

Two (2) Options – 4 Hours Per Member or 8 Hours Per Member

Service Plan	Description	Timeline	Price Per District*	Total Price for Cooperative*
Option #1 – 4 Hours	Cyber Security Consulting 4 Hours per District	One Year	\$990	\$25,740
Option #2 – 8 Hours	Cyber Security Consulting 8 Hours per District	One Year	\$1,830	\$47,580

*\*Includes \$150 Administration Fee per district*

## Future MIST Meeting Dates



### **Full Membership Mid-Year Meeting**

December 20, 2023 – 10:00 AM – Virtual

**Thank you MIST Members!**





2023-2024 Pricing Sheet

**Minnesota Insurance Scholastic Trust (MIST)**  
**Edina Public Schools**  
 Member Cost Comparison

Coverage Description	Additional Description	2022-2023 Costs	2023-2024 Costs	% Change
<b>Fixed Costs:</b>				
Package Policy	includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse (3)	\$148,690.98	\$208,587.49	
Package Premium Debit/Credit	(1)	-4%	15%	
Excess Property		\$241,289.80	\$354,342.92	
Boiler & Machinery		\$12,608.00	\$17,160.00	
Pollution Liability		\$8,953.15	\$13,298.28	
Risk Management Services Fee		\$31,660.00	\$32,609.80	
Claims Administration Fee		\$5,287.00	\$8,684.00	
Loss Control Services		\$1,080.00	\$1,120.00	
Operating Expense Fee	(2)	\$9,227.00	\$11,860.36	
Cyber Liability	(3)	\$54,346.00	\$54,353.60	
<b>Total Fixed Cost</b>		<b>\$513,141.93</b>	<b>\$702,016.45</b>	<b>36.8%</b>

<b>Variable Costs:</b>				
Loss Fund		\$162,995.00	\$216,768.00	
Loss Fund Debit/Credit	(1)	-8%	15%	
<b>Total Program Contribution on a Maximum Cost Basis</b>		<b>\$676,136.93</b>	<b>\$918,784.45</b>	<b>35.9%</b>

<b>Statistical Information</b>				
Total Insured Values		\$506,862,799	\$687,777,381	35.7%
Total Student Count		8,600	8,600	0.0%
Total Vehicles		93	93	0.0%

<b>Total Costs:</b>		<b>\$676,136.93</b>	<b>\$918,784.45</b>	<b>35.9%</b>
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(1) Please note the actuarial debit/credit system for the 2023-2024 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

(2) Your 2022-2023 Operating budget will differ from what you were charged. In 2021, we charged for Secure Halo, which the pool did not purchase. We credited the members back in 2022 for the overage. This does not apply to new members as of 2022 or returning members that put in their notice.

(3) 2023 Member Specific Deductibles:

Property: \$50,000

Student Board Legal Liability: \$30,000

Cyber Liability: \$25,000



**Gallagher**

Insurance | Risk Management | Consulting

# Insurance Market Report

**JUNE 2023**

## Foreword

### AUTHORS

**Linton “B.” Puckett**, Vice President, Market Relations Leader

**Mark J. Stachua**, Regional Vice President, Market Relations & Placement

### **The big picture: A tale of two markets**

Two distinct markets are emerging as we progress through 2023. On the property side, many buyers are experiencing their most challenging market in at least two decades, but within the casualty and liability classes, they are seeing less challenging conditions.

This market update includes a special spotlight on current trends within the property market and the various strategies being utilized by insurance buyers in partnership with their brokers.

As discussed in our March 2023 report, the hard reinsurance market remains a key factor driving capacity constraints within property insurance. Those dislocations were even more pronounced at the market’s April 1 renewals.

As anticipated, clients with coastal exposures and/or less desirable risk profiles (national/risk management size, tougher occupancies, outstanding recommendations, etc.) have experienced more difficult renewals. They have taken what coverage they can get, where it is available, and have been ready to consider the alternatives.

The impact of inflation on valuations continues to compound many of these pressures, and severe weather events during the first half of the year—following record claims from Hurricane Ian in 2022—are adding further operational friction and loss cost pressures.

Catastrophic risks are pushing the market into a much harder marketplace than anticipated. In addition to traditional CAT perils, losses from severe convective storms, large hail losses and tornadoes are driving double-digit increases in 2023 so far.

At this stage, it seems likely the challenging headwinds within the property business will continue through the rest of the year and most likely into 2024.

### **Competition returns to the rest of the market**

If the property market is still rising, within casualty classes, a more rational market is developing.

As our rate trends charts demonstrate, pricing increases are beginning to ease for many casualty lines of business, including those that experienced severe capacity constraints over the past three to four years, including cyber and D&O.

## Market dynamics at a glance

### **Property:**

Buyers are experiencing an extremely challenging renewal phase, driven by the hard reinsurance market and elevated recent catastrophe claims

### **Casualty:**

A more rational market is emerging, but social inflation and nuclear verdicts will continue to challenge pricing trends

### **Cyber:**

Ransomware activity is picking up again, and the insurance industry has responded in a smart and meaningful way to accumulation concerns

### **D&O:**

An influx of capacity over the past 12 months has brought relief to the space, with public companies enjoying rate discounts

Many accounts are renewing at single-digit rate increases, with plenty of choice on the program. Bucking the trend in quite a spectacular way is public D&O, where rates have pulled back from the spikes we saw in 2020, as capacity and competition return to the market.

Nonetheless, it is clear that carriers are committed to maintaining underwriting profitability with no sign of the behaviors that characterized the prior soft market. All in all, we see a sensible and sustainable market emerging on the casualty side of the business.

## Reasons to be hopeful

Our latest insights on the US wholesale market are set against the backdrop of what continues to be a highly uncertain macroeconomic and geopolitical landscape. While it is impossible to predict where the next curve ball could come from, there are some areas we are closely watching.

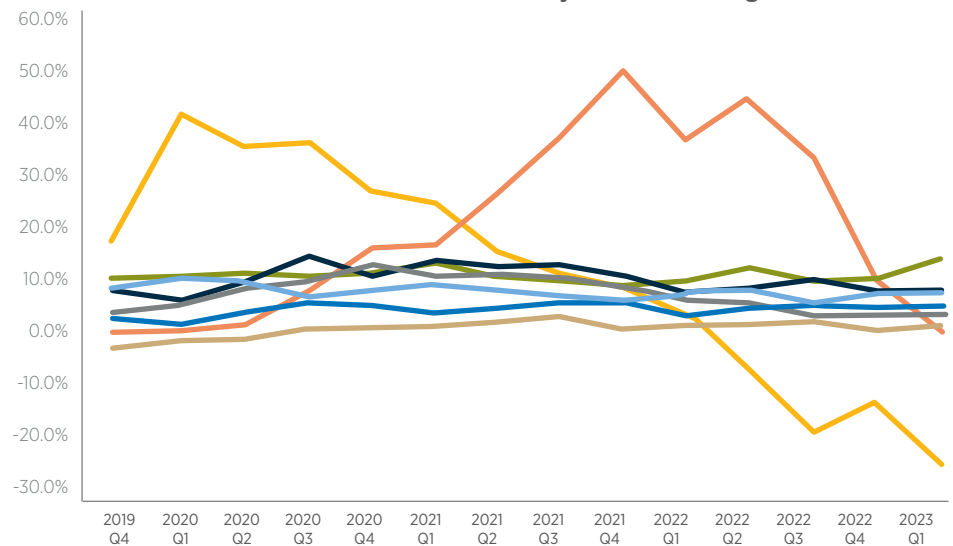
In the economy, action by the Fed to raise interest rates is helping curb inflation. The supply chain logjams that were such a feature of the past three years have diminished, but there is still talk of a looming recession.

Meanwhile, the insurance industry has responded in a smart and meaningful way to a number of challenges, including cyber risk and the pandemic, and we can expect this approach to continue.

While property remains a challenging class of business, and there is no way to sugarcoat the renewal challenges that lie ahead, there are tools at our disposal to minimize some of the impact, which will be covered later in this report.

Please continue to reach out early to your brokers, be ready to present your risk profile as transparently as possible and work with us to proactively navigate this bifurcated market. As ever, a big part of our role remains the facilitation of our clients' growth, so you can mitigate the downside while seizing advantages as and when they arise.

Median Year-Over-Year Rate by Line of Coverage



Source: Gallagher US Clients Auto Cyber D&O Private D&O Public GL Property Umbrella WC

# Spotlight on Property: Navigating a Perfect Storm

## Key takeaways

- A significant dislocation in the (re)insurance sector is directly impacting pricing and capacity in the primary market, particularly for CAT-exposed business.
- The hard property market will continue for some time, with inflation, valuation adjustments and rising loss costs as other key drivers.
- Overall, rates online increased by an average of 14% in the first quarter of 2023 and by 36% for the top quartile.
- Pricing is rising steeply for CAT-exposed accounts. There are fewer markets available and, in some cases, cover is not available at any price.
- Underwriters are repricing risks exposed to secondary perils.
- A lack of capacity from incumbent markets is pushing buyers to seek alternative options, with a surge of business into E&S markets and an uptick in inquiries around captive solutions.

## Reinsurance—the unseen influence

We remain in the midst of a perfect storm as far as property market dynamics are concerned, with the rising cost of reinsurance being the dominant trend.

Often described as a driving force, the reinsurance sector is experiencing its most dislocated market since 2005. This is having a direct impact on both how much protection carriers themselves can afford and, as a direct result, the limits they themselves are able to offer.

The hard reinsurance market has been triggered by a series of major catastrophe losses—including losses in excess of \$50 billion in relation to Hurricane Ian—and a lack of substantial new capital entering the market. Global reinsurance capital declined by 12% during 2022 to \$638 billion, according to Gallagher Re.

It comes at a time when reinsurers are reevaluating their exposure to natural catastrophe business, having failed to earn their cost of capital in the past five out of six years (2017–2022).

Unlike previous hard markets—including those post-hurricane Andrew, 9/11 and Hurricane Katrina—we are not yet seeing an influx of capital into the sector to take advantage of the more favorable pricing environment.

Treaty reinsurance renewal outcomes will continue to dominate the primary property market for the rest of the year and likely into 2024.

## CAT capacity crunch

The challenging dynamics in the reinsurance market continue to directly impact available capacity within primary property. There are several larger commercial carriers seeking reinsurance renewal at midyear, and we know they are factoring in further price increases.

Insurers are taking on more net risk and increasing their retained volatility. This impacts their own CAT capacity deployment and aggregation management, pricing, and the overall limits carriers are able to deploy. It also influences attachment points and pricing.

The most obvious impact at present can be seen in the outsized rate increases for CAT-exposed risks. We are seeing an increase in the number of insurers it takes to complete a program, with many incumbent markets cutting back on their expiring capacity.

Some carriers are holding back capacity for new business at opportunistic pricing, with rates for CAT-exposed portfolios seeing average increases of 30% during Q1 2023.

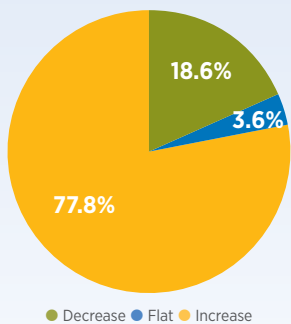
Overall, there is an absence of significant new capacity due, in part, to a lack of confidence in the market's ability to price extreme volatile risk. Property books with Florida assets and/or significant coastal wind exposure are experiencing rates in excess of these averages, often with lower CAT limits and higher deductibles/retentions.

Insurers continue to adjust their catastrophe exposures in an effort to manage their portfolio aggregates (and reinsurance spend). And for European insurers, the strengthening of the US dollar has eroded how much risk capital they have available for North American exposures. Capacity on offer via MGAs and other delegated authorities has also been significantly curtailed.

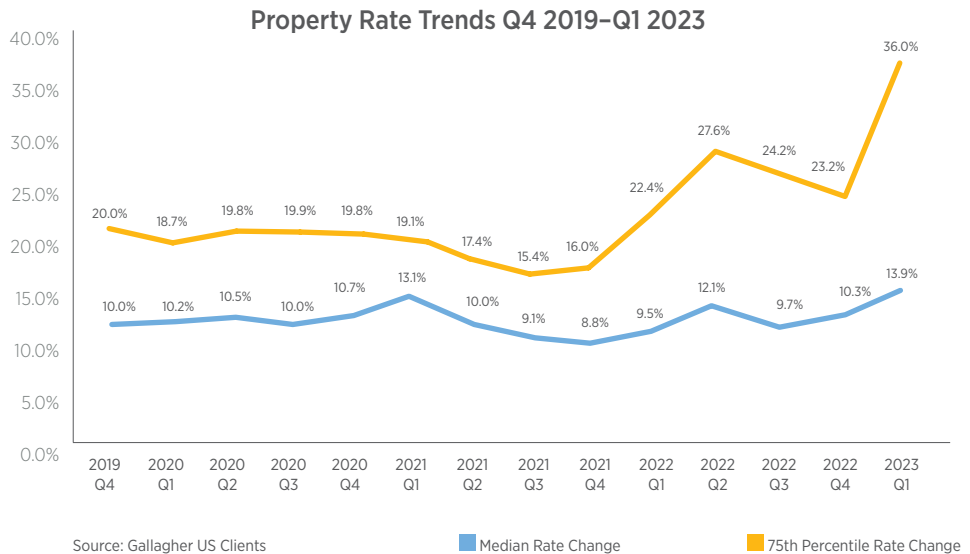
At the same time, many large property programs are being restructured, causing a shift from single-carrier placements to quota-share or shared and layered programs.

Together, these dynamics are pushing business into the open market and threatening to overwhelm wholesale and excess and surplus (E&S) line markets. Business flows into the latter have grown significantly during the first half of the year.

**Q1 2023 Property Rate Changes**  
Gallagher — US Clients



**13.9%**  
median rate change  
in Q1 2023\*



**Secondary perils reexamined**

The attritional impact of secondary catastrophe perils (most recently detailed in Gallagher Re's Q1 Natural Catastrophe report) is further denting (re)insurer appetite for CAT-exposed risks. Atmospheric rivers and severe convective storms (SCSs) during the first three months of the year drove insured losses to nearly \$10 billion, resulting in one of the most costly first quarters on record.

## Deductible trends

- Increased deductibles, in particular for water damage, as the loss trend continues to rise
- Percentage deductibles for SCSs and hail
- Increase in percentage of named windstorm deductibles from 2% to 5% (Florida is generally now 5% across the board, with some clients taking even higher deductibles—10%–15%)
- Earthquake deductibles remain relatively stable
- Freeze deductibles pushed to apply per asset, not per occurrence

There is growing evidence that lightly modeled or non-modeled events, such as wildfires, winter freeze/bomb cyclone events (such as last year's Winter Storm Elliot, which cost insurers an estimated \$5.4 billion) and SCSs are increasing in frequency and magnitude. As a result, insurers are charging more premium to these types of loss drivers.

We are seeing more scrutiny of accounts previously considered to be non-CAT exposed. Clients with exposure to northeast wind, wildfire and/or severe weather events across the Midwestern region may now be seen as riskier than in the past, with additional loadings and/or exclusions applied.

Currently, NOAA continues to expect an above-normal season in the North Atlantic, although it is worth keeping in mind that an active season does not always result in a major landfall, just as it only takes one major loss in an otherwise benign year. Meanwhile it is always earthquake season, as we were reminded by the February 6th earthquake sequence in Turkey.

## Inflationary impacts continue

Global inflation and economic uncertainty are causing an increase in the cost of capital, driving up loss costs and adding to rising property rates. Supply chain backlogs are easing in comparison to 2022 but remain a factor when considering potential rebuild and restoration costs.

Generally speaking, the increased cost and uncertain availability of construction materials and labor are resulting in more downtime and business income losses, which are becoming a larger percentage of the overall loss.

Carriers are demanding up-to-date valuations where inflation has caused insurable amounts to rise, especially in regions that are exposed to natural catastrophes. This is in part due to additional concerns regarding the impact of demand surge on loss costs following an event.

We are seeing an increased focus on inflation in all renewal discussions, with underwriters seeking to better understand how clients are determining the replacement value of their assets. Many of these are being updated for the first time in a while, and this is creating significant operational friction.

Clients who have seen values remain unchanged and/or unsupported are seeing their rates increase dramatically, a reduction in capacity offered and, in some cases, submissions falling to the bottom of the pile.

Increased values are, however, leading to more demand for all-risk covers and increased CAT limits, further exacerbating the ongoing supply-demand imbalances in the property market.

## Buyers look for alternatives

Looking ahead, clients continue to anticipate an extremely challenging property renewal and are resigned to the lack of wholesale capacity. Buyers are left with little choice but to retain more of the risk on their own balance sheets, opt for self-insurance or seek coinsurance for certain layers.

An absence of peak zone catastrophes in 2023 could alleviate some of the market pressures in the near term, but other factors will continue to drive market conditions.

## Terms and conditions continue to tighten

- Buyers unable to meet minimum valuation metrics receiving outsize rate increases, decreases in capacity and more restrictive terms
- More restrictive language around valuation
- Carriers dissatisfied with the accuracy of the reported values may decline coverage
- Increasing values may impact the CAT coverage that carriers are willing to deploy
- Increase in nonconcurrent T&Cs in layered and shared programs
- Decrease in sublimited coverages
- Sublimits for named windstorm coverage
- Expansion of CAT zone definitions for wind/hail and freeze coverage limitations

More favorable renewal pricing and terms exist for clients with secure incumbent capacity and attractive risk profiles, including those with up-to-date valuations. Buyers with single admitted carriers and a clean loss history are achieving a better result in the current market, with rates in the single digits to low teens.

A strong risk profile also helps prevent claims and losses, further reducing costs and optimizing your total cost of risk. You can improve your risk profile through risk exposure reduction, implementing loss prevention programs and selecting appropriate insurance coverage. Insureds are using all the tools at their disposal to minimize the impact of the hard market, buying what they can this year and demonstrating a willingness to consider all the alternatives. This includes options that lie outside of traditional markets, including alternative risk transfer via captives and parametric structures.

They are retaining more risk with either percentage deductibles, self-insuring, purchasing less catastrophe coverage or—worryingly—in some cases, choosing to insure to a limit less than the replacement cost.

In the latter situations, underinsurance is a critical concern, leading to downstream issues with lenders over noncompliant loan covenants, and opening up the potential for claims disputes, lengthy periods of business interruption and significant uninsured cost burdens should a loss arise.

Captive owners are continuing to make more use of their vehicles, benefiting from broader, more affordable coverage that is tailored to their risk profile. They are also gaining more direct access to reinsurance markets at a time when these relationships really count. Buyers with captives are funding additional layers throughout their programs.

Meanwhile, the hard market is pushing non-captive owners to explore risk retention solutions for the first time, as they carry out due diligence on the various captive jurisdictions and structures, and assess the setup costs and time involved.

Clients are also exploring alternative risk transfer options such as ILS and parametric products to secure the CAT coverage they need.

As we have seen in previous hard markets, some of this business may not come back into the commercial markets, even after traditional capacity returns and rates begin to stabilize.



This market has been several years in the making and what really precipitated it was the reinsurance renewals. This has come on the back of reinsurers losing money six out of the past seven years and saying, 'Enough is enough'. Until profitability returns, we're not going to see capital being attracted to either the reinsurance or insurance side.

We are looking at parametric risk products, especially in cases where clients can't purchase the limits they need. And we're considering insurance-linked securities, where we're working a lot closer with our Gallagher Re team. Our clients are looking outside of the traditional insurance market more than ever before. Those who don't have captives are considering forming captives, but this is not a silver bullet.

**Martha Bane, Executive Vice President, Managing Director, Property Practice, Gallagher**



# Casualty: Rate Increases Start to Stabilize

## Key takeaways

- We continue to see moderate rate increases across casualty lines, particularly within auto, general liability (GL) and lead umbrella business.
- Social inflation and nuclear verdicts continue to impact the casualty market, driving rate increases. We can expect this to continue for a number of years.
- There is more choice of markets at renewal, and capacity is even returning to mid-excess layers.
- The uncertain economic environment could start to impact claims trends.
- Emerging risk areas, such as PFAS chemicals and biometric privacy, breaches are being monitored closely, with carriers introducing exclusions (BIPA).

A more rational market is emerging within casualty classes of business, with competition and capacity coming back in. We are seeing steady price increases ranging from 5% -7%, primarily in general liability (GL), auto, umbrella and excess coverage. Workers' Compensation remains the outlier, with insureds typically seeing flat-rate renewals.

Having seen substantial pricing corrections during 2019-2022 (stabilizing the effect of the soft market that preceded it), a certain level of pricing moderation was anticipated. The decision by many clients to take on substantial risk retentions is also subduing the rate of price increases, even where the exposure remains the same.

There is more competition in the low to mid layers of the excess liability placement, while the lead umbrella marketplace remains limited. More markets are willing to provide rate relief above certain attachment points in the excess liability tower. Pockets that remain challenged include large auto fleets, New York construction (where state labor laws continue to pose a challenge) and certain parts of the real estate sector.

Auto liability rates have yet to stabilize, and there is no sign this will reverse anytime soon, as an increase in jury awards, general inflation and the activities of third-party litigation funders (TPLFs) continue to drive pricing upward. Supply chain disruptions and labor shortages have eased, but the cost of repairs remains much higher than in the pre-pandemic era.

Looking ahead, the combination of social inflation and nuclear verdicts will continue to shape how underwriters price the business, with the longer-tail nature of casualty claims bringing an additional layer of complexity.

However, the rate increases of the past three years have gone a long way toward creating a market that is more stable and sustainable from a carrier perspective.

Meanwhile, tort reforms currently underway in Florida could pave the way for similar legal developments elsewhere, ultimately curbing the worst effects of social inflation. On March 24, 2023, Governor Ron DeSantis signed HB837 into law<sup>1</sup>, reducing the statute of limitations for negligence actions from four years to two years, among other things.

<sup>1</sup>[Governor Ron DeSantis Signs Comprehensive Legal Reforms Into Law \(flgov.com\)](https://www.flgov.com/governor-ron-desantis-signs-comprehensive-legal-reforms-into-law/)

## Nuclear verdicts drive pricing

General inflation is driving up the overall level of exposure and cost of claims, ultimately resulting in higher premiums and creating additional pressure for insureds. We are working with clients to review their coverages and the feasibility of retaining more risk in order to reduce these costs.

Social inflation continues to impact casualty classes, with an exponential growth in settlement amounts. The median verdict against corporate defendants increased 95% from 2020 to 2022, reaching \$41.1 million. The total costs of these verdicts in 2022 amounted to \$18.3 billion, with 20 verdicts surpassing \$100 million and four exceeding \$1 billion.<sup>2</sup>

We could see the cost-of-living crisis impacting the size of settlements within GL, auto and umbrella business, as jurors become more likely to factor current financial challenges into their considerations.

This is against the backdrop of an ongoing trend toward more sympathetic juries and wider public sentiment against corporations. In New York, a law has been passed<sup>3</sup> requiring defendants to disclose how much coverage they have in place within 90 days of answering the complaint. Together, these developments will continue to drive severity.

The more challenging economic environment could also impact the frequency of claims within Workers' Compensation, as we have seen an uptick in claims during other economic downturns, in particular during times of rising staff redundancies.

Nevertheless, WC remains an attractive class of business for carriers due to its relative stability and predictability, and there is a lot of healthy competition for the business.

## Carriers move to exclude emerging risks

While it is impossible to predict if and where the “new asbestos” will arise, claims involving PFAS (a group of over 4,000 chemicals called “per- and polyfluoroalkyl substances”) are becoming more prevalent. By their nature, these pollution claims typically involve multiple carriers and policy periods, with settlements ranging from millions of dollars to \$4 billion. It is likely we will see more exclusionary wording in GL policies going forward as a result.

The Biometric Information Privacy Act (BIPA) in Illinois is another emerging risk attracting attention due to large settlements resulting from violations of biometric privacy. This is where companies are found to have used face scans and fingerprints without the consent of employees and/or consumers.

To date, there have been a number of high-profile class-action rulings, including several settlements with users over the collection and storage of facial scans. Carriers are introducing wordings to protect them against the potential for privacy violation actions by explicitly excluding BIPA actions or including cyber incident exclusions.

As we approach renewals, clients need to be prepared to answer tough and new underwriting questions relating to these emerging issues, and/or accept the introduction of mandatory exemptions.

<sup>2</sup>[A New Era for Social Inflation: What's Behind the Explosion in “Nuclear Verdicts”?](https://www.verisk.com/insights/articles/a-new-era-for-social-inflation-what-s-behind-the-explosion-in-nuclear-verdicts) (verisk.com)

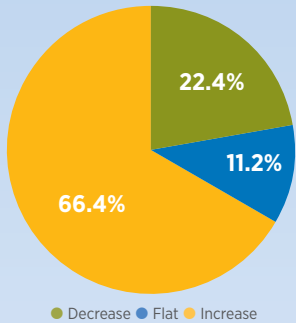
<sup>3</sup>[NY State Senate Bill S7882A](https://www.nysenate.gov/legislation/bills/2022/S7882A) (nysenate.gov)

Meanwhile, we are continuing to work with insureds to manage the impact of inflation on their programs, specifically by converting to noninflationary exposures and/or negotiating audit swings.

For those in tougher classes of business and distressed industry sectors, where harder market conditions continue to prevail with no end in sight, it pays to consider selective self-insurance strategies via captives or other risk retention structures.

### Q1 2023 General Liability Rate Changes

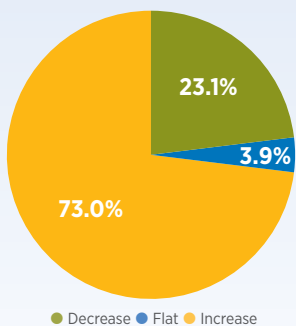
Gallagher – US Clients



**5.0%**  
median rate change  
in Q1 2023\*

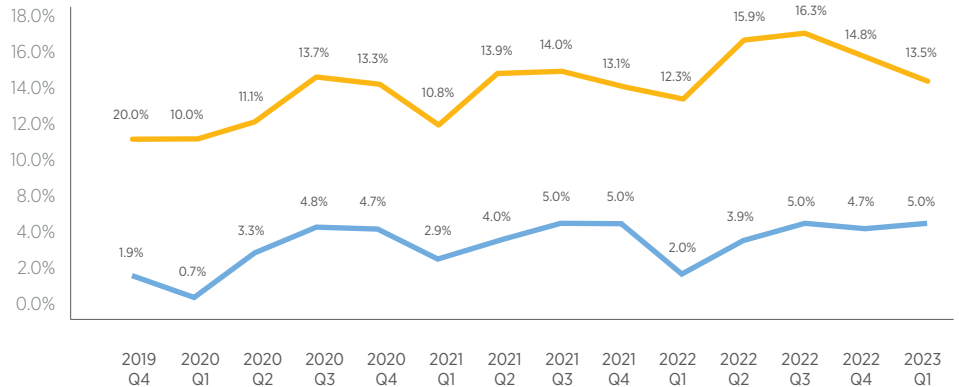
### Q1 2023 Commercial Auto Rate Changes

Gallagher – US Clients



**7.5%**  
median rate change  
in Q1 2023\*

### General Liability Rate Trends Q4 2019–Q1 2023

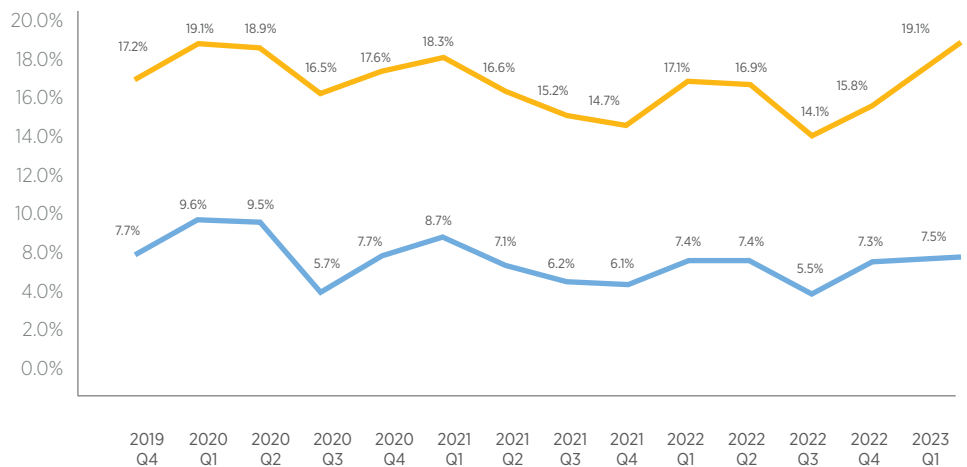


Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

### Commercial Auto Rate Trends Q4 2019–Q1 2023



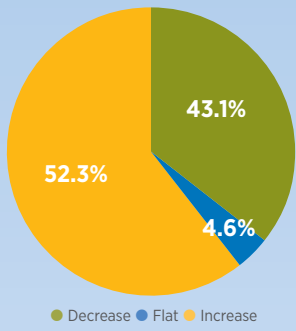
Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

### Q1 2023 Workers' Compensation Rate Changes

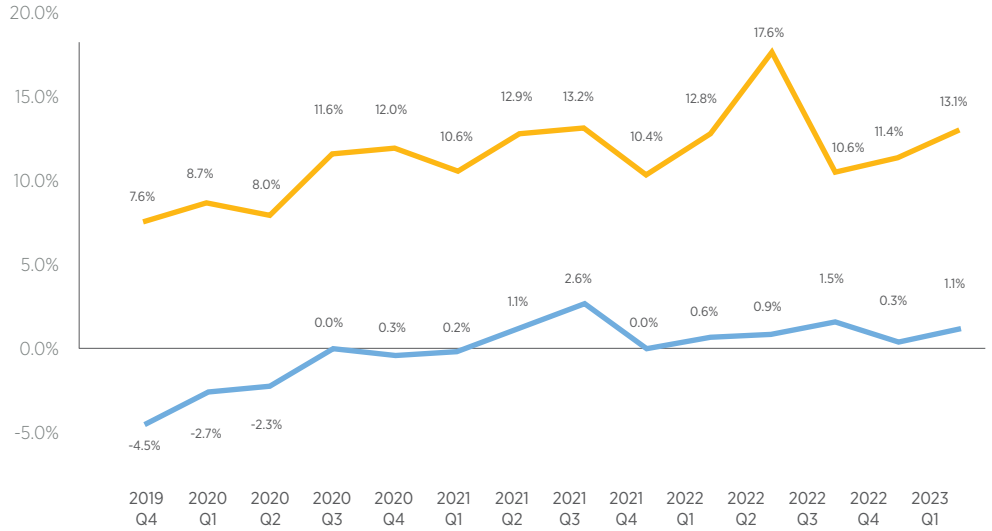
Gallagher — US Clients



# 1.1%

median rate change  
in Q1 2023\*

### Workers' Compensation Rate Trends Q4 2019–Q1 2023



Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

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Speaking to other casualty practice leaders in various regions, regardless of industry, we are all starting to see some competition and price increases ease somewhat in mid-excess layers, whereas back in 2020 they were in full retreat.

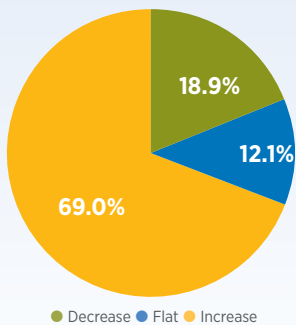
When you compare the casualty business to where it was two years ago, it is more rational. But there are still pockets that are very challenged. We are still seeing pushing for rate, but at a more moderate pace. We aren't seeing any end in sight for auto.

**Jessica Cullen, Managing Director, Casualty Practice, Gallagher**

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### Q1 2023 Umbrella Rate Changes

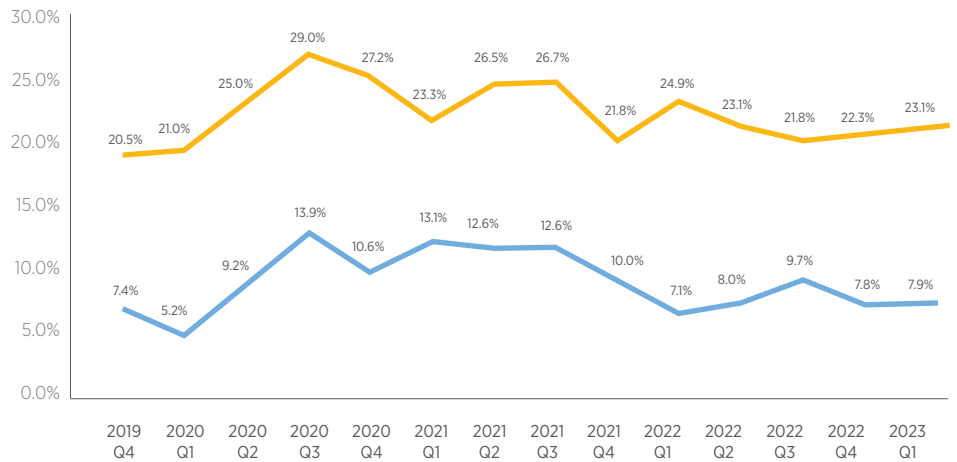
Gallagher — US Clients



# 7.9%

median rate change  
in Q1 2023\*

### Umbrella Rate Trends Q4 2019–Q1 2023



Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

# Cyber: Industry Responds to Ransomware Losses

## Key takeaways

- Competition has returned to the market after a short, sharp correction, driven by improved loss ratios during 2022 and more attractive levels of pricing.
- Carriers have introduced tighter policy language to limit their exposure to potential systemic risks, including cyberwarfare. Many of these exclusions have yet to be properly tested.
- Capacity is coming back in, either through incumbents, MGAs and/or start-ups, resulting in improved limits and a flattening of rate increases
- In some cases, clients with superior security controls have been able to secure a discount on their premium and/or better terms and conditions
- The threat landscape remains rich and evolving, with ransomware activity up during the first quarter of the year (after dipping in 2022).
- There is heightened attention on the potential for risks arising from AI.

The insurance industry's smart and meaningful response to the frequency and severity of cyber losses over the past several years has helped bring more stability back into the market.

From its peak in late 2021 and early 2022, rate increases have begun to flatten, particularly for accounts that can demonstrate a sophisticated approach to cyber risk management. For some, there is now an expectation of premium discounts.

A combination of new wordings to address accumulation risks, clearly communicated risk appetites and improved risk controls are giving underwriters much greater comfort levels than was the case three years ago when the market began its substantial correction.

Capacity has come back into the market, attracted by a more favorable pricing environment and improvement in loss ratios over the past year. Existing carriers are willing to deploy more limit, and we have seen the arrival of a number of start-up carriers and MGAs into the space. Meanwhile, the industry's first cyber CAT bond in January 2023 demonstrated the appetite for cyber risk within the capital markets<sup>4</sup>, which should ultimately support further growth in this area.

While claims have not disappeared, we did not see as much ransomware activity over the course of 2022, in part due to an improvement in insureds' security controls. The decrease in claims activity resulted in improved loss ratios for insurers, reassuring underwriters that current pricing levels are more reflective of the underlying risk.

Cyber insurers continue to demand that clients demonstrate strong levels of cyber hygiene in order to qualify for cover.

<sup>4</sup>[Industry's first cyber cat bond to 'unlock' market potential \(globalreinsurance.com\)](https://www.globalreinsurance.com)

## Ransomware activity levels resume

The threat landscape continues to evolve, with cybercriminals continually seeking to exploit new vulnerabilities and circumvent existing security measures.

We have seen an uptick in ransomware activity during the first quarter of 2023, which will be a factor at upcoming renewals. Meanwhile, business email compromise and social engineering are becoming more sophisticated and costly, with AI tools offering cybercriminals the capability to develop more convincing scams.

From a severity perspective, the average cost of a data breach continues to rise year over year<sup>5</sup>, with corporate risk and insurance managers frequently citing business interruption and reputational damage as among their chief concerns.<sup>6</sup>

The regulatory landscape continues to evolve with regard to data protection, with new laws—such as Illinois' BIPA Act—focusing more attention on the collection of biometric data, with at least one carrier introducing BIPA exclusions into its cyber policies.

As a result, CISOs are implementing zero trust and least privilege frameworks in an effort to reduce the potential for human error and the number of potential vectors that hackers can exploit to gain access to sensitive data and systems.

Systemic risk remains an ongoing concern for the reinsurance industry, with a strong appetite to limit exposure to scenarios such as prolonged cloud outages. Meanwhile, non-cyber markets continue to focus on potential silent cyber exposures to ensure their policies are clear on where cyber coverage begins and ends.

Wordings have tightened, with carriers moving to explicitly exclude cyberwarfare and/or state-sponsored attacks, although it has yet to be seen whether such exemptions will stand up to legal scrutiny.

Loss modeling continues to be essential for quantifying the impact of a cyber attack on an entire book of business. The analytics available to cyber carriers and brokers continues to improve, facilitating the continued growth and innovation of the market.



We have all come to understand what controls are required of our clients, and we made sure our clients put those in place. That was, at least in part, one of the reasons why we saw a decrease in claims activity. We prevented a lot of attacks and mitigated others that got through.

There's more competition and more capacity coming into the market and we're starting to see carriers offer \$10 million limits, which was not the case in the hard market. They were cut from \$10 million to \$5 million on a regular basis.

It's not all great news. We're seeing tighter language and more restrictive coverage when it comes to cyber war, but that will vary from carrier to carrier, so you really have to watch the wording.

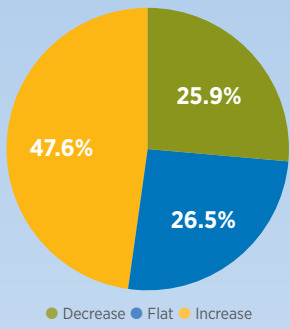
**John Farley, Managing Director, Cyber Practice Group Leader, Gallagher**



<sup>5</sup> [Cost of a Data Breach Report 2022: Executive Summary \(IBM.com\)](#)

<sup>6</sup> [Allianz Risk Barometer 2023](#)

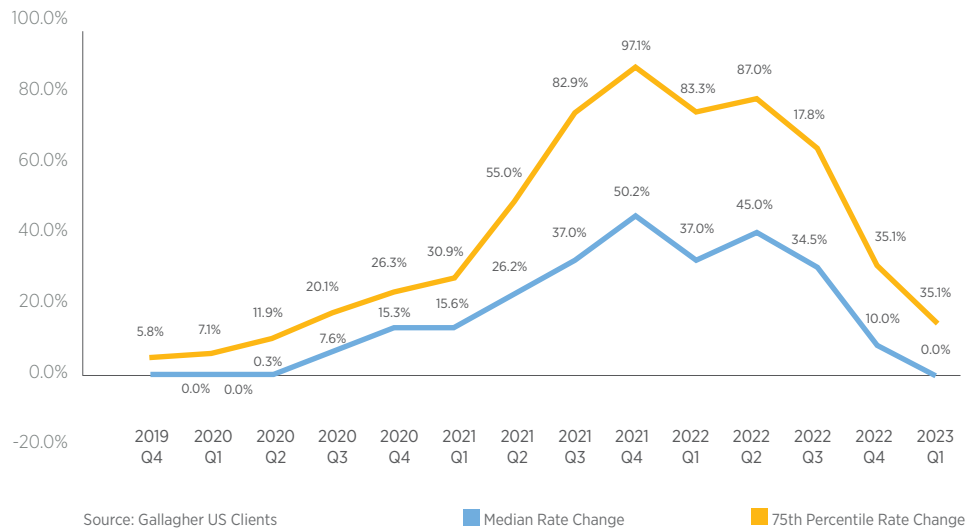
**Q1 2023 Cyber Rate Changes**  
Gallagher — US Clients



0.0%

median rate change  
in Q1 2023\*

**Cyber Rate Trends Q4 2019–Q1 2023**



Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

# D&O: Rate Relief as Capacity Floods In

## Key takeaways

- A surge of new entrants is bringing rate relief into the D&O space, particularly for public companies.
- For private companies, renewal rates are flat or with single-digit increases, and for public companies, there are some significant price reductions, with a median 26% decrease during Q1 2023.
- Even with the recent drop in pricing, rates remain more sustainable from a carrier perspective (in comparison to pre-2019 soft market pricing).
- D&O is still a highly volatile class of business, with claims severity higher for public companies.
- Underwriters are paying more attention to environmental, social and governance (ESG) as a potential driver of greenwashing and discrimination claims.

After a significant hard market correction, premium increases for private directors and officers (D&O) have eased and begun to decrease for public company insureds.

Rates have come down most dramatically for public companies, with a median rate reduction of 26% during the first quarter of 2023. This follows steady reductions during 2022, which came as a pleasant surprise to clients, many of whom were anticipating further rate rises.

The current downward pressure on rates reflects an increase in competition resulting from an influx of new capacity into the market, attracted by the more favorable pricing environment and a brief respite from securities claims.

The market has seen 32 new entrants come in over the past 12 months. These carriers are hungry to build their books and willing to operate in lower layers of the market.

The new capacity has driven incumbent markets to decrease current rates, primarily due to a lack of growth and a decrease in new business opportunities given capital market conditions (i.e., fewer public offerings). They are willing to secure renewals, even at significant decreases. As a result, legacy and less risky public companies may even see pricing closer to 2019 levels at upcoming renewals.

Nevertheless, claim activity in the D&O market remains high. After a lull during the pandemic, there is anticipation that M&A activity will pick up again and, with it, securities actions, including those involving SPAC IPOs and de-SPAC transactions. The market saw 13 mega settlements (those in excess of \$100 million) in 2022, compared to four in 2021.

There are changing routes to litigation, with derivative cases becoming more frequent and settlements increasing in severity year over year. For the moment, however, claims frequency remains below the very high levels we saw in 2018 and 2019 and, at this stage in the year, are within a more acceptable range historically.

Inflation—even if it is coming under apparent control, at least in the US—continues to add to the financial strain many are currently under. Whether this translates into claims remains to be seen. The wave of insolvencies expected post-pandemic has not materialized, but turmoil in the banking sector continues to play out and is one to watch.

ESG issues, such as board diversity and investment strategies, have grown in prominence, and claims could arise against growing scrutiny and the backdrop of a rising tide of greenwashing lawsuits and anti-ESG sentiment. Underwriters are requesting more information about clients' commitments on ESG issues and asking what concrete action they have taken to back these statements up.

It comes as the SEC finalizes its climate disclosure rules. There is concern that if companies are found to have overpromised and under-delivered on environmental or sustainability issues, it could result in fines, penalties and lawsuits.

Clients should not forget about the "S" in ESG either, with the unsuccessful action brought against a large pharmaceutical company over its use of race and ethnicity in college admissions being just one example of where company D&Os could be more exposed moving forward.

Other claims drivers remain constant. The government has set out an aggressive regulatory agenda, with an increasingly vigorous stance on bribery and corruption, as well as anti-competitive behavior.

High standards of corporate governance will continue to be important, with underwriters actively seeking out clients that can demonstrate a proactive and transparent approach to governance, corporate culture and executive compensation.

“

Rates are coming down because of the abundance of capacity in the marketplace. Over 30 new D&O insurers entered the market at the beginning of 2022, and a lot of the newer markets are very hungry for the business. This has made the market a lot more competitive.

**Jennifer Sharkey, President, Northeast Management Liability Practice, Gallagher**

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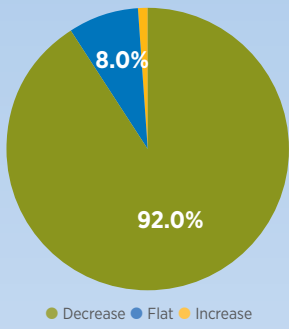
The recent banking failures are raising some red flags in terms of potential claims, but it's more of a wait-and-see situation at this stage. Everybody is waiting for the next shoe to drop, and there's a lot of noise that could lead to claims. It's just that we haven't seen it yet.

**Natalie Douglass, Legal Chief and Director, Management Liability Practice, Gallagher**

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**Q1 2023 D&O Public Company Rate Changes**

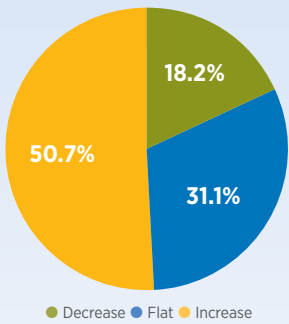
Gallagher — US Clients



**-25.6%**  
median rate change  
in Q1 2023\*

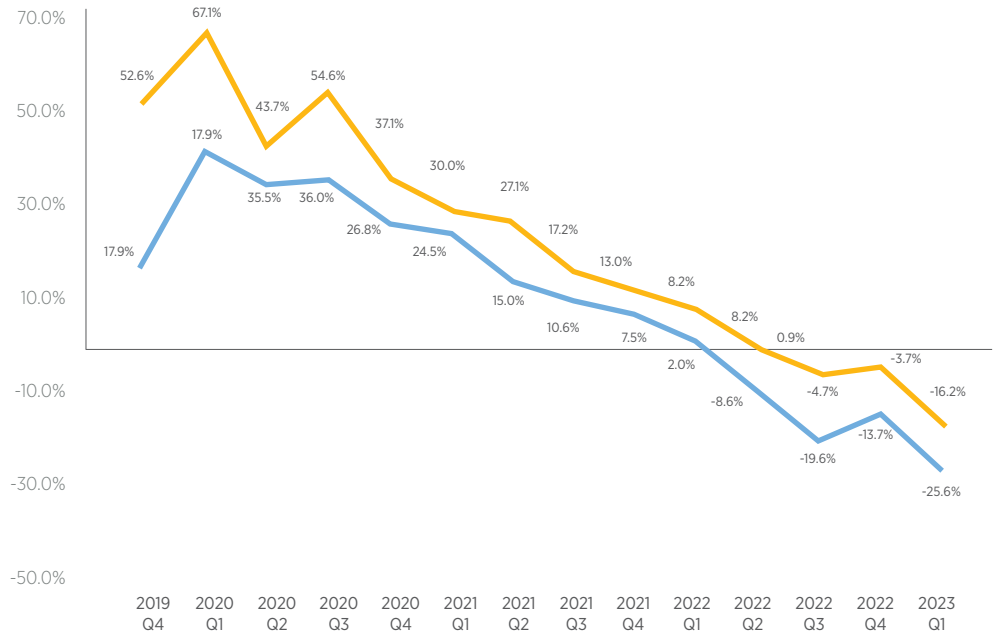
**Q1 2023 D&O Private Company Rate Changes**

Gallagher — US Clients



**0.7%**  
median rate change  
in Q1 2023\*

**D&O Public Company Rate Trends Q4 2019–Q1 2023**

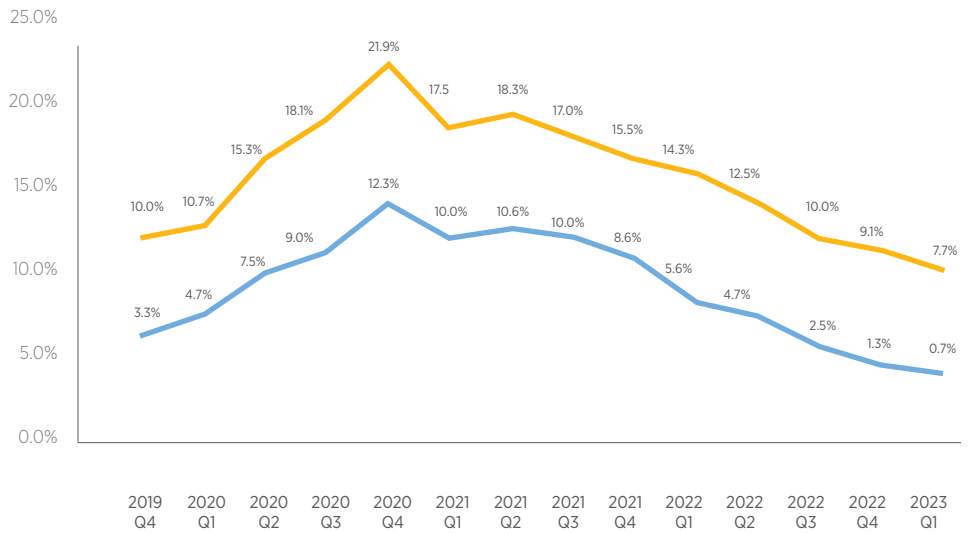


Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

**D&O Private Company Rate Trends Q4 2019–Q1 2023**



Source: Gallagher US Clients

■ Median Rate Change

■ 75th Percentile Rate Change

# About Our Data

Gallagher Drive® is our premier data and analytics platform that combines market condition, claims history and industry benchmark information to give our clients and carriers the real-time data they need to optimize risk management programs. When used as part of **CORE360®**, our unique comprehensive approach to evaluating our clients' risk management program, Gallagher Drive creates meaningful insights to help them make more informed risk management decisions, find efficient use of capital and identify the top markets with the best solutions for their risks.

Rate changes in this report were calculated by using the changes in premium and exposure of Gallagher clients renewing in Q1 2023.

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Linton “B.” Puckett is responsible for the leadership of Gallagher’s National Market Relations practice. In this role, B. is responsible for developing and managing strategic carrier and intermediary relationships in Gallagher’s US Brokerage division. B. leads SmartMarket, Gallagher’s platform that couples data with a dedicated engagement model to enhance carrier relationship strategies. B. also leads Gallagher’s Client Advantage strategy, which partners with carriers to bring proprietary products and solutions to clients.



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\*Source: Gallagher Drive US Client Data, January 2023–March 2023. The median is the value separating the upper half from the lower half data sample (or the middle value). Seventy-fifth percentile rate is the average of the top 25% of Gallagher clients' accounts that received the highest rate increases. Due to the variability that we're seeing in this market and specific account characteristics, individual rates may vary.



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