

Regular Meeting

Monday, September 11, 2023 7:00 PM

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

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

II. **Approval of Agenda**



School Board Regular Meeting
Monday, September 11, 2023; 7:00 PM
ECC Room 349 and Virtual*

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action**
- IV. **Hearing from Members of the Public**
- V. **Consent Agenda**
 - A. Minutes: *August 14 work session and regular meetings; August 22 work session; August 30 special meeting*
 - B. 2023-2024 Revised Board Meeting Calendar
 - C. Calendar of 2025-26 Holidays
 - D. Proper Storage of Historic Documents Resolution_Updated
 - E. Personnel Recommendations
 - F. Check Register - August 2023
 - G. Electronic Fund Transfers - August 2023
 - H. Gifts and Bequests - August 2023
 - I. IT Savvy Chromebook Warranty
 - J. Highlands Continuous Progress Grades 2 - 5 to Camp Foley (May 2024)
 - K. Highlands Continuous Progress Grades 4 and 5 to Deep Portage Conservation Reserve (February 2024)
 - L. Highlands Continuous Progress Grades 4 and 5 to Deep Portage Conservation Reserve (May 2024)
 - M. Highlands Discovery Grade 4 to Eagle Bluff Environmental Learning Center (October 2023)
 - N. Student Support Services Agreements
 - 1. Park Nicollet
 - 2. Alexandra McCannel
 - 3. Dr. LeAnn Hutchinson
 - 4. ProCare_Chelsey Williams
- VI. **Discussion**
 - A. Community Education 2023 Summer Program Presentation

Description: The purpose of the Community Education and Strategic Partnerships Department is to support Edina Public Schools' vision and mission by focusing on healthy youth development and meaningful family and community engagement. Our purpose was demonstrated this summer by reaching 54% of Edina Public School students through our Kids Club and Enrichment programs, along with almost 200 early learners. Overall, 5,630 young people and adults were served by our department.

Presenter(s): Dr. Anne Marie Leland, Community Education and Strategic Partnerships (CESP) Director; Kenda Zellner-Williams, Enrichment Supervisor; Becky Lux, Kids Club Supervisor; Maura Caldwell, parent; Lindsay Koerner, ELC Supervisor; Emma Kenney, Edina High School student; and Hannah Christianson, Youth Development Supervisor

B. Substitute Teacher Fill Rates

Description: To better attract substitute teachers to work in our school district, the Edina School Board approved the administration's request to increase daily and building teacher substitute rates last winter. A district's ability to hire enough substitute teachers to replace its absent teachers is referred to as its "fill rate," which equates to the percentage of teacher absences that were covered by a substitute teacher. At the time of the administration's request last December, the school district's fill rate averaged 63%. Following the Board's approval of the new rates, our district's fill rate averaged 73% in January, 67% in February, 79% in March, 82% in April, and 86% in May.

Presenter(s): Sonya Sailer, Director of Human Resources

C. Administrative Recommendation for Strategic Plan Revisions

Description: The Edina Public Schools strategic plan was approved by the school board in June 2020. The strategic plan is reviewed yearly by a group of 40+ community stakeholders including students, parents, business partners, teachers, school, program and district administrators, and school board members. The review is facilitated by an outside agency. During the 2022-2023 school year, the strategic plan was reviewed in March 2023. The review team met for a day and a half to receive reports that highlighted elements of work directly related to each Strategic Plan Priority. The review team also received an executive summary of additional training, activities and programming related to each Strategic Priority. The team provided their feedback using the (Strengths –Opportunities-Aspirations-Results (SOAR) analysis model. A comprehensive analysis report of the stakeholder feedback and recommendations was presented to the school board in June 2023. In addition, during its July 2023 school board retreat, board members collectively analyzed the strategic plan and provided its feedback to administration for review. Based on community stakeholder feedback and the school board review, the administration is making a recommendation for revisions.

Presenter(s): Dr. Stacie Stanley, Superintendent

D. 2023-2024 Superintendent Goals

Description: Superintendent goals are aligned with key Edina Public Schools strategic plan priorities and MSBA performance standards.

Presenter(s): Dr. Stacie Stanley, Superintendent

E. Board Goals

Description: Proposed/draft board goals the board reviewed July 25, 2023.

Presenter(s): Governance Committee

F. Policy Review (211, 408, 418, 419, 424, 506, 509, 510, 524, 628)

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

Presenter(s): Board Policy Committee

VII. Action

A. Minnesota State High School League Public Commitment to Partnership

Description: The League and its member schools are partners in all activities that happen within our schools, and we believe this [video](#) conveys this message in a motivating, clear fashion. In the video, you and your school community will learn more about the League's three main goals:

- Providing safe, respectful and inclusive environments
- Recruiting and retaining coaches, officials and school administrators
- Maintaining our focus on educational-based activities and sports

Presenter(s): Troy Stein, Edina High School Assistant Principal/Activities Director

Recommendation: Commit to an active partnership with Minnesota State High School League

B. Cancellation of Croatia Travel Experience

Description: Due to unforeseen circumstances, Edina Public Schools is now recommending the cancellation of the Croatia travel experience. This recommendation is coming after thorough consideration and collaboration specific to safety concerns in alignment with board policy 538, section II C, and the commitment to our Edina students that we ensure an environment that adheres to both policy and the Edina vision and mission. It is our commitment that all students feel safe, respected, and comfortable during school-sponsored activities. This recommendation is a direct acknowledgment of the evolving standards and expectations for safety and the health and well being of each and every individual in today's society.

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Edina High School Assistant Principal

Recommendation: This report is recommending the approval to cancel the Croatia travel experience.

C. Policy Review (213, 216, 303, 413, 504)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

A. Investment Summary - August 2023

B. Partnership with Edina Fire Department to Enhance Middle School Science Curriculum

C. Kids Club Update

* One board member will participate virtually from 4100 Lake Tahoe Blvd, South Lake Tahoe, CA 96150

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *August 14 work session and regular meetings; August 22 work session; August 30 special meeting*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF AUGUST 14, 2023

WORK SESSION
5:00 PM

Edina Community Center
ECC 350 and 338

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 - 9:12 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
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 Finance and Operations

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
AUGUST 14, 2023

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

APPROVAL OF AGENDA

DISCUSSION

- A. Policy 506 Review
- B. EPS Physical Security Update – Public

CLOSED SESSION

- A. EPS Physical Security Update

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 9:12 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
AUGUST 14, 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. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

Member Greene motioned and Member Gabler seconded to approve the agenda. All members voted Aye.

DISCUSSION

Policy 506 Review: Staff and board members discussed proposed changes to Policy 506 based on new legislation and feedback from administrators, teachers, and parents.

EPS Physical Security Update – Public: Staff and board members discussed updates to safety and security practices, policies, and procedures.

At 6:40 PM Member Gabler motioned and Member Greene seconded to move into closed session.

CLOSED SESSION

EPS Physical Security Update. Closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(d), for the board to receive security briefings and reports; to discuss issues related to security systems; to discuss emergency response procedures; and to discuss recommendations regarding public services, infrastructure and facilities. The disclosure of this private security data would pose a danger to public safety and/or compromise security procedures and responses. During this closed session, the Board will be reviewing the safety and security information and plans to be used for each campus or school site, as well as District-wide safety and security procedures and recommendations for safety upgrades and training. Any voting related to the financial issues involved with the safety and security plans, if any, will take place during open session.

At 6:56 PM the board recessed for the regular board meeting. At 8:24 PM the board resumed the closed session. At 9:11 PM Member Birdman motioned and Member Arom seconded to leave the closed session.

ADJOURNMENT

At 9:12 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 AUGUST 14, 2023

REGULAR MEETING
7:00 PM

Edina Community Center Room 349
5701 Normandale Road, Edina

SCHOOL BOARD MEMBERS PRESENT:

Ms. Erica Allenburg
Mr. Dan Arom
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Regina Neville

ABSENT:

Ms. Julie Greene
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

7:08 PM - 8:13 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
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 Finance and Operations

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA JULY 17, 2023

7:08 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Neville. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard.

APPROVAL OF AGENDA

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *July 11 and 12 retreat; July 17 work session and regular meetings; July 25 work session*
- B. Personnel Recommendations
- C. Proposed Elimination of COVID-19 Vaccination Requirement for Edina Public Schools' (EPS) Employees and Discontinuance of Mandatory Surveillance COVID-19 Testing Program for Unvaccinated Employees
- D. School Resource Officer (SRO) Agreement
- E. Superintendent's Advisory Council (SAC) Agreement
- F. Check Register - July 2023
- G. Electronic Fund Transfers - July 2023
- H. Gifts and Bequests - July 2023
- I. ISD 271 Tuition Agreement
- J. DISH Network Easement Agreement
- K. Board Liaison Roles
- L. Historic Document Storage
- M. Student Support Services Agreement(s)
 1. Toneworks

DISCUSSION

- A. EPS Physical Security Update
- B. 2023-2024 e-Learning Day Plan
- C. Policy Review (213, 216, 303, 413, 504, 506)

ACTION

- A. Framework for Secondary ELA Course and Resource Recommendations
- B. Discontinuance of the Learning Exchange Agreement
- C. Calling for the 2023 General Election
- D. Policy Review (516.5)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Investment Summary - June 2023
- B. Kids Club Update

ADJOURNMENT

The meeting adjourned at 8:13 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
AUGUST 14, 2023 REGULAR MEETING

7:08 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Neville. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard.

It was requested that Policy 506 be removed from the agenda.

APPROVAL OF AGENDA WITH CHANGE

Member Neville moved and Member Gabler seconded to approve the agenda with a change. All members voted Aye.

Dr. Stanley introduced the two new middle school principals, Patrick Bass (Valley View) and Patricia (Tricia) Pettis (South View).

CONSENT

It was requested that the DISH Network Easement Agreement item be removed for separate consideration.

Member Birdman moved and Member Gabler seconded to approve the other consent agenda items. All members voted Aye.

The resolutions were:

- A. Minutes: *July 11 and 12 retreat; July 17 work session and regular meetings; July 25 work session*
- B. Personnel Recommendations
- C. Proposed Elimination of COVID-19 Vaccination Requirement for Edina Public Schools' (EPS) Employees and Discontinuance of Mandatory Surveillance COVID-19 Testing Program for Unvaccinated Employees
- D. School Resource Officer (SRO) Agreement
- E. Superintendent's Advisory Council (SAC) Agreement
- F. Check Register - July 2023
- G. Electronic Fund Transfers - July 2023
- H. Gifts and Bequests - July 2023
- I. ISD 271 Tuition Agreement
- J. DISH Network Easement Agreement
- K. Board Liaison Roles
- L. Historic Document Storage
- M. Student Support Services Agreement(s)
 - a. Toneworks

Member Gabler moved and Member Birdman seconded to approve the DISH Network Easement Agreement. All members voted Aye.

DISCUSSION

EPS Physical Security Update: Director Monsaas-Daly presented information about district safety and security protocols, and the partnership with Edina Police and Fire departments, and the City of Edina.

2023-2024 e-Learning Day Plan: Director Monsaas-Daly presented about the district's eLearning Day Plan which intends to minimize disruptions of learning due to school closures.

Policy Review (213, 216, 303, 413, 504): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting: 216, 303, 413; and 213 and 504 are going back to Committee.

- Policy 213 School Board Committees
- Policy 216 School Board Representation
- Policy 303 Superintendent Selection and Contract
- Policy 413 Harassment and Violence Prohibition, Students and Employees
- Policy 504 Student Dress and Appearance
- Policy 506 Student Conduct – *removed from agenda*

ACTION

Framework for Secondary ELA Course and Resource Recommendations: Member Neville moved and Member Gabler seconded to approve the motion. All members voted Aye.

Discontinuance of the Learning Exchange Agreement: Member Birdman moved and Member Arom seconded to approve the motion. All members voted Aye.

Calling for the 2023 General Election: Member Birdman moved and Member Neville seconded to approve the motion. All members voted Aye.

Policy Review (516.5): Member Birdman moved and Member Neville seconded to approve the motion. All members voted Aye.

- Policy 516.5 Overdose Medication

LEADERSHIP AND COMMITTEE UPDATES

Member Gabler spoke about a recent MSBA Summer Leadership event that focused on literacy and the READ Act..

SUPERINTENDENT UPDATES

Dr. Stanley shared a number of announcements and staff commendations: EHS teacher Michelle Traeger was co-selected as the Economics Teacher of the Year by the Minnesota Council on Economic Education; the Community Education catalog was called out by a parent for it's new, easier to read format and inclusion of upcoming dates on the cover; and Owen, a Kids Club leader received special thanks from a family whose young students had a fantastic summer experience.

ADJOURNMENT

At 8:13 PM, Member Birdman moved, and Member Arom seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF AUGUST 22, 2023

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

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

Mr. Dan Arom
Mr. Michael Birdman

PRESIDING OFFICER: Chair Erica Allenburg

5:05 PM - 8:37 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
Jody De St. Hubert, Director of Teaching and Learning
Mert Woodard, Director of Finance and Operations

Hazel Reinhardt, Demographer
Vaughn Dierks, Wold Architects & Engineers
Makayla Lakeman, Wold Architects & Engineers

Mayor James Hovland, City of Edina
Carolyn Jackson, Edina City Council Member
Scott Neal, Edina City Manager
James Pierce, Edina City Council Member

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
AUGUST 22, 2023

5:05 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Woodard; Reinhardt, Dierks, Lakeman, Hovland, Jackson, Neal, Pierce.

APPROVAL OF AGENDA

DISCUSSION

- A. Resident Enrollment Forecast
- B. District Capacity Study – 2023
- C. Administrative Recommendation for Strategic Plan Revisions
- D. 2023-2024 Superintendent Goals

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:37 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
AUGUST 22, 2023 WORK SESSION

5:05 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Woodard; Reinhardt, Dierks, Lakeman, Hovland, Jackson, Neal, Pierce.

APPROVAL OF AGENDA

Member Greene motioned and Member Gabler seconded to approve the agenda. All members voted Aye.

DISCUSSION

Resident Enrollment Forecast: Demographer Hazel Reinhardt presented an analysis of resident and overall enrollment patterns and discussed a forecast of resident enrollment through 2032-2033.

District Capacity Study – 2023: Staff from Wold Architects & Engineers presented findings from their capacity study.

Administrative Recommendation for Strategic Plan Revisions: Superintendent Stanley reviewed recommended changes to the district Strategic Plan.

2023-2024 Superintendent Goals: Superintendent Stanley and board members discussed her proposed goals for 2023-2024.

LEADERSHIP AND COMMITTEE UPDATES

Member Gabler shared that the Band Together event planned for August 23rd was being canceled due to weather.

Member Greene shared that the communication about board liaison roles was being reviewed by Governance.

ADJOURNMENT

At 8:37 PM, Member Neville motioned, and Member Greene seconded to adjourn the meeting. All members voted Aye.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF AUGUST 30, 2023

SPECIAL MEETING
5:00 PM

Edina Community Center
ECC 338

SCHOOL BOARD MEMBERS PRESENT:

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

ABSENT:

Mr. Dan Arom

PRESIDING OFFICER: Chair Erica Allenburg

5:03 PM - 7:15 PM

ADMINISTRATIVE STAFF PRESENT:

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

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

Ms. Karen Gabler, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
AUGUST 30, 2023

5:03 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (left at 6:45pm), Birdman (arrived at 5:28pm, left at 7:05pm), Gabler, Greene (arrived at 5:50pm), Neville, Shaw. Staff present: Stanley, Smasal, Sailer, Woodard.

APPROVAL OF AGENDA

CLOSED SESSION

- A. Employee Negotiations

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 7:15 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
AUGUST 30, 2023 SPECIAL MEETING

5:03 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg (left at 6:45pm), Birdman (arrived at 5:28pm, left at 7:05pm), Gabler, Greene (arrived at 5:50pm), Neville, Shaw. Staff present: Stanley, Smasal, Sailer, Woodard.

APPROVAL OF AGENDA

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

At 5:04 pm, Member Shaw moved and Member Gabler seconded to close the meeting. All members voted Aye.

CLOSED SESSION

Employee Negotiations. Pursuant to Minnesota Statutes section 13D.03, the Board is authorized to vote to move into closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Board will vote to move into closed session to discuss labor negotiations and strategy for the District's negotiations with the following bargaining units: teachers.

At 7:10 pm, Member Shaw moved and Member Neville seconded to open the meeting. All members voted Aye.

LEADERSHIP AND COMMITTEE UPDATES

Member Greene shared that the Legislative Action Committee (LAC) would be hosting a district tour for legislators on October 3.

SUPERINTENDENT UPDATES

Dr. Stanley noted that it had been a great start to the school year.

ADJOURNMENT

At 7:15 PM, Member Neville motioned, and Member Gabler seconded to adjourn the meeting. All members voted Aye.

V.B. 2023-2024 Revised Board Meeting Calendar



Board Meeting Date: September 11, 2023

Title: Updated Board Meetings Dates for 2023-2024 School Year

Type: Consent

Presenter: Board Chair Erica Allenburg

Description: Two changes have to be made to the board calendar that was approved last spring. First, an additional work session is being added to the month of December in order to accommodate the amount of work that is coming before the board in that month. Second, the Board's organization meeting was originally scheduled for January 2nd, as that is during the district's winter break, it is being rescheduled for January 8th at 4:30 pm prior to the board's 5:00 work session.

Recommendation: Approve the changes to the board's 2023-2024 meeting calendar.

Desired Outcomes from the Board: See above.

Attachments: 2023-2024 Board Meeting Calendar



2023-2024 Board Meeting Dates*

	1st work session and regular meeting (Monday)	2nd work session (Tuesday)
July	17	25
August	14	22
September	11	19
October	16	24
November	13	28
December	11	Monday, 12/4
January organizational meeting	8	-
January	8	16
February	12	20
March	4	26
April	8	23
May	13	21
June	10	-

* Revised 9/11/23

V.C. Employee Holiday Schedule 2023-2026



Board Meeting Date: 9/11/2023

Title: Employee Holiday Schedule 2023-2026

Type: Consent

Presenter(s): Sonya Sailer, Director of Human Resources

Background: Edina Public Schools traditionally maintains a three-year holiday schedule to provide employees, families, and other community stakeholders with ample notice of days the school district will be closed. Whether an employee is eligible for holiday pay is dependent on their position, employment status, and work agreement. Twelve-month, full-time employees enjoy twelve paid holidays on an annual basis.

Approval of the attached Employee Holiday Schedule will establish the 2025-2026 holiday schedule. The 2023-2024 and 2024-2025 holiday schedules have already been approved by the School Board, distributed to applicable employees, and reflected on the academic calendars for those school years.

The proposed 2025-2026 holiday schedule was reviewed by Cabinet and the Community Education Department to ensure it aligns well with student programming and best serves the needs of our district's stakeholders.

Recommendation: Approve the attached Employee Holiday Schedule 2023-2026.

Attachment(s): Employee Holiday Schedule 2023-2026



Employee Holiday Schedule*

2023-2026

2023-2024	2024-2025	2025-2026
Monday, July 3 Tuesday, July 4 Monday, September 4 Thursday, November 23 Friday, November 24 Monday, December 25 Tuesday, December 26 Monday, January 1 Monday, January 15 Monday, February 19 Monday, May 27 Wednesday, June 19	Thursday, July 4 Friday, July 5 Monday, September 2 Thursday, November 28 Friday, November 29 Tuesday, December 24 Wednesday, December 25 Wednesday, January 1 Monday, January 20 Monday, February 17 Monday, May 26 Thursday, June 19	Thursday, July 3 Friday, July 4 Monday, September 1 Thursday, November 27 Friday, November 28 Wednesday, December 24 Thursday, December 25 Thursday, January 1 Monday, January 19 Monday, February 16 Monday, May 25 Friday, June 19

**Whether an employee is eligible for holiday pay is dependent on their position, employment status, and work agreement. Specific details regarding eligibility for paid holidays are provided in employee work agreements, which are available at www.edinaschools.org > Careers > Contracts and Guidebooks. Questions should be directed to Edina Public Schools Human Resources.*

School Board approved _____.

V.D. Proper Storage of Historic Documents
Resolution_Updated



Board Meeting Date: September 11, 2023

Title: Historic Document Resolution

Type: Consent

Presenter: Chair Allenburg

Description: The district has identified additional files they feel would be better suited for safe storage and viewing at the Minnesota Historical Society. The Minnesota Historical Society has agreed to take and store the collection. District legal counsel has recommended the board approve a resolution for the transfer of documents in order to make the transfer as transparent as possible for the community. Attached is the resolution recommended by district legal counsel.

Recommendation: Approve the attached resolution.

Desired Outcomes from the Board: Approval of resolution to facilitate the transfer of historical documents to the Minnesota Historical Society.

Attachments: Historic Document Resolution

RESOLUTION AUTHORIZING INDEPENDENT SCHOOL DISTRICT 273
TO MOVE HISTORIC DOCUMENTS TO MINNESOTA STATE ARCHIVES

WHEREAS, Edina Public Schools has many historical documents in storage; and

WHEREAS, the Edina School Board believes records regarding the students, staff, and business affairs of the school district are important documents that must be safeguarded and managed in a prudent manner; and

WHEREAS, Edina School District Policy 719 defines district policy of records retention; and

WHEREAS, Minnesota Statute 13.01 Subd. 3 regulates the collection, creation, storage, maintenance, dissemination, and access to government data in government entities. It establishes a presumption that government data are public and are accessible by the public for both inspection and copying unless there is federal law, a state statute, or a temporary classification of data that provides that certain data are not public.

WHEREAS, certain historical data, listed below, are no longer needed by the District but have historical value and have been approved to be transferred to the State Archives and will no longer be maintained by the District; and

WHEREAS, the materials will meet the standards of the law as required by both Minnesota state statute and Edina School District policy while in the hands of the State Archives,

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 273, State of Minnesota, as follows:

1. The school board authorizes the transfer of the following materials to the Minnesota State Archives, and for the District to no longer maintain copies of the same:

- a. School board minutes and superintendent's reports (1944-2000)

The motion for the adoption of the foregoing resolution was made by Member _____ and duly seconded by Member _____, and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

WITNESS MY HAND officially as such Clerk this ____ day of _____, 20__.

Karen Gabler
Clerk
Independent School District No. 273
State of Minnesota

V.E. Personnel Recommendations



Board Meeting Date: September 11, 2023

Title: Personnel Recommendations

Type: Consent

Presenter(s): Sonya Sailer, Director of Human Resources

Description: 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>
BERRIEN, NICOLE	EHS	SPEECH-LANGUAGE PATH., 1.0 FTE	\$50,485	08/21/2023
FOSTER, THERESA	CN	SPECIAL EDUCATION, 1.0 FTE	\$98,898	08/21/2023
FROILAND, JANE	EHS	THEATRE ARTS, 0.2 FTE	\$8,134.40	08/21/2023
KELLY, ANN	DW	SPECIAL EDUCATION, 1.0 FTE	\$48,348.80	09/06/2023
KROHN, JULIE	SVMS	ADMINISTRATIVE DEAN	\$114,106	08/21/2023
NELSON, KAITLYNN	CN	SPECIAL EDUCATION, 1.0 FTE	\$43,557.39	08/30/2023
NGUYEN, KENNY	SVMS	SPECIAL EDUCATION, 1.0 FTE	\$52,816	08/21/2023
WELSH, SHEILA	CV	SPECIAL EDUCATION, 1.0 FTE (LTS)	\$67.19/HOUR	10/27/2023 - 01/19/2024

B. ADDITIONAL DUTY ASSIGNMENTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Number of Days</u>
BALDWIN, ANDREA	EVP	SCHOOL COUNSELOR, 0.5 FTE	\$3,124.14	18.5
BRANDT, GRETCHEN	VVMS	SCHOOL COUNSELOR	\$9,943.55	18.5
BURNHAM, LISA	EHS	SCHOOL COUNSELOR	\$9,943.55	18.5
LANDERS, ERICA	EHS	SCHOOL COUNSELOR	\$5,779.24	18.5
LEVOIR, CARMINE	SVMS	SCHOOL COUNSELOR	\$9,598.79	18.5
PLAFCAN, NICOLE	EHS	SCHOOL COUNSELOR	\$6,013.71	18.5
SCHMIDT, SANDRA	EHS	SCHOOL COUNSELOR	\$9,943.55	18.5
SCHMIEL, JANET	SVMS	SCHOOL COUNSELOR	\$9,004.17	18.5

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ERICKSON, KATARINA	ECSE	SPECIAL EDUCATION TEACHER, 1.0 FTE	06/05/2023
SCHERLING, KASSANDRA	SVMS	SPECIAL EDUCATION TEACHER, 1.0 FTE	06/05/2023

B. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Salary</u>	<u>Date</u>
GILDER, ELEN	CN	FROM: TITLE I TEACHER TO: LEARNING SPEC. 1.0 FTE (TEMP)	\$62,145	08/21/2023- 06/04/2024
GULCZINSKI, BRIANNA	HL	FROM: CHILDREN'S TEACHER TO: GRADE 1 TEACHER, 1.0 FTE (LTS)	\$27.63/HOUR	08/21/2023- 06/04/2024
WHITESSELL, HEATHER	ELC	FROM: ECFE TEACHER, 0.64 FTE TO: ECFE TEACHER, 0.75 FTE	\$51,087	08/21/2023

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
None.			

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
AHMED, FAISA	CV	EA - SPED PARA	\$19.00/HOUR	09/05/2023
AMBRIZ, KRYSTAL	EHS	EA - SPED PARA	\$19.00/HOUR	08/30/2023
BEAL, TERRY	ECSE	EA - SPED PARA	\$21.15/HOUR	09/11/2023
BLIBO, BARNIE DEBRA	ELC	IA - CLASSROOM PARA/ CHILDCARE ASSISTANT	\$18.00/HOUR \$16.10/HOUR	08/28/2023
COEN-PESCH, ISAAC	CS	EA - SPED PARA	\$21.15/HOUR	08/28/2023
DALBEC, EMILY	OLG	HEALTH SERVICES ASSOCIATE	\$31.28/HOUR	08/28/2023
DEWARS, TARA	ELC	IA - CLASSROOM PARA/ CHILDCARE ASSISTANT	\$20.45/HOUR \$20.05/HOUR	08/28/2023
FORSTER, KALLIE	CV	EA - SPED PARA	\$21.15/HOUR	09/07/2023
HALEY, SOFIA	EHS	EA - SPED PARA	\$19.00/HOUR	09/06/2023
HASSAN, HAWO	VVMS	EA - SPED PARA	\$19.75/HOUR	09/07/2023
HENDERSON, MARK	TC	BUS DRIVER	\$24.43/HOUR	08/28/2023
HERNANDEZ, GABRIELA	HL	IA - CLASSROOM PARA	\$18.00/HOUR	08/28/2023
HOLLIDAY, TAMIRAH	VVMS	HEALTH SERVICES ASSOCIATE	\$31.28/HOUR	08/31/2023

HOVELAND, BRIDGET	SVMS	EA - SPED PARA	\$22.10/HOUR	08/28/2023
JONES, TAMERA	TC	BUS DRIVER	\$24.17/HOUR	08/29/2023
KETEN, COURTNEY	ELC	IA - CLASSROOM PARA/ CHILDCARE ASSISTANT	\$19.800/HOUR \$18.60/HOUR	09/05/2023
KUMAR. KAREENA	ELC	IA - CLASSROOM PARA/ CHILDCARE ASSISTANT	\$18.75/HOUR \$17.29/HOUR	09/06/2023
LANSING, PUALANI	ND	DUE PROCESS SPECIALIST CLASSIFICATION E	\$22.03/HOUR	09/05/2023
OMAR, UMAL-KHAYR	CV	EA - SPED PARA	\$22.10/HOUR	08/28/2023
OWENS, SAMANTHA	CC	HEALTH SERVICES ASSOCIATE	\$31.28/HOUR	09/13/2023
POPOVA, LEAH	HL	IA - CLASSROOM PARA	\$20.45/HOUR	08/28/2023
RIETZ, PHOLTHIP	ECSE	EA - SPED PARA	\$21.15/HOUR	09/08/2023
ROBERTS, MICHAEL	VVMS	EA - SECURITY MONITOR	\$22.55/HOUR	08/28/2023
SANDEFER,LUZ	ELC	IA - CLASSROOM PARA	\$20.45/HOUR	09/05/2023
SIMPSON, NICK	CS	EA - SPED PARA	\$22.10/HOUR	09/07/2023
SMITH, TIMOTHY	EHS	EA - SPED PARA	\$22.10/HOUR	08/28/2023
SNYDER, NATALIE	OLG	HEALTH SERVICES ASSOCIATE	\$31.28/HOUR	08/28/2023
TARMAN, GERALD	TC	BUS DRIVER	\$24.17/HOUR	09/05/2023
YAO, KEVIN	ND	EA - SPED PARA	\$22.10/HOUR	08/28/2023

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
BOU MALHAM, SARAH	CV	EA - SPED PARA	06/01/2023
EDINGTON, ARRIANA	SVMS	EA - SPED PARA	08/18/2023
IBRAHIM, ABDIKADIR	DW	CULTURAL LIAISON	08/25/2023
HAMILTON, TIANA	EHS	EA - SPED PARA	06/01/2023
KAJU, THOMAS	TC	BUS DRIVER	08/14/2023
LARSON, GERALD	TC	BUS DRIVER	06/01/2023
LINDLEY, MASON	ECC	TECH PARA	08/18/2023
LOBATON, YURI	ECC	TECH PARA	08/17/2023

MISHRA, MANISHA	ELC	EA - SPED PARA	06/01/2023
OSTMAN, JEREMY	CC	EA - SPED PARA	06/01/2023
SAHOO, DEEPTIREKHA	CV	EA - SPED PARA	06/01/2023
SCHWARZ, CASEY	SVMS	EA - SPED PARA	06/01/2023
WENZEL, MARILYN	EHS	EA - SPED PARA	08/15/2023
WOETZEL, KOURTNEY	CV	EA - SPED PARA	08/30/2023
YEBRA RENTERIA, SUGEY	ND	HEALTH SERVICES ASSOCIATE	08/10/2023

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
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None.

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
WESTERGREN, ERIC	ECC	CUSTODIAN	8/3/2023 - 8/18/2023
DOXSIE, JILL	CS	EA - SPED PARA	10/17/23 - 10/30/23

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
AZMI, SOPHIA	CC	RECREATION LEADER	\$17.33/HOUR	08/30/2023
BAUER, ABIGAIL	CC	RECREATION LEADER	\$16.00/HOUR	08/28/2023
BETHUNE, TIMOTHY	CC	RECREATION LEADER	\$16.00/HOUR	08/30/2023
BRANTON, SCARLETT	HL	RECREATION LEADER	\$22.00/HOUR	08/30/2023
CRUMB, LEAH	ND	RECREATION LEADER	\$17.33/HOUR	08/21/2023
DEERING, ISABEL	CN	RECREATION LEADER	\$17.33/HOUR	08/21/2023
ENGLEBERT, VIOLET	CV	RECREATION LEADER	\$18.77/HOUR	08/21/2023
KLEINSMITH, ELYJAH	DW	AUDITORIUM/MEDIA TECH	\$20.00/HOUR	08/21/2023
KREEMER, SAMANTHA	CV	RECREATION LEADER	\$17.33/HOUR	08/28/2023
MATTAPALLI, SATYA	CV	RECREATION LEADER	\$17.33/HOUR	08/29/2023
MOHAMED, IDIL	CN	RECREATION LEADER	\$17.33/HOUR	08/28/2023
O'DONNELL, MYA	CN	RECREATION LEADER	\$16.00/HOUR	08/29/2023

SINYKIN, MIRABEL	ELC	CHILDCARE ASSISTANT	\$15.48/HOUR	09/05/2023
SMITH, JUSTYNE	ELC	CHILDREN'S TEACHER	\$26.37/HOUR	08/28/2023
TENORIO, ISABELLE	CC	RECREATION LEADER	\$17.33/HOUR	08/28/2023
WAGNER, DENNIS	ELC	VAN DRIVER	\$17.63/HOUR	08/28/2023

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
CARTER, JONATHAN	ECC	HOURLY SUPERVISOR WOODSHOP	04/15/2023
DAGGETT, JOANNA	ECC	PROGRAM MANAGER	08/25/2023
DONAHO, VINCENT	CC	LEAD RECREATION LEADER	08/11/2023
DOON, SAMSAM	VVMS	RECREATION LEADER	08/10/2023
GARWOOD, SHANNON	CV	RECREATION LEADER	08/30/2023
KALLAS, MAYA	CC	RECREATION LEADER	08/23/2023
KULDASHEVA, MADINA	CV	RECREATION LEADER	07/21/2023
MILNER, LINNEA	CN	SUMMER RECREATION LEADER	08/30/2023
PETERSON, JAMES	CV	RECREATION LEADER	07/21/2023
REYNOLDS, JENNA	CC	SUMMER RECREATION LEADER	07/24/2023

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
HENDRICKSON, ALAN	ECC	FROM: LEAD REC LEADER TO: PROGRAM SUPERVISOR	\$57,319/YEAR (PRORATED)	08/14/2023
NELSON, VAN	SVMS	ADDING HORNET CENTRAL	\$25.00/HOUR	09/05/2023
SOLSVIG, SARA	CV	FROM: PARAPROFESSIONAL TO: RECREATION LEADER	\$18.77/HOUR	09/14/2023

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
None.			

V.F. Check Register



Board Meeting Date: 9/11/2023

Title: Check Register – August 2023

Type: Consent

Presenter(s): Mert Woodard, Director, Finance & Operations

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

Fund	Amount
General	\$ 2,890,490
Food Service	527
Community Service	412,269
Building Construction	4,388,603
Total	\$ 7,691,889

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

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

Attachments:

1. Check Register – August 2023

Check Register

FOR THE MONTH ENDED AUGUST 31, 2023

Check No.	Vendor	Description	Date	Amount
394136	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	08/30/23	908,651.25
394166	MN PEIP	CURRENT TEACHERS	08/30/23	679,688.69
393940	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23	08/09/23	416,696.83
393866	BITUMINOUS ROADWAYS	CS 2023 ADDITION 32	08/09/23	414,345.35
394150	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	08/30/23	390,834.35
393919	NORTHLAND CONCRETE	CS 2023 ADDITION 03	08/09/23	339,796.00
393915	NEW LOOK CONTRACTIN	CS 2023 ADDITION 31	08/09/23	319,713.00
394135	COMMERCIAL ROOFING	ECC 2023 REROOFING	08/30/23	221,783.31
393872	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	08/09/23	177,951.62
393955	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	08/09/23	170,050.00
394143	EBERT CONSTRUCTION	EHS MECHANICAL 02-A	08/30/23	147,147.21
393958	KRAUS-ANDERSON CONS	EHS LTFM UPGRADES	08/10/23	145,118.75
394126	ACOUSTICS ASSOCIATE	EHS MECHANICAL 09-D	08/30/23	124,435.75
394005	KRAUS-ANDERSON CONS	EHS CONSTRUCTION MG	08/16/23	109,077.62
393870	BUILDING RESTORATIO	VV 2023 EXTERIOR WA	08/09/23	108,943.15
394125	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	08/30/23	104,957.90
394029	SOURCEWELL	23-24 EFINANCE RENE	08/16/23	96,318.00
393883	ERICKSON ELECTRIC C	CS 2023 ADDITION 26	08/09/23	90,725.00
393958	KRAUS-ANDERSON CONS	CS ES ADDITION	08/10/23	89,583.50
394173	RED CEDAR STEEL ERE	EHS MECHANICAL 05-B	08/30/23	87,542.50
394138	DAKOTA TRUCK UNDERW	INSTALLMENTS #2 & #	08/30/23	77,064.00
393888	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	08/09/23	70,050.00
393902	LAFORCE INC	CS 2023 ADDITION 08	08/09/23	65,626.95
394143	EBERT CONSTRUCTION	EHS MECHANICAL 06-A	08/30/23	59,717.95
394131	B&D ASSOCIATES, INC	EHS MECHANICAL 04-A	08/30/23	58,819.25
393937	SONUS INTERIORS INC	CS 2023 ADDITION 09	08/09/23	57,000.00
394166	MN PEIP	RETIREEES/COBRA	08/30/23	55,783.11
393890	HENKEMEYER COATINGS	CS 2023 ADDITION 07	08/09/23	52,630.00
393901	KRAUS-ANDERSON CONS	CS ADDITION - SITE	08/09/23	51,408.00
394168	NOVA FIRE PROTECTIO	EHS MECHANICAL 21-A	08/30/23	48,032.95
393953	XCEL ENERGY	EHS 6/22-7/24/2023	08/09/23	44,838.54
394179	SONUS INTERIORS INC	EHS MECHANICAL 09-C	08/30/23	42,750.00
393943	TALKING POINTS	23-24 TALKING POINT	08/09/23	40,927.50
394097	PARALLEL TECHNOLOGI	CS - SECURITY ADDIT	08/23/23	38,852.71
394055	CDW GOVERNMENT	23-24 GOOGLE WORKSP	08/23/23	38,128.50
393896	JOHN A DAL SIN & SON	CS 2023 ADDITION 07	08/09/23	36,262.92
393901	KRAUS-ANDERSON CONS	CS ADDITION - GEN C	08/09/23	34,956.14
393910	MET-CON CONSTRUCTIO	BUS GARAGE ADDITION	08/09/23	34,510.39
393893	INTERMEDIATE DISTRI	LEASE LEVY	08/09/23	29,394.82
394148	GRAYBAR ELECTRIC CO	MATERIALS	08/30/23	29,021.68
393913	NASSEFF MECHANICAL	CS 2023 ADDITION 21	08/09/23	28,295.75
393817	ABRAKADOODLE	ART 612/619/626	08/02/23	26,593.70
393882	ENVISION GLASS INC	CS 2023 ADDITION 08	08/09/23	26,492.01
393868	BRAINPOP LLC	23-24 BRAINPOP	08/09/23	26,464.50
393941	STEINBRECHER PAINTI	CS 2023 ADDITION 09	08/09/23	25,270.00
393862	XCEL ENERGY	SV 6/15/23-7/17/23	08/02/23	24,750.71
394122	XCEL ENERGY	SV 7/17-8/14/2023	08/23/23	24,507.78
394150	HEALTHPARTNERS INSU	COBRA/RETIREE	08/30/23	23,701.77
394102	RIGHT ANGLE STUDIO	FALL CATALOG/PRINTI	08/23/23	23,091.80
393993	GOGUARDIAN	23-24 PEAR DECK REN	08/16/23	22,557.51
393953	XCEL ENERGY	VV 6/22-7/24/2023	08/09/23	21,985.71
394177	SINGLEWIRE SOFTWARE	INFORMACAST 3-YEAR	08/30/23	21,574.00

Check No.	Vendor	Description	Date	Amount
393822	CDW GOVERNMENT	23-24 LIGHTSPEED DI	08/02/23	21,250.00
394104	SAFEWAY DRIVING SCH	717-B2113/4 DRIVER'	08/23/23	21,240.00
393953	XCEL ENERGY	ECC 6/22-7/24/2023	08/09/23	21,045.06
393893	INTERMEDIATE DISTRI	CONTRACTED NSO	08/09/23	20,882.52
393893	INTERMEDIATE DISTRI	ITINERANT	08/09/23	20,501.40
394127	ADMIRAL COATINGS, I	EHS MECHANICAL 09-K	08/30/23	20,368.00
393953	XCEL ENERGY	SV 6/22-7/23/2023	08/09/23	19,427.19
394116	TURNITIN LLC	EHS LICENSE	08/23/23	19,032.25
393977	CDW GOVERNMENT	ALL IN ONES- 19	08/16/23	19,000.00
393846	NATIONAL INSURANCE	LTD DISTRICT W/H	08/02/23	18,664.33
393949	WILL DEBERG BASKETB	807-B2174/75/76/83	08/09/23	18,662.00
394011	MCGRAW-HILL SCHOOL	OLG FY23-24 ORDER	08/16/23	17,670.54
394160	MAERTENS-BRENNY CON	EHS MECHANICAL 03-A	08/30/23	17,237.75
394038	WEST METRO LEARNING	JUN-AUG23 - C.G.	08/16/23	17,220.00
394148	GRAYBAR ELECTRIC CO	MATERIALS	08/30/23	17,142.01
393949	WILL DEBERG BASKETB	"731-B2171/2/3,B218	08/09/23	17,029.60
393846	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	08/02/23	16,118.14
393901	KRAUS-ANDERSON CONS	CS ADDITION - CONS	08/09/23	16,061.00
394148	GRAYBAR ELECTRIC CO	MATERIALS	08/30/23	15,465.75
393861	WILL DEBERG BASKETB	724-B2168/69/70/81	08/02/23	15,358.70
393963	SCAN AIR FILTER INC	ECC - AIR FILTERS	08/10/23	15,086.39
393856	TIMECLOCK PLUS DATA	23-24 TCP RENEWAL	08/02/23	14,326.00
394140	DASH SPORTS LLC	814-B2139	08/30/23	14,023.10
394054	BETTERCLOUD, INC	23-24 BETTERCLOUD	08/23/23	13,766.48
394081	LECTURES DE FRANCE	FISCHIER ELEVE BOOK	08/23/23	13,301.65
393847	PARALLEL TECHNOLOGI	ESH MECHANICAL CABL	08/02/23	13,246.93
394041	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	08/16/23	12,995.36
393987	FEATHERLITE TRAILER	2023 FLITE TRAILER	08/16/23	12,931.62
393987	FEATHERLITE TRAILER	2023 FLITE TRAILER	08/16/23	12,931.62
393970	ARVIG	23-24 LOCATE FEE	08/16/23	12,900.00
394134	CHESS & STRATEGY GA	724 & 731 10 COURSE	08/30/23	12,827.50
393997	HILDI INC	GASB 75/73 REVIEW	08/16/23	12,280.00
393893	INTERMEDIATE DISTRI	CORE FEE	08/09/23	11,151.32
393893	INTERMEDIATE DISTRI	SAFE SCHOOL	08/09/23	11,114.29
394061	EDPUZZLE, INC	23-24 EDPUZZLE	08/23/23	10,800.00
394011	MCGRAW-HILL SCHOOL	OLG FY23-24 ORDER	08/16/23	10,676.81
394041	WOLD ARCHITECTS & E	CS 2023 ADDITION	08/16/23	10,649.20
394085	MAYER ARTS INC	L3131/32807-L3137	08/23/23	10,454.50
393928	SAFEWAY DRIVING SCH	710-B2119 DRIVER'S	08/09/23	10,440.00
393953	XCEL ENERGY	CC 6/22-7/24/2023	08/09/23	10,077.92
394053	BEST BUY BUSINESS A	BESTBUY VOUCHERS-66	08/23/23	9,900.00
394158	KATH FUEL OIL SERVI	UNLEADED	08/30/23	9,875.84
394022	PLANSOURCE	SERVICES FOR JUL23	08/16/23	9,652.87
393884	FUN ENGINEERZ LLC	7/24 CAMPS	08/09/23	9,632.00
394121	WEVIDEO INC	23-24 WEVIDEO RENEW	08/23/23	9,620.06
394167	NICHE.COM INC	23-24 DASHBOARD SER	08/30/23	9,495.00
393980	CHESS & STRATEGY GA	L3116/K4118/K4078/K	08/16/23	9,394.00
394072	INGINA LLC	CANDY/ESCAPE/ENGINE	08/23/23	9,064.30
393946	THE I LOVE U GUYS F	SRM FULL DAY TRAINI	08/09/23	9,000.00
393897	KATH FUEL OIL SERVI	UNLEADED	08/09/23	8,844.90
393963	SCAN AIR FILTER INC	VV - AIR FILTERS	08/10/23	8,837.16
394008	LEVEL8CREATIVE	23-24 EHS/VV/SV SER	08/16/23	8,800.00
393953	XCEL ENERGY	HL 6/25-7/25/2023	08/09/23	8,738.29
393892	INGINA LLC	710-K4132/K4121/K41	08/09/23	8,635.90
393905	MATH TEACHERS PRESS	CLASS SET/ONELINE A	08/09/23	8,603.50
393963	SCAN AIR FILTER INC	SV - AIR FILTERS	08/10/23	8,333.08
393980	CHESS & STRATEGY GA	7/17 CAMPS	08/16/23	8,312.50
393825	DASH SPORTS LLC	717-B2131/32/JERSEY	08/02/23	8,133.30
393914	NATIONAL TREASURE K	613-B2143.44.45.46.	08/09/23	7,938.00
393950	WILLIAM HICKS	731 COLLEGE BOOTCAM	08/09/23	7,621.25
394000	INGINA LLC	JUL23 K4129/K4086/K	08/16/23	7,217.70
394082	LEXIA LEARNING SYST	4 VIRTUAL ONLINE SE	08/23/23	7,200.00
394140	DASH SPORTS LLC	821-B2283 MULTI-SPO	08/30/23	7,011.55
394154	INGINA LLC	K4022, K4137/8, K40	08/30/23	6,908.30
393833	HODGE PRODUCTS INC	LOCKS	08/02/23	6,699.90
393897	KATH FUEL OIL SERVI	UNLEADED	08/09/23	6,533.09
394033	THREE RIVERS PARK D	LEADERSHIP CATERING	08/16/23	6,446.40

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394120	WEST MUSIC COMPANY	INSTRUMENT ORDER	08/23/23	6,422.72
393874	DASH SPORTS LLC	"731-B2135,36/L5005	08/09/23	6,337.40
394088	MIDWEST BUS PARTS I	BUMPER COATING	08/23/23	6,250.00
393923	PROJECT LEAD THE WA	OLG FY23-24 ORDER	08/09/23	6,212.75
394093	THE MUSIC MART	6D CONN FRENCH HORN	08/23/23	6,190.00
393885	G&B ENVIRONMENTAL I	DEBRIS SCREEN INSTA	08/09/23	6,104.62
393989	FUN ENGINEERZ LLC	807-K4015, 807-K409	08/16/23	6,020.00
393942	STUDIES WEEKLY	OLG FY23-24 ORDER	08/09/23	5,968.85
393953	XCEL ENERGY	ECC 6/25-7/25/2023	08/09/23	5,935.78
393944	TECH ACADEMY	7/24 CAMPS	08/09/23	5,890.50
393944	TECH ACADEMY	"731-K4012, 19, 23,	08/09/23	5,803.00
393953	XCEL ENERGY	CV 6/22-7/24/2023	08/09/23	5,713.68
393843	MINNESOTA ROADWAYS	SVPARKINGLOTREPAIRS	08/02/23	5,700.00
393951	WISE IDENTITY, LLC	23-24 OMNID	08/09/23	5,690.40
393962	RUPP ANDERSON SQUIR	LEGAL SERV: MISC	08/10/23	5,622.50
394031	SWEDEBRO INC	BOILER RM EPOXY FLR	08/16/23	5,600.00
394124	93 SKIP LLC	CN - JUL23 SOLAR PR	08/30/23	5,495.58
393876	EBS CAMPS INC	731-B2155/A1096/97	08/09/23	5,042.10
394045	ANCOM COMMUNICATION	2-WAY RADIOS	08/23/23	5,027.00
394171	RADAR CONSULTING LL	CE RECRUITING FEES	08/30/23	5,000.00
394102	RIGHT ANGLE STUDIO	FALL CATALOG/POSTAG	08/23/23	4,905.46
V18947	DANIEL R AMBORN	NTL YEARBOOK TRAINI	08/30/23	4,881.61
393893	INTERMEDIATE DISTRI	HTP-GEN ED	08/09/23	4,801.51
394042	XCEL ENERGY	CN 6/25-7/25/2023	08/16/23	4,792.48
393846	NATIONAL INSURANCE	COBRA/RETIREE	08/02/23	4,678.55
393893	INTERMEDIATE DISTRI	LONG TERM FACILITIE	08/09/23	4,620.79
393876	EBS CAMPS INC	724-B2154/2164	08/09/23	4,399.50
393860	UPPER LAKES FOODS I	KC CC SNACKS	08/02/23	4,398.47
394161	MATH ADVANTAGE TUT	801-B2227, 808-K400	08/30/23	4,355.00
393893	INTERMEDIATE DISTRI	TRANS DISABLED	08/09/23	4,349.74
393926	RIVERSIDE INSIGHTS	COGAT ONLINE TESTIN	08/09/23	4,338.75
394071	HOGLUND BUS COMPANY	NON WARRANTY REPAIR	08/23/23	4,325.40
394080	KINECT ENERGY, INC	SV - JUL23 SERVICE	08/23/23	4,305.49
393830	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	08/02/23	4,278.84
393957	KINECT ENERGY, INC	SV - JUNE23 SERVICE	08/10/23	4,171.17
393839	LUMEN TECHNOLOGIES	DO 5/12/23 - 8/11/2	08/02/23	4,157.15
393818	ADVANCED IMAGING SO	LEASE 07.08 0631790	08/02/23	4,151.77
394129	ADVANCED IMAGING SO	LEASE 08.08 0631790	08/30/23	4,151.77
394024	PROCARE THERAPY	JUL23-2 ESY - C.B/K	08/16/23	3,944.50
393875	DUNHAM ASSOCIATES I	EHS 23-26 RENO	08/09/23	3,900.00
393963	SCAN AIR FILTER INC	CV - AIR FILTERS	08/10/23	3,864.07
393963	SCAN AIR FILTER INC	HL - AIR FILTERS	08/10/23	3,857.54
394057	CITY OF EDINA	CN 4/28-7/31/2023	08/23/23	3,758.26
394178	SMARTPASS INC	23-24 SMARTPASS PRG	08/30/23	3,706.68
393893	INTERMEDIATE DISTRI	ALC-STABILIZATION F	08/09/23	3,704.76
394175	SCHOLASTIC INC	SCHOLASTIC NEWS SUB	08/30/23	3,699.55
393880	EDINA SEASONAL SERV	SV - TREE REMOVAL	08/09/23	3,600.00
393846	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	08/02/23	3,570.90
393984	DASH SPORTS LLC	807-B2137,38 VBALL	08/16/23	3,549.00
393962	RUPP ANDERSON SQUIR	LEGAL SERV: H.R.	08/10/23	3,527.39
393825	DASH SPORTS LLC	724-B2133/34/LUNCH	08/02/23	3,494.40
394040	WIZEDUCATORS LLC	807-K4001, K4002 CA	08/16/23	3,430.00
394059	DREAMBOX LEARNING I	SDL PD MATH	08/23/23	3,319.00
393832	FUN ENGINEERZ LLC	JR ZOO/JR WRECK IT	08/02/23	3,311.00
393843	MINNESOTA ROADWAYS	CC - CATCH BASIN/CU	08/02/23	3,300.00
394123	93 HOP LLC	BUS - JUL23 SOLAR P	08/30/23	3,275.90
394106	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	08/23/23	3,193.17
393875	DUNHAM ASSOCIATES I	CS ADDITION - PROF	08/09/23	3,180.00
393917	NORTHEAST METRO-isd	JAN-JUN23 PSYCHOTHE	08/09/23	3,150.00
394052	BENEFIT EXTRAS, INC	AUG23 HRA ADMIN	08/23/23	3,120.00
394074	isd DISTRICT 622	22-23 C&T STUDENTS	08/23/23	3,103.76
394057	CITY OF EDINA	CS 4/28-8/01/2023	08/23/23	3,081.61
394024	PROCARE THERAPY	JUN23-2 ESY - C.B/K	08/16/23	3,049.75
393953	XCEL ENERGY	CS 6/22-7/24/2023	08/09/23	3,021.71
393843	MINNESOTA ROADWAYS	ECC - MAN HOLE REPA	08/02/23	3,000.00
393963	SCAN AIR FILTER INC	EHS - AIR FILTERS	08/10/23	2,987.07
393961	RELATE COUNSELING C	CHEM HEALTH #9 OF 1	08/10/23	2,880.00

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393961	RELATE COUNSELING C	CHEM HEALTH #10 OF	08/10/23	2,880.00
394057	CITY OF EDINA	HL 4/28-7/31/2023	08/23/23	2,845.51
394024	PROCARE THERAPY	JUL23 ESY - C.B/K.R	08/16/23	2,789.25
394099	PRAXIS LEAD EQUITY	CERTIFICATION/TRAIN	08/23/23	2,750.00
393963	SCAN AIR FILTER INC	CN - AIR FILTERS	08/10/23	2,726.79
394182	UPPER LAKES FOODS I	KC CC SNACKS	08/30/23	2,665.57
394024	PROCARE THERAPY	JUN23 ESY - C.B./K.	08/16/23	2,634.00
393963	SCAN AIR FILTER INC	CC - AIR FILTERS	08/10/23	2,616.09
394089	MINNEAPOLIS OXYGEN	DW - MILLERMATIC WL	08/23/23	2,589.71
393995	GROUP HEALTH INC-WO	MANAGED CARE 04-06/	08/16/23	2,565.00
393995	GROUP HEALTH INC-WO	MANAGED CARE 07-09/	08/16/23	2,565.00
394020	PARALLEL TECHNOLOGI	ECC CARD ACCESS	08/16/23	2,542.96
394011	MCGRAW-HILL SCHOOL	OLG FY23-24 ORDER	08/16/23	2,510.98
394060	EDINBOROUGH PARK	APR-MAY23 POOL RENT	08/23/23	2,496.00
393992	GILBERT MECHANICAL	A/C CHILLERS (2)	08/16/23	2,486.37
394152	HORIZON COMMERCIAL	POOL CHEMICALS	08/30/23	2,468.47
393893	INTERMEDIATE DISTRI	ALC	08/09/23	2,403.88
393831	FRANKLINCOVEY CLIEN	ANNUAL MEMBERSHIP	08/02/23	2,300.00
393831	FRANKLINCOVEY CLIEN	ANNUAL MEMBERSHIP	08/02/23	2,300.00
393853	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	08/02/23	2,257.85
393982	CORPORATE MECHANICA	BOILER TUNE UPS (3)	08/16/23	2,256.00
394034	TONENWORKS MUSIC THE	JUL23 MUSIC THERAPY	08/16/23	2,231.25
394032	TECH ACADEMY	WEB DESIGN 807-K400	08/16/23	2,205.00
394065	FIDDLERSHOP	CARBON FIBER CELLO	08/23/23	2,199.00
393964	SET - THE MULCH STO	EHS - MULCH	08/10/23	2,195.00
393964	SET - THE MULCH STO	VV - MULCH	08/10/23	2,195.00
393930	SAMSARA INC	23-24 BUS GPS SERVI	08/09/23	2,146.58
393927	RUSSELL SECURITY RE	EHS BOILER RM DOOR	08/09/23	2,092.00
394036	UPPER LAKES FOODS I	KC CC SNACKS	08/16/23	2,083.07
393873	D.S. ERICKSON & ASS	GARNISHMENT	08/09/23	2,080.17
393948	WASTE MANAGEMENT OF	EHS - AUG23 SERVICE	08/09/23	2,068.69
393925	RED CEDAR STEEL ERE	CS 2023 ADDITION 05	08/09/23	2,058.65
393957	KINECT ENERGY, INC	VV - JUNE23 SERVICE	08/10/23	2,039.89
394007	LAURA WOLOVITCH	807-L3134 FUN & FUN	08/16/23	2,026.50
394153	HOUSE OF NOTE	HELICORE CELLO STRI	08/30/23	2,025.00
393912	MIKKONEN MUSIC LLC	JUL23 MUSIC LESSONS	08/09/23	2,002.50
394080	KINECT ENERGY, INC	EHS - JUL23 SERVICE	08/23/23	1,986.24
393978	CESO COMMUNICATIONS	JUL-DEC23 COMM SERV	08/16/23	1,950.00
394133	CESO COMMUNICATIONS	AUG23 COMM SUPPORT	08/30/23	1,950.00
394142	DUNHAM ASSOCIATES I	EHS 23-26 RENO-PROF	08/30/23	1,950.00
394080	KINECT ENERGY, INC	VV - JUL23 SERVICE	08/23/23	1,937.11
394026	SCHOLASTIC INC	23-24 SUBSCRIPTIONS	08/16/23	1,920.02
394048	ARVIG	AUG23 INTERNET FEES	08/23/23	1,911.13
394075	IWS - INNOVATIONAL	JUL23 - EHS/HL MGMT	08/23/23	1,900.92
394114	THERMO-DYNE INC	AIREDALE UNIT MOTOR	08/23/23	1,846.99
393952	WIZEDUCATORS LLC	731-K4013	08/09/23	1,837.50
393835	HORIZON COMMERCIAL	NEW LAMPS/INSTALL E	08/02/23	1,817.88
394050	BAYADA HOME HEALTH	OCT22 CARE - D.S.	08/23/23	1,817.50
393927	RUSSELL SECURITY RE	EHS BOILER RM DOOR	08/09/23	1,782.00
393899	KAY ZUCCARO	607-B2039/2040	08/09/23	1,750.00
393918	NORTHFIELD LINES IN	FEB24 MODEL UN TRIP	08/09/23	1,722.20
394152	HORIZON COMMERCIAL	POOL CHEMICALS	08/30/23	1,718.88
393967	ADVANCED POWER SERV	COOLANT SYSTEM MAIN	08/16/23	1,705.00
394152	HORIZON COMMERCIAL	POOL CHEMICALS	08/30/23	1,690.15
393848	PARK TAVERN LOUNGE	KC FIELD TRIP (100)	08/02/23	1,688.29
393828	EDUCATION LOGISTICS	AUG23 GPS SERVICES	08/02/23	1,660.56
393841	MEGAN KOOMAN	711-B2278	08/02/23	1,596.00
394050	BAYADA HOME HEALTH	OCT22 CARE - D.S.	08/23/23	1,587.50
393963	SCAN AIR FILTER INC	CS - AIR FILTERS	08/10/23	1,583.62
394117	ULINE	CANOPY 3 AND SIDES	08/23/23	1,524.73
394056	CHUX SCREEN PRINTIN	WEB TSHIRTS	08/23/23	1,500.00
393976	BUSINESS ESSENTIALS	23-24 ND PAPER ORDE	08/16/23	1,469.50
393957	KINECT ENERGY, INC	EHS - JUNE23 SERVIC	08/10/23	1,466.39
394023	PREFERRED STRIPING	CC - PARKING LOT ST	08/16/23	1,450.00
393876	EBS CAMPS INC	807-A1089 COLLEGE E	08/09/23	1,446.90
394080	KINECT ENERGY, INC	HL - JUL23 SERVICE	08/23/23	1,432.18
393898	KATHERINE MCGRAW	607-B2013/5/6/7	08/09/23	1,411.20

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393948	WASTE MANAGEMENT OF	SV - AUG23 SERVICES	08/09/23	1,395.90
393957	KINECT ENERGY, INC	HL - JUNE23 SERVICE	08/10/23	1,389.06
393952	WIZEDUCATORS LLC	724-K4025	08/09/23	1,386.00
393948	WASTE MANAGEMENT OF	ECC - AUG23 SERVICE	08/09/23	1,351.05
394102	RIGHT ANGLE STUDIO	BUS SERV GRAPHICS	08/23/23	1,325.00
393968	ANNA BENISH	612-L5071/72 LILMUS	08/16/23	1,319.50
393911	METRO ELEVATOR INC	ECC-AUG23 ELEVATOR	08/09/23	1,313.00
393975	BETH PETERSON	LEGAL SETTLEMENT-T.	08/16/23	1,300.00
394050	BAYADA HOME HEALTH	NURSE DURING SCHOOL	08/23/23	1,278.00
394016	METRO ELEVATOR INC	ECC - JUL23 SERVICE	08/16/23	1,275.00
393932	SDI INNOVATIONS INC	6TH GRD PLANNERS	08/09/23	1,263.85
393957	KINECT ENERGY, INC	ECC - JUNE23 SERVIC	08/10/23	1,250.06
393869	BRAUN INTERTEC CORP	CS STORM SHELTER	08/09/23	1,250.00
394050	BAYADA HOME HEALTH	JAN23 CARE - E.B.	08/23/23	1,235.00
394041	WOLD ARCHITECTS & E	CS 2023 LTFM	08/16/23	1,233.99
394132	CATALYST SOURCING S	ONDEMAND/ADMIN	08/30/23	1,232.50
393836	IXL LEARNING	GRD1 IXL SITE LICEN	08/02/23	1,225.00
394003	JOAN NIMERFROH	613-B2023 PILATES/B	08/16/23	1,225.00
394111	SPS COMPANIES INC	PLUMBING PARTS	08/23/23	1,211.84
394052	BENEFIT EXTRAS, INC	AUG23 HSA ADMIN	08/23/23	1,207.50
393835	HORIZON COMMERCIAL	DEEP CL DEFEND FILT	08/02/23	1,175.00
394041	WOLD ARCHITECTS & E	CN LIGHTING REPLACE	08/16/23	1,166.95
393825	DASH SPORTS LLC	717-L5009/10	08/02/23	1,121.40
394076	JACKIE MART	AUG CAMPS (4)	08/23/23	1,120.00
394011	MCGRAW-HILL SCHOOL	OLG FY23-24 ORDER	08/16/23	1,099.59
394080	KINECT ENERGY, INC	CC - JUL23 SERVICE	08/23/23	1,092.10
393867	BJORN CYCLING LLC	717-K4093 BICYCLE R	08/09/23	1,078.00
394142	DUNHAM ASSOCIATES I	CS ADDITION-PROF SE	08/30/23	1,060.00
393921	PARK TAVERN LOUNGE	JUL23 KC PIZZA/BOWL	08/09/23	1,057.39
393893	INTERMEDIATE DISTRI	CAREER & TECH	08/09/23	1,045.28
394012	MEGAN KOOMAN	807-B2281/2 KIDS CA	08/16/23	1,039.50
393924	RAPTOR TECHNOLOGIES	RAPTOR LINK API SUI	08/09/23	1,031.25
393874	DASH SPORTS LLC	"731-B2135,6"	08/09/23	1,030.40
393821	BOLTON & MENK INC	ECC - BLEACHER REPA	08/02/23	1,012.50
393878	EDINA ATHLETIC BOOS	5/1 & 5/8 TOURNAMEN	08/09/23	1,000.00
393845	MINNESOTA TECHNOLOG	ACE LEADERSHIP COHO	08/02/23	1,000.00
393850	PRAIRIE RESTORATION	DW VEGETATION MGMT	08/02/23	980.00
393824	COLLABORATIVE CLASS	WORKBOOKS	08/02/23	972.00
393957	KINECT ENERGY, INC	CC - JUNE23 SERVICE	08/10/23	967.57
393954	ZANER-BLOSER INC	AA- HANDWRITING	08/09/23	958.21
393825	DASH SPORTS LLC	724-L5011/12	08/02/23	951.30
394170	PROJECT LEAD THE WA	SV 23-24 GATEWAY	08/30/23	950.00
394170	PROJECT LEAD THE WA	VV 23-24 GATEWAY	08/30/23	950.00
393963	SCAN AIR FILTER INC	BUS - AIR FILTERS	08/10/23	932.34
394050	BAYADA HOME HEALTH	OCT22 CARE - E.B.	08/23/23	926.25
V18938	AARON J BUCKO	JOSTENS CONF EXPENS	08/23/23	919.39
394037	VENT GUYS INC	DRYER VENT CLEANING	08/16/23	909.00
393863	ACME TOOLS PLYMOUTH	TOOLS/CAPITAL	08/09/23	885.98
393900	KINECT ENERGY, INC	AUG23 ENERGY MGMT F	08/09/23	884.00
393920	ORKIN COMMERCIAL SE	DW - JUL23 SERVICES	08/09/23	880.00
394165	MIDWEST SCHOOL OF B	610-B2018/B, 620-B2	08/30/23	873.16
394132	CATALYST SOURCING S	ONDEMAND/FACILITIES	08/30/23	870.00
394010	MASSP-MN ASSOC OF S	MEMBERSHIP - P.P.	08/16/23	865.00
394010	MASSP-MN ASSOC OF S	MEMBERSHIP - T.J.C.	08/16/23	865.00
394110	SOURCEWELL	CONSULTING FEES	08/23/23	862.50
394118	FRIENDS OF VALLEY D	9/23 DEBATE ENTRY F	08/23/23	855.00
393849	PRAIRIE ELECTRIC CO	MAIN SWITCH RESET	08/02/23	852.90
393998	HUDSON MAGIC LLC	DISCOVER MAGIC	08/16/23	840.00
394057	CITY OF EDINA	BUS 4/27-8/10/2023	08/23/23	820.92
394111	SPS COMPANIES INC	COOLER BOTTOM HALF	08/23/23	815.85
393962	RUPP ANDERSON SQUIR	LEGAL SERV: SSS	08/10/23	815.50
V18964	JACLYN SWORDS	NSPRA CONF EXPENSES	08/30/23	802.99
394152	HORIZON COMMERCIAL	POOL CHEMICALS	08/30/23	801.65
394117	ULINE	HAND WASH, TOWELS E	08/23/23	798.73
394128	ADVANCED IMAGING SO	ECC/DO 07/23	08/30/23	789.13
394094	NOW MICRO INC	DELL LATITUDE LAPTO	08/23/23	785.00
394152	HORIZON COMMERCIAL	POOL CHEMICALS	08/30/23	760.10

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394050	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	08/23/23	744.00
393948	WASTE MANAGEMENT OF	CC - AUG23 SERVICES	08/09/23	721.80
394159	LESSONPIX, INC	END USER LICENSE	08/30/23	712.80
393979	CHARACTERSTRONG, LL	VV - SUBSCRIPTION	08/16/23	699.00
V18906	PAUL DOMER	POWERFUL PRACTICE	08/02/23	699.00
394181	TRI-STATE BOBCAT IN	DW - EXCAVATOR RENT	08/30/23	696.75
393903	LEXIA LEARNING SYST	LETRS EXTENSIONS	08/09/23	693.00
394080	KINECT ENERGY, INC	ECC - JUL23 SERVICE	08/23/23	692.35
393871	CAROLINA BIOLOGICAL	OLG - DNA/FORENSICS	08/09/23	676.31
393969	APURE INC.	23-24 FILTRATION SE	08/16/23	669.00
394144	EDUCATORS BENEFIT C	403(B) ADMIN&COMP F	08/30/23	667.29
393933	SIGN PRO	BUS BANNER	08/09/23	664.14
393978	CESO COMMUNICATIONS	EVA AD CAMPAIGN 1/2	08/16/23	650.00
394023	PREFERRED STRIPING	CC - PLAYGROUND STR	08/16/23	650.00
394050	BAYADA HOME HEALTH	JAN23 CARE - D.S.	08/23/23	646.25
394120	WEST MUSIC COMPANY	INSTRUMENT ORDER	08/23/23	642.60
393818	ADVANCED IMAGING SO	LEASE 07.08 0631790	08/02/23	612.00
394129	ADVANCED IMAGING SO	LEASE 08.08 0631790	08/30/23	612.00
394090	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	08/23/23	607.09
393827	DAVID WEBB -- HOMER	EXECUTIVE COACHING	08/02/23	600.00
393854	SICO AMERICA INC.	CAFETERIA TABLE STO	08/02/23	598.46
394176	SCHOOL SPECIALTY, L	WORKBOOKS GRD 1-2	08/30/23	586.44
394071	HOGLUND BUS COMPANY	CAP	08/23/23	584.18
394172	RATWIK ROSZAK & MAL	EASEMENT AGREEMENT	08/30/23	583.00
394084	MASPA/STATE NEGOTIA	MEMBERSHIP - C.S.	08/23/23	575.00
394084	MASPA/STATE NEGOTIA	MEMBERSHIP - S.S.	08/23/23	575.00
393972	BATTERIES R US	BATTERIES	08/16/23	569.89
393835	HORIZON COMMERCIAL	ACID	08/02/23	569.20
394151	HOGLUND BUS COMPANY	BUS CAP	08/30/23	566.23
393983	CYBER ACOUSTICS	DOCKING STATIONS	08/16/23	535.00
394122	XCEL ENERGY	BUS 6/25-7/25/2023	08/23/23	529.15
394041	WOLD ARCHITECTS & E	SV 2023 CRTYRD RECO	08/16/23	522.11
394115	TIMBERNOOK	814-A1046 ROYALTIES	08/23/23	520.80
393826	DAVEY TREE EXPERT C	DW - TREES	08/02/23	520.00
394180	SUMMIT INFORMATION	CISCO SWITCH - CS	08/30/23	514.75
393916	NICKI BLACK	ETIQUETTE	08/09/23	500.50
394066	FRONTLINE EDUCATION	ELECTRONIC CONTRACT	08/23/23	500.00
394001	ITSAVVY LLC	SCREEN DEDUCTIBLES-	08/16/23	500.00
394021	PETER HODNE	MATILDA PIT BAND	08/16/23	500.00
393855	SONRISAS SPANISH	OLG SONRISAS LEVEL	08/02/23	499.00
393959	KULLY SUPPLY INC	SLOAN SENSOR KITS	08/10/23	498.94
393844	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	08/02/23	486.43
393895	JESSEN PRESS INC	ATHL NOTECARDS/ENVE	08/09/23	482.33
393972	BATTERIES R US	BATTERIES	08/16/23	479.89
393962	RUPP ANDERSON SQUIR	LEGAL SERV: COMM	08/10/23	477.00
393965	TRI-STATE BOBCAT IN	HL - HYDRO SEEDER	08/10/23	462.50
394050	BAYADA HOME HEALTH	JAN23 CARE - E.B.	08/23/23	455.00
393973	BAYADA HOME HEALTH	1/03/23 - LPN FOR D	08/16/23	453.75
393864	ART PARTNERS GROUP	STATE CHAMPION UPDA	08/09/23	452.65
394044	ALL STRINGS ATTACHE	BASS REPAIR	08/23/23	450.00
394078	JERRY'S PRINTING	ADMIN/COACH PACKET	08/23/23	448.00
394128	ADVANCED IMAGING SO	NORMAN DALE 07/23	08/30/23	444.23
393859	UNITED RENTALS INC	TRASH PUMP/HOSES	08/02/23	438.45
394002	JH LARSON COMPANY	FLUORESCENT LAMP TU	08/16/23	437.85
393834	HOGLUND BUS COMPANY	ROD	08/02/23	434.52
394108	SIGNUM SIGNS AND GR	UPDATED SIGNAGE	08/23/23	429.00
394006	KULLY SUPPLY INC	TOILET FLUSH ASSEBL	08/16/23	424.07
394140	DASH SPORTS LLC	814-L5016	08/30/23	416.50
V18956	CASEY A JERGENS	CLASSROOM SUPPLIES	08/30/23	412.26
393948	WASTE MANAGEMENT OF	CN - AUG23 SERVICES	08/09/23	411.87
394004	KJELLBERG'S CARPET	FLOOR TILE STOCK	08/16/23	408.60
393957	KINECT ENERGY, INC	CS - JUNE23 SERVICE	08/10/23	401.81
393889	HAMLIN UNIVERSITY	11/24-11/25 TOURNEY	08/09/23	400.00
393836	IXL LEARNING	GRD1 IXL SITE LICEN	08/02/23	400.00
393938	SPS COMPANIES INC	CC SINK INSTALL	08/09/23	396.53
394149	GREATAMERICA FINANC	DO JUN/JUL23 POST M	08/30/23	395.90
394080	KINECT ENERGY, INC	CN - JUL23 SERVICE	08/23/23	395.80

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394124	93 SKIP LLC	BUS - JUL23 SOLAR P	08/30/23	395.20
393835	HORIZON COMMERCIAL	TILE REPAIR	08/02/23	395.00
394165	MIDWEST SCHOOL OF B	613-B2221,2	08/30/23	392.00
394050	BAYADA HOME HEALTH	JAN23 CARE FOR E.B.	08/23/23	390.00
394103	ROBERT B HILL CO	SALT	08/23/23	389.62
V18935	BETHANY VAN OSDEL	AIRPODS/APPLE WATCH	08/16/23	381.48
393948	WASTE MANAGEMENT OF	ND - AUG23 SERVICES	08/09/23	381.06
393957	KINECT ENERGY, INC	CN - JUNE23 SERVICE	08/10/23	377.49
394088	MIDWEST BUS PARTS I	FENDER	08/23/23	374.00
394119	VERIFIED CREDENTIAL	JUL23 BKGD CHECKS	08/23/23	372.24
394050	BAYADA HOME HEALTH	DEC22 CARE - D.S.	08/23/23	371.25
394039	WEX BANK	HIGH TEST FUEL	08/16/23	369.73
V18963	PIERRE OLIVER BARON	STAMP TEST	08/30/23	366.40
394078	JERRY'S PRINTING	CLASSRM TEACH PACKE	08/23/23	360.00
394052	BENEFIT EXTRAS, INC	AUG23 FLEX ADMIN	08/23/23	358.00
393957	KINECT ENERGY, INC	CV - JUNE23 SERVICE	08/10/23	354.27
393957	KINECT ENERGY, INC	ND - JUNE23 SERVICE	08/10/23	352.58
394064	FACTORY MOTOR PARTS	BATTERIES	08/23/23	351.84
393948	WASTE MANAGEMENT OF	VV - AUG23 SERVICES	08/09/23	351.82
394139	DARK KNIGHT SOLUTIO	JUL23 CONSORTIUM FE	08/30/23	350.00
393881	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	08/09/23	348.96
V18941	MARY K O'KEEFE	CLASSROOM SUPPLIES	08/23/23	346.79
393971	ASTLEFORD INTERNATI	HUB	08/16/23	346.10
394149	GREATAMERICA FINANC	SV AUG23 POSTAGE MT	08/30/23	345.90
393986	ENTERTAINMENT PLUS	SV - FALL FEST VEND	08/16/23	340.00
394035	UNITED RENTALS INC	CS - LIFT INSPECTIO	08/16/23	338.00
394035	UNITED RENTALS INC	BUS - LIFT INSPECTI	08/16/23	338.00
394035	UNITED RENTALS INC	SV - LIFT INSPECTIO	08/16/23	338.00
394141	DELEGARD TOOL COMPA	WELDER	08/30/23	329.96
393966	ACME TOOLS PLYMOUTH	MILWAUKEE M12 KIT	08/16/23	329.00
394009	MASA	CONFERENCE REG - S.	08/16/23	329.00
394149	GREATAMERICA FINANC	EHS JUL/AUG23 POST	08/30/23	325.90
394028	SIGNUM SIGNS AND GR	WINDOW TINT/FILM	08/16/23	320.00
394098	PATRICIA OLSON	613-B2024 A WALK IN	08/23/23	319.20
393904	LRS OF MINNESOTA LL	EHS UNIT 6/27-7/27	08/09/23	315.00
394086	MENARDS - GOLDEN VA	FENCE PANELS, SCREW	08/23/23	307.46
394155	IWS - INNOVATIONAL	MICRON FILTERS	08/30/23	305.00
394080	KINECT ENERGY, INC	BUS - JUL23 SERVICE	08/23/23	303.55
394017	MIDWEST BUS PARTS I	MIRROR	08/16/23	303.32
393852	ROHAAN AND/OR FEROZ	LEGAL SETTLEMENT FO	08/02/23	300.00
394146	GOPHER/PLAY WITH A	FLAG BELT SET - MED	08/30/23	296.10
394030	SPS COMPANIES INC	BATHROOM FAUCETS (2	08/16/23	295.85
393906	MATSON HOLDINGS, IN	RATCHET	08/09/23	291.00
393939	ST CATHERINE UNIVER	GARNISHMENT	08/09/23	289.66
393957	KINECT ENERGY, INC	BUS - JUNE23 SERVIC	08/10/23	289.42
393948	WASTE MANAGEMENT OF	HL - AUG23 SERVICES	08/09/23	283.18
393985	ELECTRIC MOTOR REPA	EXHAUST FAN MOTOR	08/16/23	281.72
394080	KINECT ENERGY, INC	CV - JUL23 SERVICE	08/23/23	269.66
V18926	MATTHEW E GABRIELSO	POSTAGE	08/16/23	264.00
394112	ST CATHERINE UNIVER	GARNISHMENT - R.G.	08/23/23	261.83
393879	EDINA MORNINGSIDE R	23-24 1ST QTR DUES	08/09/23	260.00
393894	JANET UNGS - BUSINE	COACHING SERVICES-J	08/09/23	260.00
393922	PERFECTION LEARNING	OLG-ADVENTURE BAND	08/09/23	259.43
393999	INGCO INTERNATIONAL	TRANSLATION SERVICE	08/16/23	259.12
394041	WOLD ARCHITECTS & E	CS ES FURNITURE	08/16/23	253.98
394128	ADVANCED IMAGING SO	CONCORD 07/23	08/30/23	252.62
393818	ADVANCED IMAGING SO	LEASE 07.08 0631790	08/02/23	246.00
394129	ADVANCED IMAGING SO	LEASE 08.08 0631790	08/30/23	246.00
394080	KINECT ENERGY, INC	CS - JUL23 SERVICE	08/23/23	245.21
393945	THE TESSMAN COMPANY	DW GROUNDS - SEED	08/09/23	241.42
393945	THE TESSMAN COMPANY	EHS GROUNDS - SEED	08/09/23	241.42
393945	THE TESSMAN COMPANY	VV GROUNDS - SEED	08/09/23	241.41
393945	THE TESSMAN COMPANY	ECC GROUNDS - SEED	08/09/23	241.41
393945	THE TESSMAN COMPANY	SV GROUNDS - SEED	08/09/23	241.41
393945	THE TESSMAN COMPANY	CC GROUNDS - SEED	08/09/23	241.41
394181	TRI-STATE BOBCAT IN	DW - 14" BLADE	08/30/23	235.00
394113	SUMMIT FIRE PROTECT	ECC - FE INSPECTION	08/23/23	232.88

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393991	GERTENS GREENHOUSES	EHS - PLANTS	08/16/23	230.90
394132	CATALYST SOURCING S	SUPP TRACK MON SUBS	08/30/23	229.99
393931	SCHOLASTIC INC	AA-MAP SKILLS	08/09/23	226.61
394169	NOW MICRO INC	CONSULTING FEES	08/30/23	225.00
393858	ULINE	DW GROUNDS - PARKIN	08/02/23	223.96
393960	MARK WITTIG	GOLF PGA RULES PROF	08/10/23	220.00
V18953	HEATHER A EDAM	CLASSROOM SUPPLIES	08/30/23	219.90
393948	WASTE MANAGEMENT OF	CV - AUG23 SERVICES	08/09/23	213.17
394146	GOPHER/PLAY WITH A	VOLLEYBALL SET	08/30/23	206.10
394096	OPG-3 INC	CONSULTING FEES	08/23/23	205.00
394130	ANNE NEELEY	LUNCH ACCT REFUND	08/30/23	200.00
394130	ANNE NEELEY	LUNCH ACCT REFUND	08/30/23	200.00
394157	JERRY'S PRINTING	UNCL PROP-DRAMA PST	08/30/23	200.00
394080	KINECT ENERGY, INC	ND - JUL23 SERVICE	08/23/23	195.28
393948	WASTE MANAGEMENT OF	BUS - AUG23 SERVICE	08/09/23	193.98
V18948	ZACHARY M BAKER	OFFICE CHAIR	08/30/23	188.88
394055	CDW GOVERNMENT	SECURECRT LIC 3 YRS	08/23/23	187.70
V18960	MATTHEW LINDSAY	STAFF BREAKFAST	08/30/23	180.54
393960	MARK WITTIG	GOLF PGA RULES PROF	08/10/23	180.00
393956	ECM PUBLISHERS INC	JUN 12 REG MINUTES	08/10/23	179.20
394113	SUMMIT FIRE PROTECT	CC - FE INSPECTION	08/23/23	176.13
393865	A-Z RENTAL CENTER	ECC - STADIUM FENCE	08/09/23	176.00
394115	TIMBERNOOK	KC ROYALTIES SUMMER	08/23/23	171.80
393879	EDINA MORNINGSIDE R	23-24 1ST QTR MEALS	08/09/23	170.00
394051	BAYCOM INC	AV EQUIP REPAIR	08/23/23	168.75
394176	SCHOOL SPECIALTY, L	SPANISH IMMER SUPPL	08/30/23	160.97
394019	NAESP	MEMBERSHIP - S.S.	08/16/23	159.00
393829	ELECTRIC MOTOR REPA	EXHUAST FAN MOTOR	08/02/23	158.77
394043	ADVANCED IMAGING SO	MICR TONER	08/23/23	156.17
393838	KEYSTONE	PAINT	08/02/23	155.85
394162	MENARDS - EDEN PRAI	SHOP SUPPLIES	08/30/23	152.40
393936	SMITH-SHARPE FIRE B	BOILER REPAIR PARTS	08/09/23	152.13
394069	GOPHER STATE ONE-CA	JUL23 BILLABLE TICK	08/23/23	151.20
393857	TRI-STATE BOBCAT IN	EHS GROUNDS - OIL/F	08/02/23	150.95
393960	MARK WITTIG	GOLF PGA RULES PROF	08/10/23	150.00
394163	MIDAMERICA ADMIN &R	HRA ADMIN FEE 2Q23	08/30/23	150.00
394092	MOHAMED MOHAMED	TEXTBOOK REFUND	08/23/23	150.00
394087	MENARDS - EDEN PRAI	GROUNDS HARDWARE	08/23/23	149.95
394165	MIDWEST SCHOOL OF B	718-B2224 BALLET	08/30/23	147.00
394026	SCHOLASTIC INC	23-24 OLG MILKWEED	08/16/23	146.28
394147	GRAINGER	DRILL BITS	08/30/23	145.80
394095	OPENTEXT INC	JUL23 FAX SERVICE	08/23/23	141.93
V18950	LORI J CARTER	WORKSHOP COFFEE	08/30/23	140.00
393957	KINECT ENERGY, INC	ECC - JUNE23 SERVIC	08/10/23	139.42
394018	MINNESOTA EQUIPMENT	DW - BRACKET	08/16/23	139.23
V18923	WHITNEY BRAUCHLA	CONF LYFT/MEAL FEES	08/16/23	137.73
393819	AMAZON CAPITAL SERV	OFFICE SUPPLIES	08/02/23	135.50
394058	CONCORD THEATRICALS	LIBRETTO RENTAL FEE	08/23/23	135.00
V18937	BETH E BRANDT	MUSIC CLASS SUPPLIE	08/23/23	134.07
393909	MENARDS - RICHFIELD	CLASSROOM PAINT	08/09/23	132.99
394049	BATTERIES R US	FLOOR BURNISH BATTE	08/23/23	129.99
394049	BATTERIES R US	MOTOBATT BATTERY	08/23/23	129.99
394175	SCHOLASTIC INC	23-24 AVAIL ORDER	08/30/23	129.49
394109	SITEONE LANDSCAPE S	ECC - POLY PIPE	08/23/23	128.45
394109	SITEONE LANDSCAPE S	DW - POLY PIPE	08/23/23	128.44
394109	SITEONE LANDSCAPE S	CC - POLY PIPE	08/23/23	128.44
V18940	SHAWNEE L KRUEGER	HEALTH SERVICES SNA	08/23/23	127.79
393929	SAMARITAN TIRE COMP	MOUNT TIRES LABOR	08/09/23	126.00
394128	ADVANCED IMAGING SO	CREEK VALLEY 07/23	08/30/23	125.54
394128	ADVANCED IMAGING SO	HIGHLANDS 07/23	08/30/23	124.76
393999	INGCO INTERNATIONAL	TECH LOAN FORM TRAN	08/16/23	121.00
393908	MENARDS - EDEN PRAI	DW - MISC. SUPPLIES	08/09/23	120.06
393908	MENARDS - EDEN PRAI	EHS - MISC. SUPPLIE	08/09/23	120.06
394046	ANGELLA MCGARVEY	TEXTBOOK REFUND	08/23/23	120.00
394080	KINECT ENERGY, INC	ECC - JUL23 SERVICE	08/23/23	119.55
394087	MENARDS - EDEN PRAI	BUILDING HARDWARE	08/23/23	116.58
V18928	ERIC D HAMILTON	JUL-AUG23 MILEAGE	08/16/23	115.61

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394014	MENARDS - EDEN PRAI	CONCRETE	08/16/23	115.59
393999	INGCO INTERNATIONAL	TECH LOAN FORM TRAN	08/16/23	114.95
V18931	KELLY N KRUTZ	MEDIA MTG FOOD	08/16/23	110.81
393881	EDUCATORS BENEFIT C	ACT BASE FEE	08/09/23	110.36
393974	BAYCOM INC	NAMPLATE REPAIRS	08/16/23	109.91
393974	BAYCOM INC	NAMEPLATE REPAIRS	08/16/23	109.91
V18957	NICOLE B KORANDA	CLASSROOM SUPPLIES	08/30/23	108.61
394014	MENARDS - EDEN PRAI	SILICONE/SPRAYER	08/16/23	108.54
394111	SPS COMPANIES INC	PLUMBING PARTS	08/23/23	107.88
V18924	LORI J CARTER	WORKSHOP WK DRINKS	08/16/23	105.74
393988	SHRED-IT USA	VV - SHREDDING	08/16/23	105.24
394181	TRI-STATE BOBCAT IN	DW - SAW RENTAL	08/30/23	104.50
394041	WOLD ARCHITECTS & E	CC 2023 LTFM	08/16/23	104.00
394087	MENARDS - EDEN PRAI	HOSES, ZINC MENDERS	08/23/23	101.94
393981	CINTAS CORPORATION	1ST AID SUPPLIES	08/16/23	100.97
393935	SITEONE LANDSCAPE S	CC - TRENCHING SHOVS	08/09/23	100.20
394091	MN DEPT OF LABOR AN	EHS - ELEVATOR OP	08/23/23	100.00
394091	MN DEPT OF LABOR AN	HL - ELEVATOR OP	08/23/23	100.00
394105	SAMUEL PETERSON	AUDIO EDITING HIP H	08/23/23	100.00
V18942	ELIZABETH A SANDVIC	PEER COACH TEAM LUN	08/23/23	97.45
394083	MAC TOOLS DISTRIBUT	LIGHT	08/23/23	96.99
394079	JESSEN PRESS INC	BUSINESS CARDS: PB/	08/23/23	96.22
V18916	DERRICK J LIDSTONE	JUL23 MILEAGE	08/09/23	93.01
393887	GENERAL SECURITY SE	EHS - JUL23 PATROL	08/09/23	90.00
V18949	JENNIFER M CARTER	SPAIN CELL COVERAGE	08/30/23	90.00
393877	ECM PUBLISHERS INC	ELECTION FILING DAT	08/09/23	89.60
393956	ECM PUBLISHERS INC	JUN 20 SPEC MINUTES	08/10/23	89.60
V18950	LORI J CARTER	WORKSHOP BREAKFAST	08/30/23	89.20
394156	JERRY'S HARDWARE	1 TRANSFORMER	08/30/23	85.52
394015	MENARDS - RICHFIELD	PAINT SUPPLIES	08/16/23	83.50
394111	SPS COMPANIES INC	PLUMBING PARTS	08/23/23	82.88
393963	SCAN AIR FILTER INC	EHS - AIR FILTERS	08/10/23	81.96
V18925	BRUCE W COLES	JUL-AUG23 CELL PHON	08/16/23	81.30
394146	GOPHER/PLAY WITH A	KICKBALL SET	08/30/23	79.95
V18926	MATTHEW E GABRIELSO	MSHSCA MEMBERSHIP	08/16/23	79.75
394146	GOPHER/PLAY WITH A	SCOOTER - ORANGE	08/30/23	74.95
394152	HORIZON COMMERCIAL	OVERDUE CHARGE	08/30/23	74.95
393842	MENARDS - EDEN PRAI	BUILDING SUPPLIES	08/02/23	74.94
394063	ESCREEN, INC.	DOT TEST - S.W. / J	08/23/23	72.50
394156	JERRY'S HARDWARE	2 TOWER GASKETS	08/30/23	72.50
393887	GENERAL SECURITY SE	BUS - INTR & FIRE M	08/09/23	72.00
V18930	KIRSTEN HORSTMAN	TD MATH CURRIC GUID	08/16/23	71.37
V18926	MATTHEW E GABRIELSO	MAILING SUPPLIES	08/16/23	71.01
V18954	CHRISTOPHER D GRIGG	SPAIN CELL COVERAGE	08/30/23	70.00
394067	FUTURA LANGUAGE PRO	605-B2019	08/23/23	70.00
393904	LRS OF MINNESOTA LL	KUHLMAN 6/30-7/27	08/09/23	70.00
V18915	DAVID A JENSON	MSHSCA 2023-2024	08/09/23	69.75
V18919	SAMANTHA R COWGER	MSHSCA 2023-2024	08/09/23	69.75
393818	ADVANCED IMAGING SO	LEASE 07.08 0631790	08/02/23	68.96
394129	ADVANCED IMAGING SO	LEASE 08.08 0631790	08/30/23	68.96
394146	GOPHER/PLAY WITH A	REPLACEMENT BLADDER	08/30/23	67.45
393935	SITEONE LANDSCAPE S	EHS - EXTENSION KIT	08/09/23	66.00
394068	GERTENS GREENHOUSES	DW - WILFLOWER MIX	08/23/23	65.90
393908	MENARDS - EDEN PRAI	PROJECTOR INSTALL P	08/09/23	65.88
V18966	ABIGAIL L WILFAHRT	AUG23 CELL PHONE	08/30/23	65.00
V18927	CHERYL B GUNNESS	JUN23 CELL PHONE	08/16/23	65.00
V18917	MATTHEW K MOSBY	JUL23 CELL PHONE	08/09/23	65.00
V18968	MERT T WOODARD	AUG23 CELL PHONE	08/30/23	65.00
V18959	NATHANIEL M LINDLEY	JUN23 CELL PHONE	08/30/23	65.00
V18959	NATHANIEL M LINDLEY	JUL23 CELL PHONE	08/30/23	65.00
V18934	TIMOTHY J RODEN	AUG23 CELL PHONE	08/16/23	65.00
V18912	TRENT J OSTMAN	JUL23 CELL PHONE	08/02/23	65.00
393907	MEDCO SUPPLY	TRAINER SUPPLIES	08/09/23	64.24
393956	ECM PUBLISHERS INC	JUN 12 WS MINUTES	08/10/23	64.00
V18918	MARK L NELSON	MSHSCA 2023-2024	08/09/23	63.50
V18943	KORY M SMITH	AUG23 CELL PHONE	08/23/23	61.35
V18913	SONYA LEIGH SAILER	JUL23 CELL PHONE	08/02/23	60.77

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V18962	SONYA LEIGH SAILER	AUG23 CELL PHONE	08/30/23	60.77
V18961	NATASHA L MONSAAS-D	AUG23 CELL PHONE	08/30/23	60.66
V18961	NATASHA L MONSAAS-D	JUL23 CELL PHONE	08/30/23	60.52
394070	GRAINGER	KITCHEN CASTERS	08/23/23	58.98
V18939	JAIME S GAARD	MSHSCA MEMBERSHIP	08/23/23	58.50
394107	SHRED RIGHT	CS - SHREDDING	08/23/23	58.49
V18958	MASON DANIEL LINDLE	JUN-AUG23 MILEAGE	08/30/23	58.03
394137	CUSHMAN MOTOR COMPA	HL - RAKE RENTAL	08/30/23	57.50
394137	CUSHMAN MOTOR COMPA	CC - RAKE RENTAL	08/30/23	57.50
394137	CUSHMAN MOTOR COMPA	CN - RAKE RENTAL	08/30/23	57.50
394137	CUSHMAN MOTOR COMPA	CV - RAKE RENTAL	08/30/23	57.50
394017	MIDWEST BUS PARTS I	LED	08/16/23	57.32
393935	SITEONE LANDSCAPE S	EHS - LANDSCAPE SUP	08/09/23	57.18
393935	SITEONE LANDSCAPE S	EHS - LANDSCAPE SUP	08/09/23	56.65
393823	CENTURYLINK	CC 07/19/23-08/18/2	08/02/23	55.16
V18914	BRETT COPE	JUL23 CELL PHONE	08/09/23	55.00
V18951	BRETT COPE	AUG23 CELL PHONE	08/30/23	55.00
V18952	ADAM P DUFFY	AUG23 CELL PHONE	08/30/23	54.78
393857	TRI-STATE BOBCAT IN	EHS GROUNDS - OIL	08/02/23	54.01
394146	GOPHER/PLAY WITH A	FLAG BELT SET LARGE	08/30/23	53.95
393908	MENARDS - EDEN PRAI	LAWN BAGS	08/09/23	53.80
V18921	PETER M BLACKWELL	JUL23 CELL PHONE	08/16/23	53.57
394079	JESSEN PRESS INC	BUSINESS CARDS: A.B	08/23/23	53.55
394079	JESSEN PRESS INC	BUSINESS CARDS: L.P	08/23/23	53.55
V18946	KRISTA G WINKEL	LABELS/NOTECARDS	08/23/23	53.27
394073	INNOVATIVE OFFICE S	LABELS 2X4 250SHEET	08/23/23	52.15
393994	GRAINGER	CAULK GUN/BATTERY	08/16/23	51.22
394146	GOPHER/PLAY WITH A	FLOOR HOCKEY- BLUE	08/30/23	51.16
394146	GOPHER/PLAY WITH A	FLOOR HOCKEY - RED	08/30/23	51.16
V18908	CHERYL B GUNNESS	JUL23 CELL PHONE	08/02/23	50.74
V18916	DERRICK J LIDSTONE	JUL23 CELL PHONE	08/09/23	50.61
393891	HOGLUND BUS COMPANY	NON WARRANTIED PART	08/09/23	50.24
V18907	ADAM P DUFFY	JUL23 CELL PHONE	08/02/23	50.00
394162	MENARDS - EDEN PRAI	EHS - POST	08/30/23	49.89
394071	HOGLUND BUS COMPANY	DRIP EDGE	08/23/23	49.50
394174	SCHMITT MUSIC COMPA	BARITONE REPAIR	08/30/23	46.00
V18910	SCOTT H HIPPIE	JUL23 CELL PHONE	08/02/23	45.20
V18955	SCOTT H HIPPIE	AUG23 CELL PHONE	08/30/23	45.20
V18909	ERIC D HAMILTON	JUL23 CELL PHONE	08/02/23	45.00
393887	GENERAL SECURITY SE	CC - JUL23 PATROL R	08/09/23	45.00
V18911	THOMAS J JOHNSTON	JUL23 CELL PHONE	08/02/23	44.59
V18959	NATHANIEL M LINDLEY	JUL23 MILEAGE	08/30/23	44.34
V18927	CHERYL B GUNNESS	JUL23 MILEAGE	08/16/23	43.62
394146	GOPHER/PLAY WITH A	FLAG BELT SET	08/30/23	40.45
394146	GOPHER/PLAY WITH A	FLAG BELT SET BLUE	08/30/23	40.45
393887	GENERAL SECURITY SE	HL - AUG23 INTR MON	08/09/23	40.08
393887	GENERAL SECURITY SE	CN - AUG23 INTR MON	08/09/23	40.08
393887	GENERAL SECURITY SE	CC - AUG23 INTR MON	08/09/23	40.08
393887	GENERAL SECURITY SE	EHS - AUG23 INTR MO	08/09/23	40.08
393887	GENERAL SECURITY SE	SV - AUG23 INTR MON	08/09/23	40.08
393887	GENERAL SECURITY SE	VV - AUG23 INTR MON	08/09/23	40.08
393887	GENERAL SECURITY SE	CV - AUG23 INTR MON	08/09/23	40.08
393887	GENERAL SECURITY SE	ECC - AUG23 INTR MO	08/09/23	40.08
393990	GENERAL SECURITY SE	CC - JUN23 INTR MON	08/16/23	40.08
394025	PROPIO LANGUAGE SER	JUN23 INTERPRETATIO	08/16/23	40.00
393972	BATTERIES R US	BATTERIES	08/16/23	39.99
394073	INNOVATIVE OFFICE S	MASKING TAPE 48MM 2	08/23/23	39.63
393957	KINECT ENERGY, INC	ND - JUNE23 SERVICE	08/10/23	39.32
394183	WEIYU ZHANG	LUNCH ACCT REFUND	08/30/23	38.95
V18929	JULIE M GABRIELSON	AUG23 CELL PHONE	08/16/23	37.94
V18933	NATHANIEL M LINDLEY	FILTERS FOR VACCUUM	08/16/23	37.94
393820	BATTERIES R US	48 AA BATTERIES	08/02/23	37.92
V18959	NATHANIEL M LINDLEY	JUN23 MILEAGE	08/30/23	37.73
393947	UNIVERSAL ATHLETIC,	REF PINNIES	08/09/23	37.39
394014	MENARDS - EDEN PRAI	EHS - POST	08/16/23	37.24
394017	MIDWEST BUS PARTS I	REFLECTORS	08/16/23	36.90
393887	GENERAL SECURITY SE	CS - AUG-OCT23 FIRE	08/09/23	36.00

Check No.	Vendor	Description	Date	Amount
393887	GENERAL SECURITY SE	CV - AUG-OCT23 FIRE	08/09/23	36.00
393887	GENERAL SECURITY SE	SV - AUG-OCT23 FIRE	08/09/23	36.00
393887	GENERAL SECURITY SE	ECC-AUG-OCT23 FIRE	08/09/23	36.00
393887	GENERAL SECURITY SE	EHS-AUG-OCT23 FIRE	08/09/23	36.00
393887	GENERAL SECURITY SE	CN - AUG-OCT23 FIRE	08/09/23	36.00
393887	GENERAL SECURITY SE	HL - AUG-OCT23 FIRE	08/09/23	36.00
394101	PREMIUM WATERS INC	AUG23 HOT & COLD WA	08/23/23	35.95
394128	ADVANCED IMAGING SO	HIGH SCHOOL 07/23	08/30/23	35.00
394062	EDUCATION WEEK	SUBSCRIPTION - J.DS	08/23/23	35.00
393887	GENERAL SECURITY SE	HL - JUL23 PATROL R	08/09/23	35.00
393887	GENERAL SECURITY SE	VV - JUL23 PATROL R	08/09/23	35.00
393887	GENERAL SECURITY SE	BUS - JUL23 PATROL	08/09/23	35.00
393887	GENERAL SECURITY SE	CS - JUL23 PATROL R	08/09/23	35.00
394156	JERRY'S HARDWARE	PAINT SUPPLIES	08/30/23	34.70
394014	MENARDS - EDEN PRAI	EHS - PVC SUPPLIES	08/16/23	34.19
393818	ADVANCED IMAGING SO	LEASE 07.08 0631790	08/02/23	34.15
394129	ADVANCED IMAGING SO	LEASE 08.08 0631790	08/30/23	34.15
V18927	CHERYL B GUNNESS	JUN23 MILEAGE	08/16/23	33.93
394080	KINECT ENERGY, INC	ND - JUL23 SERVICE	08/23/23	33.72
V18936	PETER M BLACKWELL	JUNE23 CELL PHONE	08/23/23	33.68
394088	MIDWEST BUS PARTS I	STICKER	08/23/23	33.03
393996	HEXAGRAMM US LLC	FRENCH BOOKS	08/16/23	32.50
394109	SITEONE LANDSCAPE S	ECC - FLEX PIPE	08/23/23	31.90
V18912	TRENT J OSTMAN	JUL23 MILEAGE	08/02/23	31.77
V18925	BRUCE W COLES	JUL23 MILEAGE	08/16/23	31.18
394013	MENARDS - GOLDEN VA	SPEC WASP&HORNET (6	08/16/23	30.00
394073	INNOVATIVE OFFICE S	SEALING TAPE 6PACK	08/23/23	29.46
393908	MENARDS - EDEN PRAI	EHS - RISER	08/09/23	28.64
V18945	BETHANY VAN OSDEL	C-SIP BINGO PRIZES	08/23/23	27.98
394128	ADVANCED IMAGING SO	VALLEY VIEW 07/23	08/30/23	27.62
394047	ANN MARSHALL	TEXTBOOK REFUND	08/23/23	25.25
V18967	KRISTA G WINKEL	QR CODE LABELS	08/30/23	25.09
393840	MASBO	TAX LEVY WORKSHOP	08/02/23	25.00
393840	MASBO	TAX LEVY WORKSHOP	08/02/23	25.00
393840	MASBO	TAX LEVY WORKSHOP	08/02/23	25.00
394013	MENARDS - GOLDEN VA	TELESCOPING WAND (1	08/16/23	24.99
394027	SHRED RIGHT	WO 0003853 B.S.	08/16/23	24.92
394100	PREMIUM WATERS INC	AUG23 COOLER RENTAL	08/23/23	24.00
394027	SHRED RIGHT	WO 0003853 HR	08/16/23	23.00
394027	SHRED RIGHT	WO 0003853 SPED	08/16/23	23.00
394013	MENARDS - GOLDEN VA	VINYL SPACKLING	08/16/23	22.98
V18964	JACLYN SWORDS	JUL-AUG23 MILEAGE	08/30/23	22.79
393908	MENARDS - EDEN PRAI	EHS - GORILLA TAPE	08/09/23	22.77
393837	JERRY'S HARDWARE	REPAIR SUPPLIES	08/02/23	22.11
394174	SCHMITT MUSIC COMPA	BARITONE REPAIR	08/30/23	22.00
394014	MENARDS - EDEN PRAI	ANCHORS FOR PROJECT	08/16/23	21.96
394147	GRAINGER	WIRE	08/30/23	21.70
394128	ADVANCED IMAGING SO	SOUTH VIEW 07/23	08/30/23	20.77
394073	INNOVATIVE OFFICE S	MASKING TAPE 24MM 3	08/23/23	20.76
V18932	CARMINE LEVOIR	SPED BIKE SUPPLIES	08/16/23	20.48
V18965	HEATHER J WHITESELL	CLASSROOM SUPPLIES	08/30/23	19.44
393994	GRAINGER	DROP IN ANCHOR	08/16/23	19.41
394073	INNOVATIVE OFFICE S	BUSINESS ENVELOPE #	08/23/23	19.02
393981	CINTAS CORPORATION	1ST AID SUPPLIES	08/16/23	18.98
394014	MENARDS - EDEN PRAI	BOLTS/WASHERS	08/16/23	18.19
393934	SIGNUM SIGNS AND GR	NAME PLATE - L.F.	08/09/23	18.00
393934	SIGNUM SIGNS AND GR	NAME PLATE - J.M.	08/09/23	18.00
393934	SIGNUM SIGNS AND GR	NAME PLATE - R.B.	08/09/23	18.00
394077	JERRY'S HARDWARE	BATTERIES	08/23/23	17.99
393887	GENERAL SECURITY SE	CS - AUG23 INTR MON	08/09/23	17.95
394027	SHRED RIGHT	BUS - SHREDDING	08/16/23	17.73
394176	SCHOOL SPECIALTY, L	SPANISH IMMER SUPPL	08/30/23	17.48
394073	INNOVATIVE OFFICE S	CARDSTOCK GREEN 250	08/23/23	17.21
394145	EMILY DALBEC	LUNCH ACCT REFUND	08/30/23	16.70
V18944	STACIE STANLEY	CANDY PRIZES	08/23/23	16.25
394156	JERRY'S HARDWARE	SUPPLIES	08/30/23	16.19
394073	INNOVATIVE OFFICE S	POCKET FOLDERS LAMI	08/23/23	15.85

Check No.	Vendor	Description	Date	Amount
394156	JERRY'S HARDWARE	GRAY SPRAY PAINT	08/30/23	14.02
V18922	POLLY P BOWLES	2 STORAGE CRATES	08/16/23	13.98
394164	MIDWEST BUS PARTS I	SPRING	08/30/23	13.53
394162	MENARDS - EDEN PRAI	DW - WATER	08/30/23	12.98
394145	EMILY DALBEC	LUNCH ACCT REFUND	08/30/23	11.80
394073	INNOVATIVE OFFICE S	INDEX CARDS 3X5 500	08/23/23	11.02
394073	INNOVATIVE OFFICE S	TOP TAB FILE FOLDER	08/23/23	11.00
V18929	JULIE M GABRIELSON	AUG23 CELL PHONE	08/16/23	9.48
V18925	BRUCE W COLES	JUN23 MILEAGE	08/16/23	9.10
394073	INNOVATIVE OFFICE S	RUBBER BANDS ASSORT	08/23/23	8.96
V18945	BETHANY VAN OSDEL	C-SIP BINGO PRIZES	08/23/23	7.98
394073	INNOVATIVE OFFICE S	GLUE STIK 1.27OZ 6P	08/23/23	7.86
394073	INNOVATIVE OFFICE S	KING SIZE SHARPIE 4	08/23/23	7.44
394073	INNOVATIVE OFFICE S	PAPER CLIPS JUMBO 1	08/23/23	7.19
393819	AMAZON CAPITAL SERV	OFFICE SUPPLIES	08/02/23	6.98
394156	JERRY'S HARDWARE	SUPPLIES	08/30/23	6.74
393908	MENARDS - EDEN PRAI	DW - WATER	08/09/23	6.49
394128	ADVANCED IMAGING SO	CORNELIA 07/23	08/30/23	6.29
V18920	MERT T WOODARD	CERTIFIED MAIL -CEN	08/09/23	5.01
394128	ADVANCED IMAGING SO	BUS GARAGE 07/23	08/30/23	3.75
393851	PREMIUM WATERS INC	WATER FOR DMTS	08/02/23	2.99
V18905	HANNAH CHRISTIANSON	MILEAGE 07/10/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/11/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/12/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/13/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/17/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/18/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/19/23	08/02/23	2.42
V18905	HANNAH CHRISTIANSON	MILEAGE 07/20/23	08/02/23	2.42
394128	ADVANCED IMAGING SO	COUNTRYSIDE 07/23	08/30/23	1.32
394145	EMILY DALBEC	LUNCH ACCT REFUND	08/30/23	0.80
394073	INNOVATIVE OFFICE S	BINDER CLIPS SMALL	08/23/23	0.57
392619	SCAN AIR FILTER INC	EHS - AIR FILTERS	05/17/23	(81.96)
384190	JERRY'S PRINTING	DRAMA PRINTING POST	11/10/21	(200.00)
389612	FRIENDS OF VALLEY D	9/23 DEBATE ENTRY F	11/02/22	(855.00)
392619	SCAN AIR FILTER INC	BUS - AIR FILTERS	05/17/23	(932.34)
392619	SCAN AIR FILTER INC	CS - AIR FILTERS	05/17/23	(1,583.62)
392619	SCAN AIR FILTER INC	CC - AIR FILTERS	05/17/23	(2,616.09)
392619	SCAN AIR FILTER INC	CN - AIR FILTERS	05/17/23	(2,726.79)
392619	SCAN AIR FILTER INC	EHS - AIR FILTERS	05/17/23	(2,987.07)
392619	SCAN AIR FILTER INC	HL - AIR FILTERS	05/17/23	(3,857.54)
392619	SCAN AIR FILTER INC	CV - AIR FILTERS	05/17/23	(3,864.07)
392619	SCAN AIR FILTER INC	SV - AIR FILTERS	05/17/23	(8,333.08)
392619	SCAN AIR FILTER INC	VV - AIR FILTERS	05/17/23	(8,837.16)
393504	BETTERCLOUD, INC	23-24 BETTERCLOUD	07/12/23	(13,766.48)
392619	SCAN AIR FILTER INC	ECC - AIR FILTERS	05/17/23	(15,086.39)
393888	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	08/09/23	(70,050.00)

Total Value of Checks Issued **\$ 7,691,889.31**

V.G. Electronic Fund Transfers



Board Meeting Date: 9/11/2023

Title: Electronic Fund Transfers – August 2023

Type: Consent

Presenter(s): Mert Woodard, Director, Finance & Operations

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 August 2023, in the amount of \$6,728,800.

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

Attachment(s):

1. Electronic Fund Transfers – August 2023

Electronic Transfers

FOR THE MONTH ENDED AUGUST 31, 2023

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 4,017,466.69
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	8/16/2023	728,753.02
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	8/31/2023	704,801.40
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	8/1/2023	127,982.36
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	8/9/2023	9,354.66
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	8/17/2023	128,370.28
US Bank - Checking	Delta Dental	Dental Claims	Multiple	87,096.53
US Bank - Checking	US Bank	Purchase Card Program	8/29/2023	198,597.07
US Bank - Checking	Benefit Extras	Flex & HSA Benefits	Multiple	77,885.48
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	645,689.31
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	8/22/2023	1,905.00
US Bank - Checking	MSDLAF, VANCO, Other Electronic Vendor Fees	Service Fees	Multiple	898.61
Total of Electronic Fund Transfers				\$ 6,728,800.41

V.H. Gifts and Bequests



Board Meeting Date: 9/11/2023

Title: Gifts & Bequests – August 2023

Type: Consent

Presenter(s): Mert Woodard, Director, Finance & Operations

Description: The attached report lists monetary and in-kind gifts and bequests made to the District during the month of August, 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 August, 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 – August 2023

Gifts & Bequests

FOR THE MONTH ENDED AUGUST 31, 2023

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
CAF America	Creek Valley Elementary	General Matching Donation	\$ 58.23
Blackbaud	Normandale Elementary	General Matching Donation	80.00
ValleyView PTO	Valley View Middle School	Yearbook	180.00
Creek Valley PTO	Creek Valley Elementary	Leader in Me Program	2,300.00
Ed Fund	Valley View Middle School	Scholarships	113.00
Morgan Stanley	Highlands Elementary School	Outdoor Learning Cooperative Program	5,000.00
Youth Sports Plus Live Stream	Edina High School	Support for EHS Game Streaming	5,000.00
Volleyball Boosters	Edina High School	Additional Coaches	4,845.63
Cheer Boosters	Edina High School	Additional Coaches	3,656.24
Girls Tennis Boosters	Edina High School	Additional Coaches	2,234.37
Region Member Donation	Edina High School	Overall Program Support	8,000.00
Total Cash Donations			\$ 31,467.47
Total In-Kind Donations			\$ -
Total 2023-2024 School Year Gifts and Donations			\$ 50,381.47

V.I. IT Savvy Chromebook Warranty



Board Meeting Date: 09/11/2023

Title: IT Savvy Chromebook Warranty

Type: Consent

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

Description: Each year when DMTS replenishes the fleet of student Chromebooks, it is also necessary to include a warranty on those devices. This warranty provides coverage for device damages and repairs. It is a 3-year warranty for the new devices and generally expires once the devices have been entered into our classroom cart model. The attached warranty is the same as coverage and company as in subsequent years. The only change is the number of devices being covered, as we purchased 1500 Chromebooks for the 2023-2024 school year.

Recommendation: Consent to move forward with the purchase of Chromebook warranties from IT Savvy

Desired Outcome(s) from the Board: Approve purchase of Chromebook warranties from IT Savvy

Attachment(s):

1. Quote



ITsavvy LLC
 N102 W19300 Willow Creek Way,
 Suite C
 Germantown, WI 53022
 www.ITsavvy.com

Quote Details	
Quote #:	3759678
Date:	08/17/2023
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:
 ACCT #: 563283
 Edina Public Schools
 Accounts Payable
 5701 Normandale Rd
 Edina, MN 554242401
 United States
 952-848-4975

Ship To:
 Edina Public Schools
 Accounts Payable
 5701 Normandale Rd
 Edina, MN 554242401
 United States
 952-848-4975

Client Contact:
 Nathaniel Lindley
 (P) 952-848-4965 x 00
 nathaniel.lindley@edinaschools.org

Client Executive:
 Chris Elkendier
 celkendier@ITsavvy.com

Item Description	Part #	Tax	Qty	Unit Price	Total
1 3 Year ChromeCare Warranty with Accidental Damage Protection Lenovo Chromebook 500e Gen3 Touchscreen Devices (\$100 deductible per broken screen) Manufacturer Part #: CC-3YR-T100D-TH UNSPSC: 43210000	CC-3YR-T100D-TH	Y	1,500	\$57.00	\$85,500.00

Subtotal: \$85,500.00
 Shipping: \$0.00
 Tax: Exempt
TOTAL: \$85,500.00

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: Natasha Monsaas-Daly

Title: Director of Media & Technology

Authorized Signature:

Date: 8.30.23

V.J. Highlands Continuous Progress Grades 2 - 5 to
Camp Foley (May 2024)



Board Meeting Date: 9/11/2023

Title: Highlands Continuous Progress Grades 2 - 5 to Camp Foley (May 20 - May 22, 2024)

Type: Consent

Description: The scheduled times and dates are as follows:

Monday, May 20, 2024 8:00am Leave Highlands, 11:00am Arrive Camp Foley

Wednesday, May 22, 2024 12:30pm Leave Camp Foley, 3:30pm Arrive Highlands

The purpose of the Camp Foley is to give students a quality experience in a quality outdoor environment. At Camp Foley, kids develop skills, build supportive relationships, grow in character and learn independence. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Costs: The cost per child will be approximately \$170 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

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

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

Recommendation: Approve this student field trip.

Desired Outcome(s) from the Board: Approve this student field trip.

Attachments: NA

V.K. Highlands Continuous Progress Grades 4 and 5 to
Deep Portage Conservation Reserve (February
2024)



Board Meeting Date: 9/11/2023

Title: Highlands Continuous Progress Grades 4 and 5 to Deep Portage Conservation Reserve (February 26 - March 1, 2024)

Type: Consent

Description: The scheduled times and dates are as follows:

Monday, February 26, 2024 8:00am Leave Highlands, 10:30am Arrive Deep Portage

Wednesday, March 1, 2024 1:00pm Leave Deep Portage, 3:30pm Arrive Highlands

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

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

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

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

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

Recommendation: Approve this student field trip.

Desired Outcome(s) from the Board: Approve this student field trip.

Attachments: NA

V.L. Highlands Continuous Progress Grades 4 and 5 to
Deep Portage Conservation Reserve (May 2024)



Board Meeting Date: 9/11/2023

Title: Highlands Continuous Progress Grades 4 and 5 to Deep Portage Conservation Reserve (May 6 - May 8, 2024)

Type: Consent

Description: The scheduled times and dates are as follows:

Monday, May 6, 2024 8:00am Leave Highlands, 10:30am Arrive Deep Portage

Wednesday, May 8, 2024 1:00pm Leave Deep Portage, 3:30pm Arrive Highlands

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

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

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

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

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

Recommendation: Approve this student field trip.

Desired Outcome(s) from the Board: Approve this student field trip.

Attachments: NA

V.M. Highlands Discovery Grade 4 to Eagle Bluff
Environmental Learning Center (October 2023)



Board Meeting Date: 9/11/2023

Title: Highlands Discovery Grade 4 to Eagle Bluff Environmental Learning Center (October 16 - 18, 2023)

Type: Consent

Description: The scheduled times and dates are as follows:

Monday, October 16, 2023 8:00am Leave Highlands, 10:30am Arrive Eagle Bluff

Wednesday, October 18, 2023 1:00pm Leave Eagle Bluff, 3:30 pm Arrive Highlands

The purpose of the Eagle Bluff Environmental Learning Center is to give students a quality experience in a quality outdoor environment expanding learning beyond the classroom. Students are immersed in natural surroundings while participating in experiential learning in the form of hands-on classes, naturalist programs, group challenges, and adventure activities. We believe that when students are given this type of experience they are more likely to work to maintain a quality environment and that this personal commitment is essential in preserving the environment for future generations. All activities are interdisciplinary with hands-on emphasis.

Costs: The cost per child will be approximately \$215 for room, board and program and \$50 for transportation. A fund is available for people who need assistance.

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

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

Recommendation: Approve this student field trip.

Desired Outcome(s) from the Board: Approve this student field trip.

Attachments: NA

V.N. Student Support Services Agreements

V.N.1. Park Nicollet



Board Meeting Date: September 11, 2023

Title: Service Provider Agreement with Independent School District 273 and Park Nicollet Foundation

Type: Consent

Presenter(s): Jody Remsing

Description: The purpose of this Agreement is to create a Service Provider Agreement between ISD 273 and Park Nicollet Growing Through Grief Agreement

Recommendation: Approve the attached Service Provider Agreement from Park Nicollet Growing Through Grief Agreement

Desired Outcomes from the Board: Approve the attached Service Provider Agreement.

Attachments: Service Provider Agreement between Park Nicollet Growing Through Grief and Intermediate District 273.

Park Nicollet Foundation Growing Through Grief Program
6500 Excelsior Blvd
St. Louis Park, MN 55426
Tel 952-234-0561



INVOICE 003.6 8.17.2023

BILL TO	RETURN TO	INSTRUCTIONS
Edina School District Jeff Jorgensen 5701 Normandale Road Edina, MN 55424	PN Foundation/GTG Attn: Nicole Barnes 6500 Excelsior Blvd St. Louis Park, MN 55426	The enclosed fee is associated with rendered Growing Through Grief services provided to Edina School District, during the 2023-24 school year, per the mutually agreed upon Teaming Agreement.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1 - year	Growing Through Grief Counseling Support	\$2000.00/year	\$2000.00

TOTAL: \$2000.00

TOTAL DUE BY 9.17.2023

*** Make check payable to:
Park Nicollet Foundation
6500 Excelsior Boulevard
St. Louis Park, MN 55426

Thank you for your partnership!

Growing Through Grief Teaming Agreement
Between
Park Nicollet Growing Through Grief, Park Nicollet Health Services
And
Edina School District

The Growing Through Grief Teaming Agreement, effective 09/01/2023 (the “Effective Date”), is between Park Nicollet Health Services (the Agency) and Edina School District, Minnesota (**School District**).

Background

The Agency, acting through its Growing Through Grief program, provides services to young people and their families who are grieving the death of a family member or friend.

School District wishes to facilitate the Agency providing these services to its students and their families.

The parties therefore agree to the following:

Article 1

Purpose of Agreement

1.0 Purpose of Agreement. The purpose of this Agreement is to provide a structure within which the Agency and School District will provide services to School District students and their families who are grieving or preparing for the death of a family member or friend. The services focus on improving the social, emotional, and academic health and well-being of students through developmentally designed curriculum providing psychoeducation and counseling support.

1.1 Financial Relationship. The Agency will provide services to students and their families at no cost. The School District will pay the Agency \$2000.00 at the beginning of 2023-24, 2024-25, and 2025-26 academic years, respectively, to help to help pay for the development and administration of grief curriculum and materials that assist in providing the services.

1.2 Duration and Amendments – This Agreement is in effect for three years from the Effective Date. Either party may terminate this Agreement by providing written notice of termination to the other party. If the School District terminates the Agreement before the end of the term, it is relieved of the duty to pay Agency for any future services, but the Agency will not refund any payment made prior to termination. The Agreement may be amended by mutual consent, in writing, at any time.

Article 2

2.0 Services Provided –

- a. The Agency will provide individual, group and crisis based support to students in the School District who have experienced or are preparing for the death of a family member or friend.
- b. The School District will include the Agency in its crisis plan for cases involving death.
- c. The Agency will be available to process formal requests for professional development support, relating to grief for School District staff, through a fee based service not covered by this agreement.
- d. The Agency will provide these support services to the extent it has the resources available to deliver them.

e. The Agency will provide support services to students in schools mutually agreed to by Agency and School District.

2.1 Supplies and Space –

- a. The Agency will providing all necessary supplies to facilitate grief support services.
- b. The School District will provide the physical space for Agency staff to meet with the students.

2.2 Referrals - The School District will designate one or more representative(s) to identify and refer students to the Agency for services. Teachers and others may make a referral to the Agency by contacting the designated School District representative such as a school counselor or social worker.

2.3 Consent – Agency will not provide services unless it has received consent from those receiving the services obtained according to the School District’s policy. The Agency will administer an opt-out consent for participation inclusive of in person and/or virtual programming. The School District will support student absence from class to attend grief sessions, as appropriate.

2.4 Exchanged Data –To the extent the services require that data on individuals be made available to the Agency, those data shall be administered in accordance with the Minnesota Government Data Practices Act, (Minnesota Statutes, Chapter 13). The School District will identify and provide a primary school representative to the Agency for collaboration and consult regarding student need. All student information that is shared between the Agency and School District will be treated by the parties as confidential so as to comply with all applicable state and federal laws and regulations regarding confidentiality of student records.

2.5 Data – The Agency will collect and analyze data about the Services in order to measure and provide outcome based evidence of the effect of the program. The Agency will communicate its findings to the School District and community.

2.6 Criminal Background Checks – The Agency will complete criminal background checks on all personnel assigned to this Agreement. The background check must be completed in each county the personnel have lived in the past seven years. If the Agency does not have access to conduct background checks the School District will run the check and charge the Agency for the expense.

2.7 Child Protection - The Agency personnel must adhere to state law regarding mandatory child abuse and neglect reporting.

2.8 Safety - The Agency personnel must comply with the School District policies regarding offensive behavior, sexual harassment and violence. The School District will provide policy information to each Agency assigned staff member.

2.9 Credentials; Indemnification; Insurability –

- a. The Agency certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Agreement by any governmental department or agency.
- b. To the extent permitted by law, the School District and Agency, shall indemnify and hold the other harmless for any and all claims, damages, costs, and expenses including attorney’s fees which arise from any act, failure to act or negligence of either party related in any way to performance of either party’s obligations pursuant to this Agreement.
- c. Upon request, the Agency will provide evidence to the School District that the Agency carries professional liability insurance or self-insurance with limits of coverage in the amount of

\$1,000,000, per occurrence, \$1,000,000 aggregate on its employees who will render services to the School District.

2.10 Independent Contractor - For the purposes of this agreement the agency is an independent contractor. No statement contained in this agreement shall be construed so as to find the Agency to be an employer or agent of the School District. Nothing contained in this agreement is intended nor shall be construed in any manner to create or establish an employment relationship.

Article 3

3.0 Notices – The Agency and School District respectively designate the following persons to receive all notices with regard to this Agreement.

For the Agency:

Name/Title: Nicole Barnes, Program Manager

Email Address: nicole.barnes@park

Mailing Address: 6500 Excelsior Blvd. nicollet.com
St. Louis Park, MN 55426

Telephone: 952-993-6299

For the School District:

Name/Title: Jody Remsing
Director of Student Support Services

Email Address: jody.remsing@edinaschools.org

Mailing Address: 5701 Normandale Rd
Edina, MN 55424

Telephone: 952-848-4960

Agency Signature:

Nicole Barnes

Printed Name:

Nicole Barnes

Title: 811712023

Date: Program Manager

School District Signature:

Jody Remsing

Printed Name:

Jody Remsing

Title: Director of Student Support Services

Date: 8/17/23

V.N.2. Alexandra McCannel



Board Meeting Date: September 11, 2023

Title: Contract for Independent School District 273 Service Provider Agreement with Alexandra McCannel, MA, LMFT.

Type: Consent

Presenter(s): Jody Remsing

Description: The purpose of this Agreement is to create an agreement between ISD 273 and Alexandra McCannel, MA, LMFT to provide mental health services and professional development from August 16, 2023 to July 31, 2024.

Recommendation: Approve the attached Service Provider Agreement with Alexandra McCannel, MA, LMFT.

Desired Outcomes from the Board: Approve the attached contract with Alexandra McCannel.

Attachments: Contract with Intermediate District 273 of Service Provider Agreement.

**SERVICE PROVIDER AGREEMENT
INDEPENDENT SCHOOL DISTRICT NO. 273**

Instructions on next page

Alexandra McCannel (the Provider), hereby contracts to provide services to Independent School District No. 273, Edina, Minnesota (the District), as follows:

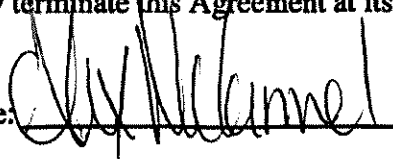
1. **SERVICES.** The provider will furnish to the District all necessary services to provide mental health services and professional development.
2. **DATES OF SERVICE.** August 16, 2023- July 31, 2024
3. **PAYMENTS.** The District will make payments for the services provided on the following terms:

Basic contract amount: \$200.00 per hour for working with students or IEP teams,
presentation rate \$500.00 per hour.

4. **INDEPENDENT CONTRACTOR.** The Provider and the District acknowledge and agree that the Provider is performing services under this Agreement as an Independent Contractor and not as an employee or agent of the District. The Provider and the District further understand and agree that no deductions, withholding or contributions shall be made by the District for income tax, unemployment compensation, social security, workers' compensation, or otherwise, under any federal or state law applicable to the employer-employee relationship. Any report or product produced as a result of this Agreement becomes the sole property of Independent School District No. 273.
5. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Provider and the District and can be modified only by written agreement of both parties. This Agreement terminates, supersedes and revokes all prior contracts, agreements and representations by or between the parties, written or oral.
6. **TERM OF AGREEMENT.** This Agreement is effective upon signature of both parties. The District may terminate this Agreement at its discretion.

Provider Signature: _____

Date: _____

 8/16/2023

Provider Name (print):

Alexandra McCannel, MA, LMFT

Provider Address: _____

26330 Noble Road, Excelsior, MN 55331

(Must have W-9 on file) Provider Telephone: 612-270-5742

V.N.3. Dr. LeAnn Hutchinson



Board Meeting Date: September 11, 2023

Title: Contract for Independent School District 273 Medical Advisor Agreement with Dr. LeAnn Hutchinson.

Type: Consent

Presenter(s): Jody Remsing

Description: The purpose of this Agreement is to create an agreement between ISD 273 and Dr. LeAnn Hutchinson as Medical Advisor.

Recommendation: Approve the attached Medical Advisor Agreement for the purpose of obtaining Medical Advice from Dr. LeAnn Hutchinson.

Desired Outcomes from the Board: Approve the attached contract with Dr. LeAnn Hutchinson for Medical Advice.

Attachments: Contract/Medical Advisor Agreement with Dr. LeAnn Hutchinson.

MEDICAL ADVISOR AGREEMENT

This Agreement is entered into by and between Independent School District No. 273, Edina Public Schools ("District") and Dr. LeAnn Hutchison, M.D. ("Provider").

WHEREAS, Provider is a duly licensed board-certified medical doctor willing to volunteer with the District as a Medical Advisor; and

WHEREAS, the District would like to enter into a contractual relationship with the Provider for her consultation and advice regarding medical issues that arise in the school setting;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement, the parties agree as follows:

1. **TERM.** This Agreement will take effect on the last date it is signed by the parties and will end on July 31, 2024, unless either party terminates the Agreement earlier. Either party may terminate this Agreement at any time (but not retroactively), for any reason, by giving fourteen days' written notice to the other party.
2. **SERVICES.** During the term of this Agreement, Provider agrees to furnish to the District advisory and consultative services defined as follows:
 - a. Consult with the school health services supervisor on an ongoing basis to plan, review, evaluate, and revise school district policies related to student health and wellness;
 - b. Consult with the school health services supervisor in the development and revision of nursing protocols for the assessment and management of students' health care problems;
 - c. Provide consultation and, when appropriate, medical direction to the school Health Services Supervisor regarding in-school management of student medical problems;
 - d. Provide standing orders for medications and medical treatment;
 - e. Review individual student health records as required; and
 - f. Consult with school personnel on issues such as health exemptions, placements, requests for homebound services, etc.

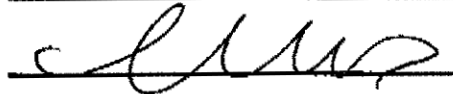
3. **RELATIONSHIP.** Provider is a volunteer for all purposes. The parties are not entering into an employment agreement or an employee-employer relationship. Nothing in this Agreement may be construed as creating an employment relationship, a partnership, a joint venture, or a joint enterprise between the District and Provider.
4. **PAYMENTS.** The work performed by the Provider will be performed pro-bono. The Provider understands that the scope of the Provider's relationship with the District is limited to a volunteer position and that no compensation is expected in return for services provided by the Provider. The Provider also understands that the District will not provide any benefits traditionally associated with employment to the Provider. The Provider is responsible for her own medical insurance coverage in the event of personal injury or illness as a result of the Provider's services to the District. The Provider acknowledges that the District does not assume any responsibility for or obligation to provide the Provider with financial or other assistance including, but not limited to, medical, health, or disability benefits or insurance of any nature in the event of injury, illness, death or damage or loss to property, or malpractice insurance. The Provider expressly waives any such claims for compensation or liability on the part of the District beyond what may be offered freely by the District in the event of such injury or medical expenses incurred.
5. **LICENSURE AND INSURANCE.** Provider represents and warrants that she is a duly licensed and board-certified medical physician who is in good standing with her licensing body and has not been the subject of professional discipline. Provider further represents and warrants that she carries at least one million dollars professional medical malpractice insurance and that the policy is in good standing and will be maintained during the entire term of this Agreement.
6. **INDEMNIFICATION.** The Provider agrees to hold the District harmless with respect to all claims and expenses arising out of, or resulting from, the negligence or omission of the Provider while furnishing services to the District.
7. **PRIVATE AND CONFIDENTIAL INFORMATION.** In providing services for the District, Provider may have access to data that are classified as private or confidential under federal or state law. Provider must maintain the confidentiality and privacy of all data accessed, gathered, created, or maintained as a result of performing services for the District, including advice provided to the District, and Provider must not disclose such data without written authorization from the District's Superintendent or its School Board, unless disclosure is specifically required by law or by court order. Provider must comply with the Minnesota Government Practices Act ("MGDPA") and the Family Education Rights Privacy Act ("FERPA"), and must maintain and safeguard all data in compliance with all

statutory provisions applicable to the data. No physician-patient or similar privilege will be created as a result of this Agreement or as a result of, or in connection with, this Agreement. All data that are accessed, gathered, created, or maintained pursuant to this Agreement are governed by the MGDPA and FERPA.

8. **COVENANT OF DILIGENCE AND GOOD FAITH.** Provider agrees to provide services to the District diligently and in good faith. Provider must comply with all federal and state laws and with all policies and rules of the District.
9. **CHOICE OF LAW AND SEVERABILITY.** This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
10. **WAIVER AND EQUAL DRAFTING.** Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties.
11. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties. Neither the District nor Provider has relied on any statements, promises, or representations that are not stated in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. No waiver or modification of any provision of this Agreement will be valid unless it is in writing and signed by both parties.

IN WITNESS THEREOF, the parties have entered into this Agreement on the dates recorded by their signatures.

PROVIDER

 M.D.

8/18/2023
Date

INDEPENDENT SCHOOL DISTRICT NO. 273, EDINA

School Board Chair

Date

School Board Clerk

Date

V.N.4. ProCare_Chelsey Williams



Board Meeting Date: September 11, 2023

Title: Contract for Independent School District 273 Client Assignment Confirmation Agreement with ProCare Therapy for Chelsey Williams in a COTA position Monday through Thursday 7:30-3:30.

Type: Consent

Presenter(s): Jody Remsing

Description: The purpose of this Agreement is to create an agreement between ISD 273 and ProCare to have Chelsey Williams work in the capacity of a COTA position.

Recommendation: Approve the attached Client Assignment Confirmation for ProCare Therapy.

Desired Outcomes from the Board: Approve the attached Client Assignment Confirmation with ProCare Therapy.

Attachments: Client Assignment Confirmation with ProCare Therapy.

**ADDENDUM A
Client Assignment Confirmation**



This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and New Direction Solutions, LLC dba ProCare Therapy ("ProCare"). Client will pay ProCare for hours worked by Consultant on the following terms:

Assignment Details

ProCare Consultant: Chelsey Williams PID: *

School District Name (Client): Edina Public School District

Start Date: 08/28/2023 End Date: 12/31/2023

Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar

Position: COTA

Bill Rate: \$76.00 Minimum Hours: 32.5

Overtime Rate: 1.5 times Bill Rate

Billing Workweek: Monday – Friday

Miscellaneous: M-Th 7:30-3:30

Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax-exempt entity.

If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by ProCare for a period of (12) months after the latest date of introduction, referral, or end of contract placement. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to ProCare upon start date.

Option of virtual services will be offered by ProCare in lieu of onsite services

All precautions will be taken by the Client to create a safe and healthy environment

Account Representative Information: **Carina Hoff**
carina.hoff@procaretherapy.com
813-219-1063

By: 120811 - Edina Public School District
Print Name: Jody Remsing
Title: Director of Student Support Services
Date: 8/28/23

By: New Directions Solutions, LLC dba ProCare Therapy
Print Name:
Title:
Date:

***Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty-eight (48) hours of client's receipt of this Client Assignment Confirmation.**

VI. Discussion

VI.A. Community Education 2023 Summer Program
Presentation



Board Meeting Date: September 11, 2023

Title: Community Education 2023 Summer Program Presentation

Type: Discussion

Presenter(s): Dr. Anne Marie Leland, Community Education and Strategic Partnerships (CESP) Director; Kenda Zellner-Williams, Enrichment Supervisor; Becky Lux, Kids Club Supervisor; Maura Caldwell, parent; Lindsay Koerner, ELC Supervisor; Emma Kenney, Edina High School student; and Hannah Christianson, Youth Development Supervisor

Description: The Community Education and Strategic Partnerships Departments' purpose is to support Edina Public Schools' vision and mission by focusing on healthy youth development and meaningful family and community engagement. Our purpose was demonstrated this summer by reaching 54% of Edina Public School students through our Kids Club and Enrichment programs, along with almost 200 early learners. Overall, 5,630 young people and adults were served by our department.

The following chart describes our 2023 summer programming by program area, summary, age, and location.

Program	Description	Ages	Location
Early Childhood Family Education	Caregivers and children learn and grow together with licensed parent educators.	Birth - incoming K	Early Learning Center
Preschool Enrichment	70+ play-based, developmentally appropriate classes taught by Early Learning Center staff and other qualified teachers.	Ages 2 - 5	Early Learning Center
Kids Club	School age care offers a balance between structured and choice activities. Open 7:00am-6:00pm, M-F.	Incoming grades K - 6	Concord (grades K - 3) Highlands (grades 4 - 6)

Youth Enrichment Camps and Classes	564 camps and classes nurture a love of learning, support academics and grow skills in technology, the arts, sports, and more. Most camps run 9:00am-12:00pm or 1:00-4:00pm, M-TH.	Incoming grades K - 12	South View, Edina High School, Edina Community Center, more
excitED! (Targeted Services)	Students able to be safe, independent and successful build academic, organizational and social/emotional skills to draw nearer to grade-level academic expectations. 9:00 am-12:00 pm, M-TH.	Incoming grades 1 - 6	Creek Valley
Environmental Justice Camp	Students spend four nights engaged in immersive, nature-based learning. Eligibility based on FRP.	Incoming grades 7-10	Baker Outdoor Learning Center
Genesys Works Internships	Summer skills training program leading to paid, year-long internships in Information Technology fields.	Incoming grade 12	EHS and multiple work sites
Adult Enrichment	A full slate of offerings from art, fitness, yoga, and lifelong learning	Adults, all ages	Edina Community Center

What made summer 2023 exceptional for our community? The following information represents some of our new and innovative programs, along with our most popular offerings:

- **Environmental Justice Camp:** Twenty-seven students spent four nights at Baker Outdoor Learning Center, free of charge to families. Students, most of whom had not spent a night away from home and with limited experience in nature, participated in activities including survival challenges, yoga, canoeing, rock climbing, geocaching, campfires, reflection, digital photography, and more. The group visited the U of M's Cedar Creek Ecosystem Reserve to learn more about their bison project, and gained exposure to environmental justice advocacy, as well as internships and career paths in outdoor education.
- **Early Learning Center (ELC):** For the first time this summer, the ELC was able to offer programming in our own building and classrooms. Being able to plan and deliver programming in a familiar space and well-suited for young learners, encouraged more of our own teachers to offer camps to the community and for community members to choose the ELC as part of their child's summer experience. Program opportunities were designed to fit a variety of family needs and interests, such as full- and half-day camps

and parent/child activities. A wide selection of choices were available to children and families, ranging from music and athletics to art and cooking, with themes including nature, leadership, exploring Minnesota, and STEAM. Instructors leading these activities increased from five to 17 and camps offered increased from 29 to 93 (PreK Enrichment and ECFE) from 2022 to 2023.

- **Kids Club:** Focused on providing all age groups with a weekly visit to a park or playground, a service learning project, a field trip, and a visit to a pool or beach. This allowed all students to experience more places in the Twin Cities area. Swimming lessons were added this year and were exclusive to our Kids Club families the first two weeks of summer. Overwhelming interest made this a huge success that has prompted the discussion to expand for more Kids Club families to participate next summer.
 - **Onsite Field Trips:** Raptor Center, Fun Jumps (Bounce house), The Frozen Loon (Kids Club family owned), Kona Ice, Snake Discovery, and Sustainable Safari.
 - **Off-site Field Trips:** Edina Skyzone, Cascade Bay, Fort Snelling, Pump It Up, Minnehaha Falls, Rosland park, Elm Creek Park Reserve, Stages Theater, Minnetonka Regional Park, St. Louis Park Aquatic Center, Hyland Park Reserve, Skateville, Pamela Park, Bloomington Aquatic Center, Allianz Stadium Tour, Fun Lab, Lake Minnetonka Beach, Park Tavern, Eagan Central Park, The Works, Baker Park, Miller Park, Mississippi Paddleboat Cruise, Schaper Park, French Park, Apple Valley Aquatic Center, SandVentures, MN Zoo, Cascade Bay, Grand Slam, Fort Snelling, Children's Theater, Nickelodeon Universe, and Valley Fair.
- **excitED! (Targeted Services):** In addition to its traditional focus on reading and math, the program evolved to include more social and emotional and project-based learning. Purpose learning based on the World Leadership School's model for engaging young people was incorporated into the overall excitED! framework. Session one project-based learning focused on a food truck theme and culminated in a visit from Kona Shaved Ice Food Truck. Session two's focus was on animals and animal shelters, and included several visits from a therapy dog reading team, as well as a visit from Bunny Besties, a rabbit rescue group with a passion for literacy (and bunny agility!).
- **Youth Enrichment:** It was another record-breaking year for youth enrichment programming, with 564 camps offered. A shift in staffing model allowed us to continue to improve inclusive programming: we served 450 students with IEPs/special needs in general summer camps, in addition to 89 students with IEPs in Unified programming (increased from serving 265 students with IEPs in 2019). Overall parent satisfaction was high: 60% of families responding to our survey rated their experience in our summer camp a 10 of 10, with 472 responses recorded. An additional 10% rated their experience a 9 of 10. For the first time, we applied to host one AmeriCorps Summer Impact Fellow through Ampact; based on the strength of our program, we were assigned a total of four Fellows (one was later assigned to Early Learning Center).
- **Adult Enrichment:** Adults were engaged this summer through Community Woodshop, creative writing, mahjonn lessons to our adult fitness and wellness program ranging from ballet and water exercise to pilates, yoga, strength, and Tai Chi. Great Decisions, a current events lecture and discussion series (a partnership between Community Ed, Hennepin County library and Global Minnesota), continued throughout the summer.
- **Genesys Internships:** Thirteen EPS students (all rising seniors who have taken Computer Science courses) were accepted into the Genesys Works Summer Internship program. They completed an eight week summer Skills Training program focused on key areas such as business etiquette, conflict resolution and communication skills, as well as Microsoft Excel. At the end of summer, these students were placed in paid, year-long internships at Optum, Thrivent Financial, Medtronic, Best Buy, Target Corporation, M.A. Mortenson Co. and CWT US, LLC. The students will receive continued support and mentorship throughout the school year from the Work Based Learning class at the high school, co-taught by CESP staff. Genesys Works is a nonprofit actively expanding

career pathways for youth with big career aspirations but little access to the networks needed to help them achieve their dreams.

In order for the Edina Public Schools Community Education and Strategic Partnerships Department to offer robust and extraordinary programming, it took over 440 employees and vendors to plan and deliver our out of school time summer opportunities. The following table provides a description by program on the number of overall registrations, number of unique participants, number of vendors/instructors, and number of staff.

Program	Number of opportunities (registrations)	Number of unique participants	Number of vendors/instructors	Number of staff
Early Childhood Family Education	71	45 families (caregiver + child)	2	4 ELC staff
Preschool Enrichment	734	298	15	4 ELC staff 1 Ampact AmeriCorps Summer Impact Fellow
Kids Club	n/a	892	6 onsite field trips vendors 34 off site field trip vendors	176
Youth Enrichment Camps and Classes	7392	3782	87	21 Summer Staff 3 Ampact AmeriCorps Summer Impact Fellows
excitED! (Targeted Services)	n/a	291	n/a	33
Environmental Justice Camp	27	27	5	10
Genesys Works Internships	13	13	7 businesses	1
Adult Enrichment	401	282	17	1

A special thanks needs to be noted to our volunteers, community partners, EPS partners, and CESP planning team:

Volunteer Information

- Number of volunteers = 65
- Number of volunteer hours = 2,102.75
- Middle and high school Unified Program volunteers
- Majority of volunteers were EHS students

Community Partners

- Edina Give and Go
- Bunny Besties
- Ampact | AmeriCorps
- R.E.A.D. Dogs MN
- Edina Resource Center
- Baker Park Environmental Education Center
- U of M Cedar Creek Ecosystem Science Reserve
- Ana Munro, North Hennepin Community College
- Radar Staffing
- World Leadership School
- Kona Ice Truck
- Intermediate District 287
- Minnesota Department of Education Alternative Learning

Edina Public School Partners

- Transportation
- Buildings and Grounds
- Student Support Services
- Gretchen Meier, EPS School Nurse
- District Media and Technology Services
- Teaching and Learning
- Targeted Services
- Human Resources
- Finance and Operations
- Mark DeYoung, Assistant Principal and Summer Targeted Services Coordinator
- Daniel Brundage, Teacher and Summer Targeted Services Supervisor
- Deb Pekarek, Teacher and Purpose Summit Graduate

Community Education and Strategic Partnerships Planning Team

- Dr. Cheryl Gunness, Community Involvement Coordinator
- Rachel Hicks, Youth Programs Coordinator
- Julie Gabrielson, Facilities and Operations Coordinator
- Leah Byrd, Early Learning Coordinator
- Annie Schilling, Enrichment Manager
- Jane Tierney, Kids Club Manager
- Carrie Proctor, Kids Club Manager
- Tim Faklis, Inclusion Manager
- Matt Lux, Kids Club Supervisor
- Paul Miller, Kids Club Supervisor
- Tara Freiberg, Kids Club Supervisor
- Rebecca Lux, Kids Club Supervisor
- Matthew Lux, Kids Club Supervisor
- Lucas Bates, Kids Club Supervisor
- Abigail Wilfahrt, Kids Club Supervisor
- Derrick Lidstone, Kids Club Supervisor
- Jade Overton, Kids Club Supervisor
- Trent Ostman, Kids Club Supervisor
- Siri Block, Kids Club Supervisor
- Brian Manthe, Kids Club Supervisor
- Serenity Sebesta, Kids Club Supervisor
- Libby Tikalsky, Kids Club Supervisor
- Mary Finnamore, Department Specialist
- Kim Nooleen, Department Specialist

- Heather Larson, Department Specialist
- Tom Gatyas, Facility Scheduler
- Tyler Morris-Rees, Auditorium & Events Manager
- Kristin Biwan, Marketing & Communications Specialist
- Hannah Christianson, Youth Development & Volunteers Supervisor
- Melody Suite, Youth Development & Volunteers Supervisor
- Krista Phillips, Edina Resource Manager
- Brandon Sieck, Enrichment Supervisor
- Laura Phongsavath, Enrichment Supervisor
- Kenda Zellner-Smith, Enrichment Supervisor
- Linday Koerner, ELC Supervisor
- Affey Sigat, ELC Supervisor
- Jodi Holmquist, Department Specialist

Recommendation: N/A

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

Attachments: 2023 Summer Community Education [Video](#)

VI.B. Substitute Teacher Fill Rates



Board Meeting Date: 9/11/2023

Title: Substitute Teacher Fill Rates

Type: Discussion

Presenter(s): Sonya Sailer, Director of Human Resources

Description: To better attract substitute teachers to work in our school district, the Edina School Board approved the administration's request to increase daily and building teacher substitute rates last winter. A district's ability to hire enough substitute teachers to replace its absent teachers is referred to as its "fill rate," which equates to the percentage of teacher absences that were covered by a substitute teacher. At the time of the administration's request last December, the school district's fill rate averaged 63%. Following the Board's approval of the new rates, our district's fill rate averaged 73% in January, 67% in February, 79% in March, 82% in April, and 86% in May.

Our school district continues to experience its largest number of absences on Fridays. Beginning last winter, the Board approved the administration's request to offer a \$200/day incentive rate on Fridays. At that time, the district's fill rate on Fridays averaged 52%. The Friday fill rate increased to 83.44% during the last three months of the 2022-2023 school year. As a result, the administration plans to continue the Friday incentive rate this school year.

The building principals and representatives from human resources engaged in an IROD analysis for collaborative decision-making earlier this summer around substitute coverage. The result was to increase the number of building substitutes at each school building by one to add additional support for unexpected absences. The assignment priority for building substitutes is to: 1) cover unfilled teacher absences; 2) cover vacant special education paraprofessional positions; 3) cover unfilled special education paraprofessional absences; 4) cover other unmet student supervision and assistance needs in the building; and 5) contact human resources to seek reassignment to another building with greater needs. The system is working well thus far with a 100% fill rate through the date of this report (after the first five student days of this year).

An analysis of our surrounding school districts shows that our substitute teacher rates remain competitive as of today. EPS provides \$175/day for a daily substitute (\$200/day on Fridays) and \$200/day for a building substitute. Maintaining a competitive substitute rate is important not only for the district's fill rate, but also to stabilize coverage costs.

Recommendation: Review this information and prepare any questions.

Desired Outcome(s) from the Board: Review, discuss, and provide any feedback.

Attachment(s): None

VI.C. Administrative Recommendation for
Strategic Plan Revisions



Board Meeting Date: 9/11/2023

Title: Administrative Recommendation for Strategic Plan Revisions

Type: Discussion

Presenter(s): Dr. Stacie Stanley, Superintendent

Description: The Edina Public Schools strategic plan was approved by the school board in June 2020.

- The strategic plan is reviewed yearly by a group of 40+ community stakeholders including students, parents, business partners, teachers, school, program and district administrators, and school board members. The review is facilitated by an outside agency. During the 2022-2023 school year, the strategic plan was reviewed in March 2023. The review team met for a day and a half to receive reports that highlighted elements of work directly related to each Strategic Plan Priority. The review team also received an executive summary of additional training, activities and programming related to each Strategic Priority. The team provided their feedback using the (Strengths – Opportunities-Aspirations-Results (SOAR) analysis model.
- A comprehensive analysis report of the stakeholder feedback and recommendations was presented to the school board in June 2023.
- In addition, during its July 2023 school board retreat, board members collectively analyzed the strategic plan and provided its feedback to administration for review.
- Based on community stakeholder feedback and the school board review, the administration is making a recommendation for revisions.

Recommendation: Review and accept recommendations for strategic plan revisions.

Desired Outcomes from the Board: School Board members will review documents and recommendations thoroughly and come to the board meeting with prepared questions to guide discussion.

Attachments:

1. [Revision Recommendations](#)
2. [Revised Strategic Plan Gantt Chart](#)
3. [6.12.23 Strategic Plan Monitoring Report](#)
4. [2023 Core Planning Slides](#)
5. [2023 Executive Summary](#)

Strategic Plan Gantt Chart (Expanded Version)

Strategy A: Advance Academic Excellence, Growth and Readiness										
Edina Public Schools provides our students with access to a comprehensive curriculum that develops critical thinking skills and dispositions, and assures students are ready for their next level and the challenges and opportunities in the next phase of life.	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
A1. Design and deliver curriculum, instruction and assessment focused on content rigor, critical thinking, student engagement and continuous improvement to assure academic achievement and student growth.	1	2	3	3	4	5	5	5	5	5
<ul style="list-style-type: none"> To prepare all learners for college, career and civic life, curricula and instruction will be aligned to future ready competencies, Portrait of a Well Rounded Edina Graduate and periodically audited as part of a continuous Improvement process. Explore and create additional PreK-12 programming (e.g. STEAM, STEM, Immersion, Biomedical) that promotes authentic and engaging learning experiences to meet the needs of future ready learners and provide attractive educational options for families. 										
A2. Provide a coherent and differentiated educational experience that effectively engages, appropriately challenges every student academically.	2	3	3	4	4	5	5	5	5	5
<ul style="list-style-type: none"> Articulate a system of flexible pathways that maximizes learner engagement to grow students' strengths and talents. 										
A3. Provide expanded, timely and effective interventions for students based on data and individual needs, through all school phases, Pre-K- 12 and throughout the school year.	1	2	2	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Audit, advance and then monitor for effectiveness PreK-12 Intervention programming to continuously improve the ability to meet the learning needs of all. 										
A4. Implement a review of all literacy programs at EPS.	1	1	2	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Review and develop a PreK-12 comprehensive literacy plan that is supported by current research to ensure that all students are College, Career, and Civic ready. Embed targeted reading instruction and supported it across content areas, so that learners are maximizing opportunities to strengthen their skills. 										
A5. Provide robust early childhood education.	1	1	2	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Increase participation in district Early Learning programming to ensure alignment with Kindergarten readiness skills. 										

Strategy B: Ensure an Equitable and Inclusive School Culture										
EPS welcomes, respects, supports and values everyone so students can learn effectively, develop a deeper understanding of complex issues and become empowered to contribute to the school community.	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
B1. Create learning environments and curricula that enable staff and students to learn from and reflect on their own and others' experiences; explore multiple perspectives; practice civil discourse; encourage empathy; create interpersonal connections and embrace diverse identities.	1	1	3	3	4	5	5	5	5	5

<ul style="list-style-type: none"> Develop, implement, and monitor action plans to support employee wellness. 										
C23. Assure students have the opportunity to participate in robust extracurricular and co-curricular opportunities.	1	1	1	2	3	4	5	5	5	5
C34. Provide students with skills for healthy lifestyles including living effectively with technology and ensure access to participate in K -12 wellness programs.	1	2	2	3	4	5	5	5	5	5
<ul style="list-style-type: none"> An identified wellness team will develop a common definition of wellness to include: medical, mental health, physical and chemical health. An identified wellness team, in collaboration with DMTS, will complete a review of research to determine healthy habits around technology use and recommend standards of practice for E-12. The identified wellness team will create a skill assessment to identify specialists to deliver topical trainings on: healthy lifestyles, nutrition, the effects of technology, etc. An identified wellness team will study current wellness practices, research and current programming within EPS in order to develop a comprehensive E-12 wellness program. Programming and scheduling will be designed to consider and minimize student stress. 										
C45. Create environments that are conducive to learning and facilitate constructive student interaction.	1	1	2	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Survey staff and students to assess current educational environments and how they support learning and constructive student interactions. Considering results from the survey, the SEL taskforce will recommend reallocation, renovation, or building of space to meet identified needs. Identify, train and Implement restorative practices to improve student and staff ratings of positive school climate. 										
C56. Increase the mental health support provided by caring adults.	2	3	3	4	5	5	5	5	5	5
<ul style="list-style-type: none"> Decrease the current high school counselor ratio of 350 students to 1 counselor to 250:1, going from 8 to 11, to 12 counselors. Every student is assigned a staff member (i.e. advisor, teacher or case manager) as an advocate to create a Learner Profile and ensure consistent contact and communication. 										
C67. Complete a comprehensive review of technology used by students and staff <i>This has been completed.</i>	1	1	2	5	5	5	5	5	5	5
<ul style="list-style-type: none"> Partner with DMTS to inventory technology currently in use by students and staff. Identify the benefits and drawbacks of each category of technology utilized. Make recommendations around continued use of each category of technology used. 										

Strategy D: Develop Leadership Throughout the District										
Edina Public Schools continuously develops innovative, committed and exemplary leadership at all levels and from all constituencies, student and adult.	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
D1. Identify, develop and recognize adult leaders throughout the district.	1	1	1	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Identify the collaborative team as a the foundational structure for innovative leadership. 										

Strategy E: Engage Parents, Schools and Community

Edina Public Schools works in partnership with parents, students, staff, alumni, and community to serve as a reflection of Edina’s strong commitment to education.	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
E1. Provide engagement opportunities and information about Edina Public Schools to the community so that all community members feel connected and know how to contribute to our collective success.	1	1	2	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Develop and communicate framework for role of community in decision making. 										
<ul style="list-style-type: none"> Develop marketing materials to promote the value of an Edina education.. 										
<ul style="list-style-type: none"> Create alumni/community opportunities to connect to the district. 										
E2. Build upon the robust community education opportunities and offerings for all learners (PreK-Adult).	1	1	2	3	3	4	5	5	5	5
<ul style="list-style-type: none"> Reinvigorate marketing, communications and engagement strategies to reintroduce our programs to new and evolving audiences and create programs that respond to evolving community needs. 										
<ul style="list-style-type: none"> Deepen partnerships with internal partners to enhance learning beyond the school day and student leadership opportunities. 										
<ul style="list-style-type: none"> Integrate transition programs and materials with communications (Birth, entering K, MS, EHS). 										
E3. Ensure all students and their families are engaged and well-served by the communications and all other interactions with EPS.	1	1	3	4	4	5	5	5	5	5
<ul style="list-style-type: none"> Audit current communications and systems to better understand the needs of parents, students, affinity groups, and to ensure equitable access, effective organizations and valuable/right sharing of information. 										
E4. Leverage partnerships with community groups, businesses, local and state government agencies, and individuals to strengthen and foster relationships with EPS.	1	1	3	3	4	4	5	5	5	5
<ul style="list-style-type: none"> Ensure community members experience a welcoming environment through customer service. 										
<ul style="list-style-type: none"> Develop a network of influencers to promote and support EPS. 										
<ul style="list-style-type: none"> Build upon our community partnership/volunteering program to develop a framework that allows for multiple contact/entry points and creates a deeper relationship between partners and the school system. 										
E5. Ensure strong financial stewardship and provide information that is accessible to all members of our community and demonstrates and promotes the value of an Edina education.	1	3	3	4	5	5	5	5	5	5
<ul style="list-style-type: none"> Publish annual financial reports and in user friendly language. provide plain language. 										
E6. Create an assessment data dashboard.	1	1	3	3	4	5	5	5	5	5
<ul style="list-style-type: none"> Create and systematize all the processes required to operate and use the dashboard to track strategic progress. 										

1: Planning Phase

2: Development Phase

3: Partial Implementation Phase

4: Full Implementation Phase

5: Adaptation and Scale-up

VI.D. 2023-2024 Superintendent Goals



Board Meeting Date: 9/11/2023

Title: 2023-2024 Superintendent Goals

Type: Discussion

Presenter(s): Dr. Stacie Stanley, Superintendent

Description: Superintendent goals are aligned with key Edina Public Schools strategic plan priorities and MSBA performance standards.

Recommendation: Review goals

Desired Outcome(s) from the Board: Review proposed goals, standards and strategic plan priorities and bring any questions you might have.

Attachment(s):

1. 2023-2024 Superintendent Goals
2. [Minnesota School Board Association Standards](#)
3. [Edina Public Schools Strategic Plan](#)

**Superintendent Stacie Stanley
2023-2024 Goals**

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS	
<p>Goal 1: Provide leadership to improve and enhance student learning in Edina Public Schools.</p>	<p><u>Evidence of Performance 1:</u> Superintendent will work with EPS administration to enhance continuous school improvement plan</p> <ul style="list-style-type: none"> - August 2023, continue with leadership efforts to ensure strong inculcation of change management models throughout the EPS organization. - By mid-September, establish a plan for executive coaching on I-R-O-D for Cabinet and the new secondary principal team to support successful transition at the 6-12 level. - Frequent 1:1's with each secondary school principal and school visits to provide coaching support and ensure a strong onboarding into the EPS system. - Frequent check-ins with Assistant Superintendent to monitor implementation of Continuous School Improvement Plans, & meet with lead principals on a quarterly basis. - October 2023 & February 2024, updates to the board on Continuous School Improvement processes. - January 2024, provide the school board with an update on ML program delivery and student learning.
	<p><u>Evidence of Performance 2:</u> Superintendent will ensure benchmarks of the CLP are implemented in alignment with the strategic plan Gantt chart.</p> <ul style="list-style-type: none"> - August 2023 recommendation provided to the school board for strategic plan updates. - In September 2023, the school board will receive a recommendation for Data Metrics Plan Two Year Goals, which were developed from baseline performance data collected during the 222-2023 school year. - In October 2023, the data metrics performance report will be presented to the school board. - Monitor science of reading implementation efforts during monthly DILT meetings. - Secondary ELA Course recommendations finalized - During the spring of 2024, the superintendent will continue to engage a variety of stakeholders to garner feedback about strategic plan implementation efforts
	<p><u>Evidence of Performance 3:</u> Superintendent will monitor the launch of SDL pathway & STEAM program development</p> <p>Monitor implementation during monthly 1:1's and cabinet meetings.</p> <ul style="list-style-type: none"> - Frequent 1:1's with the Director of Achievement Equity & MLL programming to monitor development of SDL program model. - October 2023 Business Partnership Update - November 2023 - school board will receive SDLI program report. - November 2023 - Implementation progress report on STEAM programming
Standard 6.a-e and Strategic Priorities A.1-5; D.1, D.2, D.4, E.4	

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<p>Ensures school improvement plans are in place at all buildings and align with school district-wide goals; assures plans and strategies are in place and used for implementing improvement efforts and monitoring progress; demonstrates knowledge and comfort with current instructional programs and seeks to communicate how the school district is implementing best practices and new initiatives; prioritizes and focuses on increasing student achievement, including reporting on student achievement metrics.</p>	<p>Ensures school improvement plans are in place at all buildings and align with school district-wide goals; demonstrates knowledge with current instructional programs and is able to discuss them; student achievement metrics are reported.</p>	<p>School improvement plans are in place at building level, but lack district-wide coordination; is somewhat knowledgeable of current instructional practices; relies on others for information/data.</p>	<p>School improvement efforts are limited; no comprehensive plan in place; is uninvolved in current instructional programs; is unaware of current instructional issues.</p>

FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

<p>Goal 2: Provides oversight of leadership for student and staff support to improve and enhance district culture and climate</p>	<p>Evidence of Performance 1: Superintendent will work with cabinet and community partners to review, update and enhance school safety and security efforts.</p> <ul style="list-style-type: none"> - Provide direction for the development of a comprehensive project plan that includes a timeline for the review, update and enhancement of school safety and security efforts. - Provide direction for training using a common well vetted program that will include all executive, senior, middle management and those who report directly to each of them. - Provide direction for a plan to conduct a reunification exercise in 2024. - Provide direction in the review, update and enhancement of board policy. - Continue to build strong partnerships with EPD and EFD through partnership meetings and exercises. - August 2023 report to School board of comprehensive overview of safety and security efforts of both public and confidential elements of plan. - Monitor change management efforts as the Raptor system is

	<p>onboarded in school buildings.</p> <p>Evidence of Performance 2: Superintendent will provide direction, coaching and consult to administrator project managers in the execution and monitoring of social emotional support for students and staff.</p> <ul style="list-style-type: none"> - Staff culture & climate goals are established and monitored throughout the school year. - Secure keynote speaker - Ross Wehner to provide a keynote address on purpose and launch an understanding of purpose as it relates to staff wellness. - Monitor Employee Wellness Committee efforts as they work to extend understanding and study of purpose to support staff wellness. - Monitor Secondary advisory efforts to ensure we are learning environments that foster a sense of belonging. - Recommendation to school board to add focus on staff to strategy priority C to support staff wellness efforts that foster a sense of belonging.
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Standard 6.e, 7.f, 7.g and Strategic Plan Priorities C.1, C.5 & E.4

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<p>Ensures system-wide plan has been developed and implemented to assure healthy school and/or work environment; collaborates with local health and social service agencies, to provide supports for students and/or staff; monitors implementation of policies prohibiting bullying and harassment to ensure they are used as intended.</p> <p>Ensures systems wide school safety & security plan is developed & implemented to assure all school district buildings and grounds are safe and secure; collaborates with local enforcement and fire prevention agencies;</p>	<p>Ensures system-wide plan has been developed and implemented to assure healthy school and/or work environment; collaborates with local health and social service agencies, to provide supports for students and/or staff; ensures policies prohibiting bullying and harassment are developed.</p> <p>Ensures systems wide school safety & security plan is developed & implemented to assure all school district buildings and grounds are safe and secure; collaborates with local enforcement and practices safety drills.</p>	<p>Ensures system-wide plan has been developed and implemented to assure healthy school and/or work environment; collaborates with local health and social service agencies, to provide supports for students and/or staff; but plan is not followe completely; ensures policies prohibiting bullying and harassment are developed.</p> <p>Ensures plan has been developed to assure school district building and grounds are safe and secure, including some of the required safety drills.</p>	<p>No plan has been developed and implemented to assure healthy school and/or work environment; no plan has been developed for social emotional supports or options for students; policies prohibiting bullying and harassment do not exist.</p> <p>No plan has been developed to ensure school district building and grounds are safe and secure.</p>

<p>ensures effective crisis management and techniques; monitors for effectiveness; ensures drills are conducted to ensure parties know roles and responsibilities.</p> <p>Consults with and guides the EPS leadership team to develop and support open, productive, caring & trusting relationships among and between staff.</p>	<p>Encourages open, productive, caring & trusting environment among staff.</p>	<p>Haphazardly supports open, productive, caring & trusting environment among staff.</p>	<p>Culture of trust does not exist</p>
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FORM ONE (1) : ESTABLISH GOALS AND STANDARDS

<p>Goal 3: Provide oversight of long-term district fiscal health position through monitoring of resident enrollment management, advocacy with local and state officials on behalf of students and collective bargaining</p>	<p>Evidence of Performance 1: Superintendent will provide direction, coaching and consultation to administrator project managers to conduct a longitudinal review of enrollment data and patterns.</p> <ul style="list-style-type: none"> - In conjunction with city of Edina partners, coordinate August 2023 report on enrollment trends from local demographer - August 2023 capacity study from architects
	<p>Evidence of Performance 2: Superintendent will provide direction, coaching and consultation to administrator project managers who will implement & monitor marketing efforts to support retention of resident students.</p> <ul style="list-style-type: none"> - November marketing plan monitor report from the director of marketing and communication.
	<p>Evidence of Performance 3: Superintendent will provide direction, coaching and consultation to administrator project managers who oversee contract negotiations.</p> <ul style="list-style-type: none"> - Ensures governance committee and school board receive timely updates on negotiations - Ongoing guidance and direction for administrator project managers.
	<p>Evidence of Performance 4: Superintendent will engage in advocacy efforts at the local and state levels.</p> <ul style="list-style-type: none"> - Partner with Edina LAC, MASA & AMSD to advocate for the needs of Edina Students

Standard 2.e, 3.d, 5.f and Strategic Plan Priorities D.5 & E.4, E.5

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<p>Protects school district's fiscal health by continually monitoring student enrollment, seeking efficiencies and identifying new sources of funding such as grants; consistently follows policies, bases recommendations and decisions on school district approved priorities and needs.</p>	<p>Provides some oversight of school district resource allocations and decisions, including fiscal investments, grant funding opportunities, fixed assets, and external resources; usually follows policies; ensures alignment between school district assets and priorities to support improved instructions and other key goals</p>	<p>Provides limited oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; does not consistently follow policies; some alignment exists between school district assets and priorities</p>	<p>Does not provide oversight of school district resources, including fiscal investments, grant funding opportunities, and fixed assets; has not developed policies to guide asset-related decisions; makes fiscal decisions that do not align with school district priorities and/or are wasteful</p>
<p>Works with school board & community to build relationships with government officials to promote students interests and influence appropriate responses to government actions</p>	<p>Assumes leadership role through numerous contacts with government officials to protect and promote student's interests.</p>	<p>Engages with government officials to protect student's interests.</p>	<p>Does not engage with government officials to protect student's interests.</p>
<p>Provides consultation and guidance to district leaders and school board in preparing for and executing negotiations.</p>	<p>Is proactive in preparing for collective bargaining by sharing appropriate information.</p>	<p>Accepts that collective bargaining is necessary and may be challenging.</p>	<p>Does not seek to understand and/or improve collective bargaining.</p>

VI.E. Board Goals



Board Meeting Date: 9/11/23

Title: 2023-2024 Proposed/Draft Board Goals

Type: Discussion

Presenter(s): Governance Committee

Description: Attached are the proposed/draft board goals the board reviewed July 25, 2023.

Recommendation: Board members should review these goals as related to Dr. Stanley proposed superintendent goals and come to the work session with any recommended updates/changes to ensure alignment of priorities.

Desired Outcome(s) from the Board: Discuss any proposed updates/changes at both the 9/11/2023 work session and regular meeting in order to approve final 2023-2024 board goals at the October 16th board meeting.

Attachment(s): 2023_2024 Board Goals_Draft

Edina School Board 2023-24 Board Goals

BACKGROUND:

The Edina School Board sets board goals annually that align with both the district's strategic plan and our Superintendent's goals and are consistent with the priorities of Edina School District stakeholders.

These goals and priorities consider many factors including, but not limited to:

- Prior year board goals and evaluation
- Superintendent status reporting of the current implementation of the district's current strategic plan
- Annual feedback gathered from students, educators and staff via the yearly Panorama survey
- Feedback gathered from the Core Planning Meeting including the strategic plan monitoring report
- Analysis of items/priorities suggested from individual Board members, students and community members for consideration as initiatives
- Current workload of the district.

In addition, the board collectively considers the following guidelines while developing each year's board goals:

- Be specific, measurable, attainable and realistic to time
- Be reflective of any Board transition of members
- Be front-facing to the community
- Tie to responsibilities of the school board
- Be manageable for a reasonable workload of the school board, administration and our educators
- Build on previous year's goals
- Build trust, respect and accountability among Board members, superintendent and our educators
- Be supportive of current strategic plan and align with superintendent's annual goals
- Financial stewardship

Goal Area One | Strategy A Alignment: Advance Academic Excellence, Growth and Readiness

Board Goal	Lead	Action Items	Measurable Impact	Status
<i>1. Provide oversight and resource allocation to make progress towards our key performance indicators and support student academic needs.</i>	T&L Committee	<p>Driven by superintendent goals, TBD</p> <p>Support administration in limiting new initiatives to provide stability, sustainability and success of existing initiatives.</p>	>Board hears and utilizes the district scorecard starting in Fall 2023 and throughout the 2023-24 school year for oversight and decision making (implementation of curriculum, pathways, budgetary impacts, etc.)	Not started

Goal Area Two | Strategy B Alignment: Ensure an Equitable and Inclusive School Culture

Board Goal	Lead	Action Items	Measurable Impact	Status
<i>1. Continue leadership towards providing a school culture that enhances learning, identifies and eliminates structural barriers to success and fosters a sense of belonging for all students.</i>	Board	Board continues seeking further understanding, development and continued training on cultural competency equity framework, its impact on policy and embedding this approach	>Board effectively embeds cultural competency framework throughout decision-making on the Board.	Not started

		into Board oversight and decisions.		
	Policy Committee	Board strives to understand the impact of recent legislative changes that impact district policy and work to incorporate the changes into policy in a timely fashion.	>District policies are aligned with current law to support district operations allowing for better outcomes for students.	Not started -

Goal Area Three | Strategy C Alignment: Foster Positive Learning Environment and Whole Student Support

Board Goal	Lead	Action Items	Measurable Impact	Status
<i>1. 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.</i>	T&L Committee	Driven by superintendent goals, TBD	Reduction in educator stress and increase in favorability of work environment.	Not started -
	Governance Committee	Board implements changes to agreed-upon educator feedback process and guidelines for better oversight and decision	Board, admin and educators aligned in process for educator feedback channels; increased board engagement at school sites increasing knowledge of individual school culture.	Not started -

		making at governance level.		
	Board Liaison Roles	<p>Board member engagement in stakeholder community groups to gain a deeper understanding of varying perspectives and experiences; evaluate effective ways to bring more voices to the whole of the Board without barriers.</p> <p>Increase engagement in diverse community groups to elevate varying perspectives and experiences to Board level; evaluate effective ways to bring more diverse voices to the whole of the Board without barriers.</p>	<p>>Board effectively increases reach to multiple perspectives of stakeholders.</p> <p>>Board gains deeper understanding of perspectives from varying stakeholders.</p> <p>> Engagement with the Board is elevated with wider reach of stakeholders.</p>	Not started ▾
	Policy Committee	Board considers school climate concerns and uses it as a lens for all policy review and to identify needed adjustments.	<p>>Board makes policy changes that support a positive school climate.</p> <p>>Focus on student engagement and belonging.</p>	Not started ▾

Goal Area Four | Strategy D Alignment: Engage Parents, Schools and Community

Board Goal	Lead	Action Items	Measurable Impact	Status
<p>1. Continue to focus on the value and benefit of an Edina public school education, ways in which EPS is defining excellence across the spectrum and communication with the whole Edina community.</p>	<p>District Communications/Board</p>	<p>Board supports district communication work by engaging/creating more opportunities for community members to learn about the benefits of an Edina public school education.</p>	<p>> Each board member participates in at least one community-driven opportunity/engagement experience with a focus on the value of EPS.</p>	<p>Not started -</p>
	<p>Vice Chair/ District Communications</p>	<p>Vice Chair works with district communication to support new Board liaison roles with predictable and informative communication to all liaison groups.</p>	<p>> Liaison school district groups are supported by Board, informed of Board activity; Board members stay at governance level in liaison work; Board member workload is more manageable.</p>	<p>Not started -</p>
	<p>City Liaisons</p>	<p>Continue proactive engagement with the city to establish deeper partnership, i.e. address potential long term impacts of City of Edina's growth projections and plans on the school district.</p>	<p>> Board gains a better understanding of resident enrollment drivers for governance of district approach/plan. (add: housing policy feedback to city....)</p>	<p>Not started -</p>

	City Liaisons	Continue implementation and monitoring of potential new school board election process and its impact on district resources.	> Potential ew election process is supported by the district, community members and the School Board.	Not started -
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Goal Area Five | Strategy D Alignment: Develop Leadership Throughout the District

Board Goal	Lead	Action Items	Measurable Impact	Status
1. Continue to maintain Edina’s excellence as financial stewards by optimizing budget and ensuring alignment with strategic initiatives.	Finance Committee	<p>Board gains keen awareness around budgeting and programming, how funding gaps are created to maintain a structurally sound budget that aligns with strategic plan.</p> <p>Board makes efforts to show the community the Board’s commitment to financial stewardship and its important impact on the district.</p>	<p>> Board participates in a budget training session on alignment that includes board finance committee providing additional info and evaluation of budget and strategic plan alignment.</p> <p>>Community gains better understanding of public education and school funding and impact on the district.</p> <p>> Board hears and considers the administration's recommendation to pass a balanced budget in June 2024 and supports efforts to retain Triple A bond rating.</p>	Not started -
2. Board ensures budget allocations align with the	Finance Committee	Driven by superintendent goals, TBD	>Board hears and strongly considers any necessary budgetary decisions and adjustments recommended by	Not started -

strategic priorities of the district.		Board considers the impact of contract negotiations with employee groups.	administration to support district strategic plan.	
<i>3. Elevate the Edina School Board within the District, State and Nation in order to advocate for the needs of the school community and best meet the needs of our district stakeholders.</i>	Legislative Action Committee	Board continues state and federal legislative advocacy efforts for public school education funding and policy.	<ul style="list-style-type: none"> > Board LAC committee implements year 3 of LAC plan, ie, community/student participation, legislative priorities, events, engagement > Full board actively participates in LAC efforts, as identified. 	In progress - ✓ 2023-24 LAC Committee in place
<i>4. Continued development of the Board in order to effectively govern for maximum student achievement.</i>	Governance	Use established superintendent evaluation process throughout 2023-24 school year.	> The Superintendent evaluation experience is an effective tool for the Superintendent and Board.	Not started -
	Chair/ Admin	Streamline calendar to plan for board appearances at events.	Board is informed and able to participate as Board representation at district-wide events.	Not started -
	Governance	Onboard any new Board members after election (Nov, 2023).	<ul style="list-style-type: none"> > New board members have the information they need to be successful. > New board members understand their role, established Board process and responsibilities as a Board member. > New board members receive MSBA training. 	Not started -
	Board	Board seeks growth opportunities including 1)	> Individual Board members and the whole Board successfully fulfills duties	Not started -

		professional development training with partner groups 2) relationship/collaboration building and 3) living by agreed upon Board norms.	and expectations of a school board member i.e., trust, accountability and respect.	
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DRAFT

VI.F. Policy Review (211, 408, 418, 419, 424,
506, 509, 510, 524, 628)



Board Meeting Date: 9/11/2023

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 211 Criminal or Civil Action Involving the School District
- Policy 408 Subpoena of a School District Employee
- Policy 418 Alcohol and Drug-Free Workplace and School Environment
- Policy 419 Tobacco-Free Environment
- Policy 424 License Status
- Policy 506 Student Conduct and Discipline
- Policy 509 Resident Enrollment and Assignment
- Policy 510 Open Enrollment
- Policy 524 Electronic Technologies Acceptable Use
- Policy 628 Student Activities Program

Recommendation: Review the suggested modifications for Policies 211, 408, 418, 419, 424, 506, 509, 510, 524, 628.

Desired Outcome(s) from the Board: Review suggested modifications and bring any questions you may have.

Attachments:

1. Policy 211 Criminal or Civil Action Involving the School District
2. Policy 408 Subpoena of a School District Employee
3. Policy 418 Alcohol and Drug-Free Workplace and School Environment
4. Policy 419 Tobacco-Free Environment
5. Policy 424 License Status
6. Policy 506 Student Conduct and Discipline
7. Policy 509 Resident Enrollment and Assignment
8. Policy 510 Open Enrollment
9. Policy 524 Electronic Technologies Acceptable Use
10. Policy 628 Student Activities Program

School Board

Criminal or Civil Action ~~Involving~~ **Against** the School District, a School Board Member, Employee, or Student

I. Purpose

This policy provides guidance ~~about~~ **as to** the school district's position, rights, and responsibilities when a civil or criminal action is pending ~~involving~~ **against** the district, a **school** board member, an employee, or student.

II. General Statement of Policy

- A. The school district recognizes that when civil or criminal actions are pending against **the district**, a school board member, an employee, or student, the district may be requested or required to take action.
- B. In responding to legal requests and/or requirements, the district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for employees and students and is conducive to learning.
- C. The district acknowledges its statutory obligations with respect to providing assistance to its board members and teachers who are sued in connection with performance of district duties. Collective bargaining agreements and district policies may also apply.

III. Civil Actions

- A. Pursuant to **Minnesota Statutes section 466.07, subdivision 1**, ~~state law~~, the school district will defend and indemnify any school board member or **district employee** for damages in district-related litigation, including punitive damages, claimed or levied against the board member **or employee**, provided ~~that he or she~~ **that the board member or employee** was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to **Minnesota Statutes section 123B.25(b)**, with respect to teachers employed by the district, upon written request of the teacher involved, **the district must will provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the district. The district will choose legal counsel after consultation with the teacher.**

B. ~~Release of Information~~ Data Practices

Educational data and personnel data maintained by the district may be sought as evidence in a civil proceeding. The district will release the data **only pursuant to the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and related regulations.** ~~in accordance with state and federal law.~~

When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who will immediately inform the superintendent or designee. No board member or employee may release data without consultation in advance with the district official designated as the responsible authority for the collection, use, and dissemination of data superintendent or designee.

C. Service of Subpoenas

~~The district expects that its~~ Board members and employees will **normally** not be involved in providing service of process for third parties in the school setting.

D. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with district personnel policies and applicable collective bargaining agreements.

IV. Criminal Charges, Conduct, and/or Investigations

A. ~~Criminal Conduct by Individuals~~ Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the district receives information relating to activities of a criminal nature by an employee, the district will investigate and take appropriate disciplinary action, which may include discharge, subject to district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the district. The decision whether to reimburse will be

made at the board's discretion. A board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. The district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The district will cooperate with law enforcement officials. The district will however, encourage law enforcement officials to question students and employees outside of school hours and off district property unless extenuating circumstances exist or the matter being investigated is district-related, or as otherwise provided by law.
2. If questioning at school is unavoidable, the district will attempt to maintain confidentiality, to avoid embarrassment to students and employees, and to avoid disruption of educational programming. District administration will attempt to notify parents/guardians of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (e.g., ~~Minnesota Statutes § 260E.22~~ 626.556, ~~Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

C. Release of Information

The district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with state and federal law.

V. Statements ~~While~~ **When** Litigation is Pending

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, when litigation is pending, school board members or district employees will **only** make or release statements ~~only~~ in consultation with district legal counsel.

Legal References:

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 123B.02, ~~§~~subd. 20 (Legal Counsel, Reimbursement)

Minn. Stat. § 123B.25(b) ([Legal Actions Against Districts and Teachers](#))
[Minn. Stat. § 260E.22 \(Interviews\)](#)
Minn. Stat. § 466.07, Ssubd. 1 (Indemnification [Required](#))
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308 (1975)

Cross References:

Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 408 (Litigation Involving or Subpoena of a School District Employee)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 506 (Student [Conduct and](#) Discipline)
Policy 515 (Protection and Privacy of Student Records)
[Policy 519 \(Interviews of Students by Outside Agencies\)](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Policy
adopted: [04/16/07](#)
revised: [03/11/13](#)
revised: [12/17/18](#)

Personnel

~~Litigation Involving or Subpoena of a School District Employee~~

I. Purpose

This policy ~~sets forth the~~ protects the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding. ~~This policy also provides guidance regarding the district and employees' rights and responsibilities when a civil or criminal action is pending involving the district and/or its employees.~~

II. General Statement of Policy

A. This policy provides guidance and direction for a school district employee who is subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding ~~or is sued in his or her capacity as an employee.~~

B. ~~The district recognizes that when civil or criminal actions are pending involving an employee or student, the district may be requested or required to act.~~

C. ~~In responding to legal requests and/or requirements, the district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for employees and students and is conducive to learning.~~

D. ~~The district acknowledges its statutory obligations with respect to assisting teachers who are sued in connection with performance of district duties. Collective bargaining agreements and district policies may also apply.~~

III. Data Classification

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA) classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent/guardian if the subject of the data is a minor.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA) provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the district must first make a reasonable effort to notify the parent/guardian of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

IV. Applications and Procedures Received Subpoenas or Court Orders

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or immediate supervisor when the employee receives the subpoena ~~or court order (“subpoena”)~~. The building administrator or supervisor will inform the superintendent ~~or designee~~ that the employee has received a subpoena.
- B. ~~No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data. In cases where the district or its employees have received a subpoena, no employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the superintendent or designee.~~
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration will not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the district or its employees to civil or criminal penalties or loss of employment, the administration will confer with district legal counsel prior to release of such data.
- ~~D. If the subpoena involves private educational data, the district will make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.~~

IV. Service of Subpoenas

~~—The school district expects that its employees are not involved in providing service of process for third parties on district property or during the course of employment.~~

~~V. Civil Actions against Employees~~

- ~~A. Pursuant to state law, the school district will defend and indemnify an employee for damages in district related litigation, including punitive damages, claimed or levied against the employee, provided that the employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.~~
- ~~B. Pursuant to state law, with respect to teachers employed by the district, upon written request of the teacher involved, the district will provide legal counsel for a school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to a person or property or for wrongful death arising out of or in connection with the employment of the teacher with the district. The district will choose legal counsel after consultation with the teacher.~~

~~VI. Criminal Charges, Conduct, and/or Investigations~~

~~A. Employees~~

- ~~1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.~~
- ~~2. The district has an interest in maintaining a safe and healthy environment and in preventing disruption of the educational process. To further that interest, if the district receives information related to an employee's conviction of a crime or an employee being charged with a crime, the district will investigate and take appropriate disciplinary action, which may include discharge, subject to district policies, state and federal laws, and provisions of applicable collective bargaining agreements. The district expects its employees to notify the district of any pending criminal charges against the employee. Disciplinary action is dependent on the extent to which the conviction and/or criminal act relate(s) to the school environment and/or district employment.~~
- ~~3. Pursuant to state law, if reimbursement for a criminal defense is requested by a district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the district. The decision as to whether to reimburse is made at the discretion of the school board. A school board member who is a witness or an alleged victim in the~~

~~case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.~~

~~B. Criminal Investigations~~

- ~~1. The district cooperates with law enforcement officials. The district, however, encourages law enforcement officials to question employees outside of work hours and off district property unless extenuating circumstances exist or the matter being investigated is district-related, or as otherwise provided by law.~~
- ~~2. If questioning on district property is unavoidable, the district will attempt to maintain confidentiality, to avoid embarrassment to employees, and to avoid disruption of educational programming.~~

~~VII. Leave to Testify~~

~~—Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district policies and applicable collective bargaining agreements.~~

~~VIII. Statements While Litigation is Pending Against the School District~~

~~The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, when litigation is pending, individual district employees will not make or release statements regarding the pending litigation.~~

Legal References:

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, ~~§~~subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 466.07, ~~§~~subd. 1 (Indemnification Required)
Minn. Rules 1205.0100, ~~§~~subp. 5 (Minnesota Rules Regarding Data Practices - Legal Proceedings)

Cross References:

Policy 211 (Criminal or Civil Action Involving the School District)
Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 506 (Student Conduct and Discipline)
Policy 515 (Protection and Privacy of Student Records)

Policy
adopted: 09/22/08
Revised: 03/11/13
Revised: 07/18/16
Revised: 10/12/20

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Personnel

Alcohol- and Drug-Free **Workplace and School** Environment

I. Purpose

Recognizing that the health and well-being of employees and students are important, the school district **prohibits** ~~strives to provide an environment free from~~ the use of alcohol, toxic substances, medical cannabis, **non-intoxicating cannabinoids, edible cannabinoid products**, and controlled substances **without a physician's prescription**.

II. General Statement of Policy

- A. Except as otherwise provided in this policy, use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, on **school** district property **or any other school location**, is prohibited as general policy. Paraphernalia associated with controlled substances are prohibited.
- B. **Except as provided in Section IV., A** a violation of this policy occurs when a student, employee, or member of the public uses or possesses alcohol, toxic substances, controlled substances, **non-intoxicating cannabinoids, edible cannabinoid products**, or medical cannabis on district property.
- C. **An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined by state law, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.**
- D. The district takes appropriate action against any student, employee, or member of the public who violates this policy.

III. Definitions

- A. ~~“Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.~~ **“Alcohol” includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.**
- B. ~~“Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined under federal and state law in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including~~

analogues and look-alike drugs.

- IC. “District property” includes any school district building or on any district premises; in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities; off-district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school-district; or during any period of time an employee is supervising students on behalf of the school-district or otherwise engaged in district business.
- D. “Edible cannabinoid product” means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or ~~(4) any other method, excluding smoking, approved by the state commissioner of health~~ (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health.
- F. “Non-intoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- HG. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- FI. “Toxic substances” includes: (1) glue, cement, aerosol paint, ~~or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system~~ containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner of the Minnesota Department of Health.
- GJ. “Use” ~~includes means~~ to sell, buy, manufacture, distribute, dispense, ~~possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~ **be under the**

influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. Exceptions

- A. A violation of this policy does not occur when a person brings onto a school district property, for that person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's health care provider's prescription for the substance. The person ~~shall~~ will comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a district property when the possession is within the exceptions of Minnesota law Minn. Stat. § 624.701, Subd. 1a (i.e., experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. ~~Employees~~ Procedures

- A. Students who have a prescription from a physician health care provider for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform ~~his or her~~ their supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee ~~shall~~ will be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and ~~shall~~ will be required to acknowledge that ~~he or she~~ they ~~has~~ have received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, [non-intoxicating cannabinoids, or edible cannabinoid products](#) on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, [non-intoxicating cannabinoids, or edible cannabinoid products](#).
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota ~~law Statutes section 624.701, subdivision 1a,~~ will be by permission of the superintendent only.

VI. Enforcement

A. Students

1. [Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and non-intoxicating cannabinoids, and edible cannabinoid products.](#)
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; [school based mental health services, mentoring, and counseling, including early identification of mental health symptoms, drug use, and violence, and appropriate referral to direct individual or group counseling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.](#)
3. A student who violates the terms of this policy ~~shall~~ [will](#) be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the district.
2. In addition, any employee who violates the terms of this policy may be

required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the district.

3. Sanctions against employees, including nonrenewal, suspension, termination, or discharge will be pursuant to and in accordance with applicable statutory authority, any applicable collective bargaining agreement, and ~~school~~-district policies.
4. Employees who have a prescription from a health care provider for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform ~~his or her~~ **their** supervisor. The employee may be required to provide a copy of the prescription.
5. As a condition of employment pursuant to any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant ~~shall~~ **will** abide by the terms of this policy and ~~shall~~ will notify ~~his or her~~ **their** supervisor in writing of ~~his or her~~ **their** conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
6. Employees are subject to the district's drug and alcohol testing policies and procedures.
7. Each employee will be provided notice of this policy ~~+policy-~~.

C. The Public

A member of the public who violates this policy will be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

VII. Transportation Employees

- A. The **school** district adheres to the mandated provisions of the federal Omnibus Transportation Employee Testing Act of 1991 ("OTETA"). All persons subject to commercial driver's license requirements will be tested for controlled substances and alcohol pursuant to federal law. In general, a commercial driver may be tested:

1. Upon reasonable suspicion by the ~~school~~-district;
2. In accordance with random testing procedures;
3. Post-accident; and
4. Upon a request to return to duty after a violation of this policy;

In addition, all persons who apply for a position where job duties include operating a commercial motor vehicle will be required to submit to a drug and alcohol test if a job offer is made by the ~~school~~-district.

B. Refusal to Submit to Testing

A commercial driver or driver applicant may refuse to submit to controlled substances and alcohol testing. Refusal to submit to such test subjects the commercial driver or applicant to the consequences specified in OTETA and other applicable federal law. In addition, a refusal to submit to testing establishes a presumption that the commercial driver or applicant would test positive if a test were conducted. This positive assumption makes the commercial driver or applicant subject to discipline or disqualification under this policy.

C. Consequences

A commercial driver who tests positive with a verified confirmation test or otherwise found in violation of this policy or OTETA will be subject to discipline, including possible discharge, in accordance with any applicable collective bargaining agreement. Nothing in this policy limits or restricts the right of the ~~school~~-district to discipline or discharge a commercial driver for conduct that not only constitutes prohibited conduct under this policy but also violates the ~~school~~ district's other rules or policies.

A commercial driver or applicant with a confirmed positive test result may request a confirming retest. This retest is at the expense of the commercial driver or applicant.

- D. The supervisor of transportation/designee will provide training and materials to commercial drivers in accordance with OTETA.

~~VIII. Community Responsibilities~~

- ~~A. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.~~
- ~~B. Members of the public who violates this policy will be informed of the policy and asked to leave district property. If necessary, law enforcement officials will be notified and asked to provide an escort.~~
- ~~C. No person is permitted to possess or use medical cannabis on district property.~~

~~D. Possession of alcohol on district property pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, will be by written permission of the superintendent only.~~

Legal References:

20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 ([Schedules of Controlled Substances](#))
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace ([Financial Assistance](#)))
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
[Minn. Stat. § 120A.05 \(Definitions; Elementary school; Middle school; Secondary school\)](#)
[Minn. Stat. § 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
[Minn. Stat. § 121A.40-§ 121A.56 \(Pupil Fair Dismissal Act\)](#)
[Minn. Stat. § 151.72 \(Sale of Certain Cannabinoid Products\)](#)
[Minn. Stat. § 152.01, subd. 15a \(Definitions - Sell\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. § 152.22, ~~subd. 6 (Definitions - Medical Cannabis; Definitions)~~
Minn. Stat. § 152.23 (~~Limitations - Medical Cannabis; Limitations~~)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. § 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031, subd. 10 (~~Motor Carrier Rules~~ [Intrastate Carrier; Operating Requirements, Exemptions - Controlled Substance and Alcohol Use and Testing Exemption](#))
Minn. Stat. § 340A.101, subd. 2. (Definitions - Alcoholic Beverage)
[Minn. Stat. § 340A.403 \(3.2 Percent Malt Liquor Licenses\)](#)
[Minn. Stat. § 340A.404 \(Intoxicating Liquor; On-Sale Licenses\)](#)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children; Abuse of Toxic Substances~~)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
Belde v. Ferguson Enterprises, Inc., 460 F.3d 976 (8th Cir. 2006)

Cross Reference:

Policy 403 (~~Discipline, Suspension and Dismissal of School District Employees~~)
[Policy 419 \(Tobacco-Free Environment\)](#)
Policy 506 (Student [Conduct and Discipline](#))
Policy 516 (Student Medication)
[Policy 516.5 \(Overdose Medication\)](#)

Policy 632 (Chemical Use and Abuse)

Policy
adopted: 10/20/08
amended: 02/23/09
Revised: 07/15/13
Revised: 10/24/16
Revised: 11/16/20

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Personnel

Tobacco-Free Environment

I. Purpose

Recognizing that the health and well-being of employees and students are vitally important, the school district strives to provide a tobacco-free environment.

II. General Statement of Policy

- A. The school district will be free from tobacco use.
- B. A violation of this policy occurs when any student, district employee, or person smokes **or** uses tobacco, tobacco-related devices, or electronic cigarettes on district property.
- C. A violation of this policy occurs when any district student possesses any type of tobacco, tobacco-related device, or electronic cigarette on district property.
- D. The district will enforce this policy by taking appropriate action against any student, employee, or person who is found to have violated this policy.
- E. The district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The district will not promote or allow promotion of tobacco products or e-cigarettes on ~~school~~**district** property or at ~~school~~**district**-sponsored events.

III. Definitions

- A. "District property" includes any **school** district building or on any district premises; in any district-owned vehicle or in any other district-approved vehicle; at district-activities; off-district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the ~~school~~**district**; or during any period of time an employee is supervising students on behalf of the ~~school~~**district** or otherwise engaged in district business.
- B. "Electronic ~~cigarette~~ **delivery device**" means any **product containing or delivering oral device that provides a vapor of liquid nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to** ~~and/or other similar substance, and the use of~~

~~inhalation of which simulates smoking.~~ The term will include any such devices, whether they are manufactured, distributed, marketed, or sold as **electronic** cigarettes, **electronic** cigars, **electronic** pipes, **vape pens** or under another product name or descriptor.

C. **“Heated tobacco product”** means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

~~ED.~~ **“Smoking”** means inhaling, ~~or exhaling, smoke burning, or carrying from~~ any lighted **or heated product containing, made, or derived from nicotine, tobacco, marijuana, cigar, cigarette, pipe, or any other lighted tobacco or other plant, product. whether natural or synthetic, that is intended for inhalation.** Smoking also includes carrying a ~~lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of~~ **or using an activated** electronic cigarettes, including the inhaling and exhaling of vapor from ~~any electronic-delivery device.~~

~~GE.~~ **“Tobacco”** means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

~~DF.~~ **“Tobacco-related devices”** includes but is not limited to items like cigarette papers or pipes for smoking ~~–or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol vapors or the vapor of tobacco or tobacco products.~~ **Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.**

G. **“Vaping”** means using an activated electronic delivery device or heated tobacco product.

IV. Exception

A. This policy does not prohibit the lighting of tobacco by an adult who is a member of an Indian tribe as part of a traditional Indian spiritual or cultural ceremony. **A student who is a member of an Indian tribe may carry a medicine pouch containing loose tobacco intended as observance of a traditional spiritual or cultural practice.** For purposes of this section, a member of an Indian tribe is defined ~~in~~ **by** Minnesota law, ~~Minn. Stat. § 260.755.~~

B. A violation of this policy does not occur when an adult non-student possesses a

tobacco or nicotine product that has been approved by the United States Food and Drug Administration for use as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. Vaping Prevention Instruction

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the district's locally developed health standards.

VI. Enforcement

- A. All persons on [school](#) district property will adhere to this policy.
- B. Students who violate this tobacco-free policy will be subject to ~~school~~ district discipline procedures.
- C. Employees who violate this tobacco-free policy will be subject to district discipline procedures.
- D. Persons who violate this tobacco-free policy may be referred to the building administration.
- E. District administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of ~~the~~ state law and is a petty misdemeanor.
- F. No persons will be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by state law.

VII. Dissemination of Policy

- A. This policy will be summarized in the student handbook [and posted on the district website](#).

Legal Reference:

Minn. Stat. § [120B.238 \(Vaping Awareness and Prevention\)](#)

Minn. Stat. §§ 144.411-144.412 ([Minnesota Clean Indoor Air Act](#))
[Minn. Stat. § 260.755 \(Definitions\)](#)
Minn. Stat. § 609.685 (Sale of Tobacco to ~~Children~~ [Persons Under Age 21](#))
[2007 Minn. Laws Ch. 82 \(Freedom to Breathe Act of 2007\)](#)

Cross Reference:

[Policy 403 \(Discipline of School District Employees\)](#)
Policy 506 (Student [Conduct and Discipline](#))

Policy

adopted: 10/20/08
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~~R~~revised: 07/15/13
~~R~~revised: 11/18/13
~~R~~revised: 10/24/16
~~R~~revised: [01/30/17](#)
~~R~~revised: 11/16/20

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Personnel

License Status

I. Purpose

This policy ensures that the school district employs qualified teachers and fulfills its duty to ascertain the licensure status of its teachers. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. General Statement of Policy

- A. Teachers **will** hold a valid teaching license from **the** Professional Educator Licensing and Standards Board ("PELSB") to perform the particular teaching service for which the teacher is employed by the school district.
- B. **The district verifies, through the Minnesota education licensing system available on the PELSB website, that the person is a qualified teacher consistent with state law.**
- C. The district has the duty to ascertain the teacher's licensure status and ensure that the district's teacher license files are current. The district annually reviews its teacher license files to verify that each teacher's license is current and appropriate to the particular service for which the teacher is employed by the district.

III. Procedure

- A. The **school district uses an** ~~school district~~ established a schedule for the annual review of teacher licenses.
- B. If the district discovers that a teacher's license has expired or that the teacher is not appropriately licensed, the district will investigate the circumstances surrounding the lack of license and will take appropriate action, as determined by the superintendent/designee based on recommendations from PELSB.
- C. A teacher's failure to have an appropriate license reinstated constitutes gross insubordination, inefficiency, and willful neglect of duty, which **are** grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy remains with

the teacher.

- E. The district will annually report to PELSB: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report will not include data that would personally identify individuals.

Legal References:

Minn. Stat. § 122A.16 (Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, §subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, affirmed, 1993 WL 129639 (Minn. App. 1993)

Policy

adopted: 01/26/09

revised: 08/19/13

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revised: 12/14/20

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

Student Conduct and Discipline

I. Purpose

This policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a positive learning environment will lead to academic success and whole child growth. The district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices.

II. General Statement of Policy

- A. The school district believes that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this district-wide discipline policy has been adopted.
- B. It is the responsibility of the school board, administrators, teachers, and employees to safeguard the health and safety of each student. The ~~school~~ school board and district administrators will support district employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.
- C. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's educational program.
- D. No policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.
- E. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. This discipline policy is adopted in accordance with and subject to the Minnesota ~~student~~ Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

III. Definitions

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include

removal from class.

- B. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that will not extend beyond the school year. The authority to exclude rests with the ~~school~~ board.
- C. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the ~~school~~ board.
- D. "Non-exclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a student from school.
- E. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- F. "Restorative practices" means school discipline practices focused on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions, and rebuild relationships.
- G. "Student withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a student's parent/guardian to withdraw a student from the district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.
- H. "Suspension" means an action by the school administration, under policies promulgated by the school board, prohibiting a student from attending school for a period of no more than 10 school days; provided, however, if a suspension is longer than five school days, the suspending administrator will provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one school day or less, except as may be provided in federal law for a student with a disability.

III.V. Areas of Responsibility

- A. School Board. The school board holds all school ~~district~~ employees responsible for the maintenance of order within the ~~school~~ district and supports all employees acting within the framework of this discipline policy.
- B. Superintendent. The superintendent will establish guidelines and directives to carry out this policy, hold all ~~school~~ district employees, students, and parents/guardians responsible for conforming to this policy, and support all ~~school~~ district employees performing their duties within the framework of this policy. The superintendent will also establish guidelines and directives for using the services of appropriate agencies for assisting students and

parents/[guardians](#). Any guidelines or directives established to implement this policy will be submitted to the ~~school~~ board for information and attached as an appendix to this policy.

- C. Principal. The school principal is given the responsibility, authority, and sole discretion to formulate building rules necessary to enforce this policy, subject to superintendent review. The principal will give direction and support to all school employees performing their duties within the framework of this policy. The principal or designee will consult with parents/[guardians](#) of students conducting themselves in a manner contrary to the policy. The principal will also involve other professional employees in the disposition of behavior referrals and make use of those agencies appropriate for assisting students and parents/[guardians](#). A principal may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student ~~or~~ to prevent [imminent](#) bodily harm or death to [the student or](#) another.
- D. Teachers. All teachers have responsibility for providing a well-planned teaching/learning environment and have a primary responsibility for student conduct, with appropriate assistance from the administration. All teachers will ensure acceptable student behavior. A teacher may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student ~~or~~ to prevent [imminent](#) bodily harm or death to [the student or](#) another.
- E. Other ~~School~~-District Employees. All ~~school~~-district employees are responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior are as authorized and directed by the superintendent. A ~~school~~ [district](#) employee or other agent of ~~a school~~ [the](#) district may use reasonable force when it is necessary under the circumstances to restrain a student ~~or~~ to prevent [imminent](#) bodily harm or death to [the student or](#) another.
- F. Parents or Legal Guardians. Parents and guardians are responsible for the behavior of their children as determined by law and community practice. They are expected to partner with ~~school~~ [district](#) authorities and to participate regarding the behavior of their children.
- G. Students. All students are held individually responsible for their behavior and for knowing and adhering to the ~~Code of Student Conduct~~ [Student Rights and Responsibilities Handbook](#).

IV. Student Responsibilities

All students have the responsibility:

- For their behavior and for knowing and obeying all ~~school~~ [district](#) rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;

- To pursue and attempt to complete the courses of study prescribed by the state and district;
- To make necessary arrangements for making up work when absent from school;
- To assist ~~school~~ district employees in maintaining ~~a safe schools~~ for all students;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with ~~school~~ district employees, as appropriate;
- To respect and maintain the ~~school's~~ district's property and the property of others;
- To dress and groom in a manner that meets standards of safety and health, and is consistent with applicable ~~school~~-district policy;
- To avoid inaccuracies in ~~school~~district-sponsored publications, whether print or electronic, and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical ~~or~~ and verbal manner; and
- To recognize and respect the authority of ~~school~~ district employees and the rights of others.

VI. Unacceptable Behavior, Investigations of Student Misconduct

The appendix of this policy provides examples of unacceptable behavior. Unacceptable behavior may also include violation of any local, state, or federal law. The examples in the appendix are not intended to be an exclusive list. A student who engages in any unacceptable behaviors will be disciplined in accordance with this policy and its appendix.

This policy applies to all school district buildings, ~~school~~grounds, and ~~district~~ property; district-sponsored activities or trips; school bus stops; school buses, district vehicles, district-contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from district premises or events; and all district-related functions. This policy also applies to student behavior that has a nexus to ~~school~~ district property or the student's status as a district student, including students' use of social media and other electronic communication. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the ~~school~~ district or the safety or welfare of the student, other students, or employees.

Students are required to cooperate in all disciplinary investigations.

VII. Recess and Other Breaks

A. The school district will provide student access to structured breaks from the demands of school.

1. Recess detention will only be used when:
 - a. A student causes or is likely to cause serious physical harm to other students or staff;
 - b. The student's parent or guardian specifically consents to the use of recess detention; or
 - c. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
2. The district will not withhold recess from a student based on incomplete schoolwork.
3. District staff will make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
4. The district will not withhold or excessively delay a student's participation in scheduled mealtimes.

VIII. Disciplinary Action Options

The school district's general policy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the ~~school~~-district. At a minimum, violation of ~~school~~ district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The ~~school~~-district will, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the ~~school~~-district. Disciplinary action may include, but is not limited to, one or more of the following:

- **restorative practices**
- student conference with teacher, principal, counselor, or other ~~school~~-district personnel, and verbal warning;
- parent/**guardian** contact and/or conference;
- confiscation by the district **of** any item prohibited by, or used in violation of, any ~~school~~-district policy and/or state or federal law;
- limited time away from the classroom;
- removal from class (pursuant to the ~~student~~ **Minnesota Pupil Fair Dismissal Act**);
- in-school suspension;
- suspension from extra-curricular activities;
- detention or restriction of privileges;
- loss of school privileges;
- in-school monitoring or revised class schedule;

- referral to in-school support services, law enforcement, community resources, or an outside agency;
- financial restitution;
- request for a petition to be filed in district court for juvenile delinquency adjudication;
- out-of-school suspension under the ~~student~~ Minnesota Pupil Fair Dismissal Act;
- preparation of an admission or readmission plan;
- expulsion or exclusion under the ~~student~~ Minnesota Pupil Fair Dismissal Act; and/or
- other disciplinary action as deemed appropriate by the ~~school~~ district.

¶IX. Removal of Students from Class

- A. The teacher of record ~~shall~~ will have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, limited time away from the classroom, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher has the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five days, pursuant to this discipline policy.

Grounds for removal from class include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including district employees, the student or other students, or the property of the ~~school~~ district.
3. Willful violation of any ~~school~~ district rules; in this policy and Appendix I.
4. Other personal conduct that, in the discretion of the teacher or administration, requires removal of the student from class. A student removal will be for at least one activity period or class period of instruction for a given course of study and not exceed five periods.

A student ~~must~~ will be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class ~~shall~~ will be for a period of time deemed appropriate by the principal, in consultation

with the teacher.

B. Procedure for the Classroom Teacher to Remove a Student from a Class Pursuant to the ~~student~~ Minnesota Pupil Fair Dismissal Act

1. A written disciplinary report is submitted by the teacher or district employee within 24 hours of the removal of any student from ~~his/her~~ their class.
2. If a student is removed from class more than five (5) times in a school year, the ~~school~~-district ~~shall~~ will notify the parent or guardian of the student's sixth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Responsibility For and Custody of a Student Removed From Class

1. A student removed from class is the responsibility of the principal or lawful designee.
2. A student removed from class must report directly to the principal's office and inform the office employees of ~~his/her~~ their arrival. Prior to the student's removal, the teacher or district employee will inform the office of the student's removal, the reason for the removal, and the time of the removal.
3. The teacher will determine if the student requires a ~~school~~ district employee to accompany ~~him/her~~ them to the office, and, if so, make the necessary arrangements.

D. Return of a Student Procedure

1. The principal or designee will complete the appropriate follow-up disciplinary consequences and ~~school~~ district documentation with the student.
2. The principal or designee readmits the student pursuant to the readmission plan.

E. Notification Procedure

1. The principal or designee determines the necessity of parent/guardian notification resulting from the student being removed from class.
2. The principal or designee will work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

~~VIII~~X. Prior to Dismissal Notification

- A. The principal or designee will provide the Tennesen Warning to the student prior to investigating the disciplinary incident when a dismissal from school may

be the result of disciplinary action. The student's parent/guardian will be notified, when possible, prior to the reading of the warning.

- B. The principal or designee will record the notification of the student receiving the Tennesen Warning, including the disciplinary action documentation.
- C. The purpose of the Tennesen Warning, per Minnesota Statute 13.04: "An individual asked to supply private or confidential data concerning the individual ~~shall~~ will be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement ~~shall~~ will not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer."

IXI. Dismissal

- A. The school district ~~shall~~ will not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion, [as those terms are defined in Section III.](#)

The ~~school~~ district will not dismiss any student without attempting to ~~provide alternative educational services~~ [use non-exclusionary disciplinary policies and procedures](#) before dismissal proceedings [or student withdrawal agreements, as those terms are defined in Section III](#), except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any school board policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of ~~school~~ district employees to perform their duties, or district-sponsored activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including ~~school~~ district employees, or property of the ~~school~~ district.

C. Disciplinary Dismissals Prohibited for PreK-Grade 3

- 1. [A student enrolled in preK-grade 3 is not subject to dismissals under the Minnesota Pupil Fair Dismissal Act.](#)
- 2. [This section does not apply to a dismissal from school for less than one](#)

school day, except for a student receiving special education services.

3. Expulsions and exclusions may be used only after resources outlined under non-exclusionary disciplinary policies and practices have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

GD. Suspension Procedures

1. The school principal or designee will work with the student's teachers to allow the suspended student to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback. A suspended student will receive full credit for all satisfactorily completed school work assigned during the period of the student's suspension.
2. If a student's total days of removal from school exceed 10 cumulative days in a school year, the ~~school~~-district will make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to problem-solve and attempt to determine the ~~pupil's~~ student's need for assessment or other services or whether the parent or guardian should have the student assessed.
3. Each suspension action will include a readmission plan. The plan may include, where appropriate, a provision for implementing alternative educational services upon readmission which ~~must~~ will not be used to extend the current suspension. A readmission plan ~~must~~ will not obligate a parent or guardian to provide sympathomimetic drugs to their student as a condition of readmission. School administration ~~must~~ will not use the refusal of a parent or guardian to consent to the administration of sympathomimetic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a district-sponsored activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect.
4. The ~~school~~ district administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the ~~school~~-district is in the process of initiating an expulsion, in which case the ~~school~~ district administration may extend the suspension to a total of 15 days.
5. In the case of a student with a disability, the student's individual education plan team will meet in accordance with state and federal law.
6. ~~The school administration will implement alternative educational services when the suspension exceeds five days.~~ Alternative education services will be provided to a student who is suspended for more than five (5) consecutive

- school days.** Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center selected to allow the student to progress toward meeting graduation standards .
7. The ~~school~~ **district** administration will not suspend a student from school without an informal administrative conference with the student. The informal administrative conference occurs before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference occurs as soon as practicable following the suspension. At the informal administrative conference, a ~~school~~ **district** administrator notifies the student of the grounds for the suspension, provides an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
 8. After ~~school~~ **district** administration notifies a student of the grounds for suspension, ~~school~~ **district** administration may, instead of imposing the suspension, pursue other consequences, including encouraging a parent or guardian of the student to attend school with the student for one day.
 9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota ~~student~~ **Pupil** Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, will be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within 48 hours of the conference.
 10. Effort will be made by the principal or designee at the time of suspension to notify the student's parent or guardian by telephone of a suspension. In the event that the student's parent or guardian is not available for notification of the suspension at the time of the suspension, the student will remain in the school building for the remainder of the school day at a location or at locations designated by the principal or ~~his/her~~ designee.
 11. A conference will be scheduled between the student's parent or guardian and the principal or designee to discuss the suspension, the reasons therefore, and the readmission plan.
 12. If the parent or guardian is dissatisfied with the disposition of the case after a conference with the principal or designee, the parent or guardian may request and will be granted an interview with the superintendent or designee. Neither this interview, nor the conference in item 5 will delay the suspension.
 13. During the period of suspension, the student will be furnished with

assignments or alternative opportunities for continued learning. The student is expected to make up all work missed during the time of suspension. The teacher determines appropriate credit for such work based on the district's assessment policy and procedures. The student is readmitted to school following the expiration of the suspension.

14. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice will be served upon the student and the student's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.
15. Notwithstanding the foregoing provisions, the student may be suspended pending the ~~school~~-board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

~~D~~E. Expulsion and Exclusion Procedures

31. A written recommendation for exclusion or expulsion from the principal with supporting data is submitted to the superintendent.
42. The superintendent will review the case and determine whether or not to recommend exclusion or expulsion to the ~~school~~-board.
53. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota ~~student~~Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
64. No expulsion or exclusion is imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
75. The student and parent or guardian are provided written notice of the ~~school~~ district's intent to initiate expulsion or exclusion proceedings. This notice is served upon the student and his or her parent or guardian personally or by certified mail, and contains a complete statement of the facts; a list of the witnesses and a description of their testimony; the date, time, and place of hearing; accompanied by a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; a description of ~~alternative educational services~~ the non-exclusionary disciplinary policies and practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The ~~school~~-district will advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

86. The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed 5 days, is requested for good cause by the ~~school~~-district, student, parent or guardian.
97. All hearings are held at a time and place reasonably convenient to the student, parent or guardian and will be closed to the public, unless the student, parent or guardian requests an open hearing.
408. The ~~school~~-district will record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
449. The student has a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The ~~school~~-board, or superintendent, may appoint an attorney to represent the ~~school~~-district in any proceeding.
102. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
113. All expulsion or exclusion hearings take place before, and are conducted by, an independent hearing officer designated by the ~~school~~-district, a ~~school~~ board member, a committee of the ~~school~~-board, or the full ~~school~~ board. The hearing will be conducted in a fair and impartial manner. Testimony is given under oath. The hearing officer or ~~school~~-board member has the power to administer oaths and issue subpoenas.
124. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative is given access to all ~~school~~-district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
135. The student, parent or guardian, or authorized representative, has the right to compel the presence of any ~~school~~-district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the ~~school~~-district.
146. The student, parent or guardian, or authorized representative, has the right to present evidence and testimony, including expert psychological or educational testimony.
157. The student cannot be compelled to testify in the dismissal proceedings.
168. The hearing officer, ~~school~~-board member, or ~~school~~-board committee will prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which ~~must~~ will be made to the ~~school~~ board and served upon the parties within two days after the close of the

hearing.

179. The ~~school~~-board will base its decision upon the findings and recommendation of the hearing officer or ~~school~~-board member, and render its decision at a meeting held within five days after receiving the findings and recommendation. The ~~school~~-board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the ~~school~~-board ~~must~~ **will** be based on the record, ~~must~~ **will** be in writing, and ~~must~~ **will** state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Minnesota Commissioner of Education of the basis and reason for the decision.
2018. A party to an expulsion or exclusion decision made by the ~~school~~-board may appeal the decision to the Minnesota Commissioner of Education within 21 calendar days of ~~school~~-board action. The decision of the ~~school~~ board is implemented during any appeal to the commissioner.
219. The ~~school~~-district will report any suspension, expulsion, or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
202. The ~~school~~-district ~~must~~ **will** report, through the MDE electronic reporting system, each expulsion or exclusion within 30 days of the effective date of the action to the commissioner. This report ~~must~~ **will** include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report ~~must~~ **will** also include the student's age, grade, gender, race, and special education status. The dismissal report ~~must~~ **will** include state student identification numbers of affected students.
213. Whenever a student fails to return to school within 10 school days of the termination of dismissal, a ~~school~~ **district** administrator will inform the student and their parent or guardian by certified mail of the student's right to attend and to be reinstated in the ~~school~~-district.
22. **For a student who is awaiting enrollment in a new district:**
 - a. **The district will continue to review the student's schoolwork and grades on a quarterly basis to ensure the student is on track for readmission with the student's peers and is continuing to make progress toward the Minnesota graduation standards. The district will communicate on a regular basis with the student's parent or guardian to ensure that the student is completing the work assigned through the alternative educational services. These services will be provided until the student enrolls in another school or returns to the same school;**
 - b. **A student receiving school-based or school-linked mental health services**

in the district will be eligible for those services until the student is enrolled in a new district; and

- c. The district will provide to the student's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The district will maintain this information on the district website.

XII. Admission or Readmission Plan

A school district administrator will prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan ~~may~~ will include measures to improve the student's behavior, ~~including~~ which may include completing a character education program consistent with state law, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan will include reasonable attempts to obtain ~~and require~~ parental/guardian involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan ~~must~~ will not obligate parents/guardians to provide a sympathomimetic medication for their child as a condition of readmission.

XIII. Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action is as provided for in state and federal law and district policy. The teacher, principal, or other school district employee may provide additional notification as deemed appropriate.

In addition, the ~~school~~ district ~~must~~ will report, through the MDE electronic reporting system, ~~each exclusion or expulsion~~, each physical assault of a ~~school~~ district employee by a student, ~~and each student withdrawal agreement~~ within thirty (30) days of the ~~assault~~ effective date of the dismissal action, student withdrawal, or assault, to the MDE Commissioner. This report ~~must~~ will include a statement of the ~~alternative educational services~~ non-exclusionary disciplinary policies and practices, or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report ~~must~~ will also include the student's age, grade, gender, race, and special education status.

XIV†. Student Discipline Records and Reports

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records are to be consistent with state and federal law, and district policy, including the Minnesota Government Data Practices Act, ~~Minnesota Statutes chapter 13.~~

The district will annually report data on its use of reasonable force used on any

student to correct or restrain the student to prevent imminent bodily harm or death to the student or another.

Any reasonable force used which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint, or confines a child alone in a room from which egress is barred, will be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

XV. Students with a Disability

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 Plan specifies a necessary modification.

Prior to the initiation of an expulsion or exclusion of a student with a disability, the school district will follow state and federal laws regarding such a proposal.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall will continue to provide special education and related services during the period of expulsion or exclusion.

XVI. Detecting and Addressing Chemical Abuse Problems of Students While on School Premises Procedure

- A. The school district has established a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26; and
- B. The district has established teacher reporting procedures to school district administration or designee including the chair of the chemical abuse pre-assessment team.

XVII. Open Enrolled Students

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. Discipline Complaint Procedure

- A. Students, parents/guardians, and school district staff may file a complaint and

seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See Appendix II for complaint procedure.

XVIX. Distribution of Policy

The school district will notify students and parents/guardians of the existence and contents of this policy in such manner as it deems appropriate. Copies of discipline policies in the *Students' Rights and Responsibilities Handbook* are made available to all students and parents/guardians at the commencement of each school year and to all new students and parents/guardians upon enrollment. This policy is also available on the district website, and upon request in each principal's office.

XVIX. Review of Policy

The principal and representatives of parents/guardians, students, and employees in each school building will confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes will be submitted to the superintendent for consideration by the school board, which will conduct an annual review of this policy.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.26 (School Preassessment Teams)
- Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
- Minn. Stat. §§ 121A.40-121A.56 (Student Minnesota Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.575 (Alternatives to Student Pupil Suspension)
- Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
- Minn. Stat. §§ 121A.60-121A.61 (Discipline and Removal of Students From Class)
- Minn. Stat. § 122A.42 (General Control of Schools)
- Minn. Stat. § 123A.05 (State-Approved Alternative Program Area Learning Center Organization)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.08 (School Boards' Approval to Enrollment in Nonresident District; Exceptions)
- Minn. Stat. Ch. 125A (Students With Disabilities-Special Education and Special Programs)
- Minn. Stat. Ch. 260A (Truancy)
- Minn. Stat. Ch. 260C (Juvenile Court Act Safety and Placement)
- 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
- 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

- Policy 413 (Harassment and Violence [Prohibition, Student and Employees](#))
- Policy 501 (School Weapons Policy)
- Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
- Policy 503 (Student Attendance)
- Policy 504 (Student Dress and Appearance)
- ~~Policy 505 (Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)~~
- Policy 514 (Bullying Prohibition)
- [Policy 524 \(Internet Acceptable Use and Safety\)](#)
- Policy 526 (Student Hazing Prohibition)
- Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)
- Policy 532 Use of Crisis Teams and Peace Officers to Remove Students with IEPs from School Grounds
- Policy 538 (~~Field Trips and~~ [Student](#) Travel)
- Policy 634 (Electronic Technologies Acceptable Use)
- Policy 713 (Student Transportation)
- Policy 904 (Distribution or Display of Materials on School District Property by Nondistrict Persons or Organizations)

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APPENDIX I TO POLICY 506

DISCIPLINE GUIDELINES

Every student and employee of Edina Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the ~~school~~ district ~~and each school have~~ ~~has~~ established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. ~~These guidelines were developed to help ensure that each and every student is able to learn, discover their possibilities, and thrive.~~

All ~~Students~~ ~~PreK-12th grade students~~ are expected to behave in accordance with federal, state, and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state, and local laws will be reported to local law authorities.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a ~~school~~ district-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to ~~school~~ district property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. Listed are the violations and the recommended consequences; although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent/~~guardian~~ will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon the student's return if the student commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. ~~Restorative school discipline practices focus on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions, and rebuild relationships.~~

The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their disability). These discipline guidelines are based on ~~school~~ district policies, located on the district's website.

ATTENDANCE

1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental/~~guardian~~ notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

CHEMICAL INFRACTIONS

2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance, or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity, or traveling in a district vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	Social worker intervention Police referral	3-day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivery, exchanging, or intending to sell, deliver, exchange, or distribute any alcoholic, narcotic, illegal substance, or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	Student Services referral Police referral	3-day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an "over the counter" medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any "over-the-counter" medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	Student Services referral	1-day suspension	1-3 day suspension

	★	Student Services referral	Student Services referral Police referral
Grades 6-12	1-3 day suspension Student Services referral Police referral	5-day suspension Student Services referral Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★ Student Services referral	1-32 day suspension Student Services referral	3-5 day suspension Police referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

6. TOBACCO/NICOTINE USE OR POSSESSION

Possession or use of tobacco/nicotine is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	Same/next day dismissal Student Services referral
Grades 4-5	★	Same/next day dismissal	12-day suspension Police referral
Grades 6-12	1-day suspension Police referral	2-3 day suspension Police referral	3-5 day suspension Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

DANGEROUS AND/OR NUISANCE ITEMS

7. FIREARMS

Minnesota state law requires that school boards *must expel for a period of at least one year* a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school-board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
Grades Pre K-12	10-day suspension; Expulsion recommendation; Police referral

8. FIREWORKS

Possession, distribution, or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession of fireworks. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items.”

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	Same/next day dismissal ★	3-day suspension ★
Grades 4-5	Same/next day dismissal ★	2-day suspension ★	5-day suspension ★
Grades 6-12	3-5 day suspension	5-10 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Building administration will consider intent when assigning disciplinary consequences.

9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps, and stink bombs, ~~bolt cutters and crowbars.~~

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	★	★
Grades 6-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession of a weapon.

~~Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply.~~ If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	1-day suspension
Grades 4-5	★	1-day suspension	3-day suspension
Grades 6-12	1-day suspension	3-day suspension	5-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION, AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition, or other items considered dangerous, illegal or which could cause harm, destruction, or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition, or other items considered dangerous, illegal, or which could cause harm, destruction, or disruption is prohibited. If it is determined that a student brought such an item to school without intent to harm, the student may not be considered in possession

Grades	First Offense	Second Offense
Grades PreK-23	★	★
Grades 4-5	3-5 day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral
Grades 6-12	10-day suspension; Expulsion recommendation; Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

DRIVING INFRACTIONS AND TRANSPORTATION

12. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 9-12	Parking permit revoked for identified time period Police referral	3-day suspension Parking permit permanently revoked Police referral	5-day suspension Police referral

13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus

riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense, will be suspended from riding the bus for the remainder of the school year.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Grades PreK-5	Verbal Warning	1-day bus suspension ★	3-day bus suspension ★	5-day bus suspension ★	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	1-3 day bus suspension ★	5-10 day bus suspension	Loss of bus riding privilege for school year	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

Grades	First Offense	Second Offense	Third Offense
Grades 9 -12	Immobilization of vehicle and \$30 fine	Immobilization of vehicle and \$60 fine	Immobilization of vehicle and \$90 fine

15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT

Stealing, forging, or using a false permit will result in a school suspension and the loss of parking privileges.

PHYSICAL INFRACTIONS

16. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	Same/next day dismissal 1-2 day suspension Student Services Referral	Same/next day dismissal 3-day suspension Student Services Referral
Grades 4-5	1-2 day suspension Student Services Referral	3-day suspension Student Service /Police referral	10-day suspension Expulsion recommendation Police referral
Grades 6-12	3-5 day suspension Student Services referral	5-day suspension Student Services/Police referral 10-day suspension Expulsion recommendation Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services. Administrative discretion to jump a level based on severity of situation.

17. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades Pre K-23	Same/next day dismissal ★	2-5 day suspension Student Services referral	5-10-day suspension Police referral
Grades 43-5	5-day suspension Student Services referral	10-day suspension Expulsion recommendation Police referral	
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★ Student Services referral
Grades 43-5	★	★ Student Services Referral	Same/next day dismissal Student Services referral
Grades 6-12	1-3 day suspension Student Services referral	3-5 day suspension Student Services referral	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

19. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-2	★	★	★

Grades 3-5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity *for restorative practices and potential disciplinary action assigned by building administration.*

20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts, or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★ Student Services referral	★ Student Services referral
Grades 4-5	★	Same/next day dismissal Student Services referral	2-day suspension Student Services referral
Grades 6-12	10-day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity *for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.*

PROPERTY INFRACTIONS

21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
Grades preK-12	10-day suspension; Expulsion recommendation; Police referral

22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
PreK-3	★	★

Grades K 4-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral
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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

23. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	Same/next day dismissal ★	2-day suspension ★
Grades 4-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	Same/next day dismissal ★
Grades 4-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	3-5 day suspension Police referral	5-10 day suspension Police referral 10 day suspension pending further investigation** Expulsion recommendation Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	Same/next day dismissal ★	2-day suspension Police referral ★
Grades 43-5	Same/next day dismissal Police referral ★	1-day suspension Police referral	1-3 day suspension Police referral
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

26. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	Same/next day dismissal ★
Grades 43-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	3-5 day suspension Police referral	10-day suspension Expulsion recommendation Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

27. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or are attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 43-5	★	★	Same/next day dismissal
Grades 6-12	1-day suspension	1-3 day suspension	5-10 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

28. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	1-3 day suspension Police referral	5-day suspension Police referral	10-day suspension; Expulsion recommendation; Police referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

29. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	Same/next day dismissal ★
Grades 4-5	★	Same/next day dismissal	4-5 day suspension
Grades 6-12	10-day suspension; Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

SCHOLASTIC DISHONESTY

30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	Same/next day dismissal ★
Grades 4-5	★	★	1-3 day suspension
Grades 6-8	★	1-day suspension	1-3 day suspension
Grades 9-12	★ Student Services Referral	1-day suspension	3-10 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are dependent upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school and middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher **and in accordance with school policy**, and **only** in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic, and Photographic Device Misuse).

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	★	★
Grades 6-8	★	★	1-day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) *Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.*

32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera, **and/or** video camera to capture, record, transmit, and/or post the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person without their permission, and/or **which** impinges upon the rights of others, **and** is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom, or elsewhere in a way that violates the personal privacy of ~~the~~an individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★
Grades 6-12	1-2 day suspension	3-5 day suspension	5-day suspension

(★) *Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.*

33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment, or network; deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse. ~~Students will follow the following Online Code of Ethics when using district technology, network resources, and the Internet, including Web 2.0 products.~~

Grades	First Offense	Second Offense	Third Offense
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Grades PreK-5	★	★	2-3 day suspension. ★ Network access limited or monitored for the rest of the year.
Grades 6-12	★	★	10-day suspension <i>and</i> access limited or monitored indefinitely. Expulsion recommendation.

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school-district network and technology resources is prohibited, and may result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades K-12	1-3 day suspension. Student Services referral.	3-5 day suspension. Police referral.	10-day suspension. Police referral. Recommendation for expulsion.

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services

THREATENING AND/OR DISRUPTIVE BEHAVIOR

35. RACISM, RELIGIOUS-BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation, or gender identity that includes, but is not limited to, inappropriate and harmful comments, slurs, jokes, pictures, objects, threats, and/or intimidation.

Grade Band	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★ Student Services Referral	★ Same/next day dismissal Student Services Referral
Grades 4-5	★	Same/next day dismissal Student Services	1-2 day suspension Student Services Referral

		Referral	
Grades 6-8	1-3 day suspension Student Services Referral	3-5 day suspension Student Services Referral	10-day suspension pending further investigation** Student Services Referral
Grades 9-12	3-5 day suspension Student Services Referral**	10 day suspension pending further investigation** Student Services Referral	10 day suspension pending further investigation** Student Services Referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Restorative actions in these cases need to include an educational component. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory, or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★ Student Services Referral	★ Same/next day dismissal Student Services Referral
Grades 4-5	★	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	1-2 day suspension	2-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services

37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing, or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	5-day suspension Police referral	10-day suspension Expulsion recommendation

	Police referral Student Services referral	★ Student Services referral	Police referral ★ Student Services referral
Grades 4-5	5 day suspension Police referral	10 day suspension Police referral	10 day suspension Expulsion recommendation Police referral
Grades 6-12	10 day suspension Expulsion recommendation Police referral		

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★ Student Services Referral	★ Same/Next day dismissal Student Services Referral
Grades 4-5	★	Same/Next day dismissal Student Services Referral	1- 2 day suspension Student Services Referral
Grades 6-12	★	1-3 day suspension Student Services Referral	2-10 day suspension Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services

39. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others, or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous, or noisy conduct or gestures, or offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★ Student Services referral
Grades 4-5	★ Student Services	Same/next day dismissal	1-day suspension

	referral		
Grades 6-12	1-day suspension Student Services referral	2-5 day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services

40. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	Same/next day dismissal ★
Grades 43-5	★	★	Same/next day suspension
Grades 6-8	★	★	1-3 day suspension
Grades 9-12	★	1-day suspension	3-day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

41. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system, or sprinkler system is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	Same/next day dismissal Police referral ★ Student Services referral	2-day suspension Police referral ★ Student Services referral
Grades 43-5	Same/next day dismissal Police referral	2-day suspension Police referral	3-day suspension Police referral
Grades 6-12	5-day suspension Police referral	10-day suspension Expulsion recommendation Police referral	

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

42. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
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Grades PreK-23	★	★	Same/next day dismissal ★
Grades 4-5	★	Same/next day dismissal	2-day suspension
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

43. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age, as defined in the district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★ Student Services Referral	★ Same/next day dismissal Student Services Referral
Grades 4-5	★	Same/next day dismissal Student Services Referral	1-2 day suspension Student Services Referral
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-3 day suspension 3-5 day suspension Student Services referral	3-5 day suspension 10-day suspension pending further investigation** Student Services referral	10 day suspension Expulsion recommendation 10-day suspension pending further investigation** Student Services referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

(**) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

44. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days, and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-5	★	★	★

Grades 6-12	1-3 day suspension	3-5 day suspension	10-day suspension Expulsion recommendation
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(★) Indicates opportunity *for restorative practices and potential disciplinary action assigned by building administration.*

45. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades K-4-5	★	★	Same/next day dismissal
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity *for restorative practices and potential disciplinary action assigned by building administration.*

46. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★ Student Services referral
Grades 43-5	★	★ Student Services referral	Same/next day dismissal Student Services referral
Grades 6-12	3-day suspension Student Services referral	5-day suspension	10-day suspension Expulsion recommendation

(★) Indicates opportunity *for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.*

47. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES, OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees, or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees, or other persons is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	★	★	★
Grades 43-5	5-day suspension	10-day suspension Expulsion recommendation Police referral	

Grades 6-12	10-day suspension Expulsion recommendation Police referral		
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(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

OTHER BEHAVIOR INFRACTIONS

48. DRESS AND APPEARANCE

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 504.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-12	★ Student Services Referral	★ Student Services Referral	★ Student Services Referral

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, or other support services.

49. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	★	1-3 day suspension
Grades 6-12	1-3 day suspension	3-day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

50. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4-5	★	★	Same/next day dismissal
Grades 6-8	★	1-3 day suspension	3-5 day suspension
Grades 9-12	1-day suspension	3-day suspension	3-5 day suspension

(★) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.

51. SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities, and clubs is prohibited throughout the district.

Grades	First Offense	Second Offense	Third Offense
Grades PreK-23	★	★	★
Grades 4 -5	★	★	★
Grades 6-12	★	1-3 day suspension	3-5 day suspension

(★) Indicates opportunity *for restorative practices and potential disciplinary action assigned by building administration.*

52. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

Policy [Appendix](#)

established: [07/18/11](#)

Revised: [10/22/12](#)

Revised: [08/19/13](#)

Revised: [07/30/14](#)

Revised: [07/20/15](#)

Revised: [07/17/18](#)

Revised: [08/08/22](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

APPENDIX II TO POLICY 506

DISCIPLINE COMPLAINT PROCEDURE

Students, parents/guardians or staff may file a complaint and seek corrective action when they believe the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Edina Public Schools prohibits reprisal or retaliation against any person who asserts, alleges, or reports a complaint.

The administrator receiving the complaint will, within three days of receiving the complaint, determine the nature and scope of the investigation and follow-up procedures. The administrator or a designated investigator will ascertain details concerning the complaint, provide an opportunity for involved parties to submit additional information, and respond promptly concerning the status of the matter including any appropriate action or corrective measure that was taken, to the extent permitted by law. A written determination to the complainant that addresses each allegation and contains findings and conclusions will be provided upon completion of the investigation. If the investigation finds the requirements of district policy were not implemented appropriately, a corrective action plan to correct the student's record and provide training for staff involved will be provided.

Families who are a party to an exclusion or expulsion decision may appeal the decision to the commissioner of education within 21 calendar days of school board action. An expulsion appeal form can be found on the MDE website at education.mn.gov/MDE/fam/disc/exp/.

Date of Complaint: _____

Student Name: _____

Student Signature: _____

Parent/Guardian or Staff Name: _____

Parent/Guardian or Staff Signature: _____

Description of Complaint:

Students

Resident Enrollment and Assignment

I. Purpose

This policy provides procedures for students who are residents of the Edina Public School District and are to be enrolled and admitted into the District's schools.

II. General Statement of Policy

- A. The school district is committed to providing students with appropriate learning options that enable them to establish and maintain a successful educational plan.
- B. A student's registration for enrollment into Edina Public Schools the district will be coordinated through the district's Student Enrollment Center, located at 5701 Normandale Road, Edina, Minnesota. The center will provide the student's parent/guardian with the enrollment options available to them. The student will be placed into an assigned grade level, based on his/her the student's age and schooling experience.
- C. Each elementary and middle school, with the exception of district choice programs: Normandale Elementary School, Countryside Spanish Dual Language, and Continuous Progress programs, and Edina Virtual Pathway, has a defined school attendance area that has been approved by the school board. The high school attendance area aligns with the district boundaries. Upon completion of the registration and admittance forms, each student will be assigned to a district school, based on his/her the student's home residency. This will also be the school to which a student will be provided busing, except in the case of Edina Virtual Pathway, if it is available to him/her the student.
- D. The district may allow a student to attend a school not in his/her the student's attendance boundary area based on the following options:
 1. Intradistrict transfer
 2. District choice programs
- E. A school-initiated transfer may be recommended by the district. This transfer would be initiated by the building principal.
- F. The district will work cooperatively with a parent/guardian pursuing educational options beyond those provided by Edina Public Schools the district, including

homeschooling, non-public schools, and other public schools.

III. Registration Process

A parent/guardian with a school-age child who is a resident of the ~~Edina Public Schools~~ **school district** may enroll ~~his/her~~ **their** child for admittance into the ~~school~~ district at the district's Student Enrollment Center. The center will provide all the necessary information required for enrollment and the school options available to a parent/guardian. A parent/guardian must complete or provide:

1. Registration forms
2. Certified birth certificate, ~~P~~**passport**/~~V~~**visa**, or official US ~~C~~**court**/~~G~~**overnment** document indicating child's full legal name and birth date.
3. Current immunization records
4. Upon registration, a parent/guardian moving into the ~~Edina Public Schools~~ **district** attendance area must present an original, signed lease of a property located within the ~~Edina Public Schools~~ **district** for the duration of the school year or a signed copy of the closing paperwork for the purchase of a home within the ~~Edina Public Schools~~ **district**. A parent/guardian already residing in the ~~Edina Public Schools~~ **district** attendance area must present sufficient evidence proving residency.

IV. Assigning a Student to a School

- A. Each student will be assigned to a grade level and school based on ~~his/her~~ **the student's** age and schooling experience and ~~his/her~~ **their** home residency as it relates to the school's attendance areas.
- B. The school district may place a student who registers after the beginning of a school year at a school other than ~~his/her~~ **the student's** resident-assigned school and provide required busing. The student will be allowed to attend ~~his/her~~ **their** resident-assigned school at the start of the next school year.
- C. A student's access to bus transportation to a school will be based on ~~his/her~~ **the student's** home residency.

V. Parent/Guardian Moves Out of the District

A student whose parent/guardian moves to another district will be subject to the following enrollment options:

- A. Prior to the Start of the School Year: The student will need to apply to ~~Edina Public Schools~~ **the school district** for open enrollment and will not be guaranteed continual placement.

- B. During the School Year: The ~~S~~student will need to apply to ~~Edina Public Schools~~ [the district](#) for open enrollment, and can remain at the current school for the remainder of the school year. The student will not be guaranteed continual placement.
- C. Students in Grades 11 and 12: Students in grades 11 and 12 will have the option to continue under Minn. Stat. § 124D.08, Subd.3.
- D. Temporarily Living Beyond District Boundaries: A currently-enrolled student who is temporarily living beyond the ~~school~~-district's boundaries will be permitted to attend the student's current school in the ~~Edina Public Schools~~ [district](#). Temporarily means less than the remainder of the current school year. Individual exceptions to the current school year parameter will be made on a case-by-case basis, if the parent/guardian can produce specific evidence of building, purchasing, or leasing a home in the district.
- E. For Edina Virtual Pathway students who move out of the district but remain in the state of Minnesota, the student will need to apply to ~~Edina Public Schools~~ [the district](#) for open enrollment and may remain a student in the [Edina](#) Virtual Pathway subject to review and superintendent approval.
- F. For Edina Virtual Pathway ~~S~~students who move out of the district and leave the state of Minnesota for more than 15 days, [the student's enrollment](#) will be subject to review and superintendent approval. The tuition rate for non-resident students not admitted under Minn. Stat. § 124D.08 (~~School Boards' Approval to Enroll in Nonresident District- Exceptions~~) or Minn. Stat. § 124D.03 (~~Enrollment Options Program~~) is the rate calculated by the superintendent or designee.

VI. Intradistrict Transfer

- A. A student residing within the school district boundaries will, unless approved for transfer to another school, attend the school designated for the area in which ~~he/she~~ [the student](#) resides.
- B. A student wishing to apply for an intradistrict transfer must make a written request using Appendix III.
- C. After conferring with the administration at both schools, the superintendent or designee will make the determination on the request based on a variety of factors including, but not limited to, class size guidelines and building capacities. This determination is final.
- D. If the request is approved, a letter will be sent to the parent/guardian of the student. A copy of the letter will be sent to the principal of the school that the student is exiting. A copy will also be sent to the principal of the school that the student is entering. If the request is denied, a letter will be sent to the parent/guardian of the student.

- E. Student transportation is the responsibility of the parent/guardian of the student except for transfers from a choice program to the student's neighborhood school.

VII. Elementary Choice Programs

- A. The school district offers four elementary choice programs:
 1. French Immersion at Normandale Elementary School
 2. Spanish ~~Two-way~~ **Dual** Language at Countryside Elementary School
 3. Continuous Progress at ~~Countryside Elementary School~~ and Highlands Elementary School
 4. ~~Edina Virtual Pathway~~ **Continuous Progress at Countryside Elementary School, which will phase out beginning with the fall kindergarten class of 2023**
- B. Each ~~school~~ **choice program** has a defined process for accepting applications and determining a child's placement in the ~~school~~ **choice program**. A child who has not been placed will be allowed to remain on a waiting list for possible placement during the school year. This process will be reviewed and approved by the superintendent or designee.
- C. A parent/guardian may inquire about a choice program by contacting the school office.

VIII. Secondary Program Options

- A. A student will be assigned to secondary schools based on the student's residence in an elementary attendance area, not on the student's enrollment in an elementary school. This assignment includes students from the elementary Continuous Progress program schools. ~~and Edina Virtual Pathway~~. A student in the Concord, Cornelia or Highlands Elementary School attendance area is in the South View Middle School attendance area. A student in the Countryside or Creek Valley Elementary School attendance area is in the Valley View Middle School attendance area.
- B. A student completing grade 5 at Normandale Elementary School can participate in the Extended French program at Valley View Middle School or be assigned to the middle school based on the student's non-immersion elementary attendance area.
- C. ~~Students enrolled in the virtual setting during elementary will be automatically enrolled in virtual for middle school unless families complete an intradistrict transfer form. If a family completes the intradistrict transfer form they will be~~

~~assigned to their attendance area middle school based on residency.~~

- ~~D.~~ C. Enrollment of an international student in ~~Edina Public Schools~~ the school district will require the establishment of a legal or educational guardianship and participation in a district-sanctioned student exchange program. The district may permit other international students to enroll, depending upon their degree of English proficiency and their length of tenure as a student in the district.

IX. School-Initiated Transfers

- A. The principal may recommend the transfer of a student to a different school by submitting a letter to the superintendent identifying the reason for the recommendation and providing supportive background information.
- B. After conferring with the parent/guardian and/or student and the appropriate staff at both schools, the superintendent will rule on the request. A decision to approve an intradistrict transfer will be made in the best interests of the individual student and only if both the receiving and sending schools/program are supportive of the transfer. This decision is final.
- C. If the recommendation is approved, the parent/guardian, student, and principals will be notified by the superintendent.
- D. The transfer will be for the duration of the current semester. At the end of the semester, the current building administrator will review the reason for transfer and its outcomes with the student and/or parent/guardian. The principal will make a recommendation to the superintendent or designee as to whether the current building assignment should continue for the student. The superintendent makes the final determination.
- E. Student transportation is the responsibility of the parent/guardian of the student. If the district has a bus stop established and capacity on the bus, the parent/guardian may make a request to district transportation for the student to be picked up at that previously established stop. The district will not provide additional transportation routes or stops.

X. Procedure for Verifying Assigned Guardian

If the student does not reside with his/her ~~their~~ parent/guardian, but lives with another adult or adults whose residence is within the ~~Edina Public Schools~~ school district attendance boundaries, the parent/guardian must present a signed, notarized, educational guardianship form noting that they have transferred parental authority to the ~~Edina Public Schools~~ district resident(s), and the ~~Edina Public Schools~~ district resident(s) must present a signed statement accepting the delegation of parental authority. The Power of Attorney/Delegation of Parental Authority form is appended to this policy as [Appendix II](#).

Legal Reference:

Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District;
[Exceptions](#))

[Minn. Stat. § 124D.03 \(Enrollment Options Program\)](#)

Cross Reference:

Policy 503 (Student Attendance)

Policy 510 (Nonresident Enrollment)

Policy

adopted: 05/19/08
amended: 01/24/11
amended: 10/22/12
revised: 01/27/14
revised: 12/15/15
revised: 04/17/17
revised: 06/13/17
revised: 10/15/18
revised: 05/09/22

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

Appendix I to Policy 509

**Elementary Choice Program Enrollment Admission Priorities
for Continuous Progress Program, Normandale French Immersion, and Spanish Two-Way
Dual Language at Countryside and/or Edina Virtual Pathway**

- A. The school district will determine class size ranges and program capacity for the choice programs.
- B. The enrollment admission priorities will be as follows for kindergarten entrance in the choice programs:
 - 1. Resident students of the school district
 - a. Siblings who follow district registration process
 - i. Normandale French Immersion program siblings are those who at the time of application, have a sibling enrolled in grades K-5 in the Normandale French Immersion program or in grades 6-8 in the Extended French program. Countryside Spanish Two-Way Dual Language program siblings are those who at the time of application, have a sibling enrolled in grades K-5 in the Countryside Spanish Two-Way Dual Language program. Continuous Progress program siblings are those who currently have a sibling enrolled in grades K-5 in the district's Continuous Progress programs. ~~Edina Virtual Pathway siblings are those who currently have a sibling enrolled in the Edina Virtual Pathway (K-12)~~
 - ii. A current district resident student ("Student 1") who is entering grade one through grade five, who has a resident sibling ("Student 2") who was accepted at Normandale French Immersion or Countryside Spanish Two-Way Dual Language program after Student 1's initial opportunity to enter the kindergarten lottery, will be given priority preference above the district class size range high number at the discretion of the superintendent or designee.

A student admitted under this provision will not displace other students admitted through the lottery process or students from the waitlist. A student will only be admitted under this provision if the student has successfully passed the school-administered ~~the~~ relevant French or Spanish proficiency assessment given at the respective grade level.
 - iii. After a current district resident student has been accepted into and attended for one year a district Continuous Progress (CP) program, that student's siblings may be accepted into the CP program for the following year at the discretion of the superintendent or their designee.
 - b. Students who qualify for **educational benefits** ~~the federal lunch subsidy~~ and meet the district registration choice program preference deadline
 - i. Annually, the district administration will identify the number of admission slots that will be available to students who qualify for **educational benefits**. ~~the federal lunch subsidy~~. One-half of these openings are reserved for qualified applicants who reside in the attendance area of Cornelia and who qualify for **educational benefits**. ~~the federal lunch subsidy~~. Should more students complete preference

forms and qualify for the federal lunch subsidy than there are allotted spaces, a lottery will be held to determine the students for enrollment. Those students that remain will be put in the general lottery, should one be needed, for the remaining enrollment slots.

- c. Random draw from all applicants ~~in~~ for the Continuous Progress program, Spanish ~~Two Way~~ Dual Language or for Normandale French Immersion.
 - i. Children who are seeking acceptance as an early entrance student (i.e., anyone whose fifth birthday falls between September 2 and October 15) will not be eligible for initial admittance at the time of registration in January or placement on the waitlist.
 - d. The goal for the configuration of the Spanish Dual Language program is to have 50% of students whose home language is Spanish. Students will enter one of two lotteries and will be assigned to the corresponding waiting lists determined by their home language designation and current Spanish skills. Students will be admitted from the waiting lists in a way that maintains a balance of incoming language proficiency. After August 1st, any openings will be filled from merged waitlists.
 2. Minneapolis transportation students – these students qualify for educational benefits ~~the federal lunch subsidy program~~
 3. ~~Staff, if a sibling is currently enrolled~~ Children of Staff, if a sibling is currently enrolled ~~siblings requests~~ – Nonresident students who have been accepted into open enrollment (Policy 510)
 4. Sibling – Nonresident students who have been accepted into open enrollment (Policy 510)
 5. Open enrollment – Nonresident students (Policy 510)
- C. The enrollment admission priorities will be as follows for entrance after the start of kindergarten for choice programs:
1. Waitlists will be established and maintained at the specific program level following the priority order listed in section B above.
 - a. Random drawing to determine placement at the time of kindergarten entrance
 - b. Names added in order of application-received date
 2. As K-5 openings occur, identified grade level will be factored in acceptance from the waitlist in the Continuous Progress program.
 3. As openings occur through the kindergarten year, students will be accepted from the waitlist; and, from that point in time forward, an assessment will be given to determine whether placement is appropriate in the Normandale French Immersion program or the Countryside ~~Two Way~~ Spanish Dual Language program.

~~After a current district resident student has been accepted into and attended for one year a district Continuous Progress (CP) program, that student's siblings may be accepted into the CP program for the following year at the discretion of the superintendent or his/her designee.~~

Appendix

revised: 11/08/10

revised: 02/22/13
revised: 08/14/14
revised: 04/13/15
revised: 12/15/15
reformatted: 06/12/17
revised: 05/09/22

Appendix II to Policy 509

**EDINA PUBLIC SCHOOLS
POWER OF ATTORNEY / DELEGATION OF PARENTAL AUTHORITY**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

(Parent First Name) (Middle) (Last)

of the County of _____, State of _____, does by these presents hereby make, constitute and appoint:

(Guardian/Foster First Name) (Middle) (Last)

of the County of _____, State of _____, to be my true and lawful Attorney in Fact to act in my place with respect to the exercise of parental authority regarding the care, custody and property of my child:

(Child First Name) (Middle) (Last)

for the school year term following the date of my signature, pursuant to Minnesota law.

This Power of Attorney in Fact hereby constitutes my delegation to: _____
(Guardian/Foster Name)

of my parental authority regarding the care, custody, and property of: _____,
(Child)

my minor child, born _____, including, but not limited to the authority to:
(Birthdate of Child)

1. authorize medical treatment for my child;
2. enroll and service my child in school; and
3. provide a home, care, and supervision of my child at the home of _____.
(Guardian/Foster Name)

This Power of Attorney in Fact does not authorize _____ to consent to the
(Guardian/Foster Name)

Marriage, adoption, or enrollment in the armed forces of my child, placement in a foster or group home, residential treatment center, or special education.

I, _____, understand that I am legally obligated, pursuant to MN Stat 524.5-211 to provide a copy of this document to any other parent within 30 days of its execution unless:

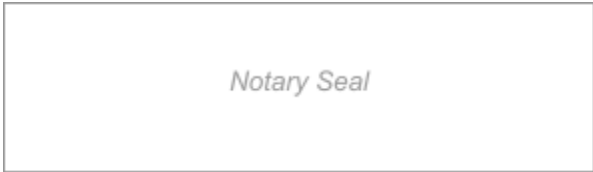
- a. the other parent does not have visitation rights or has supervised visitation rights; or
- b. there is an existing order for protection under chapter 518B or similar law of another state in effect against the other parent to protect me.

IN TESTIMONY WHEREOF, I have hereunto set my hand this ____ day of _____, 20_____.

(Parent Signature)

Subscribed and sworn before me this _____ day of _____, 20_____

(Notary Public Signature)



I hereby accept the foregoing Delegation of Parental Authority over _____
(Child)

(Date)

(Guardian/Foster Signature)

Reviewed: 10/22/12; Revised: 07/28/2014

Appendix IV to Policy 503 and 509

Family Proposal for a Modified Learning Experience

Student's Name: _____ Grade: _____ School: _____

Date of Submission: _____

Experience Begin Date: _____ Experience End Date: _____

Experience School Day Adjustment: _____

Family Need/Rationale for Modified Learning Experience (describe reasons for proposal):

Customized Learning Experience:

— Subject(s)	— Modified Instructional Approach	— Assessment Process

Requirements of Modified Learning Experience:

- Meets state and district attendance requirements
- Meets state and district academic advancement requirements, including grade level standards and high school course credits
- Does not require specialized services or instructional support of district staff

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

District Administrative Approval:

Approved Denied

Approved with the following modifications:

District Administrative Decision-Makers:

Director of Teaching & Learning _____ Building Principal

Date _____ Date

Appeal Request Date: _____

Decision of District Task Force:

Approved Denied

Created: May 15, 2017
Updated: July 17, 2017

Students

Open Enrollment

I. Purpose

The school district desires to maintain a ~~diverse student population~~ **consistent enrollment to support continuity in programming** and will participate in the enrollment options program established by state law, and the provisions and requirements of the Minneapolis Transportation Students program. The district may also accept nonresident students through tuition payment. This policy sets forth the application and exclusion procedures used by the district in determining whether to accept nonresident students.

II. General Statement of Policy

A. Eligibility

Applications for enrollment under this policy will be approved, provided that acceptance of the application will not exceed the capacity of a program; ~~excluding special education services~~; class; grade level; or school site as established by school board resolution and provided that:

1. Space is available for the applicant under class size guidelines established by ~~school~~ board action or other directive; and
2. In considering the enrollment capacity of a grade level and/or school building, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the district; or (b) the number of district resident students at that grade level enrolled in a nonresident district in accordance with state law.
3. The applicant is not otherwise excluded by action of the district because of previous conduct in another district.

Open enrollment acceptance of students with disabilities is not limited to site-based special education program capacity.

B. Standards That May Be Used for Rejection of Application

In addition to the provisions of section II.A, the district may refuse to allow a student who is expelled under state law to enroll during the term of the

expulsion if the student was expelled for:

1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. Possessing or using an illegal drug at school or a school function;
3. Selling or soliciting the sale of a controlled substance while at school or a school function; or
4. Committing an act classified as third-degree assault or greater involving assaulting another and inflicting substantial bodily harm.

C. Standards That May Not Be Used for Rejection of Application

The district may not use the following standards in determining whether to accept or reject an application for nonresident enrollment:

1. Previous academic achievement of a student;
2. Athletic or extra-curricular ability of a student;
3. Disabling conditions of a student;
4. A student's proficiency in the English language;
5. The student's district of residence, except where the district of residence is directly included in an enrollment option strategy included in an approved achievement and integration program; or
6. Previous disciplinary proceedings involving the student. This will not preclude the district from proceeding with exclusion as set out in Section II.F of this policy.

D. Application for Enrollment Options Program

1. The student and parent/guardian must complete and submit the School District Enrollment Options Program application developed by the Minnesota Department of Education.
2. The application deadline is January 15, preceding the school year for which attendance is desired.
3. The district will notify the nonresident parent/guardian and the resident

district if an application has been accepted or rejected, in most cases, by February 15. The nonresident applicant must notify the district's Student Enrollment Center of the student's commitment to attend by March 1.

4. If the number of nonresident student applicants exceeds the number allotted, as determined by ~~school~~-board action (see Section II.A), a lottery will be used to determine applicant placements. The lottery will be completed by the district administration and families will be notified of their lottery status.
5. The lottery status for a family will remain through the duration of the school year for which they sought admittance. The lottery status will not carry forward to the upcoming school year as a new lottery will be completed as outlined in section II (i.e., the lottery position for the family seeking admittance for school year A will remain through the duration of school year A; a new application is required for school year B).

E. Transportation

The parent/guardian accepts responsibility for transporting the student to the border of the ~~school~~-district unless transportation is provided for under a state or federal subsidy program, or the family lives in a district-approved transportation area. The district will then transport the student to school from the border.

F. Exclusion

1. Administrator's Initial Determination

If a district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Review

The superintendent or designee may make further inquiries. If the superintendent determines that the applicant should be admitted, ~~he or she~~ **they** will notify the applicant and the ~~school~~-board chair. If the superintendent or designee determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The district may terminate the enrollment of an open enrolled student enrolled under an enrollment options program pursuant to ~~Minn. Stat. § 124D.03 or 124D.08~~ [state law](#) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under ~~Minn. Ch. 260A~~ [state law](#), and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under state law.
2. The district may also terminate the enrollment of an open enrolled student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under state law.
3. A student who has not open enrolled in the district in accordance with this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from ~~school~~ [the district](#).

Prior to removal from the district, the district will send a written notice of the district's belief that the student is not a resident of the district to the student's parents/[guardians](#). The notice will include (1) the facts upon which the belief is based and (2) notice to the parents/[guardians](#) of their opportunity to provide documentary evidence showing residency in person or in writing to the superintendent or designee. The superintendent or designee will make the final determination as to the residency status of the student.

III. Open Enrollment Placement

- A. The [school](#) district will use a lottery in placing students, following the priorities noted below:
 1. Priority One: Currently Enrolled Students
Nonresident students already enrolled before January 15 of each year will be given a Priority One for continuance at the Edina school at which they are currently enrolled.
 2. Priority Two: Intra-~~d~~[District](#) Transfer Requests
Nonresident students, who are already enrolled, may request a transfer to

another site. The request must be written and submitted to the superintendent/designee for consideration.

3. **Priority Three: Staff Siblings – Nonresident Students**
Students of district employees, with current open enrolled siblings, will be given priority if the parent/guardian has submitted a request for admission to the district by January 15.
4. **Priority Four: Siblings - Integration and Achievement Plan Students**
Siblings of current enrolled students and applications related to an approved integration and achievement plan will be given priority if their request for admission has been submitted to the district by January 15.
5. **Priority Five: Siblings – Nonresident Students**
Siblings of current open enrolled students will be given priority if their request for admission has been submitted to the district by January 15.
6. **Priority Six: Staff Requests – Nonresident Students**
Students of district employees, who are residents of other districts, will be given priority if the parent/guardian has submitted a request for admission to the district by January 15.
7. **Priority Seven: Integration and Achievement Plan Students**
Nonresident students and applications related to an approved integration and achievement plan will be given priority if their request for admission has been submitted to the district by January 15.
8. **Priority Eight: Student is a resident of the City of Edina, but the resident school district for the student's Edina home is not Edina Public Schools, and student seeks enrollment in Edina Public Schools.**
9. **Priority Nine: Open Enrollment – Nonresident Students**
Nonresident students who have submitted their requests for admission to the district by January 15.
10. **Priority Ten: Enrollment Options – Nonresident Students**
In the event space continues to be available after January 15, families may apply under the Open Enrollment Agreement for Admission to Edina Public Schools.

IV. Student Tuition Fees

The tuition charges for nonresident pupils will be as follows:

- A. The school district may admit students residing outside the district who do not qualify for transfer under the Enrollment Options Program, if space is available. Attendance at schools of the district will be contingent upon the payment of

tuition unless the school board, by specific action, alters or disregards the tuition charges.

- B. The tuition rate for nonresident students not admitted under Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District) or Minn. Stat. § 124D.03 (Enrollment Options Program) is the rate calculated by the superintendent or designee.
- C. Tuition payments must be made monthly in advance, the first payment being due on the date the student is registered in the district, and subsequent payments are due on the corresponding date of each month thereafter. If tuition is not paid within 15 days after it is due, the nonresident child will no longer be enrolled in the district. Reinstatement will be at the discretion of the school board.
- D. Nonresident tuition will be waived and the payment for the current month refunded if residence is established in the district on or before the final date of the month for which tuition has been paid.

Legal References:

Minn. Stat. § 120A.22, ~~S~~subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, ~~S~~subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (~~The~~ Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; [Exceptions](#))
Minn. Stat. § 124D.68 (~~High School~~ Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, ~~S~~subd. 19 ([Definition of Habitual Truant-Defined](#))
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of a weapon\)](#)

Cross References:

Policy 506 (Student [Conduct and Discipline](#))
Policy 517 (Student Recruiting)

Policy
adopted: 05/19/08
amended: 03/15/10
amended: 02/21/12
amended: 07/23/12

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

revised: 02/23/15
revised: 12/12/15
revised: 10/24/16
revised: 12/11/17
revised: 06/08/20

Students

~~Internet~~ **Electronic Technologies Acceptable Use and Safety Policy**

I. Purpose

~~The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.~~ This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of the Internet, use of personal electronic devices on the district's network or connected to district softwares, electronic communications, use of the district's network, Internet, and social networking tools.

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 **strategic directions 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, **web pages**, 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. "Social Media" refers to any website and application that enables users to create and share content or to participate in social networking. For reference in this policy, social media does not refer to any learning management system (Schoology or Seesaw) or content management systems (Google Workspace).
- D. "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.](#) ~~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.

Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction, or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright 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 or extra-curricular purposes for any length of time; and
2. Use of social media for non-academic purposes
 - a. Students age 13 and above may engage in social media as it is connected to extra-curricular or co-curricular activities, and for academic purposes.
 - b. Per federal law, students under the age of 13 will not be encouraged or required to create accounts or participate in social media, including for academic or extra-curricular purposes.

- ~~2-3.~~ 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. 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.
- ~~3-4.~~ Users will not use the district system to engage in any illegal act or violate any local, state, or federal statute or law.
- ~~4-5.~~ 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; will not ~~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.
- ~~5-6.~~ 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. Users will not 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. 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.
7. Individual passwords for computers are confidential and must not be shared.
- ~~6-8.~~ Users will not use the district system to post or share 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 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,” “[X](#)” (formerly called “Twitter;”), “Instagram,” “Snapchat,” “TikTok,” and “Reddit,” and similar websites or applications.

[9. Users, outside of IT staff, must not deliberately or knowingly delete a student or employee file, email, or stored information.](#)

~~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.~~

- 8-10. 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.
- 9-11. 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.

~~EC.~~ An administrator, supervisor, or other person authorized by the 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 Parents/guardians have the right to request the termination of their child's individual account at any time.
- E. School-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 be attached to the original agreement.~~

X. Guest Access and Internet Use

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws. See Appendix VII, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 - 1. Web access (http and https)
 - 2. Email services (pop, imap)
 - 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

XI. 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.

XII. 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.

XIII. 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.

XIV. Notification Regarding Technology Providers

- A. Within 30 days of the start of each school year, the school district will 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 will:
 - 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 district will include requirements to ensure appropriate security safeguards for

educational data. The contract will 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 district will 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 the district are not the technology provider's property.

XV. School-Issued Devices

- A. Except as provided in paragraph B, the school district or a technology provider will 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 district or a technology provider may only engage in activities prohibited by paragraph A if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by district employees, student teachers, staff contracted by the 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 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; 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 district or a technology provider interacts with a school-issued device as provided in paragraph 6 B, clause 4, it will, 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 will include a written description of the interaction, including which features of the device were accessed and a description of the threat. 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.

XVI. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

1. The email system will not be used for outside business ventures or other activities that conflict with school board policy.
2. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
3. Appropriate language must be used when communicating using the district email system or network.
4. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with district policy, regarding student and employee data privacy.
5. Employees will report inappropriate emails to the media specialist, the employee's supervisor, or the director of media and technology services.
6. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule adopted pursuant to Policy 719 (Records Retention).

XVII. 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 district has a reasonable suspicion that a student has violated a district policy, rule, or law by use of a cell phone or other electronic communication device, the 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 district policies may be subject to disciplinary action pursuant to the district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the district will be returned in accordance with school building procedures.

XVIII. 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~~ **XVIV.** 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 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 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)
[20 U.S.C. § 6751 et seq. \(Enhancing Education Through Technology Act of 2001\)](#)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 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 [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. American Library Association, 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 (8th 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~~ [Student](#) 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 Review of Textbooks, and Instructional Materials, Content or Issues](#))
[Policy 622 \(Copyright Policy\)](#)
~~[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](#))

adopted: 08/08/22

Edina, Minnesota

Appendix I to ~~Policy 634~~ Policy 524

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student

By signing below, I agree to follow Edina Public Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online ~~etiquette~~ responsibility. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student I.D. Number _____

(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Student Signature _____

(MIDDLE SCHOOLS AND HIGH SCHOOL ONLY)

Address _____ Zip _____

Telephone Number _____

School Building _____

Parent or Guardian

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify, and hold harmless Edina Public Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

Approved

Disapproved

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

This form ~~can~~ should be completed electronically through the online portal, or return this form to your school.

STUDENT ONLINE CODE OF ETHICS

In the Edina Public Schools, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the school district has a desire for our students to leave our system with a “positive digital footprint,” ~~so that employers and post-secondary institutions can see the great work that they have done.~~ We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products, including but not limited to blogs, wikis, podcasts, Google applications workspace, and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level, parents/guardians may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age-appropriate level.
3. Students will not log in to the network, devices, or other educational technologies as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism, academic dishonesty integrity, and acceptable use of technology.
6. Student blogs, webpages, and other content creation tools are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in school board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully, or threaten the safety of others. If students receive a comment on an electronic tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher or another trusted staff member, and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission, and will not click on ads or unknown links. ~~competitions.~~
9. Students should be honest, fair, and courageous show integrity in gathering, interpreting, and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

10. Students will treat information, sources, subjects, colleagues, and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people. Students will gain permission from students or staff who are the focus of their research, recording, or content creation.
11. Students are accountable to their readers, listeners, and viewers, and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. ~~School~~ Board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities ([Policy 524 - Electronic Technologies Acceptable Use](#), [Policy 622 - Copyright Policy](#), and ~~Policy 634 - Electronic Technologies Acceptable Use~~).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Revised: 9/24/12
Modified: 11/13/17
Reviewed: 4/20/20
Revised: 8/8/22

GUIDELINES FOR EMPLOYEE'S PERSONAL USE OF SOCIAL NETWORKING

The decision to use online social networking for personal use is at the employee's discretion. The school district does not affirmatively monitor employee use of non-district, online social networking tools if the employee is not using district electronic technologies; however, the district may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates applicable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

1. When using your personal social networking sites, refrain from fraternization with students.
2. Ensure that social networking postings are appropriate for the public.
3. Weigh whether a posting will put your effectiveness as an employee at risk.
4. Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions, and derogatory comments.
5. Ensure compliance with data privacy laws and district policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
2. Respect your coworkers and students. Do not discuss students, their families, or coworkers.
3. Student images obtained from your employment with the district should not be included on personal social networking sites.
4. Set privacy settings carefully to ensure that you know who has access to the content on your social networking sites.
5. If the public may consider your statements to be made in your capacity as a district employee, you may want to include "This posting is my own and does not represent the view of Edina Public Schools." An employee in a leadership role in the district, by virtue of their position, must consider whether personal thoughts ~~he or she~~ they publishes will be attributed to the district. The use of the aforementioned phrase does not preclude the employee from disciplinary action.
6. Social media identifications, login identifications, and user names must not contain the district's name or logo without prior written permission from (1) the ~~D~~irector of ~~M~~edia and ~~T~~echnology ~~S~~ervices and (2) ~~or to~~ the ~~D~~irector of ~~M~~arketing and ~~C~~ommunications.

GUIDELINES FOR CLASSROOM USE OF SOCIAL MEDIA TOOLS

~~The district provides teachers with password-protected, online social media tools that can be used for instruction. teacher~~ Staff members may also elect to use other social media tools for the purpose of instruction in accordance with Policy 524 ~~634 (Electronic Technologies Acceptable Use)~~ and its appendices.

A. District Online Social Media Tools

1. Content and use must adhere to district policies and guidelines.
2. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
3. The ~~teacher~~ staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.

B. Non-district Social Media Tools

1. If a ~~teacher~~ staff member elects to use a non-district social media tool, the ~~teacher~~ staff member must build a separate page in that social media tool from their personal online presence.
2. Content and use must adhere to district policies and guidelines.
3. Content and use must not violate the “terms of service” for the social media tool.
4. The platform for instruction must indicate that views expressed on the social media site are that of the employee or student, and do not necessarily reflect the views of Edina Public Schools.
5. The ~~teacher~~ staff member must not disclose information on any online social media site that is district property, protected by data privacy laws, or in violation of copyright.
6. The platform must not use official district or school logos without the permission of (1) the ~~D~~irector of ~~M~~edia and ~~T~~echnology ~~S~~ervices and (2) ~~or~~ the ~~D~~irector of ~~M~~arketing and ~~C~~ommunications.

GUIDELINES FOR SCHOOL OR DISTRICT USE OF SOCIAL MEDIA TOOLS

Individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. A request must contain the following information:

1. Sponsoring school or department;
2. Proposed social media site or other location;
3. Purpose of site, which cannot be served by the current district website;
4. Plan on how to comply with district policies and record retention requirements;
5. Description and primary use of site;
6. Plan for monitoring site, addressing policy violations, and ensuring current content; and
7. Designee for maintaining the site.

The request should be submitted to the ~~D~~[Director of M](#)~~m~~[edia and T](#)~~t~~[echnology S](#)~~s~~[ervices](#) [Director of Marketing and Communications](#). Written approval or denial will be provided to the school or department. If the request is denied, the school or department may request reasons for the denial in writing.

If the request is approved, the school or department must submit to the ~~D~~[Director of M](#)~~m~~[edia and T](#)~~t~~[echnology S](#)~~s~~[ervices](#), within two weeks of developing the site, the name of the person(s) who will manage the site and the login information for the site. When a presence is established, the sponsoring school or department is responsible for keeping the site current and monitoring the content of the site.

Sites may be linked from the official district website. All sites must comply with web publishing guidelines found in ~~Policy 634 (Electronic Technologies Acceptable Use)~~ and record retention requirements [under Policy 719 \(Records Retention.\)](#).

Revised: 9/24/12
Reviewed: 4/20/20
Revised: 8/8/22

GUIDELINES FOR DISTRICT SOCIAL MEDIA PAGES

The [school](#) district's social media presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.edinaschools.org. These guidelines are used in conjunction with ~~Policy 634~~ 524 (Electronic Technologies Acceptable Use) and all other district policies.

Establishment of Page

1. The district will include on its social media page, in a prominent location, a link to the Edina Public Schools' website, as well as contact information for the district.
2. The district will include language regarding limitation on comments and posts by its users:

Any comments/posts viewed as inappropriate or offensive are subject to removal without notice. These comments/posts include, but are not limited to, commercial solicitations; factually erroneous/libelous information; vulgarity or obscenity; personal attacks of any kind; political support or opposition to any candidate or political measure; offensive comments that target or disparage any group/person; violations of district policy; or discussions not related to the district.

3. The district will include language regarding compliance with data practices and records retentions under Minnesota law:

Social-Media pages are intended to serve as a mechanism for communication between the public and ~~Edina Public Schools~~ [the district](#). Any comments submitted to pages, and its list of ~~fans~~ [followers or subscribers](#), are public records subject to disclosure and retention pursuant to Minnesota law. Public disclosure requests must be directed to ~~Edina Public Schools~~ [the district](#).

4. The communications department will be responsible for monitoring the district social media pages, including content and comments, to ensure compliance with guidelines for use as posted on the social media pages.

Postings

The district will provide balance in topics shared on its social media pages. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district. Suggestions for posts should be submitted to the ~~D~~irector of ~~M~~arketing and ~~E~~communications.

Appendix VII to ~~Policy 634~~ Policy 524

Personal Device Access

Users of personal devices connecting to Edina-Open must abide by Edina Public Schools' Policy 524 (Electronic Technologies Acceptable Use) ~~Policy (Board Policy 634)~~. Though guests may use their personal device and expect some aspects of privacy, use of ~~our~~ the school district's network and systems have the following expectations:

1. Use at your own risk. Use of the ~~Edina Public Schools~~ district network is at the device owner's discretion and therefore ~~Edina Public Schools~~ the district is not responsible for any loss, damage or adverse effects that may occur to a device while on ~~our~~ the district network.
2. Devices need to be registered. All non-district devices connected to the ~~Edina Public Schools~~ district network need to be registered. In the event of a security incident, personal devices may be disconnected without notice. No support for remediation of security incidents (e.g., malware) will be available, and devices will remain disabled from ~~our~~ the district network until fixed.
3. ~~The Edina Public Schools~~ district network is monitored. For security purposes and following pursuant to federal law, the district has implemented monitoring of ~~our~~ the district network. Personal devices connected to ~~our~~ the district network will also be monitored for access, times, network content, and known security vulnerabilities. This information may be recorded, and is subject to audit.
4. The ~~Edina Public Schools~~-district networks are is filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
5. ~~No~~-Expectation of privacy. Access to the contents of personal devices is governed by local and federal laws. However, while accessing the ~~Edina Public Schools~~ district network, systems, and buildings, there is not a right to privacy of any content, and as such, may be ~~monitored~~ accessed for inappropriate or illegal activities.
6. ~~Edina Public Schools~~-The district reserves the right to maintain records of usage. ~~Edina Public Schools~~ The district may immediately terminate the privilege to use the ~~Edina Public Schools~~ district network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on ~~our~~ the district systems or network.

Education Programs

Student Activities Program

I. Purpose

This policy identifies the position and philosophy of the school district related to the student activities program.

II. General Statement of Policy

The school district recognizes the student activities program ~~is an integral part of the district's total educational program~~ **is an integral part of the student's whole school experience**. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum in providing students with additional opportunities for growth and development.

III. Definitions

~~B~~A. Co-curricular Activities

"Co-curricular activities" means those portions of the school-sponsored and school-directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e. interscholastic sports, jazz band). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have one or more of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily or totally funded by public ~~moneys~~ **monies** for general instructional purposes under direction and control of the school board.

~~A~~B. Curricular Activities

"Curricular activities" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extra-curricular (Non-curricular/Supplementary) Activities

“Extra-curricular (non-curricular/supplementary) activities” means all direct and personal services for students for their enjoyment and development that are managed and operated under the guidance of an adult or staff member. Extra-curricular activities have all of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed upon by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

IV. Responsibilities

A. School Board

The school board will be responsible for the following:

1. Finances: Adopt capital and operating budget, establish participation fees, and annually audit student activities.
2. District Policies: Develop, adopt, and review all policies related to student activities.

B. Administration

The responsibilities of the administration will include:

1. Operations/Implementation: Ensure compliance with the practices and standards stated in district policy.
2. Supervision/Evaluation: Supervision and evaluation of activity director and staff.
3. Communications: Ensure timely internal and external communications occur related to the student activities program.
4. Discipline: Assist in facilitating necessary disciplinary action related to student activities, including all school district policies and the policies of the Minnesota State High School League (MSHSL).
5. Event Supervision: As appropriate, assist in the supervision of events.

C. Activities Director

The responsibilities of the activities director may be assigned to more than one administrator and will include:

1. Administration: Administer and oversee all the student activities programs, including coordination and scheduling of all practices, contests, and events.
2. Supervision/Evaluation: Supervise/evaluate all student activities' advisors, coaches, directors, and support staff. **The head coach/advisor of an activity will have an administrative evaluation a minimum of every other year.**
3. Financial: Develop and maintain the student activities' budget, including the processing of payment of invoices and bills to vendors.
4. Event Coordination: Coordinate all student activities' events, including scheduling, facility permits, officials, transportation, event workers, and supervision.
5. Communications: Complete and monitor all necessary internal and external communications through email, websites, telephone, and other applicable means for all student activities.
6. Eligibility: Verify the participation eligibility for all members of interscholastic teams referencing MSHSL and district policies.

~~D. Middle School Activities Coordinator~~

~~—The responsibilities of the middle school coordinator, which may be assigned to more than one administrator, will include:~~

- ~~1. Work closely with the activities director, building administration and staff to oversee the middle school athletic programs and activity offerings as assigned.~~
- ~~2. Facilitate the athletic/activity registration process for the middle school students at the beginning of each season.~~
- ~~3. Work closely with the middle school coaches and facilitate facility permits, transportation, event workers and schedules.~~
- ~~4. Attend four annual meetings per year with the Lake Conference middle/junior high school coordinators.~~
- ~~5. Verify eligibility of middle school students for participating in athletics and activities assigned.~~

ED. Coaches/Advisors

Provide leadership and complete the duties of their respective student activities' area as assigned and defined. Coaches/advisors are considered employees of the district. All coaches/advisors must go through the district application and background check process at their own expense. Volunteer coaches/advisors will follow the guidelines established in Policy 911 (Use of Volunteers).

FE. Parents/Guardians

Provide support for students and the various student activities of the district.

GF. Student Activities Advisory Council (SAAC)

Serve as an advisory group to those who administer the activities programs in the district. The group is made up of parents, students, coaches, teachers, and administrators. The activities director selects members, schedules and facilitates the meetings that are held a minimum of four times per year.

HG. Minnesota State High School League (MSHSL)

Serve as the state governing organization for the interscholastic and fine arts programs of the district.

V. Sponsored Student Activities

A. Student activities are considered school-sponsored provided they meet the following criteria:

1. Organized by a school site's leadership team
2. Sponsored by school personnel
3. Composed of current student body members
4. Conduct a majority of meetings, practices and events at the school site
5. Provide a process for the selection of members
6. Establish aims which are educational in value
7. Meet the interests of the school or community

The student activity must be formally reviewed by the SAAC and approved by the school board to become a sponsored activity.

B. Each approved, school-sponsored student activity ~~and athletic sport is located in Appendix I~~ will be included on an official [School-Sponsored Student Activities and Athletics List and Fee Schedule \(the "Activities List"\)](#) ~~list that will be posted on the district website. The activities director will update the appendix~~ [this list](#) in June, prior to the start of a new school year.

C. Middle school and high school activity programs are available to all students meeting the eligibility requirements of the school district and/or MSHSL. In addition, all participants must meet the registration requirements before participating in an activity.

D. All participants in the activities program(s) must follow the ~~Edina School District's~~ policies and policies of the MSHSL.

- E. All interscholastic athletic programs ~~must~~ will comply with federal Title IX regulations related to gender equity. An annual report ~~must~~ will be submitted to the Minnesota Department of Education on gender compliance.
- F. The secondary administration, activities director, and appropriate staff will develop procedures and rules to address the student activity programs. The secondary schools will publish a reference for student enrichment activities to be available on the district website and in the main office. These activities may vary from year to year based on the interest of students.

VI. Non-sponsored Student Activities

- A. Non-sponsored student activities are organizations, clubs, societies and/or fraternities that are not recognized by the school district, and do not meet the established criteria of a sponsored school activity (see Section V.A).
- B. The non-sponsored student activities have membership composed primarily of students from a district school, are sponsored by other than school personnel, meet outside school hours at places other than the school, and establish aims that are other than educational. These activities are beyond the jurisdiction of school authorities. The members may access the district facilities according to Policy 801 – Equal Access to School Facilities.
- C. Membership in secret fraternities, sororities and/or clubs is prohibited in the district. Further, activities contrary to the best interest of a school or that negatively reflect on the reputation of a school or that interfere with the school's basic educational mission are prohibited. The ~~school~~ district respects its students' right to engage in free speech and association within the aforementioned parameters. Students violating this policy will be disciplined in accordance with Policy 506 – Student Conduct and Discipline.

VII. Procedures and Requirements

A. Participation Levels

The grades for eligibility for interscholastic athletic activities [will be included on the Activities List posted on the website pursuant to Section V.B. of this policy.](#) ~~listed in Appendix II of this policy.~~ Grade eligibility for other activities is determined by the individual school or activity.

B. Participation Fees

Participation fees may be assessed for student participation in activity programs. A partial or full participation fee waiver may be an option for eligible students. The activity director's office has the form for such requests. The current participation fee structure ~~is listed in Appendix III of this policy~~ [will be included in the Activities List posted on the website.](#) These fees are reviewed and approved by the school board annually. The ~~school~~ board will ensure that

any funds raised for extra-curricular activities will be spent only on extra-curricular activities.

C. Additional Services and Support

Participants may receive additional activities, services or staff support when the services and/or support are included in their approved Individual Education Plan. Families seeking more information about possible services and support should contact the Activities Director.

D. Exceptional Middle School Student Athlete Policy

A 7th or 8th grade student who may have exceptional academic or athletic skills may go through the request process to be a part of a high school varsity program. The details and process are listed in Appendix IV of this policy.

E. Activity Conflicts for the Multiple Activity Participant

Participation in multiple co-curricular and/or extra-curricular activities can contribute to a broader and well-rounded education. Students who choose to participate in multiple activities can expect to incur additional challenges with time management, organization, and participation commitments. The information, statement of philosophy, and process for students with participation conflicts is listed in Appendix V of this policy.

F. Official Hornet Logo

The official school colors of the district are green and white. The mascot for the athletic teams is the "Hornet". The official district logo of the "Hornet" is patented and protected by copyright, and is for official school-district use only, e.g., uniforms, publications, websites. Any non-district use requests for the official "Hornet" must be approved by the administration.

G. High School Pepfests/Student Recognition Assemblies

In order to recognize individual and/or team activity achievements during the course of the school year, there will be a minimum of three seasonal pepfests/assemblies. ~~The assemblies/pepfests will occur at the conclusion of the fall, winter, and spring activity seasons, or at a time designated by the building administrator.~~

The school administration will communicate such achievements to news media, school announcements, building marquees, and school-board commendations. The activity director will make arrangements for the appropriate display of trophies, plaques, certificates, and other awards.

H. Squad/Team Size

For any activity that has selection criteria and limitations in the number of members/participants, coaches/advisors ~~must~~ will have direct contact with any students that are not selected or “cut” from a team/activity.

I. Sportsmanship

The ~~school board~~ district expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

Participants, coaches/advisors, parents, spectators, and staff are required to exhibit positive sportsmanship at all events. The ~~school board~~ district expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

J. Surveys/~~Evaluations~~

Student participants will have the opportunity to complete a survey at the end of a season activity at a minimum of every other year. ~~The head coach/advisor of an activity will have an administrative evaluation a minimum of every other year.~~

K. Scheduling

Whenever possible, the district will avoid scheduling school activities and events on major faith-based observances ~~and after 6:00 pm on Wednesday evenings.~~

L. Edina Youth Athletic Association Admission to Varsity Contests

The district will offer opportunities for Edina youth athletic association participants to attend some Hornet home games for free in accordance with the guidelines attached as Appendix III.

Cross References:

- Policy 503 (Student Attendance)
- Policy 506 (Student [Conduct and Discipline](#))
- Policy 517 (Student Recruiting)
- Policy 538 (Field Trips and Travel)
- Policy 625 (Addition/Deletion of Interscholastic Athletic Programs)
- Policy 626 (Independent Provider Activity Programs)

Policy 627 (Athletics, Fine Arts and Activities – Participation and Academic Eligibility)
[Policy 711 \(Student Activities Accounting\)](#)
Policy 801 (Equal Access [by Students](#) to School Facilities)
Policy 902 (Use of School District Facilities and Equipment)

Policy
adopted: 10/26/09
amended: 07/18/11
revised: 10/19/15
revised: [04/09/18](#)
updated: [03/23/20](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

DELETE APPENDIX I

Appendix I to Policy 628
(and Appendix II to Policy 711)

STUDENT ACTIVITIES

Non-Fine Arts Activities with Curricular Component Under School Board Fiscal Control

DECA

~~Newspaper — Zephyrus~~

~~Student Council~~

~~Yearbook — Windigo~~

Activities with Curricular Component Under School Board Fiscal Control

FINE ARTS

~~High School Bands:~~

~~— Jazz Band/Jazz Band II~~

~~— Concert Band~~

~~— Varsity Band~~

~~— Symphonic Band~~

~~High School Choirs:~~

~~— Bel Canto Ensemble~~

~~— Mixed Ensemble~~

~~— Varsity Ensemble~~

~~— Chamber Singers~~

~~High School Orchestra~~

~~— Varsity Orchestra~~

~~— Symphonic Orchestra~~

~~— Philharmonic Orchestra~~

~~High School Theater:~~

~~— Fall Musical~~

~~— One-Act Play~~

~~— Winter Play~~

~~— Spring Play~~

~~— Comedy Sportz~~

~~— Guthrie on Stage~~

~~Middle School Bands:~~

~~— Jazz Band/Lab Band/Stage Band~~

~~Middle School Choir:~~

~~— Chamber Choir/Ensemble~~

~~Middle School Theater:~~

~~— Fall, Winter, Spring Plays~~

CLUBS

~~Academic Triathlon — Middle School~~

~~Breakfast Book Club~~

~~Competition Cheerleading — HS/MS~~

~~French Club~~

~~German Club~~

~~Latin Club~~

~~Hip Hop Dance Club~~

~~History Day Club — Middle School~~

~~Images — Literary Magazine~~

~~Intramurals~~

~~Knowledge Masters — Middle School~~

~~Chinese Club~~

~~Ping Pong Club~~

~~World Quest~~

~~Math Olympiad — Elementary~~

~~Math Team/League — HS/MS~~

~~Mock Trial~~

~~Model UN~~

~~Performance Dance (Hornettes)~~

~~Knowledge Bowl~~

~~Quiz Bowl~~

~~Safety Patrol — Elementary~~

~~Science Club~~

~~Thespians/Drama Clubs — HS/MS~~

~~Variety/Talent Show — Middle School~~

~~Yearbook — Middle School~~

~~212/Student Leadership Team — HS/MS~~

MINNESOTA STATE HIGH SCHOOL LEAGUE	MINNESOTA STATE HIGH SCHOOL LEAGUE
Adapted Athletics (Boys/Girls)	Debate
Alpine Skiing (Boys/Girls)	One-Act Plays
Badminton (Girls)	Speech
Baseball	Robotics
Basketball (Boys/Girls)	
Competition Dance (Girls)	
Cross Country (Boys/Girls)	
Football	
Golf (Boys/Girls)	
Gymnastics (Girls)	
Hockey (Boys/Girls)	
Lacrosse (Boys/Girls)	
Nordic Skiing (Boys/Girls)	
Soccer (Boys/Girls)	
Softball (Girls)	
Swimming and Diving (Boys/Girls)	
Synchronized Swimming (Girls)	
Tennis (Boys/Girls)	
Track and Field (Boys/Girls)	
Volleyball (Girls)	
Wrestling	

Established: ~~7/18/11~~
 Revised: ~~2/27/17~~
 Updated: ~~12/16/19~~

DELETE APPENDIX II

Appendix II to Policy 628

PARTICIPATION LEVELS FOR VARSITY LEVEL INTERSCHOLASTIC ATHLETICS

The following interscholastic athletic activities are offered in the district. The grade levels shown are the inclusive grades for students eligible to try out for the varsity, junior varsity, sophomore and 9th grade level. See Exceptional Athlete Policy (Appendix IV) for further information.

BOYS		GIRLS	
<u>Fall</u>		<u>Fall</u>	
Adapted Soccer	7-12	Adapted Soccer	7-12
Cross Country	7-12	Cross Country	7-12
Soccer	9-12	Soccer	9-12
Football	9-12	Swimming & Diving	7-12
		Tennis	9-12
		Volleyball	9-12
<u>Winter</u>		<u>Winter</u>	
Adapted Floor Hockey	7-12	Adapted Floor Hockey	7-12
Alpine Skiing	9-12	Alpine Skiing	9-12
Basketball	9-12	Basketball	9-12
Hockey	9-12	Competitive Dance Team	7-12
Nordic Skiing	7-12	Gymnastics	7-12
Swimming & Diving	8-12	Hockey	9-12
Wrestling	7-12	Nordic Skiing	7-12
<u>Spring</u>		<u>Spring</u>	
Adapted Softball	7-12	Adapted Softball	7-12
Baseball	9-12	Badminton	9-12
Golf	9-12	Golf	9-12
Lacrosse	9-12	Lacrosse	9-12
Tennis	9-12	Softball	7-12
Track & Field	9-12	Synchronized Swimming	7-12
		Track & Field	9-12

The adapted interscholastic athletic cooperative team with Eden Prairie, Richfield, Bloomington, and Edina offers two divisions, PI (physical impairments) and CI (cognitive impairments). All teams are coed and open for participation for grades 7-12. Soccer, floor hockey, and softball are the three seasonal sports offered for fall, winter, and spring respectively.

Grade 6 Students

Grade 6 students are not eligible for interscholastic athletics per Minnesota State High School League Bylaw 105.00.

Established: 7/18/11

Revised: 2/22/13

Revised: 11/16/15

DELETE APPENDIX III

Appendix III to Policy 628 Activities & Athletics Participation and Advanced Placement Test Fees for 2020-21

THE APPROPRIATE PARTICIPATION FEE, LISTED BELOW, WILL BE COLLECTED AT THE BEGINNING OF EACH SPORT OR ACTIVITY SEASON. THIS COLLECTION WILL BE THE RESPONSIBILITY OF THE ACTIVITIES DIRECTOR AND MIDDLE SCHOOL ACTIVITY COORDINATORS, OR THE ADMINISTRATIVE DESIGNEE. THESE PARTICIPATION FEES WILL BE REVIEWED AND APPROVED BY THE BOARD ANNUALLY. TOTAL FEES PER FAMILY PER SCHOOL YEAR ARE CAPPED AT \$800 PER FAMILY. A PERMISSION SLIP TO PRACTICE WILL BE GIVEN TO A STUDENT UPON RECEIPT OF FEE, CONFIRMATION OF CURRENT PHYSICAL EXAM, AND ELIGIBILITY FORMS. NO STUDENT WILL BE PERMITTED TO PRACTICE OR BE ISSUED EQUIPMENT UNTIL THE FEE HAS BEEN PAID AND CONFIRMATION OF ELIGIBILITY HAS BEEN COMPLETED. SCHOLARSHIPS ARE AVAILABLE TO ELIGIBLE FAMILIES — SEE WWW.EDINASCHOOLS.ORG/PAGE/316

Fine Arts

● High School Bands (<i>Jazz I; Jazz II; Jazz 9A & 9B; Jazz 10</i>)	80
● High School Choirs (<i>Bel Canto Ensemble; Chamber Singers; Varsity Ensemble; Grade 9 Treble Ensemble</i>)	80
● High School Orchestras (<i>Chamber, Chamber Ensemble</i>)	80
● High School Theater (<i>Fall Musical; One Act; Winter Play; Spring Musical; Comedy Sportz</i>)	80
● High School Theater (<i>Support Crews</i>)	40
● Middle School Bands (<i>Jazz; Lab; Stage</i>)	40
● Middle School Theater (<i>Fall, Winter, Spring Plays</i>)	50
● Middle School Theater (<i>Support Crews</i>)	25

Activities and Clubs

● ASL	10
● Breakfast Book Club	30
● Debate	165
● DECA	95
● First Tech Challenge (FTC)	95
● French Club	5
● German Club	10
● Hip Hop Dance Club	95
● Hornettes — Performance Dance	165
● Images — Literary Magazine	40
● Intramurals	20
● Knowledge Bowl — Knowledge Masters	95
● Latin Club	10
● Math Team	95
● Middle School Math Team — Math League	25
● Mock Trial	95
● Model UN	95
● Quiz Bowl	95
● Robotics Team (FRG)	95
● Science Club	10
● Spanish Club	5
● Speech	165
● Whigean — Yearbook	40
● WorldQuest	25
● Zephyrus — Newspaper	40

Minnesota State High School League Athletics

● Adapted Athletics	75/sport
● Alpine Ski	215
● Badminton	215
● Baseball	245
● Basketball	245
● Competition Cheerleading	215
● Competition Dance	215
● Cross Country	230
● Football	295
● Golf	215
● Gymnastics	230
● Hockey	295
● Lacrosse	245
● Nordic Ski	215
● Soccer	245
● Softball	245
● Swim and Dive	230
● Synchronized Swimming	230
● Tennis	215
● Track and Field	245
● Volleyball	245
● Wrestling	230

Advanced Placement Tests

● Individual Tests	66.50
● Late fee for Individual Tests	50.00

Refund of Fees

~~Fee reimbursement request forms will be available in the office of the activities director. The student will complete this form, and get the signature of the coach/advisor. Upon approval by the activities director, the student will receive a refund.~~

~~The refund criteria will be:~~

- ~~1. If a student drops out of an activity of his/her own accord within two weeks of participation, they may request fee reimbursement.~~
- ~~2. If a student is cut from the team or squad, they will receive a fee reimbursement.~~
- ~~3. If a student discontinues participation due to illness, injury, or for disciplinary reasons within the first four weeks of that sport or activity season, they may request fee reimbursement.~~

~~Students who try out for the hockey and golf MSHSL athletic programs and either (1) do not make the team or (2) drop out of the program within two weeks of participation, will receive a partial refund of participation fees charged. The partial refund will be a try out fee of \$50 subtracted from the initial participation fee charged.~~

Request for Fee Waiver

~~Request for fee waiver forms must be completed and signed by parents, and will be reviewed by athletic coordinators. Hardship cases, where families qualify for the free/reduced lunch program, will have the participation fee fully or partially waived. Any other possible exceptions will be reviewed and resolved at the discretion of the activities director and/or middle school athletic coordinators, or administrative designee.~~

~~Established: 7/18/11
Revised: 5/19/14
Revised: 3/20/17
Revised: 6/12/17~~

Appendix IV to Policy 628

EXCEPTIONAL MIDDLE SCHOOL STUDENT ATHLETE POLICY PARTICIPATION OF 7TH AND 8TH GRADE MIDDLE SCHOOL STUDENTS IN INTERSCHOLASTIC ATHLETICS

One of the goals of the Edina Public Schools is to provide an appropriate learning opportunity and challenge for students in all endeavors, academic and co-curricular. The needs of the student and concern for his/her their physical, mental, social, emotional, and educational well-being are of prime importance.

Students in 7th or 8th grade are able to try-out for an EHS 9-12 program if in the judgment of the varsity coach there is an advanced 7th or 8th grade student-athlete who could compete at the high school level. This individual may be eligible under the following conditions:

The student must possess skills to successfully participate and play competitively at the high school levels. Athletes needed for specific levels of play in each program will be determined by the head coach and activities director.

1. Parents/guardians, counselors, coaches, and administrators of the 7th or 8th grade athlete are urged to carefully consider the student's physical, mental, emotional, social, and educational well-being before permitting him/her them to try out and participate on a varsity team with older students.
2. The athlete moved to the high school level is being included in an accelerated track for athletic skills learning, fully anticipating being a significant varsity contributor his/her their first year or the year after.
3. The procedures of this policy must be followed.

Procedures

1. Requests for high school level participation may be initiated by a student-athlete and parent/guardian, a coach, activities director, or a principal. Requests are to be made on a form provided by the district and submitted to the activities director who will consult with the parent/guardian, middle school coach, middle school athletic coordinator, principal, and the varsity coach to determine the appropriate disposition of each request. No 7th or 8th grade athlete will be permitted to register for high school participation without first presenting to the activities office staff a completed request form bearing the signature of approval of the activities director and middle school principal.
2. All 7th or 8th grade athletes who receive approval from the activities director for high school participation will undergo a tryout period in which the varsity coach evaluates the athlete's physical, mental, social, emotional, and educational readiness for competition at high school level. The tryout period will not exceed two weeks. At the conclusion of the tryout, the varsity coach will meet with the

student-athlete and discuss the anticipated role of the young student-athlete for the season.

3. The activities director will talk with the head high school varsity coach to share all pertinent information. A meeting with the parent(s) and/or student-athlete is recommended.
4. The activities director will be responsible for the final decision. The completed and signed form will be retained in the high school activities office.

Considerations

During the analysis portion of the request for a 7th or 8th grade student-athlete to try out and compete at the high school level, the following considerations will be carefully reviewed:

1. The athlete being moved to the high school level ~~MUST~~ must fit the criteria of an accelerated track for skill development due to the lack of opportunity for the student to improve at the 7th or 8th grade level, fully anticipating being a significant varsity contributor their first year or the year after that.
2. Each program head coach, in consultation with the activities director, will determine if having 7th and 8th graders involved in their high school program is appropriate.
3. An analysis of all team members with consideration being given to senior high student-athletes who may be displaced as team members or may lose playing time with the addition of the 7th or 8th grade athlete.

Grade 6 Students

Grade 6 students are not eligible for interscholastic athletics per Minnesota State High School League Bylaw 105.00.

Established: 07/18/11
Revised: 10/19/15
Updated: 03/23/20

Appendix V II to Policy 628

ACTIVITY CONFLICTS FOR THE MULTIPLE-ACTIVITY PARTICIPANTS

With a number of students participating in multiple activities, situations arise when students may have competing demands of their time during the same season. It is with this in mind, and with mutual respect, that coaches/advisors/directors of music, fine arts, athletics, and clubs should coordinate their schedules. The purpose is to avoid putting pressure on a multiple-activity student as a result of conflicting schedules. The following guidelines are an attempt to provide an equitable basis concerning the scheduling of events for students and a process to follow if conflicts arise.

A. Scheduling of Events

1. The activities director and advisors/directors from the music and drama departments will schedule events in the preceding spring of the year for the following school year.
2. Events scheduled after the annual activity calendar is completed in the spring will have to be cleared on the master calendar before being added.
3. The city, county, state, and federal election days should be listed on the calendar. There are no activities permitted after 6:00 pm on those dates.
4. The Minnesota State High School League official tournament dates should also be posted on the master calendar to include state tournament and section tournament dates.
5. Other district-designated dates will take priority over all the later scheduled events.
6. When it becomes necessary to reschedule an event which has been postponed/cancelled, the applicable advisors/directors/coaches ~~must~~ will check the existing master schedule. If there is a possible conflict with the rescheduled date, the change must be approved by the activities director and the affected staff.

B. Procedure for Multiple-Activities' Participants

1. The student is responsible for informing coaches/advisors/directors of any known or potential conflicts or issues which may arise by virtue of participating in multiple activities.
2. The coaches/advisors/directors should communicate with each other once a conflict is determined. They ~~must~~ will agree on a plan to proactively reduce conflicts, issues, and stress for the multiple-activity participant.
3. One of the coaches, directors, or advisors should inform the student of the agreed upon plan to reduce conflicts, issues and stress. The student should

inform his/her **their** parents/**guardians** of the agreed upon plan and continue to inform their parents/**guardians** of any conflicts or issues which may arise in the implementation of the plan.

C. Conflict Resolution Process

1. The following will be used to determine priority for conflicts:

ACTIVITY 1	ACTIVITY 2	OUTCOME
Practice	Practice	Student Choice
Game/Performance/Event	Practice	Activity 1
Practice	Game/Performance/Event	Activity 2
Game/Performance/Event	Game/Performance/Event	Student Choice

2. There will be no penalties/consequences for student participation due to the outcome of a decision resulting from these policies/guidelines.
3. A postseason game or tournament will take priority over a musical concert or drama event.
4. Reasonable exceptions may be made through communication between coaches, directors, and advisors, depending on the role and importance to other students involved in an activity.
5. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way.

Established: 07/18/11

Appendix ~~V~~ III to Policy 628

COMMUNITY YOUTH SPORT ASSOCIATION ADMISSION TO VARSITY GAMES

In an effort to gain some consistency and equality in youth association participants attending Hornet home games, the school district recommends that the following guidelines be followed for Edina youth athletic associations to have free admission to home high school varsity contests (i.e., Youth Nights, Jersey Night):

1. The youth organization must provide adequate adult supervision (one adult for every 10 youth) for the duration of the game.
2. The youth association parents must set up and staff a check-in table or gate for youth participants at [the](#) game entrance door or gate.
3. Athletes/participants must wear their youth association jersey/shirt to gain free admission to the game.
4. The youth association participants may gain free admission to two games, or more at the activities director's discretion, per sport per season. The youth association leadership should communicate with the high school coaches and activities department to set up the best dates for the two games. The sports that are subject to this policy are:

Football	Boys' Basketball
Volleyball	Girls' Basketball
Boys' Soccer	Boys' Hockey
Girls' Soccer	Girls' Hockey

5. The varsity games' designated youth nights will be for the youth association matching gender only. The exception to this will be to allow free admission to the two designated home football games to the Edina Girls Athletic Association Flag Football participants. The designated football games cannot include Homecoming.
6. When possible, the coaches and youth participants should be recognized during the course of the game (before, half-time, end of game). A youth association member should provide the public address announcer with an appropriate script to be read for proper recognition.

Established: [07/18/11](#)

VII. Action

VII.A. Minnesota State High School League Public
Commitment to Partnership



Board Meeting Date: September 11, 2023

Title: Edina Public Schools active partnership with the Minnesota State High School League (MSHSL)

Type: Action

Presenter(s): Troy Stein, Edina High School Assistant Principal/Activities Director

Description: The MSHSL and Edina High School believe and support these three main goals:

- Providing safe, respectful and inclusive environments
- Recruiting and retaining coaches, officials and school administrators
- Maintaining our focus on educational-based activities and sports

Recommendation: Edina Public Schools supports the initiative to be an active partner with the MSHSL.

Desired Outcome(s) from the Board: Review the 6.48 minute video in advance and come prepared with questions and comments. Support of this active partnership.

Attachments:

MSHSL Video: <https://www.youtube.com/watch?v=18Q0rY8t1zg>

VII.B. Cancellation of Croatia Travel Experience



Board Meeting Date: 9.11.23

Title: Cancellation of Croatia Travel Experience

Type: Action

Presenters: Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Edina High School Assistant Principal

Description: On 4.17.23 the board approved the consent agenda item to change the location of the previously approved Dominica travel experience to Croatia. This change was brought to the board due to a change with the travel company, Operation Wallacea. As noted in the 5.15.23 Consent report:

The Dominica experience is no longer available. It is no longer available because the cost of the travel experience has gone up substantially since the original quote was obtained. Operation Wallacea has pulled the Dominica experience from their offerings due to this cost increase and the lack of attainability for families to pay for it. Operation Wallacea has offered Croatia as an alternative location.

At this time, due to unforeseen circumstances, Edina Public Schools is now recommending the cancellation of the Croatia travel experience. This recommendation is coming after thorough consideration and collaboration specific to safety concerns in alignment with board policy 538, section II C, and the commitment to our Edina students that we ensure an environment that adheres to both policy and the Edina vision and mission. It is our commitment that all students feel safe, respected, and comfortable during school-sponsored activities. This recommendation is a direct acknowledgment of the evolving standards and expectations for safety and the health and well being of each and every individual in today's society.

Recommendation: This report is recommending the approval to cancel the Croatia travel experience.

Desired Outcomes from the Board: Review the report and approve the cancellation of the Croatia travel experience.

VII.C. Policy Review (213, 216, 303, 413, 504)



Board Meeting Date: 9/11/2023

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 213 School Board Committees
- Policy 216 School Board Representation
- Policy 303 Superintendent Selection and Contract
- Policy 413 Harassment and Violence Prohibition, Students and Employees
- Policy 504 Student Dress and Appearance

Recommendation: Approve the suggested modifications for Policies 213, 216, 303, 413, 504.

Desired Outcome(s) from the Board: Approve suggested modifications.

Attachments:

1. Policy 213 School Board Committees
2. Policy 216 School Board Representation
3. Policy 303 Superintendent Selection and Contract
4. Policy 413 Harassment and Violence Prohibition, Students and Employees
5. Policy 504 Student Dress and Appearance

School Board

School Board Committees

I. Purpose

This policy provides for the structure and operation of committees and subcommittees of the school board.

II. General Statement of Policy

- A. The school board will designate board committees or subcommittees to ~~advise the administration~~ when it is determined that a committee process furthers the school district's mission.
- B. The board has determined that certain permanent standing committees, named in this policy, facilitate the operation of the board and the district mission, **in partnership with the administration**, ~~by the committee advising the administration~~ on relevant educational topics and policies.
- C. A board committee or subcommittee will be formed by board resolution that outlines the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only the authority specified by the board. The board retains the right and has the duty to make all final decisions related to reports or recommendations which have had committee involvement.
- E. The board or board chair may also establish ad hoc committees for specific purposes as it deems appropriate, to be appointed by the board chair.
- F. The board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- G. A committee of the board will not appoint a subcommittee of that committee without approval of the board.

III. Appointment of Committees

- A. The school board appoints the following standing committees:
 - 1. Finance **and Facilities**
 - 2. Policy

3. Teaching and Learning

4. Governance

5. Legislative Action Committee

- B. The board will establish, by resolution, for each standing or ad hoc committee, the number of members, the term, and the charge or mission of each committee.
- C. The board chair will appoint the members of each standing or ad hoc committee and designate the committee chair.

IV. Procedures for School Board Committees

- A. A committee or subcommittee will act only within the guidelines and mission established for that committee or subcommittee by the school board. Individual board members, or any three board members appointed to any committee, have no authority to bind the board on any matter unless such authority is expressly granted by the entire board.
- B. The committee or subcommittee will designate a secretary who will record the meeting highlights of the board committee.
- C. The power of a committee or subcommittee of the board is advisory only.
- D. Committee members who are also board members will not seek to hold a meeting of a committee outside the presence of administration or other non-board members who are members of the committee, and no committee meeting may be held without providing prior notice to administration.
- E. Committees will not **engage in** management work, ~~and do not oversee or direct any school district staff, and do not have the authority to direct school-district staff to take any specific actions or duties.~~ **Administrative direction will come from the superintendent.** ~~will Only the administration or the full school board may direct school district staff.~~
- F. A committee or subcommittee of the board will, when appropriate, clarify in any dealings with the public, that its powers are only advisory ~~to the administration.~~

V. Expectations for and Operational Procedures of School Board Standing Committees

Finance and Facilities Committee

A. General Statement of Role

The school board, in its practice of prudent management of public resources, has created the finance and facilities committee to collaborate with the [school district's](#) superintendent and [director of business services](#) in reviewing and providing feedback to the district on financial issues. This committee deals with matters pertaining to the ~~school district's system's~~ budget development and related recommendations to the board. It also:

1. Monitors the financial affairs of the district.
2. Reviews and maintains a long-term financial forecast.
3. Recommends to the board any budget modifications based on financial analyses and the needs of the ~~school district's system~~ [district system](#), while adhering to district policy.
4. Reviews contracting practices.
5. Ensures that budget allocations and expenditures reflect district priorities as informed by its strategic operating plans.
6. Reviews the ~~school district system~~ [district system](#) audit, making the board aware of key risks facing the district, as well as strategies for dealing with any such risks.
7. Reviews financial analyses provided by the [director of business services](#) ~~director~~, or other entity at their discretion, and makes related recommendations to the board.
8. At the direction of the superintendent and board, conducts periodic, more detailed, financial analyses.
9. Performs other such duties as assigned by the board.

B. Committee Composition

The finance and facilities committee consists of the board treasurer, two additional board members, the director of business services, the superintendent, any additional staff members assigned by the superintendent, and three to four community members with talent and experience in management and financial affairs.

1. The committee chair is the board treasurer.
2. Board members are appointed annually in January.
3. Community members are appointed effective July 1, in accordance with the board committee selection process.

C. Communications Expectations

1. Provides periodic reports to the board ~~as necessary~~, regarding committee discussions and deliberations **of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full, governing board of seven.**
2. Provides reports to the board regarding requested analyses of specific topics.
3. Along with the ~~business~~ director **of business services**, provides information to the district regarding finance issues, both in sharing information with the public, and listening to ~~citizen~~ **stakeholder** concerns.

D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

Governance Committee

A. General Statement of Role

The ~~school~~ board, to ensure sound governance and oversight of the district, has created the governance committee to collaborate with the district superintendent in making recommendations to the board on subjects that have districtwide implications, ~~and which are more readily addressed in governance versus other established committees.~~ Its areas of purview include:

1. ~~Pr~~**R**reviews all human resources issues, ~~including contracts.~~
2. ~~Pr~~**R**reviews all legal issues.

3. Builds and monitors the working relationship of the board and superintendent, addressing relationship issues as they occur, including, **but not limited to:**
 - a. routine matters related to the superintendent's contract and employment; and
 - b. issues or concerns regarding the superintendent's conditions of employment, and communication with the board regarding **the** same.
4. Develops procedures and an evaluation instrument for the superintendent's evaluation.
5. **In partnership with the superintendent and the full board, facilitates the development of** ~~develops and presents to the board~~ annual goals for the superintendent and board.
6. Orients new board members, and identifies training and educational opportunities for board members to become better informed about ~~school~~ board governance issues.
7. Coordinates board self-evaluation procedures, instruments and training.
8. Develops guidelines for effective communication of board committee work to the board, district administration, and public.
9. Assists with ~~strategic and~~ long-term plans and goals that are consistent with the district mission.
10. Performs other duties assigned to the committee by the board.

B. Committee Composition

The governance committee consists of the board chair, vice chair, one additional board member, the superintendent, and any other staff members assigned by the superintendent and agreed to by the board members.

1. The committee chair is the board chair
2. Board members are appointed annually in January

C. Communications Expectations

1. Provides ~~regular~~ periodic reports to the board ~~as necessary~~, regarding discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full, governing board of seven.
2. Provides reports and recommendations to the board regarding review and coordination of areas of purview included in the General Statement of Role, above.

D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

Teaching and Learning Committee

A. General Statement of Role

The ~~school~~ board, in order to advance academic excellence, growth, and readiness for each and every student ~~promote active participation in improving instruction and curriculum~~, has created the teaching and learning committee to collaborate with the district's director of teaching and learning ~~director~~ and superintendent to coordinate and advance district instructional programs. The committee will make recommendations to the board on matters relating to comprehensive curriculum and a positive, equitable learning environment ~~teaching and learning, including the instructional programs used in schools and programs and their relevance and alignment to local contexts~~. Specific responsibilities include:

1. Works cooperatively with the director of teaching and learning ~~director~~, superintendent, and appropriate staff to monitor and assess instructional programs and professional learning aligned with student needs and achievement and the strategic plan, in order to ensure equity and excellence.
2. Reviews initiatives, progress, outcomes, and the effectiveness of the curriculum and teaching and learning practices in achieving board and system goals and objectives, as needed, and as articulated by the district's strategic plan.

B. Committee Composition

The teaching and learning committee consists of three board members, the superintendent, the [director of teaching and learning](#), and any other staff members assigned by the superintendent or [the director of teaching and learning](#).

1. The committee chair is appointed by the board chair.
2. Board members are appointed annually in January.

C. Communications Expectations

1. Provides periodic reports to the board ~~as necessary~~, regarding discussions and deliberations of the committee [to ensure that all board members have access to information in a timely manner in order to make decisions as a full, governing board of seven.](#)
2. Provides recommendations to the board regarding teaching and learning subjects coming to the board.

D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

Policy Committee

A. General Statement of Role

The committee reviews existing policies and writes new policies to provide broad governance guidance and address changes in legislation, statutes, case law, and legal decisions, as well as [to provide alignment with the district mission and vision](#) ~~district social and educational issues~~. Board policies act as guidelines for the internal procedures of the district. The committee stays abreast of local, state, and federal laws and regulations to determine and apply implications for district policy development and revisions. The committee works closely with the appropriate staff to draft new or refine current policies, processes, and protocols, that are then brought to the board for formal action. All district policies should be reviewed over a [regular multi-year cycle](#). ~~5-year period~~.

B. Committee Composition

The policy committee consists of three board members, the superintendent, ~~the assistant superintendent~~, and any other staff members assigned by the superintendent.

1. The committee chair is appointed by the board chair.
2. Board members are appointed annually in January.

C. Communications Expectations

1. Provides periodic reports to the board regarding discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full, governing board of seven.
2. Policies that are ready for updating should be brought to the board monthly for consent, discussion, or approval, ~~as appropriate depending on what phase they are in.~~
- ~~3. Policy is guided by the values of the cultural proficiency framework that honors all stakeholders and their representative groups.~~
3. If policy changes will have a major community impact, the board and district should seek community input and have a communications plan for the public.

D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

Legislative Action Committee

A. General Statement of Role

The purpose of the LAC is to assist the board and district administration in advocacy for education-related legislation. The LAC coordinates these advocacy efforts by supporting and advocating for board-approved legislative positions designed to advance the cause of excellent schools in Edina and Minnesota.

1. The activities of the LAC are subject to board approval.

2. The LAC's activities may include, but are not limited to, the following:

- a. soliciting information on legislative activity that might affect the district;
- b. developing a work plan for advocacy of the board-approved legislative positions;
- c. ongoing communication with elected officials;
- d. running public informational events to assist the board in increasing awareness of legislative issues throughout the district; and
- e. advocating at the local, state, and federal levels of the board-approved legislative positions.

B. Committee membership will include up to three (3) board members appointed by the board; the superintendent; at least one (1) District cabinet member and one (1) EPS Administrative liaison; up to five (5) members of the community, plus a minimum of two (2) district students. Community and student members of the committee are selected by the LAC chair and vice-chair for a term of one year. The LAC supports the board-approved legislative platform and fulfills needed functions of the committee. If possible, the chair and vice-chair serve as board liaisons to the Association of Metropolitan School Districts (AMSD) and the Minnesota School Board Association (MSBA).

C. Communications Expectations

1. Provides periodic reports to the board regarding discussions and deliberations of the committee to ensure that all board members have access to information in a timely manner in order to make decisions as a full, governing board of seven.
2. Communicates to the board on a regular basis as to the progress of the LAC's work.

D. Meetings

Meetings are held monthly, unless more frequent meetings are required.

Committee Assignments

Unless otherwise specified, board members will be assigned or appointed to committees or boards by the board chair in consultation with the board. Board members will be assigned to committees or boards no later than the second regular board meeting in January. Each board member should be assigned to at least one (1) committee.

1. Appointment to a committee should take into consideration, but not be limited to, the following:
 - a. equitable distribution of committee assignments among board members;
 - b. expressed interests of board members;
 - c. a board member's training, education, and/or experience with the purpose of the committee;
 - d. continuity of service and historical knowledge;
 - e. availability for meetings;
 - f. the need for diversity;
 - g. the needs of the board; and
 - h. the proven ability to work effectively in a committee environment.
2. Should one or more representatives of the board be needed to attend a committee meeting prior to the board's adoption of committee assignments, the chair is authorized to temporarily appoint board members to that committee.
3. Assignments to a committee are effective until either the following year's approval of committee members, or board removal, or ~~absence~~ **vacancy** for another reason.
4. If an ~~absence~~ **vacancy** is created on any committee, the chair may assign another board member to represent the board at a committee meeting for any duration.

Committee Chairs

The committee chair is chosen by the board chair unless otherwise specified.

A. Roles and Responsibilities of the Committee Chair

The committee chair has the following responsibilities:

1. Assists administration in preparing background materials for the committee's work, incorporates the board's plans into committee agendas, and reports results of the committee work to the board.
2. Assists administration with steering the work of the committee, while also tying that work back in with the rest of the board.
 - a) The committee chair and responsible administrator, in conjunction with the superintendent and board chair, will ~~create~~ ~~come up with~~ an annual plan, to be reviewed by the board.
 - b) The committee chair and responsible administrator will work with the board chair and superintendent on a monthly basis to plan any agenda items for board meetings.
 - c) The committee chair, in conjunction with administration, will be responsible for facilitating work session discussions on issues brought by their committee.
 - d) The committee chair will work with the responsible administrator on:
 - i) The responsibility for presiding over the meetings
 - ii) Setting the direction for the committee, and establishing norms and protocols that allow for appropriate and efficient function of the committee
 - iii) Providing guidance and communicating expectations to other committee members
 - iv) Ensuring that relevant, timely and effective decisions are executed, and that all committee members are provided the opportunity to participate in the decision making process

Legal Reference:
Minn. Stat. Ch. 13D (Open Meeting Law)

Cross Reference:
Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board)
[Policy 303 \(Superintendent Selection and Contract\)](#)

Policy
adopted: 4/16/07
amended: 3/12/12
amended: 12/10/12
revised: 11/14/16
revised: 4/17/17
revised: 2/1/18
revised: 12/17/18
revised: 8/10/20

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
Edina, Minnesota

School Board

School Board Representation

I. Purpose

This policy provides for the structure and the operation of appointed representation of the school board.

II. General Statement of Policy

~~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.

The ~~school~~ board determines the organizations, joint power boards, and committees that require board representation.

The board may have school board members or community members serve as a representative or liaison of board or school-related organizations, joint-power boards, and committees.

III. Procedure for School Board Representation

A. The school board may appoint a member to represent the board. The appointments are confirmed annually by the entire board. A representative of the board will not appoint an additional representative without approval of the board.

~~B. Community representation is advisory in nature and has only the authority specified by the board.~~

~~B.~~ The superintendent will provide necessary background information related to the representation, including duties, responsibilities, and term.

~~B.C.~~ The representative's primary responsibility is to serve as a liaison for the board with the representative's duty to be advisory in nature, and has only the authority as specified by the board.

~~B.D.~~ The representative provides and maintains regular communication to the

board, and seeks guidance, as necessary, to assist in the effectiveness of the appointment. The board retains the right to make all final decisions related to the appointment

FE. The board will receive reports or recommendations from a representative for consideration. The board, however, retains the right and has the duty to make all final decisions related to these reports or recommendations.

GF. The school district will reimburse representatives for all **pre-approved** expenses related to the appointment, including mileage, lodging, and meals. All requests must be submitted to the board chair.

HG. All representatives will follow the district's ethical values and act in accordance with the mission of the district when serving in their appointment.

Policy
adopted: 04/16/07
amended: 12/10/12
revised: 12/17/18

INDEPENDENT SCHOOL DISTRICT **NO.** 273
Edina, Minnesota

Administration

Superintendent Selection and Contract

I. Purpose

This policy declares that the school board selects, employs, and contracts with the chosen superintendent.

II. General Statement of Policy

The school board will employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the district. The board will annually evaluate the superintendent's job performance in accordance with the job description.

III. Qualifications

A. The school board will consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position.

B. The board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. Selection

A. A process for recruitment, screening, and interviewing of candidates will be developed by the school board.

B. The board may contract for assistance in the search for a superintendent.

V. Contract and General Responsibilities

A. The superintendent's contract will be used to formalize the employment relationship, and to specifically identify and clarify all conditions of employment with the superintendent. The school board will observe all requirements of state and federal law and school district policy.

B. The specific duties for which the superintendent is accountable are set forth in ~~his or her~~ **their** job description and are measured by a performance appraisal process approved by the board, in consultation with the superintendent. The

board will use this process to periodically evaluate the performance of the superintendent. The superintendent will process will include the joint development of develop annual goals that are directly related to the district's strategic plan. by the superintendent and The board for will review and approve the goals. approval by the board.

- C. The board may use the model contract approved by the Minnesota School Boards Association and the Minnesota Association of School Administrators as a template.

Legal References:

Minn. Stat. § 123B.143 (Superintendent)

Minn. Rules, Chapter 3512 (Licensure of School Personnel)

Cross Reference:

Policy 213 (School Board Committees)

Policy

adopted: 6/18/07

amended: 8/20/12

revised: 1/28/19

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

PERSONNEL

HARASSMENT AND VIOLENCE PROHIBITION, STUDENTS AND EMPLOYEES

I. PURPOSE

The school district strives to maintain a learning and working environment free from harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. This policy provides a framework for reporting actions that violate this policy and the district's actions when it receives such a report.

II. GENERAL STATEMENT OF POLICY

- A. The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability (“protected classification”). The district prohibits harassment or violence on the basis of protected classification.
- B. This policy is violated when a student or employee harasses a student or employee, or group of students or employees, through conduct or communication based on a person's protected classification.
- C. This policy is violated when a student or employee inflicts, threatens to inflict, or attempts to inflict violence upon a student or employee based on a person's protected classification.
- D. The district will act to investigate all complaints of harassment or violence based on a person's protected classification. The district will discipline or take appropriate action against a student or employee who is found to have violated this policy.

III. DEFINITIONS

- A. “Assault” is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. “Disability” means, **with respect to an individual** ~~any condition or characteristic that renders a person a disabled person. A disabled person is any person~~ **any person** who:
 - a. has a physical, sensory, or mental impairment ~~which~~ **that** materially limits one or more major life activities **of such individual**;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The

protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person, or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment
1. Sexual harassment ~~consists of~~ includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. [unwelcome sexually motivated or explicit emails, text messages, voicemails, or other electronic communication;](#)
- c. unwelcome pressure for sexual activity;
- ed. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- de. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- ef. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- fg. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

- 1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which~~ [that](#) involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex~~;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, an individual's ~~person's~~ protected classification.

- I. "Employee," for purposes of this policy, includes school board members, district employees, agents, volunteers, independent contractors, or other persons subject to the supervision and control of the district.

IV. REPORTING PROCEDURES

- A. Any person who believes they ~~person has~~ ~~been~~ the target or victim of harassment or violence on the basis of protected classification by a student or employee of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student or employee or group of students or other employee of the district should report the alleged acts immediately to an appropriate ~~school~~-district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the ~~school~~-district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The district encourages the reporting party or complainant to use the report form attached to this policy as Appendix I and available from the principal or building supervisor of each building or available from the ~~school~~-district office, but oral reports will be considered complaints as well.
- C. Nothing in this policy prevents any person from reporting harassment or violence directly to a ~~school~~-district human rights officer or to the

superintendent. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the ~~school~~-district human rights officer by the reporting party or complainant.

- D. At each site location, the building principal, ~~the principal's~~ or designee, or the building supervisor ("building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult ~~school~~-district employee who receives a report of harassment or violence prohibited by this policy will inform the building report taker immediately. If the complaint involves the building report taker, the complaint will be made or filed directly with the superintendent or the ~~school~~-district human rights officer by the reporting party or complainant. The building report taker will ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and will serve as a primary contact on policy and procedural matters.
- E. Employees will be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. An employee who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence will make reasonable efforts to address and resolve the harassment or violence and will inform the building report taker immediately. Employees who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the ~~school~~ district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker will personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided in this policy may result in disciplinary action against the building report taker.
- G. The district designates the ~~D~~irector of ~~H~~uman ~~R~~esources or designee as the human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the ~~D~~irector of ~~H~~uman ~~R~~esources, the complaint will be filed directly with the superintendent.
- H. The ~~school~~-district ~~shall~~ will conspicuously post the name of the human

rights officer(s), including [email addresses](#), mailing addresses, and telephone numbers.

- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment and violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the ~~school~~-district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment ~~shall~~ [will](#) be subject to discipline or other remedial responses for that act in accordance with the ~~school~~-district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment, or who engage in reprisal or intentional false reporting [of violence or harassment](#), may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment, or engage in an act of reprisal or intentional false reporting of violence or harassment, may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from ~~school~~

district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. The ~~D~~irector of ~~H~~uman ~~R~~esources or designee, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, will undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the ~~school~~-district.
- B. The investigation may consist of personal interviews with the complainant, the person(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. The district may take immediate steps, at its discretion, to protect the reporting party, students, or employees pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence will be allowed the opportunity to present information during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The ~~school~~ district human rights officer or ~~designee~~ will make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report will include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. This action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, removal, or

termination. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, state and federal law, and applicable district policies.

- B. The district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school-district. ~~School~~ District officials will notify the [targets or victims and alleged perpetrators of harassment or violence](#), the parent(s) or guardian(s) of targets or victims of harassment or violence, and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident, of the remedial or disciplinary action taken, to the extent permitted by law. The district may be required to disclose private data in cases that involve allegations of sexual harassment under Title IX. Please see Policy 522 for additional information.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the district will, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student [or](#) employee who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence will be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights [or another state or federal agency](#), initiating civil action, or seeking

redress under state [criminal statutes and/or](#) federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under Minn. Stat. Ch. 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy is posted in each ~~school~~ [district](#) building in areas accessible to students and district employees.
- B. This policy is provided to each ~~school~~-district employee at the time of initial employment with the ~~school~~-district.
- C. This policy will appear in the student handbook.
- D. The district will develop a method of discussing this policy with students and employees.
- E. The district may implement violence prevention and character development education programs to prevent and reduce policy violations. ~~Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.~~
- F. ~~This policy shall be reviewed at least annually for compliance with state and federal law.~~

Legal References:

Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
[Minn. Stat. § 609.02 \(Definitions\)](#)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

Policy ~~402~~[103](#) (Equal Educational Opportunity)
 Policy 401 (Equal Employment Opportunity)
 Policy 402 (Disability Nondiscrimination)
 Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)
 Policy 406 (Public and Private Personnel Data)
[Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
 Policy 415 (Reporting ~~Suspected~~ [Reporting](#) of Maltreatment of a ~~Minor or~~ Vulnerable Adults)
 Policy 506 (Student [Conduct and](#) Discipline)
 Policy 514 (Bullying Prohibition ~~Policy~~)
 Policy 515 (Protection and Privacy of Student Records)
 Policy 521 (Student Disability Nondiscrimination)
 Policy 522 (Title IX Nondiscrimination Policy, Grievance ~~Proeessure~~ [Procedure](#) and Process)
[Policy 524 \(Internet Acceptable Use and Safety\)](#)
 Policy 526 ([Student](#) Hazing Prohibition)
 Policy 528 (Student Parental, Family and Marital Status Nondiscrimination)
 Policy 634 (Electronic Technologies Acceptable Use)

Policy
 adopted: 04/14/08
 Amended: 05/19/09
 Amended: 09/26/11
 Revised: 05/19/14
 Revised: 07/18/16
 Revised: 08/14/17
 Reviewed: 08/13/18
 Revised: 08/12/19
 Revised: 05/10/21
 Revised: 08/08/22

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)
 Edina, Minnesota



DEFINING EXCELLENCE

Appendix I to Policies 401, 402, 413, 521, 522 and 528

DISCRIMINATION, HARASSMENT, AND VIOLENCE REPORT FORM

Edina Public Schools maintains a firm policy prohibiting all forms of discrimination, harassment, or violence against students or employees, or groups of students or employees, on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability. All persons are to be treated with respect and dignity. Harassment or violence by any student, teacher, administrator, or other school personnel, which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Use of this reporting form is encouraged but not required. Reports may be made orally or in writing, including via electronic mail.

Person completing report: _____

Home address: _____

Work address: _____

Home phone: _____ Work phone: _____

Date of alleged incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ sex \ national origin \ gender \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person(s) you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person(s), identify that person(s).

Where and when did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (e.g, threats, requests, demands); what, if any, physical contact was involved; or other relevant information. Attach additional pages if necessary.

List any witnesses to the incident(s). _____

My signature below shows that the information I have provided in this document is true, correct, and complete to the best of my knowledge and belief.

Signature: _____ Date _____

Received by: _____ Date _____

Please submit to the building principal or designee, or director of human resources, ~~as indicated by the policy(ies).~~

Revised: 08/10/20

Revised: 08/08/22

Students

Student Dress and Appearance

I. Purpose

This policy enhances the education of students by establishing expectations of dress and appearance that are related to educational goals, promote school unity, enhance student safety, and permit appropriate freedom of expression.

II. General Statement of Policy

This school district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

III. Goals

A. The parameters in this policy concerning students' dress and appearance (including body markings) are intended to:

1. Maintain a safe learning environment in classes and at activities where protective or supportive clothing, or clothing appropriate for the weather, class, or activity, is needed.
2. Allow students to wear religious attire without fear of discipline or discrimination.
3. Ensure that all students are treated equitably and with respect regardless of race, sex, gender identity, gender expression, religion, cultural observance, household income, or body type/size.
4. Prevent students from wearing clothing or accessories that are lewd, vulgar, obscene, offensive, defamatory, profane, advocate violence or harassment against others, or are likely to cause substantial disruption or material interference with school activities including, but not limited to, profanity, hate speech, and pornography.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or personal opinions by wearing apparel on which such messages are stated.

IV. Clothing

A. Requirements

1. Certain body parts are required to be covered by all students at all times in order to avoid substantial disruption or material interference with school activities. Clothes must be worn in a way such that genitals, buttocks and nipples are fully covered with opaque (not transparent) fabric.

B. Students must wear:

1. A shirt with fabric in the front, back and on the sides under the arm, AND,
2. Pants/jeans or equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND,
3. Footwear.

C. Students cannot wear:

1. Clothing or accessories depicting violent language or images.
2. Clothing or accessories depicting images or language depicting or promoting: any illegal item or activity, drugs, alcohol, hate speech, promotion of threat/hate groups including gangs or supremacist groups, profanity, or pornography. This includes: emblems, badges, symbols, signs, words, objects or pictures on clothing or accessories communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves of, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in district policy.
3. Images or language that create a hostile or intimidating environment.
4. Swimsuits (except as required in class or athletic practice).
5. Accessories that could be considered dangerous or could be used as a weapon.
6. Any item that obscures (conceals) the face (except as a religious observance) including, but not limited to, masks, face paint, or grooming.
7. Wearing clothing or footwear that may damage school property.

- D. The wearing of non-religious hats/caps will be determined at each site by the principal or department/program supervisor.
- E. These dress code guidelines will apply to regular school days and summer school days, as well as to any school-related events and activities such as educational travel, graduation ceremonies, dances and prom. A site principal or department/program supervisor may make exceptions to this policy if necessary and/or appropriate under the circumstances (e.g. spirit days, etc.). The site principal or department/program supervisor must give explicit permission in making the exception.

V. Appearance

- A. No provision in this policy will limit a student's right under the Minnesota CROWN Act which protects against discrimination due to a student's natural hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- B. ~~The district must not prohibit an~~ In accordance with state statutes ~~American Indian students from wearing~~ may wear American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

Legal References:

U. S. Const., amend. I

Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)

Minn. Stat. § 363A.03, Subd. 36a (Definitions)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Stephenson v. Davenport Cmty. School Dist., 110 F.3d 1303 (8th Cir. 1997)

D.B. ex rel. Brogdon v. Lafen, 217 Fed.Appx. 518 (6th Cir. 2007)

Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)

B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)

B. H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)

Hardwick v. Heyward, 711 F. 3d 426 (4th Cir. 2013)

Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D.N.C. 1999)

Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)

McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)

Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L. Rep. 205 (N.D. Ill. 1987)

Cross References:

Policy 413 (Harassment and Violence)

Policy 506 (Student Conduct and Discipline)

Policy 526 (Student Hazing Prohibition)

Policy 609 (Religion)

Policy

adopted: 02/25/08

amended: 02/21/12

revised: 10/20/14

revised: 09/24/18

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I to Policy 504

Implementation of Student Dress and Appearance

I. Procedures

Staff will always strive to maintain sensitivity and respect in administering this policy.

- A. Dress code violations will be discussed in a manner that minimizes student embarrassment and disruption from class.
- B. Students in violation will be provided the following options to comply with the student dress and appearance policy during the school day:
 - 1. Students in violation will be asked to put on their own alternative clothing, if already available at school, in order to better align with district policy for remainder of the day.
 - 2. If alternative personal clothing is not available, students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - a. Clothing provided to the student should not create an environment of shaming, and should be as inconspicuous as possible.
- C. No student should be affected by dress code enforcement because of racial identity, gender identity or expression, gender stereotypes, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- D. Student should not be shamed or required to display their body in front of others (students, parents or staff) in school. Shaming includes but is not limited to:
 - 1. Kneeling or bending over to check attire fit
 - 2. Measuring clothing
 - 3. Asking students to account for their attire in the classroom or in the hallways in front of others
 - 4. Failing to exercise professional discernment or discretion when speaking to students about their dress and appearance

Adopted: 9/24/18

VIII. **Leadership and Committee Updates**

IX. **Superintendent Updates**

X. **Adjournment**

XI. **Information**

XI.A. Investment Summary - August 2023



Board Meeting Date: 9/11/2023

Title: Investment Summary – August 2023

Type: Information

Presenter(s): Mert Woodard, Director, Finance & Operations

Description: The attached report provides detailed information regarding cash and investments belonging to the District as of August 31, 2023.

Recommendation: N/A

Desired Outcomes from the Board: This information is provided for the benefit of the Board of Education and its stakeholders.

Attachments:

1. Investment Summary – August 2023

Investment Summary

FOR THE MONTH ENDED AUGUST 31, 2023

General Operating Funds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	5,978,600	5.26%
MSDLAF+ Max	Money Market	N/A	NOW	4,539,388	5.36%
PMA/MN Trust	Money Market	N/A	NOW	19,943,363	5.22%
Term Series Flex	MNTRUST – Term Series-Flex (Pref HCC)	8/31/2023	8/31/2023	5,085,225	5.35%
Certificate of Deposit	STATE BANK OF INDIA, 856285XR7	9/29/2021	9/29/2023	248,061	0.25%
Certificate of Deposit	SERVISFIRST BANK, FL	11/18/2022	11/20/2023	238,000	4.76%
Certificate of Deposit	FLAGLER BANK, FL	3/17/2023	3/14/2024	238,350	4.85%
Certificate of Deposit	Royal Business Bank, CA	3/17/2023	3/14/2024	237,600	5.14%
Certificate of Deposit	Pacific National Bank, FL	3/17/2023	3/14/2024	238,150	4.95%
Certificate of Deposit	Pioneer Federal Credit Union, ID	3/17/2023	3/14/2024	238,150	4.94%
Certificate of Deposit	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	241,786	4.65%
Certificate of Deposit	MORGAN STANLEY BANK NA, 61690UV56	11/25/2022	5/28/2024	241,786	4.65%
Certificate of Deposit	WELLS FARGO BANK NA, 9497633V6	11/28/2022	5/28/2024	246,772	4.65%
Certificate of Deposit	Western Alliance Bank, CA	8/22/2023	8/21/2024	237,150	5.37%
Certificate of Deposit	VIBRANT CREDIT UNION, IL	8/22/2023	8/21/2024	236,550	5.58%
Certificate of Deposit	Zions Bancorporation, N.A., CO	8/22/2023	8/21/2024	236,850	5.44%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	3/17/2023	9/12/2024	232,650	4.88%
Certificate of Deposit	Milledgeville State Bank, IL	3/17/2023	9/12/2024	233,350	4.69%
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	245,748	4.66%
Certificate of Deposit	CITY NATL BK - BEV HILLS, 178180GR0	11/23/2022	11/25/2024	240,936	4.71%
Certificate of Deposit	BMW BANK NORTH AMERICA, 05580AT20	11/25/2022	11/25/2024	240,791	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/2022	12/2/2024	240,766	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%
Certificate of Deposit	ELGA CREDIT UNION, MI	8/22/2023	1/27/2025	232,350	5.21%
Certificate of Deposit	CONNEXUS CREDIT UNION, 20825WCN8	8/25/2023	8/25/2025	247,431	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION, 130162AY6	8/28/2023	8/28/2025	242,698	5.31%
Total General Operating Funds:				\$ 44,896,250	

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	626,757	5.22%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	8/31/2023	8/31/2023	3,145,671	5.35%
Total 2021A Facilities Maintenance Bonds:				\$ 3,772,428	

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	4,051,229	5.22%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	8/31/2023	8/31/2023	0	5.35%
Total 2021B General Obligation School Building Bonds:				\$ 4,051,229	

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	2,116,962	4.79%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 9/15/23	9/15/2020	9/15/2023	1,496,970	0.13%
US Treasury Bonds & Notes	U S TREASURY NT 0.125% 10/15/23	10/15/2020	10/15/2023	993,590	0.13%
Total 2022A Certificates of Participation:				\$ 4,607,522	

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	8/31/2023	8/31/2023	629,520	5.22%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	238,850	5.36%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	239,000	5.29%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	238,950	5.31%
PMA/MN Trust	Certificate of Deposit	8/10/2023	6/14/2024	2,500,000	5.17%
Total 2023A GO Capital Notes & FM Bonds:				\$ 3,846,320	
Total Portfolio Value:				\$ 61,173,750	

XI.B. Partnership with Edina Fire Department to
Enhance Middle School Science Curriculum



Board Workshop Date: 9.11.23

Title: Overview of Partnership with Edina Fire Department to Enhance Middle School Science Curriculum

Type: Information

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Mark Carlson, Curriculum Coordinator; Tricia Pettis, Principal South View Middle School; and Patrick Bass, Principal Valley View Middle School

Description: In collaboration with Edina Fire Department, South View Middle School and Valley View Middle School are in the exploration phase of enriching their 8th grade science curriculum. In alignment with the Edina Public Schools vision and mission, the enrichment provides an authentic hands-on experience for Edina Middle School Scientists to foster curiosity and develop critical thinking skills. The unit of enrichment is called [The Science of Fire Forensics](#) designed by XplorLabs. This unit will bring together ideas from the year including energy, thermal transfer, and chemistry culminating in a controlled experiment. In the controlled experiment, facilitated with the Edina Fire Department, students are asked to determine where a fire started and how. They learn that fire investigation is a complex job that involves science, technology, engineering, and math in an environment that is safe and supports an exposure to potential career pathways. While this science curriculum enrichment is in the exploration phase South View and Valley View will find opportunities for alignment in the future, with South View engaging in the full pilot for the 2023-24 school year. The commitment is that when the pilot year is complete and reviewed that both middle schools will move forward in full alignment.

Additional Details of Planning for MS Science and Edina Fire Department Curriculum Partnership

Currently South View Middle School science teachers are working with the Edina Fire Department and consultants from [XplorLabs](#), Megan O'Keefe and Becki White, on a real world project called Fire Forensics designed by XplorLabs. An initial meeting occurred on August 9th with 8th grade science teachers Alex Sackett and Kate Kobany, South View Principal Tricia Pettis, consultants from Xplore and representatives from the Edina Fire Department (EFD). The purpose of the meeting was to plan a collaboration between our Edina Middle Schools Science Departments and EFD which will culminate with a spring unit on Fire Forensics and a controlled real world experiment. At this time Valley View has been included in information sharing and due to several transitions at Valley View, is in full support of the South View team participating as a pilot this year.

As part of the collaboration, EFD will meet with science teachers and consultants to begin testing experiments to be conducted during the spring unit. Tentatively the unit will take approximately 5 days to complete and will address multiple state standards. This unit will pull together ideas from the year including energy, thermal transfer, and chemistry in a real world hands-on approach. XplorLabs will supply kits for the team to practice the experiments prior to the unit. This meeting is scheduled to occur on September 25th with the consultants logging in virtually. There will be a financial need related to materials for the spring unit.

In addition to the Fire Forensics unit, EFD will have members at South View this fall during school-wide C-Day to talk about careers and the relationship between science and the fire department. This unit will provide

students with a connection with the local fire department and also allow them to have hands-on experience with standards directly related to what is being taught in middle school courses. The plan for the future will be for consistency with South View and Valley View either both participating or both not participating. This decision will be made in collaboration with both Middle Schools and Teaching and Learning.

Specific NGSS Standards Enhancements

Middle School-PS1: Matter and its Interactions

[PS1.A Structures and properties of matter](#)

[PS1.B Chemical reactions](#)

In The Science of Fire Forensics students engage with interactive simulations to analyze and interpret data to support understanding about whether chemical or physical changes have occurred.

Middle School-PS3: Energy

[S3.A: Definitions of Energy](#)

[PS3.B: Conservation of Energy and Energy Transfer](#)

[PS3.C: Relationship Between Energy and Forces](#)

In The Science of Fire Forensics, students explore interactive simulations to observe how energy and matter flow within a system. Classroom Investigations are also provided where students have the opportunity to plan and carry out investigations to explore the interactions between energy and matter.

Recommendation: This report is provided for information for the School Board and our Edina stakeholders.

XI.C. Kids Club Update



Board Meeting Date: 9/11/2023

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 September 5, 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 = 1,559
- Total number of accepted contracts = 965
- Total number of pending contracts = 594
- Total number of self-removed contracts = 129

40 contracts are currently in the process of being accepted: 5 at Concord, 2 at Countryside, 14 at Creek Valley, 9 at Highlands, and 10 at Normandale. This brings our total accepted contracts to 1,005. This is 26 more contracts than we ended with last school year.

Recommendation: Information only

Desired Outcomes from the Board: N/A

Attachments: N/A