

Regular Meeting

Monday, March 4, 2024 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, March 4, 2024; 7:00 PM
ECC Room 349**

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action**
- IV. **Hearing from Members of the Public**
- V. **Consent Agenda**
 - A. Minutes: *February 12 work session and regular meetings; February 20 work session; February 29 special meeting*
 - B. Personnel Recommendations
 - C. Termination and Non-Renewal of Probationary Teachers
 - D. Check Register - February 2024
 - E. Electronic Fund Transfers - February 2024
 - F. Gifts and Bequests – February 2024
 - G. 2024 Long-Term Facilities Maintenance (LTFM) Upgrades
 - H. 2024 South View Middle School Lighting Replacements
 - I. 2024 Valley View Middle School Reroofing
 - J. Chromebook Agreement
 - K. Windows Device Agreement with Xerox
 - L. Achievement and Integration FY 2025 Budget
 - M. 2024-2025 School Board Meeting Dates
- VI. **Discussion**
 - A. International Travel

Description: In accordance with Policy 538, the following international student travel experiences for Edina High School and Valley View Middle School students have received support from the schools' administration.

 - Edina High School, Vancouver, January 2025
 - Valley View Middle School, Montreal/Quebec, June 2025

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning
 - B. Unified Transition: Project SEARCH

Description: This board report contains a proposal to support special education students in their final year of transition programming through a partnership with Edina Public Schools, Project SEARCH, Fairview Southdale Hospital, Minnesota Department of Education, and the Minnesota Department of Employment and Economic Development.

Presenter(s): Jody Remsing, Director of Student Support Services
 - C. Culturally Proficient School Systems (CPSS) Update

Description: In alignment with priority strategy B: Ensure an equitable and Inclusive culture this is an update on the 23-34 Culturally Proficient School Systems initiative

focusing on three critical areas: families, staff development and supporting the culture of the district.

Presenter(s): Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming

D. Policy Review (401, 402, 403, 404, 405, 423, 503, 513, 719)

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. American Indian Resolution

Description: Minnesota Statutes, section 124D.78, requires that all Minnesota districts and tribal schools with 10 or more American Indian students have an American Indian Parent Advisory Committee (AIPAC.) These committees serve in an advisory role to their school/district and help ensure that American Indian students are receiving culturally relevant and equitable education opportunities. They are crucial to the achievement and success of American Indian students statewide.

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

Recommendation: Accept the American Indian Parent Advisory Committee Resolution.

B. Fiscal Year 2025 Cost Containment Recommendations

Description: The District administration's revenue and expenditure assumptions for the 2024-2025 school year are estimated to result in the District's unassigned fund balance being below the minimum level required by Board policy. In order to adhere to policy and maintain the District's long-term financial stability, the District administration recommends containing costs in the amount of \$3,620,000.

Presenter(s): Mert Woodard, Director of Finance and Operations

Recommendation: Approve the cost containment recommendations for FY 2025.

C. Pupil Transportation Vehicle Purchase

Description: In order to maintain its school bus fleet in the desired average useful life range, the District administration believes it prudent to purchase five (5) used, model year 2023 school buses. The Board appropriated sufficient funds to make this purchase in the current year, however, due to long lead times actual ownership may not occur until the subsequent fiscal year. In the event that seems likely to occur, the District administration will seek the appropriate budgetary authority in the new fiscal year.

Presenter(s): Mert Woodard, Director of Finance and Operations

Recommendation: Authorize the Director of Finance and Operations to execute the purchase of five (5) school buses in the amount of \$439,265.

D. Policy Review (421, 515, 601, 602, 613)

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. Enrollment Mobility
- B. Investment Summary - February 2024
- C. Expenditure Summary - February 2024
- D. Substitute Teacher Fill Rate

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *February 12 work session and regular meetings; February 20 work session; February 29 special meeting*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF FEBRUARY 12, 2024

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Ms. Cheryl Barry
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Jennifer Huwe
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

5:04 PM - 6:55 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

Karen Bergman, Countryside Elementary School Principal
Kari Dahlquist, Creek Valley Elementary School Principal

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
FEBRUARY 12, 2024

5:04 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bergman, Dahlquist.

APPROVAL OF AGENDA

DISCUSSION

- A. International Travel
- B. Preliminary Cost Containment Recommendations - Fiscal Year 2025

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:55 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

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
FEBRUARY 12, 2024 WORK SESSION

5:04 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bergman, Dahlquist.

APPROVAL OF AGENDA

Member Birdman moved and Member Arom seconded to approve the agenda. The motion passed unanimously.

DISCUSSION

International Travel: Director De St. Hubert presented information about two international student travel experiences.

Preliminary Cost Containment Recommendations - Fiscal Year 2025: Director Woodard reviewed preliminary cost containment recommendations.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg shared that the proposed board meeting calendar for 2024-2025 would be coming to the next work session for consideration.

ADJOURNMENT

At 6:55 PM, Member Birdman moved, and Member Mann seconded to adjourn the meeting. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2024

REGULAR MEETING
7:00 PM

Edina Community Center Room 349
5701 Normandale Road, Edina

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Ms. Cheryl Barry
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Jennifer Huwe
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

7:05 PM - 11:27 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

Debi Krengel, Special Education Teacher, Concord Elementary School
Libby Sandvick, Teacher Evaluation Program Facilitator
Bethany Van Osdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA FEBRUARY 12, 2024

7:05 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bergman, Dahlquist, Kregel, Sandvick, Van Osdel.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

PUBLIC HEARING

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *January 8 Organizational, work session and regular meetings; January 16 work session and special meetings, January 23-24 retreat; and January 29 special meeting*
- B. Personnel Recommendations
- C. Check Register - January 2024
- D. Electronic Fund Transfers - January 2024
- E. Gifts and Bequests - January 2024
- F. Update 2023/2024 Board Goals
- G. Board Liaison Updates
- H. Student Support Services Agreements
 1. Sunbelt Staffing LLC_Teleservices Assignment_PracMSutton
 2. Sunbelt Staffing LLC_Teleservices Assignment_PracSWalters

DISCUSSION

- A. PreK- 12 Comprehensive Literacy Plan Update
- B. Teacher Evaluation and Alternative Compensation Program Memorandum of
- C. 2024 Polling Places
- D. Preliminary Cost Containment Recommendations - Fiscal Year 2025
- E. Policy Review (421, 515, 601, 602, 613)

ACTION

- A. Social Studies Guiding Change
- B. 2024-2025 International Travel Recommendations
- C. Contract Renewal, Superintendent Dr. Stacie Stanley
- D. Pupil Transportation Vehicle Purchase - *removed from agenda*
- E. Policy Review (406, 506, 514, 526, 606.5, 715, 807, 810, 902)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment Mobility
- B. Investment Summary - January 2024
- C. Expenditure Summary - January 2024

- D. Extended Travel Purpose Alignment with Strategic Plan
- E. Camp St. Croix, Hudson, WI - Extended Regional Travel - Countryside Elementary
Continuous Progress Grades 1-5

ADJOURNMENT

The meeting adjourned at 11:27 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

Mr. Dan Arom, Clerk

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OFFICIAL MINUTES OF SCHOOL BOARD'S
FEBRUARY 12, 2024 REGULAR MEETING

7:05 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bergman, Dahlquist, Krengel, Sandvick, Van Osdel.

APPROVAL OF AGENDA

Member Gabler moved and Member Birdman seconded to approve the agenda with changes. The motion passed unanimously.

EXCELLENCE IN ACTION

Zephyrus student journalists shared about their trip to Boston to attend the National High School Journalism Convention and the numerous awards they received.

HEARING FROM MEMBERS OF THE PUBLIC

Carah Hart spoke about budget cuts and impact on specialists; Zachary Baker spoke about BRRRG impact on specialist FTE; Katie Higgins spoke about proposed budget cuts; Joshua O'Brien spoke about cost containment - cuts to the nursing staff; Stephanie Janasko spoke about cost containment proposal; Hawley Mathieson spoke about DHH FTE budget reduction; Lisa Burnham spoke about the proposed cut to the extra school counselor duty days; Brian Joy spoke about cost containment proposal; Adrienne Berman spoke about bBudget cuts and revenue generation; Sara Swenson spoke about media specialist cuts; Mila Dovich spoke about nursing staff; Jenny Beamish spoke about preliminary cost containment recommendations; John Rorke spoke about licensed school nurses and EPS health services; Mike and Leah Berkland spoke about cost containment; Beth Gissibl spoke about the cost containment proposal; Melissa Paddock spoke about budget cuts to LSN staff; Sara Utzinger spoke about the budget proposal and the elimination of media specialists; Owen Michaelson spoke about the disrupted board meeting in December; Evan Johnson spoke about cost containment and media specialist change proposal; Ashley Krohn spoke about BRRRG and cost containment; and Terri Cribb spoke about the proposed budget cuts.

CONSENT

Member Birdman moved and Member Mann seconded to approve the consent agenda. The motion passed unanimously.

The resolutions were:

- A. Minutes: *January 8 Organizational, work session and regular meetings; January 16 work session and special meetings, January 23-24 retreat; and January 29 special meeting*
- B. Personnel Recommendations
- C. Check Register - January 2024
- D. Electronic Fund Transfers - January 2024
- E. Gifts and Bequests - January 2024
- F. Update 2023/2024 Board Goals
- G. Board Liaison Updates
- H. Student Support Services Agreements
 1. Sunbelt Staffing LLC_Teleservices Assignment_PracMSutton
 2. Sunbelt Staffing LLC_Teleservices Assignment_PracSWalters

DISCUSSION

PreK- 12 Comprehensive Literacy Plan Update: Staff shared updates on the PreK-12 comprehensive literacy plan.

Teacher Evaluation and Alternative Compensation Program Memorandum of Understanding: Reauthorization: Staff spoke about the reauthorization of the teacher evaluation and alternative compensation program.

At 9:05 PM Chair Allenburg moved and Member Birdman seconded to approve a motion to extend the meeting past 10:00. Board members recessed for a 5 minute break.

2024 Polling Places: Dr. Leland shared information about the 2024 polling places in the district that have been selected by the City.

Preliminary Cost Containment Recommendations - Fiscal Year 2025: Director Woodard reviewed preliminary cost containment recommendations.

At 10:50 PM Member Birdman moved and Member Gabler seconded to extend the meeting to 11:30. Member Birdman moved and Member Arom seconded to remove the Pupil Transportation Vehicle Purchase action item from the agenda.

Policy Review (421, 515, 601, 602, 613): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- Policy 421 Gifts to Employees and School Board Members
- Policy 515 Protection and Privacy of Student Records
- Policy 601 Educational Competencies, Academic Standards, and Instructional Curriculum
- Policy 602 Organization of School Calendar and School Day
- Policy 613 Graduation Requirements

ACTION

Social Studies Guiding Change: Member Birdman moved and Member Mann seconded to approve the consent agenda. The motion passed unanimously.

2024-2025 International Travel Recommendations: Member Birdman moved and Member Arom seconded to approve the consent agenda. The motion passed unanimously.

Contract Renewal, Superintendent Dr. Stacie Stanley: Member Mann moved and Member Gabler seconded to approve the consent agenda. The motion passed unanimously.

Policy Review (406, 506, 514, 526, 606.5, 715, 807, 810, 902): Member Birdman moved and Member Mann seconded to approve the motion. The motion passed unanimously.

- Policy 406 Public and Private Personnel Data
- Policy 506 Student Conduct and Discipline
- Policy 514 Bullying Prohibition
- Policy 526 Student Hazing Prohibition

- Policy 606.5 Library Materials
- Policy 715 Food and Nutrition Services Program
- Policy 807 Closing of Facilities Due to Hazardous Weather or Other Emergency Conditions
- Policy 810 Security of Students, Employees, Visitors, Buildings and Grounds
- Policy 902 Use of School District Facilities and Equipment

LEADERSHIP AND COMMITTEE UPDATES

Member Barry shared that the Legislative Action Committee (LAC) is participating in the upcoming Day at the Capitol, March 5, and invited anyone who wants to join to reach out to the LAC.

SUPERINTENDENT UPDATES

Dr. Stanley shared emails about members of the leadership team; one about the HR department, expressing gratitude after vacation time was approved to celebrate Lunar New Year, and the welcome feeling the staff person has received. Another email recognizing Valley View principal Patrick Bass for the 'wonderful vibe' he has brought to the school.

ADJOURNMENT

At 11:27 PM, Member Mann moved, and Member Arom seconded to adjourn the meeting. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF FEBRUARY 20, 2024

WORK SESSION
5:00 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Ms. Cheryl Barry
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Jennifer Huwe
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM - 8:59 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, 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

Patrick Bass, Valley View Middle School Principal
Katie Higgins, Valley View Middle School Language Arts Teacher
Chris Holden, Normandale Elementary School Principal
Jennifer Johnson, Normandale Elementary School Learning Specialist

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE WORK SESSION
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
FEBRUARY 20, 2024

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bass, Higgins, Holden, Johnson.

APPROVAL OF AGENDA

DISCUSSION

- A. Proposed 2024-2025 Board Meeting Calendar
- B. Continuous School Improvement Plan Process Update
- C. Unified Transition: Project SEARCH
- D. Diversity Equity Inclusion (DEI) Update
- E. School Board Election Processes and Considerations
- F. Preliminary Cost Containment Recommendations - Fiscal Year 2025

ACTION

- A. Proposed 2023-2025 Health Service Associate Collective Bargaining Agreement

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 8:59 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

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
FEBRUARY 20, 2024 WORK SESSION

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Bass, Higgins, Holden, Johnson.

APPROVAL OF AGENDA

Member Gabler moved and Member Mann seconded to approve the agenda. The motion passed unanimously.

DISCUSSION

Proposed 2024-2025 Board Meeting Calendar: Board members discussed proposed calendar for 2024-2025.

Continuous School Improvement Plan Process Update: Staff provided information about continuous improvement plans, progress monitoring toward goals and adapting to change when needed.

Unified Transition: Project SEARCH: Director Remsing presented information about a proposal to support special education students in the final year of transition programming.

Diversity Equity Inclusion (DEI) Update: Director Becquer presented information about 2023-2024 initiatives related to priority strategy B of the district strategic plan, to ensure an equitable and inclusive culture.

School Board Election Processes and Considerations: Board members discussed options related to school board elections.

Preliminary Cost Containment Recommendations - Fiscal Year 2025: Director Woodard reviewed preliminary cost containment recommendations.

ACTION

Proposed 2023-2025 Health Service Associate Collective Bargaining Agreement: Member Birdman moved and Member Mann seconded to approve the motion. The motion passed unanimously.

LEADERSHIP AND COMMITTEE UPDATES

Member Barry reminded everyone about the LAC Day at the Capitol event on March 5. Member Arom shared that an Edina student on the LAC would be testifying at an education committee hearing on March 5.

ADJOURNMENT

At 8:59 PM, Member Mann moved, and Member Barry seconded to adjourn the meeting. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF FEBRUARY 29, 2024

WORK SESSION
7:30 PM

Edina Community Center
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg
Mr. Dan Arom
Ms. Cheryl Barry
Mr. Michael Birdman
Ms. Karen Gabler
Ms. Jennifer Huwe
Mr. Elliot Mann

PRESIDING OFFICER: Chair Erica Allenburg

7:30 PM - 8:41 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Dr. Randy Smasal, Assistant Superintendent
Jody De St. Hubert, Director of Teaching and Learning
Daphne Edwards, Director of Marketing and Communications
Natasha Monsaas-Daly, Director of District Media and Technology Services
Jody Remsing, Director of Student Support Services
Mert Woodard, Director of Finance and Operations

CERTIFIED CORRECT:

CERTIFIED CORRECT:

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE SPECIAL MEETING
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA
FEBRUARY 29, 2024

7:30 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Monsaas-Daly, Remsing, Woodard.

APPROVAL OF AGENDA

DISCUSSION

A. Preliminary Cost Containment Recommendations - Fiscal Year 2025

LEADERSHIP UPDATES

ADJOURNMENT

The meeting was adjourned at 8:41 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

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
FEBRUARY 29, 2024 SPECIAL MEETING

7:30 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Arom, Barry, Birdman, Gabler, Huwe, Mann. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Monsaas-Daly, Remsing, Woodard.

APPROVAL OF AGENDA

Member Gabler moved and Member Mann seconded to approve the agenda. The motion passed unanimously.

DISCUSSION

Preliminary Cost Containment Recommendations - Fiscal Year 2025: Director Woodard reviewed additional, updated preliminary cost containment recommendations.

ADJOURNMENT

At 8:41 PM, Member Birdman moved, and Member Arom seconded to adjourn the meeting. The motion passed unanimously.

V.B. Personnel Recommendations



Board Meeting Date: March 4, 2024

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.

Desired Outcome(s) from the Board:

Attachment(s):

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>
BASS, CARLY	ND	INTERVENTION, 0.5 FTE	\$10,025.54	02/26/2024 - 06/04/2024 (Temporary)

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ALLEY, ELIZABETH	HL	GRADE 1 TEACHER, 1.0 FTE	02/28/2024
BENEDICT, ANDRE	EHS	WORK EXPERIENCE COORD, 1.0 FTE	06/04/2024
BICKEL, CAITLIN	CV	GRADE 4 TEACHER, 1.0 FTE	06/04/2024
BOTHAM, MEGAN	ND	GRADE 5 TEACHER, 1.0 FTE	02/02/2024
LEIDHOLT, ASHLEY	HL	TD TEACHER, 1.0 FTE	02/28/2024
SIROT, MARIE-ANNE	ND	KINDERGARTEN TEACHER, 1.0 FTE	06/04/2024

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BRUESCH, ELLEN	DW	OCCUPATIONAL & PHYSICAL THERAPIST	08/19/2024 - 11/01/2024
KRAUSE, JEFFREY	EHS	BIOLOGY TEACHER	04/18/2024 - 06/03/2024
LATHROP, AMY	CC	GRADE 5 TEACHER, 1.0 FTE	05/04/2024 - 06/04/2024
SANNES, BRIAN	VV	MATH TEACHER, 1.0 FTE	03/25/2024 - 06/04/2024

D. REQUEST FOR 3-YEAR UNPAID EXTD LEAVE OF ABSENCE PER MN STATUTE §122A.46

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
LATHROP, AMY	CC	GRADE 5 TEACHER, 1.0 FTE	08/19/2024 - 08/23/2027

E. REQUEST FOR 1-YEAR JOB SHARE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
WELO, JENNA	CN	ART TEACHER, 04. FTE	08/19/2024 - 06/03/2025
STEVEN, SHANNON	CN	ART TEACHER, 0.6 FTE	08/19/2024 - 06/03/2025

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
DAS, SUSMITA	SV	EA SPED PARA	\$19.00/HOUR	03/04/2024
RILEY, DEVIN	ECSE	EA SPED PARA	\$19.00/HOUR	03/04/2024
ROETHKE, THOMAS	ECC	ASSISTANT DIRECTOR OF FINANCE	\$37,709.54 (prorated)	03/25/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
MONSAAS-DALY, NATASHA	ECC	DIRECTOR OF MEDIA AND TECHNOLOGY SERVICES	03/06/2024
OWENS, SAMANTHA	CC	HEALTH SERVICE ASSOCIATE	05/31/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
LINDLEY, NATHANIEL	ECC	FROM: SUPERVISOR OF TECHNOLOGY SERVICES TO: INTERIM DIRECTOR OF MEDIA AND TECHNOLOGY SERVICES	\$44,174.03 (prorated)	03/07/2024

C. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
CRAWFORD, RONALD	ECC	BUILDING REPAIR	03/20/2024 - 04/05/2024

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
DELUNEY, ANGELINA	ND	KIDS' CLUB LEAD	\$17.33/HOUR	02/14/2024
RILEY, DEVIN	CV	KIDS' CLUB LEAD	\$17.33/HOUR	03/04/2024
SCHILDT, TYLER	CV	KIDS' CLUB LEAD	\$17.33/HOUR	03/12/2024

SULIMAN, NAWAL	CC	KIDS' CLUB LEAD	\$22.00/HOUR	02/26/2024
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B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ANDERSON, KALEIGHA	CC	KIDS' CLUB LEAD	02/09/2024
BANNIE, YUKU	CN	KIDS' CLUB LEAD	02/07/2024
CARTER, TRISTAN	CC	KIDS' CLUB LEAD	02/20/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
BETHUNE, TIMOTHY	CC	FROM: 9M KIDS'S CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$16.00/HOUR	02/13/2024
BIRCHEM, KATIE	CC	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$22.00/HOUR	02/13/2024
BOCK, ZACHARY	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
BRESIN, MATTHEW	CN	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$22.00/HOUR	02/14/2024
BRETOI, ALEX	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$18.77/HOUR	02/15/2024
CHASE, ASIA	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$20.32/HOUR	02/15/2024
DECAIGNY, OLIVIA	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
FALK, SEBASTIAN	CS	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$20.32/HOUR	02/15/2024
GAYLES, TASHA	HL	EA SPED PARA ADDING 12M KIDS' CLUB LEAD	\$22.00/HOUR	02/15/2024
HOFFMAN, NORA	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$16.00/HOUR	02/15/2024
HOLSTEIN, LOUIS	ND/CS	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
HUSSEIN, AMINAH	CC	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$16.00/HOUR	02/15/2024
LAND, NATASHA	CN	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$22.00/HOUR	02/15/2024
NARINE, JACQUELINE	CC	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$20.32/HOUR	02/15/2024

PETERSON, KAILEY	CS	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
PROCTOR, ALAYNA	ND	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
SALDANA, AMELIA	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
SANCHEZ VIDAL, ALAN	CN	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
SMITH, CHRISTIAN	VV	EA SPED PARA ADDING HORNET CENTRAL	\$19.75/HOUR	02/12/2024
SPEARS, TRINITY	CN	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
STEPHENS, SAVON	CS	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
SWENSON, KATHERINE	HL	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024
TRAILER, KAILEY	CC	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$16.00/HOUR	02/15/2024
WEINBERGER, LAUREN	CS	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$18.77/HOUR	02/15/2024
WING, GRACE	CV	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$16.00/HOUR	02/15/2024
YATES, SHERMELIA	CN	FROM: 9M KIDS' CLUB LEAD TO: 12M KIDS' CLUB LEAD	\$17.33/HOUR	02/15/2024

D. REQUEST FOR LEAVE OF ABSENCE

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

V.C. Termination and Non-Renewal of Probationary
Teachers



Board Meeting Date: March 4, 2024

Title: Termination and Non-Renewal of Probationary Teachers

Type: Consent

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

Description: As a result of changing staffing needs each school year, the attached resolution provides for the termination and non-renewal of the teaching contracts for certain probationary teachers. These actions are necessary due to continuing contract teachers returning from leaves of absence, changes in enrollment, licensure requirements, and other reasons. These teachers may apply for any vacant positions available for the 2024-2025 school year if properly licensed and qualified.

Recommendation: Approve the attached resolution terminating and non-renewing the teaching contracts of certain probationary teachers.

Desired Outcome(s) from the Board: Termination and non-renewal of certain probationary teachers.

Attachment(s): Resolution

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHERS:

Arthur, Paula	Hanlon, Megan
Bass, Carly	Horstman, Kirsten
Blazinski, Candice	Joy, Annika
Bridges, Gary	Landers, Erica
Boelter, Edison	Largo, Liliana
Brovold, Kristen	Nelson, Kaitlynn
Buhl, Jennifer	Nguyen, Kenny
Clark, Bruce	Riipi, Erin
Foster, Theresa	Roddy, Michael
Froiland, Jane	Sour, Lydia
Furey, Kimberly	Stone, Erin
Gilder, Elen	Stuehringer, Lisa
Gulczinski, Brianna	Zanish, Bailly

WHEREAS, the above named are probationary teachers in Independent School District 273.

BE IT RESOLVED, the School Board of Independent School District 273, that pursuant to Minnesota Statute Section 122A.40, subdivision 5, that the teaching contracts of the above named, who are probationary teachers in Independent School District 273, be hereby terminated at the close of the current 2023-24 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and non-renewal of their current contracts, as follows:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

<<First>> <<Last>>

<<Location>>

<<Address>

Dear <<First>>:

You are hereby notified that at a regular meeting of the School Board of Independent School District 273 held on March 4, 2024, a resolution was adopted by majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2024-25 school year. Said action of the Board is taken pursuant to Minnesota Statute Section 122A.40, subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT 273

The motion for the adoption of the foregoing resolution was duly seconded by Board Member _____ and upon 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.

Dan Arom, Clerk of the School Board, ISD 273

V.D. Check Register - February 2024



Board Meeting Date: 3/4/2024

Title: Check Register – February 2024

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 February 2024:

<u>Fund</u>	<u>Amount</u>
General	\$3,133,428
Food Service	344,738
Community Service	124,595
Building Construction	106,669
Debt Service	-
Internal Service	-
Total	\$3,709,430

Recommendation: Approve the disbursements as presented for the month of February 2024.

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

Attachments:

1. Check Register – February 2024

Check Register



DEFINING EXCELLENCE

FOR THE MONTH ENDED FEBRUARY 29, 2024

Check No.	Vendor	Description	Date	Amount
396855	MN PEIP	CURRENT TEACHERS	02/14/24	765,464.28
396918	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	02/21/24	422,470.67
396897	CHARTWELLS DINING S	JAN24 FOOD SERVICES	02/21/24	342,673.64
396936	METRO TRANSPORTATIO	SPED TYPE III - JAN	02/21/24	154,746.68
396969	WOLD ARCHITECTS & E	25-26 EHS RENOVATIO	02/21/24	142,006.43
396839	INNOVATIVE OFFICE S	CS - FURNITURE	02/14/24	81,118.62
396855	MN PEIP	RETIREEES/COBRA	02/14/24	69,126.30
396929	KRAUS-ANDERSON CONS	EHS LTFM SITE SERVI	02/21/24	58,909.00
397011	DAKOTA TRUCK UNDERW	INSTALLMENT #9	02/28/24	38,532.00
396936	METRO TRANSPORTATIO	HHM - JAN24	02/21/24	32,949.86
396769	SANTANDER BANK, N.A	002-0029230-000 PRI	02/07/24	32,432.00
396923	INTERMEDIATE DISTRI	LEASE LEVY	02/21/24	29,394.82
396787	TWIN CITY TRANSPORT	JAN24 - SPED TRANSP	02/07/24	25,160.46
397067	KATH FUEL OIL SERVI	DIESEL	02/28/24	24,049.55
396945	PARALLEL TECHNOLOGI	CS SECURITY	02/21/24	22,815.61
396733	KINECT ENERGY, INC	EHS - DEC23 SERIVCE	02/07/24	22,284.70
397122	TRANSFINDER CORPORA	24-25 SOFTWARE FEE	02/28/24	21,094.00
396983	ARCHETYPE SIGNMAKER	SUPPLY/INSTALL SIGN	02/28/24	21,031.00
397070	LEXIA LEARNING SYST	ASPIRE LICENSE	02/28/24	21,000.00
396923	INTERMEDIATE DISTRI	CONTRACTED NSO	02/21/24	20,882.52
396923	INTERMEDIATE DISTRI	ITINERANT	02/21/24	20,501.40
396682	D'AMICO CATERING	SWEETHEARTS CATERIN	02/07/24	20,327.89
396733	KINECT ENERGY, INC	SV - DEC23 SERVICE	02/07/24	19,932.21
396859	NATIONAL INSURANCE	LTD DISTRICT W/H	02/14/24	19,189.35
397117	TEACHERS ON CALL, A	EHS - SUBSTITUTES	02/28/24	17,921.33
396859	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	02/14/24	16,431.66
396918	HEALTHPARTNERS INSU	COBRA/RETIREEES	02/21/24	16,224.79
396878	TEACHERS ON CALL, A	EHS - SUBSTITUTES	02/14/24	15,892.80
397043	INTEREUM INC	CS FURNITURE	02/28/24	14,927.20
397072	LITHOGRAPHIC COMMUN	CE SUMMER CATALOG	02/28/24	14,808.51
396963	TEACHERS ON CALL, A	EHS - SUBSTITUTES	02/21/24	14,331.90
396840	INSPEC INC	EPS 2024 REROOFING	02/14/24	14,175.00
396941	NAC MECHANICAL & EL	CHILLER REPAIR	02/21/24	13,557.50
396777	TEACHERS ON CALL, A	EHS - SUBSTITUTES	02/07/24	13,532.10
396929	KRAUS-ANDERSON CONS	EHS LTFM CONST MGMT	02/21/24	13,475.00
396936	METRO TRANSPORTATIO	BUS AIDES - JAN24	02/21/24	13,083.03
396969	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	02/21/24	12,660.72
396978	AFFINITECH INC	CS VIEWBOARD PROJEC	02/28/24	12,277.40
397002	CDW GOVERNMENT	SPLUNK RENEWAL	02/28/24	11,500.00
397031	FLICEK WELDING	GALV CHILLER ENCLOS	02/28/24	11,200.00
396923	INTERMEDIATE DISTRI	CORE FEE	02/21/24	11,151.32
396923	INTERMEDIATE DISTRI	SAFE SCHOOL	02/21/24	11,114.29
396733	KINECT ENERGY, INC	ECC - DEC23 SERVICE	02/07/24	10,895.47
396804	BESTER BROTHERS TRA	MOVING SERVICES	02/14/24	10,500.00
396733	KINECT ENERGY, INC	VV - DEC23 SERVICE	02/07/24	10,471.21
396694	FILLMORE MINNEAPOLI	SWEETHEARTS RM RENT	02/07/24	10,465.28
396808	BSN SPORTS, LLC	STUDENT COUNCIL TEE	02/14/24	9,975.00
396759	PLANSOURCE	SERVICES FOR JAN24	02/07/24	9,666.64
397098	PLANSOURCE	SERVICES FOR FEB24	02/28/24	9,665.83
396784	TONENWORKS MUSIC THE	JAN24 MUSIC THERAPY	02/07/24	9,564.50
396936	METRO TRANSPORTATIO	SPED TYPE A - JAN24	02/21/24	9,446.72
396929	KRAUS-ANDERSON CONS	EHS LTFM GENERAL CO	02/21/24	9,293.67

Check No.	Vendor	Description	Date	Amount
397072	LITHOGRAPHIC COMMUN	ELC 24-25 CATALOG P	02/28/24	9,263.18
396878	TEACHERS ON CALL, A	VV - SUBSTITUTES	02/14/24	9,217.05
396969	WOLD ARCHITECTS & E	CS 2023 ADDITION	02/21/24	8,949.60
396900	CURRICULUM ASSOCIAT	2024 - ELLEVATION	02/21/24	8,720.00
396674	CDW GOVERNMENT	FORTIDECEPTOR 3 YR	02/07/24	8,612.43
396963	TEACHERS ON CALL, A	VV - SUBSTITUTES	02/21/24	8,429.35
397117	TEACHERS ON CALL, A	CC - SUBSTITUTES	02/28/24	8,172.15
396777	TEACHERS ON CALL, A	VV - SUBSTITUTES	02/07/24	8,159.25
396963	TEACHERS ON CALL, A	CC - SUBSTITUTES	02/21/24	8,075.40
396777	TEACHERS ON CALL, A	HL - SUBSTITUTES	02/07/24	7,746.45
397117	TEACHERS ON CALL, A	VV - SUBSTITUTES	02/28/24	7,423.95
396777	TEACHERS ON CALL, A	CS - SUBSTITUTES	02/07/24	7,365.90
396941	NAC MECHANICAL & EL	MOTOR REPLACEMENT	02/21/24	7,103.00
396777	TEACHERS ON CALL, A	SV - SUBSTITUTES	02/07/24	7,043.40
396969	WOLD ARCHITECTS & E	SV LIGHTING REPLACE	02/21/24	7,001.70
396777	TEACHERS ON CALL, A	CC - SUBSTITUTES	02/07/24	6,972.45
396970	XCEL ENERGY	BUS 12/25-1/25/24	02/21/24	6,968.97
396835	H&B SPECIALIZED PRO	NEW BB HOOP ADJUSTE	02/14/24	6,931.00
396878	TEACHERS ON CALL, A	CC - SUBSTITUTES	02/14/24	6,907.95
396878	TEACHERS ON CALL, A	SV - SUBSTITUTES	02/14/24	6,740.25
396963	TEACHERS ON CALL, A	HL - SUBSTITUTES	02/21/24	6,675.75
396878	TEACHERS ON CALL, A	VV - SUBSTITUTES	02/14/24	6,398.40
397117	TEACHERS ON CALL, A	CS - SUBSTITUTES	02/28/24	6,256.50
396878	TEACHERS ON CALL, A	CS - SUBSTITUTES	02/14/24	6,250.05
397010	COMPAS, INC	SPOKEN WORD	02/28/24	6,150.00
396950	SAFeway DRIVING SCH	DRIVER'S ED 108 & 1	02/21/24	6,120.00
396878	TEACHERS ON CALL, A	CV - SUBSTITUTES	02/14/24	6,004.95
396963	TEACHERS ON CALL, A	CV - SUBSTITUTES	02/21/24	5,972.70
396963	TEACHERS ON CALL, A	CS - SUBSTITUTES	02/21/24	5,914.65
396914	GENERAL SPORTS	BHOCKEY EQUIPMENT	02/21/24	5,849.00
396746	MIKKONEN MUSIC LLC	JAN24 MUSIC LESSONS	02/07/24	5,782.50
397002	CDW GOVERNMENT	COLD FUSION	02/28/24	5,716.42
397085	MN DEPARTMENT OF PU	FIRE INSPECTIONS	02/28/24	5,690.54
396875	STRATEGIC BEHAVIORA	JAN24 WORK W/STUDEN	02/14/24	5,675.63
396963	TEACHERS ON CALL, A	SV - SUBSTITUTES	02/21/24	5,637.30
396878	TEACHERS ON CALL, A	HL - SUBSTITUTES	02/14/24	5,624.40
396941	NAC MECHANICAL & EL	HEATING PIPE REPAIR	02/21/24	5,620.35
396803	BE GLAD LLC	SPANISH ONLINE	02/14/24	5,600.00
396878	TEACHERS ON CALL, A	CN - SUBSTITUTES	02/14/24	5,534.10
397117	TEACHERS ON CALL, A	SV - SUBSTITUTES	02/28/24	5,527.65
396757	PARTNERED LLC	LEADERSHIP DEVL-SQU	02/07/24	5,500.00
396949	S & J GLASS INC	ECC WINDOW REPLACEM	02/21/24	5,483.40
397117	TEACHERS ON CALL, A	CV - SUBSTITUTES	02/28/24	5,424.45
397117	TEACHERS ON CALL, A	HL - SUBSTITUTES	02/28/24	5,398.65
396967	WASTE MANAGEMENT OF	EHS - FEB24 SERVICE	02/21/24	5,192.26
396817	EDINA GIRLS HOCKEY	12/26 GHOCKEY TOURN	02/14/24	5,131.00
396878	TEACHERS ON CALL, A	EHS - SUBSTITUTES	02/14/24	5,050.35
396777	TEACHERS ON CALL, A	CV - SUBSTITUTES	02/07/24	5,030.75
396835	H&B SPECIALIZED PRO	BBSKTBALL HOOP REPA	02/14/24	5,007.50
396947	RIVER BOTTOM PRODUC	POPS 2024 TECH LABO	02/21/24	5,000.00
396777	TEACHERS ON CALL, A	CN - SUBSTITUTES	02/07/24	4,979.40
396923	INTERMEDIATE DISTRI	HTP-GEN ED	02/21/24	4,801.51
396733	KINECT ENERGY, INC	CS - DEC23 SERVICE	02/07/24	4,786.97
396859	NATIONAL INSURANCE	COBRA/RETIREE	02/14/24	4,694.11
397124	TRIMARK MARLINN LLC	KC CV C27770 FREEZE	02/28/24	4,656.70
397009	COMMERCIAL INFRASTR	PRESS BOX WIRING	02/28/24	4,649.39
396923	INTERMEDIATE DISTRI	LONG TERM FACILITIE	02/21/24	4,620.79
396878	TEACHERS ON CALL, A	SV - SUBSTITUTES	02/14/24	4,579.50
397115	SUNBELT STAFFING LL	2/17 PSYCHOLOGISTS	02/28/24	4,533.88
397105	RADAR CONSULTING LL	MAR24 RECRUITING FE	02/28/24	4,500.00
396805	BILL CARROLL PAINTI	REPAINTING SPANISH	02/14/24	4,493.00
396878	TEACHERS ON CALL, A	HL - SUBSTITUTES	02/14/24	4,489.20
396894	CAPTIVATE MEDIA & C	MS VIDEO SERIES-DEP	02/21/24	4,475.00
397067	KATH FUEL OIL SERVI	OIL	02/28/24	4,451.17
397115	SUNBELT STAFFING LL	2/10 PSYCHOLOGISTS	02/28/24	4,424.63
396758	PETER HODNE	MEDICARE REIMB	02/07/24	4,376.00
396923	INTERMEDIATE DISTRI	TRANS DISABLED	02/21/24	4,349.74

Check No.	Vendor	Description	Date	Amount
397117	TEACHERS ON CALL, A	CN - SUBSTITUTES	02/28/24	4,327.95
396733	KINECT ENERGY, INC	CV - DEC23 SERVICE	02/07/24	4,326.71
396878	TEACHERS ON CALL, A	CS - SUBSTITUTES	02/14/24	4,302.16
396854	MN DECA	STATE DECA ENTRY	02/14/24	4,250.00
396696	FRASER CHILD AND FA	DEC23 CONSULTATIONS	02/07/24	4,158.00
396977	ADVANCED IMAGING SO	LEASE 03.08 0631790	02/28/24	4,151.77
397007	CITY OF EDINA	CN 10/30/23-1/29/24	02/28/24	4,109.78
396877	SUNBELT STAFFING LL	2/3 PSYCHOLOGIST -	02/14/24	4,096.88
396822	EMPOWER U INC	PERSONAL EMPOWERMEN	02/14/24	3,990.00
396963	TEACHERS ON CALL, A	CN - SUBSTITUTES	02/21/24	3,979.65
396828	GILBERT MECHANICAL	TRU-3 REPAIR	02/14/24	3,973.95
396878	TEACHERS ON CALL, A	CC - SUBSTITUTES	02/14/24	3,940.95
396733	KINECT ENERGY, INC	CC - DEC23 SERVICE	02/07/24	3,939.09
397007	CITY OF EDINA	CS 10/27/23-1/29/24	02/28/24	3,925.98
396925	ITSAVVY LLC	SCREEN DEDUCTIBLES	02/21/24	3,900.00
397124	TRIMARK MARLINN LLC	KC CV C39323 REFRIG	02/28/24	3,881.20
396733	KINECT ENERGY, INC	HL - DEC23 SERVICE	02/07/24	3,855.65
396948	RUGGED SOLUTIONS AM	BO'S CAMERAS FOR CC	02/21/24	3,806.00
396858	NAC MECHANICAL & EL	"HVAC WORK ON AHV 3	02/14/24	3,759.28
396923	INTERMEDIATE DISTRI	ALC-STABILIZATION F	02/21/24	3,704.76
396952	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	02/21/24	3,699.14
396963	TEACHERS ON CALL, A	ND - SUBSTITUTES	02/21/24	3,689.40
396817	EDINA GIRLS HOCKEY	12/27 GHOCKEY TOURN	02/14/24	3,640.00
396733	KINECT ENERGY, INC	CN - DEC23 SERVICE	02/07/24	3,619.14
396859	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	02/14/24	3,587.35
397077	METRO ELEVATOR	A/C GYM LOBBY REPAI	02/28/24	3,570.00
396941	NAC MECHANICAL & EL	ECC BLOCK HEATER RE	02/21/24	3,553.02
397007	CITY OF EDINA	HL 10/27/23-1/29/24	02/28/24	3,535.72
396819	EDINBOROUGH PARK	OCT-DEC23 POOL RENT	02/14/24	3,528.00
396718	ISABELLE PUNCHARD	SCIENCE CONSULTANT	02/07/24	3,500.00
396777	TEACHERS ON CALL, A	ND - SUBSTITUTES	02/07/24	3,476.55
396715	INSTITUTE FOR ENVIR	H&S PROF SERVICES	02/07/24	3,460.04
396794	93 SKIP LLC	CN-SEP23 SOLAR PROD	02/14/24	3,401.15
396772	SOURCEWELL	EFINANCE PLUS Q3	02/07/24	3,330.00
396878	TEACHERS ON CALL, A	ND - SUBSTITUTES	02/14/24	3,308.85
396878	TEACHERS ON CALL, A	CV - SUBSTITUTES	02/14/24	3,305.63
396847	LEXIA LEARNING SYST	READING SUBSC RENEW	02/14/24	3,300.00
396770	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	02/07/24	3,264.11
396879	THREE RIVERS PARK D	1/24-25 HYLAND SKII	02/14/24	3,215.00
396901	DUNHAM ASSOCIATES I	CS 2023 ADDITION	02/21/24	3,180.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	3,174.23
396878	TEACHERS ON CALL, A	CN - SUBSTITUTES	02/14/24	3,150.83
396733	KINECT ENERGY, INC	ND - DEC23 SERVICE	02/07/24	3,073.08
397117	TEACHERS ON CALL, A	ND - SUBSTITUTES	02/28/24	3,070.20
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	3,037.42
396806	BJORKLUND COMPENSAT	JOB DESCR RATINGS	02/14/24	3,000.00
396818	EDINA SEASONAL SERV	EHS - BRUSH PILE	02/14/24	3,000.00
397093	NORTHFIELD LINES IN	5/20 CAMP FOLEY TRI	02/28/24	2,995.58
396888	BENEFIT EXTRAS, INC	FEB24 HRA ADMIN	02/21/24	2,972.20
396946	RELATE COUNSELING C	CHEM HEALTH #5 OF 1	02/21/24	2,880.00
396730	KATH FUEL OIL SERVI	UNLEADED	02/07/24	2,858.48
396774	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	02/07/24	2,823.22
396939	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	02/21/24	2,820.73
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	2,709.05
396730	KATH FUEL OIL SERVI	UNLEADED	02/07/24	2,664.51
396817	EDINA GIRLS HOCKEY	12/28 GHOCKEY TOURN	02/14/24	2,634.00
396896	CESO COMMUNICATIONS	ERC WEB HOSTING	02/21/24	2,625.00
396833	GROUP HEALTH INC-WO	MNGD CARE PROG OCT-	02/14/24	2,565.00
396715	INSTITUTE FOR ENVIR	DW AHERA INSPECTION	02/07/24	2,560.00
397001	CATALYST SOURCING S	ONDEMAND/DMTS	02/28/24	2,538.95
396900	CURRICULUM ASSOCIAT	GETTING STARTED TRA	02/21/24	2,500.00
396769	SANTANDER BANK, N.A	002-0029230-000 INT	02/07/24	2,441.00
397067	KATH FUEL OIL SERVI	UNLEADED	02/28/24	2,437.79
397088	MULTILINGUAL WORD I	JAN24 INTERPRETING	02/28/24	2,429.64
396790	VIVACITY TECH PBC	CBS: BOARD MEMBERS	02/07/24	2,424.00
396923	INTERMEDIATE DISTRI	ALC	02/21/24	2,403.88
397067	KATH FUEL OIL SERVI	UNLEADED	02/28/24	2,371.80

Check No.	Vendor	Description	Date	Amount
396776	STIX SPORTSWEAR & S	7TH GRD SHIRTS	02/07/24	2,346.50
396892	BSN SPORTS, LLC	BLAX - BALLS	02/21/24	2,340.48
396863	REGION 6AA	GHOKEY SECTIONS GA	02/14/24	2,320.00
396988	AVANT ASSESSMENT LL	STAMP TEST - FRENCH	02/28/24	2,290.00
396809	CAN CAN WONDERLAND	6/13 KC FIELD TRIP	02/14/24	2,250.00
396677	CHRISTINE JOHNSON	FEB24 CONSULTING	02/07/24	2,250.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	2,240.08
397086	MOA ENTERTAINMENT C	3/18 KC CC CRAYOLA	02/28/24	2,240.00
397110	RUSSELL SECURITY RE	DR 10 HANDI-CAP DOO	02/28/24	2,210.00
396931	LEARNING A-Z	RAZ PLUS RENEWAL	02/21/24	2,146.50
396967	WASTE MANAGEMENT OF	SV - FEB24 SERVICE	02/21/24	2,142.38
397073	LUMEN TECHNOLOGIES	DW 01/12-02/11/24	02/28/24	2,137.53
396884	95 PERCENT GROUP LL	95RAP SUBSCRIPTION	02/21/24	2,000.00
397064	JUNIOR ACHIEVEMENT	4/5 JA BIZTOWN	02/28/24	2,000.00
397092	NORTHERN STAR COUNC	2/21 5TH GRD FIELD	02/28/24	2,000.00
396838	INESE KRIEVANS	SUNSHINE 1&2 109/11	02/14/24	1,979.25
396676	CESO COMMUNICATIONS	JAN-MAR24 COMM SERV	02/07/24	1,950.00
396896	CESO COMMUNICATIONS	3-MONTH COMM SUPPOR	02/21/24	1,950.00
396901	DUNHAM ASSOCIATES I	EHS 23-26 RENO	02/21/24	1,950.00
396798	ARVIG	FEB24 INTERNET FEES	02/14/24	1,911.16
396932	MACKIN EDUCATIONAL	BOOKS FOR EHS	02/21/24	1,907.98
396793	93 HOP LLC	BUS-SEP23 SOLAR PRO	02/14/24	1,899.75
396753	MULBERRY BUILDERS	OPENED UP CAN RM DO	02/07/24	1,860.00
396889	BILL CARROLL PAINTI	PAINTING 3RD FLOOR	02/21/24	1,849.00
397024	EDINA SEASONAL SERV	CS - TREE TRIMMING	02/28/24	1,840.00
396922	INNOVATIVE OFFICE S	STUDENT CHAIRS	02/21/24	1,794.97
396976	ADVANCED IMAGING SO	HIGH SCHOOL 01/24	02/28/24	1,778.72
396865	RIVERVIEW THEATER	KC ND 3/8 FIELD TRI	02/14/24	1,750.00
397107	RIVERVIEW THEATER	KC ND 3/8 FIELD TRI	02/28/24	1,750.00
396883	WOODCRAFT SUPPLY LL	LAGUNA HP BANDSAW	02/14/24	1,749.00
397082	MIDWEST BUS PARTS I	SEAT FOAM	02/28/24	1,744.78
397111	SCHMITT MUSIC COMPA	CELLOS	02/28/24	1,720.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,682.05
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,668.45
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,668.45
397119	THREE RIVERS PARK D	3/6 ELM CREEK TUBIN	02/28/24	1,666.00
397007	CITY OF EDINA	BUS 10/26/23-1/29/2	02/28/24	1,659.20
396774	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	02/07/24	1,650.00
396878	TEACHERS ON CALL, A	ND - SUBSTITUTES	02/14/24	1,638.30
396767	RUSSELL SECURITY RE	LOCK INSTALL-WOODSH	02/07/24	1,630.00
396876	SUMMIT FIRE PROTECT	FIRE EXTINGUISHER S	02/14/24	1,615.00
397067	KATH FUEL OIL SERVI	DIESEL	02/28/24	1,598.97
397045	IWS - INNOVATIONAL	FEB24 SYSTEM MGMT	02/28/24	1,581.92
396712	HYATT REGENCY MINNE	STATE CONF - HOTEL	02/07/24	1,536.72
396686	DAVID WEBB -- HOMER	JAN24 EXEC COACHING	02/07/24	1,500.00
397019	DAVID WEBB -- HOMER	2/20 LEADERSHIP TRA	02/28/24	1,500.00
396825	FINALSITE	SITE ENHANCEMENTS	02/14/24	1,500.00
396760	PRAIRIE ELECTRIC CO	INSTALL RECEPTACLES	02/07/24	1,500.00
396673	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	02/07/24	1,460.00
397000	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	02/28/24	1,460.00
397000	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	02/28/24	1,460.00
396967	WASTE MANAGEMENT OF	VV - FEB24 SERVICE	02/21/24	1,425.82
396967	WASTE MANAGEMENT OF	CS - FEB24 SERVICE	02/21/24	1,420.00
397067	KATH FUEL OIL SERVI	UNLEADED	02/28/24	1,419.06
397008	CITY OF SHOREVIEW -	1/3 CS KC POOL TRIP	02/28/24	1,400.00
396743	METRO ELEVATOR	ECC - FEB24 SERVICE	02/07/24	1,392.83
396810	CDW GOVERNMENT	FORTINET COTERM	02/14/24	1,378.44
396963	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	02/21/24	1,371.27
396991	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	02/28/24	1,348.50
396888	BENEFIT EXTRAS, INC	FEB24 HSA ADMIN	02/21/24	1,343.65
396967	WASTE MANAGEMENT OF	ECC - FEB24 SERVICE	02/21/24	1,320.79
396900	CURRICULUM ASSOCIAT	ELLEVATION DATA/IMP	02/21/24	1,308.00
396967	WASTE MANAGEMENT OF	CN - FEB24 SERVICE	02/21/24	1,294.03
396749	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	02/07/24	1,288.33
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,253.09
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,253.09
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,253.09

Check No.	Vendor	Description	Date	Amount
396900	CURRICULUM ASSOCIAT	ONLINE TRAINING HOU	02/21/24	1,250.00
396802	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	02/14/24	1,240.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,217.23
396862	PARALLEL TECHNOLOGI	TROUBLESHOOT VV DOO	02/14/24	1,176.75
396733	KINECT ENERGY, INC	BUS - DEC23 SERVICE	02/07/24	1,167.73
397015	DASH SPORTS LLC	NSD MULTI SP 220-B2	02/28/24	1,144.50
397129	WILSON LANGUAGE TRA	WRW12B WRS WORKBOOK	02/28/24	1,144.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,121.54
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,121.51
396969	WOLD ARCHITECTS & E	CS PARK/SITE IMPROV	02/21/24	1,114.70
396906	EKIN LLC	GTRACK NIKE SINGLET	02/21/24	1,100.00
396925	ITSAVVY LLC	SCREEN DEDUCTIBLES	02/21/24	1,100.00
396837	IMAGINE LEARNING, L	SONDAY SYSTEM READE	02/14/24	1,095.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,092.21
396856	MSBA -- MINNESOTA S	BOARD MEMBER TRAINI	02/14/24	1,090.00
396679	COMMERCIAL FURNITUR	INSTALL DEPOSIT	02/07/24	1,080.00
396679	COMMERCIAL FURNITUR	INSTALL DEPOSIT	02/07/24	1,080.00
396920	INFINITE HEALTH COL	BHOCKEY TOURN TRAIN	02/21/24	1,080.00
396665	ALLEGRA EDEN PRAIRI	JUNGLE BOOK T-SHIRT	02/07/24	1,062.75
396777	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	02/07/24	1,061.70
396878	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	02/14/24	1,061.70
396909	FILLMORE MINNEAPOLI	EDINA SWEETHEARTS '	02/21/24	1,057.17
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,052.25
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,052.25
396704	GOPHER/PLAY WITH A	PHY-ED SPORTS EQUIP	02/07/24	1,049.49
396913	GENERAL PARTS LLC	EHS - STEAM KETTLE	02/21/24	1,048.55
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	1,048.33
397082	MIDWEST BUS PARTS I	SHOCKS	02/28/24	1,047.96
396923	INTERMEDIATE DISTRI	CAREER & TECH	02/21/24	1,045.28
396989	AVI SYSTEMS INC	TV FOR ROOM 348	02/28/24	1,040.58
397040	HORIZON COMMERCIAL	POOL CHEMICALS	02/28/24	1,024.00
396666	ASTLEFORD INTERNATI	"BELT FAN, SENSORS,	02/07/24	1,021.78
397082	MIDWEST BUS PARTS I	BRAKE PADS	02/28/24	1,008.19
397006	CINDRA KAMPHOFF	KC SUMMER KICKOFF 5	02/28/24	1,000.00
396840	INSPEC INC	HL - EXTERIOR WALL	02/14/24	1,000.00
396812	CORVAL CONSTRUCTORS	BOILER #3 REPAIR	02/14/24	992.00
396791	WEX BANK	JAN24 GASOLINE	02/07/24	985.49
396787	TWIN CITY TRANSPORT	JAN24 - HHM TRANSPO	02/07/24	970.74
396713	INGCO INTERNATIONAL	10/26 TRANSLATIONS	02/07/24	968.50
397123	TRI-STATE BOBCAT IN	EQUIPMENT PARTS	02/28/24	965.31
397123	TRI-STATE BOBCAT IN	EQUIPMENT PARTS	02/28/24	965.31
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	935.36
396898	CITY OF EDINA - POL	SWEETHEARTS SECURIT	02/21/24	920.00
396892	BSN SPORTS, LLC	SOFTBALLS	02/21/24	918.38
396967	WASTE MANAGEMENT OF	CC - FEB24 SERVICE	02/21/24	914.26
397042	INGCO INTERNATIONAL	TRANSLATION SERVICE	02/28/24	906.62
396959	STACY RUTTEN	WG - BD TRAINING	02/21/24	900.00
396844	KINECT ENERGY, INC	NOV23 ENERGY MGMT F	02/14/24	884.00
396976	ADVANCED IMAGING SO	ECC/DO 01/24	02/28/24	882.54
396976	ADVANCED IMAGING SO	CONCORD 01/24	02/28/24	881.95
396944	ORKIN COMMERCIAL SE	DW - JAN24 SERVICES	02/21/24	880.00
396974	ACCURATE HOME CARE	JAN24 NURSE CARE -	02/28/24	875.16
396762	PRINTASTIK	FAST FACTS BROCHURE	02/07/24	875.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	871.16
396796	ADVANCED POWER SERV	GENERATOR ALARM CAL	02/14/24	870.00
397044	ISAIAH AND/OR HANNA	FEB24 MILEAGE REIMB	02/28/24	862.29
396878	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	02/14/24	855.30
397067	KATH FUEL OIL SERVI	DIESEL	02/28/24	846.52
396979	ALLEGRA EDEN PRAIRI	CLUE POSTERS/SIGNS	02/28/24	841.54
396710	HOGLUND BUS COMPANY	SENSORS	02/07/24	833.53
396710	HOGLUND BUS COMPANY	SENSORS	02/07/24	833.53
396890	BJORKLUND COMPENSAT	JOB DESCRIPTION RAT	02/21/24	825.00
396873	STATE SUPPLY COMPAN	SEAL KIT	02/14/24	816.00
396958	SPARKPOINT INNOVATI	KC CS ORBIT EARTH E	02/21/24	805.57
396984	ASTLEFORD INTERNATI	TRANS LINES	02/28/24	805.44
396872	STAGES THEATRE COMP	2/8 DRAGONS FIELD T	02/14/24	802.00
396755	NORTHFIELD LINES IN	5/6 CAMP BUSING DEP	02/07/24	800.88

Check No.	Vendor	Description	Date	Amount
397066	K. NICKEL CONSULTIN	2/20 PD WORKSHOP	02/28/24	800.00
396748	MINNESOTA HISTORICA	12/21 DEB/WALLY TRI	02/07/24	800.00
396776	STIX SPORTSWEAR & S	BAND T-SHIRTS	02/07/24	798.00
396931	LEARNING A-Z	READING A-Z	02/21/24	781.68
396965	UNIVERSITY LANGUAGE	JAN24 TRANSLATIONS	02/21/24	780.30
396957	SOUTHPAW ENTERPRISE	FW PLATFORM SWING	02/21/24	779.00
396974	ACCURATE HOME CARE	DEC23 NURSE CARE -	02/28/24	774.18
396999	BROTHERS FIRE & SEC	NEW PULL STATION	02/28/24	765.88
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	759.36
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	759.36
396991	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	02/28/24	756.00
396991	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	02/28/24	756.00
396882	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	02/14/24	754.84
397117	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	02/28/24	741.75
396838	INESE KRIEVANS	SUNSHINE 1 MUSIC	02/14/24	740.00
396967	WASTE MANAGEMENT OF	HL - FEB24 SERVICE	02/21/24	737.94
396838	INESE KRIEVANS	PRIVATE PIANO 109/1	02/14/24	710.50
396973	93 SKIP LLC	CN-JAN4 SOLAR PROD	02/28/24	707.62
396976	ADVANCED IMAGING SO	HIGHLANDS 01/24	02/28/24	701.79
397048	JAMES BILLINGS	CONCERT POPS POSTER	02/28/24	700.00
397099	PLASTIC BAG MART	COMPOST BAGS	02/28/24	699.65
396976	ADVANCED IMAGING SO	CREEK VALLEY 01/24	02/28/24	699.41
396887	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	02/21/24	697.50
396976	ADVANCED IMAGING SO	VALLEYVIEW 01/24	02/28/24	696.27
396976	ADVANCED IMAGING SO	COUNTRYSIDE 01/24	02/28/24	692.73
396905	EDUCATORS BENEFIT C	403(B) ADMIN&COMP F	02/21/24	691.98
396976	ADVANCED IMAGING SO	NORMANDALE 01/24	02/28/24	682.43
396774	SQUIRES, WALDSPURGE	LEGAL SERV: H.R.	02/07/24	677.00
396851	MIDWEST BUS PARTS I	SEAT COVER	02/14/24	671.58
396879	THREE RIVERS PARK D	2/1 HYLAND SKI TRIP	02/14/24	660.00
396969	WOLD ARCHITECTS & E	DW 2024 LTFM	02/21/24	651.19
396969	WOLD ARCHITECTS & E	DW 2024 LTFM	02/21/24	651.18
396969	WOLD ARCHITECTS & E	DW 2024 LTFM	02/21/24	651.18
396969	WOLD ARCHITECTS & E	DW 2024 LTFM	02/21/24	651.18
396751	MONICA MOHN	DNC 129-B2032/131-B	02/07/24	651.00
397039	HOGLUND BUS COMPANY	TREAD STEP	02/28/24	646.35
396795	ACCURATE HOME CARE	SCHOOL NURSE - E.B.	02/14/24	644.00
396972	93 HOP LLC	BUS-JAN24 SOLAR PRO	02/28/24	628.58
396779	THE CORNER BALLOON	SWEETHEARTS DNC DEC	02/07/24	620.00
397083	MINNESOTA ZOO	5/23 3RD GRD TRIP	02/28/24	618.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	617.24
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	617.24
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	617.24
396977	ADVANCED IMAGING SO	LEASE 03.08 0631790	02/28/24	612.00
396838	INESE KRIEVANS	SUN/MOONBEAM 110-B2	02/14/24	609.00
397119	THREE RIVERS PARK D	5/22 CLASS FIELD TR	02/28/24	600.00
397039	HOGLUND BUS COMPANY	TANK STRAP	02/28/24	599.58
396990	CHRISTINE MORGAN	TAI CHI 117-B2019	02/28/24	598.50
397001	CATALYST SOURCING S	ONDEMAND/ATHLETICS	02/28/24	597.40
397126	UNIVERSITY LANGUAGE	JAN24 INTERPRETING	02/28/24	596.95
396968	WILSON LANGUAGE TRA	WRW12B WORKBOOKS	02/21/24	572.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	558.62
396967	WASTE MANAGEMENT OF	CV - FEB24 SERVICE	02/21/24	550.32
396828	GILBERT MECHANICAL	GAS LEAK AT GARAGE	02/14/24	547.50
396846	LAMA SEWING KITS IN	FACS SEWING KITS	02/14/24	542.72
396820	ELLA WASSERMAN	JAN24 INDIV PIANO	02/14/24	532.87
396860	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	02/14/24	530.67
396744	M-F ATHLETIC	GTRACK EQUIPMENT	02/07/24	527.95
397102	PROPIO LANGUAGE SER	JAN24 INTERPRETING	02/28/24	527.75
396834	GURSTEL LAW FIRM PC	GARNISHMENT - J.C.	02/14/24	526.31
396832	GROTH MUSIC COMPANY	BAND SUPPLIES	02/14/24	513.00
396976	ADVANCED IMAGING SO	SOUTHVIEW 01/24	02/28/24	510.85
396852	MINNESOTA LYNX	KC CC SUMMER FIELD	02/14/24	500.00
397096	PARKER WILLIAM	STAND-UP MAGIC SHOW	02/28/24	500.00
396864	RIVER BOTTOM PRODUC	CRESCENDO SET UP	02/14/24	500.00
396964	TRI-STATE BOBCAT IN	REPL BACKPACK BLOWE	02/21/24	499.33
396814	DRAIN PRO PLUMBING	JETTING MAIN WASTE	02/14/24	495.00

Check No.	Vendor	Description	Date	Amount
396976	ADVANCED IMAGING SO	CORNELIA 01/24	02/28/24	490.95
396906	EKIN LLC	GXC NIKE SINGLET	02/21/24	487.50
396695	FLEET PRIDE	STARTER	02/07/24	485.54
396853	MINNESOTA MEMORY IN	CB BACK COVERS	02/14/24	479.80
396931	LEARNING A-Z	VOCAB A-Z	02/21/24	477.00
396781	TITAN MACHINERY - S	FILTERS	02/07/24	475.61
396881	ULINE	STORAGE RACKS	02/14/24	472.65
396826	FRESHPOINT BIX PROD	KC CV SNACKS	02/14/24	469.85
396802	BAYADA HOME HEALTH	SCHOOL NURSE-E.B.	02/14/24	468.00
396799	ASTLEFORD INTERNATI	TENSIONER	02/14/24	463.98
396750	MN DEBATE TEACHERS	DEBATE DISTRICT TOU	02/07/24	450.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	446.44
396842	JOSTENS INC	INSERTS	02/14/24	427.25
396957	SOUTHPAW ENTERPRISE	LINEAR MOTION BAR C	02/21/24	426.00
396851	MIDWEST BUS PARTS I	BRAKE PADS	02/14/24	423.88
397077	METRO ELEVATOR	ELEVATOR #5 REPAIR	02/28/24	423.33
397065	JW PEPPER & SON INC	BAND MUSIC	02/28/24	419.99
396980	ALLEGRA EDINA	POPS PROGRAM COVER	02/28/24	418.95
396895	CENTURYLINK	SV 02/01-02/29/24	02/21/24	407.89
396882	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	02/14/24	403.55
396987	AUTISM SOCIETY OF M	CONFERENCE - A.H.	02/28/24	400.00
397019	DAVID WEBB -- HOMER	LEADERSHIP BOOKS	02/28/24	400.00
396717	ISABEL ST. DENNIS	CHEER K-2	02/07/24	400.00
396867	RUSSELL SECURITY RE	CABINET LOCKS	02/14/24	390.00
396690	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	02/07/24	389.50
396893	BUILDING CONTROLS &	FREEZE STAT	02/21/24	387.16
396888	BENEFIT EXTRAS, INC	FEB24 FLEX ADMIN	02/21/24	387.00
396710	HOGLUND BUS COMPANY	SENSORS	02/07/24	383.75
396700	GILBERT MECHANICAL	AHU6 PROGRAMING	02/07/24	377.00
396849	MATH ADDVANTAGE TUT	ACT COMP 113-K6071	02/14/24	375.00
396967	WASTE MANAGEMENT OF	ND - FEB24 SERVICE	02/21/24	372.53
396931	LEARNING A-Z	WRITING A-Z	02/21/24	363.00
396857	MSOPA	CONF REGISTRATION-A	02/14/24	360.00
396966	VIVACITY TECH PBC	EXTENDED WRTY - BOA	02/21/24	360.00
396885	ASBO INTERNATIONAL	ASBO SFO RECERTIFIC	02/21/24	350.00
397014	DARK KNIGHT SOLUTIO	JAN24 CONSORTIUM FE	02/28/24	350.00
397125	TWIN CITIES TRANSP	BUS TOW	02/28/24	350.00
V19638	BRENDA M WALKER	NASP MEMBERSHIP	02/07/24	345.00
397041	HOUSE OF NOTE	CELLO REPAIR	02/28/24	340.00
396736	LITTLE FALLS MACHIN	PLOW PARTS	02/07/24	334.34
396801	BAUER BUILT INC	TIRE DISPOSAL	02/14/24	333.50
396848	MASA	SPRING CONFERENCE -	02/14/24	329.00
397100	PRAIRIE ELECTRIC CO	ELECTRIAL HANDI-CAP	02/28/24	328.16
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	327.50
396901	DUNHAM ASSOCIATES I	ECC - PROF SERVICES	02/21/24	316.67
396901	DUNHAM ASSOCIATES I	VV - PROF SERVICES	02/21/24	316.67
396901	DUNHAM ASSOCIATES I	BUS - PROF SERVICES	02/21/24	316.66
396851	MIDWEST BUS PARTS I	VEST	02/14/24	314.88
396665	ALLEGRA EDEN PRAIRI	SDL WORKBOOKS	02/07/24	312.00
V19681	ALEXANDRE BELVIRE	ND FRENCH INTERN PA	02/28/24	310.00
V19714	ANAIS SUTTER	ND FRENCH INTERN PA	02/28/24	310.00
V19718	ANNABELLE VALLEE	ND FRENCH INTERN PA	02/28/24	310.00
V19705	AUDREY RIGOBERT	ND FRENCH INTERN PA	02/28/24	310.00
V19710	CAMILLE SCHMITT	ND FRENCH INTERN PA	02/28/24	310.00
V19682	CAROLINE CELSE	ND FRENCH INTERN PA	02/28/24	310.00
V19701	CLARISSE PELLERAY	ND FRENCH INTERN PA	02/28/24	310.00
V19689	CLEO HERVE	ND FRENCH INTERN PA	02/28/24	310.00
V19706	ELSA ROHAUT	ND FRENCH INTERN PA	02/28/24	310.00
V19698	EMILIE NASSEF	ND FRENCH INTERN PA	02/28/24	310.00
V19695	ESTELLE LELAN	VV FRENCH INTERN PA	02/28/24	310.00
V19707	EVA ROMARY	ND FRENCH INTERN PA	02/28/24	310.00
V19700	FATOU PAYE	EHS FRENCH INTERN P	02/28/24	310.00
V19708	FLORIAN SAGLIBENE	EHS FRENCH INTERN P	02/28/24	310.00
V19697	INES MAURY	ND FRENCH INTERN PA	02/28/24	310.00
V19692	JHEMLY LAINE	EHS FRENCH INTERN P	02/28/24	310.00
V19685	JULIEN FABRY	VV FRENCH INTERN PA	02/28/24	310.00
V19704	LAURINE QUINIQU	ND FRENCH INTERN PA	02/28/24	310.00

Check No.	Vendor	Description	Date	Amount
V19684	MAELISS DUBOIS	ND FRENCH INTERN PA	02/28/24	310.00
V19716	MARINE TRETOUT	VV FRENCH INTERN PA	02/28/24	310.00
V19711	NINON SERIN	ND FRENCH INTERN PA	02/28/24	310.00
V19680	OLIVIA ALLEMAND	ND FRENCH INTERN PA	02/28/24	310.00
V19721	ROSETTA WICART	ND FRENCH INTERN PA	02/28/24	310.00
V19693	SAHRA LAVIGNE-JOST	ND FRENCH INTERN PA	02/28/24	310.00
V19717	VALENTIN TRUCHAT	ND FRENCH INTERN PA	02/28/24	310.00
V19696	VICTOR LORAIN	ND FRENCH INTERN PA	02/28/24	310.00
397042	INGCO INTERNATIONAL	COMMUNITY INTERPRET	02/28/24	300.00
396719	ITSAVVY LLC	CB SCREEN DEDUCTIBL	02/07/24	300.00
396719	ITSAVVY LLC	CB SCREEN DEDUCTIBL	02/07/24	300.00
396735	LAUREN STONE	1104-B2223	02/07/24	300.00
397125	TWIN CITIES TRANSP	BUS TOW	02/28/24	300.00
397033	GENERAL PARTS LLC	VV - STEAMER PARTS	02/28/24	295.78
396971	BSN SPORTS, LLC	WORLD QUEST	02/21/24	294.00
396811	CENTURYLINK	VV 01/28-02/27/24	02/14/24	293.90
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	292.51
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	292.50
397018	DAVID SYMANITZ	WRESTLING: INVITATI	02/28/24	285.00
396764	RIVERSIDE INSIGHTS	#1622314 WJ IV TEST	02/07/24	284.35
396921	INGCO INTERNATIONAL	TRANSLATE: CMTY INP	02/21/24	282.47
396820	ELLA WASSERMAN	INDIV PIANO 106-B22	02/14/24	279.29
396892	BSN SPORTS, LLC	CHEER PURCHASE	02/21/24	278.00
397074	MAC TOOLS DISTRIBUT	SOCKETS	02/28/24	274.99
397004	CHRISTIANA HAWTHORN	SPRING MUSICAL COST	02/28/24	274.72
V19622	BRADLEY G DAHLMAN	PIZZA TEAM DINNER	02/07/24	273.28
396745	MIDWEST GYM SUPPLY	GYMNASTICS EQUIPMEN	02/07/24	272.00
396917	GROTH MUSIC COMPANY	BAND SUPPLIES	02/21/24	271.95
396813	CULLIGAN BOTTLED WA	ND-STAFF WATER COOL	02/14/24	270.40
396903	ECM PUBLISHERS INC	AD - SV LIGHTING RE	02/21/24	263.20
396679	COMMERCIAL FURNITUR	PROJ MGMT DEPOSIT	02/07/24	262.96
396679	COMMERCIAL FURNITUR	PROJ MGMT DEPOSIT	02/07/24	262.96
396962	STATE SUPPLY COMPAN	"786-E3ABCP-FAUCET	02/21/24	261.61
396904	EDINA WRESTLING BOO	GRLS SECTIONS HOTEL	02/21/24	260.56
396931	LEARNING A-Z	RAZ KIDS	02/21/24	260.56
396895	CENTURYLINK	DO 02/01-02/29/24	02/21/24	260.00
397051	JANET UNGS - BUSINE	FEB24 COACHING SERV	02/28/24	260.00
396938	MINNESOTA EQUIPMENT	BALL JOINT	02/21/24	259.72
396938	MINNESOTA EQUIPMENT	BALL JOINT	02/21/24	259.72
396919	HOGLUND BUS COMPANY	PIPE	02/21/24	251.68
396924	ISD 138 - NORTH BRA	1/26 WRESTLING ENTR	02/21/24	250.00
396665	ALLEGRA EDEN PRAIRI	CHARACTER STRONG PO	02/07/24	249.00
397032	FRESHPOINT BIX PROD	KC CS SNACKS	02/28/24	248.96
397076	MENARDS - EDEN PRAI	HARDWARE	02/28/24	248.29
396977	ADVANCED IMAGING SO	LEASE 03.08 0631790	02/28/24	246.00
V19687	JENNIFER E HARRITS	PIZZA FOR WEB LEADE	02/28/24	245.78
397023	EASTVIEW HIGH SCHOO	2/24 SPEECH TOURNAM	02/28/24	242.00
397001	CATALYST SOURCING S	SUPP TRACK MON SUBS	02/28/24	239.99
396773	SPS COMPANIES INC	PLUMBING REPAIR PAR	02/07/24	237.00
396794	93 SKIP LLC	BUS-SEP23 SOLAR PRO	02/14/24	235.20
396811	CENTURYLINK	EHS 01/28-02/27/24	02/14/24	235.12
396895	CENTURYLINK	ECC 02/01-02/29/24	02/21/24	235.12
396667	BAYCOM INC	WALKIE BATTERIES -	02/07/24	235.00
397057	JERRY'S PRINTING	ECSE HOME VISIT FOR	02/28/24	235.00
396895	CENTURYLINK	CC 02/01-02/29/24	02/21/24	233.08
396698	GENERAL PARTS LLC	VV - STEAMER PART	02/07/24	228.01
396679	COMMERCIAL FURNITUR	DESIGN HRS DEPOSIT	02/07/24	225.00
396679	COMMERCIAL FURNITUR	DESIGN HRS DEPOSIT	02/07/24	225.00
397001	CATALYST SOURCING S	ONDEMAND/FACILITIES	02/28/24	224.03
396786	TRI-STATE BOBCAT IN	MACHINE PARTS	02/07/24	218.72
396810	CDW GOVERNMENT	DMTS CONSULTING FEE	02/14/24	215.00
396733	KINECT ENERGY, INC	ECC - DEC23 SERVICE	02/07/24	214.36
396789	UNIVERSITY LANGUAGE	INTERPRETER-GEN ED	02/07/24	213.41
396710	HOGLUND BUS COMPANY	BLOWER	02/07/24	211.97
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	211.76
396917	GROTH MUSIC COMPANY	BAND MUSIC	02/21/24	202.00
396719	ITSAVVY LLC	SCREEN DEDUCTIBLES	02/07/24	200.00

Check No.	Vendor	Description	Date	Amount
396856	MSBA -- MINNESOTA S	SB CHAIR & SUP TRAI	02/14/24	200.00
397103	QUEEN BEEZ LAWN AND	2023 FALL MINI PUMP	02/28/24	200.00
397004	CHRISTIANA HAWTHORN	COSTUME FABRIC/MATE	02/28/24	196.40
396911	FRESHPOINT BIX PROD	KC CS SNACKS	02/21/24	195.96
396800	AVHS SPEECH & DEBAT	02/03 SPEECH TOURNE	02/14/24	195.00
396937	MINNESOTA CHILDREN'	3/6 FIELD TRIP	02/21/24	195.00
397114	STARFALL EDUCATION	STARFALL LICENSE	02/28/24	195.00
V19674	PATRICIA PETTIS	HOTEL FEE	02/21/24	187.05
V19658	ANN E THOLE	POSITIVE LEARNING T	02/14/24	186.47
396916	GREATAMERICA FINANC	DO JAN24 POSTAGE MT	02/21/24	184.95
396815	EAST RIDGE PSO	2/8 SPEECH ENTRY	02/14/24	182.00
396722	JAMES JARVIS	GHOCKEY: WALSER DAY	02/07/24	182.00
396722	JAMES JARVIS	GHOCKEY: WALSER DAY	02/07/24	182.00
396679	COMMERCIAL FURNITUR	VEHICLE TRUCK DEPOS	02/07/24	180.00
396679	COMMERCIAL FURNITUR	VEHICLE TRUCK DEPOS	02/07/24	180.00
396917	GROTH MUSIC COMPANY	BAND MUSIC	02/21/24	180.00
396895	CENTURYLINK	CS 02/01-02/29/24	02/21/24	176.46
396895	CENTURYLINK	CN 02/01-02/29/24	02/21/24	176.34
396895	CENTURYLINK	HL 02/01-02/29/24	02/21/24	176.34
396967	WASTE MANAGEMENT OF	BUS - FEB24 SERVICE	02/21/24	175.64
396955	SKYHAWKS MINNESOTA	5/6 GGOLF TOURNAMEN	02/21/24	175.00
397112	SKYHAWKS MINNESOTA	5/6 GOLF TOURNAMENT	02/28/24	175.00
396711	HORIZON COMMERCIAL	POOL PARTS/SUPPLIES	02/07/24	172.86
396785	TRAVIS SCHWARTZ	GHOCKEY: E PRAIRIE	02/07/24	171.00
396957	SOUTHPAW ENTERPRISE	SHIPPING/HANDLING	02/21/24	168.70
396715	INSTITUTE FOR ENVIR	CS ASBESTOS REMOVAL	02/07/24	163.75
396673	BUSINESS ESSENTIALS	8.5X11 CANARY QTY 3	02/07/24	163.08
396726	JERRY'S HARDWARE	CUSTODIAL SUPPLIES	02/07/24	161.92
396716	IRISH SPEECH AND DE	1/27 SPEECH TOURNEY	02/07/24	161.00
396670	BRENDAN BOCHE	BHOCKEY: STMA	02/07/24	160.00
396997	BRIAN JANSEN	BHOCKEY: BUFFALO	02/28/24	160.00
397016	DAVID RITTER	BHOCKEY: GR/EP & ED	02/28/24	160.00
397028	ETHAN PFIEFFER	BHOCKEY: MINNETONKA	02/28/24	160.00
397091	NOAH SUNDBERG	BHOCKEY: HILL-MURRA	02/28/24	160.00
396765	ROBERT BERGAMASCO	BHOCKEY: EP/ER & ED	02/07/24	160.00
397036	GREATAMERICA FINANC	SV FEB24 POSTAGE MT	02/28/24	159.95
397036	GREATAMERICA FINANC	ECC FEB24 POSTAGE M	02/28/24	159.00
396968	WILSON LANGUAGE TRA	SHIPPING/HANDLING	02/21/24	157.64
397013	DANIEL GAGNON	WRESTLING: TRI-MATC	02/28/24	157.00
396823	ENABLING DEVICES	COMMUNICATION SKILL	02/14/24	156.95
396866	RUGGED SOLUTIONS AM	BACKORDERED CAMERAS	02/14/24	155.00
396891	BLOOMINGTON FRIENDS	2/17 SPEECH TOURNAM	02/21/24	154.00
396756	OPENTEXT INC	JAN24 - FAX SERVICE	02/07/24	152.75
396927	JOHN W MCKONE -- BE	BAND PIANO TUNING	02/21/24	150.00
396927	JOHN W MCKONE -- BE	PIANO TUNING	02/21/24	150.00
396954	SG TECHNOLOGIES LLC	ECC RM 351 AV REPAI	02/21/24	150.00
396968	WILSON LANGUAGE TRA	W4WRW16AB WORKBOOKS	02/21/24	150.00
396916	GREATAMERICA FINANC	EHS FEB24 POSTAGE M	02/21/24	149.95
396824	FACTORY MOTOR PARTS	GRINDING DISC	02/14/24	149.66
V19638	BRENDA M WALKER	NASP VIRTUAL CONFER	02/07/24	149.00
396816	ECM PUBLISHERS INC	DEC 11 REG MINUTES	02/14/24	147.20
396664	ALEJANDRO MENDOZA	GHOCKEY: NW COUNTY	02/07/24	145.00
396721	JACOB FLANAGIN	GHOCKEY: ANDOVER	02/07/24	145.00
396868	SAFEGUARD BUSINESS	BANK DEPOSIT SLIPS	02/14/24	144.29
396678	CHRISTOPHER JESSEN	GHOCKEY: ANDOVER	02/07/24	144.00
396680	CRAIG SADOWSKI	GHOCKEY: ANDOVER	02/07/24	144.00
397049	JAMES BLACK	GHOCKEY: N WRIGHT C	02/28/24	144.00
396981	ALPER GUVENEN	DEBATE: GLENBROOKS	02/28/24	140.00
396684	DAVID COATES	DEBATE: NSDA TOURNE	02/07/24	140.00
396665	ALLEGRA EDEN PRAIRI	LETTERHEAD 4/0	02/07/24	138.26
396742	MENARDS - EDEN PRAI	OUTDOOR LIGHTS	02/07/24	138.05
396915	GRAINGER	HL - KITCHEN FAN MO	02/21/24	137.78
396709	HEATHER SWILLEY	LUNCH ACCT REFUND	02/07/24	136.50
396679	COMMERCIAL FURNITUR	LABOR DEPOSIT	02/07/24	132.36
396679	COMMERCIAL FURNITUR	LABOR DEPOSIT	02/07/24	132.35
V19715	MARK A THONE	SKI WAX/PARAFFIN SU	02/28/24	130.05
396667	BAYCOM INC	WALKIE BATTERY - A.	02/07/24	130.00

Check No.	Vendor	Description	Date	Amount
396797	AMAZON CAPITAL SERV	WHITEBOARD: SMALL G	02/14/24	129.99
397076	MENARDS - EDEN PRAI	STEP POST 4'	02/28/24	129.49
397076	MENARDS - EDEN PRAI	GROUNDS SUPPLIES	02/28/24	129.49
396683	DANIEL GAGNON	WRESTLING: CHASKA-C	02/07/24	129.00
396697	GARY SMITH	WRESTLING: BUFFALO	02/07/24	129.00
396874	STEPHEN PARTRIDGE	GREEK TRAGEDY 912-A	02/14/24	126.00
396943	ODP BUSINESS SOLUTI	OFFICE SUPPLIES	02/21/24	125.52
397065	JW PEPPER & SON INC	ORCHESTRA MUSIC	02/28/24	125.39
396933	MENARDS - GOLDEN VA	SV - 3M TAPE/CAN	02/21/24	125.30
396915	GRAINGER	DRUM FOR WOORSHOP	02/21/24	125.26
396832	GROTH MUSIC COMPANY	BAND MUSIC	02/14/24	124.00
397082	MIDWEST BUS PARTS I	PURGE VALVE	02/28/24	123.82
396928	JW PEPPER & SON INC	BAND MUSIC	02/21/24	122.99
396919	HOGLUND BUS COMPANY	SENSOR	02/21/24	122.92
396826	FRESHPOINT BIX PROD	KC HL SNACKS	02/14/24	122.20
396688	ECM PUBLISHERS INC	ACCESS POINT BID	02/07/24	121.60
396816	ECM PUBLISHERS INC	DEC 22 SPEC MINUTES	02/14/24	121.60
397046	J.P. COOKE COMPANY	OFFICIAL TRANSCRIPT	02/28/24	120.40
396701	GINA ZECH	GBSKTBALL: PROVIDEN	02/07/24	120.00
397041	HOUSE OF NOTE	VIOLIN STRING REPAI	02/28/24	120.00
V19659	MARGARET E TREND A	AIRPORT PARKING	02/14/24	120.00
V19720	ZHUO WANG	CHINESE CLUB SIGN	02/28/24	119.56
397021	DEMME LEARNING	INTEGER BLOCK KIT	02/28/24	116.00
396705	GRAINGER	WEATHER STRIPPING	02/07/24	115.39
396690	EDUCATORS BENEFIT C	ACT BASE FEE	02/07/24	114.44
396681	D. BRIAN'S KITCHEN	CTE SUBCOMMITTEE LUN	02/07/24	112.32
396953	SCHOOL SPECIALTY, L	#679458 EASEL TABLE	02/21/24	110.90
V19654	GREGORY J PAFKO	NORTHERN GREEN EXPO	02/14/24	110.00
396837	IMAGINE LEARNING, L	SHIPPING/HANDLING	02/14/24	109.50
396673	BUSINESS ESSENTIALS	8.5X11 GREEN QTY 2	02/07/24	108.72
396673	BUSINESS ESSENTIALS	8.5X11 PINK QTY 2	02/07/24	108.72
V19633	CHERYL L PARISH	JAN24 PART B MILEAG	02/07/24	105.12
397102	PROPIO LANGUAGE SER	JAN24 INTERPRETING	02/28/24	105.00
396681	D. BRIAN'S KITCHEN	GRANTS PALOOZA LUNC	02/07/24	104.63
396975	ADAM STYER	BBSKTBALL: E PRAIRI	02/28/24	103.00
396985	AUSTEN MARUDAS	GBSKTBALL: HOPKINS	02/28/24	103.00
396668	BEIJAN NEWBERN	BBSKTBALL: WAYZATA	02/07/24	103.00
396669	BENJAMIN FUGATE	BBSKTBALL: WAYZATA	02/07/24	103.00
396669	BENJAMIN FUGATE	BBSKTBALL: STMA	02/07/24	103.00
396992	BENJAMIN LAMPRON	BBSKTBALL: E PRAIRI	02/28/24	103.00
396671	BRENT KUPHAL	GBSKTBALL: MARANATH	02/07/24	103.00
396996	BRENT MARECK	GBSKTBALL: STMA	02/28/24	103.00
396672	BRIAN BARBELN	GBSKTBALL: MINNETON	02/07/24	103.00
397005	CHRISTOPHER HOWERTO	GBSKTBALL: WAYZATA	02/28/24	103.00
396727	JOEL BURFEIND	BBSKTBALL: STMA	02/07/24	103.00
396739	MARK BINGHAM	BBSKTBALL: WAYZATA	02/07/24	103.00
397075	MARK GAVIC	BBSKTBALL: CHANHASS	02/28/24	103.00
397078	MICHAEL BAKER	GBSKTBALL: STMA	02/28/24	103.00
396754	NICHOLAS LITFIN	GBSKTBALL: BUFFALO	02/07/24	103.00
396766	ROBERT KOHLMAYER JR	BBSKTBALL: WAYZATA	02/07/24	103.00
396780	TIMOTHY BOTHOF	GBSKTBALL: MINNETON	02/07/24	103.00
397076	MENARDS - EDEN PRAI	STRAIGHT EDGE	02/28/24	101.92
397089	THE MUSIC MART	OBOE REPAIR	02/28/24	100.95
396827	GENERAL SECURITY SE	EHS - PATROL RESPON	02/14/24	100.00
396841	ITSAVVY LLC	SCREEN DEDUCTIBLES	02/14/24	100.00
396917	GROTH MUSIC COMPANY	BAND MUSIC	02/21/24	99.99
396821	ELSMORE SWIM SHOP	BSWIM - LAP COUNTER	02/14/24	99.80
396998	BRITTANY WRIGHT	GYMNASTICS: STMA	02/28/24	98.00
397068	KATHERINE WILLIAMS	GYMNASTICS: WAYZATA	02/28/24	98.00
397069	KELSIE KOPPAL	GYMNASTICS: STMA	02/28/24	98.00
396734	LAURA STOLPE	GYMNASTICS: STMA	02/07/24	98.00
396738	MARCIA MORGAN	GYMNASTICS: WAYZATA	02/07/24	98.00
396935	METRO SALES INC	ATHL - FEB24 COPIER	02/21/24	98.00
396995	BRENT JOHNSON	BHOCKEY: GRAND RAPI	02/28/24	97.00
396693	ERIC STANDKE	BHOCKEY: MINNETONKA	02/07/24	97.00
396702	GLENDON SEAL	BHOCKEY: MINNETONKA	02/07/24	97.00
397047	JAKE EIDER	BHOCKEY: WAYZATA	02/28/24	97.00

Check No.	Vendor	Description	Date	Amount
397050	JAMIE STEINBERG	BHOCKEY: WAYZATA	02/28/24	97.00
396723	JASON BERGERON	BHOCKEY: STMA	02/07/24	97.00
397052	JASON BERGERON	BHOCKEY: HILL-MURRA	02/28/24	97.00
397060	JOHN PRIESTER	BHOCKEY: HILL-MURRA	02/28/24	97.00
397079	MICHAEL HUGHES	BHOCKEY: BUFFALO	02/28/24	97.00
396968	WILSON LANGUAGE TRA	F2GWBWP GEL WORD BR	02/21/24	96.00
V19643	ERIC D HAMILTON	JAN-MIDFEB24 MILEAG	02/14/24	95.61
397089	THE MUSIC MART	OBOE REPAIR	02/28/24	95.25
396982	ANIS TAHAR	BBSKTBALL: CHANHASS	02/28/24	95.00
396994	BREAKDOWN SPORTS US	1/27 COMMUNITY CLAS	02/28/24	95.00
396725	JEREMIAH HARRIS	BBSKTBALL: STMA	02/07/24	95.00
396928	JW PEPPER & SON INC	BAND MUSIC	02/21/24	95.00
396942	OCCUPATIONAL MEDICI	DOT EXAM - M.E.	02/21/24	95.00
396942	OCCUPATIONAL MEDICI	DOT EXAM - M.H.	02/21/24	95.00
396942	OCCUPATIONAL MEDICI	DOT EXAM - J.C.	02/21/24	95.00
396942	OCCUPATIONAL MEDICI	DOT EXAM - G.T.	02/21/24	95.00
397032	FRESHPOINT BIX PROD	KC HL SNACKS	02/28/24	94.24
396729	JOSEPH KOCH III	BHOCKEY: MINNETONKA	02/07/24	93.50
V19672	NATHANIEL M LINDLEY	2/8-2/9 MILEAGE	02/21/24	93.26
V19663	TAMARA K FORBY	2/8-2/9 MILEAGE	02/21/24	93.26
396708	HALEY TOTH	GHOCKEY: E PRAIRIE	02/07/24	92.00
397130	ZACHARY HEIDEBRINK	GHOCKEY: GENTRY ACA	02/28/24	92.00
396826	FRESHPOINT BIX PROD	KC CN SNACKS	02/14/24	91.28
397021	DEMME LEARNING	SKU 1203: INTEGER B	02/28/24	91.00
397032	FRESHPOINT BIX PROD	KC CN SNACKS	02/28/24	90.44
397030	FASTENAL COMPANY	BOLTS	02/28/24	90.40
397020	DELEGARD TOOL COMPA	STRAIGHT EDGE	02/28/24	90.31
396703	GOLD MEDAL PRODUCTS	POPCORN/SUPPLIES	02/07/24	89.40
397123	TRI-STATE BOBCAT IN	FILTER	02/28/24	88.54
396714	INGRID MRACHEK	GSWIM: SECTIONS	02/07/24	88.20
396951	SCHMITT MUSIC COMPA	BARI SAX REPAIR	02/21/24	87.00
397082	MIDWEST BUS PARTS I	SWITCH	02/28/24	86.92
396830	GOPHER STATE ONE-CA	JAN24 BILLABLE TICK	02/14/24	86.45
396960	STAR AUTISM SUPPORT	LVL 1 STAR PENNY TO	02/21/24	85.80
396986	AUSTIN LAGESSE	GBSKTBALL: WAYZATA	02/28/24	84.00
396993	BRAD FLICEK	GBSKTBALL: HOPKINS	02/28/24	84.00
397012	DANIEL BLOCK	BBSKTBALL: CHASKA	02/28/24	84.00
397017	DAVID SCHMEICHEL	GBSKTBALL: STMA	02/28/24	84.00
396687	DAYNA RETHLAKE	GBSKTBALL: MINNETON	02/07/24	84.00
396692	ERIC BONNER	GBSKTBALL: MPLS SW	02/07/24	84.00
397025	ERIC BREKKE	BBSKTBALL: E PRAIRI	02/28/24	84.00
397026	ERIC GRAY	GBSKTBALL: HOPKINS	02/28/24	84.00
397034	GINA ZECH	GBSKTBALL: STMA	02/28/24	84.00
396720	IVAN CARDONA	BBSKTBALL: WAYZATA	02/07/24	84.00
396724	JASON MCGEE	BBSKTBALL: STMA	02/07/24	84.00
397053	JASON MCGEE	BBSKTBALL: E PRAIRI	02/28/24	84.00
397061	JORUN HAMRE	GBSKTBALL: MINNETON	02/28/24	84.00
396732	KESWIC JOINER	BBSKTBALL: HOPKINS	02/07/24	84.00
396741	MATT DALLE	BBSKTBALL: WAYZATA	02/07/24	84.00
397081	MICHEAL DELGADO	BBSKTBALL: BLOOM-JE	02/28/24	84.00
397090	NICHOLAS LITFIN	GBSKTBALL: BUFFALO	02/28/24	84.00
397104	RACHEL PRICE	GBSKTBALL: MINNETON	02/28/24	84.00
397106	RICHARD BAKER JR	GBSKTBALL: WAYZATA	02/28/24	84.00
397108	ROBERT BISSONETTE	GBSKTBALL: STMA	02/28/24	84.00
396771	SCOTT MURLOWSKI	BBSKTBALL: BLOOM-JE	02/07/24	84.00
396775	STEPHEN KENT	GBSKTBALL: BUFFALO	02/07/24	84.00
396783	TOM GILLUND	BBSKTBALL: STMA	02/07/24	84.00
397121	TOM GILLUND	BBSKTBALL: E PRAIRI	02/28/24	84.00
396788	TYLER VRIEZE	BBSKTBALL: STMA	02/07/24	84.00
397128	WILLIAM ENGLISH	GBSKTBALL: BUFFALO	02/28/24	84.00
396742	MENARDS - EDEN PRAI	VARIOUS TOOLS	02/07/24	83.21
396752	MORGAN KOCH	BHOCKEY: MINNETONKA	02/07/24	82.50
397022	DERRICK AGATE SR	FOOTBALL: PRIOR LAK	02/28/24	81.00
396782	T-MOBILE	ECC MAINT - JAN24	02/07/24	80.84
396729	JOSEPH KOCH III	GHOCKEY: E PRAIRIE	02/07/24	80.75
396895	CENTURYLINK	DO 02/01-02/29/24	02/21/24	80.52
397033	GENERAL PARTS LLC	CC - COOLER FAN GUA	02/28/24	80.19

Check No.	Vendor	Description	Date	Amount
397027	ERIK PETERSON	BHOCKEY: HILL-MURRA	02/28/24	80.00
397091	NOAH SUNDBERG	BHOCKEY: MINNETONKA	02/28/24	80.00
397055	JERRY'S FOODS EDINA	PRINCIPAL FOR THE D	02/28/24	79.94
396763	RANDI GRAVES	BSWIM: E PRAIRIE	02/07/24	79.00
396778	TERRY BUMGARNER	BWSIM: E PRAIRIE	02/07/24	79.00
397037	GREGORY GOOD	GBSKTBALL: BUFFALO	02/28/24	78.75
397065	JW PEPPER & SON INC	BAND MUSIC	02/28/24	77.99
V19703	SONJA R PRETASKY	BLANKET CLUB FLEECE	02/28/24	77.83
397076	MENARDS - EDEN PRAI	SPRAY PAINT	02/28/24	77.78
V19626	DARCY RUTHANN IMMER	PIZZA PARTY: BINGO	02/07/24	77.56
396934	MENARDS - EDEN PRAI	ELECTRICAL SUPPLIES	02/21/24	76.95
V19712	CAMILLA D SHERMAN	PRINC INTERVIEW SNA	02/28/24	76.91
396973	93 SKIP LLC	BUS-JAN24 SOLAR PRO	02/28/24	76.88
397039	HOGLUND BUS COMPANY	GASKET	02/28/24	76.83
396816	ECM PUBLISHERS INC	DEC 11 WS MINUTES	02/14/24	76.80
396832	GROTH MUSIC COMPANY	BAND MUSIC	02/14/24	76.00
396761	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	02/07/24	74.99
V19703	SONJA R PRETASKY	FRIDAY CLUB FLEECE	02/28/24	74.76
397101	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	02/28/24	73.49
396915	GRAINGER	EHS - HOT WELL PLUG	02/21/24	72.33
396699	GENERAL SECURITY SE	BUS-FIRE ALARM MONI	02/07/24	72.00
396917	GROTH MUSIC COMPANY	BAND MUSIC	02/21/24	72.00
397071	LINDSAY DILORENZO	DONUTS FOR COURT	02/28/24	71.91
396706	GREGORY GOOD	GBSKTBALL: MINNETON	02/07/24	71.25
396752	MORGAN KOCH	GHOOCKEY: E PRAIRIE	02/07/24	71.25
396917	GROTH MUSIC COMPANY	BAND MUSIC	02/21/24	71.20
396816	ECM PUBLISHERS INC	DEC 14 SPEC MINUTES	02/14/24	70.40
396747	MINNESOTA EQUIPMENT	SPRAY CONTROLLER	02/07/24	70.02
396685	DAVID MARLOW	DEBATE: NSDA TOURNE	02/07/24	70.00
396728	JOSEPH ANNAREDDY	DEBATE: NSDA TOURNE	02/07/24	70.00
397063	JOSEPH ANNAREDDY	SPEECH: ROSEMOUNT	02/28/24	70.00
397063	JOSEPH ANNAREDDY	SPEECH: APPLE VALLE	02/28/24	70.00
397063	JOSEPH ANNAREDDY	SPEECH: EAST RIDGE	02/28/24	70.00
396737	MAKAYLA HILLUKKA	DEBATE: NSDA TOURNE	02/07/24	70.00
397097	PEDRO DE FILIPPO VA	SPEECH: ROSEMOUNT	02/28/24	70.00
397097	PEDRO DE FILIPPO VA	SPEECH: BLOOMINGTON	02/28/24	70.00
396961	STARFALL EDUCATION	TEACHER SUBSC 1YR	02/21/24	70.00
396792	YASH MANGALICK	DEBATE: NSDA TOURNE	02/07/24	70.00
396910	SHRED-IT USA	VV - SHREDDING	02/21/24	69.80
396977	ADVANCED IMAGING SO	LEASE 03.08 0631790	02/28/24	68.96
397076	MENARDS - EDEN PRAI	DRY WALL/PLAST MUD	02/28/24	68.18
396832	GROTH MUSIC COMPANY	BAND MUSIC	02/14/24	68.00
396984	ASTLEFORD INTERNATI	GASKET	02/28/24	67.46
396917	GROTH MUSIC COMPANY	BAND MUSIC	02/21/24	66.20
V19676	MARIA E SEPULVEDA	PRINCIPAL FOR THE D	02/21/24	66.03
397059	JOHN JUNDT	GBSKTBALL: WAYZATA	02/28/24	66.00
397062	JOSEPH ANDERSON	GBSKTBALL: HOPKINS	02/28/24	66.00
396740	MARLEY KENDALL	GBSKTBALL: MINNETON	02/07/24	66.00
397080	MICHAEL RODE	GBSKTBALL: STMA	02/28/24	66.00
397084	MITCHELL ROSE	GBSKTBALL: STMA	02/28/24	66.00
397109	RONALD POESCHEL	GBSKTBALL: WAYZATA	02/28/24	66.00
396768	SANJAY LAWLER	GBSKTBALL: MINNETON	02/07/24	66.00
396951	SCHMITT MUSIC COMPA	CLARINET REPAIR	02/21/24	66.00
396903	ECM PUBLISHERS INC	CV - DW LTFM UPGRAD	02/21/24	65.80
396903	ECM PUBLISHERS INC	CN - DW LTFM UPGRAD	02/21/24	65.80
396903	ECM PUBLISHERS INC	CC - DW LTFM UPGRAD	02/21/24	65.80
396903	ECM PUBLISHERS INC	ECC - DW LTFM UPGRA	02/21/24	65.80
396675	CENTURYLINK	BUS - 01/04-02/03/2	02/07/24	65.75
397003	CENTURYLINK	BUS 02/04-03/03/24	02/28/24	65.75
V19639	ABIGAIL L WILFAHRT	JAN24 CELL PHONE	02/07/24	65.00
V19677	BRANDON DONALD SIEC	NOV23 CELL PHONE	02/21/24	65.00
V19677	BRANDON DONALD SIEC	DEC23 CELL PHONE	02/21/24	65.00
V19677	BRANDON DONALD SIEC	JAN24 CELL PHONE	02/21/24	65.00
V19669	CURT E JOHANSON	JAN24 CELL PHONE	02/21/24	65.00
V19699	FARHIYA B OMAR-SAMA	NOV23 CELL PHONE	02/28/24	65.00
V19699	FARHIYA B OMAR-SAMA	DEC23 CELL PHONE	02/28/24	65.00
V19702	LAURA T PHONGSAVATH	JAN24 CELL PHONE	02/28/24	65.00

Check No.	Vendor	Description	Date	Amount
V19702	LAURA T PHONGSAVATH	FEB24 CELL PHONE	02/28/24	65.00
V19630	MATTHEW K MOSBY	JAN24 CELL PHONE	02/07/24	65.00
V19722	MERT T WOODARD	FEB24 CELL PHONE	02/28/24	65.00
V19629	NATASHA L MONSAAS-D	JAN24 CELL PHONE	02/07/24	65.00
V19672	NATHANIEL M LINDLEY	JAN24 CELL PHONE	02/21/24	65.00
V19640	PETER M BLACKWELL	FEB24 CELL PHONE	02/14/24	65.00
V19640	PETER M BLACKWELL	JAN24 CELL PHONE	02/14/24	65.00
V19646	RACHEL M HICKS	JAN24 CELL PHONE	02/14/24	65.00
V19673	THOMAS LYMAN	FEB24 CELL PHONE	02/21/24	65.00
V19634	TIMOTHY J RODEN	JAN24 CELL PHONE	02/07/24	65.00
V19653	TRENT J OSTMAN	JAN24 CELL PHONE	02/14/24	65.00
396956	SOCIAL THINKING PUB	NAVIGATING THE ZONE	02/21/24	64.99
396811	CENTURYLINK	VV 01/28-02/27/24	02/14/24	64.78
397076	MENARDS - EDEN PRAI	BUNGEE	02/28/24	64.17
396816	ECM PUBLISHERS INC	DEC 11 SPEC MINUTES	02/14/24	64.00
397076	MENARDS - EDEN PRAI	WD-40 GALLON CAN	02/28/24	63.97
396850	MENARDS - EDEN PRAI	MAINTENANCE SUPPLIE	02/14/24	63.46
V19668	ELIZABETH K HOUTZ	LAB SUPPLIES	02/21/24	62.90
V19622	BRADLEY G DAHLMAN	SNACKS FOR TEAM	02/07/24	62.70
397082	MIDWEST BUS PARTS I	VALVE	02/28/24	61.91
V19671	MICHAEL A KILANOWSK	JAN24 CELL PHONE	02/21/24	61.89
V19671	MICHAEL A KILANOWSK	FEB24 CELL PHONE	02/21/24	61.89
V19709	SONYA LEIGH SAILER	FEB24 CELL PHONE	02/28/24	61.23
396733	KINECT ENERGY, INC	ND - DEC23 SERVICE	02/07/24	60.46
397004	CHRISTIANA HAWTHORN	NORCOSTCO COSTUME	02/28/24	60.00
396729	JOSEPH KOCH III	GBSKTBALL: PROVIDEN	02/07/24	60.00
397118	THOMAS MAGNE	GBSKTBALL: BUFFALO	02/28/24	60.00
396729	JOSEPH KOCH III	GBSKTBALL: MINNETON	02/07/24	59.50
V19649	EMILY B JOHNSON	CLASSROOM SUPPLIES	02/14/24	58.97
V19678	TROY STEIN	STATE ALPINE SKI DI	02/21/24	58.85
397094	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	02/28/24	58.37
V19636	JASON W STEGEMAN	JAN24 CELL PHONE	02/07/24	58.00
397087	MRI SOFTWARE LLC	BKGD CHK: ND HOST F	02/28/24	58.00
397113	SOCIAL THINKING PUB	"ONE-SIDED SID, UN-	02/28/24	57.98
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	57.80
396813	CULLIGAN BOTTLED WA	ATHL - OFFICE WATER	02/14/24	57.75
397065	JW PEPPER & SON INC	BAND MUSIC	02/28/24	57.20
396832	GROTH MUSIC COMPANY	BAND MUSIC	02/14/24	56.70
396902	ECKROTH MUSIC	TROPHY SLAPSTICK WH	02/21/24	55.84
V19664	MARYA K HAUGLAND	MBDA MEMBERSHIP	02/21/24	55.00
397058	JESSA PRESS INC	BUSINESS CARDS - M.	02/28/24	54.91
V19642	ADAM P DUFFY	JAN24 CELL PHONE	02/14/24	54.85
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 6	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 7	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 8	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 1	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 3	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 4	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 5	02/07/24	54.00
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 10	02/07/24	54.00
397038	HEATHER EVANS	BLOOD DRIVE MUFFINS	02/28/24	53.91
V19637	NORMAN F VANDERLIND	JAN24 CELL PHONE	02/07/24	53.23
V19719	NORMAN F VANDERLIND	FEB24 CELL PHONE	02/28/24	53.23
396951	SCHMITT MUSIC COMPA	FRENCH HORN REPAIR	02/21/24	53.00
396679	COMMERCIAL FURNITUR	ATRIUM FURNITURE DE	02/07/24	52.96
V19675	CAROLYN PROCTOR	FEB24 CELL PHONE	02/21/24	52.50
396940	THE MUSIC MART	BAND: GONG BEATER	02/21/24	52.00
396940	THE MUSIC MART	BAND: GONG BEATER	02/21/24	52.00
V19663	TAMARA K FORBY	FEB24 CELL PHONE	02/21/24	51.92
396943	ODP BUSINESS SOLUTI	NEW TEACHER SUPPLIE	02/21/24	51.83
396811	CENTURYLINK	CC 01/19-02/18/24	02/14/24	51.81
V19652	DERRICK J LIDSTONE	JAN24 CELL PHONE	02/14/24	50.91
V19652	DERRICK J LIDSTONE	DEC23 CELL PHONE	02/14/24	50.90
396782	T-MOBILE	CN MAINT - JAN24	02/07/24	50.63
V19661	CESLEY R BERGSTEN	FEB24 CELL PHONE	02/21/24	50.35
396679	COMMERCIAL FURNITUR	DISPOSAL DEPOSIT	02/07/24	50.00
396679	COMMERCIAL FURNITUR	DISPOSAL DEPOSIT	02/07/24	50.00

Check No.	Vendor	Description	Date	Amount
396691	ELITE GYMNASTICS AC	KC CS-3/22 TRIP DEP	02/07/24	50.00
396836	HOSA - FUTURE HEALT	HOSA DUES - 2 STUDE	02/14/24	50.00
397065	JW PEPPER & SON INC	ORCHESTRA MUSIC	02/28/24	50.00
397113	SOCIAL THINKING PUB	Q. CUCUMBER TO THE	02/28/24	49.98
397113	SOCIAL THINKING PUB	TRON TO THE RESCUE	02/28/24	49.98
397058	JESSEN PRESS INC	BUSINESS CARDS - L.	02/28/24	49.75
397058	JESSEN PRESS INC	BUSINESS CARDS - A.	02/28/24	49.75
397004	CHRISTIANA HAWTHORN	MERMAID COSTUME	02/28/24	49.11
396843	JW PEPPER & SON INC	BAND MUSIC	02/14/24	48.40
396886	ASTLEFORD INTERNATI	FREIGHT PARTS	02/21/24	48.00
397021	DEMME LEARNING	SKU 1021: BETA STUD	02/28/24	48.00
396689	EDINA GIVE & GO	G&G PAYROLL DEDUCTI	02/07/24	48.00
V19674	PATRICIA PETTIS	HOTEL PARKING	02/21/24	48.00
396934	MENARDS - EDEN PRAI	2- SC DRV S / 3- RZ	02/21/24	47.81
396953	SCHOOL SPECIALTY, L	#2038147 BBQ EMOTIO	02/21/24	47.64
V19675	CAROLYN PROCTOR	JAN24 MILEAGE	02/21/24	46.90
V19651	SHAWNEE L KRUEGER	JAN 24 CELL PHONE	02/14/24	45.82
V19690	SHAWNEE L KRUEGER	FEB24 CELL PHONE	02/28/24	45.82
V19625	SCOTT H HIPPIE	JAN24 CELL PHONE	02/07/24	45.47
397116	TASHA FRASER	DANCE: JAZZ MEET	02/28/24	45.00
V19650	THOMAS J JOHNSTON	JAN24 CELL PHONE	02/14/24	44.62
V19620	AMY L LATHROP	STUDENT COUNCIL SNA	02/07/24	43.96
397082	MIDWEST BUS PARTS I	SWITCH	02/28/24	43.46
396861	ODP BUSINESS SOLUTI	OFFICE SUPPLIES	02/14/24	43.17
396731	KATIE DOWNEY	SWEETHEART PRIZES	02/07/24	43.16
V19627	NATHANIEL M LINDLEY	JAN24 MILEAGE	02/07/24	42.55
396782	T-MOBILE	ATHLETICS - JAN24	02/07/24	42.26
V19666	ALAN K HENDRICKSON	1/25-2/2 MILEAGE	02/21/24	42.08
396934	MENARDS - EDEN PRAI	PIPE INSULATION	02/21/24	41.61
V19665	AARON J HEFSTAD	LAB SUPPLIES	02/21/24	41.05
396953	SCHOOL SPECIALTY, L	#1465323 MINI MUFFI	02/21/24	40.81
396943	ODP BUSINESS SOLUTI	SUPPLIES GRADE 5	02/21/24	40.44
396699	GENERAL SECURITY SE	HL-FEB24 INTR MONIT	02/07/24	40.08
396699	GENERAL SECURITY SE	CN-FEB24 INTR MONIT	02/07/24	40.08
396699	GENERAL SECURITY SE	CC-FEB24 INTR MONIT	02/07/24	40.08
396699	GENERAL SECURITY SE	EHS-FEB24 INTR MONI	02/07/24	40.08
396699	GENERAL SECURITY SE	SV-FEB24 INTR MONIT	02/07/24	40.08
396699	GENERAL SECURITY SE	VV-FEB24 INTR MONIT	02/07/24	40.08
396699	GENERAL SECURITY SE	CV-FEB24 INTR MONIT	02/07/24	40.08
396699	GENERAL SECURITY SE	ECC-FEB24 INTR MONI	02/07/24	40.08
V19649	EMILY B JOHNSON	CLASSROOM SUPPLIES	02/14/24	39.96
396870	SCHOOL SPECIALTY, L	ART SUPPLIES	02/14/24	39.23
396850	MENARDS - EDEN PRAI	REPAIR PARTS	02/14/24	39.18
397087	MRI SOFTWARE LLC	BKGD CHK: EMPLOYEES	02/28/24	38.00
396928	JW PEPPER & SON INC	BAND LESSON BOOK	02/21/24	37.99
396869	SCHMITT MUSIC COMPA	CLARINET REEDS	02/14/24	37.80
V19670	JULIE M GABRIELSON	FEB24 CELL PHONE	02/21/24	37.72
396782	T-MOBILE	CC MAINT - JAN24	02/07/24	37.49
396782	T-MOBILE	CS MAINT - JAN24	02/07/24	37.49
396782	T-MOBILE	SV MAINT - JAN24	02/07/24	37.49
396926	JERRY'S HARDWARE	CAULK AND SEALANT	02/21/24	37.38
396782	T-MOBILE	ECSE - JAN24	02/07/24	36.82
396782	T-MOBILE	DMTS - JAN24	02/07/24	36.73
397076	MENARDS - EDEN PRAI	PRO GAS	02/28/24	36.62
396861	ODP BUSINESS SOLUTI	HEALTH OFFICE: CUPS	02/14/24	36.11
396907	ESCREEN, INC.	DOT DRUG TESTING	02/21/24	36.00
396699	GENERAL SECURITY SE	CS-FIRE ALARM MONIT	02/07/24	36.00
396699	GENERAL SECURITY SE	CV-FIRE ALARM MONIT	02/07/24	36.00
396699	GENERAL SECURITY SE	SV-FIRE ALARM MONIT	02/07/24	36.00
396699	GENERAL SECURITY SE	ECC-FIRE ALARM MONI	02/07/24	36.00
396699	GENERAL SECURITY SE	EHS-FIRE ALARM MONI	02/07/24	36.00
396699	GENERAL SECURITY SE	CN-FIRE ALARM MONIT	02/07/24	36.00
396699	GENERAL SECURITY SE	HL-FIRE ALARM MONIT	02/07/24	36.00
396861	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	02/14/24	35.92
V19702	LAURA T PHONGSAVATH	FEB24 MILEAGE	02/28/24	35.78
V19686	ERIC D HAMILTON	FEB24 CELL PHONE	02/28/24	35.00
396827	GENERAL SECURITY SE	ECC - PATROL RESPON	02/14/24	35.00

Check No.	Vendor	Description	Date	Amount
396827	GENERAL SECURITY SE	BUS - PATROL RESPON	02/14/24	35.00
396977	ADVANCED IMAGING SO	LEASE 03.08 0631790	02/28/24	34.15
V19679	JANEL M WEILAND	PROJECT SUPPLIES	02/21/24	32.91
396880	TRI-STATE BOBCAT IN	OIL FILTER	02/14/24	32.68
396953	SCHOOL SPECIALTY, L	#1567219 NEWPATH PO	02/21/24	32.49
V19662	BEDSTON A BURRELL	1/25-2/13 MILEAGE	02/21/24	32.43
V19660	PETER VASKE	JAN-MIDFEB24 MILEAG	02/14/24	30.69
V19655	CLAUDE E SIGMUND	DELTA BAGGAGE FEE	02/14/24	30.00
V19647	STACI N HOUSE	JAN24 CELL PHONE	02/14/24	30.00
V19667	STACI N HOUSE	FEB24 CELL PHONE	02/21/24	30.00
397127	VALLEY WEST SEWING	SEW MACHINE MAINT	02/28/24	30.00
396930	LAKESHORE LEARNING	#TT228 ACCELERATE M	02/21/24	29.99
397113	SOCIAL THINKING PUB	SOCIAL DETECTIVE	02/28/24	29.99
397076	MENARDS - EDEN PRAI	HARDWARE	02/28/24	29.96
V19631	MARIT OBERLE	RALLY FLOWERS	02/07/24	29.95
V19713	ELIZABETH MARY SLET	CLASSROOM SCREEN SU	02/28/24	29.90
397076	MENARDS - EDEN PRAI	STEP POST	02/28/24	29.85
V19659	MARGARET E TRENDA	DINNER: CLEAVERS	02/14/24	29.65
V19631	MARIT OBERLE	BKF FOR PRESENTING	02/07/24	28.50
396764	RIVERSIDE INSIGHTS	SHIPPING/HANDLING	02/07/24	28.44
396710	HOGLUND BUS COMPANY	NUT	02/07/24	28.40
396953	SCHOOL SPECIALTY, L	#1499159 ED INSIGHT	02/21/24	28.14
V19678	TROY STEIN	STATE ALPINE SKI LU	02/21/24	28.00
397095	OVERDRIVE INC	BOOKS FOR EHS	02/28/24	27.50
V19639	ABIGAIL L WILFAHRT	JAN24 ADDTL MILEAGE	02/07/24	27.47
V19645	ALAN K HENDRICKSON	JAN24 MILEAGE	02/14/24	27.47
396831	GRAINGER	EHS - SINK DISPOSAL	02/14/24	27.04
397029	EVAN-MOOR	FAB SENTENCES PARAG	02/28/24	26.98
397056	JERRY'S HARDWARE	KEYS	02/28/24	26.88
397035	GRAINGER	LIGHT RELAY	02/28/24	25.49
396782	T-MOBILE	KC CC - JAN24	02/07/24	25.19
396782	T-MOBILE	CK CN - JAN24	02/07/24	25.19
396782	T-MOBILE	KC CS - JAN24	02/07/24	25.19
396782	T-MOBILE	KC HL - JAN24	02/07/24	25.19
396782	T-MOBILE	KC CV - JAN24	02/07/24	25.19
396782	T-MOBILE	KC ND - JAN24	02/07/24	25.19
397021	DEMME LEARNING	SHIPPING/HANDLING	02/28/24	25.00
397035	GRAINGER	LIGHTING POWER PACK	02/28/24	24.55
396906	EKIN LLC	BTRACK NIKE JACKETS	02/21/24	24.50
V19631	MARIT OBERLE	MASSP CONF PARKING	02/07/24	24.00
V19683	TAMI JO J COOK	MASSP CONF PARKING	02/28/24	24.00
V19623	VICKIE GEIER	JAN24 MILEAGE	02/07/24	23.58
396951	SCHMITT MUSIC COMPA	CLARINET REEDS	02/21/24	23.15
396912	GEMINI ATHLETIC WEA	BHOCKEY UNI REPAIR	02/21/24	23.00
397029	EVAN-MOOR	WORLD WRITING GRD 5	02/28/24	22.99
V19688	ALAN K HENDRICKSON	FEB24 MILEAGE	02/28/24	22.51
396782	T-MOBILE	B&G - JAN24	02/07/24	22.10
396807	BLICK ART MATERIALS	BEADS FOR KINDERGAR	02/14/24	22.02
396823	ENABLING DEVICES	SHIPPING/HANDLING	02/14/24	22.00
396951	SCHMITT MUSIC COMPA	OBOE REPAIR	02/21/24	22.00
396850	MENARDS - EDEN PRAI	HANGING HARDWARE	02/14/24	21.96
V19679	JANEL M WEILAND	PROJECT SUPPLIES	02/21/24	21.94
V19635	ALEXANDRA SACKETT	8TH GRD LAB SUPPLIE	02/07/24	21.90
396782	T-MOBILE	SV MAINT - JAN24	02/07/24	21.26
396782	T-MOBILE	BUS - JAN24	02/07/24	21.26
396782	T-MOBILE	VV MAINT - JAN24	02/07/24	21.26
396845	KIRSTEN MADAUS	WINTER WELLNESS BOW	02/14/24	21.00
V19655	CLAUDE E SIGMUND	DINNER: CLEAVERS	02/14/24	20.40
V19694	MARISA K LEE	JAN-FEB24 MILEAGE	02/28/24	20.10
V19643	ERIC D HAMILTON	REM DEC23 MILEAGE	02/14/24	19.91
396899	COMCAST CABLE MANAG	JAN-FEB24 INTERNET	02/21/24	19.90
V19644	HOPE MILLER HEFFELF	STUDENT VISUAL AIDS	02/14/24	19.90
396956	SOCIAL THINKING PUB	SHIPPING/HANDLING	02/21/24	19.86
396964	TRI-STATE BOBCAT IN	BELT	02/21/24	19.79
V19655	CLAUDE E SIGMUND	LUNCH: EL MERKURY	02/14/24	19.68
396953	SCHOOL SPECIALTY, L	#2090458 COUNT YOUR	02/21/24	19.23
V19674	PATRICIA PETTIS	LUNCH: MARRIOTT CIT	02/21/24	19.04

Check No.	Vendor	Description	Date	Amount
V19655	CLAUDE E SIGMUND	LUNCH: KAMAL'S	02/14/24	18.98
V19659	MARGARET E TRENDIA	LUNCH: KAMAL'S	02/14/24	18.98
V19659	MARGARET E TRENDIA	LUNCH: OLYMPIA GYRO	02/14/24	18.09
396871	SPS COMPANIES INC	ND - KITCHEN REPAIR	02/14/24	18.01
V19656	SARA SWENSON	FIRST FRIDAY TREATS	02/14/24	17.96
396699	GENERAL SECURITY SE	CS-FEB24 INTR MONIT	02/07/24	17.95
V19621	ANNIKA L CULVER	JAN24 MILEAGE	02/07/24	17.82
V19621	ANNIKA L CULVER	JAN24 MILEAGE	02/07/24	17.82
V19622	BRADLEY G DAHLMAN	DINNER: CLEAVERS	02/07/24	17.74
V19622	BRADLEY G DAHLMAN	DINNER: CENTER CITY	02/07/24	17.28
V19655	CLAUDE E SIGMUND	DINNER: MARRIOTT	02/14/24	17.28
V19631	MARIT OBERLE	PRIZES FOR LEARNERS	02/07/24	17.22
V19678	TROY STEIN	STATE NORDIC SKI LU	02/21/24	17.05
396908	EVAN-MOOR	GRD 6 WRITING E-BOO	02/21/24	16.79
V19667	STACI N HOUSE	DEC23 MILEAGE	02/21/24	16.64
V19624	AMANDA B HINCK	01/03 MILEAGE	02/07/24	16.55
397087	MRI SOFTWARE LLC	BKGD CHK: CHOIR CON	02/28/24	16.00
V19655	CLAUDE E SIGMUND	LUNCH: TING WONG	02/14/24	15.98
396917	GROTH MUSIC COMPANY	BAND SUPPLIES	02/21/24	15.94
V19648	ANGELA K HRUBY	JAN24 MILEAGE	02/14/24	15.88
V19622	BRADLEY G DAHLMAN	LUNCH: GLICK'S RIB	02/07/24	15.50
V19653	TRENT J OSTMAN	JAN24 MILEAGE	02/14/24	15.41
V19688	ALAN K HENDRICKSON	FEB24 MILEAGE	02/28/24	15.01
397039	HOGLUND BUS COMPANY	FITTING	02/28/24	14.97
V19622	BRADLEY G DAHLMAN	LUNCH: TING WONG	02/07/24	14.79
V19647	STACI N HOUSE	JAN24 MILEAGE	02/14/24	14.74
V19622	BRADLEY G DAHLMAN	BKFT: MA LESSIES C&	02/07/24	14.47
397054	JERRY'S FOODS CORP-	HEALTH OFFICE CUPS	02/28/24	14.36
397038	HEATHER EVANS	BLOOD DRIVE MATERIA	02/28/24	14.28
V19659	MARGARET E TRENDIA	LUNCH: NANEES KITC	02/14/24	14.27
396934	MENARDS - EDEN PRAI	SUPPLIES	02/21/24	14.25
V19632	DUSTEN OLEJNICKAK	NOV23 MILEAGE	02/07/24	14.15
V19632	DUSTEN OLEJNICKAK	DEC23 MILEAGE	02/07/24	14.15
V19659	MARGARET E TRENDIA	LUNCH: TING WONG	02/14/24	13.96
V19702	LAURA T PHONGSAVATH	JAN24 MILEAGE	02/28/24	13.80
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 2	02/07/24	13.50
V19659	MARGARET E TRENDIA	BKFT: CARIBOU	02/14/24	13.33
397113	SOCIAL THINKING PUB	SHIPPING/HANDLING	02/28/24	13.18
V19655	CLAUDE E SIGMUND	LUNCH: LITTLE THAI	02/14/24	12.96
V19622	BRADLEY G DAHLMAN	BKFT: DUTCH EATING	02/07/24	12.95
V19655	CLAUDE E SIGMUND	SNACK: FLYING MONKE	02/14/24	12.94
V19622	BRADLEY G DAHLMAN	LUNCH: BECK'S CAJUN	02/07/24	12.91
V19628	BETHANY A MOHS	JAN24 ADDTL MILEAGE	02/07/24	12.80
397120	TOLL GAS & WELDING	CYLINDER	02/28/24	12.71
396984	ASTLEFORD INTERNATI	FITTING	02/28/24	12.52
396679	COMMERCIAL FURNITUR	FREIGHT DEPOSIT	02/07/24	12.50
396679	COMMERCIAL FURNITUR	FREIGHT DEPOSIT	02/07/24	12.50
397033	GENERAL PARTS LLC	EHS - STEAM KETTLE	02/28/24	12.40
396861	ODP BUSINESS SOLUTI	PAPER CLIPS/TAPE	02/14/24	12.04
V19665	AARON J HEFSTAD	ISOPROPAL ALCOHOL	02/21/24	11.98
V19624	AMANDA B HINCK	DEC23 MILEAGE	02/07/24	11.00
396707	GROTH MUSIC COMPANY	BAND MUSIC	02/07/24	11.00
V19628	BETHANY A MOHS	JAN24 MILEAGE	02/07/24	10.32
V19691	ADRIANNE KUTZORIK	BLOOKET SUBSCRIPTIO	02/28/24	9.99
396930	LAKESHORE LEARNING	#AA558 PRINTING NUM	02/21/24	9.99
396807	BLICK ART MATERIALS	SHIPING/HANDLING	02/14/24	9.95
V19632	DUSTEN OLEJNICKAK	JAN24 MILEAGE	02/07/24	9.65
V19657	ROLLAND T TALAN	JAN24 MILEAGE	02/14/24	9.65
396726	JERRY'S HARDWARE	KEY BLANK	02/07/24	9.43
V19670	JULIE M GABRIELSON	FEB24 CELL PHONE	02/21/24	9.43
V19622	BRADLEY G DAHLMAN	SNACKS FOR TEAM	02/07/24	9.36
V19678	TROY STEIN	STATE DEBATE PARKIN	02/21/24	9.00
396861	ODP BUSINESS SOLUTI	STAPLES	02/14/24	8.99
396782	T-MOBILE	EHS MAINT - JAN24	02/07/24	8.96
396782	T-MOBILE	HL MAINT - JAN24	02/07/24	8.96
397056	JERRY'S HARDWARE	BATTERIES	02/28/24	8.81
V19702	LAURA T PHONGSAVATH	2/14 MILEAGE	02/28/24	8.78

Check No.	Vendor	Description	Date	Amount
V19663	TAMARA K FORBY	FEB24 MILEAGE	02/21/24	8.71
V19662	BEDSTON A BURRELL	2/1-2/2 MILEAGE	02/21/24	8.64
396976	ADVANCED IMAGING SO	BUS GARAGE 01/24	02/28/24	8.63
V19650	THOMAS J JOHNSTON	JAN24 MILEAGE	02/14/24	8.58
V19648	ANGELA K HRUBY	1/19 SUMMIT MILEAGE	02/14/24	8.51
396968	WILSON LANGUAGE TRA	F2PSTSL3 SILENT LTR	02/21/24	8.50
V19655	CLAUDE E SIGMUND	BKFT: STARBUCKS	02/14/24	8.29
V19622	BRADLEY G DAHLMAN	BKFT: KAMAL'S MIDL	02/07/24	8.25
V19655	CLAUDE E SIGMUND	SNACK: BASSETTS ICE	02/14/24	8.05
V19659	MARGARET E TREND	BKFT: KAMAL'S	02/14/24	8.03
V19622	BRADLEY G DAHLMAN	LUNCH: BASSETT'S	02/07/24	8.00
V19659	MARGARET E TREND	SNACK: MILLER'S TWI	02/14/24	7.76
396871	SPS COMPANIES INC	EHS - STEAM KETTLE	02/14/24	7.58
V19655	CLAUDE E SIGMUND	BKFT: MARKET BAKERY	02/14/24	7.19
V19663	TAMARA K FORBY	MN TECH CONF PARKIN	02/21/24	7.00
V19624	AMANDA B HINCK	JAN24 MILEAGE	02/07/24	6.83
V19624	AMANDA B HINCK	12/29 MILEAGE	02/07/24	6.81
V19622	BRADLEY G DAHLMAN	SEPTA TICKETS 9	02/07/24	6.75
V19658	ANN E THOLE	2/5 COSTCO MILEAGE	02/14/24	6.43
V19655	CLAUDE E SIGMUND	BKFT: STARBUCKS	02/14/24	5.89
V19688	ALAN K HENDRICKSON	2/8 PARK MILEAGE	02/28/24	5.23
V19659	MARGARET E TREND	BKFT: MARKET BAKERY	02/14/24	4.60
V19702	LAURA T PHONGSAVATH	2/6 MILEAGE	02/28/24	4.36
V19659	MARGARET E TREND	BKFT: OLD CITY COFF	02/14/24	4.20
V19688	ALAN K HENDRICKSON	FEB24 MILEAGE	02/28/24	4.02
V19688	ALAN K HENDRICKSON	FEB24 MILEAGE	02/28/24	3.75
V19702	LAURA T PHONGSAVATH	2/7 MILEAGE	02/28/24	3.35
V19702	LAURA T PHONGSAVATH	2/8 MILEAGE	02/28/24	3.28
396850	MENARDS - EDEN PRAI	ELBOW/ADAPTER	02/14/24	2.17
V19622	BRADLEY G DAHLMAN	DINNER: FAMOUS COOK	02/07/24	2.00
V19622	BRADLEY G DAHLMAN	LUNCH: FAMOUS COOKI	02/07/24	2.00
V19659	MARGARET E TREND	SNACK: FAMOUS COOKI	02/14/24	2.00
396951	SCHMITT MUSIC COMPA	PLATE SCREW	02/21/24	2.00
V19641	DANIEL W DEGENAAR	INTERNATIONAL POSTA	02/14/24	1.55
396826	FRESHPOINT BIX PROD	CELERY SHORT SHIPPE	02/14/24	(8.70)
395964	G-SPORTS WRESTLING	WRESTLING CHART	12/20/23	(29.00)
396479	GINA ZECH	GBSKTBALL: PROV ACA	01/24/24	(150.00)
396955	SKYHAWKS MINNESOTA	5/6 GGOLF TOURNAMEN	02/21/24	(175.00)
397117	TEACHERS ON CALL, A	CV - REFUND	02/28/24	(225.75)
396941	NAC MECHANICAL & EL	ECC BLOCK HEATER CR	02/21/24	(256.00)

Total Value of Checks Issued \$ 3,709,430.22

V.E. Electronic Fund Transfers - February 2024



Board Meeting Date: 3/4/2024

Title: Electronic Fund Transfers – February 2024

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 February 2024, in the amount of \$6,247,502.

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

Attachment(s):

1. Electronic Fund Transfers – February 2024

Electronic Transfers

FOR THE MONTH ENDED FEBRUARY 29, 2024

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 2,572,597.88
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	2/16/2024	906,218.84
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	2/1/2024	253,033.86
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	2/20/2024	160,136.42
US Bank - Checking	Delta Dental	Dental Claims	Multiple	68,328.71
US Bank - Checking	US Bank	Purchase Card Program	2/218	186,734.07
US Bank - Checking	Benefit Extras	Flex & HSA Benefits	Multiple	126,261.92
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	1,970,879.48
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	2/16/2024	2,675.00
US Bank - Checking	MSDLAF, VANCO, Other Electronic Fee Vendors	Service Fees	Multiple	635.62
Total of Electronic Fund Transfers				\$ 6,247,501.80

V.F. Gifts and Bequests - February 2024



Board Meeting Date: 3/4/2024

Title: Gifts & Bequests – February 2024

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 February 2024. 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 February, 2024, in the amount of \$81,527.

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

Attachments:

1. Gifts & Bequests – February 2024

Gifts & Bequests

FOR THE MONTH ENDED FEBRUARY 29, 2024

<u>Donated By</u>	<u>To</u>	<u>Purpose</u>	<u>Amount</u>
Edina Ed Fund	Cornelia Elementary School	2nd Grade Class	\$ 97.00
Edina Ed Fund	Valley View Middle School	Math Team	194.00
Edina Ed Fund	Valley View Middle School	Band	194.00
Mightycause	Concord Elementary School	General Matching Donation	65.00
Blackbaud	Concord Elementary School	General Matching Donation	650.00
Countryside PTO	Countryside Elementary School	Program Support	80.00
Families	Southview Middle School	Choir	80.00
Families	South View Middle School	Band/Jazz Festivals	800.00
EHS Boosters	Edina High School Athletics	Girls Basketball Booster Coach	3,454.50
Countryside PTO	Countryside Elementary School	Lexia Subscription	1,427.50
Countryside PTO	Countryside Elementary School	Kindness Retreat	3,200.00
Blackbaud	Normandale Elementary	General Matching Donation	40.00
Blackbaud	Highlands Elementary	General Matching Donation	507.98
Highlands PTO	Highlands Elementary	Music	500.00
EHS Boosters	Edina High School Athletics	Boys Track Booster Coach	2,640.62
Edina Give & Go	Community Education	Scholarships	2,296.33
Concord PTO	Concord Elementary School	MPR Refresh/Other Projects	60,000.00
Edina Ed Fund	Edina High School	Solar Panel	450.00
Edina Ed Fund	Edina High School	Special Education	4,850.00
Total Cash Donations			\$ 81,526.93
Total In-Kind Donations			\$ -
Total 2023-2024 School Year Gifts and Donations			\$ 866,380.10

V.G. 2024 Long-Term Facilities Maintenance (LTFM)
Upgrades



Board Meeting Date: 3/4/2024

Title: 2024 LTFM Upgrades

Type: Consent

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

Description: Pursuant to Minn. Stat. § 471.345 Subd. 3 and District Policy 707, the District administration solicited bids for the 2024 LTFM Upgrades project (“the project”). Bids for the project were opened on February 8, 2024 and were reviewed in detail by the administration and its construction partners Wold Architects and Engineers. The project will be funded by long-term facilities maintenance revenue and is part of the ten-year long-term facilities maintenance plan approved by the Board of Education.

Recommendation: Award construction contracts for the project to RAK Construction Inc., the lowest bidder including alternates, in the amount of \$1,030,656.

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

Attachments:

1. Recommendation Letter – 2024 LTFM Upgrades
2. Bid Tabulation – 2024 LTFM Upgrades



February 22, 2024

Mert Woodard
Independent School District #273
5701 Normandale Road
Edina, Minnesota 55424

Re: Independent School District #273
Edina 2024 LTFM Upgrades
Commission No. 232129

Dear Mert:

We recommend the following be presented to the Independent School District #273 Edina Board of Education.

On Thursday, February 8, 2024 at 2:00 p.m., three (3) competitive bids were received from contractors for various LTFM upgrades at four schools in the District. Selection of alternates does not affect who will be the low bidder. A bid tabulation is attached for your review.

RAK Construction, Inc from East Bethel, Minnesota submitted the lowest base bid in the amount of \$1,024,708.00 which is within the overall project budget. We have confirmed RAK is confident in their bid number and recommend awarding them this project.

Alternate No. 1 ECC Welcome Center Door

Add \$5,948.00

This alternate includes the addition of a door into an office adjacent to the Welcome Center at ECC
[Recommendation: Accept this Alternate]

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink that reads "Maria Kennedy".

Maria Kennedy | AIA
Associate

Enclosures

cc: Dr. Stacie Stanley, ISD #273
Eric Hamilton, ISD #273
Sal Bagley, Wold
Makayla Lakeman, Wold

KA/EDU-MN-ISD273/District Wide/232129/Admin/Letters/2024.02.22 Letter to Mert Woodard (232129)

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name:

**District Wide LTFM
Upgrades**

QUOTE TABULATION

Commission No.:
Date:
Time:

232129
2/8/2024
2:00pm

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	MN Responsible Contractor	Base Bid	Alternate #1	Remarks
Morcon Construction 5151 Industrial Blvd NE Fridley, MN	x	x	x	\$ 1,155,000.00	9,000	
Versacon 9443 Science Center Drive Minneapolis, MN 55428	x	x	x	\$ 1,105,000.00	4,500	
RAK Construction, Inc 21435 Johnson Street NE East Bethel, MN 55011	x	x	x	\$ 1,024,708.00	5,948	Apparent Low

V.H. 2024 South View Middle School Lighting
Replacements



Board Meeting Date: 3/4/2024

Title: 2024 South View Middle School Lighting Replacements

Type: Consent

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

Description: Pursuant to Minn. Stat. § 471.345 Subd. 3 and District Policy 707, the District administration solicited bids for the 2024 South View Middle School Lighting Replacements project ("the project"). Bids for the project were opened on February 1, 2024 and were reviewed in detail by the administration and its construction partners Wold Architects and Engineers. The project will be funded by long-term facilities maintenance revenue and is part of the ten-year long-term facilities maintenance plan approved by the Board of Education.

Recommendation: Award construction contracts for the project to Laketown Electric, the lowest bidder including alternates, in the amount of \$563,000.

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

Attachments:

1. Recommendation Letter – 2024 South View Middle School Lighting Replacements
2. Bid Tabulation – 2024 South View Middle School Lighting Replacements



February 16, 2024

Mert Woodard
Independent School District #273
5701 Normandale Road
Edina, Minnesota 55424

Re: Independent School District #273
South View Middle School Lighting Replacement
Commission No. 232127

Dear Mert:

We recommend the following be presented to the Independent School District #273 Edina Board of Education.

On Thursday, February 1, 2024 at 2:00 p.m., four (4) competitive bids were received from contractors for lighting replacements at South View Middle School. A bid tabulation is attached for your review.

Laketown Electric from Waconia, Minnesota submitted the lowest base bid in the amount of \$563,000 which is within the overall project budget. We have confirmed Laketown is confident in their bid number, and recommend awarding them this project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink that reads "Maria Kennedy".

Maria Kennedy | AIA
Associate

Enclosures

cc: Dr. Stacie Stanley, ISD #273
Eric Hamilton, ISD #273
Sal Bagley, Wold
Makayla Lakeman, Wold

AM/EDU-MN-ISD273/MS_SV/232127/Admin/Letters/2024.02.16 Letter to Mert Woodard

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name:

**South View M.S. Lighting
Replacement**

QUOTE TABULATION

Commission No.:

232127

Wold Architects and Engineers

Date:

2/1/2024

332 Minnesota Street, Suite W2000

Time:

2:00pm

Saint Paul, Minnesota 55101

651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	MN Responsible Contractor	Base Bid	Remarks
Phasor Electric Company 2160 108th Lane NE	x	x	x	\$ 837,000.00	
Apadana LLC 3401 Nevada Ave N New Hope, MN 55427	x	x	x	\$ 607,000.00	
Choice Electric 3080 4th Ave. E Cshakopee, MN 55379	x	x	x	\$ 599,900.00	
Laketown Electric 8470 State Highway Waconia, MN 55387	x	x	x	\$ 563,000.00	Apparent Low

V.I. 2024 Valley View Middle School Reroofing



Board Meeting Date: 3/4/2024

Title: 2024 Valley View Middle School Reroofing

Type: Consent

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

Description: Pursuant to Minn. Stat. § 471.345 Subd. 3 and District Policy 707, the District administration solicited bids for the 2024 Valley View Middle School Reroofing project (“the project”). Bids for the project were opened on February 1, 2024 and were reviewed in detail by the administration and its construction partners Inspec. The project will be funded by long-term facilities maintenance revenue and is part of the ten-year long-term facilities maintenance plan approved by the Board of Education.

Recommendation: Award construction contracts for the project to Commercial Roofing & Sheet Metal, the lowest bidder including alternates, in the amount of \$1,250,450.

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

Attachments:

1. Recommendation Letter – 2024 Valley View Middle School Reroofing
2. Bid Tabulation – 2024 Valley View Middle School Reroofing



Smart engineering of
roofs, walls, windows,
pavements
and waterproofing

February 29, 2024

Mr. Eric Hamilton
Edina Public Schools
5701 Normandale Road
Edina, MN 55424

RE: 2024 Reroofing Valley View Middle School – Edina Public Schools
Inspec Project No.: 215744-1



Dear Mr. Hamilton:

On February 29, 2024, bids were received for the above-stated project. Commercial Roofing & Sheet Metal submitted the lowest Base Bid in the amount of \$1,250,450.00.

We contacted Commercial Roofing & Sheet Metal regarding their bid, which they had the opportunity to review, and they indicated that they would perform the work as specified for the bid amount.

Commercial Roofing & Sheet Metal has worked on several projects for which we have provided engineering services in the past. The work performed has been good and their personnel have been cooperative.

Based on the above-mentioned information, we recommend acceptance of their bid as outlined. Please feel free to contact our office with any questions regarding this letter.

Sincerely,

INSPEC

A handwritten signature in blue ink, appearing to read "MSchmid".

Michelle Schmid
Roof Consultant
Enclosure

MS/

5801 Duluth Street
Minneapolis, MN 55422
Ph. 763-546-3434
Fax 763-546-8669

Chicago

Milwaukee

Minneapolis

www.inspec.com



Board Meeting Date: March 4, 2024

Title: Chromebook Agreement with Vivacity

Type: Consent

Presenter(s): Natasha Monsaas-Daly

Description: The district provides the option for 1:1 technology for all K-12 students. Student Chromebooks are on a four-year refresh cycle. In order to ensure equitable access to working devices, we partnered with Catalyst Sourcing Solutions for our device procurement process. Catalyst put together our RFP and handled the bidding process. We received bids from seven vendors - CDW, ITsavvy, Nor-Tech, Now Micro, Trafera, Vivacity and Xerox. Based on our rubric criteria, the technology department will purchase Chromebooks, Google licenses, 3-year warranty, and ADP (Accidental Damage Protection) from Vivacity. The contract of \$560,300.00 will provide 1300 student devices and include setup services.

Recommendation: Approve via Consent

Desired Outcomes from the Board: None at this time

Attachments: Vivacity Quote and RFP Summary



Vivacity Tech PBC
641 Fairview Ave N
Suite #150
Saint Paul MN 55104

QUOTE INFO **ACCOUNT INFO**

Quote# QUO3003862
Expires: 3/3/2024

Account#
64933

Project Name
RFP (1300) Acer Spin 511 R756T &
3yr EMP+ Warranty w/ MAXCases

Account Name
Edina Public Schools

PREPARED FOR **SALES REPRESENTATIVE**

Nathaniel Lindley
nathaniel.lindley@edinaschools.org

Ryan Heineman
ryan@vivacitytech.com

SKU	PRODUCT	QTY	PRICE	TOTAL
NX.KEAAA.001	Acer Spin 511 R756T-C822 Chromebook - Intel/4GB/32GB - Touch/2in1 - New - Includes 1yr Manufacturer Warranty	1,300	\$294.00	\$382,200.00
CROSSWDISEDUNEW	Chrome OS Education License	1,300	\$32.00	\$41,600.00
SVC-WG	Optional Vivacity Tech White Glove Service at no charge	1,300	\$0.00	\$0.00
SVC-VT-ATAG	Vivacity Tech Asset Tagging Service - VT Provided	1,300	\$0.00	\$0.00
VT3YR-EMPLUS-TS	3-Year Empower Plus Warranty (Touch) Vivacity Tech EMPOWER+ Warranty: Includes MAXCases Extreme Shell-F for Acer Spin 511 Hardshell Case and Blue Light Blocking Screen Protector installed by Vivacity Tech technicians Available for Education-Grade Chromebooks Covers both manufacturer's defects and accidental damage Priority repair for all covered devices No deductibles, claim limits, or shipping charges Battery and power adapter replaced up to 10% of the covered fleet Theft and loss reimbursements are available with valid police report Self-Maintainer option available	1,300	\$105.00	\$136,500.00
SVC-SPI	Vivacity Tech Screen Protector Installation Service	1,300	\$0.00	\$0.00
VTPART-11BL-GS-AS511	Blue Light Blocking Tempered Glass Screen Protector for Acer Spin 511	1,300	\$0.00	\$0.00
SVC-CCA	Vivacity Tech Chromebook/Case Assembly Service	1,300	\$0.00	\$0.00
FEE-GRNSH	Vivacity Tech Green Shipping Service	1,300	\$0.00	\$0.00
ACER-WARRANTY	Acer Deferred Warranty Warranty will not begin until devices are deployed by the district. Three-day turnaround time on all Acer warranty claims.	1,300	\$0.00	\$0.00
ACER-ELEARNING	Acer Service eLearning Repair Program Introduce students to basic hardware repair best practices. In this self-paced eLearning program, students work through five chapters, passing online quizzes to advance.	1	\$0.00	\$0.00

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate to education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow-up further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote. We're excited about this opportunity to work with you and your school district. If you have questions or concerns, please check with your dedicated Account Manager listed on this quote, or contact our Sales Team at (877) 731-2069 option 1 or sales@vivacitytech.com. Vivacity Tech is the first Public Benefit Corporation to provide hardware technology to schools, as such we are required to give back a portion of our profits to schools for technology purposes. We believe we have a responsibility to ensure our nation's students succeed. Our efforts go far beyond selling products and begin with our team forming long-lasting partnerships focused on school districts' success.



Vivacity Tech PBC
 641 Fairview Ave N
 Suite #150
 Saint Paul MN 55104

QUOTE INFO

Quote# QUO3003862
 Expires: 3/3/2024

ACCOUNT INFO

Account#
 64933

Project Name

RFP (1300) Acer Spin 511 R756T &
 3yr EMP+ Warranty w/ MAXCases

Account Name

Edina Public Schools

SKU	PRODUCT	QTY	PRICE	TOTAL
ACER-SUPPORT	Acer Premier Support Acer provides schools with unlimited access to top-tier support programs to help make device management and tech support operate more efficiently.	1	\$0.00	\$0.00
ACER-TRAINING	Acer Certification Training Acer will come onsite and train the district's technology teams.	1	\$0.00	\$0.00
Acer-PC	Acer Parts Closet Service Additional 2% of fleet at no additional cost to support Acer warranty claims	26	\$0.00	\$0.00
NX.KEAAA.001	Additional 10% of fleet at no additional cost to support Vivacity Tech Empower+ Warranty for parts breakdown to facilitate quick and timely repairs	130	\$0.00	\$0.00

Notes: Credit Card payments are subject to a 3% fee.

Contract:

Subtotal: \$560,300.00

Tax Total: \$0.00

Grand Total: \$560,300.00

Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate to education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow-up further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote. We're excited about this opportunity to work with you and your school district. If you have questions or concerns, please check with your dedicated Account Manager listed on this quote, or contact our Sales Team at (877) 731-2069 option 1 or sales@vivacitytech.com. Vivacity Tech is the first Public Benefit Corporation to provide hardware technology to schools, as such we are required to give back a portion of our profits to schools for technology purposes. We believe we have a responsibility to ensure our nation's students succeed. Our efforts go far beyond selling products and begin with our team forming long-lasting partnerships focused on school districts' success.

EDINA – CHROMEBOOK RFP SOURCING SUMMARY

General Information

Organization:	ISD #273 – Edina Public Schools	Date:	2/14/2024
Department:	Media and Technology	Category:	IT Hardware & License (Chromebooks)

Process Notes

Process used	Request for Quote (RFQ) requiring use of valid preexisting Joint Powers Contract
Vendors participating	<ul style="list-style-type: none"> • CDW-G (Submitted) • GovConnection Public Sector Solutions (No Response) • ITSavvy (Submitted) – Warrant Only No Devices Quoted • Nor-Tech (Submitted) • Now Micro (Submitted) • Trafera (Submitted) • Vivacity (Submitted) • Xerox Business Solutions (Submitted)

Submitting Vendor Information

Company Name	Company Contact	Joint Powers Agreement Utilized
CDW-G	Mayank Srivastava	AEPA-022-G
ITSavvy	Chris Elkendier	N/A
Now Micro	Ben Rains	MN State Contract #160321
Trafera	Tara Johnson	TIPS (230105), Omnia (01-43), BuyBoard (661-22)
Vivacity	Ryan Heineman	NCPA/OMNIA 01-97
Xerox	Michaëlle Meland	OMNIA #R191104

References

Company Name	Reference #1	Reference #2
CDW-G	Brainerd Public Schools	Mankato Area Public Schools
ITsavvy	Appleton Area Schools	Batavia Public Schools
Now Micro	Anoka-Hennepin Public Schools	Eastern Carver County Public Schools
Trafera	Hopkins Public Schools	St. Cloud Public Schools
Vivacity	Duluth Public Schools	South Washington
Xerox	Dolton School District	Slinger School District (WI)

Questions

Question/Data Point	CDW-G	ITsavvy	Now Micro	Trafera	Vivacity	Xerox
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	N*	Y	Y	Y	Y	Y
Have you provided all documentation required (as found on page 1)? [Y/N]	Y	Y	Y	Y	Y	Y
Did you provided ALL Service Level Agreements to be included in the evaluations process? [Y/N]	Y	Y	Y	Y	Y	Y
What is the approximate number of weeks between order submission date and delivery to district? [#]	2	N/A – Did not quote equipment	3	4-6	3-6	4
What is the latest date for receipt of Purchase Order to ensure delivery by June 10 th , 2024? [DATE]	CDW Cannot Guarantee Delivery by a certain Date	N/A – Did not quote equipment	5/15/2023	4/19/2024	4/29/2024	3/29/2024

Models Proposed

Desc	Qty	CDW-G	ITsavvy	Now Micro	Trafera	Vivacity	Xerox
Chromebook- Option 1	1,300	Lenovo 82JB001US	Quoted Warranty, ADP, license Only	Lenovo 82W4000AUS	Lenovo 500e Yoga Gen 4	Acer Spin 511 R756T C822	Lenovo 82W4000AUS
Chromebook- Option 2	1,300	Lenovo 82W4000AUS	Quoted Warranty, ADP, license Only	Acer Spin 511 R756T-C822	Acer Spin 511 R756T-C822	Acer Spin 511 R756T C822 (MAXcase)	Acer Spin 511 R756T-C822
Chromebook – Option 3	1,300	N/A	N/A	N/A	N/A	N/A	Lenovo 82JB001US

Purchase Price Comparison – OPTION 1

Desc	Qty	CDW-G		ITSavvy*		Now Micro	
		Per Unit	Net	Per Unit	Net	Per Unit	Net
Chromebook	1,300	\$279.00	\$362,700.00	N/A	N/A	\$376.00	\$488,800.00
Google License, ADP, 3-year Warranty	1,300	\$55.00	\$71,500.00	\$88.00	\$114,400.00	\$90.00	\$117,000.00
Total		\$334.00	\$434,200.00	\$88.00	\$114,400.00	\$466.00	\$605,800.00
Desc	Qty	Trafera		Vivacity		Xerox	
		Per Unit	Net	Per Unit	Net	Per Unit	Net
Chromebook	1,300	\$519.00	\$674,700.00	\$294.00	\$382,200.00	\$367.80	\$478,140.00
Google License, ADP, 3-year Warranty	1,300	Included	Included	\$127.00	\$165,100.00	\$107.21	\$139,373.00
Total		\$519.00	\$674,700.00	\$421.00	\$547,300.00	\$475.01	\$617,513.00

Purchase Price Comparison – OPTION 2

Desc	Qty	CDW-G		ITSavvy		Now Micro	
		Per Unit	Net	Per Unit	Net	Per Unit	Net
Chromebook	1,300	\$331.00	\$430,300.00	N/A	N/A	\$365.00	\$474,500.00
Google License, ADP, 3-year Warranty	1,300	\$55.00	\$71,500.00	\$108.00	\$140,400.00	\$30.50**	\$39,650.00
Total		\$386.00	\$501,800.00	\$108.00	\$140,400.00	\$395.50	\$514,150.00
Desc	Qty	Trafera		Vivacity		Xerox	
		Per Unit	Net	Per Unit	Net	Per Unit	Net
Chromebook	1,300	\$576.00	\$748,800.00	\$294.00	\$382,200.00	\$364.38	\$473,694.00
Google License, ADP, 3-year Warranty	1,300	Included	Included	\$137.00	\$178,100.00	\$147.46	\$191,698.00
Total		\$576.00	\$748,800.00	\$431.00	\$560,300.00	\$511.84	\$665,392.00

Purchase Price Comparison – OPTION 3

Desc	Qty	Xerox	
		Per Unit	Net
Chromebook	1,300	\$282.49	\$367,237.00
Google License, ADP, 3-year Warranty	1,300	\$91.00	\$118,300.00
Total		\$373.49	\$485,537.00

Models and Price Summary

Vendor	Model Proposed	Price (Bundled with ADP, License, Warranty)
CDW-G – Option 1	500e 82JB00001US GEN 3	\$434,200.00
CDW-G – Option 2	500e 82W40000AUS GEN 4	\$501,800.00
ITSavvy – Option 1	(Warranty, ADP, Google License) \$100 Deductible	\$114,400.00*
ITSavvy – Option 2	(Warranty, ADP, Google License) No Deductible	\$140,400.00*
Now Micro – Option 1	500e 82W4000AUS GEN 4	\$605,800.00
Now Micro – Option 2	Acer Spin 511 R756T C822	\$514,150.00**
Trafera – Option 1	500e Yoga Chromebook Gen 4	\$674,700.00
Trafera – Option 2	Acer Spin 511 R756T C822	\$748,800.00
Vivacity – Option 1	Acer Spin 511 R756T C822	\$547,300.00
Vivacity – Option 2	Acer Spin 511 R756T C822 (MAXcase Included)	\$560,300.00
Xerox – Option 1	500e 82W4000AUS GEN4	\$617,513.00
Xerox – Option 2	Acer Spin 511 R756T-C822	\$665,392.00
Xerox – Option 3	500e 82JB00001US GEN 3	\$485,537.00

* ITSavvy's quote does not include equipment. ITSavvy quotes is for Google License, ADP, 3-year Warranty Only. Option 1 is with a \$100 Deductible, Option 2 is with a \$0 Deductible

**Now Micro's ACER quote is for the google license only, does not include ADP and 3-year Warranty.

V.K. Windows Device Agreement with Xerox



Board Meeting Date: March 4, 2024

Title: Windows Device Agreement with Xerox

Type: Consent

Presenter(s): Natasha Monsaas-Daly

Description: The district provides a Windows device to all licensed staff. Staff devices are on a 4 or 5 year refresh cycle. In order to ensure equitable access to working devices, we partnered with Catalyst Sourcing Solutions for our device procurement process. Catalyst put together our RFP and handled the bidding process. We received bids from four vendors - CDW-G, NorTech, Trafera, and Xerox. Based on our rubric criteria, the technology department will purchase Windows devices from Xerox. The contract of \$179,787.50 will provide 284 staff devices.

Recommendation: Approve via Consent

Desired Outcomes from the Board: None at this time

Attachments: Xerox Quote and RFP Summary



REQUEST FOR QUOTE: WINDOWS BASED DEVICES (2024)

Opportunity Overview

Independent School District No. 273 Edina Public Schools is seeking proposals for the **PURCHASE** of Windows-based Devices – (Laptops [140 units], Desktop Computers [120 units], and Tablet laptops [10 units]). Detailed information on the specs required by the district is included in the specifications portion of this RFQ.

Eligibility

Vendors must have a current, eligible Joint Powers-eligible cooperative agreement in which to base their proposed pricing on.

Submission Process

Questions can be submitted via email up until February 9th, 2024, at 10:30 AM.

Questions can be emailed to ktrites@catalystsourcing.com.

After receipt of all questions, a response addendum will be emailed to all known participating vendors.

Proposals for devices and related items will be received either electronically until **10:30 AM, February 16th, 2024** by emailing your proposal documents to ktrites@catalystsourcing.com.

If submitting physical copy, envelopes containing proposals must be sealed, clearly marked "Windows Based Devices (2024)" and feature the name and address of the vendor and addressed to:

Attn: Natasha Monsaas-Daly
District Media and Technology Services
Independent School District No. 273
5701 Normandale Road, Suite 339
Edina, MN 55424

Proposal Content Requirements

Submissions should include:

- **Proposal Forms**
 - Vendors shall submit their proposals upon the Submission Worksheet included with the specifications.
 - The Edina Public Schools' School Board reserves the right to accept or reject any or all proposals or parts of such proposals and waive any formalities or irregularities in quoting process. No proposal may be withdrawn for a period of thirty (30) days after receipt without the consent of the Edina Public Schools' School Board. All quotations are to be F.O.B., Edina, MN.
- **Proposal Data**
 - Vendors are encouraged to provide other information or documentation applicable to their proposal along with the worksheet provided.
 - Proposed data should include:
 - Specification sheets for proposed devices
 - Document explaining repair process, estimated completion time, status communications, and remedies for service failure (time or completion)
 - Documentation on the repair process to include any Web portals, paperwork, and contact information needed to facilitate repairs of devices

Process Timeline

Event/Milestone	Date
Release of Documentation	2/1/2024
Deadline for vendor questions	2/9/2024
Bid Deadline	2/16/2024 @ 10:00 AM CST
School Board Recommendation	TBD
Submission of Purchase Order (no later than)	4/15/2024
Product Delivery (on-or-before)	6/10/2024

Evaluation and Selection Criteria

The district will evaluate each individual item and may choose to award any combination of items to vendors who submit. Contracts will be awarded after confirmation by the Edina School District of the Vendor's ability to comply with all requirements called for in the general provisions and specifications.

The Edina School District reserves the right to evaluate all proposals and determine whether the district's specifications and requirements are satisfied and to award contracts as the Edina School District determines to be in its best interest.

The Edina School District reserves the right to award the contract; reject all proposals; and/or waive minor irregularities or discrepancies within the sourcing process based solely on the district's evaluation of best value.

The following criteria will be used for evaluating proposals:

Evaluation Point Description	Weight (%)
Cost	51%
Ability to deliver product by June 10 th , 2024	30%
References and prior performance/relationship with district	19%

Terms and Conditions

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

Terms & Conditions (cont'd)

- N. **Title IX Compliance Notice & Non-Discrimination Policy:** The District strictly adheres to Minnesota State Statute Section 181.59, Discrimination on Account of Race, Creed, or Color Prohibited in Contract, for the contracts it will enter into. During the performance of this contract, the vendor agrees that it shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, sexual orientation, disability, age, marital status, or public assistance status. The Bidder will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status.

Vendors shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute Chapter 363A
 - The Equal Employment Opportunity Act of 1972
 - The Rehabilitation Act of 1973
 - The Age Discrimination in Employment Act of 1967
 - The Equal Pay Act of 1963
 - The Job Training Partnership Act of 1982
- O. **Equal Opportunity:** It is the policy of the District, in compliance with current Federal and State statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, not to discriminate on the basis of sex, race, religion, color, national origin, economic status, disability, age or marital status in any of the educational programs or personnel practices of the Edina School District. The Superintendent is designated as coordinator for compliance for all areas relating to educational programs and personnel practices. Title IX prohibits school districts from conducting business with any contractor or vendor not complying with Title IX requirements.
- P. **Requirements for onsite service providers:** Vendor employees and contractors who will be providing services on District premises must have been subject to a state and federal criminal background check and drug/chemical screening within the past 18 months.
- Q. **Insurance Requirements:** You may be required to provide proof of insurance as requested by District. Coverage levels described below should be considered MINIMUM requirements.

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

- R. **Non-Waiver of Specifications and Conditions:** Failure or neglect of the District to require compliance with any term, condition, or specification of the quoting shall not be deemed a waiver of the same.
- S. **Terms of Payment:** Payments will be according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the vendor's proposal, quote, contract, or invoice will override this provision.
- T. **Prompt Payment to Subcontractors:** Contract to comply with 2006 Minnesota Statute, Chapter 471.425 regarding "Prompt Payment to Subcontractors" or the specification whichever is most stringent. 471.425 requires the prime contractor to pay any subcontractor or supplier within 10 days of the prime contractor's receipt of payment from the municipality for undisputed services or supplies provided by the subcontractor or supplier. Refer to the statute for additional information.
- U. **Taxes:** No direct charge may be made for federal, state or municipal sales and excise taxes, for which Independent School District 273 is exempt. The quote price shall not include the amount of any such tax. The vendor shall pay all taxes imposed on any and all goods and/or services used so that there will be no liability on the part of the Owner for any type of tax assessed thereon.
- Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Sub 1, Para. (J).
- Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by successful vendor(s) to reclaim such charges.
- V. **Confidentiality:** All documents, materials and information supplied to the School District are subject to the Minnesota government data practice act.

General Specifications

It is the intent of the Edina School District No. 273 to acquire Windows-based Laptops, Desktops and accessories as described in the specifications below. These can be awarded to one vendor, or each item can be awarded to individual vendors based on response.

All equipment supplied pursuant to this solicitation shall be new, or later, currently advertised, standard production models, incorporating all the latest available changes and features.

The Vendor shall furnish the manufacturer's standard new equipment warranty at a minimum and shall promptly replace or repair defective materials, parts, or workmanship and/or inadequate design at no cost to the purchaser.

Proposed price shall be all inclusive so that no other charges shall be applicable to the Edina School District.

The specifications describe the approved models as an example. Participating vendors can propose these specific devices or those that are equivalent.

Desktop Specifications

Description	Specification
Approved Models*	Tiny M70q (Gen 4) or equivalent
Processor	Intel Core i5 - 13th Gen equivalent or better
RAM	DDR4 16 GB minimum (on single SODIMM with 2nd open slot)
Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities
Storage	256 GB SSD (NVME) or greater
Wi-Fi	Wi-Fi 6e or better
USB Ports	FIVE (5) or more total (including USB 3)
Digital Video Outputs	2 video outputs - HDMI and/or Displayport
Video Controller	Intel UHD Graphics 770 or better
Audio	Integrated sound with Audio in/out
Optical Drive	None
Warranty	3-year warranty
Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional power adapters, and spare parts depot.

Laptop Specifications

Description	Specification
Approved Models*	Dell Latitude 3440 Gen 2 or equivalent
Processor	Intel Core i5 - 13th Gen equivalent/better
RAM	DDR4 16 GB minimum (on single SODIMM with 2nd open slot)
Storage (Hard Drive)	256 GB NVMe or greater
Network Interface Card	10/100/1000 LAN w/ Wake-on-LAN capabilities
Wi-Fi	Wi-Fi 6e or better
Display	14" screen 1920x1080 or better touchscreen
Graphics	Integrated
Bluetooth	Yes
Camera	Webcam built-in
USB	3 or more (USB 3)
Video Out	Full HDMI
Expansion Slot	Card reader (optional)
Keyboard	Integrated Backlit keyboard
Trackpad	Physical mouse buttons on trackpad preferred
Audio	Integrated sound with audio in/out
Warranty	3-Year Warranty
Battery	8+ hours battery

Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.
----------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Tablet Laptop Specifications

Description	Specification
Approved Models*	L13 Yoga – Gen 3 or Equivalent
Processor	Intel Core i5 - 13th Gen equivalent or better
RAM	DDR4 16 GB minimum (on single SODIMM with 2nd open slot)
Storage	256 GB NVMe or greater
Display	13" - 1920x1080 or better
Touch Screen	Touch Digitizer screen with Stylus
Graphics	Discrete graphics preferred
Wi-Fi	WiFi 6e or better
Integrated Webcam	Yes
Bluetooth	Yes
USB Ports	2 or better
Expansion Slot	Card reader (Optional)
Keyboard	Integrated backlit keyboard
Trackpad	Physical mouse buttons on trackpad preferred
Audio	Integrated sound with audio in and out
Battery	Rated 8 hours battery life or better
Warranty	3-year warranty
Additional peripherals or accessories	The district is interested in any additional items that may be included in the proposal. Please indicate if your proposal includes items and quantities such as additional batteries, power adapters, and spare parts depot.

All equipment must be delivered no later than June 10th, 2024

Quote Worksheet

Your Company Information

Company Name	Xerox Business Solutions-Midwest (MOTG)	Contact Name	Michaëlle Meland
Address	3 Territorial Court	City	Bolingbrook
State	IL	Zip	60440
Joint Powers Agreement utilized (Holding organization & contract number)		Omnia Contract Number: R191104	

References

District/Organization	Contact Name	Contact Email	Contact Phone
Dolton School District 149	Dr. Bridget Young	youngb@sd149.org	708-868-8300
Slinger School District 5513950	Patrick Armstrong	Patrick.Armstrong@slingerschools.org	262-644-7514

Questions

Question	Your Response
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	Y
Have you provided all documentation required (as found on page 1)? [Y/N]	Y
Are you able to maintain the proposed pricing for up to 1-year for additional orders? [Y/N]	Y
What is the approximate number of weeks between order submission date and delivery to district? [#]	3-4
What is the latest date for receipt of Purchase Order to ensure delivery by June 10 th , 2024? [DATE]	May 16 th , 2024

Device Pricing

Description	Qty	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Laptop Computers	140	Dell	Dell Latitude 3440 with 3-Year Depot Warranty	\$745.10	\$104,314.00
Desktop Computers	120	Dell	Dell OptiPlex Micro (7010) with 3-Year Depot Warranty	\$555.27	\$66,632.40
Tablet Laptops	10	Dell	Dell Latitude 3340 with 3-Year Depot Warranty	\$884.11	\$8,841.10

Additional Item Pricing

Please share any additional parts, services, or warranty included or discounted based on the proposed units above.

- Examples: Power Cords, Parts Depot, Batteries, additional support, extended warranty coverage, etc.

Description/Includes	Quantity Proposed	Per unit price proposed	Net
3-Year Depot Warranty – Laptops	140	Included with Laptop	Included with Laptop
3-Year Depot Warranty – Desktops	120	Included with Desktop	Included with Desktop
3-Year Depot Warranty – Tablet Laptops	10	Included with Tablet Laptop	Included with Tablet Laptop
Optional 3-Year Pro Support Plus Warranty - Laptops	140	\$55.49	\$7,768.60
Optional 3-Year Pro Support Plus Warranty - Desktops	120	\$16.73	\$2,007.60
Optional 3-Year Pro Support Plus Warranty – Tablet Laptops	10	\$56.89	\$568.90
Optional Dell Active Pen for Tablet Laptop	10	\$27.85	\$278.50

Optional 23.8" Full HD LCD Monitor	1	\$125	\$125
Optional 27" Full HD LCD Monitor	1	\$152	\$152
Optional Dual Monitor Stand	1	\$139.50	\$139.50
Xerox extends the offer for our staff to assist with the unboxing and cardboard removal	All	\$0	\$0

Items to note

L3340 2-in-1 vs. L13 Yoga *key differentiators in **bold**

- LPDDR5x memory is faster, more power-efficient
- **Commercial-grade** keyboard
- Larger touchpad
- **Corning Gorilla Glass**
- Temporal Noise Reduction - *for sharper video*
- Neural noise-cancelling mics that suppress background noise on user side and other speakers' side too
- Up to 50% Post-Consumer Recycled plastics in LCD bezel, lid, bottom door, battery frame, Type-C adapter
- **100% recycled/renewable packaging**
- **ExpressConnect** for connectivity optimization
- Up to 11:22hrs (MM18 battery test) – *Lenovo ThinkPad L13 Yoga Gen 4 under 11hrs but uses MM25 battery test; different benchmarks. May not be fair to side-by-side compare as result.*

EDINA – CHROMEBOOK RFP SOURCING SUMMARY

General Information

Organization:	ISD #273 – Edina Public Schools	Date:	2/21/2024
Department:	Media and Technology	Category:	IT Hardware & License (Windows Based Devices)

Process Notes

Process used	Request for Quote (RFQ) requiring use of valid preexisting Joint Powers Contract
Vendors participating	<ul style="list-style-type: none"> • CDW-G (Submitted) • GovConnection Public Sector Solutions (No Response) • Nor-Tech (Submitted) • Now Micro (No Response) • Trafera (Submitted) • Vivacity (No Response) • Xerox Business Solutions (Submitted)

Submitting Vendor Information

Company Name	Company Contact	Joint Powers Agreement Utilized
CDW-G	Mayank Srivastava	AEPA-022-G
NorTech	Tom Morton	Minnesota Buy.IT #160318
Trafera	Tara Johnson	Omnia (01-149), BuyBoard (661-22)
Xerox	Michaëlle Meland	OMNIA #R191104

References

Company Name	Reference #1	Reference #2
CDW-G	Brainerd Public Schools	Mankato Area Public Schools
NorTech	Hopkins Public Schools	St. Cloud Public Schools
Trafera	Duluth Public Schools	South Washington
Xerox	Dolton School District	Slinger School District (WI)

Questions

Question/Data Point	CDW-G	NorTech	Trafera	Xerox
Have you reviewed & agree with all terms, conditions, specifications, and requirements as described? [Y/N]	N*	Y	Y	Y
Have you provided all documentation required (as found on page 1)? [Y/N]	Y	Y	Y	Y
Did you provided ALL Service Level Agreements to be included in the evaluations process? [Y/N]	Y	Y	Y	Y
What is the approximate number of weeks between order submission date and delivery to district? [#]	2-4	4	4-6	3-4
What is the latest date for receipt of Purchase Order to ensure delivery by June 10 th , 2024? [DATE]	**	5/10/2024	5/13/2024	5/16/2024

****It is CDW Government LLC's ("CDW•G") intent that its proposal response, and CDW Terms & Conditions found at <https://www.cdwg.com/content/cdwg/en/terms-conditions/sales-and-service-projects.html>, shall provide the definitive terms to govern this submission. CDW•G is open to negotiating the contract terms and conditions with Edina Public Schools.**

Devices Proposed

Desc	Qty	CDW-G	NorTech	Trafera	Xerox
Laptop Option 1	140	Lenovo L14 Gen 4 (Intel)	Lenovo L14 Gen 4	Lenovo E14 Gen 5	Dell Latitude 3440
Laptop Option 2	140	Lenovo L14 Ge 4 (AMD)	N/A	Dell Latitude 3440	N/A
Desktop	120	Lenovo M70Q Gen 4	Lenovo M70Q Gen 4	ThinkCentre M70Q Gen 4	Dell OptiPlex Micro (7010)
Tablet Laptop Option 1	10	Lenovo ThinkPad L13 Yoga (Intel)	Lenovo L13 Yoga (Intel)	Lenovo ThinkPad L13 Yoga (Intel)	Dell Latitude (3340) 2 in 1
Tablet Laptop Option 2	10	Lenovo ThinkPad L13 Yoga (AMD)	N/A	N/A	N/A

Pricing Comparison

Desc	Qty	CDW-G			NorTech			Trafera		
		CDW Desc	Per Unit	Net	Nor-Tech	Per Unit	Net	Trafera	Per Unit	Net
Laptop (Option 1)	140	Lenovo ThinkPad L14 Gen 4 (Intel)	\$810.00	\$113,400.00	Lenovo ThinkPad L14 Gen 4 (Intel)	\$830.00	\$116,200.00	Lenovo E14 Gen 5	\$739.00	\$103,460.00
Laptop (Option 2)	140	Lenovo ThinkPad L14 Gen 4 (AMD)	\$725.00	\$101,500.00	N/A	N/A	N/A	Dell Latitude 3440	\$1,017.00	\$142,380.00
Desktop	120	Lenovo TC M70q Gen 4	\$625.00	\$75,000.00	Lenovo M70Q Gen 4	\$643.00	\$77,160.00	Lenovo M70Q Gen 4	\$795.00	\$95,400.00
Tablet Laptop (Option 1)	10	Lenovo ThinkPad L13(Intel)	\$885.00	\$8,850.00	Lenovo ThinkPad L13 Yoga	\$908.00	\$9080.00	Lenovo ThinkPad L13 Yoga	\$1,409.00	\$14,090.00
Tablet Laptop (Option 2)	10	Lenovo ThinkPad L13 (AMD)	\$805.00	\$8,050.00	N/A	N/A	N/A	N/A	N/A	N/A
3-Year Depot Warranty	270	3-Year Depot Warranty (All devices)	\$0.00	Included in price Above	3-Year Depot Warranty (All devices)	\$0.00	Included in price Above	33-Year Depot Warranty (All devices)	\$0.00	Included in price Above
		Total (Option 1) – Intel		\$197,250.00	Total		\$202,440.00	Total (Option 1) Lenovo		\$212,950.00
		Total (Option 2) – AMD		\$184,550.00				Total (Option 2) Dell		\$251,870.00

Pricing Comparison

Desc	Qty	Xerox		
		Xerox Desc	Per Unit	Net
Laptop	140	Dell Latitude 3440	\$745.10	\$104,314.00
Desktop	120	Dell OptiPlex Micro 7010	\$555.27	\$66,632.40
Tablet Laptop	10	Dell Latitude 3440 2-in1	\$884.11	\$8,841.10
3-Year Depot Warranty	270	3-Year Depot Warranty (All devices)	\$0.00	Included Above
		Total		\$179,787.50

*CDW's Option 1 total price includes Laptop Option 1 (Intel), Lenovo Desktop Option, Tablet Laptop Option 1 (Intel)

*CDW's Option 2 total price includes Laptop Option 2 (AMD), Lenovo Desktop Option, Tablet Laptop Option 2 (AMD)

** Trafera's Option 1 total price includes Laptop Option 1 (Lenovo), Dell Desktop Option, Tablet Laptop Option 1 (Lenovo)

** Trafera's Option 2 total Price includes Laptop Option 2 (Dell), Dell Desktop Option, Tablet Laptop Option 1 (Lenovo)

V.L. Achievement and Integration Budget - Fiscal
Year 2025



Board Meeting Date: 3/4/24

Title: Achievement and Integration FY 2025 Budget

Type: Consent

Presenter(s): Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming

Description: The Achievement and Integration fund aims to increase racial and economic integration and reduce achievement disparities based on student's racial, ethnic, and economic backgrounds. Each year school districts participating in the Achievement and Integration Program must present an updated annual budget.

- Achievement and Integration revenue must be reserved and used to fund the types of strategies shown in the Allowable Uses of Revenue section of the Achievement and Integration Budget guide and included in Achievement and Integration plans approved by the Minnesota Department of Education (MDE) (Minn. Stat. § 124D.861, subd. 1 (c)). These activities must reduce achievement disparities for specific groups of students and increase racial and economic integration.

Recommendation: Approve Achievement and Integration budget proposal

Desired Outcomes from the Board: Completely review the information related to Achievement and Integration Budgeting to develop or enhance your understanding of requirements for Achievement and Integration Annual budget development.

Attachments: Proposed FY 25 Budget

Background:

The Achievement and Integration plan is a 3-year plan. No significant changes were made to the budget created last year. Fiscal Year 2025 changes made were the result of a change in the interdistrict partnership activity with Hopkins. The interdistrict partnership activity is a requirement of the Achievement and Integration plan. The new budget considered the decreased funds needed to support this partnership and reallocated them into direct student services and professional development for staff.

Allowable Uses of Revenue:

Achievement and Integration funds must be reserved for strategies included in the Achievement and Integration plans approved by the Minnesota Department of Education (MDE). These activities must reduce achievement disparities for specific groups of students and increase racial and economic Integration. Approved strategies support integrated learning environments, family engagement initiatives, rigorous career and college readiness programs, professional development, and diverse staff recruitment and retention.

Achievement and Integration Cannot Fund:

- ENGLISH LEARNER AND SPECIAL ED PROGRAMS OR INITIATIVES – This revenue may not fund these programs or supplant a district's existing obligation in these areas.
- EXISTING FUNDING – Achievement and Integration revenue must be used for new activities rather than replace (supplant) funding for existing programs.
- SEGREGATING ACTIVITIES – This revenue may not fund activities that segregate students by race, ethnicity, or socioeconomic status.
- STAFF – Achievement and Integration revenue cannot supplant a district's obligation to fund instructional, administrative, or support staff. For example, this revenue may not fully fund a district data coordinator, principal, business manager, accounting staff, support staff, specialist or classroom teacher. Staffing costs directly involved with implementing strategies in a district's Achievement and Integration plan may be funded for the time those staff spend managing Achievement and Integration strategies.
- Furniture and OBJ 500 series (capital improvements).

Budget Ratios:

- At least 80% of the district's proposed budget must be spent on direct student services
- Up to 20% of the budget may be spent on professional development
- No more than 10% of the budget can support administrative costs



Achievement and Integration Revenue FY 2025 Budget Worksheet

Use this workbook to list proposed expenditures of FY 2025 Achievement Integration (A&I) revenue. All expenditures must support strategies in your district's MDE-approved A&I plan. Each worksheet has a column where you will explain how each line item is intended to fund a strategy. **Please use the instructions in the prior tab of this workbook.** For details on budget requirements, see the A&I Budget Guide on the A&I webpage.

District Name: Edina Public Schools
District ISD Number: 273
Superintendent: Dr. Stacie Stanley
Partnering Districts: Hopkins Public Schools

Fiscal and program staff should work together to complete this budget. Please list those staff members below. Both will be contacted if changes or more detail is needed for the budget to be approved.

Program Staff: Frannie Becquer
Phone: 952.848.4824
E-mail: Frannie.becquer@edinaschools.org

Fiscal Staff: Mert Woodard
Phone: 952.848.4916
Email: Mert.woodard@edinaschools.org

If you have been notified by MDE that your district has one or more *Racially Identifiable School s*, please list those schools here: Cornelia Elementary

Find the amount of Achievement and Integration (A&I) revenue your district may be eligible to receive in FY 2025 and enter it below. See lines 12 and 13 in your district's Integration Revenue Reports listed online in the Minnesota Funding Reports. These are estimates based on enrollment projections and A&I funding formulas. These estimates will be adjusted to reflect actual FY25 enrollment. Directions for finding Integration Revenue reports online are posted to the A&I website.

Total Initial Revenue (FIN 313)	\$ 1,306,961.66
Total Incentive Revenue (FIN 318)	\$ 94,494.00
TOTAL A&I REVENUE	\$ 1,401,455.66

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2025 Achievement & Integration budget as approved by the school board.

Board Approval Date _____

School Board Chair _____ **Date** _____

Superintendent _____ **Date** _____

This certification statement is not required in legislation or by the Minnesota Department of Education.

FOR MDE USE ONLY

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____

MDE Approval: _____ **Date:** _____



**FY 2025 Achievement and Integration Budget
Expenditure Summary**

District Number:		District Name:			
Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
Direct Services to Students must equal at least 80% of total revenue	\$1,143,481.07	81.60%	DSS At least 80% of total expenditures	\$0.00	#DIV/0!
Professional Development may equal no more than 20% of total revenue	\$154,938.00	11.06%	Professional Development No more than 20% of total expenditures	\$0.00	#DIV/0!
Administrative/Indirect may equal no more than 10% of total revenue	\$102,972.00	7.35%	Admin/Indirect No more than 10% of total expenditures	\$0.00	#DIV/0!
Total Proposed Revenue:	\$1,401,391.07		Total Revenue Expended:	\$0.00	
Total Amount Proposed FIN 313	\$1,306,917.07		Improvement Planning Expenditures	42%	#DIV/0!
Total Amount Proposed FIN 318	\$94,474.00		Districts must use up to 20% of integration revenue to implement an improvement plan (Minn. Stat. 124D.862 subd. 8 (c) 2).		

Amending Line Items To amend line items in this budget after it's been approved by MDE, strike the approved dollar amt and related budget narrative. Insert a row below the line you want to change (make sure the new row is above the total revenue line). Add a new dollar amt and narrative to the row you just added. Then highlight both lines with the color highlight function. Explain the change in the comments box at the bottom of the tab.

UFARS Corrections You do not need to submit an amended budget to MDE in order correct UFARS codes. Instead, make UFARS corrections when you submit your Actual Expenditure report. Add a note to explain the correction. See the A&I Gudget Guide for more details on when to amend your MDE-approved budget.

Comments:

Improvement Funding Directions Only districts that did not meet the goals in their last plan after three years should complete this tab. If you didn't meet your goals, you must use up to 20% of your annual integration revenue to fund improvement strategies.

Step 1) Complete the DSS, PD and Admin tabs for FIN 313 and 318. Step 2) Copy and paste line items that will fund improvement strategies into one of the sections below.
 • Copy line items totaling up to 20% of your total proposed revenue. That percentage will be calculated for you on the Expenditures Summary tab.
 • The line items you copy may be either FIN 313 or FIN 318 depending upon how you're funding your improvement strategies.

What is an improvement strategy? Strategies that were 1) not in your prior plan, or 2) strategies that you've adjusted and kept in your current A&I plan, and 3) strategies developed using an equity-centered improvement process like the one described in the A&I Improvement Planning Guide. The strategies should be different from the ones in your prior plan because they are either new to your A&I work or have been changed in some way that increases the likelihood of meeting the goals in your district's current plan.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amount	Budget Narrative - Which strategy in you're A&I plan does each line item support and how?			
	ORG	PROG	FIN	OBJ			Describe what will be purchased, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement a strategy. Do not copy the strategy description from your plan.	Goal #	Strategy # and Name	
Direct Student Services										
Elementary Intervention support	005	203	313	140	\$297,111.00	Resubmit this workbook with actual FY25 expenditures by 12/1/25.	Direct Instruction-This supports our achievement goal by providing students additional academic support in an effort to help eradicate the academic achievement gap.	4	#4 MTSS Professional Development	
Benefits	005	203	313 2xx		\$ 95,039.00		Benefits	2	#4 MTSS Professional Development	
Elementary MTSS supports	005	203	313	140	\$79,500.00	Resubmit this workbook with actual FY25 expenditures by 12/1/25.	Direct Instruction-This supports our achievement goal by providing students additional academic support in an effort to help eradicate the academic achievement gap.	4	#4 MTSS Professional Development	
Benefits	005	203	313 2xx		\$26,500.00		Benefits	2	#4 MTSS Professional Development	
Professional Development										
Administrative Costs										
Director of Achievement Equity and Multilingual Learners	005	211	313	110	\$ 71,550.00	Resubmit this workbook with actual FY25 expenditures by 12/1/25.	Director coordinates and facilitates equity training for staff	4	3 Building Capacity for Equitable and Culturally Proficient Schools	
Director of Achievement Equity and Multilingual Learners Benefits	005	211	313 2xx		\$ 22,900.00		Benefits	4	3 Building Capacity for Equitable and Culturally Proficient Schools	
					Total Improvement Funding:	\$592,600.00	\$0.00			

Comments:

Direct Student Service Costs

District Number: District Name:

80% Direct Services to Students

List proposed FIN 313 expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies in a district's MDE-approved A&I plan that provide direct services to students. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	Goal #	Strategy # and Name
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit this budget with actual FY25 expenditures by 12/1/25.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will help implement the strategy. Do not copy the strategy description from your plan.		
MS Reading Intervention Teacher	005	211	313	140	\$179.84		These intervention courses serve students in grades middle school and high school. We progress monitor every two weeks and monitor and adjust instruction based on the data gleaned. Combined, this data provides excellent information regarding the students' progress in this intervention reading course in anticipation of the student taking more advanced English courses. This staffing is 2.0 FTE, 1.0 to each middle school.	1	#4 MTSS Professional Development
MS Reading Intervention Benefits	005	211	313	2xx	\$56,844.00		Fringe benefits for staff. This includes all fringe benefits for Reading Intervention staff object codes, 210,214,218,220,230,235,240 and 250	1	#4 MTSS Professional Development
HS Math Intervention teacher	005	211	313	140	\$59,398.00		Specific math sections will be designated as intervention sections. They will provide a lower class size and have instructional materials that are designed to support and assist students who are struggling in math. .8 FTE	1	#4 MTSS Professional Development
HS Math Intervention Benefits	005	211	313	2XX	\$19,008.00		Benefits for math intervention	1	#4 MTSS Professional Development
American Indian Cultural Liaison	005	203/211	313	175	\$15,023.00		The Cultural Liaison will work with our American Indian families in our school district. The person will help with parent engagement efforts and connecting with our children to help them navigate the school system. This is a .25 FTE, and is a shared position with Teaching and Learning Dept.	1	#2 Bridging Cultural and Socio-Economic Barriers
Benefits for American Indian Cult Liaison	005	203	313	2xx	\$2,016.00		Benefits	1	#2 Bridging Cultural and Socio-Economic Barriers
Hispanic Cultural Liaison	005	203/211	313	175	\$120,184.00		The Cultural Liaison will serve as on-staff interpreters for the Spanish speaking families in our school district They will build long term relationships with our culturally diverse families resulting in more parent involvement and student success. The Liaisons work district-wide and can be accessed by school staff, parents or students at any times for Academic issues. This position is a 2.0 FTE.	1	#2 Bridging Cultural and Socio-Economic Barriers
Benefits for Hispanic Cultural Liaison	005	203/211	313	2xx	\$40,326.00		Benefits for liaisons	1	#2 Bridging Cultural and Socio-Economic Barriers
Somali Cultural Liaison	005	203/211	313	175	120,184.00		The Cultural Liaison will serve as on-staff interpreters for the Spanish speaking families in our school district They will build long term relationships with our culturally diverse families resulting in more parent involvement and student success. The Liaisons work district-wide and can be accessed by school staff, parents or students at any times for Academic issues. This position is a 2.0FTE.	1	#2 Bridging Cultural and Socio-Economic Barriers
Benefits for Somali Cultural Liaison	005	203/211	313	2xx	\$40,326.00		Benefits	1	#2 Bridging Cultural and Socio-Economic Barriers
South Asian Cultural Liaison	005	203	313	175	\$30,046.00		The Cultural Liaison will serve as on-staff interpreters for the Spanish speaking families in our school district They will build long term relationships with our culturally diverse families resulting in more parent involvement and student success. The Liaisons work district-wide and can be accessed by school staff, parents or students at any times for Academic issues. This position is a .5 FTE	1	#2 Bridging Cultural and Socio-Economic Barriers
Benefits for the South Asian position	005	203	313	2xx	\$10,081.50			1	
Elementary Intervention support	005	203	313	140	\$359,758.00		Direct Instruction-This supports our achievement goal by providing students additional academic support in an effort to help eradicate the academic achievement gap. 4 FTE Total	2	#4 MTSS professional development
Benefits	005	203	313	2xx	\$ 113,688.00		Benefits	2	#4 MTSS Professional development
Elementary MTSS supports	005	203	313	140	\$79,500.00		Direct Instruction-This supports our achievement goal by providing students additional academic support in an effort to help eradicate the academic achievement gap. .8 FTE Total	2	#4 MTSS Professional development
Benefits	005	203	313	2xx	\$26,500.00		Benefits	2	#4 MTSS Professional development
AVID HS Instructor	005	211	313	140	\$40,000.00		The cost of an AVID elective teacher at the HS	3	#1 AVID Program
AVID HS Instructor benefits	005	211	313	2xx	\$12,800.00		Benefits for elective teacher	3	#1 AVID Program
AVID MS Instructors (.33 FTE ea site)	005	211	313	140	\$50,501.00		Covers the cost of the AVID elective teachers at VVMS and SVM5. .33 at each site	3	#1 AVID Program
AVID MS Instructor benefits	005	211	313	2xx	\$16,181.73		Benefit for MS AVID elective class teachers	3	#1 AVID Program
AVID tutors	005	211	313	186	\$20,000.00		An Integral part of the AVID program is tutorials twice a week.	3	#1 AVID Program
Benefits for AVID tutors	005	211	313	2xx	\$3,000.00		Benefits for tutors	3	#1 AVID Program
FIN 313 TOTAL					\$1,115,361.07			\$0.00	

Insert lines above the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2025 Achievement and Integration Budget

Direct Student Service Costs to Reduce Enrollment Disparities

District Number:

District Name:

80% Direct Services to Students

List proposed **FIN 318** expenditures for Direct Student Services below. At least 80% of a district's proposed expenditures must be used for strategies included in the district's MDE-approved A&I plan which provide direct services to students. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and how?	
	ORG	PROG	FIN	OBJ			Goal #	Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY25 expenditures by 12/1/25.		
Summer K Readiness Program - Teachers	005	201	318	185	\$3,198.00		2	#2 Bridging Cultural and Social Economic Barriers
Benefits	005	201	318	2xx	\$525.00		2	#2 Bridging Cultural and Social Economic Barriers
Summer K Readiness Program - Paras	005	201	318	186	\$1,474.00		2	#2 Bridging Cultural and Social Economic Barriers
Benefits	005	201	318	2xx	\$223.00		2	#2 Bridging Cultural and Social Economic Barriers
Summer K Readiness - Classroom, Program Supplies	005	201	318	430	\$2,500.00		2	#2 Bridging Cultural and Social Economic Barriers
Summer K Readiness - Food Cost	005	201	318	490	\$200.00		2	#2 Bridging Cultural and Social Economic Barriers
Summer K Readiness - Transportation	005	201	318	360/365	\$10,000.00		2	#2 Bridging Cultural and Social Economic Barriers
AVID fieldtrip Transportation	005	211	318	365	\$10,000.00		1	#1 AVID Program
FIN 318 TOTAL					\$28,120.00	\$0.00		

Insert lines **above** the **FIN 318 TOTAL** line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Direct Student Services section of the Improvement Planning tab.

Comments:



FY 2025 Achievement and Integration Budget

Professional Development Costs

District Number: n/a

District Name:

20% Professional Development

List all proposed **FIN 313** expenditures for professional development below. **No more than 20% of this budget's total revenue may be proposed or used for these costs.** All training funded through this budget must directly support strategies in a district's MDE-approved A&I plan. Read the A&I Budget Guide on the MDE website for details.

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and	Goal #	Strategy # and Name
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY25 expenditures by 12/1/25.	Use this column to describe what will be purchased to implement your A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>		
Professional Development	005	203-211	313	366	\$47,450.00		Culturally proficient school systems (CPSS) professional development for all staff	3	# 2 Bridging Cultural and Socio-Economic Barriers
AVID Professional Development	005	203/211	313	366	\$15,000.00		Professional Development on the AVID Framework	1	#1 AVID Program
Instructional Coach	005	203	313	143	\$20,706.00		Embedded Professional Development for staff. Working with staff to bring in best instructional practices to close racial achievement gaps. FTE 0.3		
Benefits	005	203	313	2xx	\$7,040.00				
			313						
			313						
			313						
			313						
FIN 313 TOTAL					\$90,196.00	\$0.00			

Add lines **above** the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:



FY 2025 Achievement and Integration Budget

Professional Development Costs to Reduce Enrollment Disparities

District Number:

District Name:

20% Professional Development

List proposed **FIN 318** expenditures for professional development below. No more than 20% of this budget's total revenue may be proposed or used for these costs. **Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts.** Read the A&I Budget Guide on the MDE website for more details.

UFARS Title	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative - Which strategy in your A&I plan does each line item support and	
	ORG	PROG	FIN	OBJ			Goal #	Strategy # and Name
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY25 expenditures by 12/1/25.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	
Instructional Coach	005	203	318	143	\$48,315.00		Embedded Professional Development for staff. Working with staff to bring in best instructional practices to close racial achievement gaps. FTE 0.7	
Benefits	005	203	318	2XX	\$16,427.00		Benefits	
			318					
			318					
FIN 318 TOTAL					\$64,742.00	\$0.00		

Add lines above the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Professional Development section of the Improvement Planning tab.

Comments:

Administrative/Indirect Costs

 District Number:

 District Name:
10% Admin/Indirect Costs

 List proposed Administrative/Indirect FIN 313 expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.** Read the A&I Budget Guide

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and	Goal #	Strategy # and Name
	ORG	PROG	FIN	OBJ					
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.					List the total amount budgeted for this line item.	Resubmit form with actual FY25 expenditures by 12/1/25.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>		
Director of Achievement Equity and Multilingual Learners	005	211	313	110	\$ 71,550.00		Director coordinates and facilitates equity training for staff	4	#3 Building Capacity for Equitable and Culturally Proficient Schools
Director of Achievement Equity and Multilingual Learners Benefits	005	211	313	2xx	\$ 22,900.00		Benefits	4	#3 Building Capacity for Equitable and Culturally Proficient Schools
Achievement Equity Program support	005	211	313	170	\$6,000.00		Administrative support to plan and schedule equity training for staff	4	#3 Building Capacity for Equitable and Culturally Proficient Schools
Benefits	005	211	313	2xx	\$910.00		Benefits	4	#3 Building Capacity for Equitable and Culturally Proficient Schools
			313						
			313						
FIN 313 Total					\$101,360.00				\$0.00

Add lines above the FIN 313 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

Administrative/Indirect Costs to Reduce Enrollment Disparities

District Number:

District Name:

10% Admin/Indirect Costs

List proposed **FIN 318** Administrative/Indirect expenditures below. **No more than 10% of this budget's total revenue may be proposed or used for administrative or indirect costs.**

Incentive revenue may be used to fund strategies that decrease racial and economic enrollment disparities in classes, schools, some programs, or between districts. Read the A&I Budget Guide on the

UFARS Title	UFARS Code Required				Budgeted Amount	Actual Amount	Budget Narrative - Which strategy in your A&I plan does each line item support and	
Add the UFARS Code title from the UFARS manual to provide a short hand description of proposed expenditures.	ORG	PROG	FIN	OBJ	List the total amount budgeted for this line item.	Resubmit form with actual FY25 expenditures by 12/1/25.	Use this column to describe what will be purchased to implement A&I strategies, i.e. food, transportation, salary costs, etc. Your brief description should make it clear how the expenditure will implement the strategy. <i>Do not copy the strategy description from your plan.</i>	Goal# Strategy # and Name
K Readiness - Admin support	005	201	318	170	\$1,400.00		Support for registration of students	2 #2 Bridging Cultural and Social Economic Barriers
Benefits	005	201	318	2xx	\$212.00		Benefits	2 #2 Bridging Cultural and Social Economic Barriers
			318					
			318					
			318					
FIN 318 Total					\$1,612.00	\$0.00		

Add lines above the FIN 318 TOTAL line to include those dollar amounts in proposed and approved revenue totals.

Improvement Funding Copy line items for improvement strategies and paste them into the Admin/Indirect section of the Improvement Planning tab.

Comments:

V.M. 2024-2025 School Board Meeting Dates



Board Meeting Date: 3/4/2024

Title: Proposed 2024-2025 Board Calendar Dates

Type: Consent

Presenter(s): **Board** Chair Erica Allenburg

Description: The School Board holds regular meetings once a month, beginning at 7:00 PM in Room 349 of the Edina Community Center. Scheduled work sessions generally begin at 5:00 PM. Any changes or additions are made in accordance with District policy and are posted on the district website and the Edina Community Center district bulletin board.

Recommendation: Adopt the attached meeting dates for the 2024-2025 school year at the March regular meeting.

Desired Outcome(s) from the Board: Adopt the attached meeting dates for the 2024-2025 school year. Please keep in mind there is little flexibility due to avoidance of federal, state, school, cultural and religious holidays.

Attachment(s): 2024-2025 Board meeting dates



2024-2025 Board Meeting Dates

	1st work session and regular meeting (Monday)	2nd work session (Tuesday)
July	8	23
August	5	20
September	9	24
October	7	22
November	4	19
December	2	17
January	6*	-
January	6	21
February	3	18
March	3	18
April	7	22
May	5	20
June	9	-

*This meeting is for the required organizational meeting on the first Monday in January and will start at 4:30pm.

VI. Discussion

VI.A. International Travel

VI.A.1. Edina High School - Vancouver, Canada



Board Meeting: 3.4.24

Title: Vancouver, Canada - International Travel Request - Edina High School Model U.N. - Brad Dahlman

Type: Discussion

Background: In accordance with Policy 538, the following international student travel experience for up to 24 Edina High School Students students for up to one week in January 2025 has received support from the school's administration. Participating students will miss 2 school days for this travel experience.

This conference experience is coordinated by Model United Nations Vancouver, an organization that provides students with the ability to participate in a Model United Nations conference with students from around the world.

Summary of the Travel Experience: Sample Summary of 2024 Conference

Saturday, January 27	
9:00 am – 10:30 am	Committee Session IV
10:30 am – 11:00 am	Break
11:00 am – 12:30 pm	Committee Session V
12:30 pm – 2:00 pm	Lunch
2:00 pm – 4:00 pm	Committee Session VI
4:00 pm – 4:30 pm	Break
4:30 pm – 7:00 pm	Committee Session VII
7:00 pm – 8:30 pm	Dinner
8:30 pm – 10:30 pm	Delegate Social <i>Delegates must carry their name tags in order to be admitted to the event.</i>
11:30 pm	Curfew <i>Delegates must be in their hotel rooms by this time.</i>

The University of British Columbia (UBC) will be holding an information session from 8:30 pm – 9:30 pm in Regency B on the third floor.

Sunday, January 28

8:00 am – 10:00 am	Morning Crisis <i>All luggage should be brought down to the Georgia Ballroom on the second floor before this committee session.</i>
10:00 am – 10:30 am	Break
10:30 am – 12:00 pm	Committee Session VIII
12:00 pm – 2:00 pm	Lunch
2:00 pm – 3:30 pm	Closing Ceremonies

Overview of Standards that will be taught on the Travel Experience: Students work on the four foundational skills of being a delegate: 1) Writing, 2) Research, 3) Public Speaking and 4) Collaboration. Students work to build these skills during Model UN practices and then put them on display during conferences. These skills would be on display while students are representing a country in a simulation to try and write resolutions around global continuous and relevant topics. [Here is a sampling of what the conference offered in 2024.](#) Model UN students exemplify Edina's Portrait of a Well-Rounded Edina Graduate. Students would be exposed to a diverse range of students. Schools from Japan, South Korea, Australia, Latin America, regularly attend this conference.

Cost: These costs are based on the costs of the 2024 conference.

Early Registration: (all values are in Canadian Dollars unless noted)

- \$280 per delegate
 - Includes Conference fee
 - Includes Hotel room (4 students/room)
- \$280 for each Chaperone room
- Airfare: We will get bids from multiple airlines to get the best price that has the best travel arrangements to comply with policy 707.
- Public Transportation to hotel using the [Canada Line](#) from the airport to the Bullard station.
- If time allows with the final conference and flight schedule, sightseeing in Vancouver would be included.
- **Expected Total Price: \$1300 USD per student**

Transportation: All students and chaperones will travel as a group from Minneapolis to Canada, and return via a major US international airline or partner.

Accommodations: The conference is located at the [Hyatt Regency Vancouver](#). The conference and the hotel have a long partnership. That partnership will work with us to book our hotel rooms. We will either be staying at the Hyatt or at the [Fairmont Hotel](#). The Fairmont Hotel is one block from the Hyatt.

Supervision: The supervising team will be the Model United Nations advisors, Bradley Dahlman, Claude Sigmund and Margaret Trendera with an additional administrator.

Recommendation: Review the international travel experience for discussion. An additional discussion will occur at the Board Meeting on 3.4.24 and action will occur at the 4.8.24 Board Meeting.

Desired Outcomes for the Board: Review the background information provided and provide feedback on the student travel experience.

Attachments:

1. [Appendix III Board Policy 538 , Extended Field Trip and Travel Application Preliminary Approval](#)
2. [Detailed write up of plan from Model UN Advisors](#)

VI.A.2. Valley View Middle School -
Montreal/Quebec



Board Meeting: 3.4.24

Title: Montreal/Quebec - International Travel Request - Valley View Middle School - Natalie Godin

Type: Discussion

Presenters: Jody De St. Hubert, Director of Teaching and Learning, Patrick Bass, Valley View School Principal and Natalie Godin, VVMS Extended French Teacher

Background: In accordance with Policy 538, the following international student travel experience for up to 60 Edina Middle School Students students for 6 days during the first week in June 2025 has received support from the school's administration. Participating students will miss 0 school days for this travel experience.

This experience is coordinated by EF Explore America tour company. For over 55 years, EF has been working to keep minds and the world wide open. We design tours to help educators teach, and so students can learn more—about tolerance, other perspectives, and themselves. Our company's roots are in language learning and cultural exchange, and over time, EF's mission to provide immersive, life-changing education has remained the same. [EF Itinerary 6 Day/5 Nights:Tour Highlights](#)

Overview of Standards that will be taught on the Travel Experience: According to [Minnesota Department of Education World Languages Standard](#): The goal of world languages education is to develop multilingual leaders **who are linguistically and culturally competent to communicate, work and collaborate effectively with people of diverse backgrounds in the global community.**

Communicating in the language of others and learning about cultures that are different from your own are essential to **gain deeper understanding of new perspectives, develop intercultural competencies**, increase awareness of self, engage in self-reflection, and cultivate curiosity and empathy that lead to increased capacity to live and work with people who are different from your own. These characteristics help sustain a mindset of a life-long learner and will help one lead a meaningful life as a member of the global community in the 21st century.

Cost: The anticipated inclusive cost of this experience is approximately \$2,673 per student. This price is inclusive of all transportation, accommodations, meals, transfers, medical and repatriation insurance. Students will be responsible for all costs and opportunities for scholarships will be available.

Fundraising Plan: This is an international travel experience that students start hearing about at the beginning of 7th grade, ensuring families have time to start saving money. In addition:

- [EF Travels offers \\$500 scholarships for essay](#) submission before December 15
- Extended French Booster Club supports additional scholarship opportunities

Transportation:

- Plane (to and from Montreal)
- Private Bus during the whole trip in Montreal/ Quebec

Accommodations:

- Hotel in Montreal (students in a Quad room / chaperone in double or single room)
- Hotel in Quebec (students in a Quad room / chaperone in double or single room)

Administrative Supervision: Staff members traveling with the group are administrator Patrick Bass, and licensed staff members Natalie Godin, Chrystal Klein, Myraim Zaghouani, Melissa Norwood and licensed school nurse.

Medical Safety Plan: We will have a school nurse join us on our travel experience with full knowledge of the medical needs of students present. They will also have a medical folder with all pertinent information provided by families about allergies, dietary needs, and prescription medicines.

Physical Safety Plan: We will have a 1:10 chaperone ratio and work with EF to ensure safety logistics. We will also have security guards in our hotel at night to ensure that students are making responsible decisions.

Recommendation: Review the international travel experience for discussion. An additional discussion will occur at the Board Meeting on 3.4.24 and action will occur at the 4.8.24 Board Meeting.

Desired Outcomes for the Board: Review the background information provided and provide feedback on the student travel experience.

Attachments:

1. [Extended Travel application](#)
2. [Additional EF Safety Information](#)
3. [VVMS Quebec Trip Application Details](#)

VI.B. Unified Transition: Project SEARCH



Board Meeting Date: 3/4/24

Title: Unified Transition: Project SEARCH

Type: Discussion

Presenter(s): Jody Remsing, Director of Student Support Services

Description: This board report contains a proposal to support special education students in their final year of transition programming through a partnership with Edina Public Schools, Project SEARCH, Fairview Southdale Hospital, Minnesota Department of Education, and the Minnesota Department of Employment and Economic Development.

Recommendation: No recommendation is being made at this time. This item has been prepared for board discussion.

Desired Outcome(s) from the Board: Review the attached proposal and prepare questions for discussion.

Attachments:

1. [Project Search](#)

VI.C. Culturally Proficient School Systems
(CPSS) Update



Board Meeting Date: March 4, 2024

Title: Culturally Proficient School Systems Update

Type: Discussion

Presenter(s): Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming

Description: In alignment with priority strategy B: Ensure an equitable and Inclusive culture this is an update on the 23-34 Culturally Proficient School Systems initiative focusing on three critical areas: families, staff development and supporting the culture of the district.

Recommendation: No recommendation is being made at this time. This presentation is an informational update for the board.

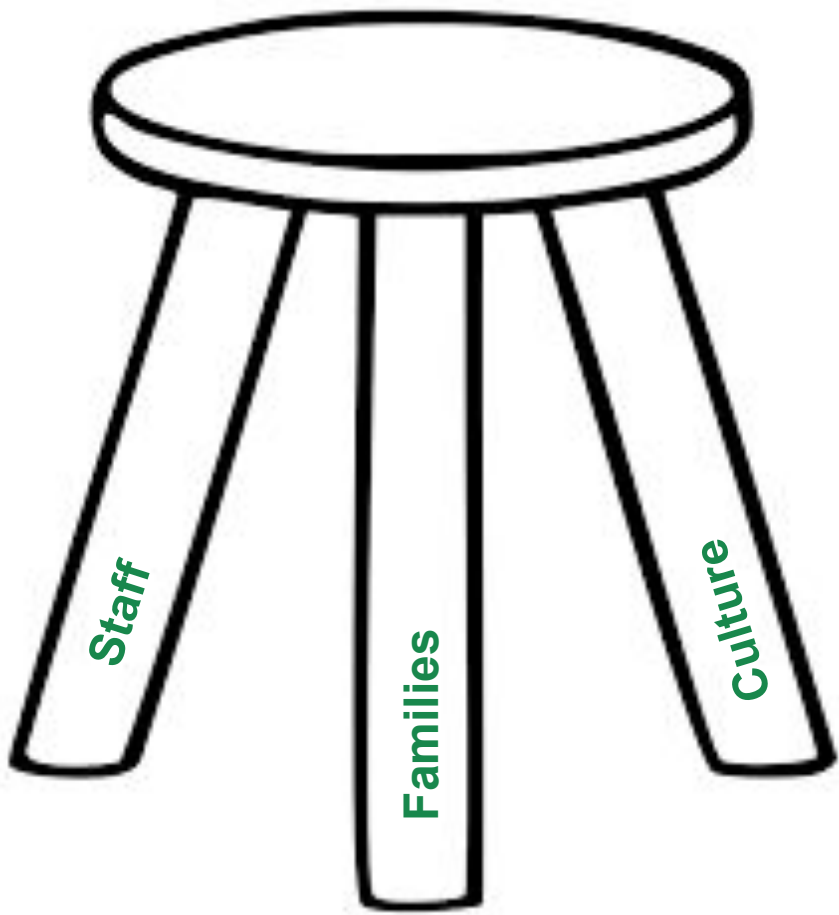
Desired Outcome(s) from the Board: Provide strategic feedback and governance

Attachments:



CPSS

Culturally Proficient School Systems



EE

Families

Parent Meetings

- Somali - Monthly
- Spanish - Quarterly
- Edina Asian American Alliance - Quarterly
- American Indian - Monthly
- Currently assessing the needs of Ukrainian/Russian families

Interpretation

- Simultaneous interpretation
 - Spanish & Somali

Translation

- Key district messages in partnership with

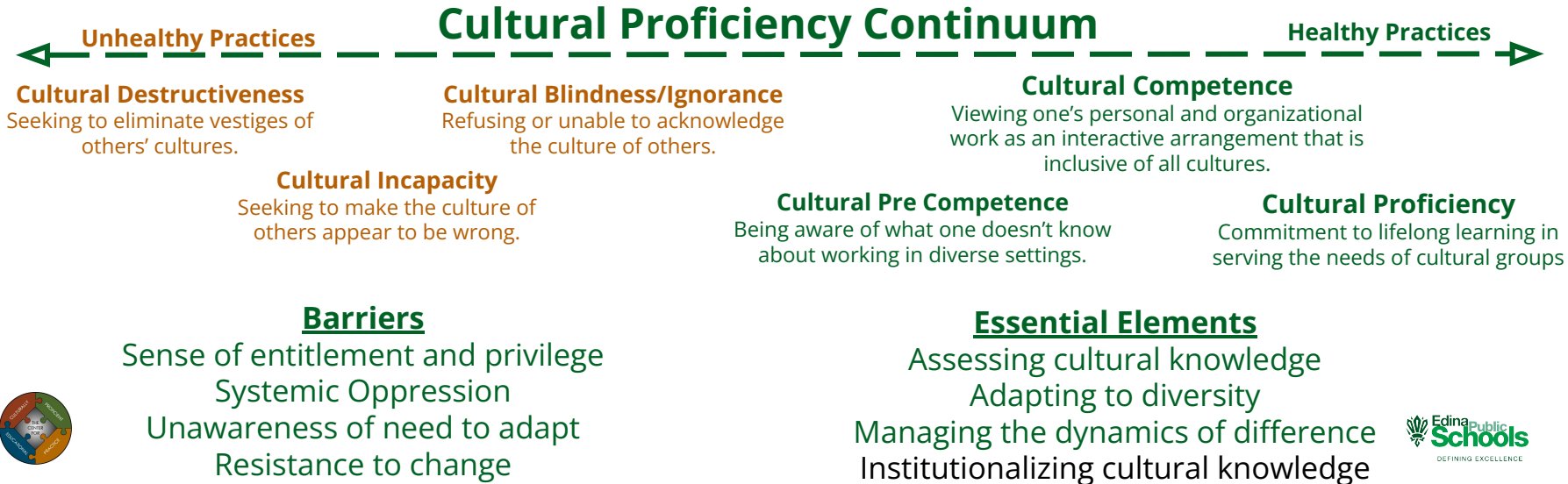


Tools:

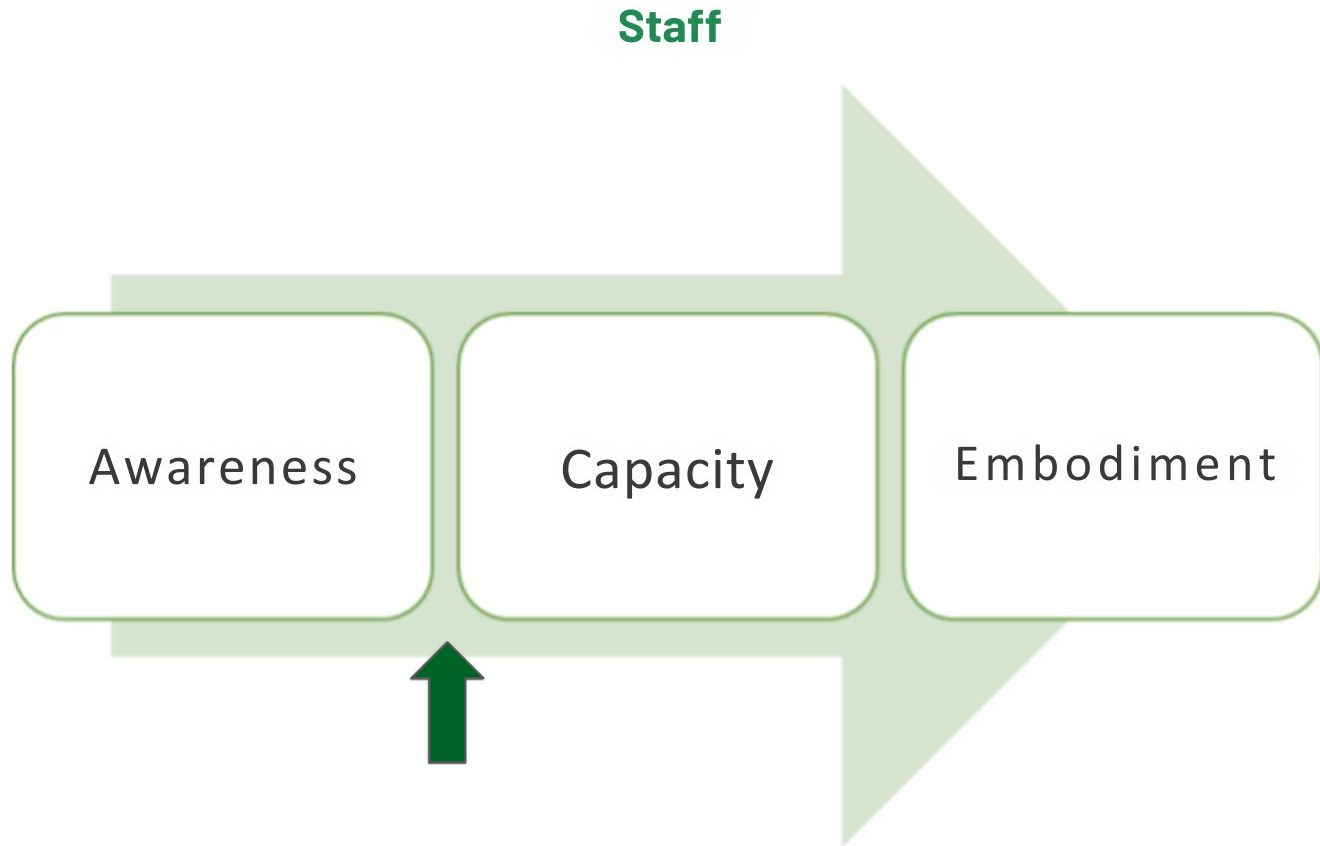
- Guiding Principles
- Overcoming the Barriers
 - Continuum
 - Essential Elements

Guiding Principles

- Culture is a predominant force in people's and schools' lives.
- People are served in varying degrees by the dominant culture.
- People have personal identities and group identities.
- Diversity within cultures is vast and significant
- Each culture group has unique cultural needs.
- The best of both worlds enhances the capacity of all.
- The family, as defined by culture, is the primary systems of support in the education of children.
- School systems must recognize that marginalized populations have to be at least bicultural and that this status creates a unique set of issues to which the system must be equipped to respond.
- Inherent in cross-cultural interactions are dynamics that must be acknowledged, adjusted to, and accepted.

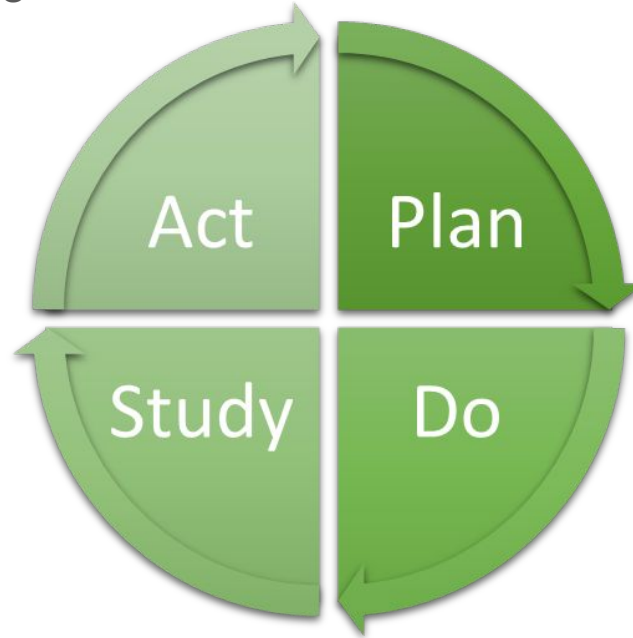


E



Awareness

Adjustments to building initial staff awareness was needed in the 23-24 SY



Shifting How Awareness is Developed

Four day introductory seminar to the four components of cultural proficient shifted to a one day seminar

10% of staff have gone through the 4 day seminar

In the 24-25 SY

- 1 day seminar for all teaching staff
- Work with department leads to develop training specific to each department
- Elements of CPSS embedded in all district facilitated training
- Principal Coaching on CPSS specific to building



Culture

Culture is the values, beliefs, behaviors and material objects that together form a people's way of life.

Some of the ways we are forming the Edina way of being

School Board: How the board reviews policies and asks questions grounded in the tools of CPSS.

Curriculum Review: Teams using the tools to review resources and choose new resources.

CPSS Teacher Toolkit: Coming for the 24:25 SY.



E

VI.D. Policy Review (401, 402, 403, 404, 405,
423, 503, 513, 719)



Board Meeting Date: 3/4/2024

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 401 Equal Employment Opportunity
- Policy 402 Disability Nondiscrimination
- Policy 403 Discipline of School District Employees
- Policy 404 Employment Background Checks
- Policy 405 Veterans Preference Act
- Policy 423 Employee–Student Relationships
- Policy 503 Student Attendance
- Policy 513 Student Promotion, Acceleration, Retention and Early Kindergarten Admission
- Policy 719 Records Retention

Recommendation: Review the suggested modifications for Policies 401, 402, 403, 404, 405, 423, 503, 513, 719.

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

Attachments:

1. Policy 401 Equal Employment Opportunity
2. Policy 402 Disability Nondiscrimination
3. Policy 403 Discipline of School District Employees
4. Policy 404 Employment Background Checks
5. Policy 405 Veterans Preference Act
6. Policy 423 Employee–Student Relationships
7. Policy 503 Student Attendance
8. Policy 513 Student Promotion, Acceleration, Retention and Early Kindergarten Admission
9. Policy 719 Records Retention

Personnel

Equal Employment Opportunity

I. Purpose

This policy provides guidance regarding the school district's obligation to provide equal employment opportunity for all district employees and applicants for district employment.

II. General Statement of Policy

- A. The school district **is committed to providing** equal employment opportunity in **employment** for all applicants and employees. The district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, **familial status**, disability, age, family care leave status, veteran status, or sexual orientation, including gender identity or expression. The district also makes reasonable accommodations for disabled employees.
- B. The district prohibits the harassment of any individual based on any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the district's procedures for addressing complaints of harassment, please refer to the district's policy on harassment and violence. **If making a complaint of harassment, the district encourages the reporting party or complainant to use the report form attached to this policy as Appendix I and available from the building principal, department supervisor, or the district office, but oral reports will be considered complaints as well.**
- C. This policy applies to all areas of employment including hiring, termination, promotion, compensation, facilities, or privileges of employment.
- D. Each district employee must follow this policy.
- E. A person having questions regarding this policy should discuss it with the director of human resources.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)

38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References:

Policy 402 (Disability Nondiscrimination)

Policy 405 (Veterans Preference Act)

Policy 413 (Harassment and Violence [Prohibition, Students and Employees](#))

Policy

adopted: 09/22/08

Revised: 03/11/13

Revised: 06/13/16

Revised: 09/14/20

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, **including gender identity and expression** \ 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.

Appendix

~~revised: 08/10/20~~

~~revised: 08/08/22~~

~~revised: 09/11/23~~

(/24)

Personnel

Disability Nondiscrimination

I. Purpose

This policy provides guidance regarding a fair employment setting for all persons in compliance with state and federal law.

II. General Statement of Policy

- A. The school district does not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The district does not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. [If making a complaint of discrimination on the basis of disability, the district encourages the reporting party or complainant to use the report form attached to this policy as Appendix I and available from the building principal, department supervisor, or the district office, but oral reports will be considered complaints as well.](#)
- C. The district does not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- D. The district will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the district.
- E. A job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the [director of human resources, 5701 Normandale Road, Edina, Minnesota 55424, \(952\) 848-4911.](#) ~~department.~~ The individual in this position is the district's appointed Americans with Disabilities Act (ADA) coordinator for employment matters.

Legal References:

29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

29 C.F.R. Part 32 (Nondiscrimination on the Basis of ~~Disability~~ [Handicap in Programs or Activities Receiving Federal Financial Assistance](#))

34 C.F.R. Part 104 (Nondiscrimination on the Basis of [Handicap in Programs or](#)

Activities Receiving Federal Financial Assistance)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Cross Reference:

[Policy 413 \(Harassment and Violence Prohibition, Students and Employees\)](#)

Policy 521 (Student Disability Nondiscrimination)

Policy

adopted: 09/22/08

Revised: 03/11/13

Revised: 06/13/16

Revised: 09/14/20

revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota



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, **including gender identity and expression** \ 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.

Appendix

~~revised: 08/10/20~~

~~revised: 08/08/22~~

~~revised: 09/11/23~~

(/24)

Personnel

Discipline of School District Employees

I. Purpose

This policy ~~provides~~ seeks to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies, procedures, and rules applied fairly and uniformly with a disciplinary and remediation framework for its employees to enable the district's continued effective operations.

II. General Statement of Policy

The disciplinary process described in this policy is designed to utilize progressive steps, where appropriate, to produce positive correction by the employee. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a different manner, is solely within the district's discretion.

III. Discipline

A. Violation of School District Policies, Procedures, or Rules

Discipline imposed for violations of school district policies, procedures, or rules may vary from an oral warning reprimand to termination of employment depending upon factors such as the nature of the violation, whether the violation was intentional, knowing, and/or willful, and whether the employee has been the subject of prior disciplinary action of the same or a different nature. District policies, procedures, or rules include, but are not limited to:

1. Policies and procedures of the district;
2. Directives to the employee imposed by administration and/or the employee's supervisor(s);
3. Job requirements and expectations;
4. Expectations contained in employee handbooks; and
5. Federal, state, and local laws, rules, and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral ~~reprimand~~ **warning** to termination of employment. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help, and encouragement to improve from the employee's supervisor, and reasonable time for correction of the employee's deficiency.

C. Misconduct

Employee misconduct will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct belonging in this category includes, but is not limited to:

1. Unprofessional conduct;
2. Failure to adhere to district policies, procedures, rules, and standards;
3. Failure to adhere to supervisor~~(s)~~' directive(s);
4. Acts of an insubordinate nature;
5. Continued neglect of duties, despite oral warnings, written warnings, and/or other forms of discipline;
6. Personal and/or immoral misconduct;
7. Use of illegal drugs, alcohol, or any other illegal chemical substance while on district property, **or while on the job** ~~or while on the job serving in the role of the district employment in an offsite district activity~~, or any use **while on or off the job** that impacts the employee's work performance;
8. Deliberate and serious violation of the rights and freedoms of other employees, students, parents, and/or community members;
9. Activities of a criminal nature **relating to the fitness or effectiveness of the employee**, ~~convictions, or criminal acts ("crime")~~, depending on the extent to which the crime relates to the school environment and the employee's ability to perform the duties of the position;
10. Failure to follow the canons of professional and personal ethics;
11. Falsification of credentials and experience;
12. Dishonesty **that negatively impacts the employer-employee relationship**;
13. Unauthorized destruction of district property;
14. Neglect of duty;
15. Violation of the rights of others as provided by federal and state laws related to human rights; and
16. Other good and sufficient grounds relating to any other act constituting inappropriate conduct, as deemed by the district.

IV. Types of Discipline

- A. The types of discipline that may be imposed by the school district include, but are not limited to:
1. Oral warning;
 2. Written warning or reprimand;
 3. Probation, or extension of a probationary period;
 4. Demotion;
 5. Suspension without pay; and
 6. Termination from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the district's objective of stopping or correcting the offending conduct and/or improving the employee's performance.

V. Procedures for Administering Policy

- A. When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency, or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning;
 2. Provide directives to the employee to correct the conduct or performance;
 3. Forward copies of all writings to the director of human resources for filing in the employee's personnel file;
 4. Specify the expected level of performance or modification of conduct to be required from the employee; and
 5. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References:

- Minn. Stat. § 122A.40 (~~Teachers~~—Employment; Contracts; Termination)
Minn. Stat. § 122A.44 (Contracting with Teachers; [Substitute Teachers](#))
Minn. Stat. § 122A.58 (Coaches, [Termination of Duties](#))
Minn. Stat. § 123B.02, Subd. 14 ([General Powers of Independent School Districts](#);
Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)

Minn. Stat. § 123B.147 (Principals)

[Minn. Stat. § 197.46 et seq. \(Veterans Preference Act; Removal Forbidden; Right of Mandamus\)](#)

Minn. R. 3512.5200 (Code of Ethics for School Administrators)

Minn. R. 8710.2100 (Code of Ethics for Minnesota Teachers)

Policy

adopted: 09/22/08

Revised: 04/15/13

Revised: 06/13/16

Revised: 09/14/20

revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I to Policy 403

Procedures for Administering Policy

~~A. When imposing disciplinary measures, the employee's supervisor or designee will:~~

- ~~1. Advise the employee why the discipline is occurring, either orally or in writing. If an oral reprimand is given, the supervisor will document that an oral warning was given to the employee.~~
- ~~2. As appropriate, provide directives to the employee to correct the conduct or performance.~~
- ~~3. Forward copies of documentation to the human resources department for filing in the employee's personnel file.~~
- ~~4. As appropriate, allow a reasonable period of time for the employee to correct or remediate the performance or conduct.~~

~~B. The district retains the right to discipline or terminate immediately an employee as appropriate, in accordance with applicable collective bargaining agreements and state and federal law.~~

Appendix

Reviewed: 9/14/20

Personnel

Employment Background Checks

I. Purpose

This policy assists in the maintenance of the school district's safe and healthy environment to promote the physical, social, and psychological well-being of its students.

II. General Statement of Policy

- A. The school district will perform a background check for applicants who receive an offer (1) of employment with the district; ~~and~~ or (2) to provide extra-curricular coaching or advising services to the district regardless of whether any compensation is paid.
- B. The district reserves rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. The district may also elect to do background checks of volunteers, independent contractors, and student employees in the district.
- D. This policy does not limit the district's right to require additional information, or to use procedures currently in place, or other procedures, to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. General Procedures

- A. The school district's offer of employment or the opportunity to provide services is conditioned upon the district's determination that an individual's background check does not preclude the individual from employment with, or provision of services to, the district. The district will notify the individual that the individual's employment or opportunity to provide services may be ~~terminated~~ rescinded based on the results of the background check.
- B. An individual ~~normally should not~~ will not be allowed to commence employment or provide services until the district receives the results of the background check.
- C. For an individual to be eligible for employment or to provide extra-curricular coaching or advising services, the individual must ~~agree to~~ sign a background check informed consent form, which provides permission for the district to

conduct the background check. If the individual does not agree to the signed informed consent form at the time the individual receives the offer, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- D. The cost of the background check is the responsibility of the individual.
- E. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- F. If the background check precludes employment with, or provision of services to, the district, the individual will be advised.
- G. The district may apply these procedures to other volunteers, independent contractors, or student employees as though they were applicants for employment or providing extra-curricular coaching or advising services.
- H. At the beginning of each school year or when a student enrolls, the district will notify parents and guardians about this policy. The district may include this notice in its student handbook, enrollment or registration materials, or other similar communication.

Legal References:

Minn. Stat. § 13.04, Subd. 4 (~~Inaccurate or Incomplete Data~~ [Rights of Subjects of Data; Procedure When Data is Not Accurate or Complete](#))

Minn. Stat. § 13.87, Subd. 1 ([Criminal Justice Data](#); Criminal History Data)

Minn. Stat. § 123B.03 (Background Checks)

Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)

Minn. Stat. § 364.09(b) ([Ban-the-Box](#); Exception for School Districts)

Policy

adopted: 09/22/08

Amended: 02/23/09

Revised: 04/15/13

Revised: 06/13/16

Revised: 09/14/20

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Personnel

Veteran's Preference Act

I. Purpose

The school district complies with the Minnesota Veteran's Preference Act ("VPA") that provides preference points for veterans applying for public employment, including school districts, as well as additional rights for some eligible veterans in the employment discharge process.

II. General Statement of Policy

- A. The school district complies with VPA requirements mandates regarding veteran's preference rights and preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The district complies with the VPA requirement mandates that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing, upon due notice, upon stated charges, and in writing. This paragraph does not apply to probationary employees, teachers, private secretaries, superintendent, department heads, or any person holding a strictly confidential relation to the school board or district ~~some district employees, including the position of teacher.~~

III. Application for Employment

- A. Eligibility for and application of veteran preference points, the definition of a veteran, and the definition of a disabled veteran are pursuant to the VPA.
- B. In the application process, the school district notifies applicants that they may elect to use veteran's preference and the election process.
- C. If the district does not select an interviewed applicant who has received veteran's preference, the district will notify the applicant in writing of the reasons for the rejection and retain the notification.
- D. ~~The provisions in Section III do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district, or other positions not covered under Minn. Stat. § 197.46.~~

IV. Veterans Preference Hearing

- A. In accordance with the VPA, an honorably discharged veteran will not be discharged from a position of employment except for incompetency, misconduct, or good faith elimination of the position. This provision does not apply to teachers or others as indicated in Section B below.
1. A covered veteran has the right to request a hearing within ~~thirty (30)~~ 60 days of receipt of the notice of intent to discharge.
 2. A covered veteran's failure to request a hearing within the provided ~~thirty (30)~~ 60-day period constitutes a waiver of the right to a hearing.
 3. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 4. A veteran must irrevocably elect to be governed either by the VPA or by ~~the grievance~~ procedures set forth in a collective bargaining agreement in the event of a proposed discharge.
- B. The provisions in Section IV do not apply to ~~probationary employees, the position of teachers, private secretaries, superintendent, department heads of a department, or any person holding a strictly confidential relation to the school board or school district, or other positions not covered under Minn. Stat. § 197.46.~~ ~~probationary employees, the position of teachers, private secretaries, superintendent, department heads of a department, or any person holding a strictly confidential relation to the school board or school district, or other positions not covered under Minn. Stat. § 197.46.~~

Legal References:

Minn. Stat. § 43A.11 (Veteran's Preference)

Minn. Stat. § 197.455 (Veteran's Preference Applied)

Minn. Stat. § 197.46 et seq. (Veterans Preference Act; [Removal Forbidden; Right of Mandamus](#))

Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)

Young v. City of Duluth, 410 N.W.2d 27 (Minn. App.1987)

Cross Reference:

Policy 401 (Equal Employment Opportunity)

Policy

adopted: 09/22/08

amended: 02/22/11

revised: 05/28/13

revised: 06/13/16

revised: 09/14/20

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Personnel

Employee–Student Relationships

I. Purpose

This policy ~~demonstrates~~ ~~commits~~ the school district's ~~commitment~~ to an educational environment in which all students are treated with respect and dignity. Each ~~school~~ district employee ~~is to~~ ~~will~~ provide students with appropriate guidance, understanding, and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct.

II. General Statement of Policy

- A. This policy applies to school district employees at all times, ~~whether on or off duty, including for purposes of this policy any district volunteers, at all times and~~ regardless of location.
- B. Students will be treated by district employees with respect, courtesy, and consideration, and in a professional manner. A district employee is expected to exercise good judgment and professionalism in interpersonal relationships with students. Relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other district employees also may hold positions of authority over students and must be mindful of their authority and influence over students.
- D. ~~Sexual and other inappropriate~~ relationships between district employees and students, without regard to the age of the student, are strictly forbidden, ~~could result in employee discipline, and could~~ ~~may~~ subject the employee to criminal liability ~~at the discretion of the prosecuting authority~~.
- E. District employees must employ safeguards against the appearance of improper relationships with students.
- F. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.
- G. Other actions that violate this policy include, but are not limited to, the following:
 1. Dating or having inappropriate relationships with students;

2. Having any interaction/activity of a sexual nature with a student;
3. Committing or attempting to induce students or others to commit an illegal act, an act of immoral conduct, an act that may be harmful to others, or an act that may bring discredit to the district or student;
4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring; and
5. Excessive informal and social involvement with individual students.

III. Reporting and Investigation

- A. Complaints and/or concerns regarding alleged violations of this policy are handled in accordance with [district policy](#). ~~Policy 104 (Complaints—Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within another district policy.~~
- B. Employees will cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. School District Action

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or termination. The district may report violations of this policy to appropriate state or federal authorities; including, but not limited to, the Minnesota Department of Education, [Professional Educator Licensing and Standards Board](#), other appropriate licensing authority, and agencies involved in maltreatment of minors and/or vulnerable adults.

V. Scope of Liability

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed, or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in any district-related litigation.

Legal References:

Minn. Stat. § 13.43, Subd. 16 ([Personnel Data](#); School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd. 2 ([Suspension or Revocation of Licenses](#); Mandatory Reporting to PELSB)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; [Contracts](#); Termination; [Probationary Period](#); [Immediate Termination](#))
Minn. Stat. § 609.341-609.352 (Definitions, Criminal Offenses)
Minn. Stat. [Ch. 260E § 626.556](#) (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)
Policy 211 (Criminal or Civil Action Against [the](#) School District, [a](#) School Board Member, Employee, or Student)
Policy 305 (Administrator Code of Ethics)
Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)
Policy 413 (Harassment and Violence [Prohibition, Students and Employees](#))
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 421 (Gifts to Employees [and School Board Members](#))
Policy 507 (Corporal Punishment)
Policy [524](#) (Electronic Technologies Acceptable Use)

Policy
adopted: 10/20/08
revised: [08/19/13](#)
reviewed: [09/26/16](#)
revised: 12/14/20

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

Students

Student Attendance

I. Purpose

This policy defines school attendance expectations. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

II. General Statement of Policy

It is the policy of the [school](#) district to fully comply with ~~Minn. Stat. §120A.22~~ [state law](#), which requires the students of the district to attend all assigned classes every day school is in session, unless: the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend, on time, all assigned classes every day that school is in session, and to be aware of and follow the correct procedures when absent from an assigned class. Students are responsible for securing missed work, scheduling make-up examinations, and are accountable to make up missed course content.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems. The parent or guardian is also responsible for supporting the student with their assigned responsibilities.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to

provide any student who has been absent with any missed assignments upon request.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

III. Attendance Procedures

- A. Attendance procedures will be presented by the principals to the superintendent for review and approval. When approved by the superintendent, the attendance procedures will be [attached as Appendix I](#) ~~included in the appendices~~ of this policy and [included in](#) the *Student Rights and Responsibilities Handbook*.

IV. Required Reporting

A. Continuing Truant

1. State law (~~Minn. Stat. §260A.02~~) provides that a continuing truant is a student who is subject to the Compulsory Instruction ~~Law~~ and is absent from instruction in a school without a valid excuse within a single school year for:
 - a. Three [cumulative](#) days if the child is in elementary school; or
 - b. Three or more class periods on three [cumulative](#) days if the child is in middle school or high school.
2. When a student is initially classified as a continuing truant, ~~Minn. Stat. §260A.03~~ [state law](#) provides that the building administrator or designee will notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
 - a. That the child is truant;
 - b. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - c. That, [under state law](#), the parent or guardian is obligated to compel the attendance of the child at school ~~pursuant to Minn. Stat. § 120A.22~~ and parents or guardians who fail to meet this obligation may be subject to prosecution ~~under Minn. Stat. §120A.34~~;

- d. That this notification serves as the notification required by ~~Minn. Stat. §120A.34~~ [state law](#);
- e. That alternative educational programs and services may be available in the [school](#) district;
- f. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under ~~Minn. Stat. §Ch. 260~~ [state law](#); and
- h. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to ~~Minn. Stat. §260C.201~~ [state law](#).

B. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for either (1) seven [cumulative](#) school days if the child is in elementary school or (2) one or more class periods on seven [cumulative](#) school days if the child is in middle school or high school. Also, a habitual truant is a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. The building administrator or designee will refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures [under state law](#). ~~, under Minn. Stat. §Ch. 260A.~~
3. The [school](#) district reserves the right to report students truant if they accumulate more than ~~40~~ [12](#) excused absences during the year.

V. Student Status

A pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year or for five consecutive school days during summer school or intersession classes of flexible school year programs, without receiving instruction in the home or hospital, will be dropped from the roll and classified as withdrawn.

VI. Request for Modified Learning Experience

[School D](#)istrict families may request a modification on their child's learning experience beyond the child's scheduled school day. The request could be a defined number of full days or a defined amount of time during the school day for a defined

number of days.

The request ~~shall~~ **will** be made to the building principal and consideration for approval will be limited to the following reasons:

- Students desire for a performance acceleration
- Extended family travel schedule
- Students unique learning challenges

Families seeking approval of a modified learning experience must do so six weeks prior to the experience's beginning date. The district review and decision of the proposal will be completed within four weeks of the received proposal. The modified proposal can be found in Appendix III.

VII. Support for Student Attendance

Each school site will develop procedures that promote regular student attendance and prevent absenteeism and truancy. When possible, the **school** district will work with other organizations and agencies to support regular student attendance.

VIII. Dissemination of Policy

This policy will be made available to all students and parents at the commencement of each school year in the *Student Rights and Responsibilities Handbook*. This policy will also be available upon request in each principal's office.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. § 126C.05 (Definition of Pupil Units)

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

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant ~~Defined~~)

Goss v. Lopez, 419 U.S. 565 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross Reference:

Policy 506 (Student **Conduct and** Discipline)

Policy
adopted: 06/16/08

INDEPENDENT SCHOOL DISTRICT **NO.** 273
Edina, Minnesota

amended: 05/21/12
revised: 03/14/16
revised: 04/17/17
revised: 06/12/17
revised: 12/17/18
revised: __/__/24

ATTENDANCE PROCEDURES

The school district believes regular attendance to be an essential element in the student's educational process. Regular, punctual attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day, and ensures quality education. Regular, punctual attendance, a responsibility that should be shared by students, parents/[guardians](#), and school, is one means by which a student learns responsibility and self-discipline. To encourage attendance, the ~~school~~-district herein adopts the following attendance requirements ~~for Edina Public Schools~~:

I. Attendance Procedures

- A. If a student is absent or will be absent from class or arrive late to school, the student's parent/~~or~~ guardian must call the school office before noon the day of the absence. [Digital reporting of absences is preferred.](#) Phone calls [through the attendance line is a second reporting option.](#) ~~are preferred to report absences.~~ If a phone call cannot be made, a note with a phone number where a parent/~~or~~ guardian can be reached will be acceptable on the day the student returns; otherwise, the absence will be considered unexcused. The parent/~~or~~ guardian must contact the school within 48 hours to change an absence from unexcused to excused. If for some reason a parent/[guardian](#) is unable to follow the above procedure, the building administrator or designee must be contacted.
- B. Students must be in school for a minimum of three hours (unless absent due to a school-sponsored activity or documented medical/dental appointment) in order to be eligible to practice or participate in any [school-sponsored](#) activity after school.
- C. ~~Physical education attendance and excuses.~~ When a temporary condition or disability resulting from illness or injury makes it necessary for a student not to participate in physical education or swimming, the parent/[guardian](#) is asked to [notify the teacher through email or a written](#) ~~write a~~ note making this request. If the student is to be excused for longer than a week, a statement from the attending physician requesting this is required. These requests should be brought to the school [health](#) office before classes start in the morning.

II. Classification of Absences

A. Exempt Absence

An exempt absence indicates an acceptable absence from school or class with parental/[guardian](#) and school permission. Full credit is given for all make-up work, and it is the teachers' and parents'/[guardians](#)' obligation to assist the student with all make-up work. Each teacher will notify the students of the classroom's make-up work policy. A student should complete all missing work within a period equating to two days per day of exempt absence from school. Students should proactively request work or assignments in cases of prearranged absences. Exempt absences will be treated the same as excused absences except they will not be counted toward cumulative absences (see Section III.D.). The following absences are considered exempt:

1. Chronic illness
2. Death or terminal illness in the student's immediate family or of a close friend or

relative

3. Court appearance occasioned by family or personal action
4. Regularly-scheduled religious instruction, not to exceed three hours in any week
5. Religious holiday or observance
6. Emergency conditions such as fire or flood
7. Official school field trip or other school-sponsored outing
8. Active duty in any military branch of the United States (High School only)
9. Participation in school-sponsored activities
10. Removal of a student pursuant to a suspension. Suspensions will be handled as excused absences and a student will be permitted to complete make-up work.
11. Spectator at a school-sponsored activity. This activity needs approval from [school district](#) or school leadership and is up to the discretion of building administration.
12. Surgery or inpatient hospitalization with medical documentation.
13. ~~Ongoing illness~~ [Medical recovery](#) lasting four or more consecutive days (Health Services Discretion).

B. Excused Absence

An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teachers' and parents'/guardians' obligation to assist the student with all make-up work. Each teacher will notify the students of the classroom's make-up work policy. A student should complete all missing work within a period equating to two days per day of excused absence from school. Students should proactively request work or assignments in cases of prearranged absences. Excused absences will be counted toward cumulative absences (see Section III.D.) The following are excused absences:

1. Illness (non-chronic) (a doctor's note may be required after a student has 3 cumulative absences during a school year)
2. Medical, dental, or orthodontic treatment or counseling appointment that cannot be completed outside of the school day. The appointment should last no more than one half day, and the school may require documentation in order for it to be considered an excused absence.
3. Driver's examination. The school requires documentation in order for this to be considered an excused absence.
4. Pre-arranged personal or family vacations. A student must have completed and ~~turned in~~ the [form for Pre-Arranged Personal Absences, Family Vacations, and Significant Educational Opportunities](#). ~~prearrangement form~~ not less than five school days in advance of the first day of absence for a vacation to be considered an excused absence.
5. College visit. The school requires documentation in order for this to be considered an excused absence.
6. Transportation miscue, including missed bus, traffic congestion, and vehicle malfunction

C. Unexcused Absence

An unexcused absence indicates that the student is absent from school or class with or without the consent of the parent/guardian, for a reason which is not acceptable to the school as listed in Section II.A or II.B. Make-up work may be required and credit will be given at the discretion of the teacher, based upon the individual classroom's make-up work policy. Unexcused absences are counted toward cumulative absences (see

Section III.D.). The following are examples of absences that will not be excused:

1. An absence by a student that was not approved by the parent/guardian and/or the ~~school~~ district
2. Any absence in which the student failed to comply with any reporting requirements of the ~~school~~ district's attendance procedures within 48 hours of the absence
3. Working on school assignments or preparing for exams at home
4. Work at a business, except under a school-sponsored work release program
5. Personal or family vacation that is not pre-arranged as described in Section II.B.4.
6. Oversleeping, missing alarms, studying, or volunteer work

III. Monitoring Absenteeism

- A. A staff attendance review team may meet on a regular basis to monitor exempt, excused, and unexcused student absenteeism. The school will utilize the table below to provide communication to parents/guardians.
- B. The school notification system will provide communication electronically to parents/guardians with each absence from the school day or a class.
- C. School administration will monitor exempt and excused absences and work with families to improve attendance.
- D. School administration will follow the steps below based on the number of unexcused absences and cumulative absences (including excused and unexcused, but not exempt absences as described in Section II) a student has incurred.

Elementary and Middle School	
3 Unexcused Absences	School administration may communicate with parents/guardians about attendance concerns via letter, email, or phone call. Parents/guardians may be required to meet with the school social worker, counselor, or administrator. Schools mail 3-day attendance letter to parent(s)/guardian(s).
6 Cumulative Absences	School administration will communicate with parents/guardians and may begin an intervention process to improve attendance. Resources are provided to the family and ongoing communication with the family occurs. Parents/guardians may be required to attend a Parent Group Meeting through the "Be@School" program in Hennepin County if all 6 absences are unexcused.
9 Unexcused Absences	The student will be required to participate in a conference with the building administrator or designee. The school may file an Educational Neglect and Truancy Report. sends initial report to Be@School program at the seventh unexcused absence. The administration will communicate to the parents/guardians that the continued absences will result in eventual referral to the state attorney.
9-18 Cumulative Absences	At 12 unexcused absences, school sends report 2 to Be@School, which includes additional information about the student, known or suspected barriers, and attendance interventions. School administration will continue to work with the family to communicate absences. At 17 days, school sends

	report 3 to Be@School to update attendance, contact information, or any additional concerns. A student that reaches 18 cumulative (excused and unexcused absences) may be recommended for retention.
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**These are total absences throughout the school year.*

High School	
3 Unexcused Absences	School will communicate with parents/guardians about attendance concerns via letter or phone call. Student will be placed on an attendance contract stating the next unexcused absence in the particular class hour will result in loss of credit and study hall placement for the remainder of the term.
4 Unexcused Absences	Student will be dropped from course or set up for an attendance appeal. Parents/guardians may be required to attend a Parent Group Meeting through the “Be@School” program in Hennepin County.
7 Cumulative Absences	Letter sent to parents/guardians to notify them their student could be dropped from course if they reach 9 cumulative absences within a semester.
9 Cumulative Absences	School administration implements an attendance contract to ensure both parents/guardians and students are aware that credit may be lost if absences continue to occur.
10 Cumulative Absences	Student will be dropped from course or set up for an attendance appeal.

**All absences are reset at the start of a new semester.*

UNEXCUSED ABSENCES

Any Unexcused Absence	Family will be notified via automated phone call. Family has 48 hours to excuse the absence via the EHS online system. Students have the opportunity to make up missed work for up to 75% or equivalent.
3 Unexcused Absences	At three unexcused absences, schools send a Three Day Continuing Truant notification letter home to parents/guardians.
7 Unexcused Absences	Truancy Report 1 will be filed through the Hennepin County “Be@School” program. Parents may be required to attend a Parent Group Meeting through the “Be@School” program. At seven unexcused absences, a student is considered a habitual truant. The school will communicate with parents about attendance concerns via phone call or parent meeting including EHS staff to create an intervention plan.
12 Unexcused Absences	Truancy Report 2 will be filed through the Hennepin County “Be@School” program. Pending student performance or extenuating circumstances, student may be dropped from class with a grade of NC.

**All absences are reset at the start of a new semester*

EXCUSED ABSENCES

Any Excused Absence	Full credit is given for make-up work. A student should complete ALL missing work within a period equating to two school days per day of excused absence to receive full credit.
12 Excused Absences	The school will communicate with parents about attendance concerns via phone call or parent meeting. The student may be placed on an intervention plan which may require pre-approval from administration/health services or provide a note from a medical provider upon subsequent excused absences. At 17 days, school sends report 3 to Be@School to update attendance, contact information, or any additional concerns.

*All absences are reset at the start of a new semester

The district reserves the right to report students truant if they accumulate more than 12 excused absences during the year.

E. Attendance Appeal Process for Edina High School

A student scheduled to be removed from a class due to excessive (excused or unexcused) absences may appeal this decision. The student and/or parent/guardian is provided an opportunity to share the circumstances related to the violation of the attendance contract that warrant not being dropped from the course. The final decision is made by the administrator.

IV. Suspension from School

Make-up work is required and will receive one hundred percent (100%) credit. Days during which a student is suspended from school will not be counted in the student's total cumulative absences.

V. Tardiness

- A. At the Elementary level, tardiness is late arrival to school, not to exceed thirty minutes. Any student arriving later than thirty minutes will be marked as a half day absence.
- B. At the Middle School and High School levels, tardiness is late arrival to school or to a class, not to exceed 10 minutes.

Tardiness, other than the first period of the day, will be handled by the teacher. Each teacher will advise students of penalties and/or makeup for their class. Late arrivals to school in the morning will be dealt with through the office. The fourth unexcused tardy in any given quarter will result in an intervention (e.g., attendance plan, parent/guardian meeting, team meeting).

- C. Tardiness or half day absence is classified as exempt, excused, or unexcused, depending on whether the reason is defined as exempt, excused, or unexcused in Section II.

revised: 06/12/17
revised: 12/17/18
updated: 11/18/19
revised: 06/12/23
revised: / /24

Appendix II to Policy 503

**Form for Pre-Arranged Personal Absences, Family Vacations,
and Significant Educational Opportunities**

Entire form must be filled out 5 days prior to the absence for it to be considered excused!

Student Name: _____ Grade: _____ ID#: _____

Parent/Guardian Name(s): _____

Parent/Guardian Phone Number(s): Cell (____)____-____;

Home (____)____-_____

Date(s) of Absence: * _____ through * _____

*Leaving midday at: _____AM/PM

*Returning midday at: _____AM/PM

Check one Box Below:

- Religious Observance**
- Personal Matter / Family Vacation - Please supplement this form with a short written explanation.**
- Significant Educational Opportunity - Please supplement this form with a short written explanation of the opportunity.**
- Athletic Event - Please supplement this form with a short written explanation.**

Written Explanation for Absences:

Parents//**guardians**/students are responsible for contacting the teacher(s) and arranging for makeup work before turning this form into the office. Please complete and turn this form in to the office **at least five school days** prior to departure. Forms not turned in 5 school days prior to being gone will result in the absence marked as unexcused. Parent(s)/**guardian(s)** should sign this form before giving it to the classroom teacher.

I have read and understand the conditions listed above:

Student Signature: _____

Parent/Guardian Signature(s): _____

Date: _____

Office Use Only:

Date received by Office Staff: _____

Revised: ~~12/17/18~~

(/)

Appendix III 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(s): _____ Date: _____

Family Proposal for a Modified Learning Experience, page 2

District Administrative Approval:

Approved Denied

Approved with the following modifications:

District Administrative Decision-Makers:

Director of Teaching & Learning

Building Principal

Date

Date

Appeal Request Date: _____

Decision of District Task Force:

Approved Denied

~~Created: May 15, 2017~~

~~Updated: July 17, 2017~~

(/)

Students

Student Promotion, Acceleration, Retention, and Early Kindergarten Admission

I. Purpose

This policy provides guidance to employees, families, and students regarding student promotion, acceleration, retention, and early kindergarten admission.

II. General Statement of Policy

The school district is dedicated to the total and continuous development of each student. Students will be placed in the instructional level best suited to their academic, social, and emotional needs. Teachers or parents/guardians are welcome to initiate the process for student promotion, acceleration, retention, or early kindergarten admission.

Students will usually progress from level to level on an annual basis. Exceptions may be made, however, when they are in the best educational interest of the student. Any exceptions will be made only after consultation with the student's family.

A student's readiness and motivation for promotion, acceleration, retention, and early kindergarten admission will be considered. In order to achieve the best academic outcomes for all students, it is important to match the level, complexity, and pace of the curriculum for students.

III. Student Promotion, Acceleration, and Retention

A. Elementary (Grades K-5)

1. Promotion

Students who achieve levels deemed acceptable by local and state standards will be promoted to the next grade level at the completion of each school year. Promotion will occur unless parents/guardians are made aware that promotion may not occur during the school year.

2. Acceleration

a. Course/s/Subject aAcceleration

Course or subject acceleration will first be done through differentiated

classroom work. If full subject acceleration is implemented in a sequential content area, a plan ~~must~~ will be created that accommodates the potential for continued sequential implementation beyond the year it is instituted. Requests must be submitted to the principal by March 15 of the preceding school year.

b. Full Grade Level Acceleration

In order to design the most appropriate educational program for students, the school district recognizes that some students demonstrate a need for grade level acceleration. Grade level acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in multiple academic areas. In these cases, the degree to which the regular grade level material requires modification may become difficult for the educators to both facilitate and manage.

3. Retention

Retention is defined as students remaining in the same grade based on unsatisfactory performance or lack of readiness for the material/standards in the grade or level of rigor. This may be considered if it is in the best interest of the student.

B. Middle School (Grades 6-8)

1. Promotion

Students who achieve at levels deemed acceptable by local and state standards will be promoted to the next grade level at the completion of each school year. Promotion will occur unless parents/guardians are made aware during the school year.

2. Acceleration

a. Course or Subject Acceleration

Course or subject acceleration is the act of moving a student at least one grade level above ~~his/her~~ their general grade level placement. Course or subject acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in an academic area.

b. Full Grade Level Acceleration

Grade level acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in multiple academic areas. In these cases, grade level acceleration may be considered.

3. Retention

Retention is defined as students remaining in the same grade based on unsatisfactory performance or lack of readiness for the material/standards in the grade or level of rigor. This may be considered if it is in the best interest of the student.

C. High School (Grades 9-12)

1. Promotion

Promotion is based on the student completing courses and standards. Students do not necessarily advance grade by grade. Rather, course credits and graduation standards are accumulated until graduation requirements have been met.

2. Course or Subject Acceleration

Please see Policy 620 for details and procedures for either Credit by Assessment or Credit for Prior Learning.

3. Retention

Students in high school are not retained by grade level; rather, students must accumulate course credits and demonstrate they have learned a prescribed set of standards.

IV. Early Kindergarten Admission Procedure

- A. Children who are five years of age on or before September 1 of the calendar school year may enroll in kindergarten. The [school](#) district will begin the registration process for kindergarten in November of the prior school year. The registration process will define school enrollment options and kindergarten programming options available to kindergarten families.
- B. Children who are five years of age on September 2 through October 15 of the calendar school year may enroll in kindergarten, however, they are not guaranteed enrollment at their attendance area school. The student must meet the district's early admission to kindergarten assessment requirements outlined below. The elementary choice programs are not available to early admission children.
 1. The district will, upon request, provide information to families considering early admission into kindergarten that explains the early admission requirements.
 2. Families seeking early admission into kindergarten must submit a letter of

request for admission to the school district by May 15 of the year prior to admission.

3. The expenses related to the required assessments for early entrance consideration are the responsibility of the ~~families~~ [parents/guardians](#). [Families who qualify for educational benefits can apply for an in house assessment process with the district.](#)
4. The assessment requirements must include an assessment of:
 - a. cognitive functioning and readiness skills for academics
 - b. social and emotional characteristics
 - c. motor skills

The assessment will be completed by a licensed psychologist. A suggested list of psychologists will be provided by the district.

5. A written summary of the assessment will be submitted to the district by August 15 of the year prior to admission.
6. The district will have an early admission kindergarten team review the assessment. The team will include a kindergarten educator, a building principal, a school psychologist, and the ~~D~~[Director of S](#)[tudent S](#)[upport S](#)[ervices](#).
7. The team will decide if the child is approved for early admission. The decision of the team is final and will be placed in writing for the family.
8. The family will register for kindergarten at the Student Enrollment Center, 5701 Normandale Road, Edina, Minnesota.

Legal References:

Minn. Stat. § 120B.15 (Gifted and Talented [Students Programs and Services](#))

Minn. Stat. § 123B.143, Subd. 1 (~~Superintendents~~ [Contract; Duties](#))

Cross References:

Policy 613 (Graduation Requirements)

Policy 614 (~~School District Testing~~ [Assessment](#) Plan)

Policy 618 (Assessment, Grading and Reporting of Student Progress)

Policy 620 ([Receiving](#) Course Credit for Learning)

Policy

adopted: 04/14/08

amended: 10/22/12

revised: 05/16/16

[revised:](#) / / 24

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

Appendix I to Policy 513

Timeline and Procedure for Retention (K-9 8) or Acceleration (Grades K-5)

Staff and parents/[guardians](#) who recommend students for acceleration, promotion, or retention will generally proceed according to the following timeline procedures:

Timeline	Procedure
By 2/1	Teacher or parent(s)/ guardians considering recommending retention or acceleration (and parents/ guardians if initiated by a teacher) should fill out Appendix III and give it to the building principal.
By 2/15	A building team (consisting of the principal, psychologist, teacher, and other members as appropriate) convenes to discuss the request, including information gathered using Appendix IV. The G gifted/ T talented C oordinator should be consulted in an acceleration situation.
By 4/15	<p>The same building team expands to include the parent(s)/guardians. The team reviews the data and develops a recommendation to the principal. Appropriate action will be determined. A decision will be made on:</p> <p>Retention</p> <ol style="list-style-type: none"> 1. Retain the student in the present grade/course, or 2. Develop an educational program plan for the student. <p>Acceleration</p> <ol style="list-style-type: none"> 1. Develop an education plan for the student that may include course/subject acceleration, or 2. Fully accelerate the student to the next grade level and create a transition plan.
By 4/30	<p>If consensus between parent(s)/guardians and school team members is not reached, a report will be submitted to the principal for review and decision.</p> <p>If the parent(s)/guardians do not agree with the principal's decision, the parents/guardians may appeal in writing to the director of teaching and learning.</p>
	Exceptions may be made to this timeline.

Appendix

Established: 05/16/16

revised: ___/___/24

Appendix II to Policy 513

Timeline and Procedure for Course or Subject Acceleration Request for Secondary Students ~~(Gr. 6-9)~~

Timeline	Application/Request
By 3/15	New requests will be made in writing and submitted to the student's counselor by March 15 of the preceding school year for first semester courses.
By 11/1	Application for second semester courses must be made by November 1 of the school year.

Decision Making Team

A building team consisting of the principal, psychologist, teacher, and other members as appropriate, convenes to discuss the request, including information gathered. The Gifted/Talented Coordinator should be consulted in an acceleration situation. The acceleration process is a collaborative effort utilizing members of the decision making team in tandem with parent(s)/guardian(s).

Course/subject acceleration will be limited to two of four core-area subjects (math, language arts, science, and social studies). At the point where three of four core-area courses are recommended by the building team, the student will be full grade accelerated.

The building administrator/program administrator makes the final decision on all accelerations- requests. If the parent(s)/guardians do not agree with the principal's decision, the parents/guardians may appeal in writing to the director of teaching and learning.

Procedure

	Spring	Fall
Middle School	Course or subject acceleration for middle school students wishing to participate at the high school level is intended for students who are implementing an educational plan, inclusive of sequential courses that are unavailable at the middle schools, to ensure continuous placement occurs.	As necessary, fall placement for middle school students in a traditionally overloaded high school course for middle school students will be considered as soon as possible, but no later than the second week of school.

High School	A spring placement request for a course at the high school campus or in the Edina Virtual Pathway program will be honored when the high school historical scheduling and staffing patterns ensure that such placement will not overload a high school section of a class or displace a fully-enrolled high school student.	Fall placement and individual schedules for all students is are the counselors' first priorities. A class is considered "full" according to school board class size guidelines.
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Considerations:

1. Course or subject acceleration requests by middle school students may be accommodated by high school or middle school counselors in the fall if the need has been demonstrated, ~~and that~~ fulfilling such a request does not overload a high school course (using enrollment guidelines followed by the high school), such a change meets the middle school student's schedule requirements, and the appropriate timelines have been followed. The dates of the original written requests will determine order of placement when the number of requests exceeds available space. The total number of courses a student may enroll in across the two campuses may not exceed seven.
2. A student may need to drop an elective in order to accomplish acceleration. Course or subject acceleration may be accomplished and accommodated by scheduling the student into next level courses as available. The school district will offer online learning or other alternative options for a student if school sites are unable to accommodate further sequential acceleration.

Exceptions may be made to this timeline or process.

[Appendix](#)

Established: 05/16/16

revised: / /24

Appendix III to Policy 513

Parent/Guardian Request/Student Input Form

Parents/Guardians who are requesting or are involved with the possible retention or acceleration of a student should fill out the form below and give it to the student's building principal following the timelines laid out in Appendices I and II.

Parent/Guardian name(s) _____

Student name _____ Date _____

Who is filling out the form? (select one):

_____ Parent/Guardian _____ Teacher

Request for (select one):

_____ Retention _____ Course/credit acceleration _____ Full grade acceleration

1. For what reasons would retention or acceleration be a good fit for your student?

In addition, please fill out Appendix IV to the best of your ability. By signing this form you are giving permission for a general intellectual abilities screener to be given to your child, if necessary.

Parent(s)/Guardian(s): *Signature(s)* _____ *Date* _____

Contact Information: *Email* _____ *Phone* _____

Established: 05/16/16

(/)

Appendix IV to Policy 513

Retention or Acceleration Student Information Form

The school district expects all students to achieve at an acceptable level of proficiency. All stakeholders will coordinate and collaborate to the greatest extent possible to help students succeed in school. Multiple factors will be considered as part of the procedure for retention or acceleration.

Student Name _____ Date _____

School _____ Building Team Members _____

Social/Emotional Considerations

This document is meant to serve as a guide for discussion as part of the data collected about a student in order to ascertain the best placement/programming.

Factor	Definition	Low degree	—————→	High degree
Self-Awareness	Accurately assessing one's strengths and limitations			
	Possessing a well-grounded sense of confidence and optimism			
Self-Management	The ability to regulate one's emotions, thoughts, and behaviors in different situations			
	Managing stress			
	Motivating oneself			
	Controlling impulses			
	Setting and working toward achieving personal and academic goals			
Social Awareness	The ability to take the perspective of and empathize with others from diverse backgrounds and cultures			
	To understand social and ethical norms of behavior			
Relationship Skills	The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups			
	Communicating clearly			
	Listening actively			
	Cooperating			

	Seeking and offering help when needed				
Responsible Decision-Making	The ability to make constructive and respectful choices about personal behavior and social interactions				
	Realistically evaluating consequences of various actions				
	Considering well-being of self and others				
Overall interpretation of students' strengths and weaknesses:					

Adapted from Conklin, Tom. Social and Emotional Learning: Essential Lessons for Student Success. Scholastic: New York, New York, 2014.

Scholastic Achievement

Knowledge and skill depth on grade level standards

Assessment information

Intelligence information* (if available and/or applicable)

*if a general intellectual abilities screener is used, students should be at least 2.5 standard deviations or greater above the mean to be considered for full grade level acceleration

Additional Factors

Attendance as it affects achievement

DECISION:

Promote Retain Accelerate

Recommendations/Plan (attach extra documentation as necessary):

Parent(s)/Guardian(s): *Signature(s)* _____ *Date* _____

Contact Information: *Email* _____ *Phone* _____

Principal Signature: _____ *Date* _____

Established: 05/16/16

(___ / ___)

Non-Instructional Operational and Business Services

Records Retention

I. Purpose

This policy establishes the responsibility for the development of a records retention schedule and requirements for appropriate destruction of records when retention is no longer required. 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.

II. General Statement of Policy

- A. The superintendent, or designee, will propose a records inventory and retention schedule for all records required to be kept by the school district for approval by the school board. Such a schedule will establish the length of time a classification of records must be maintained by the district.
- B. Once a records retention schedule has been approved by the school board the Superintendent will submit the approved schedule to the State authority, Records Disposition Panel, for final approval.
- C. The approved records retention schedule will be published. Records inventoried in the approved records retention schedule may be properly destroyed after the term designated for that class of document without further action.
- D. The Superintendent, or Superintendent's designee, will review the records inventory and retention schedule no less than every five (5) years.
- E. Any record that contains non-public information must be disposed of in such a way as to disguise the non-public information, such as shredding of physical records or electronic complete destruction and deletion of electronic records.

III. Records Retention Schedule

The district will follow the State of Minnesota School District General Records Retention Schedule found in Appendix I.

Legal References:

34 CFR Part 99 (Family Educational Rights and Privacy Act Regulations [FERPA])

Minn. Stat. § 15.17 (Official Records)

Minn. Stat. § 127A.17 (Uniform Systems of Records and of Accounting; [Commissioner](#))

Minn. Stat. § 138.17 (Government Records; Administration)

Cross References:

Policy 406 (Public and [Private](#) Personnel ~~Private~~ Data)

Policy 515 (Protection and Privacy of Student Records)

Policy 703 (Accounting)

Policy

adopted: 08/15/16

revised: / / 24

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

Appendix I to Policy 719

Retention Record Schedule

[This chart is deleted in its entirety and replaced with the following new chart.]

Section: Administration					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 year after audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 year after Canvas Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports generated by District (in accordance with MN Statute 120B.11)	Permanent	Yes	Public-MS 120B.11
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 years	No	Public
ADM00400	Authority to Dispose Records (if Applicable)	Application for authority to dispose of records form	6 years	No	Public/Private MS 13.43, 13.32, 13.39
ADM00500	Boundary Changes-District	Consolidation, Detachment, Annexation and Dissolution	Permanent	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number & length of days by school & grade, reflecting updated activities during the year	3 years	No	Public-MS 127A.41
ADM00700	Census, Annual School	1979 and earlier	Permanent	Yes	Private-MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 years	No	Private-MS 13.32
ADM00720	Census, Certified Reports	Conducted once per decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's records of closed rural school which were consolidated into the independent school district	Transfer to state archive	Yes	Public
ADM00900	Correspondence - Administrative	Superintendent, Principal, Assistant Principal and Other Administrators	3 years	No	Public/Private MS 13.43, 13.32
ADM01000	Court/Administrative Case/Trial Information	Litigation/Administrative charges documents	10 years	No	Public/Private MS 13.32, 13.43 MS 13.90
ADM01010	Court/Administrative Orders	-	1 year after complete	No	Public
ADM01100	Grant Applications	Successful	3 years after complete	No	Public 20 U.S.C. 1232f(a)
ADM01110	Grant Applications	Unsuccessful	1 year	No	Public

ADM0120 0	Inservice Workshops	Attendance Records, Agenda and Materials	3 years	No	Public
ADM0130 0	Inter-District Cooperatives	Vocational, Special Ed & Joint Powers Agreement	Permanent	Yes	Public
ADM0140 0	Minutes	Board Minutes	Permanent	Yes	Public
ADM0141 0	Minutes	Officially Designated Committees	Permanent	Yes	Public
ADM0142 0	Minutes	Other than those in ADM01300, 1400 & 1410	1-year	Yes	Public
ADM0143 0	Minutes-Tape Recordings	Board Minutes-only	Until transcribed & approved	No	Public
ADM0144 0	Board Policies	-	3 years after change	No	Public
ADM0150 0	Negotiations In Personnel	-	-	-	-
ADM0160 0	Newsletters and Publications	District Generated	Permanent	Yes	Public
ADM0161 0	Newsletters and Publications	Student Generated School Newspapers	Permanent	Yes	Public
ADM0170 0	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and, Scrapbooks	Permanent	Yes	Public
ADM0180 0	Media Center/Librarian Reports	-	3 years	No	Public
ADM0190 0	Video Tapes	Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32; 13.43
ADM0200 0	E-Mail		Same as Correspondence	No	Private/Public MS 13.32; 13.43

Section: Building					
Item	Title	Description	Retention Period	Archival	Data Practices Classification; Statute
BLD0010 0	Accident/Damage Records	School Property Related	10 years	No	Public
BLD0020 0	Bldg Maintenance Repair & Records	Work orders for building maintenance/repairs/damage	Until obsolete	No	Public
BLD0030 0	Building Permits	Applications, inspection reports, plans, etc.	10 years	No	Public
BLD0040 0	Building Program Records	Current and projected needs, review & comment	10 years	No	Public
BLD0050 0	Facilities Records	Construction specifications, blueprints, abstracts, deeds, title papers, final inspection reports, land and building occupancy approval	Permanent	Yes	Public
BLD0060 0	Fixed Asset Records	Equipment, fixtures and material inventory and depreciation	Life of Item	No	Public

BLD0070 0	Leases Landlord/Tenant	All leases and licenses and access agreements. Tenant/Landlord	6 years	No	Public
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Section: Community Education					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
CE0010 0	Annual Reports	See finance	-	-	-
CE0020 0	Applications by individuals for adult education	-	1 year	No	Private MS 13.32
CE0030 0	Certificate of Compliance	Verifies cooperation between district and other governmental agencies, joint powers agreement	Permanent	No	Public MS 471.59
CE0040 0	Class schedule-master	-	1 year	No	Public
CE0050 0	Financial Records	See finance	-	-	-
CE0060 0	Grants	See administration	-	-	-
CE0070 0	Minnesota DCE & L Reports	Early childhood family education, home school, adult basic education, English as a second language, general education development, other state programs	6 years	No	Public/Private MS 13.32
CE0080 0	Minutes	See administration	-	-	-

Section: Curriculum					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
CUR0010 0	Class lists	-	1 year	No	Private MS 13.32
CUR0020 0	Class schedules	Applications, inspection reports, plans, etc.	1 year	No	Public
CUR0030 0	Curriculum development	Support data, recommendations, programs and procedures	6 years	No	Public
CUR0040 0	Daily Plan Books—Teachers	Paper Forms	1 year	No	Public
CUR0050 0	Duty Rosters—Teachers	Paper Forms	1 year	No	Private MS 13.32
CUR0060 0	Grade Books—Teachers	Paper Forms	1 year	No	Public
CUR0070 0	Textbooks	Adoptions	6 years	No	Public
CUR0071 0	Textbooks	Inventories	6 years or until obsolete	No	Public

Section: Finance					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
FIN0010 0	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN0020 0	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of lading, Purchase Orders, Acknowledgements/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 years	No	Public/Private-MS-13.43
FIN0021 0	W-9 Form		6 years after 1099 issued	No	Public/Private-MS-13.43
FIN0030 0	Year-End Financial Reports	Year-end revenue and expenditure summary transaction reports	Permanent	No	Public
FIN0030 5	Year-End Financial Reports	Year-end revenue and expenditure detailed transaction reports	Permanent	No	Public
FIN0031 0	Year-End Financial Reports	Year-end UFARS revenue and exp report to state	Permanent	No	Public
FIN0031 5	Year-End Financial Reports	Year-end special funded projects report	Permanent	No	Public
FIN0032 0	Year-End Financial Reports	Year-end clerks & treasurer's reports (Register of receipts & disbursements, treasurer's annual reports & books of records, 1932 & earlier)	Permanent	Yes	Public
FIN0032 5	Year-End Financial Reports	Year-end clerks & treasurer's reports (Register of receipts & disbursements, treasurer's annual reports & books of records, Post 1932)	Permanent	No	Public
FIN0033 0	Year-End Financial Reports	Year-end accounts rec; numbered receipts, accounts rec. invoices, remittance advice	6 years	No	Public
FIN0033 5	Year-End Financial Reports	Year-end, general, receipts & disbursements journals, check register, budget publications balance sheet, adopted & revised budget	Permanent	No	Public
FIN0040 0	Audit reports		Permanent	Yes	Public
FIN0050 0	Bank statements/reconciliation	Checks, cancelled, returned or void	6 years	No	Public/Private-MS-13.43
FIN0051 0	Bank statements/reconciliation	Statement of pledged securities	6 years after expiration	No	Public
FIN0060 0	Bond Coupons	Bond ledgers/registers	Until debt is retired	No	Public

			and after audit		
FIN0070 Ø	Bond issues-official statements	Enabling Documents	Permanent	No	Public
FIN0080 Ø	Building and Land Contracts	See Buildings			
FIN0090 Ø	County Auditor Statements	County auditor statements tax settlement report and taxes receivable report	6 years	No	Public
FIN0110 Ø	Insurance Documents	Fidelity/Surety Bonds	6 years after exp.	No	Public
FIN0111 Ø	Insurance Documents	Insurance Bids, Health, Dental, Life, etc (Accepted and Rejected)	6 years	No	Public
FIN0112 Ø	Insurance Policies	Health, Property, Liability, etc. Policies, Amendments and Waivers	20 years	No	Public
FIN0120 Ø	Inventory	Year-end inventory list, Warehouse Listing, Library Holdings	3 years	No	Public
FIN0130 Ø	Leases/Agreements		3 years after exp.	No	Public
FIN0140 Ø	Levies		6 years	No	Public
FIN0150 Ø	Property Appraisals		Until Superseded	No	Public
FIN0160 Ø	Sealed Bids	Successful and Unsuccessful	6 years after award	No	Public
FIN0170 Ø	Quotes	Successful and Unsuccessful	1 year after receipt	No	Public
FIN0180 Ø	Student Activity Accounts	Cash receipts, Vouchers, Cancelled Checks, Ledgers and Journals	6 years	No	Public
FIN0190 Ø	Transportation—Annual Reports		6 years	No	Public
FIN0200 Ø	Transportation Contracts	With Independent Contractors	6 years	No	Public

Section: Payroll					
Item	Title	Description	Retention Period	Archival	Data Practices Classification/Statue
PAY00100	Cafeteria plan records		6 years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	lost or missing check replacement, etc.	2 years	No	Public/Private MS 13.43
PAY00400	Dues deduction authorization	Union Dues	3 years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishments; notice of bankruptcy wage levy and	3 years after expiration	No	Public/Private MS 13.43

		related documents			
PAY00700	Payroll register	Name; address, date of birth, rate of pay; compensation earned	Permanent 29-C.F.R. 1627.3(a)	No	Public/Private MS 13.43
PAY00800	PERA eligibility sheets and reports		6 years	No	Public/Private MS 13.43
PAY00900	Prior years' quarterly FIGA		6 years	No	Public/Private MS 13.43
PAY01000	Quarterly report of local government	Employees and Wages (Weeks or Hours Worked)	3 years	No	Public
PAY01100	Salary deduction sheets		6 years	No	Public/Private MS 13.43
PAY01200	Voluntary withholdings	Requests for Withholding (United Way, Savings Bonds, etc.)	2 years after expiration/superseded	No	Public/Private MS 13.43
PAY01300	Stop payment orders and bonds		6 years	No	Public/Private MS 13.43
PAY01400	Tax reports	Federal, Minnesota and Other States	6 years	No	Public/Private MS 13.43
PAY01500	Tax sheltered annuity contracts		Permanent, 29-C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax sheltered annuity Authorization	457 and 403(B) Plans	Permanent	No	Public/Private MS 13.43
PAY01700	Time Sheets		6 years	No	Public/Private MS 13.43
PAY01800	TRA/PERA - Retirement Remittance Report	Monthly and Annual Reports	6 years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 years after termination	No	Public/Private MS 13.43

Section: Health and Safety

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
HSF00100	Infections Disease and Occupational Exposure Files	Files on each employee dealing with safety and training on diseases such	30 years after separation	No	Public/Private MS 13.43

		as hepatitis and AIDS. Retain in employees medical file, hearing testing, MSDS, respiratory fitness, asbestos exposure records			
HSF0020 Ø	OSHA – Citations of Penalty	Notification of Violations by the District	Until violation has been corrected	No	Public/Private MS 13.43
HSF0030 Ø	OSHA – Employee Accident Reports	OSHA Report Numbers 200 and 101	5 years after incident	No	Public/Private MS 13.43
HSF0040 Ø	OSHA – Employee Exposure Records	Any information concerning employee exposure to toxic substances or harmful physical agents	30 years after termination or retirement	No	Public/Private MS 13.43
HSF0050 Ø	Safety Committee Agenda and Minutes	-	3 years	No	Public
HSF0060 Ø	Training Records – Right to know	MSDS	3 years after separation	No	Public
HSF0070 Ø	Pesticide Notification	Parental right to know	6 years	No	Public
HSF0080 Ø	Hazardous Waste Disposal	Disposal manifest	Permanent	No	Public
HSF0090 Ø	AHERA Abatement Files/Management Plans	Abatement closeouts, sampling data management plans	Permanent	No	Public

Section: Personnel					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
1	Human Resources	Employee medical records – Any information concerning the health status of an employee which is made or maintained by a physician, nurse or health care personnel or technician	30 years after termination or retirement	No	Private MS 13.384 MS 13.43
2	Human Resources	Employee medical records: medical and employment questionnaires or histories, medical exams and opinions, treatments and prescription and employee complaints	30 years after termination or retirement	No	Private MS 13.384 MS 13.43
3	Human Resources	Request for leave – vacation, sick, personal, etc	6 years after termination	No	Public/Private MS 13.43
4	Human Resources	Leave of absence reports – reports to PERA, TRA, etc. Regarding unpaid board approved leaves	6 years	No	Public/Private MS 13.43
5	Human Resources	Discrimination claim records – Sexual harassment and discrimination	Until final disposition of charge	No	Public/Private Confidential MS 13.43, 13.39
6	Human Resources	First report of injury	Permanent in worker's comp file; Other 20 years	No	Private MS 13.43 MS 176.231 MS 176.151
7	Human Resources	Application for employment, resume, interview docs – Licensed & Classified – not hired. All employment records, including	2 years or until final disposition of charge	No	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40,

		application, resume, cover letter, interview notes, inquires, questions and answers, rejection letter, etc.			1627.3(b)(1), Minn. Rules 5000.225
8	Human Resources	Application for employment, resume, interview docs— Licensed & Classified— Hired (HR File). All employment records, including application, resume, cover letter, interview notes, inquires, questions and answers, rejection letter, etc.	6 years after termination or final disposition of charge	No	Public/Private MS 13.43, 29 CFR 1602.14(a), 1602.40, 1627.3(b)(1), Minn. Rules 5000.225
9	Human Resources	Arbitration Decisions	Permanent	No	Public/Private MS 13.43
10	Human Resources	Contracts and Assignments	6 years after termination	No	Public
11	Human Resources	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)	3 years	No	Public 29 C.F.R. 1602.39
12	Human Resources	Grievance Files— Grievance/Complaints filed under a Labor Agreement (arbitration and court)	Permanent	No	Public/Private MS 13.43
13	Human Resources	Insurance: Group Master Policies, Contracts and Agreements	6 years after expiration	No	Public
14	Human Resources	Insurance: Reports— Insurance Census Premium Reports, Etc.	6 years	No	Public/Private MS 13.43
15	Human Resources	STARS Reports— Annual Report to State	1 year or superseded	No	Public
16	Human Resources	Insurance Records: Enrollment Cards	Until superseded	No	Public/Private MS 13.43
17	Human Resources	Insurance Records: Employees on Leave of Absence, FMLA, Long-Term Disability, Retired Teachers, Surviving Spouses, Terminated	2 years after insurance coverage terminates	No	Public/Private MS 13.43
18	Human Resources	Labor Contracts - Between School District Management and Various Bargaining Units. Including: Correspondence, Salary Schedules, Human Resources	Permanent	Yes	Public
19	Human Resources	Long-Term Disability Claims/Awards	10 years after settlement	No	Public/Private MS 13.43
20	Human Resources	Job Descriptions	Superseded	No	Public
21	Human Resources	Mediation Records	Permanent	No	Public
22	Human Resources	Negotiation Records - Costing, Strategy Session Tapes	2 Years after all complete	No	Public/Private MS 471.705
23	Human Resources	Pay Equity: Classification Studies and Working Paper	Superseded	No	Public
24	Human Resources	Pay Equity: Summary	Permanent	No	Public
25	Human Resources	Human Resources Files: individual citations, personal history, references, appointment & promotion, performance termination/resignation I-9 Form, evaluations, deficiency docs, direction & correction, reprimands, discipline notices	6 years after termination or mutual agreement to expunge	No	Public/Private MS 13.43
26	Human Resources	Employee's Response Letter to any Documenting Human Resources File	Same as document	No	Public/Private MS 13.43, 122A.40

27	Human Resources	Seniority lists	Time in effect & 1 year after term	No	Public 29 C.F.R. 1627.3(b)(2)
28	Human Resources	Recruitment Records – Relating to posting, selection & appointment to position, advertising	2 years	No	Public/Private MS 13.43
29	Human Resources	Unemployment Claims/Compensation – Claims for Unemployment	2 years after resolution	No	Public/Private MS 13.43
30	Human Resources	Worker's Compensation Claims – Injury reports and correspondence dealing with injuries	20 years	No	Public/Private MS 13.43, 176.231
31	Human Resources	Worker's Compensation Claims – Claims summary, summary information from carrier	6 years after termination	No	Public/Private MS 13.43, 176.231

Section: Special Education

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
SPC00100	Paper Special Education Records	Special Education records maintained in paper form	When the student turns 25	No	Private M.S. 13.32
SPC00200	Electronic Special Education Records	Special Education records maintained in electronic form	When the student turns 25	No	Private M.S. 13.32

Section: Students

Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
STD00100	Accident Reports	-	Permanent	No	Private M.S. 13.32
STD00200	Non-Academic Records	Registration forms, releases, name changes, daily absences, online class lists & online gradebook, online class schedules interventions	Until student turns 25 ("until 25")	No	Private M.S. 13.32
STD00300	Achievement & Standardized Test Results	-	Permanent	No	Private M.S. 13.32
STD00400	Emergency Care Information	-	Superseded or until 25	No	Private M.S. 13.32
STD00500	Attendance and Membership Data	Student's yearly enrollment days and absence days	Permanent	No	Private M.S. 13.32
STD00510	MARSS Data – Detailed	Student state data files related to MARSS, SERVS	10 years	No	Private M.S. 13.32
STD00600	Health & Immunization	Immunization history	Permanent	No	Private M.S. 13.32
STD00610	Student Health Information	Nurse notes, logs	10 years	No	Private M.S. 13.32

STD0070 0	Cumulative File	Student permanent academic records including demographics, birth verification, enrollment history	Permanent	No	Private M.S. 13.32
STD0080 0	Demographic Information (Family/Custody, etc.)	Legal documentation related to the student	Superseded or until 25	No	Private M.S. 13.32
STD0100 0	Extra and Co-curricular Participation	Athletic, official clubs, etc.	Until 25	No	Private M.S. 13.32
STD0110 0	Homeschool records	-	Until 25	No	Private M.S. 13.32
STD0120 0	Preschool screening	-	Permanent	No	Private M.S. 13.32
STD0130 0	Nonresident Pupil Attend Applications/Agreement	-	Until 25	No	Private M.S. 13.32
STD0141 0	School Performance Data –Yearly Report Cards	-	Until 25	No	Private M.S. 13.32
STD0142 0	School Performance Data –Transcripts	Student official transcripts, K-12	Permanent	No	Private M.S. 13.32
	Paper and Electronic Section 504 Records	Section 504 records maintained in electronic and paper form	Six years following the last date of the student's eligibility for Section 504 services.	No	Private M.S. 13.32

Section: Transportation					
Item	Title	Description	Retention Period	Archival	Data Practices Classification and Statute
TRN0010 0	Claims for transportation aid	-	3 years	No	Public
TRN0020 0	Contractor correspondence/reporting	-	3 years after completing contract	No	Public
TRN0040 0	Equipment inventories	See Buildings	-	No	Public
TRN0050 0	Equipment maintenance records	-	Life of equipment	No	Public
TRN0060 0	Minnesota DCF&L Reports	Annual Reports and Student Ridership Categories	3 years	No	Public
TRN0070 0	Pupils transported for aid entitlement	Lists containing names of students	3 years	No	Private M.S. 13.32
TRN0080 0	Transportation mileage records	-	3 years	No	Public
TRN0090 0	Transportation reimbursements	-	6 years	No	Public

Appendix I to Policy 719

State of Minnesota
School District General Records Retention Schedule

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School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerk's and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerk's and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliations	Checks, Canceled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliations	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Canceled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

School District General Records Retention Schedule

Section: Health & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 Years after Termination	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superseded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superseded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19	No	Private MS 13.43
PER02750	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superseded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superseded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

Appendix

Revised: 01/30/17

revised: __/__/24

VII. **Action**

VII.A. American Indian Resolution



Board Meeting Date: March 4, 2024

Title: American Indian Education Program Resolution

Type: Action

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

Background: Minnesota Statutes, section 124D.78, requires that all Minnesota districts and tribal schools with 10 or more American Indian students have an American Indian Parent Advisory Committee (AIPAC.) These committees serve in an advisory role to their school/district and help ensure that American Indian students are receiving culturally relevant and equitable education opportunities. They are crucial to the achievement and success of American Indian students statewide.

Recommendation: Accept the American Indian Parent Advisory Committee Resolution.

Desired Outcomes from the Board: Review and approve the American Indian Parent Advisory Committee Resolution.

Attachments:
Annual Compliance Overview

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

_____ **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

AIPAC Chairperson Printed Name and Signature

Date

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: Edina Public Schools

The American Indian Parent Advisory Committee Vote

 The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote: _____

Date the AIPAC presented to the school board: _____

 X *The AIPAC Issued a Vote of Nonconcurrence*

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

 The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson *Date*

Superintendent or Charter/Tribal School Director *Date*

AIPAC Chairperson *Date*

VII.B. Fiscal Year 2025 Cost Containment
Recommendations



Board Meeting Date: 3/4/2024

Title: Final Cost Containment Recommendations – Fiscal Year 2025

Type: Action

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

Description: The District administration’s revenue and expenditure assumptions for the 2024-2025 school year are estimated to result in the District’s unassigned fund balance being below the minimum level required by Board policy. In order to adhere to policy and maintain the District’s long-term financial stability, the District administration recommends containing costs in the amount of \$3,620,000.

The District has engaged in the Budget Reduction, Reallocation, and Revenue Generation process (BRRRG) and has sought feedback from stakeholders through a variety of platforms, including, but not limited to: Finance & Facilities Committee meetings, “town hall” meetings at school sites, a live-streamed virtual town hall meeting, district-wide leadership meetings, cabinet level meetings, and community surveys.

The District’s recommended cost containment measures are enclosed for the Board’s consideration. The administration is confident that the recommendations will allow the District to maintain its tradition of excellence while also ensuring long-term financial sustainability.

Recommendation: Formally approve one of the presented cost containment recommendations, Option A or Option A-1, for fiscal year 2025.

Desired Outcomes from the Board: N/A.

Attachments:

1. Cost Containment – 2024-25 School Year

Cost Containment

FINAL RECOMMENDATIONS

General Fund Financial Forecast

At the December 22, 2023 special meeting of the school board, the District administration presented its updated five-year forecast of general fund revenues, expenditures, and changes in fund balances for fiscal years 2025 through 2029. The forecast also restated the base year of the forecast, fiscal year 2024, due to a significant variance to salaries and benefits from the original budget approved by the school board in June of 2023.

The administration utilized the combination of level-services and revenue-based budgeting methodologies to refresh its forecast, meaning that the District assumes it will offer the same educational programming, support services, and administrative services that it currently offers in future years, adjusted for changes in enrollment and revenues generated locally and from state and federal agencies. The District administration applies a certain level of conservatism to all of its assumptions and projections, particularly in the areas of enrollment, additional revenue appropriations from the state, and staff compensation.

The detailed memorandum presented to the school board and public can be found on the District's [fiscal year 2025 budget planning website](#). The summary and findings of the forecast are that if the District continues to operate in fiscal year 2025 the same way that it is in the current fiscal year, the unassigned fund balance of the District is anticipated to be 3.92 percent, well short of the 6.00 percent required by school board [policy 702](#).

The District's fund balance policy states that if at any time the administration believes that the general fund unassigned fund balance will fall below the minimum of 6.00 percent, the administration must present a plan to the school board to reestablish the fund balance to an acceptable level. At the January 8, 2024 regular meeting of the school board the District administration presented three different cost containment options that would satisfy the board's unassigned fund balance policy. To achieve a 6.00 percent unassigned fund balance at the end of fiscal year 2025 the District would need to adjust its operations in the amount of approximately \$2,560,000. To achieve a 6.90 percent unassigned fund balance, the same percentage as the end of fiscal year 2023, the adjustment would need to be approximately \$3,620,000. The District ended the 2022 fiscal year with an unassigned fund balance of 7.45 percent. To get back to that level of unassigned fund balance at the end of fiscal year 2025, the District would need to adjust its operations to the tune of \$4,270,000.

After a review and discussion of these various options by senior administrators as well as the Finance Committee of the Board, the District administration recommended that the school board approve an overall cost containment for fiscal year 2024 of \$3,620,000, or an estimated fund balance of 6.90 percent. This will achieve a comfortable level of unassigned fund balance at the end of fiscal year 2025 and would result, *conservatively*, with two full fiscal years of financial stability and minimal additional cost containments.

Budget Reduction, Reallocation, and Revenue Generation

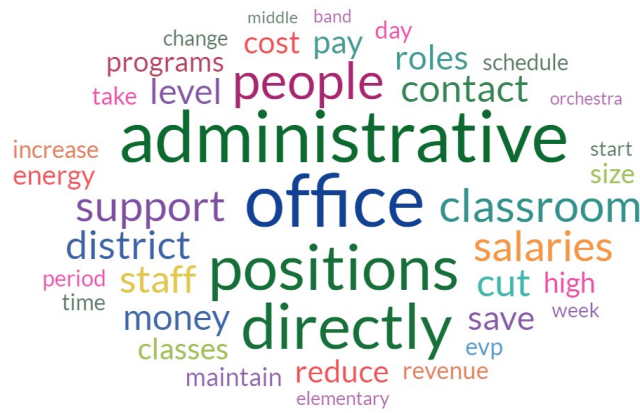
After notifying the school board of the budget shortfall and resulting impact on the fund balance, the District administration immediately began its cost containment process for fiscal year 2025, formally known as *Budget Reduction, Reallocation, and Revenue Generation* (BRRRG). The BRRRG is an intensive process that involves engaging with stakeholders throughout our District's large, vibrant community.

The process included meetings among senior-leadership, school principals, in-person information and feedback sessions specific to each of the District's school communities, video recordings, live virtual feedback sessions, meetings with staff, surveys and engagement with the District's Finance and Facilities Committee. The goals of the various sessions were to educate stakeholders as to why the District is faced with cost containment, to understand what priorities stakeholders have or areas of the District's budget they do not wish to see reduced or eliminated, and to generate ideas that would address the \$3,620,000 cost containment target. The community engagement schedule is outlined below:

- Highlands and Countryside communities - Thursday, January 25, 2024 from 6:00-7:00 pm at Countryside Elementary
- Concord, Early Learning Center, Normandale, and South View communities - Monday, January 29, 2024, 6:00-7:00 pm at South View Middle Schools
- Transportation staff - Tuesday, January 30, 2024 from 9:45-10:45 am at the Transportation Center
- Edina High School and Valley View communities - Wednesday, January 31, 2024 from 6:00-7:00 pm at the Edina Performing Arts Center
- Cornelia and Creek Valley communities - Thursday, February 1, 2024 from 6:00-7:00 pm at Cornelia Elementary
- District administrative staff - Thursday, February 1, 2024 from 8:30-9:30 am at the District Offices
- Virtual session - Tuesday, February 6, 2024 from 6:30-7:30 pm

As previously mentioned, the District used surveys as a tool to reach stakeholders and gather feedback, understand priorities, and generate cost containment ideas. Similar to last year's BRRRG, the *ThoughtExchange* platform was used to engage staff throughout the district. Staff input ideas (thoughts), which are rated by ThoughtExchange participants on a scale of 1 to 5 (with 5 being the highest rating) based on how much they like or agree with an idea or how important they think it is for the administration to consider. In total **302** individuals participated in the ThoughtExchange, generating **192** unique thoughts and **9,767** ratings. The resulting "ratings ratio" of **51** is a great indicator of the reliability of the survey, as ThoughtExchange consultants advise that a "reliable and robust" dataset is established when participants rate at least 30 thoughts each. After the ThoughtExchange survey was concluded, district administration reviewed and categorized responses. Certain themes quickly became apparent and have been organized in a broad format, so that related items are classified together and noted for frequency. The following are ThoughtExchange developed summaries and visuals of data:

The responses suggest a variety of strategies for reducing district spending and increasing revenues. These include eliminating certain programs and positions, such as the student prep option at the high school, historically low enrollment courses, and certain board/director level positions. Some respondents suggested increasing revenue through third-party reimbursement and offering more community education classes. There were also suggestions to reduce funding for extracurriculars and lower the retirement age. However, many respondents emphasized the importance of preserving teacher salaries and not increasing class sizes beyond the School Board's guidelines. Other ideas included adopting solar power, allowing students to bring their own devices to reduce maintenance costs, and seeking corporate sponsorships.



Top 10 common responses from those who have a strong understanding of school finance.

Feb 7, 2024 8:55 PM


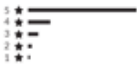

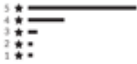
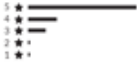
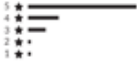
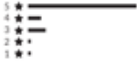
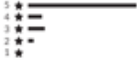
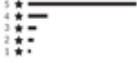
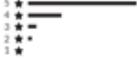
1. "Increase revenue through third party reimbursement. This brings in additional funding to help support staffing."
2. "We should lean into funding from community partners, knowing we may need to get creative and ensure long term stability revenue generating."
3. "Preserve teacher salaries. The gap between funding and inflation has greatly impacted teacher salaries over my career."
4. "Reduce funding for extracurriculars for new equipment, jerseys, etc. This is a change that doesn't impact performance/success."
5. "Cut historically low enrollment courses. It's great we have a wide array of options for students but at what expense?"
6. "Re-examine necessity of board/director level positions cost."
7. "Offer more community ed adult classes and kid classes too increase funds."
8. "Prioritize a significant up-front investment in READ Act approved, SoR aligned reading curriculum. Supporting students and maintaining our competitiveness will pay off in the long run."
9. "Create efficiencies in the delivery of services can save money and create a cleaner schedule, e.g., common prep time for teams."
10. "Decrease administrative positions who are furthest from direct student impact. Many roles in the DO do not seem to directly impact teachers' or students' day to day experience, and that daily student experience matters most."

Top 10 common responses from participants

Feb 10, 2024 3:08 PM

1. "Get rid of student prep option at the high school, this is the biggest waste of both money and time spent learning."
2. "Increase revenue through third party reimbursement. Brings in additional funding to help support staffing."
3. "What depth of funding can we lean into from community partners knowing we may need to get creative and ensure long term stability revenue generating."
4. "Will teacher raises be to blame for making budget cuts now? Teachers are finally on a competitive salary schedule with surrounding districts, hopefully we will stop losing great teachers to higher paying district."
5. "Lower retirement age - go back to 62. Nobody over 62 should be teaching in the classroom. I am 53 and exhausted - every. single. night. I work 10 - 11 hour days as a rule, and am so tired."
6. "Reduce funding for extracurriculars for new equipment, jerseys, etc This is a change that doesn't impact performance/success."
7. "Preserve teacher salaries. The gap between funding and inflation has greatly impacted teacher salaries over my career."
8. "Cut historically low enrollment courses (ie Chinese, other electives). it's great we have a wide array of options for students but at what expense?"
9. "Re-examine necessity of board/director level positions cost."
10. "Offer more community ed adult classes and kid classes too increase funds."

Top 10 Rated ThoughtExchange Thoughts – Highest to Lowest

<p>Teachers and support staff are crucial to directly impacting students and their growth. Cuts should not impact these positions.</p> <p>It is already difficult enough with the number of teachers and staff currently. Making the number smaller does not help our students.</p>	<p>Negative 69</p>	<p>★★★★☆ 4.6 Ranked #1 of 192</p> 
<p>Do we need all of the new cabinet positions that have been created in the last few years? How expensive is that?</p> <p>If staffing is such a large part of our budget, where can we trim? We can't trim staff that are directly working with students - we are drowning.</p>	<p>Neutral 72</p>	<p>★★★★☆ 4.5 Ranked #2 of 192</p> 
<p>Look at DO positions to see which ones are necessary and which could be cut.</p> <p>Kids must be thought of first. Teachers need as much support IN CLASSROOM as possible- we can't afford to cut teaching positions.</p>	<p>Neutral 72</p>	<p>★★★★☆ 4.5 Ranked #3 of 192</p> 
<p>Decrease administrative positions who are furthest from direct student impact</p> <p>Many roles in the DO do not seem to directly impact teachers' or students' day to day experience, and that daily student experience matters most</p>	<p>Neutral 72</p>	<p>★★★★☆ 4.4 Ranked #4 of 192</p> 
<p>Trim fat at the DO. We're paying TWO HS principals. We've added many admins with vague titles & duties, and no connection to kids & classrooms.</p> <p>These expenditures are having zero positive impacts on students. In addition, they contribute little to teachers, other than additional workload.</p>	<p>Negative 72</p>	<p>★★★★☆ 4.4 Ranked #5 of 192</p> 
<p>Start from the top. Large cabinet group</p> <p>More people at the DO equals less people in front of kids.</p>	<p>Neutral 63</p>	<p>★★★★☆ 4.4 Ranked #6 of 192</p> 
<p>Do we need assistant directors in the District Office for every member of the cabinet?</p> <p>Why are they not on the same salary scale as teachers?</p>	<p>Neutral 57</p>	<p>★★★★☆ 4.4 Ranked #7 of 192</p> 
<p>Too many positions at the DO - can we combine roles/ duties? Stop creating non-student contact positions</p>	<p>Neutral 51</p>	<p>★★★★☆ 4.4 Ranked #8 of 192</p> 
<p>We have too many high-dollar staff at the district leadership level. I am confused why more positions were created this year.</p> <p>District leadership has a critical role, but bloat at this level is a poor use of resources and breeds resentment at the building level.</p>	<p>Neutral 51</p>	<p>★★★★☆ 4.4 Ranked #9 of 192</p> 
<p>What district office and administrative positions can be consolidated? What is our director of strategic operations doing now that SDL is at CS?</p> <p>We continue to cut from student-impacting positions! We can't continue to increase class sizes and lower para hours and consider ourselves "excellent"</p>	<p>Neutral 37</p>	<p>★★★★☆ 4.4 Ranked #10 of 192</p> 

Administrative Recommendation

More than 80% of the District's total operating expenditures are spent in the classroom or in services that directly support learning. That means the District is doing an extremely efficient job minimizing its administrative expenses, which are among the leanest in the metro area at 3.9 percent. As the District becomes more efficient and leaner, it becomes more and more difficult to contain costs in non-instructional areas. Approximately 80% of the District's \$4,000,000 cost containment for fiscal year 2024 was focused outside of the classroom and away from services that directly impact students. While the administration's recommendations do include district level cost containments for fiscal year 2025, several recommendations reflect closer proximity to student learning. District administration worked to honor the requests to maintain paraprofessionals and preserve teacher salaries.

Although there will be a greater impact on schools for fiscal year 2025, the District will continue to provide the services and programs that make Edina Public Schools an exemplar in Minnesota and across the country. The District administration submits a primary (A) and secondary (B) set of BRRRG recommendations for school board consideration:

Option	Category	Amount	
		A	B
Administrative Staff Adjustment	Budget Reduction	\$ 243,450	\$ 243,450
Business Services Staff Adjustment	Budget Reduction	90,600	90,600
Multilingual and Achievement & Integration Reorganization	Reallocation	7,300	7,300
School Board & Superintendent Office Non-Salary Pause	Budget Reduction	150,000	150,000
Curriculum Capital Deferral	Budget Reduction	100,000	100,000
Buildings & Grounds, Transportation Capital Deferral	Budget Reduction	275,000	245,000
School Site Capital Deferral	Budget Reduction	260,000	260,000
Professional Development Adjustment	Budget Reduction	50,000	50,000
Medical Bill Reconciliation	Revenue Generation	48,615	48,615
Student Support Personnel Aid	Revenue Generation	161,019	161,019
Athletic Event Ticket Fee Adjustment	Revenue Generation	23,000	23,000
Athletics and Activities Participation Fee Adjustment	Revenue Generation	27,000	27,000
High School Parking Fees (+\$150)	Revenue Generation	49,500	49,500
Elementary Specialist Rotation Adjustment	Budget Reduction	-	483,800
Licensed Media Specialists	Budget Reduction	532,637	-
Licensed School Nurse Adjustment	Budget Reduction	451,200	532,637
Counseling Extra Duty Day Adjustment	Budget Reduction	73,975	73,975
Transportation Staff Adjustment	Budget Reduction	77,750	77,750
Student Support and Related Service Adjustment	Budget Reduction	300,000	300,000
Class-Size Midpoint Open Enrollment	Revenue Generation	215,000	215,000
Talent Development Licensed Staff Adjustment	Budget Reduction	177,546	177,546
Elementary School Licensed FTE Efficiency	Budget Reduction	118,364	118,364
Middle School Licensed FTE Efficiency	Budget Reduction	189,382	189,382
	Total	\$ 3,621,338	\$ 3,623,938

Preliminary Recommendations - Descriptions

- **Administrative Staff** - 1.00 FTE - \$243,450 - The District administration recommends the elimination of non-instructional administrative staff whose duties can be absorbed by the remaining administrative staff.
- **Business Services Staff** – 1.00 FTE - \$90,600 – The Business Services staff was allocated 8.00 FTE of staff for fiscal year 2023. During the BRRRG process for fiscal year 2024, the Business Services department eliminated 1.00 FTE with the intention of restaffing in fiscal year 2025. The administration recommends continuing to staff the Business Services department less than 1.00 FTE for a total staffing of 8.00 FTE.
- **Multilingual Learner and Achievement & Integration Department Reorganization** \$7,300 - For the current school year the District administration reorganized multilingual learner program administration and achievement & integration program administration resulting in the creation of a 1.00 FTE position and the elimination of 2.00 FTE. Continuing this reorganization into the subsequent fiscal year will reduce District costs by the indicated amount.
- **School Board and Office of the Superintendent Discretionary Budget Reduction** \$150,000 - The School Board and Office of the Superintendent are allocated discretionary budgets that are utilized to advance the District's vision, mission, and strategic direction. The District administration believes that it can continue to make advancements while reducing the overall budget for at least one fiscal year.
- **Deferral of Capital Expenditures** - \$605,000-635,000 – The District administration believes that it can defer the purchase of certain capital items to the subsequent fiscal year. \$100,000 of curriculum purchases would be deferred from the Teaching & Learning department, \$275,000 from the Buildings & Grounds and Transportation departments, and \$260,000 from the 9 school sites. None of the affected departments will be able to defer past fiscal year 2025 and will need a return of their respective allocations in fiscal year 2026.
- **Professional Development Reduction** - \$50,000 – As the District continues to build capacity to provide direct professional development opportunities to licensed staff without incurring additional hours outside of the workday or the need to hire substitute teachers to allow staff to attend professional development, the District can continue to be more efficient with its overall professional development budget.
- **Medical Bill Reconciliation** - \$48,615 – The District currently pays a third-party to reconcile medical insurance expenditures paid for by the District for covered employees. The District now has the expertise on its staff to perform those duties in-house, eliminating the need for the third-party.
- **Student Support Personnel Aid** - \$161,019 - Education laws 2023 were updated to add a new funding source for school districts that must be used to hire additional licensed school nurses, licensed counselors, licensed social workers, or licensed school psychologists. The funding can also be used to maintain staff that would otherwise be eliminated.

- **Athletic Event Ticket Fees** - \$23,000 - The District currently charges \$5 and \$7 to students and adults respectively to attend athletic events. Based on historical ticket sale volume, the administration believes that a \$1 per ticket increase to \$6 and \$8 would increase overall revenue by the indicated amount.
- **Athletics and Activities Participation Fees** - \$27,000 - Approximately 1,835 students pay to participate in school-sponsored athletics and activities. A yearly increase of \$15 on average per student would yield an additional \$27,000 of revenues. Students in need would still have access to aid.
- **High School Parking Fees** - \$49,500 - There are currently 330 parking spots at Edina High School available to students for a yearly cost of \$300 per spot. An increase of \$150 per year will result in an additional \$49,500 of revenue. The District has not increased fees in 16 years. Had the District raised the fee by 2.50 percent per year on average over the last 16 years, the current yearly cost would be \$445.
- **Licensed Physical Education and Choral Music Staff** - 4.10 FTE - \$483,800 - Adjust the specialist “rotation” at the elementary level to include media specialists, which would require an adjustment to the total number of physical education and choral music staff at the elementary level (this containment is an alternative to the “Licensed Media Specialists” containment option).
- **Licensed Media Specialists** – 4.50 FTE - \$532,637 - Adjust the media specialist model to 4.50 full-time equivalents (FTE) across the district. The change of 4.50 FTE of media specialists district-wide would result in each site having 0.50 FTE during the 2024-25 school year. State law requires one licensed media specialist in each district. Each school will continue to staff a part-time media assistant (this containment is an alternative to the “Licensed Physical Education and Choral Music Staff” containment option).
- **Licensed School Nurses** – 4.50 to 5.00 FTE - Adjust the school nurse model to 4.50 to 5.00 FTE resulting in a cost containment of \$451,200-532,637. Medical needs of students have been taken into consideration and the current health service assistant model will be maintained.
- **Extra Duty Days for Counselors** - \$73,975 - Adjust the number of additional days afforded to school counselors, resulting in a cost containment. Each licensed school counselor has historically worked an additional 18.50 days in the summer, paid at their prorata hourly rate. The administration recommends adjusting this amount by 8.50 days for each counselor.
- **Regular Transportation Staff** – 2.00 FTE - \$77,750 – After analyzing route patterns the Transportation department has identified more efficient routing that would maintain current service levels with two fewer drivers. The District administration believes that the reduction can be achieved through natural attrition and turnover.

- **Student Support and Related Service Adjustment** –\$300,000 - 2.80 FTE - The District administration believes that it can leave vacant or adjust the following unfilled roles with no disruption to services: the 504 coordinator at the High School, occupational therapy, psychology, deaf and hard of hearing, and developmental adapted physical education.
- **Class-Size Midpoint Open Enrollment** - \$215,000 – The school board has established class-size ranges at each grade level that are used to determine the number of licensed general education staffing allocated to each school. Enrollment in various sections kindergarten through 5th grade are currently below the midpoint of the board's desired ranges. The District administration believes that additional enrollment to the midpoint would efficiently generate additional revenues to the school district, net of additional support services that may be required.
- **Talent Development Licensed Staff** - 1.20 FTE - \$177,546 - Adjust the allocation of talent development staff at the elementary level from 1.50 FTE per site to 1.30 FTE. The District will continue to identify talent within its elementary student body and will adopt tools such as the CogAT which have proven to be effective.
- **Elementary School Licensed Staff Realignment** - 1.00 FTE - \$118,364 - During the current school year an additional full-time teacher was added due to one section being outside of the board’s desired class-size range. As the cohort advances to the next grade, the class-size range becomes larger, allowing the District to reduce staff and still maintain section sizes within the desired range.
- **Middle School Licensed Staff Realignment** - 1.60 FTE - \$189,382 - During the 2022-23 school year the District administration identified that the middle schools, in aggregate, were staffed at a level that was greater than what the board’s desired class-sizes indicated. Significant “right-sizing” was achieved during the prior BRRRG however a slight inefficiency remains.

Work Session - February 20, 2024

At the February work session the school board made adjustments to Option A that included adjusting the media specialist recommendation from 4.50 FTE to 1.50 FTE, the licensed nurse recommendation from 4.00 FTE to 1.00 FTE, and the student support services adjustment from \$300,00 to \$150,000. These recommendations, Option A-1, result in the District being short of its cost containment recommendation by approximately \$800,000, which, if enacted, would require the use of unassigned fund balance or alternative financing strategies.

The school board dismissed Option B at the February work session.

Moving Forward - Final Recommendation and Next Steps

The final cost containment options are as follows:

Option	Category	Amount		
		A	A-1	B (Dismissed)
Administrative Staff Adjustment	Budget Reduction	\$ 243,450	\$ 243,450	\$ 243,450
Business Services Staff Adjustment	Budget Reduction	90,600	90,600	90,600
Multilingual and Achievement & Integration Reorganization	Reallocation	7,300	7,300	7,300
School Board & Superintendent Office Non-Salary Pause	Budget Reduction	150,000	150,000	150,000
Curriculum Capital Deferral	Budget Reduction	100,000	100,000	100,000
Buildings & Grounds, Transportation Capital Deferral	Budget Reduction	275,000	275,000	245,000
Other Financing Sources	Revenue Generation	-	800,000	-
School Site Capital Deferral	Budget Reduction	260,000	260,000	260,000
Professional Development Adjustment	Budget Reduction	50,000	50,000	50,000
Medical Bill Reconciliation	Revenue Generation	48,615	48,615	48,615
Student Support Personnel Aid	Revenue Generation	161,019	161,019	161,019
Athletic Event Ticket Fee Adjustment	Revenue Generation	47,000	47,000	23,000
Athletics and Activities Participation Fee Adjustment	Revenue Generation	40,255	40,255	27,000
High School Parking Fees (+\$150)	Revenue Generation	49,500	49,500	49,500
Elementary Specialist Rotation Adjustment	Budget Reduction	-	-	483,800
Licensed Media Specialists	Budget Reduction	532,637	177,546	-
Licensed School Nurse Adjustment	Budget Reduction	451,200	118,364	532,637
Counseling Extra Duty Day Adjustment	Budget Reduction	73,975	73,975	73,975
Transportation Staff Adjustment	Budget Reduction	77,750	77,750	77,750
Student Support and Related Service Adjustment	Budget Reduction	300,000	150,000	300,000
Class-Size Midpoint Open Enrollment	Revenue Generation	215,000	215,000	215,000
Talent Development Licensed Staff Adjustment	Budget Reduction	177,546	177,546	177,546
Elementary School Licensed FTE Efficiency	Budget Reduction	118,364	118,364	118,364
Middle School Licensed FTE Efficiency	Budget Reduction	189,382	189,382	189,382
	Total	\$ 3,658,593	\$ 3,620,666	\$ 3,623,938

Each option above yields the District administration's cost containment target of approximately \$3,620,000, which will result in an anticipated unassigned fund balance in the general fund at the end of fiscal year 2025 that adheres to school board policy, provides adequate short term financial stability, will allow the District to maintain its excellent programs and services, and allow the District to continue to provide competitive wages to its staff. The administration will seek formal approval of either its recommended cost containment strategy (Option A) or the school board's alternative cost containment strategy (Option A-1) at the March 4, 2024 regular meeting. Upon approval of one of the cost containment options, the administration will begin formal budgeting activities with school sites and departments. This process will involve the allocation and reconciliation of staff, distribution of non-salary and supply budgets, and posting of authorized positions that are vacant. The District administration will continue to update its assumptions and estimates as more reliable information becomes available, and will present the complete fiscal year 2025 budget at the June 10, 2024 regular meeting.

VII.C. Pupil Transportation Vehicle Purchase



Board Meeting Date: 3/4/2024

Title: Pupil Transportation Vehicle Purchase

Type: Action

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

Description: At the February 2022 Regular Meeting of the Board, the Board approved the District administration's recommended cycle of replacement strategy for various pupil transportation vehicles, including school buses. At the February 2023 Regular Meeting, the Board approved the use of additional financing strategies to acquire school buses, specifically the issuance of general obligation capital notes against operating capital authority. The financing strategy was reviewed by the District's municipal advisors and debt counsel in order to establish that the financing is legal, valid, and authorized under state and federal law. The Finance and Facilities Committee of the Board were also engaged for guidance and feedback.

In order to maintain its school bus fleet in the desired average useful life range, the District administration believes it prudent to purchase five (5) used, model year 2023 school buses. The Board appropriated sufficient funds to make this purchase in the current year, however, due to long lead times actual ownership may not occur until the subsequent fiscal year. In the event that seems likely to occur, the District administration will seek the appropriate budgetary authority in the new fiscal year.

The District retains the right to utilize approved financing strategies if it believes them to be advantageous.

Recommendation: Authorize the Director of Finance and Operations to execute the purchase of five (5) school buses in the amount of \$439,265.

Desired Outcomes from the Board: Compliance with District Policy 707 – Purchasing.

Attachments:

1. Quote – Hoglund Bus Company



Main: 763.295.5119
Toll Free: 800.866.3105
Fax: 763.295.4992

116 E. Oakwood Drive
PO Box 249
Monticello, MN 55362
www.hoglundbus.com

Stock #: See Below Date: 1/24/2024 Salesperson: Doug Erdmann

Buyer Name: (Last) (First) (Middle)

Company Name: Edina Public Schools ISD #273

Address: 5701 Normandale Road City: Edina State: MN County: Zip: 55424

Phone: 952-848-4977 Fax: Buyer DOB: Co-Buyer DOB:

Cell Phone: E-Mail Address: Rutz, Caroline <Caroline.Rutz@edinaschools.org>

Lienholder: None Address:

Please enter my order for: [X] NEW [] USED [] DEMO Buyers Insurance Co.: Underwriters at Lloyds London

Buyers policy number: PK1019116 EXP Date: 7/1/24

Table with columns: Year, Make, Model, Body, Transmission, Color, Interior, Vin#, Lic.#/Plate Type, GVW, Capacity, Mileage, Delivered on/about, DOT#, Cash Price of Vehicle, Freight, FEIN, TRADE-IN DATA, Tax, Title & License are subject to change, Registration Tax, Plate Fee, Public Safety Vehicle Fee, Transfer Tax, Title/Transfer Fee, Motor Vehicle Sales Tax, State/Deputy Filing Fee, Service Contract, Lien Recording Fee, Document/Admin Fees, Tip Tax / Tech / Wheelage, Handicap Options, TOTAL LICENSE AND FEES, Dealer's Disclaimer of Warranty, SUBTOTAL, Less Amount Submitted With Order (-), Plus Balance Owing To Lienholder On Trade In (+), TOTAL AMOUNT DUE ON DELIVERY.

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature.

The terms of this CONTRACT were agreed upon and the contract signed in the dealership on the dated noted at top of this form. IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.

Notice of salesperson's limited authority. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted: [Signature]

X [Signature] Buyer's Signature Accepting Terms of Contract

Please acknowledge, by initialing, you have read & agree to the "Additional Terms and Conditions"

ADDITIONAL TERMS AND CONDITIONS OF THIS VEHICLE PURCHASE CONTRACT

1. **Definitions:** As used in this CONTRACT, "YOU" or "YOUR" means the buyer and co-buyer. "I", "ME", or "MY" means the seller or dealer. "VEHICLE" means the car, truck, or other vehicle described on the front of this CONTRACT including all the options listed. "Manufacturer" means the company which makes the VEHICLE. "Trade-In" means the vehicle that YOU trade to ME in partial payment for the VEHICLE.
2. **Purpose:** By signing the CONTRACT, YOU agree to buy the VEHICLE from ME. By accepting this CONTRACT, I agree to deliver the VEHICLE to YOU if the VEHICLE is in my inventory. If the VEHICLE is not in my inventory, I agree to order it from the Manufacturer. After receiving the VEHICLE from the Manufacturer, I agree to deliver the VEHICLE to YOU.
3. **Price Changes by the Manufacturer:** The VEHICLE price stated on the front of this CONTRACT is based on the current price the Manufacturer charges ME. At any time before I receive the VEHICLE, the Manufacturer has the right to raise the price it charges to ME. If the Manufacturer does raise the price, I may raise the price to YOU by the same amount. If I do raise MY price, YOU may cancel the CONTRACT and get back any down payment YOU have made. If I have not already sold the Trade-In (See Paragraph 4), YOU may have the Trade-In back by paying ME the reasonable cost of storage and any repair work or reconditioning I may have done.
4. **Trade-In:** If YOU are using a Trade-In to partially pay for the VEHICLE, YOU may deliver the Trade-In to ME either when YOU sign this CONTRACT or when the VEHICLE is delivered to YOU. If YOU do not deliver the Trade-In to ME when YOU sign this CONTRACT, YOU agree that at the time YOU deliver the Trade-In, I may reinspect the Trade-In and lower the allowance stated on the front of this CONTRACT. If I do lower the allowance, YOU may cancel this CONTRACT and get back your cash down payment. If YOU deliver the Trade-In when YOU sign this CONTRACT, I may sell the Trade-In at any time and at any price I think proper. If this CONTRACT is cancelled and I have already sold the Trade-In, I will pay YOU the price I received for the Trade-In minus 15% commission, minus any money I spent repairing, storing, insuring, or advertising the Trade-In, unless otherwise required by law.
When YOU deliver the Trade-In to ME, YOU guarantee that YOU own the Trade-In free and clear and agree to furnish proper proof of ownership, including the Certificate of Title. If any outstanding security interests are attached to the Trade-In vehicle, YOU are obligated to satisfy the debt secured and to obtain a release of all liens. If I arrange payment of the debt, and the total amount is greater than the amount shown on this CONTRACT as the balance owing to lienholder, YOU agree to pay the difference to ME in cash immediately upon notice of the deficiency. If the debt is less than the amount shown, I will refund the surplus to YOU.
5. **YOUR Refusal to Take Delivery:** Unless YOU cancelled this CONTRACT under paragraphs 3 or 4, I will retain the cash down payment YOU gave ME as an offset to MY damages if YOU refuse to complete the purchase. YOU are also responsible for any other damages which I may incur as a result of YOUR failure to perform YOUR obligations under the terms of this CONTRACT. If YOU have delivered the Trade-In to ME when YOU signed this CONTRACT, I may retain the Trade-In and sell it to reimburse MYSELF for the expenses of repairing, storing, or reconditioning the Trade-In and for other expenses or losses I may incur as a result of YOU failed to perform YOUR obligations under this CONTRACT.
6. **Design Changes by the Manufacturer:** The Manufacturer has the right to change the design of the VEHICLE, its chassis, its parts or accessories at any time without notice to YOU or to ME. In the event of a change in design, I have no duty to YOU except to deliver the VEHICLE as made by the manufacturer.
7. **Delays in Delivery:** I am not responsible for delays in delivery caused by the Manufacturer, or by accidents, fires, or other causes beyond MY control. I do not control the Manufacturer and am not part of the Manufacturer and do not work for the Manufacturer.
8. **Taxes:** The price of the VEHICLE does not include federal or state taxes or any other tax or governmental fee. YOU must pay ME the proper amount of any tax or governmental fee which applies to this sale.
9. **Pollution Control Certification:** I certify to the best of MY knowledge that the pollution control system on the VEHICLE including the restricted gasoline pipe has not been revised, altered or rendered inoperative.
10. **New VEHICLE Disclaimer of Warranties:** If YOU are buying a new VEHICLE, the VEHICLE will come with a Manufacturer's warranty which is a promise from the Manufacturer directly to YOU. Unless otherwise agreed in a separate document (see Paragraph 12 below), I expressly disclaim all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. I sell the VEHICLE "AS IS" and make no guarantees of any kind about the VEHICLES's quality or performance. YOU have complete responsibility and all the risk for any problems with the VEHICLE.
11. **Use VEHICLE Disclaimer of Warranties:** Except as may be provided in the Buyer's Guide Window Form and a separate warranty document (see Paragraph 12 below), if YOU are purchasing a used VEHICLE, I expressly disclaim all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. I sell the VEHICLE "AS IS" and make no guarantees of any kind about the VEHICLE's quality of performance. YOU have complete responsibility and all the risk for any problems with the VEHICLE. I do not guarantee that the VEHICLE will pass an exhaust emissions inspection.
12. **Dealer Warranty Service Contract:** If I give a warranty on a used VEHICLE or YOU purchase an extended service contract on a new or used VEHICLE, I may not disclaim implied warranties of merchantability or fitness for a particular purpose.
13. **Used VEHICLE Window Sticker Form:** If YOU are purchasing a used VEHICLE or a demonstrator, the information YOU see on the window form for this VEHICLE is part of this CONTRACT. Information on the window form overrides any contrary provisions in the CONTRACT of sale. (La información que aparece en la ventanilla de este vehículo forma es parte de este contrato. La información contenida en el formulario de la ventanilla anula cualquier prevision que establezca lo contrario y que aparezca en el contrato de venta.)

VII.D. Policy Review (421, 515, 601, 602, 613)



Board Meeting Date: 3/4/2024

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 421 Gifts to Employees and School Board Members
- Policy 515 Protection and Privacy of Student Records
- Policy 601 Educational Competencies, Academic Standards, and Instructional Curriculum
- Policy 602 Organization of School Calendar and School Day
- Policy 613 Graduation Requirements

Recommendation: Approve the suggested modifications for Policies 421, 515, 601, 602, 613.

Desired Outcome(s) from the Board: Approve suggested modifications.

Attachments:

1. Policy 421 Gifts to Employees and School Board Members
2. Policy 515 Protection and Privacy of Student Records
3. Policy 601 Educational Competencies, Academic Standards, and Instructional Curriculum
4. Policy 602 Organization of School Calendar and School Day
5. Policy 613 Graduation Requirements

Personnel

Gifts to Employees and School Board Members

I. Purpose

This policy provides guidance with respect to gifts given to school district employees to avoid the appearance of impropriety or conflict of interest.

II. General Statement of Policy

- A. The school district recognizes that students, parents/[guardians](#), and others may wish to show appreciation to ~~school~~-district employees. The district, however, discourages gift giving to employees, and encourages appreciation letters and notes or small tokens of gratitude.
- B. An employee may not solicit, accept, or receive, either by direct or indirect means, a gift from a student, parent/[guardian](#), or other individual or organization of greater than limited value. [The superintendent has discretion to determine what value is "limited."](#)
- C. An employee may not solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the ~~school~~-district. An employee may accept an item of limited value of a promotional or public relations nature. ~~The superintendent has discretion to determine what value is "limited."~~
- D. Teachers may accept free samples of textbooks and related teaching materials from publishers.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the ~~school~~-district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the district.
- F. An interested person may not give a gift, or request another to give a gift, to a local official, and a local official may not accept a gift from an interested person, unless permitted by ~~Minnesota Statutes §10A.071 or §471.895 subd.3~~ [state law](#).

III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or representative of a person or association who has a direct financial interest in a decision that a local official is authorized to make.
- C. "Local official" means an elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer of any independent school district.
- D. "Financial interest" means any ownership in or control of an asset that has the potential to produce a monetary return.

IV. Violations

A local official or district employee who violates the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination.

Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)

Minn. Stat. § 10A.071 (~~Prohibition of Gifts~~ [Certain Gifts by Lobbyists and Principals Prohibited](#))

~~Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)~~

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

Policy 209 (Code of Ethics)

Policy 210 (Conflict of Interest – School Board Members)

Policy 306 (Administrator Code of Ethics)

Policy

adopted: 10/20/08

amended: 07/19/10

revised: 08/19/13

revised: 12/15/14

reviewed: 09/26/16

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

revised: 11/16/20

Students

Protection and Privacy of Student Records

I. Purpose

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal and state law.

II. General Statement of Policy

The school district will ensure all student data is protected and private pursuant to federal law and state statute. Data which is deemed by law as public will be accessible pursuant to the procedures established by the district.

~~The school district will ensure all student data collected, created, received, maintained, or disseminated by the district, which is classified by statute or federal law as public, is accessible to the public pursuant to the procedures established by the district. All other data on students is private or confidential.~~

III. Definitions

For purposes of this policy, the definitions included in this section apply.

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Date of attendance,” as referred to in ~~D~~directory ~~i~~nformation, means the

period of time during which a student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Dependent Student

A "dependent student" is an individual who, during each of **five (5)** calendar months during the calendar year in which the taxable year of the parent begins, is a full-time student at an educational institution.

E. Directory Information

"Directory information," **under state and federal law**, means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, ~~address, telephone listing, district-provided electronic mail address,~~ photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. It also includes the name, ~~address,~~ and telephone number of the student's parent/~~guardian(s)~~. **Minnesota law imposes additional restrictions, beyond federal law, upon the types of information that may be designated as directory information.**

Directory information does not include: ~~personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, will not be designated as directory information unless written consent is given by the student's parent or guardian.~~

- a. **a student's social security number;**
- b. **a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;**
- c. **a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;**
- d. **personally identifiable data which references religion, race, color, social position, or nationality; or**

- e. data collected from non-public school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

F. Education Records

1. "Education records" means those records which: (1) are directly related to a student; and (2) are maintained by the ~~school~~-district or by a party acting for the ~~school~~-district.
2. The term "education records" does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are applicable to be destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the ~~school~~-district, provided educational records maintained by the ~~school~~-district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the ~~school~~-district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions will not apply to records relating to an individual in attendance at the ~~school~~-district who is employed as a result of his or her ~~his or her~~ **their** status as a student.
 - d. Records relating to an eligible student, or a student attending an institution of ~~post-secondary~~ **postsecondary** education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her ~~his or her~~ **their** professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the ~~school~~-district.

e. Records that only contain information about an individual after ~~he or she~~ **is they are** no longer a student at the ~~school~~-district.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of ~~post-secondary~~ **postsecondary** education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The ~~school~~-district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation, or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or **biometric record**; (e) a list of personal characteristics that would make the student’s identity easily traceable; or (f) other information that would make the student’s identity easily traceable.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means superintendent or designee.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the ~~school~~-district and regarding whom the ~~school~~-district maintains education records. Student also includes applicants for enrollment or registration at the ~~school~~-district, and individuals who receive shared time educational services from the ~~school~~-district.

O. School Official

“School official” includes: (a) a person duly elected to the ~~school~~-board; (b) a person employed by the ~~school~~-board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the ~~school~~-board as a temporary substitute in a professional position for the period of ~~his or her~~ **their** performance as a substitute; and (d) a person employed by, or under contract to, the ~~school~~-board to perform a special task such as a secretary, a clerk, as public information officer or data practices compliance official, an attorney, or an auditor for the period of ~~his or her~~ **their** performance as an employee or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases will be defined in accordance with applicable state

and federal law or ordinary customary usage.

IV. General Classification

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of ~~20 U.S.C. §1232g~~ [the Family Educational Rights and Privacy Act \(FERPA\)](#) and the regulations promulgated thereunder.

V. Statement of Rights

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state, or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of secondary students' names, addresses, and home telephone numbers to military recruiting officers;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in the "Copies of Policy" section of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when ~~he or she~~ [they](#) reaches [eighteen \(18\)](#) years of age or enrolls in an institution of postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent

student” are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

C. Students with a Disability

The school district ~~shall~~ will follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. Disclosure of Educational Records

A. Consent Required for Disclosure

1. The school district will obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein. Written consent will include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made; and
 - d. if appropriate, a termination date for the consent.
- ~~2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and will include:~~
 - ~~a. a specification of the records to be disclosed;~~
 - ~~b. the purpose or purposes of the disclosure;~~
 - ~~c. the party or class of parties to whom the disclosure may be made; and~~
 - ~~d. if appropriate, a termination date for the consent.~~
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the ~~school~~ district will provide ~~him or her~~ them with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the ~~school~~ district will provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person’s approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual’s informed consent to the release of private data to an insurer or the authorized representative of an

insurer, informed consent will not be deemed to have been given unless the statement is:

- a. in plain language;
- b. dated;
- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or non-cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under ~~Minn. Stat. Ch. 256B~~ or Minnesota Care under ~~Minn. Stat. Ch. 256L~~ [state law](#), which will be ongoing during all terms of eligibility, for individualized education program health-related services provided by a ~~school~~-district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of ~~post-secondary~~ [postsecondary](#) education, the rights accorded to and the consent required of the parent of the student will thereafter only be accorded to and required of the eligible student, except as provided in the "Statement of Rights" section of this policy.

B. Prior Consent for Disclosure Not Required

The ~~school~~-district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the ~~school~~-district whom the ~~school~~-district determines have a legitimate educational interest in such records;
2. [To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:](#)
 - a. [performs an institutional service or function for which the school district would otherwise use employees;](#)

- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools or school districts in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for the purposes related to the student's enrollment or transfer. The records will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (See section XIX.), suspension and expulsion information pursuant to ~~section 4155 of the federal No Child Left Behind Act~~ [section 7917 of the federal Every Student Succeeds Act](#), ~~20 United States Code section 7917~~ and, if applicable, data regarding a student's history of violent behavior; ~~except the r~~Records regarding disciplinary action, suspension or expulsion, or a student's history of violent behavior will not be disclosed to institutions of postsecondary education where the student seeks to or intends to enroll, unless required by law. The records also will include a copy of any probable cause notice or any disposition or [state court order under Minn. Stat. § 260B.171](#), unless the data are required to be destroyed under ~~Minn. Stat. § 120A.22, Subd. 7(e) or § 121A.75~~ [state law](#). On request, the ~~school~~ district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the "Request to Amend Records; Procedures to Challenge Data" section of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or ~~his or her~~ [their](#) representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute

adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the ~~school~~-district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the ~~school~~-district will disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the ~~school~~-district to whom information is disclosed violates this provision, the ~~school~~ district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
 8. To accrediting organizations in order to carry out their accrediting functions;
 9. To parents of a dependent student;
 10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the ~~school~~-district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters and the order is issued in the context of the proceeding. In addition, if the ~~school~~-district initiates legal action against

a parent or student it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the ~~school~~-district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the ~~school~~-district, the ~~school~~-district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the ~~school~~-district to defend itself.

11. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health, **including mental health**, or safety of the student or other individuals. **The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals.** In addition, an educational agency or institution may include in the educational records of a student, appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the ~~school~~-district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student. **A record of this disclosure ~~must~~ will be maintained;**
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the ~~school~~-district has designated as "directory information" pursuant to the "Release of Directory Information" section of this policy;
14. To military recruiting officers pursuant to the "Military Recruitment" section of this policy;
15. To the parent of a student who is not an eligible student or to the student ~~himself or herself~~ **themselves**;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by ~~the educational agency or institution~~ **district** for students or former students; or
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized

by law without the written consent of the parent of the student:

- a. the following information about a student ~~must~~ will be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or ~~chief administrative officer~~ administrator of a school who receives such a request ~~must~~ will, to the extent permitted by federal law, notify the student's parent or ~~guardian~~ by certified mail of the request to disclose information. If the student's parent or ~~guardian~~ notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official ~~must~~ will not disclose the information and instead ~~must~~ will inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or ~~guardian~~ is received within fourteen (14) days, the school official ~~must~~ will respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, ~~must~~ will be maintained in the student's file.

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, ~~S~~subd. 3. The principal ~~must~~ will notify the counselor immediately and ~~must~~ will place the disposition order in the student's permanent education record. The principal also ~~must~~ will notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other ~~school~~ district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal ~~must~~ will identify the student, outline the offense, and describe any conditions of probation about which the school ~~must~~ will provide information if this information is provided in the disposition order. Disposition order information received is private

educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent. ~~or guardian.~~

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal ~~must~~ will place the information in the student's educational record. The principal will also ~~must~~ notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal ~~must~~ will identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent ~~or guardian~~ as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal ~~must~~ will delete the peace officer's record from the student's educational record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program, or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action.

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally

identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a ~~S~~state or local child welfare agency, or tribal organization (as defined in ~~section 450b of Title 25~~ [25 United States Code section 5304](#)), who has the right to access a student's case plan, as defined and determined by the ~~S~~state or tribal organization, when such agency or organization is legally responsible, in accordance with ~~S~~state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the ~~S~~state or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Non-~~P~~ublic School Students

The ~~school~~-district may disclose personally identifiable information from the education records of a non-public school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. Release of Directory Information

A. ~~Classification~~ [Educational Data](#)

~~Directory information is public except as provided herein.~~

1. [Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information ~~must~~ will be designated pursuant to the provisions of:](#)
 - a. [Minnesota Statutes, section 13.32, subdivision 5; and](#)
 - b. [United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.](#)

2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.
3. When requested, the ~~school~~-district ~~must~~ will share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purpose

B. Former Students

Unless a former student affirmatively opted out of the release of directory information in ~~his or her~~ ~~their~~ last year of attendance, the ~~school~~-district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of paragraph C of this section. In addition, under an explicit exclusion from the definition of an "education record," the ~~school~~-district may release records that only contain information about an individual obtained after ~~he or she is~~ ~~they are~~ no longer a student at the ~~school~~-district.

C. ~~Present~~ Current Students and Parents

The ~~school~~-district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. ~~Prior to such disclosure the school district will:~~

1. ~~When conducting the directory information designation and notice process required by federal law, the school-district will give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.~~
2. ~~The school district shall will give public annual~~ ~~Annually give public~~ notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the ~~school~~ district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the ~~school~~ district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the ~~school~~ district in writing that ~~he or she does~~ ~~they do~~ not want any or all of those types of information about the student and/or the parent designated as directory information.
3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the ~~school~~-district, in writing, that any or

all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in the "Disclosure of Education Records" section of this policy.

D. Procedure for Obtaining Non-Disclosure of Directory Information

The parent's or eligible student's written notice will be directed to the responsible authority and will include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which will only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. Disclosure of Private Records

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in the "Disclosure of Education Records" section of this policy, without the prior written consent of the parent or the eligible student.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the ~~school~~ district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in

writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such a request the responsible authority will determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority will consider the following factors:

1. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
2. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
3. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
4. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
5. whether the data concerns medical, dental, or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students will not be entitled to access ~~to~~ private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a ~~school~~ district updates its enrollment forms in the ordinary course of business, the ~~school~~ district ~~must~~ will include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. Disclosure of Confidential Records

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to ~~Minn. Stat. § 626.556~~ [state law](#), written copies of reports pertaining

to a neglected and/or physically and/or sexually abused child will be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data will be confidential and will not be made available to the parent or the subject individual by the ~~school~~-district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of ~~Minn. Stat. § 626.556, Subd. 11~~ [state law](#).

Regardless of whether a written report is made ~~under Minn. Stat. § 626.556, Subd. 7~~, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, ~~legal guardian, or custodian~~ of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the ~~school~~-district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected non-public data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The ~~school~~-district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the ~~school~~ district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement ~~he or she~~ [they](#) provided to the ~~school~~-district.
3. [Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other ~~school~~-district students, ~~school~~-district employees, and/or attorney data as defined in ~~Minnesota Statutes, section 43.393~~ under state law.](#)
34. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record will be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the ~~school~~-district, or by the chief attorney for the ~~school~~ district, not to pursue the civil legal action. However, such investigation

- may subsequently become active if the ~~school~~ district or its attorney decides to renew the civil legal action;
- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

45. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the ~~school~~ district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. Disclosure of School Records Prior to Exclusion or Expulsion Hearing

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or ~~guardian~~ or representative will be given access to all ~~school~~ district records pertaining to the student, including any tests or reports upon which the action proposed by the ~~school~~ district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, ~~Minn. Stat. § 121A.40, et seq.~~

XI. Disclosure of Data to Military Recruitment Officers

- A. The school district will release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to paragraph C below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers. To refuse the release of the above information to military recruiting officers, a parent or eligible student must notify the responsible authority, the building principal, in

writing, by September 15 of each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiters; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiters.
- D. Annually, the ~~school~~-district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of secondary students without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers does not affect the ~~school~~-district's release of directory information to the rest of the public, which includes military recruiting officers. In order to make any directory information about a student private, the procedures contained in the "Release of Directory Information" section of this policy also must be followed. Accordingly, to the extent the ~~school~~-district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers.

XII. Limits on Disclosure

A. Redisclosure

Consistent with the requirements herein, the ~~school~~-district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A of this section does not preclude the ~~school~~-district from disclosing personally identifiable information under the “Disclosure of Education Records” section of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the ~~school~~-district provided:
 - a. The disclosures meet the requirements of the “Disclosure of Education Records” section of this policy; and
 - b. The ~~school~~-district has complied with the record-keeping requirements of the “Responsible Authority, Record Security, and Record-Keeping” section of this policy.

2. Subdivision A of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student, ~~or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071.~~ However, the ~~school~~ district ~~must~~ will provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed will retain the same classification in the hands of the party receiving it as it had in the hands of the ~~school~~-district.

D. Notification

Except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under the “Release of Directory Information” section of this policy, or disclosures to a parent or student, the ~~school~~-district will inform the party to whom a disclosure is made of the requirements set forth in this section. In the event that the Family Policy Compliance Office determines that a third party improperly re-discloses personally identifiable information from education records, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

XIII. Responsible Authority, Record Security, and Record-Keeping

A. Responsible Authority

The responsible authority ~~will be responsible for~~ is charged with the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the

responsible authority will be the records manager of the school, and will have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal will submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan will contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority will review the plans submitted pursuant to paragraph C of this section for compliance with the law, this policy, and the various administrative policies of the ~~school~~-district. The responsible authority will then promulgate a chart incorporating the provisions of paragraph C which will be attached to and become a part of this policy.

E. Record-Keeping

1. The principal will, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student; and
 - b. the legitimate interests these parties had in requesting or obtaining the information;
2. In the event the ~~school~~-district discloses personally identifiable information from an education record of a student pursuant to paragraph B of the "Limits on Disclosure" section of this policy, the record of disclosure required under this section will also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the ~~school~~-district; and
 - b. the legitimate interests under the "Disclosure of the Education Records" section of this policy which each of the additional parties has in

requesting or obtaining the information.

3. Paragraph (1) of Record-Keeping does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under paragraph B.1. of the "Disclosure of the Education Records" section of this policy, to requests for disclosures of directory information under the "Release of Directory Information" section of this policy, or to a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school-district.
5. The school district shall will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures will be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. Right to Inspect and Review Education Records

A. Parent of a Student, an Eligible Student, or the Parent of an Eligible Student Who Is Also a Dependent Student

The school district will permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in the "Disclosure of Private Records" section of this policy.

B. Response to Request for Access

The school-district will respond to any request pursuant to subdivision A of this

section immediately, if possible, or within ten (10) **working** days of the date of the request, ~~excluding Saturdays, Sundays, and legal holidays.~~

C. Right to Inspect and Review

The right to inspect and review education records under subdivision A of this section includes:

1. The right to a response from the ~~school~~-district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the ~~school~~ district will provide the parent or eligible student with a copy of the records requested, or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy will be construed as limiting the frequency of inspection of the educational records of a student with a disability by the student's parent or ~~guardian~~ or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students will submit to the ~~school~~-district a written request to inspect education records which identify as precisely as possible the record or records ~~he or she~~ **they** wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the ~~school~~-district will attempt to accommodate those wishes. The parent or eligible student will be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The ~~school~~-district may presume that either parent of the student has authority to inspect or review the education records of a student unless the ~~school~~-district has been provided with evidence that there is a legally binding instrument or a

state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The ~~school~~-district ~~will~~ **may** charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the ~~school~~-district will consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the ~~school~~ district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. The cost of providing copies will be borne by the parent or eligible student.
3. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, would impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. Request to Amend Records; Procedures to Challenge Data

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request that the school district amend those records.

1. The request must be in writing, must identify the item the request~~er~~ **er** believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, must state the reason for this belief, and must specify the correction the request~~er~~ **er** wishes the ~~school~~-district to make. The request must be signed and dated by the request~~er~~ **er**.
2. The ~~school~~-district will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time after receiving the request.
3. If the district decides to refuse to amend the education records of the student in accordance with the request, it will inform the parent of the student or the eligible student of the refusal and advise the parent or eligible

student of the right to a hearing under subdivision B of this section.

B. Right to a Hearing

If the district refuses to amend the education records of a student, the district, on request, will provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing will be conducted in accordance with subdivision C of this section.

1. If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why ~~he or she~~ **they** ~~disagrees with the decision of the school~~ district, or both.
3. Any statement placed in the education records of the student under subdivision B of this section will:
 - a. be maintained by the district as part of the education records of the student so long as the record or contested portion thereof is maintained by the ~~school~~ district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the ~~school~~ district to any party, the explanation will also be disclosed to that party.

C. Conduct of Hearing

1. The hearing will be held within a reasonable period of time after the ~~school~~ district has received the request, and the parent of the student or the eligible student will be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the ~~school~~ district who does not have a direct interest in the outcome of the hearing. The school board attorney will be in attendance to present the ~~school~~ board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student will be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under subdivisions A and B of this section and may be assisted or

represented by individuals of ~~his or her~~ **their** choice at ~~his or her~~ **their** own expense, including an attorney.

4. The ~~school~~ district will make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision will be based solely on evidence presented at the hearing and will include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~the Minn. Stat. Ch. 14~~ **state law** relating to contested cases.

XVI. Problems Accessing Data

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means superintendent or designee.
- C. **Any request by an individual with a disability for reasonable modifications of the ~~school~~ district's policies or procedures for purposes of accessing records shall will be made to the data practices compliance official.**

XVII. Complaints for Noncompliance

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by **FERPA** ~~20 U.S.C. §1232g~~, and the rules promulgated thereunder, will be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. ~~20202-4605~~ **8520**.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of ~~20 U.S.C. §1232g~~ **FERPA** and the rules promulgated thereunder has occurred.

XVIII. Waiver

A parent or eligible student may waive any of ~~his or her~~ **their** rights provided herein pursuant to ~~20 U.S.C. §1232g~~ **FERPA**. A waiver will not be valid unless in writing and signed by the parent or eligible student. The ~~school~~ district may not require such a waiver.

XIX. Annual Notification of Rights

A. Contents of Notice

The school district will give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the ~~school~~ district to comply with the requirements of ~~20 U.S.C. §1232g~~ FERPA, and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the ~~school~~ district has determined to have legitimate educational interests; and
6. That the ~~school~~ district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal ~~No Child Left Behind Act~~ Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The ~~school~~ district will provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who Are Disabled

The ~~school~~ district will provide for the need to effectively notify parents or eligible students identified as disabled.

XX. Destruction and Retention of Records

Destruction and retention of records by the school district will be controlled by state and federal law.

XXI. Copies of Policy

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References:

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

[Minn. Stat. § 13.32, subd. 5 \(Directory Information\)](#)

[Minn. Stat. § 13.393 \(Attorneys\)](#)

[Minn. Stat. Ch. 14 \(Administrative Procedures Act\)](#)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 121A.75 (~~Sharing Disposition Order and Peace Officer Records~~ [Receipt of Records; Sharing](#))

[Minn. Stat. § 127A.852 \(Military-Connected Youth Identifier\)](#)

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

Minn. Stat. § 144.341-144.347 (~~Consent of Minors for~~ [The Minors Consent to Health Services Act](#))

[Minn. Stat. § 256B \(Medical Assistance for Needy Persons\)](#)

[Minn. Stat. § 256L \(MinnesotaCare\)](#)

Minn. Stat. § 260B.171, ~~Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children~~ [\(Records Required to be Kept\)](#)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

[Minn. Stat. § 363A.42 \(Public Records; Accessibility\)](#)

Minn. Rules Parts 1205.0100-1205.2000 ([Data Practices](#))

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

20 U.S.C. § 6301 *et seq.* (~~No Child Left Behind~~ [Every Student Succeeds Act](#))

[20 U.S.C. § 7908 \(Armed Forces Recruiting Information\)](#)

[20 U.S.C. § 7917 \(Transfer of School Disciplinary Records\)](#)

[25 U.S.C. § 5304 \(Definitions – Tribal Organization\)](#)

26 U.S.C. §§ 151 and 152 (Internal Revenue Code - [Dependent Defined](#))

34 C.F.R. §§ 99.1-99.67 ([Family Educational Rights and Privacy](#))

[42 U.S.C. § 1711 *et seq.* \(Child Nutrition Act\)](#)

[42 U.S.C. § 1751 *et seq.* \(Richard B. Russell National School Lunch Act\)](#)

Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

[Dept. of Admin. Advisory Op. No. 21-008 \(December 8, 2021\)](#)

Cross References:

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

Policy 519 (Interviews of Students by Outside Agencies)

Policy 520 (Student Surveys)

[Policy 719 \(Records Retention\)](#)

Policy
adopted: 01/22/08
Revised: 09/22/14
Revised: 07/17/17

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Appendix I to Policy 515

PUBLIC NOTICE

Edina Public Schools gives notice to parents of students currently in attendance in the ~~school~~ district, and eligible students currently in attendance in the district, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the ~~school~~ district. A parent or eligible student should submit to the ~~school~~-district a written request to inspect education records which identify as precisely as possible the record or records ~~he or she~~ **they** wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the ~~school~~ district to amend a record that they believe is inaccurate or misleading. The request ~~will~~ **must** be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, ~~will~~ **must** state the reason for this belief, and ~~will~~ **must** specify the correction the parent or eligible student wishes the ~~school~~ district to make. The request ~~will~~ **must** be signed by the parent or eligible student. If the ~~school~~-district decides not to amend the record as requested by the parent or eligible student, the ~~school~~ district will notify the parent or eligible student of the decision and advise ~~him or her~~ **them** of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the ~~school~~-district may disclose education records to other school officials within the ~~school~~-district if the ~~school~~ district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the ~~school~~-district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the ~~school~~ district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of ~~his or her~~ **their** tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill ~~his or her~~ **their** professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, ~~and~~ student health and welfare, and the ability to respond to a request for educational data;

- e. That the ~~school~~ district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section ~~4155 of the federal No Child Left Behind Act~~ [7917 of the federal Every Student Succeeds Act](#), and data regarding a student's history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on ~~school~~ district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the ~~school~~ district to comply with the requirements of [the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g](#), and the rules promulgated thereunder, ~~†~~. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605-8520

2. Copies of the ~~school~~ board policy and accompanying procedures and regulations are available to parents and students upon written request to the superintendent.
3. Pursuant to applicable law, ~~Edina Public Schools~~ [the district](#) gives notice to parents of students currently in attendance in the ~~school~~ district, and eligible students currently in attendance in the ~~school~~ district, of their rights regarding "directory information."

~~"Directory information" includes the following information relating to a student: the student's name; address; telephone number; district provided electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position, or nationality.~~

~~"Directory information,"~~ [under state and federal law](#), means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, ~~address, telephone listing, district provided electronic mail address,~~ photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. It also includes the name, ~~address,~~ and telephone number of the student's parent/~~guardian~~(s). [Minnesota law imposes additional restrictions, beyond federal law, upon the types of information that may be designated as directory information.](#)

- a. The information listed above will be public information which the ~~school~~ district may disclose from the education records of a student or information regarding a parent.

- b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
- c. ~~In order to make any or all of the directory information listed above "private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:~~

~~(1) Name of student and parent, as appropriate~~

~~(2) Home address~~

~~(3) School presently attended by student~~

~~(4) Parent's legal relationship to student, if applicable~~

~~(5) Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent~~

- 4. Pursuant to applicable law, ~~Edina Public Schools~~ **the district** hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The ~~school~~ district ~~must~~ **will** release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

- a. Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.
- b. In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the building principal by September 15 of each year. This written request must include the following information:

(1) Name of student and parent, as appropriate

(2) Home address

(3) Student's grade level

(4) School presently attended by student

(5) Parent's legal relationship to student, if applicable

(6) Specific category or categories of information which are not to be released to military recruiters without prior consent

(7) Specific category or categories of directory information which are not to be released to the public, including military recruiters

INDEPENDENT SCHOOL DISTRICT NO. 273
EDINA, MINNESOTA

Dated: _____
_____ Chair

Appendix II to Policy 515

JUVENILE JUSTICE SYSTEM REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, ~~S~~subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student):

RESPONSE TO REQUEST (The school ~~must~~ will indicate whether it has data on the student that document any activity or behavior marked by the requester):

Information requested (Mark all that apply):

Response provided (Yes/No):

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, S subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that ~~he or she is~~ they are a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that ~~he or she~~ they understands that, by signing this request, ~~he or she is~~ they are subject to the penalties in Minn. Stat. § 13.09.

Established: ~~1/22/08~~

Revised: ~~9/22/14~~

Form (/)

Signature/Title

Appendix III to Policy 515

AUTHORIZATION FOR RELEASE OF INFORMATION ON STUDENT

To: Edina Public Schools
5701 Normandale Road
Edina, MN 55424

Re: Educational records of _____
(Student's Name)

(Date of Birth and/or Social Security Number)

This release permits the school district, pursuant to Minn. Stat. § 13.05, Subd. 4 and Minn. Rules 1205.1400, Subp. 4, to release the enumerated educational records and information to the specified party or individual(s).

Specification of records/information to be disclosed and extent of disclosure:

Exceptions to the above specification:

Purpose(s) of disclosure:

To whom the records and information should be disclosed:

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. Minnesota law requires automatic expiration of this authorization one year from the date of authorization (Minn. Stat. § 13.05, 2010). A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____
(Signature of Authorized Signer)

Established: 6/20/11 Form (__/__)

Education Programs

Educational Competencies, Academic Standards, and Instructional Curriculum

I. Purpose

This policy defines the school district's educational competencies, instructional curriculum, academic standards, and K-12 talent development framework, including state and federal educational requirements.

II. General Statement of Policy

The school district is committed to providing a comprehensive educational experience for students that is defined by educational competencies and academic standards and implemented through an aligned instructional curriculum for early childhood through grade 12. The district will deliver the standards and curriculum at identified grade levels through classes and/or courses.

III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Academic standards" mean a state-prescribed or locally-adapted set of content standards that the [school](#) district must offer and certify for a student to be eligible to receive a high school diploma.
- B. "Curriculum" means an instructional area of study for early childhood through grade 12 that is required to meet the academic standards of the State of Minnesota or the ~~school~~ district.
- C. "Educational competencies" mean the articulated skills and literacies that learners need to have social, emotional, academic, and professional success in a rapidly changing, global world.
- D. "K-12 Talent Development Framework" means (1) servicing students demonstrating high performance and cultivating potential in [each and every](#) ~~students whose strengths are not yet tapped or readily observable in typical classroom environments~~; (2) providing early intervention and development opportunities ensuring all students have opportunities to grow; and (3) providing ~~experience-learning~~ [experiences](#) ~~environments~~ that are independent of students' background or economic status.

IV. Educational Competencies/~~Profile of a Graduate~~ [Portrait of a Well-Rounded Edina Graduate](#)

- A. The school district places a high value on the holistic view of the learner. The view is responsive to the district's mission, which seeks to "deliver educational excellence and prepare all students to realize their full potential."

These competencies/~~profile of a graduate~~ [Portrait of a Well-Rounded Edina Graduate](#) are intended to help guide a learner along his/her their educational journey, striving to become:

- [Academically Prepared](#)
- A Globally Competent Individual;
- A Responsible, [and](#) Engaged Citizen;
- An Effective Communicator and Collaborator;
- An Innovative Thinker and [Problem Solver](#) ~~Creator~~;
- A Motivated Lifelong Learner; and
- ~~A Healthy, Well-Rounded Person.~~

- B. The educational competency descriptors/~~profile of a~~ [Portrait of a Well-Rounded Edina Graduate](#) are located in Appendix I.

- C. The district administration is responsible for embedding the educational competencies/~~profile of a~~ [Portrait of a Well-Rounded Edina Graduate](#) into the learning experience and curriculum. This responsibility includes using the competencies as a framework for:

- Professional learning
- Curriculum development with courses and at grade levels
- Student assessment
- Staff evaluation

V. Academic Standards, Instructional Curriculum, Resources, ~~&~~ [and](#) Experience

- A. The ~~D~~irector of ~~T~~eaching and ~~L~~earning will be responsible for the implementation of the school district's academic standards and instructional curriculum.

- B. The district has defined academic standards, a comprehensive instructional curriculum, and common summative assessments for the following content areas:

- ~~science~~
- ~~reading and~~ [English](#) language arts
- social studies
- [ethnic studies](#)
- math
- physical education
- [music](#)
- health
- business education
- [financial literacy \(applicable starting with 2028 graduates\)](#)
- ~~science/technology/engineering~~
- media literacy

- technology/engineering
- world languages
- family and consumer sciences
- visual, media, and performing arts

C. Each curricular content area will have a guide that includes:

- mission
- grade-appropriate standards
- curriculum materials
- resource materials
- common assessments
- differentiation and personalization suggestions
- media and technology materials

D. Each curricular content area will be reviewed and revised on a cyclical basis as per Policy 603 (Curriculum and Program Review and Development and Review).

E. The academic standards and instructional curriculum will align with those established by the Minnesota Department of Education or by local adoption as provided in statute.

F. The elementary schools will offer the following:

- visual, media, and performing arts
- integrated English language arts
- math
- music
- physical education
- science/health
- health
- social studies

G. The middle schools will offer the following:

- visual, media, and performing arts
- integrated English language arts
- math
- music
- physical education
- science/health
- health
- social studies
- technology education
- world languages
- family and consumer sciences

- H. The high school will require 43 credits for graduation [pursuant to district policy](#). ~~(Refer to Policy 613, – Graduation Requirements.)~~
- I. The K-12 Talent Development Framework (see [Appendix II](#)) consists of enrichment, extended learning, acceleration ~~(e.g., Honors, Advanced Placement, Compacted coursework)~~, and authentic learning opportunities.
- J. The school board will approve all academic standards and instructional curriculum revisions at least as frequently as prescribed by Minnesota Department of Education’s K-12 Academic Standards Review Schedule as approved by state law.
- K. The district will provide professional learning opportunities to advance employees’ knowledge, skills, and abilities in effectively delivering the standards, competencies, and curriculum through instruction.

Legal References:

- Minn. Stat. § 120B.02 (Educational Expectations [and Graduation Requirements](#) for Minnesota’s Students)
- Minn. Stat. § 120B.024 ~~(Graduation Requirements: Course Credits)~~
- Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce](#))
- Minn. Stat. § 120B.30N ~~(Dept of Education Academic Standards Review)~~ [\(Statewide Testing and Reporting System\)](#)
- 20 U.S.C. § 5801, *et seq.* ~~(National Education Goals 2000: Educate America Act)~~
- 20 U.S.C. § 6301, *et seq.* ~~(No Child Left Behind Act)~~ [Every Student Succeeds Act](#)

Cross References:


- Policy 105 (School District Mission, [Vision, Values, Beliefs and Strategic Direction and Plan](#))
- Policy 603 (Curriculum and Program Review and Development)
- Policy 613 (Graduation Requirements)
- Policy 614 ~~(School District Testing Plan and Procedure)~~ [Assessment Plan](#))
- Policy 616 (School District System Accountability)
- Minnesota K-12 Academic Standards in Arts Education
- EPS [2020-2030 Strategic Plan](#) ~~2020-2025~~

Policy
 adopted: 07/20/09
 Revised: 08/17/15
 Modified: 11/11/19
 Revised: 02/10/20
 Revised: 09/14/20


INDEPENDENT SCHOOL DISTRICT NO. 273
 Edina, Minnesota

Appendix I


[This old Appendix I with the Profile of a Next Generation EPS Learner chart will be deleted. It will be replaced with the new Appendix I featuring the Portrait of a Well-Rounded Edina Graduate graphic.]

	<p><i>Through high expectations and access to diverse opportunities in academics, arts, extracurricular activities and community involvement, Edina Public Schools learners are academically prepared for college, career and life.</i></p>
<p>Profile of a Next Generation EPS Learner</p>	
<p>Globally Competent Individual who</p>	<ul style="list-style-type: none"> • Possesses a diverse and informed world perspective, including understandings of world geography, history, economics, social issues, cultures, political structures, and environmental conditions • Communicates effectively in at least two world languages, one of which is English • Embraces individual and cultural diversity and actively seeks multicultural interactions
<p>Responsible, Engaged Citizen who</p>	<ul style="list-style-type: none"> • Demonstrates a high level of integrity and ethical action • Applies knowledge and education for the good of the community • Demonstrates empathy, compassion and open-mindedness • Accepts responsibility for personal choices and actions, and learns from mistakes
<p>Effective Communicator and Collaborator who</p>	<ul style="list-style-type: none"> • Communicates effectively as a listener, speaker and writer • Possesses strong social and interpersonal skills, including verbal, non-verbal and conflict resolution skills • Works effectively with others in academic and social settings, both as a leader and a contributor
<p>Innovative Thinker and Creator who</p>	<ul style="list-style-type: none"> • Demonstrates proficiency in multiple literacies, including a variety of academic and technological disciplines • Thinks and produces creatively, both collaboratively and independently • Demonstrates intellectual curiosity by applying original solutions to problems or challenges • Critically analyzes and evaluates information sources
<p>Motivated Lifelong Learner who</p>	<ul style="list-style-type: none"> • Understands own needs as a learner and advocates appropriately • Persists when faced with challenge or adversity • Actively sets personal learning goals and self-monitors progress • Values continuous learning and seeks opportunities for growth
<p>Well-Rounded Person who</p>	<ul style="list-style-type: none"> • Actively maintains a healthy, balanced lifestyle through informed choices • Adapts to new and challenging situations and environments • Commits to their own physical, social and emotional well-being • Demonstrates knowledge of essential life skills and resources

Adopted: 8/17/15



Portrait of a Well-Rounded Edina Graduate



ACADEMICALLY PREPARED

- Demonstrates foundational academic knowledge in Reading, English Language Arts, Mathematics, Social Studies, Science, Technology, Engineering, and the Arts.
- Masters and applies standards aligned to challenging and rich curricula.
- Identifies, understands, and solves complex issues.

GLOBALLY COMPETENT INDIVIDUAL

- Possesses a diverse and informed world perspective, including understandings of world geography, history, economics, social issues, cultures, political structures and environmental conditions.
- Engages in multiple opportunities to broaden language knowledge and application.
- Embraces the individual and cultural dignity of all people and actively seeks multicultural interactions.

RESPONSIBLE AND ENGAGED CITIZEN

- Demonstrates a high level of integrity and ethical action.
- Applies knowledge and education for the good of the community.
- Demonstrates empathy, compassion and open-mindedness.
- Accepts responsibility for personal choices and actions, including impact on others and learns from mistakes.
- Applies the social-emotional skills of self-awareness and self-management to lead a healthy and well-balanced life.

EFFECTIVE COMMUNICATOR AND COLLABORATOR

- Communicates effectively as a listener, speaker, writer, and responder through appropriate and timely communication platforms (digital, print, video, and social media).
- Possesses strong social and interpersonal skills, including verbal, nonverbal, and conflict resolution.
- Works effectively with others in academic and social settings, both as a leader and a contributor.

INNOVATIVE THINKER AND PROBLEM SOLVER

- Thinks and produces creatively, both collaboratively and independently.
- Demonstrates intellectual curiosity.
- Critically analyzes and evaluates information sources.
- Adapts to changing demands.

MOTIVATED LIFE-LONG LEARNER

- Understands personal interests and passions, while valuing continuous learning and seeking opportunities for growth.
- Understands own needs as a learner and advocates appropriately.
- Persists when faced with challenge or adversity.
- Actively researches opportunities, sets personal learning goals, makes choices that support long-term aspirations and successful transitions.

Appendix II to Policy 601

K-12 Talent Development Framework

In addition to serving students already demonstrating high performance, talent development services cultivate potential in students whose strengths are not yet tapped or readily observable in typical classroom environments. By fostering talent development, and providing early intervention and development opportunities, the [school](#) district ensures that all students have opportunities to grow and experience learning environments that are not dependent on students' background or economic status.

Pathway	Vision	Description	Examples
Enrichment	Provide rigorous and enriching opportunities for all learners to discover their unique interests and strengths	<p>Sets a foundation for talent development</p> <p>Provides new experiences and information that expands background knowledge</p> <p>Offers rigorous, inquiry-based experiences</p> <p>Fosters critical, reflective, and creative thinking</p> <p>Allows student strengths and talents to emerge</p>	<p>Lessons focused on critical, reflective, and creative thinking within the standards.</p> <p>Exploratory activities such as Makerspace</p> <p>Inquiry-based learning</p> <p>Problem-solving activities</p> <p>Genius Hour</p> <p>Habits of Mind</p>
Extended Learning	Provide challenging and engaging opportunities for learners to extend their strengths and interests in specific talent areas	<p>Builds learner confidence in a talent area</p> <p>Honors students' knowledge and skills</p> <p>Promotes development of higher-order thinking skills</p> <p>Offers content depth and complexity</p>	<p>Extending the standards beyond what is required for all.</p> <p>Depth of Knowledge Levels 3 and 4 (when standards only go to 1 or 2)</p>
Acceleration	Provide challenging, engaging, and faster-paced opportunities for learners to advance their strengths and interests in specific talent areas	<p>Reinforces learner commitment in a talent area</p> <p>Honors students' knowledge and skills</p> <p>Offers content at a faster pace</p> <p>Provides above-level content</p>	<p>Accelerated pacing beyond the typical learning sequence.</p> <p>Compacted standards/courses</p> <p>Above-grade level standards</p> <p>College-level courses</p>

Authentic Learning	Provide real-world opportunities for students to apply their strengths and interests in specific talent areas	Recognizes and responds to students' talent area expertise Provides opportunities for learners to apply their strengths and interests in real-world inquiry or production Promotes high intellectual performance and production	Provide real-world opportunities for students to apply their strengths and interests in specific talent areas: Service Learning Internship Product Creation Community Problem Solving
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K-12 Talent Development Framework

In addition to serving students already demonstrating high performance, talent development services cultivate potential in students whose strengths are not yet tapped or readily observable in typical classroom environments. By fostering talent development Edina ensures that each and every student has the opportunity to grow at accelerated rates in enriching learning environments.

Pathway Opportunity	Vision	Description	Examples
Enrichment	Rigorous and enriching opportunities for all learners to discover their unique interests and strengths integrated into the core curriculum and culture of the school	Sets a foundation for talent development Provides new experiences and information that expands background knowledge Offers rigorous, inquiry-based experiences Fosters critical, reflective, and creative thinking Allows student strengths and talents to emerge	Lessons focused on critical, reflective, and creative thinking within the standards: Inquiry-based learning Problem-solving activities
Extended Learning	Opportunities provided to some students to engage with grade-level content at a deeper level during flexible times throughout school day or year.	Builds learner confidence in a talent area Recognizes students' knowledge and skills Promotes development of higher order thinking skills Offers content depth and	Extending the standards beyond what is required for all

		complexity	
Acceleration	Opportunities for some students to compact grade-level standards and be exposed to higher grade-level standards at a faster pace	Reinforces learner commitment in a talent area Recognizes students' knowledge and skills Offers content at a faster pace Provides above-level content	Accelerated pacing beyond the typical learning sequence- Compacted courses College-level courses
Authentic Learning	Opportunities provided to all students to engage in real-world application of strengths and talents	Recognizes and responds to students' talent area expertise Provides opportunities for learners to apply their strengths and interests in real-world inquiry or production Promotes high intellectual performance and production	Provide real-world opportunities for students to apply their strengths and interests in specific talent areas-

Appendix

Adopted: 9/14/20

Education Programs

Organization of School Calendar and School Day

I. Purpose

This policy provides for a timely determination of the school calendar and school day.

II. General Statement of Policy

The primary goal of the [school](#) calendar and [schedule of the](#) school day is to advance learning for students and professional learning for teachers, in compliance with required guidelines set by the Minnesota Department of Education.

III. School Calendar Development

- A. The school calendar will be adopted by the school board at least twelve months prior to the start of a school year. It will meet all provisions of state attendance law. The school calendar will establish student days, workshop days for employees, and other information related to students, staff, and [parents/guardians](#).
- B. The ~~school~~ board will approve a calendar development process which includes:
 - Consideration of state statutes, [school](#) district work agreements, and district learning needs
 - Input opportunities from staff and families
 - A decision-making process which defines both the process for gathering input and the team developing the recommendations

IV. Student School Day Schedule

- A. The superintendent will be responsible for developing a school day schedule for each building, subject to review by the school board. All requirements and provisions of state law will be met.
- B. The superintendent will work in collaboration with building principals in developing the school day schedule for schools. The decision making process will include:
 - Input opportunities from staff and families
 - Decision-making process which defines both the process for gathering input

and the team developing the recommendations

C. In developing the student day schedule, consideration will be given to the following:

- learning priorities;
- district work agreements;
- school bus schedules;
- cooperative programs;
- differences in time requirements at various grade levels;
- effective utilization of facilities;
- cost effectiveness; and
- other concerns deserving of attention.

V. E-Learning Days

See the Edina Inclement Weather ~~eE-Learning Plan, attached as Appendix I, and also~~ available on the [school](#) district website under Academics, Learning and Technology, [eE-Learning Days](#).

Legal References:

Minn. Stat. § 120A.40 (School Calendar)

Minn. Stat. § 120A.41 (Length of School Year; [Days-Hours](#) of Instruction)

Minn. Stat. § 120A.415 (Extended School Calendar)

Minn. Stat. § 120A.42 ([Conduct of School on Certain](#) Holidays)

Minn. Stat. § 122A.40, Subds. 7 and 7a (~~Employment; Contracts; Termination of Contract After Probationary Period; Additional Staff Development and Salary~~)

Minn. Stat. § 122A.41, Subds. 4 and 4a (~~Teacher Tenure Act; Cities of the First Class; Definitions~~ [Period of Service After Probationary Period; Discharge or Demotion; Additional Staff Development and Salary](#))

Minn. Stat. § 127A.41, Subd. 7 (~~Distribution of School Aids; Appropriation~~ [Schedule Adjustments](#))

Cross Reference:

Policy 425 (Staff Development [and Mentoring](#))

Policy

adopted: 6/22/09

amended: 07/23/12

revised: 07/20/15

updated: 01/13/20

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

~~Edina Inclement Weather e~~**E**-Learning Plan

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Purpose:

To optimize a learning opportunity afforded by new legislation: The 2017 Legislature has amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school utilizing e-Learning days:

- Due to inclement weather.
- Up to five days in one school year.
- Counted as an instructional day and included as hours of instruction.
- Ability to provide continuity of instruction during non-student days.

The following is the ~~school~~ district's plan for utilizing this opportunity for continued learning in case of inclement weather.

About this plan

This plan was created over a two-year period with input from many stakeholders, including: Teaching and Learning, Communications Department, Student Services, Assistive Technology, Teaching and Learning Board committee, EME, Technology Advisory Team, parents and the Department of Media and Technology Services, ~~and parents/guardians~~. Upon completion, the Edina School Board approved the following plan:

In the development of the e-Learning Plan, we centered our discussion on the following key aspects:

1. Keep student at the center of all of our discussions
2. Ensure that instruction and learning will be maximized
3. Satisfy the state required elements for an e-learning plan

Like all plans, it is essential that it works in practice and contains strategies for continuous improvement. To that end, this plan will be reviewed annually and modified if needed.

This plan is divided into the following components:

1. Communications
2. Instruction
3. Training
4. Other considerations

Communications

Parent/Guardian eCommunication

The following forms of communication will provide parents/guardians and students with information about e-Learning days, when they will be used, how they will be notified, what to expect for an e-Learning day, and to answers to additional questions:

1. Communication to families about e-learning days

- a. Beginning of the year communication

Upon approval from school district leadership, the communications department will include information about e-Learning days in their back to school communications annually. Content in this communication will provide background and how families will be notified of an e-learning day and what to expect when an e-learning day is called. It will also reference a web page on the district website where they can find additional information. By including this information in our the district's back to school communications, we are the district is providing families with sufficient advance information about e-learning days so that families can be prepared in the event we these provisions are invoked them.

- b. Notification to parents/guardians of an e-learning day

As much advance notice will be given as possible. The following practice already exists for notifying parents/guardians of school closings due to inclement weather: Parents/Guardians receive an automated phone call, email, and optionally a text via the district's mass notification service. In addition to district mass communication, announcements are made on radio station WCCO and television stations WCCO, KSTP, KARE, and FOX, and the school district web page, www.edinaschools.org, prior to 6:30 a.m. that school will be closed. This practice will be amended to include notification that the district is invoking an e-learning day and provide instructions for accessing e-learning activities assigned via our learning management system.

For e-learning days held on non-student days, plenty of advance warning and will be provided to families. In addition, updates will be given to parents/guardians and students.

- c. ~~Website with e-learning day resources.~~ The district has developed a website that provides families additional information about e-learning days.

2. ~~Communications between teachers and students and families~~

- a. ~~A legislative requirement for e-learning is that there is a synchronous component, or the ability for a student teacher interaction. The following items will help facilitate this.~~
 - i. ~~A standard format for posting e-learning day content on our learning management systems~~
 - ii. ~~Clear understanding of what is expected for e-learning~~
 - iii. ~~Clear expectations and instructions on how to contact the instructor in case of questions or additional information~~
- b. ~~Posting of activities and virtual office hours~~
 - i. ~~When an e-learning day is declared, teachers would **will** be responsible for updating their course pages in the LMS in the following manner.~~
 - 1. ~~In K-2: posting instructions for the day in Seesaw.~~
 - 2. ~~In 3-12: create an Assignment in Schoology with instructions. The title should be the name of the assignment, e-Learning Day, and the date. All files needed for students should be attached to the assignment.~~
 - ii. ~~Included in this content would be the following information.~~
 - 1. ~~Anticipate time requirements for course work recognizing students learn at different paces, especially in an independent context.~~
 - 2. ~~Be present on Schoology or Seesaw and email during the e-Learning Day. Provide a school telephone number where parents can call to leave a message if they have questions.~~
 - 3. ~~Plan for self directed, independent learning with specific consideration to age and individual learning needs.~~
 - 4. ~~Customize learning opportunities especially in troubleshooting student challenges~~
 - 5. ~~Communicate with colleagues to ensure common expectations, communications, and protocols.~~

Instruction

eLearning Days are a way for us **the school district** to have continuity of learning in the event of inclement weather. The following components will be in place to ensure the program meets the requirements of the legislation and more importantly, aids in the learning process for students:

- ~~Delivered primarily online~~
- ~~In sync with current lesson plans, learning continues~~

- Presence of a teacher licensed in the content area/grade level:
 - Delivering content
 - Assessment of and for learning
 - Providing feedback
 - Diagnosing misconceptions
 - Coaching
 - Explaining concepts
- Attendance is taken
- Teachers are available online and by phone

Instructional Content

The following is a suggested framework for content during an e-learning day. Again, teachers will be provided professional development time to work on developing content. However, it is important that there is consistency across the system in the delivery of this content.

- K-2 Classroom Staff: Share a Tic-Tac-Toe Board of ideas for students to create—connect with specialists for art, PE, and music; Use Seesaw to share journals for parents to view.
- Gr. 3-5 Classroom Staff: Share a Google slide presentation with subjects listed on each slide for work completion; Use Schoology where parents can view as an Assignment (so it shows up in the “Upcoming” column on the right).
- Gr. 6-12 Classroom Staff: Create an assignment in Schoology with the instructions. The title should be the name of the assignment, e-Learning Day, and the date. All files needed for students should be attached to the assignment.
- Content in Schoology should include:
 - a. Assignment or Folder with Completion rules posted with the e-Learning day date as the due date at 11:59 pm.
 - b. All communication for requirements to communicate expectations for that day should be posted in that assignment.
 - c. Learning targets for that day listed.
 - d. Optional: If using a folder with completion rules, pages with embedded content and/or links to resources be noted.
 - e. Attendance is confirmed via one of the following:
 - i. Student Completion on the assignment or folder to confirm that students viewed the materials if using the folder.
 - ii. Some type of submitted student creation or reflection to document learning.
 - iii. Formative assessments to check for understanding.
 - f. Through synchronous and/or asynchronous learning, be present on Schoology or Seesaw and email during the e-learning day. These could include the following:
 - i. Posting your school telephone number and responding via an online chat or Google Voice.
 - ii. Creating an online meeting using one of the districts provided online meeting tools such as Google Meet, Skype, or My Blue Button.
 - g. Optional
 - i. Screencast of Lessons for direct instruction
 - ii. Review of digital citizenship expectations for the activities

The following is implemented in order to assist students with special needs:

Special Education will have access to their students' courses. Additionally, teachers will be able to create their own courses with their students. Below is additional information:

- **Special Education Resource Staff:** Contact students directly through SeeSaw (K-2), Schoology (Gr. 3-12), or email with reminders for how their accommodations and modifications can support their engagement with e-Learning Day activities or support general education teachers in lesson plan development to ensure accommodations are available.
 - Be available to access the student LMS system to assist and/or consider using virtual meeting tools such as Google Meet or Skype to assist the student.
- **Special Education Site Based Staff:** Share a list of 2-4 activities students can engage in at home to further progress toward IEP goals or learning in classroom activities through SeeSaw, Schoology, or emailed directly to families. Include learning targets with your activity ideas. To verify attendance, families should respond with a picture of what they did on the e-learning day so students are able to share with their classmates when they return to school. Alternatively, you may ask families to create a video of a functional routine at home.
 - Be available to access the student LMS system to assist and/or consider using virtual meeting tools such as Google Meet or Skype to assist the student.

Training

Training for all users will be critical to ensure the success of e-learning days. Indeed, currently our secondary schools leverage technology on a daily basis and an e-learning day will not be as difficult to implement. However, it is important that we [the school district](#) provide opportunities for our staff, especially our [K-5](#) grades, Special Education staff, and community to train for e-learning days so that if one is declared, learning can continue for all of our students. The following training will be provided:

Development of [instructional delivery frameworks](#). To assist our teachers in creating the necessary content as well as provide consistency across our learning environment, framework for instructions have been developed and will be accessible via our Learning Management Systems. They are:

- [K-2 Classroom Staff:](#) Share out a Tic-Tac-Toe Board of ideas for students to create - connect with specialists for art, PE and music; [Use Seesaw](#) to share out to [Journals](#) for parents to view.
- [3-5 Classroom Staff:](#) Share out a Google Slide with subjects listed on each slide for work completion; [Use Schoology](#) to share out for parents to view as an [Assignment](#), so it shows up in the Upcoming column on the right.
- [6-12](#) Create an assignment in Schoology with the instructions. The title should be the name of the assignment, e-Learning Day and the date. All files needed for students should be attached to the assignment and instructions on how to communicate with the teacher provided.

Training will focus on the following areas so that when e-learning days are initiated, the following is consistent across the district:

- How to leverage technology to provide direction to students for learning in place to ~~of~~ a face-to-face interaction.
- In order to be present on Schoology or Seesaw, training will be provided on how to use district provided meeting tools such as Google Voice, Skype, Google Meet, and My Blue Button.
- Strategies for incorporating learning that is self directed, independent learning with specific consideration to age and individual learning needs.
- How to customize learning opportunities, especially in troubleshooting student challenges.

Additional Items

The following additional items are critical components of the plan and have been incorporated.

- **Addressing students with special needs**

The following is implemented in order to assist students with special needs:

Special Education will have access to their students' courses. Additionally, teachers will be able to create their own courses with their students. Below is additional information.

- **Special Education Resource Staff:** Contact students directly through SeeSaw (K-2), Schoology (Gr. 3-12), or email with reminders for how their accommodations and modifications can support their engagement with e-Learning Day activities or support general education teachers in lesson plan development to ensure accommodations are available.
 - Be available to access the student LMS system to assist and/or consider using virtual meeting tools such as Google Meet or Skype to assist the student.
- **Special Education Site Based Staff:** Share a list of 2-4 activities students can engage in at home to further progress toward IEP goals or learning in classroom activities through SeeSaw, Schoology, or emailed directly to families. Include learning targets with your activity ideas. To verify attendance, families should respond with a picture of what they did on the e-learning day so students are able to share with their classmates when they return to school. Alternatively, you may ask families to create a video of a functional routine at home.
 - Be available to access the student LMS system to assist and/or consider using virtual meeting tools such as Google Meet or Skype to assist the student.

- **Access to technology**

Access to technology is critical for learning at Edina Public Schools ~~in the district~~. Therefore access to technology and Internet access is critical for the day-to-day learning in Edina Public Schools ~~the district~~ regardless of e-learning or normal instruction.

- The following process ensures all families have internet access for all learning:
 - Provide anyone who needs one, a district device to access learning
 - Provide anyone who is identified, a mobile hotspot
- In addition, during our e-learning days the expectation is that a telephone can be used to provide assistance to our students. The plan is to utilize the voicemail system to leave messages, which then go directly to email. We would ~~The district~~

~~will assist teachers to leverage Google Voice in order to keep their telephone numbers private.~~

Review

~~Though Edina Public Schools [the school district](#) has a rich tradition of leveraging technology in our learning, e-learning is different and there will be opportunities to learn from our experiences once put into place. To that end this program should be reviewed annually.~~

Appendix

Added to Policy 601: 1/13/20

adopted: ~~_____~~ 01/13/20

revised: ~~_____~~ __/__/24

Appendices

Appendix A: DRAFT announcement to Families

~~Learning continues with e-Learning Days during school closures due to inclement weather~~

~~Edina Public Schools will be implementing School Board approved e-Learning Days beginning in the 2019-2020 school year. Specifically, Edina Public Schools will begin to take advantage of legislation, **the 2017 Legislature has amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school utilizing e-Learning days due to inclement weather.**~~

~~When there is severe weather, EPS like others has to cancel school and in doing so, pausing our students' learning. By leveraging our technology systems and our staffs' long tradition of leveraging technology for instruction, we ~~the district~~ will be able to keep learning going even when the schools are closed.~~

~~Working with curriculum staff and Digital Learning specialists, teachers will develop learning opportunities that offer a combination of online and offline activities. These activities will be guided by students' classroom teachers. In addition, during these e-Learning days staff will utilize communication technology, including the telephone to support students in their learning.~~

~~Starting the 2019-2020 school year, Edina Public schools may wish to implement a e-Learning day in the event of a school closing due to inclement weather. Please note, during this pilot year, we ~~the district~~ may concentrate these e-Learning days at grades 6-12.~~

Appendix B: Website FAQ

What are e-Learning Days?

e-Learning days are stay-at-home learning days that are invoked when the weather conditions force the district to close. Using our ~~the district's~~ normal severe weather communications, families will be instructed to access technology to learn about what is expected on these days.

Why do we ~~does the district~~ need e-Learning Days?

Continuity of learning is important for our students to succeed. In order to do this, we ~~the district~~ feels that learning needs to continue even when we have ~~there is~~ an unplanned cancellation of a school day. Students will be expected to participate in their courses in EdinaApps or through activities that they can do around their home.

All schools in Minnesota have a required amount of time for which students must attend. In the event that we have the district has a school cancellation due to inclement weather, e-Learning Days help us the district meet our its attendance requirements.

How do e-Learning Days work?

- Families will receive an automated message notifying them of a school cancellation. Messages will also be distributed on the district website, social media, and appear on local television stations.
- In most cases, K-Gr. 5 students will complete portions of a pre-assigned selection of learning activities created by their teacher. Gr. 6-12 students will log on to their courses in Schoology to connect with their teachers and work on their assignments.
- Teachers will check email and voicemail periodically during the school day to answer questions and provide guidance.
- The due dates for e-Learning Day assignments will be determined by each teacher but attendance is taken for that day.
- Students with special needs may face unique challenges while performing academic tasks independently. Provisions will be made for the particular needs of these students by their teachers.

How will the district ensure access to e-Learning materials for all students?

Access to technology is critical for learning at Edina Public Schools ~~in the district~~. Therefore access to technology and Internet access is critical for the day-to-day learning in Edina Public Schools ~~in the district~~ regardless of e-learning or normal instruction.

The following process ensures all families have internet access for all learning.

- Provide anyone who needs one, a district device to access learning
- Provide anyone who is identified, a mobile hotspot

In addition, during our e-learning days the expectation is that a telephone can be used to provide assistance to our students. The plan is to utilize the voicemail system to leave messages, which then go directly to email. We would ~~The district will~~ assist teachers to leverage Google Voice in order to keep their telephone numbers private.

Are other districts doing this?

A number of other districts in Minnesota are using similar activities for e-Learning Days. We ~~The district~~ looked at what other districts are doing and have ~~has~~ incorporated some of those ideas in creating a plan to best meet the needs of our ~~the district's~~ students, while complying with state laws that set expectations for e-Learning Days.

Education Programs

Graduation Requirements

I. Purpose

This policy sets forth requirements for graduation from the school district.

II. General Statement of Policy

The school district's policy is that all students will fulfill applicable state required assessments as well as satisfactorily complete all course requirements, as determined by the district and as established by the school board, in order to receive a diploma. All students who meet the above requirements will be considered a graduate of Edina High School for purposes of ceremony, diploma, and transcript.

III. Definitions

For purposes of this policy, the definitions included in this section apply.

- A. "Course credit" is equivalent to a student's successful completion of a semester of study or a student's mastery of the applicable subject matter, as determined by the school district and as identified annually in district course registration catalogs.
- B. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, ~~health~~ world language, or the arts, or (2) a locally adopted expectation for student learning in ~~health, the arts,~~ world language or career and technical education.

IV. Test Administrator

The ~~D~~irector of ~~T~~eaching and ~~L~~earning is the school district test administrator and in charge of all test procedures.

V. Graduation Requirements

Students must fulfill state graduation requirements and successfully complete high school level courses, as determined by the school district, to graduate from Edina Public Schools. District requirements are articulated in Appendix I.

VI. Requirements to Participate in Graduation Ceremony

- A. The high school graduation ceremony is the commencement event provided to students, families, and community by the school district. A high school ~~senior~~ [student](#) who has attained the required course credits will be allowed to participate in the ceremony. The high school principal or designee will present a list of ~~seniors~~ [students](#) to receive a diploma from Edina Public Schools to the school board for its approval prior to the ceremony.
- B. The district reserves the right to not allow a student to participate in or attend the graduation ceremony for inappropriate behavior. Inappropriate behavior includes but is not limited to destroying or damaging property, disrupting the school day or activities, or engaging in disrespectful behavior toward fellow students or district employees.
- C. The district will not charge fees for rental or purchase of caps, gowns, or diplomas.

VII. Early Graduation

As provided for by ~~Minn. Stat. § 120B.07~~ [state law](#), students may be considered for early graduation, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. All test requirements or higher guidelines have been satisfied;
- C. The principal or designee has conducted an interview with the student and parent or guardian, familiarized the parties with opportunities available in post-secondary education, and supports the early graduation request.
- D. The principal's decision will be in writing and is subject to approval by the superintendent and school board.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations [and Graduation Requirements](#) for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Rules Chapter 3501
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

Policy 601 ([Educational Competencies](#), Academic Standards, and Instructional Curriculum)

Policy 614 (~~School District Testing~~ [Assessment](#) Plan)

Policy 616 (School District System Accountability)

Policy 624 (Online Learning [Options](#))

Policy
adopted: 10/26/09
revised: 08/17/15
revised: 02/27/17
revised: 03/11/19
revised: 02/03/21
revised: 03/13/23
[revised: __/__/24](#)

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

Appendix I to Policy 613

EDINA PUBLIC SCHOOLS GRADUATION REQUIREMENTS

I. Graduation Requirements

A. All students are subject to the following assessment requirements, unless the parents/guardians opt out in writing:

1. Must participate in the Minnesota Comprehensive Assessments (“MCAs”) in reading, math, and science; and
2. Must have had an opportunity to complete the ACT in Grade 11.

B. All students must complete the Minnesota Academic Standards as developed by the Minnesota Department of Education:

1. Minnesota Academic Standards, Language Arts K-12;
2. Minnesota Academic Standards, Mathematics K-12;
3. Minnesota Academic Standards, Science K-12;
4. Minnesota Academic Standards, Social Studies K-12; and
5. Minnesota Academic Standards, Arts K-12;
6. School District Standards, Health K-12; and
7. School District Standards, Physical Education K-12.

C. Additionally, all students must demonstrate their understanding of the following local academic standards:

- ~~1. School District Standards, Health K-12;~~
- ~~2. School District Standards, Physical Education K-12;~~
- ~~3.~~ 1. School District Standards, Career and Technical Education 6-8; and
4. 2. School District Standards, World Languages 6-8.

D. All students must successfully complete one of the following:

1. Earn forty-three (43) semester credits, as recorded on the high school transcript;
2. Have met the requirements of the student’s IEP; or
3. Have met the requirements of an accredited alternative learning program within the district.

II. Edina Public Schools Graduation Requirements

A. Students must successfully complete, as determined by the school district, the following high school level course semester credits for graduation:

1. Eight (8) semester credits of English Language Arts;

2. Six (6) semester credits of mathematics, including an Algebra II credit or its equivalent;
3. Six (6) semester credits of science, including a minimum of (a) two credits in physical earth science; (b) two credits in biology; (c) two additional credits in physics or chemistry beyond physical earth science;
4. Seven (7) semester credits of social studies, encompassing at least United States history, government and citizenship, world history, [geography](#), and economics; [however, starting with the class of 2028, eight \(8\) semester credits of social studies, encompassing at least United States history, government and citizenship, world history, geography, and economics;](#)
5. Two semester credits in the arts (music, dance, theater, media and visual arts and selected courses);
6. One (1) semester credit in health and two (2) semester credits in physical education; and
7. Minimum of eleven (11) semester credits of elective options; [however, starting with the class of 2028, minimum of ten \(10\) semester credits of elective options.](#)

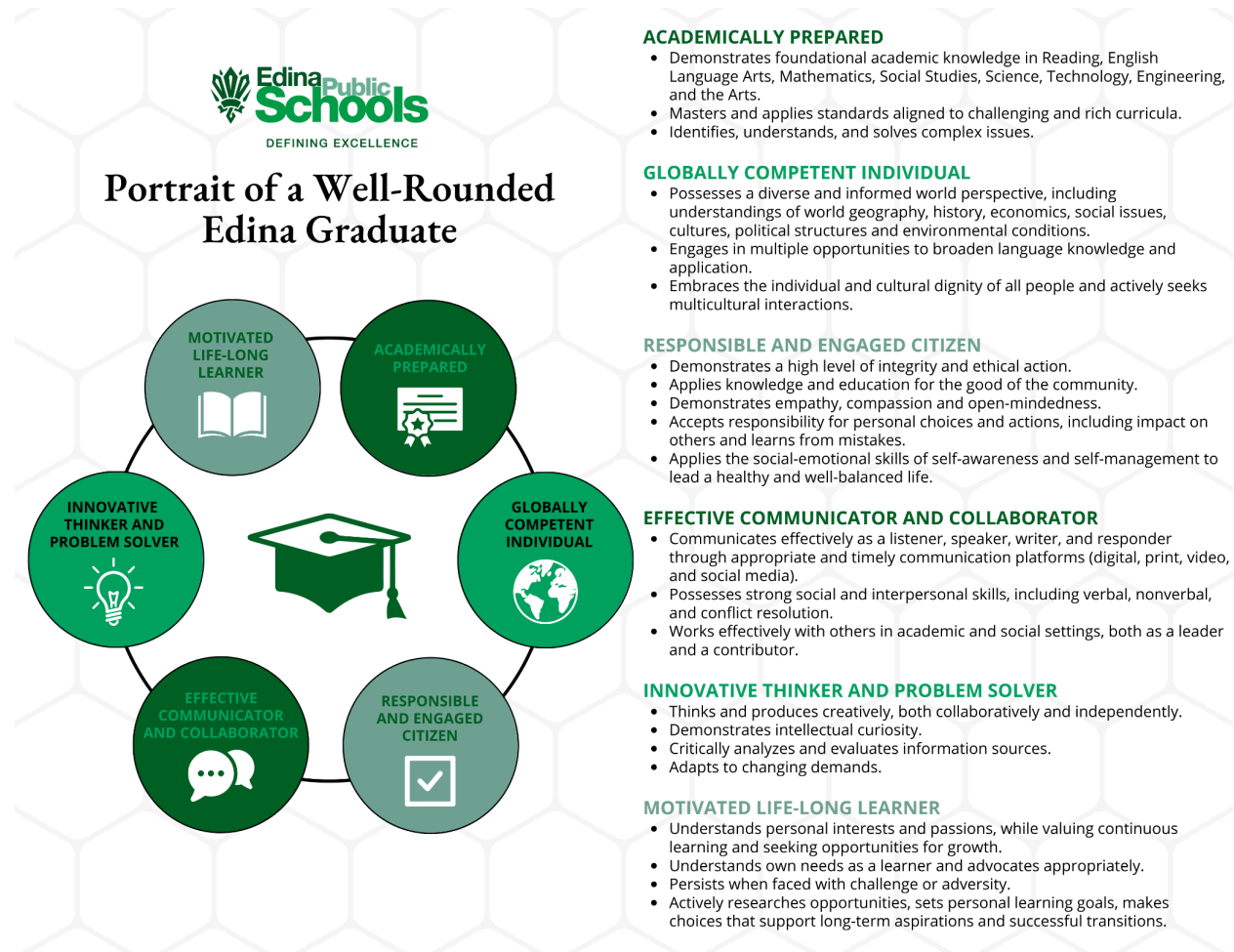
Appendix

revised: 12/10/12
revised: 08/17/15
revised: 02/27/17
revised: 07/16/18
revised: 03/11/19
revised: 03/13/23
[revised: __/__/24](#)

Appendix II to Policy 613

EDINA PUBLIC SCHOOLS PORTRAIT OF A WELL-ROUNDED EDINA GRADUATE

The Edina Public Schools Early Learning - 12 course work is designed to develop the following competencies in each and every student.



Appendix
adopted: 03/13/23
reviewed: __/__/24

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

XI.A. Enrollment Mobility



Board Meeting Date: 3/4/2024

Title: February 2024 Enrollment Mobility

Type: Information

Presenter(s): Shauna Talley, MARSS – Student Information Coordinator

Attachment:

1. Mobility Report (next page)

Report Section Descriptions and Assumptions:

- **School Level Enrollment Information**
 - This section is broken up by School / Grade
 - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
 - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
 - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
 - This section of the report uses the same reporting period as the other sections of the report.
 - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
 - This section of the report displays the reason students withdrew during the reporting period.
 - This section of the report is broken out by the Minnesota Department of Educations approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school; student moved out of the country
 - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.

Edina Public Schools Enrollment Summary



Enrollment as of the end of February, 2024

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		106	110	126	126	130	131	729
Cornelia Elementary School		89	94	101	103	99	98	584
Countryside Elementary School		115	125	93	95	108	101	637
Creek Valley Elementary School		87	95	101	108	101	104	596
Highlands Elementary School		81	95	97	94	93	89	549
Normandale Elementary School		106	101	125	117	102	97	648
Totals		584	620	643	643	633	620	3743

Secondary Schools		6	7	8	9	10	11	12	TOTAL
South View Middle School		332	338	325	0	0	0	0	995
Valley View Middle School		328	340	324	0	0	0	0	992
Edina High School		0	0	0	679	678	658	650	2665
Edina Virtual Pathway Secondary		0	0	0	14	17	12	35	78
Options at Edina High School		0	0	0	0	0	0	0	0
Totals		660	678	649	693	695	670	685	4730

Enrollment Comparisons

	March 2023	February 2024	March 2024
K-5	3788	3744	3743
6-8	1974	1988	1987
9-12	2743	2739	2743
Totals K-12	8505	8471	8473
PS	265	238	242
ECSE	221	249	265

February Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	0	2	0	2	2	2	0	4	0	0	0	0	1	13
Enrolled Students	1	4	0	0	1	0	2	2	2	4	2	3	1	22
	1	2	0	-2	-1	-2	2	-2	2	4	2	3	0	

Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
05: Moved Outside of the State	0	2	0	1	1	2	0	3	0	0	0	0	0	9
20: Transferred to Another MN District, did not move	0	0	0	1	1	0	0	1	0	0	0	0	1	4
Total	0	2	0	2	2	2	0	4	0	0	0	0	1	

XI.B. Investment Summary - February 2024



Board Meeting Date: 3/4/2024

Title: Investment Summary – February 2024

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 February 29, 2024.

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 – February 2024

Investment Summary

FOR THE MONTH ENDED FEBRUARY 29, 2024

General Operating Funds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	4,001,928	5.30%
MSDLAF+ Max	Money Market	N/A	NOW	2,151,971	5.40%
PMA/MN Trust	Money Market	N/A	NOW	16,631,783	5.23%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	2/29/2024	1/31/2024	4,218,912	5.35%
MSDLAF Term	TERM - MSDLAF+ TERM Jun 25	1/16/2024	10/11/2024	1,036,978	5.05%
SDA Account	NexBank, TX	2/29/2024	1/31/2024	2,045,831	5.32%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	1/23/2024	1/22/2026	249,052	5.10%
Certificate of Deposit	ANECA FCU, LA	3/17/2023	3/14/2024	237,650	5.14%
Certificate of Deposit	Pioneer Federal Credit Union, ID	3/17/2023	3/14/2024	238,150	4.94%
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	FLAGLER BANK, FL	3/17/2023	3/14/2024	238,350	4.85%
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	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	Banc of California / Pacific WesternBank, 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	242,685	4.65%
Certificate of Deposit	MORGAN STANLEY BANK NA,61690UV56	11/25/2022	5/28/2024	242,685	4.65%
Certificate of Deposit	WELLS FARGO BANK NA, 9497633V6	11/28/2022	5/28/2024	247,733	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	Milledgeville State Bank, IL	3/17/2023	9/12/2024	233,350	4.69%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	3/17/2023	9/12/2024	232,650	4.88%
Certificate of Deposit	BOM Bank, LA	11/1/2023	10/31/2024	236,500	5.65%
Certificate of Deposit	EagleBank, VA	11/1/2023	10/31/2024	236,900	5.48%
Certificate of Deposit	State Bank of Texas, TX	11/1/2023	10/31/2024	237,100	5.39%
Certificate of Deposit	R Bank, TX	11/1/2023	10/31/2024	237,000	5.44%
Certificate of Deposit	ALLIANT CREDIT UNION/IL,01882MAF9	11/8/2023	11/7/2024	249,001	5.65%
Certificate of Deposit	KS STATEBANK / KANSAS STATEBANK OF MANHATTAN, KS	11/18/2022	11/18/2024	226,600	4.58%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/18/2022	11/18/2024	226,800	4.56%
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	247,542	4.66%
Certificate of Deposit	CITY NATL BK - BEV HILLS,178180GR0	11/23/2022	11/25/2024	242,621	4.71%
Certificate of Deposit	BMW BANK NORTH AMERICA,05580AT20	11/25/2022	11/25/2024	242,409	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/2022	12/2/2024	242,529	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	249,768	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION,130162AY6	8/28/2023	8/28/2025	244,911	5.31%
Certificate of Deposit	Bank of Crockett, TN	11/1/2023	11/3/2025	226,100	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	11/7/2023	11/10/2025	226,450	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	11/8/2023	11/10/2025	245,424	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/10/2023	11/10/2025	244,899	5.16%
Certificate of Deposit	First National Bank, AR	11/1/2023	11/2/2026	217,600	4.94%
Certificate of Deposit	NUMERICA CREDIT UNION,67054NBN2	11/10/2023	11/10/2026	255,549	5.41%
Certificate of Deposit	OPTUM BANK INC, 68405VBK4	11/15/2023	11/16/2026	247,663	4.96%
Total General Operating Funds:				\$ 41,837,572	

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	3,454	5.23%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	1/31/2024	1/31/2024	3,230,448	5.35%
Total 2021A Facilities Maintenance Bonds:				\$ 3,233,903	

2021B General Obligation School Building Bonds:

Type of Investment	Investment Description	Purchase Date	Maturity Date	Investment Market Value	Investment Yield
PMA/MN Trust	Money Market	N/A	NOW	1,079,188	5.23%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	1/31/2024	1/31/2024	-	-
Total 2021B General Obligation School Building Bonds:				\$ 1,079,188	

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	1/31/2024	NOW	469,275	5.23%
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:				\$ 3,686,075	
Total Portfolio Value:				\$ 49,836,737	

XI.C. Expenditure Summary - February 2024



Board Meeting Date: 3/4/2024

Title: Expenditure Summary – February 2024

Type: Information

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

Description: The attached report describes fiscal year-to-date expenditure activity within the District's various funds through February 29, 2024, with budget utilization comparisons to prior years.

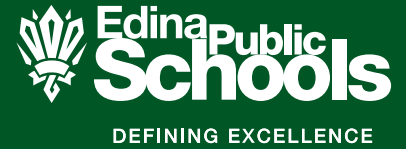
Recommendation: There is no recommended action.

Desired Outcomes from the Board: This information is provided for the benefit of the School Board and its stakeholders.

Attachments:

1. Expenditure Summary – February 2024

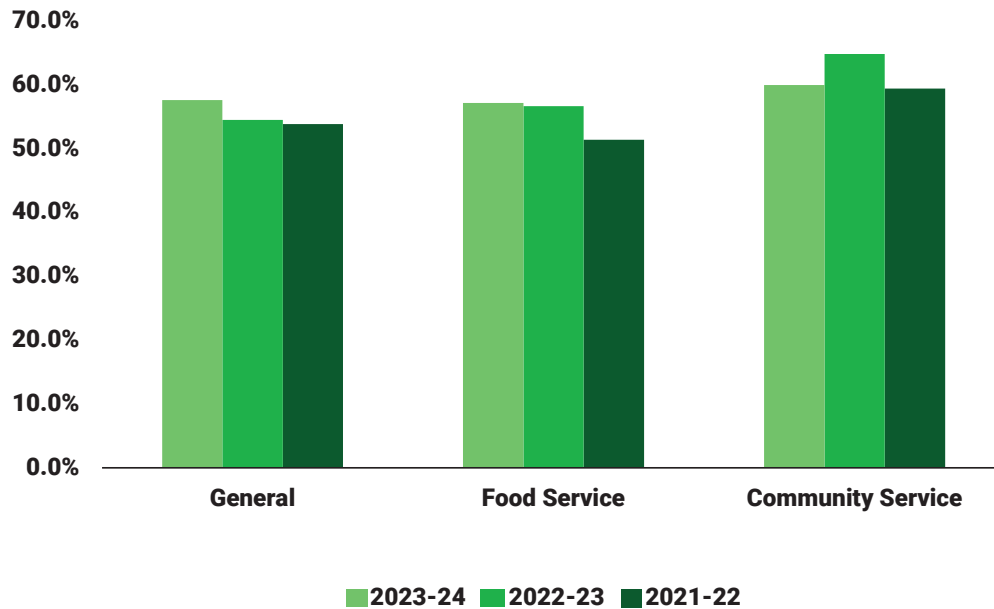
Expenditure Summary



FOR THE MONTH ENDED FEBRUARY 29, 2024

Fund	Fiscal Year-to-Date 2023-24		Fiscal Year-to-Date % of Budget		
	Budget	Actuals	2023-24	2022-23	2021-22
General Fund					
Salaries	\$ 87,982,793	\$ 50,167,934	57.0%	54.2%	52.6%
Benefits	29,450,663	15,297,210	51.9%	52.0%	55.5%
Purchased Services	8,863,473	6,755,262	76.2%	69.5%	60.2%
Supplies & Materials	3,527,529	2,680,399	76.0%	52.1%	58.1%
Other Expenditures	507,439	110,633	21.8%	16.2%	21.9%
Other Financing Uses	-	-	-	-	-
Total General Fund Expenditures	\$ 130,331,897	\$ 75,011,437	57.6%	54.5%	53.8%
Food Service	3,749,153	2,140,234	57.1%	56.6%	51.3%
Community Service	11,892,848	7,123,912	59.9%	64.8%	59.4%
Debt Service	14,587,840	14,614,410	100.2%	100.0%	99.5%
Capital	36,172,310	20,154,360	55.7%	48.7%	31.2%
Internal Service	870,900	612,087	70.3%	67.6%	62.9%
Total Expenditures All Funds	\$ 197,604,948	\$ 119,656,440	60.6%	57.7%	54.3%

Percent Comparison
Year-To-Date to Total Budget



Notes:

1- Capital Expenditures, including those made under the building construction fund, operating capital, capital projects levy, and long-term facilities maintenance are presented in combination within the "Capital" category as they are non-linear in nature and can vary greatly from period to period and year to year. Significant variances are normal.

2 - Expenditure figures may be understated or overstated due disbursement timing fluctuations; the District operates under the cash basis of accounting during the year for non-salary expenditures

3- The variance between actual year-to-date salaries and the budget is due to newly ratified collective bargaining agreements. The variance will be addressed by a forthcoming budget revision.

XI.D. Substitute Teacher Fill Rate



Board Meeting Date: 3/4/2024

Title: Substitute Teacher Fill Rates

Type: Information

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

Background: 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 beginning in January 2023. 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, 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 2023, 67% in February 2023, 79% in March 2023, 82% in April 2023, and 86% in May 2023.

As reported last fall, the building principals and representatives from human resources engaged in an IROD analysis for collaborative decision-making last summer around substitute coverage for this school year. The result was to move to a building substitute model staffed fully through Teachers on Call (TOC), which allowed the district to add an additional building substitute at each school building to provide more support for unexpected absences.

Our substitute system has been highly successful this school year with our district's fill rate averaging 97% in September 2023, 96% in October 2023, 96% in November 2023, 97% in December 2023, and 98% in January 2024. The district has also enjoyed an increase in the number of TOC substitutes choosing to provide teaching services in Edina growing from 282 active teacher substitutes in March of 2023 to 385 active teacher substitutes today.

Analysis of our surrounding school districts shows that our substitute teacher rates remain competitive at this time. EPS currently provides \$175/day for a daily substitute (\$200/day on Fridays) and \$200/day for a building substitute. The district will continue to monitor substitute teacher rates and report its findings and recommendation prior to the 2024-2025 school year.

Recommendation: Information only

Attachment(s): N/A