

Regular Meeting

Monday, April 8, 2024 7:00 PM

ECC 350 and Virtual, 5701 Normandale Road, Edina, MN 55424

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

II. **Approval of Agenda**



DEFINING EXCELLENCE

**School Board Regular Meeting
Monday, April 8, 2024; 7:00 PM
ECC 350 and Virtual***

- I. **Determination of Quorum and Call to Order**
- II. **Approval of Agenda**
- III. **Excellence in Action**
- IV. **Hearing from Members of the Public**
- V. **Presentation**
 - A. District 287 Presentation
Presenter(s): Marcy Doud, Superintendent
- VI. **Consent Agenda**
 - A. Minutes: *March 4 work session and regular meeting; March 14 special meeting; March 26 work session*
 - B. Personnel Recommendations
 - C. Termination and Non-Renewal of Probationary Teachers
 - D. Check Register - March 2024
 - E. Electronic Fund Transfers - March 2024
 - F. Gifts and Bequests – March 2024
 - G. Highlands Elementary School Playground Project
 - H. Wireless Systems Update
 - I. Edina High School LTFM Phase II Project
- VII. **Discussion**
 - A. School Board Election Resolution - Even Years
Description: Resolution to move school board elections to even years.
Presenter(s): City-School District Liaisons, Erica Allenburg and Michael Birdman
 - B. Policy Review (407, 409, 410, 431, 432, 435, 437, 439, 812)
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
- VIII. **Action**
 - 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
Recommendation: Review and approve the international travel recommendations.

- B. Teacher Evaluation & Alternative Compensation Program Memorandum of Understanding: Reauthorization
Description: Every two years the Teacher Evaluation/Alternative Compensation Memorandum of Understanding must be reauthorized by both Edina Public Schools and the Education Minnesota Edina.
Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Libby Sandvick, Teacher Evaluation Program Facilitator; Debi Krengel, Special Education Teacher at Concord Elementary
Recommendation: Approve the Memorandum of Understanding.
- C. 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
Recommendation: Board members review the attached Project SEARCH proposal and approve.
- 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
Recommendation: Accept the revised policies as presented.

IX. Leadership and Committee Updates

X. Superintendent Updates

XI. Adjournment

XII. Information

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

* Board members will participate virtually from the Edina Public Schools Transportation Center (5201 W 76th Street, Edina 55439) and the South Metro Public Safety Training Facility (7525 Braemar Blvd, Edina 55439).

III. Excellence in Action

IV. Hearing from Members of the Public

V. Presentation

V.A. District 287 Presentation

Intermediate School District 287

Intermediate District 287
Responsive. Innovative. Solutions.



The **mission** of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Strategic Plan Focus Areas



1965

Started as a way to leverage economies of scale for Career and Technical Education (CTE) and Special Education.

Four

There are four Intermediate School Districts within the state of MN. ***District 287 as an entity, is an extension of its member districts.***

Twelve

District 287 has 12 member districts, which are *Osseo, Orono, Robbinsdale, St. Louis Park, Richfield, Eden Prairie, Edina, Wayzata, Hopkins, Brooklyn Center, Minnetonka, and Westonka*



What is the difference between Edina's Special Education Programs and District 287 Special Education Programs?

- **Federal Setting I** - special education services are provided outside of the regular education classroom for less than 21 percent of the school day.
- **Federal Setting II** - special education services are provided outside of the regular education classroom for 21 - 60 percent of the school day.
- **Federal Setting III** - special education services are provided outside of the regular education classroom greater than 60 percent of the school day.
- **Federal Setting IV** - separate public school only for students in special education.



Education Centers

North Education Center

- Located in New Hope
- Special education programs that serve grades K-12 and has an Alternative Learning Center (ALC)
- Student Enrollment: 239

Edina: 4 students

West Education Center

- Located in Minnetonka
- Serves grades 9-12, young adults ages 18-22, and has an Alternative Learning Center (ALC)
- Enrollment: 132

Edina: 6 students

Ann Bremer Education Center

- Located in Brooklyn Park
- Serves grades 9-12 and young adults ages 18-22
- Enrollment: 110

Edina: 0

South Education Center

- Located in Richfield
- Serves grades K-12 and has an Alternative Learning Center (ALC)
- Enrollment: 192

Edina: 26 students

Other Programs and Services

Northern Star Online (NSO)

- Provides over 90 supplemental high school courses to over 50 member and nonmember districts. *Edina 186 students*

Care and Treatment

- Provides educational services in 10 sites including, residential, day treatment, hospital, or correctional settings that are located within our member districts. *Edina - PrairieCare (partial hospitalization)*

Career and Technical Education (CTE) Programs

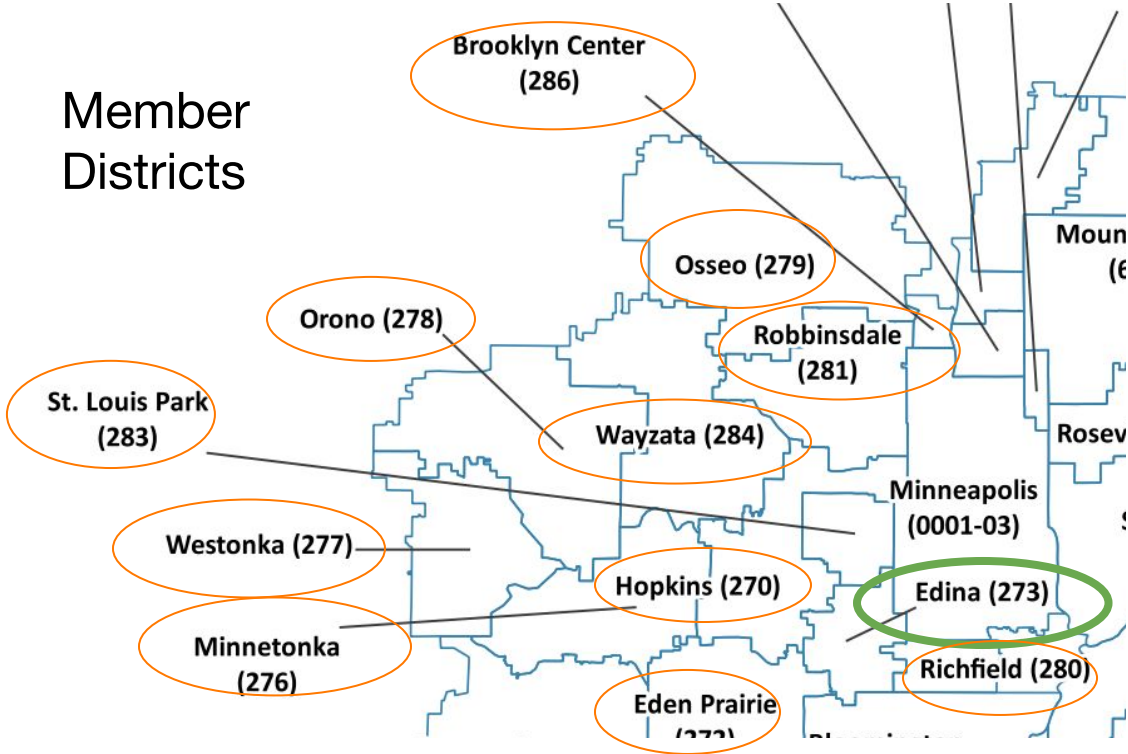
- CTE courses at Hennepin Technical College include: Auto Body Repair, Automotive Technology, Outdoor Motor Sports, Cooking For Independent Living, Culinary Arts, Nursing, Assistant, Media Communications. *Edina 18 students*

Itinerant Services

- Itinerant services includes speech/language, assistive technology, occupational therapy, physical therapy, deaf/hard of hearing, and low vision/blind.



Member Districts



Beside providing itinerant services within our sites, we support all of our member districts.

SOUTH EDUCATION CENTER



TIGERS

RESPECTFUL * HONEST * RESPONSIBLE * SAFE

Student Spotlight Ru Brown



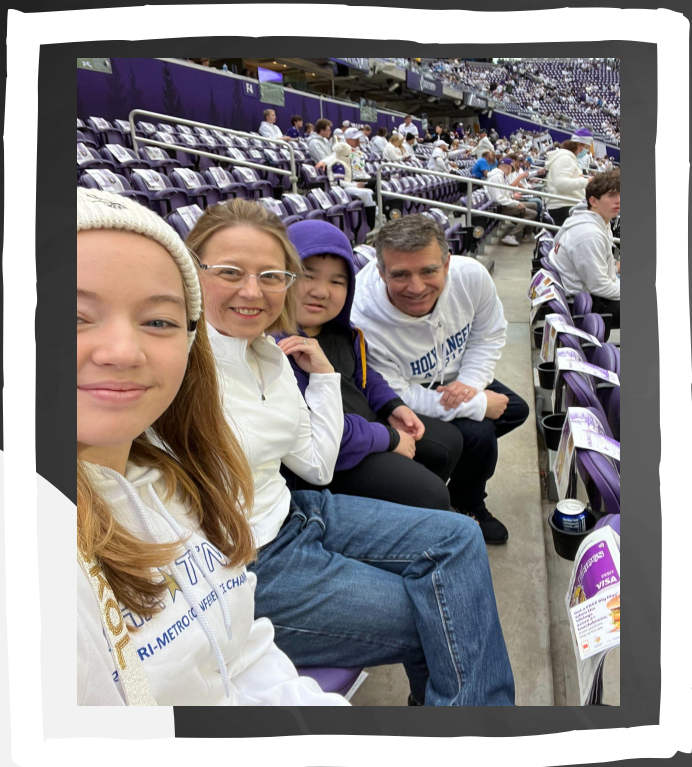


Meet

Ru Brown!

Ru is a fourth grader in our Tier 3 Elementary Program. His primary diagnoses of Autism Spectrum Disorder and Speech and Language Impairments contribute to his individualized approach to learning. Ru exudes positivity and joy.





Ru and his family

In Ru's Own Words



My name is Ru Brown.
I am 10 years old.
I like playing sports
and high flyin'. I am
the champion! I like
the go karts and I like
music. My favorite colors
are black and orange.



Literacy

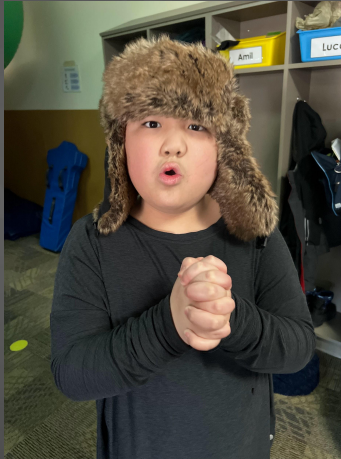
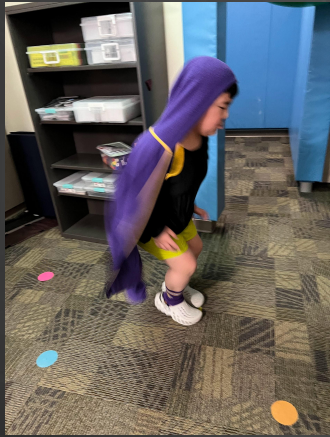


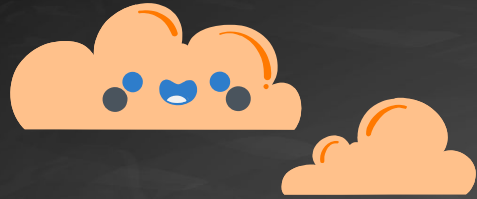
At first, the staff read the page out loud while pointing to each word, and Ru repeated the sentences by pointing to them.

Now, after independently reading a short story, Ru can answer comprehension questions on his own with very little help from the staff.



Self Regulation Skills





“School is more than reading and writing. It is the pride of having family come to view student classroom art, the ability to make friends, a science fair presentation, a place to laugh. District 287’s SEC masterfully delivers those experiences for unique learners and THAT is why our son is thriving.”

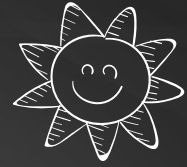
- Susan Whitney-Brown
(Ru’s mom)



Taking
Turns in
a New
Game

- HELLO
- KONNICHIWA
- YASSOU
- M
- ONGHASEYO
- SALUT
- CIAO
- SAWATDEE
- NI HAO
- PRIVYET
- ALAYKUM
- HALLO





A picture
is worth a
thousand
words

Questions?

VI. Consent

VI.A. Minutes: *March 4 work session and regular meetings, March 14 special meeting; March 26 work session*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF MARCH 4, 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 - 6:10 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
Mert Woodard, Director of Finance and Operations

Timothy O'Neill, Twin Cities Labor Market Analyst

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
MARCH 4, 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, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Woodard; O'Neill.

APPROVAL OF AGENDA

DISCUSSION

- A. Population & Labor Force Trends in the Metro Area

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:10 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
MARCH 4, 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, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Woodard; O'Neill.

APPROVAL OF AGENDA

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

DISCUSSION

Population & Labor Force Trends in the Metro Area: Timothy O'Neill, Twin Cities Labor Market Analyst, shared information about labor market and employment trends, and population changes.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg gave an update about the work of the MSBA (Minnesota School Boards Association) working group on computer science, and she shared that she has been invited to speak on behalf of the working group; she shared that student staff from the Zephyrus want to interview board members – Members Gabler and Arom volunteered; and she reviewed the protocol around voting on the cost containment item at the regular meeting later.

ADJOURNMENT

At 6:10 PM, Member Birdman moved, and Member Huwe seconded to adjourn the meeting. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF MARCH 4, 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

7:00 PM - 10:55 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
Mert Woodard, Director of Finance and Operations

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 MARCH 4, 2024

7:00 PM Chair Allenburg called to order the regular meeting 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, Woodard.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- 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

DISCUSSION - *removed from agenda*

- A. International Travel
- B. Unified Transition: Project SEARCH
- C. Culturally Proficient School Systems (CPSS) Update
- D. Fiscal Year 2025 Cost Containment Recommendations
- E. Policy Review (401, 402, 403, 404, 405, 423, 503, 513, 719)

ACTION

- A. American Indian Resolution - *removed from agenda*
- B. Fiscal Year 2025 Cost Containment Recommendations
- C. Pupil Transportation Vehicle Purchase
- D. Policy Review (421, 515, 601, 602, 613)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

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

ADJOURNMENT

The meeting adjourned at 10:55 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

draft

OFFICIAL MINUTES OF SCHOOL BOARD'S
MARCH 4, 2024 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, Becquer, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Woodard.

APPROVAL OF AGENDA

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

EXCELLENCE IN ACTION

Dr. Stanley shared two commendations, acknowledging staff who are demonstrating excellence in Edina Public Schools: Julie Krohn, administrative dean at South View Middle School, and Andre Dewane, Community Education at Creek Valley Elementary School.

HEARING FROM MEMBERS OF THE PUBLIC

Michelle Shainess expressed her support for specialists, special education paras, and talent development staff. Maysoon Wazwaz spoke about freedom of speech and the conflict in Palestine.

At 7:12 PM, members of the public were out of order and the board recessed.

At 9:50 PM, the meeting resumed. Chair Allenburg called for a motion to amend the agenda to remove the discussion items. Member Birdman moved, and Member Arom seconded. The motion passed unanimously.

Chair Allenburg called for a motion to extend the meeting past 10:00 PM. Member Mann moved and Member Gabler seconded. The motion passed unanimously.

Hearing from members of the public continued; Victoria Linton spoke about cost containment related to nursing care; Ben Wellborn spoke about support for deaf and hard of hearing students in the district; Mellanie Pusateri spoke about developmental and adaptive physical education and cost containment measures related to specialists; John Wellborn spoke about cost containment options.

CONSENT

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

The resolutions were:

- 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

ACTION

Fiscal Year 2025 Cost Containment Recommendations: Member Birdman moved to approve cost containment option A1 and Member Arom seconded to approve the motion. The motion passed unanimously.

Pupil Transportation Vehicle Purchase: Member Gabler moved and Member Mann seconded to approve the motion. The motion passed unanimously.

Policy Review (421, 515, 601, 602, 613): Member Mann moved and Member Gabler seconded to approve the motion. The motion passed unanimously.

- 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

SUPERINTENDENT UPDATES

Dr. Stanley reminded everyone about the Day at the Capitol (March 5) and talked about the importance of advocating for public schools and mentioned that 70% of AMSD (Association of Metropolitan School Districts) member districts have a combined budget shortfall of over \$300MM.

Dr. Stanley also congratulated the boys swim and dive champions and the girls hockey team on their championship, and looking forward to boys hockey later this week.

LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg noted that this is Director Monsaas-Daly's last board meeting, thanking her for her service to the district and wishing her well in her new job at the University of Minnesota.

ADJOURNMENT

At 10:55 PM, Member Mann moved, and Member Huwe seconded to adjourn the meeting. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE SPECIAL MEETING OF MARCH 14, 2024

SPECIAL MEETING
5:00 PM

Edina Community Center
ECC 338

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

5:01 PM - 6:46 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent

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
MARCH 14, 2024

5:01 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.

APPROVAL OF AGENDA

CLOSED SESSION

A. Security and Safety

LEADERSHIP UPDATES

ADJOURNMENT

The meeting was adjourned at 6:46 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
MARCH 14, 2024 SPECIAL MEETING

5:01 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.

APPROVAL OF AGENDA

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

At 5:03 PM, Member Barry moved and Member Mann seconded to close the meeting. The motion passed unanimously.

CLOSED SESSION

Pursuant to Minnesota Statutes Section 13D.05, Subdivision 3(d), to discuss School Board meeting security and safety procedures, and emergency response procedures for School Board meetings.

At 6:31 PM, Member Birdman moved and Member Mann seconded to open the meeting. The motion passed unanimously.

LEADERSHIP UPDATES

- It was noted that the Saturday security concern was not isolated to Edina.
- Consideration may be given to having district counsel present to staff about the 2024 election and classroom best practices/guidelines.
- There will be discussion at the next meeting about the Native American parent committee's resolution.
- There is an opportunity for board members to join the Core Planning Team's school visits in early April.

ADJOURNMENT

At 6:46 PM, Member Mann moved and Member Huwe seconded to adjourn the meeting. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF MARCH 26, 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 - 7:30 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
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Finance and Operations

Leigh Ann Feily, MTSS Coordinator

Shana Finnegan, RITE Advisory

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
MARCH 26, 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, Smasal, Becquer, De St. Hubert, Sailer, Woodard; Feily, Finnegan.

APPROVAL OF AGENDA

CONSENT

- A. Personnel Recommendations

ACTION

- A. American Indian Education Program Resolution

DISCUSSION

- A. Understanding Artificial Intelligence (AI)
- B. Tier 1 Social Emotional Learning Update
- C. Election Resolution
- D. Policy Review (401, 402, 403, 404, 405, 423, 503, 513, 719)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 7:30 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
MARCH 26, 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, Smasal, Becquer, De St. Hubert, Sailer, Woodard; Feily, Finnegan.

APPROVAL OF AGENDA

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

CONSENT

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

The resolution was:

- A. Personnel Recommendations

ACTION

American Indian Education Program Resolution: Member Gabler moved and Member Huwe seconded to approve the motion. The motion passed unanimously.

DISCUSSION

Understanding Artificial Intelligence (AI): Presenter Shana Finnegan shared a foundational overview of artificial intelligence.

Tier 1 Social Emotional Learning (SEL) Update: Staff presented an update on goals and next steps for SEL work in light of recent grants awarded to Edina Public Schools.

Election Resolution: Board members discussed the potential to switch to an even year election cycle.

Policy Review (401, 402, 403, 404, 405, 423, 503, 513, 719): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

ADJOURNMENT

At 7:30 PM, Member Birdman moved, and Member Arom seconded to adjourn the meeting. The motion passed unanimously.

VI.B. Personnel Recommendations



Board Meeting Date: April 8, 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>Wage</u>	<u>Date</u>
BELL, MICAELA	ND	SOCIAL WORKER, 1.0 FTE	\$65,497	08/19/2024
CURTIS, JOSEPH	VV	SPECIAL EDUC TEACHER, 1.0 FTE	\$58,916	08/19/2024
SWENSON, NATHAN	ECC	ASSISTANT SUPERINTENDENT	\$194,746	07/01/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
GREENE, KRISTIN	CN	ELEMENTARY EDUCATION TEACHER	03/25/2024
LEE, MARISA	ECSE	ECSE TEACHER	06/04/2024
TINSLEY, PATRICK	HL	SPECIAL EDUCATION TEACHER	03/29/2024
TRITSCH, JOSEPHINE	ND	GRADE 5 TEACHER	06/04/2024

C. CHANGE OF EMPLOYMENT STATUS

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

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BALDWIN, ANDREA	EVP	SCHOOL COUNSELOR	05/06/2024 - 10/06/2024
BARNES, ALYSSA	CS	KINDERGARTEN TEACHER	04/03/2024 - 06/03/2024
BLAZINSKI, CANDICE	CN	SPECIAL EDUCATION TEACHER	04/05/2024 - 04/19/2024
SWIDERSKI, MOLLY	ND	GRADE 5 TEACHER	04/04/2024 - 04/19/2024
TROENDLE, COLENE	SV	SOCIAL STUDIES TEACHER	02/23/2024 - 03/15/2024

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

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BENSON, KRISTIN	EHS	ENGLISH LANGUAGE ARTS TEACHER FROM 1.0 TO 0.6 FTE	08/19/2024 - 06/03/2025

HANSON, LAURA	ND	ELEMENTARY EDUCATION TEACHER FROM 1.0 TO 0.87 FTE	08/19/2024 - 06/03/2025
JOHNSON, JENNIFER	ND	ELEMENTARY EDUCATION TEACHER FROM 1.0 TO 0.88 FTE	08/19/2024 - 06/03/2025
PAULSEN, CAROLYN	CS	MULTILINGUAL TEACHER FROM 1.0 TO 0.8 FTE	08/19/2024 - 06/03/2025
PLASCH, ERIN	CC	ELEMENTARY EDUCATION TEACHER FROM 1.0 TO 0.8 FTE	08/19/2024 - 06/03/2025
SCHIMMELPFENNIG, AMANDA	EHS	ENGLISH LANGUAGE ARTS TEACHER FROM 1.0 TO 0.8 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>
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NONE.

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
CLIPPERTON, MICAH	TC	BUS DRIVER	04/02/2024
DAS, SUSMITA	SV	EA SPED PARA	04/05/2024
HAMILTON, ERIC	ECC	DIRECTOR OF BUILDINGS AND GROUNDS	06/28/2024
YAO, KEVIN	ND	EA SPED PARA	03/27/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Assignment Change</u>	<u>Wage</u>	<u>Date</u>
PEERY, ANDREW	DW	FROM: CUSTODIAL SUB TO: CUSTODIAN	\$22.06/HR	04/01/2024

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
BATES, LUCAS	ECC	PROGRAM SPECIALIST	07/22/2024 - 08/16/2024
CHRISTIANSON, HANNAH	ECC	PROGRAM SPECIALIST	02/14/2024 - 03/28/2024
PARODI, KRISTIN	ECSE	EA SPED PARA	03/27/2024 - 04/12/2024
PREISEN, MARISELDA	CV	CUSTODIAN	05/29/2024 - 07/19/2024

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
POINTER, JACKIE	ND/CS	KIDS' CLUB LEAD	\$20.32/HR	04/01/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
BODE, LILY	CV	KIDS' CLUB LEAD	03/18/2024
BRANDT, CHRISTIE	CS	KIDS' CLUB LEAD	04/10/2024
NYBERG, JAMES	CC	KIDS' CLUB LEAD	04/01/2024

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
NONE.				

D. SEASONAL SUMMER EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ANDERSON, LAURA	DW	ENRICHMENT LEAD	\$20.32/HR	06/03/2024
CRAM, JOSHUA	DW	ENRICHMENT LEAD	\$17.33/HR	06/03/2024
JENNEY, MATTIE	DW	ENRICHMENT SITE LEAD	\$23.66/HR	06/03/2024
HARTLEY, DYLAN	DW	ENRICHMENT SITE LEAD	\$22.01/HR	06/03/2024
KENNEY, EMMA	DW	ENRICHMENT LEAD	\$17.33/HR	06/03/2024
MICHAELSON, TORE	DW	ENRICHMENT LEAD	\$17.33/HR	06/03/2024
VAN HOUTEN, JASON	DW	ENRICHMENT LEAD	\$22.00/HR	06/03/2024
VAN BARGEN, ALDEN	DW	ENRICHMENT SITE LEAD AQUATICS INSTRUCTOR	\$19.00/HR \$22.97/HR	06/03/2024 06/03/2024

E. REQUEST FOR LEAVE OF ABSENCE

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

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



Board Meeting Date: April 8, 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:

Mattson, Ivy

Ortiz Perez, Lizabeth

Truong, Alyson

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 April 8, 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

VI.D. Check Register - March 2024



Board Meeting Date: 4/8/2024

Title: Check Register – March 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 March 2024:

<u>Fund</u>	<u>Amount</u>
General	\$ 3,712,476
Food Service	434,229
Community Service	155,974
Building-Construction	2,104,516
Debt Service	5,163
Internal Service	-
Total	\$ 6,412,358

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

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

Attachments:

1. Check Register – March 2024

Check Register

FOR THE MONTH ENDED MARCH 31, 2024

Check No.	Vendor	Description	Date	Amount
397459	MN PEIP	CURRENT TEACHERS	03/20/24	729,466.54
397432	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	03/20/24	451,714.35
397412	CHARTWELLS DINING S	FEB24 FOOD SERVICES	03/20/24	431,455.56
397550	H2I GROUP, INC	EHS MECHANICAL 10-J	03/27/24	224,675.00
397289	ENVISION GLASS INC	CS 2023 ADDITION 08	03/13/24	219,036.75
397579	METRO TRANSPORTATIO	FEB24 SPED TRANSPOR	03/27/24	183,175.07
397259	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	03/13/24	144,576.70
397254	WOLD ARCHITECTS & E	25-26 EHS RENOVATIO	03/06/24	142,000.20
397275	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	03/13/24	137,195.96
397329	MAERTENS-BRENNY CON	CS 2023 ADDITION 06	03/13/24	129,061.24
397254	WOLD ARCHITECTS & E	25-26 EHS RENOVATIO	03/06/24	121,607.65
397523	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	03/27/24	109,818.73
397371	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23	03/13/24	100,717.94
397498	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	03/27/24	99,143.69
397614	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23-	03/27/24	98,312.90
397174	HOUGHTON MIFFLIN HA	EHS - LITERATURE	03/06/24	89,900.00
397214	NAC MECHANICAL & EL	VV 2022 BOILER REPL	03/06/24	79,880.05
397573	MAERTENS-BRENNY CON	EHS MECHANICAL 03-A	03/27/24	70,409.25
397291	ERICKSON ELECTRIC C	CS 2023 ADDITION 26	03/13/24	70,150.87
397459	MN PEIP	COBRA/RETIRES	03/20/24	69,754.20
397376	SUPERSET TILE & STO	EHS MECHANICAL 09-B	03/13/24	68,799.00
397262	ADMIRAL COATINGS, I	EHS MECHANICAL 09-K	03/13/24	62,700.00
397322	KRAUS-ANDERSON CONS	EHS SITE SERVICES	03/13/24	58,909.00
397605	SCHMITT MUSIC COMPA	BOSTON GP215 PE GRA	03/27/24	56,880.00
397214	NAC MECHANICAL & EL	ECC 2022 BOILER REP	03/06/24	56,394.25
397382	TMI SYSTEMS CORPORA	EHS MECHANICAL 12-C	03/13/24	50,794.60
397579	METRO TRANSPORTATIO	FEB24 HHM TRANSPORT	03/27/24	44,717.67
397599	RED CEDAR STEEL ERE	EHS MECHANICAL 05-B	03/27/24	43,533.75
397150	CUSHMAN MOTOR COMPA	TRACTOR KUBOTA D902	03/06/24	41,856.82
397499	ADMIRAL COATINGS, I	EHS MECHANICAL 09-K	03/27/24	41,135.00
397256	XCEL ENERGY	EHS 1/24-2/25 USE	03/06/24	38,618.86
397525	DAKOTA TRUCK UNDERW	INSTALLMENT #10	03/27/24	38,532.00
397618	SUPERSET TILE & STO	EHS MECHANICAL 09-B	03/27/24	34,926.75
397249	TWIN CITY TRANSPORT	FEB24 - SPED TRANSP	03/06/24	34,237.16
397627	TWIN CITY HARDWARE	EHS MECHANICAL 08-A	03/27/24	34,061.02
397285	EBERT CONSTRUCTION	EHS MECHANICAL 06-A	03/13/24	31,731.98
397194	KINECT ENERGY, INC	EHS - JAN24 USE	03/06/24	30,710.42
397557	INTERMEDIATE DISTRI	LEASE LEVY	03/27/24	29,394.82
397315	JL THEIS INC	KUHLMAN BLEACHER RE	03/13/24	27,205.24
397436	INGINA LLC	JAN24 ELEM ROBOTICS	03/20/24	27,142.50
397194	KINECT ENERGY, INC	SV - JAN24 USE	03/06/24	25,708.59
397329	MAERTENS-BRENNY CON	CS 2023 ADDITION 06	03/13/24	23,883.00
397566	KINECT ENERGY, INC	EHS - FEB24 USE	03/27/24	23,639.35
397432	HEALTHPARTNERS INSU	COBRA/RETIRES	03/20/24	23,385.03

Check No.	Vendor	Description	Date	Amount
397360	RIGHT-WAY CAULKING	CS 2023 ADDITION 07	03/13/24	23,276.90
397364	SCHINDLER ELEVATOR	CS 2023 ADDITION 14	03/13/24	22,507.00
397174	HOUGHTON MIFFLIN HA	EHS - LITERATURE	03/06/24	22,380.00
397566	KINECT ENERGY, INC	SV - FEB24 USE	03/27/24	22,310.40
397604	SAFeway DRIVING SCH	DRIVERS ED FEB24	03/27/24	21,960.00
397304	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	03/13/24	21,820.21
397163	FLICEK WELDING	EHS ROOFTOP STAIRCA	03/06/24	21,800.00
397557	INTERMEDIATE DISTRI	CONTRACTED NSO	03/27/24	20,882.52
397179	INSPEC INC	EPS 2024 REROOFING	03/06/24	20,522.00
397557	INTERMEDIATE DISTRI	ITINERANT	03/27/24	20,501.40
397510	AVI SYSTEMS INC	SV - HUBBLE PARTS	03/27/24	20,346.00
397256	XCEL ENERGY	SV 1/24-2/25 USE	03/06/24	20,339.53
397342	NATIONAL INSURANCE	LTD DISTRICT W/H	03/13/24	19,127.39
397529	DROPLET SOLUTIONS I	MAR24-MAR25 SERVICE	03/27/24	16,783.56
397342	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	03/13/24	16,455.18
397413	CITY OF EDINA	EHS 11/28/23-2/26/2	03/20/24	16,052.07
397324	LAFORCE INC	CS 2023 ADDITION 08	03/13/24	15,743.40
397194	KINECT ENERGY, INC	ECC - JAN24 USE	03/06/24	15,121.74
397345	NORTHERN GLASS & GL	EHS MECHANICAL 08-F	03/13/24	14,725.00
397381	TEACHERS ON CALL, A	EHS - SUBSTITUTES	03/13/24	14,628.60
397592	PRAIRIE ELECTRIC CO	PRESS BOX POWER	03/27/24	14,560.58
397619	TEACHERS ON CALL, A	EHS - SUBSTITUTES	03/27/24	14,028.75
397254	WOLD ARCHITECTS & E	SV LIGHTING REPLACE	03/06/24	13,985.10
397194	KINECT ENERGY, INC	VV - JAN24 USE	03/06/24	13,826.61
397256	XCEL ENERGY	VV 1/24 - 2/25 USE	03/06/24	13,691.90
397322	KRAUS-ANDERSON CONS	EHS CONST MGMT SERV	03/13/24	13,475.00
397579	METRO TRANSPORTATIO	FEB24 SPED BUS AIDE	03/27/24	13,316.66
397566	KINECT ENERGY, INC	ECC - FEB24 USE	03/27/24	13,289.78
397254	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	03/06/24	12,725.88
397254	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	03/06/24	12,699.47
397485	TEACHERS ON CALL, A	EHS - SUBSTITUTES	03/20/24	12,590.40
397566	KINECT ENERGY, INC	VV - FEB24 USE	03/27/24	12,420.53
397601	RIDDELL / ALL AMERI	REC FOOTBALL HELMET	03/27/24	11,277.90
397557	INTERMEDIATE DISTRI	CORE FEE	03/27/24	11,151.32
397557	INTERMEDIATE DISTRI	SAFE SCHOOL	03/27/24	11,114.29
397191	KATH FUEL OIL SERVI	DIESEL	03/06/24	11,005.47
397581	MIDWEST BUS PARTS I	GLASS	03/27/24	10,970.00
397381	TEACHERS ON CALL, A	VV - SUBSTITUTES	03/13/24	10,817.94
397217	PHOENIX SCHOOL COUN	SVC GR7/8 OLG QTR 4	03/06/24	10,649.61
397413	CITY OF EDINA	VV 11/28/23-2/28/24	03/20/24	10,583.66
397254	WOLD ARCHITECTS & E	CS 2023 ADDITION	03/06/24	10,477.27
397483	STRATEGIC BEHAVIORA	FEB24 WORK W/STUDEN	03/20/24	10,467.50
397629	YMCA CAMP ST CROIX	CP CAMP - DEPOSIT 5	03/27/24	10,433.72
397564	KATH FUEL OIL SERVI	DIESEL	03/27/24	9,846.70
397411	CENTURY FENCE COMPA	FENCE REPAIR	03/20/24	9,815.00
397619	TEACHERS ON CALL, A	CC - SUBSTITUTES	03/27/24	9,584.70
397273	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	03/13/24	9,420.08
397273	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	03/13/24	9,120.00
397619	TEACHERS ON CALL, A	VV - SUBSTITUTES	03/27/24	8,971.95
397245	TEACHERS ON CALL, A	EHS - SUBSTITUTES	03/06/24	8,791.35
397284	DZIEDZIC CAULKING I	EHS MECHANICAL 07-L	03/13/24	8,550.00
397613	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	03/27/24	8,408.42
397522	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	03/27/24	8,075.00
397279	DAKA CORPORATION	CS 2023 ADDITION 05	03/13/24	8,054.34
397381	TEACHERS ON CALL, A	SV - SUBSTITUTES	03/13/24	7,727.10
397556	INSTITUTE FOR ENVIR	2023-2026 EHS ENVIR	03/27/24	7,665.80
397574	MAYER ARTS INC	JAN24 FROZEN MUSICA	03/27/24	7,492.10
397254	WOLD ARCHITECTS & E	CS 2023 ADDITION	03/06/24	7,468.21

Check No.	Vendor	Description	Date	Amount
397619	TEACHERS ON CALL, A	SV - SUBSTITUTES	03/27/24	7,359.45
397619	TEACHERS ON CALL, A	HL - SUBSTITUTES	03/27/24	7,236.90
397384	TONENWORKS MUSIC THE	FEB24 MUSIC THERAPY	03/13/24	7,205.00
397564	KATH FUEL OIL SERVI	DIESEL	03/27/24	7,188.23
397194	KINECT ENERGY, INC	CS - JAN24 USE	03/06/24	7,074.53
397256	XCEL ENERGY	ECC 1/25-2/26 USE	03/06/24	6,998.84
397180	INSTITUTE FOR ENVIR	H & S PROF SERVICES	03/06/24	6,918.15
397485	TEACHERS ON CALL, A	HL - SUBSTITUTES	03/20/24	6,778.95
397209	MIKKONEN MUSIC LLC	MUSIC LESSONS 109/1	03/06/24	6,705.00
397381	TEACHERS ON CALL, A	CS - SUBSTITUTES	03/13/24	6,598.35
397619	TEACHERS ON CALL, A	CV - SUBSTITUTES	03/27/24	6,559.65
397267	BITUMINOUS ROADWAYS	CS 2023 ADDITION 32	03/13/24	6,510.81
397485	TEACHERS ON CALL, A	VV - SUBSTITUTES	03/20/24	6,411.30
397613	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	03/27/24	6,383.74
397485	TEACHERS ON CALL, A	SV - SUBSTITUTES	03/20/24	6,237.15
397588	NOVA FIRE PROTECTIO	EHS MECHANICAL 21-A	03/27/24	6,175.00
397194	KINECT ENERGY, INC	CV - JAN24 USE	03/06/24	6,123.34
397418	DASH SPORTS LLC	WINTER - MULTI SPOR	03/20/24	6,085.80
397322	KRAUS-ANDERSON CONS	EHS GENERAL COND	03/13/24	6,014.81
397273	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	03/13/24	5,964.47
397289	ENVISION GLASS INC	CS 2023 ADDITION 08	03/13/24	5,955.43
397381	TEACHERS ON CALL, A	CC - SUBSTITUTES	03/13/24	5,901.75
397619	TEACHERS ON CALL, A	CS - SUBSTITUTES	03/27/24	5,805.00
397573	MAERTENS-BRENNY CON	CS 2023 ADDITION 06	03/27/24	5,773.95
397566	KINECT ENERGY, INC	CS - FEB24 USE	03/27/24	5,773.58
397582	MN DECA	DECA CONFERENCE	03/27/24	5,690.00
397485	TEACHERS ON CALL, A	CS - SUBSTITUTES	03/20/24	5,676.00
397556	INSTITUTE FOR ENVIR	EHS 2024 ASBESTOS I	03/27/24	5,666.80
397194	KINECT ENERGY, INC	CC - JAN24 USE	03/06/24	5,553.75
397381	TEACHERS ON CALL, A	CV - SUBSTITUTES	03/13/24	5,553.45
397413	CITY OF EDINA	CV 11/28/24-2/28/24	03/20/24	5,497.14
397566	KINECT ENERGY, INC	CV - FEB24 USE	03/27/24	5,448.28
397194	KINECT ENERGY, INC	CN - JAN24 USE	03/06/24	5,366.72
397147	COMPAS, INC	PERFORMANCE ART - F	03/06/24	5,362.50
397256	XCEL ENERGY	CV 1/24-2/25 USE	03/06/24	5,357.09
397435	HOGLUND BUS COMPANY	DPF / GASKET	03/20/24	5,324.34
397522	COMMERCIAL DRYWALL	CS 2023 ADDITION 09	03/27/24	5,310.25
397243	STERLING SYSTEMS IN	CS WATERPROOF REMOV	03/06/24	5,200.00
397616	SUNBELT STAFFING LL	3/2 PSYCHOLOGISTS	03/27/24	5,189.38
397616	SUNBELT STAFFING LL	3/9 PSYCHOLOGISTS	03/27/24	5,189.38
397485	TEACHERS ON CALL, A	CC - SUBSTITUTES	03/20/24	5,185.80
397256	XCEL ENERGY	CC 1/24-2/25 USE	03/06/24	5,172.71
397434	HENNEPIN COUNTY TRE	2024 TRUTH IN TAXAT	03/20/24	5,162.76
397245	TEACHERS ON CALL, A	HL - SUBSTITUTES	03/06/24	5,127.75
397485	TEACHERS ON CALL, A	CV - SUBSTITUTES	03/20/24	5,082.60
397280	DASH SPORTS LLC	FEB-MAR24 BB/VB/M	03/13/24	5,078.50
397566	KINECT ENERGY, INC	CC - FEB24 USE	03/27/24	5,067.79
397416	CORPORATE MECHANICA	COND BOILER 3 REPAI	03/20/24	5,027.45
397513	BRIGHTWORKS	23-24 H&S MGMT PRGM	03/27/24	5,000.00
397470	RAK CONSTRUCTION IN	ECC 2023 RENOVATION	03/20/24	4,969.14
397194	KINECT ENERGY, INC	HL - JAN24 USE	03/06/24	4,968.22
397506	APADANA LLC	CN LIGHTING UPGRADE	03/27/24	4,940.63
397557	INTERMEDIATE DISTRI	HTP-GEN ED	03/27/24	4,801.51
397224	RIVER BOTTOM PRODUC	POPS CONCERT TECH	03/06/24	4,713.00
397465	OPG-3 INC	LASERFICHE SCANNER	03/20/24	4,699.00
397342	NATIONAL INSURANCE	COBRA/RETIREE	03/13/24	4,697.83
397381	TEACHERS ON CALL, A	HL - SUBSTITUTES	03/13/24	4,676.25
397372	STEINBRECHER PAINTI	CS 2023 ADDITION 09	03/13/24	4,662.60

Check No.	Vendor	Description	Date	Amount
397566	KINECT ENERGY, INC	HL - FEB24 USE	03/27/24	4,660.30
397557	INTERMEDIATE DISTRI	LONG TERM FACILITIE	03/27/24	4,620.79
397566	KINECT ENERGY, INC	CN - FEB24 USE	03/27/24	4,509.32
397485	TEACHERS ON CALL, A	CN - SUBSTITUTES	03/20/24	4,508.55
397597	RADAR CONSULTING LL	APR24 ADVERTISING F	03/27/24	4,500.00
397455	MIDWEST SCHOOL OF B	FALL - BALLET YOUTH	03/20/24	4,483.50
397537	ERICKSON ELECTRIC C	CS 2023 ADDITION 26	03/27/24	4,449.68
397516	CATALYST SOURCING S	ONDEMAND/DMTS	03/27/24	4,443.16
397539	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	03/27/24	4,396.69
397360	RIGHT-WAY CAULKING	CS 2023 ADDITION 07	03/13/24	4,375.70
397201	MAYDWELL MASCOTS IN	MASCOT COSTUME	03/06/24	4,375.00
397557	INTERMEDIATE DISTRI	TRANS DISABLED	03/27/24	4,349.74
397194	KINECT ENERGY, INC	ND - JAN24 USE	03/06/24	4,265.11
397161	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	03/06/24	4,240.32
397245	TEACHERS ON CALL, A	VV - SUBSTITUTES	03/06/24	4,231.20
397245	TEACHERS ON CALL, A	CC - SUBSTITUTES	03/06/24	4,231.20
397611	SONUS INTERIORS INC	CS 2023 ADDITION 09	03/27/24	4,226.62
397591	PARALLEL TECHNOLOGI	ECC CAMERA INSTALLS	03/27/24	4,194.30
397245	TEACHERS ON CALL, A	CS - SUBSTITUTES	03/06/24	4,192.50
397501	ADVANCED IMAGING SO	LEASE 04.08 0631790	03/27/24	4,151.77
397375	SUNBELT STAFFING LL	1/27 PSYCHOLOGIST -	03/13/24	4,096.88
397256	XCEL ENERGY	HL 1/24-2/26 USE	03/06/24	4,015.80
397521	CIRCUITWORKS POWER	SERVICE AGREEMENT	03/27/24	4,012.00
397597	RADAR CONSULTING LL	APR24 RECRUITING FE	03/27/24	4,000.00
397245	TEACHERS ON CALL, A	CN - SUBSTITUTES	03/06/24	3,953.85
397234	SCHOOL SPECIALTY, L	VARIOUS ART SUPPLIE	03/06/24	3,919.02
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	3,917.42
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	3,917.41
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	3,917.41
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	3,917.41
397370	SONUS INTERIORS INC	CS 2023 ADDITION 09	03/13/24	3,902.48
397566	KINECT ENERGY, INC	ND - FEB24 USE	03/27/24	3,748.40
397381	TEACHERS ON CALL, A	CN - SUBSTITUTES	03/13/24	3,708.75
397557	INTERMEDIATE DISTRI	ALC-STABILIZATION F	03/27/24	3,704.76
397244	SUNBELT STAFFING LL	2/24 PSYCHOLOGIST S	03/06/24	3,659.88
397233	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	03/06/24	3,644.03
397342	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	03/13/24	3,619.41
397245	TEACHERS ON CALL, A	CV - SUBSTITUTES	03/06/24	3,618.45
397495	XCEL ENERGY	BUS 1/25-2/26/2024	03/20/24	3,599.36
397245	TEACHERS ON CALL, A	SV - SUBSTITUTES	03/06/24	3,586.20
397361	RJ MECHANICAL INC	PIPE REPAIR	03/13/24	3,555.47
397225	RIVERSIDE INSIGHTS	ONSITE COGAT TRAINI	03/06/24	3,500.00
397619	TEACHERS ON CALL, A	CN - SUBSTITUTES	03/27/24	3,495.90
397467	PARALLEL TECHNOLOGI	CS - SECURITY	03/20/24	3,414.26
397609	SIGN PRO	ECC SIGNS	03/27/24	3,388.59
397477	SCHOOL SERVICE EMPL	UNION DUES W/HOLDIN	03/20/24	3,350.07
397229	RUSSELL SECURITY RE	DOOR HANDLES CONVER	03/06/24	3,330.00
397407	BOWLERO - LAKEVILLE	5/30 FIELD TRIP DEP	03/20/24	3,286.74
397413	CITY OF EDINA	CC 11/29/23-2/26/24	03/20/24	3,254.79
397257	YOUTH FRONTIERS INC	12/7 KINDNESS RETRE	03/06/24	3,200.00
397505	ANOKA COUNTY - PARK	7/30-8/1 BUNKER BEA	03/27/24	3,120.75
397381	TEACHERS ON CALL, A	ND - SUBSTITUTES	03/13/24	3,096.00
397359	REGION 6AA	3/6 BBSKTBALL SECTI	03/13/24	3,070.00
397484	TALISHA BOND, PHD L	CSTAG PROGRAM	03/20/24	3,000.00
397279	DAKA CORPORATION	CS 2023 ADDITION 05	03/13/24	2,992.50
397359	REGION 6AA	2/22 BSWIM SECTIONS	03/13/24	2,990.00
397174	HOUGHTON MIFFLIN HA	SHIPPING/HANDLING	03/06/24	2,976.20
397403	BENEFIT EXTRAS, INC	MAR24 HRA ADMIN	03/20/24	2,972.20

Check No.	Vendor	Description	Date	Amount
397569	LANGUAGE LINE SERVI	FEB24 INTERPRETING	03/27/24	2,940.12
397619	TEACHERS ON CALL, A	ND - SUBSTITUTES	03/27/24	2,915.40
397168	HAPPY NUMBERS INC	ND - SUBSCRIPTION	03/06/24	2,900.00
397191	KATH FUEL OIL SERVI	UNLEADED	03/06/24	2,882.16
397454	MIDWEST BUS PARTS I	SHOCKS	03/20/24	2,881.56
397600	RELATE COUNSELING C	CHEM HEALTH #6 OF 1	03/27/24	2,880.00
397354	PITNEY BOWES EASYPE	CATALOG POSTAGE	03/13/24	2,866.37
397455	MIDWEST SCHOOL OF B	WINTER - BALLET YOU	03/20/24	2,842.00
397570	LIGHTNING PRINTING	POPS 2024 PROGRAMS	03/27/24	2,841.20
397581	MIDWEST BUS PARTS I	SEAT FOAM	03/27/24	2,762.22
397553	HORIZON COMMERCIAL	POOL CHEMICALS	03/27/24	2,758.60
397359	REGION 6AA	2/24 BSWIM SECTIONS	03/13/24	2,740.00
397207	MIDWEST BUS PARTS I	FUEL TANK	03/06/24	2,731.34
397210	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	03/06/24	2,697.97
397180	INSTITUTE FOR ENVIR	CS DAMP PROOF REMOV	03/06/24	2,640.38
397311	INESE KRIEVANS	SUNSHINE 1/2 109-B2	03/13/24	2,639.00
397254	WOLD ARCHITECTS & E	SV LIGHTING REPLACE	03/06/24	2,632.25
397370	SONUS INTERIORS INC	EHS MECHANICAL 09-C	03/13/24	2,612.50
397194	KINECT ENERGY, INC	BUS - JAN24 USE	03/06/24	2,600.57
397280	DASH SPORTS LLC	BB TYKES CAMPS: FEB	03/13/24	2,494.80
397251	UNITED NATIONS ASSO	3/6 MODEL UN DUES	03/06/24	2,485.00
397581	MIDWEST BUS PARTS I	RUBBER SEAL	03/27/24	2,475.00
397547	GREAT WOLF RESORTS	4/19 KC CS FIELD TR	03/27/24	2,450.00
397557	INTERMEDIATE DISTRI	ALC	03/27/24	2,403.88
397358	RAPTOR TECHNOLOGIES	RAPTOR FEES - DMTS	03/13/24	2,371.88
397358	RAPTOR TECHNOLOGIES	RAPTOR FEES - COMM	03/13/24	2,371.87
397581	MIDWEST BUS PARTS I	SEAT FOAM	03/27/24	2,348.00
397274	COMMERCIAL ROOFING	SHED ROOFING	03/13/24	2,259.00
397143	CHRISTINE JOHNSON	MAR24 CONSULTING FE	03/06/24	2,250.00
397520	CHRISTINE JOHNSON	APR24 CONSULTING FE	03/27/24	2,250.00
397270	BRIN GLASS SERVICE	GLASS REPLACEMENT	03/13/24	2,225.00
397245	TEACHERS ON CALL, A	ND - SUBSTITUTES	03/06/24	2,205.90
397564	KATH FUEL OIL SERVI	UNLEADED	03/27/24	2,194.57
397178	INNOVATIVE OFFICE S	CS FURNITURE SET UP	03/06/24	2,141.00
397572	LUMEN TECHNOLOGIES	DISTRICT 03/12-04/1	03/27/24	2,137.64
397419	DEBORAH CROKER	FEB24 CHOIR ACCOMPA	03/20/24	2,130.00
397223	REGION 6AA	BHOCKEY SECTIONS SA	03/06/24	2,112.00
397556	INSTITUTE FOR ENVIR	EHS 2024 ASBESTOS P	03/27/24	2,106.16
397613	SQUIRES, WALDSPURGE	LEGAL SERV: BD	03/27/24	2,085.50
397133	AFFINETY SOLUTIONS	SOFTWARE USAGE 2024	03/06/24	2,075.00
397566	KINECT ENERGY, INC	BUS - FEB24 USE	03/27/24	2,060.57
397447	MACKIN EDUCATIONAL	BOOKS FOR EHS	03/20/24	2,054.17
397405	BLUUM OF MINNESOTA,	MEETING OWL-2	03/20/24	2,050.00
397457	MINNESOTA SCHOOL EM	UNION DUES W/HOLDIN	03/20/24	2,048.70
397497	93 SKIP LLC	CN - FEB24 PRODUCTI	03/27/24	2,047.15
397193	KELLE WALSTEAD	VOICE/PIANO 109-L32	03/06/24	2,016.00
397157	EHLERS	23-24 BUDGET PROJEC	03/06/24	2,000.00
397564	KATH FUEL OIL SERVI	UNLEADED	03/27/24	1,999.71
397183	JARED LITTLE	ARCHERY 116-B2101/2	03/06/24	1,995.00
397256	XCEL ENERGY	ECC 1/25-2/26 USE	03/06/24	1,974.03
397549	H&B SPECIALIZED PRO	CS 2023 ADDITION 11	03/27/24	1,964.25
397519	CESO COMMUNICATIONS	JAN-MAR24 COMM SERV	03/27/24	1,950.00
397388	WASTE MANAGEMENT OF	EHS - MAR24 SERVICE	03/13/24	1,914.55
397136	ARVIG	DO - MAR24 INTERNET	03/06/24	1,911.16
397500	ADVANCED IMAGING SO	HIGH SCHOOL 02/24	03/27/24	1,896.78
397596	PUMP AND METER SERV	METER LABOR	03/27/24	1,871.43
397401	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	03/20/24	1,860.00
397487	THE BAKKEN MUSEUM	4/11 & 4/26 FIELD T	03/20/24	1,854.00

Check No.	Vendor	Description	Date	Amount
397530	DUNHAM ASSOCIATES I	EHS 2025 RENOVATION	03/27/24	1,850.00
397455	MIDWEST SCHOOL OF B	FALL - BALLET ADULT	03/20/24	1,847.30
397264	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	03/13/24	1,829.00
397271	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 50	03/13/24	1,825.00
397176	IDEATE COLLABORATIV	CABINET RETREAT PRE	03/06/24	1,750.00
397309	IDEATE COLLABORATIV	LEADERSHIP TRAINING	03/13/24	1,750.00
V19787	VALERIE E BURKE	MEDICARE SPOUSE REI	03/20/24	1,749.75
397485	TEACHERS ON CALL, A	ND - SUBSTITUTES	03/20/24	1,741.50
397492	UNIVERSITY OF MINNE	SPR 2024 CIS LATIN	03/20/24	1,740.00
397316	JOAN NIMERFROH	PILATES 109/111-B22	03/13/24	1,677.90
397516	CATALYST SOURCING S	ONDEMAND/ACTIVITIES	03/27/24	1,642.85
397554	HOUSE OF NOTE	CELLO REPAIRS	03/27/24	1,630.00
397443	KJ BRANDING	MW OFFICE BRANDING	03/20/24	1,545.00
397265	BAYCOM INC	3 WALKIE TALKIES	03/13/24	1,522.00
397437	ITSAVVY LLC	SCREEN DEDUCTIBLES	03/20/24	1,500.00
397583	MN HOSA	STATE CONFERENCE EN	03/27/24	1,500.00
397153	DISCOUNT SCHOOL SUP	CHILD KITCHEN SET	03/06/24	1,499.99
397252	VARSITY ATHLETIC AP	SERVICE LETTER PATC	03/06/24	1,497.00
397138	BOWLERO - EDEN PRAI	5/31 5TH GRD FIELD	03/06/24	1,493.56
397388	WASTE MANAGEMENT OF	SV - MAR24 SERVICE	03/13/24	1,486.21
397623	TITAN MACHINERY - S	WHEEL/TIRE 321F	03/27/24	1,476.33
397607	SECURITY CONTROL SY	CS DEVISE/PROGRAM	03/27/24	1,470.10
397271	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	03/13/24	1,460.00
397271	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	03/13/24	1,460.00
397410	BUSINESS ESSENTIALS	8.5X11 WHITE QTY 40	03/20/24	1,460.00
397327	LOCAL LLC	ECFE AD IN MAGAZINE	03/13/24	1,450.00
397488	THREE RIVERS PARK D	JUL24 ELM CREEK TRI	03/20/24	1,418.75
397388	WASTE MANAGEMENT OF	VV - MAR24 SERVICE	03/13/24	1,418.65
397387	UNIVERSITY LANGUAGE	FEB24 INTERPRETING	03/13/24	1,399.86
397205	METRO ELEVATOR	MAR24 SYSTEM MGMT	03/06/24	1,392.83
397445	LAVINIA POTTIOS	JAN-MAR24 WATER CLA	03/20/24	1,387.40
397577	MESSERLI & KRAMER P	GARNISHMENT - J.C.	03/27/24	1,375.06
397500	ADVANCED IMAGING SO	ECC/DO 02/24	03/27/24	1,363.38
397137	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	03/06/24	1,348.50
397403	BENEFIT EXTRAS, INC	MAR24 HSA ADMIN	03/20/24	1,343.65
397388	WASTE MANAGEMENT OF	ECC - MAR24 SERVICE	03/13/24	1,312.40
397270	BRIN GLASS SERVICE	BROKEN WINDOW REPAI	03/13/24	1,301.00
V19808	KAREN L BERGMAN	SURFACE LAPTOP	03/27/24	1,299.99
397223	REGION 6AA	GHOKEY SECTIONS SA	03/06/24	1,276.00
397506	APADANA LLC	CC - LIGHT WIRING/D	03/27/24	1,260.00
397207	MIDWEST BUS PARTS I	STEP TREAD	03/06/24	1,242.30
397514	BRIN GLASS SERVICE	REMOVE MIRRORS RM 3	03/27/24	1,235.00
397394	ADVANCED POWER SERV	GENERATOR REPAIR	03/20/24	1,232.23
397590	OPG-3 INC	LASERFISCHE PROJECT	03/27/24	1,230.00
397231	SCHERER BROTHERS LU	SET MATERIALS	03/06/24	1,207.50
397496	93 HOP LLC	BUS - FEB24 PRODUCT	03/27/24	1,206.86
397455	MIDWEST SCHOOL OF B	WINTER - BALLET ADU	03/20/24	1,202.60
397281	DAVID WEBB -- HOMER	FEB24 EXEC COACHING	03/13/24	1,200.00
397158	ELIZABETH POCH	PIANO 112-B2293-8	03/06/24	1,176.00
397341	NASSEFF MECHANICAL	CS 2023 ADDITION 21	03/13/24	1,174.23
397554	HOUSE OF NOTE	VIOLA	03/27/24	1,170.00
397560	IWS - INNOVATIONAL	MAR24 SYSTEM MGMT	03/27/24	1,161.92
397565	KELLI CHRISTOFFER	WINTER WATER WELLNE	03/27/24	1,146.60
397476	SCHMITT MUSIC COMPA	LAKECITY VIOLINS	03/20/24	1,125.00
397307	HENKEMEYER COATINGS	CS 2023 ADDITION 07	03/13/24	1,115.87
397254	WOLD ARCHITECTS & E	CS PARK/SITE IMPROV	03/06/24	1,114.70
397254	WOLD ARCHITECTS & E	CS PARK/SITE IMPROV	03/06/24	1,114.70
397388	WASTE MANAGEMENT OF	CS - MAR24 SERVICE	03/13/24	1,092.86

Check No.	Vendor	Description	Date	Amount
397609	SIGN PRO	ECC SIGNS	03/27/24	1,088.67
397515	BSN SPORTS, LLC	SHIRTS	03/27/24	1,079.55
397297	FLEET PRIDE	RIMS	03/13/24	1,076.28
397402	BAYCOM INC	WALKIE BATTERIES	03/20/24	1,075.00
397442	KATHERINE MCGRAW	JAN-FEB24 FITNESS C	03/20/24	1,074.30
397206	MICHAEL YASIS	COMP DIVING 110 & 1	03/06/24	1,068.73
397530	DUNHAM ASSOCIATES I	CS 2023 ADDITION	03/27/24	1,060.00
397398	ASTLEFORD INTERNATI	AIR BAGS	03/20/24	1,057.82
397610	SKY ZONE EDINA	KC CC FIELD TRIP	03/27/24	1,049.50
397610	SKY ZONE EDINA	KC CC FIELD TRIP	03/27/24	1,049.50
397388	WASTE MANAGEMENT OF	CC - MAR24 SERVICE	03/13/24	1,047.38
397557	INTERMEDIATE DISTRI	CAREER & TECH	03/27/24	1,045.28
397531	DZIEDZIC CAULKING I	EHS MECHANICAL 07-L	03/27/24	1,045.00
397546	GRAPHIC SOURCE	WEIGHT ROOM POSTERS	03/27/24	1,045.00
397253	WESTMARK PRODUCTION	WINTER CONCERT RECO	03/06/24	1,025.00
397261	ABBE BLACKER	JAN-FEB24 MAH JONGG	03/13/24	1,024.80
397401	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	03/20/24	1,008.00
V19724	STEVEN CURTIS CULLI	DLAC CONFERENCE FEE	03/06/24	1,000.00
397202	MCEA	2024 LEADERSHIP CON	03/06/24	995.00
397172	HORIZON COMMERCIAL	POOL CHEMICALS	03/06/24	993.90
V19787	VALERIE E BURKE	MEDICARE REIMB	03/20/24	993.34
397447	MACKIN EDUCATIONAL	BOOKS FOR CC	03/20/24	984.38
397308	HOUGHTON MIFFLIN HA	1477825 MATH IN FOC	03/13/24	982.60
397369	SIGNUM SIGNS AND GR	EXTERIOR DOOR NUMBE	03/13/24	980.00
397308	HOUGHTON MIFFLIN HA	1562556 MATH IN FOC	03/13/24	972.82
397628	UNIVERSITY LANGUAGE	FEB24 INTERPRETING	03/27/24	962.98
397395	ALL STRINGS ATTACHE	4/4 CELLO BOW	03/20/24	960.00
397409	BSN SPORTS, LLC	T&F JACKETS	03/20/24	945.00
397409	BSN SPORTS, LLC	T&F JACKETS	03/20/24	945.00
397500	ADVANCED IMAGING SO	CONCORD 02/24	03/27/24	939.41
397299	FUN JUMPS ENTERTAIN	3/22 KC CV FIELD TR	03/13/24	934.75
397250	TWINS BALLPARK LLC	3/8 KC CC FIELD TRI	03/06/24	930.00
397628	UNIVERSITY LANGUAGE	FEB24 INTERPRETATIO	03/27/24	922.11
397558	ISAAIAH AND/OR HANNA	MAR24 MILEAGE REIMB	03/27/24	919.78
V19812	KARI L DAHLQUIST	MAC LAPTOP PURCHASE	03/27/24	916.19
397511	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	03/27/24	914.50
397482	STAGES THEATRE COMP	4/10 2ND GRD FIELD	03/20/24	914.00
397400	BAUER BUILT INC	TIRES	03/20/24	913.20
397454	MIDWEST BUS PARTS I	ANTENNA	03/20/24	905.20
397481	STACY RUTTEN	BD - WORKING GENIUS	03/20/24	900.00
397194	KINECT ENERGY, INC	MAR24 SERVICE MGMT	03/06/24	884.00
397566	KINECT ENERGY, INC	JAN24 ENERGY MGMT F	03/27/24	884.00
397566	KINECT ENERGY, INC	FEB24 ENERGY MGMT F	03/27/24	884.00
397349	ORKIN COMMERCIAL SE	DW - FEB24 SERVICES	03/13/24	880.00
397131	ISAAIAH AND/OR HANNA	FEB24 MILEAGE REIMB	03/01/24	862.29
397500	ADVANCED IMAGING SO	COUNTRYSIDE 02/24	03/27/24	858.24
397142	CHESS & STRATEGY GA	WINTER CHESS 119-60	03/06/24	851.20
397591	PARALLEL TECHNOLOGI	CS - SECURITY	03/27/24	846.88
397207	MIDWEST BUS PARTS I	BRAKES	03/06/24	842.16
397507	APPLE INC	IPADS (2 QTY)	03/27/24	838.00
397276	CRAWFORD DOOR SALES	CS 2023 ADDITION 08	03/13/24	826.50
397592	PRAIRIE ELECTRIC CO	ELEC WORK/CERAMICS	03/27/24	820.26
397186	JESSEN PRESS INC	CHOIR PROGRAMS	03/06/24	818.00
397199	MACKIN EDUCATIONAL	BOOKS FOR CC	03/06/24	810.80
397500	ADVANCED IMAGING SO	VALLEYVIEW 02/24	03/27/24	807.07
397515	BSN SPORTS, LLC	TENNIS NETS	03/27/24	802.47
397145	COLLABORATIVE CLASS	1 HR VIRTUAL SESSIO	03/06/24	800.00
397135	AMERICAN DRAPERY SY	ROLLER SHADES R SER	03/06/24	792.85

Check No.	Vendor	Description	Date	Amount
397222	RACHEL MEIERANT	SIGNAGE FOR DRAMA	03/06/24	790.00
397388	WASTE MANAGEMENT OF	CN - MAR24 SERVICE	03/13/24	789.75
397387	UNIVERSITY LANGUAGE	FEB24 INTERPRETING	03/13/24	787.67
397241	SPRINGSHARE LLC	LIBGUIDES 4/24-3/25	03/06/24	787.00
397500	ADVANCED IMAGING SO	CREEK VALLEY 02/24	03/27/24	777.91
397203	MED COMPASS INC	DW - HEARING TESTS	03/06/24	775.00
397341	NASSEFF MECHANICAL	CS 2023 ADDITION 21	03/13/24	772.23
397269	BRIGHTWORKS	3/14 PD WORKSHOP	03/13/24	760.00
397595	PROPIO LANGUAGE SER	FEB24 INTERPRETING	03/27/24	758.75
397500	ADVANCED IMAGING SO	NORMANDALE 02/24	03/27/24	758.18
397320	KAREN GOLDFARB	JAN24 MAH JONGG	03/13/24	756.00
397409	BSN SPORTS, LLC	CHAMP HATS	03/20/24	750.00
397215	NICKI BLACK	MANNERS 203-K6027	03/06/24	735.00
397387	UNIVERSITY LANGUAGE	FEB24 INTERPRETING	03/13/24	728.45
V19843	TROY STEIN	WINTER SPORTS MILEA	03/27/24	727.04
397508	ASTLEFORD INTERNATI	FUSE PANEL	03/27/24	724.21
397562	JESSEN PRESS INC	STRATEGIC PLAN BOOK	03/27/24	720.00
397149	CROSSTOWN MECHANICA	WALKIN COOLER/FREEZ	03/06/24	711.68
397311	INESE KRIEVANS	PRIVATE PIANO 109-B	03/13/24	710.50
397271	BUSINESS ESSENTIALS	8.5X11 BLUE QTY 13	03/13/24	706.68
397271	BUSINESS ESSENTIALS	8.5X11 GREEN QTY 13	03/13/24	706.68
397271	BUSINESS ESSENTIALS	8.5X11 PINK QTY 13	03/13/24	706.68
397171	HOGLUND BUS COMPANY	M/C	03/06/24	703.97
397330	MARK A SANDER, PSYD	TRAUMA INFORM TRAIN	03/13/24	700.00
397613	SQUIRES, WALDSPURGE	LEGAL SERV: H.R.	03/27/24	693.00
397534	EDUCATORS BENEFIT C	403(B) ADMIN & COMP	03/27/24	691.98
397488	THREE RIVERS PARK D	KC SUMMER 2024 TRIP	03/20/24	687.50
397500	ADVANCED IMAGING SO	CORNELIA 02/24	03/27/24	682.37
397302	GILBERT MECHANICAL	HVAC DIFF PRESS SEN	03/13/24	680.00
397619	TEACHERS ON CALL, A	OLG - SUBSTITUTES	03/27/24	677.25
397562	JESSEN PRESS INC	ATHL NOTE CARDS	03/27/24	658.76
397619	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	03/27/24	657.90
397175	HOUSE OF NOTE	CELLO REPAIRS	03/06/24	635.00
397571	LRS PORTABLES LLC	MAR-APR24 PORTA POT	03/27/24	625.03
397488	THREE RIVERS PARK D	KC SUMMER 2024 TRIP	03/20/24	625.00
397442	KATHERINE MCGRAW	DEC23 FITNESS CLASS	03/20/24	621.25
V19724	STEVEN CURTIS CULLI	DLAC CONFERENCE FEE	03/06/24	617.36
397501	ADVANCED IMAGING SO	LEASE 04.08 0631790	03/27/24	612.00
397287	ELLA WASSERMAN	INDIV PIANO 106-B/1	03/13/24	609.04
397197	LEARNING WITHOUT TE	KEYBOARDING LICENSE	03/06/24	605.00
397397	APPLE INC	VPP CREDITS SPEC ED	03/20/24	600.00
397182	ITSAVVY LLC	SCREEN DEDUCTIBLES	03/06/24	600.00
397585	THE MUSIC MART	BARI SAX REPAIR	03/27/24	600.00
397389	WEST 44TH STREET GR	MASTER FACILITIES F	03/13/24	595.00
397474	RUGGED SOLUTIONS AM	CAMERAS FOR CC	03/20/24	588.00
397254	WOLD ARCHITECTS & E	CS 2023 LTFM	03/06/24	587.59
397500	ADVANCED IMAGING SO	SOUTHVIEW 02/24	03/27/24	587.05
397586	NCS PEARSON INC	BAYLEY-4 COGNITIVE	03/27/24	586.40
397388	WASTE MANAGEMENT OF	CV - MAR24 SERVICE	03/13/24	583.66
397386	ULINE	#H-3763 LIFT PALLET	03/13/24	574.69
397172	HORIZON COMMERCIAL	CHEMICALS/CHECK VAL	03/06/24	568.02
397409	BSN SPORTS, LLC	COACHES DEC	03/20/24	563.82
397238	SLEA-SUBURBAN LAW E	5/8 NICKELODION UNI	03/06/24	560.00
397500	ADVANCED IMAGING SO	HIGHLANDS 02/24	03/27/24	557.69
397346	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	03/13/24	541.24
397502	ALL STRINGS ATTACHE	3/4 BASS SHEN REPAI	03/27/24	540.00
397218	PRAIRIE ELECTRIC CO	BLEACHERS KEY SWITC	03/06/24	517.94
397171	HOGLUND BUS COMPANY	M/C	03/06/24	514.40

Check No.	Vendor	Description	Date	Amount
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	514.02
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	514.02
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	514.01
397254	WOLD ARCHITECTS & E	DW 2024 LTFM	03/06/24	514.01
397328	MAD HATTER WELLNESS	SEXUALITY CURRICULU	03/13/24	510.00
397454	MIDWEST BUS PARTS I	CYLINDER	03/20/24	507.38
397494	WOOD LAKE NATURE CE	3/11 & 3/12 FIELD T	03/20/24	505.00
397488	THREE RIVERS PARK D	2/26 UNIFIED SKI TR	03/20/24	500.00
397488	THREE RIVERS PARK D	AUG24 HYLAND PARK T	03/20/24	500.00
397468	PAUL H BROOKES PUBL	24-25 ASQ SUBSCRIPT	03/20/24	499.90
397162	FLEET PRIDE	STARTER	03/06/24	485.58
397388	WASTE MANAGEMENT OF	HL - MAR24 SERVICE	03/13/24	479.02
397489	TRI-STATE BOBCAT IN	TINE	03/20/24	474.66
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	474.30
397264	BAYADA HOME HEALTH	SCHOOL NURSE - E.B.	03/13/24	468.00
397154	DRAIN PRO PLUMBING	BACKED UP SINKS	03/06/24	465.00
397602	RM COTTON CO	BOILER REPAIR KIT	03/27/24	462.88
397239	SOLARPOD INC	EHS SOLAREEDGE CELL	03/06/24	450.00
397613	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	03/27/24	441.12
397271	BUSINESS ESSENTIALS	8.5X11 CANARY QTY 8	03/13/24	434.88
397511	BAYADA HOME HEALTH	SCHOOL NURSE - D.S.	03/27/24	434.00
397473	ROBERT B HILL CO	WATER SOFTENER SALT	03/20/24	430.09
397433	HENNEPIN COUNTY ACC	ECC HAZARD WASTE FE	03/20/24	429.00
397446	LITERACY RESOURCES,	CS - PD WEBINAR SPL	03/20/24	425.00
397446	LITERACY RESOURCES,	CN - PD WEBINAR SPL	03/20/24	425.00
397359	REGION 6AA	2/23 BSWIM SECTIONS	03/13/24	425.00
397552	HOGLUND BUS COMPANY	GLASS	03/27/24	424.52
397462	NAC MECHANICAL & EL	ND-VAV REPAIR ON AH	03/20/24	424.00
397195	KULLY SUPPLY INC	TOILET PARTS	03/06/24	423.90
397518	CENTURYLINK	SV - MAR24 INTERNET	03/27/24	407.89
397287	ELLA WASSERMAN	INDIV PIANO 106-B22	03/13/24	406.24
397313	JANE FARRELL	LUNCH ACCT REFUND	03/13/24	406.10
397146	THE COLLEGE BOARD	23-24 EHS MEMBERSHI	03/06/24	400.00
397478	SCREENBEAM INC	SCREENBEAM	03/20/24	399.99
397393	SPORTS PRO LLC	WEIGHT ROOM TREADMI	03/20/24	399.25
397517	CENGAGE LEARNING	ASSESSMENT HANDBOOK	03/27/24	392.15
397422	ECM PUBLISHERS INC	VV - REROOFING AD	03/20/24	391.20
397156	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	03/06/24	389.50
397466	OVERDRIVE INC	EBOOKS - SV	03/20/24	388.30
397473	ROBERT B HILL CO	WATER SOFTENER SALT	03/20/24	387.19
397300	GENERAL PARTS LLC	CS - WARMER BLOWER	03/13/24	385.83
397626	TRIMARK MARLINN LLC	SHIPPING/HANDLING	03/27/24	385.00
397403	BENEFIT EXTRAS, INC	MAR24 FLEX ADMIN	03/20/24	384.85
397235	SCIENCE MUSEUM OF M	3/13 FIELD TRIP	03/06/24	384.00
397464	OCCUPATIONAL MEDICI	DOT EXAMS - MULTI	03/20/24	380.00
397488	THREE RIVERS PARK D	JUN24 BAKER PARK TR	03/20/24	375.00
397252	VARSITY ATHLETIC AP	SERVICE LETTER PATC	03/06/24	373.50
397435	HOGLUND BUS COMPANY	ACTUATOR	03/20/24	372.25
397388	WASTE MANAGEMENT OF	ND - MAR24 SERVICE	03/13/24	370.17
397177	IDENTISYS INC	BADGE PRINTER REPAI	03/06/24	370.00
397509	ATTAINMENT COMPANY	GO TALK 20+ LITE TO	03/27/24	369.00
397628	UNIVERSITY LANGUAGE	FEB24 INTERPRETATIO	03/27/24	364.69
397294	FACTORY MOTOR PARTS	BATTERIES	03/13/24	361.12
397444	LAKESHORE LEARNING	#TT811 2-SIDED LETT	03/20/24	359.94
397435	HOGLUND BUS COMPANY	SOLENOID	03/20/24	357.80
397381	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	03/13/24	356.40
397228	RUGGED SOLUTIONS AM	CC- CAMERA PARTS	03/06/24	356.00
397140	CENTURYLINK	CV 02/10-03/09/24	03/06/24	351.03

Check No.	Vendor	Description	Date	Amount
397526	DARK KNIGHT SOLUTIO	FEB24 CONSORTIUM FE	03/27/24	350.00
397190	KAREN ODEGAARD	LUNCH ACCT REFUND	03/06/24	347.00
397476	SCHMITT MUSIC COMPA	SHEET MUSIC	03/20/24	347.00
397613	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	03/27/24	344.50
V19782	MARK A THONE	ARMADA TRUCK RENTAL	03/13/24	343.00
397402	BAYCOM INC	WALKIE BATTERIES	03/20/24	340.00
397298	FOLLETT CONTENT SOL	BOOKS FOR SV	03/13/24	335.58
397190	KAREN ODEGAARD	LUNCH ACCT REFUND	03/06/24	331.50
397296	SHRED-IT USA	CC - SHREDDING	03/13/24	328.50
397398	ASTLEFORD INTERNATI	ACTUATOR	03/20/24	326.85
397303	GRAINGER	TRAILER JACK	03/13/24	326.78
397196	LAKEVILLE NORTH SPE	3/2 SPEECH ENTRY	03/06/24	321.00
397170	HEXAGRAMM US LLC	GRD1 FRENCH DECODE	03/06/24	320.80
397458	MN DEBATE TEACHERS	SPEECH SEASON ENTRI	03/20/24	320.00
397475	SARAH MOE	GHOKEY: WALSER DAY	03/20/24	320.00
397484	TALISHA BOND, PHD L	CSTAG FULL DAY TRAI	03/20/24	320.00
397402	BAYCOM INC	IMPRESS SLIM LI-ION	03/20/24	315.00
397343	NATIONAL PEN CO LLC	SV - SPIRIT PENS	03/13/24	313.33
397577	MESSERLI & KRAMER P	GARNISHMENT - J.C.	03/27/24	311.46
V19807	ALEXANDRE BELVIRE	ND FRENCH INTERN PA	03/27/24	310.00
V19844	ANAIS SUTTER	ND FRENCH INTERN PA	03/27/24	310.00
V19847	ANNABELLE VALLEE	ND FRENCH INTERN PA	03/27/24	310.00
V19834	AUDREY RIGOBERT	ND FRENCH INTERN PA	03/27/24	310.00
V19840	CAMILLE SCHMITT	ND FRENCH INTERN PA	03/27/24	310.00
V19810	CAROLINE CELSE	ND FRENCH INTERN PA	03/27/24	310.00
V19830	CLARISSE PELLERAY	ND FRENCH INTERN PA	03/27/24	310.00
V19821	CLEO HERVE	ND FRENCH INTERN PA	03/27/24	310.00
V19836	ELSA ROHAUT	ND FRENCH INTERN PA	03/27/24	310.00
V19827	EMILIE NASSEF	ND FRENCH INTERN PA	03/27/24	310.00
V19824	ESTELLE LELAN	VV FRENCH INTERN PA	03/27/24	310.00
V19837	EVA ROMARY	ND FRENCH INTERN PA	03/27/24	310.00
V19829	FATOU PAYE	EHS FRENCH INTERN P	03/27/24	310.00
V19838	FLORIAN SAGLIBENE	EHS FRENCH INTERN P	03/27/24	310.00
V19826	INES MAURY	ND FRENCH INTERN PA	03/27/24	310.00
V19822	JHEMLY LAINE	EHS FRENCH INTERN P	03/27/24	310.00
V19814	JULIEN FABRY	VV FRENCH INTERN PA	03/27/24	310.00
V19816	LAETITIA GIRARD	ND FRENCH INTERN PA	03/27/24	310.00
V19833	LAURINE QUINIOU	ND FRENCH INTERN PA	03/27/24	310.00
V19813	MAELISS DUBOIS	ND FRENCH INTERN PA	03/27/24	310.00
V19845	MARINE TRETOUT	VV FRENCH INTERN PA	03/27/24	310.00
V19842	NINON SERIN	ND FRENCH INTERN PA	03/27/24	310.00
V19805	OLIVIA ALLEMAND	ND FRENCH INTERN PA	03/27/24	310.00
V19850	ROSETTA WICART	ND FRENCH INTERN PA	03/27/24	310.00
V19823	SAHRA LAVIGNE-JOST	ND FRENCH INTERN PA	03/27/24	310.00
V19846	VALENTIN TRUCHAT	ND FRENCH INTERN PA	03/27/24	310.00
V19825	VICTOR LORAIN	ND FRENCH INTERN PA	03/27/24	310.00
397355	PRAIRIE ELECTRIC CO	LED LIGHT DRIVERS	03/13/24	309.95
V19793	NATHANIEL M LINDLEY	CONFERENCE MILEAGE	03/20/24	306.86
397566	KINECT ENERGY, INC	ECC - FEB24 USE	03/27/24	305.53
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	303.00
397406	BMK ARRANGEMENTS	LOVE POTION NO 9	03/20/24	300.00
397153	DISCOUNT SCHOOL SUP	SHIPPING/HANDLING	03/06/24	300.00
397182	ITSAVVY LLC	SCREEN DEDUCTIBLES	03/06/24	300.00
V19773	BAILLIE MORGAN NASH	SFO WORKSHOP	03/13/24	299.00
397568	LANGUAGE DYNAMICS G	STORY CHAMPS 2.0 EN	03/27/24	298.00
397272	CENTURYLINK	VV 02/28-03/27/24	03/13/24	293.90
397512	BREAKOUT EDU	REPLACEMENT PARTS	03/27/24	292.00
397449	MASBO	2024 ANNUAL CONFERE	03/20/24	290.00

Check No.	Vendor	Description	Date	Amount
397449	MASBO	2024 ANNUAL CONFERE	03/20/24	290.00
397449	MASBO	2024 ANNUAL CONFERE	03/20/24	290.00
397277	CROSSTOWN MECHANICA	HL - KITCHEN REPAIR	03/13/24	288.00
397578	METRO ELEVATOR	EHS - ELEVATOR REPA	03/27/24	287.32
397564	KATH FUEL OIL SERVI	WASHER FLUID	03/27/24	280.00
397489	TRI-STATE BOBCAT IN	HARNES	03/20/24	278.18
397543	GAME ONE	BADMINTON SHUTTLECO	03/27/24	275.00
397303	GRAINGER	"WHEEL WEIGHT, ZINC	03/13/24	274.12
397377	SUZETTE WOLDING	LUNCH ACCT REFUND	03/13/24	272.50
397300	GENERAL PARTS LLC	SOLENOID VALVE	03/13/24	270.90
397207	MIDWEST BUS PARTS I	BLOWER	03/06/24	269.82
397469	PRO-ED INC	FLASHDRIVE MATERIAL	03/20/24	268.40
397469	PRO-ED INC	MATERIALS FLASHDRIV	03/20/24	268.40
397415	CONTINENTAL CLAY	400LBS FIRE WHITE C	03/20/24	265.72
397234	SCHOOL SPECIALTY, L	CLAY WHITE 50LB	03/06/24	264.55
397415	CONTINENTAL CLAY	350LBS FIRE RED CLA	03/20/24	263.75
397237	SIGN PRO	VINYL CUT WRAP	03/06/24	262.67
397516	CATALYST SOURCING S	ONDEMAND/FACILITIES	03/27/24	261.36
V19818	SANDRA M HARLEY	ANCHOR CHARTS	03/27/24	261.13
397518	CENTURYLINK	DO - MAR24 INTERNET	03/27/24	260.00
V19780	ERIN ST. ORES	JAN-FEB24 PART C MI	03/13/24	259.63
397515	BSN SPORTS, LLC	CHAMPIONSHIP HATS 2	03/27/24	252.00
397155	EDINA GIVE & GO	DRIVER'S ED REFUND-	03/06/24	252.00
397181	ISD 911 -- ECMECC	TECH CONFERENCE - N	03/06/24	250.00
397352	PHILLIP HOLM	JAZZ FEST CLINICIAN	03/13/24	250.00
397357	RAFAEL RODRIGUEZ	JAZZ FEST CLINICIAN	03/13/24	250.00
397159	ENABLING DEVICES	ADAPTIVE POURING CU	03/06/24	249.95
397288	ENABLING DEVICES	HI HO CHERRY-0	03/13/24	249.95
397501	ADVANCED IMAGING SO	LEASE 04.08 0631790	03/27/24	246.00
397144	CITY OF EDINA	STATE OF COMM/LUNCH	03/06/24	245.00
397227	ROBERT B HILL CO	SALT	03/06/24	243.80
397254	WOLD ARCHITECTS & E	CN LIGHTING REPLACE	03/06/24	243.23
397516	CATALYST SOURCING S	SUPP TRACK MON SUBS	03/27/24	239.99
V19724	STEVEN CURTIS CULLI	HOTEL DEPOSIT	03/06/24	239.00
397366	SCHOOL SPECIALTY, L	ART SUPPLIES	03/13/24	236.31
V19797	ANTHONY L G MATTHES	VV THEATRE SUPPLIES	03/20/24	235.97
397272	CENTURYLINK	EHS 02/28-03/27/24	03/13/24	235.12
V19778	MEGAN B SCHNEIDER	JAN-FEB24 PART C MI	03/13/24	233.56
397518	CENTURYLINK	CC - MAR24 INTERNET	03/27/24	233.08
397518	CENTURYLINK	ECC - MAR24 INTERNE	03/27/24	233.08
397347	ODP BUSINESS SOLUTI	GRADE 2 SUPPLIES	03/13/24	229.25
397544	GOPHER/PLAY WITH A	91-082 BALANCE DISC	03/27/24	229.00
397385	TRANSPORTATION PLUS	JAN24 - HHM TRANSPO	03/13/24	228.00
397245	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	03/06/24	225.75
397176	IDEATE COLLABORATIV	CABINET RETREAT DEB	03/06/24	225.00
397255	WOOD LAKE NATURE CE	3/5 FIELD TRIP	03/06/24	225.00
397538	FACTORY MOTOR PARTS	WIPER BLADES	03/27/24	223.60
397194	KINECT ENERGY, INC	ECC - JAN24 USE	03/06/24	223.39
V19808	KAREN L BERGMAN	LG MONITOR	03/27/24	222.01
397532	ECKROTH MUSIC	CLARINET/SAX REEDS	03/27/24	220.74
397258	95 PERCENT GROUP LL	CM1400 CURRICULUM	03/13/24	219.00
397246	THE ROTARY CLUB OF	QTR 3 DUES & FEES	03/06/24	218.00
397292	ESTR PUBLICATIONS L	TRS 1.0	03/13/24	217.00
397149	CROSSTOWN MECHANICA	COMPRESSOR REPAIR	03/06/24	212.00
397613	SQUIRES, WALDSPURGE	LEGAL SERV: H.R.	03/27/24	212.00
397286	EDINA GIVE & GO	STEAM CLUB REFUND -	03/13/24	211.50
397515	BSN SPORTS, LLC	HIP HOP BACKPACK	03/27/24	210.00
397148	CREATEMPLS	SV HORNET CTRL CODI	03/06/24	210.00

Check No.	Vendor	Description	Date	Amount
397148	CREATEMPLS	VV HORNET CTRL CODI	03/06/24	210.00
397340	MSBA -- MINNESOTA S	PH2 TRAINING - J.H.	03/13/24	210.00
397282	DELEGARD TOOL COMPA	PIPE EXPANDER	03/13/24	208.40
397189	JW PEPPER & SON INC	CHORAL MUSIC	03/06/24	203.98
397325	LEARNING WITHOUT TE	MPB-22 MY PRINT BOO	03/13/24	202.50
397325	LEARNING WITHOUT TE	PP-22 PRINTING POWE	03/13/24	202.50
397325	LEARNING WITHOUT TE	LN-22 LETTERS & NUM	03/13/24	202.50
397598	REALLY GOOD STUFF I	GRADE 2 INSTRUCTION	03/27/24	201.95
V19767	JESSICA L HEIDELBER	JAN-FEB24 PART C MI	03/13/24	200.20
397417	CPI-CRISIS PREVENTI	MEMBERSHIP - A.K.	03/20/24	200.00
397524	CPI-CRISIS PREVENTI	MEMBERSHIP - M.L.	03/27/24	200.00
397559	ITSAVVY LLC	SCREEN DEDUCTIBLES	03/27/24	200.00
397451	MCEA	2/20 PD TRAINING	03/20/24	199.00
397451	MCEA	2/20/24 PD TRAINING	03/20/24	199.00
397518	CENTURYLINK	BUS 03/04-04/03/24	03/27/24	196.63
397134	AMAZON CAPITAL SERV	HON WAVE OFFICE CHA	03/06/24	194.16
397491	UNIVERSITY LANGUAGE	DEC23 INTERPRETATIO	03/20/24	192.45
397536	EPS OPERATIONS LLC	SDL WORKBOOKS	03/27/24	189.18
397172	HORIZON COMMERCIAL	CHEMICAL TESTING SU	03/06/24	188.35
397527	DEMME LEARNING	7068 WRITESHOP 1&2	03/27/24	187.00
397571	LRS PORTABLES LLC	MAR-APR24 PORTA POT	03/27/24	186.26
397612	SPEECH CORNER LLC	WB-2110 DOUBLE DICE	03/27/24	185.99
397430	GREATAMERICA FINANC	DO MAR24 POSTAGE MT	03/20/24	184.95
397234	SCHOOL SPECIALTY, L	ART MATS 12X16 25PK	03/06/24	184.32
397134	AMAZON CAPITAL SERV	HANDWRITING BOOKS	03/06/24	182.00
397139	BRANDON LINQUIST	GHOKEY: WASER DAY	03/06/24	182.00
397420	DEMME LEARNING	#1203 INTEGER BLOCK	03/20/24	182.00
397260	AARON NEVILLE	BHOKEY: BUFFALO	03/13/24	177.00
397221	PUMP AND METER SERV	UNLEADED PUMP REPAI	03/06/24	177.00
397254	WOLD ARCHITECTS & E	CS ES FURNITURE	03/06/24	175.84
397388	WASTE MANAGEMENT OF	BUS - MAR24 SERVICE	03/13/24	175.64
397141	CHASKA HAWKS BOOSTE	5/6 GOLF TOURNAMENT	03/06/24	175.00
397181	ISD 911 -- ECMECC	TECH CONFERENCE - T	03/06/24	175.00
397592	PRAIRIE ELECTRIC CO	LED LIGHTING	03/27/24	175.00
397230	SAVAGE AUDIO INC	AUDIO EQUIP REPAIR	03/06/24	175.00
397518	CENTURYLINK	CN - MAR24 INTERNET	03/27/24	174.81
397518	CENTURYLINK	HL - MAR24 INTERNET	03/27/24	174.81
397518	CENTURYLINK	CV 03/10-04/09/24	03/27/24	174.81
397515	BSN SPORTS, LLC	CHAMPIONSHIP HATS 2	03/27/24	168.00
397294	FACTORY MOTOR PARTS	WIPER BLADES	03/13/24	167.70
397541	FRESHPOINT BIX PROD	KC CS SNACKS	03/27/24	167.68
397542	FUN AND FUNCTION LL	DR7208 COMPRESSION	03/27/24	165.98
397431	HARVARD COLLEGE DEB	2/12-2/16 SPEECH EN	03/20/24	160.00
397430	GREATAMERICA FINANC	SV MAR24 POSTAGE MT	03/20/24	159.95
V19815	AMY E FAIRWEATHER	JAN-FEB24 MILEAGE	03/27/24	159.26
397544	GOPHER/PLAY WITH A	83-945 PARACHUTE SE	03/27/24	159.00
397430	GREATAMERICA FINANC	ECC MAR24 POSTAGE M	03/20/24	159.00
397278	CULLIGAN BOTTLED WA	MAR24 LOUNGE WATER	03/13/24	158.90
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	158.50
397151	DANIEL ROFF	WRESTLING: TRI-MATC	03/06/24	157.00
397348	OPENTEXT INC	FEB24 FAX SERVICE	03/13/24	156.49
397571	LRS PORTABLES LLC	MAR-APR24 PORTA POT	03/27/24	156.26
397435	HOGLUND BUS COMPANY	SEAL	03/20/24	154.92
397444	LAKESHORE LEARNING	SHIPPING/HANDLING	03/20/24	153.86
397404	BJORKLUND COMPENSAT	JOB DESCR RATING	03/20/24	150.00
397187	JOHN W MCKONE -- BE	CHORAL PIANO TUNING	03/06/24	150.00
397318	JULIE SHERMAN	FEB24 MAKEUP BOOTCA	03/13/24	150.00
V19808	KAREN L BERGMAN	SURFACE DOCKING STA	03/27/24	150.00

Check No.	Vendor	Description	Date	Amount
397132	SPORTS PRO LLC	TREADMILL REPAIR	03/06/24	150.00
397430	GREATAMERICA FINANC	EHS MAR24 POSTAGE M	03/20/24	149.95
397497	93 SKIP LLC	BUS - FEB24 PRODUCT	03/27/24	149.24
397392	ZIP PRINTING & COPY	MS NITE POSTCARD PR	03/13/24	149.23
V19819	MARYA K HAUGLAND	NAFME MEMBERSHIP	03/27/24	147.00
397602	RM COTTON CO	TEMPERATURE SENSOR	03/27/24	146.08
397542	FUN AND FUNCTION LL	CF7328 SENSORY WALL	03/27/24	142.99
397207	MIDWEST BUS PARTS I	LATCH KIT	03/06/24	140.87
397422	ECM PUBLISHERS INC	JAN 8 REG MINUTES	03/20/24	140.80
397444	LAKESHORE LEARNING	#DD372 NUTS ABOUT M	03/20/24	139.96
397334	MEDICALESHP INC	TUMBLE FORMS 2 THER	03/13/24	139.50
397454	MIDWEST BUS PARTS I	SWITCH	03/20/24	138.13
397435	HOGLUND BUS COMPANY	SENSOR	03/20/24	136.54
397622	THERAPRO INC	EVA1462 EXAMINER RE	03/27/24	136.00
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	135.00
397229	RUSSELL SECURITY RE	BUILDING KEYS	03/06/24	132.00
397544	GOPHER/PLAY WITH A	85-887 VINYL CONE S	03/27/24	129.90
397166	GRAINGER	AGL PLUG/FAUCET/ETC	03/06/24	129.13
397504	AMERICAN SCHOOL COU	MEMBERSHIP - N.G.	03/27/24	129.00
397226	RM COTTON CO	25# BULK POWER SALT	03/06/24	129.00
397226	RM COTTON CO	BOILER PARTS	03/06/24	129.00
397479	SIGNUM SIGNS AND GR	NEW NAME PLATES	03/20/24	128.00
397290	EPS OPERATIONS LLC	SKU 9780838878057	03/13/24	127.26
397164	FRESHPOINT BIX PROD	CN KC SNACKS	03/06/24	127.12
397535	EHLERS	SCHOOL FINANCE SEMI	03/27/24	125.00
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	125.00
397303	GRAINGER	"CABLE, STT LAMP, P	03/13/24	124.68
397234	SCHOOL SPECIALTY, L	WATERCOLOR PAPER	03/06/24	123.04
397208	MIDWEST SHEET MUSIC	BAND MUSIC	03/06/24	123.00
397213	MPS-SPECIAL SCHOOL	MPSI FORMS ENGLIS	03/06/24	120.00
397255	WOOD LAKE NATURE CE	3/4 FIELD TRIP	03/06/24	120.00
397234	SCHOOL SPECIALTY, L	RAILRAOD BOARD 22X2	03/06/24	119.97
397425	ENABLING DEVICES	SENSOR SWITCH	03/20/24	119.95
397544	GOPHER/PLAY WITH A	93-111 CONE CAPS	03/27/24	119.00
397542	FUN AND FUNCTION LL	CF6443 PLUSH BLANKE	03/27/24	117.99
397374	SUMMIT INFORMATION	AP FOR SV POOL	03/13/24	117.06
397204	MENARDS - EDEN PRAI	TOOLS/HARDWARE	03/06/24	116.92
397195	KULLY SUPPLY INC	TOILET PARTS	03/06/24	116.50
V19737	LAURA MAE SELBY NIE	CONFERENCE MILEAGE	03/06/24	116.18
397258	95 PERCENT GROUP LL	VS1200 UNLEASH POWE	03/13/24	115.00
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	115.00
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	115.00
397466	OVERDRIVE INC	EBOOKS - EHS	03/20/24	114.48
397156	EDUCATORS BENEFIT C	ACT BASE FEE	03/06/24	114.44
397555	INGCO INTERNATIONAL	TRANSLATION SERVICE	03/27/24	114.07
397612	SPEECH CORNER LLC	SC-455 ROLLING CUBE	03/27/24	113.99
V19746	KORY M SMITH	JAN-FEB24 MILEAGE	03/06/24	112.90
397164	FRESHPOINT BIX PROD	KC HL SNACKS	03/06/24	112.60
397440	JOSEPH KOCH III	BHOCKEY: CHANHASSEN	03/20/24	110.59
397460	MORGAN KOCH	BHOCKEY: GRAND RAPI	03/20/24	110.59
V19738	CHERYL L PARISH	FEB24 MILEAGE	03/06/24	109.81
397552	HOGLUND BUS COMPANY	BLOCK HEATER	03/27/24	109.32
397476	SCHMITT MUSIC COMPA	APM LYRE	03/20/24	108.50
397471	REGENTS OF THE UNIV	SYMBOLGY SINGL BAR	03/20/24	108.00
397544	GOPHER/PLAY WITH A	SHIPPING/HANDLING	03/27/24	107.60
397160	FACTORY MOTOR PARTS	SHOCKS	03/06/24	107.06
397160	FACTORY MOTOR PARTS	SHOCKS	03/06/24	107.06
397426	FACTORY MOTOR PARTS	SHOCKS	03/20/24	107.06

Check No.	Vendor	Description	Date	Amount
397426	FACTORY MOTOR PARTS	SHOCKS	03/20/24	106.44
397585	THE MUSIC MART	OBOE REPAIR	03/27/24	105.40
397301	GENERAL SECURITY SE	ECC-FEB24 PATROL RE	03/13/24	105.00
397301	GENERAL SECURITY SE	BUS-FEB24 PATROL RE	03/13/24	105.00
397584	MN STATE HIGH SCHOO	ADDTL DNC WRISTBAND	03/27/24	105.00
397605	SCHMITT MUSIC COMPA	BASS CLARINET REPAI	03/27/24	104.00
397366	SCHOOL SPECIALTY, L	MINI GLUE STICK REF	03/13/24	103.99
397234	SCHOOL SPECIALTY, L	SHARPIE FINE 36PK	03/06/24	103.92
397485	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	03/20/24	103.20
397283	DONALD ZEYEN	BBSKTBALL: MINNETON	03/13/24	103.00
397293	EVAN VANERP	BBSKTBALL: WACONIA	03/13/24	103.00
397314	JEB JOHNSON	BBSKTBALL: CANCELLE	03/13/24	103.00
397331	MARK BINGHAM	BBSKTBALL: BUFFALO	03/13/24	103.00
397450	MATT CARTER	GBSKTBALL: WAYZATA	03/20/24	103.00
397353	PHILLIP HOWARD	BBSKTBALL: MINNETON	03/13/24	103.00
397366	SCHOOL SPECIALTY, L	SHARPIE FINE POINT	03/13/24	102.48
397204	MENARDS - EDEN PRAI	MISC HARDWARE/SUPPL	03/06/24	102.21
397548	GROTH MUSIC COMPANY	BAND SUPPLIES	03/27/24	101.59
397204	MENARDS - EDEN PRAI	TOOLS	03/06/24	101.19
V19809	KIMBERLY J CASTER	INTL CELL PHONE PAS	03/27/24	100.00
397211	MINNESOTA TRUE TEAM	TRUE TEAM: BOYS ENT	03/06/24	100.00
397211	MINNESOTA TRUE TEAM	TRUE TEAM: GRLS ENT	03/06/24	100.00
397338	MN DEPT OF LABOR AN	CC - ELEVATOR OPERA	03/13/24	100.00
397363	ROSAMARIA CAMPBELL	3/7 TRANSLATION SER	03/13/24	100.00
397363	ROSAMARIA CAMPBELL	2/15 INTERPRETATION	03/13/24	100.00
397612	SPEECH CORNER LLC	ZF-156 BJOREM SPEEC	03/27/24	100.00
397444	LAKESHORE LEARNING	#DD152 2-SIDED # TI	03/20/24	99.98
397444	LAKESHORE LEARNING	#LC126 ALPHABET LOC	03/20/24	99.98
397544	GOPHER/PLAY WITH A	10-610 BALANCE BOAR	03/27/24	99.95
397617	SUPER DUPER PUBLICA	MIR78 WEBBER PORTAB	03/27/24	99.95
397134	AMAZON CAPITAL SERV	BANKERS BOXES	03/06/24	99.56
397490	TROPHIES PLUS, INC.	BSWIM STATE TROPHY	03/20/24	99.50
397528	DISCOUNT SCHOOL SUP	BIGLWS COLOR LIQUID	03/27/24	99.00
397540	FORKLIFTS OF MINNES	VEHICLE PM	03/27/24	98.99
397561	JERRY'S HARDWARE	FAUCET AND SUPPLIES	03/27/24	98.97
397424	ELLEN RIECK	GYMNASTICS: STMA	03/20/24	98.00
397453	METRO SALES INC	MAR24 ATHL COPIER	03/20/24	98.00
397232	SCHMITT MUSIC COMPA	INSTRUMENT TUNER	03/06/24	97.50
397448	MARK GERMAIN	BHOCKEY: GRAND RAPI	03/20/24	97.00
397603	SAFEGUARD BUSINESS	DEPOSIT SLIPS	03/27/24	96.61
397303	GRAINGER	"TOOLS, VALVES, CYL	03/13/24	96.30
397422	ECM PUBLISHERS INC	JAN23-24 RETREAT MI	03/20/24	96.00
397422	ECM PUBLISHERS INC	JAN 8 ORG MINUTES	03/20/24	96.00
397159	ENABLING DEVICES	JUMBO SWITCHES RED	03/06/24	95.95
397476	SCHMITT MUSIC COMPA	WIND QUINTET	03/20/24	95.90
397460	MORGAN KOCH	BHOCKEY: ELK RIVER	03/20/24	95.59
397408	BRETT MCNEAL	BBSKTBALL: E PRAIRI	03/20/24	95.00
397326	LEE CHURCHILL	BBSKTBALL: BUFFALO	03/13/24	95.00
397336	MICHAEL BARNES	BBSKTBALL: MINNETON	03/13/24	95.00
397589	OCCUPATIONAL MEDICI	DOT EXAM - L.L.	03/27/24	95.00
397589	OCCUPATIONAL MEDICI	DOT EXAM - D.H.	03/27/24	95.00
397362	ROBERT KOHLMAYER JR	BBSKTBALL: CANCELLE	03/13/24	95.00
397373	STEVEN KORTE	BBSKTBALL: CANCELLE	03/13/24	95.00
V19775	BETONY L OSBORNE	CREPES INGREDIENTS	03/13/24	93.72
397423	EDINA GIVE & GO	CREATIVE DESIGN - B	03/20/24	93.60
397423	EDINA GIVE & GO	CREATIVE DESIGN - E	03/20/24	93.60
397303	GRAINGER	SOLDERING TIPS/WIRE	03/13/24	93.42
397271	BUSINESS ESSENTIALS	8.5X14 WHITE QTY 2	03/13/24	93.18

Check No.	Vendor	Description	Date	Amount
397605	SCHMITT MUSIC COMPA	BASS TROMBONE REPAI	03/27/24	92.00
V19730	CHERI JOHNSON	WINTER SPORT MILES	03/06/24	91.86
397612	SPEECH CORNER LLC	WB-1040 DATA COLLEC	03/27/24	90.99
397541	FRESHPOINT BIX PROD	KC HL SNACKS	03/27/24	90.69
397165	GENERAL SECURITY SE	CN-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	HL-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	CS-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	CV-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	ECC-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	EHS-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	SV-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	VV-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	BUS-PATROL STANDBY	03/06/24	90.00
397165	GENERAL SECURITY SE	CC-PATROL STANDBY	03/06/24	90.00
397555	INGCO INTERNATIONAL	2/27 INTERPRETATION	03/27/24	90.00
397189	JW PEPPER & SON INC	BAND MUSIC	03/06/24	90.00
V19781	STACIE STANLEY	AASA AIRPORT PARKIN	03/13/24	89.30
V19803	NATALIE M SPICER	STATE HOCKEY MILEAG	03/20/24	88.98
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	88.50
397271	BUSINESS ESSENTIALS	11X17 WHITE QTY 2	03/13/24	88.30
397393	SPORTS PRO LLC	WEIGHT ROOM POWER B	03/20/24	88.00
397593	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	03/27/24	86.99
397303	GRAINGER	VEHICLE PLACECARD S	03/13/24	86.72
397566	KINECT ENERGY, INC	ND - FEB24 USE	03/27/24	86.18
397366	SCHOOL SPECIALTY, L	DRAW PAPER 80LB 12X	03/13/24	85.77
397463	NOEL BOYUM	BHOCKEY: GRAND RAPI	03/20/24	85.59
397476	SCHMITT MUSIC COMPA	BARITONE REPAIR	03/20/24	85.00
397216	OVERDRIVE INC	BOOKS FOR EHS	03/06/24	84.99
V19764	JANET M DAHL	JAN-FEB24 PART B MI	03/13/24	84.69
397266	BENSON CONLEY	BBSKTBALL: MAPLE GR	03/13/24	84.00
397268	BLAINE TURNBULL	BBSKTBALL: BUFFALO	03/13/24	84.00
397268	BLAINE TURNBULL	BBSKTBALL: MAPLE GR	03/13/24	84.00
397312	JAMES HOLT JR	BBSKTBALL: MAPLE GR	03/13/24	84.00
397332	MATT DEBAKER	BBSKTBALL: HOPKINS	03/13/24	84.00
397332	MATT DEBAKER	BBSKTBALL: MINNETON	03/13/24	84.00
397351	PHILIP AYENI	BBSKTBALL: MINNETON	03/13/24	84.00
397472	RICHARD KELLERMAN	GBSKTBALL: CROSBY-I	03/20/24	84.00
397367	SCOTT PETERSON	BBSKTBALL: BUFFALO	03/13/24	84.00
397615	STEPHEN PARTRIDGE	ARISTOPHANES 208-K6	03/27/24	84.00
397379	TANNER PEARSON	BBSKTBALL: MINNETON	03/13/24	84.00
397383	TOM GILLUND	BBSKTBALL: BUFFALO	03/13/24	84.00
397294	FACTORY MOTOR PARTS	WIPER BLADES	03/13/24	83.85
V19798	BROOKE MOEHRLE	JAN24 MILEAGE	03/20/24	82.34
V19731	ANGELA L KIEFFER	OFFICE SUPPLIES	03/06/24	80.88
397247	T-MOBILE	ECC MAINT - FEB24	03/06/24	80.84
397624	T-MOBILE	ECC MAINT-MAR24 PHO	03/27/24	80.84
397234	SCHOOL SPECIALTY, L	CRAYOLA MODEL MAGIC	03/06/24	80.58
397518	CENTURYLINK	DO - MAR24 INTERNET	03/27/24	80.52
V19764	JANET M DAHL	JAN-FEB24 PART C MI	03/13/24	80.27
397333	MEDCO SUPPLY	SOFTBALL: GATORADE	03/13/24	80.00
397333	MEDCO SUPPLY	DANCE: GATORADE	03/13/24	80.00
397333	MEDCO SUPPLY	BLAX: GATORADE	03/13/24	80.00
397333	MEDCO SUPPLY	GLAX: GATORADE	03/13/24	80.00
397333	MEDCO SUPPLY	BHOCKEY: GATORADE	03/13/24	80.00
397333	MEDCO SUPPLY	GBSKTBALL: GATORADE	03/13/24	80.00
397204	MENARDS - EDEN PRAI	OUTLETS/COVERS	03/06/24	79.95
397170	HEXAGRAMM US LLC	GRD1 FRENCH DECODE	03/06/24	79.20
397391	ZACHARY VANDER VELD	GBSKTBALL: HOPKINS	03/13/24	78.75

Check No.	Vendor	Description	Date	Amount
V19748	NATALIE M SPICER	JAN-FEB24 MILEAGE	03/06/24	77.65
V19803	NATALIE M SPICER	ADDTL MILEAGE OWED	03/20/24	77.65
397303	GRAINGER	HALOGEN	03/13/24	77.40
397422	ECM PUBLISHERS INC	JAN 16 WS MINUTES	03/20/24	76.80
V19784	SAMANTHA NICOLE BOY	STATE HOCKEY MILEAG	03/20/24	76.78
397347	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	03/13/24	75.89
397173	HOSA - FUTURE HEALT	HOSA DUES REMAINING	03/06/24	75.00
397263	BATTERIES R US	SECURITY SYS AUX PO	03/13/24	74.98
397172	HORIZON COMMERCIAL	POOL VACUUM PARTS	03/06/24	74.74
397303	GRAINGER	HALOGEN 55 W 65 T4-	03/13/24	74.30
397234	SCHOOL SPECIALTY, L	PAPER 12X18 BLACK	03/06/24	73.95
397356	PREMIUM WATERS INC	DMTS WATER DELIVERY	03/13/24	73.49
397290	EPS OPERATIONS LLC	SKU 9780838878101	03/13/24	72.72
397290	EPS OPERATIONS LLC	SKU 9780838878118	03/13/24	72.72
397290	EPS OPERATIONS LLC	SKU 9780838878040	03/13/24	72.72
397290	EPS OPERATIONS LLC	SKU9780838878125	03/13/24	72.72
397421	EAGAN HIGH SCHOOL F	3/9 SPEECH ENTRY	03/20/24	72.00
397433	HENNEPIN COUNTY ACC	HAZARDOUS WASTE FEE	03/20/24	72.00
397433	HENNEPIN COUNTY ACC	EHS/VV HAZARD WASTE	03/20/24	72.00
397456	MINNESOTA EQUIPMENT	CABLE	03/20/24	71.81
397305	GREGORY GOOD	GBSKTBALL: STMA	03/13/24	71.25
397422	ECM PUBLISHERS INC	JAN 8 WS MINUTES	03/20/24	70.40
397350	PEDRO DE FILIPPO VA	SPEECH: EASTVIEW	03/13/24	70.00
397378	SYLVIE RAINVILLE	SPEECH: LAKEVILLE N	03/13/24	70.00
397427	SHRED-IT USA	VV - SHREDDING	03/20/24	69.49
397319	JW PEPPER & SON INC	ORCHESTRA MUSIC	03/13/24	69.00
397563	JW PEPPER & SON INC	ORCHESTRA MUSIC	03/27/24	69.00
397501	ADVANCED IMAGING SO	LEASE 04.08 0631790	03/27/24	68.96
V19741	DEBRA K RICHARDS	MISSION PATCHES SHI	03/06/24	68.88
V19729	ELIZABETH J JAMES	JAN-FEB24 MILEAGE	03/06/24	68.47
397545	GRAINGER	AUDIBLE/STROBE GUAR	03/27/24	68.46
397234	SCHOOL SPECIALTY, L	CARP WIND SOCK KIT	03/06/24	68.20
397444	LAKESHORE LEARNING	#BJ7471 PORTRAIT CH	03/20/24	67.96
397391	ZACHARY VANDER VELD	GBSKTBALL: WAYZATA	03/13/24	67.50
397347	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	03/13/24	67.35
397428	GEMINI ATHLETIC WEA	HOCKEY EMBROIDERY	03/20/24	67.00
397323	KUERKOW TONGYIK	GBSKTBALL: PROVIDEN	03/13/24	66.00
397444	LAKESHORE LEARNING	#AC225 ALPHA BOTS	03/20/24	65.98
V19768	MADLINE C HOCKERT	CLASSROOM SUPPLIES	03/13/24	65.72
397303	GRAINGER	TAPERED BRISTLE DIS	03/13/24	65.52
V19756	ABIGAIL L WILFAHRT	FEB24 CELL PHONE	03/06/24	65.00
V19802	CAMILLA D SHERMAN	JAN24 CELL PHONE	03/20/24	65.00
V19802	CAMILLA D SHERMAN	FEB24 CELL PHONE	03/20/24	65.00
V19743	CAROLINE M RUTZ	JAN24 CELL PHONE	03/06/24	65.00
V19743	CAROLINE M RUTZ	FEB24 CELL PHONE	03/06/24	65.00
V19780	ERIN ST. ORES	JAN24 CELL PHONE	03/13/24	65.00
V19780	ERIN ST. ORES	FEB24 CELL PHONE	03/13/24	65.00
V19736	MATTHEW K MOSBY	FEB24 CELL PHONE	03/06/24	65.00
V19745	MEGAN B SCHNEIDER	FEB24 CELL PHONE	03/06/24	65.00
V19851	MERT T WOODARD	MAR24 CELL PHONE	03/27/24	65.00
V19735	NATASHA L MONSAAS-D	FEB24 CELL PHONE	03/06/24	65.00
V19771	NATHANIEL M LINDLEY	FEB24 CELL PHONE	03/13/24	65.00
V19751	NICOLE R SWOBODA	JAN24 CELL PHONE	03/06/24	65.00
V19751	NICOLE R SWOBODA	FEB24 CELL PHONE	03/06/24	65.00
V19839	SONYA LEIGH SAILER	MAR24 CELL PHONE	03/27/24	65.00
V19795	THOMAS LYMAN	MAR24 CELL PHONE	03/20/24	65.00
V19742	TIMOTHY J RODEN	FEB24 CELL PHONE	03/06/24	65.00
V19835	TIMOTHY J RODEN	MAR24 CELL PHONE	03/27/24	65.00

Check No.	Vendor	Description	Date	Amount
397548	GROTH MUSIC COMPANY	BAND MUSIC/SUPPLIES	03/27/24	64.11
397422	ECM PUBLISHERS INC	JAN 29 SPEC MINUTES	03/20/24	64.00
397317	JOSEPH KOCH III	GBSKTBALL: HOPKINS	03/13/24	63.75
397194	KINECT ENERGY, INC	ND - JAN24 USE	03/06/24	63.01
397420	DEMME LEARNING	#1010 ALPHA INSTR P	03/20/24	63.00
397420	DEMME LEARNING	#1030 GAMMA INSTR P	03/20/24	63.00
397420	DEMME LEARNING	#1040 DELTA INSTR P	03/20/24	63.00
397420	DEMME LEARNING	#1050 EPSILON INSTR	03/20/24	63.00
397420	DEMME LEARNING	#1060 ZETA INSTR PK	03/20/24	63.00
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	62.98
V19746	KORY M SMITH	FEB24 CELL PHONE	03/06/24	62.06
397527	DEMME LEARNING	4550 GRAMMAR LEVEL	03/27/24	62.00
397527	DEMME LEARNING	4530 GRAMMAR LEVEL	03/27/24	62.00
V19789	JENNIFER L FROEHLIC	FEB24 CELL PHONE	03/20/24	61.20
397365	SCHMITT MUSIC COMPA	BASSOON HARNESS	03/13/24	61.11
397435	HOGLUND BUS COMPANY	CLAMP	03/20/24	61.02
397415	CONTINENTAL CLAY	SHIPPING/HANDLING	03/20/24	61.00
397325	LEARNING WITHOUT TE	SHIPPING/HANLDING	03/13/24	60.75
V19820	ALAN K HENDRICKSON	DINNER: TERRY BLACK	03/27/24	60.54
397396	ANTHONY TOWNSEND	BHOCKEY: CHANHASSEN	03/20/24	60.00
397440	JOSEPH KOCH III	BHOCKEY: GRAND RAPI	03/20/24	60.00
V19761	JOSHUA W BURHANS	WRESTLING PLAQUE	03/13/24	60.00
397232	SCHMITT MUSIC COMPA	BAND MUSIC	03/06/24	60.00
V19781	STACIE STANLEY	AASA CONF MEAL	03/13/24	60.00
397493	WILLIAM TOWNSEND	BHOCKEY: GRAND RAPI	03/20/24	60.00
397493	WILLIAM TOWNSEND	BHOCKEY: CHANHASSEN	03/20/24	60.00
397444	LAKESHORE LEARNING	#DD179 GIANT DOMINO	03/20/24	59.98
397503	AMAZON CAPITAL SERV	GRADE 2 PRIVACY SHI	03/27/24	59.97
397544	GOPHER/PLAY WITH A	36-122 PE NATL STAN	03/27/24	59.95
397152	DELEGARD TOOL COMPA	DRILL BITS	03/06/24	59.63
397368	SHRED RIGHT	CS - SHREDDING	03/13/24	59.38
V19758	AMY L LATHROP	STUDENT COUNCIL SNA	03/13/24	58.95
397272	CENTURYLINK	VV 02/28-03/27/24	03/13/24	58.78
V19774	KARI L OPATZ-KARWOS	MSHSCA MEMBERSHIP	03/13/24	58.50
397272	CENTURYLINK	CC 02/19-03/18/24	03/13/24	58.27
V19741	DEBRA K RICHARDS	FEB24 MILEAGE	03/06/24	58.02
397422	ECM PUBLISHERS INC	JAN 16 SPEC MINUTES	03/20/24	57.60
397234	SCHOOL SPECIALTY, L	DRAW PAPER 12X18 X-	03/06/24	57.18
397527	DEMME LEARNING	4540 GRAMMAR LEVEL	03/27/24	57.00
397527	DEMME LEARNING	4520 GRAMMAR LEVEL	03/27/24	57.00
397527	DEMME LEARNING	4510 GRAMMAR LEVEL	03/27/24	57.00
V19770	SHAWNEE L KRUEGER	CSTAG CONFERENCE FO	03/13/24	56.38
397317	JOSEPH KOCH III	BHOCKEY: WAYZATA	03/13/24	56.25
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	56.00
V19760	KRISTIN M BIWAN	UBER TO AIRPORT	03/13/24	55.98
397232	SCHMITT MUSIC COMPA	VIOLIN SHOULDER RES	03/06/24	55.32
V19762	BRETT COPE	FEB24 CELL PHONE	03/13/24	55.00
397189	JW PEPPER & SON INC	BAND MUSIC	03/06/24	55.00
V19765	ADAM P DUFFY	FEB24 CELL PHONE	03/13/24	54.63
V19772	MATTHEW J LUX	UBER TO AIRPORT	03/13/24	54.47
V19770	SHAWNEE L KRUEGER	CSTAG CONFERENCE FO	03/13/24	54.46
V19754	TRISTA L VIRTUE	SUPPLIES FOR CLUB	03/06/24	54.44
V19798	BROOKE MOEHRLE	CONFERENCE FOOD FEE	03/20/24	54.16
397420	DEMME LEARNING	#1225 FRACTION KIT	03/20/24	54.00
397344	NCS PEARSON INC	UNDERSTAND ACADEMIC	03/13/24	54.00
V19848	NORMAN F VANDERLIND	MAR24 CELL PHONE	03/27/24	53.23
V19798	BROOKE MOEHRLE	CONFERENCE FOOD FEE	03/20/24	53.15
397166	GRAINGER	BULBS	03/06/24	52.98

Check No.	Vendor	Description	Date	Amount
397234	SCHOOL SPECIALTY, L	SHIPPING/HANDLING	03/06/24	52.91
397365	SCHMITT MUSIC COMPA	BARITONE SAX	03/13/24	52.85
V19799	CAROLYN PROCTOR	MAR24 CELL PHONE	03/20/24	52.50
397305	GREGORY GOOD	GBSKTBALL: STMA	03/13/24	52.50
V19733	NAKIMA D MILLER	FEB24 CELL PHONE	03/06/24	52.38
397420	DEMME LEARNING	#1000 PRIMER INSTR	03/20/24	52.00
397420	DEMME LEARNING	SHIPPING/HANDLING	03/20/24	52.00
397229	RUSSELL SECURITY RE	KEYS	03/06/24	52.00
V19798	BROOKE MOEHRLE	JAN24 CELL PHONE	03/20/24	51.05
V19798	BROOKE MOEHRLE	FEB24 CELL PHONE	03/20/24	51.05
V19798	BROOKE MOEHRLE	**OCT23 CELL PHONE	03/20/24	51.04
397542	FUN AND FUNCTION LL	SP7056 SENSORY ABC'	03/27/24	50.99
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	50.99
V19732	DERRICK J LIDSTONE	FEB24 CELL PHONE	03/06/24	50.91
V19798	BROOKE MOEHRLE	SEP23 CELL PHONE	03/20/24	50.73
397184	JERRY'S FOODS EDINA	BAND FOOD	03/06/24	50.67
V19798	BROOKE MOEHRLE	SEP23 MILEAGE	03/20/24	50.63
397247	T-MOBILE	CN MAINT - FEB24	03/06/24	50.63
397624	T-MOBILE	CN MAINT-MAR24 PHON	03/27/24	50.63
397612	SPEECH CORNER LLC	SHIPPING/HANDLING	03/27/24	50.49
V19770	SHAWNEE L KRUEGER	CSTAG CONFERENCE FO	03/13/24	50.09
397310	IMAGINE LEARNING, L	AMBER GUARDIAN WKBO	03/13/24	50.00
397204	MENARDS - EDEN PRAI	CV - DRYWALL ACCESS	03/06/24	50.00
V19841	NDEYE KANY SECK	OCT23 CELL PHONE	03/27/24	50.00
V19841	NDEYE KANY SECK	NOV23 CELL PHONE	03/27/24	50.00
V19841	NDEYE KANY SECK	DEC23 CELL PHONE	03/27/24	50.00
V19841	NDEYE KANY SECK	JAN24 CELL PHONE	03/27/24	50.00
V19841	NDEYE KANY SECK	FEB24 CELL PHONE	03/27/24	50.00
V19841	NDEYE KANY SECK	MAR24 CELL PHONE	03/27/24	50.00
V19768	MADELINE C HOCKERT	POST-IT STICKY EASE	03/13/24	49.99
397444	LAKESHORE LEARNING	#GS304 JUMBO SOFT D	03/20/24	49.98
397544	GOPHER/PLAY WITH A	45-503 HOOP HOT SPO	03/27/24	49.95
397544	GOPHER/PLAY WITH A	93-315 CONE DISPLAY	03/27/24	49.95
V19751	NICOLE R SWOBODA	FEB24 MILEAGE	03/06/24	49.92
V19741	DEBRA K RICHARDS	JAN24 MILEAGE	03/06/24	49.78
397234	SCHOOL SPECIALTY, L	DRAW PAPER 18X24 X-	03/06/24	49.39
397366	SCHOOL SPECIALTY, L	CONST PAPER: BLACK	03/13/24	49.30
397303	GRAINGER	TIRE VALVE	03/13/24	48.88
397303	GRAINGER	TIRE VALVE	03/13/24	48.88
397305	GREGORY GOOD	GBSKTBALL: WAYZATA	03/13/24	48.75
397317	JOSEPH KOCH III	BHOCKEY: WAYZATA	03/13/24	48.75
397339	MORGAN KOCH	BHOCKEY: WAYZATA	03/13/24	48.75
397390	WILLIAM TOWNSEND	BHOCKEY: WAYZATA	03/13/24	48.75
397575	MED COMPASS INC	ANNUAL HEARING TEST	03/27/24	48.50
397575	MED COMPASS INC	ANNUAL HEARING TEST	03/27/24	48.50
397392	ZIP PRINTING & COPY	MS NITE POSTCARD PR	03/13/24	48.19
397420	DEMME LEARNING	#1011 ALPHA STUDENT	03/20/24	48.00
397420	DEMME LEARNING	#1031 GAMMA STUDENT	03/20/24	48.00
397420	DEMME LEARNING	#1041 DELTA STUDENT	03/20/24	48.00
397420	DEMME LEARNING	#1051 EPSILON STUDE	03/20/24	48.00
397420	DEMME LEARNING	#1061 ZETA STUDENT	03/20/24	48.00
397155	EDINA GIVE & GO	G&G PAYROLL DEDUCTI	03/06/24	48.00
397444	LAKESHORE LEARNING	#TG388 ZINGO BINGO	03/20/24	47.98
V19798	BROOKE MOEHRLE	FEB24 MILEAGE	03/20/24	47.97
397335	MENARDS - EDEN PRAI	MAINTENANCE SUPPL	03/13/24	47.86
397413	CITY OF EDINA	CV 11/28/23-2/28/24	03/20/24	47.67
397606	SCHOOL SPECIALTY, L	CONSTRUCTION PAPER	03/27/24	46.46
397189	JW PEPPER & SON INC	ORCHESTRA MUSIC	03/06/24	46.00

Check No.	Vendor	Description	Date	Amount
V19727	SCOTT H HIPPIE	FEB24 CELL PHONE	03/06/24	45.47
V19750	KATHERINE SUE STRAN	JAN-FEB24 MILEAGE	03/06/24	45.36
397542	FUN AND FUNCTION LL	SHIPPING/HANDLING	03/27/24	45.23
397548	GROTH MUSIC COMPANY	FILING ENVELOPES	03/27/24	45.00
397440	JOSEPH KOCH III	BHOCKEY: ELK RIVER	03/20/24	45.00
397563	JW PEPPER & SON INC	ORCHESTRA MUSIC	03/27/24	45.00
397493	WILLIAM TOWNSEND	BHOCKEY: ELK RIVER	03/20/24	45.00
397486	TEACHERS PAY TEACHE	7686406 MATH FULL Y	03/20/24	44.99
397576	MENARDS - EDEN PRAI	DRYWALL/T-SQUARE	03/27/24	44.74
V19769	THOMAS J JOHNSTON	FEB24 CELL PHONE	03/13/24	44.62
V19852	KENDA J ZELLNER-SMI	UBER	03/27/24	44.48
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	44.35
V19748	NATALIE M SPICER	JAN24 MILEAGE	03/06/24	44.22
397527	DEMME LEARNING	7062 WRITESHOP WKBK	03/27/24	44.00
397548	GROTH MUSIC COMPANY	BAND SUPPLIES	03/27/24	43.95
V19757	KENDA J ZELLNER-SMI	FEB24 CELL PHONE	03/06/24	43.55
V19757	KENDA J ZELLNER-SMI	DEC23 CELL PHONE	03/06/24	43.53
V19757	KENDA J ZELLNER-SMI	JAN24 CELL PHONE	03/06/24	43.53
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	43.50
397380	TAYLOR & FRANCIS GR	JACOBS LADDER BOOKS	03/13/24	43.05
397587	NORCOSTCO INC	SPRING MUSICAL SUPP	03/27/24	42.90
V19831	LAURA T PHONGSAVATH	AIRPORT UBER 3/7/24	03/27/24	42.52
397576	MENARDS - EDEN PRAI	HARDWARE	03/27/24	42.40
397247	T-MOBILE	ATHLETICS - FEB24	03/06/24	42.26
397624	T-MOBILE	ATHLETICS-MAR24 PHO	03/27/24	42.26
V19804	EMILY KRISTINE WAAG	CLASSROOM BOOKS	03/20/24	41.97
V19747	MARGARET MARY SMITH	BKFT BOOK CLUB BAGE	03/06/24	41.39
V19766	TIFFANY P GANT	FEB24 MILEAGE	03/13/24	41.27
V19772	MATTHEW J LUX	DINNER: SUNDAY	03/13/24	41.25
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	40.99
V19798	BROOKE MOEHRLE	CONFERENCE FOOD FEE	03/20/24	40.20
397165	GENERAL SECURITY SE	CV-MAR24 INTR MONIT	03/06/24	40.08
397165	GENERAL SECURITY SE	ECC-MAR24 INTR MONI	03/06/24	40.08
397165	GENERAL SECURITY SE	EHS-MAR24 INTR MONI	03/06/24	40.08
397165	GENERAL SECURITY SE	SV-MAR24 INTR MONIT	03/06/24	40.08
397165	GENERAL SECURITY SE	VV-MAR24 INTR MONIT	03/06/24	40.08
397165	GENERAL SECURITY SE	CC-MAR24 INTR MONIT	03/06/24	40.08
397165	GENERAL SECURITY SE	CN-MAR24 INTR MONIT	03/06/24	40.08
397165	GENERAL SECURITY SE	HL-MAR24 INTR MONIT	03/06/24	40.08
V19791	CHRISTINE N HANSON	STATE HOCKEY PARKIN	03/20/24	40.00
397420	DEMME LEARNING	#1001 PRIMER STUDEN	03/20/24	40.00
V19832	MICHAEL T PRETASKY	STATE BHOCKEY PARKI	03/27/24	40.00
397476	SCHMITT MUSIC COMPA	BARITONE REPAIR	03/20/24	40.00
397236	SHRED RIGHT	WO 0029490 HR	03/06/24	40.00
397236	SHRED RIGHT	WO 0029490 SPED	03/06/24	40.00
397236	SHRED RIGHT	WO 0029490 FINANCE	03/06/24	40.00
397240	SPARKPATH INC	2024 REGIONAL ENTRY	03/06/24	40.00
397567	LAKESHORE LEARNING	#FD117 GIANT BEADS	03/27/24	39.99
397567	LAKESHORE LEARNING	#TT625 PEG BOARDS	03/27/24	39.99
397585	THE MUSIC MART	LP STANDARD RATCHET	03/27/24	39.99
397295	FINKEN WATER INC	HEALTH SERVICES: WA	03/13/24	39.95
V19815	AMY E FAIRWEATHER	JAN-FEB24 CELL PHON	03/27/24	39.26
397429	GOPHER STATE ONE-CA	FEB24 BILLABLE TICK	03/20/24	39.15
397486	TEACHERS PAY TEACHE	LIFE SKILLS WARMUP	03/20/24	39.00
397365	SCHMITT MUSIC COMPA	BARITONE SAX	03/13/24	38.95
397532	ECKROTH MUSIC	SAXOPHONE HARNESS	03/27/24	38.75
V19783	ALEXANDER ARCOS	STATE HOCKEY MILEAG	03/20/24	38.39
V19770	SHAWNEE L KRUEGER	CSTAG CONFERENCE FO	03/13/24	38.15

Check No.	Vendor	Description	Date	Amount
V19792	JULIE M GABRIELSON	MAR24 CELL PHONE	03/20/24	37.78
397247	T-MOBILE	CS MAINT - FEB24	03/06/24	37.49
397247	T-MOBILE	CV MAINT - FEB24	03/06/24	37.49
397247	T-MOBILE	CC MAINT - FEB24	03/06/24	37.49
397624	T-MOBILE	CS MAINT-MAR24 PHON	03/27/24	37.49
397624	T-MOBILE	CV MAINT-MAR24 PHON	03/27/24	37.49
397624	T-MOBILE	CC MAINT-MAR24 PHON	03/27/24	37.49
V19734	BETHANY A MOHS	FEB24 MILEAGE	03/06/24	37.39
397594	PRO-ED INC	#14241 EDMARK READI	03/27/24	37.00
397594	PRO-ED INC	#14251 EDMARK READI	03/27/24	37.00
397365	SCHMITT MUSIC COMPA	TRUMPET MUTE	03/13/24	36.85
397247	T-MOBILE	ECSE - FEB24	03/06/24	36.82
397624	T-MOBILE	ECSE - MAR24 PHONES	03/27/24	36.82
397247	T-MOBILE	DMTS - FEB24	03/06/24	36.73
397624	T-MOBILE	DMTS - MAR24 PHONES	03/27/24	36.73
397366	SCHOOL SPECIALTY, L	STIR STICK 7 1000PK	03/13/24	36.63
397303	GRAINGER	SANDING BELT	03/13/24	36.40
397380	TAYLOR & FRANCIS GR	JACOBS LADDER BOOKS	03/13/24	36.00
397542	FUN AND FUNCTION LL	MW6233 SPACE EXPLOR	03/27/24	35.99
397204	MENARDS - EDEN PRAI	VV - PVC PIPE	03/06/24	35.96
397220	PREMIUM WATERS INC	MAR24 HOT/COLD WATE	03/06/24	35.95
V19817	ERIC D HAMILTON	MAR24 CELL PHONE	03/27/24	35.00
397439	JERRY'S PRINTING	SPONGEBOB POSTERS	03/20/24	35.00
V19811	STEVEN CURTIS CULLI	JAN24 CELL PHONE	03/27/24	35.00
V19811	STEVEN CURTIS CULLI	FEB24 CELL PHONE	03/27/24	35.00
V19756	ABIGAIL L WILFAHRT	FEB24 MILEAGE	03/06/24	34.84
V19739	BLAKE A PLOMBON	FEB24 MILEAGE	03/06/24	34.71
397552	HOGLUND BUS COMPANY	ACTUATOR	03/27/24	34.48
397366	SCHOOL SPECIALTY, L	POM POM CLASS PACK	03/13/24	34.40
V19751	NICOLE R SWOBODA	JAN24 MILEAGE	03/06/24	34.37
V19752	ROLLAND T TALAN	FEB24 MILEAGE	03/06/24	34.17
397501	ADVANCED IMAGING SO	LEASE 04.08 0631790	03/27/24	34.15
397420	DEMME LEARNING	#1213 ALGEBRA/DEC K	03/20/24	34.00
397444	LAKESHORE LEARNING	#AC226 NUMBER BOTS	03/20/24	33.98
397234	SCHOOL SPECIALTY, L	MARKERS BROAD 12SET	03/06/24	33.84
397366	SCHOOL SPECIALTY, L	CRAFT BUTTONS 1LB	03/13/24	33.12
397303	GRAINGER	CLEVIS PIN	03/13/24	33.11
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	32.98
V19748	NATALIE M SPICER	FEB24 MILEAGE	03/06/24	32.16
V19759	LUCAS T BATES	DIN: LORO SMOKEHOUS	03/13/24	32.13
397366	SCHOOL SPECIALTY, L	"COTTON BALL, MEDIU	03/13/24	32.10
397278	CULLIGAN BOTTLED WA	MAR24 ATHL WATER	03/13/24	32.05
397527	DEMME LEARNING	SHIPPING/HANDLING	03/27/24	32.00
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	32.00
V19779	BRANDON DONALD SIEC	LYFT: THURS	03/13/24	31.70
397303	GRAINGER	GLASS WEDGE	03/13/24	31.70
397303	GRAINGER	"CLEVIS PIN, RAZOR	03/13/24	31.66
397366	SCHOOL SPECIALTY, L	FEATHER FLUFF 3000P	03/13/24	31.13
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	31.10
V19799	CAROLYN PROCTOR	FEB24 MILEAGE	03/20/24	30.95
397366	SCHOOL SPECIALTY, L	CONST PAPER: FEST R	03/13/24	30.69
397515	BSN SPORTS, LLC	GLAX SCOREBOOK	03/27/24	30.00
V19776	KRISTA S PHILLIPS	JAN24 CELL PHONE	03/13/24	30.00
V19776	KRISTA S PHILLIPS	FEB24 CELL PHONE	03/13/24	30.00
397198	LEVEL FIELD PRESS L	POSTERS	03/06/24	30.00
V19772	MATTHEW J LUX	BKF: SUNDAY	03/13/24	30.00
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	29.99
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	29.99

Check No.	Vendor	Description	Date	Amount
397192	KATIE DOWNEY	DONUTS FOR ADVISORY	03/06/24	29.80
V19744	ELIZABETH A SANDVIC	JAN-FEB24 MILEAGE	03/06/24	29.55
397586	NCS PEARSON INC	SHIPPING/HANDLING	03/27/24	29.32
397365	SCHMITT MUSIC COMPA	STRAP SOFT HARNESS	03/13/24	28.95
V19776	KRISTA S PHILLIPS	DIN: CANTINA 512	03/13/24	28.94
V19820	ALAN K HENDRICKSON	DINNER: HOPDODDY	03/27/24	28.90
V19806	MARGARET ARBEITER	DINNER: MICHI RAMEN	03/27/24	28.62
397184	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	03/06/24	28.54
397605	SCHMITT MUSIC COMPA	ADAMS CORD	03/27/24	28.50
397290	EPS OPERATIONS LLC	STUDENT WORKBOOKS	03/13/24	28.13
397200	MATH FACTS PRO	20 SUBSCRIPTIONS	03/06/24	28.00
397480	SOCIAL THINKING PUB	BOOKS	03/20/24	27.99
397185	JERRY'S FOODS EDINA	SPIRIT TEAM FOOD	03/06/24	27.98
397335	MENARDS - EDEN PRAI	CLEANING BUCKETS	03/13/24	27.96
397234	SCHOOL SPECIALTY, L	PAPER 9X12 GOLD	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 FESTIVE	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 PURPLE	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 ORANGE	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 BRILL LI	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 FESTIVE	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 BLUE	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 GRAY	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 WARM BRO	03/06/24	27.90
397234	SCHOOL SPECIALTY, L	PAPER 9X12 BLACK	03/06/24	27.90
397366	SCHOOL SPECIALTY, L	CONST PAPER: LIV LE	03/13/24	27.90
V19760	KRISTIN M BIWAN	DIN: CANTINA 512	03/13/24	27.61
V19781	STACIE STANLEY	UBER NBR 2 WASH DC	03/13/24	27.39
397441	JW PEPPER & SON INC	CHORAL MUSIC	03/20/24	27.00
397366	SCHOOL SPECIALTY, L	INSECT RUBBING PLAT	03/13/24	26.76
397303	GRAINGER	DRUM BUNG/PLUG	03/13/24	26.74
V19726	VICKIE GEIER	FEB24 MILEAGE	03/06/24	26.53
V19852	KENDA J ZELLNER-SMI	DINNER: LORO ASIAN	03/27/24	26.38
V19798	BROOKE MOEHRLE	MID-MAR24 MILEAGE	03/20/24	26.33
V19760	KRISTIN M BIWAN	LUN: VERACRUZ	03/13/24	26.15
397441	JW PEPPER & SON INC	CHORAL MUSIC	03/20/24	26.00
397337	MINNESOTA CHILDREN'	3/6 FIELD TRIP REMA	03/13/24	26.00
V19798	BROOKE MOEHRLE	UBER FROM AIRPORT	03/20/24	25.94
V19788	JENNIFER M CARTER	STATE HOCKEY MILEAG	03/20/24	25.59
V19786	JONATHAN D BUCKLEY	STATE HOCKEY MILEAG	03/20/24	25.59
V19800	LEE A REDMAN	STATE HOCKEY MILEAG	03/20/24	25.59
V19852	KENDA J ZELLNER-SMI	LUNCH: VERACRUZ	03/27/24	25.21
397247	T-MOBILE	KC CC - FEB24	03/06/24	25.19
397247	T-MOBILE	KC CN - FEB24	03/06/24	25.19
397247	T-MOBILE	KC CS - FEB24	03/06/24	25.19
397247	T-MOBILE	KC HL - FEB24	03/06/24	25.19
397247	T-MOBILE	KC CV - FEB24	03/06/24	25.19
397247	T-MOBILE	KC ND - FEB24	03/06/24	25.19
397624	T-MOBILE	KC CC - MAR24 PHONE	03/27/24	25.19
397624	T-MOBILE	KC CN - MAR24 PHONE	03/27/24	25.19
397624	T-MOBILE	KC CS - MAR24 PHONE	03/27/24	25.19
397624	T-MOBILE	KC HL - MAR24 PHONE	03/27/24	25.19
397624	T-MOBILE	KC CV - MAR24 PHONE	03/27/24	25.19
397624	T-MOBILE	KC ND - MAR24 PHONE	03/27/24	25.19
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	25.08
397366	SCHOOL SPECIALTY, L	DRAW PAPER 9X12 500	03/13/24	25.08
V19783	ALEXANDER ARCOS	STATE HOCKEY PARKIN	03/20/24	25.00
V19783	ALEXANDER ARCOS	STATE HOCKEY PARKIN	03/20/24	25.00
V19783	ALEXANDER ARCOS	STATE HOCKEY PARKIN	03/20/24	25.00

Check No.	Vendor	Description	Date	Amount
397397	APPLE INC	VPP CREDITS FOR DMT	03/20/24	25.00
397402	BAYCOM INC	SHIPPING/HANDLING	03/20/24	25.00
V19779	BRANDON DONALD SIEC	DIN: TERRY BLACK BB	03/13/24	25.00
V19779	BRANDON DONALD SIEC	DIN: ASIAN KITCHEN	03/13/24	25.00
V19779	BRANDON DONALD SIEC	DIN: CANTINA 512	03/13/24	25.00
V19786	JONATHAN D BUCKLEY	STATE HOCKEY PARKIN	03/20/24	25.00
V19786	JONATHAN D BUCKLEY	STATE HOCKEY PARKIN	03/20/24	25.00
397188	JOSTENS INC	DIPLOMA SIGNATURE C	03/06/24	25.00
397441	JW PEPPER & SON INC	CHORAL MUSIC	03/20/24	25.00
V19776	KRISTA S PHILLIPS	DIN: LORO SMOKEHOUS	03/13/24	25.00
V19760	KRISTIN M BIWAN	LUN: ZONA COCINA	03/13/24	25.00
V19831	LAURA T PHONGSAVATH	DINNER 3/5/24	03/27/24	25.00
V19831	LAURA T PHONGSAVATH	DINNER 3/4/24	03/27/24	25.00
V19800	LEE A REDMAN	STATE HOCKEY PARKIN	03/20/24	25.00
V19800	LEE A REDMAN	STATE HOCKEY PARKIN	03/20/24	25.00
397212	MN STATE HIGH SCHOO	STATE MATH LEAGUE E	03/06/24	25.00
V19828	PAUL C PAETZEL	STATE BHOCKEY PARKI	03/27/24	25.00
V19828	PAUL C PAETZEL	STATE BHOCKEY PARKI	03/27/24	25.00
V19828	PAUL C PAETZEL	STATE BHOCKEY PARKI	03/27/24	25.00
V19794	STEPHANIE LUNDBORG	STATE HOCKEY PARKIN	03/20/24	25.00
V19794	STEPHANIE LUNDBORG	STATE HOCKEY PARKIN	03/20/24	25.00
397500	ADVANCED IMAGING SO	BUS GARAGE 02/24	03/27/24	24.90
397366	SCHOOL SPECIALTY, L	WIGGLE EYE STICKERS	03/13/24	24.54
V19723	GRETCHEN L BRANDT	CLUB SUPPLIES	03/06/24	24.47
397234	SCHOOL SPECIALTY, L	SCOTCH TAPE 10PK	03/06/24	24.43
397234	SCHOOL SPECIALTY, L	DRAW PAPER 12X18 WH	03/06/24	24.24
397366	SCHOOL SPECIALTY, L	DRAW PAPER 60 LB 12	03/13/24	24.24
397545	GRAINGER	BUILDING REPAIR FUS	03/27/24	24.16
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	24.00
397219	PREMIUM WATERS INC	MAR24 WATER RENTAL	03/06/24	24.00
397169	HEATHER SULLIVAN	BLOOD DRIVE: MUFFIN	03/06/24	23.96
397551	HEATHER SULLIVAN	BLOOD DRIVE MUFFINS	03/27/24	23.96
V19771	NATHANIEL M LINDLEY	FEB24 MILEAGE	03/13/24	23.85
397178	INNOVATIVE OFFICE S	CARDSTOCK BLACK 100	03/06/24	23.64
397232	SCHMITT MUSIC COMPA	SAX REEDS	03/06/24	23.40
397242	SPS COMPANIES INC	UNION JT P - TRAP	03/06/24	23.30
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	23.09
V19779	BRANDON DONALD SIEC	DIN: LORO SMOKEHOUS	03/13/24	23.08
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	23.00
397247	T-MOBILE	B&G - FEB24	03/06/24	22.10
397624	T-MOBILE	B&G - MAR24 PHONES	03/27/24	22.10
397288	ENABLING DEVICES	SHIPPING/HANDLING	03/13/24	22.00
397344	NCS PEARSON INC	WORD IDENTIFICATION	03/13/24	22.00
397134	AMAZON CAPITAL SERV	ACRYLIC SIGN HOLDER	03/06/24	21.98
397258	95 PERCENT GROUP LL	SHIPPING/HANDLING	03/13/24	21.90
V19798	BROOKE MOEHRLE	GAS FOR RENTAL CAR	03/20/24	21.86
397542	FUN AND FUNCTION LL	SHIPPING/HANDLING	03/27/24	21.58
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	21.56
V19792	JULIE M GABRIELSON	LUN: MODERN MARKET	03/20/24	21.56
V19852	KENDA J ZELLNER-SMI	DINNER: ASIAN KITCH	03/27/24	21.49
397247	T-MOBILE	SV MAINT - FEB24	03/06/24	21.26
397247	T-MOBILE	BUS - FEB24	03/06/24	21.26
397247	T-MOBILE	VV MAINT - FEB24	03/06/24	21.26
397624	T-MOBILE	SV MAINT-MAR24 PHON	03/27/24	21.26
397624	T-MOBILE	BUS - MAR24 PHONES	03/27/24	21.26
397624	T-MOBILE	VV MAINT-MAR24 PHON	03/27/24	21.26
397321	KIRSTEN MADAUS	INSTANT POT 207-K60	03/13/24	21.00
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	20.95

Check No.	Vendor	Description	Date	Amount
397621	THE BRAILLE SUPERST	#1275 RATTLE SHOWDO	03/27/24	20.85
397568	LANGUAGE DYNAMICS G	SHIPPING/HANDLING	03/27/24	20.82
397533	EDINA GIVE & GO	ARCHERY REFUND-M.L	03/27/24	20.70
V19852	KENDA J ZELLNER-SMI	LUNCH: STEAMIES	03/27/24	20.65
V19798	BROOKE MOEHRLE	UBER TO AIRPORT	03/20/24	20.45
V19831	LAURA T PHONGSAVATH	LUNCH UBER 3/7/24	03/27/24	20.23
V19766	TIFFANY P GANT	FEB24 MILEAGE	03/13/24	20.10
V19806	MARGARET ARBEITER	SNACKS	03/27/24	20.03
397306	HAWKINS INC	CHLORINE CYLINDERS	03/13/24	20.00
V19828	PAUL C PAETZEL	STATE GHOCKEY PARKI	03/27/24	20.00
V19828	PAUL C PAETZEL	STATE GHOCKEY PARKI	03/27/24	20.00
397567	LAKESHORE LEARNING	#AA382 JUMBO PEGS	03/27/24	19.99
397486	TEACHERS PAY TEACHE	4491860 NEXT DOLLAR	03/20/24	19.99
397548	GROTH MUSIC COMPANY	BAND MUSIC	03/27/24	19.96
397621	THE BRAILLE SUPERST	#1182 BELL VOLLEYBA	03/27/24	19.95
V19759	LUCAS T BATES	LUN: VERACRUZ	03/13/24	19.75
V19759	LUCAS T BATES	DIN: CANTINA 512	03/13/24	19.73
397234	SCHOOL SPECIALTY, L	ELMERS GLUE 1 GAL	03/06/24	19.30
397567	LAKESHORE LEARNING	SHIPPING/HANDLING	03/27/24	19.19
V19806	MARGARET ARBEITER	DINNER: VINO VOLO	03/27/24	19.16
397271	BUSINESS ESSENTIALS	8.5X11 WHITE CS QTY	03/13/24	19.00
397533	EDINA GIVE & GO	ARCHERY REFUND-N.C	03/27/24	18.90
397533	EDINA GIVE & GO	ARCHERY REFUND-E.M	03/27/24	18.90
397608	SHRED RIGHT	BUS - SHREDDING	03/27/24	18.85
V19776	KRISTA S PHILLIPS	JAN-FEB24 MILEAGE	03/13/24	18.49
397509	ATTAINMENT COMPANY	SHIPPING/HANDLING	03/27/24	18.45
V19798	BROOKE MOEHRLE	DEC23 MILEAGE	03/20/24	18.34
V19766	TIFFANY P GANT	FEB24 MILEAGE	03/13/24	18.16
V19831	LAURA T PHONGSAVATH	DINNER 3/6/24	03/27/24	18.11
V19852	KENDA J ZELLNER-SMI	LUNCH: ROYAL BLUE	03/27/24	18.10
V19777	CAYLA R ROBERTS	JAN24 MILEAGE	03/13/24	18.09
V19801	CAYLA R ROBERTS	FEB24 MILEAGE	03/20/24	18.09
V19798	BROOKE MOEHRLE	AUG23 MILEAGE	03/20/24	18.01
397425	ENABLING DEVICES	SHIPPING/HANDLING	03/20/24	18.00
397480	SOCIAL THINKING PUB	BOOKS	03/20/24	18.00
397165	GENERAL SECURITY SE	CS-MAR24 INTR MONIT	03/06/24	17.95
397234	SCHOOL SPECIALTY, L	DRAW PAPER 9X12 X-W	03/06/24	17.93
V19763	ANNIKA L CULVER	FEB24 MILEAGE	03/13/24	17.82
V19781	STACIE STANLEY	UBER NBR 1 WASH DC	03/13/24	17.73
397399	AVI SYSTEMS INC	POWER SUPPLY	03/20/24	17.65
V19760	KRISTIN M BIWAN	LUN: MODERN MARKET	03/13/24	17.53
397234	SCHOOL SPECIALTY, L	ELMERS GLUE STICKS	03/06/24	17.35
V19751	NICOLE R SWOBODA	2/6 EVENT MILEAGE	03/06/24	17.29
V19760	KRISTIN M BIWAN	DIN: AUSTIN CHRONIC	03/13/24	17.28
V19831	LAURA T PHONGSAVATH	DINNER UBER 3/6/24	03/27/24	17.03
V19744	ELIZABETH A SANDVIC	1/19 MILEAGE	03/06/24	17.02
397594	PRO-ED INC	#14242 EDMARK READI	03/27/24	17.00
397594	PRO-ED INC	#14252 EDMARK READI	03/27/24	17.00
397134	AMAZON CAPITAL SERV	ACCO BINDER CLIPS M	03/06/24	16.99
397621	THE BRAILLE SUPERST	#1177 BEEPING FOAM	03/27/24	16.95
397366	SCHOOL SPECIALTY, L	JUMBO CHENILLE STEM	03/13/24	16.89
V19831	LAURA T PHONGSAVATH	LUNCH 3/6/24	03/27/24	16.80
V19759	LUCAS T BATES	LUN: BUN BELLY	03/13/24	16.78
397528	DISCOUNT SCHOOL SUP	LWSI WATERCOLOR LIQ	03/27/24	16.47
397528	DISCOUNT SCHOOL SUP	LWGO WATERCOLOR LIQ	03/27/24	16.47
V19806	MARGARET ARBEITER	LUN: FREEBIRDS	03/27/24	16.41
397461	MRI SOFTWARE LLC	BKGD CHK: EMPLOYEES	03/20/24	16.00
397461	MRI SOFTWARE LLC	BKGD CHK: ND HOST F	03/20/24	16.00

Check No.	Vendor	Description	Date	Amount
397461	MRI SOFTWARE LLC	BKGD CHK: VOL. COAC	03/20/24	16.00
397204	MENARDS - EDEN PRAI	EHS - STEAM KETTLE	03/06/24	15.98
397134	AMAZON CAPITAL SERV	PILOT G2 PENS 12PK	03/06/24	15.89
V19755	ANNE C WELLS	JAN-FEB24 MILEAGE	03/06/24	15.68
V19760	KRISTIN M BIWAN	DIN: ASIAN KITCHEN	03/13/24	15.68
397438	JERRY'S HARDWARE	TANK SPRAYER	03/20/24	15.29
V19763	ANNIKA L CULVER	FEB24 MILEAGE	03/13/24	15.28
V19759	LUCAS T BATES	LUN: COURTYARD	03/13/24	15.16
397303	GRAINGER	"CLEVIS PIN, STAPLE	03/13/24	15.12
397234	SCHOOL SPECIALTY, L	TAGBOARD 9X12 WHITE	03/06/24	15.06
V19760	KRISTIN M BIWAN	LUN: MODERN MARKET	03/13/24	15.04
V19766	TIFFANY P GANT	JAN24 MILEAGE	03/13/24	15.01
V19779	BRANDON DONALD SIEC	LUN: VERACRUZ	03/13/24	15.00
V19779	BRANDON DONALD SIEC	LUN: ACC CHILANTRO	03/13/24	15.00
V19779	BRANDON DONALD SIEC	LUN: ACC ATRIUM	03/13/24	15.00
V19790	CHRISTOPHER D GRIGG	STATE HOCKEY PARKIN	03/20/24	15.00
V19788	JENNIFER M CARTER	STATE HOCKEY PARKIN	03/20/24	15.00
V19788	JENNIFER M CARTER	STATE HOCKEY PARKIN	03/20/24	15.00
V19831	LAURA T PHONGSAVATH	LUNCH 3/5/24	03/27/24	15.00
V19831	LAURA T PHONGSAVATH	LUNCH 3/7/24	03/27/24	15.00
V19831	LAURA T PHONGSAVATH	LUNCH 3/4/24	03/27/24	15.00
V19772	MATTHEW J LUX	BKF: SUNDAY	03/13/24	14.98
V19734	BETHANY A MOHS	FEB24 MILEAGE	03/06/24	14.87
397580	MICHELE PRONLEY	LUNCH ACCT REFUND	03/27/24	14.75
V19785	ELLEN G BRUESCH	FEB-MAR24 MILEAGE	03/20/24	14.67
V19728	ANGELA K HRUBY	FEB24 MILEAGE	03/06/24	14.61
397334	MEDICALESHP INC	SHIPPING/HANDLING	03/13/24	14.00
397567	LAKESHORE LEARNING	#JJ311 ALPHABET BIN	03/27/24	13.99
397567	LAKESHORE LEARNING	#DD742 SORTING TRAY	03/27/24	13.99
397612	SPEECH CORNER LLC	DD-100 DOUBLE DICE	03/27/24	13.99
V19849	EMILY KRISTINE WAAG	CLASSROOM BOOKS	03/27/24	13.98
397335	MENARDS - EDEN PRAI	PARTS FOR KILN	03/13/24	13.98
397178	INNOVATIVE OFFICE S	ART TISSUE 12X18 10	03/06/24	13.96
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	13.63
397622	THERAPRO INC	SHIPPING/HANDLING	03/27/24	13.60
397528	DISCOUNT SCHOOL SUP	SHIPPING/HANDLING	03/27/24	13.29
397620	TERMINAL SUPPLY CO	TEK SCREWS-PAN HEAD	03/27/24	13.07
V19779	BRANDON DONALD SIEC	LYFT: WED	03/13/24	12.99
397366	SCHOOL SPECIALTY, L	CHENILLE STEMS	03/13/24	12.99
V19790	CHRISTOPHER D GRIGG	STATE HOCKEY MILEAG	03/20/24	12.80
V19794	STEPHANIE LUNDBORG	STATE HOCKEY MILEAG	03/20/24	12.80
V19794	STEPHANIE LUNDBORG	STATE HOCKEY MILEAG	03/20/24	12.80
397234	SCHOOL SPECIALTY, L	DRAW PAPER 9X12 WHI	03/06/24	12.54
V19749	JACQUELINE STEFFENH	JAN-FEB24 MILEAGE	03/06/24	12.53
V19806	MARGARET ARBEITER	"LUNCH: SNOW BALL,	03/27/24	12.43
V19753	KATE TROSKEY	JAN-FEB24 MILEAGE	03/06/24	12.26
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	12.11
V19803	NATALIE M SPICER	MID-MAR24 MILEAGE	03/20/24	12.06
397213	MPS-SPECIAL SCHOOL	SHIPPING/HANDLING	03/06/24	12.00
397232	SCHMITT MUSIC COMPA	VIOLIN ROSIN	03/06/24	12.00
397476	SCHMITT MUSIC COMPA	DBL FRENCH HORN REP	03/20/24	12.00
V19831	LAURA T PHONGSAVATH	LUNCH UBER 3/4/24	03/27/24	11.96
V19820	ALAN K HENDRICKSON	LUNCH: PEACHED TOR	03/27/24	11.89
397625	TOLL GAS & WELDING	TANK LEASE	03/27/24	11.89
397366	SCHOOL SPECIALTY, L	"MINI STICKERS, COL	03/13/24	11.68
V19798	BROOKE MOEHRLE	ADDTL OCT23 MILEAGE	03/20/24	11.66
397258	95 PERCENT GROUP LL	SHIPPING/HANDLING	03/13/24	11.50
397415	CONTINENTAL CLAY	PALLET(S)	03/20/24	11.50

Check No.	Vendor	Description	Date	Amount
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	11.50
397366	SCHOOL SPECIALTY, L	ARTIST OIL PASTELS	03/13/24	11.16
397234	SCHOOL SPECIALTY, L	LEFT HANDED SCISSOR	03/06/24	11.10
V19759	LUCAS T BATES	BKF: ACC LEVY	03/13/24	11.00
397594	PRO-ED INC	SHIPPING/HANDLING	03/27/24	10.80
V19831	LAURA T PHONGSAVATH	DINNER TO HOTEL UBE	03/27/24	10.61
V19740	HALEY RADEL	NOV23 MILEAGE	03/06/24	10.35
397248	TRI-STATE BOBCAT IN	WASHER LOCK	03/06/24	10.32
V19831	LAURA T PHONGSAVATH	LUNCH TO HOTEL UBER	03/27/24	10.15
397563	JW PEPPER & SON INC	ORCHESTRA MUSIC	03/27/24	9.99
397414	COMCAST CABLE MANAG	MAR24 INTERNET FEES	03/20/24	9.95
397621	THE BRAILLE SUPERST	#1183 BELL FOOTBALL	03/27/24	9.95
397621	THE BRAILLE SUPERST	#1187 BELL TENNIS B	03/27/24	9.95
397621	THE BRAILLE SUPERST	#1194 BELL FOAM BAL	03/27/24	9.95
397452	MENARDS - EDEN PRAI	DEGREASER	03/20/24	9.94
V19792	JULIE M GABRIELSON	MAR24 CELL PHONE	03/20/24	9.45
397480	SOCIAL THINKING PUB	SHIPPING/HANDLING	03/20/24	9.41
V19740	HALEY RADEL	DEC23 MILEAGE	03/06/24	9.37
V19831	LAURA T PHONGSAVATH	DINNER UBER 3/4/24	03/27/24	9.26
V19776	KRISTA S PHILLIPS	LUN: ACC LEVY	03/13/24	9.00
V19772	MATTHEW J LUX	CPI TRAINING PARKIN	03/13/24	9.00
397247	T-MOBILE	EHS MAINT - FEB24	03/06/24	8.96
397247	T-MOBILE	HL MAINT - FEB24	03/06/24	8.96
397624	T-MOBILE	EHS MAINT-MAR24 PHO	03/27/24	8.96
397624	T-MOBILE	HL MAINT-MAR24 PHON	03/27/24	8.96
V19798	BROOKE MOEHRLE	CONFERENCE FOOD FEE	03/20/24	8.86
V19728	ANGELA K HRUBY	FEB24 MILEAGE	03/06/24	8.58
397335	MENARDS - EDEN PRAI	GAP FILLER	03/13/24	8.29
397178	INNOVATIVE OFFICE S	RAILROAD BOARD 25PK	03/06/24	8.05
397167	GROTH MUSIC COMPANY	BARITONE SCREW	03/06/24	8.00
397204	MENARDS - EDEN PRAI	MISC HARDWARE	03/06/24	7.96
397366	SCHOOL SPECIALTY, L	COLOR CODING LABELS	03/13/24	7.92
V19779	BRANDON DONALD SIEC	BKF: STARBUCKS	03/13/24	7.74
V19779	BRANDON DONALD SIEC	BKF: STARBUCKS	03/13/24	7.74
V19820	ALAN K HENDRICKSON	LUNCH: GUS' WORLD F	03/27/24	7.58
V19740	HALEY RADEL	FEB24 MILEAGE	03/06/24	7.50
V19776	KRISTA S PHILLIPS	JAN24 MILEAGE	03/13/24	7.10
V19779	BRANDON DONALD SIEC	LYFT: WED P.M.	03/13/24	7.04
397466	OVERDRIVE INC	EBOOKS - EHS	03/20/24	6.99
V19779	BRANDON DONALD SIEC	LYFT: TUES	03/13/24	6.85
V19806	MARGARET ARBEITER	BKF: STARBUCKS	03/27/24	6.82
397438	JERRY'S HARDWARE	FASTENERS	03/20/24	6.44
V19806	MARGARET ARBEITER	TRANSPORTATION TO C	03/27/24	6.34
397234	SCHOOL SPECIALTY, L	PORTION CUPS 100PK	03/06/24	6.30
V19760	KRISTIN M BIWAN	BKF: STARBUCKS	03/13/24	6.12
V19792	JULIE M GABRIELSON	BKF: CAFE 605	03/20/24	6.01
397420	DEMME LEARNING	SHIPPING/HANDLING	03/20/24	6.00
397527	DEMME LEARNING	7069 COPYING DICTAT	03/27/24	6.00
397178	INNOVATIVE OFFICE S	PIPE CLEANERS 100PK	03/06/24	5.91
397234	SCHOOL SPECIALTY, L	PORTION CUP LIDS 10	03/06/24	5.91
V19779	BRANDON DONALD SIEC	LUN: STARBUCKS	03/13/24	5.90
V19806	MARGARET ARBEITER	TRANSPORTATION TO L	03/27/24	5.76
V19779	BRANDON DONALD SIEC	BREAKFAST-STARBUCKS	03/13/24	5.68
V19760	KRISTIN M BIWAN	BKF: STARBUCKS	03/13/24	5.68
V19760	KRISTIN M BIWAN	BKF: STARBUCKS	03/13/24	5.68
V19831	LAURA T PHONGSAVATH	SNACK 3/6/24	03/27/24	5.47
V19779	BRANDON DONALD SIEC	BKF: STARBUCKS	03/13/24	5.36
V19852	KENDA J ZELLNER-SMI	DINNER: HOME SLICE	03/27/24	5.14

Check No.	Vendor	Description	Date	Amount
V19759	LUCAS T BATES	BKF: STARBUCKS	03/13/24	5.14
397310	IMAGINE LEARNING, L	SHIPPING/HANDLING	03/13/24	5.00
397344	NCS PEARSON INC	SHIPPING/HANDLING	03/13/24	5.00
397563	JW PEPPER & SON INC	CHORAL MUSIC	03/27/24	4.99
397548	GROTH MUSIC COMPANY	MOUTHPIECE CLEANSER	03/27/24	4.95
397366	SCHOOL SPECIALTY, L	WASHABLE MARKERS	03/13/24	4.91
V19796	BRIAN MANTHE	CONFERENCE FOOD FEE	03/20/24	4.81
V19725	BENJAMIN J FLEMING	3/2 EVENT MILEAGE	03/06/24	4.69
V19820	ALAN K HENDRICKSON	SNACK: RAINEY ST 2.	03/27/24	4.60
V19725	BENJAMIN J FLEMING	2/28 EVENT MILEAGE	03/06/24	4.56
V19806	MARGARET ARBEITER	BKF: ROYAL BLUE	03/27/24	4.49
397178	INNOVATIVE OFFICE S	INDEX CARDS 3X5 100	03/06/24	4.26
397178	INNOVATIVE OFFICE S	PAPER CLIPS 100BOX	03/06/24	4.20
V19806	MARGARET ARBEITER	TRANSPORTATION TO C	03/27/24	4.01
397486	TEACHERS PAY TEACHE	GROCERY STORE CBI S	03/20/24	4.00
V19806	MARGARET ARBEITER	TRANSPORTATION TO L	03/27/24	3.42
V19769	THOMAS J JOHNSTON	FEB24 MILEAGE	03/13/24	3.35
397415	CONTINENTAL CLAY	FTR-LG LIFTGATE FEE	03/20/24	3.05
397415	CONTINENTAL CLAY	FRT-FP FREEZE PROTE	03/20/24	3.05
397486	TEACHERS PAY TEACHE	SHIPPING/HANDLING	03/20/24	2.99
397452	MENARDS - EDEN PRAI	DISK/BULLET SET	03/20/24	2.68
V19831	LAURA T PHONGSAVATH	LUNCH 3/7/24	03/27/24	2.15
V19820	ALAN K HENDRICKSON	SNACK: ROYAL BLUE	03/27/24	1.49
397452	MENARDS - EDEN PRAI	DISC SET	03/20/24	1.34
397544	GOPHER/PLAY WITH A	CREDIT MEMO CR25146	03/27/24	(0.10)
397518	CENTURYLINK	CS - MAR24 CREDIT	03/27/24	(1.53)
397476	SCHMITT MUSIC COMPA	CREDIT INVOICE	03/20/24	(22.00)
397169	HEATHER SULLIVAN	BLOOD DRIVE: MUFFIN	03/06/24	(23.96)
397544	GOPHER/PLAY WITH A	CREDIT MEMO CR17925	03/27/24	(79.90)
397544	GOPHER/PLAY WITH A	CREDIT MEMO CR31399	03/27/24	(103.50)
397112	SKYHAWKS MINNESOTA	5/6 GOLF TOURNAMENT	02/28/24	(175.00)
397476	SCHMITT MUSIC COMPA	CREDIT INVOICE	03/20/24	(182.00)
397256	XCEL ENERGY	CREDIT	03/06/24	(2,046.00)
396863	REGION 6AA	GHOCCY SECTIONS GA	02/14/24	(2,320.00)

Total Value of Checks Issued \$6,412,358.03

VI.E. Electronic Fund Transfers



Board Meeting Date: 4/8/2024

Title: Electronic Fund Transfers – March 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 March 2024, in the amount of \$10,302,577.

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

Attachment(s):

1. Electronic Fund Transfers – March 2024

Electronic Transfers

FOR THE MONTH ENDED MARCH 31, 2024

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	\$ 5,045,136.58
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	Multiple	1,798,359.11
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	Multiple	317,403.37
US Bank - Checking	Delta Dental	Dental Claims	Multiple	83,795.34
US Bank - Checking	US Bank	Purchase Card Program	Multiple	152,302.12
US Bank - Checking	Benefit Extras	Flex & HSA	Multiple	128,385.37
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	1,886,304.55
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	3/20/2024	4,914.00
US Bank - Checking	MSDLAF, VANCO, Other Electronic Fee Vendors	Service Fees	3/14/2024	641.65
US Bank - Checking	US Bank - Debt Service Trustee	2022A COP	3/20/2024	756,175.00
US Bank - Checking	US Bank - Debt Service Trustee	2011C Bond	3/20/2024	129,160.04
Total of Electronic Fund Transfers				\$ 10,302,577.13



Board Meeting Date: 4/8/2024

Title: Gifts & Bequests – March 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 March 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 March, 2024, in the amount of \$180,545.

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

Attachments:

1. Gifts & Bequests – March 2024

Gifts & Bequests

FOR THE MONTH ENDED MARCH 31, 2024

Donated By	To	Purpose	Amount
Best Family	South View Middle School	Unified Program	\$ 2,000.00
Artsonia	Normandale Elementary School	Art Supplies	231.14
High School PTO	Edina High School	Classroom Supplies	869.59
EHS Families	Edina High School	Art Supplies	140.00
Blackbaud	Edina High School	General Matching Grant	11.20
Edina Give & Go	Edina Public Schools	Instruments for All	12,480.00
Highlands PTO	Highlands Elementary School	Playground	150,000.00
Retired CN Teachers	Cornelia Elementary School	SEL Programs	220.00
MASSP	South View Middle School	Staff Development	1,749.33
Choir Boosters	Valley View Middle Schools	Honor Choir Competition Fees	1,170.00
French Boosters	Valley View Middle Schools	Extended French Test	2,290.00
EHS Families	Edina High School	Family Consumer Science Supplies	425.00
University of Washington	Highlands Elementary School	General Site Donation	1,400.00
Countryside PTO	Countryside Elementary School	PIP Program	6,290.00
Edina Give & Go	Community Education	Scholarships	1,269.00
Total Cash Donations			\$ 180,545.26
Total In-Kind Donations			\$ -
Total 2023-2024 School Year Gifts and Donations			\$ 1,046,925.36

VI.G. Highlands Elementary School Playground
Project



Board Meeting Date: 4/8/2024

Title: Highlands Elementary School Playground Improvements

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 Highlands Elementary School Playground Improvement Project ("the project"). Bids for the project were opened on March 28, 2024 and were reviewed in detail by the administration and its construction partners Bolton & Menk, Inc. The project will be funded by long-term facilities maintenance revenue and donations from the Highlands Parent Teacher Organization.

Recommendation: Award construction contracts for the project to Swan Companies, the lowest bidder, of \$133,113.

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

Attachments:

1. Recommendation Letter – Highlands Elementary School Playground Project
2. Bid Tabulation – Highlands Elementary School Playground Project



Real People. Real Solutions.

3300 Fernbrook Lane
Suite 300
Plymouth, MN 55447

Ph: (763) 544-7129
Bolton-Menk.com

April 1, 2024

Eric Hamilton
Director of Buildings and Grounds
5701 Normandale Road
Edina, MN 55424

RE: Edina Public Schools
Highlands Elementary School Play Improvements

Dear Eric,

On Thursday, March 28, 2024, bids were received for the Highlands Elementary School Play Improvements project. Please refer to the attached Bid Tabulation for specific amounts.

Following the bid opening, we spoke with Kyle Higdem from Swan Companies, Inc. to confirm his understanding of the project. Kyle stated he was comfortable with their bid and that they are ready to accomplish the work. Based on our past experience with Kyle, we feel comfortable with their capacity to perform on this project. With that, we recommend accepting Swan Companies' Base Bid of \$133,113.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Bolton & Menk, Inc.

Jay Pomeroy, PLA

Attachment – Bid Tabulation

VI.H. Wireless Systems Update



Board Meeting Date: April 8, 2024

Title: Wireless Systems Update

Type: Consent

Presenter(s): Nathaniel Lindley, Interim Director, District Media & Technology Services

Description: The network infrastructure is critical to the functionality of Edina Public Schools. Maintaining this sound infrastructure requires updated equipment. For FY25, Edina Public Schools will need to update 609 Access Points, including architecture support. These items qualify under the federal government's erate program.

A sealed bid process was implemented via Catalyst Sourcing. Four vendors submitted quotes, but two were invalid due to non-compliance with the sealed bid process. Based on our rubric criteria, the technology department selected the HPE/Aruba product with CDWG as the vendor. The technology department will purchase Wireless devices, infrastructure equipment, firewall maintenance and services from CDWG totaling \$541,224.79

1. **Recommendation:** Approve via Consent
2. **Desired Outcomes from the Board:** None at this time
3. **Attachments:** Contract with CDWG and RFP Summary



Edina Public School District 273

Form 470 240011456

R 3/13/2024

E-Rate Year 27 / Funding Year 2024-2025

Original Copy



CDW Government LLC
230 N. Milwaukee Ave.
Vernon Hills, IL 60061

Edina Public School District 273
5701 Normandale Road
Minneapolis, MN, 55424



One CDW Way
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
Toll-free: 800.808.4239
F: 847.465.6800
cdwg.com/PeopleWhoGetIT

R 3/13/2024

RE: CDW•G's Response to Edina Public School District 273's Form 470 240011456

Dear Ms. Monsaas-Daly,

CDW•G understands the objective of the RFP is for Edina Public Schools to identify a reliable and experienced partner capable of managing your technology needs. CDW has extensive expertise designing, implementing, and supporting network infrastructure solutions. We have engaged customers in over **100 Wireless Deployment** projects in the last 12 months and with our office in Bloomington, MN and over 220 local MN employees we are confident we can partner in this journey.

Specific Advantage of partnering with CDW include:

- Cisco/Meraki's, Aruba's, and Juniper's largest US partner.
- Dedicated Team, Local Presence - As a local company, CDW•G is proud to employ over 220 Minnesota coworkers.
- Numerous K-12 Wireless deployments in MN and across the US
- Our team ensures knowledge transfer to your team throughout the project so you can be as self-sufficient post deployment as you want to be
- Big Enough to Matter, Focused Enough to Care - CDW•G is a Fortune 200 Company that is not only local, but also on firm standing. Leveraging our size and partner capitol empowers us to effectively operate as your advocate when it matters. In a time of changing norms and economic uncertainty, CDW•G is the partner you can count on to be here through it all. CDW•G's experience and successful track record delivering for our clients, combined with our unique capabilities and resources, enables us to deliver unmatched value to Edina Public Schools.

Should you have any questions about our response, please contact Dave Donarski (612.704.5943) or davedon@cdwg.com and Mayank Srivastava (312.705.9366) or mayasri@cdw.com. We look forward to continuing our valued partnership with Edina Public Schools.

Sincerely,

A handwritten signature in black ink that reads "Justin Schwier". The signature is fluid and cursive, with the first name "Justin" being larger and more prominent than the last name "Schwier".

Justin Schwier
Manager, Proposals
CDW Government LLC

Pricing Offer & Purchase Agreement for E-Rate Customers

Things to consider when preparing your funding request (Form 471):

- Enter only one manufacturer part number per line item (do not bundle part numbers)
- All software should be requested under Internal Connections, Software
 - Even when bundled with warranty support from manufacturer for purchase, as long as warranty cannot be purchased on its own
 - If warranty can be purchased separately, then it should be separated for funding request, and warranty funding requested under Basic Maintenance
- Warranty only part numbers should be requested under Basic Maintenance
 - List months of service, should only be for coverage July 1 – June 30 (Funding Year)
 - List hardware supported part number
 - List site where hardware sits

CDW can complete Bulk Submission Forms if chosen as the Service Provider for your funding request, please email E-Rate@cdw.com for assistance.

Before the Services are to be performed, CDW•G will provide a Statement of Work (SOW) detailing the exact scoping and pricing of the Services to be provided, which will be executed by both parties prior to the start of Services. The SOW will reflect the terms and conditions as negotiated between the parties during the bidding and contracting process.

E-RATE PURCHASE AGREEMENT

Form – E-Rate FY27 2024-2025

Contract Number: 116598

This E-Rate Customer Purchase Agreement (this “Agreement”) is entered into on April 1, 2024 (“Effective Date”) and is made by and between CDW Government LLC an Illinois limited liability corporation with an office at 230 N. Milwaukee Ave., Vernon Hills, Illinois 60061 (“Seller”), and Edina Public School District 273, a non-profit school or library eligible for Universal Service funding, as defined below.

E-Rate Contract Number	116598	Spin #	143005588
E-Rate Funding Year	2024	FCC Registration #	0012123287
Customer	Edina Public School District 273 5701 Normandale Road Minneapolis, MN, 55424	Seller	CDW Government LLC 230 N. Milwaukee Avenue Vernon Hills, IL 60061
Effective Date	April 1, 2024	Quoted Items (see exhibit 1)	470# 240011456

1. DEFINITIONS

As used in the Agreement, the following terms shall have the meanings set forth below:

- A. “Universal Service Administrative Co.” or “USAC” – The not for profit organization designated by the U.S. Federal Communications Commission (“FCC”) to administer and ensure compliance with the Universal Services Fund.
- B. “SLP” - The Schools and Libraries Program of the Universal Service Fund, which includes the E-Rate Program and that is administered by USAC under the direction of the FCC.
- C. “E-Rate” – The education rate funding program that is a part of SLP that provides discounts to keep students and library patrons connected to broadband and voice services and which is one of the programs that form the Universal Service Program.
- D. “Funding Commitment Decision Letter” or “FCDL” – A letter that a Customer receives from USAC which indicates the applicable discount amount for a specific funding year.
- E. “Products” – E-Rate eligible products or services that include computer related hardware but are not limited to caching servers, routers, switches, wireless access points, installation, and warranty maintenance and other items which are eligible for E-Rate discounts in accordance with the rules issued by USAC.
- F. “Funding Year” – The specific calendar period, as defined by the SLP, during which the Customer is approved for funding or discounts on Products. FY 2023 is in reference to the program year.

2. TERMS AND CONDITIONS

All orders submitted to Seller by Customer for Products under this Agreement are subject to the terms and conditions on Seller’s website at <https://www.cdwg.com/content/cdwg/en/terms-conditions/sales-and-service-projects.html> (the “Sales and Service Projects”), unless otherwise stated herein.

3. PURCHASE AUTHORIZATIONS

A. E-Rate Status

- i. Customer represents and warrants that it qualifies as eligible under the SLP to receive E-Rate funding.
- ii. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT THIS AGREEMENT, WHEN EXECUTED, CONSTITUTES A CONTRACT AS REQUIRED BY USAC and the SLP.

B. E-Rate Purchases

CDW Government LLC

SPIN #143005588

R 3/13/2024

To the extent allowable, all information and documents hereby submitted in response to the Request for Quote (“RFQ”) furnished by Edina Public School District 273 are the Proprietary and Confidential property of CDW Government LLC (“CDW•G”).
© CDW Government LLC 2023

E-RATE PURCHASE AGREEMENT

Form – E-Rate FY27 2024-2025

Contract Number: 116598

- i. Customer represents and warrants that all purchases made under this Agreement shall be for its own use and that it is eligible to receive E-Rate funding as specified by USAC.
- ii. IN ACCORDANCE WITH FCC REQUIREMENTS, THE CUSTOMER SHALL SUBMIT A COMPLETED AND SIGNED FCC FORM 486 TO USAC The Form 486 shall be approved by USAC prior to order placement with Seller.

4. ORDERING AND ASSISTANCE

A. Ordering

Purchase orders shall be submitted through electronic means (email, electronic data interchange (EDI), etc.) directly to Customer's dedicated account manager. Alternatively, if a copy must be sent via mail, common courier, etc., please reach out to your account manager for the appropriate mailing address.

B. Other Requirements

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) CDW Part Number and OEM Part Number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; 10) BEAR or SPI Order; and 11) FCC Form 471 and FRN number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.
- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:

"The total cost of this purchase order is \$ _____. The E-Rate portion is \$ _____, and is committed by USAC. If there is any reduction or denial of payment with the E-Rate portion, Edina Public School District 273 accepts full responsibility for the cost of this purchase, \$ _____."
- iii. Should Customer choose to add Product or make substitutions to the Products originally sought, following USAC's funding decision, Customer agrees it will be responsible for the amounts owed for the added or substituted Products in excess of its committed funding from USAC.
- iv. Customer must complete installation of Products ordered pursuant to this Agreement within thirty (30) days of delivery. In the event Customer, or a third party hired by Customer to complete the installation, fails to install the Products within the timeframe provided herein, the Parties acknowledge and agree that Customer will begin to accrue interest on the amounts owed for such Products in an amount of one and one-half percent (1.5%) per month, or the maximum rate permitted by applicable law.

C. Assistance with Order

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP'S APPROVAL OF THE PRODUCT SUBSTITUTION. ANY INCREASE IN PRICE THAT CANNOT BE ABSORBED BY THE SELLER WILL BE THE RESPONSIBILITY OF Edina Public School District 273.

5. PRICE AND PAYMENT TERMS

CDW Government LLC

SPIN #143005588

R 3/13/2024

To the extent allowable, all information and documents hereby submitted in response to the Request for Quote ("RFQ") furnished by Edina Public School District 273 are the Proprietary and Confidential property of CDW Government LLC ("CDW•G").
© CDW Government LLC 2023

E-RATE PURCHASE AGREEMENT

Form – E-Rate FY27 2024-2025

Contract Number: 116598

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

A. Price

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

Payment Terms

- i. All payments, regardless of method, shall be submitted to "Accounts Receivable", please contact your account manager for payment method options.
- ii. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.
- iii. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.
 - Form 474 Service Provider Invoice (SPI) Method**
Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice.
 - Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**
Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.
- iv. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL and completed the FCC Form 486, Seller DOES NOT accept SPI orders before July 1 of the Funding Year, or prior to the Form 486 approval by USAC.

6. NON-ASSIGNABILITY AGREEMENT

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

The term of this Agreement shall commence on April 1, 2024 ("Effective Date") and be valid through the later of the Funding Year 2024 or 9/30/2025.

- i. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.
- ii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

CDW Government LLC

SPIN #143005588

R 3/13/2024

E-RATE PURCHASE AGREEMENT

Form – E-Rate FY27 2024-2025

Contract Number: 116598

7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above.

8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

10. GOVERNING LAW

This Agreement will be governed by the laws of MN, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

E-RATE PURCHASE AGREEMENT

Form E-Rate 13

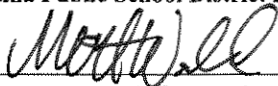
Version Number

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CDW Government LLC

Edina Public School District 273


(Authorized Signature)


(Authorized Signature)

Anup Sreedharan

MERT WOODARD

Printed Name

Printed Name

Title: Sr. Mgr., Program Sales

Title: DIRECTOR, FINANCE & OPERATIONS

Date: 3/21/2024

Date: 04/01/2024

EXHIBIT I
Quote Date – 2/7/2024



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

NATASHA MONSAAS-DALY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSNV887	2/1/2024	ARUBA ERATE COMBINED	4079074	\$415,699.47

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HPE Aruba AP-635 (US) - Campus - wireless access point - ZigBee, Bluetooth. Mfg. Part#: R7J28A Contract: MARKET	307	6667331	\$462.00	\$141,834.00
HPE Aruba AP-655 (US) - Campus - wireless access point - Wi-Fi 6E, 802.11a Mfg. Part#: R7J39A Contract: MARKET	299	6829172	\$600.40	\$179,519.60
HPE Aruba AP-MNT-MP10-U Campus AP - mount bracket kit - type U Universal Mfg. Part#: S0J40A Contract: MARKET	61	7456526	\$135.40	\$8,259.40
HPE Aruba AP-505H (US) Unified Hospitality - wireless access point Bluetooth Mfg. Part#: R3V48A Contract: MARKET	2	6072944	\$258.22	\$516.44
HPE Aruba AP-500H-MNT1 - network device wall mount kit Mfg. Part#: R3V58A Contract: MARKET	2	6095125	\$8.75	\$17.50
HPE Aruba AP-575 (US) - wireless access point Bluetooth, Wi-Fi 6 Mfg. Part#: R4H18A Contract: MARKET	1	6070380	\$777.10	\$777.10
HPE Aruba Long Mount Kit v2 - network device mounting kit Mfg. Part#: R9H97A Contract: MARKET	1	7198846	\$52.80	\$52.80

QUOTE DETAILS (CONT.)

HPE Aruba 9114 - gateway - hybrid	2	7733458	\$4,785.40	\$9,570.80
Mfg. Part#: R9M45A Contract: MARKET				
HPE Aruba X371 - power supply - hot-plug redundant - 250 Watt	2	6103400	\$188.47	\$376.94
Mfg. Part#: JL085A Contract: MARKET				
HPE Aruba Power Cable -NEMA 5-15 Connector - 6' - Black - AC 125V	4	4360984	\$1.91	\$7.64
Mfg. Part#: JW124A UNSPSC: 26121636 Contract: MARKET				
HPE Aruba - SFP+ Transceiver Module - 10 GigE	4	4919570	\$289.28	\$1,157.12
Mfg. Part#: J9150D UNSPSC: 43201553 Contract: MARKET				
ARUBA 91XX GW WLAN ADV 5Y	2	7738326	\$2,453.64	\$4,907.28
Mfg. Part#: S0U93AAE Electronic distribution - NO MEDIA Contract: MARKET				
HPE Aruba Central Foundation - subscription license (5 years) - 1 access po	609	6532001	\$93.93	\$57,203.37
Mfg. Part#: Q9Y60AAE Electronic distribution - NO MEDIA Contract: MARKET				
HPE ANW 5Y FC NBD EXCH EDU R9114 SVC	2	7803410	\$5,749.74	\$11,499.48
Mfg. Part#: H89L0E Electronic distribution - NO MEDIA Contract: MARKET				

SUBTOTAL	\$415,699.47
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$415,699.47

PURCHASER BILLING INFO	DELIVER TO
Billing Address: EDINA PUBLIC SCHOOLS - ISD 273 ACCOUNTS PAYABLE 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Payment Terms: ERATE QUOTES ONLY	Shipping Address: EDINA PUBLIC SCHOOLS - ISD 273 TOM JOHNSTON 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Mayank Srivastava | (866) 626-8519 | mayasri@cdw.com

Need Help?



My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2024 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

NATASHA MONSAAS-DALY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSQD024	2/2/2024	ERATE N1C	4079074	\$27,085.50

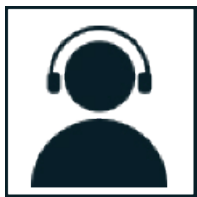
QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
N1C L-Series L2000 - UPS - 1800 Watt - 2000 VA	13	6420908	\$2,083.50	\$27,085.50

Mfg. Part#: N1C.L2000
Contract: MARKET

SUBTOTAL	\$27,085.50
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$27,085.50

PURCHASER BILLING INFO	DELIVER TO
Billing Address: EDINA PUBLIC SCHOOLS - ISD 273 ACCOUNTS PAYABLE 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Payment Terms: ERATE QUOTES ONLY	Shipping Address: EDINA PUBLIC SCHOOLS - ISD 273 TOM JOHNSTON 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Mayank Srivastava | (866) 626-8519 | mayasri@cdw.com

Need Help?



My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.

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Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

KELLY KRUTZ,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

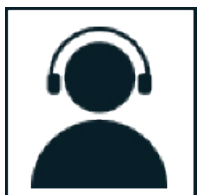
Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSQF497	2/2/2024	ERATE 2024 - FORTINET	4079074	\$98,439.82

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Fortinet FortiCare 24x7 Bundle - extended service agreement (renewal) - 3 y	2	5974040	\$49,219.91	\$98,439.82
Mfg. Part#: FC-10-F11E1-950-02-36 Electronic distribution - NO MEDIA Contract: MARKET				

SUBTOTAL	\$98,439.82
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$98,439.82

PURCHASER BILLING INFO	DELIVER TO
Billing Address: EDINA PUBLIC SCHOOLS - ISD 273 ACCOUNTS PAYABLE 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Payment Terms: ERATE QUOTES ONLY	Shipping Address: EDINA PUBLIC SCHOOLS - ISD 273 TOM JOHNSTON 5701 NORMANDALE RD EDINA, MN 55424-2401 Phone: (952) 848-3900 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Mayank Srivastava | (866) 626-8519 | mayasri@cdw.com

LEASE OPTIONS

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$98,439.82	\$2,821.29/Month	\$98,439.82	\$3,225.87/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

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For more information, contact a CDW account manager.

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EDINA – ACCESS POINTS SEALED BID SUMMARY (2024)

General Information

Organization:	ISD #273 – Edina Public Schools	Date:	2/16/2024
Department:	Media and Technology	Category:	IT Hardware & License (Access Points, UPS and Firewall)

Process Notes

Process used	Request for bid (RFB) sealed bid
Vendors participating	<ul style="list-style-type: none"> • CDW-G (Submitted) • Heartland Business Systems (Invalid-Submission) • Matrix-NDI (Submitted) • SHI (Invalid-Submission)

Your Company Information

Company Name:	CDW-G	Matrix-NDI
Address:	230 N. Milwaukee Ave, Venon Hills, IL 60061	171 Cheshire Lane N. Plymouth MN 55441
Local Account Support Name:	Mayak Srivastava	Jason Cardwell
Local Support Phone:	312-705-9366	763-475-5514
Local Support Email:	mayasri@cdw.com	jcardwell@matrix-ndi.com
SPIN #:	143005588	143006071

References

Company Name:	CDW-G	Matrix-NDI
Reference 1	Wayzata Public Schools	Robbinsdale Public Schools
Reference 2	Bloomington Public Schools	Hopkins Public Schools

EDINA – ACCESS POINTS SEALED BID SUMMARY (2024)

Qualifications Information

Question	CDW-G	Matrix-NDI
Do you agree with the District Terms, conditions, specifications, & requirements as described?	Y	Y
Are you authorized to do business with Minnesota public schools?	Y	Y
Have you included all required bid forms and documents?	Y	Y
Have you included a Bid Bond in the amount of 5% of your total bid?	Y	Y
Have you signed the affidavit of non-collusion form?	Y	Y
Have you signed the statement of affirmative action for equal opportunity employment?	Y	Y
Have you signed the acceptance form?	Y	Y
Do you agree with the District Terms, conditions, specifications, & requirements as described?	Y	Y

Access Points, Licenses and Ongoing Support - Price Bid Summary

License, Architecture and Ongoing Support	CDW-G		Matrix-NDI	
	Manufacturer	Price	Manufacturer	Price
1-Year	Juniper	\$364,541.24	Extreme Networks	\$425,255.63
3-Year	Juniper	\$439,463.68	Extreme Networks	\$463,013.63
5-Year	Juniper	\$599,194.24	Extreme Networks	\$470,321.63
3-Year	Meraki	\$336,482.19	N/A	N/A
5-Year	Meraki	\$394,410.27	N/A	N/A
3-Year	Cisco	\$457,292.18	N/A	N/A
5-Year	Cisco	\$539,915.21	N/A	N/A
1-Year	Aruba	\$360,218.65	N/A	N/A
3-Year	Aruba	\$385,409.46	N/A	N/A
5-Year	Aruba	\$404,199.99	N/A	N/A

EDINA – ACCESS POINTS SEALED BID SUMMARY (2024)

Uninterrupted Power Supply – Price Bid

	Qty	CDW-G				Matrix-NDI			
		Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Uninterrupted Power Supply									
N1C.L2000 or Equivalent	13	Critical Technologies	N1C L-Series 2000VA 2KVA 120V	\$2,083.50	\$27,085.50	N1C	N1C.L2000	\$2,479.20	\$32,229.50

Fortinet Firewall Services Renewal - Price Bid

	Qty	CDW-G				Matrix-NDI			
		Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net	Unit Manufacturer	Unit Model	Price Per Unit (FOB)	Net
Fortinet Firewall Services Renewal									
Fortinet - 2x1101E (1-year subscription)	2	Fortinet	FortiCare 24xY Bundle – 1 Year	\$17,148.18	\$34,296.36	Fortinet	FC-10-F11E1-950-02-12	\$22,004.00	\$44,008.00
Fortinet - 2x1101E (3-year subscription)	2	Fortinet	FortiCare 24xY Bundle – 3 Year	\$49,219.91	\$98,439.82	Fortinet	FC-10-F11E1-950-02-36	\$66,010.00	\$132,020.00

Proposal Evaluation – Scoring Matrix


Criteria	Pts	CDW-G	Matrix-NDI
Price - One time and/or multi-year costs(s) will be used to evaluate the total cost of services. This includes, estimated time before product is declared EoL (End of Life) by the manufacturer of the product, ongoing maintenance costs, and costs incurred to transition to the new product	31	31, 30, 31	26, 29, 24
Vendor Relationship - The District will review past experience and relationship with this vendor and reseller	10	10, 10, 10	0, 0, 0
Local or In-State Representation - Does the vendor (reseller) have a physical presence within the state or locality?	10	10, 10, 10	10, 10, 10
Technical Solution Evaluation - The District will assess the technology employed to provide services, the service or device itself (including its estimated lifecycle), the services offered, the resilience of the proposed solutions, and the level of effort required by the District for ongoing management. The District strongly prefers cloud-delivered and managed solutions, as they require less maintenance compared to on-premises solutions. Does the product align with the district's requirements, including manageability within the existing staffing and skill set, with a preference for cloud-based solutions? Is the vendor able to meet the requirements outlined for the purchased system/product?	29	29, 29, 29	29, 10, 29
Ease of Transition - The District will review the proposal and the ease of implementation and cutover of services. This includes the time required to have a fully functioning solution. This includes the amount of time and effort required by Edina Public Schools Employees to implement the purchased product.	20	20, 20, 20	20, 5, 20
Total		AVG 100	AVG 74

Scoring Criteria and Evaluation

Criteria	Points	CDW-G	Matrix-NDI
Price - One time and/or multi-year costs(s) will be used to evaluate the total cost of services. This includes, estimated time before product is declared EoL (End of Life) by the manufacturer of the product, ongoing maintenance costs, and costs incurred to transition to the new product	31	31	26
Vendor Relationship - The District will review past experience and relationship with this vendor and reseller	10	10	0
Local or In-State Representation - Does the vendor (reseller) have a physical presence within the state or locality?	10	10	10
Technical Solution Evaluation - The District will assess the technology employed to provide services, the service or device itself (including its estimated lifecycle), the services offered, the resilience of the proposed solutions, and the level of effort required by the District for ongoing management. The District strongly prefers cloud-delivered and managed solutions, as they require less maintenance compared to on-premises solutions. Does the product align with the district's requirements, including manageability within the existing staffing and skill set, with a preference for cloud-based solutions? Is the vendor able to meet the requirements outlined for the purchased system/product?	29	29	29
Ease of Transition - The District will review the proposal and the ease of implementation and cutover of services. This includes the time required to have a fully functioning solution. This includes the amount of time and effort required by Edina Public Schools Employees to implement the purchased product.	20	20	20
Total		100	85

Evaluation Team

Signed 

Signed 

Typed Name Nathaniel Lindley


Typed Name Thomas Johnston

Scoring Criteria and Evaluation

Criteria	Points	CDW-G	Matrix-NDI
Price - One time and/or multi-year costs(s) will be used to evaluate the total cost of services. This includes, estimated time before product is declared EoL (End of Life) by the manufacturer of the product, ongoing maintenance costs, and costs incurred to transition to the new product	31	31	24
Vendor Relationship - The District will review past experience and relationship with this vendor and reseller	10	10	0
Local or In-State Representation - Does the vendor (reseller) have a physical presence within the state or locality?	10	10	10
Technical Solution Evaluation - The District will assess the technology employed to provide services, the service or device itself (including its estimated lifecycle), the services offered, the resilience of the proposed solutions, and the level of effort required by the District for ongoing management. The District strongly prefers cloud-delivered and managed solutions, as they require less maintenance compared to on-premises solutions. Does the product align with the district's requirements, including manageability within the existing staffing and skill set, with a preference for cloud-based solutions? Is the vendor able to meet the requirements outlined for the purchased system/product?	29	29	29
Ease of Transition - The District will review the proposal and the ease of implementation and cutover of services. This includes the time required to have a fully functioning solution. This includes the amount of time and effort required by Edina Public Schools Employees to implement the purchased product.	20	20	20
Total		100	83

Evaluation Team

Signed 

Signed 

Typed Name __Nathaniel Lindley__

Typed Name __Tom Johnston__

General Information

Bid Name	Wireless Access Points, Uninterrupted Power Supplies and Fortinet Firewall Licenses	Opening Date:	2/8/2024
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Bid Evaluation Criteria

Criteria	Weight
Price	31%
Vendor Relationship	10%
Local or In-State vendor	10%
Technical Solution Evaluation	29%
Ease of Transition	20%

Bidder Information

Bidder (Company)	Bid Security Bond?	Signed Non-Collusion, Equal Opportunity, and Acceptance Form?	Completed Bid Docs?
Matrix - NDI	Y	Y	Y
CDW - G	Y	Y	Y
SHI	N	N	N
Heartland	N	N	N

Bids Received

Vendor Name	Matrix-NDI	CDW-G	SHI	Heartland
Total Bid Amount	TBD	TBD	TBD	TBD

Opened by NATASHA MONSAAS-DALY Organization EDINA PUBLIC SCHOOLS

Signature *Natasha Monsaas-Daly*

Witness: Kyle Trites Organization Catalyst Learning

Signature *[Signature]*

VI.I. Edina High School LTFM Phase II Project



Board Meeting Date: 4/8/2024

Title: Edina High School LTFM Phase II Project

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 Edina High School Long-Term Facilities Maintenance (LTFM) Phase II Project (“the project”). The scope of the project includes mechanical systems, electrical systems, interior surfaces, and other deferred maintenance needs. Bids for the project were opened on March 28, 2024, and were reviewed in detail by the administration and its construction partners Kraus-Anderson. The project will be funded by LTFM revenue and is the second phase of the major LTFM project at Edina High School. Project completion is anticipated in fall of 2026.

Recommendation: Award construction contracts for the project to the lowest responsible bidders in the aggregate amount of \$8,193,726 and reject the bid for the elevator work scope.

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

Attachments:

1. Recommendation Letter – Edina High School LTFM Phase II Project
2. Bid Tabulations – Edina High School LTFM Phase II Project

April 4, 2024

Mr. Eric Hamilton
 Edina Public Schools District, ISD#273
 5701 Normandale Road
 Edina, MN 55424

**RE: Edina High School Mechanical Renovations Phase 2
 Contract Award Recommendation**

Dear Mr. Hamilton

This letter is concerning our recommendations for contract awards for the above referenced project that was bid on March 28, 2024. Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders, less the elevator bid, as we recommend to reject this bid.

Work Scope	Contractor, City, State	Bid Amount
01-J Final Cleaning	Prime Solutions, LLC. Dba Prime Construction Solutions Bloomington, MN	Base Bid \$42,000.00
02-A Demolition	Envirobate Minneapolis, MN	Base Bid \$339,800.00
WS 03-A Concrete	Ebert Construction Corcoran, MN *Low bidder withdrawn*	Base Bid \$277,200.00
WS 04-A Masonry	B&D Associates, LLC. St. Paul, MN	Base Bid \$198,200.00
WS 05-B1 Combined Structural Steel	Red Cedar Steel Erectors, Inc. Menomonie, WI	Base Bid \$152,000.00
WS 06-A Carpentry	Ebert Construction Corcoran, MN	Base Bid \$383,300.00
WS 07-K Interior Sealant	Carciofini Company Burnsville, MN	Base Bid \$ 25,400.00
WS 08-A Doors, Frames & Hardware – Material Only	Twin City Hardware Oakdale, MN	Base Bid \$140,500.00

WS 08-F	Glass and Glazing	Envision Glass Roseville, MN	Base Bid	\$180,025.00
WS 09-A	Drywall	Commercial Drywall Blaine, MN	Base Bid	\$171,160.00
WS 09-B	Tile	Tim's Construction Group Zimmerman, MN	Base Bid	\$179,380.00
WS 09-C	Ceiling & Acoustical Treatment	Sonus Interiors, Inc. Golden Valley, MN	Base Bid	\$399,545.00
WS 09-D	Flooring (Resilient & Carpet)	Acoustics Associates, Inc. Golden Valley, MN	Base Bid	\$115,515.00
WS 09-F	Wood Flooring	H2I Group Minneapolis, MN	Base Bid	\$245,490.00
WS 09-G	Terrazzo	Advance Terrazzo and Tile Co. Coon Rapids, MN	Base Bid	\$25,350.00
WS 09-H	Resilient Athletic Flooring	H2I Group Minneapolis, MN	Base Bid	\$233,300.00
WS 09-K	Painting and Wall Covering	Fransen Decorating Milaca, MN	Base Bid	\$201,805.00
WS 11-K	Gym Equipment	H2I Group Minneapolis, MN	Base Bid	\$126,887.00
WS 12-C	Manufactured Casework	Woodside Industries Cavalier, ND	Base Bid	\$59,832.00
WS 14-B	Elevators	Bids Rejected	Base Bid	NA
WS 21-A	Fire Suppression	Lifesaver Fire Protection Plymouth, MN	Base Bid	\$201,377.00
WS 23-B	Combined Mechanical	McDowall Company Waite Park, MN	Base Bid	\$3,337,700.00
WS 26-A	Electrical	AJ Moore Electric, Inc. Burnsville, MN	Base Bid	\$1,158,000.00
			Total Base Bid	\$8,193,726.00

If you have any questions regarding this information, please do not hesitate to contact me at 612-336-6453.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

A handwritten signature in black ink that reads "Molly Jutz". The signature is written in a cursive, flowing style.

Molly Jutz
Project Manager

VII. Discussion

VII.A. School Board Election Resolution - Even
Years



Meeting Date: 4/8/2024

Title: School Board Election Resolution - Even Years

Type: Discussion

Presenter(s): City-School District Liaisons, Erica Allenburg and Michael Birdman

Background Information: In April 2022, the City of Edina expressed a desire to discontinue managing school board elections due to the complexity, time and resources election management is causing the city. Since then, Edina School District has been analyzing current school board election processes, options and the impacts of varying process changes.

At the board's 1/23/24 and 1/24/24 board retreat, the Edina School Board had a general overview of the impact of the school board election and moving elections from odd to even years. At this retreat it was explained that the board, with input and updates from the city, needed to make a decision regarding its election processes this spring due to certain legal, date-dependent requirements the state has when announcing board elections.

The Minnesota state constitution requires a board to adhere to the will of the community who elected representatives for 4 years. The only provision in Minnesota law is to make a "transition plan" that either adds a year to each elected member's term or sets up two election cycles where people are elected by the public for 3 years. The Legislature looked at this issue back in 1994 when school districts were forced to move elections from May to November in either the odd or even years. That would have forced some districts to cancel an elected person's term a year earlier. The Legislature thought ending a term early would not be constitutional. In 1994, the Legislature passed a term extension provision in Section 26, Subdivision 1 for the orderly transition. It was ruled that extensions of one year would be allowed. The law was approved by the Secretary of State's office at the time and the Office of Senate Counsel. They also made an option to have two 3-year election cycles so districts could move to even year elections.

After consulting with the Minnesota School Board Association and district legal counsel, the board has three options:

1. *Continue to hold board elections on odd years and transition board elections to be in the control of the school district.*

2. *Transition the board to even years by extending the terms of current board members by one year in order to get the board on an even election cycle.*
3. *Transition the board to even years by electing holding two consecutive three-year term elections for a cycle of eight years in order to get the entire board on an even year cycle.*

Given the budgetary constraints the district is in (facing over a \$3.5 million budgetary shortfall), at the February 20th board work session, the board expressed interest in moving forward with aligning board elections with even years in order to save the district the expenses associated with the odd year elections. In order to accomplish this, the board expressed interest in extending the terms of existing members, as this would allow the board to move to even years as simply, quickly and efficiently as possible.

This resolution impacts board elections only; it does not affect bond or levy elections. The resolution is based on a recommended resolution from the MSBA and has been reviewed by both administration and district legal counsel.

Recommendation: Discuss and bring questions regarding proposed resolution.

Attachment(s): Edina School Board Election Resolution - Even Years

RESOLUTION PROVIDING THAT
EDINA PUBLIC SCHOOL DISTRICT 273 GENERAL ELECTIONS HELD AFTER 2023
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board ~~is currently running their elections on odd years had previously determined that the school district should hold its general election in November of the odd-numbered year (insert date); and~~

WHEREAS, the school board now believes that due to the budgetary constraints our school district, it would be more cost effective if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

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

1. School board general elections held after 2023 in Independent School District No. 273 shall be held on the first Tuesday after the first Monday in November of the even-numbered year.

2. The terms of office of school board members that would otherwise expire on the first Monday of January, 2026 if elections were held in the odd-numbered year (2025) shall be extended to expire on the first Monday in January, 2027. The terms of office of school board members that would otherwise expire on the first Monday of January, 2028 if elections were held in the odd-numbered year (2027) shall be extended to expire on the first Monday in January, 2029.

3. The next school board election shall be held in conjunction with the state general election in November of 2026, electing four board members to four-year terms. The subsequent election will be held in November of 2028, electing three board members to four year terms.

4. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general election in November of the even-numbered year in 2024 and thereafter.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS.
COUNTY OF HENNEPIN)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 273, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 273, duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general election and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 13 day of May, 2024.

Clerk
Independent School District No. 273 (Edina Public Schools)
State of Minnesota

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 273
(EDINA PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. __ was held on the 13 day of May 2024, at _____ o'clock

p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

VII.B. Policy Review (407, 409, 410, 431, 432,
435, 437, 439, 812)



Board Meeting Date: 4/8/2024

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 407 Employee Right to Know – Exposure to Hazardous Substances
- Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations
- Policy 410 Family and Medical Leaves
- Policy 431 Compensatory Practices
- Policy 432 Assignment and Transfer of Teachers
- Policy 435 Employee Evaluation and Improvement
- Policy 437 Resignation, Termination, or Nonrenewal of Activity Position
- Policy 439 Outside Employment and Conflict of Interest
- Policy 812 Health and Safety Program

Recommendation: Review the suggested modifications for Policies 407, 409, 410, 431, 432, 435, 437, 439, 812.

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

Attachments:

1. Policy 407 Employee Right to Know – Exposure to Hazardous Substances
2. Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations
3. Policy 410 Family and Medical Leaves
4. Policy 431 Compensatory Practices
5. Policy 432 Assignment and Transfer of Teachers
6. Policy 435 Employee Evaluation and Improvement
7. Policy 437 Resignation, Termination, or Nonrenewal of Activity Position
8. Policy 439 Outside Employment and Conflict of Interest
9. Policy 812 Health and Safety Program

Personnel

Employee Right to Know – Exposure to Hazardous Substances

I. Purpose

This policy states the school district's commitment to provides district employees with appropriate training to minimize risk associated with recognized hazards that are likely to cause death or serious injury or harm.

II. General Statement of Policy

The district provides information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. Definitions

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

- A. "Commissioner" means the [Minnesota](#) Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work, or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
 1. Is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 2. Is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 3. Is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use,

handling, accidental spill, exposure, or contamination.

- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. "Blood borne pathogens" means ~~a~~ pathogenic microorganisms that ~~is~~ are present in human blood and can cause disease in humans. ~~These pathogens~~ This definition includes, but ~~is~~ are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. Target Job Categories

~~Annual~~ Training will be provided to all employees who are routinely exposed to a hazardous substance, harmful physical agent, blood borne pathogen, or infectious agent as defined above.

V. Training Schedule

Training will be provided to employees before beginning a job assignment as follows:

- A. A newly-hired employee assigned to a work area where the employee is determined to be routinely exposed to a hazardous substance, harmful physical agent, blood borne pathogen, or infectious agent ~~under the above guidelines~~ as defined above.
- B. An employee reassigned to a work area where the employee is determined to be routinely exposed to a hazardous substance, harmful physical agent, blood borne pathogen, or infectious agent ~~under the above guidelines~~ as defined above.

Legal References:

29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines, MDA)

Minn. Stat. Ch. 182 (Occupational Safety and Health)

Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)

Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right-to-Know Standards)

~~Cross-Reference:~~

adopted: 9/22/08
revised: 05/28/13
revised: 06/13/16
revised: 10/12/20
revised: __/__/24

Edina, Minnesota

Personnel

Employee Publications, Instructional Materials, Inventions, and Creations

I. Purpose

This policy sets forth the rights and responsibilities of the school district and district employees with respect to employee publications, instructional materials, inventions, and creations.

II. General Statement of Policy

The school district reserves the proprietary rights to publications, instructional materials, instruction for pay, inventions, and creations that employees develop or create, or assist in developing or creating, while employed by the district. Nothing in this policy limits in any manner or degree any right granted to the district by law that is not specifically described herein.

III. Guidelines

- A. The school district will not retain proprietary rights when the employee develops, creates, or assists in developing or creating a publication, instructional material, computer program, invention, or creation entirely on the (1) employee's own time and (2) without the use of any district facilities, resources, or equipment.
- B. An employee will immediately disclose and, on demand of the district, assign to the district any rights to publications, instructional materials, computer programs, materials posted on websites, inventions, or creations that the employee develops, or creates, or assists in developing or creating during the term of the employee's employment and for 12 months after employment with ~~Edina Public Schools~~ the district.
- C. An employee must sign documents and perform acts to secure the district's rights relating to such publications, instructional materials, computer programs, materials posted on websites, inventions, or creations, including domestic and foreign patents and copyrights.
- D. The district reserves the right to all or a portion of an employee's financial gains as a result of the above-mentioned employee activities. Further, the district reserves the right to all or a portion of an employee's financial gains who shares expertise gained through district-financed training by means of instruction or presentation at a college/university course, conference, or workshop. The district will determine its financial rights based on discussion

with the employee.

- E. In its discretion, the district may establish a panel to review situations where proprietary rights appear to be a blend of district rights and an employee's rights. The panel would make a recommendation to the superintendent regarding the apportionment. This determination may result in an individual agreement between the district and employee.

IV. Notice of Policy

The school district will give new employees notice of this policy at the time of hire and post it conspicuously in each school building.

Legal Reference:

17 U.S.C. § 101 *et seq.* (Copyrights)

Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)

Policy

adopted: 01/26/09

Revised: 06/24/13

Revised: 08/17/15

Revised: 07/19/16

Revised: 07/19/21

revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Personnel

Family and Medical Leaves

I. Purpose

This policy provides guidance regarding family and medical leaves of absence for school district employees in accordance with state law and federal law, master agreements, and guidebooks, and district policy.

II. General Statement of Policy

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the Family and Medical Leave Act of 1993 (“FMLA”) and consistent with pregnancy and parenting leave under state law.

III. Definitions

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

- A. For the purposes of the FMLA, an “eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- B. A “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
- ~~C. For the purposes of Minnesota pregnancy and parenting leave laws, an “eligible employee” is has been employed by the district at least half-time for at least 12 months.~~
- ~~D. A “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.~~

IV. Leave Entitlements

A. Twelve Workweeks Leave under the FMLA (federal law)

1. Eligible employees are entitled to a total of 12 workweeks of unpaid family and medical leave during the applicable 12-month period as defined below. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, ~~son, daughter,~~ **child**, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, ~~son, daughter,~~ **child**, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. Spouses: In general, eligible spouses who are both employed by the school district are limited to an aggregate of 12 workweeks of leave during any 12-month period for the birth, care of or adoption of a child; the placement of a child for foster care; or to care for a parent with a serious health condition. Eligible spouses who both work for the district are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.
 3. Intermittent Leave: Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary.
 4. Serious Health Condition: If an employee requests a leave for the serious health condition of the employee or the employee's spouse, **child**, or parent, the employee will be required to submit sufficient medical certification.
 5. Health Insurance: During the period of designated FMLA leave, the district will provide health insurance under its group health plan under the same conditions that coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after FMLA leave may be required to reimburse the district for the cost of health insurance premiums paid by the district.
 6. Paid Leave: The district may request or require the employee to substitute accrued paid leave for any part of the 12 workweek period. Employees may be allowed to substitute paid leave for unpaid leave.
 7. Special Rules for Instructional Employees: An instructional employee who requests continuous leave near the end of a school term may be required to extend the leave through the end of the term. If an instructional employee begins leave for any purpose more than five weeks before the end of a term and it is likely the leave will last at least three weeks, the district may require

that the leave be continued until the end of the term if the employee would otherwise return during the last three weeks of the term. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a term, the district may require that the leave be continued until the end of the term if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the term. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the term and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the term. The district will continue to fulfill the district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

B. Twelve Workweeks Leave under Minnesota Pregnancy and Parenting Leave (state law)

1. An employee who does not qualify for parenting leave under the FMLA leave provisions may qualify for a 12-week unpaid leave, which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to an ~~female~~ employee for ~~their~~ prenatal care or incapacity due to pregnancy, childbirth, or related health conditions.
2. Health Insurance: The ~~school~~ district will continue to make insurance coverage available to the employee while on leave. The employee is responsible to pay the full cost of any insurance while on a leave of absence.

C. Twenty-Six Workweeks Leave for Military Caregiver Leave under the FMLA

1. An eligible employee who is the spouse, ~~son, daughter,~~ **child**, parent, or next of kin of a covered service member is entitled to a total of 26 workweeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph is only available during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee will be entitled to a combined total of 26 work weeks of leave under sections IV.A and IV.C above.

V. Dissemination of Policy

A poster summarizing the major provisions of the FMLA will be conspicuously posted in each district building in areas accessible to employees and on the job posting section of the district website to provide notice to applicants for employment.

Legal References:

10 U.S.C. § 101 et seq. (Armed Forces General Military Law)

29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)

29 C.F.R. Part 825 (Family and Medical Leave Act)

Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)

Policy

adopted: 09/22/08

Amended: 09/29/09

Revised: 06/24/13

Revised: 07/18/16

Revised: 08/14/17

Reviewed: 08/13/18

Revised: 04/20/20

Revised: 02/08/21

Revised: 08/08/22

revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Personnel

Compensatory Practices

I. Purpose

This policy defines the [school](#) district's compensatory practices for employees related to time spent beyond the scope of their regular duties and job responsibilities.

II. General Statement of Policy

- A. The [school](#) district will develop compensatory practices for time spent by employees beyond the scope of their regular duties and job responsibilities. The compensatory practices will align with work agreements and district policies.
- B. The administration will review the practices and share the compensatory practices with employees.

III. General Procedures

- A. The superintendent directs administration to develop compensatory procedures that includes guidelines, definitions of approved and unapproved compensatory time, and appropriate forms.
- B. The following employee groups may access compensatory time: teachers and support staff (e.g., clerical, custodial, confidential, specific non-exempt community education positions).
- C. An employee must submit a written request, using Appendix I, for compensatory time to the employee's supervisor or the building principal for work beyond regular duties and responsibilities, prior to completing the work. The principal or supervisor may seek additional input from site leadership teams or district administration before approving or denying compensatory time.
- D. The following criteria must be met before a request for compensatory time is approved:
 - 1. The work cannot be completed during regular duty hours;

2. The work cannot be completed during release time or by a substitute employee;
 3. The work cannot be completed with the assistance of other employees, volunteers, and/or students; and
 4. All other creative solutions have been explored.
- E. Compensatory time will be allocated in accordance with any applicable employee contract or guidebook language.
- F. The principal or supervisor is responsible for all procedures being followed, including the required financial coding for compensatory time.
- G. Non-exempt employees must agree to receive compensatory time in lieu of overtime compensation. Compensatory time must be calculated in accordance with applicable law.

Legal References:

29 U.S.C. § 201.(Fair Labor Standards Act)

Minn. Stat. § 177.21 (Minnesota Fair Labor Standards Act)

Minn. Stat. § 177.25, subd. 1 (Overtime; Compensation Required)

Policy

adopted: 05/19/09

amended: 07/23/12

revised: 08/19/13

revised: 09/26/16

revised: 07/19/21

revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Appendix I

REQUEST FOR OVERTIME OR USE OF COMPENSATORY TIME

Employee name _____ Date _____

I request to work overtime on the following date(s):

of hours Date

of hours Date

Reason this work cannot be completed during regular work hours:

Your request is: _____ approved _____ denied

Supervisor's signature

I request to use compensatory time on the following date(s):

of hours Date

of hours Date

Your request is: _____ approved _____ denied

Supervisor's signature

(/)

Personnel

Assignment and Transfer of Teachers

I. Purpose

This policy defines the process for assigning teachers to internal vacancies, new placements, and/or work assignments.

II. General Statement of Policy

A. The authority and responsibility for the placement of teachers, so as to secure and maintain the most effective instructional situation, is delegated to the superintendent and the administration. ~~This~~ **The** responsibility and authority include the following:

1. Assignment to a building, grade level, activity, subject, and groups of students;
2. Reassignment or transfer;
3. Recommendation for resignation, leave of absence, promotion, dismissal, continuing contract, and retirement; and
4. Assignment of positions in adherence to applicable work agreements and licensure requirements.

B. Teachers will be assigned on the basis of their qualifications, the students' needs, the school district's needs, and when possible the teachers' expressed desires.

III. Definitions

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

A. **Vacancy:** A vacancy exists when there are more positions than teachers to whom ~~Edina Public Schools~~ **the school district** has a contractual obligation. Vacancies will generally result from a non-renewal, termination, resignation, **retirement**, or the creation of a new position.

B. **Temporary Assignment:** A temporary assignment exists when a teacher is granted a leave of absence for a minimum of one, full school year. A medical leave vacancy is not a temporary assignment for the purpose of this policy.

- C. Transfer: A transfer is a change in assignment.
- D. Voluntary Transfer: A voluntary transfer is a change in assignment as requested or implemented with the teacher's consent.
- E. Involuntary Transfer: An involuntary transfer is a change in assignment made without the teacher's consent.
- F. Qualified Candidates: Qualified candidates are determined by application of the criteria posted for a position.
- G. Teacher: A salaried classroom teacher, early childhood family education teacher, hourly teacher, or teacher on special assignment. For purposes of this policy, the definition does not include substitute teachers, long-term substitute teachers, or ~~community education~~ preschool teachers.
- H. Job Posting: An announcement of a vacancy or a temporary assignment.
- I. Assignment Criteria: District-determined criteria used in assigning teachers to positions.

IV. Job Postings

Job postings will be announced internally and/or externally, and will be displayed on the district website for a minimum of five calendar days.

V. Placement Procedures

~~A.~~ All interested teachers must apply for vacant positions.

VI. Job Transfer

- A. The school district encourages teacher transfers to strengthen work team settings and to bring new perspectives and opportunities to individual teachers.
- B. Each spring, as work assignments for the upcoming year are being developed, building principals may give an opportunity to teachers to transfer within the building. Building principals will share the current open positions within the building. The teacher must be licensed and qualified to complete a position's duties. Submission of a transfer request does not guarantee an opportunity will exist for transfer. Remaining positions will be posted on the district employment website.

VII. Assignment of Teaching Positions

- A. The following considerations may be used to assign teaching positions:
 - 1. Licensure;

2. Recent experience;
3. Seniority in the school district; and/or
4. Needs of students (e.g., demographics, age), unit team, department, grade level, school, or district.

B. Filling a Vacancy

The district will follow this policy for staffing vacant positions. Teachers desiring a transfer to posted vacancies must apply to the posting within the posting period. No request will be carried over from one job posting to another.

C. Involuntary Transfer

1. The district will follow the work agreement for the involuntary transfer of senior teachers.
2. Involuntary transferees may request written rationale for the transfer or a meeting with the appropriate administrator to petition for reconsideration and to seek or provide additional information. Requests for petition for reconsideration must be made in writing to the appropriate administrator within three working days of receipt of written notice of involuntary transfer.

D. Filling a Temporary Assignment

1. Procedure: In filling a temporary assignment, the district may follow the steps outlined for filling a vacancy.
2. Duration: A temporary assignment may cease upon return of the incumbent to the school-district. A teacher returning from an approved leave of absence may be re-employed in the position held prior to taking the leave or to another available position for which the teacher is qualified, provided that the district has a contractual obligation to provide continued employment.

The teacher holding the temporary assignment may be voluntarily or involuntarily transferred to a vacancy, provided that the district has a contractual obligation to provide continued employment.

E. Exceptions

The district is not ~~be~~ required to follow provisions of this policy under the following circumstances:

1. When transfers result from formal evaluations of teachers whose performance is less than satisfactory. Formal evaluations must have commenced no less than six months prior to transfers invoked under this clause.
2. When there is a change of assignment within a department.

3. When part-time vacancies occur and a qualified part-time teacher is available.
4. When the transfer is a component of disciplinary action taken against a teacher.

VIII. Assignment of Duties

Each year, the school district will appoint a staffing committee of principals and district level administrators responsible for the assignment of staff to positions for the upcoming year. Composition of this committee may vary from year to year.

IX. Assignment of Teacher on Special Assignment (“TOSA”)

- A. The school district may assign a teacher to a position of “teacher on special assignment” when a position has been identified by administration and posted internally. An interview process will be completed, and if no qualified candidate can be selected, an external posting will occur. These positions will be noted as a “TOSA” on the job posting.
- B. A teacher who is employed by the district at the time of assignment and who accepts a TOSA position will:
 1. Be compensated in accordance with the work agreement between ~~Edina Public Schools~~ [the district](#) and Education Minnesota/Edina, and will continue to advance on the salary schedule as allowed by the agreement.
 2. Not lose the teacher’s seniority rights, and will continue to accrue seniority while on special assignment.
 3. Make a yearly commitment to the assignment by notifying the human resources department prior to February 1 if the TOSA does not want to continue within the term of the TOSA position. The district will provide notification to the TOSA by April 1 if the TOSA will no longer be in TOSA assignment for the following year.

Legal References:

- Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Policy
 adopted: 06/22/09
 amended: 08/17/09
 revised: 11/18/13
 revised: 11/14/16
 revised: 07/19/21
 revised: __/__/24

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

Personnel

Employee Evaluation and Improvement

I. Purpose

This policy provides guidelines regarding evaluation and improvement of school district employees' performance.

II. General Statement of Policy

The school district's primary function is to achieve its mission. Qualified, professional employees who are constantly learning are needed to achieve the district's mission. Effective ongoing evaluation programs and goal setting programs are intended to maximize employees' ability to assist in the achievement of the district's mission.

III. Definitions

[For purposes of this policy, the definitions included in this section apply.](#)

A. "Evaluation" is an appraisal of an employee's performance completed by the employee's supervisor(s). An evaluation includes but is not limited to observations, information, and data collected both formally and informally.

B. "Goal setting" is a collaborative discussion between the supervisor(s) and employee to identify opportunities for the employee's continued performance growth.

C. "Employee growth plan" is a document containing goals and activities meant to improve an employee's performance.

IV. Evaluation and Growth of Employees

An employee's supervisor is responsible for ensuring that employees receive evaluations and goal setting opportunities. The district may use an employee growth plan to improve employee performance.

V. Related Programs

Employee evaluation and improvement with specified durations that relate directly to the supervision, evaluation, and performance of the improvement process will be

approved by the superintendent or [school](#) district administration. The school board must approve any performance pay programs prior to the program's inception.

Legal References:

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 123A.19 (Teaching Positions)

Policy

adopted: [06/22/09](#)

revised: [05/19/14](#)

revised: [09/26/16](#)

revised: [02/08/21](#)

revised: [__/__/24](#)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

Personnel

Resignation, Termination, or Non-Renewal of Activity Position

I. Purpose

This policy defines the process for ending an assignment with an employee who has been employed in an activity position with [the school district, such as athletic coach or club advisor](#) ~~Edina Public Schools~~.

II. General Statement of Policy

All activity positions are appointed positions lasting for one year only.

III. Implementation of Resignations and Terminations/Non-Renewals

A. Resignation

An employee wishing to resign before the end of the appointment will submit their intent to resign in writing from the position to the activities director or building administrator overseeing the position.

B. Termination

The school district may terminate an employee in an activity position during the contracted season. Immediate termination may occur when circumstances warrant, as determined by the district. A termination of such employee may be done through a meeting that may include the attendance of the head coach/advisor (as appropriate), the activities director, and the building principal.

C. Non-Renewal of Contract

The district may choose not to renew a contract with an employee in an activity position. The district will decide at the time new contracts are issued not to renew such employee for the following year. If the employee is a head varsity coach, the employee may request from the school board the reasons for non-renewal [as provided by law](#).

Legal References:

Minn. Stat. § 122A.33 (License and Degree Exemption for Head Coach)

Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Minn. Stat. § 122A.58 (Coaches, Termination of Duties)



Policy
adopted: 06/22/09
revised: 11/18/13
revised: 11/14/16
revised: 03/08/21
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Personnel

Outside Employment and Conflict of Interest

I. Purpose

This policy provides school district employees with guidance concerning their engagement in employment outside ~~Edina Public Schools~~ the district and with activities that create or give the appearance of creating a conflict of interest with their employment with the district.

II. General Statement of Policy

The school district expects its employees to appropriately complete their professional responsibilities and duties with the district. The district expects that its employees will not engage in any activity or employment that conflicts with or creates the appearance of conflict with the district.

III. Outside Employment and Conflict of Interest Standards and Procedures

- A. Employees' outside employment must not interfere with the proper performance of professional responsibilities, negatively impact their attendance, or reflect adversely on the school district.
- B. Employees must not engage in employment that would result in the release, either intentionally or unintentionally, of confidential information.
- C. Conflict of Interest Definitions
 1. "Family member" means any blood relative through the second degree and any person living in the same household.
 2. ~~Own or~~ "Substantial personal interest" means ~~holding~~ an equity interest equal to more than five percent of an individual's net worth or more than five percent of the ownership of the business or outside organization.
 3. "Employee" means a person hired and compensated by the ~~school~~ district to perform job duties.
- D. Employees and their family members must not engage in or have financial interest in any activity that creates a conflict of interest with their job duties and responsibilities. This includes, but is not limited to:

1. Participating for financial compensation in outside activities where their employment with the district is used to sell goods or services to students or their parents;
 2. Engaging in any type of work where the source of information concerning the customer, client, or employer originates from information obtained through the district;
 3. Using personal employment with the district, district materials, or district facilities to promote outside activities which result, or may result, in personal financial gain or advantage;
 4. Using duty hours, district equipment, or district facilities to promote any out-of-school activity resulting in personal financial gain without the authorization of the ~~school~~ district;
 5. Owning a business or non-district organization that does business with the ~~school~~-district, without the written authorization of the district;
 6. Rendering services as a director, officer, employee of, contractor, or consultant to a non-district organization that does business with the ~~school~~-district or is in the business of providing for-profit educational services, without the written authorization of the district; and
 7. Representing the ~~school~~-district in a transaction in which the employee or the employee's family member has a substantial personal interest.
- E. For the protection of both the ~~school~~-district and its employees, employees must make timely disclosure of any potential conflict of interest. Employees must exercise good judgment when engaging in employment outside the ~~school~~-district. All disclosures made in compliance with this policy will be treated as personnel data in compliance with applicable laws.
- F. The responsibility for disclosure of conflicts of interests rests with employees.
- G. Off-Season - Coaches
1. Coaches and other employees ('coaches') falling under the purview of the Minnesota State High School League ("MSHSL") must ensure compliance with MSHSL rules, regulations, and guidance in the provision of services/activities ("services") outside their employment with the district.
 2. Solicitations for services may be communicated directly to families, but not the student participant directly, if the solicitation includes the notification in paragraph 3 below. It is preferable that the solicitation is offered along with other alternatives for services offered by non-employee providers.
 3. In communication with students and families regarding outside services, coaches must notify students and families that participation is not required

for participation on the team or playing time while a team member and a student's participation or non-participation does not impact coaching decisions.

4. Coaches are exempt from Article III, D, 2-3, except to the extent noted in Article III.G.5..
5. Coaches must not use district materials or facilities to promote services that result or may result in personal financial gain.

H. Tutoring for Pay

1. Teachers may not arrange for a paid tutor or provide paid educational support services to students enrolled in the district without knowledge and written approval of their supervising administrator.
 2. [In accordance with the Code of Ethics for Minnesota teachers, a teacher may not use professional relationships with students or parents to private advantage.](#)
 3. A student's current teacher(s) may not provide paid tutoring for the student or the family during the student's school year.
- I. Employees who work outside the district and whose employment is deemed to be in violation of this policy could be subject to discipline. Employees are encouraged to consult with their supervisor prior to being involved in outside employment.

Legal References:

[Minn. Rule 8710.2100 \(Code of Ethics for Minnesota Teachers\)](#)

Policy

adopted: 03/16/09
Revised: 10/24/16
Revised: 03/11/19
Revised: 05/18/20
Revised: 08/09/21
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Buildings and Sites

Health and Safety Program

I. Purpose

The school district will promote a safe and healthy environment for students, employees, and the public, while striving for compliance with all state and federal laws, and the required guidelines established by the Minnesota Department of Education.

II. Policy

- A. The school district will implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter district buildings and grounds. The objective of the health and safety program is to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to district employees to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train district employees on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All employees have a responsibility for maintaining a safe and healthy environment within the district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the district will ~~ensure each site~~ forms a health and safety advisory committee, in compliance with state law. The guidelines for this committee can be found in Appendix I.

The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules.

III. District Responsibilities

- A. In accordance with this policy, the [school](#) district will:
- a. Identify potential safety hazards;
 - b. Identify employee groups routinely exposed to safety hazards;
 - c. Provide personal protective equipment for employee's routinely exposed to these safety hazards
 - d. Train employees on workplace safety;
 - e. Develop health and safety management plans for employee use;
 - f. Support a health and safety committee representing employee groups to promote workplace safety;
 - g. Provide program support with an annual health and safety management budget; and
 - h. Provide a system to maintain records for review by the public and regulatory inspectors.
- B. The district ~~and each school site will develop~~ [has](#) an emergency management plan [which was developed](#) in consultation with local emergency response agencies that addresses prevention/mitigation, preparedness, response, and recovery from a crisis. [Details related to emergency management can be found in Policy 806.](#)
- C. The superintendent will develop administrative guidelines as necessary to assist in the implementation of this policy.

Legal References:

Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (~~Capital Expenditure~~; Health and Safety [Projects](#))
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
[Minn. Rules Part 5208.0040 \(Safety Surveys\)](#)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References:

Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
Policy 806 (Emergency Management)

Policy
adopted: 06/25/12
Revised: [06/15/15](#)

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

Revised: 04/17/17
revised: __/__/24

Appendix I to Policy 812

Health and Safety Site Committee Guidelines

~~I. Health and Safety Site Committee Guidelines~~

- ~~A.~~—1. Members ~~should~~ **will** be selected by their peers or their collective bargaining unit. If there are no volunteers, the ~~employer~~ **district** may select representatives.
- ~~B.~~—2. The number of ~~employee~~ **non-administration** representatives on a ~~the~~ safety and health committee ~~shall~~ **will** equal or exceed the number of ~~management~~ **district administration** representatives on the committee.
- ~~C.~~—3. Meetings ~~should~~ **will** occur according to ~~MN~~ **Minnesota** law, and the ~~MN~~ **Minnesota** Department of Education.
- ~~D.~~—4. If an ~~employer~~ **the district** has a modification factor of 1.4 or greater or has a workers' comp premium rate of \$30 or more per \$100 of payroll, then Mock OSHA walkthroughs ("Safety and ~~h~~Health ~~s~~Surveys") ~~should~~ **will** be done by the committee quarterly. If this is not the case, then these walkthroughs ~~should~~ **will** be done as frequently as the committee considers necessary.
- ~~E.~~—5. The safety and health committee ~~should~~ **will** have a system to collect and review suggestions from employees, make recommendations, and review work-related incidents, injuries, and deaths.

Appendix

~~E~~established: 04/17/17

revised: ___/___/24

VIII. **Action**

VIII.A. International Travel



Board Meeting Date: April 8, 2024

Title: Vancouver/Canada 1/2025 - International Travel Request - Edina High School Model U.N.
- Brad Dahlman

Type: Action

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 and approve the international travel recommendations.

Desired Outcomes for the Board: Review the International Travel Request to Vancouver/Canada 1/2025 for approval.

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](#)



Board Meeting Date: April 8, 2024

Title: Montreal/Quebec - 6/2025 - International Travel Request - Valley View Middle School - Natalie Godin

Type: Action

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, Chrystel 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 and approve the international travel recommendations.

Desired Outcomes for the Board: Review the International Travel Request to Montreal/Quebec - 6/2025 for approval.

Attachments:

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

VIII.B. Teacher Evaluation & Alternative
Compensation Program Memorandum of Understanding:
Reauthorization



Board Meeting Date: 4/8/2024

Title: Teacher Evaluation & Alternative Compensation Program Memorandum of Understanding: Reauthorization

Type: Action

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Libby Sandvick, Teacher Evaluation Program Facilitator; Debi Kregel, Special Education Teacher at Concord Elementary

Description: Every two years the Teacher Evaluation/Alternative Compensation Memorandum Of Understanding must be reauthorized by both Edina Public Schools and the Education Minnesota Edina. According to the MOU (22.B), *“The intent of both the District and EM/E is to review and re-approve the MOU and teacher evaluation program in two-year increments. Such renewal shall occur no later than May 1 in the spring preceding the expiration of the agreement.”*

Our Teacher Evaluation program is aligned with the requirements outlined in statute for both Teacher Evaluation (122A.40) and Quality Compensation (Statute 122A.414). It is the Quality Compensation revenue that funds Teacher Evaluation.

The MOU Reauthorization Committee (three district- and three EM/E-appointed members) reviewed stakeholder data, budget projections and current practice. At this time, the committee is recommending the changes outlined in the MOU Summary of Changes document. The large impact changes are minimal, but include prorating the Professional Growth Plan incentive for probationary teachers and reinvesting that savings in our mentor program through increased expectations and compensation for mentors; and a shift in the non probationary teacher observation process which will allow for more flexibility in scheduling observations with Peer Coaches for teachers. Additional changes/adjustments to the MOU are identified in the Summary of Changes Document.

The EME Governance Board approved the reauthorization on 3/14/24.

Recommendation: Approve the Memorandum of Understanding.

Desired Outcomes from the Board: Take action to reauthorize the Memorandum of Understanding for 2024-2026.

Attachments:
[Board Presentation](#)

[Teacher Evaluation and Alternative Compensation Memorandum of Understanding 2024-2026](#)

Teacher Evaluation MOU Reauthorization Committee:

Jody De St. Hubert, Director of Teaching and Learning
Libby Sandvick, Teacher Evaluation Program Facilitator
Michael Pretasky, Assistant Principal - Edina High School
Chris Holden, Principal - Normandale Elementary
Jason Dockter, President Education Minnesota Edina
Debi Kregel, Special Education Teacher - Concord Elementary

2023-2024 Timeline:

- September - December: MOU Committee Meetings
- October 10: T&L Board Committee
- January 11: EM/E Governance Board Meeting - Discussion
- January 16: School Board Work Session
- February 12: School Board Meeting - Discussion
- March 14: EM/E Governance Board Meeting - Action
- April 8: School Board Meeting - Action

PROGRAM OVERVIEW

Quality Compensation law (Q Comp) was created by Tim Pawlenty and enacted through a bipartisan agreement in the Minnesota Legislature in July 2005. It is a voluntary program that allows local districts and exclusive representatives of the teachers to design a plan that meets the four components of the law. The four components under Q Comp include Career Ladder/Advancement Options, Job-embedded Professional Development, Teacher Evaluation, and Performance Pay and Alternative Salary Schedule.”
(<https://education.mn.gov/MDE/dse/eDEV/qc/>)

Edina became a Q Comp district in 2008. In Edina, we call our Q Comp program Alternative Compensation (Alt Comp). All salaried, Title 1, and ECFE teachers (defined as a teacher in Minn. Stat. §179A.03, Subd. 18, of PELRA and the Agreement between the District and EM/E) are required to participate in the Alt Comp program, unless specifically noted otherwise. We currently have six Peer Coaches who work with the district’s non-probationary teachers to fulfill program requirements. Administrators (both district- and site-level) work with probationary teachers.

As a Q Comp district, we receive \$260/student (\$169 per student in state aid and \$91 per student in board-approved levy) for the program. (Over the past three years, the state’s funding has averaged 99.89%.) The program’s budget is responsible for coach and facilitator salaries and benefits, performance incentives, and other minor costs associated with program implementation. Teachers are eligible for an \$1,721 incentive based upon successful completion of observations, student learning goal creation and implementation, and site goals based on standardized assessments.

In 2014, Minnesota Statute 122A.40 required all Minnesota school districts “to develop, support

and improve teachers and teaching practices, improve student learning and success, and provide all enrolled students with equitable access to more effective and diverse teachers.” Districts, through joint agreement with the local teacher union, must design and implement a local teacher development and evaluation model or use the state model.

Our Teacher Evaluation program is aligned with the requirements outlined in statute for both Teacher Evaluation (122A.40) and Quality Compensation (Statute 122A.414). It is the Q Comp revenue that funds Teacher Evaluation.

Every two years the Teacher Evaluation/Alt Comp MOU must be reauthorized by both Edina Public Schools and the Education Minnesota Edina. According to the MOU (22.B), *“The intent of both the District and EM/E is to review and re-approve the MOU and teacher evaluation program in two-year increments. Such renewal shall occur no later than May 1 in the spring preceding the expiration of the agreement.”*

Program Survey Results:

Every spring the program collects survey data from all staff. In addition to the annual review questions, the Spring 2023 survey included questions of non-probationary staff related to program reauthorization.

Notable Survey Results

- My participation in the Teacher Evaluation program supported my professional growth as a teacher this year.
93.6 percent of teachers responded agree or strongly agree
- My participation in the Teacher Evaluation program supported my efforts to positively impact students’ engagement, participation and achievement this year.
95.5 percent of teachers responded agree or strongly agree

What elements of the program do you value? Please rank the following elements in order of value to you making only one selection per column. 1 is HIGH value and 5 is LOW value. (n=317)

Element	Rank
Pre-Observation Conference	5
Post-Observation Conference	2
Reflective Conference	3
Full-year student learning goal	4
Choice in focus of Student Learning Goal	1

According to statute, our program must include the elements listed below. If we

made changes to the program structure, what elements of the program should be reviewed and refreshed? (check all that apply) (n=277)

Observation structure (pre/post conference length, format. etc.)	36.1%
Observation frequency (number of observations or timing during the year)	39.0%
Summative evaluation every three years	23.1%
Student learning goals	21.7%
Site goals based on standardized assessments	54.9%

If the incentive payout to teachers were to further decrease, what changes to program expectations seem reasonable? (check all that apply) (n=305)

Decreasing the number of observations	78.7%
Changing the structure of observations	32.1%
Awarding the SLG incentive based on achieving the goal	8.5%
Prorating incentives based on a teacher's FTE (0.5 FTE earns 50% of the incentive)	49.8%
Tiered incentives for probationary teachers (a teacher would earn a percentage of the full incentive each year of probation)	18.7%

How important is it to you to have the following elements of the program (Likert Scale): (n=311)

Element	Importance			
	Extremely	Very	Important	Not
Choice in Year 3 Administrator Event (observation or reflective conference)	33.7%	25.2%	23.9%	17.2%
Reflective Conversation as an observation option with your Peer Coach	43.2%	34.2%	16.1%	6.5%
Selecting your descriptors each year (as opposed to being assigned each year)	35.4%	28.6%	19.3%	16.7%
Having a Peer Coach assigned to you each year (instead of a new coach each year)	54.7%	26.7%	12.5%	6.1%

Alignment between your Site Goals and SLG	16.1%	25.7%	25.1%	33.1%
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Budget Concerns:

During the 2022-2023 school year, the Teacher Evaluation Committee was charged with reducing \$200,000 from the Q Comp Budget. The decision was made to reduce the number of Peer Coaches by one (1) and reduce the Site Goal Incentive from \$90 to \$1. These changes were approved by the EPS School Board on April 17, 2023 through an amended MOU.

The Committee was mindful of the budget and continued to explore ways we may strengthen the longevity of the program’s budget.

Recommended areas with changes for reauthorization

- Addition of language specific to Tier 1 and Tier 2 licensed teachers
- Non probationary teacher observation structure and frequency
- Reimagine Mentoring and Induction for Probationary Teachers
 - Reduction of incentive pay for probationary teachers
 - Use reduction to add mentor professional development and additional mentor supports for probationary teachers
- Cleaning up language to better reflect best practice and address concerns raised over the period of the 2022-2024 MOU.(e.g.deadlines, final performance ratings with multiple observers, performance assistance levels, etc.)

Specifics on each proposed change can be found in detail below:

**Teacher Evaluation Memorandum of Understanding (MOU) 2024-2026
Summary of Recommended Changes - DRAFT**

Changes	Rationale/Explanation
<p>Program Principals: A commitment to incorporating <u>the Tools of Cultural Proficiency</u> a lens of racial equity in the implementation of the teacher evaluation program. (1.A.f)</p> <p>Using a variety of tools and methods to evaluate teachers. (1.C.b)</p>	Aligns with current practice in Edina
<p>Participation: All salaried, Title 1, and ECFE teachers (defined as a teacher in Minn. Stat. §179A.03, Subd. 18, of PELRA and <u>or</u> the Master Agreement between the District and EM/E) are required to participate in the teacher evaluation and Alt Comp programs, unless specifically noted otherwise. (4)</p>	Align language with Agreement between the District and EM/E.

Teachers who hold Tier 1 or 2 teaching license shall be eligible for incentive payments, or portions thereof, for which they are entitled according to this MOU pending successful accomplishment of the stated goals. (4.C)

Part-time teachers shall be eligible for all incentive payments, or portions thereof, for which they are entitled according to this MOU ~~at the full amounts~~ pending successful accomplishment of the stated goals. (4.D)

The District will not award incentive payments to probationary teachers who are non-renewed for performance issues. To deny an incentive payment, (1) the District must comply with the timelines outlined in this Memorandum providing notice to the teacher about performance concerns, and (2) the teacher must receive notice, from their administrative evaluator, that their non-renewal is for performance concerns. This notice must also be communicated to the Program Facilitator. (4.G)

Observation (PGP) Incentive for Probationary and Tier 1- or Tier 2-Licensed Teachers (5.B.a)Probationary teachers are eligible to earn a prorated incentive based on their probationary year. (The incentive available for non-probationary teachers is \$1448):

Probationary Year	Prorated Value	Value
Year 1 of 3	25%	\$362
Year 2 of 3	50%	\$724
Year 3 of 3	75%	\$1086
Year 1 of 1	75%	\$1086
Tier 1 or Tier 2	25%	\$362

Probationary and Tier 1 or 2 licensed teachers' incentive to do well in Edina is founded in their hope to continue employment. They will still be eligible for the full incentive associated with the Student Learning Goal (\$272). The money saved from the reduction in incentive payments will be reinvested into our Mentoring and Induction Program. Probationary teachers will be the beneficiaries of the reinvestments of the incentive funds.

Impact on Program Budget (assuming probationary teacher numbers remain constant across probationary years):

Year	Probationary Teacher Total* Incentive Costs	Difference from 2023-2024
2023-2024	\$270,197	n/a

<p>Note: <u>All teachers who were probationary during the 2023-2024 school year will be eligible for a full PGP incentive for the duration of this MOU (2024-2026).</u> (5.B.a.ii.5)</p> <p><u>All Tier 1 and 2 Licensed teachers who participated in Teacher Evaluation during the 2023-2024 school year will be eligible for a full PGP incentive for the duration of this MOU (2024-2026).</u> (5.B.a.iii.2)</p> <p>Probationary teachers are eligible for all Edina Alt Comp incentives, <u>or portions thereof, for which they are entitled according to this MOU pending successful accomplishment of the stated goals:</u> (9.N)</p> <p>a. PGP: A teacher must complete at least three observations and be “proficient” in at least five performance descriptors, <u>as identified by the Summative Report ratings over the course of the school year</u> (9.N.a)</p>	<table border="1" data-bbox="901 205 1544 394"> <tr> <td>2024-2025</td> <td>\$198,159</td> <td>\$72,038</td> </tr> <tr> <td>2025-2026</td> <td>\$177,887</td> <td>\$92,310</td> </tr> <tr> <td>2026-2027</td> <td>\$165,579</td> <td>\$104,618</td> </tr> </table> <p>*Includes PGP, SLG and Site Goal</p> <p>Savings in incentives over the 2024-2026 MOU = \$164,348</p> <p>A portion of this savings will be reinvested in the mentoring program for first year Edina teachers.</p>	2024-2025	\$198,159	\$72,038	2025-2026	\$177,887	\$92,310	2026-2027	\$165,579	\$104,618
2024-2025	\$198,159	\$72,038								
2025-2026	\$177,887	\$92,310								
2026-2027	\$165,579	\$104,618								
<p>Addressing Performance Concerns: It is the responsibility of the peer coach or supervisor(s) to address concerns about the teacher’s achievement of the PGP or SLG no later than <u>the end of semester one February 45.</u> (5.B.d)</p>	<p>Changing the date allows teachers more time to show improvement in their performance.</p>									
<p>Administrator Responsibility: <u>For probationary teachers, it is the responsibility of the administrative evaluator to ensure program requirements are scheduled and completed in accordance with timelines outlined in this memorandum.</u> (5.B.f)</p>	<p>Administrators need to initiate the process with their probationary teachers, ensuring they have an opportunity to complete program requirements.</p>									
<p>Multiple Evaluators: <u>For teachers who are assigned multiple evaluators within a single academic year, PGP ratings will be determined by consensus between the evaluators.</u> (7.B.e, 9.M.)</p>	<p>Provides expectations of Administrators when multiple evaluators are assigned to a teacher.</p>									

<p>Professional Growth Plans - Non Probationary</p> <p>A teacher will have at least two observations during the school year, and a third experience, as articulated in the Observation Framework. (7.A.g.i)</p> <p>A teacher must be “proficient” in at least five performance descriptors, <u>as identified by the end-of-year PGP performance rating,</u> over the course of the school year to qualify for the Alt Comp PGP incentive. (7.A.g.ii)</p>	<p>The change in these options from past practice is the elimination of observation Round 3. For the past four years, Round 3 was a reflective conference on the implementation of new learning. Rather than eliminating this option completely, teachers will complete one reflective conference, specific to descriptor 4 (Implements current research in curriculum, content-area knowledge, and instructional practices in instructional preparation), every three years with their Peer Coach.</p> <p>Teachers continue to have choice in Round 2 (Formal observation or multiple mini-observations) and choice in the Administrator event.</p>
<p>Non-Probationary Teacher Observation Timeline: The first round of observations will be completed by the end of semester 1 and the second round will be completed by April 30. (8.E.b)</p>	<p>Allowing for additional time for the two observation cycles will provide teachers greater opportunity to schedule conferences and observations with their Peer Coaches.</p>
<p>Elimination of language specific to Peer Observations (8.F.d)</p> <p>If an observation was conducted by a peer, a peer coach shall be part of the post-observation conference to facilitate the conversation and to record information as necessary. The peer coach shall be the sole individual responsible for recording and submitting required documentation; peers who participate in observations shall not be required to submit the content of their observations to the District.</p>	<p>Peer observation (one classroom teacher observing another classroom teacher) will no longer be an option available to non-probationary teachers as part of our program.</p>
<p>Language update related to non-continuing contract positions: After three years, probationary teachers, hourly, and Tier 1 licensed teachers <u>and other teachers (such as Occupational Therapists and Physical Therapists)</u> who do not meet the statutory requirements of continuing contract, will be assigned a peer coach. If a teacher and the District agree to have the probationary period extended, the teacher must be assigned an administrator to complete the teacher evaluation process. (9.E)</p>	<p>Aligns with current practice.</p>

<p>Tier 1- and 2- licensed teachers <u>will cycle through the probationary ‘focus’ descriptors for years 1-3. If they maintain their Tier 1 or 2 license in years four through eight, they will continue to cycle through the 1/3, 2/3, and 3/3 ‘focus’ descriptors until achieving probationary status. Upon receiving probationary status, they will be assigned the ‘focus’ descriptors associated with their probationary placement.</u> (9.H)</p>	<p>The program needs guiding language addressing Tier 1 and Tier 2 teachers. The number of Tier 1 and Tier 2 teachers has increased and we want to ensure the program meets their unique needs since they are neither probationary nor non-probationary, continuing contract.</p>
<p>Student Learning Goal Deadline: The goal must be developed and submitted to the teacher’s assigned evaluator no later than <u>October 15</u> September 30. (12.C)</p> <ul style="list-style-type: none"> a. <u>Teachers who do not submit their goals by October 15 may have their SLG incentive prorated as determined by the Teacher Evaluation Committee.</u> b. <u>Teachers hired after the start of the school year will be expected to submit their goal within 5 weeks of hire.</u> 	<p>Change of date aligns with current practice and allows for accountability for teachers who do not submit goals in a timely manner.</p>
<p>Student Learning Goal Submissions: Adding language which allows for the Teacher Evaluation Committee to award a pro rated incentive to staff who do not submit their SLG in a timely manner. (12.C)</p>	<p>There is language in the MOU indicating when a teacher can earn a prorated incentive due to leave, but not due to missed deadlines.</p>
<p>Review of SLG rubric definitions Annually, no later than September 15, the Teacher Evaluation Committee (TEC) will review the definitions of what for each component entails. The TEC may revise the definitions, as necessary, and approve such revisions by a minimum of six of the eight TEC members. Annually, these definitions will be shared with all teachers and evaluators participating in the program. (See Appendix G)</p>	<p>Review of these definitions is part of the MOU review process.</p>
<p>Student Learning Goals and Professional Growth Plan shall take the place of other</p>	<p>Aligns with current practice.</p>

<p>individual goals required of teachers, <u>unless otherwise allowed for in the MOU.</u>(12.P)</p>	
<p>Hiring of Peer Coaches: Peer coaches shall serve three-year terms.; with the exception that one of the coaches hired for 2022-2023 shall serve a two-year term and two will serve a three-year term, as determined by a random draw conducted by the Director of Teaching and Learning. Whenever possible, terms will be staggered to ensure a balance between experienced and new coaches. (13.C.e)</p>	<p>This language was specific to hiring in 2022-2023 and is no longer relevant to the program.</p>
<p>Performance Assistance Levels: (14) All qualifying teachers would begin at Level 1. At the end of that year, if they do not successfully complete the Level 1 plan, they would either repeat Level 1 or move to Level 2. Similar decisions would be made at the end of the Level 2 year.</p> <p>New language includes: <u>Teachers placed on an assistance plan shall be eligible for incentive payments, or portions thereof, for which they are entitled according to this MOU pending successful accomplishment of the stated goals.</u> (14.B)</p> <p><u>Teachers on a Level 2 assistance plan may request specific training and support. The TEC shall determine, in consultation with the evaluator, if this training and/or support will be approved and funded through Q Comp.</u> (14.K.e)</p> <p><u>Teachers on a Level 3 assistance plan may request specific training and support. The TEC shall determine, in consultation with the evaluator, if this training and/or support will be approved and funded through Q Comp.</u> (14.L.e)</p>	<p>Past practice: Teachers ‘qualified’ for the Level 1, 2 or 3 Assistance plans based on the number of descriptors at ‘Developing’ or ‘No Evidence’.</p>

<p>Teacher Induction and Mentorship: Teachers new to Edina Public Schools will have up to three two days of new teacher training prior to the start of the school year. The focus of this training will include: (16.A)</p> <p>Consistent with section 5.01.1 of the Master Agreement <u>between the District and EM/E</u>, <u>teachers in their first year of teaching in the District who have less than three full years of full-time, credible teaching experience as determined by the District will be required to participate in the New To Edina Teacher training (NETT) program.</u> during their first year in the District, teachers new to Edina Public Schools with three or fewer years of teaching experience will participate in a program dedicated to topics of interest to newer teachers in Edina. These sessions will be collaboratively planned by the District and EM/E. Teachers with more than three years of experience will be required to participate in specific sessions and may apply for an exemption for remaining sessions. (16.C)</p>	<p>Language now aligns with the Agreement between the District and EM/E</p>
<p>Building Dean Mentors Teachers in their first year in Edina will be assigned a Building Dean Mentor and a Building Peer Mentor (preferably job-alike) from their site. (16.D.a.)</p>	<p>Given the new evaluative role of the Dean, confidential mentor relationships are no longer appropriate. Deans will continue to have a role in new teacher induction.</p>
<p>Building Peer Mentors: Change the name from Building Peer Mentor to Mentor. (16.D)</p> <p>Teachers in their first year in Edina will be assigned a building peer mentor. When possible, the pairing will be based on content and level. Teachers and building mentors will meet monthly for <u>60</u> 30 minutes. (16.D.b)</p> <p>Building Peer Mentors shall be compensated for their time either with a \$5<u>200</u> stipend, <u>one</u> comp day, or through a reduction of <u>supervisory duties</u>. (16.D.f)</p>	<p>Compensation increase will be funded through the savings from reducing the probationary teacher PGP incentives.</p>

<p>Compensation for EM/E Representatives on the Appeals Committee: <u>EM/E representatives shall be compensated at their pro rata rate for time outside of the duty day or contract year.</u> (18.E)</p>	<p>Typically, Appeals Hearings are held outside of the day or contract year. This language aligns with past practice.</p>
<p>Due Process (20): Change the phrase “Professional Growth Plan” to Teacher Evaluation Program</p>	<p>Aligns with practice.</p>
<p>Definition Descriptor 2 - Classroom Teacher (CT) Learning targets are stated as goals reflecting learning and MN <u>or National</u> academic standards. They are accessible for all students in the class and revisited during instruction (Appendix A)</p>	<p>Clarifies definition while maintaining the original intent of the definition and accompanying descriptor.</p>
<p>Definition Descriptor 6 (CT and Non-classroom Teacher - NCT) CT: Communicates high, yet attainable expectations <u>using with clear, and precise, and developmentally appropriate language for all students;</u> structures are in place to guide all students in meeting expectations (Appendix A) NCT: Communicates high, yet attainable expectations <u>using with clear, and precise, and developmentally appropriate language for all students, families and/or staff;</u> structures are in place to guide all students, families and/or staff in meeting expectations (Appendix A)</p>	
<p>Definition Descriptor 14 (CT) CT: Encourages and motivates students to successfully complete projects, activities or goals <u>to develop a growth mindset</u> (Appendix A) NCT: Encourages and motivates students/family/staff to successfully complete projects, activities or goals and reflect on progress <u>to develop a growth mindset</u> (Appendix A)</p>	

<p>Definition Descriptor 15 (CT and NCT) Provides relevant information to families/partners in a culturally <u>and linguistically</u> responsive manner and is responsive to concerns (Appendix A)</p>	
<p>Definition Descriptor 16 (CT and NCT) Collaborates regularly and in a culturally <u>and linguistically</u> responsive manner with district colleagues (Appendix A)</p>	
<p>Appendix B: Observation Framework Round 1: Formal Observation Observer: Peer Coach Timeline: October 15 - end of Semester 1</p> <p>Round 2: Observation Pathway Options</p> <ul style="list-style-type: none"> ● Formal Observation(1) ● Scheduled Mini Observations (2) ● Flexibly Scheduled Mini Observations (3) <p>Observer: Peer Coach Timeline: Start of Semester 2 - April 30</p> <p>Other Required Events</p> <ul style="list-style-type: none"> ● <u>Administrator Event in Year 3: either formal observation or a reflective conference focused on the implementation of new learning</u> ● <u>Descriptor 4 Conversation: once every three years</u> ● <u>Student Engagement Survey: once every three years</u> <p>Round 3 Pathway Options</p> <ul style="list-style-type: none"> ● Peer ● Reflection on the implementation of professional learning experience <ul style="list-style-type: none"> ○ PD Session ○ Book Study ○ Lesson Study ○ Data Review Day ○ National Board Certification ● Round 2 Pathway Options 	
<p>Appendix F: Descriptor 4 Conversation, Portrait of a Well-Rounded Edina Graduate, Prep Time, and Tools of Cultural Proficiency will be added to the Glossary of</p>	<p>Clarity around terminology used in the MOU.</p>

Terms. Edina Learning Framework (ELF),
**Future Ready Competencies, Peer
Observation, Racial Equity Lens and Round
3 Pathway Options** have been removed.
(Appendix F)

VIII.C. Unified Transition: Project SEARCH



Board Meeting Date: 4/8/24

Title: Unified Transition: Project SEARCH

Type: Action

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: Board members review the attached Project SEARCH proposal and approve.

Desired Outcome(s) from the Board: Approve the attached proposal.

Attachments:

1. [Project Search](#)

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



Board Meeting Date: 4/8/2024

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

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

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

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

number of days.

The request ~~shall~~ **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.
--	--

**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 G ifted/ T T alented C 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 Statue
CEED0010 0	Annual Reports	See finance	-	-	-
CEED0020 0	Applications by individuals for adult education	-	1 year	No	Private MS 13.32
CEED0030 0	Certificate of Compliance	Verifies cooperation between district and other governmental agencies, joint powers agreement	Permanent	No	Public MS 471.59
CEED0040 0	Class schedule-master	-	1 year	No	Public
CEED0050 0	Financial Records	See finance	-	-	-
CEED0060 0	Grants	See administration	-	-	-
CEED0070 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
CEED0080 0	Minutes	See administration	-	-	-

Section: Curriculum					
Item	Title	Description	Retention Period	Archival	Data-Practices Classification and Statue
EUR0010 0	Class lists	-	1 year	No	Private MS 13.32
EUR0020 0	Class schedules	Applications, inspection reports, plans, etc.	1 year	No	Public
EUR0030 0	Curriculum development	Support data, recommendations, programs and procedures	6 years	No	Public
EUR0040 0	Daily Plan Books—Teachers	Paper Forms	1 year	No	Public
EUR0050 0	Duty Rosters—Teachers	Paper Forms	1 year	No	Private MS 13.32
EUR0060 0	Grade Books—Teachers	Paper Forms	1 year	No	Public
EUR0070 0	Textbooks	Adoptions	6 years	No	Public
EUR0071 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-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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Administration	ADM
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Transportation	TRN

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
	Paper and Electronic Section 504 Records	Section 504 records maintained in electronic and paper form	6 years following the last date of the student's eligibility for Section 504 services	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

IX. Leadership and Committee Updates

X. Superintendent Updates

XI. Adjournment

XII. Information

XII.A. Enrollment Mobility Report

Title: March 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 Education's approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school; student moved out of the country
 - 20: Student transferred to another district/state but did not move

This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.

Edina Public Schools Enrollment Summary

Enrollment as of the end of March, 2024

Elementary Schools	KG	1	2	3	4	5	TOTAL
Concord Elementary School	106	110	126	126	130	132	730
Cornelia Elementary School	87	96	101	103	100	99	586
Countryside Elementary School	114	125	92	95	108	100	634
Creek Valley Elementary School	86	95	101	106	100	103	591
Highlands Elementary School	82	95	97	96	93	90	553
Normandale Elementary School	106	101	125	117	102	97	648
Totals	581	622	642	643	633	621	3742

Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View Middle School	333	340	326	0	0	0	0	999
Valley View Middle School	328	339	326	0	0	0	0	993
Edina High School	0	0	0	681	678	658	650	2667
Edina Virtual Pathway Secondary	0	0	0	14	17	12	33	76
Options at Edina High School	0	0	0	0	0	0	0	0
Totals	661	679	652	695	695	670	683	4735

Enrollment Comparisons

	April 2023	March 2024	April 2024
K-5	3788		
6-8	1972	3743	3742
9-12	2736	1987	1992
Totals K-12	8496	2743	2743
		8473	8477

	April 2023	March 2024	April 2024
PS	264	242	245
ECSE	229	265	275

March Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	3	1	1	2	1	1	0	0	0	0	2	0	1	12

Enrolled Students	2	0	1	3	1	2	0	1	1	0	2	0	0	13
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	-1	-1	0	1	0	1	0	1	1	0	0	0	-1	
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Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
03: Transferred to a Non-Public School	0	0	0	0	0	0	0	0	0	0	1	0	0	1
05: Moved Outside of the State	2	1	1	2	1	1	0	0	0	0	0	0	0	8
20: Transferred to Another MN District, did not move	1	0	0	0	0	0	0	0	0	0	1	0	1	3
Total	3	1	1	2	1	1	0	0	0	0	2	0	1	

XII.B. Investment Summary - March 2024



Board Meeting Date: 4/8/2024

Title: Investment Summary – March 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 March 31, 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 – March 2024

Investment Summary

FOR THE MONTH ENDED MARCH 31, 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	3,045,753	5.30%
MSDLAF+ Max	Money Market	N/A	NOW	264,879	5.40%
MSDLAF Term	TERM - MSDLAF+ TERM Jun 25	1/16/2024	10/11/2024	1,036,978	5.05%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	1/23/2024	1/22/2026	249,052	5.10%
PMA/MN Trust	Money Market	N/A	NOW	17,647,198	5.22%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	3/31/2024	NOW	4,237,920	5.30%
SDA Account	NexBank, TX	3/31/2024	NOW	2,055,050	5.32%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	11/18/2022	5/16/2024	232,700	4.61%
Certificate of Deposit	Banc of California / Pacific WesternBank, CA	11/18/2022	5/28/2024	242,778	4.65%
Certificate of Deposit	MORGAN STANLEY PVT BANK,61768ENB5	11/18/2022	5/28/2024	242,778	4.65%
Certificate of Deposit	MORGAN STANLEY BANK NA,61690UV56	11/18/2022	5/28/2024	247,794	4.65%
Certificate of Deposit	WELLS FARGO BANK NA, 9497633V6	8/22/2023	8/21/2024	237,150	5.37%
Certificate of Deposit	Western Alliance Bank, CA	8/22/2023	8/21/2024	236,550	5.58%
Certificate of Deposit	VIBRANT CREDIT UNION, IL	3/17/2023	9/12/2024	233,350	4.69%
Certificate of Deposit	Milledgeville State Bank, IL	3/17/2023	9/12/2024	232,650	4.88%
Certificate of Deposit	Fieldpoint Private Bank & Trust, CT	11/1/2023	10/31/2024	236,500	5.65%
Certificate of Deposit	BOM Bank, LA	11/1/2023	10/31/2024	236,900	5.48%
Certificate of Deposit	EagleBank, VA	11/1/2023	10/31/2024	237,100	5.39%
Certificate of Deposit	State Bank of Texas, TX	11/1/2023	10/31/2024	237,000	5.44%
Certificate of Deposit	R Bank, TX	11/8/2023	11/7/2024	248,644	5.65%
Certificate of Deposit	ALLIANT CREDIT UNION/IL,01882MAF9	11/18/2022	11/18/2024	226,600	4.58%
Certificate of Deposit	KS STATEBANK / KANSAS STATEBANK OF MANHATTAN, KS	11/18/2022	11/18/2024	226,800	4.56%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/18/2022	11/19/2024	1,750,000	4.40%
Certificate of Deposit	PENTAGON FEDERAL CREDITUNION (183 day and out), VA	11/18/2022	11/25/2024	247,309	4.66%
Certificate of Deposit	UBS BANK USA, 90348J7G9	11/18/2022	11/25/2024	242,453	4.71%
Certificate of Deposit	CITY NATL BK - BEV HILLS,178180GR0	11/18/2022	11/25/2024	242,250	4.66%
Certificate of Deposit	BMW BANK NORTH AMERICA,05580AT20	11/18/2022	12/2/2024	242,367	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/18/2022	1/27/2025	225,100	4.53%
Certificate of Deposit	GREENSTATE CREDIT UNION, IA	11/18/2022	1/27/2025	224,400	4.56%
Certificate of Deposit	FIRST PRYORITY BANK, OK	8/22/2023	1/27/2025	232,350	5.21%
Certificate of Deposit	ELGA CREDIT UNION, MI	8/22/2023	8/25/2025	249,206	5.26%
Certificate of Deposit	CONNEXUS CREDIT UNION,20825WCN8	8/22/2023	8/28/2025	244,504	5.31%
Certificate of Deposit	CALIFORNIA CREDIT UNION,130162AY6	11/1/2023	11/3/2025	226,100	5.24%
Certificate of Deposit	Bank of Crockett, TN	11/7/2023	11/10/2025	226,450	5.14%
Certificate of Deposit	Schertz Bank & Trust, TX	11/1/2023	11/10/2025	244,801	5.26%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	11/1/2023	11/10/2025	244,295	5.16%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	3/18/2024	3/15/2026	1,246,221	4.57%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CGR6	11/1/2023	11/2/2026	217,600	4.94%
Certificate of Deposit	First National Bank, AR	11/10/2023	11/10/2026	253,089	5.41%
Certificate of Deposit	NUMERICA CREDIT UNION,67054NBN2	11/1/2023	11/16/2026	245,387	4.96%

Total General Operating Funds: \$ 38,896,007

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	3,469	5.22%
PMA/MN Trust	MNTRUST - Term Series-Flex (PenFed LOC)	1/31/2024	1/31/2024	3,245,003	5.30%

Total 2021A Facilities Maintenance Bonds: \$ 3,248,473

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	1,083,970	5.22%
PMA/MN Trust	MNTRUST – Term Series-Flex (PenFed LOC)	1/31/2024	1/31/2024	-	-
Total 2021B General Obligation School Building Bonds:				\$ 1,083,970	

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	20,067	5.22%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	238,850	5.36%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	239,000	5.29%
PMA/MN Trust	Certificate of Deposit	8/8/2023	6/14/2024	238,950	5.31%
PMA/MN Trust	Certificate of Deposit	8/10/2023	6/14/2024	2,500,000	5.17%
Total 2023A GO Capital Notes & FM Bonds:				\$ 3,236,867	
Total Portfolio Value:				\$ 46,465,316	

XII.C. Expenditure Summary - March 2024



Board Meeting Date: 4/8/2024

Title: Expenditure Summary – March 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 March 31, 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 – March 2024

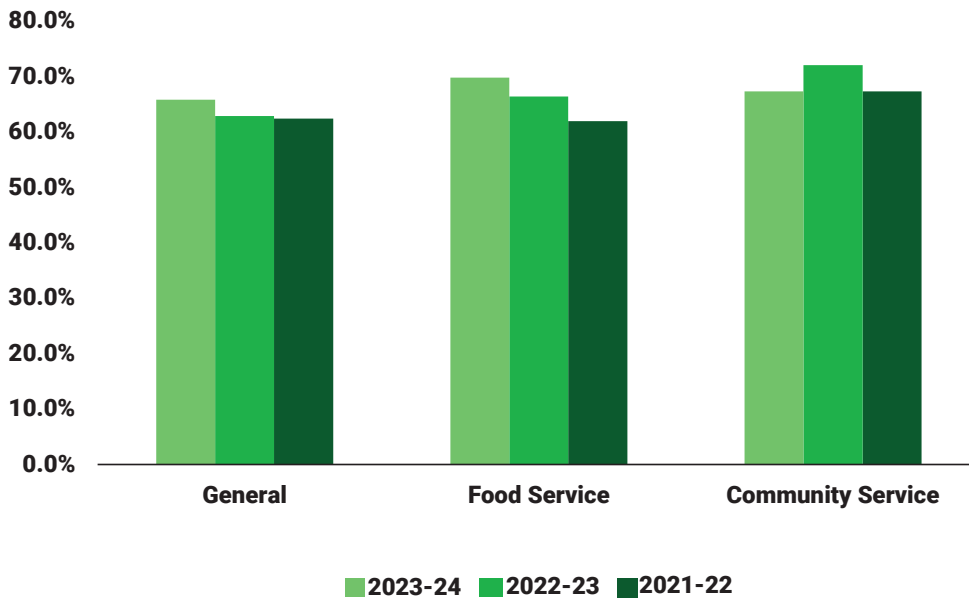
Expenditure Summary



FOR THE MONTH ENDED MARCH 31, 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	\$ 57,755,894	65.6%	62.4%	60.7%
Benefits	29,450,663	17,643,898	59.9%	60.5%	64.3%
Purchased Services	8,863,473	7,498,191	84.6%	78.8%	72.7%
Supplies & Materials	3,708,842	2,925,947	78.9%	62.5%	69.2%
Other Expenditures	507,439	107,328	21.2%	17.7%	22.1%
Other Financing Uses	-	-	-	-	-
Total General Fund Expenditures	\$ 130,513,210	\$ 85,931,257	65.8%	62.9%	62.4%
Food Service	3,749,153	2,617,529	69.8%	66.4%	61.9%
Community Service	11,892,848	8,002,439	67.3%	72.0%	67.3%
Debt Service	14,587,840	14,619,572	100.2%	100.0%	99.5%
Capital	35,990,997	23,669,072	65.8%	57.8%	34.1%
Internal Service	870,900	612,087	70.3%	76.0%	72.5%
Total Expenditures All Funds	\$ 197,604,948	\$ 135,451,956	68.5%	65.5%	61.2%

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.