

Regular Meeting

Monday, November 4, 2024 7:00 PM

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

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

II. **Approval of Agenda**



DEFINING EXCELLENCE

**School Board Regular Meeting
Monday, November 4, 2024; 7:00 PM
ECC Room 349**

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action**
- IV. Hearing from Members of the Public**
- V. Consent Agenda**
 - A. Minutes: *October 7 work session and regular meeting; October 22 work session*
 - B. Personnel Recommendations
 - C. Assurance of Compliance Memorandum and Proposed Submission 2024
 - D. Medical Insurance Renewal - 2025
 - E. Check Register - October 2024
 - F. Electronic Fund Transfers - October 2024
 - G. Gifts and Bequests – October 2024
 - H. Community Education Annual Report
 - I. Commendation of National Merit Scholarship Program Honorees
 - J. Student Support Services Agreements
 - 1. Toneworks Music Therapy Services, LLC
- VI. Discussion**
 - A. Tier 1 Social Emotional Learning Update

Description: Strategy C of the strategic plan states that Edina Public Schools fosters a caring school environment where students and staff feel safe physically and emotionally in order to be fully engaged in their academic/professional, personal, and social growth. Social and emotional learning (SEL) is an important part of ensuring that EPS is fostering that caring school environment. The body of this report includes updates on the Tier 1 SEL work being done throughout the district.

Presenter(s): Leigh Ann Feily, Multi-Tiered Systems of Support Coordinator; and Jody De St. Hubert, Director of Teaching and Learning
 - B. Curriculum Update

Description: A curriculum review is most often prompted by a change in the Minnesota State Standards in a specific content or subject area. It most often results in a change to resources used to teach that content area. Over the last four years there have been changes to resources in K-12 Science, English Language Arts, and Social Studies. This report provides an overview of the curriculum review process used in Edina Public Schools and a highlight of where Science, English Language Arts, and Social Studies are in this process.

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Bethany Van Osdel, Assistant Director of Teaching and Learning; and Mark Carlson, K-12 Science and Mathematics Coordinator

- C. Policy Review (501, 502, 516, 605, 607, 608, 636)
Description: These policies were reviewed with an eye toward clarity and alignment with District practice and state and federal statutes.
Presenter(s): Board Policy Committee

VII. Action

- A. Graduation Requirements
Description: Over the last two years a change in, and an addition to, legislation for the class of 2028 have impacted course offerings and graduation requirements in the state of Minnesota. The change is in the area of Social Studies and the addition is in Personal Finance. The combination of the change and the addition impacts what is required for graduation credits under Minnesota Statutes 2022, section 120B.024. This prompted the need for a review and a change to the current Edina Graduation Requirements.
Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; Paul Paetzel, Edina High School Principal; Jenny Johnson, Edina High School Assistant Principal; and Mellanie Pusateri, Edina High School Physical Education and Health Area Lead
Recommendation: This report is recommending an increase to the total required semester graduation credits from 43 to 44 due to the new legislation requiring an additional finance credit.
- B. READ Act Professional Development/Training Memorandum of Understanding (MOU)
Description: In 2024 updates to the READ Act were passed. These updates included a statutory requirement to negotiate compensation for teachers participating in READ Act professional development/training and capture that agreement in a Memorandum of Understanding (MOU). As our district was already in full implementation of LETRS by this time, the attached MOU simply continues the program we started in 2021. The compensation program provided by our district recognizes the significance of this work, time commitments for completion, and demonstrates the value of our teacher's contributions.
Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; and Sonya Sailer, Executive Director of Human Resources
Recommendation: This report is recommending an approval of the proposed Edina READ Act Professional Development/Training MOU.
- C. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Edina Administrative Council (EAC)
Description: The School District's principals and assistant principals have ratified a tentative agreement for a two-year contract effective July 1, 2024, through June 30, 2026. The proposed terms and conditions of employment are reflected in the attached agreement with underlined font used to represent new language and strikethrough font used to show language to be removed from the contract as a part of the tentative agreement.
Presenter(s): Sonya Sailer, Executive Director of Human Resources; and Mert Woodard, Director of Finance and Operations
Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.
- D. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Transportation Employees
Description: The School District's transportation employees have ratified a tentative agreement for a two-year contract effective July 1, 2024, through June 30, 2026. The proposed terms and conditions of employment are reflected in the attached agreement

with underlined font used to represent new language and strikethrough font used to show language to be removed from the contract as a part of the tentative agreement.

Presenter(s): Sonya Sailer, Executive Director of Human Resources; and Mert Woodard, Director of Finance and Operations

Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.

E. Policy Review (*418, 507, 507.5, 508, 512, 516.5*)

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

Presenter(s): Board Policy Committee

Recommendation: Accept the revised policies as presented.

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

A. Enrollment Mobility

B. Expenditure Summary - October 2024

C. Investment Summary - October 2024

D. Follow-up - Enrollment questions from 10/22/24

E. EHS Mechanical Upgrades Project – Combined Mechanical Change Orders

III. Excellence in Action

IV. Hearing from Members of the Public

V. Consent

V.A. Minutes: *October 7 work session and regular meeting; October 22 work session*

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE WORK SESSION OF OCTOBER 7, 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 - 6:34 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, Assistant Superintendent
Dr. 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
Jody Remsing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Finance and Operations

Tricia Pettis, Principal, South View Middle School
Dr. Cara Rieckenberg, Principal, Highlands Elementary School

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
OCTOBER 7, 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, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard; Pettis, Rieckenberg.

APPROVAL OF AGENDA

DISCUSSION

- A. Continuous School Improvement Plan Process
- B. English Language Learner Program Update

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:34 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S OCTOBER 7, 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, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard; Pettis, Rieckenberg.

APPROVAL OF AGENDA

Member Gabler moved and Member Arom seconded to approve the agenda. All members voted Aye. The motion passed unanimously.

DISCUSSION

Continuous School Improvement Plan Process: Staff presented an overview of the process used to develop and monitor continuous improvements plans.

English Language Learner Program Update: Dr. Becquer presented an overview of English language learner programming in the district.

LEADERSHIP AND COMMITTEE UPDATES

Member Barry shared that the legislators' school tours have been rescheduled.

Member Arom shared that there has been a Special Education Advisory Committee (SEAC) meeting.

Chair Ellnburg shared that there had been a Teaching and Learning Committee meeting and that many of the items coming before the regular meeting tonight had been shared there. She also mentioned that the Ad Hoc Committee discussed at a recent work session would have former board members Leny Wallen-Friedman and Regina Neville as members.

Member Birdman shared that he learned at a recent District 287 meeting that Wayzata Public Schools is closing their open enrollment option.

SUPERINTENDENT UPDATES

Dr. Stanley shared that she and Assistant Superintendent Swenson had been to New Trier, IL, for a meeting of the Consortium of other high-performing districts and had heard from leaders of the Carnegie Foundation about their work developing partnerships with higher education, and about their unusual high school parking options.

ADJOURNMENT

At 6:34 PM, Member Birdman moved, and Member Mann seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

INDEPENDENT SCHOOL DISTRICT 273
OFFICIAL MINUTES OF THE REGULAR MEETING OF OCTOBER 7, 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 - 11:00 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, 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
Jody Remsing, Director of Student Support Services
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Finance and Operations

Jenn Carter, Assistant Principal, Edina High School
Sandra Harley, Elementary Literacy Coach and internal LETRS trainer
Kim Isley, Assistant Director, Early Learning Center
Jenny Johnson, Assistant Principal, Edina High School
Shawnee Krueger, Supervisor of Health Services
Paul Paetzel, Principal, Edina High School
Tricia Pettis, Principal, South View Middle School
Dr. Cara Rieckenberg, Principal, Highlands Elementary School
Bethany Van Osdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

(Official Publication)
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD
DISTRICT 273 EDINA, MINNESOTA OCTOBER 7, 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, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard; Carter, Harley, Isley, Krueger, Paetzel, Pettis, Rieckenberg, Van Osdel.

APPROVAL OF AGENDA

EXCELLENCE IN ACTION

HEARING FROM MEMBERS OF THE PUBLIC

REPORT

- A. Edina Education Fund

CONSENT

- A. Minutes: *September 9 work session and regular meeting; September 24 work session*
- B. Personnel Recommendations
- C. Check Register - September 2024
- D. Electronic Fund Transfers - September 2024
- E. Gifts and Bequests – September 2024
- F. Edina Education Fund Gifts, 2023-2024
- G. Life, AD&D, LTD Insurance Renewal
- H. Braemar Arena Facility Use Agreement Renewal
- I. Minnesota State High School League (MSHSL) Constitutional Amendments

DISCUSSION

- A. FY25 Early Learning Center Update - Fostering Excellence in Early Learning
- B. Middle School Orientation Day, Get Connected, Connect & Assess
- C. Data Metrics Plan Update
- D. PreK-12 Comprehensive Literacy Plan & the Science of Reading Professional Development (LETRS, OL&LA) Update
- E. Graduation Requirements
- F. Policy Review (507, 507.5, 508, 512, 516.5)

ACTION

- A. 2024-2025 School Board Priorities
- B. Recommended Additional District Professional Development Day on the 2024-2025 Calendar
- C. Policy Review (603, 616, 618, 620)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Investment Summary - September 2024
- B. Expenditure Summary - September 2024
- C. 2024-2025 Policy Overview

ADJOURNMENT

The meeting adjourned at 11:00 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

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OFFICIAL MINUTES OF SCHOOL BOARD'S
OCTOBER 7, 2024 REGULAR MEETING

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, Swenson, Becquer, De St. Hubert, Edwards, Leland, Remsing, Sailer, Woodard; Carter, Harley, Isley, Krueger, Paetzel, Pettis, Rieckenberg, Van Osdel.

APPROVAL OF AGENDA

Member Gabler moved and Member Mann seconded to approve the agenda. All members voted Aye. The motion passed unanimously.

EXCELLENCE IN ACTION

Kathy Iverson from Healthy Professionals for a Healthy Climate, Edina High School student Abby Miller from Project Earth, and others, spoke about their joint efforts to advocate for green buses. Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships was instrumental in securing the EPA Electric Bus Rebate grant for EPS, resulting in an award of \$400,000 for two electric buses.

REPORT

Edina Education Fund: Executive Director Kathy Rendleman shared information about the Edina Education Fund's vision, mission, funding, programs, and services.

CONSENT

Member Birdman moved and Member Gabler seconded to approve the consent agenda. All members voted Aye. The motion passed unanimously.

The resolutions were:

- A. Minutes: *September 9 work session and regular meeting; September 24 work session*
- B. Personnel Recommendations
- C. Check Register - September 2024
- D. Electronic Fund Transfers - September 2024
- E. Gifts and Bequests – September 2024
- F. Edina Education Fund Gifts, 2023-2024
- G. Life, AD&D, LTD Insurance Renewal
- H. Braemar Arena Facility Use Agreement Renewal
- I. Minnesota State High School League (MSHSL) Constitutional Amendments

DISCUSSION

FY25 Early Learning Center Update - Fostering Excellence in Early Learning: Staff presented information about the Early Learning Center, including leadership and staffing updates, inclusive philosophy highlights, and new programs.

Middle School Orientation Day. Get Connected. Connect & Assess: Staff presented an overview of Get Connected, and Connect & Assess days from the elementary, middle, and high school levels.

Data Metrics Plan Update: Staff presented an update on the district's Data Metrics plan, a comprehensive assessment monitoring tool used to help assess progress on meeting strategic plan priorities.

PreK-12 Comprehensive Literacy Plan & the Science of Reading Professional Development (LETRS, OL&LA) Update: Staff presented an update on the comprehensive literacy plan, specifically related to the Science of Reading professional development.

Graduation Requirements: Staff and board members continued the discussion around graduation requirements.

At 9:55 PM, Chair Allenburg motioned to extend the meeting beyond 10 PM, as required by policy. Member Birdman seconded the motion, all members voted Aye, and the motion passed unanimously.

Policy Review (507, 507.5, 508, 512, 516.5): Policy Committee members presented the following policies for discussion. These policies will move forward for approval at the next regular meeting.

- Policy 418 Alcohol- and Drug-Free Workplace and School Environment
- Policy 507 Corporal Punishment
- Policy 507.5 School Resources Officers
- Policy 508 Extended School Year for Certain Students with Individualized Education Programs
- Policy 512 School-Sponsored Student Publications and Activities
- Policy 516.5 Overdose Medication

ACTION

2024-2025 School Board Priorities: Member Mann moved and Member Birdman seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Recommended Additional District Professional Development Day on the 2024-2025 Calendar: Member Arom moved and Member Birdman seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Policy Review (603, 616, 618, 620): Member Birdman moved and Member Arom seconded to approve the motion. All members voted Aye. The motion passed unanimously.

- Policy 603 Curriculum and Program Review and Development
- Policy 616 School District System Accountability
- Policy 618 Assessment, Grading and Reporting of Student Progress
- Policy 620 Receiving Course Credit for Learning

LEADERSHIP AND COMMITTEE UPDATES

Member Gabler directed attention to the Policy Overview item included in the information section of the board packet. She also highlighted student journalists from the Whigrean and Zephyrus who recently won awards for their work on the publications.

Member Arom shared that school tours for legislators had been rescheduled for November.

Chair Allenburg acknowledged that late hour and length of meeting, and thanked Dr. Stanley and administrators for all their work.

SUPERINTENDENT UPDATES

Dr. Stanley shared an email from a Normandale teacher who wanted to recognize Craig Johnson from the Transportation department for his kindness and exceptional efforts to help during a last minute field trip change of plans.

She also shared an email from a parent who expressed gratitude for Countryside teachers Katy Hammel, Nathan Monseth, and Kathleen Mulrooney who go above and beyond for their students.

ADJOURNMENT

At 11:00 PM, Member Gabler moved, and Member Birdman seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

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

5:01 PM - 7:16 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent
Nate Swenson, Assistant Superintendent
Dr. Frannie Becquer, Director of Achievement Equity and Multilingual Learner Programming
Daphne Edwards, Director of Marketing and Communications
Sonya Sailer, Director of Human Resources
Mert Woodard, Director of Finance and Operations

Jennifer Christ, Enrollment Coordinator
Jodie Zesbaugh, Senior Municipal Advisor, Ehlers Inc.

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
OCTOBER 22, 2024

5:01 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, Swenson, Becquer, Edwards, Sailer, Woodard; Christ, Zesbaugh.

APPROVAL OF AGENDA

DISCUSSION

- A. 2024-2025 Enrollment, Class Size and Marketing Information Report
- B. Pupil Transportation Vehicle Fleet Electrification Update

ACTION

- A. Ratification of Sale – General Obligation Facilities Maintenance, Capital Notes, and Alternative Facilities and School Building Refunding Bonds, Series 2024A
- B. School District 2025 Health Insurance Contributions for Community Education Program Specialists, Leads, and Assistants; Confidential, Supervisory, and Technical Employees; and Non-Affiliated Employees

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:12 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Mr. Dan Arom, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S
OCTOBER 22, 2024 WORK SESSION

5:01 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, Swenson, Becquer, Edwards, Sailer, Woodard; Christ, Zesbaugh.

APPROVAL OF AGENDA WITH CHANGES

Chair Allenburg requested to change the agenda, bringing Action items up first. Member Birdman moved and Member Arom seconded to approve the agenda with those changes. All members voted Aye. The motion passed unanimously.

ACTION

School District 2025 Health Insurance Contributions for Community Education Program Specialists, Leads, and Assistants; Confidential, Supervisory, and Technical Employees; and Non-Affiliated Employees: Member Birdman moved and Member Gabler seconded to approve the motion. All members voted Aye. The motion passed unanimously.

Ratification of Sale – General Obligation Facilities Maintenance, Capital Notes, and Alternative Facilities and School Building Refunding Bonds, Series 2024A: Member Gabler moved and Member Birdman seconded to approve the motion. All members voted Aye. The motion passed unanimously.

DISCUSSION

2024-2025 Enrollment, Class Size and Marketing Information Report: Staff presented updated enrollment information, as well as information related to marketing efforts and financial implications of enrollment.

At 6:40 PM, Chair Allenburg left the meeting.

Pupil Transportation Vehicle Fleet Electrification Update: Information related to a grant award for electric buses, possible infrastructure updates, and service agreements were discussed.

At 7:05 PM, Member Barry left the meeting.

ADJOURNMENT

At 7:16 PM, Member Mann moved, and Member Gabler seconded to adjourn the meeting. All members voted Aye. The motion passed unanimously.

V.B. Personnel Recommendations



Meeting Date: November 4, 2024

Title: Personnel Recommendations

Type: Consent

Presenter(s): Sonya Sailer, Executive 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>
BRUNDAGE, DANIEL	CC	SUCCESS CENTER TEACHER	\$33.03/HOUR	10/28/2024
GROGAN, THOMAS	CS	GRADE 4 TEACHER (LTS)	\$265.81/DAY	11/11/2024 - 03/08/2025
RITTER, ALEXIS	SV	ART TEACHER (LTS)	\$265.81/DAY	10/10/2024 - 01/16/2025

B. ADDITIONAL DUTY DAY CONTRACTS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Salary</u>	<u>Number of Days</u>
BALDWIN, ANDREA	EVP	COUNSELOR	\$1,887.42	05
SLAVIN, MAUREEN	DW	SPED TEACHER (PROJECT SEARCH)	\$9,562.50	15

C. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ZABAWA, ELIZABETH	EHS	ASL TEACHER, 1.0 FTE	06/03/2025

D. CHANGE OF EMPLOYMENT STATUS

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

E. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
FRANEK, DANA	CN	SPEECH LANGUAGE PATHOLOGIST	10/04/2024 - 01/31/2025
NORDICK, CARYN	HL	SPED TEACHER	10/28/2024 - 11/22/2024

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

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
GAUDETTE, NICHOLAS	EHS	ORCHESTRA TEACHER	08/18/2025 - 06/06/2028

NON-LICENSED STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
ARCOS, ALEXANDER	EHS	SECURITY MONITOR	\$22.20/HOUR	10/28/2024
CASANOVA, MELANY	ND	HEALTH SERVICES ASSOCIATE	\$20.98/HOUR	10/30/2024
COOPER, ZACHARY	DW	CUSTODIAN FLOAT	\$22.06/HOUR	10/14/2024
GRAY, LEROY	DW	CUSTODIAN FLOAT	\$22.06/HOUR	11/04/2024
JAMA, MOONA	CS	EA SPED PARA	\$22.50/HOUR	10/23/2024
KETTERLING, JENNIFER	ELC	INSTRUCTIONAL ASSISTANT	\$20.20/HOUR	10/08/2024
LAZZERONI, MARY	ELC	INSTRUCTIONAL ASSISTANT	\$20.50/HOUR	10/11/2024
MUKTAR, FATUMA	CS	EA SPED PARA	\$22.50/HOUR	10/21/2024
MURPHY, PAIGE	CN	EA SPED PARA	\$22.50/HOUR	10/10/2024
SWANK, ZACHARY	EHS	EA SPED PARA	\$22.50/HOUR	10/21/2024
WILLIAMS, ENOCH	ECC	CUSTODIAN	\$22.06/HOUR	10/03/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Date</u>
ABUKAR, SHUKRI	VV	EA SPED PARA	08/30/2024
CHESTER, MARCUS	EHS	CUSTODIAN	10/15/2024
DOXSIE, JILL	CS	EA SPED PARA	10/16/2024
EGAL, MOHAMED	TC	BUS DRIVER	10/28/2024
HENDERSON, MARK	TC	BUS DRIVER	10/15/2024
HUSSEIN, KADRA	HL	EA SPED PARA	05/31/2024
JOHNSON, GARY	TC	BUS DRIVER	10/11/2024
KELLY, JAMES	TC	BUS DRIVER	10/22/2024
VUYALA MURALIDHARAN, SWATHY	CV	EA SPED PARA	11/01/2024

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>
SNYDER, NATALIE	DW	HEALTH SERVICES ASSOCIATE - RN	10/07/2024 - 12/20/2024
THORESON, DEBRA	TC	BUS DRIVER	08/26/2024 - 11/01/2024

COMMUNITY EDUCATION SERVICES STAFF

A. RECOMMENDATIONS FOR EMPLOYMENT

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
BAILEY, OLIVIA	CN	KIDS' CLUB LEAD	\$20.93/HOUR	10/08/2024
GERARD, VIDDY	ELC	CHILDCARE ASSISTANT	\$18.34/HOUR	10/14/2024
HEMBERGER, JOSEPH	DW	LIFEGUARD	\$22.00/HOUR	10/21/2024
HOLT, NEVAEH	CS	KIDS' CLUB LEAD	\$18.75/HOUR	10/31/2024
LYMAN, JAYDEN	DW	BUILDING AIDE	\$18.16/HOUR	10/16/2024
LYMAN, NIKOLAS	DW	BUILDING AIDE	\$18.16/HOUR	10/29/2024
MARENTETTE, CHARLES	HL	KIDS' CLUB LEAD	\$16.48/HOUR	10/17/2024
MOHAMED, FAISA	CN	KIDS' CLUB LEAD	\$18.75/HOUR	10/28/2024
OWEN, JACK	CS	KIDS' CLUB LEAD	\$17.85/HOUR	10/28/2024
REMLEY, CYNTHIA	CS	KIDS' CLUB LEAD	\$17.85/HOUR	10/29/2024
SCHMIDTKE, LILLIA	HL	KIDS' CLUB LEAD	\$16.48/HOUR	10/21/2024
SHEIK-ABDI, SIHAM	CN	KIDS' CLUB LEAD	\$16.48/HOUR	10/07/2024
SMITH-AMOS, SHANIYA	CC	KIDS' CLUB LEAD	\$17.85/HOUR	10/07/2024
WILLIAMS, JAVONTE	CS	KIDS' CLUB LEAD	\$17.85/HOUR	10/08/2024

B. RESIGNATIONS, RETIREMENTS, TERMINATIONS

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

C. CHANGE OF EMPLOYMENT STATUS

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Wage</u>	<u>Date</u>
HANSON, ANDREW	DW	KIDS' CLUB LEAD ADDING BUILDING AIDE	\$18.16/HOUR	10/21/2024
PYE, ALEXANDER	DW	KIDS' CLUB LEAD ADD BUILDING AIDE	\$18.16/HOUR	10/11/2024

D. REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Anticipated Dates of Leave</u>
SALMI-PERRY, JULIAN	CS	KIDS' CLUB LEAD	09/26/2024 - 11/26/2024

V.C. Assurance of Compliance Memorandum and Proposed
Submission 2024



Board Meeting Date: 11/4/2024

Title: Assurance of Compliance

Type: Consent

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

Background: All Minnesota School Districts must complete and submit an annual Assurance of Compliance to the Minnesota Department of Education (MDE). School Districts are required to complete this process to assure compliance with state and federal laws prohibiting discrimination. By completing the Assurance of Compliance, the School District is providing written assurance that it does not discriminate in its use of funds provided through both the federal and state government and that all mandated reporters have been informed of their reporting duties under state law. Our School District is in compliance with the requirements and will verify that compliance to the MDE through the electronic submission process. A copy of the proposed submission is attached and will be submitted to the MDE following the School Board's approval. School Board approval is required per Minnesota Rule 3535.9910.

Recommendation: Approve the attached Assurance of Compliance, which will be submitted to the Minnesota Department of Education following the School Board's approval.

Attachment(s): Assurance of Compliance Submission Form



Contact Us

E-mail: mde.assurance.compliance.MDE@state.mn.us

Phone: 651-582-8793

Address: 400 NE Stinson Blvd., Minneapolis, MN 55413

Assurance of Compliance - INFORMATION NEEDED TO EVIDENCE COMPLIANCE- School Year: 24-25

* - indicates required fields.

Coordinator Identification Information

Table with 4 columns: Coordinator Type (Human Rights, Title IX, 504), Name, Telephone Number, Fax Number, E-Mail Address. Rows include Sonya Sailer and Jody Remsing.

Mandated Reporter Training

Minnesota Chapter 260E.30, Subd. 2(b). Districts must inform all mandated reporters of the duties.

Form with checkbox for verification and a date field set to 10/29/2024.

As part of the Minnesota Department of Education's data collection for the Minnesota Olmstead Plan related to the topic area Prevent Abuse and Neglect, please provide the following information;

Form with input fields for: Total number of school district employees (1767), Number of licensed staff (705), and Number of unlicensed staff (1062).

*This information is requested to assist in the prevention of abuse and neglect of students with disabilities through increased awareness and education of all school personnel and their duties associated with mandated reporting requirements.

Document Submittal Verification

Does MDE have current and accurate copies of the following documents? Please submit updated policy if revised since Last Submitted Date.

Table with 3 columns: Document, Last Submitted Date, Upload Document. Row for Harassment and Violence policy with date 10/19/2023 and a file upload button.

District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

Form titled 'Federal Laws:' containing three checked items regarding Civil Rights Act of 1964 (Title VI, Title VII) and Pregnancy Discrimination Act.

- * Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
- * The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).
- * Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.
- * The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- * Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- * The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- * The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- * Prohibition of Discrimination Based on Blindness (20 USC § 1684).

State Laws:

- * The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- * Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.
- * Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- * Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
- * Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
- * Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district. Clicking "Cancel" will clear data entered.

NOTE: When data entry is complete, click "Submit" to send data to The Minnesota Department of Education.



Board Meeting Date: 11/4/2024

Title: Medical Insurance Provider Change - 2025

Type: Consent

Presenter(s): Sonya Sailer, Executive Director of Human Resources; and Mert Woodard, Director of Finance & Operations

Description: In accordance with state law, the District solicited requests for proposal from medical insurance providers for non-teacher employees of the District. The District received proposals from three different providers, including the current provider. The District administration and the Districts Insurance Advisory Committee has reviewed all of the proposals in detail with its benefits consultant and believes that moving to Blue Cross Blue Shield (BCBS), effective January 1, 2025, is in the best interest of the District and all affected employees.

The plan design offered by BCBS will result in an overall average increase to premiums for calendar year 2025 of 22.95% for the three plans offered in previous years, with a maximum rate increase of 12.00% for calendar year 2026 and 15.00% for calendar year 2027. A fourth, high-deductible plan has been added effective January 1, 2025, offering an additional option for staff.

All employees enrolled in the BCBS plan will be part of the same “open access” network, which provides the greatest level of physician and clinic choice to employees and their dependents.

Health insurance offers must not exceed two years unless the exclusive representative of the largest bargaining unit and the employer reach a different agreement. The Paraprofessional group is the largest bargaining unit among the District's non-teacher health plans. The District received a three-year proposal that provides greater financial stability than the two-year offers, and the Paraprofessional unit has consented to it. Consequently, both the District and the Paraprofessional unit have agreed to extend the upcoming request for proposals cycle to January 1, 2028, as documented in the attached Memorandum of Agreement.

Recommendation: Authorize the Director of Finance & Operations to execute all agreements necessary to establish Blue Cross Blue Shield as the medical insurance provider for the District's non-teacher employee groups, effective January 1, 2025.

Desired Outcomes from the Board: N/A

Attachments:

1. Blue Cross Blue Shield Rates – CY2025
2. Memorandum of Agreement – Extension of RFP Cycle for Health Insurance Proposals



Edina Public Schools (Non-Teacher Staff Not Covered By PEIP)

Effective Date: January 1, 2025

Plan 1 - \$500 Deductible	
In Network:	\$500x2 deductible, 80% coinsurance, \$12/30/45 Rx with \$750 Rx out-of-pocket, \$1750/\$3600 medical out-of-pocket
Out of Network:	\$1000x2 deductible, 60% coinsurance, \$3500/\$6400 out-of-pocket
Rx is Creditable	
Open Access Rates	
Single	\$1,120.67
Single + 1	\$2,404.37
Family	\$3,158.47

Plan 2 - \$1,500 Deductible	
In Network:	\$1500x2 deductible, 100% coinsurance, \$1500x2 out-of-pocket
Out of Network:	\$2000x2 deductible, 60% coinsurance, \$4000x2 out-of-pocket
Rx is Creditable	
Open Access Rates	
Single	\$1,066.95
Single + 1	\$2,289.12
Family	\$3,007.08

Plan 3 - \$4,000 Deductible	
In Network:	\$4000x2 deductible, 100% coinsurance, \$4000x2 out-of-pocket
Out of Network:	\$8000x2 deductible, 60% coinsurance, \$10000x2 out-of-pocket
Rx is Creditable	
Open Access Rates	
Single	\$852.49
Single + 1	\$1,829.00
Family	\$2,402.65

Plan 4 - \$6,000 Deductible	
In Network:	\$6000x2 deductible, 100% coinsurance, \$6000x2 out-of-pocket
Out of Network:	\$10000x2 deductible, 50% coinsurance, \$15000x2 out-of-pocket
Rx is Creditable	
Open Access Rates	
Single	\$756.57
Single + 1	\$1,623.20
Family	\$2,132.30

* Rates will rise by a maximum of 12.0% in calendar year 2026.

* Rates will rise by a maximum of 15.0% in calendar year 2027.

MEMORANDUM OF AGREEMENT
Extension of RFP Cycle for Health Insurance Proposals

This Memorandum of Agreement ("Agreement") is entered into by and between Independent School District No. 273, Edina ("District") and the Minnesota School Employees Association ("Union").

WHEREAS, Minnesota Statute Section 471.6161, subd. 8(c) provides, "School district contracts for group health insurance must not be longer than two years unless the exclusive representative of the largest employment group and the school district agree otherwise."

WHEREAS, the Union is the exclusive representative of District's largest employment group not on the Public Employee Insurance Plan.

WHEREAS, the District performed its Health Insurance Transparency Act ("HITA") Requests for Proposals ("RFP") in September 2024 and was presented with a three year offer that created additional financial stability than the two year offers; and

WHEREAS, both the District and Union believe it would be beneficial to accept the three year offer from Blue Cross Blue Shield of Minnesota and extend the next RFP cycle for an effective date of January 1, 2028.


NOW, THEREFORE, the parties agree as follows:

1. **Agreement to Accept Multiple Year Offer.** The parties agree to accept the multiple year offer from Blue Cross Blue Shield of Minnesota and extend the RFP cycle to January 1, 2028.
2. **No Precedent or Past Practice.** Nothing in this Agreement shall be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of relating to the collective bargaining agreement between the District and the Union. No party may submit this Agreement in any proceeding as evidence of a precedent or practice.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates shown below.

MN SCHOOL EMPLOYEES ASSOCIATION

INDEPENDENT SCHOOL DISTRICT NO. 273




Union Steward

School Board Chair

10-1-2024
Date

Date



Field Representative

School Board Clerk

10-1-2024
Date

Date

V.E. Check Register - October 2024



Board Meeting Date: 11/4/2024

Title: Check Register – October 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 October 2024:

Fund	Amount
General	\$ 4,089,243
Food Service	426,003
Community Service	203,081
Building Construction	2,123,663
Total	\$ 6,841,991

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

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

Attachments:

1. Check Register – October 2024

Check Register

FOR THE MONTH ENDED OCTOBER 31, 2024

Check No.	Vendor	Description	Date	Amount
400869	MN PEIP	CURRENT TEACHERS	10/16/24	779,611.06
400890	RAK CONSTRUCTION IN	CC - LTFM UPGRADES	10/16/24	587,649.34
400564	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	10/02/24	431,638.03
400954	HEALTHPARTNERS INSU	CURRENT EMPLOYEES	10/23/24	421,954.51
401033	CHARTWELLS DINING S	SEP24 FOOD SERVICES	10/30/24	396,955.59
400859	MCGRAW-HILL SCHOOL	STUDY SYNC	10/16/24	142,949.89
400532	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	10/02/24	142,596.95
400532	A.J. MOORE ELECTRIC	EHS MECH 26-A PHASE	10/02/24	121,443.25
400564	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	10/02/24	106,925.88
400620	NOVA FIRE PROTECTIO	EHS MECHANICAL 21-A	10/02/24	95,000.00
400651	A.J. MOORE ELECTRIC	EHS MECH 26-A PHASE	10/09/24	91,390.00
400562	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	10/02/24	87,491.09
400620	NOVA FIRE PROTECTIO	EHS MECHANICAL 21-A	10/02/24	85,399.30
400636	SONUS INTERIORS INC	EHS MECHANICAL 09-C	10/02/24	84,758.05
400890	RAK CONSTRUCTION IN	CV - LTFM UPGRADES	10/16/24	80,358.12
400869	MN PEIP	COBRA/RETIREEES	10/16/24	75,650.58
400645	TMI SYSTEMS CORPORA	EHS MECHANICAL 12-C	10/02/24	75,631.40
400570	EBERT CONSTRUCTION	EHS MECHANICAL 06-A	10/02/24	69,130.16
400792	TWIN CITY TRANSPORT	SEP24-SPED TRANSPOR	10/09/24	67,384.47
400855	KRAUS-ANDERSON CONS	EHS PRE CONS/SITE S	10/16/24	59,359.00
400611	METRO TRANSPORTATIO	JUL24-SPED TRANSPOR	10/02/24	58,287.42
401021	BENCHMARK EDUCATION	BENCHMARK ADVANCE	10/30/24	57,082.01
400532	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	10/02/24	56,707.40
401038	CORVAL CONSTRUCTORS	EHS MECHANICAL 23-B	10/30/24	53,208.90
400801	XCEL ENERGY	EHS - SEP24 USE	10/09/24	50,694.44
400855	KRAUS-ANDERSON CONS	EHS BULD/PLAN REVIE	10/16/24	47,725.90
400782	TALKING POINTS	24-25 TALKING POINT	10/09/24	43,792.43
400636	SONUS INTERIORS INC	EHS MECHANICAL 09-C	10/02/24	42,750.00
400533	ABRAKADOODLE	SUMMER 2024 ART CLA	10/02/24	37,310.00
401037	COMMERCIAL FURNITUR	FURNITURE FOR ELC	10/30/24	35,064.05
400753	PANORAMA EDUCATION	STAFF/STUDENT SURVE	10/09/24	35,025.00
400961	INTERMEDIATE DISTRI	LEASE LEVY	10/23/24	33,653.16
400771	SAFEWAY DRIVING SCH	JUL-AUG24 DRIVERS E	10/09/24	31,680.00
400537	ADMIRAL COATINGS, I	EHS MECHANICAL 09-K	10/02/24	30,875.00
401081	MSU - MANKATO	FALL '24 TUITION	10/30/24	30,121.92
400890	RAK CONSTRUCTION IN	CN - LTFM UPGRADES	10/16/24	29,054.81
400607	MCDOWALL COMPANY	EHS MECH 23-B PHASE	10/02/24	28,500.00
400640	SUPERSET TILE & STO	EHS MECHANICAL 09-B	10/02/24	28,377.54
401122	UNIVERSITY OF MINNE	FALL '24 PSEO TUITI	10/30/24	26,535.00
401113	ST CLOUD REFRIGERAT	CS 2023 ADDITION 23	10/30/24	26,442.88
400801	XCEL ENERGY	ECC - SEP24 USE	10/09/24	25,241.73
400961	INTERMEDIATE DISTRI	ITINERANT	10/23/24	25,224.97
401018	B&D ASSOCIATES, INC	EHS MECHANICAL 04-A	10/30/24	25,010.65
400580	GIBBONS TERRAZZO LL	EHS MECHANICAL 09-G	10/02/24	24,721.30
400762	RACHEL CONTRACTING	CS PLAYGROUND DEMO	10/09/24	24,350.00
400801	XCEL ENERGY	VV - SEP24 USE	10/09/24	24,143.04
400954	HEALTHPARTNERS INSU	COBRA/RETIREEES	10/23/24	23,162.77
400748	NICHE.COM INC	24-27 NICHE SUBSC	10/09/24	22,990.00
400893	RESTORATION & CONST	HL EXTERIOR WALL	10/16/24	22,497.45
401033	CHARTWELLS DINING S	EQUIPMENT PURCHASES	10/30/24	22,399.00
400961	INTERMEDIATE DISTRI	CONTRACTED NSO	10/23/24	21,360.47
400570	EBERT CONSTRUCTION	ESH MECHANICAL 06-A	10/02/24	21,221.38

Check No.	Vendor	Description	Date	Amount
400569	DZIEDZIC CAULKING I	EHS MECHANICAL 07-L	10/02/24	19,999.13
400801	XCEL ENERGY	SV - SEP24 USE	10/09/24	19,520.45
400874	NATIONAL INSURANCE	LTD DISTRICT W/H	10/16/24	19,445.71
401092	PETERSON COMPANIES	CS 2023 ADDITION 32	10/30/24	18,389.39
401017	AVID CENTER	24-25 MEMBERSHIP	10/30/24	18,327.00
400995	TEACHERS ON CALL, A	EHS - SUBSTITUTES	10/23/24	17,595.61
400874	NATIONAL INSURANCE	CURRENT EMP LIFE/AD	10/16/24	16,031.41
400855	KRAUS-ANDERSON CONS	EHS GENERAL CONDITI	10/16/24	15,806.64
400625	PETERSON COMPANIES	CS 2023 ADDITION 23	10/02/24	15,589.83
400783	TEACHERS ON CALL, A	EHS - SUBSTITUTES	10/09/24	15,499.35
400694	H2I GROUP INC	EHS MECH 09-F PHASE	10/09/24	15,270.30
400641	TEACHERS ON CALL, A	EHS - SUBSTITUTES	10/02/24	15,067.20
401006	A.J. MOORE ELECTRIC	EHS MECHANICAL 26-A	10/30/24	15,042.31
400562	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	10/02/24	14,747.38
400857	MALLOY MONTAGUE KAR	PROF SERVICES THRU	10/16/24	14,500.00
401111	SOURCEWELL	EFINANCE OVERAGE HR	10/30/24	14,481.25
401004	XCEL ENERGY	SV 9/15-10/14/24	10/23/24	13,921.06
400863	MIDWEST LIFT WORKS	LIFT REPAIR	10/16/24	13,511.17
400855	KRAUS-ANDERSON CONS	EHS CONS MGMT SERVI	10/16/24	13,475.00
401118	TEACHERS ON CALL, A	EHS - SUBSTITUTES	10/30/24	12,587.82
400535	ACOUSTICS ASSOCIATE	EHS MECHANICAL 09-D	10/02/24	12,446.93
400605	MAERTENS-BRENNY CON	EHS MECHANICAL 03-A	10/02/24	12,255.00
400907	TEACHERS ON CALL, A	EHS - SUBSTITUTES	10/16/24	12,105.36
400940	DIGITAL INSURANCE	2ND QUARTER SERVICE	10/23/24	11,875.00
400640	SUPERSET TILE & STO	EHS MECHANICAL 09-B	10/02/24	11,675.50
400961	INTERMEDIATE DISTRI	CORE FEE	10/23/24	11,258.56
400961	INTERMEDIATE DISTRI	SAFE SCHOOL	10/23/24	11,221.16
400537	ADMIRAL COATINGS, I	EHS MECHANICAL 09-K	10/02/24	11,020.00
400801	XCEL ENERGY	CC - SEP24 USE	10/09/24	10,776.93
401021	BENCHMARK EDUCATION	BENCHMARK 9YR DIGIT	10/30/24	10,717.13
401117	SUPERSET TILE & STO	EHS MECHANICAL 09-A	10/30/24	10,520.27
400956	HORIZON COMMERCIAL	ACID PELLET BASKET	10/23/24	10,363.75
400611	METRO TRANSPORTATIO	JUN24-SPED TRANSPOR	10/02/24	10,348.75
400885	PLANSOURCE	SERVICES FOR SEP24	10/16/24	10,228.86
400665	AVAIL ACADEMY	NON PUBLIC TRANSPOR	10/09/24	10,102.81
400535	ACOUSTICS ASSOCIATE	EHS MECHANICAL 09-D	10/02/24	10,070.00
400641	TEACHERS ON CALL, A	VV - SUBSTITUTES	10/02/24	9,952.35
400801	XCEL ENERGY	CS - SEP24 USE	10/09/24	9,869.05
400611	METRO TRANSPORTATIO	AUG24-SPED TYPE III	10/02/24	9,791.04
400995	TEACHERS ON CALL, A	VV - SUBSTITUTES	10/23/24	9,436.35
401097	RED CEDAR STEEL ERE	EHS MECHANICAL 05-B	10/30/24	9,364.10
401014	APPLE FORD SHAKOPEE	VEHICLE REPAIR	10/30/24	9,019.82
400783	TEACHERS ON CALL, A	VV - SUBSTITUTES	10/09/24	8,952.60
400641	TEACHERS ON CALL, A	SV - SUBSTITUTES	10/02/24	8,707.50
400801	XCEL ENERGY	CV - SEP24 USE	10/09/24	8,691.08
400995	TEACHERS ON CALL, A	SV - SUBSTITUTES	10/23/24	8,675.13
400961	INTERMEDIATE DISTRI	TRANS DISABLED	10/23/24	8,626.38
400960	INSPEC INC	EHS 2024 REROOFING	10/23/24	8,322.00
400649	TWIN CITY HARDWARE	EHS MECHANICAL 08-A	10/02/24	8,049.08
401103	SANTANDER BANK, N.A	11/15 BUS LEASE PRI	10/30/24	8,012.59
400995	TEACHERS ON CALL, A	CS - SUBSTITUTES	10/23/24	7,958.05
400907	TEACHERS ON CALL, A	SV - SUBSTITUTES	10/16/24	7,939.95
401110	SONUS INTERIORS INC	EHS MECHANICAL 09-C	10/30/24	7,809.45
400873	NAC MECHANICAL & EL	MCQUAY MOTOR REPL	10/16/24	7,672.00
401051	GILBERT MECHANICAL	ECC ALERT ON CONTRO	10/30/24	7,481.32
400783	TEACHERS ON CALL, A	CS - SUBSTITUTES	10/09/24	7,456.20
400995	TEACHERS ON CALL, A	CV - SUBSTITUTES	10/23/24	7,378.80
400843	ISD #625 - ST PAUL	REGULAR ED C&T	10/16/24	7,331.76
400814	BSN SPORTS, LLC	SCORE TABLE	10/16/24	7,276.00
400783	TEACHERS ON CALL, A	CC - SUBSTITUTES	10/09/24	7,204.65
400783	TEACHERS ON CALL, A	SV - SUBSTITUTES	10/09/24	7,146.60
400801	XCEL ENERGY	ND - SEP24 USE	10/09/24	7,119.46
400683	FLICEK WELDING	VV-STAIR MODIFICATI	10/09/24	7,100.00
400960	INSPEC INC	HL EXTERIOR WALL	10/23/24	7,000.00
400551	BOLTON & MENK INC	ECC - TENNIS COURTS	10/02/24	6,900.00
401000	TRI-STATE BOBCAT IN	SNOW BLOWER/TRADE I	10/23/24	6,900.00
400641	TEACHERS ON CALL, A	CS - SUBSTITUTES	10/02/24	6,882.15

Check No.	Vendor	Description	Date	Amount
400886	PRAIRIE ELECTRIC CO	ELEC REPAIR OUTDOOR	10/16/24	6,728.00
400927	APPLE INC	MACBOOKS FOR STAFF	10/23/24	6,690.00
400995	TEACHERS ON CALL, A	CC - SUBSTITUTES	10/23/24	6,688.65
400906	SWAN COMPANIES INC	HL PLAYGROUND WORK	10/16/24	6,655.59
401120	TMI SYSTEMS CORPORA	EHS MECHANICAL 12-C	10/30/24	6,588.48
400783	TEACHERS ON CALL, A	HL - SUBSTITUTES	10/09/24	6,424.20
400783	TEACHERS ON CALL, A	CV - SUBSTITUTES	10/09/24	6,411.30
400910	TRUGREEN PROCESSING	DW - FALL 2024 SERV	10/16/24	6,329.28
400907	TEACHERS ON CALL, A	ND - SUBSTITUTES	10/16/24	6,308.10
401045	ENVISION GLASS INC	EHS MECH PHASE2 08-	10/30/24	6,293.75
400995	TEACHERS ON CALL, A	CN - SUBSTITUTES	10/23/24	6,198.45
400907	TEACHERS ON CALL, A	VV - SUBSTITUTES	10/16/24	6,192.00
400615	MIKKONEN MUSIC LLC	SEP24 MUSIC LESSONS	10/02/24	6,187.50
400636	SONUS INTERIORS INC	CS 2023 ADDITION 09	10/02/24	6,148.48
400658	BAUER BUILT INC	TIRES	10/09/24	6,105.04
400799	WOLD ARCHITECTS & E	25-26 EHS RENO	10/09/24	6,080.38
401118	TEACHERS ON CALL, A	CS - SUBSTITUTES	10/30/24	6,040.32
401055	GRAZZINI BROTHERS &	CS 2023 ADDITION 09	10/30/24	5,999.02
400717	JESSEN PRESS INC	EXPERIENCE FALL NEW	10/09/24	5,899.00
400799	WOLD ARCHITECTS & E	EHS PHASE 3 RENO	10/09/24	5,831.23
400641	TEACHERS ON CALL, A	CV - SUBSTITUTES	10/02/24	5,740.50
400571	EDINA GIRLS SOCCER	SUMMER GRLS SOCCER	10/02/24	5,739.00
400912	ULINE	KUHLMAN CROWD BARRI	10/16/24	5,711.88
401049	FRASER CHILD AND FA	SEP24 CONSULTATIONS	10/30/24	5,698.00
401118	TEACHERS ON CALL, A	CC - SUBSTITUTES	10/30/24	5,688.90
400641	TEACHERS ON CALL, A	HL - SUBSTITUTES	10/02/24	5,655.90
400641	TEACHERS ON CALL, A	CN - SUBSTITUTES	10/02/24	5,643.75
400783	TEACHERS ON CALL, A	CN - SUBSTITUTES	10/09/24	5,605.05
400573	EDINA HISTORICAL SO	SUMMER 2024 CAMPS	10/02/24	5,552.40
400907	TEACHERS ON CALL, A	CV - SUBSTITUTES	10/16/24	5,547.00
400995	TEACHERS ON CALL, A	HL - SUBSTITUTES	10/23/24	5,488.95
400799	WOLD ARCHITECTS & E	EHS DEFERRED MAINT	10/09/24	5,464.09
400936	CITY OF EDINA	SV DRAIN 07/10-10/1	10/23/24	5,435.20
400890	RAK CONSTRUCTION IN	ECC - LTFM UPGRADES	10/16/24	5,393.62
400961	INTERMEDIATE DISTRI	HTP-GEN ED	10/23/24	5,388.12
400641	TEACHERS ON CALL, A	ND - SUBSTITUTES	10/02/24	5,359.95
400961	INTERMEDIATE DISTRI	LONG TERM FACILITIE	10/23/24	5,345.37
401008	ADMIRAL COATINGS, I	EHS MECHANICAL 09-K	10/30/24	5,343.44
401118	TEACHERS ON CALL, A	SV - SUBSTITUTES	10/30/24	5,289.00
400754	PARALLEL TECHNOLOGI	EHS DAS M/G TESTING	10/09/24	5,163.75
400638	STEINBRECHER PAINTI	CS 2023 ADDITION 09	10/02/24	5,160.07
400821	CORPORATE MECHANICA	BOILER REPAIR	10/16/24	5,125.55
400907	TEACHERS ON CALL, A	CN - SUBSTITUTES	10/16/24	5,089.05
400989	SANDCREEK EAP	EAP Q4 2024 SERVICE	10/23/24	5,056.88
400783	TEACHERS ON CALL, A	ND - SUBSTITUTES	10/09/24	5,056.80
401081	MSU - MANKATO	TUITION - K.L-H.	10/30/24	5,014.53
400728	LAKE CONFERENCE	24-25 LAKE CONF DUE	10/09/24	5,000.00
401096	RADAR CONSULTING LL	NOV24 RECRUITING FE	10/30/24	5,000.00
400585	HOGLUND BUS COMPANY	DIESEL PARTICULATE	10/02/24	4,997.73
400641	TEACHERS ON CALL, A	CC - SUBSTITUTES	10/02/24	4,934.25
400611	METRO TRANSPORTATIO	AUG24-SPED TRANSPOR	10/02/24	4,912.32
400747	NEW DOMINION SCHOOL	SPED STUDENT C&T: H	10/09/24	4,894.02
400551	BOLTON & MENK INC	STORMWATER INVENTOR	10/02/24	4,716.50
401039	DASH SPORTS LLC	SEP-OCT 24 MULTI SP	10/30/24	4,704.70
400633	SCHOOL SPECIALTY, L	ART SUPPLY ORDER	10/02/24	4,677.49
400907	TEACHERS ON CALL, A	CC - SUBSTITUTES	10/16/24	4,676.25
400800	WOODSIDE INDUSTRIES	EHS MECH 12-C PHASE	10/09/24	4,673.97
401070	KINECT ENERGY, INC	SV - SEP24 USE	10/30/24	4,638.28
401118	TEACHERS ON CALL, A	HL - SUBSTITUTES	10/30/24	4,579.50
400874	NATIONAL INSURANCE	COBRA/RETIREE	10/16/24	4,578.73
401003	UNIVERSITY OF MINNE	PIPELINE TUITION: A	10/23/24	4,578.47
400978	MSU - MANKATO	FALL '24 TUITION: A	10/23/24	4,518.72
400995	TEACHERS ON CALL, A	ND - SUBSTITUTES	10/23/24	4,515.00
401083	NAC MECHANICAL & EL	CHILLER REPAIR	10/30/24	4,496.67
400682	FIDELITY SECURITY L	EMPLOYEE WITHHOLDIN	10/09/24	4,492.52
401118	TEACHERS ON CALL, A	CV - SUBSTITUTES	10/30/24	4,456.95
400746	NAC MECHANICAL & EL	CHILLER FAN REPLACE	10/09/24	4,430.00

Check No.	Vendor	Description	Date	Amount
400873	NAC MECHANICAL & EL	#4 CHILLER CONDENS	10/16/24	4,430.00
400720	JOSTENS INC	GRAD CHENILLE, INSE	10/09/24	4,429.00
401044	ENVIROBATE	EHS MECH PHASE2	10/30/24	4,417.50
401118	TEACHERS ON CALL, A	VV - SUBSTITUTES	10/30/24	4,308.60
401070	KINECT ENERGY, INC	EHS - SEP24 USE	10/30/24	4,304.69
400584	HENNEPIN COUNTY TRE	32-117-21 42 54 PRP	10/02/24	4,294.51
400907	TEACHERS ON CALL, A	CS - SUBSTITUTES	10/16/24	4,276.35
400592	INSTITUTE FOR ENVIR	2024 ECC BLEACHER C	10/02/24	4,200.00
400704	I-STATE TRUCK CENTE	POWER DIVIDER	10/09/24	4,167.66
400907	TEACHERS ON CALL, A	HL - SUBSTITUTES	10/16/24	4,057.05
401041	DUNHAM ASSOCIATES I	EHS 23-26 RENOVATIO	10/30/24	3,900.00
400904	SQUIRES, WALDSPURGE	LEGAL SERV: MISC	10/16/24	3,820.91
401039	DASH SPORTS LLC	SEP-OCT24 TYKES SPO	10/30/24	3,816.40
401036	COMMERCIAL DRYWALL	EHS MECHANICAL 09-A	10/30/24	3,791.61
400841	IMAGINE LEARNING, L	PD WEBINAR OPEN ENR	10/16/24	3,750.00
400961	INTERMEDIATE DISTRI	ALC-STABILIZATION F	10/23/24	3,740.39
400611	METRO TRANSPORTATIO	AUG24-HHM TRANSPORT	10/02/24	3,671.64
400780	SUNBELT STAFFING LL	9/28 SCHOO NURSE-L.	10/09/24	3,667.50
400899	SCHOOL SERVICE EMPL	OCT15 SEIU PAYROLL	10/16/24	3,607.70
400639	SUNBELT STAFFING LL	9/21 SCHOOL NURSE-	10/02/24	3,600.00
401116	SUNBELT STAFFING LL	10/12 SCHOOL NURSE	10/30/24	3,600.00
400632	SCHOOL SERVICE EMPL	SEP30 SEIU PAYROLL	10/02/24	3,545.32
400796	WASTE MANAGEMENT OF	EHS - OCT24 SERVICE	10/09/24	3,531.22
400936	CITY OF EDINA	SV 07/01-09/30/24	10/23/24	3,515.89
400874	NATIONAL INSURANCE	VOL AD&D EMPLOYEE W	10/16/24	3,509.85
400570	EBERT CONSTRUCTION	EHS MECH 03-A PHASE	10/02/24	3,451.35
401118	TEACHERS ON CALL, A	CN - SUBSTITUTES	10/30/24	3,450.75
400921	93 SKIP LLC	SOLAR CREDIT	10/23/24	3,386.53
401111	SOURCEWELL	EFINANCE FLEX Q2	10/30/24	3,330.00
400963	IWS - INNOVATIONAL	SEP24 WATER MGMT FE	10/23/24	3,324.92
401089	NOVA FIRE PROTECTIO	EHS MECHANICAL 21-A	10/30/24	3,291.75
400628	PROCARE THERAPY	9/20 SCHOOL OT - T.	10/02/24	3,262.50
400761	PROCARE THERAPY	9/27 SCHOOL OT-T.H.	10/09/24	3,262.50
400888	PROCARE THERAPY	10/4 SCHOOL OT - T.	10/16/24	3,262.50
401095	PROCARE THERAPY	10/11 - SCHOOL OT T	10/30/24	3,262.50
401095	PROCARE THERAPY	9/13 SCHOOL OT - T.	10/30/24	3,262.50
400896	RUSSELL SECURITY RE	POWER DOOR OPERATOR	10/16/24	3,220.00
400896	RUSSELL SECURITY RE	POWER DOOR OPERATOR	10/16/24	3,220.00
400937	CITY OF EDINA - POL	FOOTBALL HC SECURIT	10/23/24	3,220.00
400995	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	10/23/24	3,199.20
400575	EXPLORELEARNING	REFLEX BUNDLE	10/02/24	3,111.41
401118	TEACHERS ON CALL, A	ND - SUBSTITUTES	10/30/24	3,108.90
400849	JOMSVIKINGS PROTECT	SEP24 FOOTBALL SECU	10/16/24	3,069.00
401005	93 SKIP LLC	CN SOLAR RIDER	10/30/24	3,062.76
400605	MAERTENS-BRENNY CON	EHS MECHANICAL 03-A	10/02/24	3,049.99
400935	CESO COMMUNICATIONS	AUG24 GRAPHIC DESIG	10/23/24	3,040.00
401079	MN FREEZE VOLLEYBAL	FALL '24 YOUTH VBAL	10/30/24	3,024.00
400921	93 SKIP LLC	CN-SEP24 SOLAR PROD	10/23/24	3,002.42
400925	AMERICAN READING CO	24-25 SCHOOLPACE	10/23/24	3,000.00
400971	LEXIA LEARNING SYST	LICENSES PURCHASE	10/23/24	2,999.70
400641	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	10/02/24	2,979.90
400549	BILL CARROLL PAINTI	RM 302 COMM ED PAIN	10/02/24	2,948.00
400931	BENEFIT EXTRAS, INC	OCT24 HRA ADMIN	10/23/24	2,914.45
400988	RELATE COUNSELING C	CHEM HEALTH #1 OF 1	10/23/24	2,880.00
400970	LEIF MEDIA & PR LLC	SEP24 COMM SUPPORT	10/23/24	2,875.00
401021	BENCHMARK EDUCATION	SHIPPING/HANDLING	10/30/24	2,854.10
400717	JESSEN PRESS INC	GRD K MAILER	10/09/24	2,846.00
401029	CATALYST SOURCING S	ON DEMAND/DMTS	10/30/24	2,837.65
401062	INESE KRIEVANS	SEP24 SUNBEAMS	10/30/24	2,771.30
400871	MSEA -- MN SCHOOL E	OCT15 MSEA PAYROLL	10/16/24	2,766.02
400558	CESO COMMUNICATIONS	AUG24 COMM SUPPORT	10/02/24	2,762.50
400841	IMAGINE LEARNING, L	IMAGINE SONDAY SYST	10/16/24	2,739.00
400579	GENERAL PARTS LLC	SV-FOOD WASTE DISPO	10/02/24	2,735.27
400670	COMMERCIAL KITCHEN	EHS-DISHWASHER REPA	10/09/24	2,713.69
400546	AVANT ASSESSMENT LL	3RD GRD STAMP TESTI	10/02/24	2,693.70
400587	HUMERATECH	CS - EXPANSION CARD	10/02/24	2,672.96
400969	LANGUAGE LINE SERVI	SEP24 INTERPRETING	10/23/24	2,661.35

Check No.	Vendor	Description	Date	Amount
400799	WOLD ARCHITECTS & E	SV LIGHTING REPLACE	10/09/24	2,660.99
401078	MIDWEST MUSICAL IMP	BASS CLARINET	10/30/24	2,658.00
400633	SCHOOL SPECIALTY, L	ART SUPPLY ORDER	10/02/24	2,654.51
401021	BENCHMARK EDUCATION	ENG/ESP SPEELING KI	10/30/24	2,600.00
401098	RENAISSANCE LEARNIN	ALL PRODUCT/ACCL RE	10/30/24	2,520.15
400542	APPLE INC	VPP CREDIT FOR SPED	10/02/24	2,500.00
400920	93 HOP LLC	BUS-SEP24 SOLAR PRO	10/23/24	2,478.75
400720	JOSTENS INC	ATHL CERTIFICATES	10/09/24	2,461.00
400660	BAYCOM INC	ELC - WALKIE TALKIE	10/09/24	2,419.00
401065	JARED LITTLE	FALL '24 ARCHERY	10/30/24	2,401.00
401087	NORTHFIELD LINES IN	10/16 EAGLE BLUFF C	10/30/24	2,370.48
400558	CESO COMMUNICATIONS	DIGITAL AD CAMPAIGN	10/02/24	2,336.82
400617	MSEA -- MN SCHOOL E	SEP30 MSEA PAYROLL	10/02/24	2,334.81
400592	INSTITUTE FOR ENVIR	HL PE OFFICE REMOVA	10/02/24	2,296.40
401073	MAERTENS-BRENNY CON	EHS MECHANICAL 03-A	10/30/24	2,293.76
400531	95 PERCENT GROUP LL	SKU PA2001	10/02/24	2,290.00
400884	PITNEY BOWES EASYPE	COMMUNICATION POSTA	10/16/24	2,247.96
400767	RJ MECHANICAL INC	HEAT LEAK REPAIR	10/09/24	2,225.33
400630	RJ MECHANICAL INC	WATER LEAK REPAIRS	10/02/24	2,223.73
400897	SCANTRON CORPORATIO	SCANTRON #95142	10/16/24	2,214.00
400878	NORTHLAND MECHANICA	BOILER REPAIR	10/16/24	2,209.25
400977	MN STATE HS LEAGUE	10/15 BSOCCKER SECTI	10/23/24	2,205.00
400841	IMAGINE LEARNING, L	SONDAY SYSTEM 1 REA	10/16/24	2,190.00
400604	LUMEN TECHNOLOGIES	DW - SEP24 SERVICE	10/02/24	2,169.32
400783	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	10/09/24	2,167.20
401116	SUNBELT STAFFING LL	10/19 SCHOOL NURSE	10/30/24	2,160.00
400853	KELLE WALSTEAD	FALL '24 VOICE/PIAN	10/16/24	2,142.00
400852	KATH FUEL OIL SERVI	UNLEADED	10/16/24	2,139.53
401070	KINECT ENERGY, INC	VV - SEP24 USE	10/30/24	2,122.36
401016	AUDIOQUIP INC	PLAY EQUIP RENTAL	10/30/24	2,100.00
400657	APPLE INC	MAC BOOK 14"	10/09/24	2,058.00
400852	KATH FUEL OIL SERVI	UNLEADED	10/16/24	2,038.26
400975	MIDWEST BUS PARTS I	SENSOR, WIRES	10/23/24	2,011.97
400923	ALLEGRA EDEN PRAIRI	ALICE BY HEART POST	10/23/24	2,011.54
400583	H2I GROUP INC	EHS MECHANICAL 10-J	10/02/24	2,000.70
400773	SHARON LUTH	DANCE COSTUMES	10/09/24	2,000.00
401107	SHARON LUTH	DANCE COSTUMES	10/30/24	2,000.00
401007	ACCURATE HOME CARE	SEP24 SCHOOL NURSIN	10/30/24	1,998.00
400642	THE INFORMED SLP LL	CURRICULUM SUBSC	10/02/24	1,968.00
400565	CYNTHIA MULLEN	AUG24 STUDY SKILLS	10/02/24	1,946.00
400873	NAC MECHANICAL & EL	ECC - CHILLER REPAI	10/16/24	1,942.81
400684	FRANSEN DECORATING	EHS MECH 09-K PHASE	10/09/24	1,917.10
401020	BAYADA HOME HEALTH	SCHOOL NURSES - MUL	10/30/24	1,906.50
401119	TEACHING STRATEGIES	APPLYING SCIENCE	10/30/24	1,897.50
401119	TEACHING STRATEGIES	MN GOLD BUNDLE	10/30/24	1,897.50
401001	ULINE	VARIOUS SHELVING UN	10/23/24	1,890.35
400828	DOORCO INC	GARAGE DOOR MAINT	10/16/24	1,882.00
401069	KAY ZUCCARO	WATER WELLNESS	10/30/24	1,859.20
401035	CITY OF EDINA - POL	10/10 FB SECURITY	10/30/24	1,840.00
400563	COMMERCIAL INFRASTR	ECC - DATA DROPS	10/02/24	1,831.34
400547	BAYADA HOME HEALTH	SCHOOL NURSE - MULT	10/02/24	1,807.00
400547	BAYADA HOME HEALTH	SCHOOL NURSE - MULT	10/02/24	1,807.00
400659	BAYADA HOME HEALTH	SCHOOL NURSES - MUL	10/09/24	1,807.00
401020	BAYADA HOME HEALTH	SCHOOL NURSES - MUL	10/30/24	1,807.00
400907	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	10/16/24	1,806.00
400601	LANGUAGE SPROUT LLC	SPANISH INSTRUCTION	10/02/24	1,799.00
400840	HOUGHTON MIFFLIN HA	INTO LITERATURE STU	10/16/24	1,785.00
401031	CESO COMMUNICATIONS	SEP24 GRAPHIC DESIG	10/30/24	1,760.00
400552	BOWLERO - EDEN PRAI	5/30/25 5TH GRD TRI	10/02/24	1,759.95
V20446	VALERIE E BURKE	MEDICARE SUPPL REIM	10/16/24	1,750.26
400870	MN STATE HS LEAGUE	10/9 BSOCCKER SECTIO	10/16/24	1,713.00
400977	MN STATE HS LEAGUE	10/15 GSOCCKER SECTI	10/23/24	1,708.00
400803	YOUTH HOCKEY HUB	2024 HOLIDAY INVITE	10/09/24	1,695.00
400810	ARCON SOLUTIONS INC	PROMOTIONAL ITEMS	10/16/24	1,679.60
400928	BA SERVICES LLC	WASH BAY REPAIR	10/23/24	1,657.05
400747	NEW DOMINION SCHOOL	REG STUDENT C&T: H.	10/09/24	1,651.67
400975	MIDWEST BUS PARTS I	BRAKE PADS	10/23/24	1,650.56

Check No.	Vendor	Description	Date	Amount
400653	ADVANCED IMAGING SO	ECC/DO 08/24	10/09/24	1,634.35
400794	VIVACITY TECH PBC	STYLUS PENS FOR ART	10/09/24	1,620.00
400614	MIDWEST SCHOOL OF B	SUMMER 2024 BALLET	10/02/24	1,594.60
401070	KINECT ENERGY, INC	ECC - SEP24 USE	10/30/24	1,589.07
400731	LEXIA LEARNING SYST	CORE 5 STUDENT SUBS	10/09/24	1,560.00
401118	TEACHERS ON CALL, A	ELC/ECSE-SUBSTITUTE	10/30/24	1,554.45
401053	GRAND SLAM SPORTS	5TH GRADE FIELD TRI	10/30/24	1,551.00
V20446	VALERIE E BURKE	MEDICARE REIMB	10/16/24	1,545.00
400796	WASTE MANAGEMENT OF	SV - OCT24 SERVICE	10/09/24	1,534.51
400664	BRIN GLASS SERVICE	MIRROR REPLACEMENT	10/09/24	1,526.00
400606	MATHEMATICAL OLYMPI	EPS ENROLLMENT FEES	10/02/24	1,525.00
401076	METRO ELEVATOR	EMERGENCY REPAIR	10/30/24	1,521.44
400842	INSTITUTE FOR ENVIR	23-26 H/S MGMT	10/16/24	1,489.89
400697	HOGLUND BUS COMPANY	DIPSTICK, BELT	10/09/24	1,489.24
401121	TRI-STATE BOBCAT IN	SNOW TIRES	10/30/24	1,480.00
400796	WASTE MANAGEMENT OF	VV - OCT24 SERVICE	10/09/24	1,472.93
400592	INSTITUTE FOR ENVIR	DW 23-26 H&S MGMT	10/02/24	1,472.29
400879	NORTHSTAR BUS LINES	7/30 KC CV FIELD TR	10/16/24	1,460.00
400631	ROBERT B HILL CO	EHS - SOFTENER SALT	10/02/24	1,437.47
401020	BAYADA HOME HEALTH	SCHOOL NURSES - MUL	10/30/24	1,421.00
400610	METRO ELEVATOR	OCT24 ELEVATOR SVC	10/02/24	1,392.83
401063	ISAIAH AND/OR HANNA	09/23-10/25 MILEAGE	10/30/24	1,386.90
401015	APPLE INC	APPLE TV'S	10/30/24	1,386.00
400931	BENEFIT EXTRAS, INC	OCT24 HSA ADMIN	10/23/24	1,382.15
401126	WHOBODIES LLC	UNIFIED T-SHIRTS	10/30/24	1,366.00
400796	WASTE MANAGEMENT OF	ECC - OCT24 SERVICE	10/09/24	1,358.06
400551	BOLTON & MENK INC	HL - PLAYGROUND	10/02/24	1,350.00
400556	CDW GOVERNMENT	24-25 CHROME GOPHER	10/02/24	1,350.00
401070	KINECT ENERGY, INC	HL - SEP24 USE	10/30/24	1,302.22
400847	JERRY'S PRINTING	COACH PACKETS	10/16/24	1,284.00
401060	HOUSE OF NOTE	INSTRUMENT REPAIRS	10/30/24	1,275.00
400584	HENNEPIN COUNTY TRE	31-028-24 12 02 PRP	10/02/24	1,260.63
400586	HORIZON COMMERCIAL	POOL CHEMICALS	10/02/24	1,254.30
401021	BENCHMARK EDUCATION	MAGNETICAS 5 PACKS	10/30/24	1,250.00
400847	JERRY'S PRINTING	CLASS TEACHER PACKE	10/16/24	1,249.00
400706	IWS - INNOVATIONAL	ETHYLENE GLYCOL	10/09/24	1,246.12
400706	IWS - INNOVATIONAL	ETHYLENE GLYCOL	10/09/24	1,246.12
400963	IWS - INNOVATIONAL	ETHYLENE GLYCOL	10/23/24	1,246.12
400872	MULTILINGUAL WORD I	SEP24 TRANSLATIONS	10/16/24	1,243.95
400961	INTERMEDIATE DISTRI	CAREER & TECH	10/23/24	1,242.05
401070	KINECT ENERGY, INC	CS - SEP24 USE	10/30/24	1,223.20
400886	PRAIRIE ELECTRIC CO	KC CV-OUTLET INSTAL	10/16/24	1,217.96
400975	MIDWEST BUS PARTS I	BRAKE PADS, LATCH	10/23/24	1,206.43
400566	DAVID WEBB -- HOMER	SEP24 EXEC COACHING	10/02/24	1,200.00
400623	PAUL DAVID	SEP24 VIDEO RETAINE	10/02/24	1,200.00
400621	OCCUPATIONAL MEDICI	DOT EXAMS - MULTI	10/02/24	1,140.00
401070	KINECT ENERGY, INC	CC - SEP24 USE	10/30/24	1,132.15
400957	HOUSE OF NOTE	INSTRUMENT REPAIRS	10/23/24	1,124.00
400757	PRAIRIE ELECTRIC CO	4 CIRCUITS ADDED	10/09/24	1,121.87
400955	HOGLUND BUS COMPANY	DOOR MOTOR	10/23/24	1,116.75
400547	BAYADA HOME HEALTH	SCHOOL NURSE - C.Z.	10/02/24	1,116.00
400870	MN STATE HS LEAGUE	10/9 GSOCER SECTIO	10/16/24	1,113.00
400593	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/02/24	1,100.00
400643	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/02/24	1,100.00
400643	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/02/24	1,100.00
400643	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/02/24	1,100.00
400643	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/02/24	1,100.00
400643	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/02/24	1,100.00
400661	BENCHMARK EDUCATION	GRD 5 BOOKS	10/09/24	1,100.00
400786	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/09/24	1,100.00
400786	THE MATH LEARNING C	BRIDGES INTERVENTIO	10/09/24	1,100.00
400996	THE MATH LEARNING C	3BINTS1 INTERVENTIO	10/23/24	1,100.00
400996	THE MATH LEARNING C	3BINTS2 INTERVENTIO	10/23/24	1,100.00
400841	IMAGINE LEARNING, L	SONDAY SYSTEM READE	10/16/24	1,095.00
400555	BUSINESS ESSENTIALS	8.5X11 GREEN QTY 20	10/02/24	1,087.20
400796	WASTE MANAGEMENT OF	CC - OCT24 SERVICE	10/09/24	1,086.97
400653	ADVANCED IMAGING SO	HIGH SCHOOL 08/24	10/09/24	1,085.98

Check No.	Vendor	Description	Date	Amount
400796	WASTE MANAGEMENT OF	CS - OCT24 SERVICE	10/09/24	1,084.50
400913	UNIVERSITY LANGUAGE	SEPT24 INTERPRETING	10/16/24	1,071.63
400936	CITY OF EDINA	KUHLMAN 07/01-09/30	10/23/24	1,060.86
401115	STIX SPORTSWEAR & S	T-SHIRTS	10/30/24	1,050.00
400961	INTERMEDIATE DISTRI	ALC	10/23/24	1,024.78
400608	MELODY WALBURG	24-25 COUNSEL QUOTA	10/02/24	1,018.59
400898	SCHOOL HEALTH CORPO	52574 ESV1200 QUANT	10/16/24	1,016.97
400577	FENWORKS INC	24-25 ESPORTS SCHOO	10/02/24	1,000.00
400962	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/23/24	1,000.00
400820	CITY OF ST.LOUIS PA	7/10 KC CV FIELD TR	10/16/24	1,000.00
401027	CAPSTONE PRESS INC	PEBBLE GO FOR CC	10/30/24	999.00
400547	BAYADA HOME HEALTH	SCHOOL NURSE - MULT	10/02/24	992.00
400701	IMAGINE LEARNING, L	SONDAY SYSTEM 2	10/09/24	990.00
400936	CITY OF EDINA	ECC 07/01-09/30/24	10/23/24	987.92
401002	UNIVERSITY LANGUAGE	SEP24 TRANSLATIONS	10/23/24	978.39
401012	ANCOM COMMUNICATION	RADIO REPEATER MAIN	10/30/24	975.00
400698	HOUGHTON MIFFLIN HA	MATH FOCUS GRD2 SPA	10/09/24	972.82
400611	METRO TRANSPORTATIO	AUG24-SPED BUS AIDE	10/02/24	971.78
400980	NAC MECHANICAL & EL	CN - CHILLER SERVIC	10/23/24	970.50
400966	JESSEN PRESS INC	STAFF PHOTO POSTERS	10/23/24	953.00
400951	GRAINGER	PLUMBING PARTS	10/23/24	952.23
400881	OCCUPATIONAL MEDICI	DOT EXAMS - MULTI	10/16/24	950.00
400741	MESPA	MEMBERSHIP - J.S.	10/09/24	932.00
400971	LEXIA LEARNING SYST	STUDENT SUBSCRIPTIO	10/23/24	917.10
400574	ELECTRIC MOTOR REPA	MOTOR FOR AHU 1	10/02/24	914.96
400879	NORTHSTAR BUS LINES	7/26 KC FIELD TRIP	10/16/24	912.50
401127	WILD RUMPUS BOOK ST	BOOKS FOR CV	10/30/24	908.91
400598	KINECT ENERGY, INC	OCT24 ENERGY MGMT F	10/02/24	902.00
400960	INSPEC INC	CN WALLS	10/23/24	900.00
400962	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/23/24	900.00
401106	SEVER'S FALL FESTIV	KC CS FALL FEST TRI	10/30/24	893.00
400895	ROBERT B HILL CO	WATER SOFTENER SALT	10/16/24	890.20
400922	ACME TOOLS PLYMOUTH	DRAIN SNAKE	10/23/24	889.00
400734	MASSP -MN ASSOC OF	MEMBERSHIP - P.B.	10/09/24	885.00
400734	MASSP -MN ASSOC OF	MEMBERSHIP - E.L.	10/09/24	885.00
400613	MIDWEST BUS PARTS I	BRAKE PADS	10/02/24	880.00
401090	ORKIN COMMERCIAL SE	DW - SEP24 SERVICES	10/30/24	880.00
400883	OVERHEAD DOOR CO OF	EHS - FIRE DOOR INS	10/16/24	875.00
400879	NORTHSTAR BUS LINES	6/17 KC CN FIELD TR	10/16/24	875.00
400904	SQUIRES, WALDSPURGE	LEGAL SERV: S.S.S.	10/16/24	871.00
401020	BAYADA HOME HEALTH	SCHOOL NURSE - MULT	10/30/24	871.00
400563	COMMERCIAL INFRASTR	SV - DATA DROPS	10/02/24	868.32
400892	REGENTS OF THE UNIV	10/2 BELL MUSEUM TR	10/16/24	850.00
400908	LAKEVILLE DEBATE BO	10/12 DEBATE ENTRIE	10/16/24	850.00
400653	ADVANCED IMAGING SO	NORMANDALE 08/24	10/09/24	849.44
400847	JERRY'S PRINTING	NON-TEACHER CLASS P	10/16/24	838.00
400561	CHILDREN'S THEATRE	9/25 ZIP ZAP CIRCUS	10/02/24	830.00
401029	CATALYST SOURCING S	ON DEMAND/ACTIVITIE	10/30/24	821.43
401067	JOHN W MCKONE -- BE	CHOIR REPAIRS (PIAN	10/30/24	810.00
400831	ELLA WASSERMAN	SEP24 PIANO LESSONS	10/16/24	806.00
401103	SANTANDER BANK, N.A	11/15 BUS LEASE INT	10/30/24	797.41
400776	STACY RUTTEN	DMTS - WORKING GENI	10/09/24	796.00
401114	STACY RUTTEN	WORKING GENIUS PMT	10/30/24	796.00
401022	BILL CARROLL PAINTI	ECC RM 113 PAINTING	10/30/24	785.00
400891	RAMSEY COUNTY HISTO	9/25 GRD 2 FIELD TR	10/16/24	784.00
400913	UNIVERSITY LANGUAGE	9/1-9/11 INTERPRETI	10/16/24	781.98
401059	HOSA - FUTURE HEALT	EHS - HOSA DUES	10/30/24	775.00
400777	STAGES THEATRE COMP	10/16 EDWARD TULANE	10/09/24	772.00
400570	EBERT CONSTRUCTION	EHS MECH 06-A PHASE	10/02/24	771.78
400626	PRAIRIE RESTORATION	EHS - PLANT MGMT	10/02/24	766.67
400626	PRAIRIE RESTORATION	VV - PLANT MGMT	10/02/24	766.66
401071	LAMA SEWING KITS IN	8TH GRD FOOD & FABR	10/30/24	761.95
400882	ODP BUSINESS SOLUTI	ADMIN SUPPLIES	10/16/24	759.53
400691	GOPHER/PLAY WITH A	TUMBLEPRO MAT 5'X10	10/09/24	759.00
400725	KULLY SUPPLY INC	PLUMBING SUPPLIES	10/09/24	758.45
400945	ESCREEN, INC.	SEP24 DOT DRUG TEST	10/23/24	757.50
400959	INESE KRIEVANS	SEP24 PRIVATE LESSO	10/23/24	756.00

Check No.	Vendor	Description	Date	Amount
400616	MINNESOTA NATIVE LA	HL - FOLIAR SPRAY	10/02/24	750.00
400668	CHILDREN'S THEATRE	10/11 ZIP ZAP TICKE	10/09/24	740.00
400653	ADVANCED IMAGING SO	CONCORD 08/24	10/09/24	739.11
400612	MEYER INK SCREEN PR	JR HIGH CHEER SHIRT	10/02/24	722.50
400975	MIDWEST BUS PARTS I	SEAL	10/23/24	721.92
400635	SIGNUM SIGNS AND GR	NEW DOOR NUMBERS	10/02/24	720.00
400913	UNIVERSITY LANGUAGE	9/1-9/11 INTERPRETI	10/16/24	716.76
400653	ADVANCED IMAGING SO	COUNTRYSIDE 08/24	10/09/24	701.67
400856	LRS PORTABLES LLC	KUHLMAN UNITS 9/20-	10/16/24	700.00
400944	EDUCATORS BENEFIT C	403(B) ADMIN&COMP F	10/23/24	691.98
400820	CITY OF ST.LOUIS PA	7/30 KC CV FIELD TR	10/16/24	690.00
400979	THE MUSIC MART	BAND PLATFORM	10/23/24	685.00
400796	WASTE MANAGEMENT OF	CN - OCT24 SERVICE	10/09/24	681.45
400602	LEARNING A-Z	RAZKIDS PLUS ADD ON	10/02/24	680.40
400680	EVERLY FARMS LLC	10/8/24 GRD 1 TRIP	10/09/24	680.00
400820	CITY OF ST.LOUIS PA	7/31 KC CV FIELD TR	10/16/24	670.00
400751	ODP BUSINESS SOLUTI	STAFF SUPPLIES	10/09/24	668.77
400568	DRAMATIC PUBLISHING	PLAYBOOKS	10/02/24	660.00
400795	WALKER BOOKSTORE	MATH IN FOCUS BOOK	10/09/24	659.67
400629	RICHARDSON NATURE C	10/14 GRD K TRIP	10/02/24	654.00
401071	LAMA SEWING KITS IN	FACS SEWING KITS	10/30/24	652.66
400925	AMERICAN READING CO	WORD STUDY BOOK GRD	10/23/24	650.00
400925	AMERICAN READING CO	WORD STUDY BOOK GRD	10/23/24	650.00
401043	ELLA WASSERMAN	OCT24 PIANO LESSONS	10/30/24	650.00
400984	PRAIRIE ELECTRIC CO	REPL JUNCTION BOX W	10/23/24	646.16
400897	SCANTRON CORPORATIO	SCANTRON #95679	10/16/24	642.00
V20464	CHRISTINE MARIE STE	MASPA CONF HOTEL FE	10/23/24	639.12
400951	GRAINGER	EXHAUST FAN MOTOR	10/23/24	637.59
401041	DUNHAM ASSOCIATES I	CS 2023 ADDITION	10/30/24	636.00
400835	FRESHPOINT BIX PROD	KC HL SNACKS	10/16/24	630.65
400676	DUCKY SCREEN PRINTI	CC CHOIR T-SHIRTS	10/09/24	629.50
400662	BEYOND THE NOTES MU	2025 FESTIVAL ENSEM	10/09/24	625.00
401061	IDENTISYS INC	ID PRINTER	10/30/24	625.00
400895	ROBERT B HILL CO	SALT TANK INITIAL B	10/16/24	619.60
400902	SLP TOOLKIT LLC	SLP TOOLKIT LICENSE	10/16/24	618.75
401021	BENCHMARK EDUCATION	EL EXPRESS! GRADE 1	10/30/24	615.00
400796	WASTE MANAGEMENT OF	CV - OCT24 SERVICE	10/09/24	612.28
400942	EDINA COMPETITION C	JR HIGH POM POMS	10/23/24	608.00
400974	MENARDS - EDEN PRAI	TOOL CART, SCREWDRI	10/23/24	607.55
400703	IRISH SPEECH AND DE	10/5 TOURNAMENT ENT	10/09/24	607.00
400608	MELODY WALBURG	24-25 TEXTBOOK QUOT	10/02/24	604.85
400948	FOLLETT HIGHER EDUC	PIPELINE GRANT: BOO	10/23/24	603.93
400705	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/09/24	600.00
400914	VALLEY WEST SEWING	MACHINE MAINT/REPAI	10/16/24	600.00
400925	AMERICAN READING CO	ARC LABORATORIO GRD	10/23/24	600.00
400962	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/23/24	600.00
400666	CAN CAN WONDERLAND	KC CC - 11/27 TRIP	10/09/24	600.00
400666	CAN CAN WONDERLAND	KC CS - 11/27 TRIP	10/09/24	600.00
400666	CAN CAN WONDERLAND	KC CV - 11/27 TRIP	10/09/24	600.00
401029	CATALYST SOURCING S	ON DEMAND/ELECTRIFI	10/30/24	597.40
400774	SIGNUM SIGNS AND GR	ROOM PLATES (11)	10/09/24	595.00
400807	ALL STRINGS ATTACHE	BRIDGE/SEAM REPAIRS	10/16/24	585.00
400984	PRAIRIE ELECTRIC CO	ADDED RECEPACLE, E	10/23/24	584.56
400993	STATE CHEMICAL SOLU	CHEMICAL ABSORB	10/23/24	582.30
400677	EDINA COMPETITION C	2025 SWEETHEART CLA	10/09/24	572.00
400760	PRIOR LAKE CHEER	12/7 PL SANTA'S CHE	10/09/24	572.00
400975	MIDWEST BUS PARTS I	HINGE, LATCH	10/23/24	571.50
400588	IMAGE MARKET	CS T-SHIRTS	10/02/24	570.70
400926	AMY LAMPHERE	MOVE2 MUSIC CLASSES	10/23/24	567.00
401070	KINECT ENERGY, INC	CN - SEP24 USE	10/30/24	566.32
401031	CESO COMMUNICATIONS	EVP AD CAMPAIGN SEP	10/30/24	565.99
400973	MATHCOUNTS FOUNDATI	COMPETITION REGISTR	10/23/24	560.00
400653	ADVANCED IMAGING SO	CREEK VALLEY 08/24	10/09/24	559.94
400889	PROFESSIONAL BEVERA	ICE MACHINE REPAIR	10/16/24	559.50
401088	NORTHSTAR BUS LINES	ECC CHARTER YST GRA	10/30/24	557.50
400796	WASTE MANAGEMENT OF	HL - OCT24 SERVICE	10/09/24	554.77
400909	TRIMARK MARLINN LLC	DELIVERY FEE	10/16/24	550.00

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400909	TRIMARK MARLINN LLC	REMOVAL FEE	10/16/24	550.00
400653	ADVANCED IMAGING SO	CORNELIA 08/24	10/09/24	544.53
400867	MINNESOTA ZOO	5/8/25 ZOO TRIP	10/16/24	540.00
400653	ADVANCED IMAGING SO	SOUTH VIEW 08/24	10/09/24	539.09
401125	WAYZATA RESULTS	BOYS XC MEET TIMING	10/30/24	538.50
401125	WAYZATA RESULTS	GRLS XC MEET TIMING	10/30/24	538.50
401021	BENCHMARK EDUCATION	SHIPPING/HANDLING	10/30/24	535.86
400903	SPS COMPANIES INC	PLUMBING PARTS	10/16/24	534.76
400685	FRESHPOINT BIX PROD	KC HL SNACKS	10/09/24	531.74
400880	NORTHSTAR MEDIA INC	ZEPHYRUS PRINTING	10/16/24	530.66
401085	NACAC	NACAC MEMBERSHIPS	10/30/24	530.00
400991	SCHOOL SPECIALTY, L	ART ROOM SUPPLIES	10/23/24	527.59
400613	MIDWEST BUS PARTS I	BULBS, RELFECTOR	10/02/24	524.80
401023	BIRCHBARK BOOKS AND	AMERICAN INDIAN BOO	10/30/24	524.48
401070	KINECT ENERGY, INC	CV - SEP24 USE	10/30/24	521.65
401094	PRINTASTIK	GRD K POSTCARDS	10/30/24	520.95
400830	ELIZABETH POCH	SEP24 PIANO LESSONS	10/16/24	520.00
400754	PARALLEL TECHNOLOGI	HL DOOR DOOR SECURI	10/09/24	517.00
V20410	MICHAEL MCCOLLOW	SECTIONS PRACTICE R	10/02/24	510.00
400593	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/02/24	500.00
400964	IXL LEARNING	GRD 5 SCIENCE LICEN	10/23/24	500.00
400879	NORTHSTAR BUS LINES	6/24 KC ND FIELD TR	10/16/24	500.00
400534	ACCURATE HOME CARE	SCHOOL NURSE - P.W.	10/02/24	499.50
400919	WPS - WESTERN PSYCH	PRINT/DIGITAL	10/16/24	496.00
400841	IMAGINE LEARNING, L	SONDAY SYSTEM 2 REA	10/16/24	495.00
V20412	NIKIA L MUSSELL	PE EQUIPMENT	10/02/24	494.85
400600	KULLY SUPPLY INC	2 - SLOAN SENSORS	10/02/24	493.64
401091	PARALLEL TECHNOLOGI	ELC - PANIC BUTTON	10/30/24	492.75
400830	ELIZABETH POCH	SEP24 PIANO LESSONS	10/16/24	490.00
400841	IMAGINE LEARNING, L	SONDAY SYSTEM LEARN	10/16/24	484.00
V20410	MICHAEL MCCOLLOW	GOLF '24 SEASON MIL	10/02/24	479.32
400568	DRAMATIC PUBLISHING	FANTASTIC MR FOX	10/02/24	478.00
400864	MIKE'S SEPTIC SERVI	CONCESSION PUMP WOR	10/16/24	475.00
400918	WOOD LAKE NATURE CE	10/3 5TH GRD TRIP	10/16/24	470.00
400559	CHEMSEARCH FE	AEROSOL	10/02/24	469.95
401020	BAYADA HOME HEALTH	SCHOOL NURSE - K.K.	10/30/24	468.00
400882	ODP BUSINESS SOLUTI	CONSTRUCTION PAPER	10/16/24	464.74
400819	CITY OF EDINA - POL	FALL FEST SECURITY	10/16/24	460.00
400609	MENARDS - EDEN PRAI	REPAIR HARDWARE	10/02/24	457.90
V20452	SARAH MIZIORKO	CONF REGISTRATION (10/16/24	455.00
400957	HOUSE OF NOTE	INSTRUMENT REPAIRS	10/23/24	450.00
400981	NOW MICRO INC	SEP24 CONSULTING (2	10/23/24	450.00
401028	CARLSON'S LLOVABLE	11/2 UNIFIED EVENT	10/30/24	450.00
401020	BAYADA HOME HEALTH	SCHOOL NURSE - Z.C.	10/30/24	449.50
400538	AISHA ALEXANDER	LUNCH ACCT REFUND	10/02/24	445.00
400827	DELEGARD TOOL COMPA	TAP & DIE SET	10/16/24	444.23
400879	NORTHSTAR BUS LINES	7/18 KC CV FIELD TR	10/16/24	437.50
400862	METRO SALES INC	ATHL COPIER COLOR	10/16/24	434.78
400609	MENARDS - EDEN PRAI	COPPER PIPE, ETC	10/02/24	427.74
400686	FRIENDS OF THE GLOB	6/18 FOOD DEMOS	10/09/24	425.00
400934	CENTURYLINK	SV 10/01-10/31/24	10/23/24	422.94
400797	WESTWOOD HILLS NATU	12/1 GRD K FIELD TR	10/09/24	420.00
400678	EDINA WOODCRAFTERS	WOODSHOP ORIENTATIO	10/09/24	420.00
400591	INNOVATIVE OFFICE S	SAN80004 GREEN EXPO	10/02/24	417.60
400917	WESTWOOD HILLS NATU	10/8 & 10/9 KG FIEL	10/16/24	415.00
400976	MINNESOTA POLLUTION	ECC - HAZARDOUS WAS	10/23/24	412.81
400789	THREE RIVERS PARK D	10/4 GALE WOODS FAR	10/09/24	412.50
400806	ACCO BRANDS, GBCCON	LAMINATOR REPAIR	10/16/24	409.84
400905	STERLING SYSTEMS IN	CN - ASBESTOS REMOV	10/16/24	408.42
400919	WPS - WESTERN PSYCH	PRINT KIT	10/16/24	408.00
400656	AMSOIL INC	SMALL ENGINE OIL	10/09/24	405.77
400608	MELODY WALBURG	24-25 HLTH SERV QUO	10/02/24	405.35
400931	BENEFIT EXTRAS, INC	OCT24 FLEX ADMIN	10/23/24	404.20
400653	ADVANCED IMAGING SO	HIGHLANDS 08/24	10/09/24	400.64
401064	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/30/24	400.00
401064	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/30/24	400.00
401051	GILBERT MECHANICAL	TROUBLESHOOT RTU 3	10/30/24	397.00

Check No.	Vendor	Description	Date	Amount
400930	BEN AND JERRY'S MPL	9/24 TUNES EVENT OS	10/23/24	396.00
400941	DUCKY SCREEN PRINTI	CC CHOIR T-SHIRTS	10/23/24	395.50
400622	ODP BUSINESS SOLUTI	DESK 60" STRAIGHT	10/02/24	393.99
400591	INNOVATIVE OFFICE S	SAN80001 BLACK EXPO	10/02/24	392.04
400539	AMAZON CAPITAL SERV	SCIENCE RESUPPLY	10/02/24	390.97
400796	WASTE MANAGEMENT OF	ND - OCT24 SERVICE	10/09/24	383.04
400966	JESSEN PRESS INC	EPS WINDOW ENVELOPE	10/23/24	380.00
400624	PAUL H BROOKES PUBL	LITERACY FOR ALL P1	10/02/24	379.50
401003	UNIVERSITY OF MINNE	PLG: BOOKS FOR A.M.	10/23/24	378.47
400823	CROSSTOWN MECHANICA	CHECK COMP ON RTU-3	10/16/24	378.00
400949	FRESHPOINT BIX PROD	KC CS SNACKS	10/23/24	376.48
400784	TEXTHELP INC	SNAP & READ SUBSC	10/09/24	375.00
400743	MIDWEST BUS PARTS I	LIGHTS / BULBS	10/09/24	372.80
400679	EDUCATORS BENEFIT C	ACT PARTICIPANT FEE	10/09/24	371.50
400701	IMAGINE LEARNING, L	STUDENT NOTEBOOKS	10/09/24	370.00
400716	JERRY'S PRINTING	ISS FORMS	10/09/24	365.00
401070	KINECT ENERGY, INC	BUS - SEP24 USE	10/30/24	358.42
400939	D. BRIAN'S KITCHEN	DEPT MEETING BKFT	10/23/24	355.30
401034	CINCINNATI CHILDREN	PROJECT SEARCH RENE	10/30/24	350.00
V20413	DANA E NIKLAUS	MSSWA CONFERENCE FE	10/02/24	350.00
400545	AUTISM-PRODUCTS.COM	1451905 ANGELES BIK	10/02/24	349.00
400875	NATIONAL SPEECH & D	DEBATE ENTRIES	10/16/24	349.00
V20483	HEATHER A LARSON	CONF HOTEL EXPENSE	10/30/24	343.71
400985	PROPIO LANGUAGE SER	SEPT24 INTERPRETING	10/23/24	342.48
400877	NORMANDEALE PTO	PIZZA FOR STUDENTS	10/16/24	342.12
400772	SCHERER BROTHERS LU	FALL PLAY SET SUPPL	10/09/24	341.33
400554	BUILDING CONTROLS &	AHU #2 PARTS	10/02/24	340.34
V20451	DUANE A HUISENTRUIT	AI BASKET/CONTAINER	10/16/24	339.00
400650	WEST MUSIC COMPANY	RECORDERS FOR MUSIC	10/02/24	338.44
401057	GROTH MUSIC COMPANY	CLARINET REPAIR	10/30/24	338.00
400653	ADVANCED IMAGING SO	VALLEY VIEW 08/24	10/09/24	337.67
400915	WAYZATA HIGH SCHOOL	9/28 DEBATE ENTRIES	10/16/24	337.50
401015	APPLE INC	IPAD FOR COMM ED	10/30/24	329.00
400754	PARALLEL TECHNOLOGI	EHS DOOR D116	10/09/24	328.50
400925	AMERICAN READING CO	WORD STUDY BOOK GRD	10/23/24	325.00
400743	MIDWEST BUS PARTS I	POLYRODS	10/09/24	323.60
V20483	HEATHER A LARSON	CONF HOTEL EXPENSE	10/30/24	322.56
400876	NCS PEARSON INC	158009576 CASL-2 FO	10/16/24	320.00
400531	95 PERCENT GROUP LL	SKU PA2016	10/02/24	315.00
400699	HOUSE OF NOTE	CELLO REPAIRS	10/09/24	315.00
V20465	EMMA BOURNONVILLE	EHS FRENCH INTERN P	10/30/24	310.00
V20467	MELINE CHATAL-BARAT	ND FRENCH INTERN PA	10/30/24	310.00
V20468	LOLA DUCLOUX-LEBON	ND FRENCH INTERN PA	10/30/24	310.00
V20469	GREGOIRE DURAND	VV FRENCH INTERN PA	10/30/24	310.00
V20470	THEO DURAND	ND FRENCH INTERN PA	10/30/24	310.00
V20472	LAURINE EVEN	ND FRENCH INTERN PA	10/30/24	310.00
V20473	CHIARA FERRY	ND FRENCH INTERN PA	10/30/24	310.00
V20475	ELENA FONTEYNE	ND FRENCH INTERN PA	10/30/24	310.00
V20476	JUDITH FOUQUET	EHS FRENCH INTERN P	10/30/24	310.00
V20477	CAMILLE GEISLER	VV FRENCH INTERN PA	10/30/24	310.00
V20478	SOLENE GOURC	ND FRENCH INTERN PA	10/30/24	310.00
V20479	LOLA GOURCY	ND FRENCH INTERN PA	10/30/24	310.00
V20480	CHLOE HEISSLER	ND FRENCH INTERN PA	10/30/24	310.00
V20482	CHLOE KLEIN	ND FRENCH INTERN PA	10/30/24	310.00
V20484	LENA LEBOURSICAUD	ND FRENCH INTERN PA	10/30/24	310.00
V20485	LOLA MAFFEIS	EHS FRENCH INTERN P	10/30/24	310.00
V20486	AUDREY MAUBARET	VV FRENCH INTERN PA	10/30/24	310.00
V20487	JADE METZINGER	ND FRENCH INTERN PA	10/30/24	310.00
V20488	INGRID MICHEL	ND FRENCH INTERN PA	10/30/24	310.00
V20489	MATHILDE NOGUES	ND FRENCH INTERN PA	10/30/24	310.00
V20491	ALICE PARISOT	ND FRENCH INTERN PA	10/30/24	310.00
V20493	LEA ROUX	ND FRENCH INTERN PA	10/30/24	310.00
V20494	LENA SAUVAGEON	ND FRENCH INTERN PA	10/30/24	310.00
V20495	LOANE SENSACQ	ND FRENCH INTERN PA	10/30/24	310.00
V20497	LEANE STEPHANT	ND FRENCH INTERN PA	10/30/24	310.00
V20499	NOE VAGNE	ND FRENCH INTERN PA	10/30/24	310.00
V20500	LAURINE ZILLIOX	ND FRENCH INTERN PA	10/30/24	310.00

Check No.	Vendor	Description	Date	Amount
V20410	MICHAEL MCCOLLOW	RENTAL CAR FEE	10/02/24	309.49
400609	MENARDS - EDEN PRAI	MECHANICAL SUPPLIES	10/02/24	309.18
400921	93 SKIP LLC	BUS-SEP24 SOLAR PRO	10/23/24	306.40
400743	MIDWEST BUS PARTS I	SCOTSEAL X-TREME	10/09/24	303.20
400860	MENARDS - GOLDEN VA	HARDWARE/LIGHT FIXT	10/16/24	300.87
400648	TWIN CITIES TRANSP	TOW FOR BUS 79	10/02/24	300.00
400648	TWIN CITIES TRANSP	TOW FOR BUS 96	10/02/24	300.00
400809	APPLE VALLEY HS VOL	9/6 VOLLEYBALL TOUR	10/16/24	300.00
400866	MINNESOTA STATE BAR	MOCK TRIAL DUES	10/16/24	300.00
400925	AMERICAN READING CO	ANIMALES SALVAJES G	10/23/24	300.00
400962	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/23/24	300.00
400983	PACER CENTER	9/26 KINDER SPEAKER	10/23/24	300.00
401064	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/30/24	300.00
400781	SVL SERVICE CORP	NEW MOTOR	10/09/24	299.30
400657	APPLE INC	APPLE TVS	10/09/24	298.00
400531	95 PERCENT GROUP LL	SHIPPING/HANDLING	10/02/24	297.90
400950	GRAINGER	BATTERIES, TUBE CUT	10/23/24	294.17
400707	JACKIE MART	CAKE POPS	10/09/24	294.00
400818	CENTURYLINK	VV 09/28-10/27/24	10/16/24	292.40
400840	HOUGHTON MIFFLIN HA	SHIPPING/HANDLING	10/16/24	285.60
400876	NCS PEARSON INC	158012836 GFTA-3 FO	10/16/24	281.25
400938	CUSHMAN MOTOR COMPA	MUFFLER/INSULATION	10/23/24	280.31
400856	LRS PORTABLES LLC	HC ADDTL UNITS	10/16/24	280.00
V20449	ALEXANDER J HATTSTR	PREPARE WORKSHOP	10/16/24	280.00
400768	ROBERT B HILL CO	SOFTENER SALT	10/09/24	279.92
400936	CITY OF EDINA	ND 07/01-09/30/24	10/23/24	278.64
400591	INNOVATIVE OFFICE S	SAN80003 BLUE EXPO	10/02/24	278.40
400591	INNOVATIVE OFFICE S	SAN80002 RED EXPO	10/02/24	278.16
400986	PUMP AND METER SERV	PUMP REPAIR/DIAGNOS	10/23/24	277.50
400805	SPORTS PRO LLC	STRENGTH ROOM REPL	10/16/24	273.65
401010	ALLEGRA EDINA	EHS POSTCARDS	10/30/24	273.63
400848	JH LARSON COMPANY	4 LED LIGHT DRIVERS	10/16/24	268.72
400841	IMAGINE LEARNING, L	SHIPPING/HANDLING	10/16/24	268.50
400538	AISHA ALEXANDER	LUNCH ACCT REFUND	10/02/24	267.40
401025	BRYN WILLIAMS	FALL '24 GYMNASTICS	10/30/24	262.50
401128	ZOEY WILLIAMS	FALL '24 GYMNASTICS	10/30/24	262.50
400709	JANET UNGS - BUSINE	OCT24 COACHING SERV	10/09/24	260.00
400709	JANET UNGS - BUSINE	AUG24 COACHING SERV	10/09/24	260.00
400934	CENTURYLINK	DO 10/01-10/31/24	10/23/24	260.00
401021	BENCHMARK EDUCATION	SHIPPING/HANDLING	10/30/24	260.00
400655	AMERICAN MAILING MA	POSTAGE MACHINE INK	10/09/24	254.64
400997	THE ROTARY CLUB OF	Q2 SHARED MEMBERSHI	10/23/24	254.25
401019	CHRISTINE MORGAN	FALL '24 CALMING EX	10/30/24	252.00
400919	WPS - WESTERN PSYCH	COMPLETE KIT	10/16/24	251.00
400911	TWIN CITIES TRANSP	TOW BUS 90 OFF HWY	10/16/24	250.00
400966	JESSEN PRESS INC	BUSINESS CARD TEMPL	10/23/24	250.00
400998	THE WORKS MUSEUM	10/31 FIELD TRIP	10/23/24	250.00
V20419	SARA SWENSON	MLA CONFERENCE FEE	10/02/24	250.00
V20455	ANNE E THOMPSON	MNSHAPE CONFERENCE	10/16/24	250.00
400856	LRS PORTABLES LLC	EHS ADA UNIT 9/20-1	10/16/24	245.00
401070	KINECT ENERGY, INC	ND - SEP24 USE	10/30/24	242.24
400739	MENARDS - EDEN PRAI	LIGHT FIXTURES	10/09/24	241.79
400900	SCHOOL SPECIALTY, L	CRAYOLA MODEL MAGIC	10/16/24	241.74
400934	CENTURYLINK	CC 10/01-10/31/24	10/23/24	241.68
400934	CENTURYLINK	ECC 10/01-10/31/24	10/23/24	241.68
400882	ODP BUSINESS SOLUTI	ADMIN SUPPLIES	10/16/24	241.19
401029	CATALYST SOURCING S	SUPP TRACK MON SUBS	10/30/24	239.99
400592	INSTITUTE FOR ENVIR	EHS 2024 ASBESTOS M	10/02/24	238.00
400982	ODP BUSINESS SOLUTI	ADMIN SUPPLIES	10/23/24	236.79
400818	CENTURYLINK	EHS 09/28-10/27/24	10/16/24	232.12
400744	MINNESOTA ELITE ASS	BSOCCER ASSIGNOR FE	10/09/24	232.00
400812	BLICK ART MATERIALS	STONEWARE CLAY	10/16/24	230.33
V20425	LYNNEA K WEST	MLA MEMBERSHIP	10/02/24	230.00
400609	MENARDS - EDEN PRAI	SHOP VACUUMS	10/02/24	229.98
400567	DELEGARD TOOL COMPA	KUHLMAN - ZIP TIES	10/02/24	229.65
400924	ALLEGRA EDINA	PARKING TICKETS	10/23/24	228.96
400994	STIX SPORTSWEAR & S	EQUITY TEAM T-SHIRT	10/23/24	227.50

Check No.	Vendor	Description	Date	Amount
400541	ANNE BUDLONG	HC PARADE CANDY	10/02/24	226.83
400543	ARMSTRONG CROSS COU	10/21 GRLS XC MEET	10/02/24	225.00
400543	ARMSTRONG CROSS COU	10/21 BOYS XC MEET	10/02/24	225.00
V20425	LYNNEA K WEST	MLA CONFERENCE	10/02/24	225.00
400999	THREE RIVERS PARK D	10/4 KC CS TOUR	10/23/24	225.00
400648	TWIN CITIES TRANSPO	TOW FOR VAN 204	10/02/24	220.00
400929	BATTERIES R US	BATTERY	10/23/24	219.99
V20483	HEATHER A LARSON	CONF MILEAGE	10/30/24	219.76
V20463	KORY M SMITH	9/11-10/14 MILEAGE	10/23/24	219.63
400949	FRESHPOINT BIX PROD	KC CV SNACKS	10/23/24	218.90
401050	FRESHPOINT BIX PROD	KC CS SNACKS	10/30/24	218.20
401011	AMAZON CAPITAL SERV	GRD K INSTRUCTIONAL	10/30/24	217.74
V20414	PAUL C PAETZEL	PARADE FLOAT CANDY	10/02/24	216.20
400795	WALKER BOOKSTORE	MATH IN FOCUS BOOK	10/09/24	212.75
400697	HOGLUND BUS COMPANY	FUEL & OIL FILTERS	10/09/24	210.34
400650	WEST MUSIC COMPANY	RECORDERS FOR MUSIC	10/02/24	210.00
400876	NCS PEARSON INC	15803614X CELF-5 ME	10/16/24	210.00
400901	SIGNUM SIGNS AND GR	DOOR LABELS 2/2A/2B	10/16/24	210.00
400690	GOPHER STATE ONE-CA	SEP24 BILLABLE TICK	10/09/24	209.25
400779	STEVEN KUDEBEH	GLAX: MISSED PAYMEN	10/09/24	208.00
400876	NCS PEARSON INC	158036336 CELF-5 FO	10/16/24	208.00
401011	AMAZON CAPITAL SERV	BOOKS FOR PRINCIPAL	10/30/24	207.87
V20496	BRANDON DONALD SIEC	CONF MILEAGE	10/30/24	205.02
400697	HOGLUND BUS COMPANY	WINDOW	10/09/24	204.54
400836	GOPHER/PLAY WITH A	FOAM DODGEBALLS BLU	10/16/24	201.44
400672	CPI-CRISIS PREVENTI	MEMBERSHIP - W.B.	10/09/24	200.00
400768	ROBERT B HILL CO	SYSTEM SERVICE CALL	10/09/24	200.00
400822	CPI-CRISIS PREVENTI	MEMBERSHIP - M.D.	10/16/24	200.00
400850	JW PEPPER & SON INC	CHORAL MUSIC	10/16/24	200.00
400775	SPEECH AND SMILE LL	MINI OBJECT KITS	10/09/24	199.99
401070	KINECT ENERGY, INC	ECC - SEP24 USE	10/30/24	198.66
400799	WOLD ARCHITECTS & E	CN LTFM	10/09/24	197.47
400799	WOLD ARCHITECTS & E	CV LTFM	10/09/24	197.47
400799	WOLD ARCHITECTS & E	DW LTFM	10/09/24	197.47
400799	WOLD ARCHITECTS & E	CC LTFM	10/09/24	197.46
401000	TRI-STATE BOBCAT IN	OIL FILTERS	10/23/24	195.08
V20429	SARAH J BURGESS	STAFF DEVL DONUTS	10/09/24	194.59
V20422	ZHUO WANG	CHINESE CLUB ACTIVI	10/02/24	193.29
400654	ALLEGRA EDEN PRAIRI	NOTECARDS	10/09/24	193.00
400634	SCRIPPS NATIONAL SP	SPELLING BEE ENTRY	10/02/24	192.50
400802	YOUTH ENRICHMENT LE	SEP24 SEWING CLASSE	10/09/24	192.50
400674	DEMME LEARNING	ALPHA STUDENT PK	10/09/24	192.00
400744	MINNESOTA ELITE ASS	GSOCCER ASSIGNOR FE	10/09/24	192.00
V20399	NINA EHRMENTRAUT CA	SCHOOL SUPPLIES	10/02/24	191.79
401104	SCHOLASTIC INC	SCHOLASTIC NEWS - D	10/30/24	191.08
400836	GOPHER/PLAY WITH A	RAINBOW BUCKET STAC	10/16/24	189.00
400826	CUSHMAN MOTOR COMPA	FILTERS	10/16/24	188.01
400581	GRAINGER	GRAB HOOKS	10/02/24	187.86
401050	FRESHPOINT BIX PROD	KC CC SNACKS	10/30/24	187.76
400692	GRAINGER	NEW FAUCET	10/09/24	187.10
400540	ANDI JASZEWSKI	LUNCH ACCT REFUND	10/02/24	186.70
400589	INESE KRIEVANS	SUNBEAMS 1	10/02/24	185.00
400837	GREATAMERICA FINANC	DO OCT24 POSTAGE MT	10/16/24	184.95
400796	WASTE MANAGEMENT OF	BUS - OCT24 SERVICE	10/09/24	184.44
401057	GROTH MUSIC COMPANY	BAND MUSIC	10/30/24	184.00
401040	DEMME LEARNING	1010-100 ALPHA UNIV	10/30/24	182.00
400934	CENTURYLINK	CS 10/01-10/31/24	10/23/24	181.26
400934	CENTURYLINK	HL 10/01-10/31/24	10/23/24	181.26
400934	CENTURYLINK	CC 10/01-10/31/24	10/23/24	181.26
401052	GRAINGER	FUSES	10/30/24	180.44
401048	FLORIDA BLUE KEY SP	11/1-3 DEBATE ENTRY	10/30/24	180.00
400685	FRESHPOINT BIX PROD	KC CS SNACKS	10/09/24	178.05
400711	JASON MOECKEL	FOOTBALL: WAYZATA	10/09/24	178.00
400756	PIYUSH RANADE	FOOTBALL: MINNETONK	10/09/24	178.00
400798	WILLIAM BEAN	FOOTBALL: WAYZATA	10/09/24	178.00
400804	ZACHARY GUSTAFSON	FOOTBALL: WAYZATA	10/09/24	178.00
400835	FRESHPOINT BIX PROD	KC CS SNACKS	10/16/24	177.45

Check No.	Vendor	Description	Date	Amount
400643	THE MATH LEARNING C	SHIPPING/HANDLING	10/02/24	176.00
400643	THE MATH LEARNING C	SHIPPING/HANDLING	10/02/24	176.00
400786	THE MATH LEARNING C	SHIPPING/HANDLING	10/09/24	176.00
400996	THE MATH LEARNING C	SHIPPING/HANDLING	10/23/24	176.00
400992	SPS COMPANIES INC	TOILET	10/23/24	175.20
400856	LRS PORTABLES LLC	CV UNITS 9/20-10/17	10/16/24	175.00
400968	KRISTA MADDOCK	BRAIN HEALTH COURSE	10/23/24	175.00
400987	QUEEN BEEZ LAWN AND	PUMPKINS FOR CS/HL	10/23/24	175.00
400557	CENTURYLINK	CV 9/10-10/8/24	10/02/24	174.84
400590	INGCO INTERNATIONAL	PARENT WELCOME TRAN	10/02/24	174.50
400916	WEST MUSIC COMPANY	TAMBOURINES	10/16/24	170.94
400894	RICHFIELD MINNOCO /	SMALL EQUIPMENT FUE	10/16/24	170.84
400740	MENARDS - RICHFIELD	4-FLEX HOSE 2-SPEC	10/09/24	169.82
400609	MENARDS - EDEN PRAI	REPAIR HARDWARE	10/02/24	169.62
400618	MUSIC THEATRE INTER	YEAR WITH FROG & TO	10/02/24	169.00
400963	IWS - INNOVATIONAL	CORROSION STUDY	10/23/24	169.00
400743	MIDWEST BUS PARTS I	EM DOOR PROP	10/09/24	168.50
400897	SCANTRON CORPORATIO	SHIPPING/HANDLING	10/16/24	168.43
400596	JULIE SHERMAN	MAKEUP BOOTCAMP	10/02/24	168.00
400667	CAROLINA BIOLOGICAL	SHEEP BRAIN - HALF	10/09/24	164.25
400665	AVAIL ACADEMY	NON PUBLIC TRANSPOR	10/09/24	162.62
400838	HAMMER SPORTS LLC	9/23&24 9TH VB OFFI	10/16/24	160.00
400841	IMAGINE LEARNING, L	SHIPPING/HANDLING	10/16/24	160.00
401057	GROTH MUSIC COMPANY	BAND SUPPLIES	10/30/24	159.96
401056	GREATAMERICA FINANC	SV OCT24 POSTAGE MT	10/30/24	159.95
400752	OPENTEXT INC	SEP24 FAX-2-MAIL	10/09/24	159.47
401075	MENARDS - EDEN PRAI	RAGS, SHELVES, ETC.	10/30/24	159.07
401056	GREATAMERICA FINANC	ECC OCT24 POSTAGE M	10/30/24	159.00
400950	GRAINGER	TIRE INFLATOR, SCRE	10/23/24	158.82
400654	ALLEGRA EDEN PRAIRI	BE TICKETS FOR SDL	10/09/24	158.00
400739	MENARDS - EDEN PRAI	PLUMBING SUPPLIES	10/09/24	156.85
400951	GRAINGER	ELEC EXHAUST FAN	10/23/24	155.50
400578	FRESHPOINT BIX PROD	KC CC SNACKS	10/02/24	154.70
400982	ODP BUSINESS SOLUTI	VARIOUS SUPPLIES	10/23/24	154.19
401011	AMAZON CAPITAL SERV	SCIENCE ORDER	10/30/24	153.50
400576	FACTORY MOTOR PARTS	STARTER MOTOR	10/02/24	152.00
400865	MINNESOTA ELITE ASS	GRLS SOCCER OFFICIA	10/16/24	152.00
V20447	GRETCHEN L MEIER	SNOM CONFERENCE REG	10/16/24	151.23
400531	95 PERCENT GROUP LL	SKU PA2012	10/02/24	150.00
400531	95 PERCENT GROUP LL	SKU PA2013	10/02/24	150.00
400932	BJORKLUND COMPENSAT	JOB DESC RATING	10/23/24	150.00
400933	BSN SPORTS, LLC	CUSTOM TATTOO STICK	10/23/24	150.00
401024	BOLTON & MENK INC	HL - PLAYGROUND	10/30/24	150.00
401059	HOSA - FUTURE HEALT	EHS - HOSA DUES	10/30/24	150.00
V20401	EMESE B DREW	LATIN AP WORKSHOP	10/02/24	150.00
400933	BSN SPORTS, LLC	CUSTOM TATTOO STICK	10/23/24	150.00
400987	QUEEN BEEZ LAWN AND	PUMPKINS FOR CC/ND	10/23/24	150.00
400982	ODP BUSINESS SOLUTI	BOOK BINDING SUPPLY	10/23/24	149.99
400837	GREATAMERICA FINANC	EHS OCT24 POSTAGE M	10/16/24	149.95
400578	FRESHPOINT BIX PROD	KC CS SNACKS	10/02/24	149.20
400990	SAVVAS LEARNING COM	MYVIRTUAL CHILD ADD	10/23/24	148.80
400613	MIDWEST BUS PARTS I	DOOR SWITCH	10/02/24	148.69
401032	CHANDA PARKINSON	TAROT FOR BEGINNERS	10/30/24	147.00
400766	RICHFIELD MINNOCO /	SMALL EQUIP FUEL	10/09/24	146.80
401108	SHERWIN WILLIAMS	PAINT FOR WALL REPA	10/30/24	146.49
400692	GRAINGER	CFL BULBS	10/09/24	144.80
401026	BSN SPORTS, LLC	COACH DEC - WRESTLI	10/30/24	143.96
400919	WPS - WESTERN PSYCH	SHIPPING/HANDLING	10/16/24	143.90
400687	GENERAL SECURITY SE	ECC-SEP24 PATROL RE	10/09/24	140.00
400737	MATTHEW VANBENSCHOT	BSOCCER: DELASALLE	10/09/24	140.00
401026	BSN SPORTS, LLC	COACH DEC - VBALL	10/30/24	140.00
400892	REGENTS OF THE UNIV	EHS - SYMBOLOGY LAB	10/16/24	138.00
400730	LEARNING A-Z	RAZ-PLUS ESPANOL 2	10/09/24	137.50
400701	IMAGINE LEARNING, L	SHIPPING/HANDLING	10/09/24	136.00
400681	FACTORY MOTOR PARTS	GEAR OIL	10/09/24	135.97
400900	SCHOOL SPECIALTY, L	"ALUMINUM FOIL 12""	10/16/24	135.96
400597	JW PEPPER & SON INC	CHORAL MUSIC	10/02/24	135.00

Check No.	Vendor	Description	Date	Amount
400597	JW PEPPER & SON INC	ORCHESTRA MUSIC	10/02/24	135.00
401048	FLORIDA BLUE KEY SP	10/31 DEBATE ENTRY	10/30/24	135.00
400950	GRAINGER	FASTENERS	10/23/24	134.18
400861	MENARDS - EDEN PRAI	TSCHIDA SUPPLIES	10/16/24	133.32
400714	JERRY'S FOODS EDINA	UNIFIED FOOD	10/09/24	132.62
400674	DEMME LEARNING	PRE-ALGEBRA MATERIA	10/09/24	132.00
400619	NASCO EDUCATION LLC	ART ORDER (35 QTY)	10/02/24	131.04
401077	MIDWEST BUS PARTS I	MIRROR HOUSING CAP	10/30/24	130.40
400548	BAYCOM INC	BATTERY FOR WALKIE	10/02/24	130.00
400812	BLICK ART MATERIALS	ART SUPPLIES	10/16/24	129.50
400829	ECM PUBLISHERS INC	AUG 5 REG MINUTES	10/16/24	128.00
V20410	MICHAEL MCCOLLOW	RENTAL CAR FUEL FEE	10/02/24	127.95
400536	ADAPTIVE TECH SOLUT	SKU T0-0100-DS	10/02/24	126.98
400919	WPS - WESTERN PSYCH	4 WORD AND SENTENCE	10/16/24	126.00
401080	MONICA MOHN	WEDDING DANCE CLASS	10/30/24	126.00
400663	BRANDON TAYLOR	FOOTBALL: PRIOR LAK	10/09/24	125.00
400708	JAMES SCHRANK	FOOTBALL: PRIOR LAK	10/09/24	125.00
400713	JERMISHA WATSON	FOOTBALL: PRIOR LAK	10/09/24	125.00
400723	KEVIN BRITT	FOOTBALL: PRIOR LAK	10/09/24	125.00
400770	RYAN TOWNZEN	FOOTBALL: E PRAIRIE	10/09/24	125.00
400778	STEVEN HEIMER	FOOTBALL: PRIOR LAK	10/09/24	125.00
401021	BENCHMARK EDUCATION	SHIPPING/HANDLING	10/30/24	125.00
401013	ANTONIA ALARCON GIL	LUNCH ACCT REFUND	10/30/24	124.20
400658	BAUER BUILT INC	TIRE DISPOSAL FEE	10/09/24	123.75
401042	EDINA GIVE & GO	CHECK 1492-NBA REFU	10/30/24	121.50
401042	EDINA GIVE & GO	NBA CAMP REFUND	10/30/24	121.50
V20438	CHERYL L PARISH	AUG-SEP24 PARTB MIL	10/09/24	120.20
400695	HAMMER SPORTS LLC	10/1 9TH VB OFFICIA	10/09/24	120.00
400865	MINNESOTA ELITE ASS	BOYS SOCCER OFFICIA	10/16/24	120.00
400972	MASBO	GEN ED/ BUDGETING C	10/23/24	120.00
401101	SAMARITAN TIRE COMP	ATV TIRES	10/30/24	120.00
V20466	LORI J CARTER	SITE VISIT COFFEE	10/30/24	120.00
400850	JW PEPPER & SON INC	ORCHESTRA MUSIC	10/16/24	119.95
400599	KRIS INDERIEDEN	CORONATION DONUTS	10/02/24	119.92
401123	VISTA HIGHER LEARNI	EL CONNECT 2022 GRD	10/30/24	119.85
V20411	KYLEE L MUEHLBERG	STUDENT SUPPLIES	10/02/24	119.14
V20453	NATALIE M SPICER	8/28-10/10 MILEAGE	10/16/24	116.85
401082	MTI DISTRIBUTING IN	SEAT COVERS	10/30/24	116.44
400597	JW PEPPER & SON INC	CHORAL MUSIC	10/02/24	116.00
400679	EDUCATORS BENEFIT C	ACT BASE FEE	10/09/24	114.44
400950	GRAINGER	BATTERIES AAA	10/23/24	113.78
400958	IDENTISYS INC	BLANKS	10/23/24	113.00
400661	BENCHMARK EDUCATION	SHIPPING/HANDLING	10/09/24	110.00
400966	JESSEN PRESS INC	BUSINESS CARDS: SR/	10/23/24	110.00
400732	LOW TECH SOLUTIONS	E-TRAN BOARD HOLDER	10/09/24	109.99
400732	LOW TECH SOLUTIONS	BLANK E TRAN BOARD	10/09/24	109.99
400815	BUSINESS ESSENTIALS	8.5X11 CANARY QTY 2	10/16/24	108.72
400898	SCHOOL HEALTH CORPO	37188 BLEEDING TRIA	10/16/24	108.70
400691	GOPHER/PLAY WITH A	SHIPPING/HANDLING	10/09/24	106.26
400685	FRESHPOINT BIX PROD	KC CN SNACKS	10/09/24	105.65
400689	GOLD MEDAL EMBROIDE	DEPT T-SHIRTS	10/09/24	104.13
400876	NCS PEARSON INC	158036328 CELF-5 FO	10/16/24	104.00
400793	VALLEY WEST SEWING	SEWING SUPPLIES	10/09/24	103.36
401118	TEACHERS ON CALL, A	CORPORATE-SUBSTITUT	10/30/24	103.20
V20433	ALEXANDER J HATTSTR	VIRTUAL SEMINAR REG	10/09/24	103.00
400829	ECM PUBLISHERS INC	LTFM PLAN AD	10/16/24	102.40
400950	GRAINGER	MIG WELDING WIRE	10/23/24	102.10
400736	MATTHEW SCHOEN	GSWIM: MINNETONKA	10/09/24	102.00
400764	RANDI GRAVES	GSWIM: MINNETONKA	10/09/24	102.00
401011	AMAZON CAPITAL SERV	STAFF SUPPLIES	10/30/24	100.37
400582	GRAINGER	FUSES	10/02/24	100.35
V20436	BETHANY A MOHS	SEP24 MILEAGE	10/09/24	100.10
400705	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/09/24	100.00
400710	JARED LASCOTTE	DEBATE: MDTA JAMBOR	10/09/24	100.00
400729	LEAH SCHMITT	DEBATE: ROSEMOUNT	10/09/24	100.00
400808	AMANDA BARRETT	DEBATE: MDTA JAMBOR	10/16/24	100.00
400844	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/16/24	100.00

Check No.	Vendor	Description	Date	Amount
400868	MN DEPT OF LABOR AN	EHS ANNUAL ELEVATOR	10/16/24	100.00
400962	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/23/24	100.00
400962	ITSAVVY LLC	SCREEN DEDUCTIBLES	10/23/24	100.00
401057	GROTH MUSIC COMPANY	BAND MUSIC	10/30/24	100.00
401057	GROTH MUSIC COMPANY	BAND MUSIC	10/30/24	100.00
401058	HAMMER SPORTS LLC	10/14 VB OFFICIALS	10/30/24	100.00
401086	NILES TOWNSHIP COMM	9/6-9/8 DEBATE ENTR	10/30/24	100.00
400836	GOPHER/PLAY WITH A	QUICK CUPS GREEN 12	10/16/24	99.80
400952	GRAYBAR ELECTRIC CO	PANEL BOARD LOCK	10/23/24	99.56
401054	GRAYBAR ELECTRIC CO	PANEL LOCK, STAGE	10/30/24	99.56
400949	FRESHPOINT BIX PROD	KC CN SNACKS	10/23/24	99.40
400603	LEXIA LEARNING SYST	LETRS EXTENSION CRS	10/02/24	99.00
400603	LEXIA LEARNING SYST	LETRS EXTENSION CRS	10/02/24	99.00
400851	KAMI	LICENSE RENEWAL	10/16/24	99.00
401042	EDINA GIVE & GO	CHECK #1492 REFUND	10/30/24	98.10
400862	METRO SALES INC	OCT24 - ATHL COPIER	10/16/24	98.00
V20428	JULIE A BLOCK	CONF FOOD/RIDE FEES	10/09/24	97.89
400950	GRAINGER	BITS	10/23/24	97.10
401093	PREMIUM WATERS INC	WATER FOR DMTS	10/30/24	95.49
V20407	KELLY H JANSEN	CLASSROOM SUPPLIES	10/02/24	95.30
400966	JESSEN PRESS INC	VISION & MISSION PO	10/23/24	93.00
400726	KYLE MACE	GSWIM: HOPKINS	10/09/24	92.00
400736	MATTHEW SCHOEN	GSWIM: HOPKINS	10/09/24	92.00
401040	DEMME LEARNING	1203 INTEGER BLOCK	10/30/24	91.00
401052	GRAINGER	FUSES	10/30/24	90.22
400824	CROWN EQUIPMENT COR	ELECTRIC UNIT MAINT	10/16/24	90.00
400841	IMAGINE LEARNING, L	IMAGINE SONDAY WRKB	10/16/24	90.00
400966	JESSEN PRESS INC	BUSINESS CARDS: C.S	10/23/24	90.00
401100	ROSAMARIA BOLDT	10/14 INTERPRETING	10/30/24	90.00
400714	JERRY'S FOODS EDINA	OFFICE FOOD	10/09/24	89.94
400836	GOPHER/PLAY WITH A	"D-LITE BALL 48""	10/16/24	89.90
400829	ECM PUBLISHERS INC	AUG 7-8 RETREAT MIN	10/16/24	89.60
400887	PREMIUM WATERS INC	WATER FOR DMTS/ENRO	10/16/24	89.49
400652	ADAM JOHNSTON	FOOTBALL: SHAKOPEE	10/09/24	89.00
400671	CORY GIESEKE	FOOTBALL: WAYZATA	10/09/24	89.00
400711	JASON MOECKEL	FOOTBALL: WAYZATA	10/09/24	89.00
400712	JEREMY CARTER	FOOTBALL: SHAKOPEE	10/09/24	89.00
400718	JOHN BOHMBACH	FOOTBALL: MINNETONK	10/09/24	89.00
400718	JOHN BOHMBACH	FOOTBALL: WAYZATA	10/09/24	89.00
400735	MATT DALLE	FOOTBALL: MINNETONK	10/09/24	89.00
400735	MATT DALLE	FOOTBALL: WAYZATA	10/09/24	89.00
400750	NICHOLAS RATHMANN	FOOTBALL: SHAKOPEE	10/09/24	89.00
400755	PATRICK STAIGER	FOOTBALL: MINNETONK	10/09/24	89.00
400755	PATRICK STAIGER	FOOTBALL: SHAKOPEE	10/09/24	89.00
400755	PATRICK STAIGER	FOOTBALL: SHAKOPEE	10/09/24	89.00
400755	PATRICK STAIGER	FOOTBALL: SHAKOPEE	10/09/24	89.00
400756	PIYUSH RANADE	FOOTBALL: SHAKOPEE	10/09/24	89.00
400769	RYAN FREEBERG	FOOTBALL: MINNETONK	10/09/24	89.00
400769	RYAN FREEBERG	FOOTBALL: SHAKOPEE	10/09/24	89.00
400788	THOMAS STREIF	FOOTBALL: MINNETONK	10/09/24	89.00
400788	THOMAS STREIF	FOOTBALL: WAYZATA	10/09/24	89.00
400790	TREVOR BUSBY	FOOTBALL: MINNETONK	10/09/24	89.00
400854	KEVIN LYNDSLEY	FOOTBALL: SHAKOPEE	10/16/24	89.00
400643	THE MATH LEARNING C	SHIPPING/HANDLING	10/02/24	88.00
400685	FRESHPOINT BIX PROD	KC CC SNACKS	10/09/24	87.65
400669	CHRISTOPHER JESSEN	BSOCCER: WACONIA	10/09/24	85.00
400669	CHRISTOPHER JESSEN	GSOCCER: WACONIA	10/09/24	85.00
400669	CHRISTOPHER JESSEN	BSOCCER: WASHBURN	10/09/24	85.00
400669	CHRISTOPHER JESSEN	GSOCCER: HASTINGS	10/09/24	85.00
400673	DANIEL KLUNDT	BSOCCER: CHANHASSEN	10/09/24	85.00
400673	DANIEL KLUNDT	GSOCCER: CENTENNIAL	10/09/24	85.00
400675	DOUGLAS ROSE	BSOCCER: WASHBURN	10/09/24	85.00
400675	DOUGLAS ROSE	GSOCCER: HASTINGS	10/09/24	85.00
400696	HAROLD BROMAN III	BSOCCER: CHANHASSEN	10/09/24	85.00
400696	HAROLD BROMAN III	GSOCCER: CENTENNIAL	10/09/24	85.00
400719	JOSHUA HARTWELL	BSOCCER: CHANHASSEN	10/09/24	85.00
400719	JOSHUA HARTWELL	GSOCCER: CENTENNIAL	10/09/24	85.00

Check No.	Vendor	Description	Date	Amount
400733	MARK BACKLUND	BSOCCER: WACONIA	10/09/24	85.00
400733	MARK BACKLUND	GSOCCER: WACONIA	10/09/24	85.00
400765	RICHARD ASKLAND	GSOCCER: CHANHASSEN	10/09/24	85.00
400785	THAVRAK HAY	BSOCCER: WASHBURN	10/09/24	85.00
400785	THAVRAK HAY	GSOCCER: HASTINGS	10/09/24	85.00
400787	THEODORE CAHILL	GSOCCER: CHANHASSEN	10/09/24	85.00
400791	TROY KAHMEYER	BSOCCER: BUFFALO	10/09/24	85.00
400791	TROY KAHMEYER	GSOCCER: BUFFALO	10/09/24	85.00
400858	MARK HONNOLD	BSOCCER: ST CLOUD T	10/16/24	85.00
400966	JESSEN PRESS INC	BUSINESS CARDS: D.H	10/23/24	85.00
400966	JESSEN PRESS INC	BUSINESS CARDS: H.O	10/23/24	85.00
400751	ODP BUSINESS SOLUTI	GRD K SUPPLIES	10/09/24	84.70
400834	SHRED-IT USA	VV - SHREDDING	10/16/24	84.44
V20418	MICHAEL S SMITH	CLASSROOM SUPPLIES	10/02/24	84.19
400644	TIMECLOCK PLUS DATA	EMPL LICENSE OVERAG	10/02/24	84.00
401009	ADVANCED IMAGING SO	CC - BLACK TONER	10/30/24	82.07
400646	T-MOBILE	ECC MAINT - SEP24	10/02/24	81.28
400609	MENARDS - EDEN PRAI	CN - KITCHEN SINK	10/02/24	80.89
400934	CENTURYLINK	DO 10/01-10/31/24	10/23/24	80.52
401102	SANDEEP UPPAL	FALL LDRSHP REFUND	10/30/24	80.00
V20439	KRISTA S PHILLIPS	JUL-SEP24 MILEAGE	10/09/24	77.85
400653	ADVANCED IMAGING SO	BUS GARAGE 08/24	10/09/24	77.72
400850	JW PEPPER & SON INC	BAND MUSIC	10/16/24	77.19
400987	QUEEN BEEZ LAWN AND	PUMPKINS FOR CS/CV	10/23/24	75.00
400627	PREMIUM WATERS INC	WATER FOR DMTS	10/02/24	74.99
400898	SCHOOL HEALTH CORPO	52844 SLOAN PROPORT	10/16/24	74.97
400898	SCHOOL HEALTH CORPO	52578 HOTV VISION C	10/16/24	74.97
401046	EPS OPERATIONS LLC	MEGAWORDS BOOK 1	10/30/24	74.90
400974	MENARDS - EDEN PRAI	CLOCK BATTERIES "D"	10/23/24	74.85
400555	BUSINESS ESSENTIALS	11X17 WHITE CS QTY	10/02/24	74.84
V20430	LORI J CARTER	STAFF MEETING FOOD	10/09/24	74.50
400531	95 PERCENT GROUP LL	SKU PA2011	10/02/24	74.00
400974	MENARDS - EDEN PRAI	BOLTS/MISC.	10/23/24	72.72
400714	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	10/09/24	72.12
400982	ODP BUSINESS SOLUTI	GRD 2 INSTURCTIONAL	10/23/24	71.97
400813	BOYER TRUCKS	SHIFT CABLE	10/16/24	71.25
V20426	JULIE K BAKER	CLASSROOM SUPPLIES	10/09/24	71.21
400832	ERICA THEIN	CONFERENCE COOKIES	10/16/24	70.94
400829	ECM PUBLISHERS INC	AUG 20 WS MINTUES	10/16/24	70.40
400647	TRI-STATE BOBCAT IN	ROLLER / HP ULTRA	10/02/24	70.38
V20490	PAUL C PAETZEL	LAKE CONF MTG FOOD	10/30/24	70.15
400560	CHEN GUO	LUNCH ACCT REFUND	10/02/24	70.05
400687	GENERAL SECURITY SE	BUS-SEP24 PATROL RE	10/09/24	70.00
400688	GILBERTO NIECO-BARR	BSOCCER: HOPKINS	10/09/24	70.00
400688	GILBERTO NIECO-BARR	BSOCCER: E PRAIRIE	10/09/24	70.00
400700	HUGO PEREZ CANALES	BSOCCER: WASHBURN	10/09/24	70.00
400727	KYLE MAITLAND	BSOCCER: BUFFALO	10/09/24	70.00
400727	KYLE MAITLAND	BSOCCER: HASTINGS	10/09/24	70.00
400727	KYLE MAITLAND	GSOCCER: HASTINGS	10/09/24	70.00
400727	KYLE MAITLAND	BSOCCER: WACONIA	10/09/24	70.00
400727	KYLE MAITLAND	GSOCCER: WACONIA	10/09/24	70.00
400737	MATTHEW VANBENSCHOT	BSOCCER: WASHBURN	10/09/24	70.00
400742	MICHAEL BASH	BSOCCER: MOUNDS VIE	10/09/24	70.00
400742	MICHAEL BASH	GSOCCER: HOPKINS	10/09/24	70.00
400749	NICHOLAS LEWIS	BSOCCER: CHANHASSEN	10/09/24	70.00
400763	RAFAEL VEGA	GSOCCER: HOPKINS	10/09/24	70.00
400858	MARK HONNOLD	BSOCCER: ST CLOUD T	10/16/24	70.00
400919	WPS - WESTERN PSYCH	TEST NARRATIVE LANG	10/16/24	70.00
400693	GROTH MUSIC COMPANY	CLARINET SWAB	10/09/24	69.00
400745	MINNESOTA TROPHIES	SOCCER PLAQUE	10/09/24	68.35
400955	HOGLUND BUS COMPANY	BRAKE SENSOR	10/23/24	68.13
400706	IWS - INNOVATIONAL	DRUM CORE CREDIT	10/09/24	68.00
401121	TRI-STATE BOBCAT IN	NUT	10/30/24	67.74
400950	GRAINGER	QUICK CHANGE SAND D	10/23/24	66.80
400900	SCHOOL SPECIALTY, L	CRAYOLA NEON OIL PA	10/16/24	66.24
V20435	JESSICA C MCLENNON	SEP24 MILEAGE	10/09/24	64.59
400795	WALKER BOOKSTORE	MATH IN FOCUS BOOK	10/09/24	63.56

Check No.	Vendor	Description	Date	Amount
400674	DEMME LEARNING	ALPHA INSTRUCTION P	10/09/24	63.00
400919	WPS - WESTERN PSYCH	PHONOLOGY CODING FO	10/16/24	63.00
400591	INNOVATIVE OFFICE S	SAN81803 WHITE BAOR	10/02/24	62.16
400963	IWS - INNOVATIONAL	WATER SOFTENER KIT	10/23/24	62.00
401021	BENCHMARK EDUCATION	SHIPPING/HANDLING	10/30/24	61.50
401042	EDINA GIVE & GO	SPORT/GAMES REFUND	10/30/24	61.20
V20481	AMBER L KLAPHAKE	OCT24 MILEAGE	10/30/24	61.10
400955	HOGLUND BUS COMPANY	GASKETS	10/23/24	60.78
V20408	AMBER L KLAPHAKE	SEP24 MILEAGE	10/02/24	60.10
400586	HORIZON COMMERCIAL	QUICK SET PUTTY	10/02/24	60.00
400816	CARMELA CADJA	TRIPLE JUMP: MISSED	10/16/24	60.00
400895	ROBERT B HILL CO	WATER SOFTENER CALL	10/16/24	60.00
400966	JESSEN PRESS INC	BUSINESS CARDS: C.W	10/23/24	60.00
401068	JW PEPPER & SON INC	BAND MUSIC	10/30/24	60.00
401099	ROBERT B HILL CO	WATER SOFTENER CALL	10/30/24	60.00
V20448	JENNIFER E HARRIS	WEB DONUTS	10/16/24	60.00
400795	WALKER BOOKSTORE	MATH IN FOCUS GRD 2	10/09/24	59.98
400898	SCHOOL HEALTH CORPO	SH HOT/KOLD PAK 4X6	10/16/24	59.52
400581	GRAINGER	BOLTS	10/02/24	59.32
V20410	MICHAEL MCCOLLOW	MSHSCA MEMBERSHIP	10/02/24	58.50
400818	CENTURYLINK	CC 09/19-10/18/24	10/16/24	58.28
400818	CENTURYLINK	VV 09/28-10/27/24	10/16/24	58.28
401074	MENARDS - GOLDEN VA	VARIOUS TOOLS	10/30/24	57.86
401075	MENARDS - EDEN PRAI	VARIOUS SUPPLIES	10/30/24	57.68
400829	ECM PUBLISHERS INC	AUG 5 WS MINUTES	10/16/24	57.60
400597	JW PEPPER & SON INC	CHORAL MUSIC	10/02/24	57.09
400876	NCS PEARSON INC	SHIPPING/HANDLING	10/16/24	56.15
401070	KINECT ENERGY, INC	ND - SEP24 USE	10/30/24	56.03
401109	SOCIAL THINKING PUB	SOCIAL FORTUNE/FATE	10/30/24	55.98
400882	ODP BUSINESS SOLUTI	GT MATH BINDERS	10/16/24	55.62
400576	FACTORY MOTOR PARTS	MICRO V-BELT	10/02/24	55.41
400591	INNOVATIVE OFFICE S	UNV07070 PERM MARKE	10/02/24	55.02
400722	KEVIN BOHRER	VBALL: NEW PRAGUE	10/09/24	55.00
400722	KEVIN BOHRER	VBALL: BENILDE	10/09/24	55.00
400724	KRISTINA BOHRER	VBALL: BENILDE	10/09/24	55.00
400850	JW PEPPER & SON INC	BAND MUSIC	10/16/24	55.00
400591	INNOVATIVE OFFICE S	SAN81505 DRY ERASER	10/02/24	54.72
400950	GRAINGER	CABLE TIE	10/23/24	54.44
400815	BUSINESS ESSENTIALS	8.5X11 BLUE QTY 1	10/16/24	54.36
400815	BUSINESS ESSENTIALS	8.5X11 GREEN QTY 1	10/16/24	54.36
400815	BUSINESS ESSENTIALS	8.5X11 PINK QTY 1	10/16/24	54.36
400815	BUSINESS ESSENTIALS	8.5X11 GOLD QTY 1	10/16/24	54.30
401040	DEMME LEARNING	1225 FRACTION OVERL	10/30/24	54.00
V20398	KOURTNEE A. BAUKOL	FACS FOOD SUPPLY	10/02/24	53.55
400553	BSN SPORTS, LLC	TENNIS COACH PANTS	10/02/24	53.00
401112	SPS WORKS	ENGRAVED PLATES (3)	10/30/24	52.60
400721	JW PEPPER & SON INC	ORCHESTRA MUSIC	10/09/24	52.50
V20415	STEPHANIE T PAGAC	AUG-SEP24 MILEAGE	10/02/24	52.26
400591	INNOVATIVE OFFICE S	UNV35616 STICKY NOT	10/02/24	51.96
V20459	BEDSTON A BURRELL	9/23-10/18 MILEAGE	10/23/24	51.93
400591	INNOVATIVE OFFICE S	UNV35668 STICKY NOT	10/02/24	51.60
400646	T-MOBILE	CN MAINT - SEP24	10/02/24	50.85
400597	JW PEPPER & SON INC	CHORAL MUSIC	10/02/24	50.40
V20453	NATALIE M SPICER	8/14-10/8 MILEAGE	10/16/24	50.38
400845	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	10/16/24	50.21
400965	JERRY'S HARDWARE	FALL PLAY SUPPLIES	10/23/24	50.16
400768	ROBERT B HILL CO	SALT TANK INSPECTIO	10/09/24	50.00
400850	JW PEPPER & SON INC	BAND MUSIC	10/16/24	50.00
400850	JW PEPPER & SON INC	BAND MUSIC	10/16/24	50.00
401072	LYRIC BUSBY	FALL '24 GYMNASTICS	10/30/24	50.00
400702	INNOVATIVE OFFICE S	EASEL PADS 50SHT	10/09/24	49.96
400624	PAUL H BROOKES PUBL	SHIPPING/HANDLING	10/02/24	49.34
401057	GROTH MUSIC COMPANY	ORCHESTRA STRINGS	10/30/24	49.25
V20483	HEATHER A LARSON	CONF FOOD EXPENSE	10/30/24	49.24
V20426	JULIE K BAKER	CLASSROOM SUPPLIES	10/09/24	49.03
400950	GRAINGER	FLNG LKNT	10/23/24	48.90
400950	GRAINGER	TIRE VALVE	10/23/24	48.88

Check No.	Vendor	Description	Date	Amount
400950	GRAINGER	PANS	10/23/24	48.76
V20417	MARY C L SCHOEB	DRY ERASE MARKERS	10/02/24	48.59
400946	FLEET PRIDE	STT LAMP RED	10/23/24	48.47
400572	EDINA GIVE & GO	SEP24 G&G PAYROLL	10/02/24	48.00
400637	STAGES THEATRE COMP	9/27 SENORITA ADDTL	10/02/24	48.00
400591	INNOVATIVE OFFICE S	UNV46300 SM LEGAL P	10/02/24	47.56
400609	MENARDS - EDEN PRAI	WATER	10/02/24	47.30
400582	GRAINGER	FUSES	10/02/24	46.11
400622	ODP BUSINESS SOLUTI	GRD K INSTRUCTIONAL	10/02/24	45.20
V20498	MARY E STUCYNSKI	CT LEAD MEETING FOO	10/30/24	44.97
400950	GRAINGER	CORRUGATED TUBING	10/23/24	44.91
400795	WALKER BOOKSTORE	MATH IN FOCUS GRD 2	10/09/24	44.80
V20416	TIMOTHY J RONHOVDE	AUG-SEP24 MILEAGE	10/02/24	44.42
400900	SCHOOL SPECIALTY, L	GEL PENS BOLD 36PK	10/16/24	44.32
V20461	BLANCA E DIAZ DE LE	FLEX SESSIONS SNACK	10/23/24	43.92
400882	ODP BUSINESS SOLUTI	HEALTH OFFICE CUPS	10/16/24	42.79
V20471	VALERIE D EVANS	MASBO FALL MILEAGE	10/30/24	42.61
400646	T-MOBILE	ATHL - SEP24	10/02/24	42.48
V20406	ANGELA K HRUBY	AUG-SEP24 MILEAGE	10/02/24	42.48
400947	FLINN SCIENTIFIC IN	AP7263 FABRIC TEST	10/23/24	41.56
400594	JERRY'S FOODS CORP-	FACS FOOD SUPPLY	10/02/24	40.44
400687	GENERAL SECURITY SE	CV-OCT24 INTR MONIT	10/09/24	40.08
400687	GENERAL SECURITY SE	ECC-OCT24 INTR MONI	10/09/24	40.08
400687	GENERAL SECURITY SE	EHS-OCT24 INTR MONI	10/09/24	40.08
400687	GENERAL SECURITY SE	SV-OCT24 INTR MONIT	10/09/24	40.08
400687	GENERAL SECURITY SE	VV-OCT24 INTR MONIT	10/09/24	40.08
400687	GENERAL SECURITY SE	CC-OCT24 INTR MONIT	10/09/24	40.08
400687	GENERAL SECURITY SE	CN-OCT24 INTR MONIT	10/09/24	40.08
400687	GENERAL SECURITY SE	HL-OCT24 INTR MONIT	10/09/24	40.08
V20423	AMY S WEBER	AUG-SEP24 MILEAGE	10/02/24	40.07
400597	JW PEPPER & SON INC	BAND MUSIC	10/02/24	40.00
400622	ODP BUSINESS SOLUTI	SHIPPING/HANDLING	10/02/24	39.99
V20426	JULIE K BAKER	CLASSROOM SUPPLIES	10/09/24	39.15
V20439	KRISTA S PHILLIPS	8/20-9/5 MILEAGE	10/09/24	39.06
400759	PREMIUM WATERS INC	OCT24 HOT/COLD WATE	10/09/24	38.95
400692	GRAINGER	ACCESS PANEL	10/09/24	38.60
400646	T-MOBILE	CS MAINT - SEP24	10/02/24	37.60
400646	T-MOBILE	CV MAINT - SEP24	10/02/24	37.60
400646	T-MOBILE	CC MAINT - SEP24	10/02/24	37.60
400900	SCHOOL SPECIALTY, L	WIGGLE EYES 20MM 10	10/16/24	37.38
400576	FACTORY MOTOR PARTS	SWITCH ASM	10/02/24	37.31
V20403	VICKIE GEIER	AUG-SEP24 MILEAGE	10/02/24	36.85
400646	T-MOBILE	ECSE - SEP24	10/02/24	36.82
400646	T-MOBILE	DMTS - SEP24	10/02/24	36.76
400953	GROTH MUSIC COMPANY	BAND MUSIC	10/23/24	36.00
V20437	SHAUN P PAKENHAM	COMMAND STRIPS	10/09/24	35.97
400751	ODP BUSINESS SOLUTI	STAFF SUPPLIES	10/09/24	35.90
400836	GOPHER/PLAY WITH A	"D-LITE BALL 24-36"	10/16/24	35.90
V20426	JULIE K BAKER	CLASSROOM SUPPLIES	10/09/24	35.70
400674	DEMME LEARNING	SHIPPING/HANDLING	10/09/24	35.00
400687	GENERAL SECURITY SE	EHS-SEP24 PATROL RE	10/09/24	35.00
400687	GENERAL SECURITY SE	SV-SEP24 PATROL RES	10/09/24	35.00
401040	DEMME LEARNING	SHIPPING/HANDLING	10/30/24	35.00
401030	CEND	MEMBERSHIP DUES	10/30/24	35.00
400833	EVAN-MOOR EDUCATION	EMC6372 READING COM	10/16/24	34.99
400817	CENTRAL LAKES COLLE	MISSED BOOKSTORE CH	10/16/24	34.95
400591	INNOVATIVE OFFICE S	UNV35669 STICKY NOT	10/02/24	34.56
V20443	MEGAN A WILLIAMS	SEP24 MILEAGE	10/09/24	34.51
401075	MENARDS - EDEN PRAI	LADDER MOUNTS 2X4'S	10/30/24	34.44
400751	ODP BUSINESS SOLUTI	STAFF SUPPLIES	10/09/24	34.29
400714	JERRY'S FOODS EDINA	OFFICE FOOD	10/09/24	34.24
401040	DEMME LEARNING	1213 ALGEBRA DECIMA	10/30/24	34.00
400836	GOPHER/PLAY WITH A	EZ TURN SPEED ROPES	10/16/24	33.95
V20424	CHARLES K WEISE	SEP24 MILEAGE	10/02/24	33.90
400951	GRAINGER	HOSE CLAMPS	10/23/24	33.66
400544	ASTLEFORD INTERNATI	GASKET PIPE FLANGE	10/02/24	33.59
400544	ASTLEFORD INTERNATI	GASKET PIPE FLANGE	10/02/24	33.59

Check No.	Vendor	Description	Date	Amount
V20421	LINDSAY A VILLALOBO	SEP24 MILEAGE	10/02/24	33.23
400739	MENARDS - EDEN PRAI	MISC WINTERIZING	10/09/24	33.17
400836	GOPHER/PLAY WITH A	EZ TURN SPEED ROPES	10/16/24	32.95
400591	INNOVATIVE OFFICE S	AVE24000 YELLOW HIG	10/02/24	32.82
400591	INNOVATIVE OFFICE S	EPIE556 GLUE STICKS	10/02/24	32.67
V20441	ELIZABETH A SANDVIC	SEP24 MILEAGE	10/09/24	32.16
400591	INNOVATIVE OFFICE S	UNV35663 STICKY NOT	10/02/24	32.00
400635	SIGNUM SIGNS AND GR	NAME PLATE - A.Z.	10/02/24	32.00
400850	JW PEPPER & SON INC	CHORAL MUSIC	10/16/24	32.00
401068	JW PEPPER & SON INC	CHOIR MUSIC	10/30/24	32.00
401011	AMAZON CAPITAL SERV	GRD K INSTRUCTIONAL	10/30/24	31.98
400591	INNOVATIVE OFFICE S	UNV16113 MANILLA FO	10/02/24	31.84
400720	JOSTENS INC	DIPLOMA ORDER	10/09/24	31.50
400900	SCHOOL SPECIALTY, L	MED BLENDING TORTIL	10/16/24	31.10
V20400	JANET M DAHL	JUL-AUG PART B MILE	10/02/24	31.09
400591	INNOVATIVE OFFICE S	MMM1456 PACKING TAP	10/02/24	30.44
V20445	SAMANTHA NICOLE BOY	10/7 MILEAGE	10/16/24	30.02
401124	VIVACITY TECH PBC	ADAPTER CABLES (2)	10/30/24	30.00
400833	EVAN-MOOR EDUCATION	EMC3612I READING CO	10/16/24	29.99
401057	GROTH MUSIC COMPANY	BOSS POWER ADAPTER	10/30/24	29.99
400591	INNOVATIVE OFFICE S	WAU99904 ASTROBRIGH	10/02/24	29.93
V20409	ADRIANNE KUTZORIK	CLASSROOMSCREEN SUB	10/02/24	29.90
V20418	MICHAEL S SMITH	CLASSROOM SUPPLIES	10/02/24	29.16
400896	RUSSELL SECURITY RE	2 KEYS	10/16/24	29.00
400732	LOW TECH SOLUTIONS	SHIPPING/HANDLING	10/09/24	28.83
V20483	HEATHER A LARSON	CONF FOOD EXPENSE	10/30/24	28.71
V20457	MARGARET ARBEITER	AUG-SEPT24 MILEAGE	10/23/24	28.07
400967	JW PEPPER & SON INC	CHOIR SHEET MUSIC	10/23/24	27.00
V20466	LORI J CARTER	OFFICE PLANT	10/30/24	26.98
V20427	JENNA BARANOWSKI	SEP24 MILEAGE	10/09/24	26.93
V20404	ALEXANDER J HATTSTR	SEP24 MILEAGE	10/02/24	26.87
400597	JW PEPPER & SON INC	CHORAL MUSIC	10/02/24	26.50
400646	T-MOBILE	KC CS - SEP24	10/02/24	26.46
400591	INNOVATIVE OFFICE S	UNV10630 LTR LEGAL	10/02/24	26.40
V20483	HEATHER A LARSON	CONF FOOD EXPENSE	10/30/24	26.22
400591	INNOVATIVE OFFICE S	SAN1871131 BLK EXPO	10/02/24	25.84
401066	JERRY'S HARDWARE	TSCHIDA SUPPLIES	10/30/24	25.71
400591	INNOVATIVE OFFICE S	BICGSM11BE BLUE PEN	10/02/24	25.30
400591	INNOVATIVE OFFICE S	BICGSM11RD RED PENS	10/02/24	25.30
400646	T-MOBILE	KC CC - SEP24	10/02/24	25.30
400646	T-MOBILE	KC CN - SEP24	10/02/24	25.30
400646	T-MOBILE	KC HL - SEP24	10/02/24	25.30
400646	T-MOBILE	KC ND - SEP24	10/02/24	25.30
400646	T-MOBILE	KC CV - SEP24	10/02/24	25.30
V20400	JANET M DAHL	JUL-AUG PART C MILE	10/02/24	25.19
400919	WPS - WESTERN PSYCH	SOCIAL COMMUNICATIO	10/16/24	25.00
400967	JW PEPPER & SON INC	BAND SHEET MUSIC	10/23/24	24.99
400591	INNOVATIVE OFFICE S	UNV08864 BLUE HIGHL	10/02/24	24.72
400591	INNOVATIVE OFFICE S	UNV08863 ORANGE HIG	10/02/24	24.72
V20420	ROLLAND T TALAN	AUG-SEP24 MILEAGE	10/02/24	24.66
400591	INNOVATIVE OFFICE S	BICGSM11BK BLACK PE	10/02/24	24.60
V20405	ROSEMARY A HILBRAND	PROJECT SEARCH BLOO	10/02/24	24.05
400758	PREMIUM WATERS INC	OCT24 COOLER RENTAL	10/09/24	24.00
400813	BOYER TRUCKS	BOLT KIT	10/16/24	23.88
400568	DRAMATIC PUBLISHING	SHIPPING/HANDLING	10/02/24	23.61
400861	MENARDS - EDEN PRAI	PVC/PIPE STRAP	10/16/24	23.34
400550	BLICK ART MATERIALS	ART ORDER	10/02/24	23.00
401000	TRI-STATE BOBCAT IN	BATTERY CRATE	10/23/24	22.99
400839	HILARY SANTONI	CONFERENCE COOKIES	10/16/24	22.97
400646	T-MOBILE	B&G - SEP24	10/02/24	22.32
400811	A-Z RENTAL CENTER	PROPANE REFILL	10/16/24	22.20
400811	A-Z RENTAL CENTER	PROPANE REFILL	10/16/24	22.20
400845	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	10/16/24	21.98
400591	INNOVATIVE OFFICE S	AVE24060 PURPLE HIG	10/02/24	21.88
V20442	ANNE M SPAULDING	SEP24 MILEAGE	10/09/24	21.64
400793	VALLEY WEST SEWING	SEWING SUPPLIES	10/09/24	21.60
400622	ODP BUSINESS SOLUTI	TEACHER PLANNER	10/02/24	21.59

Check No.	Vendor	Description	Date	Amount
400646	T-MOBILE	SV MAINT - SEP24	10/02/24	21.37
400646	T-MOBILE	BUS - SEP24	10/02/24	21.37
400646	T-MOBILE	VV MAINT - SEP24	10/02/24	21.37
400591	INNOVATIVE OFFICE S	UNV08862 GREEN HIGH	10/02/24	21.36
400591	INNOVATIVE OFFICE S	UNV08865 PINK HIGHL	10/02/24	21.28
V20435	JESSICA C MCLENNON	AUG24 MILEAGE	10/09/24	21.04
400841	IMAGINE LEARNING, L	SONDAY SYSTEM SOUND	10/16/24	21.00
400836	GOPHER/PLAY WITH A	"FINYL CONE 18"" OR	10/16/24	20.95
400591	INNOVATIVE OFFICE S	SAN86003 BLUE EXPO	10/02/24	20.38
401068	JW PEPPER & SON INC	BAND MUSIC	10/30/24	19.99
400715	JERRY'S HARDWARE	PUTTY KNIFE, ETC.	10/09/24	19.60
400560	CHEN GUO	LUNCH ACCT REFUND	10/02/24	19.30
400591	INNOVATIVE OFFICE S	WAU40411 WHITE CS	10/02/24	19.28
400545	AUTISM-PRODUCTS.COM	SHIPPING/HANDLING	10/02/24	19.00
400775	SPEECH AND SMILE LL	SHIPPING/HANDLING	10/09/24	19.00
V20431	BENJAMIN J FLEMING	10/4 EVENT MILEAGE	10/09/24	18.96
400585	HOGLUND BUS COMPANY	WHEEL STUD	10/02/24	18.39
V20460	ALYSSA N BYRNES	9/19-10/16 MILEAGE	10/23/24	18.29
400667	CAROLINA BIOLOGICAL	SHIPPING/HANDLING	10/09/24	18.04
400687	GENERAL SECURITY SE	CS-OCT24 INTR MONIT	10/09/24	17.95
400739	MENARDS - EDEN PRAI	DISTILLED WATER	10/09/24	17.94
V20450	STACI N HOUSE	SEP24 MILEAGE	10/16/24	16.48
V20434	THOMAS J JOHNSTON	SEP24 MILEAGE	10/09/24	16.42
V20432	TAMARA K FORBY	SEP24 MILEAGE	10/09/24	16.28
V20440	CAYLA R ROBERTS	SEP24 MILEAGE	10/09/24	16.08
400845	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	10/16/24	16.04
400536	ADAPTIVE TECH SOLUT	SHIPPING/HANDLING	10/02/24	15.57
400900	SCHOOL SPECIALTY, L	WIGGLE EYES 12MM 10	10/16/24	15.54
V20444	JENNA BARANOWSKI	UPS SHIPPING REIMB	10/16/24	15.40
401123	VISTA HIGHER LEARNI	SHIPPING/HANDLING	10/30/24	15.22
400950	GRAINGER	PRIMARY WIRE	10/23/24	14.96
400720	JOSTENS INC	REPL DIPLOMA ORDER	10/09/24	14.70
400720	JOSTENS INC	REPL DIPLOMA ORDER	10/09/24	14.70
400720	JOSTENS INC	REPL DIPLOMA ORDER	10/09/24	14.70
400795	WALKER BOOKSTORE	MATH IN FOCUS BOOK	10/09/24	14.10
400591	INNOVATIVE OFFICE S	UNV05562 CLIPBOARDS	10/02/24	13.63
V20435	JESSICA C MCLENNON	9/11-9/13 MILEAGE	10/09/24	13.47
400991	SCHOOL SPECIALTY, L	ART SUPPLIES	10/23/24	13.45
401105	SCHOOL SPECIALTY, L	ART INSTRUCTION SUP	10/30/24	13.45
400825	CULLIGAN BOTTLED WA	OCT24 ATHL WATER	10/16/24	13.35
V20454	SHAUNA M TALLEY	10/8 MILEAGE	10/16/24	13.20
400595	JERRY'S HARDWARE	BRAKE CLEANER, ETC	10/02/24	13.17
V20449	ALEXANDER J HATTSTR	10/10 MILEAGE	10/16/24	13.13
400955	HOGLUND BUS COMPANY	WASHER	10/23/24	12.96
V20418	MICHAEL S SMITH	CLASSROOM SUPPLIES	10/02/24	12.50
400738	MEDCO SUPPLY	TSCHIDA SUPPLIES	10/09/24	12.48
V20435	JESSICA C MCLENNON	8/27 MILEAGE	10/09/24	12.13
400900	SCHOOL SPECIALTY, L	WIGGLE EYES 7MM 100	10/16/24	12.06
V20492	SAMUEL T PAULISON	E-TEXTBOOK PLAN	10/30/24	11.98
V20492	SAMUEL T PAULISON	E-TEXTBOOK PLAN	10/30/24	11.98
V20492	SAMUEL T PAULISON	E-TEXTBOOK PLAN	10/30/24	11.98
400950	GRAINGER	BLIND RIVET	10/23/24	11.95
400714	JERRY'S FOODS EDINA	OFFICE FOOD	10/09/24	11.92
400622	ODP BUSINESS SOLUTI	ADDRESS LABELS	10/02/24	11.80
401084	NASCO EDUCATION LLC	#9736090 ART SUPPLI	10/30/24	11.76
400845	JERRY'S FOODS EDINA	FACS FOOD SUPPLY	10/16/24	11.62
V20457	MARGARET ARBEITER	8/22-9/16 MILEAGE	10/23/24	11.39
400595	JERRY'S HARDWARE	KEY BLANKS	10/02/24	11.20
V20458	SAMANTHA NICOLE BOY	9/11 EVENT MILEAGE	10/23/24	10.85
V20433	ALEXANDER J HATTSTR	10/3 MILEAGE	10/09/24	10.52
400591	INNOVATIVE OFFICE S	UNV20630 LEGAL PADS	10/02/24	10.50
400633	SCHOOL SPECIALTY, L	ART FALL ORDER	10/02/24	10.39
401109	SOCIAL THINKING PUB	SHIPPING/HANDLING	10/30/24	10.02
400597	JW PEPPER & SON INC	BAND MUSIC	10/02/24	10.00
401011	AMAZON CAPITAL SERV	GRD K INSTRUCTIONAL	10/30/24	9.99
V20462	BENJAMIN J FLEMING	10/16 EVENT MILEAGE	10/23/24	9.58
V20449	ALEXANDER J HATTSTR	10/8-10/9 MILEAGE	10/16/24	9.18

Check No.	Vendor	Description	Date	Amount
400646	T-MOBILE	EHS MAINT - SEP24	10/02/24	9.07
400646	T-MOBILE	HL MAINT - SEP24	10/02/24	9.07
400841	IMAGINE LEARNING, L	SHIPPING/HANDLING	10/16/24	9.00
400833	EVAN-MOOR EDUCATION	EMC6362 READING COM	10/16/24	8.99
401066	JERRY'S HARDWARE	PRESSBOX KEYS	10/30/24	8.96
V20402	BENJAMIN J FLEMING	SEP24 MILEAGE	10/02/24	8.84
400882	ODP BUSINESS SOLUTI	HEALTH OFFICE CUPS	10/16/24	8.07
401057	GROTH MUSIC COMPANY	BAND MUSIC	10/30/24	8.05
V20433	ALEXANDER J HATTSTR	9/30-10/2 MILEAGE	10/09/24	8.04
V20456	ERICA A WATTSON	8/21-8/28 MILEAGE	10/16/24	7.97
400950	GRAINGER	BLIND RIVET	10/23/24	7.58
V20422	ZHUO WANG	BUBBLE TEA SUPPLIES	10/02/24	7.48
400833	EVAN-MOOR EDUCATION	SHIPPING/HANDLING	10/16/24	6.99
400751	ODP BUSINESS SOLUTI	GRD K SUPPLIES	10/09/24	6.79
V20404	ALEXANDER J HATTSTR	SEP24 MILEAGE	10/02/24	6.16
V20436	BETHANY A MOHS	SEP24 MILEAGE	10/09/24	6.03
V20474	BENJAMIN J FLEMING	10/1-10/15 MILEAGE	10/30/24	5.90
400622	ODP BUSINESS SOLUTI	GRD K INSTRUCTIONAL	10/02/24	5.84
400538	AISHA ALEXANDER	LUNCH ACCT REFUND	10/02/24	5.80
V20437	SHAUN P PAKENHAM	ICE PACKS	10/09/24	5.69
400965	JERRY'S HARDWARE	BOX/EMT CONNECTORS	10/23/24	5.10
400591	INNOVATIVE OFFICE S	EPIE904 RUBBER CEME	10/02/24	3.82
400943	EDINA GIVE & GO	CHECK #1492 REFUND	10/23/24	3.60
400846	JERRY'S HARDWARE	FASTENERS	10/16/24	3.54
401121	TRI-STATE BOBCAT IN	WHEEL BOLT	10/30/24	2.06
401047	ESCREEN, INC.	DOT - DRUG TESTING	10/30/24	0.50
400835	FRESHPOINT BIX PROD	KC HL CREDIT ON ACC	10/16/24	(54.45)
400963	IWS - INNOVATIONAL	DRUM CORE CREDIT	10/23/24	(55.00)
400706	IWS - INNOVATIONAL	DRUM CORE CREDIT	10/09/24	(68.00)
400963	IWS - INNOVATIONAL	DRUM CORE CREDIT	10/23/24	(68.00)
401048	FLORIDA BLUE KEY SP	10/31 DEBATE ENTRY	10/30/24	(135.00)
401048	FLORIDA BLUE KEY SP	11/1-3 DEBATE ENTRY	10/30/24	(180.00)
398356	ITSAVVY LLC	SCREEN DEDUCTIBLES	05/22/24	(300.00)
400891	RAMSEY COUNTY HISTO	9/25 GRD 2 FIELD TR	10/16/24	(784.00)
398356	ITSAVVY LLC	SCREEN DEDUCTIBLES	05/22/24	(900.00)
400706	IWS - INNOVATIONAL	ETHYLENE GLYCOL	10/09/24	(1,246.12)
400706	IWS - INNOVATIONAL	ETHYLENE GLYCOL	10/09/24	(1,246.12)
400773	SHARON LUTH	DANCE COSTUMES	10/09/24	(2,000.00)
400961	INTERMEDIATE DISTRI	FY24 ALC CREDIT	10/23/24	(7,077.96)

Total Value of Checks Issued **\$ 6,841,990.69**

V.F. Electronic Fund Transfers - October 2024



Board Meeting Date: 11/4/2024

Title: Electronic Fund Transfers – October 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 October 2024, in the amount of \$9,958,3006.

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

Attachment(s):

1. Electronic Fund Transfers – October 2024

Electronic Transfers

FOR THE MONTH ENDED OCTOBER 31, 2024

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	5,381,376.99
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	10/15/2024	956,216.67
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	10/30/2024	920,346.42
US Bank - Checking	Minnesota Teachers Retirement Association	Contributions	10/16/2024	477,552.25
US Bank - Checking	Minnesota Teachers Retirement Association	Contributions	10/30/2024	460,925.56
US Bank - Checking	Aviben	Retirement Contributions	10/15/2024	209,450.48
US Bank - Checking	Aviben	Retirement Contributions	10/30/2024	206,895.61
US Bank - Checking	US Bank	Purchase Card Program	10/29/2024	149,824.28
US Bank - Checking	Minnesota Department of Revenue	State Payroll Tax	10/15/2024	493,143.33
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	10/16/2024	175,927.99
US Bank - Checking	Minnesota Public Employers Retirement Association	Contributions	10/30/2024	185,954.73
US Bank - Checking	Benefit Extras	Flex & HSA	Multiple	172,503.93
US Bank - Checking	Delta Dental	Dental Claims	Multiple	69,183.10
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	10/15/2024	38,867.75
US Bank - Checking	West Metro Credit Union	District Payroll, Dues, Etc.	10/30/2024	39,083.97
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	10/15/2024	2,582.36
US Bank - Checking	Various	Service Fees	Multiple	14,923.17
US Bank - Checking	Various	Payroll Vendors	Multiple	3,547.70
Total of Electronic Fund Transfers				\$ 9,958,306.29

V.G. Gifts and Bequests - October 2024



Board Meeting Date: 11/4/2024

Title: Gifts and Bequests – October 2024

Type: Consent

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

Description: The enclosed report describes gifts and bequests made to the District during the month of October 2024.

Recommendation: Accept with appreciation gifts and bequests made to the District in the amount of \$151,204.

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

Attachments:

1. Gifts & Bequests – October 2024

Gifts & Bequests

FOR THE MONTH ENDED OCTOBER 31, 2024

Donated By	To	Purpose	Amount
Parents	Concord Elementary School	Classroom Supplies	\$ 265.40
Parents	Concord Elementary School	Classroom Supplies	225.00
Parents	Concord Elementary School	Recorders	55.00
Concord PTO	Concord Elementary School	Subscription Reimbursement	1,469.52
EHS Parents	Edina High School	Art	60.00
Parents	Cornelia Elementary School	Classroom Supplies	954.00
Parents	Cornelia Elementary School	Classroom Supplies	40.00
Anderson	South View Middle School	Fundraiser	50.00
Barsamian	South View Middle School	Fundraiser	10.00
Concord PTO	Concord Elementary School	Starfall Subscription	355.00
Parents	Concord Elementary School	Music	55.00
Edina Ed Fund	Community Ed	Scholarship	1,845.00
Parents	Cornelia Elementary School	Classroom Supplies	35.00
Debate Boosters	Edina High School Athletics	Coaches	7,954.45
Live Barn	Edina High School Athletics	Donation	20,000.00
Various Individuals	Community Ed	In Memory of Scott Buss	350.00
Countryside PTO	Countryside Elementary School	Lexia	348.00
M Neumann	Community Ed	In Memory of Scott Buss	50.00
ELC PTO	Early Learning Center	Playground	2,376.28
Parents	Edina High School	AMC Math Contest	400.00
Parents	Concord Elementary School	1st Grade Recorders	245.40
Normandale PTO	Normandale Elementary School	Buddy Bench	453.00
Various	South View Middle School	Fundraising	27,441.00
Parents	Edina High School	AMC Competition	440.00
The Blackbaud Giving Fund	Cornelia Elementary School	General Donation	40.00
Edina Ed Fund	Student Support Services	Special Education Services	97.00
Normandale PTO	Normandale Elementary School	French Interns	64,480.00
Normandale PTO	Edina High School & Valley View Middle School	French Interns	18,600.00
Parents	Highlands Elementary School	Classroom Supplies	70.00
Parents	Highlands Elementary School	Classroom Supplies	40.00
Concord PTO	Concord Elementary	Recorders	261.98
Normandale PTO	Valley View Middle School	French Interns	1,078.23
Blackbaud Giving Fund	Highlands Elementary	General	200.00
Parents	Highlands Elementary	Run Club	860.00

Total Cash Donations \$ 151,204.26

Total In-Kind Donations \$ -

Total 2024-2025 School Year Gifts and Donations \$ 501,654.70

Career and College Success Division
400 NE Stinson Blvd., Minneapolis, MN 55413

Due: November 1

Community Education Annual Report Procedures

Under the statutory authority of M.S. Section 124D.18, Minnesota Rules, part 3530.6200 require an annual report to the Minnesota Department of Education (MDE) from each school district having a community education levy. Please note that all information requested in the report related to the period of July 1 to June 30 of the previous fiscal year. Return the completed report to [Michelle Kamenov](mailto:Michelle.Kamenov@state.mn.us) (Michelle.Kamenov@state.mn.us) by November 1; retain a copy for your own files.

Community Education Annual Reporting Year: _____

District Name: _____ District Number: _____ District Type: _____

Community Education Director or Designee: _____ File Folder Number: _____

Email Address: _____ Phone Number: _____

Community Education Office Address: _____

City and State: _____ Zip Code: _____

Name of person completing this form: _____ Title: _____

Email address: _____ Telephone number: _____

General Program Information

Percent of Director's time devoted to Community Education _____%

Do you share Community Education director services with, or purchase director services from, another district? If so, list District number(s). _____

Estimate percent of General Community Education aid/levy allocated to youth programs. _____%

If the District utilizes the Extended Day Levy/Aid, indicate the unduplicated count of the number of youth served. _____

Community Education Advisory Council

Name of Chair Person: _____ Chair Person's Email: Address: _____

Dates of Community Education Advisory Council meetings during the reporting year (minimum four):

1) _____

4) _____

2) _____

5) _____

3) _____

6) _____

General Program Information Comments (optional):

Statement of Assurance

Directions: For each statement listed below please read and check “Yes” if your Community Education program is in compliance, or “N/A” for “Not Applicable,” or “No” if you district does not implement this type of programming.

Statement of Assurance	
General	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The district employs an appropriately-licensed community education director unless the district population is less than 6,000 or approval to use an individual who is not licensed as a community education director has been granted by the Minnesota Board of School Administrators (M.S. 124D.19, Subd. 3).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The district utilizes a community education advisory council with representation from various service organizations, churches, public and non-public schools, local government, public and private non-profit agencies, parents, youth, park, recreation or forestry services and other appropriate groups (M.S. 124D.19, Subd. 2).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The community education advisory council meets at least four times each year (M.R. 3530.5900).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The community education advisory council has adopted a policy to reduce and eliminate program duplication within the district (M.S. 124D.19, Subd. 5).
Youth Service	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If youth service revenue is received by the district, the district has implemented a youth service plan and youth service program (M.S. 124D.20, Subd. 4).
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	A district’s youth service projects utilize community sponsors (M.S. 124D.19, Subd. 10(d)).
Youth after School Enrichment	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If youth after-school enrichment revenue is received by the district, activities support development of social, mental, physical and creative abilities of school-age youth; the district provides structured activities during high-risk times; and the district promotes youth leadership development and improved academic performance (M.S. 124D.19, Subd. 12).
School-Age Care	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If the district operates a school-age care program, it includes: adult supervised programs while school is not in session; parental involvement in program design and direction; partnership with the district’s K-12 programs and other public, private or non-profit entities; opportunities for trained secondary school pupils to work with younger children; and access to school facilities including the gymnasium, sports equipment, computer labs, and media centers when not otherwise in use (M.S. 124D.19, Subd. 11(b)).

Statement of Assurance
Adults with Disabilities
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The direct activity costs (direct activity costs include the cost of the instructor, materials, and transportation) of the district’s Adults with Disabilities program are not subsidized by the General Community Education aid or levy.
Adult Enrichment
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A The direct activity costs (direct activity costs include the cost of the instructor, materials, and transportation) of the district’s Adult Enrichment program are not subsidized by the General Community Education aid or levy.

Programs Offered

Directions: Please fill in the following sections of data with participant numbers. Under the “Programs Offered” section, please fill in additional lines for any community or special events as needed.

Programs Offered	0 to 4 years	Grades K-5	Grades 6-8	Grades 9-12	Adult 19+years
Pre-K					
Youth					
Adult					
Adults with Disabilities					
School Age Childcare					
Special Events					
Special Events					
Special Events					

Facilities and Highlights

Facilities

Please answer each of the following questions as succinctly as possible. Focus on any changes from the previous year.

- 1a) Number of residential district groups (excluding school district PK-12 programs and community education? (unduplicated) _____
- 1b) Number of hours of use? _____
- 1c) Number of groups residing outside of your district boundaries: _____
- 1d) Number of hours of use? _____
- 1e) Comments (if any): _____

Highlights

Discuss any successes or challenges your community/program(s) experienced during the past year that could be shared with local and state leaders (Optional).

2a) _____

2b) _____

2c) _____

2d) _____

Assurance Verification

I hereby certify that all of the information contained in this report is true and accurate to the best of my knowledge and belief.

Advisory Council Chairperson Typed Signature

Date

Community Education Director Typed Signature

Date

District Superintendent / Responsible Authority Typed Signature

Date

V.I. Commendation of National Merit Scholarship
Program Honorees



Board Meeting Date: 11/4/2024

Title: Commendation of National Merit Scholarship Program Honorees

Type: Consent

Description: The National Merit program honors individual students who show exceptional academic ability and potential for success in rigorous college studies. These students took the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) as juniors in the 2023-24 school year. The 8 Edina Semifinalists are among approximately 16,000 Semifinalists, representing the top half of one percent of the nation's most academically talented young people. Edina High School has had National Merit Finalists and Semifinalists each year since the National Merit Foundation's inception.

In addition, there are 22 Edina Commended Students who, though they will not continue in the competition for the 2025 National Merit Scholarship awards, are among the highest scorers, and in the top five percent of students who enter the competition by completing the PSAT/NMSQT. These students are being recognized for their exceptional academic promise.

Semifinalists and Commended students are announced in the fall when test takers are seniors. Finalists are announced in the spring before their graduation. Semifinalists proceed to the Finalist stage if they have a consistently strong academic record, write an essay, are endorsed and recommended by a school official, and take the SAT® or ACT® and earn a score that confirms the PSAT/NMSQT performance.

These students will be honored at a reception that will take place Friday, November 15, at Fick Auditorium.

Recommendation: Congratulate these Edina seniors as National Merit Scholarship Program honorees.

Attachments:

1. List of Honorees (next page)

National Merit Scholar Semifinalists

Claire Chen
Aarya Garimella
Ian Nordland
Jack O'Brien
Kaia Rogers
Joseph Vaccaro
Grace Wicklund
Sarah Yi

National Merit Scholar Commended Students

Afshaan Abu
Giancarlo Angelats
Micah Bozic
Devin Brandel
Lance Einhorn
Zoya Hasan
Shayna Horwitz
Grayson Irons
William Irwin
Indra Khariwala
Jackson Marston
Colin McGrain
Alexander Mollison
Natalie Mosakowski
Maya Nowak
Beckett Pursey
Caleb Samuel
Benjamin Savageau
William Teskey
Tenpa Tsagong
Olivia Wegmann-Krider
Maxwell Willmuth

V.J. Student Support Services Agreements

V.J.1. Toneworks Music Therapy Services, LLC



DEFINING EXCELLENCE

Board Meeting Date: November 4, 2024

Title: Toneworks Music Therapy Services, LLC

Type: Consent

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

Description: The purpose of this Agreement is to create an agreement between Toneworks Music Therapy Services, LLC and Edina Public Schools to provide up to 24 hours of music therapy per week for the 2024-2025 school year

Recommendation: Approve the attached service agreement between Toneworks Music Therapy Services, LLC and Edina Public Schools

Desired Outcome(s) from the Board: Approve the attached independent contractor agreement from Toneworks Music Therapy Services, LLC

Attachments: Independent Contractor Agreement from Toneworks Music Therapy Services, LLC

**INDEPENDENT CONTRACTOR'S AGREEMENT BETWEEN EDINA PUBLIC SCHOOLS
AND TONEWORKS MUSIC THERAPY SERVICES, LLC**

1. **Services:** Toneworks Music Therapy Services, LLC, (hereafter Contractor) will provide the following services: up to 24 hours of music therapy services per week for the 2024-2025 school year. Music therapy services can be provided in person or in synchronous online learning groups in real time.
2. **Independent Contractor/Incidentals:** Contractor acknowledges that it is an independent contractor and will not be subject to the control of the EDINA PUBLIC SCHOOLS (EPS), but shall perform his services, as required by law, in the exercise of his professional judgment and discretion. Further EPS shall not provide Contractor with any benefits, including health, worker's compensation, and/or unemployment insurance. Contractor shall furnish all transportation and personal incidentals necessary in the performance of this Agreement at Contractor's own expense.
3. **Consideration:** Contractor shall provide services described above in Part 1. EPS will pay Contractor \$105.00 per hour for services performed under this Agreement. All cancellations less than 24 hours in advance will be charged at \$60 per hour. The agreed upon fee is all-inclusive; and once maximum amount is reached, no additional payment or reimbursement will be made by EPS. Contractor will submit invoices to EPS, attn Mary Jackson, each month listing the dates and hour worked, along with group data from each session that Contractor is required to maintain. Payment for each invoice will be made by EPS within thirty (30) days. Contractor will be responsible for all applicable social security and personal income taxes, and Contractor shall indemnify and hold EPS harmless in this regard.
4. **Professional responsibilities:** Contractor will not be supervised or evaluated by EPS personnel in the actual performance of the services. Contractor agrees, however, that Contractor will perform his/her duties in a good, workmanlike and professional manner. Contractor will not be required to attend EPS staff meetings or any EPS trainings. Contractor agrees to maintain required professional licensure (including required training), if any, and to provide a copy of Contractor's current, valid license(s), if any, to EPS, for the purpose of lawfully providing the services required under this Agreement, if required.
5. **Liability:** The contractor maintains professional liability insurance coverage that will cover claims that may result from the contractor's sole negligence. Proof of this insurance is available upon request.
6. **Work made for hire:** All information, materials, and products developed pursuant to this Agreement shall be deemed "work made for hire" and remain the property of EPS, and Contractor shall not assert any claim in law or equity or assert any claim of statutory copyright or patent in such information, materials, and products without the prior written permission of EPS.
7. **Compliance with FERPA:** The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g. (FERPA) is a federal law that protects the privacy interests of parents and students with regard to education records. As an independent contractor for EPS or entity who has contracted with EPS to perform a special task, if contractor receives confidential student information or education records about a student as part of fulfillment of contractor's professional responsibilities to EPS, contractor will not disclose the information received to anyone who does not have a legitimate educational interest. Furthermore, contractor will seek guidance from the person to whom you report to or work with at EPS before releasing student record information in any part. Statutory exceptions applicable to the prior consent requirement are set forth in detail under Section 99.31 of the FERPA regulations in Part 34 of the Code of Federal Regulations.


**INDEPENDENT CONTRACTOR'S AGREEMENT BETWEEN EDINA PUBLIC SCHOOLS
AND TONEWORKS MUSIC THERAPY SERVICES, LLC**

8. **Waiver/Governing law/jurisdiction:** This Agreement shall be governed by the laws of the State of Minnesota without regard to conflicts of law principles. Mandatory and exclusive venue for any dispute arising out of these immunities provided EPS employees, officers, or agents, under Minnesota of federal law.
9. **Term of Agreement:** This Agreement shall commence on 8/23/2024 and terminate on 8/22/2025. This Agreement may be terminated without cause by EPS or Contractor by giving thirty (30) days written notice. **If Contractor fails to comply with any provision in this Agreement, EPS may immediately terminate without penalty and without any monetary or other obligation to Contractor.** If terminated, Contractor may submit invoices for work completed prior to termination.
10. **Entire Agreement/Amendments/Assignment:** This Agreement supersedes all previous oral and/or written agreements and constitutes the entire Agreement relating to Contractor's provision of services to EPS. This Agreement may only be amended by mutual written consent of both EPS and Contractor. Neither this Agreement nor any duties or obligations hereunder shall be assignable by the Contractor without EPS's prior written consent.
11. **Indemnity:** Contractor agrees to assume the risks related to their performance under this Agreement and agrees to release, indemnify, and hold harmless ISD 271 from and against all liability, claims, demands, damages, judgments and costs for or arising from Contractor's acts or omissions in its performance under this Agreement

My signature below indicates that I have read and understood this information and expectations set forth above. I and the company listed below will comply with this Agreement, and FERPA and ensure those who work for the company listed below, on a project for EPS , are aware of this Agreement and will comply with this Agreement.

Entered into on this Fourth day of October, 2024

CONTRACTOR: TONEWORKS MUSIC THERAPY SERVICES, LLC

 10-4-24
BY: **Lyndie Walker, MT-BC** **Date**

Mailing Address

5666 Lincoln Dr Suite 280, Edina, MN 55436

EIN: 46-1807587

EDINA PUBLIC SCHOOLS

 10/4/24
BY: **Date**

Mailing Address

x 5701 Normandale Rd Edina, MN 55424

VI. Discussion

VI.A. Tier 1 Social Emotional Learning Update

Speaker (s) : Leigh Ann Feily, Multi-Tiered Systems of Support Coordinator; and Jody De St. Hubert, Director of Teaching and Learning



Board Meeting Date: November 4, 2024

Title: Tier 1 Social Emotional Learning Update

Type: Discussion

Presenter(s): Leigh Ann Feily, Multi-Tiered Systems of Support Coordinator; and Jody De St. Hubert, Director of Teaching and Learning

Description: Strategy C of the strategic plan states that Edina Public Schools fosters a caring school environment where students and staff feel safe physically and emotionally in order to be fully engaged in their academic/professional, personal, and social growth. Social and emotional learning (SEL) is an important part of ensuring that EPS is fostering that caring school environment. The body of this report includes updates on the Tier 1 SEL work being done throughout the district.

Recommendation: This report is intended to be an update to the school board. No recommendation is being made at this time.

Desired Outcomes for the Board: After reviewing the report, please consider what needs additional clarity and be prepared to share your initial reactions and questions with administration.

Background Materials:

March 26, 2024 Board Report - [Tier 1 Social Emotional Learning Update](#)
[CPSS Teacher Toolkit](#) - Created March 2024

Introduction:

Several research studies (Buckle, J.) indicate that social-emotional learning is linked to academic achievement. For example, a 2017 meta-analysis from the Collaborative for Academic, Social, and Emotional Learning (CASEL) shows that investment in social emotional learning (SEL) has led to improved classroom behavior, better stress management, and 13 percent gains in academics. Research conducted by Panorama Education (100,000 students across 200 schools) has found that compared to students with low SEL, kids with high SEL are twice as likely to have above-average grades, 60 percent less likely to have one or more behavior incidents over the course of a year, and half as likely to be chronically absent (Buckle).

Given the outcomes of the research shared above, as EPS continues to grow its Multi-Tiered Systems of Support (MTSS), it is vital that the focus is not only on academics but social emotional learning (SEL). The Minnesota Department of Education’s (MDE) MTSS Framework (2022) indicates that an important indicator of a comprehensive MTSS system is that “Evidence exists that all teachers are implementing evidence-based academic and SEL practices across content areas on a daily basis for every student” (pg. 24). Not only does guidance from MDE point towards ensuring both academics and SEL practices are being provided at Tier 1 but the Edina Public Schools 2020-2030 Strategic Plan indicates several areas where this is also a priority:

Table 1: 2020-2030 EPS Strategic Plan Priorities around SEL

Priority Strategy	Strategic Action
Strategy B: Ensure and Equitable and Inclusive School Culture	<p>B.1. Create learning environments and curricula that enable staff and students to learn from and reflect on their own and others’ experiences; explore multiple perspectives; practice civil discourse; encourage empathy; create interpersonal connections; and embrace diverse identities.</p> <p>B.2. Create a school culture that enhances learning and fosters a sense of belonging for all students through our values of Integrity, Compassion, Courage, Commitment, Appreciation, and Responsibility</p>
Strategy C: Foster Positive Learning Environments and Whole Student and Staff Wellness Support	<p>C.1. Ensure students acquire and apply the social emotional competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making to promote student wellness.</p> <ol style="list-style-type: none"> 1. Survey teachers to determine their understanding and beliefs around social emotional learning to move forward with tier needs assessment process 2. Conduct focus groups with secondary students as stakeholders in the development of Tier 1 SEL services

	<p>3. Identify universal screening and progress monitoring tools to baseline and monitor student growth in response to training</p> <p>C.5. Create environments that are conducive to learning and facilitate constructive interaction.</p> <p>1. Identify, train and implement restorative practices to improve student and staff ratings of positive school climate</p>
<p>Strategy D: Develop Leadership Throughout the District</p>	<p>D.2. Provide robust and balanced professional development</p> <p>1. Ensure staff has a deep understanding in the instruction of social emotional skills and characteristics and embeds the development of those skills throughout the school environment to address the whole child</p>

By ensuring that evidence-based SEL practices are part of Tier 1 programming (Tier 1 being the instruction that each and every student receives), EPS can ensure that we're moving forward with strategic actions and creating a caring and inclusive school culture that supports the whole child.

Background Information:

The March 26, 2024 board report gives a comprehensive overview of the historical and current SEL practices in the district. It also provides more information about the ongoing pilot of the Character Strong SEL curriculum in the district. Please refer to that report for further background information.

Review of the Tier 1 SEL practices in Edina and review of the data collected throughout the Character Strong pilot from the March 2024 board report indicates areas of strength and areas for continuous improvement. It is a strength that all six of Edina's elementary schools utilize a Tier 1 curriculum. Additionally, both middle schools and the high school have weekly advisory times built into their schedules to support school community relationships and student SEL growth. While an SEL focus is present in all buildings, it is an area for continuous improvement to ensure that students are receiving consistent instruction and making progress towards acquiring and applying the social emotional competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making as outlined in the Edina Strategic Plan.

Edina was awarded two grants in the winter of 2024 to help support continuous improvement in this area. The first grant is the Multi-Tiered Systems of Support Grant which supports the district in implementation of MnMTSS. MnMTSS is the state's systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The second grant is the Non-Exclusionary Discipline Grant. Funding from this grant supports the development and implementation of a professional learning plan for school staff to implement non exclusionary discipline practices

that maintain the respect, trust, and attention of students and help keep students in classrooms. Utilizing consistent, Tier 1 SEL practices and curricula fits within the broad umbrella of non-exclusionary practices.

Funding from both grants has supported the following activities related to continuous improvement in the area of SEL (Table 2):

Table 2: MTSS and NED Grant Activities Related to SEL Continuous Improvement

Grant Activity	SEL Continuous Improvement
Hiring additional district-wide MTSS coordination staff	Additional coordination staff ensures leadership capacity across all MTSS implementations including SEL. An additional MTSS Coordinator was hired in June 2024 whose role is shared between the Teaching and Learning and Community Education departments.
Supporting continued engagement in professional development around SEL data literacy	Growing staff capacity in utilizing Panorama SEL data for CSIP goals and student intervention planning ensures that SEL is a focus for each school. Grant funding was used to pay for part of our Panorama professional development package.
Continued growth in the pilot of Character Strong curriculum	Countryside, Concord, and Highlands are now implementing Character Strong school-wide as their Tier 1 SEL curriculum. VVMS also uses Character Strong as part of their advisory curriculum. Grant funding was used to pay for our Character Strong online licenses.
Building a system of MTSS for SEL and behavior that is as robust as our academic system via work through a Tier 1 SEL Implementation Team	Ensuring teacher voice and a district-wide lens is crucial for moving this work forward. Please see the next section for further information about progress in this area.
Leadership, affinity group, and restorative circles training for secondary students and staff	Utilizing the Caring and Committed Conversations protocol with EHS staff and students will bring more student voice and leadership to EHS. Please see the Caring and Committed Conversations Update section of this report for more information.

Tier 1 SEL Team Updates:

The Tier 1 SEL Team was created in the spring of 2024 when grant funding became available. The team is currently in the Exploration stage of implementation science and is working towards five outcomes:

1. Determine articulated and aligned SEL outcomes for EPS students
2. Determine best practices around SEL data collection

3. Discern Tier 1 SEL curriculum and determine best fit for EPS schools
4. Co-create an implementation plan for Tier 1 SEL implementation
5. Determine training needs for staff related to evidence-based practices and curricular materials

Participants on the team were chosen through collaboration with building principals. Given the focus on Tier 1, it was important for each building to have at least one classroom teacher as part of the team. This was achieved and each building has at least one teacher as part of the work. Grant funding allows more flexibility with paying for subs and/or time-card pay for teachers if meetings fall outside their duty day (which happens due to differing start times across the district). Additionally, members of the Community Education department are part of the team so that Tier 1 SEL outcomes can be cascaded to Community Education programs such as Kids Club.

The first team meeting in May was a half-day meeting focused on grounding the team in the work as well as identifying the team’s collective vision for the SEL in our district. The team determined the following five statements reflected the team’s vision for SEL implementation in our district:

1. Having universal language and expectations across all settings
2. SEL woven into academics and valued equally with academics
3. Staff wellness interlaced with student SEL
4. Each and every learner can identify a place in school where they belong
5. Close gaps within our data

Given this shared vision, the team then moved towards working on the first outcome - determining articulated and aligned SEL outcomes for EPS students. In a full-day meeting in mid-May, the Tier 1 SEL team grounded in self-reflection on biases and identity before doing a deep-dive into the [5 CASEL SEL](#) competencies and the [MDE SEL Standards](#). Bringing all these materials together with the CPSS Teacher Toolkit developed by EPS staff in the winter of 2024 (see link in background materials above), the team developed a draft of what potential aligned SEL outcomes could look like for both EPS staff and students across the district. The Tier 1 SEL team worked from the following definition of culture aligned with other district CPSS work: “shared beliefs, values, traditions, social norms, and behaviors of a group of people who share the same living environment...” (Naik, Baker, Mohiyeddini, 2023).

An example of what the team produced is outlined in the table below. Please note the table only gives an example of the look-fors within the CPSS Essential Element of Assessing Cultural Knowledge. However, look-fors were also developed in each CASEL competency for each of the other 4 CPSS Essential Elements as well (Valuing Diversity, Adapting to Diversity, Managing the Dynamics of Difference, Adapting to Diversity, and Institutionalizing Cultural Knowledge).

Table 3: DRAFT EXAMPLE of Articulated and Aligned SEL Outcomes for EPS

<p>CPSS Essential Element (only 1 of 5 presented here)</p>	<p>Element as Represented in the Learning Space (created by</p>	<p>EXAMPLE SEL Look Fors - Students</p>	<p>EXAMPLE SEL Look Fors - Staff</p>
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	Teacher Toolkit Team, March 2024)		
<p>Assessing Cultural Knowledge</p> <p><i>The extent to which the lesson provides opportunities for educators and students to learn about self and others</i></p>	<p>Representing and reflecting each and every student's cultural identity</p>	<p>Self Awareness: Students reflecting on their feelings and expressing how they connect to their cross cultural identities.</p> <p>Self Management: Students are able to make choices that support themselves as learners and as members of a community, while respecting others' differences.</p> <p>Responsible Decision Making: Students will make decisions with culturally proficient, agreed-upon norms and others in mind.</p>	<p>Self Awareness: Staff actively participate to build their awareness of cultural identities of the community and ensure representation of various cultural groups.</p> <p>Self Management: Staff modeling a variety of strategies. Staff are modeling curiosity for others' ideas or strategies.</p> <p>Responsible Decision Making: Staff will take time early in the year to discover and explore the identity of each and every student and then intentionally create opportunities for students to discover and share their identities with the community. Teachers will create learning opportunities built on a community where all identities are represented and validated throughout the year. Staff will create an environment where all student identities</p>

		<p>Relationship Skills: Sharing and listening to cultural identities and seeking to understand others identities</p> <p>Social Awareness: Students understand their own cultural identity and its interaction within the school. Students understand others' cultural identity and its interaction within the community.</p>	<p>are validated and supported.</p> <p>Relationship Skills: Providing a variety of opportunities/spaces for others to share their cultural identities in multiple contexts</p> <p>Social Awareness: Providing opportunities for all learners to reflect on and explore the cultural identities of themselves and others.</p>
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The Tier 1 SEL Team will be meeting at least four more times this school year to continue working towards all five outcomes. Immediate next steps will be to begin determining best practices for SEL data collection in EPS schools.

Caring and Committed Conversations Update:

Caring and Committed Conversations is a process developed by Sarah Miller and Malik Peer from Jordan Public Schools in Jordan, MN (datewithdiversity.com). According to the Caring and Committed Conversations training manual, it is a process that values diversity, honors differences, and celebrates commonalities by elevating student voices. This guided conversation process empowers students to courageously use their voices in sharing their personal stories and thoughts about societal and educational issues that explicitly and implicitly impact their lives. Participating adults create a time and place for supporting positive relationship and communication skills-building. The process encourages participants to be: a) committed to implementing change by listening to each other, and to b) share their personal narratives and ideas in a caring way. Educators and community members who listen to the young people's stories and ideas engage in questioning methods that deepen the understanding of the students' lived experiences ([Caring and Committed Conversations Manual](#), page 1-2).

Through funds provided through the Non-Exclusionary Discipline grant, EHS will be contracting with Sarah Miller and Malik Peer to provide professional development to both staff and students as well as facilitate Caring and Committed Conversations two times throughout the school year at EHS. Edina High School staff engaged in professional development with Sarah Miller and Malik Peer on the professional development day on

October 4th. The goal for this session was to give EHS staff the experience of how these structured conversations take place and introduce them to the Caring and Committed Conversations protocol. Going forward, Sarah Miller and Malik Peer will be meeting with a select group of students (Equity Leadership Council) weekly during Flex time to receive training about the protocol and begin the work of determining the conversation topics. The Equity Leadership Council will be composed of student leaders from multiple affinity groups and clubs to ensure that we have a diverse group engaging in this work. The goal for EHS is to have two Caring and Committed Conversations take place this school year, one before Winter Break and one before Spring Break.

Summary of Next Steps:

- The Tier 1 SEL Team will be meeting at least four more times this school year to continue working towards all five outcomes. Immediate next steps will be to refine the SEL Toolkit (example above - Table 3) and begin determining best practices for SEL data collection in EPS schools.
- Sarah Miller and Malik Peer will be meeting with a select group of students (Equity Leadership Council) weekly during Flex time to receive training about the Caring and Committed Conversations protocol and begin the work of determining the conversation topics. The Equity Leadership Council will be composed of student leaders from multiple affinity groups and clubs to ensure that we have a diverse group engaging in this work. The goal for EHS is to have two Caring and Committed Conversations take place this school year, one before Winter Break and one before Spring Break.

Sources:

Buckle, J. *Social-Emotional Learning (SEL): Everything You Need to Know*. Panorama Education. Retrieved on February 14, 2023 from:

<https://www.panoramaed.com/blog/social-emotional-learning-sel>

Characterstrong. CharacterStrong. (n.d.). <https://characterstrong.com/>

Minnesota Department of Education. (2022, March). Minnesota Multi-Tiered System of Supports Framework. Minneapolis, Minnesota.

Naik, A. R., Baker, S., & Mohiyeddini, C. (2023, October 23). *What is Culture*. Frontiers Media S.A.

<https://kids.frontiersin.org/articles/10.3389/frym.2023.1150335#:~:text=It%20refers%20to%20the%20shared,practices%20continually%20replace%20older%20ones>

VI.B. Curriculum Update

Speaker (s) : Jody De St. Hubert, Director of Teaching and Learning; Bethany Van Osdel, Assistant Director of Teaching and Learning; and Mark Carlson, K-12 Science and Mathematics Coordinator



Board Meeting: November 4, 2024

Title: Curriculum Update

Type: Discussion

Presenter(S): Jody De St. Hubert, Director of Teaching and Learning; Bethany Van Osdel, Assistant Director of Teaching and Learning; Mark Carlson, K-12 Science and Mathematics Coordinator

Description: A curriculum review is most often prompted by a change in the Minnesota State Standards in a specific content or subject area. It most often results in a change to resources used to teach that content area. Over the last four years there have been changes to resources in K-12 Science, English Language Arts, and Social Studies. This report provides an overview of the curriculum review process used in Edina Public Schools and a highlight of where Science, English Language Arts, and Social Studies are in this process.

Recommendation: There is no recommendation at this time.

Desired Outcomes for the Board: Review in detail, have questions prepared, and provide your initial reactions on the content provided.

Background Materials:

[Policy 603](#)

Appendices:

Appendix I: A Comprehensive List of Design Team Members

Appendix I of Policy 603 states:

In Edina, a core belief we share is “Professional Excellence.” This means that, “We believe our educators and staff are essential to student success. We value and support them in advancing strategic and innovative initiatives grounded in best practices.” This is done through the use of “district design teams.”

District design teams are intentionally created to ensure representation of key educators that will be impacted by the change created while advancing strategic and innovative initiatives. District design teams are formed when there is a strategic and/or innovative initiative to make a collective decision on changes and even more importantly to collectively engage in the implementation phase once the decision making is completed.

What is a District Design Team:

- Design teams are formed with representation of all educators impacted by potential change.
- Design teams are the decision makers for changes.
- Design teams ensure the conditions are set for successful implementation of the change.
- Design teams support successful implementation for multiple years following the initial implementation to ensure the greatest impact on student outcomes.

What is a Curriculum Review:

- A curriculum review is an example of a strategic and innovative initiative.
- A curriculum review is most often prompted by a change in the Minnesota State Standards in a specific content area.
- A curriculum review follows Implementation Science.

What is Implementation Science:

- The study of how to implement evidence-based practices and resources so that they have the greatest impact.

Implement with Impact, Pizzuto & Carney, page 23

Why Implementation Science:

- It ensures that we go beyond the what and include the who, why, where, when and how.
- It utilizes “design teams” (a decision and implementing team) to lead through the transitions that occur with change.
- It uses various forms of data to drive decision making and continuous improvement.
- It develops capacity through systems that create ongoing opportunities to increase knowledge and skills associated with the innovation.
- It ensures the voices of the implementers are included and matter.

Implement with Impact, Pizzuto & Carney, page 25

The Stages of Implementation Science:

Design teams of educators participate in all of the following stages. Their input, experience, and professional excellence is critical to every stage of the process.

<p>Exploration: The Decide Stage</p> <p><i>* Critical to defining the problem and selecting the best solution.</i></p>	<ul style="list-style-type: none"> ● <i>Assess and create readiness</i> ● Define current reality & identify changes needed (name the problem to be solved) ● Unpack standards ● Research best practices ● <i>Assess fit and feasibility of the options to address the changes needed</i> ● Select and define the practice/program ● <i>Determine actions to optimize readiness & develop capacity</i>
<p>Installation: The Plan & Prepare Stage</p> <p><i>* Critical to set the conditions for success.</i></p>	<ul style="list-style-type: none"> ● The program/practice has been identified and defined ● A plan for implementation is created (can include practicing/piloting) ● Professional Development and coaching are used to prepare for the implementation ● <i>Ensure infrastructure resources and supports are in place (technology, schedule, etc)</i> ● <i>Develop feedback loops for continuous improvement</i> ● <i>Communication plans are created and utilized</i>
<p>Initial Implementation: The Implement Stage</p> <p><i>*Critical to grow the implementers.</i></p>	<ul style="list-style-type: none"> ● All educators begin using the program/practice ● <i>Build supportive foundations</i> ● <i>Cultivate a learning culture with continue Professional Development and job embedded support</i> ● Data is collected around both implementation and student outcomes ● Adjustments and alignments are made ● <i>Communication plans are followed and adjusted</i>
<p>Full Implementation: The Spread and Sustain Stage</p> <p><i>*Critical to long-term integration.</i></p>	<ul style="list-style-type: none"> ● Monitor and improve support infrastructures ● Continue to collect and use implementation data ● Continue to cultivate learning ● Scale implentors ● <i>*more than 50% of educators are using the program/practice as intended in this phase with the goal to move to 80% - 100%</i> ● Monitor student data to celebrate improved outcomes

Edina Teaching and Learning utilizes the following Implementation Science Resources to follow the process outlined above:

[National Implementation Research Network: NIRN](#)

[Implement with Impact: A Strategic Framework for Leading School and District Initiatives:](#)

By: Jenic Pizzuto and Steven Carney

Current Edina Content Areas that are in review and engaging in the Implementation Science process:

School Year:	Content Area:
2024-2025	Science
2025-2026	K-12 ELA
2026-2027	Social Studies

K-12 Science:

In an ongoing commitment to Implementation Science, K-12 Science curriculum reviews are all in Full Implementation. At the elementary level, more than 90% teachers are using Mystery Science as intended. Staff reflect that the fit and feasibility of the resource is strong. And even more importantly student engagement when using Mystery Science is high. The areas of challenge are specifically time in the elementary schedule to complete all units and translation of the curriculum for Normandale. Teaching and Learning continues to be a resource and support when addressing time constraints and a Normandale teacher in phased retirement is currently translating materials for Normandale K-5.

At the middle school level, the majority of 6-8 Science teachers are using Amplify with adjustments. Adjustments have been done with intentionality to align standards and increase student engagement. These adjustments have been done in building level and grade specific teams with Teaching and Learning support as needed.

At the high school level, all Science teachers are using the purchased curricular resources with intentional adjustments and department created resources with fidelity. Regularly scheduled Teaching and Learning meetings with the Science Area Lead are currently indicating the new standards have been implemented and EHS is systematically prepared for the new MCA assessment this year. These regularly scheduled meetings allow for the collective ownership of science instruction and resources at Edina High School.

Science Curriculum Update Aligned with Implementation Science Stages:

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
K-5	Exploration Tier I Curriculum	COVID Break	Installation Tier I Curriculum (<u>Mystery Science</u>)	Initial Implementation Tier I Curriculum (<u>Mystery Science</u>)	Full Implementation Tier I Curriculum (<u>Mystery Science</u>)	Full Implementation Tier I Curriculum (<u>Mystery Science</u>) New MCA Assessment 5th Grade

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
6-8	<p>Exploration Physical Earth Science</p> <p>Exploration Tier I Curriculum</p> <p>Initial Implementation Compacted Pathway</p>	<p>Installation Physical Earth Science</p> <p>Exploration Tier I Curriculum (Amplify)</p> <p>Full Implementation Compacted Pathway</p>	<p>Initial Implementation Physical Earth Science</p> <p>Installation Tier I Curriculum (Amplify)</p> <p>Full Implementation Compacted Pathway</p>	<p>Full Implementation Physical Earth Science</p> <p>Initial Implementation Tier I Curriculum (Amplify)</p> <p>Full Implementation Compacted Pathway</p>	<p>Full Implementation Physical Earth Science</p> <p>Full Implementation Tier I Curriculum (Amplify)</p> <p>Full Implementation Compacted Pathway</p>	<p>Full Implementation Physical Earth Science</p> <p>Full Implementation Tier I Curriculum (Amplify)</p> <p>Full Implementation Compacted Pathway Compacted Pathway</p> <p>New MCA Assessment 8th Grade</p>
9-12	<p>Exploration Tier I Curriculum all disciplines</p>	<p>COVID Break</p>	<p>Exploration Chemistry Biology Physics</p> <p>Installation Physical Earth Science</p>	<p>Installation Chemistry Biology Physics</p> <p>Initial Implementation Physical Earth Science</p>	<p>Initial Installation Chemistry Biology Physics</p> <p>Full Implementation Physical Earth Science</p>	<p>Full Implementation Chemistry Biology Physics Physical Earth Science</p> <p>New MCA Assessment Biology</p>

Early Learning - 12 English Language Arts:

In our ongoing commitment to excellence in literacy education, we've made significant strides at all levels. At the early learning level, the use of Creative Curriculum is in Full Implementation in alignment with Science of Reading principles. With strong infrastructures in place, our Early Learning Literacy Coach will ensure Full Implementation stays strong as new staff transition.

At the elementary level, our Elementary ELA Design Team (Literacy Lead Team) has developed grade-specific commitments aligning Science of Reading principles with district resources. They've

unanimously recommended Benchmark Advance, a top-rated comprehensive curriculum, for adoption and we are in the Installation Phase in the process. All members of the Elementary ELA Design Team are piloting Benchmark Advance to learn what conditions need to be addressed for future success in this stage of planning and preparing. Initial Implementation is planned for 2024-2025, pending board approval, with Full Implementation in 2025-2026.

At the middle level, following a thorough three-year Exploration and Installation phase, our Middle School ELA Design Team has recommended and begun Initial Implementation of the StudySync curriculum for both enriched and standard ELA courses this academic year (2024-2025). The team has developed specific commitments to ensure implementation integrity and professional development has been provided in August and on the October 4th District Professional Development Day. Professional development will continue to be provided throughout the 2024-2025 school year focusing on the action steps in this critical growth stage of Implementation Science. Middle School ELA teachers are collaborating with StudySync Support Staff, Teaching and Learning, Digital Media Technology Services, and building administrators and coaches to work through challenges and celebrate successes. Staff are currently experiencing a balance of both challenges and successes. This is expected of the Initial Implementation Stage.

At the high school level, following a thorough three-year Exploration and Installation phase, our Edina High School ELA Design Team has recommended the Into Literature curriculum for the 9th and 10th grade Survey Course this academic year (2024-2025) and is in Initial Implementation. Professional development has been provided in August and on the October 4th District Professional Development Day. Professional development will continue to be provided throughout the 2024-2025 school year focusing on the action steps in this critical growth stage of Implementation Science. The 9th and 10th grade ELA teachers are collaborating with Into Literature Support Staff, Teaching and Learning, Digital Media Technology Services, and building administrators and the ELA content area leader to work through challenges and celebrate successes. Staff are currently experiencing a balance of both challenges and successes. This is expected of the Initial Implementation Stage.

Each of these curriculum adoptions represent our dedication to providing our students with high-quality, evidence-based literacy instruction at all levels.

English Language Arts Curriculum Update Aligned with Implementation Science Stages:

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
PreK	<i>PreK-Grade 5 Comprehensive Literacy Plan approved by the Edina School Board in June of 2021</i>	Exploration: Tier 1 Curriculum	Installation Tier 1 Curriculum (<u>Creative Curriculum</u>)	Early Implementation Tier 1 Curriculum (<u>Creative Curriculum</u>)	Full Implementation Tier 1 Curriculum (<u>Creative Curriculum</u>)	

K-5	<i>PreK-Grade 5 Comprehensive Literacy Plan approved by the Edina School Board in June of 2021</i>	Exploration Tier 1 Curriculum	Exploration Tier 1 Curriculum	Exploration Tier 1 Curriculum	Installation Tier 1 Curriculum (<u>Benchmark Advance</u>)	Grades 3-5 New MCA Assessment
6-12		<i>Secondary Comprehensive Literacy Plan approved by the Edina School Board in June of 2022</i>	Exploration Tier 1 Instruction	Exploration Tier 1 Curriculum	Installation Tier 1 Curriculum and ELA Courses 6-8 (<u>Study Sync</u>) 9-10 (<u>Into Literature & Rewards</u>) 9-10 Round Table CIS Courses	New MCA Assessment

K-12 Social Studies:

In preparation for the 2026-2027 implementation of the new Minnesota Social Studies Standards, an Elementary Social Studies Design Team comprising teachers and administrators was formed in 2023-24. The team currently remains in the Exploration Stage and will begin to shift to the Installation Stage throughout this year.

In addition a Secondary Social Studies Design Team was formed in 2023-24. The entire secondary team spent time together in the Exploration Stage in 2023-24 unpacking standards for vertical alignment. The middle school team specifically remains in the Exploration stage and is shifting to the Installation stage during 2024-25. This means they are continuing to unpack standards and moving towards defining a change to or shift in curriculum. The high school team moved quickly through the Exploration and Installation phase due to legislation changes and recommended course changes with an aligned curriculum purchase for AP Human Geography. All high school social studies staff that are teaching the new AP Human Geography are using the new curriculum, Human Geography a Spatial Perspective in Initial Implementation. The Cultural Geography class is using existing resources and creating internal curriculum resources in alignment with the new standards. Regularly scheduled Teaching and Learning meetings with the Social Studies Area Lead are currently indicating success in Initial Implementation with a potential quick shift to Full Implementation. These regularly scheduled meetings allow for collective ownership in cultivating growth, collecting implementation data, and making adjustments and alignments as needed.

Finally, a diverse design team of teachers, administrators, and subject matter experts will begin exploration this year to specifically move through Implementation Science to ensure Full Implementation of the new Ethnic Studies standards in 2026-27. This year, the teams will be in exploration focused on defining current reality, unpacking the new standards, and reviewing/aligning resources.

Social Studies Curriculum Update Aligned with Implementation Science Stages:

	2023-2024	2024-2025	2025-2026	2026-2027 Standards must be implemented
K-5	Exploration Tier 1 Curriculum	Installation Tier 1 Curriculum	Installation Tier 1 Curriculum	Early Implementation
6-12	Exploration Tier 1 Curriculum Installation Cultural Geography AP Human Geography-9 and AP Human Geography (<u>Human Geography a Spatial Perspective</u>)	Exploration Tier 1 Curriculum	Exploration Tier 1 Curriculum	Early Implementation

Appendix I: Design Team Members

Erik Anderson (Social Studies)
Jane Andrews (ELA)
Tess Bademan (ELA)
Julie Baker (Social Studies)
Alyssa Barnes (Science, ELA)
Troy Beckman (Social Studies)
Nicole Bey (ELA)
Stephanie Blachowiak (ELA)
Leah Bulver (Science)
Sarah Burgess (ELA)
Patrick Burley (Social Studies)
Mark Carlson (Science)
Drew Cole (Science)
Ally Dardis (Social Studies)
Jody De St. Hubert (All)
Heidi Degener (ELA)
Liz Denn (ELA)
Paul Domer (ELA)
Erica Gardner (ELA)
Elizabeth Graser (Social Studies)
Kristin Greene (Science)
Chris Griggs (Social Studies)
Christy Groener (Science)
Jennifer Gross (ELA)
Laura Hanson (ELA)
Sandra Harley (ELA)
Jaime Hawkinson (Social Studies)
Jonathan Heeringa (Social Studies)
Kjersti Humphrey (Social Studies)
Ana Jankowski (ELA)
Jennifer Johnson (ELA)
Anne Kile (ELA)
Allison Knoph (Science)
Kristie Kris (Science)
Ashley Leidholdt (Science)
Julie Maegi (Science)
Julia Mason (ELA)
Christine McCarthy (ELA)
Mike McCarthy (Social Studies)
Shannon McGinnis (ELA)
Gavin Mclean (Science)
Eli Mickelson (ELA)
Tyler Moberg (Science)
Stephanie Molitor (Science)
Anile Morales (Social Studies)
Kylee Muehlberg (ELA)
Emily Nuss (ELA)
Molly O'Keefe (ELA)
Emily Olson (ELA)
Kelly Paulson (ELA)
Zach Prowell (ELA)
Isa Punchard (Science)
Jason Pusey (Social Studies)
Jodi Ramirez (Science)
Jennifer Rauen (ELA)
Timothy Ronhovde (Science)
Leonna Santillan (ELA)
Nicole Schweigert (ELA)
Randy Smasal (Science)
Michael Smith (Science)
Margaret Smith (ELA)
Katherine Stengel (Science)
Katrina Stern (Science)
Molly Swiderski (ELA)
Rolland Talan (Science)
Britt Theis (Science)
Katherine Thomas (ELA)
Karen Uhler (Social Studies)
Bethany Van Osdel (ELA, Social Studies)
Lara Wark (Social Studies)
Janel Weiland (Science)
Bill Wiard (Science)
Dana Wieland (Science)
Cathy Williams (Science)
Krista Winkel (ELA)
Jamie Young (Social Studies)
Julie Baker (Social Studies)
Elizabeth Graser (Social Studies)
Jamie Young (Social Studies)

VI.C. Policy Review (501, 502, 516, 605, 607,
608, 636)

Speaker (s): Policy
Committee



Board Meeting Date: 11/4/2024

Title: Policy Review

Type: Discussion

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 501 School Weapons Policy
- Policy 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
- Policy 516 Student Medication
- Policy 605 Alternative Educational Services
- Policy 607 Special Accommodations and Services for Students with Special Needs – Section 504
- Policy 608 Instructional Services – Special Education
- Policy 636 Workload Limits for Certain Special Education Teachers

Recommendation: Review the suggested modifications for Policies 501, 502, 516, 605, 607, 608, 636.

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

Attachments:

1. Policy 501 School Weapons Policy
2. Policy 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
3. Policy 516 Student Medication
4. Policy 605 Alternative Educational Services
5. Policy 607 Special Accommodations and Services for Students with Special Needs – Section 504
6. Policy 608 Instructional Services – Special Education
7. Policy 636 Workload Limits for Certain Special Education Teachers

Students

School Weapons Policy

I. Purpose

The school district strives to maintain a learning and working environment that is safe for students, staff, and the public. This policy provides a framework for reporting actions that violate this policy, and district actions when it receives such a report.

II. General Statement of Policy

No one will possess, use, or distribute a weapon or a look-alike weapon when on a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. Definitions

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

- A. "Weapon" means any object, device, or instrument designed as a weapon, or which through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.
- B. ~~2. No person will possess, use, or distribute~~ "Look-Alike Weapon" means any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments will be treated as weapons including, but not limited to, weapons listed in the above definition of "weapon" which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- ~~3. No person will use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm~~

~~and/or intimidate, and such use will be treated as the possession and use of a weapon.~~

- C. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.
- D. ~~C.~~ "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- E. ~~B.~~ "School Location" includes any school building or grounds, whether leased, rented, owned, or controlled by the school; locations of school activities or trips; bus stops, school buses or school vehicles, or school-contracted vehicles; entrance or departure areas of school premises or events; all locations where school-related functions are conducted; and anywhere students are under the jurisdiction of the school district.

IV. Exceptions

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that they accidentally have a weapon in their possession, and takes the weapon immediately to the office of the principal or department or program supervisor, will not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon there, a student will not be considered to possess a weapon if they immediately turn the weapon over to an administrator, teacher, or head coach, or immediately ~~notifies~~ **notify** an administrator, teacher, or head coach of the weapon's location.
- B. It will not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or non-students participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under ~~Minn. Stat. § 624.714~~ **state law** while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store pistols [or other firearms](#) in a motor vehicle in accordance with ~~Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045~~ [state law](#);
5. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the [superintendent, assistant superintendent](#), principal ~~or other person having general control and supervision of the school~~ or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school, or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the district takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used, and stored, will not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under ~~Minn. Stat. § 624.714~~ [state law](#) to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle will constitute a violation of this policy.

V. Consequences for Student Weapon Possession/Use/Distribution

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons will include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The principal will, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the district takes a “Zero Tolerance” position on the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. Consequences for Weapon Possession/Use/Distribution by Non-~~s~~Students

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
 2. Sanctions against employees, including non-renewal, suspension, or discharge will be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-~~s~~Students

1. Any member of the public who violates this policy will be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another district, that district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public, and may be asked to provide an escort to remove the member of the public from the school location.

VII. Reports of Dangerous Weapon Incidents in School Zones

- A. The school district ~~must~~ will electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under ~~Minnesota Statutes section 121A.06~~ state law.

Legal References:

18 U.S.C. § 921 (Definitions ~~of Firearm~~)
Minn. Stat. § 97B.045 (Transportation ~~ing~~ of Firearms)
Minn. Stat. § 121A.05 (~~Referral to Police~~ Policy to Refer Firearms Possessor)
[Minn. Stat. § 121A.06 \(Reports of Dangerous Weapon Incidents in School Zones\)](#)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02, ~~S~~subd. 6 (Definitions ~~of~~ Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References:

Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)
Policy 506 (Student [Conduct and](#) Discipline)

Policy
adopted: 01/22/08
reviewed: 02/21/12
revised: 10/20/14
updated: 03/23/20
revised: __/__/__

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

Search of Student Lockers, Desks, Personal Possessions and Student's Person

I. Purpose

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. General Statement of Policy

~~A. Edina Public Schools~~ The school district does not allow students to use lockers, desks, or their vehicle for unauthorized purposes or to store contraband. Further, students will not carry contraband on their person or in their personal possessions while on district property or during district-sponsored or school-sponsored events.

~~B. Lockers and Personal Possessions Within a Locker~~

~~School lockers are the property of the school district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school district officials for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school district officials have a reasonable suspicion that the search will uncover evidence of a violation of law, district policy, or school rules.~~

~~C. Desks~~

~~School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school district officials for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within their desks may be searched only when school district officials have a reasonable suspicion that the search will uncover evidence of a violation of law, district policy, or school rules.~~

~~D. Personal Possessions and Student's Person~~

~~When a school district official has a reasonable suspicion that a search will~~

~~uncover a violation of law, district policy, or school rules; the school district official may search a student's personal possessions or the student's person. The search will be reasonable in its scope and intrusiveness.~~

~~E. Canine Searches~~

~~Schools The district may use specially trained dogs to detect and alert officials to the presence of prohibited items and illicit substances in school parking areas. If a dog alerts to a vehicle, it may be searched by school district officials. A student will be subject to withholding of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school district official.~~

III. Definitions

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

- A. "Contraband" means any unauthorized item; possession of which is prohibited by school district policy or law.

Contraband includes, but is not limited to, weapons and "look-alike" weapons, alcoholic beverages, controlled substances and "look-alike" substances, district-owned materials, and stolen property.

- B. "Personal possessions" includes, but is not limited to, purses, backpacks, book bags, electronic devices, packages, and clothing.
- C. "Reasonable suspicion" means that a school district official has grounds to believe that the search will result in evidence of a violation of law, district policy, or school rules.

Reasonable suspicion may be based on a school district official's personal observation; a report from a student, parent, or district employee; a student's suspicious behavior; knowledge of the student's prior behaviors; prior experience with the student; an alert from a specially trained dog; or other reliable sources of information. The school district official must believe there is a reasonable moderate chance of finding wrongdoing by completing the search.

- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search.

Factors to consider in determining what is reasonable include the nature of the suspected infraction; the reliability of the information leading to the search; the necessity of acting without delay; the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence); the prevalence and seriousness of the problem that is the impetus for the search;

and the age of the student. The content of the ~~school~~ district official's suspicion must match the circumstance that justified the search in the first place.

IV. Searches

AB. Lockers and Personal Possessions Within a Locker

School lockers are the property of the ~~school~~ district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by ~~school~~ district officials for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when ~~school~~ district officials have a reasonable suspicion that the search will uncover evidence of a violation of law, district policy, or school rules.

BG. Desks

School desks are the property of the ~~school~~ district. At no time does the ~~school~~ district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by ~~school~~ district officials for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within their desks may be searched only when ~~school~~ district officials have a reasonable suspicion that the search will uncover evidence of a violation of law, district policy, or school rules.

CD. Personal Possessions and Student's Person

When a ~~school~~ district official has a reasonable suspicion that a search will uncover a violation of law, district policy, or school rules; the ~~school~~ district official may search a student's personal possessions or the student's person. The search will be reasonable in its scope and intrusiveness.

DE. Canine Searches

~~Schools~~ The district may use specially trained dogs to detect and alert officials to the presence of prohibited items and illicit substances in school parking areas. If a dog alerts to a vehicle, it may be searched by ~~school~~ district officials. A student will be subject to withholding of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a ~~school~~ district official.

-IV. Procedures

A. ~~School~~ District officials may inspect the interiors of lockers and desks for any

reason, at any time, without notice, without student consent, and without a search warrant.

- B. When a ~~school~~ district official has a reasonable suspicion that a search will uncover a violation of law, district policy, or school rules; the ~~school~~ district official may search a student's personal possessions, vehicle, or the student's person. The search will be reasonable in its scope and intrusiveness.
- C. Searches to screen students may be conducted prior to a district-sponsored-~~or school-sponsored~~ extracurricular event. (See Appendix I.)
- D. As soon as practicable after a search of personal possessions within a locker or vehicle, in accordance with this policy, the ~~school~~ district officials ~~must~~ will provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or ~~school~~ district officials.
- E. Whenever feasible, a search of a student will be conducted in private by a ~~school~~ district official of the same gender. A second ~~school~~ district official of the same gender will be present as an observer during the search of a student whenever feasible.
- F. Strip searches will be conducted only in circumstances involving imminent danger to students, employees, or the district. A strip search is a search involving the removal or shaking out of coverings or clothing from private areas. Mass strip searches and body cavity searches are prohibited.
- G. A ~~school~~ district official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- H. A copy of this policy will be disseminated in a way that ~~school~~ district officials deem appropriate.

VI. Directives and Guidelines

~~School~~ District officials may establish reasonable guidelines that address specific needs of the school district, such as use of tape in lockers and desks, standards of cleanliness and care in lockers, posting of items within lockers or desks that may constitute violation of district policy.

VII. Seizure of Contraband

If a search yields contraband, ~~school~~ district officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VIII. Violations

A student found to have violated this policy or its implementation is subject to discipline in accordance with the school district's disciplinary policy and handbook, and the student may, when appropriate, be referred to legal officials.

Legal References:

U.S. Const., amend. IV

Minn. Const., art. I, § 10

Minn. Stat. § 121A.72 (School Locker Policy)

New Jersey v. T.L.O., 469 U.S. 325 (1985)

Safford Unified School District v. Redding, 557 U.S. (2009)

DesRoches by DesRoches v. Caprio, 156 F.3d 571 (4th Cir. 1998)

Cross References:

Policy 418 (Alcohol- and Drug-Free Workplace [and School Environment](#))

Policy 501 (School Weapons Policy)

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

[Policy 524 Electronic Technologies Acceptable Use](#)

Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)

Policy 632 (Chemical Use and Abuse)

Policy

adopted: 01/22/08

amended: 01/10/11

[amended](#) 03/12/12

revised: 02/24/14

revised: 04/15/19

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

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

Appendix I to Policy 502

Guidelines for Student Searches at Extracurricular Events

Searches to screen students may be conducted prior to or at a district-sponsored-~~or school-sponsored~~ extracurricular event (“event”). A screening is conducted to promote a safe event and to prevent students from carrying contraband on their persons.

1. District administration will notify students and parents about possible screening procedures prior to the event or the purchasing of tickets for the event, whichever comes first.
2. Contained in this notification will be:
 - a. What type of screening procedures may be used by district administration, or its agents (e.g., pat-down searches, portable breath test);
 - b. Whether the screening procedures will be completed on all attendees or on a randomized basis; and
 - c. A statement that the student’s purchase of a ticket or attendance at an event is parental and student consent to be subject to the aforementioned searches.
3. **When feasible, p**Pat-down screenings will be conducted by district employees or law enforcement officials of the same gender as the student being screened.
4. Pat-down screenings may include, but are not limited to, a “pat-down” of the exterior of clothing, emptying pockets, and checking of personal possessions.
5. Portable breath tests used for the detection of alcohol by the district will be approved devices by the National Highway Traffic Safety Administration.

Nothing in these guidelines precludes searches based on a reasonable suspicion.

Appendix

established: 01/27/14

Revised: 02/24/14

revised: ___/___/24

Students

Student Medication

I. Purpose

This policy sets forth the provisions that ~~must~~ will be followed when administering prescription and nonprescription medication to students.

II. General Statement of Policy

The school district acknowledges that some students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse/registered nurse, trained health services employee, or other employee to whom the licensed school nurse/registered nurse designates this responsibility. The licensed school nurse/registered nurse is responsible for educating the designee about the reason the medication is needed, the usual dose of the medication, and the possible side effects of the medication(s). The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian (~~parent~~), filed in the health office.

III. Administration Procedures and Exclusions

A. Medications administered at school must be FDA-approved and listed in the *Physicians' Desk Reference* ("PDR"). Rare exceptions will be considered individually by the district medical advisor and the health services coordinator.

1. Drugs and medications ("medications") used by students not governed by this policy include the following:
 - a. Medications used off **school** district property, unless as part of district-sponsored field trip;
 - b. Medications used in connection with athletics or extracurricular activities; and
 - c. Medications used in connection with activities that occur before or after the regular school day.
2. Prescription medication as used in this policy does not include any form of medical cannabis as defined by and in accordance with state law.

3. If the administration of medication(s) requires a **the** district to store the medication, the parent/**guardian** must inform the district if the medication is a controlled substance.
 - a. If the medication is a controlled substance, the parent/**guardian** must retrieve the medicine upon district request.
 - b. If the medication is not a controlled substance, the parent/**guardian** must designate the district as an authorized entity to transport the medication for destruction purposes.

B. Request Procedure

The administration of prescription and nonprescription medication requires a completed signed Medication Administration Authorization form from the student's parent/**guardian** and a physician before the medication will be administered. An oral request must be reduced to writing within two school days, provided that the ~~school~~ district may rely on an oral request until the Medication Administration Authorization form is received. When medication administration is necessary, the Medication Authorization Form must be completed not less than once per school year and when a change in the prescription or requirements for administration occurs.

The licensed school nurse/ registered nurse or designee, may request to receive further information about the prescription from the prescriber, if needed, prior to administration of the medication.

C. Storage

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and ~~must~~ **will** be administered in a manner consistent with the instructions on the label.

Medication will be kept under the secured care of district employees. Exceptions to this requirement are refrigerated medication, prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the district and the parent/**guardian** or as specified in an Individualized Education Plan ("IEP"), Section 504 Plan, or Individual Health Plan ("IHP").

D. Administration

Procedures for administration of medicine at school and school activities are developed in consultation with a licensed school nurse/registered nurse. For medicine used by students with a disability, administration may be as provided in the IEP, Section 504 Plan, or IHP.

1. General Exceptions

- a. Emergency health procedures, including emergency administration of drugs and medicine, are not subject to this policy.
- b. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy.
- c. Specific health treatment and health functions (e.g., catheterization, tracheostomy suctioning, and gastrostomy feedings) do not constitute administration of medicine.

2. Self-Administered Inhalers Exception

Medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. The district has received a Medication Administration Authorization from the student's parent/[guardian](#) permitting the student to self-administer the medication and a written physician order for the current school year.
- b. The inhaler is properly labeled for that student.
- c. The parent/[guardian](#) has not requested a district employee to administer the medication to the student.

The parent/[guardian](#) must submit written authorization for the student to self-administer the medication each school year. The licensed school nurse or registered nurse or other appropriate party ~~must~~ **will** assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

3. Epinephrine Auto-Injectors Exception

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/[guardian](#), district employees, including those responsible for student health care, and the prescribing medical professional ~~must~~ **will** develop and implement an IHP for a student who is prescribed epinephrine autoinjectors that enables the student to:

- a. possess epinephrine autoinjectors; or
- b. if the parent/[guardian](#) and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine autoinjectors in close proximity to the student at all times during the instructional day. For the purposes of this exception, the instructional day is defined as the start time and ending time of the school/program as defined by the district.

The IHP ~~must~~ will designate the district employees responsible for implementing the student's IHP, including recognizing anaphylaxis and administering epinephrine autoinjectors when required, consistent with state law. This health plan may be included in a student's Section 504 Plan.

The district may obtain and possess epinephrine auto-injectors to be maintained and administered by district personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with state law is not the practice of medicine.

Registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under state law. Notwithstanding any limitation in state law, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

The district may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for the district's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on district property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. District personnel are not required to provide sunscreen or assist students in applying sunscreen.

4. Employees

- a. Trained employees may administer medication to students in special cases when the licensed school nurse, registered nurse, employees involved, and parents/guardians agree in writing to this plan and doing so is not inconsistent with any applicable medical orders or standards. In these cases, the medication ~~must~~ will be kept locked in a cabinet and the employees ~~must~~ will keep a record of the date, time, name, and amount of medication(s) given to students.
- b. Trained employees may administer medication to students when necessary on field trips. The licensed school nurse, registered nurse will instruct the trained employees about the proper method of administration, storage, and any side effects of the medication to be

administered. The same labeling and documentation requirements listed above will apply.

EF. Recordkeeping

All medication administered at school will be documented. This documentation includes the name and dose of medication, time of administration, and the name of the individual who administered the medication.

The licensed school nurse/registered nurse or other designated person, is responsible for the filing of the signed Medication Authorization documents in the student's health record. The licensed school nurse/registered nurse, or designee, is responsible for providing a copy of such form to the principal and to other employees designated to administer the medication.

FG. Discontinuing a Medication

Medication will be discontinued when a parent/guardian gives verbal permission to discontinue the medication. This request must be followed in writing by the parent/guardian.

GH. Unclaimed Medications

1. The district will contact parents/guardians to collect unclaimed medications.
2. Transportation for destruction of unclaimed medications that are non-controlled substances will occur at least annually, but more frequently ~~in~~ at the district's discretion. The district will transport the medication to a designated drop-off box or collection site or may request law enforcement assistance in transportation.
3. The district will not transport unclaimed medications that are controlled substances. If the controlled substance is unclaimed, the district will request that a law enforcement agency transport the controlled substance to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the law enforcement agency's procedures for transporting such controlled substance.

HI. Medications that are Controlled Substances

Medications that are considered to be controlled substances for purposes of state and federal law are subject to the following security provisions:

1. Controlled substances will be counted when they arrive at school and before they leave school. This count will be recorded.
2. If a controlled substance is dropped on the floor, it will be disposed of in a health office hazardous waste container, witnessed and recorded by two adults.

3. [Unless written parent or guardian permission is received prior to a field trip,](#) ~~the district is prohibited from transporting medicines that are controlled substances. The parent/guardian must retrieve unused medicines that are controlled substances at the request of the district. If the controlled substance is still unclaimed, the district must request that a law enforcement agency transport the controlled substance to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the law enforcement agency's procedures for transporting such controlled substance.~~

Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act ~~of 2004~~)

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

Minn. Stat. § 13.32 (~~Student Health~~ [Educational Data](#))

Minn. Stat. § 121A.21 (~~Hiring of Health Personnel~~ [School Health Services](#))

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.2205 (Possession and Use Epinephrine Autoinjectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; [Stock Supply of Epinephrine Auto-Injectors](#))

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 147.081, subd. 2 (Practicing Without License; Penalty)

[Minn. Stat. § 148.171-148.285 \(Minnesota Nurse Practice Act\)](#)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (~~Medical Cannabis, Definitions;~~ [Medical Cannabis](#))

Minn. Stat. § 152.23 (~~Medical Cannabis, Limitations;~~ [Medical Cannabis](#))

Minn. Rules, Chapter 7045 (Hazardous Waste)

[Cross Reference:](#)

[Policy 516.5 \(Overdose Medication\)](#)

Policy

adopted: [06/16/08](#)

amended: [03/12/12](#)

revised: [06/16/14](#)

revised: [07/19/21](#)

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

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota



Edina Public Schools – Medication Administration Authorization

Do not use this form for students who require medication for asthma, severe allergies, seizures, or diabetes. Please have your medical provider complete action plans for these health conditions.

Student: _____ Date of Birth: _____ Grade: _____

PHYSICIAN AND PARENT/GUARDIAN SIGNATURE REQUIRED BELOW.

Parents/guardians asking district employees to give medication to their child must provide written permission each school year that has been signed by the child’s licensed health care provider and the parent/guardian. The medication must be provided in the original, labeled container.

PHYSICIAN/LICENSED PRESCRIBER’S ORDER FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL – To be completed by physician/licensed prescriber.				
Medication	Dose in mg	Frequency	Route	Medical Condition
Physician/licensed prescriber signature (required):				Date:
Print Name of Prescriber			Clinic Name	
Phone:			Fax:	

All authorizations expire at the end of the school year or following the summer school session.

<u>Parent/ Guardian Authorization</u>	
<ul style="list-style-type: none"> I request that the above medication/s be given during school hours as ordered by my child’s physician/licensed prescriber. I request that the medications be given on field trips as prescribed. Yes No I will notify the school if medication is stopped. I give permission for the medication/s to be given by school personnel as delegated, trained, and supervised by the school nurse. Legally, I may refuse to sign the authorization to administer medication form. If I refuse to sign, we the district will not be able to administer the medication. This consent may be revoked at any time by sending a written notice to the licensed school nurse. If this medication(s) is a controlled substance, I am obligated to retrieve the controlled substance when requested by the district. If this medication(s) are is not a controlled substance, I hereby designate the district as an authorized entity to transport the medication for the purposes of destruction if any unused medication(s) remains. 	
Parent/Guardian Signature	Date

<u>Permission for Release of Information</u>	
<ul style="list-style-type: none"> I give permission for the school nurse to contact my child’s physician/licensed prescriber with questions about the above listed medication/(s) or medical condition/(s) being treated by medication/(s). I give permission for the physician/licensed prescriber to release information related to the above medication/(s) and medical condition/(s) to the licensed school nurse. 	
Parent/Guardian Signature	Date

Education Programs

Alternative ~~Programs and~~ Educational Services

I. Purpose

This policy recognizes the benefit of alternative educational ~~programs and~~ services to meet individual learner needs.

II. General Statement of Policy

The school district recognizes the importance of alternative educational ~~program and~~ service options. Educational ~~program and~~ service options will be made available for students that may enhance their opportunity to learn in a different environment and through a different learning approach.

III. Definition

“Alternative educational services” may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an [state-approved](#) alternative learning center ~~under § 123A.05~~ selected to allow the ~~pupil~~ [student](#) to progress toward meeting graduation standards ~~under § 120B.02~~, although in a different setting.

IV. Responsibility

[A. Any student who is 17 years old who seeks to withdraw from school, and the student’s parent or guardian must attend a meeting with school district personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.](#)

[BA.](#)It will be the responsibility of the director of teaching and learning to identify alternative ~~program and~~ [educational](#) service options to be made available to students, to recommend such alternative programs and services to the school board for approval, and to familiarize students and parents with the availability of such alternative programs and services. The superintendent will, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational ~~programs and~~ services to the ~~school~~ board.

CB. The director of teaching and learning will have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs and educational services.

Legal References:

Minn. Stat. § 120A.22, ~~S~~subd. 8 (~~Compulsory Instruction~~ [Withdrawal from School](#))

[Minn. Stat. § 120B.02 \(Educational Expectations and Graduation Requirements for Minnesota's Students\)](#)

Minn. Stat. § 121A.41, ~~S~~subd. 11 (Definitions – Alternative Educational Services)

Minn. Stat. § 121A.45, ~~S~~subd. 1 (~~Grounds for Dismissal~~ [Provision of Alternative Programs](#))

[Minn. Stat. § 123A.05 \(State-Approved Alternative Programs Organizations\)](#)

Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)

Minn. Stat. § 124D.66 (Assurance of Mastery Programs)

Minn. Stat. § 124D.68 (Graduation Incentives Programs)

Minn. Stat. § 124D.74 (~~American Indian Language and Cultural Educational Programs~~)

Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References:

Policy 603 (Curriculum and Program Review and Development)

Policy 604 (Grade Level Configuration and Enrollment at School Sites)

Policy

adopted: 06/22/09

Revised: 03/16/14

Reviewed: 01/13/20

Revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273

Edina, Minnesota

Education Programs

~~Special Accommodations and Services for Students with Special Needs – Section 504~~

~~I. Purpose~~

~~This policy ensures that the school district provides a full range of special accommodations and services necessary for students with special needs to learn in public education programs and activities, in accordance with Section 504 of the 1973 Rehabilitation Act and the Individuals with Disabilities Education Improvement Act of 2004.~~

~~II. Statement of Policy~~

- ~~A. No person living with a qualified disability will, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.~~
- ~~B. The school district has the responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Improvement Act of 2004, need special services, accommodations, or programs in order that such students may receive required free, appropriate, public education.~~
- ~~C. This policy applies to all qualified individuals who:~~
- ~~1. are enrolled in an Edina Public Schools [a district school](#);~~
 - ~~2. are enrolled in a non-public educational institution within the ~~D~~district's ~~B~~boundaries of Edina Public Schools; or~~
 - ~~3. are homeless, but found within the ~~D~~district's ~~B~~boundaries, of Edina Public Schools, and who are eligible to attend an Edina Public Schools [a district school](#).~~
- ~~D. A qualified individual may be eligible for Section 504 services, accommodations, or programs even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act (IDEA).~~

~~III. General Assurance and Definitions~~

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

~~A. For this policy, the term “Qualified individuals” means a student who:~~

- ~~1. has a physical or mental impairment that substantially limits one or more major life activity, including learning; or~~
- ~~2. has a record of such impairment; or~~
- ~~3. is regarded as having such impairment; and~~
- ~~4. who is of the age for which non-disabled persons are provided educational services; or~~
- ~~5. who is of an age for which it is mandatory under state law to provide such services to disabled individuals; or~~
- ~~6. who is required to receive a free appropriate public education under the Individuals with Disabilities Education Act (IDEA or Special Education).~~

~~B. For this policy, the term "Section 504" means Section 504 of the Rehabilitation Act of 1973, codified at 29 United States Code 794.~~

~~IV. Section 504 Procedure~~

~~A. Service Coordinator~~

~~The director of student support services or their designee is the coordinator for Section 504 activities. The school district administration will develop processes and procedures for implementing the educational programming accommodations covered by the provisions of Section 504. These procedures will be found in the 504 Handbook, which is available on the district website.~~

~~B. Identification and Referral~~

~~The district will annually take appropriate steps to identify and locate every qualified individual who has a disability. Referrals will be received from parents, staff, learners, and/or community agencies.~~

Legal References:

[29 U.S.C. § 794](#) (Section 504 of the Rehabilitation Act of 1973)
[Federal \[34 CFR Part 104\] Americans with Disabilities Act \(Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance\)](#)

~~Minnesota Rule 3535.2300 (Prohibition of Discriminatory Practices in Education-
Policy)~~

Policy
adopted: 07/20/09
Revised: 08/15/16
Updated: 11/18/19
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Education Programs

Instructional Services – Special Education

I. Purpose

This policy sets forth the position of the school district on the need to provide for special educational services on the part of some students in the district.

II. General Statement of Policy

Consistent with federal and Minnesota law, special education instruction and related services will be provided to all children with disabilities aged birth through 21 22, who need and meet the eligibility criteria for special education instruction and related services. Special education instruction and related services included on a child's Individual Education Program (IEP), Individual Service Plan (ISP), or Individual Family Service Plan (IFSP) will be provided at no cost to the parent or guardian of the child as required by law.

III. Definition of Specially Designed Instruction

For purposes of this policy, "Specially Designed Instruction" means adapting, as appropriate to the needs of an eligible student, the content, methodology, or delivery of instruction –

1. To address the unique needs of the student that result from the student's disability; and
2. To ensure access of the student to the general curriculum, so that the student can meet the educational standards within the school district that apply to all children.

IV. Responsibilities

- A. The school district accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children with disabilities who are properly the responsibility of the district, and who meet the eligibility criteria to qualify for special education and related services as set forth in Minnesota and federal law. The district will ensure that all qualified disabled children with disabilities are provided special education and related services which are appropriate to their educational needs.
- B. When the provision of such services requires or results from interagency cooperation, the district will participate in such interagency activities in

compliance with federal and state law.

- C. The district will follow due process procedures that guarantee the rights of all children with disabilities as well as parental or guardian rights of participation in due process decision-making procedures. These procedures include identification, evaluation, program planning, and determination of an appropriate level of services.
- D. The district may conduct an assessment for developmental adapted physical education, as defined in state law, as a stand-alone evaluation without conducting a comprehensive evaluation of the student in accordance with prior written notice provisions required by state law. A parent or guardian may request that the district conduct a comprehensive evaluation of the parent's or guardian's student.

~~IV. Definition of Specially Designed Instruction~~

~~Specially Designed Instruction means adapting, as appropriate to the needs of an eligible student, the content, methodology, or delivery of instruction—~~

- ~~3. To address the unique needs of the student that result from the student's disability; and~~
- ~~4. To ensure access of the student to the general curriculum, so that the student can meet the educational standards within school district that apply to all children.~~

Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 125A.02 (Definition of Child with a Disability [Defined](#))

Minn. Stat. §§ 125A.027, ~~125A.03, 125A.08, 125A.15, and 125A.29~~ (District Obligations) ([Local Agency Coordination Responsibilities](#))

Minn. Stat. §125A.03 (Special Instruction for Children with a Disability)

Minn. Stat. §125A.08 (Individualized Education Programs)

Minn. Stat. § 125A.091, subd.3a (Additional Requirements for Prior Written Notice)

Minn. Stat. §125A.15 (Placement in Another District; Responsibility)

Minn. Stat. §125A.29 (Responsibilities of County Boards and School Boards)

Minnesota Rules, Part 3525.1352 (Developmental Adapted Physical Education: Special Education - Definition)

Cross References:

Policy 402 (Disability Nondiscrimination)

Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)

Policy 510 (Nonresident Enrollment)

Policy 521 (Student Disability Nondiscrimination)

Policy
adopted: 06/22/09
revised: 07/18/16
updated: 11/18/19
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Education Programs

Workload Limits for Certain Special Education Teachers

I. Purpose

This policy establishes general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services for 60 percent or less of the instructional day.

II. General Statement of Policy

- A. Workload limits for special education teachers will be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district will take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

III. Definitions

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

- A. “Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota [Professional Educator Licensing and Standards Board of Teaching](#) to instruct children with specific disabling conditions.
- B. “Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.
- C. “Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.
- D. “Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized

education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

IV. Collective Bargaining Agreement Unaffected

This policy will not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor ~~shall~~ will it be construed to alter or limit in any way the managerial rights or other authority of the ~~school~~ district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the ~~school~~ district and the special education teachers' exclusive representative.

Legal References:

Minn. Stat. § 179A.07, ~~S~~subd. 1 (Inherent Managerial Policy)

Minn. Rule 3525.0210, ~~S~~subps. 14, 27, 44, and 49 (Definitions of "Direct Services," "Indirect Services," "Teacher," and "Workload")

Minn. Rule 3525.2340, ~~S~~subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References:

Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)

Policy 608 (Instructional Services – Special Education)

Policy
adopted: 08/15/16
reviewed: 08/10/20

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

VII. Action

VII.A. Graduation Requirements

Speaker (s) : Jody De St. Hubert, Director of Teaching and Learning; Paul Paetzel, Edina High School Principal; Jenny Johnson, Edina High School Assistant Principal; and Mellanie Pusateri, Edina High School Physical Education and Health Area Lead



Board Meeting: 11.4.24

Title: Graduation Requirements

Type: Action

Presenter (s): Jody De St. Hubert, Director of Teaching and Learning; Paul Paetzel, Edina High School Principal; Jenny Johnson, Edina High School Assistant Principal; Mellanie Pusateri, Edina High School Physical Education and Health Area Lead

Description: Over the last two years a change in, and an addition to, legislation for the class of 2028 have impacted course offerings and graduation requirements in the state of Minnesota. The change is in the area of Social Studies and the addition is in Personal Finance. The combination of the change and the addition impacts what is required for graduation credits under Minnesota Statutes 2022, section 120B.024. This prompted the need for a review and a change to the current Edina Graduation Requirements.

In the spring of 2024, Policy 613 was updated to reflect the changes in the area of Social Studies approved by the school board on January 8, 2024. Legislative law now requires EPS to update Policy 613 to ensure the requirement for Personal Finance is included.

This topic was brought to a board discussion on August 20th and September 24th. The board asked for additional information on parent perspectives, student perspectives, a root-cause analysis to determine why students take summer physical education classes, and further consideration on flexible options for the newly required Personal Finance semester credit for the class of 2028.

Recommendation: This report is recommending an increase to the total required semester graduation credits from 43 to 44 due to the new legislation requiring an additional finance credit.

Desired Outcomes from the Board: Approve the increased requirement of graduation credits from 43 to 44 due to the new legislation requiring a finance credit.

Attachments:

[Policy 613](#)

[Graduation Requirements Board Workshop Discussion 8.20.24](#)

[Graduation Requirements Board Workshop Discussion 9.24.24](#)

[9.24.24 Board Presentation](#)

[10.7.24 Board Presentation](#) *Slide 25 and 26 provide new and additional information from past presentations.

[Student Thought Exchange Survey Questions and Responses](#)

[Family Thought Exchange Survey Questions and Responses](#)

Background Information:

I.R.O.D is a decision making model that engages individuals and groups in a process of gathering information and reactions, listing options and discussing the pros and cons of each option before coming to consensus on a decision. Prior to the 8.20.24 board discussion, the Edina High School Area Lead team engaged in an I.R.O.D. on graduation requirements. The Edina High School Area Lead team recommended:

- Add 1 semester credit for Personal Finance
- Leave 2 semester credits for Physical Education (PE)
- Raise requirements to 44 total semester credits for graduation

When this recommendation was presented to the board, a discussion occurred that indicated a need for more information to be gathered. The following information on parent perspective and student perspective was gathered through a Thought Exchange survey with an additional PLC focus group conversation. The direct Thought Exchange survey questions and responses are included in the attachments. The written content of the report is directly from the Thought Exchange AI synthesis of responses. The feedback gathered through this synthesis led to an understanding that there are different reasons why students take summer PE (and other flexible PE classes) and different reactions to reducing physical education credits in Edina.

Different Reasons for taking Summer Physical Education (and other flexible P.E. classes):

Thought Exchange summarized student input stating, “students generally chose summer PE or wellness courses for greater control over their schedules, to lighten their academic load during the school year, and to avoid aspects of in-person gym they found unappealing, such as the social environment or physical discomfort.”

Different Reactions to the Reduction of a Physical Education Credit:

Thought Exchange summarized students and family input stating, “while there is support for reducing or modifying PE requirements for athletes, many stress the importance of ensuring all students, especially those not active outside of school, have access to a robust physical education program that encourages lifelong health and wellness.”

The remaining information on parent and student perspective is summarized directly from the synthesis of data points collected in each Thought Exchange survey.

Additional Parent Perspective From Thought Exchange Overview:

The feedback from the parent survey has been analyzed and categorized into three sentiment buckets: Positive, Neutral, and Negative. Each category highlights the most common theme that emerged, along with a summary of key aspects and a verbatim comment from participants.

Theme (Positive): Physical Education Program Effectiveness

Participants generally feel positive about the effectiveness of the current physical education program. They believe it successfully equips students with the necessary knowledge, skills, and attitudes for a balanced life. The flexibility in class choices and the quality of instructors are particularly appreciated.

"The current physical education programming has met its goal by providing flexible class choices and having quality instructors."

Theme (Neutral): Mixed Opinions on Graduation Requirements

There are mixed feelings about the potential reduction of required PE classes from two to one. Some participants believe that the program's goals can still be met with fewer required classes, while others are uncertain or concerned about the potential impact on student wellness and program effectiveness.

"I think it might still work with just one required class, but I'm not entirely sure if it will meet all the goals."

Theme (Negative): Concerns About PE Course Variety

A significant portion of participants express concerns about the potential reduction in course variety if the number of required PE classes is decreased. They worry that limiting course choices could negatively impact the program's ability to meet its goals and reduce student engagement.

"Reducing the number of required PE classes and limiting course choices will not meet the department goals and could harm student engagement."

Additional Student Perspective From Thought Exchange Overview:

The feedback from the student survey has been analyzed and categorized into three sentiment buckets: Positive, Neutral, and Negative. Each category highlights the most common theme that emerged, along with a summary of key aspects and a verbatim comment from participants.

Fun Activities (Positive)

Participants who view PE positively often mention the availability of fun elective choices such as basketball, soccer, and unified sports. These activities make PE enjoyable and engaging, encouraging students to participate more actively.

"There are Physical Education elective choices that are fun for me. (basketball, unified, soccer, etc)"

PE Requirements (Neutral)

The sentiment around PE requirements is mixed. While some participants see the potential reduction of PE requirements as an opportunity to explore other electives, others are uncertain about whether they would take additional PE classes. This indicates a need for more information and consideration of individual preferences.

"Maybe, I do not know at this time"

Personal Discomfort (Negative)

A significant number of participants feel uncomfortable in PE classes for personal reasons, which negatively impacts their willingness to take additional PE courses. This discomfort is a barrier to participation and highlights the need for a more inclusive and supportive PE environment.

"I am uncomfortable in PE for personal reasons."

Root-Cause Analysis Student Feedback on Why They Take Summer Physical Education:

Convenience

Convenience was a significant factor for many who opted for the summer option. Participants mentioned that it was easier to complete the gym credit during the summer when they had fewer commitments. The ability to choose their physical activities and the flexibility of online courses were also highlighted. This category was perceived positively as it allowed students to manage their time more effectively and avoid the inconvenience of gym classes during the school year. The convenience of the summer option made it an attractive choice for many.

Personal Comfort (Avoiding Inconvenience)

A notable number of participants chose the summer option to avoid the inconvenience of taking gym during the school year. Reasons included not wanting to be sweaty during school, finding in-person classes unproductive, and disliking the social aspects of gym. This category was perceived as a practical solution to avoid discomfort. Participants appreciated the ability to complete the requirement without the associated inconveniences of traditional gym classes.

Schedule

Many participants chose the summer option to free up their schedules during the school year. This allowed them to take more electives, harder classes, or have a student prep period. The flexibility was highly valued as it provided more control over their academic workload. Participants appreciated the ability to manage their time better and reduce stress during the school year. Overall, the perception of this category was very positive, with many seeing it as a strategic move to enhance their educational experience in a variety of ways.

Credit Completion

Completing required credits was a primary motivation for many participants. They saw the summer option as an efficient way to get mandatory credits out of the way. This allowed them to focus on other academic interests during the school year. The perception of this category was that it provided a straightforward path to fulfilling graduation requirements. Participants valued the opportunity to manage their credit load more effectively.

Activity Preference

Some participants chose the summer option because it aligned better with their personal activity preferences. They were already active during the summer or preferred the flexibility to choose their physical activities. This category was perceived positively as it allowed students to integrate their personal fitness routines (including, but not limited to, school athletic participation) with their academic requirements. Participants appreciated the ability to fulfill their gym credit in a way that suited their lifestyle and preferences.

Financial Literacy Flexibility

Preliminary planning for the additional required semester credit for Financial Literacy is in the beginning stages of exploration. Edina High School currently offers a Personal Finance class in Business for a semester elective credit and Edina Virtual Pathway also offers a Personal Finance class in Business for a semester elective credit.

Preliminary exploration discussions are just beginning to define the current reality of these two offerings. Recognizing an opportunity for growth, the current class will be redefined and standards will be realigned using the [MDE 8 Elements of Successful Financial Education Programs](#).

The exploration phase will meet New Course approval time-lines by ensuring the class and instructional practices are defined by the end of October. Flexible options will continue to be considered and proposed to the board for the first discussion at the Teaching and Learning Committee on 10.29 followed by a full board discussion on 11.19.24.

Exploration	<ul style="list-style-type: none"> ● Define current reality ● Unpack standards ● Research best practices ● Select and define the practice/program
Installation	<ul style="list-style-type: none"> ● The program/practice has been identified and defined ● Professional Development and coaching are used to prepare for the implementation ● Resources are purchased ● Data systems are prepared

VII.B. READ Act Professional
Development/Training Memorandum of Understanding
(MOU)

Speaker (s) : Jody De
St. Hubert, Director
of Teaching and
Learning; and Sonya
Sailer, Executive
Director of Human
Resources



Board Meeting Date: November 4th, 2024

Title: READ Act Professional Development/Training Memorandum of Understanding (MOU)

Type: Action

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; and Sonya Sailer, Executive Director of Human Resources

Background: The Minnesota Reading to Ensure Academic Development (READ) Act was passed by the Minnesota Legislature and signed into law in May of 2023. The Act focused on literacy professional development/training, curriculum, staffing, reporting, and screening in alignment with the Science of Reading. Three READ Act professional development options were designated by the state, with districts given the discretion to select from those options. One of those options was LETRS, which was implemented in our school district as a part of the 2021 Edina Early Learning-12 Comprehensive Literacy Plan. Edina Public Schools had begun this critical professional development well before the 2023 READ Act legislation and was already using an approved program and seeing successful outcomes for staff and students. Working closely with our teacher leadership, our district's implementation of this Science of Reading professional development was intentionally created using each phase of implementation science. Compensation, choice, and time for Edina teachers participating in the Science of Reading professional development are three key commitments that define our systems of support.

In 2024 updates to the READ Act were passed. These updates included a statutory requirement to negotiate compensation for teachers participating in READ Act professional development/training and capture that agreement in a Memorandum of Understanding (MOU). As our district was already in full implementation of LETRS by this time, the attached MOU simply continues the program we started in 2021. The compensation program provided by our district recognizes the significance of this work, time commitments for completion, and demonstrates the value of our teacher's contributions.

Recommendation: This report is recommending an approval of the proposed Edina READ Act Professional Development/Training MOU.

Desired Outcomes from the Board: Approve the proposed Edina READ Act Professional Development/Training MOU.



Memorandum of Understanding
Between Education Minnesota/Edina (Union) and Edina Public Schools (District)
Read Act: Read Act Implementation Plan

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2023, through June 30, 2025; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training;

WHEREAS the District and Union have agreed that teachers will participate in the Science of Reading Professional Development through LETRS, or OL&LA (CORE), training;

WHEREAS the total anticipated number of hours of training required for LETRS training is 136 hours;

WHEREAS the total anticipated number of hours of training required for OL&LA (CORE) training is 50 hours;

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Affected Staff for Phase 1. This Memorandum of Understanding is applicable to the following Edina Public Schools staff:
 - a. PreK through Grade 12 reading intervention teachers;
 - b. PreK through Grade 3 classroom teachers;
 - c. Special Education teachers in Grades PreK-12;
 - d. Certified staff who select literacy materials for the school district; and
 - e. Certified EL teachers in Grades K-3.

2. Training Options and Accompanying Compensation. Staff identified to complete LETRS training will provide notice to the District of which option they choose to complete this coursework.

- a. Training Option A (Cohort Volume 1&2A):
 - i. Sixty-Four (64) hours of asynchronous training ,
 - ii. Thirty-Six (36) hours of large group synchronous training, to be held on June 5, 2024, June 6, 2024, August 20, 2024, October 4, 2024, February 18, 2025, and April 23, 2025,
 - iii. Bridge to Practice,
 - iv. to be completed by July 1, 2025.

- b. Training Option B (Cohort Volume1 & 2B):
 - i. Sixty-Four (64) hours of asynchronous training ,
 - ii. Thirty-Six (36) hours of large group synchronous training, to be held on June 5, 2024, August 20, 2024, October 4, 2024, February 18, 2025, April 23, 2025, and May 9, 2025.
 - iii. Bridge to Practice,
 - iv. to be completed by July 1, 2025.

- c. Training Option C (Cohort Volume 2A):
 - i. Forty-Four (44) hours of asynchronous training ,
 - ii. Twenty-Four (24) hours of large group synchronous training, to be held on June 6, 2024, October 4, 2024, February 18, 2025, and April 23, 2025.
 - iii. Bridge to Practice,
 - iv. to be completed by July 1, 2025.

- d. Training Option D (Cohort Volume 2B):
 - i. Forty-Four (44) hours of asynchronous training ,
 - ii. Twenty-Four (24) hours of large group synchronous training, to be held on August 20, 2024, October 4, 2024, February 18, 2025, and April 23, 2025.
 - iii. Bridge to Practice,
 - iv. to be completed by July 1, 2025.

- e. Training Option E for Grade 6-12 Special Education Teachers.
 - i. Eighty-Eight (88) hours of asynchronous training,
 - ii. Forty-Eight (48) hours of large group synchronous training to fall on eight (8) duty days: April 19, 2024, October 4, 2024, February 18, 2025, April 23, 2025, May 9, 2025, September 22, 2025, February 17, 2026, and April 10, 2026.
 - iii. Bridge to Practice,
 - iv. to be completed by July 1, 2026.

- f. Training Option F for Pre-Kindergatern Educators responsible for early literacy/reading instruction and school readiness.
 - i. Twenty (20) hours of asynchronous training,

- ii. Twelve (12) hours of large group synchronous training to fall on three (3) duty days: February 18, 2025, April 23, 2025, and May 9, 2025.
 - iii. Bridge to Practice,
 - iv. to be completed by July 1, 2025.
- g. Compensation:
 - i. Participating staff will be compensated at the teacher's regular hourly rate of pay (pro rata) for all hours of asynchronous training. Teachers will not be required to submit timecards or LETRS certificates. Completion will be based on 80% mastery on Coursework and Bridge to Practice Submissions. Payment will be issued following achievement of mastery.
 - ii. In lieu of pro rata compensation, participating staff may choose three (3) Edina Board Credits per volume for the asynchronous training. Edina Board Credits may be used for salary schedule advancement.
 - iii. Participating staff will be compensated six (6) hours at the teacher's regular hourly rate of pay (pro rata) for each large group synchronous LETRS training if held outside of the contracted duty day or duty calendar. Successful completion will be based on attendance documentation from Lexia.
 - iv. Participating staff are expected to complete the Bridge to Practice component for each unit. Compensation for independent or large group components will not be dependent or held up due to delayed completion of Bridge to Practice components due to asynchronous or synchronous components completed during the summer.
 - v. Payout dates for 2024-26 school year will occur in accordance with the predetermined Teaching and Learning schedule communicated to staff prior to the start of the training. Payment will not be issues until Mastery is achieved.

3. Training Options and Accompanying Compensation. Staff identified to complete OL&LA (CORE) training will provide notice to the District of which option they choose to complete this coursework.

a. Training Option A:

- i. Forty-Seven (47) hours of asynchronous training ,
- ii. Three (3) hours of large group synchronous training,
- iii. to be completed by July 1, 2025.

b. Compensation:

- i. Participating staff will be compensated at the teacher's regular hourly rate of pay (pro rata) for all hours of asynchronous training. Teachers will need to submit a certificate for the completion of 50 hours of work. Completion

- d. In collaboration with the Building Administration, the Director of Teaching and Learning may approve requests for additional workload relief days for teachers engaged in LETRS or OL&LA (CORE) training.
 - e. For any asynchronous work completed during the duty day or calendar, those hours will be subtracted from the teacher’s payout.
6. Continuing Education Credits. Teachers will be awarded automatic continuing education credits towards license renewal.
 7. Failure to Comply with the READ Act. Compliance with the Minnesota READ Act (Minnesota Statute Section 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to Article I, Section 1.08, Paragraph 1.08.3 of the CBA.
 8. Duration and Enforceability. This Memorandum of Understanding expires on June 30, 2026, and it shall have no force or effect thereafter, unless agreed to in writing by EME and the District. This Memorandum of Understanding does not establish a past practice or precedent, nor shall it apply to the interpretation or application of language in the Association’s Master Agreement.

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

Representative for:

Education Minnesota/Edina

ISD 273, Edina Public Schools

President

Board Chair

Date

Date

VII.C. Proposed 2024-2026 Collective Bargaining
Agreement Between Independent School District
273 and the Edina Administrative Council (EAC)

Speaker (s) : Sonya
Sailer, Executive
Director of Human
Resources; and Mert
Woodard, Director of
Finance and
Operations



Board Meeting Date: 11/4/2024

Title: Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Edina Administrative Council (EAC)

Type: Action

Presenter(s): Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

Description: The School District's principals and assistant principals have ratified a tentative agreement for a two-year contract effective July 1, 2024, through June 30, 2026. The proposed terms and conditions of employment are reflected in the attached agreement with underlined font used to represent new language and strikethrough font used to show language to be removed from the contract as a part of the tentative agreement. Financial highlights of the proposed agreement include:

1. Step advancement for eligible principals and assistant principals in both years of the agreement and retroactive application to July 1, 2024;
2. A market adjustment in the first year of the agreement to provide principals and assistant principals with comparable salaries to our district's comparison school districts and a two (2) percent increase in the second year;
3. In exchange for the market adjustment, an elimination of the early retirement payments provision for all principals and assistant principals who had not already qualified for the benefit as of June 30, 2024;
4. An increase of \$62.42 per month to the school district's contribution towards single health insurance effective January 1, 2025; and
5. Removal of the \$4,250 cap on the 3% employer match towards the district's 403(b) plan.

The two-year total package for this proposed agreement is \$7,294,945, which represents an increase of \$822,774. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 12.71%. This amount does not reflect future savings the school district will recognize due to the change in the early retirement payments provision. This amount is within the School Board's financial parameters for this collective bargaining agreement. Superintendent Stanley supports the recommendation.

Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.

Attachments:

1. DRAFT underlined/strikethrough version of proposed 2024-2026 EAC agreement.
2. Final clean copy of the proposed 2024-2026 EAC agreement.

DRAFT 10.28.24



MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

EDINA ADMINISTRATIVE COUNCIL

JULY 1, 2022 2024 THROUGH JUNE 30, 2024 2026

Approved by the ISD 273 School Board [REDACTED].

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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer" or "District") and the Edina Administrative Council ("EAC").

1.2 Definitions

The following definitions are applicable to terms used in this Agreement:

Administrator. Any person who holds a position in the unit for which EAC is the certified exclusive representative and who works more than **fourteen (14)** hours per week and **one hundred (100) workdays work days** per year.

Duty Day. Any **workday work day** that an administrator is required to perform duties as established by the Employer.

Terms and Conditions of Employment. The hours of employment, compensation including fringe benefits, except retirement contributions or benefits, and the Employer's personnel policies affecting the working conditions of the administrator. This definition does not include the educational policies of a school district. This definition is subject to Minn. Stat. § 179A.07.

Other Terms. Other terms not specifically defined have the definitions given them under PELRA.

1.3 Recognition

The Employer recognizes EAC as the exclusive representative of all administrators in the positions of Principal, Assistant Principal, and Activities Director for the purpose of negotiating terms and conditions of employment.

1.4 Vacancy Notification

Administrative vacancies are posted on the District's website. Applications for vacancies must be submitted via the internal application to the online application process. Each administrator applying for and who is appropriately licensed and qualified will be granted an interview prior to filling the position.

1.5 Rights and Obligations

1.5.1 Rights of Administrators

Nothing in this Agreement denies or restricts any rights the administrator may have under state or federal law.

1.5.2 Rights of the Employer

State law has vested in the Employer the authority to manage, control and direct the operation of the ~~ss~~School ~~d~~District, and to adopt, modify or repeal policies, rules, and regulations for the ~~d~~District. All such authority of the Employer continues unimpaired, except as limited by a specific provision of this Agreement.

2. WORK YEAR

2.1 Duty Weeks and Vacation Days

An administrator will work **fifty-two (52)** duty weeks each fiscal year.

An administrator ~~principal~~ assigned to **fifty-two (52)** weeks will receive **thirty (30)** days of vacation annually. An assistant principal ~~who was a member of the EAC on July 1, 2024 and is~~ assigned to **fifty-two (52)** weeks will receive ~~thirty-five (35)~~ **thirty-five (35)** days of vacation annually. Any administrator assigned ~~to~~ less than **fifty-two (52)** weeks will receive a prorated vacation allotment (e.g., ~~administrator~~ ~~employee~~ whose assignment is one-half of the fiscal year would receive **fifteen (15)** days. The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than **thirty (30)** hours per week.

When attending conventions or other professional meetings, it may be necessary for administrators to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the ~~administrator~~ ~~employee~~ may be flexible in their ~~employee's workweek~~ ~~work week~~ when weekend meetings or travel occur.

Administrators may carry forward up to **thirty (30)** vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to **ten (10)** days of paid vacation at the end of the school year.

At the time of separation from the ~~d~~District, the administrator will be paid for any remaining unused vacation days, based upon an accrual at the time of separation.

2.1.1 Year in Position

A year in the position is defined as commencement of position duties prior to January 1. **LANGUAGE MOVED FROM APPENDIX A**

2.2 Holidays

Administrators have **twelve (12)** holidays each fiscal year as designated by the Employer.

2.3 Strikes and Emergency Closings

If the school year is extended due to a strike or work stoppage by other employees, administrators who are required by the Employer to perform duties beyond their contracted number of days will receive compensation on a per diem basis for the performance of these duties.

2.4 Calculation of Daily Rate of Pay

To determine an administrator's daily rate of pay, the annual base salary is divided by the number days listed below:

<u>Position</u>	<u>Days</u>
Principal	219 days
Assistant Principal	214 days

3. SALARIES AND COMPENSATION

3.1 Basic Compensation

Administrative salaries **are** contained in Appendix A **have been established according to the procedures identified in said Appendix.**

3.2 Extra Duty Assignment

The Employer may create extra duty administrative assignments and will offer assignment of such positions to administrators. No administrator is required to accept an offer for an extra duty assignment. Contracts for extra duty assignments must include the specific assignment, the duration of the assignment, all required and special provisions pertaining to the assignment, the compensation for the assignment. Compensation is based on the administrator's prorated weekly salary multiplied by the number of weeks agreed to by the Employer and the administrator.

3.3 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections.

3.3.1 Matching Salary Deduction

The Employer contribution is not payable unless the administrator authorizes a matching salary reduction up to the amount the

administrator employee is eligible to receive under Subsection 3.3.2 3.3.3.

3.3.2 Employer Contribution

The amount of the Employer contribution will be up to three (3) percent of the administrator's annual base salary with a maximum Employer contribution of \$4250 per year. If a change in training for the administrator is approved after the school year begins, the three (3) percent will be adjusted to include the additional salary, up to the maximum allowed. If subsequent agreements are settled after the school year begins, the three (3) percent will be adjusted to include any additional raise in the administrator's salary, up to the maximum allowed.

3.3.3 Administrator and Employer Contribution

The Employer contribution and matching administrator contribution will be made to a district-approved company of the administrator's choice, subject to Subsection 3.3.1. The administrator is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

3.3.4 Special Situations

Administrators on sabbatical leave are eligible to participate in the tax-deferred matching contribution plan. Administrators on other types of leave are not eligible to participate in the tax-deferred matching contribution plan.

3.4 Doctorate Degree Stipend LANGUAGE MOVED FROM APPENDIX A

An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to the administrator's annual salary.

4. HEALTH AND WELFARE BENEFITS

The Employer will provide administrators the health and welfare benefits as follows. It is understood that the provisions described are general statements of the coverages provided and that the administrator's eligibility for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

4.1 Life Insurance

4.1.1 Basic Group Life Insurance

An administrator is eligible for basic group term life insurance coverage in an amount equal to twice the administrator's employee's basic annual salary rounded up to the next whole thousand. If

insurance coverage exceeds \$250,000, the insurance provider may require proof of insurability. The Employer pays the entire premium for this coverage.

4.1.2 Supplemental Coverage

An administrator may also apply for supplemental coverage in \$10,000 increments up to the administrator's basic annual salary. Premiums for this coverage will be paid by the administrator through payroll deduction. Administrators electing to take the maximum supplemental coverage will receive an additional Employer-paid supplemental coverage in an amount equal to the administrator's base salary rounded up to the next whole thousand.

An administrator may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction. The Employer responsibility is to facilitate the supplemental group term life process by offering the plan and assisting with enrollment and payroll deductions but does not determine the specific requirements or terms of the insurance coverage. The requirements and terms of the supplemental group term life insurance coverage are established by the life insurance carrier.

4.1.3 Accidental Death and Dismemberment Coverage

An administrator is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the administrator's employee's basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

4.2 Income Protection Insurance

An administrator is covered by income protection insurance in the amount of two thirds (2/3) of the administrator's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after sixty-five (65) days of continuous absence due to disability and (1) continue to age seventy (70); or (2) if the disabling event occurs after age seventy (70), payments will occur for twelve (12) months; or (3) if the disabling event occurs prior to age seventy (70) but continues after age seventy (70) and the administrator has not received twelve (12) months in benefits, payments will occur for twelve (12) months. The Employer pays the entire premium. An administrator receiving income protection insurance benefits also remains eligible for the Employer contributions for medical insurance.

4.3 Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the following amounts toward the monthly premium of each administrator enrolled in the coverages available.

Type of Coverage	Effective 01/01/23	Effective 01/01/25
Single	\$662.58	\$725.00
Single + One	\$1379.54	\$1379.54
Family	\$1800.72	\$1800.72

In the event an administrator selects a medical insurance plan for which the monthly premium is less than the Employer contribution, the Employer will deposit, into an administrator's health savings plan, the difference between the Employer contribution and the amount of the monthly premium.

An administrator will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the administrator is enrolled.

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

4.4 Dental Insurance

The Employer will provide a dental insurance program for full-time administrators. Participation in this program is voluntary. The Employer will contribute up to the following amounts toward the monthly premium for each administrator enrolled in the coverages available.

Type of Coverage	Effective 07/01/20 Monthly District Contribution
Single	\$40
Single + One	\$75
Family	\$121

An administrator enrolled in the program will contribute through payroll deduction, any excess of monthly premium over the Employer contribution toward the type of coverage for which the administrator is enrolled.

5. PROFESSIONAL EXPENSES

5.1 Automobile Travel Reimbursement

Approved mileage for travel outside the district is reimbursed at the current IRS mileage rate established by the Employer. When an administrator or supervisor is requested to represent the district at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

5.2 Meetings in Pursuit of District Interests

The Employer will reimburse an administrator for necessary expenses incurred while attending authorized meetings representing the interests of the district.

5.3 Professional Meetings

The Employer will reimburse an administrator for necessary expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes. See also Section 6.6, Policy on Reimbursable Convention Expenses, and School Board policies.

5.4 Membership in Professional Organizations

An administrator's membership in professional organizations may enhance the administrator's ability to exercise educational leadership within the district. When the Employer requests an administrator to belong to a professional organization, either for a specific school year or on a continuing basis, the Employer will reimburse the administrator for fees associated with the membership. The Superintendent will notify an administrator in writing of eligibility for reimbursement.

The Employer will pay the membership dues for one approved national organization and one approved state organization for each administrator. An approved list of professional organizations will be jointly determined by the administrative committee on policies and procedures.

5.5 Tuition Reimbursement

If the Employer requests that an administrator takes a specific course or courses from an academic institution, the Employer will reimburse the administrator for tuition costs. The Superintendent will notify the administrator in writing of the specific course or courses requested by the Employer for which the administrator will be reimbursed. A request may be initiated by the administrator.

6. BASIC LEAVE ALLOWANCE

An administrator receives a one-time basic leave allowance of **thirty-five (35)** days in addition to the amount granted below annually. Basic leave allowance is granted each fiscal year according to the following schedule, provided that an administrator has served for a minimum of **twenty (20)** business days within the fiscal year. If an administrator is hired mid-year or leaves mid-year, the basic leave allowance will be prorated. Leave not used during the fiscal year may accumulate without limit.

Weeks Assigned	Annual Days
52	18

6.1 Basic Leave

An administrator may use one **(1)** day of accumulated basic leave for each day of personal illness. An administrator who has been absent may be required to present a statement to the **Director of Human Resources Department** from a physician verifying an illness and certifying that the administrator has recovered sufficiently to return to the **administrator's employee's** normal duties. An administrator absent more than five **(5)** consecutive working days must present this certification. If the Employer requires a certification for an absence of less than six **(6)** days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five **(5)** consecutive working days, an administrator will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

Basic leave benefits are coordinated with any other benefits received by an administrator from Workers' Compensation or other sources paid for, in whole or in part, by the Employer, so that the total pay received by an administrator from all sources does not exceed the administrator's regular daily rate of pay. The administrator's basic leave will be deducted in the amount necessary to bring the administrator to the administrator's regular daily rate of pay.

If the administrator has exhausted all accumulated basic leave, the administrator is entitled only to the benefits available from sources other than basic leave.

6.2 Emergency Sick Leave Bank (ESLB) Disaster Leave

~~For the duration of the contract, refer to the Sick Leave Pool Memorandum of Understanding which supersedes this section upon the establishment of the Sick Leave Pool.~~

The Employer and EAC have developed an emergency sick leave bank (ESLB) for qualifying administrators who have exhausted all paid leave options including basic leave, workers' compensation (if applicable), and any other state and/or federal paid leave programs. The ESLB also includes eligible members of the Superintendent's Advisory Council (SAC) and employees whose positions are contained in the Non-Affiliated guidebook. Administrators may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the administrator (or their immediate family member) that will require the prolonged absence of the administrator from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the administrator because the administrator has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other administrators to support colleagues experiencing such circumstances.

Administrators will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Administrators who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the Employer. All donations are confidential and nonrefundable. Once a day is donated, an administrator cannot retract or reclaim the donated basic leave for any reason.

If at any point the ESLB is not self-sustaining, the Employer and EAC may request additional donations. Administrators that did not donate at the beginning of their employment may choose to participate at that time by donating one (1) basic leave day within the open enrollment period. Open enrollment may be allowed at other times with the mutual agreement of the Employer and EAC.

Recipient Eligibility. Membership will be open to all regularly contracted administrators. An administrator who has exhausted all forms of paid leave may apply for leave from the ESLB for a medical emergency, as defined above, by submitting a written application and a medical certification from the administrator or immediate family member's treating physician to the Human Resources Department. Administrators may not begin to use sick leave from the ESLB until the Employer has approved the written application. No application will be approved if the ESLB does not contain donated days of leave. The Employer will inform the EAC when an application for sick leave from the ESLB has been approved.

No administrator may withdraw more than sixty-five (65) days from the ESLB during their career with the Employer unless the Employer and the EAC agree to a greater number of days for a life-threatening medical

emergency. No administrator may withdraw days from the ESLB for use on non-contract days.

Administrators will immediately become ineligible for the ESLB if they become eligible to receive long-term disability benefits, workers' compensation, state and/or federal paid leave benefits, or other pay or other benefits in place of any part of their salary.

The Employer will provide disaster leave coverage for an administrator who has exhausted accumulated basic leave days prior to the commencement of income protection insurance benefits. An administrator becomes eligible for disaster leave coverage after the administrator has been continuously disabled and unable to work for 15 consecutive business days, as certified by a physician. Disaster leave payments begin on the first business day following the last day of basic leave payment, and continues only for the period during which the administrator remains continuously disabled and unable to work.

Disaster leave payments will cease in any event after the 65th duty day of absence.

6.3 Family Illness or Bereavement Leave

An administrator may use accumulated basic leave for absences due to an illness or injury to the administrator's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use accumulated basic leave for the administrator's own illness or injury.

For absence because of illness in the family, an administrator may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, any relative or non-relative living in the household of the administrator, or others as required by state law. When a physician certifies that in-home care is essential because of illness or injury of an administrator's spouse, the administrator may deduct up to **fifteen (15)** days from accumulated basic leave with no salary deduction.

For absence because of death in the family or of friends, an administrator may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

6.4 Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside business hours, up to two **(2)** days during any fiscal year may be deducted from accumulated basic leave at no salary deduction.

Requests for personal business leave must be submitted to the

administrator's immediate supervisor in writing at least three (3) duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or authorized representative.

6.5 Religious Observance Leave

Up to three (3) days leave are available to an administrator for religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an administrator's accumulated basic leave. Notification must be submitted to the Superintendent, via the District's electronic leave system in writing, at least three (3) days prior to such absence.

6.6 Professional Leave

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or his/her their authorized representative. See also Section 5.3.

6.7 Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an administrator not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or the Employer's authorized representative.

6.8 Judicial Leave

An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

7. LONG-TERM LEAVES

7.1 Sabbatical Leave

Sabbatical leave for study or professional improvement may be approved for an administrator who has been continuously employed in the district for six (6) or more full school years, of which at least three (3) years must be in an administrative position. Applicants with a Master's Degree or training beyond the Master's Degree must submit for prior approval a detailed summary of plans for study, research, and/or travel. Applications must be submitted between September 15 and December 15 for a sabbatical leave for the next fiscal year.

The Employer may post a request for sabbatical applications relating to School District initiatives. The Employer will seek qualified applicants with an interest in the topic to consider applying for the sabbatical opportunity. This interest may coincide with an administrator's graduate course work and/or final projects.

7.1.1 Full-Time Sabbatical Leave

A full-time sabbatical leave will be for one (1) contract year and compensated for in the following manner:

Years of Service in the District*	Percentage of Base Salary Paid by the Employer
7th year	50%
8th year	60%
9th year	65%
10th year	70%
11th year	75%

*Years of service or the number of years since the expiration of an administrator's last sabbatical leave.

The percent of base salary paid by the Employer is based on the full-time salary the administrator would receive if not on sabbatical leave. An administrator's compensation from grants, aids, and Employer payment while on sabbatical is limited to the administrator's base salary but for the sabbatical.

If an administrator's compensation from grants, aids, G.I. Bill, and Employer payment while on sabbatical is in excess of the administrator's base salary but for the sabbatical, then the Employer's payment will be reduced by the amount in excess of the administrator's base annual salary. Salary received by the administrator for services performed while on sabbatical leave, such as assistantships, is not included under an administrator's compensation as described above.

An administrator on sabbatical leave remains eligible, upon request, for participation in all insurance programs available under this Agreement. The Employer contribution toward insurance coverage is prorated by the same percentage as the percentage of the administrator's base salary paid by the Employer while on sabbatical, as noted in the above table. An administrator electing to continue insurance coverage while on sabbatical leave will contribute, through payroll deduction, any excess premium over the Employer's contribution.

7.1.2 Half-Time Sabbatical Leave

Full-time administrators may apply for a half-time sabbatical leave. This type of leave is granted on a half-time basis at full pay for the contract year. Half-time service is defined as equivalent to half the number of weeks in the regular contract. The minimum length of service in the ~~s~~School ~~d~~District to qualify is the same as that for a full-time sabbatical.

7.1.3 Sabbatical Leave Candidate Selection

The following factors should be considered in determining which qualified applicants should receive sabbatical leave if there are more applicants than leaves available:

The primary objective should be to improve an administrator's competence in the administrator's present positions or to achieve proficiency in an area where the ~~d~~District has determined a need exists for a specific competency.

An administrator who is subject to reassignment due to reduction or discontinuation of positions may benefit from a sabbatical leave to retrain ~~himself or herself~~ ~~themselves~~ to better serve the ~~d~~District in subsequent years.

It should be reasonably possible to provide a replacement for the year that the administrator is on sabbatical leave.

An administrator who has previously been granted a sabbatical as an administrator, or is applying for a travel leave without a plan of graduate study, will not be considered for selection unless there are no other qualified applicants.

After the above factors have been considered, if two (2) or more candidates are considered equal, leave will be granted on the basis of seniority in the ~~d~~District.

Selection for sabbatical leave is on the condition that the administrator returns to the ~~s~~School ~~d~~District for a period of at least one (1) school year following the sabbatical leave. The final recommendation for approval of sabbatical leave is made by the Superintendent.

7.1.4 Number of Leaves

One (1) sabbatical leave for administrators may be approved each contract year.

An approved sabbatical leave may be rescheduled for good cause to another mutually agreeable time period.

7.2 Long-Term Leaves of Absence Without Pay

A long-term leave of absence without pay may be requested. The granting or denial of such requests is at the discretion of the Employer. In order to be eligible for such leave, an administrator must have completed three (3) fiscal years of service with the Employer.

All long-term leaves of absence, except for health reasons, must be requested prior to March 1, and if approved by the Employer, will be for a period of one (1) fiscal year, except that a leave of absence for health reasons will be for an initial period of the remainder of the fiscal year in which the leave begins. An administrator on a long-term leave must notify the Superintendent by March 1 of each fiscal year that (1) the administrator employee intends to return at the beginning of the next fiscal year, or (2) request a renewal of the long-term leave without pay. Failure of the administrator on long-term leave of absence without pay to notify of the intent to return or renew is considered a resignation by the administrator. Each renewal of a long-term leave of absence will be for a period of one (1) year. No long-term leave may be renewed more than twice.

An administrator granted a long-term leave of absence will be returned to employment at the end of the leave of absence to a position for which the administrator is licensed. In the event the administrator's leave is renewed, the administrator will be returned to employment at the end of the leave provided there is a vacant position for which the administrator is licensed and qualified. Failure to return upon expiration of leave of absence will result in termination of employment.

An administrator on a long-term leave of absence remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the Employer's insurance administrator at least one (1) month in advance.

No administrator will be granted experience credit while on a long-term leave of absence.

7.3 Parenting Leave

An administrator is granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly-adopted child or children. Whenever possible, written application for the leave will be submitted to the human resources department at least four (4) months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an administrator, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has started,

accumulated basic leave pay is no longer available for the remainder of the leave without pay.

Additionally, in the case of adoptions, by mutual agreement between the Employer and the administrator, an administrator may use up to and including **twenty-five (25)** days of accumulated basic leave prior to the adoption to fulfill requirements of the adoption. These days may include, but are not limited to, pre-adoption consultation, legal counsel, legal proceedings, and naturalization proceedings. These days need not be consecutive.

An administrator may use up to and including five **(5)** days of accumulated basic leave after the birth of a child or after an adoption.

An administrator may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An administrator returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which such administrator is licensed and qualified, subject to approval of physician certifying the return and to the discontinuance of position provisions incorporated in this Agreement. Following return to duty, the administrator will be credited with the amount of the **ir employee's** unused basic leave.

An administrator on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the **ed** District's insurance administrator at least one **(1)** month in advance.

Any period of parenting leave taken under this provision is used simultaneously with any period of leave for which the administrator is eligible under state and federal leave laws.

8. RETIREMENT

8.1 Insurance Benefits

8.1.1 Option 1 A full-time administrator ~~resigning after age 50 with a minimum of 10 full years of service and their dependents is eligible to~~ may continue, to participate in the Employer's medical and dental group insurance plans that the administrator and their dependents participated in immediately before the administrator's retirement if the administrator meets the requirements for insurance continuation under state law and pays the full amount of the insurance premiums for such coverage. ~~at the administrator's own expense, participation in the Employer's group insurance~~

~~programs for life, dental, and medical insurance until the administrator's full retirement age as defined by the Social Security Administration or the administrator's death whichever occurs first. Continued participation by an administrator, at the administrator's own expense, between the full retirement age and age 70, may be available from some carriers. Conversion to an individual medical insurance policy is available at full retirement age.~~

8.1.2 Retiree Insurance Subsidy ~~Option 2~~ (Hired Prior to July 1, 2010)

A full-time administrator hired on or after July 1, 2010 is not eligible for the benefits described in this Subsection 8.1.2, unless the newly hired administrator was a ~~ad~~District employee prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and had no break in employment with the Employer.

A full-time administrator retiring after age ~~fifty-five~~ (55) with a minimum of ~~ten~~ (10) full years of service is eligible for the Employer premium contributions toward group medical and dental insurance coverage at the same rate as active administrators. However, the Employer premium contribution for a retired administrator will be limited to the contribution rate for single coverage unless the retired administrator participated in single plus one or family coverage immediately preceding retirement. The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired administrator's spouse, unless the retired administrator participated in family coverage immediately preceding retirement. Single and family coverage will continue despite the death of a retired administrator's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the retired administrator, or (2) the expiration of eight (8) years from the effective date of the administrator's retirement.

If the retired administrator becomes eligible for Medicare benefits and the expiration of eight (8) years from the effective date of the administrator's retirement has not occurred, then the Employer will reimburse the retired administrator for Medicare insurance and a Medicare supplement for both the retired administrator and spouse not to exceed the single, single plus one, or family contribution rate for an active administrator as eligibility for these contributions is defined in the above paragraph. When the retired administrator or spouse is eligible for Medicare benefits, the non-eligible retired administrator or spouse may remain on the Employer health insurance plan until the ~~administrator~~ ~~employee~~ becomes eligible for Medicare benefits. At no time can the Employer contribution exceed the single, single plus one, or family contribution rate for an active administrator with respect to the

retired administrator's election on the effective date of retirement.

8.1.3 Minnesota State Retirement System (MSRS) Health Care Savings Plan ~~Option 3~~ (Hired on or after July 1, 2010)

Only a full-time administrator hired on or after July 1, 2010 is eligible for the benefits provided in this Subsection 8.1.3. A new administrator, who is eligible to qualify for benefits under Subsection 8.1.2, does not receive the contribution in Subsection 8.1.3.

The Employer will contribute \$2000 per year to a Minnesota State Retirement System Health Care Savings Plan after an administrator has received non-probationary continuing contract status as an administrator covered by the Master Agreement between EAC and the Employer.

Year	Contribution
2022-23 2024-2025	\$2000
2023-24 2025-2026	\$2000

If the administrator leaves employment with the Employer, this administrator's Health Care Savings Plan remains the property of the administrator.

8.1.4 Retiree Life Insurance

An administrator who retires after age fifty-five (55), ~~qualifies for the early retirement payments under section 8.2.1,~~ and has worked at least twenty (20) years as an employee in an accredited institution of education, or for other governmental employers, may ~~select one of the following life insurance continuation options:~~

~~Option 1: \$50,000 of paid life insurance. To qualify for \$50,000 of paid coverage, an administrator must have \$50,000 or more in basic life insurance immediately prior to retirement and maintain at least \$50,000 of coverage during retirement until age 65. When the retiree reaches age 65, \$50,000 of coverage will remain in force with no further premiums payable for the rest of the retiree's life.~~

~~Option 2: The employee may continue any life insurance coverage in force until age seventy (70) by continuing to pay the full premium.~~

8.2 Early Retirement Payments

Provided that all other conditions of eligibility are met, the following administrators are eligible for the early retirement payments described

in this Section 8.2 and detailed in Subsections 8.2.1, 8.2.2, 8.2.3, 8.2.4, and 8.2.5: Tami Jo Cook, Mark DeYoung, Christopher Holden, Jennifer Johnson, Troy Stein, and Michael Pretasky. No other administrators are eligible for early retirement payments pursuant to this Section or its Subsections. This Section and its Subsections will automatically expire upon the final retirement of the administrators listed above.

8.2.1 Eligibility

To be eligible for the early retirement payments described below, an administrator must be listed as an eligible administrator in Section 8.2 above employee must be retiring after age 50 and have been a full-time employee of Edina Public Schools for a minimum of ten (10) full years.

8.2.2 Deadline for Application

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

8.2.3 Distribution of Early Retirement Payments

An administrator eligible for the early retirement payments will receive payment in two (2) installments. The first payment will be on the last day of the month the administrator retires in an amount equal to two-thirds (2/3) of the early retirement incentive payment amount. The remaining one-third (1/3) will be paid the following January 15.

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

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

8.2.4 Calculation of Early Retirement Incentive Payment

An eligible administrator will receive an early retirement incentive payment in an amount described below. An administrator's

daily rate of pay is calculated from the last year of full-time service.

Number of Assigned Weeks	Number of Days
All administrators	120 days

8.2.5 Calculation of Basic Leave Conversion Payment

In addition to the Early Retirement Incentive Payment, an eligible administrator will receive a basic leave conversion for unused basic leave days, in an amount described below. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days in the table below, multiplied by the daily rate of pay for the administrator. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.

Number of Assigned Weeks	Maximum Number of Days
All eligible administrators	83 days

A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan provided in Section 8.3 must not exceed the administrator's last full year salary.

8.3 Employer Contribution to the Health Care Savings Plan

A full-time administrator retiring after age fifty (50) with a minimum of ten (10) full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator's accumulated unused basic leave days in excess of one-hundred forty (140) days as of the date of retirement. ~~A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan must not exceed the administrator's last full year salary.~~ **THIS SENTENCE WAS MOVED TO THE END OF SECTION 8.2.**

9. REDUCTION OR DISCONTINUANCE OF POSITIONS

Any reduction in force will be made on the basis of the least total administrative experience in this ~~ed~~ district. For administrators with identical total administrative experience in this ~~ed~~ district, reductions will be made on the basis of the least total licensed experience in this ~~ed~~ district. In every case, however, an impacted administrator's licensure and qualifications as determined by the Employer must be acceptable to perform the responsibilities of the remaining positions. Reductions will be made among elementary administrative positions as a group, and among secondary administrative positions as a group, with no cross-over or bumping between elementary and secondary administrators.

If an administrator is reassigned under the terms of reduction or discontinuance of positions, the administrator will be assigned to a position (administrative or teaching) at no reduction of weekly salary or the Employer's monthly medical contribution. Seniority as a teacher will be as provided by law.

10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE

Administrators will be eligible for up to four hundred (\$400.00) dollars per administrator for professional development/technology allowance per year. In order to receive the allowance of four hundred (\$400.00) dollars or a portion thereof, the administrator must apply and receive prior approval from their supervisor. The administrator may carry over this allowance, up to two thousand (\$2000) dollars.

Use of funds may include:

1. Conventions, seminars, workshops (registration, travel, meals, and accommodations);
2. Tuition and materials for training or graduate courses;
3. Hardware/software for professional use that will mutually benefit the aDistrict and administrator; or
4. Dues for professional education organizations not presently paid by the aDistrict.

The allowance will not be distributed in salary or payout to any current or past administrator.

10.1 Mobile Telephone Allowance

~~Each administrator will receive an annual mobile telephone allowance in the amount of \$600, which will be paid in equal installments via the Employer's payroll system. To receive the allowance, an administrator must provide their mobile telephone number to the Superintendent or designee and retain an active mobile telephone while the allowance is in place. As this is an allowance and not a reimbursement, the amount of the allowance is taxable to the administrator.~~

11. GRIEVANCE PROCEDURE

11.1 Definition

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

11.2 Procedure

Step I

The parties to this Agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Executive Director of

Human Resources within **twenty (20)** days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five **(5)** working days of the submission of the grievance. The **Executive** Director of Human Resources shall issue a written decision on the grievance within **five (5)** working days of the meeting.

Step II

Administrator may appeal the decision of the **Executive** Director of Human Resources to the Superintendent. This appeal shall be made in writing to the Superintendent within ten **(10)** days of the decision of the **Executive** Director of Human Resources. The Superintendent shall issue a decision on the appeal within **five (5)** working days of receipt of the appeal and shall forward the decision to the administrator and the President of the EAC.

Step III

An administrator and the EAC may submit the matter to arbitration within ten **(10)** working days of receipt of the Superintendent's decision issued in step II.

Step IV - Arbitration

The Employer and EAC will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Employer and EAC are unable to agree on an arbitrator, they will request from the Bureau of Mediation Services, State of Minnesota, a list of five **(5)** names of qualified arbitrators. The parties will alternately strike names from the list of five **(5)** arbitrators until only one **(1)** name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name, the question will be decided by a flip of the coin.

Each party will be responsible for equally compensating the arbitrator for **his/her** **their** fee and necessary expenses. The arbitrator does not have the power to add, to subtract from, or to modify in any way the terms of the existing Agreement.

The decision of the arbitrator will be final and binding upon the parties. The decision will be issued to the parties by the arbitrator and a copy will be filed with the Bureau of Mediation Services, State of Minnesota.

The processing of all grievances will be during the regularly scheduled working hours and an administrator will not lose wages due to necessary participation.

11.3 Other Provisions

The parties by mutual written agreement may waive any step and extend any time limits in the grievance procedures; however, failure by an administrator or EAC to adhere to the timelines without mutual agreement to waive the timelines will result in a forfeit of the grievance. Failure of the Employer to act within the timelines specified without mutual agreement to waive such limits will constitute a denial of the grievance and will permit the grievant to proceed to the next step.

11.3.2 "All notices, appeals and other documents may be submitted electronically by the parties."

11.3.3 "Unless otherwise designated, days shall be defined as calendar days."

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement will become effective July 1, 2022 2024, and will continue in full force and effect to and including June 30, 2024 2026, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2024 2026, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

12.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this _____ day of _____, 2022 2024.

**FOR
EDINA ADMINISTRATIVE COUNCIL**

**FOR
INDEPENDENT SCHOOL DISTRICT 273**

Edina Administrative
Council President

Erica Allenburg, Board Chair

Edina Administrative
Council Representative

Dan Arom, Board Clerk

Edina Administrative
Council Representative

Edina Administrative
Council Representative

APPENDIX A

ADMINISTRATIVE SALARY STRUCTURE

Classification of Positions

Salaries should reflect the relative responsibilities of various administrative positions to each other as well as to that of a teacher.

Annual review of position classification and length of the work year is authorized on request. These requests by the administrator or administrators holding the position must be submitted in writing to the human resources department by April 1. The Superintendent or designee may also initiate a review at any time by giving written notice to the president of EAC and the persons holding the proposed reviewed positions.

The Superintendent, in consultation with EAC president, will establish a review committee composed of two members of EAC and two members of the Cabinet to assist in evaluating such requests.

Year in Position: A year in the position is defined as commencement of position duties prior to January 1. **YEAR IN POSITION LANGUAGE MOVED TO SUBSECTION 2.1.1**

Longevity Differential: An administrator who has reached the top step on the salary schedule and served one year on said step, will receive an increase of \$1,000 to the administrator's salary each year thereafter.

Performance Based Pay Incentive: An administrator who has successfully achieved the administrator's goals and has met the criteria established by the joint Council and Employer performance pay incentive committee will receive up to \$2,150 added to the administrator's annual salary.

A lead principal is eligible for additional compensation in strategic action pay. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The total of all action goals paid to a lead principal will not be less than \$1000.

Stipend: An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to the administrator's annual salary. **DOCTORATE STIPEND LANGUAGE MOVED TO SECTION 3.4**

Edina Administrative Council (EAC)

Salary Schedules

2024-2025						
Step	High School Principal	Middle School Principal	Elementary School Principal	High School Assistant Principal	Middle School Assistant Principal	Elementary School Assistant Principal
1	188,687	173,479	165,999	146,576	142,716	131,693
2	191,596	176,154	168,558	148,836	144,917	133,723
3	194,637	178,950	171,233	151,198	147,217	135,846
4	197,677	181,745	173,908	153,560	149,517	137,968
5	200,587	184,420	176,468	155,820	151,717	139,998
6	203,626	187,215	179,142	158,181	154,016	142,120
7	207,835	191,084	182,844	161,451	157,199	145,057
8	208,904	192,067	183,785	162,281	158,008	151,698

2025-2026						
Step	High School Principal	Middle School Principal	Elementary School Principal	High School Assistant Principal	Middle School Assistant Principal	Elementary School Assistant Principal
1	192,461	176,949	169,319	149,508	145,570	134,327
2	195,428	179,677	171,929	151,813	147,815	136,397
3	198,530	182,529	174,658	154,222	150,161	138,563
4	201,631	185,380	177,386	156,631	152,507	140,727
5	204,599	188,108	179,997	158,936	154,751	142,798
6	207,699	190,959	182,725	161,345	157,096	144,962
7	211,992	194,906	186,501	164,680	160,343	147,958
8	213,082	195,908	187,461	165,527	161,168	154,732

2022-2023

Senior High Principal		
Weeks	Steps	Salary

52

1	\$157,346
2	\$160,040
3	\$162,856
4	\$165,672
5	\$168,366
6	\$171,181
7	\$175,079

Middle School Principal

Weeks	Steps	Salary
52		
	1	\$142,984
	2	\$145,639
	3	\$148,294
	4	\$150,827
	5	\$153,481
	6	\$156,134
	7	\$159,870

Elementary Principal		
Weeks	Steps	Salary
52		
	1	\$139,782
	2	\$142,131
	3	\$144,361
	4	\$146,710
	5	\$149,060
	6	\$151,290
	7	\$154,851

Senior High Assistant Principal		
Weeks	Steps	Salary
52		
	1	\$130,379
	2	\$133,047
	3	\$135,715
	4	\$138,501
	5	\$141,171
	6	\$143,839
	7	\$147,594

Middle/Elementary Assistant Principal		
Weeks	Steps	Salary
52		
	1	\$127,002
	2	\$129,512

3	\$132,019
4	\$134,648
5	\$137,157
6	\$139,665
7	\$143,364

2023-2024

Senior High Principal		
Weeks	Steps	Salary
52		
	1	\$158,919
	2	\$161,640
	3	\$164,485
	4	\$167,329
	5	\$170,050
	6	\$172,893
	7	\$176,830

Middle School Principal		
Weeks	Steps	Salary
52		
	1	\$144,414
	2	\$147,095
	3	\$149,777
	4	\$152,335
	5	\$155,016
	6	\$157,695
	7	\$161,469

Elementary Principal		
Weeks	Steps	Salary
52		
	1	\$141,180
	2	\$143,552
	3	\$145,805
	4	\$148,177
	5	\$150,551
	6	\$152,803
	7	\$156,400

Senior High Assistant Principal		
--	--	--

Weeks	Steps	Salary
52		
	1	\$131,683
	2	\$134,377
	3	\$137,072
	4	\$139,886
	5	\$142,583
	6	\$145,277
	7	\$149,070

Middle/Elementary Assistant Principal		
Weeks	Steps	Salary
52		
	1	\$128,272
	2	\$130,807
	3	\$133,339
	4	\$135,994
	5	\$138,529
	6	\$141,062
	7	\$144,798

APPENDIX B

Policy on Reimbursable Convention Expenses

When an administrator is approved to attend a national convention of an appropriate professional organization, the Employer will reimburse the administrator attending for expenses incurred, which include the following:

1. Registration fees for the administrator.
 2. Round trip coach class airfare from Minneapolis-St. Paul to and from the convention site.
 3. Ground transportation expenses (airport, bus, airport limousine or taxi) from the airport to the convention hotel and return upon conclusion of the convention.
 4. Hotel room charges commensurate with the rate for one person.
 5. Daily meal costs not to exceed limits set by Board Policy. Reimbursable expenses do not include any costs for alcoholic beverages.
 6. Expenses associated with the purchase of books or other materials at the convention of a professional benefit to the district. The books or other materials become district property.
 7. Expenses associated with rental of an automobile used for a school, college or institution visit as an adjunct to the convention. If possible, such plans should receive prior approval.
 8. An administrator attending an out-of-town national convention may choose to drive the administrator's private automobile from Minneapolis-St. Paul to the convention city. Under this circumstance, the reimbursement for travel expense will not exceed the cost of roundtrip airfare as quoted by an airline or travel agency.
- The district will also reimburse the administrator for hotel garage or parking lot fees for those days the convention is in progress. This reimbursement is in lieu of other ground transportation.
9. Other reimbursable expenses include, but are not limited to, baggage handling, service gratuities, and tolls for roads.
 10. Prior to the date of the convention, the administrator may request payment for the airline ticket, registration, and hotel, to be paid directly to the vendor, and may request an advance to cover estimated meals and ground transportation expenses. The amount of this advance is an estimate. Upon return from the convention, the administrator must complete an expense report for actual costs for the airline ticket, hotel, meals, ground transportation, registration, and any district advance payments are recorded. These expenses are to be documented with receipts to the extent possible. It is recommended that the costs for the hotel and meals be charged to a private credit card so that receipts are easy to obtain. The administrator should submit receipts in a timely manner to receive prompt payment.

Memorandum of Understanding
Between Edina Public Schools and Edina Administrative Council
Regarding Benefits for Active Principals who are Annuitants of the
Teachers Retirement Association

This Memorandum of Understanding ("MOU") is made by and between Independent School District No. 273, Edina Public Schools ("Employer" or "District") and the Edina Administrative Council ("EAC").

WHEREAS, the EAC is the exclusive representative of principals employed by the District;

WHEREAS, the Master Agreement ("Agreement") governs the principals' terms and conditions of employment between the District and EAC for the 2024-2025 and 2025-2026 school years; and

WHEREAS, the District and EAC agree that hiring experienced principals who are annuitants of the Teachers Retirement Association (TRA) can be beneficial to the students and staff of Edina Public Schools;

THEREFORE, the District and EAC agree as follows:

1. An active principal covered by the Agreement who is also an annuitant of the Teachers Retirement Association ("TRA") will receive as compensation a monetary amount equal to the contribution the Employer would have paid to TRA on behalf of such principal had the principal not been an annuitant.
2. Such monetary amount will be paid to the annuitant principal as salary addition. The monetary amount will be calculated based on the annuitant principal's placement on the salary schedule.
3. If an annuitant principal is receiving full health insurance coverage as a retirement benefit from a former school district, then the District will not make any contributions towards health insurance for such principal and the annuitant principal will receive an amount equal to the District's monthly contribution towards a single health insurance plan as salary addition.
4. Nothing in this MOU may be deemed to establish a precedent, a practice, or to alter any established interpretation, precedent, or practice arising out of or relating to the Agreement between the District and EAC.
5. This MOU does not alter any managerial rights that the District has in absence of this MOU.
6. Unless extended in writing by both parties, this MOU automatically expires on June 30, 2026.

The District and EAC agree with the above language as evidenced by their representatives' signatures below.

Edina Administrative Council (EAC)

ISD 273, Edina Public Schools

EAC President

Erica Allenburg, Board Chair



DEFINING EXCELLENCE

MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

EDINA ADMINISTRATIVE COUNCIL

JULY 1, 2024 THROUGH JUNE 30, 2026

Approved by the ISD 273 School Board _____.

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1. INTRODUCTION

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools ("Employer" or "District") and the Edina Administrative Council ("EAC").

1.2 Definitions

The following definitions are applicable to terms used in this Agreement:

Administrator. Any person who holds a position in the unit for which EAC is the certified exclusive representative and who works more than fourteen (14) hours per week and one hundred (100) workdays per year.

Duty Day. Any workday that an administrator is required to perform duties as established by the Employer.

Terms and Conditions of Employment. The hours of employment, compensation including fringe benefits, except retirement contributions or benefits, and the Employer's personnel policies affecting the working conditions of the administrator. This definition does not include the educational policies of a school district. This definition is subject to Minn. Stat. § 179A.07.

Other Terms. Other terms not specifically defined have the definitions given them under PELRA.

1.3 Recognition

The Employer recognizes EAC as the exclusive representative of all administrators in the positions of Principal, Assistant Principal, and Activities Director for the purpose of negotiating terms and conditions of employment.

1.4 Vacancy Notification

Administrative vacancies are posted on the District's website. Applications for vacancies must be submitted via the internal application to the online application process. Each administrator applying for and who is appropriately licensed and qualified will be granted an interview prior to filling the position.

1.5 Rights and Obligations

1.5.1 Rights of Administrators

Nothing in this Agreement denies or restricts any rights the administrator may have under state or federal law.

1.5.2 Rights of the Employer

State law has vested in the Employer the authority to manage, control and direct the operation of the School District, and to adopt, modify or repeal policies, rules, and regulations for the District. All such authority of the Employer continues unimpaired, except as limited by a specific provision of this Agreement.

2. WORK YEAR

2.1 Duty Weeks and Vacation Days

An administrator will work fifty-two (52) duty weeks each fiscal year.

An administrator assigned to fifty-two (52) weeks will receive thirty (30) days of vacation annually. Any administrator assigned to less than fifty-two (52) weeks will receive a prorated vacation allotment (e.g., administrator whose assignment is one-half of the fiscal year would receive fifteen (15) days. The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than thirty (30) hours per week.

When attending conventions or other professional meetings, it may be necessary for administrators to attend meetings or travel to or from the meeting site on weekends. As a professional exempt employee, the administrator may be flexible in their workweek when weekend meetings or travel occur.

Administrators may carry forward up to thirty (30) vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to ten (10) days of paid vacation at the end of the school year.

At the time of separation from the District, the administrator will be paid for any remaining unused vacation days, based upon an accrual at the time of separation.

2.1.1 Year in Position

A year in the position is defined as commencement of position duties prior to January 1.

2.2 Holidays

Administrators have twelve (12) holidays each fiscal year as designated by the Employer.

2.3 Strikes and Emergency Closings

If the school year is extended due to a strike or work stoppage by other employees, administrators who are required by the Employer to perform duties beyond their contracted number of days will receive compensation on a per diem basis for the performance of these duties.

2.4 Calculation of Daily Rate of Pay

To determine an administrator's daily rate of pay, the annual base salary is divided by the number days listed below:

<u>Position</u>	<u>Days</u>
Principal	219 days
Assistant Principal	214 days

3. SALARIES AND COMPENSATION

3.1 Basic Compensation

Administrative salaries are contained in Appendix A.

3.2 Extra Duty Assignment

The Employer may create extra duty administrative assignments and will offer assignment of such positions to administrators. No administrator is required to accept an offer for an extra duty assignment. Contracts for extra duty assignments must include the specific assignment, the duration of the assignment, all required and special provisions pertaining to the assignment, the compensation for the assignment. Compensation is based on the administrator's prorated weekly salary multiplied by the number of weeks agreed to by the Employer and the administrator.

3.3 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an administrator's tax-deferred matching contribution plan, subject to the following subsections.

3.3.1 Matching Salary Deduction

The Employer contribution is not payable unless the administrator authorizes a matching salary reduction up to the amount the administrator is eligible to receive under Subsection 3.3.2.

3.3.2 Employer Contribution

The amount of the Employer contribution will be up to three (3) percent of the administrator's annual base salary. If a change in training for the administrator is approved after the school year begins, the three (3) percent will be adjusted to include the additional salary. If subsequent agreements are settled after the

school year begins, the three (3) percent will be adjusted to include any additional raise in the administrator's salary.

3.3.3 Administrator and Employer Contribution

The Employer contribution and matching administrator contribution will be made to a district-approved company of the administrator's choice, subject to Subsection 3.3.1. The administrator is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

3.3.4 Special Situations

Administrators on sabbatical leave are eligible to participate in the tax-deferred matching contribution plan. Administrators on other types of leave are not eligible to participate in the tax-deferred matching contribution plan.

3.4 Doctorate Degree Stipend

An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to the administrator's annual salary.

4. HEALTH AND WELFARE BENEFITS

The Employer will provide administrators the health and welfare benefits as follows. It is understood that the provisions described are general statements of the coverages provided and that the administrator's eligibility for benefits is governed by the terms of the master insurance contracts in force between the Employer and the insurers providing coverage.

4.1 Life Insurance

4.1.1 Basic Group Life Insurance

An administrator is eligible for basic group term life insurance coverage in an amount equal to twice the administrator's basic annual salary rounded up to the next whole thousand. If insurance coverage exceeds \$250,000, the insurance provider may require proof of insurability. The Employer pays the entire premium for this coverage.

4.1.2 Supplemental Coverage

An administrator may also apply for supplemental coverage in \$10,000 increments up to the administrator's basic annual salary. Premiums for this coverage will be paid by the administrator through payroll deduction. Administrators electing to take the maximum supplemental coverage will receive an additional Employer-paid supplemental coverage in an amount equal to the administrator's base salary rounded up to the next whole thousand.

An administrator may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction. The Employer responsibility is to facilitate the supplemental group term life process by offering the plan and assisting with enrollment and payroll deductions but does not determine the specific requirements or terms of the insurance coverage. The requirements and terms of the supplemental group term life insurance coverage are established by the life insurance carrier.

4.1.3 Accidental Death and Dismemberment Coverage

An administrator is eligible for accidental death and dismemberment insurance coverage in an amount equal to four times the administrator's basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

4.2 Income Protection Insurance

An administrator is covered by income protection insurance in the amount of two thirds (2/3) of the administrator's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after sixty-five (65) days of continuous absence due to disability and (1) continue to age seventy (70); or (2) if the disabling event occurs after age seventy (70), payments will occur for twelve (12) months; or (3) if the disabling event occurs prior to age seventy (70) but continues after age seventy (70) and the administrator has not received twelve (12) months in benefits, payments will occur for twelve (12) months. The Employer pays the entire premium. An administrator receiving income protection insurance benefits also remains eligible for the Employer contributions for medical insurance.

4.3 Medical Insurance

Participation in the medical insurance programs is voluntary. The Employer will contribute the following amounts toward the monthly premium of each administrator enrolled in the coverages available.

Type of Coverage	Effective 01/01/23	Effective 01/01/25
Single	\$662.58	\$725.00
Single + One	\$1379.54	\$1379.54
Family	\$1800.72	\$1800.72

In the event an administrator selects a medical insurance plan for which the monthly premium is less than the Employer contribution, the Employer will deposit, into an administrator's health savings plan, the difference between the Employer contribution and the amount of the monthly premium.

An administrator will contribute, through payroll deduction, any excess monthly premium remaining after the Employer's contribution toward the type of coverage for which the administrator is enrolled.

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

4.4 Dental Insurance

The Employer will provide a dental insurance program for full-time administrators. Participation in this program is voluntary. The Employer will contribute up to the following amounts toward the monthly premium for each administrator enrolled in the coverages available.

Type of Coverage	Monthly District Contribution
Single	\$40
Single + One	\$75
Family	\$121

An administrator enrolled in the program will contribute through payroll deduction, any excess of monthly premium over the Employer contribution toward the type of coverage for which the administrator is enrolled.

5. PROFESSIONAL EXPENSES

5.1 Automobile Travel Reimbursement

Approved mileage for travel outside the district is reimbursed at the current IRS mileage rate established by the Employer. When an administrator or supervisor is requested to represent the district at a meeting or to visit a site beyond the district, the Employer will reimburse the person at the current per mile rate.

5.2 Meetings in Pursuit of District Interests

The Employer will reimburse an administrator for necessary expenses incurred while attending authorized meetings representing the interests of the district.

5.3 Professional Meetings

The Employer will reimburse an administrator for necessary expenses incurred for Employer-approved attendance at local, state, and national conventions, conferences, workshops, seminars, and institutes. See also Section 6.6, Policy on Reimbursable Convention Expenses, and School Board policies.

5.4 Membership in Professional Organizations

An administrator's membership in professional organizations may enhance the administrator's ability to exercise educational leadership within the district. When the Employer requests an administrator to belong to a professional organization, either for a specific school year or on a continuing basis, the Employer will reimburse the administrator for fees associated with the membership. The Superintendent will notify an administrator in writing of eligibility for reimbursement.

The Employer will pay the membership dues for one approved national organization and one approved state organization for each administrator. An approved list of professional organizations will be jointly determined by the administrative committee on policies and procedures.

5.5 Tuition Reimbursement

If the Employer requests that an administrator takes a specific course or courses from an academic institution, the Employer will reimburse the administrator for tuition costs. The Superintendent will notify the administrator in writing of the specific course or courses requested by the Employer for which the administrator will be reimbursed. A request may be initiated by the administrator.

6. BASIC LEAVE ALLOWANCE

An administrator receives a one-time basic leave allowance of thirty-five (35) days in addition to the amount granted below annually. Basic leave allowance is granted each fiscal year according to the following schedule, provided that an administrator has served for a minimum of twenty (20) business days within the fiscal year. If an administrator is hired mid-year or leaves mid-year, the basic leave allowance will be prorated. Leave not used during the fiscal year may accumulate without limit.

Weeks Assigned	Annual Days
52	18

6.1 Basic Leave

An administrator may use one (1) day of accumulated basic leave for each day of personal illness. An administrator who has been absent may be required to present a statement to the Human Resources Department from a

physician verifying an illness and certifying that the administrator has recovered sufficiently to return to the administrator's normal duties. An administrator absent more than five (5) consecutive working days must present this certification. If the Employer requires a certification for an absence of less than six (6) days, the Employer will designate the physician and is responsible for paying the cost of the physician's examination. For certification of absences greater than five (5) consecutive working days, an administrator will be responsible for paying the cost of the physician's examination unless the Employer requires examination by a specified physician, in which instance the Employer will be responsible for paying the cost of the examination.

Basic leave benefits are coordinated with any other benefits received by an administrator from Workers' Compensation or other sources paid for, in whole or in part, by the Employer, so that the total pay received by an administrator from all sources does not exceed the administrator's regular daily rate of pay. The administrator's basic leave will be deducted in the amount necessary to bring the administrator to the administrator's regular daily rate of pay.

If the administrator has exhausted all accumulated basic leave, the administrator is entitled only to the benefits available from sources other than basic leave.

6.2 Emergency Sick Leave Bank (ESLB)

The Employer and EAC have developed an emergency sick leave bank (ESLB) for qualifying administrators who have exhausted all paid leave options including basic leave, workers' compensation (if applicable), and any other state and/or federal paid leave programs. The ESLB also includes eligible members of the Superintendent's Advisory Council (SAC) and employees whose positions are contained in the Non-Affiliated guidebook. Administrators may apply for days from the ESLB when they are experiencing or will experience a medical emergency, or their immediate family member is experiencing or will experience a medical emergency. A "medical emergency" is defined as a medical condition of the administrator (or their immediate family member) that will require the prolonged absence of the administrator from duty (five (5) or more consecutive days) and will result in a substantial loss of income to the administrator because the administrator has or will have exhausted all forms of paid leave. The medical condition must be recognized by the mainstream medical community to be deemed an eligible medical condition for the ESLB program. The ESLB will be filled by donations made by other administrators to support colleagues experiencing such circumstances.

Administrators will be notified of the open enrollment for participation in the ESLB at the beginning of employment. Administrators who wish to participate in the ESLB are required to donate one (1) basic leave day within thirty (30) days of their start date with the Employer. All donations are confidential and nonrefundable. Once a day is donated, an

administrator cannot retract or reclaim the donated basic leave for any reason.

If at any point the ESLB is not self-sustaining, the Employer and EAC may request additional donations. Administrators that did not donate at the beginning of their employment may choose to participate at that time by donating one (1) basic leave day within the open enrollment period. Open enrollment may be allowed at other times with the mutual agreement of the Employer and EAC.

Recipient Eligibility. Membership will be open to all regularly contracted administrators. An administrator who has exhausted all forms of paid leave may apply for leave from the ESLB for a medical emergency, as defined above, by submitting a written application and a medical certification from the administrator or immediate family member's treating physician to the Human Resources Department. Administrators may not begin to use sick leave from the ESLB until the Employer has approved the written application. No application will be approved if the ESLB does not contain donated days of leave. The Employer will inform the EAC when an application for sick leave from the ESLB has been approved.

No administrator may withdraw more than sixty-five (65) days from the ESLB during their career with the Employer unless the Employer and the EAC agree to a greater number of days for a life-threatening medical emergency. No administrator may withdraw days from the ESLB for use on non-contract days.

Administrators will immediately become ineligible for the ESLB if they become eligible to receive long-term disability benefits, workers' compensation, state and/or federal paid leave benefits, or other pay or other benefits in place of any part of their salary.

6.3 Family Illness or Bereavement Leave

An administrator may use accumulated basic leave for absences due to an illness or injury to the administrator's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use accumulated basic leave for the administrator's own illness or injury.

For absence because of illness in the family, an administrator may deduct a reasonable number of days per incident from accumulated basic leave at no salary deduction. The family includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, any relative or non-relative living in the household of the administrator, or others as required by state law. When a physician certifies that in-home care is essential because of illness or injury of an administrator's spouse, the administrator may deduct up to fifteen (15) days from accumulated basic leave with no salary deduction.

For absence because of death in the family or of friends, an administrator may deduct a reasonable number of days per incident from accumulated leave at no salary deduction.

6.4 Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside business hours, up to two (2) days during any fiscal year may be deducted from accumulated basic leave at no salary deduction.

Requests for personal business leave must be submitted to the administrator's immediate supervisor in writing at least three (3) duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or authorized representative.

6.5 Religious Observance Leave

Up to three (3) days leave are available to an administrator for religious observance. These days must be recognized as religious holidays and are not permitted for circumstances where personal alternative attendance options exist. These days will be deducted from an administrator's accumulated basic leave. Notification must be submitted to the Superintendent, via the District's electronic leave system, at least three (3) days prior to such absence.

6.6 Professional Leave

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or their authorized representative. See also Section 5.3.

6.7 Superintendent's Discretionary Leave

Any circumstance that arises necessitating the absence of an administrator not specifically included in any of the sections above may be granted as discretionary leave. This leave must be approved in advance by the Superintendent or authorized representative.

6.8 Judicial Leave

An administrator who is subpoenaed or called for jury duty will be compensated for the difference between regular pay and pay received for the performance of such obligation.

7. LONG-TERM LEAVES

7.1 Sabbatical Leave

Sabbatical leave for study or professional improvement may be approved for an administrator who has been continuously employed in the district for six (6) or more full school years, of which at least three (3) years must be in an administrative position. Applicants with a Master's Degree or training beyond the Master's Degree must submit for prior approval a detailed summary of plans for study, research, and/or travel. Applications must be submitted between September 15 and December 15 for a sabbatical leave for the next fiscal year.

The Employer may post a request for sabbatical applications relating to School District initiatives. The Employer will seek qualified applicants with an interest in the topic to consider applying for the sabbatical opportunity. This interest may coincide with an administrator's graduate course work and/or final projects.

7.1.1 Full-Time Sabbatical Leave

A full-time sabbatical leave will be for one (1) contract year and compensated for in the following manner:

Years of Service in the District*	Percentage of Base Salary Paid by the Employer
7th year	50%
8th year	60%
9th year	65%
10th year	70%
11th year	75%

*Years of service or the number of years since the expiration of an administrator's last sabbatical leave.

The percent of base salary paid by the Employer is based on the full-time salary the administrator would receive if not on sabbatical leave. An administrator's compensation from grants, aids, and Employer payment while on sabbatical is limited to the administrator's base salary but for the sabbatical.

If an administrator's compensation from grants, aids, G.I. Bill, and Employer payment while on sabbatical is in excess of the administrator's base salary but for the sabbatical, then the Employer's payment will be reduced by the amount in excess of the administrator's base annual salary. Salary received by the administrator for services performed while on sabbatical leave, such as assistantships, is not included under an administrator's compensation as described above.

An administrator on sabbatical leave remains eligible, upon request, for participation in all insurance programs available under this Agreement. The Employer contribution toward insurance coverage is prorated by the same percentage as the percentage of the administrator's base salary paid by the Employer while on sabbatical, as noted in the above table. An administrator electing to continue insurance coverage while on sabbatical leave will contribute, through payroll deduction, any excess premium over the Employer's contribution.

7.1.2 Half-Time Sabbatical Leave

Full-time administrators may apply for a half-time sabbatical leave. This type of leave is granted on a half-time basis at full pay for the contract year. Half-time service is defined as equivalent to half the number of weeks in the regular contract. The minimum length of service in the School District to qualify is the same as that for a full-time sabbatical.

7.1.3 Sabbatical Leave Candidate Selection

The following factors should be considered in determining which qualified applicants should receive sabbatical leave if there are more applicants than leaves available:

The primary objective should be to improve an administrator's competence in the administrator's present positions or to achieve proficiency in an area where the District has determined a need exists for a specific competency.

An administrator who is subject to reassignment due to reduction or discontinuation of positions may benefit from a sabbatical leave to retrain themselves to better serve the District in subsequent years.

It should be reasonably possible to provide a replacement for the year that the administrator is on sabbatical leave.

An administrator who has previously been granted a sabbatical as an administrator, or is applying for a travel leave without a plan of graduate study, will not be considered for selection unless there are no other qualified applicants.

After the above factors have been considered, if two (2) or more candidates are considered equal, leave will be granted on the basis of seniority in the District.

Selection for sabbatical leave is on the condition that the administrator returns to the School District for a period of at least one (1) school year following the sabbatical leave. The final recommendation for approval of sabbatical leave is made by the Superintendent.

7.1.4 Number of Leaves

One (1) sabbatical leave for administrators may be approved each contract year.

An approved sabbatical leave may be rescheduled for good cause to another mutually agreeable time period.

7.2 Long-Term Leaves of Absence Without Pay

A long-term leave of absence without pay may be requested. The granting or denial of such requests is at the discretion of the Employer. In order to be eligible for such leave, an administrator must have completed three (3) fiscal years of service with the Employer.

All long-term leaves of absence, except for health reasons, must be requested prior to March 1, and if approved by the Employer, will be for a period of one (1) fiscal year, except that a leave of absence for health reasons will be for an initial period of the remainder of the fiscal year in which the leave begins. An administrator on a long-term leave must notify the Superintendent by March 1 of each fiscal year that (1) the administrator intends to return at the beginning of the next fiscal year, or (2) request a renewal of the long-term leave without pay. Failure of the administrator on long-term leave of absence without pay to notify of the intent to return or renew is considered a resignation by the administrator. Each renewal of a long-term leave of absence will be for a period of one (1) year. No long-term leave may be renewed more than twice.

An administrator granted a long-term leave of absence will be returned to employment at the end of the leave of absence to a position for which the administrator is licensed. In the event the administrator's leave is renewed, the administrator will be returned to employment at the end of the leave provided there is a vacant position for which the administrator is licensed and qualified. Failure to return upon expiration of leave of absence will result in termination of employment.

An administrator on a long-term leave of absence remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the Employer's insurance administrator at least one (1) month in advance.

No administrator will be granted experience credit while on a long-term leave of absence.

7.3 Parenting Leave

An administrator is granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly-adopted child or children. Whenever possible, written

application for the leave will be submitted to the human resources department at least four (4) months prior to the expected commencement of the leave.

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an administrator, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has started, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

Additionally, in the case of adoptions, by mutual agreement between the Employer and the administrator, an administrator may use up to and including twenty-five (25) days of accumulated basic leave prior to the adoption to fulfill requirements of the adoption. These days may include, but are not limited to, pre-adoption consultation, legal counsel, legal proceedings, and naturalization proceedings. These days need not be consecutive.

An administrator may use up to and including five (5) days of accumulated basic leave after the birth of a child or after an adoption.

An administrator may return to work prior to the date designated in the approved parenting leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

An administrator returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which such administrator is licensed and qualified, subject to approval of physician certifying the return and to the discontinuance of position provisions incorporated in this Agreement. Following return to duty, the administrator will be credited with the amount of their unused basic leave.

An administrator on parenting leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the District's insurance administrator at least one (1) month in advance.

Any period of parenting leave taken under this provision is used simultaneously with any period of leave for which the administrator is eligible under state and federal leave laws.

8. RETIREMENT

8.1 Insurance Benefits

8.1.1 A full-time administrator and their dependents may continue to participate in the Employer's medical and dental group insurance plans that the administrator and their dependents participated in immediately before the administrator's retirement if the administrator meets the requirements for insurance continuation under state law and pays the full amount of the insurance premiums for such coverage.

8.1.2 Retiree Insurance Subsidy (Hired Prior to July 1, 2010)

A full-time administrator hired on or after July 1, 2010 is not eligible for the benefits described in this Subsection 8.1.2, unless the newly hired administrator was a District employee prior to July 1, 2010 under a Master Agreement or guidebook that contained post-retirement benefits continuation language and had no break in employment with the Employer.

A full-time administrator retiring after age fifty-five (55) with a minimum of ten (10) full years of service is eligible for the Employer premium contributions toward group medical and dental insurance coverage at the same rate as active administrators. However, the Employer premium contribution for a retired administrator will be limited to the contribution rate for single coverage unless the retired administrator participated in single plus one or family coverage immediately preceding retirement. The Employer premium contribution will also be limited to the contribution rate for single coverage upon the death of the retired administrator's spouse, unless the retired administrator participated in family coverage immediately preceding retirement. Single and family coverage will continue despite the death of a retired administrator's spouse. All Employer premium contributions will cease on the earliest of the following events: (1) the death of the retired administrator, or (2) the expiration of eight (8) years from the effective date of the administrator's retirement.

If the retired administrator becomes eligible for Medicare benefits and the expiration of eight (8) years from the effective date of the administrator's retirement has not occurred, then the Employer will reimburse the retired administrator for Medicare insurance and a Medicare supplement for both the retired administrator and spouse not to exceed the single, single plus one, or family contribution rate for an active administrator as eligibility for these contributions is defined in the above paragraph. When the retired administrator or spouse is eligible for Medicare benefits, the non-eligible retired administrator or spouse may remain on the Employer health insurance plan until the administrator becomes eligible for Medicare benefits. At no time can the Employer contribution exceed

the single, single plus one, or family contribution rate for an active administrator with respect to the retired administrator's election on the effective date of retirement.

8.1.3 Minnesota State Retirement System (MSRS) Health Care Savings Plan (Hired on or after July 1, 2010)

Only a full-time administrator hired on or after July 1, 2010 is eligible for the benefits provided in this Subsection 8.1.3. A new administrator, who is eligible to qualify for benefits under Subsection 8.1.2, does not receive the contribution in Subsection 8.1.3.

The Employer will contribute \$2000 per year to a Minnesota State Retirement System Health Care Savings Plan after an administrator has received non-probationary continuing contract status as an administrator covered by the Master Agreement between EAC and the Employer.

Year	Contribution
2024-2025	\$2000
2025-2026	\$2000

If the administrator leaves employment with the Employer, this administrator's Health Care Savings Plan remains the property of the administrator.

8.1.4 Retiree Life Insurance

An administrator who retires after age fifty-five (55) and has worked at least twenty (20) years as an employee in an accredited institution of education, or for other governmental employers, may continue any life insurance coverage in force until age seventy (70) by continuing to pay the full premium.

8.2 Early Retirement Payments

Provided that all other conditions of eligibility are met, the following administrators are eligible for the early retirement payments described in this Section 8.2 and detailed in Subsections 8.2.1, 8.2.2, 8.2.3, 8.2.4, and 8.2.5: Tami Jo Cook, Mark DeYoung, Christopher Holden, Jennifer Johnson, Troy Stein, and Michael Pretasky. No other administrators are eligible for early retirement payments pursuant to this Section or its Subsections. This Section and its Subsections will automatically expire upon the final retirement of the administrators listed above.

8.2.1 Eligibility

To be eligible for the early retirement payments described below, an administrator must be listed as an eligible administrator in Section 8.2 above.

8.2.2 Deadline for Application

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

8.2.3 Distribution of Early Retirement Payments

An administrator eligible for the early retirement payments will receive payment in two (2) installments. The first payment will be on the last day of the month the administrator retires in an amount equal to two-thirds (2/3) of the early retirement incentive payment amount. The remaining one-third (1/3) will be paid the following January 15.

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

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

8.2.4 Calculation of Early Retirement Incentive Payment

An eligible administrator will receive an early retirement incentive payment in an amount described below. An administrator's daily rate of pay is calculated from the last year of full-time service.

Number of Assigned Weeks	Number of Days
All administrators	120 days

8.2.5 Calculation of Basic Leave Conversion Payment

In addition to the Early Retirement Incentive Payment, an eligible administrator will receive a basic leave conversion for unused basic leave days, in an amount described below. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days in the table below, multiplied by the daily rate of pay for the administrator. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.

Number of Assigned Weeks	Maximum Number of Days
All eligible administrators	83 days

A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan provided in Section 8.3 must not exceed the administrator's last full year salary.

8.3 Employer Contribution to the Health Care Savings Plan

A full-time administrator retiring after age fifty (50) with a minimum of ten (10) full years of service is eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator's accumulated unused basic leave days in excess of one-hundred forty (140) days as of the date of retirement.

9. REDUCTION OR DISCONTINUANCE OF POSITIONS

Any reduction in force will be made on the basis of the least total administrative experience in this District. For administrators with identical total administrative experience in this District, reductions will be made on the basis of the least total licensed experience in this District. In every case, however, an impacted administrator's licensure and qualifications as determined by the Employer must be acceptable to perform the responsibilities of the remaining positions. Reductions will be made among elementary administrative positions as a group, and among secondary administrative positions as a group, with no cross-over or bumping between elementary and secondary administrators.

If an administrator is reassigned under the terms of reduction or discontinuance of positions, the administrator will be assigned to a position (administrative or teaching) at no reduction of weekly salary or the Employer's monthly medical contribution. Seniority as a teacher will be as provided by law.

10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE

Administrators will be eligible for up to four hundred (\$400.00) dollars per administrator for professional development/technology allowance per year. In order to receive the allowance of four hundred (\$400.00) dollars or a portion thereof, the administrator must apply and receive prior approval from their supervisor. The administrator may carry over this allowance, up to two thousand (\$2000) dollars.

Use of funds may include:

1. Conventions, seminars, workshops (registration, travel, meals, and accommodations);
2. Tuition and materials for training or graduate courses;
3. Hardware/software for professional use that will mutually benefit the District and administrator; or
4. Dues for professional education organizations not presently paid by the District.

The allowance will not be distributed in salary or payout to any current or past administrator.

11. GRIEVANCE PROCEDURE

11.1 Definition

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

11.2 Procedure

Step I

The parties to this Agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Executive Director of Human Resources within twenty (20) days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five (5) working days of the submission of the grievance. The Executive Director of Human Resources shall issue a written decision on the grievance within five (5) working days of the meeting.

Step II

Administrator may appeal the decision of the Executive Director of Human Resources to the Superintendent. This appeal shall be made in writing to the Superintendent within ten (10) days of the decision of the Executive Director of Human Resources. The Superintendent shall issue a decision on the appeal within five (5) working days of receipt of the appeal and shall forward the decision to the administrator and the President of the EAC.

Step III

An administrator and the EAC may submit the matter to arbitration within ten (10) working days of receipt of the Superintendent's decision issued in step II.

Step IV - Arbitration

The Employer and EAC will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Employer and EAC are unable to agree on an arbitrator, they will request from the Bureau of Mediation Services, State of Minnesota, a list of five (5) names of qualified arbitrators. The parties will alternately strike names from the list of five (5) arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name, the question will be decided by a flip of the coin.

Each party will be responsible for equally compensating the arbitrator for their fee and necessary expenses. The arbitrator does not have the power to add, to subtract from, or to modify in any way the terms of the existing Agreement.

The decision of the arbitrator will be final and binding upon the parties. The decision will be issued to the parties by the arbitrator and a copy will be filed with the Bureau of Mediation Services, State of Minnesota.

The processing of all grievances will be during the regularly scheduled working hours and an administrator will not lose wages due to necessary participation.

11.3 Other Provisions

The parties by mutual written agreement may waive any step and extend any time limits in the grievance procedures; however, failure by an administrator or EAC to adhere to the timelines without mutual agreement to waive the timelines will result in a forfeit of the grievance. Failure of the Employer to act within the timelines specified without mutual agreement to waive such limits will constitute a denial of the grievance and will permit the grievant to proceed to the next step.

11.3.2 "All notices, appeals and other documents may be submitted electronically by the parties."

11.3.3 "Unless otherwise designated, days shall be defined as calendar days."

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement will become effective July 1, 2024, and will continue in full force and effect to and including June 30, 2026, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2026, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

12.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this 4th day of November 2024.

FOR
EDINA ADMINISTRATIVE COUNCIL

FOR
INDEPENDENT SCHOOL DISTRICT 273

Edina Administrative
Council President

Erica Allenburg, Board Chair

Edina Administrative
Council Representative

Dan Arom, Board Clerk

Edina Administrative
Council Representative

Edina Administrative
Council Representative

APPENDIX A

**Edina Administrative Council (EAC)
Salary Schedules**

2024-2025						
Step	High School Principal	Middle School Principal	Elementary School Principal	High School Assistant Principal	Middle School Assistant Principal	Elementary School Assistant Principal
1	188,687	173,479	165,999	146,576	142,716	131,693
2	191,596	176,154	168,558	148,836	144,917	133,723
3	194,637	178,950	171,233	151,198	147,217	135,846
4	197,677	181,745	173,908	153,560	149,517	137,968
5	200,587	184,420	176,468	155,820	151,717	139,998
6	203,626	187,215	179,142	158,181	154,016	142,120
7	207,835	191,084	182,844	161,451	157,199	145,057
8	208,904	192,067	183,785	162,281	158,008	151,698

2025-2026						
Step	High School Principal	Middle School Principal	Elementary School Principal	High School Assistant Principal	Middle School Assistant Principal	Elementary School Assistant Principal
1	192,461	176,949	169,319	149,508	145,570	134,327
2	195,428	179,677	171,929	151,813	147,815	136,397
3	198,530	182,529	174,658	154,222	150,161	138,563
4	201,631	185,380	177,386	156,631	152,507	140,727
5	204,599	188,108	179,997	158,936	154,751	142,798
6	207,699	190,959	182,725	161,345	157,096	144,962
7	211,992	194,906	186,501	164,680	160,343	147,958
8	213,082	195,908	187,461	165,527	161,168	154,732

**Memorandum of Understanding
Between Edina Public Schools and Edina Administrative Council
Regarding Benefits for Active Principals who are Annuitants of the
Teachers Retirement Association**

This Memorandum of Understanding ("MOU") is made by and between Independent School District No. 273, Edina Public Schools ("Employer" or "District") and the Edina Administrative Council ("EAC").

WHEREAS, the EAC is the exclusive representative of principals employed by the District;

WHEREAS, the Master Agreement ("Agreement") governs the principals' terms and conditions of employment between the District and EAC for the 2024-2025 and 2025-2026 school years; and

WHEREAS, the District and EAC agree that hiring experienced principals who are annuitants of the Teachers Retirement Association (TRA) can be beneficial to the students and staff of Edina Public Schools;

THEREFORE, the District and EAC agree as follows:

1. An active principal covered by the Agreement who is also an annuitant of the Teachers Retirement Association ("TRA") will receive as compensation a monetary amount equal to the contribution the Employer would have paid to TRA on behalf of such principal had the principal not been an annuitant.
2. Such monetary amount will be paid to the annuitant principal as salary addition. The monetary amount will be calculated based on the annuitant principal's placement on the salary schedule.
3. If an annuitant principal is receiving full health insurance coverage as a retirement benefit from a former school district, then the District will not make any contributions towards health insurance for such principal and the annuitant principal will receive an amount equal to the District's monthly contribution towards a single health insurance plan as salary addition.
4. Nothing in this MOU may be deemed to establish a precedent, a practice, or to alter any established interpretation, precedent, or practice arising out of or relating to the Agreement between the District and EAC.
5. This MOU does not alter any managerial rights that the District has in absence of this MOU.
6. Unless extended in writing by both parties, this MOU automatically expires on June 30, 2026.

The District and EAC agree with the above language as evidenced by their representatives' signatures below.

Edina Administrative Council (EAC)

ISD 273, Edina Public Schools

EAC President

Erica Allenburg, Board Chair

VII.D. Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Transportation Employees

Speaker (s) : Sonya Sailer, Executive Director of Human Resources; and Mert Woodard, Director of Finance and Operations



Board Meeting Date: 11/4/2024

Title: Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Transportation Employees

Type: Action

Presenter(s): Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

Description: The School District's transportation employees have ratified a tentative agreement for a two-year contract effective July 1, 2024, through June 30, 2026. The proposed terms and conditions of employment are reflected in the attached agreement with underlined font used to represent new language and strikethrough font used to show language to be removed from the contract as a part of the tentative agreement. Financial highlights of the proposed agreement include:

1. Step advancement for eligible employees in both years of the agreement and retroactive application to July 1, 2024;
2. A seven (7) percent wage increase in the first year of the agreement and a three (3) percent increase in the second year;
3. As of January 1, 2025, a \$73.57 per month increase to the school district's contribution towards single health insurance, a \$24.60 per month increase towards a single plus one plan, and a \$25.43 per month increase to a family plan; and
4. An elimination of paid vacation time for school term transportation employees in exchange for nine (9) paid holidays with summer bus drivers earning one (1) additional paid holiday if they meet minimum summer hour requirements.

The two-year total package for this proposed agreement is \$7,802,310, which represents an increase of \$619,029. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 8.62%. This amount is within the School Board's financial parameters for this collective bargaining agreement. Superintendent Stanley supports the recommendation.

Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.

Attachments:

1. DRAFT underlined/strikethrough version of proposed 2024-2026 transportation employee agreement.
2. Final clean copy of the proposed 2024-2026 transportation employee agreement.



Board Meeting Date: 11/4/2024

Title: Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Transportation Employees

Type: Action

Presenter(s): Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

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1. Step advancement for eligible employees in both years of the agreement and retroactive application to July 1, 2024;
2. A seven (7) percent wage increase in the first year of the agreement and a three (3) percent increase in the second year;
3. As of January 1, 2025, a \$73.57 per month increase to the school district's contribution towards single health insurance, a \$24.60 per month increase towards a single plus one plan, and a \$25.43 per month increase to a family plan; and
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The two-year total package for this proposed agreement is \$7,802,310, which represents an increase of \$619,029. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 8.62%. This amount is within the School Board's financial parameters for this collective bargaining agreement. Superintendent Stanley supports the recommendation.

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Board Meeting Date: 11/4/2024

Title: Proposed 2024-2026 Collective Bargaining Agreement Between Independent School District 273 and the Service Employees International Union, Local 284, Representing Transportation Employees

Type: Action

Presenter(s): Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

Description: The School District's transportation employees have ratified a tentative agreement for a two-year contract effective July 1, 2024, through June 30, 2026. The proposed terms and conditions of employment are reflected in the attached agreement with underlined font used to represent new language and strikethrough font used to show language to be removed from the contract as a part of the tentative agreement. Financial highlights of the proposed agreement include:

1. Step advancement for eligible employees in both years of the agreement and retroactive application to July 1, 2024;
2. A seven (7) percent wage increase in the first year of the agreement and a three (3) percent increase in the second year;
3. As of January 1, 2025, a \$73.57 per month increase to the school district's contribution towards single health insurance, a \$24.60 per month increase towards a single plus one plan, and a \$25.43 per month increase to a family plan; and
4. An elimination of paid vacation time for school term transportation employees in exchange for nine (9) paid holidays with summer bus drivers earning one (1) additional paid holiday if they meet minimum summer hour requirements.

The two-year total package for this proposed agreement is \$7,802,310, which represents an increase of \$619,029. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 8.62%. This amount is within the School Board's financial parameters for this collective bargaining agreement. Superintendent Stanley supports the recommendation.

Recommendation: Approve the proposed 2024-2026 collective bargaining agreement.

Attachments:

1. DRAFT underlined/strikethrough version of proposed 2024-2026 transportation employee agreement.
2. Final clean copy of the proposed 2024-2026 transportation employee agreement.



DEFINING EXCELLENCE

MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 284

REPRESENTING

TRANSPORTATION EMPLOYEES

JULY 1, 2022 2024 THROUGH JUNE 30, 2024 2026

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EDITED TO ALIGN WITH
PROPOSED 24-26
MODIFICATIONS**

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1. Introduction

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools, ("Employer" or "District") and Service Employees International Union, Local No. 284, ("Union" or "Exclusive Representative").

1.2 Recognition

The Employer recognizes the Union as the exclusive representative for the purpose of negotiating terms and conditions of employment for all transportation employees employed by Independent School District No. 273, Edina, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding managerial, confidential, supervisory and all other employees.

1.3 Right to Views

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the terms and conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Union.

1.4 Union Dues

Employees shall have the right to request and be allowed dues checkoff for the Exclusive Representative organization of their selection. Upon receipt of a properly executed authorization (including written or electronic), The Exclusive Representative will submit a written certification to the Employer that the Exclusive Representative has received an authorization signed by the employee authorizing the deduction of union dues. The Employer will deduct monthly the dues that employees have agreed to pay to the organization during the period provided in said authorization and remit these dues to the Union. The Union will indemnify, defend, and hold the District harmless against any claims made against and any suits instituted against the Employer, its officers, or employees, by reason of the deduction of union association dues.

1.5 Union Access to Information

Upon **the Union's** request, the Employer shall make available to the Union a bargaining unit list of employees including name, address, phone numbers, electronic mail address(es), work hours, work location, **job** classification, wage schedule placement, and dates of employment. Additionally, the Employer will notify the Union of new hires, **transfers out of the bargaining unit, and separations from employment, in the time period required by law on a monthly basis.**

1.6 Managerial Rights

State law has vested in the Employer the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules, and regulations for the Employer. All such authority and power of the Employer will continue unimpaired, except as limited by a specific provision of this Agreement.

1.7 Provisions Contrary to Law

Any portion of this Agreement that violates any provision of state or federal law, or any rules or regulations promulgated thereunder, either now or hereafter, are null and void and without force and effect.

If any provision of this Agreement or the application of any provision under any circumstances is held invalid, that provision is severable, and it will not affect any other provisions of this Agreement or the application of provisions under other circumstances.

2. WAGES AND OTHER COMPENSATION

2.1 Hourly Wage Schedules

~~2022-2023~~ 2024-2025

The following hourly wage schedule applies during the period of July 1, **2022** **2024** through June 30, **2023** **2025**:

Step	Bus Mechanic*	Interschool Mail Driver*; Route Programmer*	Lead Bus Mechanic*	Bus Driver
1	\$30.31	\$27.16	\$37.22	\$24.17
L6	\$30.57	\$27.42	\$37.47	\$24.43

L11	\$30.82	\$27.68	\$37.73	\$24.68
L16	\$31.08	\$27.93	\$37.99	\$24.94
L21	\$31.33	\$28.19	\$38.24	\$25.19

Step	Bus Mechanic*	Interschool Mail Driver*;Route Programmer*	Lead Bus Mechanic*	Bus Driver
1	\$32.43	\$29.06	\$39.83	\$25.86
L6	\$32.71	\$29.34	\$40.09	\$26.14
L11	\$32.98	\$29.62	\$40.37	\$26.41
L16	\$33.26	\$29.89	\$40.65	\$26.69
L21	\$33.52	\$30.16	\$40.92	\$26.95

*12-month positions.

2023-2024 **2025-2026**

The following hourly wage schedule applies during the period of July 1, 2023 2025 through June 30, 2024 2026:

Step	Bus Mechanic*	Interschool Mail Driver*;Route Programmer*	Lead Bus Mechanic*	Bus Driver
1	\$33.40	\$29.93	\$41.02	\$26.64
L6	\$33.69	\$30.22	\$41.29	\$26.92
L11	\$33.97	\$30.51	\$41.58	\$27.20
L16	\$34.26	\$30.79	\$41.87	\$27.49
L21	\$34.53	\$31.06	\$42.15	\$27.76

*12-month positions.

2.2 Credit for Outside Experience

The Employer may grant credit for prior experience to a new employee and place the employee at the appropriate level on the wage schedule. Any credit granted must be for same or similar work as the work to be performed for the Employer. Upon the request of the Union Steward, the Employer will provide its basis for granting experience credit for a new employee.

2.3 Longevity Steps

Eligibility for advancement to a longevity step on the wage schedule will be determined as of July 1 with new employees hired prior to January 1 considered to have worked for one year for the purposes of step advancement. Employees will qualify to

move to the applicable longevity step of the hourly wage schedule after five (5) years, ten (10) years, fifteen (15) years, and twenty (20) years of service to the Employer within this bargaining unit.

For employees employed prior to July 1, 2022, the longevity calculation will include years of service in the combined Transportation Department and Buildings and Grounds Department bargaining unit that existed prior to the BMS Unit Amendment Order of August 2022. Effective January 1, 2023, employees granted credit for outside experience at the time of hire resulting in an initial placement on a longevity step will advance to the next longevity step after five years of service to the Employer within this bargaining unit (e.g., an employee granted outside experience and placed at step L6 at the time of hire must work five full years for the Employer before advancing to step L11).

2.4 Wage Differential for Multi-District (UFARS Finance Code 714) Routes

A bus driver assigned to a multi-district (UFARS Finance Code 714) route will receive a wage differential of \$5.00 per hour while driving this route. As listed in Appendix A, ~~employees bus drivers~~ assigned to these routes at the time of ratification and approval of the 2022-2024 contract ~~were will be~~ grandparented at the \$7.00 per hour wage differential in place at that time.

2.5 Wage Differential for Transportation of Students with Special Needs

An hourly bus driver regularly assigned to transport students with special needs will be paid a differential of \$1.00 per hour. This differential will also be applied for the hours that an hourly paid driver is transporting student(s) in wheelchairs on field trips.

2.6 Wage Differential for Substitute Bus Driver

Hourly bus drivers regularly assigned to drive routes on a substitute basis will be paid a differential of \$1.00 per hour. This differential will also be paid to other drivers who substitute on a route but limited only to those hours worked as a substitute bus driver.

2.7 Wage Differential for Automotive Service Excellence (ASE) Certification

A mechanic that holds a valid Master Certification from ASE is eligible to receive a wage differential of \$2.00 per hour. A mechanic that has passed at least four (4) certification tests is eligible to receive a wage differential of \$1.00 per hour. To receive the wage differential, a mechanic must provide the Human Resources Department with a copy of ~~his or her~~ **their** certification. The wage differential will be added to the mechanic's hourly rate beginning with the first payroll following such receipt. A mechanic must retest every five (5) years to maintain their ASE certification and eligibility for the wage differential.

2.8 New Classification

A current employee who moves to a higher paid classification will be placed at (1) the first step of the wage schedule in the new classification or (2) at the first step that exceeds ~~his or her~~ **their** current hourly rate by at least \$0.50 per hour, whichever is greater.

2.9 Recruitment of New Bus Drivers and Mechanics

An employee will receive \$250.**.00** from the Employer for each new bus driver or mechanic that the employee recruits to work for the Employer. The compensation will be provided after the recruited bus driver or mechanic completes the probationary period set forth in Section 13.1.

2.10 Shift Differentials for Approved Custodial Work

Employees approved by the Buildings and Grounds Department to perform custodial work outside of an employee's assigned transportation work schedule will receive all shift differentials provided in the Custodial contract.

3. HOURS, ASSIGNMENTS, AND OVERTIME

3.1 Regular Work Week

The regular work week consists of five **(5)** consecutive days totaling **forty (40)** hours. The **workweek** ~~work week~~ commences at 12:01 a.m. on Monday and concludes at midnight the following Sunday. This **workweek** ~~work week~~ will be used to determine overtime. The five **(5)** consecutive days need not fall within a

single Monday through Sunday work week.

3.2 Route Times for Bus Drivers

Route times are calculated by the Supervisor of Transportation Services as the route schedules are developed. These times are approximations and may be amended if an employee driver finds the employee's driver's route takes a longer period of time to complete, subject to review with the supervisor. The employee driver is compensated based upon the time worked.

3.3 Overtime

An employee will be paid at one and one-half (1.5) times the employee's regular rate for work in excess of forty (40) hours per week, which includes days worked and holidays. Hours not worked by a school-term employee due to a holiday will count as hours worked for purposes of calculating when an employee has exceeded forty (40) hours of work in a workweek ~~work-week~~ and is thus entitled to overtime pay. Sick leave and vacation days will not be included in calculating overtime.

Overtime hours worked on a holiday designated in this Agreement will be paid at two (2) times the regular rate. This payment is in addition to any holiday pay the employee may be eligible for under the terms of this Agreement.

School-term employees scheduled to work non-overtime hours on the holidays recognized in this Agreement are paid at one and one-half (1.5) time their regular rate.

Overtime will be assigned to employees and is rotated as equitably as possible among the employees who are qualified to handle the work as determined by the Employer. When the Employer has been notified of possible overtime situations, the overtime work will be posted one (1) week prior to the scheduled event. In the event no employee is willing to work overtime, the Employer will assign an employee on a rotational basis using reverse seniority at the building.

The Employer, insofar as possible, will include pay for the overtime with the paycheck for the period following the period in which the overtime was earned.

Overtime pay will be calculated using the employee's regular rate of pay as defined by state and federal law.

3.4 Snowplowing Overtime

An employee who is assigned or approved to work hours outside the employee's assigned shift for snowplowing purposes will be compensated at one and one-half (1.5) times the regular rate.

3.5 Return to Work Pay

An employee called into work receives a minimum of two (2) hours of pay regardless of hours worked. This "called into work" provision does not include the extension of a regular shift.

3.6 Emergency Transfers

The Employer may transfer an employee in an emergency or to fill a temporary vacancy without posting that position, provided the transfer does not exceed one-hundred eighty (180) calendar days. During the period of reassignment, if the temporary assignment is to fill a Bus Mechanic or Lead Mechanic position, the employee will be paid at the rate of pay provided for the temporary position under the terms of this Agreement contract. The Employer will notify in writing the union steward of transfers exceeding five (5) days indicating the effective date of the temporary transfer. This notification will be completed prior to the tenth (10th) day of the temporary transfer.

4. VACATION AND HOLIDAYS FOR TWELVE MONTH EMPLOYEES

A twelve-month employee receives vacation days as follows:

<u>Years of Service in Unit</u>	<u>Number of Vacation Days</u>
1-5	10
6-12	15
13-19	20
20 or more	25

A twelve-month employee will be credited with vacation on a prorated basis at the time of hire and each subsequent July 1. Upon an employee's departure from employment with the Employer any used, unearned vacation will be deducted from the employee's final payment. A twelve-month employee may carry up to ten (10) days of vacation from one fiscal year to the next fiscal year.

4.1 Vacation Scheduling for Twelve-Month Employees

An employee may schedule vacation on any day or days subject

only to the requirement that sufficient employees remain on the job to constitute an efficient work force, as determined by the Supervisor of Transportation Services Supervisor.

All vacation requests submitted prior to March 1st for the following fiscal year (July 1 to June 30) will be granted on a seniority basis. All other requests for vacation must be received by the supervisor two (2) weeks in advance and will be granted on a first come first serve basis.

4.2 Holidays for Twelve-Month Employees

Twelve-month employees will receive There will be twelve (12) holidays with pay per year. Placement of days is determined by the Employer, after consultation with the Union Steward. Holiday pay is based on an employee's regular daily hours.

5. VACATION AND HOLIDAYS FOR SCHOOL-TERM EMPLOYEES

School-term employees regularly scheduled to work each week are eligible to receive nine (9) paid holidays. Placement of the days is determined by the Employer, after consultation with the Union Steward. Holiday pay is prorated based on an employee's regular daily work hours. If an employee's regular daily work hours vary each day, their regular daily work hours will be calculated based on their regular weekly work hours. For example, if an employee regularly works twenty (20) hours per week over five (5) days, then their regular daily work hours would be four (4) hours per day.

School-term employees who work at least sixty (60) hours between school terms (i.e., during the summer months) are eligible for one (1) additional paid holiday. The summer holiday pay will be issued on either the July 30 or August 30 payroll, depending on when the employee completes the required sixty (60) hours.

A school-term employee who has worked at least 500 hours between July 1st and June 30th will receive up to a maximum of 80 hours of paid vacation time.

5.1 Calculation of Paid Vacation Time

An eligible school-term employee will receive up to 80 hours of paid vacation time. The amount of paid vacation time is prorated to the amount of hours worked by the school-term employee in the previous year. The actual number of hours worked in the previous

school year is divided by 2000. This resulting fraction is multiplied by 80 hours resulting in the amount of paid vacation hours to which the school-term employee is eligible.

Example One. A school-term employee worked 5 hours per day for 172 days in the previous school year. The school-term employee is eligible to 34.4 hours of paid vacation time.

$$\begin{aligned} 5 \text{ hours} \times 172 \text{ days} &= 860 \text{ hours worked} \\ 860 \text{ hours worked} \div 2000 &= .43 \\ .43 \times 80 \text{ hours} &= 34.4 \text{ hours of paid vacation time} \end{aligned}$$

Example Two. A school-term employee works 7 hours per day for 172 days. The school-term employee also completes 80 hours of summer work. The school-term employee is eligible for 51.36 hours of paid vacation time.

$$\begin{aligned} 7 \text{ hours} \times 172 \text{ days} &= 1204 \text{ hours worked} \\ 1204 \text{ hours worked} + 80 \text{ hours of summer work} &= 1284 \text{ total hours} \\ 1284 \text{ hours worked} \div 2000 &= .642 \\ .642 \times 80 \text{ hours} &= 51.36 \text{ hours of paid vacation time} \end{aligned}$$

5.2 Paid Vacation Hours

An employee who elects to take earned vacation time has until August 31st of the following school year to use earned vacation time. For example, time earned during the 2015-2016 school year and awarded on July 1, 2016, must be used between July 1, 2016 and August 31, 2017. Earned vacation time must be taken during non-student contact days and with the approval of the immediate supervisor.

5.3 Lump Sum Payment in Lieu of Vacation

In lieu of taking paid vacation time, an employee may elect to receive a lump sum payment in the employee's August 15th paycheck.

5.4 Winter Break Holiday

An eligible school-term employee will receive from the Employer a lump sum payment equivalent to one day of pay based on the employee's assignment as of December 31st of the given year as a Winter Break Holiday. An eligible school-term employee is an active employee already scheduled to be paid as of December 31st of the given year. The Employer will pay the lump sum payment to the employee in the first paycheck in January.

6. PHYSICAL EXAMINATIONS FOR BUS DRIVERS

State law requires annual or biennial physical examinations for bus drivers. The Employer will pay for a driver's required physical examination, whether annual or biennial.

If a full-time employee with three (3) or more years of seniority with the Employer fails to qualify as a bus driver but is certified by the Employer's physician to be capable of doing custodial work, the employee will be transferred to a vacant custodial position, if approved by the Employer.

7. INCLEMENT WEATHER — BUS DRIVERS

On days when school is canceled due to inclement weather, an employee normally assigned solely to school bus driving duties will not report to work, but is paid for the regular amount of hours worked on a normal school day. An employee normally assigned to other duties beyond school bus driving may work remotely as approved by their supervisor.

8. TEMPORARY CUSTODIAL WORK

A transportation employee may express their interest in performing temporary custodial work by contacting the Buildings and Grounds Department. The decision to grant a transportation employee's request to perform temporary custodial duties is at the sole discretion of the Director of Buildings and Grounds. During the school year, the rate of pay will reflect step one (1) of the hourly custodian wage schedule. The Director of Buildings and Grounds will determine the hourly rate of pay for temporary summer assignments.

9. INSURANCE

9.1 Hospitalization-Medical Insurance

An employee working twenty-five (25) or more hours per week may enroll for single, single plus one, or family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The maximum monthly Employer contribution toward the premium for the type of coverage in which a full-time employee is enrolled will be as follows:

Type of Coverage	Employer Maximum Monthly Contribution	Employer Maximum Monthly Contribution
------------------	---------------------------------------	---------------------------------------

		as of 01/01/2025
Single	\$701.43	\$775.00
Single + One	\$1,215.40	\$1,240.00
Family	\$1,564.57	\$1,590.00

Two eligible employees who are legal spouses may choose to be covered under two separate, single Employer hospitalization-medical insurance plans ("plan"). If two eligible employees who are legal spouses choose to be covered by one a family or single plus one plan, the married employees will receive a monthly Employer contribution equal to two (2) single Employer contributions to the enrollee's premium. This election must be made during (1) the open enrollment period or (2) upon the occurrence of a qualifying event, as defined by the hospitalization-medical insurance carrier.

If an employee selects a plan for which the monthly premium is less than the Employer contribution toward the premium, the Employer will deposit the excess contribution into the employee's health reimbursement account.

An employee enrolled in the Employer's hospitalization-medical insurance program will contribute through payroll deduction any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation carrier, or the long-term disability carrier remains eligible for the Employer contribution towards a plan.

9.2 Dental Insurance

An employee working twenty-five (25) or more hours per week may participate in the Employer's dental plan. An employee who enrolls in the program will contribute the entire premium through payroll deduction.

9.3 Life Insurance

A twelve-month employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's group term life insurance program and is insured for an amount equal to the whole number of thousands of annual base wages salary. The Employer pays the entire premium for this coverage.

A school-term employee is eligible to receive a \$10,000 term life policy. The Employer pays the entire premium for this coverage.

9.4 Accidental Death and Dismemberment Insurance

A twelve-month employee working **twenty-five (25)** or more hours per week is eligible for accidental death and dismemberment insurance in an amount equal to the employee's annual **wages salary** rounded up to the next whole thousand. The Employer pays the entire premium for this coverage.

A school-term employee working **twenty-five (25)** or more hours per week is eligible for accidental death and dismemberment insurance in an amount equal to \$10,000. The Employer pays the entire premium for this coverage.

9.5 Long-Term Disability Insurance

An employee working **twenty-five (25)** or more hours per week is eligible to participate in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

9.6 Flexible Benefits Plan

An employee is eligible to participate in the Flexible Benefits Plans established by the Employer, however, the employee must meet all other requirements for eligibility set forth in the Flexible Benefits Plans.

10. RETIREMENT

10.1 Retirement

An employee who retires may elect to maintain participation in the Employer's hospital medical insurance program by paying the full premium costs of this program in accordance with Minn. Stat. § 471.61.

10.2 Severance Pay

10.2.1 Eligibility for Severance Pay (Employees hired prior to July 1, 1990)

In order to be eligible for severance pay, an employee must have attained the age of fifty-five **(55)** years as of June 30 of the school year in which an application is made and must

have completed a minimum of twenty (20) full years of continuous service to the Employer.

Severance pay is only available to employees hired prior to July 1, 1990. No severance pay will be paid to any employee who is discharged for cause.

10.2.2 Severance Pay Payment

At the time of retirement, unused sick leave accumulation over ninety (90) days will be converted to severance pay at the rate of one day of severance pay for each two (2) days of sick leave. The amount of severance pay is determined by multiplying \$85.00 by the number of days of severance pay for which the employee is eligible. In no case, however, will the severance pay exceed \$5,000.

10.2.3 Application and Payment

An employee's application for severance pay at the end of the school year must be submitted to the Human Resources Department by February 1. An employee will receive the employee's severance payment in three (3) equal installments. These payments will be made on July 15 of each year, following the effective date of retirement in accordance with Minn. Stat. § 465.72.

10.2.4 Reduction for Tax-Deferred Matching Contribution

The amount of severance pay for which an employee may be eligible under this section is reduced by the amount of any Employer contribution that has been made to that employee's tax-deferred matching contribution plan account.

10.3 Retirement Savings Plans

An employee may participate in a retirement savings program by contributing a portion of the employee's annual base wages salary to this program. A list of eligible programs is available on the Employer's website and with the Business Services Department.

10.4 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an employee's tax-deferred matching contribution plan, subject to the following provisions.

10.4.1 Eligibility

Only an employee who is beginning their sixth (6th) year of service as determined under Section 2.3 and whose regular assignment is equivalent to or greater than twenty-five (25) hours per week is eligible for the matching Employer contribution provided in this section.

10.4.2 Approved Plan

The employee's tax-deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b).

10.4.3 Matching Wage Salary Deduction

The Employer contribution is not payable unless the employee authorizes a matching wage salary reduction in the amount ~~he or she is~~ they are eligible to receive in Section 10.4.4 for the same period.

10.4.4 Employer Contribution

Employer contribution will be up to two (2)% percent of the employee's annual base wages salary.

10.4.5 Employee and Employer Contribution

The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to Section 10.4.2. The employee is responsible for making all arrangements required by the company to ensure that proper payment can be made by the Employer.

11. UNIFORMS

Employees shall report to work with the uniform type approved by the Director of Business Services or designee. Items requiring an official logo must be purchased through an approved vendor. If an employee is required to wear a uniform, the employer will pay an annual uniform allowance to the employee in the amount of \$225.00. New employees must purchase their uniforms within thirty (30) days after employment and will receive the uniform allowance on their first paycheck.

12. LEAVES OF ABSENCE

12.1 Requests for Leave

Leave requests should be submitted to the employee's supervisor. The supervisor will respond to the leave request as soon as possible but within a maximum of three (3) working days after receiving the leave request.

If the supervisor is not available to make the decision within this timeframe, or if a leave is denied and the employee disagrees with the decision, the employee should contact the Human Resources Department to discuss the leave. Any unique circumstances surrounding the leave request will be considered as it relates to legal obligations or other factors presented by the employee.

In situations where the number of leave requests exceeds the ability to grant the leave, leave approvals will first be determined by the request date of the leave with seniority being the secondary criteria.

12.1.1 Leaves for Good Cause

There is no loss of job or seniority in case of leaves of absence for good cause. The Employer determines whether the leave of absence is for good cause.

12.2 Sick Leave

An employee is entitled to sick leave of one (1) working day per month worked, accumulative without limit. An employee will be credited with sick leave on July 1. If employment is concluded before the end of any year, sick leave days will be prorated. Accumulated sick leave is to be used for personal illness or serious illness of the employee's immediate family. ~~Sick leave may not be used for absence due to accident resulting from employment with another employer.~~

An employee may use leave allowance provided by the Employer for absences due to an illness or injury to the employee's dependent child, adult child, spouse, sibling, parent, grandparent, or stepparent, for such reasonable periods as the employee's attendance may be necessary, on the same terms the employee is able to use accumulated leave allowance for the employee's own illness or injury and in accordance with state and federal law.

When a medical doctor certifies that home care is essential

because of illness or injury of the employee's spouse, the employee may deduct up to **fifteen (15)** days from accumulated leave allowance at no wage deduction.

If the Employer reasonably believes that an employee is abusing the use of sick leave, the Employer may require the employee to provide a note from a physician indicating that an absence was due to illness that prevented the employee from performing their work duties **in accordance with state and federal law**. Normally, the Employer will provide advance notice to the employee that the Employer believes an abuse of sick leave is occurring and that the employee will be required to provide a physician's note for a subsequent absence; however, the Employer may require a physician's note without advance notice if the Employer has information that causes the Employer to reasonably believe that an employee is abusing the use of sick leave **and such request is allowed by state and federal law**. The Employer may designate the physician the employee is required to see if medical certification is required. If the Employer designates the physician the employee is required to see for medical certification, then the Employer will reimburse the employee for any out-of-pocket medical costs incurred in obtaining the physician's note.

12.2.1 Use of Sick Leave for Bereavement

For death or illness in the immediate family (immediate family includes spouse, children, mother, father, brother, sister, grandparents and grandchildren; also in-laws of a similar degree of relationship), up to five **(5)** days of current sick leave may be used. For death or illness in other than the immediate family, up to three **(3)** days of current sick leave may be used upon the approval of the Human Resources Department.

12.3 Personal **Business** Leave

An employee may use a maximum of four **(4)** days of paid leave, up to **thirty-two (32)** hours **for an eight (8) hour per day employee,** during ~~a any one~~ contract year as personal leave for the transaction of personal business that cannot occur outside school duty hours. Personal **business** leave is deducted from accumulated sick leave. **Examples of personal business that qualify for use of leave allowance are court appearances, real estate closings and significant family events such as weddings and commencement ceremonies. Activities of a social nature would not qualify, nor would avocational activities or negotiations for**

~~a change in regular employment.~~

The specific reason for the requested leave does not have to be given. Requests for personal ~~business~~ leave must be submitted to the employee's supervisor in writing at least three days in advance, except in cases of extreme emergency, and are subject to the approval of the Human Resources Department. Adequate staffing must be ensured as determined by the supervisor.

12.4 Jury Duty

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and will be paid by the Employer the difference between the regular ~~hourly wage salary~~ and the fee received for the required jury or court duty, ~~unless the employee is a party in the case.~~

12.5 Military Leave

Military service leave will be granted in accordance with state and federal law.

12.6 Childcare ~~Child Care~~ Leave

An employee is eligible for a leave of absence without pay for a period of up to ~~twelve (12)~~ months for ~~childcare child-care~~ purposes. The employee will submit an application for ~~childcare child-care~~ leave at least ~~sixty (60)~~ calendar days before requested leave is to begin. The ~~sixty (60)-day~~ requirement may be waived when an emergency makes notice impossible. ~~Childcare Child-care~~ will commence at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave of absence will result in termination of employment. The employee will be reinstated to the employee's original job or to a transportation position with no reduction of monthly pay and will retain all seniority and leave benefits accrued prior to taking the leave of absence.

12.7 Short-Term Disability Leave

The Employer will provide short-term disability leave coverage for employees who have exhausted accumulated ~~paid leave options including basic leave, workers' compensation (if applicable), and any other state and/or federal paid leave programs sick-leave days~~ prior to the commencement of long-term disability benefits.

12.7.1 Eligibility

An employee who has been employed by the Employer for one (1) calendar year will become eligible for short-term disability leave coverage after the employee has been totally and continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. An employee who receives short-term disability leave coverage is ineligible to receive it again until twelve (12) months after the date of the last payment.

12.7.2 Short-Term Disability Leave Allowance

Short-term disability leave payments commence as of the sixteenth (16th) continuous duty day the employee is totally unable to work or after the last day of paid sick leave, whichever occurs last. Short-term disability leave will end after the employee has been unable to work for sixty-five (65) continuous duty days.

12.7.3 Short-Term Disability Leave Payments

Short-term disability leave payments will be fifty (50) percent of an employee's daily rate of pay. If an employee works hours that vary, an average of the previous six (6) weeks of pay will be used to determine the daily rate.

12.8 Sick Leave Conversion to Vacation Time

After a twelve-month employee has accumulated ninety (90) days of unused sick leave, the employee may convert additional sick leave to vacation days at the rate of one (1) vacation day for each two (2) days of unused sick leave. Forms requesting this election must be received in the Payroll office no later than July 15th. There is no vacation conversion for less than two (2)-day segments of accumulated sick leave. Up to five (5) ~~four~~ days of vacation may be converted each year. These vacation days are subject to the provisions of Article Sections 4 and 5.

13. BARGAINING UNIT SENIORITY, JOB VACANCIES, PROBATIONARY PERIOD

13.1 Probationary Period

All new employees will be on probation for a period of one (1) year. During this time period, the Employer has the unqualified

right to terminate the probationary employee without assigning any cause for the termination. After serving the probationary period, the employee, if retained, will be a non-probationary employee and assigned the privileges afforded to a non-probationary employee.

If a non-probationary employee is transferred or promoted to a new classification, the employee will serve a new probationary period of ninety (90) calendar days in the new classification. During the probationary period in a new classification, the Employer may reassign the employee to the former classification if the employee's performance in the new classification is unsatisfactory. Also, during the probationary period in the new classification, the employee has the right to return to a position within the employee's former classification, without loss of seniority.

13.2 Layoffs

~~Layoffs due to employee reductions will be on the basis of seniority. The last employee hired will be the first laid off. An employee who is laid off will be offered re-employment before a new employee is hired; however, an employee retained or recalled must be qualified to perform the work available. An employee who is laid off will be called back in reverse order of layoff. An employee on layoff retains the employee's seniority and right to recall for a period of two years from the date of layoff.~~

13.2.1 Bargaining Unit Seniority

~~Bargaining unit seniority is established based on the date an employee first began continuous employment within this bargaining unit or its predecessor bargaining unit. An employee's bargaining unit seniority ends when they terminate employment within the unit.~~

13.2.2 Classification Seniority

~~Classification seniority is based on the date an employee first began continuous employment in their current classification. There are five (5) classifications (also known as positions) in the bargaining unit including Bus Driver, Route Programmer, Interschool Mail Driver, Lead Mechanic, and Mechanic. Classification seniority ends when an employee leaves a classification, whether through transfer to a different classification or termination of~~

employment within the bargaining unit. However, an employee will retain their classification seniority if laid off and subsequently recalled to their former position within two (2) years of the layoff.

13.2.3 Layoffs Due to Employee Reductions

Layoffs due to employee reductions will be based on seniority. The District will determine the classification where layoffs will occur, and within that classification, layoffs will happen in reverse order of classification seniority. The last employee hired in a classification facing a layoff will be the first to be laid off within that classification.

An employee who is laid off will be offered re-employment in their former classification before a new employee is hired; however, an employee retained or recalled employees must be qualified to perform the work available for the available work. An laid-off employee who is laid off will be recalled back in reverse order of layoff. An employee on layoff retains the employee's seniority and right to recall for a period of two years from the date of layoff. A laid-off employee retains their seniority, bargaining unit seniority, classification seniority, and right to recall for two (2) years from the date of layoff. A more senior employee may volunteer for layoff in place of a less senior employee.

A laid-off employee holding the position of Lead Bus Mechanic, Bus Mechanic, Route Programmer, or Interschool Mail Driver may immediately bump into a Bus Driver position provided they are fully qualified and have greater bargaining unit seniority than the less senior Bus Driver.

13.2.41 Callback to Position

An employee notified of call back to an available position must report to duty within fifteen (15) calendar days of the date the notice of call back was has been mailed by certified mail. The notice will be sent to the last known address of the employee and the union steward. Failure to respond report within fifteen (15) calendar days constitutes a waiver of rights and the employee will be terminated.

13.2.52 Qualification as a Bus Driver

A laid-off employee who subsequently becomes qualified as a bus driver (license, physical examination, and any other requirements) may, within ninety (90) days from the date of layoff, bump either (1) the least senior of the hourly bus drivers with lesser bargaining unit seniority than the employee, or (2) the hourly paid bus driver with lesser bargaining unit seniority than the employee who is working the greatest number of hours per week.

13.2.63 Bumping Procedure

~~A laid off lead bus mechanic, bus mechanic, route programmer, or interschool mail driver employee may immediately bump into a bus driver position provided that the employee is qualified. The less senior person will be laid off in turn.~~

The Employer will combine bus driver positions, if practicable, to provide a total of forty(40) hours per week to laid off senior employees with greater bargaining unit seniority. The least senior bus driver employees with lesser bargaining unit seniority will be laid off in turn.

A laid-off Lead Bus Mechanic, Bus Mechanic, Route Programmer, or Interschool Mail Driver employee who bumps into a different position is "red-circled" and will continue to be paid at the then-current equivalent hourly rate of pay and benefits. A "red-circled" rate applies to the individual employee, not to the position.

13.3 Vacancies

A transportation job vacancy is posted at the transportation facility for five (5) ~~seven~~ business days. In the event no employee applies for a vacancy, the least senior employee may be required to fill the vacancy. Job vacancies will be posted on the Employer's website.

13.3.1 Application for Job Vacancies

An employee interested in being considered for job vacancies should submit a letter of application outlining the employee's work history within and outside of the District. An employee who submits a letter of application for any posted vacancy pursuant to this section will be interviewed. Interviews may be in the form of preliminary

screening interviews in an effort to allow the Employer to determine finalists for the position. A probationary employee is not eligible to apply for posted vacancies without the employee's supervisor's approval.

13.3.2 Selection for Job Vacancies

Vacant positions will be filled by the Employer with the most qualified candidate. In making its determination, the Employer will consider current employees' qualifications and Employer seniority along with other relevant factors. These relevant factors include, but are not limited to, quality of work, dependability, general work ethic, customer service, and interpersonal skills as observed or reported by the employees' supervisors. Employees from within the bargaining unit who apply for promotion or transfer will be given priority consideration. The decision for advancement, transfers, or promotions will be made by the Employer.

13.3.3 Employee Applicant Feedback

An employee applicant **who is** not offered a position has the right to request feedback from the Employer so ~~he or she~~ **they** can increase skills or correct deficiencies in order to be considered for future job postings.

14. DISCIPLINE AND DISCHARGE

14.1 Discipline and Discharge

The Employer has the right to impose disciplinary actions on employees for just cause. Disciplinary actions by the Employer will normally take the course of #1, 2, 3 and 4, except in cases of a serious magnitude that could seriously jeopardize the safety of the students, fellow employees or the physical and financial assets of the school district, including falsification of time records.

- Oral reprimand
- Written reprimand
- Suspension without pay
- Discharge

An employee who is subjected to the above actions has the right to request that these actions be reviewed through the recourse of the grievance procedure.

14.2 Written Records

If an employee has a deficiency of such magnitude that a written record is made of it, the employee and the Union Steward will be provided with a copy of the report. An employee's records will be examined annually by the administration and a notation will be made on any record of deficiency that has been satisfactorily corrected. Uncorrected deficiencies will be called to the attention of the employee and the Union in writing. Reasonable time and assistance will be granted for the correction of deficiencies. An employee who fails to correct deficiencies will be asked to resign or be discharged.

15. GRIEVANCES AND ARBITRATION

15.1 Definitions and Interpretation

15.1.1 Days

Reference to "days" regarding time periods within this section refers to working days. A "working day" is defined as all weekdays not designated as holidays by state law.

15.1.2 Computation of Time

In computing any period of time within this section, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

15.1.3 Filing and Postmark

The filing or service of any notice or document herein will be timely if it is personally serviced or if it bears a certified postmark of the United States Postal Service within the time period.

15.2 First Step

An employee with a grievance will take the matter up with the immediate supervisor within six (6) scheduled working days after the alleged original occurrence of the grievance.

15.3 Second Step

An employee who is not satisfied with the disposition of the grievance at the first step will, with the assistance of the Union Steward, file a written statement of the grievance with the Director of Human Resources within **fifteen (15)** scheduled working days after the first step discussion with the immediate supervisor.

The written statement must (1) be dated and signed by the employee and (2) set forth the facts and state the provisions of the Agreement alleged to have been violated. If the parties fail to agree, or the matter has not been satisfactorily adjusted within **fifteen (15)** scheduled working days after the grievance has reached the second step, the employee may appeal the grievance to the third step.

15.4 Third Step

An employee who is not satisfied with the disposition of the grievance at the second step will file a copy of the written statement of the grievance with the Superintendent within ten **(10)** scheduled working days after the disposition of the grievance at the second step.

The Superintendent or designee and the Business Representative or designee will then attempt to resolve the grievance and provide a written statement to the Union within ten **(10)** scheduled working days after receiving the third step written statement of grievance.

If the grievance is not satisfactorily resolved under the procedure of the third step, it will be submitted to arbitration in accordance with the terms of this Section.

15.5 Submission to Arbitration

The Union may submit to arbitration any grievance that has been properly processed through the third step of the formal grievance procedure. A grievance may only be advanced to final and binding arbitration provided that the employee has not elected to pursue a veteran's discharge hearing and the timeline for such hearing has been exhausted, if applicable.

The Union must file with the Superintendent a written notice of intention to arbitrate within **fifteen (15)** scheduled working days

after disposition of the grievance at the third step. The parties will select an arbitrator in accordance with Minnesota Statutes, Section 179A.21 of PELRA.

15.6 Jurisdiction and Authority of Arbitrator

The arbitrator has jurisdiction only over those grievances that have been properly submitted to arbitration in accordance with the terms of this Agreement. The arbitrator has no power to add to or subtract from, or change, modify or amend in any way the terms and conditions of employment set forth in this Agreement; nor does the arbitrator have any power to hear or determine any dispute involving matters of inherent managerial policy. The decision of the arbitrator is subject to all the limitations of arbitration decisions set forth in PELRA. Within these constraints the decision of the arbitrator is final and binding.

15.7 Representation

An employee, supervisor or the School Board may be represented at any stage of the formal grievance procedure by any person or agent designated by the represented party to act in its behalf.

15.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the time limitations specified in this Agreement are considered as a maximum and every effort will be made to expedite the process.

Time limitations may be extended only by mutual consent. Failure of an employee or the Union to comply with the limitations specified constitutes a waiver of the grievance. Failure of a supervisor to act within the time limitations specified constitutes a denial of the grievance and the employee or the Union may proceed to the next stage.

15.9 Number of Arbitrators

Arbitration proceedings under this Section are limited to the services of one arbitrator.

16. DURATION AND RENEGOTIATION OF AGREEMENT

16.1 Term of Agreement

This Agreement becomes effective on July 1, 2022 2024, and will

continue in full force and effect to and including June 30, 2024, 2026, and annually thereafter except as modified or terminated in accordance with the provisions of this Section.

In the event negotiations are not completed by July 1, 2024, 2026, terms of the Agreement will remain in full force and effect and any scheduled longevity increases will be granted as specified in this Agreement.

16.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies, rules, and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

16.3 Termination or Modification

Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30 of any year thereafter.

16.4 Negotiations During Term

The parties mutually acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the Employer and the Union each voluntarily and unqualifiedly waive the right to meet and negotiate (except by mutual consent) regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed.

17. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**Service Employees International
Union Local 284**

**Independent School District
No. 273**

Contract Organizer

Chairperson Board Chair

Co-Union Steward

Board Clerk

Co-Union Steward

Dated this __ day of _____ 2024.

Dated this __ day of _____ 2024.

APPENDIX A

As referred to in Section 2.4 of this Agreement, the following bus drivers are grandpersoned at a \$7.00 per hour wage differential when driving multi-district (UFARS Finance Code 714) routes:

Nichole Albertson

Bruce Balfanz

Micah Clipperton

Brian Dimberg

Robert Erickson

David Harrison

Dennis Harmon

Donald Hellendrung

Bradley Johnson

Craig Johnson

Philip Johnson

Robert Koch

Randy Miller

Christina Pauli

Lavina Phillips

Richard Sherman

Colleen Sivilay

Jeffrey Slater

James Trainis

Jay Winger

Jeffrey Wesselman

The grandpersoned Route Programmers and Interschool Mail Drivers listed above who drive UFARS 714 routes will be paid based on the same step of the Bus Driver wage scale as their Route Programmer step, plus an additional \$7.00 per hour. For example, a Route Programmer who's currently on step L11 of the Route Programmer wage scale will be paid an hourly rate equal to step L11 of the Bus Driver wage scale plus an additional \$7.00 per hour for time spent driving UFARS 714 routes.



DEFINING EXCELLENCE

MASTER AGREEMENT

INDEPENDENT SCHOOL DISTRICT NO. 273,

EDINA PUBLIC SCHOOLS

AND THE

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 284

REPRESENTING

TRANSPORTATION EMPLOYEES

JULY 1, 2024 THROUGH JUNE 30, 2026

Approved by the ISD 273 School Board _____.

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1. Introduction

1.1 Master Agreement

This Agreement is made and entered into by and between Independent School District No. 273, Edina Public Schools, ("Employer" or "District") and Service Employees International Union, Local No. 284, ("Union" or "Exclusive Representative").

1.2 Recognition

The Employer recognizes the Union as the exclusive representative for the purpose of negotiating terms and conditions of employment for all transportation employees employed by Independent School District No. 273, Edina, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, subd. 14, excluding managerial, confidential, supervisory and all other employees.

1.3 Right to Views

Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the terms and conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the Union.

1.4 Union Dues

Employees shall have the right to request and be allowed dues checkoff for the Exclusive Representative. The Exclusive Representative will submit a written certification to the Employer that the Exclusive Representative has received an authorization signed by the employee authorizing the deduction of union dues. The Employer will deduct monthly the dues that employees have agreed to pay to the organization during the period provided in said authorization and remit these dues to the Union. The Union will indemnify, defend, and hold the District harmless against any claims made against and any suits instituted against the Employer, its officers, or employees, by reason of the deduction of union dues.

1.5 Union Access to Information

Upon the Union's request, the Employer shall make available to

the Union a bargaining unit list of employees including name, address, phone numbers, electronic mail address(es), work hours, work location, job classification, wage schedule placement, and dates of employment. Additionally, the Employer will notify the Union of new hires, transfers out of the bargaining unit, and separations from employment, in the time period required by law.

1.6 Managerial Rights

State law has vested in the Employer the full authority and power to manage, control and direct the operation of the school district, and to adopt, modify or repeal policies, rules, and regulations for the Employer. All such authority and power of the Employer will continue unimpaired, except as limited by a specific provision of this Agreement.

1.7 Provisions Contrary to Law

Any portion of this Agreement that violates any provision of state or federal law, or any rules or regulations promulgated thereunder, either now or hereafter, are null and void and without force and effect.

If any provision of this Agreement or the application of any provision under any circumstances is held invalid, that provision is severable, and it will not affect any other provisions of this Agreement or the application of provisions under other circumstances.

2. WAGES AND OTHER COMPENSATION

2.1 Hourly Wage Schedules

2024-2025

The following hourly wage schedule applies during the period of July 1, 2024 through June 30, 2025:

Step	Bus Mechanic*	Interschool Mail Driver*; Route Programmer*	Lead Bus Mechanic*	Bus Driver
1	\$32.43	\$29.06	\$39.83	\$25.86
L6	\$32.71	\$29.34	\$40.09	\$26.14
L11	\$32.98	\$29.62	\$40.37	\$26.41
L16	\$33.26	\$29.89	\$40.65	\$26.69
L21	\$33.52	\$30.16	\$40.92	\$26.95

*12-month position.

2025-2026

The following hourly wage schedule applies during the period of July 1, 2025 through June 30, 2026:

Step	Bus Mechanic*	Interschool Mail Driver*; Route Programmer*	Lead Bus Mechanic*	Bus Driver
1	\$33.40	\$29.93	\$41.02	\$26.64
L6	\$33.69	\$30.22	\$41.29	\$26.92
L11	\$33.97	\$30.51	\$41.58	\$27.20
L16	\$34.26	\$30.79	\$41.87	\$27.49
L21	\$34.53	\$31.06	\$42.15	\$27.76

*12-month position.

2.2 Credit for Outside Experience

The Employer may grant credit for prior experience to a new employee and place the employee at the appropriate level on the wage schedule. Any credit granted must be for same or similar work as the work to be performed for the Employer. Upon the request of the Union Steward, the Employer will provide its basis for granting experience credit for a new employee.

2.3 Longevity Steps

Eligibility for advancement to a longevity step on the wage schedule will be determined as of July 1 with new employees hired prior to January 1 considered to have worked for one year for the purposes of step advancement. Employees will qualify to move to the applicable longevity step of the hourly wage schedule after five (5) years, ten (10) years, fifteen (15) years, and twenty (20) years of service to the Employer within this bargaining unit.

For employees employed prior to July 1, 2022, the longevity calculation will include years of service in the combined Transportation Department and Buildings and Grounds Department bargaining unit that existed prior to the BMS Unit Amendment Order of August 2022. Effective January 1, 2023, employees granted credit for outside experience at the time of hire resulting in an initial placement on a longevity step will advance to the next longevity step after five years of service to the Employer within this bargaining unit (e.g., an employee granted outside experience and placed at step L6 at the time of hire must work five full years for the Employer before advancing to step L11).

2.4 Wage Differential for Multi-District (UFARS Finance Code 714) Routes

A bus driver assigned to a multi-district (UFARS Finance Code 714) route will receive a wage differential of \$5.00 per hour while driving this route. As listed in Appendix A, employees assigned to these routes at the time of ratification and approval of the 2022-2024 contract were grandpersoned at the \$7.00 per hour wage differential in place at that time.

2.5 Wage Differential for Transportation of Students with Special Needs

An hourly bus driver regularly assigned to transport students with special needs will be paid a differential of \$1.00 per hour. This differential will also be applied for the hours that an hourly paid driver is transporting student(s) in wheelchairs on field trips.

2.6 Wage Differential for Substitute Bus Driver

Hourly bus drivers regularly assigned to drive routes on a substitute basis will be paid a differential of \$1.00 per hour. This differential will also be paid to other drivers who substitute on a route but limited only to those hours worked as a substitute bus driver.

2.7 Wage Differential for Automotive Service Excellence (ASE) Certification

A mechanic that holds a valid Master Certification from ASE is eligible to receive a wage differential of \$2.00 per hour. A mechanic that has passed at least four (4) certification tests is eligible to receive a wage differential of \$1.00 per hour. To receive the wage differential, a mechanic must provide the Human Resources Department with a copy of their certification. The wage differential will be added to the mechanic's hourly rate beginning with the first payroll following such receipt. A mechanic must retest every five (5) years to maintain their ASE certification and eligibility for the wage differential.

2.8 New Classification

A current employee who moves to a higher paid classification will be placed at (1) the first step of the wage schedule in the new classification or (2) at the first step that exceeds their current hourly rate by at least \$0.50 per hour, whichever is

greater.

2.9 Recruitment of New Bus Drivers and Mechanics

An employee will receive \$250.00 from the Employer for each new bus driver or mechanic that the employee recruits to work for the Employer. The compensation will be provided after the recruited bus driver or mechanic completes the probationary period set forth in Section 13.1.

2.10 Shift Differentials for Approved Custodial Work

Employees approved by the Buildings and Grounds Department to perform custodial work outside of an employee's assigned transportation work schedule will receive all shift differentials provided in the Custodial contract.

3. HOURS, ASSIGNMENTS, AND OVERTIME

3.1 Regular Work Week

The regular work week consists of five (5) consecutive days totaling forty (40) hours. The workweek commences at 12:01 a.m. on Monday and concludes at midnight the following Sunday. This workweek will be used to determine overtime. The five (5) consecutive days need not fall within a single Monday through Sunday work week.

3.2 Route Times for Bus Drivers

Route times are calculated by the Supervisor of Transportation Services as the route schedules are developed. These times are approximations and may be amended if an employee finds the employee's route takes a longer period of time to complete, subject to review with the supervisor. The employee is compensated based upon the time worked.

3.3 Overtime

An employee will be paid at one and one-half (1.5) times the employee's regular rate for work in excess of forty (40) hours per week, which includes days worked and holidays. Hours not worked by a school-term employee due to a holiday will count as hours worked for purposes of calculating when an employee has exceeded forty (40) hours of work in a workweek and is thus entitled to overtime pay. Sick leave and vacation days will not be included in calculating overtime.

Overtime hours worked on a holiday designated in this Agreement will be paid at two (2) times the regular rate. This payment is in addition to any holiday pay the employee may be eligible for under the terms of this Agreement.

School-term employees scheduled to work non-overtime hours on the holidays recognized in this Agreement are paid at one and one-half (1.5) times their regular rate.

Overtime will be assigned to employees and is rotated as equitably as possible among the employees who are qualified to handle the work as determined by the Employer. When the Employer has been notified of possible overtime situations, the overtime work will be posted one (1) week prior to the scheduled event. In the event no employee is willing to work overtime, the Employer will assign an employee on a rotational basis using reverse seniority at the building.

The Employer, insofar as possible, will include pay for the overtime with the paycheck for the period following the period in which the overtime was earned.

Overtime pay will be calculated using the employee's regular rate of pay as defined by state and federal law.

3.4 Snowplowing Overtime

An employee who is assigned or approved to work hours outside the employee's assigned shift for snowplowing purposes will be compensated at one and one-half (1.5) times the regular rate.

3.5 Return to Work Pay

An employee called into work receives a minimum of two (2) hours of pay regardless of hours worked. This "called into work" provision does not include the extension of a regular shift.

3.6 Emergency Transfers

The Employer may transfer an employee in an emergency or to fill a temporary vacancy without posting that position, provided the transfer does not exceed one-hundred eighty (180) calendar days. During the period of reassignment, if the temporary assignment is to fill a Bus Mechanic or Lead Mechanic position, the employee will be paid at the rate of pay provided for the temporary position under the terms of this Agreement. The Employer will notify in writing the union steward of transfers exceeding five

(5) days indicating the effective date of the temporary transfer. This notification will be completed prior to the tenth (10th) day of the temporary transfer.

4. VACATION AND HOLIDAYS FOR TWELVE-MONTH EMPLOYEES

A twelve-month employee receives vacation days as follows:

Years of Service in Unit	Number of Vacation Days
1-5	10
6-12	15
13-19	20
20 or more	25

A twelve-month employee will be credited with vacation on a prorated basis at the time of hire and each subsequent July 1. Upon an employee's departure from employment with the Employer any used, unearned vacation will be deducted from the employee's final payment. A twelve-month employee may carry up to ten (10) days of vacation from one fiscal year to the next fiscal year.

4.1 Vacation Scheduling for Twelve-Month Employees

An employee may schedule vacation on any day or days subject only to the requirement that sufficient employees remain on the job to constitute an efficient work force, as determined by the Supervisor of Transportation Services.

All vacation requests submitted prior to March 1st for the following fiscal year (July 1 to June 30) will be granted on a seniority basis. All other requests for vacation must be received by the supervisor two (2) weeks in advance and will be granted on a first come first serve basis.

4.2 Holidays for Twelve-Month Employees

Twelve-month employees will receive twelve (12) holidays with pay per year. Placement of days is determined by the Employer, after consultation with the Union Steward. Holiday pay is based on an employee's regular daily hours.

5. HOLIDAYS FOR SCHOOL-TERM EMPLOYEES

School-term employees regularly scheduled to work each week are eligible to receive nine (9) paid holidays. Placement of the days is determined by the Employer, after consultation with the

Union Steward. Holiday pay is prorated based on an employee's regular daily work hours. If an employee's regular daily work hours vary each day, their regular daily work hours will be calculated based on their regular weekly work hours. For example, if an employee regularly works twenty (20) hours per week over five (5) days, then their regular daily work hours would be four (4) hours per day.

School-term employees who work at least sixty (60) hours between school terms (i.e., during the summer months) are eligible for one (1) additional paid holiday. The summer holiday pay will be issued on either the July 30 or August 30 payroll, depending on when the employee completes the required sixty (60) hours.

6. PHYSICAL EXAMINATIONS FOR BUS DRIVERS

State law requires annual or biennial physical examinations for bus drivers. The Employer will pay for a driver's required physical examination, whether annual or biennial.

If a full-time employee with three (3) or more years of seniority with the Employer fails to qualify as a bus driver but is certified by the Employer's physician to be capable of doing custodial work, the employee will be transferred to a vacant custodial position, if approved by the Employer.

7. INCLEMENT WEATHER

On days when school is canceled due to inclement weather, an employee normally assigned solely to school bus driving duties will not report to work, but is paid for the regular amount of hours worked on a normal school day. An employee normally assigned to other duties beyond school bus driving may work remotely as approved by their supervisor.

8. TEMPORARY CUSTODIAL WORK

A transportation employee may express their interest in performing temporary custodial work by contacting the Buildings and Grounds Department. The decision to grant a transportation employee's request to perform temporary custodial duties is at the sole discretion of the Director of Buildings and Grounds. During the school year, the rate of pay will reflect step one (1) of the custodian wage schedule. The Director of Buildings and Grounds will determine the hourly rate of pay for temporary summer assignments.

9. INSURANCE

9.1 Hospitalization-Medical Insurance

An employee working twenty-five (25) or more hours per week may enroll for single, single plus one, or family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The maximum monthly Employer contribution toward the premium for the type of coverage in which a full-time employee is enrolled will be as follows:

Type of Coverage	Employer Maximum Monthly Contribution	Employer Maximum Monthly Contribution as of 01/01/2025
Single	\$701.43	\$775.00
Single + One	\$1,215.40	\$1,240.00
Family	\$1,564.57	\$1,590.00

Eligible employees who are legal spouses may choose to be covered under separate, single Employer hospitalization-medical insurance plans ("plan"). If eligible employees who are legal spouses choose to be covered by a family or single plus one plan, the married employees will receive a monthly Employer contribution equal to two (2) single Employer contributions to the enrollee's premium. This election must be made during (1) the open enrollment period or (2) upon the occurrence of a qualifying event, as defined by the hospitalization-medical insurance carrier.

If an employee selects a plan for which the monthly premium is less than the Employer contribution toward the premium, the Employer will deposit the excess contribution into the employee's health reimbursement account.

An employee enrolled in the Employer's hospitalization-medical insurance program will contribute through payroll deduction any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.

An employee receiving wage replacement benefits from the Employer's workers' compensation carrier, or the long-term disability carrier remains eligible for the Employer contribution towards a plan.

9.2 Dental Insurance

An employee working twenty-five (25) or more hours per week may participate in the Employer's dental plan. An employee who enrolls in the program will contribute the entire premium through payroll deduction.

9.3 Life Insurance

A twelve-month employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's group term life insurance program and is insured for an amount equal to the whole number of thousands of annual base wages. The Employer pays the entire premium for this coverage.

A school-term employee is eligible to receive a \$10,000 term life policy. The Employer pays the entire premium for this coverage.

9.4 Accidental Death and Dismemberment Insurance

A twelve-month employee working twenty-five (25) or more hours per week is eligible for accidental death and dismemberment insurance in an amount equal to the employee's annual wages rounded up to the next whole thousand. The Employer pays the entire premium for this coverage.

A school-term employee working twenty-five (25) or more hours per week is eligible for accidental death and dismemberment insurance in an amount equal to \$10,000. The Employer pays the entire premium for this coverage.

9.5 Long-Term Disability Insurance

An employee working twenty-five (25) or more hours per week is eligible to participate in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

9.6 Flexible Benefits Plan

An employee is eligible to participate in the Flexible Benefits Plans established by the Employer, however, the employee must meet all other requirements for eligibility set forth in the Flexible Benefits Plans.

10. RETIREMENT

10.1 Retirement

An employee who retires may elect to maintain participation in the Employer's hospital medical insurance program by paying the full premium costs of this program in accordance with Minn. Stat. § 471.61.

10.2 Severance Pay

10.2.1 Eligibility for Severance Pay (Employees hired prior to July 1, 1990)

In order to be eligible for severance pay, an employee must have attained the age of fifty-five (55) years as of June 30 of the school year in which an application is made and must have completed a minimum of twenty (20) full years of continuous service to the Employer.

Severance pay is only available to employees hired prior to July 1, 1990. No severance pay will be paid to any employee who is discharged for cause.

10.2.2 Severance Pay Payment

At the time of retirement, unused sick leave accumulation over ninety (90) days will be converted to severance pay at the rate of one day of severance pay for each two (2) days of sick leave. The amount of severance pay is determined by multiplying \$85.00 by the number of days of severance pay for which the employee is eligible. In no case, however, will the severance pay exceed \$5,000.

10.2.3 Application and Payment

An employee's application for severance pay at the end of the school year must be submitted to the Human Resources Department by February 1. An employee will receive the employee's severance payment in three (3) equal installments. These payments will be made on July 15 of each year, following the effective date of retirement in accordance with Minn. Stat. § 465.72.

10.2.4 Reduction for Tax-Deferred Matching Contribution

The amount of severance pay for which an employee may be eligible under this section is reduced by the amount of any

Employer contribution that has been made to that employee's tax-deferred matching contribution plan account.

10.3 Retirement Savings Plans

An employee may participate in a retirement savings program by contributing a portion of the employee's annual base wages to this program. A list of eligible programs is available on the Employer's website and with the Business Services Department.

10.4 Tax-Deferred Matching Contribution Plan

An Employer contribution is payable to an employee's tax-deferred matching contribution plan, subject to the following provisions.

10.4.1 Eligibility

Only an employee who is beginning their sixth (6th) year of service as determined under Section 2.3 and whose regular assignment is equivalent to or greater than twenty-five (25) hours per week is eligible for the matching Employer contribution provided in this section.

10.4.2 Approved Plan

The employee's tax-deferred matching contribution plan must be approved and subject to applicable provisions of Minnesota Statutes and IRS Code Section 403(b).

10.4.3 Matching Wage Deduction

The Employer contribution is not payable unless the employee authorizes a matching wage reduction in the amount they are eligible to receive in Section 10.4.4 for the same period.

10.4.4 Employer Contribution

Employer contribution will be up to two (2) percent of the employee's annual base wages.

10.4.5 Employee and Employer Contribution

The Employer contribution and matching employee contribution will be made to an Employer-approved company

of the employee's choice, subject to Section 10.4.2. The employee is responsible for making all arrangements required by the company to ensure that proper payment can be made by the Employer.

11. UNIFORMS

Employees shall report to work with the uniform type approved by the Director of Business Services or designee. Items requiring an official logo must be purchased through an approved vendor. If an employee is required to wear a uniform, the employer will pay an annual uniform allowance to the employee in the amount of \$225.00. New employees must purchase their uniforms within thirty (30) days after employment and will receive the uniform allowance on their first paycheck.

12. LEAVES OF ABSENCE

12.1 Requests for Leave

Leave requests should be submitted to the employee's supervisor. The supervisor will respond to the leave request as soon as possible but within a maximum of three (3) working days after receiving the leave request.

If the supervisor is not available to make the decision within this timeframe, or if a leave is denied and the employee disagrees with the decision, the employee should contact the Human Resources Department to discuss the leave. Any unique circumstances surrounding the leave request will be considered as it relates to legal obligations or other factors presented by the employee.

In situations where the number of leave requests exceeds the ability to grant the leave, leave approvals will first be determined by the request date of the leave with seniority being the secondary criteria.

12.1.1 Leaves for Good Cause

There is no loss of job or seniority in case of leaves of absence for good cause. The Employer determines whether the leave of absence is for good cause.

12.2 Sick Leave

An employee is entitled to sick leave of one (1) working day per

month worked, accumulative without limit. An employee will be credited with sick leave on July 1. If employment is concluded before the end of any year, sick leave days will be prorated. Accumulated sick leave is to be used for personal illness or serious illness of the employee's immediate family.

An employee may use leave allowance provided by the Employer for absences due to an illness or injury to the employee's dependent child, adult child, spouse, sibling, parent, grandparent, or stepparent, for such reasonable periods as the employee's attendance may be necessary, on the same terms the employee is able to use accumulated leave allowance for the employee's own illness or injury and in accordance with state and federal law.

When a medical doctor certifies that home care is essential because of illness or injury of the employee's spouse, the employee may deduct up to fifteen (15) days from accumulated leave allowance at no wage deduction.

If the Employer reasonably believes that an employee is abusing the use of sick leave, the Employer may require the employee to provide a note from a physician indicating that an absence was due to illness that prevented the employee from performing their work duties in accordance with state and federal law. Normally, the Employer will provide advance notice to the employee that the Employer believes an abuse of sick leave is occurring and that the employee will be required to provide a physician's note for a subsequent absence; however, the Employer may require a physician's note without advance notice if the Employer has information that causes the Employer to reasonably believe that an employee is abusing the use of sick leave and such request is allowed by state and federal law. The Employer may designate the physician the employee is required to see if medical certification is required. If the Employer designates the physician the employee is required to see for medical certification, then the Employer will reimburse the employee for any out-of-pocket medical costs incurred in obtaining the physician's note.

12.2.1 Use of Sick Leave for Bereavement

For death or illness in the immediate family (immediate family includes spouse, children, mother, father, brother, sister, grandparents and grandchildren; also in-laws of a similar degree of relationship), up to five (5) days of current sick leave may be used. For death or illness in other than the immediate family, up to three (3) days of

current sick leave may be used upon the approval of the Human Resources Department.

12.3 Personal Leave

An employee may use a maximum of four (4) days of paid leave, up to thirty-two (32) hours for an eight (8) hour per day employee, during a contract year as personal leave. Personal leave is deducted from accumulated sick leave.

The specific reason for the requested leave does not have to be given. Requests for personal leave must be submitted to the employee's supervisor in writing at least three days in advance, except in cases of extreme emergency, and are subject to the approval of the Human Resources Department. Adequate staffing must be ensured as determined by the supervisor.

12.4 Jury Duty

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and will be paid by the Employer the difference between the regular hourly wage and the fee received for the required jury or court duty, unless the employee is a party in the case.

12.5 Military Leave

Military service leave will be granted in accordance with state and federal law.

12.6 Childcare Leave

An employee is eligible for a leave of absence without pay for a period of up to twelve (12) months for childcare purposes. The employee will submit an application for childcare leave at least sixty (60) calendar days before requested leave is to begin. The sixty (60) day requirement may be waived when an emergency makes notice impossible. Childcare will commence at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave of absence will result in termination of employment. The employee will be reinstated to the employee's original job or to a transportation position with no reduction of monthly pay and will retain all seniority and leave benefits accrued prior to taking the leave of absence.

12.7 Short-Term Disability Leave

The Employer will provide short-term disability leave coverage for employees who have exhausted accumulated paid leave options including basic leave, workers' compensation (if applicable), and any other state and/or federal paid leave programs prior to the commencement of long-term disability benefits.

12.7.1 Eligibility

An employee who has been employed by the Employer for one (1) calendar year will become eligible for short-term disability leave coverage after the employee has been totally and continuously disabled and unable to work for fifteen (15) consecutive duty days, as certified by a medical doctor. An employee who receives short-term disability leave coverage is ineligible to receive it again until twelve (12) months after the date of the last payment.

12.7.2 Short-Term Disability Leave Allowance

Short-term disability leave payments commence as of the sixteenth (16th) continuous duty day the employee is totally unable to work or after the last day of paid sick leave, whichever occurs last. Short-term disability leave will end after the employee has been unable to work for sixty-five (65) continuous duty days.

12.7.3 Short-Term Disability Leave Payments

Short-term disability leave payments will be fifty (50) percent of an employee's daily rate of pay. If an employee works hours that vary, an average of the previous six (6) weeks of pay will be used to determine the daily rate.

12.8 Sick Leave Conversion to Vacation Time

After a twelve-month employee has accumulated ninety (90) days of unused sick leave, the employee may convert additional sick leave to vacation days at the rate of one (1) vacation day for each two (2) days of unused sick leave. Forms requesting this election must be received in the Payroll office no later than July 15th. There is no vacation conversion for less than two (2) day segments of accumulated sick leave. Up to five (5) days of vacation may be converted each year. These vacation days are subject to the provisions of Article.

13. BARGAINING UNIT SENIORITY, JOB VACANCIES, PROBATIONARY PERIOD

13.1 Probationary Period

All new employees will be on probation for a period of one (1) year. During this time period, the Employer has the unqualified right to terminate the probationary employee without assigning any cause for the termination. After serving the probationary period, the employee, if retained, will be a non-probationary employee and assigned the privileges afforded to a non-probationary employee.

If a non-probationary employee is transferred or promoted to a new classification, the employee will serve a new probationary period of ninety (90) calendar days in the new classification. During the probationary period in a new classification, the Employer may reassign the employee to the former classification if the employee's performance in the new classification is unsatisfactory. Also, during the probationary period in the new classification, the employee has the right to return to a position within the employee's former classification, without loss of seniority.

13.2 Layoffs

13.2.1 Bargaining Unit Seniority

Bargaining unit seniority is established based on the date an employee first began continuous employment within this bargaining unit or its predecessor bargaining unit. An employee's bargaining unit seniority ends when they terminate employment within the unit.

13.2.2 Classification Seniority

Classification seniority is based on the date an employee first began continuous employment in their current classification. There are five (5) classifications (also known as positions) in the bargaining unit including Bus Driver, Route Programmer, Interschool Mail Driver, Lead Mechanic, and Mechanic. Classification seniority ends when an employee leaves a classification, whether through transfer to a different classification or termination of employment within the bargaining unit. However, an employee will retain their classification seniority if laid off and subsequently recalled to their former position within two

(2) years of the layoff.

13.2.3 Layoffs Due to Employee Reductions

Layoffs due to employee reductions will be based on seniority. The District will determine the classification where layoffs will occur, and within that classification, layoffs will happen in reverse order of classification seniority. The last employee hired in a classification facing a layoff will be the first to be laid off within that classification.

An employee who is laid off will be offered re-employment in their former classification before a new employee is hired; however, an employee retained or recalled must be qualified to perform the work available. An employee who is laid off will be recalled back in reverse order of layoff. A laid-off employee retains their seniority, bargaining unit seniority, classification seniority, and right to recall for two (2) years from the date of layoff. A more senior employee may volunteer for layoff in place of a less senior employee.

A laid-off employee holding the position of Lead Bus Mechanic, Bus Mechanic, Route Programmer, or Interschool Mail Driver may immediately bump into a Bus Driver position provided they are fully qualified and have greater bargaining unit seniority than the less senior Bus Driver.

13.2.4 Callback to Position

An employee notified of call back to an available position must report to duty within fifteen (15) calendar days of the date the notice of call back was mailed by certified mail. The notice will be sent to the last known address of the employee. Failure to report within fifteen (15) calendar days constitutes a waiver of rights and the employee will be terminated.

13.2.5 Qualification as a Bus Driver

A laid-off employee who subsequently becomes qualified as a bus driver (license, physical examination, and any other requirements) may, within ninety (90) days from the date of layoff, bump either (1) the least senior bus driver with lesser bargaining unit seniority than the employee, or (2)

the bus driver with lesser bargaining unit seniority than the employee who is working the greatest number of hours per week.

13.2.6 Bumping Procedure

The Employer will combine bus driver positions, if practicable, to provide a total of forty (40) hours per week to laid off employees with greater bargaining unit seniority. The bus driver employees with lesser bargaining unit seniority will be laid off in turn.

A laid-off Lead Bus Mechanic, Bus Mechanic, Route Programmer, or Interschool Mail Driver employee who bumps into a different position is "red-circled" and will continue to be paid at the then-current equivalent hourly rate of pay. A "red-circled" rate applies to the individual employee, not to the position.

13.3 Vacancies

A transportation job vacancy is posted at the transportation facility for five (5) business days. In the event no employee applies for a vacancy, the least senior employee may be required to fill the vacancy. Job vacancies will be posted on the Employer's website.

13.3.1 Application for Job Vacancies

An employee interested in being considered for job vacancies should submit a letter of application outlining the employee's work history within and outside of the District. An employee who submits a letter of application for any posted vacancy pursuant to this section will be interviewed. Interviews may be in the form of preliminary screening interviews in an effort to allow the Employer to determine finalists for the position. A probationary employee is not eligible to apply for posted vacancies without the employee's supervisor's approval.

13.3.2 Selection for Job Vacancies

Vacant positions will be filled by the Employer with the most qualified candidate. In making its determination, the Employer will consider current employees' qualifications and Employer seniority along with other relevant factors. These relevant factors include, but are not limited to,

quality of work, dependability, general work ethic, customer service, and interpersonal skills as observed or reported by the employees' supervisors. Employees from within the bargaining unit who apply for promotion or transfer will be given priority consideration. The decision for advancement, transfers, or promotions will be made by the Employer.

13.3.3 Employee Applicant Feedback

An employee applicant who is not offered a position has the right to request feedback from the Employer so they can increase skills or correct deficiencies in order to be considered for future job postings.

14. DISCIPLINE AND DISCHARGE

14.1 Discipline and Discharge

The Employer has the right to impose disciplinary actions on employees for just cause. Disciplinary actions by the Employer will normally take the course of #1, 2, 3 and 4, except in cases of a serious magnitude that could seriously jeopardize the safety of the students, fellow employees or the physical and financial assets of the school district, including falsification of time records.

- Oral reprimand
- Written reprimand
- Suspension without pay
- Discharge

An employee who is subjected to the above actions has the right to request that these actions be reviewed through the recourse of the grievance procedure.

14.2 Written Records

If an employee has a deficiency of such magnitude that a written record is made of it, the employee and the Union Steward will be provided with a copy of the report. An employee's records will be examined annually by the administration and a notation will be made on any record of deficiency that has been satisfactorily corrected. Uncorrected deficiencies will be called to the attention of the employee and the Union in writing. Reasonable time and assistance will be granted for the correction of deficiencies. An employee who fails to correct deficiencies

will be asked to resign or be discharged.

15. GRIEVANCES AND ARBITRATION

15.1 Definitions and Interpretation

15.1.1 Days

Reference to "days" regarding time periods within this section refers to working days. A "working day" is defined as all weekdays not designated as holidays by state law.

15.1.2 Computation of Time

In computing any period of time within this section, the date of the act, event, or default for which the designated period of time begins to run will not be included. The last day of the period so computed will be counted, unless it is a Saturday, Sunday, or a legal holiday, in which event the period runs until the end of the next day that is not a Saturday, Sunday, or legal holiday.

15.1.3 Filing and Postmark

The filing or service of any notice or document herein will be timely if it is personally serviced or if it bears a certified postmark of the United States Postal Service within the time period.

15.2 First Step

An employee with a grievance will take the matter up with the immediate supervisor within six (6) scheduled working days after the alleged original occurrence of the grievance.

15.3 Second Step

An employee who is not satisfied with the disposition of the grievance at the first step will, with the assistance of the Union Steward, file a written statement of the grievance with the Executive Director of Human Resources within fifteen (15) scheduled working days after the first step discussion with the immediate supervisor.

The written statement must (1) be dated and signed by the employee and (2) set forth the facts and state the provisions of

the Agreement alleged to have been violated. If the parties fail to agree, or the matter has not been satisfactorily adjusted within fifteen (15) scheduled working days after the grievance has reached the second step, the employee may appeal the grievance to the third step.

15.4 Third Step

An employee who is not satisfied with the disposition of the grievance at the second step will file a copy of the written statement of the grievance with the Superintendent within ten (10) scheduled working days after the disposition of the grievance at the second step.

The Superintendent or designee and the Business Representative or designee will then attempt to resolve the grievance and provide a written statement to the Union within ten (10) scheduled working days after receiving the third step written statement of grievance.

If the grievance is not satisfactorily resolved under the procedure of the third step, it will be submitted to arbitration in accordance with the terms of this Section.

15.5 Submission to Arbitration

The Union may submit to arbitration any grievance that has been properly processed through the third step of the formal grievance procedure. A grievance may only be advanced to final and binding arbitration provided that the employee has not elected to pursue a veteran's discharge hearing and the timeline for such hearing has been exhausted, if applicable.

The Union must file with the Superintendent a written notice of intention to arbitrate within fifteen (15) scheduled working days after disposition of the grievance at the third step. The parties will select an arbitrator in accordance with Minnesota Statutes, Section 179A.21 of PELRA.

15.6 Jurisdiction and Authority of Arbitrator

The arbitrator has jurisdiction only over those grievances that have been properly submitted to arbitration in accordance with the terms of this Agreement. The arbitrator has no power to add to or subtract from, or change, modify or amend in any way the terms and conditions of employment set forth in this Agreement; nor does the arbitrator have any power to hear or determine any

dispute involving matters of inherent managerial policy. The decision of the arbitrator is subject to all the limitations of arbitration decisions set forth in PELRA. Within these constraints the decision of the arbitrator is final and binding.

15.7 Representation

An employee, supervisor or the School Board may be represented at any stage of the formal grievance procedure by any person or agent designated by the represented party to act in its behalf.

15.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the time limitations specified in this Agreement are considered as a maximum and every effort will be made to expedite the process.

Time limitations may be extended only by mutual consent. Failure of an employee or the Union to comply with the limitations specified constitutes a waiver of the grievance. Failure of a supervisor to act within the time limitations specified constitutes a denial of the grievance and the employee or the Union may proceed to the next stage.

15.9 Number of Arbitrators

Arbitration proceedings under this Section are limited to the services of one arbitrator.

16. DURATION AND RENEGOTIATION OF AGREEMENT

16.1 Term of Agreement

This Agreement becomes effective on July 1, 2024, and will continue in full force and effect to and including June 30, 2026, and annually thereafter except as modified or terminated in accordance with the provisions of this Section.

In the event negotiations are not completed by July 1, 2026, terms of the Agreement will remain in full force and effect and any scheduled longevity increases will be granted as specified in this Agreement.

16.2 Effect of Agreement

Any and all prior agreements, resolutions, practices, policies,

rules, and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.

16.3 Termination or Modification

Either party desiring to terminate or modify this Agreement must notify the other party in writing at least sixty (60) days but not more than ninety (90) days prior to June 30 of any year thereafter.

16.4 Negotiations During Term

The parties mutually acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the Employer and the Union each voluntarily and unqualifiedly waive the right to meet and negotiate (except by mutual consent) regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Agreement was negotiated or executed.

17. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**Service Employees International
Union Local 284**

**Independent School District
No. 273**

Contract Organizer

Board Chair

Co-Union Steward

Board Clerk

Co-Union Steward

Dated this __ day of _____ 2024.

Dated this __ day of _____ 2024.

APPENDIX A

As referred to in Section 2.4 of this Agreement, the following bus drivers are grandpersoned at a \$7.00 per hour wage differential when driving multi-district (UFARS Finance Code 714) routes:

Nichole Albertson
Bruce Balfanz
Brian Dimberg
Robert Erickson
David Harrison
Dennis Harmon
Bradley Johnson
Craig Johnson
Philip Johnson
Robert Koch
Randy Miller
Christina Pauli
Lavina Phillips
Richard Sherman
Colleen Sivilay
Jeffrey Slater
James Trainis
Jay Winger
Jeffrey Wesselman

The grandpersoned Route Programmers and Interschool Mail Drivers listed above who drive UFARS 714 routes will be paid based on the same step of the Bus Driver wage scale as their Route Programmer step, plus an additional \$7.00 per hour. For example, a Route Programmer who's currently on step L11 of the Route Programmer wage scale will be paid an hourly rate equal to step L11 of the Bus Driver wage scale plus an additional \$7.00 per hour for time spent driving UFARS 714 routes.

VII.E. Policy Review (418, 507, 507.5, 508, 512, **Speaker (s)**: Policy
516.5) Committee



Board Meeting Date: 11/4/2024

Title: Policy Review

Type: Action

Presenter(s): Board Policy Committee

Description: The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes.

- Policy 418 Alcohol- and Drug-Free Workplace and School Environment
- Policy 507 Corporal Punishment
- Policy 507.5 School Resources Officers
- Policy 508 Extended School Year for Certain Students with Individualized Education Programs
- Policy 512 School-Sponsored Student Publications and Activities
- Policy 516.5 Overdose Medication

Recommendation: Approve the suggested modifications for Policies 418, 507, 507.5, 508, 512, 516.5.

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

Attachments:

1. Policy 418 Alcohol- and Drug-Free Workplace and School Environment
2. Policy 507 Corporal Punishment
3. Policy 507.5 School Resources Officers
4. Policy 508 Extended School Year for Certain Students with Individualized Education Programs
5. Policy 512 School-Sponsored Student Publications and Activities
6. Policy 516.5 Overdose Medication

Personnel

Alcohol- and Drug-Free Workplace and School Environment

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

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

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other

controlled substance as defined under federal and state law, including analogues and look-alike drugs.

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

IV. Exceptions

- A. A violation of this policy does not occur when a person brings onto a school district property, for that person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person will comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a district property when the possession is within the exceptions of Minnesota law.
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The district may not refuse to enroll, employ, or otherwise penalize a person enrolled in the Minnesota Patient Registry Program solely based on their enrollment in the registry program, unless failing to do so would violate federal law or regulations or cause the district to lose a monetary or licensing-related benefit under federal law or regulations.

V. Procedures

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform their supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee will be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and will be required to acknowledge that they have received the policy.
- D. Employees are subject to the district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances,

~~intoxicating cannabinoids, or edible cannabinoid products~~ in a school location except with the express permission of the superintendent.

- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any childcare facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota law will be by permission of the superintendent only.

VI. Enforcement

A. Students

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

B. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the district.
2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the district. Any employee

who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the district.

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

C. The Public

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

VII. Transportation Employees

- A. The school district adheres to the mandated provisions of the federal Omnibus Transportation Employee Testing Act of 1991 ("OTETA"). All persons subject to commercial driver's license requirements will be tested for controlled substances, and alcohol, and cannabis (including medical cannabis) pursuant to federal law. In general, a commercial driver may be tested:
 1. Upon reasonable suspicion by the district;
 2. In accordance with random testing procedures;

3. Post-accident; and
4. Upon a request to return to duty after a violation of this policy;

In addition, all persons who apply for a position where job duties include operating a commercial motor vehicle will be required to submit to a drug and alcohol test, **including medical cannabis**, if a **conditional** job offer is made **by and before the first time the driver performs safety-sensitive functions for the district**.

B. Refusal to Submit to Testing

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

C. Consequences

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

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

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

Legal References:

- 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
- 21 U.S.C. § 812 (Schedules of Controlled Substances)
- 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
- 21 C.F.R. §§ 1308.11-1308.15 (Schedules of Controlled Substances)
- 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace (Financial Assistance))
- 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
- 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
- 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

Minn. Stat. § 120A.05 (Definitions; - Elementary ~~s~~School; Middle~~s~~School; Secondary ~~s~~School)

Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

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

Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

Minn. Stat. § 152.01, subd.15a (Definitions - Sell)

Minn. Stat. § 152.22, subd. 6 (Definitions - Medical Cannabis;~~Definitions~~)

Minn. Stat. § 152.0264 (Cannabis Sale Crimes)

Minn. Stat. § 152.23 (Limitations - Medical Cannabis;~~Limitations~~)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. § 181.950-181.957 (Drug and Alcohol Testing in the Workplace)

Minn. Stat. § 221.031, subd. 10 (~~Motor Carrier Rules~~-Intrastate Carrier; Operating Requirements, Exemptions - Controlled Substance and Alcohol Use and Testing Exemption)

Minn. Stat. § 340A.101, subd. 2. (Definitions - Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)

Minn. Stat. § 342.56 (Limitations)

Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children~~; Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)

Belde v. Ferguson Enterprises, Inc., 460 F.3d 976 (8th Cir. 2006)

Cross Reference:

Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)

Policy 419 (Tobacco-Free Environment)

Policy 506 (Student Conduct and Discipline)

Policy 516 (Student Medication)

Policy 516.5 (Overdose Medication)

Policy 632 (Chemical Use and Abuse)

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

INDEPENDENT SCHOOL DISTRICT NO. 273
 Edina, Minnesota

Students

Corporal Punishment and Prone Restraint

I. Purpose

This policy describes limitations on the use of corporal punishment and prone restraint upon a student.

II. General Statement of Policy

No employee or agent of the school district will inflict corporal punishment or use prone restraint upon a student.

III. Definitions

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

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Employee or agent of the district" does not include a school resource officer as defined by state law
3. "Prone restraint" means placing a child in a face-down position.

IV. Prohibitions

1. An employee or agent of the school district will not inflict corporal punishment or cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of the district will not use prone restraint.
~~An employee or agent of the district, including a school resource officer, security personnel, or police officer contracted with the district, will not use prone or compressive restraint; inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.~~
3. An employee or agent of the district will not inflict any form of physical holding

that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

~~All peace officers, including those who are school resource officers or otherwise agents of the district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court. Restrictions on prone and compressive restraints do not apply in these circumstances when these officials or those assisting these officials are executing duties allowed by law.~~

4. Conduct that violates this policy is not a crime unless the conduct violates a provision of Minnesota Statutes. Nothing in this policy precludes the use of reasonable force in accordance with state law. [The use of reasonable force as set forth in Section V does not authorize conduct prohibited under state law.](#)

V. ~~Exceptions~~ Reasonable Force

Reasonable force may be used upon or toward the person of a child or student, without the child or student's consent, by a teacher, school principal, district employee, district bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff of the district, when it is necessary, or the actor reasonably believes it is necessary, to use such force to restrain the child or student to prevent bodily harm or death to the child, student or another. Nothing in this policy limits any other authorization to use reasonable force provided under another policy or state law.

~~A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Conduct and Discipline).~~

VI. Violation

Employees who violate the provisions of this policy will be subject to disciplinary action as appropriate. Any such disciplinary action will be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References:

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)

[Minn. Stat. § 125A.0941 \(Definitions\)](#)

[Minn. Stat. § 125A.0942 \(Standards for Restrictive Procedures\)](#)

Minn. Stat. § 609.06, ~~subd. 1~~ (Authorized Use of Force)

[Minn. Stat. § 609.379 \(Permitted Actions\)](#)

[Minn. Stat. § 626.8482 \(School Resource Officers; Duties; Training; Model Policy\)](#)

[Minn. Stat. § 645.241 \(Punishment for Prohibited Acts\)](#)

~~Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)~~
~~Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)~~

Cross Reference:

Policy 403 (Discipline of School District Employees)

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 506 (Student Conduct and Discipline)

[Policy 507.5 \(School Resource Officers\)](#)

Policy 532 (Use of Crisis Teams and Peace Officers to Remove Students with Individualized Education Plans (IEPs) from School Grounds)

Policy
adopted: 01/22/08
reviewed: 02/21/12
revised: 10/20/14
reviewed: 05/20/19
revised: 01/08/24
[revised: __/__/24](#)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

School Resources Officers

I. Purpose

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. General Statement of Policy

The school district, upon securing the services of school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resource officer with the district will meet the requirements of this policy.

III. Definitions

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

- A. “School” means an elementary school, middle school or secondary school, as defined by state law.
- B. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the school district.

IV. Contractual Duties

- A. A school resource officer’s contractual duties with the district will include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors on school grounds from criminal activity;
 - 3. serving as a liaison between the Emergency Management & Safety Coordinator and law enforcement to facilitate coordinated communication and responses with school officials;
 - 4. collaborating with the Emergency Management & Safety

Coordinator to provide expertise and advice on the design and implementation of safety drills tailored to the specific needs of each school environment;

5. working under supervision of the Emergency Management & Safety Coordinator to conduct comprehensive assessments to identify vulnerabilities in school facilities and safety protocols, ensuring alignment with district-wide emergency preparedness standards;
 6. educating and advising students and staff on law enforcement topics; and,
 7. enforcement of criminal laws involving bodily harm or the threat of bodily harm to another, or in which a victim of a crime, or their parent or guardian, is requesting law enforcement assistance. School resource officers should collaborate with school administrators for non-violent juvenile status offenses involving petty-misdemeanor and misdemeanor infractions occurring on school-owned property or during school-sanctioned events.
- B. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- C. Nothing in this policy limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. Training

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, each school resource officer must complete specific training before assuming duties, with exceptions noted below.
- B. Officers who completed certain prior courses before Sept 1, 2025, have until June 1, 2027 to complete the new training mandated under paragraph V.A. above before June 1, 2027.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer.
- D. Substitute officers serving less than 60 student contact days/year are exempt from training, and must follow district policies.

- E. For each school resource officer employed by the district, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References:

Minn. Stat. § 120A.05, subds. 9, 11, and 13 (Definitions - Elementary School, Middle School, Secondary School)
Minn. Stat. § 123B.02, subd. 25 (School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References:

Policy 403 (Discipline of School District Employees)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 506 (Student Conduct and Discipline)

Policy
adopted: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

Extended School Year for Certain Students with Individualized Education Programs

I. Purpose

This policy ensures that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. General Statement of Policy

A. Extended school year services (ESY) ~~must~~ will be available to provide ~~an~~ a FAPE.

The school district will provide ESY services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide ~~an~~ a FAPE.

B. Extended school year determination

At least annually, the IEP team ~~must~~ will determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; or
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; or
3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the ~~parent~~ student receives ~~an~~ a FAPE.

C. Required factors schools ~~must~~ will consider in making ESY determinations

The IEP team ~~must~~ will decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the

summer;

2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 3. Experience with other students with similar instructional needs.
- D. In making its determination of ESY needs, the following additional factors ~~must~~ **will** be considered, where relevant:
1. The student's progress and maintenance of skills during the regular school year- ,
 2. The student's degree of impairment- ,
 3. The student's rate of progress- ,
 4. The student's behavioral or physical problems- ,
 5. The availability of alternative resources- ,
 6. The student's ability and need to interact with non-disabled peers- ,
 7. The areas of the student's curriculum which need continuous attention- ,
and
 8. The student's vocational needs.

E. No unilateral decisions

In the course of providing ESY services to children with disabilities, the district may not unilaterally limit the type, amount, or duration of those services.

F. Services to non-resident students temporarily placed in school district

A district may provide ESY services to non-resident children with disabilities temporarily placed in the district in accordance with applicable state law.

Legal References:

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education ~~Improvement~~ Act of 2004)

34 C.F.R. Part 300 ([Assistance to States for the Education of Children with Disabilities](#))

Minn. Stat. § 125A.14 (Extended School Year)

Minn. Rules Part 3525.0755 ([Extended School Year Services](#))

Cross Reference:

[Policy 608 \(Instructional Services - Special Education\)](#)

Policy
adopted: 1/22/08
reviewed: 2/21/12
revised: 12/15/14
reviewed: 5/20/19
revised: __/__/24

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

School-Sponsored Student Publications and Activities

~~I. Purpose~~

~~This policy protects students' rights to free speech in the production of official school district publications and activities, while at the same time balancing the district's role in supervising student publications and alignment with the district's mission.~~

~~II. General Statement of Policy~~

~~A. Students producing official school publications and activities are under the supervision of a faculty advisor and the school principal. Official publications and activities are subject to the guidelines set forth below.~~

~~B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district views. Faculty advisors will supervise student writers to ensure compliance with the law and district policies.~~

~~C. The district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.~~

~~D. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the superintendent. The superintendent will issue a decision no later than three (3) school days after review is requested.~~

~~E. Official school publications may be distributed at reasonable times and locations.~~

~~III. Definitions~~

~~A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal mailboxes or through electronic distribution.~~

~~B. "Official school publications" means material intended for distribution from print or electronic sources including, but not limited to, school newspapers,~~

~~yearbooks or material produced in classes, or school-sponsored activities.~~

~~C. "Obscene to minors" means:~~

- ~~1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;~~
- ~~2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and~~
- ~~3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.~~

~~D. "Minor" means any person under the age of 18.~~

~~E. "Material and substantial disruption" of a normal school activity means:~~

- ~~1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption that interferes with or impedes the implementation of that program.~~
- ~~2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.~~

~~In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.~~

~~F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, media activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, fine arts presentations, and in school lunch periods.~~

~~G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the~~

esteem of the community.

~~IV. Guidelines~~

~~A. Expression in an official school publication or school-sponsored activity is prohibited when the material:~~

- ~~1. is obscene to minors;~~
- ~~2. is libelous or slanderous;~~
- ~~3. advertises or promotes any product or service not permitted for minors by law;~~
- ~~4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;~~
- ~~5. expresses or advocates harassment, violence or prejudice;~~
- ~~6. is distributed or displayed in violation of time, place and manner regulations.~~

~~B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:~~

- ~~1. ensuring that participants learn whatever lessons the activity is designed to teach;~~
- ~~2. ensuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;~~
- ~~3. ensuring that the views of the individual speaker are not erroneously attributed to the school;~~
- ~~4. ensuring that the school is not associated with any position other than neutrality on matters of political controversy;~~
- ~~5. ensuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;~~
- ~~6. ensuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.~~

~~C. Time, Place and Manner of Distribution~~

~~Students will be permitted to distribute publications at school as follows:~~

~~1. Time~~

~~Distribution will not occur during class hours.~~

~~2. Place~~

~~Publications may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entryways and parking lots. Distribution will not impede entrance to or exit from school premises in any way.~~

~~3. Manner~~

~~No one will induce or coerce a student or staff member to accept a student publication.~~

~~Legal References:~~

~~U. S. Const., amend. 1~~

~~*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)~~

~~*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)~~

~~*Morse v. Frederick*, 551 U.S. 393 (2007)~~

~~Cross References:~~

~~Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)~~

~~Policy 506 (Student Discipline)~~

~~Policy 634 (Electronic Technologies Acceptable Use)~~

~~Policy 904 (Distribution of Materials on School District Property by Nondistrict Persons — or Organizations)~~

I. Purpose

This policy addresses students' rights to freedom of speech and freedom of the press in the production and distribution of school-sponsored media while balancing the school district's role in supervising school-sponsored media and the operation of the district. This policy is designed to ensure all students enjoy the freedoms of speech and press within the confines of the law and to encourage responsible student journalism.

II. Definitions

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

- A. “Defamatory” means a false and unprivileged statement to a third person about an individual that tends to harm the individual’s reputation or lower that individual in the esteem of the community.
- B. “Distribute” means to hand out, offer, circulate, post, display, or otherwise disseminate media to multiple students, regardless of whether the media is free or provided for a charge.
- C. “Material and substantial disruption” means a significant disruption to the learning process, to the rights of others to an education, to school operations, to the ability of any school district employee to perform their duties, or to the operation of any school-sponsored event or activity. It also includes conduct that creates an immediate danger to self or others or incites unlawful conduct. District officials may reasonably forecast a material and substantial disruption based on factors such as past experience in the school, current events influencing student activities and behaviors, and threatened disruption related to the school-sponsored media in question.
- D. “Prior restraint” means a prohibition under threat of adverse action by the district or a district employee on a student journalist producing, publishing, or distributing school-sponsored media before it has been produced, published, or distributed to its intended audience.
- E. “School-sponsored media” means any material that is:
 - 1. Prepared, wholly or substantially written, published, broadcast, or otherwise disseminated, in any media form, by a student journalist;
 - 2. Distributed or generally made available to students in the school; and
 - 3. Prepared by a student journalist under the supervision of a student media advisor.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced or a yearbook.

- F. “Student journalist” means a school student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- G. “Student media advisor” means a qualified teacher, as defined in state law,

that the district employs, appoints, or designates to supervise student journalists or provide instruction related to school-sponsored media.

- H. "Obscene" means a work that, taken as a whole, appeals to the prurient interest in sex and depicts or describes in a patently offensive manner sexual conduct and that, taken as a whole, does not have serious literary, artistic, political, or scientific value.

III. Guidelines

A. Protected Student Expression

Except as provided in Section III.B, a student journalist has the right to exercise the freedoms of speech and press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school district, uses district equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. These freedoms include the freedom to express political viewpoints. Subject to Section III.B, student journalists have the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The district will not discipline a student journalist for exercising rights or freedoms consistent with this policy or under the First Amendment of the United States Constitution.

B. Unprotected and Prohibited Student Expression

This policy does not authorize or protect and expressly prohibits student expression in school-sponsored media that:

1. Is obscene to minors;
2. Is defamatory;
3. Is profane, harassing, threatening, or intimidating;
4. Constitutes an unwarranted invasion of privacy;
5. Violates federal or state law or district policies or rules, including but not limited to policies on harassment, discrimination, violence, and bullying;
6. Is directed at inciting or producing imminent lawless action on district property or violation of district policies or rules, including but not limited to policies on harassment, discrimination, violence, and bullying;

7. Causes a material and substantial disruption to district activities;
8. Advertises or promotes any product or service that is unlawful for purchase or use by minors; or
9. Is distributed or displayed in violation of the time, place, and manner regulations in Section III.D.

C. Student Media Advisors

Student media advisors will oversee student journalism in accordance with the terms of this policy. The district will not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under Section III.A or the First Amendment of the United States Constitution.

Nothing in this policy inhibits a student media advisor from teaching professional standards of English and journalism to student journalists. These professional standards may include, but are not limited to, the following:

1. Ensuring students or participants learn the lessons the activity is designed to teach and/or conform to the learning objectives of the activity;
2. Ensuring that the intended audience of school-sponsored media is not exposed to material that may be inappropriate for its level of maturity;
3. Ensuring that the views of the student journalist or individuals represented in the school-sponsored media are not erroneously attributed to the district or another individual or entity;
4. Ensuring that school-sponsored media is grammatical, proofread, edited, well-researched, factually accurate, and objective.

D. Time, Place, and Manner of Distribution

Students will be permitted to distribute school-sponsored media at school as follows:

1. ~~Time~~-Distribution will not occur during class hours.
2. ~~Place~~-School-sponsored media may be distributed in locations so as not to interfere with or impede the normal flow of traffic in school hallways, walkways, entryways, or parking lots and, if electronically

distributed, so as to not interfere with the district's technology systems.

3. ~~Manner~~—No one will induce or coerce a student or staff member to accept school-sponsored media.

E. No Representation of the District

No expression made by student journalists, whether protected or unprotected, or in school-sponsored media will be deemed to be an expression or representation of or by the district.

IV. Prior Restraint

The school district does not authorize prior restraint on school-sponsored media except as consistent with this policy.

Student journalists who believe their rights under this policy have been improperly restrained may, in a timely fashion, seek review of the prior restraint by the school's principal. To complete this review, the principal or designee may review the material subject to the student journalist's report and any other information deemed relevant, including consulting with the student media advisor and anyone else with relevant information on the reported prior restraint. The principal will issue a determination as to whether the reported prior restraint is consistent with this policy as soon as reasonably possible in an effort to avoid an improper prior restraint. The principal's determination will be final, except that the superintendent may, in the superintendent's sole discretion, review and revise the determination.

Legal References:

U.S. Const. Amend. I

Minn. Const. Art. 1, § 3

Minn. Stat. § 121A.16

Minn. Stat. § 121A.80

Tinker v. Des Moines Indep. Community Sch. Dist., 393 U.S. 503 (1969).

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).

Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

Morse v. Frederick, 551 U.S. 393 (2007).

Cross References:

Policy 506 (Student Conduct and Discipline)

Policy 524 (Electronic Technologies Acceptable Use)

Policy 904 (Distribution or Display of Materials on School District Property)

Policy
adopted: 1/22/08
amended: 4/09/12
revised: 11/17/14
restated: / /

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Students

Overdose Medication

I. Purpose

As a means of enhancing the health and safety of its students, employees, and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use by trained district employees to assist a student, employee, or other individual believed or suspected to be experiencing an opioid overdose on district property during the school day. Authorization for obtaining, possessing, and administering Naloxone or similar permissible medications under this policy are contingent upon:

- A. The continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; and
- B. The district and its employees having immunity from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the employee believes in good faith to be suffering from a drug overdose.

II. Definitions

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

- A. “Drug-related overdose” means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression, or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. “Naloxone” is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an “IM kit.”
- C. “Naloxone Coordinator” is a school district staff person or administrator

appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The district's Naloxone Coordinator is the district health services supervisor.

- D. "Opiate" means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- E. "Opiate Antagonist" means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- F. "Standing Order" means directions from ~~the district's~~ a licensed medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members, or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

III. Policy Responsibilities

- A. The school district ~~must~~ will maintain a supply of opiate antagonists at each school building to be administered in compliance with Minnesota law. Each school building ~~must~~ will have two doses of nasal naloxone available on-site.
- B. Administration of Naloxone
 - 1. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant state statute, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, the district to administer opiate antagonists under state statute.
 - 2. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding other statutory prohibitions.

C. ~~District Collaborative Planning and Implementation Team~~

~~To the extent Naloxone is obtained for use consistent with this policy, the district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone.~~

- ~~1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurses, public health experts, first responders, student or family representatives, and community partners who will be assigned to the team by the superintendent or designee or solicited as volunteers by the superintendent.~~
2. Under the oversight of the Naloxone Coordinator, the ~~D~~istrict ~~Planning Team~~, will obtain a Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by district employees and will update or renew the Standing Order as required. A copy of the Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The ~~Naloxone Coordinator~~ ~~District Planning Team~~ will develop district-wide guidelines and procedures for the financing, purchasing, storage, and use of Naloxone. ~~to be approved by the school board. Once approved by the board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum:~~
 - a. District employees ~~must~~ will activate the community emergency response system (911) when Naloxone is administered to ensure additional medical support is provided due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. District employees will contact a district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. District employees will inform the building administrator of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps; and
 - d. District employees will make immediate attempts to

determine if the recipient of Naloxone is a minor and, if so, contact the parent(s)/guardian(s) on record as soon as possible to notify them of the administration of the Naloxone.

4. The ~~Naloxone Coordinator District Planning Team~~ will determine the type and method of training, identify employees at each school building to be trained, and coordinate the implementation of the training ~~with the assistance of the Naloxone Coordinator~~.

D. ~~Site Planning Teams~~

- ~~1. In consultation with the District Planning Team, the administrator at each school building will establish a Site Planning Team within the school building.~~
- ~~2. The School Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines, and procedures within the school building, and will follow and implement specific guidelines and procedure for the storage and use of Naloxone within the school building in a manner consistent with this policy and district-wide procedures and guidelines.~~

E. School District Employees

District employees will be responsible for attending all required training pertaining to the policy, procedures, and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

IV. Naloxone Storage

- A. The ~~Site Planning Team Naloxone Coordinator~~ will select Naloxone storage locations within the school building. Naloxone will not be sent on field trips, transportation, or provided during activities that occur outside of the school day or off school property.
- B. The selected storage locations of Naloxone will be classified as non-public "security information." The identity of the storage locations will be shared only with trained employees whom the ~~District Planning Team and Site Planning Team Naloxone Coordinator~~ ~~have has~~ determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled and monitored for expiration dates.

V. Privacy Protections

The school district will maintain the privacy of students and employees related to

the administration of Naloxone as required by law.

Legal References:

20 U.S.C. § 1232g (Family Educational and Privacy Rights)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. [Rules Part](#) 6800.4220 (Schedule II Controlled Substances)
Minnesota Department of Health Toolkit on the Administration of Naloxone

Cross References:

Policy 516 (Student Medication)

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota

Policy
adopted: 08/14/23
revised: / /24

VIII. Leadership and Committee Updates

IX. Superintendent Updates

X. Adjournment

XI. Information

XI.A. Enrollment Mobility



Board Meeting Date: 11/4/2024

Title: October 2024 Enrollment Mobility

Type: Information

Presenter(s): Shauna Talley, MARSS – Student Information Coordinator

Attachment:

1. Mobility Report (next page)

Report Section Descriptions and Assumptions:

- **School Level Enrollment Information**
 - This section is broken up by School / Grade
 - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
 - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
 - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
 - This section of the report uses the same reporting period as the other sections of the report.
 - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
 - This section of the report displays the reason students withdrew during the reporting period.
 - This section of the report is broken out by the Minnesota Department of Educations approved End Status Codes. These codes are:
 - 03: Transferred to an approved nonpublic school
 - 04: Student moved outside of the district, transferred to another MN District
 - 05: Student moved to another state and enrolled in school; student moved out of the country
 - 20: Student transferred to another district/state but did not move

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

Edina Public Schools Enrollment Summary



Enrollment as of the end of October, 2024

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord Elementary School		108	116	116	127	133	138	738
Cornelia Elementary School		86	94	98	105	108	100	591
Countryside Elementary School		112	118	129	98	99	109	665
Creek Valley Elementary School		84	90	96	101	107	107	585
Highlands Elementary School		87	86	95	108	94	95	565
Normandale Elementary School		105	103	100	123	115	104	650
Totals		582	607	634	662	656	653	3794

Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View Middle School	334	340	349	0	0	0	0	1023
Valley View Middle School	331	325	348	0	0	0	0	1004
Edina High School	0	0	0	686	686	690	653	2715
Edina Virtual Pathway Secondary	0	0	0	14	17	12	35	78
Options at Edina High School	0	0	0	0	0	0	0	0
Totals	665	665	697	700	703	702	688	4820

Enrollment Comparisons

	November 2023	October 2024	November 2024
K-5	3788	3814	3794
6-8	1973	2028	2027
9-12	2748	2794	2792
Totals K-12	8449	8636	8613
PS	223	185	199
ECSE	201	198	198

February Mobility

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Withdrawn Students	1	1	3	1	2	2	1	0	2	2	1	0	0	16
Enrolled Students	3	0	2	2	0	3	1	2	2	1	0	2	1	19
	2	-1	-1	1	-2	1	0	2	0	-1	-1	2	1	

Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
04: Moved Outside of the District	0	1	0	0	1	0	0	0	0	0	0	0	0	2
05: Moved Outside of the State	1	0	1	1	0	1	0	0	1	0	1	0	0	6
20: Transferred to Another MN District, did not move	0	0	2	0	1	1	1	0	1	2	0	0	0	8
Total	1	1	3	1	2	2	1	0	2	2	1	0	0	16

XI.B. Investment Summary - October 2024



Board Meeting Date: 11/4/2024

Title: Investment Summary – October 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 October 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 – October 2024

Investment Summary

FOR THE MONTH ENDED OCTOBER 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	11,593,690	4.73%
MSDLAF+ Max	Money Market	N/A	NOW	119,341	4.83%
MSDLAF Term	TERM - MSDLAF+ TERM Jun 25	1/16/24	10/11/24	1,063,282	4.43%
MSDLAF CD Program	Fieldpoint Private Bank & Trust, CT	1/23/24	1/22/26	249,052	5.10%
PMA/MN Trust	Money Market	10/31/24	NOW	13,308,630	4.80%
Term Series Flex	MNTrust Term Series-Flex (VNB), IL	10/31/24	NOW	4,368,314	4.78%
SDA Account	NexBank, TX	10/31/24	NOW	2,118,057	4.80%
Certificate of Deposit	ALLIANT CREDIT UNION/IL, 01882MAF9	11/8/23	11/7/24	248,049	5.65%
Certificate of Deposit	FIRST NATIONAL BANK, ME	11/18/22	11/18/24	226,800	4.56%
Certificate of Deposit	KS STATEBANK / KANSAS STATE BANK OF MANHATTAN, KS	11/18/22	11/18/24	226,600	4.58%
Certificate of Deposit	PENTAGON FEDERAL CREDITUNION (183 day and out), VA	11/18/22	11/19/24	1,750,000	4.40%
Certificate of Deposit	CITY NATL BK - BEV HILLS, 178180GR0	11/23/22	11/25/24	243,045	4.71%
Certificate of Deposit	UBS BANK USA, 90348J7G9	11/23/22	11/25/24	248,046	4.66%
Certificate of Deposit	BMW BANK NORTH AMERICA, 05580AT20	11/25/22	11/25/24	242,908	4.66%
Certificate of Deposit	DISCOVER BANK, 2546732A3	11/30/22	12/2/24	243,047	4.66%
Certificate of Deposit	Flagstar Bank, National Association, NY	7/23/24	1/23/25	5,000,000	5.06%
US Treasury Bonds & Notes	MN TRUST TERM SERIES, MN	8/23/24	1/23/25	1,500,000	4.91%
Certificate of Deposit	FIRST PRYORITY BANK, OK	11/18/22	1/27/25	224,400	4.56%
Certificate of Deposit	GREENSTATE CREDIT UNION, IA	11/18/22	1/27/25	225,100	4.53%
Certificate of Deposit	ELGA CREDIT UNION, MI	8/22/23	1/27/25	232,350	5.21%
US Treasury Bonds & Notes	MN TRUST TERM SERIES, MN	5/17/24	5/19/25	1,000,000	5.05%
Certificate of Deposit	CONNEXUS CREDIT UNION, 20825WCN8	8/25/23	8/25/25	250,115	5.26%
Certificate of Deposit	CALIFORNIA CREDIT UNION, 130162AY6	8/28/23	8/28/25	245,293	5.31%
Certificate of Deposit	Bank of Crockett, TN	11/1/23	11/3/25	226,100	5.24%
Certificate of Deposit	Schertz Bank & Trust, TX	11/7/23	11/10/25	226,450	5.14%
Certificate of Deposit	BANK OF AMERICA NA, 06051V4R4	11/8/23	11/10/25	245,910	5.26%
Certificate of Deposit	FIRST PREMIER BANK, 33610RUW1	11/10/23	11/10/25	245,531	5.16%
US Treasury Bonds & Notes	MN TRUST TERM SERIES, MN	5/17/24	11/18/25	5,000,000	4.92%
US Treasury Bonds & Notes	US TREASURY N/B, 91282CGR6	3/19/24	3/15/26	1,253,138	4.57%
Certificate of Deposit	ServisFirst Bank, FL	8/22/24	7/27/26	230,700	4.32%
Certificate of Deposit	American Plus Bank, N.A., CA	8/22/24	7/27/26	232,400	3.90%
Certificate of Deposit	First Internet Bank of Indiana, IN	8/22/24	7/27/26	229,800	4.47%
Certificate of Deposit	First Capital Bank, SC	8/22/24	7/27/26	232,000	3.99%
Certificate of Deposit	Customers Bank, NY	8/22/24	7/27/26	231,800	3.99%
Certificate of Deposit	Financial Federal Bank, TN	8/22/24	7/27/26	231,000	4.25%
Certificate of Deposit	First National Bank, AR	11/1/23	11/2/26	217,600	4.94%
Certificate of Deposit	NUMERICA CREDIT UNION, 67054NBN2	11/10/23	11/10/26	255,621	5.41%
Certificate of Deposit	OPTUM BANK INC, 68405VBK4	11/15/23	11/16/26	248,364	4.96%
Total General Operating Funds:				\$	54,232,532

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	2,625	4.80%
PMA/MN Trust	Money Market	N/A	NOW	940,457	3.27%
Total 2021B General Obligation School Building Bonds:				\$	943,082

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	1/31/24	NOW	3,445,426	4.80%
Total 2023A GO Capital Notes & FM Bonds:				\$	3,445,426
Total Portfolio Value:				\$	58,621,040

XI.C. Expenditure Summary - October 2024



Board Meeting Date: 11/4/2024

Title: Expenditure Summary – October 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 October 31, 2024.

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 – October 2024

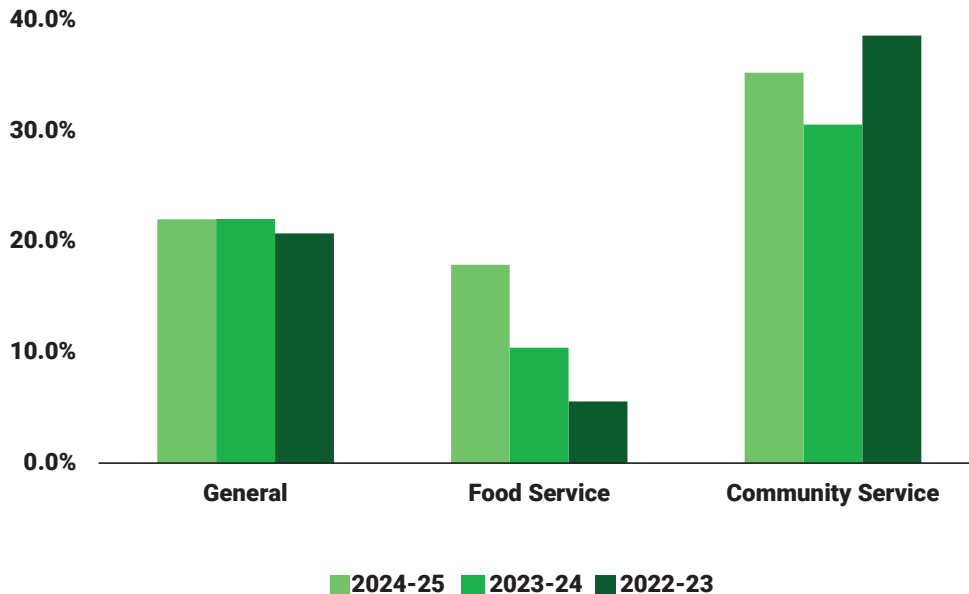
Expenditure Summary



FOR THE MONTH ENDED OCTOBER 31, 2024

Fund	Fiscal Year-to-Date 2024-25		Fiscal Year-to-Date % of Budget		
	Budget	Actuals	2024-25	2023-24	2022-23
General Fund					
Salaries	\$ 91,863,490	\$ 20,012,615	21.8%	21.4%	20.5%
Benefits	30,785,396	5,762,093	18.7%	18.6%	18.7%
Purchased Services	10,736,705	3,491,307	32.5%	35.3%	28.9%
Supplies & Materials	4,761,381	1,152,147	24.2%	32.7%	23.9%
Other Expenditures	570,384	104,395	18.3%	9.9%	9.7%
Other Financing Uses	-	-	-	-	-
Total General Fund Expenditures	\$ 138,717,356	\$ 30,522,557	22.0%	22.0%	20.7%
Food Service	4,531,973	810,281	17.9%	10.4%	5.6%
Community Service	12,841,752	4,522,604	35.2%	30.5%	38.6%
Debt Service	14,597,514	3,347,281	22.9%	23.2%	23.8%
Capital	29,204,970	7,926,630	27.1%	39.1%	8.6%
Internal Service	910,000	259,270	28.5%	36.2%	34.2%
Total Expenditures All Funds	\$ 200,803,565	\$ 47,388,623	23.6%	25.6%	15.6%

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

XI.D. Follow-up - Enrollment questions from
10/22/24



Board Meeting Date: 11/4/2024

Title: Enrollment Report Follow-Up

Type: Information

Presenter (s): Dr. Stacie Stanley, Superintendent

Background: Enrollment Report Follow up responses to questions from the school board

Recommendation: None

Desired Outcomes from the Board: Review Memo - no action needed

Attachments:

Memo to board with responses to enrollment report questions.



To: Edina Public Schools Board of Directors
From: Dr. Stacie Stanley, Superintendent

Date: November 04, 2024

RE: Follow-up to questions from October 2024 Enrollment Report

On October 22, 2024, the Edina Public Schools Board received a report about enrollment in the district. A couple questions posed required follow-up. Those questions are listed below with the administration's responses.

The Parkwood Knolls community of Edina is assigned to the Hopkins School District. Many families choose to open enroll their students into Edina Public Schools. As we continue to look at setting goals for capture rate of Edina resident students, an inquiry regarding what the current percentage would be if we counted the students enrolled as Edina residents instead of open enrolled.

- The capture rate calculation that includes all students who live in the Edina city boundaries is: 78.1%

The October 2024 enrollment report indicated increased enrollments for students returning to Edina Public Schools from non-public schools. An inquiry arose regarding the grade levels that the returning students were enrolled in (see table below):

Grade	Number of students
1 st	4
2 nd	2
3 rd	1
4 th	2
5 th	3
6 th	15
7 th	3
8 th	8
9 th	33
10 th	5
11 th	3
12 th	2

Sincerely,

Dr. Stacie Stanley
Superintendent
Edina Public Schools

XI.E. EHS Mechanical Upgrades Project -
Combined Mechanical Change Orders



Board Meeting Date: 11/4/2024

Title: EHS Mechanical Upgrades Project – Combined Mechanical Change Orders

Type: Information

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

Description: The construction firm Corval Constructors, Inc. were awarded work scope 23-B, “Combined Mechanical” as part of Phase I of the mechanical upgrades project at Edina High School. The original contract sum approved by the School Board was \$5,742,000.00.

After several months of progress on the project, it has been necessary to execute a number of change orders to complete the project in a manner that satisfies the District’s expectations. Most of the change orders are related to unforeseen complications related to tying in 3 air handling units when switching the boilers from steam to water and moving mechanical systems and piping to accommodate new air handlers and duct work. \$20,000 of the change orders are transfers from other project scopes that are running within budget.

The total amount of the changes orders is now \$201,722.64, bringing the total contract sum to \$5,943,722.64.

Recommendation: There is no recommended action. This item is informational and intended to satisfy the requirements of District Policy 718, Section III, Paragraph C.

Desired Outcomes from the Board: N/A

Attachments:

N/A