

September 27, 2021
Monday, September 27, 2021 6:00 PM Central

High School Media Center
531 Morse Street
Norwood Young America, MN 55368

Sara Eischens: Present
Shelby Erickson: Present
Nicole Evenski: Present
Elroy Latzig: Present
Sarah Lehrke: Present
Rich Schug: Present
Kyle Strickfaden: Present

Present: 7.

All memebtrs present Cassy Ostergard Alissa Friend Isabella Miller (Student Council) (Student Council) Lauren Smith Josie Beneke (New Student Rep) Tom Erickson Ron Erpenbach Melissa Miller

A. PROCEDURAL ITEMS:

A.1. Call to order

A.2. Roll Call

A.3. Pledge of Allegiance

A.4. Approval of Agenda

Move to approve the agenda as presented/amended:. This motion, made by Sara Eischens and seconded by Elroy Latzig, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

A.5. Consent Agenda

Move to approve Consent agenda as presented. This motion, made by Elroy Latzig and seconded by Shelby Erickson, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

A.6. Acceptance of Gifts

Move to approve gifts as presented. This motion, made by Nicole Evenski and seconded by Sara Eischens, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

B. PUBLIC FORUM

C. INFORMATIONAL ITEMS: MONTHLY REPORTS

C.1. Student Council

C.2. Student Represenative

C.3. Superintendent

C.4. Board

D. DISCUSSION ITEMS

D.1. Recognition of Student Representative: Lauren Smith

D.2. Building Goals: Central Elementary, Central Middle School, Central High School

D.3. Bond Update

D.4. FY2022 Levy Certification Discussion

E. OPERATIONAL ITEMS

E.1. Approve Truth and Taxation Hearing date for Monday December 20, 2021 @ 6:10PM

Move to approve the Truth & Taxation hearing on Monday December 20, 2021 @ 6:10 PM. This motion, made by Rich Schug and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.2. Superintendent Evaluation and Goal Setting

Review FY21, Create FY22

Move to approve Superintendent Evaluation as presented and review Superintendent goals at next board meeting. This motion, made by Shelby Erickson and seconded by Sara Eischens, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.3. LTFM Plan

Move to approve LTFM plan as presented. This motion, made by Sara Eischens and seconded by Shelby Erickson, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.4. Consideration: Second Reading of Policy 522: Sex Nondiscrimination (Title IX)

Move to approve changes to Policy 522: Sex Nondiscrimination as MSBA presented. This motion, made by Sara Eischens and seconded by Elroy Latzig, Carried.

Rich Schug: Absent, Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Kyle Strickfaden: Yea
Yea: 6, Nay: 0, Absent: 1

E.5. Consideration: Second reading of Policy 903A: Visitors to school district building and site

Move to approve Policy 903A: Visitors to school district building and site. This motion, made by Sara Eischens and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

E.6. Consideration of Central Education Association 2021-2023 Agreement

Move to approve Central Education Association 2021-2023 Agreement as presented. This motion, made by Elroy Latzig and seconded by Rich Schug, Carried.

Shelby Erickson: Abstain (With Conflict), Nicole Evenski: Abstain (With Conflict), Sara Eischens: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 2

E.7. Resolution appointing Election Judges for Nov. 2, 2021 Special Election
Move to appoint election judges listed in attachment A of the resolution presented. This motion, made by Sarah Lehrke and seconded by Nicole Evenski, Carried.
Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

F. NEXT BOARD MEETING

G. ADJOURNMENT

move to adjourn meeting 7:20 PM. This motion, made by Sara Eischens and seconded by Nicole Evenski, Carried.
Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea
Yea: 7, Nay: 0

August 9, 2021

Monday, August 9, 2021 6:00 PM

High School Media Center, 531 Morse Street, Norwood Young America, MN 55368

Sara Eischens: Present

Shelby Erickson: Present

Nicole Evenski: Present

Elroy Latzig: Present

Sarah Lehrke: Present

Rich Schug: Present

Kyle Strickfaden: Present

Nexus Solutions: Ellie & Brent Baird: Matt Renee Messner Josh Kroells

A. PROCEDURAL ITEMS:	Speaker(s): Board Chair
1. Call to order	Speaker(s): Board Chair
2. Roll Call	Speaker(s): Board Chair
3. Pledge of Allegiance	Speaker(s): Board Chair
4. Approval of Agenda Action(s): Move to approve the agenda as presented/amended:. This motion, made by Nicole Evenski and seconded by Sara Eischens, Carried. Voting Detail: Sara Eischens: Yea Shelby Erickson: Yea Nicole Evenski: Yea Elroy Latzig: Yea Sarah Lehrke: Yea Rich Schug: Yea Kyle Strickfaden: Yea Voting Summary: Yea: 7, Nay: 0	Speaker(s): Board Chair
5. Consent Agenda Action(s): Move to approve Consent agenda as presented. This motion, made by Rich Schug and seconded by Shelby Erickson, Carried. Voting Detail: Sara Eischens: Yea Shelby Erickson: Yea Nicole Evenski: Yea Elroy Latzig: Yea Sarah Lehrke: Yea Rich Schug: Yea	Speaker(s): Board Chair

Kyle
Strickfaden: Yea

Voting Summary: Yea: 7, Nay: 0

6. Acceptance of Gifts	Speaker (s) : Board Chair
B. PUBLIC FORUM	Speaker (s) : Board Chair
C. INFORMATIONAL ITEMS: MONTHLY REPORTS	Speaker (s) : Board Chair
1. Student Council	Speaker (s) : Board Chair
2. Student Representative	Speaker (s) : Board Chair
3. Superintendent	Speaker (s) : Board Chair
4. Board	Speaker (s) : Board Chair
D. DISCUSSION ITEMS	Speaker (s) : Board Chair
1. COVID-19 Start of School Procedures and Q & A	
2. First Reading of Policy 522: Sex Discrimination	
3. First Reading of Policy 903: Visitors to the School	
4. First Reading of Policy 413: Harassment and Violence	
E. OPERATIONAL ITEMS	Speaker (s) : Board Chair
1. Resolution Establishing Combined Polling Places	
Action(s) :	
Move to approve resolution for combined polling place. This motion, made by Sara Eischens and seconded by Elroy Latzig, Carried.	
Voting Detail:	
Sara Eischens: Yea	
Shelby Erickson: Yea	
Nicole Evenski: Yea	
Elroy Latzig: Yea	
Sarah Lehrke: Yea	
Rich Schug: Yea	
Kyle	
Strickfaden: Yea	
Voting Summary: Yea: 7, Nay: 0	
2. Resolution Relating to the Issuance of General Obligation Building Bonds and Calling for a Special Election Thereon	
Action(s) :	
Move to approve Resolution Relating to the Issuance of General Obligation Building Bonds and Calling for a Special Election with 2 Questions; noting Question 2 ammendment to reflect verbiage changed by strickfaden to say "Construction of a	

new ballfield: rather than "a new softball field"
2nd by Schug. This motion, made by Nicole Evenski
and seconded by Sarah Lehrke, Carried.

Voting Detail:

Sara Eischens: Yea

Shelby Erickson: Yea

Nicole Evenski: Yea

Elroy Latzig: Yea

Sarah Lehrke: Yea

Rich Schug: Yea

Kyle
Strickfaden: Yea

Voting Summary: Yea: 7, Nay: 0

3. Resolution Adopting aHealth and Safety Measure

Action(s):

Move to approve Resolution Adopting aHealth and
Safety Measure. This motion, made by Shelby
Erickson and seconded by Sara Eischens, Carried.

Voting Detail:

Sara Eischens: Yea

Shelby Erickson: Yea

Nicole Evenski: Yea

Elroy Latzig: Yea

Sarah Lehrke: Yea

Rich Schug: Yea

Kyle
Strickfaden: Yea

Voting Summary: Yea: 7, Nay: 0

F. **NEXT BOARD MEETING**

Speaker(s): Board
Chair

G. **ADJOURNMENT**

Speaker(s): Board
Chair

Action(s):

Move to adjourn regular board meeting 7:12PM.
This motion, made by Sara Eischens and seconded
by Shelby Erickson, Carried.

Voting Detail:

Sara Eischens: Yea

Shelby Erickson: Yea

Nicole Evenski: Yea

Elroy Latzig: Yea

Sarah Lehrke: Yea

Rich Schug: Yea

Kyle
Strickfaden: Yea

Voting Summary: Yea: 7, Nay: 0

Board Secretary

Norwood-Young America School
August 2021 Misc Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$494,357.74
02	Food Service	\$39,576.23
04	Community Services	\$15,162.39
Report Total		\$549,096.36

Norwood-Young America School
August 2021 Misc Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	4091	E	01	300 294 052 000 401	Spalding T-1000 Legacy Official Indoor Game B.	Wire
PO#: 21537		Voucher #:	74128	Invoice	Invoice No: Carlson	8/17/2021	Paid Amt: \$558.15
							Check Amount: \$558.15
0108	GEN1	2468	R2	E	01 005 110 000 000 401	B00006IEJA Sharpie Tank Style Highlighters, Cl	Wire
				E	01 005 110 000 000 401	B07K8SVZNN Paper Mate Profile Retractable B	\$5.69
				E	01 005 110 000 000 401	B0018OBAOU EXPO 1884309 Low-Odor Dry Ei	\$12.99
				E	01 005 110 000 000 401	B00006IEJ7 Sharpie 25009 Sanford Brands Tar	\$6.45
				E	01 005 110 000 000 401	B00MOUJPG0 Paper Mate 89466 Profile Retrac	\$5.69
				E	01 005 110 000 000 401	B0004F7GUI EXPO Low Odor Dry Erase Marke	\$25.84
				E	01 005 110 000 000 401	B017TCWJYQ Sanford Brands Uni-Ball 207 Im	\$8.41
				E	01 005 110 000 000 401	B07JFXBTR8 Amazon Basics Basic Duty Storag	\$24.40
				E	01 005 110 000 000 401	B082PN4X5J Sharpie S-Gel, Gel Pens, Medium	\$39.14
				E	01 005 110 000 000 401	B0827VK2HP Inspirational Wall Art, Motivational	\$12.99
				E	01 005 110 000 000 401	coupon code	\$11.94
				E	01 005 110 000 000 401		(\$0.92)
PO#: 21556		Voucher #:	74219	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$152.62
				E	01 300 630 000 000 455	B002LUXRXE6 Duracell - CopperTop AAA Alkalir	\$12.78
				E	01 300 630 000 000 455	B096VGVKWW CTBAIER 20-01032-20 Quality	\$152.76
				E	01 300 630 000 000 455	B07XXC7BBG mCover Hard Shell Case for 201	\$21.99
PO#: 21562		Voucher #:	74221	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$187.53
				E	04 005 570 040 321 401	B00AU56C5W PicassoTiles 100 Piece Set 100p	\$47.99
				E	04 005 570 040 321 401	B00HROBJXY K'NEX 70 Model Building Set - 7	\$39.99
				E	04 005 570 040 321 401	B079ZJLPZ9 Brain Blox Wooden Building Block	\$29.95
				E	04 005 570 040 321 401	B07G4R3HD5 LEGO Classic 10717 Bricks Bric	\$81.68
				E	04 005 570 040 321 401	B001AJS1AQ Band-Aid Brand Adhesive Bandaq	\$22.54
PO#: 21567		Voucher #:	74222	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$222.15
				E	01 300 260 610 000 430	B00CWER3XY LEGO MINDSTORMS EV3 31c	\$1,323.40
PO#: 21603		Voucher #:	74227	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$1,323.40
				E	01 300 270 000 000 430	48x78 Huge United States, USA Classic Elite W	\$41.90
PO#: 21609		Voucher #:	74228	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$41.90
				E	04 005 570 040 321 401	B019QBPPDS2 Sharpie 1949558 Color Burst Pe	\$26.98
				E	04 005 570 040 321 401	B00008BFZH Elenco Snap Circuits Jr. SC-100	\$41.98
				E	04 005 570 040 321 401	B07T1NZD27 Silbird STEM 12-in-1 Education :	\$53.98
				E	04 005 570 040 321 401	B079ZJLPZ9 Brain Blox Wooden Building Block	\$29.95
				E	04 005 570 040 321 401	B076637578 Velvet Art Mandalas (Pack of 40)	\$17.50
				E	04 005 570 040 321 401	B00CQGTGZQ IRIS USA TB Clear Plastic Stor	\$32.49
				E	04 005 570 040 321 401	B00ZUABRXO GoSports Giant Wooden Topplin	\$67.94
				E	04 005 570 040 321 401	B00AU56C5W PicassoTiles 100 Piece Set 100p	\$47.99

Norwood-Young America School
August 2021 Misc Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	2468	R2	MASTERCARD - HARRIS BANK			Wire
			E 04	005 570 040 321 401	B081ZLDVGK 42 Pack Slap Bracelets, White S	\$8.99	
			E 04	005 570 040 321 401	B000FALELO Janlynn Value 105 Skain Jumbo C	\$14.99	
			E 04	005 570 040 321 401	B085ZRBYGQ pigipigi Scratch Paper Art for Kic	\$12.95	
PO#: 21612		Voucher #:	74229	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$355.74
			E 01	005 810 000 000 401	B08RJ9QVWC Set of 2 Fully Stepless Dimmab	\$42.49	
			E 01	005 810 000 000 401	B086M8ZZJ7 upsimples 8x10 Picture Frame Se	\$29.49	
			E 01	005 810 000 000 401	B00KPELY2O DUOFIRE Privacy Window Film	\$17.89	
			E 01	005 810 000 000 401	B08LKBGFDX RYB HOME Room Dividers Curt	\$39.90	
			E 01	005 810 000 000 401	B07ZPB382G Command Indoor Picture Hangin	\$23.14	
			E 01	005 810 000 000 401	B08HPLNZKJ RYB HOME Room Dividers Curt	\$123.90	
			E 01	005 810 000 000 401	B076HLCKNS RYB HOME Blackout Blind Curt	\$39.90	
			E 01	005 810 000 000 401	B081H8ZSBM Yaheetech Accent Chairs Set of 4	\$215.89	
			E 01	005 810 000 000 401	Amazon Shipping Charge	\$39.99	
			E 01	005 810 000 000 401	B07PBG4DFF KAMANINA 1 Inch Curtain Rod 1	\$92.97	
PO#: 21571		Voucher #:	74224	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$665.56
			E 01	005 810 000 000 401	B08YYW6CL7 Vertical Blinds Solar Window Sh	\$555.98	
			E 01	005 810 000 000 401	B08YYW6CL7 Vertical Blinds Solar Window Sh	\$337.98	
PO#: 21571		Voucher #:	74231	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$893.96
						Check Amount:	\$3,842.86
0108	GEN1	4091		MASTERCARD - HARRIS BANK			Wire
			E 01	300 810 000 000 401	Mechanical Thermostat	\$242.00	
			E 01	300 810 000 000 401	CreasCor Power Switch	\$74.00	
			E 01	300 810 000 000 401	Freight	\$23.30	
PO#: 21563		Voucher #:	74225	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$339.30
			E 01	100 420 641 419 366	MASE New Leaders Cohort 2021-22	\$500.00	
PO#: 21595		Voucher #:	74226	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$500.00
			E 04	005 570 040 321 305	Kids Co field trip - pd with cc	\$280.00	
PO#: 21590		Voucher #:	74230	Invoice	Invoice No: Kuenzel	8/23/2021	Paid Amt: \$280.00
			E 01	005 760 000 720 341	Auto Owners Insur. - Commercial Auto Policy	\$575.39	
PO#:		Voucher #:	74223	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$575.39
			E 01	100 630 000 000 401	Asset tags for new Chromebooks and Laptops	\$249.00	
PO#: 21565		Voucher #:	74220	Invoice	Invoice No: Carlson	8/23/2021	Paid Amt: \$249.00
						Check Amount:	\$1,943.69
0108	GEN1	09609		XCEL ENERGY			Wire
			E 01	300 810 000 000 332	HS Electricity	\$30.09	
			E 01	200 810 000 000 332	MS Electricity	\$5,648.75	
			E 01	300 810 000 000 332	HS Electricity	\$8,473.13	
			E 01	005 760 000 720 332	Transp Electricity	\$40.64	

Norwood-Young America School

August 2021 Misc Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	09609	E 01 005 760 000 720 332		XCEL ENERGY		Wire
			E 04 005 590 003 000 330		Transp Electricity		\$46.12
			E 01 300 810 000 000 332		Preschool Utility Services		\$110.02
					HS Electricity		\$21.71
PO#:		Voucher #:	74345	Invoice	Invoice No: August21BankPay	8/31/2021	Paid Amt: \$14,370.46 Check Amount: \$14,370.46
0108	GEN1	2728	E 01 005 110 000 000 305		BREMER BANK, NA28		Wire
					Business Office Consulting Fees/Services		\$131.70
PO#:		Voucher #:	74342	Invoice	Invoice No: July2021	8/31/2021	Paid Amt: \$131.70 Check Amount: \$131.70
0108	GEN1	3904	E 01 005 110 000 000 305		FURTHER-SELECT ACCOUNT		Wire
					Business Office Consulting Fees/Services		\$173.90
PO#:		Voucher #:	74343	Invoice	Invoice No: 15799294	8/31/2021	Paid Amt: \$173.90
			E 01 005 110 000 000 305		Business Office Consulting Fees/Services		\$44.00
PO#:		Voucher #:	74344	Invoice	Invoice No: 15790131	8/31/2021	Paid Amt: \$44.00 Check Amount: \$217.90
0108	GEN1	5002	E 01 100 810 000 000 334		WASTE MANAGEMENT OF WI-MN		Wire
			E 01 200 810 000 000 334		Elem Garbage		\$198.40
			E 01 300 810 000 000 334		MS Garbage		\$198.39
			E 02 005 770 000 701 334		MS Garbage		\$198.40
					Garbage		\$396.80
PO#:		Voucher #:	74346	Invoice	Invoice No: 0084023-2808-5	8/31/2021	Paid Amt: \$991.99 Check Amount: \$991.99
0108	GEN1	6605	E 04 005 505 020 321 305		ELEYO		Wire
			E 04 005 505 030 321 305		Elem Sports Fees		\$211.49
			E 04 005 505 510 321 305		Craft Fair Concessions		\$20.60
			E 04 005 560 000 321 305		Tuition from Patrons		\$124.97
			E 04 005 560 017 321 305		Summer Rec - Tuition from Patrons		\$7.54
			E 04 005 560 022 321 305		Athletic Camps - Tuition from Patrons		\$94.77
			E 04 005 570 040 321 305		NYA Little League - Tuition from Patrons		\$4.12
			E 04 005 590 003 000 305		Kids Company Fees		\$791.09
			E 04 005 580 000 325 305		Kurious Kids Fees		\$18.54
					Kurious Kids Fees		\$28.84
PO#:		Voucher #:	74350	Invoice	Invoice No: JulyTransactionFees	8/31/2021	Paid Amt: \$1,301.96
			E 04 005 505 020 321 305		Elem Sports Consulting Fees/Serv		\$157.93
			E 04 005 505 030 321 305		Craft Fair Consulting Fees/Serv		\$15.38
			E 04 005 505 510 321 305		Continuing Ed Consulting Fees/Serv		\$93.32
			E 04 005 560 000 321 305		Summer Rec Consulting Fees/Serv		\$5.63
			E 04 005 560 017 321 305		Athletics Consulting Fees/Serv		\$70.77

Norwood-Young America School

August 2021 Misc Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	6605	E 04	005	560 022 321 305	Little League Consulting Fees/Serv	Wire
			E 04	005	570 040 321 305	Latchkey Consulting Fees/Serv	\$3.08
			E 04	005	590 003 000 305	Preschool Consulting Fees/Serv	\$590.75
			E 04	005	580 000 325 305	Gen ECFE Consulting Fees/Serv	\$13.84
PO#:		Voucher #:	74351	Invoice	Invoice No: July	Transaction Fee	\$21.54
							Paid Amt: \$972.24
							Check Amount: \$2,274.20
0108	GEN1	4727	E 02	005	770 000 701 305	Consulting Fees/Serv	Wire
PO#:		Voucher #:	74364	Invoice	Invoice No: July	2021 Fees	\$2.21
							Paid Amt: \$2.21
							Check Amount: \$2.21
0108	GEN1	38847	E 01	100	810 000 000 320	Elem Communication/Phone	Check
			E 01	200	810 000 000 320	MS Communication/Phone	\$175.42
			E 01	300	810 000 000 320	HS Communication/Phone	\$175.42
			E 04	005	505 000 321 320	CE General Communication/Phone	\$175.42
PO#:		Voucher #:	74120	Invoice	Invoice No: 313866	160	\$100.00
							Paid Amt: \$626.26
							Check Amount: \$626.26
0108	GEN1	38848	E 04	005	560 000 321 305	Tennis Lessons	Check
PO#:		Voucher #:	74121	Invoice	Invoice No: ComEd	Tennis	\$40.00
			E 04	005	560 000 321 305	Summer Rec Consulting Fees/Serv	\$40.00
PO#:		Voucher #:	74122	Invoice	Invoice No: ComEd	Tennis	\$40.00
							Paid Amt: \$40.00
							Check Amount: \$80.00
0108	GEN1	38849	E 04	005	590 003 000 330	Preschool Utility Services	Check
PO#:		Voucher #:	74123	Invoice	Invoice No: 580		\$50.61
							Paid Amt: \$50.61
							Check Amount: \$50.61
0108	GEN1	38850	E 04	005	505 000 321 305	The Duttons Tour, July 26	Check
PO#:	21611	Voucher #:	74124	Invoice	Invoice No: Dutton	Tour	\$88.00
			E 04	005	505 510 321 305	Mississippi Lock and Dam Tour, August 7	\$160.00
PO#:	21641	Voucher #:	74125	Invoice	Invoice No: Mississippi	Lock&Dam	\$160.00
							Paid Amt: \$160.00
							Check Amount: \$248.00
0108	GEN1	38851	E 01	300	810 000 000 320	HS Communication/Phone	Check
			E 01	200	810 000 000 320	MS Communication/Phone	\$370.76

Norwood-Young America School

August 2021 Misc Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38851	6252	E 01	100 810 000 000 320 T-MOBILE	Elem Communication/Phone	Check
	PO#:		Voucher #:	74126	Invoice	Invoice No: 969563964	Paid Amt: \$1,112.28 Check Amount: \$1,112.28
0108	GEN1	38852	6612	E 04	005 505 510 321 305 LUPO, MICHAEL J.	Band for Music in the park, August 12	Check
	PO#:	21659	Voucher #:	74127	Invoice	Invoice No: MusicInThePark	Paid Amt: \$400.00 Check Amount: \$400.00
0108	GEN1	38853	6412	E 01	005 110 000 000 305 AVIBEN	Business Office Consulting Fees/Services	Check
	PO#:		Voucher #:	74151	Invoice	Invoice No: 19922	Paid Amt: \$117.03 Check Amount: \$117.03
0108	GEN1	38854	6435	E 01	005 850 000 302 570 BRICK & BREW PROPERTIES LLC	September 2021 Lease	Check
	PO#:	21538	Voucher #:	74133	Invoice	Invoice No: September2021	Paid Amt: \$1,805.83 Check Amount: \$1,805.83
0108	GEN1	38855	4946	E 01	005 105 000 000 401 BSN SPORTS LLC	Custom Conference Banners	Check
	PO#:	21651	Voucher #:	74134	Invoice	Invoice No: 913238997	Paid Amt: \$1,511.15
				E 01	005 105 000 000 401	Shipping	\$1,438.08
				E 01	005 105 000 000 401	Custom Parade Banner	\$73.07
				E 01	005 105 000 000 401	Shipping	\$587.38
				E 01	005 105 000 000 401	Shipping	\$29.33
	PO#:	21651	Voucher #:	74135	Invoice	Invoice No: 913238996	Paid Amt: \$616.71
				E 01	300 292 000 000 402	Target Volleyball Women's SS Jersey	\$1,225.00
				E 01	300 292 000 000 402	Shipping	\$21.07
	PO#:	21297	Voucher #:	74136	Invoice	Invoice No: 913252485	Paid Amt: \$1,246.07 Check Amount: \$3,373.93
0108	GEN1	38856	5943	E 01	300 260 610 000 430 CAROLINA BIOLOGICAL	Dissecting Pads 11 3/4 inch by 8 inches such as	Check
				E 01	300 260 610 000 430	Dissection Scissors such as Cardloina biologica	\$131.25
				E 01	300 260 610 000 430	Scissor Sharpener Item # 627702	\$87.00
				E 01	300 260 610 000 430	Dissection Scalpels such as Carolina Biological	\$15.35
				E 01	300 260 610 000 430	Scalpel Blade, Stainless Steel, Sterile, No. 21, F	\$78.00
				E 01	300 260 610 000 430	Electrophoresis Chambers such as Carolina Bio	\$26.10
				E 01	300 260 610 000 430	Shipping	\$582.50
	PO#:	21604	Voucher #:	74137	Invoice	Invoice No: 51452883 RI	Paid Amt: \$975.06 Check Amount: \$975.06

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38857	00061	E 01	CITY OF NORWOOD YOUNG AMERICA 100 810 000 000 331 Elem Water and Sewerage		Check
PO#:		Voucher #:	74138	Invoice	Invoice No: 559	8/17/2021	
			E 01	200 810 000 000 331			Paid Amt: \$966.51
			E 01	300 810 000 000 331			\$299.94
							\$449.91
PO#:		Voucher #:	74139	Invoice	Invoice No: 558	8/17/2021	
							Paid Amt: \$749.85
							Check Amount: \$1,716.36
0108	GEN1	38858	5344		CLEAN-CUT LAWN CARE		Check
			E 01	100 810 000 000 363	August lawn Care		\$1,333.33
			E 01	200 810 000 000 363	August Lawn Care		\$1,333.33
			E 01	300 810 000 000 363	August Lawn Care		\$1,333.34
PO#:		Voucher #:	74145	Invoice	Invoice No: 15699	8/17/2021	
							Paid Amt: \$4,000.00
							Check Amount: \$4,000.00
0108	GEN1	38859	2597		cmERDC		Check
			E 01	200 211 000 000 401	03002001-9x12 brown clasp env. KGL90990		\$34.76
			E 01	200 211 000 000 401	03002101 - 10x13 brown clasp env. KGL90997		\$20.48
			E 01	200 211 000 000 401	03003201 - Manila file folders		\$23.40
			E 01	200 211 000 000 401	03018001 - Papermate red ballpoint pens		\$3.24
			E 01	200 211 000 000 401	03018101 - Black PaperMate Ballpoint pens		\$6.48
			E 01	200 211 000 000 401	03019801 - Dixon #2 Pencil		\$12.50
			E 01	200 211 000 000 401	03023601 - Dry Eraser #81505		\$9.75
PO#:	21203	Voucher #:	74140	Invoice	Invoice No: 182871	8/17/2021	
			E 04	005 505 000 321 401	14000902 ZipLoc Bags		\$8.03
			E 04	005 505 510 321 401	14001001 - Ziplock bags		\$12.99
			E 04	005 580 000 325 401	14001501 Napkins		\$32.96
			E 04	005 580 000 325 401	14001801 Paper Towels		\$21.87
			E 04	005 580 000 325 401	14002201 Paper Plates		\$15.23
			E 04	005 580 000 325 401	14002301 - 9" paper plates		\$21.59
			E 04	005 582 002 344 401	14005801 - cups		\$41.88
			E 04	005 582 002 344 401	14006301 Cups		\$37.32
			E 04	005 570 040 321 401	14007801 - Aluminum Foil		\$27.48
			E 04	005 505 510 321 401	14011801 Dawn Dish Soap		\$40.50
PO#:	21187	Voucher #:	74141	Invoice	Invoice No: 182867	8/17/2021	
			E 04	005 505 000 321 401	06016802 Batteries - D		\$10.30
			E 04	005 505 000 321 401	06016902 Batteries C		\$6.99
			E 04	005 505 000 321 401	06017002 Batteries AA		\$7.98
			E 04	005 505 000 321 401	06017203 Batteries AAA		\$2.81
PO#:	21187	Voucher #:	74142	Invoice	Invoice No: 182870	8/17/2021	
			E 04	005 505 000 321 401	03001101 Envelopes		\$9.95
							Paid Amt: \$28.08
							\$259.85

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38859	2597		cmERDC		Check
				E 04	005 505 000 321 401	03009601 Black Markers	\$3.37
				E 04	005 505 000 321 401	03009801 Red markers	\$3.37
				E 04	005 505 000 321 401	03014001 Highlighters	\$1.76
				E 04	005 505 000 321 401	03009502 Sharpe, Ass.	\$4.98
				E 04	005 505 000 321 401	03016101 Black markers	\$2.58
				E 04	005 505 000 321 401	03018101 Black pens	\$1.08
				E 04	005 505 000 321 401	03082804 Correction tape	\$29.04
				E 04	005 505 000 321 401	03025901 Paper clips	\$4.27
				E 04	005 505 000 321 401	03028401 Staples	\$13.92
				E 04	005 505 000 321 401	03035801 Masking Tape	\$6.42
				E 04	005 505 000 321 401	03035802 Masking Tape	\$8.34
				E 04	005 505 000 321 401	03037002 Transparent	\$18.96
				E 04	005 570 040 321 401	03047503 Post-it notes	\$9.48
				E 04	005 570 040 321 401	03029601 rubber bands	\$0.75
PO#: 21187		Voucher #:	74143	Invoice	Invoice No: 182869	8/17/2021	Paid Amt: \$118.27
				E 04	005 580 000 325 401	15002701 - school glue	\$7.89
				E 04	005 580 000 325 401	15003401 - Rubber Cement	\$4.95
				E 04	005 580 000 325 401	15032301 - Violet Paint	\$8.70
				E 04	005 580 000 325 401	15032401 Orange Paint	\$8.70
				E 04	005 570 040 321 401	11007001 - Holiday Green paper	\$3.08
				E 04	005 580 000 325 401	11007101 Light Green paper	\$3.32
				E 04	005 570 040 321 401	11007301 Yellow Paper	\$4.62
				E 04	005 570 040 321 401	11007501 white paper	\$7.90
				E 04	005 570 040 321 401	11007801 - brown paper	\$5.04
				E 04	005 570 040 321 401	11008001 - Holiday Red paper	\$9.30
				E 04	005 570 040 321 401	11008301 - black paper	\$7.90
				E 04	005 570 040 321 401	11008401 - orange paper	\$8.60
				E 04	005 570 040 321 401	15054101 - glitter Glue	\$15.54
PO#: 21187		Voucher #:	74144	Invoice	Invoice No: 182868	8/17/2021	Paid Amt: \$95.54
							Check Amount: \$612.35
0108	GEN1	38860	2721		DASHIR MANAGEMENT SERVICES INC		Check
				E 01	200 810 000 000 305		\$5,808.91
				E 01	300 810 000 000 305		\$5,808.92
				E 01	100 810 000 000 305		\$5,984.94
PO#:		Voucher #:	74146	Invoice	Invoice No: 7094	8/17/2021	Paid Amt: \$17,602.77
				E 01	300 810 000 000 305		\$5,808.92
				E 01	200 810 000 000 305		\$5,984.94

Norwood-Young America School

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38860	2721	E 01	DASHIR MANAGEMENT SERVICES INC 100 810 000 305		Check
	PO#:	Voucher #:	74147	Invoice	Invoice No: 7112	8/17/2021	Paid Amt: \$17,602.77 Check Amount: \$35,205.54
0108	GEN1	38861	3227	E 01	DISTRIBUTED WEBSITE CORP. 300 292 000 405		Check
	PO#:	Voucher #:	74148	Invoice	Invoice No: 59812	8/17/2021	Paid Amt: \$576.00 Check Amount: \$576.00
0108	GEN1	38862	4717	E 01	ECM PUBLISHERS, INC. 005 170 000 305		Check
	PO#:	Voucher #:	74149	Invoice	Invoice No: 848528	8/17/2021	Paid Amt: \$95.00 Check Amount: \$95.00
	PO#:	Voucher #:	74150	Invoice	Invoice No: 848527	8/17/2021	Paid Amt: \$199.00 Check Amount: \$199.00
0108	GEN1	38863	01124	E 01	FLINN SCIENTIFIC INC 300 260 000 430		Check
	PO#:	Voucher #:	74151	Invoice	Invoice No: 2579115	8/17/2021	Paid Amt: \$331.37 Check Amount: \$331.37
	PO#:	Voucher #:	74153	Invoice	Invoice No: 2581146	8/17/2021	Paid Amt: \$23.60 Check Amount: \$23.60
0108	GEN1	38864	01239	P1	FOLLETT SCHOOL SOLUTIONS, INC. 700 590 000 351		Check
	PO#:	Voucher #:	74154	Invoice	Invoice No: 2576108A	8/17/2021	Paid Amt: \$134.73 Check Amount: \$134.73
0108	GEN1	38865	00192	E 04	HOUGHTON MIFFLIN HARCOURT 703 590 000 351		Check
	PO#:	Voucher #:	74155	Invoice	Invoice No: 955246286	8/17/2021	Paid Amt: \$9.34 Check Amount: \$9.34
0108	GEN1	38866	6610	E 01	ILLUMINATED EDUCATION 005 640 600 000		Check
	PO#:	Voucher #:	74156	Invoice	Invoice No: 955246286	8/17/2021	Paid Amt: \$1,000.00 Check Amount: \$1,000.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38866	6610		ILLUMINATED EDUCATION		Check
			E 01	300	710 000 000 461	Fastbridge Assessment Subscription	\$2,800.00
			E 01	300	710 000 000 305	FastBridge Implementation / Onboarding	\$1,500.00
PO#: 21634					Voucher #: 74156 Invoice	Invoice No: CINV0000004512 8/17/2021	Paid Amt: \$10,500.00 Check Amount: \$10,500.00
0108	GEN1	38867	5858		IMPACT APPLICATIONS, INC.		Check
			E 01	300	292 000 000 305	200 baseline tests, 10 post injury tests	\$444.00
PO#: 21638					Voucher #: 74157 Invoice	Invoice No: 20213651 8/17/2021	Paid Amt: \$444.00 Check Amount: \$444.00
0108	GEN1	38868	00816		ISD #2397 - LESUEUR-HENDERSON		Check
			E 01	300	292 053 000 369	MRC CC scrimmage fee on August 23	\$50.00
PO#: 21662					Voucher #: 74158 Invoice	Invoice No: CC ScrimmageFee 8/17/2021	Paid Amt: \$50.00 Check Amount: \$50.00
0108	GEN1	38869	2691	R1	KURTZ BROS. INC.		Check
			E 01	100	203 070 000 430	chart tablet 24 by 32 27453	\$24.60
			E 01	100	203 070 000 430	white baord erasers 43615	\$8.05
			E 01	100	203 070 000 430	sparkle stars 24273	\$16.52
			E 01	100	203 070 000 430	foam dice 24108	\$5.78
			E 01	100	203 070 000 430	plastic geoboard class pack 57446	\$27.79
			E 01	100	203 070 000 430	pg.286 Diplomas 26798	\$10.86
			E 01	100	203 070 000 430	pg. 278 Nametags Fancy Stars 23286	\$0.00
			E 01	100	203 070 000 430	pg. 281 Nameplates Fancy Stars 23281	\$0.00
			E 01	100	203 070 000 430	bday crowns 57880	\$11.62
			E 01	100	203 070 000 430	pg. 331 Cupcakes for bdays 27768	\$6.37
			E 01	100	203 070 000 430	pg. 332 Color My World Stars 25355	\$4.80
			E 01	100	203 070 000 430	pg. 331 Bohemian Feathers 30496	\$6.93
			E 01	100	203 070 000 430	pg. 332 Chalkboard Brights 24997	\$5.81
			E 01	100	203 070 000 430	pg. 293 Star Stickers 24273	\$0.00
			E 01	100	203 070 000 430	pg. 292 Smelly Stickers 37583	\$5.11
			E 01	100	203 070 000 430	pg. 139 Heavy Duty Tape 12026 (for Ann)	\$7.49
PO#: 21445					Voucher #: 74159 Invoice	Invoice No: 37314.00 8/17/2021	Paid Amt: \$141.73
			E 01	100	203 075 000 430	11433 EZ Up Clips	\$5.25
			E 01	100	203 075 000 430	57953 Tac-N-Stick Putty	\$2.31
			E 01	100	203 075 000 430	08658 Pens	\$8.12
			E 01	100	203 075 000 430	47210 Name Plate	\$4.83
			E 01	100	203 075 000 430	21654 Incentive Charts	\$23.70
			E 01	100	203 075 000 430	28846 Future World Changers	\$12.39
			E 01	100	203 075 000 430	39438 Parts of Speech	\$12.04
			E 01	100	203 075 000 430	27764 Fire Name Slices	\$6.37

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0108	GEN1	38869	2691	R1	KURTZ BROS. INC.		Check	
				E 01	100 203 075 000 430	21009 Boarders		\$16.12
	PO#: 21444	Voucher #:	74160	Invoice	Invoice No: 37301.00	8/17/2021	Paid Amt:	\$91.13
							Check Amount:	\$232.86
0108	GEN1	38870	01027		LAKESHORE LEARNING MATERIALS		Check	
				E 04	005 570 040 321 430	CS152 CS152 - Mystery Science Instant Activiti		\$59.99
				E 04	005 570 040 321 430	PP370X PP370X - Global Challenges Project-B:		\$199.00
				E 04	005 570 040 321 430	PP566 PP566 - Create-A-Chain Reaction STEIv		\$89.99
				E 04	005 570 040 321 430	Freight		\$52.35
	PO#: 21613	Voucher #:	74161	Invoice	Invoice No: 3936340721	8/17/2021	Paid Amt:	\$401.33
				E 01	100 203 070 000 430	snap and slide number bonds DD267		\$29.99
				E 01	100 203 070 000 430	Geostix Activity Set GG547		\$24.99
				E 01	100 203 070 000 430	Shipping		\$8.25
	PO#: 21433	Voucher #:	74162	Invoice	Invoice No: 3387080721	8/17/2021	Paid Amt:	\$63.23
							Check Amount:	\$464.56
0108	GEN1	38871	5404		LEARNING WITHOUT TEARS		Check	
				E 04	700 590 000 351 460	Eman Textbooks/Workbooks		\$377.30
	PO#: 21433	Voucher #:	74163	Invoice	Invoice No: INV118223	8/17/2021	Paid Amt:	\$377.30
							Check Amount:	\$377.30
0108	GEN1	38872	6545		MARCO TECNOLOGIES LLC		Check	
				E 01	005 850 000 302 580	Principal on Cap. Lease/Instal		\$2,346.81
	PO#: 21433	Voucher #:	74164	Invoice	Invoice No: 448894709	8/17/2021	Paid Amt:	\$2,346.81
							Check Amount:	\$2,346.81
0108	GEN1	38873	4180		MCCRACKEN, TOM		Check	
				R 02	005 770 000 701 601	Refund of Family Food Service Acct. Balance		\$107.45
	PO#: 21433	Voucher #:	74165	Invoice	Invoice No: FoodServiceRefund	8/17/2021	Paid Amt:	\$107.45
							Check Amount:	\$107.45
0108	GEN1	38874	4316		MCDOWELL AGENCY, INC.		Check	
				E 01	005 110 000 000 305	Business Office Consulting Fees/Services		\$74.00
	PO#: 21433	Voucher #:	74166	Invoice	Invoice No: 131817	8/17/2021	Paid Amt:	\$74.00
							Check Amount:	\$74.00
0108	GEN1	38875	5990		McNEIL, MARY PAT		Check	
				E 01	005 110 000 000 401	Window Envelopes and layout, Security #10, 5,0		\$404.38
	PO#: 21652	Voucher #:	74167	Invoice	Invoice No: WindowEnvelopes	8/17/2021	Paid Amt:	\$404.38
							Check Amount:	\$404.38

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38876	01767		MN COMMUNITY ED ASSOCIATION		Check
			E 04	005 505 000 321 366	MCEA Conference, October 27-29		\$339.00
PO#:	21610	Voucher #:	74168	Invoice	Invoice No: 52	8/17/2021	Paid Amt: \$339.00 Check Amount: \$339.00
0108	GEN1	38877	00276		MN SCHOOL BOARD ASSOCIATION		Check
			E 01	005 020 000 000 366	Office of Supt. - Travel, Conv, Conf.		\$99.00
PO#:		Voucher #:	74169	Invoice	Invoice No: 27852H7N5L9	8/17/2021	Paid Amt: \$99.00 Check Amount: \$99.00
0108	GEN1	38878	6566		NAT'L ASSOCIATION OF AGRICULTURAL EDUCATORS, INC.		Check
			E 01	300 260 610 000 430	LabQuest3 Interface		\$3,390.00
			E 01	300 260 610 000 430	Temperature sensor		\$360.00
			E 01	300 260 610 000 430	Tris-compatible flat pH sensor		\$1,040.00
			E 01	300 260 610 000 430	LabQuest3 interface Charge Station		\$258.00
			E 01	300 260 610 000 430	shipping		\$50.00
PO#:	21627	Voucher #:	74170	Invoice	Invoice No: C210176	8/17/2021	Paid Amt: \$5,098.00 Check Amount: \$5,098.00
0108	GEN1	38879	6418		NEWS AND TIMES		Check
			E 01	300 211 000 000 401	News and Times Subscription		\$55.95
PO#:	21643	Voucher #:	74171	Invoice	Invoice No: NAT-130625	8/17/2021	Paid Amt: \$55.95 Check Amount: \$55.95
0108	GEN1	38880	5494		PEHRSON, PATRIC		Check
			E 01	300 301 501 628 366	Project Build Conference		\$159.00
PO#:	21628	Voucher #:	74172	Invoice	Invoice No: ProjectBuildConferen	8/17/2021	Paid Amt: \$159.00 Check Amount: \$159.00
0108	GEN1	38881	1726		REALLY GOOD STUFF, LLC		Check
			E 04	700 590 000 351 460	Eman Textbooks/Workbooks		\$206.40
PO#:		Voucher #:	74173	Invoice	Invoice No: 7662782	8/17/2021	Paid Amt: \$206.40 Check Amount: \$206.40
0108	GEN1	38882	3713		ROCHESTER TELECOM SYSTEMS, INC		Check
			E 01	100 810 000 000 320	Elem Communication/Phone		\$4.45
			E 01	200 810 000 000 320	MS Communication/Phone		\$4.45
			E 01	300 810 000 000 320	HS Communication/Phone		\$4.45
			E 04	005 505 000 321 320	CE General Communication/Phone		\$4.44
PO#:		Voucher #:	74174	Invoice	Invoice No: 9814	8/17/2021	Paid Amt: \$17.79 Check Amount: \$17.79
0108	GEN1	38883	6432		SCHOLASTIC		Check
			E 04	700 590 000 351 460	Eman Textbooks/Workbooks		\$117.81
PO#:		Voucher #:	74175	Invoice	Invoice No: M7093071 4	8/17/2021	Paid Amt: \$117.81

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38883	6432		SCHOLASTIC		Check
			E 04	700	590 000 351 460	Eman Textbooks/Workbooks	\$153.85
PO#:		Voucher #:	74176	Invoice	Invoice No: M7096564 5	8/17/2021	Paid Amt: \$153.85 Check Amount: \$271.66
0108	GEN1	38884	5936		SHURLEY INSTRUCTIONAL MATERIALS, INC.		Check
			E 04	700	590 000 351 460	Eman Textbooks/Workbooks	\$1,483.40
PO#:		Voucher #:	74177	Invoice	Invoice No: 20210701I0000	8/17/2021	Paid Amt: \$1,483.40 Check Amount: \$1,483.40
0108	GEN1	38885	00673		SOUTH CENTRAL SERVICE COOP		Check
			E 01	005	110 000 000 820	FY22 Membership Fee	\$1,074.40
PO#:		Voucher #:	74178	Invoice	Invoice No: 20497	8/17/2021	Paid Amt: \$1,074.40 Check Amount: \$1,074.40
0108	GEN1	38886	5287		SOUTHWEST METRO INTERMEDIATE DISTRICT 288		Check
			E 01	998	211 000 000 390	HS ALC 2nd Semester Tuition	\$3,496.32
PO#:		Voucher #:	74129	Invoice	Invoice No: 3141	8/17/2021	Paid Amt: \$3,496.32
			E 01	998	211 000 000 390	FY21 Online-Learning and ALC Extended Day	\$2,485.01
PO#:		Voucher #:	74130	Invoice	Invoice No: 3128	8/17/2021	Paid Amt: \$2,485.01
			E 01	005	400 000 372 305	3rd Party Billing Hours - M. Hellweg Jan-June	\$584.50
PO#:		Voucher #:	74131	Invoice	Invoice No: 3166	8/17/2021	Paid Amt: \$584.50
			E 01	005	865 000 000 390	LTFM Levy	\$13,134.47
			E 01	005	850 000 302 570	Lease Levy	\$10,791.58
			E 01	005	850 000 000 390	Safe Schools Levy	\$9,824.58
PO#:		Voucher #:	74179	Invoice	Invoice No: 3165	8/17/2021	Paid Amt: \$33,750.63 Check Amount: \$40,316.46
0108	GEN1	38887	00388		SUPREME SCHOOL SUPPLY COMPANY		Check
			E 01	100	203 000 000 401	SKU: 36 Teacher's Daily Reference (Form 36)	\$75.00
			E 01	100	203 000 000 401	SKU: 466 Teacher's Daily Plan Book (Form 46)	\$31.15
			E 01	100	203 000 000 401	Shipping	\$10.69
PO#:	21622	Voucher #:	74180	Invoice	Invoice No: 130677	8/17/2021	Paid Amt: \$116.84 Check Amount: \$116.84
0108	GEN1	38888	2325		TAHER, INC. - BIN# 135092		Check
			E 02	005	770 000 701 490	Food	\$2,165.42
			E 02	005	770 000 701 495	Milk	\$702.00
			E 02	005	770 000 701 305	Consulting Fees/Serv	\$8,392.99
			E 02	005	770 000 701 401	General Supplies	\$292.70
PO#:		Voucher #:	74181	Invoice	Invoice No: 0059578-IN	8/17/2021	Paid Amt: \$11,553.11 Check Amount: \$11,553.11

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38889	3689		TEACHER CREATED RESOURCES		Check
			E 04	700	590 000 351 460	Eman Textbooks/Workbooks	\$159.84
PO#:		Voucher #:	74182	Invoice	Invoice No: T4203039	8/17/2021	Paid Amt: \$159.84 Check Amount: \$159.84
0108	GEN1	38890	6615		TEC21 EDUCATIONAL SERVICES		Check
			E 01	702	204 011 414 366	TEC21 Workshop Program	\$1,000.00
PO#:		Voucher #:	74183	Invoice	Invoice No: 21-098	8/17/2021	Paid Amt: \$1,000.00 Check Amount: \$1,000.00
0108	GEN1	38891	3912		TIERNEY BROTHERS		Check
			E 01	300	211 000 795 466	HP ProBook 450 G8 Laptop Computers	\$26,100.00
			E 01	300	211 000 795 466	AC-Max 36 Bay Charging Cart	\$1,425.00
PO#:	21438	Voucher #:	74184	Invoice	Invoice No: 582208-1	8/17/2021	Paid Amt: \$27,525.00 Check Amount: \$27,525.00
0108	GEN1	38892	3277		TOTAL NETWORKX, INC.		Check
			E 01	005	108 000 795 305	Tech Levy - Consulting Fees/Serv	\$693.75
PO#:		Voucher #:	74132	Invoice	Invoice No: TN-6478	8/17/2021	Paid Amt: \$693.75
			E 01	005	020 000 795 465	HP Pro Desk 400 Desktop Computers	\$1,361.55
			E 01	005	110 000 795 465	HP Pro Desk 400 Desktop Computers	\$1,361.55
			E 01	300	211 000 795 465	HP Pro Desk 400 Desktop Computers	\$31,769.50
			E 01	200	211 000 795 465	HP Pro Desk 400 Desktop Computers	\$25,415.60
			E 01	100	211 000 795 465	HP Pro Desk 400 Desktop Computers	\$30,861.80
			E 01	300	211 000 795 465	HDMI to VGA Converters	\$367.20
			E 01	200	211 000 795 465	HDMI to VGA Converters	\$356.40
			E 01	300	211 000 795 465	HDMI to VGA Converters	\$356.40
			E 01	300	211 000 795 465	Freight	\$1.41
			E 01	300	211 000 795 465	Freight	\$127.01
			E 01	200	211 000 795 465	Freight	\$101.85
			E 01	100	211 000 795 465	Freight	\$121.97
			E 01	005	020 000 795 465	Freight	\$5.38
			E 01	005	110 000 795 465	Freight	\$5.38
PO#:	21439	Voucher #:	74185	Invoice	Invoice No: 12798	8/17/2021	Paid Amt: \$92,213.00
			E 01	005	108 000 795 405	Faronics 175 License Renewal	\$787.50
PO#:	21561	Voucher #:	74186	Invoice	Invoice No: 12771	8/17/2021	Paid Amt: \$787.50 Check Amount: \$93,694.25
0108	GEN1	38893	6578		KOGNITO		Check
			E 01	300	710 011 152 406	Building Respect: Bullying Prevention in Schools	\$1,046.28
			E 01	200	710 011 152 406	Building Respect: Bullying Prevention in Schools	\$1,046.28
			E 01	100	712 011 152 406	Building Respect: Bullying Prevention in Schools	\$1,077.99

Norwood-Young America School

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38893	6578	E 01	300 710 000 155 406 KOGNITO	Building Respect: Bullying Prevention in Schools	Check
		PO#: 21425	Voucher #: 74187	Invoice	Invoice No: 11312	8/17/2021	Paid Amt: \$3,375.00 Check Amount: \$3,375.00
0108	GEN1	38900	09305		POSTMASTER		Check
			E 01	005 110 000 000 329	Postage Stamps		\$110.00
			E 01	005 110 000 000 329	Checks Mailed		\$22.00
		PO#: 21698	Voucher #: 74218	Invoice	Invoice No: Postage	8/19/2021	Paid Amt: \$132.00 Check Amount: \$132.00
0108	GEN1	38901	4880	E 01	200 810 000 000 401 ALEXANDRIA WINNELSON CO.	Plumbing Repair Parts	Check
		PO#: 21666	Voucher #: 74234	Invoice	Invoice No: 387785 01	8/24/2021	Paid Amt: \$938.02 Check Amount: \$938.02
0108	GEN1	38902	6066		ALL STAR TROPHY & AWARDS, INC.		Check
			E 01	005 010 000 000 401	Lauren Smith Student Council Representative pla		\$50.00
			E 01	005 010 000 000 401	Shipping fee for plaque		\$10.00
		PO#: 21704	Voucher #: 74235	Invoice	Invoice No: 1102	8/24/2021	Paid Amt: \$60.00 Check Amount: \$60.00
0108	GEN1	38903	6438		AMERICAN MAILING MACHINES		Check
			E 01	005 110 000 000 329	Postage Meter Ink Cartridges		\$209.00
			E 01	005 110 000 000 329	Freight		\$15.00
			E 01	005 110 000 000 329	Credit		(\$40.00)
		PO#: 21710	Voucher #: 74293	Invoice	Invoice No: IN107575	8/24/2021	Paid Amt: \$184.00 Check Amount: \$184.00
0108	GEN1	38904	5123		ANDERSON, STEVEN		Check
		PO#: 21574	Voucher #: 74236	Invoice	Invoice No: phone	8/24/2021	Paid Amt: \$80.00 Check Amount: \$80.00
0108	GEN1	38905	6617		BITUMINOUS ROADWAYS, INC.		Check
			E 01	100 865 000 384 350	Walking Path And Seal Coating at Elementary		\$32,770.00
		PO#: 21711	Voucher #: 74284	Invoice	Invoice No: 14986	8/24/2021	Paid Amt: \$32,770.00 Check Amount: \$32,770.00
0108	GEN1	38906	6613		BREAKOUT SPORTS USA		Check
			E 01	300 296 051 000 369	Varsity Volleyball Tournament 9/24-25		\$250.00
		PO#: 21682	Voucher #: 74237	Invoice	Invoice No: VB Tournament	8/24/2021	Paid Amt: \$250.00 Check Amount: \$250.00
0108	GEN1	38907	4946	E 01	300 296 051 000 401 BSN SPORTS LLC	Blue/Grey/White Baden Perfection VB/Game Ba	Check
							\$179.97

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38907	4946		BSN SPORTS LLC		Check
			E 01	300 296 051 000 401	Freight	\$10.38	
	PO#: 21655	Voucher #:	74285	Invoice	Invoice No: 913385788	8/24/2021	Paid Amt: \$190.35 Check Amount: \$190.35
0108	GEN1	38908	00236		CARLSON, JOAN		Check
			E 01	005 110 000 000 366	Mileage to and from Sam's Club Shakopee to ap	\$33.60	
	PO#: 21695	Voucher #:	74241	Invoice	Invoice No: Mileage	8/24/2021	Paid Amt: \$33.60 Check Amount: \$33.60
0108	GEN1	38909	00048		CARQUEST AUTO PARTS		Check
			E 01	100 810 063 000 350	Belts For AHU's	\$63.30	
	PO#: 21668	Voucher #:	74240	Invoice	Invoice No: 5927-234661	8/24/2021	Paid Amt: \$63.30 Check Amount: \$63.30
0108	GEN1	38910	00061		CITY OF NORWOOD YOUNG AMERICA		Check
			E 01	100 810 063 000 350	Flushed out chiller 7-13 with contracted plumber	\$103.60	
	PO#: 21669	Voucher #:	74242	Invoice	Invoice No: 2021-048	8/24/2021	Paid Amt: \$103.60 Check Amount: \$103.60
0108	GEN1	38911	6616		COLOGNE FIRE DEPT. RELIEF ASSOCIATION		Check
			E 01	005 170 000 000 305	6 month calendar ad	\$270.00	
	PO#: 21701	Voucher #:	74243	Invoice	Invoice No: 20210817	8/24/2021	Paid Amt: \$270.00 Check Amount: \$270.00
0108	GEN1	38912	4732		DAIKIN APPLIED		Check
			E 01	100 810 063 000 350	Chiller Repairs	\$3,623.08	
	PO#: 21670	Voucher #:	74246	Invoice	Invoice No: 3314996	8/24/2021	Paid Amt: \$3,623.08
			E 01	300 810 000 302 530	Quarterly Billing	\$1,521.00	
	PO#: 21670	Voucher #:	74247	Invoice	Invoice No: 3313710	8/24/2021	Paid Amt: \$1,521.00 Check Amount: \$5,144.08
0108	GEN1	38913	1442		DALCO		Check
			E 01	300 810 062 000 350	Gym Floor Finish	\$2,027.52	
	PO#: 21671	Voucher #:	74248	Invoice	Invoice No: 3808187	8/24/2021	Paid Amt: \$2,027.52
			E 01	100 810 000 000 401	Vacuum Supplies	\$72.60	
	PO#: 21713	Voucher #:	74286	Invoice	Invoice No: 3816394	8/24/2021	Paid Amt: \$72.60 Check Amount: \$2,100.12
0108	GEN1	38914	00666		ECOLAB PEST ELIMINATION DIVISION		Check
			E 01	100 810 000 000 401	Pest Control	\$522.64	
	PO#: 21672	Voucher #:	74249	Invoice	Invoice No: 4921911	8/24/2021	Paid Amt: \$522.64
			E 01	200 810 000 000 401	Pest Control Ground Bees	\$131.10	
	PO#: 21672	Voucher #:	74250	Invoice	Invoice No: 5114816	8/24/2021	Paid Amt: \$131.10 Check Amount: \$653.74

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38919	6614		ISD #196 - EASTVIEW HIGH SCHOOL		Check
			E 01	300	296 051 000 369	Volleyball Entry Fee 10/15-16	\$275.00
PO#: 21686		Voucher #:	74261	Invoice	Invoice No: VB Tournament	8/24/2021	Paid Amt: \$275.00 Check Amount: \$275.00
0108	GEN1	38920	05695		ISD #720 - SHAKOPEE PUBLIC SCHOOLS		Check
			E 01	300	296 051 000 369	Tournament Entry Fee Varsity and JV 9/11	\$300.00
PO#: 21683		Voucher #:	74263	Invoice	Invoice No: VB Tournament	8/24/2021	Paid Amt: \$300.00 Check Amount: \$300.00
0108	GEN1	38921	4123		JOHNSON FLOOR SANDING		Check
			E 01	300	865 000 379 350	Gym Floor Refinish	\$27,900.00
PO#: 21716		Voucher #:	74287	Invoice	Invoice No: 080800	8/24/2021	Paid Amt: \$27,900.00 Check Amount: \$27,900.00
0108	GEN1	38922	6420		KINETIC LEASING		Check
			E 01	300	211 011 155 560	Chromebook Lease Principal	\$18,969.21
			E 01	200	211 011 155 560	Chromebook Lease Principal	\$13,082.22
			E 01	100	203 011 155 560	Chromebook Lease Principal	\$33,359.65
			E 01	300	211 011 155 561	Chromebook Lease Interest	\$2,516.60
			E 01	200	211 011 155 561	Chromebook Lease Interest	\$1,735.58
			E 01	100	203 011 155 561	Chromebook Lease Interest	\$4,425.74
PO#: 21680		Voucher #:	74264	Invoice	Invoice No: 254512	8/24/2021	Paid Amt: \$74,089.00 Check Amount: \$74,089.00
0108	GEN1	38923	01027		LAKESHORE LEARNING MATERIALS		Check
			E 04	005	590 003 000 401	LA180 - Photo name plates	\$9.98
			E 04	005	590 003 000 401	LA645 Activity tree for Chika Chika Boom	\$39.99
			E 04	005	590 003 000 401	Magnetic Fishing Poles	\$25.98
			E 04	005	590 003 000 401	LC1340x Nylon-Bristle Paintbrushes - set of 10	\$9.99
			E 04	005	590 003 000 401	Shipping	\$12.89
PO#: 21541		Voucher #:	74266	Invoice	Invoice No: 3531850721	8/24/2021	Paid Amt: \$98.83 Check Amount: \$98.83
0108	GEN1	38924	3185		MARCO TECHNOLOGIES, LLC		Check
			E 01	005	108 000 795 405	Cisco-Duo MFA Subscription, \$3/user, 120 user:	\$4,320.00
PO#: 21586		Voucher #:	74268	Invoice	Invoice No: INV9004943	8/24/2021	Paid Amt: \$4,320.00
			E 01	005	108 000 000 319	August 2021 Preferred IT	\$1,500.00
PO#: 21616		Voucher #:	74269	Invoice	Invoice No: INV9027290	8/24/2021	Paid Amt: \$1,500.00 Check Amount: \$5,820.00

Co			Bank			Check No			Vendor			Rcd			Pmt/Void Date			Pmt Type										
0108	GEN1	38925	3586	E	01	300	810	063	000	350	MCCARTHY WELL COMPANY			Well Pump Performance Inspection			Check											
PO#: 21676																		Voucher #:	74270	Invoice	Invoice No:	29245	8/24/2021	\$295.00	Paid Amt:	\$295.00	Check Amount:	\$295.00
0108	GEN1	38926	5990	E	01	005	105	000	000	305	McNEIL, MARY PAT			Back-to-School Mailer Project			Check											
PO#: 21702																		Voucher #:	74281	Invoice	Invoice No:	mailier	8/24/2021	\$125.86	Paid Amt:	\$3,640.08		
PO#: 21702																		Voucher #:	74282	Invoice	Invoice No:	communications	8/24/2021	\$2,850.00	Paid Amt:	\$2,850.00		
PO#: 21702																		Voucher #:	74283	Invoice	Invoice No:	BrandPhasell	8/24/2021	\$2,900.00	Paid Amt:	\$2,900.00	Check Amount:	\$9,390.08
0108	GEN1	38927	00963	E	04	005	560	022	321	305	MINI BIFF, INC.			Biff North of Elem SN#T1009			Check											
PO#: 21691																		Voucher #:	74274	Invoice	Invoice No:	A-125374	8/24/2021	\$98.94	Paid Amt:	\$98.94		
PO#: 21691																		Voucher #:	74275	Invoice	Invoice No:	A-125356	8/24/2021	\$98.94	Paid Amt:	\$98.94	Check Amount:	\$197.88
0108	GEN1	38928	6448	E	01	300	810	061	000	350	NAPA AUTO & TRUCK PARTS			Maintenance Materials For Line Painter			Check											
PO#: 21717																		Voucher #:	74288	Invoice	Invoice No:	310598	8/24/2021	\$38.82	Paid Amt:	\$38.82		
PO#: 21717																		Voucher #:	74289	Invoice	Invoice No:	310589	8/24/2021	\$58.49	Paid Amt:	\$58.49		
PO#: 21717																		Voucher #:	74290	Invoice	Invoice No:	310755	8/24/2021	\$42.06	Paid Amt:	\$42.06		
PO#: 21717																		Voucher #:	74291	Invoice	Invoice No:	310901	8/24/2021	\$4.78	Paid Amt:	\$4.78	Check Amount:	\$144.15
0108	GEN1	38929	3506	E	01	300	810	061	000	350	NEUBARTH, RICH			Tilling Pits, Hykt 29			Check											
PO#: 21677																		Voucher #:	74276	Invoice	Invoice No:	Reimbursement	8/24/2021	\$23.52	Paid Amt:	\$96.99	Check Amount:	\$96.99

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0108	GEN1	38930	00511	E 01	300 810 000 000 401 NORWOOD ELECTRIC, INC	Connected Power For Sanders For Gym Floor	Check
PO#: 21718		Voucher #:	74292	Invoice	Invoice No: 17075	8/24/2021	Paid Amt: \$161.10 Check Amount: \$161.10
0108	GEN1	38931	6408	E 01	100 203 000 000 401 PAPER 101	C700 8.5 x 11 Cardstock - White (65#)	Check
				E 01	100 203 000 000 401	W104 3 Pallets (120 Cases) Copy Paper - Brigl	\$127.80
				E 01	100 203 000 000 401	C400 8.5 x 11 Copy Paper - Green/Bright Greer	\$3,336.00
				E 01	100 203 000 000 401	C406 8.5 x 11 Copy Paper - Red/Re-entry Red	\$61.77
				E 01	100 203 000 000 401	C600 8.5 x 11 Cardstock - Green (65#)	\$61.77
				E 01	100 203 000 000 401	C601 8.5 x 11 Cardstock - Yellow (65#)	\$57.76
				E 01	100 203 000 000 401	C603 8.5 x 11 Cardstock - Orange/Orbit Orangr	\$57.76
				E 01	100 203 000 000 401	C606 8.5 x 11 Cardstock - Red/Re-entry Red (6	\$57.76
				E 01	100 203 000 000 401	C609 8.5 x 11 Cardstock - Blue/Lunar Blue (65#	\$57.76
PO#: 21454		Voucher #:	74244	Invoice	Invoice No: 201410-00	8/24/2021	Paid Amt: \$3,876.14
				E 04	005 505 000 321 401	White copy paper	\$1,005.55
PO#: 21299		Voucher #:	74245	Invoice	Invoice No: 201410-00	8/24/2021	Paid Amt: \$1,005.55 Check Amount: \$4,881.69
0108	GEN1	38932	6251	E 01	100 810 062 000 350 SHERWIN WILLIAMS CO.	Paint	Check
PO#: 21678		Voucher #:	74277	Invoice	Invoice No: 9152-2	8/24/2021	Paid Amt: \$70.72
				E 01	100 810 062 000 350	Paint For Classrooms	\$66.22
PO#: 21678		Voucher #:	74278	Invoice	Invoice No: 7109-0	8/24/2021	Paid Amt: \$66.22 Check Amount: \$136.94
0108	GEN1	38933	3912	E 01	300 211 000 795 466 TIERNEY BROTHERS	PO 21403 HP Chromebooks with case and 4 ye.	Check
				E 01	200 211 000 795 466	PO 21403 HP Chromebooks with case and 4 ye.	\$6,286.60
				E 01	100 203 000 795 466	PO 21403 HP Chromebooks with case and 4 ye.	\$6,101.70
PO#: 21678		Voucher #:	74279	Invoice	Invoice No: 849149	8/24/2021	Paid Amt: \$18,490.00 Check Amount: \$18,490.00
0108	GEN1	38934	2874	E 01	005 810 011 155 401 TRI-DIM FILTER CORP.	Filter For AHU'S	Check
PO#: 21679		Voucher #:	74280	Invoice	Invoice No: 2462282-1	8/24/2021	Paid Amt: \$392.20 Check Amount: \$392.20
0108	GEN1	38935	5715	E 01	300 810 061 000 350 BNR IRRIGATION SERVICES INC.	Replaced Sprinkler Heads	Check
PO#: 21667		Voucher #:	74294	Invoice	Invoice No: 45519	8/26/2021	Paid Amt: \$399.50

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0108	GEN1	38935	5715	E 01	BNR IRRIGATION SERVICES INC. 300 810 061 000 350 Sprinkler System		Check
							\$250.00
	PO#: 21667	Voucher #:	74295	Invoice	Invoice No: 45718	8/26/2021	Paid Amt: \$250.00 Check Amount: \$649.50
0108	GEN1	38936	4946	E 01	BSN SPORTS LLC 300 292 000 000 402 NSPHG TRIPLE PLAY WRISTBAND		Check
				E 01	300 292 000 000 402 Freight		\$99.90 \$2.67
	PO#: 21684	Voucher #:	74238	Invoice	Invoice No: 913232690	8/26/2021	Paid Amt: \$102.57
				E 01	300 292 000 000 402 FBSWBBKX Sports Wristbands black		\$209.70
				E 01	300 292 000 000 402 CCSB12LRFFP SOFTBALLS		\$299.96
				E 01	300 292 000 000 402 186956 MAC GIRLS CATCHERS GEAR PAC		\$239.98
				E 01	300 292 000 000 402 397413 BOW NET BMX BIG MOUTH SCREE		\$449.97
				E 01	300 292 000 000 402 AA605PLW Alleson pants black medium		\$135.92
				E 01	300 292 000 000 402 AA605PLW Alleson pants black large		\$33.98
				E 01	300 292 000 000 402 AA605PLW Alleson pants black large		\$174.93
				E 01	300 292 000 000 402 AA605PLW Alleson pants black medium		\$149.94
				E 01	300 292 000 000 402 AA605PLW Alleson pants black X-large		\$49.98
				E 01	300 292 000 000 402 AA605PLW Alleson pants black XX-large		\$24.99
				E 01	300 292 000 000 402 Shipping		\$47.20
	PO#: 21684	Voucher #:	74239	Invoice	Invoice No: 913155119	8/26/2021	Paid Amt: \$1,816.55 Check Amount: \$1,919.12
0108	GEN1	38937	00178	E 01	INTERMEDIATE DIST 287 998 211 000 000 390 FY21 Care & Treatment Final Billing		Check
							\$1,219.00
	PO#: 21648	Voucher #:	74296	Invoice	Invoice No: 0002100531	8/26/2021	Paid Amt: \$1,219.00 Check Amount: \$1,219.00
0108	GEN1	38938	3734	E 04	PYSICK, BETSY 005 505 000 321 320 FY21 Cell Phone reimbursement		Check
							\$225.00
	PO#: 21648	Voucher #:	74297	Invoice	Invoice No: FY21 Phone	8/26/2021	Paid Amt: \$225.00 Check Amount: \$225.00
0108	GEN1	38939	5287	E 01	SOUTHWEST METRO INTERMEDIATE DISTRICT 288 100 405 000 740 396 El DHH SpEd Sal. Purchased from Distr		Check
				E 01	100 405 000 740 397 El DHH Sp Ed Benefits Purch. from Dis		\$175.57 \$4.18
				E 01	100 400 000 000 390 Elem to Other MN District		\$8.99
				E 01	100 412 000 740 396 ECSE SpEd Sal. Purchased from Distr		\$1,653.00
				E 01	100 412 000 740 397 ECSE SpEd Sal. Purchased from Distr		\$643.45
				E 01	100 400 000 000 390 Elem to Other MN District		\$214.83
				E 01	100 412 011 422 303 FedSubAwards up to \$25,000		\$2,000.00
				E 01	100 406 000 740 396 SpEd Sal. Purchased from Distr		\$12.46
				E 01	100 406 000 740 397 Sp Ed Benefits Purch. from Dis		\$33.13

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38939	5287		SOUTHWEST METRO INTERMEDIATE DISTRICT 288		Check
			E 01	100	400 000 000 390	Elem to Other MN District	\$2.26
			E 01	100	405 000 419 303	El DHH Fed SpEd Contracted Services	(\$4,159.11)
			E 01	100	420 011 419 303	El DHH Fed SpEd Contracted Services	\$100.08
			E 01	100	406 011 419 366	Travel, Conven, Conf	\$55.83
			E 01	100	406 011 419 433	Indiv Instruct Mats	\$39.31
			E 01	100	405 011 419 366	El DHH FedSpEd Prior Yr Fd Travel	\$704.51
			E 01	100	405 011 419 433	Indiv Instruct Mats	\$299.35
			E 01	100	412 011 419 366	ECSE FedSpEd Pr Yr Travel, Conven, Conf	\$1,010.06
			E 01	100	411 011 419 433	El ASD Fed SpEd Indiv Instruct Mats	\$844.00
			E 01	100	420 011 419 366	El Fed SpEd Pr Yr Travel, Conven, Conf	\$320.05
			E 01	100	420 000 419 320	Elem Fed SpEd Communication/Phone	\$240.00
PO#:		Voucher #:	74298	Invoice	Invoice No: 3182	8/26/2021	Paid Amt: \$4,201.95 Check Amount: \$4,201.95
0108	GEN1	38940	4784		STIELE, LISA		Check
			E 01	100	412 011 422 320	Phone, 2020-21	\$360.00
PO#:	21705	Voucher #:	74299	Invoice	Invoice No: FY21 Phone Reimburse	8/26/2021	Paid Amt: \$360.00 Check Amount: \$360.00
0108	GEN1	38941	2325		TAHER, INC. - BIN# 135092		Check
			E 02	005	770 000 701 490	Food	\$3,525.52
			E 02	005	770 000 701 495	Milk	\$2,952.08
			E 02	005	770 000 701 305	Consulting Fees/Serv	\$19,345.38
			E 02	005	770 000 701 401	General Supplies	\$1,693.68
PO#:		Voucher #:	74300	Invoice	Invoice No: 0059690-IN	8/26/2021	Paid Amt: \$27,516.66 Check Amount: \$27,516.66
0108	GEN1	38942	6573		CAPTIVATE MEDIA + CONSULTING		Check
			E 01	005	105 000 000 305	Brand Video and Photography, Final	\$4,250.00
PO#:	21566	Voucher #:	74301	Invoice	Invoice No: 1852	8/30/2021	Paid Amt: \$4,250.00 Check Amount: \$4,250.00
0108	GEN1	38943	5893		CASH		Check
			E 01	005	110 000 000 899	Admission Boxes for School Activities	\$1,100.00
PO#:	21734	Voucher #:	74302	Invoice	Invoice No: AdmissionBoxes	8/30/2021	Paid Amt: \$1,100.00 Check Amount: \$1,100.00
0108	GEN1	38944	3213		CENTURYLINK		Check
			E 01	100	810 000 000 320	Elem Communication/Phone	\$175.81
			E 01	200	810 000 000 320	MS Communication/Phone	\$175.81
			E 01	300	810 000 000 320	HS Communication/Phone	\$175.81

Norwood-Young America School
August 2021 Misc Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	38944	3213		CENTURYLINK		Check
			E 04	005	505 000 321 320	CE General Communication/Phone	\$100.00
PO#:		Voucher #:	74303	Invoice	Invoice No: 313866160	8/30/2021	Paid Amt: \$627.43 Check Amount: \$627.43
0108	GEN1	38945	2382		CITY OF COLOGNE		Check
			E 04	005	590 003 000 330	Preschool Utility Services	\$44.61
PO#:		Voucher #:	74304	Invoice	Invoice No: 582	8/30/2021	Paid Amt: \$44.61 Check Amount: \$44.61
0108	GEN1	38946	2721		DASHIR MANAGEMENT SERVICES INC		Check
			E 01	100	810 000 000 305	Elem. Maint Consulting/Serv	\$5,867.59
			E 01	200	810 000 000 305	MS Maint Consulting Fees/Serv	\$5,867.59
			E 01	300	810 000 000 305	HS Maint Consulting Fees/Serv	\$5,867.59
PO#:		Voucher #:	74318	Invoice	Invoice No: 7133	8/30/2021	Paid Amt: \$17,602.77 Check Amount: \$17,602.77
0108	GEN1	38947	4717		ECM PUBLISHERS, INC.		Check
			E 01	005	170 000 000 305	Back to School	\$945.00
PO#:		Voucher #:	74305	Invoice	Invoice No: 850391	8/30/2021	Paid Amt: \$945.00 Check Amount: \$945.00
0108	GEN1	38948	2037		INNOVATIVE OFFICE SOLUTIONS LLC		Check
			E 01	100	203 000 000 401	UNV10200 Binder Clips; small	\$1.15
			E 01	100	203 000 000 401	UNV10210 Binder Clips; medium	\$3.20
			E 01	100	203 000 000 401	UNV72220 Paper Clips; Jumbo; Pack of 10	\$8.66
			E 01	100	203 000 000 401	AV/T01220 Stikkclip; 20 clips per box	\$65.34
			E 01	100	203 000 000 401	UNV35264 Clasp Envelope; 9x12	\$14.76
			E 01	100	203 000 000 401	UNV47200 3x5 plain white index cards	\$3.70
			E 01	100	203 000 000 401	UNV47210 3x5; ruled; white index cards	\$1.48
			E 01	100	203 000 000 401	UNV47220 4x6; plain; white index cards	\$5.52
			E 01	100	203 000 000 401	SAN30001 Sharpie; Fine; Black	\$39.60
			E 01	100	203 000 000 401	SAN30003 Sharpie; Fine; Blue	\$15.84
			E 01	100	203 000 000 401	SAN80001 Expo; Chisel; Black	\$47.56
			E 01	100	203 000 000 401	SAN80003 Expo; Chisel; Blue	\$23.78
			E 01	100	212 000 000 430	PAC63000 Paper Roll; White	\$36.99
			E 01	100	212 000 000 430	PAC63300 Paper Roll; Black	\$41.93
			E 01	100	212 000 000 430	PAC63160 Paper Roll; Blue	\$45.14
			E 01	100	203 000 000 401	UNV92009 8" Office Shears	\$5.35
			E 01	100	203 000 000 401	UNV51334 Masking Tape; 3/4"; 6/pkg	\$17.01
PO#:	21619	Voucher #:	74306	Invoice	Invoice No: SO-3427364	8/30/2021	Paid Amt: \$396.81

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Norwood-Young America School
September 27, 2021 Board Bills Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$201,168.13
02	Food Service	\$14,075.05
04	Community Services	\$13,670.04
Report Total		\$228,913.22

Check				Pmt/Void		Pmt
Co	Bank	No	Code	Rcd	Vendor	Type
0108	GEN1	38995 5123	ANDERSON, STEVEN			
			E 01 100 630 000 000 320	September Cell Phone Reimbursement		Check
PO#: 21574		Voucher #: 74415	Invoice No: phone		9/27/2021	Paid Amt: \$80.00 Check Amount: \$80.00
0108	GEN1	38996 6412	AVIBEN			
			E 01 005 110 000 000 305	403(b) Admin & Compliance fee		Check
PO#: 21573		Voucher #: 74416	Invoice No: 20391		9/27/2021	Paid Amt: \$117.03 Check Amount: \$117.03
0108	GEN1	38997 6435	BRICK & BREW PROPERTIES LLC			
			E 01 005 850 000 302 570	October 2021 Lease		Check
PO#: 21538		Voucher #: 74422	Invoice No: October2021		9/27/2021	Paid Amt: \$1,805.83 Check Amount: \$1,805.83
0108	GEN1	38998 6003	BRINKMAN, LYNNEL			
			R 02 005 770 000 701 601	Refund Food Service Balance		Check
PO#: 21567		Voucher #: 74423	Invoice No: Refund FoodService		9/27/2021	Paid Amt: \$63.00 Check Amount: \$63.00
0108	GEN1	38999 4946	BSN SPORTS LLC			
			E 01 300 294 050 000 401	knee pads		Check
			E 01 300 294 050 000 401	Mouth Guards, varsity football		
			E 01 300 294 050 000 401	freight		
PO#: 21723		Voucher #: 74424	Invoice No: 913498489		9/27/2021	Paid Amt: \$165.44 Check Amount: \$165.44
0108	GEN1	39000 00048	CARQUEST AUTO PARTS			
			E 01 300 810 063 000 350	Belts For AHU's		Check
PO#: 21798		Voucher #: 74417	Invoice No: 5927-237401		9/27/2021	Paid Amt: \$26.38 Check Amount: \$26.38
PO#: 21798		Voucher #: 74418	Invoice No: 5927-237615		9/27/2021	Paid Amt: \$68.28 Check Amount: \$68.28
PO#: 21767		Voucher #: 74425	Invoice No: 5927237173		9/27/2021	Paid Amt: \$44.76 Check Amount: \$44.76
0108	GEN1	39001 00202	CARVER COUNTY			
			E 01 005 105 000 000 305	Election report generation		Check
PO#: 21768		Voucher #: 74426	Invoice No: 2801		9/27/2021	Paid Amt: \$50.00 Check Amount: \$50.00
0108	GEN1	39002 01698	CARVER COUNTY PARKS			
			E 01 300 292 053 000 305	Rent for 2 CC meets @ Baylor Park (8/28 and 9.		Check
PO#: 21787		Voucher #: 74430	Invoice No: 198644		9/27/2021	Paid Amt: \$2,294.00 Check Amount: \$2,294.00

Norwood-Young America School

September 27, 2021 Board Bills Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39003	00604		CARVER COUNTY TREASURER		Check
			E 01	005	850 000 302 896	Taxes & Special Assessments	
PO#:		Voucher #:	74427	Invoice	Invoice No: 50133273	9/27/2021	Paid Amt: \$622.34
PO#:		Voucher #:	74428	Invoice	Invoice No: 50134355	9/27/2021	Paid Amt: \$2,071.67
PO#:		Voucher #:	74429	Invoice	Invoice No: 5133009	9/27/2021	Paid Amt: \$534.98
							Check Amount: \$3,228.99
0108	GEN1	39004	3950		CENGAGE LEARNING		Check
			E 01	300	211 000 302 460	MindTap Century 21 Accounting: Multicolumn Jc	
PO#:	21753	Voucher #:	74431	Invoice	Invoice No: 75585033	9/27/2021	Paid Amt: \$770.00
							Check Amount: \$770.00
0108	GEN1	39005	00061		CITY OF NORWOOD YOUNG AMERICA		Check
			E 01	100	810 000 000 331	Elem Water and Sewerage	
PO#:		Voucher #:	74432	Invoice	Invoice No: 560	9/27/2021	Paid Amt: \$888.01
			E 01	200	810 000 000 331		\$293.34
			E 01	300	810 000 000 331		\$440.01
PO#:		Voucher #:	74433	Invoice	Invoice No: 559	9/27/2021	Paid Amt: \$733.35
							Check Amount: \$1,621.36
0108	GEN1	39006	5344		CLEAN-CUT LAWN CARE		Check
			E 01	100	810 000 000 363	Elem Snow Removal/Lawn Mowing	\$1,333.33
			E 01	200	810 000 000 363	MS Snow Removal/Lawn Mowing	\$1,333.33
			E 01	300	810 000 000 363	HS Snow Removal/Lawn Mowing	\$1,333.34
PO#:		Voucher #:	74434	Invoice	Invoice No: 15865	9/27/2021	Paid Amt: \$4,000.00
							Check Amount: \$4,000.00
0108	GEN1	39007	3272		COMMUNITY CLUB TOURS		Check
			E 04	005	505 000 321 305	3 clients @ \$81 for Linda and Company Show	\$243.00
PO#:	21799	Voucher #:	74435	Invoice	Invoice No: Linda&Co Tour	9/27/2021	Paid Amt: \$243.00
							Check Amount: \$243.00
0108	GEN1	39008	4732		DAIKIN APPLIED		Check
			E 01	100	810 000 302 530	Added Glycol To Elementary Heating System	\$1,757.09
PO#:	21800	Voucher #:	74419	Invoice	Invoice No: 3319927	9/27/2021	Paid Amt: \$1,757.09
							Check Amount: \$1,757.09
0108	GEN1	39009	1442		DALCO		Check
			E 01	300	810 000 000 401	School Cleaning Supplies	\$1,628.20
			E 01	005	810 000 155 401	Cleanser and Disinfectant	\$372.40
PO#:	21769	Voucher #:	74436	Invoice	Invoice No: 3823032	9/27/2021	Paid Amt: \$2,000.60

Check						Pmt/Void Date	Pmt Type
Co	Bank	No	Code	Rcd	Vendor		
0108	GEN1	39009	1442		DALCO		Check
				E 01	300 810 000 401	New Water Hog Rug	\$222.44
PO#: 21769		Voucher #:	74437	Invoice	Invoice No: 3820349	9/27/2021	Paid Amt: \$222.44
				E 01	005 810 000 155 401	School Supplies And Covid Supplies	\$164.60
PO#: 21801		Voucher #:	74420	Invoice	Invoice No: 3826108	9/27/2021	Paid Amt: \$164.60
				E 02	005 770 000 701 401	Dish Washing Solution E/S	\$334.62
PO#: 21801		Voucher #:	74421	Invoice	Invoice No: 3829014	9/27/2021	Paid Amt: \$334.62
							Check Amount: \$2,722.26
0108	GEN1	39010	2721		DASHIR MANAGEMENT SERVICES INC		Check
				E 01	100 810 000 000 305	Elem. Maint Consulting/Serv	\$5,867.59
				E 01	200 810 000 000 305	Elem. Maint Consulting/Serv	\$5,867.59
				E 01	300 810 000 000 305	HS Maint Consulting Fees/Serv	\$5,867.59
PO#:		Voucher #:	74438	Invoice	Invoice No: 7150	9/27/2021	Paid Amt: \$17,602.77
				E 01	100 810 000 000 305	Elem. Maint Consulting/Serv	\$5,867.59
				E 01	200 810 000 000 305	MS Maint Consulting Fees/Serv	\$5,867.59
				E 01	300 810 000 000 305	HS Maint Consulting Fees/Serv	\$5,867.59
				E 02	005 770 000 701 305	Consulting Fees/Serv	\$1,029.87
				E 04	005 590 003 000 305	Preschool Consulting Fees/Serv	\$451.47
PO#:		Voucher #:	74439	Invoice	Invoice No: 7170	9/27/2021	Paid Amt: \$19,084.11
							Check Amount: \$36,686.88
0108	GEN1	39011	1388		DISCOUNT SCHOOL SUPPLY		Check
				E 04	005 590 003 000 401	Wood Craft Rounds, 50 pieces	\$14.49
PO#: 21448		Voucher #:	74440	Invoice	Invoice No: P40496580102	9/27/2021	Paid Amt: \$14.49
							Check Amount: \$14.49
0108	GEN1	39012	00112		ERPENBACH, RON		Check
				E 01	100 050 000 000 366	Principal meeting in Shakopee	\$25.76
PO#: 21813		Voucher #:	74441	Invoice	Invoice No: Mileage	9/27/2021	Paid Amt: \$25.76
							Check Amount: \$25.76
0108	GEN1	39013	3535		FOUR POINT 0 SCHOOL SERVICES		Check
				E 04	005 570 040 733 360	Latchkey Transportation	\$1,275.85
PO#:		Voucher #:	74500	Invoice	Invoice No: Jul-21	9/27/2021	Paid Amt: \$1,275.85
				E 01	005 760 011 163 360	Expanded Summer ESSER II Trans Contracts F	\$6,207.00
				E 01	005 760 000 728 360	Special Transportation for Select Pupils	\$2,355.00
				E 01	005 760 000 723 360	SpEd Trans Contr. w/Pub or Priv Car	\$8,866.60
PO#:		Voucher #:	74501	Invoice	Invoice No: Jul-21	9/27/2021	Paid Amt: \$17,428.60
				E 01	005 760 000 720 360	Transp Contract w/Priv or Pub Carriers	\$42,173.46
				E 04	005 590 003 733 360	Preschool Transportation	\$2,603.20
				E 01	005 760 000 723 360	SpEd Trans Contr. w/Pub or Priv Car	\$18,724.16
PO#:		Voucher #:	74502	Invoice	Invoice No: 9-2021	9/27/2021	Paid Amt: \$63,500.82

Norwood-Young America School

September 27, 2021 Board Bills Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39013	3535		FOUR POINT 0 SCHOOL SERVICES		Check
			E 04	005	570 040 733 360	Latchkey Transportation	\$1,790.75
			E 01	300	292 053 733 360	Cross Country Transportation	\$113.50
			E 01	300	294 050 733 360	Football Transportation	\$224.00
			E 01	300	296 051 733 360	Volleyball Transportation	\$252.90
PO#:		Voucher #:	74503	Invoice	Invoice No: Aug-21	9/27/2021	Paid Amt: \$2,381.15 Check Amount: \$84,586.42
0108	GEN1	39014	6468		GARCIA-SANCHEZ, FLORMIRA		Check
			E 01	100	219 000 317 305	Interpreting phone calls and open house	\$60.00
PO#:	21779	Voucher #:	74442	Invoice	Invoice No: 0000018	9/27/2021	Paid Amt: \$60.00
			E 01	100	219 000 317 305	Translation Services Sept 8	\$40.00
PO#:	21797	Voucher #:	74443	Invoice	Invoice No: 0000019	9/27/2021	Paid Amt: \$40.00 Check Amount: \$100.00
0108	GEN1	39015	6592		GRAHAM MOVING		Check
			E 01	300	810 000 000 401	Moving Fire File Cabinets, Aug 10	\$229.00
PO#:	21770	Voucher #:	74444	Invoice	Invoice No: Aug10	9/27/2021	Paid Amt: \$229.00
			E 01	300	810 000 000 401	Moving Fire File Cabinets, Aug 24	\$229.00
PO#:	21770	Voucher #:	74445	Invoice	Invoice No: Aug24	9/27/2021	Paid Amt: \$229.00 Check Amount: \$458.00
0108	GEN1	39016	09024		HILGERS PLUMBING & HEATING INC		Check
			E 01	300	810 063 000 350	New plumbing Below Art room And Opening Dra	\$2,841.00
PO#:	21771	Voucher #:	74446	Invoice	Invoice No: 14441	9/27/2021	Paid Amt: \$2,841.00
			E 01	100	810 063 000 350	Plumbing Repair Parts	\$200.00
PO#:	21802	Voucher #:	74447	Invoice	Invoice No: 14520	9/27/2021	Paid Amt: \$200.00
			E 01	300	810 063 000 350	New Clay Trap Installed In Art Room	\$1,294.00
PO#:	21802	Voucher #:	74448	Invoice	Invoice No: 14555	9/27/2021	Paid Amt: \$1,294.00 Check Amount: \$4,335.00
0108	GEN1	39017	2647		HOME DEPOT CREDIT SERVICES		Check
			E 01	300	810 000 000 401	Cordless Drill with batteries	\$399.00
PO#:	21816	Voucher #:	74449	Invoice	Invoice No: 1525827	9/27/2021	Paid Amt: \$399.00 Check Amount: \$399.00
0108	GEN1	39018	00192		HOUGHTON MIFFLIN HARCOURT		Check
			E 04	703	590 000 351 460	Zion Textbooks/Workbooks	\$214.92
PO#:		Voucher #:	74450	Invoice	Invoice No: 955356125	9/27/2021	Paid Amt: \$214.92
			E 04	703	590 000 351 460	Zion Textbooks/Workbooks	\$114.53
PO#:		Voucher #:	74451	Invoice	Invoice No: 955304648	9/27/2021	Paid Amt: \$114.53 Check Amount: \$329.45

PO#:	21724	Voucher #:	74452	Invoice	Invoice No:	IN3466271	9/27/2021	Paid Amt:	\$131.57	Check Amount:	\$131.57
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Norwood-Young America School

September 27, 2021 Board Bills Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39021	05335		ISD #110-WACONIA COMMUNITY ED		Check
			E 04	005	560 022 321 305	5th/6th Grade Baseball League	\$40.00
			E 04	005	560 022 321 305	3rd/4th Grade Baseball League	\$80.00
			E 04	005	560 024 321 305	3rd/4th Grade Softball League	\$40.00
			E 04	005	560 022 321 305	5th/6th Grade Baseball Tournament	\$109.00
PO#:	21751	Voucher #:	74453	Invoice	Invoice No: 201918	9/27/2021	Paid Amt: \$269.00 Check Amount: \$269.00
0108	GEN1	39022	00196		ISD #112 - EASTERN CARVER COUNTY PUBLIC SCHOOLS		Check
			E 01	998	211 000 000 390	Anicca Program, 9/8/20 - 2/2/21	\$10,171.04
PO#:		Voucher #:	74512	Invoice	Invoice No: 523-01	9/27/2021	Paid Amt: \$10,171.04 Check Amount: \$10,171.04
0108	GEN1	39023	5690		JOHNSON CONTROLS FIRE PROTECTION		Check
			E 01	300	810 000 000 401	Change Clocks For Class Times	\$464.40
PO#:	21804	Voucher #:	74454	Invoice	Invoice No: 88070320	9/27/2021	Paid Amt: \$464.40 Check Amount: \$464.40
0108	GEN1	39024	6624		JOLLY POPPS, LLC		Check
			E 04	005	582 002 344 305	band for family fun night - ECFE and Early childi	\$600.00
PO#:	21795	Voucher #:	74455	Invoice	Invoice No: 1511	9/27/2021	Paid Amt: \$600.00 Check Amount: \$600.00
0108	GEN1	39025	6497		KAMI - NOTABLE INC.		Check
			E 01	005	108 000 155 406	Kami Anual Renewal	\$3,000.00
PO#:	21811	Voucher #:	74456	Invoice	Invoice No: INVOICE-215296	9/27/2021	Paid Amt: \$3,000.00 Check Amount: \$3,000.00
0108	GEN1	39026	6253		KELZER, ELISIA		Check
			R 02	005	770 000 701 601	Refund of Food Service Balance	\$250.00
PO#:		Voucher #:	74457	Invoice	Invoice No: Refund FoodService	9/27/2021	Paid Amt: \$250.00 Check Amount: \$250.00
0108	GEN1	39027	5404		LEARNING WITHOUT TEARS		Check
			E 04	703	590 000 351 460	Zion Textbooks/Workbooks	\$540.76
PO#:		Voucher #:	74458	Invoice	Invoice No: INV122513	9/27/2021	Paid Amt: \$540.76 Check Amount: \$540.76
0108	GEN1	39028	4125		LOFFLER COMPANIES - 131511		Check
			E 01	300	810 000 000 320	DW Leased Bldg. Communication/Phone	\$182.33
			E 01	200	810 000 000 320	DW Leased Bldg. Communication/Phone	\$176.96
			E 01	100	810 000 000 320	DW Leased Bldg. Communication/Phone	\$176.96
PO#:		Voucher #:	74459	Invoice	Invoice No: CW124015	9/27/2021	Paid Amt: \$536.25 Check Amount: \$536.25

Norwood-Young America School

September 27, 2021 Board Bills Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39029	4653		LUTHERAN SPECIAL EDUCATION MINISTRIES		Check
			E 01	702	216 000 401 303	St.John's Title I FedSubAwards up to \$25,000	\$2,124.00
PO#:		Voucher #:	74460	Invoice	Invoice No: Title I Academic Sup	9/27/2021	Paid Amt: \$2,124.00 Check Amount: \$2,124.00
0108	GEN1	39030	4711		MAGID GLOVE & SAFETY MANUFACTURING CO. LLC		Check
			E 01	300	865 000 347 401	3M Virtua Wraparound Polycarbonate Safety Gls	\$230.00
			E 01	300	865 000 347 401	shipping	\$37.98
PO#:	21739	Voucher #:	74464	Invoice	Invoice No: 3588639	9/27/2021	Paid Amt: \$267.98 Check Amount: \$267.98
0108	GEN1	39031	3185		MARCO TECHNOLOGIES, LLC		Check
			E 01	005	108 000 000 319	September 2021 Preferred IT	\$1,500.00
PO#:	21616	Voucher #:	74461	Invoice	Invoice No: INV9124457	9/27/2021	Paid Amt: \$1,500.00
			E 01	100	203 000 000 401	Corner Staple Cartridge	\$98.00
			E 01	100	203 000 000 401	Booklet Staple Cartridge	\$98.00
			E 01	100	203 000 000 401	Shipping	\$39.75
PO#:	21793	Voucher #:	74462	Invoice	Invoice No: INV9099474	9/27/2021	Paid Amt: \$235.75
			E 01	005	108 000 795 305	Professional Services - Configure, Test and Impl	\$602.50
PO#:	21586	Voucher #:	74463	Invoice	Invoice No: INV9082983	9/27/2021	Paid Amt: \$602.50 Check Amount: \$2,338.25
0108	GEN1	39032	4316		MCDOWELL AGENCY, INC.		Check
			E 01	005	110 000 000 305	Business Office Consulting Fees/Services	\$192.00
PO#:		Voucher #:	74465	Invoice	Invoice No: 132480	9/27/2021	Paid Amt: \$192.00 Check Amount: \$192.00
0108	GEN1	39033	05234		MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC.		Check
			E 04	703	590 000 351 460	Zion Textbooks/Workbooks	\$20.91
PO#:		Voucher #:	74466	Invoice	Invoice No: 119028051001	9/27/2021	Paid Amt: \$20.91
			E 04	703	590 000 351 460	Zion Textbooks/Workbooks	\$661.51
PO#:		Voucher #:	74467	Invoice	Invoice No: 118359080001	9/27/2021	Paid Amt: \$661.51 Check Amount: \$682.42
0108	GEN1	39034	00572		MENARDS INC		Check
			E 01	100	810 000 000 401	Paint And Maintenance Supplies	\$104.41
PO#:	21774	Voucher #:	74468	Invoice	Invoice No: 19296	9/27/2021	Paid Amt: \$104.41
			E 01	300	810 000 000 401	Paint And Supplies For Soccer Lining	\$85.38
PO#:	21774	Voucher #:	74469	Invoice	Invoice No: 19582	9/27/2021	Paid Amt: \$85.38
			E 01	300	301 501 830 430	Welding helmets - using Compeer Grant	\$149.97
			E 01	300	865 000 347 401	Welding gloves	\$6.99
			E 01	300	301 501 830 433	oil-dry floor absorbent	\$4.99
			E 01	300	301 501 830 433	rubber mallet	\$3.99

Norwood-Young America School
September 27, 2021 Board Bills Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39034	00572	E 01 200 255 000 430	MENARDS INC		Check
				E 01 200 255 000 430	scroll saw blades		\$7.96
				E 01 200 255 000 430	3/32" bits		\$7.99
				E 01 300 301 501 830 433	soapstone for welding shop		\$1.89
				E 01 300 301 501 830 433	slip joint pliers		\$9.96
				E 01 300 301 501 830 433	Yellow paint marker		\$6.39
				E 01 300 301 501 830 433	big socket adapter		\$11.94
				E 01 300 301 501 830 433	small socket adapter		\$4.98
				E 01 300 301 501 830 433	4.5" flap disc for grinder		\$8.98
				E 01 300 301 501 830 433	white paint marker		\$5.29
PO#:	21820	Voucher #:	74506	Invoice	Invoice No: 20025	9/27/2021	Paid Amt: \$231.32 Check Amount: \$421.11
0108	GEN1	39035	3910	E 01 300 301 501 628 820	MN ASSOC. OF AG EDUCATORS		Check
				E 01 300 301 501 628 820	MAAE Membership - James D. Mesik		\$240.00
				E 01 300 301 501 628 820	MAAE Membership - Patric Pehrson		\$240.00
PO#:	21824	Voucher #:	74507	Invoice	Invoice No: Membership	9/27/2021	Paid Amt: \$480.00 Check Amount: \$480.00
0108	GEN1	39036	00585	E 01 200 203 000 302 460	MN HISTORICAL SOCIETY		Check
				E 01 200 203 000 302 460	6th grade MN history ebook subscription		\$1,030.00
PO#:	21740	Voucher #:	74470	Invoice	Invoice No: 25363	9/27/2021	Paid Amt: \$1,030.00
				E 04 702 590 000 351 460	St Johns Textbooks/Workbooks		\$1,169.95
PO#:		Voucher #:	74471	Invoice	Invoice No: 25457	9/27/2021	Paid Amt: \$1,169.95 Check Amount: \$2,199.95
0108	GEN1	39037	00276	E 01 005 020 000 000 401	MN SCHOOL BOARD ASSOCIATION		Check
				E 01 005 020 000 000 401	Council of School Attorneys Newsletter Renewal		\$60.00
PO#:		Voucher #:	74472	Invoice	Invoice No: 28349S4W3Q4	9/27/2021	Paid Amt: \$60.00 Check Amount: \$60.00
0108	GEN1	39038	6621	E 01 005 105 000 000 305	MP+G MARKETING SOLUTIONS, LLC		Check
				E 01 005 105 000 000 305	Embroidered Polo Shirts for Staff		\$3,306.25
				E 01 005 105 000 000 305	Shipping fees		\$59.37
PO#:	21818	Voucher #:	74473	Invoice	Invoice No: PoloShirts	9/27/2021	Paid Amt: \$3,365.62 Check Amount: \$3,365.62
0108	GEN1	39039	01530	E 01 300 258 258 000 430	MUSIC MART		Check
				E 01 300 258 258 000 430	1301865 - "Brightest and Best"		\$70.80
PO#:	21762	Voucher #:	74474	Invoice	Invoice No: 1301865	9/27/2021	Paid Amt: \$70.80
				E 01 300 258 258 000 430	Psallite		\$54.00

Norwood-Young America School
September 27, 2021 Board Bills Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39045	00374		SMITH OIL CO.		Check
			E 01	100	810 000 000 401	Gas In Van	\$49.65
			E 01	300	810 000 000 401	Gas For Painter	\$18.00
PO#: 21719		Voucher #:	74509	Invoice	Invoice No: 155911	9/27/2021	Paid Amt: \$67.65
			E 01	005	760 000 720 442	Transp Fuel for Vehicles	\$887.59
PO#:		Voucher #:	74510	Invoice	Invoice No: August2021	9/27/2021	Paid Amt: \$887.59
							Check Amount: \$955.24
0108	GEN1	39046	6568		SOLUTION TREE INC.		Check
			E 01	300	204 000 414 303	PEP101 PLC Portable Event Package	\$689.00
			E 01	200	204 000 414 303	PEP101 PLC Portable Event Package	\$689.00
PO#: 21755		Voucher #:	74484	Invoice	Invoice No: S247190	9/27/2021	Paid Amt: \$1,378.00
							Check Amount: \$1,378.00
0108	GEN1	39047	00388		SUPREME SCHOOL SUPPLY COMPANY		Check
			E 01	300	211 000 000 401	#36 Daily Reference Book	\$22.50
			E 01	300	211 000 000 401	#40D Daily Plan Book	\$30.00
			E 01	300	211 000 000 401	#9W Class Record Book	\$19.50
			E 01	300	211 000 000 401	Shipping	\$15.03
PO#: 21731		Voucher #:	74485	Invoice	Invoice No: 132389	9/27/2021	Paid Amt: \$87.03
			E 01	200	211 000 000 401	Teacher's Daily Plan No. 36	\$18.75
			E 01	200	211 000 000 401	Teacher's Daily Plan #40	\$26.70
			E 01	200	211 000 000 401	shipping	\$15.03
PO#: 21707		Voucher #:	74486	Invoice	Invoice No: 132042	9/27/2021	Paid Amt: \$60.48
							Check Amount: \$147.51
0108	GEN1	39048	2325		TAHER, INC. - BIN# 135092		Check
			E 02	005	770 000 701 490	Food	\$3,177.87
			E 02	005	770 000 701 495	Milk	\$585.25
			E 02	005	770 000 701 305	Consulting Fees/Serv	\$7,366.95
			E 02	005	770 000 701 401	General Supplies	\$1,267.49
PO#:		Voucher #:	74487	Invoice	Invoice No: 0059879-IN	9/27/2021	Paid Amt: \$12,397.56
							Check Amount: \$12,397.56
0108	GEN1	39049	5719		TALK IT ROCK IT		Check
			E 01	100	401 011 422 433	Blast Off Board Complete language Set	\$112.50
			E 01	100	401 011 422 433	Rotating Stand	\$39.98
			E 01	100	401 011 422 433	Blast Off Board Starter set	\$30.00
			E 01	100	401 011 422 433	Animal face posters	\$24.99
			E 01	100	401 011 422 433	Exclamations Book	\$169.50
			E 01	100	401 011 422 433	We Can Talk Book	\$9.99
			E 01	100	401 011 422 433	Imitation Exploration Song Set 1-USB	\$80.00
			E 01	100	401 011 422 433	Imitation Exploration Song Set 1-CD	\$80.00

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39049	5719		TALK IT ROCK IT		Check
			E 01 100 401 011 422 433		Animation Station 1&2 DVD/USB Set- DVD		\$59.98
			E 01 100 401 011 422 433		Alpaca Pearl Book		\$14.99
			E 01 100 401 011 422 433		Shipping		\$8.00
PO#: 21761		Voucher #:	74511	Invoice	Invoice No: 14353	9/27/2021	Paid Amt: \$629.93 Check Amount: \$629.93
0108	GEN1	39050	6636		TCI		Check
			E 04 702 590 000 351 460		St Johns Textbooks/Workbooks		\$3,002.20
PO#:		Voucher #:	74488	Invoice	Invoice No: INV79738	9/27/2021	Paid Amt: \$3,002.20 Check Amount: \$3,002.20
0108	GEN1	39051	2979		TEACHER DIRECT		Check
			E 01 100 203 074 000 430		573276 SC Pocket Chart		\$10.88
			E 01 100 203 074 000 430		1921061 SAN Expo Markers		\$39.88
			E 01 100 203 074 000 430		2017 ESP Stamp Set		\$13.88
			E 01 100 203 074 000 430		15213ASST ESS File Folders		\$17.98
			E 01 100 203 074 000 430		TP5854100 MMM Laminating Pockets		\$35.88
			E 01 100 203 074 000 430		5160 AVE Avery Labels		\$34.88
			E 01 100 203 074 000 430		SBS1914CP BOS Staples		\$0.98
PO#: 21629		Voucher #:	74489	Invoice	Invoice No: INV/2021/26462	9/27/2021	Paid Amt: \$154.36
			E 01 100 203 074 000 430		345-20650 TCR polka dot magnetic labels		\$9.48
			E 01 100 203 074 000 430		345-WOTAPP11 BIC wite-out ez correct tape		\$2.38
			E 01 100 203 074 000 430		345-48241 CLI sheet protectors standard weigl		\$7.88
			E 01 100 203 074 000 430		345-74710 PAC white chart tablets 1.5" ruled ;		\$9.76
			E 01 100 203 074 000 430		345-7472 TCR paper lanterns gold foil & confe		\$11.48
			E 01 100 203 074 000 430		345-D2484 MSG pawsitively awesome pencil p		\$5.36
			E 01 100 203 074 000 430		345-81090 T color harmony happy birthday aw:		\$3.88
			E 01 100 203 074 000 430		345-AC3351 PAC hot glue stick refills		\$5.76
			E 01 100 203 074 000 430		345-2019 ESP watercolors		\$10.24
			E 01 100 203 074 000 430		345-AC377601 PAC large wood craft sticks (5l		\$7.48
			E 01 100 203 074 000 430		345-12886 DIX dixon oriole pre-sharpened pen		\$12.64
PO#: 21633		Voucher #:	74490	Invoice	Invoice No: INV/2021/24855	9/27/2021	Paid Amt: \$86.34 Check Amount: \$240.70
0108	GEN1	39052	05590		TK ELEVATOR CORPORATION		Check
			E 01 300 810 063 000 350		Maintenance Agreement Elevator 9/1 to 11/30		\$294.08
PO#: 21807		Voucher #:	74491	Invoice	Invoice No: 3006138287	9/27/2021	Paid Amt: \$294.08 Check Amount: \$294.08
0108	GEN1	39053	6476		TOP 20 TRAINING		Check
			E 01 005 640 600 000 305		Training Seminar Fee August 31		\$8,000.00

Co		Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0108	GEN1	39053	6476	TOP 20 TRAINING				Check
				E 01	005 640 000 305	Mileage		\$49.50
PO#: 21758		Voucher #:	74492	Invoice	Invoice No: 5091		9/27/2021	Paid Amt: \$8,049.50 Check Amount: \$8,049.50
0108	GEN1	39054	3277	TOTAL NETWORKX, INC.				Check
				E 01	005 108 000 795 305	Replace two existing network switches with new		\$475.00
PO#:		Voucher #:	74493	Invoice	Invoice No: TN-8249		9/27/2021	Paid Amt: \$475.00 Check Amount: \$475.00
0108	GEN1	39055	5728	TRUSTED COACHES				Check
				E 04	005 560 022 321 305	Summer Baseball Certification		\$20.00
				E 04	005 560 022 321 305	Summer Baseball Certification		\$150.00
PO#: 21785		Voucher #:	74494	Invoice	Invoice No: 2765		9/27/2021	Paid Amt: \$170.00 Check Amount: \$170.00
0108	GEN1	39056	6635	WILLIAM H. SADLIER, INC.				Check
				E 04	703 590 000 351 460	Zion Textbooks/Workbooks		\$31.47
PO#:		Voucher #:	74479	Invoice	Invoice No: INV104766		9/27/2021	Paid Amt: \$31.47
				E 04	703 590 000 351 460	Zion Textbooks/Workbooks		\$259.09
PO#:		Voucher #:	74480	Invoice	Invoice No: INV99524		9/27/2021	Paid Amt: \$259.09 Check Amount: \$290.56
0108	GEN1	39057	6590	WILSON LANGUAGE TRAINING CORP				Check
				E 01	100 220 610 000 460	F2FUNCSK (25) Description: Foundations Classi		\$4,105.50
				E 01	100 220 610 000 460	F2FUNCS1 (25) Description: Foundations Classr		\$5,088.00
				E 01	100 220 610 000 460	F2FUNCS2 (25) Description: Foundations Classr		\$5,357.40
				E 01	100 220 610 000 460	F2FUNCS3 (25) Description: Foundations Classr		\$5,181.00
				E 01	100 220 610 000 460	Shipping and Handling		\$1,183.91
PO#: 21573		Voucher #:	74495	Invoice	Invoice No: 1873650		9/27/2021	Paid Amt: \$20,915.81
				E 01	100 220 610 000 460	FUNDATIONS TEACHER'S MANUAL 2 F2TM/		\$285.60
				E 01	100 220 610 000 460	Shipping and Handling		\$22.85
PO#: 21639		Voucher #:	74496	Invoice	Invoice No: 1875032		9/27/2021	Paid Amt: \$308.45
				E 01	100 220 610 000 366	Fundations Level K Virtual Launch Workshop (lr		\$578.00
PO#: 21602		Voucher #:	74497	Invoice	Invoice No: CVI00000003923		9/27/2021	Paid Amt: \$578.00
				E 01	100 220 610 000 366	Fundations Level 1 Virtual Launch Workshop (ln		\$867.00
PO#: 21600		Voucher #:	74498	Invoice	Invoice No: CVI00000003922		9/27/2021	Paid Amt: \$867.00
				E 01	100 220 610 000 366	Fundations Level 3 Virtual Launch Workshop (ln		\$867.00
PO#: 21598		Voucher #:	74499	Invoice	Invoice No: CVI00000003908		9/27/2021	Paid Amt: \$867.00 Check Amount: \$23,536.26
Report Total:								\$228,913.22

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
GEN1	p20331	52615		Wire	1	04035	TEACHERS RETIREMENT ASSOC		No	No	No	09/03/2021	33,505.93
GEN1	p20331	52616		Wire	1	05255	DEPARTMENT OF THE TREASURY		No	No	No	09/03/2021	54,670.93
GEN1	p20331	52617		Wire	1	06027	COMMISSIONER OF REVENUE		No	No	No	09/03/2021	9,195.18
GEN1	p20331	52618		Wire	1	3785	EDUCATORS FINANCIAL SERVICES		No	No	No	09/03/2021	6,578.19
GEN1	p20331	52619		Wire	1	3904	FURTHER-SELECT ACCOUNT		No	No	No	09/03/2021	9,877.45
GEN1	p20332	52654		Wire	1	00150	BLUE CROSS & BLUE SHIELD		No	No	No	09/20/2021	24,461.00
GEN1	p20332	52655		Wire	1	01780	MN CHILD SUPPORT PAYMENT CTR		No	No	No	09/20/2021	439.00
GEN1	p20332	52656		Wire	1	04035	TEACHERS RETIREMENT ASSOC		No	No	No	09/20/2021	34,998.63
GEN1	p20332	52657		Wire	1	05255	DEPARTMENT OF THE TREASURY		No	No	No	09/20/2021	55,088.28
GEN1	p20332	52658		Wire	1	06027	COMMISSIONER OF REVENUE		No	No	No	09/20/2021	9,096.47
GEN1	p20332	52659		Wire	1	2260	AFLAC		No	No	No	09/20/2021	166.98
GEN1	p20332	52660		Wire	1	3785	EDUCATORS FINANCIAL SERVICES		No	No	No	09/20/2021	7,415.69
GEN1	p20332	52661		Wire	1	3904	FURTHER-SELECT ACCOUNT		No	No	No	09/20/2021	1,078.18
GEN1	p20332	52662		Wire	1	5699	MN PUBLIC EMPLOYEES INSURANCE F		No	No	No	09/20/2021	59,980.00
GEN1	p20331	52614	38959	Check	1	04034	PERA		Yes	No	No	09/03/2021	3,052.20
GEN1	p20332	52651	38972	Check	1	1439	DELTA DENTAL PLAN OF MN		Yes	No	No	09/20/2021	4,617.15
GEN1	p20332	52650	38973	Check	1	08072	HORACE MANN LIFE INSURANCE CO		Yes	No	No	09/20/2021	913.74
GEN1	p20332	52652	38974	Check	1	3796	NATIONAL INSURANCE SERVICES OF I		Yes	No	No	09/20/2021	376.35
GEN1	p20332	52648	38975	Check	1	00808	NCBERS Group Life Ins.		Yes	No	No	09/20/2021	48.00
GEN1	p20332	52649	38976	Check	1	04034	PERA		Yes	No	No	09/20/2021	4,252.21
GEN1	p20332	52653	38977	Check	1	4323	RELIANCE STANDARD		Yes	No	No	09/20/2021	1,443.38
Bank Total:													\$321,254.94
Report Total:													\$321,254.94

September 5-2021 PAYROLL

GROSS PAY	\$247,144.40
FEDERAL TAX	(19,500.59)
MN STATE TAX	(9,195.18)
OASDI	(14,252.04)
MEDICARE	(3,333.13)
PERA	(1,417.09)
TRA	(15,864.59)
ANNUITIES	(3,644.85)
FLEX	(17,088.48)
VOLUNTARIES	(797.45)
NET PAYROLL	<u><u>\$162,051.00</u></u>

September 20-2021 PAYROLL

GROSS PAY	\$253,075.66
FEDERAL TAX	(18,913.40)
MN STATE TAX	(9,096.47)
OASDI	(14,659.10)
MEDICARE	(3,428.34)
PERA	(1,974.25)
TRA	(16,571.39)
ANNUITIES	(4,332.35)
FLEX	(16,638.58)
VOLUNTARIES	(797.45)
NET PAYROLL	<u><u>\$166,664.33</u></u>

Finance Committee Report

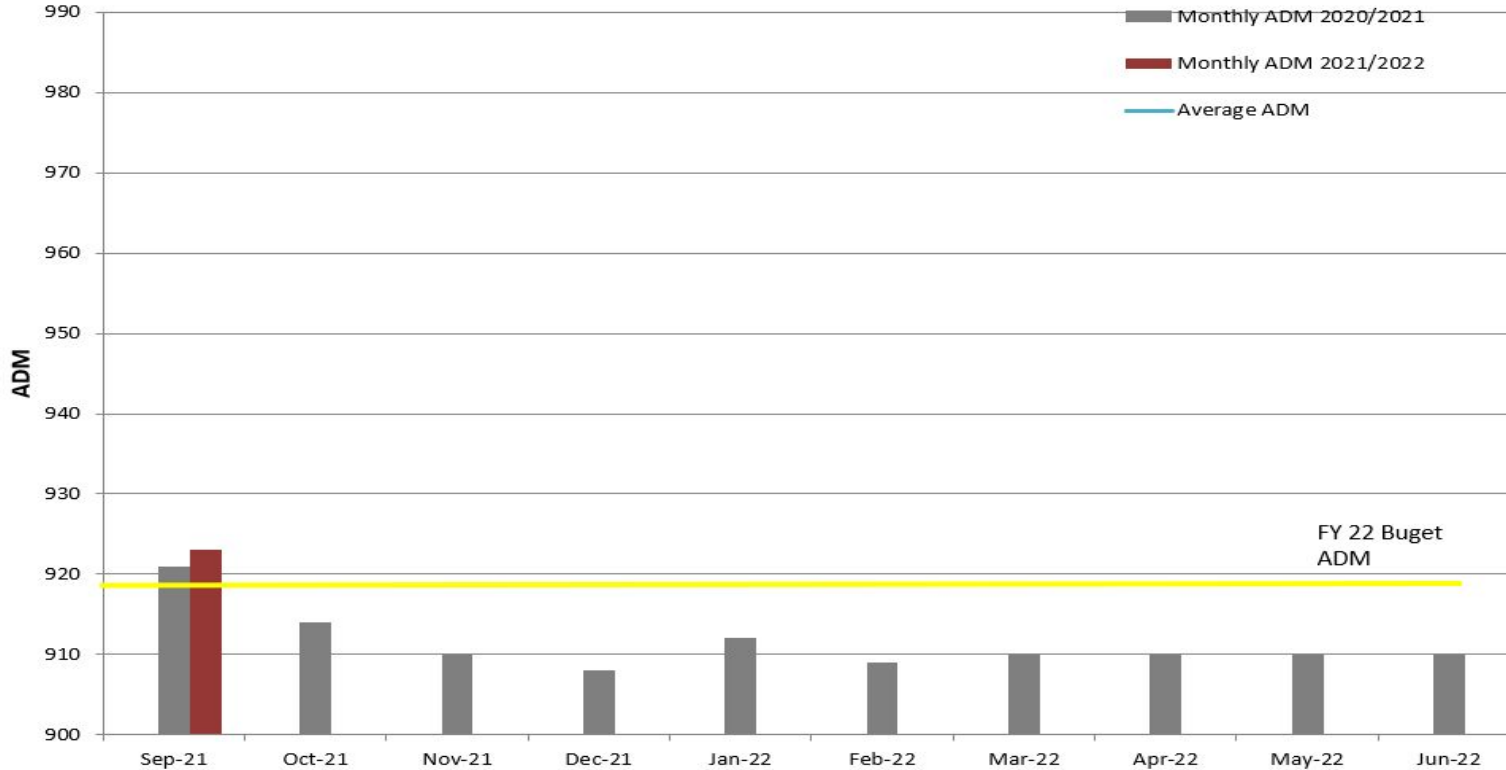


September 27, 2021

Enrollment by Month



21-22 Monthly, Average, and Budgeted Daily Membership



Revenues and Expense



August 2021 Data

Using FY22 Adopted Budget

YTD Revenues						
	21-22 Revenue Budget	22-22 Revenue to Date	% of Budget	20-21 Revenue Budget	20-21 Revenue to Date	% of Budget
General Fund	\$ 11,655,887	\$ 1,436,581	12.3%	\$ 11,509,854	\$ 1,452,233	12.6%
Food Services	\$ 488,031	\$ 23,602	4.8%	\$ 377,243	\$ 3,263	0.9%
Community Services	\$ 758,992	\$ 145,286	19.1%	\$ 722,304	\$ 49,223	6.8%
Debt Services	\$ 977,801	\$ 133,156	13.6%	\$ 988,392	\$ 111,139	11.2%
Scholarships	\$ 3,000	\$ 20	0.7%	\$ 3,000	\$ 33	1.1%
Student Activities	\$ -	\$ (22)		\$ -	\$ 9	
Total Revenue	\$ 13,883,711	\$ 1,738,623	12.5%	\$ 13,600,793	\$ 1,615,900	11.9%

YTD Expenses						
	21-22 Expense Budget	21-22 Expenses to Date	% of Budget	20-21 Expense Budget	20-21 Expenses to Date	% of Budget
General Fund	\$ 11,492,917	\$ 1,081,067	9.4%	\$ 11,876,623	\$ 829,109	7.0%
Food Services	\$ 468,691	\$ 14,517	3.1%	\$ 376,400	\$ 3,162	0.8%
Community Services	\$ 787,709	\$ 83,673	10.6%	\$ 769,323	\$ 82,566	10.7%
Debt Services	\$ 988,979	\$ 69,239	7.0%	\$ 990,303	\$ 74,901	7.6%
Scholarships	\$ 3,000	\$ -	0.0%	\$ 3,000	\$ -	0.0%
Student Activities	\$ -	\$ 5,312		\$ -	\$ 2,866	
Total Expenses	\$ 13,741,296	\$ 1,253,808	9.1%	\$ 14,015,649	\$ 992,604	7.1%
Favorable/(Unfavorable)	\$ 142,415	\$ 484,816	340.42%	\$ (414,856)	\$ 623,296	-150.2%

21-22 Fund Balance					
	Unaudited Fund Balance 7/1/21	21-22 Revenues to Date	21-22 Expenses to Date	Fund Balance 6/30/22	Favorable/(Unfavorable)
General Fund	\$ 1,734,124	\$ 1,436,581	\$ 1,081,067	\$ 2,089,638	\$ 355,514
Food Services	\$ 128,168	\$ 23,602	\$ 14,517	\$ 137,253	\$ 9,085
Community Services	\$ 308,196	\$ 145,286	\$ 83,673	\$ 369,809	\$ 61,613
Debt Services	\$ 182,130	\$ 133,156	\$ 69,239	\$ 246,047	\$ 63,917
Scholarships	\$ 33,584	\$ 20	\$ -	\$ 33,604	\$ 20
Student Activities	\$ -	\$ (22)	\$ 5,312	\$ (5,333)	\$ (5,333)
Total Fund Balance	\$ 2,386,202	\$ 1,738,623	\$ 1,253,808	\$ 2,871,018	\$ 484,816

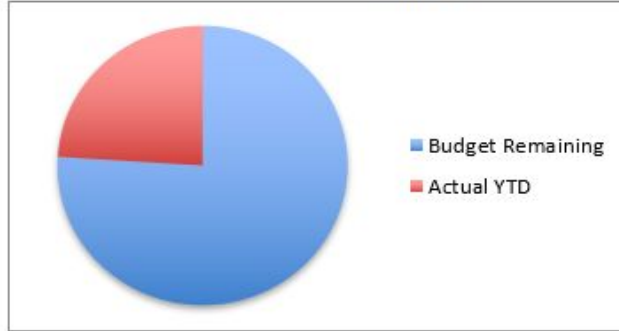
*Audit Fund Balances will not be available until November, 2021.

ISD 108 Promise to Voters



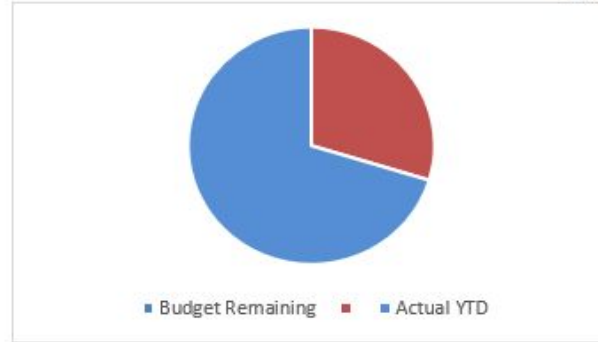
Q1 Curriculum

Budget Remaining 118,550
Actual YTD 37,448



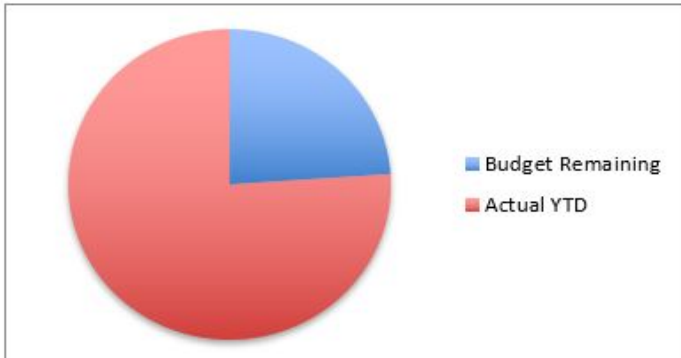
Q1 Staff Development

Budget Remaining 20197
Actual YTD 47,803



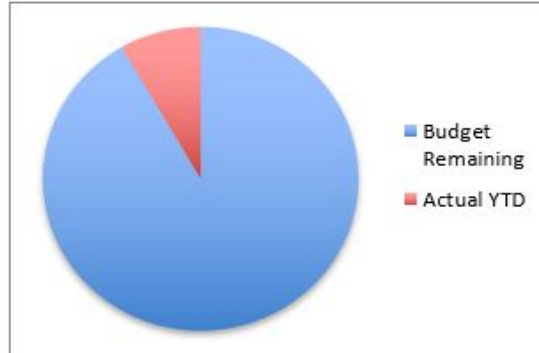
Q1 Tech Levy

Budget Remaining 83,999
Actual YTD 267,164



Q1 Maintain Class Size

Budget Remaining 318,791
Actual YTD 28,981



Central Elementary School Goals

Monday, September 27, 2021

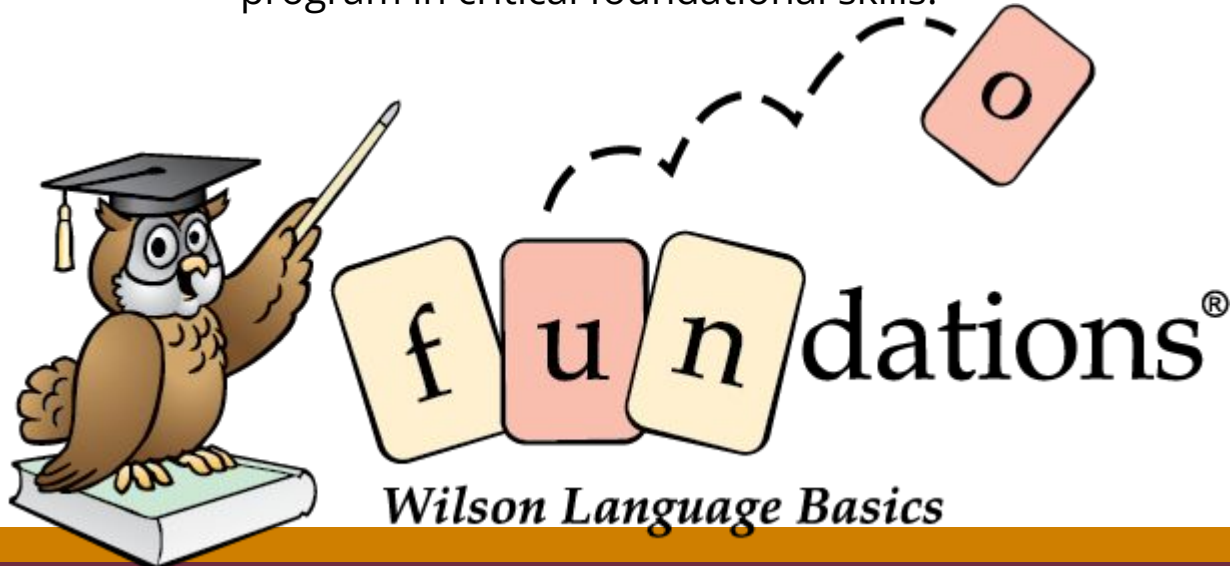
Ron Erpenbach



Implementation Strategies

K-3rd Foundations

- Recognized leader in multisensory, structured language programs.
- Research based materials and strategies essential to a comprehensive reading, spelling, and hand writing program.
- Makes learning to read fun while laying the groundwork for lifelong literacy.
- Students in grades K-3 will receive a systematic program in critical foundational skills.



K-5 Nancy Fetzner Writing

- Engage all learners with a multi-sensory, explicit instructional writing program.
- K-5 classroom teachers will utilize the plan, talk and write format that systematically and specifically instructs students through the writing process.
- This plan will be used across academic disciplines



Goals:

K-3 Phonics: Increase reading fluency

K-5 Writing: Build language skills and improve written expression



Foundations



Nancy Fetzer

Ready, Set, Thrive!

Full implementation will be achieved through:

- **Weekly PLC Meetings**
- **Professional Development provided by the school district**
- **Live for Mondays**





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Middle/High School Building Goals

Monday, September 27, 2021

Presented by Tom Erickson



Building Goal # One:

Student Engagement

Central Middle and Central High School will increase the percentage of students who score above the tenth percentile on The Student Engagement Instrument by the end of the 2021-2022 school year.

- ❖ 10th percentile or lower identifies students who are found to be absent more frequently, have more disciplinary incidents, and have lower standardised achievement scores. (Appleton 2012)

The Student Engagement Instrument:

- Affective
 - Relationships with Teachers and Peers, Sense of Belonging, Etc...
- Cognitive
 - Understanding the Value of Education, Self Regulation, Move This World SEL, Etc...

Building Goal # Two:

Multi-Tiered Systems of Support Implementation

Central Middle and Central High School will implement two of the four essential components of the MTSS framework including universal screening and progress monitoring by the end of the 2021-2022 school year using FASTBridge.

Process of Implementation:

- District Level and Building Level Leadership Teams
- Incorporate Student FASTBridge Data into District PLC Process
- Modified Master Schedule to Accommodate Intervention/Enrichment
- Focus on Academic Implementation this Year
 - Additional SEL (Social Emotional Learning) Components Next Year



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Discussion of Levy Certification



September 27, 2021

Purpose

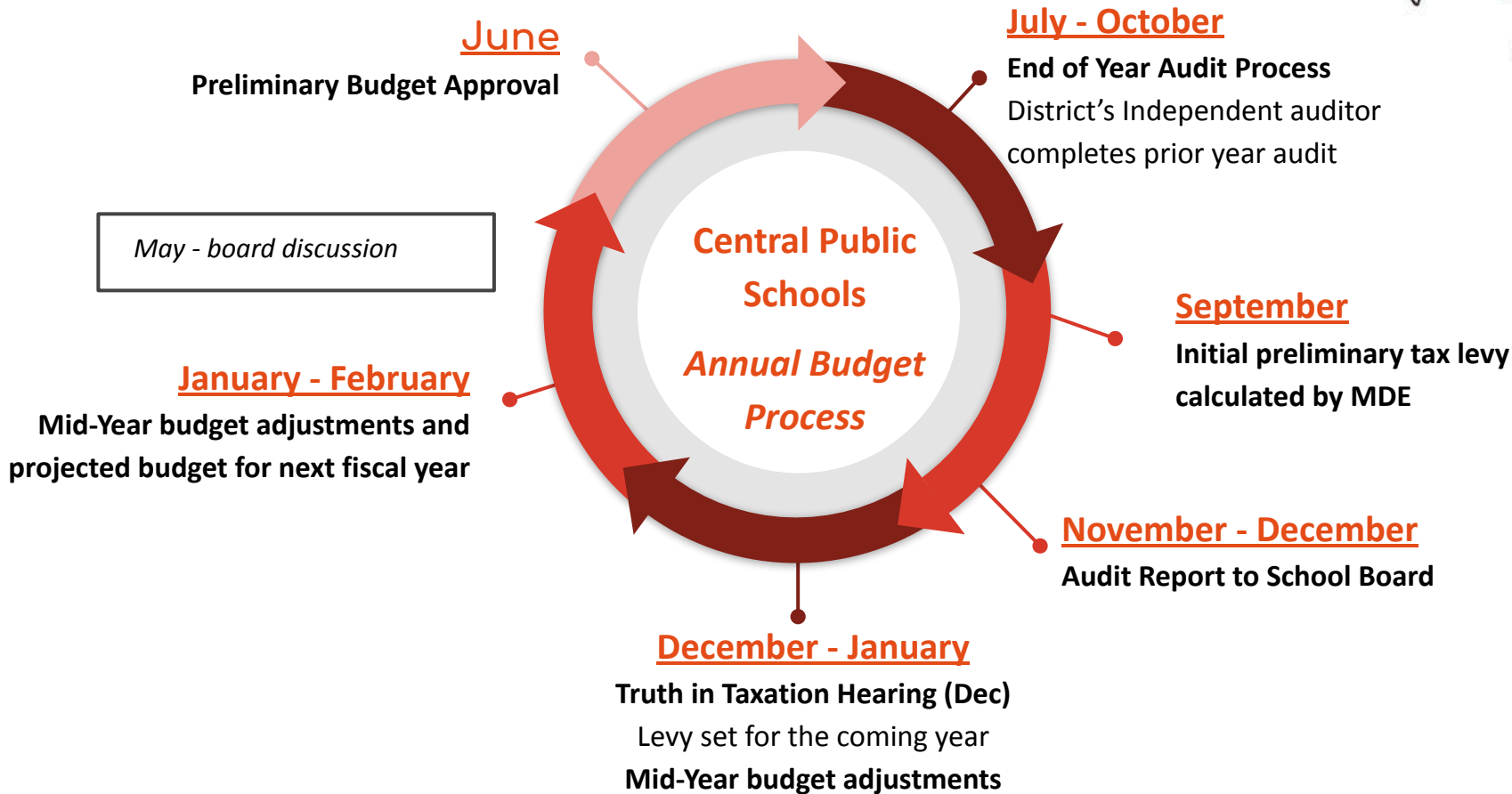


- Provide an overview of the proposed, preliminary, property tax levy for Payable 2023
- Review significant changes

Key Messages



- Preliminary certification is a component of the overall levy process
- Revisions to the levy are still being made which will likely change the total amount
- Certifying the “Maximum” allows for greater flexibility
- The board will have one more chance to act on the 2022 property tax levy
- –December 20 certification – Truth in Taxation Hearing



Summary of Funds



FUND	2019-2020	2020-2021	2020-2021	INCREASE (DECREASE)	PERCENT CHANGE
General	2,271,905	2,356,229	2,635,638	279,409	10.8%
Community Service	132,367	104,838	156,778	51,939	49.54%
Debt Service	984,392	976,801	981,742	4,941	.51%
Total	3,388,664	3,437,868	3,774,158	336,290	9.8%

Next Steps



- Administration recommends the school board adopt a “Maximum” proposed 2022 property tax levy at the September 27, 2021 board meeting
- School board will act on final levy certification on December 20, 2021
- Taxpayers will have an opportunity to provide input during the Truth in Taxation meeting



Carver County
Property Tax Department
600 East 4th Street
Chaska, MN 55318-2102
Phone (952) 361-1910
Fax (952) 361-1919

Date: 8/16/2021

Schools and cities (over 500 population) are required to hold a meeting at which the budget and levy will be discussed and the public is allowed to speak. The meeting must be after November 24 and no later than December 28 and be held at 6:00pm or later. This meeting may be part of a regularly scheduled meeting. If a regular meeting is not scheduled after November 24 and no later than December 28 at 6:00pm or later, it will be necessary to schedule a special meeting for this purpose.

Please complete the following for your school district:

School Name: Central Schools SD No: 108 Phone: _____
Contact Person: _____ Email: _____

Hearing Information

Date: _____

Time: _____

Listed below is prior year data for (1) the location of the public hearing, (2) the phone number to be published and (3) the mailing address for written responses. Please review these and make any necessary changes.

	Prior Year Information	OR	New Information
1. Hearing Location:	School District 108 Central High School-Media Center 531 Morse St NYA, MN 55368		
2. Phone Number:	952-467-7000		
3. Mailing Address:	School District 108 PO Box 247 NYA, MN 55368-0247		

Also, please indicate if you will be having a school referendum question on the ballot this November.

Referendum Question?	YES	NO
----------------------	-----	----

Please return this form to this office by **September 30, 2021**. By law, if we have not received this form in our office by **September 30, 2021** we will assign dates for your school district hearings. Thank you for your prompt attention to this matter.

Superintendent / Fiscal Officer _____ Date: _____

For Office Use Only - Date Entered In Aumentum:	Input Sheet:	Excel:
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Sibley County Auditor-Treasurer

Marilee Peterson

400 Court Avenue – PO Box 51
Gaylord, MN 55334
507-237-4070
Marileep@co.sibley.mn.us

Division E-mails:

Elections@co.sibley.mn.us
Finance@co.sibley.mn.us
PropertyTax@co.sibley.mn.us
SCTreasurer@co.sibley.mn.us

To: School Districts within Sibley County
Attn: Superintendent

From: Marilee Peterson, Sibley County Auditor-Treasurer

Date: August 10, 2021

RE: 2021 Truth in Taxation Hearing for Taxes Payable 2022

All counties, all school districts, and all cities with a population over 500 are required to hold public hearings for the taxes payable year 2022, to give notice of their public hearings, and to certify their compliance with the Truth in Taxation Law. The meeting, in which the public is allowed to speak and the budget and levy are discussed, may be part of a regularly scheduled meeting but must occur after 6:00 P.M. Local jurisdictions are required to provide TNT public hearing information with the proposed levy certification to the county auditor, to include with the parcel specific notice.

Please complete the bottom portion of this memo with the necessary information for your Truth in Taxation hearing. The deadline for certifying School TNT Hearing Dates is on or before September 30, 2021. Also, please indicate if you will be having a referendum prior to the end of the year.

Initial

School District No. _____ Date: _____
Time: _____

Location of hearing:

Building (Name) _____

Building (Room and/or Room #) _____

Building Address _____

Letters or correspondence:

Contact Name: _____

Address: _____

Phone Number to appear on TNT Notice: _____

Referendum Question?

YES

/

NO

It is imperative that you **complete, certify and return this form on or before September 30, 2021.**

If you have any question, please contact Deputy Auditor-Treasurer Charlene Pelletier at 507-237-4070 or PropertyTax@co.sibley.mn.us. Thank you for your prompt attention to this matter.

Superintendent/Fiscal Officer _____ Date _____

Superintendent Goals 2020-21

Goal #1: Budget Development and Maintenance

1. Develop budget plan (preliminary)
2. Develop budget plan (final)
3. Consider current and long- range information and data;
4. Seeks balance to meet students' current and future needs and be fiscally responsible to community
5. Distributes resources to meet immediate and long-range objectives

Goal #2: Create District Goals and/or Strategic Plan

1. Facilitates development of the school district's short- and long-term measurable goals
2. Aligns available resources with school district's budget to accomplish goals

Goal #3: Informs the Community as a Whole

1. Actively keeps community informed with appropriate, regular communication on variety of school district topics, issues, and/or concerns, allowing school board to meet its responsibilities

Goal #4: Curriculum and Instruction

1. Ensures curriculum is in place, aligned across grade levels, and complies with state standards;
2. Assures instructional practices are differentiated and personalized to student needs
3. Technology enhances teaching and learning

Central School District

Superintendent Performance Evaluation for SY 2020-2021

SCHOOL BOARD'S FINAL END-OF-YEAR SUMMATIVE EVALUATION				
Place <i>one</i> check [☐] in each row for each goal and <i>one</i> check [☐] for overall rating.				
	4 Highly Effective	3 Effective	2 Developing	1 Ineffective
Goal #1: Budget Development and Maintenance	X			
Goal #2: Create District Goals and/or Strategic Plan	X			
Goal #3: Informs the Community as a Whole		X		
Goal #4: Curriculum and Instruction		X		
Overall Rating of the Superintendent	X			
A. For the goals and standards, which best illustrates the superintendent's greatest strength and why? Goal #2 has been the superintendent's greatest strength. Mr. Schochenmaier's work on this goal has gone above and beyond. A strategic plan and direction for the district truly impacts every goal listed and set's the district on a shared path and direction. His ability to see the district in 1 year, 3 years, 5 years and beyond has been instrumental. Mr. Schochenmaier possesses strong leadership skills and knows how to access resources to identify an issue, search for solutions, and then apply actions and interventions to accomplish goals and set				

a strategic plan in motion. He is also highly skilled in his ability to connect with the community, students, parents, and district staff with his approachable leadership style. He has been able to bring new initiatives to the school with positive change to the school district. He led the board through the process of developing a mission and vision for the district and led several focus groups to include the community in the strategic planning for the district. Working the financial/budget into the needs/strategic plan of the district and utilizing every dollar has been a strength of Mr. Schochenmaier.

B. For the goals and standards, which presented the superintendent with the greatest challenge and why?

Informs the community as a whole-This has been challenging for everyone in the COVID environment due to the rapidly changing health guidelines and recommendations. Mr. Schochenmaier did provide frequent email updates to parents. Aslo, due to the speed that the strategic plan was developed and how strong the voice was for facility work, it was challenging to get the word out that the district would be pursuing a referendum this fall. This has proved challenging in today's culture of social media and lack of paper media coverage. District wide flyers informing the public was beneficial. Managing the budget will continue to be a challenge as public funding is an ever changing dynamic. Goal #4 will continue to be a work in progress and takes time to implement across a district. Mr. Schochenmaier's ability to draft an action plan with curriculum review cycles and the newly designated position towards curriculum and instruction will assist with the accomplishment of this goal. Aligning benchmarks and standards across the district and between buildings will continue to be an important work in progress.

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Ap	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Sta					
District Info.		Enter Information		District Info.	
District Name:		Central Public Schools		Date:	
District Number:		108		9/15/2021	
District Contact Name:		Tim Schochenmaier		Email:	
Contact Phone #		952-467-7000		tschochenmaier@isd108.org	
Fiscal Year					
Expenditure Categories		2021 (base year)	2022	2023	2024
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.					
Finance Code	Category (1)				
347	Physical Hazards	\$784	\$12,000	\$12,000	\$12,000
349	Other Hazardous Materials	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$40,714	\$45,000	\$45,000	\$45,000
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$7,557	\$10,000	\$10,000	\$10,000
366	Indoor Air Quality	\$7,282	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$56,337	\$67,000	\$67,000	\$67,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year					
Finance Code	Category (2)				
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151					
Finance Code	Category (3)				
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0
Accessibility					
Finance Code	Category (4)				
367	Accessibility	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects					
Finance Code	Category (5)				
368	Building Envelope	\$935	\$0	\$0	\$0
369	Building Hardware and Equipment	\$3,232	\$75,000	\$75,000	\$75,000
370	Electrical	\$0	\$30,000	\$30,000	\$30,000
379	Interior Surfaces	\$70,174	\$0	\$0	\$0
380	Mechanical Systems	\$30,065	\$120,000	\$120,000	\$120,000
381	Plumbing	\$13,076	\$65,000	\$65,000	\$65,000
382	Professional Services and Salary	\$2,439	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0
384	Site Projects	\$100,574	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$220,496	\$290,000	\$290,000	\$290,000
Total Annual 10-Year Plan Expenditures		\$276,833	\$357,000	\$357,000	\$357,000

		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Application (LTFM) - Fund 01 and Fund 06 Projects Only				ED - 02478-07	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota standards (UFARS) finance code and by fiscal year in the cells provided.									
District Info.		Enter Information							
District Name:		Central Public Schools							
District Number:		108							
District Contact Name:		Tim Schochenmaier							
Contact Phone #		952-467-7000							
		r (FY) Ending June 30							
Expenditure Categories		2026		2027		2028		2029	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code		Category (1)							
347 Physical Hazards		\$12,000		\$12,000		\$12,000		\$12,000	
349 Other Hazardous Materials		\$0		\$0		\$0		\$0	
352 Environmental Health and Safety Management		\$45,000		\$45,000		\$45,000		\$45,000	
358 Asbestos Removal and Encapsulation		\$0		\$0		\$0		\$0	
363 Fire Safety		\$10,000		\$10,000		\$10,000		\$10,000	
366 Indoor Air Quality		\$0		\$0		\$0		\$0	
Total Health and Safety Capital Projects		\$67,000		\$67,000		\$67,000		\$67,000	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code		Category (2)							
358 Asbestos Removal and Encapsulation		\$0		\$0		\$0		\$0	
363 Fire Safety		\$0		\$0		\$0		\$0	
366 Indoor Air Quality		\$0		\$0		\$0		\$0	
Total Health and Safety Capital Projects \$100,000 or More		\$0		\$0		\$0		\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code		Category (3)							
355 Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0		\$0		\$0		\$0	
Total Remodeling for Approved Voluntary Pre-K Projects		\$0		\$0		\$0		\$0	
Accessibility									
Finance Code		Category (4)							
367 Accessibility		\$0		\$0		\$0		\$0	
Total Accessibility Projects		\$0		\$0		\$0		\$0	
Deferred Capital Expenditures and Maintenance Projects									
Finance Code		Category (5)							
368 Building Envelope		\$0		\$0		\$0		\$0	
369 Building Hardware and Equipment		\$75,000		\$75,000		\$75,000		\$75,000	
370 Electrical		\$30,000		\$30,000		\$30,000		\$30,000	
379 Interior Surfaces		\$0		\$0		\$0		\$0	
380 Mechanical Systems		\$120,000		\$120,000		\$120,000		\$120,000	
381 Plumbing		\$65,000		\$65,000		\$65,000		\$65,000	
382 Professional Services and Salary		\$0		\$0		\$0		\$0	
383 Roof Systems		\$0		\$0		\$0		\$0	
384 Site Projects		\$0		\$0		\$0		\$0	
Total Deferred Capital Expense and Maintenance		\$290,000		\$290,000		\$290,000		\$290,000	
Total Annual 10-Year Plan Expenditures		\$357,000		\$357,000		\$357,000		\$357,000	

dat_yer	dst_num	dst_tye	uni_nam	fun_num	ogz_num	prg_num	fna_num	obj_num
20-21	108		1 CENTRAL PI	1	5	865	352	195
20-21	108		1 CENTRAL PI	1	5	865	352	295
20-21	108		1 CENTRAL PI	1	5	865	352	305
20-21	108		1 CENTRAL PI	1	5	865	352	401
20-21	108		1 CENTRAL PI	1	5	865	366	305
20-21	108		1 CENTRAL PI	1	5	865	384	580
20-21	108		1 CENTRAL PI	1	5	865	384	581
20-21	108		1 CENTRAL PI	1	20	865	347	350
20-21	108		1 CENTRAL PI	1	20	865	347	401
20-21	108		1 CENTRAL PI	1	20	865	363	305
20-21	108		1 CENTRAL PI	1	20	865	363	350
20-21	108		1 CENTRAL PI	1	20	865	369	530
20-21	108		1 CENTRAL PI	1	20	865	379	350
20-21	108		1 CENTRAL PI	1	20	865	380	350
20-21	108		1 CENTRAL PI	1	20	865	381	350
20-21	108		1 CENTRAL PI	1	20	865	382	305
20-21	108		1 CENTRAL PI	1	20	865	384	350
20-21	108		1 CENTRAL PI	1	30	865	368	350
20-21	108		1 CENTRAL PI	1	30	865	379	350
20-21	108		1 CENTRAL PI	1	30	865	382	305
20-21	108		1 CENTRAL PI	1	40	865	363	305
20-21	108		1 CENTRAL PI	1	40	865	363	350
20-21	108		1 CENTRAL PI	1	40	865	379	350
20-21	108		1 CENTRAL PI	1	40	865	380	350
20-21	108		1 CENTRAL PI	1	40	865	382	305
20-21	108		1 CENTRAL PI	1	40	865	384	350

crs_num	unt_cls	gen_lgr_nu	SumOf	tot_amt
0	0	5.39	17,562.00	
0	0	5.39	2,771.30	
0	0	5.39	19,795.25	
0	0	5.39	585.79	
0	0	5.39	7,282.00	
0	0	5.39	30,424.60	
0	0	5.39	5,400.62	
0	32	5.39	272.02	
0	32	5.39	511.86	
0	32	5.39	3,723.47	
0	32	5.39	1,909.20	
0	32	5.39	3,232.38	
0	32	5.39	46,147.38	
0	32	5.39	12,020.55	
0	32	5.39	13,076.00	
0	32	5.39	829.43	
0	32	5.39	20,140.00	
0	20	5.39	935	
0	20	5.39	1,955.50	
0	20	5.39	805.03	
0	10	5.39	1,728.26	
0	10	5.39	196	
0	10	5.39	22,070.82	
0	10	5.39	18,044.70	
0	10	5.39	805.03	
0	10	5.39	44,608.89	
			276,833.08	

dat_yer	20-21
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Row Labels	Sum of SumOfTot_amt
CENTRAL PUBLIC SCHOOL DISTRICT	276833.08
347	783.88
352	40714.34
363	7556.93
366	7282
368	935
369	3232.38
379	70173.7
380	30065.25
381	13076
382	2439.49
384	100574.11
Grand Total	276833.08

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2022 and FY 2023. The later years can be a rough estimate. Fiscal 2021 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2021 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2021 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2021, FY 2022 and FY 2023 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so hold harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2021, FY 2022 and FY 2023 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2022 or FY 2023 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost - ***narrative from contractor/professional engineer.***
- b. For **fire safety projects**, include a project description and an estimate of the cost ***from the professional engineer.*** If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, ***submit State Fire Marshal orders to substantiate.***
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings - ***narrative from professional engineer.***

Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2022 or FY 2023 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - ***narrative from professional engineer/architect.***

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2021, FY 2022 and FY 2023 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2021 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 20-21 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 20-21 school year, under Report select "All" and then List Reports.

Long-Term Facilities Maintenance

Scenario	Project Description
A - Fund 01	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
C - Fund 06	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

D - Fund 06	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
E - Fund 01	Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site.
F - Fund 06	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

G - Fund 06	Project(s) under \$2 million per site funded with debt issued, project is completed with excess funds remaining.
H - Fund 06	Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.
Long-Term Facilities Maintenance Guide for Transfers	
end of worksheet	

ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the project. At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 (reserve)	1 to 6 to 1
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.	123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19	1 to 6 to 1

At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.	123B.595 (reserve) or 475.61 (transfer), 475.65	6 to 7
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RESTRICTED GRID CODES			
Program Code(s)	Finance Codes	Object Code	Source Code
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 867	Fund 06- All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

Journal Entry
No Entry Required
Entry 1: Debit Expense 01-005-865-3XX-910-000 Credit Revenue 06-005-867-000-649-000 Correcting Entry to Return Funds: Debit Revenue 06-005-867-000-649-000 Credit Expense 01-005-865-3XX-910-000
Debit Expense 06-005-866-3XX-910-000 Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 C.F.R. Part 106. These regulations, which go into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.]

The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 C.F.R. § 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations].

I. GENERAL STATEMENT OF POLICY

A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Kelly Vossen, Director of Community Education and Athletics, 952-467-7000, kvossen@isd108.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.

C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.

1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.

2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.

G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.

H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and

evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.

J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. Quid pro quo harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.

4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.

2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.

3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .

B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.

D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:

- a. The school district undertakes an individualized safety and risk analysis;
- b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
- c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.

B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.

D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:

1. Would not meet the definition of sexual harassment, even if proven;
2. Did not occur in the school district's education program or activity; or
3. Did not occur against a person in the United States.

B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
2. The respondent is no longer enrolled or employed by the school district; or
3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.

C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.

D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.

B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.

C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.

D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]

A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.

B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.

C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

F. The written determination of responsibility must be provided to the parties simultaneously.

G. The Title IX Coordinator is responsible for the effective implementation of any remedies.

H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.

D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.

C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:

1. The Title IX definition of sexual harassment;
2. The scope of the school district's education program or activity;
3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.

B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.

B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;

3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

34 C.F.R. Part 106 (Implementing Regulations of Title IX)

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

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

42 U.S.C. § 12101, et seq. (Americans with Disabilities Act of 1990, as amended)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)

20 U.S.C. § 1092 et seq. (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

903 ADMINISTRATIVE REGULATIONS

SCHOOL DISTRICT VISITOR/VOLUNTEER REGULATIONS

1. Definition of “Visitor.”

A “visitor” means any person who enters a district facility except for the following: enrolled students who are in the facility to attend school, to participate in a school sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; central administrators; employees who are assigned to work at the facility or are otherwise authorized to enter the facility; and volunteers who have been assigned to be in the facility at the time of the visit.

2. Sign-In Procedures

All visitors must comply with the following procedures:

- a. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage to this effect must be prominently displayed on or near all unlocked doors to the facility.
- b. Upon reporting to the administrative office or reception desk, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
- c. Parents who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the building principal.
- d. The building principal or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building. A Central administrator will follow this policy in determining whether or not permission will be granted for a visit to a District facility that is not a regular school building.
- e. If permission for a visit is granted, the visitor will be given a visitor’s identification badge containing the visitor’s name and the location in the building where the visit will occur.
- f. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a District facility building.
- g. If a District employee sees a visitor in a school building without a visitor’s identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
- h. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor’s identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.

i. The sign-in procedures do not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as parent-teacher conferences, a school board meeting or an athletic contest.

3. Communication Protocols.

The District recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents must follow one of the following procedures:

a. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child come to the office to speak with the parent by telephone. This may occur by making an announcement over the school's intercom system. Students generally will not be permitted to place or receive a call from a classroom.

b. Parents may enter the administrative office of a school building and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.

c. Students will not be permitted to make calls or receive calls on personal cell phones during any class period.

4. Administrative Procedures in Response to Inappropriate Conduct.

A Central administrator, building principal, assistant principal, or designee may take the following steps when a visitor violates this policy or engages in other inappropriate conduct:

a. Notify the offending visitor that his or her conduct is inappropriate.

b. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.

c. Notify the offending visitor that he or she is required to immediately leave the building.

d. Contact law enforcement.

e. Document the incident.

f. Take other action that the Central administrator, building principal, assistant principal, or designee reasonably deems to be prudent or necessary in order to protect the safety of students, staff, or school property or to maintain an environment that is conducive to learning and working.

g. Any step or steps of this procedure may be skipped or addressed at a later time if the central administrator, building principal, assistant principal, or designee determines, in the exercise of

his or her professional discretion, that immediate removal of the offending visitor is in the best interests of the students or the staff.

5. Rules of Conduct

Every visitor policy should specify rules of conduct. All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building. Visitors must not do any of the following during a visit:

- a. Violate any law or policy of the District;
- b. Make any threat or engage in any threatening behavior;
- c. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
- d. Swear or use vulgar language;
- e. Demonstrate hostility toward another person;
- f. Engage in conduct that is objectively rude;
- g. Make or participate in making any personal attacks against another person;
- h. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
- i. Confront or make physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
- j. Photograph, film, or otherwise record any students, employees, or volunteers of the District outside of an event that is open to the general public;
- k. Enter onto school property while impaired from the use of alcohol or any other chemical;
- l. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice, shouting, or yelling; talking with a teacher or a student while observing in a classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.

*NOTE: This policy may not be construed to limit the ability or right of any person to file a complaint in accordance with any law or District policy governing the filing of complaints.

6. Classroom Observations by Parent

A Central administrator, the building principal, an assistant principal, or a designee may deny a parent's request to observe his or her child in the classroom, or may revoke permission for such a visit, if the central administrator, principal, assistant principal, or designee determines that:

- a. The parent has failed or refused to comply with any part of this policy, including the requirement that classroom visits be scheduled in advance;
- b. The parent observed in the classroom on a prior occasion during the school year and created a disruption or violated this policy in some other respect;
- c. The requested date or time for the visit is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are going on a field trip;
- d. The parent has observed the child in the classroom on at least three prior occasions or for three or more hours during the school year;
- e. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or during the specific period of time when the parent wants to observe the classroom; or
- f. In the discretion of the building principal or another administrator, the parent's presence in the classroom is not in the best interests of the student, other children, or staff.

7. Classroom Observations by Independent Examiner

Under federal and state law, independent examiners have the right to observe a student as part of an IEE in a manner that is similar to the observations a school staff member would conduct. A visitor policy should address this. For example: If the parent of a special education student requests an independent educational evaluation or hires an independent examiner to evaluate the student, and the parent requests that the independent examiner be permitted to observe the student in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with this policy and does not create a disruption.

8. Other Visits by Parent

A Central administrator, a building principal, an assistant principal, or a designee may deny permission for a parent to visit any part of a District facility if the central administrator, the principal, the assistant principal, or the designee determines that:

- a. The parent has refused or failed to comply with any part of this policy;
- b. The parent violated any rule or procedure of this policy while visiting a District facility on a prior occasion during the school year;

- c. The requested date or time for the visit is educationally inappropriate or inconvenient;
- d. The parent presents a risk of harm to a student, to a staff member, or to District property; or
- e. The parent's actions or words suggest that the parent is impaired from using alcohol or another chemical.

ARTICLE I PURPOSE

Section 1. Parties: This Agreement is entered into between Independent School District No. 108, Norwood Young America, Minnesota, hereinafter referred to as the District, and the Central Education Association, hereinafter referred to as the C.E.A., pursuant to and in compliance with the Public Employer Labor Relations Act of 1971, as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the District recognizes the C.E.A as the exclusive representative of all teachers employed by the District which shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: The term, "terms and conditions of employment," means the hours of employment, the compensation thereof including fringe benefits except retirement contributions or benefits, other than employer payment of, or contributions to premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. In the case of professional employees, the term does not mean educational policies of a school district. The term is subject to the provisions of the P.E.L.R.A. regarding the rights of public employers and the scope of negotiations.

Section 2. Teacher: The term, "teacher", shall mean any persons employed by the District in a position for which the person must be licensed by the State of Minnesota, but shall not include superintendent, assistant superintendent, principals, and assistant principals who devote more than 50% of their time to administrative duties, confidential employees, supervisory employees, essential employees, and such other employees excluded by law.

Section 3. District: For purposes of administering this Agreement, the term, "District", shall mean the School Board or its designated representative.

Section 4. Days:

Subd. 1. Duty Day. A duty day is a day upon which a teacher is required by the Master Agreement to perform basic duties.

Subd. 2. Inservice/Workshop Day. An in-service/workshop day is a duty day during which a formal program is presented to the faculty.

Subd. 3. Clerical Day. A clerical day is a duty day during which faculty work on such things as record-keeping, lesson planning and general "housekeeping" items.

Section 5. Meet and Confer: Meet and Confer shall consist of C.E.A. members(s) and board members and Superintendent. The Board shall set at least three (3) Meet and Confer dates at their July organizational meeting.

Section 6. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The C.E.A. recognizes that the District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure and selection, direction and number of personnel.

Section 2. Management Responsibilities: The C.E.A. recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the District.

Section 3. Effect of Laws, Rules, and Regulations: The C.E.A. recognizes that all teachers covered by this Agreement shall perform the teaching and teaching-related services prescribed by the District and shall be governed by the laws of the State of Minnesota, and the District's rules, regulations, directives and orders, issued by properly designated officials of the District. The C.E.A. also recognizes the right, obligation, and duty of the District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time and deemed necessary by the District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders, shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the District.

ARTICLE V TEACHERS RIGHTS

Section 1. Right to View: Pursuant to the P.E.L.R.A., nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or their representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or teacher 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 C.E.A.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers.

Section 3. Request For Dues Check Off:

"When a bargaining unit member has authorized a dues deduction, such authorization shall continue in effect for that year and from year to year, and cannot be canceled except by written notice from the Union President. A member seeking cancellation must provide written notice to the Union President.

Any bargaining unit member, or new hire who has applied for membership in the bargaining unit, authorizes the school district to deduct one twelfth (1/12) of such dues from the regular pay check of the bargaining unit member for each pay period for 14 consecutive pay periods. The deductions will begin the first pay period on or after October 15. For bargaining unit members employed after the commencement of each school year, deductions of dues shall be made by the School District. The dues will be deducted equally between existing pay periods between the date of the bargaining unit members first pay date and May 15."

Section 5. Personnel Files: Pursuant to Minn. Stat. § 122A.40, Subd. 19, all evaluations and files relating to each individual teacher shall be available during regular school business hours to each individual teacher upon the teacher's written request. The teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion into the file, written information in response to any material contained therein. Teachers shall also have the right to have expunged from the teacher's file any material found to be false or inaccurate as determined through the grievance procedure as provided in Minn. Stat. § 122A.40, Subd. 19. However, the District may destroy such files as provided by law. The official files will be in the Superintendent's office.

Section 6. Teacher Transfer:

Subd. 1. All vacancies or new positions will be publicized by the Superintendent via email to the existing District teaching staff as such vacancies may occur.

Subd. 2. If the Superintendent and the building Principal, after meeting with affected staff, determine that a change in assignment needs to be made to better utilize staff and their talent, they shall notify the affected teacher in writing within five (5) days of the reasons for such a change.

Section 7. Non-Discrimination

There shall be no discrimination against any present or future employee by reason of race, creed, color, religion, age, disability, marital status, national origin, sexual orientation, Union membership, or any characteristic protected by law.

ARTICLE VI ASSOCIATION RIGHTS

Section 1. Release time For C.E.A. Business: During the period covered in this Agreement, the C.E.A. shall be allowed up to a total of ten (10) days annually, without pay, to be used by teachers who are officers or agents of the C.E.A., such use to be at the discretion of the C.E.A. (time and/or days are total for all members). The C.E.A. agrees to request such leave from the Superintendent in writing no less than three (3) days in advance of the date for intended use of said leave. Such leave shall normally be granted unless it interferes with some particular activity where all staff is required to be in attendance, e.g., parent conference, staff development days, etc.

Section 2. Use of Facilities: The C.E.A. shall have the right to the use of school buildings and facilities in accordance with the District's policies, rules and regulations, provided such use shall not interfere with normal school activities or functions. The District reserves the right to assess charges for additional custodial and operational expense beyond normal maintenance costs resulting from such use.

ARTICLE VII BASIC SCHEDULE AND RATE OF PAY

Section 1. Basic Compensation:

Subd. 1. Pay Periods. Teachers shall be paid twice a month for 12 months. If a payday falls on a Saturday, Sunday, or holiday, the pay date shall be the last working day before said Saturday, Sunday or holiday.

Section 2. Status of Salary Schedule: The salary schedule shall not be construed as a part of the teacher's continuing contract. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a teacher shall be compensated according to the previous year's compensation until such time that a successor Agreement is executed. A teacher's advancement is subject to the right of the District to withhold increments, lane changes, or other salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure. After a new Agreement is signed, pay shall be retroactive to the end of the previous Agreement.

Section 3. Placement on the Salary Schedule: The following shall be applicable in determining placement of a teacher on the appropriate salary schedule:

Subd. 1. Germane. Credits to be considered for application on any lane of the salary schedule must be germane, as determined by the District, to the teaching assignment or be part of an approved graduate program that is germane to the teaching assignment.

Subd. 2. Prior Experience. A teacher who has had experience in other school systems or in other fields of endeavor will be placed on the salary schedule as agreed upon between the District and said teacher.

Subd. 3. Grade and Credits. To apply on the salary schedule all credits beyond the Bachelor's Degree must be graduate credits and carry a grade average of "B" or higher. In required courses where a letter grade cannot be requested, a pass/fail will be acceptable. Only graduate credits taken after the exact date of receiving the Masters Degree will count for the M.A. + block toward a lane change beyond the Masters Degree. Undergraduate credits may include credit earned for classes taken at a Technical Institute as long as courses are germane to teacher's field. Graduate credits may also include credit allowed for attendance at seminars, workshops, or other in service institutes as long as credits are offered through an accredited institution. An equivalent of one college quarter hour of graduate

credit, to a career maximum of fifteen (15), shall be allowed for each fifteen (15) hours of successful seminar and/or workshop attendance and completion that have been pre-approved, in writing, and verified by the Building Principal. District credits are not administrative meetings, teacher workdays, committee meetings, or other meetings, which are related to operational function of the District.

Subd. 4. Course Approval. All credits, in order to be considered for application on the salary schedule, must be considered for approval by the Professional Growth Committee in writing no later than 60 calendar days after the completion of the course. This committee will be comprised of one (1) administrator and one (1) C.E.A. representative, named by union.- Teachers shall receive a copy of course approval or disapproval. If the course(s) is (are) disapproved, the teacher will receive a copy of reason(s) for disapproval. Course approval shall be binding for one (1) calendar year. The committee shall meet when necessary. Approval or disapproval of class(es) shall be returned within two (2) days following its meeting. Teachers may be present or may be asked to be present at the meeting to explain class(es) to the committee. Newly hired teachers should present credits which were approved in another district for application on the salary schedule to be determined by the Professional Growth Committee within 60 calendar days after hiring.

Subd. 5. Effective Dates. Individual contracts will be modified subject to Article VII, Section 2, to reflect qualified lane changes twice every year, at the beginning of the school year and the beginning of the second semester, providing proof of course completion of qualified credits is submitted to the Superintendent's office no later than September 15 for the full year or January 15 for one-half year. The District reserves the right to request an official transcript if needed. Credits, including those earned prior to receiving a Master's Degree, submitted for lane changes, must have been earned within the past 6 years.

Subd. 6. Any teacher who has taught a partial year in this system shall be granted an increment or portion thereof according to the following formula:

Less than 50% of the teacher duty days – no increment,

50% - 74% teacher duty days – ½ increment,

75% or more teacher duty days – full increment.

Subd. 7. Part-Time Teachers. Part-time teachers, defined as those teachers employed daily (or equivalent to daily) less than full time, shall be compensated based on their salary schedule placement times the percent of the regular teaching day they work according to the following schedule:

1 hour	-	17%
2 hours	-	34%
3 hours	-	51%
4 hours	-	68%
5 hours	-	85%
6 hours	-	100%

Note: Teachers that are negatively affected by this change during the length of this contract will be held at the old percentage or moved to the current higher rate on this new schedule based on District's managerial rights. Once a teacher has been increased to a higher percentage this becomes null and void for that individual. This part of the agreement is null and void for teachers in the Title I program.

When two teachers share a position, the total percent paid may not equal more than 100%. Community Education or existing ECFE teachers who work less than full time shall be compensated based on their salary schedule placement times the ratio of their work day to an 8-hour day and their work year to 181 days.

ARTICLE VIII EXTRA COMPENSATION

Section 1. Extra Curricular Schedule: The wages and salaries reflected in Schedule C, attached hereto, shall be a part of this Agreement for school years 2021-22 and 2022-23. Salaries paid through Community Education are also subject to the

provisions of Schedule C. A lump sum payment of salary at conclusion of duties for each assignment will be paid within thirty (30) days. An Employee has the option of payment in two installments and must notify payroll in writing of this choice when duties commence.

Section 2. Noon and/or Bus Duty:

Subd. 1. Teachers assigned to noon supervisory duties at the high school will receive \$12.00 per day.

Subd. 2 Elementary teachers who perform bus duty and/or commons duty shall be paid at the rate of \$9.00 per hour. (The District retains the right to assign these duties to other employees not in this unit.)

Section 3. Additional Employment Pay: Teachers employed for more than the scheduled teacher duty days shall be paid as follows:

- a. Extended employment: Teachers who may be employed in their regular assignment for a number of days or weeks prior to or following the scheduled teacher duty days shall be paid on a pro-rata basis according to that individual's step and lane placement on the salary schedule.
- b. Academic teaching: Teachers who may be employed beyond the school day or school year to teach an academic subject which they are certified to teach shall be paid on a pro-rata basis according to that individual's step and lane placement on the salary schedule.
- c. After school and summer school: Teachers shall be compensated at a rate of The lowest amount on the salary scale for current year divided by 181 work days per year divided by 7.5 hours per day.
- d. Professional, non-teaching: Teachers who may be employed beyond the school day or school year in a professional, non-teaching activity, such as curriculum evaluation, writing, assessment or similar activities, shall be paid on a pro-rata basis according to B.A. base salary.
- e. Staff Development: Teachers who may be requested to attend staff development and/or training on a non-teacher duty day shall be paid a daily stipend of \$100.00.
- f. Non-professional, non-teaching: Teachers who may be employed beyond the school day or school year in a non-professional, non-teaching activity, such as maintenance or custodial work, crafts, recreation, or similar activities, shall be paid at the prevailing rate established by the District.
- g. Professional, Teacher on Special Assignment (TOSA): TOSA positions may be required to have additional contract days. The number of days and when they are used will be agreed upon between the District and the teacher. The teacher will be paid at their daily rate for any additional days. To determine the rate, take the teachers annual salary and divide it by the number of total contracted days. For the 2020-2021 school year this number is 181. Any TOSA positions will maintain all seniority rights with CEA.

Section 4. Substitute Pay:

Subd. 1: Contracted teachers: Teachers who are currently employed under a regular contract who substitute for another teacher during their preparation time shall be paid at the rate of \$20.00 per class period.

Subd. 2: Substitute teachers: Day-to-day substitute teachers shall be paid at the current rate approved by the Board.

Subd. 3: Long-term substitute teachers: Day-to-day substitute teachers who substitute for the same teacher for ten (10) consecutive days shall be paid at the current rate approved by the Board per day for the first ten (10) days and \$10.00 higher than current rate per day thereafter. Beginning on the thirty-first (31st) consecutive day, a substitute teacher shall be paid on a pro-rata basis according to the salary schedule placement as agreed upon between the District and said teacher.

Section 5. Homebound Instruction: Those teachers who are employed to teach homebound students shall be paid at the rate of \$20.00 per hour with no mileage.

Section 6. 403b/Severance Pay:

Subd. 1.

The District will offer a 403b plan with Education Minnesota to be implemented as follows:

1. Staff members are locked into the severance plan based on the number of years of completed service (measured as a sum of total FTE's) as of July 1, 2002.

Years of Service	Eligible for
1. 0-7	No severance
2. 8-14	\$8,000 severance minus District contributions
3. 15-21	\$20,000 severance minus District contributions

The maximum District contribution to the 403b plan for any employee is \$27,500.

2. Employer contribution will be based on years of employment and must be matched by employee.

Years of Service	Contribution by the District
0-3	\$100
4-8	\$350
9-14	\$750
15-21	\$1,250
22+	\$1,750

Subd. 3. These payments would be based on the full number of FTE's each teacher has accumulated over their years in the District.

Subd. 4. In order to receive these benefits, a teacher must submit his/her written resignation effective at the end of the school year to the District by April 15.

Subd. 5. These payments will be paid to a teacher in forty-eight (48) semi-monthly payments beginning on the fifth (5th) day of the month following retirement or resignation.

Subd. 6. These payments will not be paid to any teacher that has been discharged by the district.

Subd. 7. If a teacher dies with a portion of this payment unpaid, the full balance will be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate. If the teacher dies while still employed by the District, all payments will be paid to the teacher's beneficiary, if any, otherwise to the teacher's estate.

ARTICLE IX EARLY RETIREMENT BENEFITS

Section 1. Eligibility. To be eligible for the benefits of this article, a teacher must have completed ten or more years of full-time service in the School District and be 55 years of age or older. A part-time employee with ten or more years of part-time service in the School District will receive prorata benefits of this article, representing the fractional proportion obtained by dividing the total FTEs of service by the number of years of service.

Section 2. Health Insurance.

Subd. 1. **Retirees with Spouse or Dependents.** An eligible retiree who has spouse or dependents with no health insurance shall receive the family health hospitalization insurance contribution of \$706.06 per month. If such retiree has a spouse or dependent with other health insurance, the retiree shall be provided the contribution for single persons of \$320.12 per month and also receive the difference between \$320.12 and 706.06 per month in monthly installments.

Subd. 2. Single Retirees. An eligible single retiree shall receive the single School District health and hospitalization insurance contribution of \$320.12 per month. The retiree will receive, in monthly installments, the difference between \$320.12 and \$706.06 per month

Subd. 3. Cash Payment. Cash payments made to employee pursuant to this article shall be taxable.

Subd. 4. Duration of Contributions. Contributions as provided in this Section for eligible employees shall continue until eligible for Medicare or the expiration of ten years, whichever occurs first.

Subd. 5 Sunset. To comply with the requirements for the benefits provided in Minn. Stat. § 126C.41, as amended, the parties agree that a teacher, to be eligible for the benefits of this section, must have been employed by the School District prior to September 1, 2009. Accordingly, teachers first employed by the School District after August 31, 2009, shall not be eligible for the benefits of this section.

Section 3. Additional Early Retirement Incentive.

As an additional early retirement incentive, eligible employees as described in Article IX, Section 1, shall receive one payment following retirement within 60 days into a tax-free, post-employment Health Reimbursement Arrangement (hereinafter referred to as "HRA") by a vendor of the District's choosing according to the following scale:

Total	Amount	Total	Amount
B.A.	\$1,500	M.A.	\$9,000
+15	\$3,000	+15	\$10,500
+30	\$4,500	+30	\$12,000
+45	\$6,000	+45	\$13,500
+60	\$7,500	+60	\$15,000

Article IX, Section 3, Subd. 2: Part-time employees shall receive prorated payments into a tax-free, post-employment Health Reimbursement Arrangement (HRA).

ARTICLE X GROUP INSURANCE HEALTH AND HOSPITALIZATION INSURANCE

Section 1. Single Coverage:

Subd. 1. The District shall contribute a sum of \$510 per month for employees enrolled in the District's group Health and Hospitalization plan in 2021-22 and 2022-2023 toward the premium for individual coverage for each eligible teacher employed by the District who qualifies for and is enrolled in the District's group Health and Hospitalization Plan. In the event the District's contribution for single coverage is discriminatory or illegal, the exclusive representative will hold the District harmless and indemnify the District from any and all actions, suits, claims, damages, judgments, and other forms of liability, which any person may have or claim to have arising out of or by reason for the District's contribution toward family coverage as set forth in Article X, Sections 1 and 2.

Subd. 2. The portion of the premium not provided by the School District will be paid by the employee through payroll deduction.

Section 2. Family Coverage:

Subd. 1. The District shall contribute a sum not to exceed \$1100 per month for each employee enrolled in the District's group Health and Hospitalization plan in 2021-22 and 2022-23 toward the premium health cost for family coverage for each eligible teacher employed by the District and who qualifies for family coverage and who is enrolled in the District's Group Health and Hospitalization Plan. If insurance costs are less than the district's insurance contributions, the remaining amount per employee will go towards said VEBA/retirement account. This only applies to employees electing health insurance coverage through the district offered health insurance plan. There will be no cash in lieu of health insurance contributions to any employee.

Subd. 2. The portion of the premium not provided by the School District will be paid by the employee through payroll deduction.

Section 3. Health and Hospitalization Insurance Eligibility:

Subd. 1 Teachers employed with a Full-Time Equivalent (F.T.E.) of .75 or greater will be eligible for Health and Hospitalization Insurance benefits as described in Sections 1, 2, and 3 above.

Subd. 2. Teachers employed with a Full-Time Equivalent (F.T.E.) of .50 - .74 will be eligible for pro-rated Health and Hospitalization Insurance benefits in direct proportion to their pro-rated employment.

Subd. 3. Teachers employed less than a Full-Time Equivalent (F.T.E.) of .50 will be eligible for no Health and Hospitalization Insurance benefits.

Section 4. Income Protection Insurance: The District shall provide the full premium for a long term disability insurance policy for each full time teacher who qualifies for and is enrolled in the District's Long Term Disability Plan. Benefits shall be payable upon ninety (90) calendar days after the day of disability at two-thirds (66 2/3%) of the annual contractual salary. Benefit payments shall continue until termination of the disability. The coverage shall include coverage for mental and emotional disturbance.

Section 5. Claims Against the School District: It is understood that the District's only obligation is to purchase an insurance policy and pay such amounts as agreed herein and no claim shall be made against the District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Duration of Insurance Contributions: All teachers who have completed the school year shall receive their benefits through August 31 of that year. A teacher is eligible for District contributions as provided in this Article as long as the teacher is employed by the District. For teachers terminated during the school year, all District contributions shall cease effective on the last working day. Teachers who retire from the District shall be eligible to remain in the District's insurance plan (according to insurance company policies and/or regulations) or until a different policy is obtained providing the teacher pays the full premium. Any teacher leaving the District shall be eligible to elect to pay the full premium not to exceed one (1) year coverage effective the date of termination or resignation.

Section 7. Group Term Life Insurance: The District shall provide the full premium for each full-time employee for a \$50,000 policy. Said contributions cease at employee separation from the district for any reason.

Section 8. Dental Insurance: The District shall pay up to \$20.20 per month toward the individual plan for full-time teachers in the Delta Dental Plan. This benefit continues until cessation of health insurance benefits.

Section 9. Section 125 – Flexible Benefit Plan: A flexible benefit plan, as authorized by Section 125, shall be available for voluntary participation by teachers.

ARTICLE XI Professional Leave

Section 1. Professional Leave

Subd. 1. Definition. Professional Leave under this contract includes Sections 1 through Section 3 under this Article.

At the beginning of each school year a teacher shall be credited with 12 days of Professional Leave to be used as the individual chooses as long as the request meets the guidelines as set forth in this article. Any new employee to the district shall also be credited with 10 days (75 hours) into their Professional Leave Bank. All twelve professional leave days must be used before the Leave Bank days can be accessed, unless days have already been pre-approved. Leave Bank days may only be used for illness, injury or disability pursuant to M.S. 181.9413. Please refer to Subd. 4 for use of these days.

- a) Teachers who experience an illness, injury or a maternity leave that results in an absence for more than five (5) consecutive contract days will access their leave bank on the sixth (6th) consecutive day and beyond. The teacher must present a doctor's certification to invoke this clause. This subdivision includes follow-ups due to rehab or medical appointments per occurrence.
- b) At the discretion of the Superintendent, teachers who have already used their 12 days who have a death in the family may apply for consideration of bereavement leave. (Article XI Section 3). If the teacher has no banked time accrued, the Superintendent may approve up to three (3) days without pay. The decision of the Superintendent in either of these conditions is final and not open to the grievance process.

Subd. 2. Computation. Teacher's Professional Leave shall be computed as follows: by multiplying the number of months (9 months full time) the teacher has worked in the School District for this school year (multiply 9 months by 1.33). Any fraction resulting shall be rounded off to the closest whole number. Unused Professional Leave may accumulate to a maximum of one hundred twenty (120) days (900 hours) per teacher. If a teacher works part time, those days are recorded based on their part-time status. If, at some point, the teacher becomes full-time, Leave Bank banked days need to be adjusted accordingly.

Subd. 3. Application. Professional Leave shall be approved only upon submission of a Professional Leave request setting out the dates claimed for Professional Leave into Frontline Absence Management System with final approval by the Superintendent or his/her Designee. Professional Leave request are to be made prior to the requested day but not before July 15 of each fiscal year, as directed by the District, except in case of an emergency. In cases where Professional Leave is used because of a personal or family illness, the leave request shall be entered into Frontline Education by the teacher as a matter of responsibility immediately so the absence can be filled through the sub calling process

Teachers may request increments of one (1/2) hour of Professional Leave. Actual time absence from work during a single contract day shall be rounded up to the nearest increment as listed above.

Subd. 4. Use of Leave Bank Time. Use of Leave Bank is leave with pay which shall be allowed by the School Board whenever a teacher's absence on teacher duty days is found to have been due to illness, injury, or disability which prevents the teacher's attendance at school, and the teacher has already used all of his/her professional leave or in accordance with Section 1, Subd 1, a, Use of this leave includes illness, or disability caused or contributed to by pregnancy or childbirth, and may also be used for any illness or injury of an employee's child as defined in Minnesota Statute 181.940 and 181.9413. Accumulated banked time may be used by the employee for the serious injury or illness of an adult child, children, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. The School District may require a teacher to furnish satisfactory evidence that absence was by reason of illness or injury or disability, which prevented his or her attendance at school and performance of duties on that day or days. A certificate from a qualified physician stating that the teacher's absence was due to illness or disability may be required as seen necessary by the School District. The district will reimburse to the employee the out of pocket expenses for this required medical certificate that is not covered by the health plan of the employee. All applicants must complete and return the Professional Leave form when appropriate. Any period of professional leave taken under this provision must be used simultaneously with any period of leave for which the teacher is eligible under the Family Medical Leave Act.

Subd. 5. Leave Donation. In the event of medical emergency of the employee or a member of their immediate family the employee may request additional days be donated from other staff members. The immediate family shall include spouse or children. In order to access this leave, staff members must have exhausted all of their Professional Leave and Leave Bank days, and provide medical documentation from the doctor indicating the employee's or their immediate family member's significant medical condition. This process can only be used for emergency type medical conditions and cannot be accessed for normal medical procedures such as maternity leave, routine surgery, normal recovery from routine medical procedures, etc. Donated days from/to a teacher will follow current IRS tax law at the time of donation. Teachers can donate up to 3 days per year.

- a) Process. If a staff member has a situation that meets the above criteria, they will submit a written request with documentation of the medical need from a licensed physician. The CEA president will meet with the Superintendent to review the request. Upon approval of the request, the CEA president will send out a request to CEA members requesting Leave Bank donations. Once donated, the days will be transferred to the member requesting the days.

Subd. 6. Borrowing Ahead. A teacher may borrow ahead from future professional leave for an extenuating health or bereavement circumstance, including family leave. A maximum of one year of professional leave may be borrowed. This time will be borrowed from the upcoming year upon approval from the Superintendent. If the teacher leaves the district, any borrowed leave remaining will be repaid to the district at the teacher's average daily rate of pay.

Subd. 7. Days Used in Excess of Allowance. A teacher shall be credited with twelve (12) days Professional Leave at the beginning of each school year. If not used during the school year, this leave will be added to their accumulated leave bank. At the end of a school year a maximum of 120 days (900 hours) of Leave Bank days can be used. For each additional Professional Leave day, the teacher shall have one day's pay deducted from salary by the School District.

Subd. 8. Additional Day: Teachers who are beginning their 15th or more year of employment in the School District will be granted a 13th day of Professional Leave. If the 13th Professional Leave day is not used in the year in which it is earned, the teacher will forfeit the 13th day of Professional Leave but the district will pay \$125 or no lower than the sub rate of pay to the teacher's Health Care Savings/Retirement Plan or cash pay-out.

Subd. 9. Wellness Bonus: Teachers will receive a wellness bonus when 15 hours of sick leave or less is deducted from a teacher's account per year. Coaching Days and Donated Days will not be counted against subd. 9. The bonus will be paid in the following amounts:

0 hours to 7.5 hours	\$250
7.51 hours to 15 hours	\$125

Subd. 10. Unused Leave and Banked Time Over 120 Days (900 hours). Unused Professional Leave days shall be credited to the teacher's Leave Bank. If the teacher's Leave Bank at the end of the school year is in excess of 120 days, teachers shall be compensated at \$125 or no lower than the sub rate of pay. This payment shall be made prior to the end of the contract year either paid out or in a Health Care Savings Plan. The total number of days in the Leave Bank shall not be more than 120 days (900 hours) going into the new school year.

Subd. 11 Limit. The number of teachers on pre-approved Professional Leave at any time shall not exceed 3 per building in elementary, middle school, or high school. Teachers who are taking Maternity Leave shall not be counted. Professional Leave shall be granted on a first-come, first served, basis.

Subd. 12. Prohibitions.

- a) The use of Professional Leave is at the discretion of the teacher; provided, however, Professional Leave shall not be used on parent-teacher conference days, the first week or last week of student contact days of the school year, unless the school board has changed such days from those originally set in the school calendar to make up days lost by reason of inclement weather or other good cause. CEA recognizes that it is the teacher's professional responsibility to be present in the classroom on these days. The Superintendent may grant leave upon written request by the teacher.
- b) Teachers may take up to five (5) days of scheduled Professional Leave consecutively. Teachers may make a written request to the Superintendent for permission to use in excess of five days of consecutive Professional Leave. A leave of six (6) to ten (10) consecutive days may be granted to each teacher once every 3 years. Final approval is subject to the Superintendent's approval. Each request shall stand on its own merit and shall not establish past practice.

Subd. 13. eLearning Day. In the event a teacher has requested professional leave and an eLearning event occurs, a teacher will be credited back with the professional leave day if the following is provided within one week to the superintendent. The first snow day will credited back to the teacher.

- a. A summary of email communication between the teacher and students or parents.
- b. A copy of the communication posted to Google Classroom or Infinite Campus and/or other learning platforms.
- c. Phone or email log with student and parent name(s), time, and content of conversation(s).
- d. Log and evidence of work completed.
- e. Other items of evidence as requested by the Superintendent.

If information submitted is found to be inaccurate, disciplinary action will be taken, and the day will not be credited back.

Section 2. Application for Long Term Disability Insurance Benefits.

Subd. 1. Application. Teachers on disability leave who have met the requirements of the qualifying period for benefits under the long-term disability insurance coverage carried by the School District shall make prompt application for such benefits.

Subd. 2. Qualifications. On qualifying for disability insurance benefits and notifications thereof, the teacher shall be placed on an unpaid medical leave of absence.

Subd. 3. Retention of Unused Leave. A teacher on unpaid medical leave shall retain his or her unused accumulated professional leave and may continue the insurance fringe benefits with use of Professional Leave and Banked Professional Leave to cover the difference between the teacher's regular salary and the workers compensation insurance payments. Neither Professional Leave nor Banked Professional Leave may be used in a manner that results in the teacher receiving more than the teacher's regular salary.

Subd. 4. Notification. The School District shall notify the insurance carrier of any teacher who is on leave of absence due to personal illness or disability for more than sixty (60) days.

Section 3. Worker's Compensation: If a teacher is receiving workers' compensation insurance payments for an injury that occurred while performing job duties for the District, the teacher may use Professional Leave and Banked Professional Leave to cover the difference between the teacher's regular salary and the workers compensation insurance payments. Neither Professional Leave nor Banked Professional Leave may be used in a manner that results in the teacher receiving more than the teacher's regular salary.

Section 4. Bereavement. Leave for bereavement reasons is limited to spouse, child, parents, parents-in-law, grandparents, grandchildren, sibling, and sibling-in-law of the employee. One day per year shall be allowed for the death of a relative or close personal friend not included elsewhere in this bereavement leave.

- a) The request to access Bereavement Leave will be presented to the Superintendent for his/her approval in writing.
- b) The first one (1) day of bereavement leave used will not be deducted from Professional Leave. Teachers must access their annual Professional Leave after the first day, and before accessing Bereavement Leave per this article.
- c) Teachers requesting bereavement leave resulting in an absence for more than five (5) consecutive contract days will access their Leave Bank on the sixth (6th) consecutive day and beyond. A maximum of eleven Professional Leave and Leave Bank days may be used. Additional days may be granted at the superintendent's discretion; and the Superintendent's decision is not subject to the grievance procedure and shall not constitute past practice.

Section 5. Child Care, Maternity, Paternity and/or Adoption Leave: The Board shall grant a child care leave to any teacher who makes a written application for such leave regardless of marital status provided the teacher is the legal guardian caring for the child on a full-time basis.

Subd. 1. A teacher making application for child care leave shall inform the superintendent in writing of intention to take leave at least three calendar months before commencement of the intended leave whenever possible. A pregnant teacher will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

1. An employee may use Leave Bank days for a time period of 50 working contract days from the date of birth or adoption of a child, if the employee has the days in their Leave Bank. Employees may use up to 12 weeks of leave for this purpose under FMLA, however some of it may be unpaid.

Subd. 2. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year-i.e. winter vacation, spring vacation, quarter break. (Adoption leave will commence at the date of home placement).

Subd. 3. In making a determination concerning the commencement and duration of a child care leave, the School District shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the teacher to return to his or her employment prior to the date designated in the request for child care leave.

Subd. 4. A teacher returning from child care leave shall be reinstated to the teacher's original job or to a position of like status and pay. The continuing contract shall remain in effect, and the teacher shall retain all seniority, salary and fringe benefits which the teacher had accrued prior to taking child care leave.

Subd. 5. Teachers completing less than one-half year of teaching prior to taking the leave herein contemplated, on returning to teaching shall be placed on the same step of the salary schedule which they previously occupied. Teachers who have completed one-half or more of the teaching year at the time of taking the leave herein contemplated shall advance one step on the salary schedule on their return to employment. Teachers taking this leave shall retain all seniority and all fringe benefits including such leave which they had accrued prior to taking the leave. Any teacher wishing to continue participation in the health insurance program of the School District while on leave shall pay the cost of the insurance premium until they return from the leave. The benefits of this section shall accrue to both married and unmarried personnel.

Section 6. Sabbatical Leave:

Subd. 1. A sabbatical leave of absence, without pay, of up to one year may be granted at the district's discretion to no more than two full time teachers, upon application for the purpose of engaging in study at the accredited college, university, or in a field reasonably related to the teacher's professional responsibilities, or in a foreign or military teaching program. Upon returning from such a leave, a teacher shall be reinstated to the teacher's original job or to a position of like status, and shall retain all seniority and fringe benefits as would have been accrued had the teacher taught in the Central School District during such period. The School District may grant a sabbatical leave to any teacher, as defined in this contract, who has been employed at least three (3) consecutive years and who has not had a sabbatical leave during the seven years immediately preceding.

Subd. 2. This sabbatical may be extended a total of two years upon a six-month notification to the School District prior to the anniversary date of said sabbatical.

Subd. 3. Teachers completing less than one-half year of teaching prior to taking the leave herein contemplated, on returning to teaching shall be placed on the same step of the salary schedule which they previously occupied. Teachers who have completed one-half or more of the teaching year at the time of taking the leave herein contemplated shall advance one step on the salary schedule on their return to employment. Teachers taking this leave shall retain all seniority and all fringe benefits including such leave which they had accrued prior to taking the leave. Any teacher wishing to continue participation in the health insurance program of the School District while on leave shall pay the cost of the insurance premium until they return from the leave. The benefits of this section shall accrue to both married and unmarried personnel.

Section 7. Professional Visitation Leave:

- d) Subd. 1. Upon approval by the principal, teachers may be allowed one (1) day of release time per teacher for classroom visitation and school observation. This policy is directed toward local area visits only and is not intended to conflict with the policy relating to attendance at state, regional and national conferences and conventions. Such visitations may be used to examine new or innovative types of programs in operation in one of the district schools or in other schools in the local area. Professional Visitation Leave may be granted at the superintendent's discretion; and the Superintendent's decision is not subject to the grievance procedure and shall not constitute past practice.

Section 8. Professional Growth Leave:

Subd. 1. This leave shall encompass seminars, workshops, national convention, and short courses not covered elsewhere in this article. Professional Growth Leave may be initiated by the teacher, coach, supervisor or advisor directly to the School District, may be requested by the teacher and through the administrator or may be directed by the school district.

Subd. 2. The School District shall reserve the right to grant each request on an individual basis. Application may be made for reimbursement of fees, mileage, and meals.

Subd. 3. The School District shall reserve the right to determine reimbursement on an individual basis with the following exception: if the Professional Growth Leave is directed by the school district, the teacher will receive full pay and the district will pay the substitute teacher.

Section 9. Jury Service: A teacher who serves on jury duty or witness obligation shall be granted the day, or days, necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty shall be remitted to the school district.

Section 10 Short Term Emergency Leave: Such leave shall be granted pertaining to emergencies involving the teacher and/or immediate family that are not covered elsewhere in this article. Such leave shall be granted only when no control by the teacher can be exercised over the event. Time will be deducted from their accumulated Leave Bank.

Section 11. Military Leave: Military leaved shall be granted pursuant to applicable law.

Section 12. Unpaid Emergency Leave: Any teacher who has been granted an unpaid leave of absence shall maintain all fringe benefits accrued prior to the teachers leave. To the extent permitted by law, any cost(s) of maintaining fringe benefits while on unpaid leave over three (3) days per school year shall be paid by the teacher if he/she decides to participate and the insurance carrier allows continued participation. This provision does not include approved FMLA.

Section 13. Coaching Day

Subd. 1. Head coaches may use one (1) day to attend a coaching clinic or state level tournament. This benefit is limited to one day per activity for the following activities: football, cross country, volleyball, wrestling, boys' basketball, girls' basketball, track, baseball, softball, golf, speech, dance team, FFA, and drama director.

Request for a Coaching Day must be made in writing three (3) days in advance. The district is responsible for substitute teachers. All other cost are the responsibility of the coach requesting leave.

Subd. 2. Leave granted under this section shall be separate from Professional Leave, Professional Leave Bank.

ARTICLE XII

Unrequested Leave of Absence

Section 1. Unrequested leave of absence. The board may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave is effective at the close of the school year. In placing teachers on unrequested leave, the board is governed by the following provisions:

Subd. 1. Continuing contract teachers: A teacher who has acquired continuing contract rights must not be placed on unrequested leave of absence (ULA) while Tier 1-licensed, Tier 2- licensed, or probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is licensed. Tier 3 and 4 continuing contract teachers shall be placed on unrequested leave of absence in inverse order of seniority, as calculated by initial date of hire as a licensed teacher.

Subd. 2. Exceptions for licensure: Notwithstanding the provisions above, a teacher is not entitled to exercise any seniority when that exercise results in that teacher being retained by the district in a field for which the teacher holds only a provisional license, as defined by the board of teaching, unless that exercise of seniority results in the placement on unrequested leave of absence of another teacher who also holds a provisional license in the same field.

Section 2. Notice to teachers. Following school board action on discontinued positions and school board action proposing placement of teachers on unrequested leave of absence, each individual teacher proposed for placement on unrequested leave of absence shall receive notice of the proposed placement that:

- a) states the applicable grounds for the proposed placement;
- b) provides notice to the teacher of their right to request a hearing on the proposed placement within 14 days from the receipt of the notice; and
- c) provides notice to the teacher that failure to request a hearing will be deemed acquiescence to the school board's proposed placement action.

Section 3. Right to a hearing and decision: If the teacher requests a hearing, teachers proposed for placement on unrequested leave of absence pursuant to school board action shall be entitled to a hearing and challenge the proposed placement pursuant to the grievance procedure as provided in this agreement commencing at the arbitration level.

Section 4. Final board action. Final school board action to place a teacher on unrequested leave of absence must take place prior to July 1. Final school board action must not occur before notice to the teacher as required above and acquiescence, or notice to the teacher as required above and the arbitrator decision.

Section 5. Reinstatement: A teacher placed on unrequested leave of absence shall have rights to reinstatement for a period of five years or until the teacher is fully reinstated, after which the right to reinstatement shall terminate. Teachers placed on unrequested leave of absence must be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the school district in fields in which they are licensed. Reinstatement must be in the inverse order of placement on leave of absence. A teacher on unrequested leave does not forfeit right to reinstatement when accepting a position for less than the full position they were placed on leave from, or when they refuse an offered position.

Section 6. Vacancies and notification: No teacher shall be hired by the School District while any qualified teacher is on unrequested leave of absence in that field of licensure unless the teacher fails to advise the school board of their desire to accept the position within 30 days of the date of notification that a position is available to that teacher on unrequested leave. The district will not apply for a tier 1 or tier 2 teaching license for any individual while a teacher who has acquired continuing contract rights is on unrequested leave of absence unless the position has been offered to and rejected by the teacher on ULA.

Section 7. Seniority: Seniority for purposes of ULA means initial date of service with the school district in a position requiring a license.

Section 8. Seniority tiebreakers: In the case of equal seniority, the following steps will be followed in order until the tie is broken.

Step A. Years of service in teaching to the district

Step B. Total credits beyond a bachelor's degree

Step C. Total graduate level credits beyond a bachelor's degree

Section 9. Benefits while on leave. Teachers placed on unrequested leave of absence shall remain eligible for participation in the school district's group insurance programs at their own expense for the duration of their reinstatement period.

Section 10. Employment rights during leave: A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave.

Section 11. Continuing contract rights and service credits: The unrequested leave of absence must not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service. A teacher's continuing contract must remain in full force and effect, except as modified by mutual consent of the board and the teacher. Any agreement to mutually modify continuing contract rights must be in writing and can only occur after the teacher is provided with an explanation of their rights under the continuing contract statute and an opportunity to consult with the exclusive representative. The School District agrees to provide notice to the exclusive representative of all mutual modifications of continuing contracts prior to the modifications being finalized.

Section 12. Unemployment benefits while on ULA: Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment benefits if otherwise eligible.

Section 13. Terminations: The same provisions applicable to terminations of probationary or continuing contracts in Minnesota Statutes 122A.40 subdivisions 5 and 7 must apply to placement on unrequested leave of absence.

Section 14. Filing Licenses and Preparation of Seniority Lists

Subd. 1. Filing of licenses: In any year in which the School District is placing teachers on unrequested leave of absence, only those teaching licenses actually received by the Superintendent's office as of January 1 of that year are considered for purposes of determining layoff within areas of licensure. A license filed after January 1 will be considered for purposes of recall, but not for layoff.

Subd. 2. Preparation and posting of seniority and licensure lists: By January 15 of each school year, the School District shall create and post a seniority and licensure list. The list will include the name of every teacher, their seniority date, continuing contract or probationary status, and licensure area by tier. The list will be posted at all school buildings in the district and email notification will be provided to teachers when the list is initially posted.

Subd. 3. Request for change: Any teacher with a correction or omission with the seniority and licensure list shall have twenty business days from the date of posting to provide a written request for a change to the seniority and licensure list.

Subd. 4. Final list: Within ten business days after the request for change period has ended, the School District will prepare and post a final seniority and licensure list. The list will be posted at all school buildings in the district and email notification will be provided to teachers. The final seniority and licensure list shall be binding on the School District and any teacher, subject to the grievance procedure.

Section 15. Dropping of a License:

Subd. 1. A teacher shall not be permitted to exercise seniority to displace another teacher in a different licensure area by dropping the license in the subject matter in which the teacher is currently assigned by the School District in order to acquire a different assignment through the ULA process. If a teacher drops the license which qualified the teacher for the teacher's current assignment, the School District may place the teacher on ULA, and the teacher shall have neither bumping rights nor realignment rights to another licensure area.

Subd. 2. Anytime a teacher wishes to drop a license outside of the ULA process, they must receive prior approval from the CEA License Renewal Committee.

Section 16. Vacancies: Whenever a teaching or extra-curricular position becomes available for assignment, the District shall notify, internally -for a minimum of one week, notice of that available position unless after June 1.

Subd. 2. The additional student contact days mandated by the legislators will be accommodated on current workshop days without adding to the current duty days. The particular days shall be determined by the District, but may be discussed in Meet and Confer with the Association. If the law is rescinded, workshop days would remain as is. If funding is provided, the workshop days converted to student contact days will be added back into the schedule and teachers will be compensated for each day on a pro rata basis.

Section 2. Modification in Calendar, Length of School Day:

Subd. 1. In the event of energy shortage, severe weather, or other urgent need, the District reserve the right to modify the school calendar, and, if school is closed on a normal duty day(s) the teacher shall perform duties on such other day(s) in lieu thereof. The District may modify the duty day or week, but with the understanding that the total number of hours shall not be increased hours i.e., a four (4) day week with increased hours per day but the total weekly hours not more than the regular five (5) day week.

Subd. 2 Closures due to snow and /or cold weather will be made up as follows:

1. The first snow day will not be made up.

2. Days 2-6 will be made up through e-learning from staff to students with expectations communicated to staff per Minnesota statute 120A.414

3. In the event there is more than 6 snow/cold weather days, additional days will be made up as student contact days, staff development days or teacher workdays at the Districts discretion. If the days are staff development or workdays, the district will strive to provide teachers with as much time in their classrooms as possible.

4. The district will make every attempt possible to assign those days in conjunction with already scheduled staff days. For example, adding them onto the end of the year or adding them to the beginning of the following year.

5. The District will inform a C.E.A. representative at least 3 weeks ahead of time when scheduling these days.

6. In the event a teacher has requested personal leave and an eLearning event occurs, a teacher will be credited back with the personal leave day if at least two of following is provided within one week to the superintendent.

- a. A summary of the email communication between the teacher and students or parents.
- b. A copy of the communication posted to the Learning Management System (google classroom) and/or other learning platforms.
- c. Phone log with student and parent name(s), time, and content of conversation(s).
- d. Log and evidence of work completed.
- e. Other items of evidence as requested by the Superintendent.

If information submitted is found to be inaccurate, disciplinary action may be taken, and the day will not be credited back.

Section 3. Meet and Confer: Prior to adjusting the calendar, duty day, or duty week in Section 3 hereof, the District shall afford the exclusive representative the opportunity to meet and confer on such matters.

ARTICLE XVI GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by a teacher resulting in a dispute or disagreement between the teacher and the District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The teacher, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

Section 3. Definition and Interpretation:

Subd. 1. Extension. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3. Computation of Time. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark. The filing or services of any notice or document herein shall be timely if it is personally served and the copies countersigned by each party and dated or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted in writing to the District's principal or designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the District's designee.

Section 5. Adjustment of Grievance: The District and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the District in the following manner:

Subd. 1. Level I. If the grievance is not resolved through informal discussions, the District Principal or designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision on Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III. In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five days (5) after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within the twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representatives notify the parties of its intentions to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reserve or modify such decision.

Section 7. Denial of Grievances: Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the teacher may appeal to the next level.

Section 8. Arbitration Procedures: In the event that the teacher and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and the provisions.

Subd. 3. Selection of the Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation

Services to submit a panel of seven arbitrators to the parties, pursuant to the P.E.L.R.A., provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information.

- a) Upon the appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the Superintendent, the submission of the grievance which shall include the following:
 - 1) The issues involved.
 - 2) Statement of the facts
 - 3) Position of the grievant.
 - 4) The written documents relating to Article XV, Section 5, of the grievance procedure.
- b) The District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share, equally, fees and expenses of the arbitrator, the cost of the transcript or recording if requested by both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, if one party orders a copy of such transcript that party shall pay for such copy.

Subd. 8. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but not be limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, use of technology, the organizational structure, and selection and direction and number of personnel. In consideration of any issue in dispute, the decision of the arbitrator shall give due consideration to the statutory right and obligation of the public School District to efficiently manage and conduct its operation within legal limitations surrounding the financing of such operations.

Subd. 9. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

ARTICLE XVII TEACHER EVALUATION

Section 1: The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of both newly-employed and experienced teachers. Therefore, the following procedure has been agreed to.

Subd. 1. The performance of all teachers shall be evaluated in writing by the building principal, building QComp

leader, and/or director of special education if applicable. Full-time probationary teachers shall be evaluated at least three times during the school year, two evaluations in the first semester and another in the second semester. Part time probationary teachers shall be evaluated on a pro rata basis. Tenured teachers shall be evaluated two times per year; once by building principal and once by the building QComp leader.

Subd. 2. Two (2) copies of the written evaluation shall be submitted to the teacher within ten (10) days thereafter: one to be signed and returned to the administration, the other to be retained by the teacher.

ARTICLE XVIII STAFF TRAVEL

Section 1. Between School Travel: Teachers required to travel between Central Elementary School and Central High School shall be reimbursed at the rate of 25 cents per one way trip. Employees eligible to receive this reimbursement must make written application to the Superintendent for approval.

Section 2. Other Travel: Teachers required to travel for school approved activities will be reimbursed at a rate established by the District in its yearly re-organizational meeting. Teachers eligible to receive this reimbursement must have prior written approval from the Superintendent or designee.

ARTICLE XIX EARLY CHILDHOOD FAMILY EDUCATION TEACHERS

Section 1. Statutory Considerations: Pursuant to Minn. Stat. 122A.26, an Early Childhood Family Education (ECFE) teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aid or ECFE aid, must meet licensure requirements as a teacher. However, Minn. Stat. 122A.26 specifically provides that such licensure shall not be construed to bring such an ECFE teacher within the definition of a teacher for purposes of Minn. Stat. 122A.40 .

Section 2. Application of Agreement: The parties recognize that the employment of ECFE teachers is a unique and market driven, and accordingly requires particular consideration in the contract because of this unique relationship. ECFE Teachers will not be required to reapply for their position if their working hours increase/decrease.

Section 3. Probationary Period: The probationary period of ECFE teachers shall be three school years of continuous service. During the probationary period the District shall have the unqualified right to suspend, discharge or otherwise discipline an employee, and the employee shall have no recourse to the grievance procedure. Upon completion of the probationary period, an employee may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

Section 4. Placement on Salary Schedule: An ECFE teacher who has experience in another school system or in other fields of endeavor will be placed on Schedule E as agreed upon between the District and said teacher.

ARTICLE XX DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its execution through June 30, 2023, and thereafter until modifications are made pursuant to the P.E.L.R.A. If the exclusive representative desires to modify or amend this Agreement commencing on July 1, 2023, it shall give written notice of such intent no later than April 1, 2023. If notice is not timely served, the District shall not be required to negotiate any terms of employment for the following school year. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: The Agreement constitutes the full and complete Agreement between the District and the C.E.A. representing the teachers of the District. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning terms and conditions of employment inconsistent with those provisions. Nothing in this Agreement shall be construed to obligate the District to continue or discontinue existing or past practices, or prohibit the District from exercising all management rights and prerogatives, except insofar as this would be in express violation of any terms of the Agreement.

Section 3. Finality: Any matters relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 4. Severability: The provisions of the Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For Central Education Association

For School District No. 108

(President)

(Chairperson)

(Secretary)

(Clerk)

(CEA Negotiator)

(Chief District Negotiator)

Dated this ____ day of _____, ____

Dated this ____ day of _____, ____

Schedule A 2021-22

STEP	BA	BA15	BA30	BA45	BA60	BA75/MA	MA15	MA30	MA45	MA60
Prob 1	41,750	42,328	43,024	43,972	44,919	45,863	46,814	47,759	49,026	49,655
Prob 2	42,652	43,385	44,208	45,271	46,339	47,404	48,472	49,535	50,603	51,663
Prob 3	43,551	44,446	45,392	46,576	47,759	48,946	50,127	51,317	52,499	53,683
Career 1	44,450	45,503	46,576	47,877	49,183	50,483	51,787	53,085	54,389	55,693
Career 2	45,351	46,562	47,759	49,183	50,603	52,022	53,444	54,866	56,462	57,708
Career 3	46,249	47,620	48,946	50,483	52,022	53,558	55,104	56,643	58,178	59,722
Career 4	47,146	48,679	50,127	51,787	53,444	55,104	56,760	58,417	60,071	61,737
Career 5	48,045	49,737	51,317	53,085	54,866	56,643	58,417	60,192	61,968	63,744
Career 6	48,996	50,797	52,499	54,389	56,285	58,178	60,071	61,968	63,863	65,761
Career 7	49,895	51,855	53,683	55,693	57,708	59,722	61,737	63,744	65,761	67,774
Career 8	50,792	52,914	54,866	56,995	59,127	61,262	63,391	65,520	67,651	69,786
Career 9	52,247	53,972	56,051	58,299	60,546	62,801	65,045	67,301	69,547	71,793
Career 10	52,247	55,423	57,233	59,598	61,968	64,337	66,703	69,073	71,440	73,807
Career 11	52,247	55,423	58,968	61,445	63,924	66,403	68,877	71,355	73,830	76,310

In order to move up the career ladder, the following three (3) conditions must be met:

- 1) Meet your personal growth goal that was set by the individual and approved by the PLC and building Q-Comp leaders
- 2) 90% PLC attendance, not counting absences for school functions, approved extended leaves (maternity, medical, etc.) or other circumstances (approved by the Q-Comp committee)
- 3) With – Unsatisfactory =1, Basic = 2, Proficient = 3, and Exemplary = 4, achieve an average score of 2.0 or higher on one evaluation

Teachers who have been on career 11 for one year or more shall receive an additional \$600

Teachers who have been on career 11 for two years or more shall receive an additional \$350

Schedule B 2022-23

STEP	BA	BA15	BA30	BA45	BA60	BA75/MA	MA15	MA30	MA45	MA60
Prob 1	42,961	43,555	44,272	45,247	46,222	47,193	48,172	49,144	50,448	51,095
Prob 2	43,889	44,643	45,490	46,584	47,683	48,779	49,878	50,972	52,071	53,161
Prob 3	44,814	45,735	46,709	47,926	49,144	50,366	51,581	52,805	54,021	55,240
Career 1	45,739	46,823	47,926	49,265	50,609	51,947	53,288	54,624	55,967	57,308
Career 2	46,666	47,913	49,144	50,609	52,071	53,531	54,994	56,458	58,099	59,381
Career 3	47,590	49,001	50,366	51,947	53,531	55,111	56,702	58,285	59,865	61,454
Career 4	48,513	50,091	51,581	53,288	54,994	56,702	58,406	60,111	61,813	63,527
Career 5	49,438	51,179	52,805	54,624	56,458	58,285	60,111	61,938	63,765	65,593
Career 6	50,416	52,270	54,021	55,967	57,917	59,865	61,813	63,765	65,716	67,668
Career 7	51,342	53,359	55,240	57,308	59,381	61,454	63,527	65,593	67,668	69,739
Career 8	52,265	54,449	56,458	58,648	60,842	63,038	65,229	67,420	69,612	71,810
Career 9	53,762	55,537	57,676	59,990	62,302	64,622	66,931	69,253	71,564	73,875
Career 10	53,762	57,030	58,893	61,327	63,765	66,203	68,637	71,077	73,512	75,948
Career 11	53,762	57,030	60,678	63,226	65,778	68,328	70,874	73,424	75,971	78,524

In order to move up the career ladder, the following three (3) conditions must be met:

- 1) Meet your personal growth goal that was set by the individual and approved by the PLC and building Q-Comp leaders
- 2) 90% PLC attendance, not counting absences for school functions, approved extended leaves (maternity, medical, etc.) or other circumstances (approved by the Q-Comp committee)
- 3) With – Unsatisfactory =1, Basic = 2, Proficient = 3, and Exemplary = 4, achieve an average score of 2.0 or higher on one evaluation

Teachers who have been on career 11 for one year or more shall receive an additional \$600

Teachers who have been on career 11 for two years or more shall receive an additional \$350

SCHEDULE C

Group I (12, 14, 16)

Head Boys Basketball
Head Wrestling
Head Football
Head Girls Basketball
Head Volleyball
Head Track

Group II (9, 10.5, 12)

Head Cross Country
Senior High Band
Asst. Volleyball
Asst. Girls Basketball
Head Baseball
Asst. Boys Basketball
Asst. Football
Head Softball
Asst. Wrestling
School Annual
Cheerleading Advisor
Dance Team Coach

Group III (7, 8, 9)

Head Speech
Director of Musical
*9th Gr. Football
7th & 8th Girls Basketball
9th Volleyball
7th & 8th Volleyball
Asst. Cross Country
Asst. Softball
Asst. Baseball
Asst. Track
7th & 8th Boys Basketball
**7th & 8th Football
9th Boys Basketball
9th Girls Basketball
M.S. Wrestling
Technovation
Robotics
** 6.5, 7.5, 8.5%
*7.5, 8.5, 9.5%

Group IV (5, 6, 7)

9th Gr. Baseball
9th Gr. Softball
Head Golf
Asst. Speech
^ AAA Program
FFA Advisor
3 Act Play Director
Music Director of
Musical
Asst. Dance Team Coach

Group V (4, 5, 6)

^ HS Student Council
Advisor
Staff Accompanist for Musical
One Act Play
Elementary/M.S./ Band
NHS Advisor
M.S. Track - Girls & Boys
7th & 8th Softball
7th & 8th Gr. Baseball
Assistant Golf
Assistant FFA Advisor

Group VI (3, 4, 5)

Prom Advisor
Coronation Advisor
^ Staff Accompanist
Vocal High School
^ M.S. Student Council

Group VII (1, 1.5, 2)

Vocal Grade School
M.S. Yearbook
*Science Fair
FCCLA Advisor
*M.S. Choir Director

Group VII (continued)

H.S. Knowledge Bowl Advisor
M.S. Knowledge Bowl Advisor
^ Elementary Student Council
Advisor
HS Math Team Advisor
MS Math Team Advisor

Group VIII

Math Masters &
Math Counts
\$100/grade
Spelling Bee- \$300 (3)
Senior Class Advisor-
\$125 (2)
Junior Class Advisor -
\$125 (2)
Soph. Class Advisor -
\$125
Freshman Class Advisor-
\$100
International Club Advisor -
\$150

6th Class 1/7 of base pay
AD 19% (of base pay)
Special Ed Lead Teacher
1/7 of base pay

The three different figures in parentheses refer to the percentage of the base salary, based on "years" of experience, the first number being 1 to 3 years experience, the second being 4 to 6 years, and the third being 7 or more years experience. Experience compensation shall be paid at the conclusion of the assignment. Therefore experience shall accrue at the conclusion of the assignment. Prior years experience in an activity may be considered for placement on this schedule. Positions assigned that are on the extra curricular schedule shall be paid according to that schedule.

^ Where responsibilities are shared, the dollar amounts will also be shared as determined by those involved. Take the person with the most years (divided) by the number of people.

The district will Meet and Confer with the C.E.A. regarding placement of new positions on Schedule C during the term of this contract.

2021-2023

Schedule D

Career Increments

Career Increments will be paid to any teacher with 20 years' service in the district. The payments will commence on the beginning of the 20th year as follows:

Years of Service	BA	BA+15	BA+30	BA+45	BA+60	75/MA	MA+15
	MA+30	MA+45	MA+60				
20		500	500	500	500	500	500
	500	500	600				
24		500	500	500	500	500	500
	500	500	600				
28		400	400	400	400	400	400
	400	400	400				
32		400	400	400	400	400	400
	400	400	400				

The dollar amounts will be paid each year. Example: A payment of \$500 will be paid at the beginning of the 20th year to a teacher in the BA +60 lane. The teacher will receive that \$500 payment during the 21st, 22nd, and 23rd year. An additional \$500 will be paid for the 24th and succeeding years until the 32nd year when an additional \$400 will be paid for that year and succeeding years.

**SCHEDULE E
E.C.F.E. TEACHERS
2021-2022**

<u>STEP</u>	<u>TEACHER</u>	<u>LEAD TEACHER</u>
1	24.75	27.18
2	25.52	27.97
3	26.37	28.80
4	26.76	29.60
5	27.97	30.39
6	28.80	31.21
7	29.60	32.04
8	30.39	32.25
9	31.21	33.06
10	32.04	34.46

**E.C.F.E. TEACHERS
2022-23**

<u>STEP</u>	<u>TEACHER</u>	<u>LEAD TEACHER</u>
1	25.15	27.58
2	25.92	28.37
3	26.77	29.20
4	27.16	30.00
5	28.37	30.79
6	29.20	31.61
7	30.00	32.44
8	30.79	32.65
9	31.61	33.46
10	32.44	34.86

Memorandum of Understanding (MOU)

Central Public Schools (herein referred to as the “District”) and Central Education Association (herein referred to as “CEA”) agree to the following:

1. For the purpose of formulation of the 2022-23 school calendar, the district shall assign student contact days the equivalent in time 172 teacher days per Article 13, Section 1 and the past practice of having 172 student contact days.
2. When the number of equivalent student contact days is determined by the district, an equivalent number of days shall be reduced from 181 per Article 15, Section 1, Subd. 1.
3. The purpose is to condense the calendar, on a trial basis since the 2021-22, to begin student days after Labor Day and end student days before Memorial Day.
4. No days will be assigned on the calendar in the month of July.
5. This agreement shall continue for the purpose of calendar development unless:
 - A. The District refuses to involve CEA in the calendar development process;
 - B. Student contact days happen in August without a major building project.

Memorandum of Understanding (MOU) for Attachment in Year 2021-2022

MOU to add 10 professional leave bank days for 2nd year teachers in conjunction with Professional Leave days from above in contract year 2021 – 2022 and if teacher has exhausted all Professional Leave and Professional Leave Bank days due to child care or approved medical leave.

MOU to add 5 professional leave bank days for 3rd year teachers in conjunction with Professional Leave days from above in contract year 2021 – 2022 and if teacher has exhausted all Professional Leave and Professional Leave Bank days due to child care or approved medical leave.

**Central Public Schools
Independent School District 108
Norwood Young America, Minnesota**

**BOARD OF EDUCATION RESOLUTION APPOINTING ELECTION JUDGES FOR THE SCHOOL
DISTRICT ELECTION TO BE HELD NOVEMBER 2, 2021**

WHEREAS, Central Public Schools ISD#108 will be conducting an election on November 2, 2021 and

WHEREAS, pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a school district election must be appointed by the board of that school district; and

WHEREAS, persons selected to serve meet all requirements of MN statute and county administrative policy, and have been trained and certified pursuant to law.

NOW THEREFORE, BE IT RESOLVED BY THE SCHOOL BOARD OF Central Public Schools ISD#108, STATE OF MINNESOTA, as follows:

1) The individuals listed in Attachment A are hereby appointed to serve as election judges for the School District Election to be held on November 2, 2021.

2) In the event circumstances require judges to be appointed in addition to the persons named in this resolution, the Clerk of Election is authorized to appoint as necessary, provided the persons appointed meet all requirements of MN statute and administrative policy.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Sara Eischens – Board Chair

Tim Schochenmaier – Superintendent

Attachment A

Election Judges Appointed to Serve Central Public Schools Election of November 2, 2021

Judge Board Report, 2021 Local Fall Election Special Election, Tuesday, November 2, 2021

Central Public Schools ISD 108. District Office 531 Morse Street NYA, MN 55368. Polling Place
Norwood Young America City Hall 310 Elm Street Norwood MN 55368

7:15AM – 2:15PM Judges:

Kaarin Foede – Head Judge

Sunny Hasse

Faye Ernst

Karen Kamps

2:15 – Ballot Count Judges:

Lori Kasel – Head Judge

Marilee Widmer

Karen Otto

Missy Mueller

Ballot Board:

Mark Lagergren

Lynn Peterson