



**School Board Regular Meeting  
Monday, December 14, 2020; 7:00 PM  
Virtual**

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Excellence in Action: National Board Certified Teachers; Special Recognition of Mary Manderfeld - Naming Facilities**

***Meeting Recessed***

- **World's Best Workforce Public Hearing**  
**Presenter:** Donna Roper, Director of Research and Evaluation
- **Taxes Payable in 2021 Public Hearing**  
**Presenter:** John Toop, Director of Business Services

***Meeting Resumed***

**IV. Reading of Community Input Regarding Agenda Items**

**V. Consent Agenda**

- A. Minutes
  - November 12, 2020 special meeting
  - November 16, 2020 work session
  - November 16, 2020 regular meeting
  - December 1, 2020 work session
- B. Personnel Recommendations
- C. Expenditures Payable, November 2020
- D. CES Lease Agreements
  - West Metro Credit Union
  - Yamaha
- E. Facility Fee Increases
- F. MSHSL Fee Increase
- G. Purchase of Website Content Management System from Finalsight
- H. Communications Survey down payment
- I. Designation of Polling Places
- J. Special Recognition, Naming Facilities
- K. Letter to Governor Walz

**VI. Discussion/Reports**

- A. New Course Proposals  
**Description:** As part of our continuous improvement efforts, each year the Teaching and Learning department brings forth proposals for new courses and recommendations for course changes for School Board review. These proposals and recommendations are generated by district and building staff, reviewed and refined through a committee process, and presented to the School Board for consideration.

**Presenters:** Jody De St. Hubert, Director of Teaching and Learning; Gavin Mclean, Secondary Science Lead; and Katrina Stern, Secondary Science Professional Development & Course Design Support

B. Policy Review (410, 414-415, 430, 434, 435)

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

**Presenters:** Board Policy Committee

C. Secondary Grade Reporting Recommendations, 20-21 School Year (*walked in*)

**Description:** Due to the COVID-19 Pandemic, a few grading adjustments are recommended for 2020-2021 Grading Process. This report provides background and recommendations for grading at the middle and high schools.

**Presenters:** Dr. Randy Smasal, Andrew Beaton Shawn Dudley, Dr. Timothy Anderson

D. Update from Board ad hoc Committee on COVID Testing (*moved from Information*)

**Description:** An update on the work of the Board ad hoc Committee on COVID Testing

**Presenters:** Members Fox, Greene and Michaelson

## VII. Action

A. Technology Levy Referendum Vote Date

**Description:** The 2020-21 school year marks the end of the ten-year technology levy. The funds from this levy allowed the district to upgrade technology and infuse technology into our instructional practices.

**Presenters:** Steve Buettner, Director of District Media and Technology Services; John Toop, Director of Business Services

**Recommendation:** Set the date for the vote on the technology levy to occur May 11, 2021.

B. Final Tax Levy for 2020 Payable 2021

**Description:** The final tax levy for 2020 payable 2021 represents a 2.73% increase from the previous year.

**Presenter:** John Toop, Director of Business Services

**Recommendation:** Approve the final levy as presented.

C. Guiding Principles for the PreK-12 Comprehensive Literacy Plan

**Description:** At the November 24, 2020, School Board work session, an update was discussed on the process that is being taken in order to complete the Edina PreK-12 Comprehensive Literacy Plan. A draft of the Initial Guiding Change Document was included in that discussion, approval of which will allow the District to move forward with next steps in the planning process.

**Presenters:** Jody De St. Hubert, Director of Teaching and Learning; Dr. Bonnie Houck, Instructional Supervisor for Literacy

**Recommendation:** Approve the PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document.

D. EAC Agreement

**Description:** Negotiations have resulted in a tentative agreement between the District and the Edina Administrative Council, who represent our building principals and assistant principals. The terms and conditions are for a two-year agreement, to be effective July 1, 2020 through June 30, 2022. Members of the bargaining unit have approved the new contract terms and conditions.

**Presenter:** Nicole Tuescher, Director Human Resources and Administrative Services

**Recommendation:** Approve the collective bargaining agreement with the Edina Administrative Council for the 2020-2022 contract years.

E. CES Salaried Employees Guidebook

**Description:** The revised guidebook and appendix include the following: the salaried compensation schedules, in general, will remain the same for 2020-2021; and the district's increase in contribution towards district's health insurance varies from the previous district health insurance contribution as noted.

**Presenter:** Nicole Tuescher, Director Human Resources and Administrative Services

**Recommendation:** Adopt the guidebook and its appendix for the employees under the guidebook.

F. Superintendent's Advisory Council (SAC) Guidebook Appendix

**Description:** At its October 12, 2020 school board meeting, the district noted it did not recommend any increase in the district health insurance contribution, but also noted the administration may bring forth a small increase towards the District's health insurance contribution once the board approves the District's health insurance plan and contributions thereto. The suggest revised appendix adjusts (1) health insurance contribution in light of the approved rates, and also creates alignment between District employees (i.e. EAC - principals); and (2) corrects previously erroneous compensation amounts for two employees under this guidebook.

**Presenter:** Nicole Tuescher, Director Human Resources and Administrative Services

**Recommendation:** Adopt the revised appendix for the employees under the Superintendent's Advisory Council guidebook.

G. Additional Appendices for Non-affiliated Employees

**Description:** These additional appendices cover positions previously affiliated with other groups: (1) student support services supervisors affiliated with the teachers' terms and conditions of employment (app. c); (2) health services coordinator affiliated with the teachers' terms and conditions of employment (app. d); (3) equity and inclusion specialist; cultural liaisons affiliated with the community education salaried employees (app. e); and (4) literacy supervisor affiliated with the principals (app. f).

**Presenter:** Nicole Tuescher, Director Human Resources and Administrative Services

**Recommendation:** Adopt the additional appendices for the employees under the non-affiliated guidebook.

H. Policy Review (406, 423, 424)

**Description:** These policies were reviewed with an eye toward clarity, and alignment with District practice and state and federal statutes. There have been no changes since they were last seen by the Board.

**Presenters:** Board Policy Committee

**Recommendation:** Accept the revised policies as presented.

**VIII. Leadership and Committee Updates**

**IX. Information**

A. Enrollment

- Mobility Report
- Enrollment Report
- Budget in Progress Report

B. Fine Arts Update

C. WBWF Summary Report

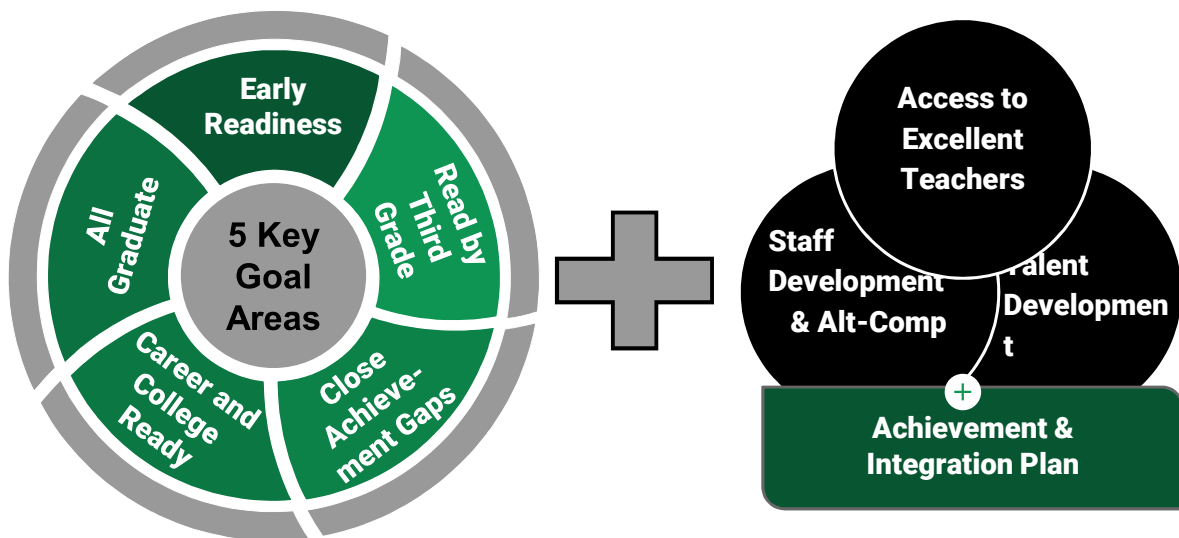
# Edina Public Schools Summary of World's Best Workforce / Achievement & Integration Report

December 14, 2020

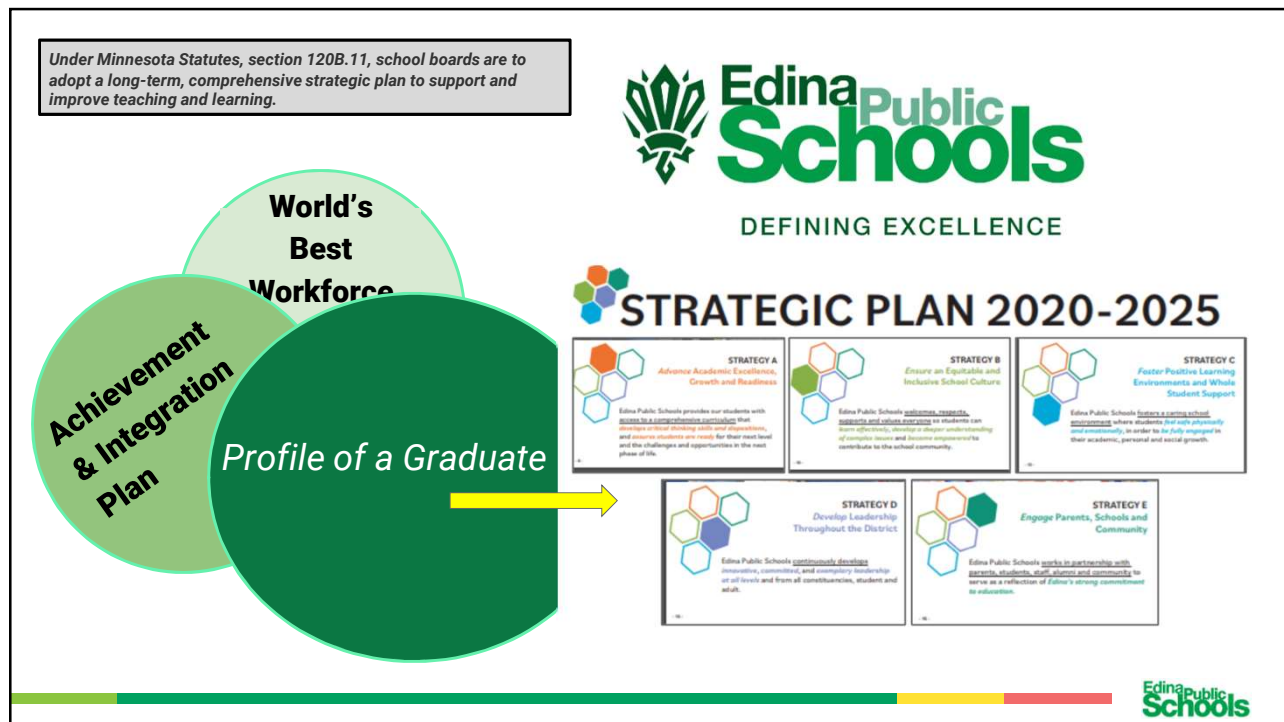
*A Presentation to the Community*



## World's Best Workforce







## Who is Responsible for WBWF?

### Minnesota Department of Education's Role

- Offer support to districts to help implement their WBWF plan in compliance with MN Stat., sect. 120B.11

### School District's Role

- Create a WBWF plan to align curriculum and instruction so that students are college and career ready

### School Board's Role

- Adopt a long-term, comprehensive strategic plan to support and improve teaching and learning
- Hold annual public meetings to report progress

### WBWF Advisory Committee's Role

- Give recommendations on rigorous academic standards and student achievement goals and measures
- Help communicate and engage stakeholders around the plan components

### Community's Role

- Partner with District
- Provide input on the plan
- Support the community strategies

## Summary of WBWF Goals for 2019-20

Goal Area	Summary of 2019-20 Goals	Goal Met
All students are ready for school	Screen all incoming kindergartners Increase % of teachers trained on the Pyramid Model Baseline data on 4-year olds reaching developmental milestones	Met Some
All third-graders can read at grade level.	Increase proficiency on MCA by 3.0 pts (unable to report) 50 percent or more of third grade students will meet or exceed projected growth targets on MAP in reading	Met Some
All racial and economic achievement gaps are closed	Reduce a the difference in performance between FRL and Non FRL student groups by 5.0 points going from 35.7 to 30.7.	Unable to Report
All students are ready for career and college	Increase % of students meeting all four ACT benchmarks by 2.0 pts Increase % of students meeting STEM benchmark by 2.0 pts	Met Some
All students graduate from high school.	Multilingual learner 4-year grad rates increase by 2.0 pts Grad rates for all special population student groups at 85% or better	Not Yet

## Impacts of COVID on World's Best Workforce

Normal in-person learning disrupted March 17, 2020

- Governor's Executive Order: Minnesota's Safe Learning Plan
  - Spring accountability measures suspended or partially completed
  - Participation delays for juniors on statewide ACT
  - Format changes to college-level AP course exams
  - Loss of instructional days to accommodate preparation for new delivery models
  - Committee meeting postponed while district prioritized needed supports to pivot to new learning models

## All Children Ready for School

Goals	Result	Goal Met
100% of Students Screened by Kindergarten	100%	Yes
Increase staff trained in Pyramid from 58% to 75% by EOY	95%	Yes

**4 year olds assessed  
in the winter 2020 [n=107]**

Developmental Milestones by Domain	% Met
Social Emotional	69%
Physical	89%
Language	72%
Cognitive	68%
Literacy	89%
Mathematics	84%

### Strategies:

- ❖ Continue to ensure MN Safe Learning Plan
- ❖ Increase strategic partnerships
- ❖ Supporting professional learning
- ❖ Align systems and processes
- ❖ Maximize play-based learning to increase social emotional skills

- ❖ Roughly 25% of Kindergarten students by the time they enroll, will have participated in Edina's Early Learning programming.

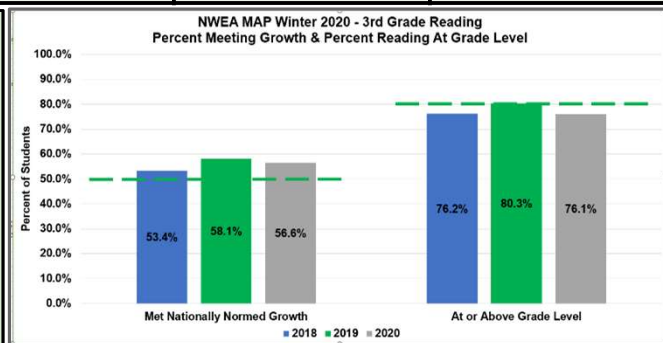
Source: Teaching Strategies GOLD assessments are developmentally appropriate standardized milestone measures aimed at informing continuous improvement efforts of early learning administrators and teaching staff.

## All Third Graders Reading at Grade Level

Goals	Results	Goal Met
Increase MCA Proficiency by 3 percentage points	2018-19 (75.5%)	Unable to Report
Third grade baseline growth above 50%	56.6%	Yes

### Strategies:

- ❖ Implement a Comprehensive Literacy Plan
  - ❖ Identify and support students who may have dyslexia or reading difficulties
  - ❖ Partner with students and families
  - ❖ Implement Tier II and Tier III scientific and evidenced based reading interventions
  - ❖ Develop a support system for Multilingual English Language Learners
  - ❖ Ensure a continuum of resources, including instructional materials, interventions and high quality assessments



Note: (L) Cohorts meeting nationally normed growth targets for the first time at third grade. (R) Research suggests when 80% of the population is at or above grade level, core instruction is high and an effective Multi-Tiered System of Support can occur.

Source: Northwest Evaluation Association Measures of Academic Progress (MAP) Comprehensive Data Files

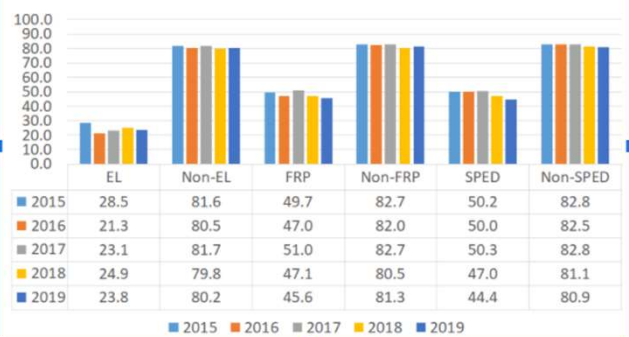
## Racial and Socioeconomic Achievement Gaps Closed

Goal	Results	Goal Met
Reduce the Gap in FRL vs Non FRL by 5.0 points on MCA	from 35.7 to 30.7	Unable to Report

### Strategies:

- ❖ Promote highly effective Professional Learning Communities (PLC's)
- ❖ Use best evidence to understand student strengths and opportunities and match these with high quality instruction
- ❖ Organize timely resources to accelerate and grow the success of every student
- ❖ Engage and develop the collective expertise of learners, their families and the community at large.

MCA III Reading by Special Population 2015 - 2019

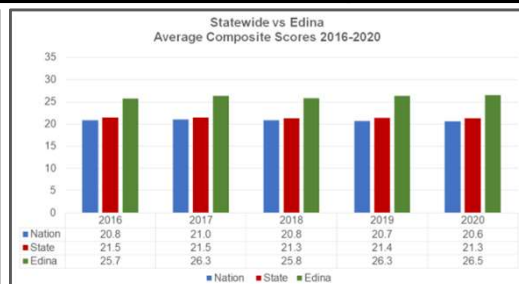
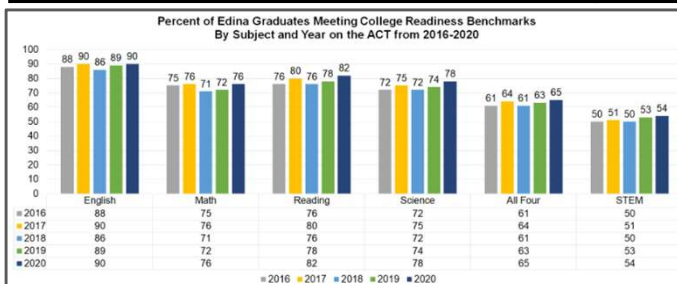


Source: DSR Minnesota Comprehensive Assessment Datafiles

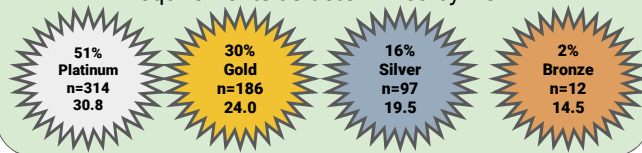
Edina Public Schools

## All Students Career and College Ready

Goals	Results	Goal Met
Increase % of students meeting all four ACT benchmarks by 2.0 pts	from 63 to 65	Yes
Increase % of students meeting STEM benchmark by 2.0 pts	from 53 to 54	Not Yet Met



609 of 612 Seniors earned certificates to meet job skill requirements as determined by ACT.



Average composite score increased by .2 from 26.3 in 2019 to 26.5 in 2020.

**Career Readiness Certificates:** [ACT Job Pro Database](#)

**Platinum:** skills required for roughly 99% of jobs

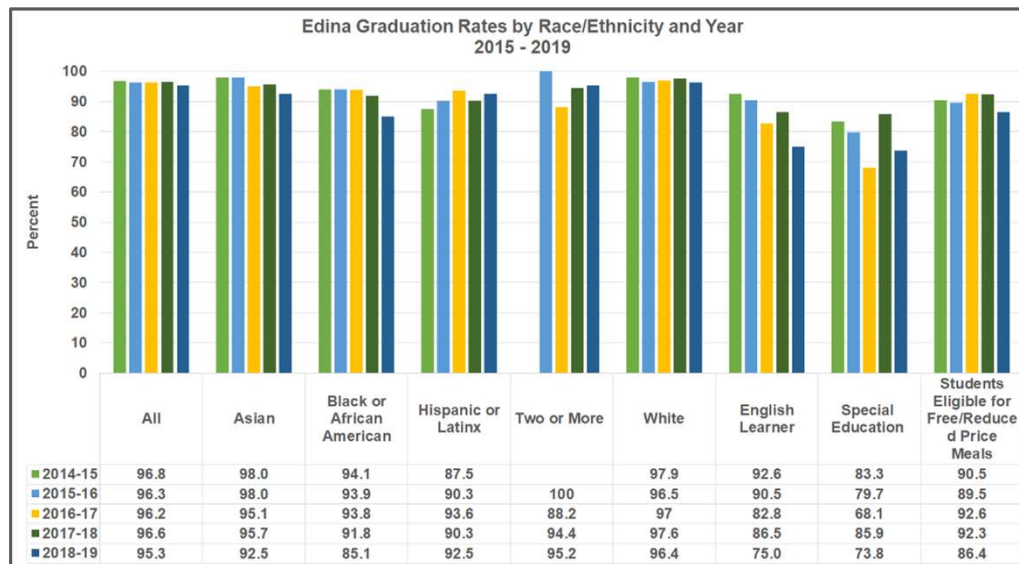
**Gold:** skills required for at least 93% of jobs

**Silver:** skills required for at least 69% of jobs

**Bronze:** skills required for at least 17% of jobs

Source: ACT Profile Report - Graduating Class 2020

## All Students in Edina will Graduate



Source: MDE MN Report Card

Note: Graduation Rates are reported one year in arrears.



**2020 Goal:**  
Increase percent  
of Multilingual  
English Learners  
graduating by  
3.0 points  
Result: [Not  
Met].

## 2017-2020 Achievement and Integration Plan

**Definition:** The purpose of the Achievement and Integration (A&I) for Minnesota program is to pursue racial and economic integration, increase student achievement, create equitable educational opportunities, and reduce academic disparities based on students' diverse racial, ethnic, and economic backgrounds in Minnesota public schools.

### Goal Statements:

- Increase racial and economic integration
- Reduce achievement disparities
- Increase access to effective and diverse teachers

## Achievement and Integration Goals - Year 3

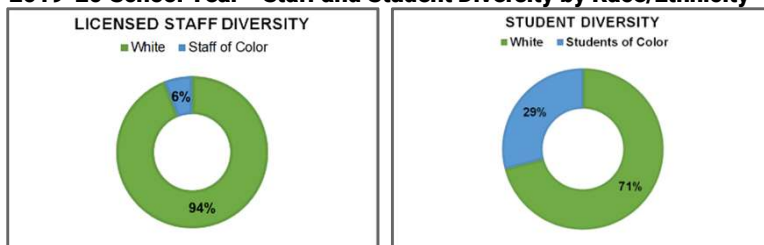
Goals	Three Year Target	2019-20
Third Grade - All Students Reading at Grade Level expectations	Increase Third Grade Proficiency on MCA by 8.0 points, increasing from 78.5 in 2017 to 87.0 in 2020.	Unable to Report
All students are ready for career and/or postsecondary education	The percentage of Grade 12 students who meet all four college readiness benchmarks on the ACT will increase from 61% in 2016 to 70% in 2020.	Not Met (65.0%)

**Achievement and Integration Plan 2020 - 2023** has been developed and was approved by the School Board last February.

## Equitable Access to Excellent Teachers

**Strategic Plan:** Review employee diversity and create goals to ensure that student diversity is reflective in employee diversity.

### 2019-20 School Year - Staff and Student Diversity by Race/Ethnicity



Source: MDE MN Report Card 11-19-20

### Improvement Strategy requires partnering with the State of Minnesota

- ❖ Edina Public Schools will continue to attract, recruit and retain the best teachers.
- ❖ A collaborative plan and process will be developed in the 2021 school year.

### In 2019-20 Edina retains:

- ❖ 17 National Board Certified Teachers (fewer than 450 in the entire State)
- ❖ 36 Licensed Non classroom staff with National Accreditations

# Questions?

Email: [schoolboard@edinaschools.org](mailto:schoolboard@edinaschools.org)



# Thank You





# Edina Public Schools, ISD 273

## Public Hearing for Taxes Payable in 2021

DECEMBER 14, 2020

PRESENTED BY:

JOHN TOOP, DIRECTOR OF  
BUSINESS SERVICES




# Minnesota State Law Requires:

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## **A Public Meeting...**

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

## **...and Presentation of:**

- Current year budget
  - Proposed property tax levy
- 

## Edina Public Schools, ISD 273

### District Revenues and Expenditures

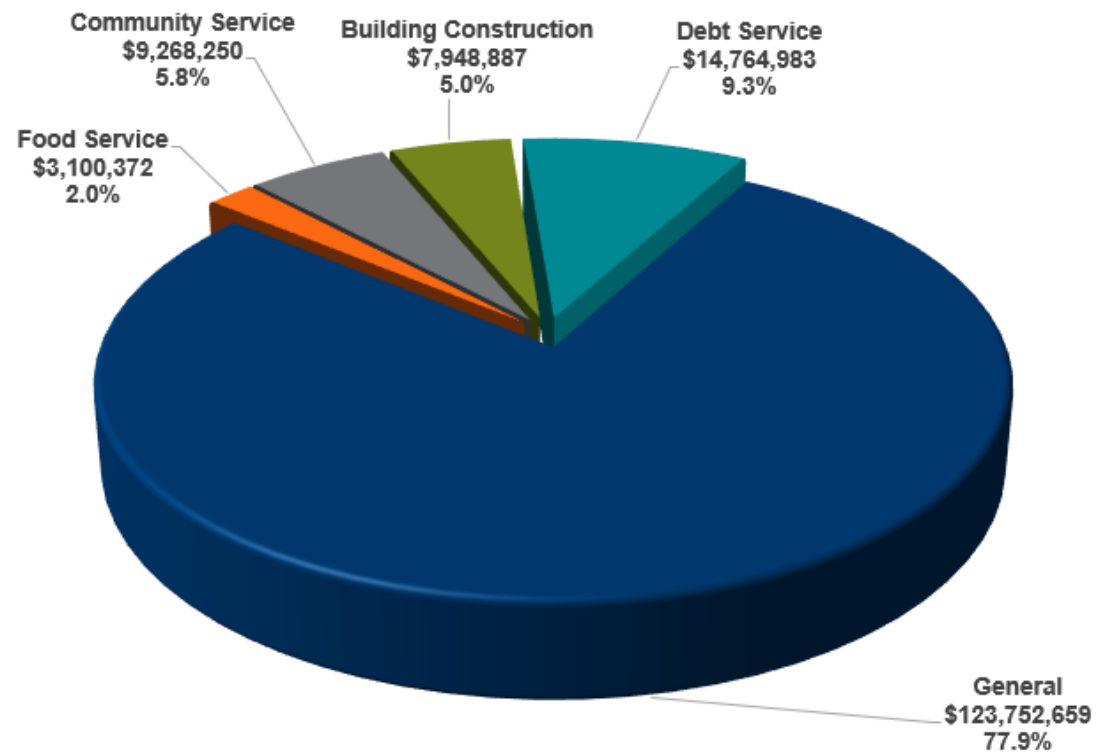
Actual for FY 2020, Budget for FY 2021

FUND	FISCAL 2020 BEGINNING FUND BALANCES	2019-20 ACTUAL REVENUES & TRANSFERS IN	2019-20 ACTUAL EXPENDITURES & TRANSERS	JUNE 30, 2020 ACTUAL FUND BALANCES	2020-21 BUDGET REVENUES & TRANSERS IN	2020-21 BUDGET EXPENDITURES & TRANSFERS	JUNE 30, 2021 PROJECTED FUND BALANCES
General/Restricted	\$2,649,783	\$18,867,779	\$20,058,329	\$1,459,232	\$18,645,884	\$18,688,311	\$1,416,805
General/Other	11,557,731	99,486,301	97,609,171	13,434,861	105,106,775	104,560,522	13,981,114
Food Service	1,100,255	2,475,919	2,649,049	927,125	3,100,372	3,082,555	944,942
Community Service	932,204	7,453,883	7,858,032	528,055	9,268,250	8,984,503	811,802
Building Construction	25,077,215	7,208,234	19,192,474	13,092,975	7,948,887	22,463,704	(1,421,842)
Debt Service	2,596,972	38,060,549	37,630,560	3,026,960	14,764,983	14,630,538	3,161,405
Internal Service	489,605			601,205			601,205
Total All Funds	\$44,403,764	\$173,552,665	\$184,997,616	\$33,070,414	\$158,835,151	\$172,410,133	\$19,495,432

## Edina Public Schools, ISD 273

Revenue - All Funds

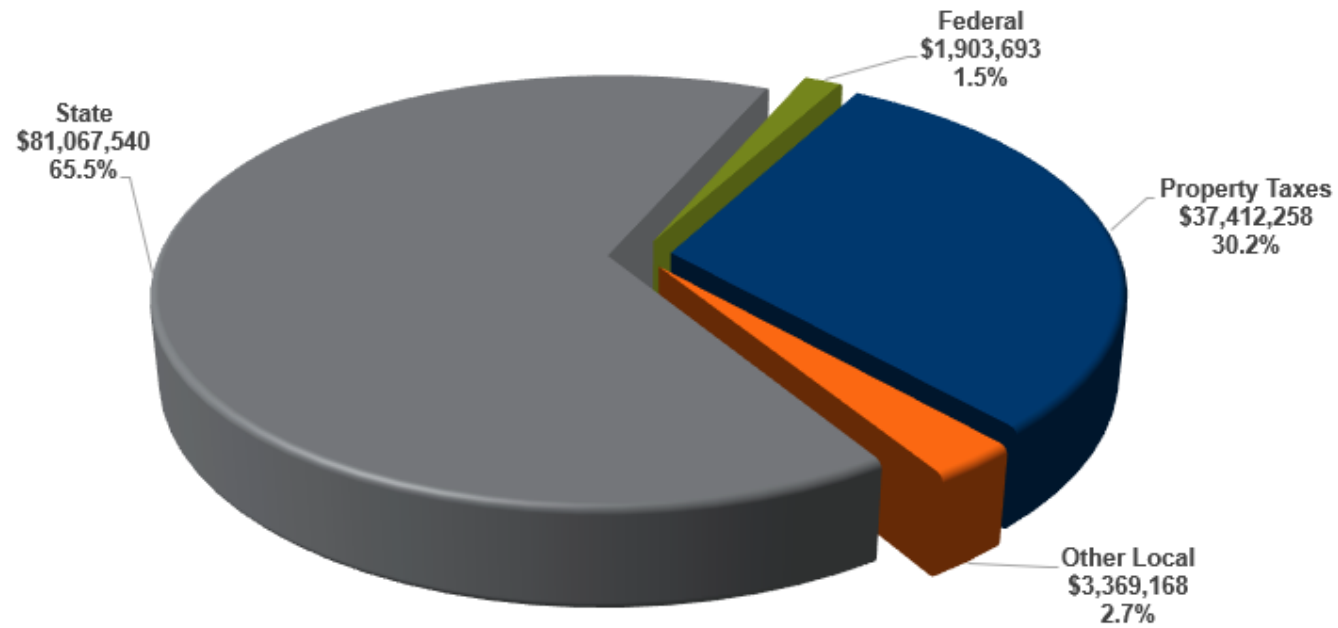
2020-21 Budget \$158,835,151



## Edina Public Schools, ISD 273

General Fund Revenue

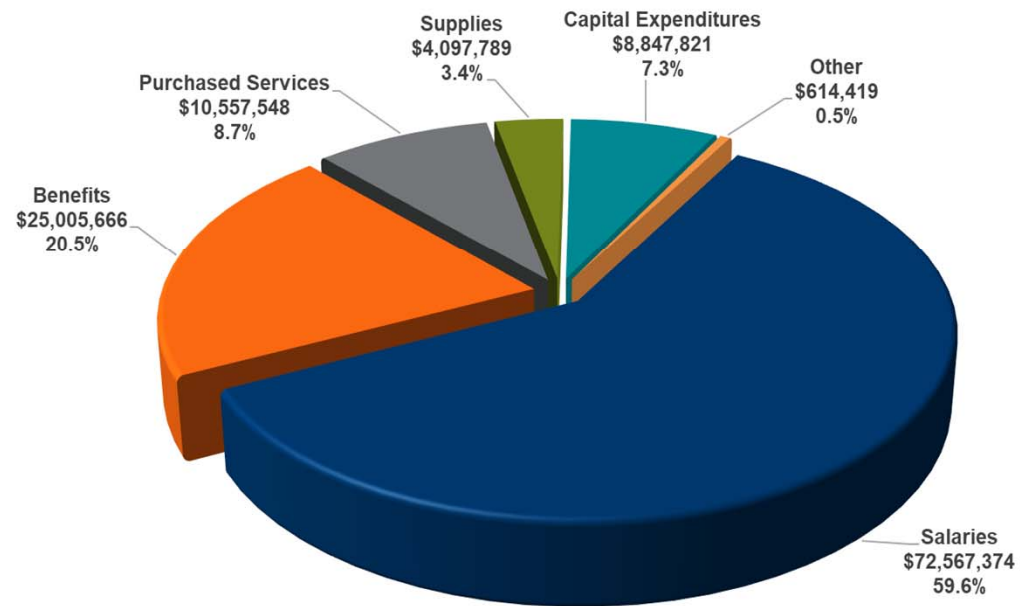
2020-21 Budget \$123,752,659



## Edina Public Schools, ISD 273

General Fund Expenditures by Object

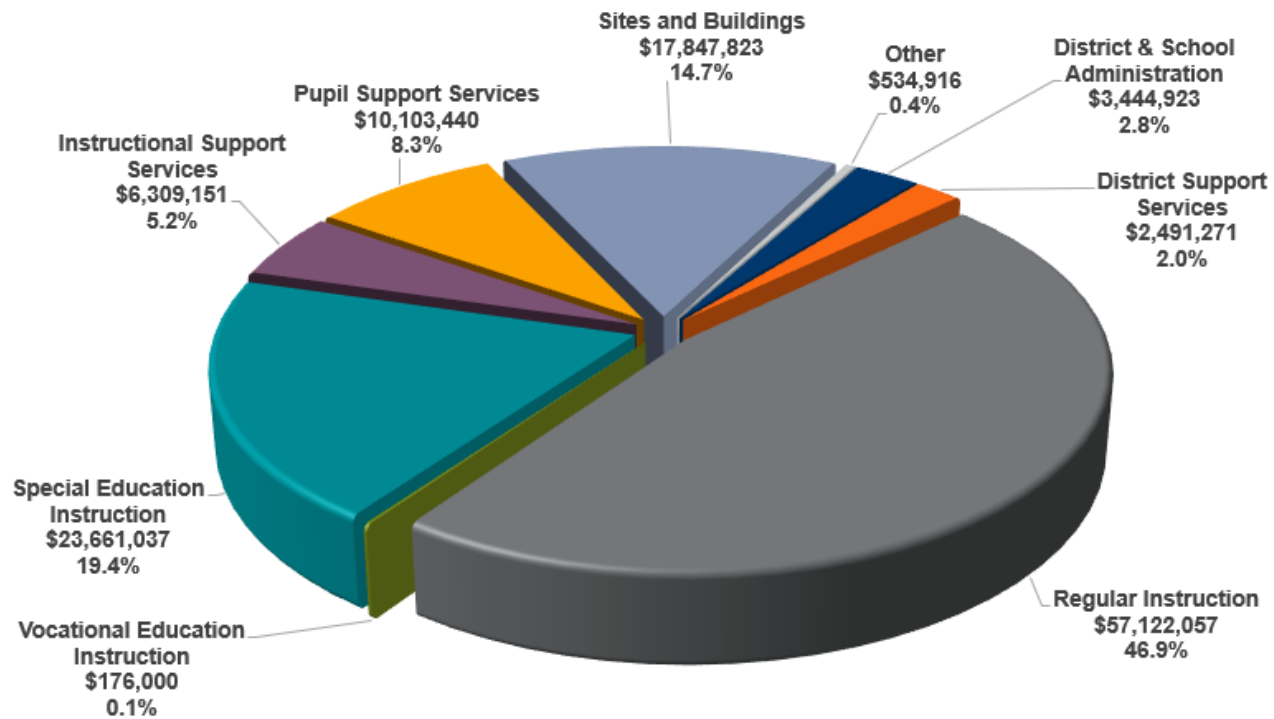
2020-21 Budget \$121,690,618



## Edina Public Schools, ISD 273

General Fund Expenditures by Program

2020-21 Budget \$121,690,618



# Overview of Proposed Levy Payable in 2021

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- Proposed property tax levy for 2021 increases from 2020 by \$1,617,428 or 2.7%
  - Includes decrease of \$168,852 from proposed levy approved by School Board in September, because District refinanced some of its existing bonds
  - Total savings from refinancing was approximately \$750,000, with reduction in debt service levies for taxes payable in 2021 through 2025
- Reasons for major increases and decreases in levy are included on following slides

## Edina Public School District, ISD 273

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

<b>Fund Levy Category</b>	<b>Actual Levy Payable in 2020</b>	<b>Proposed Levy Payable in 2021</b>	<b>\$ Change</b>	<b>% Change</b>
<b>General</b>				
Voter Approved Operating Referendum	\$16,342,359	\$16,736,234	\$393,874	
Local Optional Revenue (LOR)	6,661,106	6,642,282	(18,824)	
Equity	654,129	638,625	(15,503)	
Capital Project - Technology Referendum	6,277,203	6,477,669	200,466	
Operating Capital	1,132,953	1,177,300	44,347	
Alternate Teacher Compensation	818,224	815,447	(2,777)	
Achievement and Integration	343,565	363,902	20,337	
Safe Schools	469,537	468,211	(1,326)	
Other Post-Employment Benefits (OPEB)	752,088	915,708	163,620	
Long Term Facilities Maintenance	8,954,454	9,932,766	978,312	
Instructional Lease	774,080	784,218	10,138	
Other	181,842	261,842	80,000	
Prior Year Adjustments	121,390	(485,851)	(607,241)	
<b>Total, General Fund</b>	<b>\$43,482,931</b>	<b>\$44,728,354</b>	<b>\$1,245,423</b>	<b>2.9%</b>
<b>Community Service</b>				
Basic Community Education	\$306,969	\$306,969	\$0	
Early Childhood Family Education	324,815	316,967	(7,848)	
School-Age Child Care	482,902	443,959	(38,943)	
Other	11,706	12,110	404	
Prior Year Adjustments	(26,289)	37,747	64,036	
<b>Total, Community Service Fund</b>	<b>\$1,100,103</b>	<b>\$1,117,752</b>	<b>\$17,649</b>	<b>1.6%</b>
<b>Debt Service</b>				
Voter Approved	\$12,963,570	\$13,225,119	\$261,549	
Long-Term Facility Maintenance	2,385,574	2,263,060	(122,514)	
Reduction for Debt Excess	(772,133)	(460,685)	311,448	
Prior Year Adjustments	147,972	51,846	(96,126)	
<b>Total, Debt Service Fund</b>	<b>\$14,724,983</b>	<b>\$15,079,339</b>	<b>\$354,357</b>	<b>2.4%</b>
<b>Total Levy, All Funds</b>	<b>\$59,308,017</b>	<b>\$60,925,445</b>	<b>\$1,617,428</b>	<b>2.7%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	35,080,756	35,641,797	561,041	
Other	24,227,260	25,283,648	1,056,387	
<b>Total</b>	<b>\$59,308,017</b>	<b>\$60,925,445</b>	<b>\$1,617,428</b>	<b>2.7%</b>



# Explanation of Levy Changes

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**Category:** General Fund – Voter Approved Operating Referendum

**Change:** +\$393,874

**Use of Funds:** General Operating Expenses

**Reason for Change:**

- Voter approved operating referendum authority includes an annual inflationary increase
- Inflation factor is determined by the State, as set in statute

# Explanation of Levy Changes

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**Category:** General Fund – Long Term Facility Maintenance (LTFM)

**Change:** +\$978,312

**Use of Funds:** Facilities Maintenance

**Reason for Change:**

- District is eligible for LTFM revenue based on state-approved project costs
- Projects are financed through a combination of annual General Fund levies and bond issues
- Levies are coordinated with other capital and debt levies to maintain a level tax rate for the levies

# Explanation of Levy Changes

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**Category:** General Fund – Prior Year Adjustments

**Change:** -\$607,241

**Use of Funds:** General Operating Expenses

**Reason for Change:**

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted
- Adjustments in a few categories for taxes payable in 2021 are larger negative amounts as compared to the adjustments for taxes payable in 2020

# Explanation of Levy Changes

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**Category:** Debt Service Fund – Reduction for Debt Excess

**Change:** +\$311,448

**Use of Funds:** Payments on bonds

**Reason for Change:**

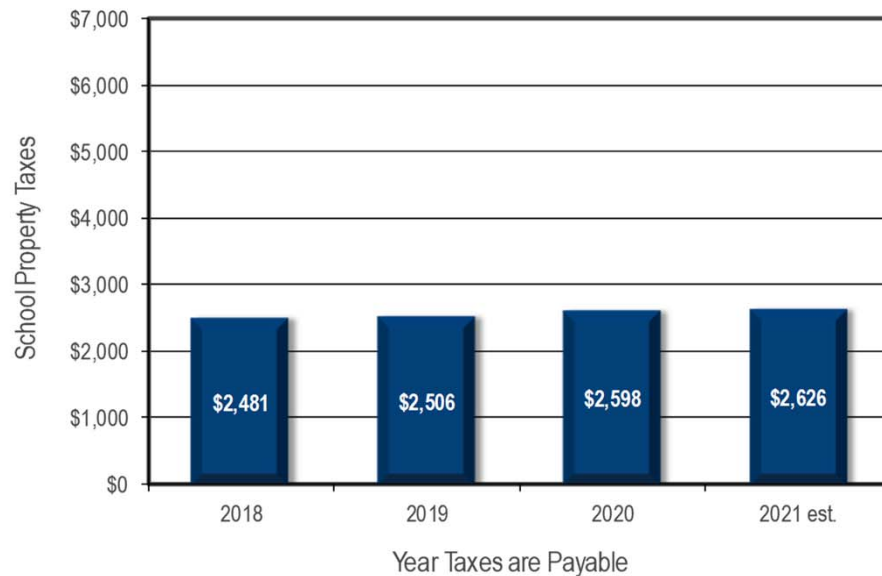
- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Since delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balance

## Edina Public Schools, ISD 273

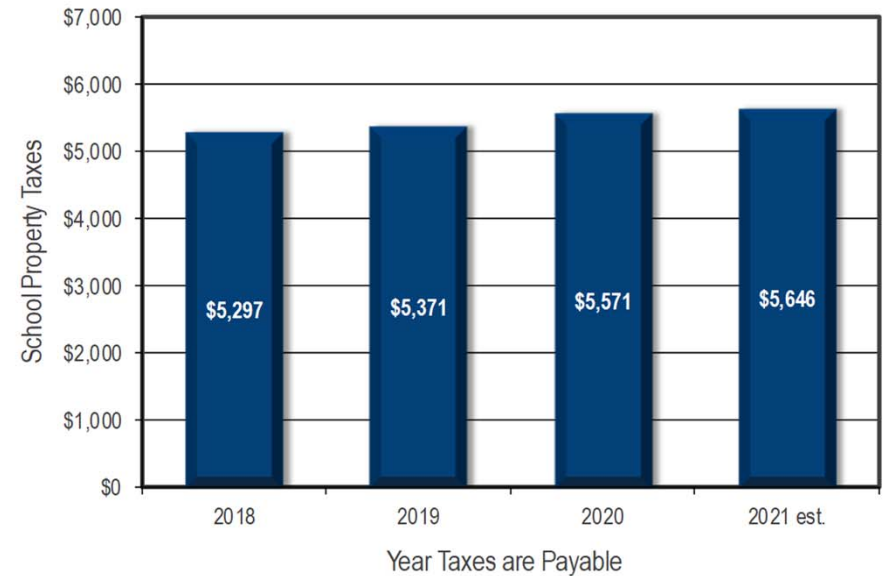
Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

**Example 1: \$500,000\* Residential Homestead Property**



**Example 2: \$1,000,000\* Residential Homestead Property**



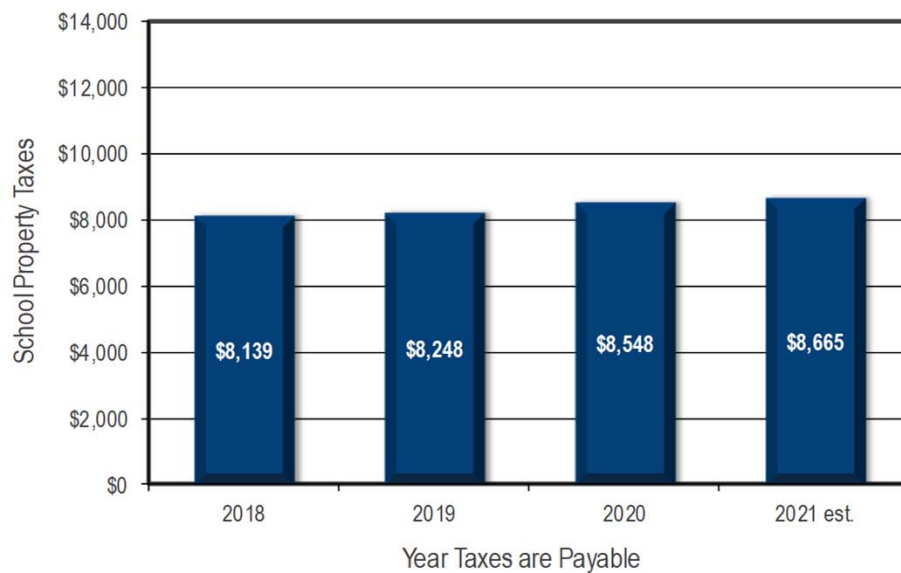
\* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

## Edina Public Schools, ISD 273

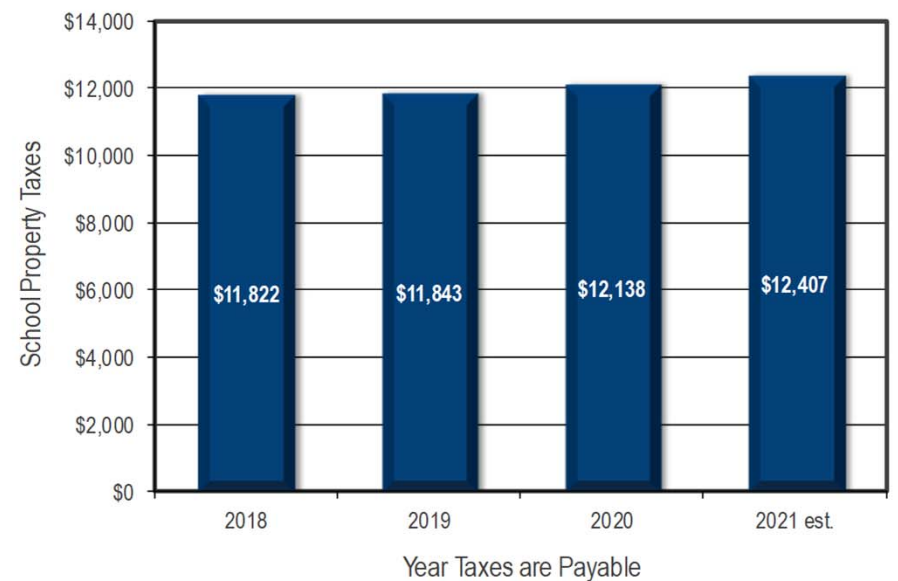
Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

**Example 3: \$1,500,000\* Residential Homestead Property**



**Example 4: \$2,000,000\* Commercial-Industrial Property**



\* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

## Next Steps

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1

Board will accept public  
comments on proposed levy

2

Board will certify 2021  
property tax levy



PUBLIC COMMENTS



INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF SPECIAL EMERGENCY MEETING OF NOVEMBER 12, 2020

SPECIAL MEETING  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (attended remotely)  
Mr. Matthew Fox (attended remotely)  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:02 PM – 6:31 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Valerie Burke, Director of Community Education Services (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
Jeff Jorgensen, Director of Student Support Services (attended remotely)  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)  
Andrew Beaton, Principal, Edina High School (attended remotely)  
Karen Bergman, Principal, Countryside Elementary School (attended remotely)  
Shawn Dudley, Principal, Valley View Middle School (attended remotely)  
Lisa Masica, Principal, Cornelia Elementary School (attended remotely)  
Troy Stein, Assistant Principal/Athletics Director, Edina High School (attended remotely)  
Leah Byrd, ELC Coordinator (attended remotely)  
Lisa Hawthorne, ECSE Coordinator (attended remotely)  
Mary Heiman, Health Services Coordinator (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL EMERGENCY MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
NOVEMBER 12, 2020

5:02 PM Chair Allenburg called to order the special emergency meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Beaton, Bergman, Dudley, Masica, Stein, Byrd, Hawthorne, Heiman. Guest: Nicholas Kelley, Ph.D. (Bloomington Public Health, Epidemiologist).

REPORT / DISCUSSION ITEM

A. Learning Models Update

The meeting was adjourned at 6:31 PM. The minutes are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
NOVEMBER 12, 2020 SPECIAL EMERGENCY MEETING

5:02 PM Chair Allenburg called to order the special emergency meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Buettner, Burke, De St. Hubert, Jorgensen, Smasal, Toop, Tuescher, Woitte; Beaton, Bergman, Dudley, Masica, Stein, Byrd, Hawthorne, Heiman. Guest: Nicholas Kelley, Ph.D. (Bloomington Public Health, Epidemiologist).

REPORT / DISCUSSION ITEM

Learning Models Update: Superintendent Schultz was joined by administrators in presenting their recommendations for district learning models going forward. The Board discussed the recommendation to shift K-12 to distance learning. After discussion, the Board requested the administration to explore a plan to bring K-3 students in during this shift. The Board also requested a meeting with athletics, high school administration, and Superintendent be held to review scheduling athletics during distance learning.

At 6:41 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL AND IN PERSON  
WORK SESSION OF NOVEMBER 16, 2020

HYBRID WORK SESSION  
5:00 PM

Edina Community Center  
5701 Normandale Road  
Room 306 and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (attended remotely)  
Mr. Matthew Fox (attended remotely)  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw (attended remotely)  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:08 PM – 6.39 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Valerie Burke, Director of Community Education Services (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE HYBRID WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
NOVEMBER 16, 2020

5:08 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator. Guests: Adela Dickey, Robert Duke and Louis McDonald of CoSN.

DISCUSSION

- A. CoSN Peer Review Initial Results
- B. Budget, 2021-2022

The meeting was adjourned at 6:39 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
NOVEMBER 16, 2020 WORK SESSION

5:08 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator. Guests: Adela Dickey, Robert Duke and Louis McDonald of CoSN.

DISCUSSION

CoSN Peer Review Initial Results: Director Buettner introduced representatives from CoSN, who recently performed a Peer Review of the District's technology systems. Messrs. Duke and McDonald and Ms. Dickey provided an overview of the initial results of that review. COSN presented commendations and recommendations for technology planning.

Budget, 2021-2022: Director Toop provided a broad overview of the District's 2021-21 budget. Director Toop proposed enrollment and budget parameters to be reviewed by the Finance and Facilities Committee. This is in preparation for the 2020-2021 budget development.

At 6:39 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE HYBRID REGULAR MEETING OF NOVEMBER 16, 2020

HYBRID REGULAR MEETING  
7:00 PM

Edina Community Center  
5701 Normandale Road  
District Office Conference Room and Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (attended remotely)  
Mr. Matthew Fox (attended remotely)  
Ms. Julie Greene  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson  
Ms. Janie Shaw (attended remotely)  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

7:01 PM – 8:46 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Steve Buettner, Director of District Media and Technology Services (attended remotely)  
Valerie Burke, Director of Community Education Services (attended remotely)  
Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
John Toop, Director of Business Services (attended remotely)  
Nicole Tuescher, Director of Human Resources and Admin Services (attended remotely)  
Mary Woitte, Director of Communications (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA NOVEMBER 16, 2020

7:01 PM Chair Allenburg called to order the regular meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator.

MODIFICATION OF AGENDA

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

EXCELLENCE IN ACTION – National Merit Program Students

HEARING FROM MEMBERS OF THE PUBLIC - Reading Community Input

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- A. Minutes: 10/12/20 work session; 10/12/20 regular meeting; 10/22 special meeting; 10/27/20 work session; 11/10/20 special meeting
- B. Personnel Recommendations
- ~~C. CES Hourly Employees Guidebook – walked in~~
- ~~D. Non-Affiliated Employees Guidebook – walked in~~
- E. Expenditures Payable – October 2020
- F. Agreement with City of Edina – Braemar facilities
- G. Agreement with HumanEdge – staffing services
- H. Agreement with West Metro – educational services
- I. Commendation – National Merit Program students

REPORTS AND DISCUSSION ITEMS

- A. Technology Levy Update
- B. Policy Review - Rapid – 424
- C. Policy Review – 406, 423

ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

- A. Science Curriculum Adoption

ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

- B. Policy Review – 411, 412, 418, 419, 421, 622, 808
- C. CES Hourly Employees Guidebook - *walked in*
- D. Non-Affiliated Employees Guidebook - *walked in*

The meeting adjourned at 8:46 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk



OFFICIAL MINUTES OF SCHOOL BOARD'S  
NOVEMBER 16, 2020 REGULAR MEETING

7:01 PM Chair Allenburg called to order the regular meeting of the School Board. All Members and staff participated remotely unless otherwise noted. Members present: Allenburg, Fox, Greene (in person), Jones, Michaelson (in person), Shaw, Wallen-Friedman. Staff present: Schultz (in person), Smasal, Buettner, Burke, De St. Hubert, Toop, Tuescher; Mary Heiman, Health Services Coordinator.

Chair Allenburg noted the Board will return to fully remote meetings after tonight. She also moved the two walked-in Consent items to the Action portion of the agenda.

APPROVAL OF MODIFIED AGENDA BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Shaw seconded to approve the meeting agenda. All Members voted Aye by roll call vote.

EXCELLENCE IN ACTION

Chair Allenburg noted that November has traditionally been the time when the School Board hosts a reception in honor of our students recognized by the National Merit program. Those students, in turn, honor an educator influential to their academic success. This year, recognition is offered in a Flipgrid format, with opening remarks by EHS Principal Andy Beaton. These accomplished students talk about the ways Edina teachers have supported, influenced and inspired them. A link to the Flipgrid is on the District website's newsfeed.

READING OF COMMUNITY INPUT

Director Toop read seven representative emails out of the over 200 received by the Board from the EPS community regarding the District's learning model. Becky Peterson requested that K2 students be kept in school; Tara Young requested that all students be moved to distance learning as soon as possible. Anna Jankowski asked that all secondary schools be moved to distance learning, and Patricia Schofield wondered why it is unsafe for certain staff and students to be in person, but not others. Some teachers, who were uncomfortable having their emails read at the meeting, wrote in favor of in-school learning. Rebecca Swartz said special needs students are not getting their promised free and fair education through distance learning. Bryan Joy asked for more consideration of the implications and risks associated with athletics and activities; Monica and Phil Mero wrote in support of continuing student athletics and activities. Additional email topics included concerns for teachers' health, non-readers, EVA students, days off, and the language immersion program. Writers also asked for data from, and provided data to, the Board.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Michaelson seconded to approve the modified consent agenda. All Members voted Aye by roll call vote. The resolutions were:

- A. Minutes: 10/12/20 work session; 10/12/20 regular meeting; 10/22 special meeting; 10/27/20 work session; 11/10/20 special meeting

- B. Personnel Recommendations
- E. Expenditures Payable – October 2020
- F. Agreement with City of Edina – Braemar facilities
- G. Agreement with HumanEdge – staffing services
- H. Agreement with West Metro – educational services
- I. Commendation – National Merit Program students

### REPORTS AND DISCUSSION ITEMS

Technology Levy Update: Director Buettner described the funds from this levy as allowing the District to upgrade our current technology and infuse technology into our instructional practices. The Board heard a recommendation to conduct the referendum in May. The Board will vote on this recommendation in December, 2020.

Policy Review – Rapid: Member Michaelson presented minimally-revised policy 424 – License Status. There were no Board questions or comments, and it will move forward for action at the next regular meeting.

Policy Review: Member Michaelson presented policies 406 - Public and Private Personnel Data; and 423 - Employee-Student Relationships. There were no Board questions or comments, and both will move forward for action at the next regular meeting.

### ACTION ITEMS APPROVED BY MAJORITY ROLL CALL VOTE

Science Curriculum Adoption: Member Shaw moved and Member Wallen-Friedman seconded to approve the motion. Members Allenburg, Fox, Greene, Jones, Shaw and Wallen-Friedman voted Aye by roll call vote. Member Michaelson voted Nay by roll call vote. Motion passed.

Comments: Director De St. Hubert confirmed that portions of the curriculum are dictated by State statute.

### ACTION ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Policy Review: Member Wallen-Friedman moved and Member Green seconded to approve the motion. All members voted Aye by roll call vote. The policies were:

- Policy 411 – Hiring Procedures (RESCIND)
- Policy 412 – Resignation, Layoff, Termination or Nonrenewal of Employee (RESCIND)
- Policy 418 – Alcohol- and Drug-Free Environment (name change)
- Policy 419 – Tobacco-Free Environment
- Policy 421 – Gifts to Employees and School Board Members (name change)
- Policy 622 – Copyright Policy
- Policy 808 – Naming Facilities and Educational Programs

Comments: Member Jones requested a change to Policy 808 regarding termination of agreements. The Board agreed to approve the policy as written, with the committee reviewing that portion at their next meeting.

CES Hourly Employees Guidebook (*walked in*): Member Wallen-Friedman moved and Member Greene seconded to approve the motion. All members voted Aye by roll call vote.

Comment: Superintendent Schultz apologized for the late provision of the guidebooks.

Non-Affiliated Employees Guidebook (walked in): Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All members voted Aye by roll call vote.

Member Fox provided an update on the work of the COVID testing ad hoc subcommittee.

Chair Allenburg reminded everyone all Board meetings going forward will be fully remote.

Chair Allenburg noted the Board is scheduling a special meeting for 5:00 PM on Monday, November 23, to discuss athletics, fine arts and facilities.

Member Michaelson voiced interest in hearing from teachers on a regular basis. Superintendent Schultz noted there are currently two groups with regularly scheduled meetings in which the union president participates: a weekly COVID meeting with District administrators and program directors; and per State dictate, an ICT, concerned specifically with District learning models, which brings recommendations to the Board.

Member Greene noted the Edina Education Fund kickoff is this week, with details on the website about its drive to sell bakery items and sweets to raise funds in support of student and staff mental health.

At 8:46 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE VIRTUAL WORK SESSION  
December 1, 2020

WORK SESSION  
5:00 PM

Remote Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (attended remotely)  
Mr. Matthew Fox (attended remotely)  
Ms. Julie Greene (attended remotely)  
Ms. Ellen Jones (attended remotely)  
Mr. Owen Michaelson (attended remotely)  
Ms. Janie Shaw (attended remotely)  
Mr. Leny Wallen-Friedman (attended remotely)

PRESIDING OFFICER: Chair Erica Allenburg

5:00 PM – 7:00 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (attended remotely)  
Mr. Steve Buettner, Director of Media and Technology Services (attended remotely)  
Ms. Jody De St. Hubert, Director of Teaching and Learning (attended remotely)  
Ms. Donna Roper, Director of Research and Evaluation (attended remotely)  
Dr. Randy Smasal, Assistant Superintendent (attended remotely)  
Ms. Nicole Tuescher, Director of Human Resources & Admin Services (attended remotely)  
Dr. Bonnie Houck, Instructional Supervisor for Literacy (attended remotely)

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE VIRTUAL WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
DECEMBER 1, 2020

5:00 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Buettner, De St. Hubert; Hauck; Roper; Smasal; Tuescher.

REPORTS / DISCUSSION

- A. Comprehensive Literacy Plan
- B. Board Offices and Committees

The meeting was adjourned at 7:00 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
DECEMBER 1, 2020 WORK SESSION

5:00 PM Chair Allenburg called to order the work session of the School Board. All Members and staff participated remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Buettner, De St. Hubert; Hauck; Roper; Smasal; Tuescher.

REPORTS / DISCUSSION

Comprehensive Literacy Plan: Director De St. Hubert and Dr. Hauck provided an overview of the comprehensive literacy plan. The Board discussed the proposed process for developing the Literacy Plan, as well as the guiding principles. The Board gave feedback into the process for gaining feedback from different groups within the district. The Board also directed administration to place the Guiding Principles for the Literacy Plan on the December 14, 2020 Board agenda for approval.

Board Offices and Committees: Chair Allenburg led a discussion of the Board offices and committees commencing January, 2021. The assignment spreadsheet was reviewed and updated. The proposed assignments, recorded in the spreadsheet, will be approved at the Organizational Meeting on January 4.

At 7:00 PM, there being no objection, Chair Allenburg adjourned the meeting.



**Board Meeting Date:** December 14, 2020

**TITLE:** Personnel Recommendations

**TYPE:** Consent

**PRESENTER(S):** Nicole Tuescher, Director of Human Resources, Admin Services

**BACKGROUND:** Personnel recommendations are made monthly. Conditional offers of employment are subject to successful completion of a criminal background check.

**RECOMMENDATION:** Approve the attached personnel recommendations.

**ATTACHMENTS:**

1. Report (next page)

## **NON-LICENSED STAFF**

### **A.     RECOMMENDATIONS FOR EMPLOYMENT**

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
ANDERSON, JOSHUA	Security Paraprofessional - Valley View	Step 4 \$18.93/hour	11/11/20
BROWN, NICHOLAS	Paraprofessional - Edina High School	Step 2 \$16.79/hour	11/16/20
RAY, EMMA	Paraprofessional - Edina High School	Step 2 \$16.79/hour	12/08/20
TATE, COLIN	Paraprofessional - Highlands	Step 2 \$16.79/hour	11/30/20

*These conditional offers of employment are subject to successful completion of a criminal background check.*

### **B.     CHANGE IN ASSIGNMENT**

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>	<u>Date</u>
O'DONNELL, SAMANTHA	From: Department Specialist D, 10 month - Edina High School To: Department Specialist A, 12 month - Edina High School	Step 5 \$4,206/mo	11/23/20
SORHEIM, JEFFREY	From: Hourly Bus Driver - Transportation To: Route Programmer - Transportation	Step L \$4,017/mo	12/01/20

### **C.     RESIGNATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
BRIDGES, GARY	TOA Info and Identity Systems - District Office	Personal	12/15/20
HEINLE, KARA	Paraprofessional - Countryside	Personal	01/07/20
KHAN, LILA	Paraprofessional - Edina High School	Personal	12/04/20
STEVENSON, BIKIRA	HR Manager - District Office	Personal	12/30/20

### **D.     TERMINATION**

<u>Name</u>	<u>Assignment</u>		<u>Date</u>



**COMMUNITY EDUCATION SERVICES STAFF**

A.     RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Date</u>
LAUER, SAMIRA	Classroom Assistant Early Learning Center	Personal	12/18/2020



DEFINING EXCELLENCE

Board Meeting Date: 12/14/2020

**TITLE:** Expenditures Payable 11-01-20

**TYPE:** Consent

**PRESENTER(S):** John Toop, Director of Business Services

**BACKGROUND:**

01	General Fund	\$1,927,743.48
02	Food Service Fund	\$108,125.49
04	Community Service Fund	\$77,199.97
06	Construction	\$2,707,512.17
	Long Term Facility Maintenance	
	Technology	
07	Debt Redemption Fund	\$0.00
12	Construction -2015 Building Bond	\$0.00
20	Internal Service - Dental Self Insurance	\$0.00
50	Student Activities	\$0.00
	Total Expenditures	\$4,820,581.11

**RECOMMENDATION:** It is recommended that the Board approve the payment of expenditures as appended.

**PRIMARY ISSUE(S) TO CONSIDER:** None

**ATTACHMENTS:**

1. November Check Register

SOURCEWELL TECHNOLOGY  
DATE: 12/01/2020  
TIME: 06:54:35

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='5'  
ACCOUNTING PERIOD: 5/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	375908	03/25/20	31310	ANN SUITS	01021296000656	302	GIRLS GYMNASTICS	0.00	-212.00
A101.00	379046	11/04/20	25650	SPORTS PRO LLC	01021292000000	350	WELLNESS CENTER MAI	0.00	1,669.25
A101.00	379047	11/04/20	31216	ALEX MALMGREN	01021296000657	302	VARSITY GRLS HOCKEY	0.00	90.00
A101.00	379048	11/04/20	21968	ALL STRINGS ATTACHE	01005258302000	530	MUSIC INSTRUMENTS	0.00	1,755.00
A101.00	379048	11/04/20	21968	ALL STRINGS ATTACHE	01005610000000	430	MUSICAL INSTRUMENTS	0.00	6,795.00
	TOTAL CHECK							0.00	8,550.00
A101.00	379049	11/04/20	00500	ASTLEFORD INTERNATI	01009760720000	402	KIT	0.00	46.00
A101.00	379049	11/04/20	00500	ASTLEFORD INTERNATI	01009760720000	402	GASKET, CLAMPS	0.00	62.74
	TOTAL CHECK							0.00	108.74
A101.00	379050	11/04/20	20697	BAYCOM INC	01527203000000	530	EQUIP. RADIO REPAIR	0.00	152.00
A101.00	379051	11/04/20	10270	BOYER TRUCKS	01009760720000	402	HYD FILTER	0.00	59.40
A101.00	379053	11/04/20	14025	BRIN NORTHWESTERN G	01021810000000	350	GLASS REPLCD EXTERI	0.00	2,129.00
A101.00	379054	11/04/20	27717	CATALYST SOURCING S	01005110000000	305	SUPP TRACK MON SUBS	0.00	209.99
A101.00	379054	11/04/20	27717	CATALYST SOURCING S	01005810000000	305	ONDEMAND/HVAC CHILL	0.00	960.00
A101.00	379054	11/04/20	27717	CATALYST SOURCING S	01009760723000	305	ONDEMAND/SPED/DISPL	0.00	1,780.00
	TOTAL CHECK							0.00	2,949.99
A101.00	379056	11/04/20	15056	CENTERPOINT ENERGY	01532810000000	440	CV: 09/17/20-10/19/	0.00	953.75
A101.00	379056	11/04/20	15056	CENTERPOINT ENERGY	01529810000000	440	HL: 09/18/20-10/20/	0.00	1,784.14
	TOTAL CHECK							0.00	2,737.89
A101.00	379057	11/04/20	30187	AUTO RENTAL LLC	01021292000672	360	ADAPTED RENTAL CAR	0.00	1,550.32
A101.00	379058	11/04/20	32590	CID:CENTRAL INSTITU	01005405740000	433	CID SPICE 2ND ED. M	0.00	425.00
A101.00	379059	11/04/20	00911	CITY OF EDINA - BRA	01021850302292	370	FIELD RENTAL	0.00	1,720.00
A101.00	379060	11/04/20	26773	COMBINED INSURANCE	01	L215.25	EMPLOYEE WITHHOLDIN	0.00	3,705.76
A101.00	379063	11/04/20	92969	CUNDY BRODIE J	01021294000657	302	HOCKEY-HILL MURRAY	0.00	90.00
A101.00	379064	11/04/20	26819	DAVEY TREE EXPERT C	01528810000820	305	TREE REMOVAL-CS	0.00	700.00
A101.00	379065	11/04/20	31974	DEBRA STORTZ	01005400000000	305	ADSIS CONSULTING	0.00	450.00
A101.00	379066	11/04/20	32771	DENFELD DEBATE	01021291000254	305	DEBATE ENTRY FEE	0.00	334.00
A101.00	379067	11/04/20	30481	DRIVEN COFFEE	01021211000096	401	SMAKA FUNDRAISER	0.00	691.20
A101.00	379068	11/04/20	29007	DUNHAM ASSOCIATES I	01008865380000	305	ECC RENO COMMISSION	0.00	6,016.75
A101.00	379069	11/04/20	20505	EDUCATION LOGISTICS	01009760720000	320	GPS	0.00	1,386.02
A101.00	379070	11/04/20	27680	EXPANDING EXPRESSIO	01020401740000	433	COMBO DEAL: EXPANDI	0.00	259.00

SOURCEWELL TECHNOLOGY  
DATE: 12/01/2020  
TIME: 06:54:35

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 2  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='5'  
ACCOUNTING PERIOD: 5/21

FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379070	11/04/20	27680	EXPANDING EXPRESSIO	01020401740000	433	ESTIMATED SHIPPING/	0.00	35.00
	TOTAL CHECK							0.00	294.00
A101.00	379071	11/04/20	28966	FACTORY MOTOR PARTS	01009760720000	402	AIR FILTERS	0.00	70.06
A101.00	379073	11/04/20	02490	FOLLETT SCHOOL SOLU	01533203000000	430	KINDERGARTEN MATH B	0.00	302.40
A101.00	379075	11/04/20	32779	GARGI MANSINGH	01021291000254	302	DEBATE TOURNAMENT-3	0.00	210.00
A101.00	379076	11/04/20	32775	GARY MILLS	01021291000256	305	THEATER CLASS VISIT	0.00	125.00
A101.00	379077	11/04/20	16197	GEMINI ATHLETIC WEA	01021294000654	401	FOOTBALL PANTS	0.00	869.40
A101.00	379078	11/04/20	13854	GILBERT MECHANICAL	01021810000000	350	TROUBLE SHOOT FAILE	0.00	330.50
A101.00	379078	11/04/20	13854	GILBERT MECHANICAL	01020810000000	350	BUILDING REPAIR	0.00	1,485.00
	TOTAL CHECK							0.00	1,815.50
A101.00	379079	11/04/20	28917	GINA SPOO	01005640316174	366	NEW STAFF FDTL TRAI	0.00	540.00
A101.00	379080	11/04/20	11348	GOPHER STAGE LIGHTI	01021291000256	350	THEATER LIGHT REPAI	0.00	1,950.00
A101.00	379081	11/04/20	09346	GRAINGER	01021292000000	401	LARGE CHEST-TSCHIDA	0.00	1,207.62
A101.00	379081	11/04/20	09346	GRAINGER	01009760720000	350	TIE DOWN STRAP	0.00	35.08
A101.00	379081	11/04/20	09346	GRAINGER	01529810000000	350	REPAIR	0.00	42.96
	TOTAL CHECK							0.00	1,285.66
A101.00	379082	11/04/20	32781	GREGORY WRIGHT	01009760720000	350	BUS-MAILBOX REPAIR	0.00	517.28
A101.00	379083	11/04/20	18005	GUITAR CENTER	01005258302000	530	ELEMENTARY MUSIC	0.00	185.00
A101.00	379083	11/04/20	18005	GUITAR CENTER	01005258302000	530	ELEMENTARY MUSIC	0.00	1,053.45
	TOTAL CHECK							0.00	1,238.45
A101.00	379084	11/04/20	15367	H&B SPECIALIZED PRO	01020810000000	350	BUILDING REPAIR-VV	0.00	690.00
A101.00	379085	11/04/20	31788	HAMMER SPORTS LLC	01021296000669	302	9GRD VOLLEYBALL OFF	0.00	77.00
A101.00	379086	11/04/20	31659	HEGGERTY PHONEMIC A	01527203000000	430	GENERAL INSTRUCTION	0.00	259.16
A101.00	379087	11/04/20	03263	HOGLUND BUS AND TRU	01009760720000	402	SWITCH	0.00	145.15
A101.00	379087	11/04/20	03263	HOGLUND BUS AND TRU	01009760720000	402	PUMP ASSY, CORE	0.00	833.44
	TOTAL CHECK							0.00	978.59
A101.00	379088	11/04/20	32728	IDENTISYS INC	01005105000000	401	BADGE CARDS	0.00	353.04
A101.00	379089	11/04/20	26941	INNOVATIONAL WATER	01021810000000	350	HYDRONIC HEAT LP FI	0.00	143.52
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01021810000810	401	OFFICE SUPPLIES	0.00	59.33
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01005110000000	401	ALELF4267CC FIVE-DR	0.00	810.71
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	UNV10210VP MEDIUM B	0.00	21.36
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	UNV35662 STICKY NOT	0.00	12.24
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	SAN80001 DRY ERASE	0.00	120.72
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	SAN86003 FINE TIP D	0.00	20.74

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A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	BICWOFQD12WE WITE O	0.00	14.76
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	SAN1884739 FINE TIP	0.00	32.23
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	MMM1426 PACKAGING T	0.00	13.04
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	TSA501240000400 MAS	0.00	6.24
A101.00	379090	11/04/20	20605	INNOVATIVE OFFICE S	01019050000000	401	MAS00967 MAGNETIC D	0.00	6.93
TOTAL CHECK								0.00	1,118.30
A101.00	379091	11/04/20	22560	INTELLIGERE INC	01005219317000	358	INTERPRETER-EL	0.00	76.25
A101.00	379091	11/04/20	22560	INTELLIGERE INC	01005420419000	358	INTERPRETER-SP ED	0.00	395.50
A101.00	379091	11/04/20	22560	INTELLIGERE INC	01005790000000	358	INTERPRETER-GEN ED	0.00	26.25
TOTAL CHECK								0.00	498.00
A101.00	379093	11/04/20	32776	JAY OWEN EISENBERG	01021291000256	305	THEATER CLASS VISIT	0.00	250.00
A101.00	379094	11/04/20	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	39.06
A101.00	379094	11/04/20	03720	JERRY'S HARDWARE	01021810000000	350	REPAIR PARTS	0.00	46.77
A101.00	379094	11/04/20	03720	JERRY'S HARDWARE	01021810000000	350	REPAIR PARTS	0.00	27.24
A101.00	379094	11/04/20	03720	JERRY'S HARDWARE	01021810000810	401	TOOL POUCH	0.00	15.74
TOTAL CHECK								0.00	128.81
A101.00	379095	11/04/20	12665	JESSEN PRESS INC	01021292000000	401	FOOTBALL TICKETS 10	0.00	310.00
A101.00	379095	11/04/20	12665	JESSEN PRESS INC	010212960000664	401	GRLS SWIM AWARDS	0.00	135.00
TOTAL CHECK								0.00	445.00
A101.00	379097	11/04/20	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	831.45
A101.00	379100	11/04/20	32777	KEVIN KRITZ	010212960000657	302	JV GRLS HOCKEY	0.00	57.00
A101.00	379101	11/04/20	21327	LANGUAGE LINE SERVI	01005790000000	358	INTERPRETER-SEP 202	0.00	8,660.13
A101.00	379102	11/04/20	32774	LIV REDPATH	01021291000256	305	THEATER CLASS VISIT	0.00	250.00
A101.00	379104	11/04/20	27949	MADSEN JOHN	010212940000654	302	FOOTBALL-MAPLE GROV	0.00	89.00
A101.00	379105	11/04/20	11079	MASPA/STATE NEGOTIA	01005105000000	366	EVENT REGISTRATION--	0.00	35.00
A101.00	379106	11/04/20	16463	MASSP-MN ASSOC OF S	01021605000000	820	TROY PRINCIPAL MEMS	0.00	865.00
A101.00	379107	11/04/20	09167	MENARDS - GOLDEN VA	01009760720000	350	MORTON CLEAN&PROTEC	0.00	23.84
A101.00	379108	11/04/20	30024	MENARDS - EDEN PRAI	01009760720000	350	SUPPLIES	0.00	23.01
A101.00	379108	11/04/20	30024	MENARDS - EDEN PRAI	01021292000000	401	TSCHIDA SUPPLIES	0.00	146.72
A101.00	379108	11/04/20	30024	MENARDS - EDEN PRAI	01021292000000	401	TSCHIDA SUPPLIES	0.00	199.98
A101.00	379108	11/04/20	30024	MENARDS - EDEN PRAI	01021292000000	401	TSCHIDA SUPPLIES	0.00	65.75
TOTAL CHECK								0.00	435.46
A101.00	379109	11/04/20	18737	METRO SALES INC	01021292000000	370	QTR PRINTER CONTRAC	0.00	424.60
A101.00	379109	11/04/20	18737	METRO SALES INC	01021292000000	370	MONTHLY PRINTER CON	0.00	98.00
TOTAL CHECK								0.00	522.60
A101.00	379110	11/04/20	32778	METRO VOLLEYBALL OF	010212960000669	302	VOLLEYBALL OFFICIAL	0.00	1,638.00

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A101.00	379112	11/04/20	22660	MIDWEST BUS PARTS I	01009760720000	402	AIR SPRING INTEGRAT	0.00	45.05
A101.00	379112	11/04/20	22660	MIDWEST BUS PARTS I	01009760720000	402	OPTI-LUX 120 SERIE	0.00	66.42
	TOTAL CHECK							0.00	111.47
A101.00	379113	11/04/20	28969	MIDWEST LIFT WORKS	01009760720000	351	ANNUAL INSPECTIONS	0.00	1,300.00
A101.00	379115	11/04/20	21406	MINNESOTA SCHOOL EM	01	L215.08	UNION DUES W/HOLDIN	0.00	1,521.09
A101.00	379116	11/04/20	31452	MN DEBATE TEACHERS	01021291000254	305	DEBATE ENTRY FEE	0.00	157.50
A101.00	379117	11/04/20	15692	MSBA -- MINNESOTA S	01005105000000	820	COSA-MN MEMBER FEE	0.00	90.00
A101.00	379117	11/04/20	15692	MSBA -- MINNESOTA S	01005105000000	820	COSA-NATIONAL AFFIL	0.00	185.00
	TOTAL CHECK							0.00	275.00
A101.00	379118	11/04/20	21732	MULTILINGUAL WORD I	01005219317000	358	INTERPRETER-EL	0.00	105.25
A101.00	379119	11/04/20	18615	NAC	01528810000000	350	CHILLER REPAIR-CS	0.00	2,704.66
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	PRIOR MONTH ADJUSTM	0.00	837.14
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	PRIOR MONTH ADJUSTM	0.00	2,074.34
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.40	VOL AD&D EMP W/H	0.00	2,944.93
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.40	VOL AD&D EMP W/H	0.00	3,024.12
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.40	VOL AD&D EMP W/H	0.00	3,097.09
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01005203797000	291	COBRA/RETIREE	0.00	3,995.04
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01005203797000	291	COBRA/RETIREE	0.00	4,087.80
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01005203797000	291	COBRA/RETIREE	0.00	4,409.97
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	CURRENT EMP LIFE/AD	0.00	14,961.48
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	CURRENT EMP LIFE/AD	0.00	15,298.95
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	CURRENT EMP LIFE/AD	0.00	15,390.17
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	LTD DISTRICT W/H	0.00	15,888.52
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	LTD DISTRICT W/H	0.00	16,112.00
A101.00	379120	11/04/20	27482	NATIONAL INSURANCE	01	L215.30	LTD DISTRICT W/H	0.00	16,680.34
	TOTAL CHECK							0.00	118,801.89
A101.00	379121	11/04/20	18489	NCPERS GROUP LIFE I	01	L215.40	EMPLOYEE WITHHOLDIN	0.00	32.00
A101.00	379122	11/04/20	28217	NEW TRIER TOWNSHIP	01021291000254	305	DEBATE ENTRY FEE	0.00	200.00
A101.00	379123	11/04/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT C.J.	0.00	70.00
A101.00	379123	11/04/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT A.	0.00	70.00
	TOTAL CHECK							0.00	140.00
A101.00	379124	11/04/20	20111	ON SITE SANITATION	01021292000000	305	TENNIS COURTS-CV	0.00	150.12
A101.00	379124	11/04/20	20111	ON SITE SANITATION	01021292000000	305	EHS TURF FIELD UNIT	0.00	351.60
A101.00	379124	11/04/20	20111	ON SITE SANITATION	01021292000000	305	VISITOR SIDE	0.00	510.84
A101.00	379124	11/04/20	20111	ON SITE SANITATION	01021292000000	305	HOME SIDE	0.00	1,311.78
	TOTAL CHECK							0.00	2,324.34
A101.00	379125	11/04/20	13475	PARK ADAM TRANSPORT	01009760714000	360	BUS ROUTES	0.00	34,114.56
A101.00	379126	11/04/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	31.32
A101.00	379126	11/04/20	23021	PERFORMANCE HEALTH	01021294000654	401	TSCHIDA SUPPLIES	0.00	82.96

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A101.00	379126	11/04/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	150.00
A101.00	379126	11/04/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	7.12
A101.00	379126	11/04/20	23021	PERFORMANCE HEALTH	01021292000000	401	TSCHIDA SUPPLIES	0.00	13.26
TOTAL CHECK								0.00	284.66
A101.00	379127	11/04/20	28352	PINNACLE ENGINEERIN	01021865382000	305	EHS WETLAND MONITOR	0.00	1,178.75
A101.00	379128	11/04/20	15331	PRAIRIE ELECTRIC CO	01021810000000	350	RESOTRE A/C POWER	0.00	140.00
A101.00	379128	11/04/20	15331	PRAIRIE ELECTRIC CO	01021810000000	350	REPAIR FAULTY FIRE	0.00	180.00
A101.00	379128	11/04/20	15331	PRAIRIE ELECTRIC CO	01020810000000	350	BUILDING REPAIR	0.00	49.21
A101.00	379128	11/04/20	15331	PRAIRIE ELECTRIC CO	01528810302000	530	POWER/WIFI CABLE-SH	0.00	3,465.00
TOTAL CHECK								0.00	3,834.21
A101.00	379129	11/04/20	15672	RIDDELL / ALL AMERI	01021292302000	530	FOOTBALL HELMET CER	0.00	8,763.05
A101.00	379130	11/04/20	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SP ED M	0.00	40.00
A101.00	379130	11/04/20	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER-SP ED M	0.00	40.00
TOTAL CHECK								0.00	80.00
A101.00	379131	11/04/20	30275	ROSEMOUNT HIGH SCHO	01021291000254	305	DEBATE ENTRY FEE	0.00	465.00
A101.00	379133	11/04/20	06400	SCHMITT MUSIC	01005258000250	350	INSTRUMENT REPAIR	0.00	23.16
A101.00	379134	11/04/20	06922	SCHOOL SERVICE EMPL	01	L215.08	UNION DUES W/HOLDIN	0.00	3,130.80
A101.00	379135	11/04/20	09066	SCHOOL SPECIALTY IN	01528201000000	430	K ART ORDER	0.00	18.26
A101.00	379135	11/04/20	09066	SCHOOL SPECIALTY IN	01532212000000	430	ONLINE ORDER ACCOUN	0.00	39.20
TOTAL CHECK								0.00	57.46
A101.00	379136	11/04/20	21881	SHAMROCK GROUP	01021292000000	305	KUHLMAN ICE MACHINE	0.00	211.05
A101.00	379136	11/04/20	21881	SHAMROCK GROUP	01021292000000	305	KUHLMAN ICE CNTR MA	0.00	565.82
TOTAL CHECK								0.00	776.87
A101.00	379138	11/04/20	16427	SOUTHPAW ENTERPRISE	01005420740000	433	#121802 - PLATFORM	0.00	140.00
A101.00	379138	11/04/20	16427	SOUTHPAW ENTERPRISE	01005420740000	433	ESTIMATED SHIPPING/	0.00	19.60
TOTAL CHECK								0.00	159.60
A101.00	379139	11/04/20	32772	STACI KROSCHER	01021291000254	302	DEBATE JAMBOREE 2DA	0.00	140.00
A101.00	379140	11/04/20	06805	STAPLES ADVANTAGE	01533203302000	530	BLOX SEATING CYLIND	0.00	1,082.24
A101.00	379140	11/04/20	06805	STAPLES ADVANTAGE	01533203302000	530	ESTIMATED SHIPPING/	0.00	49.38
TOTAL CHECK								0.00	1,131.62
A101.00	379141	11/04/20	06875	STATE SUPPLY COMPAN	01526810000000	350	B&G VOLUTE GASKET	0.00	16.89
A101.00	379142	11/04/20	30273	LAKEVILLE DEBATE BO	01021291000254	305	DEBATE ENTRY FEE	0.00	470.00
A101.00	379143	11/04/20	17231	TIERNEY BROTHERS IN	01005630154000	530	QUOTE 188827	0.00	15,735.00
A101.00	379145	11/04/20	27819	T-MOBILE	01020810000000	320	VALLEY VIEW MAINT	0.00	18.54
A101.00	379145	11/04/20	27819	T-MOBILE	01529810000000	320	HIGHLANDS MAINT	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	01533050000000	320	NORMANDALE	0.00	22.41

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A101.00	379145	11/04/20	27819	T-MOBILE	01019050000000	320	SOUTH VIEW	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	01020050000000	320	VALLEY VIEW	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	01526050000000	320	CONCORD	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	01527050000000	320	CORNELIA	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	01528050000000	320	COUNTRYSIDE	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	01005810000000	320	BUILDINGS & GROUNDS	0.00	81.39
A101.00	379145	11/04/20	27819	T-MOBILE	01005810000000	320	ECC MAINT	0.00	110.88
A101.00	379145	11/04/20	27819	T-MOBILE	01005630000000	320	DMTS	0.00	150.66
A101.00	379145	11/04/20	27819	T-MOBILE	01526810000000	320	CONCORD MAINT	0.00	51.90
A101.00	379145	11/04/20	27819	T-MOBILE	01019810000000	320	SOUTH VIEW MAINT	0.00	51.90
A101.00	379145	11/04/20	27819	T-MOBILE	01005420419000	320	ECSE	0.00	62.62
A101.00	379145	11/04/20	27819	T-MOBILE	01532050000000	320	CREEK VALLEY	0.00	23.43
A101.00	379145	11/04/20	27819	T-MOBILE	01009760720000	320	TRANSPORTATION	0.00	31.86
A101.00	379145	11/04/20	27819	T-MOBILE	01021050000000	320	HIGH SCHOOL	0.00	34.71
A101.00	379145	11/04/20	27819	T-MOBILE	01529050000000	320	HIGHLANDS	0.00	34.71
A101.00	379145	11/04/20	27819	T-MOBILE	01532810000000	320	CREEK VALLEY MAINT	0.00	34.71
A101.00	379145	11/04/20	27819	T-MOBILE	01528810000000	320	COUNTRYSIDE MAINT	0.00	34.71
A101.00	379145	11/04/20	27819	T-MOBILE	01527810000000	320	CORNELIA MAINT	0.00	34.71
A101.00	379145	11/04/20	27819	T-MOBILE	01005420419000	320	SPECIAL SERVICES	0.00	35.73
A101.00	379145	11/04/20	27819	T-MOBILE	01021810000000	320	HIGH SCHOOL MAINT	0.00	35.73
TOTAL CHECK								0.00	985.06
A101.00	379146	11/04/20	25724	ULINE	01005810154000	401	SPRAY BOTTLES/TRIGG	0.00	30.98
A101.00	379146	11/04/20	25724	ULINE	01005810154000	401	SPRAY BOTTLES/TRIGG	0.00	41.78
TOTAL CHECK								0.00	72.76
A101.00	379147	11/04/20	26510	UNIVERSAL ATHLETIC	01021294000654	401	FACE GUARD FOOTBALL	0.00	96.88
A101.00	379147	11/04/20	26510	UNIVERSAL ATHLETIC	01021296000669	401	VOLLEYBALL BALLS	0.00	1,389.70
TOTAL CHECK								0.00	1,486.58
A101.00	379148	11/04/20	00917	BRAUN INTERTEC CORP	01008865384000	305	ECC-INSPECT/TESTING	0.00	3,240.00
A101.00	379149	11/04/20	21596	VIKING ELECTRIC SUP	01529810000000	350	REPAIR	0.00	138.11
A101.00	379151	11/04/20	14932	WASTE MANAGEMENT OF	01021292000000	401	BIN FOR ECC MOVE	0.00	302.99
A101.00	379151	11/04/20	14932	WASTE MANAGEMENT OF	01021292000000	305	ECC: 10/1/20-10/15/	0.00	573.23
TOTAL CHECK								0.00	876.22
A101.00	379152	11/04/20	24818	WAYZATA RESULTS	01021294000653	305	TIMING JV MEET-XC	0.00	550.00
A101.00	379153	11/04/20	24966	WEX BANK	01009760720000	441	FUEL	0.00	125.10
A101.00	379154	11/04/20	32773	WILL LIDKE	01021291000256	305	THEATER CLASS VISIT	0.00	250.00
A101.00	379155	11/04/20	30914	WINDOWS PLUS OF MPL	01008810000000	350	WINDOW FILM-B&G/BSE	0.00	285.00
A101.00	379156	11/04/20	25308	WOLD ARCHITECTS & E	01021865384000	305	EHS STEAM HX REPLAC	0.00	63.05
A101.00	379156	11/04/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV CTYARD RECONST P	0.00	229.68
A101.00	379156	11/04/20	25308	WOLD ARCHITECTS & E	01019865384000	305	SV SAFETY UPGRADES	0.00	155.71
A101.00	379156	11/04/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC 2020 RENO	0.00	20,349.55
A101.00	379156	11/04/20	25308	WOLD ARCHITECTS & E	01020865384000	305	VV 2020 RENO	0.00	51,458.68
A101.00	379156	11/04/20	25308	WOLD ARCHITECTS & E	01008865384000	305	ECC RENOVATIONS	0.00	643.78



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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	72,900.45
A101.00	379157	11/04/20	05410	XCEL ENERGY	01009760720000	330	BUS: 09/21/2-10/20/	0.00	1,647.73
A101.00	379158	11/04/20	32780	YIRA-YALE INTERNATI	01021291000293	305	MODEL UN ENTRY FEE	0.00	1,375.00
A101.00	379159	11/06/20	23117	UNITED REFRIGERATIO	01021810000000	350	CAPACITOR	0.00	4.86
A101.00	379159	11/06/20	23117	UNITED REFRIGERATIO	01020810000000	350	TEMP STAT	0.00	64.81
A101.00	379159	11/06/20	23117	UNITED REFRIGERATIO	01527810000000	350	1/20 HP MOTOR	0.00	114.40
TOTAL CHECK								0.00	184.07
A101.00	379160	11/11/20	32071	93 SKIP LLC	01009760720000	330	TRANS SOLAR PROD-OC	0.00	142.88
A101.00	379160	11/11/20	32071	93 SKIP LLC	01527760720000	330	CN SOLAR PROD-SEPT2	0.00	1,787.60
A101.00	379160	11/11/20	32071	93 SKIP LLC	01527760720000	330	CN SOLAR PROD-OCT20	0.00	2,207.86
TOTAL CHECK								0.00	4,138.34
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01009850302000	370	BUS GARAGE OCT20	0.00	3.43
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01020850302000	370	VVMS OCT20	0.00	330.71
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01533850302000	370	ND OCT20	0.00	484.41
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01529850302000	370	HL OCT20	0.00	485.37
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01528850302000	370	CS OCT20	0.00	566.37
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01532850302000	370	CV OCT20	0.00	566.74
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01527850302000	370	CN OCT20	0.00	593.98
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01526850302000	370	CC OCT20	0.00	893.07
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01005850302000	370	ECC/DO OCT20	0.00	895.06
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01021850302000	370	EHS OCT20	0.00	961.61
A101.00	379162	11/11/20	32610	ADVANCED IMAGING SO	01019850302000	370	SVMS OCT20	0.00	1,951.89
TOTAL CHECK								0.00	7,732.64
A101.00	379163	11/11/20	32752	AMY KELLEY	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379163	11/11/20	32752	AMY KELLEY	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
TOTAL CHECK								0.00	140.00
A101.00	379164	11/11/20	32782	ANOKA-HENNEPIN ISD	01005605335000	366	REGISTRATION-CW	0.00	1,000.00
A101.00	379165	11/11/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	HEATER HOSE	0.00	39.17
A101.00	379167	11/11/20	32785	BETH ZHAO	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379168	11/11/20	32618	BOLTON & MENK INC	01526865384000	305	CC PLAYGROUND DESIG	0.00	5,787.55
A101.00	379168	11/11/20	32618	BOLTON & MENK INC	01021865384000	305	EHS TURF CONST ADMI	0.00	930.00
A101.00	379168	11/11/20	32618	BOLTON & MENK INC	01019865384000	305	SVMS STORM CONST DO	0.00	165.60
TOTAL CHECK								0.00	6,883.15
A101.00	379169	11/11/20	10270	BOYER TRUCKS	01009760720000	402	FW SEPRTR	0.00	8.85
A101.00	379169	11/11/20	10270	BOYER TRUCKS	01009760720000	402	HYD FILTER	0.00	39.60
TOTAL CHECK								0.00	48.45
A101.00	379170	11/11/20	30301	BRANDON TAYLOR	01021294000654	302	9TH GRD FOOTBALL	0.00	79.00
A101.00	379171	11/11/20	28080	BRATTON DONALD	01021294000654	302	VARSITY FOOTBALL	0.00	89.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379175	11/11/20	24945	CENTURYLINK	01005620000000	320	DO: 10/25/20-11/24/	0.00	105.58
A101.00	379175	11/11/20	24945	CENTURYLINK	01020810000000	320	VV: 10/28/20-11/27/	0.00	117.42
A101.00	379175	11/11/20	24945	CENTURYLINK	01005620000000	320	DO: 10/19/20-11/18/	0.00	628.89
A101.00	379175	11/11/20	24945	CENTURYLINK	01526810000000	320	CC: 10/19/20-11/18/	0.00	58.61
TOTAL CHECK									910.50
A101.00	379177	11/11/20	32091	COMMERCIAL KITCHEN	01020810000000	350	MAIN DRAIN REPAIR D	0.00	3,000.00
A101.00	379180	11/11/20	01743	DEMCO INC	01528203000000	430	QUOTE #W0265101	0.00	50.45
A101.00	379181	11/11/20	31026	DENNIS COMPANIES IN	01019865349000	305	WINDOW CAULK REMOVA	0.00	3,617.70
A101.00	379181	11/11/20	31026	DENNIS COMPANIES IN	01020865358000	305	2020 ASBESTOS REMOV	0.00	5,729.90
TOTAL CHECK									9,347.60
A101.00	379182	11/11/20	30145	DISPLAY SALES	01527810000810	401	UNITED STATES FLAG	0.00	130.00
A101.00	379182	11/11/20	30145	DISPLAY SALES	01528810000810	401	UNITED STATES FLAG	0.00	130.00
TOTAL CHECK									260.00
A101.00	379183	11/11/20	18132	DRAMATIC PUBLISHING	01019211000000	430	PLAY LICENSE	0.00	152.61
A101.00	379185	11/11/20	21360	EDEN PRAIRIE HIGH S	01021294000654	R060	FOOTBALL TICKETS-AW	0.00	875.00
A101.00	379187	11/11/20	20505	EDUCATION LOGISTICS	01009760720000	405	ROUTE MGMT SOFTWARE	0.00	4,233.42
A101.00	379188	11/11/20	24575	EDUCATORS BENEFIT C	01005105000000	305	403B ADMIN COMP SER	0.00	577.04
A101.00	379189	11/11/20	30636	ESCREEN, INC.	01009760720000	305	TESTING	0.00	505.00
A101.00	379190	11/11/20	28966	FACTORY MOTOR PARTS	01009760720000	402	BATTERIES	0.00	378.81
A101.00	379191	11/11/20	25849	SHRED-IT USA	01020211000000	305	SHREDDING	0.00	57.28
A101.00	379191	11/11/20	25849	SHRED-IT USA	01020211000000	305	SHREDDING	0.00	57.28
A101.00	379191	11/11/20	25849	SHRED-IT USA	01526203000000	401	SHREDDING	0.00	249.85
TOTAL CHECK									364.41
A101.00	379192	11/11/20	30545	FLICEK WELDING	01020865383000	520	ROOFTOP POOL/CATWAL	0.00	24,800.00
A101.00	379193	11/11/20	30242	FRASER CHILD AND FA	01005400000000	393	PSYCHOTHERAPY CONSU	0.00	4,620.00
A101.00	379194	11/11/20	18200	GENERAL SECURITY SE	01005810000000	305	TRANS PATROL RESPON	0.00	70.00
A101.00	379194	11/11/20	18200	GENERAL SECURITY SE	01005810000000	305	ECC PATROL RESPONSE	0.00	160.00
TOTAL CHECK									230.00
A101.00	379195	11/11/20	32764	GEORGE SONNY LOGAN	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379196	11/11/20	09346	GRAINGER	01009760720000	402	GLOVES	0.00	17.27
A101.00	379196	11/11/20	09346	GRAINGER	01009760720000	402	BATTERY	0.00	21.00
TOTAL CHECK									38.27
A101.00	379197	11/11/20	30209	GRAINGER	01019810000000	350	SUPPLIES-SV	0.00	20.66
A101.00	379197	11/11/20	30209	GRAINGER	01019810000000	350	SUPPLIES-SV	0.00	56.58
A101.00	379197	11/11/20	30209	GRAINGER	01529810000000	350	REPAIR-HL	0.00	85.92

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	163.16
A101.00	379198	11/11/20	27788	GREATAMERICA FINANC	01008105000000	329	POSTAGE MTR DEC20 E	0.00	149.95
A101.00	379198	11/11/20	27788	GREATAMERICA FINANC	01008105000000	329	POSTAGE MTR DEC20 D	0.00	184.95
TOTAL CHECK								0.00	334.90
A101.00	379199	11/11/20	00296	GROTH MUSIC COMPANY	01020258000250	350	BARITONE REPAIR	0.00	130.00
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	PARTS	0.00	180.84
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	PARTS	0.00	188.70
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	PARTS & LABOR BUS 7	0.00	2,174.32
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	HBP ASSE/CORE DEPOS	0.00	3,991.93
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CORE RETURN	0.00	-312.50
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CORE CREDIT	0.00	-1,250.00
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CORE CREDIT	0.00	-1,250.00
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	CORE RETURN	0.00	-1,250.00
A101.00	379201	11/11/20	03263	HOGLUND BUS AND TRU	01009760720000	402	SENSOR CREDIT	0.00	-487.20
TOTAL CHECK								0.00	1,986.09
A101.00	379202	11/11/20	21315	HORIZON COMMERCIAL	01019810000815	401	CHK 377988-OVER	0.00	-1,049.00
A101.00	379202	11/11/20	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	1,616.80
A101.00	379202	11/11/20	21315	HORIZON COMMERCIAL	01019810000815	401	POOL SUPPLIES	0.00	1,941.70
A101.00	379202	11/11/20	21315	HORIZON COMMERCIAL	01019810000815	350	POOL REPAIR	0.00	325.00
TOTAL CHECK								0.00	2,834.50
A101.00	379204	11/11/20	26941	INNOVATIONAL WATER	01005810000000	305	WATER MANAGEMENT	0.00	2,895.42
A101.00	379206	11/11/20	22302	INTEREUM INC	01005010302000	520	DMTS AND T&L	0.00	1,011.99
A101.00	379207	11/11/20	32617	IPEVO INC	01005630154000	530	QUOTE E20QFX7	0.00	36,167.98
A101.00	379209	11/11/20	31112	JASON BOIE	01021294000654	302	JV FOOTBALL	0.00	79.00
A101.00	379210	11/11/20	32790	JERRY'S FOODS-3500	01020250000000	430	GROCERY FACS	0.00	286.81
A101.00	379211	11/11/20	32718	JERRY'S FOODS-3700	01019250000000	430	JERRYS CREDIT	0.00	-57.28
A101.00	379211	11/11/20	32718	JERRY'S FOODS-3700	01019250000000	430	FACS SUPPLIES	0.00	21.01
A101.00	379211	11/11/20	32718	JERRY'S FOODS-3700	01019250000000	430	FACS SUPPLIES	0.00	27.15
A101.00	379211	11/11/20	32718	JERRY'S FOODS-3700	01019250000000	430	FACS SUPPLIES	0.00	65.84
TOTAL CHECK								0.00	56.72
A101.00	379212	11/11/20	32707	JERRY'S FOODS-4100	01533640316000	401	GLUTEN FREE MUFFINS	0.00	11.98
A101.00	379213	11/11/20	03720	JERRY'S HARDWARE	01532810000810	401	ROOF TRACTION SLIPP	0.00	20.69
A101.00	379213	11/11/20	03720	JERRY'S HARDWARE	01008810000000	401	BUILDING SUPPLIES	0.00	42.78
TOTAL CHECK								0.00	63.47
A101.00	379214	11/11/20	12665	JESSEN PRESS INC	01005020000000	401	LETTERHEAD	0.00	136.75
A101.00	379215	11/11/20	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	1,323.00
A101.00	379215	11/11/20	20559	KATH FUEL OIL SERVI	01009760720000	441	FUEL	0.00	12,890.05
TOTAL CHECK								0.00	14,213.05

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A101.00	379216	11/11/20	32786	KATHLEEN M SCOGGIN	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379220	11/11/20	32761	KYRA BOORSMA BERGER	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379222	11/11/20	24127	LEARNING A-Z	01005205417000	505	RAZ LICENSES & ELL	0.00	1,212.50
A101.00	379222	11/11/20	24127	LEARNING A-Z	01005205417000	505	LICENSES FOR CLASSR	0.00	1,637.70
	TOTAL CHECK							0.00	2,850.20
A101.00	379223	11/11/20	32787	LINDSAY R CHRISTENS	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379224	11/11/20	32754	LORI A WEBB	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379225	11/11/20	10090	MACKIN EDUCATIONAL	01005620795000	470	BOOKS FOR CONCORD	0.00	374.47
A101.00	379227	11/11/20	14980	MASBO	01005110000000	366	2020 FALL CONFERENC	0.00	440.00
A101.00	379228	11/11/20	31088	MATSON HOLDING, INC	01009760720000	402	TOOLS	0.00	105.00
A101.00	379229	11/11/20	31239	MATTHEW TIANO	01021294000663	302	VARSITY BOYS SOCCER	0.00	68.50
A101.00	379229	11/11/20	31239	MATTHEW TIANO	01021296000663	302	VARSITY GRLS SOCCER	0.00	68.50
	TOTAL CHECK							0.00	137.00
A101.00	379230	11/11/20	30024	MENARDS - EDEN PRAI	01532810000810	401	BUILDING SUPPLIES	0.00	138.14
A101.00	379231	11/11/20	22660	MIDWEST BUS PARTS I	01009760720000	402	HEATER MOTOR	0.00	410.00
A101.00	379231	11/11/20	22660	MIDWEST BUS PARTS I	01009760720000	402	PARTS	0.00	826.76
	TOTAL CHECK							0.00	1,236.76
A101.00	379232	11/11/20	26125	MN PEIP	01005203797000	291	REITREES/COBRA DEC2	0.00	50,780.16
A101.00	379232	11/11/20	26125	MN PEIP	01	L215.20	CURRENT TEACHER DEC	0.00	689,261.32
	TOTAL CHECK							0.00	740,041.48
A101.00	379233	11/11/20	32784	MNIAAA	01021292000000	820	TROY ANNUAL MBRSHIP	0.00	130.00
A101.00	379236	11/11/20	30329	NORTHLINE TRANSPORT	01009760723000	360	TRANS DEC 2019	0.00	7,200.00
A101.00	379236	11/11/20	30329	NORTHLINE TRANSPORT	01009760723000	360	TRANS NOV 2019	0.00	8,160.00
A101.00	379236	11/11/20	30329	NORTHLINE TRANSPORT	01009760723000	360	TRANS JAN 2020	0.00	8,520.00
	TOTAL CHECK							0.00	23,880.00
A101.00	379237	11/11/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT F.S.	0.00	70.00
A101.00	379237	11/11/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT K.	0.00	70.00
	TOTAL CHECK							0.00	140.00
A101.00	379238	11/11/20	32788	PATRICIA A NELSON	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379238	11/11/20	32788	PATRICIA A NELSON	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
	TOTAL CHECK							0.00	140.00
A101.00	379239	11/11/20	22617	PETERSON COMPANIES	01021865384000	520	FIELD TURF IMPROVEM	0.00	30,168.75
A101.00	379242	11/11/20	32161	PRIME SOLUTIONS, LL	01008865380000	520	ECC 2020 RENOVATION	0.00	11,501.76

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A101.00	379243	11/11/20	13882	PRIOR LAKE HIGH SCH	01021294000654	R060	FOOTBALL TICKETS-AW	0.00	875.00
A101.00	379244	11/11/20	31430	READING & MATH, INC	01528203000096	305	SITE FEE-MATH CORPS	0.00	1,000.00
A101.00	379244	11/11/20	31430	READING & MATH, INC	01019050000000	305	FALL 2020 MATH CORP	0.00	2,000.00
A101.00	379244	11/11/20	31430	READING & MATH, INC	01532203000096	305	FALL20 MN MATH CORP	0.00	2,000.00
	TOTAL CHECK							0.00	5,000.00
A101.00	379245	11/11/20	31129	RELATE COUNSELING C	01005400000000	394	CHEM HEALTH SUP SER	0.00	2,880.00
A101.00	379246	11/11/20	22996	RJ MECHANICAL INC	01009865384000	305	TRANS GENERATOR PIP	0.00	4,500.00
A101.00	379247	11/11/20	26418	ROSAMARIA CAMPBELL	01005420419000	358	INTERPRETER: SPED M	0.00	40.00
A101.00	379249	11/11/20	32757	SAUMYA G MANGALICK	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379250	11/11/20	09066	SCHOOL SPECIALTY IN	01526203000000	401	CONSTRUCTION PAPER	0.00	65.00
A101.00	379251	11/11/20	19808	SEW EASY DESIGNS	01020250000000	430	SEWING KIT-8THGR FA	0.00	15.00
A101.00	379253	11/11/20	32772	STACI KROSCHER	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379254	11/11/20	30302	STEVEN THIELEN	01021294000654	302	VARSITY FOOTBALL	0.00	89.00
A101.00	379255	11/11/20	21983	STIRAS ELIZABETH M	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
A101.00	379255	11/11/20	21983	STIRAS ELIZABETH M	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
	TOTAL CHECK							0.00	140.00
A101.00	379257	11/11/20	32553	TANNER HAWTHORNE JO	01021291000254	302	HS DEBATE (2 DAYS)	0.00	140.00
A101.00	379257	11/11/20	32553	TANNER HAWTHORNE JO	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00
	TOTAL CHECK							0.00	210.00
A101.00	379258	11/11/20	90986	THOMAS M SCHILLER	01021294000654	302	VARSITY FOOTBALL	0.00	89.00
A101.00	379259	11/11/20	31001	TIMECLOCK PLUS DATA	01005105795000	405	ADDL EMPL OVERAGE	0.00	363.00
A101.00	379260	11/11/20	23172	TOLL GAS & WELDING	01009760720000	350	SPECTRUM 625 X-TREM	0.00	2,000.00
A101.00	379261	11/11/20	91403	TOM E GILLUND	01021294000654	302	VARSITY FOOTBALL	0.00	89.00
A101.00	379262	11/11/20	30140	TYLER DOWNS	01021294000654	302	VARSITY FOOTBALL	0.00	89.00
A101.00	379263	11/11/20	30095	UNITED RENTALS (NOR	01020810000000	350	CUSTODIAL SUPPLIES	0.00	368.70
A101.00	379264	11/11/20	23013	UNIVERSITY LANGUAGE	01005790000000	358	GEN ED INTERPRETER	0.00	90.75
A101.00	379264	11/11/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	SP ED INTERPRETER	0.00	110.55
	TOTAL CHECK							0.00	201.30
A101.00	379266	11/11/20	00917	BRAUN INTERTEC CORP	01008865384000	305	ECC-INSPECT/TESTING	0.00	2,108.50
A101.00	379267	11/11/20	32022	VER-TECH LABORATORI	01009760720000	350	WATER CONDITIONER	0.00	363.63
A101.00	379268	11/11/20	32789	VIRGINIA L TEMPLETO	01021291000254	302	HS DEBATE (1 DAY)	0.00	70.00

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CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01009760720000	332	BUS GARAGE: OCT20	0.00	77.07	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01021810000000	332	EHS 11/1-11/30/20	0.00	2,878.32	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01532810000000	332	CV 11/1-11/30/20	0.00	453.51	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01526810000000	332	CC 11/1-11/30/20	0.00	520.09	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01528810000000	332	CS 11/1-11/30/20	0.00	565.49	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01008810000000	332	ECC 11/1-11/30/20	0.00	628.69	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01019810000000	332	SVMS 11/1-11/30/20	0.00	802.65	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01020810000000	440	VVMS 11/1-11/30/20	0.00	1,005.80	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01009760720000	332	TRANS 11/1-11/30/20	0.00	82.07	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01533810000000	332	ND 11/1-11/30/20	0.00	177.32	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01527810000000	332	CN 11/1-11/30/20	0.00	331.10	
A101.00	379269	11/11/20	14932	WASTE MANAGEMENT OF	01529810000000	440	HL 11/1-11/30/20	0.00	360.40	
TOTAL CHECK									0.00	7,882.51
A101.00	379270	11/11/20	15967	WEST MUSIC COMPANY	01533203000000	430	MUSIC MATERIALS FOR	0.00	7.96	
A101.00	379270	11/11/20	15967	WEST MUSIC COMPANY	01533203000000	430	MUSIC MATERIALS FOR	0.00	48.60	
A101.00	379270	11/11/20	15967	WEST MUSIC COMPANY	01533203000000	430	MUSIC MATERIALS FOR	0.00	59.26	
A101.00	379270	11/11/20	15967	WEST MUSIC COMPANY	01533203000000	430	MUSIC MATERIALS FOR	0.00	102.55	
A101.00	379270	11/11/20	15967	WEST MUSIC COMPANY	01533203000000	430	MUSIC MATERIALS FOR	0.00	54.00	
A101.00	379270	11/11/20	15967	WEST MUSIC COMPANY	01533203000000	430	ESTIMATED SHIPPING/	0.00	16.34	
TOTAL CHECK									0.00	288.71
A101.00	379271	11/11/20	14146	WILLIAM V MACGILL &	01005720154000	401	#13131 - MEDIUM ECO	0.00	50.30	
A101.00	379271	11/11/20	14146	WILLIAM V MACGILL &	01005720154000	401	#13132 - LARGE ECON	0.00	50.30	
A101.00	379271	11/11/20	14146	WILLIAM V MACGILL &	01005720154000	401	#20716 - STRONG MFG	0.00	72.70	
A101.00	379271	11/11/20	14146	WILLIAM V MACGILL &	01005720154000	401	#20717 - STRONG MFG	0.00	72.70	
TOTAL CHECK									0.00	246.00
A101.00	379273	11/11/20	07655	WPS - WESTERN PSYCH	01005420419000	401	#W-688A - ARIZONA A	0.00	90.00	
A101.00	379273	11/11/20	07655	WPS - WESTERN PSYCH	01005420419000	401	#W-688B - ARIZONA-4	0.00	45.00	
A101.00	379273	11/11/20	07655	WPS - WESTERN PSYCH	01005420419000	401	ESTIMATED SHIPPING/	0.00	13.50	
TOTAL CHECK									0.00	148.50
A101.00	379274	11/11/20	05410	XCEL ENERGY	01527810000000	330	CN OCT20	0.00	2,077.06	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01533810000000	330	ND OCT20	0.00	3,888.93	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01528810000000	330	CS OCT20	0.00	5,264.48	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01532810000000	330	CV OCT20	0.00	5,424.63	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01529810000000	330	HL OCT20	0.00	6,512.10	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01526810000000	330	CC OCT20	0.00	6,547.46	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01527810000000	330	CN 8/19/20-9/21/20	0.00	6,827.00	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01008810000000	330	ECC OCT20	0.00	13,788.04	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01019810000000	330	SVMS OCT20	0.00	14,199.39	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01020810000000	330	VVMS OCT20	0.00	14,610.12	
A101.00	379274	11/11/20	05410	XCEL ENERGY	01021810000000	330	EHS OCT20	0.00	17,762.41	
TOTAL CHECK									0.00	96,901.62
A101.00	379276	11/18/20	23145	AFFINITECH INC.	01005630154000	530	BALANCE DUE:CN/CV/N	0.00	17,927.85	
A101.00	379279	11/18/20	00500	ASTLEFORD INTERNATI	01009760720000	402	KIT	0.00	162.86	
A101.00	379280	11/18/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	BATTERY MAINTAIN	0.00	31.99	

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A101.00	379280	11/18/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	ALI 2 DISC 24 GRT	0.00	34.92
A101.00	379280	11/18/20	05628	AUTO PLUS/UNI-SELEC	01009760720000	402	STANDARD MINIATU	0.00	5.20
TOTAL CHECK								0.00	72.11
A101.00	379281	11/18/20	12067	BARNES & NOBLE INC	01527203000052	430	2ND GRADE BOOKS	0.00	449.36
A101.00	379281	11/18/20	12067	BARNES & NOBLE INC	01021620795000	470	BOOKS FOR EHS-NIGHT	0.00	176.00
TOTAL CHECK								0.00	625.36
A101.00	379282	11/18/20	28022	BAUSCHELT PAT	01021294000654	302	9TH GRD FOOTBALL	0.00	79.00
A101.00	379283	11/18/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE FOR SCHO	0.00	75.00
A101.00	379283	11/18/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE FOR SCHO	0.00	585.00
A101.00	379283	11/18/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE FOR SCHO	0.00	762.50
A101.00	379283	11/18/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE FOR SCHO	0.00	887.50
A101.00	379283	11/18/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE FOR SCHO	0.00	1,000.00
A101.00	379283	11/18/20	26064	BAYADA HOME HEALTH	01005416740000	394	RN SERVICE FOR SCHO	0.00	1,110.00
TOTAL CHECK								0.00	4,420.00
A101.00	379285	11/18/20	12444	BLICK ART MATERIALS	01020212000000	430	ART SUPPLY	0.00	67.90
A101.00	379286	11/18/20	10270	BOYER TRUCKS	01009760720000	402	ROD ASSY	0.00	190.61
A101.00	379286	11/18/20	10270	BOYER TRUCKS	01009760720000	402	CHAMBER T2	0.00	32.13
A101.00	379286	11/18/20	10270	BOYER TRUCKS	01009760720000	402	HYD FILTER	0.00	19.80
TOTAL CHECK								0.00	242.54
A101.00	379287	11/18/20	14025	BRIN NORTHWESTERN G	01019810000000	350	WINDOW REPAIR-SVMS	0.00	356.00
A101.00	379288	11/18/20	27241	CAROLE A. GUPTON PH	01005211313000	305	PD PLANNING-DEANS/A	0.00	1,800.00
A101.00	379290	11/18/20	15058	CENGAGE LEARNING	01005205417000	433	BOOKS FOR ML TEACHE	0.00	2,332.17
A101.00	379290	11/18/20	15058	CENGAGE LEARNING	01005205417000	433	BOOKS FROM CENGAGE	0.00	2,810.23
TOTAL CHECK								0.00	5,142.40
A101.00	379291	11/18/20	15056	CENTERPOINT ENERGY	01533810000000	440	ND OCT20	0.00	1,122.95
A101.00	379291	11/18/20	15056	CENTERPOINT ENERGY	01019810000000	440	SV OCT20	0.00	3,913.72
A101.00	379291	11/18/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC OCT20	0.00	3,981.39
A101.00	379291	11/18/20	15056	CENTERPOINT ENERGY	01020810000000	440	VV OCT20	0.00	4,109.78
A101.00	379291	11/18/20	15056	CENTERPOINT ENERGY	01021810000000	440	EHS OCT20	0.00	7,401.92
TOTAL CHECK								0.00	20,529.76
A101.00	379292	11/18/20	24945	CENTURYLINK	01021810000000	320	EHS 11/10/20-12/09/	0.00	400.93
A101.00	379292	11/18/20	24945	CENTURYLINK	01005620000000	320	DO 11/01/20-11/30/2	0.00	540.00
A101.00	379292	11/18/20	24945	CENTURYLINK	01005620000000	320	DO 11/01/20-11/30/2	0.00	89.00
A101.00	379292	11/18/20	24945	CENTURYLINK	01009760720000	320	TRANS 11/04/20-12/0	0.00	129.68
A101.00	379292	11/18/20	24945	CENTURYLINK	01532810000000	320	CV 11/10/20-12/09/2	0.00	138.40
A101.00	379292	11/18/20	24945	CENTURYLINK	01528810000000	320	CS 11/01/20-11/30/2	0.00	158.80
A101.00	379292	11/18/20	24945	CENTURYLINK	01527810000000	320	CN 11/01/20-11/30/2	0.00	158.80
A101.00	379292	11/18/20	24945	CENTURYLINK	01526810000000	320	CC 11/10/20-11/30/2	0.00	158.80
A101.00	379292	11/18/20	24945	CENTURYLINK	01529810000000	320	HL 11/01/20-11/30/2	0.00	218.80
A101.00	379292	11/18/20	24945	CENTURYLINK	01008810000000	320	ECC 11/10/20-11/30/	0.00	255.59
A101.00	379292	11/18/20	24945	CENTURYLINK	01005620000000	320	DO 11/01/20-11/30/2	0.00	260.00
A101.00	379292	11/18/20	24945	CENTURYLINK	01019810000000	320	SV 11/10/20-11/30/2	0.00	277.90

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A101.00	379292	11/18/20	24945	CENTURYLINK	01020810000000	320	VV 11/10/20-12/09/2	0.00	311.83
TOTAL CHECK									0.00 3,098.53
A101.00	379294	11/18/20	01321	CITY OF EDINA	01528810000000	331	CS 07/30/20-11/03/2	0.00	2,074.82
A101.00	379294	11/18/20	01321	CITY OF EDINA	01529810000000	331	HL 07/30/20-11/03/2	0.00	2,245.47
A101.00	379294	11/18/20	01321	CITY OF EDINA	01527810000000	331	CN 07/31/20-11/03/2	0.00	2,727.30
A101.00	379294	11/18/20	01321	CITY OF EDINA	01009760720000	331	TRANS 07/30/20-11/0	0.00	4,755.54
TOTAL CHECK									0.00 11,803.13
A101.00	379295	11/18/20	26286	DAKOTA TRUCK UNDERW	01		L215.70 INSTALLMENT #6	0.00	26,585.00
A101.00	379298	11/18/20	21013	SHRED RIGHT	01005105000000	401	WO-197455-H.R.	0.00	50.00
A101.00	379298	11/18/20	21013	SHRED RIGHT	01005400000000	401	WO-197455-SP. ED.	0.00	50.00
A101.00	379298	11/18/20	21013	SHRED RIGHT	01005110000000	401	WO-197455-B.S.	0.00	50.00
TOTAL CHECK									0.00 150.00
A101.00	379299	11/18/20	12171	ECKROTH MUSIC	01021258000250	430	BAND SUPPLIES	0.00	66.00
A101.00	379299	11/18/20	12171	ECKROTH MUSIC	01020258000250	430	REEDS	0.00	114.36
TOTAL CHECK									0.00 180.36
A101.00	379300	11/18/20	32555	ERDI PARTNERS INC	01005870795000	405	CROWDLOOP NOV-JAN20	0.00	4,000.00
A101.00	379301	11/18/20	28966	FACTORY MOTOR PARTS	01009760720000	402	BRITELITE CAPSULES	0.00	90.40
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	CC INTRUSION MONITO	0.00	40.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	VV INTRUSION MONITO	0.00	40.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	CS INTRUSION MONITO	0.00	53.95
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	TRANS INTRUSION MON	0.00	72.00
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	CV INTRUSION MONITO	0.00	76.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	ECC INTRUSION MONIT	0.00	76.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	EHS INTRUSION MONIT	0.00	76.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	SV INTRUSION MONITO	0.00	76.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	CN INTRUSION MONITO	0.00	76.08
A101.00	379302	11/18/20	18200	GENERAL SECURITY SE	01005810000000	305	HL INTRUSION MONITO	0.00	76.08
TOTAL CHECK									0.00 662.59
A101.00	379303	11/18/20	32764	GEORGE SONNY LOGAN	01021291000254	302	DEBATE (1 DAY)	0.00	70.00
A101.00	379303	11/18/20	32764	GEORGE SONNY LOGAN	01021291000254	302	DEBATE (1 DAY)	0.00	70.00
TOTAL CHECK									0.00 140.00
A101.00	379305	11/18/20	09346	GRAINGER	01009760720000	350	DUPLICATE PAYMENT	0.00	-51.96
A101.00	379305	11/18/20	09346	GRAINGER	01009760720000	350	HOLE SAW	0.00	88.07
A101.00	379305	11/18/20	09346	GRAINGER	01009760720000	350	AEROSOL DUST REMOVE	0.00	103.80
A101.00	379305	11/18/20	09346	GRAINGER	01528810000000	350	DUPLICATE PAYMENT	0.00	-25.18
A101.00	379305	11/18/20	09346	GRAINGER	01528810000000	350	DUPLICATE PAYMENT	0.00	-25.18
A101.00	379305	11/18/20	09346	GRAINGER	01009760720000	350	CABLE TIE	0.00	9.64
A101.00	379305	11/18/20	09346	GRAINGER	01009760720000	350	STRETCH WRAP	0.00	27.96
A101.00	379305	11/18/20	09346	GRAINGER	01009760720000	350	CLAMP	0.00	31.82
TOTAL CHECK									0.00 158.97
A101.00	379307	11/18/20	27788	GREATAMERICA FINANC	01019211000000	370	POSTAGE METER RENTA	0.00	149.95



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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379308	11/18/20	00296	GROTH MUSIC COMPANY	01021258000250	430	BAND SUPPLIES	0.00	153.00
A101.00	379308	11/18/20	00296	GROTH MUSIC COMPANY	01020258000251	430	RHYTHM STICKS	0.00	16.00
A101.00	379308	11/18/20	00296	GROTH MUSIC COMPANY	01019258000250	350	TRUMPET REPAIR	0.00	30.00
A101.00	379308	11/18/20	00296	GROTH MUSIC COMPANY	01019258000250	430	HQ RF12D REALFEEL P	0.00	36.99
A101.00	379308	11/18/20	00296	GROTH MUSIC COMPANY	01019258000250	430	2949344 OVERPAID	0.00	-24.95
TOTAL CHECK								0.00	211.04
A101.00	379309	11/18/20	15924	GROUP HEALTH INC-WO	01005930000000	299	OCT-DEC20 MGD CARE	0.00	2,495.00
A101.00	379310	11/18/20	18005	GUITAR CENTER	01005258302000	530	ELEMENTARY MUSIC	0.00	40.00
A101.00	379311	11/18/20	03263	HOGLUND BUS AND TRU	01009760720000	402	SENSOR, DRIVE FAN	0.00	707.42
A101.00	379312	11/18/20	20605	INNOVATIVE OFFICE S	01533203000000	430	4 PACK CASTER HHABC	0.00	66.00
A101.00	379312	11/18/20	20605	INNOVATIVE OFFICE S	01529050000000	401	ONLINE ORDER - SUPP	0.00	8.72
A101.00	379312	11/18/20	20605	INNOVATIVE OFFICE S	01529050000000	401	ONLINE ORDER - SUPP	0.00	113.21
TOTAL CHECK								0.00	187.93
A101.00	379313	11/18/20	32021	INSIGHT PUBLIC SECT	01005870795000	405	AZURE OVERAGES-APR2	0.00	1,897.35
A101.00	379314	11/18/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	VV SITE INVESTIGATI	0.00	250.92
A101.00	379314	11/18/20	16513	INSTITUTE FOR ENVIR	01020865352000	305	VV COMMISSIONING 20	0.00	2,270.00
A101.00	379314	11/18/20	16513	INSTITUTE FOR ENVIR	01005865352000	305	EHS MGMT SERVICES	0.00	2,679.81
A101.00	379314	11/18/20	16513	INSTITUTE FOR ENVIR	01008865358000	305	ECC ASBESTOS REM/MO	0.00	20,648.46
TOTAL CHECK								0.00	25,849.19
A101.00	379315	11/18/20	22560	INTELLIGERE INC	01005420740000	358	INTERPRETER-SP ED M	0.00	397.25
A101.00	379316	11/18/20	22302	INTEREUM INC	01005010302000	530	ECC FURNITURE SUPER	0.00	649.76
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01021380835000	390	TRANSITION DISABLED	0.00	3,031.30
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC-STABILIZATION F	0.00	3,644.28
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01005865382000	390	LONG TERM FACILITIE	0.00	4,419.27
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01021399830000	390	HTP-GEN ED	0.00	10,255.96
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01021211303000	390	CONTRACTED NSO	0.00	10,856.30
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01005400342000	391	SAFE SCHOOL	0.00	10,932.84
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01005400000000	390	CORE FEE	0.00	10,969.28
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01005400000000	390	ITINERANT	0.00	17,460.13
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01005850302287	370	LEASE LEVY	0.00	23,895.99
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01021211303000	390	ALC	0.00	1,295.82
A101.00	379317	11/18/20	16322	INTERMEDIATE DISTRI	01021399830000	390	CAREER & TECH	0.00	1,330.67
TOTAL CHECK								0.00	98,091.84
A101.00	379318	11/18/20	03720	JERRY'S HARDWARE	01020810000810	401	CUSTODIAL SUPPLIES	0.00	5.40
A101.00	379320	11/18/20	32795	JOSEPH MARKERT	01021294000654	302	JV FOOTBALL	0.00	79.00
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	238.99
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01020258000250	430	MUSIC	0.00	5.25
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	78.74
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	125.00
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	128.98

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A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	15.00
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	38.94
A101.00	379321	11/18/20	09728	JW PEPPER & SON INC	01021258000250	430	BAND SUPPLIES	0.00	60.99
TOTAL CHECK								0.00	691.89
A101.00	379322	11/18/20	20559	KATH FUEL OIL SERVI	01009760720000	442	OIL	0.00	611.50
A101.00	379322	11/18/20	20559	KATH FUEL OIL SERVI	01009760720000	441	UNLEADED	0.00	1,220.05
TOTAL CHECK								0.00	1,831.55
A101.00	379323	11/18/20	32761	KYRA BOORSMA BERGER	01021291000254	302	DEBATE (2 DAYS)	0.00	140.00
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#DD925 - ALL ABOUT	0.00	49.99
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#PP949 - POSITIONAL	0.00	29.99
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#LM520 - ALL PURPOS	0.00	429.00
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#NF9765 - RAINBOW S	0.00	11.98
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#LK522BU - HEAVY DU	0.00	37.98
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#VR455 - MAGNETIC H	0.00	19.98
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	#LC926 - CLASSROOM	0.00	49.99
A101.00	379324	11/18/20	04024	LAKESHORE LEARNING	01532411740000	433	ESTIMATED SHIPPING/	0.00	94.34
TOTAL CHECK								0.00	723.25
A101.00	379325	11/18/20	25101	LAMINATOR.COM INC	01527203000000	430	GENERAL OFFICE SUPP	0.00	52.48
A101.00	379326	11/18/20	21327	LANGUAGE LINE SERVI	01005790000000	358	TRANSLATION SER-OCT	0.00	3,749.82
A101.00	379327	11/18/20	32787	LINDSAY R CHRISTENS	01021291000254	302	DEBATE (1 DAY)	0.00	70.00
A101.00	379327	11/18/20	32787	LINDSAY R CHRISTENS	01021291000254	302	DEBATE (1 DAY)	0.00	70.00
TOTAL CHECK								0.00	140.00
A101.00	379328	11/18/20	26511	LITTLE FALLS MACHIN	01009760720000	402	SPINNERS	0.00	821.26
A101.00	379331	11/18/20	14980	MASBO	01005110000000	366	GENERAL EDUCATION F	0.00	40.00
A101.00	379331	11/18/20	14980	MASBO	01005110000000	366	BUDGETING II, PART	0.00	40.00
A101.00	379331	11/18/20	14980	MASBO	01005110000000	366	GENERAL EDUCATION F	0.00	80.00
A101.00	379331	11/18/20	14980	MASBO	01005110000000	366	BUDGETING II, PART	0.00	80.00
TOTAL CHECK								0.00	240.00
A101.00	379332	11/18/20	31088	MATSON HOLDING, INC	01009760720000	402	LED 6/12V <del>AA</del> <i>AA</i>	0.00	6.50
A101.00	379333	11/18/20	30024	MENARDS - EDEN PRAI	01009760720000	401	MASKS	0.00	74.92
A101.00	379334	11/18/20	24523	MESSERLI & KRAMER P 01		L215.13	IW - K. WILSON	0.00	361.67
A101.00	379335	11/18/20	92438	MICHAEL KALLAS	01021294000654	302	JV FOOTBALL	0.00	79.00
A101.00	379335	11/18/20	92438	MICHAEL KALLAS	01021294000654	302	VARSITY FOOTBALL	0.00	89.00
TOTAL CHECK								0.00	168.00
A101.00	379336	11/18/20	22660	MIDWEST BUS PARTS I	01009760720000	402	HEADLIGHT BULB, BEL	0.00	155.64
A101.00	379337	11/18/20	90341	MIKE KARNAS	01021294000654	302	JV FOOTBALL	0.00	79.00
A101.00	379339	11/18/20	21406	MINNESOTA SCHOOL EM 01		L215.08	UNION DUES W/HOLDIN	0.00	1,489.29

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A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	305	VV ELEVATOR OP ANNU	0.00	100.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - VVMS	0.00	40.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - CN	0.00	40.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - CC	0.00	50.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - ECC	0.00	70.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - EHS	0.00	90.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	305	2020 ELEVATOR OP-EC	0.00	100.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - CV	0.00	30.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - HL	0.00	30.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	820	BOILER - CS	0.00	30.00	
A101.00	379340	11/18/20	10755	MN DEPT OF LABOR AN	01005810000000	305	ANNUAL ELEVATOR OP-	0.00	200.00	
TOTAL CHECK									0.00	780.00
A101.00	379341	11/18/20	18615	NAC	01527810000000	350	SER CALL AND REPAIR	0.00	845.00	
A101.00	379341	11/18/20	18615	NAC	01527865380000	530	CN WATER HEATER REP	0.00	6,500.00	
TOTAL CHECK									0.00	7,345.00
A101.00	379342	11/18/20	23177	NCS PEARSON INC	01005420419000	401	#A103000185747 - CE	0.00	75.00	
A101.00	379342	11/18/20	23177	NCS PEARSON INC	01005420419000	401	ESTIMATED SHIPPING/	0.00	4.50	
TOTAL CHECK									0.00	79.50
A101.00	379343	11/18/20	17215	OCCUPATIONAL MEDICI	01009760720000	305	DOT L.	0.00	70.00	
A101.00	379344	11/18/20	04661	OFFICE DEPOT INC	01532203000000	430	ONLINE ORDER	0.00	43.91	
A101.00	379344	11/18/20	04661	OFFICE DEPOT INC	01532203000000	430	ONLINE ORDER	0.00	25.99	
TOTAL CHECK									0.00	69.90
A101.00	379347	11/18/20	05557	OWENS COMPANIES INC	01005810000000	305	SEMI-YRLY SERVICE C	0.00	2,743.00	
A101.00	379348	11/18/20	32788	PATRICIA A NELSON	01021291000254	302	DEBATE (1 DAY)	0.00	70.00	
A101.00	379349	11/18/20	30930	PLANSOURCE	01005105000000	305	SERVICES FOR NOV20	0.00	8,433.40	
A101.00	379350	11/18/20	06953	PREMIUM WATERS INC	01005108795000	305	COOLER RENT-NOV20	0.00	10.00	
A101.00	379350	11/18/20	06953	PREMIUM WATERS INC	01005108795000	305	LATE FEE FOR SEP20	0.00	10.00	
A101.00	379350	11/18/20	06953	PREMIUM WATERS INC	01005108795000	305	WATER FOR DMTS	0.00	24.00	
TOTAL CHECK									0.00	44.00
A101.00	379352	11/18/20	12269	RED BALLOON BOOKSHO	01005620795000	470	BOOKS FOR COUNTRYSI	0.00	314.00	
A101.00	379353	11/18/20	30299	RICHELLE LIES	01021291000254	302	DEBATE (1 DAY)	0.00	70.00	
A101.00	379354	11/18/20	15238	ROTARY CLUB OF EDIN	01005630000000	820	JUL-SEP20 FEE-SMAKA	0.00	165.00	
A101.00	379354	11/18/20	15238	ROTARY CLUB OF EDIN	01005630000000	820	Q2 DUES/MEALS-SMAKA	0.00	205.00	
TOTAL CHECK									0.00	370.00
A101.00	379355	11/18/20	06922	SCHOOL SERVICE EMPL 01		L215.08	UNION DUES W/HOLDIN	0.00	3,212.92	
A101.00	379356	11/18/20	09066	SCHOOL SPECIALTY IN	01021212000000	430	NATURE PRINT PRINTI	0.00	24.04	
A101.00	379356	11/18/20	09066	SCHOOL SPECIALTY IN	01532212000000	430	ONLINE ORDER ACCOUN	0.00	52.50	
TOTAL CHECK									0.00	76.54

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A101.00	379357	11/18/20	92462	SCHRANK JAMES	01021294000654	302	VARSITY FOOTBALL	0.00	89.00
A101.00	379358	11/18/20	31137	SECURITY CONTROL SY	01019810000000	350	SERVICE CALL-SVMS	0.00	329.00
A101.00	379360	11/18/20	08656	SPS COMPANIES INC	01526810000000	350	FAUCET REPAIR	0.00	320.22
A101.00	379361	11/18/20	21983	STIRAS ELIZABETH M	01021291000254	302	DEBATE (2 DAYS)	0.00	140.00
A101.00	379362	11/18/20	32202	SUN CONTROL OF MINN	01533203302000	530	WINDOW FILM-LOBBY/O	0.00	3,378.00
A101.00	379363	11/18/20	27819	T-MOBILE	01005630000000	320	HOTSPOTS-EMPOWERED	0.00	3,572.66
A101.00	379364	11/18/20	93460	TOWNZEN RYAN K	01021294000654	302	JV FOOTBALL	0.00	79.00
A101.00	379365	11/18/20	22468	TRI-STATE BOBCAT IN	01009760720000	402	PIPE, GASKET, FLANG	0.00	64.63
A101.00	379366	11/18/20	23013	UNIVERSITY LANGUAGE	01005420740000	358	INTERPRETER-SP ED	0.00	82.50
A101.00	379369	11/18/20	28655	WIDMER RITA	01021291000254	302	DEBATE (1 DAY)	0.00	70.00
A101.00	379370	11/18/20	15501	WILD RUMPUS BOOK ST	01005620795000	470	BOOKS FOR VVMS	0.00	116.74
A101.00	379370	11/18/20	15501	WILD RUMPUS BOOK ST	01005620795000	470	BOOKS FOR CV	0.00	179.01
TOTAL CHECK									295.75
A101.00	379371	11/18/20	05410	XCEL ENERGY	01019810000000	330	SV 10/12/20-11/10/2	0.00	1,399.77
A101.00	379372	11/24/20	32610	ADVANCED IMAGING SO	01005850302000	370	LEASE PAYMENTS 12/0	0.00	4,230.75
A101.00	379373	11/24/20	27350	ASLIS- INTERPRETER	01005790000000	358	INTERPRETER-GEN ED	0.00	128.00
A101.00	379375	11/24/20	24971	BATTERIES R US	01008810000000	350	BIG LIFT BATTERY	0.00	799.96
A101.00	379375	11/24/20	24971	BATTERIES R US	01021810000810	401	A/C REPLACED BATTER	0.00	1,319.96
TOTAL CHECK									2,119.92
A101.00	379376	11/24/20	26064	BAYADA HOME HEALTH	01005416723000	394	NURSING ON BUS	0.00	82.50
A101.00	379376	11/24/20	26064	BAYADA HOME HEALTH	01005416723000	394	NURSING ON BUS	0.00	150.00
A101.00	379376	11/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	447.50
A101.00	379376	11/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	562.50
A101.00	379376	11/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,010.00
A101.00	379376	11/24/20	26064	BAYADA HOME HEALTH	01005416740000	394	NURSE DURING SCHOOL	0.00	1,100.00
TOTAL CHECK									3,352.50
A101.00	379377	11/24/20	32796	BRONX SCIENCE SPEEC	01021291000254	305	DEBATE ENTRY FEE	0.00	30.00
A101.00	379378	11/24/20	01012	BSN SPORTS, LLC	01021292000000	401	WRESTLING UNIFORMS	0.00	2,277.33
A101.00	379378	11/24/20	01012	BSN SPORTS, LLC	01021292000000	401	GRLS SOCCER UNIFORM	0.00	344.40
TOTAL CHECK									2,621.73
A101.00	379379	11/24/20	15056	CENTERPOINT ENERGY	01533810000000	440	ND 10/12/20-11/11/2	0.00	218.95
A101.00	379379	11/24/20	15056	CENTERPOINT ENERGY	01019810000000	440	SV 10/12/20-11/11/2	0.00	400.29
A101.00	379379	11/24/20	15056	CENTERPOINT ENERGY	01008810000000	440	ECC 10/12/20-11/11/	0.00	776.28

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A101.00	379379	11/24/20	15056	CENTERPOINT ENERGY	01526810000000	440	CC 10/12/20-11/11/2	0.00	2,369.56
TOTAL CHECK									0.00 3,765.08
A101.00	379380	11/24/20	10363	CENTRAL ROOFING COM	01008865383000	520	VV/ECC REROOF 2019	0.00	61,360.92
A101.00	379381	11/24/20	00911	CITY OF EDINA - BRA	01021850302655	370	FOOTBALL FIELD RENT	0.00	240.00
A101.00	379382	11/24/20	30143	CITY OF EDINA - POL	01021294000654	305	OFFICER SECURITY-FT	0.00	2,954.00
A101.00	379383	11/24/20	31398	CORPORATE MECHANICA	01021810000000	350	STEAM BOILER REPAIR	0.00	1,379.00
A101.00	379383	11/24/20	31398	CORPORATE MECHANICA	01021810000000	350	FAILED FLOAT CONTRO	0.00	3,242.30
TOTAL CHECK									0.00 4,621.30
A101.00	379384	11/24/20	11744	CULLIGAN BOTTLED WA	01021292000670	401	WATER-ACTIVITIES	0.00	110.57
A101.00	379386	11/24/20	20644	DECA	01021291000265	820	DECA MEMBERSHIP DUE	0.00	26.00
A101.00	379386	11/24/20	20644	DECA	01021291000265	820	DECA MEMBERSHIP DUE	0.00	26.00
A101.00	379386	11/24/20	20644	DECA	01021291000265	820	DECA MEMBERSHIP DUE	0.00	1,144.00
TOTAL CHECK									0.00 1,196.00
A101.00	379387	11/24/20	17950	DELEGARD TOOL COMPA	01005865352000	401	GLOVES-DW GROUNDS	0.00	29.38
A101.00	379387	11/24/20	17950	DELEGARD TOOL COMPA	01005810000820	401	COMPRESSION KIT-DW	0.00	59.81
TOTAL CHECK									0.00 89.19
A101.00	379388	11/24/20	01740	SCHOOL SPECIALTY IN	01529212000000	430	ITEM 207192 MARKERS	0.00	55.44
A101.00	379388	11/24/20	01740	SCHOOL SPECIALTY IN	01529212000000	430	ITEM 001233 WTRCOLO	0.00	1,002.00
TOTAL CHECK									0.00 1,057.44
A101.00	379389	11/24/20	21013	SHRED RIGHT	01529050000000	401	PAPER SHREDDING 2 B	0.00	15.00
A101.00	379390	11/24/20	13063	ECM PUBLISHERS INC	01005110000000	305	TRUTH/TAXATION NOTI	0.00	23.80
A101.00	379392	11/24/20	30436	EKIN LLC	01021296000663	401	GRLS SOCCER SUPPLIE	0.00	946.00
A101.00	379392	11/24/20	30436	EKIN LLC	01021294000663	401	BOYS SOCCER SUPPLIE	0.00	1,947.00
TOTAL CHECK									0.00 2,893.00
A101.00	379393	11/24/20	02155	ELSMORE SWIM SHOP	01021294000664	401	BOYS SWIM CAPS	0.00	275.50
A101.00	379394	11/24/20	31863	EMPOWER U, LLC	01021211000091	430	EMPOWERU AT EHS (20	0.00	5,000.00
A101.00	379395	11/24/20	02490	FOLLETT SCHOOL SOLU	01005218388000	430	MATH IN FOCUS BOOKS	0.00	1,379.85
A101.00	379396	11/24/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULTANT-PSYCHOTH	0.00	616.00
A101.00	379396	11/24/20	30242	FRASER CHILD AND FA	01005400000000	393	CONSULTANT-PSYCHOTH	0.00	5,236.00
TOTAL CHECK									0.00 5,852.00
A101.00	379397	11/24/20	09346	GRAINGER	01005810000820	401	VOLTAGE DETECTOR-DW	0.00	37.75
A101.00	379398	11/24/20	30209	GRAINGER	01020865384000	530	SHELVING NEW SHED	0.00	974.80
A101.00	379399	11/24/20	27788	GREATAMERICA FINANC	01008105000000	329	POSTAGE MTR DEC20 E	0.00	159.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379400	11/24/20	31788	HAMMER SPORTS LLC	01021296000669	302	9TH GRD VOLLEYBALL	0.00	128.00
A101.00	379401	11/24/20	02356	HAWKINS INC	01020810000815	401	POOL SUPPLIES	0.00	210.00
A101.00	379402	11/24/20	18392	HEALY AWARDS INC	01021296000657	401	GRLS HOCKEY DECALS	0.00	250.94
A101.00	379403	11/24/20	25220	HENNEPIN COUNTY TRE	01005110000000	305	TRUTH IN TAXATION	0.00	3,165.98
A101.00	379405	11/24/20	20807	HP SPEECH & DEBATE	01021291000254	305	DEBATE ENTRY FEE	0.00	100.00
A101.00	379406	11/24/20	90281	JAH SCHEDULING LLC	01021294000663	302	Varsity ASSIGNING F	0.00	158.00
A101.00	379406	11/24/20	90281	JAH SCHEDULING LLC	01021296000663	302	Varsity ASSIGNING F	0.00	158.00
TOTAL CHECK								0.00	316.00
A101.00	379408	11/24/20	26941	INNOVATIONAL WATER	01021810000000	350	A/C COOLING TOWER L	0.00	165.00
A101.00	379409	11/24/20	22560	INTELLIGERE INC	01005219317000	358	INTERPRETER-EL	0.00	1,921.00
A101.00	379409	11/24/20	22560	INTELLIGERE INC	01005420419000	358	INTERPRETER-SP ED S	0.00	313.25
TOTAL CHECK								0.00	2,234.25
A101.00	379410	11/24/20	16322	INTERMEDIATE DISTRI	01005416740000	394	SERVICES REQ IN IEP	0.00	1,482.52
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01008810000000	350	BUILDING SUPPLIES	0.00	71.94
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01021292000000	401	TSCHIDA SUPPLIES	0.00	152.14
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01005810000820	401	DW GROUNDS-CARB CIT	0.00	36.57
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01021810000820	401	EHS GROUNDS-CARB CI	0.00	36.57
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01021810000000	350	MISC REPAIR PARTS	0.00	37.46
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01021292000000	401	KEROSENE	0.00	43.16
A101.00	379411	11/24/20	03720	JERRY'S HARDWARE	01021292000000	401	FASTENERS	0.00	9.72
TOTAL CHECK								0.00	387.56
A101.00	379412	11/24/20	31829	K12 MANAGEMENT INC	01005211154000	430	MIDDLEBURY MS/HS LI	0.00	99.00
A101.00	379412	11/24/20	31829	K12 MANAGEMENT INC	01005211154000	430	MIDDLEBURY INT ST L	0.00	200.00
TOTAL CHECK								0.00	299.00
A101.00	379413	11/24/20	31089	KAMI	01020407740000	433	KAMI TEACHER PLAN -	0.00	49.50
A101.00	379413	11/24/20	31089	KAMI	01020410740000	433	KAMI TEACHER PLAN -	0.00	49.50
TOTAL CHECK								0.00	99.00
A101.00	379414	11/24/20	16127	KULLY SUPPLY INC	01008810000000	350	PLUMBING REPAIR PAR	0.00	76.08
A101.00	379414	11/24/20	16127	KULLY SUPPLY INC	01008810000000	350	PLUMBING REPAIR	0.00	76.08
TOTAL CHECK								0.00	152.16
A101.00	379415	11/24/20	17682	MALLOY MONTAGUE KAR	01005110000000	305	PROF SER THRU 10/31	0.00	7,600.00
A101.00	379417	11/24/20	09167	MENARDS - GOLDEN VA	01008810000810	401	TOOLS	0.00	29.58
A101.00	379418	11/24/20	30024	MENARDS - EDEN PRAI	01020810000820	401	STEEL END FRAME-VV	0.00	145.77
A101.00	379418	11/24/20	30024	MENARDS - EDEN PRAI	01008810000820	401	SAFETY REFLECTOR-DW	0.00	35.99
A101.00	379418	11/24/20	30024	MENARDS - EDEN PRAI	01008810000820	401	REBAR/SILT SOCK ND/	0.00	73.92
TOTAL CHECK								0.00	255.68

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A101.00	379419	11/24/20	18737	METRO SALES INC	01021292000000	370	MONTHLY COPIER RENT	0.00	98.00
A101.00	379421	11/24/20	11567	MPS-SPECIAL SCHOOL	01005211000000	390	ER GENERAL ED SERVI	0.00	1,569.90
A101.00	379421	11/24/20	11567	MPS-SPECIAL SCHOOL	01005211000000	390	MM GENERAL ED SERVI	0.00	8,896.10
A101.00	379421	11/24/20	11567	MPS-SPECIAL SCHOOL	01005211000000	390	ER GENERAL ED SERVI	0.00	10,727.65
TOTAL CHECK								0.00	21,193.65
A101.00	379422	11/24/20	27460	NBS CALIBRATIONS	01021294000670	305	WRESTLING SCALE CAL	0.00	286.00
A101.00	379423	11/24/20	23177	NCS PEARSON INC	01005420419000	401	#A103000185042 - CE	0.00	399.00
A101.00	379423	11/24/20	23177	NCS PEARSON INC	01005420419000	401	ESTIMATED SHIPPING/	0.00	23.94
TOTAL CHECK								0.00	422.94
A101.00	379424	11/24/20	22535	NEW DOMINION SCHOOL	01005211000000	390	CARE&TREATMT TUITIO	0.00	496.37
A101.00	379424	11/24/20	22535	NEW DOMINION SCHOOL	01005408740000	393	SPECIAL ED TUITION	0.00	1,237.46
TOTAL CHECK								0.00	1,733.83
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	01528050000000	401	OFFICE SUPPLIES	0.00	48.99
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	01528620000000	401	RUBBER BDS-MEDIA CE	0.00	59.94
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	01532203000000	430	ON LINE ORDER	0.00	81.64
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	01532203000000	430	ON LINE ORDER	0.00	67.20
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	01527203000055	430	5TH GRADE STUDENT S	0.00	16.12
TOTAL CHECK								0.00	273.89
A101.00	379426	11/24/20	20111	ON SITE SANITATION	01021292000000	305	EHS UNITS	0.00	234.60
A101.00	379426	11/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	582.84
A101.00	379426	11/24/20	20111	ON SITE SANITATION	01021292000000	305	KUHLMAN UNITS	0.00	1,479.78
TOTAL CHECK								0.00	2,297.22
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	ECC OCT20 SERVICE	0.00	55.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS BUNKER OCT20 SE	0.00	60.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	HL OCT20 SERVICE	0.00	65.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	ND OCT20 SERVICE	0.00	65.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CC OCT20 SERVICE	0.00	65.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CN OCT20 SERVICE	0.00	65.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CS OCT20 SERVICE	0.00	65.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	CV OCT20 SERVICE	0.00	65.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	SV OCT20 SERVICE	0.00	80.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	VV OCT20 SERVICE	0.00	80.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	EHS OCT20 SERVICE	0.00	95.00
A101.00	379427	11/24/20	28451	ORKIN, 546-ST.PAUL	01005810000000	305	TRANS OCT20 SERVICE	0.00	120.00
TOTAL CHECK								0.00	880.00
A101.00	379429	11/24/20	13475	PARK ADAM TRANSPORT	01009760723000	360	SEP-OCT20 TRANSPORT	0.00	5,148.92
A101.00	379429	11/24/20	13475	PARK ADAM TRANSPORT	01009760723000	360	SEP/OCT20 TRANSPORT	0.00	15,978.10
TOTAL CHECK								0.00	21,127.02
A101.00	379430	11/24/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	SKU: W50818 CHIPB	0.00	16.94
A101.00	379430	11/24/20	14069	PITSCO INC/SYNERGIS	01020255000000	430	PRECISION STRAWS	0.00	53.85
TOTAL CHECK								0.00	70.79
A101.00	379431	11/24/20	15331	PRAIRIE ELECTRIC CO	01532810000000	350	OUTSIDE LIGHTS L.E.	0.00	1,248.63

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A101.00	379433	11/24/20	25364	RAINDROP IRRIGATION	01526810000820	401	CC-BLOWOUT SPRINKLE	0.00	406.25	
A101.00	379433	11/24/20	25364	RAINDROP IRRIGATION	01019810000820	401	SV-BLOWOUT SPRINKLE	0.00	406.25	
A101.00	379433	11/24/20	25364	RAINDROP IRRIGATION	01021810000810	401	EHS-BLOWOUT SPRINKL	0.00	725.00	
A101.00	379433	11/24/20	25364	RAINDROP IRRIGATION	01020810000820	401	VV-BLOWOUT SPRINKLE	0.00	725.00	
A101.00	379433	11/24/20	25364	RAINDROP IRRIGATION	01008810000820	401	ECC/ND-BLOWOUT SPRI	0.00	812.50	
TOTAL CHECK									0.00	3,075.00
A101.00	379434	11/24/20	22996	RJ MECHANICAL INC	01021810000000	350	COND RETURN TANK RE	0.00	882.00	
A101.00	379434	11/24/20	22996	RJ MECHANICAL INC	01021810302000	530	INSTALL STEAM BOILE	0.00	4,950.00	
TOTAL CHECK									0.00	5,832.00
A101.00	379436	11/24/20	32585	SAVVAS LEARNING COM	01005211302000	460	MATERIALS FOR SOUTH	0.00	4,530.33	
A101.00	379436	11/24/20	32585	SAVVAS LEARNING COM	01005211302000	460	MATERIALS FOR SOUTH	0.00	18,910.45	
A101.00	379436	11/24/20	32585	SAVVAS LEARNING COM	01005211302000	460	MATERIALS FOR SOUTH	0.00	4,530.33	
TOTAL CHECK									0.00	27,971.11
A101.00	379437	11/24/20	14679	SCHOLASTIC INC	01529203000000	460	SUPERSCIENCE MAGAZI	0.00	148.30	
A101.00	379438	11/24/20	09066	SCHOOL SPECIALTY IN	01528203000000	401	GRID NOTEBOOKS-GRD3	0.00	301.50	
A101.00	379438	11/24/20	09066	SCHOOL SPECIALTY IN	01529212000000	430	ART SUPPLIES:YW 22X	0.00	20.66	
A101.00	379438	11/24/20	09066	SCHOOL SPECIALTY IN	01527212000000	430	ART SUPPLIES- STEVE	0.00	564.31	
TOTAL CHECK									0.00	886.47
A101.00	379439	11/24/20	24080	SHAKOPEE HIGH SCHOO	01021294000654	R060	AWAY FOOTBALL TICKE	0.00	875.00	
A101.00	379440	11/24/20	30603	SICO AMERICA INC.	01021810000810	401	CAFETERIA TABLE PAR	0.00	461.00	
A101.00	379442	11/24/20	20378	ST PAUL PUBLIC SCHO	01005211000000	390	FY2020 C&T (MK)	0.00	11,669.04	
A101.00	379443	11/24/20	28713	TECHNOLOGY RESOURCE	01005870795000	405	QUOTE 16020	0.00	230.00	
A101.00	379444	11/24/20	26581	THE MCDOWELL AGENCY 01		L215.03	EPS EMPLOYEES	0.00	670.70	
A101.00	379444	11/24/20	26581	THE MCDOWELL AGENCY	01005105000000	305	STUDENT TEACHER (T&	0.00	15.00	
TOTAL CHECK									0.00	685.70
A101.00	379445	11/24/20	10603	THREE RIVERS PARK D	01529203000240	369	ONSITE STUDENT CLAS	0.00	2,433.60	
A101.00	379446	11/24/20	28897	TONENWORKS MUSIC THE	01005420740000	394	MUSIC THERAPY	0.00	5,456.25	
A101.00	379447	11/24/20	22468	TRI-STATE BOBCAT IN	01021810000820	401	EHS-ADAPTER/FITTING	0.00	13.38	
A101.00	379447	11/24/20	22468	TRI-STATE BOBCAT IN	01020810000820	401	VV-ADAPTER/FITTING	0.00	13.38	
TOTAL CHECK									0.00	26.76
A101.00	379448	11/24/20	23013	UNIVERSITY LANGUAGE	01005219317000	358	INTERPRETER FOR EL	0.00	82.50	
A101.00	379448	11/24/20	23013	UNIVERSITY LANGUAGE	01005219317000	358	INTERPRETER FOR EL	0.00	102.30	
A101.00	379448	11/24/20	23013	UNIVERSITY LANGUAGE	01005219317000	358	INTERPRETER FOR EL	0.00	165.00	
TOTAL CHECK									0.00	349.80
A101.00	379450	11/24/20	22926	FRIENDS OF VALLEY D	01021291000254	305	DEBATE ENTRY FEE	0.00	125.00	
A101.00	379451	11/24/20	14932	WASTE MANAGEMENT OF	01021292000000	305	BIN FOR ECC MOVE	0.00	883.79	



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A101.00	379452	11/24/20	17571	WHOBODIES LLC	01021291000262	401	LONG SLEEVE TSHIRTS	0.00	672.00
A101.00	379452	11/24/20	17571	WHOBODIES LLC	01021291000262	401	SHIPPING	0.00	11.00
TOTAL CHECK								0.00	683.00
A101.00	379453	11/24/20	30914	WINDOWS PLUS OF MPL	01008865384000	520	FROSTED WINDOW FILM	0.00	625.00
A101.00	379454	11/24/20	07655	WPS - WESTERN PSYCH	01005420419000	401	SKU: W-703P DP-4	0.00	399.00
A101.00	V15858	11/04/20	E13409	KOURTNEE A. BAUKOL	01005211320000	366	MILEAGE	0.00	17.25
A101.00	V15858	11/04/20	E13409	KOURTNEE A. BAUKOL	01005211320000	401	SUPPLIES	0.00	388.20
TOTAL CHECK								0.00	405.45
A101.00	V15860	11/04/20	E21076	BRITTA COLVIN	01528203000096	490	CLASSROOM SUPPLIES	0.00	37.89
A101.00	V15861	11/04/20	E7011	MARK A DEYOUNG	01526050000000	320	SEP20 CELL PHONE	0.00	65.00
A101.00	V15862	11/04/20	E11348	HEATHER A EDAM	01527260000000	430	GRD5 PETSMART SCI	0.00	153.24
A101.00	V15863	11/04/20	E15164	MICHELLE R SANGER	01526212000000	430	ART SUPPLIES	0.00	567.27
A101.00	V15864	11/04/20	E4324	DONNA M ERSTAD	01528203000000	430	PRIMARY JOURNALS	0.00	71.52
A101.00	V15865	11/04/20	E10415	TAMARA K FORBY	01005630000000	320	JUL-SEP20 CELL PHON	0.00	195.00
A101.00	V15866	11/04/20	E6252	PATRICIA A FRIER	01529203000000	430	MICHAELS	0.00	79.99
A101.00	V15866	11/04/20	E6252	PATRICIA A FRIER	01529203000000	430	AMAZON SUPPLIES	0.00	196.04
TOTAL CHECK								0.00	276.03
A101.00	V15867	11/04/20	E13049	AMY J GILBERTSON-DO	01019291000263	401	DONUTS-UNITY CELEBR	0.00	11.94
A101.00	V15868	11/04/20	E9945	CURT GILES	01021292000000	820	STATE COACHES: 20-2	0.00	63.50
A101.00	V15869	11/04/20	E8678	KAREN GROEN	01005203154000	401	1ST GRD JOURNALS	0.00	75.25
A101.00	V15870	11/04/20	E12503	GWENDOLYN PEYTON	01005211313000	305	EQUITY PLAN/IDI MTG	0.00	2,137.50
A101.00	V15871	11/04/20	E6627	JENNIFER A JOHNSON	01021050000000	320	JUL-SEP20 CELL PHON	0.00	195.00
A101.00	V15872	11/04/20	E15345	KRISTY MILLER	01528203000096	433	PTO GRANT FUNDS	0.00	169.94
A101.00	V15873	11/04/20	E5777	MARY B MANDERFELD	01005203313000	320	OCT20 CELL PHONE	0.00	65.00
A101.00	V15873	11/04/20	E5777	MARY B MANDERFELD	01005030000901	299	TECH ALLOWANCE	0.00	250.00
TOTAL CHECK								0.00	315.00
A101.00	V15875	11/04/20	E9152	JENNIFER L RAUEN	01532203000000	430	RAZ SUBSCRIPTION	0.00	115.45
A101.00	V15876	11/04/20	E13819	JEFFREY P SORHEIM	01009760720000	350	LICENSE PLATE TABS	0.00	26.00
A101.00	V15877	11/04/20	E7878	LESLIE STAGEBERG	01529203000000	460	RAZ KIDS-DIGITAL BK	0.00	115.45
A101.00	V15879	11/04/20	E21092	LISA KAY PARADISE	01005110000000	820	MASBO MEMBERSHIP	0.00	110.00

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A101.00	V15880	11/11/20	E20029	PETER M BLACKWELL	01005630000000	366	MILEAGE	0.00	6.90
A101.00	V15881	11/11/20	E9122	JUDY BOLIN	01526203000000	401	ENVELOPES	0.00	12.16
A101.00	V15881	11/11/20	E9122	JUDY BOLIN	01526203000000	329	POSTAGE	0.00	56.01
TOTAL CHECK								0.00	68.17
A101.00	V15883	11/11/20	E20937	DANIEL W DEGENAAR	01005110000000	305	TAX RETURNS	0.00	34.00
A101.00	V15884	11/11/20	E21237	MASON DANIEL LINDLE	01005630000000	366	MILEAGE	0.00	41.40
A101.00	V15885	11/11/20	E11688	KATHRYN H MASTERMAN	01005630000000	366	MILEAGE: CC TO CN	0.00	25.30
A101.00	V15886	11/11/20	E15086	RODNEY M NERDAHL	01005630000000	366	MILEAGE	0.00	44.39
A101.00	V15887	11/11/20	E12494	DANA M ROTH	01019250000000	430	CUB/JOANN FABRICS	0.00	42.98
A101.00	V15888	11/18/20	E8731	KRISTY L ARDINGER	01528203000096	433	SUPPLIES	0.00	106.00
A101.00	V15889	11/18/20	E9122	JUDY BOLIN	01526203000000	329	POSTAGE	0.00	11.75
A101.00	V15890	11/18/20	E14056	GARY D BRIDGES	01005630000000	320	AUG-NOV20 CELL PHON	0.00	260.00
A101.00	V15891	11/18/20	E15202	STACY ANN HARRIS	01005630000000	366	MILEAGE	0.00	34.50
A101.00	V15892	11/18/20	E6698	JAMES J HAWTHORNE	01005605335000	366	AUG20-NOV20 MILEAGE	0.00	60.37
A101.00	V15892	11/18/20	E6698	JAMES J HAWTHORNE	01005605335000	366	AUG19-MAR20 MILEAGE	0.00	157.72
TOTAL CHECK								0.00	218.09
A101.00	V15893	11/18/20	E5185	RONALD G MICHALETZ	01532810000000	320	OCT20 CELL PHONE	0.00	65.00
A101.00	V15894	11/18/20	E10520	MATTHEW K MOSBY	01529810000000	320	OCT20 CELL PHONE	0.00	65.00
A101.00	V15895	11/18/20	E20387	FEHINTOLA BOSEDE OL	01005109000000	366	MILEAGE	0.00	19.44
A101.00	V15895	11/18/20	E20387	FEHINTOLA BOSEDE OL	01005109000000	320	JUN-OCT20 CELL PHON	0.00	207.31
TOTAL CHECK								0.00	226.75
A101.00	V15898	11/24/20	E11196	KRISTIN R BENNETT	01527203000053	430	GRADE LEVEL BOOKS	0.00	160.00
A101.00	V15899	11/24/20	E14952	ANN M CARLSON	01005105000000	820	LICENSE APPLICATION	0.00	91.95
A101.00	V15900	11/24/20	E15078	RA CHHOTH	01005110000000	320	NOV20 CELL PHONE	0.00	65.00
A101.00	V15901	11/24/20	E9407	BRETT COPE	01005810000000	320	OCT20 CELL PHONE	0.00	52.81
A101.00	V15902	11/24/20	E13763	JULIE M GABRIELSON	01005850000830	320	NOV20 CELL PHONE	0.00	65.00
A101.00	V15903	11/24/20	E10825	JOLYNN S GAMBLE	01532203000000	430	NOVELS FOR 3RD GRD	0.00	137.80
A101.00	V15904	11/24/20	E15524	GRETCHEN L GOSH	01021640316000	366	SCHOOL NURSES MN CO	0.00	50.00
A101.00	V15906	11/24/20	E21153	STEPHANIE JANASKO	01021640316000	366	SCHOOL NURSE MN CON	0.00	50.00

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FUND - 01 - GENERAL

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	V15907	11/24/20	E14116	THOMAS J JOHNSTON	01005630000000	320	OCT20 CELL PHONE	0.00	65.00
A101.00	V15908	11/24/20	E14463	ROXANNE ANDREE MAY	01005203154000	401	SUPPLIES	0.00	200.00
A101.00	V15909	11/24/20	E14815	ALYSSA C MEANS	01529203000000	460	RAZ KIDS SUBSCRIPTI	0.00	115.45
A101.00	V15910	11/24/20	E21115	CARA RIECKENBERG	01529203000000	460	TFK SUBSCRIPTIONS	0.00	124.60
A101.00	V15911	11/24/20	E13325	ROBERT L SCHWARTZ	01005105000000	820	LICENSE APPLICATION	0.00	91.95
A101.00	V15912	11/24/20	E21096	LINNEA SHAW	01529203000000	460	BOOKS: RAZKIDS	0.00	115.45
A101.00	V15913	11/24/20	E5184	NORMAN F VANDERLIND	01005810000000	320	JUL-SEP20 CELL PHON	0.00	157.71
TOTAL CASH ACCOUNT								0.00	1,927,743.48
TOTAL FUND								0.00	1,927,743.48

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FUND - 02 - FOOD SERVICES

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379052	11/04/20	32770	BRIDGET DEVOGEL	02005770701000	R601	LUNCH ACCT REFUND	0.00	89.85
A101.00	379061	11/04/20	32091	COMMERCIAL KITCHEN	02005770701000	350	SER: BOOSTER HEATER	0.00	295.00
A101.00	379177	11/11/20	32091	COMMERCIAL KITCHEN	02005770701000	350	PIPE REPLACEMENT DW	0.00	3,978.38
A101.00	379277	11/18/20	32793	ANN KADUE	02005770701000	R601	LUNCH ACCT REFUND	0.00	146.70
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770705000	299	MGMT FRINGE-OCT20 B	0.00	1,852.24
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	299	MGMT FRINGE-OCT20 L	0.00	3,760.62
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770705000	305	MGMT LABOR-OCT20 BK	0.00	5,495.71
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	305	OCT20 ADULT A LA CA	0.00	7,061.98
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	305	MGMT LABOR-OCT20 LU	0.00	10,668.13
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770705000	305	OCT20 SUMMER BKF	0.00	26,214.40
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	305	OCT20 SUMMER LUN	0.00	55,237.58
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	305	OCT20 ADULT A LA CA	0.00	143.59
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	305	EPS CR DOD	0.00	-7,043.17
A101.00	379293	11/18/20	27269	CHARTWELLS DINING S	02005770701000	305	CR 093020 K29150065	0.00	-3,000.00
TOTAL CHECK								0.00	100,391.08
A101.00	379305	11/18/20	09346	GRAINGER	02005770701000	350	DUPLICATE PAYMENT	0.00	-93.86
A101.00	379305	11/18/20	09346	GRAINGER	02005770701000	350	DUPLICATE PAYMENT	0.00	-36.60
TOTAL CHECK								0.00	-130.46
A101.00	379306	11/18/20	02900	GRAYBAR ELECTRIC CO	02005770701000	350	KITCHEN REPAIR	0.00	909.80
A101.00	379319	11/18/20	32794	JILL HEEBNER	02005770701000	R601	LUNCH ACCT REFUND	0.00	60.20
A101.00	379391	11/24/20	16244	EDINA EDUCATION FUN	02005770707000	401	MEALFUND COVID BOXE	0.00	2,384.94
TOTAL CASH ACCOUNT								0.00	108,125.49
TOTAL FUND								0.00	108,125.49

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FUND - 04 - COMMUNITY SERVICE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379062	11/04/20	31583	CRAIG CHRISTIAN CRO	04005585362501	305	F09-116, F09-117	0.00	944.20
A101.00	379072	11/04/20	30811	FITNESS BOOMERS	04005585332000	305	FALL 2020	0.00	1,032.50
A101.00	379074	11/04/20	25535	FUTURA LANGUAGE PRO	04005585332000	305	FALL SPANISH	0.00	1,800.00
A101.00	379096	11/04/20	31778	KAETHE BIRKNER	04008505321503	305	202-1	0.00	263.34
A101.00	379098	11/04/20	31402	KATHERINE ANN ZUCCA	04008505321503	305	206-1, 215-1, 215-2	0.00	987.00
A101.00	379099	11/04/20	30919	KATHLEEN POVOLNY	04008505321502	305	PHOTO ORG	0.00	20.00
A101.00	379103	11/04/20	32349	LYNNAE GUDMUNDSON	04005585332000	305	F09-132	0.00	225.00
A101.00	379111	11/04/20	31879	MEYER INK SCREEN PR	04005585332000	305	TSHIRT PRINTING CHE	0.00	760.70
A101.00	379114	11/04/20	30174	MIKKONEN MUSIC LLC	04005585332000	305	OCT MUSIC LESSONS	0.00	6,502.50
A101.00	379132	11/04/20	93174	SAFEWAY DRIVING SCH	04005585332000	305	F10-01	0.00	5,525.00
A101.00	379137	11/04/20	31815	HOPKINS SPORTS CAMP	04005585332000	305	F10-114, F10-116	0.00	944.00
A101.00	379145	11/04/20	27819	T-MOBILE	04005582344000	401	FAMILY CENTER 2	0.00	40.62
A101.00	379145	11/04/20	27819	T-MOBILE	04526570154000	320	KIDS CLUB CONCORD	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	04005585362502	320	COMMUNITY ED	0.00	6.24
A101.00	379145	11/04/20	27819	T-MOBILE	04527570154000	320	KIDS CLUB CORNELIA	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	04528570154000	320	KIDS CLUB COUNTRYSI	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	04529570154000	320	KIDS CLUB HIGHLANDS	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	04533570154000	320	KIDS CLUB NORMANDAL	0.00	22.41
A101.00	379145	11/04/20	27819	T-MOBILE	04532570154000	320	KIDS CLUB CREEK VAL	0.00	22.41
TOTAL CHECK								0.00	181.32
A101.00	379150	11/04/20	26346	VON FELDEN TERRI	04005585362501	305	F09-114, F09-115	0.00	814.45
A101.00	379179	11/11/20	11744	CULLIGAN BOTTLED WA	04005505321000	305	REMOVALCREDIT NOV-J	0.00	-378.12
A101.00	379179	11/11/20	11744	CULLIGAN BOTTLED WA	04005505321000	305	COOLER RENTAL AUG-J	0.00	504.00
TOTAL CHECK								0.00	125.88
A101.00	379186	11/11/20	22631	EDINBOROUGH PARK	04008505321503	305	OCT POOL	0.00	840.00
A101.00	379203	11/11/20	32075	HUDSON MAGIC LLC	04005585332000	305	F10-05	0.00	165.00
A101.00	379205	11/11/20	20605	INNOVATIVE OFFICE S	04005505321000	530	MONITOR STAND - EDG	0.00	752.00
A101.00	379205	11/11/20	20605	INNOVATIVE OFFICE S	04005505321000	401	OFFICE SUPPLIES	0.00	29.71
A101.00	379205	11/11/20	20605	INNOVATIVE OFFICE S	04005505321000	401	NAME PLATES	0.00	47.22
A101.00	379205	11/11/20	20605	INNOVATIVE OFFICE S	04005505321000	401	SUPPLIES	0.00	181.99
TOTAL CHECK								0.00	1,010.92
A101.00	379218	11/11/20	24592	KIDCREATE STUDIO	04005585332000	305	ART KITS	0.00	96.00
A101.00	379241	11/11/20	28601	PHOENIX SCHOOL COUN	04001590353000	305	SVC GR7/8 AVAIL Q2	0.00	2,444.40
A101.00	379241	11/11/20	28601	PHOENIX SCHOOL COUN	04007590353000	305	SVC GR7/8 OLG Q2	0.00	9,009.36

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FUND - 04 - COMMUNITY SERVICE FUND

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TOTAL CHECK								0.00	11,453.76
A101.00	379265	11/11/20	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	882.84
A101.00	379278	11/18/20	30511	ARTEDUTC LLC	04005585332000	305	F09-110/1,F10-113/8	0.00	547.00
A101.00	379297	11/18/20	27150	DEBERG WILLIAM M	04005585332000	305	F11-129	0.00	787.50
A101.00	379312	11/18/20	20605	INNOVATIVE OFFICE S	04005505321000	530	11 MOUNTS = EDGE2SL	0.00	4,136.00
A101.00	379359	11/18/20	31815	HOPKINS SPORTS CAMP	04005585332000	305	SEPT/OCT SPORTS	0.00	7,720.00
A101.00	379367	11/18/20	20097	UPPER LAKES FOODS I	04527570321000	490	KC SNACKS	0.00	50.00
A101.00	379367	11/18/20	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	50.00
A101.00	379367	11/18/20	20097	UPPER LAKES FOODS I	04533570321000	490	KC SNACKS	0.00	674.30
A101.00	379367	11/18/20	20097	UPPER LAKES FOODS I	04529570321000	490	KC SNACKS	0.00	949.95
TOTAL CHECK								0.00	1,724.25
A101.00	379385	11/24/20	27150	DEBERG WILLIAM M	04005585332000	305	F11-117	0.00	2,041.90
A101.00	379407	11/24/20	27194	INGINA LLC	04005585332000	305	IN PERSON STEAM	0.00	464.00
A101.00	379407	11/24/20	27194	INGINA LLC	04005585332000	305	ONLINE CODING CLUB	0.00	1,050.00
TOTAL CHECK								0.00	1,514.00
A101.00	379416	11/24/20	23467	MAYER ARTS INC	04005585332000	305	F11-152/122/170	0.00	895.20
A101.00	379435	11/24/20	93174	SAFEWAY DRIVING SCH	04005585362503	305	F11-02	0.00	6,500.00
A101.00	379441	11/24/20	32791	SPYGLASS CREATIVE I	04005590321502	305	POSITIONING OPS	0.00	15,000.00
A101.00	379449	11/24/20	20097	UPPER LAKES FOODS I	04526570321000	490	KC SNACKS	0.00	55.99
A101.00	379449	11/24/20	20097	UPPER LAKES FOODS I	04528570321000	490	KC SNACKS	0.00	1,038.49
TOTAL CHECK								0.00	1,094.48
A101.00	V15859	11/04/20	E20806	MARCY A BECKMAN	04527570321000	401	CLASSROOM SUPPLIES	0.00	23.00
A101.00	V15874	11/04/20	E12312	MARA A MARINOVICH	04527570321000	401	SUPPLIES-CANDY/POPC	0.00	13.16
A101.00	V15878	11/04/20	E20534	OWEN THOMPSON	04527570321000	401	SUPPLIES-CANDY/GAME	0.00	44.07
A101.00	V15882	11/11/20	E10461	VALERIE E BURKE	04005505321000	320	SEP-OCT20 CELL PHON	0.00	130.00
A101.00	V15896	11/18/20	E6248	CAROLYN PROCTOR	04005570321000	320	SEP20 CELL PHONE	0.00	65.00
A101.00	V15897	11/18/20	E14631	CARYNN R ROEHRICK	04005590321501	320	OCT20 CELL PHONE	0.00	65.00
A101.00	V15905	11/24/20	E20647	RACHEL M HICKS	04005570321000	320	JUL-NOV20 CELL PHON	0.00	325.00
TOTAL CASH ACCOUNT								0.00	77,199.97
TOTAL FUND								0.00	77,199.97

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FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379055	11/04/20	18771	CDW GOVERNMENT	06005870795711	556	QUOTE LRRP172	0.00	299.50
A101.00	379055	11/04/20	18771	CDW GOVERNMENT	06005870795724	556	QUOTE LSCP595	0.00	200.19
TOTAL CHECK								0.00	499.69
A101.00	379092	11/04/20	20880	IXL LEARNING	06005870795000	406	IXL UPGRADE-	0.00	5,693.00
A101.00	379143	11/04/20	17231	TIERNEY BROTHERS IN	06005870795754	555	QUOTE 191213	0.00	402.00
A101.00	379143	11/04/20	17231	TIERNEY BROTHERS IN	06005870795722	556	QUOTE 187507	0.00	38,813.00
TOTAL CHECK								0.00	39,215.00
A101.00	379161	11/11/20	31989	ADMIRAL COATINGS, I	06008867380000	520	ECC RENO 2020 WS 09	0.00	33,007.86
A101.00	379166	11/11/20	30804	B&D ASSOCIATES, INC	06008867380000	520	ECC RENO 2020 WS 04	0.00	9,500.00
A101.00	379172	11/11/20	28625	CAPITAL CITY GLASS,	06008867380000	305	ECC RENO 2020 WS 08	0.00	23,996.05
A101.00	379173	11/11/20	22896	CD TILE & STONE INC	06008867380000	305	ECC RENO 2020 WS 09	0.00	71,060.00
A101.00	379174	11/11/20	10363	CENTRAL ROOFING COM	06008867380000	520	ECC RENO 2020 WS 07	0.00	56,851.46
A101.00	379176	11/11/20	32077	COMMERCIAL DRYWALL	06008867380000	520	ECC 2020 RENO WS 09	0.00	95,791.58
A101.00	379178	11/11/20	29089	CONSTRUCTION SYSTEM	06020867380000	520	VV 2020 RENO WS 05-	0.00	9,234.63
A101.00	379184	11/11/20	22552	EBERT CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 13-	0.00	23,555.25
A101.00	379184	11/11/20	22552	EBERT CONSTRUCTION	06008867380000	520	ECC RENO 2020 WS 06	0.00	34,744.67
TOTAL CHECK								0.00	58,299.92
A101.00	379200	11/11/20	28972	HIGH FIVE ERECTORS	06008867380000	520	ECC 2020 RENO WS 05	0.00	97,492.80
A101.00	379208	11/11/20	20880	IXL LEARNING	06005870795000	406	UPGRADE QUOTE- 9320	0.00	2,250.00
A101.00	379217	11/11/20	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	26,837.50
A101.00	379217	11/11/20	32078	KELLINGTON CONSTRUC	06008867380000	520	ECC RENO 2020 WS 02	0.00	53,598.76
TOTAL CHECK								0.00	80,436.26
A101.00	379219	11/11/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-SITE SERVICES	0.00	31,600.00
A101.00	379219	11/11/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-SITE SERVICES	0.00	56,100.00
A101.00	379219	11/11/20	22320	KRAUS-ANDERSON CONS	06020870380000	305	VV-CONST MGMT SER	0.00	5,500.00
A101.00	379219	11/11/20	22320	KRAUS-ANDERSON CONS	06020870380000	520	VV-GEN CONDITIONS	0.00	7,135.81
A101.00	379219	11/11/20	22320	KRAUS-ANDERSON CONS	06008867380000	305	ECC-CONST MGMT SER	0.00	20,100.00
A101.00	379219	11/11/20	22320	KRAUS-ANDERSON CONS	06008867380000	520	ECC-GEN CONDITIONS	0.00	20,126.73
TOTAL CHECK								0.00	140,562.54
A101.00	379221	11/11/20	28894	LAKETOWN ELECTRIC C	06020867380000	520	VV 2020 RENO WS 26-	0.00	70,680.00
A101.00	379225	11/11/20	10090	MACKIN EDUCATIONAL	06005870795731	556	PLAYAWAY REPAIR	0.00	19.99
A101.00	379226	11/11/20	31991	MANOR ELECTRIC INC.	06008867380000	520	ECC RENO 2020 WS 26	0.00	261,300.72
A101.00	379234	11/11/20	18615	NAC	06008867380000	520	ECC RENO 2020 WS 23	0.00	959,964.08

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FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
A101.00	379235	11/11/20	29011	NEW LOOK CONTRACTIN	06020867380000	520	VV 2020 RENO WS 31-	0.00	257,490.85
A101.00	379240	11/11/20	28985	PETERSON SHEET META	06020867380000	520	VV 2020 RENO WS 23-	0.00	240,186.79
A101.00	379248	11/11/20	28970	RTL CONSTRUCTION,IN	06020867380000	520	VV 2020 RENO WS 09-	0.00	70,951.00
A101.00	379252	11/11/20	32099	SONUS INTERIORS INC	06008867380000	520	ECC 2020 RENO WS 09	0.00	23,750.00
A101.00	379256	11/11/20	22773	SUMMIT FIRE PROTECT	06008867380000	520	ECC RENO WS 21-A	0.00	10,935.92
A101.00	379272	11/11/20	32561	WOODSIDE INDUSTRIES	06020867380000	520	VV 2020 RENO WS 12-	0.00	875.43
A101.00	379272	11/11/20	32561	WOODSIDE INDUSTRIES	06008867380000	520	ECC 2020 RENO WS 12	0.00	6,876.12
TOTAL CHECK								0.00	7,751.55
A101.00	379275	11/11/20	32171	YAMRY CONSTRUCTION	06020867380000	520	VV 2020 RENO WS 06-	0.00	1,828.75
A101.00	379284	11/18/20	00649	BEST BUY BUSINESS A	06005850795711	556	14 DEVICES-WEB PURC	0.00	1,400.00
A101.00	379284	11/18/20	00649	BEST BUY BUSINESS A	06005850795711	556	15 DEVICES-WEB PURC	0.00	2,250.00
TOTAL CHECK								0.00	3,650.00
A101.00	379289	11/18/20	18771	CDW GOVERNMENT	06005870795000	305	CUBE CONFIGURATION	0.00	1,440.00
A101.00	379296	11/18/20	30917	DARK KNIGHT SOLUTIO	06005870795000	305	SEC ADVISOR SER-NOV	0.00	350.00
A101.00	379304	11/18/20	28037	GOPHER STATE ONE-CA	06005870795754	555	OCT20 BILLED TICKET	0.00	106.65
A101.00	379329	11/18/20	10090	MACKIN EDUCATIONAL	06005870795000	406	WHAT DOES THE PRESI	0.00	77.60
A101.00	379330	11/18/20	31991	MANOR ELECTRIC INC.	06005870795754	555	WIREMOLD SLEEVES	0.00	965.03
A101.00	379338	11/18/20	26228	MINNESOTA MEMORY IN	06005870795731	556	LENOVO 500 E SCREEN	0.00	535.90
A101.00	379345	11/18/20	22439	OFFICE OF MN IT SER	06005870795754	556	WIDE AREA NETWORK S	0.00	1,641.85
A101.00	379346	11/18/20	31228	OPENTEXT INC	06005870795000	305	FEES FOR OCT20	0.00	156.11
A101.00	379350	11/18/20	06953	PREMIUM WATERS INC	06005870795000	305	WATER FOR DMTS	0.00	12.00
A101.00	379351	11/18/20	32161	PRIME SOLUTIONS, LL	06020870380000	520	ADDITIONAL CLEANING	0.00	2,056.42
A101.00	379351	11/18/20	32161	PRIME SOLUTIONS, LL	06020870380000	520	ADDITIONAL CLEANING	0.00	3,749.93
A101.00	379351	11/18/20	32161	PRIME SOLUTIONS, LL	06020870380000	520	ADDITIONAL CLEANING	0.00	967.73
TOTAL CHECK								0.00	6,774.08
A101.00	379368	11/18/20	31934	VOCABULARYSPELLINGC	06005870795000	406	QUOTE 00017757	0.00	841.50
A101.00	379374	11/24/20	26629	ASSETGENIE, INC	06005870795731	556	QUOTE 274108	0.00	149.00
A101.00	379374	11/24/20	26629	ASSETGENIE, INC	06005870795731	556	QUOTE 273498	0.00	129.00
TOTAL CHECK								0.00	278.00
A101.00	379404	11/24/20	30662	HIGH POINT NETWORKS	06005870795754	555	ALL ITEMS OUTLINED	0.00	24,521.00
A101.00	379420	11/24/20	15817	MINITEX - UNIVERSIT	06005870795742	555	SYMBOLGY LABELS/SH	0.00	143.00



SOURCEWELL TECHNOLOGY  
DATE: 12/01/2020  
TIME: 06:54:35

EDINA - LIVE  
CHECK REGISTER - BY FUND

PAGE NUMBER: 31  
ACCTPA21

SELECTION CRITERIA: transact.yr='21' and transact.period='5'  
ACCOUNTING PERIOD: 5/21

FUND - 06 - CONSTRUCTION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	BUDGET CODE	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	06005870795000	556	DYNAMO LW ADDRESS L	0.00	57.64
A101.00	379425	11/24/20	04661	OFFICE DEPOT INC	06005870795000	556	BIC WITE-OUT CORREC	0.00	11.80
TOTAL CHECK								0.00	69.44
A101.00	379428	11/24/20	22297	PARALLEL TECHNOLOGI	06008867380000	305	ECC SEC-QU13898	0.00	11,160.12
A101.00	379431	11/24/20	15331	PRAIRIE ELECTRIC CO	06005870795754	555	CS-DUPLEX RECEPTAC	0.00	268.88
A101.00	379432	11/24/20	32161	PRIME SOLUTIONS, LL	06020870380000	520	2020 CLEANING-VV	0.00	25,650.17
A101.00	379444	11/24/20	26581	THE MCDOWELL AGENCY	06008867380000	520	CONTRUCTION (F&G)	0.00	120.40
TOTAL CASH ACCOUNT								0.00	2,707,512.17
TOTAL FUND								0.00	2,707,512.17
TOTAL REPORT								0.00	4,820,581.11



**Board Meeting Date:** 12/14/2020

**TITLE:** Lease Agreement with West Metro Credit Union

**TYPE:** Consent

**PRESENTER(S):** Valerie Burke, Director of Edina Community Education Services

**BACKGROUND:** The term of the lease is January 1, 2021 through June 30, 2021. The rent will total \$4,458.

**RECOMMENDATION:** Approve the leasing of premises on the 3<sup>rd</sup> floor of the Edina Community Center to the West Metro Credit Union, and authorize Board Chair to sign the lease agreement.

**ATTACHMENTS:**

1. Lease Agreement

## BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 1st day of December, 2020, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and West Metro Credit Union, ("Tenant").

WHEREAS, the Landlord owns the building located at 5701 Normandale Road, Edina, MN 55424;

WHEREAS, the Tenant seeks space to conduct its operations; and

WHEREAS, the parties desire to provide for the ongoing use of said building.

NOW THEREFORE, the parties agree to the following:

### 1. **Leased Premises.**

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map)("Leased Premises") in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 ("Building"). The Leased Premises is approximately 770 square feet on the 3<sup>rd</sup> floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

1.2 The Tenant is taking the Leased Premises in "AS IS" condition and the Landlord is under no obligation to make any alterations, additions, improvements, or decoration in or to the Leased Premises, except as provided in the Lease.

### 2. **Term.**

2.1 The term of this Lease ("Term") will be 6 months, beginning January 1, 2021, and termination on June 30, 2021.

### 3. **Use.**

3.1 The Tenant may use and occupy the Leased Premises solely for its operations described herein: organizational offices, including any and all activities that are reasonably related to these described operations. The Tenant will not use or permit the Premises to be used for any other purpose(s) without the prior written consent of the Landlord.

3.2 The Tenant must familiarize itself with and adhere to the Landlord's policies, including but not limited to its policies on non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

3.3 The Tenant agrees to be responsible for the costs of any repair and all damage caused by the Tenant's use of the Leased Premises.

3.4 The Landlord closes the Building and its premises, including the Leased Premises, on holidays. The Landlord will inform the Tenant of these holidays.

#### **4. Rent.**

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing January 1, 2021 and continuing through June 30, 2021, the 6 month base rent is \$4,458. The Tenant will pay Monthly Base Rent equal to \$743.

4.2 The Monthly Base Rent is due and payable by the Tenant in advance on the first day of each calendar month during the Term of this Lease, or any extension or renewal thereof, at the office of Landlord at 5701 Normandale Road, Edina, Minnesota 55424, or at such other place as the Landlord may designate, with written notice of designation to the Tenant.

4.3 In the event of any fractional calendar month at the beginning or termination of the Term, the Tenant will pay for each day in such partial month a rental equal to 1/30 of the Monthly Base Rent. All Base Rent and all additional rent or other charges payable by the Tenant pursuant to the terms of this Lease that are not paid within five days after the amounts are due will bear interest from the date due at the rate of (18%) per annum or the highest rate permitted by law, whichever is lower.

#### **5. Common Areas.**

5.1 The Tenant agrees that the use of the Common Areas, including but not limited to all halls, passageways, elevators, restrooms, parking areas and landscaped areas in the Building or its premises ("Common Areas"), by the Tenant or the Tenant's volunteers, employees, patients, guests or invitees, are subject to the applicable policies, rules, and regulations as may from time to time be made by the Landlord for the safety, comfort and convenience of the owners, occupants, tenants and business invitees of the Building. Use of the roof of the Building is reserved exclusively for the Landlord. The Tenant agrees that no awnings or shades will be used upon the Leased Premises except such as may be approved by the Landlord and that the exterior appearance of all window coverings will conform to Building standard as established by the Landlord.

5.2 In addition to the Leased Premises, the Tenant has the right of non-exclusive use, in common with others, of (1) certain automobile parking areas (as identified in Exhibit B), so long as such areas are available for and designated by the Landlord for parking, driveways and footways, and (2) loading facilities, freight elevators and other facilities as may be constructed and designated, from time to time, by the Landlord. All usage is subject to the terms and conditions of this Lease and to reasonable rules and regulations including, but not limited to, rules and regulations with respect to employee parking for the use thereof as prescribed from time to time by the Landlord. The Landlord reserves the right to charge the Tenant and its volunteers, employees, patients, guests or invitees for use of reserved parking areas, to relocate such parking areas and to terminate the use of any portion of the Land for parking.

5.3 The Landlord will not be responsible for any loss, theft or damage to vehicles or contents thereof, parked or left in the parking areas of the Building.

5.4 The Tenant agrees not to use or permit its volunteers, employees, patients, guests or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

5.5. The Tenant will give the Landlord notice within 48 hours of becoming aware of any defect in the Common Areas.

## **6. Utilities and Service.**

6.1 The Landlord provides normal heating and air conditioning for the Leased Premises during the hours of 7:00 a.m. through 10:00 p.m. on Mondays through Fridays, and 8:00 a.m. through 3:00 p.m. on Saturdays and Sundays ("Normal Operating Hours") as required for normal comfort and in accordance with Minnesota energy use guidelines (holidays excepted).

6.2 The Landlord provides electricity as necessary for normal office use.

6.3 The Tenant will not install any type of air conditioning equipment or units without the prior written consent of Landlord, which consent will be within Landlord's sole discretion.

6.4 The Landlord will provide hot and cold water for normal restroom use and for limited employee coffee/tea services installed in accordance with Landlord's rules and regulations from time to time established. Landlord shall provide normal janitorial service on Mondays through Fridays (holidays excepted).

6.5 The Landlord agrees to furnish, at its sole cost and expense, all lamps, bulbs, tubes, starters and ballasts in connection with the lighting of the Leased Premises.

6.6 No temporary interruption or failure of utility or other services incidental to the making of repairs, alterations or improvements or due to accidents or strike or conditions or events not under the Landlord's reasonable control will be deemed as an eviction of the Tenant or relieve the Tenant from any of its obligations hereunder.

6.7 If the Landlord reasonably determines that the use by the Tenant of any utility or other service in the Leased Premises is disproportionate to the use of other tenants, the Landlord may charge the Tenant its share for the cost thereof from a date reasonably determined by the Landlord to take equitable account of the disproportionate use.

6.8 Any use of the Building by the Tenant, its employees, agents, students, or invitees not within the Normal Operating Hours as set forth above, or as a result of any extracurricular activity sponsored by or associated with the Tenant, may result in additional rent and charges for the cost of such additional utilities and service required as described herein. In addition to the foregoing, these additional charges may include any cost incurred by the Landlord as a result of labor, security, or other precautions necessary by the Landlord to protect the Landlord's and other tenants' property prior to or during any of the foregoing uses by the Tenant. These additional rents will be in an amount as reasonably determined by the Landlord. These additional rents will be due and payable by the Tenant upon receipt from the Landlord of such amount and upon the same terms and conditions as Monthly Base Rent pursuant to Paragraph 4. The Tenant will contact the Landlord prior to any use outside of the Normal Operating Hours of use to establish the terms of such use.

## **7. Non-Liability of Landlord.**

7.1 Except in the event of negligence of the Landlord, its agents, employees or contractors, the Landlord is not liable for any loss or damage resulting from or caused by any failure to furnish heat, electricity, water, gas, air conditioning or sprinkler system, nor for any other reason for any consequential damage arising from interruption of any utility or services, nor is the Landlord liable for personal injury, death or any damage from any cause about the Leased Premises or the Building.

## **8. Care of Premises.**

8.1 The Tenant agrees to keep the Leased Premises in as good condition and repair as they were in at the time the Tenant took possession of same, reasonable wear and tear and damage from fire and other casualty for which insurance is procured excepted.

8.2 The Tenant agrees to keep the Leased Premises in a clean and sanitary condition.

8.3 The Tenant agrees not to commit any nuisance or waste on the Leased Premises, overload the structural elements of the Leased Premises or facilities, throw foreign substances in plumbing facilities, or waste any of the utilities furnished by the Landlord.

8.4 The Tenant agrees to adhere to the Landlord's policies, rules, and regulations, as promulgated and amended from time to time, including but not limited to its: non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

8.5 The Tenant agrees not to overload the electrical, water and/or plumbing facilities installed by the Landlord.

8.6 The Tenant agrees to provide the necessary security, including labor, necessary to protect the Landlord and other tenants' premises and property prior to and during any extracurricular activity either associated with or sponsored by the Tenant.

8.7 If the Tenant fails to keep and preserve the Leased Premises in the state of condition required by the provisions of this Lease, the Landlord may at its option put or cause the same to be put into the condition and state of repair agreed upon, and in such case the Tenant, on demand, will pay the Landlord the cost thereof plus 18% for Landlord's overhead.

## **9. Non-permitted Usage.**

9.1 The Tenant agrees to use the Leased Premises and Common Areas only for those purposes set forth by the Lease.

9.2 The Tenant agrees to ensure that neither it nor any person whose presence on the Leased Premises or in the Common Areas is related to the Tenant's use of the Premises or Common Areas will commit or permit any act to be performed on the Premises or in Common Areas that (1) violates law; (2) violates the Landlord's policy; (3) may cause an increase in Landlord's insurance rates for the Building; and/or (4) is in violation of any provision of any Landlord's insurance policies for the Building.

9.3 In many cases possession of a firearm on school property, even by a person authorized by permit to carry such a firearm, is illegal. By signing this lease, the Tenant agrees to familiarize itself with the statutory restrictions on possession such a weapon on school property and enforcing those provisions.

9.4 The Tenant agrees to ensure that neither it nor any person whose present on the Leased Premises or in the Common Areas is related to Tenant's use of the Leased Premises or Common Areas disturbs other occupants of the Building or permits the occurrence of any act in the Building or commons areas that causes or threatens injury to persons or property.

## **10. Assignment.**

10.1 The Tenant will not assign this Lease without the prior written consent of the Landlord, which consent is entirely in the Landlord's discretion. The prior written consent of the Landlord in one instance does not constitute a waiver of the Landlord's rights under this paragraph to any subsequent assignment, subletting, or licensing.

10.2 The Landlord's right to assign this Lease is unqualified. Upon any sale or transfer of the Landlord's interest in the Building and provided the purchaser assumes all obligations under this Lease, the Landlord will thereupon be entirely freed of all obligations of the Landlord hereunder and will not be subject to any liability resulting from any act or omission or event occurring after such conveyance.

## **11. Loss by Casualty.**

11.1 If all or a part of the Leased Premises and/or the Building are damaged or destroyed by fire or other casualty, the Landlord has the right to terminate this Lease, provided, the Landlord gives written notice thereof to the Tenant within 180 days after such damage or destruction.

11.2 If the Lease is not terminated by the Landlord as provided, then the Landlord, will, at its own expense, restore the Leased Premises and the Building to as near the condition that existed immediately prior to such damage or destruction as is reasonably possible; provided, however, the Landlord is not responsible for the restoration, repair and replacement of the Tenant's fixtures, personal property, equipment or improvements made by the Tenant to the Leased Premises.

11.3 When the Leased Premises are tenantable, the Tenant will properly restore, repair or replace the Tenant's work and other improvements made by Tenant in order to restore the Leased Premises to their original condition immediately preceding the damage.

11.4 Whether or not the Landlord elects to restore the Leased Premises and/or the Building, the Tenant's Monthly Base Rent will abate during such period of time as the Leased Premises are untenable in the proportion that the untenable portion of the Leased Premises bears to the entire premises.

## **12. Right of Entry.**

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.



12.2 During the six month period prior to the end of the Term of this Lease, the Landlord has the right to show the Leased Premises to potential future lessees at reasonable times and upon reasonable notice. The Landlord also has the right to erect a suitable sign indicating that the Leased Premises is available for lease.

### **13. Alterations to Leased Premises.**

13.1 Except as otherwise provided in the Lease, the Tenant will not make any alterations, repairs, additions or improvements in or to the Leased Premises without the prior written consent of the Landlord in each instance. The Tenant agrees to indemnify and save the Landlord free and harmless from any liability, loss, cost, damage or expense including reasonable attorney's fees incurred by reasons of any said alteration, repairs, additions or improvements.

13.2 The Landlord has the right to make changes or revisions to the premises so as to provide additional leasing area. The Landlord also has the right to (1) construct additional buildings on the premises, including all or a portion of the then existing parking areas, for purposes the Landlord may deem appropriate, (2) relocate the parking areas, and (3) enter the Leased Premises for the purpose of constructing and installing utility lines in the floor and above the ceiling of the Leased Premises.

### **14. Signage.**

14.1 The Tenant agrees that no signage will be installed, erected, attached or affixed to any portion of the interior or exterior of the Leased Premises, Building, or its premises without the express prior written consent of Landlord.

### **15. Security Deposit and Interest.**

15.1 The Tenant has deposited with the Landlord the sum of zero dollars and zero cents (\$0) as security for the faithful performance and observance by the Tenant of the terms of this Lease. If the Tenant defaults in any of the terms of this Lease, the Landlord may apply the whole or any part of the security deposit for the payment of any rent or additional rent or any other sum as to which the Tenant is in default, including but not limited to, any damages or deficiency in the reletting of the Leased Premises.

15.2 If any portion of the security deposit is so applied, the Tenant will, within 10 days after written demand therefore, deposit cash with the Landlord in an amount sufficient to restore the security deposit to its original amount. The Tenant's failure to do so results in a default under this Lease.

15.3 The Tenant grants to the Landlord, in the sole event that the Tenant becomes delinquent in the rent required to be paid by the Tenant, the chattels, fixtures and personal property belonging to Tenant, which now are or may hereafter be placed in the Leased Premise, to secure all rents due under the terms and conditions of this Lease. In the event there exists any security interest in this property that security interest is paramount and superior to the security interest herein created, the Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owed to the Landlord by the Tenant hereunder.

15.4 The Landlord, in the event of a default by the Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.



**16. Default, Non-Payment of Rent.**

16.1 Any one or more of the following events is an Event of Default: (1) a payment of Monthly Base Rent or any other payment due from the Tenant to the Landlord remaining unpaid in whole or in part for more than five days after same is due and payable; (2) the Tenant violates or defaults on any of the other covenants, agreements, stipulations or conditions herein, and such violation or default continues for a period of 10 days after written notice from the Landlord of the violation or default; (3) the Tenant vacates or abandons the Leased Premises; or (4) the Tenant commences or has commenced proceedings under a bankruptcy, receivership, insolvency or similar type act.

16.2 If an Event of Default occurs, the Landlord may terminate this Lease, but without waiver of the rights thereafter and to re-enter the Leased Premises, with or without process of law, using such force as may be necessary to remove all persons or chattels therefrom. The Landlord is not be liable for damages by reason of any such re-entry. Notwithstanding re-entry by the Landlord, the Tenant is liable to Landlord for the Monthly Base Rent and all other sums provided for balance of the Term of this Lease. The Tenant will pay, in addition to the Monthly Base Rent and other sums agreed to be paid hereunder, such additional sums as a Court may adjudicate as reasonable attorney's fees in any suit or action instituted by the Landlord to enforce the provisions of this Lease, or the collection of the Monthly Base Rent or other sums due to Landlord hereunder.

16.3 The Landlord may relet all or any part of the Leased Premises for such portion of the remaining Term of this Lease and upon such terms and conditions as it deems reasonable. If the Landlord chooses to relet all or any part of the Leased Premises, the Landlord will deduct from the Tenant's obligations for Monthly Base Rent and other sums due the Landlord under this Lease, all rent received from a subsequent tenant, and the Tenant will pay monthly to Landlord any balance due in addition to the reasonable expenses which Landlord incurs relating to such reentry, reletting and necessary remodeling.

16.4 If an Event of Default occurs, the Landlord may at any time declare this Lease terminated and forfeited. The Tenant will pay to Landlord as damages for its breach of this Lease an amount equal to the balance due Landlord for the remaining Term of this Lease, less the reasonable rental value of the Leased Premises during such remaining term. The Tenant shall also be liable to the Landlord for the payment of interest on all rentals and other sums due the Landlord hereunder that are not paid within five days from the date same become due and payable. The amount of interest owed to Landlord is calculated at the highest permissible rate of interest allowed under the usury statutes of the State or at the rate of 18 percent per annum, whichever is less. For the purposes of this paragraph, interest is calculated beginning on the date rentals and other sums become due.

**17. Surrender.**

17.1 On the last day of the Term of this Lease or on the sooner termination thereof in accordance with the term hereof, the Tenant will peaceably surrender the Leased Premises in good condition and repair consistent with the Tenant's duty to make repairs as provided in this Lease. On or before said last day, the Tenant, at its expense, will remove all of its equipment from the Leased Premises, repairing any damage caused thereby.

17.2 Any property not removed by the Tenant on or before said last day is considered abandoned property. All alterations, additions and fixtures other than the Tenant's equipment, which have been made or installed by either the Landlord or the Tenant upon the Leased Premises will remain as the Landlord's property and be surrendered with the Leased Premises as a part thereof, or will be removed by the Tenant,



DEFINING EXCELLENCE

at the option of the Landlord, in which event the Tenant will at its expense repair any damage caused thereby.

17.3 If the Leased Premises are not surrendered at the end of the Term or the sooner termination thereof, the Tenant will indemnify the Landlord against loss or liability resulting from delay by the Tenant in so surrendering the Leased Premises, including, but not limited to, claims made by any succeeding tenant founded on such delay.

17.4 The Tenant will promptly surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of rent and will inform the Landlord of combinations of any locks and safes on the Leased Premises.

#### **18. Holding Over.**

18.1 In the event the Tenant remains in possession of the Leased Premises after the expiration of the Term of this Lease and without the execution of a new lease, the Tenant is considered to be occupying the Leased Premises as a tenant from month-to-month only, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable to a month-to-month tenancy.

18.2 The Monthly Base Rent during this month-to-month tenancy is twice the amount immediately prior to the expiration of this Lease.

#### **19. Subordination.**

19.1 The Tenant agrees that this Lease is subordinate to any mortgages or trust deeds that are now or may hereafter be placed upon the Leased Premises and/or any part hereof of the Building and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof.

19.2 In confirmation of this subordination, the Tenant shall promptly execute and deliver any instrument reasonably requested by Landlord in recordable form, as required. In the event of any mortgagee or trustee electing to have the Lease a prior encumbrance to its mortgage or deed of trust, then and in such event upon such mortgagee or trustee notifying the Tenant to that effect, this Lease shall be deemed prior in encumbrance to the said mortgage or trust deed, irrespective of whether this Lease is dated prior to or subsequent to the date of said mortgage or trust deed.

#### **20. Insurance and Indemnity.**

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or

Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.3 Within 15 days of a Landlord written request, the Tenant will provide the Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence, that such insurance is in effect. The Tenant must notify the Landlord in writing 30 days prior to cancellation of, material change in or failure to renew the insurance.

20.4 If the Tenant does not comply with its covenants made in Paragraph 20, the Landlord may, at its option, cause insurance as foresaid to be issued, and in such event the Tenant agrees to pay as additional rent the premium for such insurance promptly upon the Landlord's demand.

20.5 The Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against any and all claims, actions, liability and damages of every kind and nature, and from against all costs and expenses, including reasonable attorneys' fees, arising out of any occurrence on or about the Leased Premises, or occasioned wholly or in part by the use and occupancy of the Premises, or from any breach or default by the Tenant under this Lease, or from any act or omission or negligence of the Tenant, its agents, employees, sublessees, concessionaires, licensees, students, or invitees, in or about the Leased Premises or the Building or any Common Areas. The Tenant acknowledges this provision applies to all acts committed by any of the foregoing individuals during any extracurricular activity sponsored by or associated with the Tenant, whether implied or expressly consented to by the Tenant. In case of any action or proceeding brought against the Landlord by reason of any such claim, upon notice from the Landlord, the Tenant covenants to defend such acting or proceeding by counsel satisfactory to the Landlord.

## **21. Notices.**

21.1 Any notice that one party wishes or is required to give to the other party will be regarded as effective if in writing and either delivered personally to such party or to an officer of the party or sent certified or registered mail, return receipt requested and postage prepaid and addressed to the Landlord at the place then designated for the payment of rent, or to the Tenant at the Leased Premises, unless either party designates a different address for itself by written notice to the other party.

21.2 All notices by mail required to be provided on a specific date or day shall be considered timely if postmarked on or before that date or day.

## **22. Subrogation Waiver.**

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each

party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

### **23. Estoppel Certificates.**

23.1 Within 10 days after written request from the Landlord, the Tenant must provide an estoppel certificate to the Landlord and such other party as is directed by the Landlord certifying: (1) the Lease is in full force and effect and that has not been assigned, modified, supplemented or amended in any way (or identifying any assignment, modification, supplement or amendment); (2) the date of commencement and expiration of the Term; (3) the Lease is in full force and effect and that there are no defenses and/or offsets thereto (or stating those claimed by the Tenant); (4) the amount of Monthly Base Rent or additional rent that has been paid in advance and the amount of security that has been deposited with Landlord; (5) the date/dates on which Monthly Base Rent or additional rents have been paid under this Lease; and (6) such other information as Landlord may reasonably request.

23.2 The Tenant hereby irrevocably appoints the Landlord as its attorney in fact to execute such a certificate in the event that the Tenant fails to do so within 10 days of the Landlord's notice.

### **24. Early Termination.**

24.1 Upon not less than three months written notice, and provided that the Landlord acts in good faith, the Landlord may terminate this Lease at the end of any Lease Year ("Early Termination Date") for any reason including, but not limited to, the need to reopen the Building as a public facility, the need for additional space for school district programs, or a decision to demolish the Building.

24.2 Notwithstanding anything contained in this Paragraph 24 to the contrary, in the event that anytime during any Lease Year of the Term, the Tenant is in default under any term or condition of this Lease, and fails to cure such default within the time provided in this Lease, in addition to any other remedy available to the Landlord under this Lease, the Landlord may terminate this Lease at the end of the Lease Year during that the default occurred (the "Default Termination Date") by providing the Tenant notice within 45 days after the occurrence of such default of its intent to terminate this Lease on the Default Termination Date. In the event that the Tenant defaults during either of the last two months of any Lease Year, the Landlord may terminate the Lease on the Default Termination Date by providing the Tenant notice anytime prior to the Default Termination Date. No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. In the event that the Landlord terminates the Lease pursuant to this provision, the terms and conditions of this Lease remain in effective through the Default Termination Date.

### **25. Other Provisions.**

25.1 This Lease does not create the relationship of principal and agent of partnership or of joint venture or of any association between the Landlord and the Tenant, the sole relationship between the Landlord and the Tenant being that of landlord and tenant.

25.2 No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated. No express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.

25.3 Each term and each provision of this Lease performable by the Tenant is construed to be both a covenant and a condition.

25.4 This Lease is construed under the laws of the State of Minnesota. The parties agree that the general rule of law construing provisions against the drafter does not apply to either party in the interpretation of this Lease.

25.5 The word "Tenant" wherever used in this Lease means Tenants in all cases where there is more than one Tenant. Each sub-tenant is jointly and severally liable under this Lease.

25.6 The topical headings of the paragraphs are for convenience only and do not define, limit or construe the contents of such paragraphs.

25.7 All preliminary negotiations are merged into and incorporated in this Lease.

25.8 This Lease contains the entire agreement of the parties hereto with respect to the letting and hiring of the Leased Premises. This Lease can only be modified or amended by an agreement in writing signed by the parties. Except as expressly stated in this Lease, no party has relied on any statement, promise, inducement or representation of the other.

25.9 All provisions of this Lease are binding upon the heirs, successors and assigns of each party.

25.10 The Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto on the day and year indicated below.

Landlord: Independent School District No. 273, Edina Public Schools

Date:\_\_\_\_\_ By\_\_\_\_\_

Its \_\_\_\_\_

Tenant: West Metro Credit Union

Date:\_\_\_\_\_ By\_\_\_\_\_

Its \_\_\_\_\_



**Board Meeting Date:** 12/14/2020

**TITLE:** Lease Agreement with Children's Yamaha Music Schools

**TYPE:** Consent

**PRESENTER(S):** Valerie Burke, Director of Edina Community Education Services

**BACKGROUND:** The term of the lease is January 1, 2021 through June 30, 2021. The rent will total \$7,372.

**RECOMMENDATION:** Approve the leasing of premises on the 3<sup>rd</sup> floor of the Edina Community Center to the Children's Yamaha Music Schools, and authorize Board Chair to sign the lease agreement.

**ATTACHMENTS:**

1. Lease Agreement

## BUILDING LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made as of the 1st day of December, 2020, by and between Independent School District No. 273, Edina Public Schools ("Landlord") and Children's Yamaha Music Schools of Minnesota, Inc., ("Tenant").

WHEREAS, the Landlord owns the building located at 5701 Normandale Road, Edina, MN 55424;

WHEREAS, the Tenant seeks space to conduct its operations; and

WHEREAS, the parties desire to provide for the ongoing use of said building.

NOW THEREFORE, the parties agree to the following:

### 1. Leased Premises.

1.1 The Landlord hereby leases to the Tenant the space as shown in Exhibits A (building map) and B (parking map)("Leased Premises") in the building and its premises located at 5701 Normandale Road, Edina, MN 55424 ("Building"). The Leased Premises is approximately 1,910 square feet on the 3<sup>rd</sup> floor of the Building. This Lease also includes rights of access to the Leased Premises and shared use of the Common Areas, defined in Paragraph 5, in the Building. The Leased Premises includes all water, gas, sewer, compressed air, and electrical lines above the ceiling, or below the floor or in the basement that are serving only the Leased Premises and no other space in the Building.

1.2 The Tenant is taking the Leased Premises in "AS IS" condition and the Landlord is under no obligation to make any alterations, additions, improvements, or decoration in or to the Leased Premises, except as provided in the Lease.

### 2. Term.

2.1 The term of this Lease ("Term") will be 6 months, beginning January 1, 2021, and termination on June 30, 2021.

### 3. Use.

3.1 The Tenant may use and occupy the Leased Premises solely for its operations described herein: organizational offices, including any and all activities that are reasonably related to these described operations. The Tenant will not use or permit the Premises to be used for any other purpose(s) without the prior written consent of the Landlord.

3.2 The Tenant must familiarize itself with and adhere to the Landlord's policies, including but not limited to its policies on non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.



3.3 The Tenant agrees to be responsible for the costs of any repair and all damage caused by the Tenant's use of the Leased Premises.

3.4 The Landlord closes the Building and its premises, including the Leased Premises, on holidays. The Landlord will inform the Tenant of these holidays.

#### **4. Rent.**

4.1 The Tenant agrees to pay to the Landlord as rent for the Leased Premises for the Term hereof the annual base rent in the following amounts to be paid in equal monthly installments ("Monthly Base Rent") during each of the incorporated lease years: commencing January 1, 2021 and continuing through June 30, 2021, the 6 month base rent is \$7,372. The Tenant will pay Monthly Base Rent equal to \$1,229.

4.2 The Monthly Base Rent is due and payable by the Tenant in advance on the first day of each calendar month during the Term of this Lease, or any extension or renewal thereof, at the office of Landlord at 5701 Normandale Road, Edina, Minnesota 55424, or at such other place as the Landlord may designate, with written notice of designation to the Tenant.

4.3 In the event of any fractional calendar month at the beginning or termination of the Term, the Tenant will pay for each day in such partial month a rental equal to 1/30 of the Monthly Base Rent. All Base Rent and all additional rent or other charges payable by the Tenant pursuant to the terms of this Lease that are not paid within five days after the amounts are due will bear interest from the date due at the rate of (18%) per annum or the highest rate permitted by law, whichever is lower.

#### **5. Common Areas.**

5.1 The Tenant agrees that the use of the Common Areas, including but not limited to all halls, passageways, elevators, restrooms, parking areas and landscaped areas in the Building or its premises ("Common Areas"), by the Tenant or the Tenant's volunteers, employees, patients, guests or invitees, are subject to the applicable policies, rules, and regulations as may from time to time be made by the Landlord for the safety, comfort and convenience of the owners, occupants, tenants and business invitees of the Building. Use of the roof of the Building is reserved exclusively for the Landlord. The Tenant agrees that no awnings or shades will be used upon the Leased Premises except such as may be approved by the Landlord and that the exterior appearance of all window coverings will conform to Building standard as established by the Landlord.

5.2 In addition to the Leased Premises, the Tenant has the right of non-exclusive use, in common with others, of (1) certain automobile parking areas (as identified in Exhibit B), so long as such areas are available for and designated by the Landlord for parking, driveways and footways, and (2) loading facilities, freight elevators and other facilities as may be constructed and designated, from time to time, by the Landlord. All usage is subject to the terms and conditions of this Lease and to reasonable rules and regulations including, but not limited to, rules and regulations with respect to employee parking for the use thereof as prescribed from time to time by the Landlord. The Landlord reserves the right to charge the Tenant and its volunteers, employees, patients, guests or invitees for use of reserved parking areas, to relocate such parking areas and to terminate the use of any portion of the Land for parking.

5.3 The Landlord will not be responsible for any loss, theft or damage to vehicles or contents thereof, parked or left in the parking areas of the Building.



5.4 The Tenant agrees not to use or permit its volunteers, employees, patients, guests or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

5.5. The Tenant will give the Landlord notice within 48 hours of becoming aware of any defect in the Common Areas.

## **6. Utilities and Service.**

6.1 The Landlord provides normal heating and air conditioning for the Leased Premises during the hours of 7:00 a.m. through 10:00 p.m. on Mondays through Fridays, and 8:00 a.m. through 3:00 p.m. on Saturdays and Sundays ("Normal Operating Hours") as required for normal comfort and in accordance with Minnesota energy use guidelines (holidays excepted).

6.2 The Landlord provides electricity as necessary for normal office use.

6.3 The Tenant will not install any type of air conditioning equipment or units without the prior written consent of Landlord, which consent will be within Landlord's sole discretion.

6.4 The Landlord will provide hot and cold water for normal restroom use and for limited employee coffee/tea services installed in accordance with Landlord's rules and regulations from time to time established. Landlord shall provide normal janitorial service on Mondays through Fridays (holidays excepted).

6.5 The Landlord agrees to furnish, at its sole cost and expense, all lamps, bulbs, tubes, starters and ballasts in connection with the lighting of the Leased Premises.

6.6 No temporary interruption or failure of utility or other services incidental to the making of repairs, alterations or improvements or due to accidents or strike or conditions or events not under the Landlord's reasonable control will be deemed as an eviction of the Tenant or relieve the Tenant from any of its obligations hereunder.

6.7 If the Landlord reasonably determines that the use by the Tenant of any utility or other service in the Leased Premises is disproportionate to the use of other tenants, the Landlord may charge the Tenant its share for the cost thereof from a date reasonably determined by the Landlord to take equitable account of the disproportionate use.

6.8 Any use of the Building by the Tenant, its employees, agents, students, or invitees not within the Normal Operating Hours as set forth above, or as a result of any extracurricular activity sponsored by or associated with the Tenant, may result in additional rent and charges for the cost of such additional utilities and service required as described herein. In addition to the foregoing, these additional charges may include any cost incurred by the Landlord as a result of labor, security, or other precautions necessary by the Landlord to protect the Landlord's and other tenants' property prior to or during any of the foregoing uses by the Tenant. These additional rents will be in an amount as reasonably determined by the Landlord. These additional rents will be due and payable by the Tenant upon receipt from the Landlord of such amount and upon the same terms and conditions as Monthly Base Rent pursuant to Paragraph 4. The Tenant will contact the Landlord prior to any use outside of the Normal Operating Hours of use to establish the terms of such use.

## **7. Non-Liability of Landlord.**

7.1 Except in the event of negligence of the Landlord, its agents, employees or contractors, the Landlord is not liable for any loss or damage resulting from or caused by any failure to furnish heat, electricity, water, gas, air conditioning or sprinkler system, nor for any other reason for any consequential damage arising from interruption of any utility or services, nor is the Landlord liable for personal injury, death or any damage from any cause about the Leased Premises or the Building.

## **8. Care of Premises.**

8.1 The Tenant agrees to keep the Leased Premises in as good condition and repair as they were in at the time the Tenant took possession of same, reasonable wear and tear and damage from fire and other casualty for which insurance is procured excepted.

8.2 The Tenant agrees to keep the Leased Premises in a clean and sanitary condition.

8.3 The Tenant agrees not to commit any nuisance or waste on the Leased Premises, overload the structural elements of the Leased Premises or facilities, throw foreign substances in plumbing facilities, or waste any of the utilities furnished by the Landlord.

8.4 The Tenant agrees to adhere to the Landlord's policies, rules, and regulations, as promulgated and amended from time to time, including but not limited to its: non-discrimination, prohibition of the use of tobacco products, prohibition of alcohol, prohibition of illicit drugs, firearms prohibition, recycling policy, equal opportunity policy, parking limitations, latex-free policy, and facilities use policy. The Tenant must educate its volunteers, employees, patients, guests or invitees on said policies. These policies are available on the Landlord's website or upon the written request of the Tenant.

8.5 The Tenant agrees not to overload the electrical, water and/or plumbing facilities installed by the Landlord.

8.6 The Tenant agrees to provide the necessary security, including labor, necessary to protect the Landlord and other tenants' premises and property prior to and during any extracurricular activity either associated with or sponsored by the Tenant.

8.7 If the Tenant fails to keep and preserve the Leased Premises in the state of condition required by the provisions of this Lease, the Landlord may at its option put or cause the same to be put into the condition and state of repair agreed upon, and in such case the Tenant, on demand, will pay the Landlord the cost thereof plus 18% for Landlord's overhead.

## **9. Non-permitted Usage.**

9.1 The Tenant agrees to use the Leased Premises and Common Areas only for those purposes set forth by the Lease.

9.2 The Tenant agrees to ensure that neither it nor any person whose presence on the Leased Premises or in the Common Areas is related to the Tenant's use of the Premises or Common Areas will commit or permit any act to be performed on the Premises or in Common Areas that (1) violates law; (2) violates the Landlord's policy; (3) may cause an increase in Landlord's insurance rates for the Building; and/or (4) is in violation of any provision of any Landlord's insurance policies for the Building.

9.3 In many cases possession of a firearm on school property, even by a person authorized by permit to carry such a firearm, is illegal. By signing this lease, the Tenant agrees to familiarize itself with the statutory restrictions on possession such a weapon on school property and enforcing those provisions.

9.4 The Tenant agrees to ensure that neither it nor any person whose present on the Leased Premises or in the Common Areas is related to Tenant's use of the Leased Premises or Common Areas disturbs other occupants of the Building or permits the occurrence of any act in the Building or commons areas that causes or threatens injury to persons or property.

## **10. Assignment.**

10.1 The Tenant will not assign this Lease without the prior written consent of the Landlord, which consent is entirely in the Landlord's discretion. The prior written consent of the Landlord in one instance does not constitute a waiver of the Landlord's rights under this paragraph to any subsequent assignment, subletting, or licensing.

10.2 The Landlord's right to assign this Lease is unqualified. Upon any sale or transfer of the Landlord's interest in the Building and provided the purchaser assumes all obligations under this Lease, the Landlord will thereupon be entirely freed of all obligations of the Landlord hereunder and will not be subject to any liability resulting from any act or omission or event occurring after such conveyance.

## **11. Loss by Casualty.**

11.1 If all or a part of the Leased Premises and/or the Building are damaged or destroyed by fire or other casualty, the Landlord has the right to terminate this Lease, provided, the Landlord gives written notice thereof to the Tenant within 180 days after such damage or destruction.

11.2 If the Lease is not terminated by the Landlord as provided, then the Landlord, will, at its own expense, restore the Leased Premises and the Building to as near the condition that existed immediately prior to such damage or destruction as is reasonably possible; provided, however, the Landlord is not responsible for the restoration, repair and replacement of the Tenant's fixtures, personal property, equipment or improvements made by the Tenant to the Leased Premises.

11.3 When the Leased Premises are tenantable, the Tenant will properly restore, repair or replace the Tenant's work and other improvements made by Tenant in order to restore the Leased Premises to their original condition immediately preceding the damage.

11.4 Whether or not the Landlord elects to restore the Leased Premises and/or the Building, the Tenant's Monthly Base Rent will abate during such period of time as the Leased Premises are untenable in the proportion that the untenable portion of the Leased Premises bears to the entire premises.

## **12. Right of Entry.**

12.1 The Landlord, its employees, and its agents have the right, without any diminution of rent, additional rent or other charges payable hereunder by the Tenant, to enter the Leased Premises at all reasonable times and upon reasonable notice for the purpose of inspection, cleaning, repairing, altering or improving the same or the Building. Nothing contained in this paragraph will be construed so as to impose any obligation on the Landlord to make any repairs, alterations or improvements.

12.2 During the six month period prior to the end of the Term of this Lease, the Landlord has the right to show the Leased Premises to potential future lessees at reasonable times and upon reasonable notice. The Landlord also has the right to erect a suitable sign indicating that the Leased Premises is available for lease.

### **13. Alterations to Leased Premises.**

13.1 Except as otherwise provided in the Lease, the Tenant will not make any alterations, repairs, additions or improvements in or to the Leased Premises without the prior written consent of the Landlord in each instance. The Tenant agrees to indemnify and save the Landlord free and harmless from any liability, loss, cost, damage or expense including reasonable attorney's fees incurred by reasons of any said alteration, repairs, additions or improvements.

13.2 The Landlord has the right to make changes or revisions to the premises so as to provide additional leasing area. The Landlord also has the right to (1) construct additional buildings on the premises, including all or a portion of the then existing parking areas, for purposes the Landlord may deem appropriate, (2) relocate the parking areas, and (3) enter the Leased Premises for the purpose of constructing and installing utility lines in the floor and above the ceiling of the Leased Premises.

### **14. Signage.**

14.1 The Tenant agrees that no signage will be installed, erected, attached or affixed to any portion of the interior or exterior of the Leased Premises, Building, or its premises without the express prior written consent of Landlord.

### **15. Security Deposit and Interest.**

15.1 The Tenant has deposited with the Landlord the sum of zero dollars and zero cents (\$0) as security for the faithful performance and observance by the Tenant of the terms of this Lease. If the Tenant defaults in any of the terms of this Lease, the Landlord may apply the whole or any part of the security deposit for the payment of any rent or additional rent or any other sum as to which the Tenant is in default, including but not limited to, any damages or deficiency in the reletting of the Leased Premises.

15.2 If any portion of the security deposit is so applied, the Tenant will, within 10 days after written demand therefore, deposit cash with the Landlord in an amount sufficient to restore the security deposit to its original amount. The Tenant's failure to do so results in a default under this Lease.

15.3 The Tenant grants to the Landlord, in the sole event that the Tenant becomes delinquent in the rent required to be paid by the Tenant, the chattels, fixtures and personal property belonging to Tenant, which now are or may hereafter be placed in the Leased Premise, to secure all rents due under the terms and conditions of this Lease. In the event there exists any security interest in this property that security interest is paramount and superior to the security interest herein created, the Landlord may satisfy said paramount security interest and all sums paid in satisfying said security interest will be considered additional sums owed to the Landlord by the Tenant hereunder.

15.4 The Landlord, in the event of a default by the Tenant of any covenant or condition herein contained, may exercise, in addition to any rights and remedies herein granted, all the rights and remedies of a secured party under the Uniform Commercial Code or any other applicable law.

**16. Default, Non-Payment of Rent.**

16.1 Any one or more of the following events is an Event of Default: (1) a payment of Monthly Base Rent or any other payment due from the Tenant to the Landlord remaining unpaid in whole or in part for more than five days after same is due and payable; (2) the Tenant violates or defaults on any of the other covenants, agreements, stipulations or conditions herein, and such violation or default continues for a period of 10 days after written notice from the Landlord of the violation or default; (3) the Tenant vacates or abandons the Leased Premises; or (4) the Tenant commences or has commenced proceedings under a bankruptcy, receivership, insolvency or similar type act.

16.2 If an Event of Default occurs, the Landlord may terminate this Lease, but without waiver of the rights thereafter and to re-enter the Leased Premises, with or without process of law, using such force as may be necessary to remove all persons or chattels therefrom. The Landlord is not be liable for damages by reason of any such re-entry. Notwithstanding re-entry by the Landlord, the Tenant is liable to Landlord for the Monthly Base Rent and all other sums provided for balance of the Term of this Lease. The Tenant will pay, in addition to the Monthly Base Rent and other sums agreed to be paid hereunder, such additional sums as a Court may adjudicate as reasonable attorney's fees in any suit or action instituted by the Landlord to enforce the provisions of this Lease, or the collection of the Monthly Base Rent or other sums due to Landlord hereunder.

16.3 The Landlord may relet all or any part of the Leased Premises for such portion of the remaining Term of this Lease and upon such terms and conditions as it deems reasonable. If the Landlord chooses to relet all or any part of the Leased Premises, the Landlord will deduct from the Tenant's obligations for Monthly Base Rent and other sums due the Landlord under this Lease, all rent received from a subsequent tenant, and the Tenant will pay monthly to Landlord any balance due in addition to the reasonable expenses which Landlord incurs relating to such reentry, reletting and necessary remodeling.

16.4 If an Event of Default occurs, the Landlord may at any time declare this Lease terminated and forfeited. The Tenant will pay to Landlord as damages for its breach of this Lease an amount equal to the balance due Landlord for the remaining Term of this Lease, less the reasonable rental value of the Leased Premises during such remaining term. The Tenant shall also be liable to the Landlord for the payment of interest on all rentals and other sums due the Landlord hereunder that are not paid within five days from the date same become due and payable. The amount of interest owed to Landlord is calculated at the highest permissible rate of interest allowed under the usury statutes of the State or at the rate of 18 percent per annum, whichever is less. For the purposes of this paragraph, interest is calculated beginning on the date rentals and other sums become due.

**17. Surrender.**

17.1 On the last day of the Term of this Lease or on the sooner termination thereof in accordance with the term hereof, the Tenant will peaceably surrender the Leased Premises in good condition and repair consistent with the Tenant's duty to make repairs as provided in this Lease. On or before said last day, the Tenant, at its expense, will remove all of its equipment from the Leased Premises, repairing any damage caused thereby.

17.2 Any property not removed by the Tenant on or before said last day is considered abandoned property. All alterations, additions and fixtures other than the Tenant's equipment, which have been made or installed by either the Landlord or the Tenant upon the Leased Premises will remain as the Landlord's property and be surrendered with the Leased Premises as a part thereof, or will be removed by the Tenant,



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at the option of the Landlord, in which event the Tenant will at its expense repair any damage caused thereby.

17.3 If the Leased Premises are not surrendered at the end of the Term or the sooner termination thereof, the Tenant will indemnify the Landlord against loss or liability resulting from delay by the Tenant in so surrendering the Leased Premises, including, but not limited to, claims made by any succeeding tenant founded on such delay.

17.4 The Tenant will promptly surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of rent and will inform the Landlord of combinations of any locks and safes on the Leased Premises.

#### **18. Holding Over.**

18.1 In the event the Tenant remains in possession of the Leased Premises after the expiration of the Term of this Lease and without the execution of a new lease, the Tenant is considered to be occupying the Leased Premises as a tenant from month-to-month only, subject to all the conditions, provisions and obligations of this Lease insofar as the same can be applicable to a month-to-month tenancy.

18.2 The Monthly Base Rent during this month-to-month tenancy is twice the amount immediately prior to the expiration of this Lease.

#### **19. Subordination.**

19.1 The Tenant agrees that this Lease is subordinate to any mortgages or trust deeds that are now or may hereafter be placed upon the Leased Premises and/or any part hereof of the Building and to any and all advances to be made thereunder, and to the interest thereon, and all renewals, replacements, and extensions thereof.

19.2 In confirmation of this subordination, the Tenant shall promptly execute and deliver any instrument reasonably requested by Landlord in recordable form, as required. In the event of any mortgagee or trustee electing to have the Lease a prior encumbrance to its mortgage or deed of trust, then and in such event upon such mortgagee or trustee notifying the Tenant to that effect, this Lease shall be deemed prior in encumbrance to the said mortgage or trust deed, irrespective of whether this Lease is dated prior to or subsequent to the date of said mortgage or trust deed.

#### **20. Insurance and Indemnity.**

20.1 The Tenant will keep in force at its own expense so long as this Lease remains in effect public liability insurance insuring the Leased Premises in companies and in form acceptable to Landlord with minimum limits of (1) \$1,000,000.00 on account of bodily injuries to or death of one person; (2) \$1,000,000.00 on account of bodily injuries to or death of more than one person as the result of any one accident or disaster; and (3) property damage insurance with minimum limits of \$1,000,000.00. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.2 The Tenant is responsible for insuring any leasehold improvements made by the Tenant in addition to all equipment, fixtures and personal property located or stored in the Lease Premises or



Building by Tenant. Such insurance policy must name the Landlord as additional insured and must be primary insurance not subject to reduction by reason of other coverages.

20.3 Within 15 days of a Landlord written request, the Tenant will provide the Landlord the policy or policies of such insurance or certificates thereof, or other acceptable evidence, that such insurance is in effect. The Tenant must notify the Landlord in writing 30 days prior to cancellation of, material change in or failure to renew the insurance.

20.4 If the Tenant does not comply with its covenants made in Paragraph 20, the Landlord may, at its option, cause insurance as foresaid to be issued, and in such event the Tenant agrees to pay as additional rent the premium for such insurance promptly upon the Landlord's demand.

20.5 The Tenant agrees to indemnify, defend, and hold harmless the Landlord from and against any and all claims, actions, liability and damages of every kind and nature, and from against all costs and expenses, including reasonable attorneys' fees, arising out of any occurrence on or about the Leased Premises, or occasioned wholly or in part by the use and occupancy of the Premises, or from any breach or default by the Tenant under this Lease, or from any act or omission or negligence of the Tenant, its agents, employees, sublessees, concessionaires, licensees, students, or invitees, in or about the Leased Premises or the Building or any Common Areas. The Tenant acknowledges this provision applies to all acts committed by any of the foregoing individuals during any extracurricular activity sponsored by or associated with the Tenant, whether implied or expressly consented to by the Tenant. In case of any action or proceeding brought against the Landlord by reason of any such claim, upon notice from the Landlord, the Tenant covenants to defend such acting or proceeding by counsel satisfactory to the Landlord.

## **21. Notices.**

21.1 Any notice that one party wishes or is required to give to the other party will be regarded as effective if in writing and either delivered personally to such party or to an officer of the party or sent certified or registered mail, return receipt requested and postage prepaid and addressed to the Landlord at the place then designated for the payment of rent, or to the Tenant at the Leased Premises, unless either party designates a different address for itself by written notice to the other party.

21.2 All notices by mail required to be provided on a specific date or day shall be considered timely if postmarked on or before that date or day.

## **22. Subrogation Waiver.**

22.1 Both the Landlord and the Tenant release the other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any of the extended coverage or supplementary contract casualties, even if such fire or other casualty is caused by the fault or negligence of the other party, or anyone for whom such party may be responsible; provided, however, that this release is applicable and in force and effect only with respect to loss or damage occurring during such times as the releasor's policies contains a clause or endorsement to the effect that any such release does not adversely affect or impair said policies or prejudice the right of the releasor to recover thereunder.

22.2 Both the Landlord and the Tenant agree that it will request its insurance carriers to include in its policies a clause or endorsement allowing such release. If extra cost shall be charged therefore, each

party shall advise the other thereof and of the amount of the extra cost, and the other, at its election, may pay the same, but shall not be obligated to do so.

### **23. Estoppel Certificates.**

23.1 Within 10 days after written request from the Landlord, the Tenant must provide an estoppel certificate to the Landlord and such other party as is directed by the Landlord certifying: (1) the Lease is in full force and effect and that has not been assigned, modified, supplemented or amended in any way (or identifying any assignment, modification, supplement or amendment); (2) the date of commencement and expiration of the Term; (3) the Lease is in full force and effect and that there are no defenses and/or offsets thereto (or stating those claimed by the Tenant); (4) the amount of Monthly Base Rent or additional rent that has been paid in advance and the amount of security that has been deposited with Landlord; (5) the date/dates on which Monthly Base Rent or additional rents have been paid under this Lease; and (6) such other information as Landlord may reasonably request.

23.2 The Tenant hereby irrevocably appoints the Landlord as its attorney in fact to execute such a certificate in the event that the Tenant fails to do so within 10 days of the Landlord's notice.

### **24. Early Termination.**

24.1 Upon not less than three months written notice, and provided that the Landlord acts in good faith, the Landlord may terminate this Lease at the end of any Lease Year ("Early Termination Date") for any reason including, but not limited to, the need to reopen the Building as a public facility, the need for additional space for school district programs, or a decision to demolish the Building.

24.2 Notwithstanding anything contained in this Paragraph 24 to the contrary, in the event that anytime during any Lease Year of the Term, the Tenant is in default under any term or condition of this Lease, and fails to cure such default within the time provided in this Lease, in addition to any other remedy available to the Landlord under this Lease, the Landlord may terminate this Lease at the end of the Lease Year during that the default occurred (the "Default Termination Date") by providing the Tenant notice within 45 days after the occurrence of such default of its intent to terminate this Lease on the Default Termination Date. In the event that the Tenant defaults during either of the last two months of any Lease Year, the Landlord may terminate the Lease on the Default Termination Date by providing the Tenant notice anytime prior to the Default Termination Date. No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated, and no express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. In the event that the Landlord terminates the Lease pursuant to this provision, the terms and conditions of this Lease remain in effective through the Default Termination Date.

### **25. Other Provisions.**

25.1 This Lease does not create the relationship of principal and agent of partnership or of joint venture or of any association between the Landlord and the Tenant, the sole relationship between the Landlord and the Tenant being that of landlord and tenant.

25.2 No waiver of any default of the Tenant hereunder is implied from any omission by the Landlord to take any action on account of such default if such default persists or is repeated. No express waiver affects any default other than the default specified in the express waiver and that only for the time and to the extent therein stated.



25.3 Each term and each provision of this Lease performable by the Tenant is construed to be both a covenant and a condition.

25.4 This Lease is construed under the laws of the State of Minnesota. The parties agree that the general rule of law construing provisions against the drafter does not apply to either party in the interpretation of this Lease.

25.5 The word "Tenant" wherever used in this Lease means Tenants in all cases where there is more than one Tenant. Each sub-tenant is jointly and severally liable under this Lease.

25.6 The topical headings of the paragraphs are for convenience only and do not define, limit or construe the contents of such paragraphs.

25.7 All preliminary negotiations are merged into and incorporated in this Lease.

25.8 This Lease contains the entire agreement of the parties hereto with respect to the letting and hiring of the Leased Premises. This Lease can only be modified or amended by an agreement in writing signed by the parties. Except as expressly stated in this Lease, no party has relied on any statement, promise, inducement or representation of the other.

25.9 All provisions of this Lease are binding upon the heirs, successors and assigns of each party.

25.10 The Tenant hereby acknowledges receipt of a true, full and complete copy of this Lease.

IN WITNESS WHEREOF, this Lease has been duly executed by the parties hereto on the day and year indicated below.

Landlord: Independent School District No. 273, Edina Public Schools

Date: \_\_\_\_\_ By \_\_\_\_\_

Its \_\_\_\_\_

Tenant: Children's Yamaha Music Schools of Minnesota, Inc.

Date: \_\_\_\_\_ By \_\_\_\_\_

Its \_\_\_\_\_



**Board Meeting Date:** 12/14/2020

**TITLE:** Facility Fee Increases

**TYPE:** Consent

**PRESENTER(S):** Valerie Burke, Director of Community Education Services

**BACKGROUND:** Bringing forward our annual Facility Fee increases of adjustments. This year's increases will begin on July 1, 2021. It averages a 2% increase.

**RECOMMENDATION:** Administration and the Board Finance and Facilities Committee recommend approval of these increases

**PRIMARY ISSUE(S) TO CONSIDER:** Facility fees

**ATTACHMENTS:**

1. Facility Fee Appendix that includes increases

Appendix II to Policy 902  
**Facility Rental Fee Schedule**  
 Rates starting July 1, 2021

Class E No Charge	Edina Public Schools Pre-k thru grade 12 sponsored activities; including all Community Education, athletic and extracurricular activities. Edina Public School support organizations meetings; Including (PTA/PTO meetings, site councils meetings & booster organizations meetings)
Class A	Events sponsored by the City of Edina and Athletic Associations under the umbrella of the City of Edina, Edina-based service organization, charitable and not for profit organizations that are not charging fees
Class B	Edina-based non-profits organizations charging fees.
Class C	Private groups and individuals non-charging admission. Non-Edina-based youth, civic, service, political, charitable, and educational organizations. This includes colleges, universities, and groups that benefit mostly district 273 residents.
Class D	Individuals, private agencies, companies and vendors using district facilities for commercial purposes or profit.

	<b>Class A</b> <i>Hourly Rate</i>	<b>Class B</b> <i>Hourly Rate</i>	<b>Class C</b> <i>Hourly Rate</i>	<b>Class D</b> <i>Hourly Rate</i>
<b>Auditoriums</b>				
EHS EPAC/Fick, SVMS				
No spectators	\$46	\$102	\$149	\$242
Events	\$86	\$143	\$211	\$270
VVMS, ECC				
No spectators	\$31	\$46	\$99	\$145
Events	\$40	\$86	\$141	\$229
<b>Gymnasiums/Field House</b>				
ECC/EHS/SVMS Large	\$18	\$39	\$62	\$107.50
ECC/SVMS/VVMS Small	\$14.25	\$33	\$55	\$92
Elementary	\$14.25	\$27.50	\$42	\$75
EHS Activity Center – per court	\$14.25	\$32.50	\$53	\$86
<b>Cafeterias/Kitchens</b>				
Secondary	\$26.50	\$51	\$74.50	\$108
Elementary	\$19.50	\$38	\$57	\$75
<b>Classrooms</b>				
Secondary & Elementary	\$7	\$15	\$21	\$36
<b>Professional Development Center</b>				
EHS Community Rm, ECC Rooms 170/317/348/349/350/351 (each)	\$11.25	\$18.50	\$26.50	\$44
<b>Swimming Pools</b>				
SVMS	\$70	\$103	\$132	\$241
VVMS	\$38.50	\$52	\$75	\$145
Timing/Sound Equipment	\$14.25	\$14.25	\$14.25	\$14.25
<b>Fields</b>				
Kuhlman Stadium	\$15.50	\$63	\$99	\$143
ECC Multi-Purpose Fields (each)	\$15.50	\$53	\$98	\$140
EHS Turf	\$15.50	\$53	\$98	\$140
EHS Multi-Purpose Fields (each)	\$15.50	\$53	\$98	\$140
Grass Field	\$8	\$15.50	\$34	\$48
Tennis Courts	\$8	\$15.50	\$21	\$38
Stadium Lights	\$85	\$85	\$85	\$85
Locker Rooms (daily rate)	\$7	\$7	\$7	\$7

Fees do not include equipment use charges such as technical equipment, or any applicable sales tax.

Kitchen equipment use must be arranged through the manager of food services. Fees to use the kitchen are per day, and fees to use the cafeteria are per hour.

**Additional Fees/Charges**

Application fee per permit	\$15
Large group process fee (75+ people)	\$75
Building supervision	\$20/hour (2 hour minimum)
Custodial time (setup, cleanup, and assistance)	\$45/hour (\$55/hour on Sundays and holidays)
Kuhlman Stadium Press Box	\$35/hour
District technician*	\$35/hour (student technician, \$20/hour)

\*Required for auditorium use and pool timing/sound equipment use.



**Board Meeting Date:** 12/14/2020

**TITLE:** Membership Fee increase from the Minnesota State High School League (MSHSL), 2020-21

**TYPE:** Consent

**BACKGROUND:** The initial fee for the 2020-21 school year (set in the spring of 2020) was based on a \$160 fee for each registered activity (43), and \$1 for each EHS student (per the MSHSL enrollment count, which is 2,628). This total came to \$9,188. Due to the COVID19 pandemic, the MSHSL has lost over 75% of its revenue due to the loss of state tournaments. The MSHSL assessed a Covid19 fee to all member schools based on enrollment in a 4-class system. Edina's increased fees are an addition \$11,000.

**RECOMMENDATION:** Approve the 2020-21 Covid19 fee from the MSHSL.

**PRIMARY ISSUE(S) TO CONSIDER:** Membership in the Minnesota State High School League for 2020-21.

**ATTACHMENTS:**

1. 2020-21 Fees



# 2020-2021 MINNESOTA STATE HIGH SCHOOL LEAGUE

## 2020-2021 Membership Fee Summary for *Edina High School*

This is not an invoice – please do not pay.  
Schools will receive separate invoices on October 15, 2020 and January 15, 2021

\*Edina High School MSHSL Enrollment: **2628**

### August Invoice Summary – sent July/August 2020, due 10/1/2020

Description	Fee
Annual Membership Fee	\$160.00
\$1 Per Student Fee	\$2628.00
Activity Fee Registration Total (\$160 per activity)	\$6400.00

August Invoice TOTAL: **\$9188.00**

### November Membership Fee – to be sent 10/15/2020, due 11/30/2020

Description	Fee
COVID-19 Installment 1	\$5500.00

### February Membership Fee – to be sent 1/15/2021, due 2/28/2021

Description	Fee
COVID-19 Installment 2	\$5500.00

**2020-2021 Membership Fee Total \$20,188.00**

\*MSHSL Enrollments are determined in even-numbered years by the Board of Directors using the most current MARSS Report to the MDE for grades 9, 10, 11 and 12. From those enrollment numbers, the Board of Directors subtracts 40% of the free/reduced lunch count reported.



**Board Meeting Date:** 12/14/2020

**TITLE:** Purchase of Website Content Management System from Finalsite

**TYPE:** Consent

**PRESENTER(S):** Steve Buettner, Director of Media and Technology and Mary Woitte, Director of Communications

**BACKGROUND:** As part of a response to Strategy E.1 (*Develop marketing materials to promote the value of an Edina education*) and Strategy E.3 (*Ensure all students and their families are engaged and well-served by the communications and all other interactions with EPS*), the Communications Department, in partnership with DMTS, reviewed the current website and related technology. Following an RFP process, we make the following recommendation:

**RECOMMENDATION:** Approve the purchase of a website content management system from Finalsite for \$27,300 setup and \$12,240 annually for five years.

**PRIMARY ISSUE(S) TO CONSIDER:** As we position the website as a key communications and marketing tool for the district, it became apparent that we needed to review the current tool and the underlying technology, to ensure it provides the capabilities we need for the improvements we are planning. This review resulted in a request for proposals for a new website content management system (CMS). The RFP focused on areas of design features, content management, technology, vendor support, conversion process, and cost. Six proposals were received and reviewed, followed by demonstrations by three vendors. An evaluation rubric provided the following results:

Vendor	Points
Apptegy	27
Juicebox	36
Blackboard	39
Edlio	70
Intrado	91
Finalsite	96

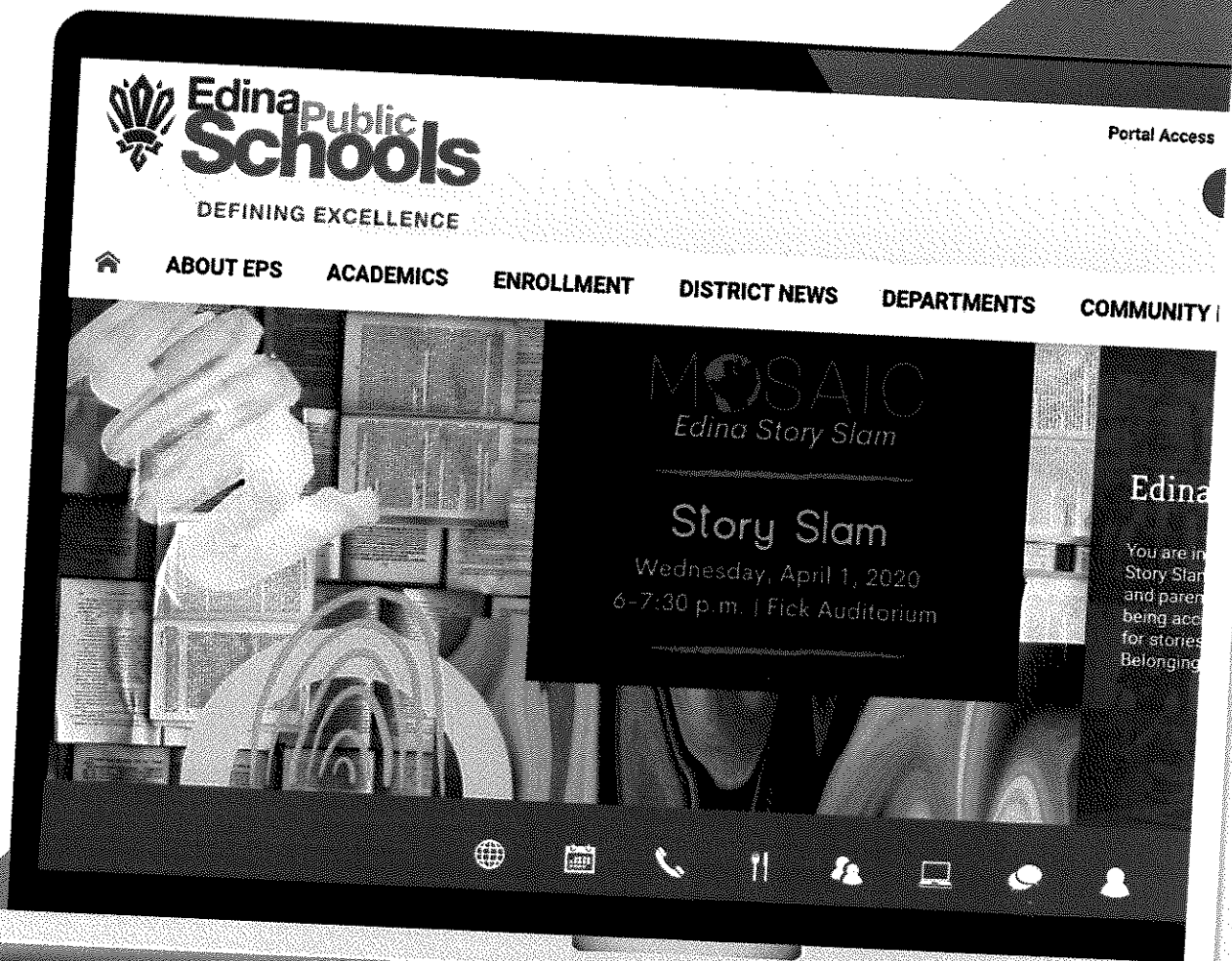
**Attachments:**

1. Finalsite Proposal

# Proposal For Edina Public Schools

Response To: Website RFP

Proposal Submitted By: John Clarkin





**March 4, 2020**

Steve Buettner, Director of Media and Technology  
Edina Public Schools  
5701 Normandale Rd Suite 317  
Edina, MN 55424

Dear Steve,

Thank you and Edina Public Schools for your interest in Finals site software and services. We look forward to collaborating with your web communications team on this important project, and appreciate your serious consideration of us as a partner.

We have a foundation that's built on:

- Our robust platform and award-winning designs that are built for mobile, and designed for an incredible user experience and a streamlined workflow.
- Extensive training and reliable support that includes both in-person and online training, webinars, a community message board, and our annual user conference.
- Our company culture, which is thanks to 200 talented people worldwide, many of whom have been in your shoes at public schools as teachers, advancement professionals, and IT staff.

Finalsite is uniquely qualified to provide fully hosted, professional, and feature-rich website solution for Edina Public Schools. Districts like yours choose Finalsite for our award-winning, ADA-compliant web designs, robust and secure hosting, 24/7 support, and innovative software. We look forward to sharing how we can provide new opportunities for your district using our innovative software, hosting, support, and design.

Please contact me with any additional questions or clarifications. I can be reached at 860-289-3507 and [john.clarkin@finalsite.com](mailto:john.clarkin@finalsite.com). We look forward to partnering with you and your team on this project!

Sincerely,

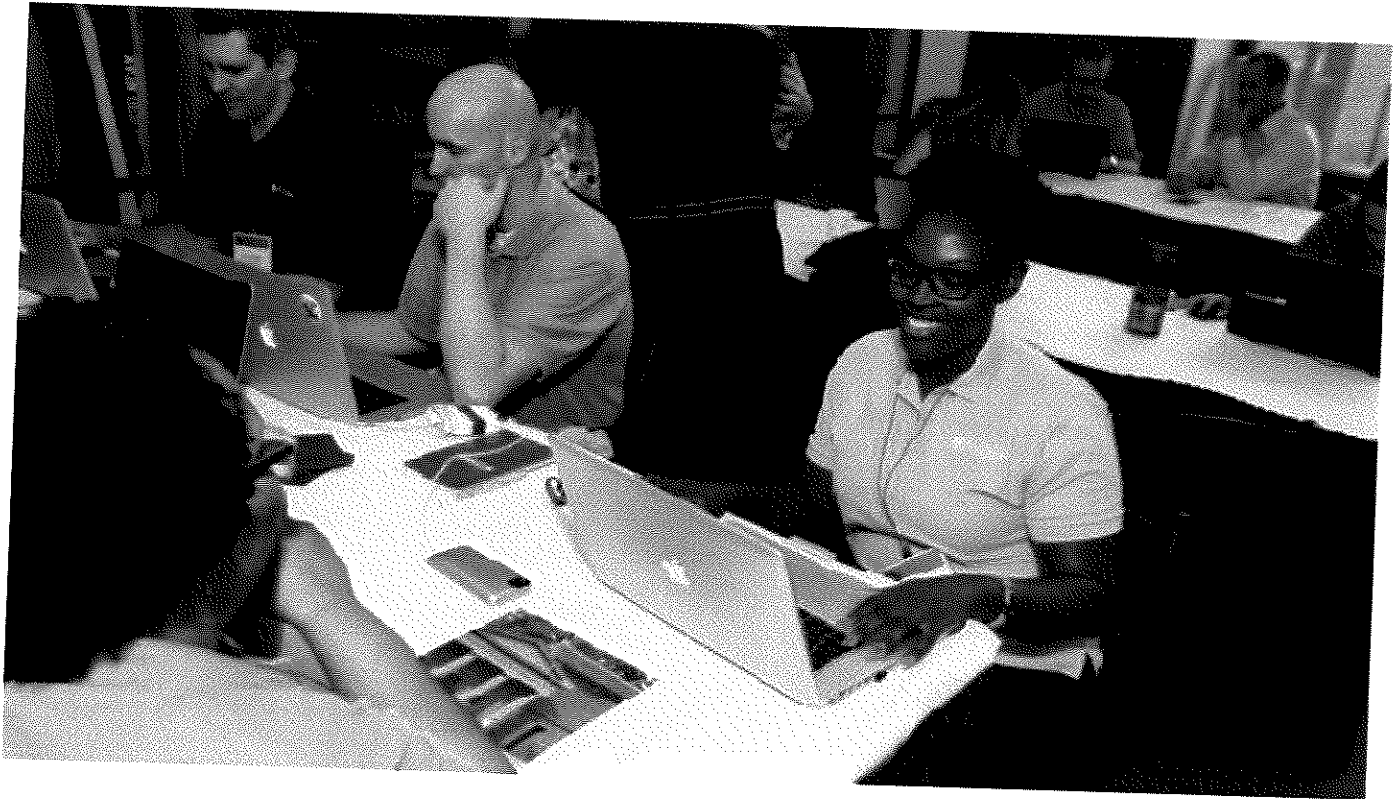
*John Clarkin*

John Clarkin  
Education Sales Consultant

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## 1. Executive Summary



## The Finalsite Difference

Districts choose Finalsite for its **industry-standard website platform**, award-winning design, and secure data integration with third-party systems. Finalsite is the **leading provider** for over 2,200 international and independent schools, districts and colleges in more than 70 countries with a team of professionals who care deeply about their work and who value a lasting partnership.

We empower districts to improve engagement, maintain **ADA-compliant websites** and engage parents with the latest communication tools, including an emergency notification system. Finalsite achieves **96% client retention** through its commitment to support, product innovation, and its focus on driving industry trends.

## Why Finalsite

Districts choose Finalsite for our award-winning designs, and web software and support that empower them to improve school-to-home communications, enhance their brand, and maintain ADA-compliant websites. Districts who work with Finalsite call us a **“true and valued partner,”** as well as a **“professional, friendly thought-leader”** in the marketplace.

Our robust and secure website and communications platform powers more than 300 district websites, informing a community of more than 1.75 million students across the country. With products and services designed just for districts, we have new pricing and scalable packages to fit every budget.



### Award-Winning Design

Our talented design team has earned more than 100 awards our work with schools and districts around the world.



### Improve School-to-Home Communications

With tools for calendars, news, blog, alerts, and more, your community can easily stay informed.



### Seamless Integration

Integration with LDAP, Active Directory and Google, as well as strong partnerships with AudioEye and SwiftK12 Notifications, simplifies data and processes.



### Easy-to-Use CMS

Composer enables anyone to design and update beautiful website pages with no coding knowledge required.



### Accessible Web Designs

All websites are built to be accessible from the ground-up, with help from Q&A specialists and certified, in-house accessibility experts. Native tools in Composer and integration with AudioEye help maintain compliance post-launch.



### Affordable and Scalable

Starting at \$6,500/yr, you can join the best schools in the country on a platform that is stable, incredibly flexible and well-developed. Add functionality over time as your needs change.

96%

Client Retention  
Rate

100+

Design Awards

300+

District Clients

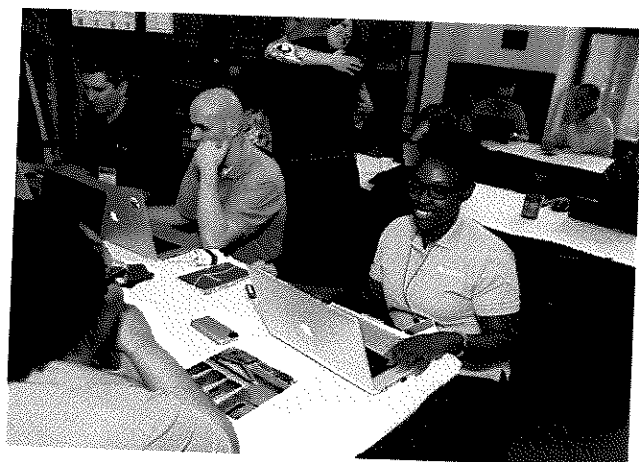
99.9%

Hosting Uptime

## About Our Company

We are a group of nearly 200 — a team of talented marketing experts, award-winning web designers, meticulous project managers, attentive support staff, code-savvy front-end developers, and “school people” with years of experience serving the best schools in the world. We view the size of our company as large enough to handle your district's needs in an instant, but small enough to remember your first name.

Since 1998, Finalsité has grown to be the leader in the public, K-12 independent and international school space, serving more than 2,200 schools and educational institutions. Our web software, award-winning design, time-saving integrations and expert consulting services provide schools with a complete platform for telling their story online.

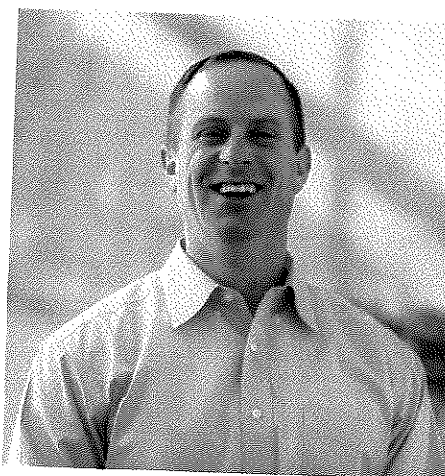


## About Our CEO

As founder and CEO of Finalsité, Jon is passionate about web trends and strategies that impact education. For more than 20 years, Jon and Finalsité have been committed to providing cutting-edge web technology for clients.

He is a frequent advisor, keynoter, blogger and presenter on all things web related.

When he isn't at Finalsité headquarters, Jon can be found on his farm raising chickens and selling free-range eggs or spending time with his lovely wife and five children.



## Award-Winning, ADA Compliant Design

You have just seven seconds to make an impression on a visitor to your website, and at Finalsité, we accept and conquer that challenge. We're proud of our ability to build sites that creatively tell your district's unique story online, while also adhering to evolving WCAG 2.0 guidelines.

We've won more than 100 prestigious design awards for our work with schools and districts, and all of our sites stand out for their amazing user experiences and beautiful layouts that cannot be created elsewhere.

### WE DESIGN FOR ACCESSIBILITY

Our team is dedicated to building websites and a website platform that are ADA compliant and accessible for all. With an in-house accessibility committee, a formal accessibility QA process, trained accessibility experts, and a design process that outputs an ADA-compliant design, we'll help your district achieve accessible design, without sacrificing stunning design.

“Finalsite has been a supportive partner helping us to identify accessibility problems and work on corrections.”

CHERYL LOOKE, WEBMASTER | EAST HARTFORD PUBLIC SCHOOLS

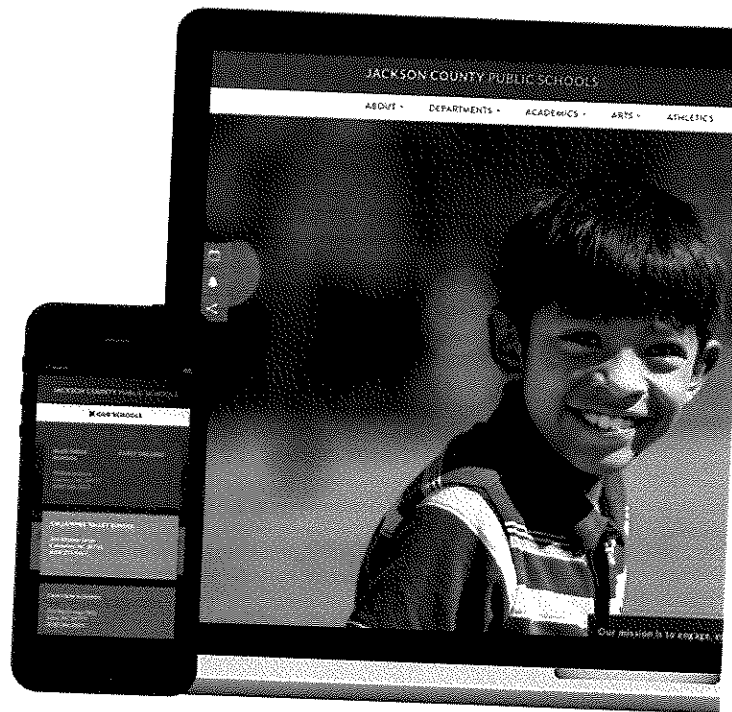
### WE HELP DISTRICTS ACHIEVE AND MAINTAIN AN ACCESSIBLE WEBSITE BY:

- Teaming you up with one of our trained designers to ensure your site's design, navigation and site structure is compliant and accessible by assistive technology
- Training your team on ADA compliance during the redesign process and throughout your lifetime as a client
- Helping to mitigate any OCR complaints or investigations
- Providing the option for ALT text on all other images and captions on videos
- Offering an exclusive partnership and integration with AudioEye, the leader in web accessibility, to ensure your website maintains accessibility conformance post-launch.

## Leaders in Design

When Finalsite launched its first responsive school website in 2012, mobile web strategy was still in its infancy — and had yet to be adopted by big web names like BuzzFeed and Amazon. Since 2012, Finalsite continues to be the market leader in not only responsive design, but **mobile-first design**.

While responsive websites are mobile-friendly, our design process is mobile-first. Statistics show that between 50-70% of users accessing your website are coming from some sort of a mobile device (be it a smartphone or tablet), therefore our designers are considering the user experience on mobile as much as they are desktop design.



### A MOBILE-FIRST DESIGN ENSURES:

- Faster website load times on all devices
- An interactive and simple user experience and user interface on all devices
- A seamless experience from smartphone, to tablet, to desktop
- Compliance with all major browsers on Windows, Apple, IOS, Chrome OS, and Android devices

### OUR PROCESS ENSURES:

- Design mock-ups of smartphone, tablet, laptop, and desktop UI and UX
- Expert guidance on content, structure, and navigation from your designer and project manager
- Training in Composer, including how to use the Device Preview tool, which allows you to see how the pages you build look in different devices

## A CMS Built With Districts in Mind

Built using the well-adopted programming language Ruby on Rails — used by Twitter, Airbnb, Hulu among many others — our software platform is designed to be mobile-first, and reflects our knowledge of how your community uses your website.

Composer, our Content Management System, brings tools like drag-and-drop placement, WYSIWYG editing, a device preview tool, and so much more so that anyone can maintain and update your new site.

### WITH THE FINALSITE PLATFORM YOU'LL HAVE:

- A drag-and-drop WYSIWYG content management system that is easy enough for anyone to use
- Social media integration and moderation capabilities
- Simple tools for calendaring, blogging, sharing news, sending targeted emails, building online forms, and creating teacher pages
- Total control over admin rights, granting different levels of access to different users at different schools
- Complete access to Google Analytics to monitor website performance
- A completely web-based, browser and device compatible CMS

“We have been using Finalsité since 2007 for our 71 websites. The granularity of the system allows to us to assign access privileges in a variety of ways such as by school, by level and by individual. Our campus webmasters are staff volunteers, often with little technical background. They are easily able to learn the software so they can focus on providing relevant content to our parents and community.”

JASMINE PRESTON, COORDINATOR OF WEB SERVICES | GARLAND ISD



## Never Feel Alone with Friendly, 24-7 Support

One of our largest investment areas is support, and our nearly-perfect rating for support tickets in the last 12 months shows that our clients are thrilled with how we help them succeed. With team members in Connecticut and around the world to assist in every time zone, we never outsource our support, so you can always be sure you're talking to someone who understands your situation.

### WITH FINALSITE SUPPORT YOU WILL HAVE:

- Friendly, in-house support eager to answer your questions
- 24 hour emergency support
- Email and phone support
- Online knowledgebase for crowdsourcing answers



“We've had such a positive experience with Finalsité! From the overall project to design crew, to support, the experience has been incredible.”

GARY MATTEI, DIRECTOR OF TECHNOLOGY | AVON GROVE PUBLIC SCHOOLS

## We're an Extension of Your District

Our staff is made up of people like you who have faced your challenges in the classroom and in a variety of roles in communications, athletics and district leadership. Having “school people” on our team means we understand your goals and needs, and collaborate with you effectively.

### AS A FINALSITE PUBLIC SCHOOL CLIENT, YOU'LL AUTOMATICALLY HAVE:

- A dedicated Client Success Manager who exclusively works with districts
- Complete access to our Knowledge Base and online training
- A subscription to our industry-leading best practice blog

#### MEET GERARD GUSTAFSON

Gerard joined the Finalsité team as our Public School Client Success Manager with the sole purpose of helping our districts exceed in web design, communications, marketing, technology and accessibility using the Finalsité Platform.



### IN ADDITION TO OUR SOFTWARE AND SERVICES, YOU CAN ADD THE FOLLOWING TO YOUR PROJECT:

- Strategic consulting services
- Search engine marketing (SEO and PPC) consulting and management
- Social media marketing consulting and management
- An ADA Compliance Managed Service to ensure content is always accessible

“Finalsite was selected from a list of very qualified and professional companies for numerous reasons. The following reasons summarize our day-to-day interactions with the Finalsité team: professionalism, excellent communication, customer service, amazing web design, and excellent project management. I highly recommend Finalsité without reservation.”

OZZY CORTEZ, CHIEF TECHNOLOGY OFFICER | SADDLEBACK VALLEY USD

## 2. Requirements



## Response to RFP Requirements

On the following pages Finalsite has addressed each of the items requested in your RFP. Finalsite has also included more details about our Product and Services in the Attachments section of this proposal.

*“Composer is very easy to use. The elements provide us the opportunity to make our pages more engaging. It gives us a lot more flexibility in terms of layout, which helps with making more engaging content.”*

KIMBERLEY EVES, DIRECTOR OF COMMUNICATIONS | GREENWICH PUBLIC SCHOOLS

Requirement	Response
<b>DESIGN OR FUNCTIONALITY REQUIREMENTS</b>	
The new website should include the following design or functionality capabilities:	
<ul style="list-style-type: none"> <li>• Enforce district branding guidelines</li> </ul>	<p>Finalsite designers will ensure that all pages of your technology center's website present a consistent, branded experience for stakeholders. You will determine which branding elements to continue throughout all sites. Branding elements and design templates will be controlled at the district level to provide a more consistent experience. These cannot be overridden by individual editors, but your webmaster can make changes to the design should they desire. The brand standards are built into the site, so they are consistent and always applied at some level, and content added into the Composer CMS will maintain stylesheet format.</p> <p>Primary and secondary pages can have all of the same features and functionality, though they can be managed independently as well. The platform has the capability of allowing you completely independent designs for any of your sites but more commonly districts build variations of the district template for department and schools sites that carry forward the district brand and design elements.</p>
<ul style="list-style-type: none"> <li>• Guardrails to ensure WCAG.2 compliance</li> </ul>	<p>Composer includes functionality (also known as Accessibility Guardrails) to help editors limit Accessibility errors to help admins enforce WC3 guidelines and make it easy for content contributors to meet them. Finalsite's accessibility guardrails include assistance for content hierarchy and ALT text, to ensure that content is compliant as it gets added. To learn more about Finalsite's accessibility guard rails, read this blog post:  <a href="https://www.finalsite.com/blog/p/~board/b/post/simplify-web-accessibility-composer">https://www.finalsite.com/blog/p/~board/b/post/simplify-web-accessibility-composer</a>.</p>
<ul style="list-style-type: none"> <li>• Provide a standard theme, including colors and fonts</li> </ul>	<p>Finalsite will deliver a website design solution for the main District site and create sites for each of your schools. A standard theme can be applied to all your pages can have the same aesthetic features, including fonts, colors, logos, menus, images, etc.</p>

<ul style="list-style-type: none"> <li>• Provide at least two theme variations on standard layout templates</li> </ul>	<p>Your school and department pages, nested under the District site, will have all of the same features and functionality, though they can be managed independently as well. The platform has the capability of allowing you completely independent designs for any of your sites, but more commonly Districts build variations of the district template for department and schools sites that carry forward the District's brand and design elements.</p> <p>Your District website editors will be able to use the District template as well as a school template to create new pages for your website. The school CSS will allow your schools (or departments) within the District to have individualized sites using their logo, colors, fonts, imagery and content. Schools within your district can customize their webpages to include elements that are specific to their students, parents, and staff. Templates and individual pages can be customized to any level desired by the school, department, or interest area. The site pages can include whichever elements you choose, including calendars, menus, blogs, image galleries, contact forms, online payments, registration forms, and more!</p> <p>Beyond this, Finalsite's CMS Composer includes a number of pre-built page layouts that editors can apply to any page as needed, as well as the ability for editors to build their own page layouts. Your District's design and branding features will be applied automatically. Your District editors will also have the ability to build their own page layouts and templates.</p>
<ul style="list-style-type: none"> <li>• User friendly navigation allowing access to content with in 2-3 clicks</li> </ul>	<p>The Finalsite platform is built with simplicity in mind, and it is easy to navigate and user-friendly for editors and visitors alike. Your website design will have a consistent, user-friendly navigation framework that will allow all stakeholders easy access to exactly what they want to navigate to. Your project team will help you craft a logical and helpful sitemap where all information can be found in as little as two clicks.</p>

<ul style="list-style-type: none"> <li>• A visual-oriented design offering increased options for communication via photos and videos</li> </ul>	<p>Modern, elegant, user-friendly designs are a signature feature of Finalsite. We will bring together the most talented designers in the industry to bring your District's brand to life online using whatever design treatments work for your District, including photos, videos, and much more. With more than 100 design awards under our belt, our team boasts some of the most creative and innovative minds in the education industry. We invite you to browse through a portfolio of K-12 designs on our website:</p> <p><a href="https://www.finalsite.com/design/portfolio/public-school-District">https://www.finalsite.com/design/portfolio/public-school-District</a>.</p>
<ul style="list-style-type: none"> <li>• Ability for main menus at the top of the page, as well as a footer menu</li> </ul>	<p>With Finalsite's Composer CMS, content editors can add menus anywhere on your site. The menus are designed to be dynamically generated to negate the need for manual updating. Menus can be formatted to be horizontal or vertical and can be "locked" into your design (accessed only by those staff who have permission) to maintain consistency.</p>
<ul style="list-style-type: none"> <li>• The site will integrate with other district web based tools such as</li> </ul>	<p>One of Finalsite core competencies is integration with systems, and our platform can with many commonly used tools, solutions, and Student Information Systems. For more information, please visit</p> <p><a href="https://www.finalsite.com/software/integrations">https://www.finalsite.com/software/integrations</a>.</p>
o SAML Single Sign-on Portal	<p>Finalsite offers Single Sign On authentication capabilities for your website via ADFS, SAML 2.0, Azure SSO, Google authentication, and more.</p>
o EdinaApps (Schoology, Google, Infinite Campus)	<p>Finalsite CMS platform integrates with Schoology, Google, and Infinite Campus SIS. Finalsite is one of only five education companies (and the only CMS company) to have signed a partnership agreement with Google.</p>
o BoardBook	<p>Finalsite CMS platform integrates with many commonly used tools and solutions, and where integration or an SSO is not available we can provide links (incorporated into the design or navigation) out to these applications.</p>
o Eleyo	<p>Finalsite CMS platform integrates with many commonly used tools and solutions. Where integration or an SSO is not available we can provide links out to these applications. We can discuss BoardBook and Eleyo integration prior to contract.</p>

<ul style="list-style-type: none"> <li>• Ability to password protect sections and/or provide an intranet option</li> </ul>	<p>Your website can include individual password-protected pages that provides an intranet option. Using Finalsite password-protected community portals, you can create and post content specifically for District staff in a "one-stop shop" format, combining calendars, resources, news, classroom content, directory information, job support resources, and so much more into a single view for secure, quick access. Portals can be password protected on a user and/or page level. For a video on Portals, visit <a href="https://finalsite.wistia.com/medias/vo0et5jel6">https://finalsite.wistia.com/medias/vo0et5jel6</a>.</p> <p>Since Portals integrate with dozens on Single Sign-On partners and Student Information Systems, you can save your staff time by providing a centralized, secure gateway to the systems they need to access without having to manage multiple usernames and passwords.</p>
<ul style="list-style-type: none"> <li>• Cookie trail for site navigation</li> </ul>	<p>Composer allows for complete flexibility in terms of structure, including the cookie trail, or breadcrumbs, navigation style. When you move or update a page, your on-page breadcrumbs will update automatically.</p>
<ul style="list-style-type: none"> <li>• System wide search that can be integrated with a Google Appliance</li> </ul>	<p>Site search is included with your Finalsite website, and it can be customized to suit the needs of your District. The search tool can be built into the design and can function in several different ways to provide the best user experience and optimal search results. Site search has two different package levels, Basic and Advanced. With the Advanced Search option, you will have the ability to view instant results, set search rules to display specific search results, and specify exact match phrases and exclusion phrases in results. There is a "Search Tools" option on the Composer menu, which gives District editors direct access to this feature. For a video on Advanced Site Search, please visit: <a href="https://www.finalsite.com/software/content-management-system/advanced-site-search">https://www.finalsite.com/software/content-management-system/advanced-site-search</a>.</p> <p>Google Search Appliance was discontinued in 2019, but if your District is still using this, we can work with you to integrate or transfer the functionality to Finalsite's Site Search.</p>

<ul style="list-style-type: none"><li>• Ability to leverage social media technologies such as: RSS, Facebook Twitter, Instagram, podcasts, videos</li></ul>	<p>Finalsite's platform has the power to strengthen the relationship between your District websites and social media profiles. The Feeds module allows for consolidation and filtering of all of the district's social media feeds. In addition, Finalsite's web pages come equipped with "Social sharing buttons" that make it easy for website visitors and admins to share content from your website to social media in just one click. In addition, the Finalsite Feeds module comes equipped with data and analytics to monitor your social media performance.</p>
<ul style="list-style-type: none"><li>• Mobile responsive design</li></ul>	<p>Because we know how important a mobile-friendly site is to your success, every Finalsite website is automatically responsive — no extra cost, effort or implementation required. Every website built on Finalsite CMS, Composer, is 100% responsive, not just for three sizes - for every size, meaning your District sites are optimized for all devices. Also, with a built-in device preview, you can be confident your site visitors have the same great experience, on any screen size. Your website can incorporate responsive interfaces, push notifications, and many other features that enhance how users experience the site via their mobile devices.</p>



<ul style="list-style-type: none"><li>• Capability to search CMS for documents/pages, view edit history, lock templates and design, limit editor access to individual pages</li></ul>	<p>Site Search functionality is included in all Finalsite websites.</p> <p>The Finalsite platform support supports versioning at the page and element level, and likewise the associated archiving needed to support this. You can restore content from a previous version, and activity logs are available to track edits.</p> <p>With Finalsite, it is easy to control who in your District can edit templates and limit access to individual pages. The platform offers full permissioning capabilities, regardless of how many users and user roles you need to accommodate. District webmasters will control the workflow structure using tiered administrative access to establish website publishing rights for who can edit, delete, and publish content on the website. In this way, it is simple to maintain permission settings as personnel changes occur. It is easy to assign different levels of admin access and set permissions on a modular level and page level, giving truly granular control over who can change information on the website. A single user can have permissions to view, edit, publish, and delete, and these permissions can be specific to a page or section of the website.</p>
<ul style="list-style-type: none"><li>• Ability to embed code or write code for unique formatting</li></ul>	<p>Code can be embedded into your site. Within Finalsite's Composer CMS, it is usually not necessary to write code, but users will have the ability to view and edit the HTML code for any content element on the site.</p>

## CONTENT REQUIREMENTS

The new website should employ a distributed content management philosophy that allows content owners to create and manage their own content. In addition the site will need to give staff the ability to create and manage the following general content types:

Composer is Finalsite's enterprise-ready Content Management System that will allow your district great flexibility and maximum utility. Built with simplicity in mind, Composer CMS empowers everyone in your community to compose beautiful, professional looking pages. The platform provides the simplicity and security website managers require, without sacrificing design quality, functionality and performance. The system is focused on administrators who work in education and uses a WYSIWYG drag-and-drop interface, meaning you can restructure the main district site, school pages, and their subpages by simply dragging and dropping the pages where you'd like them to go. Using more than 40 drag-and-drop elements, you can easily add content, news, announcements, calendars, social media, photos, videos, blogs — and virtually anything you can imagine — to your website in just a couple of clicks. To see how easy Composer is to use, view the following video: <https://finalsite.wistia.com/medias/f6kv39nbry>.

- Calendar or event content that follow the ICS calendar format

Calendars on your Finalsite website will be managed using the Calendar Manager module, which integrates with any other calendaring system that includes a live iCal feed, such as Office 365 and Google Calendars. Calendar Manager employs Create Once, Publish Everywhere (COPE) functionality, and it fully supports separate school, department, and district calendars. When adding calendars to your website using the Calendar Element, you'll have the ability to customize numerous options, including which calendars are displayed, the date range, and even how the Calendar will look. If you choose to display multiple (layered) calendars, you can easily add icons or colors to make them easy to differentiate for your website visitors. This is also true for the app in terms of tailoring and saving customized settings. For a video on Calendar Manager, please visit <https://finalsite.wistia.com/medias/56pt7ud4af>.

<ul style="list-style-type: none"> <li>• Alerts/Announcements</li> </ul>	<p>Finalsite offers multiple options for time-sensitive communications, including Page Pops for emergency alert notifications on the website (through a banner or pop-up) and Alerts for opt-in notifications via email or text.</p> <p>Page Pops are used for emergency alert notifications through banners or pop-ups on the website. Page Pops functionality provides for easily visible and changeable emergency alert notifications that link to critical on-site information. Page Pops can be shared on any page on your public site and in password-protected portals, meaning you can get as specific or broad with your messaging as you wish. Page Pops provide virtually endless opportunities for marketing, communications, and emergency notifications.</p> <p>Finalsite Alerts are real-time, opt-in notifications that can be sent via email or through SMS text messages. Alerts are integrated into our modules Posts (news, blogs, and more), Calendars, and Athletics Manager, so you can instantly communicate with parents, volunteers, students, and faculty.</p>
<ul style="list-style-type: none"> <li>• Blog postings</li> </ul>	<p>Blogs and news are managed via the Posts module. When creating a new post, editors can assign it to one or more categories and can also assign one or more tags to that post. Using the Posts module, content can be created, published automatically, scheduled to post, approved by others, and then set to expire and be removed automatically after a certain date. Content can be scheduled to post later, backdated to make it appear in a different order, or set up with a workflow where certain people can write posts but cannot publish them. For a video on Posts, please visit <a href="https://finalsite.wistia.com/medias/z14ohoh3i0">https://finalsite.wistia.com/medias/z14ohoh3i0</a>.</p>
<ul style="list-style-type: none"> <li>• FAQ, Accordion feature</li> </ul>	<p>The Finalsite platform is a highly flexible solution, and your website can be designed with whichever elements, functionality, and aesthetics you prefer. A FAQ page is just one example of the types of information you can easily display and edit with Composer CMS. To see a recent example of a Finalsite website FAQ page, please visit <a href="https://www.lfanet.org/admissions/faqs">https://www.lfanet.org/admissions/faqs</a>. You can also utilize any number of tabs and accordion content areas on any page.</p>

<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Forms</li> </ul>	<p>Finalsite's Forms Manager module provides the capability to create custom, responsive, and Accessible web surveys, tests, and forms using a drag-and-drop interface and can be added to any page of your site in two clicks. When a visitor fills out a form, the information is submitted to whomever your District has selected to receive the form results. Workflow is controlled by your webmaster, and you can require approval before a form goes live on the website. For a video on how Forms Manager works, visit <a href="https://finalsite.wistia.com/medias/2d1rdpveof">https://finalsite.wistia.com/medias/2d1rdpveof</a>.</p>
<ul style="list-style-type: none"> <li>• Ability to attach and / or embed the following content                             <ul style="list-style-type: none"> <li>a. Videos or multimedia</li> <li>b. Other websites</li> <li>c. Images</li> <li>d. Image Slideshow</li> <li>e. Office documents</li> <li>f. PDFs</li> <li>g. Podcasts</li> </ul> </li> </ul>	<p>Finalsite Resource Manager module allows for easy upload, preview, and linking of any media to your site, including the ability to play media within multiple video and audio platforms via Embeds and without plugins. Your District editors will be able to share and create video (and other content) from and on Facebook, Twitter, YouTube, Vimeo and other popular sites using drag and drop functionality. You can embed them on your website or in a private portal to provide an inside look to life in your District via your social networks. You will also have the ability to embed live streams from most providers and display them on the website.</p> <p>Resource Manager provides central management for all your digital assets and includes a built-in image and video editor. With automatic optimization to improve load time and website performance across devices and the ability to tag, crop, resize, search for, and manage images, your district will have no problems keeping your libraries organized and Accessible. To see a video of our Resources module, please visit <a href="https://finalsite.wistia.com/medias/f186g3g75f">https://finalsite.wistia.com/medias/f186g3g75f</a>.</p>
<ul style="list-style-type: none"> <li>• Link to other websites</li> </ul>	<p>Links to other websites can be placed anywhere on your Finalsite website.</p>

<ul style="list-style-type: none"> <li>• Integrate with social media tools such as RSS, Facebook , Twitter, Instagram</li> </ul>	<p>Finalsite's social media aggregation and moderation software is an industry-leader, as it allows you to aggregate the content from multiple accounts into a single, streamlined interface. Additionally, you can use the moderation console to filter and/or prevent off-brand content from making its way onto your website. This tool, Finalsite Feeds, also comes equipped with data and analytics to monitor your social media performance. Finalsite Feeds has options for design customization, but also looks great as is on your site! View a demo here:  <a href="https://www.finalsite.com/software/marketing-communications/social-media-integration">https://www.finalsite.com/software/marketing-communications/social-media-integration</a>.</p>
<ul style="list-style-type: none"> <li>• The current content housed in Blackboard will need to migrate to new site</li> </ul>	<p>Finalsite will facilitate and guide your District's content migration from Blackboard. Our most successful clients use the website redesign process as an opportunity to evaluate their content and sitemap and determine what should be moved over to the new site, rather than moving everything over as is. For best practices, please see our Content Migration: A Best Practice Guide on When to Migrate, Delete, or Create Content During a Redesign  <a href="https://drive.google.com/file/d/1j9O-K8e9Dw4yiGLMLoT9I12xVdzpuss4/view?ts=5beb3053">https://drive.google.com/file/d/1j9O-K8e9Dw4yiGLMLoT9I12xVdzpuss4/view?ts=5beb3053</a>.</p>
<b>TIMELINE</b>	
<p>Project kick off 7.1.2020, The District's goal is to release a new website as early as Tent 2.1.2021</p>	<p>Finalsite will adhere to the District's timeline. We are proposing a Theme Design, which has a project plan duration of as little as 35 days. Your website will launch by your goal date of February 1, 2021.</p>

## TECHNOLOGY REQUIREMENTS

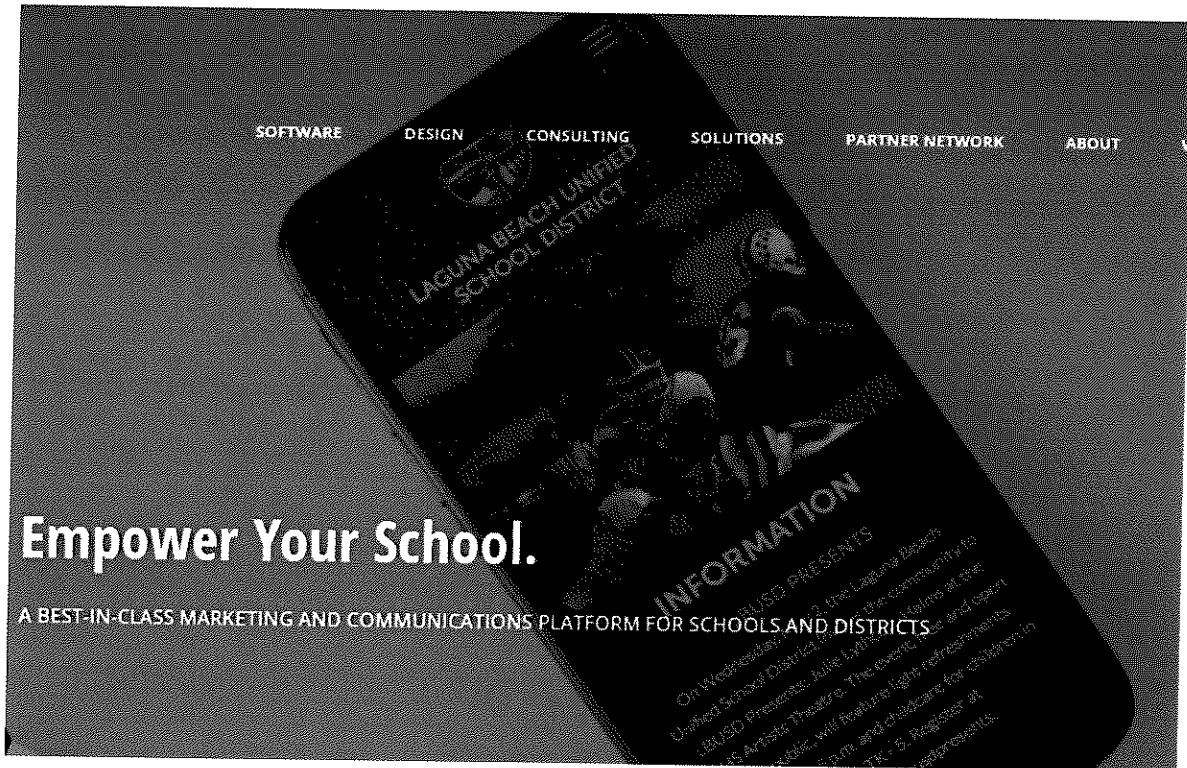
<p>The site will employ an open source or ideally no annual cost for the software license outside the subscription services for a content management system. The system can be run on district hardware or outsourced for hosting services.</p>	<p>Your Finalsite Composer subscription includes all phases of design, development, implementation, comprehensive training, ongoing technical support, system maintenance, secure hosting, backup, and disaster recovery services.</p>
<ul style="list-style-type: none"> <li>Proposed site should comply with current 504 /ADA usability requirements</li> </ul>	<p>Finalsite will provide an ADA compliant site upon launch that will comply with Section 508 of the Rehabilitation Act, Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and WAI-ARIA 1.0 standards. We also provide training opportunities to aid in maintaining ADA compliance.</p> <p>From a careful design process and in-house accessibility experts and free blogs and resources focusing on accessibility, our goal is to help your District build a web presence that is accessible to all. When you work with Finalsite, you'll have a dedicated, certified Accessibility Specialist to ensure your project is successful from start to finish. Our Accessibility Team is headed by a member of the International Accessibility Professionals, and members of our completely in-house support team stay up-to-date with WCAG 2.0 requirements so that your site does, too.</p>
<ul style="list-style-type: none"> <li>Be responsive in design</li> </ul>	<p>Your District website by Finalsite will be 100% responsive, not just for three sizes - for every size, meaning your District sites are optimized for all devices. To test our mobile first designs please view any of our client sites on a browser and adjust the browser dimensions to see how the site automatically adjust to appropriately fit any screen.</p>

<ul style="list-style-type: none"> <li>• Have a native IOS and Android app</li> </ul>	<p>Your Finalsite website solution can include a Mobile App, which is designed to reflect content from existing live pages on the District site, allowing you to share key information with your community wherever they are. There are options within the App to display specific pages and link to social sites, as well as being able to access a secure area via password. The app is also centrally fed so that changing data on your website will also be reflected in your App without you having to do anything. Settings within the App allow users to set specific locations/departments from which they receive news. If they have a child in the elementary school, for example, they can ensure that the information displaying on the App is specific to that school without a lot of extra information from other locations</p> <p>Finalsite's Mobile App is responsive on Apple and Android operating systems, and future compatibility upgrades will be provided at no cost to the District or the user. Please visit <a href="https://www.finalsite.com/software/mobile-app-notifications/ios-android-app">https://www.finalsite.com/software/mobile-app-notifications/ios-android-app</a> for a video on the Mobile App.</p>
<ul style="list-style-type: none"> <li>• Ability to leverage other social media technologies such as</li> </ul>	<p>The Finalsite platform can leverage social media technologies to expand communication between your District and its stakeholders.</p>
<ul style="list-style-type: none"> <li>o RSS</li> </ul>	<p>RSS feeds can be placed anywhere on your website. Using RSS feeds in the Posts module, you can automatically push news and blog content to social media sites like Facebook and Twitter to save you time.</p>
<ul style="list-style-type: none"> <li>o Facebook , Twitter , Instagram and other social media</li> </ul>	<p>The Finalsite platform can integrate with Facebook, Twitter, Instagram, and any other popular social media sites. Content can be created, embedded, and shared.</p>
<ul style="list-style-type: none"> <li>o Podcast episode creation</li> </ul>	<p>Podcasts can be posted to your District's Finalsite website within the Resource Manager module.</p>
<ul style="list-style-type: none"> <li>o Embed H.264 and HTML5 content</li> </ul>	<p>Composer and its modules allow for customized embeds, with or without iFrames. Using the Resource Manager module, your District may easily embed code and content many popular sites using drag and drop functionality. You will also have the ability to embed live streams from most providers and display them on the website.</p>

<ul style="list-style-type: none"> <li>• Employ the latest web technologies and architecture so that future technological enhancements can be integrated</li> </ul>	<p>Finalsite serves thousands of education agencies, and we keep the platform up to date with emerging trends. Software upgrades are included in the Composer CMS subscription. Finalsite utilizes Agile Development Methodology for updates, and we are always looking for ways to improve the software (including client requests). Changes in the product are often minor and are always non-disruptive.</p> <p>Our latest investment of \$2.5 million in moving to Google Cloud hosting is an indicator of how serious we are about technology. This move to Cloudflare and Google will allow us to provide websites over the new HTTP3 protocol, allowing faster and more secure browsing experiences</p>
<ul style="list-style-type: none"> <li>• Ideally the site will utilize our Directory Store for content creator's user credentials</li> </ul>	<p>With the Finalsite Platform, constituents can log in with existing credentials from other systems.</p>
<ul style="list-style-type: none"> <li>• Integrate with our other web - based systems:                             <ul style="list-style-type: none"> <li>o Our SAML Single Sign on tool</li> <li>o Google Sites</li> <li>o EdinaApps (Google, Schoology, Infinite Campus)</li> <li>o Eleyo registration and payment system; BoardBook</li> </ul> </li> </ul>	<p>One of Finalsite core competencies is integration with other systems. Edina and Eleyo integration options can be discussed prior to contract.</p>
<h2>ANALYTICS</h2>	
<p>We desire robust website analytics capabilities. Any proposed solution will need to be able to be read by Google Analytics for reporting needs and/or offer built-in analytics.</p>	<p>All Finalsite websites come equipped with full access to a Google Analytics dashboard, which will provide comprehensive statistics regarding the visitors to your website. Data available through this service consists of site visits, page views, bounce rate, average time on site, pages per visit and percentage of new visits. Google Analytics can also track referral traffic including search engine, direct visits, website referrals and marketing campaigns (Pay-Per-Click, Banner advertising, email marketing etc.).</p>



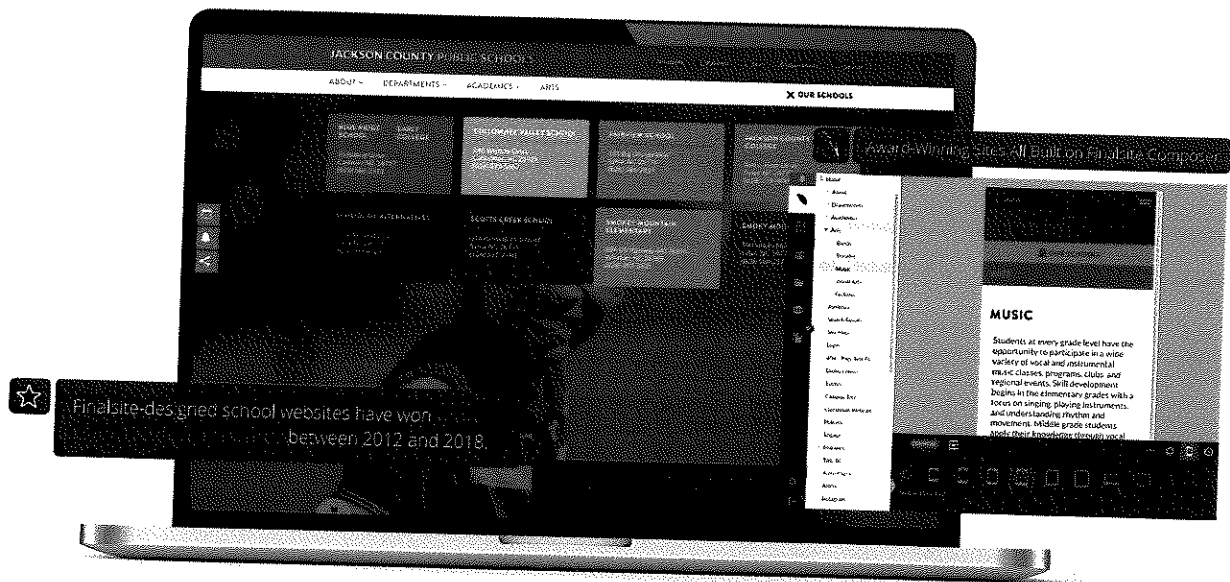
### 3. Technical Volume



## A. Design

Modern, elegant, user-friendly designs are a signature feature of Finalsite. We will bring together the most talented designers in the industry to bring your District's brand to life online using whatever design treatments work for your District. With more than 100 design awards under our belt, our team boasts some of the most creative and innovative minds in the education industry. We invite you to browse through a portfolio of K-12 designs on our website: <https://www.finalsite.com/design/portfolio/public-school-District>.

# Finalsite Design



## Don't Just Reach the Bar. Set the Bar.

Our design team is the most decorated in the industry, with more than 100 design awards for our work with independent, public, and international schools around the world. We are innovative, pragmatic, daring, bold – and our work is anything but cookie-cutter.

With design packages to fit every budget and a refined website deployment process twenty years in the making, our talented team won't just help you reach today's standards, but be the one that sets them.

### Online Portfolio

#### Custom Designs

#### Theme Designs

#### Award-Winning Designs

#### ADA-Compliant Designs

#### Secure Hosting

#### Quality Assurance Testing

#### Simple WYSIWYG editing

#### Experienced Design Team

#### On-time Deployment Process

**100+**

Design Awards  
Since 2012

**10**

Average Years  
Experience of Our  
Design Team

**300+**

New Sites Launched  
Annually

**16**

Website Designers



## Leaders in Design

A BEST-IN-CLASS APPROACH TO KEEP ON THE CUTTING EDGE.

When Finalsite launched its first responsive school website in 2012, mobile web strategy was still in its infancy – and yet to be adopted by big web names like BuzzFeed and Amazon. Since 2012, Finalsite has grown to be the market leader in not only responsive design, but mobile-first design.

While responsive websites are mobile-friendly, our design process is mobile-first, meaning we consider how the design will respond to different devices during the entire design process. Statistics show that between 50-70% of users accessing your website are coming from some sort of a mobile device (be it a smartphone or tablet), therefore our designers are considering the user experience on mobile as much as they are desktop design.



### A MOBILE-FIRST DESIGN ENSURES:

An interactive and simple user experience and user interface on all devices

A seamless experience from smartphone, to tablet, to desktop

Compatibility with major browsers on Windows, Apple, iOS, Chrome OS, and Android devices

Faster website load times on all devices

### OUR MOBILE-FIRST DESIGN PROCESS INCLUDES:



#### Design Mockups

Of mobile UI and UX. The Device Preview tool will allow you to see how the pages you build look in different devices.



#### Expert Guidance

On content, structure, and navigation from your designer and project manager.



#### Training in Composer

Including guided tours of how to use Composer and up-to-the-minute updates on feature releases.



## Designing for Accessibility

INCLUSIVE DESIGN FOR A PROGRESSIVE WORLD.

Accessibility is a company-wide initiative because to us, it isn't about laws, regulations and scare tactics, but about doing the right thing for everyone. From a careful design process and in-house accessibility experts, to our partnership with AudioEye and free blogs and resources focusing on accessibility, our goal is to help your school build a web presence that is accessible to all.

During the deployment process, you'll meet with your Project Manager and Designer to build a great website while adhering to Web Content Accessibility Guidelines (WCAG) 2.0 standards\*. Throughout the design process, we'll take the time to walk you through which design elements help and hurt accessibility, and advise your team on best practices for adhering to ADA compliance guidelines. This includes photo ALT text and setting up permissions to ensure non-compliant content isn't published. It's important to note that although our team and platform work to adhere to WCAG 2.0 standards, some aspects of full ADA compliance depend on content updates performed by site admins and site users.

### FINALSITE'S WEBSITE ACCESSIBILITY SERVICES

Experienced Designers

Accessibility-Friendly Functionality

Website Accessibility Committee

Dedicated Accessibility Specialist

Managed Service to Remediate Accessibility Errors

Scan, Report and Fix Functionality

Free Training and Resources

Ongoing, Knowledgeable Support

Help Desk Functionality

Accessibility Certification

Ally Toolbar Providing Tools Like Screen Reading Technology to Optimize User Experience

OCR Mitigation

### Building an Accessible Website on the Finalsite Platform

When we design a website, we take into consideration the following website features to make websites accessible:

- Basic organization
- Images and videos
- Titles and menus
- Text size and contrast
- Forms

*\*The standards for ensuring content is accessible to all users are known as the Web Content Accessibility Guidelines. They are put out by the World Wide Web Consortium, and can be found [here](#) for your review.*

*\*\*Finalsite CMS includes both static and dynamic content elements. Because content changes take place frequently on our platform, we cannot guarantee that all content and the sites containing them will be 100% compliant at all times. Content and Web Editors should recognize that automatically-generated content must be proofed and, if necessary, manually edited in order to ensure that the public-facing website adheres to strict compliant formatting. This includes photo alt text and video transcriptions.*



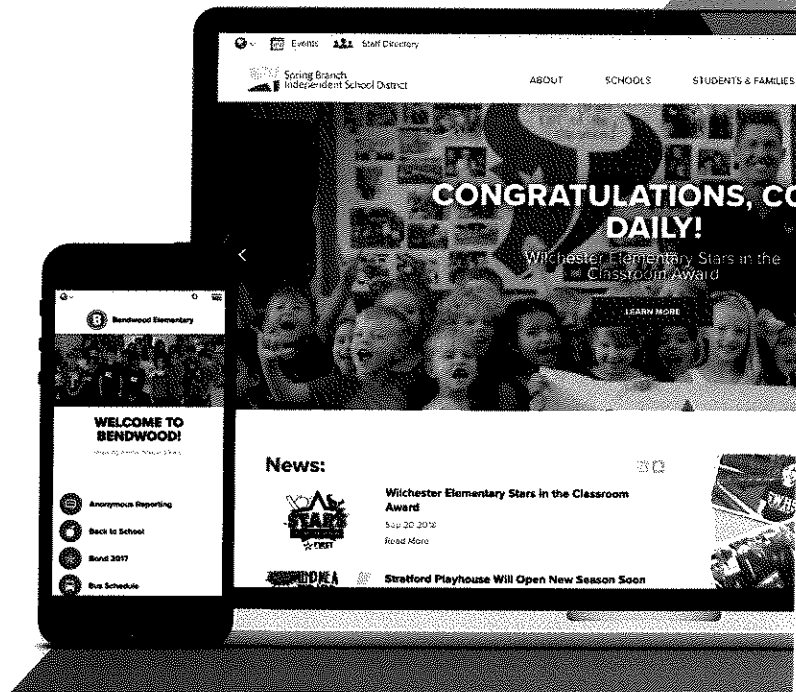
## Custom District Website Designs

AWARD-WINNING WEBSITES AS UNIQUE AND INNOVATIVE AS YOUR DISTRICT.

With a team of 15 full-time designers, including a design studio in London, our 90+ design awards, best-in-class creative packages, interactive design and onsite deployments make us your partner for creating an amazing site that showcases your story online.

Along with a custom design experience guided by our award-winning team, Finalsité has a deep bench of experts to help boost your brand, market your district, tell your district's story and much more!

Spring Branch ISD | [Homepage](#)



## CUSTOM DESIGN ENHANCEMENTS

Custom Social Media Feeds

Background Videos

Custom Timelines

Infographics

Custom Search Element

Subtle Animations

Campus Tours

Interactive Elements

\*The Sky is the Limit!

*\*Listing all of our custom design enhancements puts us in a box — and that's the last place we want to be! Our designers think outside the box, and can come up with a custom design enhancement unique to your district's brand and mission.*



[Burlington Public Schools](#) | MA



Happening in District 27

[Northbrook Public Schools](#) | WA



Courageous, reflective, and contributing citizens

[Edina Public Schools](#) | CT



## Theme Designs

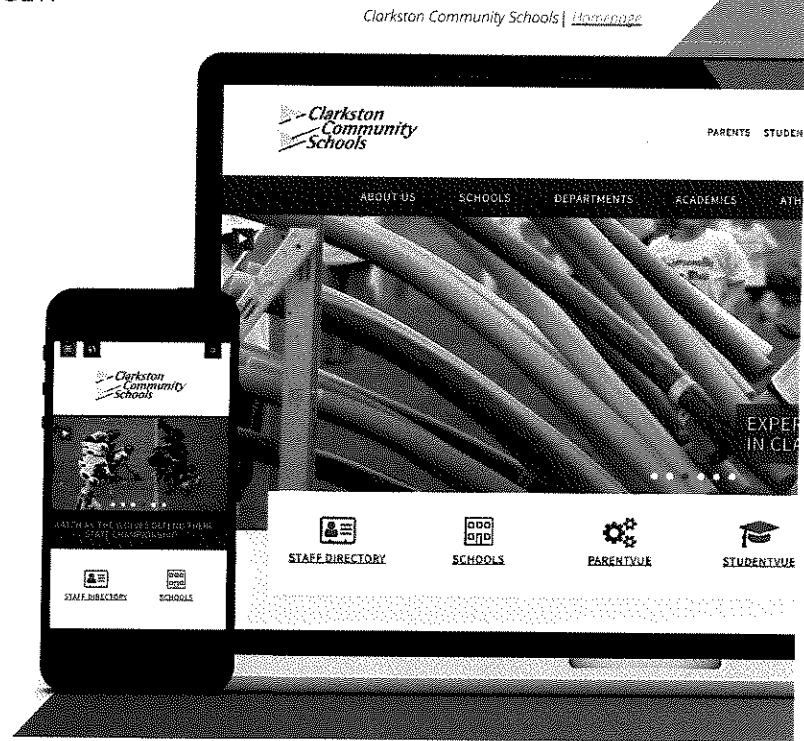
REDESIGN ON ANY TIMELINE OR BUDGET.

Finalsite theme designs are perfect for districts working on a tight budget and/or tight timeline (or both!). With a library of more than 30 themes crafted by our award-winning design team, themes are the optimum way for your district to launch a new, top-notch site in under 60 days.

### How It Works

Theme websites are anything but cookie-cutter. Crafted by our award-winning design team, you get the option of harnessing the best practices of an award-winning design on a smaller budget and/or shorter timeline.

The theme customization process ensures the site truly resembles your district's brand!



## THEME DESIGN PROCESS

### Step 1: Select a Theme

Work with your Project Manager to understand the criteria that should drive your theme selection and discuss how your district logo, fonts, and colors can best be applied.

### Step 2: Configure Theme

We'll plug your logo, colors, and web fonts into the predefined areas. If you feel a color or font isn't quite right, we can swap them again.

### Step 3: Complete Setup

We'll perform a thorough 80-point QA for functionality, accessibility, and responsiveness, and then you'll be ready to launch whenever you have completed adding your site content!



4 Steps



Carrollton City Schools | GA



Our Schools



Regional School District #12 | CT



Lower Merion School District | PA



## Great Designers. Exceptional Designs.

OUR PROCESS TO LAUNCHING YOUR SCHOOL'S DREAM WEBSITE ON TIME.

At Finalsité, we believe that when you put *good* in, you get *good* out – which is why we treat our website deployment process like an art and a science, and we treat *you* like family. From the first day you join Finalsité until after the proud moment when your site goes live, your dedicated Finalsité Team is here for you. You'll have a designer, coder, project manager, client success manager and our all-star technical support team ready to answer any questions you may have, and help you along for a smooth deployment.

Our website deployment process has been refined over the past 20 years, and we help more than 300 schools and districts launch a new website, on time, annually.



1

### DISCOVERY

Goals, dreams, expectations and requirements – let's discuss it all. Our discovery process is one of the most important parts of the deployment process as it is where we get to know you, your school and your brand, and begin to plan how to build a pixel-perfect digital representation of it. We treat this stage of deployment like a science. You'll provide our Project Manager (PM) with some key brand assets, and after an in-depth kickoff call, we'll begin analyzing each component to build a site that is uniquely yours.



2

### TRAINING

Training is ongoing throughout the entire deployment process with hundreds of free resources available at your fingertips. Our online library of resources includes short videos on virtually every piece of Composer and its related modules, text articles detailing how-to's and best practices, live weekly webinars, and hundreds of blog articles, eBooks and other valuable resources.



3

### DESIGN

Now here's the fun part! During the design phase you'll begin to see your vision come to life and exceed every expectation. You'll have the opportunity to make suggestions and revisions to your homepage and interior style guide.



4

### BUILD & QA

Once your design has been approved, your Front End Developer (FED) will begin coding and building your website to work seamlessly across every browser and device. Your site will endure an **80+ point QA process**, which includes testing for web accessibility, mobile-friendliness, cross-browser compatibility, and more.



5

### LAUNCH

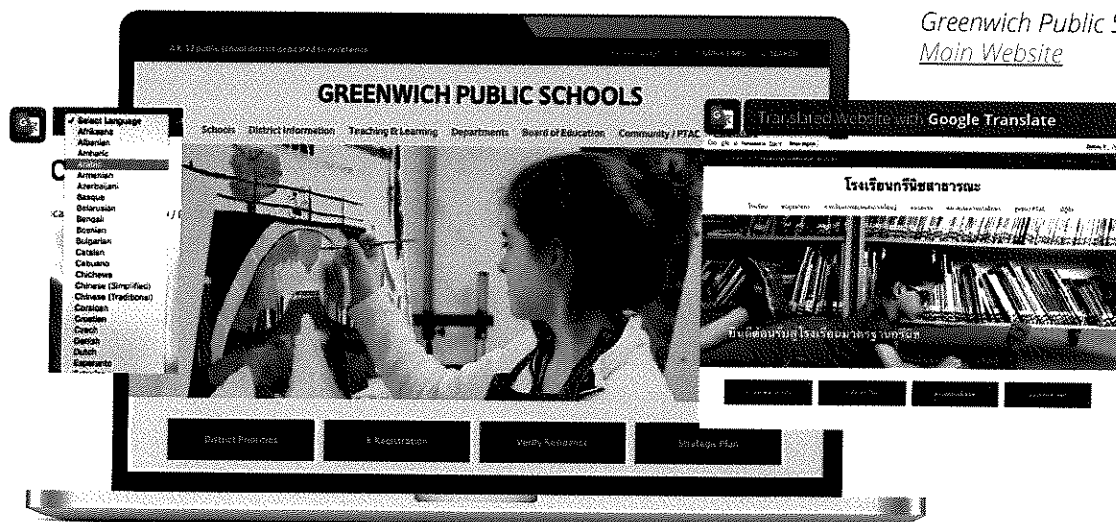
The big day is here! Finalsité software ensures you'll hit the ground running after launch. With a Finalsité Project Manager to guide you and online help at your fingertips, you'll be on your way to expert status in no time.



## Multilingual Websites

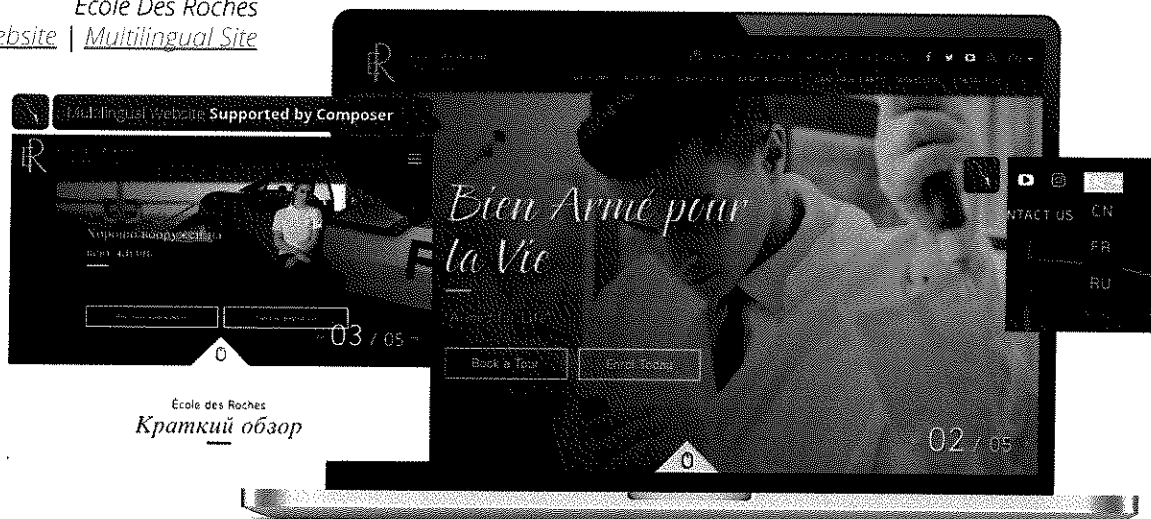
REACH YOUR ONLINE AUDIENCE, NO MATTER WHAT LANGUAGE THEY SPEAK.

There are two options for handling translated websites. The simplest is Google Translate, which can easily translate website content into the website visitor's language of choice. The second is the ability to create custom pages in the native language, which is also supported by Finalsite Composer.



Greenwich Public Schools  
Main Website

École Des Roches  
Main Website | Multilingual Site





### 3. Technical Volume

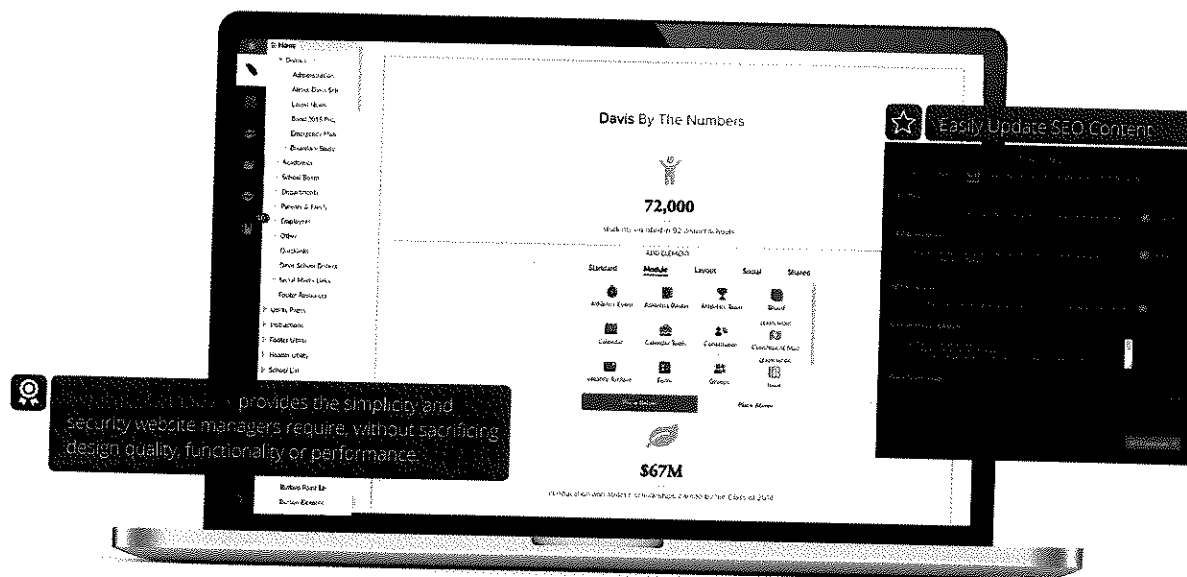


## B. Usability and Testing

*“ I know whenever I see a Finalsite website, I know its quality. And I know there’s not going to be any one who can match what you do. You have the most innovative, best modules and software for everything districts need. There’s no comparison. ”*

VALARIE HULL, DIRECTOR OF COMMUNICATIONS | BARBERS HILL UNIFIED SCHOOL DISTRICT

# Finalsite Composer



## A Drag-and-Drop WYSIWYG CMS for All Skill Levels.

Built with simplicity and schools in mind, Finalsite Composer empowers everyone in your community to create beautiful, professional looking pages. Composer provides the simplicity and security website managers require, without sacrificing design quality, functionality or performance.

With an intuitive editing experience, drag-and-drop navigation restructuring, impressive photo editor, built-in search engine optimization tools, a device preview tool, integration with Google Analytics and more, you'll have everything you need to drag, drop, edit and *compose your way*.

- Built-in SEO Tools**
- Security & Compliance**
- Friendly URLs**
- Roles & Permissions**
- Asset Management**
- Device Preview Tool**
- Versioning**
- Reusable Site Content**
- Website Accessibility**
- Dynamic School Modules**
- Multiple Site Authors**

**17**  
Dynamic Page-Building  
Elements

**24/7**  
Emergency  
Support

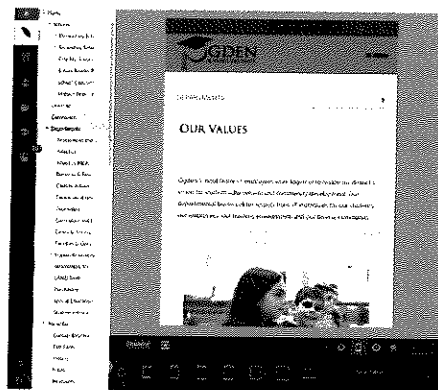
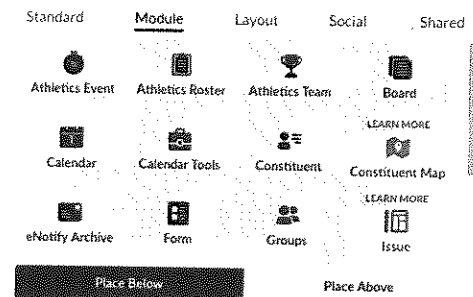
**12+**  
Pre-Built Layout  
Options

**100%**  
Responsive  
Websites

## FINALSITE COMPOSER | SCALABLE AND FLEXIBLE FEATURES

### Combine Dynamic Elements with Our CMS to Bring Your School to Life Online.

Composer simplifies digital storytelling with more than 15 drag-and-drop, dynamic elements. Simply select the elements you want to include in your page, then customize their appearance, and Composer's intuitive user interface will handle the rest. Whether you want to embed social media feeds and videos from Vimeo, or content from modules like Posts and Calendar Manager, elements will always have the most up-to-date, accurate content with no extra effort. Complete with social media sharing buttons, visitors can share what they've seen and generate more qualified website traffic at no extra cost to you.



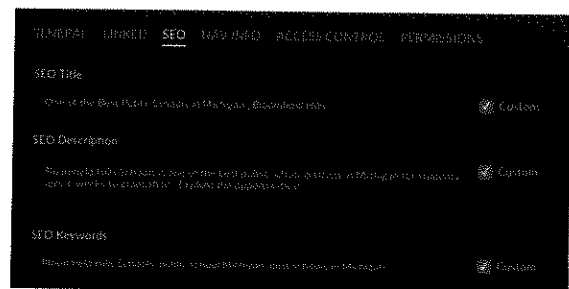
### Build Webpages You're Proud of, Every Time.

No HTML experience? No problem. Composer's WYSIWYG drag-and-drop interface makes it easy for even non-techies to edit and build custom web pages that reflect your school's brand while protecting the consistency of your site's design.

With features like inline editing, a photo editor, a device preview tool that allows you to see what your website is going to look like on any device, and custom themes and styling to maintain your school's brand and unique design on every page, Composer provides an improved editing experience for every ability level.

### Improve Performance in Search.

Automatically improve performance in search with built-in SEO tools that make it easy for even a beginner to optimize each page on your site. As you build each page, you can customize the page title, meta-description, and vanity URL to include the keywords prospective and current families search for when they're looking for information about your school.





## Built-In Accessibility Checker

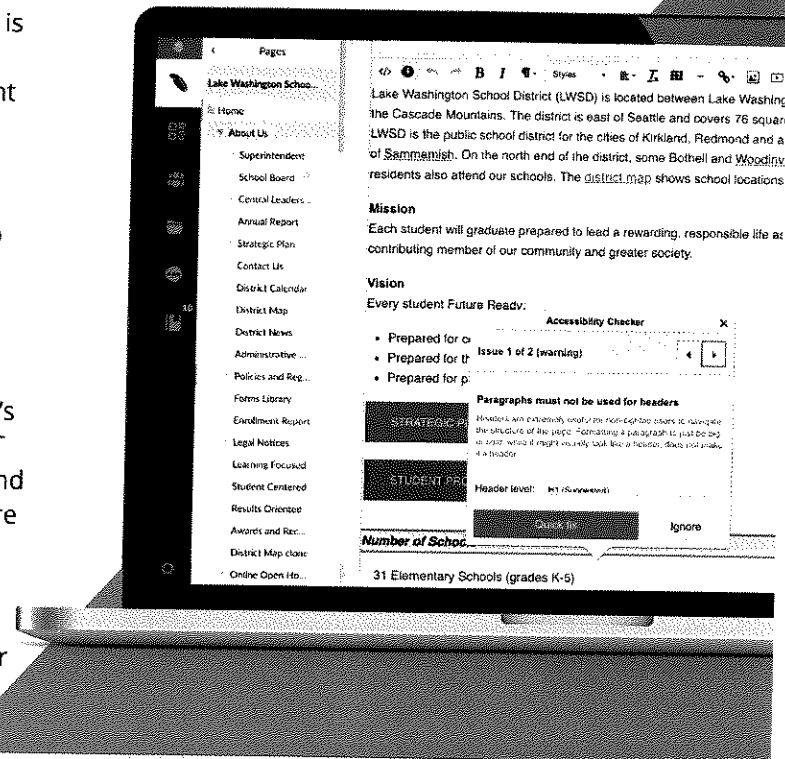
SIMPLIFY CONTENT MANAGEMENT WITH BUILT-IN ACCESSIBILITY TOOLS

Accessibility is important to us at Finalsite, which is why we continue to develop our products that empower your community to add website content that is accessible.

Finalsite built-in accessibility checker identifies accessibility errors in **content elements** added to website pages, as well as **content in the Posts module**, and offers suggestions on how to fix the errors.

The accessibility checker also works with Finalsite's **Resources module** to identify images without ALT text. Within Resources, you can also easily filter and hide any image without ALT text sitewide to ensure all images are accessible, too.

Because Composer contains a trackable admin history, you'll also be able to see who is fixing their accessibility errors, and who is not.



### FEATURES AND BENEFITS

Built-in accessibility checker automatically identifies content errors and provides suggestions in modules and Composer

Resources Module identifies images without ALT text, and allows you to hide images without ALT text sitewide

Page history identifies the last admin to edit or update a page

Thumbnails in the Posts module are required to have ALT text, and ALT text is automatically added

Only display Resource images with alt text

There are currently 90 Image Resources set to display in Composer that do not have alt text set.

Activate this control to help enforce ADA compliance on your website. Once enabled, only images from the Resources module that have alt text set will be displayed in Composer to visitors of the website. Images that do not have alt text will not be displayed to visitors, which may result in empty content in locations where these images are set to display.

To find these images, and set proper alt text, use the 'No Alt Text' filter in the All Resources view in the Resources Module.

Require alt text for images added to content in the rich-text editor



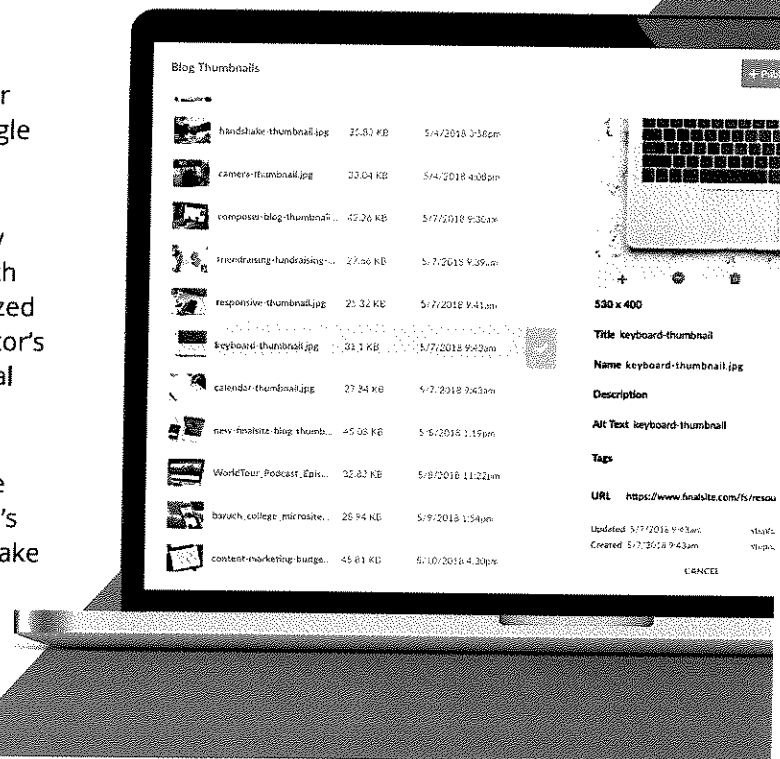
## Resources: Digital Asset Management

MANAGE ALL YOUR FILES AND MEDIA WITHIN A ROBUST DIGITAL LIBRARY.

Organize and display all of your website's digital content using Finalsite Resources. With a simple interface, you can drag and drop media from your computer or upload directly from Facebook, Google Photos, and Instagram.

Once your files are in the module, you can display them anywhere on your site using Composer. Each photo and video resource is automatically optimized for visual quality and site speed based on the visitor's device and space on the page, ensuring an optimal user experience.

Empower members of your community to provide authentic media content that conveys your school's culture with confidence. Individual permissions make controlling constituent access easy, while intuitive search, tagging, and collections ensure you can organize and find all the great things your community creates.



### FEATURES AND BENEFITS

Create compelling media galleries with flexible Resource, Image, and Video elements

Browse your Resources using list and grid views with thumbnails

Rename and move Resources without affecting existing links

Assign caption files to videos and default ALT text for images to ensure accessibility and ADA compliance

View detailed information about each Resource in the module, including when and who uploaded the Resource, the original file size, and media dimensions

Supported with best-in-class Cloudinary

Fully integrated with Finalsite Posts to ensure that every image and video uploaded through Posts is automatically optimized for the web

Search for resources within the module by keywords and tags, and sort them by type, date uploaded file size, and more

Nest Collections and link Resource elements together to create robust galleries and folders

Organize a variety of file types within the same Collection, including photos, videos, and PDFs

Reuse Resources without multiplying disk space usage



## Quality Assurance

ALLOWING YOU TO LAUNCH YOUR NEW SITE WITH CONFIDENCE.

The QA process takes place during the deployment phase to ensure your new site is error-free before launch. Our in-house team undertakes a rigorous review of your site, going through an extensive checklist to test multiple functions and features, including:

### TOP BANNER

#### Logo (Header) - School Name

Linked to homepage, alignment

#### Quicklinks

Hyperlinks pointing to corresponding pages

#### Site Search

Expands/collapses (if applicable)

Search text removed when clicking into field

Search results display within client site page

#### Dropdown Menu

Hover states on links display and function correctly

Moving horizontally between main nav items

Drop-down speed/animation

User experience does not conflict with main nav

#### Hero Image (Interior)

Animation functions as intended

Production Placeholders: Image size

Image is responsive

#### Main Slider

Alternative media included for mobile support and page loading

### NAVIGATION

#### Main Navigation

Items linked to corresponding pages

#### Meganav Dropdown

Text

Styling displays as intended

Page links align correctly

Photos align correctly

#### Interior Sub-Navigation

Hierarchy style of navigation displays as intended

Styled and functions to 5th level (when relevant)

A left banner is present starting at 3rd level (when relevant)

#### Flyout Menu: Mobile

Text

Styling displays as intended

Main nav and subnav are functional

### POST LAUNCH

#### Expanding Lists

Hover states

Expands/collapses

#### Forms

Alignment

Spacing

Padding

Margins

#### Hyperlinks

Check for all broken links

Hover states on links display and function as intended

#### Images

Broken image links

Image quality and download time

Alignment of images

#### Layouts

Content alignment and spacing

Content renders properly with the page layouts

#### Media

Broken links / embed media, plays, responsive

#### Tabs

Styling / Hover states

#### Tables

Renders properly within the page boundaries

#### Text

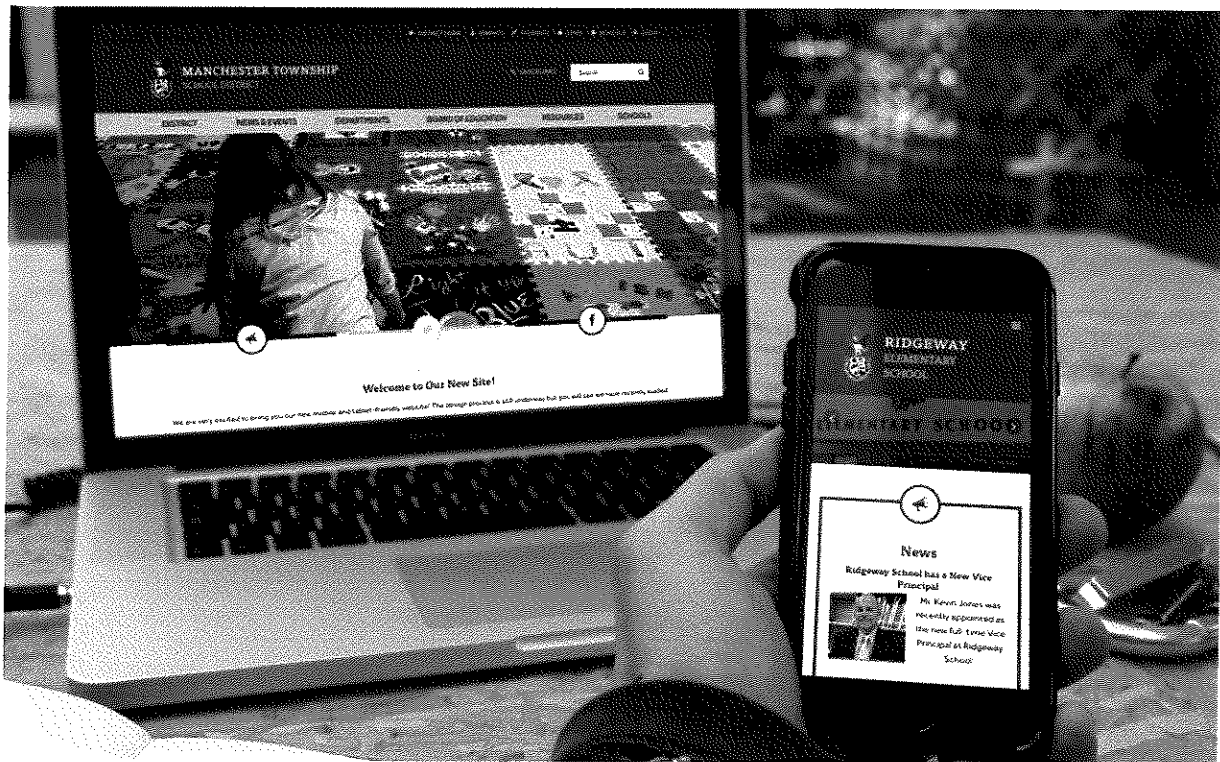
Body text alignment

Padding

Margins

Line spacing

### 3. Technical Volume



## C. Technology Information

Based on the platform requirements described in the RFP, we have selected sections from our official Product and Service Guide that may be of interest to your district. The Guide can also be accessed online at [https://drive.google.com/file/d/1oxBixV9\\_ZyRM-drEp-ra4xCOFIY8aTK3/view](https://drive.google.com/file/d/1oxBixV9_ZyRM-drEp-ra4xCOFIY8aTK3/view).



## GDPR Compliant Website Hosting

FAST, COMPLIANT, SECURE. FINALSITE SERVES 2.5 MILLION PAGE VISITS PER DAY.

Our secure data center keeps your site safe while our modern hardware, proactive DDoS mitigation solution and lightning fast network ensure reliable uptime, quicker site loading on every device and robust intrusion protection. Worry-free website hosting keeps your site secure and performing at its best anywhere in the world.

### HOSTING FACILITY AND PHYSICAL ENVIRONMENT

- Employee Badges
- Man Traps
- Video Surveillance / 90-Day Retention
- Ultrasonic Humidification
- Multiple Power Feeds
- N+1 Diesel Generator and UPS
- Biometrics
- 24hr x 365 Days Network Operations Center
- Concrete Masonry Walls and Raised Floors
- Double, Pre-Action Dry Fire Suppression System
- Multiple 10G Internet Uplinks in BGP4 Mesh
- Redundant Fiber Feeds

### HOSTING FACILITY COMPLIANCE

- SSAE 16, SOCI, AND SOC2
- HIPPA / HITECH
- ITAR
- GLBA
- PCI DSS v3.2
- NIST 800 Based Framework

### HIGH-PERFORMANCE

- Extensive caching at all layers
- Akamai Accelerator Platform available to speed up delivery of entire website, including all dynamic content
- Dedicated Storage Network
- Integration with Cloudinary for direct upload and download file transfer. On-demand scaling of video and image files optimized for display size and resolution
- Integration with Akamai content delivery network (CDN) Provides enhanced performance for static assets

### BACKUP AND BUSINESS CONTINUITY

- Hourly backups for databases (incremental, stored onsite)
- Server images – Offsite
- Configuration data
- Nightly database backup
- File data – Nightly
- Continuous uptime / Performance monitoring

### NETWORKING AND HIGH AVAILABILITY

- Standby generators with UPS
- Redundant networking configured in high availability mode
- Shared databases configured for high availability
- Redundant internet connection
- Redundant / Pooled shared application servers
- 100% virtualization infrastructure; allows servers to be "relocated" from failing or busy resources

### NETWORK AND APPLICATION SECURITY

- HW Based DDOS Protection
- Network IPS and IDS
- Automated Log Monitoring / Analysis (SIEM) with multiple threat intelligence feeds
- 24 x 365 staffed Security Operations Center (SOC)
- Automated Network Inventory with Alerting
- Modern Firewalls
- Continuous Vulnerability Scanning
- TLS Encryption by default and Encryption of Data at Rest
- Web Application Firewall with Continuous threat intelligence updates
- Secure Software Development Process
- Including static source code analysis, dynamic application scanning, manual code review, and specialized security testing for select features





## Calendar Manager

SIMPLIFIED CALENDAR MANAGEMENT.

With so many events and last minute changes happening in your district every day, Finalsite Calendar Manager enables you to organize, update and notify your constituents with ease while eliminating duplication of effort. You won't ever have to worry about your constituents missing an important event since community members can subscribe for email and text event reminders, or use dynamic iCal feeds to automatically update their own calendars with your school's events.

Constituents can also customize their calendar view with display options such as slideshows, lists, and responsive grids for mobile viewing.

The Greenwich Country Day School | [GCDS School Calendar](#)



## FEATURES AND BENEFITS

Group calendars and assign permissions

Easily add calendars to any page or your website

Create unlimited calendars

Integrate iCal and Google Calendars to automatically pull in upcoming events from external sources

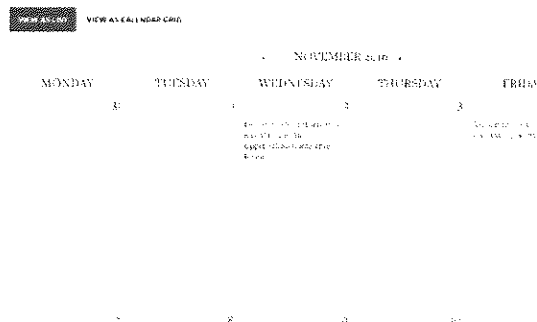
Make site-wide updates from a single location

Enable subscriptions and alerts so constituents are always in-the-know

Set event reminders and create recurring events

Customize the front-end display

### GCDS School Calendar



## Upcoming Events

**NOV 14** Upper School Early Dismissal  
2:45 PM

**NOV 15** Parents Association Meeting  
8:15 AM  
Upper School Conference Room

[FULL CALENDAR](#)



## Directories

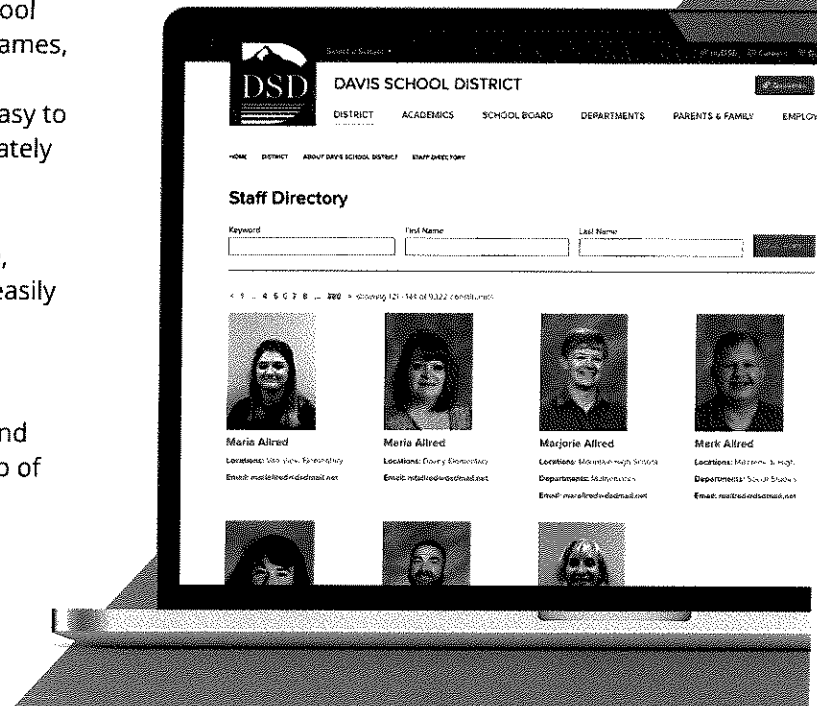
CONSTITUENT DATA MANAGEMENT MADE EASY.

When parents need to contact teachers or school administrators, the first place they'll look for names, phone numbers, and email addresses is your website. Finalsité custom directories make it easy to share contact information publicly and/or privately with your site visitors.

Directories can be accessed from your website, Portals, our LMS or the Finalsité App, and are easily added to any page of your website using the Directories Element in Composer.

Finalsité offers custom directories for faculty and staff, students, alumni – and virtually any group of constituents you wish to create.

Lakeside School | Faculty & Staff Directory



## FEATURES AND BENEFITS

Promote your school's faculty and staff in an engaging interface

Customize directory output to ensure the security of your constituents' data

Make information public or private using password-protected portals

Integrate with Finalsité API and SIS

Display headshots, contact info, bios, and whichever information you wish

Enable a search element to make finding constituents easy

Create directories for any constituent group to improve school-to-home communications

Publish in a fully responsive, mobile-friendly format

Location All Locations

Department All Departments

Keywords 1st Grade

Keywords 2nd Grade

Keywords 3rd Grade

Keywords 4th Grade

Keywords 5th Grade

Keywords 6th Grade

Keywords 7th Grade

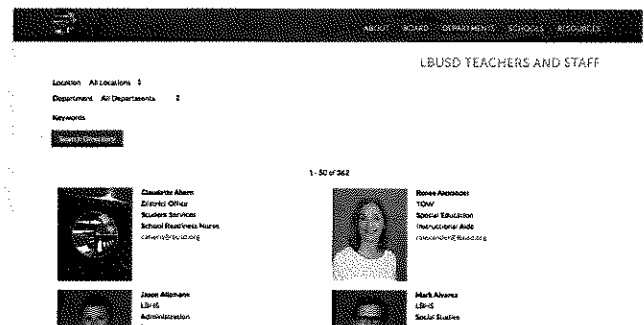
Keywords 8th Grade

Keywords 9th Grade

Keywords 10th Grade

Keywords 11th Grade

Keywords 12th Grade



## Forms Manager

AN ONLINE FORMS MANAGEMENT TOOL FOR SCHOOLS.

With Finalsite Forms Manager you can create responsive, online forms for virtually any need, including online donations, volunteer forms, lunch menu order forms, job applications, event RSVPs, and more.

Forms are easy to build with drag-and-drop functionality, template creation, conditional fields, cloning, and the ability to save commonly used elements. Form customization options are virtually endless, including the form button, custom fields, required fields, and conditional fields.

Forms Manager simplifies your communications efforts with built-in tools enabling you to customize the email sender, send notifications to select admins, send a follow-up email, display an inline thank you, and send users to another page on your website. You can view a full list of who has completed your form and can export that data.

Ogden School Foundation | [Donation Page](#)

## FEATURES AND BENEFITS

Easily collect inquiries, open house registrations, and more

Integrates with Finalsite Payments for collecting donations, event tickets, and more

Create custom templates for quick form creation

Create "thank you" pages and automated emails for form submissions

Export form submission data for targeted marketing efforts

Increase form traffic with simple embed code and sharing URLs

Assign specific user rights on the admin side

Set internal notifications for each submission

### GENERAL

Type:

Field Label  
Name

Results View / Reporting Label  
Name

☒ This field is required

☐ Use a default value

Tooltip Text

Description Text

### SIZE OPTIONS

Hidden Field

Radio Buttons

☐ Yes ☐ No

Checkbox

☒ Checkbox

Select List Item One





## Posts for Blogs and News

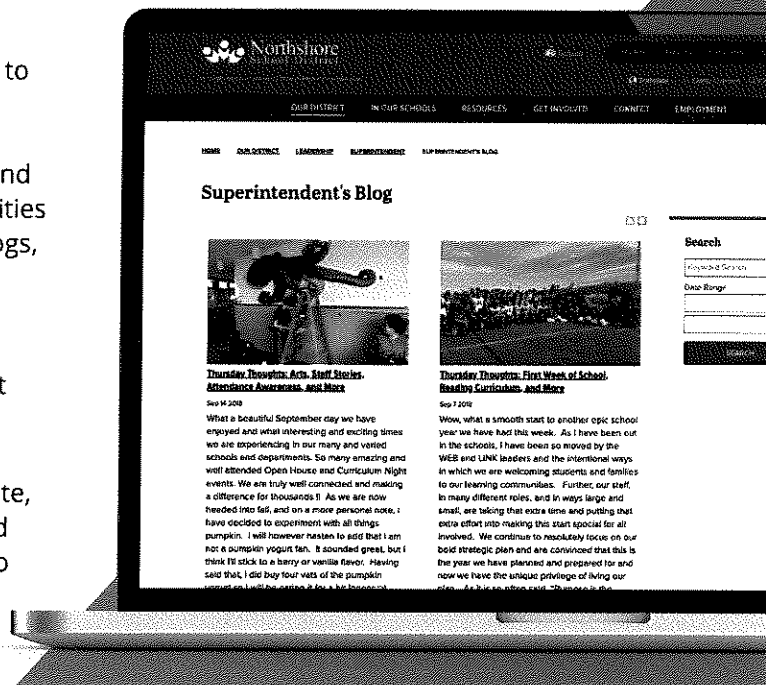
ENABLE ALL MEMBERS OF YOUR COMMUNITY TO SHARE YOUR DISTRICT'S AUTHENTIC STORY ONLINE.

Finalsite Posts is an extremely flexible content module that enables contributors of all skill levels to share public content without logging in as a site administrator. Posts adds a dynamic view into the day-to-day life of students, volunteers, teachers, and parents at your school. Content sharing opportunities are endless, from Student and Superintendent Blogs, to daily news and Teacher Pages.

Posts features Create Once, Publish Everywhere (C.O.P.E.) functionality to seamlessly share content from school-to-school and school-to-district.

Since Posts is an extension of your district's website, they are already branded with your site's fonts and colors, and any updates will be fully integrated into the design.

Pace Academy | Homepage News Masque



## FEATURES AND BENEFITS

Enable contributors to add content without logging into your admin site

Allow website visitors to add comments without logging in

Approve or deny comments on blogs and news posts

Bulk create or add Boards individually

Filter your content library while providing an interactive user experience with Tags and Categories

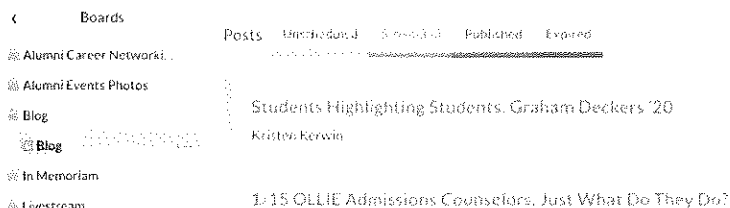
Publish multimedia content to create engaging blogs and news stories

Use Collections to display a custom selection of your best content

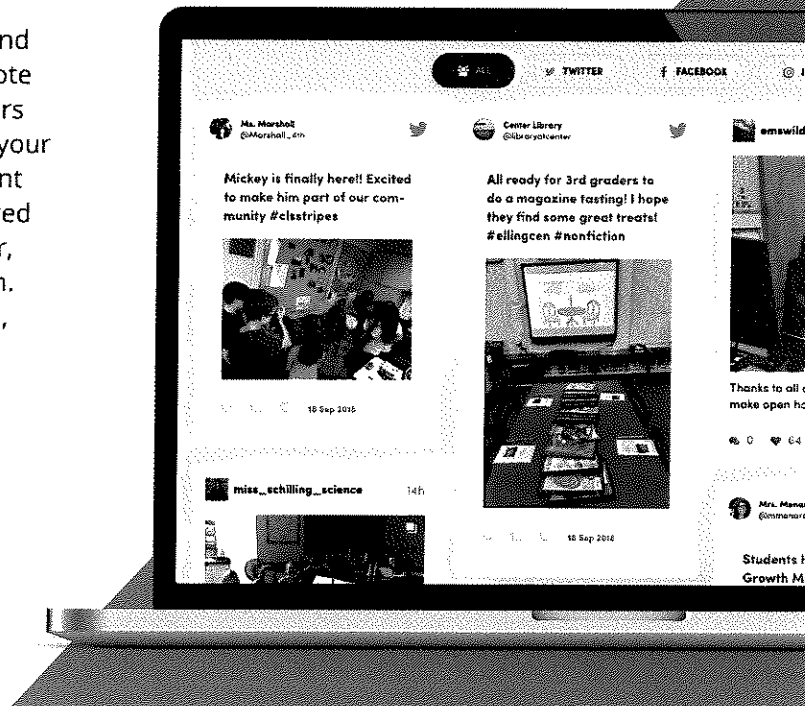
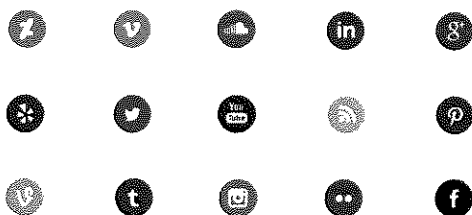
Drag-and-drop Posts to manually order lists within the Collections feature

Notify subscribers of a new post with email notifications or through RSS feeds

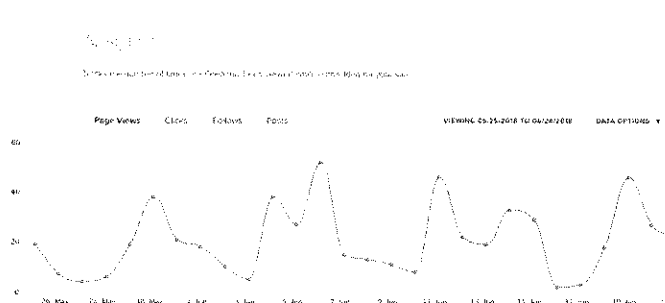
Limit editing and publishing rights for specific Boards based on constituent role



Finalsite Feeds, our social media aggregation and moderation tool, gives you the power to promote your social presence and engage website visitors with recent, authentic content that is totally in your control. Using Feeds, you can streamline content and conversations from 15 social networks (listed below) – including Instagram, Facebook, Twitter, Vimeo, and Flickr – into a single, modern design. Easily control your social stream's look and feel, and moderate posts to exclude certain words, phrases, hashtags, or accounts.



### Automatically aggregate social posts, and group by hashtag



SAVE MODERATION SETTINGS



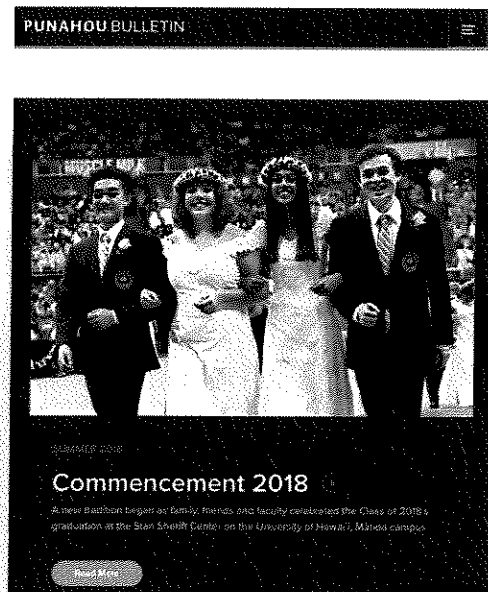
## Digital Publications

EASILY CREATE AND MANAGE BEAUTIFUL ONLINE PUBLICATIONS.

Publish online content like your school newspaper, literary magazine, or the weekly parent update with Finalsite Publications. Organize your online content into volumes, a series of issues within a publication that are typically grouped by year, and into issues, the smallest component of a publication grouped by a date range that you specify.

This content can then be pulled into a dynamic page that lets visitors easily find the content they want to read.

Punahou | [Bulletin](#)



## FEATURES AND BENEFITS

Organize publications in volumes and issues and create archives automatically

Repeat publications daily, weekly, monthly, or yearly

Automatically publish publications at a specific date and time

Display content on a page from Posts, or an archive of past publications

Create custom names for each publication and issue

Include a thumbnail image for each publication and issue

Publish Occurs: Every Friday in every month at 3:00pm

Days: ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☒ Fri ☐ Sat

☒ Weekly ☐ Biweekly ☐ Specific Weeks

Months: ☒ January ☒ February ☒ March ☒ April ☒ May ☒ June ☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

Time: 3:00pm

Establish Date: 7/1/2017

Initial Volume Index:

Publications	
Summer Weekly Newsle...	Issue 51 6/22/2018 3:00pm
The Bulletin	Issue 50 6/15/2018 3:00pm
Weekend Warrior	Issue 49 6/8/2018 3:00pm
Volume 1	Issue 48 6/1/2018 3:00pm
+ New Publication	Issue 47 5/25/2018 3:00pm
	Issue 46 5/18/2018 3:00pm
	Issue 45 5/11/2018 3:00pm
	Issue 44 5/4/2018 3:00pm
	Issue 43 4/27/2018 3:00pm



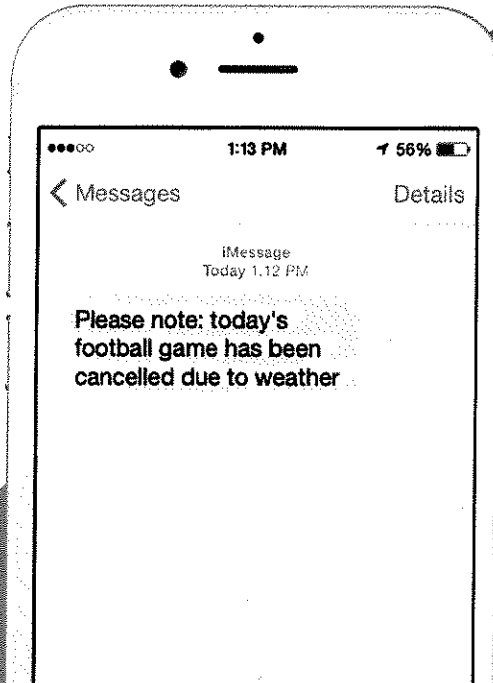
## Opt-In Notifications

REAL-TIME ALERTS TO KEEP YOUR CONSTITUENTS INFORMED.

Finalsite Alerts are real-time, opt-in notifications that can be sent via email or through SMS text messages. Alerts are integrated into our modules Posts (news, blogs, and more), Calendars, and Athletics Manager so you can instantly communicate with parents, volunteers, students and faculty.

### Alert Your Constituents When:

- An event has been postponed, changed, or canceled
- Inclement weather has closed school for the day
- A new blog post has been published
- A homepage announcement has been posted
- And more!



## FEATURES AND BENEFITS

Send real-time notifications

Trigger an alert on change

Communicate with email or SMS messages

Keep constituents updated and informed

Tie into many Finalsite modules including Posts, Calendar Manager, and Athletics

Manage subscriptions

### Site Alerts

In order to sign up for Alert Notifications please log in. If you are a new user please register below:

#### Login Or Register to Receive:

- Newsletter Subscriptions
- News Updates
- Athletics Results, Postponements, Cancellations
- Calendar & Athletic Event Reminders

### Calendar Feeds

Hover over the ICAL icons for subscription options.

Copy the following URL for the feed:

All Public calendars on this page.

All School Calendar

LS Parent Calendar

MS Baseball

MS Boys Basketball

MS Boys Soccer



## Mobile App for iOS & Android Phones

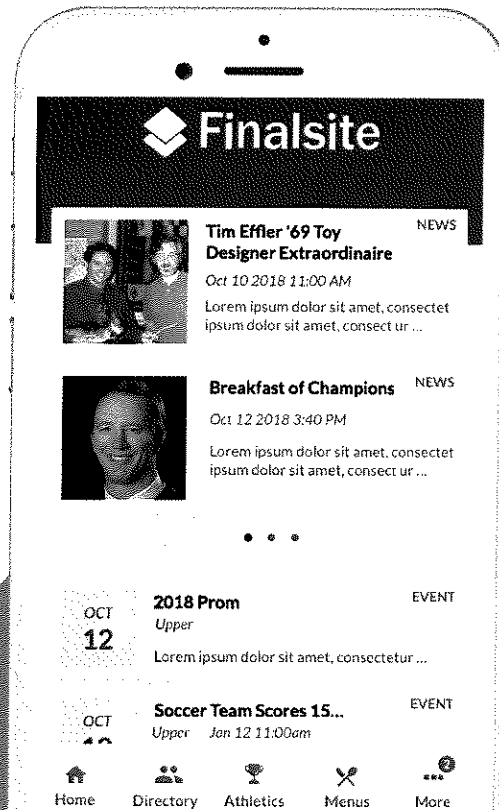
CONNECT WITH YOUR COMMUNITY ON-THE-GO.

Mobile users spent more than 75% of their time on smartphones and native apps, which means offering your community a mobile app could mean higher engagement and a more informed community.

Available for both iPhones and Android phones, Finalsight mobile app provides on-the-go access to calendar events, athletic scores and schedules, faculty and family directories, the latest school photos, videos and news.

The app will be branded in your district's colors and logos.

New Versions Launching Early 2019!



### FEATURES AND BENEFITS

- Brand the app with your district's colors and logo
- School admins centrally manage calendars, athletics, news, and media for use on the website and in the app
- COPE functionality means you only need to make an edit once, to have it pushed to your app and website
- Searchable in Apple and Android App Stores
- Send push notifications for important announcements, targeted to the district and/or individual schools
- Users can filter content by school to personalize the app experience for the content that matters to them
- Users can access searchable faculty directories, and filter by school to make teacher and coach contact info easy to find on-the-go



Oakridge  
Finalsight

#### Description

The Oakridge app for iPhones, iPads and iPads allows your students, faculty and parent community to take full advantage of the ever-growing mobile phenomenon by delivering content from your website directly to their iOS-based devices.

The app's intuitive navigation is divided into:

- Athletics
- Calendar Events
- School Directory
- Media
- Messages
- Home
- Contact

#### Ratings and Reviews

Best app ever!

★★★★★

Go CSN!

Feb 6, 2018

Sami Dedic

Great

★★★★★

Have been waiting for one for awhile. Very nice application. Comes in handy!

Apr 28, 2012

Jenna Kot



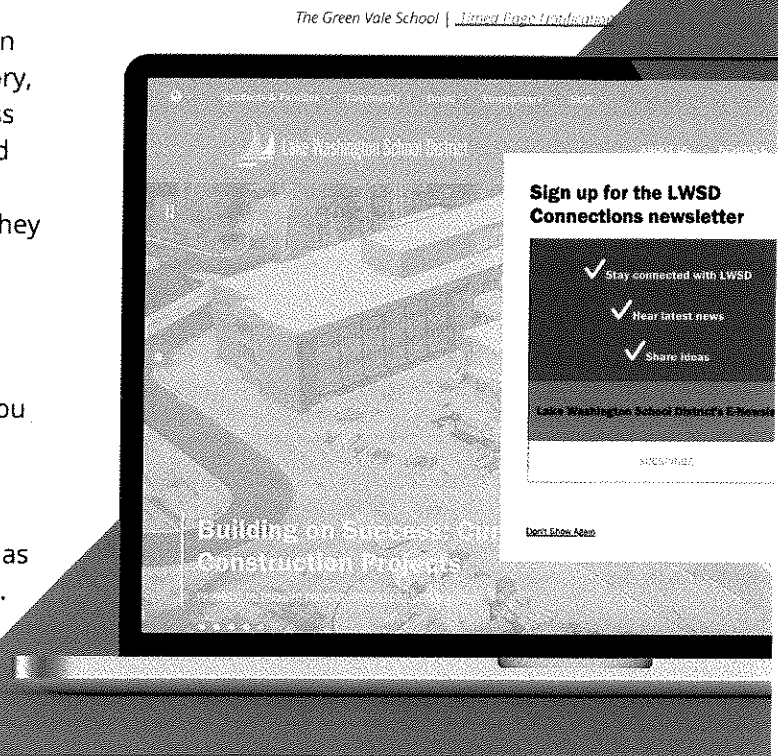


## Timed Page Notifications

MAKE IMPORTANT MESSAGES STAND OUT.

Whether it's announcing a snow day, promoting an upcoming event, or featuring an exciting news story, Finalsite Timed Page Pops provide virtually endless opportunities for marketing, communications, and notifications. Make your Timed Page Pops as relevant as possible by taking control over when they "pop" at visitors to your site pages with options to delay the notification by 7 - 60 seconds, or until a visitor scrolls halfway down the page.

Managed using Composer's WYSIWYG interface, you can use the rich text editor to easily add photos, videos and links to your Timed Page Pops. Share them on any page on your public site and in password-protected portals, meaning you can get as broad or specific with your messaging as you wish.



### FEATURES AND BENEFITS

Increase engagement and direct site traffic to areas you choose

Filter and organize by name and/or status: Active, Scheduled, Unscheduled or Expired

Share and view updates instantly after posting

Add photos, videos, or links to specific pages

Delay notifications by 7 - 60 seconds, or until a visitor scrolls halfway down a page

Create specific start and end times/dates for each Timed Page Pop

Add Timed Page Pops to a specific page, a select group of pages, or all pages on your website



End

#### Display Options

Assign to Selected Pages

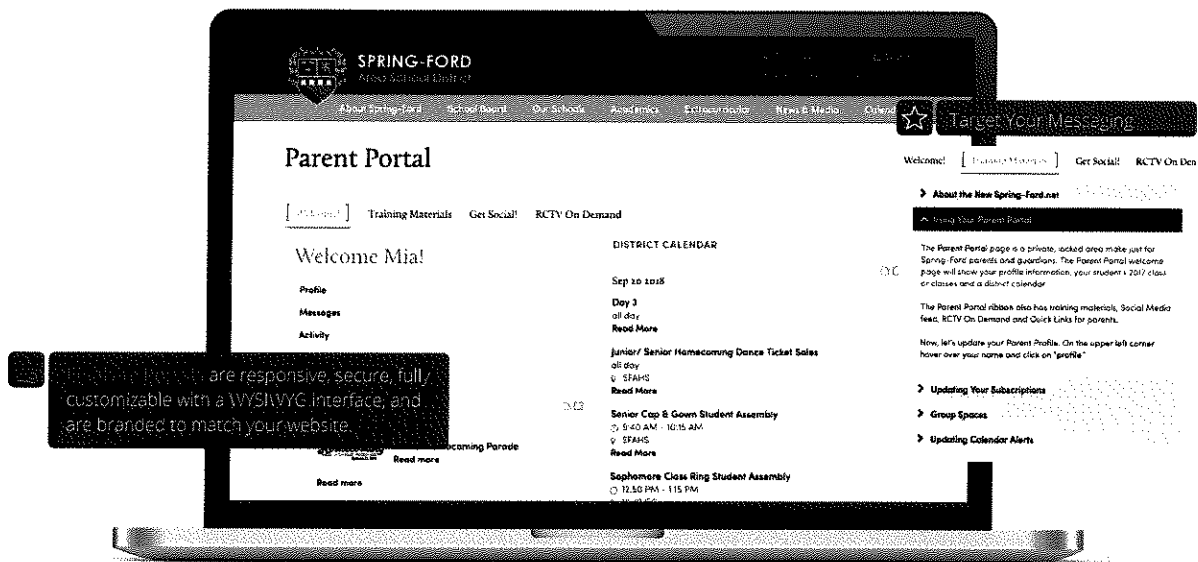
0 Selected Select Page

#### Delay Pop Display

Display Pop after 10 Seconds

Display Pop after 50% of the page has been scrolled through

# Finalsite Portals



Declutter your website and get connected to your community.

Portals provide a safe and secure place for parents, students, staff and other district roles to access information that's just for them at home or on-the-go, such as permissions slips, event dates, directories, lunch menus and more.

Portals are built and managed using Finalsite Composer, meaning your internal website will have the same branding, colors, fonts and layout as your external website – and the editing is just as easy too!

Flexible and packed with features, Portals make it simple to share district communications safely.

**Personalized Content**

**Password-Protected Communities**

**Single Sign-On Point of Entry**

**Dynamic Social Feeds**

**Personal Website Views**

**Store Secure Files and Content**

**Paperless Communications**

**Integrate Your SIS**

**LDAP Authentication and SSO**

**6+**

**Types of Portals with  
a Secure, Online  
Homebase**

**60**

**SIS Integrations  
and SSOs**

**1,200**

**Finalsite Clients  
use Portals**

**99.99%**

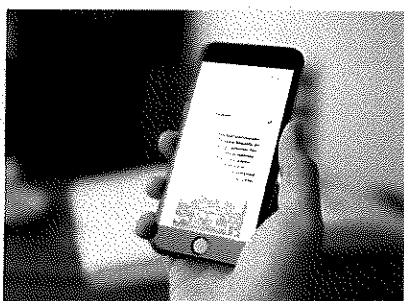
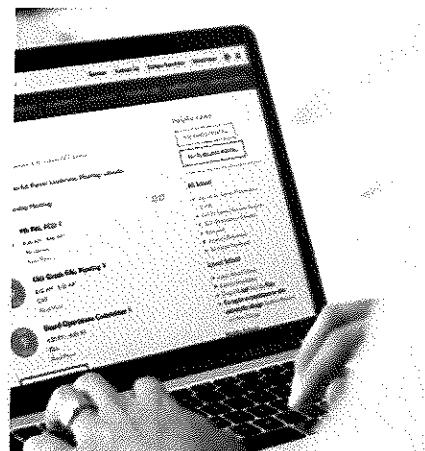
**Hosting Uptime,  
Guaranteed**

## FINALSITE PORTALS | SECURE AND FLEXIBLE FEATURES FOR BETTER COMMUNICATIONS

### Personalized and Organized Content

Share information to target specific constituent groups to focus your marketing and communication efforts. Promote events, annual fund appeals, important announcements, news and much more!

Individual users can manage their personal profile, subscriptions, and any other details about themselves, providing maximum flexibility around what information they'd like to share and receive.



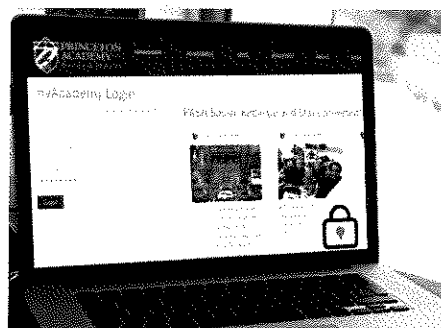
### Dynamic Social Feeds.

Since Portals allow for personalized content, you'll be able to pull in specific social feeds you want your constituents to see – like an alumnae Twitter account for the alumni portal or the Parent Association's Facebook account for the parent portal.

### SSO Integrations, Hosting, and Security.

Ironclad and secure, Portals seamlessly connect the systems you already use while keeping your constituents' data safe.

Finalsite has dozens of single sign-on partners, meaning you can access any of those accounts automatically from your Finalsite Portal without a need for another username or password. Best of all, the data stored in your Portals is backed by Finalsite ironclad hosting and security, and can be automatically integrated with your Student Information (SIS), meaning you don't have to manage data in two places.



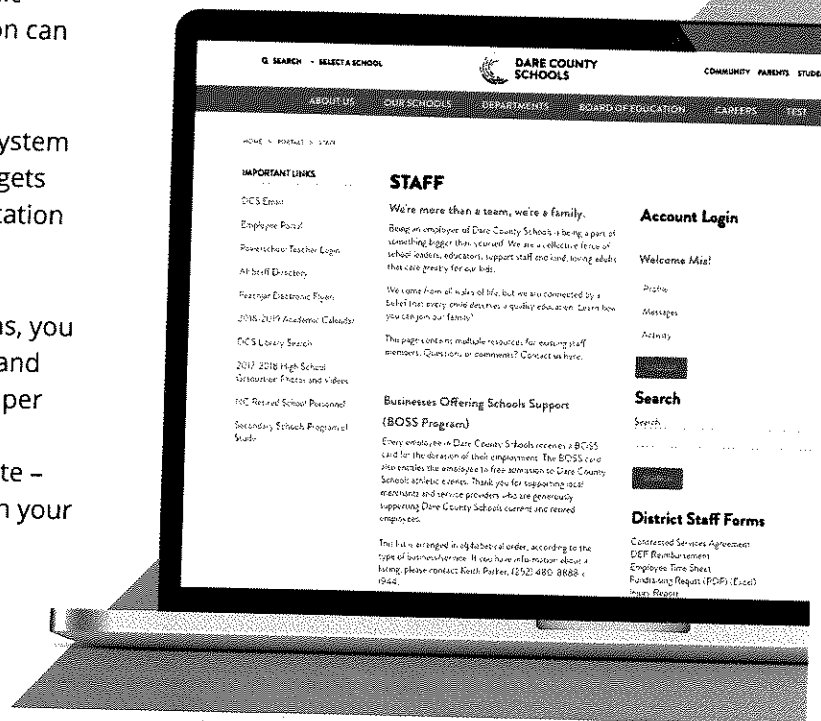
## Faculty and Staff Portals

GIVE FACULTY AND STAFF A SECURE PLACE FOR COMMUNICATION AND COLLABORATION.

We understand – keeping faculty and academic departments connected and in communication can be a challenge.

With a portal just for them, you can create a system that not only connects departments, but also gets them sharing and collaborating in a secure location that's designed just for what they need.

Plus, by going digital with your communications, you can say goodbye to stacks of permission slips and expensive handbooks. Portals gives all your paper communications and resources a safe, easily accessed home that's not on your public website – and you'll eliminate clutter on your desk and on your website, too.



### FEATURES AND BENEFITS

Promote interdepartmental and district-wide communication

Provide a location to login to a human resources platform, faculty and staff directory, student information, and more

Post photos and event information to build camaraderie

Create a platform for faculty and staff to buy and sell items

*"Finalsite Portal capabilities were the perfect solution for cleaning up our internal communications, cleaning up the public website, and protecting the privacy of our community."*

VANESSA SPIER, DIRECTOR OF STRATEGIC COMMUNICATIONS | SINGAPORE AMERICAN SCHOOL



## Parent Portals

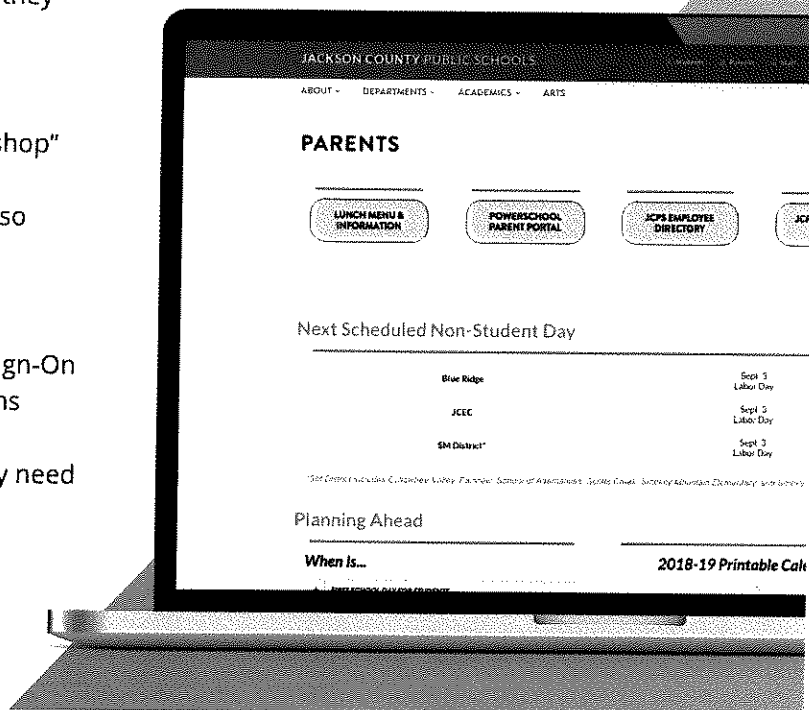
SIMPLE SCHOOL-TO-HOME COMMUNICATION TO KEEP PARENTS IN THE LOOP.

Make it easy for parents to access the content they need most with a Finalsite Parent Portal.

Using Parent Portals, you can create and post content specifically for parents in a “one-stop shop” format. Combine calendars, resources, news, classroom content, directory information, and so much more into a single view for secure, quick access.

Since Portals integrate with dozens on Single Sign-On (SSO) partners and Student Information Systems (SIS), you can save parents time by providing a centralized, secure gateway to the systems they need to access without having to manage multiple usernames and passwords.

Jackson County Public Schools | [Private Parent Portal](#)



### FEATURES AND BENEFITS

Share calendars, lunch menus, and athletics schedules in one place

Provide a login to an SIS, dozens of web services, or access to pay tuition online without the need for a separate login

Promote special events and enable signups

Easily access parent manuals, student handbooks, crisis plans and more

Allow parents to individually set which fields are available to share

Tailor a searchable student/parent directory

*“Using the Finalsite Portals, we were able to centralize all of our parent communication and provide a single point of reference for families.”*

SARA GRIFFITH, DIRECTOR OF ADMISSIONS & ADVANCEMENT | AMERICAN SCHOOL OF MILAN



## Student & Alumni Portals

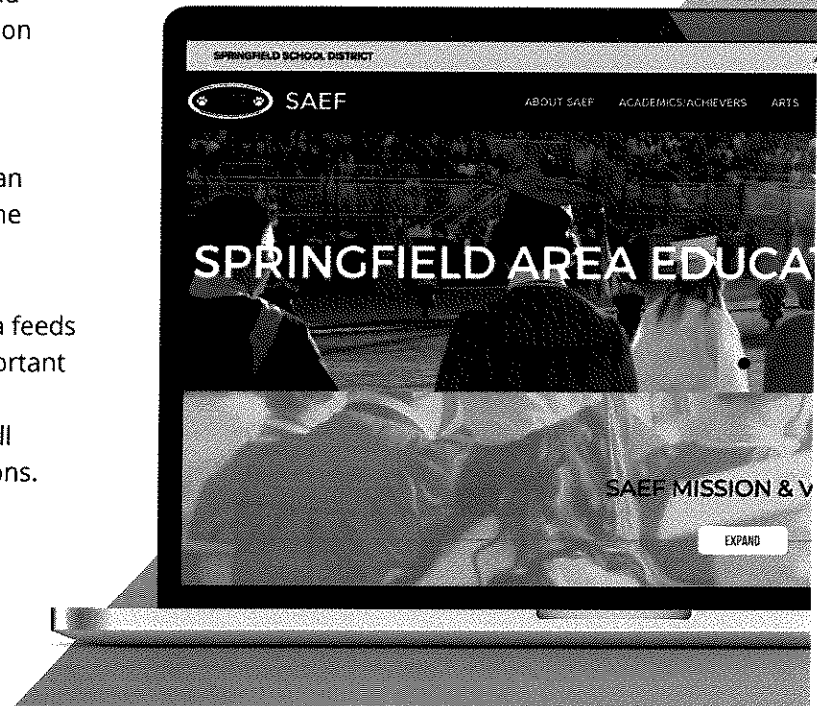
ENABLE ANY CONSTITUENT ROLE TO COLLABORATE AND COMMUNICATE WITH EASE.

Create portal pages for any constituent role and enable secure, password-protected collaboration and access to important information.

Declutter your homepage and provide alumni, accepted students, and current students with an awesome, branded site experience that puts the information they care about front and center.

From giving forms for alumni, to a social media feeds showcasing event for current students, to important forms and paperwork for applicants and new families, a targeted Student & Alumni Portal will streamline your home-to-school communications.

Springfield School District | [Public Alumni Portal](#)



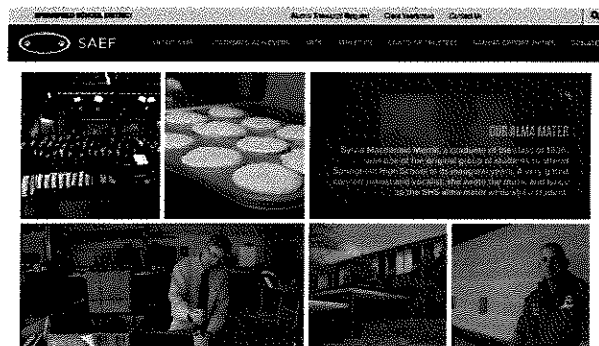
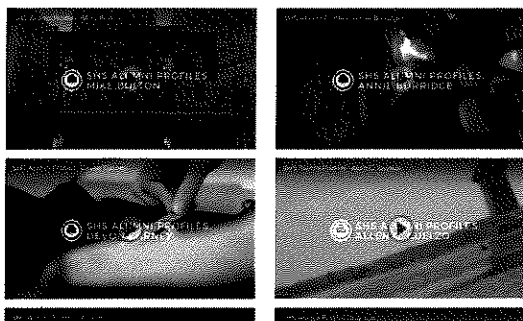
## FEATURES AND BENEFITS

Give alumni access to a microsite just for them, with access to register for events, make a donation, update their information, view an alumni directory and view social media feeds

Post school-wide notices and provide access to files students and alumni need while maintaining privacy and security

Make accepted students and their families feel welcome with important events, dates, and forms in one organized, branded place

SHS ALUMNI PROFILE SERIES





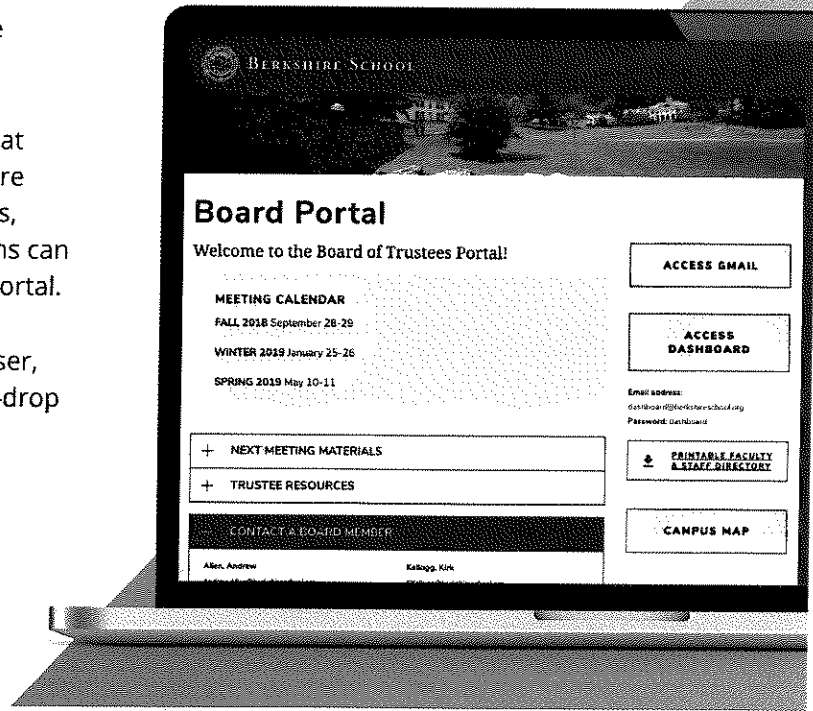
## Portals for Board Members

KEEP LEADERSHIP INFORMED ABOUT EVERYTHING HAPPENING ON YOUR CAMPUS.

Go beyond meetings, phone calls, emails, and memos by creating a multipurpose and secure online boardroom.

Showcase how the technology you implement at your district can make you and your Board more efficient with Finalsite Portals. Resources, notes, meeting minutes or committee communications can all be managed online through your district's Portal.

Since Portals are managed by Finalsite Composer, updates are simple with a WYSIWYG, drag-and-drop interface.



### FEATURES AND BENEFITS

Share Board Member bios and contact information

Have a central, secure place for meeting materials, minutes, files, and presentations

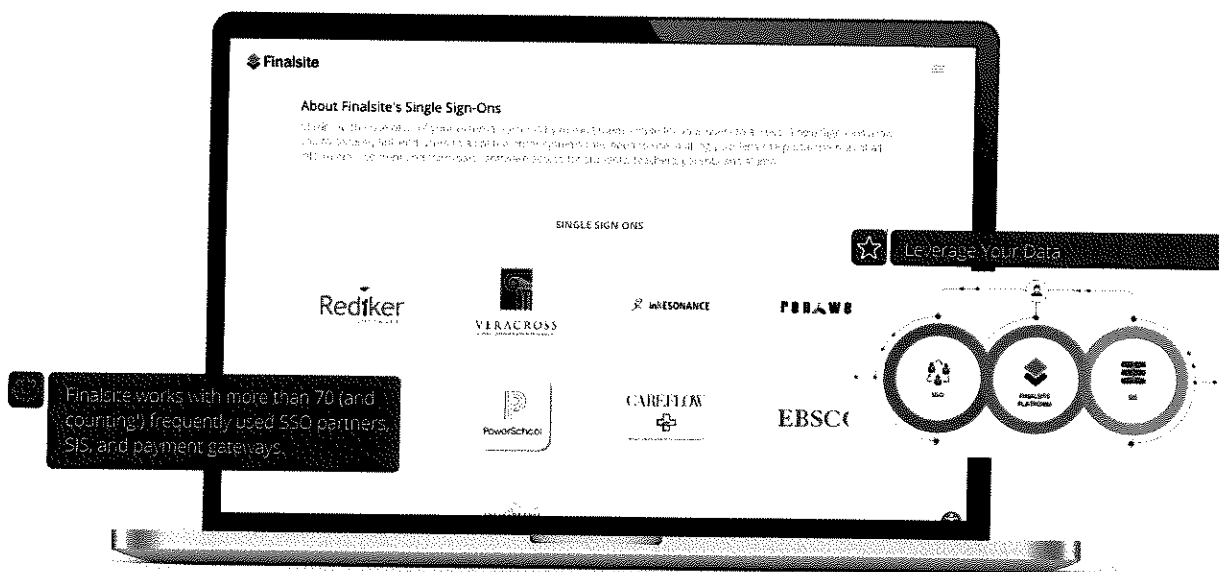
Ironclad hosting and security means that your data is integrated and protected. Finalsite is GDPR compliant.

Easily access strategic plans, annual reports, crisis plans, and more

Make it simple to login to Finalsite Dashboard to view benchmarking data

Organize committees and by-laws

# Finalsite Integrations



## Build a Stronger, More Powerful All-in-One.

Every day, we're working to make the Finalsite Platform bigger, better and stronger than ever by expanding the number of systems that we can successfully integrate with.

With over 70 frequently used Single Sign-On (SSO) partners, Student Information Systems (SIS), and payment gateways, our platform helps you leverage your existing investments, streamline logins for your parents, students and staff, and rest assured that your district is using the best tools for the job.

### Student Information Systems

#### Single Sign-Ons

#### The Finalsite API

#### Finalsite Open

#### Active Directory / LDAP

#### Payment Gateways

#### Finalsite Partners

**70+**

Data Integration  
Partners

**1000+**

Reams of Paper  
Saved Every Year

**0**

Hours You Need to Spend  
Uploading & Importing



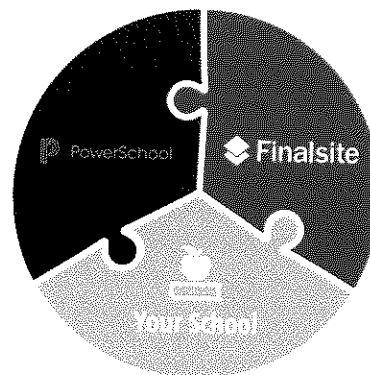


## Powerschool

INTEGRATE YOUR FINALSITE SOLUTION WITH POWERSCHOOL.

PowerSchool's robust student information system allows teachers to take and track attendance and grade assignments online. It also lets parents and students view and track grades and assignments in a secure, password-protected place from all devices.

Supporting more than 13 million students worldwide, PowerSchool enhances school-to-home communications, makes administrative reporting easier, and simplifies tasks for teachers.



## INTEGRATING FINALSITE AND POWERSCHOOL

The integration between PowerSchool and Finals site replaces manual datasheet uploads, saving you time and greatly enhancing the accuracy and timeliness of your data in Finals site. Data flows one way from PowerSchool into Finals site. This data is used for contact lists, online directories, class pages and rosters, and is scheduled to sync automatically in Finals site.

## HOW IT WORKS



Automatic data transfers run hourly to refresh constituent information from PowerSchool in Finals site, with a full data refresh each night.



All connections take place over a secure SSL connection, while an Intrusion Protection System continually scans incoming traffic for malicious activity, keeping constituent and class data safe.



Due to the varying ways in which data can be stored in PowerSchool, a Finals site Integration Deployment specialist will work with you to create the appropriate queries to get the data you need into Finals site. This allows us to pull data for use in creating and updating constituents, setting relationships between constituents, and creating and updating classes and rosters.



## Single Sign-Ons (SSOs)

INTEGRATE YOUR FINALSITE SOLUTION WITH OUR SSO INTEGRATION PARTNERS.

Maximize the use of your external systems by making them simple for your users to access. SSOs allow you to securely link end users to all of the other systems they need to use, making your Finals site Portal the hub of all information, content and third-party software access for students, teachers, parents and alumni.

For the most current list of SSOs, please visit [finalsite.com](http://finalsite.com).



### SUPPORTED SSO PARTNERS

Achieve	Google Apps for Education	Rediker
Blackboard	inResonance	RenWeb
Blackbaud NetCommunity	Magnus Health	Rjenda
Canvas	Moodle	Smart Tuition
CHQ	My School	Senior Systems
Catertrax	Naviance	Schoolology
Careflow	PTC Wizard	The School Volunteer
Encyclopedia Britannica	PeopleGrove	Vidigami
EBSCO	PCR	Veracross
eFollett	pickAtime	World Book
FACTS Management	Proof Group	Zendesk

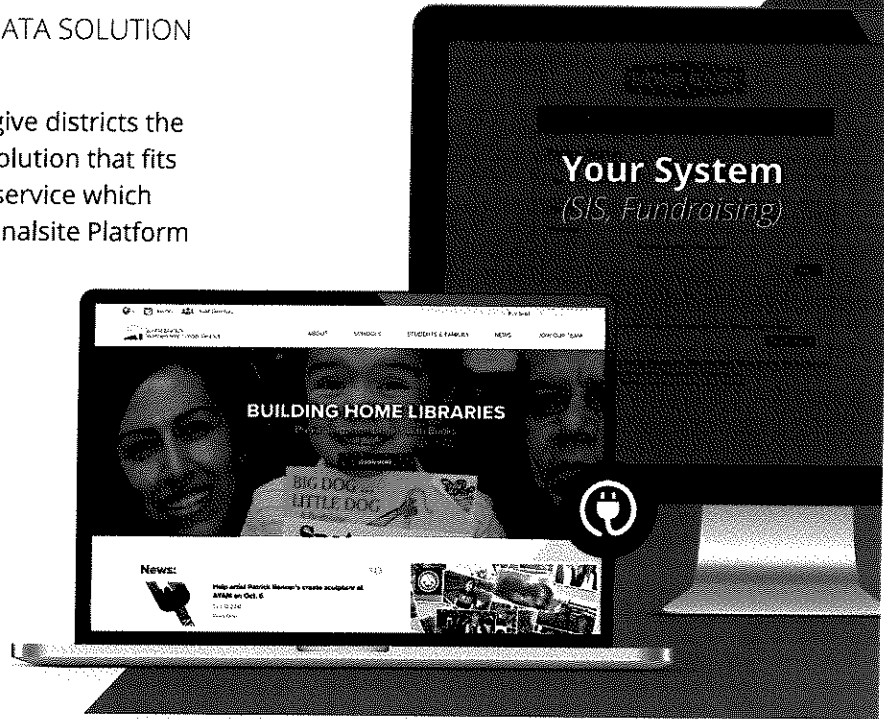


## The Finalsite API

PROGRAM A SOFTWARE AND DATA SOLUTION  
TO FIT YOUR NEEDS.

Finalsite API is an interface designed to give districts the ability to program a software and data solution that fits their needs. Our API is REST-based web service which provides access to specific data on the Finalsite Platform (listed below).

In addition, the API provides a secure mechanism for authenticating users and can be used to support Create, Read, Update, and Delete functions.



### DATA PROCESSED

Athletic Events

Calendar Categories

News Posts

Relationships

Athletic Locations

Calendar Events

News Categories

Groups and  
Memberships

Athletic Opponents

Constituents

Households

Integration Services

Athletic Teams

Full documentation of the API is available directly via the admin area of the Finalsite platform, including all methods and fields used for each area noted above.



**Your System**  
(SIS, Fundraising)



**Finalsite API**



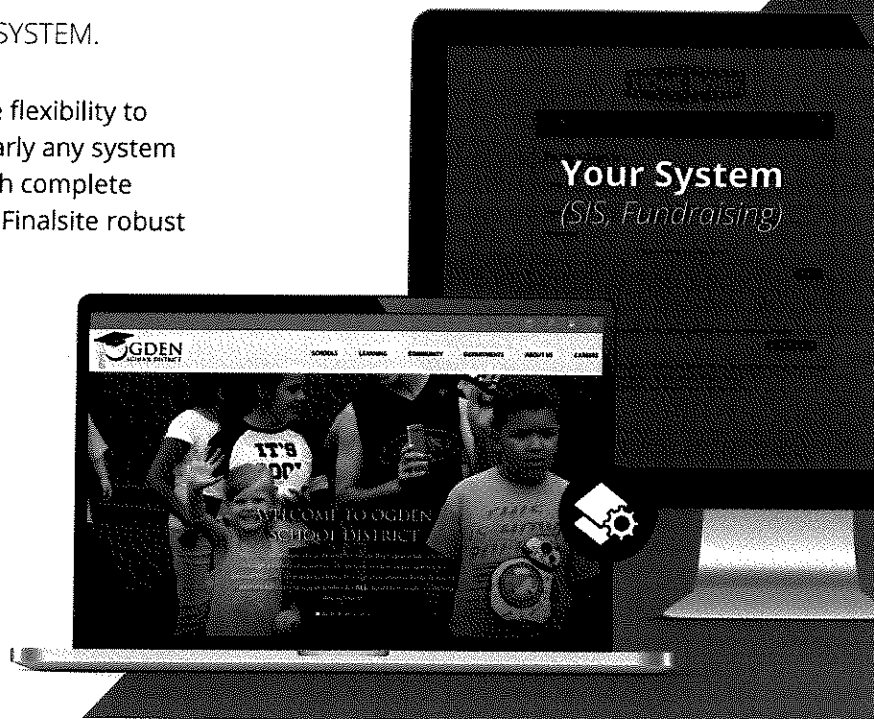
**Your Finalsite  
Website**



## Finalsite Open

INTEGRATE WITH NEARLY ANY SYSTEM.

Finalsite Open provides districts with the flexibility to integrate their Finalsite solution with nearly any system for hourly data transfer efficiency, all with complete control over the data and the backing of Finalsite robust security. This custom aspect of Finalsite Open means that districts can create a complete software solution that truly fits their needs.



### INTEGRATING YOUR TWO SYSTEMS

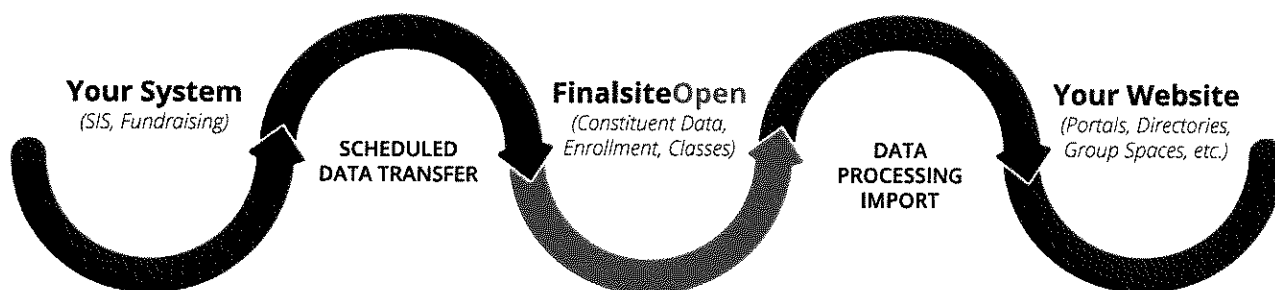
The integration between your Student Information System (SIS) and Finalsite solution replaces manual datasheet uploads, saving you time and greatly enhancing the accuracy and timeliness of your data. Your constituent (student, parents, faculty/staff, alumni) and academic (classes, rosters) data flows one way from your SIS into your Finalsite solution, and is scheduled to sync automatically with Finalsite.



Automatic data transfers run hourly to refresh constituent information from your SIS into Finalsite, with a full data refresh each night.



All connections take place over a secure SSL connection, while an Intrusion Protection System continually scans incoming traffic for malicious activity, keeping constituent data safe.



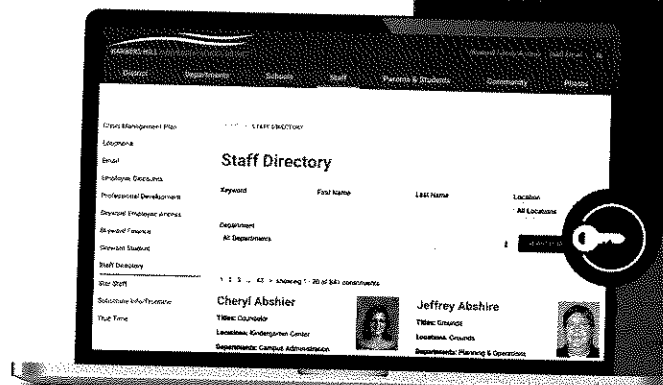


## Active Directory / LDAP Integration

ONE LOGIN, SECURE USER DATA.

Save time and energy with Finalsite LDAP Connector, which authenticates users against your Active Directory (AD). This service allows users who have their data in Finalsite Constituent Manager to use their network credentials to log into the website, meaning they can use the same login at home as they would on campus. This makes life simpler for students and faculty and staff, as well as for network administrators who don't have to keep passwords in sync. The integration with AD goes one step further and can be used to create user and administrator accounts in Finalsite.

**Your Active Directory**



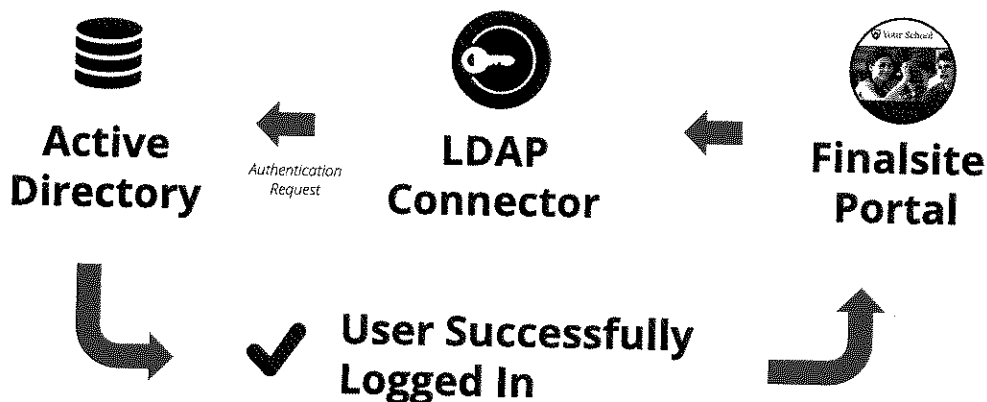
### FEATURES AND BENEFITS

The LDAP Connector uses secure and encrypted communication with your server, so user data remains protected


Site administration can be configured however you like while retaining a single set of credentials

Automatically sync users by AD groups into Finalsite to eliminate manual datasheet uploads for students, faculty and staff

All students, faculty, staff, and any other constituents in your Active Directory receive only one username and password





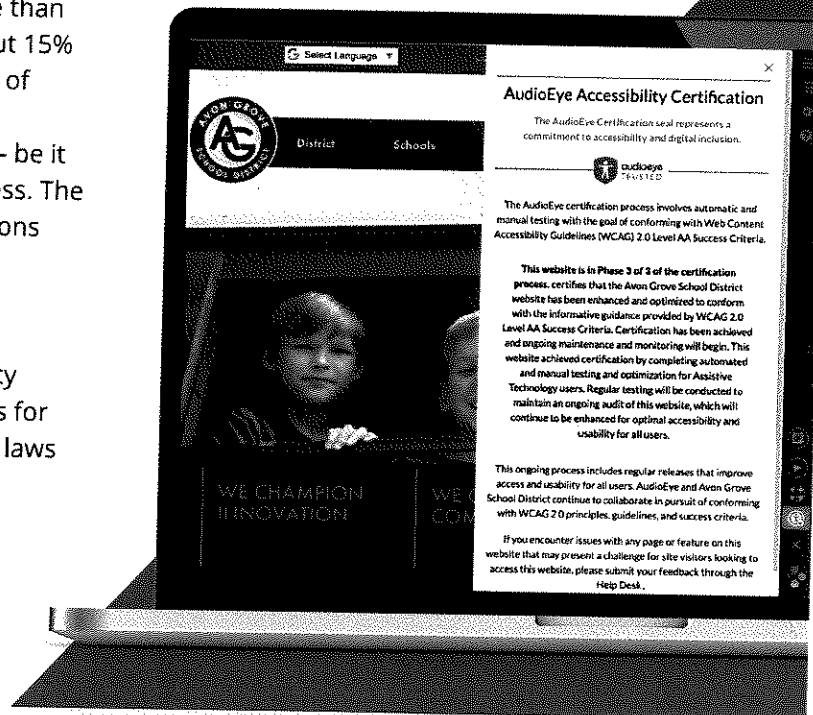
**Finalsite +**  **audioeye**

COMPLY WITH SECTION 504 AND TITLE II OF THE ADA.

Providing an accessible website is about more than just compliance, it's the right thing to do. About 15% of the world's population lives with some kind of disability that could prevent them from fully engaging with your district's website content – be it deafness, blindness, dyslexia, or color-blindness. The ADA mandates that businesses and organizations make digital content fully accessible to these individuals.

AudioEye provides industry-leading Accessibility Compliance Technology to ensure equal access for individuals with disabilities and to comply with laws enforced by the Office of Civil Rights.

\*Compliance services not included with Ally, but sold separately: PDF Training, Manual PDF / Document Remediation, Video Transcription and Captioning, Audio Description Authoring & Integration, Alternative Description Authoring, OCR Corrective Action Plan, International Language Support (Ally Only).



## ALLY MANAGED SERVICE

Ally is an inclusive web accessibility solution that goes beyond simply identifying issues that inhibit access to information and services by actually fixing issues and also providing site visitors with free access to cloud-based assistive web personalization tools. Please see details below.

### Digital Accessibility Platform

The most advanced automated testing suite, WCAG 2.0 Level AA Best-Practice & Knowledge Base, JavaScript Remediation Technology.

### Compliance Accelerator

Begin making progress on day one. AudioEye JavaScript automatically fixes certain common WCAG 2.0 issues and applies them to your website.

### Help Desk

A reliable and trusted tool for reporting Accessibility and usability related issues. Dedicated Accessibility Engineers remediate issues and notify end-users. Scheduled Help Desk reporting.

### Certification

The *Trusted by AudioEye* Badge represents a commitment to Digital Inclusion and details the level of conformance with WCAG 2.0 Level AA.

### Ally Toolbar

Go beyond compliance with cloud-based tools for a customizable experience. The AudioEye Web Personalization Tools allow organizations to provide their site visitors with a fully customizable user experience that is tailored to their individual needs, regardless of their device type, language preference, or preferred method of access.



## Finalsite + SwiftK12

SWIFTK12 SCHOOL NOTIFICATION SYSTEM.

SwiftK12 is the next generation of Alert Solutions' award-winning school notification system.

Compatible with your Student Information System (SIS), SwiftK12 helps school administrators communicate more effectively with parents, students and staff members.



VOICE



EMAIL



TEXT



RSS



FACEBOOK



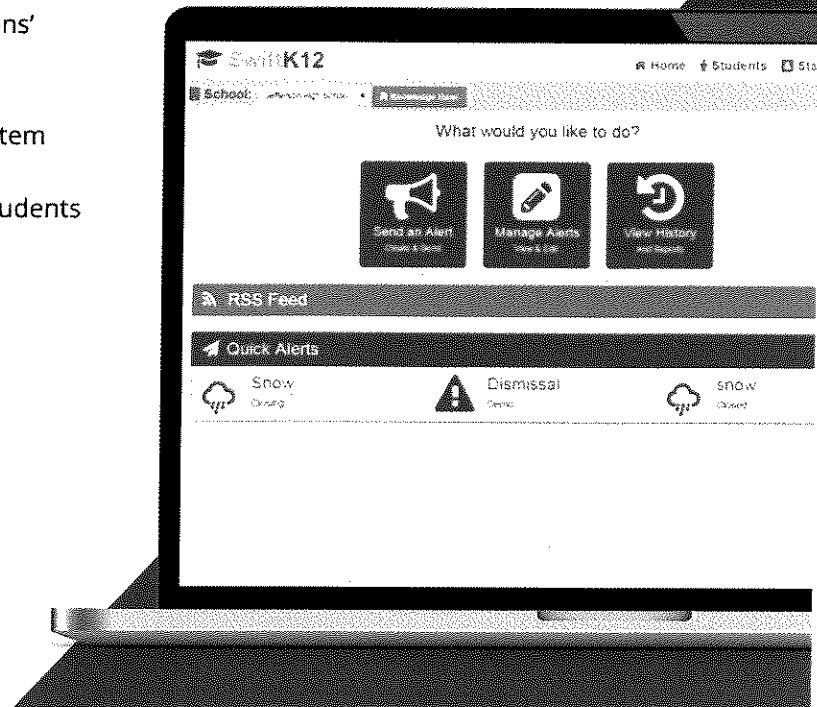
HOTLINE



TWITTER



MOBILE APP



## FEATURES AND BENEFITS

### Social Media Integration

Enables admins to automatically post alerts to school Facebook and Twitter accounts.

### Detail Message Delivery Reporting

Real-time access to message delivery details at individual school and/or district level – available in graphical and statistical formats.

### Multi-Language Translation

Automatically translate text-to-speech voice and text-to-text email messages into the recipient's preferred language.

### Parent Call-Back Hotline

Never inundate your front office with parent call backs again by allowing parents to listen to previously sent alerts on the hotline.

### Multi-Channel Messaging

Reach hundreds and thousands of individuals quickly and reliably.

### Parent Portal

Allows student families to review past messages, view and edit contact information, as well as set communication preferences.

### SIS Integration

Create a seamless sync between your Student Information System and SwiftK12 to ensure access to up-to-date contact info.

### Emergency Quick Alert Tool

Ideal for sending urgent school alerts to all recipients at once.



**Finalsite Payments**  
Powered by BlueSnap

Rethink online payments in a mobile world where convenience is key and transactions occur on-the-go with Finalsite Payments.

Finalsite has partnered with BlueSnap, a global payments company providing all-in-one payment solutions worldwide, to process Credit, Debit, ACH and mobile wallet payments through your Finalsite website. Single Sign-On (SSO) directly into the Finalsite Payments console from within the Compower content management system to make managing your payments just as easy to accept.



## A MOBILE, WORLDWIDE PAYMENT SOLUTION

Donors and customers pay when, where, and how they want with Finalsite Payments. Using our mobile-optimized checkout page, customers can use over 110 of the world's favorite payment methods, including ApplePay, Paypal, credit/debit cards, and eCheck/ACH to ensure they will always find their preferred payment type when they check out.

*"In addition to more payment options for customers, my favorite part of Payments is that I can more easily access the back end, and I can now run my own reports and look into specific purchases without going through our business office."*

**Rachel Balsley | Assistant Director of Communications | St. Anne's-Belfield School**

**Provide a local checkout experience** for international donors and customers who can pay in their local currency without any foreign exchange or transaction fees.

**Accept over 110 payment methods**, including over 20 international and local credit and debit cards.

**Merge gateways into one** using the consolidated reporting engine while routing payouts to multiple accounts.

**Customize the checkout page** with your district's branding.

**Use throughout the Finalsite platform:** collect both one-time and recurring payments in Forms Manager while still having the flexibility to take one-time payments in Event Registration.

**Responsive checkout page** with an optimized user experience that automatically renders in 29 languages.

**Support for customers and donors** in over 180 countries, in 29 languages and payment acceptance in over 100 currencies.

*\*Additional supported gateways are available.*





## Finalsite + Google Analytics

MEASURE YOUR WEBSITE'S PERFORMANCE.

Every Finalsite website is configured with Google Analytics, the free, gold-standard site tracking platform used by millions of websites around the world.

Google Analytics will provide comprehensive statistics regarding the visitors to your website. Data available through this service consists of site visits, page views, bounce rates, average time on site, pages per visit and percentage of new visits.

Google Analytics can also track referral traffic including search engine, direct visits, website referrals and marketing campaigns (Pay-Per-Click, Banner Advertising, Email Marketing, etc.)



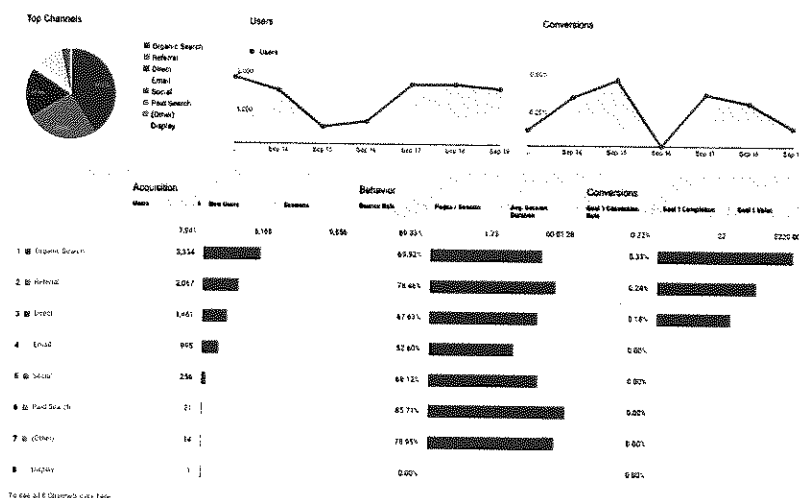
### FEATURES AND BENEFITS

Automatically added to your district's website

Custom event tracking

Insights into website traffic and page performance

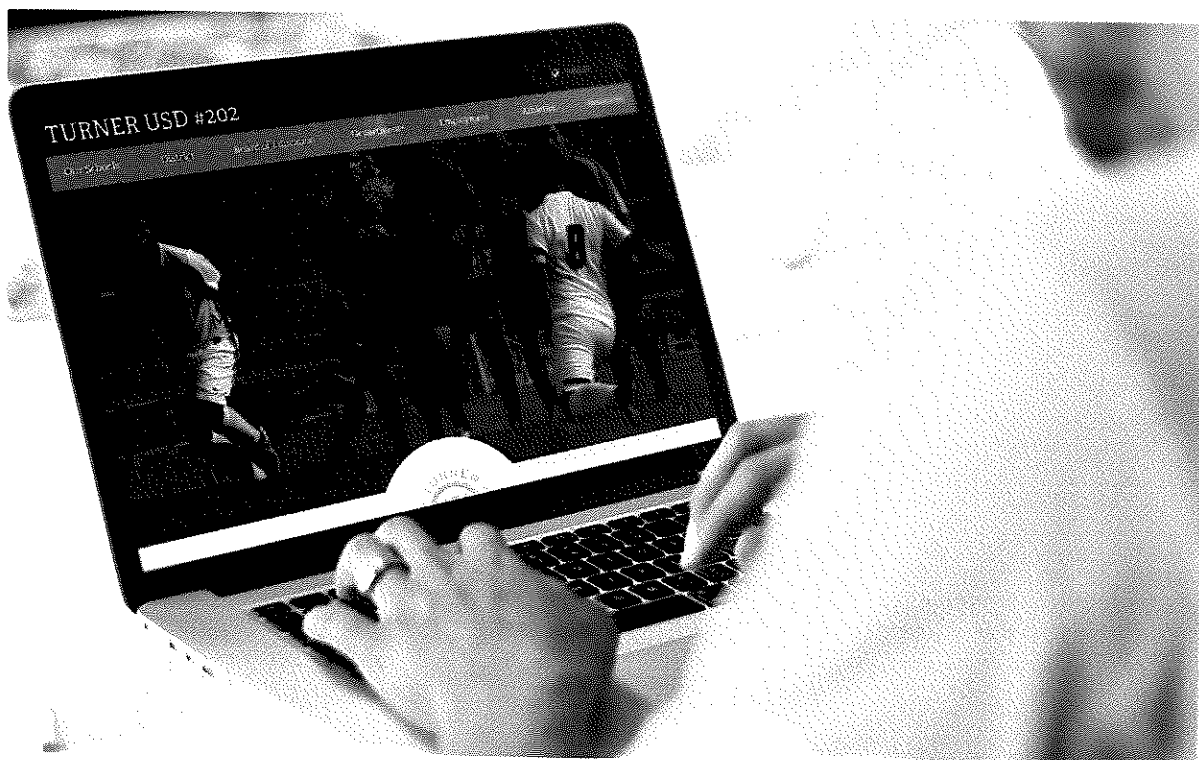
Free of charge to Finalsite clients



Does data analysis overwhelm you?

Finalsite has a team of consulting experts at your service to help you understand your data and to strategize with you to maximize your website's marketing potential. Talk to your Educational Consultant to learn more!

## 4. Management Volume



### A. Project Deployment Process

From the first day you join Finalsité until after the proud moment when your new site goes live, your dedicated Finalsité Team is here for you. You'll have a designer, coder, project manager, client success manager and our all-star technical support team ready to answer any questions you may have, and help you along for an **easy and on-time deployment**.

*“We wanted a platform that could easily be used by end users, but wouldn't turn into a disastrous mess — and was very stylized. Finalsité was the only provider that met those two requirements, and since then, has exceeded those expectations.”*

DOUG ORR, DIRECTOR OF TECHNOLOGY | SUMMIT PUBLIC SCHOOLS

# Project Deployment Overview

## DEPLOYMENT TEAM ROLES

Based on your project, we hand-pick the best-suited people for the job. Your project will get assigned to a designated deployment team, which is made up of a project manager, designer, and front-end developer (and potentially some additional specialists, depending on the scope of your project).

**Project Manager:** The Project Manager serves as your main point of contact. They align tasks with due dates, who's responsible with doing what and when. Taking you through best practices on the Finals site product and ensure we meet your expectations with the Finals site Deployment experience.

**Web Designer:** The Web Designer listens, shares ideas and creates the look and feel of the website design. During this very collaborative phase, the designer works with you to understand your needs and vision, they also collaborate internally with their teammates to come up with solutions on what will best serve your needs and the needs of your community.

**Front-End Web Developer:** The Front-End Developer brings the design to life, building out the design into a functioning and interactive website.

## ONLINE PROJECT MANAGEMENT

Finals site provides software and services for advanced project management, task collaboration, resource allocation, work management and professional services automation. We use Mavenlink to handle all project communications, ensuring all relevant team members have the same access to details, tasks, assignments, and calendar deadlines. Project Managers typically schedule at least one weekly check-in call and provide regular written status reports.

## AVERAGE TIMELINES

Our website deployment process has been refined over the past 20 years, and we help more than 300 schools launch a new website, on time, annually.

- Theme-based designs: 1 month
- Package 2 designs: 3 months
- Package 3 designs: 4 months
- Best in Class designs: 5+ months

# Project Deployment & ADA Compliance

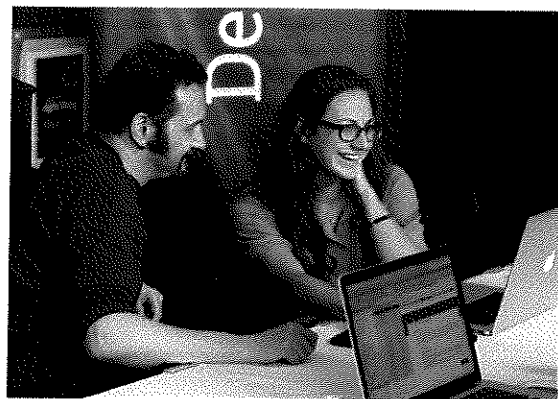
## ADA COMPLIANCE AND WEB ACCESSIBILITY DURING DEPLOYMENT

Our in-house accessibility specialists, accessibility committee, and trained support and QA teams are here for you every step of the way. Our website deployment team is trained in web accessibility to ensure we build you a compliant site in terms of functionality and design, and we even have a certified accessibility specialist on our Support Team.

We provide live training on how to achieve ADA compliance during the redesign process for you and your team, in addition to numerous blogs, articles and resources on our website.

Additionally, our QA and accessibility specialists will check for accessibility issues throughout the process — including font size, color contrast, page structure, broken links, navigation access, etc.

Finalsite will deliver a site is designed to be AA WCAG 2.0 compliant and ensure content on our platform is available to all users, regardless of how they interact with our sites. Note that some aspects of full ADA compliance depend on content updates performed by site admins and site users. Finalsite provides accessibility training, specifically for Composer, and will share best practices for ALT text, video captions, color contrast, and page hierarchy. We recommend the installation of AudioEye remediation technology and managed service to automatically fix any issues after launch.



# Deployment Organizational Chart

Finalsite's deployment team has an award-winning structure and process that ensures your district is teamed up with the ideal team for the scope of your project. Below is Finalsite's organizational chart for the deployment department. This chart can also be used in circumstances of escalation.



CEO - Jon Moser



COO - John Dowd



**RISTIA LAFOND**  
Director of Deployment - US



**CRAIG EDMOND**  
Director of Production - US

**MICHAEL HARTZLER**  
Sr. Project Manager  
Team Lead



**LINDSEY NOBLE**  
Director of Deployment - US  
Team Lead



**7 PROJECT MANAGERS**

**11 DEVELOPERS & 10 DESIGNERS**

# Our Deployment Process

*Details and Expectations for Edina Public Schools' Website Redesign Project With Finalsity.*

## PART 1 | PROJECT SET-UP & KICK-OFF CALL

You'll be paired up with a deployment team best suited to tackle your project. At the helm is a Project Manager, along with a Web Designer and a Front-End Web Developer. Days after signing your contract, your Project Manager will email you to schedule your first call and kick off your project. At this time your Finalsity software is enabled and you'll have access to Finalsity's Project Management tool.

## PART 2 | DISCOVERY PHASE

Ultimately this phase sets us up to have deeper conversations as we progress through the deployment process. Completing the Discovery phase is the first key milestone in the project. During the discovery phase we'll spend time getting to know you district and your team, your goals, your brand and your mission.

**To get the Finalsity team ready to work to your project, we'll first need a few things from you:**

- 1. A Sitemap:** Our team will help you draft a sitemap and outline of the navigation structure for the new website. If you have a sitemap you would like to use, your project manager will provide suggestions and feedback for your consideration if desired.
- 2. Finalsity's Design & Marketing Survey:** Finalsity's Design & Marketing Survey is an online questionnaire that includes a series of questions tailored to learn more about your district, what makes you unique and your website goals.
- 3. Graphic Assets:** You'll be asked to submit brand guidelines, logo files and photography to help launch the design process.

## PART 3 | TRAINING, CONTENT MIGRATION AND DATA INTEGRATION BEGIN

Training is a critical factor in the Finalsity experience and training resources are included as part of the ongoing annual subscription. Training your team begins early and is a continuous process.

We provide unlimited access to regular **live group training webinars**, a **comprehensive video library** of essential website management tasks, and a **searchable online Knowledge Base**. A Best Practices **Blog** is available for ongoing tips, how-to and case studies.

**NOTE:** *All virtual training mentioned here is available for the life of your Contract.*

## **OUR CONTENT METHODOLOGY**

Entering content begins early and is a continuous activity completed by the district. Our process allows you to access the backend of your Finals site website almost immediately. It is important to begin assembling content as soon as possible.

Creating and entering content early in the project will also help uncover questions and best practices that your Project Manager can guide you with. It also keeps the project moving forward and ensures an on-time. Additionally, having your content in place allows Finals site to QA and test the website more effectively.

## **CONTENT MIGRATION METHODS**

When we work with a district who wants to launch a new website, we look at this as a unique opportunity to review what you are saying to the outside world, and how they are presenting it. In other words, you shouldn't just want to "move the website over." Rather, you should use this as the prime opportunity to re-organize, re-write, and re-structure content from the old site. Nonetheless, some districts choose to migrate all content. In any case, we're happy to help.

During this process, Finals site and Edina Public Schools will share the responsibility of moving content to the new website. Finals site will advise a strategy based on best practices and experience, and assist in the text-only or text and layout migration from your previous site to Composer.

## **DATA IMPORTS & INTEGRATION**

Depending on the contractual agreements you have with Finals site, we may be manually or automatically bringing in data. Clients will have an opportunity to discuss datasheets with a Finals site Data Specialist. It's best to have this discussion early in the project to plan ahead and determine who may need to be involved from the Client's team to assist with preparing the datasheets.

For Clients who have purchased data integration services for automated data feeds and authentication, you will be partnered with a Data Integration Project Manager to assist in implementing the data component of your website project.

## PART 4 | DESIGN PHASE

A collaborative process at the core, the design phase involves both of our teams working together to create a unique experience that tells your story through well thought-out design components and content placement.

### DESIGN CONVERSATION

We begin the Design phase with a design conversation. We plan for a minimum of one hour to determine your color scheme, your overall concept, and any specific desires you have for design. We recommend you have 2-3 people join you in these meetings, including any key stakeholders or individuals with decision-making power.

### DESIGN APPROVALS

During the Design phase, key milestones occur on sign-off of each of the creative deliverables, which can include the Homepage, Interior Page, Landing Page and other Site Enhancements. Finalsité requires design approvals to ensure our work is up to your expectations and vision. It keeps both parties on the same page as to what the finished project will look like and how it will function.

### SITE FEATURES AND ENHANCEMENTS

Each Creative Services package includes some level of site features and enhancements which are used throughout the design to elevate the aesthetics or function of the website. Throughout the Design phase your Web Designer and Project Manager will keep these in mind as they collaborate with you on design features or elements.





## **HOMEPAGE DESIGN**

After the design conversation, your Web Designer will submit a homepage design concept. After the Homepage design has been signed off, your Web Designer will submit the Interior page design to you. During this point of the Design phase, any additional interior pages included in the scope will be presented to you for review and feedback. This may include a Landing page and other custom layouts.

## **DESIGN REVISIONS**

Depending on the creative package in your contract, the number of revisions the Homepage will go through can be anywhere from 2–4 rounds of revisions.

## **PART 5 | BUILD & PRODUCTION**

The project team completes a final walkthrough of the approved design concepts and project goals to verify features and requirements.

Once the design phase is completed, the Front-End Web Developer will begin the build-out of your approved website design. All sites are built using a responsive framework to provide all users with a great site experience, regardless of the device they're using. The length of this initial coding phase can depend on the creative package and complexity of the design.

## **PART 6 | QA AND TESTING**

Your Finals site project team along with our QA Specialist will complete a review of the website. The Web Designer will also spent time on the website to ensure it matches the approved design comp and satisfies the features and requirements discussed at the start of the phase.

The QA Specialist tests the website against a 80+ point checklist that follows WCAG 2.0 guidelines, design accuracy, responsiveness to viewport, responsiveness to content, components behavior and performance.

## **PART 7 | WARRANTY**

Warranty means Finals site has delivered a working website built to the specifications set from discovery and design. We have completed QA and Testing and have now turned the site over to you, including any other components defined in your contract or SOW. At this point, you are reviewing the site to determine if there are any defects our team needs to address. It's important to set time aside when your Project Manager notifies you of this milestone.

## PART 8 | TRANSITION TO SUPPORT & CLIENT SUCCESS

Once the Finals site team has completed the contracted deliverables, the Project Manager will begin the transition to Support and introduce you to your Client Success Manager.

Our Support team can now address any questions that you may have in regards to product functionality, or difficulties you may encounter. A support specialist will schedule the Support Portal Orientation with you so that you can learn how to submit online support tickets for technical assistance and use of other Support Portal features.

In addition to meeting with the Support team, you will also be introduced to your Client Success Manager. Your Client Success Manager is a dedicated district expert, whose responsibility is to help you make the most out of your experience with Finals site. You can contact them for best practices, when you want to upgrade your software, or you want some general advice.

## PART 9 | LAUNCHING YOUR WEBSITE

To launch your website your IT team will need to contact the domain name provider to initiate and complete the DNS Instruction given to you from Support. Once the DNS changes have been made, your Finals site website is now live!

After completing the Support Orientation, a Support Specialist will provide DNS Information that instructs you on what changes need to be made to launch your new site. Launching the website is the last milestone of your project!

*“Finals site's deployment process was very organized and professional. We had regular meetings and they used an online project management system to track requests and meetings.”*

CANDACE SALMON-HOSEY, CHIEF TECHNOLOGY OFFICER | ROWAN-SALISBURY SCHOOLS

## 4. Management Volume



## B. Timeline and Deliverables





The following is a high-level timeline and milestones chart for the design package we think will work best for Edina Public Schools.































*“The Finalsite Platform has helped make the website manageable for our technology department without the need for a full time technical position. The toolset promotes communication and collaboration with our community by empowering our staff with the ability to contribute and manage much of the content themselves.”*

JON LAMBERT, DIRECTOR OF TECHNOLOGY | GRANBY PUBLIC SCHOOLS

## TIMELINE: DISTRICT THEME

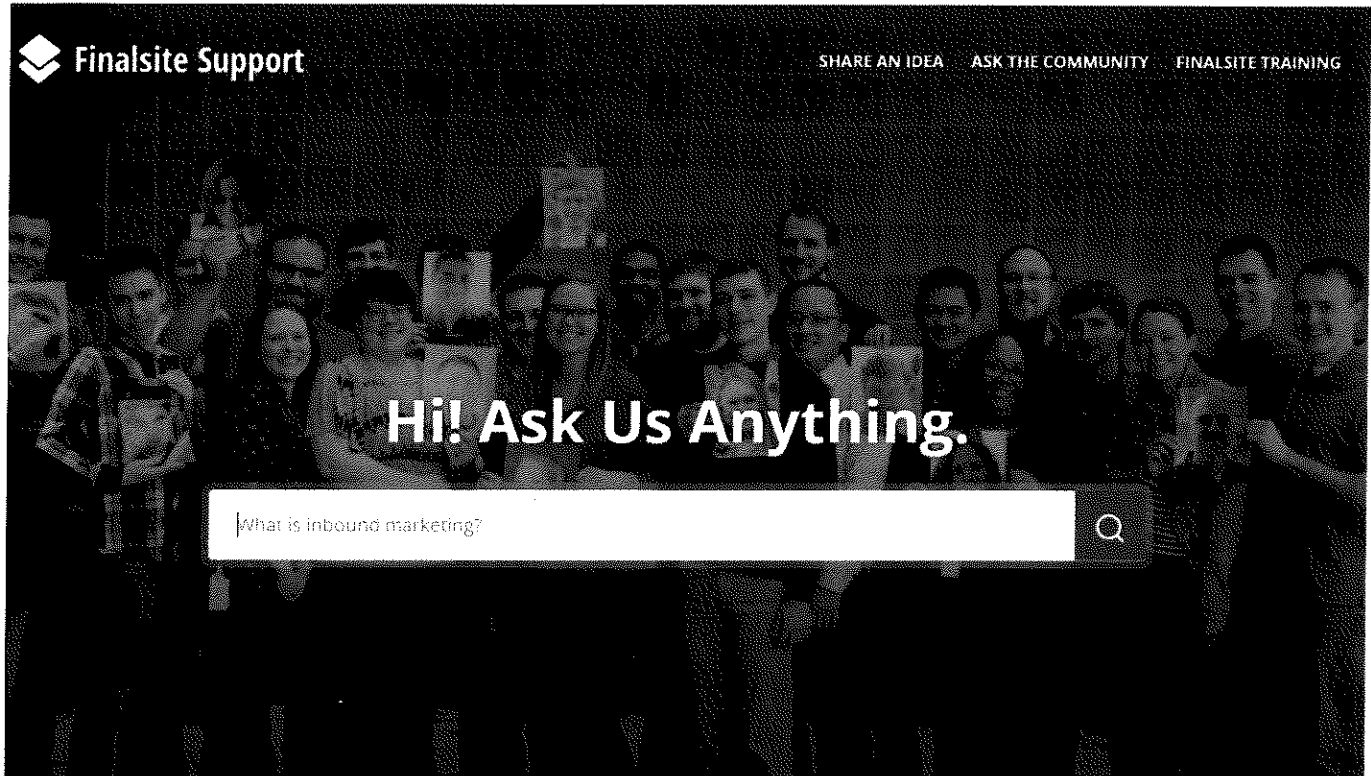
This is a sample and is not a guarantee of any exact project duration. All project timelines are built by a Finalsight Project Manager after contract signature date and take into account Client availability and Finalsight resource availability, among other factors. The size of the District can impact the sample timeline.

-  Finalsight Time Contribution
-  Client Time Contribution
-  Finalsight/Client Time Contribution
-  Critical Milestone/Approval

WEEK:	1	2	3	4	5	6	7	8	9	10	11	12
<b>INTAKE &amp; PROJECT MANAGEMENT</b>												
Project Kickoff												
Project Plan Developed	 											
Submit District/School Branding Assets	 											
Theme Selection		 										
Complete District/School Sitemaps		 										
Sitemap Entered into CMS												
<b>CONTENT &amp; TRAINING</b>												
Content Entry & Migration			 									
Product Training			 									
<b>INTEGRATION *</b>												
Data Requirements Review												
Integration Setup			  									
<b>DATA-SHEET</b>												
Data-Sheet Completion			 									
Initial Data Import												
Final Data Review												
<b>PRODUCTION</b>												
District & One School Design Build-Out												
QA & Review			  									
Remaining Schools Design Build-Out												
School QA Testing												
<b>LAUNCH</b>												
Warranty												
Pre-Launch Review/Site Launch												

\* Integration is an option if included in contract

## 4. Management Volume



## C. Training and Support

We Treat Our Clients Like Family! At Finalsite, training and support means providing design, technical, and even moral support when you need it. While we have an entire Support Team dedicated to your success, "support" is something you'll get from everyone you encounter at Finalsite. From your dedicated Client Success Manager to our in-house marketing experts, we are determined to help you make the most of your website...or you know, restore a page when you accidentally delete it.

Real People. Real-Time Responses! Finalsite support team is one of our key differentiators. With more than 25 smart and talented staffers, we're well-equipped to handle your smallest and biggest requests.



## Finalsite Support

REAL PEOPLE, REAL-TIME RESPONSES.

### Response Times

When a ticket is submitted, clients can select an urgency level of Critical, High, or Normal. Each ticket is reviewed by a Triage Engineer and given a priority rating based upon criteria of a) time sensitivity of the issue b) type of impact on the user(s) and c) severity of impact on the user(s). We aim for a response time of one business day or less on all high priority issues, and no more than two to three business days during peak times. Critical issues are responded to twenty-four hours a day, seven days a week with a goal of a fifteen-minute response time. Keep in mind that response times can vary with seasonal volume.



*"Finalsite support continues to bat a thousand! I'm so happy that we have a partner that is so quick to respond and so effective at protecting us from our own mistakes!"*

**JER BATES, DIRECTOR OF COMMUNICATIONS | OGDEN SCHOOL DISTRICT**

### Resolution Times

Resolution times average fewer than two days, but due to the great variance in the types and complexity of issues, we are not able to guarantee resolution times. Our top priority is providing a quality solution to a problem, so while Support staff can offer solutions, only clients are able to permanently close a ticket and say that it has been satisfactorily resolved.

### Service Level Agreement (SLA)

On average, tickets from clients with higher SLAs will have faster response times than tickets from clients with lower SLAs. SLA impacts a ticket's position in the queue by placing higher SLA tickets above lower SLA tickets of equivalent urgency and/or priority ratings.

### Escalation

We handle a diverse set of requests and have a diverse team to match, all available to help any client. We find that having multiple specialists available ensures the quickest possible response/resolution time. The Support team works very closely, so no matter who responds to a ticket or what additional issues may be uncovered in the ticket, the expertise needed to resolve the issue is readily accessible. If a submitted issue turns out to have more significant impact than originally thought, or if impending deadlines increase the time sensitivity of an issue, requesting escalation of the urgency of the ticket only requires posting the request to the ticket.



## Finalsite Support and Training

WE TREAT OUR CLIENTS LIKE FAMILY (BECAUSE THEY ARE.)

Whether you accidentally deleted an entire page of your site, or you need help figuring out how to incorporate your social media on your pages, our Support team will respond to your crises, concerns and questions as quickly as possible — and will do so with a smile! Our Support team staff and help resources are accessible through a variety of methods: 24-hour response to critical issues, online support, online knowledge base, video tutorials, training guides, and our tips blog.

With members at our HQ in Glastonbury, CT, and throughout the world, we're here for you 24/7. (If working on the weekend is your thing.)



### TRAINING EVENTS

If in-person learning better suits your learning style, we host one and two-day training events throughout the year to keep you up-to-speed. We've partnered with Educational Collaborators to provide schools around the world with the opportunity to receive on-site training from skilled experts. With experience in strategic planning, technology integration and professional development, Educational Collaborators is highly sought-after as a trusted partner for more than 600 schools around the world.

**98%**

#### Client Satisfaction Rate

Helpful, timely responses make for very happy clients!

**1000+**

#### Knowledge-Base Articles

A list that keeps growing every day as we add new tips, tricks, and trainings for our platform.

**83,000**

#### Minutes of Support Talk Time

Which doesn't include the thousands of emails sent each year.

## 5. Budget



## Pricing

Note that Finalsité's proposal has been constructed based on our understanding of which modules, integrations, and transition services were required by the RFP. We highly recommend a detailed review of the list of recommendations during the proposal review to ensure nothing necessary has been left out or something unnecessary has been added.

Finalsite understands some of the challenges with budgeting and has a number of options to structure payments. Please feel free to start a discussion with us.



## Scope of Software and Services Included in Pricing

<b>CREATIVE AND DEPLOYMENT SERVICES PACKAGE</b>	
<b>Theme Design</b>   Start with one of pre-packaged designs from the Theme Library and then customize with your own imagery, logo, school colors and fonts to individualize the theme for your school. The Statement of Work for this Creative Services Package can be reviewed here <a href="https://www.finalsite.com/sowpt">https://www.finalsite.com/sowpt</a>	
<b>CMS</b>	
Composer - Up to 8 Editors per School	Ambassador Program
<b>NETWORKING &amp; HOSTING</b>	
Disk Space - 50 GB per School	
<b>DATA INTEGRATION</b>	
LDAP/Active Directory/ADFS Authentication	LDAP/Active Directory Integration
<b>MODULES</b>	
Alerts	Calendar Manager
Faculty and Staff Directory	Feeds for Districts - Standard
Finalsite Payments	Forms Manager - 10 Forms per School
Page Pops	Posts - 8 Boards per School
Resources	
<b>PORTALS &amp; DIRECTORIES</b>	
Faculty & Staff Role / Portal - Unlimited Users	
<b>TRAINING &amp; SUPPORT</b>	
On Demand Videos / Knowledge Base	Group Webinar Training
Support Plan - Standard	

## Design, Implementation, and Annual Software Subscriptions Costs

TOTAL SETUP COST (USD)
\$9,000

SCHEDULE	AMOUNT
Year 1	\$12,600
Year 2	\$12,600
Year 3	\$12,600
Year 4	\$12,600
Year 5	\$12,600

## Pricing for Alternative Design (if you choose a different design)

SETUP AND DESIGN PACKAGE	TOTAL SETUP COST
Theme Plus Design - Begin with one of our 28 Theme Designs and use up to 30 hours of design time to make modifications. See the Theme Plus Design Scope of Work at <a href="http://www.finalsite.com/sowptp">www.finalsite.com/sowptp</a> .	\$15,000

## Optional Add-on Functionality

The following can be added to Edina Public Schools' Finals site pricing package at the annual subscription rate listed below.

OTHER MODULES/FUNCTIONALITY/SERVICES	ANNUAL SUBSCRIPTION COST
Mobile App - For more information, visit <a href="https://www.finalsite.com/software/mobile-app-notifications/ios-android-app">https://www.finalsite.com/software/mobile-app-notifications/ios-android-app</a>	\$3,500

## 6. Attachments



## A. Experience: Website Examples

On average, we launch 300 websites per year — ranging from a small district in New Jersey, to a large district in Washington. With a client retention rate of 96% and a 98% satisfaction rating, it is safe to say that Finalsité clients are happy clients!

In this section, you will find examples of similar work to what we are proposing for Edina Public Schools.

*“Finalsite met all of our expectations and delivered a custom website and excellent management solution. We could not be happier with the professionalism, expertise, and service they continue to provide us.”*

MICHAEL MOLAR, EXECUTIVE DIRECTOR OF EDUCATIONAL SERVICES |  
AMHERST EXEMPTED SCHOOL DISTRICT

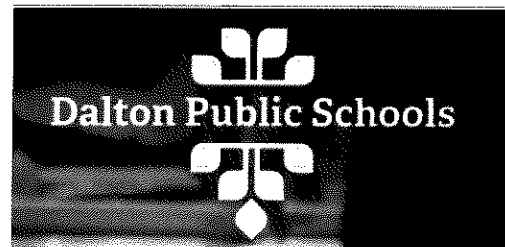


## Examples of Theme Plus Designs

The Theme Plus Site Package has a project plan duration of 50 days. You select the design of your website from our collection of pre-packaged designs from the Theme Library and included customizations affords you the ability to enhance the theme with additional design elements. Customization options include: imagery, logo, school colors, fonts and 30 hours of 1 custom project time to individualize the theme for your District/School. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



**MOORESVILLE GRADED SCHOOL DISTRICT**  
[www.mgsd.k12.nc.us](http://www.mgsd.k12.nc.us)



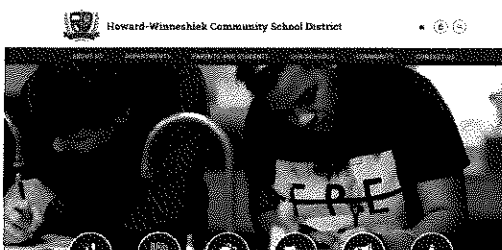
**DALTON PUBLIC SCHOOLS**  
[www.daltonpublicschools.com](http://www.daltonpublicschools.com)



**PELHAM PUBLIC SCHOOLS**  
[www.pelhamschools.org](http://www.pelhamschools.org)



**NORTHERN LEBANON SCHOOL DISTRICT**  
[www.norleb.org](http://www.norleb.org)



**HOWARD-WINNESHIEK SCHOOL DISTRICT**  
[www.howard-winn.k12.ia.us](http://www.howard-winn.k12.ia.us)

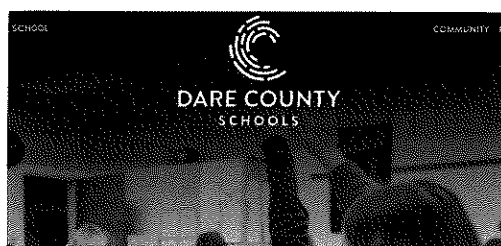


**BETHANY PUBLIC SCHOOLS**  
[www.bethany-ed.org](http://www.bethany-ed.org)

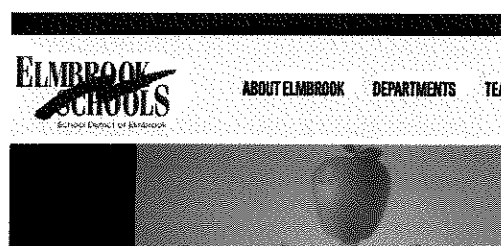
Distinctly Bethany

## Examples of Package 2 Designs

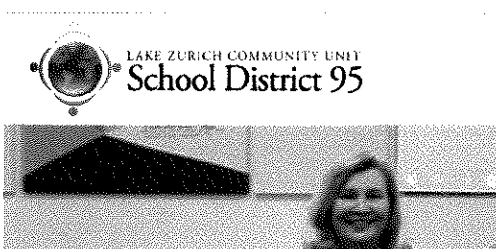
The Design Package 2 is an enhanced custom designed website solution for Districts and includes a School template that allows for Schools within the district to have individualized sites using their logo, colors, fonts, imagery and content. This package has a default project plan duration of 75-90 days. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



**DARE COUNTY SCHOOLS**  
[www.daretolearn.org](http://www.daretolearn.org)



**ELMBROOK PUBLIC SCHOOLS**  
[www.elmbrookschoools.org](http://www.elmbrookschoools.org)



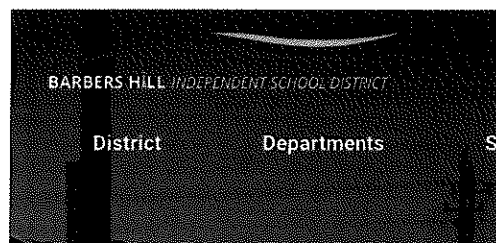
**LAKE ZURICH COMMUNITY UNIT  
SCHOOL DISTRICT**  
[www.lz95.org](http://www.lz95.org)



**RANKIN COUNTY SCHOOL DISTRICT**  
[www.rcsd.ms](http://www.rcsd.ms)



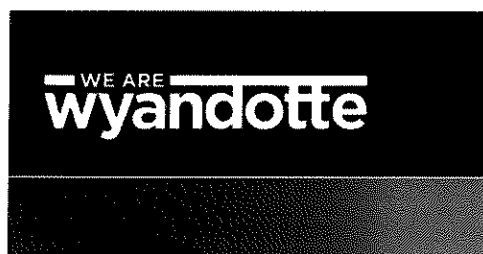
**EANES ISD**  
[www.eanesisd.net](http://www.eanesisd.net)



**BARBERS HILL ISD**  
[www.bhisd.net](http://www.bhisd.net)

## Examples of Package 3 Designs

The Design Package 3 is an enhanced custom designed website solution for Districts and includes a School template that allows for Schools within the district to have individualized sites using their logo, colors, fonts, imagery and content. This package has a default project plan duration of 90-120 days. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



**WYANDOTTE PUBLIC SCHOOLS**  
[www.wyandotte.org](http://www.wyandotte.org)



**HIGHLINE PUBLIC SCHOOLS**  
[www.highlineschools.org](http://www.highlineschools.org)



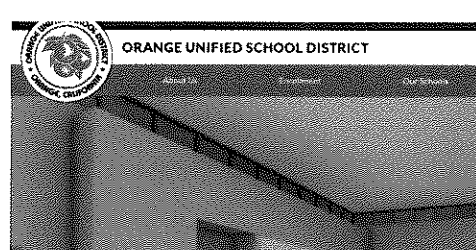
**OGDEN SCHOOL DISTRICT**  
[www.ogdensd.org](http://www.ogdensd.org)



**MINNETONKA PUBLIC SCHOOLS**  
[www.minnetonkaschools.org](http://www.minnetonkaschools.org)



**DAVIS SCHOOL DISTRICT**  
[www.davis.k12.ut.us](http://www.davis.k12.ut.us)



**ORANGE UNIFIED SCHOOL DISTRICT**  
[www.orangeusd.org](http://www.orangeusd.org)



## Examples of Best-in-Class Designs

A Best-in-Class website is an advanced custom designed website solution for Districts and includes a School template that allows for Schools within the district to have individualized sites using their logo, colors, fonts, imagery and content. This package has a default project plan duration of 100-150 days. A formal project plan will be created with your project team. *Because only so much can be shown in a screen shot, please visit each of the websites below to view the site live and experience its unique functionality.*



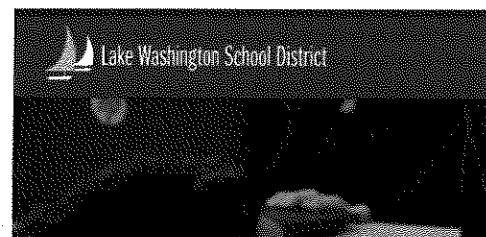
**TULSA PUBLIC SCHOOLS**  
[www.tulsaschools.org](http://www.tulsaschools.org)



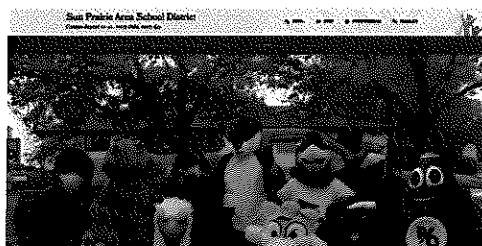
**JACKSON COUNTY PUBLIC SCHOOLS**  
[www.jcpsnc.org](http://www.jcpsnc.org)



**ROWAN-SALISBURY SCHOOL SYSTEM**  
[www.rssed.org](http://www.rssed.org)



**LAKE WASHINGTON SCHOOL DISTRICT**  
[www.lwsd.org](http://www.lwsd.org)



**SUN PRAIRIE AREA SCHOOLS**  
[www.sunprairieschools.org](http://www.sunprairieschools.org)



**SPRING BRANCH ISD**  
[www.springbranchisd.com](http://www.springbranchisd.com)



## 6. Attachments



## B. Your Finalsite Project Team

***Responsive. Knowledgeable. Funny. Helpful. Kind.*** Those are just a few of the words used to describe our incredible team over the past 20 years. Our deep bench of talented staff boasts award-winning designers, pragmatic developers, published writers, and numerous "school people" who've played important roles themselves in the classroom and in communications, admissions, institutional advancement, and academic departments of schools just like yours. We have former Directors of Admission, Technology, Head of Academics, Communication and External Relations Directors, Coaches, and Teachers — on staff, all working for you.

Finalsite is well-known in the industry for launching amazing projects, on-time and fully supported. We have been providing education-related websites for over 20 years, which has positioned us to have unparalleled experience in education websites and communication hosting. Our 96% client retention rate speaks to our commitment to our clients.

Schools choose Finalsite in part because of our track record of launching websites on time and on budget. Finalsite will assign staff to your project who will work with your school's team for the duration. These include a Project Manager, Client Success Manager, Web Designer, and Front-end Developer. Additional team members will be appointed to implement project components, depending on the final scope of work. This usually includes staff such as Software Trainers, an Accessibility Coach, Integration Specialists, and Software Implementation Specialists. Beyond this, our all-star technical support team ready to answer any questions you may have and help you along for an easy and on-time deployment.

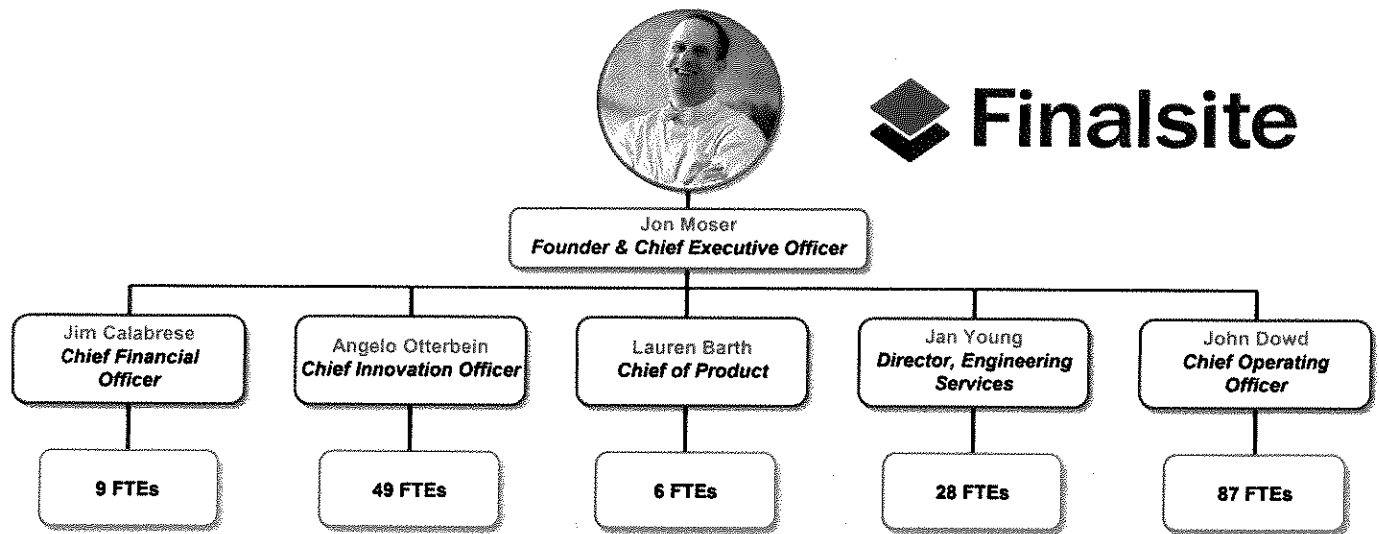
Please visit <https://www.finalsite.com/about-finalsite/our-team> to read about Finalsite's all-star team of leaders, designers, deployment, client support, and technical experts.

“

*Finalsite growth to a global market leader from small, humble beginnings, is all due to the people that work here, and work with us. We're a team of innovators, doers, go-getters, and genuine individuals who care deeply about the success of our clients. That last part is important - and is our key differentiator in the market. As the COE, my goal is to keep clients, employees, and investors on an equal playing field. Everyone is on the same winning team and are treated that way.* ”

JON MOSER, FINALSITE FOUNDER AND CEO

## Organizational Chart



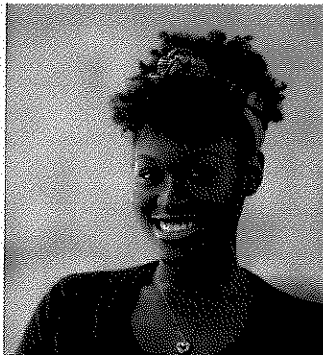
# Sample Project Management and Design Team

Our team is equipped with knowledgeable and skilled project managers, designers, and front-end developers. Here is an example of a team you may have the opportunity to work with.



## **CONNIE CAVALLO, PROJECT MANAGER**

Connie has over 10+ years experience in the field of Interactive Project Management, and 15+ in the field of digital marketing. Her background allows her to act as a strategic resource for her clients through all phases of the project lifecycle. She works closely with clients to keep the project on track and is quick to respond to client inquiries. Connie has worked on several Best in Class and District websites. **Connie was the PM for Carroll School in Wayland, MA, Eatonville School District in Eatonville, WA, and Lisle Community District 202 in Lisle, IL.** Her resume can be found here: <https://www.linkedin.com/in/crcavallo>



## **KEISHA CROXTON, DESIGNER & FRONT-END DEVELOPER**

Keisha is an award winning web designer and front end developer Finalsite, and a graduate from Central Connecticut State University. She has a passion for helping others achieve their goals and loves to be involved in projects that help motivate others. Design is a major part of her life. Aside from working at Finalsite, Keisha is on the board of directors for the Connecticut chapter of AIGA. **Keisha designed the Minnetonka Public Schools site.**



## **JULIANNE HAMILTON, SENIOR DESIGNER**

Senior Designer, Julianne Hamilton partners with clients to create beautiful, user-centered websites. Vibrant storytelling is at the heart of her work. She has been designing sites for over ten years and has won numerous awards for her work. Julianne graduated Cum Laude from the University of Delaware with a B.F.A in Visual Communications in 2009. **Julianne designed the Saddleback Valley Unified School District Site and Jackson County School District site.** Her resume can be found here: <https://www.linkedin.com/in/julianne-hamilton-09206813/>

## Sample Project and Support Team

Our team is equipped with knowledgeable and skilled project managers, designers, and front-end developers. Here is an example of a team you may have the opportunity to work with.

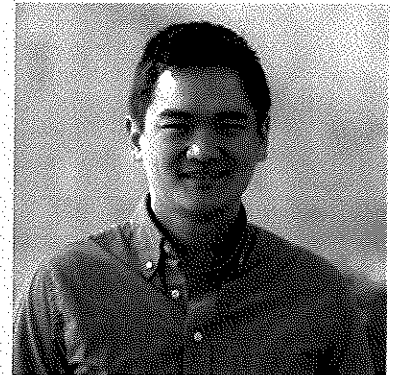
### **LORRIE JACKSON, SENIOR CLIENT SUCCESS MANAGER**

Lorrie is a nine-year Finals site veteran and previously served as a teacher and school marketing director. **Her resume can be found here:**  
<https://www.linkedin.com/in/lorriejackson/>



### **JOSH FULTON, MANAGER OF PRODUCT SUPPORT**

Josh manages Finals site product support team. He is committed to ensuring an excellent customer support experience across all service channels. **His resume can be found here:**  
<https://www.linkedin.com/in/josiah-fulton-6a694224/>



### **GREG MACDONALD, ASSISTANT MANAGER OF PRODUCT SUPPORT**

Greg joined Finals site in 2016 and moved from Web Solutions Analyst to Assistant Manager in 2018. **His resume can be found here:**  
<https://www.linkedin.com/in/gregorymacdonald1/>



## 6. Attachments



## C. References

We hope you feel confident knowing that Finalsité works with hundreds of happy districts across the country. In this section, we've provided a few references for you to contact to hear about the Finalsité difference.

*“When we were looking for a new vendor, we wanted to go with a company that was going to be able to design us something current and modern. Finalsité stood out to us because of the design savvy and the features specific to districts. While the price was slightly more than our other options, the end result was worth the extra expense.”*

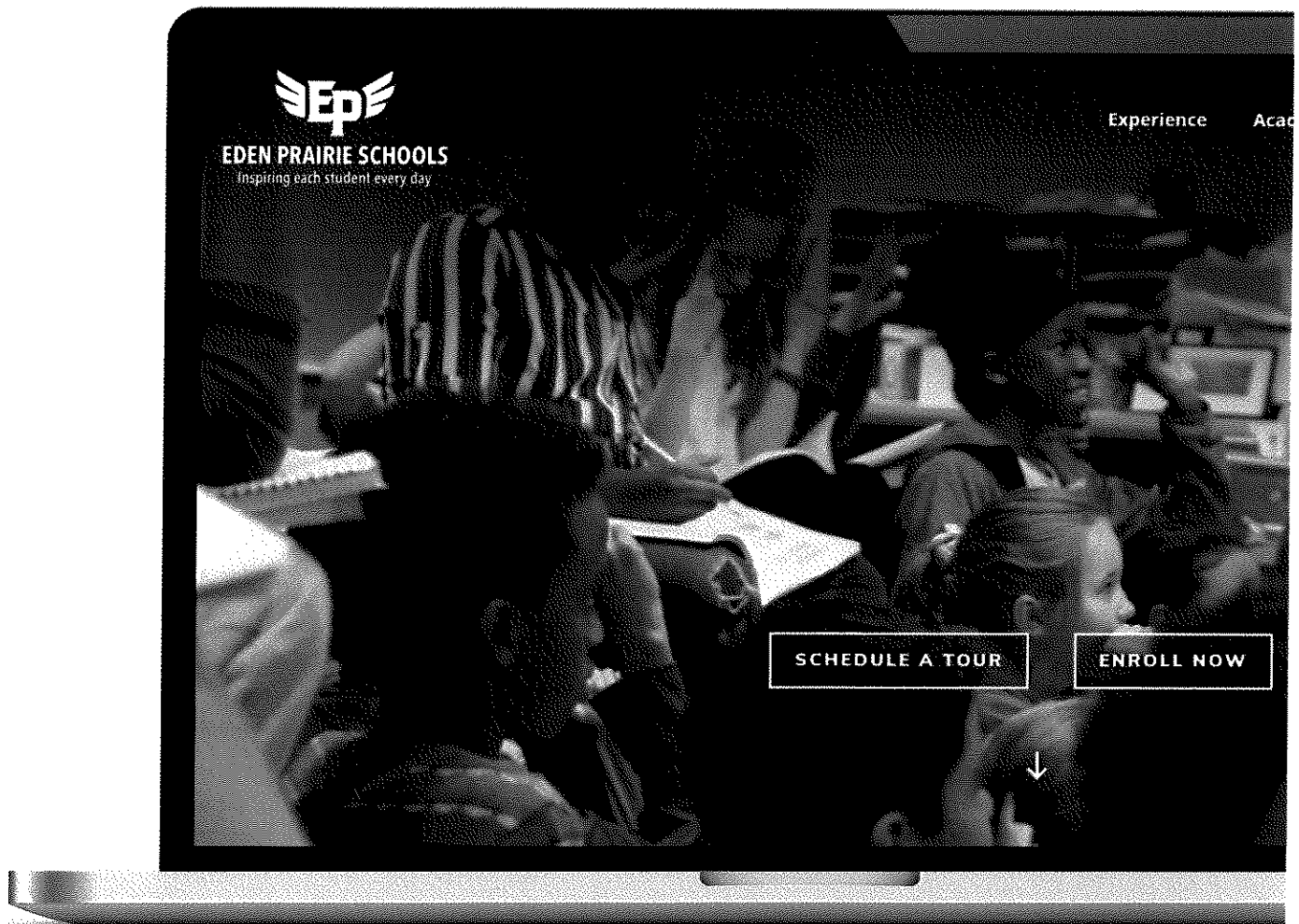
ANDY CRISP, WEB AND MEDIA SPECIALIST | LAGUNA BEACH UNIFIED SCHOOL DISTRICT

## EDEN PRAIRIE INDEPENDENT SCHOOL DISTRICT 272| MN

URL: [www.edenpr.org](http://www.edenpr.org)

Contact Person: Kelly Kison, Marketing, Communications Coordinator

Contact Information: (952) 975-7000 | [kelly\\_kison@edenpr.k12.mn.us](mailto:kelly_kison@edenpr.k12.mn.us)

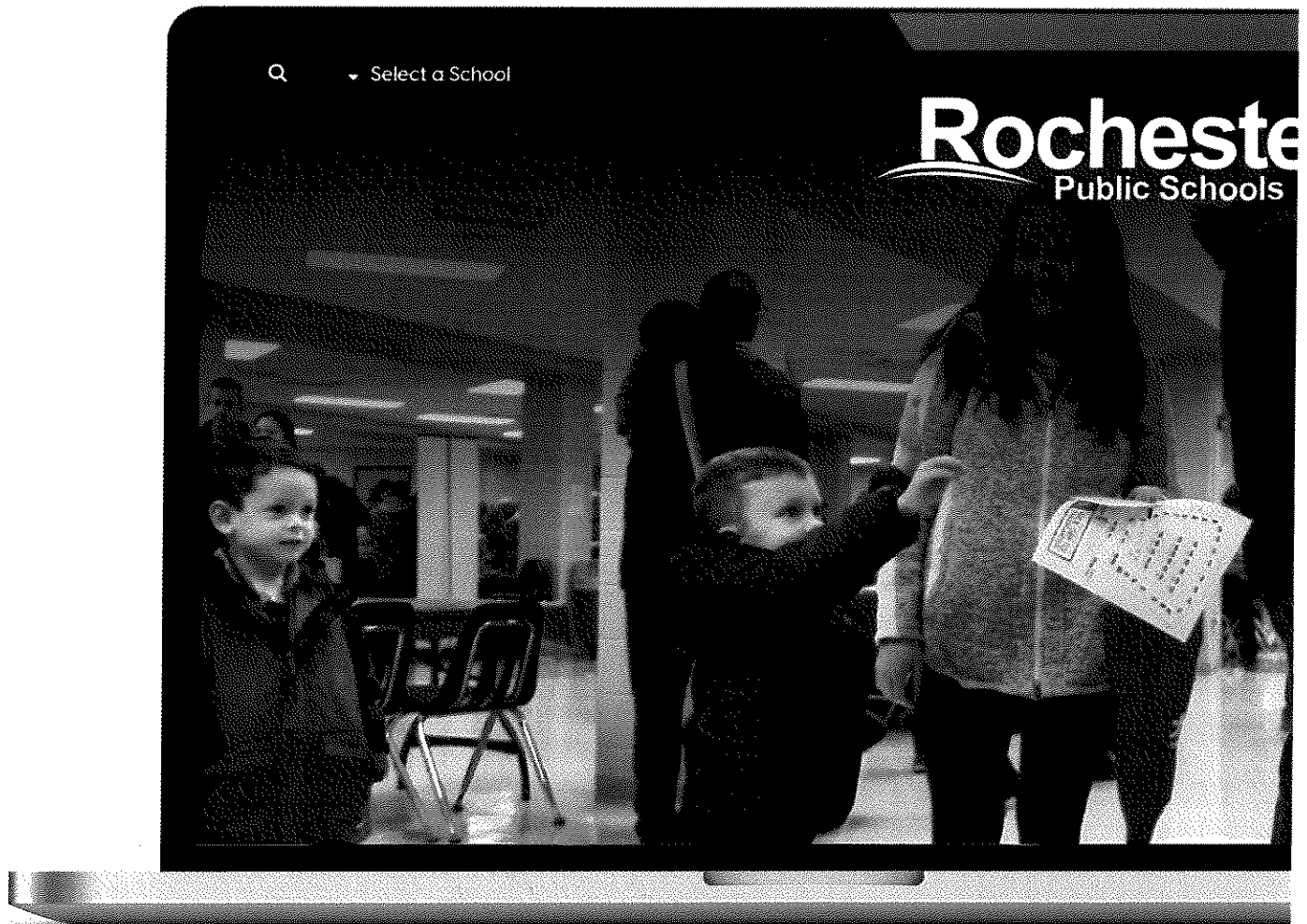


## ROCHESTER SCHOOL DISTRICT 535 | MN

URL: [www.rochesterschools.org](http://www.rochesterschools.org)

Contact Person: Cassandra Gehling, Webmaster

Contact Information: (507) 328-3000 | [cagehling@rochester.k12.mn.us](mailto:cagehling@rochester.k12.mn.us)



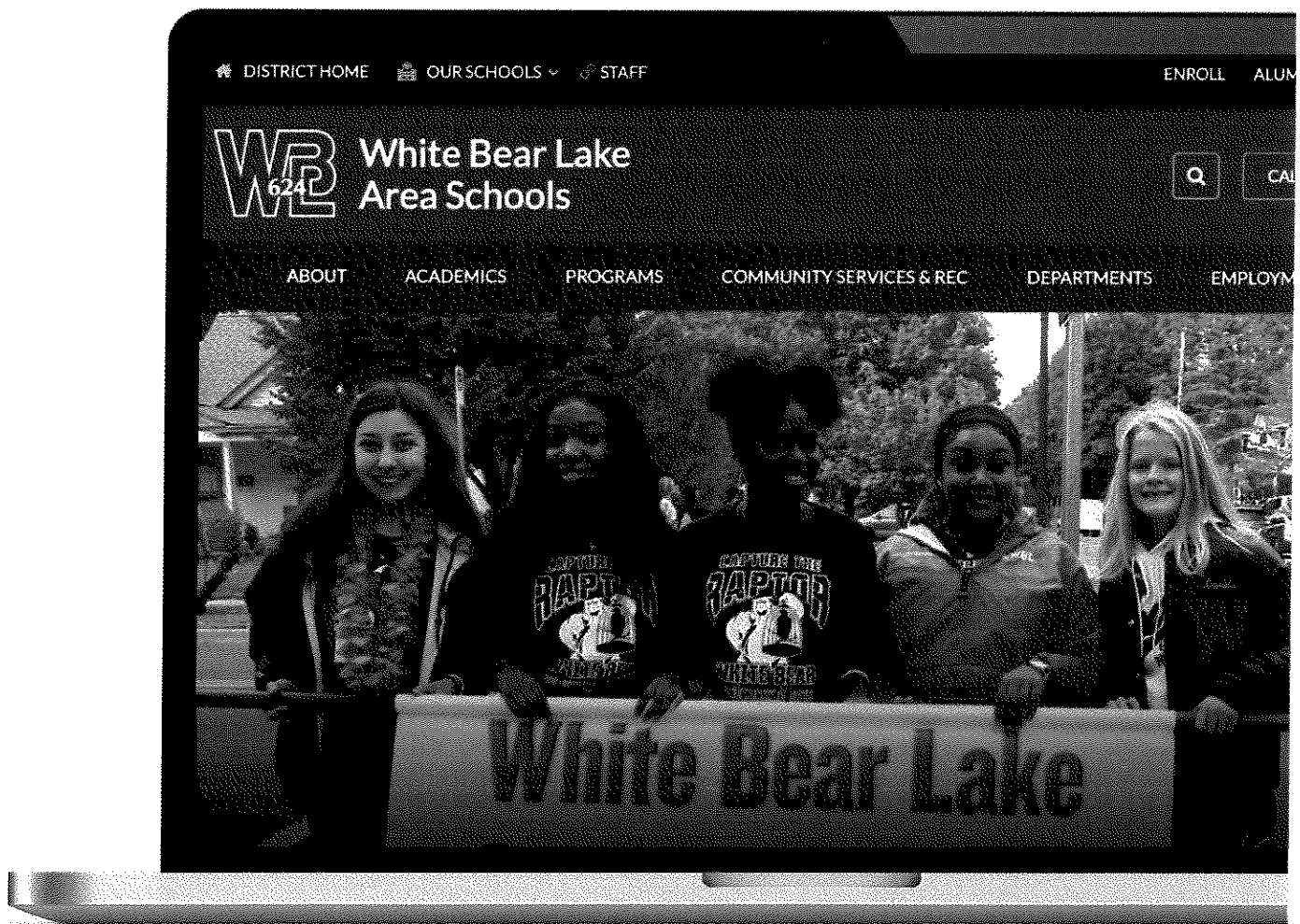


## WHITE BEAR LAKE AREA SCHOOLS | MN

URL: [www.isd624.org](http://www.isd624.org)

Contact Person: Marisa Vette, Public Relations

Contact Information: (651) 407-7500 | [marisa.vette@isd624.org](mailto:marisa.vette@isd624.org)

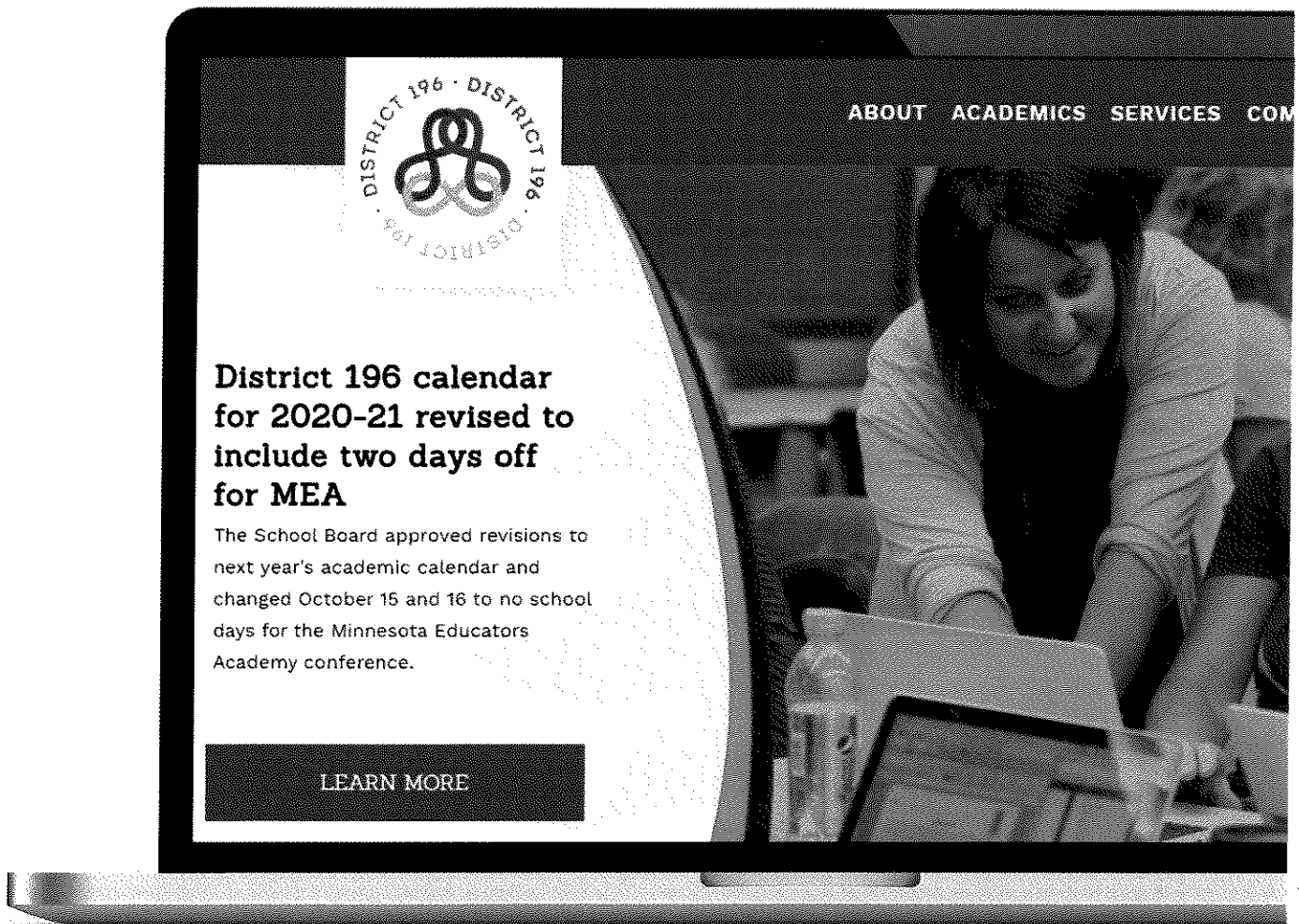


## ROSEMOUNT-APPLE VALLEY-EGAN INDEPENDENT SCHOOL DISTRICT | MN

URL: [www.district196.org](http://www.district196.org)

Contact Person: Tony Taschner

Contact Information: (651) 423-7775 | [tony.taschner@district196.org](mailto:tony.taschner@district196.org)





**Board Meeting Date:** 1/4/2021

**TITLE:** Communications Survey Down Payment

**TYPE:** Consent

**PRESENTER(S):** Dr. John Schultz, Superintendent

**BACKGROUND:** Morris Leatherman will conduct an annual survey of residents to inform school leaders on perceptions related to education and Edina School District communications.

**RECOMMENDATION:** Provide Morris Leatherman with a down payment on a community communications survey.

**PRIMARY ISSUE(S) TO CONSIDER:** Community survey on district communications

**ATTACHMENT:**

1. Invoice

# Invoice

The Morris Leatherman Company  
3128 Dean Court  
Minneapolis, Minnesota 55416  
Phone : (612) 920-0337  
Fax : (612) 920-1069  
TAX ID – 46-1978366

## THE MORRIS LEATHERMAN COMPANY

**Invoice Number:** 120820.1  
**Date:** December 8, 2020

**TO:** Dr. John Schultz  
Edina School District  
5701 Normandale Road  
Edina, Minnesota 55424

**SHIP TO (If different address):**

**FAX:** By e-mail

Consultant	Type of Service	Terms
Bill Morris/Peter Leatherman	Survey Research	Upon Receipt of Invoice

Type of Survey	Description	Subtotal	Total Due
Telephone Survey	625 Randomly Selected School District residents Balloon of Edina School District Parents	\$25,000.00	\$25,000.00
	<b>81 Questions</b>		
	Survey Construction		
	Sample Selection and Field Work		
	Coding and Data Entry		
	Frequencies and Crosstabulations		
	Written Report		
	Presentation		
<b>DOWN PAYMENT DUE (MUST BE RECEIVED PRIOR TO FIELD WORK)</b>			<b>\$12,500.00</b>

**THANK YOU! We appreciate working with you.**



**Board Meeting Date:** 12/14/2020

**TITLE:** Designation of Polling Places

**TYPE:** Consent

**BACKGROUND:** Legislation passed in 2018 changed the deadline for the resolution to approve school district polling places, and also required a resolution be passed even if there are no polling place changes and even if there is not a scheduled election. As a result, the school district must pass a resolution naming all their polling places for 2021.

**RECOMMENDATION:** Approve the polling places as attached.

**PRIMARY ISSUE(S) TO CONSIDER:** Designated polling places.

**ATTACHMENTS:**

1. Resolution language establishing polling places
2. Exhibit A - list of all district polling places
3. Precinct Map

RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.273, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities. (Exhibit A)

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election: No changes. (Exhibit A)

**Note: See Section 2.3.2 of the Election Manual regarding changing polling places in the case of an emergency or if the polling place is no longer available.**

\*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7 o'clock a.m. and 8:00 o'clock p.m.

Note: See Section 3.6 of the Election Manual regarding certain restrictions on voting hours.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.) **This date is November 15, 2020, for an election on February 9, 2021.**

**Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.**

## Exhibit A

The polling places and combined polling places and the precincts served by those polling places shall be as follows:

<u>Polling Place Precinct 1A:</u>	Shepherd of the Hills Church 500 Blake Road Hopkins, Minnesota
<u>Polling Place Precinct 1B:</u>	Chapel Hills Church 6512 Vernon Avenue Edina, Minnesota
<u>Polling Place Precinct 2:</u>	Edina Senior Center 5280 Grandview Square Edina, Minnesota
<u>Polling Place Precinct 3:</u>	Mercy Commons Covenant Church 4201 West 50 <sup>th</sup> Street Edina, Minnesota
<u>Polling Place Precinct 4:</u>	Weber Park Building 4115 Grimes Avenue Edina, Minnesota
<u>Polling Place Precinct 5:</u>	Good Samaritan Church 5730 Grove Street Edina, Minnesota
<u>Polling Place Precinct 6:</u>	Countryside Elementary School 5701 Benton Avenue Edina, Minnesota
<u>Polling Place Precinct 7:</u>	Normandale Lutheran Church 6100 Normandale Road Edina, Minnesota

Exhibit A

<u>Polling Place Precinct 8:</u>	South View Middle School 4725 South View Lane Edina, Minnesota
<u>Polling Place Precinct 9:</u>	Concord Elementary School 5900 Concord Avenue Edina, Minnesota
<u>Polling Place Precinct 10:</u>	St. Alban's Church 6716 Gleason Road Edina, Minnesota
<u>Polling Place Precinct 11:</u>	New City Covenant Church 6400 Tracy Avenue Edina, Minnesota
<u>Polling Place Precinct 12:</u>	Arneson Acres Park 4711 West 70 <sup>th</sup> Street Edina, Minnesota
<u>Polling Place Precinct 13, 16, 17, &amp; 18:</u>	Cornelia Elementary School 7000 Cornelia Drive Edina, Minnesota
<u>Polling Place Precinct 14:</u>	Edina Community Lutheran Church 4113 West 54 <sup>th</sup> Street Edina, Minnesota
<u>Polling Place Precinct 15:</u>	Church of St. Patrick 6820 St. Patrick's Lane Edina, Minnesota
<u>Polling Place Precinct 19:</u>	Calvary Lutheran Church 6817 Antrim Road Edina, Minnesota

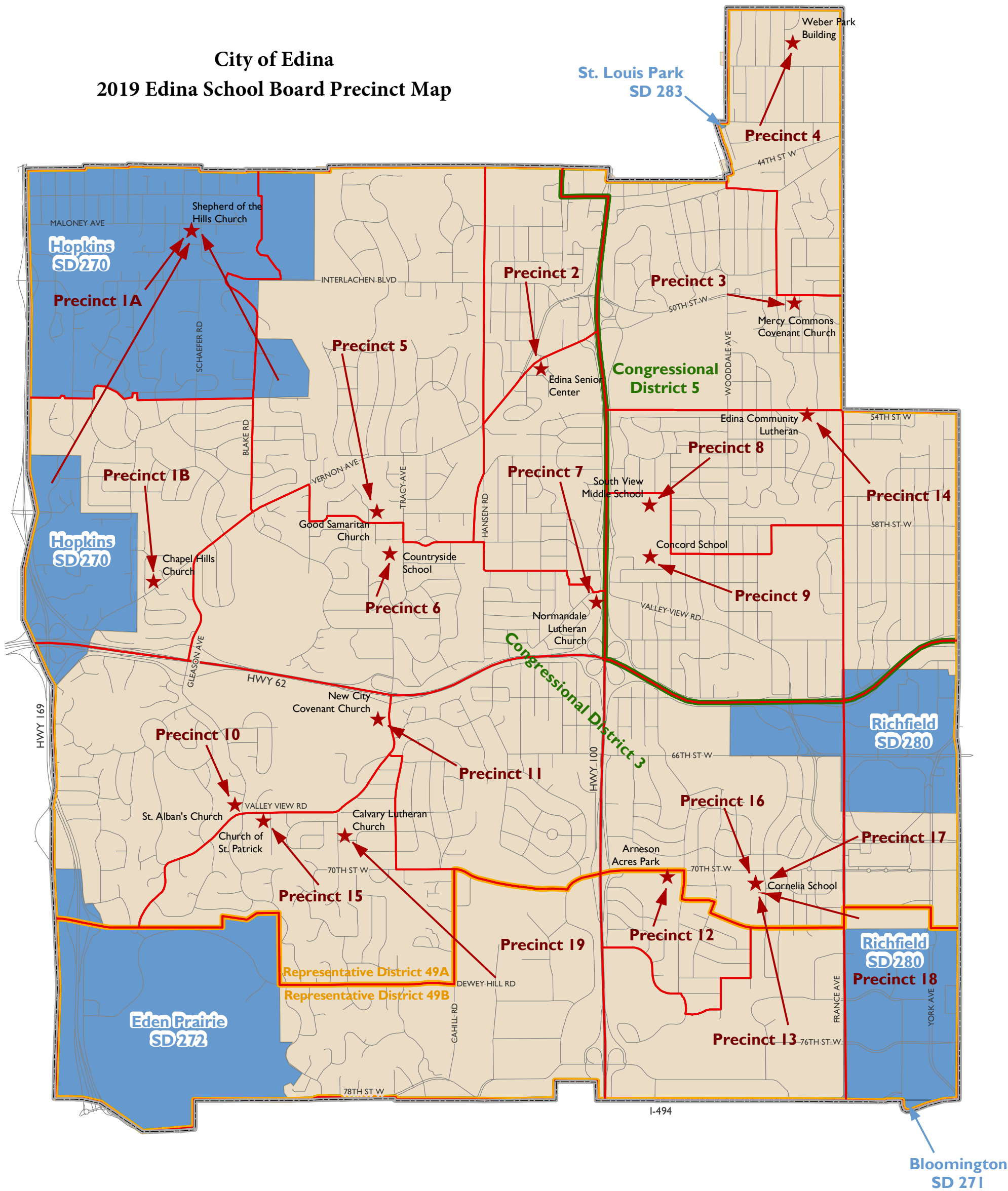


## Exhibit A

CITY OF BLOOMINGTON VOTERS. Those School District voters residing in the City of Bloomington in Precinct 17 will vote at Westwood Community Church, 6301 Cecilia Circle, Bloomington, Minnesota. Those School District voters residing in the City of Bloomington in Precinct 18 will vote at the Church of St. Edwards, 9401 Nesbitt Avenue South, Bloomington, Minnesota.

CITY OF ST. LOUIS PARK VOTERS. Those School District voters residing in the City of St. Louis Park will vote at Vista Lutheran Church, 4003 Wooddale Avenue, St. Louis Park, Minnesota.

City of Edina  
2019 Edina School Board Precinct Map



Legend

- ★ Polling Location
- Municipal Boundary
- ▭ Precinct Boundary
- ▭ Representative District
- ▭ Congressional District
- School Districts**
- Edina (273)
- Other School Districts

\* SD 280 voting held at  
Sheridan Hills Elementary School  
6400 Sheridan Ave, Richfield

- Precinct 1A**  
Congressional District 3  
Representative District 49A  
Shepherd of the Hills Church  
500 Blake Road
- Precinct 1B**  
Congressional District 3  
Representative District 49A  
Chapel Hills Church  
6512 Vernon Avenue
- Precinct 2**  
Congressional District 3  
Representative District 49A  
Edina Senior Center  
5280 Grandview Square
- Precinct 3**  
Congressional District 5  
Representative District 49A  
Mercy Commons Covenant Church  
4201 W 50th Street
- Precinct 4**  
Congressional District 5  
Representative District 49A  
Weber Park Building  
4115 Grimes Avenue

- Precinct 5**  
Congressional District 3  
Representative District 49A  
Good Samaritan Church  
5730 Grove Street
- Precinct 6**  
Congressional District 3  
Representative District 49A  
Countryside School  
5701 Benton Avenue
- Precinct 7**  
Congressional District 3  
Representative District 49A  
Normandale Lutheran Church  
6100 Normandale Road
- Precinct 8**  
Congressional District 5  
Representative District 49A  
South View Middle School  
4725 South View Lane
- Precinct 9**  
Congressional District 5  
Representative District 49A  
Concord School  
5900 Concord Avenue

- Precinct 10**  
Congressional District 3  
Representative District 49A  
St. Alban's Church  
6716 Gleason Road
- Precinct 11**  
Congressional District 3  
Representative District 49A  
New City Covenant Church  
6400 Tracy Avenue
- Precinct 12**  
Congressional District 3  
Representative District 49B  
Arneson Acres Park  
4711 W 70th Street
- Precinct 13, 16, 17, & 18**  
Congressional District 3  
Representative District 49B  
Cornelia School  
7000 Cornelia Drive
- Precinct 14**  
Congressional District 5  
Representative District 49A  
Edina Community Lutheran Church  
4113 W 54th Street

- Precinct 15**  
Congressional District 3  
Representative District 49A  
Church of St. Patricks  
6820 St. Patricks Ln
- Precinct 19**  
Congressional District 3  
Representative District 49B  
Calvary Lutheran Church  
6817 Antrim Road





**Board Meeting Date:** 12/14/2020

**TITLE:** Naming of Valley View South Gym

**TYPE:** Consent

**PRESENTER(S):** Dr. John Schultz, Superintendent, and Mr. Steve Cullison, Social Studies Teacher at Edina High School

**BACKGROUND:** In October, the Superintendent was approached by a community member about naming the Valley View South Gym after Mary Manderfeld, who will retire from the district on December 31, 2020. This report contains background and information for recognizing Mary.

**RECOMMENDATION:** That the Board recognize Mary Manderfeld, and name the Valley View South Gym after Mary Manderfeld.

**PRIMARY ISSUE(S) TO CONSIDER:** Naming Valley View South Gym

**ATTACHMENTS:**

1. Report (next page)

In October, the Superintendent was approached by a community member and teacher with a nomination to name the Valley View South Gym after Mary Manderfeld, who will retire from the district on December 31, 2020. This report contains the policy related to and background for recognizing Mary.

**Policy 808: Naming Facilities**

Policy 808 - Naming Facilities, states that the school district recognizes the importance and significance of naming school district facilities and educational programs. The district will follow policy procedures when reviewing and acting upon all nominations. The school board may elect (1) to name facilities or educational programs in recognition of individuals who have attained achievements of extraordinary and lasting distinction. The policy further allows as follows:

**VI. Naming Processes and Criteria****A. Naming in Recognition.**

The school district may name a facility or educational program to recognize outstanding contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its mission. When naming a facility or educational program after an individual, consideration will be given to persons who have significance to students, employees and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition:

1. Recognition of outstanding service to the district while serving in an employment capacity outstanding service to the Edina community;

A committee, made up of High School Administration, the Athletic Director, Valley View Administration, the community member making the request, the Assistant Superintendent and the Superintendent, was brought together and unanimously supported naming the gym for Mary Manderfeld. It is emphasized that this request was brought to the Board by an Edina alum, outside of Edina's administration.

The administration supports this nomination to name the Valley View South Gym the Mary Manderfeld Gym. Following are a few of the reasons why.

**Mary's Career Accomplishments**

- 33 years with Edina Public Schools
- Physical Education Teacher; Assistant Athletic Director; Assistant Principal/Interim Principal of Edina High School; Assistant Director of Administrative Services; Director of Enrollment, School Improvement, and Equity.
- Member of the New Ulm Area Catholic Schools Distinguished Alum Award (1989)
- Member of the Minnesota Women's Basketball Hall of Fame
- Member of the Minnesota Fillies professional basketball team

**Mary's Unique Contributions to Edina Schools and the Edina Community**

- Leads racial equity training team for new and returning instructors
- Advocates for participation in girls' athletics
- Head coach, Edina Girls Basketball
- She has parented two wonderful daughters who have attended Edina schools and engaged in so many activities. - Eric Nelson
- Co-Lead, providing meals to Edina families during the COVID-19 Pandemic

**Mary Makes a Difference for Individuals and Groups**

- Board Member, Edina Give and Go
- Principal Officer, Minneapolis Athena Awards, which honors outstanding female athletes
- Mary has always advocated for students that were in difficult situations. She is a champion for underserved populations, for students with fewer financial means, for students struggling with their mental health, and for the students who can fall between the cracks. - Eric Nelson
- Mary has mentored so many teachers and administrators. She is a wonderful colleague who goes out of her way to help everyone succeed - Eric Nelson

**Mary's Athletic Recognition**

- Member, 1980, 1981 AIAW All-Region 6 Women's Basketball team
- Inductee, 2007 Minnesota Gopher Women's Basketball Hall of Fame
- Sits at #5 in all-time career blocks (129) in only two seasons of women's basketball at the University of Minnesota
- Sits at #6 all-time career rebound average at the University of Minnesota

**Anecdotes about / Messages for Mary**

- As my gym teacher in middle school, Mary made me feel safe and seen. Her empathy meant a tremendous deal to me. - Steven Cullison
- When my student teaching position in Minneapolis fell through after the year had started, and after I'd quit my job in order to complete the practicum, I reached out to my old high school. Mary was the one who found me a placement at Edina High School, helping me to stay on track to become a teacher. - Steven Cullison
- The reason I applied, a decade into my teaching career, for a position in Edina Schools was the reputation Edina had gained for its equity work. That's how I knew it was a place I wanted to work. - Steven Cullison
- Mary has been a role model and mentor to me since my senior year in high school. The reason I'm at Edina in the first place is all due to Mary's influence and advice. - Jenny Johnson
- Mary has pushed me to think about, and re-think about, my work with equity. She has driven me to grow in my thinking and my leadership, and I am forever grateful! - Mike Pretasky
- I love that Mary just says what needs to be said. She is fearless. - Mike Pretasky
- Many times, I have been honest and vulnerable with Mary. She is always understanding, while also pushing me to consider other perspectives. - Mike Pretasky
- Mary is one of the funniest colleagues I have ever had. - Mike Pretasky
- Mary has always held a special place in her heart for the Cornelia community, and I always enjoyed working with her on advocacy of our students, and her thoughtfulness as a colleague. - Lisa Masica
- Mary is a tremendous leader and advocate for children. She inspires me every day and has impacted the way in which I think and lead in education. She is extremely learner-focused in all she does. Mary is an amazing and deeply caring educator! Mary's sense of humor is the best!! - Randy Smasal

**Testimonials to Mary**

I am pleased to learn of the school district's recognition for Mary Manderfeld's service to the entire Edina community with the gymnasium recognition. Throughout her career, she has had a wide variety of responsibilities and she successfully completed them with determination, drive, grace and humor. She has stayed true to her leadership passion for providing all learners - students, staff and families - the opportunity to pursue their hopes and dreams. Further, she has worked endlessly to assist in reaching these goals, through collaboration and creativity.

Her name will be remembered with the gymnasium naming, and her service to the community will live on through her successful leadership efforts.

**- Dr. Ric Dressen, Former Superintendent Edina Public Schools**

I have had the great pleasure of working with Mary Manderfeld for the past 13 years. During that time, I have appreciated her willingness and passion to work closely with numerous families throughout the district. Mary also goes above and beyond the efforts to ensure all students have an equitable educational experience during their time in Edina Public Schools.

She will be greatly missed by families, staff and colleagues. I wish her the very best as she begins a new chapter in her life

**- Dr. Gwen Jackson, Former Director of Administrative Services and Human Resources, Edina Public Schools**

It was my great fortune to work with Mary Manderfeld during the 16 years when I worked with the Edina Public Schools. I first came to know Mary when I assumed the role of assistant principal at Valley View Middle School in 1992. At that time, Mary was a physical education teacher at Valley View. As we came to know each other, we learned that she and my wife were both from New Ulm, and that her parents and my wife's family were friends. It was a small world connection that has been among the many things that has kept us connected over the years.

Soon after my start in Edina, Mary moved from the Valley View Middle School physical education department to become an assistant principal at Edina High School. While I recall being sad that she was leaving Valley View, I was happy for her to be able to pursue her career aspirations by assuming this administrative role. And, little did I know at the time, down the road I would become the Edina High School principal and gain the benefit of having Mary there as one of my assistants! We enjoyed five great years together at Edina High School; to this day what I consider to be among my most rewarding of professional experiences. Much of the joy I found in my work at EHS can be attributed to the professionalism and the fun that Mary brought to work every day.

There are many things that I recall being appreciative of regarding Mary's work at EHS. She was of great assistance to me in that she had been in the school for several years by the time that I arrived. She was well-versed on all of the operations in the building and knew the students, their families and the staff very well. This helped me tremendously in my transition into this new role. Mary has always been a strong student advocate, and was a solution-finder when it came to any challenge students were facing. She worked closely with the student services department to develop academic and social-emotional learning strategies that were personalized to the uniqueness of each and every student. She also engaged teachers in seeking ways to accommodate individual students, no matter what their needs were.

During our time together, we enjoyed many successes, and weathered through several challenges, crises and tragedies, and to this day we can still laugh about a few absurdities that even the best fiction writers in the world could not have dreamed up! The team we had at EHS at the time was second to none and we had a lot of fun together. At the core of all of this was Mary Manderfeld. To this day, I consider Mary to be among the best professional advisors that I have had in my career. She met the ultimate test of a treasured advisor - she was comfortable telling me what I needed to hear, rather than only what I wanted to hear. She helped equip me with complete and accurate information from which I could make the best possible decision given what was known about the situation.

Mary consistently and predictably brought her great sense of humor to school each day. I have always felt, given that we all spend so much time at work, that it is important to have fun. Even when dealing with extremely challenging or frustrating circumstances, Mary would always try to find some humor in the moment, which served as a great coping mechanism for all of us. Mary kept a steady hand on the wheel and was with me for the entire five years I served in the role of EHS principal. Her work was invaluable to me and, more importantly, to the success of students at Edina High School.

I wish Mary well in her retirement. She has worked hard, served her students and community well, and has helped many find success, all while never seeking any personal accolades or fanfare. Students, their families and the staff all gained the benefit of her approach to work and life. Hers was a career that was well done! I wish you the very best, Mary. And, thanks for everything...

**- Chace B. Anderson, Superintendent, Wayzata Public Schools**

Edina Public Schools  
5701 Normandale Road  
Edina, MN 55424

December 15, 2020

Governor Tim Walz  
130 State Capital  
75 Rev Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

Dear Governor Walz:

As Edina Public School leaders, we are seeking additional support from you in getting students back into our schools. School districts throughout the State are struggling to stay open and provide consistent in-person education to our students. It is imperative that the State focus on guidance, funding and policies that prioritize getting students back in school.

First of all, we want to express our appreciation for the tireless efforts by you and your team in working to strike a careful balance between student and staff health and safety, and allowing in-person schooling. However, we continue to be concerned by the growing education gap created when students are out of school as well as adverse impacts on all learners. In our district we see distance learning disproportionately impacting our Special Education students, our Multilingual Learners and our Students of Color. We are also seeing many students for whom distance learning simply does not work and many additional students being negatively affected from a social and emotional well-being perspective.

Rather than focus on problems, we would like to work with you on solutions. Below are areas the State can address that we believe will help us safely return students to school as soon as possible.

**Revisit the Safe Learning Plan from July 30.** Many districts, including ours, have, at times, successfully been able to have students in school with proper mitigation techniques. As time goes on, we are learning more about the virus itself and how it spreads. This natural evolution of learning has led to a change in quarantine time guidance from the CDC, which the Minnesota Department of Health has adopted. As what we learn increases, science evolves and recommendations change, we believe this is the right time to revisit and potentially revise guidance for school districts.

It is important for the state to re-emphasize that the number of cases per ten thousand is not the only factor pertaining to school opening decisions. While it may be a useful number to determine whether schools should re-open in their entirety, it may not be useful in determining whether schools should open for those students most in need, particularly for districts where identified



students represent less than half the student population. It is critical at this time for us to receive additional specific guidance from the State regarding partial re-openings for those in greatest need.

**Utilize COVID-19 testing to confidently bring some students and teachers back to school.**

Edina schools has already convened a cross-functional team that includes medical professionals, leaders from the district, and individuals from the Minnesota Department of Health. We believe with State support this can be a critical component to safely returning students and teachers back into the school system. Please see the attached report from our team.

**Prioritize educators for vaccination.** We want to ensure every district in the State receives needed and transparent guidance and timing information about vaccines to ensure boards and leaders are ready to answer and plan in the context of getting students back to in-person learning and keeping our educators and support staff healthy.

**Find alternative solutions for childcare for first responders.** School districts have been providing free childcare for qualified individuals per Executive Order 20-19. While providing childcare is an extremely important function, and we are proud Minnesota is doing this, the requirement has effectively reduced funding to school districts by requiring us to cover costs without offsetting revenue. It has also occupied school space that we could otherwise use for providing educational services to our students. In the Edina School District alone, close to 25 classrooms in our elementary schools alone are currently being taken up by childcare. Shifting that responsibility to the cities or counties would free up school finances and, more important, physical space for us to provide additional educational services.

**Additional financial support for our schools.** Districts throughout the state have incurred significant increased costs as a result of COVID-19. We estimate that our additional costs for this year have exceeded \$5,000,000 and that does not cover costs we may incur if we could have a partial re-opening for those most in need or for additional programming to help students meet additional academic and social emotional needs in an unusual year of learning. We understand that there is great fiscal uncertainty, however, we ask that the State increase its funding to districts to support district initiatives to properly educate all our students during this crisis.

**Planning for learning loss.** Despite all of our best efforts, learning loss is an unacceptable consequence of this pandemic. We would like to work with you now on creating short and long term strategies to reverse any learning loss students in our district and other districts have faced. Many potential solutions cannot be resolved only at the district level, but require both state funding and legislative action. We propose the creation of a coalition of educators and other professionals to work on this issue now.

To the extent the data shows that community spread of COVID-19 continues to be a main driver of school closure, we appreciate any efforts that can be used to slow community spread. We know we are all in this together and we look forward to partnering with you to maintain the outstanding educational experience here in Edina and across the state of Minnesota.

Sincerely,

John Schultz  
Superintendent  
Edina Public Schools

Erica Allenburg  
Board Chair  
Edina Public Schools

CC:

Jan Malcolm, Commissioner, Minnesota Department of Health  
Melisa Franzen, State Senator, Edina and Bloomington  
Mary Cathryn Riker, Commissioner, Minnesota Department of Education  
Steve Elkins, State Representative, Edina  
Heather Edelson, State Representative, Edina  
Tom Connell, President, Education Minnesota - Edina



**Board Meeting Date:** December 14, 2020

**TITLE:** 2020-21 Secondary New Course and Course Change Proposals

**TYPE:** Discussion

**PRESENTERS:** Jody De St. Hubert, Director of Teaching and Learning; Gavin Mclean, Secondary Science Lead; and Katrina Stern, Secondary Science Professional Development & Course Design Support

**BACKGROUND:** As part of our continuous improvement efforts, each year the Teaching and Learning department brings forth proposals for new courses and recommendations for course changes for School Board review. These proposals and recommendations are generated by district and building staff, reviewed and refined through a committee process and presented to the school board for consideration.

**RECOMMENDATION:** Discuss the recommended new course proposals and changes as recommended by administration.

**PRIMARY ISSUE(S) TO CONSIDER:** Consider the alignment of new courses and recommended course changes to the vision for learning in Edina Public Schools

**ATTACHMENTS:**

1. Report

**New Course Proposals:**

- ***Physical Earth Science***

The purpose of this new course is to ensure Alignment with new MN State Science Standards. The course will be offered in 2021-22 at Middle School and in 2022-23 at the High School.

Course Title - **Physical Earth (Or Earth Science)**

Prerequisites - Completion of 8th grade Science standards  
Grade - 9th grade (Or Compacted 8<sup>th</sup> grade, implemented 2021/2)  
Length - Full-year, S1 and S2  
Meets Requirements for - Earth Science  
Out of class work - Frequently  
Fee - None

**Course Description:** This year-long course focuses on Earth Science standards. Students will engage in science practices as they learn about mechanisms and phenomena on Earth and in space. Space science topics include solar systems, laws of gravitation and planetary motion, the Big Bang Theory, and the composition of stars. The course explores Earth's atmosphere and water, including air compositions and circulations, the carbon cycle, the greenhouse effect, oceans, and wetlands. Students will also learn about geology topics, including rock formation, volcanic and tectonic activity, and wave propagation (earthquakes).

- ***Unified ACE & Creative Foods (Club Buzz)***

The purpose of this class is to align it with the Creative Foods class and Peers Insights group from South View which promotes inclusion. The goal is to streamline Peer Insights districtwide and to connect to the concept that has been implemented and that has successfully evolved.

Course Title - **Unified ACE & Creative Food (Club Buzz)**

Prerequisites - None  
Grade - 9, 10, 11, 12  
Length - Semester, S1 and S2  
Meets Requirements for - Elective  
Out of class work - Minimal  
Fee - None

**Course Description:** This course is designed to increase the student's skills in basic food preparation. Emphasis is on practical experiences of cooking and nutrition. Labs include breads, main dishes, side dishes, cakes, desserts and snacks

This is specifically an inclusive/unified class that promotes two evidence-based teaching methods of peer modeling and community-based instruction (skills correlate to Creative foods units), both needed to function as an independent adult in the community that surrounds us. This class will include connecting peer models with students with developmental and cognitive disabilities in community-based instruction activities. The class will provide opportunities for social interactions, meaningful connections, and inclusion while teaching students important life skills such as cooking, budgeting, shopping, and healthy lifestyle choices.

### Course Changes Summary:

#### Course Drops Edina High School:

- Theater Production

This drop is due to lack of enrollment in the course over last three years.

#### Course Title Changes Edina High School:

- Change DECA 1 TO Marketing with DECA
- Change DECA 2 TO Advanced Marketing with DECA
- Change DECA 3 TO Entrepreneurship with DECA

The purpose of these changes are to more accurately reflect the entrepreneurship concept of the class, specifically recognizing the marketing component.

### Financial Summary for 2021-2022:

Course Name	School	Length	EHS Credit	Credit Type	Grade Level	Approx. Development Costs
Physical Earth Science	VV & SV (for 2021-22) & EHS (for 2022-23)	Year	2	Science Required	8 (for 2021-22) 8 & 9 (for 2022-23)	To be determined
Unified ACE & Creative Foods (Club Buzz)	EHS	Semester	1	Elective	9-12	\$1,200



**Board Meeting Date:** 12/14/2020

**TITLE:** Policy Review

**TYPE:** Discussion

**PRESENTER(S):** Board Policy Committee

**BACKGROUND:** The following policies have been reviewed with an eye toward clarity, District practice, and alignment with State and Federal statutes. Policies 414 and 415 have been consolidated into one policy, 415. Policies 430 and 434 are being recommended for rescission as unnecessary.

- 410 Leaves, Family and Medical Leave
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (*merged with policy 415 – remove from canon*)
- 415 Reporting Suspected Maltreatment of a Minor or Vulnerable Adult (*merged with policy 414 - new title*)
- 430 Student Teacher and Teacher Intern Supervision (*rescind*)
- 434 Substitute Teachers (*rescind*)
- 435 Employee Evaluation and Improvement

**RECOMMENDATION:** Review the suggested policy recommendations.

**ATTACHMENTS:**

1. 410 Leaves, Family and Medical Leave
2. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse (*merged with policy 415 – remove from canon*)
3. 415 Reporting Suspected Maltreatment of a Minor or Vulnerable Adult (*merged with policy 414 - new title*)
4. 430 Student Teacher and Teacher Intern Supervision (*rescind*)
5. 434 Substitute Teachers (*rescind*)
6. 435 Employee Evaluation and Improvement

## Personnel

### Leaves, Family and Medical Leave

#### I. Purpose

This policy provides guidance regarding leaves to district employees in accordance with the Family and Medical Leave Act, parenting leave under state and federal law, master agreements and guidebooks, and district policy.

#### II. General Statement of Policy

The following procedures and policies regarding family and medical leave are adopted by the district, pursuant to the requirements of the Family and Medical Leave Act of 1993 ("FMLA") and consistent with parenting leave under state law. This policy also provides a definition of district-provided leaves.

#### III. Definitions

##### A. ~~"Covered active duty" means:~~

~~1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and~~

~~2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).~~

##### B. ~~"Covered service member" means:~~

~~1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or~~

~~2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

A. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for

at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. ~~An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation will be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of their USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.~~

- ~~G. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.~~
- ~~D. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members will be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual will be deemed to be the covered service member's only next of kin.~~
- ~~E. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:~~
- ~~1. a military medical treatment facility as an outpatient; or~~
  - ~~2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.~~
- ~~F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:~~



- ~~1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;~~
- ~~2. to attend military events and related activities of a covered military member;~~
- ~~3. to address issues related to childcare and school activities of a covered military member's child;~~
- ~~4. to address financial and legal arrangements for a covered military member;~~
- ~~5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or their child;~~
- ~~6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;~~
- ~~7. to attend post-deployment activities related to a covered military member;~~
- ~~8. to address parental care needs; and~~
- ~~9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.~~

~~G. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:~~

- ~~1. inpatient care in a hospital, hospice, or residential medical care facility; or~~
- ~~2. continuing treatment by a health care provider.~~

~~H. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.~~

~~I. "Veteran" has the meaning given in 38 U.S.C. § 101.~~

B. "Year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

J.C.

~~"Disaster leave" or "short-term disability"~~ is a district-provided leave used for a period of disability when an employee has exhausted their basic leave allotment.

#### IV. Leave Entitlements ~~under Federal and State Law~~

##### A. Twelve-week Leave ~~under Federal Law~~ FMLA

1. Eligible employees are entitled to a total of 12 ~~work~~ weeks of unpaid family ~~and/or~~ medical leave during the applicable 12-month period as defined below, plus any additional leave ~~, as~~ required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
- e. any qualifying exigency ~~(as defined by the FMLA)~~ arising from the employee's spouse, son, daughter, or parent being on covered active duty ~~(as defined by the FMLA)~~, or notified of an impending call or order to covered active duty in the Armed Forces.

~~2. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.~~

~~3. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.~~

~~4. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:~~

- ~~a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank,~~

or rating; and

- ~~b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:~~
  - ~~(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or~~
  - ~~(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~
  - ~~(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~
  - ~~(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~
- 6. Spouses: In general, eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth, care of or adoption of a child; the placement of a child for foster care; or to care for a parent. ~~This limitation for spouses employed by the district does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the employee's own serious health condition; or pursuant to Paragraph IV. A. 1.e. above.~~
- 7. Intermittent Leave: Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the district or when medically necessary. ~~Part-time employees are eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the~~

~~district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.~~

8. Serious Health Condition: If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child or parent, the employee will be required to submit sufficient medical certification. ~~In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.~~
9. ~~If the district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the district's expense. If the opinions of the first and second health care providers differ, the district may require certification from a third health care provider at the district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.~~
10. ~~Requests for leave must be made to the district. When leave relates to an employee's spouse, son, daughter, parent, or covered service member being on covered active duty, or notified of an impending call or order to covered active duty in accordance with section IV.A.1.e above, and such leave is foreseeable, the employee must provide reasonable and practical notice to the district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the district, subject to and in coordination with the health care provider.~~
11. ~~The district may require that a request for leave for military-related reasons under section IV.A.1.e above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.~~
12. Health Insurance: During the period of designated a FMLA leave, ~~permitted under this policy, which does not exceed a total of 12 work weeks in the applicable 12-month period~~, the district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. ~~The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage.~~

An employee who does not return to work after FMLA leave may ~~in some situations,~~ be required to reimburse the district for the cost of health insurance premiums paid by the district.

13. Paid Leave: The district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. -Employees may be allowed to substitute paid leave for unpaid leave.

~~14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent, or designee, will be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines will be submitted to the school board for annual review.~~

~~—The school district will comply with written notice requirements as set forth in federal regulations.~~

#### B. Twelve-Week Leave ~~under State Law~~ – Minnesota Parental Leave

An employee who does not qualify for parenting leave under the FMLA leave provisions Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave, which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave will be determined by the employee but must not exceed 12 weeks unless agreed by the employer~~district~~. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section will begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave will commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin~~

~~within 12 months after the child leaves the hospital.~~

C. Twenty-Six Week Leave ~~to Care for Covered~~ Military Service ~~M~~member - FMLA

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. -The leave described in this paragraph is only available during a single 12-month period. -For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee will be entitled to a combined total of 26 work weeks of leave under sections IV.A and IV.C above.
- ~~3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.~~
- ~~4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.~~
- ~~5. The district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.~~
- ~~6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.~~
- ~~7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above will apply to leaves under this section.~~

~~-V. Special Rules for Instructional Employees for FMLA leaves~~

- ~~A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.~~

~~B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than twenty percent of the work days in the leave period may be required to:~~

- ~~1. take leave for the entire period or periods of the planned medical treatment;  
or~~
- ~~2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.~~

~~C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.~~

- ~~1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the district may require that the leave be continued until the end of the semester.~~
- ~~2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.~~
- ~~3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, district may require the employee to continue taking leave until the end of the semester.~~

~~D. The entire period of leave taken under the special rules for instructional employees will be counted as leave. The district will continue to fulfill the district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.~~

#### ~~VI. Other Provisions under FMLA~~

~~A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.~~

~~B. Any requirements stated in the collective bargaining agreement between employees in collective bargaining units and the district regarding family and medical leaves will be followed.~~



~~C. The school district complies with written notice requirements as set forth in any applicable state or federal law.~~

#### VII. School District ~~-Provided Short-term Disability (Disaster)~~ Leaves

When a qualified employee, as determined by the applicable master agreement or guidebook, has exhausted the employee's ~~if~~ basic leave allotment, the school district may provide that employee the opportunity to use disaster leave, any applicable sick-leave bank, or short-term disability leave ("disaster leave"), in accordance with any applicable master agreement or guidebook, in the following circumstances:

1. The qualified employee has a medically-certified disabling condition that qualifies the employee ~~will qualify him/her~~ for long-term disability benefits after the 65th day of employee absence; or
2. If provided for ~~in~~by the employee's master agreement or guidebook, the qualified employee has an immediate family member with a medically-certified disabling condition that is anticipated to continue for 65 days of longer.

An employee is eligible for disaster leave once per 12-month period. The period of eligibility begins one year following the last day of disaster leave if disaster leave was previously taken.

#### VIII. Dissemination of Policy

~~A. This policy~~An FMLA notification will be conspicuously posted in each district building in areas accessible to employees.

~~B. This policy will be reviewed at least annually for compliance with state and federal law.~~

#### Legal References:

10 U.S.C. § 101 et seq. (Armed Forces General Military Law)  
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)  
Minn. Stat. §§ 181.940-181.944 (Parenting Leave)

#### Policy

adopted: 9/22/08  
~~A~~amended: 9/29/09  
Revised: 6/24/13  
Revised: 7/18/16  
Revised: 8/14/17

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



Reviewed: 8/13/18  
~~Updated~~Revised: 4/20/20

## Personnel

### ~~Mandated Reporting of Child Neglect or Physical or Sexual Abuse~~

#### ~~I. Purpose~~

~~This policy provides district employees' statutory requirements to report suspected child neglect or physical or sexual abuse.~~

#### ~~II. General Statement of Policy~~

~~A. The school district complies with state laws requiring a district employee to report suspected child neglect or physical or sexual abuse.~~

~~B. A violation of this policy occurs when a district employee fails to immediately report instances of child neglect, or physical or sexual abuse when the employee knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.~~

#### ~~III. Definitions~~

~~A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:~~

~~1. is not likely to occur and could not have been prevented by exercise of due care; and~~

~~2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.~~

~~B. "Child" means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes a person under 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).~~

~~C. "Immediately" means as soon as possible but in no event longer than 24 hours.~~

~~D. "Mandated reporter" means a district employee who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.~~

~~E. "Neglect" means:~~

~~1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for~~

~~the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~

- ~~2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;~~
- ~~3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;~~
- ~~4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;~~
- ~~5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;~~
- ~~6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);~~
- ~~7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or~~
- ~~8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child that may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.~~

~~— Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

~~F. "Non-maltreatment mistake" means:~~

- ~~1. at the time of the incident, the person was performing duties identified in the center's childcare program plan required under Minn. Rules Part 9503.0045;~~
- ~~2. the person has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years;~~
- ~~3. the person has not been determined to have committed a similar non-~~

~~maltreatment mistake under this paragraph for at least four years;~~

- ~~4. any injury to a child resulting from the incident, when if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and~~
- ~~5. except for the period when the incident occurred, the facility and the person providing services were both in compliance with all licensing requirements relevant to the incident.~~

~~—This definition applies only to childcare centers licensed under Minn. Rules Ch. 9503.~~

~~G. “Physical abuse” means a physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child’s care other than by accidental means; or a physical or mental injury that cannot reasonably be explained by the child’s history of injuries or aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. §121A.67 or §245.825.~~

~~—Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or district employee as allowed by Minn. Stat. § 121A.582.~~

~~—Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.~~

~~H. “Report” means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.~~

~~I. “District employee” means a professional employee or his or her delegate who~~

provides health, educational, social, psychological, law enforcement or childcare services.

J. ~~“Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. §243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).~~

K. ~~“Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.~~

L. ~~“Person responsible for the child’s care” means (1) a person functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) a person functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other district employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.~~

M. ~~“Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.~~

#### ~~IV. Reporting Procedures~~

A. ~~A mandated reporter, as defined by this policy, will immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.~~

B. ~~If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local~~

~~welfare agency, or agency responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.~~

- ~~C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- ~~D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child must report the information to the local police department or the county sheriff.~~
- ~~E. With the exception of a healthcare professional or a social service professional who is providing the woman with prenatal care or other healthcare services, a mandated reporter will immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during pregnancy in any way that is habitual or excessive.~~
- ~~F. A person mandated by state law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.~~
- ~~G. Submission of a good faith report under state law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- ~~H. A person who knowingly or recklessly makes a false report under the provisions of applicable state law or this policy will be liable in a civil suit for actual damages suffered by the person or persons so reported and for punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.~~

#### ~~V. Investigation~~

- ~~A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a district employee. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the~~

~~parent, guardian or person responsible for the child's care. A district employee may not disclose to the parent, legal custodian, or guardian the contents of the notification or other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.~~

~~B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by a district administrator or designee prior to the interview. The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on district property.~~

~~C. Except where the alleged perpetrator is believed to be a district employee, the time and place, and manner of the interview on district property is within the discretion of a district administrator or designee, but the local welfare or law enforcement agency has the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the district administrator or designee must be reasonable and the interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the district administrator or designee and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or district employees when an interview is conducted on district property.~~

~~D. Where the alleged perpetrator is believed to be a district employee, the school district will conduct its own investigation independent of the state education agency and, if involved, the local welfare or law enforcement agency.~~

~~E. Upon request by the state education agency, the district must provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The district must provide the requested data in accordance with the requirements of state and federal law.~~

#### ~~VI. Maintenance of School Records Concerning Abuse or Potential Abuse~~

~~A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on district property, written notification of the agency's intent to interview on district property must be received by the district administrator or designee prior to the interview. The notification must include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification is private data. District employees may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.~~



~~B. All records regarding a report of maltreatment, including any notification of intent to interview that was received by the district as described above in paragraph A., will be destroyed by the district only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.~~

## ~~VII. Physical or Sexual Abuse as Sexual Harassment or Violence~~

~~Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under state law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.~~

## ~~VIII. Dissemination of Policy and Training~~

~~A. This policy is included in district employee handbooks.~~

~~B. The school district will discuss this policy with district employees.~~

~~C. This policy is reviewed annually for compliance with state law.~~

### ~~Legal References:~~

~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions — Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions — Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions — Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)~~

### ~~Cross Reference:~~

~~Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)~~

Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: 10/20/08 \_\_\_\_\_ Edina, Minnesota  
amended: 09/26/11 \_\_\_\_\_  
Revised: 07/15/13 \_\_\_\_\_  
Revised: 8/14/17 \_\_\_\_\_  
Reviewed: 8/13/18 \_\_\_\_\_  
Reviewed: 8/12/19 \_\_\_\_\_



Appendix I to Policy 414  
**Confidential Student Maltreatment  
Reporting Form**

Date submitted: \_\_\_\_\_

**MDE File #** \_\_\_\_\_ **(MDE staff use only)**

**REPORTER (name of person completing form)** Reporter is confidential under Minnesota Statutes, section 626.556. Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Mandated Reporter: Yes ☐ No ☐

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SCHOOL INFORMATION**

ISD#: \_\_\_\_\_ School District: \_\_\_\_\_ Program Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_ (Ext): \_\_\_\_\_

Transportation Company (if necessary): Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**ALLEGED VICTIM (Complete one reporting form for each alleged victim)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Gender: Male ☐ Female ☐ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Special Education: Yes ☐ No ☐ Disability Description: \_\_\_\_\_ State Student ID: \_\_\_\_\_

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: Male ☐ Female ☐

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Licensed: Yes ☐ No ☐ If Licensed, name of licensing board: \_\_\_\_\_ Folder # \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location (i.e. - bus, classroom): \_\_\_\_\_

Address (if different than school): \_\_\_\_\_ County: \_\_\_\_\_

Witness \_\_\_\_\_ Contact \_\_\_\_\_ Information: \_\_\_\_\_

Police Notified: Yes ☐ No ☐ Police Department: \_\_\_\_\_

Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Case No.: \_\_\_\_\_

**Alleged Maltreatment:** Physical Abuse ☐ Sexual Abuse ☐ Neglect ☐ Unknown ☐ **Injury:** Yes ☐ No ☐ Unknown ☐

Description of Incident and Injury: (please attach additional page if needed).

## Personnel

### ~~Mandated Reporting~~ Suspected of Maltreatment of a Minor or Vulnerable Adults

#### I. Purpose

This policy makes clear the district employees' ~~statutory~~ requirements to report suspected maltreatment of a minor or a vulnerable adults.

#### II. General State of Policy

A. ~~The school district complies with state laws requiring a district employee to report suspected child neglect, physical abuse, or sexual abuse.~~

B. The ~~school~~ district ~~fully~~ complies with state laws Minn. Stat. § 626.557 requiring a district employee to report suspected maltreatment of vulnerable adults.

B. A district employee violates this policy if ~~he or she~~ the employee fails to report suspected maltreatment ~~of vulnerable adults~~ when the employee has reason to believe that a minor or vulnerable adult is being or has been maltreated, ~~or has knowledge that a vulnerable adult has sustained a physical injury that is not reasonably explained.~~

#### III. Definitions

A. "Mandated reporter" means a district employee who has reason to believe that a minor or vulnerable adult is being or has been maltreated within the past three years.

B. "Maltreatment of a vulnerable adult" means the neglect, abuse, or financial exploitation of a vulnerable adult.

~~C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.~~

~~D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation~~

~~of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes an action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of an aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.~~

~~E. "Financial exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.~~

~~FC.~~

~~"Vulnerable aAdult" includes but is not limited to means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the~~

individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

~~G. "Caregiver" means a person or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.~~

~~DH.~~

"District employee" means a professional employee or ~~his or her~~ the employee's delegate engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

~~E.~~ "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

~~F. "Child" or "minor" means a person under age 18.~~

~~G. "Maltreatment of a minor" includes but is not limited to neglect, physical abuse, or sexual abuse of a minor.~~

#### IV. Reporting Procedures for Maltreatment of a Minor

~~A. A mandated reporter will immediately report the neglect, physical abuse or sexual abuse, which the employee knows or has reason to believe is happening or has happened within the preceding three years to the local county welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.~~

~~a. Local county welfare agency – allegations of maltreatment in home, child foster care, family child care~~

~~b. Department of Education – allegations of maltreatment in school~~

~~c. Department of Human Services – allegations of maltreatment in licensed child care facilities~~

~~d. Law Enforcement – allegations of violation of criminal statutes~~

~~B. If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate entity responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect, and the name and address of the reporter.~~

~~C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the~~

conduct that may constitute maltreatment.

D. A person mandated to report suspected maltreatment of a minor who negligently or intentionally fails to report may be liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline, including possible termination of employment.

E. The district will not retaliate against a person who makes a good faith maltreatment of a vulnerable minor report under Minnesota law or this policy

#### V. Reporting Procedures for Maltreatment of a Vulnerable Adult

A. A mandated reporter ~~as defined herein~~ must immediately report suspected maltreatment of a vulnerable adult to the common entry point responsible for receiving reports, which is the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574 (this is a toll free number available for the public).

~~B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that a person made an error in the provision of therapeutic conduct to a vulnerable adult that results in injury or harm, which reasonably requires the care of a physician, such information must be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.~~

~~C. The reporter will to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.~~

BD.

A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report may be liable for damages caused by the failure. ~~A negligent or intentional failure to report may result in discipline, including possible termination of employment. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.~~

CE.

The district will not Retaliation-retaliate against a person who makes a good faith maltreatment of a vulnerable adult report under Minnesota law or, this policy ~~or~~ against a vulnerable adult who is named in a report is prohibited.

~~F. A person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for actual damages suffered~~

~~by the person or persons so reported and for punitive damages set by the court or jury. The intentional making of a false report may result in discipline.~~

#### VI. Investigation

The responsibility for investigating reports of suspected maltreatment ~~of a vulnerable adult~~ rests with the entity designated by the ~~county~~ state for receiving reports.

#### VII. Dissemination of Policy and Training

~~A. This policy is included in district employee handbooks where appropriate.~~

~~B. The school district will discuss this policy with district employees when~~ re appropriate.

~~C. This policy is reviewed annually for compliance with state law.~~

#### Legal References:

Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 260E.01 et. seq. (Maltreatment of Minors Act)

~~Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)~~

~~Minn. Stat. §§ 609.221-609.224 (Assault)~~

~~Minn. Stat. § 609.234 (Crimes Against the Person)~~

~~Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)~~

~~Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)~~

~~Minn. Stat. § 609.341 (Definitions)~~

~~Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)~~

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

~~In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)~~

#### Cross References:

Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 403 (Discipline, ~~Suspension and Dismissal~~ of School District Employees)

Policy 406 (Public and Private Personnel Data)

~~Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~

amended:	9/26/11
Revised:	7/15/13
Revised:	7/18/16
Revised:	8/14/17
Reviewed:	8/13/18
Reviewed:	8/12/19



## Personnel

### Student Teacher and Teacher Intern Supervision

#### ~~I. Purpose~~

~~This policy defines and supports the student teacher and teacher intern programs in Edina Public Schools.~~

#### ~~II. General Statement of Policy~~

~~The school district is committed to advancing the future of educators by participating in student teaching and teacher internship programs with cooperating colleges, universities and technical schools. The district's teachers are encouraged to serve in a supervisory role for future educators. District teachers will remain accountable for the learning, assessment and grading that occurs in the classroom when a student teacher or teacher intern is present.~~

#### ~~III. Definitions~~

~~"Student teacher" is defined as a teacher trainee, an observer or an intern. Student teachers are those who have completed at least two years of an approved teacher preparation program. The director of teaching and learning, principal, and teachers involved will determine the number of trainees to be placed in the schools at any one time.~~

#### ~~IV. Cooperative Agreements~~

~~A. Colleges, universities and technical schools are required to regularly renew their district cooperative agreement (Appendix II) for student teaching and teacher internship supervision with Edina Public Schools. The director of teaching and learning will bring such agreements to the school board for action.~~

~~B. The director of teaching and learning will ensure the agreement requirements are met and give district approval for the mutual agreements with the college, university or technical school.~~

~~C. For the school district to participate in a cooperative agreement, the postsecondary institution's teacher preparation program must meet the standards established by the State of Minnesota. Exceptions to this requirement maybe considered based on the recommendation of the Minnesota Department of Education.~~

~~D. Requests from postsecondary institutions are processed through the department of teaching and learning. The district will follow all terms of the cooperative's agreement that do not conflict with district policies.~~



~~V. Other Teacher Preparation Experiences in the Schools~~

~~A. Approval of Other Experiences~~

~~The building administrator may approve other classroom experiences with postsecondary institutions' teacher education programs for other teacher preparation opportunities in the classroom. These experiences may include, but are not limited to:~~

- ~~• Classroom observation;~~
- ~~• Instructional support;~~
- ~~• Field experiences; or~~
- ~~• Supervision support~~

~~B. Teacher Supervision~~

~~The district supervising teacher who is participating in other classroom experiences is responsible at all times for the supervision of the classroom and has the responsibility to advise and guide the student from the postsecondary institution. The student from the postsecondary institution should not be left alone to supervise students. The district teacher is responsible for all learning, assessment and grading that occurs in the classroom.~~

~~Legal Reference:~~

~~Minn. Stat. § 122A.40 (Practice or Student Teachers)~~

~~Minn. Stat. § 122A.69 (Practice or Student Teachers)~~

Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: \_\_\_\_\_ 3/16/09 \_\_\_\_\_ Edina, Minnesota  
revised: \_\_\_\_\_ 11/18/13  
revised: \_\_\_\_\_ 11/14/16  
revised: \_\_\_\_\_ 3/20/17

Appendix I to Policy 430  
Student Teacher and Teacher Intern Supervision Procedures

~~I. Roles & Responsibilities~~

- ~~A. Building administrator approval is required for all placements. Teachers may supervise student teachers or teacher interns only once each year.~~
  - ~~B. Teachers are responsible at all times for supervision of the classroom and have responsibility to advise and guide student teachers and teacher interns in their work. The teachers are also responsible for learning, assessment and grading that occurs in the classroom.~~
  - ~~C. The sponsoring postsecondary institution must have a supervisor who will remain in regular contact with the student teacher or teacher intern and supervising teacher throughout the student teaching or teacher intern experience.~~
  - ~~D. Criminal background checks must be completed on all student teachers at the expense of the student teacher/intern or the postsecondary institution. The criminal background check must be completed no more than six months prior to the student teaching or internship assignment. All student teaching and intern candidates must submit their background information at least two weeks prior to their teaching experience in the school setting.~~
- ~~—In addition, a pre-experience visit with the supervising teacher is strongly encouraged. These expectations must appear in each cooperative agreement.~~

~~II. Teacher Stipend~~

- ~~A. Teachers may accept a stipend directly from a postsecondary institution for the extra effort in supervising student teachers, as set forth in the cooperative agreement.~~
- ~~B. This stipend and any requirements to receive the stipend are set by each institution and teachers must be able to document the additional time beyond the regular workday for receiving this stipend.~~

~~III. Placement~~

- ~~A. Student teacher and teacher intern placement will be done by the postsecondary institution, the department of teaching and learning and the building administrator/designee, following agreement by the supervising teacher.~~
- ~~B. Placement requests are not to be completed by the supervising teacher. A practice or student teacher must be placed with a cooperating licensed teacher~~

~~who has at least three years of teaching experience and is not in the improvement process under section 122A.40, subdivision 8.~~

#### ~~C. Placement Procedure~~

~~Except in a team teaching situation, the following conditions control the placement of student teachers during the course of the year:~~

- ~~1. No class should have more than one student teacher during the course of a semester.~~
- ~~2. Probationary teachers will not be assigned student teachers.~~

#### ~~D. Length of Placement~~

~~Student teachers or teacher interns will be placed with a supervising teacher for a period of time to be determined by the cooperating agreement.~~

Appendix II to Policy 430

**MUTUAL AGREEMENT FOR STUDENT TEACHING**

**BETWEEN**

**COLLEGE/UNIVERSITY  
EDUCATION DEPARTMENT  
CITY, STATE**

**AND**

**EDINA PUBLIC SCHOOLS  
20XX-20XX**

This agreement is entered into between Edina Public Schools, Edina, Minnesota (the "District") and COLLEGE/UNIVERSITY, CITY, STATE (the "College/University"). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

**(College/University) agrees to:**

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of teaching and learning.
2. Inform its faculty and students of the District's policies and regulations that relate to the placement at the District.
3. Pay to the cooperating teacher of the District an amount not to exceed \$250.00 for each student teacher placed.
4. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
5. Cooperate with the District in the development and implementation of the District's Student Teaching Program.
6. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher, prior to the student teacher beginning at the District, a copy of which must be given to the District for its records.
7. Inform its faculty and students who will be participating in the learning experience program that they are encouraged to carry their own health insurance.
8. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University's program.

**~~The District agrees that:~~**

- ~~1. It will supply to the student teacher so placed by College/University an opportunity to work in a teaching-learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.~~
- ~~2. It will cooperate with College/University in the development and implementation of the District's Student Teaching Program.~~
- ~~3. It will provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.~~
- ~~4. It will immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.~~
- ~~5. It will not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.~~
- ~~6. It will provide the College/University with copies of all policies and regulations applicable to student teachers.~~
- ~~7. It will provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.~~
- ~~8. It will reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other reason.~~
- ~~9. It recognizes that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.~~

**~~Liability:~~**

~~Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The College/University's liability will be governed by the Minnesota Tort Claims Act, Minnesota Statutes 3.736, and by this Agreement or any other laws applicable to the College/University.~~

**Term of Agreement:**

~~This agreement will commence on July 1, 20XX and end on June 30, 20XX. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to students then participating in the learning experience program, and said students may be allowed to continue at the sole option of the District.~~

**General Provisions:**

- ~~1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.~~
- ~~2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.~~
- ~~3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.~~
- ~~4. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "MGDPA")) that classify the College/University's written and electronic information as public, private, or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement.~~
- ~~5. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.~~

**Approved:**

Signed For           (Insert College/University)          

\_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Signed For Edina Public Schools

\_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## **Personnel**

### **Substitute Teachers**

#### ~~I. Purpose~~

~~This policy ensures that appropriate instruction occurs with students when an assigned teacher is absent from his or her instructional duties.~~

#### ~~II. General Statement of Policy~~

~~The school district uses the services of substitute teachers in its schools. While performing their duties as substitute teachers, substitute teachers are considered employees of the district, and assist in ensuring that the instructional program continues for all students.~~

#### ~~III. Definitions~~

~~A. "Casual Substitute" - A casual substitute is a substitute teacher employed by the school district for less than 30 consecutive days for any individual teacher.~~

~~B. "Long-Term Substitute" - A long-term substitute is a substitute teacher employed by the district for 30 or more consecutive days for any individual teacher.~~

#### ~~IV. Procedures~~

~~A. Substitute teachers must apply with the human resources department to become a substitute teacher, and complete a criminal background check successfully, prior to being eligible as a substitute teacher.~~

~~B. The school district will contact substitute teachers when services are required. This contact will give the specifics of the assignment.~~

~~C. The teacher requesting the substitute teacher will have the necessary lessons prepared in the event of his/her absence.~~

~~D. The building administrator or designee will coordinate the use of substitute teachers.~~

~~E. Substitute teachers are paid on a regular basis as per business office procedures.~~

~~F. All substitute teachers employed must be licensed to instruct in the district.~~

~~G. The district provides orientation for substitute teachers.~~

~~H. Retired teachers may be employed as substitutes without jeopardizing their retirement salary, to the extent permitted by law.~~

~~V. Payment~~

~~A. Casual substitutes will be paid at a daily rate set by the school board. Casual substitutes are not eligible for insurance plans, fringe benefits or other provisions in the Master Agreement between the school district and Education Minnesota/Edina ("Master Agreement"), unless otherwise mandated by state or federal law.~~

~~B. Long-term substitutes are placed on the first step of the BA training level, and compensated on a pro-rata basis of the first step of the BA training level divided by 184 days times the number of days worked as a long-term substitute. Eligibility for long-term substitute status will begin after a substitute teacher has subbed for 30 consecutive student-contact days in the same position. Prior to meeting the 30-day requirement, a long-term substitute will be paid the established daily substitute rate. When the 30-day requirement has been met, the difference in payment will be made to the long-term substitute retroactive to the first day of the long-term assignment and the long-term substitute will continue at the BA rate through the duration of the assignment.~~

~~— Long-term substitutes are not eligible for insurance plans, benefits or leave of absence provisions with the exception of leave or other benefits specified for long-term substitute teachers in the Master Agreement.~~

~~Legal Reference:~~

~~Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)~~

Policy \_\_\_\_\_ INDEPENDENT SCHOOL DISTRICT 273  
adopted: \_\_\_\_\_ 3/16/09 \_\_\_\_\_ Edina, Minnesota  
revised: \_\_\_\_\_ 11/18/13 \_\_\_\_\_  
revised: \_\_\_\_\_ 9/26/16 \_\_\_\_\_



## Personnel

### Employee Evaluation and Improvement

#### I. Purpose

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

#### II. General Statement of Policy

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

#### III. Definitions

- A. "Evaluation" ~~is an~~<sup>A</sup> appraisal of an employee's performance completed by the employee's supervisor(s). An evaluation includes but is not limited to ~~The appraisal may include~~ observations, information, and data collected both formally and informally.
- B. "Goal ~~s~~Setting" ~~is a~~<sup>A</sup> collaborative discussion between the supervisor(s) and employee to identify opportunities for the employee's continued performance growth ~~of an employee~~.
- C. "Employee ~~g~~Growth ~~p~~Plan" is a ~~A~~ document containing goals and activities meant to improve an employee's support of the district mission ~~performance~~.

#### IV. Evaluation and Growth of Employees

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

#### V. Related Programs

~~Programs~~ Employee evaluation and improvement with specified durations that relate directly to the supervision, evaluation and performance of the improvement process will be approved by the superintendent or district administration ~~the school board~~. ~~The school board must approve any~~ is includes performance pay programs prior to the program's inception.

Legal References:

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

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

Policy

adopted: 6/22/09

revised: 5/19/14

revised: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota



**Board Meeting Date:** December 14, 2020

**TITLE:** Secondary Grade Reporting Recommendations, 2020-2021 School Year

**TYPE:** Discussion

**PRESENTER(S):** Dr. Randy Smasal, Andrew Beaton (Edina High School Principal), Shawn Dudley (Valley View Middle School Principal) and Tim Anderson (South View Middle School Principal).

**BACKGROUND:** Due to the COVID-19 Pandemic, a few grading adjustments are recommended for 2020-2021 Grading Process. This report provides background and recommendations for grading at the middle and high schools. This appears on December 14 for discussion and will be up for approval on January 11 after the Board hears discussion on the elementary grading recommendation on January 4. Both elementary and secondary grading recommendations will be up for approval on January 11.

**RECOMMENDATION:** Approve the recommended grading adjustments for the 2020-2021 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Please consider the impact of the Covid-19 Pandemic on the recommended grading adjustments for 2020-2021 school year at the Secondary Schools.

**ATTACHMENTS:**

1. Report (next page)

# Grading Adjustments for Distance Learning, 2020-2021

As the district moves through the different models during the COVID crisis, Edina school leaders are making recommendations to the grading of students at the secondary level.

An important consideration is how any pandemic related grade adjustments will be viewed by Colleges and Universities. Post-secondary institutions are aware of the extenuating circumstances K-12 schools are facing during this pandemic, and they have made a commitment to factor in distance learning challenges as they review academic marks earned this school year. Our district's grading guidance for the current school year reflects the need to balance two important factors:

1. Ensuring students are encouraged and motivated to achieve excellence;
2. Holding harmless students who faced significant distance learning-related obstacles that were beyond their control.

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## All students, all grades

Grades that are documented during first semester 2020-2021 reflect a hybrid and a distance learning period resulting from the COVID-19 pandemic. Future use of these grades for academic placement, admission, and/or acceleration, should be used with great caution after balancing the information against student performance in other grading periods.

Note: This message will appear on HS transcripts.

## Middle School students

As we make the shift to full remote/distance learning, we are taking the opportunity to adjust our grade reporting to be more reflective of the learning process and to address some of the challenges that we have seen with our new learning models this year.

Moving forward if a student's grade is below 70%, rather than seeing the grade as a D or F, they will now see the grade being reported as "NY". This stands for "Not Yet" and is intended to inform the learner, parents/guardians and teacher that the student has not yet achieved the required standards that are expected in any given class. As a result, the student should inquire and work with their teacher to show evidence of the learning that they have not yet shown. Once this has happened, the grade will then shift from "NY" to the appropriate grade to reflect new learning. Upon completion of the semester, any remaining "NY" term grades will then make a final shift to "I" (Incomplete)

## High School students

At the end of this semester, all final grades will be submitted using A, B, C, D, I or NG (No Grade)

- An Incomplete (I) should be entered for students who have incomplete work but are working with their assigned teacher to complete assigned work.

- No Grade (NG) will be entered for a student who did not complete enough acceptable work throughout the semester to receive a grade at this time; a grade of NG earns no credit. An NG will not impact a student's GPA.
- In addition, High school students will have the opportunity to turn one or more of their *passing* letter grades this semester to a "P" or Pass. This option will be available AFTER grades are posted. Students applying to change a grade to a "P" should fill out [this form](#) after grades are posted at the end of the semester. A P will not impact a student's GPA.
- Students who are currently seniors and who earned a final grade of NG in a course required for graduation will need to enroll in credit recovery at the high school to graduate in 2021; please connect with your school counselor to enroll in credit recovery.

Credits earned during this distance learning timeframe will count toward graduation.



**Board Meeting Date:** 12/14/2020

**TITLE:** Screening COVID-19 Testing Pilot

**TYPE:** Discussion

**PRESENTER(S):** Matthew Fox, Julie Green, Owen Michaelson

**BACKGROUND:** This ad-hoc committee was charged in early November with researching and discussing the opportunities, practicality, challenges and feasibility associated with COVID-19 testing of employees and students in the Edina Public Schools.

Even with a quickly evolving landscape of this pandemic, this committee has continued to meet, research and problem-solve potential paths for a COVID-19 testing program. It's important to note changes from the start of the committee work (early November) to the current timeframe (mid-December), and how these shifting variables have impacted the committee's thought process, discussion and ultimately, a recommended framework for moving this effort forward.

**ATTACHMENT:**

1. Report (next page)

## Ad-Hoc Committee: Screening COVID-19 Testing Pilot

### Committee Background

This ad-hoc committee was charged, in early November, with researching and discussing the opportunities, practicality, challenges and feasibility associated with COVID-19 testing of employees and students in the Edina Public Schools.

Even with a quickly evolving landscape of this pandemic, this committee has continued to meet, research and problem-solve potential paths for a COVID-19 testing program. It's important to note changes from the start of the committee work (early November) to the current timeframe (mid-December) and how these shifting variables have impacted the committee's thought process, discussion and ultimately, a recommended framework for moving this effort forward.

### Where We Started (Early NOV 2020)    What Has Changed (Mid-DEC 2020)

COVID-19 positive case rates/less than 20/10,000	→ Increase in COVID-19 positive case rates/more than 100/10,000
Limited public testing sites/availability	→ Additional state-wide public testing sites open
Vaccine approval and distribution unknown	→ Vaccine approval/distribution on horizon
EPS students in Hybrid or EVA learning model	→ All EPS students pre-K-12 in Distance Learning
All EPS facilities and activities open	→ All EPS facilities open and most activities closed
State-mandate Tier 1 Essential Care offered	→ State-mandate Tier 1 Essential Care offered (model change)

### Committee Process

The committee considered questions and sought information to determine the potential feasibility of an EPS COVID-19 Testing Pilot program based on the following considerations:

#### → Funding

- ◆ Cost analysis of program and potential funding streams
- ◆ Advocacy and partnership opportunities

#### → Logistics & Operations

- ◆ Implementation of testing process/district health services
- ◆ Participation parameters, accessibility and consent
- ◆ Legalities/potential risk assessment
- ◆ Staffing and facilities support needs
- ◆ Communication

#### → COVID-19 Testing Resources

- ◆ Effective and reliable testing partnership
- ◆ Availability of tests
- ◆ Lab results/timeliness/process
- ◆ Focus at state/federal level starting transition to vaccine delivery

### What We Learned

There is no silver bullet on funding (EPS is facing another round of budget reductions), logistics (there is no ideal in/out centralized facility that addresses all ten sites), and testing resources (we had business development calls with three providers and no clear partner).

That said, there are paths to explore; however, we should realign our mandate to be narrower and deeper in its application.

### Why We Should Do This

Research has shown that around 40-50% of people infected with COVID-19 do not develop symptoms.\* These asymptomatic individuals, through “silent transmission,” are significant contributors to the spread of this virus.

By offering an ongoing robust COVID-19 testing process for individuals in the EPS school community, we can 1) quickly identify positive cases 2) be able to isolate and contact trace those cases and 3) retain open classrooms to provide more in-person learning.

Data are showing that this proactive approach, in concert with other MDH preventive protocols, could effectively work to reduce the risk of asymptomatic spread by those screened. This would potentially impact school operations by finding cases faster and minimizing the amount of people needing to quarantine.

### What We Recommend

Based on our initial findings, we recommend continuing the work of the ad-hoc committee in the following two-pronged capacity:

- 1) **Narrow** the scope of the committee work to the planning and implementation of a COVID-10 testing regimen for EPS.

Having not yet found a silver-bullet, and knowing that attention is starting to transition from testing to vaccines at the state and federal levels, we still see a very important and viable path for rapid testing in a pilot phase within our district. This thinking is in alignment with the most recent CDC Guidance for Expanded Screening Testing as a Reducer of the Silent Spread\*\*.

Our position is to gain feedback from the Board as to which populations (students and staff) would be prioritized in phase one of a potential roll-out so that the committee can narrow its focus and make a targeted push toward a level of testing, funding, and logistical setup.

- 2) **Broaden** the committee needs flexibility and empowerment to seek alignment and support from city, state, and federal government resources. The committee would benefit from direction around what level of funding we can and should seek outside the currently available revenue streams. The committee would also benefit from direction around how much we can represent ourselves as an advisory body when engaging with elected officials in collaboration of this COVID-19 testing effort.

\*<https://www.health.state.mn.us/diseases/coronavirus/basics.html>

\*\*<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/expanded-screening-testing.html>





**Board Meeting Date:** 12/14/2020

**TITLE:** 2021 Technology Levy Vote Date

**TYPE:** Action

**PRESENTER(S):** Steve Buettner, Director of Media and Technology Services;  
John Toop, Director of Business Services

**BACKGROUND:** The 2020-21 school year marks the end of the ten-year technology levy. The funds from this levy allowed the district to upgrade technology and infuse technology into our instructional practices.

**RECOMMENDATION:** Set the date for vote on the technology levy with vote to occur May 11, 2021.

**PRIMARY ISSUE(S) TO CONSIDER:** The use of technology is pervasive in all aspects of our educational system. From managing our heating, keeping us safe, paying our employees and of course guiding, enhancing and directing our instruction, technology is key. Though the current technology levy has served the district to incorporate technology into these areas, we will need to continue our investment in technology as well as explore other areas of technology use. In order to ensure continuity of service and support, the administration recommends May 11, 2021 as the day for voting on this levy.

**ATTACHMENTS:**

1. Presentation

# Technology Levy Update

December 14, 2020

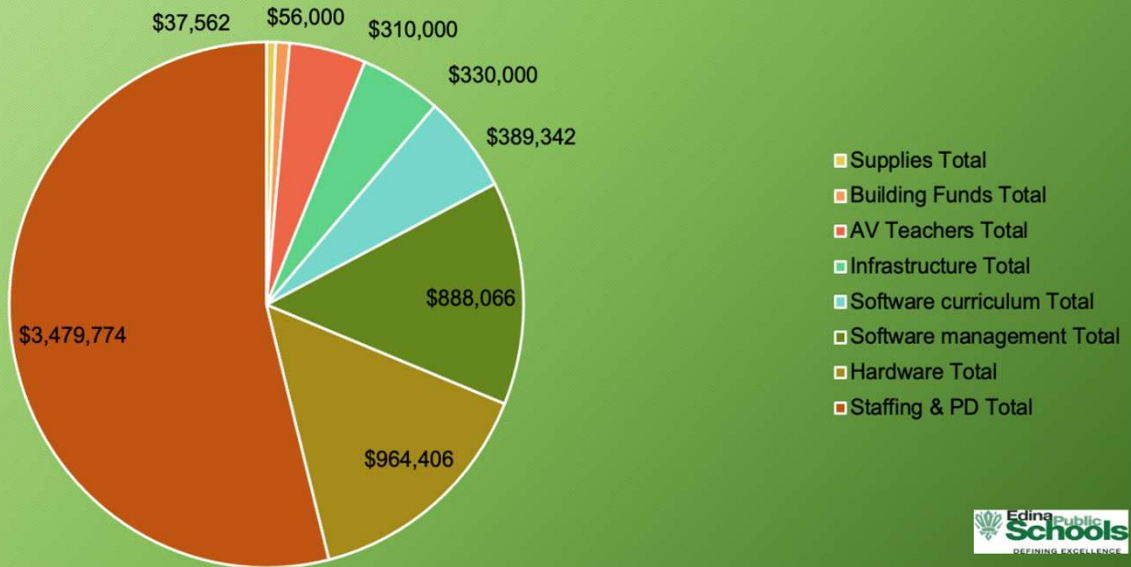


## Technology Levy: Current Reality

- Expires 2021
- Currently at \$6,500,000 per year
- Supports all aspects of the school system



## Current Annual Spending by Category \$6,455,150



## Technology Levy: Vital for our organization

- Maintains Edina excellence by ensuring that we leverage technology when it is the best tool and supports our investment by maintaining and replacing current technology.
- Technology encompasses staff, software, hardware, network and security.
- Supports curricular needs through digital tools.



## District Impact if Levy fails to pass:

- Support for technology use with teachers, students and parents would be severely impacted.
- Devices for staff and students would become outdated and need more repair.
- Support to maintain the network, phone systems and security would be limited.
- Access to many of our digital tools would be eliminated.
- Reduction in staffing all all levels.



## May 2021 vote key dates:

- Winter: Referendum Planning
- January: Board Discussion
- February 8: Last day to adopt resolution
- May 11: Election day





Board Meeting Date: 12/14/2020

**TITLE: Final Tax Levy for 2020 Payable 2021 (Taxes for the 2021-2022 school year)**

**TYPE: Action**

**BACKGROUND:** The final tax levy for 2020 payable 2021 represents a 2.73% increase from the previous year. The proposed tax levy for the 2020 payable 2021 is as follows:

General Fund	\$44,728,353.60
Community Services Fund	1,117,751.80
Debt Services Fund	<u>15,079,339.86</u>
Total	\$60,925,444.86

Changes in the district's proposed levy from the previous year include:

- Property value increases
- Legislative formula changes
- Enrollment changes
- Prior year adjustments
- Long Term Facilities Maintenance (current 10 year plan)

**RECOMMENDATION:** It is the recommendation of the administration and Finance and Facilities Committee to approve the final levy as presented.

**ATTACHMENTS:**

1. Report
2. Presentation

# Overview of Proposed Levy Payable in 2021

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- Proposed property tax levy for 2021 increases from 2020 by \$1,617,428 or 2.7%
  - Includes decrease of \$168,852 from proposed levy approved by School Board in September, because District refinanced some of its existing bonds
  - Total savings from refinancing was approximately \$750,000, with reduction in debt service levies for taxes payable in 2021 through 2025
- Reasons for major increases and decreases in levy are included on following slides

## Edina Public School District, ISD 273

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

Fund Levy Category	Actual Levy Payable in 2020	Proposed Levy Payable in 2021	\$ Change	% Change
<b>General</b>				
Voter Approved Operating Referendum	\$16,342,359	\$16,736,234	\$393,874	
Local Optional Revenue (LOR)	6,661,106	6,642,282	(18,824)	
Equity	654,129	638,625	(15,503)	
Capital Project - Technology Referendum	6,277,203	6,477,669	200,466	
Operating Capital	1,132,953	1,177,300	44,347	
Alternate Teacher Compensation	818,224	815,447	(2,777)	
Achievement and Integration	343,565	363,902	20,337	
Safe Schools	469,537	468,211	(1,326)	
Other Post-Employment Benefits (OPEB)	752,088	915,708	163,620	
Long Term Facilities Maintenance	8,954,454	9,932,766	978,312	
Instructional Lease	774,080	784,218	10,138	
Other	181,842	261,842	80,000	
Prior Year Adjustments	121,390	(485,851)	(607,241)	
Total, General Fund	\$43,482,931	\$44,728,354	\$1,245,423	2.9%
<b>Community Service</b>				
Basic Community Education	\$306,969	\$306,969	\$0	
Early Childhood Family Education	324,815	316,967	(7,848)	
School-Age Child Care	482,902	443,959	(38,943)	
Other	11,706	12,110	404	
Prior Year Adjustments	(26,289)	37,747	64,036	
Total, Community Service Fund	\$1,100,103	\$1,117,752	\$17,649	1.6%
<b>Debt Service</b>				
Voter Approved	\$12,963,570	\$13,225,119	\$261,549	
Long-Term Facility Maintenance	2,385,574	2,263,060	(122,514)	
Reduction for Debt Excess	(772,133)	(460,685)	311,448	
Prior Year Adjustments	147,972	51,846	(96,126)	
Total, Debt Service Fund	\$14,724,983	\$15,079,339	\$354,357	2.4%
<b>Total Levy, All Funds</b>	<b>\$59,308,017</b>	<b>\$60,925,445</b>	<b>\$1,617,428</b>	<b>2.7%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	35,080,756	35,641,797	561,041	
Other	24,227,260	25,283,648	1,056,387	
<b>Total</b>	<b>\$59,308,017</b>	<b>\$60,925,445</b>	<b>\$1,617,428</b>	<b>2.7%</b>

# Explanation of Levy Changes

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**Category:** General Fund – Voter Approved Operating Referendum

**Change:** +\$393,874

**Use of Funds:** General Operating Expenses

**Reason for Change:**

- Voter approved operating referendum authority includes an annual inflationary increase
- Inflation factor is determined by the State, as set in statute



# Explanation of Levy Changes

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**Category:** General Fund – Long Term Facility Maintenance (LTFM)

**Change:** +\$978,312

**Use of Funds:** Facilities Maintenance

**Reason for Change:**

- District is eligible for LTFM revenue based on state-approved project costs
- Projects are financed through a combination of annual General Fund levies and bond issues
- Levies are coordinated with other capital and debt levies to maintain a level tax rate for the levies

# Explanation of Levy Changes

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**Category:** General Fund – Prior Year Adjustments

**Change:** -\$607,241

**Use of Funds:** General Operating Expenses

**Reason for Change:**

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
- In later years, estimates are updated, and levies are retroactively adjusted
- Adjustments in a few categories for taxes payable in 2021 are larger negative amounts as compared to the adjustments for taxes payable in 2020

# Explanation of Levy Changes

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**Category:** Debt Service Fund – Reduction for Debt Excess

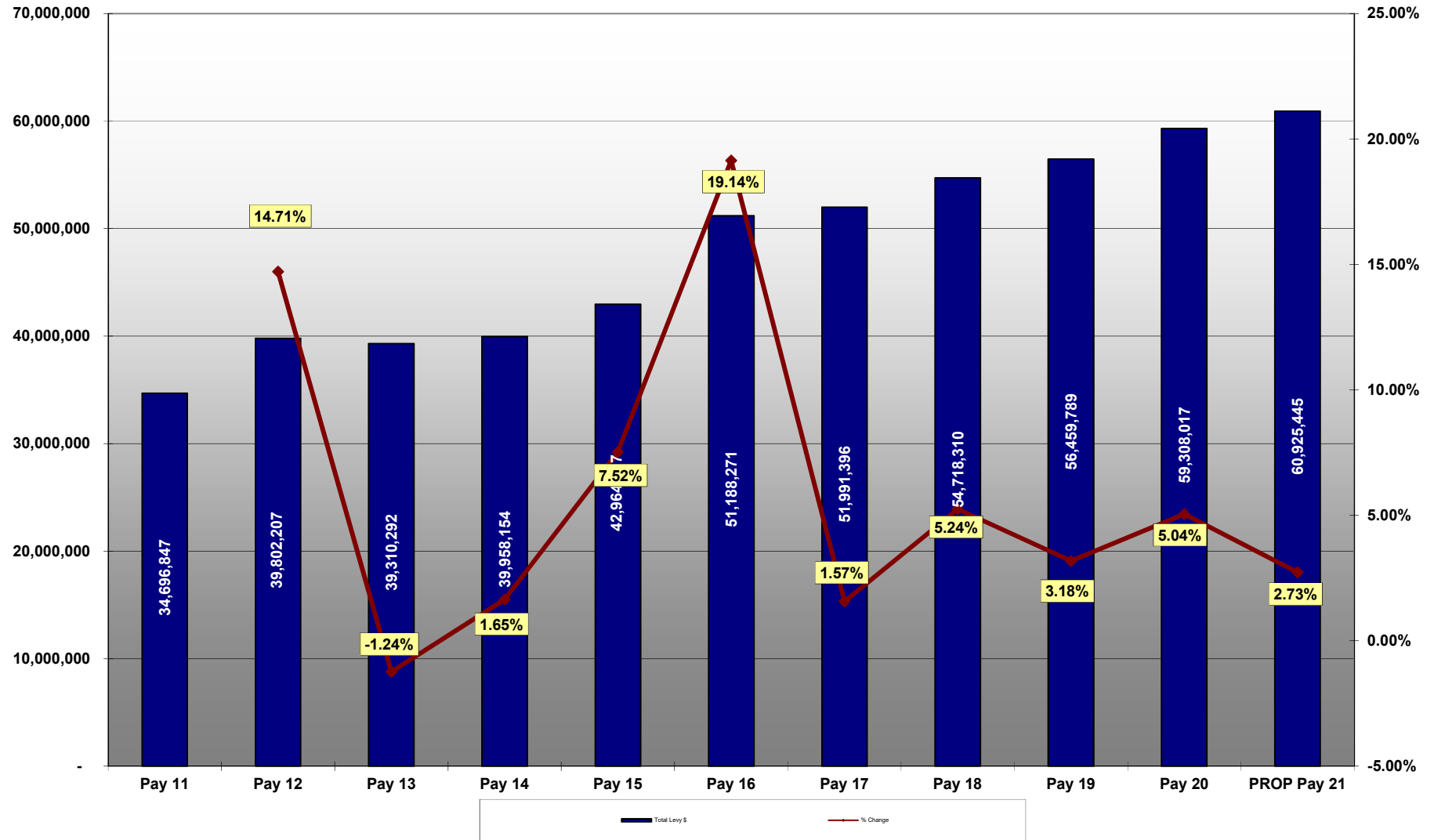
**Change:** +\$311,448

**Use of Funds:** Payments on bonds

**Reason for Change:**

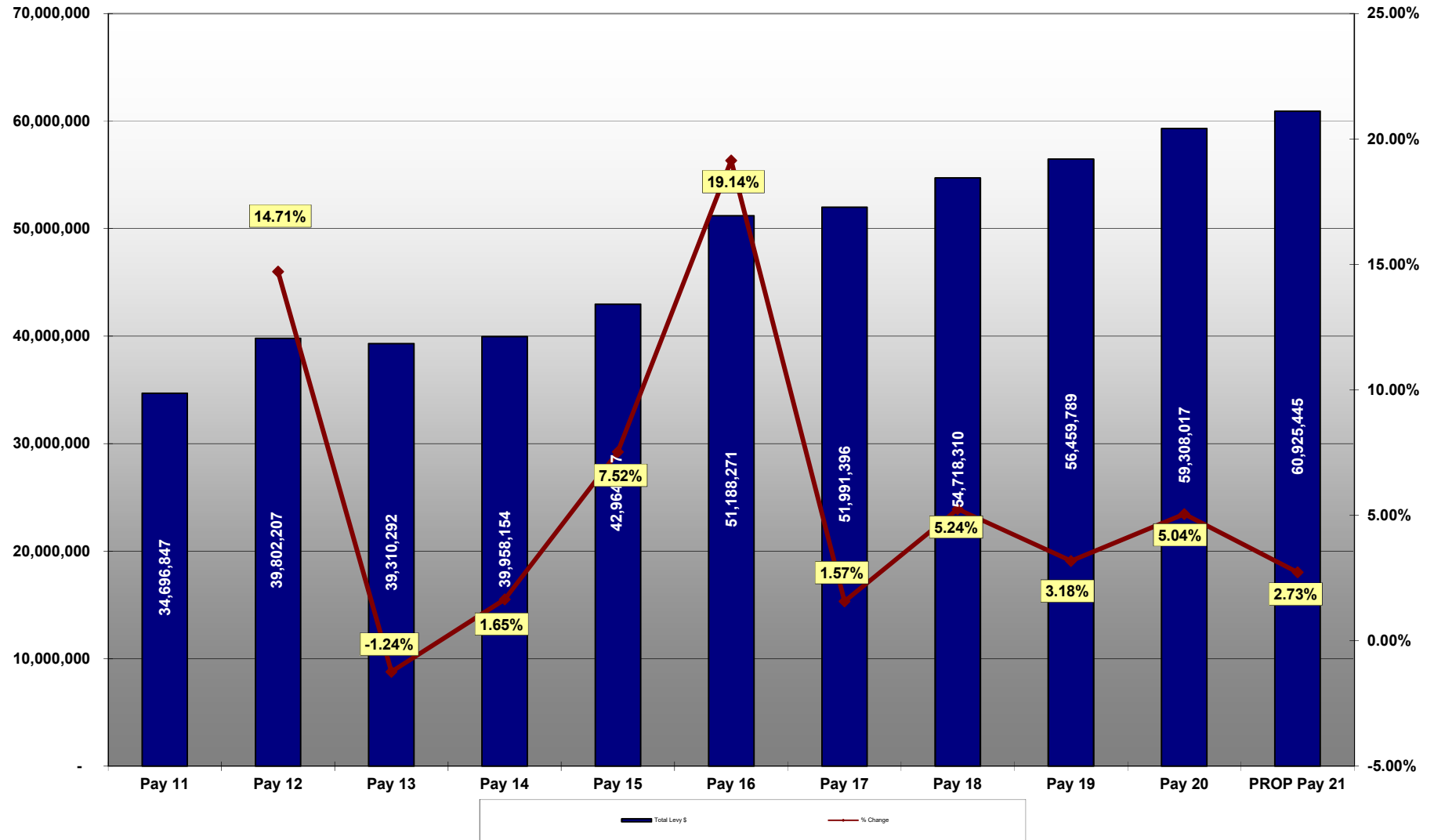
- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Since delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balance

**Edina School District #273**  
**History of Property Tax Levy in Total Dollars and Annual % Change**



	Pay 11	Pay 12	Pay 13	Pay 14	Pay 15	Pay 16	Pay 17	Pay 18	Pay 19	Pay 20	PROP Pay 21
Total Levy \$	34,696,847	39,802,207	39,310,292	39,958,154	42,964,717	51,188,271	51,991,396	54,718,310	56,459,789	59,308,017	60,925,445
% Change		14.71%	-1.24%	1.65%	7.52%	19.14%	1.57%	5.24%	3.18%	5.04%	2.73%

**Edina School District #273**  
**History of Property Tax Levy in Total Dollars and Annual % Change**



	Pay 11	Pay 12	Pay 13	Pay 14	Pay 15	Pay 16	Pay 17	Pay 18	Pay 19	Pay 20	PROP Pay 21
Total Levy \$	34,696,847	39,802,207	39,310,292	39,958,154	42,964,717	51,188,271	51,991,396	54,718,310	56,459,789	59,308,017	60,925,445
% Change		14.71%	-1.24%	1.65%	7.52%	19.14%	1.57%	5.24%	3.18%	5.04%	2.73%

	A	I	J	K	P	R	S
1	EDINA SCHOOLS #273						
2	COMPARISON OF PROPERTY TAX LEVY BY LINE ITEM				Run #5	Run #8	
3		FINAL	FINAL	FINAL	PROPOSED	PROPOSED	PROP
4		FY18	FY19	FY20	FY21	FY22	PAY 21 less PAY 20
5	LEVY CATEGORY	PAY17	PAY18	PAY19	PAY20	PAY21	DIFFERENCE
6	<u>GENERAL FUND</u>						
7							
8	<u>VOTER APPROVED</u>						
9							
10	MARKET VALUE REFERENDUM	12,505,695	17,047,556	17,327,578	16,344,139	16,266,908	(77,231)
11	LOCATION EQUITY/LOCAL OPTIONAL	3,957,781	3,955,017	3,864,662	6,642,289	6,533,582	(108,708)
12	CAPITAL PROJECT REFERENDUM (Tech Levy)	5,344,774	5,300,000	5,914,554	6,277,203	6,490,673	213,471
13							
14	TOTAL GENERAL VOTER APPROVED	21,808,251	26,302,573	27,106,795	29,263,631	29,291,163	27,531
15							
16	GENERAL EDUCATION	147,222	0	0	0		0
17	OPERATING CAPITAL	1,132,504	997,510	1,123,200	1,067,898	1,172,834	104,937
18	INTEGRATION	304,806	325,487	358,200	335,446	372,025	36,578
19	CRIME/SAFE SCHOOLS LEVY	503,417	475,242	465,312	464,682	459,389	(5,293)
20	CAREER TECHNICAL (SEC VOC)	62,309	120,561	106,364	111,842	95,228	(16,614)
21	HEALTH & SAFETY	(39,846)	(3,994)	0	0		0
22	BUILDING/LAND LEASE	609,048	615,825	808,557	751,993	770,697	18,703
23	ALTERNATIVE FACILITIES/LONG TERM FACILITIES MAINT.	8,765,577	7,085,198	6,857,801	8,989,194	9,948,594	959,400
24	REEMPLOYMENT INSURANCE	22,237	36,636	18,331	89,626	151,193	61,567
25	EQUITY	867,320	772,090	724,252	630,611	603,636	(26,975)
26	ALT TEACHER COMPENSATION	784,264	787,700	805,853	824,823	801,445	(23,379)
27	LCTS PAYBACK						0
28	ANNUAL OTHER POST EMPLOYMENT BENEFITS (OPEB)	796,107	767,660	912,079	623,494	915,708	292,214
29	ABATEMENT ADJUSTMENT	169,749	263,990	259,099	185,433	286,987	101,554
30	ADVANCE ABATEMENT ADJUSTMENT	(13,882)	47,120	(54,556)	144,256	(140,545)	(284,801)
31	OTHER GENERAL ADJUSTMENTS	(444,057)	(38,383)	(42,658)	0	0	0
32							
33	TOTAL GENERAL OTHER	13,666,775.73	12,252,643.26	12,341,831.66	14,219,299.55	15,437,190.72	1,217,891
34							
35	TOTAL GENERAL	35,475,026.97	38,555,215.87	39,448,626.16	43,482,930.97	44,728,353.60	1,245,423
36		-1.01%	8.68%	2.32%	10.23%	2.86%	
37	<u>COMMUNITY SERVICE</u>						
38							
39	BASIC COMMUNITY ED	282,939	294,969	306,969	306,969	306,969	0
40	EARLY CHILDHOOD FAMILY EDUCATION	344,505	331,928	330,171	327,219	316,849	(10,370)
41	HOME VISITING LEVY	5,559	5,778	6,273	6,602	6,976	375
42	ADULTS W/ DISABILITIES	5,202	5,202	5,202	5,202	5,202	0
43	SCHOOL-AGE CARE	477,366	428,178	462,280	445,372	480,702	35,330
44	ABATEMENT ADJUSTMENT	4,525	6,510	6,961	4,275	5,706	1,431
45	ADVANCE ABATEMENT ADJUSTMENT	(440)	1,249	(1,672)	4,464	(4,653)	(9,117)
46							
47	TOTAL COMMUNITY SERVICE	1,119,656.28	1,073,814.38	1,116,183.86	1,100,103.03	1,117,751.80	17,649
48		-5.87%	-4.09%	3.95%	-1.44%	1.60%	
49							

	A	I	J	K	P	R	S
1	EDINA SCHOOLS #273						
2	COMPARISON OF PROPERTY TAX LEVY BY LINE ITEM				Run #5	Run #8	
3		FINAL	FINAL	FINAL	PROPOSED	PROPOSED	PROP
4		FY18	FY19	FY20	FY21	FY22	PAY 21 less PAY 20
5	LEVY CATEGORY	PAY17	PAY18	PAY19	PAY20	PAY21	DIFFERENCE
50	DEBT SERVICE						
51							
52	VOTER APPROVED						
53							
54	INITIAL G.O. BOND DEBT SERVICE	13,931,190	13,801,253	14,122,291	12,942,622	13,204,171	261,549
55	REDUCTION FOR DEBT EXCESS	0	0	0	(652,127)	(392,749)	259,379
56	DEBT SERVICE AID INELIGIBLE				0	0	0
57	ABATEMENT ADJUSTMENT	39,580	50,180	105,959	83,232	115,344	32,113
58	ADVANCE ABATEMENT ADJUSTMENT	(3,733)	6,149	1,612	64,740	(63,499)	(128,239)
59							
60	TOTAL DEBT SERVICE VOTER APPROVED	13,967,037	13,857,582	14,229,862	12,438,467	12,863,268	424,801
61		6.43%	-0.78%	2.69%	-12.59%	3.42%	
62							
63	ALT FACILITIES/LONG TERM FACILITIES MAINT. DEBT SERVICE	1,429,676	1,210,750	1,644,169	2,385,574	2,263,060	(122,514)
64	REDUCTION FOR DEBT EXCESS	0	0	0	(120,005)	(67,936)	52,069
65	DEBT SERVICE AID INELIGIBLE	0	20,948	20,948	20,948	20,948	1
66							
67	TOTAL DEBT SERVICE NON-VOTER APPROVED	1,429,675.99	1,231,697.75	1,665,116.75	2,286,515.94	2,216,071.65	(70,444)
68		37.51%	-13.85%	35.19%	37.32%	-3.08%	
69	TOTAL DEBT SERVICE	15,396,713.18	15,089,279.76	15,894,978.52	14,724,982.64	15,079,339.46	354,357
70		8.71%	-2.00%	5.34%	-7.36%	2.41%	
71							
72	NET LEVY GRAND TOTAL	51,991,396.43	54,718,310.01	56,459,788.54	59,308,016.64	60,925,444.86	1,617,428
73	YEARLY % INCREASE	1.57%	5.24%	3.18%	5.04%	2.73%	
74	3 YEAR MOVING AVERAGE	10.04%	9.12%	3.43%	4.69%	3.78%	
75	5 YEAR MOVING AVERAGE	6.12%	7.84%	8.26%	7.61%	3.80%	
76	POSSIBLE NEW REFERENDUM/BOND REFUNDING				0		0
77							
78	NET LEVY GRAND TOTAL	51,991,396.43	54,718,310.01	56,459,788.54	59,308,016.64	60,925,444.86	1,617,428.22
79		1.57%	5.24%	3.18%	5.04%	2.73%	

LEVY LIMITATION AND CERTIFICATION REPORT OUTLINE			PROPERTY VALUATION DATA		PROPERTY VALUATIONS (CONT)	
	PAGE		MARKET VALUE		ANTC FOR DEBT SERVICE ONLY	
I. GENERAL INPUT DATA						
A. PROPERTY VALUATION	1		1 2015 MARKET VALUE	8,603,300,863	36 2019 ANTC FOR JOBZ	
B. PUPIL DATA	1		2 2016 MARKET VALUE	8,953,476,577	37 2019 ANTC INCL JOBZ	
			3 2017 MARKET VALUE	9,520,250,340	VALUE = (30)+(36) =	122,579,794
II. INITIAL COMPUTATIONS BY FUND			4 2018 MARKET VALUE	10,109,194,711		
A. GENERAL	2		5 2019 MARKET VALUE	10,476,131,305		
B. COMMUNITY SERVICE	12					
C. GENERAL DEBT	13		REFERENDUM MARKET VALUE (RMV)		PUPIL DATA	
D. OPEB/PENSION DEBT	16		6 2015 RMV	8,655,567,325	RESIDENT COUNTS ARE BASED ON ALL	
			7 2016 RMV	8,997,851,250	PUBLIC SCHOOL STUDENTS LIVING IN THE	
III. ADJUSTMENTS BY FUND			8 2017 RMV	9,556,071,575	DISTRICT, REGARDLESS OF WHETHER THEY	
A. GENERAL	16		9 2018 RMV	10,134,867,600	ATTEND THERE. ADJUSTED COUNTS	
B. COMMUNITY SERVICE	24		10 2019 RMV	10,497,611,000	REFLECT ALTERNATIVE ATTENDANCE.	
C. GENERAL DEBT	24				RESIDENT AVE DAILY MEMBERSHIP (ADM)	
D. OPEB/PENSION DEBT	24		NET TAX CAPACITY (NTC)		38 2017-18 RES ADM (ACT)	7,456.68
IV. ABATEMENT ADJUSTMENTS	25		11 2015 NTC	96,086,686	39 2018-19 RES ADM (ACT)	7,414.41
V. OFFSET ADJUSTMENTS	26		12 2016 NTC	99,554,444	40 2019-20 RES ADM (PRE)	7,315.99
VI. TACONITE ADJUSTMENTS	28		13 2017 NTC	106,330,012	41 2020-21 RES ADM (EST)	7,414.00
VII. LEVY AND AID SUMMARY	30		14 2018 NTC	112,615,801	42 2021-22 RES ADM (EST)	7,324.00
VIII. TOTAL LEVY LIMITATION	31		15 2019 NTC	116,453,509	43 2022-23 RES ADM (EST)	7,263.00
			SALES RATIO		RESIDENT PUPIL UNITS	
SCHOOL YEAR	FORMULA ALLOWANCE	TAX RATE	16 2015 SALES RATIO	91.4%	44 2017-18 RES PU (ACT)	8,163.51
2010-11	5,124	0.0000	17 2016 SALES RATIO	93.5%	45 2018-19 RES PU (ACT)	8,104.32
2011-12	5,174	0.0000	18 2017 SALES RATIO	93.7%	46 2019-20 RES PU (PRE)	7,987.82
2012-13	5,224	0.0000	19 2018 SALES RATIO	96.0%	47 2020-21 RES PU (EST)	8,111.20
2013-14	5,302	0.0000	20 2019 SALES RATIO	95.0%	48 2021-22 RES PU (EST)	8,015.00
2014-15	5,831	0.0035	UNLIMITED ADJUSTED NTC (UANTC)		ADJUSTED ADM	
2015-16	5,948	0.0033	21 2015 UANTC=(11)/(16)=	105,158,377	49 2017-18 ADJ ADM (ACT)	8,463.55
2016-17	6,067	0.0030	22 2016 UANTC=(12)/(17)=	106,484,284	50 2018-19 ADJ ADM (ACT)	8,412.20
2017-18	6,188	0.0014	23 2017 UANTC=(13)/(18)=	113,424,781	51 2019-20 ADJ ADM (PRE)	8,359.35
2018-19	6,312	0.0000	24 2018 UANTC=(14)/(19)=	117,277,911	52 2020-21 ADJ ADM (EST)	8,376.00
2019-20	6,438	0.0000	25 2019 UANTC=(15)/(20)=	122,579,794	53 2021-22 ADJ ADM (EST)	8,392.00
2020-21	6,567	0.0000	ADJUSTED NTC (ANTC)		54 2022-23 ADJ ADM (EST)	8,429.00
2021-22	6,567	0.0000	26 2015 ANTC	105,158,377	ADJUSTED PUPIL UNITS	
NOTE: ABOVE NUMBERS ARE NOT ALWAYS COMPARABLE FROM YEAR TO YEAR.			27 2016 ANTC	106,484,284	55 2017-18 ADJ PU (ACT)	9,276.82
WEIGHTS FOR PUPIL UNITS	FY 2008- FY 2014	FY 2015 & LATER	28 2017 ANTC	113,424,781	56 2018-19 ADJ PU (ACT)	9,218.03
PRE-KGN HCP:	1.250	1.000	29 2018 ANTC	117,277,911	57 2019-20 ADJ PU (PRE)	9,152.77
HCP-KGN:	1.000	1.000	30 2019 ANTC	122,579,794	58 2020-21 ADJ PU (EST)	9,166.20
REG-KGN PART:	0.612	0.550	AG MODIFIED ANTC FOR LTFM		59 2021-22 ADJ PU (EST)	9,180.60
REG-KGN ALL:	0.612	1.000	31 2015 AG MODIFIED ANTC	105,158,377		
GRADES 1-3:	1.115	1.000	32 2016 AG MODIFIED ANTC	106,484,284		
GRADES 4-6:	1.060	1.000	33 2017 AG MODIFIED ANTC	113,424,781		
GRADES 7-12:	1.300	1.200	34 2018 AG MODIFIED ANTC	117,511,698		
			35 2019 AG MODIFIED ANTC	122,579,794		



PUPIL DATA (CONT)		GENERAL EDUCATION REVENUE		COMPENSATORY REVENUE	
VOLUNTARY PRE-K ADJUSTED ADM		BASIC REVENUE		114 FY 2021 COMPENSATORY REVENUE (FROM FY 2021 GEN ED REV REPORT, LINES 60 AND 61)	
60	2017-18 ADJ VPK ADM	101	FY 2022 FORMULA ALLOW 6,567.00		
61	2018-19 ADJ VPK ADM	59	2021-22 ADJ PU (EST) 9,180.60		296,252.16
62	2019-20 ADJ VPK ADM				
63	2020-21 ADJ VPK ADM	102	BASIC REVENUE	115	EST FY 2022 COMPENSATORY REVENUE = (114)
64	2021-22 ADJ VPK ADM		= (59) X (101) = 60,289,000.20		X (6,567-839)/(6567-839)
VOLUNTARY PRE-K ADJUSTED PUPIL UNITS					X [(52)/(51)] = 296,842.23
		DECLINING ENROLLMENT REV		116 COMPENSATORY PILOT	
65	2017-18 ADJ VPK PU				
66	2018-19 ADJ VPK PU	58	2020-21 ADJ PU (EST) 9,166.20		
67	2019-20 ADJ VPK PU	59	2021-22 ADJ PU (EST) 9,180.60	117 TOTAL COMPENSATORY REV	
68	2020-21 ADJ VPK PU			=(115)+(116) = 296,842.23	
69	2021-22 ADJ VPK PU	103	DECLINING PUPIL UNITS		
SCHOOL READINESS PLUS ADJUSTED ADM			= GREATER OF ZERO OR		
			= (58) - (59)	ENGLISH LEARNER (EL)	
70	2017-18 ADJ SRP ADM	104	DECLINING ENROLL ALLOW	118 2021-22 ELIGIBLE	
71	2018-19 ADJ SRP ADM		= 0.28 X (101) = 1,838.76	EL ADM (EST)	
72	2019-20 ADJ SRP ADM			(7 YEAR LIMIT) 389.00	
73	2020-21 ADJ SRP ADM	105	DECLINING ENROLL REV		
74	2021-22 ADJ SRP ADM		= (103) X (104) =	119 IF(118)=0, ZERO; ELSE	
SCHOOL READINESS PLUS PUPIL UNITS				GTR OF 20, (118) = 389.00	
		PENSION ADJUSTMENT REVENUE		120 EL REVENUE	
75	2017-18 ADJ SRP PU			= (119) X \$704 = 273,856.00	
76	2018-19 ADJ SRP PU	106	PENSION ADJUST ALLOWANCE	121 2021-22 ADM SRV (EST) 8,344.98	
77	2019-20 ADJ SRP PU		(FY 2021 GEN ED REV		
78	2020-21 ADJ SRP PU		REPORT, LINE 50) 2.86	122 EL CONCENTRATION	
79	2021-22 ADJ SRP PU			RATIO = (118)/(121) = .04661485	
(NOTE: VPK & SRP ADM AND PUPIL UNITS INCLUDED IN LINES (38-43), (44-48) (49-54), AND (55-59)		107	INITIAL PENSION ADJ REV	123 EL CONCENTRATION	
			= (59) X (106)= 26,256.52	FACTOR = LSR OF 1 OR	
EXTENDED TIME ADM		108	FY21 RETIRE SALARIES 56,364,795.84	(122)/.115 = .40534652	
ADM >1.0 CAPPED AT 0.2		109	PENSION ADJUST RATE .0084		
80	2017-18 EXT ADM (ACT) 27.41	110	RETIRE PENSION ADJUST	124 EL PUPIL UNITS	
81	2018-19 EXT ADM (ACT) 31.28		= (108) X (109) = 473,464.28	= (118) X (123) = 157.68	
82	2019-20 EXT ADM (PREL) 21.68	111	TOTAL PENSION ADJ REV	125 EL CONCENTRATION REV	
83	2020-21 EXT ADM (EST) 38.00		= (107) + (110) = 499,720.80	= (124) X \$250 = 39,420.00	
84	2021-22 EXT ADM (EST) 37.00			126 DISTRICT EL REV +	
85	2022-23 EXT ADM (EST) 35.00			EL CONCENTRATION REV	
EXTENDED TIME PU				= (120)+(125) = 313,276.00	
86	2017-18 EXT TIME PU 27.76	112	GIFTED & TALENTED REV	127 BASIC SKILLS REVENUE	
87	2018-19 EXT TIME PU 32.24		= (59) X \$13.00 = 119,347.80	= (117)+(126) = 610,118.23	
88	2019-20 EXT TIME PU 22.38				
89	2020-21 EXT TIME PU 40.60			SPARSITY REVENUE	
90	2021-22 EXT TIME PU 39.80				
		EXTENDED TIME REVENUE			
		90	2021-22 EXT PU (EST) 39.80	128 ATTENDANCE AREA	
		113	EXTENDED TIME REVENUE	FOR SPARSITY 13.20	
			= (90) X \$5,117 = 203,656.60	129 DIST TO NEAREST HS 7.5	

SPARSITY REVENUE (CONT)		TRANSPORTATION SPARSITY		TRANSPORTATION SPARSITY (CONT)	
130 ISOLATION INDEX		143 ATTENDANCE AREA	13.20	158 REIMBURSEMENT OF TRANS FOR PREGNANT AND PARENTING TEENS	
= [SQ RT (.55 X (128))]		144 SQUARE MILES PER			
+ (129) =	10.2	RES PU = (143)/(48) =	.0016		
131 ISOLATION INDEX RATIO		145 SPARSITY INDEX = GTR		159 FY 2021 TRANSP REV SUBTOTAL	
= [(130)-23]/10, WITH		OF (144) OR 0.2 =	.2000	=(155)+(156)+	
MIN=0 AND MAX=1.5		146 DENSITY INDEX		+(157)-(158) =	2,825,525.27
		= LSR OF (144) OR 0.2			
132 2021-22 ADM SRV, 7-12	3,880.08	BUT AT LEAST .005 =	.0050	160 TRANSP EXCESS COST	
				= GTR OF ZERO OR	
133 SECONDARY SPARSITY ADM RATIO		147 PRELIMINARY TOTAL		(153)-(159) =	228,236.26
= GREATER OF ZERO OR		TRANSPORT ALLOWANCE			
[400-(132)]		= [(145) RAISED TO .26 POWER]		161 PUPIL TRANSP ADJ	
/[400+(132)] =		X [(146) RAISED TO .13 POWER]		IF (160)=0, THEN (161)=0	
		X .141 X (101) =	306.00	ELSE (160) X 0.182 =	41,539.00
134 SECONDARY SPARSITY REVENUE		148 TRANSPORTATION		162 TOTAL TRANSPORTATION	
= [(101) - \$530]		SPARSITY ALLOWANCE		SPARSITY REVENUE	
X (131)X(132)X(133)		= GTR OF ZERO OR (147)		= (149) + (161) =	41,539.00
OR MEMO:		-.0466 X (101)]=			
135 ELEM SPARSITY REVENUE		149 INITIAL TRANSPORTATION		INITIAL GENERAL ED REVENUE	
(SEE WEBSITE)		SPARSITY REVENUE		102 BASIC	60,289,000.20
136 PRELIM SPARSITY REVENUE		(59) X (148) =		105 DECLINING ENROLL	
= (134)+(135) =				111 PENSION ADJUSTMENT	499,720.80
137 FY 2021 SPARSITY REV		150 FY 2021 EST REG AND EXCESS		112 GIFTED & TALENTED	119,347.80
(FY 2021 GEN ED REV		TRANSP COST (FIN 720 + DEP)		113 EXTENDED TIME	203,656.60
REPORT, LINE 93)		(FROM FEB20 FORECAST) 3,053,761.53		127 BASIC SKILLS	610,118.23
138 ELIGIBLE FOR CLOSED		151 FY 2020 EST REG AND EXCESS		139 SPARSITY	
BUILDING ADJUSTMENT?	NO	TRANSP COST (FIN 720 + DEP)		142 SMALL SCHOOLS	
		(FROM FEB20 FORECAST) 2,958,928.15		162 TRANSPORT SPARSITY	41,539.00
139 SPARSITY REVENUE		152 FY 2020 REG AND EXCESS		163 INITIAL GENERAL ED REV	
IF (138)=YES, (139) =		TRANSP COST TIMES 105%		= (102)+(105)+(111)	
GTR OF (136) OR (137);		= (151) X 1.05 =	3,106,874.56	+ (112)+(113)+(127)	
ELSE (139) = (136)				+ (139)+(142)+(162) =	61,763,382.63
		153 ADJUSTED TRANSP COST		OPERATING CAPITAL	
		= LSR OF (150)		164 AVE BUILDING AGE (EST)	
SMALL SCHOOLS REVENUE		OR (152) =	3,053,761.53	(NOT > 50 YEARS)	37.98
59 2021-22 ADJ PU (EST)	9,180.60	154 FY 2021 BASIC REVENUE		165 FACILITIES AGE INDEX =	
140 SMALL SCHOOLS RATIO =		(2020-21 GEN ED REV		1 + [.01 X (164)] =	1.3798
GTR OF ZERO OR		REPORT LINE 46)	59,912,054.40		
[960-(59)]/960 =		155 TRANSPORTATION PORTION		166 OPERATING CAPITAL	
141 SMALL SCHOOLS ALLOWANCE		OF FY 2021 BASIC REVENUE		ALLOWANCE = \$79	
= (140) X \$544 =		= (154) X .0466 =	2,791,901.74	+ [\$109 X (165)] =	229.40
142 SMALL SCHOOLS REVENUE		156 FY 2021 TRANSP SPARSITY		167 YEAR ROUND PU SERVED	
= (59) X (141) =		REV(2020-21 GEN ED REV		168 OPERATING CAP REVENUE	
		REPORT, LINE 112)	33,623.53	= (59) X (166)	
		157 FY 2021 CHARTER TRANSP ADJ		+ (167) X \$31 =	2,106,029.64
		REV(2020-21 GEN ED REV			
		REPORT, LINE 288)			

LOCAL OPTIONAL REVENUE	REFERENDUM ALLOWANCES (CONT)	REFERENDUM ALLOWANCES (CONT)
169 MAXIMUM LOCAL OPTIONAL ALLOWANCE \$724	183 PHASEOUT OF LINE (182)	196 FY 2022 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (191)-(192)+(193) - (194)+(195) = 1,823.00
170 FY 2022 ACTUAL LOCAL OPTIONAL ALLOWANCE 724.00	184 FY 2022 RESULT BEFORE INFLATION ADJUSTMENT = (182)-(183) = 1,775.07	
59 2021-22 ADJ PU (EST) 9,180.60	185 FY 2022 INFLATION FACTOR 1.0231	REFERENDUM CAPS
171 LOCAL OPTIONAL REVENUE = (170) X (59) = 6,646,754.40	186 FY 2022 RESULT AFTER INFLATION ADJUSTMENT = (184) X (185) = 1,816.07	197 INFLATION FACTOR AS SET IN STATUTE 1.0231
172 TIER 1 LOR CAP/APU \$300		198 STANDARD CAP =[2079.50X(197)]-300= 1,827.54
173 TIER 2 LOR CAP/APU \$724	187 PERMANENT SUBTRACTION AMOUNT SUBJECT TO CPI 300.00	199 FY22 ALTERNATE CAP 1,569.38
174 TIER 1 LOR = LSR OF = (170) OR (172) 300.00	188 CPI APPLIED TO PERMANENT SUBTRACTION = (187) X [(185)-1] = 6.93	139 SPARSITY REVENUE
175 TIER 2 LOR = [LSR OF (170) OR (173)]-(174) 424.00	189 ADDED BY ELECTIONS HELD IN CY 2019 WITH DELAY	200 CAP ON AUTHORITY PER APU: IF (139)>0 THERE IS NO CAP; ELSE (200) = GTR OF (198) OR (199) 1,827.54
176 TOTAL, TIER 1 = (59) X (174) = 2,754,180.00	190 FY 2022 WITH INFLATION RESULTS BEFORE ELECTIONS = (186)+(188)+(189) = 1,823.00	201 FY 2022 \$/ADJ PU, CAPPED TOTAL = LSR OF (196) OR (200) = 1,823.00
177 TOTAL, TIER 2 = (59) X (175) = 3,892,574.40	191 FY 2022 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (181)+(190) = 1,823.00	59 2021-22 ADJ PU (EST) 9,180.60
REFERENDUM ALLOWANCES		202 FY 2022 REFER REVENUE = (59) X (201) = 16,736,233.80
EXIST AUTHORITY AFTER REFERENDUM SIMPLIFICATION	NEW ELECTIONS WITHOUT INFLATION	TRANSITION REVENUE
REF AUTH W/O INFLATION	192 FY 2022 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2020	203 TRANSITION ALLOWANCE (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 174)
178 FY 2021 AUTHORITY (FY 2021 GEN ED REV REPORT, LINE 129)	193 FY 2022 \$/APU ADDED BY ELECTIONS HELD IN CY 2020	204 TRANSITION REVENUE = (59) X (203) =
179 PHASEOUT OF LINE (178)	NEW ELECTIONS WITH INFLATION	
180 ADDED BY ELECTIONS HELD IN CY 2019 WITH DELAY	194 FY 2022 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2020	
181 FY 2022 W/O INFLATION RESULTS BEFORE ELECTIONS = (178)-(179)+(180) =	195 FY 2022 \$/APU ADDED BY ELECTIONS HELD IN CY 2020	
REF AUTH WITH INFLATION		
182 FY 2021 AUTHORITY (FY 2021 GEN ED REV REPORT, LINE 132+133) 1,775.07		

EQUITY REVENUE		EQUITY REVENUE (CONT)		LOCAL OPT AIDS & LEVIES (CONT)	
205 METRO 5TH PERCENTILE	6,877.96	224 = (219)+(223) =	143,676.39	235 TIER 1 LOR LEVY	
206 METRO 95TH PERCENTILE	8,728.26			= (176) X (233) =	2,754,180.00
207 METRO GAP		225 BOTH RUR AND MET =		236 TIER 2 LOR LEVY	
= (206) - (205) =	1,850.30	= 0.25 X (224)	35,919.09	= (177) X (234) =	3,892,574.40
208 RURAL 5TH PERCENTILE	6,867.00	59 2021-22 ADJ PU (EST)	9,180.60	237 TIER 1 LOR AID	
209 RURAL 95TH PERCENTILE	8,687.61	226 = \$50.00 X (59) =	459,030.00	= (176) - (235) =	
210 RURAL GAP		227 EQUITY REVENUE		238 TIER 2 LOR AID	
= (209) - (208) =	1,820.61	= (224) + (225) + (226) =	638,625.48	= (177) - (236) =	
211 DISTRICT'S REGION:		OPERATING CAPITAL AIDS & LEVIES		EQUITY AIDS & LEVIES	
METRO=MET; RURAL=RUR	MET	168 OPERATING CAP REVENUE	2,106,029.64	227 EQUITY REVENUE	638,625.48
212 DIST'S REGION'S EQUITY		30 2019 ANTC	122,579,794	239 EQUITY LIMIT	
GAP = (207) OR (210) =	1,850.30	59 2021-22 ADJ PU (EST)	9,180.60	= (227) X (234) =	638,625.48
213 DIST'S REGION'S 95TH		228 FY 2022 ANTC/ADJ PU		240 EQUITY AID	
PCT = (206) OR (209) =	8,728.26	= (30)/(59) =	13,352.05	= (227) - (239) =	
214 DISTRICT'S REVENUE/PU		229 LEVY RATIO FOR OPER CAP		TRANSITION AIDS & LEVIES	
FOR EQUITY PURPOSES		= LESSER OF 1 OR		204 TRANSITION REVENUE	
= [(102)+(202)+(204)+		(228)/\$23,885 =	.55901403	241 TRANSITION LIMIT	
((172)*(59))]/(59) =	8,690.00	230 OPERATING CAP LIMIT		= (204) X (234) =	
215 DISTRICT'S EQUITY GAP		= (168) X (229) =	1,177,300.12	242 TRANSITION AID	
= GREATER OF ZERO		231 OPERATING CAP AID		= (204) - (241) =	
OR (213) - (214) =	38.26	= (168) - (230) =	928,729.52	REFERENDUM AIDS & LEVIES	
216 EQUITY INDEX		LOCAL OPTIONAL AIDS & LEVIES		201 REFER \$/APU	
= (215)/(212) =	.02067773	176 TOTAL, TIER 1		ALL AUTHORITIES	1,823.00
217 = \$80 X (216) =	1.65	= (59) X (174) =	2,754,180.00	243 TIER 1 CAP/APU	460.00
218 INITIAL EQUITY ALLOW		177 TOTAL, TIER 2		244 TIER 2 CAP/APU	
IF (215)=0 THEN (218)=0		= (59) X (175) =	3,892,574.40	= 0.25 X (101) - \$300 =	1,341.75
ELSE (218)=\$14+(217)	15.65	10 2019 RMV	10,497,611,000	139 SPARSITY REVENUE	
59 2021-22 ADJ PU (EST)	9,180.60	48 2021-22 RES PU (EST)	8,015.00	245 TIER 2 CAP/APU	
219 = (59) X (218) =	143,676.39	232 FY 2022 RMV/RES PU		IF (139) > ZERO	
220 FY 2022 STATE AVERAGE		= (10)/(48) =	1,309,745.60	THEN (245) = 9,999.99	
REF REV & TIER 1 LOR	1,159.39	233 LEVY RATIO FOR		ELSE (245) = (244)	1,341.75
221 = .10 X [(220)] =	115.94	LOCAL OPTIONAL TIER 1			
201 FY 2022 DISTRICT		= LESSER OF 1 OR			
REFERENDUM REV/ADJ PU	1,823.00	(232)/\$880,000 =	1.00000000		
172 TIER 1 LOR CAP/APU	\$300	234 LEVY RATIO FOR			
222 = GTR OF ZERO OR		LOCAL OPTIONAL TIER 2,			
[(221) - (201) - (172)] =		EQUITY, TRANSITION			
59 2021-22 ADJ PU (EST)	9,180.60	= LESSER OF 1 OR			
223 = LSR OF		(232)/\$510,000 =	1.00000000		
\$100,000 OR					
[(59) X (222)] =					

REFERENDUM AIDS & LEVIES (CONT)		EQUALIZATION AID LIMIT		TAX BASE REPLACEMENT AID (CONT)	
BREAKDOWN OF \$/APU BY TIER, ALL AUTHORITIES		101 FY 2022 FORMULA ALLOW	6,567.00	INITIAL REVENUES ARE REDUCED TO MAKE TAX BASE REPLACEMENT AID REVENUE-NEUTRAL. REVENUE COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER:	
		59 ADJ PU (EST)	9,180.60		
		260 REFERENDUM EQUALIZATION AID LIMIT = $[(0.25 \times (101)) - \$300] \times (59)$	12,318,070.05		
246 TIER 1 = LSR OF (201) OR (243) =	460.00	261 REFERENDUM EQUALIZATION AID CAP = GRT OF (259)-(260) OR 0 =		272 TIER 2 REF AID	
247 TIER 2 = [LSR OF (201) OR (245)]-(246) =	881.75			273 TIER 1 REF AID	
248 UNEQUALIZED = (201)-(246) - (247) =	481.25			274 TIER 1 LOR AID	
				275 TIER 1 LOR LEVY	4,471.97
				276 TIER 1 REF LEVY	
				277 TIER 2 REF LEVY	
				278 UNEQL REF LEVY	
BREAKDOWN OF REFERENDUM REVENUES		REFERENDUM LEVY WITH AID LIMIT			
202 REFERENDUM REVENUE ALL AUTHORITIES	16,736,233.80	262 TIER 1 LEVY = (254) + (261) =	4,223,076.00	APPLYING THESE REDUCTIONS:	
249 TOTAL, TIER 1 = (59) X (246) =	4,223,076.00	255 TIER 2 LEVY = (255) =	8,094,994.05		
250 TOTAL, TIER 2 = (59) X (247) =	8,094,994.05	251 UNEQUALIZED LEVY	4,418,163.75		
251 TOTAL, UNEQUALIZED = (202)-(249) - (250) =	4,418,163.75	263 TOTAL = (262) + (255)+(251) =	16,736,233.80	271 TAX BASE REPLACE AID	4,471.97
		REFERENDUM AID WITH AID LIMIT		279 TIER 1 REF AID = (264)-(273) =	
		264 TIER 1 AID = (257)-(261) =		280 TIER 2 REF AID = (258)-(272) =	
		258 TIER 2 AID = (258) =		281 TIER 1 LOR AID = (237) - (274)	
		265 TOTAL AID = (264)+(258) =		282 TIER 1 LOR LEVY = (235) - (275)	2,749,708.03
				283 TIER 1 REF LEVY = (262)-(276) =	4,223,076.00
				284 TIER 2 REF LEVY = (255)-(277) =	8,094,994.05
				285 UNEQL REF LEVY = (251)-(278) =	4,418,163.75
REFERENDUM LEVY PORTIONS		TAX BASE REPLACEMENT AID (TBRA)			
232 FY 2022 RMV/RES PU	1,309,745.60	266 ADJ INITIAL TBRA (FROM TBRA PHASEOUT REPORT, LINE 11)	4,471.97	286 REFER AND LOR TIER 1 EQUALIZATION AID BEFORE AID GUARANTEE = (271)+(279) + (280)+(281) =	4,471.97
252 TIER 1 = LSR OF 1 OR (232)/\$567,000 =	1.00000000	267 CONVERTED ADJ FY 2002 REF AUTHORITY (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 254)	957.63	287 REFERENDUM AND LOR LEVY BEFORE AID GUARANTEE = (282) + (283) + (284) + (285) =	19,485,941.83
253 TIER 2 = LSR OF 1 OR (232)/\$290,000 =	1.00000000			REFERENDUM AID GUARANTEE	
INITIAL REFERENDUM LEVY		268 UNCAPPED REF AND LOR ALLOWANCE = (174) + (196) =	2,123.00	288 FY 2015 REFERENDUM AID INCREASE FROM GUARANTEE (FY 2015 GEN ED REV REPORT, LINE 276)	
254 TIER 1 LEVY = (249) X (252) =	4,223,076.00	269 PRORATED TBRA = LSR OF (266) OR $[(266) \times (268) / (267)] =$	4,471.97	289 FY 2015 REFERENDUM REV (FY 2015 GEN ED REV REPORT, LINE 289)	12,438,945.19
255 TIER 2 LEVY = (250) X (253) =	8,094,994.05	270 REF AND LOR REV = (176) + (202) =	19,490,413.80	290 FY 2015 LOCATION EQUITY REVENUE (FY 2015 GEN ED REV REPORT LINE 198)	3,927,083.76
251 UNEQUALIZED LEVY	4,418,163.75				
256 TOTAL = (254) + (255)+(251) =	16,736,233.80	271 CAPPED TBRA = LSR OF (269) OR (270) =	4,471.97		
INITIAL REFERENDUM AID					
257 TIER 1 AID = (249)-(254) =					
258 TIER 2 AID = (250)-(255) =					
259 TOTAL AID = (257)+(258) =					

REFERENDUM AID GUARANTEE (CONT)	LOCAL OPTIONAL AID & LEVY SUMMARY AFTER REF AID GUARANTEE	GENERAL EDUCATION REVENUE SUMMARY
291 FY 2015 COMBINED REVENUE = (289)+(290) = 16,366,028.95	306 TIER 1 LOR LEVY = (282) - (302) = 2,749,708.03	102 BASIC 60,289,000.20 105 DECLINING ENROLL
292 FY 2015 REFERENDUM EQUALIZATION PLUS HOLD HARMLESS AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINES 276 & 287)	236 TIER 2 LOR LEVY = (236) 3,892,574.40	111 PENSION ADJUSTMENT 499,720.80 112 GIFTED & TALENTED 119,347.80 113 EXTENDED TIME 203,656.60 127 BASIC SKILLS 610,118.23 139 SPARSITY
293 FY 2015 LOCATION EQUITY AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 197)	307 LOCAL OPTIONAL LEVY LIMIT = (306) + (236) = 6,642,282.43 308 LOCAL OPTIONAL AID =(281)+ (238)+ (302)= =(274)+ (275)= 4,471.97	142 SMALL SCHOOLS 162 TRANSPORT SPARSITY 41,539.00 168 OPERATING CAPITAL 2,106,029.64 171 LOCAL OPTIONAL 6,646,754.40 202 REFERENDUM 16,736,233.80 204 TRANSITION
294 FY 2015 COMBINED AID FOR GUARANTEE = (292)+(293) =	309 TIER 1 REF LEVY = (283) - (303) = 4,223,076.00 310 TIER 2 REF LEVY = (284) - (304) = 8,094,994.05	227 EQUITY REVENUE 638,625.48 319 ALT ATTENDANCE ADJ 7,814.73- 320 TOTAL GENERAL REVENUE = (102)+(105)+(111) + (112)+(113)+(127) + (139)+(142)+(162) + (168)+(171)+(202) + (204)+(227)+(319) = 87,883,211.22
295 FY 2022 COMBINED REVENUE = (171)+(202) = 23,382,988.20	311 UNEQL LEVY = (285) - (305) = 4,418,163.75	
296 FY 2022 COMBINED INITIAL AID = (286)+(238) = 4,471.97	312 TOTAL REFERENDUM LEVY =(309)+ (310) +(311)= 16,736,233.80	GENERAL AIDS & LEVIES
297 REVENUE RATIO = LESSER OF 1 OR [(295)/(291)] = 1.00000000	313 TOTAL REFERENDUM EQUALIZATION AID =(271) + (279) + (280) + (303)+ (304)+ (305) - (274) - (275) =	230 OPERATING CAP LEVY 1,177,300.12 239 EQUITY LEVY 638,625.48 241 TRANSITION LEVY 307 LOCAL OPTIONAL 6,642,282.43 312 TOTAL REFERENDUM LEVY 16,736,233.80
298 2012 RMV 7,435,007,626 10 2019 RMV 10,497,611,000		321 TOTAL GENERAL ED LEVY = (230)+(239)+(241) +(307)+(312) = 25,194,441.83
299 RMV RATIO = LESSER OF 1 OR [(298) /(10)] = .70825711	ALTERNATIVE ATTENDANCE ADJUSTMENT (CHARTER TRANSPORT AND MN STATE ACAD ADJ'S ONLY)	322 TOTAL GENERAL ED AID = (320)-(321)= 62,688,769.39
300 FY 2022 MINIMUM COMBINED AID = (294)X(297)X(299) =	147 TRANSPORT ALLOWANCE 306.00 314 ADJ PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT	ALTERNATIVE TEACHER COMPENSATION REV
301 FY 2022 REFERENDUM HOLD HARMLESS AID INCREASE IF (288)=0 THEN 0, ELSE GREATER OF 0 OR [(300)-(296)] =	315 EXT TME PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT 316 CHARTER ALT ATTENDANCE ADJUST = (147) X (314) + \$223 X (315) =	323 ENROLLMENT AS OF OCT 1, 2019 AT PARTICIPATING SITES (FY 2021 GENERAL EDUC RPT, LINE 304) 8,444.00
INITIAL LEVIES ARE REDUCED TO MAKE THE REFER AID GUARANTEE REVENUE-NEUTRAL. LEVY COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER:	317 2021-22 RES PU ATTENDING MN STATE ACADEMIES 1.19 318 MN STATE ACADEMIES ALT ATTENDANCE ADJ = - (101) X (317) = 7,814.73-	324 EST ENROLLMENT AS OF OCTOBER 1, 2020 AT PARTICIPATING SITES = (323)X[(52)/(51)] = 8,460.81
302 TIER 1 LOR LEVY 303 TIER 1 REF LEVY 304 TIER 2 REF LEVY 305 UNEQL REF LEVY	319 ALT ATTEND ADJUST TO AID = (316)+(318) = 7,814.73-	325 ALTERNATIVE TEACHER COMPENSATION REVENUE = \$260.00 X (324) = 2,199,810.60

ALT TEACHER COMP AIDS & LEVIES		ACHIEVE AND INTEGRATION AID (CONT)		REEMPLOYMENT INSURANCE LEVY	
325 ALT COMP REVENUE	2,199,810.60	341 FY 2022 EST		356 EST FY 2021 EXPEND	150,000.00
326 ALT COMP BASIC AID		INCENTIVE BUDGET	91,859.00	357 INITIAL REEMPLOYMENT	
= 0.65 X (325) =	1,429,876.89	342 FY 2022 ADJ		LEVY = 100% OF (356)=	150,000.00
327 BASIC AID PRORATION	.96816971	INITIAL BUDGET			
328 PRORATED BASIC AID		= (340) X 1.003 =	1,125,086.16		
= (326)X(327) =	1,384,363.49	343 OCT 1, 2019 ENROLL OF		SAFE SCHOOLS LEVY	
329 PRO BASIC AID TO LEVY	45,513.40	PROTECTED STUDENTS	2,388.00	358 SAFE SCH LVY REQUEST?	YES
= (326) - (328) =		344 EST OCT 1, 2020 ENROLL		59 2021-22 ADJ PU (EST)	9,180.60
330 ALT COMP LEVY REVENUE		OF PROTECTED STUDENTS		359 SAFE SCH LEVY LIMIT	
=(325)-(326) + (329)=	815,447.11	= (343) =	2,388.00	= \$36 X (59) =	330,501.60
228 FY 2022 ANTC/ADJ PU	13,352.05	345 OCT 1, 2019		SAFE SCHOOLS INTERMEDIATE LEVY	
331 ALT COMP LEVY RATIO		TOTAL ENROLLMENT	8,445.00	360 SAFE SCH INTERMEDIATE	
= LESSER OF 1 OR		346 EST OCT 1, 2020		LEVY REQUEST?	YES
[(228)/\$6,100] =	1.00000000	TOTAL ENROLLMENT		361 INTERMEDIATE LEVY	
332 ALT TEACHER COMP LEVY		= (345) =	8,445.00	ALLOWANCE <= \$15	15.00
= (330) X (331) =	815,447.11	347 PROTECTED ENROLLMENT		362 SAFE SCH INTERMEDIATE	
333 ALT COMP EQUALIZATION AID		RATIO =(344)/(346)=	.28277087	LIMIT	
= (325)-(328)-(332) =		348 INITIAL ACHIEVE &		= (59) X (361) =	137,709.00
		INTEG REVENUE FORMULA		JUDGMENT LEVY	
SPECIAL EDUCATION AID		IF (340) > 0		363 DISTRICT JUDGMENTS	
ESTIMATES OF FY 2022 SPECIAL EDUC		= \$350 X (59)X(347) =	908,602.19	364 INTERMED JUDGMENTS	
AID SHOWN BELOW ARE BASED ON END OF		349 INTEG HOLD HARMLESS		365 JUDGMENT LIMIT	
SESSION 2020 ESTIMATES. PLEASE NOTE		(FROM FY 2021 INTEG		=(363)+(364) =	
THAT THESE ARE ROUGH ESTIMATES AND		REV RPT, LINE 11)	212,598.12	ICE ARENA LEVY	
MAY CHANGE SIGNIFICANTLY WHEN		350 INITIAL ACHIEVE & INTEG		366 FY 2020 NET OPR COSTS	
UPDATED DATA BECOME AVAILABLE.		REVENUE = LSR OF (342)		367 ICE ARENA LEVY LIMIT	
334 SPEC ED REGULAR		OR [(348)+(349)] =	1,121,200.31	= 100% OF (366) =	
BEFORE TUITION ADJ	11,209,789.36	351 INCENTIVE REV		FY 2021 CAREER & TECHNICAL	
335 NET TUITION ADJUST	1,228,286.20-	=LSR OF (341) OR		368 SHARE OF FY 2021 EST	
336 EXCESS COST AID	3,429,447.60	[(59) X \$10] =	91,806.00	COOPERATIVE BUDGET	48,024.34
337 HOLD HARM/GROWTH LMT		352 ACHIEVE & INTEG REVENUE		369 FY 2021 ESTIMATED	
338 CROSS SUB REDUC AID	547,779.73	= (350) + (351) =	1,213,006.31	DISTRICT BUDGET	231,589.00
339 TOTAL SPECIAL EDUC AID		353 ACHIEVE & INTEG LEVY		370 FY 2021 EST BUDGET	
= (334) TO (338) =	13,958,730.49	= (352) X .30	363,901.89	= (368) + (369) =	279,613.34
ACHIEVEMENT AND		354 TRANSFER TO MDE		371 PRELIMINARY REVENUE	
INTEGRATION REVENUE		IF (350)=(342)		= .35 X (370) =	97,864.67
59 2021-22 ADJ PU (EST)	9,180.60	THEN (354)=(342)-(340)			
340 FY 2022 EST		ELSE (354)=(350)X.003	3,363.60		
INITIAL BUDGET	1,121,721.00	355 ACHIEVE & INTEG AID			
		=(352)-(353)-(354)=	845,740.82		

CAREER & TECHNICAL (CONT)			NONPUBLIC TRANSPORTATION AID (CONT)		INITIAL LTFM REVENUE (CONT)		
372	LAST YEAR REVENUE (FY 2020 CTE AID REPORT, LINE 16)	111,842.15	403	FY 2020 EXCESS FTE	1,853.00	454	NET DEBT SERVICE FOR PORTION OF EXISTING ALT FAC BONDS 1A FOR QUALIFIED H&S PROJ
373	REVENUE GUARANTEE = LESSER OF (370) OR (372) =	111,842.15	404	ESTIMATED FY 2022 NONPUBLIC FTE	1,313.00	767	NET LTFM REQ DEBT FOR ELIG H&S>\$100K
374	PRELIMINARY REVENUE = GREATER OF (371) OR (373) =	111,842.15	405	FY 2022 NONPUBLIC TO AND FROM AID = [(400)+(401)] / [(402)+(403)] X(404) X \$6,567/\$6,438 =	405,557.89	455	NEW PAYGO LTFM LEVY FOR ELIG H&S>\$100K
375	REVENUE ALLOCATION FOR CAREER TECH PER MS 124D.4531, SUBD 5		406	ESTIMATED FY 2020 NONPUBLIC NONREGULAR COST	11,858.00	456	TOTAL ADDL LTFM REV FOR PROJECTS >\$100K = (766)+(454) + (767)+(455) =
376	CAREER TECH REVENUE = (374) + (375) =	111,842.15	407	ESTIMATED FY 2022 NONPUBLIC NONREGULAR AID = (406) X [\$6,567/\$6,438]	12,095.60		ADDITIONAL LTFM REVENUE FOR QUALIFIED VOLUNTARY PRE-KINDERGARTEN
29	2018 ANTC	117,277,911	408	FY 2022 ESTIMATED TRANSPORTATION AID = (405)+(407) =	417,653.49	768	NET LTFM REQ DEBT SERVICE FOR VPK
58	2020-21 ADJ PU (EST)	9,166.20				457	NEW PAYGO LTFM LEVY FOR VPK
377	FY 2021 ANTC/ADJ PU = (29)/(58) =	12,794.61				458	TOTAL LTFM REVENUE UNDER NEW LAW = (453) + (456) + (768) + (457) =
378	LEVY RATIO FOR CTE = LESSER OF 1 OR (377)/\$7,612 =	1.00000000		CAPITAL RELATED LEVY LIMITATIONS			3,488,628.00
379	CAREER TECH LEVY LIMIT = (376) X (378) =	111,842.15		LONG TERM FACILITIES MAINTENANCE REVENUE (LTFM)			
380	EST CAREER TECH AID = (376) - (379) =		450	LTFM PLAN APPROVAL STATUS	APPROVED		OLD LAW HEALTH AND SAFETY (H&S)
	ANNUAL OTHER POSTEMPLOYMENT BENEFITS (OPEB)			INITIAL LTFM REVENUE		459	OLD LAW HEALTH & SAFETY REVENUE = FY 2022 ESTIMATED H&S COST =
381	AUTHORITY REQUESTED BY DISTRICT BASED UPON FY 2020 EXPENSES PAID	915,707.98	59	2021-22 ADJ PU (EST)	9,180.60	460	REG ALT FAC PAYGO REVENUE APPROVED FOR FY 2022
382	PRORATION FACTOR TO REFLECT STATEWIDE CAP	1.00000000	451	AVE BLDG AGE (EST) (NO MAX AGE LIMIT)	46.66		9,487,597.00
383	ANNUAL OPEB LEVY LIMIT = (381) X (382) =	915,707.98	452	BLDG AGE RATIO = LSR OF 1 OR (451)/35 =	1.00000000	461	ALT FAC/H&S PAYGO REV FOR NEW APPROVALS
	NONPUBLIC TRANSPORTATION AID		453	INITIAL LTFM REVENUE = \$380 X (59) X (452) =	3,488,628.00	462	PAYGO REVENUE FOR ALT FAC AND AF/H&S = (460)+(461) =
400	ESTIMATED FY 2020 REG/EXCESS COST	2,400,688.00		ADDITIONAL LTFM REVENUE FOR QUALIFIED H&S PROJECTS > \$100,000		765	NET DEBT SERVICE FOR EXISTING AND NEW REGULAR ALT FAC BONDS 1A
401	ACTUAL FY 2020 BUS DEPRECIATION		766	NET DEBT SERVICE FOR EXISTING REGULAR ALT FAC/H&S BONDS 1B			895,364.48
402	FY 2020 REGULAR FTE	6,075.00				766	NET DEBT SERVICE FOR EXISTING AND NEW REGULAR ALT FAC/H&S BONDS 1B



OLD LAW ALTERNATIVE FACILITIES (ALT FAC OR AF/H&S) (CONT)		LTFM TOTAL AIDS & LEVIES	DEBT SERVICE PORTION OF LTFM REV (CO
767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K		59 2021-22 ADJ PU (EST) 9,180.60	769 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS 1,300,382.30
463 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS FOR ALT FAC 1A, IF (465)=NO THEN (769), ELSE 0 1,300,382.30		473 LTFM EQUALIZED REVENUE = LSR OF (468),(470) OR \$380 X (59) = 3,488,628.00	770 TOTAL DEBT SERVICE LTFM REVENUE = (765)+(766)+(767) +(768)+(769) = 2,195,746.78
768 NET LTFM REQ DEBT SERVICE FOR VPK		35 2019 AG MODIFIED ANTC FOR LTFM REVENUE 122,579,794	486 LTFM DEBT SERV EQUAL REVENUE = LESSER OF (473) OR (770) = 2,195,746.78
457 NEW PAYGO LTFM LEVY FOR VPK		56 2018-19 ADJ PU (ACT) 9,218.03	478 LTFM AID RATIO
464 TOTAL OLD LAW ALT FAC AND AF/H&S REVENUE = (462)+(765)+(766) + (767)+ (463)+(768) + (457) = 11,683,343.78		474 FY 2019 ANTC PER APU = (35) / (56) = 13,297.83	487 LTFM DEBT INITIAL EQUAL AID = (486)X(478) =
OLD LAW DEFERRED MAINTENANCE		475 STATEWIDE ANTC/APU 9,105.95	488 LTFM DEBT EQUAL AID = GREATER OF (481) OR (487) BUT NOT MORE THAN (770) =
465 ELIGIBLE FOR OLD LAW DEF MAINT REVENUE? NO		476 LTFM EQUAL FACTOR = 123% OF (475) = 11,200.32	489 LTFM DEBT EQUAL LEVY = GTR OF ZERO OR (486) - (488) = 2,195,746.78
466 OLD LAW DEFERRED MAINTENANCE REVENUE = (453) X \$64/\$380 =		477 LTFM LEVY RATIO = LSR OF 1 OR (474)/(476) = 1.00000000	490 LTFM DEBT UNEQUAL LEVY = GTR OF ZERO OR (770)-(488)-(489) =
467 TOTAL OLD LAW FORMULA REVENUE FOR HOLD HARMLESS = (459)+(464)+(466) = 12,074,873.78		478 LTFM AID RATIO = = 1 - (477) =	GENERAL FUND PORTION OF LTFM REV
LTFM REVENUE		479 LTFM INITIAL EQUAL AID = (473) X (478) =	472 TOTAL LTFM REVENUE 12,128,512.86
468 LTFM REVENUE FOR SCHOOL DISTRICT PROJECTS = GREATER OF (458) OR (467) = 12,074,873.78		480 LTFM INITIAL EQUALIZED LEVY = (473) - (479) = 3,488,628.00	491 TOTAL GENERAL FUND LTFM REVENUE = (472) - (770) = 9,932,766.08
469 DISTRICT REQUESTED REDUCTION FROM MAXIMUM (FROM LIS SYSTEM)		481 2015 TOTAL ALT FAC GRANDFATHER AID	492 LTFM GEN FUND EQUAL REV = (473) - (486) = 1,292,881.22
470 DISTRICT LTFM REVENUE = (468) - (469) = 12,074,873.78		482 TOTAL LTFM EQUAL AID = GREATER OF (479) OR (481) =	493 LTFM GEN FUND EQUAL AID = (482) - (488) =
471 DISTRICT SHARE OF ELIGIBLE COOP/INTERMED LTFM PROJECTS 53,639.08		483 TOTAL LTFM EQUAL LEVY = GTR OF ZERO OR (473) - (482) = 3,488,628.00	494 GEN FUND LTFM EQUAL LIMIT = GTR OF ZERO OR (492) - (493) = 1,292,881.22
472 TOTAL LTFM REVENUE = (470) + (471) = 12,128,512.86		484 TOTAL LTFM UNEQUAL LEVY = GTR OF ZERO OR (472)-(482)-(483) = 8,639,884.86	495 GEN FUND LTFM UNEQUAL LIMIT = GTR OF ZERO OR (491)-(493)-(494) = 8,639,884.86
		485 TOTAL LTFM LEVY = (483) + (484) = 12,128,512.86	496 TOTAL GEN FUND LTFM LEVY = (494) + (495) = 9,932,766.08
		DEBT SERVICE PORTION OF LTFM REV	
		765 NET ALT FAC REG DEBT 895,364.48	
		766 NET ALT FAC/H&S DEBT	
		767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K	
		768 NET LTFM REQ DEBT SERVICE FOR VPK	

DISABLED ACCESS LIMIT		APPROV INTERMED CAPITALIZED (CONT)		APPROVED REGULAR CAPITALIZED LEASES	
497	FY 1992-FY 2022				
	APPROV DIS ACC COSTS	300,000.00			
498	MAXIMUM = GTR OF (JUNE 1991 COMPONENT DISTX X 150,000) OR 300,000 =	300,000.00			
499	LSR OF (497) OR (498)	300,000.00			
500	FIRST YEAR DISABLED ACCESS LEVY CERTIFIED	1992			
501	LAST YEAR TO CERTIFY = (500) + 7 YEARS =	1999			
502	TOTAL CUM CERT LEVY (PAY 93 TO PAY 19)	300,000.00			
503	CERT LEVY PAY 2020				
504	TOTAL CERTIFIED LEVY = (502)+(503) =	300,000.00			
505	DISABLED ACCESS LIMIT = GREATER OF ZERO OR (499)-(504)=				
	LEASE LEVY LIMITATION				
	DIST'S SHARE OF JOINT LEASE FOR INTERMED DISTX 287, 288, 916 AND 917				
	APPROV INTERMED OPERATING				
	ADMINISTRATIVE SPACE				
506	FY 2021 JOINT				
507	FY 2022 JOINT				
	INSTRUCTIONAL/STORAGE				
508	FY 2021 JOINT	25,887.74			
509	FY 2022 JOINT				
510	TOT INTERMED OPERATING = (506) TO (509) =	25,887.74			
	APPROV INTERMED CAPITALIZED				
	ADMINISTRATIVE SPACE				
511	FY 2021 JOINT				
512	FY 2022 JOINT				
	INSTRUCTIONAL/STORAGE				
513	FY 2021 JOINT	275,956.38			
514	FY 2022 JOINT				
	EXCESS FUNDS CAP LEASE				
515	FY 2021 JOINT				
516	FY 2022 JOINT				
517	TOT INTERMED CAPITALIZED = SUM[(511) TO (514)]				
	- (515) - (516) =	275,956.38			
518	TOT INTERMED LEASE COSTS = (510) + (517) =	301,844.12			
519	2021-22 ADJ PU (EST)	9,180.60			
519	INTERMED PUPIL UNIT MAX LIMIT = \$65 X (59) =	596,739.00			
520	INTERMED LEASE LIMIT =LSR (518) OR (519) =	301,844.12			
521	INTERMED CARRYOVER (INCL IN REGULAR LEASE LIMIT) = (518) - (520) =				
	APPROVED REGULAR OPERATING LEASES				
	ADMINISTRATIVE SPACE				
522	FY 2021 NONJOINT				
523	FY 2022 NONJOINT				
524	FY 2021 JOINT				
525	FY 2022 JOINT				
	INSTRUCTIONAL/STORAGE				
526	FY 2021 NONJOINT	115,040.47			
527	FY 2022 NONJOINT				
528	FY 2021 JOINT	39,656.00			
529	FY 2022 JOINT				
530	REG OPERATING LEASES = (522) TO (529) =	154,696.47			
	APPROVED REGULAR CAPITALIZED LEASES				
	ADMINISTRATIVE SPACE				
531	FY 2021 NONJOINT				
532	FY 2022 NONJOINT				
533	FY 2021 JOINT				
534	FY 2022 JOINT				
	INSTRUCTIONAL/STORAGE				
535	FY 2021 NONJOINT	327,677.30			
536	FY 2022 NONJOINT				
537	FY 2021 JOINT				
538	FY 2022 JOINT				
	EXCESS FUNDS CAP LEASE				
539	FY 2021 NONJOINT				
540	FY 2022 NONJOINT				
541	FY 2021 JOINT				
542	FY 2022 JOINT				
543	REG CAPITALIZED LEASES = (531) TO (538) - (539) TO (542) =	327,677.30			
544	TOTAL APPROVED REGULAR LEASE COST & CARRYOVER = (521)+(530)+(543)=	482,373.77			
59	2021-22 ADJ PU (EST)	9,180.60			
545	REG PUPIL UNIT MAXIMUM LIMIT = \$212 X (59) =	1,946,287.20			
546	COMM APPROVED LIMIT				
547	REGULAR MAX LIMIT =GTR (545) OR (546)=	1,946,287.20			
548	REGULAR LEASE LIMIT =LSR (544) OR (547)=	482,373.77			
549	TOTAL LEASE LEVY LIMIT = (520) + (548) =	784,217.89			
	INITIAL CAPITAL RELATED LEVIES				
230	OPERATING CAPITAL	1,177,300.12			
496	LT FAC MAINTENANCE	9,932,766.08			
505	DISABLED ACCESS				
549	LEASE LEVY	784,217.89			
550	COOP BLDG REPAIR				
551	OTHER CAPITAL (MEMO)				
552	CAP PROJECTS REFER	6,477,668.94			
553	CAPITAL RELATED LIMITS = (230)+(496)+(505) + (549)+(550)+(551) + (552) =	18,371,953.03			

OTHER INITIAL GENERAL LEVIES	COMMUNITY SERVICE	EARLY CHILD FAMILY EDUCATION (CONT)
554 CONSOLIDATION/ TRANSITION	BASIC COMMUNITY EDUCATION	617 FY 2022 EARLY CHILD FAMILY REVENUE
555 REORGANIZATION OPERATING DEBT	601 POPULATION (YR 2016) 42,740	IF (612) = YES
556 HEALTH BENEFITS	602 GTR OF (601) OR 1,335 42,740	= (615) X (616),
557 ADDL RETIREMENT (MPLS AND STP)	603 YOUTH SERVICE PROG? YES	IF ANNUAL REPT = YES 449,344.00
558 SEVERANCE	604 AFTER SCHOOL ENRICHMENT? YES	30 2019 ANTC 122,579,794
559 ADMIN DISTRICT	605 FY 2022 GENERAL REVENUE = \$5.42 X (602) = 231,650.80	618 ECFE TAX RATE .00258580
560 SWIMMING POOL	606 FY 2022 YOUTH SERVICE REV = \$1.00 X (602) = 42,740.00	619 = (618) X (30) = 316,966.83
561 TREE GROWTH	607 FY 2022 AFTER SCHOOL REVENUE = \$1.85 X (602) NOT TO EXCEED 10,000 AND \$0.43 X POPULATION IN EXCESS OF 10,000 32,578.20	620 EARLY CHILD LEVY LIMIT = LESSER OF (617) OR (619) = 316,966.83
562 CONSOLIDATION/ RETIREMENT	608 FY 2022 COMMUNITY EDUCATION REVENUE = (605)+(606)+(607) = 306,969.00	621 EST FY 2022 EARLY CHILD AID = (617)-(620) = 132,377.17
563 ECON DEVELOP ABATE	30 2019 ANTC 122,579,794	HOME VISITING LIMIT
564 OTHER GENERAL (MEMO)	609 STANDARD COMM ED LEVY = .00940 X (30) = 1,152,250.06	622 DIST PLANS TO LEVY FOR FY 2022 HOME VISIT? YES
565 SUBTOTAL--OTHER INITIAL GENERAL LEVIES = (554) TO (564) =  INITIAL GENERAL FUND LEVY	610 COMM ED LEVY LIMIT LSR (608) OR (609) = 306,969.00	623 HOME VISITING REVENUE IF (622) = YES AND (619) > \$0, = \$3.00 X (614), ELSE = \$0 8,925.00
566 GENERAL RMV VOTER APPROVED JOBZ EXEMPT = (312) = 16,736,233.80	611 FY 2022 EST GROSS COMM ED AID = (608)-(610) =	228 FY 2022 ANTC/ADJ PU 13,352.05
567 GENERAL RMV OTHER JOBZ EXEMPT = (307)+(239) + (241) = 7,280,907.91	EARLY CHILD FAMILY EDUCATION  FY 2020 ECFE ANNUAL REPORT MUST BE SUBMITTED TO CERTIFY EARLY CHILDHOOD FAMILY ED & HOME VISIT LEVIES FOR FY 2022	624 HOME VISIT LEVY RATIO = LESSER OF 1 OR (228) / \$17,250 = .77403188
568 GENERAL NTC VOTER APPROVED JOBZ EXEMPT = (552) 6,477,668.94	612 DIST PLANS TO LEVY FOR FY 2022 ECFE REVENUE? YES	625 FY 2022 HOME VISIT LIMIT =(623) * (624) 6,908.23
569 GENERAL NTC OTHER GENED JOBZ EXEMPT PHASED OUT IN 2018	613 ECFE ANNUAL REPORT SUBMITTED? YES	626 FY 2022 EST HOME VISIT AID =(623)-(625) 2,016.77
570 GENERAL NTC OTHER JOBZ =(332)+(353)+(357) +(359)+(362)+(365) +(367)+(379)+(383) +(553)-(552)+(565) = 14,719,393.82	614 POPULATION UNDER FIVE YEARS OF AGE 2,975	DISABLED ADULTS
571 TOTAL INITIAL GENERAL LEVY LIMITATION =(566)+(567)+(568) + (569)+(570) = 45,214,204.47	615 GTR OF 150 OR (614) = 2,975	627 DISABLED ADULTS LIMIT LSR \$30,000 OR 50% OF APPROVED EXPENDITURES 5,202.00
	616 ECFE ALLOWANCE 0.023 X (101) = 151.04	SCHOOL-AGE CARE
		628 FY 2022 SCH-AGE CARE REV (FY 2022 EST COST) 443,959.00
		30 2019 ANTC 122,579,794
		48 2021-22 RES PU (EST) 8,015.00

SCHOOL-AGE CARE (CONT)	REQUIRED DEBT ELIGIBLE FOR NATURAL DISASTER EQUAL AID (MS 123B.535)	OTHER REQUIRED DEBT FOR BONDS INELIGIBLE FOR DEBT EQUAL AID
629 ANTC/RES PU = (30)/(48) = 15,293.80	707 NATURAL DISASTER REQ DEBT SERV LEVY	719 VOTER APPR BONDS INELG FOR DEBT EQUAL AID
630 LEVY RATIO = LSR OF 1 OR (629)/\$2,318 = 1.00000000	REQUIRED DEBT ELIGIBLE FOR DEBT EQUALIZATION AID (MS 123B.53)	NON-VOTER APPR INELIG BONDS
631 FY 2022 SCH-AGE CARE LIM = (628) X (630) = 443,959.00	708 TACONITE BONDS REQ DEBT SERV LEVY	720 FACIL BOND-MS 123B.62 721 EQUIP BOND-MS 123B.61 722 REORG OPER DEBT 723 ECON DEV ABATEMENT 724 JUDGMENT 725 OTHER NON-VOTER 20,948.00 726 INELG LEASE PURCHASE
632 FY 2022 EST GROSS SCHOOL-AGE CARE AID = (628)-(631) =	709 TAC FUNDING FOR BONDS (NOT IRRRB)	727 SUBTOTAL, REQ DEBT FOR NON-VOTER INELIG BONDS =(720) THRU (726)= 20,948.00
COMMUNITY SERVICE SUMMARY	710 TAC ADJ TO REQ = (709) OR [(709) X 1.05] =	728 REQ DEBT SERVICE LEVY FOR BONDS INELGIBLE FOR DEBT EQUAL AID = (718)+(719)+(727) = 20,948.00
633 OTHER COMM ED (MEMO)	711 NET REQ DEBT SERV LEVY TACONITE=(708)-(710)=	729 GDS REQ DEBT SERV LEVY =(706)+(707)+(715) +(718)+(719)+(728) = 15,488,178.89
634 TOTAL INITIAL COMMUNITY SERVICE LEVY LIMIT = (610)+(620)+(625) + (627)+(631)+(633) = 1,080,005.06	712 VOTER APPR ELIG BONDS SOLD BY JULY 1, 2020 13,204,171.00	730 GDS REQ DEBT SERV LEVY VOTER APPR = (711)+(712) +(714)+(716)+(719) = 13,204,171.00
GENERAL DEBT SERVICE (FUND 7)	713 NON-VOTER ELIG BONDS SOLD BY JULY 1, 2020	37 2019 ANTC INCLUDING JOBZ VALUATION 122,579,794
REQUIRED DEBT SERVICE LEVY (EQUAL TO 105% OF THE FY 2022 PRINCIPAL AND INTEREST PAYMENTS)	714 VOTER APPR IRRRB BONDS SOLD BY JULY 1, 2020	731 MAXIMUM EFFORT DEBT SERVICE TAX RATE %
REQUIRED DEBT ELIGIBLE FOR LONG TERM FACILITIES MAINTENANCE (LTFM) REV	715 TOTAL REQUIRED DEBT LEVY ELIG FOR DEBT EQUAL AID =(711)+(712) +(713)+(714)= 13,204,171.00	732 MAX EFFORT DEBT SERV LEVY = (37) X (731) =
701 ALT FAC REGULAR REQ DEBT SERV LEVY 922,812.89	REQUIRED DEBT FOR BONDS ELIG FOR FUTURE DEBT EQUALIZATION AID	733 DS LOAN RECEIVABLE
702 ALT FAC/H&S REQ DEBT SERV LEVY	716 VOTER APPR BONDS SOLD AFTER JULY 1, 2020 ELIG FOR FUTURE AID	734 DEBT EQUAL REVENUE BASE GTR OF (732) OR [(715) - (733)] = 13,204,171.00
703 NEW LTFM REQ DEBT FOR ELIG H&S>\$100K	717 NON-VOTER BONDS SOLD AFTER JULY 1, 2020 ELIG FOR FUTURE AID	735 BOARD AUTHORIZED TRANSFER TO FUND 7 REDUCING REQUIRED DEBT SERVICE LEVY
704 NEW LTFM REQ DEBT SERVICE FOR VPK	718 SUBTOTAL,FUTURE DEBT AID ELIGIBLE = (716) + (717) =	736 FEDERAL FUNDS REDUCING REQUIRED DEBT SERVICE LEVY
705 NEW LTFM REQ DEBT FOR ALL OTHER PROJECTS 1,340,247.00		
706 TOTAL REQ DEBT SERV LEVY FOR LTFM REVENUE = (701)+(702)+(703) + (704)+(705) = 2,263,059.89		

FUND 7 DEBT BALANCE		BREAKDOWN OF NET DEBT EXCESS		LONG TERM FACILITIES MAINTENANCE AID	
737 JUNE 2019 FUND 7-425 BAL FOR BOND REFUND		752 BASE FOR NET DEBT EXCESS DISTRIBUTION = IF (732)>0, THEN 0 ELSE (729)-(718)=	15,488,178.89	765 NET ALT FAC REG DEBT = (701)-(755) =	895,364.48
738 JUNE 2019 FUND 7-451 BAL FOR QZAB & QSCB		753 DEBT EXCESS RATIO = LSR 1 OR (751)/(752)=	.02974429	766 NET ALT FAC/H&S DEBT = (702)-(756) =	
739 JUNE 2019 FUND 7-460 BALANCE NONSPENDABLE		754 NET DEBT EXCESS FOR ELG REQ DEBT SERVICE = (715) X (753) =	392,748.69	767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K = (703)-(757) =	
740 JUNE 2019 FUND 7-463 BALANCE UNASSIGN NEG		755 EXCESS FOR ELIGIBLE ALT FAC REGULAR BONDS = (701) X (753) =	27,448.41	768 NET LTFM REQ DEBT FOR ELIG VPK = (704)-(758) =	
741 JUNE 2019 FUND 7-464 BALANCE RESTRICTED (FOR DEBT EXCESS)	2,596,971.66	756 EXCESS FOR ELIGIBLE ALT FAC/H&S BONDS = (702) X (753) =		769 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS = (705)-(759) =	1,300,382.30
742 PAY 19 DEBT EXCESS LEVY REDUCTION		757 EXCESS FOR ELIGIBLE LTFM IAQFAA BONDS = (703) X (753) =		770 NET DEBT LEVY FOR LT FAC MAINT = (765)+(766)+(767) + (768)+(769) =	2,195,746.78
743 PAY 20 DEBT EXCESS LEVY REDUCTION	772,132.65	758 EXCESS FOR ELIGIBLE LTFM VPK BONDS = (704) X (753) =		486 LTFM DEBT EQUAL REV	2,195,746.78
744 5% OF PAY 21 REQ DEBT SERV LEVY=(729) X 5%=	774,408.94	759 EXCESS FOR ELIGIBLE LTFM OTHER BONDS = (705) X (753) =	39,864.70	488 LTFM DEBT EQUAL AID	
745 FUND 7 AVAIL BALANCE GTR OF ZERO OR [(741) -(742)-(743)-(744)] =	1,050,430.07	760 GENERAL FUND LEVY ADJ FOR FACILITY & EQUIP BONDS = -(720)-(721)-(750) =		489 LTFM DEBT EQUAL LEVY	2,195,746.78
746 RETAIN FOR CAPITAL LOAN REPAYMENT		761 UNALLOCATED DEBT EXCESS = GTR OF ZERO OR [(751)-(752)] =		490 LTFM DEBT UNEQUAL LVY	
747 APPROVED DEBT EXCESS TO BE RETAINED	589,745.14	NET DEBT EXCESS SUMMARY		771 LTFM DEBT LEVY LIMIT = (489) + (490) + (755) + (756) + (757)+(758)+(759) =	2,263,059.89
748 DISTRICT REQUESTED ADDITIONAL EXCESS		762 DEBT EXCESS FOR VOTER APPROVED BONDED DEBT = [(730)-(716)]X(753) =	392,748.69	NATURAL DISASTER DEBT EQUALIZATION	
749 CERTIFIED DEBT EXCESS = GTR OF 0 OR [(745) -(746)-(747)+(748)=	460,684.93	763 DEBT EXCESS FOR NON- VOTER APPROVED DEBT = (751)-(761)-(762) =	67,936.24	37 2019 ANTC INCLUDING JOBZ VALUATION	122,579,794
750 EXCESS USED TO RETIRE FAC & EQUIP BONDS		764 NET DEBT EXCESS FOR DEBT SERV LEVY REDUCT = (762)+(763) =	460,684.93	772 TEN PERCENT ANTC = 0.10 * (37) =	12,257,979
751 ADJUSTED DEBT EXCESS = (749)-(750) =	460,684.93			707 REQ DEBT LEVY FOR NATURAL DISASTER DEBT	
				773 FY 2022 DISASTER DEBT EQ REV = GTR OF ZERO OR [(707) - (772)] =	
				56 2018-19 ADJ PU (ACT)	9,218.03
				774 FY 2019 ANTC PER APU = (37) / (56) =	13,297.83
				775 STATEWIDE AVE ANTC INCL JOBZ PER APU	9,698.65
				776 DISASTER EQUAL FACTOR = 300% OF (775) =	29,095.95

NATURAL DISASTER DEBT EQUALIZATION (CONT)	DEBT EQUALIZATION AID (CONT)	MAXIMIUM EFFORT (CONT)
777 NATURAL DISASTER LEVY RATIO = LSR OF 1 OR (774)/(776) = .45703371	790 TIER 1 EQUAL REV = (785)-(789) =  56 2018-19 ADJ PU (ACT) 9,218.03 791 2019 ANTC INCL JOBZ / ADJ PU = (37)/(56) = 13,297.83	804 AID ELIG GDS LEVY LIMIT FOR MAX EFF DISTRICTS = (803) - (716) - (719) =
778 DISASTER AID RATIO = = 1 - (777) = .54296629		MINIMUM EST MAX EFFORT PAYMENT
779 DISASTER DEBT EQUAL AID = (773) X (778) =	792 TIER 1 DEBT EQUAL LEVY RATIO = LSR OF 1 OR (791)/[GTR OF \$4,430 OR 55.33% OF (775)] = 1.00000000	732 MAX EFFORT DEBT LEVY
780 DISASTER LEVY LIMIT = (707) - (779) =	793 TIER 2 DEBT EQUAL LEVY RATIO = LSR OF 1 OR (791)/[GTR OF \$8,000 OR 100% OF (775)] = 1.00000000	805 MAX EFFORT REQ LEVY = GTR OF ZERO OR [(729)+(926)+(927)-(706) -(719)-(720)-(721)] =
DEBT EQUALIZATION AID		806 MINIMUM EST MAX EFFORT PAYMENT = GTR OF 0 OR (732)-(805) =
734 DEBT EQUAL BASE 13,204,171.00	794 TIER 1 DEBT EQU AID RATIO = 1-(792) =	ADJUSTMENT TO GDS LIMIT FOR IRRRB ALLOCATION
754 DEBT EXCESS FOR ELIG REQUIRED DEBT 392,748.69	795 TIER 2 DEBT EQU AID RATIO = 1-(793) =	807 FY 2022 IRRRB FUNDING FOR VOTER-APPR BONDS
781 FY 2022 NET REV ADJ TO DEBT EQUALIZATION REVENUE (MEMO)	796 TIER 1 DEBT AID = (790) X (794) =	808 PAY 21 IRRRB ADJUSTMENT FOR VOTER-APPROV BONDS = - ((807) X 1.05) =
782 FY 2022 GROSS DEBT EQUALIZATION REVENUE =(734)-(754)+(781) = 12,811,422.31	797 TIER 2 DEBT AID = (789) X (795) =	809 FY 2022 IRRRB FUNDING FOR NON-VOTER BONDS
37 2019 ANTC INCLUDING JOBZ VALUATION 122,579,794	798 TOTAL DEBT EQ AID = (796)+(797) =	810 PAY 21 IRRRB ADJUSTMENT FOR NON-VOTER BONDS = - ((809) X 1.05) =
783 = .1050 X (37) = 12,870,878.37	799 NON VOTER DEBT AID = (798)X(713)/(715) =	
784 MAX UNEQ LOCAL EFFORT = .1574 X (37) = 19,294,059.58	800 VOTER APPR DEBT AID = (798)-(799) =	
785 FY 2022 NET DEBT EQ REV = GTR OF 0 OR [(782) - (784)] =	ADJUSTMENT TO GDS LIMIT FOR MAXIMUM EFFORT DISTRICTS	GENERAL DEBT SERVICE LEVY SUMMARY
786 PRELIM TIER 1 EQU REV =LSR (785) OR (783)=	801 NET ADJ DEBT SERV LEVY DO IF (732)>0, = GTR OF [(729)-(706) -(719)-(720)-(721)-(798)] OR [(732)-(926)-(927) -(798)], ELSE 0	811 DEBT EQUAL AID ELIG, VOTER APPROVED IF (732)>0 THEN (804) ELSE = (711)+(712)+(714) -(800)-(808)OR ZERO = 13,204,171.00
787 PRELIM TIER 2 EQU REV = (785)-(786) =	802 ADDL MAX EFF GDS LEVY = GTR OF 0 OR [(732) -(926)-(927)-(801)] =	812 DEBT EQUAL AID ELIG, NON VOTER APPROVED = GREATER OF [(713)-(799)-(810)] OR ZERO =
732 MAXIMUM EFFORT DEBT SERVICE LEVY	803 TOTAL VTR APPR GDS LEVY LIMIT FOR MAX EFF DISTRICTS = (801)+(802) =	813 DEBT EQUAL AID INELIG, VOTER APPROVED = (716) + (719) =
788 MIN TIER 2 REV FOR MAX EFF = GTR OF ZERO OR [(732)-(783)-(784)] =		
789 TIER 2 EQUAL REV = GTR OF (787) OR (788) =		

GEN DEBT SERVICE LEVY SUMMARY (CONT)

814 DEBT EQUAL AID INELIG,  
NON VOTER APPROVED  
= (717) + (727) = 20,948.00

771 LTFM DEBT LEVY LIMIT  
NON VOTER APPROVED 2,263,059.89

780 DISASTER LEVY LIMIT  
VOTER APPROVED

815 INITIAL GDS LEVY LIM  
VOTER APPROVED  
=(811)+(813)+(780) = 13,204,171.00

816 INITIAL GDS LEVY LIM  
NON VOTER APPROVED  
= (812)+(814)+(771) = 2,284,007.89

817 TOTAL INITIAL GDS LEVY  
LIMIT = (815)+(816) = 15,488,178.89

OTHER POSTEMPLOYMENT BENEFITS (OPEB)  
& PENSION DEBT SERVICE (FUND 47)

901 LEVY BONDS IRREV TRUST  
VOTER APPROVED

902 LEVY BONDS REVOC TRUST  
VOTER APPROVED

903 REQ DEBT SERV LEVY OPEB  
BONDS VOTER APPROVED  
= (901) + (902) =

904 LEVY BONDS IRREV TRUST  
NON-VOTER APPROVED

905 LEVY BONDS REVOC TRUST  
NON-VOTER APPROVED

906 REQUIRED DEBT SERVICE  
LEVY FOR OPEB BONDS  
NON-VOTER APPROVED  
= (904) + (905)=

FUND 47 DEBT BALANCE

907 REQ DEBT SERV LEVY FOR  
PENSION BONDS (MPLS)

908 REQ DEBT SERVICE LEVY  
FOR OPEB/PENSION BONDS  
NON-VOTER APPROVED  
= (906) + (907) =

FUND 47 DEBT BALANCE (CONT)

909 JUNE 2019 FUND 47-425  
BAL FOR BOND REFUND

910 JUNE 2019 FUND 47-460  
BALANCE NONSPENDABLE

911 JUNE 2019 FUND 47-463  
BALANCE UNASSIGN NEG

912 JUNE 2019 FUND 47-464  
BALANCE RESTRICTED

913 JUNE 2019 FUND 47-464  
BALANCE VOTER APPROV

914 JUNE 2019 FUND 47-464  
BAL NON-VOTER APPROV  
= (912) - (913) =

915 PAY 19 OPEB DEBT EXC  
REDUCTION NON-VOTER

916 PAY 20 OPEB DEBT EXC  
REDUCTION NON-VOTER

917 5% OF REQUIRED OPEB  
DEBT SERV LEVY VOTER  
= (903) X 5% =

918 5% OF REQUIRED OPEB  
DEBT SERV LEVY NONVOT  
= (908) X 5% =

919 RETAIN FOR CAP LOAN  
REPAYMENT NON-VOTER

920 APPROV DEBT EXCESS TO  
BE RETAINED NON-VOTER

921 FUND 47 AVAILABLE  
BALANCE VOTER APPROVED  
= GREATER OF ZERO OR  
[(913)-(917)] =

922 FUND 47 AVAILABLE  
BALANCE NON-VOTER  
= GTR ZERO OR [(914)-  
SUM (915) TO (920)] =

923 CLOSING FUND 47 TO  
FUND 7 TRANSFER  
IF (922) GTR ZERO AND  
(908) = ZERO, ELSE 0

924 ADDITIONAL DEBT EXCESS  
REQUESTED OPEB/PENSION  
BONDS VOTER APPROVED

925 ADDITIONAL DEBT EXCESS  
REQUESTED OPEB/PENSION  
NON-VOTER APPROVED

FUND 47 DEBT BALANCE (CONT)

926 NET DEBT SERVICE LEVY  
FOR VOTER APPROVED  
OPEB/PENSION BONDS  
=(903)-(921)-(924) =

927 NET DEBT SERVICE LEVY  
FOR OPEB/PENSION BONDS  
NON-VOTER APPROVED  
=(908)-(922)-(925) =

LEVY LIMITATION ADJUSTMENTS

IN GENERAL, IF WE HAVE:  
A FINAL LEVY AUTHORITY  
B PREVIOUSLY CALCULATED AUTHORITY  
C CERTIFIED LEVY BASED ON (B)  
D LEVY ADJUSTMENT, THEN:  
IF A>B, D=A-B  
IF A<C, D=A-C  
OTHERWISE D=ZERO

GENERAL FUND ADJUSTMENTS

FY 2021 OPERATING  
CAPITAL LEVY ADJUSTMENT

1001 FY 2021 OPER CAP LEVY AUTH  
(FROM FY 2021 GENERAL  
EDUC REVENUE REPORT,  
LINE 174) 1,126,378.64

1002 19 PAY 20 LIMIT 1,132,953.12

1003 19 PAY 20 LEVY 1,132,953.12

1004 FY 2021 OPER CAPITAL  
LEVY ADJUSTMENT  
= ((1001)-(1003)) = 6,574.48-

FY 2021 LOR TIER 1  
LEVY ADJUSTMENT

1005 FY 2021 LOC TIER 1  
(FROM FY 2021 GENERAL  
EDUC REVENUE REPORT,  
LINE 189) 2,761,980.00

1006 ALLOCATION OF TBRA  
(FROM PAY 20 LEVY  
REPORT, LINE 285) 4,471.97

LOR TIER 1 ADJUSTMENT (CONT)		FY 2021 TRANSITION LEVY ADJUSTMENT		REFERENDUM ADJUST (CONT)	
1007 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 312)		1021 FY 2021 TRANSITION LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 204)		1035 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 314)	
1008 19 PAY 20 LIMIT	2,757,508.03	1022 19 PAY 20 LIMIT		1036 19 PAY 20 LIMIT	8,117,919.55
1009 19 PAY 20 LEVY	2,757,508.03	1023 19 PAY 20 LEVY		1037 19 PAY 20 LEVY	8,117,919.55
1010 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1006)+(1007)+(1008)	2,761,980.00	1024 FY 2021 TRANSITION LEVY ADJUSTMENT		1038 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1034)+(1035)+(1036)	8,117,919.55
1011 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1006)+(1007)+(1009)	2,761,980.00	FY 2021 1ST TIER REFERENDUM LEVY ADJUSTMENT		1039 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1034)+(1035)+(1037)	8,117,919.55
1012 FY 2021 LOCAL OPTIONAL LEVY ADJUSTMENT		1025 FY 2021 1ST TIER REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 229)	4,196,672.00	1040 FY 2021 2ND TIER REF LEVY ADJUSTMENT = ((1033)-(1039)) =	73,537.95-
FY 2021 LOR TIER 2 LEVY ADJUSTMENT		1026 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 286)		FY 2021 UNEQUAL REF LEVY ADJUST	
1013 FY 2021 LOC TIER 2 (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 191)	3,868,236.80	1027 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 313)		1041 FY 2021 UNEQUAL REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 233)	3,953,265.02
1014 19 PAY 20 LIMIT	3,903,598.40	1028 19 PAY 20 LIMIT	4,235,036.00	1042 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 288)	
1015 19 PAY 20 LEVY	3,903,598.40	1029 19 PAY 20 LEVY	4,235,036.00	1043 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 315)	
1016 FY 2021 LOCAL OPTIONAL LEVY ADJUSTMENT = ((1013) - (1015))	35,361.60-	1030 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1026)+(1027)+(1028)	4,235,036.00	1044 19 PAY 20 LEVY	3,989,403.91
FY 2021 EQUITY LEVY ADJUSTMENT		1031 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1026)+(1027)+(1029)	4,235,036.00	1045 19 PAY 20 LEVY	3,989,403.91
1017 FY 2021 EQUITY LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 197)	635,088.76	1032 FY 2021 1ST TIER VTR REF LEVY ADJUSTMENT = ((1025)-(1031)) =	38,364.00-	1046 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1042)+(1043)+(1044)	3,989,403.91
1018 19 PAY 20 LIMIT	654,128.92	FY 2021 2ND TIER REF LEVY ADJUST		1047 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1042)+(1043)+(1045)	3,989,403.91
1019 19 PAY 20 LEVY	654,128.92	1033 FY 2021 2ND TIER REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 231)	8,044,381.60	1048 FY 2021 UNEQUALIZED REF LEVY ADJUSTMENT = ((1049)-(1055)) =	36,138.89-
1020 FY 2021 EQUITY LEVY ADJUSTMENT = ((1017)-(1019)) =	19,040.16-	1034 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 287)			



FY 2021 TBRA ALLOCATION ADJUSTMENT TO VOTER-APPROVED LEVIES	REFERENDUM HOLD HARM ADJUST (CONT)	FY 2019 LOC EQUITY LEVY ADJUST
FY 2021 ALLOCATION OF TBRA TO REF LEVY CATEGORIES (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINES 244 TO 246)	1061 TOTAL HOLD HARM ALLOC TO REF LEVY CATEGORIES = (1058) TO (1060) =	1073 FY 2019 LOC EQT LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 203) 3,908,444.72
1049 TIER 1 LEVY	1062 TOTAL FY 2021 HOLD HARM ALLOC TO REF LEVY CATEGORIES FROM PAY 20 LEVY =(1027)+(1035)+(1043)	1074 17 PAY 18 LIMIT 3,981,784.00 1075 17 PAY 18 LEVY 3,981,784.00
1050 TIER 2 LEVY	1063 FY 2021 HOLD HARM ALLOC VTR-APPR ADJUSTMENT = (1062)-(1061) =	1076 TOTAL ADJUST TO PAY 18 LOC EQUITY LEVY AUTH = ((1073)-(1075)) = 73,339.28-
1051 UNEQL LEVY	FY 2021 REFERENDUM HOLD HARMLESS ADJUSTMENT TO LOR TIER 1 LEVIES	1077 18 PAY 19 ADJ LIMIT 1078 18 PAY 19 ADJ LEVY 1079 FY 2019 LOC EQUITY LEVY ADJUSTMENT = ((1076)-(1078)) = 73,339.28-
1052 TOTAL FY 2021 TBRA ALLOC TO REF LEVY CATEGORIES = (1049) TO (1051) =	1064 FY 2021 ALLOC OF HOLD HARM TO LOR TIER 1 LEVY (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 271)	FY 2019 EQUITY LEVY ADJUSTMENT
1053 TOTAL FY 2021 TBRA ALLOC TO REF LEVY CATEGORIES FROM PAY 20 LEVY =(1026)+(1034)+(1042)	1007 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 312)	1080 FY 2019 EQUITY LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 210) 687,319.36
1054 FY 2021 TBRA ALLOCATION VTR-APPR ADJUSTMENT = (1053)-(1052) =	1065 FY 2021 HOLD HARM ALLOC TIER 1 LEVY ADJUSTMENT = (1007)-(1064) =	1081 17 PAY 18 LIMIT 696,225.26 1082 17 PAY 18 LEVY 696,225.26 1083 TOTAL ADJUST TO PAY 18 EQUITY LEVY AUTH = ((1080)-(1082)) = 8,905.90-
FY 2021 LOR TBRA ALLOCATION ADJUSTMENT	FY 2019 OPERATING CAPITAL LEVY ADJ	1084 18 PAY 19 ADJ LIMIT 7,043.25 1085 18 PAY 19 ADJ LEVY 7,043.25 1086 FY 2019 EQUITY LEVY ADJUSTMENT = ((1083)-(1085)) = 15,949.15-
1055 FY 2021 ALLOCATION OF TBRA TO LOR TIER 1 LEVY (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 243) 4,471.97	1066 FY 2019 OPER CAP LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 193) 1,011,558.98	FY 2019 TRANSITION LEVY ADJUSTMENT
1006 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 285) 4,471.97	1067 17 PAY 18 LIMIT 1,026,801.59 1068 17 PAY 18 LEVY 1,026,801.59 1069 TOTAL ADJUST TO PAY 18 OPER CAP LEVY AUTH = ((1066)-(1068)) = 15,242.61-	1087 FY 2019 TRANSITION LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 217)
1056 FY 2021 TBRA ALLOCATION LOR LEVY TIER 1 ADJUSTMENT = (1006)-(1055) =	1070 18 PAY 19 ADJ LIMIT 17,351.30- 1071 18 PAY 19 ADJ LEVY 17,351.30- 1072 FY 2019 OPER CAPITAL LEVY ADJUSTMENT = ((1069)-(1070)) = 2,108.69	1088 17 PAY 18 LIMIT 1089 17 PAY 18 LEVY 1090 TOTAL ADJUST TO PAY 18 TRANSITION LEVY AUTH
FY 2021 REFERENDUM HOLD HARMLESS ADJUSTMENT TO VOTER-APPROVED LEVIES		1091 18 PAY 19 ADJ LIMIT 1092 18 PAY 19 ADJ LEVY 1093 FY 2019 TRANSITION LEVY ADJUSTMENT
1057 FY 2021 ALLOC OF HOLD HARM TO REF LEVY CATEGORIES (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINES 272 TO 274)		
1058 TIER 1 LEVY		
1059 TIER 2 LEVY		
1060 UNEQL LEVY		

FY 2019 1ST TIER VOTER-APPROVED REFER LEVY ADJUST	FY 2019 2ND TIER REF LEVY ADJUST	FY 2019 UNEQUALIZED REF LEVY ADJUST
1094 FY 2019 1ST TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 243) 2,765,409.00	1108 FY 2019 2ND TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 238) 4,240,293.80	1122 FY 2019 UNEQUAL REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 241) 2,576,070.66
1095 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1022) 2,817,300.00	1109 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1038) 4,319,860.00	1123 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1054) 2,624,408.86
1096 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1023) 2,817,300.00	1110 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1039) 4,319,860.00	1124 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1055) 2,624,408.86
FY 2019 1ST TIER VOTER-APPROVED REFER LEVY ADJUST	1111 TOTAL ADJUST TO PAY 18 2ND TIER REF LEVY AUTH = ((1108)-(1110)) = 79,566.20-	1125 TOTAL ADJUST TO PAY 18 UNEQUAL REF LEVY AUTH = ((1122)-(1124)) = 48,338.20-
1097 TOTAL ADJUST TO PAY 18 1ST TIER REF LEVY AUTH = ((1094)-(1096)) = 51,891.00-	1112 18 PAY 19 ADJ LIMIT 291,121.00 1113 18 PAY 19 ADJ LEVY 291,121.00 1114 FY 2019 2ND TIER REF LEVY ADJUSTMENT = ((1111)-(1113)) = 79,566.20-	1126 18 PAY 19 ADJ LIMIT 291,121.00 1127 18 PAY 19 ADJ LEVY 291,121.00 1128 FY 2019 UNEQUAL REF LEVY ADJUSTMENT = ((1125)-(1127)) = 339,459.20-
1098 18 PAY 19 ADJ LIMIT 1099 18 PAY 19 ADJ LEVY 1100 FY 2019 1ST TIER REF LEVY ADJUSTMENT = ((1097)-(1099)) = 51,891.00-	FY 2019 3RD TIER REF LEVY ADJUST	FY 2019 TBRA ALLOCATION ADJUSTMENT TO VOTER-APPROVED LEVIES
FY 2019 1ST TIER BOARD-APPR ADJUST	1115 FY 2019 3RD TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 240) 7,540,348.54	1129 FY 2019 ALLOC OF TBRA TO VTR-APPR REF LEVIES (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINES 272 TO 275) 4,471.97
1101 FY 2019 BRD-APPR REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 242)	1116 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1046) 7,681,838.00	1130 PAY 18 ALLOC OF TBRA TO VOTER-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINES 280 TO 283) 4,471.97
1102 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1030)	1117 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1047) 7,681,838.00	1131 FY 2019 TBRA ALLOCATION TOTAL ADJUSTMENT = (1130)-(1129) =
1103 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1031)	1118 TOTAL ADJUST TO PAY 18 3RD TIER REF LEVY AUTH = ((1115)-(1117)) = 141,489.46-	1132 18 PAY 19 ADJ LIMIT 1133 18 PAY 19 ADJ LEVY
1104 TOTAL ADJUST TO PAY 18 BRD-APPR REF LEVY AUTH	1119 18 PAY 19 ADJ LIMIT 291,121.00- 1120 18 PAY 19 ADJ LEVY 291,121.00- 1121 FY 2019 3RD TIER REF LEVY ADJUSTMENT = ((1118)-(1119)) = 149,631.54	1134 FY 2019 TBRA ALLOC LEVY ADJUSTMENT
1105 18 PAY 19 ADJ LIMIT 1106 18 PAY 19 ADJ LEVY 1107 FY 2019 BRD-APPR REF LEVY ADJUSTMENT		

FY 2019 TBRA ALLOCATION ADJUSTMENT TO BOARD-APPROVED LEVIES	FY 2019 REFERENDUM HOLD HARMLESS ADJUSTMENT TO BOARD-APPROVED LEVIES	FY 2021 INTEGRATION ADJUSTMENT
1135 FY 2019 ALLOC OF TBRA TO BRD-APPR REF LEVIES (FROM FY 2019 GENERAL REVENUE REPORT, LINE 271)	1147 FY 2019 ALLOC OF HOLD HARM TO BRD-APPR REF LEVY (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 299)	1164 FY 2021 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20) 363,431.14
1136 PAY 18 ALLOC OF TBRA TO BRD-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINE 281)	1148 PAY 18 HOLD HARM ALLOC TO BOARD-APPR REF LEVY (FROM PAY 18 LEVY RPT, REPORT, LINE 311)	1165 19 PAY 20 LIMIT 343,564.80 1166 19 PAY 20 LEVY 343,564.80
1137 FY 2019 TBRA ALLOCATION TOTAL ADJUSTMENT = (1136)-(1135) =	1149 FY 2019 HOLD HARM TOTAL BRD-APPR ADJUSTMENT = (1148)-(1147) =	1167 FY 2021 INTEGRATION ADJUSTMENT LIMIT = (1174)-(1175) = 19,866.34
FY 2019 TBRA ALLOCATION ADJUSTMENT TO BOARD-APPROVED LEVIES (CONT)	1150 18 PAY 19 ADJ LIMIT 1151 18 PAY 19 ADJ LEVY 1152 FY 2019 HOLD HARM ALLOC	FY 2019 INTEGRATION ADJUSTMENT
1138 18 PAY 19 ADJ LIMIT 1139 18 PAY 19 ADJ LEVY		1168 FY 2019 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20) 316,159.37
1140 FY 2019 TBRA ALLOC LEVY ADJUSTMENT	FY 2021 ALT TEACHER COMP LEVY ADJUST	1169 17 PAY 18 LIMIT 323,957.17 1170 17 PAY 18 LEVY 323,957.17 1171 TOTAL ADJUSTMENT = (1178)-(1180) = 7,797.80-
FY 2019 REFERENDUM HOLD HARMLESS ADJUSTMENT TO VOTER-APPROVED LEVIES	1153 FY 2021 ALT COMP LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 317) 804,221.99	1172 18 PAY 19 ADJ LIMIT 3,945.78 1173 18 PAY 19 ADJ LEVY 3,945.78 1174 FY 2019 INTEGRATION ADJUSTMENT LIMIT = (1181)-(1183) = 11,743.58-
1141 FY 2019 ALLOC OF HOLD HARM TO VTR-APPR REF LEVIES (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINES 300 TO 303)	1154 19 PAY 20 LIMIT 818,224.38 1155 19 PAY 20 LEVY 818,224.38 1156 FY 2021 ALT TEACH COMP LEVY ADJUSTMENT = ((1153)-(1155)) = 14,002.39-	FY 2019 REEMPLOYMENT ADJUSTMENT
1142 PAY 18 HOLD HARM ALLOC TO VOTER-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINES 305 TO 308)	FY 2019 ALT TEACHER COMP LEVY ADJUST	1175 FY 2019 EXPEND ACTUAL 61,192.60 1176 REEMPLOY LEVY AUTH = 100% OF (1175) = 61,192.60
1143 FY 2019 HOLD HARM TOTAL VTR-APPR ADJUSTMENT = (1142)-(1141) =	1157 FY 2019 ALT COMP LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 340) 799,113.84	1177 18 PAY 19 LIMIT 60,000.00 1178 18 PAY 19 LEVY 60,000.00 1179 FY 2019 REEMPLOY ADJUST = ((1186)-(1187)) = 1,192.60
1144 18 PAY 19 ADJ LIMIT 1145 18 PAY 19 ADJ LEVY	1158 17 PAY 18 LIMIT 786,539.39 1159 17 PAY 18 LEVY 786,539.39	FY 2019 SAFE SCHOOLS ADJUST
1146 FY 2019 HOLD HARM ALLOC VTR-APPR ADJUSTMENT	1160 TOTAL ADJUST TO PAY 18 ALT COMP LEVY AUTH = ((1157)-(1158)) = 12,574.45	1180 SAFE SCH Lvy REQUEST? YES 56 2018-19 ADJ PU (ACT) 9,218.03 1181 FY 2019 SAFE SCHOOLS AUTH \$36 X (56) = 331,849.08
	1161 18 PAY 19 ADJ LIMIT 12,574.45 1162 18 PAY 19 ADJ LEVY 12,574.45	1182 17 PAY 18 LIMIT 338,076.00 1183 17 PAY 18 LEVY 338,076.00
	1163 FY 2019 ALT TEACH COMP LEVY ADJUSTMENT	1184 FY 2019 SAFE SCH ADJUST = ((1191)-(1193)) = 6,226.92-

FY 2019 SAFE SCHOOLS INTERMEDIATE ADJUST		OPEB LEVY ADJUST (CONT)		LTFM EQUALIZED LEVY ADJUST (CONT)	
1185	SAFE SCH INTERMEDIATE LEVY ALLOW 15.00	1200	PRORATED ANNUAL OPEB LEVY AUTH 752,088.17	1215	TOTAL ADJUSTMENT = (1212)-(1214) = 2,964.00-
56	2018-19 ADJ PU (ACT) 9,218.03	1201	19 PAY 20 LIMIT 752,088.17	1216	19 PAY 20 ADJ LIMIT 15,124.00
1186	FY 2019 SAFE SCHOOLS INTERMEDIATE AUTHORITY = (1185) X (56) = 138,270.45	1202	19 PAY 20 LEVY 752,088.17	1217	19 PAY 20 ADJ LEVY 15,124.00
1187	17 PAY 18 LIMIT 140,865.00	1203	FY 2019 ANNUAL OPEB ADJUSTMENT (NO ADJUSTMENT)	1218	FY 2020 LTFM EQUALIZED LEVY ADJUST = (1215)-(1217) = 18,088.00-
1188	17 PAY 18 LEVY 140,865.00				
1189	FY 2019 SAFE SCHOOLS INTERMEDIATE ADJUST = ((1201)-(1203)) = 2,594.55-	CAPITAL RELATED ADJUSTMENTS		FY 2020 LTFM UNEQUALIZED LEVY ADJUST	
		FY 2021 LTFM EQUALIZED LEVY ADJUST		1219	FY 2020 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY 2020 WEBSITE REPORT, LINE 64) 5,111,864.18
	CAREER TECHNICAL ADJUSTMENT	1204	FY 2021 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2021 WEBSITE REPORT, LINE 63) 1,217,587.59	1220	18 PAY 19 LIMIT 5,027,008.00
1190	FY 2019 CAREER TECH LEVY AUTHORITY (FY 2019 CTE AID REPORT LINE 21) 94,550.69	1205	19 PAY 20 LIMIT 1,232,939.59	1221	18 PAY 19 LEVY 5,027,008.00
1191	18 PAY 19 LIMIT 111,164.48	1206	19 PAY 20 LEVY 1,232,939.59	1222	TOTAL ADJUSTMENT = (1219)-(1220) = 84,856.18
1192	18 PAY 19 LEVY 111,164.48	1207	FY 2021 LTFM EQUALIZED LEVY ADJUST = (1204)-(1206) = 15,352.00-	1223	19 PAY 20 ADJ LIMIT 16,480.00-
1193	FY 2019 CAREER TECH ADJUSTMENT = ((1200)-(1202)) = 16,613.79-			1224	19 PAY 20 ADJ LEVY 16,480.00-
		FY 2021 LTFM UNEQUALIZED LEVY ADJUST		1225	FY 2020 LTFM UNEQUALIZED LEVY ADJUST = (1222)-(1223) = 101,336.18
	FY 2019 HEALTH BENEFITS LEVY ADJUST	1208	FY 2021 EST LTFM UNEQUALIZED LEVY AUTHORITY (FROM FY 2021 WEBSITE REPORT, LINE 64) 7,669,445.92	FY 2019 LTFM EQUALIZED LEVY ADJUST	
1194	FY 2019 ACTUAL COST (LIMITED TO \$600,000)	1209	19 PAY 20 LIMIT 7,721,514.48	1226	FY 2019 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2019 WEBSITE REPORT, LINE 63) 1,928,276.65
1195	18 PAY 19 LIMIT	1210	19 PAY 20 LEVY 7,721,514.48	1227	17 PAY 18 LIMIT 1,994,004.00
1196	18 PAY 19 LEVY	1211	FY 2021 LTFM UNEQUALIZED LEVY ADJUST = (1208)-(1210) = 52,068.56-	1228	17 PAY 18 LEVY 1,994,004.00
1197	FY 2019 HEALTH BENEFITS ADJUST			1229	TOTAL ADJUSTMENT = (1226)-(1228) = 65,727.35-
		FY 2020 LTFM EQUALIZED LEVY ADJUST		1230	18 PAY 19 ADJ LIMIT 1.25
	FY 2019 ANNUAL OPEB LEVY ADJUST			1231	18 PAY 19 ADJ LEVY 1.25
1198	FY 2019 ACTUAL COST (FIN 797 + OBJ 291) 752,088.17	1212	FY 2020 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2020 WEBSITE REPORT, LINE 63) 1,830,018.00	1232	19 PAY 20 ADJ LIMIT 17,404.00-
1199	PRORATION FACTOR TO REFLECT STATEWIDE CAP 1.00000000	1213	18 PAY 19 LIMIT 1,832,982.00	1233	19 PAY 20 ADJ LEVY 17,404.00-
		1214	18 PAY 19 LEVY 1,832,982.00	1234	FY 2019 EQUAL LIMIT ADJUST = (1230)+(1232) = 17,402.75-
				1235	FY 2019 EQUAL LEVY ADJUST = (1231)+(1233) = 17,402.75-

LTFM EQUALIZED LEVY ADJUST (CONT)		NET LEASE COSTS (CONT)		NET LEASE COSTS (CONT)	
1236	FY 2019 LTFM EQUALIZED LEVY ADJUST = (1229)-(1235) = 48,324.60-	1258	PAY 18 OPER INTERMED 14,462.90	1290	PAY 18 OPER NON-J LEASE COST LIMITED BY FY 2018 UFARS = LSR [(1261) + (1262)] OR (1289)= 118,147.50
		1259	PAY 18 CAP INTERMED 242,967.72		
		1260	PAY 18 OPER JOINT 26,578.00		
		1261	PAY 18 OPER NON-J ADM		
		1262	PAY 18 OPER NON-J OTH 118,147.50		
		1263	PAY 18 CAPITAL JOINT		
		1264	PAY 18 CAP NON-J ADM		
		1265	PAY 18 CAP NON-J OTH 330,272.80	1291	FY 2018 ADJUSTED COSTS (PAY 18) = (1266) - (1261)-(1262)+(1290)= 732,428.92
1237	FY 2019 LTFM UNEQUALIZED LEVY ADJUST UNEQUALIZED LEVY AUTH (FROM FY 2019 WEBSITE REPORT, LINE 64) 5,123,176.60	1266	FY 2018 COSTS (PAY 18) SUM (1258) TO (1265)= 732,428.92	1292	TOTAL FY 2019 OPER NON-J NET LEASE COSTS FOR (PAY 18) = (1271) + (1272) =
1238	17 PAY 18 LIMIT 5,091,194.47				
1239	17 PAY 18 LEVY 5,091,194.47				
1240	TOTAL ADJUSTMENT = (1237)-(1238) = 31,982.13				
1241	18 PAY 19 ADJ LIMIT 1.25-	1267	PAY 18 OPER INTERMED	1293	ACTUAL FY 2019 UFARS LEASE COSTS (FUND 1, OBJECT 370) 577,408.41
1242	18 PAY 19 ADJ LEVY 1.25-	1268	PAY 18 CAP INTERMED		
		1269	PAY 18 TIES CAPITAL 15,618.09		
		1270	PAY 18 OPER JOINT		
		1271	PAY 18 OPER NON-J ADM		
1243	19 PAY 20 ADJ LIMIT 16,341.22-	1272	PAY 18 OPER NON-J OTH	1294	PAY 18 OPER NON-J LEASE COST LIMITED BY FY 2019 UFARS =LSR(1292)OR(1293)=
1244	19 PAY 20 ADJ LEVY 16,341.22-	1273	PAY 18 CAPITAL JOINT		
		1274	PAY 18 CAP NON-J ADM		
1245	FY 2019 UNEQUAL LIMIT ADJUST = (1241)+(1243) = 16,342.47-	1275	PAY 18 CAP NON-J OTH		
1246	FY 2019 UNEQUAL LEVY ADJUST = (1242)+(1244) = 16,342.47-	1276	FY 2019 COSTS (PAY 18) SUM (1267) TO (1275)= 15,618.09	1295	FY 2019 ADJUSTED COSTS (PAY 18) = (1276) - (1271)-(1272)+(1294)= 15,618.09
1247	FY 2019 LTFM UNEQUALIZED LEVY ADJUST = (1240)-(1245) = 48,324.60	1277	PAY 19 OPER INTERMED 23,693.99	1296	PAY 18 ADJUSTED NET LEASE COSTS = (1291) + (1295) = 748,047.01
		1278	PAY 19 CAP INTERMED 260,904.84		
		1279	PAY 19 OPER JOINT 30,677.00		
		1280	PAY 19 OPER NON-J ADM		
		1281	PAY 19 OPER NON-J OTH 105,136.90	1297	DIST'S SHARE OF PAY 18 LEASE COSTS FOR THE INTERMEDIATE DISTRICTS = (1258) + (1259) + (1267) + (1268) = 257,430.62
		1282	PAY 19 CAPITAL JOINT		
		1283	PAY 19 CAP NON-J ADM		
		1284	PAY 19 CAP NON-J OTH 332,277.30		
		1285	FY 2019 COSTS (PAY 19) SUM (1277) TO (1284)= 752,690.03	56	2018-19 ADJ PU (ACT) 9,218.03
				1298	INTERM PUPIL UNIT AUTH = \$65 X (56) = 599,171.95
		1286	TOTAL FY 2018 OPER NON-J NET LEASE COSTS =(1253)+(1261)+(1262) 118,147.50	1299	INTERMEDIATE LEASE AUTHORITY = LSR OF (1297) OR (1298) = 257,430.62
		1287	ACTUAL FY 2018 UFARS LEASE COSTS (FUND 1, OBJECT 370) 638,348.22	1300	INTERM DIST CARRYOVER TO REGULAR LEASE AUTH = (1297) - (1299) =
		1288	PAY 17 OPER NON-J LEASE COST LIMITED BY FY 2018 UFARS LSR (1253) OR (1287)=		
1248	PAY 17 OPER INTERMED				
1249	PAY 17 CAP INTERMED				
1250	PAY 17 TIES CAPITAL 15,732.92				
1251	PAY 17 OPER JOINT				
1252	PAY 17 OPER NON-J ADM				
1253	PAY 17 OPER NON-J				
1254	PAY 17 CAPITAL JOINT				
1255	PAY 17 CAP NON-J ADM				
1256	PAY 17 CAPITAL NON-J				
1257	FY 2018 COSTS (PAY 17) SUM (1248) TO (1256)= 15,732.92	1289	REMAIN FY 2018 UFARS = GREATER OF ZERO OR [(1287) - (1288)] = 638,348.22		

NET LEASE COSTS (CONT)			OTHER GENERAL LIMITATION ADJUSTMENTS			OTHER GENERAL LIMITATION ADJUSTMENTS		
1301	PAY 18 LEASE COST UNDER REGULAR AUTH = (1296) - (1299) =	490,616.39	760	GENERAL FUND LEVY ADJ FOR FAC & EQUIP BONDS		1327	FY 2018 CAREER TECH ADJUST (SEE WEBSITE)	
56	2018-19 ADJ PU (ACT)	9,218.03	1313	ECON DEV ABATE ADJUST (MEMO)		1328	OTHER ADJUST, GEN NTC OTHER JOBZ EXEMPT (MEMO)	
1302	PAY 18 PUPIL UNIT MAX AUTH = \$212 X (56) =	1,954,222.36	1314	DEBT SURPLUS TRANSFER (MEMO)		1329	TOTAL OTHER ADJUST, GEN NTC OTHER JOBZ EXEMPT=(1325)+(1326) + (1327)+(1328) =	
1303	PAY 18 COMMISSIONER APPROVED LIMIT		1315	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 9)		GENERAL FUND ADJUSTMENT SUMMARY		
1304	REGULAR MAX AUTHORITY = GTR OF (1302) OR (1303) =	1,954,222.36	1316	OTHER ADJUST, GEN RMV VOTER APPROVED JOBZ EXEMPT (MEMO)		1330	GENERAL RMV VOTER APPROVED JOBZ EXEMPT =(1032)+(1040)+ +(1048)+(1054)+(1063) +(1100)+(1114)+(1121) +(1128)+(1134)+(1317)	469,325.70-
1305	TOTAL PAY 18 REGULAR LEASE LEVY AUTHORITY = LSR OF (1301) OR (1304) =	490,616.39	1317	TOTAL OTHER ADJUST GEN RMV VOTER APPR JOBZ EXEMPT = (1315)+(1316)=		1331	GENERAL RMV OTHER JOBZ EXEMPT =(1012)+ +(1016)+(1020)+(1024) +(1056)+(1065)+(1079) +(1086)+(1093)+(1107) +(1140)+(1152)+(1321)	143,690.19-
1306	TOTAL PAY 18 REGULAR & INTERM LEASE LEVY AUTH = (1299) + (1305) =	748,047.01	1318	MAINT PU VAR (MEMO)		1332	GENERAL NTC VOTER APPROVED JOBZ EXEMPT =(1324) =	13,004.29
1307	17 PAY 18 LIMIT	761,568.33	1319	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 14)		1333	GENERAL NTC OTHER JOBZ EXEMPT = (760)+(1156)+(1163) +(1167)+(1174)+(1179) +(1184)+(1189)+(1193) +(1197)+(1203)+(1312) +(1313)+(1314)+(1329)	32,281.78-
1308	17 PAY 18 LEVY	761,568.33	1320	OTHER ADJUST, GEN RMV OTHER JOBZ EXEMPT (MEMO)		1334	TOTAL GENERAL LEVY LIMITATION ADJUSTMENT = (1330)+(1331) + (1332)+(1333) =	632,293.38-
1309	PAY 18 LEASE LEVY LIMITATION ADJUSTMENT = (1316)-(1318) =	13,521.32-	1321	TOTAL OTHER ADJUST GEN RMV OTHER JOBZ EXEMPT= =(1318)+(1319)+(1320)				
CAPITAL RELATED ADJUSTMENTS SUMMARY			1322	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 23)				
1004	FY 2021 OPER CAP ADJ	6,574.48-	1323	OTHER ADJUST, GEN NTC VOTER APPROVED JOBZ EXEMPT (MEMO)	13,004.29			
1072	FY 2019 OPER CAP ADJ	2,108.69	1324	TOTAL OTHER ADJUST GEN NTC VOTER APPR JOBZ EXEMPT =(1322)+(1323)=	13,004.29			
1207	FY 2021 LTFM EQ ADJ	15,352.00-	1325	TIF ADJUST (MEMO)				
1211	FY 2021 LTFM UNEQ ADJ	52,068.56-	1326	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 28)				
1218	FY 2020 LTFM EQ ADJ	18,088.00-						
1225	FY 2020 LTFM UNEQ ADJ	101,336.18						
1236	FY 2019 LTFM EQ ADJ	48,324.60-						
1247	FY 2019 LTFM UNEQ ADJ	48,324.60						
1309	PAY 18 LEASE LEVY ADJ	13,521.32-						
1310	LEASE LEVY ADJ (MEMO)							
1311	OTHER CEX ADJ (MEMO)							
1312	TOTAL CAPITAL RELATED LEVY LIMIT ADJUSTMENT =(1004)+(1072)+(1207) +(1211)+(1218)+(1225) +(1236)+(1247)+(1309) +(1310)+(1311) =	2,159.49-						

COMMUNITY SERV FUND ADJUSTMENTS		GENERAL DEBT SERVICE ADJUSTMENTS		FY 2019 LTFM DEBT LEVY ADJUST	
FY 2021 EARLY CHILD FAMILY ADJUST		1701 REDUCTION DEBT SERVICE EXCESS, VOTER APPROVED = (762) X -1 =		1718 FY 2019 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 19 RPT, LINE 59)	
1401	FY 2021 REVISED ECFE LEVY AUTH (FROM FY 2021 ECFE AID REPORT, LINE 1.7)	324,697.79	392,748.69-	1,574,574.75	
1402	19 PAY 20 LIMIT	324,815.26		1719 17 PAY 18 LIMIT	1,574,576.00
1403	19 PAY 20 LEVY	324,815.26		1720 17 PAY 18 LEVY	1,574,576.00
1404	FY 2021 EARLY CHILD FAMILY ADJUST = ((1401)-(1403)) =	117.47-	392,748.69-	1721 TOTAL ADJUSTMENT ADJ =(1718)-(1719)=	1.25-
1405	FY 2019 HOME VISITING FINAL ADJUSTMENT (FROM FY 2019 HOME VISITING AID REPORT, LINE 8)	5,846.18	1704 REDUCTION DEBT SERVICE EXCESS, NON-VOTER APPROV = (763) X -1 =	1722 18 PAY 19 ADJ LIMIT	1.25-
1406	17 PAY 18 LIMIT	5,777.94	67,936.24-	1723 18 PAY 19 ADJ LEVY	1.25-
1407	17 PAY 18 LEVY	5,777.94		1724 19 PAY 20 ADJ LIMIT	
1408	FY 2019 HOME VISIT ADJUSTMENT = ((1405)-(1406)) =	68.24	1705 OTHER ADJUST (MEMO) NON-VOTER APPROVED	1725 19 PAY 20 ADJ LEVY	
FY 2019 SCHOOL-AGE CARE				1726 FY 2019 DEBT LIMIT ADJUST = (1722)+(1724) =	1.25-
1409	FY 2019 AUTHORITY (FROM UFARS EXPENDITURES)	506,743.25	1706 TOTAL DEBT SERV ADJUST NON-VOTER APPROVED = (1704)+(1705) + (1710)+(1717)+(1728)=	1727 FY 2019 DEBT LEVY ADJUST = (1723)+(1725) =	1.25-
1410	17 PAY 18 LIMIT	470,000.00	67,936.24-	1728 FY 2019 LTFM DEBT LEVY ADJ =(1721)-(1726)=	
1411	17 PAY 18 LEVY	470,000.00			
1412	FY 2019 SCH-AGE CARE ADJUSTMENT = ((1409)-(1410)) =	36,743.25		OTHER POSTEMPLOYMENT BENEFITS (OPEB) & PENSION DEBT SERVICE ADJUSTMENTS	
1413	ADULTS W/DISABILITIES ADJUST			1901 REDUCTION DEBT EXCESS, VOTER APPROV = GTR OF [(921)OR(924)] X -1 =	
1414	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 33)			1902 OTHER OPEB DS ADJUST (MEMO) VOTER APPROVED	
1415	OTHER ADJUST (MEMO)			1903 TOTAL OPEB DEBT SERV ADJ VOTER APPROVED = (1901)+(1902) =	
1416	TOTAL OTHER ADJUST =(1414)+(1415)=			1904 REDUCTION DEBT EXCESS, NON-VOTER = GTR OF [(922)OR(925)] X -1 =	
1417	TOTAL COMMUNITY SERVICE LIMITATION ADJUSTMENT = (1404)+(1405)+(1412) + (1413)+(1416) =	36,694.02		1905 OTHER OPEB DS ADJUST (MEMO)NON-VOTER APPR	
				1906 TOTAL ADJUSTMENT NON-VOTER APPROVED = (1904)+(1905) =	
FY 2021 LTFM DEBT LEVY ADJUST					
1707	FY 2021 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 21 RPT, LINE 59)	2,385,573.76			
1708	19 PAY 20 LIMIT	2,385,573.76			
1709	19 PAY 20 LEVY	2,385,573.76			
1710	FY 2021 LTFM DEBT LEVY ADJ =(1707)-(1708)=				
FY 2020 LTFM DEBT LEVY ADJUST					
1711	FY 2020 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 20 RPT, LINE 59)	1,644,170.00			
1712	18 PAY 19 LIMIT	1,644,170.00			
1713	18 PAY 19 LEVY	1,644,170.00			
1714	TOTAL ADJUSTMENT ADJ =(1711)-(1712)=				
1715	19 PAY 20 ADJ LIMIT				
1716	19 PAY 20 ADJ LEVY				
1717	FY 2020 LTFM DEBT LEVY ADJ =(1714)-(1715)=				

ABATEMENT ADJUSTMENTS		INITIAL ABATE LEVY ADJUST BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND)		CARRY-OVER ABATEMENT LEVY AUTHORITY	
INITIAL ABATEMENT LEVY ADJUSTMENT				PAY 20 REGULAR ABATEMENT LIMIT	
2001	SCHOOL TAXES ABATED IN 2019	412,101.06-	2025 GENERAL=(2004)-(2024)- (2026)-(2027)-(2028)=	282,638.47	2044 GENERAL 185,433.02
2002	SCHOOL TAXES ADDED IN 2019		2026 COM SER [(2004)X (2012)]-(2022) =	5,584.96	2045 COMMUNITY SERVICE 4,275.07
2003	NET CHANGE IN SCHOOL TAXES		2027 GDS DBT [(2004)X (2013)]-(2023) =	113,642.18	2046 GENERAL DEBT SERVICE 83,231.59
	= (2001)+(2002) =	412,101.06-	2028 OPEB DBT [(2004)X (2014)] =		2047 OPEB DEBT SERVICE
2004	ABATEMENT RECOVERY REVENUE [GTR OF ZERO OR -1 X (2003)]	412,101.06	2005 TOTAL = (2004)-(2024)	401,865.61	PAY 20 REGULAR ABATEMENT LEVY
2024	FY 2021 ABATEMENT AID	10,235.45	ABATEMENT INTEREST ADJUSTMENT		2048 GENERAL 185,433.02
2005	INITIAL ABATEMENT LEVY ADJUSTMENT		2029 ABATEMENT INTEREST DEDUCTED FROM TAX		2049 COMMUNITY SERVICE 4,275.07
	= (2004)-(2024) =	401,865.61	SETTLEMENTS IN 2019	6,172.05	2050 GENERAL DEBT SERVICE 83,231.59
PAY 18 CERTIFIED LEVY PLUS AUDITOR ADJUSTMENT BY FUND			ABATEMENT INTEREST ADJUST BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND)		2051 OPEB DEBT SERVICE
2006	GENERAL	38,555,215.87	2030 GENERAL = (2029) -(2031)		CARRY-OVER ABATEMENT LEVY LIMIT (ZERO IF NO LEVY AUTHORITY IN FUND)
2007	COMMUNITY SERVICE	1,073,814.38	-(2032)-(2033) =	4,348.91	2052 GENERAL=(2044)-(2048) OR MEMO
2008	GENERAL DEBT SERVICE	15,089,279.76	2031 COM SER (2029)X(2012)	121.12	2053 COM SER=(2045)-(2049) OR MEMO
2009	OPEB DEBT SERVICE		2032 GEN DBT (2029)X(2013)	1,702.02	2054 GEN DBT=(2046)-(2050) OR MEMO
2010	TOTAL	54,718,310.01	2033 OPEB DBT (2029)X(2014)		2055 OPEB DBT=(2047)-(2051) OR MEMO
CERTIFIED LEVY RATIO BY FUND			2029 TOTAL	6,172.05	2056 TOTAL
2011	GENERAL (2006)/(2010)	.70461269	FY 2019 ABATEMENT AID ADJUSTMENT (ZERO IF NO LEVY AUTHORITY IN FUND)		ADVANCE ABATEMENT LEVY ADJUSTMENT
2012	COM SER (2007)/(2010)	.01962441	2034 GENERAL		2057 SCHOOL TAXES ABATED
2013	GEN DBT (2008)/(2010)	.27576290	2035 COMMUNITY SERVICE		IN 1ST 6 MO OF 2020
2014	OPEB DBT (2009)/(2010)		2036 GEN DEBT		83,196.22-
2015	TOTAL	1.00000000	2037 OPEB DEBT		2058 SCHOOL TAXES ADDED
ABATEMENT AID BY FUND (FROM PART III OF FY 2021 ABATEMENT AID REPORT)			2038 TOTAL		IN 1ST 6 MO OF 2020
2016	GENERAL	7,733.17	TOTAL REGULAR ABATEMENT LEVY ADJUST		2059 NET CHANGE IN SCHOOL TAXES (2057)+(2058)
2017	COMMUNITY SERVICE	2,502.28	2039 GENERAL =		83,196.22-
2018	GENERAL DEBT SERVICE		(2025)+(2030)+(2034)=	286,987.38	2060 TOTAL ADVANCE ABATE LEVY AUTHORITY [GTR OF ZERO OR -1 X (2059)]
2019	TOTAL	10,235.45	2040 COMMUNITY SERVICE =		83,196.22
2020	EST FY 2021 ABATEMENT AID PRORATION FACTOR	1.00000000	(2026)+(2031)+(2035)=	5,706.08	ADVANCE ABATEMENT AUTHORITY BY FUND
PRORATED ABATEMENT AID BY FUND			2041 GEN DEBT SERVICE =		2061 GENERAL = (2060)
2021	GENERAL (2020)X(2016)	7,733.17	(2027)+(2032)+(2036)=	115,344.20	-(2062)-(2063)-(2064)
2022	COM SER (2020)X(2017)	2,502.28	2042 OPEB DEBT SERVICE =		58,621.11
2023	GEN DBT (2020)X(2018)		(2028)+(2033)+(2037)=		2062 COM SER (2060)X(2012)
2024	TOTAL	10,235.45	2043 TOTAL	408,037.66	1,632.68
					2063 GEN DBT (2060)X(2013)
					22,942.43
					2064 OPEB DBT (2060)X(2014)
					2060 TOTAL
					83,196.22



PREVIOUS ADVANCE ABATE LEVY (PAY 19 PREVIOUS ADVANCE PLUS PAY 19 ADVANCE LEVY)		GEN DEBT SERV INITIAL LEVY SUMMARY		POSITIVE OFFSETTING ADJUSTMENTS IN GENERAL AND COM SERV FUNDS	
2065 GENERAL	199,165.98	3007 GEN DEBT SERVICE		3016 GEN RMV VOTER	
2066 COMMUNITY SERVICE	6,286.04	VOTER APPROVED		JOBZ EXEMPT	
2067 GENERAL DEBT SERVICE	86,441.13	JOBZ NONEXEMPT		POSITIVE OFFSET	
2068 OPEB DEBT SERVICE		= (815)+(1703)+(2041)		GTR 0 OR [0-(3001)]	
2069 TOTAL	291,893.15	+ (2054)+(2072) =	12,863,267.81		
ADVANCE ABATEMENT ADJUSTMENT BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND)		3008 GEN DEBT SERVICE		3017 GEN RMV OTHER	
		OTHER		JOBZ EXEMPT	
		JOBZ NONEXEMPT		POSITIVE OFFSET	
		= (816)+(1706)+(2041)		GTR 0 OR [0-(3002)]	
		+ (2054)+(2072) =	2,216,071.65		
2070 GENERAL=(2060)-(2069)-		3009 TOTAL DEBT SERVICE FUND		3018 GEN NTC VOTER	
(2071)-(2072)-(2073)=	140,544.87-	INITIAL LEVY LIMITATION		JOB EXEMPT	
2071 COM SER (2062)-(2066)	4,653.36-	= (3007)+(3008) =	15,079,339.46	POSITIVE OFFSET	
2072 GEN DBT (2063)-(2067)	63,498.70-			GTR 0 OR [0-(3003)]	
2073 OPEB DBT (2064)-(2068)				3019 GEN NTC OTHER	
2074 TOTAL	208,696.93-	OPEB/PENSION DEBT SERVICE INITIAL		JOBZ EXEMPT	
		LEVY SUMMARY		POSITIVE OFFSET	
				GTR 0 OR [0-(3004)]	
TOTAL INITIAL LEVY LIMITATION SUMMARY BEFORE OFFSETTING ADJUST		3010 OPEB/PENSION DEBT		3020 COM SERV	
		SERVICE VOTER APPROVED		POSITIVE OFFSET	
GENERAL FUND INITIAL LEVY SUMMARY		JOBZ NONEXEMPT		GTR 0 OR [0-(3006)]	
		= (903)+(1901)+(2042)			
		+ (2055)+(2073) =			
3001 GENERAL RMV		3011 OPEB/PENSION DEBT		COLLECT NEGATIVE ADJUSTMENTS IN	
VOTER APPROVED		SERVICE OTHER		GENERAL AND COMM ED FUNDS	
JOBZ EXEMPT		JOBZ NONEXEMPT			
= (566)+(1330) =	16,266,908.10	= (908)+(1904)+(2042)		3021 GEN RMV VOTER	
3002 GENERAL RMV OTHER		+ (2055)+(2073) =		JOBZ EXEMPT	
JOBZ EXEMPT				NEGATIVE OFFSET	
= (567)+(1331) =	7,137,217.72	3012 TOTAL OPEB/PENSION DEBT		3022 GEN RMV OTHER	
3003 GENERAL NTC		SERVICE FUND INITIAL		JOBZ EXEMPT	
VOTER APPROVED		LEVY LIMITATION		NEGATIVE OFFSET	
JOBZ EXEMPT		= (3010)+(3011) =			
= (568)+(1332) =	6,490,673.23			3023 GEN NTC VOTER	
3004 GENERAL NTC OTHER		OFFSETTING ADJUSTMENTS		JOB EXEMPT	
JOBZ EXEMPT		(COUNTY AUDITORS CANNOT SPREAD		NEGATIVE OFFSET	
+(570)+(1333)+(2039)		LEVIES BASED ON A NEGATIVE TAX RATE.			
+(2052)+(2070) =	14,833,554.55	TOTAL LEVY LIMITATIONS BY TRUTH IN		3024 GEN NTC OTHER	
3005 TOTAL GENERAL FUND		TAXATION LEVY/FUND CATEGORY SHOWN ON		JOBZ EXEMPT	
INITIAL LEVY LIMITATION		PAGE 31 MUST BE ZERO OR GREATER).		NEGATIVE OFFSET	
= (569)+(3001)+(3002)				3025 COM SERV	
+ (3003)+(3004) =	44,728,353.60	OFFSET CARRIED FORWARD		NEGATIVE OFFSET	
COMMUNITY SERV INITIAL LEVY SUMMARY		3013 GENERAL		NET OFFSETTING ADJUSTMENTS	
		3014 GENERAL DEBT SERVICE		IN GEN AND COM SERV	
3006 TOTAL COMMUNITY SERVICE		3015 OPEB/PENSION DEBT			
FUND INITIAL LEVY LIMITATION		SERVICE		3026 GEN RMV VOTER	
= (634)+(1417)+(2040)				JOBZ EXEMPT	
+ (2053)+(2071) =	1,117,751.80			NET OFFSET ADJ	
				= (3016)+(3021) =	

NET OFFSETTING ADJUS (CONT)	POSITIVE OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FND (CONT)	NET NEGATIVE ADJUSTMENT (CONT)
3027 GEN RMV OTHER JOBZ EXEMPT NET OFFSET ADJ = (3017)+(3022) =	3036 GDS OTH JOBZ NONEXEMPT NET OFFSET ADJ = (3032)+(3034) =	3044 GENERAL DEBT SERVICE ADJUST BALANCE FORWARD =(3014)-(3035) -(3036)=
3028 GEN NTC VOTER JOB EXEMPT NET OFFSET ADJ = (3018)+(3023) =	3037 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3010)]	3045 OPEB/PENSION DEBT SERVICE ADJUST BALANCE FORWARD =(3041)-(3042)=
3029 GEN NTC OTHER JOBZ EXEMPT NET OFFSET ADJ = (3019)+(3024) =	POSITIVE OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND	3046 TOTAL ADJUST BALANCE FORWARD =(3043) +(3044)+(3045)=
3030 COM SERV NET OFFSET ADJ = (3020)+(3025) =	3038 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3011)]	LEVY AFTER OFFSETS STARTING POINT FOR MAX EFFORT ADJUSTMENTS
POSITIVE OFFSETTING ADJUSTMENTS IN GENERAL DEBT SERV FUND	COLLECT NEGATIVE ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND	3500 GEN DEBT VOTER APPR 12,863,267.81 3501 GEN DEBT OTHER 2,216,071.65 3502 OPEB DEBT VOTER APPR 3503 OPEB DEBT OTHER 3504 GENERAL NTC VOTER 6,490,673.23 3505 GENERAL NTC OTHER 14,833,554.55 3506 COMMUNITY SERVICE 1,117,751.80
3031 GDS VOTER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3007)]	3039 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT NEGATIVE OFFSET	MAXIMUM EFFORT LOAN AID
3032 GDS OTHER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3008)]	3040 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT NEGATIVE OFFSET	3507 ACT MAX EFF LOAN AID FOR FY 2018 (FUND 7) 3508 ACT MAX EFF LOAN AID FOR FY 19 (ALL FUNDS) 3509 ACT MAX EFF LOAN AID FOR FY 20 (ALL FUNDS) 3510 ACT MAX EFF LOAN AID FOR FY 21 (ALL FUNDS) 3511 EST/ACT MAX EFF LOAN AID FY 22 (LAST YEAR) 3512 PAY 18 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = 3513 PAY 19 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = 3514 PAY 20 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = 3515 REQUESTED DEBT DEFEASANCE AMOUNT BY END OF FY 2022 3516 BAL AVAIL END FY 2022 =(3507)+(3508)+(3509) +(3510)+(3511)-(3512) -(3513)-(3514)-(3515)
COLLECT NEGATIVE ADJUSTMENTS IN GENERAL DEBT SERV FUND	NET OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND	
3033 GDS VOTER JOBZ NONEXEMPT NEGATIVE OFFSET	3041 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT NET OFFSET ADJ = (3037)+(3039) =	
3034 GDS OTH JOBZ NONEXEMPT NEGATIVE OFFSET	3042 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT NET OFFSET ADJ = (3038)+(3040) =	
NET OFFSETTING ADJUSTMENTS IN GENERAL DEBT SERV FUND	NET NEGATIVE ADJUSTMENT BALANCE TO BE CARRIED FORWARD	
3035 GDS VOTER JOBZ NONEXEMPT NET OFFSET ADJ = (3031)+(3033) =	3043 GENERAL ADJUST BALANCE FORWARD = (3013)-(3026) -(3027)-(3028)-(3029) -(3030) =	

MAXIMUM EFFORT LOAN AID (CONT)	FY 2022 TAC ADD REF REV	TACONITE RECEIPTS (CONT)
3517 PLANNED LEVY REDUCTION ALL FUNDS FOR PAY 21 NOT GTR THAN BAL AVAI	4008 FY 13 REF REV ALLOW 4009 TAC REF ADD ALLOWANCE = (4008) + \$415 = 4010 ADD FRONT END FORMULA = (4002) X (4009) = 4011 TAC ADD BASE = GTR 0 OR [(4010)-(4005)] = 4012 TAC ADD REF REVENUE = (4011) X 22.5% =	4026 TOTAL PAY 19 TAC LEVY LIMIT ADJUST ON LEVY LIMIT & CERTIFICATION  4027 FY 2020 ELIG DIST TAC REPL AMT PLUS PAY 19 TAC LEVY ADJUSTMENT =(4024)+(4026)-(4019)  4028 TAC POT ALLOCATED FROM OTHER TAC SCH DIST FOR PAY 19 LEVY REPLACEMENT [NOT INCL IN (4024)]
LEVY LIMITS ARE REDUCED IN THE FOLLOWING ORDER		
3518 GEN DEBT VOTER = 3519 GEN DEBT OTHER = 3520 OPEB DEBT VOTER = 3521 OPEB DEBT OTHER = 3522 GENERAL NTC VOTER = 3523 GENERAL NTC OTHER = 3524 COMMUNITY SERVICE =	FY 2022 TAC TOTAL REF REV (JULY 2021 PAYMENT)	
3525 MAX EFF LEVY LIMIT ADJ = SUM (3518) TO (3524)=	4013 TAC TOTAL REF REV = (4007) + (4012) = 4014 MAXIMUM EC RESERVE = (59) X \$25 = 4015 RSVD EARLY CHILDHOOD = LSR(4013)OR(4014)=	4029 TAC PROP TAX RELIEF ACCOUNT TRANSFER FOR PAY 19 LEVY REPLACEMENT [NOT INCL IN (4024)]
3526 MAX EFFORT LOAN EST AID THRU FY 2022 RETAINED FOR FUTURE USE =(3516) - (3525) =		4030 FY 2020 ADDITIONAL TAC POT 11 CENTS/TON [NOT INCL IN (4024)] 4031 FY 2020 TAC BLDG MAINT & REPAIR 4 CENTS/TON [NOT INCL IN (4024)]
TACONITE REFERENDUM DATA INFORMATION ONLY	FY 2020 TACONITE RECEIPTS (FEB 2020 & AUG 2020 PYMT) USED TO CALCULATE PAY 21 LEVY LIMITATION REDUCTION	
4001 1983-84 RESIDENT PU 4002 2011-12 RESIDENT PU 46 2019-20 RES PU (PRE) 7,987.82 59 2021-22 ADJ PU (EST) 9,180.60	4016 TAC POT 13.72 CENTS PER TON (INITIAL AMT) 4017 CITY/TWP REPLACEMENT NOT USED THIS YEAR	LEVY LIMIT SUBJECT TO TACONITE ADJUSTMENT
4003 TACONITE REG REF PU =GTR (4001) OR (46)=	4018 TAC POT ALLOCATED TO OTHER TAC SCHOOL DIST TO FUND LINE (4028)	4032 COMMUNITY SERVICE 4033 OTHER GENERAL NTC
4004 2011 NET TAX CAPACITY 4005 TAC REF REV REDUCT FOR BOTH REG AND ADD REF = (4004) X 1.8% =	4019 TAC POT ALLOCATED TO CITIES AND TOWNSHIPS (SEE SPREADSHEET) AUG 2020 PYMTS MADE	4034 REDUCED OTHER NTC FOR LIMITED LTFM LEVY  4035 OTHER GENERAL RMV
FY 2022 TAC REG REF REV (PAY 01 REF LEVY REQ)	4020 TAC POT RECEIPTS BASE = (4016) - (4017) - (4018) - (4019) =	4036 OP REFERENDUM (VOTER) 4037 = 50% OF (4036) =  4038 CAP PROJ LIMIT(VOTER) 4039 = 50% OF (4038) =
4006 REG FRONT END FORMULA = (4003) X \$175 = 4007 TAC REG REF REV = GTR 0 OR [(4006)-(4005)]=	4021 MINING 3.43 CENTS/TON  4022 TAC RAILR GRANDFATHER 4023 DEER RVR GRANDFATHER  4024 FY 2020 ELIGIBLE TAC RECEIPTS BASE AMOUNT =SUM(4020) TO (4023)=  4025 MAX TAC REDUCT = 95% OF [(4024) + (4019)]	4040 NET OPEB DEBT SERV LEVY NON-VOTER APPR BONDS  4041 NET OPEB DEBT SERV LEVY FOR VOTER APPR BONDS 4042 = 50% OF (4041) =  4043 NET GEN DEBT SERV LEVY NON-VOTER APPR BONDS  4044 NET GEN DEBT SERV LEVY FOR VOTER APPR BONDS 4045 = 50% OF (4044) =

LEVY TACONTE ADJUST (CONT)

FY 2022 LEVY, AID & REVENUE SUMMARY  
BY FUND CONTINUES ON PAGE 30

4046 COM SERV = -1 X (LSR  
OF (4025) OR (4032))=  
4047 REMAINING REDUCTION  
= (4025)+(4046) =  
  
4048 GEN OTH NTC = -1 X (LSR  
OF (4034) OR (4047))=  
4049 REMAINING REDUCTION  
= (4047)+(4048) =  
  
4050 OPEB TACONITE ADJUST  
NON-VOTER = -1 X (LSR  
OF (4040) OR (4049))=  
4051 REMAINING REDUCTION  
= (4049)+(4050) =  
  
4052 GDS TACONITE ADJUST  
NON-VOTER = -1 X (LSR  
OF (4043) OR (4051))=  
4053 REMAINING REDUCTION  
= (4049)+(4052) =  
  
4054 GEN OTH RMV = -1 X (LSR  
OF (4035) OR (4053))=  
4055 REMAINING REDUCTION  
= (4053)+(4054) =  
  
4056 OPER REF = -1 X (LSR  
OF (4037) OR (4055))=  
4057 REMAINING REDUCTION  
= (4055)+(4056) =  
  
4058 CAP PROJ = -1 X (LSR  
OF (4039) OR (4057))=  
4059 REMAINING REDUCTION  
= (4057)+(4058) =  
  
4060 OPEB DEBT TAC ADJUST  
VOTER APPR= -1 X (LSR  
OF (4042) OR (4059))=  
  
4061 REMAINING REDUCTION  
= (4059)+(4060) =  
  
4062 GDS TACONITE ADJUST  
VOTER APPR= -1 X (LSR  
OF (4045) OR (4061))=  
  
4063 TOTAL TACONITE LEVY  
LIMITATION ADJUST =  
(4046)+(4048)+(4050)+  
(4052)+(4054)+(4056)+  
(4058)+(4060)+(4062)=  
  
4064 CITY/TOWNSHIP DISTRIBUTION  
= (4025)+(4063) =

FY 2022 LEVY, AID & REVENUE SUMMARY BY FUND (ESTIMATE AT TIME OF PROPOSED LEVY CERTIFICATION)	COMMUNITY SERVICE FUND	OPEB/PENSION DEBT SERVICE FUND (CONT
GENERAL FUND	5013 MAX EFFORT LOAN AID USED = -(3524) =	5025 TOTAL OPEB/PENSION DEBT SERVICE FUND LEVY LIMITATION = (5023)+(5024) =
5001 GEN RMV VOTER APPROVED JOBZ EXEMPT = (3001) +(3026)+(4056) = 16,266,908.10	5014 TACONITE RECEIPTS = -(4046) =	5026 MAX EFFORT LOAN AID USED = -(3520)-(3521) =
5002 GENERAL RMV OTHER JOBZ EXEMPT = (3002) +(3027)+(4054) = 7,137,217.72	5015 TOTAL COMM SERV FUND REVENUE = (5011) +(5012)+(5013)+(5014) 1,254,648.02	5027 TACONITE RECEIPTS = -(4050)-(4060) =
5003 GEN NTC VOTER APPROVED JOBZ EXEMPT = (3003)+ (3028)+(3522)+(4058)= 6,490,673.23	GENERAL DEBT SERVICE FUND	5028 TOTAL OPEB/PENSION DEBT SERVICE FUND REVENUE =(5025)+(5026)+(5027)
5004 GENERAL NTC OTHER PHASED OUT IN FY18	5016 GEN DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (3007)+ (3035)+(3518)+(4062)= 12,863,267.81	TOTAL, ALL FUNDS
5005 GENERAL NTC OTHER JOBZ EXEMPT = (3004)+ (3029)+(3523)+(4048)= 14,833,554.55	5017 GEN DEBT SERV OTHER JOBZ NONEXEMPT = (3008) (3036)+(3519)+(4052)= 2,216,071.65	5029 TOTAL LEVY LIMIT = (5006)+(5011) + (5018)+(5025) = 60,925,444.86
5006 TOTAL GENERAL FUND LEVY LIMITATION = (5001)+(5002)+(5003) + (5004)+(5005) = 44,728,353.60	5018 TOTAL DEBT SERVICE FUND LEVY LIMITATION = (5016)+(5017) = 15,079,339.46	5030 TOTAL AID = (5007)+(5012) + (5019) = 79,439,887.07
5007 TOTAL GENERAL FUND AID = (322)+(328)+(333) + (339)+(355)+(380) +(408)+(493)+(2021)= 79,302,990.85	5019 TOTAL DEBT SERVICE FUND AID = (488)+ (779)+(798)+(2023) =	5031 TOTAL MAX EFFORT AID USED = (5008)+(5013) + (5020)+(5026) =
5008 MAX EFFORT LOAN AID USED = -(3522)-(3523) =	5020 MAX EFFORT LOAN AID USED =(3515)-(3518)-(3519)	5032 TOTAL TACONITE RECEIPTS = (5009)+(5014) + (5021)+(5027) =
5009 TACONITE RECEIPTS = - (4048)-(4054) - (4056)-(4058) =	5021 TACONITE RECEIPTS = -(4052)-(4062) =	5033 TOTAL REVENUE = (5010)+(5015) + (5022)+(5028) = 140,365,331.93
5010 TOTAL GENERAL FUND REVENUE = (5006)+ (5007)+(5008)+(5009)=124,031,344.45	5022 TOTAL DEBT SERVICE FUND REVENUE = (5018) +(5019)+(5020)+(5021) 15,079,339.46	
COMMUNITY SERVICE FUND	OPEB/PENSION DEBT SERVICE FUND	
5011 TOTAL COMMUNITY SERVICE FUND LEVY LIMITATION = (3006)+ (3030)+(3524)+(4046)= 1,117,751.80	5023 OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT =(3010)+ (3041)+(3520)+(4060)=	
5012 TOTAL COMMUNITY SERVICE FUND AID = (611)+(621)+(626) + (632)+(2022) = 136,896.22	5024 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT=(3011)+ (3042)+(3521)+(4050)=	

I. COMPUTATION OF 2020 PAYABLE 2021 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	16,736,233.80	469,325.70-	N/A			16,266,908.10
GEN-RMV OTHER-EXEMP	7,280,907.91	143,690.19-	N/A			7,137,217.72
GEN-NTC VOTER-EXEMP	6,477,668.94		N/A			6,490,673.23
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	14,719,393.82	32,281.78-	146,442.51			14,833,554.55
TOTAL GENERAL	45,214,204.47	632,293.38-	146,442.51			44,728,353.60
COM SERV-EXEMP	1,080,005.06	36,694.02	1,052.72			1,117,751.80
DEBT-VOTER-NONEXEMP	13,204,171.00	392,748.69-	51,845.50			12,863,267.81
DEBT-OTHER-NONEXEMP	2,284,007.89	67,936.24-				2,216,071.65
TOTAL DEBT SERV	15,488,178.89	460,684.93-	51,845.50			15,079,339.46
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP						
TOTAL OPEB/PENSION						
TOTAL	61,782,388.42	1,056,284.29-	199,340.73			60,925,444.86

II. COMPARISON OF 2019 PAYABLE 2020 LEVY LIMITATION WITH 2020 PAYABLE 2021 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2019 PAY 2020 LIMITATION	2020 PAY 2021 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	43,482,930.97	44,728,353.60	1,245,422.63	2.86
COMMUNITY SERVICE	1,100,103.03	1,117,751.80	17,648.77	1.60
GENERAL DEBT SERVICE	14,724,982.64	15,079,339.46	354,356.82	2.41
OPEB DEBT SERVICE				
TOTAL	59,308,016.64	60,925,444.86	1,617,428.22	2.73

III. COMPARISON OF 2019 PAYABLE 2020 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH  
2020 PAYABLE 2021 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2019 PAY 2020 CERTIFIED LEVY + ADJUSTMENTS	2020 PAY 2021 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	43,482,930.97			
COMMUNITY SERVICE	1,100,103.03			
GENERAL DEBT SERVICE	14,724,982.64			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	59,308,016.64			

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
SUBTOTALS BY LEVY CATEGORY						
(5001)	GENERAL-RMV VOTER-JOBZ EXEMPT	16,344,139.49	16,344,139.49	16,266,908.10	16,266,908.10	
(5002)	GENERAL-RMV OTHER-JOBZ EXEMPT	7,272,900.47	7,272,900.47	7,137,217.72	7,137,217.72	
(5003)	GENERAL-NTC VOTER-JOBZ EXEMPT	6,277,202.62	6,277,202.62	6,490,673.23	6,490,673.23	
(5004)	GENERAL-NTC OTHER-GENED-EXEMPT	N/A	N/A	N/A	N/A	N/A *1
(5005)	GENERAL-NTC OTHER-JOBZ EXEMPT	13,588,688.39	13,588,688.39	14,833,554.55	14,833,554.55	
(5011)	COMMUNITY SERV-NTC OTHER-EXEMPT	1,100,103.03	1,100,103.03	1,117,751.80	1,117,751.80	
(5016)	GENL DEBT-NTC VOTER-NONEXEMPT	12,459,414.20	12,459,414.20	12,863,267.81	12,874,090.08	*2
(5017)	GENL DEBT-NTC OTHER-NONEXEMPT	2,265,568.44	2,265,568.44	2,216,071.65	2,374,131.50	*2
(5023)	OPEB DEBT-NTC VOTER-NONEXEMPT					
(5024)	OPEB DEBT-NTC OTHER-NONEXEMPT					
SUBTOTALS BY FUND						
(5006)	GENERAL FUND	43,482,930.97	43,482,930.97	44,728,353.60	44,728,353.60	
(5011)	COMMUNITY SERVICES FUND	1,100,103.03	1,100,103.03	1,117,751.80	1,117,751.80	
(5018)	GENERAL DEBT SERVICE FUND	14,724,982.64	14,724,982.64	15,079,339.46	15,248,221.58	
(5025)	OPEB/PENSION DEBT SERVICE FUND					
SUBTOTALS BY TAX BASE						
	REFERENDUM MARKET VALUE	23,617,039.96	23,617,039.96	23,404,125.82	23,404,125.82	
	NET TAX CAPACITY	35,690,976.68	35,690,976.68	37,521,319.04	37,690,201.16	
SUBTOTALS BY TRUTH IN TAXATION CATEGORY						
	VOTER APPROVED	35,080,756.31	35,080,756.31	35,620,849.14	35,631,671.41	
	OTHER	24,227,260.33	24,227,260.33	25,304,595.72	25,462,655.57	
TOTAL LEVY						
	TOTAL LEVY	59,308,016.64	59,308,016.64	60,925,444.86	61,094,326.98	
ALLOWABLE INCREASE						
	ALLOWABLE INCREASE AMOUNT				168,882.12-	
	MAXIMUM ALLOWABLE CERTIFIED LEVY				60,925,444.86	

FOOTNOTES:

\*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

\*2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES

NOTE TO SCHOOL DISTRICTS: MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, [HTTP://EDUCATION.STATE.MN.US](http://EDUCATION.STATE.MN.US).

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL REFER MARKET VALUE VOTER APPROVED JOBZ EXEMPT:						
(309)	1ST TIER RMV REFER	4,235,036.00	4,235,036.00	4,223,076.00	4,223,076.00	*3
(310)	2ND TIER RMV REFER	8,117,919.55	8,117,919.55	8,094,994.05	8,094,994.05	*3
(311)	UNEQUALIZED RMV REFER	3,989,403.91	3,989,403.91	4,418,163.75	4,418,163.75	
(1032)	FY 2021 1ST TIER REF ADJUST	11,940.00	11,940.00	38,364.00-	38,364.00-	*3
(1040)	FY 2021 2ND TIER REF ADJUST	18,308.00	18,308.00	73,537.95-	73,537.95-	*3
	FY 2021 3RD TIER REF ADJUST	322,047.70	322,047.70	N/A	N/A	N/A
(1048)	FY 2021 UNEQUAL REF ADJUST	273,404.24-	273,404.24-	36,138.89-	36,138.89-	
(1054)	FY 2021 TBRA ALLOC ADJUST					*3
(1063)	FY 2021 REF HOLD HARMLESS ADJ					
(1100)	FY 2019 1ST TIER REF ADJUST	25,254.00-	25,254.00-	51,891.00-	51,891.00-	
(1114)	FY 2019 2ND TIER REF ADJUST	38,722.80-	38,722.80-	79,566.20-	79,566.20-	
(1121)	FY 2019 3RD TIER REF ADJUST	13,134.63-	13,134.63-	149,631.54	149,631.54	
(1128)	FY 2019 UNEQUAL REF ADJUST			339,459.20-	339,459.20-	
(1134)	FY 2019 TBRA ALLOC ADJUST					
(1146)	FY 2019 REF HOLD HARMLESS ADJ					
(1317)	OTHER RMV REF ADJUST (MEMO)					
(3026)	RMV REF NET OFFSET ADJUST					
(4056)	REFERENDUM TACONITE ADJUST					
(5001)	TOTAL GENERAL - RMV VOTER APPROVED JOBZ EXEMPT	16,344,139.49	16,344,139.49	16,266,908.10	16,266,908.10	
GENERAL REFER MARKET VALUE OTHER JOBZ EXEMPT:						
(306)	1ST TIER LOCAL OPTIONAL	2,757,508.03	2,757,508.03	2,749,708.03	2,749,708.03	*4
(236)	2ND TIER LOCAL OPTIONAL	3,903,598.40	3,903,598.40	3,892,574.40	3,892,574.40	*4
(239)	EQUITY	654,128.92	654,128.92	638,625.48	638,625.48	*4
(241)	TRANSITION					*4
(1012)	FY 2021 LOR TIER 1 ADJUST	16,875.20	16,875.20			*4
(1016)	FY 2021 LOR TIER 2 ADJUST	N/A	N/A	35,361.60-	35,361.60-	*4
(1020)	FY 2021 EQUITY ADJUST	14,901.51-	14,901.51-	19,040.16-	19,040.16-	*4
(1024)	FY 2021 TRANSITION ADJUST					*4
	FY 2021 1ST TR BRD-APPR REF ADJ			N/A	N/A	N/A
	FY 2021 TBRA ALLOC ADJUST			N/A	N/A	N/A
	FY 2021 REF HOLD HARMLESS ADJ			N/A	N/A	N/A
(1056)	FY 2021 LOR TIER 1 TBRA ADJUST	N/A	N/A			*3
(1065)	FY 2021 LOR TIER 1 HOLD HARM AD	N/A	N/A			
(1079)	FY 2019 LOCATION EQUITY ADJ	35,692.32-	35,692.32-	73,339.28-	73,339.28-	
(1086)	FY 2019 EQUITY ADJUST	8,616.25-	8,616.25-	15,949.15-	15,949.15-	
(1093)	FY 2019 TRANSITION ADJUST					
(1107)	FY 2019 1ST TR BRD-APPR REF ADJ					
(1140)	FY 2019 TBRA ALLOC ADJUST					
(1152)	FY 2019 REF HOLD HARMLESS ADJ					
(1321)	OTHER ADJ, GEN OTHER RMV					
(3027)	GENERAL OTH RMV NET OFFSET ADJ					
(4054)	GENERAL OTH RMV TACONITE ADJUST					
(5002)	TOTAL GENERAL - RMV OTHER JOBZ EXEMPT	7,272,900.47	7,272,900.47	7,137,217.72	7,137,217.72	

FOOTNOTES:

- \*3 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING REFERENDUM EQUALIZATION AID (PRIOR TO TAX BASE REPLACEMENT AID AND REFERENDUM HOLD HARMLESS).
- \*4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.



LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY VOTER APPROVED JOBZ EXEMPT:						
(552)	CAPITAL PROJECT REFERENDUM	6,277,202.62	6,277,202.62	6,477,668.94	6,477,668.94	
(1324)	OTHER NTC VOTER ADJ (MEMO)			13,004.29	13,004.29	
(3028)	NTC VOTER NET OFFSET ADJ					
(3522)	NTC VOTER MAX EFFORT ADJ					
(4058)	CAPITAL PROJ TACONITE ADJ					
(5003)	TOTAL GENERAL - NTC VOTER APPROVED JOBZ EXEMPT	6,277,202.62	6,277,202.62	6,490,673.23	6,490,673.23	
GENERAL NET TAX CAPACITY OTHER GENED JOBZ EXEMPT:						
	STUDENT ACHIEVEMENT (GENED)	N/A	N/A	N/A	N/A	N/A *1
(5004)	TOTAL GENERAL-NTC OTHER GENED JOBZ EXEMPT	N/A	N/A	N/A	N/A	N/A

FOOTNOTES:

\*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT:						
INITIAL LEVIES:						
(230)	OPERATING CAPITAL	1,132,953.12	1,132,953.12	1,177,300.12	1,177,300.12	*4
(332)	ALT TEACHER COMP (Q COMP)	818,224.38	818,224.38	815,447.11	815,447.11	*5
(353)	ACHIEVEMENT & INTEGRATION	343,564.80	343,564.80	363,901.89	363,901.89	*6
(357)	FY 2021 REEMPLOYMENT INS	70,000.00	70,000.00	150,000.00	150,000.00	
(359)	SAFE SCHOOLS	331,437.60	331,437.60	330,501.60	330,501.60	
(362)	SAFE SCHOOLS INTERMEDIATE	138,099.00	138,099.00	137,709.00	137,709.00	
(365)	JUDGMENT					*7
(367)	ICE ARENA					
(379)	FY 2021 CAREER TECHNICAL	111,842.15	111,842.15	111,842.15	111,842.15	
(383)	FY 2020 ANNUAL OTHER POST- EMPLOYMENT BENEFITS (OPEB)	752,088.17	752,088.17	915,707.98	915,707.98	
(494)	LT FACILITIES EQUAL	1,232,939.59	1,232,939.59	1,292,881.22	1,134,838.54	*5
(495)	LT FACILITIES UNEQUAL	7,721,514.48	7,721,514.48	8,639,884.86	8,797,927.54	
(505)	DISABLED ACCESS					
(549)	BUILDING/LAND LEASE	774,080.36	774,080.36	784,217.89	784,217.89	
(550)	COOP BUILDING REPAIR					
(551)	OTHER CAPITAL (MEMO)					
(554)	CONSOL/TRANSITION					
(555)	REORG OPERATING DEBT					
(556)	FY 2021 HEALTH BENEFITS					
(557)	ADDITIONAL RETIREMENT					
(558)	SEVERANCE					
(559)	ADMINISTRATIVE DISTRICT					
(560)	SWIMMING POOL					
(561)	TREE GROWTH					
(562)	CONSOL/RETIREMENT					
(563)	ECON DEV ABATEMENT					
(564)	OTHER GENERAL (MEMO)					
(5005A)	SUBTOTAL - INITIAL LEVIES - GENERAL NTC OTHER JOBZ EXEMPT	13,426,743.65	13,426,743.65	14,719,393.82	14,719,393.82	

FOOTNOTES:

- \*4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- \*5 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN EQUALIZATION AID.
- \*6 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- \*7 WITH COMMISSIONER APPROVAL, DISTRICTS MAY SPREAD THIS LEVY OVER UP TO THREE YEARS.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T):						
LEVY ADJUSTMENTS:						
(1004)	FY 2021 OPER CAPITAL ADJUST	44,841.03-	44,841.03-	6,574.48-	6,574.48-	*4
(1072)	FY 2019 OPER CAPITAL ADJUST	20,214.58-	20,214.58-	2,108.69	2,108.69	
(1156)	FY 2021 ALT TEACHER COMP ADJUST	6,598.99	6,598.99	14,002.39-	14,002.39-	*8
(1163)	FY 2019 ALT TEACHER COMP ADJUST					
(1167)	FY 2021 ACHIEVE & INTEG ADJUST			19,866.34	19,866.34	*6
(1174)	FY 2019 ACHIEVE & INTEG ADJUST	8,118.37-	8,118.37-	11,743.58-	11,743.58-	*6
(1179)	FY 2019 REEMPLOYMENT ADJUST	19,625.78	19,625.78	1,192.60	1,192.60	
(1184)	FY 2019 SAFE SCHOOLS ADJUST	3,426.48-	3,426.48-	6,226.92-	6,226.92-	
(1189)	FY 2019 SAFE SCHOOLS INTERM ADJ	1,427.70-	1,427.70-	2,594.55-	2,594.55-	
(1193)	FY 2019 CAREER TECHNICAL ADJUST			16,613.79-	16,613.79-	
(1197)	FY 2019 HEALTH BENEFITS ADJUST					
(1203)	FY 2019 ANNUAL OPEB ADJUST	128,594.07-	128,594.07-			
(1207)	FY 2021 LTFM EQUAL ADJUST	15,124.00	15,124.00	15,352.00-	15,352.00-	
(1211)	FY 2021 LTFM UNEQUAL ADJUST	16,480.00-	16,480.00-	52,068.56-	52,068.56-	
(1218)	FY 2020 LTFM EQUAL ADJUST	17,404.00-	17,404.00-	18,088.00-	18,088.00-	
(1225)	FY 2020 LTFM UNEQUAL ADJUST	16,341.22-	16,341.22-	101,336.18	101,336.18	
(1236)	FY 2019 LTFM EQUAL ADJUST	3,121.48	3,121.48	48,324.60-	48,324.60-	
(1247)	FY 2019 LTFM UNEQUAL ADJUST	66,719.79	66,719.79	48,324.60	48,324.60	
(5005B)	SUBTOTAL - ADJUSTMENTS-THIS PAGE					
	GENERAL NTC OTHER JOBZ EXEMPT	145,657.41-	145,657.41-	18,760.46-	18,760.46-	

FOOTNOTES:

- \*4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- \*6 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- \*8 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN ALTERNATIVE COMPENSATION EQUALIZATION

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T):						
LEVY ADJUSTMENTS:						
(1309)	PAY 18 LEASE ADJUST	22,087.25-	22,087.25-	13,521.32-	13,521.32-	
(1310)	LEASE LEVY ADJ (MEMO)					
(1311)	OTHER CAPITAL ADJUST (MEMO)					
(760)	FY 2022 FAC & EQUIP BOND ADJUST					
(1313)	ECON DEV ABATE ADJUST					
(1314)	DEBT SURPLUS ADJUST					
(1329)	OTHER GENERAL ADJUST					
(2039)	ABATEMENT ADJUSTMENT	185,433.02	185,433.02	286,987.38	286,987.38	*11
(2052)	CARRY-OVER ABATEMENT ADJUST					*12
(2070)	ADVANCE ABATEMENT ADJUST	144,256.38	144,256.38	140,544.87-	140,544.87-	*13
(3029)	GENERAL OTH NTC NET OFFSET ADJ					
(3523)	GEN OTH NTC MAX EFFORT ADJ					
(4048)	GENERAL OTH NTC TACONITE ADJUST					
(5005C)	SUBTOTAL - ADJUSTMENTS- THIS PAGE					
	GENERAL NTC OTHER JOBZ EXEMPT	307,602.15	307,602.15	132,921.19	132,921.19	
(5005A)	SUBTOTAL - INITIAL LEVIES- PAGE 35					
	GENERAL NTC OTHER JOBZ EXEMPT	13,426,743.65	13,426,743.65	14,719,393.82	14,719,393.82	
(5005B)	SUBTOTAL - ADJUSTMENTS- PAGE 36					
	GENERAL NTC OTHER JOBZ EXEMPT	145,657.41-	145,657.41-	18,760.46-	18,760.46-	
(5005)	TOTAL GENERAL - NTC					
	OTHER JOBZ EXEMPT	13,588,688.39	13,588,688.39	14,833,554.55	14,833,554.55	

FOOTNOTES:

\*11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).

\*12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.

\*13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
COMMUNITY SERVICE JOBZ EXEMPT:						
(610)	BASIC COMMUNITY EDUC	306,969.00	306,969.00	306,969.00	306,969.00	*14
(620)	EARLY CHILD FAMILY	324,815.26	324,815.26	316,966.83	316,966.83	*15
(625)	HOME VISITING	6,504.01	6,504.01	6,908.23	6,908.23	
(627)	ADULTS W/ DISABILITIES	5,202.00	5,202.00	5,202.00	5,202.00	
(631)	SCHOOL-AGE CARE	482,902.00	482,902.00	443,959.00	443,959.00	*15
(633)	OTHER COMM ED (MEMO)					
(1404)	FY 2021 EARLY CHILD FAMILY ADJ	2,404.04	2,404.04	117.47-	117.47-	
(1405)	FY 2019 HOME VISITING ADJUST	97.69	97.69	68.24	68.24	
(1412)	FY 2019 SCHOOL-AGE CARE ADJUST	37,529.55-	37,529.55-	36,743.25	36,743.25	
(1413)	ADULTS W/ DISABILITIES ADJUST					
(1416)	OTHER ADJUST (MEMO)					
(2040)	ABATEMENT ADJUSTMENT	4,275.07	4,275.07	5,706.08	5,706.08	*11
(2053)	CARRY-OVER ABATEMENT ADJUST					*12
(2071)	ADVANCE ABATEMENT ADJUST	4,463.51	4,463.51	4,653.36-	4,653.36-	*13
(3030)	COM SERV NET OFFSET ADJUST					
(3524)	COM SERV MAX EFFORT ADJUST					
(4046)	COM SERV TACONITE ADJUST					
(5011)	TOTAL COMMUNITY SERVICE JOBZ EXEMPT	1,100,103.03	1,100,103.03	1,117,751.80	1,117,751.80	

FOOTNOTES:

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- \*13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- \*14 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- \*15 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE A COMMUNITY EDUCATION PROGRAM TO QUALIFY FOR THIS LEVY.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY	NOTES
DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT:							
(811)	DEBT SERVICE-AID ELIG	12,942,622.47	12,942,622.47	13,204,171.00	13,204,171.00		*16
(813)	DEBT SERVICE-AID INELIG	20,947.50	20,947.50				*16
(780)	NATURAL DISASTER DEBT						*16
(1701)	REDUCTION FOR DEBT EXCESS	652,127.33-	652,127.33-	392,748.69-	381,926.42-		
(1702)	OTHER ADJUST (MEMO)						
(2041)	ABATEMENT ADJUSTMENT	83,231.59	83,231.59	115,344.20	115,344.20		*11,17
(2054)	CARRY OVER ABATEMENT						*12,17
(2072)	ADVANCE ABATE ADJUST	64,739.97	64,739.97	63,498.70-	63,498.70-		*13,17
(3035)	GDS VTR NET OFFSET ADJUST						
(3518)	GDS VTR MAX EFFORT ADJ						
(4062)	GDS VTR TACONITE ADJUST						
(5016)	TOTAL DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT	12,459,414.20	12,459,414.20	12,863,267.81	12,874,090.08		*2
DEBT SERVICE OTHER JOBZ NONEXEMPT:							
(812)	DEBT SERVICE-AID ELIG						*16
(814)	DEBT SERVICE-AID INELIG			20,948.00	20,948.00		*16
(771)	LT FACILITIES DEBT SERVICE	2,385,573.76	2,385,573.76	2,263,059.89	2,423,900.00		*16
(1710)	FY 2021 LTFM DEBT SERV ADJ						
(1717)	FY 2020 LTFM DEBT SERV ADJ						
(1728)	FY 2019 LTFM DEBT SERV ADJ						
(1704)	REDUCTION FOR DEBT EXCESS	120,005.32-	120,005.32-	67,936.24-	70,716.50-		
(1705)	OTHER ADJUST (MEMO)						
(2041)	ABATEMENT ADJUSTMENT						*11,17
(2054)	CARRY OVER ABATEMENT						*12,17
(2072)	ADVANCE ABATE ADJUST						*13,17
(3036)	GDS OTH NET OFFSET ADJUST						
(3519)	GDS OTH MAX EFFORT ADJ						
(4052)	GDS OTH TACONITE ADJUST						
(5017)	TOTAL DEBT SERVICE OTHER JOBZ NONEXEMPT	2,265,568.44	2,265,568.44	2,216,071.65	2,374,131.50		*2

FOOTNOTES:

- \*2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES
  - \*11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
  - \*12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
  - \*13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
  - \*16 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
  - \*17 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2041, 2054 AND 2072 APPEAR AS VOTER APPROVED DEBT SERVICE IF VOTER APPROVED INITIAL DEBT SERVICE LEVY ON LINE 815 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.
- FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT:						
(903)	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS					*16
(1901)	REDUCTION FOR DEBT EXCESS					
(1902)	OTHER ADJUST (MEMO)					
(2042)	ABATEMENT ADJUSTMENT					*11,18
(2055)	CARRY OVER ABATEMENT					*12,18
(2073)	ADVANCE ABATE ADJUST					*13,18
(3041)	OPEB DEBT VTR NET OFFSET ADJUST					
(3520)	OPEB VTR MAX EFFORT ADJ					
(4060)	OPEB/PENSION DEBT TACONITE ADJUST					
(5023)	TOTAL OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT					
OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT:						
(908)	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS					*16
(1904)	REDUCTION FOR DEBT EXCESS					
(1905)	OTHER ADJUST (MEMO)					
(2042)	ABATEMENT ADJUSTMENT					*11,18
(2055)	CARRY OVER ABATEMENT					*12,18
(2073)	ADVANCE ABATE ADJUST					*13,18
(3042)	OPEB DEBT OTH NET OFFSET ADJUST					
(3521)	OPEB OTH MAX EFFORT ADJ					
(4050)	OPEB/PENSION DEBT TACONITE ADJUST					
(5024)	TOTAL OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT					

FOOTNOTES:

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- \*13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- \*16 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- \*18 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2042, 2055 AND 2073 APPEAR AS VOTER APPROVED OPEB DEBT SERVICE IF VOTER APPROVED INITIAL OPEB DEBT SERVICE LEVY ON LINE 903 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.



# Edina Public Schools, ISD 273

## Public Hearing for Taxes Payable in 2021

DECEMBER 14, 2020

PRESENTED BY:

JOHN TOOP, DIRECTOR OF  
BUSINESS SERVICES

## Minnesota State Law Requires:

### **A Public Meeting...**

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

### **...and Presentation of:**

- Current year budget
- Proposed property tax levy



## Edina Public Schools, ISD 273

### District Revenues and Expenditures

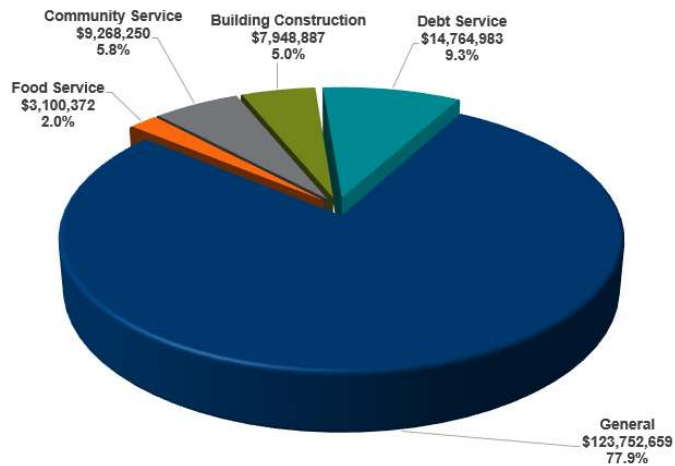
Actual for FY 2020, Budget for FY 2021

FUND	FISCAL 2020 BEGINNING FUND BALANCES	2019-20 ACTUAL REVENUES & TRANSFERS IN	2019-20 ACTUAL EXPENDITURES & TRANSERS	JUNE 30, 2020 ACTUAL FUND BALANCES	2020-21 BUDGET REVENUES & TRANSERS IN	2020-21 BUDGET EXPENDITURES & TRANSFERS	JUNE 30, 2021 PROJECTED FUND BALANCES
General/Restricted	\$2,649,783	\$18,867,779	\$20,058,329	\$1,459,232	\$18,645,884	\$18,688,311	\$1,416,805
General/Other	11,557,731	99,486,301	97,609,171	13,434,861	105,106,775	104,560,522	13,981,114
Food Service	1,100,255	2,475,919	2,649,049	927,125	3,100,372	3,082,555	944,942
Community Service	932,204	7,453,883	7,858,032	528,055	9,268,250	8,984,503	811,802
Building Construction	25,077,215	7,208,234	19,192,474	13,092,975	7,948,887	22,463,704	(1,421,842)
Debt Service	2,596,972	38,060,549	37,630,560	3,026,960	14,764,983	14,630,538	3,161,405
Internal Service	489,605			601,205			601,205
<b>Total All Funds</b>	<b>\$44,403,764</b>	<b>\$173,552,665</b>	<b>\$184,997,616</b>	<b>\$33,070,414</b>	<b>\$158,835,151</b>	<b>\$172,410,133</b>	<b>\$19,495,432</b>

## Edina Public Schools, ISD 273

Revenue - All Funds

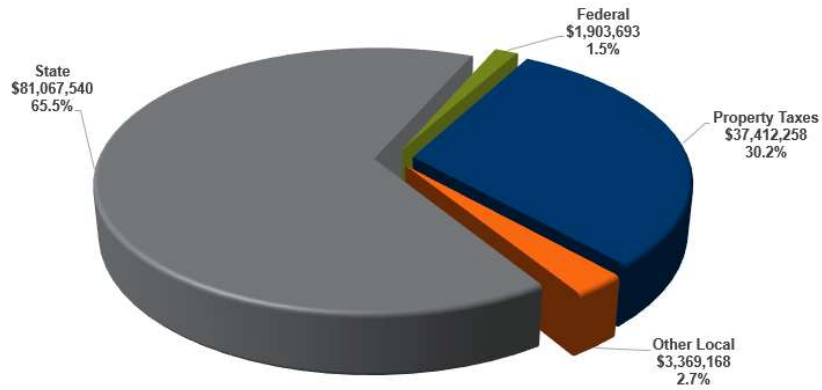
2020-21 Budget \$158,835,151



## Edina Public Schools, ISD 273

General Fund Revenue

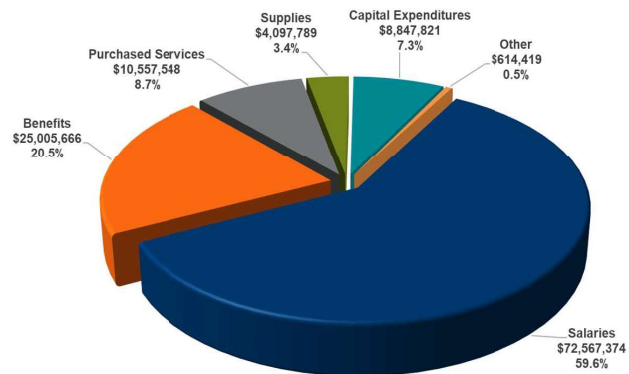
2020-21 Budget \$123,752,659



## Edina Public Schools, ISD 273

General Fund Expenditures by Object

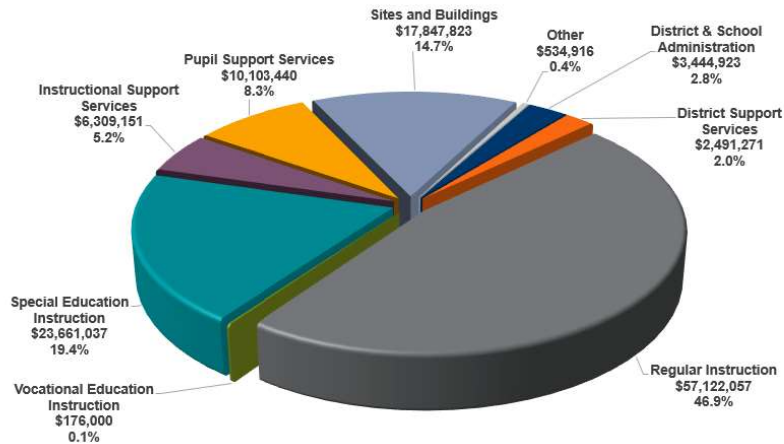
2020-21 Budget \$121,690,618



## Edina Public Schools, ISD 273

General Fund Expenditures by Program

2020-21 Budget \$121,690,618



## Overview of Proposed Levy Payable in 2021

- Proposed property tax levy for 2021 increases from 2020 by \$1,617,428 or 2.7%
  - Includes decrease of \$168,852 from proposed levy approved by School Board in September, because District refinanced some of its existing bonds
  - Total savings from refinancing was approximately \$750,000, with reduction in debt service levies for taxes payable in 2021 through 2025
- Reasons for major increases and decreases in levy are included on following slides

## Edina Public School District, ISD 273

Comparison of Actual Tax Levy Payable in 2020 to Proposed Levy Payable in 2021

Fund Levy Category	Actual Levy Payable in 2020	Proposed Levy Payable in 2021	\$ Change	% Change
<b>General</b>				
Voter Approved Operating Referendum	\$16,342,359	\$16,736,234	\$393,874	
Local Optional Revenue (LOR)	6,681,106	6,642,282	(18,824)	
Equity	654,129	638,625	(15,503)	
Capital Project - Technology Referendum	6,277,203	6,477,669	200,466	
Operating Capital	1,132,953	1,177,300	44,347	
Alternate Teacher Compensation	818,224	815,447	(2,777)	
Achievement and Integration	343,565	363,902	20,337	
Safe Schools	469,537	468,211	(1,326)	
Other Post-Employment Benefits (OPEB)	752,088	915,708	163,620	
Long Term Facilities Maintenance	8,954,454	9,932,766	978,312	
Instructional Lease	774,080	784,218	10,138	
Other	181,842	261,842	80,000	
Prior Year Adjustments	121,390	(485,851)	(607,241)	
<b>Total, General Fund</b>	<b>\$43,482,931</b>	<b>\$44,728,354</b>	<b>\$1,245,423</b>	<b>2.9%</b>
<b>Community Service</b>				
Basic Community Education	\$306,969	\$306,969	\$0	
Early Childhood Family Education	324,815	316,967	(7,848)	
School-Age Child Care	482,902	443,959	(38,943)	
Other	11,706	12,110	404	
Prior Year Adjustments	(26,289)	37,747	64,036	
<b>Total, Community Service Fund</b>	<b>\$1,100,103</b>	<b>\$1,117,752</b>	<b>\$17,649</b>	<b>1.6%</b>
<b>Debt Service</b>				
Voter Approved	\$12,963,570	\$13,225,119	\$261,549	
Long-Term Facility Maintenance	2,385,574	2,263,060	(122,514)	
Reduction for Debt Excess	(772,133)	(460,685)	311,448	
Prior Year Adjustments	147,972	51,846	(96,126)	
<b>Total, Debt Service Fund</b>	<b>\$14,724,983</b>	<b>\$15,079,339</b>	<b>\$354,357</b>	<b>2.4%</b>
<b>Total Levy, All Funds</b>	<b>\$59,308,017</b>	<b>\$60,925,445</b>	<b>\$1,617,428</b>	<b>2.7%</b>
<b>Subtotal by Truth in Taxation Categories:</b>				
Voter Approved	35,080,756	35,641,797	561,041	
Other	24,227,260	25,283,648	1,056,387	
<b>Total</b>	<b>\$59,308,017</b>	<b>\$60,925,445</b>	<b>\$1,617,428</b>	<b>2.7%</b>

## Explanation of Levy Changes

**Category:** General Fund – Voter Approved Operating Referendum

**Change:** +\$393,874

**Use of Funds:** General Operating Expenses

**Reason for Change:**

- Voter approved operating referendum authority includes an annual inflationary increase
- Inflation factor is determined by the State, as set in statute

## Explanation of Levy Changes


---

**Category:** General Fund – Long Term Facility Maintenance (LTFM)

**Change:** +\$978,312

**Use of Funds:** Facilities Maintenance

**Reason for Change:**

- District is eligible for LTFM revenue based on state-approved project costs
  - Projects are financed through a combination of annual General Fund levies and bond issues
  - Levies are coordinated with other capital and debt levies to maintain a level tax rate for the levies
- 

## Explanation of Levy Changes


---

**Category:** General Fund – Prior Year Adjustments

**Change:** -\$607,241

**Use of Funds:** General Operating Expenses

**Reason for Change:**

- Each year, initial levies are based on estimates of enrollment, values, and expenditures for future years
  - In later years, estimates are updated, and levies are retroactively adjusted
  - Adjustments in a few categories for taxes payable in 2021 are larger negative amounts as compared to the adjustments for taxes payable in 2020
- 

# Explanation of Levy Changes

**Category:** Debt Service Fund – Reduction for Debt Excess

**Change:** +\$311,448

**Use of Funds:** Payments on bonds

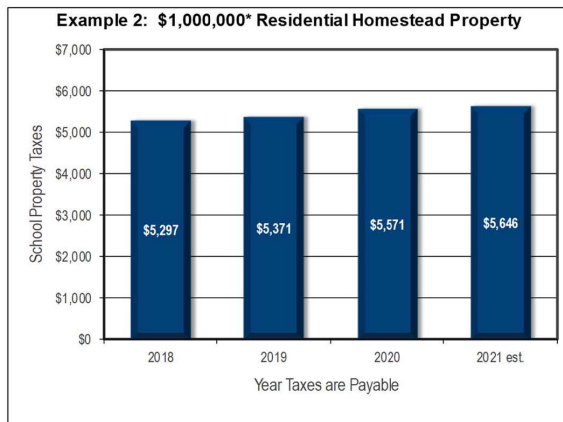
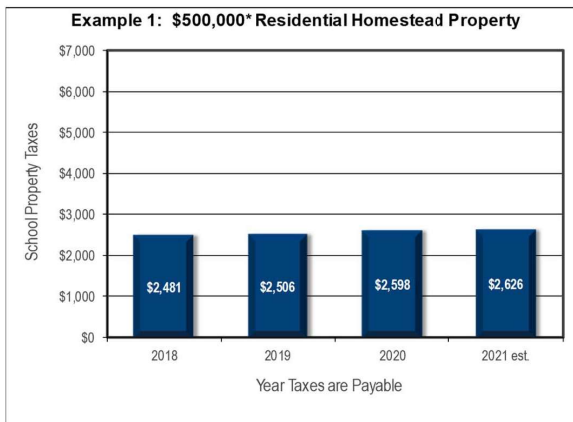
**Reason for Change:**

- Districts are required to levy at 105% of debt service payment amounts to cover delinquencies in tax collections
- Since delinquencies are generally less than 5%, most districts gradually build up fund balances in debt service funds
- Formulas in state law determine adjustments to tax levy for debt excess balance

## Edina Public Schools, ISD 273

Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes



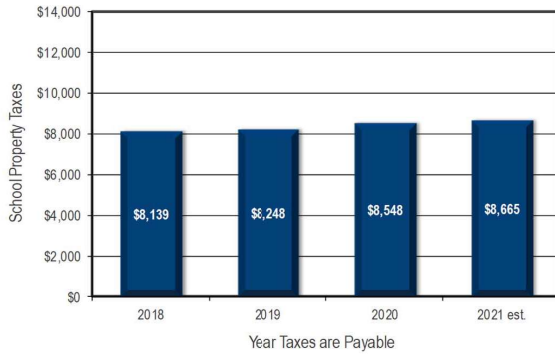
\* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

## Edina Public Schools, ISD 273

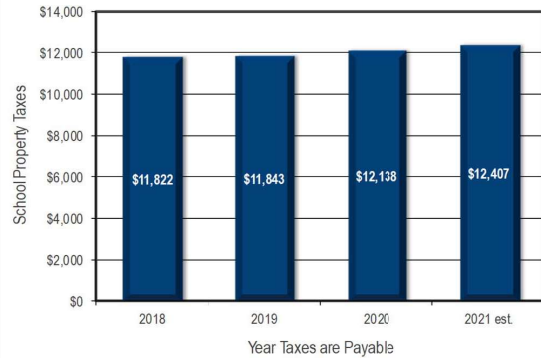
Estimated Changes in School Property Taxes, 2018 to 2021

Based on 7.1% Cumulative Changes in Property Value from 2018 to 2021 Taxes

**Example 3: \$1,500,000\* Residential Homestead Property**



**Example 4: \$2,000,000\* Commercial-Industrial Property**



\* Estimated market value for taxes payable in 2021. Taxes are calculated based on changes in market value of 4.0% from 2018 to 2019 taxes, 2.0% from 2019 to 2020, and 1.0% from 2020 to 2021.

## Next Steps

1

Board will accept public comments on proposed levy

2

Board will certify 2021 property tax levy



PUBLIC COMMENTS







**December 14, 2020**

**TITLE: Edina PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document**

**TYPE: Action**

**PRESENTER(S): Jody De St. Hubert, Director of Teaching and Learning; Dr. Bonnie Houck, Instructional Supervisor for Literacy**

**BACKGROUND:** At the November 24th School Board Workshop an update on the process that is being taken in order to complete the Edina PreK-12 Comprehensive Literacy Plan was discussed. A draft of the Initial Guiding Change Document was included in this discussion. In order to move forward with the next steps of the planning process, we are seeking board approval of the Initial Guiding Change Document.

**RECOMMENDATION:** Approve the PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document.

**PRIMARY ISSUE(S) TO CONSIDER:** PreK-12 Comprehensive Literacy Plan Initial Guiding Change Document.

**ATTACHMENTS:**

1. Report (next page)

## Initial Guiding Change Documents Draft:

A *Guiding Change Document* outlines a comprehensive and integrated change movement by articulating organizational outcomes and strategies, helping people understand 'WHY' the change is critical and what the future of student growth/proficiency can look and feel like. A well defined *Guiding Change Document* (GCD) equips organizations to handle varying degrees of complex change and navigate the changing landscape. Components of the GCD facilitate systematic, intentional, and incremental change incorporated into a system as part of the intentional flow, creating a sense of urgency, building coalition, and providing strategic vision of long and short term goals. When a team uses systems thinking and clear communication to organize change, a great deal of processes can change effectively, with minimal disruption (Kotter, 2012; Muhammed, 2017). It is our recommendation that this document is an ongoing, living document that will change as we conduct our Literacy Study, review analytics, and build consensus in the development of a final PreK-12 Comprehensive Literacy Plan. We commit to sharing updates with the Edina Public Schools School Board Members when changes occur to ensure transparency, as well as gather feedback and input so it can continue to guide our collaborative efforts.

### Comprehensive Literacy Plan: Initial Guiding Change Document

#### CLP Leadership Team

**Developing Our Vision Statement: *What will literacy and learning look like in our district when an effective PK-12 Comprehensive Literacy Plan is successfully implemented?***

Context and Reality (NEED) "The Why"	Unacceptable Means "The Not-How"	Desired Results "The What"
<ul style="list-style-type: none"><li>Every student has the right to read and write, but not all students are meeting their meeting proficiency goals in reading. Achievement gap is known and judged to be unacceptable.</li></ul>	<ul style="list-style-type: none"><li>Our multilingual English learners, underserved populations, students with learning differences, and economically challenged students will experience achievement gaps.</li></ul>	<ul style="list-style-type: none"><li>Data collected will inform specific professional learning opportunities that have proven to support literacy development of multilingual English learners, underserved populations, students with learning differences, and economically challenged students</li><li>Literacy Coaches will support coaching opportunities to strengthen core instruction</li><li>Educators will commit to integrating new instructional practices</li><li>Develop guidelines to monitor student literacy development as they move into kindergarten to provide early intervention.</li></ul>

<ul style="list-style-type: none"> <li>• Literacy instruction must include a clear, aligned Multi-Tiered System of Service (MTSS) that ensures each learner meets grade level expectations and develops, at minimum, one year every year.</li> </ul>	<ul style="list-style-type: none"> <li>• Each school team uses an assessment system or intervention instruments that have not been reviewed and aligned into a district system.</li> <li>• Students are included in MTSS programs without using a district developed process.</li> </ul>	<ul style="list-style-type: none"> <li>• Our Rtl system needs clear metrics and access/exit points</li> <li>• Assessment and data are used to identify and align interventions based on lowest level of need and adjusted using the district identified progress monitoring system</li> <li>• Students identified for intervention require acceleration to grade level expectations as quickly, and effectively, as possible</li> <li>• Assessment and data are used to identify students in need of enrichment or acceleration and monitored using the district identified process</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom instruction must align current standards and viable, scientific research supported best practices to ensure all students have access to a clear and viable curriculum and relevant learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Assuming that using curriculum resources can successfully provide a clear and viable curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• A system of identifying research based practices for instructional delivery</li> <li>• Ensuring that all instruction is aligned to the standards that support literacy development including: MN ELA Standards; MN ITEM Standards, and the CCSS 6-12 reading standards</li> </ul>
<ul style="list-style-type: none"> <li>• Literacy assessment and data collection includes measures to assess ongoing growth and need, as well as a system of data analysis and discussion to inform the quality of instruction and intervention across PK-12.</li> </ul>	<ul style="list-style-type: none"> <li>• District wide assessment is reviewed without triangulation or across time spans and used to make limited decisions</li> <li>• District wide data is not reviewed and analyzed regularly while doing a comparative analysis with observation, lesson analysis, student work and other data.</li> </ul>	<ul style="list-style-type: none"> <li>• District wide assessment is triangulated to include criterion-based, norm referenced, and screening measures to make programmatic, instructional, and intervention decisions</li> <li>• Ongoing, regular data analysis, reflection, and discussion among teams of educators to evaluate instruction, as well as student development.</li> </ul>
<ul style="list-style-type: none"> <li>• Curriculum resources must be seated in research and aligned to current standards to support instructional opportunities to ensure</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum resources related to literacy development PreK-12 are purchased and utilized without following a district process</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum resources are purchased based on a research supported process, including data collection related to current practices and student achievement</li> </ul>

<p>students' independent application of learning.</p> <ul style="list-style-type: none"> <li>• All students, regardless of academic readiness, learning styles, cultural and linguistic diversity have access and opportunity to instruction and resources that will cultivate, accelerate, enrich, and expand their literacy development.</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum resources must be aligned to the standards for literacy development, i.e. MN ELA Standards, CCSS 6-12 reading standards, MLT Standards, etc. Curriculum resources are purchased and utilized without following a district process</li> <li>• Curriculum resources are considered the "curriculum"</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum resources must be aligned to the standards for that are of literacy development, i.e. <i>Early Learning Indicators of Progress, MN ELA Standards, CCSS 6-12 reading standards, MLT Standards, etc.</i></li> <li>• Curriculum resource adoption and purchases are supported by professional learning using implementation science to ensure integration into instructional practices</li> <li>• Curriculum is defined as the knowledge of standard, pedagogical experience and expertise of our educators, knowledge of students strengths and needs working together to utilize curriculum resources to scaffold and support student growth and mastery.</li> <li>• Curriculum resources need stay within a sustainable budget</li> </ul>
<ul style="list-style-type: none"> <li>• Learning is a collaborative, community responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication processes are in need of ongoing systems of feedback, offering opportunities to inform and exchange research and current practice information</li> </ul>	<ul style="list-style-type: none"> <li>• Parents, caregivers, and community members provide feedback and support and are valued participants in the CLP</li> </ul>
<ul style="list-style-type: none"> <li>• Educators need ongoing, aligned, job embedded training, in current research supported practices and instructional materials, implemented over time with coaching and support.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development is offered in small, incremental sessions based on interest, without ongoing, job embedded, reflective practices that can lead to continuous growth</li> </ul>	<ul style="list-style-type: none"> <li>• Professional learning will be aligned to growth and need identified by data collection through observation, survey, assessment data, student work, and other sources</li> <li>• Professional learning experiences are supported by research and evidence to ensure instructional growth and change, with a direct affect on student development and achievement.</li> <li>• Provide professional learning on the science of how the brain learns, developmentally appropriate teaching, etc. in order to deepen staff</li> </ul>

		<p>understanding of effective lesson designs.</p> <ul style="list-style-type: none"> <li>• Ensure that early learning and grade level teams meet horizontally and vertically to discuss the trajectory of teaching. Ensure periodic time for collaboration at the beginning and end of the year to discuss students as they move from one grade to the next..</li> </ul>
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**Research statements:**

- The ability to read, write, and communicate connects people to one another and empowers them to achieve and interact with the world (ILA, 2020).
- Reading proficiency requires interrelated skills and knowledge that are taught and cultivated over time: development of oral language skills, an expanding vocabulary, the ability to comprehend what is read, and a rich understanding of real-world concepts and subject matter (NGA, 2013).
- Parents, primary caregivers, and teachers have the most influence on children's language and literacy development (NGA, 2013).
- 21st Century literacy includes traditional literacy skills, such as reading, writing, listening, and spelling, but also includes new literacy skills, such as critical thinking, scientific reasoning, multicultural awareness and the ability to solve real world problems (Fish, 2011; NCTE, 2008).
- Literacy is the ability to identify, understand, interpret, create, compute, and communicate using visual, audible, and digital materials across disciplines and in context (ILA, 2020).
- The ability to read, write, and communicate connects people to one another and empowers them to achieve and interact with the world (ILA, 2020).
- Reading proficiency requires interrelated skills and knowledge that are taught and cultivated over time: development of oral language skills, an expanding vocabulary, the ability to comprehend what is read, and a rich understanding of real-world concepts and subject matter (NGA, 2013).
- Parents, primary caregivers, and teachers have the most influence on children's language and literacy development (NGA, 2013).
- The ability to read not only makes us better learners and communicators, but also arms us against oppression and benefits us financially (Gallagher, 2003)
- Development as a reader requires a rich program of reading, reflection, discussion, and writing about a wide range of accessible texts written for a range of purposes, audiences and genres, including digital and multimodal texts (Bråten & Braasch, 2017).
- All children require some measure of explicit, intensive, and individualized support and direction depending on their needs as readers. This includes explicit attention to the sound system of language where necessary. No child, however, requires unique instruction based on an educational label (Dudley-Marling & Paugh, 2004).
- 21st Century literacy includes traditional literacy skills, such as reading, writing, listening, and spelling, but also includes new literacy skills, such as critical thinking, scientific reasoning, and multicultural awareness (NCTE, 2008).

National Governors' Association (NGA). (2013). A Governor's Guide To Early Literacy: Getting all Students Reading By Third Grade. <https://www.nga.org/wp-content/uploads/2019/02/NGA-Governors-Guide-to-Early-Literacy-Oct-20132.pdf>

National Council of Teachers of English (NCTE). (2008, Nov 19). The NCTE definition of 21st century literacies. Retrieved Dec. 3, 2012, from <http://www.ncte.org/positions/statements/21stcentframework>.



**Board Meeting Date:** 12/14/2020

**TITLE:** Agreement between Independent School District 273 and Edina Administrative Council 2020-2022

**TYPE:** Action

**PRESENTER(S):** Nicole Tuescher, Director of Human Resources and Administration

**BACKGROUND:** Negotiations have resulted in a tentative agreement between the Edina Administrative Council, who represent our building principals and assistant principals, and the district. The terms and conditions are for a two-year agreement to be effective July 1, 2020 through June 30, 2022. Members of the bargaining unit have approved the new contract terms and conditions.

Collective bargaining agreement modifications include the following changes:

- a. No increase to salary structure
- b. Eliminated concept of duty weeks and non-duty weeks
- c. Additional vacation days for principals – 5 days
- d. Increase to district's health insurance contribution
  - 1. \$8.92 for single coverage
  - 2. \$28.88 for single + one coverage
  - 3. \$29.06 for family coverage
- e. Small increases in pay for performance for principals and technology stipends

The total compensation packet is approximately 2.2% or \$71,763 over the term of the contract. This recommendation is within the parameters determined by the School Board. The Superintendent supports the recommendation.

**RECOMMENDATION:** Approve the collective bargaining agreement with the Edina Administrative Council for the 2020-2022 contract years.

**ATTACHMENTS:**

- 1. Edina Administrative Council Agreement 2020-22 Redlined Version
- 2. Proposed Edina Administrative Council Agreement 2020-2022

**MASTER AGREEMENT**  
**INDEPENDENT SCHOOL DISTRICT NO. 273**  
**EDINA PUBLIC SCHOOLS**  
**AND THE**  
**EDINA ADMINISTRATIVE COUNCIL**  
**JULY 1, 20~~18~~ THROUGH JUNE 30, 20~~20~~**



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## **1. INTRODUCTION**

### 1.1 Master Agreement

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

### 1.2 Definitions

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

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

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

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

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

### 1.3 Recognition

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

### 1.4 Vacancy Notification

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

## 1.5 Rights and Obligations

### 1.5.1 Rights of ~~Council Member~~Administrators

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

### 1.5.2 Rights of the Employer

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

## **2. WORK YEAR**

### 2.1 Duty Weeks and Vacation Days

An administrator will work ~~the number of assigned 52~~ duty weeks each fiscal year. ~~The maximum number of duty weeks is 48 weeks.~~

~~An administrator principal assigned to 52~~48 weeks will receive ~~30~~25 days of vacation annually. ~~An assistant principal assigned to 52 weeks will received 35 days of vacation annually.~~ Any administrator assigned less than ~~52~~48 weeks will receive a prorated vacation allotment (e.g. employee whose assignment is ½ of the fiscal year would receive 15 days, employee whose work assignment is .5 FTE would receive 30 ½ days). The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than 30 hours per week.

~~If an administrator's assignment is less than 48 weeks, the scheduling of non-duty weeks will be completed annually by mutual agreement between the supervisor and administrator. Non-duty weeks must be taken in weekly increments.~~

### **2018-2020**

<b><del>Weeks Assigned</del></b>	<b><del>Non-Duty Days</del></b>	<b><del>Vacation Days</del></b>	<b><del>Holidays</del></b>
<del>48</del>	<del>0</del>	<del>25</del>	<del>11</del>
<del>47</del>	<del>5.5</del>	<del>24.5</del>	<del>11</del>
<del>46</del>	<del>11</del>	<del>24</del>	<del>11</del>
<del>45</del>	<del>16.5</del>	<del>23.5</del>	<del>11</del>

~~When attending conventions or other professional meetings, it may be necessary for administrators to attend meetings or travel to or from the meeting site on weekends. Days used for this purpose will be considered~~

~~duty days and an appropriate modification of the work year should be made by mutual agreement between the administrator and supervisor. As a professional exempt employee, the employee may be flexible in the employee's work week when weekend meetings or travel occur.~~

~~Administrators~~ In June 2021, administrators may elect to ~~may~~ carry forward up to ~~325~~ vacation days into the next fiscal year ~~or up to 10 days of paid vacation days at the end of the fiscal year.~~

For subsequent fiscal years, administrators may carry forward up to 30 vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the school year.

At the time of separation from the district, the administrator will be paid for any remaining unused vacation days, based upon an accrual at the time of separation. ~~In unusual circumstances, additional carryover may be approved by the Superintendent.~~

## 2.2 Holidays

Administrators have 11 holidays each fiscal year as designated by the Employer.

## ~~2.3 Compensatory Time~~

~~Administrators may request, or be requested to exchange days worked outside the contracted weeks for vacation days during the contracted weeks. This exchange requires the approval of the supervisor and the administrator.~~

## 2.34 Strikes and Emergency Closings

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

## 2.45 Calculation of Daily Rate of Pay

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

### ~~2018-2020~~

<u>Position</u>	<u>Days</u>
Principal	<del>219</del> 24 days
Director of Equity and Enrollment	<del>219</del> 24 days
Assistant Principal	214 days
<del>Assistant Director of Special Services Activities Director</del>	<del>209</del> days

### 3. SALARIES

#### 3.1 Basic Compensation

Administrative ~~salaries for 2016-17 and 2017-18,~~ contained in Appendix ~~AB~~ 7 have been established according to the procedures identified in said Appendix ~~A~~.

#### 3.2 Extra Duty Assignment

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

#### 3.3 Tax-Deferred Matching Contribution Plan

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

##### 3.3.1 Matching Salary Deduction

The Employer contribution is not payable unless the administrator authorizes a matching salary reduction up to the amount ~~he or she~~ the employee is eligible to receive under Subsection 3.3.3.

##### 3.3.2 Employer Contribution

The amount of the Employer contribution will be up to ~~two-three~~ percent of the administrator's annual base salary with a maximum Employer contribution of ~~\$42503,000~~ per year. ~~-If~~ a change in training for the administrator is approved after the school year begins, the two percent will be adjusted to include the additional salary, up to the maximum allowed. If subsequent agreements are settled after the school year begins, the ~~three~~ percent will be adjusted to include any additional raise in the administrator's salary, up to the maximum allowed.

##### 3.3.3 Administrator and Employer Contribution

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

##### 3.3.4 Special Situations

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

#### **4. HEALTH AND WELFARE BENEFITS**

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

##### 4.1 Life Insurance

###### 4.1.1 Basic Group Life Insurance

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

###### 4.1.2 Supplemental Coverage

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

An administrator may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction.

###### 4.1.3 Accidental Death and Dismemberment Coverage

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

##### 4.2 Income Protection Insurance

An administrator is covered by income protection insurance in the amount of two thirds (2/3) of the administrator's basic annual salary up to a maximum benefit of \$10,000 per month. Payments begin after 65 days of continuous absence due to disability and (1) continue to age 70; or (2)

if the disabling event occurs after 70, payments will occur for 12 months; or (3) if the disabling event occurs prior to age 70 but continues after age 70 and the administrator has not received 12 months in benefits, payments will occur for 12 months. The Employer pays the entire premium. An administrator receiving income protection insurance benefits also remains eligible for the Employer contributions for medical insurance.

#### 4.3 Medical Insurance

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

Type of Coverage	<del>Current</del> 07/01/ <del>2018</del>	Effective 01/01/ <del>2119</del>
Single	\$617	<del>\$617</del> \$625.92
Single + One	\$1314	<del>\$1314</del> \$1342.88
Family	\$1735	<del>\$1735</del> \$1764.06

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

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

#### 4.4 Dental Insurance

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

Type of Coverage	Effective 07/01/ <del>2018</del>
Single	\$40
Single + One	\$75
Family	\$121

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

### **5. PROFESSIONAL EXPENSES**

#### 5.1 Automobile Travel Reimbursement

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

#### 5.2 Meetings in Pursuit of District Interests

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

#### 5.3 Professional Meetings

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

#### 5.4 Membership in Professional Organizations

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

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

#### 5.5 Tuition Reimbursement

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

### **6. BASIC LEAVE ALLOWANCE**

An administrator receives a one-time basic leave allowance of 35 days in addition to the amount granted below annually. Basic leave allowance is granted each fiscal year according to the following schedule, provided that an administrator has served for a minimum of 20 business days within the fiscal year. If an administrator is hired mid-year or leaves mid-



year, the basic leave allowance will be prorated. Leave not used during the fiscal year may accumulate without limit.

Weeks Assigned	Annual Days
<del>43-46</del>	<del>17</del>
<del>47-48</del> 52	18

#### 6.1 Basic Leave

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

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

If the administrator has exhausted the employee's ~~his or her~~ accumulated basic leave, the administrator is entitled only to the benefits available from sources other than basic leave.

#### 6.2 Disaster Leave

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

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

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

### 6.3 Family Illness or Bereavement Leave

An administrator may use accumulated basic leave for absences due to an illness or injury to the administrator's dependent child for reasonable periods as the administrator's attendance with the child may be necessary, on the same terms the administrator is able to use accumulated basic leave for the administrator's own illness or injury. ~~A "dependent child" means a child under 18 years of age or a child under age 20 who is still attending secondary school.~~

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

For ~~necessary~~ absence because of ~~illness or death in the close family or of friends~~, an administrator may deduct ~~a reasonable number of days per incident from accumulated leave at no salary deduction. up to three days per incident from accumulated basic leave at no salary deduction.~~ The ~~close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother in law, sister in law, uncle, aunt, nephew, niece, first cousin.~~

~~For necessary absence because of the death of friends or relatives outside the immediate or close family, an administrator may deduct up to two days from accumulated basic leave at no salary deduction. An administrator may, without deduction from pay or sick leave, attend local funerals when the absence involves approximately two hours.~~

### 6.4 Personal Business Leave

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

~~Other activities of a social or avocational nature do not qualify.~~ Requests for personal business leave must be submitted to the administrator's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or ~~his/her~~ authorized representative.

### 6.5 Religious Observance Leave

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

#### 6.6 Professional Leave

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

#### 6.7 Superintendent's Discretionary Leave

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

#### ~~6.8 Incentive Leave~~

~~The Employer will grant one unrestricted incentive leave day with pay to an administrator who completed the full prior school year without using any basic leave allowance for personal sick leave or family leave or personal business leave, as provided for in Sections 6.1, 6.2, 6.3, and 6.4 of this Agreement. This incentive leave day may be used upon three days of written notice to the Superintendent. This incentive leave day may not be accumulated from one year to the next.~~

#### ~~6.8.9~~ Judicial Leave

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

### **7. LONG-TERM LEAVES**

#### 7.1 Sabbatical Leave

Sabbatical leave for study or professional improvement may be approved for an administrator who has been continuously employed in the district for six or more full school years, of which at least three years must be in an administrative position. Applicants with a Master's Degree or training beyond the Master's Degree must submit for prior approval a detailed summary of plans for study, research, and/or travel.

Applications must be submitted between September 15 and December 15 for a sabbatical leave for the next fiscal year.

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

#### 7.1.1.1 Full-Time Sabbatical Leave

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

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

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

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

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

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

#### 7.1.1.2 Half-Time Sabbatical Leave

Full-time administrators may apply for a half-time sabbatical leave. This type of leave is granted on a half-time basis at full pay for

the contract year. Half-time service is defined as equivalent to half the number of weeks in the regular contract. The minimum length of service in the school district to qualify is the same as that for a full-time sabbatical.

#### 7.1.3 Sabbatical Leave Candidate Selection

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

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

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

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

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

After the above factors have been considered, if two or more candidates are considered equal, leave will be granted on the basis of seniority in the district.

Selection for sabbatical leave is on the condition that the administrator returns to the school district for a period of at least one school year following the sabbatical leave. The final recommendation for approval of sabbatical leave is made by the Superintendent.

#### 7.1.4 Number of Leaves

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

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

### 7.2 Long-Term Leaves of Absence Without Pay

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

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

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

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

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

### 7.3 Parenting Leave

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

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an administrator, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has started, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

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

proceedings and naturalization proceedings. These days need not be consecutive.

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

~~In approving a parent leave of absence, the Employer will confirm to the administrator approval of the leave, including the date on which the parent leave will end.~~ An administrator may return to work prior to the date designated in the approved parent~~ing~~ leave only if approved by the Employer in its sole discretion. Failure to return to work on the designated date will be considered a voluntary termination of employment unless a leave extension is approved by the Employer.

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

An administrator on parent~~ing~~ leave remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance coverage. Premium payments must be received by the district's insurance administrator at least one month in advance.

~~All administrative applicants must complete and return the Family Medical Leave application forms.~~ Any period of parent~~ing~~ leave taken under this provision ~~must be~~ is used simultaneously with any period of leave for which the administrator is eligible under state and federal leave laws ~~the Family Medical Leave Act.~~

## **8. RETIREMENT**

### 8.1 Insurance

#### 8.1.1 Option 1

A full-time administrator resigning after age 50 with a minimum of 10 full years of service is eligible to continue, at the administrator's own expense, participation in the Employer's group insurance programs for life, dental, and medical insurance until the administrator's full retirement age as defined by the U.S. Department of Health and Human Services or the administrator's death whichever occurs first. Continued participation by an administrator, at the administrator's own expense, between the full retirement age and age 70, may be available from some carriers. Conversion to an individual medical insurance policy is available at full retirement age.

#### 8.1.2 Option 2

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

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

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

#### 8.1.3 Option 3

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

The Employer will contribute ~~\$1000-\$2000~~ per year to a Minnesota State Retirement System Health Care Savings Plan after an administrator has received non-probationary continuing contract status as an administrator covered by the Master Agreement between EAC and the Employer.



Year	Contribution
2020-21	\$2000
2021-22	\$2000

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

#### 8.1.4 Retiree Life Insurance

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

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

Option 2: The employee may continue any coverage in force until age 70 by continuing to pay the full premium.

### 8.2 Early Retirement Payments

#### 8.2.1 Eligibility

To be eligible for the early retirement payments described below, an employee must be retiring after age 50 and have been a full-time employee of Edina Public Schools for a minimum of ten full years.

#### 8.2.2 Deadline for Application

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

#### 8.2.3 Distribution of Early Retirement Payments

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

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

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

#### 8.2.4 Calculation of Early Retirement Incentive Payment

An eligible administrator will receive an early retirement incentive payment in an amount described below. ~~The number of duty weeks and an administrator's~~ the daily rate of pay ~~is~~ are calculated from the last year of full-time service.

Number of Assigned Weeks	Number of Days
<del>All administrators</del> 45 Weeks	120 days
<del>46 Weeks</del>	<del>120 days</del>
<del>47 Weeks</del>	<del>120 days</del>
<del>48 Weeks</del>	<del>120 days</del>

#### 8.2.5 Calculation of Basic Leave Conversion Payment

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

Number of Assigned Weeks	Maximum Number of Days
<del>45 Weeks</del> All administrators	83 days
<del>46 Weeks</del>	<del>83 days</del>
<del>47 Weeks</del>	<del>83 days</del>
<del>48 Weeks</del>	<del>83 days</del>

### 8.3 Employer Contribution to the Health Care Savings Plan

A full-time administrator retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator's accumulated unused basic leave days in excess of 140 days as of the date of retirement. A combined total of early retirement incentive payment, basic leave conversion payment,

and the Employer contribution to the Health Care Savings Plan must not exceed the administrator's last full year salary.

## **9. REDUCTION OR DISCONTINUANCE OF POSITIONS**

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

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

## **10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE**

Administrators will be eligible for up to ~~\$240050~~ per administrator for professional development/technology allowance per year. In order to receive the allowance of ~~\$400250~~ or a portion thereof, the employee must apply and receive prior approval from ~~his or her~~ the employee's supervisor. The administrator may carry over this allowance, up to \$2000.

Use of funds may include:

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

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

## **11. GRIEVANCE PROCEDURE**

### 11.1 Definition

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

### 11.2 Procedure

#### Step I

The parties to this agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Director of Human Resources within 20 days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five working days of the submission of the grievance. The Director of Human Resources shall issue a written decision on the grievance within 5 working days of the meeting.

#### Step II

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

#### Step III

A Principal and the EAC may submit the matter to arbitration within ten working days of receipt of the Superintendent's decision issued in step II.

#### Step IV - Arbitration

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

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

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

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

11.3 Other Provisions

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

- 11.3.2 "All notices, appeals and other documents may be submitted electronically by the parties."
- 11.3.3 "Unless otherwise designated, days shall be defined as calendar days."

12. DURATION AND RENEGOTIATION OF AGREEMENT

12.1 Term of Agreement

This Agreement will become effective July 1, 2020~~18~~, and will continue in full force and effect to and including June 30, 2022~~4~~, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2022~~4~~, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

12.2 Effect of Agreement

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

13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2020~~18~~.

FOR EDINA ADMINISTRATIVE COUNCIL	FOR INDEPENDENT SCHOOL DISTRICT 273
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_____ President	_____ Chairperson
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_____ Edina Administrative Council Representative	_____ Clerk
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Edina Administrative  
Council Representative

## APPENDIX A

### ADMINISTRATIVE SALARY STRUCTURE

#### Classification of Positions

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

~~Instead of a matrix of responsibilities, which in reality reflects experience in a position as well as the responsibility associated with the position, a single factor applies to all positions at a given responsibility level. Experience in the position is treated as a separate factor.~~

#### ~~CLASSIFICATION OF ADMINISTRATIVE POSITIONS 2018-20~~

<del>Responsibility Level</del>	<del>Responsibility Factor</del>	<del>Position(s)</del>
<del>8</del>	<del>1.050</del>	<del>Senior High Principal</del>
<del>7</del>	<del>.959</del>	<del>Middle School Principal</del>
<del>6</del>	<del>.933</del>	<del>Elementary Principal</del>
<del>5</del>	<del>.921</del>	<del>Director of Equity and Enrollment Senior High Assistant Principal Assistant Dir. of Special Services</del>
<del>4</del>	<del>.899</del>	<del>Middle School Asst. Principal</del>
<del>3</del>	<del>.876</del>	<del>No positions</del>
<del>2</del>	<del>.846</del>	<del>No positions</del>
<del>1</del>	<del>.787</del>	<del>No positions</del>

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

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

**APPENDIX A, cont.**

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

**Longevity Differential:** An administrator who has ~~worked in the~~ ~~Edina~~ reached the top step on the salary schedule and served one year on said step, will receive ~~Public Schools for more than ten years will~~ ~~receive~~ an increase of \$1,000 to ~~his or her annual~~ the employee's salary each year thereafter.

**Performance Based Pay Incentive:** An administrator who has successfully achieved ~~his or her~~ the employee's goals and has met the criteria established by the joint Council and Employer performance pay incentive committee will receive up to \$2,150-~~00~~ added to ~~his or her~~ the employee's annual salary.

Beginning in the 2021-22 school year, a lead principal is eligible for additional compensation in strategic action pay. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

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

**Stipend:** An administrator, who has earned a doctorate degree, will receive \$2000 annually which will be added to ~~his or her~~ the employee's annual salary.



**APPENDIX AB**

~~2019-2020~~ EAC Salary Schedule

Senior High Principal				
Weeks	Steps	Salary		
<del>52</del> 48				
	1	\$146,547		
	2	\$149,057		
	3	\$151,679		
	4	\$154,301		
	5	\$156,811		
	6	\$159,433		
	7	\$163,063		
Middle School Principal				
Weeks	Steps	Salary		
<del>52</del> 48				
	1	\$133,171		
	2	\$135,644		
	3	\$138,116		
	4	\$140,476		
	5	\$142,947		
	6	\$145,419		
	7	\$148,899		
Elementary School Principal, Director of Equity and Enrollment				
Weeks	Steps	Salary		
<del>52</del> 48				
	1	\$130,188		
	2	\$132,377		
	3	\$134,454		
	4	\$136,641		
	5	\$138,830		
	6	\$140,907		
	7	\$144,223		
Director of Equity and Enrollment				
Weeks	Steps	Salary	-	-
48	-	-	-	-
-	1	\$121,232	-	-
-	2	\$122,789	-	-
-	3	\$124,240	-	-
-	4	\$125,795	-	-
-	5	\$127,352	-	-
-	6	\$128,803	-	-
-	7	\$131,414	-	-

**APPENDIX AB, Cont.**

~~2019-2020~~ EAC Salary Schedule

Senior High Assistant Principal		
Weeks	Steps	Salary
<del>5246</del>		
	1	\$121,431
	2	\$123,916
	3	\$126,401
	4	\$128,996
	5	\$131,482
	6	\$133,967
	7	\$137,564

Middle School Assistant Principal, <del>Elementary School Assistant Principal</del>		
Weeks	Steps	Salary
<del>5246</del>		
	1	\$118,286
	2	\$120,623
	3	\$122,958
	4	\$125,407
	5	\$127,743
	6	\$130,080
	7	\$133,525

Asst. Director of Special Services				
Weeks	Steps	Salary	-	-
<del>45</del>	-	-	-	-
-	1	\$118,824	-	-
-	2	\$121,276	-	-
-	3	\$123,730	-	-
-	4	\$126,182	-	-
-	5	\$128,636	-	-
-	6	\$131,088	-	-
-	7	\$134,540	-	-

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## **APPENDIX ~~BC~~**

### **Policy on Reimbursable Convention Expenses**

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

1. Registration fees for the administrator.
2. Round trip coach class airfare from Minneapolis-St. Paul to and from the convention site.
3. Ground transportation expenses (airport, bus, airport limousine or taxi) from the airport to the convention hotel and return upon conclusion of the convention.
4. Hotel room charges commensurate with the rate for one person.
5. Daily meal costs not to exceed limits set by Board Policy. Reimbursable expenses do not include any costs for alcoholic beverages.
6. Expenses associated with the purchase of books or other materials at the convention of a professional benefit to the district. The books or other materials become district property.
7. Expenses associated with rental of an automobile used for a school, college or institution visit as an adjunct to the convention. If possible, such plans should receive prior approval.
8. An administrator attending an out-of-town national convention may choose to drive ~~his or her~~ the employee's private automobile from Minneapolis-St. Paul to the convention city. Under this circumstance, the reimbursement for travel expense will not exceed the cost of roundtrip airfare as quoted by an airline or travel agency.

The district will also reimburse the person for hotel garage or parking lot fees for those days the convention is in progress. This reimbursement is in lieu of other ground transportation.

9. Other reimbursable expenses include, but are not limited to, baggage handling, service gratuities, and tolls for roads.
10. Prior to the date of the convention, the administrator may request payment for the airline ticket, registration, and hotel, to be paid directly to the vendor, and may request an advance to cover estimated meals and ground transportation expenses. The amount of this advance is an estimate. Upon return from the convention, the administrator must complete an expense report for actual costs for the airline ticket, hotel, meals, ground transportation, registration, and any district advance payments are recorded. These expenses are to be documented with receipts to the extent possible. It is recommended that the costs for the hotel and meals be charged to a private credit card so that receipts are easy to obtain. The administrator should submit receipts in a timely manner to receive prompt payment.

**MASTER AGREEMENT**  
**INDEPENDENT SCHOOL DISTRICT NO. 273**  
**EDINA PUBLIC SCHOOLS**  
**AND THE**  
**EDINA ADMINISTRATIVE COUNCIL**  
**JULY 1, 2020 THROUGH JUNE 30, 2022**



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## **1. INTRODUCTION**

### 1.1 Master Agreement

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

### 1.2 Definitions

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

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

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

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

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

### 1.3 Recognition

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

### 1.4 Vacancy Notification

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

### 1.5 Rights and Obligations

#### 1.5.1 Rights of Administrators

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

### 1.5.2 Rights of the Employer

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

## **2. WORK YEAR**

### 2.1 Duty Weeks and Vacation Days

An administrator will work 52 duty weeks each fiscal year.

A principal assigned to 52 weeks will receive 30 days of vacation annually. An assistant principal assigned to 52 weeks will receive 35 days of vacation annually. Any administrator assigned less than 52 weeks will receive a prorated vacation allotment (e.g. employee whose assignment is  $\frac{1}{2}$  of the fiscal year would receive 15 days, employee whose work assignment is .5 FTE would receive 30  $\frac{1}{2}$  days). The scheduling of vacation days is by mutual agreement between the supervisor and administrator. A full-time administrator for purposes of Section 2.1 is employed for a full fiscal year for more than 30 hours per week.

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

In June 2021, administrators may elect to carry forward up to 35 vacation days into the next fiscal year or up to 10 days of paid vacation days at the end of the fiscal year.

For subsequent fiscal years, administrators may carry forward up to 30 vacation days into the next fiscal year. In unusual circumstances, the Superintendent may approve additional carryover or up to 10 days of paid vacation at the end of the school year.

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

### 2.2 Holidays

Administrators have 11 holidays each fiscal year as designated by the Employer.

### 2.3 Strikes and Emergency Closings

If the school year is extended due to a strike or work stoppage by other employees, administrators who are required by the Employer to perform



duties beyond their contracted number of days will receive compensation on a per diem basis for the performance of these duties.

#### 2.4 Calculation of Daily Rate of Pay

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

<u>Position</u>	<u>Days</u>
Principal	219 days
Director of Equity and Enrollment	219 days
Assistant Principal	214 days

### **3. SALARIES**

#### 3.1 Basic Compensation

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

#### 3.2 Extra Duty Assignment

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

#### 3.3 Tax-Deferred Matching Contribution Plan

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

##### 3.3.1 Matching Salary Deduction

The Employer contribution is not payable unless the administrator authorizes a matching salary reduction up to the amount the employee is eligible to receive under Subsection 3.3.3.

##### 3.3.2 Employer Contribution

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

any additional raise in the administrator's salary, up to the maximum allowed.

### 3.3.3 Administrator and Employer Contribution

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

### 3.3.4 Special Situations

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

## **4. HEALTH AND WELFARE BENEFITS**

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

### 4.1 Life Insurance

#### 4.1.1 Basic Group Life Insurance

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

#### 4.1.2 Supplemental Coverage

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

An administrator may also apply for supplemental group term life insurance coverage for a spouse or dependent child as stipulated in the additional life insurance certificate. Premiums for this coverage will be paid by the administrator through payroll deduction.

#### 4.1.3 Accidental Death and Dismemberment Coverage

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

#### 4.2 Income Protection Insurance

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

#### 4.3 Medical Insurance

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

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>	<b>Effective 01/01/21</b>
<b>Single</b>	\$617	\$625.92
<b>Single + One</b>	\$1314	\$1342.88
<b>Family</b>	\$1735	\$1764.06

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

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

#### 4.4 Dental Insurance

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

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$40
<b>Single + One</b>	\$75
<b>Family</b>	\$121

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

## **5. PROFESSIONAL EXPENSES**

### 5.1 Automobile Travel Reimbursement

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

### 5.2 Meetings in Pursuit of District Interests

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

### 5.3 Professional Meetings

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

### 5.4 Membership in Professional Organizations

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

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

### 5.5 Tuition Reimbursement

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

## 6. BASIC LEAVE ALLOWANCE

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

Weeks Assigned	Annual Days
52	18

### 6.1 Basic Leave

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

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

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

### 6.2 Disaster Leave

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

The Employer will provide disaster leave coverage for an administrator who has exhausted accumulated basic leave days prior to the commencement of income protection insurance benefits. An administrator becomes eligible for disaster leave coverage after the administrator has been continuously disabled and unable to work for 15 consecutive business

days, as certified by a physician. Disaster leave payments begin on the first business day following the last day of basic leave payment, and continues only for the period during which the administrator remains continuously disabled and unable to work.

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

### 6.3 Family Illness or Bereavement Leave

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

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

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

### 6.4 Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside business hours, up to two days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the administrator's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency, and must be approved by the Superintendent or authorized representative.

### 6.5 Religious Observance Leave

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

### 6.6 Professional Leave

Professional leave without deduction from pay or accumulated basic leave may be approved to permit attendance at professional meetings, subject matter conferences, professional visitation of an approved school system

or institution of higher learning, or the carrying out of other professional duties. This professional leave must be approved in advance by the Superintendent or his/her authorized representative. See also Section 5.3.

#### 6.7 Superintendent's Discretionary Leave

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

#### 6.8 Judicial Leave

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

### **7. LONG-TERM LEAVES**

#### 7.1 Sabbatical Leave

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

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

##### 7.1.1 Full-Time Sabbatical Leave

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

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

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

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

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

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

#### 7.1.2 Half-Time Sabbatical Leave

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

#### 7.1.3 Sabbatical Leave Candidate Selection

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

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

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

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



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

After the above factors have been considered, if two or more candidates are considered equal, leave will be granted on the basis of seniority in the district.

Selection for sabbatical leave is on the condition that the administrator returns to the school district for a period of at least one school year following the sabbatical leave. The final recommendation for approval of sabbatical leave is made by the Superintendent.

#### 7.1.4 Number of Leaves

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

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

### 7.2 Long-Term Leaves of Absence Without Pay

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

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

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

An administrator on a long-term leave of absence remains eligible, upon request, for participation in all insurance programs other than income protection insurance, but must pay the entire premium for the insurance

coverage. Premium payments must be received by the Employer's insurance administrator at least one month in advance.

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

### 7.3 Parenting Leave

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

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an administrator, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has started, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

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

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

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

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

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

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

## **8. RETIREMENT**

### 8.1 Insurance

#### 8.1.1 Option 1

A full-time administrator resigning after age 50 with a minimum of 10 full years of service is eligible to continue, at the administrator's own expense, participation in the Employer's group insurance programs for life, dental, and medical insurance until the administrator's full retirement age as defined by the U.S. Department of Health and Human Services or the administrator's death whichever occurs first. Continued participation by an administrator, at the administrator's own expense, between the full retirement age and age 70, may be available from some carriers. Conversion to an individual medical insurance policy is available at full retirement age.

#### 8.1.2 Option 2

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

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

If the retired administrator becomes eligible for Medicare benefits and the expiration of eight years from the effective date of the administrator's retirement has not occurred, then the Employer will reimburse the retired administrator for Medicare insurance and a

Medicare supplement for both the retired administrator and spouse not to exceed the single, single plus one, or family contribution rate for an active administrator as eligibility for these contributions is defined in the above paragraph. When the retired administrator or spouse is eligible for Medicare benefits, the non-eligible retired administrator or spouse may remain on the Employer health insurance plan until the employee becomes eligible for Medicare benefits. At no time can the Employer contribution exceed the single, single plus one, or family contribution rate for an active administrator with respect to the retired administrator's election on the effective date of retirement.

### 8.1.3 Option 3

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

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

Year	Contribution
2020-21	\$2000
2021-22	\$2000

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

### 8.1.4 Retiree Life Insurance

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

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

Option 2: The employee may continue any coverage in force until age 70 by continuing to pay the full premium.

## 8.2 Early Retirement Payments

### 8.2.1 Eligibility

To be eligible for the early retirement payments described below, an employee must be retiring after age 50 and have been a full-time employee of Edina Public Schools for a minimum of ten full years.

### 8.2.2 Deadline for Application

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

### 8.2.3 Distribution of Early Retirement Payments

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

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

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

### 8.2.4 Calculation of Early Retirement Incentive Payment

An eligible administrator will receive an early retirement incentive payment in an amount described below. An administrator's daily rate of pay is calculated from the last year of full-time service.

<b>Number of Assigned Weeks</b>	<b>Number of Days</b>
All administrators	120 days

### 8.2.5 Calculation of Basic Leave Conversion Payment

In addition to the Early Retirement Incentive Payment, an eligible administrator will receive a basic leave conversion for unused basic leave days, in an amount described below. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days in the table below, multiplied by the daily

rate of pay for the administrator. The number of duty weeks and the daily rate of pay are calculated from the last year of full-time service.

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

### 8.3 Employer Contribution to the Health Care Savings Plan

A full-time administrator retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the administrator's accumulated unused basic leave days in excess of 140 days as of the date of retirement. A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan must not exceed the administrator's last full year salary.

## **9. REDUCTION OR DISCONTINUANCE OF POSITIONS**

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

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

## **10. PROFESSIONAL DEVELOPMENT AND TECHNOLOGY ALLOWANCE**

Administrators will be eligible for up to \$400 per administrator for professional development/technology allowance per year. In order to receive the allowance of \$400 or a portion thereof, the employee must apply and receive prior approval from the employee's supervisor. The administrator may carry over this allowance, up to \$2000.

Use of funds may include:

1. Conventions, seminars, workshops (registration, travel, meals and accommodations);
2. Tuition and materials for training or graduate courses;
3. Hardware/software for professional use that will mutually benefit the district and administrator; or

4. Dues for professional education organizations not presently paid by the district.

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

## **11. GRIEVANCE PROCEDURE**

### 11.1 Definition

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

### 11.2 Procedure

#### Step I

The parties to this agreement shall make reasonable efforts to meet and resolve grievances informally. Notwithstanding this, a grievance must be submitted in writing to the Director of Human Resources within 20 days after the administrator knew or should have known of the facts giving rise to the grievance. The parties shall meet within five working days of the submission of the grievance. The Director of Human Resources shall issue a written decision on the grievance within 5 working days of the meeting.

#### Step II

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

#### Step III

A Principal and the EAC may submit the matter to arbitration within ten working days of receipt of the Superintendent's decision issued in step II.

#### Step IV - Arbitration

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

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

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

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

### 11.3 Other Provisions

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

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

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

## **12. DURATION AND RENEGOTIATION OF AGREEMENT**

### 12.1 Term of Agreement

This Agreement will become effective July 1, 2020, and will continue in full force and effect to and including June 30, 2022, and thereafter until modifications are made pursuant to PELRA. In the event a successor agreement is not entered into prior to July 1, 2022, an administrator will be compensated according to the previous contract executed between EAC and the Employer until such time that a successor agreement is adopted.

### 12.2 Effect of Agreement

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



### 13. DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have signed this Agreement this \_\_\_\_\_  
day of \_\_\_\_\_, 2020.

FOR  
EDINA ADMINISTRATIVE COUNCIL

FOR  
INDEPENDENT SCHOOL DISTRICT 273

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Edina Administrative  
Council Representative

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Edina Administrative  
Council Representative

## APPENDIX A

### ADMINISTRATIVE SALARY STRUCTURE

#### Classification of Positions

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

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

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

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

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

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

Beginning in the 2021-22 school year, a lead principal is eligible for additional compensation in strategic action pay. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

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

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

**APPENDIX A****EAC Salary Schedule**

<b>Senior High Principal</b>		
Weeks	Steps	Salary
52		
	1	\$146,547
	2	\$149,057
	3	\$151,679
	4	\$154,301
	5	\$156,811
	6	\$159,433
	7	\$163,063
<b>Middle School Principal</b>		
Weeks	Steps	Salary
52		
	1	\$133,171
	2	\$135,644
	3	\$138,116
	4	\$140,476
	5	\$142,947
	6	\$145,419
	7	\$148,899
<b>Elementary School Principal, Director of Equity and Enrollment</b>		
Weeks	Steps	Salary
52		
	1	\$130,188
	2	\$132,377
	3	\$134,454
	4	\$136,641
	5	\$138,830
	6	\$140,907
	7	\$144,223
<b>Senior High Assistant Principal</b>		
Weeks	Steps	Salary
52		
	1	\$121,431
	2	\$123,916
	3	\$126,401
	4	\$128,996
	5	\$131,482
	6	\$133,967
	7	\$137,564

Middle School Assistant Principal, Elementary School Assistant Principal		
Weeks	Steps	Salary
52		
	1	\$118,286
	2	\$120,623
	3	\$122,958
	4	\$125,407
	5	\$127,743
	6	\$130,080
	7	\$133,525

## **APPENDIX B**

### **Policy on Reimbursable Convention Expenses**

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

1. Registration fees for the administrator.
2. Round trip coach class airfare from Minneapolis-St. Paul to and from the convention site.
3. Ground transportation expenses (airport, bus, airport limousine or taxi) from the airport to the convention hotel and return upon conclusion of the convention.
4. Hotel room charges commensurate with the rate for one person.
5. Daily meal costs not to exceed limits set by Board Policy. Reimbursable expenses do not include any costs for alcoholic beverages.
6. Expenses associated with the purchase of books or other materials at the convention of a professional benefit to the district. The books or other materials become district property.
7. Expenses associated with rental of an automobile used for a school, college or institution visit as an adjunct to the convention. If possible, such plans should receive prior approval.
8. An administrator attending an out-of-town national convention may choose to drive the employee's private automobile from Minneapolis-St. Paul to the convention city. Under this circumstance, the reimbursement for travel expense will not exceed the cost of roundtrip airfare as quoted by an airline or travel agency.

The district will also reimburse the person for hotel garage or parking lot fees for those days the convention is in progress. This reimbursement is in lieu of other ground transportation.

9. Other reimbursable expenses include, but are not limited to, baggage handling, service gratuities, and tolls for roads.
10. Prior to the date of the convention, the administrator may request payment for the airline ticket, registration, and hotel, to be paid directly to the vendor, and may request an advance to cover estimated meals and ground transportation expenses. The amount of this advance is an estimate. Upon return from the convention, the administrator must complete an expense report for actual costs for the airline ticket, hotel, meals, ground transportation, registration, and any district advance payments are recorded. These expenses are to be documented with receipts to the extent possible. It is recommended that the costs for the hotel and meals be charged to a private credit card so that receipts are easy to obtain. The administrator should submit receipts in a timely manner to receive prompt payment.



**Board Meeting Date:** 12/14/2020

**TITLE:** Employee Guidebook and Appendix for the Community Education Services  
Salaried Employees of Edina Public Schools

**TYPE:** Action

**PRESENTERS:** Nicole Tuescher, Director of Human Resources and Administration;  
Valerie Burke, Director of Community Education Services

**BACKGROUND:** The revised guidebook and appendix include the following: the salaried compensation schedules, in general, will remain the same for 2020-2021; and the district's increase in contribution towards district's health insurance varies as noted in parentheses to the previous district health insurance contribution (\$23.24 increase for single coverage, \$37.72 increase for single + one coverage, and \$61.50 increase for family coverage).

The total compensation package for this guidebook is less than 1%. This recommendation is within the parameters determined by the School Board and the community education budget. The Superintendent supports the recommendation.

**RECOMMENDATION:** Adopt the guidebook and its appendix for the employees under the guidebook.

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the salaried compensation rates for employees under the terms and conditions of the Community Education Services Salaried Employees guidebook.

**ATTACHMENTS:**

1. Guidebook of Employment for the Community Education Services Salaried Employees of Edina Public Schools (contains appendix) - Redlined Version
2. Proposed Guidebook of Employment for the Community Education Services Salaried Employees of Edina Public Schools (contains appendix)

~~2018 – 2020~~

**Guidebook of ~~Professional~~ Employment  
For  
Community Education Services Salaried Employees  
of  
Edina Public Schools**



~~July 1, 2018 through June 30, 2020~~

## 1. INTRODUCTION

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. -The following ~~g~~Guidebook for Community Education Services Salaried Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. This guidebook has been approved by the Board of education of Independent Schools No. 273, Edina Public Schools

No provision of this ~~g~~Guidebook is intended to create a contract between the Employer and employee, or to limit the rights of the Employer and its employees to terminate the employment relationship at any time, with or without cause. -This ~~g~~Guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

### **ARTICLE I EMPLOYMENT**

#### **1.1 - Employment Information**

An employee will be provided with employment information including a statement including, at a minimum, the position title; title, the employee’s regular work assignment the normal work week and work year with any contingencies or variables; the employee’s start date,; annual salary, salary information,; and if the employee’s eligibility for benefits. A copy of the position’s job description and a copy of this Guidebook will accompany this employment information. This guidebook is available on the district’s website.

#### **1.2 – Credit for Outside Experience**

~~Experience credit may be granted by the Employer for appropriate outside experience at the time of employment.~~

#### **1.23 – Preliminary Evaluation Period**

The first year ~~following of~~ an employee’s initial employment with the Employer or the first year following ~~promotion a new assignment~~ will be a ~~preliminary special~~ evaluation during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the requirements and responsibilities of the position. -The Employer retains the discretion to terminate an employment relationship when the employee for any reason during this first-year evaluation period~~does not appear to be a good fit with the job.~~

This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

### **ARTICLE II SALARIES AND BENEFITS**

#### **2. WORK YEAR**

#### **2.1 – Compensation**

~~The annual salary for employees is based upon the salary schedules set forth in Appendix A.~~



~~While the Employer reserves the right to set salaries, it will seek and receive input from employees and their supervisors regarding the salary structure. The input may be in the form of written or oral communication.~~

## **2.2 – Salary Progression**

~~An employee who is employed before January 1st, and is still employed by the Employer on the following June 30th, will earn one year of experience credit for purposes of salary step increases on July 1st. Step advancement is contingent on satisfactory performance.~~

## **2.3 – Step Placement**

~~A new employee will be placed at the lowest step of the appropriate schedule except where experience warrants placement at a higher step. Any placement above the lowest step must be approved by the Director of Community Education Services.~~

## **2.1 - Duty Days**

In general, an employee works all calendar days, except those designated as holidays by the District. The appendices to the guidebook contain any exceptions to this general statement.

## **2.42 – Holidays**

During the employee's duty year, a full-time employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee's salary.  
~~A full-time employee will receive 11 holidays with pay per year. A part-time employee who is assigned to work a minimum of 1300 hours 30 hours per week year on Schedule B will receive prorated holidays with pay per year. Placement of these days is determined by the District.~~

## **2.35 – Vacation Days**

A full-time employee assigned to work 12 months per fiscal year will receive vacation days as set forth in the following schedule:

<u>Years of Service</u>	<u>Number of Vacation Days</u>
1-4	17
5-14	20
15+	21

~~A part-time salaried employee on Schedule B who is assigned to work a minimum of 1300 per year will earn a prorated number of days of vacation each year equivalent to his or her assigned average number of hours.~~

~~The determination of years of service is determined on July 1st of each year. The vacation anniversary date upon which any vacation benefit is considered earned will be June 30th. Individuals hired after June 30th will receive prorated vacation.~~

An eligible employee may carry up to ten vacation days from one employment year to another.

The maximum number of vacation days accumulated at the time employment is severed will be ten carry over days plus prorated vacation days earned in the current fiscal year. Provided that an employee notifies the Employer in writing a minimum of ten days in advance of intent to resign, the employee may be paid for earned, accrued vacation.

An eligible employee may schedule vacation subject to supervisor approval. ~~Requests for vacation must be approved by the supervisor in advance and will be granted on a first come first serve basis with the following exception. An employee in the KIDS Club program may be required to take up to five days of vacation during the first week of School Year KIDS Club when it is closed at the end of August.~~

~~Any scheduled holiday which falls within an employee's vacation period shall not be counted as a vacation day. Sick leave may only be used for severe illness or an injury during a vacation or other unpaid leave period with the coordinator's approval.~~

### **3. CALCULATION OF DAILY RATE OF PAY**

To determine an employee's daily rate of pay, the employee's annual base salary is divided by 229 days, unless otherwise noted in the applicable appendix.

### **4. HEALTH AND WELFARE BENEFITS**

#### **2.6 - Group Insurance Policies**

The Employer will provide a full-time ~~n~~ employee, who is assigned to work a minimum of ~~1300~~ 30 hours per week year, the health and benefits as described below and in the appendix to this guidebook. ~~the program of group insurance coverage described in Section 2.6.~~ It is understood ~~and agreed~~ that the insurance provisions described ~~of this Section~~ are ~~merely descriptive of the general statements of the~~ coverages provided, and that the eligibility of an employee for benefits shall be governed by the terms of the master insurance contracts ~~in force~~ between the Employer and the insurers providing coverage.

#### **42.6.1 - Life Insurance**

An eligible employee is able to participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The Employer pays the entire premium for this coverage ~~for an active employee.~~

An eligible employee may apply for supplemental group term life insurance coverage in \$10,000 increments, up to the amount of the employee's base salary. ~~Supplemental coverage is subject to the insurance carrier's enrollment requirements.~~ Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

#### **42.6.2 - Long-Term Disability Insurance**

An eligible employee is provided coverage in the Employer's ~~long-term~~ long-term disability insurance program. ~~The Employer pays the entire premium for this coverage.~~

An employee receiving long-term disability insurance benefits also remains eligible for the Employer contributions for hospital-medical insurance.

### **42.6.3 - Accidental Death and Dismemberment Coverage**

An employee is eligible for accidental death and dismemberment insurance coverage in an amount equal ~~to the employee's to one of his or her~~ basic annual salary rounded up to the next whole thousand. The Employer pays the entire premium for such coverage.

### **42.6.4 - Hospitalization-Medical Insurance**

Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the applicable appendix toward the monthly premium of each full-time employee enrolled in the district coverages available.

An employee will contribute through payroll deduction, any excess monthly premium over the Employer contribution toward the type of coverage for which the employee is enrolled. If the Employer contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

~~An eligible employee may enroll for Single, Single Plus One, or Family coverage in the Employer's hospitalization-medical insurance program. Participation in this program is voluntary. The maximum monthly Employer contribution towards the premium will be as follows:~~

<b>Type of Coverage</b>	<b>Effective 7/1/18</b>	<b>Effective 1/1/19</b>	<b>Effective 1/1/20</b>
<b>Single</b>	\$442.90	\$451.76	\$451.76
<b>Single + One</b>	\$738.51	\$753.28	\$753.28
<b>Family</b>	\$1027.94	\$1048.50	\$1048.50

~~An employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for which the employee is enrolled.~~ An employee receiving wage replacement benefits from the Employer's workers' compensation insurance carrier or the long-term disability insurance carrier is eligible for the Employer contribution for health and hospitalization-medical insurance.

### **42.6.5 – Dental Insurance**

The Employer will provide a dental insurance program for full-time employees. Participation in this program is voluntary. The Employer will contribute up to the amount designated in the applicable appendices toward the monthly premium for each employee enrolled in the coverages available.

~~Each eligible employee may enroll in the Employer's dental insurance program. Participation in this program is voluntary. The maximum monthly Employer contribution toward the premium will be as follows:~~

<b>Type of Coverage</b>	<b>Effective 7/1/18</b>	<b>Effective 1/1/19</b>	<b>Effective 1/1/20</b>
<b>Single</b>	\$35.20	\$35.20	\$35.20
<b>Single + One</b>	\$41.63	\$41.63	\$41.63
<b>Family</b>	\$62.24	\$62.24	\$62.24

~~An employee enrolled in the program will contribute, through payroll deduction, any excess of the monthly premium over the maximum Employer contribution toward the type of coverage for~~

which the employee is enrolled.

## **2.7 Retirement Contribution Plans**

~~An employee may contribute a portion of his or her base salary to an employee's retirement contribution plan or plans, either tax deferred or not tax deferred, subject to the following subsections:~~

### **2.7.1 Approved Plans**

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~~The employee's contribution plan must be district approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.~~

### **2.7.2 Employee Contribution**

~~The employee contribution will be made to a district approved company of the employee's choice, subject to Subsection 2.7.1. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.~~

### **2.7.3 Matching Salary Deduction for Tax Deferred 403(b) Matching Contribution Plan**

~~The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount he or she is eligible to receive under Subsection 2.7.4~~

### **2.7.4 Employer Contribution for Tax Deferred 403(b) Matching Contribution Plan**

~~The amount of the Employer contribution will be up to two percent of the employee's annual base salary with a maximum Employer contribution of \$2,000 per year.~~

### **2.7.5 Employer Contribution for Plans**

~~Contributions will be made to a district approved company of the employee's choice, subject to the previous subsections. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.~~

## **24.6.8 - Flexible Benefits Plan**

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

**ARTICLE III**  
**5. LEAVES OF ABSENCE**

**35.1 - Basic Leave Allowance**

A full-time, full-year employee receives 12 days of basic leave allowance annually on July 1. An employee will be granted a basic leave allowance of one day per month for absence without deduction from pay. If an employee is less than full-time, full-year, the employee's basic leave allowance is prorated (e.g. 10-month employee will receive 10 days of basic leave allowance). This allowance will be calculated based on assigned average number of hours. -Any leave taken~~This leave~~will be deducted from the employee's basic accumulated leave allowance. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions set forth in this Article below. Leave not used during any school year will accumulate without limit. An employee is not paid for accumulated basic leave allowance upon termination of employment, except as specifically provided otherwise in this gGuidebook.

~~A substitute employee or seasonal employee is not eligible to earn leave.~~

**53.1.12 -- Employee IllnessSick Leave**

**5.1.1 - Employee Illness**

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

**5.1.2 - Family Illness or Bereavement Leave**

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

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

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

accumulated basic leave at no salary deduction. The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.

#### 5.1.3 - Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside normal work hours, up to four days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency.

#### 5.1.4 - Religious Observance Leave

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

#### 5.1.5 - Basic Leave Coordination with Workers Compensation Benefits

Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by an employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to regular daily rate of pay.

If the employee exhausts the employee's accumulated basic leave, the employee is entitled only to the workers compensation benefits.

### 5.2 - Sick Leave Pool

A sick leave pool for employees who exhausted their basic leave has been established. To access this pool, contact the human resources department for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

One day of basic leave allowance may be used by an employee for each day of absence due to illness or injury of themselves or their dependent child. For purposes of Section 3.2, a dependent child is defined as an individual under 18 years of age or an individual under age 21 who is still attending secondary school.

#### 3.2.1 - Certification

An employee who has been absent may be required to present a statement from a physician verifying an illness and certifying that the employee has recovered sufficiently to return to normal duties. An employee absent more than five consecutive working days

~~must present this certification. If certification is required for an absence less than six days, the Employer will designate the physician and assume the cost of the examination. Charges for certification of absences greater than five consecutive working days will be the employee's responsibility unless the Employer requires examination by a specified physician, in which instance the Employer will assume the cost of the examination.~~

### ~~3.2.2 Coordination with Other Benefits~~

~~Sick leave benefits will be coordinated with any other benefits received by an employee from any Employer insurer, including but not limited to long-term disability and workers compensation. This coordination will ensure that total pay received from all sources does not exceed the employee's regular daily rate of pay. Deductions from the employee's basic leave balance will be made according to the pro rata portion of basic sick leave used.~~

### ~~3.2.3 Family Member Illness~~

~~For illness in the immediate family, up to a total of five days of leave allowance may be used per fiscal year. Immediate family includes spouse, children, parents, brothers, sisters, grandparents, and in-laws of a same degree of relationship.~~

## ~~3.3 Disaster Leave~~

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

### ~~3.3.1 Eligibility~~

~~Disaster leave is available to an employee who has worked for the Employer for greater than one calendar year and after the employee has been certified as continuously fully disabled and unable to work for 15 consecutive duty days. An employee who has received disaster leave is ineligible to receive it again until one calendar year after the last payment.~~

### ~~3.3.2 Allowance~~

~~Disaster leave payments commence (1) as of the sixteenth duty day that the employee is continuously fully disabled and unable to work; or (2) after the last day of paid sick leave, whichever occurs last. Disaster leave payments cease after the 65th duty day of absence.~~

### ~~3.3.3 Payments~~

~~Disaster leave payments are 75% of an employee's daily rate of pay. If an employee's work hours vary, an average of the previous six weeks of pay will be used to determine the daily rate.~~

## ~~3.4 Family, Medical and Parental Leaves~~



The Employer complies with all applicable state laws, federal laws, and district policies requiring that employees receive leaves of absence, including the Family and Medical Leave Act. The application of these laws to individual situations will be determined on a case-by-case basis. For more information on the Family Leave Act, follow this link: <https://www.dol.gov/whd/fmla/>

### **3.5 – Critical Illness and Bereavement Leave**

For death or critical illness in the immediate family, up to five days of leave allowance may be used per occurrence. For death or critical illness in other than the immediate family, up to three days of leave allowance may be used per occurrence upon approval of the human resources department. Immediate family includes spouse, children, parents, brothers, sisters, grandparents, and in-laws of a same degree of relationship.

### **3.6 – Personal Business Leave**

Up to four days of leave allowance during any one school year may be used by employees for necessary absence required for the transaction of personal business that cannot be completed outside regularly assigned hours. This allowance will be calculated based on assigned average number of hours. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three days in advance, except in cases of extreme emergency.

An employee making a timely request for use of personal business leave may use the leave unless the employee is notified that the supervisor, human resources department, or Superintendent has denied the request.

### **3.7 – Judicial Leave**

~~An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular salary and the payments received for such jury or court duty, unless the employee is a party in the case.~~

~~The procedure for jury duty leave and payment is as follows: Initially, the employee is paid their regular wage. The employee should cash the check received from the courts. A copy of the court check stub needs to be forwarded to Payroll. A deduction from wages will be made on the following paycheck for the daily reimbursement amount. The employee is entitled to keep the mileage reimbursement. Employees may also receive parking reimbursement from the district, if they submit the original receipts along with Form 7027 Employee Expense Reimbursement. This expense check is paid by accounts payable.~~

### **53.38 - Parenting Leave**

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

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child.



By mutual agreement between the Employer and an employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

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

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified. Following return to work, the employee will be credited with the amount of the employee's unused basic leave.

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

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

~~An employee is eligible for a parental leave of absence without pay for a period of up to 12 months, including any period of related family medical or parental leave, for child care. The employee must submit an application for parental leave at least 60 calendar days before this leave is to begin. The 60-day requirement may be waived when an emergency makes this notice impossible. Parental leave begins at a date agreed upon between the Employer and the employee. Failure to return to work upon expiration of a leave results in termination of employment. The employee will be reinstated to the employee's original job or to the most similar position available and retain leave benefits accrued prior to taking the leave of absence.~~

#### **53.49 - Superintendent's Discretionary Leave**

Other types of absence not stated in this Article are subject to the Superintendent's discretion.

#### **53.57 - Judicial Leave**

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular salary and the payments received for such jury or court duty, unless the employee is a party in the case

## **ARTICLE IV**

### **6. RETIREMENT**

#### **6.1 - Benefits Continuations**

##### **6.1.1 - Eligibility**

In order to be eligible to continue the benefits defined in this Section 7.1.1, an employee must:  
(1) have a minimum of 10 full years of service; (2) be employed full-time at the time of

separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.

#### 6.1.2 - Benefit Continuation

An employee who meets the eligibility in Section 6.1.1 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the employee's expense until the employee reaches Medicare eligibility.

#### **4.1 – Retirement Eligibility**

~~For the purpose of Article 4 only, a full-time employee is an employee (1) working 2080 (8 hours for 260 days) hours in the fiscal year prior to the proposed retirement and (2) working eight hour days. To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for the benefits of this Article. In addition to the above qualifications, a full-time employee must also have:~~

- ~~1. Completed at least 20 years of continuous service with the Employer; and~~
- ~~2. Reached 55 years of age.~~

#### **4.2 – Retirement Payment and Procedures**

~~A full-time employee meeting the eligibility qualifications in Section 4.1 may receive a retirement payment calculated by multiplying ½ of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.~~

~~Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking same, to the deceased person's estate.~~

#### **4.3 – Hospitalization-Medical Insurance**

~~An employee who retires under the provisions of this article is eligible to continue participation, at his or her own expense, in the Employer's group medical hospitalization insurance plan if permitted by the terms of the policy with the insurance carrier. The employee must pay the entire first month's premium for insurance commencing on the date of retirement. The employee must make arrangements with the Employer's insurance administrator to pay subsequent monthly premium amounts in advance in a timely manner. The failure to make a timely payment will result in the Employer not making a premium payment for the retiree. The retiree risks forfeiture of insurance coverage without redress against the Employer.~~

~~The Employer may offer a Medicare supplement health insurance plan for retirees who are eligible for Medicare benefits. If a Medicare supplement plan is offered by the Employer, Medicare eligible retirees will receive health insurance coverage only under the Medicare supplement plan. Retirees who become eligible for an equivalent employer paid group medical plan elsewhere due to other employment or due to eligibility in a spouse's employer-paid group~~

~~medical plan are ineligible to continue in the Employer plan.~~

### **6.2.7 – Retirement Contribution Plans**

~~An Employer contribution is payable to an employee may contribute a portion of his or her base salary to an employee's retirement contribution plan or plans, either tax-deferred or not tax-deferred, subject to the following subsections.~~

#### **6.2.1 - Approved Plans**

~~The employee's contribution plan must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.~~

#### **6.2.2 - Matching Salary Deduction**

~~The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount the employee is eligible to receive under Subsection 6.2.2.~~

#### **6.2.3 - Employer Contribution**

~~The Employer contribution will be up to percentage designated in the applicable appendix of the employee's annual base salary with a maximum Employer contribution defined in the appendix.~~

#### **6.2.4 - Employee and Employer Contribution**

~~The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to this section. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.~~

### **2.7.1 – Approved Plans**

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~~The employee's contribution plan must be district approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.~~

### **2.7.2 – Employee Contribution**

~~The employee contribution will be made to a district approved company of the employee's choice, subject to Subsection 2.7.1. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.~~

### **2.7.3 – Matching Salary Deduction for Tax-Deferred 403(b) Matching Contribution Plan**

~~The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount he or she is eligible to receive under Subsection 2.7.4~~

#### **2.7.4 - Employer Contribution for Tax-Deferred 403(b) Matching Contribution Plan**

The amount of the Employer contribution will be up to two percent of the employee's annual base salary with a maximum Employer contribution of \$2,000 per year.

#### **2.7.5 - Employer Contribution for Plans**

Contributions will be made to a district-approved company of the employee's choice, subject to the previous subsections. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

**APPENDIX A**

**Salary Schedules**

<b><u>Schedule</u></b>	<b><u>Position</u></b>
<b><u>A</u></b>	<del>Program Manager</del>
<b><u>B</u></b>	<del>Program Supervisor</del>
<b><u>D</u></b>	<del>Communications Manager Adult &amp; Community Involvement CRP/CVP KIDS Club Youth Development</del>
	<del>Early Childhood Targeted Services Manager</del>
<b><u>F</u></b>	<del>Communications Specialist</del>
	<del>CES Communications Specialist</del>
	<del>Digital Communications Specialist</del>

# **APPENDIX A (cont.)**

SCHEDULE	STEP	2018-19	2019-20
<b>Salaried</b>			
<b>A</b>	1	<del>-\$41,134.00</del>	\$41,957.00
12-month position	2	<del>-\$43,579.00</del>	\$44,451.00
position	3	<del>-\$45,411.00</del>	\$46,319.00
	4	<del>-\$48,240.00</del>	\$49,205.00
<u>Auditorium Manager</u>	5	<del>-\$51,744.00</del>	\$52,779.00
	6	<del>-\$54,802.00</del>	\$55,897.00
	7	<del>-\$58,040.00</del>	\$59,201.00
	8	<del>-\$61,159.00</del>	\$62,383.00
		-	
<b>B</b>	1	<del>-\$35,142.00</del>	\$35,844.00
12-month position	2	<del>-\$36,309.00</del>	\$37,035.00
position	3	<del>-\$37,479.00</del>	\$38,228.00
<u>Program Supervisors</u>	4	<del>-\$38,652.00</del>	\$39,425.00
<u>(e.g. Early Learning, Enrichment, Kids Club)</u>	5	<del>-\$40,990.00</del>	<del>\$41,810.00</del> \$42,925
	6	<del>-\$42,168.00</del>	<del>\$42,168.00</del> \$42,925.00
	7	<del>-\$49,209.00</del>	\$50,194.00
		-	
<b>D</b>	1	<del>-\$48,935.00</del>	\$49,914.00
12-month position	2	<del>-\$52,850.00</del>	\$53,907.00
position	3	<del>-\$57,081.00</del>	\$58,223.00
<u>Managers</u>	4	<del>-\$61,640.00</del>	\$62,872.00
<u>(e.g. Kids Club, CRP/CVP)</u>	5	<del>-\$66,438.00</del>	\$67,767.00
	6	<del>-\$70,867.00</del>	\$72,285.00
<b>F</b>	1	<del>-\$39,105.00</del>	<del>-\$39,887.00</del>
	2	<del>-\$41,406.00</del>	<del>-\$42,235.00</del>
	3	<del>-\$43,706.00</del>	<del>-\$44,580.00</del>
	4	<del>-\$46,006.00</del>	<del>-\$46,926.00</del>
	5	<del>-\$48,306.00</del>	<del>-\$49,271.00</del>
	6	<del>-\$50,724.00</del>	<del>-\$51,738.00</del>

## **Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 1/1/20	Effective 1/1/21
<u>Single</u>	<u>\$451.76</u>	<u>\$475.00</u>
<u>Single + One</u>	<u>\$753.28</u>	<u>\$791.00</u>
<u>Family</u>	<u>\$1048.50</u>	<u>\$1110.00</u>

## **Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 7/1/18	Effective 1/1/19	Effective 7/1/20
<u>Single</u>	<u>\$35.20</u>	<u>\$35.20</u>	<u>\$35.20</u>
<u>Single + One</u>	<u>\$41.63</u>	<u>\$41.63</u>	<u>\$41.63</u>

Family	\$62.24	\$62.24	\$62.24
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## **RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution: \$2000**

**Employer's match towards tax-deferred matching contribution: 2%**

### **Retirement Payments Benefit:**

**Eligibility** - For the purpose of this provision, an eligible employee is an employee who has an full-time, full-year assignment (i.e. 8 hours for 260 days). To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for the benefits of this Article. In addition to the above qualifications, a full-time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

**Payment and Procedures** - A full-time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying  $\frac{1}{2}$  of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.

Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking the same, to the deceased person's estate.

**Guidebook of Employment  
For  
Community Education Services Salaried Employees  
of  
Edina Public Schools**





## **1. INTRODUCTION**

Edina Public Schools (“Employer”) believes that its employees are one of its most important assets. The following guidebook for Community Education Services Salaried Employees (“employee”) has been designed to facilitate and enhance the role of employees in providing programs and services to all members of the community. This guidebook has been approved by the Board of education of Independent Schools No. 273, Edina Public Schools

No provision of this guidebook is intended to create a contract between the Employer and employee, or to limit the rights of the Employer and its employees to terminate the employment relationship at any time, with or without cause. This guidebook is a general statement of policy, to be modified and applied by the Employer at its discretion.

### **1.1 - Employment Information**

An employee will be provided with employment information including the position title, the employee’s regular work assignment, the employee’s start date, salary, salary information, and if the employee’s eligibility for benefits. This guidebook is available on the district’s website.

### **1.2 – Preliminary Evaluation Period**

The first year of an employee’s initial employment with the Employer or the first year following a new assignment will be a preliminary evaluation during which the Employer will evaluate whether the employee’s skills and abilities are a good match with the requirements and responsibilities of the position. The Employer retains the discretion to terminate an employment relationship when the employee for any reason during this first-year evaluation period. This evaluation period does not affect the fundamental at-will nature of the employment relationship with the Employer.

## **2. WORK YEAR**

### **2.1 - Duty Days**

In general, an employee works all calendar days, except those designated as holidays by the District. The appendices to the guidebook contain any exceptions to this general statement.

### **2.2 – Holidays**

During the employee’s duty year, a full-time employee is entitled to paid holidays each calendar year as designator by the Employer. Holiday pay is incorporated into employee’s salary. A part-time employee who is assigned to work 30 hours per week will receive prorated holidays with pay per year. Placement of these days is determined by the District.

## **2.3 – Vacation Days**

A full-time employee assigned to work 12 months per fiscal year will receive vacation days as set forth in the following schedule:

<u>Years of Service</u>	<u>Number of Vacation Days</u>
1-4	17
5-14	20
15+	21

The determination of years of service is determined on July 1st of each year. Individuals hired after June 30th will receive prorated vacation.

An eligible employee may carry up to ten vacation days from one employment year to another. The maximum number of vacation days accumulated at the time employment is severed will be ten carry over days plus prorated vacation days earned in the current fiscal year. Provided that an employee notifies the Employer in writing a minimum of ten days in advance of intent to resign, the employee may be paid for earned, accrued vacation.

An eligible employee may schedule vacation subject to supervisor approval.

## **3. CALCULATION OF DAILY RATE OF PAY**

To determine an employee's daily rate of pay, the employee's annual base salary is divided by 229 days, unless otherwise noted in the applicable appendix.

## **4. HEALTH AND WELFARE BENEFITS**

The Employer will provide a full-time employee, who is assigned to work a minimum of 30 hours per week, the health and benefits as described below and in the appendix to this guidebook. It is understood that the insurance provisions described are general statements of the coverages provided, and that the eligibility of an employee for benefits shall be governed by the terms of the master insurance contracts between the Employer and the insurers providing coverage.

### **4.1 - Life Insurance**

An eligible employee is able to participate in the Employer's group term life insurance program and will be insured for an amount equal to the whole number of thousands in annual base salary. The Employer pays the entire premium for this coverage.

An eligible employee may apply for supplemental group term life insurance coverage in \$10,000 increments, up to the amount of the employee's base salary. Supplemental coverage is subject to the insurance carrier's enrollment requirements. Premiums for all supplementary coverage will be paid by the employee through payroll deduction.

#### **4.2 - Long-Term Disability Insurance**

An eligible employee is provided coverage in the Employer's long-term disability insurance program. The Employer pays the entire premium for this coverage.

An employee receiving long-term disability insurance benefits also remains eligible for the Employer contributions for hospital-medical insurance.

#### **4.3 - Accidental Death and Dismemberment Coverage**

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

#### **4.4 - Hospitalization-Medical Insurance**

Participation in the medical insurance programs is voluntary. The Employer will contribute the amount designated in the applicable appendix toward the monthly premium of each full-time employee enrolled in the district coverages available.

An employee will contribute through payroll deduction, any excess monthly premium over the Employer contribution toward the type of coverage for which the employee is enrolled. If the Employer contribution exceeds the insurance premium, any excess will be paid in salary to the employee.

An employee receiving wage replacement benefits from the Employer's workers' compensation insurance carrier or the long-term disability insurance carrier is eligible for the Employer contribution for health and hospitalization-medical insurance.

#### **4.5 – Dental Insurance**

The Employer will provide a dental insurance program for full-time employees. Participation in this program is voluntary. The Employer will contribute up to the amount designated in the applicable appendices toward the monthly premium for each employee enrolled in the coverages available.

#### **4.6 - Flexible Benefits Plan**

An employee is eligible to participate in the Flexible Benefits Plan established by the Employer pursuant to Section 125 of the Internal Revenue Code, provided, however, that an employee meets all other requirements for eligibility set forth in the Plan.

## **5. LEAVES OF ABSENCE**

### **5.1 - Basic Leave Allowance**

A full-time, full-year employee receives 12 days of basic leave allowance annually on July 1. . If an employee is less than full-time, full-year, the employee's basic leave allowance is prorated (e.g. 10-month employee will receive 10 days of basic leave allowance). This allowance will be calculated based on the assigned average number of hours. Any leave taken will be deducted from the employee's basic accumulated leave allowance. The basic leave allowance may be used for sick leave, family illness leave, bereavement leave and personal business leave under the terms and conditions set forth below. Leave not used during any school year will accumulate without limit. An employee is not paid for accumulated basic leave allowance upon termination of employment, except as specifically provided otherwise in this guidebook.

#### **5.1.1 - Employee Illness**

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

#### **5.1.2 - Family Illness or Bereavement Leave**

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

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

For absence because of death in the family or friends, an employee may deduct a reasonable number of days per incident from accumulated leave at no salary deduction. per incident from accumulated basic leave at no salary deduction. The close family includes grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin.

### 5.1.3 - Personal Business Leave

For absence required for the transaction of personal business that cannot be completed outside normal work hours, up to four days during any fiscal year may be deducted from accumulated basic leave at no salary deduction. Requests for personal business leave must be submitted to the employee's immediate supervisor in writing at least three duty days in advance of the requested personal leave day, except in cases of extreme emergency.

### 5.1.4 - Religious Observance Leave

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

### 5.1.5 - Basic Leave Coordination with Workers Compensation Benefits

Basic leave benefits are coordinated with any received workers compensation benefits. The total pay received by an employee from all sources does not exceed the employee's regular daily rate of pay. The employee's basic leave will be deducted the amount necessary to bring the employee to regular daily rate of pay.

If the employee exhausts the employee's accumulated basic leave, the employee is entitled only to the workers compensation benefits.

## **5.2 - Sick Leave Pool**

A sick leave pool for employees who exhausted their basic leave has been established. To access this pool, contact the human resources department for more information.

The purpose of the sick leave pool is to provide additional basic leave days to those employees suffering from a catastrophic accident, illness, or a recurring illness. The sick leave pool coordinates with an employee's long-term disability ("LTD") benefit that may begin after an employee has been absent from work 65 consecutive work days. After 65 consecutive days of absence, the employee is no longer eligible to draw from the sick leave pool, but may be eligible for LTD, as determined by the Employer's carrier.

## **5.3 - Parenting Leave**

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

Parenting leave may be granted to begin immediately upon the termination of any period of disability resulting from pregnancy and childbirth or the date of placement of an adopted child. By mutual agreement between the Employer and an employee, parenting leave may also be granted to begin before any period of physical disability resulting from the pregnancy. However, once a parenting leave without pay has commenced, accumulated basic leave pay is no longer available for the remainder of the leave without pay.

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

An employee returning from parenting leave will be returned to the position held when placed on leave, or if not available, to any other position for which the employee is licensed and qualified. Following return to work, the employee will be credited with the amount of the employee's unused basic leave.

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

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

#### **5.4 - Superintendent's Discretionary Leave**

Other types of absence not stated in this Article are subject to the Superintendent's discretion.

#### **5.5 - Judicial Leave**

An employee who is absent because of required jury duty or a subpoena for any court duty will be granted leave and paid the difference between the employee's regular salary and the payments received for such jury or court duty, unless the employee is a party in the case

### **6. RETIREMENT**

#### **6.1 - Benefits Continuations**

##### **6.1.1 - Eligibility**

In order to be eligible to continue the benefits defined in this Section 7.1.1, an employee must: (1) have a minimum of 10 full years of service; (2) be employed full-time at the time of separation of service; (3) be 50 years of age or older; (4) not be returning to employment with the Employer; and (5) not being discharged for cause, misconduct, inefficiency, incompetence or any other disciplinary reason, as determined by the Employer.

##### **6.1.2 - Benefit Continuation**

An employee who meets the eligibility in Section 6.1.1 is eligible, upon terminating employment with the Employer, to continue to participate in the Employer's life, dental and medical insurance at the employee's expense until the employee reaches Medicare eligibility.

#### **6.2 - Retirement Contribution Plans**

An Employer contribution is payable to an employee's retirement contribution plan or plans,

either tax-deferred or not tax-deferred, subject to the following subsections.

#### 6.2.1 - Approved Plans

The employee's contribution plan must be district-approved and subject to applicable provisions of Minnesota Statutes and IRS Codes and any amendments thereto. A list of eligible plans is available on the district's website and in the business office.

#### 6.2.2 - Matching Salary Deduction

The Employer contribution is not payable unless the employee authorizes a matching salary reduction up to the amount the employee is eligible to receive under Subsection 6.2.2.

#### 6.2.3 - Employer Contribution

The Employer contribution will be up to percentage designated in the applicable appendix of the employee's annual base salary with a maximum Employer contribution defined in the appendix.

#### 6.2.4 - Employee and Employer Contribution

The Employer contribution and matching employee contribution will be made to an Employer-approved company of the employee's choice, subject to this section. The employee is responsible for making all arrangements required with the vendor to ensure that proper payment can be made by the Employer.

**APPENDIX A**

**Salary Schedules**

**APPENDIX A (cont.)**

<b>SCHEDULE</b>	<b>STEP</b>	<b>2020-21</b>
<b>Salaried</b>		
<b><u>A</u></b>	1	\$41,957.00
12-month position	2	\$44,451.00
	3	\$46,319.00
Auditorium Manager	4	\$49,205.00
	5	\$52,779.00
	6	\$55,897.00
	7	\$59,201.00
	8	\$62,383.00
<b><u>B</u></b>	1	\$35,844.00
12-month position	2	\$37,035.00
	3	\$38,228.00
Program Supervisors	4	\$39,425.00
(e.g. Early Learning, Enrichment, Kids Club)	5	\$42,925.00
	6	\$46,425.00
	7	\$50,194.00
<b><u>D</u></b>	1	\$49,914.00
12-month position	2	\$53,907.00
	3	\$58,223.00
Managers	4	\$62,872.00
(e.g. Kids Club, CRP/CVP)	5	\$67,767.00
	6	\$72,285.00
<b><u>F</u></b>	1	\$39,887.00
12-month position	2	\$42,235.00
	3	\$44,580.00
Communication Specialists	4	\$46,926.00
	5	\$49,271.00
	6	\$51,738.00

**Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 1/1/20</b>	<b>Effective 1/1/21</b>
<b>Single</b>	\$451.76	\$475.00
<b>Single + One</b>	\$753.28	\$791.00
<b>Family</b>	\$1048.50	\$1110.00



**Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 7/1/20
Single	\$35.20
Single + One	\$41.63
Family	\$62.24

**RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution: \$2000**

**Employer's match towards tax-deferred matching contribution: 2%**

**Retirement Payments Benefit:**

Eligibility - For the purpose of this provision, an eligible employee is an employee who has an full-time, full-year assignment (i.e. 8 hours for 260 days). To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for this benefit. In addition to the above qualifications, a full-time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

Payment and Procedures - A full-time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying  $\frac{1}{2}$  of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.

Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking the same, to the deceased person's estate.



**Board Meeting Date:** 12/14/2020

**TITLE:** Revised Appendix for the Superintendent's Advisory Council

**TYPE:** Action

**PRESENTER(S):** Nicole Tuescher, Director of Human Resources and Administration

**BACKGROUND:** At its October 12, 2020 school board meeting, the district noted that it did not recommend any increase in the district health insurance contribution, but noted that the administration may bring forth a small increase towards the district's health insurance contribution once the school board approves the district's health insurance plan and contributions thereto. The suggest revised appendix adjusts (1) health insurance contribution in light of the approved rates, and also creates alignment between district employees (i.e. EAC - principals); and (2) corrects previously erroneous compensation amounts for two employees under this guidebook. This recommendation is within the parameters determined by the School Board. The Superintendent supports the recommendation.

**RECOMMENDATION:** Adopt the revised appendix for the employees under the Superintendent's Advisory Council guidebook.

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the revised insurance contribution for employees under the terms and conditions of the SAC guidebook.

**ATTACHMENTS:**

1. Redline of the appendix to the Superintendent's Advisory Council of Edina Public Schools
2. Appendix to the Superintendent's Advisory Council of Edina Public Schools

## Appendix

### **Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>	<b><u>Effective 01/01/21</u></b>
<b>Single</b>	\$593	<u>\$625.92</u>
<b>Single + One</b>	\$1263	<u>\$1342.88</u>
<b>Family</b>	\$1664	<u>\$1764.06</u>

### **Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$40
<b>Single + One</b>	\$75
<b>Family</b>	\$121

### **Strategic Action Pay Incentive:**

The total of strategic action pay incentives paid to an employee achieving their strategic actions or goals will usually not be less than \$2,160. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The performance base incentive program has \$2,250 set aside per employee for implementation of this program through meeting department goals and shared administrative team goals.

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

### **Employee's Annual Salaries:**

Assistant Superintendent: \$178,500  
Director of Business Services: ~~\$173,948~~ \$176,992  
Director of Community Education Services: \$142,092  
Director of Communications: ~~\$106,919~~ \$126,993  
Director of Human Resources and Administrative Services: \$173,000  
Director of Media and Technology Services: \$133,555  
Director of Research and Evaluation: \$133,216  
Director of Student Support Services: \$147,042  
Director of Teaching and Learning: \$155,000

## Appendix

### **Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>	<b>Effective 01/01/21</b>
<b>Single</b>	\$593	\$625.92
<b>Single + One</b>	\$1263	\$1342.88
<b>Family</b>	\$1664	\$1764.06

### **Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$40
<b>Single + One</b>	\$75
<b>Family</b>	\$121

### **Strategic Action Pay Incentive:**

The total of strategic action pay incentives paid to an employee achieving their strategic actions or goals will usually not be less than \$2,160. Any pay incentive may vary based on budgetary restrictions and significance of criteria achieved.

The performance base incentive program has \$2,250 set aside per employee for implementation of this program through meeting department goals and shared administrative team goals.

**Employer's maximum contribution towards tax-deferred matching contribution: \$4250**

### **Employee's Annual Salaries:**

Assistant Superintendent: \$178,500  
Director of Business Services: 176,992  
Director of Community Education Services: \$142,092  
Director of Communications: \$126,993  
Director of Human Resources and Administrative Services: \$173,000  
Director of Media and Technology Services: \$133,555  
Director of Research and Evaluation: \$133,216  
Director of Student Support Services: \$147,042  
Director of Teaching and Learning: \$155,000



**Board Meeting Date:** 12/14/2020

**TITLE:** Additional Appendices for Non-affiliated Employees

**TYPE:** Action

**PRESENTER(S):** Nicole Tuescher, Director of Human Resources and Administration

**BACKGROUND:** These additional appendices cover positions previously affiliated with other groups: (1) student support services supervisors affiliated with the teachers' terms and conditions of employment (appendix c); (2) health services coordinator affiliated with the teachers' terms and conditions of employment (appendix d); (3) equity and inclusion specialist; cultural liaisons affiliated with the community education salaried employees (appendix e); and (4) literacy supervisor affiliated with the principals (appendix f). The appendices include eight district employees. Please note that there is no redlined version of the appendices due to these previous affiliations and not have notation of their own terms and conditions of employment.

Annual compensation or salary schedule for employees in these appendices will remain the same for 2020-2021. Eligibility towards performance incentives will remain the same. In general, any changes in contribution towards health insurance mirror the changes in the previously affiliated group, with the exception of the student support services supervisors and health services coordinator, now receiving the same contribution as the non-affiliated employees in appendix a, previously approved by the School Board.

Moving forward, the School Board will need to approve yearly the appendices as they contain the terms and conditions of employment that change most frequently. This recommendation is within the parameters determined by the School Board. The Superintendent supports the recommendation.

**RECOMMENDATION:** Adopt the additional appendices for the employees under the non-affiliated guidebook.

**PRIMARY ISSUE(S) TO CONSIDER:** Approve the compensation packages for employees under the new appendices of the non-affiliated guidebook.

**ATTACHMENT:**

1. Appendices C-F to Non-Affiliated Guidebook

## **APPENDIX C – Student Support Services Supervisors**

**Employee Annual Salary:** \$107,172

**Assigned Work Days:** 199 days

**Basic Leave Allotment:** 12 days

**Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/20	Effective 01/01/21
Single	\$655.00	\$625.92
Single + One	\$1076.00	\$1342.88
Family	\$1423.00	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/20	Effective 01/01/21
Single	\$61	\$40
Single + One	\$61	\$75
Family	\$61	\$121

**Performance Based Pay Incentive:** The employees will participate, set goals, and be eligible for remuneration in accordance with the Alt Compensation requirements.

**Holidays, Vacation Days:** No additional compensation for holidays or employee vacation allotment.

### **RETIREMENT BENEFITS**

**Employer's match towards tax-deferred matching contribution:** 2%

**Early Retirement Incentive Payment:** An employee who has reached age 50 and who has worked a minimum of 15 full years and who elects to voluntarily retire at the end of any academic year is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan (25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee's account with the Minnesota State Retirement System's Health Care Savings Plan.

Payment Date	HCSP Amount
Prior to June 30 <sup>th</sup> of Retirement Year	25% of early retirement incentive payment

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.

Payment Date	403(b)/457 Amount
July 20th 1st yr	1/3 of 403(b) payment
July 20th 2nd yr	1/3 of 403(b) payment
July 20th 3rd yr	1/3 of 403(b) payment

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Employer Contribution Toward Hospitalization-Medical Insurance for Employees Employed Prior to July 1, 2011: A full-time employee who (1) was employed as an employee by the District before July 1, 2011 and (2) is eligible for and receives an early retirement incentive payment is also eligible for an Employer contribution toward the Employer's hospitalization-medical insurance plan equal to the Employer's contribution for single coverage at the time of retirement. The Employer's contribution will increase each year by the same amount as the Employer's contribution to single coverage for active employees during the period of eligibility.

The Employer premium contribution identified above will cease as of (1) the employee becomes eligible for Medicare; (2) nine years from the date of employee's retirement; or (3) the employee's death, whichever is earliest.

Caveat: In no event will a combined total of early retirement incentive pay and additional employer premium contributions exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or After July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

## **APPENDIX D – Health Services Coordinator**

**Employee's Annual Salary:** \$93,544

**Assigned Work Days:** 199 days

**Basic Leave Allotment:** 12 days

**Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/20	Effective 01/01/21
Single	\$655.00	\$662.00
Single + One	\$1076.00	\$1342.88
Family	\$1423.00	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/20	Effective 07/01/20
Single	\$61.00	\$40.00
Single + One	\$61.00	\$75.00
Family	\$61.00	\$121.00

**Holidays, Vacation Days:** No additional compensation for holidays or employee vacation allotment.

### **RETIREMENT BENEFITS**

**Employer's match towards tax-deferred matching contribution:** 2%

Early Retirement Incentive Payment: An employee who has reached age 50 and who has worked a minimum of 15 full years and who elects to voluntarily retire at the end of any academic year is eligible for a payment equivalent to 150 days of basic salary based on the last year of employment. An eligible employee who retires will receive the early retirement incentive payment (150 days of basic salary) divided into two separate accounts: (1) one payment into the Health Care Savings Plan (25 percent of the early retirement incentive payment); (2) three payments into the 403(b)/457 account established by the employee (75 percent of the early retirement incentive payment). The Employer deposits one lump sum, which is 25 percent of the early retirement incentive payment, into the employee's account with the Minnesota State Retirement System's Health Care Savings Plan.

Payment Date	HCSP Amount
Prior to June 30 <sup>th</sup> of Retirement Year	25% of early retirement incentive payment

The Employer deposits three equal payments, which total 75% of the early retirement incentive payment, into the 403(b) account established by the employee.



<b>Payment Date</b>	<b>403(b)/457 Amount</b>
July 20th of 1st yr	1/3 of 403(b) payment
July 20th of 2nd yr	1/3 of 403(b) payment
July 20th of 3rd yr	1/3 of 403(b) payment

If a retired employee dies before all or a portion of the early retirement incentive pay has been disbursed, that balance due is paid to a named beneficiary or, lacking same, to the deceased's estate.

Caveat: In no event will the total of early retirement incentive pay exceed one year's pay.

Employer Contribution Toward Health Reimbursement Account for Employee Employed on or after July 1, 2011: The Employer will contribute \$600 annually to a Minnesota State Retirement System's Health Care Savings Plan after the employee is employed for one full year.

Employer Contribution to Health Reimbursement Account for Employees Having a Basic Leave Accrual in Excess of 150 Days: A full-time employee who is eligible for and receives an early retirement incentive is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The cumulative total of this Employer contribution will not exceed an amount determined by multiplying \$35 times the number of the employee's accumulated unused basic leave allowance days in excess of 150, as of the date of retirement. The amount identified above will be deposited in the retiree's account with the Minnesota State Retirement System's Health Care Savings Plan.

## **APPENDIX E – Equity and Inclusion Specialist; Cultural Liaisons**

1	\$41,957.00
2	\$44,451.00
3	\$46,319.00
4	\$49,205.00
5	\$52,779.00
6	\$55,897.00
7	\$59,201.00
8	\$62,383.00

**Assigned Work Days:** 210 days

**Health Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>	<b>Effective 01/01/21</b>
<b>Single</b>	\$451.76	\$475.00
<b>Single + One</b>	\$753.28	\$791.00
<b>Family</b>	\$1048.58	\$1110.00

**Dental Insurance Contribution towards Employer's Insurance:**

<b>Type of Coverage</b>	<b>Effective 07/01/20</b>
<b>Single</b>	\$35.20
<b>Single + One</b>	\$41.63
<b>Family</b>	\$62.24

### **RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution:** \$2000

**Employer's match towards tax-deferred matching contribution:** 2%

#### **Retirement Payments Benefit:**

**Eligibility** - For the purpose of this provision, an eligible employee is an employee who has a full-time, full-year assignment (i.e. 8 hours for 260 days). To be eligible, a full-time employee must submit a written resignation prior to February 1 that is accepted by the Employer. An employee who has been proposed for termination or actually terminated for cause by the school board will not be eligible for this benefit. In addition to the above qualifications, a full-time employee must also have (1) completed at least 10 years of continuous service with the Employer; and (2) reached 55 years of age.

**Payment and Procedures** - A full-time employee meeting the eligibility qualifications above may receive a retirement payment calculated by multiplying  $\frac{1}{2}$  of the employee's earned unused basic leave allowance by \$100, in an amount not to exceed \$5000.

Payment will be paid by the Employer into the employee's 403(b) account within 30 days of the effective date of retirement or as soon thereafter as is administratively practical. If a retiree dies before all or a portion of the severance pay has been disbursed, then the balance due will be paid to a named beneficiary or, lacking the same, to the deceased person's estate.

## **APPENDIX F – Literacy Supervisor**

**Employee's Annual Salary:** \$123,730

**Health Insurance Contribution towards Employer's Insurance:**

Type of Coverage	Effective 07/01/20	Effective 01/01/21
Single	\$617	\$625.92
Single + One	\$1314	\$1342.88
Family	\$1735	\$1764.06

**Dental Insurance Contribution towards Employer's Insurance:**

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

### **RETIREMENT BENEFITS**

**Employer's maximum contribution towards tax-deferred matching contribution:** \$4250

**Employer's match towards tax-deferred matching contribution:** 3%

Early Retirement Payments: To be eligible for the early retirement payments described below, an employee must be retiring after age 50 and have been a full-time employee of Edina Public Schools for a minimum of ten full years. Application for the early retirement payments for retirement at the end of the school year must be submitted to the human resources department by February 1. An employee eligible for the early retirement payments will receive payment in two installments. The first payment will be on the last day of the month the employee retires in an amount equal to two-thirds (2/3) of the early retirement incentive payment amount. The remaining one-third (1/3) will be paid the following January 15. If an employee applied for mid-year retirement, as defined above, the amount of early retirement payments is based on the last full fiscal year of employment. The early retirement payments (early retirement incentive payment and basic leave conversion payment) will be deposited in the employee's 403(b) account to the maximum extent allowed by the 403(b) administrator and any remainder of the payment will be deposited into the employee's account with Minnesota State Retirement System's Health Care Savings Plan.

An eligible employee will receive an early retirement incentive payment equivalent to 120 days. An administrator's daily rate of pay is calculated from the last year of full-time service.

In addition to the Early Retirement Incentive Payment, an eligible employee will receive a basic leave conversion for unused basic leave days, up to a maximum of 83 days. The payment equals the number of accumulated unused basic leave days, not to exceed the maximum number of days multiplied by the employee's daily rate of pay.

Employer Contribution to the Health Care Savings Plan: A full-time employee retiring after age 50 with a minimum of ten full years of service is also eligible for an Employer contribution toward the Minnesota State Retirement System's Health Care Savings Plan. The accumulative total of this contribution will not exceed the following calculation: \$35 multiplied by the employee's accumulated unused basic leave days in excess of 140 days as of the date of retirement. A combined total of early retirement incentive payment, basic leave conversion payment, and the Employer contribution to the Health Care Savings Plan must not exceed the employee's last full year salary.

After three years of full-time employment with the district, the Employer will contribute \$2000 in year 4 towards a Minnesota State Retirement System Health Care Savings Plan.

Years of Employment	Contribution
4	\$2000

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



**Board Meeting Date:** 12/14/2020

**TITLE:** Policy Review

**TYPE:** Action

**PRESENTER(S):** Board Policy Committee

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

- Policy 406 – Public and Private Personnel Data
- Policy 423 – Employee-Student Relationships
- Policy 424 – License Status

**RECOMMENDATION:** Accept the policies as revised.

**ATTACHMENTS:**

1. Policy 406 – Public and Private Personnel Data
2. Policy 423 – Employee-Student Relationships
3. Policy 424 - License Status

## Personnel

### Public and Private Personnel Data

#### I. Purpose

This policy provides guidance to school district employees as to the treatment of data the district collects and maintains regarding its employeespersonnel.

#### II. General Statement of Policy

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, is accessible to the public pursuant to the procedures established by the district.

B. All other data on individuals is private or confidential.

C. Employees may release private data about themselves through the use of the Employee Authorization to Release Private Personnel Data.

#### III. Definitions

A. "Public" data means the data is available to anyone who requests it.

B. "Private" data means the data is available to the subject of the data and to district employees who need it to conduct district ~~the business of the district~~.

C. "Confidential" data means the data is not available to the subject of the data.

D. "Personnel data" means government data on individuals maintained because they are or were district employees ~~employees of the district~~, applicants for employment or district advisory board/committees, or district volunteers or independent contractors ~~for the district, or members of or applicants for an advisory board or commission~~.

~~E. "Finalist" means an individual who is selected to be interviewed by the district for a position.~~

~~F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.~~

~~G. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in~~

~~administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.~~

#### IV. Public Personnel Data

- A. ~~In general, t~~The following information on employees, including volunteers and independent contractors, is public: (1) personal information (i.e. name, education and training background, previous work experience); (2) compensation information (e.g. actual gross salary, salary range, terms and condition of employment, payroll time sheets); and (3) work and performance information (e.g. job title, job description, work location, work phone number, existence and status of any complaints against the employees).

~~1. Personal Information~~

- ~~a. Name~~
- ~~b. Education and training background~~
- ~~c. Previous work experience~~

~~2. Compensation-related information~~

- ~~a. Actual gross salary~~
- ~~b. Salary range~~
- ~~c. Terms and conditions of employment relationship~~
- ~~d. Contract fees~~
- ~~e. Actual gross pension~~
- ~~f. Value and nature of employer-paid fringe benefits~~
- ~~g. Basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary~~
- ~~h. Payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data~~

~~3. Work and performance information~~

- ~~a. Job title~~
- ~~b. Employee identification number, which may not be the employee's social security number~~
- ~~c. Bargaining unit~~
- ~~d. Job description~~
- ~~e. Date of first and last employment~~
- ~~f. Work location~~
- ~~g. Work telephone number~~
- ~~h. Work email address(es)~~
- ~~i. Badge number~~
- ~~j. Work-related continuing education~~
- ~~k. Honors and awards received~~
- ~~0. Existence and status of any complaints or charges against the employee, regardless of whether the~~



~~complaint or charge resulted in a disciplinary action. The final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district regardless of whether there has been a final disposition, upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.~~

- ~~1. data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.~~

~~The complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data~~

## B. Applicants for employment

With respect to employment applicants, the following information is public information: (1) finalist's names; (2) veteran status; (3) relevant test scores; (4) rank on eligible list; (5) job history; (6) education and training; and (7) work availability.

- ~~m. The names of "finalists" are public. (Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.)~~
- ~~n. Veterans status~~
- ~~o. Relevant test scores~~
- ~~p. Rank on eligible list~~
- ~~q. Job history~~
- ~~r. Education and training~~
- ~~s. Work availability~~

## V. Private Personnel Data

- A. ~~If not specifically noted as public data in Section IV above, all other~~ Except as provided in state law, all other personnel data are private data and will only be shared with district employees who has a legitimate business interest in the

information. ~~se work requires access.~~ Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

~~B. Data pertaining to an employee's dependents are private data on individuals.~~

~~C. Data created, collected or maintained by the school district to administer employee assistance programs are private.~~

~~D. An individual's checking account number is private when submitted to a government entity.~~

BE. Personnel data may be provided disseminated to labor organizations to the extent the district determines it is necessary for the labor organization to conduct its business or when authorized by the commissioner of the bureau of mediation services.

~~F. The district may display a photograph of a current or former employee to prospective witnesses as part of the district's investigation of any complaint or charge against the employee.~~

~~G. The district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:~~

~~1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;~~

~~2. A prepetition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or~~

~~3. A court, law enforcement agency, or prosecuting authority.~~

~~H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.~~

~~I. A complainant has access to a statement provided by the complainant to the district in connection with a complaint or charge against an employee.~~

~~J. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the district determines that the employee's access to that data would:~~

~~1. threaten the personal safety of the complainant or a witness; or~~

~~2. subject the complainant or witness to harassment.~~

~~If a disciplinary proceeding is initiated against the employee, data on the complainant or witness is available to the employee as may be necessary for the employee to prepare for the proceeding.~~

~~K. The district will make any report to the Minnesota Department of Education (MDE) as required by Minn. Stat. § 122A.20, Subd. 2, and will, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.~~

~~L. Private personnel data will be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.~~

~~M. When a report of alleged maltreatment of a student in a school is made to the commissioner of education, data relevant to and collected by the district about the person alleged to have committed maltreatment must be provided to the commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~

~~N. The district must release to a requesting district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.~~

~~O. The identity of an employee making a suggestion, as part of an organized self-evaluation effort by the district to cut costs, make the district more efficient, or to improve district operations, is private.~~

~~P. Health information on employees is private unless otherwise provided by law. To the extent that the district transmits protected health information, the district will comply with all privacy requirements.~~

~~Q. Personal home contact information for employees may be used by the district and shared with other governmental entities in the case of an emergency event~~

~~or other disruption to ensure the operational continuity for the district or governmental entity.~~

~~R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.~~

~~S. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the commissioner of the MDE makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Board of Teaching and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Board of Teaching and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting district seeks the information because the subject of the data has applied for employment with the requesting district.~~

#### ~~VI. Multiple Classifications~~

~~If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.~~

#### ~~VII. Change in Classifications~~

~~The district will change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving entity.~~

#### ~~VIII. Responsible Authority~~

The district has designated the director of human resources as the authority

responsible for personnel data.

~~VIII~~.

Employee Authorization/Release Form

An employee authorization form is included as an ~~a~~Appendix to this policy.

Legal References:

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

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

Minn. Stat. § 122A.40, Subds 13 and 16 (Employment; Contracts; Termination)

Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

~~P.L. 104-191 (HIPPA)~~

~~45 C.F.R. Parts 160 and 164 (HIPPA Regulations)~~

Cross References:

Policy 206 (Public Hearings and Public Participation in School Board Meetings, Data  
Privacy Considerations)

Policy 515 (Protection and Privacy of Student Records)

Policy

adopted: 9/22/08

revised: 5/28/13

revised: 6/13/16

INDEPENDENT SCHOOL DISTRICT 273

Edina, Minnesota

Appendix I to Policy 406

**CONSENT TO RELEASE DATA, INFORMED CONSENT**

Request from an Individual Employee to release private employment data

By completing this form, the employee requests that the school district releases the employee's private personnel data to ~~An individual asks the government entity to release his/her private data to~~ an outside entity or person. In general, the school district ~~Because the entity~~ does not have statutory authority to release the data, unless it must get the employee/sindividual's written informed consent.

If you have any questions about the information on or purpose of this form, or would like more explanation, please contact the Human Resources Department ~~Director of Human Resources (952-848-4909)~~ before you sign it.

I, \_\_\_\_\_, give my permission for Edina Public  
[employee's name-of individual data subject]

Schools to release data about me to \_\_\_\_\_ as  
[name of other entity or person]  
described on this form.

Private Data Requested to be Released: \_\_\_\_\_  
\_\_\_\_\_

Private Data Not to be Released: \_\_\_\_\_  
\_\_\_\_\_

Specific purpose for which the entity or person can use the provided data:  
\_\_\_\_\_  
\_\_\_\_\_

Date of expiration of this consent: \_\_\_\_\_

By my signature below, I recognize that although the data are classified as private for Edina Public Schools, the classification/treatment of the data may not be considered private to the entity or person to which the information is being released. I understand that this consent will expire one year from the date of the signature below, although I can revoke this consent at any time. This release is full and sufficient authorization pursuant to Minn. Stat. § 13.05 and Minn. R. 1205.1400.

Employee's Individual data subject's signature \_\_\_\_\_  
Date \_\_\_\_\_

Parent/guardian's signature *[if needed]* \_\_\_\_\_ Date \_\_\_\_\_

Established: 9/22/08; Revised: 5/28/13;  
Revised 9/9/20

## Personnel

### Employee–Student Relationships

#### I. Purpose

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

#### II. General Statement of Policy

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



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

5. Excessive informal and social involvement with individual students.

~~F. District employees must employ safeguards against the appearance of improper relationships with students.~~

~~G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.~~

~~H. District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.~~

### III. Reporting and Investigation

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

### IV. School District Action

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, or termination ~~or discharge~~. ~~It also may~~ The district may include reporting violations of this policy to appropriate state or federal authorities, including but not limited to the Minnesota Department of Education, other appropriate licensing authority, and agencies involved in maltreatment of minors and/or vulnerable adults. ~~School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.~~

### V. Scope of Liability

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

Legal References:

Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to ~~Minnesota Board of Teaching~~PELSB)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (~~Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions~~Employment Termination)

Minn. Stat. § 609.341-609.352 (~~Defining “intimate parts” and “position of authority” as well as detailing various sex offenses~~Definitions, Criminal Offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)

Policy 306 (Administrator Code of Ethics)

Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

Policy 413 (Harassment and Violence)

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Policy 421 (Gifts to Employees)

Policy 507 (Corporal Punishment)

Policy 634 (Electronic Technologies Acceptable Use)

Policy  
adopted: 10/20/08  
Revised: 8/19/13  
Reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

## Personnel

### License Status

#### I. Purpose

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

#### II. General Statement of Policy

- A. Teachers must hold a valid teaching license ~~or permission from the Minnesota Department of Education~~ Professional Educator Licensing and Standards Board ("PELSB") to perform the particular teaching service for which the teacher is employed by the school district.
- B. The ~~school~~ district has the duty to ascertain the teacher's licensure status ~~of its teachers~~ and ensure that the district's teacher license files are current. The district annually reviews its teacher license files to verify that ~~each~~ every teacher's license is current and appropriate to the particular service for which the teacher is employed by the district.

#### III. Procedure

- A. The school district ~~has~~ established a schedule for the annual review of teacher licenses.
- ~~B. When the district conducts its review, the district will provide written notification of the upcoming expiration to teachers whose licenses expire within one year from the date of review. However, the district's failure to provide this notice to teachers does not relieve teachers' responsibility to ensure that their teaching license is valid and appropriate to their teaching assignment.~~

#### BC.

If the district discovers that a teacher's license has expired or that the teacher is not appropriately licensed, the district will immediately investigate the circumstances surrounding the lack of license and will take appropriate action, as determined by the superintendent/designee based on recommendations from ~~the Minnesota Department of Education~~ PELSB.

- C. A teacher's failure to have an appropriate ~~the~~ license reinstated constitutes

gross insubordination, inefficiency and willful neglect of duty, which may  
~~be~~ grounds for immediate discharge from employment.

D.D

. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy remains with the teacher. ~~A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.~~

Legal References:

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

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

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

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

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

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

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

Policy  
adopted: 1/26/09  
Revised: 8/19/13  
Reviewed: 9/26/16

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota



**Board Meeting Date:** 12/14/2020

**TITLE:** November Mobility

**TYPE:** Information

**PRESENTER(S):** Greg Guswiler, Coordinator Student Information Systems

**ATTACHMENT:** Mobility Report (next page)

**Report Section Descriptions and Assumptions:**

- **School Level Enrollment Information**
  - This section is broken up by School / Grade
  - This section counts a student as 1 even if they spent only one day enrolled during the reporting period. When this section is built, the first and last days of the month are used as the reporting period.
- **Enrollment Comparisons**
  - This section compares the enrollment totals of the current reporting period to the month prior and the same period a year prior.
- **Mobility**
  - This section of the report lists the total number of students by grade who have withdrawn and enrolled during the reporting period.
  - This section of the report uses the same reporting period as the other sections of the report.
  - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month.
- **Leaving Student Breakdown**
  - This section of the report displays the reason students withdrew during the reporting period.
  - This section of the report is broken out by the Minnesota Department of Education's approved End Status Codes. These codes are:
    - 03: Transferred to an approved nonpublic school
    - 04: Student moved outside of the district, transferred to another MN District
    - 05: Student moved to another state and enrolled in school, student moved out of the country
    - 20: Student transferred to another district/state but did not move
  - This section of the report is only accurate the day the section is built as notifications of students withdrawing is ongoing throughout the next month

# Edina Public Schools Enrollment Summary



## Enrollment as of the end of November, 2020

Elementary Schools		KG	1	2	3	4	5	TOTAL
Concord		111	109	119	120	124	121	704
Cornelia		84	98	89	87	96	94	548
Countryside		91	97	91	97	106	94	576
Creek Valley		93	89	97	94	100	105	578
Highlands		87	87	87	86	95	85	527
Normandale		127	107	106	105	103	103	651
<b>Totals</b>		<b>593</b>	<b>587</b>	<b>589</b>	<b>589</b>	<b>624</b>	<b>602</b>	<b>3584</b>

Secondary Schools	6	7	8	9	10	11	12	TOTAL
South View	330	333	300	0	0	0	0	963
Valley View	330	348	331	0	0	0	0	1009
Edina High School	0	0	0	666	692	662	657	2677
Options at EHS	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>660</b>	<b>681</b>	<b>631</b>	<b>666</b>	<b>692</b>	<b>662</b>	<b>657</b>	<b>4649</b>

## Enrollment Comparisons

	December 2019	November 2020	December 2020
K-5	3658	3589	3584
6-8	1978	1976	1972
9-12	2686	2675	2677
<b>Totals K-12</b>	<b>8322</b>	<b>8240</b>	<b>8233</b>

PS	296	153	145
ECSE	154	120	125

## November Mobility

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

## Leaver Breakdown

Reason for Withdrawal	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
03: Transferred to a Non-Public School	1	2	1	0	0	0	0	0	0	0	0	0	0	4
04: Moved Outside of the District	0	1	0	0	0	1	0	0	0	0	0	1	0	3
05: Moved Outside of the State	0	0	0	0	0	0	2	1	0	0	1	0	0	4
Total	1	3	1	0	0	1	2	1	0	0	1	1	0	



**Board Meeting Date:** 12/14/2020

**TITLE:** December 2020 District Enrollment Report

**TYPE:** Information

**PRESENTER(S):** John Toop, Director of Business Services

**ATTACHMENTS:**

1. Enrollment Report

Student Enrollment Count by Month																			
District Name				(Data Entry is in Yellow Cells Only)															
Edina						#		273		2020-21 School Year									
Number of Days in Period				19.4444	19.444	19.44444	19.44444	19.44444	19.44444	19.44444	19.4444	19.444	175	175					
Days Remaining in School Year				175	155.5556	136.1111	116.6667	97.22222	77.77778	58.33333	38.8889	19.4444							
% of School Yr. @ Beginning of Mo.				100.00%	88.89%	77.78%	66.67%	55.56%	44.44%	33.33%	22.22%	11.11%							
Cumulative Days in School Year				19.4444	38.889	58.33333	77.77778	97.22222	116.667	136.111	155.556	175							
Percent of School Yr. Completed				11.11%	22.22%	33.33%	44.44%	55.56%	66.67%	77.78%	88.89%	100.00%							
Grade Level	EOY ADM Original Budget	EOY ADM Revised Budget	Fall Seat Count Budget	October	November	December	January	February	March	April	May	June	EOY ADM	Diff. vs. Revised	% Actual to Revised				
ECSE	-	-	0	-	0	0	0	0	0	0	0	0	0	0.00	#DIV/0!				
HK	-												0						
K	585.00	-	585	591	593	593	0	0	0	0	0	0	0	0.00	#DIV/0!				
1	610.43	-	611	591	589	587	0	0	0	0	0	0	0	0.00	#DIV/0!				
2	605.41	-	605	587	591	589	0	0	0	0	0	0	0	0.00	#DIV/0!				
3	624.53	-	625	590	590	589	0	0	0	0	0	0	0	0.00	#DIV/0!				
4	649.18	-	649	618	622	624	0	0	0	0	0	0	0	0.00	#DIV/0!				
5	628.09	-	628	603	604	602	0	0	0	0	0	0	0	0.00	#DIV/0!				
6	677.37	-	688	667	663	660	0	0	0	0	0	0	0	0.00	#DIV/0!				
7	669.27	-	660	682	683	681	0	0	0	0	0	0	0	0.00	#DIV/0!				
8	647.06	-	656	631	630	631	0	0	0	0	0	0	0	0.00	#DIV/0!				
9	660.28	-	680	666	663	666	0	0	0	0	0	0	0	0.00	#DIV/0!				
10	697.95	-	693	692	692	692	0	0	0	0	0	0	0	0.00	#DIV/0!				
11	652.71	-	648	666	662	662	0	0	0	0	0	0	0	0.00	#DIV/0!				
12	680.71	-	661	654	658	657	0	0	0	0	0	0	0	0.00	#DIV/0!				
TUITION	-	-		-	-	-	-	-	-	-	-	-	0	0.00	#DIV/0!				
Enrollment EC-12 including ALC	8,387.99	0.00	8,389	8,238	8,240	8,233	0	0	0	0.00	0	0	0.00	0.00	#DIV/0!				
Weighted ADM - WADM in Current Year	9,189.59	0.00	9,188.60	9,036.20	9,037.60	9,030.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!				
Estimated APU	9,189.59	0.00	9,188.60	9,036.20	9,037.60	9,030.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Estimated EOY APU's	9,189.59	0.00	9,188.60	9,036.20	9,037.44	9,032.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00						



**Edina Public Schools**  
**General Fund Monthly Report by Object Code Series**  
**(excludes Operating Capital, and LTFM expenses)**

For Period Ending: **November 30, 2020** % into Fiscal Year: **42%**

OBJECT Series	OBJECT SERIES DESCRIPTION	2018-19 Revised Budget	2018-19 FYTD Activity	2018-19 FYTD %	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %	2020-21 Revised Budget	2020-21 FYTD Activity	2020-21 FYTD %
100	SALARIES AND WAGES	70,904,446	20,475,290	29%	72,375,074	20,561,479	28%	72,368,635	20,755,507	29%
200	EMPLOYEE BENEFITS	23,477,084	6,662,317	28%	23,990,016	6,731,563	28%	24,964,218	7,192,611	29%
	<b>Subtotal Salaries and Benefits</b>	<b>94,381,530</b>	<b>27,137,607</b>	<b>28.75%</b>	<b>96,365,089</b>	<b>27,293,043</b>	<b>28.32%</b>	<b>97,332,852</b>	<b>27,948,118</b>	<b>28.71%</b>
300	PURCHASED SERVICES	6,680,293	2,997,356	45%	8,316,139	2,723,197	33%	9,448,564	2,305,535	24%
400	SUPPLIES & MATERIALS	3,870,158	1,317,308	34%	3,877,644	1,313,211	34%	4,080,142	1,103,891	27%
500	EQUIPMENT	128,600	297,246	231%	85,300	295,261	346%	115,500	597,984	518% *
800	OTHER EXPENSES	444,660	61,421	14%	474,763	88,394	19%	165,440	104,002	63%
900	OTHER FINANCING USES	0	0		0	0	0	0	0	
	<b>Subtotal All Other Costs</b>	<b>11,123,711</b>	<b>4,673,331</b>	<b>42%</b>	<b>12,753,846</b>	<b>4,420,064</b>	<b>35%</b>	<b>13,809,646</b>	<b>4,111,411</b>	<b>30%</b>
	Less Other Financing Uses/Equipment	128,600	297,246		85,300	295,261		115,500	597,984	
	<b>Revised Subtotal All Other</b>	<b>10,995,111</b>	<b>4,376,085</b>	<b>40%</b>	<b>12,668,546</b>	<b>4,124,803</b>	<b>33%</b>	<b>13,694,146</b>	<b>3,513,427</b>	<b>26%</b>
	<b>Grand Total General Fund</b>	<b>105,505,241</b>	<b>31,810,938</b>	<b>30%</b>	<b>109,118,935</b>	<b>31,713,106</b>	<b>29%</b>	<b>111,142,499</b>	<b>32,059,529</b>	<b>29%</b>
	<b>Less Other Financing Uses/Equipment</b>	<b>128,600</b>	<b>297,246</b>	<b>231%</b>	<b>85,300</b>	<b>295,261</b>	<b>346%</b>	<b>115,500</b>	<b>597,984</b>	<b>518%</b>
	<b>Revised Grand Total</b>	<b>105,376,641</b>	<b>31,513,692</b>	<b>29.91%</b>	<b>109,033,635</b>	<b>31,417,845</b>	<b>28.81%</b>	<b>111,026,999</b>	<b>31,461,545</b>	<b>28.34%</b>

\* Equipment in the 20-21 FYTD Activity column is substantially higher due to FIN 154 COVID related expenses.

Notes: This report shows General Fund expenses excluding Operating Capital and Long-Term Facilities Maintenance expenses. Those expenses are excluded due to their volatile nature and restricted funding purposes. Excluding these expenses gives a truer picture of where General Fund expenses are at the end of a given month in relation to the fiscal year-end. The District should always have a gap in the amount it is into the fiscal year versus the current month fiscal to-date expenses. For example, when the report is for the end of Nov 30, 2020 the District is 42% into the fiscal year. District expenses should be less than the amount the District is into the fiscal year, by anywhere from 8-13%, due primarily to teaching staff not being paid their first paycheck until 9/15. Also, the majority of teaching staff spread their paychecks out over 24 pay periods, resulting in a large expense in June when we "pay off" or expense all of the remaining paychecks at the end of the fiscal year. Expenses at the same point in time for the previous two fiscal year's are also provided for comparison purposes.

24 Pay Contracts	574
19 Pay Contracts	48



**Board Meeting Date:** December 14, 2020

**TITLE:** Curriculum Review Update: Music and Visual Arts

**TYPE:** Information

**PRESENTER(S):** Jody De St. Hubert and Debra Richards

**BACKGROUND:** Teacher representatives from the arts areas have been meeting since the 2018-19 school year engaging in the Fine Arts curriculum review process. In a May 2020 update the completion of Phase I was shared. It was also communicated at this time that an elementary and a middle school program design team would convene in the summer of 2020 and that Phase II would be presented to the school board in the fall of 2020. Phase II includes aligning program changes to meet MDE guidelines. Due to a necessary shift in focus, Phase II did not move forward as planned. The design teams did not meet and the planning process timeline has been adjusted.

**RECOMMENDATION:** This report is for school board information.

**PRIMARY ISSUE(S) TO CONSIDER:** After seeking guidance and approval from the Minnesota Department of Education, as well as conducting an internal capacity evaluation, we will be putting the continued work of the new Fine Arts standards on hold until the 2021-22 school year.

**ATTACHMENTS:**

1. Report

## Arts Standards Information and Summary

(content shared in May 2020)

There are five arts areas: dance, media arts, music, theater, visual arts. The new standards are no longer “banded”, but are laid out by grade level, which creates unique grade level experiences in each arts area.

There is not one license that allows teachers to deliver all areas of the arts standards. The licensure options are as follows:

- Dance
  - The arts dance course can be taught by an educator with a dance license OR an elementary generalist license for grades K-6 up to 0.33 of the school day.
  - The dance standards in Physical Education do not meet the arts requirements and cannot be taught in an interdisciplinary way.
- Dance and Theater Arts
- Theater Arts
- Music: Instrumental and Classroom or Vocal and Classroom Music
- Visual Arts (Media Arts can be taught by a visual arts licensed teacher)

In high school, a CTE (Career and Technical Education) course may fulfill an arts credit if all the following are true:

- Students must meet all of the arts standards for the relevant arts area in the course.
- The teacher of record must have a CTE endorsement.
- The teacher of record must also have passed the MTLE (MN Teacher Licensure Exam) assessment for the relevant arts area. Since there is not a MTLE for media arts, districts should use the visual arts MTLE.

### Kindergarten to Grade 8

- Instruction in arts education in grades K-8 must include all the required 2018 arts standards and grade-level benchmarks in at least two arts areas.
  - The amount of instructional time needed can be locally determined as long as there is sufficient time for teachers to teach and assess all standards in an area
- Students in grades K-8 must be offered opportunities in three arts areas.
  - Students in grades 6-8 must meet the standards in two arts areas each year
  - In grades 6-8 students can choose any two arts areas annually
- A full year of performance music (orchestra, band, choir) will no longer be sufficient to meet arts requirements in grades 6-8 (must meet two areas annually per MDE).
  - Students will need half year options in visual arts, media arts or music in grades 6-8 (e.g. World of Music, Music Exploration)
- The current MDE requirement listed is to offer 3 areas starting with the 2021-2022 school year.

### High School

- Instruction at the high school level must include all the required 2018 arts standards and benchmarks for grades 9-12 in at least one arts area.
- Students must be offered courses in at least three arts areas.
- For courses that count for arts credits, the teacher must hold a CTE endorsement.

## **Music and Visual Arts Curriculum Review Process Update Presented in May 2020**

Teacher representatives from the arts areas have been meeting over the last two school years to complete a curriculum review process. The teacher teams completed a review and analysis of the new standards. Changes were identified in order to guide curriculum review, materials inventory and programming.

### Changes to Arts Standards

- Benchmarks are by grade level rather than grade bands (e.g. grades K-2, etc.)
- Students in grades K-8 must be offered opportunities in three arts areas
- Students in grades K-8 must meet the standards in two arts areas each year
- Instruction at the high school level must include all the required arts standards and benchmarks in at least one arts area
- In high school the teacher of record must have a CTE endorsement and must also have passed the MTLE assessment for the relevant arts area (not new, but clarified)

### Phase I: Music and Visual Arts

- Review and analysis of new standards
- Gap analysis for current courses
- Adjustments made to curriculum documents to align to new standards
- Identification of replacement and new materials and resources
- Orders for music will be placed summer 2020 for fall implementation

### Phase II: All Arts Areas

- Ensure K-12 programming is in compliance with new MDE
- Support teachers in acquiring any necessary licensure changes
- Recommend any necessary programming changes
- Ensure changes are clearly articulated for registration in January 2021
- Resource orders for other arts areas will be placed summer 2021
- Full implementation by 2021-2022 as required by statute

## **Music and Visual Arts Curriculum Review Process Proposed Timeline Changes:**

In May 2020 it was communicated that an elementary and a middle school program design team would convene in the summer of 2020 to align program changes to meet MDE guidelines and that the program adjustments would be presented to the board in the fall of 2020. Due to a necessary shift in focus, this work was not able to move forward as planned. The design teams did not meet and Phase II action steps were adjusted to the following for the fall of 2020:

- Discuss current expectations for Art implementation with MDE to ensure clarity and understanding.
- Understand our current system capacity at each level to embark on the potential program changes that will need to occur to align with [MDE Art Standards](#) implementation as currently stated.

**MDE Discussion:**

The discussion with Ms. Campana at MDE was collaborative and supportive. She commended Edina Public Schools on its strong Arts programming. After hearing and understanding some of the potential program changes that would need to occur in Edina to meet the new standards, Ms. Campana communicated that she would like to collaborate with Edina in the continuation of our implementation process suggesting we put full implementation on hold and continue to devote time to developing an implementation plan.

**System Capacity Evaluation:**

During conversations with administration at both the elementary and secondary level it was recognized that the following would need to be addressed in order to proceed with full implementation of the Art standards in 2020-2021:

- Licensing requirements
- Course changes at the secondary
- Schedule changes at the elementary
- Shifts in programming at all levels

In conversations, administrators collectively agreed that given our current circumstances addressing these needs in a positive and productive way would be extremely challenging at this time. Neither teachers nor administrative teams have the capacity to engage in collective problem solving leading to new implementations that maximize results for students while they are managing hybrid learners in school, hybrid learners at home, and EVA learners at home. This undertaking alone is requiring new thinking, daily problem solving, and everyone's collective efficacy.

In particular, there is not sufficient time to have teacher teams execute what is needed. Edina currently has rich Art and Music offerings. Our goal in planning and implementing would be to continue to offer these rich experiences in alignment with the new Fine Arts standards and we need more time to do this well. Thus, we are putting the full Fine Arts implementation on hold and we will continue to devote time to developing an implementation plan in collaboration with MDE.



**Board Meeting Date:** 12/14/2020

**TITLE:** The World's Best Workforce Summary Report 2019-20

**TYPE:** Information

**PRESENTER(S):** Donna Roper, Director of Research and Evaluation, Mary Manderfeld, Director of Equity and Enrollment, Dr. Randy Smasal, Assistant Superintendent

**BACKGROUND:** As part of the World's Best Workforce legislation districts are required to submit a summary of the annual report to MDE each year. This summary is brief and simple, and MDE reviews and provides feedback to districts that can inform continuous improvement efforts at the local level. All districts use the combined World's Best Workforce and the Achievement and Integration summary report template. This plan addresses the following five goals:

- All children are ready for school.
- All third-graders can read at grade level.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school.

**RECOMMENDATION:** Edina School Board accepts the information as provided.

**PRIMARY ISSUE(S) TO CONSIDER:** This is a state required summary report. Consider current strategic planning.

**ATTACHMENTS:**

1. Report (next page)



## 2019-20 Combined World's Best Workforce (WBWF) Summary and Achievement and Integration (A&I) Progress Report

District or Charter Name: Edina Public Schools - ISD 273

Grades Served: PK-12

WBWF Contact: Donna Roper

A and I Contact: Mary Manderfeld

Title: Director of Research & Evaluation

Title: Director of Equity and Enrollment

Phone: 952.848-4942

Phone: 952.848-4910

Email: donna.roper@edinaschools.org

Email: mary.manderfeld@edinaschools.org

Did you have an MDE approved Achievement and Integration plan implemented in the 2019-20 school year?



Yes



No

[List of districts with a Minnesota Department of Education \(MDE\) approved Achievement and Integration plan during the 2019-20 school year.](#)

This report has three parts:

- [WBWF](#): Required for all districts/charters.
- [Achievement and Integration](#): Required for districts that were implementing an MDE approved Achievement and Integration plan during the 2019-20 school year. *No charter schools should complete this section.*
- [Racially Isolated School](#): Required for districts that were implementing an MDE approved Achievement and Integration plan for Racially Identifiable Schools during the 2019-20 school year. *No charter schools should complete this section.*

Please ensure the World's Best Workforce leadership and the Achievement and Integration leadership collaborate within your district when completing this report. [World's Best Workforce](#)

### Annual Report

MDE understands this past school year (2019-20) ended under unique circumstances due to the COVID-19 pandemic. Therefore, we are providing reporting options that reflect this disruption in your ability to appropriately report annual progress.

**WBWF Requirement:** For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

**A&I Requirement:** Districts must post a copy of their A&I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

- [World's Best Workforce Summary 2019-20](#)
- [Achievement and Integration Plan 2020-2023](#)

## Annual Public Meeting

**These annual public meetings were to be held in the fall of each school year.**

**WBWF Requirement:** School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

**A&I Requirement:** The public meeting for A&I is to be held at the same time as the WBWF annual public meeting.

- **The District will present this meeting to the public on December 14, 2020.**

## District Advisory Committee

**The District Advisory Committee should be in place at the start of the school year.**

**WBWF Requirement:** The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board.

## World's Best Workforce 2019-20 Committee Members

- |                                                                      |                                                      |
|----------------------------------------------------------------------|------------------------------------------------------|
| • Tully Clark, Student Representative                                | • Carla Olson, Grandparent Representative            |
| • Blanca Diaz DeLeon, Cultural Liaison                               | • Lydia Olson, Student Representative                |
| • Steve Buettner, Director of District Media & Technology            | • Albert McGee, Cultural Liaison                     |
| • Leah Byrd, Early Education Programs Coordinator                    | • Jeanne Miller, Parent Representative               |
| • Kari Dahlquist, Principal                                          | • Ana Munro, Parent Representative                   |
| • Alejandro Decanini, Parent Representative                          | • Audrey Nolen, Student Representative               |
| • Abdikadir Ibrahim, Cultural Liaison                                | • Patricia Procel, Parent Representative             |
| • Carolyn Jackson, Community Representative                          | • Ulises Rodriguez, Multilingual Learner Coordinator |
| • Jeff Jorgensen, Director Student Support Services*                 | • Donna Roper, Director Research & Evaluation*       |
| • Jenny Johnson, Assistant Principal                                 | • Janie Shaw, School Board Representative            |
| • Ellen Jones, School Board Representative                           | • Randy Smasal, Director Teaching & Learning*        |
| • Michael Kirch, Parent Representative, Normandale                   | • Dulce Torres, Parent Representative                |
| • Jennifer Kunze, Parent Representative, U of M RAMP up to Readiness | • Catalina Valdes, Parent Representative             |
| • Mary Manderfeld, Director of Equity & Enrollment*                  | • Sheila Welsh, Special Education Teacher            |
| • Maggie McCracken, Parent Representative                            | • Case Winter, Student Representative                |

*\*Achievement & Integration Leadership Team Members*



## Equitable Access to Excellent and Diverse Educators

***Staffing should be in place by the start of the 2019-20 school year. Report on your equitable access to excellent and diverse educators for the start of the 2019-20 school year.***

**WBWF Requirement:** WBWF requires districts and charters to have a process in place to ensure students from low income families, students of color, and American Indian students are not taught at disproportionate rates by inexperienced, out-of-field, and ineffective teachers. The legislation also requires that districts have strategies to increase access to teachers who reflect the racial and ethnic diversity of students.

While districts/charters may have their own local definitions, please note the definitions developed by Minnesota stakeholders during the Every Student Succeeds Act (ESSA) state plan development process:

- An **ineffective teacher** is defined as a teacher who is not meeting professional teaching standards, as defined in local teacher development and evaluation (TDE) systems.
- An **inexperienced teacher** is defined as a licensed teacher who has taught for three or fewer years.
- An **out-of-field teacher** is defined as a licensed teacher who is providing instruction in an area which he or she is not licensed.

The term “equitable access gap” refers to the difference between the rate(s) at which students from low income families, students of color, and American Indian students are taught by inexperienced, out-of-field, or ineffective teachers and the rate at which other students are taught by the same teacher types. This is not to be confused with the “achievement gap” (how groups of students perform academically); rather, “equitable access gap” is about which student groups have privileged or limited access to experienced, in-field, and effective teachers.

***Respond to the questions below.***

- Describe your process for ensuring students of color, American Indian students and students from low income families have equitable access to experienced, in-field, and effective teachers.
  - How did the district examine equitable access data? What data did you look at? How frequently do you review the data?
  - Who was included in conversations to review equitable access data?  
***Narrative is required, limit response to 200 words.***
    - Human resources department meets with district and building administrators regarding teacher staffing needs beginning in February.
    - The district reviews teacher vacancies, number of teachers needed at each site/program due to anticipated student enrollment, teacher diversity, teachers taking leaves or returning from leaves, licensure requirements, continuing contract status of teachers, and informal information received from administrators.
    - Each building/program has teachers ranging in years of teaching experience and educational attainment, but each teacher meets the qualifications for which the teacher is assigned.
    - We continue to strive to employ high quality teachers who best meet the needs of our students.
  - What strategies has the district initiated to improve student equitable access to experienced, in-field, and effective teachers?
  - What goal(s) do you have to reduce and eventually eliminate equitable access gaps?  
***Narrative is required, limit response to 200 words.***

- Spring 2020, the school board adopted a new strategic plan outlining its commitment to “support and retain quality, culturally competent employees with increasingly diverse backgrounds, experiences, and perspectives.”
- We will (1) set retention goals, strategies, and supports for retaining employees of color; (2) review employee diversity by site and create goals to ensure that the student diversity is reflective in employee diversity; (3) formalize partnerships with post-secondary institutions to diversify workforce; and (4) expand the number of employees in a cultural liaison role to serve student and family needs while the district builds a more diverse and culturally competent workplace.

WBWF also requires districts and charters to examine student access to licensed teachers who reflect the racial and ethnic diversity of students. A growing body of research has demonstrated that all students benefit when they are taught by racially and ethnically diverse staff throughout their career, and students of color and indigenous students benefit even more. Consequently, working to increase teacher racial diversity is beneficial to all schools.

- Describe your efforts to increase the racial and ethnic diversity of teachers in your district.
  - Which racial and ethnic student groups are present in your district that are not yet represented in your licensed teacher staff? How many additional teachers of color and American Indian teachers would you need in order to reflect your student population?

***Narrative is required, limit response to 200 words.***

- The Director of Human Resources will be leading a team through a collaborative process to design a plan to begin targeting strategic actions and targets for specific goal areas in the 2021 school year and beyond.
- Although the district has racial diversity in its teaching corps, the gap between student diversity and teacher diversity is substantial (23%).
- Districts have a difficult time hiring diverse teachers when the licensed teacher diversity rate hovers around 4% in the state.
- What strategies has the district initiated to increase and retain teachers of color and American Indian teachers in the district? What goal(s) are you pursuing?

***Narrative is required, limit response to 200 words.***

- As noted above, we have adopted strategies to work towards closing this gap, but we need support from the state regarding (1) recruitment of future diverse teachers into post-secondary teacher programs; (2) elimination of barriers that dissuade out-of-state teachers from coming to our state; (3) trusting district hiring authorities when it chooses to hire teachers on a first tier or second tier; and (4) not eliminating the tier two to tier three pathway in which content-level experts can become tier three teachers. Districts have a difficult time hiring diverse teachers when the licensed teacher diversity rate hovers around 4% in the state.

## Local Reporting of Teacher Equitable Access to Excellent and Diverse Educators Data

Districts are required to publicly report data on an annual basis related to student equitable access to teachers,

including data on access for low-income students, students of color, and American Indian students to experienced, in-field, and effective teachers *and* data on all student access to racially and ethnically diverse teachers.

For this 2019-20 WBWF summary report submission, please check the boxes to confirm that your district publicly reported this data.

☐ District/charter publicly reports data on an annual basis related to equitable teacher distribution, including data on access for low-income students, students of color, and American Indian students to effective, experienced, and in-field teachers.

☒ District/charter publicly reports data on an annual basis related to student access to racially and ethnically diverse teachers.

## Goals and Results

SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Districts may choose to use the data profiles provided by MDE in reporting goals and results or other locally determined measures.

### All Students Ready for School

Goal	Result	Goal Status
1. Increase screening rates of K students to 100% as required	1. 100% of Students Screened	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Met Some (Multiple Goals) <input type="checkbox"/>
2. Increase the percent of Staff trained in the use of the Pyramid Model from 58% to 75%.	2. 95% of Staff successfully trained in Pyramid Model	
3. Implement TS Golds Assessments and Reporting for 4-Yr Old on the developmental milestones.	3. TS Golds Assessment data collected and reported to public as baseline data from the winter mid-year check in.	
4. Of Edina K-1 Students starting in the <b>Fall of 2019, 60% or more</b> will meet typical and aggressive growth targets established on the Standardized Fastbridge Assessment measures in Early Literacy and Early Numeracy <b>by the Spring of 2020</b>	4. K-1 Early Literacy growth metrics could not be calculated for Fall to Spring. Fall to Winter Growth was 71% of all students met the mid-year benchmarks	

***Narrative is required; 200-word limit.***

#### What data have you used to identify needs in this goal area?

- We use enrollment data from Infinite Campus to monitor the K screening status of our incoming students and track participation in preschool and early childhood special education programming.
- Fall, Winter and Spring TS Gold Strategies assessment data to guide instruction in multiple areas: Social Emotional, Language, Cognitive, Literacy, Mathematics, Social Studies, Physical, and the Arts.

- We are using attendance data from professional learning opportunities around the Pyramid Model

#### How is this data disaggregated by student groups?

- The data is disaggregated by age, and domain as well as gender, race/ethnicity, socio-economic status, el status, sped status

#### What strategies are in place to support this goal area?

- Partnership building opportunities with community partners (i.e. Beyond ECCE, Help Us Grow, Fairview Hospital, multiple early learning centers and especially with our Kindergarten teachers as we aim to create a smooth transition for PreK to K students.
- Systems and Process improvements to registration and outreach, including use of technology and aligning procedures
- Support and promote Professional Learning Communities and effective use of data and feedback, culturally relevant and responsive teaching and training opportunities on the Pyramid Model.

### All Students in Third Grade Achieving Grade-Level Literacy

Goal	Result	Goal Status
1. Increase the percent of students who are proficient on the MCA by 3.0 points, going from 75.5% in 2019 to <b>78.5% proficient in 2020.</b>	1. <i>Unable to Report</i>	<input type="checkbox"/> <input checked="" type="checkbox"/> Met Some (Multiple Goals) <input type="checkbox"/>
2. Annual growth in reading. Looking at second graders moving to third grade, we will ensure 50% or more of third grade students as a whole meet their projected growth targets. This is the first year for this cohort to meet growth targets on MAP	2. 56.6% of Third Grade Students Met their Projected Growth Targets on NWEA MAP from W19 to W20.	
3. In W19, 80.7% of 2 <sup>nd</sup> grade students met grade level benchmarks as measured by NWEA MAP. In W20, this cohort, now 3 <sup>rd</sup> Graders, will increase to 82% of students meeting RIT grade level benchmarks.	3. 76.1% of Third Grade Students met the Grade Level RIT Benchmarks on the NWEA MAP in W20.	
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Narrative is required; 200-word limit.**

#### What data have you used to identify needs in this goal area?

- We look at trends in student performance to determine needs
- Fastbridge, MAP, MCA, ACCESS, WIDA, Benchmark Assessment, DRA, QRI, BAS and in class assessments

#### How is this data disaggregated by student groups?

- All standardized assessment information is housed in a central data warehouse where secure access of disaggregated results are provided in an appropriate and timely manner to classroom teachers, principals and administrators.

#### What strategies are in place to support this goal area?

- Screening students in kindergarten and grade 1 is recommended to be done 2-3 times/ year. Edina historically has collected data in the fall, winter, and spring. *Due to COVID-19, the 2020 Spring data was not collected.*

- Read Well by Third Grade, ADSIS, TITLE, MN Reading Corp, Tutoring, in class small group instruction.
- Through a continuous review of the results, we aim to address performance challenges and make instructional changes that are appropriate and responsive.

### How well are you implementing your strategies?

- We use a continuous improvement process and cycle of review which requires intentional time with teams of teachers using best evidence of learning.
- Implementation relies heavily on a cohesive collective effort among many different stakeholders.
- We recognize the importance of building and growing our systems, processes and teams to ensure the programmatic improvements can sustain changes over time.
- When considering our overall implementation plan and strategies, we continue to find challenges as well as opportunities.
- Dedicated time for teacher learning is needed to support implementation and leverage opportunities for growth.
- Again, TIME is needed for teachers to review data, connect it to what students are learning and identify best fit solutions to individual student needs.

### How do you know whether it is or is not helping you make progress toward your goal?

- By monitoring evidence and supporting activities aligned to needs, we are able to adjust along the way

### Close the Achievement Gap(s) Between Student Groups

Goal	Result	Goal Status																																									
<div>1. Reduce the Gap for FRL vs Non FRL by 5.0 points on MCA</div> <div>2. Reduce the Gap for SPED vs Non Sped</div> <div>3. Reduce the Gap for EL vs Non-EL</div>	<div>MCA III Reading by Special Population 2015 - 2019</div> <table><thead><tr><th></th><th>EL</th><th>Non-EL</th><th>FRP</th><th>Non-FRP</th><th>SPED</th><th>Non-SPED</th></tr></thead><tbody><tr><td>2015</td><td>28.5</td><td>81.6</td><td>49.7</td><td>82.7</td><td>50.2</td><td>82.8</td></tr><tr><td>2016</td><td>21.3</td><td>80.5</td><td>47.0</td><td>82.0</td><td>50.0</td><td>82.5</td></tr><tr><td>2017</td><td>23.1</td><td>81.7</td><td>51.0</td><td>82.7</td><td>50.3</td><td>82.8</td></tr><tr><td>2018</td><td>24.9</td><td>79.8</td><td>47.1</td><td>80.5</td><td>47.0</td><td>81.1</td></tr><tr><td>2019</td><td>23.8</td><td>80.2</td><td>45.6</td><td>81.3</td><td>44.4</td><td>80.9</td></tr></tbody></table> <div><div>Check one of the following:</div><div><input type="checkbox"/> On Track (multi-year goal)</div><div><input type="checkbox"/> Not On Track (multi-year goal)</div><div><input type="checkbox"/> Goal Met (one-year goal)</div><div><input type="checkbox"/> Goal Not Met (one-year goal)</div><div><input type="checkbox"/> Met All (multiple goals)</div><div><input type="checkbox"/> Met Some (multiple goals)</div><div><input type="checkbox"/> Met None (multiple goals)</div><div><input checked="" type="checkbox"/> Unable to Report</div></div>		EL	Non-EL	FRP	Non-FRP	SPED	Non-SPED	2015	28.5	81.6	49.7	82.7	50.2	82.8	2016	21.3	80.5	47.0	82.0	50.0	82.5	2017	23.1	81.7	51.0	82.7	50.3	82.8	2018	24.9	79.8	47.1	80.5	47.0	81.1	2019	23.8	80.2	45.6	81.3	44.4	80.9
	EL	Non-EL	FRP	Non-FRP	SPED	Non-SPED																																					
2015	28.5	81.6	49.7	82.7	50.2	82.8																																					
2016	21.3	80.5	47.0	82.0	50.0	82.5																																					
2017	23.1	81.7	51.0	82.7	50.3	82.8																																					
2018	24.9	79.8	47.1	80.5	47.0	81.1																																					
2019	23.8	80.2	45.6	81.3	44.4	80.9																																					

**Narrative is required; 200-word limit.**

### What data have you used to identify needs in this goal area?

- The data used to set identify needs and set our targets and goals for this area include the MCA. We also used ACCESS Data to address our multilingual English learner student group.
- Other data used to understand the difference in performance between student groups includes: Fastbridge, MCA, MAP, ACCESS, ACT, Grades, Behavior, Attendance
- The pandemic has had a disproportionate impact on students of color and likely, will exacerbate the current academic achievement gap, as well.

### How is this data disaggregated by student?

- All standardized assessment information is housed in a central data warehouse where secure access of disaggregated results provided in an appropriate and timely manner to classroom teachers, principals and administrators.

### What strategies are in place to support this goal area?

- We continue to target early intervention as a way to close the achievement gap.
- CLRT strategies are tools used in the classroom environment to aid participation in the learning and we want to deepen these responsive teaching initiatives with a learning-focused vision particularly on classroom assessment.
- We continue working together to pool expertise in order to design coaching and teacher support systems that align to what the research suggests is best for student and teacher learning.
- Embedded formative assessment strategies are used to check for understanding as learning is happening.
- We are providing district-wide professional development on second language development and best-practice strategies to support Multilingual Learners.
- We are leveraging our expertise in-house by having ML teachers coach twenty five teachers using the English in the Mainstream (ELM) protocol coordinated by Hamline University.
- Data driven instruction is promoted to address learning gaps
- Minimizing distractions to the learning for both instructors and students

### All Students Career- and College-Ready by Graduation

Goal	Result	Goal Status
1. Increase percentage of students meeting ACT college readiness benchmarks (CRB) in the category called "All Four" by 2.0.	1. Went from 63% to 65% reaching all four subject area College Readiness Benchmarks on the ACT.	<b>Check one of the following:</b> <input type="checkbox"/> On Track (multi-year goal) <input type="checkbox"/> Not On Track (multi-year goal) <input type="checkbox"/> Goal Met (one-year goal) <input type="checkbox"/> Goal Not Met (one-year goal) <input type="checkbox"/> Met All (multiple goals) <input checked="" type="checkbox"/> Met Some (multiple goals) <input type="checkbox"/> Met None (multiple goals) <input type="checkbox"/> Unable to Report
2. Increase percentage of students meeting ACT STEM Benchmark by 2.0 points.	2. Went from 53 to 54% reaching the STEM College Readiness Benchmark on ACT.	

**Narrative is required; 200-word limit.**

- One measure we are using to ensure academic preparedness after high school is the American College Test (ACT) and exams on the Advanced Placement Test.
- ACT has newly released Certification information with its profile report. This helps employers determine what skills students have that prepare them for certain jobs. Only 3 students were identified for needing improvement on the ACT. Below is the Career summary data on how Edina is doing to prepare students for careers.



**Career Readiness Certificates:** [ACT Job Pro Database](#)

**Platinum:** skills required for roughly 99% of jobs

**Gold:** skills required for at least 93% of jobs

**Silver:** skills required for at least 69% of jobs

**Bronze:** skills required for at least 17% of jobs

### How is this data disaggregated by student groups?

- Data is stored in multiple systems and requires merging and analysis.
- Public views of disaggregated results are available on the Minnesota Report Card.

### What strategies are in place to support this goal area?

#### For the ACT Specifically:

- Students are provided opportunities to review for the ACT test as 9<sup>th</sup> and 10<sup>th</sup> graders. Participation occurs when juniors and seniors are taking the schoolwide offering of ACT.
- Test taking strategies are reviewed with students by way of advisory and counseling.
- Results from the schoolwide practice ACT are shared with teachers and administrators for improvement purposes.
- COVID impacted our Juniors in the 2020 school year in terms of participation.

### All Students Graduate

Goal	Result	Goal Status
1. Students in the multilingual English Language learner category will increase <b>3 points</b> going from 86.5% in 2018 to 89.5% in 2019.	1. Graduation rates for multilingual English language learners decreased in 2019 to 75%.	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track (multi-year goal)</p> <p><input type="checkbox"/> Not On Track (multi-year goal)</p> <p><input type="checkbox"/> Goal Met (one-year goal)</p> <p><input checked="" type="checkbox"/> Not Met (one-year goal)</p> <p><input type="checkbox"/> Met All (multiple goals)</p> <p><input type="checkbox"/> Met Some (multiple goals)</p> <p><input type="checkbox"/> Met None (multiple goals)</p> <p><input type="checkbox"/> District/charter does not enroll students in grade 12</p> <p><input type="checkbox"/> Unable to Report</p>

**Narrative is required; 200-word limit.**

#### What data have you used to identify needs in this goal area?

- Progress Grades, Transcripts, Credits Earned
- Naviance – My Plan information

#### How is this data disaggregated by student groups?

- Our High School is able to run reports to isolate students who may not be on track for graduation
- The data can be disaggregated by all the student group categories

***What strategies are in place to support this goal area?***

- [Guidance and Counseling](#) over see a robust set of activities beginning as early as the 6<sup>th</sup> grade to begin ensuring students are on track to graduate.
- Upon entry to High School Naviance and the student portal is used as a primary tool to assist students with their academic plans and pathway to successful graduation



## Achievement and Integration

This portion is only required for districts with an approved A&I plan during the 2019-20 school year. Use pages 10-15 if you are reporting on Year 3 of your three-year plan (years 2017-20). If you are reporting on year 1 of your three-year plan (years 2019-22), please use pages 16-22 of this document.

[View list of participating districts required to report progress of goals during the 2019-20 school year.](#)

Once they are approved by MDE, Achievement and Integration (A&I) plans are in effect for three years. At the end of the third year, the commissioner must determine if districts met each goal in their approved plans ([Minn. Stat. § 124D.862, subd. 8](#)).

In order to do this, each district is asked to provide information in this A&I progress report indicating whether or not each of their plan goals has been met. The information you submit will also be used to provide ongoing support for your A&I efforts. You will be able to indicate where disruptions from COVID-19 required you to change how you implemented your A&I strategies or made collecting data to document progress toward your goals complicated or impossible

Districts with one or more racially identifiable schools will also submit progress reports to verify whether 2019-20 A&I plan goals for each of those schools were met.

Districts that don't meet plan goals after three years are to consult with the commissioner on improvement plans and use up to 20% of their annual A&I revenue to fund improvement strategies—strategies that will make it more likely for a district to meet their new A&I goals ([Minn. Stat. § 124D.862, subd. 8](#)).

### Achievement and Integration Goal 1

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
By 2020 the percentage of Third Grade Students who are proficient in reading as measured by the MCA III reading assessment will increase <i>from 78.5 % in 2016 to 87% in 2020</i>	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal	The percentage of all students who identify as Black, Hispanic, American Indian or Pacific Islander who are enrolled in Third Grade in the Edina Public in Schools who are proficient on the MCA Reading test will increase from 53% as of Spring 2019 to 70% by the Spring of 2023. The State of Minnesota expects all student groups to reach proficiency rates of 85% by the year 2025	If unable to report a result because of disruptions due to COVID-19, please respond, "Unable to report" <input type="checkbox"/>	Check one of the following: <input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met <input type="checkbox"/> Unable to Report

**Narrative is required; 200-word limit.**

**What data have you used to identify needs in this goal area?**

- Quantitative measures to include: Fastbridge, MAP, DRA, QRI, In class assessments

**How is this data disaggregated by student groups?**

- All standardized assessment information is stored in a central data warehouse where secure access of disaggregated results are provided in an appropriate and timely manner to classroom teachers, principals and administrators.

**What strategies are in place to support this goal area?**

- Read Well by Third Grade, ADSIS, TITLE, MN Reading Corp, Tutoring, in class small group instruction.
- Prioritizing performance challenges through a continuous review of the results upon each acquisition of new assessment data in weekly PLCs.

**How well are you implementing your strategies?**

- The implementation metrics we are using indicate some of our processes may need more resources
- We are employing a plan-do-study-check cycle of review, which requires intentional time with teams of teachers using best evidence of learning.
- When considering our overall implementation plan and strategies, we are finding some challenges to effectively support the needed professional learning time required for teams of teachers.

**How do you know whether it is or is not helping you make progress toward your goal?**

- By creating a plan, activating it and checking to see that we are getting the results we expect, we know if we are realizing acceptable progress.

**Achievement and Integration Goal 2**

Goal Statement	Achievement or Integration Goal?	Baseline	Year 3 (2019-20) Actual	On Track?
By 2020, Edina Public Schools will increase the percentage of students who are college and career ready as measured by the number of students meeting all four subject area college benchmarks: English, Math, and Reading & Science. The percentage of Grade 12 students will increase from 61% in 2016 to 70% in 2020	Check one of the following: <input type="checkbox"/> Achievement Goal <input type="checkbox"/> Integration Goal	The 2019 gap in proficiency reading rates for students who identify as Black, Hispanic, American Indian enrolled in All Tested Grades in the Edina Public in Schools is currently 32 points. Edina Public Schools will focus on reducing the point spread by 17 points, going from 32 points in 2019 to 15 points in 2023	65% of graduating seniors met all four college readiness benchmarks in 2019-20 and increase of two percentage points.	Check one of the following: <input type="checkbox"/> Goal Met <input checked="" type="checkbox"/> Goal Not Met Unable to Report

**Narrative is required; 200-word limit.**

***What data have you used to identify needs in this goal area?***

- Grades, MAP, MCA, PSAT, AP, ACT, ACCESS, Attendance and Demographic Data
- ACT Data is used for this specific goal

***How is this data disaggregated by student groups?***

- *The data is imported into a local data warehouse and disaggregated at the classroom level, school and district level*
- *Public views, where appropriate, of disaggregated results are available on the Minnesota Report Card*

***What strategies are in place to support this goal area?***

- The Access Program is used to catch our students and encourage, support and help push them to an individual realist path beyond high school.
- College Possible in Edina High School for the past four years has been invaluable.
- Students that are part of this program consistently are able to meet benchmarks in regards to college and career readiness.
- AVID is available in all three secondary buildings but in particular, the high school AVID classes have a focus on meeting college benchmarks.
- Our cultural Liaisons also help break down barriers for students and families that assist with eliminating barriers around college and career readiness.

## Integration

**Narrative is required; 200-word limit.**

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2019-20 school year. Also, consider ways that your A&I plan strategies have increased integration within your district.

## Impacts from Distance Learning

**Narrative is required; 200-word limit.**

Briefly explain how you modified your strategies this spring because of distance learning. List the strategies you weren't able to implement. What A&I-related data were you unable to collect to document progress toward your goals? How did those adjustments or lack of data inform your A&I planning for the 2020-21 school year?

*This year due to COVID, Edina Public Schools and Hopkins Public Schools were not able to collaborate in the same way around integration efforts in regards to the Ready Set Kindergarten program.*

*However, Edina Public Schools and Hopkins Public Schools did partner to offer an AVID Summer Bridge, from 8/3-8/14. This program focused on our middle school students. 58 students participated, which is more than we were expecting when we first designed the program last spring. Word of mouth got around pretty quickly as we held supply pick-up sessions the week before we started and as we delivered supplies to those families that could not get to a pick-up location/time. Along with getting kids signed up for ASB, we have 5 more families express interest in the AVID class itself for September. The staff designed some awesome curriculum that is really engaging for our students, using multiple ways to engage our kiddos. These include Google Meets, Flipgrid, and EdPuzzle to name a few.*

*"We have really been working hard to get the kids to not just do the assignments but to engage with each other and provide feedback to each other, just like they would be expected to do during this upcoming year. Our hope is that this increase in student agency will serve them well in the hybrid or distance learning models they will be in during 2020-21. Each day the students have a task in each of our four classes: AVID, Math, Science, and Academic Literacy. Along with that, we offer a synchronous session in one of the classes each day. That session is offered twice a day (once in the morning, once in the afternoon) to try and best accommodate the students' schedules. Our attendance to the synched sessions has ranged from 60% to 90% each day. While we would love perfect attendance to the sessions, we are also very cognizant of the fact we are trying to interact with middle schoolers during the summer in an optional/enrichment program, so overall, we are very pleased with how things are progressing. The level of rigor and innovation brought by our staff has been inspiring. We know the connections we are making with students and families now will serve our districts well as we start the upcoming year."*